INSTRUCTIONS FOR COMPLETING DA FORM 7427

For use of this form, see AR 215-3; the proponent agency is DFMWR.

THIS FORM MUST BE ATTACHED TO DA FORM 7427 AT ALL INSTANCES OF USE.

THIS FORM IS USED WHEN A NEW EMPLOYEE IS BEING INPROCESSED OR A CURRENT EMPLOYEE RESIGNS OR IS SEPARATED FROM HIS OR HER POSITION. THIS FORM IS PART OF THE PERMANENT RECORD AND IS FILED ON THE RIGHT SIDE OF THE OPF. EXPLAIN EACH OF THE ITEMS THOROUGHLY TO ENSURE THE EMPLOYEE UNDERSTANDS THE CONDITIONS AND BENEFITS OF NONAPPROPRIATED FUND EMPLOYMENT. HAVE THE EMPLOYEE INITIAL THE SPACES PROVIDED AFTER EACH ITEM HAS BEEN EXPLAINED. WHEN THE EMPLOYEE RESIGNS OR IS SEPARATED FROM EMPLOYMENT, EXPLAIN THE ITEMS IN THE OUTPROCESSING COLUMN AND HAVE THE EMPLOYEE INITIAL EACH ITEM AFTERWARD.

ITEM	INPROCESS *(initial)*	OUTPROCESS *(initial)*
38. Location and operating hours of the NAF HR Division.		
39. Location and operating hours of One Stop Job Shop.		
40. Nature of action:		
a. Flexible		
b. Regular Full Time		
c. Regular Part Time		
d. Limited Tenure		
41. Effective Date of Action		
42. Salary Schedule (NF, CC, NA, NL, and NS)		
43. Grade		
44. Hourly Rate		
45. Shift Differential Pay (NA, NL, NS)		
46. Within Grade Increases (Applicable to NA, NS, NL)		
47. Correct Social Security Number		
48. Correct Birthdate		
49. Citizenship Status		
50. NAF Employee Orientation with Supervisor		
51. Where to report change of address, citizenship status, marital status, etc.		
52. Duty Schedule		
53. Point of Contact for MER, EEO, and EAP		
54. Inservice Applications		
55. Leave and Earnings Statement Guide		
56. Military Service Time		

57. Comments: