



# AFRH STAFF TIMES

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

CHCO's Corner	This Issue	EMPLOYEE INFORMATION	*Message from the Chief Operating Officer
<p>The new performance cycle begins on July 1, 2018 and ends on June 30, 2019. Training opportunities for the new performance cycle are available throughout the year. Each campus has organized the required training sessions for you. Check with your training coordinator for dates and times.</p> <p>Let's welcome all our new managers and staff. AFRH has an important mission and each one of you has a key role to fulfill.</p> <p>Have ideas or suggestions about improving our workplace? Please email <a href="mailto:Donna.Smith@afrh.gov">Donna.Smith@afrh.gov</a>.</p> <p>Here's to a safe summer season! I wish you all the greatest success and happiness!!</p>  <p>Donna Smith Chief Human Capital Officer (CHCO)</p>	<p><b>Fiscal Year 2018</b> <b>3rd Quarter</b> <b>April 1-June 30</b></p> <p><b>IN THIS ISSUE</b></p> <p><b>Employee Information</b></p> <p><b>Important Dates</b></p> <p><b>Phone Numbers</b></p> <p><b>Training Information</b></p> <p><b>Deliver Person-Centered Care:</b> embracing the values of choice, dignity, respect, self-determination and purposeful living.</p> <p><b>Vision:</b> A retirement community committed to excellence, fostering independence, vitality, and wellness for veterans, making it a vibrant place in which to live, work, and thrive.</p> <p><b>Mission:</b> To fulfill our nation's commitment to its veterans by providing a premier retirement community with exceptional residential care and extensive support services.</p> <p><b>THE NEW AFRH PERFORMANCE CYCLE IS</b> <b>JULY 1, 2018 – JUNE 30, 2019</b></p> 	<p><b>Key Phone Numbers</b></p> <p><b>*Bureau of the Fiscal Service (BFS) Human Resources</b></p> <p><b>Phone Numbers:</b> See the AFRH Human Resources Desk Guide <i>for full listing</i></p> <p><b>*CHCO</b> <b>Donna Smith</b> Phone: 202-541-7531</p> <p><b>*EEO Counselors</b> Phone: 571-372-0832</p> <p><b>* Employee Assistance Program (EAP) (BFS)</b> <b>Tammy Stackpole</b> Phone: 304-480-8206</p> <p>Use our Intranet <b>INSIDE AFRH</b> Go to <a href="https://insideafrh.afrh.gov/">https://insideafrh.afrh.gov/</a></p> <p><b>Learn More About Your Personnel Benefits</b></p> <p>USE SHAREPOINT TO ACCESS All Directives, Campus SOPs, and Human Resources Desk Guide</p> <p>*****</p> <p><b>Vacancy announcements</b> are posted on <b>USAJOBS</b>.</p> <p>To view announcements, go to <a href="https://www.usajobs.gov">https://www.usajobs.gov</a></p>	 <p>Jim Branham</p> <p>It's an honor to have been appointed as the COO at AFRH, and I very much appreciate the warm reception from the staff and residents. Having served in the US Army and having previously worked with retirement facilities, it's been exciting to be part of the AFRH team.</p> <p>With all the changes in legislation that affect Residents living at AFRH, it's important that all AFRH employees be aware of the changes as well as options available to residents so that we can all help Residents through this dynamic period. I ask managers and staff to do all you can to provide the necessary information and your key expertise in helping to implement these important changes as smoothly as possible.</p> <p>I applaud the AFRH employees for having achieved accreditation in all areas of healthcare and maintaining CARF accreditation. This is an enormous accomplishment, for which you should be particularly proud.</p> <p>I look forward to many rewarding conversations with all of you, and to hearing your ideas and suggestions.</p>

**Hazardous Weather:**

Employees will be notified of early dismissals and office closings due to hazardous weather based on their specific agency policy. Refer to <http://www.opm.gov/oca/compmemo/dismissal.pdf> for additional information from OPM regarding office closures and early dismissals for employees in Washington, D.C.

