

2019
Nonappropriated Fund
Employee Handbook



Human Resources Office
99th Force Support Squadron
Nellis Air Force Base, Nevada



*"Enhance Support While Improving
Quality of Life"*

**HUMAN RESOURCES OFFICE
NONAPPROPRIATED FUND EMPLOYEE HANDBOOK**

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GENERAL INFORMATION

1. Introduction

Welcome to the Nellis Air Force Base 99th Force Support Squadron! Nellis is one of the busiest bases in Air Combat Command (ACC) employing a workforce of dedicated professionals in a variety of occupations and skills. Working in the FSS will provide you with the opportunity to gain valuable experiences, participate in training programs, and excel in your area. We sincerely hope that you will find your employment at Nellis to be a satisfying and rewarding experience. It has been our experience that well informed employees are generally better employees. For that reason, the staff of the Human Resources Office (HRO) has prepared this handbook that will provide many answers to questions most frequently asked by our employees. If you are unable to find an answer to your particular question in this handbook, we suggest that you first refer the question to your supervisor. If you still need further clarification, call the Human Resources Office, 702-652-8184. We suggest that you retain this handbook for future reference. As revisions become necessary, items will appear in our quarterly NAF newsletter. **We are glad to have YOU on our team!**

2. History

Nellis AFB is located in North Las Vegas, 8 miles from McCarran Airport. In 1940, it was renamed Las Vegas Army Airfield and served as a flexible gunnery school. The primary purpose was to train B-17 and later B-29 crews, preparing them for a wartime mission. After a brief period of inactivity (1947 - 1949), it was reopened to prepare instructors in all aspects of fighter weaponry. In 1950, it was named Nellis AFB in honor of pilot Lt William H. Nellis, a native of nearby Searchlight, Nevada, who was shot down over Luxembourg in 1944. Today,

as the largest tactical fighter training base in the world, Nellis contains over 3 million acres of real estate, 12,000 square miles of airspace, and witnesses over 300,000 visitors per year. Its primary purpose is to provide fighter training and operational testing for all tactical air forces. During major exercises, our ramps house more aircraft assets than controlled by all Pacific Forces. Our Red Flag program, initiated in 1975 provides realistic combat training to all tactical forces to include our NATO allies. Lastly, Nellis is the home of the Air Force Ambassadors--The Thunderbirds. These precision flyers can be seen throughout the year practicing their routines right over your head.

3. Mission Statements

a. **Air Force.** The mission of the United States Air Force is to fly, fight and win...in air, space and cyberspace.

b. **99th Force Support Squadron.** A team of military and civilian professionals contributing to combat readiness through programs and services.

4. Organizations

a. The Force Support Squadron (FSS) contains the office that in-processed you--the Human Resources Office (HRO). The mission of FSS is to promote Air Force Readiness, combat capability, individual and family well-being and unit and community cohesion through quality programs. FSS operates a variety of activities--from clubs to a golf course, a youth center, child development centers and a sports lounge. Nellis also operates two facilities not normally seen at the majority of Air Force bases--a Family Camp and a Rod & Gun Club.

b. In addition to the quality welfare and recreation programs that FSS offers, there are other services they are

responsible for (i.e., operation of three dining halls, furnishing management, linen exchange, and a computer branch). Extensive temporary lodging facilities provide temporary quarters for personnel participating in exercises and for new personnel/families being assigned to Nellis.

c. They also provide mortuary affairs, to include an Honor Guard; perform liaison between the Commissary and Base Exchange, and satisfy an important mobility requirement.

5. Legal Status of Employment

You are employed by an Air Force Non-appropriated Fund Instrumentality (NAFI). NAFIs are established to administer non-appropriated fund support to service activities. NAFIs contribute to the mental and physical well-being of Air Force personnel. As a civilian employee of an Air Force NAFI, you are a federal employee within the Department of Defense (DoD). However, because you are paid from non-appropriated funds, you are distinguished from other Air Force Civilian employees who are paid from congressional Appropriated Funds (APF).

