



First Quarter
Fiscal Year 2016

AFRH STAFF TIMES

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

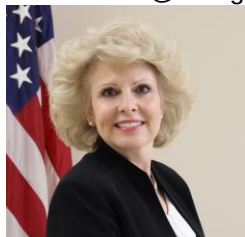
CHCO's Corner

My personal thanks go out to all the employees of AFRH who completed the Office of Personnel Management (OPM) Federal Employee Viewpoint Survey (FEVS) on Survey Monkey in July/August. Those who responded gave AFRH's mission a resounding 98% confidence rating. That is very high in the Federal government and a number we can all be proud of. The overall results also show that we are back again to meeting our satisfaction goal of 70%t working at AFRH. Congratulations!

On June 30, 2015 the AFRH performance cycle that started July 1, 2014 ended for AFRH-W. AFRH-G's IPPs were due no later than September 30. This quarter is the time for all raters and reviewers to complete the evaluations, meet with employees, and finalize the IPPs for submission to the CHCO. Developing new IPPs is the next most important part in the cycle.

Remember that we have Open Season enrollment for benefits for all employees. Also, we have started the Combined Federal Campaign (CFC) to raise money for charities designated through CFC. We welcome you to join in.

Have ideas or suggestions about improving our workplace? Please email Donna.Smith@afrh.gov.



Donna Smith
Chief Human Capital Officer
(CHCO)

NEWS AND UPDATES

*Fiscal Year 2016
1st Quarter
October 1 – December 31*

IN THIS ISSUE

Employee Information

Important Dates

Phone Numbers

Training Information

ATTENTION!
AFRH Managers

HR CONNECT
Replaces 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. HR Connect helps supervisors manage their staff 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 FY 2016 took place August/September.

COO Salute

During August we marked the anniversaries of both Hurricane Katrina in 2005 and the Washington earthquake in 2012. Overcoming these natural disasters were the most significant accomplishments by and testament to the strength of our AFRH employees. Because we survived and came through so strongly, I know we can accomplish even more. October is the 5th anniversary of the opening of the new Gulfport facility. Congratulations on your growth and success.

The operational assessment at both campuses resulted in positive recommendations and proof of your campus accomplishments. Thanks to PIO Dr. Karen Tillman-McCombs, The Joint Commission Resources, Inc. helped us to improve the quality of services and to meet The Joint Commission standards. Thanks to all for your dedication and effort.

Steven G. McManus
Chief Operating Officer
(COO)

AFRH Annual Performance Cycle

AFRH-G STARTED
October 1, 2015
Performance Cycle for
FY 2015 -16
(Note: only 9 months long)
AFRH-W STARTED
July 1, 2015
Performance Cycle for
FY 2015 -16

EMPLOYEE INFORMATION

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

INSIDE AFRH

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

Learn More About Your
Your Personnel Benefits

USE SHAREPOINT TO ACCESS
ALL AFRH DIRECTIVES AND
CAMPUS SOPs



Happy
Holidays!

*This Quarter is filled
with holidays!
Enjoy & be safe.*

Welcome to Debora Joiner
Director of Nursing, AFRH-Gulfport

Let us all welcome Ms. Debora Joiner. Ms. Joiner is moving from the U.S. Army Northern Regional Command, Warrior Transition Office, at Fort Belvoir, VA to AFRH-G. She served as the Regional Nurse Case Manager and was responsible for monitoring case management competency and training as well as for establishing protocols for tracking education. She has been in the Army Reserve since 1991. She gained extensive experience with planning, administering and monitoring nursing functions for geriatric residents in other prior nursing positions. Ms. Joiner has worked in the Gulf Coast both at Ocean Springs Hospital, Ocean Springs, MS and at Singing River Hospital in Pascagoula, MS. Please stop by and say hello to our new DON!

!NEW! AFRH HUMAN RESOURCES DESK GUIDE
was emailed to all AFRH Employees in August

The guide lists the names, phone numbers, email addresses and fax numbers of the contacts to assist you in dealing with any human resource issue, i.e., benefits, leave, policy, etc. With the many resources provided here you will get personal assistance much faster than the CHCO can personally serve three hundred people with the personal attention they deserve and demand.



