



**WELCOME
TO
NAF
EMPLOYMENT**

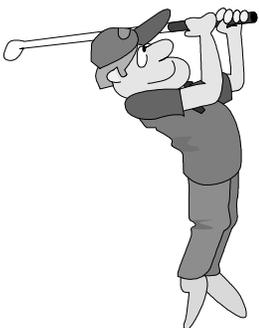
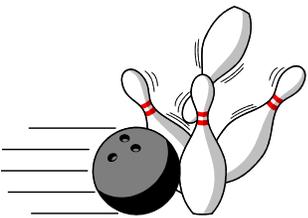


Table of Contents

Introduction	1
Employment	
Army Values	2
Employment Policy	2
You and Your Supervisor	2
Work Schedule	2
Attendance	3
Rest Periods	3
Meal Periods	3
Standard Position Guides	3
Training and Development	4
Privacy Act Information	4
Safety	4
Sexual Harassment	5
Union	5
Political Activity	6
Employee Grievances	7
Workers' Compensation	7
Whistleblower Protection Act	7
Referrals	
Competitive Referrals	8
Non-competitive Referrals	9
Off-Duty Military	9
Retired Military Personnel	9
Appointment Types	10
Pay Systems	
Federal Wage System (Crafts & Trades)	11
Pay Band	12
Child Care	12
Payroll Information	
Direct Deposit	13
Garnishment for Private Debts	13
Financial Disclosure	13
Performance Ratings, Appraisals, & Plans, & Awards	
Annual Appraisals	14
Task Lists	14

Incentive Awards	15
Job Opportunities	
Career Referral Program for NAF Employees	16
Absences	16
Other Absences	16
Resignation and Separation	
Key Points to Remember	17
Unemployment Compensation	18
Business Based Actions	18
Notice Periods	18
Severance Pay	19
Computation	19
Creditable Service	19
Exclusions	20
Separation During Probation	20
Separation Performance Based Actions	20
Separation for Cause	20

WELCOME TO NAF EMPLOYMENT

Welcome to Nonappropriated Fund (NAF) employment at Fort Jackson. Currently, the NAF workforce at Fort Jackson is 850 employees strong, and provides service to military and civilian patrons. NAF employees work at facilities including dining, recreation, childcare, arts & crafts, auto crafts, lodging, and veterinary care.

As a NAF employee, you are one of our most valued resources. You are now a member of the Army team, making an important contribution to the military community. We are committed to excellence. Teamwork, cooperation, and customer satisfaction are essential to providing the best possible service for our military personnel, their families and other members of the military community. We value all of our customers. Our customers are the reason for our services and our jobs.

NAF employees are not legally deemed to be employees of the Federal Government for the purposes of laws administered by the Office of Personnel Management. NAF policies, procedures, and entitlements relating to employees paid from appropriated fund (Civil Service) and those relating to NAF are different except where specifically identified by law.

This booklet will provide basic information covering NAF employment. AR 215-3 governs NAF rules and regulations. An additional Benefits booklet will be provided for Regular Full or Part-Time positions.

The NAF Personnel Office is conveniently located in the Civilian Personnel Advisory Center, 5450 Strom Thurman Boulevard, providing easy access to applicants and the facilities served. The Personnel Office is open Monday thru Friday 0800 through 1600.

EMPLOYMENT

Army Values

Duty, honor, integrity, courage, loyalty, respect, and selfless service, make up the Army ethic or values. Civilian employees of the Army are committed to the same values as uniformed military team members.

Employment Policy

The Department of the Army is an equal opportunity employer. Positions are filled without regard to race, marital status, color, religion, age, sex, lawful political affiliation, labor organization membership, physical disability, or national origin. Also, positions are filled on the principles of merit. Employees are hired, promoted, and reassigned based on their qualifications for the job and any requirements of the law.

Employees and Supervisors

The day-to-day management of an activity and its employees is the basic responsibility of the immediate supervisor. The role of the supervisor is to provide guidance and to help employees perform better. Supervisors are responsible for and have the authority to:

- Select or separate employees
- Approve leave requests and certify time and attendance
- Set performance standards and goals
- Assign work and evaluate performance
- Train and develop subordinates
- Recognize performance with appropriate awards
- Discipline employees as necessary
- Review employee grievances and resolve complaints
- Determine requirements to conduct business based actions

Employees and supervisors work together to provide highly professional services to customers. Supervisors will answer any questions concerning job performance. If an employee does not understand something about his or her job, it should be discussed with the supervisor. If problems still exist and questions cannot be answered or resolved by the supervisor, employees may discuss the matter with the next highest level of supervision.

Work Schedule

Managers establish and post work schedules on the activity bulletin board two weeks in advance. From time to time, it may be necessary to change schedules on short notice. When this occurs, every attempt will be made to provide advance notice.

