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JRM NAF Employee Personnel Policy Desk Guide HR-001.A

From: Director, Warfighter and Family Readiness (Region J9)

Subj: NON-APPROPRIATED FUND (NAF) PERSONNEL POLICY

Ref: (a) CNICINST 5300.2, Personnel Manual for all Commander, Navy Installations Command (CNIC) Non-Appropriated Funds (NAF) Operations
(b) JTREGMARIANASINST 12451.1D, Civilian Personnel Awards and Incentive Program
(c) JTREGMARIANASINST 12620.3A, Telework Policy

Encl: (1) Personnel Policies for Joint Region Marianas (JRM) NAF Employees
(2) CNIC Master Glossary dtd Apr 14

1. PURPOSE. To establish local NAF personnel procedures that supplements references (a) through (c) and define how benefits, awards, pay options, and other personnel issues delegated to the Non-Appropriated Funds Instrumentalities (NAFI) will be handled.

2. POLICY. Chapters 1 through 9 should be followed in the administration of NAF personnel policies under Joint Region Marianas (JRM). Most policies contained in these enclosures are set locally and the head of NAFI at JRM may consider waiver requests on a case-by-case basis. Reference (a) will apply on all other personnel matters.

3. ACTION.

a. **Replace entire JRM NAF Employee Personnel Policy Desk Guide HR-001 and insert enclosure (1).**

b. All managers and supervisors of NAF employees will familiarize themselves with these procedures and ensure compliance with the provisions of reference (a).



S. A. JUNGK

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Chapter 1:
PERSONNEL POLICIES FOR JRM NAF EMPLOYEES

1-1. Covered Employees. This guidance covers CNIC Non-Appropriated Fund (NAF) employees of Joint Region Marianas (JRM), Naval Base Guam (NBG), and Andersen Air Force Base (AAFB).

1-2. Equal Employment Opportunity (EEO) Policy Statement. The EEO Program is designed to ensure a fair and full opportunity for all employees, regardless of race, color, religion, sex (including pregnancy, sex stereotyping, gender identity, transgender status, and sexual orientation), national origin, age, disability, genetic information (including family medical history), parental status, marital status, political affiliation, military service, or any other non-merit based factor. Every management and supervisory level employee shall take positive action to achieve these goals. NAF employees who believe they have been discriminated against may use the CNIC EEO Discrimination Complaint Process or contact the Region NAF Human Resources (HR). References may be found at: <https://www.navymwr.org/resources/hr/>.

1-3. Prevention of Sexual Harassment.

a. Sexual harassment of any kind is strictly prohibited. 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:

(1) Submission to such conduct is made a term or condition of a person's job, pay, or career; or,

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting this person; or,

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

b. Any employee in a management or supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of an employee is engaging in sexual harassment. Similarly, any employee, regardless of his/her organizational position/job, who makes deliberate or repeated unwelcome verbal comments, gestures,

or physical contact of a sexual nature is also engaging in sexual harassment.

(1) No individual shall:

(a) Commit sexual harassment; or

(b) 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

(c) Knowingly make a false accusation of sexual harassment; or

(d) While in a management/supervisory position, condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.

(2) All employees are required to complete annual Sexual Assault Prevention and Response training.

(3) The rules in the preceding paragraph are based on regulatory orders and apply to all Department of the Navy (DON) personnel. The chain of command shall be fully utilized. Instances of sexual harassment should 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.

(4) Sexual harassment complaints may also be brought to the attention of the Navy Inspector General. More information can be found at:

https://cnic.navy.mil/ig/4_step_hotline_procedures.html

1-4. Personnel Records.

a. Location of Official Records. The Official Personnel Folders (OPF) for NAF employees assigned to JRM, NBG, and AAFB shall be maintained by the Region NAF HR located on JRM. OPFs are available for review by the employee, appropriate supervisor, and other authorized personnel on a need-to-know basis. Employees are responsible for ensuring that personal information contained in their OPFs (e.g., emergency contact, designation of

beneficiaries, benefits, etc.) is accurate and up-to-date. The Region NAF HR is responsible for safeguarding employee OPFs and restricting access.

b. Leave Records. A statement of leave balance shall be included on each employee's bi-weekly payroll statement available at the following link:

<https://ipay.adp.com/iPay/login.jsf>. A statement of the final leave accrual, lump-sum payoff, and/or leave transfers of terminating employees shall be posted in the employee's OPF using Standard Form 1150 (SF1150).

1-5. Business Based Action (BBA) Competitive Areas. The Region J9 has authority to establish local competitive areas for the NAF activity to be used when taking necessary BBAs. A competitive area may consist of all or part of an agency/NAF activity. The following are three (3) local organizational areas within which employees compete for retention.

- a. Joint Region Marianas (J9)
- b. Naval Base Guam
- c. Andersen Air Force Base Guam

1-6. Specific Approval Authorities.

a. Business Based Actions (BBAs). The Installation Program Directors (IPDs) of competitive areas shall prepare and forward BBA recommendations when deemed necessary. However, no billet or function may be eliminated without prior formal coordination with and review by Region NAF HR and final approval of the Region J9. BBAs are defined in reference (a).

b. Personnel Actions. NAF Civilian personnel authority is delegated to the Region NAF HR Director who has authority to sign and approve personnel action reports (PARs). The Region J9 will sign PARs that apply to the Region NAF HR Director. Request for Personnel Action, Standard Form 52 (SF52) forms are signed by the appropriate activity manager, with coordination by respective IPD or designee, and may be subject to final approval by the Region J9.

c. Disciplinary Actions.

(1) All disciplinary actions with the exception of oral admonishments shall be coordinated with and reviewed by the Region NAF HR prior to being issued.

(2) Basic Disciplinary Actions. Authority to take basic disciplinary actions (i.e., oral admonishments, letters of reprimand, and suspensions of less than 30 days), as discussed in reference (a), is delegated to employee's immediate supervisor or any supervisor in the employee's chain of command.

(3) Severe Disciplinary Actions. As discussed in reference (a) the processing of severe disciplinary actions (i.e., suspensions of more than 30 days or terminations) for regular non-probationary employees involves a two-step process; a Proposal and a Decision Letter. Authority to sign and issue proposal letters is delegated to any supervisor in the employee's chain of command. Authority to sign and issue decision letters is delegated to the activity manager or any supervisor in the employee's chain of command above these positions. These same individuals may also sign both the proposal and decision letter to an employee.

(4) Termination letters for regular probationary and flexible employees. Authority to sign and issue termination letters for regular probationary and flexible employees is delegated to the activity manager or any supervisor in the employee's chain of command above these positions.

e. Other Approval Authorities. Specific approval authorities not covered in this paragraph are listed within the appropriate chapters of this guide.

1-7. Approval to Recruit.

a. Authority. The authority to approve establishment and recruitment for positions is delegated to the Region J9 and may be further delegated to lower managerial/supervisory levels (i.e., Region Program Managers, Installation Program Directors, etc.).

b. All personnel action requests (SF52s) for additional positions to current staffing level; for position upgrades; and/or for establishment of new positions must be submitted to the Region NAF HR using the Request for Personnel Action (SF52)

to include all required recruitment/advertising information and applicable PD.

c. When a new NAF position is approved, the Position Description (PD) shall be submitted to the Region NAF HR for review. Selecting officials are the authors of PDs, which may be reformatted by the Region NAF HR. All current positions have a PD which may be updated by the selecting official and approved by Region NAF HR.

