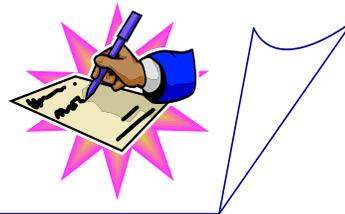


**Navy Region Europe, Africa and  
Southwest Asia**

**FLEET AND FAMILY  
READINESS**



**NAF EMPLOYEE HANDBOOK**



## **INTRODUCTION**

### **WELCOME ABOARD**

***Congratulations on your new job and on joining the Fleet and Family Readiness program. We are happy to have you as part of our team.***

***This handbook was developed for non-appropriated fund (NAF) employees and it contains information about the Fleet and Family Readiness Program in addition to other information relative to the policies that affect you as a NAF employee.***

***Please keep in mind that this handbook is for informational purposes and should not be confused with policy instructions/documentation. Policies are subject to change and we recommend that you refer to policy documentation, or our NAF Personnel Office, for guidance relative to specific issues.***

***If you have any questions after reading this handbook, please don't hesitate to ask your supervisor or contact the NAF Regional Business, Personnel Office at 626-5612/4164/2505***

***Again, welcome, and we hope that you enjoy your work here and wish you every success.***

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## **CHAPTER 1**

### **PROGRAM OVERVIEW** **Fleet and Family Readiness (F&FR)**

Commander, Navy Installations Command (CNIC) is responsible for the policy development, resourcing and oversight of quality of life programs for sailors and their families. F&FR enables a ready Navy Force through programs such as Fleet Readiness, Family Readiness and Housing programs.

#### **FLEET READINESS**

The Fleet Readiness division includes many Morale, Welfare and Recreation (MWR) programs and services. These programs include: fitness, sports, and deployed support, the Navy Motion Picture Service, libraries, golf, bowling, marinas and outdoor recreation, the Single Sailor or Liberty program, Information, Tickets and Travel, and the Navy entertainment programs. MWR programs are found both ashore (Naval installations) and afloat (aboard ships). MWR programs are supported by a combination of nonappropriated funds (NAF) (often referred to as "Sailors' dollars") and appropriated funds (APF) (funds appropriated by Congress). NAF revenues generated by MWR business activities (e.g., food and beverage, bowling) are used to sustain and recapitalize the operations.

#### **FAMILY READINESS**

The Family Readiness division provides programs and services through the Fleet and Family Support Centers, such as relocation assistance, information and referral, spouse employment services, family advocacy and the transition assistance program. Family Readiness also consists of Child and Youth Programs, such as Child Development Centers, the Child Development Home Program and Youth and Teen Centers.

#### **HOUSING**

The Navy Housing division is responsible for the overall management of all housing Navy wide, including permanent party family housing and bachelor quarters. The Navy Gateway Inns and Suites, support readiness and mission accomplishment by providing lodging and services for a mobile military community.

Because of the combination of both non-appropriated and appropriated funds, Navy F&FR workforce is made up of both NAF and APF employees.

## CHAPTER 2

### CUSTOMER SERVICE

The Navy is committed to “**First Class Service**.” We know we are earning the loyalty of our customers when our sailors believe that we care about them and their family’s interests, well-being and happiness. Demonstrating that caring, even in the smallest interactions, may be just what it takes to create a loyal customer and keep that Sailor in the Navy.

The Fleet and Family Readiness Division already provide our sailors and their families with quality customer service in all of our program areas of responsibilities. While there are certain regulations we have to follow, an important part of extraordinary customer service is flexibility. In every customer interaction we want to focus on what we *can* do for the customer, not what we can’t.

We must all focus on how to improve personal behavior that will enhance our customer service to our internal partners. We can improve our efficiency by making our internal service as extraordinary as our external customer service.

We also need to look at internal barriers to customer service. Finding ways to remove internal barriers will improve our ability to better serve our customers.

We benefit personally when we provide extraordinary customer service. We believe we all get a lift and satisfaction when we are able to help an internal partner or external customer.

We look forward to your active involvement in this endeavor.

## CHAPTER 3

### LEGAL STATUS

Fleet and Family Readiness activities Nonappropriated 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 (i.e., GS and Wage Grade) employees



except for 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.

## CHAPTER 4

### EMPLOYMENT CATEGORIES

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

**REGULAR EMPLOYMENT CATEGORY:** The regular employment category can be either Regular Full Time (RFT) or Regular Part Time (RPT) depending upon the hours worked during an administrative workweek.

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

If you are hired as a RPT employee you will be regularly scheduled to work 20-34 hours per week. RPT employees earn annual and sick leave and are only eligible to enroll in the Retirement, 401K Savings and Investment, and Medical Plans.

NOTE: A detailed explanation of the Benefits and Insurance programs can be found at web page ([www.mwr.navy.mil](http://www.mwr.navy.mil)).

**FLEXIBLE EMPLOYMENT CATEGORY:** As a Flexible employee you may be scheduled or unscheduled (meaning that you can have a more or less fixed schedule or the on-call-type of schedule with variable hours) and can work 0-40 hours per week if civilian or 0-34 hours per week if active duty, depending on your flex category. Flexible employees do not earn annual or sick leave and are not eligible to enroll in any of the benefits programs.



