



# NAF EMPLOYEE HANDBOOK



*We Provide World Class Programs that Support Fleet, Fighter and Family Readiness and Improve Quality of Life.*



CNIC Mission: Strengthen the warfighting capability of the fleet, fighter and family by providing essential services that enhance well-being, resilience and retention through the delivery of Child and Youth, Fleet and Family Support, Fitness, Food Services, Housing, Recreation, Casualty Support, and Wounded Warrior programs.

CNIC Vision: Deliver dynamic, innovative, and integrated programs and services that inspire Sailors and Navy families to thrive throughout their military life cycle.

# Welcome!

Congratulations on your new job and welcome to Commander Navy Region Southeast (CNRSE). Our Fleet and Family Readiness team is committed to improving the *quality of life* of military personnel and their families who work and live in the Southeast Region.

As an employee of Fleet & Family Readiness (FFR), you have a very important role in helping to maintain the overall quality of life and mission readiness of our Navy family. We are happy to have you as part of the team!

Customers are why we exist and are essential in our day-to-day decision-making and actions. We aim to foster open communication, innovative thinking, and teamwork. Our staff is our most valuable asset and thus key to our success.

Again, welcome aboard! I sincerely hope you enjoy your work and I look forward to meeting you in the future.

*Rick G. Kozlowski*

Fleet and Family Readiness Director  
Commander, Navy Region Southeast

This handbook is intended primarily for use by Non Appropriated Fund (NAF) employees. However, it contains general policy and program information that may also be valuable to other employees. It should be noted that this handbook is provided for informational purposes only. It is not intended to replace or supersede official instructions, notices and other policy documents that govern the management and operation of programs within the Department of the Navy (DoN) or the Department of Defense (DoD). Because DoD and DoN policies are frequently subject to change, we recommend that you refer to official policy documents to obtain the most current information on any issues, items of interest or specific areas of concern that you may have. In addition, if your Installation, program, and position falls under the purview of a Collective Bargaining Agreement (CBA), any policy described therein will supersede this handbook.

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CNRSE N9 Mission:  
Providing World  
Class Programs  
that Support Fleet,  
Fighter and Family  
Readiness and  
Improve Quality of  
Life

CNRSE N9 Vision:  
Customer  
Driven...Quality  
Obsessed

# Mission & Vision

The mission of the FFR team is to enable a warfighting naval force by providing a variety of essential quality of life programs and services to maximize the readiness, well-being, and resiliency of the entire Navy family.

## **CNRSE Mission**

Through our region staff and 18 shore installations and activities, we will sustain the fleet, enable warfighting readiness and support the family.

## **CNRSE Vision**

Deliver effective and efficient shore capability to sustain the fleet, enable the fighter and support the family.

## **CNRSE Priorities**

People First, Readiness, Transparency and Transformation

## **CNRSE Guiding Principles**

- Protect our Installations
- Take care of our Team
- Support the Warfighter
- Installation Resiliency
- Innovation
- Recruitment and Development

Our mission and vision at Fleet and Family Readiness (FFR) are in line with the overall goals set out by CNRSE.

## **FFR, CNRSE Mission**

Providing World Class Programs that Support Fleet, Fighter and Family Readiness and Improve Quality of Life.

## **FFR, CNRSE Vision**

Customer Driven...Quality Obsessed.

# Organizational Overview

## COMMANDER NAVY REGION SOUTHEAST (CNRSE)

Commander, Navy Region Southeast (CNRSE) manages and oversees shore installation management support and execution for 18 installations within the Southeastern United States, including Alabama, Arkansas, Florida, Georgia, Kansas, Louisiana, Mississippi, Missouri, Oklahoma, South Carolina, Tennessee, Texas, and Guantanamo Bay, Cuba. We are the #1 Region in terms of number of installations, air stations and ports. All employees play a crucial role in our mission to enable and sustain warfighter readiness.



The below list each installation within Commander, Navy Region Southeast. Click on the link for more information about each installation.

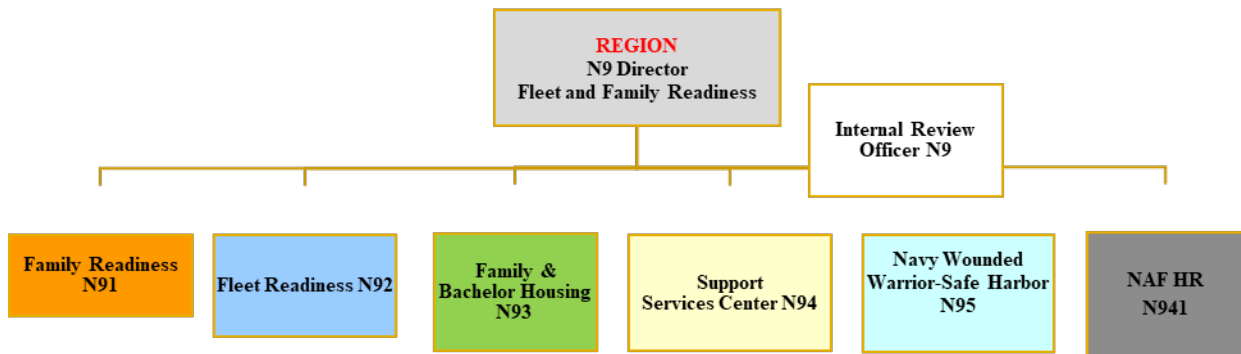
- [Naval Air Station Corpus Christi](#)
- [Naval Air Station Jacksonville](#)
- [Naval Air Station Joint Reserve Base Fort Worth](#)

- [Naval Air Station Joint Reserve Base New Orleans](#)
- [Naval Air Station Key West](#)
- [Naval Air Station Kingsville](#)
- [Naval Air Station Meridian](#)
- [Naval Air Station Pensacola](#)
- [Naval Air Station Whiting Field](#)
- [Naval Construction Battalion Center Gulfport](#)
- [Naval Station Guantanamo Bay](#)
- [Naval Station Mayport](#)
- [Naval Submarine Base Kings Bay](#)
- [Naval Ordnance Test Unit Cape Canaveral](#)
- [Naval Support Activity Panama City](#)
- [Naval Support Activity Mid-South](#)
- [Naval Support Activity Charleston](#)
- [Naval Support Facility Beaufort](#)

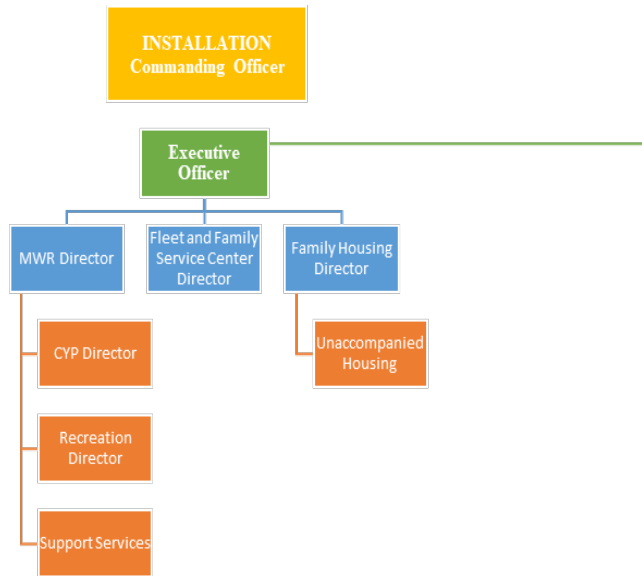
**FLEET & FAMILY READINESS (FFR)**

The hierarchy within a Navy command is commonly referred to as the “chain of command”. FFR (also referred to as N9) consist of Family Readiness (N91), Fleet Readiness (N92), Housing Programs (N93), Service Support Center (N94) and Navy Wounded Warrior (N95). The hierarchy below provides a basic overview of how our regional departments are set up and a sample organizational chart for Installations. Your supervisor will provide you with an organizational chart and phone directory of your particular department.

**Organizational structure at CNRSE Region (FFR) N9 Programs:**



**Organizational structure at CNRSE Installations (FFR) N9 Programs:**





# We are a Customer Driven Enterprise

Our Region is truly committed to becoming an organization that is known for making business decisions based on what our customers tell us that they want. We need to ensure all our processes and operating procedures reflect our commitment to becoming a customer driven enterprise and it shines through in all that we do.

***The Customer Driven Business Strategy highlights and improves customer service behavior and performance; promotes a customer orientation; and applies customer input to continuously improve all aspects of Fleet and Family Readiness Programs.***

Our business strategy consists of seven key components, which all ties together and build upon each other to ensure we stay focused on what really matters – the customer.

