



# Department of Defense INSTRUCTION

NUMBER 1400.25, Volume 1407  
January 6, 2012

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USD(P&R)

SUBJECT: DoD Civilian Personnel Management System: Nonappropriated Fund (NAF)  
Classification

References: See Enclosure 1

## 1. PURPOSE

a. Instruction. This Instruction is composed of several Volumes, each containing its own purpose. The purpose of the overall Instruction, in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), is to establish and implement policy, establish procedures, provide guidelines and model programs, delegate authority, and assign responsibilities regarding civilian personnel management within the Department of Defense.

b. Volume. In accordance with the authority in DoDD 1400.25 (Reference (b)), this Volume:

(1) Establishes and implements policy, assigns responsibilities, provides guidance, and establishes procedures for the classification of DoD NAF positions.

(2) Incorporates and cancels DoD 1401.1-M-1 (Reference (c)), in its entirety.

(3) Incorporates and supersedes portions of Volume 1405 of this Instruction. Specifically, this Volume incorporates and supersedes paragraph 3 of Enclosure 2; paragraphs 2 and 3, paragraphs 6 through 12, and Table 1 of Appendix 1 to Enclosure 2; and subparagraph 1.b.(1) and paragraphs 2 and 3 of Appendix 3 to Enclosure 2 of Volume 1405 of this Instruction.

## 2. APPLICABILITY. This Volume:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

(1) The Army and Air Force Exchange Service (AAFES) may be considered a DoD Component for the purposes of this Volume if delegated authority to oversee internal NAF classification policy by the Secretary of the Army or the Air Force, as applicable.

(2) The United States Marine Corps, the Navy Exchange Service Command, and the Commander, Navy Installations Command may be considered DoD Components for the purposes of this Volume if delegated authority to oversee internal NAF classification policy by the Secretary of the Navy.

b. Applies to all NAF employees and positions within the DoD, including those NAF positions authorized to receive funding from appropriated funds.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. Each NAF position shall be assigned to its proper occupational category, title, series, status in accordance with chapter 8 of title 29, United States Code (U.S.C.) (also known and hereafter referred to as “The Fair Labor Standards Act (FLSA)” (Reference (d)), and grade or payband level, consistent with the duties and responsibilities of the position and application of proper job-grading standards. FLSA status determinations shall be in accordance with Volume 1405 of this Instruction.

b. The crafts and trades (CT), NAF white-collar (NF), and child and youth (CY) program occupational categories described in this Volume are the only occupational categories authorized for DoD NAF employees.

c. Classification standards, job grading procedures, and position descriptions shall be free from discriminatory barriers that would restrict opportunities for recruitment, employment, advancement, awards, or training.

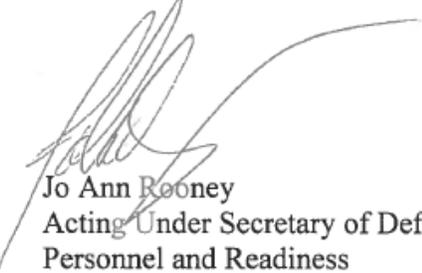
d. NAF employees shall have access to applicable classification review, grievance, or appeal processes as described in the appendixes to Enclosure 3 of this Volume.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3. Grievance procedures for NAF employees in the NF payband are in Appendix 1; classification appeal procedures for employees in CT positions are in Appendix 2; and grievance procedures for employees in CY positions are in Appendix 3.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Jo Ann Rooney  
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Enclosures

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Directive 1400.25, "DoD Civilian Personnel Management System," November 25, 1996
- (c) DoD 1401.1-M-1, "Job-Grading System Manual for Nonappropriated Fund Instrumentalities," October 1, 1981 (hereby cancelled)
- (d) Chapter 8 of title 29, United States Code (also known as "The Fair Labor Standards Act")
- (e) Section 2105, Chapter 53, and section 7121 of title 5, United States Code
- (f) Office of Personnel Management (OPM) "Handbook of Occupational Groups and Families"<sup>1</sup>
- (g) Office of Personnel Management Standards, "Position Classification Standards for White Collar Work," current edition<sup>2</sup>
- (h) Office of Personnel Management Standards, "Job Grading Standards for Trades, Craft, and Labor Positions," current edition<sup>3</sup>
- (i) Office of Personnel Management, "Classifier's Handbook," current edition<sup>4</sup>
- (j) Office of Personnel Management, "Introduction to the Position Classification Standards," current edition<sup>5</sup>
- (k) Office of Personnel Management, "Introduction to the Federal Wage System Job Grading System," current edition<sup>6</sup>
- (l) DoD 8570.01-M, "Information Assurance Workforce Improvement Program," December 19, 2005
- (m) Office of Personnel Management Operating Manual, "Federal Wage System – Nonappropriated Fund," current edition<sup>7</sup>
- (n) Sections 1791 through 1800 of title 10, United States Code
- (o) DoD Instruction 6060.2, "Child Development Programs (CDPs)," January 19, 1993
- (p) DoD Instruction 6060.3, "School-Age Care (SAC) Program," December 19, 1996
- (q) DoD Instruction 6060.4, "Youth Programs (YPs)," August 23, 2004
- (r) DoD Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services," January 19, 1993
- (s) DoD 7000.14-R, "Department of Defense Financial Management Regulation," Volume 13, Nonappropriated Funds Policies and Procedures," February 2011

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<sup>1</sup> Available through the Internet at <http://www.opm.gov/fedclass/gshbkocc.pdf>

<sup>2</sup> Available through the Internet at <http://www.opm.gov/fedclass/html/gsseries.asp>.

