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CNIC N9 SOP CH-6
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CNIC N9 SOP NAF POLICY CHANGE TRANSMITTAL 1

From: Commander, Navy Installations Command

Subj: **CNIC N9 STANDARD OPERATION PROCEDURES (SOP)**
NONAPPROPRIATED FUND PERSONNEL POLICY

Encl: (1) Revised CNIC N9 NAF Personnel Policy SOP

1. Purpose. Revision of the CNIC N9 NAF Personnel SOP, Chapter 6, addresses two major items:
 - a. Afloat Differential Pay - 20% differential pay increase to employee's hourly rate to be applied only when in an underway status.
 - b. Accounts for the newly established Deployed Resiliency Counselor Personnel
2. Action
 - a. Replace entire CNIC N9 NAF Personnel Policy Standard operating Procedures and insert enclosure(1).

A handwritten signature in dark ink, appearing to read "E. J. Cannon", is written over a horizontal line.

E. J. CANNON
Director,
Fleet and Family Readiness

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Chapter 1
GENERAL NONAPPROPRIATED FUND PERSONNEL POLICIES

1-1. Equal Employment Opportunity (EEO) Policy Statement. The EEO Program is designed to ensure a fair and full opportunity for all employees, regardless of race, sex, age, color, religion, national origin, or disability. Every management and supervisory level employee shall take positive action to achieve these goals. References (a) through (c) contain overall NAF policy on EEO issues. NAF employees who believe they have been discriminated against may use the CNIC EEO Discrimination Complaint Process. Refer to the references on the G2 at <https://g2.cnic.navy.mil/TSCNICHQ/N1/EOA-EEO-CMEO/default.aspx> and <https://g2.cnic.navy.mil/TSCNICHQ/N1/N13/default.aspx>.

1-2. Prevention of Sexual Harassment.

a. Sexual harassment of any kind is strictly prohibited. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made a term or condition of a person's job, pay, or career; or,

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting this person; or,

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

b. Any employee in a management or supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of an employee is engaging in sexual harassment. Similarly, any employee, regardless of his/her organizational position/job, who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

(1) No individual shall:

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(a) Commit sexual harassment; or

(b) Take reprisal action against a person who provides information on an incident of alleged sexual harassment (a reprisal is the wrongful threatening or taking unfavorable action against, or the wrongful withholding of favorable action from an individual who reports sexual harassment or other discrimination); or,

(c) Knowingly make a false accusation of sexual harassment; or,

(d) While in a management/supervisory position, condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge.

(2) All employees are required to complete annual Prevention of Sexual Harassment training.

(3) The rules in the preceding paragraph are based on regulatory orders and apply to all Department of the Navy (DoN) personnel. The chain of command shall be fully utilized. Instances of sexual harassment should be resolved at the lowest possible level within the command or activity. Furthermore, it is the responsibility of every manager and supervisor to ensure that any instance of sexual harassment is dealt with swiftly, fairly, and effectively.

(4) Sexual harassment complaints may also be brought to the attention of the Navy Inspector General. (See [http://www.ig.navy.mil/complaints/Complaints\(AtoZ\).htm](http://www.ig.navy.mil/complaints/Complaints(AtoZ).htm))

1-3. Personnel Records.

a. Location of Official Records. The Official Personnel Files (OPF) for CNIC NAF employees shall be maintained by NAF Human Resources Office (N941) in Millington, TN, and are available for review by the employee, and other authorized personnel on a need-to-know basis consistent with applicable blanket and routine use exceptions under the Privacy Act of 1974. Employees are responsible for ensuring that personal information contained in their OPFs (e.g., emergency contact, designation of beneficiaries, etc.) is up-to-date.

b. Leave Records. A statement of leave balance shall be updated by NAF Financial Management(N948) and included on each employee's bi-weekly payroll statement available at the following

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link: <https://ipay.adp.com/iPay/login.jsf>. A statement of the final leave accrual, lump-sum payoff, and/or leave transfers of terminating employees shall be posted in the employee's OPF on final Personnel Action Report (PAR).

1-4. Competitive Areas. The following competitive areas shall be used when taking necessary Business Based Actions:

- | | | | |
|--------|--------|--------|---------------|
| - N9L | - N922 | - N94P | -Fisher House |
| - N911 | - N923 | - N941 | |
| - N912 | - N924 | - N944 | |
| - N913 | - N925 | - N946 | |
| - N92 | - N94 | - N947 | |
| - N921 | - N94G | - N948 | |

1-5. Specific Approval Authorities.

a. Business Based Actions (BBA). Division Directors, Deputy Division Directors and Section Program Managers of competitive areas shall prepare and forward BBA recommendations when deemed necessary. However, no billet or function may be eliminated without prior formal coordination with and review by N941 and N9L, subject to final approval of the Division Director with concurrence by N9. BBAs are defined in references (a) and (c).

b. Personnel Actions. Authority to sign Personnel Action Request (PAR) forms is delegated to N941. Division Director, FFR Support Center (N94) will sign PAR forms that apply to the N941 Deputy Division Director.

c. Disciplinary Actions.

(1) Basic Disciplinary Actions. Authority to take basic disciplinary actions (i.e., oral admonishments, letters of reprimand, and suspensions of 30 days or less as discussed in references (a) through (c)) is delegated to Deputy Division Directors, Section Program Managers and Fisher House Managers, and may not be re-delegated, subject to prior coordination with and review by N941.

(2) Severe Disciplinary Actions. As discussed in references (a) through (c), the processing of a severe disciplinary action (i.e., suspension of more than 30 days, or termination) involves a two-step process.

(a) Step One. The Proposing Official gives a written notice to the employee of the proposed disciplinary action. The

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Proposing Official's letter will provide the employee with a 14 day notice period in which to comment orally and/or in writing to the Deciding Official regarding the proposed action, unless:

1. a shorter notice period is warranted based on reasonable cause that the employee has committed a crime for which a sentence of imprisonment may be imposed, or

2. in cases of furlough without pay due to unforeseen circumstances.

(b) Step Two. Following the notice period, the second step is the written final decision of the Deciding Official, which is delegated to the Division Director. These authorities may not be re-delegated, except in a case involving discipline of a Division Director and Section Program Manager, the Proposing and Deciding Officials will be at a supervisory level above the individual subject to discipline. All proposal letters and final decisions in severe disciplinary actions shall be coordinated with and reviewed by N941 and N9L prior to being issued. Authority for taking a severe disciplinary action involving a Fisher House employee is delegated to the cognizant Fisher House Manager, subject to the coordination and review requirements listed above.

