



## DoD INSTRUCTION 1400.25, VOLUME 1407

### DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: NONAPPROPRIATED FUND CLASSIFICATION

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<b>Approved by:</b>	Ashish S. Vazirani, Acting Under Secretary of Defense for Personnel and Readiness

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**Purpose:** This issuance is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5124.02:

- This instruction establishes and implements policy, establishes procedures, provides guidelines and model programs, delegates authority, and assigns responsibilities regarding civilian personnel management within the DoD.
- This volume, in accordance with DoD Directive 1400.25, establishes policy, assigns responsibilities, and provides procedures for the classification of DoD nonappropriated fund (NAF) positions.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This volume applies to:

a. 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 Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this volume as the “DoD Components”).

(1) The Army and Air Force Exchange Service is a DoD Component for the purposes of this volume if delegated authority to oversee internal NAF classification policy by the Secretaries of the Army and the Air Force.

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

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

### 1.2. POLICY.

a. Each NAF position will be assigned to its proper occupational category, title, series, and status in accordance with Chapter 8 of Title 29, United States Code (U.S.C.), also known and referred to in this volume as the “Fair Labor Standards Act of 1938.” The grade or payband level will be consistent with the duties and responsibilities of the position and application of proper job-grading standards. The Fair Labor Standards Act of 1938 status determinations will be in accordance with Section 551.202 of Title 5, Code of Federal Regulations.

b. The grade program occupational category “crafts and trades” (CT) and the payband program occupational categories of “NAF white-collar” (NF) and “child and youth” (CY) described in this volume are the only program occupational categories authorized for DoD NAF employees.

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

d. NAF employees will have access to applicable classification review, grievance, or appeal processes as described in this volume.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Assistant Secretary of Defense for Manpower and Reserve Affairs:

- a. Has overall responsibility for the development of DoD civilian personnel policy covered by this volume.
- b. Serves as the principal DoD point of contact on all NAF policy matters relating to NAF and NAF instrumentalities.

### **2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY.**

Under the authority, direction, and control of the Assistant Secretary of Defense for Manpower and Reserve Affairs, the Deputy Assistant Secretary of Defense for Civilian Personnel Policy supports the development of civilian personnel policy covered by this volume and monitors its execution by DoD Components, ensuring consistent implementation and application throughout the DoD.

### **2.3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY.**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the Director, Department of Defense Human Resources Activity, provides support to the Deputy Assistant Secretary of Defense for Civilian Personnel Policy, as appropriate, in the execution of the duties and responsibilities in this volume.

### **2.4. DOD COMPONENT HEADS WITH NAF EMPLOYEES.**

The DoD Component heads with NAF employees:

- 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 exempt or non-exempt status.

e. Establish appeal and grievance procedures in accordance with Sections 4 and 6 of this volume.

f. Establish a roster identifying positions that are designated as emergency essential in the event of national emergencies such as natural disasters, pandemics, and other unpredictable crises.

## **SECTION 3: CLASSIFICATION OF NAF POSITIONS**

### **3.1. OCCUPATIONAL CATEGORIES FOR DOD NAF POSITIONS.**

The only occupational categories authorized for DoD NAF positions are:

#### **a. CT Grade.**

The CT grade program occupational category covers positions in a recognized craft or trade or in an unskilled, semiskilled, or skilled manual labor occupation. Classify and pay employees in NAF CT positions according to Federal Wage System policies, systems, practices, and standards administered by the Office of Personnel Management (OPM). The OPM is responsible for the administration of the Federal Wage System, a uniform pay-setting system. NAF wage rates are established for each NAF wage area in accordance with Subchapter IV of Chapter 53 of Title 5, U.S.C. See Table 2 for additional information on classification of CT positions.

#### **b. CY Payband.**

The CY payband program occupational category covers assistants, leaders, and technicians in DoD childcare centers and youth programs. Further guidance on classification of CY positions is in Section 6 of this volume.

#### **c. NF Payband.**

The NF payband program occupational 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 Table 1 of this volume.

### **3.2. AUTHORIZED OCCUPATIONAL SERIES AND TITLE DETERMINATION.**

Use the OPM “Handbook of Occupational Groups and Families” 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.

### **3.3. APPLICATION OF POSITION CLASSIFICATION AND JOB GRADING STANDARDS.**

The OPM’s “Position Classification Standards for White Collar Work” as well as available DoD or DoD Component classification guidance may be used to classify NF payband positions. Assign CY positions to one of the DoD-wide standard position descriptions found in Table 2. Classify CT positions using the OPM’s “Job Grading Standards for Trades, Craft, and Labor Positions.” DoD supplemental guidelines may also be used, if available. Standards unique to

nonappropriated fund instrumentalities (NAFIs), such as sales volume, size of the operation or installation, etc., may be a factor in grade assignment.

### **3.4. 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, classify the position to the CT category.

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

c. Grade a mixed job 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. Do not consider duties performed only in the absence of another employee to meet emergency workloads or for training purposes 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. Find further guidance on classifying mixed series and mixed grade positions in the OPM's "The Classifier's Handbook," "Introduction to the Position Classification Standards," and "Introduction to the Federal Wage System Job Grading System." Supplemental DoD and DoD Component guidance may also be used, where available.

## SECTION 4: CLASSIFICATION OF NF POSITIONS

### 4.1. 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. Use the information from Table 1 and the more detailed description of work characteristics provided in Paragraphs 4.2. through 4.7. of this volume 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.

#### a. Authority for Placing a Position or an Employee in Band NF-6.

Establishing an NF-6 Senior Executive Service (SES) equivalent position or appointing an employee to an NF-6 position requires approval by the Military Department's assistant secretary or the Defense Agency director. Army and Air Force Exchange Service equivalent positions will require approval of the director or chief executive officer with concurrence of the Executive Committee of the Board of Directors.

