

Non-Appropriated Fund

# Employee Handbook

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# Welcome to the Force Support Squadron

Welcome! You are now employed by the Department of the Air Force as a Nonappropriated Fund (NAF) employee within the 17th Force Support Squadron. You are considered a Federal employee for purposes of employment.

The 17th Force Support Squadron consists of nine flights, which provide personnel services, education, training and professional development for both civilian and military personnel; a variety of diverse and challenging quality of life programs which include membership clubs, bowling center, child care facilities (infant to teen), an airmen & family readiness center, lodging, mortuary affairs, honor guard, dining facilities, and a variety of outdoor recreation activities for military and civilian members and families of Goodfellow Air Force Base and its mission partners.

Our mission statement is to “*Serve, Sustain, and Support.*”

This handbook has been prepared to give you a basic knowledge of items relating to your employment. It is not intended to be all inclusive.

The Human Resources Office is committed to providing you with excellent service as well. If you need assistance, the staff is available to answer your employment questions. I look forward to working with you and hope that you find your new career a rewarding experience.

If you have further questions about any aspect of your employment, you may call the Human Resources Office (HRO) at (325) 654-5275/6. If you wish to visit our office during your duty hours, you must request permission from your supervisor.

NAF Human Resources Office

## SECTION A — GENERAL INFORMATION

As a NAF employee, you will be issued a civilian employee identification (ID) card.

Your ID card will entitle you to use the following base facilities:

Arts & Crafts Center	Club & Community Center
Auto Skills Center	Equipment Rental Center
Bowling Center	Outdoor Recreation/Recreation Camp
Base Exchange/Food Court	Child Development Center
Physical Fitness Center	Youth/Teen Center
Library	

## TYPES OF APPOINTMENTS

There are two types of appointments — Regular Part-Time and Flexible. The following describes the compensation and benefits for each type.

**Regular Appointments** — In a Regular Part-Time appointment, you will be guaranteed a minimum of 20 hours to a maximum of 40 hours per week. Regular Part-Time employees are eligible for the following benefits and compensation:

- \* Leave: annual, sick, military, administrative, maternity/paternity, and court
- \* Retirement Plan and/or 401K
- \* Health and Life Insurance
- \* Holiday Pay
- \* Sunday Premium Pay
- \* Awards
- \* Overtime Pay
- \* Shift Differential
- \* Workers' Compensation
- \* Unemployment Compensation

**Flexible Appointments** — Flexible employees have work schedules that depend on the needs of the activity. You may work a minimum of zero hours to a maximum of 40 hours per week, but do not receive benefits. Employees appointed in Flexible positions are eligible for the following compensation:

- \* Overtime Pay
- \* Shift Differential
- \* Awards
- \* Workers' Compensation
- \* Unemployment Compensation

**Probationary Periods** — All Regular Part-Time (RPT) appointments and change of employment categories to RPT serve a probationary period. The probationary period tests your ability, suitability and fitness for the job, as shown by actual job performance. During this period, your conduct and performance are observed and you may be separated if conditions warrant. Separation during the probationary period is not subject to the NAFI grievance or appeal procedures. The length of the probationary period is as follows:

- \* Pay Band, NF-I—NF-II employees: 6 months
- \* Crafts & Trades (NA & NL) employees: 6 months
- \* Pay Band, NF-III—NF-VI employees: 12 months
- \* Child Development (CY) employees: 12 months
- \* Supervisory employees: 12 months

## **HOURS of WORK**

**Tour of Duty** — A tour of duty is a work schedule of those days of the week and hours of the day that you are required to be on duty. The tour of duty is no less than 1 hour and no more than 8 hours on a regular basis.

**Rest Periods** — Your supervisor may grant a rest period of no more than 15 minutes during each 4 hours of continuous work if he or she believes such rest periods are necessary.

**Meal Periods** — Lunch periods normally are established between 30 minutes and 1 hour.

**Work Schedules** — Your supervisor schedules your tour of duty. Work schedules are required to be posted. Flexible employees may be subject to “on call” work in addition to hours posted on the work schedule.

**Guaranteed Hours** — Only Regular employees will have guaranteed hours. You must, at a minimum, be scheduled for your guaranteed hours.

**Call-Back Duty Time** — Call-back duty time is when a regularly scheduled employee is required to work on a day when work was not scheduled, or when the employee is officially required to return to his or her place of employment. Compensation for call-back duty is at least 2 hours (whether or not work is performed); including make-ready and clean-up time.

**Call-In Duty Time** — Call-in duty time is work performed by an unscheduled employee who is officially required to report for work. Compensation for call-in duty is at least 2 hours (whether or not work is performed); including make-ready and clean-up time.

## **ATTENDANCE**

Attendance records are maintained and reviewed regularly due to the importance of regular attendance. Poor attendance may result in disciplinary action and eventual removal. **It is your responsibility to notify your immediate supervisor of your tardiness or absence within 2 hours after your scheduled shift begins. Do not contact another employee to leave word for your supervisor.**

You have the responsibility of appearing at your work station on time. Failure to appear or appear on time may result in one of several actions being taken. Your supervisor will determine whether you will or will not be excused for the period of tardiness or leave and whether the time will be charged to annual leave, leave without pay (LWOP), or whether such tardiness/absence will be charged to absence without leave (AWOL).

