



Manpower and Personnel Flight News

Inside this issue:

Health and Wellness Center	2
Seasonal Affective Disorder	2
Reading Corner	3
Fundraising	4
The Great American Smokeout	4
Human Performance Resource Center	4
Introducing the FLTCIP Virtual Health Fair	5
Inclement / Hazardous Weather Conditions	5
Notice of OPM Regulatory Change	5
How to Survive the Holidays in the Federal Workplace	6
Gambling in the Federal Workplace	7
The Holiday Party	7
OPM Furlough Guidance	7
NAF Employment	8
Manpower Info	9
Non-US Employment	10-12

A Message From our Flight Chief

Welcome to the November edition of our newsletter. In this edition we are starting a reading corner and I invite you to share your favorite books on business, leadership, mentorship, teamwork, etc. Send me the title and author and we'll include your input in future editions.

The days are getting shorter and the decrease in daylight hours can have an impact on your mood. This month we are highlighting Seasonal Affective Disorder and the Health and Wellness Clinic.

Check out the rest of the newsletter for the latest information from our Personnel and Manpower teams—we're here for you!

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!

Health and Wellness Center

The Ramstein Health and Wellness Center (HAWC) offers a multitude of classes on health and fitness, smoking cessation, Water Massage, Relaxation Room, and a Solar Room that provides additional light therapy during the shorter days of the year. Their programs and services are open to any ID card holder and group classes do not require a medical provider consult--members may simply call

the HAWC to get scheduled. The HAWC's programs and services provide the KMC families and community with tools to maximize their overall health and wellness. The Ramstein HAWC is located in Bldg 2117. They are open Mon - Fri, 0700 - 1630 and the phone number is 480-4292.

To see more information and their calendar of events, check out their Facebook site at:

<http://www.facebook.com/pages/Ramstein-HAWC/136017159773826>



Congratulations to all the civilians accepted for CDE!

It's never too early to start working on your CDE nominations for the next year! The AFPC myPers Force Development webpage provides all information to apply for CDE programs.

Click on this link: <https://gum-crm.csd.disa.mil/app/categories/p/1%2C2/c/549>

Seasonal Affective Disorder (SAD)

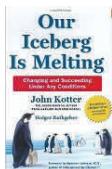
Some people experience a serious mood change during the winter months, when there is less natural sunlight. This condition is called seasonal affective disorder, or SAD. SAD is a type of depression. It usually lifts during spring and summer. Not everyone with SAD has the same symptoms. They include;



- Sad, anxious or "empty" feelings
- Feelings of hopelessness and/or pessimism
- Feelings of guilt, worthlessness or helplessness
- Irritability, restlessness
- Loss of interest or pleasure in activities you used to enjoy
- Fatigue and decreased energy
- Difficulty concentrating, remembering details and making decisions
- Difficulty sleeping or oversleeping
- Changes in weight
- Thoughts of death or suicide

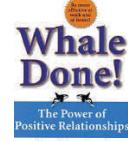
SAD may be effectively treated with light therapy. If you have questions, please contact your local physician. <http://www.nlm.nih.gov/medlineplus/seasonalaffectiondisorder.html>

NEW!! Starting this month we'll highlight books on leadership, mentoring, etc.



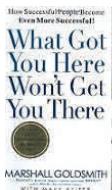
"Our Iceberg is Melting" John Kotter

A simple fable about successfully responding to change in an ever-changing world.



"Whale Done! Positive Reinforcement" Ken Blanchard

In this moving and inspirational book, Blanchard explains that both-whales and people perform better when you accentuate the positive.



"What Got You Here Won't Get You There" Marshall Goldsmith

Marshall Goldsmith's expertise is in helping global leaders overcome their unconscious annoying habits and become more successful.

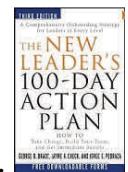


"The First 90 Days" & "Your Next Move: The Leader's Guide to Successfully Navigating Major Career Transitions" Michael Watkins

In "The First 90 Days", Michael Watkins, a noted expert on leadership transitions, offers proven strategies for moving successfully into a new role at any point in one's career.

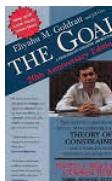


In **Your Next Move** he shows how you can survive and thrive in all the major transitions you will face during your career—including promotions, leading former peers, on-boarding into a new organization, making an international move, or turning around or realigning an organization.



