



June/July 2012

Manpower & Personnel Flight Newsletter



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A Word From Our Flight Chief

Welcome to the Summer Edition of our newsletter! We have a full edition for you and have added a Manpower Section to spread the word on the IDEA program, PECEI program and much more—keep watching our newsletter for more information.

We say a fond farewell to Lt Col Alcott and wish him all the best in his new assignment! Welcome to our new commander, Lt Col Washington; we look forward to working with you!

The weather is wonderful and it's a great time to go out and explore Europe. If you have any questions about leave, please give us a call at 478-6707.

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
Manpower & Personnel Flight Chief
People, Pride, Performance...Always!



DoD Operation Employment Career Fair

The Department of Defense (DoD) Operation Employment Career Fair held at Ramstein, on July 24, 2012, was a big success.

This was organized for military Service Members, Wounded Warriors and their spouses as they prepare to transition out

of the military. For more information, click [here](#).

Their next event will be a Career Fair at Anchorage Alaska looking for Civilian Police Officers. Information will be found in their website at <http://www.afciviliancareers.com/featuredjobs/>



Military OneSource Spouse Career Center



The Military OneSource Spouse Career Center, or the

SCC, offers comprehensive

spouse education and career opportunities that aim to put you on a solid career path via the following four key pillars: Career Exploration, Education and Training, Employment Readiness, and Career Connections. The site also included information on career planning,

communication in the workplace, effectiveness at work, management skills and managing employee problems.

Explore. Achieve. Thrive.

<http://www.militaryonesource.mil>

Career Tips - Military Transition

Whatever your rank or length of service, you have invested yourself in the armed services and have grown accustomed to the military's unique lifestyle. Leaving the military involves decisions and activities. With preparation, you can enjoy a

smooth transition and many rewarding years as a civilian. The following guide



provides resume and career tips:

https://www.usaedfoundation.org/Military/military_539_life_after_the_military

G.I. Jobs Magazine

The transition and job magazine provides information, resume tips, career guides and more. Click on the link below or pick up a copy at the A&FRC.

<http://www.gijobs.com/>

Military and Family Life Consultants



The A&FRC offers access to the Military & Family Life Consultant Program (MFLC). Counselors are available to provide short-term, situational, problem-solving and counseling services to you and your family. Refer-

als are not required and no records are kept. If you need to contact a consultant, the numbers are 0152-0266-3352 or 0152-2421-1233. Military & Family Life Consultants are here to support you; help is just a call away.

Ramstein Airman & Family Readiness Center

The A&FRC is committed to helping Airmen and their families. They offer classes on resume writing, stress management, transition assistance programs and much more!

Call 480-5100/5900 to find out more or visit them in building 2120. You can also follow them on Facebook at www.facebook.com/pages/Airman-and-Family-Readiness-Center-Ramstein-AB/221064367936746.



Keep Informed!

The AFPC AF Careers Twitter site provides frequent updates on a variety of topics – to learn more – click here!
<http://twitter.com/#!/afcareers>



Being in the military can be stressful for service members and their families. Everyone reacts to

stress and traumatic experiences differently, and some

may feel angry or isolated while they are dealing with difficult circumstances. These reactions can be common responses to life events. However, for some, these feelings may be signs of more serious conditions, including depression, traumatic brain injury or post-traumatic stress disorder. People coping with these concerns may feel like

there is no escape from their symptoms, leading them to have thoughts of suicide. Fortunately, tools for resilience and recovery are available.

http://www.health.mil/News_And_Multimedia/Special_Features/suicide-prevention-awareness.aspx



USAFE U.S. Civilian Hiring Incentive Guide Principals

Recruitment, Relocation, and Retention Incentives will only be used for hard-to-fill positions. They may be used in conjunction with a competitive fill, a Management Directed Reassignment, Change-to-Lower Grade (CLG) or a Non-Competitive Re-promotion personnel actions. The purpose of incentives is to increase the likelihood of high-quality applicants/employees applying for hard-to-fill positions. Remember, this is a tool and should only be used to encourage applicants to seek AF civilian positions.

The criteria for offering an incentive are based on a position analysis. Each incentive paid is based on a determination that the office with the vacancy would encounter difficulty in filling the position without the incentive. If an incentive will be

offered, it must be annotated on the RPA checklist when the Request for Personnel Action is submitted to the CPS.

The following criteria have been established to assist managers in determining if an incentive is appropriate:

1. The need for Expedited Hiring Authority (EHA)/Direct Hiring Authority (DHA)/Schedule A Authority for Cyber positions.
2. DoD/AF Mission Critical Occupations (MCO).
3. Less than 5 eligible applicants on a previous/similar Referral Certificate – same series, grade and location.
4. Located at hard-to-fill (HTF) locations as determined by the CPS.
5. Previous RPA's historically have taken more than 300 days to fill.

Your CPS can provide additional information; however, the approval of an incentive should only be used as a negotiating tool for selecting supervisors. As such, the selecting official may choose to offer the potential selectee an incentive that is less than what was originally approved or offer nothing at all if the manager does not believe it is necessary to offer the incentive to have an applicant accept a job offer.

Recruitment Bonus Factsheet: <http://www.opm.gov/3rs/fact/REC BONFS.asp>

Relocation Bonus Factsheet: <http://www.opm.gov/3rs/fact/REL BONFS.asp>

Retention Bonus Factsheet: <http://www.opm.gov/3rs/fact/RET ALLFS.asp> and <http://www.opm.gov/3rs/fact/RET INCFED.asp>



USAFE U.S. Civilian Locally Funded PCS Guidance

PCS costs are not traditionally a part of the “3 R” – Recruitment, Relocation, Retention – it is a tool that is often used to attract qualified candidates to accept positions in USAFE when local recruitment efforts do not provide the required skills/experience. In USAFE, paying of PCS costs also gives an employee Living Quarters Allowance (LQA) entitlement, so the use of PCS funding should be used only when a local candidate cannot be found.

Employees are never authorized to pay to relocate themselves to USAFE. Therefore, any recruitment outside the commuting area must authorize PCS.

A statement is required on the vacancy announcement whether or not PCS costs will be paid. If PCS costs are not authorized, a manager may NOT make a selection of an employee whose employment would create a PCS obligation by default; i.e., VEOA, NAF Interchange, etc. Since AFPC is required to refer all candidates, the CPS will be available to assist managers in understanding these unique OCONUS limitations.



Implementation of DoDI 1400.25:

Overseas Allowances & Differentials

Effective 23 February 2012, Volume 1250 of the Civilian Personnel Manual was revised. It sets forth the conditions for payment of overseas allowances for DoD employees.

The provisions on Living Quarters Allowance (LQA) for employees who own or purchase Privately Owned Quarters (POQ) while occupying rental quarters in the local area were changed (Encl.2 I.). This means that employees who own quarters but reside in rental quarters within the local area for which they draw LQA will lose eligibility for this allowance. In accordance with legal statutes we are required to ter-

minate these payments effective the date of this letter. If you are affected by these changes you will be contacted by our staff shortly to determine details and to discuss further steps to include possible garnishment of overpayments as of the effective date of this letter.

Recipients of LQA are now required to utilize the Utility Tax Avoidance Program (UTAP) (Encl.2 n.) to be eligible for the utilities portion of LQA. This applies to all areas where pertinent agreements exist between local utility providers and our Tax Relief Office. You will have 60 days to submit your applica-



tions from the date of this letter.

To find out more on the application for the UTAP or if you are affected by the changes under para.2 please contact Ms. Susanne Lombard or Ms. Christiane Goede at DSN 480-5774, or via e-mail Su-sanne.Lombard.de@ramstein.af.mil or Christiane.Goede.de@ramstein.af.mil

Ref: DoD Civilian Personnel Management System: Overseas Allowances and Differentials
<http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1250.pdf>

Spotlight on Regulations

DoD Civilian Personnel Management System: Overseas Allowances and Differentials
<http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1250.pdf>

Department of State Standardized Regulations
http://aoprals.state.gov/content.asp?content_id=231&menu_id=81

