



NAF HUMAN RESOURCES NEWSLETTER

July - September 2026



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6 FSS NAF HUMAN RESOURCES

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HOURS

Mon–Wed & Friday
0730–1530; *Closed Thurs*

YOUR HR STAFF

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

macdillfss.com/nafe-human-resources
www.usajobs.gov

NAF CYP Employee Transfer Assistance Program (ETAP)

Are you a Nonappropriated Fund (NAF) employee working as a Child Youth Program Assistant, Cook, or Food Service Worker in our Child and Youth Programs (CYP)? The Air Force Services Center (AFSVC) has some exciting news! We're proud to announce the voluntary Employee Transfer Assistance Program (ETAP), designed to support your career mobility. This program allows eligible NAF employees like you to request a non-competitive transfer to another Air Force installation outside of your current 50-mile commuting range.

What does ETAP offer?

- **Seamless Transfer:** If approved, you'll transfer without a break in service to a position at the same grade, series, and employment category.
- **Pay Considerations:** Your pay will be set based on the gaining installation's pay structure, following applicable NAF guidelines.
- **For DoD Transfers:** \$1000 Incentive Award! Child & Youth Program employees transferring from other DoD Components without a break in service are eligible for a \$1000 incentive award after 90 days of service in the Air Force position.

Who is Eligible?

ETAP is open to all current regular and flexible Child Youth Program Assistants, Cooks, and Food Service Workers within our CYPs who meet the following criteria:

- Hold one of the eligible positions.
- Received a "Satisfactory" or higher on your last performance evaluation.
- Have no adverse actions within the past 12 months.
- The gaining installation must be more than 50 miles from your current duty station.
- Must be eligible to work in the United States (or host country).
- Agree to take Leave Without Pay (LWOP) for up to 1 year while being placed.
- Submit your ETAP application package before departing your current base.

Important Note: Please note the CYP ETAP does not entitle the transferring employee to placement and relocation expenses are not authorized under this program.

For more information in regard to the process and requirements, contact your supervisor or the NAF Human Resources Office at **813-828-2911**, or by email at: 6svs.humanresources@us.af.mil



Understanding Your Leave Benefits: A Quick Guide to Annual Leave Use

Did you know that leave is more than just time off? It's an important employee benefit that contributes to your well-being, productivity, and overall morale! As a Regular employee, you accrue both annual and sick leave. Here's a quick overview of annual leave to help you plan your time off effectively.

Key Takeaways About Annual Leave:

- **Approval Process:** Your first-level supervisor approves or disapproves leave requests. Annual leave shall be authorized and scheduled when the workload allows and at the convenience of the employee whenever possible, denials should only be based on mission requirements, not for disciplinary reasons.
- **What is Annual Leave?** Annual leave is approved time off with pay for personal, emergency, or other reasons. Supervisors should authorize and schedule leave when the workload allows and, ideally, at your convenience.
- **Leave Year:** The leave year runs from the first day of the first full bi-weekly pay period in a calendar year to the day immediately before that same period in the following year.
- **Carryover Limits:** You can generally carry over a maximum of 30 days (240 hours) of annual leave from one leave year to the next. The leave year for NAF employees will end on 2 January 2027. Please check your LES and make sure that annual leave in excess of 240 hours is scheduled NLT 21 November 2026 and used before 2 January 2027.

Annual Leave Accrual Rates:

- 0-3 years 5% of hours in pay status
- 3-15 years 7 ½ % of hours in pay status
- 15+ years 10% of hours in pay status

For more information on accumulation of annual leave please talk with your supervisor, reference Non-Appropriated Fund Personnel Program Management and Administration Procedures Guide, December 2023, Section 14.2.4 or contact the HRO at (813) 828-2911 or DSN 968- 2911.

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 include 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 Paid Parental Leave for Federal Employees | U.S. Department of Commerce.



HAPPY SERVICE ANNIVERSARY!

We are proud to have you
as part of Team MacDill.
Thank you for the
contributions you have
made to the 6th FSS.

