



Nonappropriated Fund (NAF) Civilian Employment Information

**For individuals seeking employment
through the Arnold AFB NAF Human
Resources Office**



March 2012



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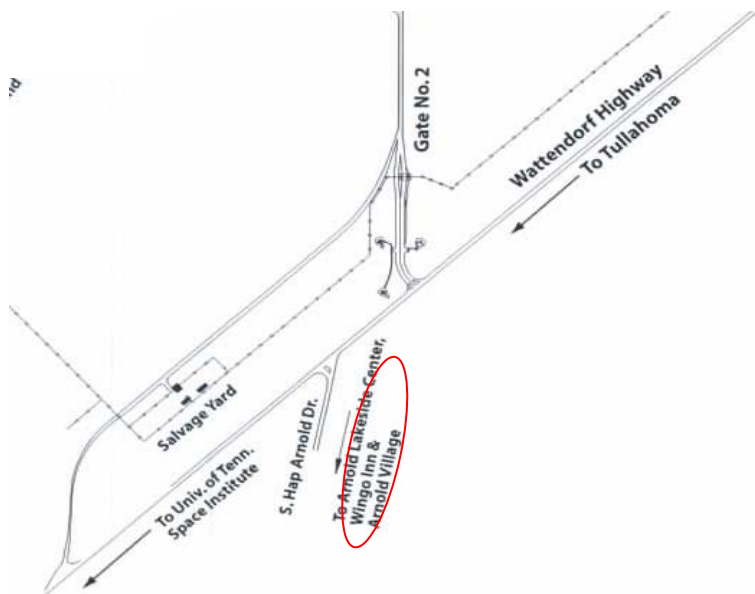


Location: Arnold Village, Bldg 3055, Westover Road, Arnold AFB, TN

Mailing Address: 100 Kindel Drive, Ste C321, Arnold AFB, TN 37389-3321

Phone Numbers: DSN 340-5481/4945, CMCL 931-454-5481/4945

Hours of Operation: Mon—Fri, 0730 – 1600 (7:30am—4:00pm)



What is Nonappropriated Fund Employment?

A Nonappropriated Fund (NAF) employee is a person who is employed in, and receives compensation from a Nonappropriated Fund Instrumentality (NAFI). NAF employment is different from civil Service federal employment because salaries for NAF employees are not allocated by Congress. Instead, salaries are paid by the revenue generated by Services activities.

What Are the Requirements?

- **Citizenship:** With some restrictions, all US citizens and non-US citizens may apply for NAF positions. A personnel representative at the NAF Human Resources Office (NAF-HRO) can answer specific questions not addressed in this handout.
- **Age:** Minimum age for NAF employment is 16 years.
- **Qualifications:** Applications must meet the minimum qualification standard as reflected in the official position guide. Qualification information is available at the NAF HRO or at <http://www.nafjobs.org> under "All Bases" click on arrow, scroll down to "Tennessee", click on "Arnold", click "Go", find the position of interest and then click on "View".



What Types of Positions Are Available?

There are 2 major categories (pay plans) of NAF positions within the Services Branch at Arnold AFB:

- NF (clerical, administrative support, managerial)
 - Ex: Recreation Aids/Assistants, Accounting Technician, Operations Clerk
- CT – NA, NL, NS (laboring, crafts and trades)
 - Ex: Laborer, Motor Vehicle Operator, Custodial Worker, Food Service Worker

Pay scales for the above pay plans (NF and NA) change periodically due to factors such as cost of living and wage surveys. For current pay rates or ranges visit the **NAF Pay Schedule** link at <http://www.arnold.af.mil/employment.asp>

There are 2 types of employment categories available, Regular and Flexible. Regular employees are guaranteed a minimum of 20 to a maximum of 40 hours of work per week. Flexible employees have work schedules that depend on the needs of the activity to which assigned.

Applications are accepted for NAF positions on a continuous basis. Positions for which we have a special or immediate need are advertised on www.nafjobs.org or other available venues.



What Type of Benefits Are Given to NAF Employees?

