



# THE AFRH QUARTERLY EMPLOYEE NEWSLETTER

1ST QUARTER FISCAL YEAR 2014

## WELCOME!

To the AFRH Employee Newsletter!

For all AFRH staff from your Chief, Human Capital Officer (CHCO)

### CHCO's Corner

The first quarterly newsletter starts off Fiscal Year 2014\*\* with our being very Staff-centered. As you may know, AFRH has 4 strategic goals (Resident-centered, Stewardship, Staff-centered, and External Stakeholders).

This newsletter satisfies our objective to bring more staff communication throughout the AFRH. Our vision is having a tool to help you do your job better.

Please give us your input as to what you would like to see included. AND – first, please submit your ideas for a name for this newsletter. Be creative! Send your thoughts and ideas to Donna.Smith@afrh.gov  
Thanks!

Donna Smith  
AFRH CHCO



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**\*\*Fiscal Year 2014, 1<sup>st</sup> Quarter is October 1 – December 31, 2013**

### COO Salute

This newsletter is for you! I am proud to provide my support to the CHCO's communication tool for you. Please make it yours. Tell our CHCO what you want to hear about and what is important to you. AFRH management is very committed to our Staff-centered goal. Together we can make AFRH an even better place to work.

Steven G. McManus  
AFRH COO

### Key Phone Numbers:

- \*Bureau of Public Debt
- Human Resources**
- \* Inspector General
- Sheila Abarr**
- \*CHCO
- Donna Smith**
- \*EEO Counselors

**See the AFRH Desk Guide for full listing**

**202-541-7550**

**202-541-7531**

**202-433-2330**



If you're having financial struggles, consider looking into government programs that may help. To guide you, some resources are found on [Help for Difficult Financial Times](http://links.govdelivery.com), (click on the link or go to <http://links.govdelivery.com>) including information on: Housing counseling and mortgage relief, Grants, loans, and financial aid, Free or low-cost health insurance, Education and training opportunities, Food assistance programs

**HOMELESS?:** If you or someone you know is homeless, contact your [local homeless assistance agency](#) to get help. These agencies can help you find temporary or permanent housing options, as well as connect you with local food banks and health care programs.

If you're a homeless veteran, the Veterans Administration offers [safe housing](#), [job opportunities](#), and [health care options](#). You can [learn more online](#) or by calling 1-877-4AID-VET (1-877-424-3838). Service members, veterans and their families can also find services and resources in their communities with the [National Resource Directory mobile app](#).

[Find more resources to help with homelessness](#), including information for homeless families with children and how you can help end homelessness.



AFRH-W Healthcare team gives DoD staff a tour of Scott during the August Open House



AFRH-G Resident Services administers the Annual Recreation & Leisure Survey to Residents

**AMENDING YOUR TAX RETURN**

Tips from the Internal Revenue Service about amending your federal tax return:

**When to amend a return.** You should file an amended return if you need to correct your filing status, number of dependents, total income, tax deductions or tax credits. The instructions for Form 1040X, Amended U.S. Individual Income Tax Return, list additional reasons to amend a return.

**When NOT to amend a return.** In some cases, you don't need to amend your tax return. For example, the IRS usually corrects math errors when processing your original return. If you did not include a required form or schedule, the IRS will send you a request for whatever is missing.

**Form to use.** Use Form 1040X to amend a previously filed Form 1040, 1040A, 1040EZ, 1040NR or 1040NR-EZ. Make sure you check the box to show the tax year that you are amending on the Form 1040X. You must file an amended tax return on paper. See [IRS Tax Tip 2013-20](#) <http://www.irs.gov/uac/Newsroom/IRS-Offers-Tips-on-How-to-Amend-Your-Tax-Return>

**SAME SEX MARRIAGES:** The U.S. Department of the Treasury and the Internal Revenue Service (IRS) has ruled that same-sex couples, legally married in jurisdictions that recognize their marriages, will be treated as married for federal tax purposes. The ruling applies regardless of whether the couple lives in a jurisdiction that recognizes same-sex marriage or a jurisdiction that does not recognize same-sex marriage.

The ruling implements federal tax aspects of the June 26 Supreme Court decision invalidating a key provision of the 1996 Defense of Marriage Act.