Attendance

If an employee must be absent or will not be able to get to work on time, he or she must notify the supervisor as early as possible. This must generally be done within two hours of the beginning of the scheduled shift. A good attendance record is important and may be considered in a performance evaluation. Being on time for work, well groomed and properly attired are essential first steps for good performance.

Rest Periods

Short rest periods or breaks are permitted for the protection of the employee's health, such as relief from hazardous work; relief of fatigue caused by continuous physical exertion when work performed in confined spaces limits personal activities; or, for increased efficiency or productivity. A 15-minute rest period is authorized for each four hours of continuous work. A rest period cannot be used as a continuation of the lunch or dinner period, nor can it be used to shorten the daily work schedule. Supervisors establish rest period policies in writing and post for all employees to observe.

Meal Periods

If an employee is scheduled to work in excess of six hours, he or she will be scheduled a meal period. Meal periods are indicated on the work schedule and are not less than 30 minutes or more than one hour. The meal period is not considered duty time and an employee will not be paid for that period of time. However, if the nature of one's job requires that he or she remain at the duty station, an on-the-job meal period may be established. In this case, an employee will be paid for an on-the-job meal period not to exceed 20 minutes.

Standard Position Guides

Job descriptions or position guides are provided to assure that employees are aware of their job duties. Supervisors will discuss the outlined duty requirements. It is important for employees to ask questions if they do not fully understand what is required of them. It is not necessary for the position guide or job description to identify every duty performed. It is important that employees fully understand that position guides do not restrict the assignment of duties by the supervisor, and that refusal to perform assigned proper and reasonable tasks may result in disciplinary action. If there are questions regarding the validity of an assignment, employees should discuss the matter with their supervisor's supervisor. All NAF employees in the United States and US citizen employees overseas have the right to file position classification complaints concerning their own positions. Complaints may be filed on the accuracy of the position, official title, series, grade, or pay category. The installation commander issues final decision on classification complaints for all NF and CC pay band positions. For NA, NL, and NS positions, the installation commander issues decisions on the initial complaint. The employee has the right to grieve the installation commander's decision to Department of Army. If the complaint is not resolved at DA, the employee has the right to grieve the

decision to the Office of Personnel (except for a decision on the accuracy of the job description) for final determination.

Training and Development

When an employee first begins work, he or she is given a general orientation by a NAF personnel representative and by his or her supervisor. There is some immediate on-the-job training given by the supervisor so that the employee knows exactly what tasks and procedures are used. In addition to on-the-job training, employees may receive formal training aimed at helping improve work skills. This training may involve classroom instruction, meetings, conferences, exposure to new equipment, and reading manuals. Employees may be rotated through different work assignments or enrolled in a series of courses, as part of an approved career-training program. The numerous training opportunities provided to employees are directly related to the needs of the activity and the size of the activity's training budget.

Privacy Act

NAF employees are covered by the Privacy Act, which states that under Federal law, an individual cannot be asked to provide information, unless the collection of such information is needed and justified by a legal authority. The NAF Personnel Office has an obligation to ensure that all information contained within Official Personnel Folders are secured and safeguarded. Personnel Folders are established upon entrance on duty. It contains all personnel actions, training records, awards, certificates, performance appraisals, etc. Employees may review their personnel folders at any time by simply calling the NAF Personnel Office for an appointment. Personnel folders are covered under the Privacy Act. Therefore, only authorized personnel are allowed to view it. One year after leaving NAF employment, personnel folders will be forward to the Records Center in St. Louis. If an employee rejoins the federal workforce, he or she must be sure to advise the new employer that he or she is a Former NAF employee. The new agency will need to request the personnel folder in order to verify employment dates, training, pay, and sick leave balances.

Safety

Employee's good health and welfare are important to the Army. Employees are needed on the job, not at home with an injury. Accident prevention is every employee's responsibility. In order to remain injury free, employees must comply with all safety rules and regulations and report any safety violations or hazardous conditions. If an employee is injured on the job, he or she must immediately report the injury to his or her supervisor or any other management official, if the supervisor is absent. It is a supervisor's responsibility to ensure that an employee receives prompt medical treatment.

Sexual Harassment

Sexual harassment is prohibited by law, and will not be tolerated. Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. Examples of this conduct include deliberate or repeated unsolicited and unwelcome comments or gestures, physical contact of a sexual nature which is unwelcome, or implicit or explicit coercive sexual behavior to control, influence, or affect the career, salary, or job of an employee when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career or,
- Submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting that person, or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Any employee who believes that he or she is being sexually harassed by a supervisor, superior, co-worker, or peer, should make it clear that such behavior is offensive and report the harassment to either one or all of the following: the individual's supervisor or second level supervisor, a representative in the NAF Personnel Unit (CPU), a representative in the Civilian Personnel Advisory Center (CPAC), a representative in the installation's Equal Employment Opportunity Office (EEO), or the Commander or his representative.

