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GENERAL INFORMATION
(NONAPPROPRIATED FUND EMPLOYEES)

INTRODUCTION

Welcome to Shaw Air Force Base! We sincerely hope that you will find your employment here 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 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, contact our office, 895-1574/1575. We suggest that you retain this handbook for future reference. As revisions become necessary, items will appear in our Services newsletter.

ORGANIZATIONS

a. The Human Resources Office is part of the Services Squadron (SVS). The mission of SVS is taking care of Air Force people while sustaining air combat forces through customer-focused programs fostering esprit de corps and quality of life. SVS operates a variety of activities: clubs, golf course, library, Youth Center, Bowling Center and Child Development Center. Shaw also operates two facilities not normally seen at the majority of Air Force bases--an off-base recreation area and a Skeet and Trap Range.

b. In addition to the quality welfare and recreation programs that SVS offers, there are also other services they are responsible for, e.g., operation of the dining facility, linen exchange, a computer branch

(SIMS), and lodging facilities to provide temporary quarters for personnel/families for various reasons.

c. SVS also provides mortuary services, (includes Honor Guard details), serves as liaison between the Commissary and Base Exchange, and satisfies an important mobility requirement through their PRIME RIB section.

OTHER RESOURCES/REFERENCES

Some information in this document is covered in-depth in the following sources:

- a. NAF Memorandum of Agreement (Union Contract)
- b. AFMAN 34-310.

SECTION 1 - YOUR EMPLOYER

You are employed as a civilian employee by the United States Air Force and paid from Non-appropriated Funds (NAF). Although NAF employees are federal employees of the Department of Defense (DoD), NAF employees are separate and distinct from other Air Force civilian employees paid from funds appropriated (APF) by Congress.

SECTION 2 - THE HUMAN RESOURCES OFFICE

The Human Resources Office (HRO) is the operating office designated to administer the NAF personnel system. The HRO is located at 504 Shaw Drive, building 1118. The hours of operation are 7:30 a.m. to 4:30 p.m., Monday through Wednesday and Friday. Thursday hours are 9:30 a.m. to 4:30 p.m. Telephone numbers are 895-1574/1575. If there are questions you have which your supervisor cannot answer, s/he will normally call us for the information. If you have other questions about your NAF employment, feel free to call the Human Resources Office. If

you have business to conduct at our office, you should get permission from your supervisor before leaving your work place.

SECTION 3 - EQUAL EMPLOYMENT OPPORTUNITY (EEO) (AFI 36-205)

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 that there was discrimination involved in any personnel action because of race, color, sex, religion, age, marital status, national origin or handicap may file a complaint of discrimination. Personally demeaning conduct such as slurs, unwelcome sexual overtures, or other harassment will not be tolerated. Complaints may be filed without fear of reprisal. If you feel you have been discriminated against, you may file your complaint directly with the EEO counselor, 20 FW/CCD, 895-2821.

SECTION 4 - DUAL EMPLOYMENT AND DUAL COMPENSATION

The Dual Compensation Act 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.

NAF employees may not receive pay from more than one position of the federal government for more than 40 hours per week. If you are not a full-time employee, you may work in other jobs (in other NAFIs) as long as the total hours worked in all jobs do not exceed 40 hours per week. This restriction applies to all jobs within the United States government, including appropriated fund (Civil Service) and Base Exchange (AAFES) jobs.

SECTION 5 - EMPLOYMENT OF OFF-DUTY MILITARY (ODM) PERSONNEL AND RETIREES

Active duty enlisted personnel may be hired as NAF employees during their non-duty hours, but must not be hired to perform the same duties they perform while carrying out their assigned military duties. In accordance with regulations, an ODM employee cannot work more than 34 hours per week. ODM employees are not eligible for group health insurance, workers' compensation or NAF retirement. However, they may enroll in the life insurance portion of the program. Off-duty military members who are selected for employment must have ACC Form 13 completed and signed by their supervisors.

Retired military members may be considered for NAF employment on the same basis as other applicants. Such consideration is extended in a way that avoids both the practice and the appearance of preferential treatment.

