



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

15 February 2012

MEMORANDUM FOR 100 ARW
48 FW
501 CSW
TENANT UNITS

FROM: 100 FSS/FSMC

SUBJECT: Ministry of Defence (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 laws, HR regulations, and guidance that require legal documentation of employee movement. This policy applies to the supervisors of USVF MOD employees and has been drawn from both US and MOD Policies, Rules, and Guidance (PRG).

2. Any action that increases or decreases an individual's basic pay, on a temporary or permanent basis, must be vetted through the chain of command and approved by the Wing Commander unless re-delegated in writing to a lower level.

3. The attached MOD Personnel Process Flow letter dated 15 November 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 consistent management of our MOD workforce:

3.1. **Position Management:** The Civilian Personnel Office (CPO) is responsible for 100% accountability of all MOD employees at USVF 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 'DMCU'. 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), to the CPO for all position movements within the organization at least 45 days prior to the effective date. Position movements are defined as:

3.1.1. **Any requests for reassignments, temporary promotions, deputizing 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 the BST will check compliance with all appropriate MOD rules and policies. Thereafter, they will send the documentation to the CPO who will verify proper authorization has been given. The CPO will coordinate with Manpower and Finance. If approved by all parties, the RPA will be processed by the soonest negotiated effective date between the organization and CPO. All temporary

actions must have an end date not to exceed 90 days entered into the RPA. After the first 90 days a renewal RPA must be submitted in advance of expiration to the CPO for consideration to extend the employee. No movements will take place before approval.

3.1.2. Any retirement, partial retirement, or resignation action from the installation to the CPO. RPAs for the resignation, partial retirement, or retirement of an employee must be submitted by the supervisor and consummated by the CPO. Supervisors must notify the BST office and CPO when an employee has requested such actions and submit an RPA to the CPO for review and processing. RPAs must be submitted as early as possible, but no later than 30 days prior to the partial retirement/retirement date or 15 days prior to the resignation date if known. To ensure fiscal responsibility and management of personnel, no future actions will be processed by the BST office or the CPO until this has been accomplished.

3.1.2.1. Partial Retirements – Partial retirement is not an entitlement and its approval cannot be guaranteed. Although the chain of command has an obligation to consider requests, business need has to come first and a request may be turned down and if its approval would jeopardize the fulfillment of mission requirements.

3.1.3. Long term sick leave (absence of more than 28 consecutive calendar days), maternity leave. Supervisors will need to proactively manage the date for which the employee is absent 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 an RPA to document the incumbents absence has not been submitted. All overhire requests must have a projected end date added to the RPA.

3.1.3.1. Maternity Leave – If the employee returns to work after AML they are entitled to return to the same job on the same terms and conditions as if they had not been absent, unless a redundancy situation has arisen OR there is some other business reason why it is not reasonably practicable from the supervisor to take the employee back in the original job. All cases pertaining to the later must be vetted through the chain of command and sent to the CPO as they will be looked at on a case by case basis. Employees wishing to return to a schedule outside of the original terms and conditions of the position will need to notify their supervisor and their situation will be reviewed on a case by case basis.

3.1.3.2. Reporting the Absence: For maternity leave supervisors are required to submit the RPA as soon as the employee notifies the organization. For absences that constitute long term sick (absences in excess of 28 consecutive calendar days) supervisors will submit the RPA upon the 29th day. The submitted RPA must reflect the reason for the absence, the effective date of the absence, and the projected return date, if known (if not known please project 60 days and a reevaluation will be done at the expiration of the timeframe). The CPO will

process the action and send it to the BST office for review/action. Any requests outside of those listed above will be worked on a case by case bases.

3.1.3.3. Reporting the Return: If possible, 45 days prior to the projected return date of the employee a RPA is submitted to the CPO. In any case, the supervisor must give the CPO/BST office notification of intent to return. If the employee cannot return on the projected date, the supervisor must notify the BST/CPO of the delay, reason for the delay, and submit the fillable RPA to receive an extension of the return date.

