

NAF HUMAN RESOURCES NEWSLETTER

October 2026 – December 2026

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6 FSS NAF HUMAN RESOURCES

6FSS/FSCN
8011 Tampa Point BLVD
BLDG. 373, 2nd Floor
MacDill AFB, FL 33621

(813) 828-2911
DSN: 968-2911
FAX: (813) 828-5450

HOURS
Mon–Wed 0730–1530
Closed Thurs & Friday

YOUR HR STAFF
HRO Officer: Gail Mouse
HR Specialist: Kenneth Noil
HR Asst: Latonya White
HR Asst: Kevin Grathoff
HR Asst: Kim Newcomb

PERFORMANCE EVALUATIONS

It is time once again for performance evaluation reviews. The performance evaluation cycle is ***1 October 2025 to 30 September 2026***. The purpose of the performance evaluation is for supervisors to evaluate the work performance of employees fairly and objectively. The objectives of the performance evaluations are to:
-Keep employees aware of performance standards expected of them.
-Provide employees with constructive help to identify and correct deficiencies in performance.
-Identify and resolve points of misunderstandings regarding work requirements.
-Use performance evaluations as a basis for making decisions on training, retention, promotion etc.
-Evaluate employees fairly and objectively on a scheduled basis.
-Increase efficiency of employee and supervisor.
-Advise employees on whether they meet, fail to meet, or exceed the standards for satisfactory performance.
-Evaluate employees only under reasonable standards that are in effect during the rating period.
Performance evaluations are completed on both Regular and Flexible employees who have completed at least 90 days of work.
Evaluations are completed on AF Form 3527 and each form requires a rating and reviewing official.

OPEN ENROLLMENT

The NAF Health Benefits Program (HBP) Open Enrollment Period is here from ***01 November – 30 November 2026***! This is the one time of year when an employee can make changes to their health insurance plans without having to prove a qualifying life event such as marriage, divorce, or childbirth/adoption. Picking the right plan is crucial, and there are options available to include your spouse and dependents, as needed, to help minimize the impact to your take home pay-check. Employees can discover the lowest cost, best health care coverage option by logging onto: https://www.nafhealthplans.com which is accessible from any computer, tablet, or smartphone device.

- Paperwork must be completed and submitted during the Open Enrollment period to be considered eligible.
- Changes will be effective 1 January 2027.
- If you plan to make a change to your current plan, or add health or dental coverage, please coordinate with your supervisor to arrange for paid time to stop by the NAF Human Resource Office to submit paperwork.

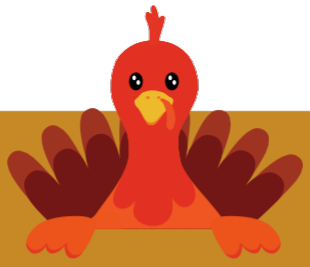
EMPLOYEE TRANSFER ASSISTANCE PROGRAM

Department of the Air Force Child and Youth Programs (CYP) has a voluntary Employee Transfer Assistance Program (ETAP) for all Air Force non-appropriated fund (NAF) CY-I and CY-II 1702 series positions, Cooks, and Food Service Workers within the Child and Youth Programs, Department of Defense wide! This allows all eligible employees to request a non-competitive transfer to an-other Air Force installation outside of the employee's commuting range of the current duty station. If approved, the employee will transfer without a break in service and into a position at the same grade, series, pay, and employment category from which they left.

To register for the ETAP, employees should:

1. Speak with CY Supervisor of intent to apply
2. Contact HR for program information and registration guidance
3. Submit the following items with the application:
   - Completed ETAP Application
   - Updated Resume
   - Orders (if applicable).





Upcoming FAMILYDAYS

MacDILL AFB

12 Nov 2026
27 Nov 2026
24 Dec 2026
31 Dec 2026

Time Off for Safe Leave Purposes

Safe Leave is available for employees to take time off to ensure their safety and recovery from trauma or when assisting family members with their safety or recovery from domestic violence, dating violence, sexual assault, stalking, and related forms of abuse or harassment (referred to broadly as "safe leave"), such as the following:

a) Seeking medical treatment, including seeking mental health services such as counseling or therapy;
b) Securing housing or relocating;
c) Obtaining services from organizations or groups that provide services for survivors of domestic violence, sexual assault, image-based abuse, human trafficking, and/or stalking;
d) Participating in safety planning or taking other actions to increase safety;
e) Attending court to obtain a protective order, participate in child custody proceedings, or obtain legal or other victim services; or
f) Otherwise dealing with the consequences of the abusive behavior (for example, arranging for childcare, enrolling a family member in a new school).