Joint Travel Regulations
<http://www.defensetravel.dod.mil/site/travelreq.cfm>

Employment of Retired Members of the Armed Forces
<http://www.dtic.mil/whs/directives/corres/pdf/140201p.pdf>

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

Staffing Civilian Positions (Chapter 6)
<http://www.e-publishing.af.mil/shared/media/epubs/AFMAN36-203.pdf>



AF Officials Launch Online Civilian Retirement Tool



Air Force human resources officials added a new feature in May to the Employee Benefits Information System Web application that allows Air Force appropriated fund civilians to request benefits-related actions online. The HR Link module will help civilians prepare for retirement, request a retirement estimate and acquire the necessary paperwork to pay a military or civilian deposit. To see the full story, click here: <http://www.af.mil/news/story.asp?id=123305615>

Health and Wellness

The TRICARE Beneficiary Bulletin 167 is now available at <http://www.tricare.mil/mediacenter>
Listen to this week's TRICARE Beneficiary Bulletin to hear about:

- Severe Weather
- World No Tobacco Day
- ECHO

Their other newsletters and information can be found at:

<http://www.tricare.mil/tricaresmart/Categories.aspx?RID=4>



Summer Safety - Be Cool, Be Safe

Having fun is what summer is all about. People will be heading off to beaches, cookouts, and campgrounds. This season, the Military Health System is helping service members and families to take care of each other by encouraging co-workers, families, and friends to make the summer season fun, make it safe! http://www.health.mil/Themes/Outdoor_Safety.aspx

New AF CEW Application

OSD has recently changed how they advertise CEW opportunities on their website. OSD has stopped advertising specific requirements (position numbers) and are now advertising by Job Categories and GS Series numbers. Check out OSD deployment opportunities at: <http://www.cpms.osd.mil/expeditionary/>

For more deployment information, check out the AF civilian Readiness CoP at: <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-37>

Post Allowance Decrease Effective 15 July 2012

The State Department decreased the post allowance rates for DoD civilians for Ramstein effective 15 Jul 12. The typical PA recipient, GS-12 with one family member, annual salary \$60,000, will have a decrease from \$8,340 to \$5,560 per year, or from \$319.01 to \$212.67 per pay check. The rate was decreased from 30% of the spendable income to 20%.

This is the lowest the rate has been in at least five years. Please call the allowances office 480-5774 if you have any questions.



What is AFPAAS?

The Air Force Personnel Accountability and Assessment System (AFPAAS) standardizes a method for the Air Force to account, assess, manage, and monitor the recovery and reconstitution process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. AFPAAS provides valuable information to all levels of the Air Force chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

To keep mission ready, please ensure your Total Force Airmen verify/update their personal information in AFPAAS. This will ensure we achieve accountability in the most effective and efficient manner possible.

Below are a few simple steps to update personal information:

1. Go to <https://afpaas.af.mil>

2. Select the "Airmen/Civilians" button
3. Login to AFPAAS using a Common Access Card, username/password, or personal information

Note: The AFPAAS can also be accessed from the Air Force Portal, AF.mil and the Air Force Personnel Center website (www.afpc.randolph.af.mil).

Once on the AFPAAS site, you will notice five tabs: "Home," "My Info," "Assessment," "Reference" and "Help" to assist in navigating the web page.

Using the "Home" tab allows you to view announcements and lists current events, available resources and other useful links. "My Info" gives you the opportunity to update personal and family member information.

If you access the "Assessment" tab and you are not affected by

an event, you will get a "thumbs up." If you are affected, you will be asked to complete a short accountability assessment for you and your family members.

The "Reference" tab lists key phone numbers and points of contact for agencies, such as the Air Force Personnel Readiness Center, Federal Emergency Management Agency, Defense Enrollment Eligibility Reporting System, American Red Cross and Tricare. The last tab is "Help," which allows you to provide feedback regarding AFPAAS in the spirit of constant improvement.

