



U.S. AIR FORCE



Manpower & Personnel Flight News



January 2013

Inside this issue:

Thrift Savings Plan	2
TSP4gov on YouTube	2
AF Civilian Service Managers Resource Center	2
Reading Corner	3-4
Decommissioning of the Classification	5
Opportunity to Support the DoDEA-STEM Initiative	5
Prohibited Personnel Practices	6
Civilian Drug Use	7
Hatch Act Modernization	7
Career Videos	7
Whistleblower Disclosure	8
What is the Future of the Air Force?	8
EBIS	10
NAF News	9-10
LN News	11-15

A Message From our Flight Chief

Good Afternoon,

There are many items impacting AF civilians in the news and we want to keep you informed. As you've seen in the local news, there is a current LQA review ongoing; please be patient and we will release information as soon as the results are known. There has also been news covering Air Force hiring actions, possibility of sequestration, and what would happen if there was a furlough—rest assured, your personnel office is working hard for you. We've provided information on these topics above in our previous newsletters and will continue to provide information, using a variety of media, as it becomes available.

Our teams are available to brief at your Civilian Calls and via conference calls for our GSU locations.

**Please contact us if you have a question
We are here for YOU!**

Sincerely,

Ms. Christine Murray

Manpower & Personnel Flight Chief

People, Pride, Performance...Always!

Keep Informed: the 2013 Federal Handbooks are out ...

<http://federalhandbooks.com/explore-our-handbooks/>

<http://www.fedweek.com/bookstore/>

Thrift Savings Plan

Employee Contributions

There are two types of employee contributions:

- Regular employee contributions (including automatic enrollment contributions)
- Catch-up contributions (for participants age 50 or older)

Regular Employee Contributions

You can begin making regular employee contributions at any time. These are payroll deductions that are made from your basic pay. Each pay period, your agency or service will deduct your contribution to the TSP from your pay in the amount or percentage that you indicated when you submitted your contribution election information.

Your agency or service will continue to deduct your contribution until you:

- Make a new election changing the amount, or
 - Elect to stop your contributions, or
 - Reach the IRS contribution limit, or
 - Take a financial hardship withdrawal.
- For more information, visit Contribution Limits.

Catch-Up Contributions

You can begin making catch-up contributions at any time beginning in the year you turn 50. Catch-up contributions are also deducted from your pay. To be eligible to make catch-up contributions, you must expect to contribute the maximum amount allowed of regular employee contributions for the year to the TSP or to an equivalent tax-deferred employer plan, such as a private sector 401(k) or nonprofit 403(b) employer plan.

Your catch-up contributions will stop automatically when you reach the catch-up contribution limit or at the end of the calendar year, whichever comes first.

Note: You must make a new catch-up contribution election each calendar year.

<https://tsp.gov/planparticipation/eligibility/typesOfContributions.shtml>



Plan News and Announcements as of January 9, 2013.
<https://www.tsp.gov/whatsnew/plan/planNews.shtml>

TSP4gov on YouTube

The TSP now has a YouTube channel (www.youtube.com/TSP4gov), where you'll find a number of informative videos to help you make decisions about the TSP and manage your TSP account.

 * **Fourth quarter participant statements are** *
 * **now available** *
 *
 * Your fourth quarter 2012 participant state- *
 * ment, covering the period from October 1 *
 * through December 31, 2012, is now availa- *
 * ble in My Account and the annual partici- *
 * pant statements will be sent in February. *
 *



Reading Corner

Reading Corner

Seite 3

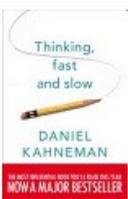
Library Overdrive

If you love to read but can't make it to the library, the Air Force will bring the library to you. OverDrive, one of several Air Force library online resources, features nearly 10,000 electronic books, audio books, videos and music available for checkout to eligible customers.

All Airmen with an official Air Force email address are eligible to set up their own account, and family members or others who don't have an Air Force email address can sign up for an account at their Air Force library, Mosley said. To date, 16,300-plus account holders have initiated more than 125,000 checkouts since OverDrive was established in 2007.