*In Naples and Gaeta, the negotiated agreement between MWR and the American Federation of government Employees (AFGE) has further defined the flexible category: flexible full time (21-39 hours per week), flexible part time (0-20 hours per week), and temporary flexible (having a job assignment with a time defined limitation). Any flexible employee who works more than 1,040 hours in, each, of two consecutive work years, will be converted to a regular full time (RFT) or regular part time (RPT) employee effective the first full pay period of the anniversary date following the consecutive year in which more than 1,040 hours were worked.*

## CHAPTER 5

### **PROBATIONARY PERIODS**

If you are hired as a Regular employee, you are required to serve a one-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 6 months. (An additional 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. This separation action is neither grievable nor appealable.
- 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.

No probationary period is required for Flexible employees. However, if you are hired as a Flexible employee and subsequently move to a Regular position with no break in service, same title, series and grade, then the time spent in the Flexible category is creditable towards the one year probationary period.

## **CHAPTER 6**

### **POSITION CLASSIFICATION**

Your position is one of many different kinds of positions. Most positions are either under the NAF Paybanding System (NF) or the Federal Wage System (NA, NL, NS). NF positions include clerical, technical, administrative and professional positions. Manual labor and recognized trades and craft positions are grouped under the Wage System.

Positions are classified on the basis of their duties, responsibilities and qualification requirements in conformance 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 and occupational categories of positions.

On the day you report for indoctrination, you will be provided with a copy of your job/position description (PD). During your first day, or shortly thereafter, your supervisor will discuss in detail the duties you will be expected to perform.

The PD should describe all the major duties and responsibilities of your position, including supervisory relationships that are significant in determining its correct classification. It is not an all-inclusive assignment sheet; it is not intended to state the limits of what you may be required to do. Its existence does not prevent your supervisor from assigning you additional related duties. Neither do you have a basis for refusing to perform an assigned related duty prescribed by your supervisor if that duty is not specified in your PD.

If you discover that your PD does not accurately reflect the major duties you are performing, you should report this to your supervisor. You may grieve the content of your PD and appeal the title, series and grade of your position if you feel it is incorrect. Please contact your servicing NAF Human Resources Office at the NRBO or your respective servicing NAF Human Resources Office if you have any concerns.

## CHAPTER 7

### **WORK PERFORMANCE APPRAISALS OR EVALUATIONS**

All employees are rated annually. Upon completing the performance rating, provided the overall performance is highly satisfactory or outstanding, managers/supervisors *may* recommend pay adjustments, and/or cash bonuses, or other appropriate award, e.g., time off award for payband employees.

Your supervisor may elect (under different circumstances) to re-evaluate your performance at any time during the rating period. However, there is normally only one annual performance rating.

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 trial period for improvement for at least 30 days. This is a non-disciplinary, non-adverse action and is neither grievable nor appealable. Letters of Caution will not be filed in your Official Personnel File (OPF) unless it is subsequently used as a basis for disciplinary action.

A performance appraisal is an employee's right. Not receiving one in a timely manner or not receiving one at all constitutes grounds for an administrative grievance. Ask your servicing Personnel (Human Resources) Office for details.

*Note: The negotiated agreement between MWR and the American Federation of government Employees (AFGE) in Naples and Gaeta Italy (only), Craft and Trades employees whose performance is rated as outstanding or highly satisfactory will be awarded gift certificates.*

## CHAPTER 8

### PAY

There are two NAF pay systems. White collar positions fall under the pay banding system (NF). Blue collar positions fall under the Wage Grade pay system (NA). If hired locally you will be paid on an hourly basis.

**PAY PERIODS.** Pay periods cover two weeks, beginning on Friday and ending on Thursday. The official payday is every other Friday. The pay you receive on payday is for the previous pay period.

**DIRECT DEPOSIT.** You will be required to complete a direct deposit form. Your bi-weekly paycheck will be transferred electronically to the financial institution of your choice.

**PAY INCREASES.** As stated in chapter 5, your supervisor may recommend a pay increase based on your performance. Pay increases are not “automatic”, and as long as the employee’s rate of pay does not fall below the minimum, he/she may not receive a pay raise. Pay increases for NAF pay band employees may not exceed 15% per year.



Pay is established differently for Crafts and Trades employees. They receive a yearly increase as determined by the DoD Wage Fixing Authority.

**OVERTIME PAY.** When unusual or urgent work situations arise, your supervisor may require you to work overtime. All overtime must be approved in advance, in writing by the Department Head.

If you are a Pay Band employee, you will be paid one and one-half times your usual rate for overtime in excess of 40 hours a week.

If you are a Craft and Trade 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 in an administrative work week.

Periods of paid leave, e.g., annual leave, sick leave, holidays, etc., are not included as time worked towards the 40 hours overtime requirement.

The provisions of the Fair Labor Standards Act do not apply to U.S. citizens working in foreign areas.

**MEAL PERIODS.** Regular lunch periods, normally will be established at no less than 30 minutes or more than 1 hour. This time will not be considered or paid as time worked. Employees normally should not be required to work more than 6 consecutive hours without allowance for a meal period. Coffee breaks, and other rest periods of short duration, may be authorized by management, but must be counted and paid as hours worked for pay purposes.

**COMPENSATORY TIME.** Compensatory time is defined as time off on an hour-for-hour basis in lieu of overtime pay. It is granted to an employee at management's discretion. It must be approved in writing, in advance, and is credited hour for hour. Management may also limit the amount of compensatory time an employee may accumulate. Compensatory time may 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. This does not apply to wage employees.

**HOLIDAY PAY.** Holiday pay is optional for regularly scheduled RPT and flexible pay band employees and may be paid when the head of the NAF activity determines that it is the prevailing practice in the local wage area, and that such pay is necessary for recruitment and retention purposes.