Additional information concerning personnel that might be in unique situations or are unreachable can be found at:

<http://www.kaiserslauternamerican.com/article.php?i=19366>



Annual Leave

An employee may use annual leave for vacations, rest and relaxation, and personal business or emergencies. An employee has a right to take annual leave, subject to the right of the supervisor to schedule the time at which annual leave may be taken. An employee will receive a lump-sum payment for accumulated and accrued annual leave when he or she separates from Federal service or enters on active duty in the Armed Forces and elects to receive a lump-sum payment.

Supervisors should communicate their leave approval procedures to their employees and work with their employees to ensure leave is being used to avoid a use or lose balance at the end of the year. If you have any questions, please contact our Employee Management Relations section at 480-7608 or 478-6707. <http://www.opm.gov/oca/leave/html/annual.asp>



On 15 May 02, Congress enacted the “Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002”, AKA the No FEAR Act. One purpose of the Act is to “require Federal agencies to be accountable for violations of antidiscrimination and whistleblower protection laws”. (Public Law 107-174). In support of this purpose, Congress found that “agencies cannot be run effectively if those agencies practice or tolerate discrimination.”

The Air Force is committed to providing a work environment where military members and civilian employees are treated with respect and dignity. Harassment of any person based on race, color, sex, religion, national origin, age, disability, reprisal or any other category protected by law or policy will not be tolerated. Harassment by anyone, including harassment by any manager, supervisor, work leader, co-worker, or contractor is strictly prohibited. Violators face the possibility of removal from employment or other appropriate disciplinary action. Harassment includes unwelcome conduct, whether verbal, physical or visual, which creates an intimidating, offensive, or hostile work environment or that unreasonably interferes with job performance.

If you believe you have been the victim of unlawful discrimination on the basis of race, color, religion, sex, age, national origin, disability or reprisal for participating or supporting Equal Employment Opportunity (EEO) laws, you must contact an EEO counselor within 45 calendar days of the alleged discriminatory action, or, in the case of a personnel action, within 45 calendar days of the effective date of the action, before you can file a formal complaint of discrimination within the Air Force.

Whistleblower Disclosures

A “Whistleblower” discloses information he/she reasonably believes is a violation of any law, rule or regulation, gross management, a gross waste of funds, an abuse of authority or a substantial and specific danger to public health or safety. The Whistleblower Protection Act was established to protect whistleblowers from reprisal and retaliation for their reporting of fraud, waste, or abuse (FWA). For more information, contact US Office of Special Counsel, 1730 M Street, NW, Suite 218, Washington, DC 20036-4505 or call 1-800-872-9855. To file a complaint, please contact 1-800-872-2249; hearing and speech disabled federal relay service 1-800-877-8339. Updated and detailed information on the Office of Special Counsel and procedures are available at <http://www.osc.gov>.



Prohibited Personnel Practices

Prohibited Personnel Practices are those things a Federal employee with personnel authority may NOT do. A Federal employee has personnel authority if they can take, direct others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, and training. Changes to the law were made to protect whistleblowers and people with veteran's preference. A personnel action includes any significant change in duties, responsibilities, or working conditions which is inconsistent with the employee's salary or grade. People with personnel authority – managers and supervisors – **MAY NOT:**

- Discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;
- Request or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
- Coerce the political activity of any person;
- Deceive or willfully obstruct anyone from competing for employment;
- Influence anyone to withdraw from competition in an effort to improve or injure the employment prospects of any person;
- Give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;
- Engage in nepotism (i.e., hire, promote, or advocate the hiring or promotion of relatives);
- Engage in reprisal for whistleblowing – generally, a person with personnel authority cannot take or fail to take a personnel action with respect to an employee or applicant because of a disclosure of information by the employee or applicant that he or she reasonably believes evidences a violation of a law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. The prohibition does not apply, however, if the disclosure is barred by law or is specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs, **except** when such a disclosure is made to the Special Counsel, the Inspector General, or a comparable agency official.
- Take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law;
- Discriminate based on personal conduct which is not job-related and does not adversely affect the on-the-job performance of an employee, applicant, or others;
- Take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate a veterans' preference requirement; or
- Take or fail to take a personnel action, if taking or failing to take the action would violate any law, rule or regulation implementing or directly concerning merit system principles at 5 U.S.C. § 2301.