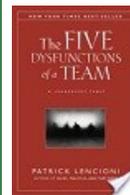
Account holders can download books, music and movies to their personal computer, tablet, smart phone, e-reader, iPod, MP3 player and more for 3-14 days, and can have up to five items checked out at a time. Ref: <http://www.af.mil/news/story.asp?id=123314316>

To access Overdrive: <http://af.lib.overdrive.com/01253F76-6BA3-45A1-B927-89E92D51938B/10/536/en/default.htm>



“Thinking, Fast and Slow”, Daniel Kahneman

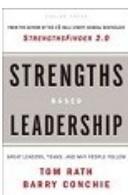
In *Thinking, Fast and Slow*, Kahneman takes us on a groundbreaking tour of the mind and explains the two systems that drive the way we think and make choices. One system is fast, intuitive, and emotional; the other is slower, more deliberative, and more logical. Kahneman exposes the extraordinary capabilities-and also the faults and biases-of fast thinking, and reveals the pervasive influence of intuitive impressions on our thoughts and behavior.



“The Five Dysfunctions of a Team: A Leadership Fable”, Patrick M. Lencioni

Patrick Lencioni once again offers a leadership fable that is as enthralling and instructive as his first two best-selling books. This time, he turns his keen intellect and storytelling power to the fascinating, complex world of teams.

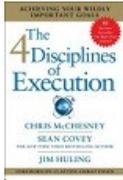
Throughout the story, Patrick Lencioni reveals the five dysfunctions which go to the very heart of why teams even the best ones-often struggle. He outlines a powerful model and actionable steps that can be used to overcome these common hurdles and build a cohesive, effective team.



“Strengths Based Leadership: Great leaders, teams and why people follow”, Tom Rath & Barry Conchie

For decades, Gallup scientists have researched the topic of leadership. The results of that research are unveiled in *Strengths-Based Leadership*. Using Gallup's discoveries, the authors identify three keys to being an effective leader and use firsthand accounts from highly successful leaders to show how each person's unique talents can drive their success. Loaded with novel research, inspiring stories, and actionable ideas, *Strengths-Based Leadership* offers a new roadmap for leading people toward a better future.

Reading Corner (2nd Page)

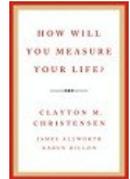


“The 4 Disciplines of Execution: Achieving Your Wildly Important Goals”, Chris McChesney, Sean Covey and Jim Huling

4DX is a simple, repeatable, and proven formula for executing on your most important strategic priorities in the midst of the whirlwind.

“How Will You Measure Your Life?”, Clayton M. Christensen

Is full of inspiration and wisdom, and will help students, midcareer professionals, and parents alike forge their own paths of fulfillment.

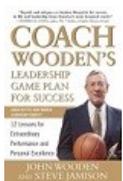
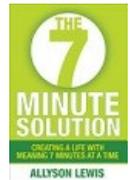


“HBR’s 10 Must Reads on Strategy (with featured article “What Is Strategy?” by Michael E. Porter)”, Harvard Business Review

Ten important articles to help you catalyze your organization’s strategy development and execution.

“The 7 Minute Solution: Time Strategies to Prioritize, Organize & Simplify Your Life at Work & at Home”, Allyson Lewis

Learn time strategies to prioritize, organize and simplify all aspects of your life at work and at home.



“Coach Wooden’s Leadership Game Plan for Success: 12 Lessons for Extraordinary Performance and Personal Excellence”, John Wooden

You can learn and apply his philosophy of world-class leadership with examples, exercises, quizzes, and quotations.

“Where Will You Go from Here? Moving Forward When Life Doesn't Go as Planned”, Valorie Burton

Life doesn’t always go according to plan, but with the right attitude and skills, you can persevere through even the toughest situations—and emerge stronger and better than ever.



