

NAF Human Resources Office (HRO)

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www.39FSS.com

A Publication for US NAF Employees and Supervisors

APR-JUN 2010



NAF EMPLOYMENT

There are currently many great employment opportunities and several different ways to apply for a NAF job at Incirlik. The employment application and vacancy list is available on our website at www.39FSS.com; follow the link for Civilian Vacancies. You may also apply online at www.USAFEJOBS.COM. If you apply online, be sure to provide the additional documentation requested. You are also welcome to visit our office to complete an application for employment.

DUAL APPOINTMENTS

A part-time employee may be employed in another position as long as the total hours worked in all jobs do not exceed 40 hours per week. Employees may be employed in a regular and a flexible position, or in two flexible positions, however, they may not be employed in two regular positions. This restriction applies to all positions within the United States Government, including APF and AAFES positions.

CLASSIFICATION APPEALS

A classification appeal is defined as a written request by an employee for a change in the pay system, grade, pay band, series, or title of his or her officially assigned position. All employees have classification appeal rights. If you believe that your job is not properly classified you should first discuss it with your supervisor. Employees submitting an appeal are responsible for promptly furnishing all information required to process the appeal.

MEAL BREAKS

Meal or lunch periods are normally established at no less than 30 minutes and are not more than one hour and will not be considered as time worked, except for the purpose of determining entitlement to night shift differential pay. If time off for meals is not feasible, an on-the-job meal period of 20 minutes or less may be authorized and included in the employee's regularly scheduled tour of duty. No employee will be required to work more than six consecutive hours without a meal period. If the employee is required to work during lunch, they will be compensated for that time.

SEPARATING EMPLOYEES

When you separate from employment, it is important that you sign an AF Form 2548 and complete the NAF outprocessing checklist prior to your last duty day. It is important that you out-process through the NAF HRO as you will be provided with information regarding benefit entitlements and unemployment compensation. Please keep a copy of your personnel actions, AF Form 2545 as these documents will be helpful to you if you seek a NAF job in the future.

CHANGE OF EMPLOYMENT CATEGORY

An employee on a flexible appointment may be changed to regular at any time by the manager submitting an AF Form 2548 to the HRO for processing. A change of employment category from regular to flexible, unless initiated at the employee's request, is processed as a Business Based Action (BBA). A change from regular to flexible at the employee's request may be taken at any time, provided the employee submits the request in writing by completing an AF Form 2550.

If the employee doesn't want to lose his/her spouse preference by moving from Flexible to Regular, he/she can respectfully decline the change. At this point, the manager can continue to work the employee as needed. However, if the employee's name is listed during the semi-annual review of flexible employees, HRO is legally bound to again offer the change of employment category to the employee. Please call HRO for any questions regarding change of employment category.

SUPERVISORS BLOCK

EMPLOYEE DEVELOPMENT

A solid employee-development program can mean the difference between a successful business and one that struggles. Indeed, your business' chances for growth are closely aligned with its commitment toward fostering employee development. More and more workers are looking for employers who can help them increase their knowledge and skills.

Companies that want to attract -- and retain -- valuable people on staff need to actively participate in their employees' growth and development. It's rewarding for employees to expand their knowledge base and take on new challenges, as it makes coming to work about more than just a paycheck.

Here are some suggestions for developing your employees:

Implement a mentoring program. Pairing newer, less experienced employees with more experienced employees is a great way for people to learn from one another.

Hire and promote from within. Employees appreciate job security, but in order to grow professionally, people want and need new responsibilities. Giving your employees opportunities to grow within the company lets them know that you value their past contributions and have faith in their abilities to take on greater challenges.

Reward star performers. Don't make the mistake of neglecting employees who do great work and don't need much managing.

Foster creative learning processes. Often, employees want to make suggestions about the way things are done but don't have a way to voice their ideas. Develop a method that makes it easier for staffers to share their creative ideas or suggestions with top management.