



# Civilian Human Resources Flight News



U.S. AIR FORCE



## A Message From our Commander

Greetings,

Thank goodness spring is here. There is some great information in this newsletter, from the announcement of the NAF summer hire program, new information on the Drug Demand program and information on emergency essential employees. Thank you for providing our CPO professionals positive feedback that this newsletter is welcomed. We always enjoy hearing from our customers, and your feedback has reinforced our dedication to keeping you informed. Have a great spring and enjoy the beautiful spring in Europe.

Thanks & Sincerely,  
Todd R. Alcott, LtCol, 86 FSS/CC

## A Message From our Flight Chief

Welcome to the Spring Edition of our Newsletter

This month we want to ensure you're aware of new instructions and upcoming timelines. Recently, new AF and USAFE guidance have been released; USAFEI 36-713 establishes policy and procedures for internal placement as well as external recruitment of non-US employees in Germany and AFI 36-703, Civilian Conduct, added a new section to include information on Violence in the Workplace.

- Our NAF Summer Hire program is starting up for June, please see the article on page 6
- Appraisal Reminder: It's the time of year to work the NAF mid-year and APF annual appraisals. The Non-US award cycle is also coming soon. If you have questions, please contact your EMR specialist.
- OIM training is offered to supervisors; this provides tools to monitor sick absences; see more on page 2.
- It is also the time of year to review training plans and submit applicants for Civilian Developmental Education
- Don't forget—Daylight Savings time begins on 25 March—this will impact your civilian shift workers.

Sincerely, Christine Murray, HR Flight Chief

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## Round III—VERA/VSIP

We just closed out our second round of VERA/VSIP, and while Ramstein did have some employees who elected to accept a VERA/VSIP to “save” another employee (or perhaps themselves) from a potential RIF, there is still much to be done to reach our FY10 funding targets by the end of FY12.

To meet this challenge, the Air Force has been granted a flexibility that will allow the movement of an Air Force employee across activity lines to a VSIP-created vacancy at another activity or installation. That means we can offer a VERA/VSIP to an employee serviced by Ramstein to save an employee serviced by another CPS as long as there is no other employee at the gaining installation who could be placed into the VSIP created position. VSIP offers will be determined first by looking within the local commuting area. This is a standard process. If no matches exist, we will work with our MAJCOM to determine if there are matches at other USAFE installations.

We will issue the survey for Round III the week of 1 May 12. Interested employees will be required to submit their applications to the CPS no later than 18 May 12 for approval consideration. Offers will be sent to eligible applicants by 25 May 12. Retirement applications will be due to BEST no later than 1 June and employees approved for separation

retirement will be separated on 31 Aug 12.

As with our last round, we will send the notifications out through mass e-mails to the organizational commanders as well as placing them on our website at:

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

## Organizational Integration Management (OIM)

In an effort to field knowledge of OIM program for Non US employees and to improve participation at the supervisory level, the Civilian Personnel Section is now offering a 3 hour class for all supervisors of Non US employees. The class will be taught in the CPS building 2120, second floor room 207/209 on 4 occasions during Apr and May 2012. The course refreshes the basic understanding of the German health insurance system (versus US sick leave), familiarizes supervisors with legal and tariff provisions in the area of Non-US sick absence and provides knowledge of employee rights and obligations. The course focuses on the supervisor's role and responsibilities as well as tools for monitoring and controlling sick absence. In that context, special emphasis will be given to the OIM Program and other tools to cope with long-term sick absences. If classes are full, please make sure to put your name on the waiting list, just so we have some idea how many additional classes will be required to provide training to all the supervisors. Since execution of the OIM program is a German legal requirement, this is a mandatory training course, for all first line supervisors of Non US personnel. Contact 86 FSS/FSPCR at 480-2167 for more information.

## Daylight Savings Time Begins

Daylight savings time begins on the last Sunday in March. On 25 March 12 at 0200, clocks will be set forward one hour to 0300. Civilian employees working on a tour of duty when daylight saving time goes into effect are credited with the actual number of hours worked on the tour of duty. The hour lost as a result of the change is charged to annual leave, compensatory time used, credit hour used, or leave without pay, whichever is applicable with the employee's request. Employees may be allowed to work 1 hour beyond the end of their shift. For additional information please contact the POC at 480-7608 or 478-6707.



