

**PRINCIPLES OF ETHICAL
CONDUCT FOR FEDERAL EMPLOYEES**

To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each Federal employee shall respect and adhere to the fundamental principles of ethical service as implemented in regulations promulgated under sections 201 and 301 of Executive Order 12674, 12 Apr 89:

- (a) Public service is a public trust requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- (b) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- (c) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- (d) An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- (e) Employees shall put, forth honest effort in the performance of their duties.
- (f) Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.
- (g) Employees shall not use public office for private gain.
- (h) Employees shall act impartially and not give preferential treatment to any private organization or individual.
- (i) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- (j) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- (k) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- (l) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes-that are imposed by law.
- (m) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap.
- (n) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this Order.

TABLE OF CONTENTS

	Page
Introduction.....	1
Employee Status.....	2
Personnel Records.....	2
Dual Compensation.....	2
Active Duty Military.....	2
Employment Categories.....	3
Position Information.....	3
Pay Plans.....	3
Hours of Work.....	4
Work Schedules.....	4
Meal Periods.....	4
Rest Periods.....	5
Clocking In and Clocking Out.....	5
Pay Entitlements.....	5
Overtime.....	5
Night Shift Differential.....	5
Sunday Premium Pay.....	5
Pay Periods and Pay Days.....	6
Leave Information.....	6
Annual Leave.....	6
Sick Leave.....	7
Family Friendly Leave.....	7
Voluntary Leave Transfer.....	7
Family Medial Leave Act.....	7
Leave Without Pay.....	7
LWOP Moving w/Head of Household.....	8
Forced Leave.....	8
Absence without Leave.....	8
Administrative Leave.....	8
Excused Absences.....	8
Benefit Plans.....	8
Life Insurance.....	8
Medical Insurance.....	9
Dental Insurance.....	9
Flexible Benefits Plan.....	9
Retirement Plan.....	9
401(k) Savings Plan.....	10
Workers Compensation.....	10
Position Changes.....	10
Promotions, Reassignments, CLG.....	10
Details.....	10
Temporary Promotion.....	10
Management Reassignment.....	10
Change In Employment Category.....	11
Business Based Actions.....	11
Interchange Agreement.....	11
Training Opportunities.....	11
Job Performance and Recognition.....	12
Probationary Period.....	12
Annual Evaluations.....	12
Awards.....	12
Performance Improvement Plan.....	12
Suggestions.....	12
Conduct.....	13
Grievances.....	13
Drug and Alcohol Abuse Program.....	14
Separation Procedures.....	14
Disclaimer.....	14
Principles of Ethical Conduct.....	15

Introduction

Welcome to the 18th Services Squadron, the largest and most diversified Services Squadron in the Air Force and three time winner of the coveted General Curtis E. LeMay Award for the best Services program in the Air Force.

18th Services Squadron supports the greater Air Force operational mission and works to improve the quality of life for all personnel and their families. Our first priority is service to our customers and providing excellent customer service is a daily responsibility of all squadron members.

PRIDE...Progressive, Responsive, Integrity, Dignity and Excellence...forms our unit values. Everyone in the squadron plays a significant role and together we form a team. PRIDE is the bond which makes our team strong and allows us to successfully accomplish our mission and achieve our goals.

You will frequently hear the term NAF which stands for "nonappropriated funds". These are funds generated by revenue producing activities within the squadron such as the clubs, restaurants, snack bars, bowling center, golf course, etc., and the monies from these activities pay for the salaries of NAF employees. In other words, we are a business operation and must remain profitable to be able to provide services and meet our mission.

We are dedicated to the full implementation of federal laws mandating equality of opportunity for civilian employees. Personnel actions are based solely on the principles of merit and qualifications without regard to race, religion, sex, color, national origin, physical handicap, age or other nonmerit factors.

We are delighted to have you join the world renowned Kadena Services Squadron team and look forward to your contributions to making our team stronger and the services we provide to our customers even better.

Discrimination, including sexual harassment, in the work place, on an Air Force installation, or when conducting Air Force business is contrary to Air Force policy and will not be tolerated. If you feel you have been discriminated against or if you are a victim of sexual harassment, you may file a complaint directly with the EEO counselor. Contact information can be found on employee bulletin boards or by calling the Human Resources Office.

