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*You can't turn back the clock, but you can wind it up again.*

Every January 1st we get a clean slate, another opportunity for doing things differently. Don't pass up this chance to try new things and maybe even do things in your future differently than your past.

**"Customer service is not a department-- it's an attitude."**

Tell Us How We're Doing!



Interactive Customer Evaluation

Tell us how we are doing!  
 Submit an online comment

# HRO Bulletin

JAN/FEB/MAR 2008

PUBLICATION FOR NAF EMPLOYEES & SUPERVISORS OF THE SIZZLIN 56 SVS

## Employee Recognition

### SVS 2007 4th Quarter Award Winners

CGO	1lt Jake Wygant; Combat Support Flight Commander
NCO	TSgt Tanya Myers; Readiness/Plans
AMN	SrA Jessica King; Food Service
GS-09 & Above	Pat Kern; Recreation Specialist (Community Activities)
GS-08 & Below	Dyane Robinson; Child Development Program Technician
Technical & Managerial	Stacey Garnett; Golf Operations Manager
Crafts & Trades	Carin Stewart; Food Service Worker, CDC.
Clerical, Recreation, & CC	Dolores Cabrera; School Age Program Assistant

### SVS 2007 Annual Award Winners

CGO	1lt Jake Wygant; Combat Support Flight Commander
NCO	SSgt Drake Montoya; Readiness and Training
AMN	SrA Ross Danher; Honor Guard
GS-09 & Above	Patricia Sweeney; Recreation Specialist (Youth Activities)
Technical & Managerial	Mellissa R Schreiber; Human Resources Assistant
Clerical, Recreation, & CC	Christine U Holtz; School Age Program Assistant

### IMPORTANT NOTICE OF CHANGES: On-line LES's & W-2's

On 15 Feb 08, all 56th Services Squadron NAF employees will have the ability to view and print Leave and Earnings Statements (LES) and Federal Tax Forms W-2 through the *My Money* program online website (<https://nafpay.afsv.net>). This is a mandatory change for all NAF employees. This website is accessible from any computer with an internet access and is available 24 hours, 7 days a week. Starting with the 15 Feb 08 pay date, all LES's and W-2 forms will **NO LONGER** be printed and distributed to employees. The HRO will be available for any/all training if an employee is unable to gain access to *My Money* or requires assistance. Employees will have the ability to:

- View/print current and past LES's/W-2's.
- View/change tax withholdings (Federal)
- Add, update, and delete allotments
- Change direct deposit information
- Review and/or change mailing address

Any changes made using the *My Money* website are effective immediately. For assistance or questions, contact the HRO.

**MEAL OR LUNCH** periods normally are established at no less than 30 minutes nor in excess of 1 hour and will not be considered as time worked, except for the purpose of determining entitlement to night shift differential pay. If time off for meals is not feasible, an on-the-job meal period of 20 minutes or less may be authorized and included in the employee's regularly scheduled tour of duty. No employee will be required to work more than six consecutive hours without a meal period. **BREAKS:** Short compensable rest periods, for not more than 15 minutes during each 4 hours of continuous work, may be granted if the manager believes such rest periods are necessary.

If you, have questions or need further information on any of the topics in this newsletter or in regards to your employment to include benefits, please contact the HRO. You can e-mail us your questions or concerns.



The HRO accepts applications at all times for positions listed as continuous open. Applications and/or resumes may be submitted via e-mail. If you or anyone you know is looking for full or part time employment, you can obtain information from our web page at [www.lukeservices.com](http://www.lukeservices.com).

### Jan 08 Pay Adjustments

The minimum and maximum rates for NF-I and NF-II, and the minimum rates for NF-III are adjusted based upon local wage survey results on the effective date on the report. The maximum rate for NF-III and the minimum and maximum rates for NF-IV and above, are adjusted as a result of changes to the GS schedule. The pay for NF-III and above were adjusted 2.5% effective 13 Jan 08, to mirror the 08 GS legislative pay increase (excluding locality pay) for GS employees IAW EO #13454 dated 04 Jan 08. The minimum and maximum rates for CC positions are adjusted effective 13 Jan 08 using the appropriate GS locality pay schedule. Effective 1 Jan 08, the State of Arizona's minimum wage changed. The rates for pay band I and pay band II were affected by this change.

### Accessing your 401(k) information

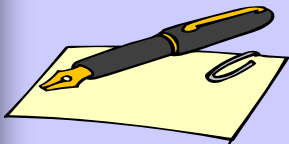
The AF NAF 401(k) provider is **Wachovia Retirement Services**. Participants can access their information @ [www.wachovia.com/401k](http://www.wachovia.com/401k). This will open a new page that says "**Wachovia Retirement Services**". On the right side of this page is a box (**Access Accounts**), click on **Retirement Plan Login**. This will bring up a login screen. If you have not registered, click on first time user, and enter a Registration ID (this is your SSN with the dashes) and select continue. Then enter your date of birth (mm/dd/yyyy). You will be prompted to create a user-id and password. Click on **Retirement Savings Account** to access your account information. Contact the **Wachovia Retirement** account services at 1-800-377-9188 for assistance.