HUMAN RESOURCES TIPS: EMPLOYMENT VERIFICATIONS

Frequently we need to provide employment information to lenders, underwriters, insurance companies, etc. This usually happens when purchasing a home, a vehicle, applying for a personal loan or when you have been involved in an automobile accident. Do you know where to send your paperwork for fast preparation? The HR Desk Guide, Page 2, lists Processing as the place to send your requests for employment verifications. The email address is AFRHProcessing@fiscal.treasury.gov. The telephone number for Processing is [\(304\) 480-8270](tel:3044808270).

AFRH Employees
of the Quarter
3rd Quarter FY 2015



Congratulations! to AFRH-G Employee of the 3rd Quarter, JESSE BROWN, Medical Records Technician, for exceptional service during April, May, and June 2015.



Congratulations! to AFRH-W Employee of the 3rd Quarter, Officer JAY BROOKS, Washington Security Guard for exceptional service during April, May, and June 2015.

IMPORTANT NOTICE REGARDING
YOUR THRIFT SAVINGS PLAN (TSP) CONTRIBUTIONS

Have you reviewed your TSP contributions this year? If you are covered under the Federal Employees Retirement System (FERS), you need to be careful!

As a FERS covered employee, you receive an agency automatic contribution to your TSP account of 1 percent of your basic pay each pay period and agency matching contributions up to 4 percent each pay period. The match on your own TSP contributions is dollar-for-dollar on the first 3 percent, and 50 cents per dollar on the next 2 percent. If you reach the Internal Revenue Service (IRS) elective deferral limit (\$18,000 for tax year 2015) your TSP contributions will be suspended for the remainder of the tax year. **This means that if you are covered under FERS and your TSP contributions stop, agency matching contributions will stop too!!**

To avoid losing out on agency matching contributions, you will need to **spread out** your TSP contributions over the **entire tax year**. The 2015 tax year began on December 14, 2014 (pay period 25), and ends on December 12, 2015 (last day in pay period 24). If you contributed **more than \$693 per pay period** to the TSP since the beginning of the tax year, you may be close to losing agency matching contributions!

If you do not contribute the maximum amount to the TSP, are you contributing at least 5% of your bi-weekly salary? If not, you are missing out on the matching contributions from your agency—basically, a 100% return on your investment! You can't beat that! **Are you contributing as much as you can to the TSP?** FERS was designed as a three-part retirement system: FERS, Social Security, and TSP. Without the TSP, you may not be able to afford to retire! Contribute as much as you can to the TSP **now** so you can enjoy a comfortable retirement down the road. **If you would like to confirm your current TSP contributions and/or make a change to your TSP contributions, access your account. Start planning now!** The 2016 tax year begins on December 13, 2015 (pay period 25), and ends on December 10, 2016 (last day in pay period 24). This means you will have 26 pay periods over which to spread out your TSP contributions. You will be notified as soon as the TSP contribution limits for 2016 are available. **If you have any questions about the TSP, please contact the Benefits Service Center at Benefits@fiscal.treasury.gov, 304-480-8275, or Toll Free at 1-866-868-4357.**

IMPORTANT DATES

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

October: Fire Prevention and Safety Recognition

November: Veterans Recognition Month

HURRICANE SEASON began June 1 and ends November 30

September 1 – December 15	Combined Federal Campaign	October TBD	DEOMI Survey TBD
September 30	Employee Breakfast (AFRH-G)	November 3	Election Day - VOTE
October 2	AFRH-G 5 th Anniversary Celebration	November 11	Veterans Day holiday
October 4	Fall Fest (AFRH-W)	November 11- December 9	Open Season Benefits Enrollment
October 12-16	CFC Kick-Off (AFRH-W)	November – December	Internal Control Survey Performance Management Training
October 12	Columbus Day holiday	November 26	Thanksgiving holiday
October 15	Employee Breakfast (AFRH-W)	December 25	Christmas holiday

EMPLOYEE TRAINING

-Annual required courses in the FY 2016 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 continuing with video/webinar courses this year 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.

GET A FREE FLU SHOT!
FLU SHOTS are available for

ALL AFRH-W EMPLOYEES

At the WELLNESS CENTER



Vaccine administration contingent upon availability.

Introducing AcuStaff Software

Nursing staffing scheduling is being automated with the newly purchased AcuStaff Software. Following our nursing staffing survey last year, AFRH evaluated vendors offering staffing software to assist nurses with their schedules.

