



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

07 APR 2008

DAPE-CPD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Base Realignment and Closure/Global Defense Posture Realignment (BRAC/GDPR) for Nonappropriated Fund (NAF) Employees

1. References:

a. Army Regulation (AR) 215-3, Nonappropriated Funds Personnel Policy.

b. DAPE-CPD memorandum, subject: Base Realignment and Closure/Global Defense Posture Realignment (BRAC/GDPR) for Nonappropriated Fund (NAF) Employees, dated 27 October 2006.

2. This memorandum supersedes reference 1.b., above, and provides updated guidance, instructions, and authorities designed to provide placement assistance for employees at the NF-4 level and above who are separated due to BRAC or GDPR. Priority consideration is provided through the Family and Morale, Welfare and Recreation Command (FMWRC) Career Referral Program (CRP).

3. Under this memorandum, priority consideration is extended outside of the commuting area to Department of the Army NAF vacancies that are regular full-time and at pay levels NF-4 and NF-5. The CPAC NAF Human Resources (HR) Division will continue to assist all adversely affected employees in accordance with the current regulatory requirements. Eligible employees affected by BRAC or GDPR may apply for priority consideration for other NF-4 and above positions by submitting their resume or application to the CRP for specific vacancies as they occur in accordance with paragraph 5 below. Priority consideration will be provided to employees who meet the following criteria:

a. Serving in regular full or part-time positions or flexible positions at levels NF-4 and above. Flexible employees must have been on the rolls for three or more years.

b. Received an official notice of business based action (BBA), or an official letter advising of an expected separation (LES), and has been either scheduled for involuntary separation by BBA, separated by BBA, or declined a transfer of function involving a move outside the commuting area under chapter 10 procedures of AR 215-3. In accordance with AR 215-3, chapter 10, minimum notices of 30 calendar days are required; however, under BRAC/GDPR, managers are encouraged, when practical, to

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provide notices to employees as much as six months in advance in order to minimize impact and provide ample opportunities to seek and obtain other suitable employment.

c. Possess a satisfactory performance rating and do not have a pending performance or disciplinary action.

4. Priority consideration shall only apply to other Army NAF jobs not adversely affected by BRAC or GDPR; to positions that have substantially the same duties as the former position; and, to positions classified no higher than the position held by the employee at the time of separation or notice of separation by BRAC or GDPR. Priority consideration will cease when a candidate has either accepted an offer of a position, declined an offer, or one year has elapsed since separated by BRAC or GDPR, whichever occurs first.

5. NF-4 and above employees facing involuntary separation and seeking continued employment must either submit their resume or application to specific job vacancy announcements posted on Civilian Personnel On-line, [www.cpol.army.mil](http://www.cpol.army.mil) or have an updated resume in the Morale, Welfare, Recreation (MWR) Resume Builder to receive consideration. Submit resumes via the MWR Resume Builder at <https://employment2.wftech.com>. In those cases where automation is not available, resumes or applications may be mailed to FMWRC CRP, Attn: IMWR-HRC, 4700 King Street, Alexandria, VA 22302-4407. Non-compliance with the CRP requirements may result in non-consideration. Employees requesting priority consideration are required to submit their official notice of BBA or LES along with their resume or application to the FMWRC-CRP.

6. Qualified priority consideration candidates will be referred to the selecting official prior to any other candidates having another selection preference. Priority consideration does not require mandatory placement of the candidate; however, to ensure careful consideration is provided to all eligible candidates who are referred, the garrison commander, or equivalent, must approve requests to hire a non-priority candidate at the NF-4 level over a priority consideration candidate based on written justification through CPAC NAF HR Division. NF-5 candidate non-selections are to be approved by the Regional MWR Director. All eligible priority consideration candidates must be exhausted before other candidates may be considered. After a selection is made, the CPAC/NAF HRO will make the offer of employment and process the action.

7. Authorized Permanent Change of Station (PCS) expenses incurred due to BRAC will be paid or reimbursed in accordance with provisions of the Joint Travel Regulation, Volume II, and BRAC Funding Guidance.

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8. Authorized PCS expenses incurred due to GDPR will be borne by the losing installation in accordance with GDPR policy.

9. Employees serving as a part of the residual workforce in closing the activity or program will receive Priority Consideration. These employees may be offered retention incentives to remain at installations until closing. Finally, consideration should be given, within regulatory provisions, in recognizing their outstanding performance and significant contribution to the closure mission through use of special act and on the spot cash awards, and performance based pay adjustments awards.

10. The point of contact is Ms. Sandra Curran at (703) 325-7762 or DSN 221-7762, or email [sandra.curran@us.army.mil](mailto:sandra.curran@us.army.mil).



NANCY J. HILL  
Acting Chief, Policy and Program  
Development Division

Encl

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DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP

OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE  
AFFAIRS), ATTN: SAMR-HR (MS. WARD)

OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)

SAMPLE LETTER ADVISING OF EXPECTED SEPARATION  
NONAPPROPRIATED FUND (NAF) EMPLOYEES

[DATE]

FROM: [COMMANDER/DESIGNEE]

TO: [EMPLOYEE'S NAME]

Subject: Letter Advising of Expected Separation Under Base  
Realignment and Closure (BRAC)/Global Defense  
Posture Realignment (GDPR)

As a result of continued restructuring and downsizing in Nonappropriated Fund, you may face a Business Based Action (BBA) on [ESTIMATED EFFECTIVE DATE]. At least 30 days before you are affected by a BBA, you shall receive a specific BBA notice giving you information on determinations made concerning your position, your retention standing, entitlements, job placement benefits, and other transition assistance programs available to you.

Although no final decisions have been made, based on a review of your personnel records, we have determined that you shall likely be separated in accordance with the BBA. This Letter Advising of Expected Separation establishes your eligibility to participate in retraining and readjustment programs, and to receive placement assistance.

Because your employment opportunities in this area are very limited, you can use this certificate to register in job placement assistance programs. The human resources office and the state employment security agency staff will give you specific information on how and where to apply for assistance. Information on programs that shall improve your prospects for employment is provided below:

a. Workforce Investment Act (WIA). The U.S. Department of Labor provides funding through the state for employees like you who may be facing separation. Various types of retraining and readjustment assistance such as counseling, placement assistance testing, support services and financial counseling are available to you.

b. Priority Consideration. Eligible employees are entitled to Priority Consideration preference when

separated from employment by a BBA. Employees eligible for Priority Consideration will be referred to the selecting official on a separate referral list and considered prior to other candidates; however, Priority Consideration does not require mandatory placement. Priority Consideration is extended to employees up to one year or placement in the same level/grade from which separated, whichever is sooner.

To enroll in the Priority Consideration program, you must be in receipt of this letter (or a notice of the BBA separation action). For more information, contact (NAME, PHONE NUMBER AND ADDRESS OF HUMAN RESOURCES OFFICIAL).

[MANAGER'S SIGNATURE]