



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 100TH AIR REFUELING WING (USAFE)  
ROYAL AIR FORCE MILDENHALL, ENGLAND

25 July 2011

MEMORANDUM FOR 100 ARW  
48 FW  
501 CSW  
TENANT UNITS

FROM: 100 FSS/FSMC

SUBJECT: Ministry of Defense (MOD) Personnel Process Management

1. Employee management between US and MOD forces is of paramount importance to ensure compliance under the conditions set forth in General Brady's memo dated 24 September 2010, Obligation of Funds, and all applicable HR laws, regulations, and guidance that require legal documentation of employee movement.
2. The attached MOD Personnel Process Flow letter dated 15 Nov 2010 outlines the requirements supervisors must adhere to before submitting any request for action through the Civilian Personnel Office. Additionally, there are some specific items that need to be addressed to help support a consistent management of our MOD workforce:
  - a. **Position Management:** The Civilian Personnel Office (CPO) is responsible for 100% accountability of all MOD employees at RAF installations. The CPO now has an established baseline for all MOD employees and HQ USAFE has used the baseline to identify encumbered positions as funded 'DMC' and vacant positions as unfunded 'DMC-U'. In order to track employees, maintain employee accountability, identify position movement, forecast organizational needs and identify/monitor funding levels through the established baseline, supervisors are required to submit a fillable SF52, Request for Personnel Action (RPA) for all position movements within the organization at least 45 days prior to the effective date. Position movements are defined as:

(1) **Any requests for reassignments, temporary promotions, deputized allowance (STTP), changes to lower grades, position upgrades.** Supervisors will not move employees prior to the approved effective date of the action and movements will not be made retroactive. Once submitted, Manpower, CPO, and Finance will verify the requirements to ensure proper compliance with all regulatory guidance and, if approved by all parties, then process the RPA by the soonest negotiated effective date between the organization and CPO IAW the process described above. All temporary actions must have an end date not to exceed 120 days entered into the RPA. After the 120 days a renewal RPA must be submitted to extend the employee. No movements will take place before this process has been approved.

(2) **Any retirement or resignation action from the installation to the CPO.** RPAs for the resignation or retirement of an employee must be submitted by the supervisor and processed by the CPO. Supervisors must notify the BST office and CPO when an

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employee is resigning or retiring and submit a SF 52 to the CPO for processing. RPAs must be submitted as early as possible, but no later than 30 days prior to the retirement date or 15 days prior to the resignation date if known. To ensure fiscal responsibility and management of personnel, no future actions will take place by the BST office or the CPO until this has been accomplished.

(3) **Any request for long term sick leave, maternity leave.** Supervisors will need to annotate the date for which the employee is expected to return on the RPA and have supporting documentation attached to the RPA. US Or LNDH overhires may be requested against these documented cases to ease the burden of the long term absence. However, overhire requests will not be processed if the RPA to document the incumbents absence has not been submitted. All overhire requests must have a projected end date added to the RPA.

b. **Business Cases:** In certain circumstances a business case will be required along with the RPA to support the need for additional expenditure of funds. Such circumstances include but are not limited to:

- (1) Requests for allowances for employees which would be for a specific need in excess of the normal contracted obligations.
- (2) Requests for incentives such as recruitment, relocation, etc.
- (3) Requests that obligate the U.S. government to any excess funds above what the employee is currently receiving.

Upon request to the CPO, a template will be sent to the requestor. The business case must adequately outline the requirements of the request, provide sufficient justification to support the request, and must be reviewed and concurred by the immediate chain of command. As the business case is to affect an action, a fillable SF52 is required to be submitted with the business case. The RPA and business case will be reviewed and sent to FM for a concur/non-concur. The request will then be forwarded to the Wing Commander for review and final approval.

c. **Managed Moves:** There will be some circumstances where the organization may have to review employees, due to conditions beyond their control, who need to be 'managed moved'. These circumstances are normally:

- (1) Employees who are physically disqualified from their positions.
- (2) Employees who, due to circumstances beyond their control, cannot continue to work their present position.
- (3) Employees who are returning from Long Term Career Breaks and their positions have been obligated or unfunded.

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Supervisors/BST are required to notify the CPO at least 30 days in advance of disqualification or absence if possible. The following applies:

(1) In cases of a career break (up to five years), supervisors must submit a fillable SF52 (RPA), 30 days prior to the confirmed return date. These cases will be worked on a case by case basis.

(2) Upon notification of substantiated medical disqualification that prevents the employee from performing the **essential functions of the position**, the supervisor must inform the CPO immediately upon receipt of such information. The CPO along with the Business Partner will review all evidence surrounding the case and, if substantiated, employees will be placed on a priority listing and the supervisor, BST, and CPO will work together in a coordinated effort to place the employee within the outlined limits of their capabilities if possible.

All employees will be worked on a case-by-case basis with the organization leadership. If no placements can be made within the organization, Wing leadership will engage to facilitate an acceptable solution to the extent practicable. Please be advised the sooner the CPO is notified the more expedient the process will be. No actions by the BST or CPO will take place until this process is accomplished.

d. **Training Requests**: USAFE Instruction 36-704 requires the CPO to process training requests and coordinate applicable training requirements when USAF funds are committed. Keep in mind even though a training cost of the MOD class is born by the MOD, the expenditure of funds for meals and transportation is born by the US Forces and must have prior approval to obligate funds. Any training requests fitting this description must be documented on a MOD Form 154 (equivalent to the SF 182) and sent through the CPO for processing/approval.

It is the responsibility of the employee and the supervisor to submit the MOD Form 154 to the second level supervisor for approval. The forms must be submitted no later than 15 days prior to the actual training date. The CPO will review and forward to FM for coordination. Once FM coordinates, the CPO will process the request. All requests will be tracked and organizational statistics will be presented at the Wing Corporate Review Civilian Board.

e. **Overtime Requests**: Prior to the work being accomplished, overtime requests must be submitted and approved on a Form 428 prior to the actual work accomplished. Only under emergency conditions that prevent the employee from requesting overtime in advance will the request be processed without the proper authorization. Such events are limited in nature and should be carefully scrutinized. Such events may be, but not limited to, the protection of life, property, and security.

Immediate supervisors must review employee's overtime request and submit the request via their established organizational policies for approval. The request then must be routed through FM for coordination and approval. A copy of the approved request must be retained

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on file in the employees 971.

f. **Long Term Leave:** Supervisors are required to submit a fillable SF52 for any action that constitutes a long term leave for the employee. Actions include Maternity Leave, Sick Leave, worker's injury or incapacitation, etc. The CPO will process the RPA to reflect the At least 45 days prior to the projected return date of the employee. If the employee cannot return on the projected date, the supervisor must submit fillable SF52 to receive an extension of the return date. These cases will be worked on an as needed basis and every effort will be made for placement. Employees will not be allowed on the roles before an established return date has been made by the CPO and employees be cleared to return to work.

g. **TDY:** As the US is responsible for costs associated with a temporary duty assignment, all DD Forms 1610 must be routed through the local FM office for funds availability and certification prior to travel. If the TDY is for training the supervisor must follow the training requests paragraph above.

3. This document is fluid in nature and subject to change as requirements change and/or as needs develop. The purpose of this policy is to bring transparency and consistency to personnel practices for the MOD personnel process.

4. Any questions can be directed to the Civilian Personnel Officer or the MOD HR Business Partner.

  
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Civilian Personnel Officer

Original Signed

*Mark A.J Young*

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Ministry of Defense  
HR Business Partner