Each return will be worked separately and when if a situation occurs where the position has been abolished every effort will be to place the employee. Employees will not be allowed on the roles before an established return date has been determined by the CPO in coordination with the BST office and employee's cleared to return to work.

3.1.4. Business cases for any allowance above the basic salary: A business case will be required along with the RPA to support the need for any additional expenditure of funds above the current compensation level of the employee. Such reasons are, but not limited to:

3.1.4.1. Requests for allowances for employees which would be for a specific need in excess of the normal contracted obligations.

3.1.4.2. Requests for incentives such as recruitment, retention, and relocation, etc.

3.1.4.3. 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. The submission will include: the fillable RPA with approval signatories in the chain of command and the fully justified business case. Once approved by the chain of command, the package is sent to the BST office to ensure compliance with MOD rules and policies. The BST will forward the package to the CPO for review and action. The coordination the CPO will obtain is FM recommendation, Manpower recommendation, and the Wing Commanders final approval.

3.1.5. 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:

3.1.5.1 Employees who are physically disqualified from their positions.

3.1.5.2. Employees who, due to circumstances beyond their control, cannot continue to work their present position.

3.1.5.3. Employees who are returning from Long Term Career Breaks and their positions have been obligated or unfunded.

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

3.1.6.1. 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.

3.1.6.2. 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 placements 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.

3.1.6. **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 the training cost of the MOD class is borne by the MOD, the expenditure of funds for meals and transportation is borne by the US Forces and must have prior approval by the chain of command to obligate funds.

3.1.6.1. **Mandatory Training:** Is training necessary to perform the essential functions of the position. This means that a documented legal requirement such as certifications, mission failure, or legal requirement exists. Examples include but are not limited to Red Cross certifications, PMEL certifications, Defense Acquisition requirements, Fire Protection, etc. These requests must be documented on a SF 182 as these are considered priority one training.

3.1.6.1.1. The Squadron Commanders (Unless otherwise designated by the Wing) are the final approval authority for these training requests. It is the responsibility of the employee and supervisor to submit the approved SF 182 to the CPO at least 30 days prior to the scheduled training.

3.1.6.1.2. Secondary Training – Is training that is not mandated by edict, law, or regulation. This training can range from career enhancement to professional

development. Examples include but are not limited to college courses, skilled field certifications, and program participation.

3.1.6.2.1. 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.

3.1.7. Overtime Requests: Prior to the work being accomplished, overtime requests must be submitted and approved on a Form 428. 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 on file in the employees 971.

3.1.8. Extended Special Unpaid Leave: Where periods of Extended Special Unpaid Leave (ExSUL) have previously been approved, the BST office will notify the CPO 3 months prior to the employees expected return date. Concurrently the BST will write to the returnee to advise that there are minimal opportunities to return to a MOD post at their previous working location but that the CPO in conjunction with the BST will seek to identify a possible suitable vacancy on a case by case basis; no guarantees are offered. If no suitable work is identified, the job holder will be placed in the Redeployment Pool (RDP) upon return. Following the launch of the LNDH initiative no new ExSUL requests will be approved.

3.1.9. TDY Approvals: As the US is responsible for costs associated with a temporary duty assignment, a DD Form 1610 must be accomplished by the supervisor with the appropriate organizational routing and submitted to 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.

4. In the event the above processes are not followed or failure to comply with the above processes will result in a review of the circumstances and the parties involved could be subject to the applicable disciplinary process of the respective personnel system in which they reside.

5. 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. Joint Business Process Maps are in place and will be negotiated for updating in accordance with business needs.

