



CPO NEWSBRIEF



Ramstein Air Base, Germany

SEPT/ OCT/ NOV
2009

INSIDE THIS ISSUE

US PROGRAM

- NSPS
 - Merit Systems Principles
 - NSPS Performance Management Web-Based Training
- Hot Info
 - What a Federal Employee Should Do When Injured on the Job
 - How to File a Workers' Compensation Claim
 - Retirement
 - Flu Season & Sick Leave
 - Restoration of Annual Leave
 - Award Nominations

US PROGRAMS NSPS

Merit Systems Principles POC: DPCS 480-5850

The Merit Systems Principles (5 USC 2301(b)) outline the requirements for managing the workforce in a fair and equitable manner and protect employees from arbitrary and capricious personnel actions and decisions. For more information [click here](#).

NSPS Performance Management Web-Based Training POC: EMR 480-2019

The Air Force Civilian Force Policy Division (A1PC) announced the development and availability of NSPS Performance Management web-based training. Completion of these courses may substitute for classroom training. Both courses are available either through the New

Employee Orientation (NEO) CoP or directly from the NSPS Training CoP. At this time the site does NOT automatically update the respective data systems. Therefore, training certificates should be forwarded to 86MSS.DPCT@ramstein.af.mil for updating in the DCPDS system. The web-based training can be accessed by [Clicking Here](#) and click on the NSPS Training button.

HOT Info

What a Federal Employee Should Do When Injured on the Job POC: 480-5850

Every job-related injury should be reported to your supervisor.

Before you obtain medical treatment, ask your supervisor to authorize medical treatment by use of form CA-16. You may initially select the physician to provide necessary treatment. This may be a private physician or, if available, a local Federal medical officer/hospital. Take the form CA-16 and form OWCP-1500/HCFCA-1500 to the medical provider. Emergency medical treatment may be obtained without prior authorization.

How to File a Workers' Compensation Claim POC: DPCS 480-5850

Process is started by accessing the EDI website. **Supervisor and employee complete the electronic form**, which is transmitted to the ICPA. Supervisors do not need any special access to file the claim electronically, only a computer with internet access. [Click Here](#) The left column has a link (Filing Claims Electronically) where the supervisor enters the claim electronically.

For more information on OWCP please [Click Here](#)

Retirement

POC: EMR 480-2019

Considering Retirement? The key to a successful retirement is preparation and early planning. The Benefits and Entitlements Servicing Team (BEST) offer two online seminars, "Planning for Retirement" and "Financial Planning". In addition, employees who are within one year of retirement should contact a (BEST) benefits counselor for individual retirement counseling. Some of the things the counselor will discuss are: retirement eligibility requirements, setting a retirement date, creditable service for eligibility and annuity computation, civilian service for which retirement contributions were refunded, civilian service not covered by a retirement plan, military service, part-time service, survivor annuity elections, and retirement forms. Details on how to access the seminars and additional retirement information can be obtained just [Click Here](#) and select 'Retirement' from the column on the left.

Flu Season & Sick Leave

POC: EMR 480-2019

On October 24, 2009, President Obama signed a proclamation declaring the 2009 H1N1 influenza pandemic a National Emergency. There are leave options available to federal employees. Employees who have been diagnosed with the flu may use accrued sick leave or annual leave, request advanced sick leave or annual leave, request donated leave under the agency's voluntary leave transfer, use any earned compensatory time off, or earned credit hours. Also, employees may invoke their entitlement to unpaid leave under the Family and Medical Leave Act (FMLA) and take a total of up to 12 weeks of leave without pay for a serious health condition. In addition, employees may use a total of up to 104 hours (13 days) of sick leave each leave year to provide general medical care to a family member and up to 12 weeks (480 hours) of sick leave to care for a family member who develops a serious health condition. Additional information regarding preparations and planning for the flu season can be found on the Center for Diseases Control and Prevention website at <http://www.cdc.gov/flu/> and www.flu.gov. For questions regarding leave options, please contact your servicing Employee Relations Specialist at 480-2019.

Restoration of Annual Leave

POC: EMR 480-2019

All supervisors and employees are reminded that the leave year ends 2 Jan 2010. Lost annual leave can only be restored if loss was due to mission requirements, administrative error or because of illness. However, to prevent forfeiture of "use or lose" leave it must be requested, approved, and scheduled in writing, prior to the close of business on Saturday, 21 Nov 09. Employees who find themselves unable to use their

excess leave may wish to consider donating it to the Voluntary Leave Transfer Program for the benefit of fellow federal employees who have medical emergencies. Please see attached for more information.



Restoration of
Forfeited Annual Leave

Award Nominations

POC: 480-2741

Several calls have been issued for US Honorary Award Nominations. Please visit the websites indicated for all details and processing instructions. Note the suspense dates below are firm dates.

- [AF Association Outstanding AF Civilian Employee of the Year Award](#) – Suspense: 15 Dec 08 to 86MSS/DPCR
- [Department of Defense Distinguished Civilian Service Award](#) – Suspense: 4 Jan 2010 to 86MSS/DPCR

OTHER HELPFUL WEBSITES

Ramstein CPO Website

<http://www.ramstein.af.mil/ramsteincivilianpersonnelflight.asp>

My Biz/My Workplace

<http://ask.afpc.randolph.af.mil/MyBiz/default.asp?prods3=2469&prods2=264&prods1=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>

DPC Servicing Team Phone Numbers

[Civilian Personnel Servicing Teams](#)