#### b. Classification Grievances.

Employees may grieve the assignment of their position to a particular band, or level or tier within a band, where levels within a band are established. Employees may either use the negotiated grievance procedure or, if applicable, the DoD Component NAF administrative grievance system.

(1) In accordance with Chapter 53 and Section 7121 of Title 5, U.S.C., employees may use a negotiated grievance procedure, if applicable, only if the classification results in a pay or payband reduction.

(2) 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.

(3) The final decision authority for classification grievances is the DoD Component head or designee.

(4) There are no classification appeal or grievance rights to DoD or to OPM for NF positions.

### 4.2. NF-1.

The NF-1 pay level includes positions that will likely 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.**

Duties include, but are not limited to:

(1) Greeting and directing visitors to the appropriate area or person, receiving and routing incoming calls, and providing routine or general information to the public.

(2) Filing documents to existing alphabetical, chronological, or numeric files; completing routine reports and forms; and typing documents and final copies from draft, ensuring correct format, spelling, grammar, and punctuation.

(3) Receiving, sorting, and routing incoming mail and supplies; maintaining logs of incoming or outgoing documents; and following prescribed procedures for processing transactions.

(4) Receiving merchandise, verifying quantities received against shipping documents, and assisting in conducting inventories.

**b. Customer Service Duties.**

Duties include, but are not limited to:

(1) Representing program to potential patrons and providing information about special events, services, prices, dress codes, and standards of behavior.

(2) Assisting facility users by explaining the functions and features available on equipment and demonstrating the use of simple tools and equipment.

(3) Assisting clientele in completing forms and registration cards and serving as an escort or guide.

(4) Issuing customer checkout items, receiving returned items, and checking them for damage.

(5) Serving as a sales representative in a general or specialized area and performing cashier duties by receiving monies due, issuing change and receipts, and completing related cash control forms.

(6) Stocking shelves, cleaning and returning equipment and supplies to storage areas, and performing basic maintenance and general housekeeping duties.

(7) Maintaining security by inspecting parcels and escorting visitors to closed access areas; checking identification of persons entering clubs, exchanges, and other facilities; and enforcing conduct rules.

**c. Exchange (Retail or Resale Activities) Duties.**

Duties include, but are not limited to selling goods and services, operating a cash register or electronic point of sale system, and accepting payment. Upper tier employees are

knowledgeable of specified merchandise sold and may use personal computers or terminals to perform routine, standardized tasks.

**d. Level of Supervision Required.**

NF-1 employees perform routine work independently; however, their supervisor provides close supervision during performance of new or procedurally complex duties. The supervisor is readily available to deal with unusual situations and provides guidance and instruction.

**4.3. 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. DoD Components may assign supervisory duties to NF-2 pay level positions.

**a. Complex Clerical Duties.**

Duties include, but are not limited to:

- (1) Performing life cycle records maintenance of official files and other reference materials in accordance with established procedures.
- (2) Receiving telephone calls and visitors, providing requested information from one's own knowledge or office files, and referring callers to appropriate source.
- (3) Drafting correspondence, processing reports, and compiling statistical and tabular data in final format.
- (4) Gathering research for special projects and preparing briefing support materials.
- (5) Establishing, maintaining, and controlling organizational records.

**b. Administrative or Technical Support Duties.**

Duties include, but are not limited to:

- (1) Applying regulations in a specialized area such as human resources, cash management, accounting, procurement, purchasing, merchandising, or travel.
- (2) Assisting higher-level technicians or specialists in a narrow area. For example, rating and ranking applications guided by a staffing specialist; drafting contract specifications guided by a procurement specialist; taking still photographs and developing or processing digital photos as directed by a photographer; or developing a specific segment of a large recreation program in accordance with guidance of a program manager.
- (3) Examining, verifying, and analyzing various documents to determine their correctness, validity, and accuracy.

(4) Resolving disagreements by contacting vendor, manager, or other originator.

(5) Processing documents and supporting forms; posting to ledger or journal accounts, inventory system, or other tracking systems.

(6) Conducting studies in a specific administrative area to address specific situations; coordinating with personnel outside the work unit in identification, research, and clarification of problems and discrepancies.

**c. Customer Service Duties.**

Duties include, but are not limited to:

(1) Demonstrating and selling merchandise directly to customers when technical knowledge of the product is required.

(2) Decorating display areas; developing proposals for displaying merchandise including sketches, material, and budget requirements.

(3) Planning and conducting recurring patron activities such as dances, dinners, tournaments, and related social activities.

(4) Assisting patrons in use of facilities.

(5) Providing safety instructions and demonstrating use of equipment.

(6) Circulating among patrons and receiving and resolving customer complaints.

(7) Conducting specialized arts and crafts programs such as ceramics, lapidary, and stained glass.

(8) Demonstrating new or unusual hobby activities.

(9) Teaching classes and planning related functions.

(10) Teaching swimming and water safety in a formal program.

(11) Supervising and directing the activity of participants in established youth and recreation programs such as teen and summer camp.

**d. Exchange (Retail or Resale Activities) Duties.**

Duties include, but are not limited to:

(1) Supervising a small facility or department.

(2) As a sales associate, performing a technical skill or operating an electronic point of sale system.