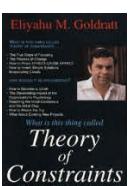
"The New Leader's 100 Day Action Plan" George Bradt

Discover the right approach for your new role and engage your new colleagues by fully understanding the unwritten rules of the new context. The New Leader's 100-Day Action Plan helps deliver better results faster.



"The Goal" Eliyahu M. Gollatt

Mr. Rogo, a plant manager, must improve his factory's efficiency or face its closing in just three months.



"Theory of Constraints" Eliyahu M. Gollatt

Real quality improvement isn't possible without the knowledge that comes from an understanding of the theory of knowledge, knowledge of variation, an understanding of psychology, and appreciation for systems.



"Who moved my Cheese?" Spencer Johnson

The bestselling classic that has helped millions of people find success and happiness through embracing what is inevitable in life: change.

Fundraising

Fundraising is governed by AFI 36-3101, *Fundraising within the Air Force*, 12 Jul 2002, AFI 34-223, *Private Organizations (PO) Program*, 8 Mar 2007, and the Joint Ethics Regulation (JER), DoD 5500.07-R.

Fundraising activities may not be conducted during the Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF) drives, unless the proceeds from the fundraising activity will be used to support the CFC or AFAF.

Fund raising activities in the units may be for events such as a unit Christmas party or a collection to assist fellow employees in need, for example taking collections from Squadron members to purchase food baskets or toys for squadron members.

Organizations wishing to solicit for local internal programs away from the workplace must have approval from the Installation Commander and may not de-

tract from CFC or AFAF campaigns if they are in progress. Examples include benefit sales by local base scout troops, athletic teams, or youth activities; and special events conducted by private, social, or professional organizations associated with the installation and composed primarily of DoD employees. To be eligible for official support and endorsement, the fundraising must be conducted by DoD employees, among DoD employees, for the benefit of DoD employees. Examples include, but are not limited to, spouses' clubs, organization booster clubs, basecharted scouting organizations, Company Grade Officers' Association, Non-Commissioned Offerers' Association, and so on.

For more information on what activities can be conducted, when they can be conducted and approval required, please reference AFI 36-3101, Table 1. Requests For Fundraising Activities.

The Great American Smokeout

The American Cancer Society is marking the 37th Great American Smokeout on November 15 by encouraging smokers to use the date to make a plan to quit, or to plan in advance and quit smoking that day. By quitting — even for one day — smokers will be taking an important step towards a healthier life – one that can lead to reducing cancer risk.



Tobacco use remains the single largest preventable cause of disease and premature death in the US, yet about 43.8 million Americans still smoke cigarettes

— Nearly 1 in every 5 adults. As of 2010, there were also 13.2 million cigar smokers in the US, and 2.2 million who smoke tobacco in pipes — other dangerous and addictive forms of tobacco.

<http://www.cancer.org/healthy/stayawayfromtobacco/greatamericansmokeout/index>



Human Performance Resource Center

HPRC's human performance optimization (HPO) website is for U.S. Warfighters, their families, and those in the field of HPO who support them. The goal is Total Force Fitness: Warfighters optimized to carry out their mission as safely and effectively as possible. <http://hprc-online.org/>

Introducing the FLTCIP Virtual Health Fair

Federal Long Term Care Insurance Program (FLTCIP) is launching a virtual health fair for employees unable to attend agency-sponsored health fairs. This new technology enables employees to easily find the information they need to learn more about the FLTCIP, such as registering for upcoming webinars, viewing recorded events — and, for the first time — chatting online with a FLTCIP representative. It's also a great op-

tion if FLTCIP is unable to send a representative to a health fair that an employee attends in person.

The virtual health fairs are available now and will be accessible through the end of Open Season on 10 Dec 12, from 10 a.m. until 2 p.m. Eastern Time. Employees interested in taking advantage of these health fairs may register at www.LTCFEDS.com/webinar. Please note, this is not a ".gov" website; therefore, employees

may be asked to click "Continue to this site" to gain access.

Employees may also contact a Long Term Care representative by dialing 1-800-582-3337, or TTY 1-800-843-3557.