**PAY DEDUCTIONS.** Each pay period you will receive a Leave and Earnings Statement. This statement shows your gross pay and itemizes the various deductions. Normal deductions include federal, medicare and FICA as well as retirement. In addition, other deductions may include life insurance, health insurance, 401k, savings bonds, allotments, Combined Federal Campaign (CFC) contributions, etc. For former appropriated fund (GS) employees, this may also include, FERS, TSP and CSRS.

**GARNISHMENTS.** Pay may be withheld from an employee's paycheck upon receipt of a court order for child support, alimony, tax liens, etc.

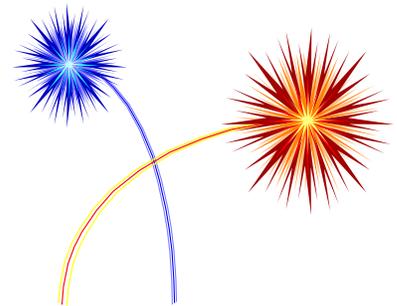
## CHAPTER 9

### HOLIDAYS

Regular employees are eligible to a day off with pay for recognized federal holidays. 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). Regular employees must be in a pay status the day before or the day after a holiday to be entitled to holiday pay.

#### Recognized federal holidays include:

- 1st of January (New Year's Day)
- 3rd Monday of January (Martin Luther King, JR birthday)
- 3rd Monday of February (President's Day)
- Last Monday of May (Memorial Day)
- 4th of July (Independence Day)
- 1st Monday of September (Labor Day)
- 2nd Monday of October (Columbus Day)
- 11th day of November (Veteran's Day)
- 4th Thursday of November (Thanksgiving Day)
- 25th of December (Christmas Day)



And 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 will be charged to annual leave, leave without pay, or compensatory time, and are subject to approval by your supervisor.

## CHAPTER 10

### LEAVE

- Having accepted your position, you are expected to be present during your established hours of duty unless granted permission to be absent. Permission to be absent from duty is called “leave.” You may obtain leave for personal business or vacation (annual leave), for officially ordered military training (military leave), and for certain other reasons.
  
- Your supervisor is the approving official for leave requests, which should be submitted by use of the OPM Form 71 (Leave Request). All leave requests must be submitted in advance, where permissible.
  
- **RATES OF ACCRUAL FOR ANNUAL LEAVE.**

Regular Full Time and Regular Part Time 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 calendar days of employment. 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 4 hours of annual leave).

Employees with more than 3 and less than 15 years of service will accrue 7.5 percent of the total hours in the basic workweek (e.g., an employee who works 80 hours during a pay period will earn 6 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 workweek.

Employees with more than 15 years of service will accrue 10 percent of the total hours in the basic workweek (e.g., an employee who works 80 hours during the bi-weekly pay period will earn 8 hours of annual leave).

You may not carry over more than 240 hours of annual leave from one 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, you may elect to transfer your annual leave balance or be paid off in lump sum. If you are transferring to an appropriated fund (APF) (GS) position, all your annual leave will be transferred. There is no pay off for lump sum annual leave under this scenario.

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

As a Regular employee you are eligible to earn sick leave. Sick leave may be granted for legitimate medical reasons and must be approved in advance, when feasible.

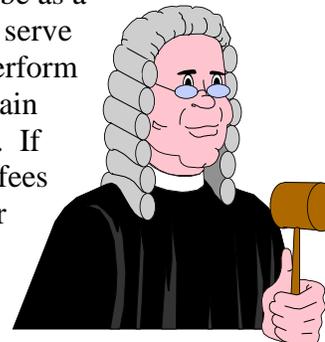
Sick leave credits will accrue at the rate of 5 percent of the hours in a “pay” status and will be credited at the end of the pay period in which accrued. If you work 80 hours per bi-weekly pay period you will earn 4 hours of sick leave. There is no limit on the amount of sick leave that an employee may accumulate and carryover from one leave year to the next.

**LEAVE WITHOUT PAY (LWOP).** Absences can be charged to LWOP only when you specifically request LWOP or when you have insufficient annual leave, sick leave, or compensatory time available to cover an approved absence.

If you are a family member of military or civilian personnel who is departing your sponsor’s duty station due to transfer, you may request LWOP. Only regular full/part time employees whose performance is not less than satisfactory are eligible to request LWOP. This will ensure that you have no break in service should you find employment at your new duty station. LWOP may be granted up to one year. The request for LWOP must be submitted no sooner than sixty calendar days from the prospective date of the sponsor’s transfer and must indicate that you intend to seek federal employment at the new duty station. A request for resignation must accompany your LWOP request. The resignation will be processed automatically upon expiration of the LWOP or when you find employment, whichever occurs first.

**ABSENCE WITHOUT LEAVE (AWOL).** If you are tardy or absent from duty without adequate reason or advance approval, you may be charged AWOL. If you cannot come to work, please notify your supervisor as soon as possible.

**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 you are a Regular employee and your appearance will be as a witness on behalf of a government body (Federal, State, or local), or to serve on a jury, you will be granted paid court leave or excused absence to perform these duties. You will receive your regular pay for such time or will retain the court fees received from the court, whichever is the greater amount. If the court fee is the lesser amount, such fee, exclusive of transportation fees when separately identified or otherwise identifiable, will be turned over to the employing NAFI.



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.

