



Manpower and Personnel Flight News

October 2012

Inside this issue:

German-American Day	2
Breast Cancer Awareness Month	2
HR ADVISORY: Suspense RIP	3
Assisting Personnel in Distress	3
HR ADVISORY: Continuation of National Emergency	5
Diversity and Inclusion	6
Cyber Security Awareness Month	9
Don't miss the Vote	10
Hispanic Heritage Month	12
AFNet Migration	12
Energy Action Month	19
Training	4-6
Staffing	7-9
Entitlements	10-12
EMR	13-16
EMR: Benefits	17
NAF News	18-19
Manpower News	20
Non-US News	21-26

A Message From our Flight Chief

Welcome to our Fall Newsletter! We have a harvest of information for our Non-US, APF, NAF employees and our supervisors.

Your feedback is highly valued! Send 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](#).

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

Two Important Reminders:

Daylight Savings Time

Daylight Savings Time ENDS this Sunday, 28 October 2012 at 0300 hours. Please remember to set your clock back an hour (0200 hours).

Vote!

On Nov. 6, citizens of the U.S. will select their governmental leaders and shape democracy. Election Day offers each eligible U.S. citizens the opportunity to exercise their right to participate in the governmental process. For voting information, call the Installation Voting Office at 480-8683 or email vote@ramstein.af.mil.

German-American Day, 2012

***Presidential Proclamation --
German-American Day, 2012
BY THE PRESIDENT OF
THE UNITED STATES OF
AMERICA***

A PROCLAMATION

United by dreams of freedom, opportunity, and better lives for their families, generations of immigrants have crossed land and sea to pursue the American promise. With unflinching hope for the future they knew was possible here, German Americans have shared in that promise and contributed immeasurably to our Nation.

During the more than three centuries since the first German settlers arrived in North America, German immigrants and their descendants have played a vital role in every part of our society. With each generation, they have passed on to their children and grandchildren an enduring commitment to hard work, civic engagement, and family. Many German traditions are so in-



grained in our Nation's story that many people are unaware of their origins, but the indelible mark they have left on the character of our country is unmistakable.

The United States is proud to count Germany as one of our closest and strongest allies. At its core, the alliance between our nations is a partnership between our peoples. For many years, citizens of both our countries -- entrepreneurs, innovators, students, scientists, and soldiers -- have worked together to forge a brighter future at home and around the world.

Those bonds continue to grow stronger with lifelong connections cultivated through educa-

tional exchanges and valuable partnerships between our two nations. Today, we celebrate that spirit of collaboration, and we reflect on the innumerable ways generations of German Americans have enriched the American story.

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim October 6, 2012, as German-American Day. I encourage all Americans to learn more about the history of German Americans and reflect on the many contributions they have made to our Nation.

<http://www.whitehouse.gov/the-press-office/2012/10/05/presidential-proclamation-german-american-day-2012>



*October is ...
Breast Cancer
Awareness Month*

National Breast Cancer Awareness Month

The National Breast Cancer Awareness Month (NBCAM) is a collaboration of national public service organizations, professional medical associations, and government agencies working together to promote breast cancer awareness, share information on the disease, and provide greater access to services.

HR ADVISORY 2012-47: Suspense RIP

The purpose of this advisory is to notify the implementation of a new capability for supervisors through MyWorkplace. The new Suspense RIP process will be implemented effective, 21 Oct 12 and this capability will ensure supervisors submit RPAs in a timely manner and avoid impact on employees' record and pay. Through this process, email notifications will be sent directly to the first and second level supervisors and will include a standard text with instructions corresponding to the specific RIP.

More information on this new capability will be available at the upcoming Oct 2012 webcast.

Link to HR Advisory: https://mypers.af.mil/app/answers/detail/a_id/23359

Airman's Guide For Assisting Personnel in Distress

Originally released as The Leader's Guide to Managing Personnel in Distress, this tool was designed to assist Commanders and First Sergeants in recognizing distressed personnel within their units and to provide guidance to more effectively help those individuals persevere and maintain functioning while in distress. With an emphasis on prevention, the Guide encouraged leaders to maintain vigilance for potential stressors and take action to mitigate negative impact before it occurred. The focus was placed, not only on helping personnel whose distress had already resulted in work and personal problems,

but also on proactive intervention to prevent minor stressors from progressing to a point where there was negative impact on the individual's physical, emotional, spiritual and social health or reduced duty performance or mission readiness.

As members of the Air Force workforce team, DoD civilians provide skills and abilities that compliment those of the military. Supporting civilian personnel in distress may pose unique challenges and opportunities.

The Civilian Personnel Office (CPO) is normally the point of contact for civilian personnel in emergency situations.

For civilian information, click on "Civilian Personnel" for updates and the checklist http://airforcemedicine.afms.mil/idc/groups/public/documents/afms/ctb_150573.pdf

<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cA4057E1F3A4B5113013A4BBEF10C0004&channelPageId=s6925EC1356030FB5E044080020E329A9&programId=t88B4F00B39C57917013A4BA2DD030D72>

Continuous Development for Supervisors

Air Force is committed to becoming a “continuous learning organization” because it is a positive investment in the workforce. It ensures that employees have the knowledge, skills and abilities to continue to move forward with their jobs and careers and to respond to current and future mission requirements and complexities. Continuous development enhances the Air Force’s ability to identify, adapt and respond to changing needs, which is critical to mission accomplishment.

To create a continuous learning climate in the workplace, the Supervisor Resource Center (<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPage-Id=s88B4F00B2F6B2934012F939C799305F8>), will be used as an initial one-stop launching point for supervisory continuous development. One aspect of the SRC is an initiative to support the continuous development of supervisors (Supervisory Continuous Development) based on the Air Force’s Institutional

Competencies (IC). The initiative consists of a series of short learning programs available 24/7 (requires CAC access) to accommodate the supervisor’s schedule. There are 17 unique learning programs, each focused on a sub-competency. Each learning program consists of 5 short courses with suggested electives. Upon completion of each learning program the Defense Civilian Personnel Data System (DCPDS) will be automatically updated. We are working a similar initiative to automatically update Mil PDS. There is also a cafeteria-style program which allows supervisors to pick and choose individual courses instead of focusing on a single competency. Finally, the SRC serves as a one-stop referral point for everything supervisory.

The Supervisory Continuous Development program is the first of several initiatives that will focus on the sustained development of supervisors. Our goal is to ensure the Air Force includes a full range of opportunities to meet organizational and

employee developmental needs.

You have a responsibility for your development and must diligently take advantage of continuous learning situations by:

- Seizing opportunities to learn new things
- Talking to supervisors about what upcoming changes are likely to occur (in job responsibilities, technology, organizational structure, etc.) and the skills that will be needed
- Practicing new skills in your current jobs
- Pursuing developmental tasks while maintaining outstanding performance in your current position
- Seeking opportunities to use new skills on the job

With tight budgets and a concern for efficient use of Airmen’s time, Air Force needs to leverage resources and creatively synergize efforts to continue to meet Airmen at their point of educational and developmental needs.

What is the Joint Language University?

We are a language training portal serving the U.S. Government. Whether you want to acquire, maintain, enhance, or refresh your language skills, we have the materials you need. Explore our site and see what we have to offer.