Union

Employees have the right to join or not join a union. Depending on the labor organization, joining a union may require the payment of dues on a regular basis. If the position is in the bargaining unit, the employee is covered by the collective bargaining agreement (union contract) and will be given a copy of the contract. Whether or not an employee chooses to join the recognized labor organization, he or she is nonetheless covered by the collective bargaining agreement and will be represented by the recognized labor organization as specified in the collective bargaining agreement. Fort Jackson NAF employees are covered under the American Federation of Government Employees (AFGE) Local 1909. If employees have any concerns regarding the Union, Ms. Marie Brize, Union President, may be reached at 751-2622.

Political Activity

The Hatch Act Reform of 1993 took effect on February 3, 1994. It restored many of the rights of Federal employees, including NAF, that were rescinded in the 1930's by the Hatch Act. The new provisions of the law are provided below:

What employees may do:

- 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 organizations.
- Attend political fundraising functions.
- Join and be an active member of a political party or club.
- Sign nominating petitions.
- Campaign for or against candidates in partisan elections.
- Distribute campaign literature in partisan elections. Distribute campaign literature in partisan elections.
- Hold office in political clubs or parties.

What employees may not do:

- Use their official authority or influence to interfere with an election.
- Collect political contributions unless both individuals are members of the same Federal labor organization or employee organization and the one solicited is not a subordinate employee.
- Knowingly solicit or discourage the political activity of any person who has business before the agency.
- Engage in political activity while on duty.
- Engage in political activity in any government office.
- Engage in political activity while wearing a uniform or official insignia identifying the employee's office or position.
- Engage in political activity while using a government vehicle.
- Solicit political contributions from the general public.
- Wear political buttons on duty.
- Be candidates for public office in partisan elections.

Employee Grievances

It is Department of the Army policy that all employees be treated fairly and equitably in all respects, and that those who feel they have not been treated in this manner have a right to present their grievances to appropriate management officials for prompt consideration. An employee will be free from restraint, coercion, discrimination, or reprisal. A grievance is a request by one employee or a group of employees for personal relief regarding working conditions or personnel actions that are under the control of the employing installation. It is the employee's obligation to seek assistance from his or her supervisor in resolving such a complaint. Oftentimes, a discussion between an employee and a supervisor can solve most concerns before they become problems. If at some point, however, there is an issue that has been unable to be resolved through the supervisory chain of command, the grievance procedures may be used. Please contact the NAF Personnel Office with additional problems or concerns.

Workers' Compensation

All NAF employees are covered by Worker's Compensation. The Fort Jackson Worker's Compensation carrier is RSKCo. All on-the-job injuries should be reported to the facility manager immediately. The necessary paperwork will be completed and forwarded to RSKCo within ten days of the incident. If the required paperwork is not completed in a timely manner, present and future claims may be questioned or denied. Worker's Compensation begins after three days of absence. Benefits are based on 2/3 of the employee's average weekly earnings. Regular employees may request to use sick leave instead of Leave Without Pay. When Sick Leave is requested, an agreement is signed stating that when Worker's Compensation benefits begin, the sick leave balance will be purchased back.

Whistleblower Protection Act

NAF employees and applicants will be free from reprisal in making protected disclosures, and the confidentiality of employees and applicants making such disclosures will be protected. Any NAF employee or applicant who reasonably believes that a personnel action was taken or not taken as reprisal for making a protected disclosure, may file a complaint with the Department of Defense (DoD) Inspector General. Such a complaint may be filed by writing a letter addressed to the DOD Hotline, the Pentagon, Washington DC 20301-1900.

REFERRALS

NAF employees are hired through competitive and non-competitive referral listings. Once a DA 4017, Request for Personnel Action, is received in the personnel office, the process begins.

Competitive Referrals

For competitive referrals, an announcement is prepared and posted in the NAF Personnel Office and The Leader. Announcements are typically opened for two-week periods (a three day minimum is required). After the announcement is closed, a referral list is prepared for the facility manager. Once a selection is made, the NAF Personnel Office begins the processing procedure. The selected employee is contacted, and the applicants not selected will receive a letter stating that the position has been filled. Upon completion of in-processing paperwork, security checks, and physical requirements, the employee may begin work. Scheduling of hours and days of work is at the discretion of the facility manager. The following referral order is used for all qualified competitive applicants:

- Spouse Preference (SEP) is granted to spouses of active duty military personnel who have been transferred into the Fort Jackson commuting area. Marriage to the military member must have occurred prior to the service member's relocation to the new duty station. A copy of the spouse's PCS orders must be furnished at the time of application, as verification of preference. SEP eligibility is terminated on placement into any continuing position (NAF or APF), or one expected to continue for at least one year in the new duty location, whether or not the preference was applied. Refusal of a military spouse to participate in established recruitment procedures (e.g. interview, K.S.A's where required, etc.) is considered a declination of employment and is a basis for termination of SEP entitlement for the current PCS of the sponsor.
- Involuntary Separated Military Preference will be granted one time to former military members (includes spouse and eligible dependent children) released from active duty since 30 Sep 90 under Honorable conditions. A valid military or civilian identification card bearing the Transition Assistant (TA) stamp is required at the time of application.
- Family Members in Foreign Areas.
- Current and former NAF employees. Current Civil Service (APF) employee's are deemed to have current NAF employee status for purposes of this priority consideration if, at the time of application, they are serving in a position without time limits and have served continuously for at least one year in an Army APF position. NAF employees of another NAF activity, such as AAFES, must furnish a copy of an Appointment Action or other proof of NAF employment.

- Veteran's Preference is granted for honorable service before and through the Vietnam Era (ended 14 Oct 76), to Disabled Veterans, and to Veterans who served in campaigns such as Panama, Desert Shield/Storm and Haiti. Recently retired military, including those on terminal leave, may file applications. All veterans of active Military Service are required to furnish a copy of their DD-214(s) at the time of application.
- Outside Applicant Non-Veteran applies to all other applicants, including active duty military personnel who can obtain their Commander's permission to work for NAF during off-duty hours.

Non-competitive Referrals

Non-competitive consideration is provided to current or former NAF employees who were employed for a continuous period of six months or more during the last three years. Applicants may be reinstated or reassigned non-competitively to a position at the same grade or level that was previously held. Non-competitive applications will be accepted any time, and will be kept on file for three months.

Off-Duty Military

Off Duty Military (ODM) - Enlisted personnel may compete for part-time or flexible NAF positions as vacancies occur. Total weekly hours may not exceed 34 hours, combined in one or more NAFI's. Upon selection and approval of employment by the individual's commanding officer, the individual may work for a NAF activity after duty hours.

Retired Military Personnel

Retired Military Personnel - Retired military members of the Armed Forces of the U.S., who are entitled to receive retired pay for such service, may be considered as eligible for employment for Regular Full-time, Regular Part-time, Flexible, or Limited Tenure positions within Army NAF activities. Employment in a NAF position within 180 days immediately following retirement requires approval of the Installation Commander.

APPOINTMENT TYPES

- Flexible appointment hours may vary from day to day, and the employee may be called into work with very little notice. Typically, a Flexible employee receives from 15 to 19 hours per week, but there are no guarantees of hours. Eventually, a Flexible appointment may be converted to Regular Part or Full-Time, but again, there are no guarantees.
- Regular Part-Time appointments are guaranteed from 20-39 hours per week. Guaranteed hours will be stated at the time of employment and will be shown on the personnel action. Part-time employees are eligible for most of the Regular employee benefits. A booklet for Regular employees will be provided upon conversion to Regular Part-Time.
- Regular Full-Time appointments are guaranteed 40 hours per week and are entitled to the full range of NAF Benefits. A booklet for Regular employees will be provided upon conversion to Regular Full Time.
- Concurrent - An employee may hold more than one civil service or NAF position as long as the employee does not work more than a total of 40 hours per week (Sunday thru Saturday). An employee may not serve concurrently in more than one part-time position. However, they may hold a part-time position and a flexible position or multiple flexible positions.
- Limited Tenure (Regular Part-time or Regular Full-time) - The employee serves in either a part-time or full-time appointment for a limited period in excess of one year. The employee is eligible to participate in the benefits plans, and accrues annual and sick leave. This service is credited toward completion of the one-year probationary period up to a maximum of six months if the position is converted to a regular appointment with no change in duties and no break in service.
- Seasonal (Regular Part-time or Regular Full-time) - The employee serves in a continuing position on a seasonal basis, with a minimum of six months in a work status. Employee is eligible to participate in benefits plans, and accrues annual and sick leave, and the employee must serve a one-year probationary period upon initial appointment.
- Emergency Hire (Not to exceed 30 days) - Employee is appointed non-competitively to a flexible position for emergency purposes, not to exceed 30 days. The appointment must be terminated within the 30-day period and cannot be converted to a regular appointment. An emergency hire flexible position must be fully justified and have the approval of the installation commander. The individual must compete as an outside candidate for further employment within NAF. The emergency hire period is not creditable towards any future credit for service computation or probationary period purposes.

PAY SYSTEMS

Federal Wage System (Crafts & Trades)

The Federal Wage System includes crafts and trades employees paid by the locality rate based on the yearly Wage Survey. The positions are designated as NA, NL, and NS, and include waiters, food service workers, bartenders, laborers, custodial workers, etc.

