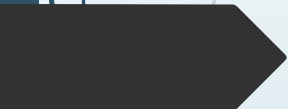


Local National Direct Hire (LNDH) Brief

Civilian Personnel Brief

April 2017

Agenda

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1. Background
 2. Facts about the Local National Direct Hire Initiative
 3. What is Local National Direct Hire
 4. How the Local National Direct Hire system works
 5. Benefits of the Local National Direct Hire program
 6. Conclusion



Background

Background

- ❑ In light of the fiscal restraints the US Forces conducted a review of the structure of its Local National workforce.
- ❑ 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 (LNDH) 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/resign and apply for LNDH vacancies.
 - ❑ MOD employees who desire a job in the LNDH system should consult with CPO before resigning from MOD.
 - ❑ MOD employees should only resign after a firm job offer has been issued from CPO, which will be after all pre-employment requirements have been met.

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 vacancies at any location if they choose to do so.



What is Local National Direct Hire (LNDH)



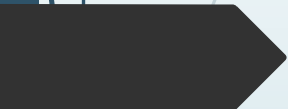
What is Local National Direct Hire (LNDH)

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

How does the system work

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

Staffing and Placement

❑ Recruitment

❑ Open and fair competition

- ❑ No Discrimination based on age, sex, marital status, physical handicaps, color, race, nationality, ethnic or national origin, etc.

❑ Recruitment, Retention, and Relocation incentives can be granted on a case by case basis.

❑ Qualification standards are the minimum experience, training, education, and physical requirements essential in performing duties of the position involved in a satisfactory manner.

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

- ❑ 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
- ❑ Special Crafts positions are those position listed in the following series: 2604, 2606, 2805, 2810, 2854, 3603, 3703, 3809, 4206, 4255, 4742, 4749, 4804, 5301, 5378, 5408, 5703, 5767, 5801, 5803, 5823, 6912, 6968
- ❑ Classification decisions and reviews completed by local CPO;
- ❑ Based on Office of Personnel Management, General Schedule, and Federal Wage System Standards

Employee Benefits

- ❑ Within Grade Increase – granted upon successful performance in accordance with the USAFEI 36-707
- ❑ Maternity – Statutory provisions apply – contact our Employee Management Relations Team
- ❑ Paternity Leave – Statutory provisions apply – contact our Employee Management Relations Team
- ❑ Shared Parental Leave - Statutory provisions apply – contact our Employee Management Relations Team
- ❑ Sick Leave – Earned at 5% of total hours worked and may be used after accrued
- ❑ Annual Leave – Earned on an accrual basis on hours worked. May be used after accrued
- ❑ Food Benefit – conditional upon location of work

Employee Benefit (cont.)

- ❑ Public Holidays – 8 holidays plus one additional privilege day.
- ❑ Shift, Night, and Premium pays are available if eligibility is met.
- ❑ On-Call allowance is available if eligibility is met.
- ❑ Auto Enrollment Stakeholder Pension Plan – employee may contribute right away.

Appraisals

Annual Performance Evaluations

- You must be onboard for 90 days to receive a performance evaluation.

Time off awards can be granted throughout the performance cycle.

Monetary awards can be given throughout the performance cycle based on supervisor input of evaluation.

- You must be employed for six months to be eligible to be nominated for and award.

Awards

- Employees are eligible for a variety of monetary and nonmonetary awards in accordance with AFI 36-1004 and USAFE 36-731.
- On the Spot Monetary awards
- Service Recognition Awards
- Special Act or Service Awards
- Notable Achievement Awards
- Time Off Awards
- Honorary Awards such as:
 - Letters of Appreciation
 - Letters of Commendation

Points of Contact

❑ Civilian Personnel Officer

❑ Nicole Nisperos

DSN: 238-3540

❑ Employee Management Relations Team DSN 238-4975

❑ LNDH Current Servicing Team

❑ Pat Hall - Branch Chief

DSN: 238-4138

❑ Bruno Cantu – Branch Chief

DSN: 238-2587

❑ Mandy Brown – HR Specialist

DSN: 238-4955

❑ Helen Kent– HR Specialist

DSN: 238-4955

❑ Kirsty Dozier – HR Specialist

DSN: 238-4955



For Questions Please Contact
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