

# Civilian Human Resources Flight News



Jan/Feb 2012



## A Message From our Commander

Greetings,

It's been a fast paced new year already-whew! Good news: the hiring freeze is over, RPA's are starting to get fill actions from AFPC, and our local CPO team has placed a majority of the employees impacted by RMD 703. Actually, I'll just stick with sharing good news and call it a great way to start the new year.

Also, we are always keeping our eye on our customer's needs and we appreciate feedback. Thank you to many for taking time to write letters, send ICE comments, or fill out customer comment cards. We are paying attention to you and look forward to serving you.

Thanks & Sincerely,

Todd R. Alcott, LtCol, 86 FSS/CC

## A Message From our Flight Chief

Welcome to 2012! It is the time of year for planning and setting goals. This issue focuses on career development, training, setting time aside for leave and taking care of yourself. We have lots of tips and information for our Non-US, NAF, and APF supervisors and employees. Special note for our USAFE-specific personnel, the tour extension rules have changed, please see the article on page 10 for more details. We have challenging times ahead and our professional human resources staff are here to help—give us a call if you have questions or concerns. Your feedback is highly valued and I encourage you to forward any questions or ideas for our next newsletter to our ICE site [here](#). Keep checking our Civilian Personnel [Website](#) for updates and you can also view previous editions of our [Newsletters](#).

Sincerely, Christine Murray, HR Flight Chief

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## Goals and Strategies for the New Year!



It's a New Year! Here are some tools that will help you set practical objectives as you make a new start:

10 Tips To Help Stick to Your New Year's Resolution! Click here for ways to help reach your goals:

<http://www.cpms.osd.mil/ASSETS/F200D0259BDB41BB84D9CE963E06A1D2/10%20Tips%20to%20Help%20You%20Stick%20to%20Your%20Resolutions.pdf>

<http://www.cpms.osd.mil/ASSETS/2729150A2E754EFE8A26D2435F454B8E/Food%20and%20Physical%20Activity%20Daily%20Checklist.pdf>

Motivation Posters:

Cheers to a Healthy New Year, Find the Perfect Balance, Set Strong Goals

<http://www.cpms.osd.mil/ASSETS/47E5F2BC213E4838A1EDDB7EF915315F/Goal%20Setting%20Motivational%20Posters.pdf>

Setting Financial Goals

Financial fitness would be a lot easier for many of us if it weren't for all the math involved! The tools on this page do a lot of the math for you so you can get an accurate picture of where you stand and how much it will take to get where you want to be.

[http://www.cpms.osd.mil/finfit/finfit\\_calculator.aspx](http://www.cpms.osd.mil/finfit/finfit_calculator.aspx)

## Developing as a Career Professional



Career professionals need to take the time to focus on and plan their own career development. This includes defining their career objectives and designing a realistic plan to achieve them, learning new skills and expanding their knowledge base. Employees should focus on their career advancement and talk to their supervisors, mentors, coaches, and career field advisors about the following topics:

- Various career paths including the generalist, specialist and executive levels (operational, tactical, strategic levels)
- Skills key to advancing in the field
- Formal education, continuing education, and professional military education
- Internships, career broadening assignments, professional certification/licenses, and other strategies for career advancement
- Common challenges and obstacles to developing as a career professional

- Various stages/levels of career development, such as base-level experience, MAJCOM experience, etc.,

### **Your Role in Your Career:**

It is recommended you start your career mapping process with a written career plan and goal timeline. The answers to the following questions provide the framework for such a plan:

- What are your short- and long-term career goals?
- What is your vector; are you looking for mobility opportunities, career broadening, leadership development, etc.
- What skills, education, training, certificates, licenses, and experiences are needed to be a success?
- What are your relevant skills and experiences/competencies?
- What are the gaps between your current skills or experiences/competencies and those needed to be a successful in your career field?
- What are possible methods to close your skills or experience/competency gaps?

- What DoD/AF levels, types of work, and programs (CDE, Intern, Career Broadener) are best suited to your goals?

- Where can you find good career advice? (Supervisor, Career Field Expert or Team, Mentor, Coach, other DoD Agencies, etc.)
- Update your ADP on the AF Portal and discuss with your supervisor
- Keep your resume up-to-date and ensure your system records are current; if you have a biography, ensure it is updated

AFPC Career Management:

<https://gum-crm.csd.disa.mil/app/categories/p/1%2C2/c/348>

AF Career Information: <http://www.afciviliancareers.com/careers/>

### **Your Supervisor's Role**

- Discussing core competencies needed for the employee's desired career path and suggest ways to expand the employee's demonstration of the competencies and skills; set them up for success

*(Continued on page 3)*

## Developing as a Career Professional (cont.)

- Assisting with, reviewing and providing guidance on the Airmen Development Plan (ADP)
- Review the employee's training plan
- Providing opportunities for the employee to handle new responsibilities, special projects, or attend meetings to gain exposure and experience
- Actively supporting the employee's achievements and success
- Talk to your employee about career development, career planning or succession planning from an organizational and career field perspective

### **Your Career Field Team's Role:**

- Providing career advice
- Providing Civilian Developmental Education opportunities
- Providing updates on Career Developments
- Holding Annual Development Boards

Air Force civilians have proven themselves as key components of the Air Force for more than six decades. They are deeply ingrained into the Air Force's culture and history and they provide the stability the Air Force needs to continue to be the world leader in air, space, and cyberspace. The Air Force has more than 20 career fields with positions available for civilians. The links below will take you to the career field's individual web page which includes an overview about the career field, job de-

scriptions, location information, and education requirements  
Career Field Management Information:

<https://gum-crm.csd.disa.mil/app/categories/p/1%2C2/c/1075>

**Find out What's New with your Career Field Team;** sign up for email notifications on the AFPC List Server:

[https://gum-crm.csd.disa.mil/app/answers/de-tail/a\\_id/13268/related/1/kw/8131/p/1%2C2/r\\_id/100169](https://gum-crm.csd.disa.mil/app/answers/de-tail/a_id/13268/related/1/kw/8131/p/1%2C2/r_id/100169)

AF Career Broadening Information:

[https://gum-crm.csd.disa.mil/app/answers/de-tail/a\\_id/8131/kw/8131/p/1%2C2/r\\_id/100169](https://gum-crm.csd.disa.mil/app/answers/de-tail/a_id/8131/kw/8131/p/1%2C2/r_id/100169)

AF Intern Program

<http://www.afciviliancareers.com/news/air-force-civilian-intern-programs/>

Civilian Developmental Education (CDE)

[https://gum-crm.csd.disa.mil/app/answers/de-tail/a\\_id/9059/kw/9059/p/1%2C2/r\\_id/100169](https://gum-crm.csd.disa.mil/app/answers/de-tail/a_id/9059/kw/9059/p/1%2C2/r_id/100169)

Competencies:

- Check the OPM Qualification Standards

<http://www.opm.gov/qualifications/standards/index-Standards.asp>

Leadership competencies:

- DoD, AF, and Organizational knowledge
- Strategic and critical/analytical thinking
- Leading Change
- Effective communication
- Leading People
- Results Driving and Business Acumen
- Ethical behavior
- Building Coalitions

### **CPMS Civilian Leader Information**

The CPMS Leader & Professional Development Division (LPDD) is responsible for the DoD policies, systems and programs that support the deliberate development of highly skilled civilian leaders who are well prepared to lead and excel in a joint, total force environment.

[http://www.cpms.osd.mil/lpdd/lpdd\\_index.aspx](http://www.cpms.osd.mil/lpdd/lpdd_index.aspx)

Competencies Defined:

<http://www.cpms.osd.mil/ASSETS/4CEE56AED23A43C6B7AEDAA76C7FF174/Competency%20Definitions%20Dec%2008.PDF>

### **Senior Executive Service Competencies**

The Executive Core Qualifications (ECQs) define the competencies needed to build a federal corporate culture that drives for results, serves customers, and builds successful teams and coalitions within and outside the organization.