- The FWS contains Grades 1 through 15, and each grade level contains five steps. Initial employment will begin at Step 1, and after completing the required waiting periods, subsequent steps will be attained. Step increases (WIGI's) will be received automatically from NAF Financial Services, beginning with the next full pay period after the waiting period is complete. The waiting periods for step increases are as follows:
 - Step 2 after 130 work days (six months if working full-time)
 - Step 3 after an additional 390 work days (18 months if working full-time)
 - Steps 4 and 5 after an additional 520 work days (two years if working full-time)
 - Yearly cost of living increases will be in July of each year. The increase amount is based on the Local Wage Survey completed in May of each year.
- Promotions from one grade to the next highest grade will be a minimum increase of no less than the difference between steps 4 and 5 of the grade from which the employee is being promoted. In the new grade, pay is adjusted to the step that will equal or exceed this difference. Promotion of NA employees will typically be competitive, except for trainees.
- Overtime for NA employees is 1½ times the basic rate of pay for all hours over eight hours per day and over 40 hours per week, for regular schedules. NS employees are supervisors and are exempt from FLSA.
- Shift Differential is paid to all FSW employees in the amount of 7½% premium pay when the majority of scheduled, non-overtime hours fall between 3 p.m. and midnight. The rate is 10% for a majority of hours worked between 11 p.m. and 8 a.m. When the scheduled hours of work meet the majority rule, premium pay is for the entire shift, exclusive of any overtime hours.

Pay Band

The NAF Pay Band System (NF) includes clerical, administrative, sales, technical, and professional positions. The positions are designated as NF, and include clerks, recreation aids and assistants, sales clerks, business managers, cashiers, etc.

- The Pay Band System contains levels 1 through 6. NF employees do not have steps.
- Yearly cost of living increases will be in July of each year for NF level 1 & 2, and the minimum of level 3. The increase amount is based on the Local Wage Survey completed in April of each year. For level 3 and above, the yearly cost of living increase will be in January, based on the General Schedule.
- Promotions from one level to the next highest level will be a minimum of 5%. Promotion of NF employees will typically be competitive.
- Overtime for NF employees is 1½ times the basic rate of pay for hours worked in excess of 40 hours per week, for regular schedules.

Child Care

The Care Giving Personnel Pay Program includes all Childcare positions. The positions are designated as CC.

- The Care giving Personnel Pay Program contains Pay Bands 1 and 2. Under Pay Band 1 are levels 2 and 3, and under Pay Band 2 are levels 4 and 5.
- Yearly cost of living increases will be in January, based on the General Schedule.
- Reassignment from Level 2 to Level 3 will be a minimum of 6%. Promotions from Pay Band 1 (Level 3) to Pay Band 2 (Level 4) will be a minimum of 6%. Promotion of CC employees will typically be non-competitive due to trainee levels.
- Overtime for CC employees is 1½ times the basic rate of pay for all hours over 40 per week, for regular schedules.
- Night Differential is paid to all Care Giving Personnel Pay Program employees in the amount of 10% premium pay for all scheduled, non-overtime hours that occur between 6 p.m. and 6 a.m.

PAYROLL INFORMATION

Our payroll office is NAF Financial Services located in Texarkana, Texas. Our installation payroll is under Cycle R, and pay weeks run from Thursday through Wednesday. A pay period is two complete pay weeks. A paycheck may be received at the facility or through direct deposit. Depending on where an employee's start date falls in the pay period, he or she may wait three or four weeks for his or her first paycheck. Payroll runs two weeks behind the pay period. If the pay period ends on the 1st, pay will be received for that period on the 15th. Whether employees receive direct deposit or receive their checks at the facility, they will receive a Leave and Earnings Statement at the facility each pay period. Employees should read over their LES carefully to ensure accuracy of pay and deductions. W-5, Earned Income Forms, and W-4, additional amount withdrawals, must be renewed at the beginning of each new year. The NAF Personnel Office has the correct forms for employees who want to change their W-4 or W-5 forms.

Direct Deposit

In accordance with Public Law 104-134, all Federal employees must be enrolled in the Direct Deposit Program. Direct Deposit forms can be picked up at banking institutions. Direct Deposit saves facilities payroll dollars and saves employees time and effort. With Direct Deposit, checks are automatically deposited into checking or savings accounts. There is no need to go to the facility to pick up a check, or to the bank to deposit or cash a check. Direct Deposit may also include up to two allotment deductions.

Garnishment for Private Debts

Public Law 102-94, allows the docking of pay in order to settle private debts. The law specifies the legal procedures that must be followed and places limits on the percentage of an employee's salary that can be garnished. This requirement became effective February 3, 1994, and states that agencies must honor a court order (writ) from any court of competent jurisdiction. Orders from state agencies also must be honored, when they are in alimony and child support cases. Child support and alimony orders take priority over orders for collecting any other debts. Call your installation legal advisor if you have questions concerning garnishment actions.

