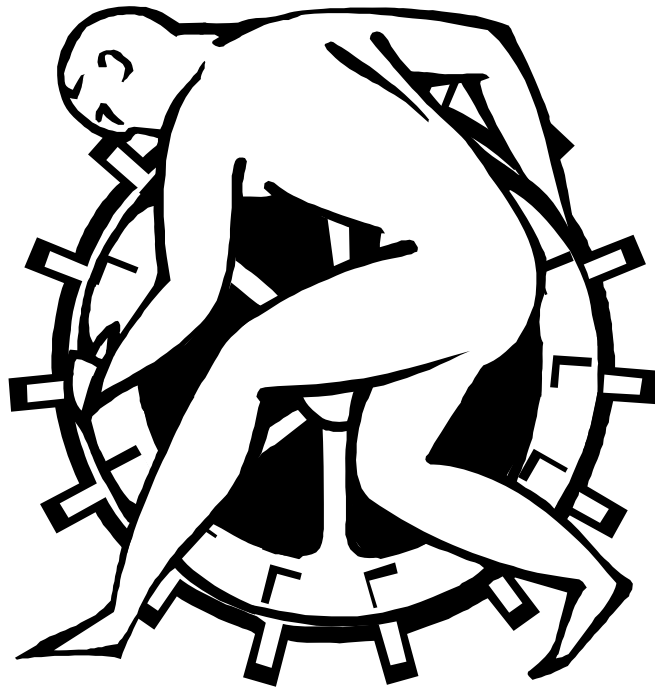


Nonappropriated Fund

Employee

Handbook



**55th Services Squadron
Offutt AFB Nebraska**

**Welcome to the
55th Services
Squadron**



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Introduction

Welcome to Offutt Air Force Base *and the* 55th Services Squadron

Congratulations on your selection for Nonappropriated Fund (NAF) employment. We hope you will find your work pleasant, challenging, and interesting.

This booklet is a guide to help answer many of your questions; however, it is not designed to be regulatory in nature. Your supervisor can further explain the conditions of your employment. Feel free to ask your supervisor about anything you do not understand. The Human Resources Office (HRO) is also available to provide assistance.

Your Employer

Welcome! You are employed as a civilian employee by the United States Air Force and paid from nonappropriated funds (NAF). Although you are a federal employee of the Department of Defense, NAF employees are separate and distinct from appropriated funds (commonly known as civil service) employees who are paid from funds appropriated by Congress. You are responsible to your immediate supervisor. If you are unhappy at work for whatever reason, discuss it with your supervisor. Two-way communication is the key to solving problems, having an effective workforce, and reaching mutual goals.

Human Resources Office

The Human Resources Office (HRO) is the operating office designated to administer the NAF personnel system. We are located in Dyess Hall, room 103. The official address of the HRO is: 55 SVS/SVH, 109 Grant Cir Ste 103, Offutt AFB NE, 68113-2084. The hours of operation are from 7:30am to 4:30pm, telephone number 294-2344, FAX number is 232-8702, and the website address is wwwmil.offutt.af.mil (Click on Services Squadron, then HRO, then Vacancy Listing). If you have business to conduct in our office, you should get permission from your supervisor before leaving your work area. If you have business with a particular staff member, you should make an appointment first.

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. Any employee or applicant who feels there was discrimination involved in any personnel action because of race, color, sex, religion, age, marital status, national origin or handicap may file a complaint of discrimination. Personally demeaning conduct such as slurs, unwelcome sexual remarks or actions, or other harassments 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 names of counselors are posted on the employee bulletin board at your place of work.

Drug and Alcohol Abuse

Professional counseling on alcohol or other substance abuse is available at Offutt AFB. If you desire more information about this program, or would like to arrange for a confidential meeting with a counselor, contact your Social Actions Office. 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 paraphernalia on or off duty on an Air Force installation. Failure to comply with this provision may result in disciplinary action.

Dual Compensation

NAF employees may not receive pay from more than one position of the federal government for more than 40 hours of work per week. This restriction applies to all jobs within the United States government, including appropriated fund (civil service), and Base Exchange (AAFES) jobs.