SECTION 6 - TYPES OF APPOINTMENTS

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

A. Regular Appointments. Regular employees have a regular and continuous work schedule of 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 giving a twenty-four hour notice. Employees whose appointments are regular will be eligible for the following benefits and compensation:

1. Health, Dental and Life Insurance
2. Awards
3. Retirement Plan

4. Leave: annual, sick, military, administrative, maternity, paternity and court.
5. Overtime Pay
6. Shift Differential
7. Holiday Pay
8. Workers' Compensation
9. Unemployment Compensation
10. 401(k) Savings plan
11. Sunday Premium Pay

B. 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 may work a minimum of zero to a maximum of forty hours per week. Employees on a flexible appointment may be converted to regular at any time by the approving official. Employees whose appointments are flexible are eligible for the following benefits and compensation:

1. Overtime Pay
2. Shift Differential
3. Awards
4. Workers' Compensation
5. Unemployment Compensation.

C. Both Regular and Flexible employees are required to serve a probationary period.

SECTION 7- EMPLOYMENT OF MINORS

The employment of persons less than 16 years of age is prohibited. The employment of persons ages 16 and 17 must be in accordance with FLSA, federal, state, and local laws that relate to the employment of minors. They must not be employed in a position requiring the operation of a motor vehicle, unless they are eligible to obtain a US Government operator's permit and possess a valid state driver's license, where

required. They must furnish a work permit when required by local or state law.

SECTION 8 - HOURS OF WORK

A. 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. Work schedules may be changed by supervisors/managers by providing notice one week in advance and/or IAW the Negotiated Agreement (Union Contract).

B. Meal Periods. Non-compensated meal periods will be scheduled for not less than thirty minutes and not more than one hour. During these meal periods, employees will be free of duty. Under conditions where time-off for a meal period is not possible, a meal period of twenty minutes or less may be authorized and is included in the scheduled tour of duty. The time covered by the twenty minutes or less is compensable, and 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.

C. Rest Periods. Short rest periods, not exceeding fifteen minutes, may be granted with approval of the immediate supervisor. Rest periods may not be scheduled in conjunction with a meal break, at the start or end of the tour of duty, and are not cumulative.

SECTION 9 - PAY ADMINISTRATION

A. Administrative Work Week. Seven consecutive calendar days constitute an administrative workweek beginning at 0001 hours Sunday and ending at 2400 hours on the following Saturday.

B. Overtime.

1. If a manager determines there is a need for overtime work, prior approval of funds must take place before work is performed.

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

3. For nonexempt Pay Band employees - These employees are paid overtime for hours worked in excess of 40 hours of work actually performed in the administrative workweek according to FLSA, when ordered, directed, required, and approved or “suffered or permitted to work the overtime”. Compensatory time in lieu of pay for time worked may not be given. Employees must be paid. If overtime is ordered by your supervisor, you are obliged to work it. However, if the additional work would impair your health or efficiency or cause extreme hardship, your request to not work overtime must be discussed with your supervisor and approval obtained.

4. Positions are classified exempt or non-exempt under the Fair Labor Standards Act (FLSA). Exempt positions may be given compensatory time off or be paid for their overtime hours. All non-exempt employees must be paid overtime. The exempt status for your job is indicated on your position guide/position description.

C. Night Shift Differential (NSD).

1. The night shift differential for Crafts & Trades (NA, NL, NS) and Pay Band (NF-1 & 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 on the second shift (3:00 PM to 12:00 PM) or 10 percent if the majority of whole hours worked occurs on the third shift (11:00 PM to 8:00 AM). For example, if you work from 8:00 PM to 2:00 AM, you will be paid second shift rate (7 1/2

percent) since the majority of your hours are not worked during the third shift.

2. Pay Band (NF-III & IV) and CC employees, regardless of employment category, are paid a night pay differential of 10 percent for hours worked between 6:00 PM and 6:00 AM.

D. **Paydays.** Employees will be paid every two weeks for a total of 26 pay periods per year. It is mandatory that all employees have direct deposit.

E. **Basic Pay and Actual Pay.** Your leave and earning statement (LES) may vary from time to time. Reasons for this are overtime, night shift differential, holiday pay, leave without pay, absence without leave, or suspension.

F. **Within-Grade Increases.** Pay Banded employees are not eligible to receive within-grade increases. However, supervisors/managers may give an employee a pay adjustment when it is justified. Crafts & Trades (NA, NL, NS) employees pay is still governed by law. They are eligible to receive within-grade increases (WGIs). 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)

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

To step 02 after 26 weeks in step 01 with no more than one week of LWOP.