Financial Disclosure

Some employees, such as auditors, attorneys, or officials with significant management responsibilities at certain organizational levels, and employees who make decisions about awarding contracts, are required to make statements describing their outside employment and financial interests. Other employees whose outside employment or financial interests may represent a conflict of interest, or the appearance of one, may also have to make financial disclosures. The installation's legal advisor can provide you with further information.

PERFORMANCE RATINGS, APPRAISALS & PLANS, & AWARDS

Annual Appraisals

Annual appraisals are completed on the employee's entrance-on-duty (EOD) date to Fort Jackson. During the appraisal period, supervisors meet with employees to discuss performance and recommended ratings. Employee's sign, initial, and date their appraisals and receive the original copy. Performance ratings are a percentage of total points for Business Based Actions, so they are very important. Employees serving under a regular appointment, and flexible employees in the NF and CC pay system, will be issued a performance evaluation and rating. The system was established to evaluate the quality of employee performance on a continual basis against realistic performance standards. Employees are advised of requirements of their jobs, evaluated on their performance, recognized for exceptional performance, and provided necessary information in order to improve performance where identified. Performance is evaluated fairly and objectively and discussed with each employee. An annual performance rating remains in effect until superseded by the next successive annual rating. There are five official performance ratings that may be assigned to the employee's level of performance as follows:

- Outstanding is 20-21 points
- Excellent is 16-19 points
- Satisfactory is 13-15 points
- Marginal is 9-12 points
- Unsatisfactory is 7-8 points

Task Lists

Employees serving under a regular appointment, and flexible employees in the NF and CC pay system, are required to have a current Task List. Task Lists are a listing of the employee's duties and requirements. Typically, Task Lists are updated during the appraisal period.

INCENTIVE AWARDS

The Incentive Awards program applies to all Army NAF employees, including military personnel employed during off-duty hours. The term "incentive awards" include cash awards, length-of-service awards, honorary awards, and pay adjustments for pay band employees or suggestions. The program recognizes an employee's performance, special achievements, or contributions made to the Army mission. Supervisors will explain their

activity's policy regarding the issuance of awards.

- Suggestions - Employees may receive cash or honorary recognition for a suggestion that directly contributes to doing a better or more economical job. A suggestion may be concerned with an improvement within one's activity or entirely outside one's present job. If an idea is adopted, an employee will receive a certificate and usually a cash award, in proportion to the benefits of the idea. The Suggestion Program Manager can assist with all suggestions at an installation.
- Special Achievements - Performance may be recommended by a supervisor in order to receive a cash award in recognition of outstanding work performance. Exceptional work performance for one year may merit a lump sum cash award or work performance may be recognized by a permanent increase in pay, known as a pay adjustment. An employee may receive an on-the-spot cash award for a one-time special effort or service that exceeds normal job requirements. An employee may also be recommended for a cash award in recognition of a special act or special service outside of his or her normal job performance. Examples of special acts or services might be putting out a fire in the storeroom of the club, administering CPR to a customer or co-worker, or saving a child from danger.
- Time-Off - The Time-Off award is given for special achievements or acts or exceptional performance. It may be given instead of cash awards. The employee's immediate supervisor authorizes a time-off award. Up to 40 hours may be authorized for a specific achievement and up to 80 hours, maximum, is authorized during any 12-month period. There is no charge to the employee's annual leave balance. The amount of time off should be proportionate to the value of the contribution being recognized.
- Honorary Awards - Honorary awards may be given for outstanding performance and achievement and are usually accompanied by a medal, certificate, plaque, or another item that can be worn or displayed.

JOB OPPORTUNITIES

Career Referral Program

The Career Referral Program was established to attract and retain highly qualified employees by providing greater career opportunity for promotion, transfer and reassignment to managerial, professional, technical, and administrative positions. Central rosters of eligible employees are maintained by the Morale, Welfare and Recreation Staffing Office in Alexandria, Virginia. Candidates determined as best qualified comprise

referral lists sent to selecting officials throughout Army. All NAF employees who are eligible for positions NF levels 4 and above are required to register in the program. Employees identify geographical location preferences and positions for which they want to be considered for employment. If an employee who is eligible to register in the program does not wish to do so, he/she must submit a signed statement to that effect. A copy of the statement is filed in the individual's OPF. To register in the program, employees must provide a resume to the Community and Family Support Center, ATTN. CFSC-HR MWR Staffing Office, 2461 Eisenhower Avenue Alexandria, Virginia 22331-0523, or see the web site for further details at www.mwrjobs.army.mil. As personal information changes, employees must send corrections to the MWR Staffing Office to update recruitment records. Changes from the original resume such as employment, address or phone number is essential information to the recruiter when candidates are being considered for new jobs.

ABSENCES

Other Absences

- Excused Absence – Employees may be excused from work without charge to leave for various reasons, such as voting, taking certain employment examinations, blood donations, mandatory physical examinations, emergency conditions, weather, etc. Supervisors are responsible for approving administrative leave.