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.** If you are a Regular employee and a member of a military reserve organization, you may be granted military leave for up to 15 calendar days per fiscal year. (This would entitle you to a NAFI paycheck and a Reserve paycheck).

**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: Contagious disease is defined where quarantine is ordered by medical officials). Annual leave may be substituted for all other purposes.

**FAMILY FRIENDLY LEAVE ACT.** Sick leave may also be granted under the Federal Employees Family Friendly Leave Act (FEFFLA). Under the FEFFLA, regular full time employees may use up to 5 days (40 hours) of sick leave in a leave year to care for a family members or bereavement. An additional 8 days (64 hours) may be used during the leave year as long as the employee maintains a sick leave balance of at least 80 hours. For the purpose of the Family Friendly Leave Act, a “family member” is defined as spouses and their parents; parents; children including adopted children, and their spouses; brothers, sisters and their spouses; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family (member) relationship.

**MATERNITY/PATERNITY LEAVE.** If you are regular full time or regular part time female employees you may request sick leave, annual leave, or leave without pay when incapacitation related to pregnancy and medical authority has properly established confinement. The absence covering pregnancy and confinement will be treated as any other medically certified temporary incapacitation and may qualify for short-term disability. Maternity absence that does not involve medical complications does not qualify as a medical emergency under the leave donation program.

If you are a regular full time or part time male employee you may request annual leave or leave without pay for purposes of assisting, or caring for their children, or for the mother of the newborn child. Sick leave may be used under FEFFLA for the time periods that the mother is incapacitated as established by medical authority, for maternity reasons.

**LEAVE DONATION PROGRAM** If you are a Regular employee and find yourself in a situation where you have exhausted all of your leave (annual/sick) and a medical emergency

presents itself, you may request leave to be donated from other NAF employees. For more information relative to your eligibility and a complete explanation of the Leave Donation Program, please contact the NAF Personnel Office.

**FUNERAL LEAVE** If you are a Regular NAF employee, administrative leave for 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, grand parents (in loco parentis).

*Note: The negotiated agreement between MWR and the American Federation of government Employees (AFGE) Naples Italy and Gaeta (only) administrative leave will be granted to employees who do not accrue annual or sick leave for a death in the employee's immediate family or household, including: spouse, children, parents, parents of spouse, sister or brother of the employee (including adopted or step siblings), sister or brother of the spouse (including adopted or step sibling), and step parents of the employee or spouse. Such leave will be granted in the amount of 3 days for those employees who do not return to the United States and in the amount of 5 days for those employees who do return to the United States. All other employees must use annual leave, sick leave or LWOP for bereavement leave.*

## CHAPTER 11

### **RESIGNATIONS**

If you decide to leave NAF employment, please give your supervisor as much advance notice as possible. A two-week advance notice period is the generally accepted minimum.

This will be put **in writing** on a Standard Form 52 (ask your supervisor) along with the effective date, your forwarding address and signature, and will be turned in to your supervisor.

Before you leave, you are required to return accountable property and/or your swipe card to your supervisor. Your final paycheck will be processed during our normal payroll cycle and lump sum payment for accrued annual leave (only Regular employees) will be paid.

Payment for any unsettled claim(s) owed to the Fleet and Family Readiness Divisions may be withheld from your final paycheck and/or annual leave lump sum payment.

#### **CAREER MOVES FOR SPOUSES (before you PCS)**

Your time within a flexible position is not without its merits; it *can* count towards career status or tenure depending on the type of Federal civilian employment you find thereafter. To take full advantage of your time with Fleet and Family Readiness, whether as a flexible or regular employee, you must remember to take all the necessary paperwork with you when you PCS. This includes (or may include): Interchange Agreement statement (if applicable); copy of your last Performance Evaluation; copy of your last Personnel Action Report (PAR); copy of any Training you may have done, including all completed Navy Child Care Modules and other related training; copy of your Security Investigation results (if applicable)

This list is not exhaustive, but it does contain some important paperwork you will require if you intend to seek Federal employment at your next duty station. Should you forget to request such paperwork, give us a call and we will mail it out to you. We will be glad to assist you in your transition as far as personnel/career issues are concerned, but please bear in mind that it is YOUR responsibility to remember to take care of these matters.

#### **MILITARY SPOUSE PREFERENCE**

Spouses eligible for preferential consideration are wives or husbands of an active duty military member of the U.S. Armed Forces. The marriage must have occurred before the military member received official Permanent Change of Station (PCS) orders to the installation at which employment is being considered

Eligibility for spousal preference begins 30 days before the military member's reporting date at the new duty station and applies without time restrictions except that spouses seeking preference with less than 6 months time remaining in the area may be non selected for continuing positions.

Eligible spouses will receive preferential consideration and will be selected over other non-preference candidates if referred to a selecting official as among the “Best Qualified” to fill the vacant position.

Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and is terminated upon accepting or declining an offer of a Regular Full-Time or Regular Part-Time position. A military Spouse may accept any temporary or flexible position without losing military spouse preference.

### **NAF TO GS EMPLOYEE INTERCHANGE AGREEMENT**

To be eligible for movement under this agreement, employees must be currently serving under a NAF appointment or have been involuntarily separated (BBA) without personal cause within the preceding year (the 1-year time frame commences on the actual date of separation). NAF employees must be, or have been, serving in continuing NAF positions (regular or flexible) under appointments without time limits.

NAFI employees considered under this agreement are to be treated in the same manner as if they were already Federal employees in the competitive service transferring from one agency to another, i.e., they are to be considered qualified and appointed as if they are current Federal employees. The key point of the agreement is that NAF employees need only meet the same qualification requirements as if they were already civil service employees.