<http://www.opm.gov/ses/recruitment/ecq.asp>

## Federal Employee Benefit Goals

Welcome to the CPMS Benefits Tool. This tool will allow the users to make informed decisions regarding their benefits by comparing different health plans, choosing life insurance coverage options, and changes to their amount of savings. You may also make long term care decisions and compare dental and vision care options. We hope that you find this tool useful. Disclaimer; These calculators are designed to be informational and educational tools only, and when used alone, do not constitute benefits advice. You may use your most recent Leave and Earnings Statement for the purpose of this benefits tool.

<http://www.cpms.osd.mil/forms/fas/benefits/efitsTool.aspx>



## Joining Forces—Get Involved



President Obama believes that no veteran should have to fight for a job at home after they fight for our nation overseas. On November 21st, the President signed The Vow to Hire Heroes Act of 2011, a law that combines provisions of the veterans' tax credits from the President's American Jobs Act, Chairman Murray's Hiring Heroes Act and Chairman Miller's Veterans' Opportunity to Work Act into a comprehensive package that will aggressively attack the unacceptably high rate of veteran's unemployment. The Obama Administration has also created resources to help veterans translate their military skills for the civilian workforce, built new online tools to aid their search for jobs, and partnered with the Chamber of Commerce and the private sector to make it easier to connect our veterans with companies that want to hire them: <http://www.whitehouse.gov/joiningforces/resources>

"The spirit of service and selflessness that is seen in military communities across our country represents what is best about America, and as a Nation we owe our brave service members and their families more than gratitude - we owe them the support they have earned. Joining Forces will ask all Americans to take action, because each of us has a role to play in reconnecting with military families in our communities." -- First Lady Michelle Obama

<http://www.whitehouse.gov/joiningforces/>

<http://www.whitehouse.gov/joiningforces/get-involved>

President Obama issued a challenge to the private sector to hire or train 100,000 unemployed veterans and their spouses by the end of 2013. Check out the latest commitments from the business community. <http://www.whitehouse.gov/joiningforces/commitments>

## Employee Extensions and Exemptions — What is the Difference?

DoD policy limits the period of authorized foreign area employment to a period of five years unless otherwise exempt or officially extended. The five-year limitation on foreign area employment provides management the necessary flexibility to accommodate the ever-changing foreign area workforce requirements and provides career-enhancing opportunities for employees based in the U.S. and nonforeign areas.

### Position Extension:

Extensions of foreign area tours beyond five years are designed to enable management to meet defined mission requirements that cannot otherwise be met due to unavailability of suitable candidates. Extensions are never intended to allow employees to stay in the foreign area for indefinite periods of time and employees do not have an

inherent right to such extensions.

There are different procedures and approval authorities for Short-term and Long-term extensions for Centrally Managed and Non-Centrally Managed Positions.

### Position/Person Exemptions:

A position or an employee can be exempt from the overseas tour rotation. Position can be exempt due to frequent contact with officials of the host nation and a detailed current knowledge of the culture, mores, laws, customs or government processes of the host nation, which usually are not acquired outside the host nation. Employees can be exempt if they are family members accompanying military or civilian employees of the DoD components who are stationed in the area or educators in the DoD Education Agency (DoDEA) school system. If an organization requests an exemption

for a position, it is normally appropriate when the position is vacant. There are two procedures for requesting an exemption – one for Centrally Managed Positions and one for non-Centrally Managed Positions. Both types require in-depth justification and review/coordination with the MA-JCOM, career functional experts, career field teams, and AF/AIP.

Please see your HR Specialist for more details.



### Reference:

AFMAN 36-204 Overseas Employment

Chapters 2.5. Exemptions from Foreign Area Employment Limitation, 2.6. Position Exemption Guidance, and 2.7. Requests for Extensions

<http://www.e-publishing.af.mil/shared/media/epubs/AFMAN36-204.pdf>

## HR Advisory 2011-68: Submission and Retention of Updated Employee Resumes

The purpose of this advisory is to provide information on the process whereby employees may submit an updated resume via the Air Force Personnel Services (AFPERs) web-site for inclusion in their electronic Official Personnel Folder (e-OPF).

Since an updated resume is important for a variety of reasons, including but not limited to, qualifications determinations for management directed placement actions, medical/physical accommodations, workforce shaping movements, etc., employees will have the opportunity to submit an updated resume reflecting employment experience or skills. In some instances, an updated resume may also be requested by an AFPC Human Resource representative when the resume or documentation on file does not reflect the necessary information used for a variety of reasons, to include qualification determinations for non-competitive placements.

Whether requested by an HR representative or submitted at the employee's request, the employee can log into the AFPERs web-site then select Career Management, Self-Service then Resume Update. A disclaimer statement will appear on the web-site during the submission process that is a "self-certification" whereby the employee acknowledges that the information provided accurately describes the level of experience and capabilities and also understands that deliberate attempts to falsify information may be grounds for not placing them into positions for which identified (management directed or workforce restructuring placements) or dismissal from the position/agency during the probationary period, or other disciplinary action, including termination. For more information, click on the link below:

Link to HR Advisory:

[https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/21275](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/21275)

HR Advisory Website:

[https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/13136](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/13136)



## Joint Chiefs of Staff—Keeping Informed

Joint Chiefs of Staff Key Themes are:

- Achieve our national objectives in the current conflicts

- Develop Joint Force 2020

- Renew our commitment to the Profession of Arms

- Keep faith with our Military Family

<http://www.jcs.mil/>

General Dempsey's Letter to the Joint Force

<http://www.dodlive.mil/>

[index.php/2011/10/general-dempseys-letter-to-the-joint-force/](http://www.dodlive.mil/index.php/2011/10/general-dempseys-letter-to-the-joint-force/)

4 Dec 11 Memorandum, Update on USA

4 Military Families Initiative and the IO

Key Personnel and Readiness Issues Supporting Service Members and Families For 2012

[http://www.jcs.mil//content/files/2011-12/120711143713\\_IO\\_issues\\_2012\\_\(signed\\_Letter\).pdf](http://www.jcs.mil//content/files/2011-12/120711143713_IO_issues_2012_(signed_Letter).pdf)

Minn Supporting Service Members: What is Beyond the Yellow Ribbon? Beyond the Yellow Ribbon is a comprehensive Minnesota program that creates awareness for the purpose of connecting Servicemembers and their families with community support, training, services and resources.

We do this by:

I. Creating awareness through the Yellow Ribbon Community Campaign and synchronizing sustainable community support networks.

2. Connecting and coordinating organizations, agencies and companies to provide resources and support to Servicemembers and their families.
3. Delivering a series of formal Yellow Ribbon Training events to Servicemembers and their families before, during and after deployment.
4. Providing an opportunity for Minnesotans to support Servicemembers and their families.

Beyond the Yellow Ribbon is united to bring Servicemembers all the way home.

<http://www.btyr.org/Employment Search>

<http://www.btyr.org/employment-search-programs>

## Stress — What Is It And Ways To Cope

This article describes different ways of coping effectively with stress. In order to cope effectively, it is first important to know what situations you find stressful and what the experience of stress is like for you. Specific strategies for dealing with stress are suggested, such as using relaxation techniques, talking with others, exercising, and creative expression.



### What is stress?

“Stress” is a term people often use to describe a feeling of pressure, strain, or tension. People often say that they are “under stress” or feel “stressed out” when they are dealing with challenging situations or events. Everyone encounters stressful situations. Sometimes the stress comes from something positive (like a new job, new apartment, or new relationship) and sometimes from something negative (like being bored, having an argument with someone, or being the victim of crime). “Stress is the feeling of pressure, strain or tension that comes from dealing with challenging situations.” Nobody has a stress-free life and probably nobody would want to! Stress is a natural part of life. In fact, to pursue important personal goals, you need to be willing to take on new challenges, which can be stressful. Being able to cope effectively with stressful situations can minimize the effects of stress on you and your symptoms. This can enable you to continue to pursue your goals and enjoy life. “Coping effectively with stress can help you to reduce symptoms and pursue your goals.”



