

**366th FORCE SUPPORT SQUADRON
MOUNTAIN HOME AFB,
EMPLOYEE HANDBOOK**

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The information contained in this employee handbook may be changed when FSMH, DoD, ACC, or Headquarters USAF deems necessary to change or add a policy or regulation. While it is our intention to provide you with advance notice of any changes, it may not always be possible. To be sure you are up to date with employment information and procedures, stay in close communication with your supervisor and look for changes posted on your employee bulletin board.

WELCOME TO THE 366th FORCE SUPPORT SQUADRON (FSS)

We would like to take this opportunity to welcome you to the 366th FSS. We are happy to have you as part of the 366 FSS at Mountain Home AFB. The staff of the Non Appropriated Funded (NAF) Human Resources Office (NAF HRO) is happy to assist you in all your personnel related concerns. This handbook has been prepared to help answer some of your questions. It is not intended to be all-inclusive. *Nonappropriated Fund Personnel Program Management and Administration Procedures*, contains specific guidance and technical procedures for managing and administering employees of Non Appropriated Fund Instrumentalities (NAFI). A copy of this guidance is available in your section.

OUR ROLE

The role of NAF HR is to administer the NAF Personnel Program. We advise and help management meet personnel needs and solve personnel problems. In addition, we make sure programs and actions comply fully with the spirit and intent of laws, regulations, and policies.

If you need information on a particular problem, you should first discuss the matter with your supervisor. If your supervisor is unable to answer your question, you should request an appointment with the appropriate personnel in the NAF HR. The staff in the NAF Human Resources Office is available to provide information for most of your questions. We look forward to working with you and hope you find your new job a rewarding experience.

NAF Human Resources Office
November 2021

SECTION A -- YOUR EMPLOYMENT STATUS

As a federal civilian employee, assigned under the United States Air Force and paid from Nonappropriated Funds (NAF). Because you are paid with NAFs, you are distinguished from other AF civilian employees paid from funds appropriated by Congress.

SECTION B -- THE NAF HUMAN RESOURCES SECTION

The NAF Human Resources Section (NAF HR) is designated to administer the NAF personnel program. The NAF HR is located in the Gunfighter Service Center. Our office phone numbers are (208) 828-6059/6191/2903/8383/4029. Our hours of operation are from 07:00 a.m. to 4:00 p.m. Mon thru Fri. We are closed for all federal holidays and occasionally for ACC family days or wing goal days. If you have a question about your NAF employment, feel free to call the NAF HR. If you need to visit our office, you should make an appointment and get permission from your supervisor before leaving your work area.

SECTION C -- 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 on the principles of merit and qualifications. If you feel there is discrimination involved in any personnel action because of race, color, sex, religion, age, marital status, national origin, or handicap you may file a discrimination complaint you are covered under 29 CFR 1613 the Discrimination Complaint Process. Personally demeaning conduct such as slurs, unwelcome sexual overtures, or other harassment will not be tolerated. Complaints may be filed without fear of reprisal. If you feel you have been discriminated against, you may file your complaint directly with an EEO counselor. The EEO counselor must be contacted within **45 calendar days** from the date of the matter alleged to be discriminatory or in the case of a personnel action, within 45 days of the effective date of the action. You have the right to be represented during the informal and/or formal complaint process. The names of counselors are posted on the employee bulletin board at your work place.

SECTION D -- TYPES OF APPOINTMENTS

There are two types of appointments, regular and flexible. Supervisors determine which type of appointment will be used. The following describes the compensation and benefits for each type of appointment.

Regular Appointments. Regular part-time (RPT) employees are scheduled at least 20 hours to a maximum of 34 hours per week and regular full-time (RFT) employees are scheduled at least 35 hours to a maximum of 40 hours per week. The number of scheduled hours per week may be changed by your supervisor providing a minimum twenty-four hour notice. You are eligible for the following benefits and compensation:

- | | |
|---|------------------------------|
| a. Health and Life Insurance | f. Overtime Pay |
| b. Awards | g. Workers' Compensation |
| c. Leave: annual, sick, military
administrative, FFLA, FMLA
and court, LWOP | h. Shift Differential |
| d. Retirement (after 1 year) | i. Sunday Premium Pay |
| e. 401k (after 30 days) | j. Holiday Pay |
| | k. Unemployment Compensation |

Flexible Appointments. Flexible (Flex) employees have work schedules that depend on the needs of the activity. You may work a minimum of zero up to a maximum of 40 hours per week. Total hours worked may not exceed 780 hours in a 6-month period of time. Flexible employees may be subjected to "on call" work in addition to hours posted on the schedule. Employees on a flexible appointment may be converted to regular at any time by the approving official. You are eligible for the following benefits and compensation:

- | | |
|-----------------------|------------------------------|
| a. Awards | d. Workers' Compensation |
| b. Shift Differential | e. Unemployment Compensation |
| c. Overtime Pay | f. Sunday Premium Pay |

SECTION E -- PROBATIONARY PERIODS

All new, **Regular** employees must serve a probationary period. A probationary period is used to test the ability, suitability, and fitness for the job, as shown by the actual job performance. The length of the probationary period is:

Crafts and Trades (NS, NL, NA) employees must serve a 6-month probationary period.

Pay Band NF-I - NF-II employees must serve a 6-month probationary period.

Pay Band NF-III - IV employees must serve a 12-month probationary period.

(CY) Employees (Child & Youth Program Assistants) must serve a 12-month probationary period.

Supervisors must serve a 12-month probationary period.

Flexible Employees do not serve Probationary Periods. Flex employees switched to Regular appointments, will serve a 12-month probationary period.

During this period, your conduct and performance are observed and you may be separated if conditions warrant.

SECTION F -- PAY ADMINISTRATION

PAYDAYS AND PAYCHECKS. There are 26 pay periods in a pay year – each covering two calendar weeks (14 days), beginning on Sunday and continuing through Saturday of the following week. Paydays are established as every other Friday.

Payroll deductions are made for Federal and State Income Tax, Social Security, and Workman’s Compensation. If you are a regular employee, deductions can be made for retirement and Medicare (if covered), Savings Bond (if you so designate), 401(k) Savings Plan (if you elect to participate) AFNAF Group Life Insurance and AFNAF Group Health Insurance (if you are enrolled).

Any authorized pay differentials for overtime, night, Sunday Premium, or Holiday Pay will be added to your regular paycheck.

Every time your pay changes due to, a promotion, change to lower grade, or within grade increase, you will receive an employee’s copy of AF Form 2545, *NAFI Notification of Personnel Action*, through your supervisor. You should retrieve your leave and earnings statement (LES) from My Money, see Appendix 13. Be sure to review each leave and earnings statement to ensure the proper deductions were made and you were credited with the correct number of duty hours. Review leave hours taken, accrued and balances.

FAIR LABOR STANDARDS ACT (FLSA). This act of Congress involves any pay-related matter. FLSA divides employees into two groups: exempt and nonexempt. Your position guide shows whether you are exempt or nonexempt. Exempt means you are not covered by the provisions of FLSA and nonexempt means you are covered. All nonexempt employees must be paid for all hours worked. Since working additional hours obligates the Air Force to pay you, it is important that you have your supervisor’s approval prior to working additional hours.

PAY INCREASES. There are no automatic pay increases for pay band employees (NF and CY). Supervisors may submit a pay adjustment at any time. The only exception is the Federal Wage or Executive Order cost of living increases.

There are automatic pay increases for crafts and trades employees (CT). Waiting periods are as follows:

Duration of Waiting Period for Regular Employees

If within-grade increase is for a person who is	And calendar weeks in a nonpay status do not exceed	Then employee advances to step rate	at the end of
NA, NL, NS	1	2	26 calendar weeks.
	3	3	78 calendar weeks.
	4	4, 5	104 calendar weeks.

Duration of Waiting Period for Flexible Employees

If within-grade increase is for a person who is	And the employee has worked at least	Then employee advances to step rate
NA, NL, NS	130 workdays in no less than 26 weeks	2
	390 workdays in no less than 78 weeks	3
	520 workdays in no less than 104 weeks	4, 5

DIRECT DEPOSIT

You must have your paycheck sent directly to a financial institution of your choice and have allotments taken out for savings, loans, savings bonds, etc. Contact the NAF HR for proper forms necessary for these services. **Public Laws 103-356 & 104-134, effective 1 Jan 99, required that Federal wage, salary, and retirement payments will be paid to employee by Direct Deposit (DD)/Electronic Funds Transfer (EFT). Direct deposits are mandatory.**

OVERTIME

You may occasionally be required to work overtime. How your position is classified determines how you are paid for overtime. The following guidelines will be followed:

Pay Plan	Work Performed In Excess Of	Rate Paid
Crafts & Trades (NA, NL & NS)	8 hours per day or 40 hours per week	1½ times hourly rate
Pay Banding	40 hours per week	1½ times hourly rate

Exempt employees may be given compensatory time off or be paid for their overtime hours. All nonexempt employees must be paid overtime. The exception to the law is that NF-III thru VI nonexempt employees may request compensatory time off from a scheduled tour of duty sometime during the remainder of the same workweek in which the over time was worked. Supervisor's must approve all overtime in advance.

HOLIDAY PAY (REGULAR EMPLOYEES)

If you are a regular employee working 20 to 40 hours per week, you will receive holidays off with pay whether or not the holiday falls within your scheduled workweek. If the holiday falls on your normal day off, you will be entitled to observe the holiday on the day preceding or the day following the holiday as established by the manager.

If you are a regular employee and are required to work on the holiday, you will receive holiday pay plus pay for the number of hours you worked. The following lists all observed legal holidays:

New Year's Day	1 January
Martin Luther King's Day	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
Juneteenth	19 June
Independence Day	4 July
Labor Day	1st Monday of September
Columbus Day	2nd Monday of October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday of November
Christmas Day	25 December

If you are a flexible employee, you are not entitled to receive holiday pay. If you are required to work, you will receive your regular basic rate of pay.

SUNDAY PREMIUM PAY

Regular and flexible employees who are regularly scheduled on Sunday are eligible to receive Sunday premium pay. This automatically applies if you are a Crafts & Trades (NA, NL & NS) employee and scheduled on a Sunday. Payment of Sunday premium pay for NF and CY employees is established by local policy. The policy for the 366 FSS is that NF & CY employees will also receive the same Sunday premium benefit if regularly scheduled and perform work on Sunday. Compensation will be paid at 25% over your basic hourly rate for hours worked on Sunday.

NIGHT SHIFT DIFFERENTIAL PAY

Crafts & Trades and Pay Bands I and II. If you are an hourly rate employee, you are entitled to night shift differential pay. The night shift differential pay is the basic rate of pay plus a differential of 7 ½% for regularly scheduled work when a majority of whole hours worked are between 3:00 p.m. and midnight; 10% when the majority of whole hours worked are between 11:00 p.m. to 8:00 a.m.

NF-III through NF-IV and CY Employees. NF-III through NF-IV and CY employees, regardless of employment category, are paid a night pay differential of 10 percent for hours worked between 6:00 p.m. and 6:00 a.m.

CALL - BACK DUTY TIME

Call-back duty time is when a regular or flexible 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 of call-back duty time is at least two hours (whether or not work is performed),** including *make-ready and clean-up time. Compensation is computed at your regular basic rate of pay, unless the number of hours worked that day or week entitles you to overtime pay.

CALL - IN DUTY TIME

Call-in duty time is work performed by an unscheduled flexible employee who is officially required to report for work. **Compensation for call-in duty time must be at least two hours, (whether or not work is performed),** including *make-ready and clean-up time. Compensation is the same as for call-back duty time.

**Make Ready and Cleanup Time - Incidental duties directly connected with performing a job, such as obtaining and replacing working tools or materials, undergoing inspections, putting on or removing prescribed work uniforms, and similar tasks, in established tours of duty if a part of the job requirements. If possible work shifts are arranged so that time required for incidental duties are part of the regularly scheduled workday.*

SECTION G -- HOURS OF WORK

WORK SCHEDULES. Every employee should have access to a posted work schedule. The work schedule, or tour of duty, is those days of the week and hours of the day that you are required to be on duty. Your tour of duty is at least 1 hour and not more than 8 hours on a regular basis. Be sure to check the schedule so you know when you are scheduled to work.

Flexible employees may be subject to "on call" work in addition to hours posted on the schedule. A time clock is used at most locations for clocking in and out. Clocking in early or clocking out late without supervisory approval is not allowed. Work schedules may be changed by supervisors/managers by providing a minimum of 24 hours' notice.

MEAL PERIODS. Non-compensated meal periods will be scheduled for not less than thirty minutes and not more than one hour. During these meal periods, you will be free of duty. Under conditions where time-off for a meal period is not possible, a meal period of twenty minutes or less may be authorized and is included in the scheduled tour of duty. The time covered by the twenty minutes or less is compensable, and you must spend your on-the-job meal period at or near your workstation. No employee will be required to work more than six consecutive hours in any workday without a meal period.

REST PERIODS. Short rest periods, not exceeding fifteen minutes may be granted at your supervisor's discretion, when he or she believes such rest periods are necessary and contribute to productivity or safety. Rest periods may not be scheduled in conjunction with a meal break or the beginning or ending of a work shift.

OVERTIME

If management determines there is a need for overtime work, proper direction and approval of funds takes place before work is performed. A quarter hour is the smallest fraction of an hour used for crediting irregular or occasional overtime hours worked.

SECTION H -- DUAL COMPENSATION

NAF employees may not receive pay from more than one position of the federal government for more than 40 hours per week. If you are a part-time employee, you may work in other positions as long as the total hours worked in all jobs do not exceed 40 hours per week. Employees may be employed in a Regular and a Flexible position, or in multiple Flexible positions, however, they may not be employed in two Regular positions. This restriction applies to all jobs within the United States Government, including Appropriated Fund (civil service) and Base Exchange (AAFES) jobs. The only exception is employment with the US Postal Service.

SECTION I -- OFF-DUTY MILITARY (ODM) PERSONNEL

Active duty enlisted personnel may be hired as NAF employees during their non-duty hours, but may not work more than 34 hours a week. ODM employees are not eligible for group health insurance, workers' compensation, retirement, or 401K. Employment must be approved by Supervisor.

Active duty military members who are planning on retirement from military service are subject to the 120-day restriction governing military retirees. If you are currently in a NAF position, you may continue to work in your NAF job after retirement, however, there can be no change in your employment status during the 120 days following your retirement without approval of the Commander or Deputy.

SECTION J -- POSITION GUIDES AND POSITION DESCRIPTIONS

Your position guide and/or position description is just that - a set of guidelines. It is a summary of your major duties. It is not intended to cover every minor duty assignment, permanent or temporary in nature that is given to you. Incidental tasks or duties required of you are frequently necessary in order to operate the organization successfully.

The supervisor determines the duties and responsibilities that will be assigned to a position and it is then classified. This basically involves comparing the assigned duties to established standards and assigning either a pay plan and grade or pay band.

NAF positions are classified into one of three major pay setting systems:

NAF CRAFTS AND TRADES (CT) - NA-non-supervisory, NL-leader, or NS-supervisory positions which consist of fifteen grades with five steps in each grade. New employees normally start at Step One and progress through the five steps as follows:

To Step 2 after 26 weeks in Step 1 with no more than one week LWOP.

(Flexible must also work 130 days)

To Step 3 after 78 weeks in Step 2 with no more than three weeks LWOP.

(Flexible must also work 390 days)

To Step 4 after 104 weeks in Step 3 with no more than four weeks LWOP.

(Flexible must also work 520 days)

To Step 5 after 104 weeks in Step 4 with no more than four weeks LWOP.

(Flexible must also work 520 days)

NAF PAY BAND SYSTEM (NF-I through NF-VI) consists of six levels with a minimum and maximum pay rate established for each level. New employees normally start at the bottom of the pay band, however, a supervisor may recommend pay be set at any rate within the minimum and maximum rates of the pay band (subject to approval by the appropriate approving authority). The rate of pay will usually depend on the amount of responsibility, the knowledge and skills the incumbent brings into the position, and budget restrictions, etc. Pay adjustments within the pay band may be recommended at any time a supervisor feels an increase is justified, after completion of probationary period. Increases are subject to approval by the facility manager and appropriate approving authority.

CY PAY BAND SYSTEM positions (Pay Band I - CY-01 and CY-02, Pay Band II - CY-03 through CY-05) have been established for Child & Youth Program Assistants. Each band has a minimum and maximum salary. Pay adjustments may be granted at any time deemed appropriate by management. Pay for CY positions are governed by the CY Pay System Program dated October 2008.

Wage rate schedules and Pay Band schedule rates are posted on your bulletin board.

SECTION K -- LEAVE AND OTHER ABSENCES

ANNUAL LEAVE (Regular Employees). Annual leave is paid time off from work. It is granted for the purpose of vacations or time off to transact personal business, which cannot be taken care of during off-duty hours. Annual leave is charged in 15-minute increments. Your supervisor must approve your requested leave. Submit OPM Form 71, *Application for Leave or Approved Absence*, to your supervisor for approval or disapproval.

You will start to earn annual leave immediately upon appointment or change to a regular position, however, you must wait 90 days before the leave is available for use. The amount of leave earned and your balance will appear on your Leave and Earnings Statement (LES). You may accumulate and carry over up to 240 hours of annual leave each year. Leave in excess of 240 hours must be used prior to the end of the leave year, or it is forfeited.

If you resign or are separated beyond the initial 90-day waiting period, you will receive lump-sum payment for any unused annual leave balance to your credit. This lump sum payment will generally be included in your last paycheck.

Annual leave is earned based on the number of hours worked in the pay period:

- 0 - 3 years' service: 5% of hours worked per pay period.
- 3-15 years' service: 7½ % of hours worked per pay period.
- 15 + years' service: 10% of hours worked per pay period.

The use of annual leave on other than those days and for those hours that you would otherwise work and receive pay is prohibited.

SICK LEAVE (Regular Employees). Sick leave is intended solely for absences when you are too ill to work, visits to your doctor, dentist, eye doctor for examination or treatment, to care for a family member, or for purposes related to the adoption of a child.

When you are too ill to work, you must notify your supervisor as soon as possible. Supervisory approval must be granted before it is taken. You may be required to furnish a doctor's certificate after three days of absence or if an excessive amount of sick leave is being taken.

For (Regular FT or PT) Sick leave is earned at the rate of five percent times the hours in a pay status, excluding overtime, up to a maximum of 40 hours per week, or 80 hours per biweekly pay period. All accumulated sick leave is carried in the employee's leave record or until the employee separates. Flexible employees do not accrue Sick leave.

LEAVE WITHOUT PAY (LWOP). LWOP is a temporary nonpay status and an authorized absence from duty granted upon your 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. LWOP may be granted, upon request, for reasons acceptable to your supervisor. There is no requirement to grant LWOP if it will disrupt operations in any way. LWOP may be granted to a regular employee in lieu of annual or sick leave. LWOP is charged in fifteen minute increments. Activity managers may approve LWOP up to 30 days and the FSS Commander or Deputy will approve LWOP over 30 days.

LWOP FOR REGULAR EMPLOYEES MOVING WITH HEAD OF HOUSEHOLD. You are entitled to up to 150 calendar days in order to avoid a break in service when resigning from your position due to a transfer of the head of household if the you are the family member of either:

- A military member who is head of household;
- A federally employed person who is the head of household; or,
- A non-federally employed person who is the head of household.

Requests must be approved by the appropriate Approving Authority, documented by an AF Form 2545, and made a matter of record in the OPF. Contact the NAF HR for more information.

ABSENCE WITHOUT LEAVE (AWOL) (ALL EMPLOYEES). AWOL is an absence from duty which was not authorized or for which leave is denied. These unauthorized absences may form the basis for disciplinary action.

FAMILY AND MEDICAL LEAVE PROGRAM (FMLA). The FMLA established a family and medical leave program for federal employees. You are 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) the birth of a son or daughter and the care of such son or daughter; (b) the placement of a son or daughter with you for adoption or foster care; (c) the care of a spouse, son, daughter, or parent of the employee is such spouse, son, daughter, or parent 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. To be eligible to take family or medical leave, you must complete at least 12 months of service as an employee, excluding military service. The 12 months of service does not need to be neither current service nor 12 continuous months of service.

Family and medical leave is in addition to annual leave, sick leave, advanced annual or sick leave, other LWOP, leave made available under the VLTP, and compensatory time off available to you. The 12 workweek period is a maximum period of leave you are entitled to for *both* family and medical leave during the 12-month period.

If the need for leave is foreseeable, you are required to provide 30 calendar days' notice before the leave is to begin. If events beyond your control require you to begin family or medical leave before the full 30 day notice can be provided, you remain responsible for providing as much notice as is practical. You can consult our office for further guidance if you have a need to exercise this entitlement. See also information contained in appendix 2.

FAMILY FRIENDLY LEAVE ACT (FFLA). You may use sick leave for family care and bereavement. The use of sick leave for these purposes may not exceed 40 hours in any year. However, you may use an additional 64 hours in any year (up to a total of 13 days) only when the remaining sick leave balance does not fall below 80 hours. In either case, the number of hours of sick leave that may be used for family care or bereavement is dependent on your average workweek.

MILITARY LEAVE. Military leave is absence from duty in your NAF position without loss of pay to perform military duty. Employees entitled to military leave must be:

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

If you are a regular employee and a member of a Reserve or National Guard unit, you are entitled to an excused absence up to a maximum of 15 calendar days in any year, without loss of pay, time or performance rating, when called to active duty or for active duty training.

MILITARY FURLOUGH. Military furlough is granted to all employees for induction or recall to active duty in one of the Armed Forces.

COURT LEAVE. Court leave is 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.

Court leave is granted only for those days and hours that you would otherwise be in a pay status. If you have been properly summoned to serve on a jury, you are under the jurisdiction and control of the court for the term of the jury service. However, you are expected to return to duty during periods when you are excused from jury duty unless this would be impractical. If you are excused or discharged by the court either for an indefinite period or for a definite period in excess of one day or a substantial portion of one day, you are not entitled to court leave but must report to duty. As a general rule, if there are four or more hours remaining in your workday, exclusive of reasonable travel time, you report for duty. If you fail to report for duty as directed, annual leave, LWOP, or AWOL is charged for the excess time involved.

You are entitled to receive either your regular pay for court time or retain the court fees received from the court, whichever is the greater amount. If the court fees are the lesser amount, such fees are turned over to the employing NAFI. Transportation fees, when separately identified, or otherwise identifiable, are not turned in. When a state or local court characterizes jury and witness fees as expenses, there is no requirement to turn in such fees to the NAFI.

ADMINISTRATIVE LEAVE. Administrative leave is an absence of duty when you are released because all or part of an activity is closed or is in the public interest. If you are affected by these actions, you are usually excused without loss of pay.

EXCUSED ABSENCES. An excused absence is an administratively authorized absence from duty without loss of pay or charge to leave. Excused absence differs from administrative dismissal in that it normally addresses individual employees excused for non-mission related emergency reasons, or for reasons the government encourages such as voting, etc.

ABSENCE FOR MATERNITY REASONS. This is an absence from duty for reasons related to pregnancy and confinement. This absence 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 substantially in advance of the anticipated leave dates. All sick leave requests are supported by medical documentation showing you are incapacitated to perform the duties of your position for the period covered by the certificate. Sick leave is not authorized for absence due solely to your responsibility for care of your infant.

PARENTAL LEAVE/LEAVE FOR ADOPTIVE PARENTS. Parental leave covers absences for pregnancy and confinement, leave for adoptive parents, and paternity leave. The FMLA established a family and medical leave program for federal employees. Employees are entitled, during a 12-month period, up to a total of 12 weeks of *paid* family and medical leave, with employment and benefit protection, for one or more of the following reasons: (a) the birth of a son or daughter and the care of such son or daughter; (b) the placement of a son or daughter with you for adoption or foster care.

LEAVE FOR ADOPTIVE PARENTS. Leave for adoption is annual leave or LWOP. Because prospective adoptive parents commonly must make a commitment that one parent remain at home for several months in order to qualify for adoption, special consideration is given to requests for leave for this purpose.

FORCED LEAVE. Management uses forced leave when reduced or suspended business operations result in temporarily reduced or suspended work schedules. It is usually

LWOP; however regular employees may take annual leave instead of LWOP. Reasons for forced leave include lack of business, slow business or facility repair or remodeling. Forced leave may also be required when business operations are temporarily reduced or suspended due to facility damage, breakdowns in equipment, power outage, or other unforeseeable curtailment of activities. Forced leave will be used only when the required 24 hour notice for a schedule cannot be met.

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP). Only regular employees, who earn sick and annual leave, are eligible to participate in this program. The VLTP permits employees to donate annual leave to other NAF employees who suffer a substantial loss of income, because they

have insufficient sick and annual leave to cover a lengthy period of absence caused by a medical emergency. The VLTP is not used to cover absences of -23 hours or less.

Application Procedures. You must make a written application to your first-level supervisor to become a leave recipient. The application is in memorandum format and contains the following information:

- Your name, social security number, position title, grade and step or pay band, hourly rate of basic pay number of guaranteed hours per week, organization and duty location.
- Your relationship to the family member; e.g., spouse, child, parent, etc., if the medical condition pertains to a family member.
- A brief description of the nature, severity and anticipated duration of the medical emergency and if it is a recurring one, the approximate frequency of the medical emergency.
- The date your absence began, the date that leave is expected to run out, and the date of anticipated return to duty.
- The exact amounts of existing annual and sick leave in your account, if known. If exact amount is not known, an estimate of the amounts of leave. A copy of the latest leave record can be attached to the memorandum, if available.
- Certification from one or more physicians, or other appropriate experts, with respect to the medical emergency, or any additional information that is required to support the request.
- An address and telephone number where you and your representative, if any, can be reached during the emergency.

A Privacy Act statement, such as: "I understand my rights under the Privacy Act, and I agree to disclosure of the information contained in this application and its attachments to be used by management in efforts to collect leave for my leave account." If there is any information in the application or attachments that you want kept private, this should be mentioned in the application.

The most successful way to collect child support is by direct withholding from the obligated parent's paycheck. Most child support orders require the employer to withhold the money that is ordered for child support and send it to the CSE office. Your CSE office can tell you about this procedure.

Federal and State Income Tax refunds may be withheld to collect unpaid child support. States also have laws allowing them to use: liens on real and personal property; orders to withhold and deliver property; or seizure and sale of property with the proceeds applied to the support debt. Many states routinely report child support debts to credit bureaus and smart parents are keeping their payments current so their credit won't be affected.

For more information write for the Handbook on Child Support Enforcement. Free single copies can be requested from Department 533B, GSA Consumer Information Center, Pueblo, Colorado 81009.

BLOOD DONATIONS. The Air Force encourages its employees to volunteer as blood donors for unpaid donations to blood banks or in emergencies to individuals. You may be excused for the time required to donate blood and recover up to a maximum of 4 hours.

SECTION L -- POSITION CHANGES

Most employees wish to work in positions that allow them to use their best and highest skills and to have the opportunity to be considered for higher graded positions. The fact that you meet the minimum qualification standards for a position does not, in itself, mean that you will be automatically promoted. If you would like consideration for another NAF position, you need to apply on www.USAJOBS.gov. You will need to indicate that you are a current NAF employee and provide your current position information in your profile on www.USAJOBS.gov.

REASSIGNMENTS. Managers may reassign employees to other positions within the same employment category and pay plan level for which qualified at any time to promote the efficiency of the organization. There may or may not be a change in the rate of pay on reassignments. You may request reassignment to other NAF positions by applying for positions on www.USAJOBS.gov. You must ensure you update your NAF Jobs profile with your current NAF position information.

DETAILS. Upon management's determination that your services are required in another position or area, a detail may be used to satisfy the requirement. A detail is the temporary assignment to a different position without a change in pay for a period of not to exceed 120 days. The supervisor records the detail on your AF Form 971 in the Employee Work Folder. You are responsible for updating any additional experience gained during the detail in your OPF which is maintained in the NAF HR.

PROMOTIONS. If you wish to be considered for a higher graded position, you need to apply on www.usajobs.gov. You will need to indicate that you are a current NAF employee and provide your current position information in your profile. You must meet the qualification requirements for the position.

Permanent promotions are competitive unless:

- The promotion is the result of job growth;
- The promotion is the result of improper classification;
- The promotion is required to comply with a new classification standard; or
- The promotion follows competitive assignment to a developmental position.

TEMPORARY PROMOTIONS may be made non-competitively when your services are needed in a higher grade or pay band position, and you meet the qualification requirements for the position. Temporary promotions must be for a minimum of at least two pay periods (4 weeks) and may not extend beyond 6 months.

Should the duties of your position change significantly, your supervisor may rewrite your position guide and submit it for reclassification. If the new duties result in a higher grade or pay level, you may be non-competitively promoted into the new higher paying position.

If you are selected for another NAF position, you will be released no later than the end of the following pay period from the date the losing supervisor is notified of the selection. Release to the new duty section will be no later than 15 calendar days unless mutually agreed upon by both the losing and gaining supervisor.

SECTION M -- BENEFITS

GROUP LIFE AND MEDICAL INSURANCE (REGULAR EMPLOYEES)

If you are a regular category employee, you are eligible to enroll in the group life carried by Met Life Insurance Company and/or health insurance plan, AETNA (DoD Health Benefits Program). Your health insurance becomes effective the day you sign the enrollment form, whereas, you must be employed continuously for one month as a regular employee before your life insurance becomes effective. You must elect your insurance at the time of appointment to a regular category position or any time prior to expiration of that one month period. If you initially waive insurance and later want to enroll, you must submit evidence of insurability to the insurance company at your own expense. They may approve or disapprove your enrollment. Your family members may be eligible for enrollment in the life and health insurance plans also. You may obtain more information on benefits and costs from the NAF HR.

RETIREMENT PROGRAM

If you have 12 months of regular Air Force NAF service and are currently a regular employee, you are eligible to enroll in the USAF NAF Retirement Plan. This program provides for retirement, disability and death benefits. These benefits, combined with Social Security, will give you, the retired or disabled employee, or your eligible survivor a measure of financial security. You will be provided more information on the plan upon becoming eligible to participate.

401(K) SAVINGS PLAN

If you are a regular employee you are eligible to participate in the NAF 401(K) Savings Plan. It is a retirement savings plan that allows you to set aside a portion of your salary to the Plan with special tax advantages. You decide the amount of money you want to contribute to the Plan, from 1% to 99% each pay period. The amount you contribute is deducted from your paycheck on a pretax basis - before taxes are taken out.

The Air Force will make a matching contribution depending upon the percent you contribute, as follows:

Your Contribution	Air Force's Matching Contribution
1.0%	1.0%
2.0%	2.0%
3.0%	2.5%
4.0% - 99.0%	3.0%

You can invest your money in any of all 25-investment options, each with different degrees of risk and reward potential. Effective 1 Feb 2010 newly hired employees and employees who change employment category with 30 days of regular service will be automatically enrolled in the 401(K) Savings Plan with a mandatory 1% contribution. Your investment options will help you design your own personal investment strategy. You will receive quarterly statements so you can keep track of your investments. You won't owe taxes on your contributions or on any money they earn, until you withdraw the money from the Plan. You will be provided more information on the plan upon becoming eligible to participate.

WORKERS' COMPENSATION PROGRAM

All employees, except active duty military employed by NAF during off-duty hours, are entitled to workers' compensation benefits for injuries and illnesses incurred on the job and as a result of your employment. To be eligible for benefits, you must comply with all safety and health directives and promptly report on-the-job injuries to your supervisor. The supervisor will authorize you to seek any required medical attention. The following information will be helpful to you if you should sustain an on-the-job injury.

Medical Treatment. You are limited to one free choice of physician. The term physician includes doctors of medicine (MD), surgeons, podiatrists, dentists, clinical psychologists, optometrists, osteopathic practitioners, and chiropractors. Payment for chiropractic services is limited to charges for physical examinations, related laboratory tests, x-rays to diagnose a subluxation of the spine, an treatment consisting of manipulation of the spine to correct a subluxation demonstrated by x-ray.

Your chosen physician may refer you to another physician. This referral must be in writing and state specifically why you are being referred. A referral is required when:

- your chosen physician sends you for a consultation but your care does not transfer to the consulting physician or
- your chosen physician sends you to another physician for specialized care and your care is transferred to that specialist.

All referrals are subject to review by the Headquarters, Air Force Services Agency (HQ AFSVA). Without benefit of a referral, you cannot receive treatment from a different physician without prior approval from the NAF HR, HQ AFSVA, or the Department of Labor. If necessary, you may request

a change from your first choice of physician. Your request must be in writing and state specifically why you wish to make a change. You could be held responsible for the cost of treatment by an unauthorized physician.

You will remain in a normal duty status for the day of the injury when immediate initial treatment is required. Subsequent appointments, consultations, therapy, etc., is non-duty time. Regular employees may use sick leave, annual leave, or leave without pay.

Complete medical records are important for evaluation of your claim and processing of charges. You must have all physicians who examine you for your work related injury send us copies of their records and copies of any tests performed. In cases involving follow-up treatment or disability, regular medical reports are required to keep us up-to-date on your treatment program, medications for your accepted condition, and progress.

You must get advance approval for diagnostic tests and procedures, hospitalizations, and all surgical procedures other than emergency surgery. (Emergency surgery is defined as any procedure that needs to be performed promptly after the onset of a condition in order to preserve life or function of an organ or body part.) You should have your doctor contact the AFSVA with specific information about the test or procedure. Procedures will be subject to medical review. A second opinion will be required for surgical procedures prior to approval by HQ AFSVA. You may be held responsible for costs incurred as a result of unauthorized or disapproved procedures. To facilitate prompt and accurate processing of your bills, submit copies of all bills to the AFSVA.

You are required to notify your supervisor immediately if you are placed on any medical restrictions, are released in a light duty status, or are given a period of total or partial disability. You must also immediately notify your supervisor when your restrictions are changed, your disability ends, or you are returned to full duty. If you are on disability, you should contact your supervisor about every two weeks to provide information on your condition and status.

Temporary total disability benefits and temporary partial disability benefits paid to you because of an injury may be supplemented from available sick leave or annual leave. Your combined income from the disability benefit and the leave payment may equal but cannot exceed 100 percent of your wage at the time of injury. You may initiate action for supplemented leave by completing and submitting a OPM Form 71 to your supervisor.

If you have sustained a work related injury that involves more than three (3) days' disability, you may report earnings from other employment within the 52 weeks preceding the date of injury. These wages will be included in the determination of your disability compensation. Complete an AF Form 785, *Earnings Statement*, and return it with supporting documentation to your supervisor within one week of your injury or placement on disability.

If you have questions regarding any of this information, please contact the NAF HR.

UNEMPLOYMENT INSURANCE. As a NAF employee, you may be paid unemployment compensation if you are involuntarily separated from the service, either because of reduction-in-force or for other reasons. The Idaho Department of Labor always makes determination of eligibility for such compensation, and as such, appeals must be made to that department.

Upon separation, you will be given a SF 8, *Notice to Federal Employee About Unemployment Insurance*. You take this form along with your social security card and a copy of the AF Form 2545 documenting the separation to the local Department of Labor office.

SECTION N -- COMMUNICATION/APEALS AND GRIEVANCES

RESOLVING EMPLOYEE COMPLAINTS. Under normal conditions, if you have a job-related problem, concern, question, or complaint, you should discuss it with your supervisor. The simplest, quickest, and most satisfactory solution often will be reached at this level.

If the discussion with your supervisor does not answer your question or resolve the matter to your satisfaction, you should then present your case to the manager or director of your facility, (**use your chain of command to include your flight chief**). At this point, if the matter is still not resolved satisfactorily, you may file an appeal or grievance. Call the NAF HR for further assistance.

If you become dissatisfied with matters relating to your condition of employment, and you have tried to resolve it through your chain of command and still are not satisfied you are entitled to express that dissatisfaction by filing an appeal or grievance. Filing an appeal or grievance does not reflect unfavorably upon either 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.

REPRESENTATION. You may be accompanied, represented, and advised by a representative of your choice at any stage of these procedures. You must designate your representative in writing, which can only be changed by you.

OFFICIAL TIME. You are entitled to a reasonable amount of official time, if you request it and are otherwise in a duty status, to prepare and present an appeal or grievance. What is reasonable depends on the facts and circumstances of each case. If your representative is an AF employee in a duty status, the representative is also entitled, upon request, to a reasonable amount of official time to assist or act for you in the preparation and presentation of an appeal or grievance.

APEALS. An appeal is a written request to contest a removal for cause, demotion for cause, BBA, or a demotion based on position classification. If you find it necessary to file an appeal, deliver or mail the appeal to the NAF HR 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. The appeal must be in writing, signed, dated, and include:

- Your name, grade, organization, duty phone, home address, and home phone.

- The name, organization, duty phone, home address, and home phone of your representative, if any.
- A clear indication that the memorandum 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 that the action is improper. If the 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?

There are three appeal levels available to you if you are dissatisfied with a lower appeal level decision. The review levels for appeals are (1) FSS Commander for Step 1 appeals; (2) Installation Commander for Step 2 appeals; and (3) for regular employees only, MAJCOM SV for Step 3 appeals.

GRIEVANCES. A grievance means 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) that is subject to the control of Air Force management. If you find it necessary to file a grievance, deliver or mail the grievance to the NAF HR not later than 7 days after the effective date of the action giving rise to the grievance. If the grievance is mailed, it must be postmarked no later than 7 days after the effective date of the action. The grievance must be in writing, signed, dated, and include:

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

There are three review levels available to you if you are dissatisfied with a lower review level decision. The review levels for grievances are (1) immediate supervisor for Step 1 grievances; (2) FSS Commander for Step 2 grievances; and (3) Installation Commander or designated representative for Step 3 grievances.

SECTION O -- PERFORMANCE EVALUATION

As a NAF employee, you must be aware of what is expected of you. Your supervisor should continuously monitor your work performance and provide training and/or assistance where needed. All employees will receive an annual performance evaluation from their supervisor each year during the month of October. You will be advised whether you are or are not meeting the performance standards of your position. Crafts and Trades employees (NA, NL, and NS) who have met the performance standards may be recommended for performance awards. Employees in Pay Bands I - IV who have met the performance standards may be recommended for performance awards and/or pay adjustments. Those employees not meeting their performance standards will be advised of the performance deficiencies, required improvements, and be provided reasonable assistance and time to improve. Failure to improve may result in reassignment, change to lower grade, or pay band, or separation.

SECTION P -- INCENTIVE AWARDS PROGRAM

NAF employees play an important part in the efficiency and economical operation of the activity and we believe in recognizing them accordingly. All NAF employees may be considered for cash awards.

PERFORMANCE AWARDS. Performance awards are given to employees to recognize outstanding performance of a continuing nature. These awards are normally given in conjunction with the annual performance evaluation cycle.

SERVICE RECOGNITION. This award reflects recognition of long and faithful service. Creditable federal service includes all APF and NAF civilian service, and all honorable military service, which are creditable for leave. A certificate is given for 5 years of service. 10, 20, 30, 40, and 50 years of service will receive a certificate and pin.

ON THE SPOT CASH AWARD. An on the spot cash award may be given to a NAF employee for a specific event or situation that results in a unique contribution to the organization, above and beyond the scope of assigned duties. The supervisor completes AF Form 1001, and forwards through the activity manager, flight chief and director or squadron commander for approval. The AF Form 1001 is then forwarded to the NAF Human Resources Section for processing. The amount of the award is limited to \$250. There is no limit to the number of awards an employee may receive.

SPECIAL ACT OR SERVICE AWARD. A special act or service award may be given to an employee for a specific event that results in a unique contribution to the organization above and beyond the scope of assigned duties. The amount of the award is determined by the actual dollar savings, or intangible benefits. The supervisor completes AF Form 1001 and forwards through the activity manager, flight chief and director or squadron commander for approval. The AF Form 1001 is then forwarded to the NAF Human Resources Section for processing. The installation commander is the approving authority for awards in excess of \$2000.

TIME OFF AWARD. A time off award may be granted to a regular or flexible category NAF employee in recognition of superior accomplishment or other personal effort which contributes to the quality, efficiency, or economy of operations. The total amount of time off that may be granted to an employee during any one leave year is 80 hours. For employees that work less than 40 hours per week, the total amount of time that may be granted during any one leave year is the average number of bi-weekly hours the employee worked in the previous 6 month period.

FSS QUARTERLY AWARD. Recognition of the FSS team members who have made significant contributions toward mission accomplishment of the Mountain Home FSS is essential. This program has been designed to reward, recognize, and motivate all of the FSS team members. The program will also produce outstanding and distinguished members who will go on to compete at the Group, Wing and ACC level.

SECTION Q -- MAINTAINING DISCIPLINE

Hopefully, you will be a model employee while you are employed with us. However if you should experience some conduct problems, you need to be aware of the discipline policy. Managers and supervisors set reasonable standards of conduct and maintain a constructive, disciplined work environment in which you are expected to recognize and carry out your responsibilities and comply with the standards of conduct.

A disciplinary action is an action taken by management to correct delinquency or misconduct. The purpose of a disciplinary action is to correct and rehabilitate. The seriousness of the offense determines the type of disciplinary action necessary. A discussion of each type of disciplinary action follows.

ORAL ADMONISHMENT. This is the least severe disciplinary action and is used to correct misconduct or delinquency and to motivate an employee to improve work habits, work methods, or behavior. It involves a discussion between you and your supervisor during which the supervisor informs you that you are being disciplined by an oral admonishment. You will be given an opportunity to explain your actions.

MEMORANDUM OF REPRIMAND. This is a formal disciplinary memorandum issued by the supervisor. It is used to correct significant misconduct or delinquency or repeated lesser offenses, and may be the last step in a progression toward suspension or removal. Before a Memorandum of Reprimand (MOR) is issued, a meeting is held between you and your supervisor. Your supervisor should inform you that he or she is considering a MOR due to your misconduct; inform you of the specific nature of the misconduct including the date, time, and place; and give you an opportunity to explain your actions. After the meeting, your supervisor will decide if the MOR is warranted or an oral admonishment is sufficient.

TERMINATION. A termination separates a flexible employee from AF NAF employment. You will be provided this notification, in writing, at least 24 hours in advance of the effective date or the time requirements provided in the negotiated contract. It is the most severe form of discipline for a flexible employee.

SUSPENSION. A suspension places a regular employee in an involuntary nonpay, nonduty status. It is ordinarily the final step in the disciplinary process before a removal action is taken. This form of discipline is used for regular employees only.

REMOVAL. A removal is an involuntary separation of a regular employee from AF NAF employment. It is the most severe form of disciplinary action.

DEMOTION. A demotion is a reduction in a regular employee's grade or pay band. It is imposed as a disciplinary action resulting from an employee's misconduct.

Disciplinary actions are recorded on the AF Form 971. You may be asked to initial the AF Form 971 entry. Your initials do not indicate agreement with the entry content, but only awareness of the entry.

SECTION R -- BUSINESS BASED ACTIONS (BBA)

A BBA is a reduction in employment category or pay rate, a change to lower grade or pay band, a furlough of eight calendar days or more, or a separation action initiated by management for non-disciplinary reasons. Even though we plan on continued growth and expansion, the business climate may hinder our efforts to do so. If it becomes necessary to reduce the staff and abolish positions, every effort will be made to provide as much notice as possible. Normally, this notice would be 7 days for flexible employees and 30 days for regular employees. In addition, every effort will be made to find alternate employment for you where possible. Regular employees with at least one year of service who are involuntarily separated under this procedure are entitled to receive severance pay. The amount of severance pay is one week pay for each of the first 10 years of service and two weeks pay for each full year of continuous regular service beyond 10 years.

SECTION S -- TYPES OF SEPARATIONS

RETIREMENT:

Normal Retirement. You must be 65 years old to retire under the plan's "normal retirement" regardless of your years of credited service

Voluntary Early Retirement. The following applies:

- Be at least 62 years of age with 5 years of credited service.
- **Be at least 60 years old with 20 years of credited service**
- Be at least 55 years old with 30 years of credited service

Optional Early Retirement. Be at least 52 years of age with 5 years of credited service.

If you are thinking about retirement, contact the NAF HR at least 3 months prior to your anticipated retirement date, if possible.

RESIGNATION. An employee who wishes to resign must notify their supervisor. The effective date of the action will be the last day you expect to work. Two weeks advance notice is appreciated to allow the supervisor time to look for a replacement. When resigning, be sure you completely fill out section E of the RPA and include a forwarding address. NAF HR will provide you with an exit interview questionnaire. While this form is voluntary, we highly encourage every employee to take the time to complete this form.

TERMINATION. A flexible employee may be terminated for any valid reason with a minimum 24-hour notice.

SEPARATION DURING PROBATION (REGULAR & FLEXIBLE EMPLOYEES). You may be separated during your probationary period if your performance or progress on-the-job is unsatisfactory. Normally a 24-hour advance notice of separation will be given.

SEPARATION (REGULAR EMPLOYEES). This action will normally be processed as a Business Based Action according to Section R of this handbook.

REMOVAL (REGULAR EMPLOYEES). This is an action taken by management for unsatisfactory performance, delinquency or misconduct.

RESIGNATION - ABANDONMENT (REGULAR & FLEXIBLE EMPLOYEES). If you fail to report for work or notify your supervisor for three consecutive workdays without a reasonable explanation, you are considered to have resigned.

SECTION T -- DRUG TESTING AND ALCOHOL ABUSE

In accordance with AFI 44-107, Air Force Civilian Drug Demand Reduction Program, some nonappropriated fund positions are testing designated positions (TDP). TDP are those positions sufficiently critical to the Air Force mission or to the protection of public safety to warrant screening of the incumbent employee to detect the presence of drugs as a job-related requirement. Illicit drug use by employees in sensitive positions presents a clear threat to the mission of the Air Force, national security, or public safety. If you are assigned to a TDP you were subject to pre-employment drug testing and also subject to random drug testing during the course of your employment.

If you refuse to furnish a urine specimen as directed, or if illicit drug use is detected through a Medical Review Officer (MRO) verified/validated positive test result, you will have failed to meet the mandatory employment requirement for this sensitive position. If you refuse to furnish a urine specimen, or, if you provide a urine specimen that ultimately reflects the use of an illicit drug you will be subject to disciplinary action, ranging from reprimand to removal. If you are found to have used an illicit drug, you will be reassigned from the TDP. Additionally, you may be disciplined, up to and including removal from Federal service, if you fail to participate in a counseling or treatment program. However, even if you agree to participate in and subsequently complete a counseling or treatment program, you may still be subject to disciplinary action, which may include removal, depending on the totality of the circumstances of your situation. Your agreement to participate in a counseling or treatment program will be one of the factors considered in determining the level of discipline or disciplinary action imposed. Prescription drugs authorized by a physician and verified by appropriate evidence are excluded from such determinations. You will be given an opportunity to submit medical documentation to the MRO in order to verify the legitimate use of specific drugs before any action will be taken. Absent valid medical documentation, you may be removed from the Federal Service.

Your decision to consume or abstain from alcoholic beverages is your personal choice. However, if your alcohol consumption has an adverse impact on your performance or conduct on the job, then it becomes the concern of your supervisor. If your supervisor suspects that your poor job performance or undesirable conduct are adversely affected by abuse of alcohol or drugs, you will be referred for professional counseling on Mountain Home AFB. This does not mean that it has been concluded that you have a substance problem. The purpose of the appointment is to advise you that help is available. You are under no obligation to accept any assistance that might be offered after the initial interview. If there is a problem and you refuse to seek assistance, your supervisor is then free to pursue the appropriate personnel action to deal with the poor performance or misconduct. If you desire more information about this program, or would like to arrange for a confidential meeting with a counselor, contact your supervisor or the Alcohol & Drug Abuse & Prevention & Control Program (ADAPT) at 377-3071/6769. Possession or use of illegal drugs is a crime and can be the basis of disciplinary action including removal. In addition, NAF employees are prohibited from possessing, selling or using drug abuse paraphernalia on or off duty on an Air Force installation. Failure to comply with this provision may result in disciplinary action. DON'T GAMBLE--JUST SAY "NO".

SECTION U -- AF IDEA PROGRAM

Innovative Development Through Employee (IDEA) Program. Through this program, you may be eligible to win non-monetary awards for adopted suggestions. A suggestion must outline a specific area for improvement, state a workable solution, and incorporate expected benefits. Suggestions can be submitted individually or as a team or group. Some hints for submitting successful suggestions are:

- Present Method (a detailed description and cost of present method)
- Proposed Method (a detailed description and costs of proposed method)
- Expected Benefits (a detailed description of expected benefits to the government).

The IDEA Program is electronic and IDEAS are submitted via the **IDEA Program Data system (IPDS)** at <https://ipds.randolph.af.mil/>

SECTION V -- 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.

