



# THE AFRH QUARTERLY EMPLOYEE NEWSLETTER

**2<sup>nd</sup> Quarter Fiscal Year 2014**

**HAPPY NEW YEAR!**

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

CHCO's Corner	<i>In this Issue</i>	<b>COO Salute</b>	<b>*Appraisals*</b>
<p>The second quarter Employee newsletter continues providing you important information that you need as part of the AFRH staff. Please provide input about your interests for subsequent newsletters.</p> <p>As you learned in the Performance Management training in December, we are on a new appraisal schedule. The cycle for FY13-14 is from January 2013 through June 2014. The new cycle will start July 1, 2014 and end June 30, 2015.</p> <p>Also, we have a lot of training going on for both campuses. So please try to participate whenever you can. As you know, we have 4 mandatory courses which you must complete.</p> <p>Any ideas for a name for this newsletter? Be creative! Please send your thoughts and ideas to Donna.Smith@afrh.gov. Thanks!</p> <p><i>Donna Smith</i> AFRH CHCO</p> 	<p><i>Fiscal Year 2014 2nd Quarter January 1 – March 31, 2014</i></p> <p><b>Appraisal Timeline <i>New!</i></b></p> <p><b>Employee Information</b></p> <p><b>Important Dates</b></p> <p><b>Links</b></p> <p><b>Phone Numbers</b></p> <p><b>Training</b></p>	<p>Your hard work and commitment allowed our Agency to have a very successful 2013.</p> <p>I am extremely thankful and proud of what our Agency has achieved. Your teamwork and commitment to our Residents is sincerely appreciated. Thank you for all you do.</p> <p>As we start 2014, I am looking forward to even greater success. Together we can make AFRH an even better place to work. Because of you, the AFRH is achieving its goals.</p> <p>Thanks!</p> <p><i>Steven G. McManus</i> AFRH COO</p>	<p><b>2013</b> Jan 1 – Dec 31 Standards set Special Review on AFRH Form 7-1 Revision 6A</p> <p><b>2014</b> <b>By Jan 31</b> Special Review Completed <b>By Mar 15</b> Standards set with AFRH Strategic Goals on AFRH Form 7-1 Revision 8</p> <p><b>Jun 30</b> End of FY 13-14 performance cycle (see Page 2 for details)</p>
	<p><b>Key Phone Numbers:</b></p> <p><b>*Bureau of the Fiscal Service</b> (formerly Bureau of Public Debt (BPD)) <b>Human Resources</b></p> <p><b>* Inspector General</b> <b>Sheila Abarr</b> 202-541-7550</p> <p><b>*CHCO</b> <b>Donna Smith</b> 202-541-7531</p> <p><b>*EEO Counselors</b> 202-433-2330</p>	<p><b>See the AFRH Desk Guide for full listing</b></p>	 <p><i>The Federal Government shutdown finally ended and AFRH-G Residents welcomed returning staff with a heartfelt sign!</i></p>

**NEWS!**

The **Bureau of Public Debt (BPD)** has changed its name! As of October 2013, BPD is now being called the **Bureau of the Fiscal Service** (no acronym yet).

**NEW APPRAISAL TIMELINE!**

All AFRH employees will receive an interim performance appraisal called a Special Review for their performance from January 1-December 31, 2013 no later than January 31, 2014.

All Supervisors and Managers should begin discussions with staff about their performance and these discussions should be recorded in the "Special Review" column of the IPP form for each person. This is not the time for final ratings.

AFRH has modified the Individual Performance Plan (IPP). A trial period to test new standards under the AFRH Strategic Goals will occur between January 1 and June 30, 2014. Other changes are that the performance cycle now will always run from July through June each year and the form will be filled out electronically.

Please discuss any questions you have with your rater/manager.

DATES	ACTION	IPP VERSION
January 1, 2013 – December 31, 2013	Established AFRH Calendar Year 2013 Performance Management Cycle	Revision 6A
July 15, 2013	Perform Mid-year review on January 2013 standards.	Revision 6A
August 2013	Notify all AFRH employees of changes in Performance Management.	
December 2013	Managers complete a Special Review for work performed from January – December 2013.	Revision 6A
January 1, 2014	Implement new form with the 2013 standards for 6 months and resolve any issues.	Revision 8
June 30, 2014	Close 2013-2014 rating period	Revision 8

**IRS Announces 2014 Pension Plan Limitations Taxpayers May Contribute up to \$17,500 to their 401(k) plans in 2014**

The Internal Revenue Service announced cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for tax year 2014. Some pension limitations such as those governing 401(k) plans and IRAs will remain unchanged because the increase in the Consumer Price Index did not meet the statutory thresholds for their adjustment. However, other pension plan limitations will increase for 2014.

