

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

The February 2018 issue of the Buckley AFB NAF Employee Newsletter is intended to provide Non-Appropriated Fund (NAF) civilian employees, supervisors, commanders, and anyone who has authority over NAF personnel decisions, with an annual notification of rights and responsibilities. It is not intended to replace the governing directive. For specific information see the listed reference or contact Buckley NAF-Human Resources (HR).

NAF PERSONNEL REGULATION

Air Force Manual 34-310, Non-Appropriated Fund Personnel Program Management and Administration Procedures, spells out policy for the human resources management and administration of NAF personnel and programs. Items such as hours of work, staffing, disciplinary actions, performance evaluations, appeals and grievances, leave, and benefits are discussed in this 478-page manual. All employees should know how the system works and how actions affect their employment. Employees may obtain the latest copy on the Air Force (AF) publishing page at <http://www.e-publishing.af.mil/>. Under the publications tab select AF, Departmental, 34 Services, and look for AFMAN 34-310. Any questions, contact NAF-HR.

EMPLOYEE CONDUCT

AFMAN 34-310, para 10.1.

Work Performance. All NAF employees:

- are obligated to discharge assigned duties conscientiously and effectively, and meet established performance requirements.
- are present for duty unless he or she is authorized to be absent.
- are obligated to follow regulations and comply in a timely manner with proper instructions or orders given by competent authority.
- Confer with line management (starting with the immediate supervisor) to discuss matters, get information, or solve problems related to the job.
- May confer with members of the NAF-HR, Equal Opportunity office, etc., for employment advice and assistance.

A person is neither employed nor continued in employment who:

- Advocates the violent overthrow of the U.S. Government.
- Is a member of an organization that advocates the violent overthrow of the U.S. Government.
- Takes part in any strike against the U.S. Government or one of its instrumentalities.

WORKPLACE VIOLENCE POLICY

DoD Instruction 1438.06

It is DoD policy to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. All employees are responsible for promoting a safe work environment.

Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated in the workplace; all reports of incidents will be taken seriously and will be dealt with appropriately.

Those who engage in such behavior may be:

- (1) Immediately removed from the premises.
- (2) Denied re-entry pending completion of an appropriate investigation.
- (3) Subject to removal from federal service, criminal prosecution, or both.

Any comments regarding intended violence against another employee, even those made in a joking manner, are unacceptable and could lead to the above disciplinary action.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Buckley Employee Assistance Program (EAP) exists to assist Buckley AFB NAF employees and their dependent family members. The EAP offers assessment, short-term counseling, and referral services for a wide range of personal problems, as well as a variety of work/life issues, including:

- Stress
- Crisis
- Marital and Family Problems

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

Page 1 of 7

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

- Emotional Concerns
- Relationship Issues
- Psychiatric Disorders
- Work Related Difficulties
- Alcohol and Drug Problems
- Life Adjustments
- Medical Problems

EAP can also offer advice on other topics such as Childcare, Adoption, Eldercare, Legal and Financial issues.

The EAP is free of charge for you and your dependent family members. The program is prepaid by the AF and you will only be responsible for the cost of additional services to which you are referred.

Access to EAP is accomplished by the member without any involvement by management.

Visit the EAP website at www.foh4you.com

You may also contact the EAP at 800-222-0364.

BUCKLEY AFB MARIJUANA POLICY

As a federal installation, Buckley AFB is under federal jurisdiction where federal law is enforced. The use, possession, distribution, manufacture, or introduction of marijuana, any other illegal drug, or drug paraphernalia is strictly prohibited. All individuals, including military personnel, **civilian employees**, contractors, dependents, and visitors are required to obey federal law while on Buckley AFB, including in the family housing area and at all entrance gates. Violators of the law are subject to debarment, fines, and imprisonment.

In accordance with federal law and Department of Defense (DoD) policy, no individual may use, possess, distribute, manufacture, or introduce marijuana on Buckley AFB. While Colorado law may permit possession and use of marijuana for medical and recreational purposes, federal law, specifically the Controlled Substances Act, United States Code, Title 21, Chapter 13, continues to deem these activities illegal. Therefore, anyone

who uses, possesses, distributes, manufactures, or introduces marijuana on Buckley AFB or attempts to do any of these acts, will be treated as follows:

FEDERAL EMPLOYEES: Executive Order 12564, Drug-Free Federal Workplace, requires federal employees (INCLUDING NAF EMPLOYEES) to refrain from the use of illegal drugs, both on and off duty. DoD and Air Force regulations (DoDI 1010.09 and AFI 44-107) also require federal employees to refrain from illegal drug use, whether on or off duty. Using illegal drugs is inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish the mission. Federal employees who use marijuana or any illegal drug are subject to disciplinary and adverse actions, including removal from federal civil service.