1-6. Approval to Recruit. Recruitment of CNIC N9 NAF staff positions are governed by references (a) through (c).

a. Division Directors are the approval authority for NAF recruitment action. This authority may not be delegated.

b. When a NAF position is approved, the Position Description (PD) shall be submitted to N941 for classification.

c. Once a recruitment has been approved, N941 will initiate a Vacancy Case File, prepare a Request for Personnel Action (SF-52) for signature, and develop a Vacancy Announcement based on the position description, required qualifications, and the applicable knowledge, skills, and abilities (KSAs). N941 will distribute the vacancy announcement via e-mail, FFR Job Opportunities web site, and/or advertisement in various other media based on the area of consideration.

d. N941 will coordinate with the applicable selecting official to prepare a Crediting Plan specific to the position and used to rank/rate the applicants.

1-7. Vacancy Announcements, Advertising.

a. Vacancy announcements shall be open for a minimum of fourteen calendar days. N941 will rate and rank the applications once the application period has expired or the first cut-off date has passed. A numerical value will be assigned to each eligible application based on the Crediting Plan.

b. At a minimum, vacant NAF positions will be announced competitively within CNIC NAF employees at Washington DC and CNIC N9 Millington. Vacancies may be advertised externally when deemed necessary by the applicable Division Director. Advertising may include newspaper and trade journal advertisements. The cost of external advertising is managed by and charged to N941.

1-8. Panel Members, Rating/Ranking, Interviews.

a. For all positions requiring an interview for selection, the Selecting Official or designee will appoint three or more panel members of the same or higher grade-level as the position being filled. The Selecting Official may be included as a panel member.

b. The best-qualified applicants (based on a numerical cut off point used in the Crediting Plan to rate and rank applicants) will be forwarded to the selecting official, which in most (but not necessarily all) cases will be the Division Director. Interviewing best-qualified candidates is not mandatory, but is highly encouraged. Generally, interviews should be conducted, particularly when two or more candidates are rated/ranked near equally.

c. Panel members will receive interview packages containing: application/resume of all candidates scheduled to be interviewed, interview schedule, copy of the vacancy announcement, copy of position description, crediting plan, copy of proposed interview questions, and interview rating sheet.

d. Once interviews have commenced, panel members may not be substituted unless approved by the Selecting Official and N941 and if extraordinary reason.

e. The rating sheet provided in the interview package must be completed and signed/dated by each panel member.

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f. Upon completion of the interviews, the panel members must summarize their ratings and decide the best qualified candidate based on numerical ratings. All supporting documents, except the individual panel members' notes, must be returned to N941 for inclusion in the Vacancy Case File. The panel chairperson must prepare a memo to the Selecting Official with the recommended selection.

g. The selecting official may accept the recommendation of the interview panel or choose to conduct one or more additional interviews with one, some, or all of the candidates interviewed.

1-9. Selection/Offer.

a. Once final selection is made, and before any job offer is made, N941 shall conduct reference checks on the prospective selectee(s) to include current or previous supervisor input and applicable education requirements. Once all references are confirmed and determined favorable, the Selecting Official will forward a selection memo with recommended salary offer (within the range posted in the job announcement) via N941 to the applicable Division Director for final approval.

b. Upon approval, N941 staff normally communicates offers of employment to candidates. However, upon request, the Selecting Official may convey the offer after coordination with N941.

c. Additional rules for the selection of military spouses and veterans maybe found in references (a) through (c).

1-10. In-processing/File Maintenance.

a. Employee's first day of paid work will consist of in-processing with N941.

b. Upon official selection, N941 will prepare in-processing papers for the selected applicant to include preparation of a PAR.

c. N941 will establish the OPF for the newly selected employee. When the employee has prior Civil Service or NAF employment, his/her OPF will be requested from the last servicing personnel office or the National Personnel Records Center, as applicable.

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d. N941 will complete the Vacancy Case File and ensure all supporting documents are included and maintained for a period of two years.

1-11. Pay Setting.

a. Authority. N9 retains authority to set pay for NAF Division Directors. Division Directors have delegated authority to set pay for Deputy Division Directors and below. Authority to set pay below these positions may be delegated by Division Directors to Deputy Division Directors as coordinated with N941.

b. Budgetary Controls. N9 will establish an annual pool of funds for NAF pay adjustments and awards at the beginning of each fiscal year, based on planned availability of funds. Each division will be allotted their portion of the total pool based on their salaries as a percentage of total N9 NAF salaries. Divisions may elect to further allocate their portion to their subordinate Division sections based on a similar percentage formula or some other approach as long as it is equitable. Any funds not expended from the prior year pay pool by end of the first pay period in October will be forfeited. Any shortfalls will be charged against the subsequent year's pay pool. The awards portion of the pool of funds is determined based on the most current DoD and DON guidance. (See Awards paragraph for further details).

c. Pay Setting Guidance. Within the limits of the available funds, the following guidance is provided:

(1) Pay Upon Initial Employment. For pay band employees, pay may be set by the selecting official at any level within the authorized pay band, and within the range specified on the vacancy announcement.

(2) Pay for Lower than Satisfactory Performance for Pay Band Employees. Salary increases (beyond any annual cost of living increase) may not be made for any employee with a current performance rating below "satisfactory."

(3) Pay Adjustments. Deputy Division Directors and Section Program Managers may recommend pay adjustments for their employees within the guidelines set below. However, pay adjustments may not exceed the pool of funds allocated for the Division, unless approved in writing by the applicable Division Director and N94. Pay adjustments are subject to the following restrictions:

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(a) Individual pay adjustments may not exceed 15 percent per fiscal year.

(b) Employees who move non-competitively to a new position within the same pay band may receive pay adjustments up to a maximum of 15 percent. Pay adjustments for employees in this situation who move to a new position within a different Division/Section will not count against either Division's pool of funds. Pay adjustments for employees in this situation who move to a new position within the same Division will count against the Division's pool of funds. Exceptions to exceed the 15 percent maximum must be submitted to the applicable Division Director and N94 for approval.

(c) Promotions for Pay Band Employees. Pay upon promotion to a higher pay band must be increased a minimum of five percent or the lowest level of the pay band to which promoted, whichever is greater. Competitive promotion actions are not charged to pay increase restrictions, nor are they charged to a Division pool of funds.

