

**DEPARTMENT OF THE ARMY
U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND
NONAPPROPRIATED FUND CIVILIAN PERSONNEL UNIT
FORT MONMOUTH, NEW JERSEY 07703
STANDARD OPERATING PROCEDURES (SOP)**

25 Nov 2002

1. **PURPOSE:** To implement the provisions of AR 215-3, Chapter 2, and to establish local policies and procedures for Recruitment, Referral, Selection and Processing of employees.
2. **REFERENCE:** AR 215-3, Chapter 2. All Nonappropriated Fund employees will be properly processed prior to beginning work. No employee will be scheduled until they have received a Memo stating they have been processed and have authorization to enter on duty, which will be given to the supervisor.
3. **RESPONSIBILITIES:** Supervisors and managers are responsible for determining their staffing requirements within established budgetary and other guidelines. Initiating recruitment requests for filling vacancies and/or establishing new positions through DA Form 4017. Responsible for making final selection from the list of qualified applicants referred.

The NAF Civilian Personnel Unit is responsible for the following:

- a. Obtaining applications.
 - b. Evaluating applicants to determine if qualified.
 - c. Referring applicants/applications to selecting officials.
 - d. Insuring selected applicants are properly cleared to work.
 - e. Notifying selected applicants.
 - f. Processing selected applicants.
4. **RECRUITMENT:** Recruitment to fill vacated or newly established NAF positions will be accomplished by NAF-CPU. All requests will be submitted on DA Form 4017 with appropriate approval signatures. The NAF Human Resources Unit will review and initial DA Form 4017 then give to Personnel Assistant for recruitment processing. If paid advertisement is desired in local newspapers, NAF-CPU is responsible for advertisement, working along with supervisor for appropriate ad and cost. Recruit actions must be received by close of business on Friday for public notice on Tuesday morning of the following week. NAF vacancy announcement is prepared and distributed to all activities having NAF employees and to other areas/agencies as deemed appropriate by the NAF-CPU. Activities having NAF employees must ensure that copies of these announcements are posted in the work area where all NAF employees have an opportunity to see them.
 5. **REFERRAL:** Preparation of referral lists is made in accordance with regulatory guidelines within 2 days from closing date or when requested, to include rating and qualifying applications received in NAF-CPU by that date. Preference in selection for positions will be given according to priority (AR 215-3, Para 2-11). Notice of selection and offer of employment can be made only by this Unit. All requirements of appointment to the particular position must be met before any compensation may be paid to an employee. Therefore, the selecting official must not make any employment offer to any applicant. Log in and qualify applications.

Prepare and send referral list with original applications making copies of front page of applications for NAF-CPU. Suspense dates may vary averaging 3 weeks. If referral list is outstanding, depending on the suspense date, NAF CPU will advise selecting official of any additional new qualified candidates to add to outstanding referral. The selecting official can either request to have those applicants added or return the referral list in order to receive a new list. If selecting official requests an extension to evaluate or interview, NAF CPU will either grant request or ask selecting official to return old list and make up a new referral to include additional candidates.

6. **SELECTION:** Selectee must be notified of position offer within 1 day of receipt of referral list. If selectee accepts offer, NAF CPU will make medical arrangements and notify employee within 1 day. All new employees will be in-processed within 4 days from receipt of referral list. If unable to accomplish, or if this cannot be arranged, the reason why will be documented in the individuals OPF. All reference checks and local civilian police checks will be initiated within 2 days of completion of pre-employment paperwork with the attached signed release authorization to conduct investigation. Personnel actions will be input in the MODERN system within two days from the individual's entrance on duty date and will be submitted to NAF Financial Services within a timely fashion to ensure proper payment for hours worked. All forms must be placed on their appropriate side of the OPF, prior to MODERN input. Actions will be processed IAW AR 215-3. No more than 3 errors per rating period causing delay in effective date or pay will be tolerated. Discrepancies will be corrected within 2 workdays.

7. **PROCESSING NEW EMPLOYEE:** Upon receipt of the signed DA Form 4985-R along with the completed applications the NAF Civilian Personnel Unit will contact the individual to offer employment. The NAF CPU will organize the personnel folder including the following documents:

- DA 3433 – Application for NAF Employment
- Any qualifications requirements – HS Diploma, Driver's License, Certifications, etc.
- Copy of latest personnel action, if current or former APF or NAF (AAFES) employee
- DD 214 – If former military member, must be used to verify Honorable Discharge
- Copy of Spouse Orders (if claiming Spouse Preference)
- Completed NAF Referral and Selection sheet (DA 4985-R)
- DA 4017 Personnel Action
- DA 374 Job Description
- SF 85P – NAC Release Statement
- DA 3437 or DA 3666 Long or Short Physical Form
- DA 3439 Personal Reference
- DA 3429 Business Reference
- DA 3436 Appointment Affidavit
- DA 5521-R Record of Emergency/ Designation of Beneficiary
- Form 2042 Nepotism Statement
- W-4 Employee's Withholding Allowance
- OPM 1635 Welfare to Work Program
- I-9 Form Employment Eligibility Verification (requires SS card)
- Direct Deposit Form
- PMO Background Check Letter
- Background check appointment waiver (signed by MWR Director)
- CDS completed name check or waiver memo (**Child Development Services Employees**)

