



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

11 January 2017

MEMORANDUM FOR 100 FSS/FSMC

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

SUBJECT: Length of Service Credit for the Purpose of LNDH Employment

1. The MOD to LNDH transformation model is based on attrition. Positions encumbered by MOD employees that become vacant will be removed from the 1996 Arrangement, converted to LNDH and filled with personnel recruited through the LNDH program. MOD employees working for the US forces who are interested in an appointment to a position in the LNDH program may submit an Application for Employment for LNDH vacancies.

2. In order to further the MOD to LNDH transformation and recognize the value of the MOD workforce, a current MOD employee assigned to work at a US forces installation may seek an appointment to a position in the LNDH program different from that which they currently occupy provided certain circumstances are met. This policy applies to MOD employees whose position, once vacant, is transferred to the LNDH program. This policy does not apply to personnel of the Defense Infrastructure Organization, MOD Police, HR Business Partner and Business Support Teams, RAF Command Staff, and MOD Guard Service.

3. Under USAFE Instruction 36-707, *Administration of Local National Direct Hire Civilian Employees in the United Kingdom*, the MOD is not considered to be US Federal Service employment. Therefore, no MOD employment is creditable towards US civil service benefits. Similarly, employment in a position paid from appropriated funds (APF) is not creditable for purposes of MOD benefits.

4. The following paragraphs outline additional discretionary employment benefits which may be credited for eligible candidates who are offered and accept a position in the LNDH program.

a. Recruitment process: Any qualifying MOD employee seeking appointment to an LNDH position will be entitled to make an application in the same manner as any other applicant. All applicants will be treated equally, receive no priority for placement, be placed on the referral list and referred along with other qualified external candidates.

b. Length of service credit: Qualifying MOD personnel who have been working for the US Forces and who are appointed to a LNDH position within 14 calendar days of their employment with the MOD may be credited their previous length of service that will allow certain employee benefits. NOTE: Only the last continuous period of time assigned to work at a US Forces installation will be credited. Breaks in MOD employment or assignment to a US 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: An MOD employee assigned to work at a US 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 until 2012.

c. Service credited may be used to provide the individual with one or more of the following benefits. Granting some or all of these benefits is at the sole discretion of the US Forces' appointing authority

(Civilian Personnel Officer), who will be cognizant of the need for consistency when considering similar cases.

i. Initial Pay Setting: A new appointment to a position will be made at the minimum rate of the appropriate grade. The selecting official may request a new appointment at a rate above the minimum rate of the appropriate grade primarily in recognition of an appointee's special/unique/superior qualifications or to facilitate recruitment for an otherwise hard to fill position. Approval of these types of request rests with the Civilian Personnel Officer.

ii. Annual Leave: Rates of accrual of annual leave may be awarded on the basis of credited service which may include previous MOD time while working for the US Forces. However, due to the different nature of the MOD and LNDH employment program as explained in paragraph 3, residual amounts of annual leave entitlements from employment with the MOD cannot be carried over to the LNDH program.

iii. USAFE Stakeholder Pension and Life Assurance Scheme: Provided selectees enroll in the USAFE Group Stakeholder Pension scheme within the first 3 months of LNDH employment they will be placed at the employer contribution bracket based on their credited length of service which may include previous MOD time working for the US Forces. No length of service is credited for qualifying MOD personnel who enroll after the first 3 months of LNDH employment or for those qualifying MOD employees who are eligible for retirement under the MOD civil service scheme.

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

v. Notice Period(s): The notice period will be based on substantiated credited length of service.

vi. Reduction-in-Force Procedures and Business Based Actions: Employees who accept a LNDH position and resign from a MOD position will receive length of service credit identified in paragraph 4b above for RIF and Business Based Actions to determine retention preference and severance pay entitlements (subject to UK Statutory requirements). However, no length of service is credited for MOD personnel who are eligible for retirement under the MOD civil service scheme prior to their appointment to a LNDH position.

5. This policy can be reopened to address modifications or be rescinded at any time due to mission requirements. This memorandum supersedes the one issued on 25 Jan 2012.

6. The USAFE-AFAFRICA point of contract in this matter is Mr Dirk Schubert, HQ USAFE-AFAFRICA/A1KC. He can be reached via phone 480-3899 or e-mail at dirk.schubert.de@us.af.mil.



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cc: AAFES Human Resources Office