Off-Duty Military (ODM) Personnel

Active duty enlisted personnel may be hired as NAF employees during their no duty hours. ODM employees are not eligible for group health insurance or workers' compensation. Active duty military members who are planning on retiring from military service are subject to the 180 days restriction governing military retirees. You may continue to work in your NAF job after retirement. However, there can be no change in your employment status during the 180 days following your retirement. This restriction may be waived if a national emergency is declared.

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.

1. Regular Appointments: Regular employees have a guaranteed number of work hours ranging between 20-40 hours per week. The number of scheduled hours per week may be changed by managers should business conditions so warrant. Regular employees are eligible for the following benefits and compensation:

- * Annual Leave
- * Sick Leave
- * Health & Life Insurance
- * Retirement Plan
- * 401(k)
- * Holiday Pay
- * Overtime Pay
- * Workers' Compensation
- * Military Leave
- * Court Leave
- * Administrative Leave
- * Awards

2. Flexible Appointments: Flexible employees may be converted to regular employees by the management at any time. Schedules depend on the needs of the activity. Flexible employees work 0 - 40 hours per week. Employees

whose appointments are flexible are eligible for awards, overtime and workers' compensation.

Position Classification

An employee may appeal their classification at any time. An appeal is a written request made by an employee for a change in the pay system, grade or pay band, series or title of his or her officially assigned position, however, an appeal of a downgrade must be filed no later than 15 days after the effective date of the downgrade action. Appeals must be in writing and addressed to the HRO for initial action.

Your position guide description is a set of guidelines. It is a summary of your major duties. It is not intended to cover every minor duty assignment. Incidental tasks or duties required of you are frequently necessary in order to operate an organization successfully.

If the duties of a position change significantly, the position guide description should be rewritten and submitted to the HRO for classification.

Types of Positions

a. Crafts and Trades (NA, NL, NS): Includes skilled, semi-skilled and unskilled trades, crafts, custodial, and food/beverage type positions. There are three crafts and trades pay schedules; non-supervisory (NA), leader (NL), and supervisory (NS). There are 15 grades in each of the pay schedules (i.e. NA 1-15, NL 1-15) and 19 grades in the NS pay schedule.

b. Pay Band (NF): Includes clerical, recreational, customer service, managerial, professional and specialist type positions. There are six grades (NF-I - NF-VI) in the pay band system.

c. Child Care (CC): Includes all child caregiver and teacher positions. CC also includes School Age Program positions at the Youth Center. Positions are graded CC 1 - CC 5.

Step Increases and Pay Adjustments

a. Crafts and Trades: There are five steps within each NA, NL, and NS grade. Employee's progress to the next step upon completion of established

waiting periods provided the supervisor certifies that performance is satisfactory. Increases are granted at the following intervals:

Regular Crafts and Trades Employees

- To Step 2: After 26 wks in Step 1 w/no more than 1 wk LWOP
- To Step 3: After 78 wks in Step 2 w/no more than 3 wks LWOP
- To Step 4: After 104 wks in Step 3 w/no more than 4 wks LWOP
- To Step 5: After 104 wks in Step 4 w/no more than 4 wks LWOP

Flexible Crafts and Trades Employees

- To Step 2: After 130 shifts worked in Step 1 in no less than 26 wks
- To Step 3: After 390 shifts worked in Step 2 in no less than 78 wks
- To Step 4: After 520 shifts worked in Step 3 in no less than 104 wks
- To Step 5: After 520 shifts worked in Step 4 in no less than 104 wks

Note: Any day on which part-time service is performed counts as a full day regardless of the number of hours actually worked.

b. NAF Pay Banding Systems: These consist of six pay bands with a minimum and maximum pay rate established for each grade. New employees normally start at the minimum rate established for each band. However, a supervisor may set pay at any rate within the minimum and maximum rates of the pay band. The rate of pay will usually depend on the amount of responsibility, the qualifications, budget restrictions, etc. Increases in pay, (pay adjustments) within the pay band may be recommended at any time a supervisor feels an increase is justified.

c. Child Care Positions: There are no steps within the grades but employees may be given a pay adjustment at any time. The amount of increase is determined by the supervisor and is based on the employees' performance as well as budget limitations.

Probationary Period

New employees start in a probationary period which tests their ability, suitability and fitness for the job.

Crafts and Trades / Pay Band I & II employees serve a 6 month probationary period. Pay Band III - VI and CC employees serve a 12 month probationary period. Temporary employees do not serve a probationary period.