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



MARK A J YOUNG
MOD USVF HR Business Partner



CHRISTINA A. LHAMON, GS-13, USAF
Civilian Personnel Officer

Attachment 2 Process for MOD employees claiming travel and subsistence (e-SSS routing)

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> Complete SF182 (if claim is in relation to a training course) Develop business case (Word document) Forwards to Squadron CC/CD
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> Reviews documentation Forward documents including e-SSS to MOD Business Support Team (BST)
Step 3	Servicing MOD BST	<ul style="list-style-type: none"> Reviews SF182 and business case Attaches current MOD policy on travel and subsistence and confirms the employee's entitlement Forwards documents to Civilian Personnel Office (CPO) Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> Reviews documentation Forwards documents to Comptroller Squadron/Wing Financial Manager
Step 5	Comptroller Squadron /Wing Financial Manager	<ul style="list-style-type: none"> Reviews documentation Confirms funds are available Forwards documents to CPO Resources Team
Step 6 (claims £1 - £500)	CPO Resources Team (for claims up to £500)	<ul style="list-style-type: none"> Review and Retain documentation Approves or denies and forwards to Recommending Official and MOD BST for action
Step 6 (claims £500 or higher)	MSG Civilian Deputy (RAF Lakenheath and Mildenhall only) OR ABG Commander (RAF Croughton & Alconbury only)	<ul style="list-style-type: none"> Reviews documentation Confirms or denies approval to CPO (who in turn will retain documents and forward to recommending official and servicing MOD BST for action)

CPO notes on the process to be followed.

- The approvals process described in the above table should be followed **prior** to the undertaking of any duty that may incur travel and/or subsistence costs (recognizing this may not always be possible due to a short notice TDY). However, if it was not possible to follow the process described above before the TDY it must be followed after the TDY. Recommending Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069.
- If the claim relates to a training course/training event a SF182 will need to be completed. For further advice and guidance on training please contact the CPO Employee Management Relations/Training Team at DSN 238-4139.
- The business case should be submitted as a Word document and should answer the following (as a minimum):
 - Why the claim is being made/What was/is the requirement?
 - The dates the claim is in reference to.
 - Where the employee travelled to and from?
 - Whether or not a government vehicle was used/is to be used?
 - The type of subsistence that is (or was) being claimed e.g. travel, travel time, food and drink and lodging, etc.
 - An estimate/summary of all the costs that will be/were incurred.
- The CPO will not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD BST/MOD Liaison Office.
- The MOD employee **must receive approval** from their US/LNDH line manager **before** they undertake any duty that will incur travel and/or subsistence costs (please note MOD Line Managers do not have the authority to financially obligate the US government).

Attachment 3 MOD employees claiming Short-Term Temporary Promotion (STTP)/Deputizing (e-SSS routing)

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> • Provide the employee's current Position Description (PD) and the PD for the position they will be covering on STTP/Deputizing • Provide a SF Form 52, Request for Personnel Action (RPA) • Specify duration of STTP (no longer than 90 days) • Develop business case on Word document (see below) • Provide an organizational chart • Forward all documents, including e-SSS, to Squadron CC/CD for review and coordination
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> • Reviews documentation in accordance with applicable MOD Policy • Forwards supporting documents, including e-SSS, to MOD Business Support Team (BST)
Step 3	Servicing MOD BST	<ul style="list-style-type: none"> • Reviews the business case • Attaches the current MOD policy on STTP/Deputizing • Forwards documents to Civilian Personnel Office (CPO) Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> • Reviews documentation • Forwards documents to Comptroller Squadron/Base Financial Manager for funds availability
Step 5	Comptroller Squadron /Wing Financial Manager	<ul style="list-style-type: none"> • Reviews documentation • Confirms funds are available • Forwards documents to CPO Resources Team
Step 6	CPO Resources Team	<ul style="list-style-type: none"> • Reviews & Retains documentation • Confirms or denies approval to the Recommending Official & forwards to MOD BST for action

CPO notes on the process to be followed.

1. The approval process described in the above table must be followed **prior** to the undertaking of any duties that could potentially be at a higher grade. Any claim for STTP **cannot be backdated**. Recommending Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069. For specific guidance on the terms and conditions applicable for MOD employees the approving official should contact their local MOD BST.
2. The business case can be submitted as a Word document and should answer the following points (as a minimum):
 - Adequately outline the requirements of the request.
 - Provide sufficient justification to support the request.
 - The dates that the claim references.
 - An estimate of the cost that will be incurred.
3. The CPO will not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD BST/MOD Liaison Office.
4. All temporary actions must have an end date entered into the RPA not to exceed 90 days. After the first 90 days a renewal RPA must be submitted in advance of expiration to the CPO for consideration to extend the employee. No movements will take place before approval.
5. MOD line managers (regardless of grade) cannot legally obligate the expenditure of APF funds.

