



DEPARTMENT OF THE ARMY
JOINT BASE GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
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JOINT BASE LEWIS-MCCHORD, WA 98433-9500

AMIM-LMG-ZA (800D-1b)

MEMORANDUM FOR Joint Base Lewis McChord Civilian Personnel Advisory Center,
Nonappropriated Fund Human Resources Office, 3110 2nd Division Rd, JBLM, WA
98433

SUBJECT: Dual Compensation for Nonappropriated Fund (NAF) Positions

1. Due to the excessive number of vacancies within the MWR directorate and multiple unsuccessful attempts to find qualified candidates for these positions, the Joint Base Lewis-McChord Garrison Commander IAW AR 215-3, 2-2h approves dual employment for NAF positions, which may result in employee compensation of more than an aggregate of 40 hours but no greater than 80 hours in one work week.
2. The DFMWR Director has authority to determine NAF positions eligible for dual appointment. Eligible positions will be identified by the DFMWR Director and provided in conjunction with this approved exception. Eligible positions are subject to change dependent on variations in recruitment outcomes. The DFMWR Director will provide any changes to approved positions in writing at time of occurrence.
3. Eligibility for dual appointments to NAF positions at JBLM applies to current JBLM Appropriated Fund employees who occupy permanent or temporary full or part-time positions and current JBLM Nonappropriated fund employees who occupy regular full-time, regular part-time, or flexible positions. Employees cannot hold two benefited positions concurrently. The dual appointment may result in only one regular and one flexible position; or two flexible positions.
4. The position that offers the employee the greatest benefit will be considered the employee's position of record and will be determined in the following manner:
 - a. Highest employment category, when one position is regular and one position is flexible.
 - b. Guaranteed Hours when both positions are flexible.
 - c. Rate of pay when both position are flexible and neither positions offers guaranteed hours.

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5. Prior to appointment, both managers will be informed of the pending dual employment and will approve a work schedule. When determining the schedule, the manager of the position of the greatest benefit to the employee as outlined in part 4 of this section will have first choice in assigning shifts.
6. An employee will not experience adverse effects when accepting a dual appointment. In cases where schedules are incompatible, the employee will be allowed to resign one of the positions.
7. In all cases, an employee must compete for a second position.
8. This authority remains in effect until rescinded.

PHILLIP H. LAMB
Colonel, AV
Commanding