

NONAPPROPRIATED FUND

NAF EMPLOYEE HANDBOOK

MACDILL AFB
TAMPA, FL

2026 / 2027

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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 Force Support Squadron. You are considered a federal employee for purposes of employment.

The Force Support Squadron consists of nine flights, which provide personnel services; education; training and professional development; and a variety of morale, welfare and recreational activities for military, civilian members, retirees, and families.

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. We look forward to working with you and hope 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 at **813-828-2911**. If you wish to visit our office during your duty hours, you must request permission from your supervisor.

HRO hours of operation are as follows:

Monday - Wednesday 0730-1530
Closed Thursdays for training and Friday for processing.

Welcome to the 6 Force Support Squadron

Our Priorities

1: Dignity & Respect, 2: Teamwork , 3: Make it Better!

Lt Col Kenda Gusme, Commander	828-4151
Don Slayton, Deputy Director	828-4151
CMSgt Fanor Ramos, Senior Enlisted Leader	828-3969
Maj Ashley Jacobsen, Operations Officer	828-4151
SMSgt Dorian O'Neal, Superintendent	828-4151
MSgt Nicholas Barron, First Sergeant	828-4153

Duty Phone: (813) 610-0134

Important Sites and Downloads

- **macdillfss.com** - all things FSS
- **6 FSS Ducks Facebook Group** – private for current and former members of the squadron
- **MacDill Force Support Squadron Facebook Page** – public page to keep you current on happenings sponsored by FSS
- **MacDill Air Force Base Facebook Page** – public page to keep you current on anything happening on MacDill. Used for emergency updates, base issues and information
- **afpaas.af.mil** – the official accountability system for the Air Force. You are required to register and keep current in the event an accountability directive is issued –**APP AVAILABLE**

Get Involved and Connect

- Booster Club – meets monthly (2nd Wednesday @ 0900, location varies)
  - **Mentor: MSgt Kelly Ingram**
  - **President: A1C Kwame Owusu Boateng**
  - **Vice-President: SSgt Malik Saunders**
  - **Secretary: SrA Ckyas Harrisjohnson**
  - **Treasurer: SrA Kaylin Pina**
- Sports Rep – join a team and represent the unit
  - Unit Sports Rep: **SSgt Mitchell Harless**

Make Plans or Make the Call

Joint Service Airmen Against Drunk Driving (JSAADD)
(813) 828-7433 – No questions, just a free ride to safety

NOTES

Why Be A Duck?



1.) CALM ON TOP OF WATER BUT PADDLING HARD UNDERNEATH.

WE SERVE CUSTOMERS AND THERE ARE TIMES WHEN SITUATIONS MAY GET TENSE BECAUSE WE'RE HAVING TROUBLE MEETING THE CUSTOMER'S EXPECTATIONS.
WE STAY CALM AND WORK HARD TO TAKE CARE OF THE CUSTOMER.

2.) ENDURANCE FLYERS. DUCKS HAVE MORE STAMINA THAN MOST BIRDS.

DUCKS CAN FLY FARTHER AND FASTER THAN MANY OTHER BIRDS. THE MISSION NEVER STOPS SO WE KEEP OUR OPERATIONS ACCESSIBLE AND AVAILABLE TO PROVIDE CRITICAL MISSION SUPPORT. WE'RE ALWAYS READY TO GO THE EXTRA MILE – EVEN WHEN WE'VE BEEN FLYING ALL DAY.

3.) DUCKS FLY AS A TEAM TO CONSERVE ENERGY SUPPORT EACH OTHER AND COMMUNICATE BETTER.

WHEN THE LEAD STARTS TO TIRE ANOTHER WILL MOVE TO THE FRONT TO FIGHT THE WIND. THE FLYING V HELPS WITH COMMUNICATION AND ACCOUNTABILITY. DUCKS SUPPORT AND KEEP TRACK OF EACH OTHER.
WE TAKE CARE OF EVERYONE ON MACDILL BEING AWARE OF HOW TO STAY ENERGIZED AND PROVIDE RELIEF FOR OUR TEAMMATES IS A CRITICAL PART OF HOW WE DELIVER WORLD CLASS CUSTOMER CARE

4.) PEOPLE HUNT DUCKS

DON'T LET THAT SCARE YOU! IT JUST MEANS OUR CUSTOMERS "HUNT" OUR SERVICE AND SUPPORT. THEY NEED THE FSS TO HELP THEM TO NAVIGATE THEIR CAREER PATHS (TALENT MANAGEMENT) AND TO DELIVER EXCELLENT QUALITY OF LIFE SUPPORT (CARE SOLUTIONS).
DON'T WORRY ABOUT THE TARGET ON YOUR BACK THAT'S MISSION FOCUS!