### What makes you feel under stress?

Different people find different things stressful. For example, some people enjoy the hustle and bustle of a big city, while others don't like the crowds and noise and find it stressful. Some people enjoy going to a party and meeting new people; others find it stressful. Knowing what you personally find stressful will help you cope better. There are two main types of stress: life events and daily hassles. Click [here](#) to find out more.

## What Does It Mean To Be An Air Force Civilian?

Your role as Civilian Airmen; excerpts from AFDD 1-1, 8 Nov 11:

**Airmen:** All Airmen, military and civilian, support and defend the Constitution of the United States of America and live by the Air Force core values.

**Total Force:** The total force consists of the people who make up the Air Force. It is defined as the US Air Force organizations, units, and individuals that provide the capabilities to support the Department of Defense in implementing the national security strategy. Total force includes Regular Air Force, Air National Guard of the United States, Air Force Reserve military personnel, US Air Force military retired members, US Air Force civilian personnel including foreign national direct and indirect-hire, as well as non-appropriated fund

employees), contractor staff, and host-nation support personnel.

### Civilians:

DAF civilians are indispensable to the management and operation of the Service. As civilians, they cannot exercise command authority over military members but do perform in leadership roles throughout the Service and across all organizational levels. As of 2010, the US Air Force employs over 170,000 civilians in a full range of occupations. Civilians often provide stability and continuity as their duties and positions will frequently remain in an organization for long durations with the ability to support multiple commanders over years of service. They fill positions in staff and base sustainment operations that would otherwise be filled by military per-

sonnel. Their leadership skills are enhanced through an education and training regimen suited for their growth in the functional areas in which they provide expertise. Their experiences, often honed through many years in a given functional area, give them a level of knowledge developed to an extensive degree. As stated in the Oath of Office, civilians are to understand and value the essential role of followership in mission accomplishment.

DAF civilians respond to the needs of the Air Force across the range of military operations. As an example, the Civilian Expeditionary Workforce initiative is designed to enhance the number of civilians augmenting operational requirements in contingency operations.





## PCS Moves—Do You Know the Difference?

### Civilian Career Move:

A career move is a permanent change of station (PCS) for a centrally managed position from one location to another. PCS entitlements are different for each move and are based on where a member is moving from and going to. They can be in any combination of the three following types of locations:

1. Continental United States (CONUS), any of the 48 contiguous states. Examples: Washington DC, Wright-Patterson AFB, Ohio, San Antonio, Texas, etc.
2. Foreign outside CONUS (F OCONUS), any location outside the CONUS in a foreign country. Examples: Japan, Korea, Germany, etc.
3. Non-Foreign OCONUS (NF OCONUS), any location that is an US territory, but outside the 48 contiguous states. Examples: Alaska, Hawaii, Guam, etc.

Centrally managed positions are positions centrally covered by the Air Force. The functional manager (FM) or designee shall establish criteria and provide direction to career field teams (CFT) for the coverage of positions centrally managed by the career field. Normally, career field positions are either competitive or accepted service appropriated fund positions in the general schedule (GS) and their equivalents under other pay systems such as the defense civilian intelligence personnel management system (DCIPS), and demonstration projects AcqDemo, Lab-Demo).

### Locally Funded PCS Move:

A locally funded move previously known as a Non-Career Program move) is a permanent change of station (PCS) move resulting from an employee being selected for a position not centrally funded by the

Civilian Force Integration Directorate. Your PCS entitlements may be different for a locally funded move than for a centrally managed move since it is funded by the local installation hiring you. Your gaining unit civilian personnel section will be able to tell you if your move is locally funded or not, as well as, what PCS entitlements will be authorized for your move.

### Centrally Funded PCS Move:

A centrally funded move (previously known as a career program move) is a permanent change of station (PCS) move resulting from an employee being selected for a position centrally managed and funded by the AFPC Civilian Force Integration Directorate. Your gaining unit civilian personnel section or your respective career field team will be able to tell you if your move is centrally funded. Additional information on centrally managed positions may be found in AFI 36-60I.

### Civilian First Duty PCS Move:

A first duty employee for permanent change of station (PCS) purposes is a newly recruited or newly appointed federal civilian employee. This also includes prior federal employees with more than three days break in service. Some examples include interns, PALACE Acquires, Copper Caps, new college graduates, retiring/separating military and previous government contractors.

### Retirement or Separation PCS Move:

A retiring or separating employee for permanent change of station (PCS) purposes is a current Air Force civilian employee that is separating or retiring from an outside continental United States (OCONUS) location. This includes foreign (such as Germany, Japan or Ko-

rea) and non-foreign OCONUS locations (Alaska, Hawaii or Guam). Additionally, the member must have served the full length of their tour agreement in order to gain return travel entitlements back to the continental United States (CONUS) location they left when going OCONUS. Members may choose to move to another location other than the CONUS location they left when going OCONUS, but the member is responsible for any costs incurred over what it would have cost the government to move that member back to the original CONUS location. NOTE: Unless part of the Senior Executive Service (SES), members are not authorized retirement or separation travel when stationed within the CONUS.

For more information on Civilian PCS, click [here](#).

### PPP PCS Move:

Overseas to Continental U.S. (CONUS) via PPP. When an overseas registrant is placed within the CONUS without a break in service, payment of relocation expenses must be determined in accordance reference (c). Notwithstanding the letter, spirit, or intent of the JTR, the payment of temporary quarters subsistence expense (TQSE) allowances for employees relocating through the PPP is non-discretionary. When a nondisplaced overseas employee returns to a position in the CONUS, it is irrelevant that the JTR permits the gaining activity to disallow TQSE even under circumstances that otherwise justify payment. If the PPP registrant meets the basic eligibility requirements in reference (c), and if the need for temporary quarters is legitimate, TQSE shall be authorized by the gaining activity. Ref: [Jul 2011 PPP Handbook, Chapter 6](#)



## New Launch Date for cVIP/PCS Enhancements - 4 Jan 12

Enhancements for the cVIP-PCS module have been completed and the new cVIP-PCS module was released for use on 4 Jan 2012. New or infrequent users will find the module easier to use. For more information see HR Advisory 2011-60 or contact your local orders liaison at 480-4212.

Ref: AFPC HR Advisory 2011-60 Permanent Change of Station (PCS) and First Duty Station Travel Orders Processing <https://gum-crm.csd.disa.mil/ci/fattach/get/1592447/1320785875/redirect/1>



## DCIPS Transition



The Defense Intelligence Personnel System (DCIPS) is scheduled to transition out of the pay-banded system (IA - pay plan) and migrate to DCIPS grade system (GG-pay plan) on 25 March 2012.

The task force has been working closely with AFPC Classification to ensure each position has been reviewed to determine the accuracy of the duties and responsibilities described in the PD and the position has assigned the appropriate DCIPS grade. Due to the task forces and AFPC

Classification's hard work this first phase of the transition has been completed. Our partnership with AFPC Classification will also ensure each employee receives notification of the GG grade and title prior to the transition.

The Secretary of Defense has committed that no one shall suffer a loss of or decrease in pay as a result of the transition to the DCIPS graded structure. The DCIPS grades will utilize the GG pay grade system which includes

15 grades and 10 steps per grade. The transition will not change the employee's Date of Last Equivalent Increase (DLEI) date and the waiting periods align with the GG pay system. Further information can be obtained on the DCIPS website at <http://dcips.dtic.mil/>.

All DCIPS employees (with the exception of those at NGA) will transition to DCIPS grade system on the same day, 25 March 2012.

## Accessing Your W2



The 2011 Tax Season quickly approaches.

Air Force DoD and Non-DoD Appropriated Fund (APF) Civilians will be able to access their W-2s on 5 Jan 2012 by logging into the MyPay Website at <https://mypay.dfas.mil/mypay.aspx>. Travel and Miscellaneous W-2s will be available no later than 31 Jan 2012.