1-8. Vacancy Announcements, Advertising.

a. Once recruitment has been approved, the Region NAF HR will initiate a Vacancy Recruitment File, and develop a Vacancy Announcement based on the position description, required qualifications, and the applicable knowledge, skills, and abilities (KSAs).

b. Vacancy announcements shall be open for a minimum of five (5) calendar days.

c. All Regular category position vacancy announcements shall be open for a minimum of five (5) calendar days.

d. Region NAF HR is responsible for distribution and posting of vacancy announcements via email, all applicable websites, and/or advertisement in various other media based on area of consideration.

e. Open continuous vacancy announcements for positions with high turnover rate or are difficult to recruit will be used to establish an applicant supply file (ASF) to fill vacancies. The ASF will be stored in a centralized database and maintained at the Region NAF HR.

(1) Applications/resumes will only be accepted at the Region NAF HR and will be used to establish an ASF to fill vacancies.

(2) Applications/resumes received for ASF will be kept on file for a period of 90 days.

(3) Cut-off dates will be established at the time a request (SF52) is received by Region NAF HR. All ASF applicants received by cut-off date will be considered.

(4) Only qualified/eligible applicants will be referred and listed in order of hiring preference.

f. Selecting Officials shall indicate on the SF52 how position(s) should be advertised. SF52 must include number of days to be announced, area of consideration, salary range, and type of vacancy announcement (e.g. USAJobs, ASF, or locally). SF52 must also include any recruitment or relocation expenses or bonuses, subject to final approval by the Region J9.

g. The minimum area of consideration may be an individual cost center.

1-9. Crediting Plan, Rating and Ranking.

a. The Region NAF HR will coordinate with the applicable selecting official to prepare a Crediting Plan specific to the position. The Crediting Plan will be used to rank/rate the applicants. At a minimum the Region NAF HR shall use the Crediting Plan to screen applicants for basic qualifications (screen in/out).

b. The Region NAF HR will rate and rank the applications once the application period has expired or the first cut-off date has passed. A numerical value will be assigned to each eligible application based on the Crediting Plan.

c. Selecting Officials will provide a cut off score to Region NAF HR. Those applicants that score at or above the cutoff score are considered best qualified and shall be submitted to the selecting official for consideration.

(1) The Selecting Official can select any of the best qualified applicants unless a special preference program applies.

(2) Special preference guidelines must be complied with when making selections. Employment preferences in the order of selection priority (e.g. Re-employment Priority List (RPL), Military Spouse Preference (MSP), Voluntary Separation Incentive/Special Separation Benefits, and Veteran's Preference) will be applied when making selections.

(3) Non-selection of preference eligible applicants requires IPD concurrence/approval.

1-10. Selection Process.

a. Equal Employment Opportunity (EEO) Laws and Regulations. It is very important that the selection

process/interviews not violate EEO laws and regulations. Selections/interviews must avoid questions involving race, religion, color, national origin, sex, age, politics, marital status, occupation of spouse, arrangements for care of children, views on birth control, abortion, women's rights, and/or disabilities, etc.).

b. Employment Preferences. Re-employment Priority (RPL), Military Spouse Preference (MSP), and Veteran's Preferences will be adhered to when making selections as applicable.

c. Application/Records Review. Selections may be made from a list of referred applicants without interviewing based on a review of their applications and/or resumes.

d. Interviews. Interviews are not mandatory, but highly encouraged. Selecting officials may select the candidates to interview from referred applications based solely on job related criteria.

(1) It is very important that interviews not violate EEO laws and regulations. Interviews must avoid questions involving race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, politics, marital status, occupation of spouse, arrangements for care of children, views on birth control, abortion, women's rights, and/or disabilities, etc).

(2) Exchange of Information Interview. This type of interview is an informal exchange of information. The interview is arranged by the selecting official to meet the candidates and discuss job duties, work schedules, and other factual matters relating to the position to be filled.

(3) Panel Interview. This type of interview is optional and recommended when filling positions at the NF-03 level and above. The selecting official or designee with coordination from the Region NF HR will appoint at least three (3) panel members of the same or higher grade-level as the position being filled. The selecting official may be included as a panel member.

(a) Panel will consist of three (3) voting and one (1) non-voting (EEO/HRO Rep).

(b) Members should include the following: a manager, supervisor or designee of the department/facility where

vacancy is located; any manager within the organization with a grade equal to or higher than position; and/or any employee within the organization who is a subject matter expert of the position and/or in the same grade.

(c) Interview questions must be reviewed and coordinated by the Region NAF HR before interviews are conducted.

(d) Once interviews have commenced, panel members may not be substituted unless approved by the selecting official and the Region NAF HR Director and only due to extraordinary reasons. Reasons for the change must be documented and forwarded to the Region NAF HR for record in the Vacancy Recruitment File.

(e) Region NAF HR will provide panel members no earlier than one (1) day before the interviews, panel member EEO responsibilities, application/resume of all candidates scheduled to be interviewed, copy of the vacancy announcement, copy of position description, and copy of interview/rating sheet.

(f) Upon completion of the interviews, the panel members must tally scores, sign, and date interview rating sheet. All interview rating sheets and supporting documentation will be collected by the Region NAF HR and used to make a recommendation for selection to selecting official.

(g) The Selecting Official may accept the recommendation of the interview panel, choose to conduct one (1) or more additional interviews with one (1), some, or all of the candidates interviewed, or select a different applicant who is among the best qualified. The Selecting Official is not required to make a selection based on the interview panel's recommendation.

e. Job Offer. Once a selection is made, and before making a job offer, the selecting official **MUST** conduct reference checks on their selectee(s) to include current or previous supervisors. When references are confirmed and determined favorable, the selecting official will forward Notice of Selection (NAFHR FM-08B) with salary offer to the Region NAF HR for processing. The Region NAF HR will review for accuracy and regulatory compliance and will communicate offer of employment to candidate(s). Selecting officials may **NOT** communicate any tentative or final job offer to candidate(s).

f. In-processing/File Maintenance.

(1) Employee's first day of paid work will consist of in-processing and attending Region NAF HR New Employee Orientation (NEO).

(2) Region NAF HR will coordinate with Region Training Office for initial scheduling of required training.

(3) Region NAF HR will establish the OPF for new employees. When an employee has prior Civil Service or NAF employment, his/her OPF will be requested from the last servicing personnel office or the National Personnel Records Center, as applicable.

(4) Region NAF HR will complete the Vacancy Case File and ensure all supporting documents are included and maintained for a period of two (2) years.

g. Notice of Non-Selection. Region NAF HR will generate and send non-selection letters to all applicants who applied for a specific vacancy announcement. Non-selection letters are not required for "open continuous" vacancies filled through the applicant supply file (ASF).

1-11. Performance Appraisals.

a. Responsibility. All managers and supervisors are responsible for the timely evaluation of all personnel in their assigned area.

b. Rating Periods. The rating period is 1 October to 30 September. All employees who have been on board for at least 90 days will receive an evaluation. Employee evaluations shall be completed and turned into the Region NAF HR within 15 days of the end of the evaluation period. Performance ratings will also include the completion of an Individual Development Plan (IDP) for each employee evaluated. See reference (a) and Chapter 3 of this guide for details on performance appraisal process.