SECTION A — GENERAL INFORMATION

As a NAF employee, you may be issued a civilian employee identification (ID) card. Your ID card will entitle you to use the following base facilities:

- Arts & Crafts and Auto Hobby Shop
- Breakaway Events Center
- Bowling Center, Outdoor Recreation, Bay Palms Golf Course, and the Information, Tickets & Travel Office.
- Base Exchange/Food Court
- Child Development Centers, Youth/Teen Center
- Short Fitness Center, Library

TYPES OF APPOINTMENTS

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

Regular Appointments — In a Regular Part-Time (RPT) appointment, you will be guaranteed a minimum of 20 hours to a maximum of 34 hours per week. In a Regular Full-Time (RFT) appointment, you will be guaranteed a minimum of 35 hours to a maximum of 40 hours per week. Regular employees are eligible for the following benefits and compensation:



- Leave: annual, sick, military, administrative, parental, 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 (RPT/RFT) 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 —Regular employees will have guaranteed hours; Flexible employees may 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 inform your supervisor.

You have the responsibility of appearing at your workstation 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. You are responsible for making any changes/updates to your address or banking information on the MyMoney website (https://nafpay.afsv.net), as this affects where our 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 logging into your NAF Electronic Official Personnel File (eOPF) at https://eopf.opm.gov/usafnaf/Login.aspx. All NAF employees are given copies of all their personnel actions (AF 2545), such as appointment, pay increases, promotion, etc. These are very important to keep as they are a record of your NAF employment.

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 (BBA) may be required. BBAs will not be taken for performance or disciplinary reasons. If a BBA becomes necessary, your immediate supervisor (with proper approval authority) may reassign, reduce your pay, change your category, furlough or separate you.

BBAs only affect employees within 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 action.

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 compensation 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 provide the reason for your resignation in Part III as well as providing a forwarding address. 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 to your supervisor.

SECTION B — PERFORMANCE EVALUATIONS, INCENTIVE AWARDS AND RECOGNITION

PERFORMANCE EVALUATION

PERFORMANCE EVALUATION — Expectations of you in your job performance are 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 conducted and what possible awards may be available for doing a superior job. At least biannually (mid-term feedback and appraisal), you will be evaluated by your supervisor to indicate whether or not you are meeting the performance standards established for your job. The performance cycle is 01 October to 30 September of the following year. Mid-term feedbacks are completed during the months of April - June and annual evaluations are completed during the months of October - November.

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 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 — Each installation is encouraged to establish special employee recognition programs (for example, employee of the month or employee of the year awards), if funds are available.
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 recognize and carry out their responsibilities. Disciplinary action is taken only when necessary and must be done 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.

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.

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.

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.

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 AFSVC Director, Installation Support. Flexible employee's appeal process stops at Step 2.

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 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 your human resources office 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 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 U.S. Government.
- As a member of an organization that advocates the violent overthrow of the U.S. Government.
- Takes part in any strike against the U.S. Government or one of its instrumentalities.



Among actions 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 debts and maintain a good reputation in the community for honoring your debts. 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.

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 do not gossip. This will ensure good relations with the public and your fellow workers. Always give our customers the "red carpet" treatment. Without them, we would not 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. Leave is requested by completing an OPM 71, Request for Leave or Approved Absence.

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. Annual leave is earned based on the number of hours in 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	7.5% of hours in pay status
15+ years of service 10% of hours in pay status	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. Employees who were directly recruited or transferred by a NAFI from the U.S. or its territories or possessions, for employment overseas or from which transferred and whose condition of employment provide for their return transportation to the U.S. or its territories or possessions, may accumulate 45 days (360 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 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. Honorable active service in the Army, Navy, Air Force, Space Force or Marine Corps of the United States now counts towards the 12-month service requirement for establishing eligibility for FMLA leave. The 12 months of service does not need to be current service nor 12 continuous months of service.