Not ready to commit? No problem! We have opened a selection of our catalog materials to the general public, no account required. Do you want to learn more about Foreign Language in the Department of Defense? Visit the Joint Language University site, an open language training portal serving the public, private, academic and government sectors. The DoD-sponsored site offers free language training to current federal and DoD employees.

HR ADVISORY 2012-46: Continuation of National Emergency

The purpose of this advisory is to announce President Barack Obama's extension of the Nation Emergency With Respect to Certain Terrorists Acts.

ATTENTION: THIS HR Advisory replaces HR Advisory 2011-49

Link to HR Advisory: https://mypers.af.mil/app/answers/detail/a_id/23331

Civilian Acculturation Leadership Training (CALT) Program

Announcement: Civilian Acculturation Leadership Training (CALT) Program applications are currently being accepted from Air Force civilians who have 2-5 years continuous federal service, have no prior military service, hold a bachelor's degree and have no prior Professional Military Education (PME). This is an open and continuous call and applications will continue to be accepted until all classes are filled.

CALT Description: The goal of CALT is to introduce Air Force civilians to the Air Force culture and prepare them for future leadership, managerial and supervisory roles. The CALT Program is patterned after the Officer Training School (OTS) curriculum, and provides a unique in-residence experience focused on Air Force culture, missions and the significant role leaders play in the Air Force's overall success. The curriculum parallels the leadership modules taught at OTS and includes team-building exercises, some outdoor activities, simulation exercises, and time for personal health and wellness to help maintain a level of physical fitness. This is an intensive leadership development program and will entail outside reading and projects.

Civilian participants will live under the same rules and conditions as OTS candidates. They will live in the OTS dorm with no television, phone, microwave, or alarm clock; and abide by OTS rules - no smoking, drinking, nor room visitations. In addition, students will eat in the OTS dining facility. Off-base accommodations will

not be considered. Once selected, candidates will be required to complete the on-line New Employee Orientation (NEO) training prior to attendance. The NEO link is:

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-DP-MC-14>

Program Quotas: CALT consists of six classes with 40 students each, for a total of 240 quotas in FY13. There are still openings in the classes listed below. Nominees may select a primary and alternate date; however, final class date will be based on Air Force needs.

CALT 13-4 (25 Feb-8 Mar 13)

CALT 13-5 (18-29 Mar 13)

CALT 13-6 (15-26 Apr 13)

Application Procedures: Completion of AF IMT 4059, Air Force Civilian Competitive Development Nomination Form as modified below:

- Section 2 Program Preference - use for first and second choice of dates to attend
- Section 3 Employee Statements - list short and long term career goals in general terms as they pertain to your development
- Section 4 Endorsement - obtain endorsement of Group Commander, first O-6, GS-15 in supervisory chain

To Apply: Instructions to apply can be found at: <https://gum-crm/csd.disa.mil> <<https://gum-crm/csd.disa.mil>>

Professional Development

Several opportunities are available for DoD employees, including DCIPS employees, to continue their training, education and professional development within the Intelligence and Security field. Employees may learn more about professional development initiatives and take advantage of learning opportunities by way of the following sites. Note, these sites may require DoD credentials for access.

- The National Intelligence University (NIU) is the Intelligence Community's degree granting institution with a far-reaching mission - to educate and prepare intelligence officers to meet current and future challenges to the national security of the United States. Students may obtain a Bachelor or Masters of Science in Intelligence.
<http://www.ni-u.edu/index.html>
- The Advanced Global Intelligence Learning Environment (AGILE) is a collaborative learning environment that encourages the sharing of learning tools and solutions. AGILE has catalogues and registration of courses from across the Intelligence Community.
<https://www.agile.mil/i.html>
- The DoD Intelligence Training and Education Board (DITEB) is the community of practice for the DoD Intelligence training and education enterprise.
<https://www.intelink.gov/sites/iteb/default.aspx>

Diversity and Inclusion

The Office of Diversity and Inclusion (ODI) examines policy options, government-wide data trends, and employee survey findings that affect OPM's management of HR policy, specifically including diversity and inclusion throughout the Federal government.

<http://www.opm.gov/diversityandinclusion/index.aspx>

<http://www.afpc.af.mil/diversity/>

Air Command and Staff College Distance Learning Program

The seats available for civilians to attend Air Command and Staff College (ACSC) in residence are limited. Air University has just released their ACSC DL Program Version 6.0, open to Maj-selects and above, and GS-12 (and equivalents) and above (Bachelor's degree required). This is an excellent opportunity to increase civilian participation in non-resident PME. The new version provides

an opportunity for more civilians to have a PME experience. The updated version is a challenging program designed to expand student's professional knowledge and prepare them for the next level of leadership.

All courseware will be web-based and accessed through The Blackboard Learning Management System available on all commercial Internet and NIPR-net systems.

In addition to readings, the programs will include a variety of interactive learning activities and computer-based simulations, and will leverage social media tools to enable peer-to-peer interaction and learning.

Click on the link below for additional details and enrollment instructions.

<http://acsc.maxwell.af.mil/distance-learning.asp>

Work/Life Programs

Work/Life programs and policies are designed to create more flexible, responsive work environments supportive of commitments to community, home, and loved ones.

As the nation's largest employer, with a workforce committed to safeguarding the health, security, and well being of all Americans, the Federal Government recognizes that great work/life policies, programs, and practices make good business sense.

We strive to create a diverse, effective, engaged workforce, ready to meet the needs of the American public, by enabling Federal employees to be committed to their own healthy careers, families, and communities.

http://www.opm.gov/Employment_and_Benefits/worklife/index.asp

3R's Justification Package Job Aid

An example of an incentive checklist which converts the below factors into a question and answer format. The answers can provide the information needed to make an accurate determination on granting the incentive, along with meeting the written documentation requirements found in question 2 of each incentive category

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/19271/kw/19271/p/1%2C2

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/

Recruitment Relocation and Retention Incentives

There are many recruitment sources and flexibilities available to help in the effort to locate the right candidate for vacant positions. Below is a list of internal and external recruitment sources, competitive examining sources, and recruitment incentives and flexibilities.

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/14062/kw/19271/p/1,2

Hiring Options & Hiring Incentives Matrix

DoD encourages managers to consider the various hiring options and hiring incentives available when filling their vacancies. Please note: This is not an all-inclusive list; rather, it is a list of the most common hiring options and incentives for you to discuss with your HR Professional.

http://www.cpms.osd.mil/hiringreform/hiring_matrix.aspx

Recruitment Incentives

Recruitment, relocation, and retention incentives (3Rs) are compensation flexibilities available to help Federal agencies recruit and retain a world-class workforce. The 3Rs are administered under 5 U.S.C. 5753 and 5754 and 5 CFR part 575, subparts A, B, and C.

<http://www.opm.gov/3rs/Index.asp>

Federal Wage System

The Federal Wage System (FWS) is a uniform pay-setting system that covers Federal appropriated fund and nonappropriated fund blue-collar employees who are paid by the hour. The system's goal is to make sure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay. The FWS includes 132 appropriated fund and 125 non-appropriated fund local wage areas. Successful labor-management partnership is the hallmark of the FWS, with labor organizations involved in all phases of administering the pay system.