**e. Supervisory Duties.**

Supervisory duties include, but are not limited to:

- (1) Establishing work assignments to meet peak loads and emergencies.
- (2) Training employees in methods and procedures of performing work.
- (3) Reviewing work in progress for quality and productivity.
- (4) Developing and implementing internal methods and procedures.
- (5) Planning and controlling for the efficient operation of the unit.
- (6) Interviewing and selecting applicants.
- (7) Conducting performance evaluations.
- (8) With the approval of higher-level supervisor(s), initiating disciplinary actions.
- (9) Recommending employees for awards.

**f. Youth Sports Duties.**

(1) Duties include, but are not limited to:

(a) Assisting in planning, organizing, coordinating, and directing a comprehensive youth fitness or sports program.

(b) Arranging supplies and equipment to facilitate games.

(2) These positions **do not** provide direct care to children and youth. Classify positions that provide direct care to children and youth to the CY category.

**g. Other Duties.**

Other duties include, but are not limited to:

- (1) Ensuring stock or supplies are on hand and adequate to conduct business.
- (2) Maintaining security of building, cash, and fixed assets.
- (3) Observing customers and reviewing procedures to prevent or detect illegal or unsafe activity.

**h. Level of Supervision Required.**

The supervisor provides detailed instruction when employees in this position perform new or procedurally complex duties. The supervisor is usually available to provide guidance and

instruction in unusual situations. Employees in this position perform routine work independently.

#### 4.4. NF-3.

The NF-3 pay level includes a variety of positions that require greater responsibility and judgment. The NF-3 trainee performs a limited scope of duties under the direct guidance of a full-performance specialist. The NF-3 pay level has both first and second level supervisors.

##### **a. Administrative, Technical, and Professional Support Duties.**

Duties include, but are not limited to:

- (1) Reviewing documents prepared by staff members for supervisory signature.
- (2) Preparing reports and correspondence of a confidential nature.
- (3) Establishing and maintaining official files and pertinent publications.
- (4) Arranging appointments and conferences; preparing travel orders; and making reservations.
- (5) Providing guidance by interpreting regulations on administrative services and functions.
- (6) Setting internal priorities, deadlines and developing procedures to meet general administrative requirements.
- (7) Gathering, organizing, analyzing, verifying, and reviewing data.
- (8) Conducting and participating in studies examining current practices and operations.
- (9) Assisting a full performance specialist in a specific program area such as:
  - (a) Human resources, which includes:
    1. Planning recruiting strategies for hard-to-fill jobs; rating and ranking applications; creating referral lists; ensuring compliance with established procedures and requirements.
    2. Developing and teaching classes in supervisory and employee training programs.
    3. Counseling and advising employees on benefit programs and representing the program to the public.
    4. Advising management and employees on employee and labor relations matters.

(b) Accounting, which includes:

1. Reviewing and verifying incoming documents.
2. Posting to ledgers.
3. Processing payments.
4. Conducting quality audits of documents and vouchers for completeness and validity.
5. Preparing a variety of financial requests from records.
6. Identifying errors and taking corrective action.

(c) Payroll, which includes:

1. Establishing and maintaining individual pay records.
2. Determining pay due and applicable withholdings.
3. Verifying all pay action documents.
4. Processing payroll checks.
5. Completing all related reports.

(d) Budget, which includes:

1. Gathering and verifying narrative and statistical data.
2. Preparing preliminary budget estimates.
3. Summarizing narrative, quantitative, and statistical data included in budget forms, schedules, and reports.

(e) Catering, which includes:

1. Developing menus.
2. Advising customers.
3. Writing service contracts.
4. Arranging for all required support in areas such as menu printing, decorations, entertainment, room arrangement, china, linen, and security.

(f) Purchasing, which includes:



1. Assembling specifications to write contracts.
2. Searching catalogs and other sources on goods available.
3. Recommending contract terminology.
4. Coordinating contract execution with vendor, ensuring compliance with delivery dates.

(g) Procurement, which includes developing a variety of contracts and purchasing supplies and equipment up to an authorized amount.

(h) Use of technology, especially computers, which includes:

1. Operating computers, peripheral equipment, and remote terminals.
2. Maintaining and reviewing documentation of computer activity.
3. Researching and conducting preliminary analysis of data for use by higher-level IT specialist.
4. Gathering, monitoring, and maintaining system data to complete reports and respond to inquiries.

(i) Information technology (IT), which includes:

1. Serving as technical expert for the development, implementation, management, and support of systems and networks.
2. Evaluating new and enhanced approaches to delivering IT services.
3. Monitoring, testing, and optimizing the functionality of systems, networks, and data.
4. Reviewing system related projects ensuring completeness and accuracy.
5. Complying with the required background investigation, training, education, and certification requirements of DoD Manual 8140.03 for all IT positions, regardless of the pay level.

(j) Childcare, which includes:

1. Serving as a family childcare outreach worker that monitors home childcare programs. These positions **do not** provide direct care to children and youth. Classify positions that do provide direct care to children and youth to the CY category.

2. Serving in an administrative or technical role in child development centers. These positions **do not** provide direct care to children and youth. Classify positions that do provide direct care to children and youth to the CY category.

(k) Sports or recreation, which includes:

1. Interpreting rules and procedures to program participants and serving as point of contact for group activities.

2. Serving as an instructor for individuals and groups.

3. Monitoring and evaluating the effectiveness of program activities; developing program plans and activities; and arranging for program support functions.

4. Planning and administering part of a large sports or recreation program or managing a small program.

a. Enforcing facility usage requirements and limitations.

b. Receiving and resolving customer complaints and requests for special services.