“Die Baeren Strategie: In der Ruhe liegt die Kraft”, Lothar Seiwert

Die Bärenfabel des deutschen Zeitmanagement-Papstes Professor Dr. Lothar Seiwert bringt uns auf unangestrenzte Weise dazu, unser "Zeitmanagement" zu überdenken. Er animiert uns, über unsere Ziele nachzudenken und über unsere Präferenzen. Zeigt, wie wir mehr wichtige Dinge geregelt kriegen.

Decommissioning of the IVRS Automated Phone System

Effective 31 January 2013 the interactive voice response system (IVRS) will no longer be accessible to employees. This system allowed employees to conduct certain benefits-related actions by calling 1-800-525-0102 and using your telephone keypad. You will now be required to conduct benefits related transactions through the online employee

benefits and information system (EBIS). Employees can still continue to contact a customer service representative for counseling or guidance by calling 1-800-525-0102 but, will be directed to EBIS to accomplish any benefit transaction. There is a wealth of information posted, calculators that enable employees to compute their own retirement esti-

mates and eRetirement tool that aids employees in completing retirement applications. You can access EBIS through the myPERS website from any government or home computer using a common access card at <https://myPERS.af.mil> 24 hours a day, 7 days a week.

Classification

The AFPC Classification has added instructions to demystify classification procedures in the Before You Hire section, to view the articles scroll down the page to the "Classification of Positions" section, click on "Related Information (show/hide)" and scroll down to the six "AFPC Managers Articles" <http://afciviliancareers.com/managers/regulations.php?>

Opportunity to Support the DoDEA-STEM Initiative

Deadline: January 31, 2013

Please see the attached December 20, 2012, memorandum and FAQs from Director John Berry of the U.S. Office of Personnel Management (OPM) regarding the Department of Defense Education Activity (DoDEA) and OPM Science Technology Engineering and Math (STEM) Initiative.

<http://www.ramstein.af.mil/shared/media/document/AFD-130124-007.pdf>

We are asking for your help to identify interested Federal employees in specific STEM fields to travel for 1 week to the requested locations indicated on page 2 of the attached FAQ docu-

ment. DoDEA will cover all travel related expenses for participating Federal STEM professionals. Individuals will be asked to collaborate with educators at the matched location to develop learning activities designed to engage and inform students on Federal Employment.

The goals of this program include but are not limited to:

- Engagement of students in STEM career paths in the Federal Government.
- Enhancement of education and competency of students pursuing STEM career paths in the Federal Government.
- Development of the STEM workforce pipeline.

AF Civilian Service Managers Resource Center

Topics include; Before You Hire, Start Hiring, Assessing & Interviewing, Onboarding & Orientation, Retention, Workforce Shaping, Videos, Feedback, Library and more.

<http://afciviliancareers.com/managers/home.php>

EMR

Prohibited Personnel Practices

There are 12 prohibited personnel practices, including reprisal for whistleblowing, which are defined by law at §2302(b) of Title 5 of the United States Code (U.S.C.). A personnel action (defined in 5 U.S.C. § 2302(a)(2)(A) to include appointments, promotions, reassignments, disciplinary actions, and other personnel matters may need to be involved for a prohibited personnel practice to occur. Generally stated, §2302(b) provides that a federal employee who has authority over personnel decisions may NOT:

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

Civilian Drug Use

Recently Colorado and Washington voters approved state laws to legalize limited recreational use of marijuana. More states are seeking to follow suit. However, the Federal government remains a drug-free workplace under Executive Order 12564 (1986), DoD 1010.09 and AFI 44-107. Use of illegal drugs on or off duty will not be tolerated. This policy is based on the Federal criminal statutes on controlled substances and is not affected

by State laws legalizing use of marijuana.

Marijuana is a Schedule I controlled substance under 21 USC 812(b) and 21 USC 841-44, meaning its use is a federal crime and it has no acceptable medical use under Federal law. When there is conflict between Federal and State laws, the Federal law is controlling.

