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US ARMY INSTALLATION MANAGEMENT COMMAND  
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JAN 14 2025

MEMORANDUM FOR Fort Eisenhower Military and Civilian Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 22- Nonappropriated Fund  
Civilian Pay and Awards Policy

1. References:

- a. AR 215-3 June 2024.
- b. Army Regulation 672-20, Incentive Awards 17 September 2020.

2. Purpose: To provide guidance, implement spending limitations, and formalize the Command's policy for all NAF awards and pay policies.

3. Applicability: This policy applies to all IMCOM NAF Civilian personnel of the Fort Eisenhower Garrison.

4. Definitions: A Regularly Scheduled Flexible Employee will be designated on DA Form 3434 with a set number of guaranteed hours.

5. Policy:

- a. NAF Pay band Premium Pay:

- (1) Overtime.

(a) Nonexempt employees are entitled to overtime pay for work in excess of 40 hours in the administrative workweek. However, these employees may request compensatory time off in lieu of overtime pay. Overtime compensation is paid at 1 ½ times the employee's hourly rate. When compensatory time off is not used within 26 pay periods, the employee will be paid for the hours worked at the overtime rate in effect at the time the work was performed. When an employee separates or transfers from the NAFI, any balance of compensatory time will be paid at the overtime rate in effect at the time the work was performed.

(b) Exempt employees may be paid overtime or compensatory time if approved by the employee's supervisor. Overtime will be paid at 1 ½ times the basic pay rate for the hours that exceeded 40 in a duty status in a workweek, provided the employee's basic pay does not exceed the locality rate for GS-10, step 1. For employees with rates

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of basic pay greater than the basic pay for GS-10, step 1, the hourly rate paid is the greater of the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5 or the employee's hourly rate of basic pay. If the employee is in a paid leave status or absent on compensatory time during the administrative workweek, the employee must be in a duty status an equal period before any remaining period may be paid for at the overtime rates on the basis of exceeding 40 hours in a workweek. If compensatory time is authorized and earned, it will be entered on the time and attendance report; if not used within 26 pay periods the employee will be paid for the hours worked at the overtime rate in effect at the time the work was performed. When the employee is separated or transferred, any balances of compensatory time will be paid at the overtime rate in effect when the work was performed.

(2) Sunday Premium Pay: Sunday pay is authorized and will be paid at the rate of 25 percent of basic rate for all hours of non-overtime, when any part of the scheduled tour of duty is performed on Sunday. The maximum number of hours for which Sunday pay may be authorized is 8 hours per Sunday. Only regular (full-time, part-time, limited tenure, and seasonal) employees may be paid Sunday premium pay.

(3) Night Differential: Night differential is authorized and paid at the rate of 10 percent of basic rate for hours of non-overtime work performed between 1800 and 0600 hours. Payment of night differential continues during periods of paid leave and official travel. Night differential may be authorized for all categories of employees.

b. Federal Wage System (FWS) Premium Pay:

(1) Overtime: All FWS employees are entitled to overtime for work in excess of 8 hours in a day or in excess of 40 hours in the administrative workweek, whichever provides the greater benefit to the employee. Paid leave is counted as hours worked. Employees may request compensatory time off in lieu of overtime pay on an hour for hour basis. When compensatory time off is not used within 26 pay periods, the employee will be paid for the hours worked at the overtime rate in effect at the time the work was performed. When an employee separates or transfers from the NAFI any balance of compensatory time will be paid at the overtime rate in effect at the time the work was performed.

(2) Sunday Pay:

(a) Sunday premium pay is 25 percent of basic pay.

(b) Regular, including those in a limited tenure appointment category, and regularly scheduled flexible employees are entitled to Sunday premium pay.

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(c) An employee is entitled to the basic rate of pay plus Sunday premium pay 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 is to Sunday premium pay for all non-overtime hours of work on each tour not to exceed 8 hours per tour for a maximum of 16 hours.

(3) Night Shift Differential:

(a) A FWS employee will be paid a night shift differential of 7.5 percent for the entire shift when a majority of the employee's regularly scheduled non-overtime hours of work falls between the hours of 1500 and 2400.

(b) A FWS employee will be paid a night shift differential of 10 percent for the entire shift when a majority of the employee's regularly scheduled non-overtime hours of work falls between the hours of 2300 and 0800.