Attachment 4 Process for MOD employees claiming Temporary Managed Progression or Promotion (TMP) (e-SSS routing)

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> • Provide the employee's current Position Description (PD) and the PD for the position they will be covering on TMP • Provide an SF Form 52, Request for Personnel Action (RPA) • Specify duration of TMP (no longer than 90 days) • Develop the business case on Word document (see below) • Provide an organizational chart • Forward all documents, including e-SSS, to Squadron CC/CD for review and coordination
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> • Reviews documentation • Forwards supporting documents, including e-SSS, to MOD BST
Step 3	Servicing MOD Business Support Team (BST)	<ul style="list-style-type: none"> • Reviews the business case in accordance with applicable MOD Policy • Attaches the current MOD policy on TMP • Forwards documents to Civilian Personnel Office (CPO) Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> • Reviews documentation • Forwards documents to Manpower Office
Step 5	Manpower Office	<ul style="list-style-type: none"> • Reviews documentation and provide recommendation regarding approval • Forwards documents to Comptroller Squadron/Wing FM
Step 6	Comptroller Squadron /Wing Financial Manager	<ul style="list-style-type: none"> • Reviews documentation • Confirms funds are available • Forwards documents to CPO Resources Team
Step 7	CPO Resources Team	<ul style="list-style-type: none"> • Reviews & Retains documentation • Confirms or denies approval to the Recommending Official & forward to MOD BST for action

CPO notes on the process to be followed.

1. The approval process described in the above table must be followed **prior** to the undertaking of any duties that could potentially be at a higher grade. Any claim for Temporary Managed Promotion/Progression (TMP) **cannot be backdated**. Approving Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069. For specific guidance on the terms and conditions applicable for MOD employees the approving official should contact their local MOD BST.

2. The business case can be submitted as a Word document and should answer the following points as a minimum:

- Adequately outline the requirements of the request.
- Provide sufficient justification to support the request (why is the action necessary?).
- The dates that the claim references.
- An estimate of the cost that will be incurred.

3. The CPO does not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD Business Support Team/MOD Liaison Office.

4. All temporary actions must have an end date entered into the RPA not to exceed 90 days. After the first 90 days a renewal RPA must be submitted in advance of expiration to the CPO for consideration to extend the employee. No movements will take place before approval.

5. MOD Line Managers (regardless of grade) do not have the authority to financially obligate the US government.

Attachment 5 Process for MOD employees claiming reimbursement of Professional Membership fees (eSSS routing)

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> Provides the employee's current PD (<u>the professional membership must be identified on the position description (PD)</u>) Develops business case on Word document (see below) Forwards documents, including e-SSS, to MOD BST
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> Reviews documentation Forwards supporting documents, including e-SSS, to MOD Business Support Team (BST)
Step 3	Servicing MOD BST	<ul style="list-style-type: none"> Reviews the business case in accordance with applicable MOD Policy Attaches the current MOD policy on reimbursement of Professional Membership fees Forwards documents to Civilian Personnel Office (CPO) Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> Reviews documentation Forwards documents to Comptroller Squadron/Wing Financial Manager
Step 5	Comptroller Squadron /Wing Financial Manager	<ul style="list-style-type: none"> Reviews documentation Confirms funds are available Forwards documents to CPO Resources Team
Step 6	CPO Resources Team	<ul style="list-style-type: none"> Reviews & Retains documentation Confirms or denies approval and notifies Recommending Official and forwards to MOD BST for action

CPO notes on the process to be followed.