Standards of Conduct Statement

- Prior Government Employment Statement
- Dual Compensation Form
- Former Address List
- SF 181 Race and National Origin Identification
- SF 256 Self Identification of a Handicap
 - Fingerprint Cards (**CDS Employees and Managers**)
- SF 85P National Agency Check (**CDS Employees and Managers**)
- Special Conditions and Certifications (2 forms) (**CDS Employees**)
- DA 3473 Part I and Part II Insurance and Retirement Forms (**For Regular Employees**)
- Aetna Enrollment/ Change Form (**Regular Employees Only**)
- SF 127 Request for Personnel Folder (**Former DOD Employees**)
- Orientation Form
- EOD Authorization Form

8. **PHYSICAL APPOINTMENTS FOR NEWLY APPOINTED INDIVIDUALS:** NAF CPU will contact the Occupational Health Office to schedule a medical appointment for the individual. In the instance that the appointment cannot be scheduled prior to the in processing the individual will be provided with the folder containing the physical letter with telephone numbers for both Occupational Health and the NAF CPU offices. The individual will be instructed to make an appointment for their physical and contact NAF CPU with the time/ date so that it can be annotated in their OPF. Depending on the position the individual will require either a Long physical or the completion of the DA 3666 (Statement of Physical Ability for Light Duty) for the Short physical. For the Short physical no appointment will be scheduled with the Occupational Health Office.

9. **COMPLETING BENEFIT FORMS FOR REGULAR EMPLOYEES:** During in processing all regular (full or part-time) employees will be given information on benefits. Handouts will include 401k, Retirement, Life Insurance, Dental and Health Insurance (with comparison sheets for each plan). Every employee will watch the benefits tapes, which offers information on the benefit plans. The employee will receive a memorandum for the record informing them that they have 31 days to make an election and when that period will conclude. Employees will be instructed to return the Benefits Worksheets within the 31-day period so that the HR Assistant can input the information into the NAF Benefits On-Line Web-site for processing. Once completed with the on-line transaction the system will produce the proper paperwork. The DA 3473 will need to be sent to Payroll on a transmittal but not to Benefits, since the action will have already been processed during the on-line submission. If after the 31-day period the employee does not return to NAF CPU the individual will be contacted to inform them that their forms will be processed as "No Enrollment (Code 00)". If that occurs the individual will only be eligible to enroll in the Medical/ Dental and Life Insurance plans at Open Enrollment or if there is a Qualifying Life Event.

HIPAA Qualifying Life Events as described by the Group Benefits Administration Manual includes the following:

- Cessation of COBRA or state mandated continuation (18/29/36 months to be exhausted)
- Cessation of incapacitated children coverage (handicap coverage)
- Change from full-time to part-time status

- Company goes out of business
- Death
- Divorce or Separation
- Employer termination of employee and/ or dependents' medical coverage
- Employer termination of employee and/or dependent's combined medical and dental coverage
- Layoff
- Retirement
- Termination of Employment (voluntary or involuntary)
- Involuntary loss of Medicaid
- Other group or individual health coverage has been terminated as a result of loss of eligibility for the coverage

** For each of these Qualifying Life Events the employee must provide some documentation to NAF CPU showing that they are entitled to enroll because of one (or more) of the items listed above.

If the employee decides to waive the 401(k) plan they may enroll at any time in the future by completing the Application for US Army NAF Employee 401(k) Savings Plan. Their date of enrollment would be the first pay period following the receipt of the completed enrollment form. This plan is tax deferred so if the employee decides to cancel the plan and receive a payout for their contributions (if not at regular annuity age) they will be penalized with significant taxes.

10. **MANDATORY ENROLLMENT EFFECTIVE 1/1/2001:** Effective 1 Jan 01, participation in the NAF Retirement Plan will be mandatory for new hires, rehires and those who become eligible for benefits. Current employees will not be required to enroll. When processing these employees, please be sure to "X" the block next to "I elect to participate" in item 15, DA Form 3473, Part 1. Employees mandatorily enrolled will not be able to opt out of the Plan until they have participated for six months. Employees who later opt out after six months, will only be able to cash out their Retirement Plan contributions when they separate employment or convert to an ineligible status. 101-508 and the election period was increased up to one year after separation from NAF employment. (Employees of the Army-Air Force Exchange Service, "leased employees," and military personnel may not participate in the retirement plan.)
11. **GUIDELINES FOR PROCESSING CRIMINAL HISTORY BACKGROUND CHECKS** for individuals in Child Care Services can be found in Standard Operating Procedures # 690-92-1.



LAWRENCE G. GENS
NAF Human Resources Officer
NAF Civilian Personnel Unit