

Handbook For NAF Employees



WELCOME TO THE FORCE SUPPORT TEAM

You are now part of a unique team of civilian and military members with one common goal, and that goal is to provide the utmost in quality customer service. This handbook has been written to provide quick reference to some of the policies and procedures that affect your employment. If you have any questions that are not covered in this handbook, don't hesitate to call or come visit our office.

THE HUMAN RESOURCES OFFICE STAFF
481-5639/5811/6416

NOTES

**NAF EMPLOYEES HANDBOOK
97TH FORCE SUPPORT SQUADRON
ALTUS AFB, OKLAHOMA**

References: Air Force Manual (AFMAN) 34-310
Negotiated Union Agreement

Definitions:

Pay Banded Positions: NF and CY positions

Crafts & Trades: NS, NL and NA positions

Regular Category: 20-40 hours per week (Can be scheduled or on call)

Flexible Category: 0-40 hours per week (Can be scheduled or on call)

HRO: Human Resources Office

WGI: Within Grade Increase

CY: Child Care Positions; Child Development Center or School Age Program.

Grandfathered Employee: An NF or CY employee hired before 27 May 1990, who is in the same position today.

Employee Rights and Responsibilities

Status

NAF Employees are Federal employees of the Department of Defense

Rights

Employees have a right to:

- laws, policies, procedures applicable to them to be applied in a fair and equitable manner.

- be paid for work performed.
- a safe and healthful work environment.
- a workplace free from discrimination including sexual harassment.
- file complaints for fraud, waste and abuse of government funds.
- grieve dissatisfaction with working conditions.

Employee Obligations (AFMAN 34-310, para 10.2)

- Discharge assigned duties conscientiously and effectively and meet performance requirements.
- Be present for duty unless authorized to be absent.
- Follow regulations and comply in a timely manner with proper instructions or orders given by competent authority.
- Confer with line management (starting with the immediate supervisor) to discuss matter relating to the job.
- Comply with safety and health directives and report on the job accidents and injuries to the supervisor.

Probationary Period

Flexible/Regular Employees in payband NF-I, NF-II, and Crafts & Trades employees serve a 6 month probationary period.

Employees in payband NF-III through NF-VI, and CY employees serve a 12 month probationary period. Exception: Employees serving on a Time-Limited position do not have a probationary period.

Pay setting policies for Pay Banded positions

Paybanding—On initial hire, pay will be set at the lowest pay within the appropriate pay band, based on the competitive market, skills and qualifications of the candidate, and the importance of the job to the missions of the organization. Managers may request exception to this rule for approval by Commander, SERVICES.

Promotions—Must be at least 6% pay increase.

Managers may reassign employees to other positions within activity, and within the same category at any time to promote the efficiency of the organization.

Upon management’s determination that the services of an employee are required in another position/area, a detail may be used. See AFMAN 34-310 para 5.1.9.2 for additional requirements to detail and employee.

Employees are encouraged to use the Suggestion Program. Monetary awards may be given for suggestions that are adopted.

Employees are reminded of the availability of the Voluntary Leave Transfer Program. For more information contact the Human Resources Office.

Assistance is available for anyone with a drug/alcohol problem. Talk to your supervisor, they really can help.

Training and Development

Your supervisor is responsible for providing any on the job training and for informing you of self-development opportunities. Child Development Center employees must complete specific training within established time frame before moving to a higher grade. Your supervisor will explain any training requirement to you and provide you the name of the trainer appropriate to your area.

Child Support

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 right and responsibilities under child support laws as other parents. If you have any questions contact HRO.

Tidbits of Information

Off-Duty Military (ODM) cannot work more than 34 hours in a week.

Off-Duty (ODM) Military employees are exempt from coverage under the Workers Compensation Act.

Only regular category employees are granted court leave to appear in court as a witness on behalf of U.S. Government, or jury duty.

Regular category employees who are members of Reserve Components of U.S. Armed Forces are entitled up to a maximum of 15 days per calendar year military leave.

Work schedules may be changed by supervisors/managers by providing a minimum of 24 hours notice. Management may reduce an employees basic workweek, however, appropriate notice will be given depending on the amount of hours that are reduced.

