



26 NOVEMBER 2021

## GENERAL INFORMATION

Military Family Members comprise a significant portion of the Navy Exchange Service Command (NEXCOM) Enterprise workforce. You are a valuable NEXCOM Enterprise asset, and an important part of our Navy Family Store. Families take care of each other, and the NEXCOM family is no exception.

If you are leaving your current position because your military or NEXCOM sponsor is transferring and you want to continue working for NEXCOM, we want to help you.

If there is a Navy Exchange (NEX) or other non-appropriated fund (NAF) Enterprise at your new location, NEXCOM will make every effort to have a position waiting for you when you are ready to begin work.

### STEPS

1. As soon as your military sponsor received PCS notification, visit your servicing Human Resources (HR) office.
2. Ask for the Continuity of Employment of Military Family Members Application form. Complete the top portion of the form and return it along with a copy of your sponsor's change of permanent change of duty station (PCS) orders and an up to date resume to your local Human Resources office.
3. The HR office will review your application for eligibility, complete the lower portion of the application and send it to the NEXCOM CEP Coordinator.
4. NEXCOM will initiate contact with the HR office at your new location and alert them of your transfer and availability to work.
5. The HR office at your current duty station will place you on a LWOP status and give you your benefits plan information.
6. Once you arrive at the new destination, contact the applicable HR office to provide them with your contact information and to discuss available opportunities.

For additional information please contact your servicing HR Office or the CEP Coordinator at 757-631-3656 or the Director of Talent Acquisition at 757-631-3667.