



# Welcome to the 9th Force Support Squadron

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## Non-appropriated Fund Employee Handbook

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*Welcome*

*Congratulations on your selection as an employee of the Beale Air Force Base 9<sup>th</sup> Force Support Squadron. We hope you will enjoy a long and successful career that will mutually benefit you and the activity that employed you. As you become oriented in your new duties, you will acquire a better understanding of your responsibilities and how important your position is to your activity. Your supervisor, fellow employees, and the Human Resource staff will gladly assist you in adjusting to your new work environment.*

*This handbook is provided to help you understand your rights, benefits, obligations, responsibilities, and our employment policies. Please read it carefully and ask your supervisor any questions in those areas where you desire clarification.*

*We believe that we have some of the best and most successful Non-appropriated Fund activities in the Air Force. This is due to the efficiency and effectiveness of employees just like you. You were selected to join our workforce because we feel that you meet our very high standards of conduct and performance.*

*Again, welcome! We are confident you will efficiently discharge the duties and responsibilities of your position.*

*Commander,  
9<sup>th</sup> Force Support Squadron*

**HUMAN RESOURCES OFFICE**  
9 FSS/FSCN  
NAF EMPLOYEE HANDBOOK  
BEALE AFB, CA 95903  
1 October 2019

We are providing you with this handbook to acquaint you with our organization and provide answers to many of your questions concerning your job and conditions of employment. It is designed to be informational in nature, rather than regulatory. You may obtain additional information from your supervisor. The Human Resources Office (HRO) is also available to provide assistance.

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## **SECTION A – YOUR EMPLOYER**

You are employed as a civilian employee by the United States Air Force and paid from Non-appropriated Funds (NAF). Although they are federal employees of the Department of Defense (DoD), NAF employees are separate and distinct from Appropriated Fund (commonly known as Civil Service) employees, who are paid from funds appropriated by Congress.

## **SECTION B – THE HUMAN RESOURCE OFFICE**

The Human Resource Office (HRO) is the operating office designated to administer the NAF Personnel System. The HRO is located in Building 25215, Room 179. Its official address is: 9 FSS/FSCN, 17855 Warren Shingle Rd., Room 179, Beale AFB, CA 95903. The hours of operation are from 7:00 a.m. to 4:00 p.m. The telephone number is (530) 634-2316/0404. If you have a question that your supervisor cannot answer, he or she will normally call HRO for the information. If you have other questions about your NAF employment, feel free to call the HRO. If you have business to conduct at our office, you should ask for permission from your supervisor before leaving your work area.

## **SECTION C – EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

We are dedicated to the full implementation of federal laws mandating equality of opportunity for NAF employees. Personnel actions are based on the principles of merit and qualifications. Any employee or applicant who feels that discrimination is involved in any personnel action because of race, color, sex, religion, political affiliation, sexual orientation, age, marital status, nation origin, or handicap may file a complaint of discrimination. Complaints may be filed without fear of reprisal. If you feel you have been discriminated against, you may file your complaint directly with an EEO counselor. The names of counselors and complaint process are posted on the employee bulletin board at your place of work.

## **SECTION D – DUAL COMPENSATION**

Non-Appropriated Fund employees with a schedule of 40 hours per week are prohibited from being employed in another position in the federal government. If you are a flexible employee, you may work in other jobs as long as the total hours worked in all jobs do not exceed 40 hours per week. This restriction applies to all jobs within the United States Government, including Appropriated Fund (Civil Service) and Base Exchange (AAFES) jobs.

## **SECTION E – OFF-DUTY MILITARY PERSONNEL**

Active duty enlisted personnel may be hired as NAF employees during their non-duty hours, but may not work more than 34 hours a week. Off-Duty Military (ODM) employees are not eligible for group health insurance or worker's compensation. Active duty military members who are planning to retire from military service are subject to the 180-day restriction governing military retirees. You may continue to work in your NAF position after retirement. However, there can be no change in your employment status during the 180 days following retirement. While on terminal leave pending retirement, you may be scheduled to work up to 40 hours a week.

## **SECTION F – TYPES OF APPOINTMENTS**

There are three types of appointments, regular full time, regular part time, and flexible. Supervisors determine which type of appointment will be used. The following describes the compensation and benefits.

1. **REGULAR FULL/PART TIME APPOINTMENT** – Regular full-time employees are guaranteed a minimum of 35 hours to a maximum of 40 hours per week. Regular part-time employees are guaranteed a minimum of 20 hours to a maximum of 34 hours per week. The number of scheduled hours per week may be changed IAW AFMAN 34-310. Employees whose appointments are regular full/part time will be eligible for the following benefits and compensation.

- a. Health, Dental, and Life Insurance

- b. Awards
- c. Retirement Plan (must be scheduled to work at least 20 hours per week to be eligible)
- d. Holiday Pay
- e. Overtime Pay
- f. Shift Differential (if applicable)
- g. Sunday Premium (if applicable)
- h. Worker's/Unemployment Compensation
- i. Military Leave
- j. Annual Leave
- k. Sick Leave
- l. Administration Leave
- m. Court Leave
- n. 401 (k) Savings Plan
- o. Night Pay Differential (CY & Pay Band NF)

- 2. **FLEXIBLE APPOINTMENT** – Flexible employees have work schedules that depend on the needs of the activity and may be used as on-call. Employees may work a minimum of zero to a maximum of 40 hours per week. Employees on a flexible appointment may be converted to regular full or part time at any time by the approving official. Employees whose appointments are flexible are eligible for awards, overtime pay, worker's compensation, unemployment compensation, Within Grade Increase (WGI), or shift differential, if applicable.
- 3. **LIMITED TERM EMPLOYMENT** – Regular full/part time and flexible appointments that are not expected to last indefinitely, may be hired as limited-term appointments. A “not-to-exceed” date must be established before the position is filled. All benefits and compensation applicable to the normal regular full/part time and flexible appointments will apply.
- 4. **PROBATIONARY PERIOD** – All employees, regular full/part time will serve a probationary period.

