



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-MW

DEC 01 2015

MEMORANDUM FOR DFMWR NAF Personnel, Fort Wainwright, Alaska 99703

SUBJECT: NAF Local Pay Policy for Directorate of Family and Morale, Welfare and Recreation (DFMWR) Nonappropriated Fund (NAF) Personnel (Garrison Policy #52)

1. References:

a. Memorandum, HQ IMCOM, 29 September 2007, Subject: US Army IMCOM NAF Pay Evaluation Program.

b. Army Regulation 215-3. Nonappropriated Funds Personnel Policy, dated 29 August 2003.

2. Procedures:

a. Recruitment actions will be initiated on an Electronic Request for Personnel Action (ERPA) form in DCPDS, which requires fund approval by the Fund Manager or his/her designated representative prior to receipt in the NAF Personnel Office. The Director of Family, Morale, Welfare and Recreation (DFMWR) may establish a maximum salary that can be paid within a pay level based on budgetary considerations. Supervisors/Managers should consider the level of work performed within a pay level and the qualifications/training of the selectee when setting starting pay. Contact NAF Management Analyst for guidance.

b. If the selectee is a current NAF pay band employee and the position is in a higher pay band level, the minimum increase in pay must be five percent for NF and six percent for CY pay band employees, or the beginning rate of pay in the appropriate pay band level, whichever is higher. Promotions normally are made on a competitive basis. Exceptions to this process are those listed in AR 215-3, paragraph 2-31.

c. Premium Pay:

(1) All Pay band employees (NF, CC) will be paid a 10 percent night differential for all regularly scheduled hours (non-overtime) worked between 1800 and 0600. Payment of night differential continues during periods of paid leave and official travel. Night differential may be authorized for all categories of employees.

(2) All Federal Wage System employees (NA/NL/NS) receive shift pay based on majority hour's work:

(a) Shift 1 is hours worked from 0700-1500 at regular pay.

(b) Shift 2 is 7 ½ percent for hours worked between 1500-2400.

(c) Shift 3 is 10 percent for work hours between 2300-0800.

d. Overtime/Compensatory pay is authorized for employees who work in excess of 40 hours in a pay week (NA/NL 8 hours in a work day) (Thursday-Wednesday). Overtime pay is authorized with advance approval by the Garrison Commander or his appointed representative, and compensatory time is authorized with advance approval by the Director of F&MWR.

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e. Sunday Premium Pay: A 25 percent of basic rate will be paid for regular full time (RFT) and regular part time (RPT) duty time worked on Sunday only up to a maximum of 8 hours for regularly scheduled. For Federal Wage System employees: an employee is entitled to the basic rate of pay, plus Sunday Premium, for all hours of a regularly scheduled non-overtime tour of duty, when any part of the scheduled tour is performed on Sunday. When there are two such tours on the same Sunday, the entitlement for Sunday premium pay for all non-overtime hours of work on each tour is not to exceed 8 hours per tour for a maximum of 16 hours. All FWS employees receive shift pay based on majority hours worked. Shift 1 are hours worked from 0700-1500 at regular pay. Shift 2 is 7 1/2 percent for work hours occurring between 1500-2400. Shift 3 is 10 percent for work hours occurring between 2300-0800.

f. Pay Adjustments Due to Reassignment to a Different Position in the Same Pay Level: Pay may be fixed at any amount within the applicable pay band based on outside market rates, increased responsibilities of the new position, or the employee's skills and qualifications needed to perform successfully on the job. The Director, FMWR must approve any increase in basic rate of pay. Such movement may be on a non-competitive basis. An employee's pay may be reduced by business-based action, a position change based on performance, or at the employee's request.

g. Outstanding Based Awards:

(1) Regular Full and Part Time MWR employees who have performed at an Outstanding Level during a 12-month rating period may receive one of the following awards:

- (a) Cash Award or Pay Adjustment (not to exceed 3% of annual salary).
- (b) Time-off Award (NTE 40 hours per year).
- (c) Honorary Award.

(2) Regular Full and Part Time MWR employees who have performed at an Excellent Level during a 12-month rating period may receive one of the following awards:

- (a) Cash Award or Pay Adjustment (not to exceed 1.5% of annual salary).
- (b) Time-off Award (NTE 30 hours per year).
- (c) Honorary Award.

(3) Regular Full and Part Time MWR employees who have performed at a Satisfactory Level during a 12-month rating period may receive one of the following awards:

- (a) Time-off Award (NTE 8 hours per year).
- (b) Honorary Award.

h. Awards for Flexible Employees Based on Annual Evaluation: Managers who have flexible employees who have worked with DFMWR for a minimum of 12 consecutive months and who have performed at a Excellent Level or Above may initiate one of the following actions at the end of the annual evaluation period.

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(a) Cash Award (not to exceed \$500.00).

(b) Honorary Award.

i. Awards Based on Special Acts or Services: On-The-Spot-Awards, Honorary Awards, and Time-off Awards may be given at anytime during the year depending on the circumstances. There is no limit to the category of awards an individual may receive; it is totally dependent upon each individual situation, and the assessed value of the work or the accomplishments of the employee (evaluation has to meet satisfactory level or above). With the exception of Length of Service Award, an ERPA with a complete written justification on the form will be used in accordance with AR 215-3 to initiate an award nomination. Awards are subject to approval by the Director, FMWR, or when the Director, FMWR is the first line supervisor, the Deputy to the Garrison Commander. Pay increases of more than 5 percent for NF03's or below requires approval by the Director, FMWR.

3. This policy supersedes Garrison Policy #52, SAB, dated 4 Oct 15.

4. POC for this memorandum is Ms. Brooke Haley, Director, F&MWR, at (907) 353-7611.


SEAN C. WILLIAMS
COL, SF
Commanding