

TEMPORARY CLERICAL POOL (TEMPO)

TEMPO is a term used at Ramstein AB for the Temporary Clerical Pool. The purpose of the program is to provide temporary administrative help when permanent, full-time civilian personnel (at the GS-06 and below) are not available, cannot be hired or when other forms of permanent employment are not available.

TEMPOs are hired as intermittent employees in the position of Office Automation Clerk GS-0326-04. Intermittent employment is defined as a non- full-time employment in which employees serve under an excepted or competitive service appointment without a regularly scheduled tour of duty. When hired for the program Civilian Personnel ensures TEMPOs are given introductory training (2 weeks) before they are assigned to organizations. Such training includes introduction to Microsoft Office, word-processing, Excel, Powerpoint, etc.; use of telephone etiquette; use of Tongue & Quill Correspondence Guide; use of Ramstein AB email system, etc. Once trained, TEMPOs are placed in various organizations that have requested these services. There are periodic training sessions conducted each quarter for all TEMPOs to ensure currency in skills.

Organizations may request TEMPO services by submitting a request form to the TEMPO Coordinator (tempo@ramstein.af.mil). The following circumstances are valid reasons to request a TEMPO (in priority order):

- A. Emergency leave
- B. Special Project
- C. Recruitment
- D. Leave (schedule/projected)
- E. Miscellaneous

There are circumstances that do not warrant the use of the TEMPO program. They are as follows:

- A. Help due to individuals being on maternity leave
- B. Help due to employees being on leave for more than four weeks
- C. Help for work assignments/projects that have the known potential of lasting more than four weeks in nature

If organizations would like to request a TEMPO, the following applies:

- Submit requests by Tuesday, 1630 hrs, in writing/e-mail (email: tempo@ramstein.af.mil; mailing address: 435 MSS/DPCS, Unit 3220 Box 365, APO AE 09094)
- Submit "by name" request if known
- DPCS notifies you on Thursday if your request cannot be filled due to shortage of TEMPOs. Your request will be held in a queue once TEMPOs become available.
- TEMPOs will not be assigned for longer than four weeks (may be pulled sooner as needed). May also be pulled due to a higher work priority.
- Assigned TEMPOs will work between 30-39 hrs per week
- Assigned TEMPOs will contact your office no later than close of business Thursday preceeding the workweek they begin with your office.
- Must ensure TEMPOs are provided email access.
- Must complete timecards and weekly "appraisals" on assigned TEMPO.
- TEMPOs can receive awards (i.e., Letter of Recognition, Letter of Appreciation)