(d) Promotions for Career Ladder or Trainee Positions for Pay Band Employees. Deputy Division Directors may establish career ladder or trainee positions subject to approval of the applicable Division Director and in accordance with normal position control procedures. Employees hired for these positions will be "promoted" to intervening positions or pay bands to their full performance level on a non-competitive basis. As they advance, they will be given a minimum salary increase of at least five percent of base pay annually, but not more than fifteen percent. These payments can be made even when the movement is within the same pay band. Pay adjustments for career ladder jobs will not be counted against the pool of funds for pay adjustments.

d. Annual Cost of Living Increases. Annual cost of living and/or locality pay increases may be granted to pay band employees in accordance with appropriate DoD approved pay schedules after approval by N9.

e. Periodic Review. Division Directors and N941 may conduct ongoing reviews of pay practices within competitive areas to ensure an equitable policy is followed. All Division Directors and Deputy Division Directors should review all position descriptions under their cognizance at least annually to ensure accuracy. Updated position descriptions shall be

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submitted to N941 for review and reclassification. A copy shall be given to the employee and a copy filed in the OPF once approved.

f. Establishment of Employment Categories. Division Directors may authorize Deputy Division Directors to determine and authorize the appropriate employment category (i.e., regular or flexible) for each position under their cognizance. However, any reduction in an employee's pay category must be handled in accordance with BBA procedures in this SOP and references (a) and (c).

1-12. Overtime Approval Authority.

a. Non-Exempt Personnel. Authority to approve overtime for pay-band (NF), non-exempt employees is delegated to Division Directors who may delegate it to their Deputy Division Directors. Deputy Division Directors may delegate this authority in writing for non-exempt employees to Section Program Managers, if deemed necessary. Except in emergency situations, all requests for overtime requires written approval in advance of the overtime being taken.

b. Exempt Personnel. No overtime is allowed for exempt personnel. Compensatory time may be authorized by Division Directors when approved in advance for specifically needed circumstances. Specific rules for afloat personnel may be found in enclosure (6). (Positions are designated as non-exempt or exempt on the Position Description cover sheet, Form (OF-8)).

1-13. Performance Appraisal.

a. Responsibility. All Division Directors, Deputy Division Directors and Section Program Managers are responsible for the timely evaluation of all personnel in their assigned area.

b. Rating Periods. All employees shall be rated at least annually. The normal rating period is from 1 October to 30 September for all CNIC Headquarters NAF employees with the exception of N946 and N948 personnel. The rating period for N946 and N948 is 1 December to 30 November. Employee evaluations shall be completed and turned into N941 within 30 days of the end of the evaluation period. Division Directors are responsible for providing appraisals for their Deputy Division Directors. Deputy Division Directors shall be responsible for their Section Program Managers and the Section Program Managers are responsible for the staff that report to them. Performance reviews will also include

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the completion of an Individual Development Plan (IDP) for each employee evaluated

c. Approval Authority. Upon completing the performance rating, Deputy Division Directors and Section Program Managers may recommend pay adjustments, and/or cash bonuses, or other appropriate awards, and forward to Division Director via NAF Human Resources (N941) for approval. Division Directors shall require that Deputy Division Directors and Section Program Managers conducting appraisals consult with them prior to discussing either the appraisal or pay matters with the employee.

d. See reference (a) for details on the performance appraisal form and process.

1-14. Timekeeping.

a. Timekeeping records are maintained in the KRONOS® timekeeping system and are reviewed and approved (released) by designated approving officials at the close of each two week pay period. This does not preclude supervisors from maintaining separate sign-in sheets to gather information on hours worked by the employee.

b. Flexible Work Schedule. Division Directors and Deputy Division Directors have the option of operating under flexible rules as defined in enclosure (2). Each Deputy Division Director and Section Program Manager has the option of approving flex-time for all or part of their employee group subject to final approval by Division Director.

c. Hours of Work for Travel Time. See Chapter 4 for details.

d. Telework. See Chapter 7 for details.

e. Compressed Work Schedule. See Chapter 8 for details.

f. Lateness. Employees reporting to work later than 0900 may be deemed late based on "flexible work schedule" rules as applied by the Deputy Division Director and Section Program Managers. For pay purposes, any reporting time six minutes or more after scheduled reporting time will be charged to leave with or without pay and recorded as unscheduled absence. Division Directors may excuse up to one hour of lateness on rare occasions when circumstances warrant. Frequent lateness may result in disciplinary action.

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1-15. Leave.

a. Annual Leave. Annual Leave is administered in accordance with the provisions of references (a) through (c). Requests for carryover of excess annual leave (leave in excess of 240 hours) from one leave year to the next are strongly discouraged. Requests for carryover of leave in excess of 240 hours due to exceptional and unavoidable circumstances must meet all the requirements in references (a) and (c) and be forwarded via the applicable Division Director to N9 for consideration.

b. Sick Leave. Sick leave will be administered in accordance with the provisions of references (a) through (c). Sick leave may be utilized for personal incapacitation or as applicable under the Federal Employees Family Friendly Leave Act (FEFFLA) and/or the Family Medical Leave Act (FMLA).

c. Emergency Leave Procedures for Frequent Travelers. Employees who travel may find themselves on the road when an emergency situation occurs. In order to assist these individuals, CNIC N94 authorizes certain additional travel benefits to enable the traveler to return as quickly as possible.

(1) When a death or life-threatening emergency occurs in the immediate family (i.e., spouse, child, or parent) of a traveler, the following procedures apply:

(a) The traveler shall be placed in an administrative or annual leave status upon his/her request. Up to three days administrative leave may be granted for death in the immediate family. Annual leave, sick leave under FEFFLA, or leave without pay (LWOP) may be used to accommodate any family/medical emergency.

(b) Travel expenses will be authorized for the traveler's immediate return to their home station.

(c) When the traveler's emergency leave destination is other than the home station, travel expenses will be authorized not to exceed the cost to return the traveler to the home station. Per diem expenses are not authorized during the return travel to the emergency leave destination.

(d) Travel and per diem expenses will be authorized to return the traveler to the TAD point at the end of emergency

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leave, if appropriate. Cost may not exceed that which would be incurred in traveling from the home station to the TAD point.

(2) Approval. Division Directors/Deputy Division Director may approve emergency leave arrangements for these employees.

1-16. Leave Donation Program. A leave donation program has been established in which NAF employees covered by this SOP may donate annual leave to individuals who have exhausted all paid leave due to extended health problems. Leave donation requests must be forwarded to N941. Offers to donate leave in specific cases should be forwarded to N941. Chapter 3 contains the Leave Donation program guidelines and Leave Donation forms.