- a. CY employees must serve a twelve-month probationary period.
- b. Pay Band NF-I and NF-II must serve a six-month probationary period.
- c. Pay Band NF-III through NF-VI must serve a twelve-month probationary period.
- d. Crafts and Trades (NA) must serve a six-month probationary period.
- e. Crafts and Trades (NL & NS) must serve a twelve-month probationary period.

## **SECTION G – POSITION CLASSIFICATION AND PAY**

Your position guide is just that—a set of guidelines. It is an approximate record of your duties. It is not intended to cover every minor duty assignment, permanent or temporary in nature. Incidental tasks or duties may be required of an employee to operate our organization successfully. The supervisor determines what duties and responsibilities will be assigned to a position.

## **SECTION H – HOURS OF WORK**

1. **WORK SCHEDULED** – All employees will be provided with a work schedule. Flexible employees may be subject to “On-Call” work in addition to hours posted on the schedule. A time clock is used at most locations for clocking in and clocking out. Clocking in early or clocking out late without supervisory approval will not be allowed. Work schedules may be changed by supervisors/managers for all employees by providing a 24-hour notice.
2. **MEAL PERIODS** – Non-compensated meal periods will be scheduled for not less than 30 minutes and not more than one hour. During these meal periods employees will be free of duty. Under conditions where time off for a meal period is not possible, a meal period of 20 minutes or fewer may be authorized and is included in the scheduled tour of duty. The time covered by the 20 minutes or fewer is compensable, and the employee must spend his/her on-the-job meal period at or

near their work stations. Employees cannot be scheduled to work more than six consecutive hours in any workday without a meal period.

3. **REST PERIODS** – Short rest periods, not exceeding fifteen minutes, may be granted at manager’s discretion, when the manager believes such rest periods are necessary. Rest periods may not be scheduled in conjunction with a meal break.
4. **GUARANTEED HOURS** – If a regular full/part time or flexible employee is not scheduled for his/her guaranteed number of hours, management may either change his/her schedule to make up the hours or pay the employee for the difference between hours worked and not guaranteed.

### **SECTION I – PAYDAYS AND PAY**

Employees will be paid every two weeks for a total of 26 pay periods per year. Pay is directly deposited to your financial institution.

### **SECTION J – LEAVE**

#### **1. ANNUAL LEAVE (REGULAR FULL/PART TIME EMPLOYEES)**

Annual leave is paid time off from work for the purpose of vacations or to transact personal business that cannot be taken care of during off-duty hours. Annual leave is charged in 15-minute increments. When annual leave is taken, it must be approved by the supervisor. Submit OPM Form 71, “Application for Leave or Approved Absence,” to your supervisor to obtain this approval. You will start to earn annual leave immediately upon appointment or change to a regular position; however, you must wait 90 days before you can use this leave. The amount of leave earned and your balance will appear on your Leave and Earning Statement. You may accumulate and carry up to 240 hours of annual leave each year. Leave in excess of 240 hours must be used prior to the end of the year or it is forfeited. On a case-by-case

basis and upon approval by the Commander or Deputy Director, employees may carry leave in excess of 240 hours into the next leave year. However, you must have requested annual leave early in the leave year, and circumstances beyond the control of the employee precluded its use before the end of the leave year. Any amount of excess leave carried into the next year must be used within the first 19 pay periods or it is forfeited. If you resign or separate after the initial 90-day waiting period, you will receive a lump sum payment for any unused annual leave. This lump sum payment will generally be included in your last paycheck. Annual leave is earned based on the number of hours worked in the pay period:

- a. 0-3 years of service: 5 percent of hours worked per pay period.
- b. 3-15 year service: 7 ½ percent of hours worked per pay period.
- c. 15+ years: 10 percent of hours worked per pay period

## **2. SICK LEAVE (REGULAR FULL/PART TIME EMPLOYEES)**

Sick leave is intended solely for absences when you are too ill to work or for visits to your doctor, dentist, or eye doctor. This includes care for a family member with a contagious disease. When you are too ill to work, you must notify your supervisor within one hour after your scheduled workday begins or as applicable to your activity policy. Sick leave of more than three consecutive work days should be supported by a medical certificate. If the employee was not attended by a physician, the employee's certification showing satisfactory evidence of incapacitation for duty may be accepted. Sick leave accrues at the rate of 5 percent of hours worked per pay period. Sick leave may be taken at any time after appointment. No waiting period is necessary. Sick leave is charged in 15-minute increments, not to exceed eight hours per day or 40 hours per week. Employees may be paid sick leave only for those hours scheduled to work on that day or week, whichever occurs.

3. **LEAVE WITHOUT PAY (LWOP)** – Leave Without Pay may be granted to employees, upon request, for reasons acceptable to the supervisor. There is no requirement to grant LWOP if it will disrupt operations in any way. LWOP is granted when annual or sick leave is not available. LWOP is charged in 15-minute increments. Supervisors may approve LWOP up to 30 days and the Commander or Duty Director must approve if over 30 days.
  
4. **LWOP FOR REGULAR FULL/PART TIME EMPLOYEES MOVING WITH HEAD OF HOUSEHOLD** – If a regular employee is the dependent of a head of household who is either a military member, a federally employed person, or non-federally employed person and must resign from his or her non-appropriated fund position due to the official transfer of the sponsor, then the employee is entitled to leave without pay (LWOP) for up to 150 days to avoid a break in service. The employee must complete an RPA (Request for Personnel Action), indicating “LWOP NTE” (date LWOP will end) and “Resignation” with an effective date one day after the anticipated expiration of the LWOP (be sure to indicate a forwarding address). The supervisor approves LWOP by submitting the RPA to CC/CD for approval. The request must be submitted to the HRO at least two weeks prior to the effective date of the LWOP. When the employee clears the base, he/she must visit the HRO to receive information relative to his/her Personnel Action showing LWOP, so it may be presented to his/her new duty station. Failure to comply with these provisions will result in the disapproval of the LWOP and a resignation being effective on the date LWOP was to commence.
  