Drug and Alcohol Abuse Program

The Air Force has established a comprehensive program aimed at preventing, reducing and controlling substance abuse among employees. Drug and alcohol abuse which impairs performance is incompatible with Air Force standards. Employees are encouraged to voluntarily seek assistance from the Life Skills Center if they need help, however, counseling may be directed for employees whose work performance is affected by use of alcohol or drugs. Employees who are charged with a DUI on base are subject to loss of driving privileges and possible disciplinary action.

Separation Procedures

A two-week notice of resignation is customary to allow sufficient time to locate a replacement. You will be required to complete an AF Fm 2548, Request for Personnel Action and an outprocessing checklist prior to departure.

Employees who separate and return stateside may be eligible for unemployment compensation benefits. You will be provided with a SF 8, Notice to Federal Employee About Unemployment Compensation, with your separation personnel action and will need to present the form when you file for benefits. Eligibility requirements vary with each State so there is no guarantee of benefits.

DISCLAIMER

This handbook is intended to provide general information only. In case of a discrepancy, official regulations and guidelines will prevail.

Revised July 2006

Conduct

Managers are responsible for setting reasonable standards of conduct, informing employees of the standards and ensuring they are observed. Disciplinary action may be issued to employees who engage in misconduct. Action may include an oral or written reprimand, suspension, demotion, or removal depending on the nature and circumstances surrounding the offense.

Offenses include, but are not limited to:

1. Illegal or criminal conduct
2. Failure to comply with workplace policies and procedures
3. Insubordinate, discourteous or abusive conduct
4. Tardiness without a valid excuse, AWOL, leaving the job without permission, failure to request leave properly, or requesting leave under false pretenses
5. Misuse of duty time
6. Failure to comply with safety requirements
7. Unauthorized use, possession, theft, damage or destruction of government assets or property belonging to another individual
8. Failure to comply with dress code
9. Smoking in unauthorized areas; drinking alcoholic beverages on duty; reporting to work under the influence of alcohol or illegal drugs
10. Possession or use of dangerous instruments in the workplace
11. Engaging in illegal gambling on the job
12. Failure to honor debts or legal obligations
13. Falsification or unauthorized alteration of documents, reports, records, etc.
14. Substantiated complaints of sexual harassment or discrimination
15. Violations of ethics standards
16. Violations of security or privacy act requirements
17. Off duty misconduct which adversely impacts the Air Force or the US government
18. For positions working with children: Any action which jeopardizes the safety or well being of a child
19. For supervisory position: Violations of prohibited personnel actions

Grievances

Employees have a right to express their dissatisfaction and give their views on matters that relate to employment and working conditions without fear of restraint, interference, threat, discrimination or reprisal. Supervisors have a responsibility to respond to dissatisfactions brought to their attention and to attempt to resolve issues in a fair and equitable manner. If you have an issue which cannot be resolved through discussion with your supervisor, you may submit a formal grievance. Your grievance must be submitted within seven days of the occurrence or discover of the incident causing the grievance. The Human Resources Office will provide you with the procedures for filing a formal grievance.

Employee Status

Being a nonappropriated fund or NAF employees means that your position is funded through funds generated by activities within the squadron. These positions are separate and distinct from appropriated fund or APF positions which are funded through monies appropriated by Congress to the Department of Defense. Both APF and NAF employees are considered "federal employees", but each group is governed by its own personnel policies and procedures .

Personnel Records

The Human Resources Office (HRO) maintains an official personnel folder (OPF) on all NAF employees assigned to 18th Services Squadron. In addition, your supervisor maintains a supervisor's file (frequently referred to as a 971 file) on each employee. You may review your records at anytime. All changes in personal data such as a change in name, address, phone number, emergency address, dependent status, military status, citizenship, etc., must be reported to your supervisor immediately. Upon separation, your OPF is sent to the National Personnel Records Center in St Louis, MO.

Dual Compensation

The Dual Compensation Act restricts federal employees from holding more than one full-time (40 hours) position with the federal government. The restriction applies to both APF and NAF (MCCS, AAFES, Army NAF, etc.) positions. If you have a 40 hour per week federal job, you may not be employed in another job with the federal government. If you have a federal job which requires working less than 40 hours per week, you may be employed in other federal positions as long as your combined non-overtime hours do not exceed 40 hours per week. If you exceed the 40 hours, you must reimburse the federal government for the overpayment.