## Air Force Civilian Drug Reduction Program (AFI 44-107)

Changes in AFI 44-107 created quite a stir last year when the number of Appropriated Fund and Non-Appropriated Fund employees were subject to random drug testing based upon the security classification of their position.

Recently we received an update to the AFI that again makes substantial changes. Some of the changes include:

- Reference to mandatory drug testing positions coded with a Position Code 5 and/or 7 have been deleted. However, the Testing Designation Position (TDP) requirement still applies to positions that impact national security, public health and safety, protection of life and property, or otherwise require a high degree of trust and confidence.
- Tentative selectees within the federal or military services will not be required to take a pre-employment drug test if they are currently in a TDP and moving to a new TDP.
- Attachment 3, Air Force Non-appropriated Fund Civilian Drug Testing positions, is deleted.
- Attachment 2, Air Force Appropriated Fund Civilian Employee Drug Testing Designated Positions, will now apply to both appropriated and non-appropriated fund positions.
- Positions requiring access to Secret, not meeting criteria for other Categories or Types of positions in Attachment 2 may be testing designated. Instructions for approving such positions are contained in Attachment 2 under Category II – Preferred TDP, Type 5.
- Two occupational series were added as TDPs to Category 1 – Presumptive under Type 2, Motor Vehicle Operator: 5704, Forklift Operator; and 5705, Tractor Operator.
- Type 5, Health and safety responsibilities involving a potentially dangerous instrument or machine was added to Category III – Discretionary TDP. Two occupational series were added as TDPs under Type 5; 3816, Metal Hobby Shop Instructor; and 4605, Wood-working Instructor.

Unless specifically mentioned above, all other requirements for tentative selectee drug testing remains the same.

To review the AFGM in its entirety, click on the E-Publishing Link below:

<http://www.e-publishing.af.mil/shared/media/epubs/AFI44-107.pdf>



### HR Advisory 2012-11: Civilian Conduct and Responsibility

The purpose of this HR Advisory is to announce the publication of Air Force Guidance Memorandum (AFGM) to AFI 36-703 (AFI36-703 AFGM1), Civilian Conduct and Responsibility. Compliance with this Memorandum is mandatory. This guidance adds a new "Section E, paragraph 9-Violence in the Workplace".

Link to HR Advisory:

<https://gum-crm.csd.disa.mil/ci/fattach/get/1801946/1332253666/redirect/1>

## AF Personnel Services Website Video Overview

AFPC has recently released a video tutorial which introduces new employees to the AF Personnel Services (AFPERS) website. This video provides an overview of the knowledge and applications available to the civilian workforce and may be incorporated into new employee in-processing sessions. It can also be used to refresh existing employees on the resources available to them on AFPERS.

You can access the video from the AFPERS front page <https://gum-crm.csd.disa.mil/app/landing>. Under "I Would Like To..." , click on "Learn how to Navigate AFPERS", or Search on "Show Me How". Alternately, this URL directly links to the video.:



<https://gum-crm.csd.disa.mil/ci/fattach/get/1786473/1331392713/redirect/1>

You can also access the video from the AF Portal and the AF Public website using the URLs below.

AF Portal: Select "Civilian basics" at this link.

<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentId=c88B4F00B33ACA0AB0133ADF5524C0128&channelPageId=s6925EC1350690FB5E044080020E329A9>

AF Public Website:

1. Select "AFPERS Civilian Basics Show Me How" at:

[http://www.afpc.af.mil/afpers\\_vodcasts/index.asp](http://www.afpc.af.mil/afpers_vodcasts/index.asp)

2. Associated news article is at: <http://www.afpc.af.mil/news/story.asp?id=123292471>

### HR Advisory: 2012-13 Civilian Developmental Education (CDE) Nomination Submission Process

The purpose of this advisory is to provide instructions on the new Civilian Developmental Education (CDE) submission process.

Link to HR Advisory:

<https://gum-crm.csd.disa.mil/ci/fattach/get/1802003/1332254597/redirect/1>

### DCPDS Training Dates

Are you a new RPA generator for your organization? Been doing it for a while, but keep encountering the same issues? Feel like you need a refresher? Whatever your reason, if you initiate RPAs please mark your calendar to attend one of our upcoming training opportunities:

**18 Apr 2012**

**15 May 2012**

**14 Jun 2012**

**18 Jul 2012**

**15 Aug 2012**

**12 Sep 2012**

**16 Oct 2012**

**15 Nov 2012**

**13 Dec 2012**

For more information or to sign up send an email to [86fss.dpccustomerservice@ramstein.af.mil](mailto:86fss.dpccustomerservice@ramstein.af.mil) or call DSN 478-7154.