Under the ruling, same-sex couples will be treated as married for all federal tax purposes, including income and gift and estate taxes. The ruling applies to all federal tax provisions where marriage is a factor, including filing status, claiming personal and dependency exemptions, taking the standard deduction, employee benefits, contributing to an IRA and claiming the earned income tax credit or child tax credit. See [IR-2013-72](#) <http://www.irs.gov/uac/Latest-News>

**USE INSIDE AFRH FOR ALL EMPLOYEE INFORMATION**

Go to <https://insideAFRH.afrh.gov/inside/employee>

- Directives
- AFRH-SOPs
- Employee Information
- Employee Directory



**IMPORTANT DATES**

<b>Sept 1 - Dec 15</b>	<b>Combined Federal Campaign</b>	<b>October 14</b>	<b>Columbus Day holiday</b>
<b>October 2</b>	<b>Employee Breakfast (AFRH-G)</b>	<b>November 5</b>	<b>Election Day - VOTE</b>
<b>October 4</b>	<b>Resident/Employee Picnic (AFRH-G)</b>	<b>November 11</b>	<b>Veterans Day holiday</b>
<b>October 7-8</b>	<b>Healthcare Observation (AFRH-G)</b>	<b>Nov 11- Dec 9</b>	<b>Open Season Enrollment</b>
<b>October 8</b>	<b>Power Plant closes (AFRH-W)</b>	<b>November TBD</b>	<b>Internal Control Survey</b>
<b>October 9-10</b>	<b>Healthcare Observation (AFRH-W)</b>	<b>December TBD</b>	<b>Performance Management Training</b>
<b>October 10</b>	<b>Employee Breakfast (AFRH-W)</b>	<b>December 25</b>	<b>Christmas Day holiday</b>

## FACT SHEETS 29 and 30 – Possible Shutdown

The COO published 2 Fact Sheets in September. Fact Sheet 29, dated September 25, 2013, Title: **Lapse in Appropriations Guidance** and Fact Sheet 30, dated September 26, 2013, Title: **Lapse in Appropriation – Update**.

Annual funding for the Government expires every year on September 30. Prudent management requires that we be prepared for all contingencies, including the possibility that a lapse in funding could occur. A lapse would mean that a number of Government activities would cease due to a lack of appropriated funding. It would also mean that a number of employees would be temporarily furloughed. Read the full information in **INSIDE AFRH** under FACT SHEETS.

Read our Operations Plan below.

## IN OUR NEXT NEWSLETTER



Each quarter we will bring you new information about matters that will help you in your job at the AFRH. In the next issue we will discuss flexible working schedules, meals for employees, the Agency Employee of the Year, and the electronic Individual Performance Plan (IPP).

PLEASE submit your ideas as to what you want to see here. Remember also to submit your thoughts to the CHCO for a name for this newsletter.

### AFRH Operations in the Absence of Appropriations

OMB Circular, Section 124 A-11 directs certain steps should be taken when an Agency anticipates a funding hiatus.

- Estimate the time to complete the shutdown.
- Number of employees expected to be on-board before implementation of the plan.
- Total number of employees to be retained under the plan because:
  - They are engaged in military, law enforcement, or direct provision of health care activities, or direct provision of healthcare activities, or
  - Their compensation is financed by a resource other than annual appropriations.
  - Number of employees, not otherwise exempt, to be retained to protect life and property.

The purpose of the Retirement Home is to provide, through the Armed Forces Retirement Home—Washington and the Armed Forces Retirement Home—Gulfport, residences and related services for certain retired and former members of the Armed Forces.

Consistent with the Home's purpose most employees provide direct or indirect support to healthcare, life and safety, or protect property in support of residents whose average age is 82 years old. Each Home (Gulfport and Washington) has three primary directorates: (1) Resident Services; (2) Healthcare Services; and (3) Campus Operations.

- Resident Services provides direct support to residents through dining services, religious activities, custodial services, recreational therapy and activities, room checks and Needs Assessment Team.
- Healthcare Services provides direct support to residents through nursing, social services, healthcare clinic, dental clinic, optometry clinic, podiatry clinic, nutrition, Assisted Living support, Memory Support, Long-term care support, Independent Living Plus support, and nutrition support.
- Campus Operations provides direct and indirect support to residents through facility and ground maintenance; utilities; transportation; and logistics.

The Agency currently has 285 employees on board. During a funding hiatus affecting the Armed Forces Retirement Home (AFRH), the Agency will remain open to ensure the health and safety of our residents, protect property, or to provide other emergency services consistent with the performance of functions and services exempted under the Antideficiency Act. To do otherwise would displace residents in various levels of care to potentially a homeless environment. However, AFRH will stop from bringing new residents onboard who have not received a report date. In order to ensure the health and safety of our residents, 249/87 percent of the workforce will be retained under the plan. Of those retained, 211/74 percent will be for healthcare and law enforcement activities. The remaining 38/13 percent will be for life and safety activities. We also plan to have the entire Agency staff report to work as usual, at least on the first day of the hiatus to ensure proper notification of all employees and an orderly shutdown as highlighted in A-11, Section 124.3.