AFI 44-107, Civilian Drug Demand Reduction Program, and AFI 36-704, Discipline and

Adverse Action, are in effect for civilians testing positive for marijuana use regardless of state laws on recreational or medicinal use. Use of illicit drugs, including marijuana, is subject to disciplinary and adverse action under AFI 36-704.

For more information, contact your Employee Relations Specialist at 478-6714 or 480-7608.



Hatch Act Modernization Act of 2012

On December 19, 2012, the U.S. House of Representatives passed the Hatch Act Modernization Act of 2012 (S.2170). This modernization removes the federal prohibition on most state and local government employees who want to run for partisan political office. Under the current law, state and local government employees are prohibited from running for partisan office if their job is connected to federal funding, in essence preventing highly qualified candidates from serving their local communities. The Hatch Act Modernization Act will strike this prohibition unless the employee's salary is fully funded by federal dollars. The Hatch Act will continue to restrict state and local government employees from engaging in coercive conduct, or otherwise using their government positions to advance partisan political ends.

S.2170 also modifies the penalties under the Hatch Act to provide a range of possible disciplinary actions for federal employees. Under the new legislation, employees will be subject to removal, reduction in grade, debarment from Federal employment for a period not to exceed 5 years, suspension, reprimand, or an assessment of a civil penalty not to exceed \$1000. Previously, the penalty for violating the provisions of the Hatch Act was removal. In addition, the legislation updates the Hatch Act's provisions regarding District of Columbia government employees and federal employees residing in the District.

Career Videos

- Every position in the Air Force Civilian Service is categorized into one of 20 Career Fields.
- Each Career Field has its own mission, goals, and objectives in support of the overall United States Air Force Mission. Some Career Fields - like History and Museums - have very specialized missions and hire a narrow range of pro-

fessionals, while others - such as Civil Engineering - have much broader missions and require a wide variety of skill sets. Click the link to view informative videos about selected Career Fields <http://afciviliancareers.com/careers/careervideos/>

Whistleblower Disclosures

POC: 478-6714/480-7608

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

fice of Special Counsel and procedures are available at <http://www.osc.gov>.

Recently, the Whistleblower Enhancement Act of 2012 was signed into law. This Act will strengthen the rights of and protections for federal employees so that they can more effectively root out waste, fraud and abuse in the federal government. The Enhancement Act reaffirms the plain language of the Whistleblower Protection Act, which covers, by its terms, "any disclosure," or violations of law, gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

The Bill also clarifies that an employee does not lose protec-

tion simply because of the their motive for making the disclosure, or how much time passed between the event and the filing of the disclosure.

It also clarifies that an employee is not deprived of protection simply because the employee made the disclosure in the normal course of their duties, provided the employee can show that not only did the reprisal occur, but that the agency took the action because of the disclosure, and that the agency took the action with a retaliatory motive.

Please click <http://www.ramstein.af.mil/shared/media/document/AFD-130124-007.pdf> for more information.

AF PCS Briefings: PCSing soon? Learn all about your next move at: <http://afciviliancareers.com/regulatory/>

What is the Future of the Air Force?

Air Force Secretary Michael Donley, in a four series opinion piece, outlined some of the resource challenges the Air Force will encounter while operating in a more complex & dynamic environment.

- The Air Force's Budgetary Balancing Act: EXCLUSIVE

<http://defense.aol.com/2013/01/08/sec-donley-on-the-air-forces-budgetary-balancing-act-exclusiv/>

- How Low Can the Air Force Go? -- EXCLUSIVE

<http://defense.aol.com/2013/01/09/sec-donley-how-low-can-the-air-force-go-exclusive/>
- Air Force Must Shrink or go Hollow - EXCLUSIVE

<http://defense.aol.com/2013/01/10/sec-donley-on-readiness-air-force-must-shrink-or-go-hollow/>

- Why the Air Force Can't Delay Modernization -- EXCLUSIVE

<http://defense.aol.com/2013/01/11/sec-donley-why-the-air-force-cant-delay-modernization-exclu/>

New APF Furlough guidance from OPM issued

<http://www.opm.gov/furlough/Guidance-for-Administrative-Furloughs.pdf>

NAF News

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.