1-12. Work Schedules.

a. The administrative workweek for NAF employees is Friday to Thursday. A basic workweek will be scheduled over a period of five (5) to six (6) consecutive days as appropriate and should not exceed 40 hours. Hours scheduled per week will be set within the employees' employment category, i.e., 35 to 40

hours for Regular Full-Time (RFT), 20 to 34 hours for Regular Part-Time (RPT), and zero (0) to 40 hours for regularly scheduled flexible employees.

b. Each supervisor or manager is responsible for establishing and posting employees work schedules. Work schedules must be developed in KRONOS and cover a period of at least one (1) administrative workweek. Work schedules must be posted at least one (1) week in advance and require a 24 hour notice to employee(s) of any changes to the posted work schedule.

c. Regular meal periods (unpaid) of at least 30 minutes and no more than one (1) hour are required for NAF employees. Employees should not be permitted to work during their meal period. An employee should not work more than six (6) consecutive hours without an allowance of a meal break. An exception to the meal period requirement is for positions at isolated work sites where it is not practical to provide a replacement for the employee during the meal period.

d. Short compensable rest periods (paid) no longer than 15 minutes may be granted at the supervisor's discretion if the supervisor believes such rest periods contribute to the employee's well-being and relief of monotony and result in a more productive work relationship. If rest periods are permitted, a written policy must be established by the supervisor and made known to all employees. Rest periods may not be scheduled in conjunction with a meal period.

1-13. Recording Time & Attendance.

a. Timekeeping records are maintained in KRONOS (or CNIC designated timekeeping system) and are reviewed and approved by the immediate supervisor at the close of each two (2) week pay period. In absence of an immediate supervisor, approval at least one (1) level above immediate supervisor is required. This does not preclude supervisors from maintaining separate sign-in sheets to gather information on hours worked by the employee.

b. Employees who are provided a KRONOS card must punch in and punch out not more than six (6) minutes before and/or after their scheduled shift. Fractions of an hour worked are creditable in tenths of an hour increments. Neither timekeepers nor management may correct employee punches but may enter missed punches and provide justification. An exception to the

requirement of punching in/out would be positions assigned to multiple work sites and/or where KRONOS clocks are not available.

c. Only employees who are designated as exempt can be paid from schedule in KRONOS and are not required to punch in and punch out.

d. Timekeepers are responsible for verifying employees' time in KRONOS against schedule changes or leave requests and make adjustments when required.

e. Supervisors are responsible for ensuring time is recorded accurately and time cards are approved at the end of each two (2) week pay period.

f. Any changes or corrections to timecard(s) after supervisor approval must be coordinated through the Region Accounting Office, Payroll.

1-14. Dress and Appearance.

a. Employees are expected to comply with reasonable dress and grooming standards. Civilian dress and appearance shall contribute to a safe, healthy, productive and non-disruptive work environment. Questionable attire such as tank tops, halter-tops, mesh/sheer shirts, and pants that do not fit properly (i.e. drag on the ground so as to become a safety issue; excessively tight or short as to be distracting) are prohibited.

b. Specific mandatory uniform requirements established by activities must be adhered to as outlined in each facility's written guidance.

c. Special attention must be given to food service operations as required by Public Health or occupational safety and health standards. For example, the use of hair restraints or hair covers and aprons, the requirement of trimmed fingernails or unpolished nails, the use of safety shoes for special labor work, etc.

d. Facility specific dress standards may be developed by the activity manager to address appropriate attire or safety protection issues. For example, working with children; cutting grass; working in warehouse/storage areas, etc.

e. Failure to comply with standards in this policy and specific uniform requirements will result in the employee being

sent home to dress appropriately before returning to work. Time missed because of failure to comply with this policy will be unpaid time. Repeated failure to comply may result in appropriate disciplinary action.

1-15. Use of Department of Defense (DOD) Computer Systems. DOD computer systems, including all related equipment, networks and network devices (specifically including Internet access), are provided for authorized U.S. Government use only. DOD computer systems may be monitored for all lawful purposes. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Unauthorized and/or inappropriate use may subject employees to criminal prosecution. Evidence of unauthorized and/or inappropriate use collected during monitoring may be used for administrative, criminal or adverse action.

1-16. Personal use of Social Media.

a. All employees who use social media such as Facebook, Twitter, Instagram, etc. must be aware that while making personal "posts" on social media sites, they must not present their statements as official positions of any government agency including JRM.

b. Employees must comply with policies and procedures on the personal use of government property or office equipment and any other applicable policies and procedures.

c. Employees must be aware that misconduct committed on a social media site may result in appropriate disciplinary action.

1-18. Relocation Expenses. Relocation expenses may be authorized in an amount not to exceed the Joint Travel Regulation (JTR). This applies to new-hire employees if approved by the appropriate RPD. A signed Transportation Agreement (TA) is required authorizing the approved relocation expense prior to issuing travel orders. The TA will also indicate that these expenses must be repaid if the employee separates employment within one year of hire.

1-19. Termination of Employment. Reference (a) sets forth procedures for terminations of NAF employees. All actions proposing terminations or removals must be coordinated with the Region NAF HR for procedural review before it is administered.

Final appeal decision on any termination of employment is at CNIC (N9).

1-20. Adverse Action Appeal Procedure. Procedures for severe disciplinary actions are outlined in reference (a) and submissions are outlined below:

APPEAL LEVEL	Step 1	Step 2 (Final)
For Installation Activity Manager taking action	Installation Division Head / Flight Chief / Flight Commander	CNIC (N9)
For Installation Division Head / Flight Chief / Flight Commander taking action	Installation Program Director / Deputy Director	CNIC (N9)
For Installation Program Director / Deputy Director / Region Program Director taking action	Base XO / Installation Squadron CC / Region J9	CNIC (N9)
Base XO / Installation Squadron CC / Region J9	Base CO / Installation Group CC / JRM ED	CNIC (N9)
Base CO / Installation Group CC / JRM ED	CJRM / 36 ABW CC	CNIC (N9)

Chapter 2: PAY POLICY

2-1. Purpose. To establish pay policy that supplements reference (a) and defines how pay options delegated in this guide will be administered.

2-2. Applicability. The policies set forth in this guidance apply to all CNIC NAF pay band employees within JRM, NBG, and AAFB.

2-3. Approval Authority. The Region J9 has delegated approval authority to set local pay policies for NAF employees.

2-4. Budgetary Controls. The Region J9 will establish an annual pool of funds for NAF pay adjustments and awards at the beginning of each fiscal year, based on planned availability of funds. Each division will be allotted their portion of the total pool based on their salaries as a percentage of total JRM NAF salaries. Divisions may elect to further allocate their portion to their subordinate Division sections based on a similar percentage formula or some other approach as long as it is equitable. Any funds not expended from the prior year pay pool by end of the first pay period in October will be forfeited. Any shortfalls will be charged against the subsequent year's pay pool. The awards portion of the pool of funds is determined based on the most current DOD and DON guidance.