Air Force U.S. Non-Appropriated Fund (NAF) employees can obtain their W-2s by accessing the "my money" website at <https://nafpay.afsv.net> no later than 31 Jan 2012.

W-2s for all prior employees will be mailed to the address on file at the time of resignation/retirement no later than 31 Jan 2012.



## Air Force Updates Doctrine Documents

The Air Force updated its two capstone doctrine documents.

In October, the Air Force released Air Force Doctrine Document 1, Air Force Basic Doctrine, Organization, and Command. In early November, a revised AFDD 1-1, Leadership and Force Development, was approved and is expected to be available online later in November. In addition to laying out the Air Force's best practices for creating leaders and applying leadership, Andersen highlighted the expanded definition of "Airman" contained in AFDD 1-1: "When addressing a larger audience within the Service, the term Airman now includes all uniformed members of the Air Force (including active, Reserve and Guard), as well as Department of the Air Force civilians."

To learn more:

AF News Story

<http://www.af.mil/news/story.asp?id=123280147>

Release of New Capstone Air Force Doctrine Documents, 3 Nov 11 Memorandum

<http://www.af.mil/shared/media/document/AFDD-111116-009.pdf>

Air Force Doctrine 1, 14 Oct 2011

<http://www.e-publishing.af.mil/shared/media/epubs/AFDD1.pdf>

Leadership and Force Development AFDD 1-1, 8 Nov 2011

<http://www.e-publishing.af.mil/shared/media/epubs/AFDD1-1.pdf>

## CPMS Workforce Planning

The purpose of this guide is to outline a common business practice for Workforce Planning across the Department of Defense (DoD) to ensure that all organizations, commands and activities have the people they need to support the mission. This process should provide a clear picture of the current workforce, future requirements and a plan to fill gaps at the right time with well-qualified employees to meet workforce priorities. Why must DoD perform Workforce Planning? The President's Management Agenda and FY 2006 Quadrennial Defense Review (QDR) established expectations for strategic human capital planning. Additionally, Section 1122 of Public Law (PL) 109-163, National Defense Authorization Act (NDAA) for FY 2006 and FY2007, requires a DoD strategic human capital plan. The requirement was further expanded in Section 1108, of PL 111-84, of the NDAA for FY2010, which directs the Secretary of Defense (SECDEF) to annually submit to Congress a Strategic Workforce Plan to shape and improve the DoD civilian employee workforce, which includes the acquisition community and senior management personnel (i.e., SES, ES).

Workforce Planning is not the sole responsibility of a sole individual. It falls on the shoulders of all of those at Strategic, Operational and Business levels, each with their own duties.

[http://www.cpms.osd.mil/AS-SETS/8E61E620B1EC44B7BF726D9257C34826/Guide to Workforce Planning text only.pdf](http://www.cpms.osd.mil/AS-SETS/8E61E620B1EC44B7BF726D9257C34826/Guide%20to%20Workforce%20Planning%20text%20only.pdf)

### Strategic Plans:

To learn more about the future goals of the DoD and OPM; see below for their five-year goal plans.

### CPMS/DoD:

The Office of the Under Secretary of Defense (OUSD) for Personnel and Readiness (P&R) Fiscal Year (FY) 2012 - 2016 Strategic Plan balances mission requirements, statutory and defense guidance, and fiscal constraints with a sense of urgency to promote the operational readiness of our Total Force. Actions noted in this plan concentrate on meeting the needs of the Warfighters, ensuring civilian employees are positioned to support vital missions, improving and strengthening family support, and providing resources for our Wounded Warriors. The nexus for accomplishing the mission, vision, goals and actions are structured around three overarching focus areas – Total Force Readiness, Care for Our People, and creating and sustaining a Culture of Relevance, Effectiveness, and Efficiency. To read more, click here: [http://prhome.defense.gov/DOCS/FY2012-2016%20Strategic%20Plan%20Final%20\(Plain\).pdf](http://prhome.defense.gov/DOCS/FY2012-2016%20Strategic%20Plan%20Final%20(Plain).pdf)

### OPM:

America faces many challenges today. We have overcome every challenge in our history because men and women of good will, keen minds and strong hearts have always stepped forward to aid their Nation through service, both in civilian Government and in our Armed Forces.

The Civil Service of today carries forward that proud American tradition. Whether it is defending our homeland, restoring confidence in our financial system and administering an historic economic recovery effort, ensuring adequate health care for our veterans and fellow citizens or searching for cures to the most vexing diseases—we are fortunate to have our best and our brightest to rely upon. Our people are our most important

tool in facing any challenge, forget that at our peril. They are not merely a part of the equation, like capital or technology. They ARE the equation.

The OPM 2010-2015 Strategic Plan covers four areas: Hire the Best, Respect the Workforce, Expect the Best, Honor Service. To read more, click here:

<http://www.opm.gov/strategicplan/>

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## NEW NEW NEW NEW

### New Tour Extension Policy for USAFE and Numbered AF Personnel

AF/AI granted approval authority to USAFE and PACAF Vice Commanders for civilian overseas extension requests beyond the 5 year maximum tour limit. This is a "pilot" and applies only to USAFE-specific and Numbered Air Force centrally managed positions. The extension approval authority now rests with USAFE/CV if the wing commander/director and HAF/SAF Career Field Manager (CFM) are in agreement. Should the HAF/SAF CFM non-concur, requests will be routed through USAFE/CV to AF/AI for final adjudication. Each request must stand independently and there must be strong justification to support. If you have any questions contact your personnel specialist or Ms. Montano at 480-2008 or 478-6707.





## Thrift Savings Plan Contribution Limits Increase in 2012



The Federal Retirement Thrift Investment Board has announced the 2012 elective deferral limit for regular Thrift Savings Plan contributions has increased from \$16,500 to \$17,000 for 2012, Air Force Personnel Center officials said. The TSP catch-up plan contribution limit will remain at \$5,500. \*\*\* TSP is a long-term retirement savings plan which allows investors to build an investment portfolio while lowering their taxes each year they contribute. Contributions go directly from each paycheck to the member's account, which makes it easy to pay yourself first, with taxes deferred until post-retirement withdrawal.

TSP investments are not limited to stocks: employees can choose government securities or invest in lifecycle funds as well. Regular TSP contributions stop when an employee's contributions reach the annual maximum limit and then automatically resume the next calendar year. Catch-up contributions are additional tax-deferred contributions separate from regular contributions. Catch-up contributions provide investors a way to secure their retirement, especially for those who begin investing later in their careers. To be eligible for catch-up contributions, civilian and military employees must be at least 50 years old the year the first deduction from pay occurs. They must also be in a pay status and able to certify they will make (or have made) the maximum regular employee contributions by the end of the year. Other eligible accounts include uniformed services TSP accounts, employee tax deferred programs, or 401Ks. Employees who have taken a TSP financial hardship in-service withdrawal are not eligible to invest during the six-month, non-contribution period. Catch-up contributions automatically stop with the last pay date in the calendar year or when the maximum catch-up dollar limit for the year is reached, whichever comes first. Eligible employees must submit a new election for each year they participate.

### \*TSP for civilians

\*Civilians can contribute any whole percentage of their basic pay or a whole dollar amount each pay period to a regular TSP account. This amount is subject to the \$17,000 annual maximum for 2012.

Air Force-serviced civilians may submit regular TSP enrollment elections or changes at any time. Contributions will automatically continue into 2012 for those already in TSP; so, it is not necessary for employees to submit an election unless they wish to change the amount of their bi-weekly contributions. The Jan. 6 contribution will apply toward the 2012 annual maximum.

Employees who are covered by the Federal Employees' Retirement System must contribute at least 5 percent of their basic pay every pay period in order to receive maximum agency matching contributions throughout the entire year. Once the maximum contribution limit of \$17,000 is reached, employee contributions and agency matching contributions will be suspended for the remainder of the year.