1-17. Incentive Awards. The purpose of the incentive awards program is to improve employee performance. A NAF incentive award may be a monetary award, a non-monetary award, or both.

a. Honorary Award. An honorary award may be granted in recognition of continued distinguished service, a singular achievement, or an act of personal heroism. The award may be granted independently of, or in addition to a cash award, but is not intended as a substitute for a monetary award. This award must be submitted by the Deputy Division Director to the applicable Division Director via N941 for approval.

b. Suggestion Award. A suggestion award is recognition for an idea, submitted by an employee and adopted by management, which has the potential of improving operations in some way. Suggestions with potential Navy-wide FFR enterprise impact should be forwarded to the applicable Division Director via the Deputy Division Director for consideration and appropriate action.

c. Cash Awards. Cash awards may be granted for performance that exceeds job requirements, either as a one-time occurrence or over a sustained period. The following guidelines for cash awards shall be followed:

(1) Employees may receive no more than a total of \$10,000 in cash awards in any calendar year.

(2) When a contribution has been made by two or more employees, all employees contributing, including supervisors, may share a cash incentive award. An award may be granted in equal shares, or to each employee in proportion to their contribution. However, the total amount of any single group

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award may not exceed \$10,000.

d. Non-monetary Award. A non-monetary award is a tangible way to recognize team or individual accomplishments that lead to improving the quality of products and services Navy FFR provides to its customers. Non-monetary awards may include, but are not limited to, plaques, certificates, letters, emblems, or pins. These awards may be in place of, or in addition to, cash awards. Deputy Division Directors may approve these awards up to \$100 per occurrence. Awards exceeding \$100 per occurrence must be submitted to the applicable Division Director for approval.

e. Funding Limits. Funds for award purposes are included in the established annual pay adjustment/award pool of funds for each Division. Current DOD rules limit awards to a total of 1 percent of N9 aggregate salaries. This limit is distributed as part of the pool of funds provided to each Division Director.

f. A performance appraisal should be prepared any time an incentive award is recommended. When the award is being recommended at any time other than during the annual rating period, an interim appraisal should be prepared. Cash awards recommended by Deputy Division Directors will be forwarded to the applicable Division Directors for approval. The completed performance appraisal and award will be submitted to N941 for processing. Awards funding may not be granted across Division lines to ensure equitable treatment of employees within a Division. However, Divisions are encouraged to coordinate if one Division wishes to recognize a special act from an employee in another Division.

g. A time-off award may be granted to an employee in recognition of superior accomplishment or other personal effort that has contributed to the quality, efficiency, or economy of Government operations that would qualify for a cash award. The authority to approve Time-Off Awards for up to 40-hours is delegated to Division Director who may delegate it to Deputy Division Directors. Time off awards may be granted to regular, full-time employees and may not exceed an aggregate of 80-hours per calendar year. Deputy Division Directors may request approval from the applicable Division Director for a Time-Off Award greater than 40-hours, not to exceed the 80-hour per year maximum. Time-Off Awards should be documented by a performance appraisal. N941 will prepare a PAR to document receipt of the award in the employee's OPF. The employee will submit a Request for Leave or Approved Absence, NAF Leave Request (or similar approved form), to document their use of leave.

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1-18. Formal Training. Division Directors, Deputy Division Directors, and Section Program Managers shall inform their employees of available formal training courses. Selections for such training will be made in an equitable manner among all qualified employees. Training will be arranged in priority order of benefit to the government and funded in priority order to the extent funds are available.

1-19. Tuition Assistance Program. To create an environment that encourages learning and enhance future achievements of our NAF employees and the organization, a Tuition Assistance Program is available, funds permitting. NAF employees are encouraged to take advantage of continuing education and training opportunities through this program. This program applies only to courses that have a direct relationship to the individual's current position or future Federal employment.

a. Tuition assistance will not be provided, in whole or in part, for courses for which the employee is receiving (or will receive) from other Federal or state tuition subsidies such as Veteran's Administration (VA) educational benefits, scholarships, grants, etc.

b. Courses are normally taken on a voluntary, off-duty basis. When courses are not available during off duty hours, the employee must take leave or arrange for a work schedule change subject to applicable regulations and approval by the employee's immediate supervisor or Deputy Division Directors.

c. Tuition assistance will be taxed as required by IRS Regulations.

d. Prior to enrolling in a course, the employee will complete the form located at <https://g2.cnmc.navy.mil/tscnichq/N9/N94/N941/Pay/Forms/AllItems.aspx> or http://www.navymwr.org/mwrprgms/personnel_policy.html. Employees should submit the form to their Deputy Division Directors for consideration. Upon concurrence of the Deputy Division Director, the tuition assistance request will be forwarded to the applicable Division Director via N941 for final approval. Upon approval by the Division Director, a copy of the form will be returned to the employee and N941 will forward the original to the NAF Finance Office.

e. Payment for tuition and fees to a non-probationary,

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full time, regular NAF employee will not exceed \$500 per semester hour for up to 12 semester hours (or equivalent) for each fiscal year or a maximum of \$3,600 of tuition assistance to an employee in any one fiscal year. Reimbursement for non-instructional expenses, (e.g., copies of transcripts) is not authorized. Payment will be processed upon proof of successful completion of the course. Successful completion requires a grade of a 'C' or better for undergraduate courses, a grade of 'B' or better for graduate courses and 'Satisfactory' for courses that have no letter grade. The employee shall provide a valid written grade report to N941 within 30 days of completing the course. Employees who fail to complete the course successfully shall reimburse MWR for all costs paid to the employee or the institution on behalf of the employee.

f. Employees must agree, in writing, by signing the current Tuition Assistance Request Form to remain employed with CNIC for a period of time, at least three times the length of the course. The continued service time begins at the completion of the course. The minimum continued service time for a semester hour is one month. (Example: An employee who takes six semester hours must remain employed for 18 months). Required service time for courses taken in a subsequent semester will be added to the total time that an employee must remain employed. Unless waived in writing, employees who fail to fulfill the continued service agreement shall reimburse CNIC N94 for the cost related to all remaining time. If the employee fails to reimburse these costs, it shall be withheld from the employee's last pay or leave payoff check.

1-20. Relocation Expenses. Relocation expenses are authorized in an amount not to exceed the Joint Travel Regulation (JTR) and will be charged to the N941 budget. These policies apply to new-hire employees at the NF-4 grade level or above, if approved in advance by the applicable Deputy Division Director, N941 and N94. A signed Transportation Agreement is required authorizing the approved relocation expenses prior to issuing travel orders. The Transportation Agreement will also indicate that these expenses must be repaid if the employee separates employment with CNIC N94 within one year of hire.

1-21. Termination of Employment. References (a) through (c) set forth the procedures for terminations of NAF employees. Division Directors are delegated the same authority that Heads of NAF activities have in termination cases. Division Directors may delegate this authority to Deputy Division Directors.

