

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 34-3

19 JULY 2012



Services

**NONAPPROPRIATED FUNDS PERSONNEL
MANAGEMENT AND ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This policy directive implements Department of Defense (DoD) Directive (DoDD) 1400.5, *DoD Policy for Civilian Personnel*, DoDD 1400.6, *DoD Civilian Employees In Overseas Areas*, DoDD 1401.3, *DoD Nonappropriated Fund Instrumentality (NAFI) Employee Whistleblower Protection*, DoDD 1440.1, *DoD Civilian Equal Employment Opportunity (EEO) Program*, DoD Instruction (DoDI) 1400.25, *DoD Civilian Personnel Management System*, DoDI 1401.1, *Personnel Policy for Nonappropriated Fund Instrumentalities (NAFIs)*, DoDI 5120.39, *DoD Wage Fixing Authority – Appropriated Fund and Nonappropriated Fund Compensation Programs*. It outlines responsibilities and program requirements for the nonappropriated funds personnel management and administration. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) by using Air Force Form 847, *Recommendation for Change of Publication*, and route Air Force Form 847s from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision updates all references and policy from implementing DoD directives and instructions.

1. Overview. The Air Force must administer and manage cost-effective, comprehensive personnel programs that assure fair and equitable treatment for its people. This directive establishes policies for the efficient and effective management of the Air Force Nonappropriated Fund (NAF) Personnel Program.

2. Policy. NAF positions will be established and utilized to ensure the most cost-effective use of labor to maximize return on investment.

2.1. The Air Force will prohibit discrimination based on race, color, religion, sex, national origin, mental or physical disability or age.

2.2. NAF pay schedules will be operated according to DoDI 1400.25, Volume 1405, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Classification, Pay and Allowances*.

2.3. To ensure that sufficient qualified employees are available to meet worldwide management needs, the Air Force will operate a career program for NAF employees.

2.4. Consistent with similar programs offered employees of the DoD and certain employees in the private sector, the Air Force will operate a NAF employee benefits and entitlement program.

2.5. The Air Force will operate a NAF performance appraisal system to serve as the basis for adjusting pay and business based actions.

2.6. The Air Force will provide employee whistleblower protection.

3. Roles and Responsibilities:

3.1. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) is responsible for MWR policy matters as described in Air Force Policy Directive (AFPD) 90-1, *Policy Formulation*. SAF/MR approval is required before this document is changed, reissued, or rescinded.

3.2. The Deputy Chief of Staff of the Air Force Manpower, Personnel and Services (AF/A1) develops personnel policies, guidance, programs, and legislative initiatives.

MICHAEL B. DONLEY
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 90-1, *Policy Formulation*, 6 October 2010

AFMAN 33-363, *Management of Records*, 1 March 2008

DoDD 1400.5, *DoD Policy for Civilian Personnel*, 12 January 2005

DoDD 1400.6, *DoD Civilian Employees in Overseas Areas*, 15 February 1980

DoDD 1440.1, *DoD Civilian Equal Opportunity (EEO) Program*, 21 May 1987

DoDI 1401.1, *Personnel Policy for Nonappropriated Fund Instrumentalities (NAFIs)*, 15 November 1985

DoDI 1400.25, *DoD Civilian Personnel Management System*

DoDI 1400.25, Volume 1405, *DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Classification, Pay and Allowances*, December 1996

DoDI 5120.39, *DoD Wage Fixing Authority-Appropriated Fund and Nonappropriated Fund Compensation Programs*, 10 September 2008

Adopted Forms

Air Force Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

NAF—Nonappropriated Fund

OPR—Office of Primary Responsibility