## *Vision*

*Service excellence is our operational philosophy.*

## *Mission*

*Provide employees of Fleet and Family Readiness Programs with the knowledge, behaviors, skills and tools to become a Customer Driven Enterprise and sustain service excellence.*





# Legal Status

FFR activities are federal instrumentalities and Non-appropriated Fund (NAF) employees are federal employees, but they are not deemed an employee for the purpose of laws administered by the Office of Personnel Management (OPM) unless specifically stated or when administratively extended. In general, NAF employees are removed from provisions of laws and regulations administered by OPM for Appropriated Fund (APF) (i.e., GS and Wage Grade) employees except for Equal Employment Opportunity (EEO), wage fixing for craft and trade employees (i.e., NA, NL and NS), and application of the Fair Labor Standards Act (FLSA). Therefore, although you are considered a federal employee, not all federal rules apply to you. When in doubt, ask your NAF Human Resource Office.

# Standards of Conduct

All military and civilian personnel employed by the Navy have a responsibility for maintaining high standards of honesty, integrity, impartiality and conduct. To maintain the public's confidence in our institutional and individual integrity, all personnel are required to behave and perform professionally and ethically as prescribed by Department of the Navy (DoN) regulations.

During your in-processing, you will be required to read and sign the Standards of Conduct. The following documents contain the detailed rules, regulations, policy guidance and information regarding standards of conduct, government ethics, and fraud, waste and abuse prevention and reporting that apply to all Navy employees:

- DoD Directive 5500.7R, Joint Ethics Regulation;
- SECNAVINST 5370.5C, DoD/Navy Hot Line Program (1-800-424-9098); and
- SECNAVINST 5430.92C, Assignment of Responsibilities to Counteract Fraud, Waste, and Abuse Related Improprieties within the DoN.

Suspicion or knowledge of violations of the Standards of Conduct should be reported to your immediate supervisor, next higher level supervisor or the Human Resources Office. You may also contact the EEO office at any time to report your concerns. If reporting fraud, waste or abuse, you are legally protected from reprisal with regards to any personnel actions affecting your pay, appointments, promotions etc. under the Whistleblower Act.

CNIC NAF EEO Service Center contact information: 1-866-295-0320 or [mill\\_cnic\\_naf\\_eeo@navy.mil](mailto:mill_cnic_naf_eeo@navy.mil)

# Training & Development

The purpose of training is to improve the knowledge, skills and abilities of employees and to ensure they can excel in their roles and responsibilities. Effective training not only increases customer satisfaction and operational profitability but also provides employees with opportunities for continuous professional and personal development. You should discuss training opportunities with your supervisor. Formal training is prioritized as follows:

**Priority 1 - Mandatory.** Training that must be accomplished during the annual training cycle or it will have a direct adverse effect on mission accomplishment. Also, the training that is required by law, regulations or higher authority.

**Priority 2 - Necessary.** Training which is required to provide for systematic replacement of skilled employees through developmental programs and, if deferred beyond the ensuing training cycle, will have an adverse effect on mission accomplishment.

**Priority 3 - Desired.** Training which will increase the employees efficiency, productivity and/or contribute to his/her professional growth. This training may be accomplished after Priority 1 and Priority 2 needs have been met.

\*\*Training should be cross-walked with training matrix in your program standards.

FFR employees are provided with an array of resources to maintain and acquire the skills needed to succeed in their roles. Initially, all FFR employees receive customer service training, designed to provide a range of critical service skills vital to customer satisfaction, loyalty and organizational success. This training lays the foundation in our efforts to achieve service excellence. The vision of the FFR Training Branch (N947) is to develop a world class FFR workforce; employees are thus offered continuous development opportunities in a variety of subjects and learning formats; webinars, virtual learning events, classroom based trainings as well as self-paced learning. CNIC University is CNIC's Learning Management System (LMS), which offers a variety of annually required training as well as a vast array of FFR developmental and Linked-In instructional courses and learning opportunities. For questions in regards to training opportunities available to you, please discuss with your supervisor or your installation or the regional training coordinator, or visit the following links:

Navy MWR site: <https://www.navymwr.org/resources/training>

CNIC HQ Training Page:

<https://g2.cnic.navy.mil/tscnichq/N9/N94/N947/default.aspx>

CNRSE N9 Training Page:

<https://g2.cnic.navy.mil/tscnrse/N9/SSC/N947/SitePages/Home.aspx>

# Employment Categories

Within the Non Appropriated Fund (NAF) Personnel system, there are two employment categories: Regular and Flexible.

## **REGULAR EMPLOYMENT CATEGORY**

The Regular employment category is further defined as Regular Full Time (RFT) or Regular Part Time (RPT), depending upon the hours worked during an administrative work week.

If you are hired as an RFT employee, you will be regularly scheduled to work **35-40** hours per week. RFT employees earn annual and sick leave, are paid for all federal holidays and are eligible to enroll in all benefits programs.

If you are hired as an RPT employee, you will be regularly scheduled to work **20-34** hours per week. RPT employees earn annual and sick leave and are eligible to enroll in all benefit programs except for Long Term Disability (LTD).

## **FLEXIBLE EMPLOYMENT CATEGORY**

Flexible employees may be assigned on a continuing or temporary basis, from **0-40** hours per week. Flexible employees do not earn and cannot use annual leave or sick leave and are not eligible to participate in the NAF benefit programs except for medical if the employee meets the eligibility requirements of 30 or more hours per week average for the previous rolling year. Flexible employees work at the convenience of management and services are subject to the status of business operations.

# Probationary Periods

If you are hired as a Regular employee, you are required to serve a one (1) year probationary period. During your probationary period, your conduct and performance will be closely observed. Only one probationary period is required for a NAF employee, unless there is a break in service of more than six months. An additional one year probationary period is required if you move from a non-supervisory/non-managerial position to a supervisory/managerial position.

If you fail to pass this probationary period, and your supervisor decides you will not make a satisfactory employee, you may be subject to separation upon delivery of a

written notice at any time during the probationary period. You may not appeal or grieve a probationary separation action. We hope you do well in your position and your employment is continued. Please ask your supervisor for advice whenever you need further information about your duties or the performance requirements that apply to your work.

If you fail to pass the supervisory probationary period, you may be returned to your previous non-supervisory grade or pay level, or may be subject to removal in accordance with NAF employment policy and regulations.

Flexible employees do not serve a probationary period. However, if you are hired as a Flexible employee and subsequently move to a Regular position with no break in service (same title, series, grade and position) then the time spent as a Flexible employee in that position is creditable towards the one year probationary period.

## Position Description

There are several kinds of positions in the NAF wage system. Positions fall into one of the following pay plans: NAF Pay Banding System (NF), Crafts and Trades (CT), or Child and Youth Programs (CYP). NF positions include clerical, technical, administrative and professional positions. Manual labor and recognized trades and craft occupations fall under the CT pay plan. (CYP are equivalent to pay band employees in regards to pay and time compensation.)

Positions are classified on the basis of their duties, responsibilities and qualification requirements in accordance with classification standards or guides published by the Office of Personnel Management (OPM). Classification standards and guides are designed primarily for use in determining the proper grade levels of positions.

On the day you report for duty, you will be provided with a copy of your Position Description (PD). During your first day, or shortly thereafter, your supervisor will discuss in detail the duties you will be expected to perform in accordance with your PD. The PD should describe all the major duties and responsibilities of your position, including supervisory relationships, which are significant in determining its correct classification. It is not an assignment sheet and it is therefore not intended to state the limits of what you may be required to do. Its existence does not prevent your supervisor from assigning additional duties or changing your present duties. Additionally, it does not provide a basis for refusing to perform an assigned duty prescribed by your supervisor just because that duty is not specified in your PD. If you are, however, regularly performing duties not detailed in your PD, please contact your supervisor or the Human Resources Office for a PD review.

# Performance Evaluations

All employees are rated annually using the CNIC NAF Employee Performance Rating Form (see appendix B). Upon completing the performance rating, managers/supervisors of pay band employees may recommend pay adjustments. In addition, cash bonuses, time off awards and other awards may be given to FFR employees in recognition of superior performance and special achievement based on available resources. Crafts and Trades employees are eligible for cash bonuses, time off awards and other awards. Crafts and Trades employees receive Within Grade Increases based on time in step. Pay is established by OPM and must adhere to the published pay table. Therefore, pay adjustments are not permitted for Crafts and Trades positions during the performance evaluation. If you are transferred from another NAF activity without an annual appraisal, you will be provided with a “presumptive satisfactory” rating until you are re-rated annually.

Your supervisor may elect to re-evaluate your performance at any time during the rating period. This may occur when performance has changed warranting a new evaluation. However, there is normally only one annual performance rating. This may occur on the anniversary date of your appointment or per calendar year, as established by your local leadership.