Federal Employees



The Office of Personnel Management helps attract the best workforce and leadership talent to the Federal Government by providing traditional and contemporary new benefits to employees, retirees and their families. Click here for more information About your Employment, Tools and Resources, Training and Development, and Quick Links: <http://www.opm.gov/federal/>

Interview Questions

Recently AFPC changed the expiration date of a referral certificate to 15 days. Interviews are a crucial part of the hiring process and the interview guidelines at the link below will help you create interview questions and provides a list of topics and questions that should not be asked during an interview.

http://www.cpms.osd.mil/ASSETS/9E4EB07415974D20898BEA7841584E14/Toolkit_Interview_Guidelines.pdf

Employment of Transgender Individuals

It is the policy of the Federal Government to treat all of its employees with dignity and respect and to provide a workplace that is free from discrimination, including sexual orientation. The Office of Personnel Management (OPM) has released guidance regarding the employment of transgender individuals in the Federal workplace:

www.opm.gov/diversity/Transgender/Guidance.asp

The OPM guidance addresses common questions about employment of transgender individuals as well as enlightenment about the challenges they face and how we can assist them in the workplace. OPM is collaborating with the Office of Diversity Management and Equal Op-

portunity to revise DoD Instruction 1020.02, Diversity Management and Equal Opportunity (EO) in the Department of Defense, February 5, 2009; and DoD Directive 1440.1, The DoD Civilian Equal Employment Opportunity (EEO) Program, November 21, 2003. These revisions will include specific guidance on human resources practices to assist transgender employees.

Additionally, a landmark ruling by the Equal Employment Opportunity Commission (EEOC) on April 20, 2012, announced that the Civil Rights Act of 1964 (Title VII) as amended, 42 U.S.C. Section 2000e et seq, protects employees who are discriminated against because they are transgender. In

its finding on the formal complaint of discrimination filed in *Macy v. Holder*, Appeal No. 0120120821, the EEOC concluded that "intentional discrimination against a transgender individual because that person is transgender is, by definition, discrimination 'based on . . . sex,' and such discrimination therefore violates Title VII." This decision is entitled to significant deference by the courts, and will be binding on all Federal agencies

Until official DoD policy becomes available, our practices and procedures should meet the intent of the guidance available from OPM as well as remain in keeping with the President's and the Department's commitment to supporting a diverse workforce.

AFPC Supervisory Resources

AFPC has created a new website for supervisors at www.managers.afciviliancareers.com If you have questions regarding fulfilling your responsibilities in managing human resources; this website will provide answers to typical questions related to this topic and includes instructional videos on Hiring and Workforce Shaping. Check this website often! It will be updated as content is added.

Common Questions:

Q: As a manager who is about to begin the hiring process, what do you need to think about and know before you even start the process of filling a job? Check the section entitled: Before You Begin to Hire

Q: How does a manager start the recruitment and hiring process? Check the section entitled: Start Hiring

Q: What options do you have in terms of filling your position from various sources of internal

and external candidates? Check the section entitled: Options for Filling a Position

Q: How are individuals evaluated and eventually interviewed and selected for jobs under both internal and external processes? Check the section entitled: Assessing and Interviewing Candidates

Q: Once you've made a selection, what do you need to do to get the selectee on board? Check the section entitled: Onboarding and Orientation

Q: Why is retention important to an organization and how can you, as a manager, be part of the solution? Check the section entitled: Retention

Q: What happens if there is a need to reduce the number of employees working for your organization and what role do you play in this process? Check the section entitled: Workforce Reshaping Procedures supporting a diverse workforce.



Reduction in Force (RIF)

Reduction in force (RIF) is a term that applies to very specific situations and is a uniform and systematic way of making organizational changes. To aid in understanding the procedures, AFPC has created Workforce Shaping Videos. Also, the Office of Personnel Manage-

ment (OPM) provides numerous resources and tools specifically for employees at OPMs Reduction in Force Employee Resources Portal.