To step 03 after 78 weeks in step 02 with no more than three weeks of LWOP.

To step 04 after 104 weeks in step 03 with no more than four weeks of LWOP.

To step 05 after 104 weeks in step 04 with no more than four weeks of LWOP.

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

To step 02 after 130 days in actual pay status in no less than 26 weeks.

To step 03 after 390 days in actual pay status in no less than 78 weeks.

To step 04 after 520 days in actual pay status in no less than 104 weeks.

To step 05 after 520 days in actual pay status in no less than 104 weeks.

SECTION 10 - LEAVE

A. **Annual Leave** (Regular Employees). Annual leave is paid time-off from work. It is granted for the purpose of vacations or time off to transact personal business which cannot be taken care of during off-duty hours. Annual leave is charged in 15 minute increments. When taking annual leave, the amount taken must be approved by the supervisor. Submit an OPM-71, Application for Leave, to your supervisor to obtain their approval.

You will start to earn annual leave immediately upon appointment or change to a regular position; however, you must wait 90 days before you can use this leave. The amount of leave earned and your balance will appear on your LES statement. You may accumulate and carry-over up to 240 hours of annual leave each year. Leave in excess of 240 hours

must be used prior to the end of the leave year. Excess leave over 240 hours may be carried over to the next leave year only if approved by the Services Commander or Deputy. If approved, the excess leave must be used within the first 19 pay periods of the leave year or it will be forfeited.

If you resign or are separated after the initial 90-day waiting period, for use of annual leave, you will receive a lump-sum payment for any unused annual leave balance to your credit. If you resign or are separated before completing the 90-day waiting period for use of annual leave, no leave credit for this period is granted or paid as a lump sum.

B. Sick Leave (Regular Employees). Sick leave is intended solely for absences when you are too ill to work or for visits to your doctor, dentist or eye doctor for examination or treatment, or to care for a family member with a contagious disease. Sick leave may be used to attend to the medical needs of a family member and for purposes relating to the death of a family member. Contact the Human Resources Office on how to apply.

When you are too ill to work, you must notify your supervisor within two hours after your scheduled workday begins. Supervisory approval must be granted before it is taken. You may be required to furnish a doctor's certificate after three days of absence; however, your supervisor may also require a certificate for periods of less than three days under individual circumstances.

Sick leave is earned at the rate of 5 percent of hours worked per pay period. Sick leave may be taken at any time after appointment, no waiting period is necessary. Sick leave may be taken in fifteen minute increments not-to-exceed 8 hours per day, or 40 hours per week. However, an employee may be paid sick leave for only those hours scheduled to work for the day or week during which absence occurs. There will be no payment for unused sick leave upon resignation or separation from employment.

Upon change of employment category from regular to flexible there is no lump sum payment of accrued sick hours. If, at a later date, and while at the same installation, an employee is changed back to a regular employment category without a break in service, all sick leave is recredited to the account.

If you resign from your regular position and you are rehired to a regular position within 180 calendar days from the date of your resignation, your sick leave hours are recredited to your leave record.

C. 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. LWOP will not exceed one year except for military furlough or absences connected with on-the-job injury or illness for which Workers' Compensation benefits are being received. Activity managers are the approving authority for LWOP up to 30 work-days and the SV Commander approves LWOP beyond 30 days.

Regular employees who must leave their non-appropriated fund (NAF) position due to the transfer of their 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 Human Resources Office at 895-1574 or 895-1575 to set up a counseling appointment.

D. Absence Without Leave (AWOL). If you are absent from your job without proper authority, you will be carried as AWOL, without pay, and may be subject to disciplinary action. Also, if it is found that a request for sick leave was for an absence which was not due to illness, you may be carried as AWOL and subject to disciplinary action.

E. **Leave for Maternity Reasons.** Regular employees may be granted sick leave, annual leave, and LWOP for incapacitation due to pregnancy as supported by a medical certificate.

F. **Leave for Paternity Reasons.** Male regular employees may request annual leave or LWOP while caring for minor children or the mother of a newborn child if the mother was incapacitated for maternity reasons, as supported by a medical authority.

G. **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 fiscal year, without loss of pay, time or performance rating when called to active duty or for active duty training.