If you are a Regular non-probationary employee and your performance is rated as “less than satisfactory,” you will receive a Letter of Caution. This Letter of Caution will state your performance shortcomings and set a remedial period for improvement of at least 30 days. This is a non-disciplinary, non-adverse action and may not be grieved nor appealed. A Letter of Caution will not normally be filed in your Official Personnel File (OPF) unless it is subsequently used as a basis for disciplinary action. Although a Letter of Caution cannot be grieved, employees may grieve a performance rating.



During your performance evaluation, you should also collaboratively create an Individual Development Plan (IDP) with your supervisor (see appendix B). Start by establishing your career goals and identify what knowledge, skills, and competencies are required to achieve these goals. Work with your supervisor to turn your career dreams into a realistic career path.

# Pay



## **NONAPPROPRIATED FUND**

NAF employees (except Craft and Trade and Child Care workers) are paid under a pay banding system that establishes a direct relationship between pay and performance rather than time in grade. There are six pay bands under this system: NF-1, NF-2, NF-3, NF-4, NF-5 and NF-6.

The range for pay bands NF-1, NF-2 and the beginning range of NF-3 are set by the Department of Defense (DoD) Wage Fixing Authority. The DoD Wage Fixing Authority issues new wage schedules each year. Maximum pay for NF-3 and NF-4 through NF-6 are adjusted by a percentage equal to the National Employment Cost Index (ECI) percentage for civil service (APF) employees. To view current pay schedules, please visit: <http://www.cpms.osd.mil/wage>.

## **WAGE GRADE SYSTEM**

Within the NAF system, there are also Craft and Trade positions. These positions are covered under Title V of the U.S.C. for pay purposes. Craft and Trade positions are exempt from pay banding and are set up in pay grades based on the levels of technical skill or responsibility required for the position and steps based on time in grade.

## **PAY PERIODS**

Pay periods cover two weeks, so you will normally be paid 26 times per year. The official pay day is every other Friday. The check you receive on pay day is for the previous pay period.

## **DIRECT DEPOSIT**

You will be required to complete direct deposit information within the MyADP application. Your bi-weekly paycheck will be transferred electronically to the financial institution of your choice. An electronic statement of earnings and deductions will be made available to you through the same MyADP application.

## **PAY INCREASES**

Your supervisor may recommend a pay increase based on your performance if you are a pay band (NF or CY) employee. Pay band employees at the NF-3 and above grade levels may be authorized a cost of living (COLA) and/or locality pay increase, if approved by the FFR Director. CY employees are automatically authorized the COLA afforded the APF pay system employees. Pay is established differently for pay band employees at the NF-1 and NF-2 level and all Craft and Trade employees who

receive increases as determined by the DoD Wage Fixing Authority following a wage survey.

### **OVERTIME PAY**

When unusual or urgent work situations arise, your supervisor may request volunteers first, however, overtime is mandatory if assigned. Your Department Manager must approve all overtime in writing in advance of when the work is to be performed.

If you are a Craft and Trade (CT) employee, you will be paid one and one-half times your usual rate for overtime in excess of 8 hours per day or 40 hours per week. Periods of paid leave (i.e., annual leave, sick leave, holidays, administrative leave, etc.) are included in hours worked for OT calculations.

Pay band positions at the NF-1 or NF-2 grade level are classified as non-exempt from the Fair Labor Standards Act (FLSA). Additionally, most NF-3 grade level positions are also classified as non-exempt from the FLSA. If your position is classified as non-exempt, you will be paid one and one-half times your usual rate for overtime in excess of 40 hours of work per week. Periods of paid leave (i.e., annual leave, sick leave, holidays, administrative leave, etc.) are not included as time worked towards the 40 hours overtime requirement for pay band employees.

### **COMPENSATORY TIME**

Pay band positions classified as exempt from the FLSA (i.e., some NF-3 grade level positions and NF-4 and above grade levels) are not eligible to receive overtime pay, in the form of Compensatory Time unless approved in writing in advance of the work to be performed. If you are a pay band employee and your position is classified as “exempt,” your supervisor may authorize compensatory time. Compensatory time is defined as time off credited on an hour-for-hour basis in lieu of overtime pay. Compensatory time must be approved by your supervisor in writing, in advance. Compensatory time can be carried from pay period to pay period but cannot exceed a total of 80 hours. Compensatory time must be used within 26 pay periods or it will be lost. Compensatory time should be used before annual leave unless it will result in a use of lose scenario.

*NOTE: Overtime and compensatory time for Exempt employees is not guaranteed, and if paid, must be approved in writing, in advance.*

### **SUNDAY PREMIUM PAY**

All CT employees are entitled to an additional 25% of their basic pay for all non-overtime hours of work performed on Sunday. Depending on your Installation employed, a 25% differential may also be paid to pay band employees.

**SHIFT DIFFERENTIAL PAY**

All CT employees are entitled to an additional 7.5% or 10% of their basic pay depending on the shift worked. If the majority of hours fall within second shift (3pm-12am) then 7.5% is added to the entire shift. If the majority of hours fall within third shift (11pm-8am) then 10% is added to the entire shift. In addition, shift differential will carry over to leave used during this shift. Shift differential is also applied above and beyond to the 25% Sunday Premium Pay. All non-exempt pay band employees, depending on the Installation employed, are eligible to receive 10% differential for only the hours that fall between 6pm and 6am.

**HOLIDAY/HOLIDAY PREMIUM PAY**

RFT and RPT pay band and regularly scheduled CT employees are eligible for holiday pay. Employees will be paid holiday premium pay for regularly scheduled non-overtime hours actually worked on a holiday, in addition to their regular rate of pay for hours normally scheduled to work. Employees, because of the holiday, will be paid at their regular rate of pay for hours normally scheduled to work. Pay band and regularly scheduled CT employees are provided an “in-lieu-of” holiday (day off with pay) when a holiday falls on their regularly scheduled day off.

**PAY DEDUCTIONS**

The following taxes are mandatory deductions that will be taken from your earnings: federal and state income tax (if applicable), Medicare and Social Security (FICA) and unemployment. The amount of tax varies according to your earnings.

**VOLUNTARY DEDUCTIONS**

RFT and RPT employees may elect the following deductions: retirement, health and life insurance benefits, disability insurance (RFT only) and 401(K) savings and investment plan. Medical eligible flexible employees may have health deductions. For former appropriated fund (APF) employees, this may also include FERS, TSP and CSRS. Voluntary contributions to the Combined Federal Campaign (CFC) may also be deducted.

**GARNISHMENTS**

Pay may be withheld from an employee’s paycheck upon receipt of a court order for child support, alimony, tax liens, etc. If you have questions concerning your pay, contact your supervisor directly so that he/she may contact Payroll or Personnel for clarification.

# Holidays

Regular Full Time employees are eligible for a day off with pay for recognized federal holidays. Regular Part Time and some Flexible employees, depending on



Installations are eligible for holiday pay if the holiday falls on a normally scheduled work day. The holiday is observed as follows: if a holiday falls on your first normal day off (e.g., Saturday), then the holiday is observed on the preceding workday (e.g., Friday); if the holiday falls on your second normal day off (e.g., Sunday), then the holiday is observed on the following workday (e.g., Monday). Employees must be in a paid status (hours worked or on paid leave) the day before or the day after to be entitled to holiday pay.

***Recognized federal holidays include:***

1st of January (New Year's Day)  
3rd Monday of January (Martin Luther King Day)  
3rd Monday of February (Presidents' Day)  
Last Monday of May (Memorial Day)  
19<sup>th</sup> of June (Juneteenth)  
4th of July (Independence Day)  
1st Monday of September (Labor Day)  
2nd Monday of October (Columbus Day)  
11th of November (Veterans' Day)  
4th Thursday of November (Thanksgiving Day)  
25th of December (Christmas Day)

Any other calendar day designated as a holiday by Federal statute or executive order. Other holidays of importance to you for religious reasons may be observed, but may be charged to annual leave, leave without pay, or compensatory time, and are subject to approval by your supervisor.

## Leave

Having accepted your position, you are expected to be present during your established hours of duty unless granted permission by your supervisor to be absent. Permission to be absent from duty is called "leave". Regular employees may obtain leave for personal business or vacation (annual leave), for periods of illness, injury or medical appointments (sick leave), for officially ordered military training (military leave), and for certain other reasons. You do not have to obtain leave permission to be off on holidays or non-workdays.

The amount of time you may be absent from duty with pay is limited in several ways:

- by statutory or regulatory restrictions (military, court, and administrative leave); or
- by a ceiling of the amount you may accumulate (annual leave);
- and by the rate of accrual (annual and sick leave).

Your supervisor is the approving official for leave requests, which should be submitted using the official leave request form. Except for emergencies or other unusual circumstances, leave requests must be submitted in advance.