5. **ABSENCE WITHOUT LEAVE (AWOL)** – If you are absent from your job without proper authority, you will be carried as AWOL, absence without pay, and may be subject to disciplinary action. Maximum penalty for AWOL is removal or termination from your position.

6. **LEAVE FOR MATERNITY REASONS** – Regular full/part time employees may be granted sick leave, annual leave, and LWOP for incapacitation due to pregnancy and must be supported by a medical certificate.
7. **MILITARY LEAVE** – Regular full/part time employees who are members of a Reserve or National Guard unit are entitled to a leave of absence up to 15 calendar days in a year without loss of pay, time, or performance rating when activated.
8. **FORCED LEAVE** – Forced leave is used by management when reduced or suspended business operations result in temporarily reduced or suspended work schedules. Regular employees will be paid for actual hours worked and have the option of using annual leave or LWOP for the remainder of their shift. Flexible employees will be paid for actual hours worked and relieved of duty on LWOP.
9. **ADMINISTRATIVE LEAVE**
  - a. Administrative leave will be granted to regular full/part time employees if the installation commander suspends operations when unusually severe weather conditions or other emergency situations dictate such action.
  - b. Flexible employees at work when operations are suspended will be paid for hours actually worked and relieved of duty on LWOP.
  - c. Flexible employees not at work when operations are suspended are not granted administrative leave.
  - d. Employees, who are notified of suspended operations in advance, normally 24 hours, will be scheduled for leave.
10. **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

The Family and Medical Leave Act of 1993 established a Family and Medical Leave Program for federal employees. An employee who has been on the payrolls for at least 12 months is entitled to up to 12 weeks of unpaid family and medical

leave during each 12-month period. Additionally, FMLA allows eligible employees to take up to 26 weeks of job-protected leave in a single 12-month period to care for a covered service member with a serious injury or illness. This type of leave allows employment and benefit protection and can be used for one or more of the following reasons:

- a. The birth of a child of the employee and the care of such a child;
- b. The placement of a child with the employee for adoption or foster care;
- c. The care of a spouse, child, or parent of the employee if a serious health condition exists;
- d. A serious health condition of the employee that makes the employee unable to perform essential functions of the position; or,
- e. To care for a covered service member with a serious illness or injury.

If an employee meets the requirements mentioned in the previous paragraph, he/she must provide advance notice to his/her supervisor and must submit an OPM 71, “Request for Leave or Approved Absence,” the box marked “Other” should be checked, and either “Family Leave” or “Medical Leave” should be written in as appropriate. Management may require written certification from a healthcare provider of the need for an employee to take medical leave or family leave to care for the family member with a serious health condition. Contact the HRO for more information on FMLA.

**11. LEAVE FOR ADOPTION** – Regular employees may use sick leave for purposes related to the adoption of a child such as appointments with adoption agencies, social workers and attorneys, court proceedings, required travel, and any other activity necessary to allow the adoption to proceed.

**12. FAMILY FRIENDLY LEAVE ACT (FFLA)** – The Family Friendly Leave Act authorizes regular full/part time

employees to use sick leave for the following reasons:

- a. Family care – to give care or otherwise attend to a family member having an illness, injury, or other condition that, if the employee had such a condition, would justify the use of sick leave by the employee.
- b. Illness, injury, or other condition including physical or mental illness; pregnancy and childbirth; and medical, dental or optical examination or treatment.
- c. Bereavement – for purposes relating to the death of a family member, including making arrangements for or attending the funeral of the family member.

The FFLA authorizes the use of up to 40 hours of sick leave per year. No minimum balance of sick leave is required to use the first 40 hours. An employee who maintains a minimum balance of at least 80 hours of sick leave may use up to an additional 64 hours of sick leave per leave year, bringing the total amount of sick leave available for family care and bereavement purposes to a maximum of 104 hours per leave year.

## **SECTION K – PAY ADMINISTRATION**

### **1. OVERTIME**

- a. Employees may occasionally be required to work overtime. How a position is classified determines how employees are paid for overtime.
- b. Pay Band employees will be paid overtime for work performed in excess of 40 hours per week.
- c. Crafts and Trades (NA, NL, NS) employees will be paid if they work over eight hours per day or over 40 hours per week.
- d. CY employees will be paid overtime if they work over 40 hours per week.
- e. Positions are classified as exempt or nonexempt under the Fair Labor Standard Act (FLSA). Your position guides have the FLSA exempt status.

### **HOLIDAY PAY (Regular Full/Part Time Employees)**

- c. Regular full/part time employees receive holidays off with pay. If the holiday is on the employee's normal day off, the

employee is to observe the holiday on the preceding day or following day, as established by the supervisor.

d. If the regular employee is required to work on the holiday, he/she will receive holiday pay plus pay for the number of hours worked. The following are the authorized holidays.

- New Year's Day                      1 January
- Martin Luther King Day            3rd Monday of  
January
- Presidents' Day                    3rd Monday of  
February
- Memorial Day                      Last Monday of May
- Independence Day                4 July
- Labor Day                          1st Monday of September
- Columbus Day                      2nd Monday of October
- Veterans Day                      11 November
- Thanksgiving Day                4th Thursday of November
- Christmas Day                    25 December

e. Flexible employees are not entitled to observe the holiday or receive holiday pay if required to work.