- Unauthorized Absence - Absence from duty that is not authorized or approved is charged on the time and attendance record as absent without leave (AWOL). Pay is withheld for the entire period for such absence. If it is later determined that the absence is excusable, the charge made as AWOL may be changed to annual leave, sick leave, or leave without pay, as appropriate. AWOL may also result in disciplinary action.

RESIGNATION AND SEPARATION

From time to time, it is necessary for employees to leave their jobs. This can be voluntary (for personal reasons) or involuntary (at the request of the Army). Examples of voluntary separation might be resigning due to leaving the area or accepting a non-government job locally. An involuntary separation could occur if the agency was forced, because of budgetary restrictions, to reduce its number of employees. Also, an employee could be removed for unsatisfactory conduct or poor work performance.

Key Points To Remember:

- Upon separation, all government property, travel vouchers, correspondence, records, etc. must be accounted for, and any indebtedness must be settled before final salary payment is made.
- The Department of Army wants to retain its productive employees, whenever possible. However, no one will be hindered from resigning or from transferring to another job.
- Supervisors may neither force an employee to resign nor refuse to accept a resignation for any reason. If, however, the employee resigns after having received official notice of proposed separation for cause, the separation action will include a statement to that effect.
- In order to keep voluntary separations fair and equitable, employees are expected to advise their supervisors at least two weeks in advance of the date on which they plan to leave. This allows reasonable time to find a replacement.
- If an employee is participating in the Army Indemnity Medical Plan, the employee and eligible family members may elect extension of benefits, the same as the coverage that is in effect as an active employee. Coverage is available up to 18 months for the employee and eligible dependents may continue this coverage for 36 months. The employee must enroll within 30 days after separation. For cost or application of continued insurance, you may request information from the NAF Employee Benefit Office PO Box 107 Arlington, Virginia 22210-0107.
- An employee who has been participating in the 401(k) Savings Plan must complete a payout form identifying the election of the distribution of funds in the plan. This form is mailed directly to the employee from the NAF Employee Benefit Office. There can be a substantial tax penalty to the employee if the information requested is not completed or promptly returned.
- An employee participating in the retirement program should contact the NAF CPU for eligibility options. Various options include: eligible for retirement annuity, receipt of a lump sum refund plus interest, leaving contributions on deposit for a maximum of five years, or if vested, leaving contributions on deposit for a deferred annuity.
- Employees must be sure to provide a forwarding address to the NAF Personnel Office in order to receive important Federal tax documents promptly, as well as any other official correspondence from Department of Army.

Unemployment Compensation

Upon separation, an employee may be entitled to unemployment compensation benefits. This program is the responsibility of the state of residence. For application for unemployment compensation, a former employee must provide the SF 8 (Unemployment Compensation for Federal Employees form), received upon separation from the personnel office, and apply for unemployment compensation at the State Unemployment Office. Upon application, the NAF financial services payroll division will be asked to provide the reason for separation. The reasons given will be considered by the state in determining

eligibility for receiving unemployment compensation.

Business Based Actions (BBA)

Reductions in the work force are sometimes necessary because the activity lacks funds, there is a reorganization, or the work is no longer required. BBAs are non-disciplinary, involuntary actions taken by management to adjust personnel resources with a minimum disruption to operations. While some activities are not businesses, they still must be staffed in the most economical manner consistent with maximum efficiency. BBAs include, but are not limited to:

- Reduction in pay rate (NF employees only)
- Reductions in pay level or grade
- Reduction in hours of work
- Change in employment category
- Furlough
- Separation

Notice Periods

An employee, who is involved in a BBA, will be given advance notice before the action is taken.

- Separation - Regular employees will receive a minimum 30-day advance written notice. Covered flexible employees (employees who have been on the rolls of the NAFI for three continuous years) receive a minimum of seven calendar days advance written notice.
- Reduction in pay rate - This action may only be taken on positions within the NF category and requires a minimum of seven calendar days advance written notice for both regular and flexible employees.
- Reduction in pay level or grade - A NF employee may be reduced in pay level. An NA, NL, or NS employee may be reduced in grade only, corresponding with a change to the position. A minimum advance written notice of seven calendar days will be provided to all employees.
- Reduction in hours of work - Regular part-time employees will be given a minimum of seven calendar days advance notice. Flexible employees will be given a minimum 24 hours advance notice.
- Change in employment category - An advance minimum written notice of 30 days will be given when a regular full-time employee is changed to regular part-time or flexible, or when a regular employee is changed to seasonal.
- Furlough - Furlough is a non-duty, non-pay status and is appropriate only for regularly scheduled employees. During a furlough period, no type of leave may be used. Advance written notice will be provided that is equal to the length of the furlough, up to a maximum of 30-days. For furloughs of 30 days or longer, a 30-day advance notice is required.