Regular TSP enrollments, changes, or catch-up contributions submitted Dec. 4-17 will be effective Dec. 18, and will be reflected on the leave and earning statement for the pay period ending Dec. 31. Elections submitted Dec. 18-31 will be effective Jan. 1, and will be reflected on the leave and earnings statement for the pay period ending Jan. 14.

When submitting catch-up contribution elections, employees must designate a whole-dollar amount to contribute each payday. Do not designate an amount that exceeds net pay or payroll will not withhold any TSP contributions. To spread catch-up contributions evenly over the year, divide the total contribution (up to \$5,500) by the number of pay dates remaining in the year. Air Force-serviced civilians submit contribution elections via the Employee Benefits Information System online application or through the automated phone system. EBIS is accessible on the Air Force Portal and through the Air Force Personnel Services secure site.

To reach EBIS via phone, dial 800-525-0102. When the phone system answers, press 2 for civilian employees, and 2 again for benefits and entitlements services. Then follow the prompts. Employees in foreign areas should call the toll-free AT&T direct access number for the country they are in, and then dial 800-525-0102. For AT&T direct access numbers, go to

[www.usa.att.com/traveler/index.jsp](http://www.usa.att.com/traveler/index.jsp). For more information about TSP, go to [www.tsp.gov](http://www.tsp.gov). Click on "Summary of the Thrift Savings Plan" located under civilian or uniformed services TSP Forms and Publications. For more information about other personnel issues, visit the Air Force Personnel Services website at <https://gum-crm.csd.disa.mil>.



### Does Your TSP Account Need a Checkup?

Maximize Your Retirement Savings and Ways to Save: Saving for retirement sounds daunting, but finding the money might be easier than you think. It's important to remember that even small contributions can add up to big savings thanks to compound interest. TSP has some simple ways to save a few dollars every day – and an idea of how that money can grow over the years.

To complete your TSP checkup, visit Planning & Tools: Investment Strategy.

<https://www.tsp.gov/planningtools/strategies/waysToSave.shtml>

Will your numbers add up to a worry-free future? Check out the TSP calculators at <https://www.tsp.gov/planningtools/retirementplanning/howMuchToSave.shtml>

You'll find this and more at the TSP website: <https://www.tsp.gov/index.shtml>

## Civilian Physical Fitness Time

The Civilian Physical Fitness Program is designed to encourage all US appropriated fund civilian employees to become physically active and promote a healthier workforce. Participation in the Civilian Physical Fitness Program established under this authority may include up to three, one hour periods of duty time per week and is restricted to the use of base facilities under the direct control of the Installation Commander.

Participants must complete a "Request For Approval of Excused Absence and Memorandum of Understanding For Participation in the Civilian Physical Fitness Program Form" and obtain approval through the second-level supervisor. Each participant is required to obtain clearance from his/her health care provider/physician prior to being considered for the Civilian Physical Fitness Program.

- Use of duty time (excused absence) is appropriate only if approved by the second level supervisor in accordance with procedures. Mission impact is the key element in making this decision. Normally, overtime, compensatory time, and credit hours may not be approved nor earned on days when use of duty time is authorized under this program.

- In order to maintain the integrity of this program, fitness activities may only be performed on base or in base facilities. Participation is strictly voluntary and supervisors will have the authority to revoke participation privileges if any abuse is identified and is not promptly corrected. For questions, please contact your servicing Employee Relations Specialist at 480-7608.

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## Restoration of Forfeited Annual Leave

The 2011 leave year ended on 31 December 2011. Lost annual leave can be restored only if it was lost was due to mission requirements, administrative error, or because of illness. To restore "use or lose" leave which was forfeited in 2011, the leave must have been:

Requested in writing prior to 20 Nov 2011 and approved but subsequently cancelled by the organizational Commander due to exigency of the service and a justification why the leave could not be rescheduled before the end of the leave year.

--OR--

disapproved with a justification why the leave could not be rescheduled before the end of the leave year.

REFERENCE: AFI 36-815, *Absence and Leave*

## Scheduling of Leave

**Happy New Year!** Now is the time of year when employees should provide their 2012 projected leave schedules to their supervisors. Leave is an important and significant benefit for all employees, and annual leave allows them time off for vacations and for personal and emergency purposes. The scheduling of leave is so important that, by law, it is a prerequisite to the restoration of "use-or-lose" annual leave that may be forfeited because of exigencies of the service or because of sickness.

**Employees** must request annual leave in advance, except in cases of emergency, and cooperate in

rescheduling leave when necessary. Employees must also report unexpected absence to the supervisor and request approval for the absence according to established policies.

Requests for annual leave shall be submitted to the approving official on an OPM 71.

**Supervisors** should approve annual leave requests or projected annual leave when work schedules permit. When a request for annual leave cannot be initially approved or is subsequently denied, then make every effort to reschedule the annual leave commensurate with the needs of the organization and the desires of the employee.



## Flu Update

According to the Centers for Disease Control and Prevention (CDC), flu activity is low this year, however the number of cases is expected to increase in the coming months as the flu season hits its peak.

There are simple steps you can take to prevent the spread of flu:

**Get Vaccinated** – CDC recommends that everyone 6 months of age and older get vaccinated against the flu each year. The flu vaccine is



safe and is the best protection against flu viruses.



**Wash your hands** often with soap and water

**Sneeze** into the bend of your arm or a tissue, not into your hands



If you're sick, **stay home** as much as possible except to get medical care

**Take antiviral drugs** if your doctor prescribes them



[www.flu.gov](http://www.flu.gov)

Employees who must be away from their work area due to illness are required to notify their supervisor or designated alternate within the first 2 hours of the beginning of the duty day every day for absences of 3 workdays or less. Absences in excess of 3 workdays must be accompanied by medical documentation for the entire period beyond the 3<sup>rd</sup> workday which documents the nature of the illness and the date a partial or full recovery is expected. (Reference AFI 36-815, Chap-

## Midterm Feedback

AFI 36-1001, *Managing the Civilian Performance Program*, requires that employees receive at least one progress review during the GS performance cycle, and midterm feedback should have been completed and communicated to all GS and WG employees. The midterm feedback should be documented using the AF Form 860B.

To view a sample midterm feedback, click here: [AF Form 860B – Sample](#)

To obtain a blank form: <http://www.e-publishing.af.mil/shared/media/epubs/af860b.xfd>

For questions or assistance with GS performance plans, midterm feedbacks, and appraisals, please contact the Employee Relations Section at DSN 480-7608.

[Click here](#) for pertinent timelines for General Schedule (GS) and Wage Grade (WG) employees.

The U.S. Office of Personnel Management (OPM) has prepared human resources guidance for agencies and employees in the event of shutdown furloughs (also called emergency furloughs). A shutdown furlough occurs when there is a lapse in annual appropriations. Shutdown furloughs can occur at the beginning of a fiscal year, if no funds have been appropriated for that year, or upon expiration of a continuing resolution, if a new continuing resolution or appropriations law is not passed.

In a shutdown furlough, an affected agency would have to shut down any activities funded

by annual appropriations that are not excepted by law. Typically, an agency will have very little to no lead time to plan and implement a shutdown furlough.

<http://www.opm.gov/furlough/>

NAF Furlough Q&A

[http://www.cpms.osd.mil/ASSETS/FB47446C8D364DC89D15BFD40F3A8F63/Furlough%202011%20-%20DCPAS%20NAF%20QAs%20September%2026%20\(2\).pdf](http://www.cpms.osd.mil/ASSETS/FB47446C8D364DC89D15BFD40F3A8F63/Furlough%202011%20-%20DCPAS%20NAF%20QAs%20September%2026%20(2).pdf)

Frequently Asked Questions

[http://www.cpms.osd.mil/furlough\\_faqs.aspx](http://www.cpms.osd.mil/furlough_faqs.aspx)

### OPM Director's Memo – Freeze on Pay Adjustments for Federal Civilian Employees

The 2-year OPM Pay Freeze on Pay Adjustments for Federal Civilian Employees enacted by President Obama in December 2010 will continue through December 2012.