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Division Directors, and, if delegated, Deputy Division Directors are authorized to take termination actions after coordination with N941 and N9L for procedural and legal considerations.

1-22. Appeals From Severe Disciplinary Action. The process for submission of appeals is outlined in Table 1 below:

APPEAL LEVEL	STEP 1	STEP 2 (FINAL STEP)
Deputy Division Director taking action	Division Director	CNIC (N9)
Local Fisher House manager taking action	Director, Fleet Readiness Division(N92)	CNIC (N9)
Division Director taking action	CNIC (N9B)	CNIC (N9)
CNIC (N9) taking action	CNIC Deputy Commander	Commander CNIC

Table 1

1-23. Grievance Procedure. See reference (a) and Chapter 5.

1-24. Workers Compensation Claims.

a. Benefits. NAF employees are covered for job related injuries and illnesses under the Longshoremen and Harbor Workers Compensation Act. Any employee injured on the job must contact their supervisor to provide notification of their job-related injury or illness. The supervisor will provide notification of the injury and intent to file a claim for benefits to N941.

b. Forms. NAF employees should notify N941 immediately or provide their supervisor with the information required to file the required forms.

c. Processing Claims. All completed claims forms shall be forwarded immediately to N941 for processing. Supervisors must be sensitive to the tight time constraints involved in workers compensation claim filings and submit them within a day of notification of injury or illness to N941.

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1-25. Use of Department of Defense (DoD) Computer Systems. CNIC computer systems, including all related equipment, networks and network devices (specifically, including Internet access), are provided for authorized U.S. Government use only. DoD computer systems may be monitored for all lawful purposes. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over the system may be monitored. Unauthorized and/or inappropriate use may subject employees to criminal prosecution. Evidence of unauthorized and/or inappropriate use collected during monitoring may be used for administrative, criminal or adverse action.

Chapter 2
NAF PERSONNEL WORKDAY/WORKWEEK

2-1. Purpose. To establish the workday and workweek schedule for all NAF employees assigned to CNIC HQ, including Afloat Specialists.

2-2. Policy.

a. Workday/Workweek. The basic workday and workweek is normally from 0730 to 1600 daily, Monday through Friday weekly, which includes a 30-minute unpaid lunch period daily. A longer unpaid lunch period of 45 minutes or 1 hour is available when approved by the supervisor. The lunch period is to be taken during the middle range of hours (normally 1100-1300) in the workday.

b. Breaks.

(1) Employees are also authorized two 15-minute paid breaks; one in the morning and one in the afternoon. The supervisor is the approving authority for scheduling of the two breaks taking work requirements into consideration.

(2) The lunch period and two 15 minute breaks must be taken during the workday and cannot be used at the beginning or end of the day to allow an employee to report to work late or leave early without charge to annual leave.

(3) The lunch period and two 15-minute breaks are three separate timeframes and are not to be combined. Permitting a break immediately prior to or immediately following the lunch period is not authorized.

c. Flexible Work Schedule (FWS)/Compressed Work Schedule (CWS). With the approval of their supervisor, fulltime employees may work a FWS or CWS. Such programs will be conducted in accordance with the governing directives. FWS is a gliding schedule in which an employee has a basic work requirement of 40 hours in each week. The employee may select an arrival time each day and may change that arrival time daily as long as it is within the established Flexible Time Band. The employee's supervisor must be informed in advance of changes in starting and stopping times. The work schedule must include the

following core hours: (0900-1100 and 1300-1500). The earliest

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start time for employees is 0500 and the latest quitting time is 1800. The Flexible Time Band is that portion of the workday before and after core hours (0500-0900 and 1500-1800).

2-3. Employee Work Schedules. Employees may choose to work a basic workweek, FWS or CWS with Division Director approval.

a. Supervisor approval using the CNIC HQ N9 Workday/Workweek Form is required for selection to work FWS or when changing from one work schedule to another. The form may be found by clicking on <https://g2.cnlic.navy.mil/tscnichq/N9/N94/N941/Pay/Forms/AllItems.aspx> or http://www.navymwr.org/mwrprgms/personnel_policy.html. Planned hours of work while on FWS shall also be approved on this form. Such approval must be requested in writing using the CNIC HQ N9 Workday/Workweek Form, submitted two pay-periods in advance of the date of the change.

b. Employees wishing to make changes to their personal work schedules will complete and submit an CNIC HQ N9 Workday/Workweek Form. Supervisors shall approve/disapprove each work schedule request and notify the requesting employee in writing of the action taken on the request. When participation is denied, the supervisor shall provide the employee a copy of the disapproved work schedule. This decision is not grievable.

Chapter 3
NAF VOLUNTARY LEAVE DONATION PROGRAM

3-1. Covered NAF Employees.

a. This Voluntary Leave Donation Program is established to assist non-probationary, regular NAF employees who are attached to CNIC N9.

b. This program allows regular NAF employees to donate annual leave to be used as sick leave by the recipient.

3-2. Administration.

a. This program will be administered by N941 in coordination with N948.

b. CNIC HQ NAF employees may donate annual leave to other CNIC HQ NAF employees to be used as sick leave. The donated annual leave is transferred in dollar amounts, based on the donor's hourly rate of pay, into the recipient's sick leave account at the recipient's hourly rate of pay.

3-3. Medical Emergency.

a. A medical emergency is a medical condition of an employee that is likely to require an absence from work and result in a substantial loss of income because of the unavailability of paid leave.

b. The absence (or expected absence) from duty due to the medical emergency must be at least three workdays.

c. The following are examples of situations that do not constitute medical emergencies:

(1) Pregnancies, unless extenuating medical circumstances exist;

(2) Care of a newborn or adopted child, unless extenuating medical circumstances exist;

(3) Time off for elective surgery.

3-4. Eligibility.

a. Recipient. To be an eligible recipient of this program,

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employees must:

(1) Be a regular, non-probationary CNIC N9 Headquarters NAF employee leave;

(2) Must have exhausted all of their annual and sick leave;

(3) Must have physician's certification of the medical emergency.

b. Donor. To be eligible as a leave donor, employees:

(1) Must be a regular, non-probationary CNIC N9 NAF employee;

(2) Cannot donate more than half of their current annual leave balance.

3-5. Leave Donations.

a. Leave Recipient. An employee who wishes to become a leave recipient must

(1) Complete a NAF Leave Recipient Application located at http://www.navymwr.org/mwrprgms/personnel_policy.html <https://g2.cnice.navy.mil/tscnichq/N9/N94/N941/Pay/Forms/AllItems.aspx> or http://www.navymwr.org/mwrprgms/personnel_policy.html.

