

# NAF Human Resources



## Classification Appeals

July - September 2019

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 AF-MAN 34-310 Section 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 disagrees: why the classification is inconsistent with the published standards or guidelines; and the title, series, or grade/pay band, the employee considers correct.

All employees have the right to be assisted and advised in preparing the appeal by a representative.

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## Hatch Act Rules for Nonappropriated Fund (NAF) Personnel

The Hatch Act is a federal law that was passed in 1939, which limits certain political activities of federal employees, as well as some states, District of Columbia, and local government employees who work in connection with federal funded programs.

The law's purposes are to:

- Ensure that federal programs are administered in a non-partisan fashion
- Protect federal employees from political coercion in the work place
- Ensure that federal employees are advanced based on merit and not based on political affiliation

Legal restrictions relating to the political activities of Federal Government Executive Branch employees are prescribed in Title 5, United States Code, Sections 7321-7326, referred to as the 'Hatch Act.' Per DODI 1400.25, Vol 1471, para 5, these principles are administratively extended to NAF Employees.

## Use or Lose Annual Leave

Regular NAF employees & their supervisors are reminded that the maximum accumulated annual leave that may be carried over from one leave year to the next is 240 hours.

The leave year for NAF employees will end on 11 January 2020.

Make sure that annual leave in excess of 240 hours is scheduled & used before that date. Your pay statement shows your annual leave balance. For more information on accumulation of annual leave please reference the

Nonappropriated Fund Personnel Program Management and Administration Guide, Section 14.2.4 or contact the HRO at (813) 828-2911 or DSN 968-2911.

The NAF HRO is  
**CLOSED** every  
Thursday for  
training and  
background  
investigations.

## Wells Fargo Webinar Schedule- Investing and Saving: Generation by Generation

**Planning for Retirement? Save the date for the upcoming Wells Fargo Webinar schedule for Tuesday August 27, 2019, at 12 p.m. EST. Just in case you missed the previous webinars, a link to the recording is provided below.**

### **Webinar: Investing and Saving: Generation by generation**

This live 30-minute webinar will be held on **Tuesday, August 27**, at 12 p.m. Eastern Time.

The presenter will discuss the following topics: There are forces that shape each generation's perspectives on saving and investing. This webinar will help you with:

- ✓ Typical financial characteristics by generation
- ✓ Potential impact of financial events on investment decisions
- ✓ How each generation prepares for their financial lives

All active and terminated participants with an account balance will receive a webinar invitation on **August 13**. Participants may register for the webinar, and view any of the previously held webinars at <https://engage.vevent.com/index.jsp?eid=4594>

### **\*In case you missed it\***

#### **July Webinar: Today's savings: Tomorrow's paycheck**

The presenter discussed the following topics:

- ✓ Steps to help your savings last through retirement
- ✓ Possible risks to savings in retirement
- ✓ Resources and tools to help with your decisions

\*Recording of webinar: <https://engage.vevent.com/index.jsp?eid=4594&seid=2814>

#### **June Webinar: Balance your financial life**

The presenter discussed the following topics:

- ✓ How to focus your efforts on top priorities
- ✓ Good financial habits to start today
- ✓ Taking the next step to help improve your financial health

\*Recording of webinar: <https://engage.vevent.com/index.jsp?eid=4594&seid=2481>

**LEMAY WINNERS!**  
Congratulations to the  
**BEST** large FSS in the  
Air Force!

**Upcoming  
Family Days  
MacDill AFB**

**Friday, Aug 30<sup>th</sup>,  
2019**

**Are You  
Thinking About  
Retiring?**

90 Day minimum  
notice is required in  
order to allow  
proper time for the  
retirement package  
to process at  
headquarters.

**Back to  
School**

**Hillsborough county- 12 Aug  
Pinellas county- 14 Aug  
Pasco county- 12 Aug**

## Spread the WORD!

MacDill is hiring for a variety of positions!

