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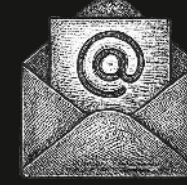


2026



12 Brookley Ave  
JB Anacostia-Bolling  
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# THE NAF HR NEWSLETTER

## Employee Assistance Program (EAP)

The Air Force Employee Assistance Program is a **free and confidential resource** for all NAF employees and their household members.

EAP can help with:

- Professional counseling for stress, anxiety, or seasonal depression
- Financial and legal consultations
- Work-life support, including family and relationship resources
- Referrals for longer-term care if needed

Winter months often bring lower energy, changes in mood, and reduced motivation due to shorter days and limited sunlight. If you are experiencing the "winter blues," EAP counselors can provide coping strategies, stress-management tools, and guidance to build healthier routines.

**Available 24/7: Call (866) 580-9078 or visit [www.afpc.af.mil/EAP](http://www.afpc.af.mil/EAP).**

## Weingartner Rights

The Federal Service Labor-Management Relations Statute gives bargaining unit members right to union representation at an examination by a management representative in connection with an investigation if (1) the employee reasonably believes that the examination may result in disciplinary action against the employee and (2) the employee request representation. Reference U.S.C 7114(a)(2). Contact NAF HR for union representation information.

## Annual Leave Accrual

Annual leave is earned each pay period **based on the number of hours you work**. Both regular full-time and part-time NAF employees are eligible, and your accrual rate increases with your length of service. Paid time while taking approved annual leave also counts toward hours worked, so your leave continues to build even while you are away.

Accrual rates:

- **Less than 3 years of service:** 5% of hours worked → 40 hrs worked = 4 hrs leave
- **3-15 years of service:** 7.5% of hours worked → 40 hrs worked = 6 hrs leave
- **15+ years of service:** 10% of hours worked → 40 hrs worked = 8 hrs leave

Part-time employees accrue annual leave at the same percentage rates, with hours earned proportionally to the number of hours worked.

## W-2s Coming Soon

W-2 forms for the 2025 tax year will be available **by February 2, 2026**. All current employees will receive a paper copy by mail, and can also download their W-2 directly from <https://afsfms.afsv.net>.

To avoid delays during tax season, we recommend logging into NAF Pay early to make sure you have access to the site and can download your W-2 as soon as it's posted. Planning ahead now means one less thing to worry about later. Contact HR for assistance.



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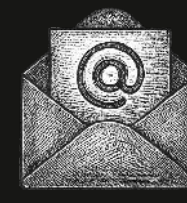


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## Leave Scheduling

Supervisors are expected to begin reviewing and approving annual leave schedules in January to ensure mission coverage and prevent workload disruptions later in the year. According to DoDI 1400.25, Volume 1406, early leave planning is essential to balance employee entitlements with operational needs.

Employees who carry large leave balances should schedule ahead to avoid forfeiting "use or lose" leave at the end of the leave year. Leave that isn't scheduled and approved in advance may be denied if it conflicts with mission requirements, and unscheduled excess leave may be permanently lost. Start reviewing your calendar today!

## LWOP and Benefits

If you're taking Leave Without Pay (LWOP) for two weeks or more, contact the NAF-HR Office before your leave begins.

When you're in a nonpay status, your normal payroll deductions stop but your health and life insurance premiums still need to be paid. During this time, you're responsible for making direct payments to keep your coverage active.

Missing payments may result in cancellation of your coverage. To avoid unexpected loss of coverage, check in with HR before your leave starts. We'll help you understand your options and keep everything in place.

## Hatch Act

As a civilian Nonappropriated Fund (NAF) employee, you are subject to the Hatch Act, which ensures the federal workplace remains impartial.

Under the Hatch Act, NAF employees may not:

- Engage in political activity while on duty or in the workplace
- Use official authority or government resources to influence an election
- Wear or display political campaign materials (e.g., buttons, signs, hats) while on the job
- Post, like, or share partisan political content on social media while at work or using government devices

However, NAF employees may:

- Register and vote in elections
- Express personal political opinions when off duty
- Donate to campaigns and attend political events outside of work
- Volunteer with a campaign in a personal capacity outside of government time and property

## Suitability & Fitness

All NAF employees are subject to background checks based on the duties of their position, including but not limited to Tier 1 (NACI) investigations, installation records checks, and law enforcement inquiries. For those working in Child and Youth Programs, additional requirements apply. Continued employment is contingent upon the favorable completion of all required checks.

