

FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is NAF?

NAF stands for non-appropriated funds. NAF employees are employees of the federal government, but their positions are not funded through tax-payers' dollars. NAF positions are paid for by dollars generated from customer usage of our facilities.

2. What activities hire NAF employees?

NAF positions are located in the Auto Hobby Shop, Bowling Center, Child Development Center, Fitness Center, Golf Course, Grassy Pond, Human Resources Office, Information Tickets & Travel, Marketing Office, Moody Field Club, NAF Accounting Office, Outdoor Recreation, Pools, Private Animal Care, Skills Development Center, and the Youth Center.

3. How do I apply for a NAF position?

You can apply for NAF positions at Moody AFB by visiting our website at www.moodyservices.com. Click on Human Resources, view the open continuous list and locate jobs that interest you. Click on the applications button and download both of our application forms using Adobe Acrobat Reader. After you complete both forms, mail them to our office at the address shown or bring them to the office on Monday - Friday from 0730 - 1630.

4. How many NAF positions can I apply for?

You can apply for as many NAF positions as you are interested in and qualified for.

5. Will I have to complete a separate application for each position?

Yes.

6. Can I submit a résumé in lieu of the application?

No. We must have both application forms completed and signed. However, you may attach a résumé to the application.

7. How do I find out the qualification requirements?

The easiest way is to visit our office Monday - Friday between 0730 and 1630, and peruse our book. If that is not possible, then feel free to call our office between these hours and speak with one of our assistants.

8. What is Spouse Preference?

Spouse preference gives a spouse of an active duty service member priority in hiring for positions to which they apply and are qualified for. The active duty service member must be stationed at Moody AFB and the spouse's name must be on the orders.

9. Does spouse preference apply to all NAF positions?

No. Spouse preference does not apply to paybanded positions at NF-IV and above. Also, if you are a prior NAF employee, then spouse preference only applies to positions that are the same grade/payband or lower than your previous NAF position.

10. How do I apply for spouse preference?

Upon submission of your NAF application(s), you will also need to submit the Application for Military Spouse Preference and one (1) copy of your spouse's orders showing his/her assignment to Moody AFB and your name listed as a dependent.

11. What is Veteran's Preference?

Veteran's preference is the number 2 preference granted to potential NAF employees. Veteran's preference for NAF employment is determined by your prior military career and whether or not you served during particular campaigns.

12. How do I apply for Veteran's preference?

To apply for Veteran's preference, submit one (1) copy of Member Copy 4 of your DD 214 along with your application(s). The HRO will review the DD 214 to determine if you qualify for Veteran's preference.

13. Are there different types of NAF employees?

Yes. NAF has regular category employees, flexible category employees, and temporary employees. Regular category employees are guaranteed a minimum of 20 hours per week and receive several different types of benefits. Flexible category employees have no guaranteed hours and do not receive any benefits. Temporary employees are appointed for a predetermined period of time and will be separated on or before the predetermined date, unless an extension is requested by the supervisor.

14. What benefits do NAF offer?

Regular category employees will receive annual and sick leave and can opt to enroll in our health and dental benefits plan, life insurance, 401k, and NAF retirement. All employees are eligible for the Awards program. The benefits named are not all inclusive.

15. What is the pay?

NAF positions are paid off of three different pay scales with varying grades or paybands. NF positions range from paybands NF-I through NF-VI. Crafts and Trades positions range from grades NA-01 through NS-15. Childcare positions range from paybands CC-01 through CC-05. As you can see, with all of the different grades and paybands we cannot possibly list the salaries here. However, the minimum salary is \$5.15 per hour, which is equivalent to the federal minimum wage.

16. How are NAF employees paid?

NAF employees are paid bi-weekly through direct deposit to a financial institution of your choice.