Pay Adjustments—Supervisors can give anytime, pay has to be reviewed annually during appraisal cycle. Supervisor may request any increase amount, so as not to exceed the limits of the pay band. Final approval is given by Deputy Director or Services Commander **PayBanded employees who are not Grandfathered do not receive Shift Differentials, Sunday Premium, Within Grade Increases, and overtime must be over 40 hours in a week, the hours must be all hours of work, i.e. Sick or Annual Leave is not included.**

Within Grade Increases (WGI)

Crafts & Trades positions receive within grade increases at the intervals listed below:

To Step 2: A Flexible employee must work 130 days with not less than 26 weeks employment. A Regular category employee must work 26weeks, with no more than 1 week (or 40 hours) Leave Without Pay (LWOP).

To Step 3: A Flexible employee must work 390 days with not less than 78 weeks employment. A Regular category employee must work 78 weeks, with no more than 3 weeks (or 20 hours) LWOP.

To Step 4 and 5: A Flexible employee must work 520 days with 104 weeks employment. A Regular employee must have 104 weeks employment, with no more than 4 weeks (or 160 hours) LWOP.

Night Shift Differential

Only Crafts and Trades employees and Grandfathered employees are required to receive Night Shift Differential.

Procedures for payment are listed below:

If more than half the shift, in whole hours, is worked between 3pm and 12pm, you are entitled to an additional 7 1/2% of basic rate.

If more than half the shift, in whole hours is worked between 11pm and 8 am, you are entitled to and additional 10% of basic rate.

Call Back duty time: Employees will be paid a minimum of 2.0 hours.

Promotions: Crafts and Trades receive at least a 4% pay increase above the representative rate of the grade being promoted from.

Overtime

Crafts & Trades (NA) and Grandfathered NF/CC employees are entitled to receive overtime pay for work that exceeds 8 hours in a day or 40 hours in a week, however, overtime hours must be authorized and approved. If your tour of duty ends and you still have work to be performed, you should contact your Shift Supervisor, Shift Leader, and advise them of the situation and let them decide whether or not overtime hours should be performed.

Entitlements

All regular category employees are eligible to participate in the NAF Retirement Plan, Life and Health Insurance Program, accrue annual and sick leave. Sick leave is accrued at 5% of hours worked. Annual leave is accrued at 5% of hours worked (less than 3 yrs NAF Service), 7.5% of hours worked (3-15yrs NAF Service), and 10% of hours worked (more than 15 yrs NAF Service).

Job Changes, Promotions, Reassignments, etc.

Current NAF employees can apply for any job on the NAF job list, which should be located on facility bulletin boards, or may be found in the HRO or on the webpage at www.altusservices.com

All locally recruited NAF positions are open for applications to internal and external candidates on a continuous basis. Newly created positions within the Local Bargaining Unit (with few exceptions) will be announced for a minimum of Five (5) working days.

AF Form 2550, NAF Application for Promotion or Other Position change, will be used by all current employees applying for any other NAF positions. AF Form 2550 will be available at all facilities, and must be turned in to the HRO for entry into the Applicant Supply File.

Political activity

The Federal Employees Political Activities Act of 1993 governs the political activities of employees. All political activity must be done on the employees own time and away from the worksite. Under the law, employees generally may: Be candidates for public office in nonpartisan elections; register and vote as they choose; assist in voter registration drives; express opinions about candidates and issues; contribute money to political organization; attend political fund raising functions; attend and be active at political rallies and meetings; join and be an active member of a political party or club; sign nominating petitions; campaign for or against referendum question, constitutional amendments and municipal ordinances, campaign for or against candidates in partisan elections; distribute campaign literature in partisan elections and hold office in political clubs and parties.

Labor Union

American Federation of Government Employees (AFGE) Local 2586 has been granted exclusive recognition for most Air Force NAF employees on Altus Air Force Base. If you are not in a supervisory, managerial or professional position, you are automatically covered by the bargaining unit. You may become a member of the Union if you choose. Your decision to join the Union is yours alone and may be made without fear or penalty or reprisal from either the Union or management officials. If you decide not to join, but need representation from the Union, the Union will still represent you. For more information you may contact the Union at 481-6705.

On-The-Job-Injuries

Coverage under the AFNAF Workers Compensation Program begins with your first day of work. Should you have a job related illness or injury notify your supervisor immediately.

3. **Suspension:** A suspension places an employee in a non-duty, non-pay status, and usually will not exceed 14 days. Again, as with a reprimand, employees are given a Notice of Proposed Suspension, giving you an opportunity to provide an explanation regarding the incident/offense. If you respond, the supervisor, after considering the facts, may still issue the suspension or may impose a lesser disciplinary action.

