



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCES IN EUROPE

MEMORANDUM FOR 100 FSS/FSMC

25 January 2012

FROM: HQ USAFE/A1K
Unit 3050 Box 25
APO AE 09094-5025

SUBJECT: Additional Benefits and Entitlements for British MOD Personnel in the Local National Direct Hire (LNDH) Employment Program

1. Under USAFE Instruction, 36-707, Administration of Local National Direct Hire Civilian Employees in the United Kingdom, Ministry of Defense (MOD) is not considered to be Federal Service employment and therefore no service credit for purposes of civil service benefits can be creditable nor is service in a position paid from appropriated funds (APF) creditable for purposes of MOD benefits.

2. The model of transformation is by attrition, whereby positions filled with MOD employees that become vacant will be removed from the 1996 Arrangement and filled with personnel recruited through the LNDH program. MOD employees working for the U.S. Forces who are interested in a transfer from the MOD to LNDH program in their current position will have to discuss their individual case with the servicing Civilian Personnel Office.

3. In circumstances where a current MOD employee assigned to work at a U.S. Forces installation seeks an appointment to a position in the LNDH program different from their current one, and in order to recognize the value of the MOD workforce, the U.S. Forces will have the unfettered discretion, in appropriate cases, to grant some or all of the additional benefits set out below.

4. The following policy outlines those additional discretionary employment benefits which can be credited for eligible candidates who are offered and accept a position in the LNDH APF program.

4.1. Recruitment process: Any MOD employee seeking appointment to an LNDH position will be entitled to make an application in the same manner as any other applicant and, while they will receive no priority for placement they will be treated equally with all other applicants. For example, qualified MOD personnel will be placed on the referral list.

4.2. Length of service credit: Former MOD personnel who have been working for the U.S. Forces and who accept a LNDH position within 14 calendar days or immediately following their employment with the MOD may be credited their previous length of service for one or more of the following purposes. Only the last continuous period of time assigned to work at a U.S. Forces installation will be credited. Breaks in MOD employment or assignment to a U.S. Forces installation of a complete calendar week or more will break the continuity of employment (A calendar week is calculated from 0001 on a Monday to 2400 the following Sunday). For example: A MOD employee assigned to work at a U.S. Forces installation from January 1, 1996

until December 31, 2002 and from January 1, 2005 until taking up an LNDH post on January 1, 2012 may only be credited with 7 years of service for the period of 2005 through 2012.

4.3. Any credited service may be used to provide the individual with one or more of the following benefits:

a. Initial pay setting: Pay setting on a new appointment to a position will be made at the minimum rate of the appropriate grade. The appointing official may make a new appointment at a rate above the minimum rate of the appropriate grade in recognition of an appointee's special qualifications and/or length of credited service.

b. Annual leave: Rates of accrual of annual leave may be awarded on the basis of credited service. Due to the different nature of the MOD and LNDH employment programs as explained in paragraph 1, residual amounts of annual leave entitlements from employment with the MOD cannot be carried over to the LNDH program.

c. USAFE Stakeholder Pension and Life Assurance Scheme: Selectees who choose to enroll in the USAFE stakeholder scheme will be placed at the employer contribution bracket based on the credited length of service. There will be no waiting period for the employer contribution.

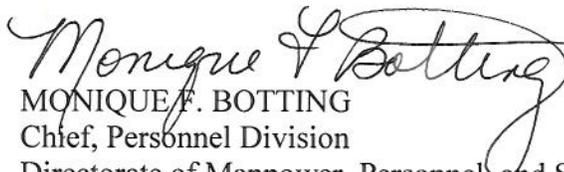
d. Awards: The length of service recognition will be based on the substantiated credited length of service.

e. Notice period: The notice period will be based on substantiated credited length of service.

f. Reduction in Force Procedures and Business Based Actions: Employees who accept a LNDH APF position and resign from a MOD position will receive length of service credit identified in paragraph 2 above for RIF and Business Based Actions. The substantiated credited length of service will be used to determine retention preference and severance pay entitlements.

5. This policy can be reopened to address modifications or be rescinded at any time due to mission requirements

6. My point of contact in this matter is Mr Dirk Schubert, HQ USAFE/A1KKC, DSN 480-6609, or e-mail at dirk.schubert@ramstein.af.mil.


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