Hours of Work

Work Schedules: All employees will be provided with a work schedule. 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 clocking out. Clocking in early or clocking out late without supervisory approval will not be allowed. Work schedules are normally posted at least a week in advance. Managers/supervisors may change the work schedule, but must provide a 24 hours notice.

Meal Periods: Non-compensated meal periods will be scheduled for not less than 30 minutes and not more than 1 hour. During these meal periods employees will be free of duty. Under conditions where time-off for a meal period is not possible, a meal period of 20 minutes or less may be authorized and is included in the scheduled tour of duty. The time covered by the 20 minutes or less is compensable, and the employee must spend their on-the-job meal period at or near their work station. 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 15 minutes may be granted at the manager’s discretion, when the manager 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.

Paydays

Employees will be paid every two weeks for a total of 26 pay periods a year. Direct deposit is mandatory. Paychecks will be sent to the designated financial institution every other Friday. If a holiday falls on Friday, paychecks will be sent on Thursday. Employees may have allotments taken out for savings, loans, etc. Contact the payroll office at 294-6254 for proper forms necessary for these services.

Leave Policy

Annual Leave: Regular employees earn annual leave which 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. When annual leave is taken and how much is taken must be approved by the supervisor. Submit OPM Form 71 Application for Leave, to the supervisor to obtain this approval.

Employees will start to earn annual leave immediately upon appointment or change to a regular position; however, an employee must wait 90 days before using this leave. The amount of leave earned and the balance will appear on your paycheck stub. The maximum amount of accumulated annual leave that may be carried over from one year to the next is 240 hours.

Tentative leave schedules are usually accomplished in January to enable supervisors to accommodate employee requests and still have sufficient manning of the activity.

If employees resign or separate after the initial 90 day waiting period, they will receive a lump-sum payment for any unused annual leave. The lump-sum payment will generally be included in the last paycheck.

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

- a. 0-3 years service: 5% of hours worked per pay period.
- b. 3-15 years service: 7 1/2% of hours worked per pay period.
- c. 15+ years service: 10% of hours worked per pay period.

Annual leave is not earned on hours worked beyond 80 hours per pay period.

Between 3 and 15 years of service, annual leave earned during the last pay period of the year is earned at a rate of 12 1/2%.

Sick Leave: Regular employees earn sick leave which is used for absences due to illness, injury, examinations and treatment by a physician, exposure to a contagious disease, or illness of a family member with a contagious disease. There is no waiting period for the use of sick leave.

Sick leave is earned at the rate of 5% times the hours worked in a pay period. Sick leave is not earned on hours worked beyond 80 hours per pay period. Sick leave is credited to an individual's leave record at the end of the period in which it earned. There is no limit on the amount of sick leave that an employee may accumulate and carry forward from one year to the next. All

accumulated sick leave is carried in the employee's leave record until it is used by the employee, or until the employee separates from employment. Payment for unused sick leave may not be made to an employee under any circumstances.

Employees should use OPM Form 71 to request sick leave. Leave may be taken in 15 minute increments, not to exceed scheduled work hours, or 40 hours per week. Sick leave for examinations and treatment by a physician that can be prearranged must be requested in advance. Sick leave for other absences, which are not known in advance, must be requested as soon as possible. Supervisory approval must be granted before it is taken.

Note: Sick leave of more than 3 consecutive workdays should be supported by a medical certificate.

If illness occurs during a period of annual leave, approved sick leave may be substituted for annual leave.

Family and Medical Leave Act: An employee is entitled, during a 12-month period, to a total of 12 weeks of unpaid family and medical leave, with employment benefit protection. The FMLA applies to all NAF employees. To be eligible to take family or medical leave, an employee must complete at least 12 months of service (which doesn't need to be continuous).

Family Friendly Leave Program: Regular employees may use sick leave to attend to the medical needs of a family member, and for purposes relating to the death of a family member. The amount of sick leave which can be used for these purposes depends on the employee's average work week, but may not exceed 40 hours in any year. However, up to an additional 64 hours (8 days) may be used only when the remaining sick leave balance does not fall below 80 hours. Therefore, it is possible to use up to 13 days of sick leave (104 hours) in the FFLP.

Military Leave: Regular employees who are members of a Reserve or National Guard unit are entitled to leaves of absence up to 15 calendar days in any year, without loss of pay, leave, or performance rating when called to active duty or active duty for training.