5 Years

Jonathan Proffitt
Karen Jones
David Lamb

10 Years

Maria Drushal
Dean Ireland
Victoria Moreno
Yanara Jackson
Thitka Price
Steven Tremmel
Rosa Valencia Aguilar
Dana Ferren

20 Years

Kenneth Noil



Common Access Cards



HOURS OF OPERATION:

Appointments

Monday – Thursday:

8:00 AM – 11:00 AM
& 1:00 PM – 4:00 PM

Fridays:

8:00 AM – 11:00 AM
& 1:00 PM – 3:00 PM

Walk-ins

Monday-Thursday:

8:00 AM – 11:00 AM
(served in order of arrival)
& 1:00 PM – 4:00 PM.

(Active Duty in Uniform and
DoD Employees have priority)

To schedule an
appointment please go to:
macdillfss.com/id-cards

*Please note: MPF will be
closed on all Federal Holidays
and Family Days.*

PHONE NUMBER:
(813) 828-6673

DoD Expands Parental Bereavement Leave for Eligible NAF Employees

The Department of Defense (DoD) has strengthened support for Nonappropriated Fund (NAF) employees through updates to DoDI 1400.25, Volume 1406, published on February 15, 2023. The revised policy aligns NAF attendance and leave provisions with federal law and Office of Personnel Management guidance, extending parental bereavement leave benefits under 5 U.S.C 6329d to eligible NAF employees.

Under the updated policy, eligible employees are entitled to two administrative workweeks of paid parental bereavement leave following the death of a qualifying child. This leave is separate from existing bereavement guidance and does not reduce an employee's annual or sick leave balances. The entitlement applies to the death of a biological, adopted, foster, or stepchild, legal ward, or a child for whom the employee stands in loco parentis, provided the child meets statutory age or disability requirements.

To qualify, Employees must meet Title 5 Family and Medical Leave Act eligibility criteria, including having at least 12 months of federal service and serving in a permanent or term appointment with an established work schedule. The leave entitlement is converted to hours based on the employee's scheduled tour of duty and must be used within 12 months of the child's death. Any unused leave expires and does not carry forward.

This policy update reflects the DoD's commitment to supporting employees during significant personal loss.

Understanding Reasonable Accommodation

The ADA requires employers to provide reasonable accommodations to qualified individuals with disabilities, unless it causes undue hardship. These accommodations create equal employment opportunities.

What's a Reasonable Accommodation?

Any request for a RA should be directly related to the barrier posed by the individual's disability and their need for the accommodation to perform the essential functions of his/her position to the same standards as their co-workers.

Examples:

RA options depend on the nature of the disability, the limitations, and the position. Some examples include modifying work hours, providing electronic or ergonomic equipment, allowing breaks, personal assistants, sign language interpreter, approving leave, or changing the way a job function is done.

Requesting an Accommodation:

The employee or someone on behalf of the employee should make a RA needs known to the employee's immediate supervisor or the Disability Program Manager (DPM). The process should take no more than 30 business days, but may take longer depending on the request.

Documentation:

If the disability is one that is not obvious, such as a cognitive disability or back problems, medical documentation will be required. All medical documentation in support of an RA request must be kept confidential and in a separate folder. Medical documentation is only shared with the individuals who have a valid need to know i.e. the supervisor, DPM, and Human Resources.

For More Information:

Contact your installation Disability Program Manager at **813-828-2080** or servicing NAF HR Office.

Hurricane Preparation

Florida Hurricane Preparedness:

Be Ready for the Season

Hurricanes are a serious threat in Florida, bringing high winds, heavy rain, and dangerous storm surges. Understanding the risks and preparing proactively is crucial for protecting your family and property.

Planning Before the Storm:

- Family Emergency Plan: Create a plan and practice it with your family.
- Emergency Supplies: Gather essential supplies like food, water, medications, and a first-aid kit.
- Secure Your Home: Protect windows and doors with shutters or plywood. Trim trees and secure loose objects.
- Stay Informed: Monitor weather forecasts and heed official warnings.
- Prepare Your Vehicle: Ensure your car is fueled and in good working condition.
- Communicate: Check in with neighbors and offer assistance if needed.