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 NAF HR 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 FSS employs a training technician whose function is to coordinate training for all Services' employees. Because of the variety of facilities comprising Services, training requirements vary with the type of job and the type of facility. On-the-job training is, in many cases, the most effective and practical form of training offered. Your supervisor will document all your training on your AF Form 971, *Supervisor's Record of Employee*.

SECTION W -- MISCELLANEOUS

SAFETY. It is important to be safety-conscious at all times. Accident prevention is the responsibility of everyone, from reporting hazards to always working safely. Identify all safety hazards to your supervisor. Learn how to work safely.

PROCEDURES AFFECTING PREGNANT EMPLOYEES. As set forth in AFI 44-102, Community Health Management, paragraph 4.18, the immediate supervisor of a pregnant civilian NAF employee is required to direct the employee to Public Health for an evaluation of workplace risks associated with their NAF employment immediately upon notification of a confirmed pregnancy.

PROPER MAILING ADDRESS AND PHONE. It is your responsibility to keep your supervisor and the NAF HR informed of your proper mailing address and home telephone number (home addresses and phone numbers are privacy act information). Any change in address or telephone number should be reported to the NAF HR and updated in My Money, see Appendix 13.

DRESS AND APPEARANCE. The 366th Force Support Squadron established a Dress and Appearance policy for NAF employees. Please consult your supervisor for the current guidelines. (**Appendix 14**)

PUNCTUALITY. You have a responsibility to report to your workstation on time. Your supervisor will determine whether you will or will not be excused for the period of tardiness, whether you will be charged annual leave, LWOP, or whether such tardiness will be charged to AWOL.

PUBLIC RELATIONS. As an employee of a service organization, you will have constant contact with the public. We would like you to treat each customer courteously and professionally. Keep your personal life out of your work and do not gossip. This will ensure good relations with the public and your colleagues.

IN/OUT PROCESSING. All NAF employees are required to in/out process through the NAF HR.

CIVILIAN ID CARDS. All NAF employees should possess a Common Access Card (CAC) civilian ID card. Employees who have been issued a civilian ID Card must turn this card in upon resignation to your supervisor or the NAF HR. You are not authorized to make copies of the civilian ID Card issued to you. If you require proof of employment contact the NAF HR. If you do not return your ID card, which is Government property, your name will be turned in to Security Forces and appropriate action will be taken to recover the card.

PERSONNEL RECORDS. You may review your personnel records at any time by contacting the NAF HR. All NAF employees are given copies of all personnel actions, such as appointment, pay increases, promotion, etc. These personnel actions are very important to keep as they record your employment here at Mountain Home AFB. Official personnel records for all employees are retired to the Records Center in St. Louis, MO, 30 days after date of separation.

SUPERVISOR'S EMPLOYEE WORK FOLDER. Your supervisor maintains a six-part folder which consists of job related documentation such as, training, work history, performance, and your conduct during your employment. The contents of this folder are confidential between you and your supervisor. If you desire to review your record, ask your supervisor. You may also access My Biz to view your personnel actions, see My Biz Employee Handbook. Your work folder is sent to your new supervisor upon reassignment or destroyed 60 days after separation.

BULLETIN BOARDS. Regulations and notices affecting your employment are posted on bulletin boards located in your activity. It is your responsibility to periodically review for information relating to your condition of employment. (one is located in the FSS breakroom for your convenience)

SECTION X -- BASE FACILITIES FOR CIVILIAN EMPLOYEES

All FSS facilities are available to NAF employees except for the Dining Hall.

Civilian employees may use AAFES Main Exchange, Shoppette court for immediately consumable goods and AAFES Main Exchange food court or other installation fast food facilities.

SECTION Y -- 366th FORCE SUPPORT SQUADRON

Leadership's Telephone Numbers:

FSS Commander/Deputy	2944
Resource Management Flight Chief	2956
Sustainment Services Flight Chief.....	6254
Airman & Family Services Flight Chief.....	2564
Community Support Flight Chief.....	6791
Manpower & Personnel Flight Commander.....	2521
Marketing Director	4296
NAF Human Resources Director.....	8383

SECTION Z – OFFICE OF CHILD SUPPORT ENFORCEMENT

ADMINISTRATION FOR CHILDREN AND FAMILIES

OFFICE OF CHILD SUPPORT ENFORCEMENT

A FACT SHEET

STEPS TO COLLECTING CHILD SUPPORT

The Child Support Enforcement (CSE) Program is a federal/state/local effort to locate parents, their employers, and/or their assets; establish paternity, if necessary; and establish and enforce child support orders. State and local CSE offices provide day-to-day operation of the program. The federal CSE office provides funding, issues policies, and ensures federal requirements are met, and interacts with other federal agencies helping support the CSE Program.

How and where do I apply?

In most states, CSE offices are listed under the human services agency in the local government section of the telephone directory. If there is not a separate listing, the human services agency information operator should be able to give you the number. State CSE agencies and telephone numbers for local offices are listed below.

Call your CSE office to learn how to apply for enforcement services and what documents (birth certificates, financial statements, etc.) you should provide.

What are the steps to collecting support?

The first step, if a child was born out of wedlock, is to establish paternity - or make a legal determination of who fathered the child. Many men will voluntarily acknowledge paternity. Either parent can request a blood test in contested paternity cases. Your caseworker will help you establish paternity for your child.

Establishing the obligation is the next step. The fair amount of child support the non-custodial parent should pay is determined according to state guidelines. Your CSE office will tell you how support award amounts are set in your state. Your CSE office can also request medical support for your child.

The last step is enforcement of the child support order. The CSE office will help with collecting the money due no matter where the non-custodial parent lives.

At any of these steps, the CSE office may need to know where the non-custodial parent is living or where he/she is working. When a parent has disappeared, it is usually possible for the CSE office to find him/her with the help of state agencies, such as the Department of Motor Vehicles, or the Federal Parent Locator Service. Your caseworker can tell you what information is needed to find an absent parent or his/her employer.

- A statement that you understand that you must use all existing annual and sick leave before any donated leave from other employees is used, and that donated leave is not used to compute a lump sum payment if you are separated.
- Your signature or that of the representative, if any, and the date.

Your supervisor will take the procedure over from this point. You will be notified if the request has been approved or disapproved within a reasonable time.

STATE CHILD SUPPORT ENFORCEMENT OFFICES

STATE	TOLL-FREE NUMBER	CSE OFFICE
ALABAMA	1-800-284-4347	(205) 242-9300
ALASKA	1-800-478-3300	(907) 269-6900
ARIZONA	1-800-882-4151	(602) 252-4045
ARKANSAS	1-800-264-2445	(501) 682-8398
CALIFORNIA	1-800-777-2515	(916) 654-1532
COLORADO		(303) 866-5994
CONNECTICUT	1-800-228-5437	(203) 566-1830
DELAWARE		(302) 577-4863
DC	(city only)	(202) 724-8800
FLORIDA	1-800-622-5437	(904) 922-9590
GEORGIA	1-800-227-7993	(404) 657-3851
GUAM		011 (671) 475-3360
HAWAII		(808) 587-3698
IDAHO	1-800-356-9868	(208) 334-5710
ILLINOIS	1-800-447-4278	(217) 524-4602
INDIANA	1-800-622-4932	232-4894
IOWA		(515) 281-5580
KANSAS		(913) 296-3237
KENTUCKY	1-800-248-1168	(502) 564-2285
LOUISIANA	1-800-256-4650	(504) 342-4780
MAINE	1-800-371-3101	(207) 287-2886
MARYLAND	1-800-332-6347	(410) 767-7619
MASSACHUSETTS	1-800-332-2733	(617) 577-7200
MICHIGAN		(517) 373-7570
MINNESOTA		(612) 296-2542
MISSISSIPPI	1-800-948-4010	(601) 359-4500
MISSOURI	1-800-859-7999	(314) 751-4301
MONTANA	1-800-346-5437	(406) 444-4614
NEBRASKA	1-800-831-4573	(402) 471-9103
NEVADA	1-800-992-0900	(702) 687-4744
NEW HAMPSHIRE	1-800-852-3345 (4427)	(603) 271-4426
NEW JERSEY	1-800-621-5437	(609) 588-2915
NEW MEXICO	1-800-432-6217	(505) 827-7200
NEW YORK	1-800-342-3009	(518) 474-9081
NORTH CAROLINA	1-800-992-9457	(919) 571-4114
NORTH DAKOTA	1-800-755-8530	(701) 328-3582
OHIO	1-800-686-1556	(614) 752-6561
OKLAHOMA	1-800-522-2922	(405) 522-5871
OREGON	1-800-850-0228	(503) 373-1696
PENNSYLVANI	1-800-932-0211	(717) 787-3672
PUERTO RICO	1-800-636-6737	(809) 722-4731
RHODE ISLAND	1-800-922-0536	(401) 277-2847
SOUTH CAROLINA	1-800-768-5858	(803) 737-5870
SOUTH DAKOTA		(605) 773-3641
TENNESSEE	1-800-874-0530	(615) 741-2441
TEXAS	1-800-252-8014	(512) 463-2181
UTAH	1-800-257-9156	(801) 536-8500
VERMONT	1-800-786-3214	(802) 241-2319
VIRGIN ISLANDS		(809) 774-5666
VIRGINIA	1-800-468-8894	(804) 692-1428
WASHINGTON	1-800-457-6202	(206) 586-3162
WEST VIRGINIA	1-800-249-3778	(304) 558-3780
WISCONSIN		(608) 266-9909
WYOMING	1-800-457-3659	(307) 777-7631

If you owe child support, keep your payments current. A convenient way is to have the payment withheld from your wages and automatically sent to the collecting authority. Your payroll office can give you more information. Federal personnel records are regularly cross-matched with records of persons who owe child support.

**FOR MORE INFORMATION ABOUT CHILD SUPPORT
ENFORCEMENT AND PATERNITY ESTABLISHMENT, PLEASE CONTACT:**

Your state or county Social Services Department or
The Administration for Children and Families
Office of Child Support Enforcement
National Child Support Enforcement

WHY SHOULD PATERNITY BE ESTABLISHED IF THE FATHER IS STILL IN SCHOOL OR HAS NO JOB?