OPM has provided the following [memo](#) explaining the Pay Adjustment freeze.

## Supervisors — Finding Balance



With the constant demands at work and managing the responsibilities of a team or organization, stress can become an everyday way of life. Stress is the body's physical, mental or chemical reaction to circumstances that startle, excite, puzzle, or irritate. How an executive deals with stress is key to his/her well-being. It also sends a strong message to the workforce and can influence the manner in which they manage their own stress.

### Tips For You:

- Strive for work-life balance. Your life should be made up of a number of different aspects. A healthy work-life balance will bring more enjoyment to your life and will make you more energized, creative and productive in the workplace. You owe it to yourself, your family and your employees.
- Take short breaks. In times when you're mentally stressed, take a break to clear your mind. Try to get away from your desk for lunch or walk around the block. Stepping away from work briefly allows you to relax and recharge.



### What is the SES?

The Senior Executive Service (SES) is comprised of the men and women charged with leading the continuing transformation of our government. This dedicated corps of executives shares a commitment to public service and a set of democratic values grounded in the fundamental ideals of the Constitution. As the leaders of our Federal civilian workforce, Senior Executives strive each day to create a more citizen centered, result oriented Federal Government. To learn more; click here: <http://www.opm.gov/ses/> or <http://www.cpms.osd.mil/sespm/>

- Provide a soothing and uplifting environment. Decorate your office with cherished photos, plants to liven up your workspace, or items that can lift your spirits when you're feeling stressed. The state of your environment can impact your emotions/mood.

- Treat your body with Respect. Don't relieve stress through bad habits such as excessive smoking and alcohol consumption. It will only wear you down physically and emotionally which will add unnecessary stress to your body.

- Leave work at WORK. It's important to distinguish your work life and living a life outside of work. Don't burn yourself out by doing work after you get home at night. Enjoy some free time and get a good night's rest to handle the tasks that can be addressed tomorrow.

- Get a good night's sleep.

### Tips For Motivating Your Staff:

- Act as a positive role model. Set a good example for healthy living and working: Instead of a candy bowl at your meetings, have fruit. Take the stairs in-

stead of elevators and offer water instead of soda when you meet with your staff. Remind your staff of the importance of occasionally taking a break. Stretch your legs and manage by walking around. Be respectful of staff leisure time--weekends and evenings are times for restoring work/life balance. Encourage your employees to use this time accordingly.

- Make healthy eating a daily tasker. Refuel your energy with healthy snacks like fresh fruits and vegetables. Eliminate refined sugars from your snacks. Treat your staff to a visit rather than treat yourself to a cookie.

- Set weekly health goals within your office. You can be creative with this through making health goals as a team. Brainstorm together what you can all achieve as a group for each week such as "Brown bag healthy lunches", "Commit to 30 min. of fitness", or "Cut back on unhealthy foods".

[http://www.cpms.osd.mil/AS-SETS/98BAD57597DB40BCB848583871970B34/Work-life%20balance%20for%20senior%20executives\\_final.pdf](http://www.cpms.osd.mil/AS-SETS/98BAD57597DB40BCB848583871970B34/Work-life%20balance%20for%20senior%20executives_final.pdf)

## AFMAN Spotlight:

Air Force Manual 36-606, Civilian Career Field Management and Development

This Manual implements Air Force Policy Directive 36-6, Civilian Force Development, and interfaces with Air Force Instruction 36-2640, Executing Total Force Development and outlines procedures and criteria for civilian career field management and force development (FD). The Air Force manages the careers of officer-equivalent civilians through a series of functionally-oriented Career Field Management Programs (CFMPs); day-to-day operations of each program are carried out by a corresponding series of Career Field Teams (CFTs). This Manual applies to CFMPs, CFTs, supervisors, managers, and employees (including members of the Air Force Reserve Officer Air Reserve Technician program); civilian personnel staffs; and civilian employees at joint service organizations where Air Force is the executive agent and to other Federal civilian employees and reinstatement eligibles. It does not apply to Air National Guard, Title 32 Technicians.

<http://www.e-publishing.af.mil/shared/media/epubs/AFMAN36-606.pdf>

## Telework Updates in My Workplace



As of July 11, 2011, supervisors are able to update or change existing employee telework eligibility for employees in their hierarchy. The Telework Enhancement Act of 2010 mandates supervisors to determine telework eligibility for their employees and notify them of their eligibility status. Updates or changes to employee telework eligibility can be accomplished

through My Workplace > My Employee Information > Personal Tab > Update/Change Telework Eligibility Link. A report is available for supervisor which provides position and employee telework information.

TELEWORK is an effective strategy for mission accomplishment, ensuring continuity of operations in a crisis, facilitating your organi-

zation's ability to recruit and retain valued talent. These basic steps will help minimize potential administrative burden, maximize the benefit of telework for you and your workgroup, and set the stage for your employees to be successful. For more info & training:

[http://www.cpms.osd.mil/telework/telework\\_index.aspx](http://www.cpms.osd.mil/telework/telework_index.aspx)

<http://www.telework.gov/>

## Job Seekers!



All over the world, U.S. government employees are doing exciting jobs on behalf of our country. Check it out, join us, make an impact!

Here you'll find resources for locating students and recent graduates; summer

jobs, scholarships, and internships. If you're already 'Working for America' and want to explore other career options, this is also the place for you. You can even find out how to help protect democracy by assisting with

the Federal Voting Rights Observer program. Learn more by viewing our Frequently Asked Questions about Federal Hiring.

[http://www.opm.gov/job\\_seekers/index.asp](http://www.opm.gov/job_seekers/index.asp)



## Training Needs Assessment and Priorities

You may be aware of the fact that the Civilian Personnel Section (CPS) manages a budget to support functional training of civilian employees. This budget can be spent on any kind of training that serves organizations to perform their mission, increase employee capabilities and to observe requirements of governing laws and regulations. With the onset of austere budgets and cuts, planning of these training measures becomes more important. To make sure we cover all essential requirements in the proper order we need input from all supervisors on what their specific Training Needs will be in FY13.

Unfortunately our past observation has been that planning is often poorly done and employees and supervisors consider training attendance only when a specific training opportunity happens to become known. This lack of planning will prevent successful training attendance in the future, because we match specific training requests to the requirements identified in the corresponding Training Needs Assessment before granting ap-

proval (and funds).

A much better approach would be to sit down early in the FY with each employee and identifying training needs for the following year collectively. A specific course date is not necessary to perform this planning work. That will be determined later, when we are actually about to execute the training requirements.

In Mar/Apr the Air Force will once again call for our Training Needs Assessment. It will cover FY13. We in turn will be asking leaders at all levels for input. You can start preparing for this task, by looking at your organization and employees and starting to plan Training Needs as soon as possible. [AFI 36-401, attachment 4 para 4.1 – 4.3](#) give detailed criteria to be considered when planning Training Needs. Aside from your mission requirements and possible changes in the way you conduct your business, many other factors can play a role, for example employee performance, developing employees for upward mobility and the personal desires of each employee. Therefore planning of

Training Needs should always be a combined effort between supervisors and employees.

When identifying your needs to us, you will be asked to assign a priority. AF policy is to use the training budget exclusively to fund such training that meets the definition of priority 1A, B or C. Specific definitions of priorities can be found [here](#). Lower training priorities can be funded with unit funds if so desired, but approval of the CPS Training Officer is required before any training of 8 hours or more takes place with civilian personnel in attendance – even if it is unit funded.

All identified Training Needs must be justified with specific references to substantiate the priority. I.e. it is essential that you refer to laws and/or AF regulations with specific paragraphs to show assignment of priority 1 is appropriate.