(2) Obtain leave balance verification from N948.

(3) Ensure the application is forward with a physician's certification to N941.

b. N941 will review the application to determine that the potential leave recipient meets program eligibility requirements. Within three working days, N941 will notify the requester and his/her supervisor, in writing, of the disposition of the application and of the recipient's responsibility as a participant, if approved.

c. Once approved, N941 will notify participating NAF employees when there is a need for leave donors.

d. Monthly documentation must be provided by the recipient (unless a more frequent time period is necessary) to support the continuation of the medical emergency.

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e. Leave Donor. An employee desiring to donate annual leave will:

(1) Complete NAF Leave Donation form located at <https://g2.cnmc.navy.mil/tscnichq/N9/N94/N941/Pay/Forms/AllItems.aspx> or http://www.navymwr.org/mwrprgms/personnel_policy.html.

(2) Obtain leave balance verification from N948

(3) Forward form to N941.

f. N941 will ensure the donor is eligible and notify the donor, in writing, of the disposition of the request.

g. N941 will coordinate with N948 to ensure required documentation is provided by recipients and donors. Donated leave will be used on an as needed basis in the order received.

h. The recipient's leave donation program will terminate if:

(1) The recipient's employment terminates from the CNI N9 staff member;

(2) The recipient voluntarily reports for work in a full time capacity.

i. N941 and N948 will determine when the recipient is no longer affected by the medical emergency or when the donated leave is exhausted, whichever occurs first.

j. Upon termination of the medical emergency, N941 will notify N948 and the donating and receiving employee. Unused annual leave will be returned to the donor(s).

Chapter 4
HOURS OF WORK DURING TRAVEL

4-1. Pay Band Employees. Nonappropriated Fund (NAF) pay band employees are not covered under 5 CFR 550.112G which governs travel during hours of work for civil service (GS) employees.

4-2. Fair Labor Standards Act (FLSA). The FLSA is the only pay law applicable to NAF pay band employees and all NAF positions must be designated as exempt or non-exempt from the FLSA. Therefore, under the provisions of the FLSA, the rules for travel during hours of work depend on whether an employee is covered by, or exempt from, the FLSA. For NAF pay band positions, all positions at the NF-1 and NF-2 grade levels are designated as non-exempt. NF-3 and NF-4 grade levels may consist of both non-exempt and exempt designations. NF-5 and NF-6 grade levels are always exempt.

a. Under the FLSA, time spent traveling is considered hours of work for non-exempt employees if:

(1) An NAF employee is required to travel during regular working hours.

(2) An NAF employee is required to drive a vehicle or perform other work while traveling.

(3) An NAF employee is required to travel as a passenger on an overnight assignment away from the permanent duty station during hours that correspond to the employee's regular working hours.

EXAMPLE: A non-exempt employee is required to attend a meeting that starts at 0800 on Monday morning. This requires the employee to travel on Sunday. The employee departs at 0900 and arrives at 1400. The employee's regular scheduled working hours are Monday through Friday, from 0800 to 1600. The employee will be paid for travel time on Sunday for six (6) hours which is the time spent traveling during his/her regular working hours.

4-3. Section Program Managers/Deputy and Division Directors Responsibilities. Section Program Managers, Deputy Division Directors or Division Directors are responsible for establishing hours of work and work schedules for their employees. Some schedules and hours of duty provide the employee(s) with special pay entitlements. Non-exempt employees also receive additional

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pay for overtime work and work on holidays.

4-4. Exempt Employees. Employees who are designated as exempt from the FLSA are not entitled pay for hours spent traveling, or in training, unless the travel is performed during regular working hours.

a. Supervisors and employees should attempt to schedule and facilitate travel during hours of work.

b. The majority of CNIC N9 HQ employees are designated as exempt from the FLSA. (FLSA designations are found in block 7 of the Position Description cover sheet (OF-8)). Employees with exempt designations are not entitled to overtime, compensatory time, or holiday premium pay unless approved, in writing, in advance by the applicable Division Director. In some instances, exempt employees who work on a designated holiday/weekend may be given an alternate day off. See Chapter 9 on procedures for compensatory time.

Chapter 5
ADMINISTRATIVE GRIEVANCE PROCEDURES

5-1. Employee Grievances. A grievance is a request by an employee or by a group of employees for personal relief from matters of concern or dissatisfaction that are subject to the control of the NAF activity as well as requests for relief from personnel actions. The process outlined in this chapter will be the only grievance process available to any CNIC HQ NAF employee not covered by a negotiated union grievance process. Employees who are part of a recognized bargaining unit must use their negotiated grievance procedures unless excluded from doing so.

5-2. Policy.

a. Grievance Submission Process. Procedures for submission of administrative grievances are outlined in Table 1 below:

IF GRIEVANCE IS:	Step 1	Step 2 (Final Step)
Below Section Program Manager	Section Program Manager	Deputy Division Director
Below Fisher House Manager	Fisher House Manager	Section Program Manager (N924)
Involves Deputy Division Director	Division Director	N9
Involves Fisher House Manager	Section Program Manager (N924)	Division Director (N92)
Involves Division Director	N9B	N9
Involves N9	CNIC Deputy Commander	Commander CNIC

Table 2

b. **Time Limits.** When calculating time limits under the Administrative Grievance System, the day of an action or receipt of a document is not counted. The last day of the time limit is counted unless it is a Saturday, a Sunday, a legal holiday, or a day on which the employee is not regularly scheduled to work. In those cases, the last day of the time limit shall be moved to the next regularly scheduled workday.

c. A supervisor's involvement in attempting to resolve a grievance informally does not preclude him/her from being a deciding official if the issue is presented as a formal

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grievance.

d. The deciding official or designee shall determine whether to join similar or identical (two or more employees in the same activity) grievances (i.e., the dissatisfaction expressed and the relief requested are the same); whether to require an investigation and how it shall be conducted; whether to allow the grievant's requested representative; and how much official time shall be granted to the employee and the employee's representative. The employee will be so notified and required to designate a common representative.

e. The deciding official or designee may also designate an individual to investigate a grievance and, when authorized, to make recommendations concerning its disposition. The designee must not have been involved in the grievance or the matter being grieved or occupy a position subordinate to any official involved in the matter unless the official involved is CNIC(N9).

f. An employee's grievance must be signed, dated, and contain a sufficiently detailed statement of the specific issues(s) and the specific, personal remedy sought; a statement that the employee has not filed an appeal or complaint (such as an IG or EEO complaint) on the same issue; copies of any documents in the employee's possession related to the grievance; and, the name, address, and telephone number of the employee's representative, if any. The remedy must be personal to the employee and may not include a request for disciplinary or other action affecting another employee. An employee may not grieve the same matter raised in any other grievance, appeal, complaint, or other dispute resolution process.