To learn more about your benefits, click here:

[http://www.opm.gov/insure/
fastfacts/quickguide.pdf](http://www.opm.gov/insure/fastfacts/quickguide.pdf)



The Federal Long Term Care Insurance Program

Inclement / Hazardous Weather Conditions



It is important to be prepared for unexpected weather conditions and to know what procedures to apply during these situations. All supervisors need to brief their civilian employees on the procedures to follow during hazardous weather conditions. This includes what to do if there is a base closure, late reporting, or early dismissal due to adverse weather conditions. Also, mission essential designated personnel need to understand their responsibilities prior to weather emergencies. For additional information, please click <http://www.ramstein.af.mil/weatherinfo.asp> for weather condition updates.



Notice of OPM Regulatory Change 2012-17

The United States Office of Personnel Management (OPM) is issuing an interim final rule to amend the Federal Employees Health Benefits Program (FEHBP) regulations to make certain employees who work on intermittent schedules eligible to be enrolled in a health benefits plan under the FEHBP.

This rule is intended to allow agencies such as the Federal Emergency

Management Agency (FEMA) to apply to OPM for authorization to offer FEHBP coverage to intermittent employees engaged in emergency response functions.

Please click [http://www.ramstein.af.mil/shared/
media/document/AFD-121128-006.pdf](http://www.ramstein.af.mil/shared/media/document/AFD-121128-006.pdf) for further information.

How to Survive the Holidays in the Federal Workplace

It's the most wonderful time of the year. The crowds are gathering at the KMCC to buy that perfect toy for their children, or that perfect item for their spouse or significant other; the post office is in prime form getting our gifts to our loved ones back home, and we are all trying to figure the best gift idea for the upcoming gift exchange at work. Follow these guidelines, and you can enjoy a happy holiday season.

DoD personnel are not allowed to accept gifts that are offered because of their official position or from a prohibited source such as anyone seeking official action by the DoD; someone who does business with or wants to do business with the DoD; has interests that could be substantially affected by the employee's performance of duty; or any one in an organization composed of members listed above.



DoD personnel may not accept gifts from contractors, which includes attending parties, open-houses or receptions from contractors or contractor personnel unless:

- The gift does not exceed \$20 on the condition the total amount of gifts received during the year do not exceed \$50.
- If the gift is based on a personal relationship
- May attend an open-house or reception, and accept any gift of refreshments as long as it is a widely attended gathering and the DoD employee's supervisor agrees it is the agency's best interest to attend
- Any invitation that is open to the general public
- Gifts unrelated to DoD employment; such as invitations offered to a group or class that is not related to Government employment such as the build-

ing owner throwing a reception for all tenants in the building

- Soft drinks, coffee, pastries or similar refreshments not constituting a meal since they are not considered a gift
- Attendance at events which are solely based on outside business or other employment relationship; for example, an employee's spouse works at a Defense contractor. The DoD employee may accompany their spouse to the contractor's holiday party since the invitation is to the spouse of the employee, not to the DoD employee because of his or her position

DoD personnel may accept gifts, including attendance at parties, open-houses and receptions, from other DoD personnel if:

- DoD personnel may accept personal hospitality at the residence of a subordinate for a holiday gathering as long as it is customarily provided on the occasion
- No restrictions from accepting invitations from co-workers or supervisors.

Supervisors may not accept gifts from subordinates or DoD personnel who receive less pay, unless:

- During the holidays (which occur occasionally) supervisors may accept gifts (other than cash) of \$10 or less from a subordinate
- Supervisors may accept food and refreshments shared in the office and may share in the expenses of an office party
- If a subordinate is invited to a social event at their supervisor's residence it is acceptable to give the supervisor a hospitality gift of the type and value customarily given on such an occasion.

There are no legal restrictions regarding gifts given to peers or subordinates – but remember to use common sense and good taste.

Gambling in the Federal Workplace

In just a few short months, the top two NFL teams will face off in the big game to see who the best in the world is. It's a fun time for football fans to have friendly little wagers on who will win. That's fine and it can be fun to buy those little squares or to wager on the winner...as long as it isn't conducted in the Federal Workplace. Federal rules on gambling prohibit employees from gambling while on duty or while on government-owned or leased property. These restrictions apply not only to Federal employees, but also to members of the public at large, including contractors, vendors, and exhibitors.

Gambling is generally considered to have three elements:

- Consideration (betting something of value, usually money);
- A game of chance; and
- An offering of a reward or a prize

Events that do not include all of these elements are not considered to be gambling.