This is important in that this means that in-service placement qualification standards may be used in qualifying NAF employees coming into the Federal Civil Service under this agreement. This type of qualification standard, when available, is usually less rigid than those qualification standards applied to applicants applying for initial entrance into the Federal Civil Service. APF HROs should normally include NAF employees eligible under the Interchange Agreement in the minimum area of consideration for vacancy announcements.

## **CHAPTER 12**

### **TRAINING AND DEVELOPMENT**

Continuing development of our workforce is vital if we are to continue to develop as an organization. We want to ensure employees are prepared to meet the challenges of the future, and training will help make that possible. Fleet and Family Readiness are committed to providing the resources to help make our organization an environment that encourages learning and enhances the future achievements of our organization.

Each new employee is selected because she/he is considered to be the best-qualified available candidate. You will have the opportunity to improve your qualifications by participating in available training. Your supervisor is responsible for training, which will promote efficiency and economy in the operation of the branch to which you are assigned. "In-house" training is offered for computer software, administrative action officers, personnel EEO, standards of conduct, etc. You are responsible for your own personal self-development.

## CHAPTER 13

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**



The key to the success of the EEO program is the employees. You have a role to play in this very important venture. Knowledge is the key.

The objectives of the EEO program are two-fold. The first is to provide a fair and full opportunity for all employees, regardless of race, color, religion, sex, national origin, age (40 years and above), disability, or reprisal based on prior EEO activity. The second is to achieve a work force that reflects a composition of the available civilian labor market and value the diversity it brings.

The perception that a person believes that she/he has been treated differently based on their race, color, religion, sex, national origin, age (40 years and above), disability, or reprisal based on prior EEO activity is what constitutes an EEO complaint.

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 solve a problem, you may seek guidance regarding the EEO procedures by contacting your servicing NAF Human Resources Office or the EEO office located in the APF Human Resources Office.

If you feel that you have been discriminated against because of your race, color, religion, sex, national origin, age (40 years and above), disability, or reprisal based on prior EEO activity, you must contact an EEO counselor within 45 calendar days of the alleged discriminatory act or personnel action.

## CHAPTER 14

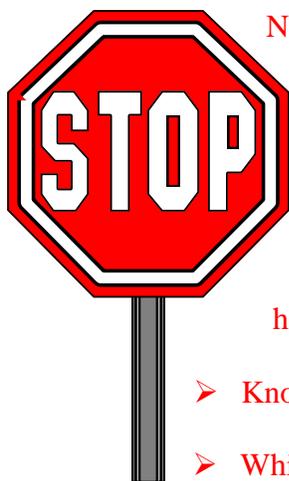
### PREVENTION OF SEXUAL HARRASSMENT

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:

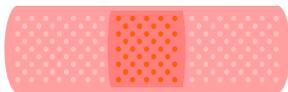
- Commit sexual harassment; or
- Take reprisal action against a person who provides information on an incident of alleged sexual harassment (a reprisal is the wrongful threatening or taking unfavorable action against, or the wrongful withholding of favorable action from an individual who reports sexual harassment or other discrimination); or,
- Knowingly makes 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 Departments of the Navy 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. NAF employees who believe they have been discriminated against can use the Equal employment Opportunity Discrimination Complaint Process, or the administrative grievance procedures

## CHAPTER 15

### INJURY COMPENSATION



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 basic 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.

All injuries, including diseases caused by employment, or sustained during the performance of duty by you, are covered by the Workers Compensation Program.

If you are injured while in the performance of your duty, you must advise your supervisor, seek medical attention, if necessary, and fill out a Safety Report so that a Workman's Compensation Report can be processed right away. Your supervisor will advise the NAF Personnel Office who will complete the necessary paperwork.

Compensation will be paid for the disability or death of an employee arising out of and in the course of employment. Compensation may be denied if the injury was due solely to intoxication, horseplay or resulted from a willful intent to injure or kill oneself or another.

Employees are covered:

- (1) From the time they report for duty until the time they leave at the end of working hours (They are not covered while they are going to and from work)
- (2) While traveling away under orders of temporary duty or while traveling locally at the direction of their employer unless the employee deviates from the scope of employment.



If a work injury occurs:

- Notify supervisor immediately
- If necessary, get medical treatment authorized by form LS-1 (Available at the MWR NAF Personnel (Human Resources) Office
- Get in touch with the MWR Personnel (Human Resources) Office
- Bring a Doctor's Note to your supervisor to return to work, even if you have been released to full duty
- If you are disabled or have work restrictions, keep in contact with your employer regarding your recovery progress and work status
- Department of Labor protects your interests and advises you of your legal rights under the law.

## CHAPTER 16

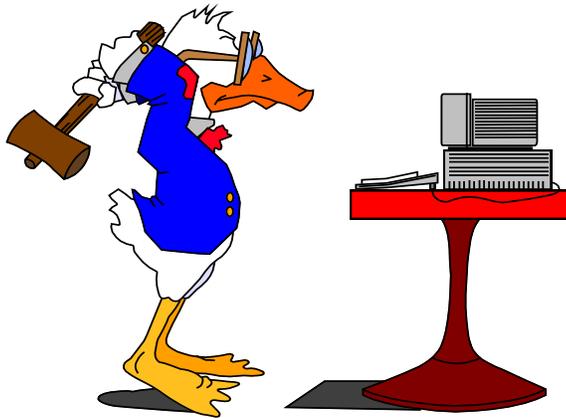
### STANDARDS OF CONDUCT

All military and civilian personnel within the Navy Personnel Command (Navy CNIC) 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 Navy (DON) regulations.