Staying Safe During the Hurricane:

- Stay Indoors: Seek shelter in a designated safe room or the innermost room of your home.
- Avoid Flooded Areas: Never walk or drive through floodwaters.
- Limit Electronics Usage: Use electronics sparingly to conserve power.
- Listen for Alerts: Stay tuned to local news and weather updates.

After the Hurricane: Recovery and Protection:

- Assess Damage Safely: Be cautious of downed power lines, debris, and structural damage.
- Report Damage: Document damage for insurance claims.
- Follow Evacuation Orders: Heed official evacuation notices.
- Restock Your Kit: Replenish your emergency supplies.

Resources for Preparedness:

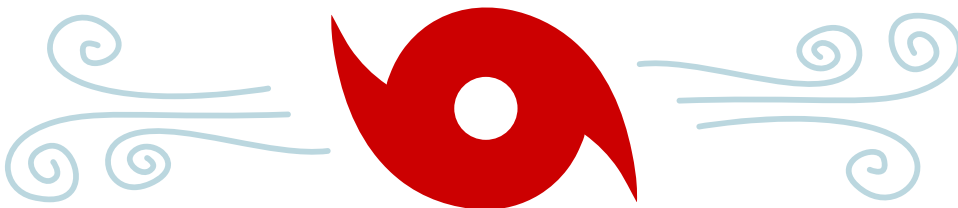
- MacDill AFB Hurricane Information: Visit <https://www.macdill.af.mil/Hurricane-Information/> for helpful tips, links, and county-specific information.
- AFPAAS Accountability Videos: Understand personnel accountability after a disaster.
- Overview: <https://youtu.be/zTPKr5g1SC8>
- User Instructions: <https://youtu.be/HF7qyTyCUnQ>

Key Dates:

- Atlantic Hurricane Season: June 1 to November 30
- NOAA Forecasts: Expect 13 to 18 storms in 2025.
- Daily Tropical Outlooks: National Hurricane Center started on May 15, 2025.

Stay safe, stay informed, and be prepared. Your proactive efforts today will ensure a quicker recovery tomorrow.

This guide is based on information from Ready.gov, FEMA, the National Weather Service, and FloridaDisaster.org.



Upcoming Federal Holidays



Fourth of July – July 4th



AMC Pass Day – July 6th



Labor Day – September 1st

Keep an Eye on Your Paycheck!

Check Your Withholding!

Log in to the system and make sure the right amount of federal tax is being taken out of your paycheck.

Review Every Paystub!

When you get paid, look over your paystub to make sure everything is correct (your hours, pay rate, taxes, etc.).





Classification Appeals

Understanding Your Rights: How to File a Classification Appeal (and Knowing Your Pay System): Do you believe your job's pay, grade, series, or title doesn't accurately reflect your duties and responsibilities? You have the right to file a classification appeal! This is a formal process to request a review of your position's classification. Before diving into the appeal process, it's helpful to understand the different pay-setting systems used for NAF positions:

NAF Pay-Setting Systems:

NAF positions are classified into one of the following three pay-setting systems:

- Crafts and Trade (CT)
- Child and Youth Pay Band (CY)
- NAF Pay Band (NF)

Your pay system is a key factor in determining your grade and payband, which are essential elements in the classification of your position. Now, let's explore the classification appeal process:

What is a Classification Appeal?

A classification appeal is a written request for a review and potential change to the pay system, grade/payband, series, or title of your assigned position. The goal is to ensure your job is properly classified based on its actual duties and responsibilities.

Who Can File an Appeal?

- Individual Employees: You can file an appeal on your own if you believe your position is misclassified.
- Groups of Employees: If you and other employees hold identical positions (same pay plan, title, series, grade/payband, and position number), you can file a group appeal. All members of the group must sign the appeal, and you must designate a representative in writing, if applicable.

When Can You File an Appeal?

- Generally, Anytime: You can appeal the classification of your position at any time.
- Important Exception: Proposed Changes: You cannot file an appeal based on a proposed change to your position's classification. You must wait until you receive official written notification of the actual local classification action.
- Retroactive Benefits: Keep in mind that entitlement to retroactive benefits is subject to specific rules (see paragraph 17.13.8 in the full policy document Nonappropriated Fund Personnel Program Management and Administration Procedures Guide December 2023).