<sup>3</sup> Available through the Internet at <http://www.opm.gov/fedclass/html/fwseries.asp>

<sup>4</sup> Available through the Internet at <http://www.opm.gov/fedclass/clashnbk.pdf>

<sup>5</sup> Available through the Internet at <http://www.opm.gov/fedclass/gshintro.pdf>

<sup>6</sup> Available through the Internet at <http://www.opm.gov/fedclass/fwsintro.pdf>

<sup>7</sup> Available through the Internet at <http://www.opm.gov/oca/wage/nafnew/index.asp>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). In accordance with Reference (a), the USD(P&R) shall be responsible for NAF personnel policy, including policies governing classification.
  
2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DASD(CPP)). The DASD(CPP), under the authority, direction, and control of the Assistant Secretary of Defense for Readiness and Force Management, shall oversee NAF personnel policies, including classification, ensuring consistent implementation and continuous application throughout the DoD.
  
3. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components with NAF employees shall:
  - a. Delegate position classification authority to the lowest practical level.
  
  - b. Emphasize sound position management to accomplish the DoD Component's mission in the most efficient and economical manner.
  
  - c. Maintain oversight of delegated classification authority to ensure consistent classification of positions throughout the DoD Component.
  
  - d. Establish and implement policy requiring all employees be provided copies of their position descriptions and that those position descriptions clearly indicate FLSA status.
  
  - e. Establish appeal and grievance procedures in accordance with the appendixes to Enclosure 3 of this Volume.

ENCLOSURE 3

CLASSIFICATION OF NAF POSITIONS

1. OCCUPATIONAL CATEGORIES FOR DoD NAF POSITIONS. The only occupational categories authorized for DoD NAF positions are:

a. NF Payband. The NF category covers a wide range of clerical, administrative, recreational, resale, or managerial functions performed in settings such as an office or a service or retail operation. Further guidance on classification of NF positions is in Appendix 1 to this enclosure. The administrative support (AS) clerical and administrative occupational category and the patron services (PS) retail and recreational occupational category are no longer authorized upon publication of this Volume. Positions formerly classified as AS and PS will be placed in the NF classification category.

b. CT. The CT category covers positions in a recognized craft or trade or in an unskilled, semiskilled, or skilled manual labor occupation, commonly known as the Federal Wage System (FWS). Leader and supervisory positions having craft, trade, or laboring experience and knowledge as a paramount requirement are also categorized as CT positions. Employees in NAF CT positions are classified and paid according to FWS policies, systems, practices, and standards administered by the Office of Personnel Management (OPM). OPM is responsible for the overall administration of the FWS Prevailing Rate System under subchapter IV of chapter 53 of title 5, U.S.C. (Reference (e)). Further guidance on classification of CT positions is in Appendix 2 to this enclosure.

c. CY. The CY category covers assistants, leaders, and technicians in DoD child care centers and youth programs. Further guidance on classification of CY positions is in Appendix 3 to this enclosure.

2. AUTHORIZED OCCUPATIONAL SERIES AND TITLE DETERMINATION. The OPM “Handbook of Occupational Groups and Families” (Reference (f)) shall be used as a guide when determining the occupational series and title to assign to a NAF position. Part I of the Handbook defines occupations and lists the series names and codes used to classify white-collar positions; Part II of the Handbook provides that information for CT positions.

3. APPLICATION OF POSITION CLASSIFICATION AND JOB GRADING STANDARDS. OPM’s “Position Classification Standards for White Collar Work” (Reference (g)), as well as available DoD or DoD Component classification guidance, may be used to classify NAF white-collar payband positions. CY positions are assigned to one of the DoD-wide standard position descriptions in Appendix 3 to this enclosure. CT positions must be classified using the OPM “Job Grading Standards for Trades, Craft, and Labor Positions” (Reference (h)). DoD supplemental guidelines may also be used, if available. Standards unique to NAFIs, such as sales volume, size of the operation or installation, etc., may be a factor in grade assignment.

#### 4. MIXED JOBS

a. A mixed job involves performance of duties in two or more different occupations at the same or different pay level on a regular and recurring basis. For most positions, the grade-controlling work determines the series. However, in some cases the occupational series connected to the lower level duties may more closely relate to the primary purpose of the position, the paramount knowledge required, and the function of the organization.

b. When evaluating a mixed job with blue-collar and white-collar duties, the occupational category is classified based on its paramount requirements.

(1) If a position requires trades, crafts, or laboring experience and knowledge for the performance of its primary duty and this requirement is paramount, the position is classified to the CT category.

(2) A position is classified as NF if its primary duty requires knowledge or experience of an administrative, clerical, services, business management, or technical nature.

c. A mixed job shall be graded in keeping with the duties that represent the highest level of work performed, and involves the highest skill and qualification requirements of the job. Generally, duties that occupy most of the employee's time are those at the highest level of work performed. However, higher level duties that occupy less than a majority of the employee's time may be grade-controlling if those duties:

(1) Are a regular and recurring part of the job.

(2) Are performed for at least 25 percent of the employee's time.

(3) Involve a higher level of knowledge and skill that would be a factor in recruiting for the position.

d. Duties performed only in the absence of another employee to meet emergency workloads or for training purposes shall not be considered regular and recurring duties when evaluating mixed jobs.

e. When reviewing the variety of work performed as a classification factor in the grading of a mixed job, the principal consideration is the extent to which the additional kinds of work performed increases the position's overall complexity level.

f. When positions utilize skills that are readily transferrable from one kind of work to another, are based on similar bodies of knowledge, and require similar academic backgrounds, if applicable, the variety of work performed would not have grade level significance.

g. Further guidance on classifying mixed series and mixed grade positions may be found in OPM's "Classifier's Handbook" (Reference (i)), "Introduction to the Position Classification

Standards” (Reference (j)), and “Introduction to the Federal Wage System Job Grading System” (Reference (k)). Supplemental DoD and DoD Component guidance may also be used, where available.

