

AFRH STAFF TIMES

The AFRH Employee Newsletter is an official publication for all AFRH staff from your Chief, Human Capital Officer

CHCO's Corner	*NEWS AND UPDATES*	COO Salute	EMPLOYEE NEWS
<p>In June we launched the new Office of Personnel Management (OPM) Federal Employee Viewpoint Survey (FEVS) on Survey Monkey. The links were sent to each employee. Hopefully, the ease of using a web-based survey will help you through the 93 questions! The survey is voluntary, but please participate and let us know what you think, how satisfied you are, and where we can improve. Deadline was extended to July 31, 2015.</p> <p>My goal in this newsletter is to provide you important information that will help you at AFRH.</p> <p>We have had a busy 3rd quarter with so many human resources requirements and staffing actions. Remember, I am only a one person office. Most of your day to day questions can be answered by calling the Bureau of the Fiscal Service (BFS) Human Resources office for assistance.</p> <p>Please send your thoughts and ideas to Donna.Smith@afrh.gov. Thanks!</p>  <p>Donna Smith Chief Human Capital Officer (CHCO)</p>	<p>Fiscal Year 2015 4th Quarter July 1- September 30</p> <p>IN THIS ISSUE</p> <p>Employee Information</p> <p>Important Dates</p> <p>Phone Numbers</p> <p>Training Information</p> <hr/> <p>ATTENTION! Office of Personnel Management Federal Employee Viewpoint Survey</p> <p>This year's survey is ONLINE! The links for all employees to take the annual OPM required Federal Employee Viewpoint Survey are by agency and by campus. The Survey was loaded into Survey Monkey which should make things a lot easier for all to take the Survey. The portal in Survey Monkey opened in June and will close on July 31, 2015. Please take the time to complete the survey and let your voice be heard.</p> <p>Agency Survey LINK: https://www.surveymonkey.com/s/WK9RBDH</p> <p>Gulfport MS Survey LINK: https://www.surveymonkey.com/s/QZVPDHK</p> <p>Washington DC Survey LINK: https://www.surveymonkey.com/s/Q6QLHVZ</p> <p>PLEASE TAKE THE SURVEY AND BE HEARD! THANKS!</p>	<p>Farewell to Chuck Dickerson, AFRH-G Administrator. Mr. Dickerson has been a driving force at AFRH both in Washington and Gulfport. He always contributed in an outstanding way. I would like to thank him for his service and personally wish him well!</p> <p><i>June 30, 2015 concluded the AFRH performance cycle that started July 1, 2014. All raters and reviewers must complete the evaluations, meet with employees, and turn the IPPs in to the CHCO. Please note that AFRH-G's IPPs are due no later than September 30.</i></p> <p><i>We achieved some major goals this year and this is all due to individual efforts pulling together towards a common goal. I know we achieved The Joint Commission (TJC) accreditation due to your dedication and effort.</i></p> <p><i>Thank you.</i></p> <p>Steven G. McManus Chief Operating Officer (COO)</p> <hr/> <p>AFRH Annual Performance Cycle</p> <p>ENDED June 30, 2015* End of FY 2014-15</p> <p>*AFRH-G deadline extended to September 30, 2015</p> <p>STARTED July 1, 2015 Performance Cycle for FY 2015 -16</p>	<p>Chuck Dickerson Retires</p> <p>In December 2000 Mr. Dickerson was hired as Associate Director, Resident Services, AFRH-Washington. A retired Air Force Command Chief Master Sergeant, he brought experience and insight that was appreciated by Residents and staff alike. His position became Chief, Resident Services.</p>  <p><i>Congratulations to Administrator, Mr. Chuck Dickerson, AFRH-Gulfport, on his retirement after 15 years of service to AFRH.</i></p> <p>His many endeavors included assisting with the AFRH strategy, absorbing Gulfport hurricane victim Residents, and planning and transitioning to the Scott Project. He began a new challenge as Director in Gulfport in July 2012. At AFRH-G, he guided a very successful first effort for The Joint Commission (TJC) survey and accreditation. His many accomplishments have made AFRH a better place to live and work. Best wishes from all AFRH employees!</p>

ATTENTION: ALL AFRH EMPLOYEES

Regarding Cyber Intrusion

at the U.S. Office of Personnel Management (OPM) (June 4th)

It is official – AFRH, like all other Federal government agencies, has had employee information compromised. I have checked the list and 99% of our staff are on the list. The only people who are not showing up as compromised are those who were brought on board during the month of June.

You will receive an email or a hardcopy letter in the mail from OPM. The letter will provide a pin number to you so that you can receive the free credit protection OPM is providing to all Federal employees for an 18 month period.

Remember, Staff should not contact BFS Human Resources nor the AFRH CHCO for PIN numbers. OPM has contracted with the firm CSID to manage this entire process. Anyone with questions should contact CSID at their toll free number, [844-777-2743](tel:844-777-2743).