2. **SUNDAY PREMIUM PAY** – Regular and flexible employees who perform work during a regularly scheduled tour of duty within a basic workweek when any part of that work is performed on Sunday, which is not overtime work, is entitled to Sunday premium pay. Compensation will be paid at 25 percent over their hourly rate for hours worked on Sunday.

3. **SHIFT DIFFERENTIAL PAY** – Crafts and Trades (NA, NL, & NS) CY and Pay Band NF-I to NF-II employees are entitled to night shift differential pay. The night shift differential pay is the basic rate of pay plus a differential of seven percent for regularly scheduled work when the majority of whole hours worked occurs between 3:00 p.m. and 12:00 a.m., or 10 percent when the majority of the whole hours worked occurs

between 11:00 p.m. and 8:00 a.m. CY employees are paid night pay differential of 10 percent for actual hours of regularly scheduled, non-overtime work that falls between 6:00 p.m. and 6:00 a.m. Pay Band employees (NF-III through NF-VI) are also entitled to shift differential pay.

4. **CALL-BACK DUTY TIME** – Call-back duty time is when a regularly scheduled, regular full/part time or flexible employee is required to work on a day when work was not scheduled, or when the employee is officially required to return to his or her place of employment. Compensation for call-back duty is at least two hours (whether or not work is performed), including preparation and clean-up time.
5. **CALL-IN DUTY TIME** – Call-in-duty time is work performed by an unscheduled flexible employee who is officially required to report for work. Compensation for call-in duty must be at least two hours, (whether or not work is performed), including preparation and clean-up time.

## **SECTION L – POSITION CHANGES**

### **1. REASSIGNMENTS**

- a. Managers may reassign employees to other positions within the same employment category and pay plan or pay band at any time to promote the efficiency of the organization.
- b. Employees may request reassignment to other NAF positions by submitting a Resume and AF Form 2550, “NAF Application for Promotion or Other Position Change,” in [nafjobs.org](http://nafjobs.org).

2. **DETAILS** – Upon supervisor’s determination that the service of an employee is require in another position/area, details may be used to satisfy the requirement up to 60 days. There is no change in basic rate of pay while on a detail. Supervisors record the details on the employee’s AF Form 971, “Supervisor’s Record of Employee.” Details are

made a matter of record, because the experience and training gained may be important for placement actions. Employees detail in excess of 60 days must be temporarily promoted, when performing duties of a higher pay position.

### **3. PROMOTIONS**

- a. All promotions are competitive unless the action is processed as a result of job growth, improper classification, to comply with a new classification standard, or to follow competitive assignment to a developmental position. The employee must meet the qualification requirements for the higher position.
- b. Employees may submit AF Form 2550, “NAF Application for Promotion or Other Position Change,” for any higher grade or pay band positions at any time. This form must be submitted in NAFJOBS for consideration. NAFJOBS has all openings within NAF activities.
- c. Should the duties of a position change significantly, a supervisor may rewrite a position guide and/or position description and submit it for reclassification. If the new duties result in a higher grade or pay band, the employee may be promoted into the new higher paying position non-competitively.

### **SECTION M – RELEASE OF EMPLOYEES**

Current NAF employees selected for another NAF position will be released no later than the end of the following pay period from the date the losing supervisor is notified of the selection. Release to the new duty section will be no later than 21 calendar days, unless mutually agreed upon by both the losing and gaining supervisor.

### **SECTION N – GROUP LIFE AND MEDICAL INSURANCE (REGULAR FULL/PART EMPLOYEES)**

Regular full/part time employees are eligible to enroll in the group life and/or health insurance plan carried by Met/Aetna Insurance Company. Eligible regular full/part time employees must be employed continuously for one month before their life

insurance becomes effective. Insurance must be elected at the time of appointment to a regular full/part time category position or any time prior to expiration of that one month period. If an employee initially waives the insurance and later wants to enroll, he/she must submit evidence of insurability to the insurance company at his/her own expense, and if he/she approves or disapproves the enrollment. Dependents may be covered under the health insurance plan. Employees may obtain more information on benefits and costs from HRO.

### **SECTION O – RETIREMENT PROGRAM**

Regular full time 35-40 hours per week and regular part time 20-34 hours per week employees are eligible to enroll in the USAF NAF Retirement Plan upon completion of 12 months of regular USAF NAF service. Enrollment is optional. More information can be found in AFI 34-302, NAF Employee Retirement Plan Guidance and Procedures. Employees may also participate in the 401K Savings Plan. Contact the HRO for more information.

### **SECTION P – WORKERS’ COMPENSATION PROGRAM**

All employees, except active duty military employed by NAF during off-duty hours, are provided workers’ compensation coverage for injuries or illnesses incurred on the job and as a result of their employment. To be eligible for benefits, employees must report the injury to their supervisor immediately. Failure to do so may result in loss of entitlements. Supervisors will provide the required forms to request treatment. If medical attention is required, normally the employee will be taken to Rideout Occupational Health in Yuba City. Supervisors will provide employees the forms LS-201 and AF 786 to take to the medical facility with the employee for treatment. Have the supervisor contact the medical provider if possible before treatment. If the employee elects to choose his/her own physician, the physician cannot be changed without authorization from the HRO.

### **SECTION Q – GRIEVANCES**

Employees have the 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. If you have a grievance or complaint, you must first address with your immediate supervisor. Your supervisor has the responsibility to make a bona fide attempt to resolve dissatisfaction in a fair and equitable manner that will be mutually beneficial to both employee and management. If there is a matter with which you are dissatisfied, discuss it with your supervisor. If it cannot be resolved, the HRO will provide you with the procedures for filing a formal written grievance.

## **SECTION R – PERFORMANCE EVALUATION**

Your supervisor will continuously monitor your work performance and provide training and/or assistance where needed. Employees with fewer than 90 days of supervision will not be evaluated. Employees' performance is written based on the employee's performance standards, AF Form 1702, "Position Guide/Position Description."

