



## DoD INSTRUCTION 1400.25, VOLUME 1401

# DoD CIVILIAN PERSONNEL MANAGEMENT SYSTEM: GENERAL INFORMATION CONCERNING NONAPPROPRIATED FUND PERSONNEL POLICY

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<b>Originating Component:</b>	Office of the Under Secretary of Defense for Personnel and Readiness
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<b>Approved by:</b>	Gilbert R. Cisneros, Jr., 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 (DoDD) 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 DoDD 1400.25, establishes policy, assigns responsibilities, and prescribes general information concerning personnel policy covering DoD nonappropriated fund (NAF) employees and 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”).
- b. All NAF employees and positions within DoD, including those NAF positions authorized to receive appropriated funding.

### **1.2. POLICY.**

The development, implementation, and administration of NAF personnel policy will be consistent with DoDD 1400.25, and Volume 100 of DoD Instruction 1400.25.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).**

Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, the ASD(M&RA):

- 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 human resources and NAF instrumentalities.

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

Under the authority, direction, and control of the ASD(M&RA), the Deputy Assistant Secretary of Defense for Civilian Personnel Policy:

- a. Develops and administers DoD-wide NAF personnel policies, procedures, programs, and guidance.
- b. Monitors the implementation of these NAF personnel policies to ensure consistent and continuous application throughout DoD.
- c. Establishes NAF reporting requirements as necessary.
- d. Establishes the necessary committees, formal or informal, to develop and implement personnel policies for NAF employees.
- e. Waives the NAF personnel policy provisions contained in this volume, when appropriate.

### **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 their duties and responsibilities in this volume.

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

The DoD Component heads of Components with NAF employees:

- a. Establish NAF positions based on the duties and responsibilities assigned, and classify each position in its appropriate NAF pay plan, series, and grade.

b. Recruit, select, appoint, reassign, promote, terminate, and process other related personnel transactions involving NAF employees.

c. Implement the policies, programs, and procedures in this volume, ensuring compliance with these provisions and with applicable laws and regulations covering NAF employees.

d. Oversee the continuous and consistent application of NAF personnel policies within the Component. As part of that oversight, adjust delegations in authority, provide guidance, and take other actions as warranted to ensure the effective and fair management of NAF employees.

e. Cultivate and promote cooperative labor-management relations with labor organizations, adhere to locally negotiated collective bargaining agreements, and bargain in good faith in accordance with Volume 1471 of this instruction.

f. Collect and maintain reportable workforce data in human resources information systems including, but not limited to, current strength, gains and losses, payroll, benefits administration, time and attendance, workforce demographics, and labor and learning management metrics. Make these data assets available to the DoD NAF Personnel Policy Office.

g. Ensure requirements for submitting DoD civilian personnel records to the appropriate offices of the Secretary of Defense are in place pursuant to the operational procedures put into effect by the DoD NAF Data Handbook. Standardized reporting will create a comprehensive centralized repository of current and historical DoD civilian personnel data that will provide a platform for research, actuarial, and ad hoc analysis.

## **SECTION 3: PROCEDURES**

### **3.1. GENERAL.**

The 1400 series of volumes within this instruction provide DoD personnel policies with respect to NAF civilian employment. Other volumes in this instruction do not apply to NAF employees, unless otherwise stated.

### **3.2. FEDERAL EMPLOYMENT STATUS OF NAF EMPLOYEES.**

Section 2105(c) of Title 5, United States Code, explains the status of NAF employees and identifies the Office of Personnel Management-administered laws that cover NAF employees.

## GLOSSARY

### G.1. ACRONYMS.

<b>ACRONYM</b>	<b>MEANING</b>
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DoDD	DoD directive
NAF	nonappropriated fund

### G.2. DEFINITIONS.

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

<b>TERM</b>	<b>DEFINITION</b>
<b>appropriated funding</b>	Defined in Chapter 1, Paragraph 2.1., Volume 13 of DoD 7000.14-R.
<b>NAF</b>	Defined in Chapter 1, Paragraph 2.11., Volume 13 of DoD 7000.14-R.
<b>NAF employee</b>	Defined in Section 2105(c) of Title 5, United States Code.

## REFERENCES

- Defense Civilian Personnel Advisory Services DoD Civilian Personnel Handbook, “Data Requirements for DoD Civilian Personnel: Nonappropriated Fund (NAF) Civilians,” July 11, 2023<sup>1</sup>
- DoD 7000.14-R, Volume 13, Chapter 1, “Department of Defense Financial Management Regulations (DoD FMR): 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 1400.25, Volume 100, “DoD Civilian Personnel Management System: General Provisions,” April 3, 2009
- DoD Instruction 1400.25, Volume 1471, “DoD Civilian Personnel Management System: Nonappropriated Fund (NAF) Labor-Management and Employee Relations,” March 27, 2014
- United States Code, Title 5, Section 2501(c)

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<sup>1</sup> Available on the Defense Civilian Personnel Advisory Service Website at <https://www.dcpas.osd.mil/policy/naf/nafpolicy>