Even if the father is still in school or has no job, establishing paternity now will make it easier to actually collect child support when the father is working.

CAN PATERNITY BE ESTABLISHED IF THE FATHER LIVES IN OR MOVES TO ANOTHER STATE?

Yes. It may be more difficult to establish paternity if the father is out of the state, but states are required by law to cooperate in handling requests for paternity establishment.

HOW IS PATERNITY ESTABLISHED?

If the alleged father accepts that he is, in fact, the father, a legal document certifying his paternity is prepared.

If the alleged father denies paternity, the case may go to trial, where the judge may order a blood or genetic test and rule on paternity on the basis of testimony and test results. Either party in a paternity dispute may request a blood or genetic test.

WHY ARE LABORATORY TESTS NECESSARY?

The results from blood testing can be presented as evidence to establish the relationship between the father and the child. The results can also be used to exclude a man wrongfully accused from consideration as the father.

ARE LABORATORY TESTS ACCURATE?

The tests used for paternity establishment have a very high degree of accuracy. A recently developed genetic test has an accuracy rate close to 100 percent.

CHILD SUPPORT INFORMATION FOR FEDERAL EMPLOYEES

Executive Order 12953 requires the Federal Government be a model employer in assisting in the establishment and enforcement of child support. As a federal employee, you have the same rights and responsibilities under child support laws as other parents.

If you need information about the Child Support Enforcement (CSE) Program or how to establish or enforce an order, contact your local CSE Check your telephone directory for the local social services agency listing or call the state CSE Agency listed below for the telephone number of your local office.

Sick leave is earned at the rate of 5% of hours worked per pay period. Sick leave may be taken at any time after hire date with approval of your supervisor.

No waiting period is necessary. Sick leave may be taken in fifteen minute

increments not-to-exceed 8 hours per day, or 40 hours per week. You may be paid sick leave only for those hours scheduled to work for the day or week during which the absence occurs. There will be no payment for unused sick leave upon your resignation or separation from employment. Sick leave hours are credited toward retirement if an employee retires from NAF employment under the NAF retirement plan.

ESTABLISHING PATERNITY

A FACT SHEET

The Child Support Enforcement (CSE) Program is a federal/state/local effort to establish paternity and to collect child support from parents who are legally obligated to pay. State enforcement programs locate absent parents, establish paternity when necessary, establish and enforce support orders, and collect child support payments. The CSE Program is usually administered through state and county social services departments.

Teen parenting is a national crisis. Because the teen mother is often poor and ill-prepared to rear a child, the burden of financial support for the child falls to the taxpayer in the form of public assistance. In 1992, of the 9.2 million children in households receiving Aid to Families with Dependent Children (AFDC), 53.1 percent were born out of wedlock. Financial assistance in the form of just AFDC is costing taxpayers about \$20.1 billion annually, and the problem is growing larger. In 1992, over 30 percent of all births in the United States were out of wedlock, and of the 1,224,876 births to unmarried women, 30 percent were to teen-age mothers. Teen parenthood places responsibilities on both the mother and father neither may have ever envisioned.

In cases of teen pregnancy, establishing paternity becomes critical. The question, "Who's the father?" is asked not out of idle curiosity but out of concern for the mother and the child. The answer can make the difference between whether the child receives financial help from the father or not. The answer can also determine the child's right to certain benefits from the government or other sources.

While establishing paternity may not curb teen pregnancy, it establishes legal rights that are important to the mother, the father, and the child.

WHY ESTABLISH PATERNITY?

When paternity is established, you can get a legal document certifying the alleged father is the legal father of a child.

When paternity is established, you can get a child support order.

When paternity is established, the child's legal rights and privileges can be established, such as right to social security, pension and retirement benefits. These rights and privileges apply until the child becomes 18 or 21 years old, depending on state law.

When paternity is established, the child may be able to interact with both parents as well as both parents' families. Also, the father can claim his right to a relationship with his child.

APPENDIX 1

EMPLOYEE RIGHTS AND RESPONSIBILITIES CODE OF ETHICS FOR GOVERNMENT EMPLOYEES (Public Law 96-303)

On 11 July 1958, the Congress of the United States established the following code of Ethics for Government Employees:

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party or Government department.
2. Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never are a party to their evasion.
3. Give a full day's labor for a full day's pay, giving to the performance of your duties your earnest effort and best thought.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by dispensing special favors or privileges to anyone, whether for remuneration or not; and never accept, for yourself or your family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of your governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private work that can be binding on public duty.
7. Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of your governmental duties.
8. Never use any information coming to you confidentially in the performance of governmental duties as a means for making private profit.
9. Expose corruption wherever discovered.
10. Uphold these principles, ever conscious that public office is a public trust.

APPENDIX 2

YOUR RIGHTS UNDER FMLA

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least 12 months.

REASONS FOR TAKING LEAVE: Unpaid leave is granted for *any* of the following reasons:

- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee or employer’s option, certain kinds of *paid* leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employer ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

For the duration of FMLA leave, the employer maintains the employee’s health coverage under any “group health plan.” The employee pays their portion of the insurance contribution while on FMLA leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA..

ENFORCEMENT:

- An employee who believes management has not fully complied with the FMLA Act may file a grievance under the administrative grievance procedures, or negotiated grievance procedures, as appropriate.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contact the NAF Human Resources Section at 377-3933

APPENDIX 3

NOTICE TO ALL CURRENT AND PROSPECTIVE AIR FORCE NONAPPROPRIATED FUND EMPLOYEES REGARDING CHILD SUPPORT

Executive Order 12953, 17 February 1995, requires the Federal Government to be a model employer in the establishment and enforcement of child support. It also encourages voluntary compliance with child support orders and cooperation with requests for information or assistance. As a Nonappropriated fund employee, you have the same rights and responsibilities under child support laws as other parents.

If you need help in establishing or enforcing a child support order, your state's Child Support Enforcement (CSE) Agency can help. The attached fact sheets contain information on CSE services and steps in establishing paternity and collecting child support. You can obtain additional information through your local CSE office. Check your telephone directory for the local social services agency listing or call the state CSE Agency listed on attachments to this notice.

If you owe child support, keep your payments current. A convenient way is having the payment withheld from your wages and automatically sent to the collecting authority. Your payroll office or Human Resources Program Office can give more information on establishing a payroll allotment.

Federal wages can be garnished to enforce a legal obligation to provide child support payments. Federal personnel records are regularly cross-matched with records of persons who owe child support.

For more information, contact a NAF Human Resources Section representative at 377-3933.

APPENDIX 4

POLITICAL ACTIVITY DO'S AND DON'TS FOR FEDERAL EMPLOYEES

- **May** be candidates for public office in nonpartisan elections
- **May** register and vote as you choose
- **May** assist in voter registration drives
- **May** express opinions about candidates and issues
- **May** contribute money to political organizations
- **May** attend political fundraising functions
- **May** attend and be active at political rallies and meetings
- **May** join and be an active member of a political party or club
- **May** sign nominating petitions
- **May** campaign for or against referendum questions, constitutional amendments, municipal ordinances
- **May** campaign for or against candidates in partisan elections
- **May** make campaign speeches for candidates in partisan elections
- **May** distribute campaign literature in partisan elections
- **May** hold office in political clubs or parties

-
- **May not** knowingly solicit or discourage the political activity of any person who has business before the agency
 - **May not** engage in political activity while on duty
 - **May not** engage in political activity in any government office
 - **May not** use your official authority or influence to interfere with an election
 - **May not** collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
 - **May not** engage in political activity while wearing an official uniform
 - **May not** engage in political activity while using a government vehicle
 - **May not** solicit political contributions from the general public
 - **May not** be candidates for public office in partisan elections

APPENDIX 5

ANTIROBBERY PROCEDURES

This procedure outlines steps which must be taken in the event of a robbery (actual or exercise) at your facility. All assigned personnel must become thoroughly familiar with the following:

1. Remain calm! Don not resist, but give only what the robber demands.
2. Observe the robber(s), noting significant facts, i.e., color of hair and eyes, height, weight, race, clothing, scars, tattoos, speech (slurred, accent), and type of weapons.
3. If a duress switch is available, activate it as soon as possible, but only if it is safe to do so.
4. After the robber(s) has departed, secure the facility. Allow no one to enter or depart without permission of Security Forces.
5. Notify co-workers and your supervisor of the incident. (Team work is essential at this point).
6. Notify Security Forces Desk via telephone, 911, and relay all pertinent information to the desk sergeant. Be sure to let the desk sergeant know if the robber has departed the facility.
7. If you think it is safe to do so, follow the robber(s) outside to obtain mode and of direction of travel. Let the desk sergeant know if you have any information that will help in apprehension.
8. Secure your area. Do not allow anyone, including yourself, to touch anything the robber(s) may have. (Notes, counter tops, etc.).
9. Get names and addresses of all possible witnesses. Write them down!
10. Do not discuss this incident with anyone except Security Forces or investigating agency.

APPENDIX 6

BOMB THREAT PROCEDURES

1. Should you receive a bomb threat, the most important action to remember is to remain calm. Immediately upon receiving such a call, notify Security Forces 911.
2. Report abusive or obscene calls immediately to Security Forces 911.
3. The following checklist is provided for use when a telephone bomb threat is received.
 - a. Do not hang up the telephone
 - b. Activate the telephone tracer system if installed.
 - c. Attempt to keep the caller on the line.
 - d. Ask as many questions concerning the bomb that the caller will allow.
 - e. Attempt to write down the conversation word for word.
 - f. When possible, attempt to have another person in the immediate area notify Crime Stop 911.
 - g. After the caller has terminated the call, immediately notify the Law Enforcement desk if not already accomplished. When possible, do not use the same line that was used by the caller.
 - h. Do not hang up the phone even after the caller has hung up.
 - i. Notify the building custodian.
 - j. Document the following information either on paper or on AF Form 440, Bomb Threat Aid:
 - Time of call
 - Location of device(s)
 - Detonation Time
 - Any information about the type of device
 - Background noises
 - Sex of caller and approximate age
 - Accent or speech impediment
 - Emotional state of caller
 - Did the voice sound familiar? If so, who did it sound like?