Active Duty Military

Active duty military personnel must obtain approval for employment from their respective commanders upon selection for a NAF position. Hours worked must not exceed 34 hours per week. Military personnel appointed to a "regular" position qualify for benefits earned by other regular employees with the exception of health insurance, retirement plan, and worker's compensation.

Active duty commissioned and warrant officers are prohibited from NAF employment but may be hired under a personal services contract.

Active duty military members who are current NAF employees may continue their NAF employment upon retirement from active duty service if they agree in writing that there will be no change in employment status during the 180 day period following retirement.

Employment Categories

There are two employment categories: Regular and Flexible. Your supervisor will inform you of the category of your position. Regular employees have continuing work schedules of at least 20 hours per week up to 40 hours per week. Flexible employees have work schedules which vary with the needs of the activity or may only be employed for a limited period. Flexible employees may work a minimum of 0 to a maximum of 40 hours per week.

Position Information

The duties and responsibilities of your position as well as the qualification requirements, performance standards and training requirements are outlined on a position description and/or a position guide. The position guide is used for administrative and customer service type positions while the position description and position guide are used for crafts and trades positions. The description/guide outlines only major duties and responsibilities. You may be assigned tasks not listed in your position description/guide by your supervisor. Your supervisor is responsible for ensuring the accuracy of your position description/guide. If you are concerned with the duties assigned to you, you should discuss it with your supervisor first.

Pay Plans

NAF positions are assigned to one of three pay plans: Crafts and Trades (CT), Pay Band (NF), and Child Care (CC).

Crafts and Trades: As the name denotes, this pay plan primarily covers blue collar and food and beverage type positions. There are three pay schedules under the Crafts and Trades pay plan: NA for non-supervisory positions, NL for leader positions and NS for supervisory positions. Each pay schedule consists of fifteen grades with five steps in each grade.

language classes free of charge. Check with your supervisor for available training opportunities.

Job Performance and Recognition

Probationary Period: All employees will be required to serve a probationary period to assess the individual's abilities and suitability for the job. The probationary period is six months for Crafts and Trades and NF-I and NF-II employees and 12 months for CC and NF-III and NF-IV employees. Employees who are moved to a position with a requirement for a longer probationary period must serve the new probationary period. Terminations during probation are not subject to the grievance process.

Annual Evaluations: Performance evaluations for all employees are conducted annually in October. Under the current evaluation plan, employees are rated on a scale of 1 to 5 on five elements: Work Effort, Work Relationships, Work Productivity, Reliability and Skill in Work. Supervisory personnel are rated on two additional elements: Leadership Qualities and Supervisory Ability.

Awards: Employees who excel on the job are eligible for a substantial cash performance award, On the Spot Cash awards of up to \$250 and time off awards. Employees may also be submitted by their supervisors for recognition at the highly esteemed squadron quarterly and annual awards program and by their peers for a Caring Service Award. Employees are also recognized for their achievements with 5, 10, 20, 30, 40 and 50 year length of service awards certificates.

Performance Improvement Plan: Employees who fail to measure up to performance standards are given an opportunity to improve through a Performance Improvement Plan where they are provided additional training, guidance or resources to help get them up to speed.

Suggestions

Your suggestions on how to improve operations, increase efficiency or eliminate hazards; are always welcome. Employees who submit suggestions that are approved and adopted may be eligible for cash awards.

position for up to six months if the position is expected to be vacant for at least four weeks and the employee meets the qualifications of the position.

Management Reassignments: Management may reassign an employee to another position in the squadron to promote the efficiency of the squadron. Normally, these actions are processed with the employee's consent.

Change in Employment Category

Management may change your employment category from flexible to regular whenever there is a need for a regular position. Hours worked by flexible employees are reviewed twice a year and those employees who average over 30 hours per week over a six month period are normally converted to regular. Employees who wish to change to a flexible position may request the change by completing an Application for Position Change.

