



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-MW

MEMORANDUM FOR Supervisors of Nonappropriated Fund (NAF) Employees

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum CP-1, NAF Human Resources (HR)

1. REFERENCES.

- a. AR 215-3, Nonappropriated Funds Personnel Policy, 16 Sep 15.
- b. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 Sep 10.
- c. AR 600-8-01, Army Casualty Program, 30 Apr 07.
- d. DOD 1400.25-M, Chapter 700, Subchapter 711, Labor-Management Relations, Dec 96.
- e. Installation Management Command Regulation 230-1, Nonappropriated Funds and Related Activities, Managing the United States Army Installation Management Command (IMCOM), Nonappropriated Funds (NAF) Pay Evaluation Program, 29 Sep 07.
- f. Installation Management Command Memorandum, Subject: Delegation of Authority-Approval of Compensatory Time Off for Certain NAF employees, 14 Dec 07.

2. PURPOSE. To establish a uniform NAF HR policy concerning personnel practices for NAF employees.

3. APPLICABILITY. This policy applies to all supervisors of NAF employees assigned to the JBM-HH Directorate of Family and Morale, Welfare and Recreation (DFMWR). The servicing Civilian Personnel Advisory Center NAF Human Resources Office (NAF HRO) will execute this policy unless otherwise indicated by laws, higher level directives/regulations/policies, or the Civilian Human Resources Agency (CHRA).

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4. POLICY. The following procedures will be adhered to in the management of NAF human resources.

5. PROCEDURES.

a. General Procedures.

(1) Supervisors will follow directives and guidance set forth in reference (a), collective bargaining agreements, negotiated agreements, this policy, and all other regulations, laws and directives that address NAF employment.

(2) NAF employees will be consistently treated in a fair and equitable manner in all areas of NAF personnel programs and procedures, and will be informed of any changes to NAF HR policies.

(3) Supervisors will make every effort to assist employees as permitted by applicable regulations, policies, and laws.

(4) Whistleblower Protection and the No Fear Act rules will be followed at all times, and supervisors will protect employees from reprisal.

(5) Equal Employment Opportunity and affirmative action programs and goals will be followed in every aspect of personnel policy and practice in the employment, development, and advancement of employees. Personnel actions will not be based on discriminatory practices and actions. Supervisors will take immediate disciplinary action against individuals responsible for discriminatory acts.

(6) Supervisors will ensure that employees understand what is expected of them, to whom they are responsible, and their work relationship with co-workers.

(7) As mission requirements permit, supervisors will allow NAF employees to visit the NAF HRO during scheduled work hours.

(8) Employees will be encouraged to participate in the NAF Employee Benefits programs; and managers will support, fund, and publicize these programs.

(9) Supervisors will establish cooperative labor management relations in accordance with reference (b), and meet all obligations in accordance with collective bargaining agreements, other negotiated agreements between management and unions, and applicable laws. Managers will meet periodically with union officials to discuss areas of concern. Bargaining Unit employees will be informed in writing every January of their Weingarten Rights.

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(10) Duties, responsibilities, and scheduling of work hours will be assigned in a manner to ensure efficient, effective, and timely accomplishment of mission.

(11) Copies of all delegations of authority and policies referencing NAF employment will be provided to the NAF HRO.

(12) The administrative workweek will consist of seven consecutive calendar days, from 0001 on Thursday to 2400 on Wednesday.

(13) Managers will provide a copy of this policy to all subordinate supervisors.

(14) Managers will provide official notification of the next of kin in the same manner as for Appropriated fund employees, and ensure compliance with reference (c).

b. Wage Surveys. Where designated as a host installation for wage surveys, managers will provide administrative, technical, and logistic support for the conduct of wage surveys; authorize NAF employee representatives to participate, without loss of pay or charge to leave, in hearings conducted by the local wage survey committee; and ensure that employees participating in wage surveys as data collectors are paid their basic rate of pay for all time spent in the performance of that duty, and reimbursed for necessary travel costs.

c. Pay.

(1) Overtime: Overtime/compensatory time will be approved in advance by the Director of FMWR. Emergency overtime will be approved by the supervisor on site. The definition of emergency overtime is the minimum amount of overtime required to meet exigent mission requirements or provide service to customers in DFMWR facilities. Supervisors will advise the Director of FMWR of all emergency overtime within two workdays. DFMWR will prepare a monthly Overtime/compensatory time report of all NAF employees. Supervisors will pay overtime as required in references (a) and (e).

(2) Sunday pay, night shift differential, and holiday pay for Federal Wage System employees (NA, NL, NS) will be paid in accordance with reference (a), Chapter 3, paragraph 3-9.

(3) Sunday pay, night differential, and holiday pay for pay band employees (NF and CY), will be paid as outlined in reference (a), Chapter 3, paragraph 3-13.