APPENDIX 1 TO ENCLOSURE 3

CLASSIFICATION OF NF POSITIONS

1. GENERAL. Table 1 depicts the NF structure. It shows for each band the generic work level, pay category, comparable General Schedule (GS) grades, characteristics of work covered, and examples of jobs covered. The information from Table 1 and the more detailed description of work characteristics provided in sections 4 through 9 of this appendix should be used to place a set of duties in the proper band. Any available OPM, DoD, or DoD Component guidance on classification may be used as appropriate.

2. AUTHORITY FOR PLACING A POSITION OR AN EMPLOYEE IN BAND NF-6. Establishing an NF-6 (Senior Executive) position or appointing an employee to an NF-6 position requires approval by the Military Department's Assistant Secretary or designee or the Defense Agency Director. For AAFES, approval is required by the AAFES Board of Directors.

3. CLASSIFICATION GRIEVANCES. Employees may grieve the assignment of their position to a particular band. Also, where levels within a band have been established, the assignment of a position to a particular level may be grieved. Either the negotiated grievance procedure or the applicable DoD Component NAF administrative grievance system may be used, as appropriate. In accordance with section 7121 of Reference (e), a negotiated grievance procedure, if applicable, may be used only if the classification results in a pay or payband reduction. Bargaining unit employees may use the applicable DoD Component NAF administrative grievance system for classification complaints about actions that do not result in a reduction of pay or payband. The final decision authority for classification grievances shall be the Head of the DoD Component or designee. There shall be no classification appeal or grievance rights to DoD or to OPM for NF positions.

4. NF-1. The NF-1 pay level includes positions that are expected to apply routine, repetitious and generally uncomplicated procedures. They are under close supervision, even when working independently. They follow well established guidelines and procedures, and qualifications require basic skills.

a. Routine Clerical Duties. Greets and directs visitors to the appropriate area or person, receives and routes incoming calls, and provides routine or general information to the public. Files to existing alphabetical, chronological, or numeric files. Completes routine reports and forms. Types documents and final copies from draft, ensuring correct format, spelling, grammar, and punctuation. Receives, sorts, and routes incoming mail and supplies. Maintains logs of incoming or outgoing documents. Follows prescribed procedures for processing transactions. Receives merchandise and verifies quantities received against shipping documents. Assists in conducting inventories.

b. Customer Service Duties. Represents program to potential patrons, providing information about special events, services, prices, dress codes, and standards of behavior. Provides assistance to facility users by explaining the functions and features available on equipment. Demonstrates the use of simple tools and equipment. Assists clientele in completing forms and registration cards. Serves as an escort or guide. Issues customer checkout items. Receives returned items and checks for damage. Serves as a sales representative in a general or specialized area. Performs cashier duties by receiving monies due, issuing change and receipts, and completing related cash control forms. Stocks shelves, cleans and returns equipment and supplies to storage areas, and performs basic maintenance and general housekeeping duties. Maintains security by inspecting parcels and escorting visitors to closed access areas. Checks identification of persons entering clubs, exchanges, and other facilities and enforces conduct rules.

c. Exchange (Retail or Resale Activities) Duties. Sells goods and services, operates a cash register or electronic point of sale (EPOS) system, and accepts payment. Upper tier associates are knowledgeable of specified merchandise sold and may use personal computers or terminals to perform routine, standardized tasks.

d. Degree of Supervision Provided. Close supervision is provided when new or procedurally complex duties are performed. The supervisor is readily available to deal with unusual situations and provide guidance and instruction. Routine work may be performed independently.

5. NF-2. The NF-2 pay level includes positions that contain more complicated clerical, administrative, technical, and customer service jobs. These positions may require actual work experience to perform the job and are the first level at which supervisory duties may be assigned.

a. Complex Clerical Duties. Performs life-cycle records maintenance of official files and other reference materials in accordance with established procedures. Receives telephone calls and visitors, providing requested information from own knowledge and office files or referring callers to appropriate source. Types correspondence, reports, and statistical and tabular data in final format. Gathers data and documentation for special projects and prepares briefing support materials. Establishes, maintains, or controls suspense logs.

b. Administrative or Technical Support Duties. Applies regulations in a specialized area such as cash management, accounting, procurement, purchasing, merchandising, or travel. Assists higher level technicians or specialists in a narrow area (e.g., rate and rank applications guided by a staffing specialist; drafts contract specifications guided by a procurement specialist; takes still photographs and develops film directed by a photographer; or develops a specific segment of a large recreation program in accordance with guidance of a program manager). Examines, verifies, and analyzes various documents to determine their correctness, validity, and accuracy. Resolves disagreements by contacting vendor, manager, or other originator. Processes documents and supporting forms as appropriate; posts to ledger or journal account, inventory system, or other tracking systems. Conducts studies in a specific administrative area to address specific situations; coordinates with personnel outside the work unit in identification, research, and clarification of problems and discrepancies.

c. Customer Service Duties. Demonstrates and sells merchandise directly to customers when technical knowledge of the product is required. Decorates display areas; develops proposals for displaying merchandise including sketches and material and budget requirements. Plans and conducts recurring patron activities such as dances, dinners, tournaments, and related social activities. Assists patrons in use of facilities. Provides safety instruction and demonstrates use of equipment. Circulates among patrons and receives and resolves customer complaints. Carries out a specialized arts and crafts program. Demonstrates new or unusual hobby techniques. Teaches classes and plans related functions (e.g., ceramics, lapidary, stained glass). Teaches swimming and water safety in a formal program. Supervises and directs the activity of participants in established youth and recreation programs such as teen and summer camp.

