



98TH AREA SUPPORT GROUP

"TEAM OF TEAMS"

COMMANDER'S POLICY



POLICY NUMBER: 9

DATE: 21 July 2004

SUBJECT: Annual Salary Increase and Performance Award Policy for Pay-Banded Nonappropriated Fund Employees (NF-1 to NF-5)

1. REFERENCES:

a. AR 215-3, 29 August 2003, Nonappropriated Funds and Related Activities, Personnel Policies, and Procedures.

b. Memorandum of Instruction, 98th Area Support Group, AETV-WG-J, 4 April 1995, Subject: Compensation of Nonappropriated Fund (NAF) Personnel.

2. **PURPOSE:** Conditions of this policy will be followed in annual salary adjustments and performance awards for Nonappropriated Fund employees in the pay bands of NF-1 to NF-5. It is intended to equalize NAF pay increases and performance awards with those available to Appropriated Fund employees.

3. **SCOPE:** This policy covers all pay-banded Nonappropriated Fund employees of the 98th Area Support Group.

4. **APPLICABILITY:** Provisions of the policy are to be observed and implemented by Base Support Battalion (BSB) commanders within the 98th ASG.

5. POLICY:

a. **ANNUAL PERFORMANCE SALARY INCREASES/PERFORMANCE AWARDS.** Annual performance salary increases/performance awards will be limited to a maximum of 3 percent salary increase or five percent lump sum in a 12-month period for employees receiving highest rating level (excellent).

b. **EXCEPTIONS.** Base Support Battalion (BSB) commanders desiring to reward highly exceptional performance with an award exceeding 5 percent may submit a request to the ASG NAF Performance Award Panel, which consists of the ASG Executive Officer, the ASG Director of Personnel and Community Activities and the ASG Civilian Personnel Officer. Exceptions approved by the Panel will be forwarded to the ASG Commander for final decision.

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6. Points of contact are Chris Garcia, 355-8207, email chris.slaytongarcia@us.army.mil, or Hyoa Sharrock, 351-4307, email: hyoa.sharrock@us.army.mil.

7. This policy memo supersedes 98th ASG Policy Memo 9, dtd 30 January 2003.

"Team of Teams!"



RUSSEL D. SANTALA
Colonel, AD
Commanding