Leave Without Pay (LWOP) (all employees): LWOP is a temporary non-pay status and an authorized absence from duty granted upon the employee's request, or when the employee has insufficient annual or sick leave. An

employee does not have to use all annual leave before requesting LWOP. LWOP cannot be imposed as a penalty, nor can an employee be required to apply for LWOP in lieu of suspension. It must not be confused with AWOL which is charged for unauthorized absence.

Employees should request LWOP on OPM Form 71. Managers are the approving authority for LWOP up to and including 30 days. For periods of LWOP over 30 days, the Services Commander is the approving authority. LWOP is charged in 15 minute increments. A regular employee is entitled to 150 days of LWOP when they are moving due to an employer's transfer of the head of their household.

Note: An employee, who is granted LWOP in accordance with these procedures, receives no special employment consideration as a result of this LWOP status. The losing installation may fill the employee's position immediately, and no other installation is obligated to hire the employee by the virtue of the employee's LWOP status.

Absence Without Leave (AWOL) (all employees): If an employee is absent from the job without proper authority, he/she will be carried as AWOL, without pay and may be subject to disciplinary action.

Administrative Leave

Forced Leave: Regular employees may be placed on forced leave due to reduced or suspended business operations if the required 24 hours notice period cannot be given. Employees will be paid for actual hours worked and given the option of taking annual leave for LWOP for the remainder of their scheduled hours.

Court Leave: Court leave is leave 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 as a witness on behalf of the U.S. Government, the District of Columbia, or state or local government. All regular employees are eligible for court leave. Employees may choose to receive their regular pay for such time or may keep the payment received by the court, whichever is the greater amount.

Voluntary Leave Transfer Program: The VLTP permits regular employees to donate annual leave to other regular 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. Further information is available from your supervisor or the HRO.

Excused Absence

Blood Donations: Employees are encouraged to volunteer as blood donors for unpaid donations. An employee should be excused without charge to leave for the time necessary to donate blood, for recuperation following the donation, and for necessary travel to and from the donation site. The maximum time allowed without charge to leave is 4 hours.

Voting: Employees requesting time off to vote are excused without charge to leave for the amount of time necessary to permit them to report to work 3 hours after the polls open or to leave work 3 hours before the polls close, whichever requires the least amount of time off. No time off is granted if the polls are open either 3 hours before or 3 hours after the employee's regular duty hours.

Pay Administration

Overtime

Employees may occasionally be required to work overtime. How an employee's position is classified determines how he/she is paid for overtime. The following guidelines will be followed.

<u>Pay Plan</u>	<u>Work Performed in Excess of</u>	<u>Rate of Compensation</u>
Crafts & Trades (NA, NL, NS)	8 hours/day or 40 hours/week	1 1/2 times the hourly rate
Pay Banding (NF)	40 hours/week	1 1/2 times the hourly rate
CC	40 hours/week	1 1/2 times the hourly rate

Positions are classified as exempt or nonexempt under the Fair Labor Standards Act (FLSA). Exempt employees may be given compensatory time

off or be paid for their overtime hours, subject to certain restrictions. All nonexempt employees must be paid overtime, whether or not the overtime was approved in advance. The position guide indicates whether employees have an exempt or nonexempt status.

Holiday Pay

Regular employees receive holidays off with pay whether or not the holiday falls within their scheduled workweek. If the holiday falls on an employee's normal day off, the employee is entitled to observe the holiday on the day preceding or following the holiday as established by the manager.

If a regular employee is required to work on the holiday, they will receive holiday pay plus regular pay for the number of hours worked.

The following are the observed legal holidays.

New Year's Eve Day	1st of January
Martin Luther King's Day	3rd Monday of January
President's Day	3rd Monday of February
Memorial Day	Last Monday of May
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

Flexible employees are not entitled to observe the holiday or receive holiday pay if required to work.

Night Shift Differential

Crafts and Trades employees, regular and flexible, receive their normal pay plus a differential of 7.5% of that normal pay for scheduled no overtime work when the majority of the hours worked occurs between 3 pm - Midnight, or 10% of the normal pay when hours worked occurs between 11 pm - 8 am. Pay Band (NF) and Child Development (CC) employees do not receive night shift differential pay.