According to the Joint Ethics Regulation (DoD 5500.7-R), DoD employees shall neither participate in gambling activities while on base nor while on duty; this includes both military and civilian personnel.

The Holiday Party

Some great rules to remember when planning your holiday party:

- You cannot solicit from outside sources (i.e., your favorite restaurant) for contributions to your party, including food, funds or items.
- You may not use appropriated funds to pay for your party
- Remember that door prizes or drawings (i.e., raffles) could involve gambling. DoD regulations prohibit gambling on Federal property or while in a duty status.

OPM Furlough Guidance

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

In a shutdown furlough, an affected agency would have to shut down any activities funded by annual appropriations that are not excepted by law. Typically, an agency will have very little to no lead time to plan and implement a shutdown furlough

Please click <http://www.opm.gov/furlough/> to get more information on furlough.

Employee Injury Compensation



All employees, except active duty military employed by NAF during off-duty hours, are entitled to workers' compensation benefits for injuries and illness incurred on the job and as a result of their employment. **In order to be eligible for benefits you must report the injury to your supervisor**

immediately. Failure to do so may result in loss of entitlement. Your supervisor will provide you with the necessary forms to request treatment. If you sustain life threatening injuries, generally you will be taken to the emergency room on base. Otherwise, you are required to go to an off base hospital.



Position Classification Appeal Rights & Responsibilities

Every NAF employee has a position description which describes the major, regular and recurring duties they perform. The position guide also describes the qualifications, performance standards and training applicable to the position. NAF employees have the right to file a classification appeal defined as a written request made by an employee for a change in the pay system, grade or pay band, series, or title of their officially as-

signed position. There are exclusions to the classification appeal process (appeals based on comparison to another position, dispute over description of duties, propriety of classification standards, and allegations of discrimination); however, NAF employees may file an appeal individually or on behalf of a group of employees occupying identical positions. An employee may file a classification appeal at any time, but there are

time limits to protect retroactive benefits. If your position is downgraded, an employee's first appeal must be filed no later than 15 calendar days from the effective date of the downgrade action. The written appeal is presented to the Human Resources Director for initial action. It must include specific information in order to be accepted. The HRO then processes the appeal in accordance with established guidance.



Dual Compensation and Dual Employment

Title 5 U.S.C., Section 5533(a), states that a civilian employee WILL NOT be entitled to receive basic compensation for more than one civilian office or position of the Government of the United States for more than aggregate of 40 hours of work in any one calendar week (Sunday through Saturday). The intent of the law is generally to prohibit an individual from holding more than one full-time government position. A part-time employee may be employed in another position as long as the total hours worked in all jobs do not exceed 40 hours per week. Employee may be employed in regular and flexible positions; however, they may not be employed in two regular positions. This restriction applies to all positions within the United States Government, including NAF, APF, and AAFES positions.

Unit Manning Authorization

The unit manpower document (UMD) outlines the manpower and organizational structure of each unit assigned to an installation based on results of management engineering studies. It specifies the number of military and civilian authorizations (or positions) assigned to each organization. It lists skill level (military rank equivalent) requirements based on the unit mission, functional responsibilities/tasks, and qualification requirements for each position assigned to a particular unit or work center.

The UMD serves as a basic framework from which managers and supervisors structure organizations and establish civilian positions for optimum efficiency and economy. It is particularly useful in that it provides key elements which normally are required on SF 52, Request for Personnel Action:

Organizational Structure Code (OSC)

Functional Account Code (FAC)

Air Force Specialty Code (AFSC)

Manpower Control Number & Number Assigned

There are two parts to the UMD - 'funded' and 'unfunded' requirements.

Funded Requirement

Identifies an authorization that is necessary to accomplish the mission of a unit or work center and was included in the calculation of the installation's human resource management budget. It does not necessarily mean, however, that funds have been allocated to fill the position. 'Funded' requirements are never funded at 100%, and, not all 'funded' positions get filled.

Unfunded Requirement

Indicates that an authorization has been identified as necessary to accomplish the mission of a unit, however, the position was not factored into the human resource management operating budget.

You should be familiar with the unit Manning Authorization data for your organization or unit. The UMD is generated quarterly and is maintained by organizational commanders and/or resource advisors. Since organizational structure and manpower authorizations undergo continuous change, authorization change notices are issued as changes occur, so operating officials can make timely and well-informed decisions.