(l) Marketing, which includes:

1. Designing and developing marketing material, including social media marketing platforms.

2. Developing and writing announcements, press releases, speeches, and related material.

(m) Supervising, in addition to the duties described for NF-2, which includes:

1. Orienting and training employees.

2. Interviewing and selecting applicants.

3. Developing performance standards.

4. Initiating disciplinary actions.

5. Rewarding or recognizing exceptional performance.

(n) Second-level supervising, which includes:

1. Approving performance and disciplinary actions.

2. Managing employee recognition programs.

3. Monitoring employee development program.

(o) As a unit or activity manager, which includes:

1. Planning and directing a small operation.

2. Coordinating activities between units.
3. Enforcing facility usage requirements and limitations.
4. Receiving and resolving customer complaints and requests for special services.
5. Developing and implementing promotional events, and maintaining required financial and customer usage data.

(p) As a trainee, which includes:

1. Performing a limited scope of the duties that will be required at the full performance level.
2. Acting under the direct guidance of a full-performance specialist.

#### **b. Youth Sports Duties.**

Duties include, but are not limited to, planning, organizing, coordinating, and directing a comprehensive youth fitness sports program. These positions do not provide direct care to children and youth. Classify positions that do provide direct care to the CY classification category.

#### **c. Level of Supervision Required.**

Supervise trainee positions closely 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 NF-4.

- (1) Technicians who operate independently receive little or no guidance in their area of expertise. Supervisors provide general supervision in other areas.
- (2) Assistants receive direction and guidance from specialists or supervisors on assignments and complicated projects.
- (3) Unit managers operate under general direction and guidance.

#### **4.5. NF-4.**

The NF-4 pay level has full performance positions in functional communities that include accountants, human resources specialists, budget analysts, marketing specialists, merchandisers, procurement specialists, and IT specialists. Duties and responsibilities are complex. NF-4 pay level employees are subject matter experts that develop local compliance procedures, interpret regulatory requirements, and address related problem situations. They represent an area of expertise to the NAFI and public.

**a. Administrative, Technical and Professional Duties.**

Duties include, but are not limited to:

(1) Managing a program area, which encompasses planning, organizing, and directing activities within a prescribed budget.

(2) Performing the supervision of subordinate employees; evaluating program effectiveness; representing the program to customers; and coordinating support services with points of contact.

(3) Conducting surveys or studies of activities and functions. Examining missions, functions, work processes, organizations, records, reports, and functional statements to gather, correlate, analyze, determine, and recommend actions to resolve problems or improve the efficiency of operations.

(4) Functioning as a manager or technical specialist; ensuring compliance with established policies and procedures; and participating in the development of new policies and procedures.

(5) Performing in an exchange service (retail or resale activity), functions as a manager or technical specialist; ensures compliance with established policies and procedures; and participates in the development of new policies and procedures.

**b. Level of Supervision Required.**

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

**4.6. NF-5.**

The NF-5 pay level includes positions that are of a managerial capacity at a major field facility or headquarters staff element. Lower-level NF-5 employees may function as widely recognized technical authorities in their areas of responsibility.

**a. Program Management.**

Duties include, but are not limited to:

(1) Managing the NAF activity at large installations. At the regional level, directing a major program area.

(2) Planning, organizing, and conducting a comprehensive program integrating a variety of resources at a headquarters level.

(3) Developing policies, procedures, and regulations for their program.

**b. Professional, Administrative, and Technical Duties.**

Duties include, but are not limited to:

- (1) Developing supporting instructions, directives, and procedures applicable to a specialized program area.
- (2) Providing guidance, assistance, and advice to DoD field activities.
- (3) Coordinating mission activities with representatives of the Service NAFIs, other staff, and other Military Departments.
- (4) Consulting with top installation and regional management to evaluate program effectiveness and improve operations.
- (5) Providing oversight in a retail or resale activity, functions in a managerial capacity at a major field facility or headquarters staff element. Lower-tier NF-5 employees may function as widely recognized technical authorities with responsibilities in their field (e.g., general managers).

**4.7. NF-6.**

The NF-6 pay level positions are senior management with extensive responsibilities for mission accomplishment. Positions are SES equivalent.

**a. Senior Executive Duties.**

Direct the entire NAF organization or a major subdivision thereof. As a senior executive, they are responsible for major field elements or an exchange service (e.g., chief executive officer, executive vice president, executive director, or senior vice president).

**b. Technical Competence and Problem Solving.**

Monitor progress toward organizational and strategic goals and periodically evaluate and make appropriate adjustments to these goals. Senior executives are accountable for the success of the specific program or operation for which they are responsible.