**Submitting your training plan to us greatly increases our ability to plan budget execution and provide support to the most important Training Needs.**

For further information please contact us at 480-2167/2741.

### 2012 CSAF Reading List: Every Airman an Innovator

General Ronald Fogleman created the CSAF Professional Reading Program in 1996 to develop a common frame of reference among Air Force members -- officers, enlisted, and civilians -- to help each of us become better, more effective advocates of air and space power. Each CSAF since then has enhanced and continued the Professional Reading Program.

Click here to see the 2012 CSAF Reading List: <http://www.af.mil/csafprofessionalreadingprogram/index.asp>

## Retirement Training For Civilians

The TSP Open Elections Act of 2004 (PL 108-469) required the Office of Personnel Management to develop/implement a retirement financial literacy and education strategy for employees. Each Agency has primary responsibility to provide retirement financial education. Agencies were required to develop a retirement education plan targeting employees at three career points; new employees, mid-career, and pre-retirement.

On 12 Sep 08, the Air Force deployed on-line benefit e-Seminars. Civilian employees have access to this training within the web-based Employee Benefits Information System (EBIS) tool.

These Benefit e-Seminars meet the statutory requirement (Public law 108-469) for agencies to develop and implement a retirement financial literacy and education strategy for Federal employees as a part of retirement planning. The e-Seminars are a valuable tool which places the responsibility for planning for retirement in the employee's hands. The two Benefit e-Seminars are:

1. Planning Your Retirement - The course is designed to provide a detailed understanding of the benefits employees are entitled to under Civil Service Retirement System (CSRS) or the Federal Employees Retirement System

(FERS).

2. Financial Planning - This course is designed to assist employees with the proper management of finances to meet their life goals.

Employees can access these seminars by first logging on to the Air Force Portal at <https://www.my.af.mil> or the Air Force Personnel Services (AFPERS) website at <https://gum-crm.csd.disa.mil>. For information on how to access EBIS, the BEST automated phone system, and to reach a Benefits Counselor, you can access AFPERS at <https://gum-crm.csd.disa.mil>. (Once in, click Civilian, then click Benefits and Entitlements).

### DCPDS Training

Defense Civilian Personnel Data Systems (DCPDS) Training is available for managers, liaisons, and anyone else creating Request for Personnel (RPA) actions. Prior to training, the RPA creator will need a DCPDS account to initiate RPAs. Contact DCPDS Data section at DSN 480-2138 or send an email to their group email [86fss.fspcd@ramstein.af.mil](mailto:86fss.fspcd@ramstein.af.mil) to establish an account.

For DCPDS training or a refresher appointment, call position control at DSN 480-2744, or send an email to the group email at: [86fss.dpccustomerservice@ramstein.af.mil](mailto:86fss.dpccustomerservice@ramstein.af.mil). Training Dates throughout 2012 are:

**15 Feb 2012, 15 Mar 2012, 18 Apr 2012, 15 May 2012, 14 Jun 2012, 18 Jul 2012, 15 Aug 2012, 12 Sep 2012, 16 Oct 2012, 15 Nov 2012 and 13 Dec 2012.**

If Email is not available please call DSN 480-2744 for assistance.

## Wichtige Informationen für Vorgesetzte von Non-US Arbeitnehmern

**Befristete Einstellungen ohne Sachgrund sind unter gewissen Voraussetzungen auch möglich, wenn ein Bewerber bereits zuvor bei den US Streitkräften beschäftigt war.**

Laut Urteil des Bundesarbeitsgerichts vom 06.4.2011 (7 AZR 716/09) kann ein Arbeitgeber einen Arbeitnehmer nach § 14 Abs. 2 Satz 1 Teilzeit- und Befristungsgesetz (TzBfG) ohne Sachgrund befristet einstellen, wenn das Ende (letzten) des vorangegangenen Arbeitsverhältnisses des Arbeitnehmers mit demselben Arbeitgeber mehr als drei Jahre zurückliegt.

**Wer also am Tage der Wiedereinstellung drei Jahre und einen Tag lang nicht bei den US Streitkräften beschäftigt war, kann, auch wenn er zu einen früheren Zeitpunkt einmal bei den US Streitkräften beschäftigt war, ohne Sachgrund befristet eingestellt werden.**

Ohne Sachgrund befristet eingestellt werden können nach § 14 Abs. 3 TzBfG auch Bewerber, die das 52. Lebensjahr vollendet haben und zum Zeitpunkt der Bewerbung arbeitslos sind, Transferkurzarbeitergeld erhalten, oder an einer öffentlich geförderten Beschäftigungsmaßnahme teilgenommen haben.

Ob ein Bewerber bereits zuvor bei den US Streitkräften beschäftigt war, ist in diesem Fall irrelevant. Es kann dann sogar bis zu fünf Jahre befristet eingestellt, bzw. das befristete Arbeitsverhältnis bis zu der Gesamtdauer von fünf Jahren mehrfach verlängert werden.

**Wer also älter als 52 Jahre ist und bei der Bewerbung arbeitslos ist, oder sonstige öffentliche Ersatzleistungen bezieht, kann, auch wenn er zu einen früher schon einmal bei den US Streitkräften beschäftigt war, ohne Sachgrund bis zu fünf Jahre lang befristet eingestellt werden.**

Für weitere Informationen wenden Sie sich bitte an das Personalbüro, 86 FSS/FSPL-S unter DSN 480-5362 oder 480-4201

## Important Information For Supervisors Of Non-US Employees

**Under certain conditions temporary employment contracts without material reason are possible if an applicant had previously been employed with the U.S. Forces**

IAW federal court decision dated 6 April 2011 (ref 7 AZR 716/09) an employer may hire an employee temporarily without material reason IAW Art 14, Para 2, sentence 1 (Part-Time and Temporary Employment Act) if the termination of the last preceding employment contract with the same employer had ended three years ago.

**Those applicants who had not been employed with the U.S. Forces for three years and a day on the day of their reappointment can – even if once employed at an earlier date with the U.S. Forces – be re-hired on a temporary basis without a material reason.**

Temporary employment contracts without material reason can also be concluded IAW Art 14, Para 3, Part-Time and Temporary Employment Act, with applicants who have completed 52 years of age and are unemployed at the time they apply, or receive transfer short-time allowance, or participated in a government-funded occupational measure. In this case it is not relevant if an applicant had been previously employed with the U.S. Forces. These applicants may be employed for a period up to five years resp. the temporary employment contract may be extended several times up to a maximum period of five years.

**Thus whoever is older than age of 52 and unemployed at the time when applying, or drawing other public fringe benefit remunerations, can be rehired without material reason for a period of up to five years – even if previously employed with the U.S. Forces.**

For further information please contact Human Resources Flight, 86 FSS/FSPL-S at DSN 480-5362 or 480-4201.

## Wichtige Informationen für Non-US Arbeitnehmer und deren Vorgesetzte

### Die automatische Beendigung des Arbeitsverhältnisses nach § 46 des Tarifvertrages TVAL II wird stufenweise von 65 auf 67 Jahre angehoben

Durch die Änderungen in der deutschen Sozialgesetzgebung wurde eine Anpassung des § 46 TVAL II erforderlich. Wegen der stufenweisen Erhöhung des Eintrittsalters für die Regelaltersrente von 65 auf 67 Jahre wird auch die automatische Beendigung des Arbeitsverhältnisses nach § 46 TVAL II stufenweise von 65 auf 67 Jahre angehoben.

Das Beschäftigungsverhältnis der Arbeitnehmer, die im Kalenderjahr 2012 das 65. Lebensjahr vollenden endet nun nicht mehr am Ende desselben Monats, sondern nach § 46 TVAL einen Monat später (65 Jahre plus ein

Monat).