Sunday Premium Pay

Regular Crafts and Trades employees receive a 25% differential for hours worked on Sunday if regularly scheduled for 40 hours per week. Pay Band (NF) and Child Development (CC) employees do not receive Sunday Premium Pay.

Call-Back Duty Time

Call-back duty time occurs when a regular employee is called to work on a day when they are not scheduled to work or when an employee is officially required to return to work. A flex employee who is scheduled on a specific day and then is officially required to return to work is also on call-back duty. An employee will be paid a minimum of 2 hours (whether or not work is performed).

Job Opportunities

All positions are continually advertised within the HRO and Offutt NAF activities giving current employees an opportunity to submit an AF Form 2550, NAF Application for promotion or other change, at any time, for any position. In addition, the HRO publishes a weekly vacancy list, which is also posted on its web page @ wwwmil.offutt.af.mil.

Reassignment

Managers may reassign employees to other positions within the same employment category and pay plan level for which they are qualified at any time, to promote the efficiency of the organization. There will be no change in rate of pay on reassignments.

Employees may request reassignment to other positions by completing AF Form 2550, NAF Application for Promotion or Other Position Change, and submitting it to the HRO.

Detail

A detail is a temporary assignment to a different position without a change in pay for a period not to exceed 60 days. An employee returns to his/her original position at the end of a detail. Details are used to meet temporary

needs, when work requirements cannot be met by other desirable or practical means. Details must be recorded in the employee's personal record file, because the experience and training gained by the employee may be important for later permanent placement actions.

Promotions

A promotion is the change of an employee from one grade or pay band to a higher grade or pay band within the same pay schedule. A promotion may also result when changing from one pay schedule to another pay schedule. All employees receive a minimum of 6% pay increase when promoted to a higher grade or pay band, whether competitive or noncompetitive.

Temporary Promotions

Temporary promotions may be made non-competitively when an employee's services are needed in a higher grade or pay band position. A temporary promotion must last for a minimum of two pay periods (4 weeks) and may not extend beyond 6 months. An employee's guaranteed hours cannot be lowered when temporarily promoted.

Unless an employee is permanently promoted through the competitive process, he/she returns to the previous position at the end of the temporary promotion.

Benefits

Group Health Benefits Plan and Group Life Insurance

Regular employees are eligible to enroll in the group life and/or health insurance plans. For both group plans, there is an enrollment eligibility period of 30 days from the date appointed or changed to a regular employment category. During this period, you must elect and/or waive your options. Costs are shared between employer and employee.

Health Benefits Plan (HBP): Aetna U.S. Healthcare administers our DoD NAF Group Health Benefits Plan. Family member coverage and Comprehensive Dental Expense Coverage is also available for an additional cost for those employees who enroll in the HBP. However, dental coverage is not available without the HBP.

As an added bonus, you may enroll in the Flexible Benefits Plan, which enables premiums to be paid from pre-tax earnings.

Group Life and Accidental Death and Dismemberment Insurance Plan:

Group Life Insurance with accidental death and dismemberment (AD&D) is available for Regular employees. The amount of coverage is based on your annual salary. Family member coverage is also available for an additional cost.

Note: If you add a new dependent to your family, you need to notify the HRO within 30 days to keep benefits updated.

Retirement Program

Regular employees are eligible to enroll in the USAF NAF Retirement Plan after only one year of regular employment. This program provides for additional retirement, disability and death benefits. These benefits, combined with Social Security, will give the retired or disabled employee or eligible survivor a measure of financial security. Employees become vested after five years in the plan.

Upon separation, employees will have their contributions plus interest returned to them if they have less than 5 years of credited service. Employees with 5 or more years of service have the option of having their contributions returned to them, leaving their money in the plan, or receiving a deferred annuity.

401(k) Plan

Regular employees can invest between 1 - 15 % of their gross income and the employer's matching contributions (up to 3% of employee's income) into a tax-sheltered account. It is separate from the retirement plan, but goes hand-in-hand with retirement, social security and personal savings to ensure financial security in retirement years. When you become vested, the employer's contributions become yours.

In addition to the evident benefits of a 401 (k) Savings Plan, the plan offers other benefits for participants. Contact the HRO for further details.