Section A – The Human Resources Office (HRO)

The HRO is the operating office designated to administer the NAF personnel system. The HRO is located at 4475 England Ave, building 20, room 141. Hours for employment information and/or for applying are 8:00 AM to 3:00 PM, Monday through Friday; telephone number is 702-652-8184. The HRO closes at 2:30 PM on Tuesdays. If there are questions your supervisor cannot answer, he or she will normally call us for the information. If you have other questions about your NAF employment, feel free to call the HRO. Inquiries can also be made to our organization e-mail at 99FSSHRO@us.af.mil. If you have business to conduct at our office; you can do so during

work hours as long as you get permission from your supervisor before leaving your work place.

Section B – Employment Policies, Requirements and Restrictions

1. Equal Employment Opportunity (EEO). We are dedicated to the full implementation of Federal laws mandating equal opportunity for employees. Personnel actions are based on the principles of merit and qualifications. Any employee or applicant who feels that there was discrimination involved in any personnel action because of race, color, sex, religion, age, marital status, national origin or handicap, political affiliation, or sexual orientation may file a complaint of discrimination. 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 NAF employee bulletin board at your place of work.

2. Military Retirees. Retired military members may be considered for NAF employment on the same basis as other persons. Such consideration is extended in a way that avoids both the practice and the appearance of preferential treatment. Action by a NAFI to employ a retired member of the Armed Forces during the 180 days immediately following retirement may be made only with the advance approval of the Secretary of the Air Force or a designee of the Secretary. For the purpose of employment by a NAFI, the 99 FSS Commander is the designee of the Secretary and is the approving authority for the NAFIs under his or her jurisdiction. For purposes at Nellis AFB, the Support Group Commander has waiver authority. Further guidance may be obtained from the HRO.

3. Employment of Off-Duty (ODM) Military Personnel. Active duty enlisted personnel may be hired as NAF employees

during their non-duty hours on less than a full-time basis and will not be hired to perform duties in the same FSS activity to which they are currently assigned. ODM enlisted personnel may not work more than 34 hours a week and are not eligible for group health insurance, worker's compensation or NAF Retirement. Active duty military members who are retiring from military service may continue their NAF employment as long as there will be no change in your employment status during the 180 days following your retirement. While you are on terminal leave you may work up to 40 hours per week. Active duty commissioned and warrant officers are prohibited from NAF employment, except under an individual services contract.

4. Dual Employment and Dual Compensation. Title 5 U.S.C., Section 5533(a) states that: "Civilian employees will not be entitled to receive basic compensation from more than one civilian office or position of the government of the United States for more than an aggregate of 40 hours of work in any one calendar week." The intent of the law is generally to prohibit an individual from holding more than one full-time government job. You may be employed in a regular and flexible position, or in two flexible positions; however, you may not be employed in two regular positions. This restriction applies to all jobs within the United States government, including APF and Base Exchange (AAFES) jobs. It is your responsibility to notify our office when/if you accept another federal job.

Section C – Types of Employment Categories

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

1. Regular Appointments. Regular employees are guaranteed a minimum of 20 hours to a maximum of 40 hours per week. The number of scheduled hours per week may be changed by managers with at least a twenty-four hour notice. Employees whose appointments are regular will be eligible for the following benefits and compensation:

- a. Health, Dental and Life insurance
- b. Performance Awards
- c. Retirement Plan
- d. 401(k)
- e. Leave (Annual, Sick, Military, Administrative, Maternity, Paternity & Court)
- f. Holiday Pay
- g. Sunday Premium Pay – All employees scheduled to work on Sunday will receive Sunday Premium Pay.
- h. Overtime
- i. Shift Differential
- j. Worker's Compensation
- k. Unemployment Compensation

2. Flexible Appointments. Flexible employees have a work schedule that is generally temporary, limited or sporadic in nature. Schedules depend on the needs of the activity and employees work a minimum of zero (0) hours to a maximum of 40 hours per week and do not receive benefits. Employees on a flexible appointment may be converted to regular at any time by the approving official. Once you are changed to a regular employment category, schedule an appointment through your supervisor to see the Human Resources Office for a benefits briefing. Employees whose appointments are flexible are eligible for:

- a. Performance Awards
- b. Unemployment Compensation
- c. Worker's Compensation

- d. Overtime Pay
- e. Shift Differential
- f. Sunday Premium Pay

3. Probationary Period. Both Regular and Flexible employees are required to serve a probationary period if they are in a permanent position. The probationary period tests the employees' ability, suitability and fitness for the job as shown by actual job performance.