If it is determined necessary to evacuate, direct all personnel to one location outside of the threatened facility. The senior ranking person at this rally point will conduct a search of the immediate area for explosives or suspicious devices.

APPENDIX 7

GROUND SAFETY BRIEFING

It is a well known conclusion that mishaps are invariable caused by failure of a person to perform in a safety oriented manner, or by exposure to unsafe surroundings. Although the activity manager is the “key person” of any mishap prevention effort, the safety program involves everyone. If you should see an existing or potential hazardous condition, act, or procedure, you should:

1. Identify same to your supervisor for possible immediate action , or,
2. Submit AF Form 457, USAF Hazard Report, to your supervisor for forwarding to the Base Safety Office. These forms are available on the bulletin board in your activity. Follow instructions on the form folder. Reports may be submitted anonymously.

Here are 10 safety rules that can be universally applied by all NAF employees to eliminate mishaps increase production, and make your activity a better place to work.

1. Follow instructions. Don't take chances. If you don't know ask.
2. Correct or report unsafe conditions.
3. Help keep everything clean
4. Use the right tools and equipment for the job.
5. Report all injuries. Get first aid promptly.
6. Use the prescribed protective equipment. Wear safe clothing.
7. Use, adjust or repair equipment only when authorized.
8. Pay attention to your task at hand. Don't be distracted or distract others.
9. When lifting, bend your knees, not your back. Get help for heavy or awkward loads.
10. Comply with all safety rules. Read safety signs.

APPENDIX 8

DRAM SHOP THEORY BRIEFING

This theory deals with legal liability, created by law or court decision, which imposes on the server (owner or operator) of alcoholic beverages the duty to refuse to serve alcoholic beverages to a patron who reaches or appears to reaching the point of intoxication. Under some state or local laws the server (owner or operator) may be held liable for damages when alcoholic beverages continue to be sold to such a patron who brings harm to property, himself, or others.

If you are a NAF employee who serves alcohol beverages, you are required to read the operating instruction that prohibits serving alcoholic beverages to those appearing to be intoxicated and not in complete control of their faculties. In addition, you are required to acknowledge understanding of the below statement.

“I understand my responsibility under the Dram Shop Theory not to sell or serve alcoholic beverages to a person who appears to be intoxicated and not in complete control of their faculties.”

The statement will be entered in your AF Form 971, Supervisor’s Record of Employee, and must be signed by the server.

APPENDIX 9

ENERGY CONSERVATION BRIEFING

As a NAF employee, you play a key role in our collective effort to conserve energy. Efficient management of climate control, building maintenance, and operation of utilities will result in tremendous energy savings with resultant decrease in costs. You are the overall building manager in the application of these energy conservation schemes.

- Close the doors and windows when the air conditioner or heater is on.
- Turn off unneeded lights and unplug unnecessary appliances.
- Check for leaky faucets when implementing closing inspections.
- Do not stand at entrance of doorway and smoke during inclement weather.

FIRE PROTECTION BRIEFING

As a NAF employee, it is essential that you enforce safe smoking habits and ensure that smoking is permitted only in safe and designated smoking areas. Make sure that receptacles are provided and used in areas where smoking is permitted. Make close inspections at the end of each tour of duty to ensure areas are left in fire-free condition. You should be very familiar with the firefighting apparatus located in your immediate work area. When a fire occurs or is discovered, the Fire Department will be immediately notified by the most expeditious means available. In all instances keep calm, speak clearly and answer all questions asked by the fire dispatcher. Even if you smell smoke, do not hesitate, report it immediately. Do not hang up the phone until told to do so. Fire may be reported by one or more of the following methods:

1. Using an administrative telephone:
 - Lift receiver, ensure a dial tone is heard
 - Dial 911
 - Give building number
 - Give facility title, for example, Bowling Center or Library
 - Tell where the fire is burning, for example, kitchen, office
 - Tell what is burning, for example grease, curtains
 - Give your name to the fire dispatcher
2. To report a fire from any manual fire alarm box
 - Pull trip handle to activate the alarm

Three steps in reporting a fire or smell of smoke are as follows:

1. Evacuate the facility by pulling the pull station located at exits.
2. Call the Fire Department by dialing 911.
3. Have someone direct fire fighters to the scene.

All fires regardless of size, nature, or whether they have been extinguished will be immediately reported to the fire department for further investigation and record.

APPENDIX 11

DISASTER PREPAREDNESS

The base Disaster Preparedness Program is designed to ensure that we can perform our mission under adverse conditions. This briefing will acquaint you with natural disasters. You will learn the emergency warning signals and what actions to take when you hear them.

Natural Disasters: They are caused by floods, earthquakes, fires, snowstorms, blizzards, and tornadoes. In most cases there will be some warning before the natural disaster occurs either through the base warning system or local radio or television stations. The alert signal for natural disasters is a 3 to 5 minute steady tone or sirens or other warning systems. Based on the information you receive, you should be prepared to seek shelter, evacuate to another area or assist in operations.

STANDARDS OF CONDUCT BRIEFING

Air Force personnel, on or off duty, are expected to conduct themselves in a lawful manner; to observe the spirit as well as the letter of the laws and regulations governing conduct and to refrain from private activities which would place them in a position where there is a conflict or an appearance of a conflict between public interest of the United States and their private interests. The following prohibitions apply to all NAF employees.

1. Using civilian or military titles or positions in connection with any commercial enterprise or in endorsing any commercial product.
2. Engaging in any business, activity or financial transaction involving direct or indirect use or appearance of use of inside information gained through an Air Force position for their own or another's private gain.
3. Engaging in teaching, lecturing or writing that is dependent on information obtained as result of Government employment, unless that information has been published or is or will be made available to the public on request, or where the agency head authorizes use of nonpublic information because it is in the public interest.
4. Using or allowing the use of Government property for other than officially approved activities.
5. Personal commercial solicitation and sale to military personnel junior in rank or grade, at any time, on or off duty, in or out of uniform, except for one time sale of one's property or privately owned dwelling.
6. Participating in, conducting or selling or purchasing tickets for any gambling activity on Government owned or leased property, or while on duty for the Government.
7. Soliciting or accepting a gift from DoD personnel receiving less pay than oneself.
8. Giving preferential treatment to any person.
9. Actions affecting adversely the confidence of the public in the integrity of the Government.
10. Soliciting or accepting gifts, favors, entertainment or any other thing of monetary value, directly or indirectly, from individuals or firms doing business or attempting to do business with the DoD, regulated by an agency of the DoD or whose interest may be substantially affected by performance or nonperformance of the duty of the individual concerned.
11. Your personal conduct, either on or off your job, should not reflect discredit upon the Air Force. You should be careful not to incur financial obligation which you may have difficulty in meeting. Any Government employee who contracts debts, willfully and without sufficient cause, and neglects or avoids payment will be discharged as unsuitable for employment by the Air Force.

MY MONEY

NAFPAY, My Money – Access instructions

PRIOR TO ATTEMPTING ACCESS, please wait until your first check and then contact NAF Accounting Office at 208-828-2907 to get your password reset.

https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp

IF NAFPAY IS DOWN, ACCESS BELOW FROM MILITARY COMPUTER:

https://afsfms.afsv.net/OA_HTML/AppsLocalLogin.jsp

(if typing, note there is an underscore between the capital A and capital H)

Enter your **USERNAME** as firstname.middleinitial.lastname (**sue.z.que**)

Enter your **PASSWORD** obtained from NAF Accounting Office

The next screen will ask you to put in the current password (NaftAFSfMS!@#nnnn), and create your own personal password and confirm password . (Please see below password criteria)

Enter your own personal password and confirm.

Your passwords will need to have at least 3 capital letters, 3 numbers, 3 special characters, and 3 lower case letters. IT MUST BE AT LEAST 15 CHARACTERS LONG,EXAMPLE: lump8709LUMP*&)(

Click on **My Money**

Make your selection by clicking one of the menu items below Return to the home page and make additional selections or log out

[My LES - View your leave and Earning Statement](#)

Click on **My LES**, Choose **LES from the** drop down menu, and **Select** the LES to review Click **Home** to return to the Home Page

My W4 Elections – Review or change your W4 information Federal and State withholding Click **My W4**

Elections and **Update**. Click the **IRS link** if you need help. Make changes, Click **I agree**, **Continue**, **Submit** or **Cancel**

Click **Yes** to cancel your changes or **Home** to return to the Home page

For state, click on the State Tax button to download the form. **Complete and submit to the Installation Liaison.**

[My W2 – View your W2 information \(available January 2007\)](#)

Click **My W2** and review

Click **Home** to return to the Home Page

My Allotment – Add Update or Delete your allotments

Click **My allotments**

>**ADD**: click **Add Allotment**, Click **Amount Type**, select **Monetary** or Percentage, and enter required info (*) click **Apply**, then **Continue** or **Cancel**. Review allotment information summary and then click **Submit**. Click **Home** to return to the Home Page.

>**DELETE**: Click **Delete (Garbage Can)**, then **Continue** or **cancel**. Review allotment information summary and click **Submit**. Click **Home** to return to the Home Page

My Personal information – Change your payroll address

Click **My Personal Info**

Update, **Correct** or **amend this address**, **Next**, then **Type**. Select **Payroll Address** from the **drop down**, and enter required info marked with * Click **Next**, review the address summary, then click **Submit** or **Cancel**. Click **Home** to return to the Home Page.

My suspended – Retrieve and process incomplete transaction.

Click **Update**, finish entering your information, click **Next**, review your changes, then click **Submit** or **Cancel**. Click **Home** to return to the Home Page.

Please contact your Installation Human Resource office for any questions regarding the use of My Money, and for any password resets.