d. Exchange (Retail or Resale Activities) Duties. Supervises a small facility or department. Performs a technical skill or operates an EPOS as a sales associate.

e. Supervisory Duties. Establishes work assignments to meet peak loads and emergencies. Trains employees in methods and procedures of performing work. Reviews work in progress for quality and productivity. Develops and implements internal methods and procedures. Plans and controls for the efficient operation of the unit. Interviews and selects applicants. Conducts performance evaluations. Initiates disciplinary actions, with the approval of higher level supervisor(s) and recommends employees for awards.

f. Other Duties. Ensures stock or supplies are on hand and adequate to conduct business. Maintains security of building, cash, and fixed assets. Observes customers and reviews procedures to prevent or detect illegal or unsafe activity.

g. Supervision Provided. Detailed instruction is provided when new or procedurally complex duties are performed. Supervisor is usually available to provide guidance and instruction in unusual situations. Routine work is performed independently.

h. Youth Sports Duties. Assists in planning, organizing, coordinating, and directing a comprehensive youth fitness or sports program. Arranges supplies and equipment to facilitate games. These positions do not provide direct care to children and youth. Positions that do provide direct care shall be classified to the CY category.

6. NF-3. The NF-3 pay level includes a variety of different types of positions that require greater responsibility and the exercise of judgment while under general supervision.

a. Administrative, Technical, and Professional Support Duties. Reviews documents prepared by staff members for supervisory signature. Prepares reports and correspondence of a confidential nature. Establishes and maintains official files and pertinent publications. Arranges appointments and conferences; prepares travel orders and makes reservations. Provides guidance by interpreting regulations on administrative services and functions. Sets internal priorities and suspenses and develops procedures to meet general administrative requirements. Gathers, organizes, analyzes, verifies, and reviews data. Conducts and participates in studies examining current practices and operations.

b. Assists a full performance specialist in a specific program area such as:

(1) Personnel. Plans recruiting strategies for hard-to-fill jobs; rates and ranks applications; creates referral lists, ensuring compliance with established procedures and requirements. Develops and teaches classes in supervisory and employee training programs. Counsels and advises employees on benefit programs and represents the program to the general public. Advises management and employees on employee and labor relations.

(2) Accounting. Reviews and verifies incoming documents; posts to ledgers; processes payments; conducts quality audits of documents and vouchers for completeness and validity; prepares a variety of financial requests from records; identifies errors and takes corrective action.

(3) Payroll. Establishes and maintains individual pay records; determines pay due and applicable withholdings; verifies all pay action documents; processes payroll checks; and completes all related reports.

(4) Budget. Gathers and verifies narrative and statistical data; prepares preliminary budget estimates; and summarizes narrative, quantitative, and statistical data included in budget forms, schedules, and reports.

(5) Catering. Develops menus, advises customers, writes service contracts, and arranges for all required support (i.e., menu printing, decorations, entertainment, room arrangement, china, linen, and security).

(6) Purchasing. Assembles specifications to be used in writing contracts; searches catalogs and other sources on goods available; recommends contract terminology; and coordinates contract execution with vendor, ensuring compliance with delivery dates.

(7) Procurement. Develops a variety of contracts and purchases supplies and equipment up to an authorized amount.

(8) Computer Operations. Operates computers, peripheral equipment, and remote terminals. Maintains and reviews documentation of computer activity. Reviews completed projects ensuring completeness and accuracy. Researches, assembles, and conducts preliminary analysis of data for use by higher-level specialist. Researches prior records of similar actions; prepares summaries; and participates in evaluation of data. Reviews regulations and directives to determine appropriate actions to take or recommend. Gathers, monitors, and maintains data to complete reports and respond to inquiries.

(9) Information Technology (IT). Provides technical expertise to troubleshoot and maintain computer systems. Assists in the development, management, and support of systems and networks. IT positions, regardless of the pay level, shall comply with the background check, training, education, and certification requirements of DoD Manual 8570.01-M (Reference (1)).

(10) Child Care. Serves as a family child-care outreach worker monitoring home child-care programs. In the child development centers, serves in an administrative or technical role.

These positions do not provide direct care to children and youth. Positions that do provide direct care shall be classified to the CY category.

(11) Sports or Recreation. Interprets rules and procedures to program participants and serves as point of contact for group activities. Serves as an instructor for individuals and groups; monitors and evaluates the effectiveness of program activities; develops program plans and activities; and arranges for program support functions. Plans and administers part of a large sports or recreation program or manages a small program.

(12) Youth Sports Duties. Plans, organizes, coordinates, and directs a comprehensive youth fitness and sports program. These positions do not provide direct care to children and youth. Positions that do provide direct care shall be classified to the CY classification category.

(13) Marketing. Designs and develops marketing material. Develops and writes announcements, press releases, speeches, and related material.

(14) As a Unit or Activity Manager. Plans and directs a small operation. Enforces facility usage requirements and limitations. Receives and resolves customer complaints and requests for special services. Coordinates activities between units. Develops and implements promotional events and maintains required financial and customer usage data.

(15) As a Trainee. Under the direct guidance of a full-performance specialist, performs a limited scope of the duties that will be required at the full performance level.