g. Time frames may be extended by mutual agreement. The deciding official or designee may also extend time frames when warranted by special circumstances (e.g., when those involved are geographically dispersed or where an outside fact-finder is used in the process with mutual consent).

h. Dismissal. A grievance, or portion of a grievance, may be dismissed, if:

- (1) The grievant requests such an action;
- (2) The grievant or grievance is excluded from coverage;
- (3) The grievant fails to provide sufficient detail to identify clearly the matter being grieved or specify the personal relief requested; or

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(4)The grievant fails to comply with applicable time limits or procedural requirements or requests action be taken against another employee.

i. Failure of the employer to meet the time limits shall permit the employee to move the grievance to the next step of the grievance procedure. Failure of the employee to meet the time limits prescribed above shall constitute withdrawal and termination of the grievance. However, the time limits may be extended by mutual consent at any step of the grievance procedure.

Chapter 6
DIFFERENTIAL PAY, COMPENSATORY TIME AND IMMINENT DANGER PAY
POLICIES FOR NAF AFLOAT RECREATION & FITNESS PERSONNEL AND
DEPLOYED RESILIENCY COUNSELOR PERSONNEL

6-1. Purpose. Per reference (e), (f) and (g), this enclosure establishes policy for the administration of differential pay, compensatory time and imminent danger pay (IDP) for NAF employees assigned as CNIC Afloat Recreation and Fitness Specialists and Deployed Resiliency Counselors when serving on board ships while underway. (NOTE: Underway is defined as time at sea). Deployed includes both underway and time spent at a remote port, i.e. other than home port).

6-2. Scope. Personnel assigned as Afloat Recreation and Fitness Specialists and Deployed Resiliency Counselors are required to perform work duties on board ships while underway for varying periods of time and required tours of duty.

6-3. Afloat Differential Pay. When underway, Afloat Recreation and Fitness Specialist personnel and Deployed Resiliency Counselor personnel may be required to work in excess of 8-hours per day or 40-hours per week.

To compensate these employees for the additional hours worked, a 20% deployed differential pay, to the employee's hourly rate, will be applied during the underway periods. This rate will be applied to all pay periods while deployed. Time sheets must be completed and approved for payment.

6-4. Compensatory Time. Employees have the ability to earn compensatory time, when not in a deployed status, of up to 80 hours per year. This leave will be calculated at a regular base rate.

Note: Annual and sick leave taken while underway will be calculated as employee's regular rate.

When compensatory time is pre-authorized by the supervisor and earned, it will be entered on the time and attendance report. Compensatory time off will be used before annual leave is approved unless this would cause the employee to forfeit annual leave. Compensatory time should be scheduled and used within one year after the effective date in which it is earned. When an employee with compensatory time credit is separating employment, the date of employment separation should be extended to include

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compensatory time that may be due the employee. The remaining balance of compensatory time will not be paid off at termination.

The supervisor will forward the approved Request, Authorization & Report of Overtime & Compensatory Time/Compensatory Time-Off for Travel Form to the KRONOS Timekeeper to submit to Payroll Personnel for credit. The timekeeper will log the hours on a worksheet created for compensatory time and compensatory time off. The supervisor will maintain a worksheet for each employee for compensatory time and compensatory time off for travel to include the number of hours approved and compensatory time hours used. Employee will submit a time card indicating comp time hours used and these hours will be entered into KRONOS by time keeper.

Compensatory time must be used in one hour increments and will be tracked in ADP in the same manner as annual leave and sick leave. See Chapter 9 for specific procedures for compensatory time.

6-5. Imminent Danger Pay. Danger pay allowance may be granted to civilian employees who accompany U.S. military forces designated by the Secretary of Defense (Chapter 10 of the DoD Financial Management Regulations) as eligible for IDP. The Secretary of State will define the area of application for civilian employees. The amount of danger pay shall be the same flat rate amount paid to uniformed military personnel. There are no provisions for deployed civilian employees to receive "sea pay" and/or Federal income tax exempt status, which applies to active duty military only.

IDP is calculated as a daily rate and paid on a monthly basis. Daily rates are determined by dividing the monthly amount by the number of days in a month. This rate will change based on the number of days in a month. For periods of less than a month, an employee is entitled to the daily rate times the number of days in the month the employee is in the eligible area. IDP is subject to Social Security and/or Medicare, Federal, state, and local tax deductions. For more information, please see Financial Management Regulation, DoD 7000.14-R, Chapter 3, Volume 8.

Chapter 7
Telework Policy

7-1. Types of Telework. Per reference (d), CNIC offers two types of telework arrangements to meet organization and employee needs: "Regular and Recurring" and "Ad Hoc/Situational."

7-2. Participation.

a. Telework is an Office of Personnel Management (OPM) voluntary program requiring concurrence by the approving official or their designee and is not an employee entitlement. The primary objective of the telework program is to reduce overhead cost of the organization while maintaining the effectiveness and efficiency of the individual. Telework on a regular and recurring basis should be pursued where the organization may achieve real and substantive savings, or provides the command the ability to leverage unique skill sets or labor market not available in a reasonable commute distance. A telework agreement that results in only occasional use of the alternate work site by the employee, and still requires the full support and logistics of a primary worksite, is inconsistent with the goals of this program. Regular telework is generally not appropriate as only a quality of life enhancement, and cannot be used to accommodate personal, non-work related accommodations such as dependent care or compensation for sick leave.

b. Supervisors should review and determine position eligibility in accordance with the Manager's Telework Position/Employee Eligibility Guide.

c. An employee will submit a written request to participate in the telework program to the approving official or their designee via the supervisor. The supervisor will recommend approval or disapproval. The request form can be obtained on the N941 G2 site <https://g2.cnic.navy.mil/tscnichq/N9/N94/N941/Pay/Forms/AllItems.aspx> or http://www.navymwr.org/mwrprgms/personnel_policy.html. A Telework request cannot be made for longer than one year.

d. The decision to permit participation or to end participation in a telework program lies with the approving official or their designee. The approving official or their designee will indicate his/her approval or disapproval within ten (10) business days of receipt of the employee's

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request. If the request is disapproved a brief description of the reasons for disapproval will also be recorded on the employees request form. Appeals of negative decisions will be processed in accordance with the relevant administrative grievance or negotiated grievance procedure as appropriate.

e. The opportunity to participate in a telework arrangement is offered only with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g., dependent care arrangements made so as to not interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.).

f. Telework eligible employees will normally work the majority of the time at an alternative worksite, and in all cases at least one day per biweekly pay period.

g. A Telework Agreement must be completed and signed by both the employee and supervisor. Each year an employee must resubmit a request for telework, subject to the above-mentioned approval/disapproval process. The employee may not start his/her telework arrangement until approval has been received. Telework must terminate on the expiration of an existing agreement.

h. Telework training is required for all telework employees and their supervisors. Employees approved for telework must complete required training before beginning to telework. Telework training is available online at the Total Workforce Management System (TWMS). A certificate confirming the completion of training must be submitted to the designated Telework Coordinator, NAF Personnel Branch by the employee.

i. When considering the approval of an employee's request for telework purposes, a supervisor should ensure that the action is cost neutral as possible to the Activity.

