

INFORMATION FOR NONAPPROPRIATED FUND EMPLOYEES WHO ARE ELIGIBLE FAMILY MEMBERS (EFMs) AUTHORIZED DEPARTURE FROM THE ISLAND OF HONSHU JAPAN

NONAPPROPRIATED FUND (NAF) EMPLOYEES

The below guidance is specific to NAF employees and is included because it differs from civil service employees.

For more information or answers to questions please contact the numbers below:

Benefits Customer Service Helpdesk - 877-384-2340

Workers Compensation - 703-681-7314

Pay and leave – 703-325-7765 or 703-325-7763

NAF Administrative Leave

Installation commanders may approve excused absences with no charge to leave or loss of pay for a limited period of time for nonemergency employees. Administrative dismissals of NAF employees shall be in accordance with AR 215-3, para. 5-45 and DoD 1400.25-M, SC610.

NAF Advance Annual Leave

Regular NAF employees may be granted annual leave in advance of its actual earning in an amount not to exceed the amount that would accrue to the employee during a leave year.

NAF Advance Sick Leave

Sick leave may be advance to eligible NAF employees in accordance with AR 215-3, para. 5-18.

Premium Pay

NAF employees are not subject to the statutory biweekly limitation on premium pay. NAF premium pay rules, including applicable caps, are located in AR 215-3, Ch. 3

Compensatory Time Off

Exempt paybanding and child and youth employees and all crafts and trades employees may earn in lieu of overtime pay and use compensatory time off to their credit if he or she is unable to report for work as a result of a natural disaster.

Compensatory Time Off for Travel

Exempt NAF employees are eligible to use compensatory time off for travel to their credit if he or she is unable to report for work as a result of a natural disaster.

NAF Workers' Compensation

If an employee has a work related illness or injury, he/she should notify their supervisor as soon as possible. The supervisor will then start the claim process by giving the employee the LS-1, Request for Examination or Treatment that authorizes the employee to seek medical treatment. In an emergency, the employee may seek medical treatment immediately and then notify the supervisor. The supervisor will also complete the LS-202, Employer's First Report of Injury, which is then staffed through the CPAC.

The supervisor can fill these forms out on line and then print and sign them; they cannot be submitted from the web link. The web link for the Department of Labor Longshore Forms is <http://www.dol.gov/esa/owcp/dlhwc/lstable.htm>.

The CPAC should keep a small supply of these forms in their office in case there is no access to the internet.

If the employee cannot notify their supervisor of a work related injury, they should contact the CPAC for assistance. If contact cannot be made with their supervisor or the CPAC, they should contact the claims service contractor, CCSI, at 800-743-2231 to report their claim. CCSI is responsible for the adjudication of NAF Workers' Compensation Claims for Department of the Army.

If the employee is already receiving compensation payments because of an earlier work related illness or injury, and there is a change of address as to where the compensation payments are to be mailed, the employee needs to notify the claims examiner at CONTACT CLAIMS SERVICES INC. (CCSI), P.O Box 541328, Dallas, TX 75354-1328. The toll free number is 1-800-743-2231, comm: 972-554-1141, fax: 1-800-616-1389 or 972-721-0442 so that there is no break in payment of compensation.

NAF Employee Group Life Insurance

NAF Employee Group Life Insurance, if elected, remains in effect. The benefit level is based on the annual salary, without regard for any special allowances or evacuation pay. If the employee goes into LWOP status, premiums will be paid by the employer on a bi-weekly basis and collected from the employee when they return to pay status. Questions about the NAF Employee Group Life Insurance may be referred to the US Army NAF Employee Benefits Office on their toll free number, 877-384-2340. NAF employees need not take any special action to ensure coverage continues.