(16) As a Supervisor. Both first and second level supervisors may be present at this level. In addition to those duties described for NF-2, orients and trains employees, interviews and selects applicants; develops performance standards; initiates disciplinary actions; and rewards or recognizes exceptional performance. As a second-level supervisor, approves performance and disciplinary actions; manages employee recognition program; and monitors employee development program. In an exchange service, NF-3 positions are extensively used in a supervisory role or as a local, technical authority (e.g., retail or sales managers supervisory, food activity managers (annex), and food sales supervisors).

c. Supervision Provided. Trainee positions are closely supervised with an immediate supervisor or senior specialist available at all times. Positions are developmental to either full performance in this payband or advancement to limited supervision on entering payband level 4. Technicians who operate independently receive little or no guidance in their area of expertise. General supervision is provided in other areas. Assistants receive direction and guidance from specialists or supervisors on assignments and complicated projects. Unit managers operate under general direction and guidance.

7. NF-4. The NF-4 pay level includes positions that are subject matter experts in specialized areas. The duties and responsibilities are complex with employees developing procedures and interpreting regulatory requirements.

a. Covers Full Performance Positions. NF-4 covers full performance positions including accountants, personnel specialists, budget analysts, marketing specialists, merchandisers, purchasers, and IT specialists. Serves as the subject matter expert in a specialized area responsible for interpreting regulations, developing local compliance procedures, and addressing related problem situations. Represents area of expertise to the NAFI and general public.

(1) Manages a program area that involves planning, organizing, and directing activities all within budget. Performs the full range of supervision of subordinate employees. Evaluates program effectiveness. Represents program to customers, and coordinates support services with points of contact. Positions include club, store, bowling, food, billeting, sports, recreation, and child development center managers.

(2) In an audit or review capacity, conducts surveys or studies of activities and functions. Examines missions, functions, work processes, organizations, records, reports, and functional statements to gather, correlate, analyze, determine, and recommend action to resolve problems or improve the efficiency of operations. Positions include management, program, and budget analysts, and financial managers.

(3) In an exchange service (retail or resale activity), functions as a manager or technical specialist, ensuring compliance with established policies and procedures. Participates in the development of new policies and procedures. Positions include exchange, food, and service managers.

b. Supervision Provided. Supervision is general in nature. As these are subject matter expert positions, technical guidance is not normally available through the chain of command.

8. NF-5. The NF-5 pay level covers high level managerial and supervisory positions and specialist positions at a regional or headquarters level and may include positions that are subject matter experts in highly specialized areas or in a professional series.

a. Program Management. At a large installation, manages the NAF activity or a large subdivision thereof. At a regional level, directs a major program area. At a headquarters level, plans, organizes, and conducts a comprehensive program integrating a variety of resources. Develops policies, procedures, and regulations.

b. Professional, Administrative, and Technical Duties. Develops supporting instructions, directives, and procedures applicable to a specialized program area. As a consultant, provides guidance, assistance, and advice to field activities. Coordinates mission activities with representatives of the Military Service NAFIs, other staff, and other Military Departments. Consults with top installation and regional management to evaluate program effectiveness and improve operations.

c. Exchange Service. In a retail or resale activity, functions in a managerial capacity at a major field facility or headquarters staff element. Lower-tier NF-5 associates may function as widely recognized technical authorities with responsibilities in their field (e.g., general managers).

9. NF-6. The NF-6 pay level covers senior management positions with extensive mission accomplishment responsibilities. Positions are considered to be Senior Executive Service (SES) equivalent.

a. Senior Executive Duties. Directs the entire NAF organization or a major subdivision thereof. As a senior executive, is responsible for major field elements or an exchange service (e.g., Executive Vice President, Executive Director, or Senior Vice President).

b. Technical Competence and Problem Solving. Monitors progress toward organizational and strategic goals and periodically evaluates and makes appropriate adjustments to such goals. Is accountable for the success of the specific program or operation for which responsible.

Table 1. Classification System for White-Collar NAF Employees

WORK LEVEL AND PAY CATEGORY	COMPARABLE GS GRADES	BASIC WORK CHARACTERISTICS	EXAMPLES OF JOB TITLES
Junior Clerical/ Customer Service NF-1	GS 1-3	Routine clerical and customer service duties such as filing, typing, or selling merchandise.	Computer, Accounting, Personnel, Operations, Supply, Sales, Mail, File and Desk Clerk, Receptionist, Identification Checker, Lifeguard, Recreation Aid, Cashier, Duty Officer, Courier, Clerk Typist, and Customer Service Assistant.
Senior Clerical/ Customer Service NF-2	GS 4	More complex clerical, customer service, administrative, and technical support duties such as creating and maintaining files, applying regulations, conducting studies, demonstrating and selling merchandise, planning and conducting patron activities, or supervising activities/departments.	Recreational Assistant, Water Safety Instructor, Secretary, Cashier, Computer or Personnel Clerk/Assistant, Club Operations Assistant, Payroll Clerk/Technician, Senior Sales Clerk, Accounting Technician, and Head of Customer Service.
Specialist/ Management NF-3	GS 5-8	Entry-level management jobs and certain full performance administrative and technical jobs. Also includes jobs that assist specialists in these program areas: sports, accounting, payroll, budget, theater, catering, purchasing, automation, personnel, and retail, or supervising activities/departments.	Retail or Stockroom Manager, Administrative Assistant or Secretary, Recreation Specialist, Supervisory Recreation Specialist, Computer Specialist, Accounting Technician, Bowling Center Manager, Caterer, Club Manager, Procurement or Purchasing Agent.