1. **ANNUAL PERFORMANCE EVALUATION – C & T, CY and Pay Band** employees will receive an annual performance evaluation from their supervisor each year at the end of September. You will be advised whether you are or are not meeting the performance standards of your position. Crafts and Trades employees (NA, NL, NS) who have met the performance standards may be recommended for monetary awards, all others are eligible for monetary awards and/or pay adjustments. Those employees not meeting their performance standards will be advised of their performance deficiencies. Failure to improve may result in reassignment, change to lower grade or pay band, or separation/termination.

## **SECTION S – AWARDS PROGRAM**

NAF employees play an important part in the efficiency and economical operation of the activity, and the FSS organization believe in recognizing them accordingly. All NAF employees may be considered for cash awards.

1. **SPECIAL ACT OR SERVICE AWARDS** – A special act or service award may be given to an employee for a specific event that results in a unique contribution to the organization above and beyond the scope of assigned duties. The amount of the award should be determined by the actual dollar savings or intangible benefits. The supervisor completes AF Form 1001 and forwards it through the Flight Chief to the 9 FSS Commander for approval. Awards in excess of \$2,000 must be authorized by the Installation Commander.
2. **CASH AWARDS** – A cash award may be given to an employee for a specific event or situation that resulted in a unique contribution to the activity or organization. The amount of the award will not exceed \$250. It is intended that this award be used on a broad basis and be relatively simple to process. There is no limit to the number of such awards that may be granted to an employee. The supervisor initiates AF Form 1001 and forwards it to the Flight Chief for recommendation and then on to the Deputy Director and the Commander for approval.
3. **TIME-OFF AWARD** – A time-off award is granted in recognition of superior accomplishment or other personal effort, which contributes to the quality, efficiency, or economy of operations. Time off may be granted to employees without loss of pay or change to leave in recognition of superior accomplishment.
4. **LENGTH OF SERVICE AWARDS** – Length of Service Awards will be given to employees after completing five and 10 years of creditable NAF service and every 10 years thereafter. The HRO initiates all NAF FSS awards.
6. **HONORARY AWARDS** – NAF employees may receive honorary awards according to AFI 36-1004. Cash awards are the responsibility of the recommending activity.
7. **INCENTIVE AWARDS** – All incentive awards are processed

through the HRO. Completed and approved forms will be forwarded to HRO for processing through the NAF payroll system.

### **SECTION T – MAINTAINING DISCIPLINE**

Supervisors set reasonable standards of conduct for employees and are responsible for informing employees of the standards and ensuring that they observe. Disciplinary action will be taken against any employee who violates established rules. Disciplinary actions may consist of oral admonishments, written reprimands, suspensions from duty without pay, or separations/terminations from duty for cause, depending on the nature and circumstances surrounding the offense.

### **SECTION U – BUSINESS BASED ACTIONS**

Even though 9 FSS plans on continued growth and expansion, the business climate may hinder our efforts to do so. If it becomes necessary to reduce the staff and abolish positions, every effort will be made to provide as much notice as possible. This notice would be seven days for flexible employees and 30 days for regular employees (on separation action). Additionally, every effort will be made to find alternate employment whenever possible. Employees with at least one year of continuous service as a regular employee, who is involuntarily separated under this procedure, is entitled to receive severance pay, if applicable.

### **SECTION V – TYPES OF SEPARATION**

1. **RETIREMENT** – The NAF Retirement Plan is the only Air Force sponsored plan in which regular employees may participate. If you plan to retire, you must contact the HRO at least three months before you plan to retire. To retire you must meet the following:
  - Normal Retirement
    - 65 years of age
  - Voluntary Early Retirement
    - 62 years of age with 5 years of service

- 60 years of age with 20 years of service
- 55 years of age with 30 years of service
- **Optional Early Retirement**
  - 52 years of age with 5 years of service

To retire under the “involuntary retirement” provisions (due to business based action). You must meet one of these two criteria:

- 25 years of credited service
- 50 years of age with 20 years of service

## **2. RESIGNATION (REGULAR FULL/PART TIME & FLEXIBLE EMPLOYEES)**

– Employees may initiate a voluntary resignation. Sufficient notice (preferably two weeks) should be given. To resign, an employee must notify his/her supervisor/manager so he/she may submit an RPA through the employing activity. The effective date of the resignation must be the last day the employee expects to work. A forwarding address and phone number are required. In circumstances where the resignation is verbal, the supervisor completes the RPA documenting the effective date and the reason of resignation. It is recommended that employees report to the HRO for proper clearance or final pay could be delayed. Once an employee submits a resignation, it may not be revoked by the employee without the consent of management.

3. **TERMINATION** – A flexible employee may be terminated for any valid reason with a 24-hour notice.

4. **SEPARATION (REGULAR FULL/PART EMPLOYEES)**  
Separation will normally be processed as a Business Based Action according to Section U of this handbook.

5. **REMOVAL (REGULAR FULL/PART TIME EMPLOYEES)** – This is an action taken by management for performance, delinquency, or misconduct.

- 6. RESIGNATION – ABANDONMENT (REGULAR FULL/PART TIME AND FLEXIBLE EMPLOYEES)** – An employee who fails to report for work or to notify management for three consecutive workdays without a reasonable explanation is considered to have resigned.

### **SECTION W – IDEA PROGRAM**

It is possible to receive a cash award for suggestions you submit to improve work methods, efficiency, morale, or any ideas that result in a savings to the NAFI. When you have a suggestion, you may submit ideas through API by going online to <https://ipds.afpc.randolph.af.mil>. For more information, contact your supervisor or the HRO.