Donna Smith
Chief Human Capital Officer

Steps for Monitoring Your Identity and Financial Information

- Monitor financial account statements and immediately report any suspicious or unusual activity to financial institutions.
- Request a free credit report at www.AnnualCreditReport.com or by calling 1-877-322-8228. Consumers are entitled by law to one free credit report per year from each of the three major credit bureaus – Equifax[®], Experian[®], and TransUnion[®] – for a total of three reports every year. Contact information for the credit bureaus can be found on the Federal Trade Commission (FTC) website, www.ftc.gov.
- Review resources provided on the FTC identity theft website, www.Identitytheft.gov. The FTC maintains a variety of consumer publications providing comprehensive information on computer intrusions and identity theft.
- You may place a fraud alert on your credit file to let creditors know to contact you before opening a new account in your name. Simply call TransUnion[®] at 1-800-680-7289 to place this alert. TransUnion[®] will then notify the other two credit bureaus on your behalf.

MORE ON IDENTITY

All of you should be aware that the National Finance Center (NFC) processes our Payroll. As a precautionary measure on June 10th they performed security scans across their network to ensure the integrity of their systems and our data.

The scans completed confirmed the integrity of NFC systems and applications have **not** been compromised.

NFC continues to be vigilant and proactive in protecting our personally identifiable information.



AFRH-G Employee of the 2nd Quarter, Congratulations! to Campus Operation, Roy Deems. He saved over \$14,000 one quarter with projected savings of \$56,000 annually for the utility contract.

Key Phone Numbers



*Bureau of the Fiscal Service (BFS) Human Resources

Phone: See the AFRH Desk Guide
for full listing

* Inspector General
Robert DuFour
Phone: 202-541-0667

*CHCO / *SAPR contact
Donna Smith
Phone: 202-541-7531

*EEO Counselors
Phone: 202-433-2330

SEE **NEW** AFRH EMPLOYEE
INFORMATION ON **INSIDE AFRH**

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

USE SHAREPOINT TO ACCESS ALL AFRH
DIRECTIVES AND CAMPUS SOPs

AFRH Employees of the 2nd Quarter



Congratulations! to AFRH-W Employee of the 2nd Quarter, Francis Anokwu, an LPN in Assisted Living.

IMPORTANT DATES

AFRH Monthly Observances – Please attend activities in honor of the Special Observances each month.

July: AFRH Heritage Month

August: Armed Services Appreciation Month

September: National POW/MIA Awareness Month

July 3	HOLIDAY – 4th of July (one day before off)	September 7	HOLIDAY – Labor Day
July 9 & 10	Employee Recognition Breakfast /Town Hall (AFRH-G)	September	The Joint Commission Home Operational Assessment (Ambulatory Care, Nursing, Healthcare)- Gulfport
July 16	Employee Recognition Breakfast (AFRH-W)	September	The Joint Commission Home Operational Assessment (Ambulatory Care, Nursing, Healthcare)- Washington
July 31	OPM FEVS Survey deadline		

EMPLOYEE TRAINING

-Annual required courses in the FY15 Performance Cycle are listed below. Talk to your contact about dates and locations.

- *EEO, No Fear Act, Workers' Compensation
 - *Ethics
 - *IT Security
 - *Performance Management
 - *Person-centered Care
- The CHCO is piloting video/webinar courses this year to see how effective these can be for AFRH employees.

Gulfport: Please contact Shelly Thompson.
Washington: Please contact Bill Striegel and/or Olivia Pessima.

Plans are being made now for a training schedule for the entire year for mandatory classes as well as those that certain positions require annually. Watch for emails with the yearly schedule.

**Fact Sheet:
Within-Grade Increases**

Advancement from...	Requires...
step 1 to step 2	52 weeks of creditable service in step 1
step 2 to step 3	52 weeks of creditable service in step 2
step 3 to step 4	52 weeks of creditable service in step 3
step 4 to step 5	104 weeks of creditable service in step 4
step 5 to step 6	104 weeks of creditable service in step 5
step 6 to step 7	104 weeks of creditable service in step 6
step 7 to step 8	156 weeks of creditable service in step 7
step 8 to step 9	156 weeks of creditable service in step 8
step 9 to step 10	156 weeks of creditable service in step 9
<i>See explanation below.</i>	

Each General Schedule (GS) grade has 10 steps. Within-grade increases (WGIs) or step increases are periodic increases in a GS employee's rate of basic pay from one step of the grade of his or her position to the next higher step of that grade.

Earning Within-Grade Increases

Employees who occupy permanent positions earn WGIs upon meeting the following three requirements established by law:

The employee's performance must be at an acceptable level of competence. To meet this requirement, an employee's most recent performance rating of record must be at least Level 3 ("Fully Successful" or equivalent).

The employee must have completed the required waiting period for advancement to the next higher step.

The employee must not have received an "equivalent increase" in pay during the waiting period. (See 5 CFR 531.407.)

Permanent Positions

WGIs apply only to GS employees occupying permanent positions. "Permanent position" means a position filled by an employee whose appointment is not designated as temporary and does not have a definite time limitation of 1 year or less. "Permanent position" includes a position to which an employee is promoted on a temporary or term basis for at least 1 year.

