
Subject: Guidance on Civilian Support of Operation Allies Refuge (OAR)
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Importance: High

From: NEWBURN, MATTHEW D GS-14 USAF USAFE 86 FSS/FSC <matthew.newburn@us.af.mil>
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Subject: Guidance on Civilian Support of Operation Allies Refuge (OAR)

Good Afternoon Commanders and Directors: As you're likely aware, the herculean efforts in support of Operation Allies Refuge (OAR) have been made possible by the participation of all components of our Total Force, including civilian employees. The attached [guide](#) has been coordinated with HQ U-A/A1 to provide you some ROEs for civilian employees' participation in support of OAR. The guide provides information pertinent to US appropriated fund employees on page 1, and Non-US employees on page 2, and addresses both civilian volunteerism and management-directed support.

In addition to the attached guide, our office has received several questions about leave requests and the circumstances appropriate for denying either new leave requests or previously approved leave due to the need to support OAR or to backfill those in direct support of OAR. Supervisors should work closely with their chain of command and organizational commanders in making such determinations. **It is important that supervisors read the below guidance prior to making any decisions to disapprove leave for civilian employees, and that they discuss such decisions with their organizational leadership. Disapproval of appropriate categories of leave (see below) should only occur if there is sufficient and compelling mission justification.**

US Appropriated Fund Civilian Employees

In accordance with DoDI1400.25V630_AFI36-815, *Leave, annual leave, compensatory time earned, credit hours earned, compensatory time for travel earned, time-off awards, and generic Leave Without Pay (LWOP)* are leave categories supervisors may disapprove based on mission needs. When a request for leave cannot be initially approved, or is approved then subsequently disapproved, supervisors should make every effort to reschedule the leave with full consideration of both the needs of the organization and the desires of the employee. Leave disapprovals, including subsequent disapprovals of previously-approved leave, should be in writing, include the justification for the disapproval, and the plan of action for rescheduling the leave as soon as possible to avoid any applicable leave forfeiture. Given the possibility that the magnitude of OAR support efforts may decrease after September, in most cases there should be sufficient time for civilians to reschedule any disapproved leave until later in the year. When it is anticipated that annual leave cannot be rescheduled later in the leave year and would result in annual leave forfeiture, and/or that annual leave forfeiture will be **unavoidable** due to an annual leave disapproval, supervisors must review the [Restoration of Forfeited Annual Leave Fact Sheet](#) on the Ramstein [Civilian Personnel Flight website](#) to begin the exigency approval process prior to the cancellation of previously approved leave.

In contrast, **qualified accrued sick leave, any leave in connection with Workers' Compensation Claims, and certain categories of LWOP** (i.e., disabled veterans receiving service connected medical treatment, when a period of employment is interrupted by a period of uniformed service, and LWOP under the Family and Medical Leave Act) are employee entitlements and may not be disapproved, or subsequently disapproved, based on mission needs.

Non-US Employees

Approval and granting of annual leave strictly follows the tariff provisions (in particular Art. 33 par. 5 CTA) and the German Federal Leave Act (BUrlG).

Annual leave that has been scheduled/pre-planned and/or approved:

Cannot be rescinded and rescheduled by the supervisor unless the employee agrees. Individual cases warranting exception to that rule might occur but should be discussed with your Non-US EMR Team on a case-by-case-basis.

Please be aware that rescinding annual leave in disagreement with the employee may result in employer liability for associated costs (e.g., expenses prepaid for travel costs).

Annual leave that is unscheduled and/or requested for future dates:

Can be disapproved based on compelling operational requirements.

In either case:

Please note that disagreement between supervisor and employee on requested leave requires Works Council involvement. Formal Works Council concurrence is needed for individual disapproval cases as well as any cancellations affecting groups of employees.

Leave disapproval or subsequent disapproval of previously-approved leave should be in writing (please use AF Form 857) and include justification for the disapproval. Leave disapproved should be rescheduled within the current calendar year to avoid any leave forfeiture.

In exceptional cases annual leave for 2021 can be transferred into 2022. Employees must begin taking the transferred leave NLT March 31, 2022.

Please ensure wide dissemination of the attached guide, as well as the leave guidance above to supervisors of civilian employees in your organization.

Questions on this guidance or regarding leave for US APF civilian employees should be addressed to the Employee Relations team at 86fss.fsec.us-emr@us.af.mil.

Questions on this guidance or regarding leave for Non-US civilian employees should be addressed to the Employee Relations team at 86FSS.CPF.LN-EMR@us.af.mil.

V/r,

Matt Newburn
Civilian Personnel Flight Chief
86 FSS/FSC
Ramstein AB, Germany

Management Guide For APF U.S. Civilian Employee Support Of Operation Allies Refuge (OAR)

Supervisor Considerations

Consider the following before allowing U.S. civilian employees to support OAR efforts during duty hours:

☐ Mission Requirements and Impact

- If excused absence or leave is approved, consider impact to current workload.
- If an employee is *directed* to support OAR efforts, work should only be performed in the same local area to avoid additional (e.g. TDY) costs.

