

**Nonappropriated Fund**

# **Employee Handbook**



**55th Force Support Squadron  
Offutt AFB Nebraska  
2020**

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# **Introduction**

## **Welcome to Offutt Air Force Base *and the* 55th Force Support 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 NAF-Human Resources (NAF-HR) 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 in the Department of Defense, NAF employees are separate and distinct from appropriated fund (APF - 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.

## **NAF-Human Resources Office**

The NAF-Human Resources Office (NAF-HR) is the operating office designated to administer the NAF personnel system. We are located in Building 49, Room 223. The official address of the NAF-HR is: 55 FSS/FSCN, 105 Washington Square, Room 223, Offutt AFB NE, 68113-4002. The NAF-HR hours of operation are from 8 a.m. to 4 p.m. Our telephone number (402) 294-2344, FAX number is (402) 232-1070, and our website address is <http://offutt55fss.com> 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, 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**

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. If you have a self-identified drug or alcohol problem, please seek professional counseling or consult your physician.

## **Drug Demand Reduction Program**

In accordance with AFI 44-107, employees that are in a Designated Drug Testing (DDT) position will be subject to random drug testing. If selected, they will have 48 hours to report the Drug Demand Reduction (DDR) building. If an employee refuses to furnish a urine specimen, or, if they provide a urine specimen that ultimately reflects the use of an illicit drug, the employee will be subject to disciplinary action, ranging from reprimand to removal. Contact the HRO for further instruction.

## **Dual Compensation**

NAF employees may not receive pay from more than one Federal position for more than 40 hours of work per week. A part-time employee may be employed in another position 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 two 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. Employment with the U.S. Postal Service does not fall under these dual compensation restrictions.

## **Off-Duty Military (ODM) Personnel**

Active duty enlisted personnel may be hired as NAF employees during their non-duty hours on less than a full-time basis. An individual may continue to work in their NAF job after they have retired from the military. An AF 3902 application and approval for off-duty employment must be completed before employment into a NAF position.

## **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 if warranted based on changing

business conditions. 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 a regular employment category at any time at management's request. Schedules depend on the needs of the activity. Flexible employees work 0 - 40 hours per week although average hours per week cannot exceed 30 over a six month period (i.e. total hours may not exceed 780 hours). 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, and/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 NAF-HR for initial action.

A "Position Guide/Description" (PG/PD) is a multipurpose document which records the primary duties and responsibilities, qualifications, performance standards, and training requirements. It is a summary of your major duties. It is not intended to cover every minor duty assignment.

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 thru NF-VI) in the pay band system.

c. Child Care (CY): Includes all child caregiver and teacher positions. The CC pay schedule also includes School Age Program positions at the Youth Center. Positions are graded CY-01 thru CY-05.

### **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 and Youth 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 CY employees serve a 12 month probationary period. Temporary employees do not serve a probationary period.

### **Hours of Work**

The administrative work week consists of seven consecutive calendar days. Within the administrative work week the guaranteed work week hours for NAF employees will not exceed 40 hours exclusive of meal times. When possible, two consecutive days off are provided during each administrative work week. However, the guaranteed work week may be scheduled over a period of 6 days, provided that the total scheduled hours do not exceed 40 hours per week.

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 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. Visit: <https://nafpay.afsv.net> to view a Leave and Earnings statement and make changes to your account.

### **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. The supervisor must approve the taking of annual leave, including when the leave will be taken and the amount of hours. Submit OPM Form 71 Application for Leave to the supervisor to obtain approval for leave usage.

Employees will start to earn annual leave immediately upon appointment or change to a regular position; however, an employee must be continuously employed on a regular position for 90 days before being allowed to use annual 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 normally 240 hours.

Tentative leave schedules are usually accomplished in January to enable supervisors the ability to plan leave usage to accommodate employee requests while ensuring 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 of service: 5% of hours worked per pay period.
- b.) 3-15 years of service: 7 1/2% of hours worked per pay period.
- c.) 15+ years of service: 10% of hours worked per pay period.