Section D – Hours of Work

1. 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 out. Clocking in early or clocking out late without supervisory approval will not be allowed. Supervisors/managers may change work schedules by providing as much prior notice as possible, but not less than twenty-four hours.

2. Meal Periods. Regular meal or lunch periods are normally scheduled for not less than thirty minutes and not more than one hour and are not considered as time worked. 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 twenty minutes may be authorized and is included in the scheduled tour of duty. No employee will be required to work more than six consecutive hours in any workday without a meal period.

3. Rest Periods. Short rest periods, not exceeding fifteen minutes may be granted at the supervisor's/manager's discretion, when the supervisor/manager believes such rest periods are necessary. Rest periods may not be scheduled in conjunction with a meal break.

Section E – Pay Administration

1. Administrative Work Week. Seven consecutive calendar days constitute an administrative work week. It does not have to coincide with the calendar week and may begin on any day and at any hour.

2. Overtime.

a. When overtime is authorized, ordered, or allowed by the supervisor or authorized management official, it will be paid in accordance with the Fair Labor Standards Act (FLSA). You should notify your supervisor or authorized management official as soon as possible when you become aware that an overtime situation exists.

b. For Crafts & Trades Employees (NA, NL, NS) - If an employee works over 8 hours in a day or over 40 hours in the workweek, he/she must be paid overtime.

c. Positions are classified exempt or non-exempt under the Fair Labor Standards Act (FLSA). The exempt status for your job is indicated on your position guide/position description.

d. Depending on your situation you may be entitled to compensatory time off in lieu of overtime pay. Contact your supervisor for guidance regarding compensatory time off.

3. Callback Duty Time (non-overtime). Callback duty time is when a regular or flexible employee is required to work when work was not scheduled, or when an employee is officially required to return to his/her place of employment. Compensation for callback duty is at least two (2) hours (whether or not work is performed), including make-ready and

clean-up time. Compensation is computed at the employee's regular basic rate of pay, unless the number of hours worked that day or week entitled the employee to overtime pay.

4. Call-In Duty Time. This is when work is performed by an unscheduled flexible employee who is officially required to report for work. Compensation for call-in duty must be at least two (2) hours whether or not work is performed.

5. Night Shift Differential (NSD).

- a. The night shift differential for Crafts & Trades (NA, NL, NS) and Pay Band (NF-I & NF-II) is the scheduled rate of pay plus a differential of 7 1/2 percent for regularly scheduled non-overtime work when a majority of whole hours worked occurs between 3:00 PM to midnight. A differential of 10 percent when the majority of whole hours worked occurs between 11:00 PM to 8:00 AM.
- b. Pay Band (NF-III & above) and CY Employees regardless of employment category are paid their scheduled rate of basic pay plus an additional differential of 10% of the scheduled rate for work which falls between 6 PM and 6 AM.

6. Paydays. Employees will be paid every two weeks for a total of 26 pay periods per year. Employee pay checks will be directly deposited to a bank or credit union. Make sure to check your Leave and Earnings Statement to ensure accuracy. If your banking information have changed, please call HRO to confirm the best time to change your information to ensure your pay will not be impacted.

7. Within-Grade Increases (WGI's). Pay Banded employees are not eligible to receive within-grade increases.

However, supervisors/managers may give an employee a pay adjustment when they feel it is justified. Crafts & Trades (NA, NL, NS) employees pay is governed by law. They are eligible to receive WGIs if their performance is satisfactory. The effective date of a WGI is the beginning of the first pay period after the required waiting period is completed, unless the WGI is delayed because of excess leave without pay (LWOP), or if your manager withholds due to performance.