AFPC RIF information:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18482

OPM RIF Information:

http://www.opm.gov/Reduction_In_Force/employee_resources/index.asp

Workforce Shaping Videos:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/14061

Innovative Development through Employee Awareness

With your Ideas we can do things —
Increase productivity, efficiency, and foster
continuous process improvement while
saving dollars and time.

Changing Your Air Force...One Idea at a Time!

What is the IDEA Program?

The IDEA Program encourages creative thinking and ensures all innovative ideas (especially those fostering continuous process improvement and productivity) are made available to benefit the Air Force and DoD. This customer-oriented program allows for the submission, evaluation, and both monetary/non-monetary recognition for approved ideas while providing timely responses to individuals and groups on idea status.



Who's eligible to submit an idea?

The following people meet the definition of employee and are eligible for monetary awards: All Air Force military members and AF federal civilian employees paid from AF appropriated funds, Air Force Reserve personnel on active duty orders. Air National Guard Title 5 & 10 U.S.C. employees, and Air Force retired military and civilian employees if idea(s) submitted prior to their official retirement date. The following people do not meet the definition of employee and are eligible for non-monetary awards: personnel not included in monetary awards such as contractors, non-appropriated fund employees (Refer to AFI 38-401 for a more expanded list of eligible employees.)

Is my idea eligible for submission?

For an idea to be eligible it must: be the submitter's own thought or a new application of an old principle, be submitted with the intent to benefit the Air Force, outline a specific area for improvement or be an "approved" Separate Process Document. Your idea must state the current method, procedure, task, directive, or policy. Explain the proposed method by stating the problem with the current method or why it should be changed. Provide a detailed description or solution on how to change the current method or implement the idea. NOTE: Any idea that needs a supporting document does not qualify but can be submitted as an "after the fact" or "confirmatory" idea when the document is approved.

How do I submit my idea?

Ideas are submitted through the IDEA Program Data System (IPDS) at (requires CAC Card): Click [Here](#)

Important LQA Information: Continuous Employment

One of the criteria used to determine personal eligibility of locally hired GS employees to receive Living Quarters Allowance (LQA), is continuous employment. That means – in order to be LQA eligible – an applicant must be able to prove that he/she has been continuously employed with the military or a US company since he/she left CONUS. **Please note: The applicable regulations have changed recently to require continuous employment with a single employer.** This is significant especially for military members who plan to leave the service and stay overseas, and for contractor employees looking to get into an appropriated fund job. If military members take any job (at the Club or the Bowling Alley for instance) between leaving the military service and being hired into a GS job, they will be disqualified from LQA when they finally do get picked up into a GS job. Also contract employees who apply for government jobs will not qualify for LQA if they were prior military overseas or if their employer changed during their assignment overseas. From a practical standpoint the “change of employer” may be a simple company name change - but it will have the same effect on the LQA eligibility. Please consider this in your life planning strategies before you accept jobs with other employers.



HR Link in EBIS

The Air Force Personnel Center Benefits and Entitlements Service Team (BEST) has launched the HR Link module in the Employee Benefits Information System (EBIS) web application. HR Link is a user-friendly, web-based tool that allows employees to submit requests for retirement estimates, military deposits, and civilian deposits. Employees can request a regular retirement estimate once every three years when they are within three years of retirement eligibility. Military deposits and civilian deposits can be requested whenever needed.

HR Link guides the employee through the application by asking a series of questions that

must be answered before the request can be submitted. This ensures BEST has all the information needed to complete the requested documentation according to the employee’s projected elections. The employee is required to enter a physical address, e-mail address, and phone number to ensure BEST has the correct contact information. Once a request has been submitted in HR Link, the information entered generates a request for a BEST counselor to complete the applicable retirement estimate, military deposit, or civilian deposit.

To access HR Link, log in to EBIS through the Air Force Portal or AFPC Secure. Detailed

instructions on how to access EBIS may be found on the myPers website at <https://mypers.af.mil>, keyword search 4872. Once logged into EBIS, select HR Link from the tool bar or application menu. After the employee has completed all questions for the requested action in the HR Link module and clicks the “Submit” button, he or she will receive a confirmation that the request was submitted. The employee may monitor the status of the request via the myPers website.