Depending on the type of appointment an individual is hired, there are a variety of benefits that are offered:

Flexible category employees are eligible for:

- Overtime pay for overtime worked
- Shift differential
- Awards
- Workers' Compensation
- Unemployment Compensation
- Sunday Premium Pay

In addition to the above benefits, Regular category employees are eligible for:

- Group Health and Life Insurance
- Retirement
- 401(k) Savings Plan
- Leave (annual sick, military, administrative, etc)
- Holiday Pay
- Sunday Premium Pay



How Does One Apply?

Effective 25 Jun 10, applicants interested in applying for NAF jobs at Arnold AFB will use the new global Air Force NAF employment site, www.nafjobs.org . Paper applications and resumes will no longer be accepted through the NAF Human Resources Office.

What Will Happen to My Application?

Your application will remain active on www.nafjobs.org for a period of 90 days. During this period of time your application will be available to supervisors who are filling vacant positions. Supervisors filling positions will review applications to determine whether applicants are qualified or not qualified. Your application will be removed from the active file at the expiration of the 90 day period, unless:

- You withdraw your application.
- You were selected and have accepted a position offered to you.
- You fail to reply to a written inquiry of availability
- You fail to attend a scheduled interview without an acceptable reason.



The NAF Applicant Supply File Hiring Priorities are as Follows:

- Priority 1—Military Spouse Preference (MSP)
- Priority 2—Transition Hiring Preference (THP)
- Priority 3—Veteran’s Preference

What is Military Spouse Preference (MSP)?

A military spouse preference eligible is a military spouse who entered into marriage with the military member prior to relocating because of service under a statutory tour. MSP applies to NF-I through NF-III and equivalent NA positions. The primary result of MSP is that military spouses receive preference over all other candidates when they are well/best qualified. MSP applies across Department of Defense component lines and is exercised with the placement into a “Regular” category position or the declination of a “Regular” category position.

What is Transition Hiring Preference (THP)?

A transition hiring preference eligible is an individual who falls within a certain category of involuntarily separated military members and in some cases, their family members. Eligible THP applicants possess a transition identification card and it provides them hiring preference over all other applicants with the exception of the MSP.



What is Veteran's Preference?

Veteran's preference is authorized under 5 U.S.C. 2108 for individuals who served on active duty, under honorable conditions

- During any war (this means a war declared by Congress, the last of which was WW II)
- During the period April 28, 1952, through July 1, 1955
- For more than 180 consecutive days, any part of which occurred after January 31, 1955 and before October 15, 1976;
- During the Gulf War period beginning August 2, 1990, and ending January 2, 1992;
- For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamations or by law as the last day of Operation Iraqi Freedom;
- In a campaign or expedition for which a campaign medal has been authorized, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti. *Additional campaigns have yet to be determined by the Secretary of Defense.*

There are recent changes to Veteran's Preference that include eligibility for service-connected disabilities. For additional information, please contact the NAF- HRO.



Who Decides If and When I Will Be Hired?

Being selected (hired) for any position involves a number of steps. Briefly, these are:

- Completing the registration process on www.nafjobs.org and your **Profile (9 Sections)**. Some job positions may indicate that additional information is required (such as childcare work information or driving information). These 9 sections must be completed before you can apply for a job.
- Applications are evaluated by the selecting supervisor for qualifications and suitability. The evaluation includes reviewing the application and/or conducting interviews.
- The selecting supervisor forwards the selection to the NAF-HRO. When all regulatory requirements are met, the NAF-HRO notifies the selectee to complete required background checks. Once favorable suitability is determined and all pre-employment requirements are met, an in processing date is arranged.
- Under no circumstances does a selectee report to their new job before in processing at the NAF-HRO.
- The selectee is usually expected to report for work after in-processing with NAF-HRO. The HR representative will inform you of any differences in starting dates/times.

Selections will be based on merit without discrimination because of race, color, religion, sex, national origin, age, marital status, physical handicap, political affiliation, sexual orientation or other non-merit factors.

This handout is strictly informational material and will not be used as a regulatory text for grievances or complaints.



We appreciate your interest in working with the Services Branch of Arnold Engineering and Development Center (AEDC) and look forward to considering you for employment

Additional questions may be directed to the NAF-HRO at 931-454-5481 or 931-454-4945.

You may also email questions to AEDC-TSD-SVH@arnold.af.mil or via our Facebook page:



<http://www.facebook.com/pages/Arnold-NAF-HRO/189447917763103>