During your in-processing, you will be required to read and sign the Standards of Conduct.

Suspicion or knowledge of violations of the standards of conduct should be reported to your immediate supervisor or next higher level.

Public service is a public trust requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.



Employees shall not use their public office for private gain.

Employees shall not bind the Government with unauthorized promises or commitments.

Employees shall not misuse Government resources or information. Employees shall not impede Government efficiency or economy.

Employees shall not lose complete independence or individual impartiality.

Employees shall not make a government decision outside official channels.

Employees shall not do anything that will adversely affect the confidence of the public in the integrity of the government.

Employees shall not engage in any activity or acquire or retain any financial or association interest that conflicts or appears to conflict with the public interest of the U.S. as it relates to the employee's duties.

Employees shall not accept gratuities from DOD contractors unless specifically authorized by law or regulation.

Employees shall not use their official position to improperly influence any person to provide any private benefit.

Employees shall not use inside information to further a private gain.

Employees shall not wrongfully use rank, title, or position for commercial purposes.

Employees shall not accept or engage in outside employment or activities, including seeking or negotiating for employment that conflicts with official Government duties or which may discredit the Navy.

Employees shall not take or use Government property or services for other than officially approved purposes. All NAF employees have a duty to protect and conserve Federal property, including equipment supplies and other property entrusted to or issued to them. They cannot directly or indirectly use or allow the use of government property for other than official approved activities (this includes property leased to the government).

Employees shall not give gifts to superiors or accept them from your subordinates when it is not appropriate to do so.

Employees shall not conduct official business with persons whose participation in the transaction would violate law or regulations.

Employees shall not make private promises of any kind binding upon the duties of office or the Government.

Employees shall not engage in business with the Government, whether directly or indirectly, inconsistent with the conscientious performance of duty.

Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

Employees shall not hold financial interests that conflict with the conscientious performance of duty.

## CHAPTER 17

### **EMPLOYEE BENEFITS**

The Bureau of Naval Personnel (BUPERS) (Navy CNIC) offers 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 employee contributory except for Workers and Unemployment Compensation. It is important for every employee to understand and participate in what is offered. The advantages of these benefits could save you time, money and peace of mind. Eligibility to enroll in certain benefits programs is determined by your employment category, i.e., Regular Full Time, Regular Part Time and Flexible; and time in service. The following chart provides a quick reference guide relative to your eligibility and time frames for enrolling in the various benefits plans.

<u>BENEFIT</u>	<u>EMPLOYMENT CATEGORY</u>	<u>ELIGIBILITY PERIOD</u>	<u>OPEN ENROLLMENT PERIODS</u>
MEDICAL	Regular Full Time Regular Part Time	31 days from date of hire to enroll	BI-ANNUAL
DENTAL	Regular Full Time Regular Part Time	31 days from date of hire to enroll	BI-ANNUAL
DISABILITY	Regular Full Time	31 days from date of hire to enroll	NOVEMBER (through evidence of insurability)
LIFE	Regular Full Time	31 days from date of hire to enroll	NOVEMBER (through evidence of insurability)
RETIREMENT	Regular Full Time/Part Time	Enroll within 31 days after completion of 1 year service/end of probationary period. Credited for previous 1 year service	If you were hired on or after July 15, 2011, there is no waiting period and you are eligible to immediately begin participating in the Retirement Plan. Eligible employee may elect to join the Retirement Plan at any time on or after their date of hire
401(K) SIP	Regular Full Time/Part Time	31 days from date of hire or enroll anytime during enrollment period.	<u>QUARTERLY</u> MAR, JUN, SEPT, DEC

## MEDICAL PLANS

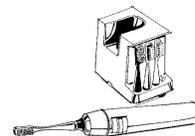
BUPERS (Navy CNIC) Fleet and Family Readiness Program offer medical plan options to meet your needs and those of your eligible family members. Regular Full Time employees are eligible to enroll in the Medical Plan effective with the date of hire. If eligible, you must enroll within the first 31 days of employment. If you do not enroll during the first 31 days of employment, you may enroll during an open season (held bi-annually for a period of 30 days usually during the November-December time frame). If you lose coverage, through no fault of your own, you can pick up coverage within 31 days of the event.

### **MEDICAL PLAN OFFERED:**

- *POINT OF SERVICE (POS)--MANAGED CHOICE:* Managed Choice is a network plan where you receive care from doctors, hospitals and other health care providers who belong to a network in your local area. You access the network through your Primary Care Physician (PCP). A PCP is a doctor with special training in family medicine, general medicine, internal medicine, or pediatrics. You and each covered family member select your own personal PCP from the Managed Choice network. Initial consultation is required with your PCP for all non-emergency health care. Your PCP will provide care directly or refer you to another doctor or specialist in the network.
- Managed Choice gives you two benefit levels to choose from. This is what point-of-service is all about. It means that at each point when you need a medical service, you decide whether to get preferred or non-preferred benefits. Here's the difference;
  - *Preferred Care:* This is the higher level of benefits. You get preferred benefits when your PCP provides or coordinates your care.
  - *Non-Preferred Care:* This is the lower level of benefits. You get non-preferred benefits when your PCP does not provide or coordinate care. For example, you get non-preferred benefits if you get care from a specialist on your own without referral from your PCP, even if the doctor is a network specialist. Your out of pocket expense is more when you use non-preferred care.