### Air Force discontinues use of base decals

**WASHINGTON** — Air Force officials are working with other services to allow its people to enter installations without requiring them to display a base decal on their vehicles. Air Force Chief of Staff Gen. T. Michael Moseley recently ended use of the sticker, officially called a DD Form 2220, on Air Force installations due to cost, a lack of utility and long-term threats facing bases. The decal was developed in the 1970s as part of a vehicle registration and traffic management system, not to bolster security, said Col. William Sellers, the Air Force chief of force protection and operations for security forces. "There was a clear and definable need for this system (then)," he said. "A nationwide vehicle registration database did not exist, insurance was not required by all states and a process was needed to expedite vehicle entry onto installations." Air Force officials began questioning the value of the vehicle registration system in 2005 due to security concerns. Many people incorrectly viewed the decal as being designed to bolster security, Colonel Sellers said. In actuality, the decal lessens it by identifying vehicles of Airmen and civilian workers as potential terror targets and may lure gate guards into complacency. Laws now require motorists to have a legal driver's license issued by a state, proof of vehicle ownership/ state registration, evidence of insurance, and safety and emissions inspections. A national vehicle registration system is used by all civilian and military police departments in the country. (Article from THUNDERBOLT, 24 Aug 07) <http://www.af.mil/news/story.asp?id=123065226>

### WHAT IS A 401(k) SAVINGS PLAN?

Section 401(k) of the Internal Revenue Code permits employers to establish retirement savings plans for their employees. Known as 401(k) plans, allow employees to contribute a percentage of biweekly pay to the plan. Your employer also contributes matching percent, maximum of 3%. Employee and employer contributions, plus earnings from those contributions, are not subject to federal or state income tax until withdrawn from the plan. In other words, you pay less income tax. Although your contributions are not subject to these taxes, they are subject to Social Security and Medicare taxes. This allows you to receive credit for your full salary towards Social Security benefits. Contributions are made by mean of regular payroll deductions. Employees may withdraw their contributions and earnings only upon separation/retirement or under certain financial hardship conditions. Loans may be requested from the Plan via the website or contacting account services. Sign up **today** to start receiving employer matching contributions.



### ENROLL TODAY IN THE NAF 401(k) & Retirement Savings Plans

Do not delay. You may be missing out on something valuable towards planning your future!  
It's your Life, It's your Retirement!  
Immediately eligible for Employer matching contributions!

Employees have the right to form, join, or assist any labor organization, or to refrain from any such activity, freely and without fear of penalty or reprisal, and that each employee is protected in the exercise of such right.

### Investigative Meeting/Weingarten Rights

An "investigation" occurs even when a supervisor seeks information to determine whether discipline should be taken against an employee. For example, an employee is suspected of being late for work, and the supervisor calls him or her into the office to determine if that is the case and, if so, why.

If an employee reasonably believes an examination may result in disciplinary action; and the employee requests representation, then the Union must be given an opportunity to represent the employee at any examination in connection with an investigation.

#### Management's Obligations

In all cases where the employee requests union representation, contact the HRO for guidance and assistance.

Temporarily stop meeting to allow union representative to attend and continue investigation by other means which do not involve interviewing bargaining unit employees.

#### Union's Role

1. Purpose of the union representative is to assist the employee by clarifying facts or bringing out favorable information.
2. Employer may insist on hearing the employee's account of the incident.
3. Employer need not permit an argument to develop with the union representative.
4. Employer has no duty to bargain with the union representative.
5. May ask relevant questions and assist employee to answer.
6. Cannot answer questions, break up meeting, or prevent Agency from carrying out investigation.

Supervisors may insist that the employee, not the union representative, answer questions, however, supervisors must allow the union representative an opportunity to clarify facts or bring out favorable information.

If the union representative becomes so argumentative as to completely disrupt the interview process, warn the union representative and employee that if union representative continues to disrupt the meeting, you will be forced to end the interview and make your disciplinary decision on the basis of other information (w/out the benefit of the employee's input).

#### Management reserves the right to:

- ⇒ Determine the Agency's mission, budget, organization, number of employees, and internal security practices.
- ⇒ Hire, assign, direct, lay off, and retain employees.
- ⇒ Suspend, remove, reduce in grade or pay, or discipline employees.
- ⇒ Assign work assignments, make determinations with respect to contracting out, and determine the personnel by which operations will be conducted.
- ⇒ Select and appoint employees from appropriate sources.
- ⇒ Take whatever actions may be necessary to carry out the Agency's mission during emergencies.