2-5. NF Pay Band.

a. Pay Setting on New Hires. Pay setting for new employees is established by local policy and may be set at any rate within the pay band. Activity managers will have the flexibility to set pay up to \$1.00 over the minimum of the pay band. New hires with recommended hourly rate exceeding the \$1.00 above the minimum of the pay band will be justified by the supervisor and approved by the appropriate Division Head, Flight Chief, or Flight Commander.

b. Pay Increases In Place. Pay increases, exclusive of the annual comparability increase will not exceed 15% per fiscal year, and must be tied with performance. Performance pay adjustments are usually granted during evaluation closeout, 30 September.

(1) The IPDs, may approve pay increases up to 3% in a 12 month period. Pay increase above 3% and no greater than 15%, in a 12 month period, shall be approved by the Region J9.

(2) Pay increase will not be given during the first 90-days of employment.

(3) Pay increases shall conform to the approved budget for the cost center.

(4) Pay increases for positions directly funded by CNIC HQ shall be coordinated with the Region Program Manager as in the case of Fleet and Family Support Programs (FS).

c. Annual NF Across-the-Board Adjustments. All NF employees in pay bands NF-1 and NF-2 will receive the annual comparability increase when the DOD Wage Fixing Authority issues the new NF pay schedule. The minimum of pay band NF-3 is also adjusted at this time. NF employees in pay bands NF-3 and NF-4 will be given the same increase given to Appropriated Funds (APF) employees on the effective date of the General Schedule (GS) increase. Employees in less than satisfactory performance status are not eligible for pay increase.

d. Pay for Promotions and Competitive Position Changes. NF pay band employees promoted to a higher pay band will receive a 6% increase or to the minimum rate of the higher pay band, whichever is greater. Any increase that exceeds 6% will require justification submitted through the Region NAF HR for approval by the appropriate IPD.

2-6. Child and Youth (CY) Pay Band. The CY pay system applies to employees who work in positions assigned to Child and Youth Programs. The CY pay band is structured IAW DOD 1400.25-M, SC 1405, Classification, Pay, and Allowances and the Military Child Care Act of 1989.

a. Annual CY Across-the-Board Increases. CY pay band minimum and maximum is adjusted annually when the APF schedule is adjusted. CY employees will be given any annual across the board increases effective the first day of the first pay period beginning on or after the effective date of the GS pay schedule.

b. Non-Foreign Area Cost-of-Living Allowance and Locality Pay for CY. Non-Foreign COLA and Locality Pay IAW National Defense Authorization Act for FY2010, Non-Foreign Area

Retirement Equity Assurance Act (Public Law 111-84) Subtitle B, apply to CY pay band.

c. CY Pay Increase Upon Advancement Within or Between Pay Bands. A promotion to a higher pay band or a reassignment to a higher level within a pay band for CY employees require a minimum increase of 6%, or to the minimum rate associated with the applicable general schedule equivalent (GSE) grade, whichever is greater.

2-7. Crafts and Trades (CT-NA/NL/NS). Pay setting for employees are processed IAW DOD 1400.25-M, SC 1405 Appendix 4, and Chapter 8 of the Office of Personnel Management (OPM) Operating Manual for Federal Wage System (FWS) NAF.

2-8. Night, Sunday, and Holiday Pay for Pay Band (NF and CY) Employees.

a. Night Shift Differential. Payment of a 10% night shift differential for hours worked between 1800 and 0600 is authorized for all pay band employees.

b. Sunday Premium. Regular full time (RFT) employees who work 40 hours that include an 8-hours period of work on a Sunday are entitled to receive Sunday premium pay of 25% of basic rate for non-overtime hours worked.

c. Holiday Pay.

(1) Regular full-time (RFT) pay band employees are entitled to observe the holiday with pay. If the employee's scheduled work day falls on a holiday, the employee is excused from work for the holiday and the employee is paid holiday pay. If the employee works on the holiday, the employee is paid both holiday pay and holiday premium pay. Additionally, RFT employees are entitled to observe an "in-lieu-of" holiday if the holiday falls outside of their regularly scheduled work day.

(2) Regular part-time (RPT) and "regularly scheduled" Flexible pay band employees are entitled to holiday pay, if the employee's scheduled work day falls on a holiday. The employee is excused from work for the holiday and the employee is paid holiday pay. If the employee works on the holiday, the employee is paid both holiday pay and holiday premium pay. RPT and "regularly scheduled" Flexible employees are not entitled to holiday pay if the holiday does not fall on one of their

regularly scheduled workdays. They are not entitled to observe an "in-lieu-of" holiday.

2-9. Non Foreign Area Cost-of-Living Allowance (COLA). Non-Foreign COLA and Locality Pay, IAW National Defense Authorization Act for FY2010, Non-Foreign Area Retirement Equity Assurance Act (Public Law 111-84) Subtitle B, are authorized for CY pay bands and NF-3 and above pay bands.

2-10. Overtime Pay. Both non-exempt and exempt employees are eligible to receive pay for overtime. Overtime pay for pay band (NF and CY) employees will be processed IAW reference (a). Overtime pay for Crafts and Trades (CT) employees are processed IAW DOD 1400.25-M, SC 1405 Appendix 4 and Chapter 8 of the Office of Personnel Management (OPM) Operating Manual for Federal Wage System (FWS) NAF. Except in emergency situations, all requests for overtime **must** be approved in advance, in writing, by the applicable Division Head, Flight Chief/Flight Commander or designee.

2-11. Compensatory Time Off. Compensatory time off in lieu of overtime may be requested by the employee or directed by the supervisor for **exempt** white-collar NAF employees only. Compensatory time off is not authorized for **non-exempt** employees except for religious purposes.

Chapter 3:
INCENTIVE AWARDS

3-1. Purpose. To establish an incentive awards program that supplements references (a) and (b) and defines how NAF employee awards will be administered.

3-2. Applicability. The policies set forth in this guidance apply to all CNIC NAF employees within JRM, NBG, and AAFB.

3-3. Administration. This program will be administered by the Region NAF HR. The Region NAF HR is responsible for reviewing and routing all award submissions for final approval.

3-4. Funding Limits. Funds for award purposes are included in the established annual pay adjustment and award pool of funds for each Installation. Expenses for awards will be paid from local NAF funds and are based on properly budgeted amounts and financial health of the NAFI. The awards portion of the pool of funds is determined based on the most current DOD and DoN guidance.

3-5. Award Approval. The authority to approve incentive awards within the guidelines of reference (a) is delegated to the Region J9.

3-6. Incentive Awards. The purpose of the incentive awards program is to improve employee performance. A NAF incentive award may be a monetary award, a non-monetary award, or both and will be given in accordance with region or installation specific instruction/guidance.

a. DON Honorary Award. NAF employees are eligible for DON honorary awards and may be granted in recognition of continued distinguished service, a singular achievement, or act of personal heroism. These awards include Distinguished Civilian Service Award, Superior Civilian Service Award, and Meritorious Civilian Service Award.

b. Cash Award. Cash awards may be granted for performance that exceeds job requirements, either as a 1-time occurrence or over a sustained period.

(1) Employees may receive no more than a total of \$10,000 in cash awards in any calendar year.