Table 1. Classification System for White-Collar NAF Employees, Continued

WORK LEVEL AND PAY CATEGORY	COMPARABLE GS GRADES	BASIC WORK CHARACTERISTICS	EXAMPLES OF JOB TITLES
Senior Specialist/ Management NF-4	GS 9-12	A subject matter expert in a specialized area, responsible for ensuring compliance with regulatory procedures and fiscal constraints. Represents area of expertise to a NAFI and the public. Plans, organizes, directs, and evaluates program activities. Performs the full range of supervisory duties. Conducts surveys and studies of activities and functions to resolve problems or improve efficiency of operations.	Senior Auditor; Food Activity Manager; General Manager (Exchange); Retail and Branch Managers; Family Support Officer, Human Resources Specialist and Support Services Supervisor; Recreation Specialist; Employee Relations Specialist; Computer Specialist; Program Analyst; Support Services Supervisor; Food and Beverage Director; Marketing and Advertising Specialist; Club Coordinator; Morale Welfare and Recreation Director.
Top Management NF-5	GS 13-15	Typically management and supervisory positions. Positions that are subject matter experts in highly specialized areas at a regional or national level may be included. Includes managing a large NAFI at a large installation or directing a major program area at a regional level. Plans, organizes, and conducts a comprehensive program that integrates a variety of resources. Provides guidance, assistance, and advice to field activities. Coordinates with other national staff and the Military Services. Directs all phases of a major area or division within a NAFI, or the management of subordinate activities to include examination and recommendation for expansion, relocation, or discontinuation.	General Manager (Exchange), Attorney, Retail Manager (Main Store), Retail Manager (Region), Family Support Officer, Personnel Management Specialist or Officer, Policy and Program Manager or Analyst, Senior Program Analyst, Comptroller, Finance Manager, Club Manager, Community Operations Officer, Executive Director, Benefits Program Manager, Club Coordinator, and MWR Director.

Table 1. Classification System for White-Collar NAF Employees. Continued

WORK LEVEL AND PAY CATEGORY	COMPARABLE GS GRADES	BASIC WORK CHARACTERISTICS	EXAMPLES OF JOB TITLES
Senior Executive NF-6	SES	Executive duties with extensive mission accomplishment responsibilities in directing an entire NAF organization or a major sub-division thereof.	Director, Hospitality Management (Component Level); Chief Operating Officer (Entire Exchange System); Senior Vice President (Entire Exchange System Division)

APPENDIX 2 TO ENCLOSURE 3

JOB GRADING OF CT POSITIONS

1. GENERAL. The CT category includes positions in a recognized craft or trade or in an unskilled, semiskilled, or skilled manual labor occupation, including supervisory and leader positions having craft, trade, or laboring experience and knowledge as paramount requirements. In accordance with subchapter IV of chapter 53 of Reference (e), the DoD Components shall accomplish job grading for CT positions in accordance with Reference (h) and Subchapter S6 of the OPM Operating Manual (Reference (m)) The DoD Components shall review new or revised OPM standards and affected positions and take appropriate action within 6 months of the effective date of the standard.

2. CLASSIFICATION APPEALS. The Heads of the DoD Components shall develop a CT classification appeals procedure in accordance with subchapter 7 of Reference (m). An employee may appeal at any time the grade, title, or series assigned his or her CT position. CT employees have the right to appeal to OPM, but must first use the DoD Component's established classification appeal procedures. DoD Component classification appeal procedures must provide no more than one appeal level above the level of job-grading authority which classified the job. DoD Components shall forward a copy of OPM classification decisions to the DoD NAF Personnel Policy Division, Human Resources Operational Programs and Advisory Services, Defense Civilian Personnel Advisory Services (DCPAS). There are no appeal rights to DCPAS.

APPENDIX 3 TO ENCLOSURE 3

CLASSIFICATION OF NAF CY PROGRAM ASSISTANTS, LEADERS, AND TECHNICIANS

1. CLASSIFICATION FOR NAF CY PROGRAM ASSISTANTS, LEADERS, AND TECHNICIANS. Basic policy on coverage, purpose, and requirements for classification is in the front matter of this Volume. This appendix to Enclosure 3 implements chapter 71 of Reference (e), sections 1791 through 1800 of title 10, U.S.C. (Reference (n)), DoD Instruction 6060.2 (Reference (o)), DoD Instruction 6060.3 (Reference (p)), and DoD Instruction 6060.4 (Reference (q)) to provide additional procedures and guidance for administering the classification and pay system for NAF CY program assistants, leaders, and technicians. CY employees shall have criminal history background checks performed in accordance with Volume 1403 of this Instruction and DoDI 1402.5 (Reference (r)).

- a. Structure of Classification System. Table 2 depicts the two-band structure.

Table 2. Structure of Classification System for NAF CY Program

BAND	STANDARD POSITIONS
CY-I	CY Program Assistant, Entry Level, CY-1702-I (Comparable to the GS-2 Level) CY Program Assistant, Intermediate Level, CY-1702-I (Comparable to the GS-3 Level)
CY-II	CY Program Assistant, Target Level, CY-1702-II (Comparable to the GS-4 Level) CY Program Assistant, Leader Level, CY-1702-II (Comparable to the GS-5 Level) CY Program Technician, CY1702-II (Comparable to the GS-5 Level)

- b. Classification

(1) Standard Position Descriptions. All direct-care staff are assigned to one of the DoD-wide standard position descriptions in sections 2 and 3 of this appendix. As shown in Table 2, band CY-I covers entry- and intermediate-level CY program assistant (CYPA) positions. Band CY-II covers the positions of CYPA at the target and leader levels as well as CY program technicians. CY-I positions are developmental positions for entry into band CY-II positions.

- (2) Classification Grievances

(a) Position Description Assignment. NAF direct-care staff may grieve their assignment to a standard position description when they believe they are required to perform the

duties of, and have met the qualification requirements for, a higher-level standard position description. Employees may not grieve the content of the position description or the assignment of the position to a band where the content and assignment are in compliance with this appendix. Either the negotiated or the DoD Component's administrative grievance procedure may be used as appropriate.