Arbeitnehmer, die volle 45 Beitragsjahre in der gesetzlichen Rentenversicherung versichert sind, können nach wie vor ohne Rentenabzug mit 65 Jahren in Rente gehen. Allerdings endet dann das Arbeitsverhältnis nicht automatisch. Diese Arbeitnehmer müssen dann, wie jeder andere der vorzeitig in Rente geht, ihr Arbeitsverhältnis kündigen wenn sie mit 65 Jahren ausscheiden wollen. Arbeitnehmer sollten mit der Rentenversicherung abklären, ob sie mit 65 ohne Abzüge in Rente gehen können.

**Für weitere Informationen wenden Sie sich bitte an das Personalbüro, 86 FSS/FSPL-S unter DSN 480-5362 oder 480-4201 oder 480-4202**

## Important Information for Non-US Employees and their Supervisors

### Mandatory Retirement Age as outlined in Article 46, Collective Tariff Agreement (CTA II), will step by step rise from 65 years to 67 years

Changes in the German Social Law Books required recent adjustments in the Tariff Agreement, Article 46, CTA II. Due to the step by step raise of the regular retirement age from 65 to 67 years, the mandatory retirement age by tariff will also be raised step by step from 65 to 67 years of age.

The employment of employees who complete 65 years of age in calendar year 2012 will no longer end at the end of the same month, but will now automatically end one month later (after comple-

tion of 65 years plus 1 month) IAW Article 46, CTA II.

Employees who have creditable contributions to the old age pension scheme for a period of 45 years are still eligible to retire at the age of 65 without financial loss. However, in this case the employment will not end automatically. Such employees need to file a resignation, just as anybody else who is eligible for early retirement, if they want to quit the service at age 65. Employees should check with their pension insurance, if they are eligible to retire at the age of 65 without financial loss.

**For further information please contact the Human Resources Flight, 86 FSS/FSPL-S at DSN 480-5362 or 480-4201 or 480-4202.**

Ramstein Library staff welcomes Local National employees on Ramstein AB to use the library. We have adult and children's books, DVDs, databases for research, computers, Wi-Fi access, magazines, newspapers, Story Time for children, teen and adult programs, and much more. Come in and let us give you a tour of the library. We are located in building 409 and our hours of operation are as follows.

Monday through Thursday: 1000 - 1800  
American holidays: 1000 - 1600  
Closed Sundays

Friday and Saturday: 1000 - 1700  
German holidays: Regular hours  
Phone: 480-6667

## Uebertragung, Planung und Erteilung von Jahresurlaub

Zum Ende eines Jahres bzw. zum Beginn des naechsten Jahres stellt sich immer wieder die Frage zu den Regeln der Urlaubsuebertragung und -planung.

Die Vorschriften zu Jahresurlaub sind im Tarifvertrag im Paragraphen 33 enthalten.

Grundsatzlich gilt fuer die Uebertragung von Urlaub folgendes: Urlaubsjahr ist das Kalenderjahr und Jahresurlaub ist im jeweiligen Kalenderjahr aufzubauchen. Nur wenn dringende betriebliche oder persoenliche Gruende vorliegen, ist eine Uebertragung von Urlaub ins naechste Kalenderjahr moeglich. In einem solchen Fall muss der Resturlaub aber bis spaetestens 31. Maerz angetreten sein. Fuer die Uebertragung von Urlaub gibt es noch einen weiteren Grund, bei dessen Vorliegen sogar eine Uebertragung bis zum Ende des naechsten Kalenderjahres moeglich ist. Wenn ein Arbeitnehmer wegen langer Krankheit den Urlaub im laufenden Kalenderjahr und bis zum 31. Maerz des Folgejahres nicht antreten konnte, kann er ihn nach Rueckkehr zur Arbeit bis zum Ende dieses Folgejahres antreten. Der Tarifvertrag schreibt in diesem Fall aber vor, dass der Resturlaub spaetestens 2 Monate nach der Rueckkehr zur Arbeit angetreten werden muss.

Zu Beginn des Jahres ist es sinnvoll und erforderlich, dass Vorgesetzte einen Jahresurlaubsplan erstellen, um fuer sich und die Belegschaft Planungssicherheit in bezug auf die Lage des Urlaubs zu erzielen.

Nachfolgend werden die Grundregeln zur Jahresurlaubsplanung klargestellt. LN Arbeitnehmer haben Anspruch auf 30 Arbeitstage Erholungsurlaub im Kalenderjahr, fuer Schwerbehinderte sind es 36 Tage. Davon ist nach dem geltenden Tarifvertrag TVAL II die Haelfte zusammenhaengend zu nehmen. Vorgesetzte haben in den ersten 3 Monaten des Jahres einen Urlaubsplan zu erstellen und ihre Arbeitnehmer innerhalb von 4 Wochen zu informieren, ob der Urlaub wie geplant genehmigt ist. Der Urlaubsplan soll persoenliche Wuensche der Beschaeftigten beruecksichtigen soweit dies die betrieblichen Erfordernisse zulassen. Der genehmigte Urlaubsplan ist sowohl fuer den Vorgesetzten als auch fuer Arbeitnehmer grundsatzlich bindend.

Zur endgueltigen Genehmigung hat der Arbeitnehmer jedoch dem Vorgesetzten einen Urlaubsantrag (USAFE Form 857) vorzulegen. Wenn der beantragte Urlaub im Jahresurlaubsplan bereits vorgesehen war, hat der Vorgesetzte den Antrag grundsatzlich zu genehmigen, es sei denn, dringende betriebliche Gruende erfordern eine Aenderung. Diese Genehmigung soll innerhalb von einer Woche erteilt werden. Will der Arbeitnehmer seinen Urlaub nicht so antreten wie im Jahresurlaubsplan vorgesehen, muss auch er wichtige persoenliche Gruende fuer eine Aenderung vorbringen koennen.

Bei Fragen zur Urlaubsuebertragung oder bei Streitigkeiten zur Urlaubsplanung und -gewaehrung wenden Sie sich bitte an 86 FSS/FSPL-E, tel.: 480-5365/7153. Eventuell sind auch Beteiligungsrechte der Betriebsvertretung zu beachten.



## Transfer, Planning and Granting of Annual Leave

At the end of a year respectively at the beginning of the next year repeatedly questions are raised regarding the rules for leave transfer and planning.

The provisions for annual leave can be found in the tariff agreement, article 33.

In principle the following applies for the transfer of leave: Leave year is the calendar year and annual leave has to be taken in the respective calendar year. Only in case of urgent operational or personal reasons transfer of leave into the next calendar year is possible. In such a case, however, remaining leave has to be started NLT 31 March. For transfer of leave one other reason exists, which provides for transfer even until the end of the next calendar year. If an employee is unable to start leave due to long-term sick absence in the current calendar year and until 31 March of the following year, this leave may be started after return to work until the end of this following year. The tariff agreement, however, prescribes that the remaining leave has to be started NLT 2 months after return to work. At the beginning of the year it is reasonable and necessary that supervisors develop an annual leave plan to achieve certainty in planning for themselves and the work force regarding the scheduling of annual leave. The following clarifies the principles of annual leave planning. LN employees are entitled to 30 work days of leave each calendar year, severely handicapped employees are entitled to 36 days. IAW the tariff agreement CTA II at least half of the total entitlement has to be taken in a consecutive period. Supervisors will establish an annual leave plan in the first 3 months of the calendar year and will notify their employees within 4 weeks if the planned leave will be granted. The leave plan should take care of personal desires of employees to the extent operational requirements permit. The approved annual leave plan is generally binding for the supervisor as well as for the employee.

For final approval the employee, however, has to provide a leave request (USAFE Form 857) to the supervisor. If the requested leave was approved already in the annual leave plan, the supervisor will sign the request unless urgent operational reasons dictate a change. The approval should be granted within one week. Should the employee desire to take annual leave other than approved in the annual leave plan, he/she also has to provide important personal reasons for the change. In case of questions regarding leave transfer or disputes regarding annual leave planning or approval please contact 86 FSS/FSPL-E, DSN 480-5365/7153. Under certain circumstances participation rights of the Works Council may have to be observed.

