

# ***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, 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.moodyafbjobs.com](http://www.moodyafbjobs.com). This link will take you directly to USAJOBS. All NAF positions are advertised on USAJOBS.

## **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 resume in lieu of the application?**

No. You must complete application on USAJOBS and attach a resume to the application.

## **7. How do I find out the qualification requirements?**

All qualification requirements are listed on the job announcement located on USAJOBS.

## **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 upload into USAJOBS 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 Veterans' Preference?**

Veteran's preference is the number 2 preference granted to potential NAF employees. Veterans' 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 Veterans' preference?**

To apply for Veterans' 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 have the option to enroll in 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 \$15.00 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 their choice.



**Flexible** category employees have a work schedule that depends on the needs of the activity. They may work from 0 to 40 hours per week and are subject to on-call work, with no guarantee of minimum hours. Your employment category may change based on supervisor's discretion and the needs of the activity.

**Regular** category employees are guaranteed a work schedule with at least 20 hours and up to a maximum of 40 hours per week. Regular employees are also entitled to additional benefits such as paid leave, health insurance, retirement plan, 401(K) savings plan, and holiday pay.