
Local National Direct Hire Brief

**Conducted by the
Civilian Personnel Office**

- 1. Background**
- 2. Facts about the LNDH Initiative**
- 3. What is Local National Direct Hire?**
- 4. How Does the System Work?**
- 5. Benefits of the LNDH Program**
- 6. Conclusion**

Background

Background

- **In light of the fiscal restraints the US Forces conducted a review of the structure of its workforce**
- **As the US Forces maintain two distinct local national employment programs in the UK and determined, based on a variety of factors, that it needed to move towards a Local National Direct Hire workforce**
- **The US is currently working with the MOD to position its manpower to meet future requirements in the most economical and efficient manner.**

Facts About the LNDH Initiative

Facts about the LNDH Initiative

- **MOD Employees are NOT losing their jobs due to this initiative**
- **MOD employees are NOT being forced into the LNDH system**
 - **Employees who are interested in applying for LNDH positions may do so through open competition**
 - **Employees can retire and apply for LNDH vacancies**
 - **MOD employees who desire a job in the LNDH system should consult with CPO before resigning from MOD**
 - **Employees should only resign after a firm job offer has been issued by the CPO office in any circumstance**

Facts About the LNDH Initiative (cont.)

- **The total number of jobs available to UK personnel working with USVF is NOT reduced as a result of this initiative**
 - **Resident eligibility:**
 - **UK Citizens**
 - **Nationals of European Community (EC) Countries**
 - **Commonwealth Citizens, Other Foreign Nationals, and Stateless Persons (unless restrictions apply)**
 - **All LNDH employees will work under UK law and this will NOT change for existing or future employees**
 - **Employees are entitled to all rights and entitlements afforded under UK law**
-

Facts About the LNDH Initiative (cont.)

- **Security Clearances are required for all employees regardless of pay system**
 - **Employees must meet appropriate security clearances as described in USAFEI 36-707, 3AF, and Security Forces Regulations – there are no exceptions**
 - **Comparisons between the MOD and LNDH system should not be made**
 - **Each system is a separate entity and has many advantages**
 - **Each system should be evaluated on their individual merits**
 - **Employee decisions regarding employment in either system is a personal decision – please review the facts**
 - **MODs can apply for LNDH positions at any location if they choose to do so**
-

What is Local National Direct Hire?

What is Local National Direct Hire?

A program by which the US Forces employs and manages human capital to accomplish the mission while observing all applicable UK employment laws

How Does the System Work?

- 1. Staffing/Placement**
 - 2. Classification**
 - 3. Employee Benefits**
 - 4. Appraisals**
 - 5. Awards**
-

Staffing/Placement

- **Recruitment**
- **Open and fair competition**
 - **Local area has priority on recruitment**
 - **Manager discretion for internal/external advertisements**
 - **Internal is current employees in the LNDH program**
 - **External constitutes personnel in the commuting area**
 - **Priority consideration for current temporary or intermittent employees**
 - **A broader population can be considered at management request**
 - **Recruitment, Retention, and Relocation incentives can be granted on a case by case basis**

Staffing/Placement (cont.)

- **Qualification standards are the minimum experience, training, education, and physical requirements essential in performing duties of the position involved in a satisfactory manner.**
 - **Categories of Recruitment:**
 - **Reassignment – a change from one position to another without promotion or demotion**
 - **Detail – performance of duties of a position different from those to which normally assigned – temporary in nature**
 - **Temporary Promotion – duties of a higher graded position – competitive procedures apply**
 - **Career Ladder Positions – positions competed at a lower level for which non-competitive advancement occurs to a higher grade**
 - **Must meet performance and training requirements**
 - **Change to Lower Grade – movement to a position with lower graded responsibilities**
-

Classification

- **Classification Categories (not all inclusive):**
 - **Staff Schedule (S) – Clerical, administrative, technical, and professional positions**
 - **Works Schedule (W) – Includes all recognized crafts and trade unions of unskilled, semi-skilled, or skilled manual labor positions**
 - **Works Leader (WL) – Includes leader type positions which lead three or more crafts or trades or unskilled, semi-skilled, or skilled manual labor positions**
 - **Works Supervisor (WS) – Includes positions with full supervisory responsibilities over W and WL positions**
 - **Works General Supervisor (WGS) - Includes positions with supervisory responsibility over other supervisors**
-

Classification (cont.)

- **Catering (C) – Includes food service positions and janitorial positions**
- **Catering Leader (CL) – Same as WL**
- **Catering Supervisor (CS) – Same as WS**
- **Catering General Supervisor (CF) – Same as WGS**
- **Classification decisions and reviews completed by local CPO; based on Office of Personnel Management, General Schedule, and Federal Wage System Standards**
- **Wage surveys are conducted annually by USAFE and pay tables are published by the Joint Civilian Personnel Committee.**

Employee Benefits

- **Within Grade Increase – granted upon successful performance**
 - **Maternity – 52 weeks - must meet length of service requirements**
 - **Statutory provisions apply**
 - **Paternity Leave – unpaid leave up to two weeks – must meet eligibility requirements; statutory provisions apply**
 - **Sick Leave – Earned at 5% of total hours worked or in pay status within the basic workweek. Used after accrued**
 - **Advanced Sick Leave can be granted on a case by case basis**
 - **Annual Leave – Earned on an accrual basis on hours worked or in pay status and can be carried over**
 - **Advanced Leave can be granted on a case by case basis**
 - **Food Benefit –conditional upon location of work**
-

Employee Benefits (cont.)

- **Special Leave – For blood donations, public duties, and death of a family member**
- **Public Holidays – 8 holidays plus one additional privilege day**
- **Shift, Night, Premium pays are allowed if eligibility is met**
- **Stakeholder Pension Plan – employee can contribute right away**
 - **Employer contribution after first full year of enrollment**

- **Annual Performance Evaluations**
- **Cash awards can be given as part of the appraisal cycle based on supervisor input of evaluation**
- **Initial probationary period is six months with a review and certification**
- **Time Off awards can be granted in conjunction with performance appraisals**

- **Employees participate in a variety of monetary and non-monetary awards in accordance with AFI 36-1004 and USAFE 36-731**
 - **On the Spot awards**
 - **Service Recognition Awards**
 - **Special Act or Service Awards**
 - **Notable Achievement Awards**
 - **Time Off Awards**
 - **Civilian Achievement Awards**
 - **Honorary Awards such as:**
 - **Letters of Appreciation**
 - **Letters of Commendation**

Points of Contact

- **Civilian Personnel Officer**
 - **Christina Lhamon** **DSN: 238-3070**
- **Program Manager**
 - **Ryan Tatton** **DSN: 238-3079**
- **LNDH Current Servicing Team**
 - **Pat Hall - Branch Chief** **DSN: 238-2587**
 - **Mandy Brown – HR Specialist** **DSN: 238-2677**
 - **Violet Parish – HR Specialist** **DSN: 238-2292**
 - **Frances Bodle –HR Assistant** **DSN: 238-5036**

Conclusion

The US Forces and MOD will work in collaboration to ensure our employees are taken care of through this transition. The LNDH system offers benefits and opportunities to those who choose to participate. If you are interested in more information on the LNDH program or if you have questions please go to our Facebook page:

<http://www.facebook.com/pages/Mildenhall-Civilian-Personnel-Office/165459050189438>

Questions