(2) When a contribution has been made by two (2) or

more employees, all employees contributing, including supervisors, may share a cash incentive award. An award may be granted in equal shares, or to each employee in proportion to their contribution. However, the total amount of any single group award may not exceed \$10,000.

c. Time-off Awards. Time-off awards may be granted in recognition of superior accomplishment or other personal effort that has contributed to the quality, efficiency, or economy of Government operations that would qualify for a cash award.

(1) The maximum time off award for a 12 month period is 80 hours.

(2) Time off granted as an award should be scheduled and used within one (1) year after the effective date of the award.

d. Length of Service Awards. All NAF employees are eligible to receive service awards for continuous NAF Service. Employees will be awarded recognition in five (5) year increments starting in their 10th year. Region NAF HR will be responsible for tracking employee service eligibility and preparing certificates.

e. Employee of the Quarter (EOQ) and Employee of the Year (EOY). NAF employees are eligible to compete for these awards within their respective commands and according to region or installation specific instruction (e.g., JTREGMARIANASINST 12451.1C, NAVABASEGUAMINST 12451.1C, and 36 WGI 36-2801). In absence of a specific installation award levels, awards will be commensurate with the levels delineated in reference (b).

f. Navy Gateway Inns & Suites (NGIS) Employee Recognition Program. These awards recognize NGIS employees who through inspiration, personal initiative and demonstrated leadership have made noteworthy contributions to the NGIS program by providing superior customer service and support.

(1) Award Categories. Housekeeping Department employee of the quarter/year, Front Office/Administrative Office employee of the quarter/year, Maintenance Department employee of the quarter/year, NGIS Supervisor of the quarter/year. Quarters/year is consistent with each Fiscal Year.

(2) Eligibility. All NGIS employees are eligible to compete. Must have 12 continuous months of employment; no pending disciplinary action or adverse action within the last

two (2) years; and have been rated highly satisfactory or above during the most recent performance rating cycle.

(3) Responsibility.

(a) Department Manager. Each Department Manager may nominate 1 employee per quarter/year. Nominations will be submitted to the General Manager using the NAF Award Recommendation form (NAFHRO FM-21) no later than 5 calendar days from the end of each quarter/year.

(b) General Manager. General Manager with concurrence of IPD or designee will select one (1) winner for each category per quarter/year. The General Manager is responsible for forwarding completed and approved documentation for processing to the Region NAF HR.

(4) Awards.

(a) Each department's quarterly award winner will receive a certificate signed by the General Manager and a cash award of \$150.

(b) Each department's annual award winner will receive a certificate signed by the Regional Lodging Director and Region J9 and a cash award of \$250. Annual award winners will be submitted to compete for CNIC's overall Navy Lodging Employee Recognition Program.

(c) All awards should be presented at a suitable time and place for the employee to be recognized for their achievement by their peers and co-workers.

g. Performance Awards. Performance cash awards, pay adjustments, and/or time of awards may be granted to NAF employees for performance exceeding job requirements at the end of the performance cycle (1 Oct - 30 Sep).

(1) All NAF employees who have been on board for at least 90 days by the end of the performance cycle will receive a performance evaluation.

(2) Only employees with overall performance ratings of "Highly Satisfactory" or "Outstanding" will be eligible for a cash award, time-off award, and/or pay adjustment.

(3) At the end of each performance cycle, an awards board composed of the Region J9, the Executive Officer, NBG the Morale Welfare Recreation (MWR) Director, NBG the 36th Force Support Squadron Commander, AAFB or Designee, the 36th Medical Operations Support Commander, AAFB or designee, and the Region NAF HR Director, will review and approve all award recommendations.

(a) All award recommendation amounts are subject to awards board approval.

(b) Pay increases shall conform to the approved budget for the cost center.

(c) Pay increases for positions directly funded by CNIC HQ shall be coordinated with the Region Program Manager as in the case of Fleet and Family Support Programs (FS).

h. Other Awards. Programs and activities may offer other incentive awards to improve employee customer service and increase patron participation. These awards must ensure compliance with references (a) and (b) and be administered equitably throughout the program and/or activity.

i. Submission Procedures/Documentation.

(1) All performance award recommendations including cash awards, pay adjustments, and time off awards are to be submitted on NAF Employee Performance Rating Form (CNIC 5300/17) via the Region NAF HR who is responsible for reviewing and routing all award submissions for final approval.

(2) Recommendations for Suggestion Awards, Honorary Awards, and/or Non-monetary Awards are to be submitted in a memorandum format via the Region NAF HR who is responsible for reviewing and routing all award submissions for final approval.

(3) Other Awards such as Cash Awards, Time-off Awards, or other incentive awards are to be submitted on the NAF Award Recommendation form (NAFHRO FM-21) or other instruction/guidance designated format via the Region NAF HR who is responsible for reviewing and routing all award submissions for final approval.

(4) Submissions for EOQ/EOY are processed in accordance with the region or installation specific instruction/guidance.

j. Awards Ceremony. Activities/facilities are encouraged to present awards to employees at an appropriate ceremony such as a combined NAFI quarterly/annual ceremony, all hands, commander's call, etc.

Chapter 4:
ADMINISTRATIVE GRIEVANCE PROCEDURES

4-1. Purpose. To establish administrative grievance procedures that supplements reference (a).

4-2. Applicability. The policies set forth in this guidance apply to all CNIC NAF employees within JRM, NBG, and AAFB.

4-3. Employee Grievances. A grievance is a request by an employee or by a group of employees for personal relief from matters of concern or dissatisfaction that are subject to the control of the NAF activity as well as requests for relief from personnel actions. The process outlined in this chapter will be the only grievance process available to any CNIC NAF employee not covered by a negotiated union grievance process.

a. Employees are entitled to present grievances and communicate with managers or supervisors without restraint, interference, coercion, discrimination, or reprisal. Their grievances shall be considered expeditiously, fairly, impartially, and decided as quickly as possible. Every reasonable effort will be made to settle grievances at the lowest level possible. The filing of a grievance shall not reflect unfavorably on an employee.

b. Time Limits. When calculating time limits under the Administrative Grievance System, the day of an action or receipt of a document is not counted. The last day of the time limit is counted unless it is a Saturday, Sunday, a legal holiday or a day on which the employee is not regularly scheduled to work. In those cases, the last day of the time limit shall be moved to the next regularly scheduled workday. Time limitations on filing and rendering of decision are processed IAW reference (a).

c. A supervisor's involvement in attempting to resolve a grievance informally does not preclude him/her from being a deciding official if the issue is presented as a formal grievance.

d. The deciding official in the grievance process shall determine whether to require an investigation and how it shall be conducted; whether to allow the grievant requested representative; and how much official time shall be granted to the employee and the employee's representative.

e. The deciding official may also designate an individual to investigate a grievance and to make recommendations concerning the disposition. This individual must not have been involved in the grievance or the matter being grieved or occupy a position subordinate to any official involved in the matter unless the official involved is the Region J9, the Executive Officer, NBG, the MWR Director, NBG, the 36th Force Support Squadron Commander, AAFB or designee, or the 36th Medical Operations Support Commander or designee.

f. Failure of the employer to meet the time limits shall permit the employee to move the grievance to the next step of the grievance process. Failure of the employee to meet the time limits prescribed in reference (a) shall constitute withdrawal and termination of the grievance. However, the time limits may be extended by mutual consent at any step of the grievance process.