<http://www.opm.gov/oca/Wage/index.asp>

http://www.cpms.osd.mil/wage/wage_about.aspx

Supervisory Corner: Workforce Planning

Workforce planning is the systematic process for identifying and addressing the gaps between the workforce of today and the human capital needs of tomorrow.

Effective workforce planning enables the organization to:

- Align workforce requirements directly to the agency's strategic and annual business plans
- Develop a comprehensive picture of where gaps exist between competencies the workforce currently possesses and future competency requirements
- Identify and implement gap reduction strategies
- Make decisions about how best to structure the organization and deploy the workforce
- Identify and overcome internal and external barriers to accomplishing strategic workforce goals.

Successful Workforce Planning aligns with the 86 AW's 5 Priorities:

- Priority One: Readiness
- Priority Two: Professional Development
- Priority Three: Building Partnerships
- Priority Four: Provide Exceptional Quality of Life for KMC
- Priority Five: Eliminate Non-Value Added Activities

Items to consider:

- PCS Planning: How many of your employees are PCSing this year? Will the PCS costs be paid from unit funds or a centrally funded ac-

count? How many PCS moves can your unit afford to pay this FY?

- DEROS/Succession Planning/Extension: How many of your employees have reached their 3-year or 5-year tour date? Which ones will be extended and which ones are planning to return to CONUS or retire? How many of your employees will you extend? What can you do to minimize the gap between employees?
- Training Planning/Civilian Development: How many of your employees require training, licenses or certifications? Do you know what is offered to civilians for Professional Military Education and civilian Developmental plans? Are your employees networking and building partnerships?
- Contingency Planning: Do you know which of your employees are emergency-essential? Which employees to retain in the event of a furlough? Which employees are required in the event of a strike? Do you know what to do if there was a natural disaster, civil unrest, evacuation order, or civilian death? What is your civilian readiness factor? What happens if your civilian deploys?
- Do you know what is kept in the Supervisory (971) File and is it up-to-date?

For help with these questions, and more, contact your personnel office for information and reports to help with your Workforce Planning. Our Customer Service Team can direct your inquiry - call us at 478-7140/7142.

Procedures and Reference Guides

Procedures guides outline the general roles and responsibilities of managers, civilian personnel sections (CPS), and Air Force Personnel Center (AFPC) and are not intended to replace legal, regulatory or policy directives. They provide key employment and administrative functions in support of recruitment, staffing, and placement of internal Air Force employees as well as external applicants seeking employment with the Air Force. It is considered a living document and will be updated as required. All functions covered in the guides are interrelated and vital to the successful operation of the Air Force mission. Updates have recently been made to the Classification portion of the Procedure Guide, to include what to attached to an RPA, naming conventions for RPA attachments, hierarchy, and much more.

General Topics include:

- Affirmative Employment Program
- Priority Placement Program - Registration
- Recruit Actions
- Classification
- Non Recruit Actions

- Command Uniques
- Performing Payroll Reconciliation
- Reduction in Force
- Benefits and Entitlements
- Compensation Programs
- Maintenance of Official Personnel Folders
- Management Tools
- Settlement Agreements and Other Third Party Agreements and Inquiries
- Appendix A Acronyms and Glossary of Terms

Quick Reference Guides

- Acronyms Used for USA Staffing Certificates
- Credit for Prior Non-Federal Work Experience
- Definitions of Employee Eligibilities
- Hiring Reform
- Instructions for Completing the RPA Checklist
- Purpose and Use of Assessment Questionnaires

The Procedures Guide has been updated and can be found on myPers at the following site:

https://mypers.af.mil/app/answers/detail/a_id/13117/

National Cyber Security Awareness Month



Today, we are more interconnected than ever before. Not only do we use the Internet to stay connected, informed, and involved, but we rely on it for all of our day-to-day needs. The nation's critical infrastructure relies heavily on the Internet for everything from submitting taxes, to applying for student loans, to following traffic signals, to even powering our homes. Can you imagine our lives without the Internet?

Yet, for all of its advantages, increased connectivity brings increased risk of crime – thus making cybersecurity one of our country's most important national security priorities. Recognizing the importance of cybersecurity, President Obama designated October as **National Cyber Security Awareness Month** (NCSAM).

<http://www.dhs.gov/national-cyber-security-awareness-month>

Utility Tax Avoidance Program

For those of you who are not familiar with the Utilities Tax Avoidance Program (UTAP), UTAP allows military members and U.S. federal employees to legally avoid paying German tax on certain utilities. Military members and U.S. Federal employees can avoid paying up to 19% value added tax on electricity and natural gas, and 7% on water. It is mandatory for many civilians (if it is available with their utility supplier), and optional for military personnel. The UTAP is run on Ramstein AB by the 86th Force Support Squadron, and other offices in the Kaiserslautern Military Community are operated by the Army, who is the overall executive agent of the program in Germany.

70-100 military personnel and civilians register for this program daily, about 22K enrolled all together at Ramstein, which is a good thing! It is the fiscally responsible and smart thing for them to do, both for them and for the U.S. government.

We need your help getting the word out. It is the responsibility

of the individual to pay their bills directly to the utility company, and military members and civilians with housing allowance are given special pay from the government to do this so there should be no reason not to. UTAP is not a bill paying organization, it is the members responsibility to pay the utility company.

Unfortunately, we have problems with a few Airmen, soldiers and civilians registering for UTAP, and then not paying their bills to the utility company. From fiscal years 2007-2011, our UTAP office has paid utility companies over a quarter million dollars for RAB alone of uncollected debt, with about 75% of this debt originating from military members. When the member does not pay their bills, the AF is liable to pay the utility company and then must collect from the member. Keep in mind, by the time the utility company notifies the UTAP office of an outstanding bill, the individual had probably received at least 3 months of notifications from the utility compa-

ny saying they need to pay the bill.

Many times the member PCS, separates, quits which makes collections challenging, but many with debt are still in the service and in the area. In the past, multiple delinquencies from the UTAP office were allowed for members before being dis-enrolled from the program but this is no longer the case.

Once an Airman has become delinquent in the UTAP program, it means they have not paid their bills to the utility company. In an attempt to help the Airman, the UTAP office will be notifying the Airman's shirt (as well as the Airman). We need your assistance in promptly handling this very serious matter as it is a potential red flag as it means your Airman have failed to take care of their personal life and may have financial trouble. The UTAP office can help understand bills, and are another great benefit for members, but we cannot be paying bills for customers who do not meet their financial obligations.



DON'T MISS THE
VOTE

Election day, Nov. 6, 2012, is fast approaching. Registering to vote and getting your absentee ballot is simple and it's fast. Read more about voting assistance below, then use the "Be Absent But Accounted For" widget, or visit FVAP.gov, to register and get your absentee ballot.

http://www.defense.gov/home/features/2012/0912_vote/

Civilian Pay

Walk-in Hours: The Civilian Pay walk-in hours which are M-W-F from 0900 to 1500

The Automated Time and Attendance Production System (ATAAPS) civilian timekeeping system will be released on 21 Oct:

Over the last couple of months, 86 CPTS has been working with your unit timekeepers on the implementation of ATAAPS, a new Web-based civilian pay timekeeping system that will become the standard automated Time and Attendance (T&A) system for the Air Force. We are swiftly approaching the standup of the system with a 21 October Go-Live date. Although the system will be live after 21 October, the deadline for having your first time and attendance data certified in the system is not until that following week (week of 29 October). All Air Force civilian employees will be required to manually input their hours for certification on their timecards via ATAAPS.