Paid Parental Leave — An employee may take up to 12 weeks of Paid Parental Leave (PPL) in connection with the birth, adoption, or foster care placement of a child. This leave can only be used within 12 months of the birth or placement event. Employees that utilize PPL must sign a service contract requiring them to come back to work immediately after the completion of the PPL. The employee will have to work a minimum of 12 weeks after the completion of PPL or be subject to repayment of monies given for the government contributions paid by the agency on behalf of the employee to maintain health insurance coverage during PPL. Eligibility for Paid Parental Leave must meet the definition for FMLA.



Paid Parental Bereavement Leave — An employee may take up to 2 administrative weeks of Paid Parental Bereavement Leave in connection with the death of a child within 12 months of the qualifying child's date of death. Child means son or daughter who is biological, adopted, or foster child; a stepchild; a legal ward; or a child of a person standing in loco parentis who is:

- Under 18 years of age; or
- 18 years of age or older and incapable of self-care because of a mental or physical disability.

Parental Bereavement Leave is a standalone paid administrative leave entitlement provided upon a qualifying event; it does not need to be accrued and does not reduce your annual or sick leave balances. Eligibility for Paid Parental Bereavement Leave must meet the definition for FMLA.

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 U.S. Government, the District of Columbia, or state or local government. All Regular employees are eligible for court 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.

Disabled Veteran Leave — Disabled Veteran Leave is a one-time benefit that can only be used during a continuous 12-month period beginning on an eligible employee's first day of employment (appointment date) and may not exceed 104 hours for a regular full-time NAF Employee in any DoD Component. NAF employees who are employed in a part-time employment category will be credited a proportionally equivalent amount of leave, calculated in accordance with section 630.1305(a)-(b) of Title 5 Code of Federal Regulations (CFR). Disabled veteran leave does not apply to NAF employees who are not in positions under which leave is charged for periods of absence, meaning employees in flexible positions who do not accrue leave are ineligible to participate in this leave program. The employee must be a veteran with a qualifying service-connected disability rating of 30 percent or more, to use disabled veteran leave.

EMPLOYEE BENEFITS

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 your human resources office.



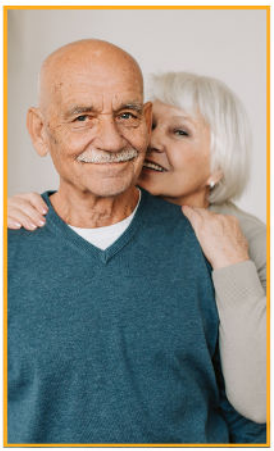


401(k) SAVINGS PLAN — Section 401(k) of the Internal Revenue Code permits employers to establish retirement savings plans for their employees, at the employee's request. This plan allows regular employees to contribute a portion of your salary ranging from 1.0% to 92% (not to exceed an annual amount allowed by the IRS) to the plan and Air Force NAF (USAFNAF) 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, which is currently administered by Principal, 30 days after being appointed to a Regular position.

If you do not enroll within the first 30 days or waive coverage, you will be auto enrolled by Principal. After 3 years of regular service, you become vested in the contributions made by USAFNAF.

The Air Force Contribution schedule:

Employee Contribution	Employer Match
1%	1%
2%	2%
3%	2.5%
4%	3%



RETIREMENT — You may enroll in the USAFNAF Retirement Program at the time of your appointment to a regular position or a change of employment category from flexible to regular. Contributions of 1% of your gross earnings will start the pay period after you submit your enrollment form. The program will pay interest on your contributions and will pay many times the value of your contributions when you meet the eligibility requirements for retirement. You will become fully vested after 5 years in the plan. Your contributions are refundable, with interest, if you separate from employment. You will not be able to dis-enroll from this plan while employed.

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, age (40 or older), national origin, or disability are referred to the Chief EEO Counselor. Employees who feel 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. They can be reached at **813-828-3333**.

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.

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 your 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 2 pay plans:

- Crafts and Trades
- Payband (which includes NF and CY)

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 (WGI).

Your WGI will be effective at the start of the pay period after you complete the appropriate waiting period. You are allowed a certain amount of Leave Without Pay (LWOP) between each step. LWOP while receiving Workers' Compensation is not included.

The waiting periods for WGI's are as follows:

FROM	TO	WAITING PERIOD	LWOP ALLOWED
Step 1	Step 2	26 weeks	1 work week
Step 2	Step 3	78 weeks	3 work weeks
Step 3	Step 4	104 weeks	4 work weeks
Step 4	Step 5	104 weeks	4 work weeks

Contact your human resources office if you have questions, or if you wish to know the date your next WGI is due, and/or the number of hours you have accumulated.