Business Based Actions

Occasionally, it may become necessary to reduce hours, pay (for pay band positions) or abolish positions in order to meet business and financial needs. Every effort will be made to provide affected employees with as much notice as possible and to find alternate employment where feasible. Normally, flex employees in the same position are separated before regular employees and probationary employees separated before nonprobationary employees. Regular employees with at least one year of service may be eligible for severance pay if they are separated.

Interchange Agreement

Employees with at least one year of NAF service may apply for certain appropriated fund positions through the Civilian Personnel Office and are afforded the same status as other appropriated fund employees employed in other agencies. You may obtain more information on this agreement from the Customer Service Desk at the Civilian Personnel Office.

Training Opportunities

Kadena Team Services University (KTSU) provides a wide array of training classes to include a comprehensive three phase customer service course and an excellent self-development curriculum to include basic computer software classes (Word, Excel, Power Point, Outlook), and English-as-a-second-

Employees are normally hired at the Step 1 rate and receive step increase as follows:

Regular Employees

Step 2	After 26 weeks worked in Step 1
Step 3	After 78 weeks worked in Step 2
Step 4	After 104 weeks worked in Step 3
Step 5	After 104 weeks worked in Step 4

Note: Step increases may be delayed due to excess LWOP or AWOL hours

Flexible Employees

Step 2	After 130 days worked in Step 1
Step 3	After 390 days worked in Step 2
Step 4	After 520 days worked in Step 3
Step 5	After 520 days worked in Step 4

Pay Band (NF): This pay plan consists of six bands with a minimum and maximum rate established for each band. Each pay band position is assigned to a pay band based on duties and responsibilities of the position. Individual pay is determined on the basis of several factors to include level of responsibility, experience and qualifications of the position and the individual, financial condition of the squadron, internal pay policies, etc. Pay is reviewed at least annually and employees may be considered for merit increases during these reviews.

Child Care (CC): This pay plan consists of two pay bands. Pay Band I includes grades CC-01 and CC-02 and Pay Band II includes grades CC-03, CC-04, and CC-05. Pay is normally set according to locally established rates for each of the grades. Pay is reviewed at least annually and employees may be considered for merit increases during these reviews.

Hours of Work

Work Schedules: Check with your supervisor on when and where work schedules are posted as well as procedures for requesting changes to the work schedule. You will normally receive at least a 24 hour notice of changes to the work schedule.

Meal Periods: Employees who are scheduled to work more than six hours will normally be scheduled for an unpaid meal period of 30 to 60 minutes. In certain areas, it may not be feasible to schedule a meal period away from the work area due to the nature of the business. In these situations, employees are provided a 20 minute paid meal break but remain in the duty area. Meal breaks may not be taken in conjunction with rest periods or

postponed until the end of the shift without the supervisor's approval.

Rest Periods: Supervisors may schedule short rest periods of not more than 15 minutes during each 4 hour shift if such rest periods are deemed necessary.

Clocking In and Clocking Out: Most activities require nonsupervisory personnel to clock in and clock out using a time clock or other recordkeeping process. Employees who clock in earlier than allowed or clock out later than scheduled may not be paid for the extra time unless approved by management. Clocking in/out or signing in/out for another employee is strictly prohibited.

Pay Entitlements

Overtime Pay: Crafts and Trades employees are entitled to be paid overtime for paid hours in excess of 8 hours a day or 40 hours in a workweek. NF and CC employees are entitled to overtime for hours actually worked in excess of 40 hours in the workweek. Overtime pay is equal to 1-1/2 times the basic rate of pay for excess hours worked. Overtime must be specifically ordered, directed, required or approved in advance. If your supervisor orders you to work overtime, you are obliged to work unless doing so would cause extreme hardship. If you cannot work overtime which is ordered, discuss your situation with your supervisor immediately to see if you may be excused or if an alternate solution is possible.

Night Shift Differential: Crafts and Trades and NF-I and NF-II employees may be entitled to a shift differential if required to work nights. The shift differential is as follows:

Shift	Differential	Time Period
2nd Shift	7-1/2%	Majority of hours worked are between 3:00 pm and 12:00 am
3rd Shift	10%	Majority of hours worked are between 11:00 pm and 8:00 am

CC and NF-III and NF-IV employees are paid a night pay differential of 10% for hours worked between 6:00 pm and 6:00 am.

Sunday Premium Pay: Regular employees who are scheduled to work 40 hours per week and whose schedules include Sundays will receive 25% over their basic rate of pay for hours worked on Sunday.

