

CONTINUITY OF EMPLOYMENT PROGRAM (CEP)

FOR MILITARY FAMILY MEMBERS (MFMS)

1. General Policy

Military Family Members (MFMs) comprise a significant portion of the Navy Exchange Service Command (NEXCOM) Enterprise workforce. Our mission, in part, is to support quality of life programs for MFMs. In consonance with this objective, it is essential that employment opportunities and continuity of service and benefits be maintained for MFMs as they relocate with their sponsor. The NEXCOM Human Resources group (HN) provides oversight of this program to ensure its success.

a. Applicability

This program applies to MFMs employed in a non-appropriated funded (NAF) position of the Navy Exchange (NEX), Navy Lodge or other NAF position within the NEXCOM Enterprise, unless prohibited by law, country to country agreements, or other applicable regulations. Some foreign OCONUS locations may prohibit employment of non-US citizens or dual citizens as prescribed by country to country agreements, or other applicable regulations.

b. Service, Benefits and Leave Without Pay (LWOP)

To ensure continuity of service and benefits, MFM's will be placed on LWOP for a period not to exceed one year when in transit from their old duty station to the new duty station. Associates holding a regular full-time or part-time position have the option of continuing to make direct contributions to NEXCOM for benefit plans they are enrolled in at the time of the transfer, except the 401K Plan. LWOP enables the associate to continue to earn credited and continuous service for retirement and postretirement benefits. In addition, employment service is not broken.

2. Specific Policies and Protocol

a. Eligibility Requirements

- MFM's, as described above, must be relocating with their sponsor between military installations or relocating with their sponsor upon retirement/separation of active duty from their last duty station to their home of record or alternate location, where an NEXCOM NAF Enterprise operation or other DoD NAF employer is located within the commuting area of the new location/residence.
- MFMs must be in a continuing Full-time (FT), Part-time (PT) or Flexible (Flex) position; associates in non-continuing/temporary (a.k.a. seasonal) positions are

not eligible for the program as continued employment was not intended upon initial hire. Normally, an associate must be in a continuing position for a minimum of 3 months to be eligible; exceptions to the minimum 3 month employment requirement may be considered if the associate accepted continuing employment prior to receipt of the sponsor's travel orders and eminent transfer. Exception requests should be submitted to the CEP-MFM Coordinator at NEXCOM Code HN.

- MFMs must have a fully successful or higher rating on their last two annual performance appraisals, unless only one appraisal is available. Immediate supervisors of qualified MFMs must execute a close out performance review in cases where an MFM has no previous work performance review of record. Close out reviews should be completed as soon as possible after the MFM has applied for CEP but not later than the MFM's last day of work prior to being placed on LWOP; eligibility requires a record of a fully successful or higher work performance review.
- b. Before Relocation
- MFMs should be briefed on this program and its basic tenets when being hired and/or when submitting a resignation due to the sponsor's transfer by the local HR office.
 - The losing activity HR office should use the four documents found immediately following these policies: CEP Application, CEP General Information, CEP Approval Form and CEP Checklist to document the process.
 - MFMs should apply by submitting a completed CEP application and a copy of their sponsor's permanent change of station (PCS) orders. PCS orders should identify the reporting date and location of the new duty station.
 - MFMs should be encouraged to prepare and submit a resume to enhance their placement opportunities.
 - The losing activity (activity where the MFM is employed prior to relocation) HR personnel should: verify MFM's dependent status by observation of the associate's military dependent ID (if the dependent's name is not listed on the orders), review application for completeness, issue CEP approval notice & benefit payment information (as applicable), forward the applicable forms and documents to NEXCOM CEP-MFM Coordinator and execute a personnel action placing the MFM on LWOP using the following Action/Reason selections: "Leave of Absence/Continuity of Employment Program". If the MFM fails to submit a resume the losing HR office should include the MFM's PeopleSoft internal resume along with the other CEP documentation.
 - Local Management LWOP approval is not required.
 - HR personnel of the losing activity should ensure CEP participants are counseled/advised: of CEP policies regarding placement, pay, service and benefits; that priority placement rights are based on available vacancies and do

not guarantee immediate placement to a lateral position; that MFMs and the gaining activity share responsibility for follow up regarding job availability; that those seeking a higher level position than the position they are vacating must apply via the NEXCOM “Work For Us” webpage and that CEP participants are not required to apply for positions for which they have priority placement rights (see para. 2.d. Placement Protocol below regarding non-competitive placement eligibility).

- NEXCOM will notify the gaining activity (or activities, as applicable) and District DHRMs of MFMs relocation and forward applicable forms and documents.
 - The one-year LWOP period will commence on the date the MFM is placed on LWOP.
- c. During and After Relocation
- HR personnel of the gaining activity or activities (within the commuting distance of the sponsor’s new duty station) will review the MFM’s background/resume and determine if the associate meets minimum qualification requirements for vacancies that the MFM has non-competitive placement eligibility; this includes all unencumbered positions pending posting, posted, or pending selection after posting.
 - HR personnel should forward documentation/resumes of qualified MFMs to the applicable selecting officials for priority placement.
 - While an interview to determine suitability for a priority noncompetitive placement is not appropriate, hiring managers may request a personal meeting with MFM to discuss the particulars of the vacancy.
 - When an offer of noncompetitive placement is declined by a MFM, the offer and declination should be documented and maintained by HR personnel and a copy sent to the CEP-MFM Coordinator.
 - When a placement is offered and accepted, the DHRMs of the applicable district should process the following People Soft actions:

1. Action/Reason selections: “Return from Leave /Return from Leave”.
2. Action/Reason selections: “Transfer/Continuity Lateral”.