# Military Deposit

FERS employees can make a military deposit if they wish their military service to be creditable towards FERS retirement. For periods of active military service prior to 1999, the deposit equals 3% of your military base pay. For periods of service performed during 1999 the deposit equals 3.25%; and during 2000 the deposit equals 3.40%. After 31 December 2000 the deposit returns to 3% of your military base pay.

FERS law provides a 2-year interest-free grace period on military deposits. After the grace period, interest begins to accrue and is compounded annually; although no interest will be due if the deposit is paid in full before a full year minus one day goes by following the grace period. The earlier you pay the deposit the less interest you will have to pay, so the sooner you pay the deposit the better. However, the deposit must be paid in full before you retire.

Procedures in making a Military Deposit are located at the following link:

[https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/17352/kw/military%20deposit/r\\_id/100169](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/17352/kw/military%20deposit/r_id/100169)

# Emergency Essential

You may have heard of “Emergency Essential” positions and wondered what that meant. More and more civilians are needed to support contingency operations. Here is an explanation of what it is, and when it is appropriate to designate a position as Emergency Essential (E-E).

Department of Defense (DOD) Directive 1404.10, paragraph E2.1.5, defines Emergency Essential (E-E) positions as one that “is required to ensure the success of combat operations or to support combat-essential systems subsequent to mobilization, an evacuation order, or some other type of military crisis. The position cannot be converted to a military position because it requires uninterrupted performance to provide immediate and continuing support for combat operations and/or support maintenance and repair of combat-essential systems.”

All civilian employees deploying to combat operations or crisis situations are considered E-E. These positions are typically located overseas, or are positions that would

require the incumbent to be transferred overseas during a crisis situation. An E-E employee can be either a temporary or permanent employee with the Department of Defense, whose position duties meet all of the following criteria:

1. Provides immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces;
2. Performs that duty in a combat zone after the evacuation of nonessential personnel, including any dependents of members of the armed forces, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone;
3. Converting the position to one authorized to be filled by a member of the armed forces is not practicable because of a

necessity for that duty to be performed without interruption.

Managers should attempt to fill E-E positions with employees who volunteer to occupy such positions and who sign the E-E agreement (DD Form 2365). There may be an unforeseen circumstance, crisis, or emergency situation making it necessary to identify positions as E-E that were not previously identified as E-E. In this situation, employees may be involuntarily assigned to E-E positions.

The position description of each E-E position must be identified as an E-E position. An example of a statement designating a position as E-E can be found in DoD Directive 1404.10. E-E positions must be documented in Defense Civilian Personnel Data System (DCPDS), and vacancy announcements must identify the position as E-E. Employees and management must sign a copy of the DD Form 2365 which is filed in the Official Personnel Folder (OPF).



## USAFE Instruction 36-713, “Staffing of Non-US Positions” formally released

USAFE Instruction 36-713, Merit Promotion and In-Service Placement Program (Non-US Citizen Employees) dated 25 July 1997 has been superseded by a new USAFEI 36-713. This new instruction establishes policy and procedures for internal placement as well as external recruitment of non-US employees in Germany. To reflect these changes, the title changed from “Merit Promotion and In-Service Placement Program (Non-US Citizen Employees)” to “Staffing of Non-US Positions”.

Items listed below have been adjusted or newly introduced:

1. Commanders, supervisors, and selecting officials will
  - a. refrain from hiring, promoting, favoring or supporting the employment of their family members and relatives (nepotism). (Definitions as to family members/relatives are outlined in the regulation);
  - b. accept surplus Non-US employees referred based on a mandatory placement right due to reduction in force (RIF);
  - c. accept placement of employees incapacitated to perform in their current position due to medical reasons or disability if a suitable position is or becomes available within the same organization;
  - d. give priority consideration to employees referred for placement due to medical reasons or disability from outside the organization;
  - e. make efforts to return employees with pay protection to their original pay grade;
  - f. assure employees selected for a promotion or reassignment, are released within 30 calendar days after completion of the selection process. (Note: CPO will notify the selecting official and selected candidate upon completion of all legal and regulatory requirements.)
2. Selecting officials have the option and are highly encouraged to interview candidates referred for selection. Provided the selecting official decides to conduct interviews, the following minimum requirements are established:
  - a. Internal recruitment process: If an internal position announcement produces up to five (5) applicants who meet the basic qualification requirements in terms of education, training and experience, they must all be interviewed. If more than five applicants are referred for selection, the supervisor/selecting official must interview at least five (5) applicants.
  - b. General announcement process: If the general position announcement produces up to three (3) applicants who meet the basic qualification requirements, they must all be interviewed. If more than three applicants are referred for selection, at least three (3) must be interviewed.
3. The competitive recruitment process (in deviation from above mandatory recruitment actions) is initiated by the position announcement. There are two categories of announcements:
  - a. **Internal (US Forces) announcements** are published for positions in certain wage and salary groups and starting at certain wage and salary grades (exception: positions to be filled without a material reason on a temporary basis). The minimum announcement period is 10 work days.
  - b. **General announcements** will be published for lower graded positions or positions for which the internal announcement is not likely to produce candidates or a sufficient number of candidates. These positions will be advertised with weekly vacancy lists.