Severance Pay

Regular employees who have completed at least 12 consecutive months of regular service will receive severance pay when as a result of a BBA:

- The employee is separated. An employee who resigns following receipt of a specific written notice of separation due to BBA or general written notice that announces all positions will be abolished, is considered to have been involuntarily separated.
- The employee's basic pay is reduced and the employee resigns instead of accepting the reduction.
- The employee's employment category is involuntarily changed from regular full-time to regular part-time and the employee resigns instead of accepting the change.
- The employee's employment category is involuntarily changed from regular to flexible.
- The employee is furloughed for more than 60 consecutive days and resigns instead of accepting the furlough.

Computation

Eligible employees will receive:

- One week of pay at the rate of basic pay for the position held by the employee at the time of separation for each full year of creditable service through 10 years.
- Two weeks of pay at the rate of basic pay for the position held by the employee at the time of separation for each full year of creditable service beyond 10 years; and,
- Twenty-five percent of the otherwise applicable amount for each full three months of creditable service beyond the final full year.
- The amount of severance pay will be paid in a lump sum payment. In no case will severance pay exceed 52 weeks of basic pay.

Creditable Service Used in Computing Severance Pay

- Each year of regular service with an Army NAFI, and service in a pay status as a regular employee in one or more DoD NAFI's. Credit will not be given for service used to determine previous severance pay entitlement.
- Each year of service in a continuing APF position if the employee moved to a NAF position without a break in service of more than three days since January 1, 1987.

However, if the employee is receiving an annuity from a civil service retirement plan, the period of service upon which that annuity is based will not be credited.

Exclusions

Severance pay is not paid when the employee:

- Has been separated because of misconduct, inefficiency, or delinquency.
- Has refused an offer of a NAF job of equal pay and appointment category in the same

commuting area or in another commuting area if the PCS move is funded.

- Is employed in a civil service or a regular NAF position without a break in service of more than three days.
- Is separated from a limited tenure appointment.
- Is entitled to an immediate, unreduced annuity from the NAF retirement plan, or from a civil service retirement plan in which the employee elected to remain following a move from a civil service position under the Portability of Benefits Act 1990, as amended by P.L. 104-106.
- Has periods of service for which severance pay was previously paid (from any source).

Separation-Performance Based Actions

Performance evaluation is an ongoing process that includes continuing communications between the employee and the supervisor. Immediately upon occurrence, supervisors will immediately address performance problems. Counseling employees about specific performance deficiencies when they arise, and offering assistance, can often prevent more serious performance problems.

Any time that an employee fails to meet established levels of performance, the supervisor must notify the employee, in writing, of the specific elements for which performance is unsatisfactory. The employee will also be informed of the level of performance that must be attained and the time that will be allowed to provide a reasonable opportunity to achieve the required level of performance. An employee whose performance has been determined to be unsatisfactory, after having been afforded an opportunity to improve, is entitled to a 30-day advance notice of the action to be taken. The notice will also inform the employee of the right to grieve the action once the action has taken effect.

Performance based actions include reduction in pay rate (NF employees only), reduction in grade or pay level, or separation.

Separation for Cause

Army policy requires that any employee be separated whose conduct or performance is such that retention would not be in the best interest of the Army. Separations are taken for reasons that will promote the efficiency of the service. Supervisors are responsible for recommending separations for cause.

The following offenses warrant disciplinary action to include separation. This list is not intended to be all-inclusive.

- Insubordination
- Fighting or creating a disturbance resulting in an adverse effect on morale, production, or proper discipline
- Sleeping on duty (where safety of personnel or property is not endangered)
- Sleeping on duty (where safety of personnel or property is endangered)

- Drinking intoxicants on duty; or reporting for duty intoxicated to such a degree as to interfere with performance, be a menace to the safety of persons or property; or, be prejudicial to the maintenance of discipline
- Absent from duty, which has not been authorized, and which pay must be denied
- Debt complaints (neglecting or avoiding payment without sufficient excuse or reason)
- False statements, misrepresentation, or fraud in completing application for employment or promotion or in other official records submitted to the Department of Army. Apparent oversights and errors, where satisfactorily explained, may be excused where not otherwise disqualifying
- Loafing
- Theft
- Gambling on duty
- Notorious misconduct off duty
- Failure to observe any written regulation or order prescribed by appropriate authority.
- Immoral or indecent conduct
- Transferring, selling, or introducing intoxicants on government property
- Off-duty misconduct to such a degree that the employee cannot fulfill job responsibilities
- Knowingly making false or malicious statements against other employees, supervisors, or officials with intent to harm or destroy the reputation, authority, or official standing of those concerned
- Unauthorized use of an official motor vehicle
- Threatening or inflicting bodily harm, or physical resistance to competent authority