

SUNDAY PREMIUM PAYMENTS TO CURRENT AND FORMER AIR FORCE NONAPPROPRIATED (NAF) EMPLOYEES

A US Court of Appeals decision dated 26 May 2009 ruled that part-time employees (including Flex) are entitled to Premium Pay for work performed on Sunday.

Current and former NAF employees who performed work on Sunday between 26 May 2003 and 26 May 2009 may now file a claim to receive Sunday Premium Pay compensation for that time period. All claims must be turned into the NAF Human Resources Office no later than 26 May 2015.

To file a claim, employees must complete a claim form (available through the NAF Human Resources Office) and provide supporting documentation for the period of employment for which the claim is filed. Documentation may include, but is not limited to:

- AF Form 2545, NAFI Notification of Personnel Action
- Bi-weekly work schedules
- Time and Attendance records
- Any other documentation such as employee affidavits or supervisory records that establish you performed eligible Sunday work during the period claimed.

Former NAF employees may obtain copies of the required AF Forms 2545, NAFI Notification of Personnel Action, by submitting a request to the National Personnel Records Center at the following address:

National Archives and Records Administration
National Personnel Records Center
(NAF Civilian Personnel Records)
1411 Boulder Blvd.
Valmeyer, IL 62295

When calculating Sunday Premium payments, the payroll offices will review time and attendance documents to validate Sunday work. Payments will be made based on the number of hours worked and the hourly rate of pay for the applicable shift.

If an employee worked at separate Air Force installations during the time period, separate claims must be filed through each installation's NAF Human Resources Office. Example: An employee currently working at Little Rock AFB who used to work at Kirkland AFB must file two separate claims. For the period of service at Little Rock, a claim is filed with the local NAF Human Resources Office. For the period of service at Kirkland, a separate claim is filed with the Kirkland AFB NAF Human Resource Office.

If an employee has prior service with two or more DoD employers, separate claims must be filed with each DoD NAF Human Resources Office. Example: An individual who worked for the Air Force at Little Rock AFB and used to work for the Army at Ft. Hood must file two separate claims. For the period of service at Little Rock, a claim is filed with the local NAF Human Resources Office. For the period of service at Ft. Hood, a separate claim is filed using the Army claim procedures with the Ft. Hood Human Resources Office.

If you believe that you are entitled to additional compensation or that you did not receive a payment for work performed on Sunday after 26 May 2009, you may submit a written claim using separate procedures. For further details on these procedures, please contact the NAF Human Resources office.

To obtain a claim form, please contact the NAF Human Resources Office at the number below. If you are unable to pick up the forms, one can be mailed or faxed to you. We are also available during our normal business hours (Mon-Thurs 7:30 AM – 4:30 PM and Fri 7:30 AM – 12:00 PM) to answer any questions that you may have.

**NAF Human Resources Office
19 FSS/FSMH
1255 Vandenberg Blvd, Ste 227
Little Rock AFB, AR 72099-4942
(501) 987-6440**