Positions with a traditionally high turnover rate can be published by “open continuous announcements” for a minimum period of three months.

The new instruction can be found under link below:

<http://www.e-publishing.af.mil/shared/media/epubs/USAFEI36-713.pdf>



## Zahlung von Erschwerniszulagen an Nichtamerikanische Arbeitnehmer/innen: (Ref.: TVAL II, Para 21, Ziffer 4 und Anhang S, sowie USAFEI 36-723, Kapitel 11)

Sobald eine Dienststelle feststellt, dass unter gefährlichen, gesundheits-gefährdenden oder anderen erschwerten Arbeitsbedingungen gearbeitet wird, wird sie versuchen diese Umstände zu eliminieren. Das Personalbüro wird eine Überprüfung vor Ort machen und, falls notwendig wird Management die entsprechenden Sachverständigen, aus den Bereichen Sicherheit oder Arbeits- und Gesundheitsschutz, hinzuziehen um das Vorhandensein und Intensität der erschwerten Arbeitsbedingungen festzustellen. Sollte es Schutzkleidung und –Arbeitsgeräte zum Schutz der Arbeitnehmer geben, so werden diese unentgeltlich zur Verfügung gestellt.

Das Tragen oder die Benutzung von Arbeitssicherheit-relevanten Utensilien eliminiert nicht den Anspruch auf Zahlung von Erschwerniszulagen, wenn die Tätigkeiten weiterhin unter erschwerten Arbeitsbedingungen gemäß TVAL II, Para 21, Ziffer 4, sowie Anhang S und USAFEI 36-723, Kapitel 11, verrichtet werden.



Sobald alle Beteiligten das Arbeiten unter erschwerten Bedingungen bestätigt haben, wird eine USAFE Form 818, Positions Exposed To Severe Conditions, erstellt um die Position zu erfassen, welche diesen Konditionen ausgesetzt ist.

Das Original des Formblattes wird im Personalbüro aufbewahrt und eine Kopie bleibt bei dem/der Vorgesetzten, wo die gearbeiteten Zeiten unter erschwerten Bedingungen, erfasst werden, sowie dem Management und den involvierten Sachverständigen, aus den Bereichen Sicherheit oder Arbeits- und Gesundheitsschutz. Ab diesem Zeitpunkt ist die Zahlung einer Erschwerniszulage zulässig. Sollte ein Arbeitnehmer bereits im Vorfeld die Zahlung von Erschwerniszulagen beantragen, so wird Management diese Zeiten festhalten und nach Bestätigung der erschwerten Arbeitsbedingungen die Zahlung der Erschwerniszulage veranlassen.

## Payment of Severity Allowance for Non-US employees: (Ref.: CTA II, Article 21, Para 4 & Appendix S and USAFEI 36-723, Chapter 11)

When an employing agency detects dangerous, health-hazardous, or other severe working conditions, it will try to eliminate such a condition. Civilian Personnel Staff will conduct an onsite visit, and if necessary, management will obtain support from safety and/or, as appropriate, industrial hygiene authorities to determine the presence and intensity of severe working conditions. If protective clothing or equipment can be used to protect exposed employees, management will supply these items at no cost to personnel.

Utilizing protective gear and/or equipment does not eliminate employee's entitlement to SA payment if their activities still are exposed to the severe working conditions specified in CTA II, Article 21, Para 4 & Appendix S and USAFEI 36-723, Chapter 11.