H. **Forced Leave.** Forced leave is used by management when reduced or suspended business operations result in reduced or suspended work schedules. Forced leave will be used only when the required twenty-four hour notice for schedule change cannot be met. 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 relieved of duty on LWOP.

I. **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 and do not receive holiday premium pay if required to work.

SECTION 11 - POSITION CHANGES

A. **Reassignments:**

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

2. Employees may request assignment to other NAF positions by completing AF Form 2550, NAF Application for Promotion or Other Position Change, and submitting it to the Human Resources Office.

B. **Details:** 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. Details are not to exceed 60 days. There is no change in basic rate of pay while on a detail. The supervisor records the detail on the employee's AF Form 971, Supervisor's Record of Employee. Upon completion of the detail, the employee returns to their previous position.

C. **Temporary Promotion:** Temporary promotions may be made non-competitively 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 a maximum of 6 months. At the end of the temporary promotion, the employee returns to their previous position.

D. **Promotions:**

1. All promotions are competitive unless: (a) the action is processed as a result of job growth, or (b) the action is processed as a result of improper classification to a Pay Band. The employee must meet the qualification requirements for the position.

2. Employees may complete AF Form 2550, NAF Application for Promotion or Other Position Change, for any higher grade position at any time. The completed form is submitted to the Human Resources Office. A complete listing of all NAF positions is maintained in the Human Resources Office and in all our SV Squadron facilities on Shaw AFB.

3. Should the duties of your position change significantly, your supervisor may rewrite your position guide/position description and submit it to HRO 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.

SECTION 12 - RELEASE OF EMPLOYEES

Current NAF employees selected for another NAF position will be released no later than the end of the following pay period from the date the losing supervisor is notified of the selection. Release date to the new duty section will be mutually agreed upon by both the losing and gaining supervisor.

SECTION 13 - CREDITABLE SERVICE

A. The leave Service Computation Date (SCD) is usually the date of appointment or conversion to regular employment. An employee with prior regular service, or prior active duty military, that meets the eligibility criteria, has the SCD adjusted according to AFMAN 34-310.

B. An employee on leave without pay (LWOP) status while receiving Workers' Compensation benefits does not accrue annual or sick leave, but the period of time spent in this status is creditable service.

SECTION 14 - GROUP LIFE AND MEDICAL INSURANCE (REGULAR EMPLOYEES)

Regular employees are eligible to enroll in the group health and life insurance plan carried by Air Force Insurance Fund and administered by Minnesota Life & Aetna Insurance Company. Eligible regular employees must be employed continuously for one month before their life insurance becomes effective. Insurance must be elected at the time of appointment to a regular category position or any time prior to expiration of that one month period. If you initially waive the life insurance and later want to enroll, you must submit an Evidence of Insurability form to the insurance company at your own expense and they may approve or disapprove your enrollment. Dependents may be

covered under both the health and life insurance plans. Off Duty Military (ODM) employees are not eligible for medical insurance, however, they may enroll in the life, AD&D portion. You may obtain more information on benefits and costs from the Human Resources Office.

SECTION 15 - RETIREMENT PROGRAM

All regular employees, except Off Duty Military (ODM), are eligible to participate in the NAF Retirement Plan after one year of employment. Enrollment is optional. However, if you do not wish to participate, you will be required to sign a waiver. If at a later date you would like to enroll, you may do so by contacting the HRO.

This program provides for retirement, disability and death benefits. These benefits combined with Social Security, will give the retired or disabled employee, or eligible survivor a measure of financial security.

SECTION 16 – WORKERS' COMPENSATION PROGRAM (ON-THE-JOB INJURIES)

The governing regulation and guidance in the Workers' Compensation and Employers' Liability Insurance Program for the Air Force NAF civilian employees is contained in AFI 34-308.

All Air Force civilian NAF employees are provided workers' compensation benefits 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. Air Force Insurance Fund is the insurance carrier for work related injuries.

SECTION 17 - GRIEVANCES

Employees have the right to express their dissatisfaction and give their views on matters relating to employment and working conditions without fear of restraint, interference, threat, discrimination or reprisal. If you

have a grievance or complaint, you must follow the process outlined in the Negotiated Agreement, Article 28. Non-bargaining unit employees follow AFMAN 34-310, Chapter 9.