### **SECTION X – MISCELLANEOUS**

- 1. PROPER MAILING ADDRESS AND PHONE** – It is the responsibility of all employees to keep their supervisor and HRO informed of their proper mailing address and personal telephone number. Any change in address or telephone number should be reported to the supervisor and HRO. The HRO will forward it to the payroll office. You may also update your residence address on MYMONEY.
- 2. PUNCTUALITY** – You have the responsibility of appearing at your work station on time. Failure to appear on time may result in one of several actions being taken. Your supervisor will determine whether or not you will be excused for the period of tardiness, or you will be charged annual leave, LWOP, or unapproved leave or tardiness, will be charged to AWOL.
- 3. COMMON ACCESS CARD (CAC)** – NAF employees who were issued a civilian CAC must turn this card in upon resignation, either to their supervisor or to the HRO. Employees who do not return their CAC will have their names reported to the Security Police, and appropriate action will be taken to recover the CAC.

4. **PERSONNEL RECORDS** – All NAF employees are given copies of all their personnel actions, such as pay increase, promotion and appointment. These are very important to keep. They are records of your employment here at Beale AFB. Official personnel records for all employees are retired to the Records Center in Valmeyer, IL, 30 days after separation. If you leave the Beale AFB area and are hired at another base as a NAF employee within 30 days, the new base may request your records from the HRO.
5. **BULLETIN BOARDS** – Regulations and notices affecting your employment are posted on bulletin boards throughout the base. It is your responsibility to read them periodically.
6. **CHAIN OF COMMAND** – If you have a problem, need to report any significant information, or to get help, the proper chain of command is as follows:
  - a. Immediate supervisor (or designee)
  - b. Second-level supervisor (if appropriate)
  - c. Flight Chief
  - d. FSS/CC or FSS/CD
  - e. Support Group Commander

The same chain of command is used in the grievance process.

## **ANTI-ROBBERY PROCEDURES**

This procedure outlines steps that must be taken in the event of a robbery (actual or exercise) at your facility. All assigned personnel must become thoroughly familiar with the following:

1. Remain calm. Do not resist, but give only what the robber demands.
2. Observe the robber(s), noting significant facts, i.e. color of hair and eyes, height, weight, race, clothing, scars, tattoos, speech (slurred, accent), and type of weapons.
3. If a duress switch is available, activate it as soon as possible, but only if it is safe to do so.
4. After the robber has departed, secure the facility. Allow no one to enter or depart without permission of the Security Police.
5. Notify coworkers and your supervisor of the incident because teamwork is essential at this point.
6. Notify the Law Enforcement Desk via at 634-2131, and relay all pertinent information to the desk sergeant. Be sure to let the desk sergeant know if the robber has departed the facility.
7. When it is safe to do so, follow the robber(s) outside to obtain a mode direction of travel. The attempt to obtain information should only be made when there is no risk of injury.
8. Secure your area. Do not allow anyone; including yourself, to touch anything the robber(s) may have touched (notes, counter tops, etc.).
9. Get names and addresses of all possible witnesses. Write them down. This is important.
10. Do not discuss this incident with anyone except the Security Police or other investigating agency.

**BOMB THREAT PROCEDURES**

1. Should you receive a bomb threat, the most important action to remember is to remain calm. Immediately upon receiving such a call, notify the Law Enforcement (LE) desk at 634-2131. The following checklist is provided for use when a telephone bomb threat is received.

- a. Do not hang up the telephone.
- b. Activate the telephone tracer system if installed.
- c. Attempt to keep the caller on the line.
- d. Ask as many questions concerning the bomb as the caller will allow.
- e. Attempt to write down the conversation word for word.
- f. After the caller has terminated the call, immediately notify the LE desk if not already accomplished. When possible, do not use the same line that the caller used.
- g. Do not hang up the phone even after the caller has hung up.
- h. Notify the building custodian.
- i. Document the following information:
  1. Time of call
  2. Location of device(s)
  3. Detonation time
  4. Any information about the type of device
  5. Background noises
  6. Sex of caller and approximate age
  7. Accent of speech/impediment
  8. Emotional state of caller
  9. Did the voice sound familiar? If so, who did it sound like?

If it is determined necessary to evacuate, direct all personnel to one location outside the threatened facility. The senior ranking person at this rally point will conduct a search of the immediate area for explosives or suspicious devices. Abusive and obscene calls should be immediately reported to Law Enforcement at 634-2131.

## **GROUND SAFETY BRIEFING**

Mishaps are invariably caused by failure of a person to perform in a safety oriented manner or by exposure to unsafe surroundings. Although the activity manager is the key person of any mishap prevention effort, the safety program involves everyone. If you should see an existing or potential hazardous condition, act, or procedure you should:

1. identify the hazards to your supervisor for immediate action; or
2. submit AF Form 457, "USAF Hazard Report," to your supervisor for forwarding to the Base Safety Office.

These forms are available on the bulletin board in your activity. Follow instruction on the form folder. Reports may be submitted anonymously.

Here are 10 safety rules that can be universally applied by all NAF employees to eliminate mishaps, increase production, and make your activity a better place to work.

- a. Follow instructions. Do not take chances. If you do not know, ask.
- b. Correct or report unsafe conditions.
- c. Help keep everything clean and orderly.
- d. Use the right tools and equipment for the job.
- e. Report all injuries. Get first aid promptly.
- f. Use the prescribed protective equipment. Wear safe clothing.
- g. Use, adjust, or repair equipment only when authorized.
- h. Pay attention to talk at hand. Do not be distracting or be distracted by others.
- i. When lifting, bend your knees. Do not use your back when lifting heavy items. Get help for heavy or awkward loads.
- j. Comply with all safety rules. Heed safety signs.