7-3. Eligibility. To be eligible to participate in the program:

a. The employee must have demonstrated personal characteristics well-suited to telework, as described by the supervisor, including, at a minimum: dependability and responsibility; ability to work well independently; proven

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record of high motivation; ability to prioritize work effectively and utilize good time management skills; no outstanding conduct issues; and a proven performance rating of "acceptable" (3 or better) or equivalent to be eligible for participation, and for continued participation, in the Telework Program. (Note: An exception may be made in cases of natural disasters and/or pandemic flu).

Chapter 8
COMPRESSED WORK SCHEDULE (CWS)

8-1. Policy.

a. Compressed Worked Schedule. A work schedule that enables a full-time employee to work 80 hours per pay period in less than 10 days.

b. CNIC authorizes an employee to work a compressed work schedule whereby employees work nine hours for eight days, and eight hours for 1 day, with a scheduled day off during a pay period. Beginning and ending time for each work day will be set at the time an employee begins the compressed work schedule. The eight hour day will be the same day of the week as the day off in the alternate week.

8-2. Supervisory Responsibility.

a. Section Program Managers and Deputy Division Directors will continually evaluate all positions to ensure against negative impact to the mission accomplishments.

b. The program may be unilaterally discontinued when adverse impact on mission accomplishment is determined.

c. If the compressed work schedule is not practical for specific work unit or position, the Deputy Division Directors may exempt that unit or position from participation in the compressed work schedule.

d. The compressed work schedule is offered on a voluntary basis to full-time employees.

e. Supervisors must ensure sufficient numbers of employees are present on any workday to conduct normal business.

8-3 Participation Procedures.

a. Work Schedule. The approval for work hours for participating employees is the responsibility of the Deputy Division Directors or Section Program Managers.

b. Approval must be obtained before the compressed work schedule can be started.

Chapter 9
PROCEDURES FOR PROCESSING COMPENSATORY TIME

9-1. Purpose. To establish procedures and controls for requesting and approving requests for compensatory time and compensatory time off for travel.

9-2. Applicability. This guidance applies to all CNIC HQ N9 NAF employees.

9-3. Compensatory Time and Compensatory Time Off Defined. Compensatory time and compensatory time off for travel are two separate benefits, each with different rules.

a. Compensatory Time. Employees with exempt designations are not entitled to overtime, compensatory time, or holiday premium pay unless approved, in writing, in advance by the applicable CNIC HQ Division Director. Given the extensive travel requirements of some N9 employees and the planned requirement to work excessive weekday and weekend hours while on an evaluation or assistance visits, N9 travelers will be eligible for compensatory time in lieu of overtime. The amount of compensatory time off that may be granted will be equal to the time spent in overtime work. No exempt employee will be permitted to accumulate more than 80 hours of compensatory time. Compensatory time will be used within a reasonable period of time, not to exceed 26 pay periods. When compensatory time is authorized and earned, it will be entered on the time and attendance report. Compensatory time off will be used before annual leave is approved unless this would cause the employee to forfeit annual leave. Compensatory time not used within 26 pay periods will be forfeited. When an employee with compensatory time credit is separating, the date of separation should be extended to include compensatory time due the employee. The remaining balance of compensatory time will not normally be paid off at termination.

b. Compensatory Time Off for Travel. To qualify for consideration for compensatory time off for travel, the time must be spent traveling between the official duty station and a temporary duty station; must be designated in advance as officially authorized travel; and employees must not be compensated in any other manner. All compensatory time off for travel must be requested and approved in advance. Employees shall submit their travel itinerary to Division Directors or Deputy Division Directors prior to actual travel. Division Directors or Deputy Division Directors will determine the amount of compensatory time allowed for each trip. Should travel

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requirements change, team leaders and individual travelers (when traveling alone) shall submit the travel change for consideration of compensatory time. Normal calculations for compensatory time for travel will consider a one hour wait period from departure (when traveling by aircraft) and will normally terminate one hour after final arrival. Compensatory time for travel will not exceed eight hours for any given 24 hour period. Any compensatory time for travel not used within 26 pay periods of being earned will be forfeited.

9-4. Procedures.

a. Division Directors or Deputy Division Directors will establish the maximum amount of compensatory time and compensatory time off for travel that will be offered to employees by reviewing each employee's travel itinerary. Travelers shall submit the actual compensatory time earned during the covered travel period, either in hard copy or via email. Division Directors or Deputy Division Directors will review the compensatory time earned request. Without regard to the number of hours worked the maximum compensatory time awarded will not exceed the preapproved maximum. Once approved, the time and attendance keeper will log the hours on a worksheet created for compensatory time and compensatory time off. The time keeper will maintain a worksheet for each employee for compensatory time and compensatory time off for travel to include the number of hours approved and compensatory time hours used.

b. Compensatory time and compensatory time off for travel will be tracked in ADP and used in one hour increments. Compensatory time must be used within 26 pay periods of the date earned.

c. Request for Leave or Approved Absence forms shall be used to request all types of leave, including compensatory time off for travel.

GLOSSARY OF TERMS

Following are special terms and phrases used in describing the CNIC organization and its operations in accordance with CNIC Standard Organization and Regulations Manual (SORM) of 10 May 2007:

Deputy Division Directors (Triple-digit codes): for each of the principal program divisions above; example being **N948** - Deputy Division Director for NAF Financial Management.

Director, Fleet and Family Readiness (N9). Principal Advisor on all Matters of Military/Civilian Personal and Family Readiness Program Issues.

Division Directors (Double-digit codes): Principal Division are Family Readiness (**N91**), Fleet Readiness (**N92**), Housing (**N93**), and F&R Support Services Center (**N94**).

Section Program Managers (Quad-digit codes): Program principal divisions may require further program responsibility delineation as shown by the following example:

N948A - Financial Analysis Section Manager.