## **PROPER MAILING ADDRESS AND PHONE NUMBER**

It is your responsibility to keep your supervisor informed of your proper mailing address and home telephone number. Any change in address should also be updated on the MyMoney website (see MyMoney Guide), as this affects where your W-4 is sent.

## **POSITION GUIDES/DESCRIPTIONS**

You are given a position guide/description every time you go to a new position. A position guide/description is a record of the duties to be performed in a position. **It is not intended to cover every minor duty assignment.** The supervisor is responsible for determining what duties and responsibilities will be assigned to a position. Position guides also list the qualifications, performance standards and training requirements of the position.

## **PERSONNEL RECORDS**

You may review your personnel records by contacting the Human Resources Office. All NAF employees are given copies of all their personnel actions, such as appointment, pay increases, promotion, etc. These are very important to keep as they are a record of your employment here at Goodfellow AFB.

## **OFF DUTY MILITARY (ODM)**

If you are presently on active duty in an enlisted status you may be hired as a NAF employee to work during your non-duty military hours. You may not work more than 34 hours a week. As an ODM employee you are not eligible for group health insurance or workers' compensation. If you are discharged from active duty or retire, you are obligated to notify the Human Resources Office immediately so your status may be changed.

## **BUSINESS BASED ACTIONS**

If business conditions warrant, such as lack of business, lack of funds, or the requirement for a position no longer exists, a business based action may be required. Business based actions will not be taken for performance or disciplinary reasons. If a business based action becomes necessary, your immediate supervisor (with proper approval authority) may reassign, reduce your pay, change your category, furlough or separate you.

Business based actions affect only employees in a single activity. Where terminations are required **all flexible employees within the affected series and grade will be terminated prior to any regular employees.**

Regular employees receive a minimum of 7 calendar days' notice for a nonseparation action and 30 calendar days for a separation. Flexible employees receive a minimum of 24 hours' notice for a nonseparation action and 7 calendar days for a separation.

## **DUAL APPOINTMENT/COMPENSATION**

You may not receive pay from more than one position in the Federal government for more than 40 hours per week. If you work less than 40 hours in one position, you may work in other jobs (in other activities) as long as the total hours worked in all jobs do not exceed 40 hours per week. Overtime is only payable for all hours worked in excess of 40 in any one position. If you work more than 40 hours in one week (both positions combined) you will be paid only for 40 hours, any hours exceeding 40 will be lost and not be paid. This restriction applies to all jobs within the United States government, including appropriated fund (civil service) and Base Exchange (AAFES) jobs. Employment with the U.S. Postal Service does not fall under these dual compensations restrictions. A regular employee may not hold two regular positions.

## **RESIGNATION**

If you resign you must complete an Electronic Request for Personnel Action (eRPA), and complete the reason for your resignation in Part III. You should give your supervisor as much advance notice as possible.

You must also out-process through the NAF Human Resources Office. If you have been issued a civilian ID card you must turn this card in upon separation.

## **SECTION B — PERFORMANCE EVALUATIONS, INCENTIVE AWARDS AND RECOGNITION PERFORMANCE EVALUATION**

**PERFORMANCE EVALUATION** —Expectations of you in your job performance is listed on your position guide. The standards listed in the section “Performance Standards” will be used to evaluate your job performance. Your supervisor will explain how the performance evaluations are performed and what possible awards may be available for doing a superior job.

## **AWARDS**

**Award Criteria.** Examples of award criteria may include:

- \* Displaying initiative, perseverance, and dedication to duty
- \* Improving procedures or methods
- \* Eliminating or minimizing safety hazards
- \* Increasing productivity
- \* Saving time, money, and other NAF resources
- \* Improving customer service
- \* Other noteworthy contributions occurring at any time

**Performance Awards** — These awards are given to recognize outstanding performance of a continuing nature. They are normally given during the annual performance evaluation cycle of each year.



**Special Act or Service Awards** — This award is given for a specific event that results in a unique contribution to the organization above and beyond the scope of assigned duties.

**On-the-Spot Cash Award** — An on-the-spot cash award may be given for a specific event or situation that results in a unique contribution to the activity or organization. The amount of the award will not exceed \$250.

**Service Recognition** — This award reflects management's cognizance of long and faithful service. Recognition is given to regular employees for 5, 10, 20, 30, 40 and 50 years' creditable service.

**Honorary Awards** — NAF employees may receive honorary awards according to AFI 36-1004, Managing the Civilian Recognition Program.

**Special Employee Recognition Program** — Goodfellow Air Force Base Instruction 36-2805, Annual and Quarterly Military and Civilian Awards Program, outlines the NAF Employee Awards and Recognition Program.

**Letters of Commendation** — These commend employees for superior work performance, special acts, contributions, or special service, which clearly exceed that which is normally expected, while on special assignment or during a short emergency type situation. They may be issued and signed by any supervisor or management official.

## **SECTION C — DISCIPLINARY ACTIONS**

Managers and supervisors set reasonable standards of conduct to maintain a constructive, disciplined work environment in which employees are recognized and carry out their responsibilities. Disciplinary action is taken only when necessary and then promptly and fairly. The purpose of disciplinary action is to correct undesirable behavior. The seriousness of the offense determines the type of disciplinary action taken. You need to become aware of the guidelines used by this agency in determining the appropriate disciplinary action. A copy of the table of penalties is included in the Appendix.