- The approvals process described in the above table must be followed **prior** to the MOD employee seeking reimbursement from the MOD for their professional membership fees. The requirement to hold a professional membership **must be** identified on the PD. This is similar to the MOD's own process of ensuring the professional membership is on the 'Post Skills' profile. Approving Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069. For specific guidance on the terms and conditions applicable for MOD employees the approving official should contact their local MOD BST.
- The business case should be submitted as a Word document and should answer the following points (as a minimum):
 - Adequately outline the requirements of the request
 - The dates the claim is in reference to
 - Provide a copy of the professional membership certificate/card/official letter that shows evidence of membership
 - Provide proof of payment/actual receipt showing payment
- The CPO does not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD BST/MOD Liaison Office.
- The MOD employee **must receive approval** from their US or LNDH line manager **before** they make a claim for reimbursement of professional fees (note MOD line managers do not have the authority to financially obligate the US government).

**Attachment 6 Process for New Allowances for MOD employees relating to the duties of the position
(for example on-call, supervisory allowance, etc.) (e-SSS routing)**

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> Provides the employee's updated Position Description (PD) Provides an SF Form 52, Request for Personnel Action (RPA) Develops the business case on Word document (see below) Provides an organizational chart Forwards all documents, including e-SSS, to Squadron CC/CD for review and coordination
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> Reviews documentation Forwards supporting documents, including e-SSS, to MOD BST
Step 3	Servicing MOD Business Support Team (BST)	<ul style="list-style-type: none"> Reviews the business case in accordance with applicable MOD Policy Attaches the current MOD policy on the applicable allowance Forwards documents to Civilian Personnel Office (CPO) Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> Reviews documentation and provide recommendation regarding approval/disapproval Forwards documents to Comptroller Squadron/Wing FM
Step 5	Comptroller Squadron /Wing Financial Manager	<ul style="list-style-type: none"> Reviews documentation Confirms funds are available Forwards documents to MSG/DD or ABG/CC as applicable
Step 6	MSG Civilian Deputy (RAF Lakenheath and Mildenhall only) OR ABG Commander (RAF Croughton & Alconbury only)	<ul style="list-style-type: none"> Reviews documentation Confirms or denies approval to CPO (who in turn will retain documents and forward to Recommending Official and servicing BST for action)

CPO notes on the process to be followed.

- The approvals process described in the above table **must be** followed **prior** to the undertaking of any duties that could potentially involve receiving a new MOD allowance. Any claim/request **cannot be backdated**. Recommending Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069. For specific guidance on the terms and conditions applicable for MOD employees the approving official should contact their local MOD BST.
- The business case should be submitted as a Word document and should answer the following points (as a minimum):
 - Specify what allowance is being requested.
 - Adequately outline the requirements of the request
 - Provide sufficient justification to support the request (why is it necessary)
 - If temporary, the dates the claim is in reference to (if applicable).
 - An estimate of the cost that will be incurred.
- The CPO will not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD BST/MOD Liaison Office.
- All temporary actions/allowances must have an end date entered into the RPA not to exceed 90 days. After the first 90 days a renewal RPA must be submitted in advance of expiration to the CPO for consideration to extend the employees allowance.
- The MOD employee **must receive approval** from their US/LNDH line manager **before** they undertake any claim for MOD allowances that increase their pay (please note MOD Line Managers (regardless of grade) do not have the authority to financially obligate the US government).

Attachment 7 Process for Reassignments/Post Rotations for MOD employees (e-SSS routing)