Possible leave options include annual leave (including advanced annual leave), sick leave (including advanced sick leave), weather and safety leave (can possibly be used if the employee is unable to safely work at an approved location), and leave without pay. Employees may have access to other earned paid time off, such as compensatory time off.

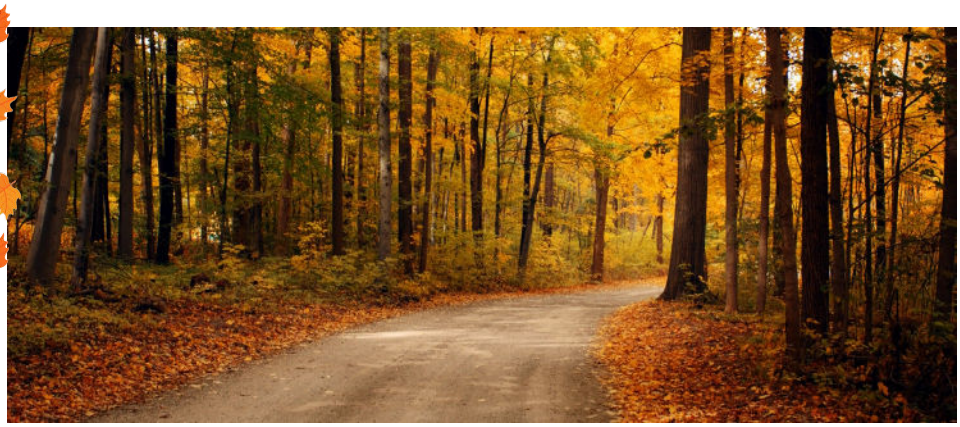
When requesting leave, employees are not required to provide personal details in their requests for leave. However, employees are required to provide enough information in their leave requests, so their supervisors know which type of leave is appropriate (sick leave, annual leave, leave without pay under the Family and Medical Leave Act (FMLA), etc.). An employee's credible statement that they are dealing with domestic violence, dating violence, sexual assault, stalking, or related forms of abuse or harassment should generally be a sufficient basis for an agency to grant applicable types of leave for qualifying safe leave purposes.

6 ARW EQUAL OPPORTUNITY

GOAL: To foster an environment in which members can rise to the highest possible level based solely on merit, fitness, and capability; as well as maintain a trusted, utilized channel for presenting allegations of harassment (sexual, bullying, hazing) or unlawful discrimination based on race, color, religion, national origin, sex, sexual orientation, pregnancy, and for civilians additional protections include age (40 or over) physical/mental disability, genetic information, gender identify, or reprisal for prior EO activity.

Current /Former Civilian Employees or Applicants for Employment: MUST contact an EO counselor @ 828-3333 within 45 calendar days from the date of the alleged discrimination or 45 calendar days after a personnel action is taken or you become aware of an action taken against you.

AF Discrimination Hotline:
1-888-231-4058
DSN: 665-5214
Commercial: 210-565-5214



PAID PARENTAL LEAVE

As a reminder, paid parental leave may be granted to eligible NAF employees in connection with a qualifying birth or placement (for adoption or foster care). Employees must meet minimum FMLA eligibility requirements which includes Regular and Flexible category employees, who have a part-time or full-time work schedule, and completed at least 12 months of federal service. A total of 12 administrative workweeks will be made available for employees in direct proportion to the number of hours in the employee's regularly scheduled administrative workweek. FMLA must first be invoked using the standard leave form (OPM Form 71) and then paid parental leave must be requested separately using the PPL Request form. In addition, employees must agree in writing to at least a 12-week obligation to begin immediately following the use of paid parental leave. For further details, please see your supervisor, contact the NAF Human Resource Office, or visit https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/paid-parental-leave/

USE OR LOSE ANNUAL LEAVE

Regular NAF employees and their supervisors are reminded that the maximum amount of accumulated annual leave that may be carried over from one leave year to the next is 240 hours. The leave year for NAF employees will end on 3 January 2026. Make sure that annual leave more than 240 hours is scheduled NLT 22 November 2026 and used NLT 1 January 2027. Your pay statement shows your annual leave balance. For more information on accumulation of annual leave, please reference the Non-appropriated Fund Personnel Program Management and Administration Procedures Guide, Section 14.2.4. or contact the HRO at (813) 828-2911.