#### **RATES OF ACCRUAL FOR ANNUAL LEAVE**

RFT and RPT employees earn annual leave while in a pay status, excluding overtime. Newly hired Regular employees accrue annual leave from the date of hire. However, leave may not be used until the employee has completed 90 days on the job. Annual leave is credited at the end of the pay period in which it is earned. Accrual rates are as follows:

Employees with less than three years of service will accrue 5 percent of the total hours in the basic workweek (e.g., an employee who works 80 hours during a pay period will earn four hours of annual leave).

Employees with more than three year but less than 15 years of service will accrue 7.5 percent of the total hours in the basic work week (e.g., an employee who works 80 hours during a pay period will earn six hours of annual leave), except for the final bi-weekly pay period of the leave year when leave will accrue at the rate of 12.5 percent of the total hours in the basic work week.

Employees with more than 15 years of service will accrue 10 percent of the total hours in the basic work week (e.g., an employee who works 80 hours during the bi-weekly pay period will earn eight hours of annual leave).

You may not carry over more than 240 hours of annual leave from one leave year to the next. Upon separation, you will be paid a lump sum for your annual leave balance, unless you are separated within the first 90 days of employment. If you transfer to another NAF activity or to an appropriated fund (APF) position without a break in service, your annual leave balance will automatically be transferred. Employees from OCONUS have a threshold of 360 hours carryover.

#### **RATES OF ACCRUAL FOR SICK LEAVE**

As a Regular employee you are eligible to earn sick leave. Sick leave is accrued at 5 percent, regardless of the years of service an employee has worked. The amount of sick leave earned is based on the number of hours in a “pay” status, e.g., if you work 80 hours per bi-weekly pay period you will earn four hours of sick leave. Sick leave may be granted for legitimate medical reasons and must be approved in advance, when feasible. Sick leave is a privilege and will be approved only when an employee cannot perform his/her assigned duties and only when the employee notifies his/her supervisor within one hour of scheduled starting time on each day of absence. When an employee is absent from work due to illness or injury for more than three working days, or any time upon the supervisor’s request, the employee shall be required to furnish the supervisor with a doctor’s certificate to substantiate

such illness. There is no limit on the amount of sick leave that an employee may accumulate and carry over from one leave year to the next. However, no payment for unused sick leave will be made to an employee under any circumstances.

#### **FEDERAL EMPLOYEES FAMILY FRIENDLY LEAVE ACT (FEFFLA)**

This program allows employees to use sick leave to care for anyone related by blood or affinity whose close association with the employee is the equivalent of a family relationship. This leave may be used to care for a family member as a result of physical or mental illness; injury; pregnancy or childbirth; or medical, dental or optical examination or treatment. However, in pregnancy situations, it does not apply unless medical complications are involved. Also, sick leave may be used to make arrangements necessitated by the death of a family member. RFT employees must submit a request along with administratively acceptable supporting documentation to use sick leave up to 40 hours per leave year. This 40-hour limitation may be extended for an additional 64 hours if the employee's sick leave balance does not fall below 80 hours, for a total of 104 hours. RPT employees may use up to the average number of hours of work each week. For example, an employee working 20 hours per week could use up to 20 hours of sick leave per year under FEFFLA.

#### **FAMILY MEDICAL LEAVE ACT (FMLA)**

This program provides for 12 weeks of unpaid job-protected leave for certain family and medical needs. To be eligible for leave under the FMLA, you must have completed at least 12 months of service. Certain types of paid leave may be substituted for unpaid leave. However, sick leave may only be substituted if you, yourself, are sick or to care for a family member with a contagious disease (NOTE: A contagious disease is considered to exist if quarantine is ordered by medical officials). Annual leave may be substituted for all other purposes.

#### **PAID PARENTAL LEAVE (PPL)**

PPL is in conjunction with the FMLA. In order to qualify for PPL, an employee must qualify and submit medical documentation to qualify for FML. PPL provides up to 12 weeks of paid parental leave, without charge to an employee's personal leave, in connection with the birth, adoption, or foster care placement of a child that occurs on or after October 1, 2020. The 12 weeks may be concurrent or intermittent and authorized during the first year only.

#### **PARENTAL BEREAVEMENT LEAVE**

Parental Bereavement Leave became effective December 27, 2021 and entitles an eligible employee to a total of 2 workweeks of bereavement leave because of the death of a qualifying son or daughter of the employee, subject to conditions set forth in the Parental Bereavement Leave guidance.

#### **DISABLED VETERAN'S LEAVE ACT**

Disabled Veteran's Leave provides Regular employees hired into NAF or APF positions, with a service-connected disability rating of 30% or more as determined by the Department of Veteran's Affairs, who were discharged under conditions other than dishonorable, a one-time sick leave credit. Regular FT will receive a total of 104 hours of disabled veteran's leave to be used when 1) regular sick leave would be used and, 2) for medical treatment of the qualifying disability. Regular PT will be credited a prorated portion based on their scheduled hours. This leave benefit must be used within the first year and expires at the end of 12 months. This is a one-time benefit issued during a disabled veteran's first Federal appointment, on or after November 5, 2016. If, during the first year, an employee transfers to another covered position, the remaining balance and expiration date will be provided to the gaining agency.

### **LEAVE WITHOUT PAY (LWOP)**

If you are a spouse of an Active Duty military member and are transferring to another activity, you may request LWOP. This will ensure that you have no break in service should you find NAF employment at your new duty station. LWOP, if approved, will be granted in 90-day increments. You may request an extension, but it must be made prior to the expiration of each 90-day increment. The issuance of LWOP is always subject to management discretion and cannot exceed one year. A resignation SF-52 (Request for Personnel Action) must accompany your LWOP request. The resignation will be processed upon the expiration of the LWOP for the specified period or when you find employment, whichever occurs first. After you have completed 90 days, you may request LWOP when you have insufficient annual leave, sick leave, or compensatory time available to cover an approved absence. However, approval of LWOP by your manager will be made on the basis of mission requirements and is handled on a case-by-case basis.

### **ABSENCE WITHOUT LEAVE (AWOL)**

You may be charged AWOL (regular employees) or with Unexcused Absence (flexible employees) if you fail to properly notify your supervisor in person and request to be excused within the time allowed, if you fail to provide the required medical documentation as requested, or if you exceed your accrued leave available and your absence has not been authorized or approved by your manager. If you are tardy or absent from duty without adequate reason or advance approval, you may be charged AWOL. Such charges may be used as a basis for disciplinary action. NOTE: In cases of illness or injury, the supervisor shall be contacted as soon as possible prior to the scheduled starting time, but not later than one hour after your normal starting time.

### **ADMINISTRATIVE LEAVE**

RFT and RPT employees may be authorized time off with pay for blood donations, for voting in federal, state, county, and municipal government elections if the polls are not open for sufficient time before or after the scheduled work hours and for

other reasons. RFT, RPT and FLEX employees may be granted administrative leave for severe weather and other emergencies.

### **COURT LEAVE**

If you are officially summoned, in writing, to appear in any judicial proceeding and your appearance will require you to be absent from duty, notify your supervisor immediately. If your appearance will be as a witness on behalf of a government body (Federal, State, or Local), or to serve on a jury, as a Regular employee, you will be granted court leave or excused absence to perform these duties. When you return to work, you will have to present a certificate from the court showing that you performed the required witness or jury service and the time you were released from jury service. In the event you are released from jury service prior to 2 hours from when your shift would end, you will need to report to work. If you receive compensation for being a juror, other than payment for transportation or parking, you must turn in such compensation to the Human Resources Office. If your absence is for the purpose of serving as a witness strictly on behalf of a private party, you may be granted annual leave or leave without pay for the absence, unless you are testifying in an official capacity as an employee of this organization. In such cases, you would be in a duty status while testifying.

### **MILITARY DUTY**

RFT and RPT employees who are members of a military reserve component are allowed a maximum of 15 days excused military duty per fiscal year. RPT employees accrue leave as a percentage of the full-time authorization of 15 days. Any part of military leave not used during the fiscal year accumulates for use in succeeding years, not to exceed 15 days maximum carryover per fiscal year. The minimum deduction for military leave is one hour. If you request additional time, it will be taken as leave without pay or annual leave. Reserve members may receive 22 workdays per calendar year for emergency duty as ordered by the President, the Secretary of Defense, or a State Governor.

### **LEAVE DONATION PROGRAM**

If you are a Regular non-probationary employee and find yourself in a situation where you have exhausted all of your leave (annual/sick) and a medical emergency arises, you may request leave to be donated from other NAF employees. For more information concerning your eligibility and a complete explanation of the Leave Donation Program, contact the Human Resources Office.