4-4. Grievance Process Steps.

IF GRIEVANCE IS:	Step 1	Step 2
Below Installation Activity Manager	Activity Manager	Installation Division Head / Flight Chief / Flight Commander
Involves Activity Manager	Installation Division Head / Flight Chief / Flight Commander	Installation Program Director/ Deputy Director/ Region Program Director
Involves Installation Program Director / Deputy Director / Region Program Director	Base XO / Installation Squadron CC / Region J9	Base CO/ Installation Group CC/ JRM ED
Involves Base XO / Installation Squadron CC / Region J9	Base CO / Installation Group CC / JRM ED	CJRM / 36 ABW CC

Chapter 5:
VOLUNTARY LEAVE DONATION PROGRAM

5-1. Purpose. To establish a leave donation program that supplements reference (a).

5-2. Applicability. The policies set forth in this guidance apply to non-probationary, regular category CNIC NAF employees within JRM, NBG, and AAFB.

5-3. Administration.

a. This program will be administered by the Region NAF HR in coordination with the Region NAF Accounting Office.

b. This program allows Regular category NAF employees to donate annual leave to another Regular NAF employee who has a personal or family medical emergency and who has exhausted his or her available paid leave.

5-4. Medical Emergency.

a. Medical emergency means a medical condition of an employee or a family member of the employee that may require an employee's absence from work for a prolonged period of time and may result in a substantial loss of income to the employee because they have exhausted both sick and annual leave.

b. The absence from duty due to the medical emergency must be at least three (3) workdays or more.

5-5. Family Member. Family member and immediate relative are defined under the Family and Medical Leave Act (FMLA) and reference (a).

5-6. Eligibility.

a. Recipient. Leave recipient is an employee who has been affected by a medical emergency, either themselves or a family member. To be an eligible recipient of this program, employees must:

- (1) Be a regular, non-probationary NAF employee;
- (2) Must have exhausted all of their annual and sick leave;

(3) Must have physician's certification of the medical emergency using US Department of Labor Form WH-380-E/F.

b. Donor. Leave donor is an employee who voluntarily requests in writing to transfer some of their annual leave to the leave account of the recipient. To be eligible as a leave donor, employees:

(1) Must be a regular, non-probationary NAF employee;

(2) Cannot donate more than half of his/her current annual leave balance.

5-7. Process

a. Leave Recipient. An employee who wishes to become a leave recipient must submit Application to Become a Leave Recipient (OPM 630), NAF Request for Leave or Approved Absence (CNIC 12630/1), and medical certification.

b. The Region NAF HR will review the application for donated leave to determine that the requester meets program eligibility. Region NAF HR will notify the employee and the supervisor of the disposition of the application.

c. Once approved, Region NAF HR will publicize the leave recipient's need for leave donations.

d. Monthly documentation must be provided by the recipient (unless a more frequent time period is necessary) to support the continuation of the medical emergency.

e. Leave Donor. Employees wanting to donate annual leave will request in writing (OPM 630-A) to have their annual leave transferred to the leave recipient's annual leave account in increments of one (1) hour.

f. Region NAF HR will ensure the donor is eligible and notify the donor of the disposition of the request.

g. Region NAF HR will coordinate with the Region NAF Accounting Office, Payroll to ensure required documentation is provided by recipients and donors. Donated leave will be used on an as needed basis in the order received. The amount of annual leave donated will be converted to dollars based on the donor's salary and will be transferred as sick leave. The

amount of hours received is based on the salary rate of the recipient.

h. The recipient's leave donation program will terminate when:

- (1) The recipient's employment terminates; or
- (2) The recipient voluntarily reports for work; or
- (3) The medical emergency no longer exist/ends.

i. The Region NAF HR and the Region NAF Accounting Office, Payroll will determine when the recipient is no longer affected by the medical emergency or when donated leave is exhausted, whichever occurs first.

j. Upon termination of the medical emergency, the Region NAF HR will notify Region NAF Accounting Office, Payroll and the employee. Unused donated leave will be returned to donor(s).

Chapter 6:
PAY POLICY FOR HEAVY WEATHER DISMISSAL AND RECALL

6-1. Purpose. To establish procedures that supplements reference (a) and defines recall and pay options for NAF employees due to heavy weather.

6-2. Applicability. The policies set forth in this guidance apply to all CNIC NAF employees within JRM, NBG, and AAFB due to heavy weather conditions (e.g., Tropical Cyclones, Typhoons, etc.).

a. In this event, the NAFI will follow the same rules for release and recall as applied to APF employees on JRM, NBG, and AAFB per reference (a).

b. Regular category and "regularly scheduled" Flexible category employees will normally be carried on Administrative Leave during Typhoon Condition of Readiness 1 (COR-1) unless a) required to work, b) are on approved leave status (annual leave, sick leave or LWOP), or c) are determined to be AWOL. Management may excuse all employees scheduled to work, with pay, for up to three (3) workdays.

6-3. Dismissal. When employees are released from duty, the following rules will apply:

a. Regular Full-Time (RFT), Regular Part-Time (RPT) and regularly scheduled Flexible (Flex) employees who are already on duty are released and paid for the remainder of their shift.

b. RFT and RPT employees and regularly scheduled Flex employees who are scheduled to work, but have not yet reported to work, will be placed on administrative leave and paid for their scheduled shift.

c. RFT and RPT employees who are on approved leave (annual, sick, or LWOP and regularly scheduled Flexible employees who are on approved LWOP for the affected shift, will remain on leave status and continue to be charged leave as applicable.

d. Regular employees who are scheduled to work on a holiday, but whose shift is reduced or cancelled due to typhoon conditions, will be paid holiday premium pay only for hours actually worked on the holiday. These employees will still be

entitled to holiday pay for hours which are part of their regular schedule.

6-4. Recall. Unless otherwise notified, employees will return to duty upon declaration of Typhoon Condition of Readiness 4 (COR-4) and have up to two (2) hours to report in. Employees should report as soon as practicable after normal conditions "all clear" declared, but may be excused up to two (2) hours due to delaying weather or commuting conditions.

a. Employees who are unable to work upon declaration of COR-4 must request annual leave or LWOP through their supervisors in the most expedient manner possible.

b. If operations are reduced or suspended as a result of damage to the facility, unsafe conditions, etc., and employees are unable to resume their normal schedules after COR-4 is declared, the managers should try to place affected employees in other parts of the NAFI to be gainfully employed. If circumstances continue to prevent employees from returning to work at the end of three (3) calendar days of approved administrative leave, managers will provide liberal use of annual leave and LWOP.

Chapter 7:
HOURS OF WORK DURING TRAVEL

7-1. Purpose. To establish procedures that supplements reference (a) and defines pay for hours of work during travel.

7-2. Applicability. The policies set forth in this guidance apply to all CNIC NAF employees within JRM, NBG, and AAFB.

7-3. Pay Band Employees. Nonappropriated Fund (NAF) pay band employees are not covered under 5 CFR 550.112G which governs travel during hours of work for civil service (GS) employees.