If you are a supervisor, your role as a Certifying Official will be to validate the accuracy of civilian timecards within ATAAPS as well as digitally certify them. In case you may not have already read about or heard of this new system, attached are an AF Public Service Article, as well as a set of training slides that go over each of the three roles in the system (employee, certifier and timekeeper).

86 CPTS has been conducting several training briefings to help familiarize you with the program.

Please click one of the following links for further information:

<http://www.ramstein.af.mil/shared/media/document/AFD-121019-010.PDF>

Defense Travel System:

ATTENTION: 72-Hour Air Reservation Auto Cancellation Effective 10/1

Beginning October 1, 2012, any travel authorization that includes air travel must be approved and ticketed at least 72 hours in advance of the scheduled flight departure to avoid airline reservations from being cancelled. This is due to a new policy being instituted by the airlines under the FY13 GSA City Pair contract.

This new policy applies to domestic City Pair and non-contract government flights that are either booked through DTS or through a Commercial Travel Office (CTO).

Those travelers making travel plans within 72 hours of departure must have their authorization approved and tickets issued within 24 hours of creation to avoid cancellation. If making travel plans within 24 hours of departure, authorizations must be approved and ticketed at least 6 hours prior to flight departure time.

If your airline reservations are cancelled, your Commercial Travel Office will notify you by email or phone.

To rebook a flight, follow your normal ticketing process. If you arrive at the airport without to find your reservations cancelled, do not rebook at the airline counter. Often, counter agents are not familiar with GSA's City Pair Program and may book you on a full priced fare at a much higher cost. Remember to take their travel itinerary with you to the airport because it provides contact information for your Commercial Travel Office (CTO), as well as, reservation details to help you rebook.

Monitoring the status of your travel documents and ensuring your travel authorizations are approved is the best way to avoid unnecessary costs and stress associated with rebooking travel.

For more information, including a list of frequently asked questions, go to:

www.defensetravel.dod.mil.

2012 Cost of Living Allowance (COLA) Living Pattern Survey (LPS)

Eligible U.S. Air Forces in Europe Airmen are asked to participate in the 2012 Overseas Cost of Living Allowance Overseas Living Patterns Survey, scheduled for Oct. 1-31.

<https://www.defensetravel.dod.mil/site/oscola-lps-germany.cfm>

This survey is used to track the shopping patterns of uniformed service members stationed overseas. The data collected will assist in the determination of COLA paid to members in their country of assignment.

The survey is only for service members stationed at 13 locations in Germany: Ansbach, Kalkar, Bremerhaven, Kaiserslautern Military Community, Buechel, Spangdahlem, Garmisch, Stuttgart, Geilenkir-

chen, Vilseck-Grafenwoehr, Heidelberg, Wiesbaden and Hohenfels. The service member also must not be living in the barracks and have been on station for at least three months.

Although participation in this survey is voluntary, maximum response is encouraged so that data will be an accurate representation of the service member's country of assignment.



To prepare for the survey, service members should determine where they purchase groceries, clothing, household furnishings,

entertainment, communications and transportation.

Every three years, this survey is conducted to determine the local economy outlets where military families shop. Then, during the follow-on annual Retail Price Schedule, which is scheduled to begin Nov. 10, the prices of 120 goods and services are collected from outlets identified by service members during the COLA survey. The Defense Travel Management Office compares the prices in Germany to those in the U.S. and then calculates the Cost of Living Index, which establishes the country's COLA rate per location.

For more information, service members and their family members are encouraged to contact their unit personnel offices or visit the COLA survey website.



**September 15 to
October 15**

National Hispanic Heritage Month

The Library of Congress, National Archives and Records

Administration, National Endowment for the Humanities, National Gallery of Art, National Park Service, Smithsonian Institution and United States Holocaust Memorial Museum join in paying tribute to the generations of Hispanic Americans who have positively influenced and enriched our nation and society.

<http://hispanicheritagemoth.gov/>

AFNet Migration: Ramstein Users,

The AFNet migration for the Ramstein Network begins in about 30 days. Attached you will find the 30-day eAdvisory. This advisory includes a lot of good information that will help you prepare for the migration as well as answers to some frequently asked questions. Please take the time to read through the advisory as well as the many links provided. If you have any AFNet migration questions please contact the migration team at RamAFNETMigration@ramstein.af.mil or by phone at 489-2368.

<http://www.ramstein.af.mil/shared/media/document/AFD-121019-014.pdf>

DOD EDI claims and data system update

The purpose of this message is to advise of a problem associated with the system used to process workers' compensation claims.

Due to a technical failure to the Electronic Data Interface (EDI) system (managed by the DCPAS), all DoD agencies have been unable to electronically file new civilian injury compensation claims since 28 September 2012 to present. This failure has affected the AFPC Injury Compensation Section which services all of AF.

To continue their mission and serve our customers, AFPC contacted the Department of Labor (DOL). They have agreed to

input the claims directly into their System for processing. DOL's only requirement is that they be provided a copy of the original signed CA-1 (Notice of Traumatic Injury) or CA-2 (Notice of Occupational Disease).

Therefore, the AFPC Injury Compensation Section is in the process of sending requests to all supervisors who submitted claims in EDI since 28 September 2012. We are requesting that they immediately fax or email a copy of the original signed CA-1/CA-2 to my office.

It is unknown how long this technical systems situation will exist. For any new injury claim,

please ask your base's supervisors to continue to submit the claim into the EDI Database. They should ALSO immediately fax or email the original signed CA1/CA2.

The fax number is commercial, 210-565-2952/DSN 665-2952. The email inbox is: injury.compensation@us.af.mil

AFPC does have the capability to track all new claims in EDI so that they can continue to ensure that every claimant's case is timely filed with DOL.

The Injury Compensation Section will advise once the EDI system is "up and running" again.



Sequestration

Sequestration was intended as motivational tool to encourage lawmakers on the Budget Super Committee to come to an agreement regarding the 2013 budget prior to the November 2011 deadline. However, no agreement was reached before the deadline which means that unless a deal is reached prior to the end of the year, sequestration will take effect on 2 Jan 2013. A Continuing Resolution was passed to continue normal operations until the end of March 2013 and it is possible no additional discussion will be held until after the November elections.

With the possibility of sequestration looming, some of the language that is being tossed around are cuts, Reduction-In-Force (RIF). It is unlikely DoD will use a RIF process due to the severance pay entitlements of employees who are separated under RIF. The most likely options are hiring freezes and furloughs.

Furloughs are generally used as a remedy for budget shortfalls, emergencies, or shutdowns. A furlough temporarily places employees into a non-duty and non-pay status and is not intended to be a long-term solution. The actual number of employees that may be affected by a furlough, if one happens, is not known at this time. Your Ramstein CPS will provide information as it becomes available.