**TELL ALL YOUR FRIENDS who want to join the Best in AF team!**

Job announcements will be posted on-line at [NAFjobs.org](http://NAFjobs.org). Interested applicants should apply online.



## Personnel Accountability

Per AFI 36-3802, Force Support Readiness Programs, all NAF civilians play a role in personnel accountability during natural disasters, etc...

To assist with Accountability during a disaster event, here is what YOU, as a NAF employee need to know:

- 1) You must use the AFPAAS to account for yourselves and family members when directed.
- 2) You must maintain realistic and actionable shelter-in-place plans in anticipation of national crisis or natural disasters.
- 3) You must ensure your supervisor has the most current emergency contact information.

If you have any specific questions related to Personnel Accountability, please do not hesitate to discuss with your supervisor, or contact your NAF Human Resource Office at 828-2911. Below is a link that provides a brief description regarding AFPAAS to help you understand its importance:

Video - <https://youtu.be/zTPKr5g1SC8> "What is AFPAAS (Air Force Personnel Accountability and Assessment System)"...this video contains general AFPAAS overview for all - Total Force Airmen and their family members who are in the affected geographical Area of Interest (disaster area).



## Appointments

Your NAF HRO team is looking to better service you and diminish wait times for our customers. What does this mean? We would truly appreciate it if you would encourage your employees with questions or needs to call and schedule an appointment with us vs. just walking in. This way, if documents need to be prepared/ reviewed, we will be better equipped to accommodate and improve customer satisfaction.

THANK YOU!!!!



# YOUR NAF TEAM

The NAF Human Resource Office would like to welcome SMSgt McFadden and Jill Smith to our FSS team! They are a welcomed addition and we have created teams to better service you. Team assignments are as follows:

Ken Noil and Sophia Bauer- FSW and FSV

Jill Smith and SMSgt McFadden- FSD, FSK, FSR, and FSU

**Important Tip:**  
Use or Lose Leave  
must be used by  
11 January 2020

## Retro-active Pay Adjustments

The NAF Human Resource Office processed pay adjustments IAW Executive Order 13866 dated 28 Mar 19 for NF and CY eligible employees:

- Pay adjustments mandated for CY-01 and CY-02 pay bands were made effective 13 January 2019 IAW the appropriate GS locality pay schedule
- Pay adjustments for all NF-III and NF-IV employees were adjusted 1.4% effective 13 January 2019

Based on local wage survey results from full-scale survey which took place in January 2019:

- Crafts and Trade (NS, NL, NA) rates were adjusted and took effect on 09 March 2019
- Pay adjustments for all NF-I and NF-II employees were made effective 10 March 2019.
  - NF-I's received a 3.8% increase
  - NF-II's received a 1.2% increase

All retroactive pay should have shown on your LES in your May/June

- For questions regarding your pay, please contact the NAF Office at 828-2911.

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*The purpose of the Air Force NAF HR office is to administer the NAF Personnel Program by providing an efficient and effective management of NAF personnel while assuring their fair and equitable treatment. We advise and help management meet personnel needs and solve personnel problems. We ensure programs and actions comply fully with the spirit and intent of laws, regulations, and policies. All actions will be based on merit, without regard to grade, race, color, religion, gender, marital status, sexual orientation, national origin, physical handicap, age, or political affiliation.*

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6th Force Support Squadron  
NAF Human Resources

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813-828-2911  
DSN: 968-2911  
Fax: 813-828-3274

Monday-Wednesday, &  
Friday 0730-1600  
Thursday: CLOSED

[www.nafjobs.org](http://www.nafjobs.org)

Your HR Staff:

HR Officer: Gail Mouse  
HR Spec: Loreatha Upshaw  
HR Asst: Kenneth Noil  
HR Asst: Clifton McFadden  
HR Asst: Jillaine Smith  
HR Intern: Sophia Bauer