On-the-Job Injuries

The Workers' Compensation Program is a protection program that provides benefits for on-the-job injuries. This program provides income benefits to replace potential lost wages and medical benefits necessary to treat the injury. All NAF employees are provided with this coverage. Employees are encouraged to report all injuries, no matter how minor. If you are injured during the course of employment, you should immediately notify your supervisor and the HRO for instructions. The injured employee must take Form LS-1 Request for Examination or Treatment (PINK FORM) to the physician of their choice. The base hospital is the closest medical treating facility for emergencies.

Grievances and Appeals

Employees have the right to express their dissatisfaction and give their views on matters that relate to employment and working conditions without fear of restraint, interference, threat, discrimination, or reprisal. If an employee has a grievance or an appeal, he/she must submit it within 7 days of the occurrence to the immediate supervisor stating attempts to resolve it and the remedy sought. The supervisor will attempt to resolve dissatisfaction in a fair and equitable manner that will be mutually beneficial to both the employee and management. If there is a matter which the employee is dissatisfied with, it should be discussed with the supervisor. If it can't be resolved, the Human Resources Office will provide the employee with procedures for filing a formal written grievance or appeal.

Performance Evaluation

Supervisors should continuously monitor an employee's work performance and provide training and/or assistance where needed. Most employees will receive an annual performance evaluation from their supervisor during October. Employees will be advised whether or not they are meeting the performance standards of the position. Crafts and Trades employees (NA, NL, NS) who have met their performance standards may be recommended for performance awards. Employees in Pay Bands I - V who has met the performance standards may be recommended for pay adjustments and performance awards. Those employees not meeting their performance standards will be advised of their performance deficiencies, needed improvements and be provided reasonable assistance and time to improve. Failure to improve may result in reassignment, termination (flexible employees only), demotion, or removal (regular employees only).

Incentive Awards Program

NAF employees play an important part in the efficiency and economical operation of the facility and are recognized accordingly. All NAF employees may be considered for cash awards. Incentive Awards include:

Performance Award

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

Special Act or Service Award

This award may be given to an employee for a specific event which results in a unique contribution to the organization and beyond the scope of assigned duties. The amount of the award should be determined by the actual dollar savings, or intangible benefits.

On-The-Spot Cash Award

This award may be given to an employee for a specific event or situation which results in a unique contribution to the activity or organization. The amount of the award will not exceed \$250.

Time-Off Award

Time off from duty may be granted without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort which contributed to the quality, efficiency, or economy of operations.

Time In Service Award

Employees are also presented certificates and pins for long and faithful service. Recognition is given to employees for 5, 10, 20, 30, 40 and 50 years of creditable service.

Employee Recognition Award

Employees may be nominated for special Employee Recognition Awards e.g., Employee of the Month, Quarter, Year, if funds are available.

Types of Separations

Resignation

Resignations are voluntary, initiated by the employee who should give sufficient notice, preferably at least 2 weeks, on AF Form 2548, to allow the supervisor to get a replacement. A forwarding address is required. The effective date of the resignation must be the last day the employee expects to work. Employees may not withdraw their resignation without the approval of their supervisor.

Termination

A flexible employee may be terminated for any valid reason (i.e. substandard performance or misconduct). A minimum of 24 hours notice is required. For business based action terminations, a minimum of 7 days notice is required. Temporary employees can be terminated at any time.

Separation During Probation

An employee may be separated while on their probation period if their performance or progress on the job is unsatisfactory. Employees will normally be given 7 days advance notice of separation.

Removal

Management may decide to remove a regular employee for unsatisfactory performance or misconduct.

Resignation/Abandonment

An employee who fails to report for work or notify management for 3 consecutive workdays without a reasonable explanation is considered to have resigned.

Business Based Actions

A business based action (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. A BBA is used to adjust resources in response to reorganization, realignment of workload, elimination of duties or responsibilities from a position, lack of funds, or from a need to be competitive with pay in the local labor market. It is not used to address a performance or conduct deficiency. Employees are affected by BBA's only if so identified after an objective, fair, and equitable ranking against other employees in the same employment category, occupational series, grade or pay band, and in the same NAF facility (e.g., Officers' Club, Bowling Center, etc.).

If it becomes necessary to reduce the staff and abolish positions, every effort will be made to provide as much notice as possible. Regular employees with at least one year of service who are involuntarily separated under this procedure are entitled to receive severance pay.