AcuStaff Software chosen for Nurse Scheduling provides:

- Comprehensive reporting tools
- Easily fill unique shift requirements
- Cost reduction while improving patient care
- Automated scheduling practices
- Productivity measurements
- Easy access to web-based database
- Streamlined scheduling and staffing processes
- Tracking of employee licensing, competencies and education
- Mobile Device and tablet access to database
- Alerts/Updates to staff sent via text, email or phone
- Staff ability to bid on overtime shifts online from any mobile device/tablet or computer
- Building a pool of available staff during emergencies based upon criteria established by the AFRH

AcuStaff has customized reports for productivity bench markers and regulatory compliance, including NDNQI, VANOD, Magnet, and TJC.

The software will be ready to use in first quarter FY 2016 with training sessions planned through December 2015. The AFRH IT Department (Stan Whitehead) will serve as the COR for the system. The IT Department will also participate in the training sessions to ensure that the appropriate hardware/software are available to staff.



All AFRH Staff: PLEASE READ and ADHERE TO THE 14 ETHICAL PRINCIPLES

from the Standards of Ethical Conduct for Executive Branch Employees

1. PUBLIC TRUST: Put loyalty to Constitution, laws and ethical principles above private gain.
2. CONFLICTING FINANCIAL INTERESTS: Don't hold financial interests that conflict with performance of duty.
3. MISUSE OF NONPUBLIC GOVERNMENT INFORMATION: Don't engage in financial transactions using nonpublic Government information to further private interest.
4. GIFTS: Don't solicit/accept them from "prohibited sources."
5. HONEST EFFORT: Put forth in performing your duties.
6. UNAUTHORIZED COMMITMENTS: Don't knowingly make them or make promises purporting to bind the Government.
7. USING PUBLIC OFFICE FOR PRIVATE GAIN: Just don't.
8. IMPARTIALITY: Don't give preferential treatment to anyone.
9. FEDERAL PROPERTY: Use only for authorized activities.
10. OUTSIDE EMPLOYMENT/ACTIVITIES: Don't seek or engage in if it conflicts with official duties and responsibilities.
11. FRAUD, WASTE, ABUSE, CORRUPTION: Disclose to authorities.
12. MEET YOUR OBLIGATIONS: Satisfy obligations as a citizen (e.g., pay just financial obligations imposed by law, such as taxes).
13. SUPPORT EQUAL OPPORTUNITY: To all in performance of duties regardless of race, color, religion, sex, national origin, age, or handicap.
14. APPEARANCES: Avoid actions creating appearance of violating the laws or ethical standards, where a reasonable person with knowledge of the relevant facts would question your decision.

Please contact Mrs. Pebbles Young, the Designated Agency Ethics Official (DAEO), by email at AFRH.ethics@afrh.gov or by phone at [202-541-7554](tel:202-541-7554) if you have any questions.

PERSONNEL COMINGS AND GOINGS

ACCESSIONS

AGENCY

Rebecca Newton, Public Affairs Specialist

AFRH-G

Debora Joiner, Director of Nursing

AFRH-W

Sheionta Baltimore, Pharmacy Technician
Joyce Fiedler, Chief Medical Officer
Tammy Davis, Licensed Practical Nurse
Miranda Loudon, Licensed Practical Nurse

SEPARATIONS

AGENCY

Keith Rosipko, Computer Assistant

AFRH-G

COL Dwayne Wilhite, Interim Administrator
Michael Thompson, Licensed Practical Nurse
Sheila Boone, Nursing Assistant
Antonio McCloud, Administrative Assistant

AFRH-W

Maria Silva-Vargas, Safety Officer
Ita Hammond, Accounting Technician
Sarita Henderson, Licensed Practical Nurse
Maria Okogi, Licensed Practical Nurse
Percy Reeder, Security Guard
Joseph Ekoh, Licensed Practical Nurse
Allan Hess, Contract Surveillance Representative
Donna Richards, Administrative Assistant

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
 - 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 grounds maintenance; utilities; transportation; and logistics.

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 Anti-deficiency Act. To do otherwise would displace residents in various levels of care to potentially a homeless environment. However, AFRH will stop bringing new residents onboard who have not received a report date. In order to ensure the health and safety of our residents, 284/88 percent of the workforce will be retained under the plan. Of those retained, 241/85 percent will be for healthcare and law enforcement activities. The remaining 43/15 percent will be for life and safety activities. We also plan to have the entire Agency staff report to work as usual 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.