



Local National Direct Hire Town Hall

12 October 2017

“SquareD Away”



Agenda

- LNDH Recruitment/Staffing
- Employee Management Relations
- Pension
- MOD to LNDH Transformation



Recruitment and Staffing

LNDH Staffing

**Appropriated & Non Appropriated Fund
Local National Direct Hire Personnel**

DSN: 238 4955



Laws and Governing Instruction

- Employment Rights Act 1996
 - UK Employment Law governing employee rights in the workplace
- Equality Act 2010
 - Law that bars discrimination based on race, sex, color, religion or national origin or trade union membership
 - Prohibits discrimination against employees with disabilities & reasonable accommodation
- USAFEI 36-707, Administration of Local National Direct Hire Employees in the United Kingdom 20 September 1996



CPO Webpage

- All vacant LNDH positions
- Application forms
- Pay schedules
- Pension Information
- Newsletter
- TDY
- Job related training
- Payroll information



Applying for a Position

- For internal and external applicants a completed application form is mandatory (found on CPO webpage) – you may also submit a resume (CV) however it is not required.
- Remember to add the vacancy announcement number for each position applying for at top of each application.
- Ensure accuracy of information and legible if handwritten.
- Email or Fax to RAF Mildenhall CPO by vacancy closing date.
- Interviews are optional so your application could be the only way to “sell” yourself.
- Applicants will be required to provide current photo ID.



Applying for a Position (cont.)

- The most important thing you can do to increase your chances of employment is to READ the vacancy announcement, address the qualifications and experience needed for the position and provide any required certificates.
- The vacancy announcement will provide the following information:
 - Identifies the Knowledge, Skills and Abilities (KSA's) necessary to do the job.
 - Identifies documentation (application, licenses or certificates) needed to apply.
 - Indicate full or part time (# of hours/week) of work desired



Applying for a Position (cont.)

- Knowledge
 - Being familiar with or understanding information through experience or association (i.e. knowledge of bookkeeping procedures)
- Skill
 - A learned ability to do something competently (i.e. skilled in typing)
- Ability
 - Capability to accomplish an objective (i.e. ability to operate fire fighting equipment)
- In describing work experience, use strong, action words to support your experience (overhauled engines, stripped paint, analyzed financial plans).



Qualifications

- Ensure that all related experience is reflected sufficiently or you may be found Not Qualified for the position and your application will NOT be forwarded to the manager for review.
- Education and/or experience can count toward qualifying for a position so please ensure you outline both.



Security Requirements

- All LNDH employees are required to obtain and hold a security clearance issued by United Kingdom Security Vetting (UKSV)
- All LNDH employees working with children are required to obtain and hold an enhanced check issued by Barring and Disclosure Services (DBS)
- Valid for up to 5 years



Pay Period

- 2 week period (Sunday – Saturday)
- Time and Attendance (T&A) sheet required for all employees
- Pay Day - Friday after end of pay period
 - submission of T&A by 1200 noon on second Thursday of pay period, or employees pay may be delayed
- Direct Deposit
- Contact Payroll Office (238-2346) for T&A training



Within-Grade Increases (WGI)

Staff Grades

- To Steps 2 - 5 after **52** weeks
- To Step 6 - 8 after **104** weeks
- Catering, Works
 - To Step 2 after **52** wks
 - To Step 3 after **104** wks
- WGIs subject to satisfactory performance/supervisor certification.



Where To Look For Vacancies

- Civilian Personnel Website
 - <http://www.mildenhall.af.mil/Info/100th-Force-Support-Squadron/Civilian-Personnel>
- Job Seekers Website in the UK
 - <http://jobseekers.direct.gov.uk>
- Facebook
 - 'RAF Mildenhall Civilian Personnel Office'
- Twitter
 - 'CPO – RAF Mildenhall'
- LNDH applications inbox
 - 100fss.fsmc6@us.af.mil



Pensions

Pensions Section

DSN: 238 4994

DSN: 238 4526



Pension Scheme

- **USAF offers a Group Stakeholder Pension Plan**

To be eligible to join:

- not already in a workplace pension
- aged 22 or over
- under State Pension age
- earn more than £10,000 a year
- work in the UK.



Overview

- USAF Group Stakeholder Pension Scheme
 - Auto Enrollment from effective date of employment or within 3 months
 - Employee can request to opt out within 30 days and receive reimbursement but automatically auto re-enrolled every 3 years
 - Employer contributions effective date of enrollment, if eligible
 - Employee/employer contributions increase based on length of service, if eligible
- Enrollment and Contribution in Scheme gives No Cost Life Assurance Coverage
Most employees covered for 2 years' salary,
- Coverage of Group Life Assurance is dependent upon contributing to the scheme



Employer Contributions & Auto Enrollment

- Minimum Employee contribution 1% effective 01 Apr 2014 to 05 April 2018
- Minimum Employee contribution 3% effective 06 April 2018 to 05 April 2019
- Minimum Employee contribution 5% effective 06 April 2019 onwards

Benefit of being in the USAF scheme:

Employer Contribution

- | | |
|----------------------|--|
| • Less than 1 year | 1% |
| • 1 to less than 5 | 200% of employee contribution to max 4% |
| • 5 to less than 10 | 200% of employee contribution to max 8% |
| • 10 to less than 20 | 200% of employee contribution to max 12% |
| • 20 to less than 30 | 200% of employee contribution to max 16% |
| • 30 years plus | 200% of employee contribution to max 20% |



Taking Your Pension and Retirement

- From April 2015 new pension rules for flexibility and how you can use your pension pot
- You can access your pension fund from age 55, you can take it, take part of it, move it around, or leave it where it is



