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www.yokotasupport.com

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This newsletter is produced by the local Human Resources Office (HRO) to provide you with information concerning Non-Appropriated Fund (NAF) personnel issues. If there are topics you would like to see covered in the newsletter, please submit your suggestions to the HRO.

NAF HRO Customer Service Hours

Monday - Friday 0730 to 1500

The HRO accepts applications for all NAF positions

Located in Bldg. 316, Room 217

DSN: 225-3920 Fax: 225-9529

Job Hotline: 225-5050

Apply at www.nafjobs.org

E-mail: 374fss.hro@yokota.af.mil

EQUAL EMPLOYMENT OPPORTUNITY

Every applicant receives equal consideration on merit, without discrimination of color, race, creed, religion, gender, sexual orientation, origin, age, handicap or any other non-merit factor.

Watch your thoughts, for they become words. Watch your words for they become actions. Watch your actions for they become habits. Watch your habits for they become character. Watch your character, for it becomes your destiny.

— Anonymous —

CY10 PACAF Family Days :

03 Sep 10

26 Nov 10

23 Dec 10

30 Dec 10

Employees are encouraged to take annual leave or use compensatory time.

WWW.NAFJOBS.ORG--A new centralized online tool is making it easier for job seekers to find and apply for federal careers in various NAF activities, including AF clubs, golf courses, child development centers, youth centers, bowling centers and outdoor recreation centers. On May 24 2010, the AF began transitioning to an AF-wide job board that lists vacancies for all AF NAF positions. Yokota is transitioning to this staffing tool therefore, effective immediately paper applications will no longer be accepted. Current applications on file will remain active for 90 days from the date of submission but may not be renewed. All applicants (including current employees) are encouraged to go to www.nafjobs.org and create a free profile which includes work background, military experience, and education. Supporting documentation such as PCS orders, DD214, references, and resumes may be uploaded. After an account is created, applicants can select "Yokota" from the drop-down base menu and select go. Once you identify a position you are interested in applying for, select the "apply" button to submit the online application to the NAF HRO. Please note that the USAF NAF Career Programs position will continue to be advertised through a separate website (www.afnafcareers.com) for worldwide career NAF positions.

CHANGE IN SUNDAY PREMIUM PAY (SPP)

Based on the decision in the Fathauer v. United States, 566 F.3d 1352 (Fed. Cir. 2009) case, effective 26 May 2009, SPP entitlements have changed. All full-time and part-time (regardless of employment category) positions (NA, NL, NS, NF, CY) are eligible for SPP. SPP entitlement begins when an employee's regularly scheduled shift begins on (shift may begin on a Sunday and end on a Monday), ends on (shift may start on a Saturday and end on a Sunday), or includes a Sunday. The key factor in determining SPP entitlement is the employee must be regularly scheduled to work on a Sunday. If an employee's regular scheduled tour of duty includes Sunday (on a regular basis/at regular intervals), the employee is entitled to SPP for the tour of duty of 8 hours or less for any part of which includes work to be performed on Sunday. Employees are entitled to retroactive earnings based on this decision and should contact their timekeeper.

RETIREMENT ESTIMATE CALCULATOR--The USAF Services has provided a retirement estimate calculator tool which requires only a few pieces of information (birth year, retirement age, number of hours worked per week, etc). The calculator provides an estimate of retirement benefit amounts based on this generic information. The calculations provide a basic idea of retirement amounts but these results are for informational purposes only since this tool does not retrieve any personal data. <https://mil.afsv.net/BN/RetCalc.asp>

UMUC Asia Bridge Program starts this summer!



University of Maryland University College Asia

Upcoming Bridge Program Classes

Fall Session 1

8/23/2010 – 10/17/2010

UMEI 030 Pronunciation Oral

Communication for Nonnative Speakers

Monday and Wednesday 1930 - 2210
BLDG 316

Fall Session 2

10/25/2010 – 12/19/2010

UMEI 020 Writing for Nonnatives

Monday and Wednesday

1930 – 2210

BLDG 316

The Bridge Program is designed for ESL learners and for those students who do not meet regular admission criteria. It was created to help students develop their oral and written skills and ease their transition into the U.S. higher education system. Bridge students must take a series of classes in 4 consecutive sessions. The classes are designed to build

fundamental skills that will provide a foundation for success in future classes. Nonnative speakers with SOFA status and base IHA/MLC employees may also enroll in the Bridge Program. Applications are still being accepted. For more information about the program, contact UMUC Asia Yokota Field Representative office at 225-8922.

DoD Constitution Day & Citizenship Day Website

"As Federal civil servants supporting the Department of Defense, we have a special obligation to understand and appreciate the U.S. Constitution and the role we each play in providing 'for the common defense'. Observance of Constitution Day and Citizenship Day is one way for each of us to take some time to reflect upon our civic duties, rights and obligations, through a renewed appreciation of this document that so eloquently expresses our firm belief in and commitment to liberty, freedom, and justice." Patricia S. Bradshaw, Deputy Under Secretary of Defense (Civilian Personnel Policy). **September 17** has been designated as Constitution Day and Citizenship Day to commemorate the signing of the Constitution in Philadelphia on September 17, 1787. A website and a U.S. Constitution course were developed for DoD to celebrate Constitution Day and Citizenship Day and to assist DoD employees in learning more about this most powerful and enduring document, the U.S. Constitution: <http://constitutionday.cpbs.osd.mil/>.

ANNUAL PERFORMANCE EVALUATIONS

All employees who have been employed for at least 90 days on 30 September 2010, are required to have a formal evaluation accomplished no later than 20 October 2010. Form AF Form 3527, *NAF Performance Evaluation* must be used and originally signed AF Form 3527 must be filed in the employee's official folder within HRO. The evaluation assesses the employee's performance from 1 October to 30 September, annually. Evaluations are the basis for decisions for incentive awards, training, retention, promotion, reassignment, removal, and other personnel actions. Objectives include ensuring employees are aware of their performance standards; identify and correct deficiencies in performance and/or conduct; identify and resolve points of misunderstanding regarding work requirements; and mainly to advise employees if they meet, fail to meet, or exceed the standards for satisfactory performance. Employees will be evaluated on the quality, quantity, and timeliness of job performance that is essential for satisfactory performance of their position. There are five separate characteristics that managers will rate the employee: **work effort, working relationships, work productivity, reliability, and skill in work.** A rating of one through five, one being unsatisfactory and five being outstanding, will be assigned for each characteristic. Performance awards/performance pay adjustments **may be requested** to recognize sustained positive performance and contributions.

MEDICAL CARE

Recently a policy letter designed to curb losses of \$120,000 per year from unpaid civilian medical bills was issued at Yokota AB.

The installation commander has authorized the 374th Medical Group to bar civilian pay patients with delinquent medical accounts from receiving routine medical services.

However, the policy states that emergency medical care will still be provided regardless of account status.