AF NAF Job Fair

The NAF Human Resources Office is holding a Job Fair on 6 Feb 13 at the Ramstein Officer's Club from 0900 to 1400. Several Facilities will be there to hire for various positions on the spot.

If you are looking for a job, this is the right time to get one! To make the process faster, ap-

ply on NAFJobs.org before attending and print your applications to bring with you. Also, don't forget to bring the following documents with you: resume, passport, PSC orders, SSN, and ID card. Please be informed we can only hire US and NATO (Non German) citizens.



For more information, please contact the NAF Human Resources office, bldg. 2118, on Ramstein AB, or by phone DSN: 480-2659/2672, comm. 06371-47-2659/2672.

NAF News

NAF Classification Appeals

A classification appeal is a written request to the HRO made by an employee for a change in the pay system, grade or pay band, series, or title of his or her officially assigned position.

An appeal may be filed by an employee individually or on behalf of a group of employees occupying identical positions (having the same pay plan, title, series, grade or pay band, and position number).

An employee has the right to be assisted and advised in preparing the appeal by a representative of his or her own choosing, unless there is a conflict of interest, such as an employee of the servicing HRO. An employee may appeal the classification of his or her position at any time but may not appeal *proposed* classification changes.

The appeal must contain the following:

- The name, mailing address and organization of all appellants.
- The employee's official assigned position title, series, grade or pay band, and position number.
- A statement clearly indicating the part of the classification with which the appellant(s) disagree; why the classification is inconsistent with published standards or guidelines; and the title, series, or grade or pay band, the appellant(s) consider correct.
- The mailing address of the employee's representative, if one is designated.



How to access APF EBIS (Employee Benefits Information System)

EBIS can save time in many personnel transactions. For example you can check the status of your insurance benefits enrollment, complete a retirement application, or increase your thrift savings account. Please click <https://gum-crm.csd.disa.mil/ci/fattach/get/2124631/1348070662/redirect/1/filename/How%20to%20Navigate%20EBIS.pdf> if you want to find out more about EBIS.

Air Force Employees!

The Mission, Challenge, Reward and Satisfaction: Air Force Civilian Service (AFCS) is a worldwide organization employing over 180,000 men and women across a broad array of positions. We are the civilian support component of the United States Air Force, providing everything from human resources to engineering and childcare to contract management. We are not active duty military, but we work side by side with airmen and officers to support the defense of our nation.

http://afciviliancareers.com/flash/video_commercial2.html#640,360

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 werden. Das



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](#).

LN News

Stelleneingruppierung fuer Nichtamerikanische Beschaeftigte

Die Wertigkeit nichtamerikanischer Positionen wird *strikt* nach den Eingruppierungskriterien des Tarifvertrags für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (TVAL II), dessen *Gehaltsgruppendifinitionen 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 Fachrichtungscode (AFSC) welcher mit der entsprechend genehmigten Planstelle verbunden ist. Dieser muss durch das Manpower Büro auf die ordnungsgemäße Ressourcenplanung (Nutzung) und die in der Stellenbeschreibung beschriebenen Kernfunktionen (Aufgaben und Zuständigkeiten) geprüft werden. Die Eingruppierungsabteilung wiederum koordiniert alle Stellenbeschreibungen um eine korrekte Nutzung von genehmigten Planstellen sicherzustellen.

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

Position Classification for Non-US employees

The grade value of Non-US positions are *strictly* determined based on the grading criteria established in the Collective Tariff Agreement (CTA II), its *salary group definitions and examples*, including all applicable appendixes as well as prevailing or precedence setting classification decisions and court rulings. Changes to the Non-US classification and grading system can only be affected and implemented after prior negotiation and agreement between the legal parties to the CTA II, i.e. the trade unions and the Stationing Forces in Germany. Another aspect to be considered relates to the Air Force Specialty Code (AFSC) level connected to each UMD authorization. The manpower

office verifies the proper characteristics of position functions/capabilities as well as the core functions (duties and responsibilities) described in the PD. The classification office will coordinate with the Manpower office on all position descriptions to verify proper utilization of authorized manpower.