## DENTAL PLAN

- If you enroll in Managed Choice, you are also eligible to enroll in the dental plan. The dental plan offers comprehensive coverage and gives you the freedom to use any dentist you choose. To encourage good dental health, the plan pays 100 percent for preventive care services, with no deductible. For more advanced care, the plan pays a share of the expense, depending on the service you receive.



## **DISABILITY PLAN**

The BUPERS (Navy CNIC) Fleet and Family Readiness Program Disability Plan is administered in conjunction with your sick leave, Social Security and worker's compensation. Regular Full Time employees are eligible to enroll in the Disability Plan within the first 31 days of date of employment.

You and employer will share the cost of your plan coverage for the first 12 months of enrollment. The cost to you is 1.5 percent of your annual salary, up to a maximum of \$500.00. After you have been in the plan for one year, PERS-65 will pay the full cost of this coverage as long as you are an eligible employee.

The disability plan provides benefits when you are unable to work due to non-work related disability, illness or injury. Disabled employees may receive up to 60 percent of salary, tax free. For a more detailed explanation, please contact the NAF Regional Personnel (Human Resources) Office at DSN 626-5612 or 626-2505.

## **LIFE INSURANCE PLAN**

CNIC Life Insurance plans can help your family deal with financial matters in times of need. Regular Full Time employees are eligible to enroll in the MetLife Insurance Plans. You must enroll within the first 31 days of employment, or you may choose to enroll during an open season as long as you provide a statement of good health.

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 while you are employed.

### **TYPES of PLANS:**

- **BASIC TERM LIFE AND PERSONAL ACCIDENTAL DEATH AND DISMEMBERMENT(PAD&D) INSURANCE:** CNIC offers Basic Life Insurance coverage at one times your basic annual earnings plus \$2,000. When you enroll for Basic Life Insurance, you are automatically enrolled for PAD&D Insurance. The benefit amount for PAD&D Insurance is equal to the benefit amount for Basis Life coverage (one time your basic annual earnings plus \$2,000)
- **OPTIONAL TERM LIFE AND OPTIONAL ACCIDENTAL DEATH AND DISMEMBERMENT (OAD&D) INSURANCE:** When you only have Basic Life Insurance, changes are good that your current coverage may not be enough. Should you need more, you have the option to choose Optional Life Insurance for yourself, spouse and dependent children).

### Optional Life and OAD&D Insurance Coverage Options:

For you as a new employee - you may elect coverage up to four times your basic Annual earnings to a maximum of \$500,000 combined with Basic Life with *no health Questions*. You may elect coverage to five or six times your basic annual earnings to a maximum of \$750,000 combined with Basic Life by completing a statement of health form. During annual enrollment, if you are a late enrollee or if you are increasing coverage, a statement of health form *is required*.

For your spouse - As a new employee or during annual enrollment, you may elect \$10,000 in dependent spouse coverage with *no health questions*. You must enroll in the Basic and Optional Life plan in order for your dependents to be eligible for coverage.

For Your Dependent Children - As a new employee or during annual enrollment, you may elect \$5,000 in dependent child coverage with *no health questions*. You must enroll in the Basic and Optional Life plan in order for your dependents to be eligible for coverage. Dependent children ages Birth to 19 years old, or 25 years old if a child is a full-time student, are eligible for coverage.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP) AND AFFINITY™ LIFE MANAGEMENT SOLUTIONS (LMS)**

The EAP is a confidential and professional assessment referral service for employees and family members. You and your family members may call toll free: 00 800 8000 3030 to set up an appointment or speak with a counselor by phone about your situation. You have up to 5 sessions for assessment, diagnosis, referral, and short term problem resolution. Emergency service is available 24 hours a day. Any problem you feel is affecting your health and wellbeing is covered, such as stress of every day life, relationships, and even problems related to work.

CNIC has prepaid the initial assessment and limited sessions for you and family members. If further assistance is needed, you may be covered by health insurance, and if the services are not covered by insurance, other options may be explored. The EAP provider will work closely with you to find the best resource.

In addition CNIC is providing Affinity™ Life Management Solutions for you and your family members. This benefit offers an innovative blend of direct and referral services, designed to make life easier. The program has helpful modules addressing: Child and Elder Care; Legal and Financial; Educational Opportunities; Pet Care and Identity Theft. Each caller has a personal “help desk” and receives a customized referral/resource list and unlimited access to the interactive work/life website, and direct service. Best of all it’s free of charge to employees and family members. Contact your NAF servicing Personnel Human Resources Office for additional information or collect/reserve charge calling + 44 790 934 1229. Call collect, or dial them direct and they will call you back.

## **RETIREMENT PLAN**

The Retirement Plan provides a set benefit, based on your annual salary, and your years of service. All Regular Full and Part Time employees are eligible to enroll in the Retirement Plan after 1 year of regular service. If you are enrolled in the Retirement Plan and have five years of NAF service, you are considered as a vested member in the plan.