USE OR LOSE LEAVE

(POC: FSEC-B: 480-6708 OR 478-6714)

All supervisors and employees are reminded that the leave year ends 12 January 2013. Lost annual leave can only be restored if loss was due to mission requirements, administrative error, or because of illness. However, to prevent forfeiture of "use or lose leave" it must be requested, approved, and scheduled in writing, prior to the close of business on Saturday, 1 December 2012. Employees who find themselves unable to use their excess leave may wish to consider donating it to the Voluntary Leave Transfer Program for the benefit of fellow federal employees who have medical emergencies. For more information please click here:

<http://www.ramstein.mil/shared/media/document/AFD-121019-017.pdf>



27 Pay Periods in Leave Year 2012

This transmits OPM guidance on 2012 leave accrual. The leave year began on 1 Jan 12 ends on 12 Jan 13. That means the leave year contains 27 pay periods for leave accrual purposes.

As a result, employees will accrue an additional 4, 6, or 8 hours of annual leave in the 2012 leave year and must use any leave above the maximum leave ceiling ("use or lose") before the final day of the leave year (12 Jan 13). The maximum carryover ceiling on annual leave still remains in effect (e.g., for most employees 240 hours, 360 hours (overseas), 720 hours (Senior Executive Service (SES) and senior level (SL) and scientific and professional (ST) employees).

Leave restoration procedures still apply. Annual leave that

was forfeited due to an exigency of the service may be restored only if the annual leave is scheduled in writing before the start of the third biweekly pay period prior to the end of the leave year (i.e., by December 1, 2012).

OPM Guidance

<http://chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5076>

Leave year end dates

<http://www.opm.gov/oca/leave/HTML/Leaveyeardates.asp>

The Air Force Personnel Center (AFPC) will provide implementing guidance in a forthcoming HR Advisory. https://gum-crm.csd.disa.mil/app/answers/detail/a_id/13136/p/1%2C2

DAYLIGHT SAVING TIME ENDS



Daylight Savings Time will end in Germany on 28 Oct. Effective at 0300 on 28 October, you should set your clock back one hour to 0200. If you are an employee who works this extra hours you will be entitled to overtime as long as you meet the other overtime requirements, i.e., work in excess of 8 hours in a day or 40 hours in a week).

Protect You and Your Family from the Flu

The flu vaccine is your best defense against seasonal flu. Everyone 6 months of age and older should get the flu vaccine.

What everyday steps can I take to stop the spread of germs?

There are steps you can take in your daily life to help protect you from getting the flu.

- Wash your hands often with soap and water or an alcohol-based hand rub.



- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Try to avoid close contact with sick people.

- Practice good health habits. Get plenty of sleep and exercise, manage your stress, drink plenty of fluids, and eat healthy food.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.

- If you are sick with flu-like illness, stay home for at least 24 hours after your fever is gone without the use of fever-reducing medicine.

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

Sick Leave

Sick leave is a paid absence from duty. An employee is entitled to use sick leave for personal medical needs, care of a family member, care of a family

member with a serious health condition, adoption-related purposes, and bereavement. For additional information on sick leave, see the references below.

AFI 36-815 Absence and Leave, Chapter 3 Sick Leave

<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-815.pdf>

OPM

<http://www.opm.gov/oca/leave/html/sicklv.asp>

DCPAS

http://www.cpms.osd.mil/fedbenefits/fedbenefits_sick.aspx



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Pay Freeze Will Continue

Congress has recessed until after the November elections. Prior to their recess they voted on two measures that directly impact Federal civilian employees. The first decision is that the pay freeze enacted in 2010 will continue at least until March 27, 2013. President Obama has requested a 0.5% pay increase for Federal employees; however it will not be enacted until after the FY2013 budget has been approved. The earliest possible date that employees will receive the 0.5% increase is April 2013. Employees will continue to receive within-grade increases, performance-based raises and salary increases associated with promotion actions.

The second measure passed was a Continuing Resolution which will maintain agency funding at the current level until March 27, 2013. The CR takes the place of regular appropriations bills, none of which have been enacted, for the fiscal year that started 1 October. The measure generally continues existing policies while providing some increases and flexibility to move money among accounts for initiatives deemed high-priority. The main immediate impact will be to avoid the threat of a partial government shutdown that would occur otherwise. It also allows lawmakers additional time to make decisions on the budget.

Excused Absence for Voting

The Air Force encourages employees to participate in civic duties by permitting brief periods of excused absence to vote to the extent that such time off does not interfere with operations. (Reference: AFI 36-815, Chapter 8, Para 8.4.)

To reinforce support for civic participation, OPM has issued the following policy on Excused Absence for Voting, dated 5 October 2012, to provide agencies with information on the Federal Government's longstanding policy of granting employees limited time off from work to vote in Federal, State, county, or municipal elections, or in referendums on any civic matter in their community.

OPM Memo:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=5057>

Typically, polling places throughout the United States are open for extended periods of time, and the need for excused absence should be uncommon. In those situations where it is needed, supervisors have discretionary authority to grant excused absence at the beginning or end of the work day.

Additional information on excused absence for voting, see HR Advisory 2012-43: Excused Absence for Voting, 20 Sep 2012. HR Advisory Link:

https://mypers.af.mil/app/answers/detail/a_id/23316/

New Web-Site for Former Federal Employees

A new web-site was launched on 26 Sep 12 which lists jobs for former federal workers. The website, <https://www.exfederal.com> was created by Ginger Groeber, a former Human Resources Officer in the Defense Department at Lockheed Martin Corp. The goal of the site is to connect companies seeking to hire contract workers with former feds looking for employment.



Civilian Employees Deployed in Support of a Contingency Operations Emergency Essential Department of Defense Employees

Public Law 110-417, effective October 14, 2008, the Duncan Hunter National Defense Authorization Act, allows new opportunities for certain employees to elect FEGLI coverage. The election applies to civilian employees eligible for FEGLI who are deployed in support of a contingency operation as defined by section 101 (a) (13) of

Title 10. The election also applies to civilian employees in the Department of Defense eligible for FEGLI who are designated as "emergency essential" under section 1580 of Title 10. The employee may elect Basic, Option A and Option B (up to the maximum of 5 multiples). The employee must make the election within 60 days after the

date of notification of deployment in support of a contingency operation or within 60 days of the date of the notification of the designation as an emergency essential employee.

See more details in BAL 08-204: <http://www.opm.gov/retire/pubs/bals/2008/08-204.pdf>.

2012 Benefits Administration Letters

The U.S. Office of Personnel Management (OPM) has Governmentwide responsibility and oversight for Federal benefits administration. The **Benefits Administration Letters (BALs)** provide guidance to agencies on various aspects of Federal administration.

The BALs used for program administration can be found at the following website: <http://www.opm.gov/retire/pubs/bals/bal12.asp>. Please make sure to check the website regularly for updates.

Benefits

The 2012 Health Benefits Open Season will be held from November 12, 2012 through December 10, 2012. This is the time of year that appropriated funded federal employees can make changes to their benefits. There are three separate programs participating in this year's Open Season: The Federal Employees Health Benefits Program (FEHB; www.opm.gov/insure/health); the Federal FSA Program (FSAFEDS; www.FSAFEDS.com) and the new Federal Employees Dental and Vision Insurance Program (FEDVIP; www.opm.gov/insure/dentalvision; www.BENEFEDS.com).