PAYBAND (NF) — The NF payband system provides for six pay bands (NF-I through NF-VI). Each pay band has a minimum and maximum salary. You may be paid any salary within the payband 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.

PAYBAND (CY) — The CY pay and system, which usually applies to employees involved in childcare, provides for two paybands. CY-01 covers Entry Level and Intermediate Level. CY-01 is equal to the rates of pay for GS-02, step 05 through GS-04, step 05. CY-02 covers Target Level, Leader Level and Technician Level. CY-02 is equal to the rates for GS-06, step 1 through GS-08, 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 starting on a Sunday and 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 via direct deposit 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.

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

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
Juneteenth	19 June
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December



SECTION H — OTHER INFORMATION

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 you wish to have included may also be entered into your records.

APPENDIX (Installation Specific Information)

CLASSIFICATION APPEALS — A classification appeal is a written request made by an employee, or group of employees occupying identical positions for a change in the pay system, grade or payband, series, or title of the grade/payband of the position to which assigned.

These procedures are not used to review:

- An employee's contention the classification of his or her position is inconsistent with that of another position.
- A dispute concerning the description of duties (refer to Chapter 9).
- The propriety of official classification standards; federal pay schedules or locality wage schedules; applicable amount of environmental differentials, shift differentials, Sunday and holiday premium pay, and overtime pay; step rates within a grade; and the pay resulting from a change between pay plans or occupational categories.
- An otherwise acceptable appeal in which the employee alleges discrimination because of race, color, religion, sex, age handicap, or national origin.

An appeal may be filed by an employee individually or by a group of employees occupying identical positions (having the same pay plan, title, series, grade or payband, and position number). All members of a group action sign the appeal, and their representative, if any, must be designated in writing.

An employee may appeal the classification of his or her position at any time. Entitlement to retroactive benefits is subject to the special rules explained in paragraph 17.13.8. An employee may not file an appeal on a proposed change in the classification of a position. An official written notification of the local classification action must be received by the employee before such an appeal can be filed.

See NAF HRO for more details.

EMPLOYEE DEVELOPMENT/TRAINING — It is Air Force policy to provide the training necessary to ensure the maximum efficiency of employees in the performance of official duties. First-line supervisors are responsible for job induction, provide required OJT, inform employees of self- development opportunities, and encourage participation in these activities. Individual Development Plans (IDP's) are required to be completed and updated annually where employees identify their individual training goals and meet with their supervisor to discuss and make plans accordingly.

Self-development is the responsibility of each individual employee. Self-development is not necessarily limited to attendance at formal training programs but may also consist of participation in community activities where speaking ability or human relations experience broadens one's outlook.



You should keep informed of changes that occur in your career field, take part in self-development activities, and keep your supervisor and the HRO informed of self-development accomplishments. NAF employees are eligible for all needed training offered through base facilities, Air Force, interagency, and non-government training for which they meet the established prerequisites if quotas have been obtained and funds have been approved. In addition, the Force Support Squadron employs a training technician whose function is to coordinate training for all FSS employees. Because of the variety of facilities comprising the squadron, training requirements vary with the type of job and the type of facility. On-the-job training, in many cases, is the most effective and practical form of training offered.

TUITION ASSISTANCE — Non-appropriated Fund (NAF) employees who meet eligibility requirements may request centrally funded tuition assistance. The goal of tuition assistance is to assist civilians in their continued self-development and includes coursework at the associate, bachelor, and master levels at an accredited college or university. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting current and future needs of the Air Force. TA is not provided for postmaster's coursework or for courses at a lower level equal to a degree already obtained.



BASIC ELIGIBILITY REQUIREMENTS

- 1 year of federal service (NAF, APF, AAFES, or DECA)
- Current active NAF employee (cannot be on LWOP)
- Minimum of "Satisfactory" on most recent performance appraisal

TA RATES: How Much Does NAF TA Pay?

- TA is limited to 75% of tuition costs not to exceed $250.00 per semester hour or $166.00 per quarter hour (Maximum $750.00 per course)
- TA is limited to $4500.00 per person, per fiscal year
- TA does not cover books, laboratory fees, or other related costs
- TA is not provided, whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships, grants, etc.

**For more information consult with your supervisor.*

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