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

LN News

BETRIEBSVEREINBARUNG ZU ALKOHOL UND ANDEREN SUCHTMITTELN AM ARBEITSPLATZ

Wie wir bereits mehrfach informiert haben, existieren in den beiden groessten Dienststellen Ramstein I und Ramstein II Betriebsvereinbarungen zu Alkohol und anderen Suchtmitteln am Arbeitsplatz. Damit gelten die darin vereinbarten Regelungen fuer alle Non-US Arbeitnehmer dieser Dienststellen.

Es sei nochmals daran erinnert, dass ein Alkoholverbot waehrend der Arbeitszeit und auch – dies erstmals- waehrend der Pausen auf dem Gelaende des Arbeitgebers gilt. Weiterhin gilt das Verbot auch waehrend Dienstreisen und fuer die Lagerung von Alkohol am Arbeitsplatz.

Ziel der Vereinbarungen ist es, in einem Schritt fuer Schritt geschilderten Verfahren suchtabhaengigen Arbeitnehmern Hilfe bei der Ueberwindung der Sucht zukommen zu lassen. Fuer die beiden Dienststellen RAB I und RAB II sind Suchtberater und deren Stellvertreter benannt, an die sich betroffene Arbeitnehmer wenden koennen. Es sind dies fuer RAB I Herr Bernd Habermann, 489-6620 und Herr Markus Rebmann (Stellvertreter), 489-8140 und fuer RAB II Herr Rüdiger Schmitt, 480-9318 und Herr Manfred Kleemann (Stellvertreter), 480-3213.

Verantwortlich fuer die Einhaltung des Alkoholverbots, die Identifizierung von Problemfaellen und die Einleitung geeigneter Schritte ist der Vorgesetzte.



Der Wortlaut der Betriebsvereinbarung kann eingesehen werden unter <http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=7185>.

Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365/7153 oder 06371-47-5365/7153.

SHOP AGREEMENT ON ALCOHOL AND OTHER NARCOTICS AT THE WORK PLACE

As we have informed several times in the two largest agencies Ramstein I and Ramstein II shop agreements exist on alcohol and other narcotics at the work place. With that the agreed upon provisions apply for all Non-US employees in these agencies.

This is to re-emphasize the prohibition to consume alcohol during work hours and -for the first time- during breaks on the premises of the employer. Furthermore, the prohibition also applies for duty travels and the storage of alcohol at the work place.

It is the goal of the agreements to offer help for addicted employees in a procedure described step-by-step to overcome the addiction. For the two agencies RAB I and RAB II addiction counselors and alternates have been appointed as follows: for RAB I Mr. Bernd Habermann, 489-6620 and Mr. Markus Rebmann (alternate), 489-8140 and for RAB II Mr. Rüdiger Schmitt, 480-9318 and Mr. Manfred Kleemann (alternate), 480-3213.

The supervisor is responsible for the compliance with the alcohol prohibition, the identification of problem cases, and the initiation of appropriate steps.

To see the wording of the shop agreement click here <http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=10489>.

Questions about the issue may be addressed to the Non-US section, tel.: 480-5365/7153 or 06371-47-5365/7153.

LN News

BETRIEBSVEREINBARUNG ZUR BEZAHLTEN FREISTELLUNG AN AMERIKANISCHEN FEIERTAGEN

Wie bereits in der Dezemberausgabe angekündigt, wurden auch in den Betriebsvertretungsbereichen RAB I und RAB II fuer das Jahr 2013 wieder Betriebsvereinbarungen getroffen, die die bezahlte Freistellung von LN-Arbeitnehmern an amerikanischen Feiertagen regeln.

