

CIVILIAN PERSONNEL TODAY



Repayment of deferred Social Security taxes

Detailed Q & A: Page 2

Covid-19 Updates

Quick Links

- [UK Local Covid Restrictions](https://www.gov.uk/find-coronavirus-local-restrictions)

<https://www.gov.uk/find-coronavirus-local-restrictions>

- [UK Covid Foreign Travel Advice](https://www.gov.uk/foreign-travel-advice)

<https://www.gov.uk/foreign-travel-advice>

- [USA Gov Covid Advice](https://www.usa.gov/coronavirus)

<https://www.usa.gov/coronavirus>

- [100 ARW Covid Info](https://www.mildenhall.af.mil/Info/COVID-19/)

<https://www.mildenhall.af.mil/Info/COVID-19/>

- [48 FW Covid Info](https://www.lakenheath.af.mil/Home/COVID-19/)

<https://www.lakenheath.af.mil/Home/COVID-19/>

- [501st CSW Covid Info](https://www.501csw.usafe.af.mil/COVID-19-Information/)

<https://www.501csw.usafe.af.mil/COVID-19-Information/>

Also, consider downloading the RAF Lakenheath or RAF Mildenhall apps for your phone. Available for both Android and Apple systems.

BECAUSE THE MISSION SIMPLY CAN'T WAIT

Direct Hire Authority and Management

Your mission never stops, but unfortunately it seems neither do civilian workforce vacancies. The need to rapidly hire top-level talent across USAFE-AFAFRICA has never been greater. With this in mind the use of Direct Hire Authority (DHA) is now authorized for Air Force OCONUS GS positions. DHAs have the potential to dramatically reduce the civilian hiring timelines and allow management to consider candidates who have previously been out of reach under traditional recruitment procedures.

(Continued page 3)

HIGHLIGHTS THIS ISSUE

- Repayment of deferred OASDI.....Page 2
- Direct hire authority.....Page 3
- LNDH Performance Cycle.....Page 4
- Pay Raise for LNs.....Page 4
- DPMAP.....Page 4
- Civ Personnel Contacts.....Page 4
- Inclement weather policies.....Page 5
- Well-being at work.....Page 6



Social Security repayment Q & A

(Continued from page 1)

The Civilian Payroll Office has been receiving an increased number of help desk calls concerning deferred OASDI. To assist, DFAS has provided the answers below to the most frequently asked questions:

Why does my employee have a debt reported on their LES?

IRS Notice 2020-65 and the Memorandum on Deferring Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster, ordered government agencies to implement the deferral of OASDI taxes. Deferred OASDI will be collected as a debt in 24 pay periods in 2021. The debt module will manage the payments and year-to-date adjustments.

As an active employee do I have to pay through payroll deductions?

Yes. We are not able to accept checks, pay.gov, or other forms of payments for these debts, they must be collected through payroll deductions.

Can my active employee repay it in less than 24 pay periods? Can I adjust the amount deducted biweekly?

Yes. Submit a Voluntary Repayment Agreement through Remedy with the assistance of your local CSR or Fax using the instructions on the form and the debt team will process. We are not able to reduce the amount to less than the 24 pay periods. If an employee is in an unpaid status and not able to have deductions taken they will continue beyond the 24 pay periods. The Voluntary Repayment Agreement can be found on the DFAS.MIL website by typing Voluntary Repayment Agreement into the search bar.

My employee changed jobs during the deferred OASDI timeframe of 09/12/20-12/21/20 and has an inactive debt and an active debt, can they have the inactive debt moved to the active account?

Yes. Submit a Voluntary Repayment Agreement ticket through your local CSR or FAX (see above) and the team will move the debt to the new account and set the payments to be collected by 4 December.

My employee is separating before 4 Dec. What will happen?

The debt will attempt to collect in full from final pay and any remaining balance will be collected by out-of-service procedures.

Will my employees receive a corrected W-2 to report the additional OASDI collections?

Yes. For the debts set to collect by payroll deductions, W-2 corrections will be generated in December 2021. Information on the submission of the W-2 Correction is not available at this time. The debts that had letters sent to the employees have already had the adjustments reflected in the 2020 W-2 and no correction is necessary.

My employee received a debt letter, can he repay by check or pay.gov?

Yes. Any employee who received a physical copy of a debt letter or one through MyPay can repay using the terms included in the letter.

My employee did not ask for the deferral, why did you defer the OASDI and do they have to pay it back?

Yes. The debt must be paid back. IRS Notice 2020-65 and the Memorandum on Deferring Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster, ordered government agencies to implement the deferral of OASDI taxes.

How can active employees verify the amount of deferred OASDI owed?