Regular employees start at step 01 and progress through the five steps as follows:

To	Time Frame	Max LWOP
Step 2	26 weeks in step 01	One Week
Step 3	78 weeks in step 02	Three Weeks
Step 4	104 weeks in step 03	Four Weeks
Step 5	104 weeks in step 04	Four Weeks

Flexible employees also start at step 01 and progress through the five steps as follows:

To	Number of Days in Actual Pay Status
Step 2	after 130 workdays in no less than 26 weeks
Step 3	after 390 workdays in no less than 78 weeks
Step 4	after 520 workdays in no less than 104 weeks
Step 5	after 520 workdays in no less than 104 weeks

SECTION F - LEAVE

1. Annual Leave (Regular Employees). Annual leave is paid time-off from work for the purpose of vacation(s) or to take care of personal business that cannot be taken care of during off-duty hours.

a. Annual leave is accrued by regular employees on the total number of hours in a pay status that does not exceed 40

hours in an administrative work week. Annual leave accrual is based on a percentage times (x) a maximum of 40 hours per week or eighty hours per bi-weekly pay period in accordance with the following:

Length of Service	Earn at rate of	In the Amount of
0-3 Years	5%	4 Hours
3-15 Years	7.5%	6 Hours
15 years and over	10%	8 Hours

b. Accrued leave is credited to your leave record upon completion of the 90 calendar day qualifying period. All leave balances can be found on your Leave & Earnings Statement. The maximum number of annual leave that can be carried from one leave year to the next is 240 hours.

c. Annual leave is requested by the employee and approved in advance. Leave requests are submitted on the OPM Form 71, Request for Leave or Approved Absence. Leave taken without approval is considered Absent Without Leave (AWOL). Leave is taken in 15 minute increments, up to 8 hours a day.

d. An employee who has 90 or more days of continuous regular service is paid for all accrued and accumulated annual leave when separating from NAF employment. This lump sum payment is normally included in your final paycheck.

2. Sick Leave (Regular Employees). Sick leave is for absences due to illness, injury, examinations, treatment by a physician, exposure to a contagious disease, or illness of a family member with a contagious disease or for purposes relating to the adoption of a child.

a. Sick leave is earned at the rate of 5% times (x) the hours in a pay status, excluding overtime, up to a maximum of 40 hours per week or 80 hours per bi-weekly pay period.

b. There is no limit to the amount of sick leave you accumulate and carry over from one leave year to the next. All sick leave is carried on your leave record until it is used or until you separate your employment. Payment for unused sick leave is not made to an employee under any circumstances. Unused sick leave is credited toward retirement if an employee retires under the NAF retirement program.

c. Requests for sick leave are requested on the OPM Form 71 and subject to supervisor approval. Sick leave is taken in 15 minute increments, not to exceed 8 hours per day. A Regular employee who changes to a Flex employee loses all sick leave accrued. If the Flex employee changes back to a Regular employee all sick leave hours are re-credited.

3. Leave Without Pay (LWOP) (All Employees). LWOP may be granted to employees, upon request, for reasons acceptable to the supervisor. LWOP is a matter of administrative discretion and may or may not be granted. It cannot be demanded as a right. LWOP may be granted to a regular employee in lieu of annual or sick leave or to a flexible employee who cannot work a scheduled shift. LWOP is charged in 15-minute increments.

Regular employees who must leave their position due to an employer's transfer of their active duty spouse are entitled to leave without pay (LWOP) for up to 150 days in order to avoid a break in service. In the event you become eligible for LWOP under this criteria please call the HRO, 652-8184 for information on how to request LWOP for 150 days.

4. Absence Without Leave (AWOL). AWOL is an unauthorized absence from duty or for which leave is denied.

This is a non-pay status. Unauthorized absences may be the basis for disciplinary actions.