**Two-income families, taxpayers working multiple jobs should check withholding amount**

The Internal Revenue Service urges two-income families and those who work multiple jobs to complete a “paycheck checkup” to verify they are having the right amount of tax withheld from their paychecks. The IRS [Withholding Calculator](#) can help them navigate the complexities of multiple employer tax situations and determine the correct amount of tax for each of their employers to withhold.

Individuals with more complex tax profiles, such as two incomes or multiple jobs, may be more vulnerable to being under-withheld or over-withheld following these major law changes. The IRS encourages a “paycheck checkup” as early as possible to help taxpayers check if they are having the correct amount withheld for their personal financial situations. If a taxpayer needs to adjust their paycheck withholding amount, doing so earlier gives more time for withholding to take place evenly throughout the year. Waiting means there are fewer pay periods to make the tax changes – which could have a bigger effect on each paycheck.

The tax law changes generally don't affect 2017 returns that people are filing in 2018. The changes affect 2018 returns, which taxpayers will file in 2019.

**What you need to know about filing an amended tax return**

You've filed your federal tax return and now discovered you've made a mistake. What should you do? You can fix the errors by filing an amended tax return.

Here's what you should know:

- Use Form 1040X, Amended U.S. Individual Income Tax Return, to file an amended tax return. Be advised — you can't e-file an amended return. A paper form must be mailed.
- Consider filing an amended tax return if there is a change in your filing status, income, deductions or credits.
- Generally, you don't need to file an amended return to correct math errors. The IRS will automatically make those changes for you. Also, don't file an amended return because you forgot to attach tax forms such as Forms W-2 or schedules. If necessary, the IRS normally sends a request asking for those documents.
- In general, you must file Form 1040X within three years of the date you filed your original tax return or within two years of the date you paid the tax, whichever is later. Be sure to enter the year of the return you are amending at the top of Form 1040X.
- If you're amending more than one tax return, prepare a Form 1040X for each year's return and mail them to the IRS in separate envelopes. You'll find the appropriate IRS address to mail your return in the Form 1040X instructions.
- If your changes involve the need for an additional schedule or form, you must attach that schedule or form to the amended tax return.
- If you're filing an amended tax return to claim an additional refund, wait until you receive your original tax refund before filing Form 1040X.
- If you owe additional taxes with Form 1040X, pay the tax with the return or as soon as possible to minimize interest and penalties.
- You can generally expect your amended return to be processed in about 16 weeks from the date the IRS receives it.
- You can use the IRS Where's My Amended Return? Tool on IRS.gov to check the status of your amended tax return three weeks after you mailed it. This automated tool is also available in Spanish, Chinese, Korean, Vietnamese, and Russian.



## Upcoming 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 1	Beginning of Performance Cycle	Sept 3	Labor Day
July 4	Independence Day		
July 26	Employee Awards Breakfast (Washington)		

### Employee Training

-Annual required courses in the FY 2017-2018 Performance Cycle are listed below. Talk to your facility contact about dates and locations.

\*EEO, No Fear Act

\*Ethics

\*IT Security

\*Performance Management for Raters

\*Person-centered Care

\*Cultural Diversity

\*Suicide Prevention

\*Supervisory Training

-The CHCO is continuing with video/webinar courses this year for AFRH employees.

Gulfport: Please contact Frank Bermudez.

Washington: Please contact Bill Striegel.

Tuition assistance and online training are still under discussion.

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



### Employee Assistance Program (EAP)

is a voluntary, confidential program that helps employees work through life challenges that may adversely affect job performance, health, and personal well-being. EAP services include assessments, counseling, and referrals for personal and/or work-related concerns, such as stress, financial issues, legal issues, family problems, office conflicts, and alcohol and substance use disorders. Contact Tammy Stackpole at Bureau of Fiscal Services (BFS) at 304-480-8206.