(c) Night shift differential will be paid for all regularly scheduled (including regularly scheduled flexible employees) work.

(d) In determining a majority, the number of whole hours greater than one-half of the scheduled shift is counted. Night shift differentials are included in the rates of basic pay that are used for computing overtime pay, Sunday pay, retirement and group life insurance, and severance pay.

c. Awards: The Director, Family & MWR is the approval authority for all Honorary, Monetary, Time-Off (TOA), On-the-Spot (OTS), Special Act or Special Service Award (SASA), and Quarterly awards with a performance review board (PRB) process for NAF personnel at grades NF 04 and below. Performance pay adjustments for NAF employees do not require PRB approval. The PRB will be used to determine distribution of awards and distinguish between performance levels.

(1) For all NAF personnel NF-04 and below, the PRB will be comprised of the Director, Family and MWR, and the Division Chiefs from each of the five divisions (Army Community Services, Business Operations, Child and Youth Services, Recreation, and Support Services). All NF-05 NAF personnel will be processed through the garrison PRB process. Boards will be convened quarterly or as needed. Appraisal packets for all NAF employees will be reviewed, tracked, and uploaded into AutoNOA by the Director, Family and MWR's office.

(2) Monetary performance awards are given in recognition of high-level performance for a specific period and are capped, in the aggregate, at a percentage of total NAF Civilian Pay as determined by IMCOM policy. This amount may change over

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time and new awards limitations guidance will be applicable once published. NAF employees with an "Outstanding" and "Excellent" performance rating may be nominated for a monetary award. These awards should be granted selectively to the very best performers and not given in a uniform fashion to the majority of the workforce. Contribution to organizational accomplishments, including the employee's overall contribution to mission accomplishments, are major considerations when recommending or approving performance awards for individual employees. Performance awards should not exceed five percent of an employee's salary/annualized pay. Awards that exceed the five percent cap must be fully justified and submitted to the IMCOM Directorate- Training Director for confirmation prior to approval. It is the responsibility of all within the rating chain to make sure the Performance Standards/Objectives are clear and measurable on the NAF Form 361A. Each appraisal should directly address his/her performance in relation to those standards/objectives stated.

(3) On-the Spot (OTS) Awards can be given for high achievement one time in accomplishing day to day work for NAF employees. These awards may be granted in amounts ranging from \$50 to \$500 and will count against the monetary awards limits. In determining the dollar value of the proposed OTS award, nominating officials are to consider the employee's grade level, the scope and impact of the work accomplished, and any special circumstances or unusual difficulties involved in the employee's accomplishments. Supervisors are encouraged to utilize OTS awards, but they should not automatically propose the maximum amount by default, and they are cautioned to remember that accomplishments specifically recognized by an OTS award cannot later be the specific basis for a subsequent monetary award.

(4) Special Act or Service Awards (SASA) can be given to NAF employees that are eligible for this award. A SASA is a cash award given to recognize the meritorious personal effort, act, service, scientific, or other achievement accomplished within or outside assigned job responsibilities. The act or service must result in either tangible or intangible benefits or both to the government and may involve more than one employee. There are limitations for SASA in the Army Regulation 215-3, NAF Personnel Policy. Commanders must ensure that SASA's are not used as a means to bypass limitations for performance awards.

(5) Time Off Awards (TOA) are limited to 40 hours for a single contribution and up to 80 hours of time off during one-leave year for achievements or performance contributions to the Garrison mission. All TOAs must be scheduled and used within 1 year of the approval date. Monetary and TOAs may be combined. TOAs do not convert to cash payment under any circumstances.

d. Approval to Appoint FSW New Hires at Step 02.

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(1) Management of the Directorate of Family and Morale, Welfare and Recreation may approve to hire new applicants at the FWS salary of Step 02. This request is based upon serious recruitment and retention of qualified candidates and to assist with comparable pay rates outside of the installation.

(2) This document will be included in the vacancy announcement case file, if the selecting official elects and notates on the referral certificate to start the candidate at the Step 02 rate of pay.

(3) A notation must be made on the appointment action remarks section of the DA 3434, referencing the paragraph above.

6. The point of contact for the memorandum is Melissa Budner, 706-791-7193, melissa.a.budner.naf@army.mil.



ANTHONY J. KAZOR  
COL, CM  
Commanding