5. Parental Leave. Parental leave covers absences for pregnancy and confinement, leave for adoptive parents, and paternity leave. Regular employees may be granted sick leave, annual leave, and LWOP for incapacitation due to pregnancy as supported by a medical certificate.

a. **Absence for Maternity Reasons.** Absence from duty for reasons related to pregnancy and confinement is charged to sick leave, annual leave or LWOP, depending on the circumstances and availability of each type of leave.

b. **Absence for Paternity Reasons.** Regular male employees may request sick leave, annual leave or LWOP to care for his minor children or the mother of his newborn child if the mother was incapacitated due to complications arising from maternity reasons, as supported by medical authority.

c. **Family and Medical Leave Program.** FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they complete at least 12 months of service as an employee. The FMLA applies to all NAF employees, regular and flexible.

6. Military Leave. Military leave is absence from duty in the employee’s position without a loss of pay to perform military duty in the National Guard or the Reserves of the Armed Forces. Eligible employees are entitled to an excused absence up to a maximum of 15 work days per fiscal year, without loss of pay, time or performance rating when called to active duty or for active duty training. Employees are paid by the NAFI while on military leave.

7. Forced Leave. Management uses forced leave when reduced or suspended business operations result in reduced or suspended work schedules. Regular employees will be paid for actual hours worked, and have the option of using annual leave or LWOP for the remainder of their shift. Flexible employees will be paid for actual hours worked, and remainder of duty on LWOP.

8. Other Types of Absences from Work

a. **Blood Donations.** Employees are encouraged to volunteer as blood donors for unpaid donations. Normally, the employee may be excused for up to four hours so that they can donate blood and recuperation following the donation.

b. **Voting absences.** 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 three hours after the polls open or to leave work three hours before the polls close, whichever requires the least amount of time off. Time off will not be granted if the polls are open either three hours before or three hours after the employees regular duty hours.

c. **Religious Observance:** There are no official observances of religious holidays. Employees who request to observe religious holidays may be allowed time off for that purpose and will be chargeable to annual leave or leave without pay. This requires supervisor approval.

d. **Court Leave.** Court leave is an authorized absence from duty without the loss of pay or charge to annual leave to perform jury duty in a federal, state, or municipal court or to service in an unofficial capacity 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.

1) Court leave is granted for absence during an employee's regularly scheduled tour of duty. An employee is not granted court leave for jury or witness duty performed in a nonpay status.

2) An employee is expected to return to duty during periods when he or she is excused from jury duty unless this would be impractical. As a general rule, if there are four hours (two hours for bargaining unit employees) remaining in the employee's workday, not including reasonable travel time, the employee reports to work.

3) An employee is entitled to receive and retain expenses paid for services rendered and reimbursement for travel expenses. The employee cannot retain fees received in most circumstances. Fees received by the employee are collected while the expenses are not. The employee must submit fees received for jury or witness services by money order or personal check to the servicing Accounting Office.

9. Holidays. Regular employees are entitled to be excused with pay on holidays or observed days, or paid holiday premium pay if required to work. Flexible employees are not eligible to observe the holiday with pay, or receive holiday premium pay if required to work. Following is a list of observed holidays:

New Year's Day	1 January
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	Fourth of July

Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

Any other day proclaimed by Federal Law or Executive Order

Section G – Position Changes

1. Reassignments.

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

b. Employees may request assignment to other vacant NAF positions by applying on NAFJobs.org.

2. Details. A detail is the temporary assignment of an employee for a specific period to a position different from the employee's regular assignment. Upon management's determination that the services of an employee are required in another position/area, a detail may be used to satisfy the requirement for a period not to exceed 60 days. There is no change in basic rate of pay while on a detail. Upon completion of the detail, the employee returns to their previous position.

3. Temporary Promotion. Temporary promotions may be made noncompetitively when an employee's services are needed in a higher grade, and the employee meets the qualification requirements for the position. Temporary promotions must last for a minimum of two pay periods (four weeks) and must not exceed 6 months. At the end on the

temporary promotion, the employee returns to their previous position.