### **FORMS OF DISCIPLINARY ACTION**

**Oral Admonishment** — An oral admonishment is a discussion between you and your supervisor. It is the least severe disciplinary action and is used to correct misconduct or delinquency and motivate you to improve work habits, work methods, or behavior.

**Letter of Reprimand** — This is a formal disciplinary letter issued by your supervisor. It is used to correct significant misconduct, delinquency, or repeated lesser offenses, and it may be the last step in a progression toward termination, suspension, or removal.

**Termination** — This action separates a Flexible employee. It is the most severe form of disciplinary action.

**Suspension** — This action involuntarily places a Regular employee in a non-pay, non-duty status. It is a significant disciplinary action that is ordinarily the final step in the disciplinary process before removal action is taken, and is accompanied by a warning that further misconduct “could” result in removal.

**Removal** — A removal is an involuntary separation of a Regular employee from Air Force NAF employment. It is the most severe form of disciplinary action. Normally, removal for misconduct is preceded by a progression of disciplinary measures unless the misconduct is so serious or the violation of rules and regulations so flagrant that removal for a first or second offense is warranted.

**Demotion** — In some cases, a demotion may be used. This would be a reduction in grade or pay band. This action is used for regular employees only.

## **SECTION D — APPEALS AND GRIEVANCES**

If for some reason you are dissatisfied with matters relating to your employment, you are entitled to express your dissatisfaction by filing an appeal or grievance in accordance with the procedures outlined in this section.

Filing an appeal or grievance does not reflect unfavorably on your standing in the organization or your loyalty or value to the organization. You are free to use these procedures without fear of penalty or reprisal.

During both these procedures you may be accompanied, represented, and advised by a representative of your choice. Your representative must be designated in writing.

You are entitled to a reasonable amount of official time, if you so request, to prepare and present an appeal or grievance. What is “reasonable” depends on the facts and circumstances of each case. Likewise, your representative is entitled, upon request, to a “reasonable” amount of official time to assist or act for you. You must make arrangements with your supervisor for the use of official time.

### **APPEALS**

An appeal is a written request to contest a removal for cause, demotion for cause, business based action (BBA), or a demotion based on position classification. A Step 1 appeal is reviewed by the Commander/Director of the Force Support Squadron. The Step 2 appeal is reviewed by the Installation Commander. Finally, the Step 3 appeal is reviewed by the MAJCOM Director of Services

**Time Limit.** A Step 1 appeal must be delivered or mailed to the HRO not later than 7 days after the effective date of the action giving rise to the appeal. If the appeal is mailed, it must be postmarked no later than 7 days after the effective date of the action.

**Content of Step 1 Appeal** The appeal must be in writing, signed, dated and include the following:

- \* Your name, grade, organization, duty phone, home address, and home phone.
- \* A clear indication that the letter is a Step 1 appeal.
- \* A statement of the specific action giving rise to the appeal, including the date on which the action was effective.
- \* A statement of your reasons for believing the action was improper. If action giving rise to the appeal is a BBA or demotion based on position classification, this statement must specifically state the manner in which the action violated regulations or procedures governing the action.
- \* A statement describing the specific personal relief sought, i.e., what do you want management to do?

If you are not satisfied with the Step 1 decision, you may request to have the matter further reviewed. The individual decision letters will contain information for filing at the next appeal level.

## **GRIEVANCES**

A grievance is a request by an employee, or a group of employees acting collectively, for personal relief in a matter of concern or dissatisfaction relating to the employment of the employee(s) which is subject to the control of Air Force Management.

There are three review levels for grievances. The Step 1 grievance is reviewed by the immediate supervisor. The Step 2 grievance is reviewed by the Commander/Director of the Force Support Squadron. Finally, the Step 3 grievance is reviewed by the Installation Commander.

**Time Limit** — You must deliver or mail the grievance to the HRO not later than 7 days after either (a) the date of the action or incident upon which the grievance is based or (b) the date you knew or should have known of such action or incident, whichever is later.

**Content of Step 1 Grievance.** The grievance must be in writing, signed, dated and include the following:

- \* Your name, grade, organization, duty phone, home address, and phone.
- \* A clear indication that the letter is a Step 1 grievance.
- \* A statement of the specific action giving rise to the grievance, including the date on which the action took effect or incident occurred, and the date on which you became aware of such action or incident.
- \* A statement of your reasons for believing the action or incident was improper.

- \* A brief explanation of any attempt by you to resolve the grievance informally.
- \* A statement describing the specific personal relief sought, i.e., what do you want management to do?

If you are not satisfied with the Step 1 decision, you may request to have the matter further reviewed. The individual decision letters will contain information for filing at the next grievance level. The Step 3 decision represents the final decision with respect to an employee's grievance.

## **SECTION E — EMPLOYEE CONDUCT**

You are expected to display the highest standards of personal conduct and integrity. A person is neither employed nor continued in employment who:

- \* Advocates the violent overthrow of the US Government.
- \* Is a member of an organization that advocates the violent overthrow of The US Government.
- \* Takes part in any strike against the US Government or one of its instrumentalities.

Among actions that are considered improper for a Federal employee are: absence without leave, sleeping on duty, theft, gambling on duty, drinking on duty, or reporting for duty under the influence of intoxicants, failure to observe safety regulations, loss or damage or unauthorized use of government property, fighting or creating a disturbance on duty, loafing on duty, and insubordination.