Miscellaneous

Suggestion Program: Employees may receive a cash award or other recognition for suggestions you submit to improve work methods, efficiency, morale, or any ideas which results in a savings to the organization. When you have a suggestion, write it down on AF Form 1000, and give it to your supervisor. Contact the HRO for more information.

Training: NAF employees are eligible for all needed training offered through on 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 Services (SVS) Squadron has a training manager who coordinates the training for all Services employees. Because of the variety of facilities comprising SVS, training requirements vary with the type of facility. On-the-job training is in many cases the most effective and practical form of training offered. SVS wants to train and keep good employees. The supervisor will document all of the training an employee receives on the AF Form 971, Supervisor's Employee Brief.

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

Current Mailing Address and Phone Number: It is the responsibility of each employee to keep his/her supervisor and the HRO informed of a proper mailing address and home telephone number (note: the home address and phone number are Privacy Act information). Any change in address or telephone number should be reported to the HRO.

Maintaining Discipline: Supervisors set reasonable standards of conduct for employees and insure that they are observed. Disciplinary action will be taken against any employee who violates established rules. Disciplinary actions may consist of oral admonishments, written reprimands, suspensions from duty without pay, removals, and demotions.

Punctuality: Employees should appear at their work station on time. The supervisor will determine whether the employee will or will not be excused for a period of tardiness, whether the employee will be charged annual leave, LWOP, or whether such tardiness will be charged to AWOL.

Customer Service: As an employee of the 55th Services Squadron, there will be constant contact with the Offutt community. Employees must treat each customer courteously and professionally. Employees are also expected to maintain cooperative working relationships with other employees.

In/Out Processing: employees are required to in/out process through the Human Resources Office. If employees are issued any keys, uniforms, etc., they must be returned to the supervisor or the HRO.

Civilian ID cards and Auto Stickers: NAF employees who have been issued a civilian ID card (AF Form 354) must turn this card in upon resignation, either to their supervisor or the HRO. The employee's final pay may be held until the ID card is turned in to the HRO. Auto stickers must be removed from the vehicle and turned in to HRO. Employees who do not return these items, which are government property, will have their names turned in to the Security Forces where appropriate action will be taken to recover the card and sticker.

Official Personnel Records: An employee may review his/her personnel record by contacting HRO. All employees are given copies of their personnel actions, such as pay increases, promotions, appointments, etc. These are very important to keep as they are a record of employment at Offutt AFB. Official

personnel records for all employees are sent to the Record Center in St. Louis, MO, approximately 30 days after the date of separation.

Pregnant Employees: Offutt's Reproductive Health Protection Plan allows employees and supervisors to work with public health in order to establish safe working conditions for the mother and baby. Upon confirmation of pregnancy, please notify the HRO for further guidance.

AF Form 971, Supervisor's Employee Brief: The supervisor is given an AF Form 971 when an employee in-processes. The supervisor maintains and uses it to document employment. The contents of this form are confidential between the employee and the supervisor. If an employee desires to review their record he/she must ask the supervisor for permission. The employee's AF Form 971 is sent to the new supervisor upon reassignment or destroyed 60 days after separation.

Base Hospital: The USAF Hospital is available to civilian employees in case of emergency or on-the job injury.

Bulletin Boards: Regulations and notices affecting NAF employment are posted on bulletin boards located in each facility. It is the employee's responsibility to read them periodically.

Base Facilities:

The following is a list of base facilities which NAF employees are authorized to use:

- Γ Arts & Crafts Center, 294-3872/3837
- Γ Auto Skills Center, 294-2034
- Γ Base Lake/CAST-A-WAYS Boathouse, 294-2108
- Γ Child Development Center, 294-2203
- Γ Community Center, 294-6247
- Γ Equestrian Facility, 294-6039
- Γ Equipment Rental, 294-4049
- Γ Frady Fitness Center, 294-5410
and the Offutt Field House, 294-5413
- Γ LeMay Flight Training Center, 294-3385
- Γ Lodging (Offutt Inns), 294-4980

- Γ Offutt Club (Subject to membership restrictions), 294-2268
- Γ Peacekeeper Lanes (Bowling Center), 294-2514/2156
- Γ Rod & Gun Club, 294-3344
- Γ Warrior Nine Golf Course, 294-3362
- Γ Willow Lakes Golf Course, 294-3530
- Γ Wood Skills Center, 294-3318
- Γ Youth Programs, 294-5152

Human Resources Office, 294-2344