Employees can review their LES and note the year-to-date amount deducted for OASDI in the DEDUCTIONS block, then refer to the BENEFITS PAID BY GOVERNMENT FOR YOU block and note the year-to-date OASDI amount paid on behalf of the employee. If there is no deferral, the amounts would match. If the amount in the DEDUCTIONS block is less, then the difference between the two numbers is the debt amount. CSRs can also review the debt module for you and match the amount to the amount of UJ Employer Contribution to OASDI in the DCPS Pay history.

How can inactive employees verify the amount of deferred OASDI owed?

Inactive employees can review their LESs and note the amount paid in each pay period in the BENEFITS PAID BY THE GOVERNMENT FOR YOU block and any pay dates without a corresponding OASDI collection is owed back to the government.

Please direct questions about your individual deductions to the local Customer Service Representative (Your CIVPAY-CPTS).

Please direct policy questions to the AFPC Civilian Force Management Branch:

afpc.dp3fm.civforcembtbranch@us.af.mil



BECAUSE THE MISSION SIMPLY CAN'T WAIT

*(Continued
from page 1)*

Direct Hire authority explained



The new Direct Hire Authority (DHA) initiative for Air Force OCONUS positions has the potential to dramatically reduce civilian hiring timelines.

Hiring managers may identify By Name Request (BNR) direct hire candidates for positions covered by DHA by providing the candidate's resume to the Civilian Personnel Office Staffing Specialist when requesting a vacancy fill action. Candidates are required to meet all qualification requirements and must be currently residing in CONUS. Ensuring military spouses and family members are afforded the opportunity to apply and receive preference for these DHA positions remains both a requirement and a priority. The position should initially be announced on USAJOBS. But if the announcement fails to yield preference eligible candidates, the BNR can then be processed. If preference eligible candidates apply and are found to be best qualified, a traditional hiring certificate will be issued and normal hiring procedures will be followed.

As a manager, how does this save time? AFPC will be able to focus solely on verifying preference eligible applications, significantly reducing the lengthy evaluation process. In addition to the time-saving benefit, Direct Hire Authority requests (DHAs) do not require candidates to have any of the typically required hiring eligibilities (veteran status, current/prior Federal employee, etc.). This could vastly increase your potential candidate pool by allowing you to hire individuals such as private indus-

try experts, contractors or recent college graduates.

Besides DHAs, are there any other strategies that could help fill vacancies faster? Hiring managers are often familiar with DoD employees from both within and outside of their organization who would be excellent candidates for vacancies, however, may be unaware that in many cases these employees can be hired without a USAJOBS announcement.

Management Directed / Initiated Reassignments (MDR / MIR) are considered to be among the fastest of hiring methods. For GS-13 positions and below, DoD employees may be non-competitively reassigned to positions equal or equivalent to their current grade. They may even be promoted to a higher-graded position if they previously held the higher grade on a permanent basis. The only catch is if the candidate is not within your organization, which then requires concurrence from the losing supervisor. Hiring managers will need to provide a copy of the MDR/MIR candidate's most recent SF-50 and resume to the servicing CPO staffing specialist to initiate the request.

For more detailed information on DHA, or how to initiate an MDR/MIR, please reach out to your Civilian Personnel Office Staffing Specialist.



PERFORMANCE CYCLE 2021-2022 for APF LNDH employees

The end of the performance cycle for Appropriated fund (APF) Local National Direct Hire (LNDH) staff falls on 31 March of every year. Supervisors for employees who have occupied an LNDH position for at least 90 consecutive days throughout the cycle should receive a performance appraisal utilizing AF Form 3527. All awards (both performance and time off) are recommended on an AF Form 1001, Award Recommendation Transmittal. Only employees on board for 6 months of the appraisal cycle are eligible for performance awards. Time Off Awards (TOAs), can be recommended this FY21-22 as outlined in USAFEI 36-707, Chapter 16 (which refers you to AFI 36-1004).

FSS Commanders/Deputy Directors will serve as the Award Approving officials and approve requests for TOAs. The maximum amount of time-off that can be approved for any single contribution is 40 hours. Total time-off per leave year for any one employee cannot exceed 80 hours. Guidance and reminders will be sent out shortly providing step by step processing of the annual appraisals. This will include the list of employees who are entitled to an appraisal and/or award.

The POC for any APF LNDH appraisal enquiries is Ms. Stacey Haylock at DSN 238-4975 or Comm 01638 54 4975.

Pay raise announced for LNs

Starting in April 2021, Local National staff members at US facilities across the United Kingdom will see a little something extra in their "paychecks". Timed to align with the application of a new UK Minimum Wage law, Local National personnel wages will increase by 2.45%. Employees should see the increase by their final April 2021 Leave and Earning statement.

Another change this year is that annual LN pay reviews have been moved from January to April each year.