<http://www.ramstein.af.mil/shared/media/document/AFD-121019-013.pdf>

(Click for the Health Fair Ramstein Flyer)

If you have questions concerning your eligibility; the types of plans offered; or the options available the Ramstein HR Flight is conducting a "Federal Employees Health Benefits (FEHB)

Fair" for US civilian employees on 30 **October 2012** at, Bldg 2120 room 207/209, from 1130 to 1430 hours. Representatives from BlueCross BlueShield, Foreign Service Benefit Plan and Mailhandlers will be available to provide information and answer questions about their benefit plans.

On the **19 October 2012** from 1300 to 1400 hours additional information regarding benefits may also be obtained from the American Foreign Service Protective Association (AFSA) at the Ramstein HR Flight Bldg 2120 room 207/209.

<http://www.ramstein.af.mil/shared/media/document/AFD-121019-011.pdf>
(Click for the AFSPA 2012 Flyer)

Supervisors are encouraged to allow employees to attend. Please see the attached flyer for details or call the Ramstein HR Flight Civilian First Stop Office at DSN: 480-5850/commercial: 06371-47-5850.

Federal Benefits Open Season Press Release Issued September 2012

The Federal Benefits Open Season Press Release announcing the 2013 premiums rates was issued Thursday, September 20, 2012. A copy of the Press Release is available at www.opm.gov/news/opm-announces-2013-federal-employees-health-benefits-program-premium-rates.1758.aspx

The 2013 FEHB premium rates are available at www.opm.gov/insure/health/rates/index.asp

The 2013 FEDVIP dental premium rates are available at www.opm.gov/insure/dental/rates/index.asp

The 2013 FEDVIP vision premium rates are available at www.opm.gov/insure/vision/rates/index.asp

You can find 2013 Federal Benefits Open Season information beginning October 22, 2012.

NAF Benefits Newsletter

About the NAF Health Benefits Program (HBP):

The FY95 National Defense Authorization Act required DoD to provide a uniform health benefits program for DoD NAF employees. The DoD NAF Health Benefits Program (HBP), implemented on January 1, 2000, provides medical and dental insurance to over 80,000 eligible NAF employees, retirees, and dependents.

The DoD NAF Personnel Policy Division, Defense Civilian Personnel Advisory Service, in close cooperation with DoD Component representatives to the NAF Health Benefits Committee, oversees, reviews, and revises the Program to provide comprehensive health benefits coverage to NAF employees. The NAF HBP consists of

Preferred Provider Organizations (PPO), Indemnity, Dental, and Health Maintenance Organizations (HMOs). Contracts with HMOs are managed by the DoD Components. The PPO, Indemnity, and Dental plan linked to the NAF medical plans are self-funded by the NAF employers; claims and administrative costs are funded by employee premiums and employer nonappropriated funds. Aetna insures and administers the stand-alone dental plan. Aetna is also the third party-administrator for the PPO and indemnity plans and the dental plan linked to the medical plans.

http://www.cpms.osd.mil/nafp/nafp_hbprogram.aspx

2013 NAF Open Season

Aetna will be holding a NAF Open Enrollment season for 2013, which means that all regular US AF NAF employees can elect or edit their health and dental insurance enrollments. If you previously waived election and are now interested in enrolling or if you are currently a pre-tax contributor, here is your opportunity to enroll or make changes.

Aetna mailed information packages directly to all eligible NAF employees. If you are interested in updating your elections, enrolling in or terminating benefits, please come in to the NAF Human Resources Office, Bldg 2118, Room 139 during the Open Enrollment Period of 05 – 30 Nov 12 to fill out the applicable forms. Any changes must be submitted to our office by close of business 30 Nov 12. Our office hours are Monday – Friday, 0730-1630.

Training Department – Computer Classes

Computer classes offered by the 86 FSS training department are available to all ID card holders. The classes include: Access, Adobe Creative Suite, Excel, Introduction to Computers, Power Point, 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 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.

2012 NAF Appraisal Period

The 2013 Appraisal Period began 01 Oct 12. Any awards provided to NAF employees for the 2012 Appraisal Period will be processed and effective 11 Nov 12.



Power the Force. Fuel the Fight.



October is Energy Action Month

October is Energy Action Month for our Nation. To emphasize each of our roles in energy savings, the Air Force has adopted "*I am Air Force Energy*" as our theme. As energy consumers, we can impact the Air Force's fuel and electricity use every day - by flying our aircraft at energy efficient altitudes, not letting vehicles or equipment idle, or simply turning off the lights. While individual efforts may

seem small, they can have a big impact when multiplied across the Air Force. View the entire letter

View the entire letter here [https://www.my.af.mil/USAF/AFP40/d/](https://www.my.af.mil/USAF/AFP40/d/s6925EC1356510FB5E044080020E329A9/Files/editorial/EAM_TriSigned_Letter1.pdf)

[s6925EC1356510FB5E044080020E329A9/Files/editorial/EAM_TriSigned_Letter1.pdf](https://www.my.af.mil/USAF/AFP40/d/s6925EC1356510FB5E044080020E329A9/Files/editorial/EAM_TriSigned_Letter1.pdf).

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Air Force Smart Operations for the 21st Century (AFSO21)

Air Force Smart Operations for the 21st Century (AFSO21) focuses on generating efficiencies and improving combat capabilities across the Air Force. AFSO21 applies to all of the processes associated with the Air Force mission. Governed by proven process improvement techniques, the goal of AFSO21 is to significantly increase the Air Force's combat capabilities.

AFSO21's Five Desired Effects

The AFSO21 Five Desired Effects guide improvement initiatives at every Air Force level to contribute to the demands of the warfighter. Every Airman should know and understand these five desired effects, in order to better improve processes that contribute to Air Force priorities while generating efficiencies and savings. The AFSO21 Five Desired Effects are:

- Increase productivity of our people Doing more of the right things with the same or less effort
- Increase critical equipment availability rates All assets available at a greater rate from aircraft, to information technology, to range space, etc
- Improve response time and agility Quicker response time to the warfighter
- Sustain safe and reliable operations Reduce injury rates, increase people safety and safe use of materiel asset
- Improve energy efficiency Make energy conservation a consideration in everything we do

What's an OODA Loop??? And will it make me dizzy?

The OODA Loop makes it easier for Air Force members to eliminate waste in the workplace. The OODA Loop (Observe, Orient, Decide, Act) is further explained in the 8-Step Problem Solving Model.

What is this 8-Step Problem Solving model? The process is explained below:

Step 1 - Define the problem; make sure you clearly state the problem and state how it ties to your unit mission.

Step 2 - Breakdown the problem, identify performance gap; what is the current performance compared to desired performance.

Step 3 - Set improvement target; what level of performance is desired and by when.

Step 4 - Determine root causes; get to the level of cause that will ensure the problem does not recur.

Step 5 - Develop countermeasures; identify what specific actions need to be taken to counter the root cause of the problem.

Step 6 - See countermeasures through; follow-up and verify countermeasures are being applied.

Step 7 - Confirm results and process; make sure the countermeasures are providing the results predicted and desired.

Step 8 - Standardize results; share your successes with functionals and the Air Force, make the changes permanent either through an OI, TO change, or some other method to ensure future compliance with the changes.

