



## NAF GRIEVANCE PROCEDURES

Employees dissatisfied with matters relating to conditions of employment are entitled to express that dissatisfaction by filing an appeal or grievance. Employees still within their probationary period do not qualify for official appeal or grievance procedures. Filing an appeal or grievance does not reflect unfavorably upon either the employee's standing in the organization or the employee's loyalty or value to the organization. An employee is free to use these procedures without fear of penalty or reprisal. An explanation of appeals and grievances qualifications and procedures is presented in Chapter 9 of the NonAppropriated Fund Personnel Program Management and Administration Procedure Guide.



*“With the new day comes new strength and new thoughts.” -Eleanor Roosevelt*

### HOLIDAY PAY

If you are a regular employee and a holiday falls on a scheduled workday, you are entitled to observe the holiday with pay. If the holiday falls outside your scheduled workweek, you are entitled to observe the holiday with pay on the preceding or following workday.

***Employees on LWOP status the day before & after the holiday are not entitled to holiday pay.*** Holiday pay is regular base pay, including night shift differential, for the number of non-overtime hours that would have been scheduled had it not been a holiday.

### WEINGARTEN NOTICE

Bargaining unit employees have rights under 5 USC 7114(a)(2)(B) (more commonly referred to as Weingarten rights). Weingarten notice to employees. As quoted by the law (5 CFR 7114(a)(2)(B) "Weingarten Notice -

- In accordance with the requirements of 5 USC 7114(a)(3), this is to advise bargaining unit employees that:
  - An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at any examination of an employee in the unit by a representative of the agency in connection with an investigation if -
    - (a) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
    - (b) the employee requests representation.

*“The secret of getting ahead is getting started.” - Mark Twain*

Goodbye, 2019  
Hello, 2020!



## WINTER ACTIVITIES ON FE WARREN

- Jan 11 Floating Inflatable Trampoline Aquatic Center 3-5pm
- Jan 18 Karaoke at Trails End 7-11pm
- Jan 23 Jars in a Box at Arts and Crafts 6-8 pm (Please sign up and pay by Jan 16)
- Jan 24 National Peanut Butter and Jelly day Community Center 3-5pm

**For more events, check out**

<https://www.funatwarren.com/> **Or**

***“Fun at Warren Air Force Base” Facebook***

## Accessing NAF MyPay

### Web address:

[https://afsfms.afsv.net/OA\\_HTML/AppsLocalLogin.jsp?langCode=US&\\_logoutRedirect=y](https://afsfms.afsv.net/OA_HTML/AppsLocalLogin.jsp?langCode=US&_logoutRedirect=y)

Through MyPay you can:

- View and print your LES
- Change your W4 Elections
- View your W2 (You can visit your NAF HR for a printed copy)
- View your allotments
- Change your personal information
- Check your Retirement account

\*If you have issues accessing your account or need to reset your password please call 307-773-2097.

## DAYLIGHT SAVINGS TIME

March 8th is the end of Daylight Savings Time. Remember to set your clocks forward 1 hour!



## PLAN AHEAD FOR TAX SEASON...

The inevitable and sometimes dreaded time of the year is just around the corner... TAX day! Preparation for tax season helps relieve some anxiety that comes with filling out IRS forms. One way to be prepared is to acquire your W-2's early. Your 2019 W-2 will be available through the NAF Pay website (They will not be mailed to you). W-2's are available starting in late January. Be sure to print and keep these forms, as you will need the information from them to file your IRS tax documents. **Also, be sure to update your address on the NAF Pay website, especially if you move or are resigning.**

[https://afsfms.afsv.net/OA\\_HTML/AppsLocalLogin.jsp?langCode=US&\\_logoutRedirect=y](https://afsfms.afsv.net/OA_HTML/AppsLocalLogin.jsp?langCode=US&_logoutRedirect=y)

If you are having trouble getting onto the NAF Pay website, here are some helpful hints:

1. The website works best from af.mil computer (this means a CAC enabled military computer)
2. Remember most of the time your username is:

**Firstname.middleinitial.lastname**

If you are locked out or having trouble, contact your HR office and they can assist you (307) 773-2097.



The operating hours for the NAF Human Resources Office are Mon-Fri. 7:30am – 4:30 pm. If you have any concerns regarding your employment or any article in this newsletter, please feel free to contact the HRO. Your own Official Personnel Folder may be reviewed any time during normal business hours. Call 773-2097

*As of Dec 2019, NAF jobs are now advertised on [USAJobs.gov](http://USAJobs.gov). Please check our Facebook page “[90 FSS NAF Human Resource Office](#)” for updates with current job listings.*

*Be aware that applicants must build their profile and upload/build their resume in*

***USAJobs. Gov***



# JANUARY

- |                     |        |
|---------------------|--------|
| Gregory Winters     | Jan 01 |
| Maria Salas         | Jan 01 |
| Betti James         | Jan 02 |
| Angelina Milatzo    | Jan 02 |
| Ashley Leon         | Jan 02 |
| Stephen Barrows     | Jan 04 |
| Michael Mallinson   | Jan 05 |
| Jennifer Bayes      | Jan 06 |
| Jennyssa Moore      | Jan 07 |
| Aaron Ankenman      | Jan 11 |
| Robert Duncan       | Jan 15 |
| Ty Reed             | Jan 18 |
| Kailee Westbrook    | Jan 19 |
| Michael Cyr         | Jan 20 |
| Skylar Bailey       | Jan 20 |
| Kelli Jo VanHouten  | Jan 24 |
| Blaine Lyman        | Jan 26 |
| Valorie Romick      | Jan 26 |
| Christine Daugherty | Jan 28 |

# FEBRUARY

- |                    |        |
|--------------------|--------|
| Adam Schliffke     | Feb 05 |
| Charles Vejrostek  | Feb 11 |
| Paige Blevins      | Feb 12 |
| Cecily Cigolini    | Feb 12 |
| Tyre Langley       | Feb 14 |
| Lilliana Schlabach | Feb 16 |
| Jeanine Buchholtz  | Feb 19 |
| John Trujillo      | Feb 20 |
| Sophie Eskew       | Feb 21 |
| Lisa Kentner       | Feb 22 |
| Agustus Schliffke  | Feb 22 |
| Kendall Spohr      | Feb 26 |
| Jamie Jensen       | Feb 26 |
| Josie Jacoby       | Feb 28 |

# MARCH

- |                     |        |
|---------------------|--------|
| Makala Serumgard    | Mar 09 |
| Donisha Branch      | Mar 09 |
| Cecilia Sauerwine   | Mar 13 |
| Kristina Miller     | Mar 10 |
| Bradley Willis      | Mar 10 |
| Laura Hamilton      | Mar 12 |
| Lena Grimm          | Mar 15 |
| Cameron Perkins     | Mar 19 |
| Hannah Cooper       | Mar 20 |
| Larry Howell        | Mar 20 |
| Jennifer Pflughoeft | Mar 21 |
| Anna Walters        | Mar 23 |
| Brody Cline         | Mar 23 |
| Emily Taraski       | Mar 24 |
| Ashley Hicks        | Mar 30 |
| Jennifer Butler     | Mar 31 |

Don't just count your years, make your years count.”

George Meredith