**Table 1. Classification System for White Collar NAF Employees**

<b>WORK LEVEL AND PAY CATEGORY</b>	<b>COMPARABLE GS GRADES</b>	<b>BASIC WORK CHARACTERISTICS</b>	<b>EXAMPLES OF JOB TITLES</b>
<b>NF-1 Junior Clerical or Customer Service</b>	<b>GS-1 through GS-3</b>	Routine clerical and customer service duties. Filing, data entry, or selling merchandise. Basic Microsoft Suites.	Computer, Accounting, Personnel, Operations, Supply, Sales, Mail, File and Hotel Desk Clerk, Receptionist, ID Checker, Recreation Aide, Cashier, Asset Protection, Courier, Clerk Typist, Customer Service Assistant, Library Aide, Desk Clerk.
<b>NF-2 Senior Clerical or Customer Service</b>	<b>GS-4</b>	More complex clerical, customer service, administrative, and technical support duties. Creating and maintaining files, applying regulations, conducting studies, demonstrating and selling merchandise, planning and conducting activities, or supervising activities departments.	Recreational Assistant, Water Safety Instructor, Secretary, Cashier, Computer Assistant, Club Operations Assistant, Payroll Clerk/Technician, Senior Sales Clerk, Accounting Technician, Head of Customer Service, Lifeguard, Human Resources Assistant, Library Technician.
<b>NF-3 Specialist or Management</b>	<b>GS-5 through GS-8</b>	Entry-level management 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 departments. The exchange services may use these positions in a supervisory role or as a local, technical authority.	Retail. Sales or Stock Room Manager, Administrative Assistant., Recreation Specialist, Supervisory Recreation Specialist, Computer Specialist, Accounting Technician, Bowling Center Manager, Caterer, Club Manager, Purchasing Agent, Fitness Specialist, Budget Analyst, Training Instructor, Human Resources Technician, Animal Health Technician, Relocation Specialist, Information and Referral Specialist, Supervisory Food Activity Manager, and Food Sales Supervisor.
<b>NF-4 Specialist or Management</b>	<b>GS-9 through GS-12</b>	A subject matter expert in a highly specialized area. Responsible for ensuring compliance with regulatory procedures and fiscal constraints. Represent area of expertise to a NAFI and the public. Plan, organize, direct, and evaluate program activities. Perform the full range of supervisory duties.	Senior Auditor, Mechanical Engineer, Food Activity Manager (e.g., Burger King), General Manager (Exchange), Retail and Branch Managers, Family Support Officer, Human Resources Specialist and Support Services Supervisor, Recreation Specialist, Employee Relations Specialist, IT Specialist.

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

<b>WORK LEVEL AND PAY CATEGORY</b>	<b>COMPARABLE GS GRADES</b>	<b>BASIC WORK CHARACTERISTICS</b>	<b>EXAMPLES OF JOB TITLES</b>
<b>NF-4 Specialist/Management (Continued)</b>	<b>GS-9 through GS-12</b>	Conduct surveys and studies of activities and functions to resolve problems or improve efficiency of operations.	Program Analyst, Support Services Supervisor, Food and Beverage Director, Marketing and Advertising Specialist, Club Coordinator; Morale, Welfare, and Recreation Director, Deployment Readiness Coordinator, Sexual Assault Response Coordinator, Nurse, Clinical Counselor, Counselor, Family Advocate, Suitability Adjudicator, Librarian, Child and Youth Specialist, Child Development Specialist, Social Worker, New Parent Support Home Visitor, Work and Family Life Specialist.
<b>NF-5 Top Management</b>	<b>GS-13 through GS-15</b>	Typically management and supervisory positions. Staff specialist positions at a regional or national level (e.g., managing a large NAFI at a large installation or directing a major program area at a regional level). At a headquarters level, planning, organizing, and conducting a comprehensive program integrating a variety of resources. Provide guidance, assistance, and advice to DoD Field Activities. Coordinate with other national staff and the Military Services. Direct 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, Morale, Welfare, and Recreation Director, Human Resources Chief, Chief Information Officer, Family Programs Director, Behavioral Health Director.  Industry Program Experts (IPE). Noncompetitively hired IPEs, NF-5 positions exist at this pay level.
<b>NF-6 Senior Executive</b>	<b>SES</b>	Executive duties with extensive mission accomplishment responsibilities in directing an entire NAF organization or a major sub-division thereof.	Director, Chief Executive Officer, Hospitality Management (Component Level), Chief Operating Officer (Entire Exchange System), Senior Vice President (Entire Exchange System Division).

**Table 2. Pay Level Conversion Chart**

<b>GS</b>	<b>NAF Equivalent</b>	<b>Crafts and Trades</b>	<b>Wage Grade</b>
SES	<b>NF-6</b>	N/A	N/A
GS-15	<b>NF-5</b>	N/A	N/A
GS-13-14	<b>NF-5</b>	NS 14-19 NL 15	WS 14-19 WL 15
GS-12	<b>NF-4</b>	N/A	N/A
GS-10-11	<b>NF-4</b>	NS 8-13 NL 6-14 NA 12-15	WS 8-13 WL 6-14 WG 12-15
GS-9	<b>NF-4</b>	NS 8-13 NL 6-14 NA 12-15	WS 8-13 WL 6-14 WG 12-15
GS-8	<b>NF-3</b>	NS 8-13 NL 6-14 NA 12-15	WS 8-13 WL 6-14 WG 12-15
GS-7	<b>NF-3</b>	NS 8-13 NL 6-14 NA 12-15	WS 8-13 WL 6-14 WG 12-15
GS-6	<b>NF-3</b>	NS 1-7 NL 1-5 NA 9-11	WS 1-7 WL 1-5 WG 9-11
GS-5	<b>NF-3</b>	NS 1-7 NL 1-5 NA 9-11	WS 1-7 WL 1-5 WG 9-11
GS-4	<b>NF-2</b>	NA 1-8	WG 1-8
GS-1-3	<b>NF-1</b>	NA 1-8	WG 1-8
<b>Key:</b> NA – NAF Crafts and Trades Non-supervisory NL – NAF Leader NS – NAF Supervisor WG – Wage Grade Non-supervisory WL – Wage Leader WS – Wage Supervisor N/A – Not Applicable			



## SECTION 5: CLASSIFICATION OF CT POSITIONS

### 5.1. GENERAL.

The CT category includes positions in a recognized craft or trade or in an unskilled, semiskilled, or skilled manual labor occupation. These positions may be supervisory or leader positions with craft, trade, or laboring experience and knowledge. In accordance with Subchapter IV of Chapter 53 and Section 7121 of Title 5, U.S.C., the DoD Components will classify CT positions in accordance with OPM, “Job Grading Standards for Trades, Craft, and Labor Positions,” and Subchapter S6 of OPM Operating Manual, “Federal Wage System – Nonappropriated Fund.” The DoD Component heads of Components with NAF employees must review new or revised OPM standards and affected positions and take appropriate action within 6 months of the effective date of the standard.