The newest LN pay schedules are available on the UK Civilian Personnel website. Select the appropriate category under the *Non-U.S. Staffing Info* column:

<https://www.mildenhall.af.mil/Info/Civilian-Personnel/>

This website also contains valuable information on a wide range of important topics including: *Payroll Office contact details; Current Vacancies for Non-US personnel; LNDH Functional Training & TDY Factsheet; Per diem rates and Joint Travel regulations.*

DPMAP for GS employees

DoD Performance Management and Appraisal Program (DPMAP) for GS employees provides a framework for supervisors and managers to communicate expectations and job performance to employees throughout the performance year. DPMAP facilitates a fair and meaningful assessment of employee performance, establishes a systematic process for planning, monitoring, evaluating, recognizing and rewarding employee performance that contributes to mission success.

Performance awards are used to motivate, reward and recognize individual employees for their performance, contributions and accomplishments in reaching mission goals during the performance year. Please note: all employees, supervisors and managers are responsible for accomplishing performance management requirements.

Civilian Personnel Section contacts

With many people currently teleworking from home, email and MS Teams remain the best ways to contact Civilian Personnel sections.

US APF (GS, WG) Staffing/Allowances/LQA: Mildenhall.Staffing@us.af.mil

US APF Employee Relations: 100FSS.FSCA.APFEMR@us.af.mil

US Componency/Passports/Resources: 100FSS.FSMC.Resources@us.af.mil

LNDH Staffing: 100FSS.FSMC6@us.af.mil

LNDH Classification: 100FSS.FSMC.Class@us.af.mil

LNDH Employee Relations: 100FSS.FSMC.EMR@us.af.mil

LNDH Pensions: 100FSS.FSMC@us.af.mil

US NAF: 100FSS.HROStaff@us.af.mil

Phone

Reception: DSN 238-3540
Comm 01638 543540



Inclement weather procedures

Although the worst of the inclement weather is probably behind us for this season, it's important to know how adverse weather procedures will affect you as an employee. When weather conditions become hazardous, the Installation Commander makes a decision based on advice from appropriate base offices.

- **Delayed Reporting:** Weather conditions such as snow, ice, or severe fog can certainly increase the danger of an employee's normal drive to and from work. Those delayed by difficult driving conditions or traffic disruptions may be excused for short periods of tardiness (usually up to two hours) without charge to leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

- **Early Dismissal:** The Commander can order *early dismissal* of employees when weather conditions become hazardous during the course of the duty day. The purpose of early dismissal is to allow employees to depart the base in a safe and orderly manner. Information related to the early release of employees is communicated through the normal chain-of-command.

- **Base Closure:** In rare instances, weather conditions may be severe enough to cause the commander to order *base closure*. When that occurs, all non-essential personnel are excused without charge of

leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

- **Liberal Leave:** Sometimes conditions allow opening of base facilities, but are severe enough to create personal hardships for some employees. When that occurs, a liberal leave policy may be placed in effect as an alternative to late reporting.

US NAF PAY VERIFICATION *MyMoney*

All NAF employees are responsible for regularly checking their Leave and Earning Statement in MyMoney to ensure they received the correct pay for the hours worked. If you notice an error on your LES you should immediately contact your Supervisor.

In addition, please, ensure that your forwarding address is up to date at all times. Please, visit https://nafpay.afsv.net/OA_HTML/AppsLocalLogin.jsp to access MyMoney in NAFPay.

(Please do not access from a .mil computer)



Last Words...

Well-being in the workplace

“Employee well-being initiatives must be integrated throughout an organization”

“Everyone has a responsibility for fostering well-being in the workplace”

“Much of the day-to-day responsibility for managing employees’ health and well-being falls on line managers”



Any organization that is able to invest in employee well-being will more than likely see an increase in resilience, reduced sickness absence rates and higher performance and productivity. However, to gain real benefit any employee well-being initiatives must be integrated throughout an organization, embedded in its culture, leadership and people management policies and programs.

The COVID-19 pandemic has raised concerns about people’s health and well-being to the very top of the business agenda. The implications of the virus outbreak for everyone’s health and well-being during and after the pandemic are significant, including their mental health.

Everyone has a responsibility for fostering well-being. Much of the day-to-day responsibility for managing employees’ health and well-being falls on line managers. This includes implementing stress management initiatives, spotting early warning signs of stress, making reasonable adjustments at work, and nurturing positive relationships. Supervisors and managers also need to understand the impact that their management style has on employees and the wider organizational culture at work.

Employees also have a responsibility for looking after their own health and well-being, and will only benefit from well-being initiatives if they participate in the initiatives on offer and take care of their health and well-being outside work as well. Management can encourage employee’s involvement by communicating how staff can access the support and benefits available to them.