To see an efficient view of the information provided above, click on this link:

<http://www.au.af.mil/au/awc/awcgate/af/afso21-fact-sheet.pdf>

Innerbetriebliches Aufstiegsprogramm

Bei der Besetzung freier Positionen erfolgt die Auswahl der geeigneten Bewerber auf Grundlage der Qualifikationen wie Schul- oder Berufsausbildung, Erfahrung, Kenntnisse und Fähigkeiten, beruflicher Werdegang und nachgewiesener Leistung.

Kommandeure, Vorgesetzte und Auswahl-Verantwortliche stellen sicher, dass die Bewerberauswahl frei von diskriminierenden Erwägungen im Einklang mit bestehenden Vorschriften und Gesetzen erfolgt, ohne Anschauung von

Faktoren wie ethnische Herkunft, Geschlecht, Religion oder Weltanschauung, Behinderung, Alter oder sexuelle Identität.

Sie müssen die Einstellung, Beförderung, Bevorzugung oder Unterstützung der Beschäftigung ihrer Familienmitglieder und Verwandten (Vetternwirtschaft) unterlassen.

Familienmitglieder/Verwandte in diesem Zusammenhang sind: Vater, Mutter, Sohn, Tochter, Bruder, Schwester, Onkel, Tante, Cousin, Cousine, Nefte,

Nichte, Ehemann, Ehefrau, Schwiegervater, Schwiegermutter, Schwager, Schwägerin, Stiefvater, Stiefmutter, Schwiegersohn, Schwiegertochter, Stiefsohn, Stieftochter, Stiefbruder, Stiefschwester, Halbbruder, Halbschwester, sowie Lebensgefährte.

Arbeitnehmer dürfen nicht davon abgehalten werden, sich auf andere Stellen zu bewerben, noch dürfen sie wegen einer Bewerbung auf eine andere Stelle irgendwelchen Benachteiligungen ausgesetzt

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If you have any questions, contact the Local National Employment section at 480-5362

Merit Promotion System (Non-US)

When filling open positions the selection of suitable candidates is based on qualification in terms of education or vocational training, experience, knowledge and skills, professional development, and demonstrated performance.

Commanders, supervisors, and selecting officials will ensure selections are free of discriminatory considerations in accordance with applicable laws and regulations, and without regard

to such factors as ethnic origin, sex, religion, or world view, disability, age, or sexual identity. They have to refrain from hiring, promoting, favoring or supporting the employment of their family members and relatives (nepotism).

As family members/relatives in this respect are to be considered: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-

law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, as well as companions in life.

Employees must not be kept from applying for other positions or be exposed to any adverse actions because of an application for another position. The application procedures are to be found in [USAFEI 36-713](#)

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 endet das Arbeitsverhältnis nach § 46 TVAL II nunmehr bei Erreichen der gesetzlichen Regelaltersgrenze.

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). Für Beschäftigte, die 1948 geboren sind und somit im nächsten Jahr 65 werden, endet das Arbeitsverhältnis nunmehr 2 Monate später.

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.



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, employees will mandatory retire by tariff when they reach the regular retirement age by law.

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 completion of 65 years plus 1 month) IAW Article 46,

CTA II. For Employees born in 1948 that will become 65 next year, the employment will end two months later.

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/FSEL-S at DSN 480-5362 or 480-4201 or 480-4202.

Uebertragung von Jahresurlaub

Zum Ende des Kalenderjahres bzw. Beginn des neuen Jahres kommen immer wieder Fragen zum Resturlaub und zur Moeglichkeit auf, den Resturlaub ins neue Jahr zu uebertragen. Nachfolgend werden die allgemeinen Regeln hierzu erlaeutert.

Die Vorschriften zu Jahresurlaub sind im Tarifvertrag im Paragraphen 33 enthalten. Grundsatzlich gilt: Urlaubsjahr ist das Kalenderjahr und Jahresurlaub ist im jeweiligen Kalenderjahr aufzubrauchen. 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 neachsten 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.

Im uebrigen ist es sinnvoll, die Urlaubswuensche der Mitarbeiter zu Beginn des Kalenderjahres zu erfragen und in einem Urlaubsplan miteinander abzustimmen. Dies gibt fuer den Vorgesetzten und den Mitarbeiter Planungssicherheit. Eine Abweichung vom genehmigten Urlaubsplan ist nur aus dringenden Gruenden moeglich.

Es wird darauf hingewiesen, dass der Vorgesetzte fuer die korrekte Urlaubsplanung –und erfassung verantwortlich ist. Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365/7153 oder 06371-47-5365/7153.

Transfer of Annual Leave

At the end of the calendar year/beginning of the new year repeatedly questions are raised regarding remaining leave and the possibility to transfer remaining leave into the new year. The general rules are as follows.

The provisions for annual leave can be found in the tariff agreement, article 33. In principle the following applies: 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.

It is appropriate to request the leave desires of the employees at the beginning of the calendar year and consolidate these in a leave plan. This gives supervisors and employees planning reliability. A deviation from the approved leave plan is only possible for urgent reasons.

It is pointed out that supervisors are responsible for the correct leave planning and –administration. Please address questions about this issue to the Non-US section, tel.: 480-5365/7153 or 06371-47-5365/7153.

Zahlung von Erschwerniszulagen (KÄLTE) an Nichtamerikanische Arbeitnehmer/innen

(Ref.: TVAL II, Para 21, Ziffer 4 und Anhang S, sowie USAFEI 36-723, Kapitel 11 und Anhang 2)

Mit dem Herbst fallen nicht nur die Blätter sondern auch die Temperaturen und es wird „KALT“.

Gemäß TVAL II, § 21, Ziffer 4 und Anhang S, sowie USAFEI 36-723, Kapitel 11, können nichtamerikanische Arbeitnehmer die Zahlung von Erschwerniszulagen (EZ) verlangen, wenn sie in besonderem Masse dem Einfluss von Kälte oder ähnlichen Witterungsverhältnissen ausgesetzt sind. Bevor EZ beantragt werden kann sollte allerdings der/die Vorgesetzte zunächst versuchen den Zustand durch Wärmequellen, Unterstände und dergleichen zu entschärfen. Nur wenn keine Abhilfe möglich ist, ist ein Zahlungsanspruch gegeben, der mittels USAFE Form 818, ‚Positions Exposed To Severe Conditions‘, geltend gemacht und genehmigt werden muss.

Wie wird >>KÄLTE<< im Sinne von Witterungseinfluss tatsächlich gemessen und wann kann EZ beantragt werden? Während das Wörterbuch ‚Kalt‘ als „unangenehm kühl“ oder „ohne Wärme“ definiert, wird der Begriff in Anhang 2 der USAFEI 36-723 genauer beschrieben. Anspruch auf Zahlung von EZ für „Kälte“ besteht für vorwiegend im Freien ausgeführte Arbeiten, wenn die Temperatur 0 Grad Celsius und weniger beträgt. Sollten Sie, als Vorgesetzte/r unsicher sein wie „kalt“ es tatsächlich ist, können Sie die genaue stündliche Außentemperatur bei der 21st Weather Squadron erfragen, und sich im übrigen auf der Webseite „Air Force Weather“ informieren. Der/die Vorgesetzte muss sicherstellen, dass die unter erschwerten Bedingungen geleistete Arbeitszeit korrekt erfasst und dokumentiert wird. Die beantragten und genehmigten Stunden und Teilstunden werden am Monatsende addiert und in der Zeitliste eingetragen. Das Personalbüro informiert sich periodisch über die exakten Temperaturen an Frosttagen und überprüft die Eintragungen.