### **FUNERAL LEAVE**

If you are a Regular NAF employee, administrative leave for up to three (3) consecutive workdays may be granted to make funeral arrangements for, or attend the funeral of, an immediate family member. Immediate family members are defined as spouse, parent, child, brother, sister, parent of spouse, or grandparents (in loco parentis only, defined as “in place of parent”; a grandparent who raised you).

# Resignations

If you decide to leave NAF employment, it is requested that you give your supervisor as much advance notice as possible. A two-week advance notice period is the generally accepted minimum, but not required. Before you leave, you are required to return accountable property to your supervisor. **You are also required to report to the Human Resources Office on your last workday for checkout.**

Payment for any unsettled claim(s) owed to FFR may be withheld from your final paycheck and/or annual leave lump sum payment. Once an employee submits a written resignation, it may not be rescinded by the employee without management approval.

# Equal Employment Opportunity (EEO)

Equal employment opportunity is the right of every employee and applicant. Civil rights laws protect employees and applicants from harassment and discrimination based on race, color, sex (pregnancy, gender identity, and sexual orientation), religion, national origin, age (over 40), disability (physical or mental), genetic information, and reprisal (for prior EEO activity). All employment decisions will be made without regard to these factors and will be made fairly and equitably based on merit principles. EEO efforts are aimed to remove any barriers to employment so that a diverse workforce results and all members can participate fully and successfully.

If you are an employee, former employee, or applicant and believe that you have been discriminated against because of your race, color, sex, religion, national origin, age, disability, genetic information, or reprisal in your work environment or when applying for a job, you may use the EEO process. You must contact the EEO Office within 45 calendar days of the alleged discrimination.

If you believe that you have been subjected to discrimination, please notify someone in your chain of command with whom you feel comfortable. We would like to help resolve any such problems. If we are not able to help you solve a problem, you may

seek redress through the local Human Resource office or contact the CNIC NAF EEO Service Center at 1-866-295-0320 or mill\_cn timer\_naf\_eeo@navy.mil.

# Sexual Harassment

Sexual harassment is prohibited in the workplace or any other place that is work-connected. All employees are required to attend annual Prevention of Sexual Harassment training. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature 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 a basis for career or employment decisions affecting this person; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Any military member or civilian employee in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate and repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

No individual shall:

- Commit sexual harassment; or,
- Take reprisal action against a person who provides information on an incident of alleged sexual harassment (a reprisal is the wrongful threatening or taking unfavorable action against, or the wrongful withholding of favorable action from an individual who reports sexual harassment or other discrimination); or,
- Knowingly make a false accusation of sexual harassment; or,
- While in a supervisory or command position, condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.

The rules in the preceding paragraph are regulatory orders and apply to all DoN personnel. The chain of command will be fully utilized and instances of sexual harassment will be resolved at the lowest possible level within the command or activity. Furthermore, it is the responsibility of every manager and supervisor to

ensure that any instance of sexual harassment is dealt with swiftly, fairly and effectively.

## Workplace Injury/Illness

Every employee and supervisor is responsible for complying with safety and health standards. It is also your responsibility to protect fellow employees from unsafe practices or conditions. Safety is a core objective for all of us. Needless suffering and waste caused by accidents, injuries and illnesses can be reduced to a minimum if we learn to follow safety and health instructions and help others to do the same. You are urged to report an unsafe or unhealthy condition or practice to your supervisor or safety officer for corrective action.

If you are injured while performing your duties, you must advise your supervisor and seek medical attention, as required. Your supervisor will advise the Human Resources Office, who will complete the necessary paperwork. You must provide your supervisor with copies of all medical documentation regarding your injury. If you are not released to duty, you must keep your supervisor advised of any changes in your condition, medical updates and possible light duty restrictions. You must also ensure you pay your share of benefit premiums, if you are unable to work.

Claims for compensation are handled by an independent claims administrator and determinations for entitlement are made on a case-by-case basis. Compensation is not provided for the first three days of disability (known as the waiting period) unless the injury is disabling for more than 14 days. You may not take annual or sick leave for disability periods, but will be carried on the rolls in a leave without pay status.

Payment for lost time will be made directly to you by the claims administrator. If you are disabled from work for more than three days due to a compensable on-the-job injury, compensation will be paid at a rate of  $66 \frac{2}{3}$  percent of your average weekly wage. You are also entitled to all authorized medical care.

## Employee Benefits

Fleet and Family Readiness Programs offer a comprehensive benefits package. The purpose of the benefits program is to provide financial protection for employees



and their family members. All plans are voluntary and require employee contributions, except for Workers and Unemployment Compensation.

It is important for every employee to understand and exercise good judgment in electing to participate in what is offered. The advantages of these benefits could save you time, money and peace of mind. Eligibility to enroll in certain benefit programs is determined by your employment category, i.e., Regular Full Time, Regular Part Time and Flexible; as well as time in service. All benefits programs are controlled by plan contracts. The following chart provides a quick reference guide concerning your eligibility and currently established time periods for enrolling in the various benefit plans.

<b>BENEFITS</b>	<b>EMPLOYMENT CATEGORY</b>	<b>ELIGIBILITY PERIOD</b>	<b>OPEN ENROLLMENT PERIOD</b>
<b>MEDICAL</b>	Regular Full/Part Time or Medical Eligible Flexible	31 days from date of hire, change from Flex to Regular or upon meeting Medical Eligible status	Annually (November)
<b>DENTAL</b>	Regular Full/Part Time	31 days from date of hire to enroll	Annually (November)
<b>DISABILITY</b>	Regular Full Time	31 days from date of hire to enroll	Evidence of insurability required; enroll after approval
<b>LIFE</b>	Regular Full /Part Time	31 days from date of hire to enroll	Evidence of insurability required; enroll after approval
<b>RETIREMENT</b>	Regular Full/Part Time	Anytime upon date of hire	Anytime upon date of hire
<b>401 (K) SIP</b>	Regular Full/Part Time	After date of hire and after first pay check	After date of hire and after first pay check
<b>FSA/Flexible Spending Account</b>	Regular Full/Part Time	31 days from date of hire to enroll	Annually (November)
<b>HAS/Health Savings Account</b>	Regular Full/Part Time	31 days from date of hire to enroll; required with HDHP	Annually (November)

### **MEDICAL PLANS**

FFR offers two medical plans which provide a broad range of coverage for hospital, surgical and medical expenses for you and your eligible family members. RFT and RPT employees are eligible to enroll in the medical plan of your choice, starting from

the date of hire. If eligible, you must enroll within the first 31 days of employment. If you do not enroll during the first 31 days of employment, you may enroll during the annual open season (held for a period of 30 days, usually during the November-December time period). If you lose coverage, through no fault of your own, you can pick up coverage within 31 days of the event with supporting documentation. You and FFR share the cost of providing your medical coverage.

If you are a flexible employee, and the 12-month roll back confirms you averaged 30 hours/week, you will be switched to Medical Eligible Flex and will be given the opportunity to enroll in a medical plan. This must be completed within 31 days of the change or during open enrollment season thereafter.

### **DENTAL PLAN**

The dental benefits plan is part of the NAF medical plan and is available for you and your eligible family members. A stand-alone dental program is also available. You and FFR share the cost of providing your dental coverage. For more information concerning the medical and dental plans, please contact the Human Resources Office.

### **FSA (FLEXIBLE SPENDING ACCOUNT)**

Employees may elect to have monthly deductions to cover eligible expenses. The minimum amount requested is \$200 and maximum is \$2650. Employees may roll over up to \$500 to the following year with re-enrollment. FSA has a Dependent Care FSA option. \$200 is the minimum and \$5000 is the maximum if the employee is filing a married and joint federal tax return or \$2650 if filing a separate federal return.

### **HSA (HEALTH SAVINGS ACCOUNT)**

HSA is an option for members enrolled in the High Deductible Health Plan only. This is an online bank account with Payplex in the Employee's name (online credit card). HSA money can be used for health expenses for employee, spouse and children up to age 24. HSA Contribution limits vary per year. Please check with your Human Resource Office for current limits. If your card has a balance of \$1000, it can be invested.

### **DISABILITY PLAN**

The FFR Disability Plan is administered in conjunction with your sick leave, Social Security and Workers Compensation. RFT employees are eligible to enroll in the Disability Plan within the first 31 days of date of employment. Premiums are based on employee's salary and age.

The disability plan provides benefits when you are unable to work due to non-work related disability, illness or injury (both long term and short term). Disabled

employees may receive up to 60 percent of their salary. For a more detailed explanation, please contact the Human Resources Office.