Employees can obtain additional information regarding HR Link via the myPers website at <https://mypers.af.mil>, keyword search 4408.

Advanced USAF Supervision Course

The AF has developed a new USAF Supervision Course for Supervisors with 3 or more years of supervisory experience. Like the basic USAF Supervisor's course, this advanced course is mandatory for the targeted group of people. For more details, please click [here](#).



Beantragung von Elternzeit • Request for Parental Leave

Arbeitnehmer/innen, die Elternzeit beanspruchen wollen, müssen dies spätestens sieben Wochen vor dem geplanten Beginn schriftlich beim Arbeitgeber (Vorgesetzten) beantragen.

Um Missverständnisse zwischen Arbeitnehmer/innen und Vorgesetzten zu vermeiden, für welchen Zeitraum die Elternzeit beantragt wird, soll auf dem Antrag Beginn und Ende der Elternzeit mit genauem Datum angegeben werden. Formulierungen wie Elternzeit „für ein Jahr“ sind zu unbestimmt und deshalb nicht ausreichend.

In der Vergangenheit kam es immer wieder zu Missverständnissen zwischen Arbeitnehmer/in und Vorgesetzten, weil z.B. der/die Arbeitnehmer/ in den Jahreszeitraum ab dem Ende des Mutterschutzes rechnete, der/die Vorgesetzte aber ab der Geburt des Kindes (oder umgekehrt).

Vorgesetzte, die solche unklar formulierten Anträge auf Elternzeit erhalten, sind gehalten mit dem/der Arbeitnehmer/in abzuklären, für welchen Zeitraum denn die Elternzeit gewünscht ist und dies mit dem genauen Datum auf dem Antrag zu vermerken.

Der Antrag soll zusammen mit einem Antrag auf Personalmaßnahme (Elternzeit) im Personalbüro eingereicht werden.

Employees who claim parental leave have to request such leave from the employer (supervisor) in writing at least seven weeks before the planned starting date.

In order to avoid misunderstandings between the employee and the supervisor, for which timeframe parental leave is requested, the request should include the exact date of the beginning and end of parental leave. Phrases like Parental Leave “for one Year” are too vague and therefore not sufficient enough.

In the past we repetitively had misunderstanding, as – for example – the employee counted the one year time period starting with the end of the mother protection period and the supervisor counted from the day of birth of the child (or vice versa).

Supervisors who receive such unclear requests for parental leave have to clarify with the employee for which timeframe exactly parental leave is requested and have to annotate the exact dates on the request.

The request should be submitted to the Personnel & Manpower Flight together with the Request for Personnel Action (Parental Leave).



Stelleneingruppierung für Nichtamerikanische Beschäftigte

Die Wertigkeit nichtamerikanischer Positionen wird **strikt** nach den Eingruppierungskriterien des Tarifvertrags für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (TVAL II), dessen **Gehaltsgruppendefinitionen und Beispielen** einschließlich aller Anhänge, sowie allgemein geltender oder Präzedenzfall setzender Eingruppierungsentscheidungen und Gerichtsurteile vorgenommen. Änderungen können nur nach vorherigen Verhandlungen und Einigung zwischen den Parteien des TVAL II – nämlich den Gewerkschaften und den Stationierungsstreitkräften – auf das Eingruppierungssystem der nichtamerikanischen

Beschäftigten einwirken und eingeführt werden. Insbesondere werden nichtamerikanische Positionen strikt in Übereinstimmung mit den Eingruppierungskriterien des TVAL II vorgenommen. Ein zusätzlicher und wichtiger Aspekt bei der Überprüfung einer Eingruppierung ist die Beachtung des sogenannten Fachrichtungscodes (AFSC) welcher mit der entsprechend genehmigten Planstelle verbunden ist. Dieser muss durch das Manpower Büro auf die ordnungsgemäße Ressourcenplanung (Nutzung) und die in der Stellenbeschreibung beschriebenen Kernfunktionen (Aufgaben und Zuständigkeiten) geprüft werden. Die

Eingruppierungsabteilung wiederum koordiniert alle Stellenbeschreibungen um eine korrekte Nutzung von genehmigten Planstellen sicherzustellen.

