



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
2461 EISENHOWER AVENUE
ALEXANDRIA, VA 22332-0300

DAPE-CPD-NF

MAR 24 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guidance Concerning Rights and Benefits for Nonappropriated Fund (NAF) Employees Who Volunteer for Deployment to Iraq or Afghanistan in an Appropriated Fund (APF) Position

1. Reference Under Secretary of Defense (Personal and Readiness) memorandum, dated 12 February 2008, subject: Building Increased Civilian Deployment Capacity. NAF Employees who answer the call to voluntarily serve in Iraq or Afghanistan by applying and being selected for a valid requirement will be released from their position for deployment unless there is significant negative impact on the losing NAFI.

2. Regular Employees who accept an APF deployed position may remain on the NAF rolls in a Leave Without Pay (LWOP), or resign the NAF position. Flexible employees will be required to resign their NAF position. The employee must be advised of the following options that affects their benefits, pay and entitlements:

a. If the regular employee goes on LWOP, he/she will be placed in a non-pay status and paid in the APF position. The employee will not accrue annual or sick leave while on LWOP. Their NAF annual and sick leave will not transfer to APF. If the employee is participating in the Health Benefit Plan or Group Life Insurance Plan, they may continue their coverage and pay their premiums to their NAFI. Should the employee elect not to continue coverage, reenrollment will be permitted upon their return to NAF employment at the same level of coverage they had upon deployment, without waiting for an Open Enrollment Period. Contributions for the NAF Retirement Plan are not required during LWOP, and creditable service in the Retirement Plan will be credited for up to 12 months of the LWOP period. Contributions to the 401(k) Savings Plan are not authorized during periods of LWOP, due to the IRS requirement that all 401(k) Savings Plan Contributions must be made as a tax deferral from NAF wages. The employee will not be entitled to NAF to APF portability of benefits.

b. If the regular employee resigns the NAF position, and moves into the APF position without a break in service of more than three days, all provision of Portability will apply, e.g., retirement election, leave transfer, creditable service, etc. The employee should contact the servicing Civilian Personnel Advisory Center for advice on benefit entitlements for an APF Term Appointment.

DAPE-CPD-NF

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3. NAF employees who deploy or who are currently deployed in support of operations in Iraq and Afghanistan will be granted the right to return to same or equivalent NAF position with no loss in pay or status. A written memorandum of agreement by the NAF employer and the employee must accompany the APF appointment.

4. An employee who's been selected to volunteer should contact their servicing NAF Human Resources Office for individual counseling before deploying, and upon their release from the APF deployed position.

5. The points of contact for this matter are Ms. Rena Gwyn at DSN 221-7763 for NAF HR Policy and Mr. Ron Courtney for administration of employee benefits at DSN 761-7260.



SANDRA G. CURRAN
Director, NAF Human Resources
Policy and Programs Division

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