Holiday Pay: Regular employees receive a day off with pay for designated holidays or receive holiday pay for their normal scheduled hours

Employer matching contributions as follows:

Employee Contribution	Employer Matching Contribution
1.0%	1.0%
2.0%	2.0%
3.0%	2.5%
4.0% and over	3.0%

Worker's Compensation Program: Regular and flexible employees, with the exception of off-duty military personnel, are entitled to worker's compensation benefits for injuries and illnesses sustained on the job. To be eligible for benefits, you must report the injury to your supervisor and file a claim in a timely manner.

If you require medical attention, you will normally be referred to the clinic on base or the Emergency Room at Lester. You may elect to follow up with your own local physician if you choose. Once you choose a local physician, however, you may not change physicians.

Workers' Compensation will pay for all medical services, prescriptions, and any special medical apparatus you may require.

If you are placed on no work status for more than three calendar days, you will normally receive 2/3 of your average weekly wages for time lost in excess of the three days. If you are placed on no work status for more than 14 calendar days, you will be entitled to payment from the first day of lost time. You may use accumulated sick leave to supplement worker's compensation payments.

Position Changes

Promotions, Reassignments and Change to Lower Grades: Employees interested in changing positions may apply for other positions by completing an AF Form 2550 and submitting it to the Human Resources Office. Employees are encouraged to inform their supervisors when applying for other positions.

Details: Employees may periodically be detailed to another position without a change in pay for up to 60 days to meet temporary needs. Details are recorded in employee records to ensure the individual receives credit for time spent on detail.

Temporary Promotions: An employee may be temporarily promoted to a higher graded

coverage for the employee is based on annual salary. A set high and low option is available for family members. Enrollment is optional, however, election should be made within 30 days of appointment to a regular position to avoid additional screening requirements.

Medical Insurance: Regular employees, with the exception of off duty military personnel, may enroll in the DoD Health Plan which is managed by Aetna Insurance Co. Single and family member plans are available. The employer pays 75% of the cost of the insurance premiums. Election must be made within 31 days of appointment to a regular position otherwise employees must wait for an open enrollment period which is held once every other year. Exceptions are made for special qualifying events such as marriage or birth/adoption of a child.

Dental Insurance: Regular employees who enroll in the DoD Health Plan may also elect dental coverage. Family members must be enrolled in the DoD Health Plan to be eligible for dental coverage.

Flexible Benefits Plan: Employees who enroll in the DoD Health Plan may participate in the Flexible Benefits Plan which allows premiums to be deducted from pre-tax versus post-tax earnings. This reduces the amount of wages subject to taxes and lowers the employee's tax liability.

Retirement Plan: Regular employees, with the exception of off duty military personnel, may enroll in the AFNAF Retirement Plan after completing 12 months of regular Air Force NAF service. Currently, employees contribute 1% of their basic pay toward the Retirement Plan. Normal Retirement is at age 65, however, employees may elect Voluntary Early retirement with an unreduced annuity at age 62 with five years of credited service; at age 60 with at least 20 years of credited service; or at age 55 with at least 30 years of credited service. Employees may also elect Optional Early Retirement with a reduced annuity at age 52 with at least five years of credited service.

401(k) Savings Plan: Regular employees, with the exception of off duty military members, are eligible to enroll in USAF NAF 401(k) Savings plan 30 days after appointment to a regular position. Employees with prior federal service may be eligible sooner. You may contribute anywhere from 1% up to the IRS limit.

plus holiday premium pay for hours worked on a holiday. Holiday premium is paid at the basic rate of pay.

Observed Legal Holidays	
New Year's Day	January 1
Martin Luther King's Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

If a holiday falls on a non-workday, the previous or following workday is observed as the holiday as determined by your supervisor.

Pay Periods and Pay Days

Pay periods begin on Sunday and end on Saturday of the following week. Employees are paid on the Friday following the close of the pay period. Employees are paid through direct deposit to a financial institution. Leave and Earnings statements are distributed at your place of work. If you have a question in regards to your pay, check with your supervisor or the timekeeper at your facility first. You may arrange to have allotments taken out of your paycheck for savings or purchase savings bonds by contacting the NAF Payroll Office.