(b) Use of Negotiated or Administrative Grievance Procedure. In accordance with chapter 71 of Reference (e), the negotiated grievance procedure may be used only if the classification results in a pay or payband reduction. Bargaining unit employees may use the applicable DoD Component NAF administrative grievance system for classification complaints regarding actions that do not result in a reduction of pay or payband. The final decision authority for classification grievances shall be the Head of the DoD Component or designee. There shall be no classification appeal rights to DoD or to OPM for CY positions.

c. Training and Advancement to Target Position

(1) Training Requirements. The Office of the Deputy Assistant Secretary of Defense for Military Community and Family Policy implements Reference (n) requirements for a training program for child-care employees. Training requirements for NAF positions providing direct care for children and youth are found in References (o), (p), and (q). Before advancing to the next level of responsibility within or between paybands, direct-care staff must have completed prerequisite training and education using approved OSD and Service materials, to include designated training modules. Managers must promptly inform new CY staff of the training requirements for advancement and ensure that the training is available.

(2) Mandatory Assignment to Target Level After Training. Within two pay periods of completing prerequisite training and experience at a satisfactory level, direct-care staff must be advanced to the CYPA position in band CY-II, the target level position.

2. POSITION DESCRIPTIONS FOR CY PROGRAM ASSISTANT, ENTRY, INTERMEDIATE, TARGET, AND LEADER LEVELS, 1702-PAYBAND CY-I AND CY-II

a. Introduction. The primary function of these positions is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in a DoD CY program.

b. Major Duties and Responsibilities. The grade levels of these positions represent the entry, intermediate, target, leader, and technician level for CY positions within the DoD.

(1) Entry Level (1702-Payband CY-I). Serves as a CYPA in one or more CY programs. Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in providing and leading planned activities for program participants.

(a) Performs the more routine simple child-care tasks, following step-by-step instructions. Little or no previous training or experience is required. Work is reviewed in detail, while in progress and upon completion, to ensure and assess trainee's progress and to evaluate attainment of training objectives and readiness for further training. Training will be of a progressively more responsible and specialized nature associated with the child-care and development operations. These duties are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions.

(b) Helps establish a program environment that promotes positive interactions with other children, youth, and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Uses prepared curriculum and program materials and assists with developing a list of needed supplies and equipment.

(c) Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.) and assists with developing a list of needed supplies and equipment for submission to the supervisor.

(d) Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Interacts professionally with staff members, parents, and local installation command personnel.

(e) Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Promotes and models safety, fitness, health, and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or meals where applicable.

(f) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

(g) Assists in maintaining program participation data and completing required daily reports. Provides care and supervision, oversight, and accountability for program participants in compliance with DoD, DoD Component, and local installation policies, guidance, and standards.

(h) Completes training requirements using approved OSD and Service materials to include designated training modules. Participates in program evaluation as required. Assists in achieving and maintaining DoD certification and national accreditation where applicable. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

(i) Performs other related duties as assigned.

(2) Intermediate Level (1702-Payband CY-I). Performs major target-level duties and responsibilities working under the close supervision of a supervisor or other qualified higher-

graded employee who makes assignments of specific basic tasks, provides detailed initial instructions, and is available for guidance and advice on all aspects of work to be accomplished.

(a) Serves as a CYPA in one or more CY programs. Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years. Assists in planning, coordinating, and conducting activities for program participants, including group as well as individual child activities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Assists children and youth with special projects and homework. Participates in conferences with parents and staff. Reviews and implements daily schedules and activity plans to ensure age and stage appropriateness. Sets up displays and bulletin boards.

(b) Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and local installation command personnel.

(c) Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events. Promotes and models safety, fitness, health, and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or meals where applicable.

(d) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

(e) Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards.

(f) Completes training requirements using approved OSD and Service materials to include designated training modules. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

(g) Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program participation data.

(h) Performs other related duties as assigned.

(3) Program Assistant - Target Level (1702-Payband CY-II). Works under the written and verbal direction of the supervisor, who provides guidance on scope of assignments and

assistance on the more complex, non-routine problems encountered. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from the supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

(a) Serves as a CYPA in one or more CY programs. Maintains control of and accounts for whereabouts and safety of children and youth. Plans, coordinates, and conducts activities for program participants based on observed needs of individual children and youth ranging in age from 6 weeks to 18 years. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Prepares and implements program options for children and youth with special requirements.

(b) Reviews, provides input to, and implements schedules and activity plans. Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities. Sets up displays and bulletin boards.

(c) Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and local installation command personnel. Participates in conferences with parents and staff. Briefs other employees and parents.

(d) Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Promotes and models safety, fitness, health, and nutrition practices. Cares for special needs children and youth as directed by the supervisor. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or meals where applicable.

(e) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

(f) Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools. Assists in achieving and maintaining DoD certification and national accreditation or equivalent. Provides care and supervision, oversight, and accountability for program participants in compliance with local policies, guidance, and standards.

(g) Completes training requirements using approved OSD and Service materials to include designated training modules. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

(h) Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program participation data.

(i) Performs other related duties as assigned.

(4) Program Assistant - Leader Level (1702-Payband CY-II). Works under the written and verbal direction of the supervisor, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from the supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

(a) Serves as a team leader for program staff with responsibility for the operation and program in accordance with applicable regulations in one or more CY programs. Maintains control of and accounts for the whereabouts and safety of children and youth. Oversees arrival and departure of children and youth. Supervises children and youth ranging in age from 6 weeks to 18 years during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Works within prescribed staff-to-child ratio with children and youth.