(4) Waiver of overpayment may be authorized when administrative error has resulted in overpayment and there are no indications of fraud, misrepresentation, or lack of good faith on the part of the employee. Such waivers may be approved by the Director of FMWR. This authority may not be further delegated.

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(5) The Director of FMWR is granted approval authority for up to five percent for Recruitment Bonus, Relocation bonus, and Retention Allowance payments. The Chief of Staff to the Joint Base Commander is granted authority to approve payments over five percent. The Director of FMWR will maintain certification and justification documents for each instance of approval.

(6) CY employees who move from the states of Alaska and Hawaii, the territory of Guam, the commonwealths of Puerto Rico, and the Northern Mariana Islands and are subsequently re-employed, reinstated, or transferred to JBM-HH CYS activities will receive the same pay as other newly hired applicants at the same pay band level and position, work experience, education, and longevity. This may result in a reduction or increase of the last CY pay.

(7) Pay band pay policy: Pay of newly hired pay band employees will not be automatically set at the same rate as the employee who recently vacated the position. Managers and supervisors will consider recruitment needs, skills, experience, education, and other traits needed to perform the duties of the position. The Director of FMWR is the approving authority for pay that is higher than the employee who recently vacated the position, and may designate in writing an official to perform this function in the director's absence. If such a designation is made, a copy will be provided to the NAF HRO. The Director of FMWR may establish further controls and requirements of the pay band pay policy.

(8) IAW reference 1a, for hard-to-fill Federal Wage System positions (i.e. cook), pay may be set at the second step of the grade. Division Chiefs must request in writing this placement to include the rationale and recent verifiable recruitment and/or retention history. The Director of FMWR is delegated approval authority, which must be in writing. The Approval document will be attached to the properly authorized electronic Request for Personnel Action and forwarded to the NAF HRO who will make this document a part of the recruitment case file.

d. Delegation of Classification Authority. Effective upon signature of this policy, the NAF HR Officer is granted authority to classify NAF positions, and this authority may be further delegated to a Human Resources Specialist (NAF), NF-0201-04, provided they are appropriately certified by CHRA. Supervisors will use standardized position descriptions and submit requests for new position descriptions through the NAF HRO. Appropriate position descriptions will be used and duties will be assigned in accordance with position classification laws and directives. Supervisors will exercise fiscal responsibility and sound techniques to create and manage positions. The Installation Management Command Director of G9 has retained authority to classify Child, Youth Services (CYS) positions.

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e. Delegation of Personnel Administration Authority. Effective upon signature of this policy and in accordance with reference 1a, Chapter 1, paragraph 1-4k, the NAF HR Officer is granted authority to act on the Commander's behalf with regard to the following:

(1) Producing, authenticating, and maintaining records of actions taken on the Commander's behalf or that of managers assigned to the DFMWR. The authority to authenticate personnel actions may be further delegated to a Human Resources Specialist (NAF), NF-0201-04.

(2) Accomplishing the administrative aspects of programs designed to systematically identify candidates for job selection and to appoint, assign, compensate, train, develop, reward, discipline, and separate NAF employees in coordination with managers assigned to the DFMWR.

f. Performance. Supervisors will:

(1) Provide progressive and constructive leadership.

(2) Ensure that employees understand what is expected of them, to whom they are responsible, and their work relationship with co-workers. Performance standards will be given to employees within 30 calendar days of placement into a new position, and will appropriately reflect the major duties of the position. The standards will be signed and dated by the supervisor, approving official, and employee. Where possible, supervisors will encourage employee input.

(3) Continually evaluate employee performance and provide feedback to the employee regularly, and complete a formal performance evaluation/rating when required in accordance with reference (a), Chapter 6.

(4) Ensure performance standards for all supervisory positions include: adherence to this and all other applicable NAF HR policies, regulations, and laws; fair and equitable personnel practices; adherence to EEO and Affirmative Action rules; protecting employees from reprisal in accordance with Whistleblower Protection and the No Fear Act; rewarding outstanding performance, completing appraisals in a timely manner; taking and submitting accurate and timely personnel actions; and correcting employee performance and conduct issues.

g. Incentive Awards.

(1) Supervisors will provide incentive awards program leadership and support with maximum publicity for all installation award ceremonies, and promote understanding of and participation in the incentive awards program.

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(2) IAW reference (a), Chapter 9, paragraph 9-8d, time-off awards with no charge to leave are authorized in lieu of the traditional cash award for a special act or service.

(3) Employees will not be told they are receiving awards until the award is approved in writing.