### **LIFE INSURANCE PLAN**

NAF Life Insurance plans can help your family solve financial problems in times of need. RFT and RPT employees are eligible to enroll in the Life Insurance Plan. If eligible, you must enroll within the first 31 days of employment or during an open season, with Statement of Health application and approval. Your annual salary determines the amount of basic life coverage. This Plan is term insurance and has no cash value. Benefits are payable to your designated beneficiary only in the event of your death (regardless of the cause of death). An immediate enrollment within 31 days of hire for five and six times optional life requires a Statement of Health application and approval. When awaiting approval, you will be enrolled at four times optional life.

#### **TYPES OF PLANS:**

- *Basic Life Insurance:* This plan pays a death benefit equal to your basic annual pay, rounded up to the next highest \$1,000, plus \$2,000.
- *Optional Life Insurance:* This plan pays an additional benefit up to six times your basic annual salary. Basic and Optional life coverage may not exceed \$750,000 total coverage. Spousal coverage (of \$10,000, \$25,000 or \$50,000) and coverage for children (\$5,000 or \$10,000) may also be added after the employee enrolls in optional life.
- *Accidental Death and Dismemberment (AD&D) Insurance:* This plan is equal to two times the amount of your insurance benefits if the cause of death is due to an accident. AD&D also pays a partial benefit if you lose a limb or sight.

### **RETIREMENT PLAN**

The Retirement Plan provides a set benefit, based on your annual salary, years enrolled in the plan, and years of service. All RFT and RPT employees are eligible to enroll in the Retirement Plan immediately upon date of hire. If you are enrolled in the Retirement Plan and have five years of NAF service, you are considered to be a vested member in the plan. To participate, you must contribute one percent of your gross wages each pay period. During the first two years of retirement, you'll probably receive more in retirement benefits than you paid into the plan while you were working as a NAF employee. You will never lose the money you put into the plan. Even if you don't stay long enough to get a NAF pension, your plan contributions, plus interest, will be returned to you when you leave.

#### ***Highlights of the Retirement Plan:***

You can retire and receive a full annuity payment after you reach either age 62 with five years of plan service, age 60 with 20 years of plan service, or age 55 with 30 years of plan service. You can retire and receive a reduced annuity as early as age 52 if you have five years of plan service. However, there is a reduction for every year

that you are under age 62, or for each year prior to your earliest retirement date. Once you retire, there are several payment options available to you. The plan also contains a provision for your spouse to receive a lifetime pension should you die before you retire. This is an option that you must elect. If you are not married, your designated beneficiary will receive a lump sum benefit equal to your plan contributions plus interest.

#### **401(K) SAVINGS AND INVESTMENT PLAN**

In addition to the Retirement Plan, you may choose to join the 401(K) Plan. To be eligible, you must be a RFT or RPT employee. If you join the 401(K) Plan, you can contribute up to the maximum the IRS will allow. You decide how much to save and how to invest. FFR will match up to three percent of your salary. If an employee terminates employment for any reason before contributing to the plan for twelve (12) months, the employee will forfeit the agency match.

As long as you remain in the plan, you can shape your savings program to fit your budget and achieve your goals for financial security when you retire.

#### ***Highlights of the 401(K) Plan:***

The money you contribute into the 401(K) is deducted from your paycheck before taxes are calculated. This lowers the amount of taxes you pay, so you can afford to save more. Your 401(K) plan offers several investment vehicles, each with a different level of risk and potential return.

The sooner you join the 401(K) plan, the less it can cost you to reach your retirement goals. When you leave NAF employment, your account may be paid out to you or rolled over to a private IRA

(whichever you choose). However, an important point to keep in mind is that if you elect to receive a return of your contributions (cash out), you will be subject to a 20 percent tax, in addition to a 10 percent IRS penalty. If you are age 59-1/2 or older, the IRS may exempt you from the 10 percent penalty charge.



Discuss all your benefit options with your local HR professional to select the best choices for you and your family. All benefits are available for review at [NAFhealthplans.com](http://NAFhealthplans.com). This website features an online tutorial known as “Alex” to help in your selections.

# Miscellaneous Info

## **CONSUMPTION OF ALCOHOLIC BEVERAGES OR USE OF ILLEGAL DRUGS**

Many employees are in positions where they interact with the public, and in some cases, are responsible for facilities and the safe operation of motor vehicles and equipment, that could, if improperly operated, cause death or injuries to patrons and other employees. As such, employees are reminded that anyone who consumes alcoholic beverages during working hours, or who reports to work while under the influence or impaired by either alcoholic beverages or drugs, is subject to disciplinary action, including termination. Executive Order 12564 of 15 September 1986, states that illegal drug use by employees on or off duty is contrary to efficiency and public trust, and any employee who uses illegal drugs is not suitable for Federal employment.

## **GRIEVANCE PROCEDURES**

An administrative grievance is a request by an employee for personal relief from matters of concern or dissatisfaction that is subject to the control of management. An employee has the right to present his/her complaints and grievances to management officials for prompt and equitable consideration. In pursuing a grievance, an employee must initiate such action within seven calendar days of the incident that is being grieved. Grievances filed beyond this time frame are considered untimely and may be rejected by management. Normally, a grievance is first directed to the Site Manager for resolution. If a resolution is not acceptable, the employee is afforded the opportunity to grieve to the Commanding Officer (CO). Please contact your NAF Human Resources Office (HRO) for assistance. They can provide confidential information regarding matters that are excluded from the grievance process and assistance in processing your grievance. There may be a separate grievance process if you are a covered employee under a Collective Bargaining Agreement (CBA). Employees should refer to their CBA contract or local union representative for more information.

## **OFFICE/CUBICLE ETIQUETTE**

Office Etiquette is about conducting yourself **respectfully and courteously** in the office or workplace. *You are the ambassador/s of the organization.* Keep your workplace tidy and professional. Workspace and common areas must be kept clean, ensuring that trash is disposed of appropriately. Do not leave items in the lunchroom refrigerators over night, as they are completely emptied on a regular basis. Please note that it is our shared responsibility to keep our common areas clean! In a cubicle environment it is also crucial to keep allergies in mind; do not wear strong scents or sprays. Be mindful of the noise level, especially as you walk down the aisles or enter/exit common areas. Keep your interruptions of others to a

minimum, show respect for other's workspace (knock before entering). Keep private matters private and never gossip.

### **WORK SCHEDULE/TIME KEEPING**

Each department may have a variety of work hours and shifts within the normal 80-hour (two-week) pay period. Alternate Work Schedule (AWS) options may be available to some eligible employees. Talk to your supervisor to find out more. Do not begin your shift prior to your scheduled time or extend into overtime without your supervisor's prior authorization. All employees who work more than six hours a day are entitled to a half-hour, unpaid meal break. Any other breaks are solely at the discretion of your supervisor and not required by law. However, at no time will meal breaks and other breaks be combined to provide paid lunch breaks nor may meal breaks be skipped to allow for early release. A meal break will be subtracted from the daily total of hours worked.

It is the employee's responsibility to know their work schedule and to arrive to work on time. Our timekeeping system is a computerized system called KRONOS. To look up leave balances and pay information, employees must register and use the iPay system at <https://ipay.adp.com/iPay/login.jsf>

Employees designated as SE Region staff are **required** to muster daily in the Total Workforce Management Service (TWMS) at <https://twms.nmci.navy.mil/selfservice/muster/index.asp>

### **EMAIL ETIQUETTE/WEBSITE RESTRICTIONS**

All employees requiring access to government computers in the course of their duties will complete a SAAR-N form with Navy Information Technology (N6). When using government computers employees must safeguard information and information systems from unauthorized or inadvertent modification, disclosure, destruction, or misuse. Employees must access only that data, control information, software, hardware, and firmware for which they are authorized access by the cognizant Department of the Navy (DON) Commanding Officer, and have a need-to-know, have the appropriate security clearance and assume only those roles and privileges for which they are authorized. In addition, employees using government equipment shall not use personally owned hardware, software, shareware, or public domain software without written authorization from the Local IA Authority. Employees will not use Navy IT resources in a way that would reflect adversely on the Navy. Such uses include pornography, chain letters, unofficial advertising, soliciting or selling except on authorized bulletin boards established for such use, violation of statute or regulation, inappropriately handled classified information and PII, and other uses that are incompatible with public service.

## APPEARANCE AND CONDUCT

First impressions by customers of FFR programs and facilities are extremely important and largely determined by the appearance and professionalism of our employees. All FFR employees shall present a ***well-groomed and professional appearance*** and exercise good judgment in the selection of dress. Clothing which is extremely tight, revealing, suggestive, displays inappropriate slogans, or is non-compliant with safety or health requirements must never be worn on the job. If an employee's attire is offensive to the average or reasonable customer or visitor, it is considered inappropriate for the work place. Your supervisor will set appropriate standards of dress and personal appearance for your specific work site. If provided, uniforms are required and must be worn at all times. You will be required to clean your uniform and turn it in when employment is terminated. Name tags may also be provided and may be deemed mandatory by your supervisor. Please see your human resource office or supervisor for specific Installation policies for your program/position.