4. Promotions.

- a. All promotions are competitive unless:
 - 1) The promotion is the result of job growth
 - 2) The promotion is the result of improper classification
 - 3) The promotion is required to comply with a new classification standard. The employee must meet the qualification requirements for the new position classification standard.
 - 4) The position is a developmental position. This type of position is designed to help employees with potential, but lacking qualifications , become qualified for current position.
- b. Employees may apply for any higher grade or pay band position by applying for open jobs at www.nafjobs.org.
- c. Should the duties of your position change significantly, your supervisor may rewrite your position guide/position description and submit it for reclassification. If the new duties result in a higher grade, you may be promoted non-competitively, if qualified, into this new higher paying position.
- d. Current employees selected for another

position will be released when the selecting supervisor contacts the losing supervisor and arranges for a tentative release date and notifies the HRO, who establishes the effective date.

Section H – Creditable Service

- a. The Service Computation Date (SCD) for leave is usually the date of appointment or conversion to regular employment. The SCD can be adjusted due to:
 - 1) Prior DoD NAF service
 - 2) Active uniformed service, credit for military training or on military furlough
 - 3) APF civilian federal service
 - 4) An employee on leave without pay (LWOP) status while receiving Worker's Compensation benefits, does not accrue annual or sick leave, but the period of time spent in this status is creditable service
- b. An employee must serve in a regular appointment for a continuous period of 90 days before the annual leave he or she earns is available for use. If you separate before completing 90 days, no leave credit for this period is granted or paid as a lump sum.

Section I – Worker's Compensation Program (On the Job Injuries)

1. The governing instruction and guidance on the Workers' Compensation and Employer's Liability Insurance Program for

Air Force NAF civilian employees is contained in AFI 34-308, Nonappropriated Fund Workers' Compensation Procedures.

2. All Air Force civilian NAF employees are eligible for workers' compensation disability income and authorized medical expense benefits according to the Longshoremen's and Harbor Workers' Compensation Act for injuries or illnesses that arise out of and in the course of their employment. Off-duty military employees are not provided workers' compensation benefits under this program.
3. All injuries must be reported to your supervisor immediately.
4. Supervisor's must report a claim for worker's compensation within 24 hours to the HRO.
5. When in doubt, contact the HRO for assistance.

Section J – Grievances

Employees have the right to express their dissatisfaction and give their views on matters relating to employment and working conditions without fear or restraint, interference, threat, discrimination or reprisal. If you have a grievance or complaint, you must first take it up with your immediate supervisor. Your supervisor has the responsibility to make a bonafide attempt to resolve dissatisfaction in a fair and equitable manner that will be mutually beneficial to both employee and management. If there is a matter that you are dissatisfied with, discuss it with your supervisor. If it cannot be resolved, the HRO will provide you with the procedures for filing a formal written grievance.

Section K – Performance Evaluation

All employees must be aware of what is expected of them in their current position. Supervisors identify work performance standards and fairly and objectively evaluate the work performance of employees under their supervision. Your supervisor will continuously monitor your work performance and provide training and/or assistance where needed.

a. **Annual Performance Evaluation:** The annual performance evaluation cycle is 1 October through 30 September of each year. Performance evaluations are completed on both regular and flex employees. NAF Performance Evaluations are completed on an AF Form 3527, NAF Employee Performance Evaluation.

b. **Performance Review.** At least one performance review will be accomplished on the NAF Civilian Progress Review Worksheet no later than the 15th of April. Ratings are based on the employee's performance of duties relating to the standards contained in the employee's position guide.

c. **Declining Work Performance.** Prior to assigning a less than satisfactory performance evaluation, your supervisor must advise you with a written notification of deficiencies, an improvement period and assistance to improve during that period.

Section L – Maintaining Discipline

Supervisors set reasonable standards of conduct for employees. They are responsible for informing employees of the standards and assuring 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, or terminations or removal for cause,

depending on the nature and circumstances surrounding the offense.