Highlights include the following:

- The elective deferral (contribution) limit for employees who participate in 401(k), 403(b), most 457 plans, and the federal government’s Thrift Savings Plan remains unchanged at \$17,500.
- The catch-up contribution limit for employees aged 50 and over who participate in 401(k), 403(b), most 457 plans, and the federal government’s Thrift Savings Plan remains unchanged at \$5,500.
- The limit on annual contributions to an Individual Retirement Arrangement (IRA) remains unchanged at \$5,500. The additional catch-up contribution limit for individuals aged 50 and over is not subject to an annual cost-of-living adjustment and remains \$1,000.
- The deduction for taxpayers making contributions to a traditional IRA is phased out for singles and heads of household who are covered by a workplace retirement plan and have modified adjusted gross incomes (AGI)

**ATTENTION ALL STAFF!**

**Time & Attendance WebTA TRAINING**

In January 2014 the AFRH will implement WebTA at both campuses.

**Employees will enter their own time** into the automated system.

We will still have timekeepers but employees will be responsible for entering their own time information correctly. Training will take place at both campuses.



*AFRH-W Administrator, David Watkins, receives a farewell gift from staff upon his retirement from Federal service.*

USE **INSIDE AFRH** FOR ALL EMPLOYEE INFORMATION  
 Go to <https://insideAFRH.afrh.gov/inside/employee>  
 Directives  
 AFRH-SOPs  
 Employee Information  
 Employee Directory

**PERSONNEL COMINGS AND GOINGS**

New Hires:

**AFRH-G:**  
 Cherryl Bobinger promoted in October to Director of Nursing.

**AFRH-W:**  
 Ron Kartz, Chief, Resident Services  
 Henry Young, Chief, Healthcare Services

**Agency:**  
 Vicki Marrs, Chief Financial Officer

Retirements:

**AFRH-W:**  
 Barbara Harris, Pharmacy Tech, 12-31-13  
 David Watkins, Administrator, 12-31-13

Separations:

**AFRH-G:**  
 Delisha Handford, LPN  
 Ruby Woods-Robinson, Librarian

**AFRH-W:**  
 James Green, HCS COR  
 Mary Catherine Murano,  
 Lead Recreation Specialist

**Employment Verifications Reminder**

Verification forms need to be sent to Processing not to CHCO.



## WebTA TRAINING

For all government employees training is January 21, 22 and 23. Our Payroll Specialist Kristina Burchard will be at AFRH-Washington to do the training. We will video conference to our Gulfport colleagues.

One session will be for **Certifiers** only to last about one and a half hours. The session will be repeated more than once to reach everyone.

Another session will be for **Timekeepers** and employees to learn to input time and attendance. The session is expected to last two hours and will be repeated more than once to train everyone.



### STAFF-Centered Initiatives Update

**Flexible Work Schedules:** Discuss possible flexible work schedules with your supervisor. AFRH offers only one type of flexible work schedule: 5 then 4 ten hour work days and one day off each two weeks.

**Meals for Employees:** Soup and salad options in the dining facility will be provided for staff at \$5 per meal starting in 2<sup>nd</sup> quarter 2014. Full meals in Washington will now cost \$8 while remaining at \$7 in Gulfport.

### IMPORTANT DATES

January 1	New Year's Day	January 31	IPP 2013 Special Review due
January 9	Employee Breakfast (AFRH-W)	February	Black History Month
January TBD	Employee Breakfast (AFRH-G)	February 17	President's Day
January 11	End of 2013 Leave Year	February TBD	Performance Management Training
January 21, 22,23	WebTA Training – ALL Staff	March	Women's History Month
January 20	Martin Luther King Birthday	March	Irish-American Heritage Month

### IN OUR NEXT NEWSLETTER



Each quarter we will bring you important information about matters that will help you in your job at the AFRH. In the next issue we will discuss the Agency Employee of the Year and more about 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.

**COUNTDOWN to SPRING: MARCH 21 is coming SOON!**

### IMPORTANT HEALTH INFORMATION ABOUT DIABETES

More than 8% of Americans have diabetes and about 35% of American adults have prediabetes. Prediabetes is a condition in which blood glucose levels are higher than normal. Without healthy lifestyle changes, those with prediabetes may develop diabetes.

To protect your health, get information about:

**Risk Factors** - Family history, blood pressure, and other factors can affect your chances of developing diabetes. Take a quick test to learn your level of risk.

**Prevention** - The onset of Type 2 diabetes can sometimes be prevented or delayed through moderate weight loss, good nutrition, and exercise.

**How to Manage Diabetes** - If you've been diagnosed with diabetes, learn how to stay healthy and keep the disease under control.

**Statistics** - Get some basic facts, including the prevalence of Type 1 versus Type 2 diabetes.