Once the severe working conditions are confirmed, by Civilian Personnel Staff, the supervisor, resource advisor or management officials, and –if necessary - safety or industrial hygiene authorities, a USAFE Form 818, Positions Exposed To Severe Conditions, will be filled out. Civilian Personnel Staff will maintain the original and the immediate supervisor, keeping track of the time spent under severe working conditions, management, and if applicable, the safety and/or industrial hygiene authorities will keep a copy.

At this point, employees may receive payment of severity allowance. Should an employee request SA payment before a final determination is made, management will record hours of exposure and, once the severe working conditions are verified, report these hours for payment retroactively.

## Uebertragung, Planung und Erteilung von Jahresurlaub

Die Arbeitsunfähigkeit eines Arbeitnehmers liegt dann vor, wenn er an einer Krankheit leidet, die ihm das Arbeiten unmöglich macht. Das ist der Normalfall, der in der Regel keine rechtlichen Probleme aufwirft. Der Vorgesetzte nimmt die Krankmeldung zur Kenntnis, der Betreffende ist von der Arbeit freigestellt und der Arbeitgeber leistet die Entgeltfortzahlung (EFZ).

Ein Arbeitnehmer ist aber auch dann arbeitsunfähig, wenn er Schonung braucht, weil seine Krankheit sich sonst verschlimmert, wenn er sich einer medizinisch notwendigen Maßnahme, z.B. einer Operation unterzieht und erst dadurch an der Arbeit gehindert wird, oder wenn ein Hilfsmittel, das er bei seiner Tätigkeit benötigt, etwa eine Beinprothese, defekt ist. Als Maßstab für die Arbeitsunfähigkeit muss immer die jeweilige vertraglich vereinbarte Tätigkeit des Arbeitnehmers zugrunde gelegt werden. Wer z.B. an einer Knieverletzung leidet, kann keine Arbeit im Stehen oder Gehen ausüben und keine Lasten tragen, ist aber möglicherweise zu einer sitzenden Tätigkeit in der Lage. Deshalb hat der Arzt nicht nur die Krankheit, sondern auch die Arbeitsunfähigkeit zu bescheinigen. Er hat die tätigkeitsbedingten Anforderungen und Belastungen bei der Beurteilung von Grund und Dauer der Arbeitsunfähigkeit zu berücksichtigen.

Wenn ein Arbeitnehmer, der z.B. wegen Grippe arbeitsunfähig erkrankt ist, hustend an seinem Arbeitsplatz erscheint und erklärt, er fühle sich fit und wolle wieder arbeiten, stellt sich die Frage: Darf der Vorgesetzte ihn arbeiten lassen? Die Arbeitsunfähigkeitsbescheinigung des Arztes stellt kein Beschäftigungsverbot dar. Sie bedeutet nur, dass der Betreffende berechtigt ist, während der attestierten Dauer der Arbeitsunfähigkeit die Arbeit einzustellen. Er kann also entscheiden, ob er trotz Erkrankung arbeiten will. Der Vorgesetzte sollte jedoch den Arbeitnehmer auffordern, eine frühzeitige Rückkehr an den Arbeitsplatz mit dem behandelnden Arzt und der Krankenkasse abzuklären, um mögliche Nachteile zu vermeiden.



## The Difference Between Unfitness for Work and Sickness

An employee is unfit for work when he suffers from a sickness that makes it impossible for him to do his job. This is the normal case that usually does not lead to legal problems. The supervisor takes note of the sick slip, the employee concerned is released from work and the employer continues payment of earnings.

However, an employee is also unfit for work if he needs protection because the sickness becomes worse, if he undergoes an operation and this causes the unfitness for work or, if an aid the employee needs to perform his duties (e.g. artificial leg) is broken. The employee's contractual duties are always the basis for the evaluation of the unfitness for work. If an employee, for example, suffers from a knee problem he cannot execute standing or walking duties, or carry weights, but might be able to do sedentary duties. Therefore, the doctor has not only to confirm the sickness but also the unfitness for work. He has to consider the type and scope of the job duties when deciding about duration and reason for the unfitness for work.

If an employee, who is unfit for work due to a flu shows up at his workplace and says that he is fit for work the question is, can the supervisor allow him to work? The doctor's sick slip is not a ban on work. It only means that the employee is allowed to cease work during the period of confirmed unfitness for work. This means the employee can decide if he wants to continue working despite being sick. The supervisor, however, should request the employee to sort out an early return to work with the treating physician and the sick insurance to avoid possible disadvantages.