### A 56 SVS SIZZLIN WELCOME TO:

- ⇒ Ms. Louella Anderson, 56th Services Squadron Deputy Commander (56 SVS/SV).
- ⇒ Mr. Joe Heinrich, 56th Services Squadron Fort Tuthill Manager. Fort Tuthill is our off-base recreation and lodging facility located at Flagstaff, AZ (56 SVS/SVRF).
- ⇒ Mr. John Myrick III, 56th Services Squadron Club Manager (56 SVS/SVBMC).
- ⇒ Mr. Percell Stoney, 56th Services Squadron Fitness Center Manager (56 SVS/SVMP).
- ⇒ Mr. Trever Tucker, 56th Services Squadron, Supervisory Sports Specialist, Fitness Center (56 SVS/SVMP).



**M**anagement Officials and supervisors will remain neutral in matters concerning labor organization membership and representation to the extent required by the law. Management officials and supervisors will administer the negotiated agreement in the day-to-day work relationship with local union officials and bargaining unit members and deal with labor organization representatives on appropriate matters.

**W**e have been notified that congratulations are in order for Ms. Christine Holtz (Luke AFB) who has been chosen as the 2008 School Age NOTES Foundation Quest for Excellence national award recipient. This makes the second consecutive year that an Air Force staff member has been the recipient of this award!!! Air Force had two other recipients who made it into the final five considerations (Vanessa Stevenson of Osan AFB and Amy Herman of Whiteman AFB)! The Quest for Excellence award honors the dedication and commitment of these every-day heroes who spend their time with children during out of school hours. The School Age Notes Foundation review committee evaluated all the nominations judging each on their exemplary practice, commitment to continuous improvement, and professional approach in working with children. As the 2008 recipient, Christine will be featured during one of the general sessions at the upcoming National Afterschool Association (NAA) conference in Ft. Lauderdale and presented with her award. She also receives a 1-year membership to NAA, paid registration to their annual conference, as well as airfare to the conference and hotel accommodations as well as a subscription to School-Age Notes!! In an effort to extend additional recognition for our other AF school age professionals who were nominated, HQ USAF/AISP is proud to announce that the following individuals have been selected as our Top 5 Air Force nominees: Vanessa Stevenson (Osan), Sophia Johnson (Shaw), Amy Herman (Whiteman), Heather Burdette (Spandahlem/Bitburg) and Brandy Nicole Saunders (FE Warren)!! These deserving staff members and the individuals who nominated them (and Christine) will all receive funding to attend the 2008 NAA conference! Congratulations to all of our School Age staff who were nominated for their continued dedication to our AF youth and their families!

**A**nually, supervisors must establish leave schedules for all civilian employees. This is to ensure all employees are given a reasonable opportunity for time off and can use any annual leave which may otherwise forfeit at the end of the leave year. Only "Regular" category employees earn leave and are subject to forfeiting excess annual leave balances of over 240 hours. Supervisors must ensure employees are informed of the procedures to follow in requesting and using leave. Annual leave is requested by the employee and approved in advance of the absence. Supervisors must approve any leave request before such leave is used. Use *OPM Form 71, Application for Leave* to request any time off from the posted work schedule or for projected leave. Regular employees can use LWOP instead of paid leave.

**FETAL PROTECTION PROGRAM:** Employees with confirmed pregnancy will inform their supervisor of their pregnancy as soon as possible. Employees will contact the Luke AFB's Occupational Health at (623) 856-7530 or (623) 856-3111 to set up an appointment to be seen at Luke AFB's Public Health office. Public Health will assess patient's work environment for potential health and safety risks and will review employee's duties, as described in their position guide. This requirement serves to protect the health of the mother and unborn child from potential hazards in the workplace. Public Health will generate a work restriction as necessary. The assessment and/or any duty restriction letter will be provided to the employee to be provided to the supervisor. HRO is sent a copy of the assessment and any duty restriction letters. If required, personnel from the Bioenvironmental Engineering office will review work environment and practices of pregnant employees assigned to industrial shops with potential health and safety risks. If you have any questions call the HRO.



**DUAL COMPENSATION/DUAL EMPLOYMENT:** Title 5 U.S.C., Section 5533(a), states that a civilian employee will not be entitled to receive basic compensation from more than one civilian office or position of the Government of the United States for more than an aggregate of 40 hours of work in any one calendar week (Sunday through Saturday). The intent of the law is generally to prohibit an individual from holding more than one full time government position. An employee may hold more than one position within the US Government such as AAFES, NAF, Civil Service, BLM, but not to include the Postal Service. However, combined hours cannot exceed 40 hours per week. Employees may not hold two regular positions.

HAVE QUESTIONS? TALK TO THE HRO STAFF!  
REMEMBER – WE WORK FOR YOU. Professional communication can resolve most issues.