### PERSONNEL COMINGS AND GOINGS

#### ACCESSIONS

##### AGENCY

John RisCassi, Chief Operating Officer

##### **AFRH-W**

Frances Burns, CNA

Teresa Luttrell, CNA

Andre Henderson, Safety and Occupational Health Manager

Kelly McCain, Security Guard

Annemarie Wilson, Supervisory Rec. Therapist

Alexis Everett, CNA

Bernice Legore, CNA

Latanya Harris, CNA

Tobias Hinnant, LPN

Anne Tabi, LPN

Carlezza Stephens, Secretary (OA)

Jose Lebron, LPN

Tamba Sam Manimoi, Supervisory Clinical Nurse

##### **AFRH-G**

Tanya Goolsby, Financial Analyst

Gene Cathey, Medical Officer

Alexis Breland, CNA

Sadae Bradley-Brown, CNA

Natalie Lindsay-Shirley, CNA

Katrina McCann, CNA

Appalonia Minor, CNA

Chunzi Du, Dental Assistant (OA)

Christi Lewis, LPN

#### SEPARATIONS

##### AGENCY

Robert Dufour, Inspector General

Maurice Swinton, Chief Information Officer

##### **AFRH-W**

Merle Brown, Lead Security Guard

Shaun Servais, Administrator

Jerry Carter, Recreation Assistant

Camoy Harding, LPN

Rebecca Perry, Admissions Officer

Ottamissiah Moore, LPN

Ulysses Hamilton, Contracting Officers Rep

Mamusu Gibateh, LPN

Frances Burns, CNA

##### **AFRH-G**

Zora Wilson, Clinical Nurse

Delena Dyle, CNA

#### REASSIGNMENTS

##### **AFRH-W**

Susan Bryhan, Administrator

**THERE IS  
NO RIGHT WAY  
TO DO  
A WRONG THING.**



## ETHICS – 14 GENERAL PRINCIPLES

1. Public service is a public trust; employees must place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. Employee shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities - including seeking or negotiating for employment - that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those imposed by law, such as Federal, state, or local taxes.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

Directors, managers and supervisors are responsible for ensuring that the work environment is free from discrimination based on the following protected classes: race, color, religion, sex (including sexual harassment, pregnancy, sexual orientation and gender identity), national origin, age (40 and older), disability (mental or physical), genetic information or reprisal (for participating in protected EEO activity).

Employees, former employees, and/or applicants who believe they have been discriminated against based on the above protected classes must contact the EEOP within 45 days of the date the alleged discriminatory act occurred or within 45 days of the effective date of an alleged discriminatory personnel action. Prior to filing a formal complaint, aggrieved persons who believe they have been discriminated against will be assigned an EEO Counselor for informal pre-complaint counseling.

As an alternative to traditional EEO counseling, parties may choose to participate in **Alternative Dispute Resolution**, which offers informal, neutral, voluntary, and confidential methods for early dispute resolution, such as mediation.

For more information, visit EEOP online at [www.whs.mil/EEOP](http://www.whs.mil/EEOP). You may also contact EEOP at (571) 372-0832 or [WHS.FEOP@mail.mil](mailto:WHS.FEOP@mail.mil). The fax number is (571) 372-0847.



**HIGH PERFORMING AFRH EMPLOYEES!**  
**2nd Quarter 2018 Employees of the Quarter**

<b>AFRH-Gulfport</b>	Congratulations to <b>Jen Biernacki!!</b>  Jen helps upper level of care Residents maintain a sense of independence and friendships. She takes Residents from Loyalty Hall to the main dining hall to eat with their friends. This simple and generous act has a big effect allowing the Residents to acclimate to their new home and still feel connected with friends. Jen's actions demonstrate how much she cares about Resident's quality of life and show her caring demeanor and goodness of heart.  Congratulations for a job well done! Thank you!	<b>AFRH-Washington</b>	Congratulations to <b>Robert Mitchell!!</b>  During this past quarter, Robert coordinated 316 volunteers that generated 1,079 man hours in support of our mission. Additionally, some of these groups provided monetary gifts to the Resident Fund to help cover the cost of programming. Robert has saved the home approximately \$ 43,000.00 this quarter. He goes above what's required to meet the demanding request for volunteers. He has eagerly adjusted his schedule to ensure the Homes needs are being met.  Congratulations for a job well done! Thank you!
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