(4) The DFMWR is delegated authority to approve performance-based pay adjustments up to and including 5% of pay for subordinate employees, and will initial to confirm funds availability for employees assigned to the NAF HRO. The JBM-HH, Chief of Staff is delegated authority to approve performance based pay adjustments over 5% and up to 15% of the employee's salary. The Director of FMWR will establish budgetary guidance for each fiscal year based on requirements from higher authority, and might establish further policy. Only those employees who receive an "Outstanding" or Excellent" rating are authorized pay adjustments. Receiving the above performance ratings will not automatically result in a monetary award.

(5) Revenue sharing is not authorized.

(6) Management incentives are authorized for category "C" activity managers and in accordance with references (a) and (b). To be eligible, a manager must have full program responsibility, including manpower and budget authority, and must maintain a satisfactory level of performance throughout the specific period of the plan. The Director of FMWR may establish policy IAW reference 1a for each fiscal year, which will include annually quantifiable financial goals, a specific period of time covered, and the monetary award for attainment of the goals prior to implementation of the plan. A copy of this policy will be immediately provided to the NAF HRO.

(7) Nontraditional incentives are authorized as an alternative to the cash award for special acts or services in accordance with reference (a). Merchandise such as television sets, VCRs, jewelry, travel packages, etc., may be substituted for the cash award. The cash value of the merchandise will be entered on DA Form 5167 or SF 52 and is considered income, subject to income tax and FICA.

(8) NAF employees will receive timely length-of-service certificates in accordance with reference (a), Chapter 9.

(9) The DFMWR will maintain awards data and submit reports in accordance with reference (e), paragraph 4-1a.

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h. Recruitment.

(1) Selecting officials will interview potential candidates for permanent placement before making their selection, and will contact at least two references by mail, email, or telephone. The references will be attached to the certificate before it is returned with selections to the NAF HRO. The selection process will be conducted in a timely manner. Exceptions to this requirement may only be authorized by the Director of FMWR after consultation with the NAF HRO.

(2) Recruitment for the Director of FMWR position will be completed in coordination with IMCOM.

i. Training opportunities will be made available to all eligible and/or interested employees as mission requirements and fiscal constraints permit. IAW reference (a), Chapter 12, paragraph 12-3, supervisors may reimburse for Regular Full Time employees the cost of approved educational courses taken during off-duty time, including required books and materials. Supervisors will submit employees' request for approval to the Director of FMWR through the division chief. The Division Chief will use the following as basis for submitting the request for approval, and will certify:

(1) The course is directly related to the employee's current duties,

(2) The request is forwarded using fair and equitable methods, and on an equal rotating basis,

(3) Exercise of fiscal responsibility,

(4) Employee received at least an excellent rating on last appraisal,

(5) Employee has completed all required training, and

(6) Employee maintains a "C" average (employees must submit this documentation with their request)

j. Leave.

(1) Supervisors will follow procedures in reference (a) and local FMWR procedures for approval of leave and ensure employees are informed of these policies and procedures. The DFMWR will establish leave guidance that ensures fiscal responsibility. The NAF HRO will review for compliance with applicable regulations, policies and laws, and the final guidance will be provided to the NAF HRO.

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(2) Leave Transfer Program: Managers will inform and assist employees to submit a request for voluntary donation of annual leave from other NAF employees in accordance with reference (a), Chapter 3, paragraph 5-13. Requests for donation of leave will be approved by the Director of FMWR, and this authority may be further delegated to the DFMWR Division Chiefs. Approved requests will be submitted to the NAF HRO who will publicize the request installation-wide. If sufficient leave to cover the employee's need is not donated within two weeks from the date the request was publicized, the NAF HRO will submit the request to the CHRA NAF Division to publicize region wide and if sufficient leave is not donated, then CHRA NAF will publicize an Army-Wide announcement.

k. Disruption of operations due to emergencies, exigencies, or inclement weather: The Director of FMWR is designated Mission Essential for emergency operations. This designation means that the employee might be activated during emergencies involving national security, extended emergencies, or other unique situations.

l. Requirements for designating employees for emergency duty will be in accordance with reference 1a, paragraph 4-3c. When it may become necessary to call employees back to duty in emergencies, employees will be available for such a call back during off-duty time under the following conditions:

(1) If more than one employee possesses the required skills, designations will be made on an equal rotating basis and employees will be notified of this requirement at the earliest opportunity.

(2) The requirement that they make themselves available for emergency duty ordinarily will not extend beyond the requirement that they leave word at their homes of a telephone number where they may be reached.

(3) The designation of employees to be available for call back is not a basis for additional compensation. Additional compensation will be paid if the employee is required to remain at the duty post, with time and activity under the control of the employer. If the employee is called back to duty, however, a minimum of 2 hours pay will be authorized.

6. PROPONENT: The Civilian Personnel Advisory Center NAF Human Resources Officer is the proponent and point of contact for this policy, (703) 545-1247.

DISTRIBUTION:

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Commanding