If a MFM has applied for a higher graded position than the grade of their previously held position and is selected while still in a LWOP status the Reason selection should be “Continuity ComPromo” to indicate a competitive promotion.

- Gaining activity HR personnel should notify the NEXCOM CEP Coordinator of the placement; the CEP Coordinator is available to assist with the processing upon request

d. Pay Determination

Although a pay rate equal to the MFM's last pay rate is not guaranteed, the gaining activity will try to match the pay rate held by the MFM prior to the relocation, if possible. Pay will be commensurate with the position, taking into account wage rates for the area and the associate's knowledge, skill, ability, and prior experience.

e. Placement Protocol

- Continuity associates should be treated in the same fashion as an associate of an activity who was placed on LWOP and is returning to work. The competitive selection process is not required nor is it appropriate. If an activity has a viable open vacancy that's been posted, it may and should be canceled and filled noncompetitively with a CEP associate. However, continuity associates must apply and compete for positions graded or categorized greater than their last previously held position. Regarding employment category, the flexible category is the lowest category and the RFT is the highest.
- Upon receipt of information regarding a MFM on CEP by the gaining activity, efforts should be made to take note of the date the associate will be available for work and identify potential vacancies before they are posted/announced for competitive selection so they may be offered to the incoming MFM.
- MFMs will receive priority placement rights (non-competitive placement) for a 12 month period to commence on the date they are placed on a leave without pay (LWOP) status in connection with this program.
- MFMs must meet the minimum qualifications of the vacancy offered by the new activity.
- Those that decline a position at the same category and grade are removed from the program and forfeit priority placement.
- Those who accept a position at a lower category and/or grade will maintain priority placement for the remainder of the 12 month continuity period and should be offered/placed non-competitively into a position (for which they qualify) at the grade and/or category equal to the grade and category held prior to their relocation, when such a position is available. Associates accepting employment to a lower category will lose eligibility to the benefits connected to their previous category and will be eligible for the benefits of the category of the position accepted.
- Those that decline a position of a lesser category or grade will retain priority placement rights for the remainder of the 12 month CEP period or until they decline a position at the same or higher grade and category previously held, whichever comes first.
- A MFM who declines a placement offer that is equal to or greater (in pay grade and employment category) than their last previously held position will cease to be eligible for priority placement and be removed from their LWOP status and separated from employment (terminated/refused continuity offer). Declination of

such an offer will not reflect negatively on the associate's employment record; they may continue to apply and compete for positions as previously employed external applicants.

Non-Competitive Placement Eligibility Matrixes

Last Grade	Non-Competitive Placement Eligibility*			
NF	1	2	3	4
1	Yes			
2	Yes	Yes		
3	Yes	Yes	Yes	
4	Yes	Yes	Yes	Yes

Last Category	Non-Competitive Placement Eligibility*		
	Flex	PT	FT
Flex	Yes		
Part time	Yes	Yes	
Full time	Yes	Yes	Yes

Last Grade	Non-Competitive Placement Eligibility*							
NA-NL-NS	1	2	3	4	5	6	7	8 etc.
1	Yes							
2	Yes	Yes						
3	Yes	Yes	Yes					
4	Yes	Yes	Yes	Yes				
5	Yes	Yes	Yes	Yes	Yes			
6	Yes	Yes	Yes	Yes	Yes	Yes		
7	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
8 etc.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Exempt MFMs will receive priority placement for positions within the same job function, with the same or similar title.

CT positions include three types: Non-Supervisory – NA; Leader – NL and Supervisor – NS, each having separate pay schedules. Accordingly, a CEP associate whose last position was at the grade level 5 will have non-competitive placement eligibility for grade 5 and below within the CT type (NA, NL or NS) previously held.

Per the OPM Pay System Nonappropriated Operating Manual:

Promotion means a change of an employee, while continuously employed, from:

- One grade to a higher grade under the same type of wage schedule, for example, from a grade 5 under the nonsupervisory wage schedule to grade 6

under the nonsupervisory wage schedule, whether in the same or different wage areas;

- A job or grade under a wage schedule to a job or grade with a higher representative rate (Step 2 in the case of CT jobs) under a different wage schedule;
- Change to lower grade means a change of an employee, while continuously employed, from:
- One grade to a lower grade under the same type wage schedule, whether in the same or different wage areas;
- A job or grade under a wage schedule to a job or grade with a lower representative rate (Step 2) under a different wage schedule.

Regarding associates moving from an NF to a CT position, the representative rate for an NF position is the associate's current (or in this case, their last) rate of pay. When pay is offered at a rate higher than the associate's current/last rate, the action is considered a promotion. Questions regarding movement between CT and NF positions should be addressed to the local DHRMs or NEXCOM Classification Specialist.

CT pay setting rules per the OPM Pay System Non-appropriated Operating Manual should be applied to determine the step the associate receives when accepting a non-competitive placement.

*Associates accepting a position of lesser category or grade maintain placement eligibility for the full one year CEP period or until placed in a grade and category equal to or greater than their last previously held position, whichever comes first. MFM Associates must meet minimum qualifications of the position to which they are non-competitively placed.

The following information and forms are located on the Code H intranet webpage under Relocation/Continuity Program:

CEP General Information
Application NEXCOM FORM 12330/1
CEP Check List
Approval Document NEXCOM FORM 12330/2