### 5.2. CLASSIFICATION APPEALS.

a. DoD Components with NAF employees will develop CT classification appeals procedures in accordance with Subchapter S7 of the OPM Operating Manual, “Federal Wage System – Nonappropriated Fund.”

b. Employees may appeal at any time the grade, title, or series assigned their CT position. CT employees have the right to appeal to OPM, but must first use the DoD Component’s established classification appeal procedures.

c. DoD Component classification appeal procedures must provide no more than one appeal level above the level of job-grading authority which classified the job.

d. DoD Components with NAF employees will forward a copy of OPM classification decisions to the Defense Civilian Personnel Advisory Services. There are no appeal rights to the Defense Civilian Personnel Advisory Services.

### 5.3. AUTOMOTIVE MECHANICS.

a. Use Occupational Series 5823 to classify all nonsupervisory jobs involved in the maintenance, repair, and overhaul of combustion-powered automotive vehicles. Assign automotive worker positions classified in this occupational series and functioning in non-revenue generating facilities, such as in auto hobby shops, to the NA (CT worker), NL (CT leader), and NS (CT supervisor) pay plans, as appropriate.

b. Assign positions in Occupational Series 5823 in Grades 8-10 working in full service revenue generating automotive repair shops to the DoD Automotive Mechanic Flat Rate Pay System. The pay plans for the flat rate system are XW (nonsupervisory), XY (leader), and XZ (supervisory).

## SECTION 6: CLASSIFICATION OF NAF CY PROGRAM ASSISTANTS (CYPAS), LEADERS, AND TECHNICIANS

### 6.1. CLASSIFICATION.

#### a. Structure of Classification System.

Table 3 depicts the two-band structure:

**Table 3. Structure of Classification System for NAF CY Programs**

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, CY 1702-II (Comparable to the GS-5 Level)

#### b. Classification of Position Descriptions.

##### (1) Standard Position Descriptions.

All direct-care staff is assigned to one of the DoD-wide standard position descriptions in Paragraphs 6.2. and 6.3. As shown in Table 3, Band CY-I covers entry and intermediate level 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 comply with this section. Use either the negotiated or the DoD Component’s administrative grievance procedure, as appropriate.

**(b) Use of Negotiated or Administrative Grievance Procedure.**

In accordance with Chapter 71 of Title 5, U.S.C., the negotiated grievance procedure applies only if the classification results in a pay or payband reduction.

1. 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.

2. The final decision authority for classification grievances will be the DoD Component head or designee.

3. There will 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 requirements for a training program for childcare employees. DoD Instructions 6060.02 and 6060.04 provide training requirements for NAF positions providing direct care for children and youth. 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 Military 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, the director for the CY program will advance direct-care staff to the CYPA position in Band CY-II, the target level position.

**6.2. POSITION DESCRIPTION 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.

The entry-level employee:

(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 providing and leading planned activities for program participants.

(b) Performs the more routine simple childcare tasks, following step-by-step instructions.

1. Little or no previous training or experience is required.

2. Supervisors review work 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.

3. Training will be of a progressively more responsible and specialized nature associated with the childcare and development operations.

4. Performance of assigned duties will increase knowledge of childcare duties and responsibilities and develop skills for advancing to the higher-level positions.

(c) 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.

(d) Helps create games and play materials, such as mixing paint and play dough or assembling props for dramatic plays. Assists with developing a list of needed supplies and equipment for submission to the supervisor.

(e) 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.

(f) 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. As directed by the supervisor, cares for special needs children and youth. Notifies supervisor of health, fire, and safety compliance concerns. Helps arrange for and serve appropriate snacks or meals where applicable.

(g) 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 depart with authorized person according to written parental instructions.

(h) 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, Component, and local installation policies, guidance, and standards.

(i) 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. Makes sure the DoD CY programs comply with applicable laws, policies, and regulations.

(j) Performs other related duties as assigned.

(2) Intermediate Level (1702-Payband CY-I).

The intermediate level employee:

(a) 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.

(b) Serves as a CYPA in one or more CY programs.

1. Maintains control of and accounts for the whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years.

2. Assists in planning, coordinating, and conducting activities for program participants, including group as well as individual child activities.

3. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults.

4. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule.

5. Assists children and youth with special projects and homework.

6. Participates in conferences with parents and staff.

7. Reviews and implements daily schedules and activity plans to ensure age and stage appropriateness.

8. 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.

(d) 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. As directed by the supervisor, cares for special needs children and youth. 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 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. Makes sure the DoD CY programs comply with applicable laws, policies, and regulations.

(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.

### (3) Program Assistant - Target Level (1702-Payband CY-II).

A program assistant at the target level:

(a) 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.

1. The supervisor reviews work in terms of results achieved and adherence to established standards and procedures.

2. Routine day-to-day assignments are performed independently, with technical assistance available from the supervisor when required.

3. Routine assignments are spot-checked; the more technical assignments receive close review for adherence to policies, procedures, and instructions.

(b) Serves as a CYPA in one or more CY programs.

1. Maintains control of and accounts for whereabouts and safety of children and youth.

2. 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.

3. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth.

4. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults.

5. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.

6. Prepares and implements program options for children and youth with special requirements.

(c) 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.

(d) 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.

(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. Makes sure children and youth depart with authorized person according to written parental instructions.

(g) 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.

(h) Completes training requirements using approved OSD and Service materials to include designated training modules. Makes sure the DoD CY programs comply with applicable laws, policies, and regulations.

(i) 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.

(j) Performs other related duties as assigned.