SECURITY CLEARANCES: The Adjudicative Guidelines for Determining Eligibility for Security Clearances states that the use of an illegal drug can raise questions about an individual's reliability and trustworthiness. The use of marijuana by military personnel, federal employees, or DoD contractors may be grounds for denial or loss of a security clearance.

If you have any questions contact NAF-HR.

NAF GRIEVANCE/APEAL PROCEDURES

AFMAN 34-310, Ch 9

Employees dissatisfied with matters related to employment are entitled to express that dissatisfaction by filing an appeal or grievance.

An **appeal** is a written request by an employee to contest a removal for cause, demotion for cause, BBA, or a demotion based on position classification. An appeal is also used by a veteran who feels they are denied reemployment with the same FSS at the time of his/her return from active military service.

A **grievance** is a written request by an employee, or a group of employees acting collectively, for personal relief in a matter of concern or dissatisfaction relating to the

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

Page 2 of 7

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

employment of the employee(s) that is subject to the controls of AF management.

An appeal or grievance must be delivered or mailed to the NAF-HR no later than **seven calendar days** after effective date of the action. If the document is mailed, it must be postmarked no later than seven calendar days after the effective date of action.

Certain matters cannot be grieved and will not be accepted. These include:

- Any matter that is subject to final administrative review or decision outside the AF or for which other authorized complaint or appeal systems are prescribed.
- The Content of AF publications.
- Allegations of discrimination because of race, age, color, religion, sex, disability, or national origin. These cases should be referred to the Equal Employment Opportunity (EEO) Officer.
- Notices of proposed actions.
- Separation during probationary period.
- Non-selection for appointment, promotion, or reassignment to a position at the same or higher rate of pay.
- Termination of a temporary promotion or a limited term appointment.
- Granting or not granting a performance award, pay adjustment, or an honorary or other discretionary award.
- Management decision regarding budget, workload, organization, and mission which result in business based actions.
- Any issue previously decided as a result of a prior grievance, appeal, or any other formal complaint system.
- Matters related to wage or salary rates or schedules.

It is the employee's responsibility to comply with all requirements concerning grievances and appeals. Failure to do so could result in rejection of the grievance or appeal.

For specific information regarding the grievance process see AFMAN 34-310, Ch 9. Questions on grievance and appeal procedures may be directed to NAF-HR.

CLASSIFICATION APPEALS

AFMAN 34-310, para 17.3

NAF positions are classified into one of three following pay-setting systems:

- Crafts and Trade (CT)
- Child and Youth Pay Band (CY)
- NAF Pay Band (NF)

IAW AFMAN 34-310 para 17.13., employees may request, in writing, a change in their pay system, grade or pay band, series, or title of his/her officially assigned position.

Who May File an Appeal: An employee may file individually or on behalf of a group of employees occupying identical positions. All members of a group action sign the appeal and their representative, if any, must be designated in writing.

Time Limits for Filing an Appeal:

An employee may appeal the classification of his or her position at any time but may not file an appeal on a proposed change. An official written notification of the local classification action must be received by the employee before such an appeal can be filed.

Presenting an Appeal:

Appeals must be made in writing and addressed to the NAF-HR for initial action. The appeal must clearly indicate the part of the classification with which the employee(s) disagree; why the classification is inconsistent with the published standards or guidelines; and the title, series, or grade/pay band, the employee considers correct.

All employee's have the right to be assisted and advised in preparing the appeal by a representative of his or her own choosing, unless there is a conflict of interest, such as an employee of the servicing NAF-HR.

Questions on Classification Appeals may be directed to NAF-HR.

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

No FEAR Act

On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002," which requires each agency to provide this notice to Federal employees, former Federal employees and applicants for Federal employment to inform you of the rights and protections available to you under Federal antidiscrimination, whistleblower protection and retaliation laws.

Antidiscrimination

Federal agencies cannot discriminate against an employee or applicant with respect to the terms, conditions or privileges of employment on the basis of race, color, religion, sex, national origin, age, disability, marital status or political affiliation. If you believe that you have been the victim of unlawful discrimination, you must contact an Equal Employment Opportunity (EEO) counselor within **45 calendar days** of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before you can file a formal complaint of discrimination with your agency.

Whistle Blower Protection Laws

Protected whistleblowing is defined as disclosing information which the discloser reasonable believes evidences:

1. A violation of law, rule, or regulation
2. Gross mismanagement
3. Gross waste of funds
4. An abuse of authority
5. A substantial and specific danger to public health or safety. If you believe you have been subject to retaliation for protected whistle blowing you can file a complaint with the Office of Special Counsel (OSC) at www.osc.gov.