NAF Employee Health Benefits

Employees who participate in the DoD NAF Employee Health Benefit Plan and who are normally in the PPO Plan will be given special consideration that will allow them to seek care outside of the network when it has been determined that network facilities are not sufficiently operational to provide for their health care. Claims will be reimbursed at the network level. Should a NAF employee go into LWOP status, premiums will be paid by the employer on a bi-weekly basis and collected from the employee when they return to pay status. Questions may be referred to the Aetna Member Services toll free number, 800-367-6276. NAF employees, who have elected an HMO, should contact their HMO customer service representative for assistance.

NAF Employee Group Long Term Care

NAF Employee Group Long Term Care coverage remains in effect during evacuation. Should an employee go into LWOP status for an extended period, they should contact CNA, the LTC carrier at 877-777-9072, to make arrangements for payment of premiums when possible. Assistance may also be obtained by calling the US Army NAF Employee Benefits Office at 877-384-2340.

NAF Retirement Plan

Participants in the US Army NAF Employee Retirement Plan will continue to receive creditable service for up to one year while in an evacuation or LWOP status. There is no requirement to retroactively deposit contributions for periods of LWOP NTE one year. Evacuation pay is considered wages and is therefore included in pensionable salary for contribution purposes and in the calculation of the High-3 average salary at retirement.

NAF Employee 401(k) Savings Plan Loans

US Army NAF employees who participate in the NAF Employee 401(k) Savings Plan are eligible to participate in the loan program which allows participants to borrow up to half the vested value of their account, not to exceed \$50,000. Multiple loans are authorized. Members who desire to obtain a loan should call Fidelity Investments on their toll free number, 800-835-5093. Prior to requesting a loan, participants who have relocated should notify the NAF Employee Benefits Office so that account information can be updated to smooth processing of the loan application. Contact the NAF Employee Benefits Office at 877-384-2340 for assistance.

NAF Retirees

US Army NAF retirees should contact the US Army NAF Employee Benefits Office on their toll free number, 877-384-2340, to report a change in location that may affect receipt of their monthly retirement annuity, to obtain information about their health insurance coverage, or for other benefit related assistance. The NAF Employee Benefits Office is open from 8:30 to 5:30, EST, Monday through Friday.

NAF Hiring

Installation commanders may make an exception to appointment policy procedures (e.g. employment of a relative) in order to make flexible emergency hire appointments in the event of emergencies resulting from natural disasters or similar unforeseen circumstances.

Emergency Hire (Not to exceed 30 days) – Employee is appointed non-competitively to a flexible position for emergency purposes not to exceed 30 days. The appointment must be terminated within the 30-day period, and cannot be converted to a regular appointment. In unusual circumstances, the appointment may be extended an additional 30 days with appropriate approval. Employees appointed on an emergency basis may not be non-competitively converted to another position. The individual must compete as an outside candidate for further employment within NAF. The emergency hire period is not creditable towards any future credit for service computation or probationary period purposes.

Reassignment within a NAFI of an employee to another position that is comparable in grade, or pay level – Employees may be reassigned non-competitively.

Current and Former NAF Employees – This does not include emergency hire FLX service, but includes any other service with a DOD NAFI. Current Army APF employees are deemed to have current NAF employee status for purposes of this priority consideration if, at the time of application, they are serving in a position without time limits and have served continuously for at least one year in an Army APF position.

NAF Reemployment Priority List – Each installation that has BBA separated RFT or RPT employees, will retain the employees' names on a reemployment priority list until re-employed but not longer than one year from the date of separation. Selections made from the RPL is noncompetitive action and must be in accordance with AR 215-3, para. 10-12.

RESOURCES

Help Lines

Contact Numbers	
Army Information Line	800-833-6622
Army Benefits Center – Civilian	877-276-9287
	TDD 877-276-9833
Army NAF Benefits	877-384-2340
DoD Civilian Hotline	888-363-4872
email CPMS – disasterresponse@cpms.osd.mil	
DFAS/Payroll Helpdesk	800-538-9043
OPM Helpline	800-307-8298

