



July - September
Fiscal Year 2017

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	Congratulations Acting Chief Operating Officer!!
<p>Our Federal Employee Viewpoint Survey closed on September 30. My personal thanks go out to all the employees of AFRH who completed this requirement on Survey Monkey during the 4th Quarter 2017.</p> <p>Although our new performance year began July 1, 2017 this is a transition year for us due to strategic planning. The performance year ends June 30, 2018 but new IPP forms will be released later this Fall. This delay makes it very important for Managers, Supervisors and Staff to talk about performance feedback, expectations and goals.</p> <p>Training opportunities are available throughout the year. Check with your training coordinator to obtain your training throughout the year.</p> <p>If you have ideas about improving our workplace, please let me know by email at donna.smith@afrh.gov.</p> <p>Happy New Fiscal Year!</p>  <p><i>Donna Smith Chief Human Capital Officer (CHCO)</i></p>	<p><i>Fiscal Year 2017 4th Quarter July 1 – September 30</i></p> <p>IN THIS ISSUE</p> <p>Employee Information</p> <p>Important Dates</p> <p>Phone Numbers</p> <p>Training Information</p> <p>The 2017 Combined Federal Campaign (CFC) open season runs from: October 2, 2017 thru January 12, 2018</p> <p>The CFC promotes philanthropy through an employee-focused donation program. Watch for upcoming information about opportunities to give to this program.</p>  <p><i>THE AFRH PERFORMANCE CYCLE IS JULY 1, 2017 – JUNE 30, 2018</i></p>	<p><i>Key Phone Numbers</i></p> <p>*Bureau of Fiscal Services (BFS) Human Resources</p> <p>Phone Numbers: See the AFRH Human Resources Desk Guide for full listing</p> <p>* Inspector General Robert DuFour Phone: 202-541-0667</p> <p>*CHCO / *SAPR Donna Smith Phone: 202-541-7531</p> <p>*EEO Counselors Phone: 202-767-0828</p> <p>* Employee Assistance Program (EAP) (BFS) Tammy Stackpole Phone: 304-480-8206</p> <p>Use our Intranet INSIDE AFRH Go to https://insideafrh.afrh.gov/</p> <p>Learn More About Your Your Personnel Benefits</p> <p>USE SHAREPOINT TO ACCESS All Directives, Campus SOPs, and Human Resources Desk Guide</p> <p>***** Vacancy announcements are posted on email, bulletin boards and USAJOBS.</p> <p>To view announcements, go to https://www.usajobs.gov</p>	 <p>Maurice Swinton has been appointed as the Chief Operating Officer (COO) for the AFRH. He has served the AFRH for over 11 years in a variety of capacities including the Human Resources Director, EEO Coordinator, Special Projects Coordinator, Agency Safety & Security Manager, oversight for Public Affairs, CIO, Privacy Officer, Compliance Officer, Resident Services Oversight, Advisory Council Administrator and Inspector General.</p> <p>Mr. Swinton has served as the acting Administrator on several occasions for the DC facility and on numerous occasions as the acting COO. He has 30 years of Federal government experience working at the Dept. of Navy, Small Business Administration, Dept. of Homeland Security and the AFRH.</p> <p>Mr. Swinton has managed federal programs and offices with budgets totaling over \$2B annually and spent 8 years in the private sector working as a senior manager at software development firms in northern Virginia. He has worked two 6-month details to the Congress and has had the honor of testifying before three congressional committees during his Federal career.</p>

**2017 THRIFT SAVINGS PLAN (TSP)
CONTRIBUTION LIMITS
AND BENEFICIARY REMINDER**

The 2017 tax year regular TSP contribution limit is **\$18,000** and is applied to the combined total contributions of an employee's Traditional (pre-tax) and Roth (after-tax) TSP accounts. The 2017 tax year TSP Catch-up contribution limit is **\$6,000**. The 2017 tax year began December 11, 2016 (beginning of pay period 25, 2016), and ends December 9, 2017 (end of pay period 24, 2017).

Employees in the Federal Employees Retirement System (FERS), including FERS-RAE (Revised Annuity Employee) or FERS-FRAE (Further Revised Annuity Employee)

In addition to a 1% Agency Automatic contribution, FERS employees also receive TSP matching contributions from their agency each pay period dollar for dollar on the first 3% of basic pay contributed and fifty cents on the dollar for the next 2% of basic pay contributed. If the annual TSP contribution limit is reached (\$18,000 for 2017) before the end of the tax year, the employee's contributions **STOP** until the new tax year begins. This means for the remaining pay periods the employee receives **NO agency matching contributions!!!** Therefore, FERS employees should spread their TSP contributions among all 26 tax year pay periods and contribute at least 5 percent.