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18039/kw/18039/p/1%2C3

Unit Manning Authorization Data Definitions

OSC: Organizational Structural Identification

An alphabetic code, between two and seven characters in length, which identifies the internal organizational structure of a specific unit.

FAC: Functional Account Code
A six digit code (first four digits controlled by HQ Air Force, the last two digits controlled by MAJCOM) which identifies a particular function.

PEC: Program Element Code
A six digit alphanumeric code which represents a subdivision of programmed cost data, i.e., people, equipment, and facilities related to a specific program. The first five characters are normally numeric and the sixth is always alphabetic. The first character of the PEC identifies the Major Force Program code (i.e., Guard and Reserve For-

es; Research and Development; Airlift and Sealift; Training, Medical, and Other General Purpose Activities, etc.).

AFSC: Air Force Specialty Code
A numeric five digit code that identifies a particular task (occupation or job family) and may include an alpha prefix or suffix.

ACR: Authorization Change Request
This is a request submitted by management to the base Manpower Office asking for changes to be made to the organization's Unit Manpower Document (UMD). Such changes may include changing the AFSC assigned to a manpower authorization, changing the supervisory level assigned to an AFSC/manpower authorization, moving manpower authorizations within assigned FACs, etc. The format of such requests and require-

ments for submittal are determined individually by each installation's manpower office.

ACN: Authorization Change Notice

A Change Notice will be generated and sent to the organization when updates/changes/corrections have been made to an organization's UMD. Not all changes/updates are a result of management submitting an ACR. Sometimes changes are a result of the manpower community generating overall changes/updates. The computer generated notice indicates the before and after status. These documents should be kept with the UMD until a new UMD document is provided with the incorporated changes.

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18040/kw/18040/p/1%2C3

Bezahlte Arbeitsbefreiung am 24. Dezember

Es sei nochmals darauf hingewiesen, dass der Tarifvertrag für den 24. Dezember eine ganztägige Freistellung gewährt. Ist die Arbeitsbefreiung aus dienstlichen Gründen nicht möglich, so wird an einem anderen Arbeitstag entsprechend Arbeitsbefreiung erteilt. Ist auch dies nicht möglich,

so wird der Zuschlag für die am 24. Dezember geleistete Arbeitszeit gezahlt. Der Zuschlag beträgt in diesem Fall 100 v.H. der auf die Stunde entfallenden Grundvergütung. Hierbei finden die folgenden Codes für die am 24. Dezember gearbeiteten Stunden Anwendung:



- | | |
|----------------------------------|---|
| Im T-Tarif: | Code 491 und die Anzahl der Stunden <u>bis</u> 14.00 Uhr |
| | Code 495 und die Anzahl der Stunden <u>nach</u> 14.00 Uhr |
| In allen anderen Tarifen: | Code 490 und die Anzahl der Stunden <u>bis</u> 14.00 Uhr |
| | Code 494 und die Anzahl der Stunden <u>nach</u> 14.00 Uhr |

Paid Excuse From Work on 24 December

This is a reminder that the tariff agreement grants time off for the entire work day on 24 December. If time off is not possible because of operational requirements, equivalent time off will be granted on another workday. If this is not possible either, a sup-

plement will be paid for the work performed on 24 December. In this case the supplement is 100 % of the hourly basic compensation. The following pay codes do apply for the hours worked on 24 December:

- | | |
|-------------------------------|---|
| In the T-Tariff: | Code 491 and the number of hours worked <u>until</u> 14.00 p.m. |
| | Code 495 and the number of hours worked <u>after</u> 14.00 p.m. |
| For all other tariffs: | Code 490 and the number of hours worked <u>until</u> 14.00 p.m. |
| | Code 494 and the number of hours worked <u>after</u> 14.00 p.m. |

Baumaßnahmen – Informationsrechte der Betriebsvertretung

Wenn der Arbeitgeber einen Neubau, eine Erweiterung oder eine Renovierung eines Gebäudes plant, hat die örtliche Betriebsvertretung gemäß § 78 (4) des Bundespersonalvertretungsgesetzes (BPersVG) das Recht angehört zu werden. Sobald konkrete Pläne/

