



CPO NEWSBRIEF

Ramstein Air Base, Germany



DECEMBER 2008

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US PROGRAM

USAJOBS APPLICATION PROCESS (POC: DPCS 480-5850)

Are you a military spouse or family member of a military or civilian employee, on Leave Without Pay from the states and interested in applying for Air Force civil service positions in the KMC?

For step by step instructions on how to apply through USAJOBS.com please follow the links at:

- <http://www.ramstein.af.mil/>
- Civilian Personnel (right side)
- US Program Information
- Employment Information
- New External Recruitment Process

CIVILIAN PERSONNEL FLIGHT CPDSS AND USA STAFFING PASSWORD RESET HR ADVISORY 2008-130 (POC: DPCS 480-5850)

If you have forgotten your referral certificate password for USASTAFFING (external) or CPDSS Web Certificates (Internal) and you need to get it reset, you can now call the HQ AFPC/DPI PSOCC at DSN 312-665-5004. The customer service representatives are available 24 hours a day, 7 days a week to assist you. To view this and other HR Advisories please use the following web site: [HR Advisory Link](#)

**DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM (DCIPS) INTERCHANGE
AGREEMENT EXTENSION ARTICLE
(POC: 480-2697)**

Defense Civilian Intelligence Personnel System (DCIPS) Interchange Agreement Extension was signed by both OPM and USD(P&R), extending the interchange agreement through 30 September 2009. A copy will be posted on OPM's website <http://www.opm.gov/> and issued through OPM's Notice and Posting System. In accordance with the authority provided in 5 CFR 6.7 and pursuant to the following agreement with the DoD, employees serving in DCIPS in the Defense Security Service (DSS) and in the Military Department (Army, Navy (which includes the Marine Corps), and Air Force) may be appointed to positions in the competitive civil service. HR Advisory 2008-131 link listed below.

HR Advisory Link

<http://www.ramstein.af.mil/shared/media/document/AFD-081126-004.pdf>

**AWARD NOMINATIONS
(POC: 480-2741)**

The following call for US Honorary Award Nominations was recently released. Please visit the website below for all details and processing instructions. Note the suspense dates below are binding because we must process nominations through the Incentive Awards Committee prior to submitting them up the chain of command.

[Department of Defense \(DoD\) David O. Cooke Excellence in Public Administration Award – Suspense: 15 Feb 09 to 435 MSS/DPCR](#)

**LQA AND PA DECREASES EFF. 9 NOV 08
(POC: 480-5774)**

The State Department decreased the post allowance rates for DoD civilians at Ramstein effective 9 Nov 08. The typical PA recipient, YA-02 with one family member, annual salary \$60,000, will have a decrease

from \$9,590 to \$8,220 per year, or from \$366.83 to \$314.43 per pay check. The Living Quarters allowance (LQA) maximum also decreased for the typical employee above from \$53,200 per year to \$46,900. Both changes are due to the improved exchange rate.

**CIVILIAN RESOURCE CORPORATE BOARD
(CRCB) MEETING
(POC: 480-2167)**

The CRCB is a decision board consisting of the Group Commanders, the CPO and the Vice Wing Commander as members with the Comptroller and Manpower Officer as advisors. It is responsible for making decisions on the expenditure of civilian pay resources for the Wing. It approves/disapproves overhires, sets up the annual Awards and Summer Hire Programs and decides on any hiring incentives or restrictions that need to be put in place to make ends meet in the civilian pay arena. It also publishes guidance and processes for the Pay Pools to manage their money properly and ensure fair and equitable treatment of all employees covered by NSPS. Other activities include the review and control of overtime use and PCS funds as well as the utilization of training funds for functional training provided to civilian employees. CRCB meetings are held at least quarterly to effectively manage civilian pay and work years.

**REQUIREMENT FOR US CIVILIAN EMPLOYEES
ON OFFICIAL TRAVEL**

Please use the below link to view the finalized USAFE Policy Memorandum for US employees on official travel

<http://www.ramstein.af.mil/shared/media/document/AFD-081126-005.pdf>

NSPS RECONSIDERATION INFORMATION:

The pay pool deliberations for the 2007/2008 appraisal cycle will be ready for release in December 2008. Once released, rating officials are responsible for communicating to employees their final rating of record, number of shares, and payout distributions. Effective 26 Sep 08, the National Security Personnel System (NSPS) regulations now allow employees to challenge their rating of record or job objective through the reconsideration process. Employees who wish to file a reconsideration of their appraisal must submit a written request for reconsideration to the Ramstein Civilian Personnel Flight (CPF) within 10 calendar days of receipt of rating of record, the CPF will forward to the pay pool manager for consideration. Employees cannot challenge the performance payout, number or value of shares, payout distribution between salary increase and bonus, recommended rating of record, interim reviews, or closeout assessment. Additional information regarding the reconsideration process may be obtained from the rating official or by contacting the CPF at 480-2019.

<http://www.ramstein.af.mil/shared/media/document/AFD-081204-004.doc>



LN PROGRAM

BETRIEBLICHE ALTERSVERSORGUNG (POC DPCN-S MS. GRINDA: 480-5362)

In der betrieblichen Altersversorgung mit der Winsecura Pensionskasse gibt es folgende o I'll go with.