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> Provides the employee's current Position Description (PD) and the PD for the position they will be rotating into Provide an SF Form 52, Request for Personnel Action (RPA) Develops business case on Word document (see below) Provides an organizational chart Forward all documents, including e-SSS, to Squadron CC/CD for review and coordination
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> Reviews documentation in accordance with applicable MOD Policy Forwards supporting documents, including e-SSS, to MOD Business Support Team (BST)
Step 3	Servicing MOD BST	<ul style="list-style-type: none"> Reviews the business case Attaches the current MOD policy on Post Rotations Forwards documents to CPO Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> Reviews documentation Ensures request does not contravene/prevent/impact the MOD to LNDH initiative. Forwards documents to Manpower Office
Step 5	Manpower Office	<ul style="list-style-type: none"> Reviews documentation and provide recommendation regarding approval Forwards documents to Comptroller Squadron/Base FM
Step 6	Comptroller Squadron /Base Financial Manager	<ul style="list-style-type: none"> Reviews documentation Confirms funds are available Forwards documents to MSG/DD or ABG/CC as applicable
Step 7	MSG Civilian Deputy (RAF Lakenheath and Mildenhall only) OR ABG Commander (RAF Croughton & Alconbury only)	<ul style="list-style-type: none"> Reviews documentation Confirms or denies approval to CPO (who in turn will retain documents and forward to recommending official and servicing BST for action)
Step 8	Servicing MOD Business Support Team (BST)	<ul style="list-style-type: none"> Completes MOD HR Form 020a and seeks final approval from Air Command Notifies the CPO when approval is received from Air Command

CPO notes on the process to be followed.

1. Post rotations/Reassignments will only be considered when there is a clear benefit to the USVF business. A post rotation/reassignment must not contravene/frustrate/impact the MOD to LNDH initiative.
2. The approvals process described in the above table must be followed **prior** to the commencement of the re-assignment or post rotation. The MOD employee **must also receive approval** from their line manager **before** they are re-assigned or post rotated to another position. Recommending Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069. For specific guidance on the terms and conditions applicable for MOD employees the approving official should contact their local MOD BST.
3. The business case can be submitted as a Word document and should answer the following points (as a minimum):
 - Adequately outline the requirements of the request.
 - Provide sufficient justification to support the request (why is the request necessary, what are the benefits to the USVF?)
 - An estimate of the cost that may be incurred/or savings to be made (if any).
4. The CPO will not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD BST/MOD Liaison Office.

Attachment 8 Process for any other reimbursable costs relating to an MOD employee's employment with the USVF not covered in any other Attachment & Partial Retirements, Changes in Hours, Changes in Work Schedules, etc.

Step in process	Role	Responsibility in process
Step 1	Recommending Official (Immediate supervisor of MOD employee)	<ul style="list-style-type: none"> Develops the business case on Word document (see below) Forwards documents, including e-SSS, to Squadron CC/CD for review and coordination
Step 2	Owning Squadron CC/CD	<ul style="list-style-type: none"> Reviews documentation Forwards supporting documents, including e-SSS, to MOD BST
Step 3	Servicing MOD (BST)	<ul style="list-style-type: none"> Reviews the business case in accordance with the applicable MOD Policy Attaches current applicable MOD policy Forwards documents to Civilian Personnel Office (CPO) Resources Team
Step 4	CPO Resources Team	<ul style="list-style-type: none"> Reviews documentation Forwards documents to Comptroller Squadron/Wing Financial Manager
Step 5	Comptroller Squadron /Wing Financial Manager	<ul style="list-style-type: none"> Reviews documentation Confirms funds are available Forwards documents to CPO Resources Team
Step 6	CPO Resources Team	<ul style="list-style-type: none"> Reviews and retains supporting documentation Approves or denies and notifies Recommending Official and forwards to MOD BST for action (as necessary)

CPO notes on the process to be followed.

- The approval process described in the above table must be followed **prior** to the MOD employee seeking reimbursement. Recommending Officials (the MOD employee's line manager) should initially seek guidance on the process to be followed from the CPO Resources Team at DSN 238-3069. For specific guidance on the terms and conditions applicable for MOD employees the approving official should contact their local MOD BST.
- The business should be submitted as a Word document and should answer the following points as a minimum:
 - Adequately outline the requirements of the request.
 - Provide sufficient justification to support the request.
 - The dates that the claim is in reference to.
 - Details of the costs incurred (include a receipt with proof of payment)
 - Address the effect of this request/change on the MOD to LNDH transformation (if applicable).
- The CPO will not have access to current MOD policy, rules and guidance/policy statements; these will be provided by the MOD BST/MOD Liaison Office.
- The MOD employee **must receive approval** from their US/LNDH line manager **before** they seek reimbursement (please note MOD line managers do not have the authority to financially obligate the US government).