#### **(4) Program Assistant - Leader Level (1702-Payband CY-II).**

A program assistant at the leader level:

(a) 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.

1. The supervisor reviews work in terms of results achieved and adherence to established standards and procedures.

2. Routine day-to-day assignments are performed independently, with technical assistance available from the supervisor when required.

3. Routine assignments are spot-checked; the more technical assignments receive close review for adherence to policies, procedures, and instructions.

(b) 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.

1. Maintains control of and accounts for the whereabouts and safety of children and youth.

2. Oversees arrival and departure of children and youth.

3. 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.

4. Works within prescribed staff-to-child ratio with children and youth.

(c) Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults.

1. Monitors staff-to-child or youth ratios to make sure there is adequate staffing. Plans, coordinates, and conducts activities for program participants based on observed needs of individual children and youth.

2. Prepares and implements program options for children and youth with special requirements.

3. Works with trainers and supervisors to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth.

4. Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.

5. Assists children and youth with special projects, homework, and life skills.

(d) Interacts with children and youth using approved child guidance and youth development techniques.

1. Interacts professionally with staff members, parents, and local installation command personnel.



2. Participates in conferences with parents, program staff, school representatives, and local installation command personnel; briefs other employees and parents.

3. Notes special instructions provided by parents.

4. Ensures children and youth depart with authorized person according to written parental instructions.

5. Provides opportunities for parental involvement.

(e) Instructs team members in specific tasks and job techniques; makes available written instructions, reference materials, and supplies.

1. Explains program guidance, procedures, policies, and directives to team members. Resolves problems and conflicts or obtains information and guidance from the supervisor.

2. Demonstrates proper work methods and provides work-related guidance to subordinates.

3. Models appropriate behaviors and techniques for working with children and youth.

4. Provides on-the-job training and instruction to team members. Ensures team members follow safety, fire, and fitness, health, and nutrition procedures. Informs supervisor of any compliance concerns.

5. Relays instructions from the supervisor, makes activity assignment, and gets the work started in accordance with daily activity plans.

6. Provides input to the supervisor as requested concerning promotions, reassignments, performance evaluations, incentive awards, etc.

(f) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed.

1. Sets up displays and bulletin boards.

2. Arranges for and serves appropriate snacks or meals where applicable.

3. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies.

4. Secures supplies, equipment, and facilities.

5. Collects, maintains, and reports program participation data.

(g) Uses designated evaluation materials to ensure assigned area comply with DoD, Component, and local installation command baseline standards and metrics.

1. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent.

2. Provides care and supervision to children and youth ranging in age from 6 weeks to 18 years.

3. Provides care, supervision, oversight, and accountability for program participants in compliance with DoD, Component, and local installation command policies, guidance, and standards.

(h) Completes training requirements using approved OSD and Service materials to include designated training modules.

1. Ensures program compliance with law, policies, and regulations applicable to DoD CY programs.

2. 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.

(i) Performs other related duties as assigned.

### **6.3. 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.**

The CY-II grade level employee:

(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.

(a) The supervisor reviews work in terms of results achieved and adherence to established standards and procedures.

(b) Perform routine day-to-day assignments independently, with technical assistance available from supervisor when required.

(c) Routine assignments are spot-checked; the more technical assignments receive close review for adherence to policies, procedures, and instructions.

(2) Serves as a mentor for assigned CY team and works with senior staff to provide instruction and training to lower-level employees.

(a) Assists lower-level employees in completing the modules within the foundational training courses.

(b) Assists trainer in helping lower-level program assistants translate professional development training into practice.

(c) Models appropriate behaviors and techniques for working with children and youth.

(d) Provides suggestions and makes recommendations to credential practicum candidates.

(e) Records observations and charts progress of team members' on-the-job skills and reports findings to trainer.

(f) Frequently consults trainer on strategies to assist team members' professional development efforts.

(g) 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.

(a) Maintains control of and accounts for the whereabouts and safety of children and youth.

(b) Oversees arrival and departure of children and youth.

(c) Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.

(d) Plans, coordinates, and conducts activities for program participants based on observed needs of individual children and youth.

(e) Prepares and implements program options for children and youth with special requirements.

(f) Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults.

(g) 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.

(a) 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.

(b) Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.

(c) 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.

(a) Interacts professionally with staff members, parents, and local installation command personnel.

(b) Participates in conferences with parents, program staff, school representatives, and local installation command personnel, briefs other employees and parents.

(c) Complies with special instructions provided by parents. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.

(d) Plans and conducts activities encouraging parental involvement.

(6) Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed.

(a) Sets up displays and bulletin boards. Arranges for and serve appropriate snacks or meals where applicable.

(b) Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities.

(c) Collects, maintains, and reports program participation data.

(7) Uses designated evaluation materials to ensure assigned area comply with DoD Component and local installation command baseline standards and metrics.

(a) Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent.

(b) Provides care, 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. Ensure DoD CY programs comply with applicable laws, policies, and regulations.

(9) Performs other related duties as assigned.

**6.4. MINIMUM QUALIFICATIONS FOR CY PROGRAM POSITIONS.**

Table 4 outlines minimum qualifications for children and youth program assistant, leader, and technician positions. DoD Components still retain classification authority in accordance with this volume and may include additional requirements as necessary.