4. **Removals:** Removals are effected when all other efforts to rehabilitate an employee fail. Before a removal is effected, a Notice of Proposed Removal is issued, giving the employee an opportunity to explain their actions.

Equal Employment Opportunity (EEO)

We are an equal opportunity employer. If you feel you are being discriminated against because of race, sex, marital status, age, color, religion, national origin, lawful political affiliation, or physical handicap, you must contact the EEO Counselor within 45 calendar days after the date of the alleged offense. If your complaint is about a continuing problem, the EEO Counselor may be contacted at any time. A list of EEO Counselors is on the bulletin board in your work area. If you have any question, please contact the EEO office 481-6801.

Sexual Harassment

EEO guidelines define sexual harassment as follows: “Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment. If you have any questions, please contact the EEO office at 481-6801.

NAF Recognition Program

Supervisors may submit their NAF employees for 4 types of awards:

- Time Off Award given for specific event or situation
- Performance Award given for outstanding performance
- Special Act or Service Award given for specific event or situation

In addition to the above, a supervisor may nominate their employees for the NAF Employee of the Quarter/Year. The employee is recognized at the base quarterly awards breakfast/yearly awards luncheon, other recognition includes; Congratulatory letter from the Wing Commander, plaque, picture in the base paper and other awards as they become available.

NAF Career Program

Employees can compete for Appropriated Fund positions through the Career Program External Applicant System (CPEAS), and Nonappropriated Fund positions through the Services Career Program system. Applicants who qualify and register in the Career Program will be required to sign a mobility agreement if selected.

Position Classification

A position description/position guide is a record of the major regular and recurring duties to be performed in a position. It is not intended to cover every minor duty assignment. The position is classified by comparing the assigned duties to established standards and assigned a position title, pay plan, series and grade or payband.

The Crafts & Trades positions typically include: Food Service Worker, Cook, Waiter, Custodial Worker, Maintenance Worker, Warehouse Worker, Mechanic, Bartender, etc.

The NAF Pay Band system included three general categories of positions:

- Positions responsible for secretarial, clerical or administration.
- Positions responsible for retail selling, providing recreation, amusement, and personal services.
- Managerial, executive, technical or professional positions.

Classification Appeals

Employees have the right to appeal the classification of their position, as is pertains to the position's pay system, grade or payband, series, or title of his or her officially assigned position.

Contact the Human Resources Office for further information.

Performance Standards/Appraisals

Included in your Position Description or Position Guide is a copy of the Performance Standards, these standards outline how your supervisor expects you to perform the duties of your position.

Appraisals are accomplished annually, the rating period at Altus AFB is October through September 30. How you meet, exceed, or fail to meet your performance standards is how supervisors determine your appraisal rating. If you have any questions concerning your performance standards don't hesitate to talk to your supervisor.

Grievance Procedures

A grievance is a formal request by an employee for personal relief from matter of concern or dissatisfaction that are subject to the control of management and are not otherwise excluded from the grievance procedures.

Bargaining Unit employees should follow the grievance procedures outlined in Article 29 of the Negotiated Agreement, for more information you should contact the HRO or your union representative.

Employees not eligible for coverage under the Negotiated Agreement, should reference AFMAN 34-310, Chapter 9.14, and for more information contact your Human Resource Office.

Disciplinary Actions

Disciplinary actions are meant to be rehabilitative in nature, supervisors normally use a progression of penalties, with the hope that an oral admonishment or reprimand will be all that is needed.

There are four kinds of disciplinary actions, they are as follows:

1. **Oral Admonishment:** This is a private meeting between the supervisor and the employee concerning a problem area. The supervisor annotates on the AF Form 971 that the problem has been discussed, and the employee has been advised of what is expected. Employees are asked to initial and date the entry, your initials simply confirm that the conversation took place. You should take this opportunity to tell the supervisor your side of the story, maybe there are some facts that the supervisor was not aware of. The supervisor can remove the entry at any time based on their discretion, however, it must be removed after more than two years.

2. **Reprimand:** A reprimand is a written notice of a problem area, and is maintained in your Official Personnel Folder (OPF) for a period of two years. Before the reprimand is effected, you receive a notice of a Proposal to Reprimand, this identifies the problem, and gives you an opportunity to respond with an explanation. If you respond, the supervisor considers your response and then determines whether the reprimand is still warranted.