## **WORK PERFORMANCE**

An employee:

- \* Is obligated to discharge assigned duties conscientiously and effectively and meet established performance requirements.
- \* Is obligated to follow regulations and comply in a timely manner with proper instructions or orders given by competent authority.
- \* Should confer with line management (starting with the immediate supervisor) to discuss matters, get information, or solve problems related to the job.
- \* May confer with members of the HRO, Military Equal Opportunity Office, etc., for employment advice and assistance.

**EMPLOYEE SAFETY AND HEALTH** — You must comply with all safety and health directives and promptly report on-the-job accidents and injuries to your supervisor.

## **INDEBTEDNESS**

As an Air Force employee you are expected to pay your just debts and maintain a good reputation in the community for honoring your debts. Since the reputation of other Air Force employees as good credit risks must be protected against the actions of a small minority; failure to honor debts, without good reason, may be cause for disciplinary action.

## **DRESS STANDARDS**

Excellent personal appearance that projects a professional image is desired. For selected positions (i.e. custodial worker) a uniform may be issued and maintained by the activity in which you work. Good personal hygiene will present the professional image we all need in order to do our jobs properly. Shorts, faded blue jeans, T-shirts, muscle shirts, revealing or provocative attire and shower thongs are not appropriate attire for personnel working at Goodfellow AFB.

## **CUSTOMER SERVICE**

As an employee of a service organization, you will have constant contact with the public. We want you to treat each customer courteously and professionally. Keep your personal life separate from your work and don't gossip. This will ensure good relations with the public and your fellow workers. Always give our customers the "red carpet" treatments. Without them, we wouldn't be needed.

## **SECTION F — EMPLOYEE BENEFITS, POLICIES & PROGRAMS**

### **GENERAL LEAVE INFORMATION**

Leave is an employee benefit that contributes to overall efficiency, productivity and morale. All Regular employees accrue annual and sick leave. The first-level supervisor approves or disapproves leave. Leave may be taken in 15 minute increments, not to exceed 8 hours per day, or 40 hours per week. Leave is requested by completing an OPM 71, Application for Leave.

**Annual Leave** — Annual leave is paid time off from work for vacation or to transact personal business which cannot be taken care of during off-duty hours. An employee must serve in a Regular appointment for a continuous period of 90 calendar days before the annual leave you earn is available for use. If you separate before completing the 90 days, no leave credit for this period is granted or paid as a lump sum.

Annual leave is earned based on the number of hours is a pay status during the pay period and length of service:

0—3 years of service	5% of hours in pay status
3—15 years of service	7-1/2% of hours in pay status
15+ years of service	10% of hours in pay status

Normally the maximum amount of accumulated annual leave that may be carried forward from one leave year to the next is 240 hours.

**Sick Leave** — Sick leave is for absences due to illness, injury, examinations and treatment by a physician, exposure to a contagious disease, or illness of a family member with a contagious disease. There is no qualifying period for the crediting or use of sick leave.

**Family Friendly Leave Act (FFLA)** — This act expands the use of sick leave for Regular employees. It entitles employees to use sick leave for family care and bereavement and can be used for the following two reasons:

\* Family care—to give care or otherwise attend to a family member having an illness, injury, or other condition which, if the employee had such a condition, it would justify the use of sick leave by such an employee.

\* Bereavement—for purposes relating to the death of a family member, including making arrangements for or attend the funeral of such family member. Contact the HRO for additional information on this benefit position.

**Family Medical Leave Act (FMLA)** — The FMLA established a family and medical leave program for Federal employees. An employee is entitled, during a 12-month period, to a total of 12 weeks of *unpaid* family and medical leave, with employment and benefit protection, for one or more of the following reasons: (a) birth of a son or daughter of the employee and the care of such son or daughter; (b) placement of a son or daughter with the employee for adoption or foster care; (c) care of a spouse, son, daughter, or parent of the employee if such individual has a serious health condition; or (d) a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

The FMLA applies to all NAF employees, Regular and Flexible, who are otherwise eligible under these provisions. To be eligible to take family or medical leave, you must complete at least 12 months of service as an employee, excluding military service (other than military duty performed while in a civilian position.) The 12 months of service does not need to be current service nor 12 continuous months of service.

**Leave Without Pay (LWOP)** — LWOP is a temporary non-pay status and an authorized absence from duty granted upon request, or when you have insufficient annual or sick leave, or compensatory time available to cover an approved absence. You do not have to exhaust annual leave before requesting LWOP. A Regular employee who is a family member of a military, federal civilian or non-federal civilian may take LWOP for up to 150 days if they must leave their NAF position due to the spouse's transfer of job to another location.

**Absence Without Leave (AWOL)** — An absence from duty which was not authorized or for which leave has been denied. These unauthorized absences may form the basis for disciplinary action.

**Military Leave** — Military leave is absence from duty in your NAF position without loss

of pay to perform military duty. To be eligible, you must meet the following criteria:

- \* Be a member of a Reserve or National Guard component.
- \* Be a regular employee.
- \* Be serving in an appointment that is not limited term for 1 year or less

**Administrative Leave** — Administrative leave is an absence from duty when employees are released from duty because all or part of an activity is closed. The installation commander may suspend some or all NAFI operations when severe weather conditions or other emergency situations dictate such action as being in the best interest of the Air Force. Employees affected by these actions are usually excused without loss of pay.