Leave Information

Annual Leave (AL): Regular employees earn annual leave at the following rate per pay period:

Years of Service	Hours Earned
0-3 years of service	5% of hours worked up to 40 hours/week
3-15 years of service	7-1/2% of hours worked up to 40 hours/week
15+ years of services	10% of hours worked up to 40 hours/week

You begin earning annual leave immediately upon appointment or change to a regular position, however, you must wait 90 days before you can use this leave. You may accumulate up to 240 hours (360 if hired directly from the States) of annual leave and must use any excess hours by the end of the leave year. The amount of annual leave earned and your current balance will appear on your leave and earnings statement.

It's important to plan your leave well in advance. Your supervisor will ask for a

tentative leave schedule in January of each year. We can't all take leave at the same time so your request may be denied and you may have to reschedule your leave. Annual leave requests are submitted on SF 71, Application for leave and must be approved by your supervisor. Any accrued annual leave is paid in lump sum upon separation provided you have completed the 90 day waiting period.

Sick Leave (SL): Regular employees earn sick leave at the rate of 5% of nonovertime hours worked per pay period. There is no limit on the number of sick leave hours you may accumulate. Sick leave may be used for illnesses, doctor's appointments and certain adoption procedures. A doctor's certificate is normally required after three days of absence, but your supervisor may request a certificate for all absences if you are suspected of abusing sick leave and have been notified in writing.

Unlike annual leave, there is no payment of sick leave upon separation. However, if you are enrolled in the retirement plan, your sick leave balance will provide additional service credit upon retirement.

Family Friendly Leave (FFL): Regular employees may use sick leave to attend to the medical needs of family members and for bereavement due to the death of a family member. Sick leave for these purposes is normally limited to 40 hours per year, however, employees who maintain a sick leave balance of 80 hours or more may use up to 104 hours per year.

Voluntary Leave Transfer Program: Regular employees may request donations of annual leave from other NAF employees in the squadron if they or their family members are faced with a medical emergency which will result in the employee's annual and sick leave being exhausted.

Family Medical Leave Act (FMLA): NAF employees (regular and flexible) who have at least 12 months of service may request up to a total of 12 weeks of unpaid leave for a medical emergency; for the birth and care of a child; or to care of a spouse, child, or parent who has a serious health condition. Your job protected is protected while on Family Medical Leave.

Leave Without Pay (LWOP): Although your supervisor will make every effort to accommodate your request, there is no requirement to grant LWOP if operations will be adversely affected. Activity managers may

approve requests for LWOP for up to 30 days. The Commander, 18th Services Squadron, must approve LWOP requests for over 30 days.

Leave Without Pay for Moving with Head of Household: Regular employees who resign due to the head of household transferring to a new location may request LWOP for up to 150 calendar days. This benefit affords employees an opportunity to find employment at the new duty station and avoid a break in service. To apply, you must submit an SF-71, Application for Leave, a copy of the sponsor's PCS orders and a resignation action. The resignation action will be processed upon expiration of the LWOP unless selected for a position prior to that date.

Forced Leave: Employees may be placed on forced leave when operations are reduced or suspended due to lack of business, facility repair, equipment breakdowns, power outages, etc. Unless entitled to pay for the hours lost, regular employees are placed on LWOP or may request annual leave. Flexible employees are paid for actual hours worked and relieved of duty without pay.

Absence Without Leave (AWOL): Regular and Flexible employees who fail to report for work or report in late without proper notification or a valid excuse will be placed in AWOL status without pay and may be subject to disciplinary action. Employees who fail to show up or call in for work for three consecutive workdays without a valid reason are considered to have resigned.

Administrative Leave: When the installation commander suspends some or all of NAF operations due to severe weather conditions or other emergency situations, regular employees already on duty are relieved with pay for the remainder of their shift and flexible employees are relieved from duty without pay.

Excused Absences: Subject to supervisory approval, employees may be excused with pay for reasons such as infrequent tardiness due to situations beyond the employee's control, to consult with operating officials or the HRO on matters dealing with their employment, for blood donations, and medical examinations required for continued NAF employment.

Benefit Plans

Life Insurance: Regular employees are eligible to enroll in the group life insurance plan which provides life insurance coverage for the employee and family members. The amount of