Section M - Business Based Actions

The business climate within the squadron may necessitate changes to staffing. If it becomes necessary to reduce the staff and abolish positions, every effort will be made to provide as much notice as possible. The minimum advance notice period for regular employees is 7 calendar days for non-separation actions; i.e., reassignment or change to lower grade, and 30 calendar days for separation actions. The minimum advance notice period for flexible employees is 24 hours for non-separation actions (i.e., reassignment or change to lower grade), and 7 calendar days for separation actions. In addition, every effort will be made to alternate employment for you whenever possible. Regular employees with at least 12 continuous months of service, who are involuntarily separated under this procedure, are entitled to receive severance pay unless:

- a. Employed in another regular NAF position without a break in service of more than 3 calendar days.
- b. Refuses offer of an equivalent position within the same or another NAFI located in the same commuting area.
- c. Accepts employment in a continuing appropriated fund position without a break in service of more than 3 calendar days.
- d. Eligible for an immediate unreduced annuity.
- e. Is receiving Worker's Compensation benefits.

Section N – Outprocessing

All NAF employees are required to out process through the HRO on their last day of duty. If the last day of duty falls on Saturday or Sunday, then you outprocess on Friday.

Employees must turn in their Common Access Card (CAC) to the Human Resources Office when they leave employment for any reason (i.e., resignation, termination, separation, removal, retirement, transfer-out).

1. Resignation. An employee who wishes to resign completes the Electronic Request for Personnel Action Worksheet (E-RPA), either at HRO or at the employing NAFI. A forwarding address is required to ensure tax information and the last personnel action is received. The effective date of the action must be the last day the employee expects to work. Two weeks notice to find a replacement would be appreciated.

2. Retirement. An employee who wishes to retire must be enrolled in the NAF Retirement Plan and should contact the HRO at least 3 months before they plan to retire. Specific retirement provisions will be discussed with the employee at the time of retirement request.

Section O – Miscellaneous

1. Employee Responsibilities. As an employee of the Federal Government, you have certain responsibilities and obligations; and subject to certain regulations and restrictions.

a. **Chain of Command.** All non-appropriated fund employees are required to use their line of authority (chain of

command) at all times. All requests must originate with the first level supervisor.

b. **Code of Ethics.** 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. A list of prohibitions may be reviewed at the HRO.

2. Proper Mailing Address and Phone. It is the responsibility of each employee to keep his/her supervisor, HRO, and Payroll informed of proper mailing address. Home telephone number changes should be reported within 48 hours to the employee's immediate supervisor, HRO and update your information at <https://nafpay.afsv.net>

3. Political Activities. An employee of the Federal Government is prohibited by law (the Hatch Act) from holding or running for partisan office, requesting political contributions, or using their official position or influence in political campaigns or elections. Violation of this law could result in severe disciplinary action or removal.

a. You may not attempt to exert political influence toward other persons in public places.

b. You have the right to express an opinion on public matters in private. You have the right to vote. You may belong to a political club (but not run for partisan office); make contributions to a political organization and you may be a spectator at political meetings.

- c. If you are in doubt about the restrictions on your political activity, refer to the Department of Justice website <http://www.justice.gov/jmd/political-activities> before taking action.
- d. Employee may not participate in any of the below activities while on duty, in a federal building, while wearing a uniform or official insignia or using any federal owned or leased vehicle.
 - 1. Distribute or display campaign materials or items.
 - 2. Perform campaign related chores.
 - 3. Wear or display partisan political buttons, T-shirts, signs or other items.
 - 4. Make contributions to a partisan political party, candidate for partisan political office, or partisan political group.
 - 5. Post a comment to a blog or social media site that advocates for or against a partisan political party, candidate for partisan political office, or partisan political group.
 - 6. Use any email account or social media to distribute, send or forward content that advocates for or against partisan political party, candidate for partisan political office or partisan political group

4. Strikes Against the Government. The Labor Management Relations Act of 1947 prohibits strikes against the government by Federal employees.

5. Indebtedness. Employees are expected to pay their just debts and maintain a reputation in the community for honoring debts. An employee's failure, without good reason to honor debts acknowledged to be valid, or whose validity is supported by a court judgment, or to make and adhere to satisfactory arrangements for settlement is cause for disciplinary action.

6. Emergency Address and Telephone Number. If something happened to you at your work site, would your supervisor know how to contact your family? The emergency address and phone number are maintained only on the Air Force Form 971, Supervisor's Record of Employee. You should check this information periodically to assure that it is always correct. This is a mutual and important responsibility of both the employee and supervisor.