## **DRAM SHOP THEORY BRIEFING**

The theory of dram shop liability creates a legal requirement of alcoholic beverages. Do not serve alcohol in any form to a person who appears to be visibly intoxicated. A person who appears visibly intoxicated is someone who is slurring speech, drinking large amounts of alcohol in a short amount of time, not in complete control of his/her faculties, or acting in a manner inconsistent with a sober person. Dram shop liability applies to all personnel serving alcoholic beverages. The person serving alcoholic is responsible for making a determination that a customer or patron should no longer be served alcohol. If the individual requesting an alcoholic beverage is visibly intoxicated, service must be refused. Instead of serving a beverage, a server could offer soft drinks or coffee free of charge. In addition, transportation to the individual's residence can be provided.

The individual who arrives intoxicated requesting more alcohol, or the individual who drinks to the point of intoxication, will be denied alcohol. It is the duty of the server to deny service to any person who appears to be visibly intoxicated at all times. If you are a NAF employee who serves alcoholic beverages, you are required to read the operating instructions that prohibit serving alcoholic beverages to those appearing to be intoxicated and not in complete control of their faculties. In addition, you are required to acknowledge understanding of the below statement. "I understand my responsibility under the Dram Shop Theory not to sell or serve alcoholic beverages to persons who appear to be intoxicated and not in complete control of their faculties."

The statement will be added to your AF Form 971, Supervisor's Employee Brief and must be signed by the server. An adult, as defined by the law of the State of California, is a person 21 years of age or older. Those persons under this age are not able to purchase or consume alcoholic beverages in California until after their 21<sup>st</sup> birthday. As a NAF employee, you should be aware of this law and abide by it.

## **FIRE PROTECTION BRIEFING**

As a NAF employee, it is essential that you enforce safe smoking habits and ensure that smoking is permitted only in save and designated smoking areas IAW AFI 40-102. Make close inspections at the end of each tour of duty to ensure areas are left in fire-free condition. You should be very familiar with the fire extinguishers located in your immediate work area. When a fire occurs or is discovered notify the Fire Department. In all instances, keep calm, speak clearly, and answer all questions asked by the fire dispatcher. Even if you smell smoke, do not hesitate to report it immediately. Do not hang up the phone until told to do so by fire department (or emergency dispatch). Fire may be reported by one or more of the following methods:

1. Using an administrative telephone:
  - a. Lift receiver; ensure you hear a dial tone.
  - b. Dial 9-1-1
  - c. Give building number.
  - d. Give facility title. For example, Beale Lanes or Library.
  - e. Tell where the fire is burning (kitchen, office, etc.).
  - f. Tell what is burning (grease, curtain, etc.).
  - g. Give your name to the fire dispatcher.
  
2. To report a fire from any manual fire alarm box, pull the trip handle to activate the alarm.
  
3. Steps in reporting a fire or the smell of smoke are as follows:
  1. Notify occupants to egress the facility (i.e. use pull station).
  2. If fire is manageable, try extinguishing it with fire extinguisher\* (do not risk personal safety).
  3. If the fire is too big, leave the facility immediately.
  4. Dial 9-1-1 and provide the following information:
    - a. Give building number.
    - b. Give facility title. For example: Beale Lanes or Library.

- c. Tell where the fire is burning (kitchen, office, etc.).
- d. Tell what is burning (grease, curtain, etc.).
- e. Give your name to the fire dispatcher.

4. For all fires regardless of size, nature, or whether they have been extinguished, the supervisor will immediately report to the Fire Department for further investigation and record.

\* CDC and Youth Center do not try to extinguish the fire. Just leave immediately with the children.

## **STANDARDS OF CONDUCT BRIEFING**

Air Force personnel, on or off duty, are expected to conduct themselves in a lawful manner and to observe the spirit and the letter of the laws and regulations governing conduct.

AF Personnel are to refrain from private activities that would place them in a position where there is a conflict or an appearance of a conflict between public interest of the United States and their private interests. The following prohibitions apply to NAF employees:

1. Using civilian or military titles or positions in connection with any commercial enterprise or in endorsing any commercial products.
2. Engaging in any business, activity, or financial transaction involving direct or indirect use or appearance of use of inside information gained through an Air Force position for their own or another's private gain.
3. Engaging in teaching, lecturing, or writing that is dependent on information obtained as a result of government employment, unless that information has been published or is or will be made available to the public on request or where the agency head authorizes use of non-public information because it is in the public interest.
4. Using or allowing the use of government property for other than officially approved activities.
5. Personal commercial solicitation and sale to military personnel junior or rank of grade at any time, on or off duty, in or out of uniform, except for one-time sales of one's property or privately owned dwelling.
6. Participating in, conducting the selling or purchasing tickets for any gambling activity on government owned or leased property or while on duty for the government.
7. Soliciting or accepting a gift from DoD personnel receiving less pay than oneself.

8. Giving preferential treatment to any person.
9. Actions adversely affecting the confidence of the public in the integrity of government.
10. Soliciting or accepting gifts, favors, entertainment, or any other thing of monetary value, directly or indirectly, from individuals or firms doing business or attempting to do business with DoD or whose interest may be substantially affected by the performance or nonperformance of the duty of the individual concerned.
11. Your personal conduct, both on and off your job, should not reflect discredit upon the Air Force. You should be careful not to incur financial obligation that you may have difficulty in meeting. Any government employee who contracts debts, willfully and without sufficient cause, and neglects or avoids payment will be discharged as unsuitable for employment by the Air Force.

## Appendix G

### **ENERGY CONSERVATION BRIEFING**

As a NAF employee, you play a key role in AF's collective effort to conserve energy. Efficient management of climate control, building maintenance, and operation of utilities will result in tremendous energy saving with resultant decreases in costs. You are the overall building manager in the application of these energy conservation schemes:

1. Close the doors and windows when the air conditioner or heater is on.
2. Turn off unneeded lights and unplug unnecessary appliances.
3. Check for leaky faucets when implementing closing inspections.