Entwürfe für einen Neubau, Umbau oder eine Erweiterung eines Gebäudes vorliegen, hat die Dienststelle die Pflicht, die Betriebsvertretung zu unterrichten und ihr die Gelegenheit zu geben, eine Stellungnahme abzugeben oder Vorschläge zu machen. Bitte wenden Sie sich an Ihren

zuständigen Sachbearbeiter im Personalbüro. Er/Sie wird das Informationspaket für die Betriebsvertretung erstellen und an die Betriebsvertretung weiterleiten (z.B. Bauplan, Namen der betroffenen Beschäftigten, usw.). Diese Vorgehensweise stellt sicher, dass die Informationsrechte der

Building Construction – The Works Council's Information Rights

If management plans a new building construction, expansion or renovation, the local Works Council has a right to be heard IAW Art 78 (4), Federal Personnel Representation Law (FPRL). As soon as detailed construction plans/designs are available the agency has an obligation to notify the council and give them an opportunity to pro-

vide comments or make suggestions. Please contact your ER specialist at the Ramstein Civilian Per-

sonnel Flight. He/she will prepare the information package and provide it to the Works Council (i.e. construction plan, names of the local national employees impacted, etc). This approach will assure that Works Council information rights are observed IAW the FPRL.



Zeugnisse fuer Non-US Arbeitnehmer

Grundsätzlich gibt es zwei Arten von Zeugnissen: das Arbeitszeugnis und das qualifizierte Zeugnis.

Das Arbeitszeugnis beschränkt sich auf Name des Arbeitnehmers, Geburtsdatum und eine Auflistung der gegenwärtigen und vergangenen Arten von Arbeitsverhältnissen und innegehabten Positionen bei den US-Streitkräften.

Das qualifizierte Zeugnis ist detaillierter und enthält eine beschreibende Wiedergabe der Stellenbezeichnungen und Kernaufgaben des Arbeitnehmers im Laufe der Beschäftigung und eine Bewertung der Arbeitsleistung und des Verhaltens.

Gemäß Paragraf 48 des Tarifvertrages hat jeder Non-US Arbeitnehmer auf Antrag den Anspruch auf Erstellung eines Zwischenzeugnisses während der Beschäftigung und bei Antrag auf unverzügliche Zeugniserstellung bei Beschäftigungsende. Der Arbeitnehmer richtet den Antrag an seine Beschäftigungsstelle. Diese leitet den Antrag weiter ans Personalbüro zusammen mit der vom Vorgesetzten ausgefüllten USAFE Form 198 (Exit Evaluation). Auf Grundlage der in USAFE Form 198 enthaltenen Informationen wird das Zeugnis vom Personalbüro erstellt, unterzeichnet und ausgegeben.



Testimonials for Non-US Employees

Generally, there are two different kinds of testimonials: the basic and the qualified testimonial.

The basic testimonial is limited to the employee's name, date of birth and an enumeration of the current and previous types of employment and positions held with the US Air Force.

The qualified testimonial is more detailed and includes a descriptive statement of the employee's position titles and core duties during the period of employment as well as an evaluation of the employee's performance and conduct on duty.

IAW Art 48 of the Tariff Agreement, each Non-US employee is entitled to request an interim testimonial during the course of employment and must be issued a testimonial upon request without delay at the time the employment expires. The employee addresses the request to his/her employing unit. The employing unit forwards the request to the Civilian Personnel Office and provides USAFE Form 199 (Exit Evaluation) completed by the supervisor. Based on the information contained in USAFE Form 199, the testimonial then will be prepared, signed and issued by the Civilian Personnel Office.

Stelleneingruppierung für Nichtamerikanische Beschäftigte

Die Wertigkeit nichtamerikanischer Positionen ist 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 Eingruppi-

erungsabteilung des Personalbüros koordiniert alle Stellenbeschreibungen mit Manpower um eine korrekte Nutzung der genehmigten Planstellen sicherzustellen.

In diesem Zusammenhang ist besonders darauf hinzuweisen, dass die Leistung eines Stelleninhabers kein Eingruppierungskriterium 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 in the Non-US Employment System

The grade value of a Non-US position is ***strictly*** determined by application of 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 effected 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 Non-US classification staff of the Ramstein Civilian Personnel Office is required to coordinate with the

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

It is important to emphasize 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 and performed in the position. The proper avenue/tool for recognition of outstanding duty performance is the Non-US Awards Program.