Key Takeaways:

- Understand which pay-setting system your position falls under (CT, CY, or NF).
- Ensure your job responsibilities align with your classification.
- Understand the eligibility requirements for filing individually or as a group.
- Know the timing restrictions related to proposed vs. actual classification actions.



Appeal

Planning Your Air Force NAF Retirement

Your retirement income typically comes from three sources: the Air Force NAF Retirement Plan, Social Security, and personal savings. Understanding your NAF Retirement Plan is key!

Eligibility: Civilian employees under regular appointment are eligible. As of January 1, 2025, there's no waiting period for participation!

Retirement Options (Unreduced Annuity):

- Age 65 (Normal Retirement)
- Age 62 with 5+ years of service
- Age 60 with 20+ years of service
- Age 55 with 30+ years of service

Other options exist (reduced annuity), including Optional Early Retirement (age 52+) and Involuntary Retirement.

Key Plan Details:

- Employee Contribution: 1% of basic pay.
- Employer Contribution: 6.5% of basic pay.
- Vesting: 5 years.
- Benefits Calculation: Based on service, "high three" pay, age, and Social Security.

Thinking about retiring? A 90-day minimum notice is required to allow proper processing time at headquarters.

Common Questions:

- Enroll? Contact your HRO representative.
- Withdraw? No voluntary withdrawals allowed.
- Reemployed? You may redeposit refunded contributions to reinstate service credit.
- More questions? Contact your HRO representative.

Contact your HRO representative to learn more and plan your retirement!



Updated FMLA Qualifying Exigency Leave Entitlement for NAF Employees

A recent review of Family and Medical Leave Act (FMLA) Qualifying Exigency Leave guidance identified outdated information within the NAF Personnel Program Management and Administration Guide.

Previously, the NAF Guide stated that eligible employees could take up to five days of leave to spend time with a covered military member on Rest and Recuperation (R&R) leave during deployment. However, after coordination with Air Force personnel policy officials, it was confirmed that current FMLA regulations provide eligible employees with up to fifteen calendar days of leave for each qualifying instance of military R&R leave.

This change aligns NAF policy administration with updated federal regulations. The increase from five to fifteen days stems from amendments made by the U.S. Department of Labor to military family leave provisions under the FMLA, which became effective in March 2013.

Additionally, employees requesting Qualifying Exigency Leave must complete the Department of Labor's WH-384 Certification of Qualifying Exigency for Military Family Leave form. Completed certifications will be maintained in the Employee Medical Folder.



Brighten Your Future: Take Steps Today!

It's never too early (or too late!) to start planning for a brighter future. With Principal Financial Group®, taking control of your retirement savings is easier than you think. In just a few minutes, you can set up your retirement account and start building a secure financial future.

Here's how to easily start saving:

- **Contribute:** Select your contribution rate and maximize your employer's match!
- **Invest:** Choose investment options aligned with your goals.
- **Need Help?:** Visit principal.com/matchenrollmentwebinar

Get Started:

- principal.com/welcome
- Principal app
- Text ENROLL to 78259

Secure Your Legacy:

Designate a Beneficiary

Protect your loved ones by naming a beneficiary. This ensures your savings are distributed as you wish, avoiding complications and safeguarding minor beneficiaries. Update your beneficiary at principal.com/legacy, especially after major life events like:

- Marriage/Divorce
- Birth/Death
- Other significant changes

Questions? Call Principal at 800-547-7754

Explore Principal's Resources:

- principal.com/welcome
- Principal app

Automatic Enrollment:

New hires and rehires are automatically enrolled in the retirement plan after 30 days at 1% of their salary. Employees retain the option to opt out or increase their contributions at any time.

Disclaimer: We are not responsible for the information contained on the listed website.

OUR PURPOSE

The purpose of the Air Force NAF HR office is to administer the NAF Personnel Program by providing an efficient and effective management of NAF personnel while assuring their 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 will be based on merit, without regard to grade, race, color, religion, gender, marital status, sexual orientation, national origin, physical handicap, age, or political affiliation.