7-4. Fair Labor Standards Act (FLSA). The FLSA is the only pay law applicable to NAF pay band employees and all NAF positions must be designated as exempt or non-exempt from the FLSA. Therefore, under the provisions of the FLSA, the rules for travel during hours of work depend on whether an employee is covered by, or exempt from, the FLSA. For NAF pay band positions, all positions at the NF-1 and NF-2 grade levels are designated as non-exempt. NF-3 and NF-4 grade levels may consist of both non-exempt and exempt designations. NF-5 and NF-6 grade levels are always exempt.

a. Under the FLSA, time spent traveling is considered hours of work for non-exempt employees if:

(1) A NAF employee is required to travel during regular working hours.

(2) A NAF employee is required to drive a vehicle or perform other work while traveling.

(3) A NAF employee is required to travel as a passenger on an overnight assignment away from the permanent duty station during hours that correspond to the employee's regular working hours.

EXAMPLE: A non-exempt employee is required to attend a meeting that starts at 0800 on Monday morning. This requires the employee to travel on Sunday. The employee departs at 1000 and arrives at 1400. The employee's regular scheduled working hours are Monday through Friday, from 0800 to 1600. The employee will be paid for travel time on Sunday for four (4) hours, the hours that correspond to the employee's normal work schedule (1000 to 1400).

7-5. Exempt Employees. Employees who are designated as exempt from the FLSA are not entitled to pay for hours spent traveling, or in training, unless the travel is performed during regular working hours.

a. Supervisors and employees should attempt to schedule and facilitate travel during hours of work.

b. Employees who are designated exempt from the FLSA are not entitled to overtime, compensatory time, or holiday premium pay unless approved, in writing, in advance by the applicable program manager/supervisor. In some instances, RFT exempt employees who work on a designated holiday/weekend may be given an alternate day off to observe an "in-lieu-of" holiday if the holiday falls outside of their regularly scheduled work day. See Chapter 2 on procedures for Holiday Pay.

7-6. Activity Managers/Supervisors Responsibilities. Activity managers/supervisors are responsible for establishing hours of work and work schedules for their employees. Some schedules and hours of duty provide the employee(s) with special pay entitlements.

7-7. Compensatory Time Off for Travel. Compensatory time off for travel may only be earned for time in a travel status when such time is not otherwise "compensable." Compensable refers to periods of time creditable as hours of work for the purpose of determining a specific pay entitlement. Normal calculations for compensatory time for travel will consider a one hour wait period from departure (when traveling by aircraft) and will normally terminate one hour after final arrival. Compensatory time for travel for all exempt employees will not exceed eight (8) hours for any given 24 hour period. Any compensatory time for travel not used within five (5) pay periods of being earned will be forfeited

7-8. Crediting and Use of Compensatory Time Off. Compensatory time off for travel is credited and used in increments of one-tenth of an hour (6 minutes) or one-quarter of an hour (15 minutes). It is the employee(s) responsibility to comply with procedures for requesting credit and use of compensatory time off. All requests for credit and use of compensatory time must be approved in advance and in writing by the applicable program manager/supervisor within the time period required.

7-9. Forfeiture. Compensatory time off for travel is forfeited-

a. If not used by the end of the fifth (5th) pay period after the pay period during which it was earned; **OR**

b. Upon voluntary transfer to another agency; **OR**

c. Upon movement to a non-covered position; **OR**

d. Upon separation from the Federal Government.

Under no circumstances may an employee receive payment for unused compensatory time off for travel

Chapter 8: TELEWORK POLICY

8-1. Purpose. To establish procedures that supplements reference (c), Telework Policy for CNIC NAF employees of JRM, NBG, and AAFB.

8-2. Applicability. The policies set forth in this guidance apply to all non-probationary, regular full-time (RFT) category CNIC NAF employees within JRM, NBG, and AAFB.

8-3. Administration. This program will be administered by the Region NAF HR who will provide procedural guidance, information, and is responsible for collection of participation data and record keeping.

8-4. Discussion. This guide supplements reference (c) and will follow the same policy and procedures of reference (c) except where noted in this guide.

8-5. Types of Telework. Per reference (c), CNIC offers two types of telework arrangements to meet organization and employee needs: "Regular and Recurring" and "Ad Hoc/Situational."

a. Regular and recurring telework is defined as an approved work schedule where eligible employees work at an alternative worksite on a regular, recurring, and ongoing basis. A regular and recurring telework agreement also requires the employee to telework on an ad hoc/situational basis as needed (e.g., when government offices are closed or there are delayed openings with the option for unscheduled telework; when weather conditions make commuting hazardous; or circumstances arise that compromise employee safety such as snow storms, hurricanes, act of terrorism, etc.).

b. Ad hoc or situational telework is telework that occurs on an occasional, non-routine basis. Telework to complete short-term special assignments or to accommodate special circumstances are also considered situational even though the telework may occur continuously for a specific period.

8-6. Participation.

a. Telework is an Office of Personnel Management (OPM) voluntary program requiring concurrence by the approving

official or their designee and is not an employee entitlement. The primary objective of the telework program is to reduce overhead cost of the organization while maintaining the effectiveness and efficiency of the individual.

b. Employees may be eligible to telework on an ad hoc or situational basis. Regular and recurring telework is not offered to employees at this time.

c. Telework is a voluntary program and is not an employee entitlement.

d. First Line Supervisors should review and determine position eligibility in accordance with the Manager's Telework Position/Employee Eligibility Guide as provided in reference (c). Eligibility determinations must be made by the first line supervisor and captured in SAPHR via Region NAF HR.

e. Employees are required to use the Total Workforce Management Services (TWMS) to apply for telework. Employees must sign and agree to abide by Department of Defense (DOD) and CNIC Terms and Conditions contained in the Telework Agreement DD Form 2946 created in TWMS as part of the application process.

f. Telework training is a mandatory part of the application process and will be provided in TWMS. Telework applicants and all supervisors are required to take telework training in TWMS (supervisors are required to take the training every two years and employees will take the training each time they elect to apply for telework). Where employees do not have access to TWMS, or when TWMS is not functioning, all inquiries regarding telework training, telework eligibility, and procedures for applying for telework should be made through the Region NAF HR.

g. Telework approval/disapproval will be processed in accordance with reference (c).

(1) When considering the approval of an employee's request for telework purposes, a supervisor should ensure that the action is cost neutral as possible to the Activity and ensure against negative impact to mission accomplishments.

(2) Appeals of negative decisions will be processed in accordance with the NAF administrative grievance procedure.

(3) A copy of the signed telework agreement must be

submitted to the Region NAF HR for recordkeeping and collection of participation data.

h. The opportunity to participate in a telework arrangement is offered only with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g., dependent care arrangements made so as to not interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.).

i. Telework eligible employees will normally work the majority of the time at an alternative worksite, and in all cases at least one day per biweekly pay period.

j. The employee may not start his/her telework arrangement until approval has been received. Telework must terminate on the expiration of an existing agreement.

8-7. Eligibility.

a. To be eligible to participate in the program the employee must be a non-probationary, RFT employee and must have demonstrated personal characteristics well-suited to telework, as described by the supervisor, including, at a minimum: dependability and responsibility; ability to work well independently; proven record of high motivation; ability to prioritize work effectively and utilize good time management skills; no outstanding conduct issues; and a proven performance rating of "highly satisfactory" or better to be eligible for participation, and for continued participation, in the Telework Program. (Note: An exception may be made in cases of natural disasters and/or pandemic flu).

b. Participation in telework program may be discontinued when adverse impact on mission accomplishment is determined.

c. All time, attendance, pay policies and procedures outlined in reference (a) and this desk guide must be adhered to.

d. Employees would be ineligible to telework if they are:

(1) In a position that requires daily on-site activity or direct face-to-face personal contact (e.g., on-site customer service).