Annual leave is not earned for 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 was 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 (does not 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 using OPM Form 71. Managers are the approving authority for LWOP up to and including 30 days. For periods of LWOP over 30 days, the Squadron 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 or LWOP for the remainder of their scheduled hours. Flexible employees will be charged LWOP in these situations for the scheduled hours that they were unable to work.

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, due to insufficient sick and annual leave to cover a lengthy period of absence caused by a medical emergency. Leave cannot be donated to flexible employees, who are ineligible to earn paid leave. Further information can be obtained from your supervisor or the NAF-HR.

### **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.

Pay Plan	Work Performed in Excess of	Rate of Compensation
Crafts & Trades (NA, NL, NS)	8 hours / day or 40 hours / week	1 ½ times the hourly rate
Pay Banding (NF)	40 hours / week	1 ½ times the hourly rate
CY	40 hours / week	1 ½ times the hourly rate

Positions are classified as either 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.

### **Pay Freeze**

On 22 December 2010, President Obama signed into law H.R. 3082, which prohibits statutory pay adjustments for most federal civilian employees for a two-year period. This law includes NAF Crafts and Trades (NA, NL, NS), and White Collar (NF, CY) positions. The freeze covers locality-based and prevailing rate pay adjustments. It will not affect individual performance

awards/bonuses, recruitment, relocation, retention incentives, and premium pay. Employees promoted to a higher grade or pay-band level may receive the applicable pay increase. If you have any questions or need more guidance, please contact the NAF-HR.

### **Compensatory time**

Compensatory time off is not authorized for non-exempt Crafts and Trades, non-exempt pay band, or for exempt Crafts and Trades employees. Exception may be permitted only for religious observances. Compensatory time is time off from employees work schedule in lieu of overtime pay for an amount of time spent in irregular or occasional overtime work. Compensatory time is authorized and approved by the same supervisor that orders/authorizes overtime work. An employee may not accumulate more than 60 hours of compensatory time and must use compensatory time prior to being granted annual leave. All compensatory time accrued must be recorded on the official time and attendance (T&A) card.

### **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	1 January
Martin Luther King's Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in 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 non-overtime work when the majority of the hours worked occurs between 1500 and 0000, or 10% of the normal pay when hours worked occurs between 2300 and 0800. Pay Band (NF) and Child Development (CY) employees do not receive night shift differential pay.

### **Sunday Premium Pay**

Regular or Flexible Crafts and Trades (CT) employees who perform work during a regularly scheduled tour of duty of 8 hours or less, which is not overtime and any part of which is performed on a Sunday, are entitled to receive Sunday premium pay. Employees receive a 25% differential for hours worked on Sunday. Pay Band (NF) and Child Development (CY) 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 back to work on the same day, 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 advertised online at <https://www.usajobs.gov/> Positions may be filled by promotions, reassignments, management reassignments, details, changes to lower grade or pay band or recruitment from outside sources. Management determines a candidate's qualifications based on a review of the candidate's application and selects the best-qualified candidate to fill the vacancy.

## **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. An employee's pay may be adjusted upward based on increased responsibility of the new position.

Employees may request reassignment to other positions by applying online at: [www.usajobs.gov](http://www.usajobs.gov). Employee requests for reassignment could result in a decrease or increase in pay.

## **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.

## **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 the 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.

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:** MET-LIFE--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 NAF-HR within 30 days to ensure appropriate coverage and current information.

## **Retirement Program**

Regular employees are eligible to enroll in the USAF NAF Retirement Plan after one year of regular employment. This program provides for additional retirement, disability and death benefits. These benefits, combined with Social Security, provide the retired or disabled employee (or eligible survivor) a measure of financial security. Employees become vested after being enrolled for 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 are allowed to invest 1-15 % of their gross income and the employer's matching contributions (up to 3% of employee's gross 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 provide added financial security upon retirement. Once you become vested, the employer contributions become yours.

In addition to the evident benefits of a 401 (k) Savings Plan, the plan offers other benefits for participants. Please contact the NAF-HR for further details.