DAYLIGHT SAVINGS ENDS SUNDAY NOVEMBER 1ST. CLOCKS "FALL BACK" 1 HOUR

Voluntary Leave Transfer Program (VLTP)

The ***Voluntary Leave Transfer Program (VLTP)*** gives eligible Air Force NAF employees the option to donate their annual leave to coworkers at the same installation who are facing a serious loss of income due to a ***medical emergency*** and don't have enough paid leave.

Key Points:
Who Can Participate: Only **Regular NAF employees** who accrue both sick and annual leave can donate or receive leave through the program.

Who Cannot Participate:

- o Flexible employees (who do not earn paid leave)
- o Transfers between APF and NAF employees are not allowed.

How It Works:
If you're dealing with a medical emergency and have used up all your **sick and annual leave**, you can apply to receive donated annual leave through VLTP. The donated leave works just like your own accrued leave.

Special Exceptions:

- o Caring for a Family Member: If you've already used your 12-week sick leave entitlement for a family member's medical emergency, any remaining sick leave isn't counted against your eligibility—you don't need to use it before receiving VLTP leave.
- o Combat-Related Disabilities: Employees undergoing treatment for a combat-related disability sustained during military service are not required to use their own leave before receiving VLTP leave—for up to 5 years post-service.

How to Apply:
Submit your VLTP application through your **first-level supervisor**. The **approving official**—the **FSS Commander or Director**—has the final say on application approval at the base level.
For full details, refer to **Paragraph 14.14** of the **Non-appropriated Fund Personnel Program Management and Administration Guide (Dec 2023)**.



Full Scale Wage Survey Coming January 2027

A full-scale Wage Survey will be conducted in January 2027 to determine prevailing rates of pay for Non-Appropriated Fund (NAF) wage employees under Public Law 92-392. This year's survey will be conducted primarily by visiting local establishments with similar types of employees. The data collected will be used to establish new pay scales effective March 2027. A team of data collectors will be selected to assist with this important effort—more details to follow.



EMPLOYEE ASSISTANCE PROGRAM

Did you know the Employee Assistance Program (EAP) provides FREE services to NAF employees? The program offers a wide range of services to assist employees with issues related to stress, family, relationships, legal services, bud-getting, alcohol, work and other concerns. In addition, there are comprehensive educational materials available for FREE to assist with Child Care and Parenting, Adults Care and Aging, Education and Career Development, Health and Well-ness, Daily Life Needs EAP services are convenient and confidential. To make a confidential EAP appointment with a licensed counselor call 1-866-580-9078 (or via their website at www.AFPC.AF.MIL/EAP . The line is open 24 hours a day, 365 days a year. If you need help, please don't hesitate to check it out!

NAF OFFICE HOURS

Our office will continue to be open Monday – Wednesday, Friday 0730-1530, however, we recommend you call the office and set up an appointment if you need to meet with a member of our team.

Office Hours:

Monday – Wednesday, Friday:
0730 AM - 1530 PM
Closed Thursday
Office Number- (813)-828-2911

Location:

8011 Tampa Point Blvd., Bldg., 373, 2nd Floor.
MacDill AFB, FL 33621

The NAF HRO is CLOSED Thursdays for TRAINING

NEED AN APPOINTMENT WITH HRO?

Your NAF HRO team is looking to better service you and diminish wait times for our customers. What does this mean? We would truly appreciate it if you would encourage your employees with questions or needs to call and schedule an appointment with us vs. just walking in. This way, if documents need to be prepared/ reviewed, we will be better equipped to accommodate and improve customer satisfaction. THANK YOU!!

Our Purpose

The purpose of the Air Force NAF HR office is to administer the NAF Personnel Program by providing efficient and effective management of NAF personnel while assuring fair and equitable treatment. We advise and help management meet personnel needs and solve personnel problems. We ensure programs and actions comply fully with the spirit and intent of laws, regulations, and policies. All actions are based on merit, without regard to grade, race, color, religion, gender, marital status, sexual orientation, national origin, physical handicap, age, or political affiliation.