The **TSP Catch-up** is a supplemental contribution that employees age 50 or older can make to the TSP beyond the \$18,000 maximum. The Catch-up contribution limit is \$6,000. There is no agency match on TSP Catch-up, but it is an excellent way for employees starting late in their careers to "catch-up."

Basic Employee Relations: Your Accountability as a Supervisor or Manager e-Course

Office of Personnel Management (OPM) is pleased to announce that a new e-Course, "Basic Employee Relations: Your Accountability as a Supervisor or Manager", is now available on the HRU webpage. The course offers an enriched, interactive student experience with integration of knowledge checks throughout, culminating in a final test. Primary areas addressed include Probationary Periods, Performance Management, Leave, Medical Issues, Labor Relations, and the Senior Executive Service.

Partnership and Labor Relations (PLR) developed this course to assist leaders in understanding their role in accountability and successfully addressing employee relations issues. It provides supervisors, managers, current and future executives, as well as practitioners, the tools and resources needed to proactively and effectively address common situations.

The free course is available on HR University's Manager's Corner: "Basic Employee Relations: Your Accountability as a Supervisor or Manager" http://hru.gov/Course_Catalog.aspx?cid=240&mgr=false.

Continuing Education Opportunity

The "AFRH Online Training" link on the Home Page has been updated to include an URL to Medline University (Continuing Education for Healthcare Professionals), located at: <https://insideafrh.afrh.gov/homecontents/onlinetraining.html>.

Remember to celebrate diversity every day!!



Upcoming Important Dates

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

September: National POW/MIA Awareness Month

October: Fire Prevention and Safety Recognition

November: Veterans Recognition Month

HURRICANE SEASON began June 1 and ends November 30

October 1	Fall Fest (AFRH-W) Happy New Fiscal Year	November 11	Veterans Day holiday
October 2 - January 12	Combined Federal Campaign	November 13 - December 11	Open Season Enrollment
October 4	AFRH-G 7th Anniversary	December 15	AFRH-W Employee Training
October 9	Columbus Day holiday CFC	November 23	Thanksgiving holiday
October (TBA)	Kick-Off (AFRH-W)	December 25	Christmas holiday

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 Shelly Thompson.
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.

All AFRH: Please Read & Adhere to 14 ETHICAL PRINCIPLES 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.

GET A FREE FLU SHOT!
FLU SHOTS are available for

ALL AFRH-W EMPLOYEES

At the WELLNESS CENTER



Vaccine administration contingent upon availability.

The Office of Personnel Management has set up an Emergency Leave Transfer Program for our Federal employee colleagues suffering from the effects of the recent catastrophic Hurricanes. Leave donations can be made by completing the Leave Donation for Outside Agencies form found at the below website and submitting that to Payroll@fiscal.treasury.gov.

https://www.opm.gov/forms/pdf_fill/opm630b.pdf

PERSONNEL COMINGS AND GOINGS

ACCESSIONS

AGENCY

Dr. Etheldreda Collins, Corporate Medical Officer
Grace Barnes, Budget Analyst
Barbara Bradley, Public Affairs Program Assistant
Jason Webb, Human Resources Spec.
Leslie Johnson, Credentialing Administrator
Carolyn Haug, Public Affairs Specialist

AFRH-G


Beatrice Overby, Supervisory Clinical Nurse/DON
Shannon Ray, Administrative Assistant
Minh Nguyen, Contact Representative
Lena Griffin, Supervisory Clinical Nurse
Karen Zittleman, Social Worker
Delena Dyle, CNA
Christian Brogan, CNA
Tanya Krebs, CNA
Dorothy Douglas, CNA
Tamico Perry, Medical Records Tech
Ricky Plaisance, Supervisory Clinical Nurse
Pamela Vesleinovic, LPN
Sirlena McMorris, LPN
Dala Weems, Medical Support Assistant
Sandra Patrick, CNA
Dr. Gail Farrar, Medical Officer

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 Ms. Tammy Stackpole at Bureau of Fiscal Services (BFS) at 304-480-8206.



Please take the Pledge to Prevent Sexual Assault



THE PLEDGE

This pledge is a personal commitment to help keep women and men safe from sexual assault.