### **Worker's Compensation/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 automatically 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 NAF-HR for instructions. The injured employee must take Form LS-1, Request for Examination or Treatment, to the physician of their choice.

## **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 immediate supervisor. If it cannot 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 feedback, 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 have met their performance standards may be recommended for pay adjustments and performance awards. Employees who do not meet their performance standards will be advised of their performance deficiencies, needed improvements and be given 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 organization and are recognized accordingly. All NAF employees may be considered for cash awards. Incentive Awards include:

### **Performance Awards**

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 Awards**

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 Awards**

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**

Employees may receive time off from duty without loss of pay or charge to leave, in recognition of superior accomplishments or other personal efforts 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, which may include cash 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 E-RPA Checklist, to allow the supervisor to get a replacement. A forwarding address is required. The effective date of the resignation is typically 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). It is the most severe form of disciplinary action for the flexible employees. 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. A minimum of 24 hour notice is required.

### **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 in order 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., Golf Course, 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 submitted to improve work methods, efficiency, morale, or any ideas which result in a savings to the organization. If you have a suggestion, write it down on AF Form 1000 and give it to your supervisor. Contact the NAF-HR 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 Squadron has a training manager who coordinates the training for all unit employees. Training requirements may vary based on the unique requirements of the facility. On-the-job training is typically the most effective and practical form of training offered. It is a Squadron goal to effectively train all employees and retain valuable employees. The supervisor normally documents training accomplished by the employee 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. Take reasonable steps to ensure your own safety and the safety of those around you.

Current Mailing Address and Phone Number: It is the responsibility of each employee to keep his/her supervisor and the NAF-HR informed of a proper mailing address and home telephone number (note: the home address and phone number are protected by the Privacy Act).

Maintaining Discipline: Supervisors set reasonable standards of conduct for employees and insure they are observed. Disciplinary action will be taken against any employee who violates established rules. The range of disciplinary actions (from least to greatest) include oral admonishment, written reprimand, suspension from duty without pay, demotion, and removal.

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 Wing, 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 NAF-Human Resources Office. Separating employees who have been issued items such as keys, uniforms, Government Purchase Cards (GPCs) etc., must return the issued items to their supervisor, typically on their last day of work.

Turn-in of ID Cards: NAF employees MUST turn-in their DOD Common Access Card (CAC) upon separation from NAF service; either to their supervisor or the NAF-HR. The employee's final paycheck may be held, if they fail to turn-in their CAC, and their name will be reported to Security Forces where appropriate action will be taken to recover the card or other government property that they have in their possession.

Official Personnel Records: An employee may review his/her personnel record by contacting NAF-HR. All employees are given copies of their personnel actions (AF Forms 2545), 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 NAF-HR for further guidance.

AF Form 971, Supervisor's Employee Brief: The supervisor is given an AF Form 971 when an employee in-processes. The contents of this form are confidential between the employee and the supervisor. An employee may request their supervisor allow them to review their record on a periodical basis.

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 and stay current on the latest NAF rules/regulations/policies.

## **Base Facilities**

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

- ◆ Aero Club, 294-3385
- ◆ Air Force Inns, 294-3671
- ◆ Arts and Crafts, 294-3837
- ◆ Auto Hobby Shop, 294-5564
- ◆ Base Lake/CAST-A-WAYS Boathouse, 294-2108
- ◆ Child Development Center 1, 294-2203
- ◆ Child Development Center 2, 232-2526
- ◆ Equipment Rental, 294-4049
- ◆ Warhawk Community Center, 294-9558
- ◆ Offutt Field House, 294-5413
- ◆ Peacekeeper Lanes (Bowling Center), 294-2514
- ◆ Willow Lakes Golf Course, 294-3530
- ◆ Youth Programs, 294-5152

NAF Human Resources Front Office, 294-2344

## 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

### STANDARDS OF CONDUCT

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 or 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.

## APPENDIX 3

### 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

For additional information, you may contact the NAF-HR.