**Court Leave** — Court leave is leave of absence from duty without loss of pay or charge to annual leave to perform jury duty in a federal, state, or municipal court or to serve in an unofficial capacity as a witness on behalf of the US Government, the District of Columbia, or state or local government. All Regular employees are eligible for court leave.

**Maternity Leave** — Absence from duty for reasons related to pregnancy and confinement is charged to sick leave, annual leave or LWOP, depending on the circumstances and availability of each type of leave. You are responsible for providing notice in advance of the anticipated leave dates.

**Paternity Leave** — A male employee may request annual leave or LWOP for the purpose of caring for his minor children. He may also request sick leave to care for the mother of his newborn child during confinement or incapacitation due to complications arising from the delivery.

**Paid Paternal Leave** — An employee may take up to 12 weeks of Paid Paternal Leave in connection with the birth, adoption, or foster care placement of a child occurring ON or AFTER 01 Oct 2020. This leave can only be used within 12 months of the birth or placement event. Employees that utilize Paid Paternal Leave must sign a service contract requiring them to come back to work immediately after the completion of the Paid Parental Leave. The employee will have to work a minimum of 12 weeks after the completion of Paid Parental leave or be subject to repayment of monies given for Paid Parental Leave.

**Voluntary Leave Transfer Program** — This program permits regular employees to apply for or to donate annual leave for medical or family emergencies or other hardship situations. A medical emergency is defined as a condition of the employee or a family member that is likely to require the employee's absence from duty for a prolonged period of time (normally no less than 80 hours) and results in a substantial loss of income to the employee because of the unavailability of annual or sick leave. Contact the HRO for application information.

**GROUP INSURANCE** — Regular employees are eligible to enroll in the AFNAF Group Life and Health Insurance Programs administered by Aetna and MetLife Insurance Company. Family members may also be covered under the plan. Enrollment information may be obtained from the HRO office.

**401(K) SAVINGS PLAN** — Section 401(K) of the Internal Revenue Code permits employers to establish retirement savings plans for their employees, at the employee's request. This plan allows you to contribute a portion of your salary ranging from 1.0% to 92% (not to exceed an annual amount allowed by the IRS) to the plan and we will contribute matching funds ranging from 1.0% to 3.0% dependent on your contribution. Employees are eligible to enroll in the 401(K) Savings Plan 30 days after being appointed to a Regular position.

**RETIREMENT** — Regular employees may enroll in the NAF Retirement Plan on the first anniversary of the date on which you were hired or otherwise become a Regular employee. Enrollment is optional. Upon separation or resignation, you may request a refund of your contributions to the plan.

**UNEMPLOYMENT COMPENSATION** — Under authority of the Secretary of Labor, NAF employees are covered by agreements with state employment security agencies who pay certain compensation to federal employees. You will be provided a Standard Form 8, Notice to Federal Employees about Unemployment Insurance, when you are separated from employment or placed in non-pay status.

**WORKERS' COMPENSATION** — NAF employees (except off-duty military personnel) are eligible for workers' compensation disability income and authorized medical expense benefits according to the Longshoremen's and Harbor Workers' Compensation Act. If you sustain a job related injury, report it immediately to your supervisor. Employees must report the injury to their immediate supervisor at the time of injury or they may not be eligible for Worker's Compensation.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

We are dedicated to the full implementation of federal laws mandating equality of opportunity for NAF employees. Personnel actions are based solely on the principles of merit and qualifications. Any allegation of discrimination on the basis of race, color, religion, sex, national origin, age, or handicap are referred to the Chief EEO Counselor. Employees who feel that there was discrimination involved in any personnel action because of these items may file a complaint of discrimination without fear of reprisal. EEO posters are posted on all employee bulletin boards.



## **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- \* Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- \* Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.
- \* Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- \* Any person in a supervisory or command position uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of a military member or civilian employee.
- \* Any military member or civilian employee makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature.

Take positive steps to stop sexual harassment. Promptly report acts of harassment to your supervisor. You can also file a complaint with the Chief EEO Counselor.

## **NAF SUGGESTION PROGRAM**

The Air Force is constantly seeking ways of improving its methods of doing business in order to eliminate needless operations and to reduce costs. Suggestions must pertain to reducing operating costs in the division. If you think you have a cost-reducing suggestion, submit your idea to your activity manager by using an AF Form 1000, IDEA Application. Adoption of your suggestion could result in a cash award.

## **POLITICAL ACTIVITY**

The Federal Employees Political Activities Act of 1993 (P.L. 103-94) governs the political activities of employees. The law generally permits employees to engage in a wide array of political activities, however, such activity must be done on the employee's own time and away from the work site.

### Things you can do:

- Vote as you please and exercise that right free from interference by a fellow employee, superior officer or any other person.
- Be a candidate for public office in nonpartisan elections
- Assist in voter registration drives
- Express opinions about candidates and issues
- Contribute money to political organizations
- Attend political fund raising functions
- Attend and be active at political rallies and meetings
- Join and be an active member of a political party or club

- ☑ Sign nominating petitions
- ☑ Campaign for or against referendum questions, constitutional amendments and municipal ordinances
- ☑ Campaign for or against candidate in partisan elections
- ☑ Distribute campaign literature in partisan elections
- ☑ Hold office in political clubs or parties

## SECTION G — PAY

NAF employment is divided into three pay plans — Crafts and Trades, Pay Banding and Child & Youth Programs.