Payment of Severity Allowance (COLD) for Non-US employees

(Ref.: CTA II, Article 21, Para 4 & Appendix S and USAFEI 36-723, Chapter 11 & Appendix 2))

With Fall upon us, not only leaves drop, but temperatures do as well and it gets “COLD”.

In accordance with CTA II, Article 21, Para 4 & Appendix S, and USAFEI 36-723, Chapter 11, the employer has to grant Severity Allowance (SA) in situations where employees are performing work that particularly exposes them to the effects of cold or severe weather conditions. Before SA for such working conditions is claimed, the employer should try to eliminate this situation by obtaining heating elements, shelter and the like. If the condition still persists, then a USAFE Form 818, Positions Exposed To Severe Conditions, will be filled out.

So, how is >>COLD<< actually measured and when can SA be claimed? While the dictionary says “cold” is a feeling of “no warmth” or “uncomfortably chilled”, Appendix 2, of USAFEI 36-723 clearly defines that SA payment is appropriate for outside work in areas where the temperature is 32 degrees Fahrenheit (0 degrees Celsius) and below. If supervisors are unsure of the exact hourly temperature, they may get in touch with the 21st Weather Squadron, or check the current conditions at the Air Force Weather Webpage to obtain accurate temperatures for the area. Civilian Personnel Staff will also periodically check to verify given temperatures and make sure that hours, and partial hours, are properly added and entered in the time sheet. The proper documentation of the collected data is a particular responsibility of the supervisor.

Internes Beschwerde- und Einspruchsverfahren FUER NON-US ARBEITNEHMER

Das USAFE Beschwerde- und Einspruchsverfahren gibt jedem Arbeitnehmer den Anspruch auf faire und unparteiische Ueberpruefung von Beschwerden/Einspruechen unter Beachtung des Prinzips der Gleichbehandlung.

Nachfolgend werden die Voraussetzungen, Verantwortlichkeiten und Verfahrensschritte kurz zusammengefasst. Vorab ist festzustellen, dass das Beschwerdeverfahren bei bestimmten Sachverhalten keine Anwendung findet (z.B. Eingruppierung, Probezeitkuendigung oder Eigenkuendigung).

Zunaechst muss der Arbeitnehmer versuchen, eine

formlose Regelung oder Abhilfe auf dem Dienstweg herbeizufuehren. Hierzu bringt er die Beschwerde (muendlich oder schriftlich) bei seinem Vorgesetzten oder, wenn die Beschwerde diesen betrifft, beim naechsthoeheren Vorgesetzten vor. Innerhalb von 10 Kalendertagen steht dann dem Arbeitnehmer eine Entscheidung zu. Ist die Entscheidung fuer den Arbeitnehmer unguenstig, kann er schriftlich innerhalb von 10 Kalendertagen eine nochmalige Ueberpruefung beim Personalleiter beantragen. Die Entscheidung ueber diese Beschwerde ist dann dem Arbeitnehmer wiederum innerhalb von 10 Kalendertagen mitzuteilen. Ist auch diese Entscheidung fuer den

Arbeitnehmer unguenstig, kann er eine letzte Ueberpruefung durch die zustaeundige Abteilung bei HQ USAFE herbeifuehren, wobei wiederum die 10 Tagesfrist zu beachten ist. Die Entscheidung von HQ USAFE beendet das interne Beschwerdeverfahren.

Der Arbeitnehmer kann sich beim Vortrag einer Beschwerde durch einen Vertreter seiner Wahl beraten, begleiten oder vertreten lassen. Die Beschwerde ist zu begruenden und hat die gesuchte Abhilfe anzugeben.

Die Einzelheiten des Verfahrens sind festgelegt in der USAFE Vorschrift 36-1201 (Grievances and Appeals Non-US Citizen Employees).

NON-US Internal Grievance And Appeal procedure

The USAFE grievance and appeal procedure gives each employee the opportunity for fair and impartial review of grievances/appeals with equitable treatment in every respect.

The following is a short summary of prerequisites, responsibilities, and procedural steps. First it has to be mentioned that the grievance procedure does not apply for certain issues (e.g. classification, termination during probationary period, or resignation).

The employee first must seek informal adjustment of the matter through supervisory channels.

The grievance will be presented (orally or in writing) to the supervisor or, if the grievance concerns the supervisor, to the next higher supervisor. Within 10 calendar days the employee will get a decision. On receipt of an unfavorable decision the employee may request in writing a further review from the Civilian Personnel Officer. The decision about this grievance has to be provided to the employee again within 10 calendar days. In case this decision is also unfavorable for the employee, he/she may request a last review by the responsible HQ USAFE office under considera-

tion of the 10 calendar days. The decision of HQ USAFE is the final step of the internal grievance procedure.

The employee has the right to be advised, accompanied, or represented by a representative of his/her choice in the presentation of a grievance. The grievance has to state the case in detail as well as the remedy sought.

The details of the procedure are prescribed in USAFE Instruction 36-1201 (Grievances and Appeals Non-US Citizen Employees).

Questions about the issue may be addressed to the Non-US section,



Arbeitsunfälle

Jeder Arbeitsunfall oder Wegeunfall zwischen Wohnung und Arbeitsplatz muss dem Vorgesetzten gemeldet werden. Selbst wenn der Unfall keine oder nur eine kurze Arbeitsunfähigkeit nach sich zieht, ist es wichtig, eine Meldung zu machen, um Streitigkeiten zu vermeiden, sollten sich später gesundheitliche Probleme einstellen.

Um Ansprüche geltend zu machen, müssen Ursache und Umstände nachvollziehbar sein.

Bitte achten Sie darauf, dass Arbeitsunfälle unverzüglich Ihrem Vorgesetzten gemeldet werden! Dazu gehören:

- a. Alle durch einen Arbeitsunfall hervorgerufenen Verletzungen, die erste Hilfe oder ärztliche Behandlung erfordern.
- b. Alle Verletzungen auf dem Hin- und Rückweg zur Arbeit
- c. arbeitsbedingte Krankheiten

Falls Verletzungen einen Arztbesuch oder eine Arbeitsunfähigkeit verursachen, muss eine Unfallmeldung, AE Formblatt 385-40A, in sechsfacher Ausfertigung unverzüglich zur weiteren Bearbeitung beim Personalbüro eingereicht werden.



On-The-Job Accidents

Did you know that any on-the-job injuries or accidents on duty or on the way to or from work have to be reported to your supervisor?

Even if the accident/injury causes no or only a short-term unfitness for work, a report is important to avoid disputes should health problems occur later. In case of a claim the cause or circumstances must be traceable.

Please make sure to report all on-the-job accidents/injuries to your supervisor as soon as possible. This includes:

- a. Any injury requiring first aid as well as injuries for which the employee obtains medical treatment
- b. Any injury on your way to and from work
- c. Any occupational illness

If injuries require a visit to a doctor or cause unfitness for work, AE Form 385-40A, LN accident report with six copies must be submitted to the civilian personnel office immediately for further processing.