## EMERGENCY MANAGEMENT

A primary mission of the Installation Emergency Management Program is to save lives. This relies on a base populace being aware of hazards and prepared to cope with the presented dangers. The more prevalent dangers you face on base are localized street flooding, grass fires, and high winds; however, these can be amplified when you are in the communities. For tornadoes, although not common to this area, one or two a year is normal. Travel south toward Los Angeles or west to the Bay Area and earthquakes are an every present danger. Travel east over the Sierra Mountains in winter and icy roads and white-out conditions are a danger.

Remember, although the hazards on Beale seem moderate, the dangers you may encounter traveling and enjoying California are greater. We recommend that you have an emergency supply kit in your home and a basic survival kit, supplemented with seasonal items such as blankets and additional warm clothing in the winter, in the car. Visit the Federal Emergency Management Agency website at <http://www.fema.gov/> for kit recommendations. Several other programs, you need to be aware:

**Lockdown:** An announcement over the Giant Voice (outside loud speakers) and the Emergency Mass Notification System (computer pop-up) as a security measure to confine and restrict movement.

**Shelter in Place:** In some instances, evacuating, or moving to another facility is more dangerous than remaining where you are. When there is a short or no-notice emergency such as a hazardous materials event, you may be directed to shelter in place. In both cases, follow the instructions of your facility manager or other competent authority. If you have questions or want additional information, contact the Emergency Management representative in your work unit or this office 634-2744/8911.

## **EXECUTIVE ORDER 12953**

This executive order requires all federal agencies to cooperate fully in efforts to establish paternity and child support orders and to enforce the collection of child and medical support in all situations where such actions may be required. It requires each Federal agency to provide information to its employees and members about actions that they should take and services that are available to ensure that their children are provided the support to which they are legally entitled. You should find state contact information on your activity bulletin board.

## **MISCELLANEOUS SERVICES BENEFITS OF A NAF EMPLOYEE**

### **CLUB**

The Club is a popular gathering place for both formal and informal settings. It is an excellent location for special events, dances, and the like. Membership is open to all active duty and retired military and DoD civilians.

### **LIBRARY**

The Library offers a full range of services to base personnel, retirees and dependents. The Library offers books and magazines (print & digital), audiobooks (CD & download), video games, movies, music, learning databases, language learning, public & .mil computers, reading/study room, and a multi-purpose room.

### **RESOURCE MANAGEMENT**

Resource Management is a service organization responsible for providing centralized professional bookkeeping and accounting services and financial advice for all NAFI's. It serves as a focal point for NAF financial matters and as a point of contact for base procurement and other agencies.

### **OUTDOOR ADVENTURE CENTER**

The Outdoor Adventure Center provides eligible personnel with recreational equipment and programs at minimal fees. This special service enables the Beale community to enjoy activities otherwise not available to them. A comprehensive stock of equipment is kept in excellent condition and ready for use at a moment's notice. Active duty military personnel have first priority when renting. Retirees and DoD civilians are eligible on an "equipment available" basis. Information Tickets & Travel is extremely popular and provides base personnel with discount tickets and coupons to several local attractions and theme parks, information about cruises, dinner theaters, tours, and more.

### **HARRIS FITNESS CENTER**

Beale's athletic program offers the very best for the fitness-minded individual. Athletes of all abilities are served through a wide diversity of programs and services. Racquetball, tennis, softball, volleyball, and basketball are just a few of the programs available for Beale personnel. Aerobic exercise classes, several running courses, and a full complement of weight-lifting equipment (Universal Nautilus and free weights) are some of the more popular attractions in the athletics program. Full locker room facilities with saunas and steam rooms add convenience and comfort when using the gymnasium facilities. The Harris Fitness Center is open seven days a week.

### **BEALE LANES BOWLING CENTER**

Beale Lanes is a 12-lane bowling center complete with Brunswick pinsetters and lockers. The lanes feature league and open bowling, youth bowling, COSMIC bowling, and tournaments. Active duty, retired military, and DoD employees are eligible.

### **YOUTH CENTER**

The Youth Center is responsible for social and recreational programming for youth ages 5 to 18. Activities are planned each week to offer the finest in educational and recreational leadership and enjoyment. A comprehensive sports special events are combined to make the Youth Center among the best in ACC.

### **COMMUNITY CENTER**

The Community Center is an integral part of the Force Support Squadron at Beale offering personnel a pleasant atmosphere and a multitude of activities. The CAC is a favorite gathering place.

### **CHILD DEVELOPMENT CENTER**

The Child Development Center and Pre-School program provides a developmental program designed to meet the social, physical, emotional, and intellectual needs of children and give them the protection and security they need when they are away from their parents. Active duty personnel have first priority. The Child Development Center offers drop-in care, weekly and bi-monthly programs.

### **ARTS & CRAFTS/ AUTO HOBBY CENTER**

The Arts & Crafts Center is a diversified facility providing instructional classes and work areas in fine arts and crafts, industrial arts and auto mechanics. A custom frame shop offers a selection of different frame styles and provides framing for a fee. Auto Hobby Center provides stalls, tools and equipment for the do-it-yourselfer to be able to perform all types of vehicle and engine repairs.

### **GOLF COURSE**

Coyote Run Golf Course, an 18-hole championship course and driving range, offers a pro shop with a full line of professional golfing items. The facility is open all year around.

### **AERO CLUB**

The Aero Club is open to all active and retired military and their family, DoD civilian employees, and others. The club is located at the flight line.

### **ROD-N-GUN CLUB**

The Rod-n-Gun Club offers a wide variety of programs that include trap and skeet shooting, pistol shooting, sports clays, and even paintball.

NAF HUMAN RESOURCES OFFICE

17855 Warren Shingle Road, Room 179

**(530) 634-2243**

*www.BealeFSS.com*



*NAF Human Resources*