During the first two years of benefits than you paid into the Family Readiness. You will Even if you don't stay long pension, your plan you when you leave.



retirement, you'll probably receive more in retirement plan while you were working for Fleet and never lose the money you put into the Plan. enough to get a Fleet and Family Readiness contributions-plus interest will be returned to

### **HIGHLIGHTS OF THE PLAN:**

- You can retire and receive a full annuity payment after you reach either age 62 with five years of plan service, or 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 (this request must be approved by your command). However, there is a reduction for every year that you are under age 62.
- 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 and your spouse meets the required criteria. 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**

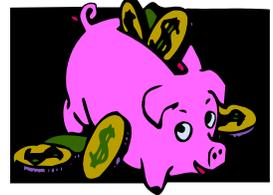
In addition to the Retirement Plan, you may choose to join the 401(k) Plan. To be eligible, you must be Regular Full or Part Time employees.

If you join the 401(k) Plan, you can contribute up to 15 percent of your pre-taxed annual salary. You decide how much to save and how to invest. Your employer will match up to 3 percent of your contributions.

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 PLAN:**

- The money you contribute to 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), the less it will cost you to reach your retirement goals.
- When you leave, your account may be paid out to you or rolled over to a private IRA (whichever you choose). But, 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 and in some cases, an additional 10 percent IRS penalty may apply. If you are age 59 1/2 or more, you may withdraw from your account for any reason at any time and may be exempt from the 10 percent penalty charge.



## CHAPTER 18

### EMPLOYEE RELATIONS

Disciplinary Actions are those actions taken by management in response to an employee's unacceptable conduct or behavior and may be Basic or Severe.

Basic Disciplinary Actions include:

- Oral Admonishment. Oral Admonishments are conducted by management, in private, as promptly as possible. Employee is advised of what he or she did wrong, when and where it occurred, what expectations management has and that repeated occurrences of misconduct could lead to formal disciplinary actions. The supervisor makes a memo for the record of the incident and keeps it for a period of 2 years from the date of the admonishment, using it as a basis for a stronger disciplinary action in the event the same employee causes another infraction within that time period. Oral admonishments are not subject to administrative grievances, nor can they be appealed by any category of NAF employees.
- Letters of Reprimand. A reprimand is a written communication from a manager to an employee that identifies unacceptable misconduct and will be placed in the employee's Official Personnel Folder (OPF) for a 2-year period and, during that time, may be used for taking stronger disciplinary actions should future infractions or conduct warrant such actions. Letters of Reprimand are subject to administrative grievances by all categories of employees.
- Suspensions of 30 days or less. It applies to regular employees only. If a flexible employee is guilty of an action deserving suspension, he or she should generally be terminated. A suspension places an employee in a non-pay status and no notice period is given. All employees are granted grievance rights.

Severe Disciplinary Actions includes suspensions of over 30 days, demotions for cause (from a higher to a lower level or grade), reductions in base pay, and terminations.

Severe Disciplinary Actions are applicable to all employees, but notice and appeal rights are only granted to regular full-time or part-time non-probationary employees.

### GRIEVANCE PROCEDURES

All NAF Fleet and Family Readiness employees have the right to present their complaints or grievances to management for matters of concern or dissatisfaction that are subject to the control of management. (Allegations of discrimination based on race, age, color, religion, sex, disability, or national origin will be administered through the EEO Program)

An employee must initiate a grievance action within 7 days of the incident that is being grieved.

There are two formal steps in the agency grievance process. “The first step in the process is to the head of the NAFI (or MWR Director) and the second and final step is to the installation Commanding Officer”. However, employees and supervisors are encouraged to discuss issues informally before a formal grievance is initiated. Many issues are usually resolved through open communication. There is not any requirement the employee do this. The employee may go directly to step one. Grievances of employees who are not part of a recognized bargaining unit will be processed using the administrative grievance procedures. Employees who are part of the recognized bargaining unit must use their negotiated grievance procedures. Contact your servicing NAF personnel official for guidance regarding the grievance procedures.

### **WHISTLEBLOWER PROTECTION**

NAF employees and applicants will be free from reprisal in making protected disclosures, the confidentiality of employees and applicants making such disclosures will be protected. Any NAF employee or applicant who reasonably believes that a personnel action taken or not taken as reprisal for making a protected disclosure, may file a complaint with the Department of Defense (DoD) Inspector General.

### **EMPLOYMENT OF RELATIVES**

Relatives will not be permitted to work in the same division, unless there are no other qualified candidates available for selection, or specialized skills are required and the relative of a current employee is the best qualified applicant, or the relative is a preference eligible candidate and an alternate selection cannot be made. These exceptions, though, do not apply when it would result in a relative being employed as a supervisor of another relative. The employment, appointment, or promotion of relatives of commissioned officers, COs, XOs, noncommissioned officers, and civilian officials who hold administrative positions in which they exercise jurisdiction or control over the employing NAFI is prohibited.

### **DUAL EMPLOYMENT AND DUAL COMPENSATION**

NAF employees may be employed in more than one position at the same time as long as civilians do not work more than an aggregate of 40 regular hours per week and active duty personnel more than an aggregate of 34 regular hours per week. It is the employee’s responsibility to report any additional position accepted with the Federal Government and to make sure not to exceed the maximum number of allowed regular hours.

## **CONDITIONS OF EMPLOYMENT**

There are certain requirements for certain categories of employment, such as a National Security Background Check Investigation for child care workers and employees handling large sums of money (such as cashiers), and anyone accessing the government computer system and or as required. A medical screenings for certain types of wage grade positions such as Cooks. Your cooperation in this will help speed up the hiring process.

## **COLLECTIVE BARGAINING AGREEMENT**

*The current Collective Bargaining Agreement supersedes any unclear statements addressed or conflicts with any aspects within this employee's handbook. This provision applies to Naples and Gaeta only.*