SECTION 18 - PERFORMANCE EVALUATION

Your supervisor will continuously monitor your work performance and provide training and/or assistance where needed. There are two types of performance evaluations:

1. **Initial 90-day Performance Evaluation:** All employees will receive this evaluation from their supervisor after their first 90 days of employment. You will be advised of any areas where your performance needs improvement.

2. **Annual Performance Evaluation:** All employees will receive an annual performance evaluation from their supervisor each year during the month of October. You will be advised whether you are or are not meeting the performance standards of your position. Those employees not meeting their performance standards will be advised of their performance deficiencies, needed improvements and will be provided reasonable assistance and time to improve. Failure to improve may result in reassignment, change to lower grade or separation.

SECTION 19 - INCENTIVE AWARDS PROGRAM

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

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

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

3. **Special Employee Recognition Program:** This program is established by the Squadron and includes employee of the quarter/year. Each NAFI may establish their own recognition program which may include employee of the month, quarter, or year.

4. **Time-Off Awards:** Time off may be granted without loss of pay or charge to leave, in recognition of superior accomplishment or other personal effort which contributed to the quality, efficiency, or economy of operations.

5. **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.

6. **Time-In-Service Award:** Employees are also presented certificates and pins for long and faithful service. Recognition is given to regular employees for 5, 10, 20, 30, 40 and 50 years of creditable service.

SECTION 20 - 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 may be considered when any employee violates established rules. Disciplinary actions may consist of oral admonishments, written reprimands, suspensions from duty without pay, or separations from duty with cause, depending on the nature and circumstances surrounding the offense.

SECTION 21 - BUSINESS BASED ACTIONS

A business based action (BBA) is a reduction in employment category or pay rate, a change to lower grade or pay band, a furlough of eight calendar days or more, or a separation action initiated by management for non-disciplinary reasons. A BBA is used to adjust resources in response to reorganization, realignment of workload, elimination of duties or responsibilities from a position, lack of funds, or from a need to be competitive with pay in the local labor market. It is not used to address a performance or conduct deficiency. Employees are affected by BBAs 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 (Club, Bowling Center, etc.).

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

SECTION 22 - TYPES OF SEPARATIONS:

A. **Retirement:** According to NAF Retirement Plan.

B. **Resignation:** An employee who wishes to resign completes AF Form 2548, NAFI Request for Personnel Action, either at the Human Resources Office or at the employing NAFI. A forwarding address is required. 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.

C. **Termination:** A flexible employee can be terminated for any valid reason with a minimum of 24 hours notice.

D. **Separation (Regular/Flexible Employees):** Will normally be processed as business based actions.

E. **Removal (Regular Employees):** This is an action taken by management for cause, which may be used in cases of performance, misconduct, or serious delinquency.

F. **Resignation - Abandonment (Regular & Flexible Employees):** A Regular or Flexible employee who fails to report for work or notify management for three consecutive workdays without a reasonable explanation is considered to have resigned.

SECTION 23 - SUGGESTION PROGRAM

It is possible to receive a cash award for suggestions you submit to improve work methods, efficiency, morale or any ideas which result in a savings to the NAFI. When you have a suggestion, write it down on an AF Form 1000, Suggestions, and send it to the HRO. For more information, contact the Human Resources Office.

SECTION 24 - UNION REPRESENTATION

NAF employees who are bargaining unit members at Shaw AFB are represented by Local 1872, American Federation of Government Employees (AFGE).

Under statute, an employee has the right to join or assist a labor organization, or to refrain from such activity, freely and without fear of penalty or reprisal (5 USC 7102).

All NAF employees serviced by the Shaw AFB Human Resources Office are included in the bargaining unit and may be represented by the union. Supervisors, management officials, professional and confidential employees, and employees engaged in personnel work in other than purely clerical work, are excluded.

For more information, you may contact your Union Representative by calling 895-5201.

If you have any questions as to whether or not you are in the bargaining unit, contact the Human Resources Office at 895-1574/1575.

SECTION 25 - MISCELLANEOUS

A. **Your Responsibilities:** As an employee of the Federal Government, you have certain responsibilities and obligations. You are subject to certain regulations and restrictions.

1. **Chain of Command:** All employees are required to use their line of authority (chain of command) at all times. All requests must originate with the first level supervisor.