**CRAFTS AND TRADES (CT)** — There are three pay schedules under the NAF CT pay plan which cover non-supervisory (NA), leader (NL) and supervisory (NS) positions. The NA and NL pay schedules consist of 15 grades with five steps in each grade. The NS pay schedule consists of 19 grades with five steps in each grade. New employees normally start at Step 1 and progress through the five steps upon completion of specific waiting periods. These are called within-grade increases.

**PAY BANDING (NF)** — The NF pay band system provides for six pay bands. Each pay band has a minimum and maximum salary. You may be paid any salary within the pay band in which your position is classified. There are no within-grade step increases in this system. Pay adjustments may be granted at any time by the supervisor.

**PAY BANDING (CY)** — The CY pay band system, which usually applies to employees involved in child care, provides for two pay bands. Pay Band I covers grades CY-01 and CY-02. Pay band I is equal to the rates of pay for GS-02, step 01 through GS-03, step 10. Pay Band II covers grades CY-03 through CY-05 and is equal to the rates for GS-04, step 1 through GS-05, step 10. Each of the two bands has a minimum and maximum salary. There are no within-grade increases. Pay adjustments may be granted at any time by the supervisor.

**PAY PERIODS** — You are paid twenty-six times each year. Each payday covers a two-week period ending on Saturday. Your time and attendance is reported to the payroll office at the end of each pay period. You will be paid for a pay period on the Friday following the end of a pay period. It is mandatory to have your paycheck sent to a financial institution unless you can prove extenuating circumstances resulting in your inability to maintain an account.

**OVERTIME** — How a position is classified determines overtime entitlement and how overtime is paid. Nonexempt employees are paid 1-1/2 times the basic rate of pay for overtime hours worked when ordered, directed, required, approved, or “suffered or permitted” to work. All CT positions are paid overtime for hours worked over 8 per day or 40 per week. Exempt and nonexempt NF and CY positions are paid overtime for hours actually worked over 40 per week. No employee identified as exempt white-collar employee may be paid overtime or given compensatory time off for work unless overtime work is specifically authorized and approved in advance.

**COMPENSATORY TIME** — Compensatory time off in place of overtime pay is authorized only if the overtime work has been officially ordered or approved. All employees are eligible for compensatory time off in place of overtime pay for religious observance. The following employees are not entitled to compensatory time except for religious observances: Crafts & Trades, NF-I and II, and CY employees. NF-III through VI employees may be granted compensatory time under certain conditions. No employee may have more than 60 hours of compensatory time saved at one time. Compensatory time must be taken within 26 pay periods of being earned.

**NIGHT DIFFERENTIALS** — All employees, regardless of employment category, will receive night differential when the work is performed as a part of a regularly established night shift.

**PAID HOLIDAYS** — Only Regular employees are entitled to holiday pay. The following holidays are observed:

New Year's Day	1 January
Martin Luther King Jr's Birthday	3rd Monday in January
Presidents' Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Goodfellow Day	2nd Monday in October
Veterans' Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

**SUNDAY PREMIUM** — Additional 25% of an employee's rate of basic pay for Sunday work. (Both Regular and Flexible eligible).

## **SECTION H — OTHER INFORMATION**

### **OFFICIAL PERSONNEL FOLDER (OPF)**

An OPF is maintained in the HRO which reflects your most essential information from date of employment to date of separation. The Privacy Act gives you the right to know what records are maintained and the right to correct and amend them. You may schedule an appointment to review your record at any time by calling 434-7926 or 2362.

### **APPLICATION FOR ANOTHER POSITION**

If you wish to be considered for another NAF position you must apply for the position on USAJobs.gov.

## **TRAINING**

Your supervisor determines the training needs of your position. Training is documented in your records. Off-duty training that you wish to have included may also be entered into your records. Complete an OF-612 to update any training and/or experience in your OPF.

## APPENDIX

As stated in Section C, you should familiarize yourself with this agency's table of penalties. The following paragraphs should provide some insight on how penalties are determined.

The "Typical Penalty" columns establish the range of penalties within which the penalty to be assessed usually falls, and the maximum penalty that may be assessed for a comparable nature offense. Because there are no mandatory minimum penalties, except as required by law, the supervisor has a choice of severity of action, ranging from no penalty at all to the maximum stated in the range. For example:

- \* If the guide shows reprimand as the maximum the supervisor may determine that no penalty is needed, use an oral admonishment, or issue a letter of reprimand.

- \* If suspension is listed as the maximum — an admonishment, a reprimand, or a suspension of any number of calendar days, up to and including that shown in the guide, could be assessed.

- \* A maximum of removal permits a choice of — an admonishment, a reprimand, a suspension or a removal.

The severity of the penalty depends on the relationship of the current offense to those factors involved, including the nature of the current offense and the nature and how recent the other offenses were.

