



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY, GARRISON, FORT LEE
3312 A AVENUE SUITE 208
FORT LEE VA 23801-1720

REPLY TO
ATTENTION OF:

IMLE-ZA

OCT 04 2018

MEMORANDUM FOR Civilian Personnel Advisory Center, Nonappropriated Fund (NAF)

SUBJECT: Fort Lee Nonappropriated Fund Pay Policy Exception

1. REFERENCE: AR 215-3, Nonappropriated Fund (NAF) Instrumentalities Personnel Policy, 16 SEPT 15
2. PURPOSE: To provide information regarding Garrison Commander Policy on Night Differential Pay and Sunday Premium Pay.
3. SCOPE: This policy applies to NAF employees under the NAF (NF) Payband System and the Child and Youth (CY) Payband System.
 - a. Night Differential Policy is authorized for all regular full-time, part-time and flexible NF and CY payband employees. Night differential pay will be paid at the rate of 10 percent of the basic rate of hours of non-overtime work performed between 1800 and 0600. The Civilian Personnel Advisory Center, NAF HR Office must annotate all DA Form 3434, Notification of Personnel Actions for NAF employees, with the following remark "Night Differential is authorized in accordance with Garrison Commander Pay Policy."
 - b. Sunday Premium is authorized and will be paid for all regular full-time, part-time, limited tenure, and seasonal employees at a rate of 25 percent of basic pay 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. The Civilian Personnel Advisory Center, NAF HR Office, must annotate all DA Form 3434, Notification of Personnel Actions for NAF employees, with the following remark "Sunday pay is authorized in accordance with Garrison Commander Pay Policy."
4. This policy is effective immediately and remains in effect until rescinded. It functions separately and independently from established NAF Collective Bargaining Agreements.
5. Point of contact: Mr. Darrell Clay, Programs Director, Family and Morale, Welfare and Recreation, 804-734-7199.


HOLLIE J. MARTIN
COL, LG
Commanding