## IDENTIFICATION CARDS

The Base Personnel Support Detachment (PSD) department will issue you a Common Access Card (CAC). The CAC card must be shown, if requested by the Security Guard, anytime you enter the base. For security reasons, your CAC card must be with you at all times when you are on the base, regardless of working status. The CAC card is also required for logging on to an NMCI computer, and must never be left unattended. You are responsible for renewing your CAC card prior to expiration. To avoid waiting in line at PSD, you're encouraged to make an appointment ahead of time at: <http://appointments.cac.navy.mil>

## OPERATING VEHICLES

If you plan to drive your own vehicle to work, please check with your local Personnel Services Detachment to determine if you must register

your vehicle. If required, you will present a current vehicle registration, a valid driver's license and proof of insurance. Speed limits and other traffic laws are strictly enforced. Anyone violating on-base driving rules may be ticketed. Government vehicles may be available for official use. In most locations, convenient parking is available.

## PROMOTIONS

Promotions can come from within FFR. There are some positions, such as Child and Youth Program Assistants within the Child and Youth Program that are considered

developmental, and occur without further competition after appropriate training and time in grade are achieved. However, most promotion opportunities are not typically automatic and require the employee meets all advancement requirements/qualifications. It is your responsibility to watch for promotion opportunities and submit an appropriate application package to your local Human Resource Office and/or within USAjobs.gov for consideration.

### **EMPLOYEE REWARDS & RECOGNITION**

Your installation command or department leadership may hold quarterly employee celebrations where team achievements and accomplishments are recognized.

### **PERSONAL AND OFFICIAL PHONE CALLS**

Personal calls from government telephones by employees or customers are only permitted in an emergency. In addition, the use of personal cell phones while on duty is also limited to emergencies. When answering an official phone you should identify the program/facility and your name. On base calls can be placed by calling the local DSN prefix followed by the four digit number. Instructions for using your command phone systems will be provided upon orientation to your office, facility or installation. Instructions for the Region Building phone system are as follows: To call local numbers, dial 99, followed by the 7 digit number. For long distance calls, dial 98, followed by the area code and the 7 digit number.

### **USE OF MORALE, WELFARE & RECREATION (MWR) FACILITIES**

The use of MWR facilities by DoD civilian employees is listed in a priority status after other authorized patrons. Active Duty personnel and their dependents have first priority at all times. It is recommended that civilian employees call the facility to determine current fees/charges prior to use. Facilities that are authorized for use by NAF employees include fitness centers, bowling centers, auto skills centers, golf courses, picnic areas, aerobics classes, fitness and wellness programs, restaurants, and discount tickets from Ticket Offices, when located on an installation. Please discuss local facilities that are available with your supervisor and check your installation facebook page or website for current events. In addition to MWR facilities, DOD civilians are authorized to shop at the local Navy Exchange, excluding alcohol, tobacco and the Commissary.

### **SAFETY**

Safety is everyone's responsibility and accident prevention is of the utmost importance. If required, your supervisor will provide you with safety procedures and health certification opportunities specific to your job responsibilities within 30 days of your employment. Safety regulations, and in some cases Material Safety Data Sheets, are also posted in your workspace. If your job requires the use of hazardous equipment you will be provided the opportunity to attend the required training courses. Upon completion of the certification course, you will be held responsible for adhering to the principles and techniques taught in the training course. You have



an obligation to yourself, your co-workers and the customer to immediately report any conditions, personal actions, or other concerns which compromise the safety of the facility or program.

### **OFFICIAL PERSONNEL FOLDER (OPF)**

The NAF Human Resources Office maintains an OPF for each employee. The OPF is the official record of your employment and contains documents authorized for retention. All records are kept confidential in accordance with the Privacy Act. In order to maintain your OPF, you are responsible for informing the NAF Human Resources Office immediately when any of the following information changes:

- a. Name, address and telephone number
- b. Marital status, number of dependents, or income tax withholding information
- c. Beneficiary(ies)
- d. Person to notify in case of an emergency

All employee records are considered confidential and are protected against unauthorized access. Access is only given if there is a court order or a written release from you. Your supervisor, the NAF Human Resources Office and you have access when necessary.

### **POLICIES AND PROCEDURES**

There are many regulations and Standard Operating Procedures (SOPs) which govern various aspects of your duties and responsibilities. Your supervisor is responsible for ensuring that you receive training in the contents of all SOPs which apply to your position and must make sure that copies are readily accessible for your use on the job. You will be held responsible for your record of compliance with those SOPs and regulations. You will be required to review them on a regular basis and acknowledge that you fully understand each.

### **PHYSICAL EXAMINATIONS/BACKGROUND CHECKS**

Many positions require physical examinations on an annual basis. If you are employed in a child care position, as a food service worker or in any other position that requires a physical examination, it will be performed at no cost to you. Failure to keep the physical examination appointment scheduled by your supervisor or failure to pass physical requirements may result in noncompliance of conditions of employment.

All positions require (various levels of) background checks at no charge to you. These background checks must be completed in a timely fashion. Failure to complete your required background check may result in noncompliance of conditions of employment. More specific information is available from the Human Resources Office.

### **SMOKING**

Smoking is only permitted in designated areas. Discuss smoke breaks with your supervisor and/or local Human Resources Office.

### **COMMUNICATION**

Employees utilize several means of communication. You will find all NMCI users in the “Global” address book in your Outlook.

Employees are encouraged to create and manage their profile on the CNIC Gateway 2 (G2) <https://g2.cnic.navy.mil/CNRSE/N9>. Access will be granted to authorized computer users within the department.

MS TEAMS is a platform for sharing and providing information with other members and for conducting meetings. Most NMCI users will also have a MS TEAMS account.

CNIC releases a monthly newsletter “N9 News Blast” which is emailed to all staff monthly.

# Appendices

## **APPENDIX (A) - COMMON ACRONYMS**

Below is a list of the most commonly used acronyms in our workplace.

A/P	Accounts Payable
A/R	Accounts Receivable
AAFES	Army Air Force Exchange System
AD	Active Duty
AFRC	Armed Forces Recreation Centers
AIMS	Accounting and Information Management System
AIS	Annual Inspection Survey
AL	Annual Leave
AMC	Air Mobility Command
AP	Advanced Placement
APF	Appropriated Funds
ASAP	As Soon As Possible
AWOL	Absent Without Leave
BBA	Business Based Action
BOA	Basic Ordering Agreement
BOM	Beginning of the Month
BPA	Blanket Purchase Agreement
BRAC	Base Realignment and Closure
BUMED	Bureau of Medicine
BUPERS	Bureau of Naval Personnel
CAC	Common Access Card
CBC	Construction Battalion Center
CDC	Child Development Center
CDH	Child Development Homes
CG	Coast Guard
CID	Center for Information Dominance
CMC	Command Master Chief
CMD	Command
CNIC	Commander, Navy Installation Command
CNO	Chief of Naval Operations
CNEURAFCENT	Commander, Navy Region Europe, Africa & Central Command
CNRH	Commander, Navy Region Hawaii
CNRJ	Commander, Navy Region Japan
CNRK	Commander, Navy Region Korea
CNRM	Commander, Navy Region Marianas Guam
CNRMA	Commander, Navy Region Mid-Atlantic
CNRNDW	Commander, Navy Region Naval District Washington

CNRNW	Commander, Navy Region Northwest
CNRSE	Commander, Navy Region Southeast
CNRSW	Commander, Navy Region Southwest
CO	Commanding Officer
COB	Close of Business
COGS	Cost of Goods Sold
COLA	Cost of Living Allowance
CONUS	Continental United States
CPO	Chief Petty Officer
CRB	Contract Review Board
CYP	Child & Youth Programs
DAR	Daily Activity Report
DECA	Defense Commissary Agency
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Financial Accounting System
DOB	Date of Birth
DOD	Department of Defense
DoDDS	Department of Defense Dependent Schools (Europe/Pacific)
DoDEA	Department of Defense Education Activity
DODI	Department of the Navy Instruction
DON	Department of Navy
DSN	Defense Switching Network
DTS	Defense Travel System
EEO	Equal Employment Opportunity
ENCL	Enclosure
EOM	End of Message
EVAL	Employee Performance Evaluation
FFRP	Fleet and Family Readiness Program
FFSC	Fleet and Family Support Center
FFSP	Fleet and Family Support Program
FY	Fiscal Year
G&A	General and Administrative
GS	General Schedule
GSA	General Services Administration
HIPAA	Health Insurance Portability and Accountability Act
HQ	Headquarters
HRO	Human Resource Office
IDP	Individual Development Plan
IG	Inspector General
JAG	Judge Advocate General
JER	Joint Ethics Regulation
JFSAP	Joint Family Service Assistance Program
JTR	Joint Travel Regulations
LN	Local National / Foreign Employee