2. **Clothing Policy:** Employees will dress appropriately for their duties and follow guidance in the applicable negotiated agreement (Union contract). Friday is to be considered a “casual dress day” with appropriate attire.

3. **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.

B. **Proper Mailing Address and Phone:** It is the responsibility of each employee to keep his/her supervisor and the Human Resources Office informed of proper mailing address. Home telephone number should be reported within 48 hours after date of hire or change to the Human Resources Office.

C. **Punctuality:** You have the responsibility of appearing at your work station at the appointed hour. Failure to appear may result in one of several actions being taken. Your supervisor will determine whether you will or will not be excused for the period of tardiness, whether you will

be charged annual leave or whether such tardiness will be charged to absence without leave (AWOL). Make it your habit to be to work on time.

D. Regulations:

1. **Safety Regulations:** You will be required to observe all safety regulations.

2. **Fire Prevention:** Your supervisor will inform you of the fire regulations and evacuation procedures in the event of a fire or disaster. You should know the location of the fire extinguisher nearest to your work area and the exit to be used by you when evacuating the building.

3. **Smoking Regulations:** Smoking is not allowed inside the buildings. Your supervisor will advise you of the designated smoking area for your work site.

4. **Parking Regulations:** Parking lots are provided for employees' cars. Ask your supervisor where you should park your car.

5. **Traffic Regulations:** You must observe traffic regulations and traffic signs on base. They are posted for your protection. Always drive carefully whether you are on base or driving to and from the base. Penalties are imposed for all traffic violations ranging from a warning to a restriction from the base. Seat belts are required to be worn at all times when driving on or off the base, **IT IS THE LAW!** Usage of cell phones is prohibited while driving on base.

6. **Respect for the Flag:** Chapter 10, Title 36, United States Code, states in part, “...during the ceremony of hoisting or lowering the flag, all persons present should face the flag, stand at attention and salute. When not in uniform, men should remove the headdress with right hand holding it at the left shoulder, the hand being over the heart. Men without hats should salute in the same manner. Women should salute by placing the right hand over the heart...” Further, it is Air Force

directive that all persons and vehicles come to a complete halt upon hearing the first note of the National Anthem or upon seeing the flag being hoisted or lowered.

7. **Civilian ID Cards and Automobile Stickers:** NAF employees who have been issued a civilian ID card **must** turn in this card to the Human Resources Office when they resign or separate. Auto stickers must be removed from the vehicle and turned in with the ID card.

8. **Out Processing:** All NAF employees are required to out process through the Human Resources Office on their last day of duty. If the last day of duty falls on a Saturday or Sunday, then you process out on Friday.

9. **Personnel Records:** All NAF employees receive copies of all their personnel actions (AF Form 2545), such as pay increases, transfer, promotion, etc. These documents are very important to keep as they are a record of your employment here at Shaw AFB. Official personnel records for all category employees are retired to the Records Center in St Louis, Missouri, 30 days after you resign or are terminated. If you leave the Shaw area and are hired at another base within NAF within 30 days, that base may request your records from the Human Resources Office.

E. Other information:

1. **Base Exchange:** The facilities of the Base Exchange, except for food service, are restricted to military personnel and their dependents.

2. **20th Medical Group:** The 20th Medical Group (base hospital) is available to civilian employees, who do not have military dependent status, only in case of emergency or an on-the-job injury.

3. **Bulletin Boards:** Regulations and notices affecting your employment are posted on bulletin boards throughout the base. All

vacancy announcements are posted on the bulletin board at the HRO. These announcements give instructions on how to apply for consideration. It is your responsibility to periodically check the bulletin board.

4. **Base Facilities:** NAF employees are authorized to use any of the base facilities listed below:

Arts and Crafts Center

Auto Hobby

Bowling Center

Child Development Center

Community Center

Carolina Skies Club

Equipment Rental

Fitness Center

(on a space available basis)

Carolina Lakes Golf Course

Library

Outdoor Recreation

Pools

Quiet Cup Coffee Bar

Rickenbacker's Cafe

SAFE Federal Credit Union

Wachovia Bank

Wateree Recreation Area

Youth Center

F. **Strikes against the Government:** The Labor Management Relations Act of 1947 prohibits Federal employees from striking against the government.

G. **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, is cause for disciplinary action.

H. **Emergency Address and Telephone Number:** If something happened to you at your worksite, 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.