Required Waiting Periods

For employees with a scheduled tour of duty, the required waiting periods established by law for advancement to the next higher step are shown in the table above.

AFRH UNION INFORMATION
ARE YOU AWARE OF YOUR UNION REPRESENTATION AT AFRH?
American Federation of Government Employees (AFGE)
Laborers' International Union of North America (LIUNA) LIUNA!



AFRH-Gulfport: **NEW!** AFGE Local 1027. Point of Contact: Roger Payne
 AFRH-Washington: AFGE Local 3090. Point of Contact: Kathy Waters
 AFRH-Washington: LIUNA Local 572. Point of Contact: Lorena Cruz

Email: Roger.Payne@afge.org
 Email: Kathy.Waters@afrh.gov
 Email: L.Cruzlocal572@yahoo.com

PERSONNEL COMINGS AND GOINGS

ACCESSIONS

AFRH-G

Laroy Brisco, Contract Surveillance Representative
 James Dedeaux Jr, Social Worker
 Debbie Harper, Supervisory Clinical Nurse
 Robert Miller, Recreation Assistant (Fitness Wellness)
 Shannon Ray, Contact Representative (OA)
 Michael Thompson II, Licensed Practical Nurse

AFRH-W

Michael Bayles, Health System Administration
 Alfreda Butler-McCoy, Licensed Practical Nurse
 Katia Coley, Nurse Practitioner
 Mica Hendricks, Administrative Assistant
 Melba Wardrip, Supervisory Clinical Nurse
 Robert Webb, Ombudsman
 Maria Zepp, ILP Supervisory Nurse

SEPARATIONS

AGENCY

Gregory Moore, Public Affairs

AFRH-G

Katherine Celino, Dental Hygienist
 Charles Dickerson, Administrator
 Sheila Foster, Clinical Nurse
 Danielle Howell, Nursing Assistant
 Latesha Norwood, Social Worker
 Heather Parrish, LPN
 Minda Parsons, Recreation Assistant
 Jennifer Smith, Nursing Assistant
 Jeanette Venable, LPN
 Linda Walden, LPN

AFRH-W

Jesse Cooper, Security Guard
 David Lentz, Admin Officer
 Marlina Moses, Admin Assistant
 Dilynn Rogers, Pharmacy Tech
 Tyrone Savoy, Supervisory Security Guard
 Deborah Stein, Medical Officer

GET CREDIT FOR CHILD AND DEPENDENT CARE EXPENSES THIS SUMMER

Many parents pay for childcare or day camps in the summer while they work. If this applies to you, your costs may qualify for a federal tax credit that can lower your taxes. Here are 10 facts that you should know about the Child and Dependent Care Credit:

- 1.** Your expenses must be for the care of one or more qualifying people. Your dependent child or children under age 13 usually qualify. For more about this rule see Publication 503, Child and Dependent Care Expenses.
- 2.** Your expenses for care must be work-related. This means that you must pay for the care so you can work or look for work. This rule also applies to your spouse if you file a joint return. Your spouse meets this rule during any month they are a full-time student. They also meet it if they're physically or mentally incapable of self-care.
- 3.** You must have earned income, such as from wages, salaries and tips. It also includes net earnings from self-employment. Your spouse must also have earned income if you file jointly. Your spouse is treated as having earned income for any month that they are a full-time student or incapable of self-care. This rule also applies to you if you file a joint return. Refer to Publication 503 for more details.
- 4.** As a rule, if you're married you must file a joint return to take the credit. But this rule doesn't apply if you're legally separated or if you and your spouse live apart.
- 5.** You may qualify for the credit whether you pay for care at home, at a daycare facility or at a day camp.
- 6.** The credit is a percentage of the qualified expenses you pay. It can be as much as 35 percent of your expenses, depending on your income.
- 7.** The total expense that you can use for the credit in a year is limited. The limit is \$3,000 for one qualifying person or \$6,000 for two or more.
- 8.** Overnight camp or summer school tutoring costs do not qualify. You can't include the cost of care provided by your spouse or your child who is under age 19 at the end of the year. You also cannot count the cost of care given by a person you can claim as your dependent. Special rules apply if you get dependent care benefits from your employer.
- 9.** Keep all your receipts and records. Make sure to note the name, address and Social Security number or employer identification number of the care provider. You must report this information when you claim the credit on your tax return.
- 10.** Remember that this credit is not just a summer tax benefit. You may be able to claim it for care you pay for throughout the year. **For more on this topic, visit IRS.gov.**

ATTENTION: AFRH MANAGERS

HR CONNECT WILL BE YOUR NEW EMPLOYEE REQUISITION SYSTEM

HR Connect will replace the E52 system for entering SF 52s, Requisitions for personnel actions.

HR Connect is Department of Treasury's primary human resource system that provides a broad range of applications, services and information to HR offices, employees, and managers. Employees can view employment information, update personal information, and manage leave. HR Connect can help supervisors manage their human capital and use organizational data for strategic decision-making. Supervisors are able to initiate paperless personnel actions and electronically route those actions for approval, reducing the time it takes to process a personnel action.

Training for managers will start in August 2015. Please look for the announcements of the training dates.