☐ Employee Position Description

- If an employee is being detailed or otherwise officially assigned to perform duties outside of their regular duties, contact the U.S. Staffing Team at ramstein.staffing@us.af.mil for guidance on required personnel actions.

☐ Health and Safety

- Review [AFMAN 91-203](#)
- Does the employee have required skills?
- Are there any health/safety issues to consider when assigning work?
- Ensure employee follows all safety guidance/directives to prevent work related accidents.

☐ Is the work in support of DoD or DAF requirements (management sponsored) or non-DoD/DAF organizations?

- If DoD or DAF requirement, short excused absences may be appropriate.
- If volunteering to support non-DoD/DAF organizations, leave is more appropriate.

ONLY APPLICABLE TO U.S. APF CIVILIAN EMPLOYEES (GS, WG, WL, WS, and GG)

| Requesting Action | Supervisor Action | Time and Attendance | References |
|--|--|--|--|
| Employee volunteers with OAR efforts during off-duty hours. | N/A | N/A – Off-duty hours are at the discretion of the employee and do not require supervisory notification or approval. These volunteer hours are <u>not</u> connected to any pay entitlements (basic pay, overtime/comp time, credit hours, etc.). | Leave: DoDI1400.25V630 AFI36-815 |
| Employee volunteers to assist DoD or DAF unit manning requests in support of OAR efforts during duty hours. *Request should be in writing with specific date(s), time(s), location, and brief description of other duties/assignments | Supervisor must consider mission requirements and impacts for approving or disapproving the excused absence or leave requests. | Excused absence (ATAAPS Code “RG”) may be granted to employees to assist in emergency situations that are declared by, or requested from, AF authorized officials, or to participate in AF management sponsored volunteer projects. Employee’s must request to use their own leave (annual, LWOP, previously earned comp time, etc.) to participate in volunteer activities that are not sponsored by management. | Hours of Work: DoDI1400.25V610 AFI 36-807 Pay Administration: DoDI1400.25V550 AFI36-808 |
| Employee is directed to work duties in support of OAR efforts | Supervisor must consider and coordinate any impact of the assignments with the appropriate parties. | Employee is entitled to regular compensation (ATAAPS Code “RG”) because the support is considered as official duty. Additionally, any entitlements and procedures for premium pay would still apply. | Helpful factsheets available regarding Absence and Leave, and Hours of Work on the Ramstein CPF Website |

Health and Safety Requirements

When an employee supports OAR efforts during duty hours, it is highly recommended that a health and safety briefing be provided by the appropriate OAR coordinator in accordance with [AFMAN 91-203](#) and documented in the Supervisor’s Employee Brief-971.

Management Guide For APF Local National (LN) Employee Support Of Operation Allies Refuge (OAR)

Supervisor Considerations

Consider the following before allowing an APF LN employees to support OAR efforts during duty hours:

❑ Mission Requirements and Impact

- If excused absence or leave is approved, consider impact to current workload.
- Support should be authorized only if performed in the same local area in order to avoid TDY costs.

❑ Conduct and Discipline Non-US Citizen Employees, Germany

- [USAFEI36-702](#)

❑ Employee Position Description (PD) and Employment Contract

❑ Health and Safety

- [USAFE-AFAFRICA91-203](#)
- Does the employee have required skills (if such are needed)?
- Are there any health issues to consider for safety purpose, when assigning work?
- Ensure that employee follows any safety advises/directives to minimize work related accidents

ONLY APPLICABLE TO [APF LN EMPLOYEES](#) IN GERMANY

| Employee Action | Supervisor Action | Time and Attendance | Reference |
|---|---|--|--|
| Employee is directed to work duties in support of OAR efforts | Supervisor may only direct if support/work is part of the regular duties in accordance with the LN PD and employment contract | LN employee is entitled to regular compensation because the support is within the regular scope of work. No additional recording for the duration of the support is required. | Collective Tariff Agreement II (CTA II) Individual employment contract and PD |
| Employee requests to assist with OAR efforts during duty hours | If volunteering is during duty hours to support DoD or DAF requirements, it is at the supervisor's discretion to approve an excused absence from regular duties | If supervisor approves, LN employee is authorized regular compensation and support is treated as regular work. As tariff provisions on paid absence are not applicable, no additional time recording of the support for LNTAP purposes is required though it is highly recommended for other administrative purposes to keep a note that contains employee's name, date and time of the release. | CTA II |
| Employee requests to assist with OAR efforts during off-duty hours. | N/A | N/A – Off-Duty hours are at the discretion of the LN employee; hence, it is not considered as work time. Therefore, these volunteer hours are not connected with basic pay, overtime entitlements such as allowances and comp time. No protection by the statutory accident insurance (solely private activity) | German Social Code, Book VII |

Health and Safety Requirements

Regardless if employee volunteers or supervisor/management official directs work, highly recommend a health and safety briefing be provided by OAR coordinator in accordance with [USAFE-AFAFRICA91-203](#) and documented in the Supervisor's Employee Brief-971.