**Table 4. Minimum Qualifications for NAF CY Program Direct Care Positions**

Level	Qualifications
Entry Level (CY-I) (GSE-2)	Must be at least 18 years of age, hold a high school diploma (or equivalent). Must be able to communicate effectively in English, both orally and in writing.
Intermediate Level (CY-I) (GSE-3)	In addition to entry-level requirements, candidate must possess 6 months experience working in any childcare or youth program. Entry-level training, to include DoD approved competency training courses, must be completed and evident by Service-issued training certificate of completion.
Target Level (CY-II) (GSE-4)	<p>In addition to entry-level requirements, candidate must possess <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• 18 months working in any childcare or youth program. Completion of DoD approved competency-training courses. Additionally, entry and intermediate level training must be complete and evident by Service-issued documentation.</li> <li>• 18 months of experience working in a childcare or youth program, plus possession and maintenance of one of the following directly related to the age group of the position to which assigned: child development associate credential, military school age credential, or other nationally recognized youth development credential.</li> <li>• 18 months of experience working in a childcare or youth program, plus an associate’s degree that includes a major course of study (24 credit hours) with content directly related to the age group to which assigned, from a regionally or nationally accredited college or university.</li> <li>• Possession and maintenance of one of the following directly related to the age group of the position to which assigned: child development associate credential, military school age credential, Army youth practicum or other nationally recognized youth development credential.</li> </ul>

**Table 4. Minimum Qualifications for NAF CY Program Direct Care Positions, Continued**

Level	Qualifications
Target Level (CY-II) (GSE-4), Continued	<ul style="list-style-type: none"> <li>• A bachelor’s degree or at least 120 semester hours with a major course of study (24 credit hours) from a regionally or nationally accredited college or university with content directly related to: early childhood education, child development, youth development, human development, elementary education, special education, elementary education, secondary education, youth program administration, recreation, and physical education.</li> </ul>
Leader Level (CY-II) (GSE-5)	<p>In addition to entry-level requirements, candidate must possess one of the following:</p> <ul style="list-style-type: none"> <li>• 24 months (2 years) working in any childcare or youth program, completion of DoD approved competency training courses. Additionally, successful completion of all required training for program assistant (entry, skilled, and target level) must be complete and evident by Service-issued documentation.</li> <li>• 24 months (2 years) of specialized experience working in a group program with children or youth and an associate’s degree or at least 60 semester hours with a major course of study (24 credit hours) with content directly related to the age group to which assigned, from a regionally or nationally accredited college or university</li> <li>• Possession and maintenance of one of the following directly related to the age group of the position to which assigned: child development associate credential, military school age credential, Army youth practicum or other nationally recognized youth development credential.</li> <li>• A bachelor’s degree or at least 120 semester hours with a major course of study (24 credit hours) from a regionally or nationally accredited college or university with content directly related to: early childhood education, child development, youth development, human development, elementary education, special education, secondary education, youth program administration, recreation, and physical education.</li> </ul>
<p><b>Key:</b> GSE = General Schedule Equivalent</p>	

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
CT	crafts and trades
CY	child and youth
CYPA	child and youth program assistant
GS	General Schedule
ID	identification
IPE	industry program expert
IT	information technology
NAF	nonappropriated fund
NAFI	nonappropriated fund instrumentality
NF	NAF white-collar payband
OPM	Office of Personnel Management
SES	Senior Executive Service
U.S.C.	United States Code

### G.2. DEFINITIONS.

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

TERM	DEFINITION
<b>appropriated funds</b>	Defined in Chapter 1 of Volume 13 of DoD 7000.14-R.
<b>blue-collar</b>	Skilled or unskilled manual labor.
<b>Federal Wage System</b>	Defined as a uniform pay-setting system that covers Federal appropriated fund and NAF blue-collar hourly paid employees.
<b>IPEs</b>	Individuals from outside Federal and military service who are highly qualified experts in their specific field.
<b>NA</b>	Pay category for NAF CT nonsupervisory position.

<b>TERM</b>	<b>DEFINITION</b>
<b>NAF employee</b>	Federal employee not covered by most laws administered by OPM, unless specifically provided by statute.
<b>NAFI</b>	Defined in Chapter 1 of Volume 13, Chapter 1 of DoD 7000.14-R.
<b>NL</b>	Pay category for NAF CT hourly leader position.
<b>NS</b>	Pay category for NAF CT hourly supervisory position.
<b>paramount requirements</b>	Relates to knowledge, skills, and abilities needed to perform the primary duty or responsibility of the position.
<b>primary duty</b>	The basic reason for the existence of the position and governs the qualification requirements.
<b>WG</b>	Pay category for GS hourly nonsupervisory position.
<b>WL</b>	Pay category for GS hourly leader position.
<b>WS</b>	Pay category for GS hourly supervisory position.



## REFERENCES

- Code of Federal Regulations, Title 5, Section 551.708
- DoD 7000.14-R, Volume 13, “Department of Defense Financial Management Regulation: Nonappropriated Funds Policy,” current edition
- DoD Directive 1400.25, “DoD Civilian Personnel Management System,” November 25, 1996
- DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- DoD Instruction 6060.02, “Child Development Programs (CDPs),” August 5, 2014, as amended
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- DoD Manual 8140.03, “Cyberspace Workforce Qualification and Management Program,” February 15, 2023
- Office of Personnel Management, “The Classifier’s Handbook,” current edition
- Office of Personnel Management, “Handbook of Occupational Groups and Families,” current edition
- Office of Personnel Management, “Introduction to the Federal Wage System Job Grading System,” current edition
- Office of Personnel Management, “Introduction to the Position Classification Standards,” current edition
- Office of Personnel Management, “Job Grading Standards for Trades, Craft, and Labor Positions,” current edition
- Office of Personnel Management, “Position Classification Standards for White Collar Work,” current edition
- Office of Personnel Management Operating Manual, “Federal Wage System – Nonappropriated Fund Operating Manual,” current edition
- United States Code, Title 5
- United States Code, Title 29, Chapter 8 (also known as the “Fair Labor Standards Act of 1938”)