**CAUSE OF ACTION (OFFENSE) (see note 1)****TYPICAL PENALTY (see notes 2 and 3)**

(Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)

**CAUSE OF ACTION (OFFENSE) (see note 1)****TYPICAL PENALTY (see notes 2 and 3)**

(Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)

	First Offense	Second Offense	Third Offense
1. Delay or failure to carry out assigned work or instruction in a reasonable period of time.	Reprimand	Reprimand to 5-day Suspension	Reprimand to Removal
2. Insubordinate defiance of authority, refusal to comply with proper orders, wanton disregard of directives or insolence.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
3. Tardiness of less than 1/2 hour. (see note 4)	Reprimand (see note 5)	Reprimand	1-day Suspension
4. Unauthorized absence of 8 hours or less, tardiness of over 1/2 hour, leaving job without permission or delayed return from lunch.	Reprimand	Reprimand to 5-day Suspension	Reprimand to Removal
5. Unauthorized absence of more than 8 hours.	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	5-day Suspension to Removal
6. Failure to request leave according to established procedures.	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	5-day Suspension to Removal
7. Failure to honor a valid denial of a leave request.	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	5-day Suspension to Removal
8. Loafing or sleeping on duty:			
a. When hazard to personnel or property is not acute or when no injury or loss is involved.	Reprimand	Reprimand to 14-day Suspension	Reprimand to Removal
b. When hazard to personnel or property is acute or when there has been injury or significant loss.	Reprimand to Removal	5-day Suspension to Removal	10-day Suspension to Removal
9. Careless workmanship or negligence.	Reprimand	Reprimand to 5-day Suspension	Reprimand to Removal
When consequences may be extreme, an attempt is made to conceal defective work, or there is an unauthorized attempt to remove or destroy work.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
10. Careless use of NAF property, resulting in possible or actual mini-mum damage and minor disruption or possible disruption of mission.	Reprimand	Reprimand to 5-day Suspension	Reprimand to Removal
When possible or actual major damage to NAF property is involved, with significant mission disruption or possible or actual danger to the lives or well-being of the employees or customers.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
11. Failure to observe safety practice, including failure to use safety equipment, such as eye protection devices, and failure to comply with hearing conservation program requirements.	Reprimand	Reprimand to 5-day Suspension	Reprimand to Removal
When hazard is acute to life or property.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
12. Loss or damage to, or unauthorized use or destruction of property (including motor vehicles), records, or information. (see note 6)	Reprimand	Reprimand to 5-day Suspension	Reprimand to Removal
When willfulness or intent is involved.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal

**CAUSE OF ACTION (OFFENSE) (see note 1)****TYPICAL PENALTY (see notes 2 and 3)**

(Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)

**CAUSE OF ACTION (OFFENSE) (see note 1)****TYPICAL PENALTY (see notes 2 and 3)**

(Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)

	First Offense	Second Offense	Third Offense
13. Theft, actual or attempted, (Penalty is determined primarily by value of property, mitigating circumstances, employee's employment history, and employee's explanation.)	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
14. Deliberate misrepresentation: falsification, exaggeration, or concealment of a material fact in connection with any official document; or withholding of material facts in connection with matters under official investigation.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
15. Discourteous conduct. Includes discourteous conduct to public.	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	Reprimand to Removal
16. Calling or participating in a strike, work stoppage, or slowdown.	Removal		
17. Picketing if such interferes with agency operations.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
18. Committing a prohibited personnel practice.	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	Reprimand to Removal
If violation was deliberate.	Reprimand to Removal	Removal	
19. Rude, boisterous play that adversely affects production, discipline, or morale; use of abusive or offensive language; quarreling or inciting to quarrel; or interfering with the production of others.	Reprimand to Removal	Reprimand to Removal	Reprimand to Removal
20. Fighting, threatening, or inflicting bodily harm on another; physical resistance to competent authority; or indecent or immoral conduct.	Reprimand to Removal	Reprimand to Removal	5-day Suspension to Removal
21. Gambling during working hours.	Reprimand to Removal	5-day Suspension to Removal	10-day Suspension to Removal
22. Drinking, transferring, or selling intoxicants on duty or on government premises, except where authorized. Reporting for duty drunk or impaired by intoxicants. (see note 7)	Reprimand to Removal	5-day Suspension to Removal	14-day Suspension to Removal
23. Being on duty so intoxicated as to be unable to properly perform assigned duties, or to be a hazard to self or others. (see note 7)	Reprimand to Removal	5-day Suspension to Removal	14-day Suspension to Removal
24. Off-duty misconduct of such major import that the employee is unable to fulfill his or her job responsibilities. Off duty misconduct of such significance that there is an adverse effect upon AF. (see note 8)	Reprimand to Removal	Reprimand to Removal	Reprimand to Removal