Retaliation for Engaging in Protected Activity

A Federal agency cannot retaliate against an employee or applicant because that individual exercises his or her rights under any of the Federal antidiscrimination or whistleblower protections laws listed above. If you believe that you are the victim of retaliation for engaging in protected activity, you must follow, as appropriate, the

procedures described in the Antidiscrimination Laws and Whistleblower Protection Laws sections or, if applicable, the administrative or negotiated grievance procedures in order to pursue any legal remedy.

Contact 460 SW/EO at 720-847-6140 with specific questions.

FAMILY MEDICAL LEAVE ACT (FMLA)

AFMAN 34-310, para 14.16

The FMLA entitles eligible NAF employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage.

ELIGIBILITY

- Has worked for the employer for at least **12 months**;
- Has at least **1,250 hours** of service for the employer during the 12 month period immediately preceding the leave

LEAVE ENTITLEMENT

Eligible employees may take up to **12 workweeks** of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or

To invoke their FMLA entitlement employees MUST complete OPM Form 71 and Dept of Labor forms WH-380-E or WH-380-F, and submit them to their supervisor. For more information contact your Supervisor or NAF-HR.

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

FEDERAL EMPLOYEE FAMILY FRIENDLY LEAVE ACT (FEFLA)

AFMAN 34-310, para 14.17

FEFLA expands the use of sick leave for certain NAF employees. These employees may now use sick leave for care of an ill family member and for bereavement purposes.

Use of this sick leave is limited by employment category:

FULL-TIME: up to 40 hours of sick leave per leave year for full-time employees. There is no minimum balance of sick leave required to use the first 40 hours. In addition, an employee who maintains a minimum balance of at least 80 hours of sick leave may use up to an additional 64 hours of sick leave per leave year, bring the total amount of sick leave available for family care and bereavement purposes to a **maximum of 104 hours per leave year**.

PART-TIME: the basic amount of sick leave that may be used for family care and bereavement shall be equal to the average number of non-overtime hours of work in the employee's scheduled workweek.

FLEX: not eligible.

All supervisors are required to maintain information manually on employees who use sick leave for family care or bereavement. For more information contact NAF-HR.

PROBATIONARY PERIODS

AFMAN 34-310, para 4.6

ALL NAF employees are required to serve a probationary period. The probationary period tests the employee's ability, suitability, and fitness for the job, as shown by actual job performance. During this period, the employee's conduct and performance are observed, and he or she may be separated if conditions warrant. The NAF-HR processes a personnel action upon satisfactory completion of the probationary period. Employees that do not satisfactorily complete the probationary period are involuntarily terminated from NAF employment.

The length of the probationary period is:

- Six months for Pay Band NFI - NFII
- Twelve months for Pay Band NFIII - NFV
- Twelve months for CY employees
- Six months for Crafts and Trades (NA & NL)
- Twelve months for initial appointment to a supervisory and/or managerial position

EVALUATION OF PREGNANT EMPLOYEES

AFMAN 34-310, para 10.10

Civilian employees who are pregnant are required to notify their supervisor they are pregnant so that an environmental inspection of the workplace can be performed to ensure the health and well-being of the mother and child. When notified, supervisors will refer the employee to Public Health at 720-847-6454. Public Health will then coordinate with Bio-Environmental Engineering (BEE) and Flight Medicine to perform an evaluation of the workplace risks. Based on the evaluation of the workplace, BEE will notify the employee and supervisor of any identified risks and provide recommended techniques for avoiding them. The employee will also be seen by a doctor and will be given a profile stating the physical limitations that the employee's condition mandates. Employees should provide a copy of the medical profile to the supervisor and HRO once they receive it.

Supervisors are required to follow the doctor's orders in the medical profile, even if the employee desires not to--they are not optional.

SEXUAL ASSAULT

Buckley Sexual Assault Response Coordinator **720-847-7272**

The Air Force has instituted avenues for reporting sexual assault in the form of Restricted and Unrestricted Reporting.

Restricted Reporting allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, Chaplains or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an investigation. It is

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

intended to give the victim (survivor) time and control over the release of their information. Further, it also empowers the survivor to make an informed decision about participating in the criminal process. **Restricted Reporting is available for:** All Service members and their Dependents over the age of 18.

Unrestricted Reporting is any report of sexual assault made through normal reporting channels (for example: reports to chain of command, security forces, and/or Air Force Office of Investigation). This reporting option triggers an investigation, command notification, and allows a person who has been sexually assaulted to access medical treatment and counseling.

Unrestricted Reporting is available for:

- All Service members and their Dependents over the age of 18
- DoD Civilians and their Dependents over the age of 18
- Contractors (if supporting in a contingency location outside the continental United States)

Please contact the Buckley Sexual Assault Response Coordinator at 720-847-7272 with any questions.