Auch in 2013 arbeiten die teilnehmenden LN-Arbeitnehmer durch die 40-Stundenwoche einen zusaetzlichen Tag ein, der

noch nicht durch die bezahlte Freistellung an den amerikanischen Feiertagen abgegolten ist.

Dieser zusaetzliche freie Tag liegt, je nachdem wo man arbeitet, entweder fest am 29.11.13 (Freitag nach Thanksgiving) oder kann flexibel genommen werden.

Wenn Sie wissen wollen, welche Regelung hier fuer Sie zutrifft, koennen Sie dies in der fuer Sie geltenden Betriebsvereinbarung nachschauen. Sie finden die Betriebsvereinbarungen unter

<https://ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/Shop%20Agreements%20LN%20Personnel/Forms/AllItems.aspx>.

Fuer die Einhaltung der vereinbarten Regelungen sind die Vorgesetzten verantwortlich.

Bei Fragen wenden Sie sich bitte an die Non-US



SHOP AGREEMENT FOR PAID TIME OFF ON US HOLIDAYS

As already announced in the December edition, for the year 2013 again shop agreements were concluded also for the Works Council agencies RAB I and RAB II stipulating the paid time off for LN employees on US holidays.

In 2013 the participating LN employees by working the 40-hour work week again make up the time for one additional day, which is not compensated

for by the paid time off on the US holidays.

This additional day off is, depending on where you work, either on 29 November 2013 (Friday after Thanksgiving) or may be taken flexible.

If you want to know which provision applies for you, you may look at the respective shop agreement. The shop agreements can be found at <https://>

ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/Shop%20Agreements%20LN%20Personnel/Forms/AllItems.aspx.

Supervisors are responsible for compliance with the provisions in the agreements.

If you have questions, please contact the Non-US section, tel.: 480-5365/7153 or 06371-47-5365/7153.

LN News

Programm zur Zeiterfassung, Kontrolle und Meldung von Zeitlistendaten – USAFEI 36-709G

Dokumentation und Erfassung von bezahlter Abwesenheit

Seit der Änderung der USAFEI 36-709G vom 9. April 2012, muss jede bezahlte Arbeitsbefreiung des § 28, Ziffer 1-5 TVAL II mit der USAFE Form 857 (Urlaubsantrag) beantragt und genehmigt werden und ist in Stunden ohne DUEVO Code in LNTAP zu erfassen. Dabei ist zunächst die Lohnart 004 einzugeben, dann die bezahlte Arbeitszeit in Stunden und der Verweis auf die entsprechende Bestimmung im Tarifvertrag (Referenz).

Insbesondere muss auch Arbeitsbefreiung für Arzttermine nach § 28 TVAL II mit der USAFE Form 857 (Urlaubsantrag) beantragt und genehmigt und in LNTAP zu erfasst werden. Gemäß § 28 TVAL II wird bezahlte Arbeitsbefreiung bis zu einem Arbeitstag beim erstmaligen Aufsuchen eines Arztes gewährt. Bei angeordneten ärztlichen Untersuchungen oder Behandlungen, wenn diese nicht ausserhalb der Arbeitszeit durchgeführt werden können, erfolgt die Freistellung für die jeweils unerlässlich erforderliche Zeit.



LN Time & Attendance – USAFE Instruction 36-709 Documentation and Report of Admin Leave

With the change in USAFEI 36-709, dated 9 April 2012 all paid release from work according to the provisions of CTA II, Art 28, Nr. 1 -5 must be requested and approved with USAFE Form 857 (leave request) and has to be reported in LNTAP in hours without a DUEVO code. Input must always start with pay code 004 followed by the paid release time in hours and the reference to the detailed provision in the tariff agreement.

In particular time off for medical examinations IAW Art. 28 CTA II also needs to be requested and approved with USAFE Form 857 (leave request) and has to be reported in LNTAP. Per Article 28 CTA II paid time off for will be granted for a maximum of one day for a first-time physician consultation. For scheduled medical examinations or treatment paid time off will be granted for the time absolutely necessary, if appointments cannot be scheduled off-duty.