PUBLIC AFFAIRS

Refer requests for information by outside parties to the Public Affairs office (702)652-2750. It is their responsibility to prepare and present any information regarding Nellis AFB to the public.

BOMB THREATS

Bombs vary greatly in appearance and capabilities. A bomb has no specific size, shape or color. They have been constructed from almost every imaginable item. If you receive a bomb threat over the phone:

- ✚ Remain clam. By remaining calm, you can utilize the situation and provide the Security Police with valuable information
- ✚ Have another person call the Security Police, ext. 2-5100
- ✚ Keep the caller talking. The longer you listen, the more information you will obtain, and the better you will remember their voice
- ✚ Complete AF Form 440, Bomb Threat Aid, which should be kept at each telephone. Ask as many of the questions as possible: When is the bomb going to explode, Where is it right now, What does it look like,

etc. On the back of the form, note information about the caller's voice, characteristics, and any background noises that you hear



DO NOT HANG UP THE PHONE! When the caller hangs up, lay the phone down without breaking the connection.

- EVACUATE the building
- Calmly assist customers and other employees. **DO NOT** touch any strange object
- **DO NOT** turn anything electrical on or off
- Ensure the building is clear and funds are safe.
- Make yourself available to the Security Police when they arrive.
- Do not permit re-entry into the building until the Security Police give authorization

ANTITERRORISM

Be suspicious and inquisitive about strangers particularly those carrying suitcases or other containers. Be alert for unidentified vehicles on or in the vicinity of Nellis AFB. Brief personnel to be alert for abandoned parcels, suspicious packages, suitcases, or unusual activity. Notify the Security Police of any suspicious activity or objects at (702)652-5100. Keep personnel on telephone standby who have access to building evacuation plans and who may be needed to implement security plans. Ensure appropriate personnel are familiar with emergency actions required during bomb threats, hostage situations, anti-hijacking situations, and dispersal and have the capability to implement emergency actions when directed. Secure buildings, rooms, and storage areas not in regular use. As appropriate, consult local authorities on the threat and mutual antiterrorism measures.

ALCOHOL/DRUG ABUSE

1. The objective of the Air Force Alcohol Abuse Control Program is preventing, treating, and rehabilitating persons involved in alcohol and drug abuse. It applies to all Air Force military and civilian personnel. The Air Force recognizes alcohol and drug abuse as preventable and treatable. It is Air Force policy to prevent alcohol and drug abuse among its people, to attempt to restore effective functioning persons with problems attributable to the abuse of alcohol and drugs, and to remove those persons who cannot, or will not, be helped with their problem.

2. The Department of Defense has a zero tolerance policy in regards to the use of marijuana. Although its use is legal in some states, marijuana is prohibited and cannot be used by military and civilian personnel.

3. Military and civilian personnel should encourage persons known to have existing or potential alcohol and/or drug problems to seek assistance from the Mental Health Clinic. Do not at any time indicate the individual is drunk (only the hospital can make that determination). If you observe a fellow employee on the job with the symptoms, immediately notify your supervisor. Remember, do not discuss the problem with those who do not have a need to know.

SEXUAL HARASSMENT (EEO)

1. Sexual advances, request for sexual favors or other verbal or physical conduct of sexual nature constitute sexual harassment when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person.

c. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

2. Sexual harassment of Air Force employees at the work place, on an Air Force installation, or when conducting Air Force business is contrary to Air Force Policy and will not be tolerated. The Air Force will not regulate or interfere with the social interaction and relationships freely entered into by Air Force Employees as long as such interaction or relationships do not result in a prohibited personnel practice.

3. An Air Force supervisor who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee is engaging in sexual harassment. An employee who behaves in this manner in conducting Air Force business or who takes part in deliberate, unsolicited, and unwelcome comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

4. Complaints of sexual harassment will be adjudicated through the negotiated grievance procedures, the discrimination complaint system AFPAM 36-2705, Discrimination and Sexual Harassment, or the Merit Systems Protection Board (MSPB) appeal system, as appropriate.