(2) In a position that requires daily direct handling of classified material.

(3) As deemed necessary by a supervisor, performance or conduct warrants more close supervisory direction, their rating of record is below highly satisfactory, their conduct has resulted in disciplinary action within the past 12 months, or they have unresolved security issues.

Chapter 9:
COMPRESSED WORK SCHEDULE POLICY

9-1. Purpose. To establish procedures that supplements reference (a) and defines compressed work schedule (CWS) procedures for CNIC NAF employees of JRM, NBG, and AAFB.

9-2. Applicability. The policies set forth in this guidance apply to all non-probationary, regular full-time (RFT) category CNIC NAF employees within JRM, NBG, and AAFB.

9-3. Administration. This program will be administered by the Region NAF HR who will provide procedural guidance, information, and is responsible for collection of participation data and record keeping.

9-4. Policy.

a. CWS. A work schedule that enables a RFT employee to work 80 hours per pay period in less than 10 days.

b. CNIC authorizes an employee to work a compressed work schedule whereby employees work nine (9) hours for eight (8) days, and eight (8) hours for one (1) day, with a scheduled day off during a pay period. Beginning and ending time for each work day will be set at the time an employee begins the compressed work schedule. The eight (8) hour day will be the same day of the week as the day off in the alternate week.

9-5. Participation.

a. CWS is a voluntary program and is not an employee entitlement.

b. Employees must complete and submit to their first line supervisor the Compressed Work Schedule Request Form (NAFHR FM-34) located at: <http://www.militarymwr Guam.com/support-services/naf-human-resources/for-current-jrm-naf-employees>.

c. First line supervisors are responsible for monitoring time and attendance for all their employees and continually evaluate program participation to ensure action is cost neutral as possible to the Activity and ensure against negative impact to mission accomplishments.

d. First line supervisors have the authority to periodically require an employee to be present for duty at specific times during the workday, such as for meetings,

training, special or emergent projects or other business which must be accomplished.

e. First line supervisors must approve/disapprove CWS requests within 10 business days of receiving request.

(1) When considering the approval of an employee's request for CWS purposes, a supervisor should ensure that the action is cost neutral as possible to the Activity and ensure against negative impact to mission accomplishments.

(2) Appeals of negative decisions will be processed in accordance with the NAF administrative grievance procedure.

(3) A copy of the approved/disapproved request for CWS must be submitted to the Region NAF HR for recordkeeping and collection of participation data.

f. Employees may not start CWS until approval has been received.

g. The approval for work hours for participating employees is the responsibility of the first line supervisors who also have authority to make changes to work schedules in accordance with reference (a) dependent on mission requirements.

h. Participation in the CWS Program may be discontinued when adverse impact on mission accomplishment is determined.

i. All time, attendance, pay policies and procedures outlined in reference (a) and this desk guide must be adhered to.

9-6. Eligibility.

a. To be eligible to participate in the program the employee must be a non-probationary RFT employee; no outstanding conduct issues; and a proven performance rating of "highly satisfactory" or better to be eligible for participation, and for continued participation, in the CWS Program.

b. Participation in the CWS program may be discontinued when adverse impact on mission accomplishment is determined.

c. All time, attendance, pay policies and procedures outlined in reference (a) and this desk guide must be adhered to.

d. Employees would be ineligible to CWS if they

are:

(1) In a position that requires daily on-site activity or direct face-to-face personal contact (e.g., on-site customer service).

(2) In a position that requires daily direct handling of classified material.

(3) As deemed necessary by a supervisor, performance or conduct warrants more close supervisory direction, their rating of record is below highly satisfactory, their conduct has resulted in disciplinary action within the past 12 months, or they have unresolved security issues.

Chapter 10:
TUITION ASSISTANCE PROGRAM

10-1. Purpose. To establish procedures that supplements reference (a) and defines reimbursement for education and tuition procedures for CNIC NAF employees of JRM, NBG, and AAFB.

10-2. Applicability. The policies set forth in this guidance apply to all non-probationary, regular full-time (RFT) category CNIC NAF employees within JRM, NBG, and AAFB.

10-3. Administration. This program will be administered by the Region NAF HR who will provide procedural guidance, information, and is responsible for collection of participation data and record keeping.

10-4. Policy.

a. Tuition Assistance Program. Provides RFT employees educational assistance for tuition, laboratory and other instructional fees, funds permitting and subject to final approval by Region J9.

b. This program applies only to courses that have a direct relationship to the individual's current position or mission related courses that employees desire to attend for self-development at accredited institutions of their choice on a voluntary basis, regardless of the funding source. Reimbursement may not be made for non-mission related courses.

c. Tuition assistance will not be provided, in whole or in part, for courses for which the employee is receiving (or will receive) from other Federal or state tuition subsidies such as Veteran's Administration (VA) educational benefits, scholarships, grants, etc.

d. Courses are normally taken on a voluntary, off-duty basis. When courses are not available during off duty hours, the employee must take leave or arrange for a work schedule change subject to applicable regulations and approval by the employee's direct supervisor.

e. Tuition assistance will be taxed as required by IRS Regulations.

f. Prior to enrolling in a course, the employee must complete the Tuition Assistance Request Form (NAFHRO FM-33)

located at:

<http://www.militarymwrguam.com/support-services/naf-human-resources/for-current-jrm-naf-employees>. Employees must submit the form to their immediate supervisor for consideration. Upon concurrence by the next level supervisor and the applicable IPD, the tuition assistance request will be forwarded to the Region J9 via Region NAF HR for final approval. Upon approval the form will be returned to the employee and Region NAF HR will forward the original to the Region NAF Accounting Office for processing.

(1) Payment for tuition and fees will not exceed \$300 per semester hour for up to 12 semester hours (or equivalent) for each fiscal year or a maximum of \$3,600 of tuition assistance to an employee in any 1 fiscal year. Reimbursement for non-instructional expenses, (e.g., copies of transcripts) is not authorized.

(2) Payment will be processed upon proof of successful completion of the course. Successful completion requires a grade of a 'C' or better for undergraduate courses, a grade of 'B' or better for graduate courses and 'Satisfactory' for courses that have no letter grade. The employee shall provide a valid written grade report to Region NAF HR within 30 days of completing the course.

(3) Employees must agree, in writing, by signing the current Tuition Assistance Request Form to remain employed with JRM, NBG, or AAFB as a CNIC NAF employee for a period of time, at least three (3) times the length of the course. The continued service time begins at the completion of the course. The minimum continued service time for a semester hour is three (3) months. (Example: An employee who takes six (6) semester hours must remain employed for 18 months). Required service time for courses taken in a subsequent semester will be added to the total time that an employee must remain employed. Unless waived in writing, employees who fail to fulfill the continued service agreement shall reimburse JRM for the cost related to all remaining service under the agreement. If the employee fails to reimburse these costs, funds shall be withheld from the employee's last pay or leave payoff check to satisfy the repayment.