Auch muss in diesem Zusammenhang erwähnt werden, dass die Leistung eines Stelleninhabers kein Einstufungsfaktor ist, da die Lohn/Gehaltsgruppe einzig durch die Wertigkeit der Hauptaufgaben der Position bestimmt wird. Der richtige Weg, bzw. das richtige Mittel zur Anerkennung überdurchschnittlicher Leistung ist dabei das *Leistungsprämiensystem* für nichtamerikanische Beschäftigte (Non-US Awards Program).

Position Classification for Non-US Employees

The grade value of Non-US positions are **strictly** determined based on the grading criteria established in the Collective Tariff Agreement (CTA II), its **salary group definitions and examples**, including all applicable appendixes as well as prevailing or precedence setting classification decisions and court rulings. Changes to the Non-US classification and grading system can only be affected and implemented after prior negotiation and agreement between the

legal parties to the CTA II, i.e. the trade unions and the Stationing Forces in Germany.

Another aspect to be considered relates to the Air Force Specialty Code (AFSC) level connected to each UMD authorization. The manpower office verifies the proper characteristics of position functions/capabilities as well as the core functions (duties and responsibilities) described in the PD. The classification office will coordinate with the Manpower office

on all position descriptions to verify proper utilization of authorized manpower.

It must also be mentioned that a position incumbent's performance is not a grading factor as the grade level of a position is solely determined based on the value of the core duties assigned to the position. The proper avenue/tool for recognition of outstanding duty performance is the Non-US Awards Program.

VERHALTENSREGELUNG ZU ANZEIGE- UND NACHWEISPFLICHT BEI KRANKHEIT

Das Hauptquartier USAFE und die Hauptbetriebsvertretung USAFE haben sich auf eine Verfahrensregelung bzgl. Anzeige- und Nachweispflicht fuer Non-US Beschaeftigte bei krankheitsbedingter Abwesenheit geeinigt. Jeder Arbeitnehmer ist verpflichtet, diese Verhaltensregeln einzuhalten. Jeder Vorgesetzte von Non-US Arbeitnehmern/-innen hat die Einhaltung dieser Regeln umzusetzen und zu gewährleisten.

Für nähere Informationen beachten Sie bitte den beigefügten [Link](#).

Sick Absence Notification and Documentation

Headquarters USAFE and the USAFE Command Works Council have agreed upon a directive regarding Non-US employee obligations on proper notification and certification in case of sick absence. Each employee is expected and required to comply with the directive. Supervisors of Non-US employees are expected to enforce these rules and ensure compliance.

For further information please click [here](#).

Computer classes offered by the 86 FSS training department are available to all ID card holders. The classes include: Access, Excel, Introduction to Computers, Power Point, Maintenance for Computers, and One-on-One training sessions are also available. The computer lab is located in building 538 which is across the street from the Ramstein Library. All classes are offered monthly and can be customized to meet the needs of the students.

Please contact the 86 FSS Training Department at DSN: 480-5203, CIV: 06371-47-5203 or email: 86svs.training@ramstein.af.mil. Also visit www.86fss.com/ComputerClasses.html to see our webpage with more class information.

AF NAF Supervisor's Employee Work Folders

This 6-part folder consists of specific job related documentation generated throughout the course of the employee's employment. Each first-level supervisor maintains the employee folders in a secured place. Maintenance of and access to the folders by administrative or clerical personnel who are not the first-level supervisor is prohibited. The employee work folder will be maintained in the following order:

Part I- Position Description/Guide

Part II- AF Form 971, Supervisor's Employee Brief

Part III- Pending personnel action documents

Part IV- Employee recognition, Awards and Performance Evaluations

Part V- Employee Education and Training

Part VI- Miscellaneous information i.e., "utility copy" of AF Form 2545, leave schedules, health cards, etc. The losing supervisor sends the employee work folder to the gaining supervisor in a sealed envelope within 10 workdays after the employee moves to a different activity on the same installation. Destroy the employee work folder after 60 days when an employee is transferred to another AF installation or another agency.