Aenderungen:

1. Erklaerung Bezugsrecht

Fuer neue Vertraege ueber Entgeltumwandlungen besteht jetzt die Moeglichkeit, fuer den Todesfall einen Dritten zu beguenstigen. Die Leistung an Dritte ist jedoch auf einen festgelegten Hoechstbetrag fuer gewoehnliche Beerdigungskosten begrenzt.

Fuer bereits bestehende Vertraege gibt es diese Moeglichkeit nicht.

2. Aenderungsvereinbarungen zur Entgeltumwandlung

Aenderungsvereinbarungen (Widerruf, Beitragsreduzierung oder Betragsfreistellung) sind nicht bei der Lohnstelle, sondern beim Personalbuero Ramstein einzureichen. Dies gilt auch fuer den Abschluss von neuen Vertraegen ueber Entgeltumwandlung. Entsprechende Formschreiben sind bei der Winsecura Pensionskasse erhaeltlich.

3. Einmalbetrage

Wir weisen noch einmal auf die Moeglichkeit hin, anstelle von von gleich bleibenden Monatsbeträgen während eines Kalenderjahres einen einmaligen Betrag umzuwandeln.

Informationen zu saemtlichen Fragen der Entgeltumwandlung erteilt Herr Jens Klawitter von der Winsecura Pensionskasse, der den Beschaeftigten auf dem Flugplatz Ramstein an folgenden Tagen zur Verfuegung steht:

Appropriate form letters may be obtained from Winsecura.

Beratungstermine 2009

**22. Januar
05. Maerz
14. Mai
09. Juni
10. September
08. Oktober
05. November
03. Dezember**

Die Beratungstermine finden im Personalbuero Ramstein, Geb. 2120, 3. Stock, zwischen 0900 und 1500 Uhr statt. Anmeldungen nimmt Frau Victoria Basile unter der Nr. 06371-47-5362 bzw. 480-5362 an. Herr Klawitter ist unter der Nr. 0179-1272159 zu erreichen.

Translation/Uebersetzung

EMPLOYER'S PENSION SCHEME (POC PDCN-S MS. GRINDA: 480-5362)

Your attention is invited to the following changes:

1. Title to Pension Scheme Benefits

For newly concluded income conversion agreements it is now possible to favor a third person in case of death. However, benefits to a third person are limited to a predetermined maximum amount to cover funeral expenses.

This does not apply to already existing agreements.

2. Income Conversion Changes

Changes in income conversion (withdrawal, reduction of contributions or exemption from contributions) have to be submitted to the Ramstein Civilian Personnel Office, rather than to the payroll office. This also applies for the conclusion of new income conversion agreements.

3. One-Time Contributions

We also want to draw your attention to the possibility of the one-time contribution instead of unchanging contributions during a calendar year. Mr. Jens Klawitter, Winsecura Pensionskasse, will answer employees' questions at Ramstein Civilian Personnel Office, Bldg. 2120, 3rd floor, between 0900 and 1500 hrs on the dates listed below:

**22 January
05 March
14 May
09 June
10 September
08 October
05 November
03 December**

Please make your appointment with Ms. Victoria Basile, Tel. 06371-47-6362 or 480-5362.

Mr. Klawitter's telephone number is 0179-1272159.

VORGEHENSWEISE BEI ÄNDERUNGEN DES STELLENPLANS (UNIT MANNING DOCUMENT – UMD) (KONTAKT: CLASSIFICATION 480-4205)

Änderungen im Stellenplan (Unit Manning Document – UMD) bei aus Air Force Haushaltssmitteln finanzierten Positionen (appropriated funds) müssen von der Dienststelle bei dem zuständigen Manpower Office (MO) beantragt werden.

Änderungen bezüglich der Planstellen können vom Personalbüro ohne vorherige Umsetzung durch das Manpower Office nicht in das Personalverwaltungssystem (DCPDS) eingegeben werden. Weitere Einzelheiten sind auf der CPF Webpage

<http://www.ramstein.af.mil/shared/media/document/AFD-081202-011.doc>

OTHER HELPFUL WEBSITES

Translation/Uebersetzung

PROCEDURE FOR AUTHORIZATION CHANGE REQUEST (ACR) (POC: CLASSIFICATION 480-4205)

Changes in the Unit Manning Document (UMD) on Air Force funded Positions (appropriated funds) have to be submitted by the unit to their Manpower Office (MO).

CPF cannot process changes of the UMD in DCPDS without prior Manpower Office implementation. Further information is on the CPF website

<http://www.ramstein.af.mil/shared/media/document/AFD-081202-010.doc>



Ramstein CPO Website

<http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=4705>

My Biz/My Workplace

<http://ask.afpc.randolph.af.mil/MyBiz/default.asp?prod3=2469&prod2=264&prod1=44>

Air Force Personnel Center (AFPC)

<http://ask.afpc.randolph.af.mil/>

National Security Personnel System (NSPS)

<http://www.cpms.osd.mil/nsps/>

AF National Security Personnel System (NSPS)

<http://ask.afpc.randolph.af.mil/nsps/>

Office of Personnel Management (OPM)

<http://www.opm.gov>

DFAS - MyPay

<http://www.dfas.mil>

Prior Newbriefs

[Link to prior Newbriefs](#)