LWOP	Leave Without Pay
MAC	Mobilization and Contingency Plan
MCPON	Master Chief Petty Officer of the Navy
MILCON	Military Construction Navy
MILPERS	Military Personnel
MIS	Management Information System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MWR	Morale, Welfare and Recreation
NAF	Non Appropriated Fund
NAS	Naval Air Station
NAS JRB	Naval Air Station Joint Reserve Base
NAVT	Navy Instruction
NAVMED	Navy Medicine
NAVOSH	Navy Occupation Safety and Health Program
NAVSTA	Naval Station
NAVSUP	Naval Supply Systems Command
NCBC	Naval Construction Battalion Center
NCIS	Naval Criminal Investigative Service
NEX	Navy Exchange
NGIS	Navy Gateway Inns and Suites
NKO	Navy Knowledge online
NLT	No Later Than
NOTU	Naval Ordnance Test Unit
NS	Naval Station
NSA	Naval Support Activity
NSB	Naval Submarine Base
OCONUS	Outside Continental United States
OIC	Officer In Charge
OJT	On the Job Training
OPF	Official Personnel File
OPNAV	Operations Navy
ORM	Operational Risk Management
OSD	Office of the Secretary of Defense
PAO	Public Affairs Officer
PCS	Permanent Change of Station
PD	Position Description
PII	Personally Identifiable Information
PM	Preventive Maintenance
PO	Purchase Order
POA&M	Plan of Action and Milestones
POC	Point of Contact
POD	Plan of the Day
POS	Point of Sale

POV	Personally Owned Vehicle
PPV	Public Private Venture (Privatized Housing)
PR	Purchase Request
QA	Quality Assurance
QOL	Quality of Life
QTR	Quarter
RAMCAS	Recreation and Mess Central Accounting System
RFP	Request for Proposal
RFQ	Request for Quotation
ROI	Return on Investment
SAC	School Age Care
SAP	Systems Applications Programs
SECNAVINST	Secretary of the Navy Instruction
SIOH	Supervision Inspection Over Head
SL	Sick Leave
SLO	School Liaison Officer
SOFA	Status of Forces Agreement
SOP	Standard Operation Procedure
SSN	Social Security Number
STARS	Standard Accounting and Reporting System
TAD	Temporary Additional Duty
TC	Termination for Convenience
TD	Termination for Default
TDY	Temporary Duty
TT	Tickets and Tours
TWMS	Total Workforce Management Systems
UFM	Uniform Funding and Management
UIC	Unit Identification Code
USNR	U.S. Navy Reserve
USO	United Service Organizations
XO	Executive Officer
YAC	Youth Activities Center
YP	Youth Programs
YTD	Year To Date

**APPENDIX (B) – CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM and INDIVIDUAL DEVELOPMENT PLAN**

**CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM**

1. Name (Last, First, MI)		2. Last 4 SSN				
3. Position Title, Pay Plan, Series, Grade (e.g., Clerk, NF-0000-01)						
4. Name and Location of NAF Activity (e.g., CNIC N-9 NSA Mid South)						
5. Reason for Rating and Rating Period					From:	To:
90 Day	Interim	Annual	Separation/Close Out			
6. Rating elements	Outstanding	Highly Satisfactory	Satisfactory	Minimally Satisfactory	Unsatisfactory	
a. Quality of Work						
b. Productivity						
c. Dependability						
d. Working Relationships (peers & supervisor)						
e. Customer/Patron Relations						
f. Leadership*						
g. Management/Coaching Effectiveness/EEO Commitment *						
*Supervisory rating only						
7. Overall Performance Rating (A rating of Unsatisfactory in any one element results in an Unsatisfactory Overall Rating)						
Outstanding <input type="checkbox"/> Highly Satisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Minimally Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>						
8. a. Pay Increase:		Yes <input type="checkbox"/>	Amount: \$	No <input type="checkbox"/>		
b. Performance Award:		Yes <input type="checkbox"/>	Amount: \$	No <input type="checkbox"/>		
c. Time Off Award:		Yes <input type="checkbox"/>	Hours: =	No <input type="checkbox"/>		
9. Supervisors Remarks: (Separate sheet may be attached.)						
10. Rater's Signature					Date	
11. Approving Official's Signature					Date	
12a. Employee Signature (Indicates receipt and that rating has been discussed with employee.)					Date	
12b. Date Discussed and Copy of Completed Evaluation Package Provided to Employee:					Date	

**CNIC NON-APPROPRIATED FUND EMPLOYEE PERFORMANCE RATING FORM, *continued***

<b>INDIVIDUAL DEVELOPMENT PLAN (IDP)</b>	
CNIC Mission Deliver Effective and Efficient Readiness from the Shore	
FFR N9 Statement	
1a. Name <i>(Last, First, Middle Initial)</i>  1b. SSN: xxx-xx-0000 <i>(Last 4 only)</i>	2. Current Position Title, Series and Grade:  <input type="checkbox"/> Regular Full Time <input type="checkbox"/> Regular Part Time <input type="checkbox"/> Flexible Schedule <input type="checkbox"/> Other _____
3. Organization:	4. Date of Appointment to Position:  5. Performance Period for IDP: From _____ to _____
6. Goals that support the mission of	
a. b. c. d. e. <i>(use separate sheet if needed)</i>	
7. Learning opportunities to refresh, or acquire, skills used to accomplish goals (do not include Navy required training):	
a. b. c.	
8. Conferences, seminars, workshops courses or college classes requested for professional development. <i>(Include date and associated costs for registrations):</i>	
a. b. c.	
8. Remarks:	
9. Employee's Signature:  (Concurred by employee) Date:	10. Supervisor's Signature:  (Concurred by supervisor) Date:



## APPENDIX (C) – NEW EMPLOYEE CHECKLIST

EMPLOYEE INFORMATION			
Name:	Start date:		
Position:	Manager:		
FIRST DAY			
<input type="checkbox"/> Provide employee with employee handbook.	<input type="checkbox"/> Assign mentor to answer general questions.		
<input type="checkbox"/> Assign "lunch buddy".	<input type="checkbox"/> Verify HR appointment (benefits etc.)		
<input type="checkbox"/> Telephone directory.	<input type="checkbox"/> Organizational chart.		
<input type="checkbox"/> Invitation to Star Service.	<input type="checkbox"/> Date to attend Indoc.		
POLICIES			
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> <li>• Anti-harassment</li> <li>• Vacation and sick leave</li> <li>• Holidays</li> <li>• Time and leave reporting (TWMS)</li> <li>• Overtime</li> <li>• Performance reviews</li> <li>• Dress code/appearance</li> </ul>	<ul style="list-style-type: none"> <li>• Personal conduct standards</li> <li>• Security</li> <li>• Confidentiality</li> <li>• Safety</li> <li>• Emergency procedures</li> <li>• Visitors</li> <li>• E-mail and Internet use</li> </ul>	
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> <li>• Office/desk/work station</li> <li>• CAC Card</li> <li>• Mail (incoming and outgoing)</li> <li>• Shipping</li> <li>• IT/Help desk</li> <li>• Office printers</li> </ul>	<ul style="list-style-type: none"> <li>• Telephones</li> <li>• Conference rooms</li> <li>• Office supplies</li> <li>• Business cards</li> <li>• Phone messages</li> <li>• Training opportunities</li> </ul>	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Mail drop</li> <li>• Copy machines</li> <li>• Fax machines</li> </ul>	<ul style="list-style-type: none"> <li>• Bulletin boards</li> <li>• Parking</li> <li>• Printers</li> <li>• Office supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Lunchroom</li> <li>• Coffee/vending machines</li> <li>• Emergency exits</li> <li>• Suggestion box</li> </ul>
POSITION INFORMATION			
<input type="checkbox"/> Review initial job assignments and training plans (IDP).			
<input type="checkbox"/> Review position description (PD), performance expectations and standards.			
<input type="checkbox"/> Review job schedule, payroll timing, time cards (if applicable), and policies and procedures.			
COMPUTERS			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> <li>• E-mail</li> <li>• G2</li> <li>• NKO</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office System</li> <li>• Data on shared drives</li> <li>• TWMS</li> </ul>	<ul style="list-style-type: none"> <li>• Databases</li> <li>• Internet</li> <li>• S drive</li> </ul>

**STILL HAVE QUESTIONS?**

There are many people available to assist you as an FFR employee, including your co-workers, your supervisor and your Human Resources Office.

*Just Ask Us ~ Welcome Aboard!*