PROHIBITED PERSONNEL PRACTICES

Prohibited personnel practices, commonly called PPPs, are employment-related activities that are banned in the federal workforce because they violate the merit system through some form of employment discrimination; retaliation; improper hiring practices; or failure to adhere to laws, rules, and regulations that concern the merit system principles. The 14 PPPs:

By law, Federal employees may not:

- Discriminate
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics
- Coerce the political activity of any person
- Deceive or willfully obstruct any person from competing for employment

- Influence any person to withdraw from job competition
- Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment
- Engage in nepotism
- Take or threaten to take a personnel action because of whistleblowing
- Take or threaten to take a personnel action because of the exercise of a lawful appeal, complaint, or grievance right
- Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees
- Knowingly take or fail to take personnel action in the violation of veteran's preference laws
- Violate any law, rule or regulation implementing or directly concerning merit system principles
- Implement or enforce a nondisclosure agreement or policy lacking notification of whistleblower rights
- Access the medical record of another employee or applicant in furtherance of any conduct proscribed by the 13 other PPPs

More information may be obtained from:

U.S. OFFICE OF SPECIAL COUNSEL

<https://osc.gov/ppp>

LEAVE: ANNUAL AND SICK

ANNUAL LEAVE - AFMAN 34-310, para 14.2.7.1

Except in cases of emergency, **annual leave is requested by the employee and approved in advance of the absence.** Employees submit requests for annual leave on the OPM Form 71, *Request for Leave or Approved Absence*. An employee who takes leave without approval is considered Absent Without Approved Leave (AWOL). Supervisors have the authority to approve or deny leave based on mission requirements.

SICK LEAVE - AFMAN 34-310, para 14.3

Sick leave is for absences due to illness, injury, examinations, and treatment by a physician, exposure to a contagious disease, or illness of a family member with a contagious disease or for purposes relating to the

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

NAF EMPLOYEE NEWSLETTER

460th Force Support Squadron, Human Resources Office



460 FSS/FSCN

Buckley AFB, CO

February 2018

ANNUAL NOTIFICATION OF EMPLOYEE RIGHTS AND RESPONSIBILITIES

adoption of a child. Only regular category employees accrue sick leave.

- **Requesting:** Sick leave is **REQUESTED** by employees and **APPROVED** by the Supervisor. Employees submit requests for sick leave on OPM 71. Sick leave for examinations and treatment by a physician that can be prearranged is requested in advance. Sick leave for other absences, which are not known in advance, is requested as soon as possible after an employee's scheduled shift begins (within the first two hours). **Supervisory approval must be granted before it is taken.**
- **Proof of Illness:** Sick leave of more than three consecutive workdays should be supported by a medical certificate. Where evidence does not justify the approval of sick leave, the absence may be charged to annual leave, LWOP with the employee's consent, or absent without leave (AWOL).

PAY VERIFICATION – “My Money”

All NAF employees are responsible for regularly checking their Leave and Earning Statement in “My Money” to ensure they received the correct pay for the hours worked. If you notice an error on your LES you should immediately contact your Supervisor. Visit <https://nafpay.afsv.net/>.

PCS LEAVE WITHOUT PAY (LWOP)

AFMAN 34-310, para 14.4.3.1.

A REGULAR employee is entitled to LWOP for up to 150 calendar days in order to avoid a break in service when resigning from his or her position due to a PCS if the regular employee is the family member of either:

- A military member who is head of household
- A federally employed person who is the head of household
- A non-federally employed person who is the head of household

Employees submit requests for LWOP to their Supervisor on OPM Form 71. The employee is also required to provide evidence acceptable that the

employee's sponsor is being transferred by the sponsor's employer (PCS orders for military or employer memo for civilian).

Employees should submit requests for PCS LWOP no later than 30 days in advance of their planned departure (or as soon as PCS orders are received). All requests require FSS Director approval.

****PCS LWOP does NOT apply to retirement moves****

ON THE JOB INJURIES

AFI 34-308, NAF Workers Compensation

If you are injured at work you are required to report the injury to your supervisor ***immediately*** so they can give you the necessary forms to take to your doctor. Even if you don't think your injury requires treatment you are required to report the injury to your Supervisor so that they have a record of the injury to support treatment at a later date, if needed.

NAF HR Contact Information

Chief, NAF Human Resources

Ms. Elizabeth Geppner 720-847-9713

Human Resource Assistants

Ms. April Smith 720-847-6775
Ms. Jill Smith 720-847-6974

460 FSS NAF Human Resources Office

18401 E A-Basin Ave. (Bldg. 606) Buckley AFB, CO 80011

Office Hours: Monday – Friday, 0730-1600

720-847-6775

460fss.nafhro@us.af.mil

Page 7 of 7