(b) Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults. Monitors staff-to-child or -youth ratios to ensure adequate staffing. Plans, coordinates, and conducts activities for program participants based on observed needs of individual children and youth. Prepares and implements program options for children and youth with special requirements. Works with trainers and supervisors to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Assists children and youth with special projects, homework, and life skills.

(c) Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and local installation command personnel. Participates in conferences with parents, program staff, school representatives, and local installation command personnel. Briefs other employees and parents. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Provides opportunities for parental involvement.

(d) Instructs team members in specific tasks and job techniques; makes available written instructions, reference materials, and supplies. Explains program guidance, procedures, policies, and directives to team members. Resolves problems and conflicts or obtains information and guidance from the supervisor. Demonstrates proper work methods and provides work-related guidance to subordinates. Models appropriate behaviors and techniques for working with children and youth. Provides on-the-job training and instruction to team members. Ensures team members follow safety, fire, fitness, health, and nutrition procedures and informs

supervisor of compliance concerns. Relays instructions from the supervisor, makes activity assignment, and gets the work started in accordance with daily activity plans. Provides input to the supervisor as requested concerning promotions, reassignments, performance evaluations, incentive awards, etc.

(e) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Sets up displays and bulletin boards. Arranges for and serves appropriate snacks or meals where applicable. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program participation data.

(f) Uses designated evaluation materials to ensure assigned area is in compliance with DoD, DoD Component, and local installation command baseline standards and metrics. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent. Provides care and supervision to children and youth ranging in age from 6 weeks to 18 years. Provides care and supervision, oversight, and accountability for program participants in compliance with DoD, DoD Component, and local installation command policies, guidance, and standards.

(g) Completes training requirements using approved OSD and Service materials to include designated training modules. Ensures compliance with law, policies, and regulations applicable to DoD CY programs. Acts as manager in non-routine or emergency situations for purposes of opening or closing facility when 15 or fewer children or youth are present.

(h) Performs other related duties as assigned.

### 3. POSITION DESCRIPTION FOR CY PROGRAM TECHNICIAN LEVEL 1702-PAYBAND CY-II

a. Introduction. The primary function of this position is to provide appropriate specialized developmental care and instruction for children and youth in a DoD CY program.

b. Major Duties and Responsibilities

(1) Works under the written and verbal direction of the supervisor, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

(2) Serves as a mentor for assigned CY team. Works with senior staff to provide instruction and training to lower-level employees. Assists lower-level employees in completing the Foundation Training Program. Assists trainer in helping lower-level program assistants

translate professional development training into practice. Models appropriate behaviors and techniques for working with children and youth. Provides suggestions and makes recommendations to credential practicum candidates. Records observations and charts progress of team members' on-the-job skills and reports findings to trainer. Frequently consults trainer on strategies to further assist team members' professional development efforts. Provides input to the supervisor as requested concerning promotions, reassignments, performance evaluations, incentive awards, etc. Provides input to CY training plans based on observed training needs.

(3) Works within prescribed staff-to-child ratios with children and youth ranging in age from 6 weeks to 18 years. Maintains control of and accounts for the whereabouts and safety of children and youth. Oversees arrival and departure of children and youth. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Plans, coordinates, and conducts activities for program participants based on observed needs of individual children and youth. Prepares and implements program options for children and youth with special requirements. Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults. Recommends to trainer and program leader changes and adjustments to activities and plans where necessary to meet unusual situations.

(4) Continually reviews activities and plans for appropriateness. Works with trainer, supervisor, and program leader to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Assists children and youth with special projects, homework, and life skills.

(5) Interacts with children and youth using approved child guidance and youth development techniques. Interacts professionally with staff members, parents, and local installation command personnel. Participates in conferences with parents, program staff, school representatives, and local installation command personnel. Briefs other employees and parents. Notes special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Plans and conducts activities for parents encouraging parents to become involved.

(6) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Sets up displays and bulletin boards. Arranges for and serves appropriate snacks or meals where applicable. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Collects, maintains, and reports program participation data.

(7) Uses designated evaluation materials to ensure assigned area is in compliance with DoD Component and local installation command baseline standards and metrics. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent. Provides care and supervision, oversight, and accountability for program participants in compliance with DoD Component and local installation command policies, guidance, and standards.

(8) Completes training requirements using approved OSD and Service materials, to include designated training modules. Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

(9) Performs other related duties as assigned.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AAFES	Army and Air Force Exchange Service
AS	Administrative Support
CT	Crafts and Trades
CY	Children and Youth
CYPA	Children and Youth Program Assistant
DASD(CPP)	Deputy Assistant Secretary of Defense for Civilian Personnel Policy
DCPAS	Defense Civilian Personnel Advisory Services
DoDD	Department of Defense Directive
EPOS	electronic point of sale
FLSA	Fair Labor Standards Act
FWS	Federal Wage System
GS	General Schedule
IT	information technology
NAF	nonappropriated funds
NAFI	nonappropriated fund instrumentalities
NF	NAF White-Collar Payband
OPM	Office of Personnel Management
PS	Patron Services
SES	Senior Executive Service
U.S.C.	United States Code
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Volume.

appropriated funds. Defined in section 010202 of DoD 7000.14-R (Reference (s)).

NAF. Defined in section 010213 of Reference (s).

NAF employee. Defined in 2105(c) of Reference (e).

NAFI. Defined in section 010214 of Reference (s).

paramount requirements. Relates to knowledge, skills, and abilities needed to perform the primary duty or responsibility of the position.

primary duty. The basic reason for the existence of the position and governs the qualification requirements.