It is promise not to be a bystander to the problem, but to be a part of the solution.

I PLEDGE

To RECOGNIZE that non-consensual sex is sexual assault.

To IDENTIFY situations in which sexual assault may occur.

To INTERVENE in situations where consent has not or cannot be given.

To CREATE an environment in which sexual assault is unacceptable and survivors are supported.

This is an annual AFRH requirement. Please circulate this information to all AFRH employees.

Take the pledge and keep AFRH a safe workplace.

PERSONNEL COMINGS AND GOINGS

ACCESSIONS (Continued)

AFRH-W

Jakia Cleary, CNA
Mamusu Gibateh, LPN
Britni White, Contact Representative
Shanan Brown, CNA
Nick Aluoch, CNA
Sage Clark, LPN
Adrienne Stephens, LPN
Roslyn Shaw, CNA
Akeia Ball, Supervisory Clinical Nurse/DON
Steven Briefs, Supervisory Recreation Specialist
Jeffrey Cable, Security Guard
Ottamissiah Moore, LPN
Camoy Harding, LPN
Mark Wheeler, Contract Surveillance Rep.
Kevin Johnson, Security Guard
Jennee-Stella Tekwe, Supervisory Clinical Nurse
Janet Powers, Medical Officer
Jessica Holsinger, Clinical Nurse
Rong Hu, Chief Medical Officer
Tifni Little, Nurse Educator
Laura Fogarty, Occupational Safety & Health Manager
Lilian Somuah, Supervisory Clinical Nurse
Angela Rajesh, Nurse Practitioner
Jacob Jordan, LPN
Robert Turner Jr., Security Guard
Octavius Southerland, Pharmacy Tech.
Kelly Brennan, CNA

SEPARATIONS

AGENCY

Dr. Timothy Kangas, COO
Sarah Tobey, Financial Specialist
Anne Pechotta Knapp, Nurse Consultant

AFRH-G

Shawn Kraus, Contact Representative
Jonneka Mingo, LPN
Charna Nicholas, LPN
Katie Vines, Financial Analyst
Michelle Adebisi, Financial Analyst

AFRH-W

Jennee-Stella Tekwe, Supervisory Clinical Nurse
Lilian Somuah, Supervisory Clinical Nurse
Joy Leathers, Medical Records Tech
Kristin Williams, Supervisory Clinical Nurse
Mahawa Kurneh, LPN
Estelle Carter, CNA

HIGH PERFORMING AFRH EMPLOYEES! 2016 Employees of the Year

AFRH-Gulfport



Congratulations to Minh Chau Nguyen, CNA

Minh consistently exhibits a positive attitude while demonstrating resident-centered care. She is dedicated and goes the extra mile to provide exceptional care to the Resident's and has received numerous accolades from Residents for the care she has provided them. Minh volunteered to create new Infection Control Isolation signs for the nursing units that are more user friendly. She washes the infectious clothing articles and followed up with questions which led to a change in the Infection Control policy. Congratulations Minh for a job well done! Thank you!

AFRH-Washington



Congratulations to Nakisha Harrison, CNA

Nakisha demonstrates the true spirit of resident-centered care. She exemplifies responsible stewardship in her role as a certified nursing assistant. She thinks outside the box in finding ways to improve resident care. She directly contributed to preparing for a successful consultant visit from The Joint Commission. Nakisha anticipates care needs when residents are unable to communicate. She consistently assists temporary agency or floated staff members so the residents have some semblance of consistency. She quickly reports concerns to her supervisor whenever there is potential impact to residents' care. Congratulations Nakisha for a job well done! Thank you!

HIGH PERFORMING AFRH EMPLOYEES! 3rd Quarter 2017 Employees of the Quarter

AFRH-Gulfport



Congratulations to Tamilla Smith, CNA

Tamilla went beyond the call of duty to fulfill a Resident's desire for a meal by cooking him a cheese omelet when he did not want what was available and has been seen peeling crawfish for Residents, curling hair, painting nails, and escorting them to the exchange without hesitation. Congratulations Tamilla for a job well done! Thank you!

AFRH-Washington



Congratulations to Nathan Bennett, Pharmacy Technician

Nate has essentially been performing the duties of two employees for a very long time. He demonstrates superior time management in his daily duties. He has taken a leadership class at Walter Reed, saving AFRH training dollars, and even though he was in class, he still was able to get prescriptions filled and delivered in a timely manner. Congratulations Nate for a job well done! Thank you!