<b>CAUSE OF ACTION (OFFENSE) (see note 1)</b> <b>TYPICAL PENALTY (see notes 2 and 3)</b> (Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.) <b>CAUSE OF ACTION (OFFENSE) (see note 1)</b> <b>TYPICAL PENALTY (see notes 2 and 3)</b> (Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)	First Offense	Second Offense	Third Offense
25. Failure to honor valid debts or legal obligations. (In determining whether an offense has occurred, consider whether extenuating circumstances have developed after the employee incurred the obligation and the employee's previous record. (see note 9))	First Offense	Second Offense	Third Offense
26. Making false, malicious, unfounded, or highly irresponsible statements against other employees, supervisors, other officials, or subordinates, with the intent to destroy or damage the reputation, authority, or official standing of those concerned.	First Offense	Second Offense	Third Offense
27. Discrimination based on race, color, religion, sex, national origin, age, or handicapping conditions of an employee, former employee, or applicant which affects his or her rights, privileges, benefits, dignity, and equality of economic opportunity. Includes sexual harassment. Also includes making racial or ethnic slurs, or disseminating literature containing slurs. Consider circumstances and the effect on the person discriminated against, use of abusive language, violent treatment, or insulting demeanor. (see note 10)	Reprimand	Reprimand	Reprimand
If the discriminatory practice was deliberate. (see note 10)	Reprimand to Removal	5-day Suspension to Removal	10-day Suspension to Removal
28. Use of abusive or offensive language toward a subordinate; baiting or otherwise inciting a subordinate to violate rules or regulations; coercion in deprivation of an employee's rights; or reprisal for employment of appellate procedures. (see note 10)	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	10-day Suspension to Removal
If violation was deliberate. (see note 10)	Reprimand to Removal	Removal	
29. Compromise or discredit of examination materials or process resulting from discussion of specific questions or content of examination with other employees, based on experience in the examination, when there is not deliberate effort or intent to compromise the examination materials or process.	Reprimand to 5-day Suspension	Reprimand to 14-day Suspension	10-day Suspension to Removal
Compromise of an examination through unauthorized possession, use, or furnishing to others of examination information or materials.	Reprimand to Removal	Removal	
30. Violation of security regulations when the breach does not result in release of security information to unauthorized sources and there is not evidence of a compromise of classified information. Consider all circumstances surrounding the breach in determining if an offense has occurred.	Reprimand	Reprimand to 14-day Suspension	5-day Suspension to Removal
When the violation is intentional or results in unauthorized release or compromise of security information.	Reprimand to Removal	14-day Suspension to Removal	Removal
	Reprimand	Reprimand to 30-day Suspension	10-day Suspension to Removal
		14-day Suspension to Removal	30-day Suspension to Removal



<b>CAUSE OF ACTION (OFFENSE) (see note 1)</b> <b>TYPICAL PENALTY (see notes 2 and 3)</b> (Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)			
<b>CAUSE OF ACTION (OFFENSE) (see note 1)</b> <b>TYPICAL PENALTY (see notes 2 and 3)</b> (Unless otherwise restricted, the supervisor has the option of imposing no penalty or of using an oral admonishment.)			
31. Aiding and assisting in prosecution of claim against the United States, or receiving any gratuity or any share of or interest in claim from any claimant otherwise than in discharge or proper official duties.	First Offense	Second Offense	Third Offense
32. Soliciting contributions from other government officers or employees for gifts or presents offered or presented as contributions from persons in government employ receiving lower salary.	Reprimand to Removal	14-day Suspension to Removal	Removal
33. Transferring or selling marijuana, a narcotic, or a dangerous drug. (see notes 11 and 12)	Reprimand	Reprimand to 14-day Suspension	Reprimand to Removal
34. Use or possession of marijuana, a narcotic, or dangerous drug on government premises or on duty. Reporting for duty while under the influence of marijuana, a narcotic, or dangerous drug. (see notes 11 and 12)	Reprimand to Removal	Removal	
35. Being on duty so impaired by marijuana, a narcotic, or dangerous drug as to be unable to properly perform assigned duties or to be hazard to self or others. (see notes 11 and 12)	Reprimand to Removal	Removal	
36. Deliberate misuse or unauthorized use of NAF monies or property. (Penalty determined primarily by value, mitigating circumstances, employee's employment history, and employee's explanation.)	Reprimand to Removal	Removal	
37. Accepting favors or gifts from vendors for personal gain. (Penalty determined primarily by value, mitigating circumstances, employee's employment history, and employee's explanation.)	Reprimand to Removal	14-day Suspension to Removal	30-day Suspension to Removal
	Reprimand to Removal	14-day Suspension to Removal	30-day Suspension to Removal

**NOTES:**

See first page of this attachment; see DoDD 5500.7, *Joint Ethics Regulation*, for violations of conflict of interest regulations.

2. Except where a lesser maximum penalty is provided, the maximum penalty for third or subsequent offenses is removal. All periods of suspensions are calendar days.

3. See first page of this attachment.

4. Maximum penalty for a third offense within 2-year period is 1-day suspension, and for a fourth offense in that period is 5-day suspension.

5. Normally, an oral admonishment is used.

6. 31 USC 638a(c) in 5 CFR and 31 USC 638a(c)(2) provides that any officer or employee who willfully uses or authorizes use of government passenger motor vehicles or aircraft for other than official purposes is suspended for not less than 1 month and is suspended for a longer period or removed if circumstances warrant.

7. Actions involving these offenses must be carefully evaluated to ensure that the requirements of the federal substance abuse program are met. Close consultations with the HRO and the base medical officer is required.

8. Removal is warranted when US citizens employed overseas become culpably involved with the law enforcement authorities of a host government in whose country the USAF facility is a guest. Such involvement reflects upon the US and affects the success of its mission overseas.

9. There is no offense unless: (a) the validity of the debt is established; (b) there has been a failure to either arrange for or comply with a repayment schedule; and (c) there is a current complaint from the creditor. Suspension is not an authorized penalty.

Maximum penalty for third and fourth offenses within 2-year period is reprimand with the added warning that a "continuation of offenses could result in removal."

**NOTES:**