



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1  
300 PENTAGON  
WASHINGTON DC 20310-0300

13 May 2016

DAPE-CPN

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Interim Policy Guidance Relating to Pre-Employment Checks for Nonappropriated Fund Employees

1. References:

a. Army Regulation (AR) 215-3, paragraph 2-15j, 16 September 2015, subject: Nonappropriated Funds Instrumentalities Personnel Policy.

b. Department of Defense Instruction 1400.25, Volume 1403, 20 March 2015, subject: DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Employment.

2. The following changes are made to the pre-employment requirements for other than child care positions prescribed in Reference 1a:

a. Local Military Records checks and Local Civilian Law Enforcement checks are no longer required;

b. The Army Law Enforcement Reporting and Tracking System (ALERTS) check will now be used to provide the installation law enforcement check;

c. A Federal Bureau of Investigation Fingerprint (FBIF) check is required.

3. Appointments prior to completion of the ALERTS check require a favorable completed FBIF and the written approval of the garrison commander or equivalent.

4. Activities are reminded to meet any applicable labor relations obligations prior to implementing this policy.

5. This guidance is effective immediately and will remain in effect for one year or until rescinded or superseded. It will be reflected in the next revision of AR 215-3. The point of contact for this action is Ms. Rena Gwyn, (703) 806 3581, DSN 656-581, or rena.y.gwyn.naf@mail.mil,.

*Gwendolyn R. DeFilippi*  
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Acting Assistant G-1 for Civilian Personnel

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