List of Helpful Websites

<https://www.legalandgeneral.com/workplacebenefits/employees/>

www.pensionwise.gov.uk

<https://www.moneyadvice.service.org.uk>

<https://www.gov.uk/state-pension-age>

<https://www.pensionadvisoryservice.org.uk>

<https://www.gov.uk/working-retirement-pension-age>

<https://www.unbiased.co.uk/pensions>



The LNDH Program

Employee Management Relations & Training

EMR DSN: 238 4975

Training DSN: 238 4063



Hours of Work and Leave

- **Probationary Period**
 - All regular employees serve a 6-month probationary period
- **Guaranteed Hours**
 - Full and Part time employees must be scheduled their guaranteed hours, or the employer must pay
 - Guaranteed hours: up to 37.5 for S, 39 for W,C,R grades
 - Increase or decrease in employee's hours must have both employee and employer concurrence



Annual Leave & Sick Leave

- **Annual Leave**

- Regular employees accrue percentage of hours worked based on hours worked (not overtime)
 - Example $37.5 * 9.62\% * 52 = 187.50$ hours per year

- **Sick Leave**

- Regular employees only
- Accrue 5% per pay period regardless of length of service
- No waiting period for use
- Illnesses, medical appt and exposure to contagious disease
- Medical documentation required if in excess of 7 days
- Sick leave lost upon separation or change of employment category, can be reinstated if less than 90 day break in service



Compensatory Time

- Must be approved same way as overtime
 - S-06 and below may request comp time in lieu of OT
 - S-07 and above can be directed to use comp time
 - Should be taken in same pay period otherwise within 8 weeks or will be paid at rate earned
 - AF 428 must be submitted with time card
 - Must be taken before annual leave is granted



Public/Bank Holidays

- Applies to all regular employees
- Holidays falling on Workdays
 - Time off with no loss in pay
 - If required to work, holiday premium pay is paid and substitute day off
- Holidays falling on non-Workdays
 - Substitute day is observed in same or following workweek
 - If required to work, holiday premium pay is paid and substitute day off
- Privilege Day – 23 Nov



Performance Evaluations and Awards

- Performance Standards
 - On PD/PP, basis for rating employee
 - Supervisor responsible for developing
- Evaluation Process
 - Runs from 1 Oct to 30 Sept for NAF
 - Runs from 1 Apr to 31 Mar for APF
 - Employees must be on board 90 days to be evaluated
 - Before assigning a less than satisfactory rating, you must consult with CPS, give employee time to improve, use Performance Improvement Plan (PIP)



Awards (Incentive and Honorary)

- Length of Service Recognition (Regular Employees)
 - 5 year intervals up to 50 years of service – certificate for first 5 years, certificate/pin issued from 10 yrs
 - cash awards for 25, 35 and 45 years of service
- On-the-Spot Cash Award/NAA
 - NTE £250
- Performance Awards
 - In conjunction with appraisal
 - Squadron CC approval authority
 - Employee must be on the rolls for six months to be eligible
- Retirement Recognition
- Special Act or Service Award
 - Unique Contribution outside of normal duties
 - Amount of award=savings or intangible benefits
- Time Off Incentive Award
 - Not more than 40 hours in 1 given award, NTE 80 hr/year
 - Not tied to appraisal cycle



Training

- Generally follow the same rules as for US civilians
- Training – Must be required for employee to perform job
- Training should be requested/approved on SF 182 Form
- SF 182 Form must be routed through CPO for approval/disapproval regardless of funding source
- Usually unit funded
- Requests for funding may be made via the Annual Training Survey for CPO Funds (FY/18 was distributed in February 2017) -**Priority 1 to Priority 4 for consideration**
- Training must not be completed without appropriate approval.
- Formal Training – Request made through functional managers at HQ USAFE



Training (cont.)

- TDY Orders are completed hard-copy DD-1610 (no access to DTS)
- No GTC for LNDH - Advance – apply through RAF Mildenhall finance office – Paula Cooper (Must have orders)
- Travel Voucher – claim through RAF Mildenhall finance office – Paula Cooper (CPO review travel voucher if funded by CPO fund).
- Voucher payments made electronically to bank account
- Continued Service Agreement (CSA) must be signed for training over 80 hours (Part of SF 182 Form)
- Policy Letter regarding Passport & Medical Insurance costs is available on Civilian Personnel web site



The LNDH Program in the UK – Background

- In light of 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 UK and determined, based on a variety of factors, that it needed to move towards a Local National Direct Hire (LNDH) workforce.



The LNDH Program in the UK – General Facts

- MOD employees are **not** losing their jobs and they are **not** being forced into the LNDH employment system.
- MOD Employees who are interested in applying for LNDH positions may do so through open competition.
- MOD Employees who are selected for LNDH positions should only resign once they have received a firm job offer and a start date has been set (after all pre-employment checks have been completed).



The LNDH Program in the UK – Benefits for MOD Employees

Qualifying MOD employees may be credited their current length of service at a US installation for the purposes of:

- Annual Leave (rate of accrual)
- Pension scheme
- Reduction in Force (RIF – Redundancy).



The LNDH Program in the UK – Benefits for MOD Employees

- Within Grade Increases (WGI)
- Sick Leave – Earned at 5% of total hours worked and may be used once accrued.
- Annual Leave – Earned on an accrual basis on hours worked. May be used once accrued.
- Public Holidays – 8 holidays plus one additional privilege day.
- Time off awards
- Monetary awards – available throughout the annual performance cycle
- Annual pay increase



Questions



“SquareD Away”