



Civilian Personnel Newsletter



March & April 2021 Edition

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Welcome to the March & April edition of our newsletter!

Spring has finally sprung after a few April Fools' cold weather relapses, and it's feeling like full steam ahead! The COVID situation that has so significantly affected our workplace continues to evolve. In this edition you will find helpful information on the granting of administrative leave (US) or paid time-off (LN) to receive COVID-19 vaccinations; see pages 2 and 11 for further information.

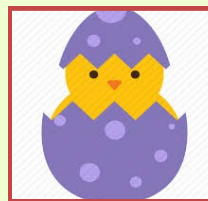
As most of you know, April is crunch time for completion of annual performance appraisals and awards. This year, for the first time, the US and LN performance cycles were completed on the same date (31 March), and in the future will be synced to the same 1 April through 31 March cycle. Additional information can be found in articles on pages 3 and 10 of this newsletter.

On the LN side, this edition features guidance on "Responsibilities in the Event of Local National Employment Termination" (page 7), as well as information on conditions and requirements of part-time employment (pages 8 and 9).

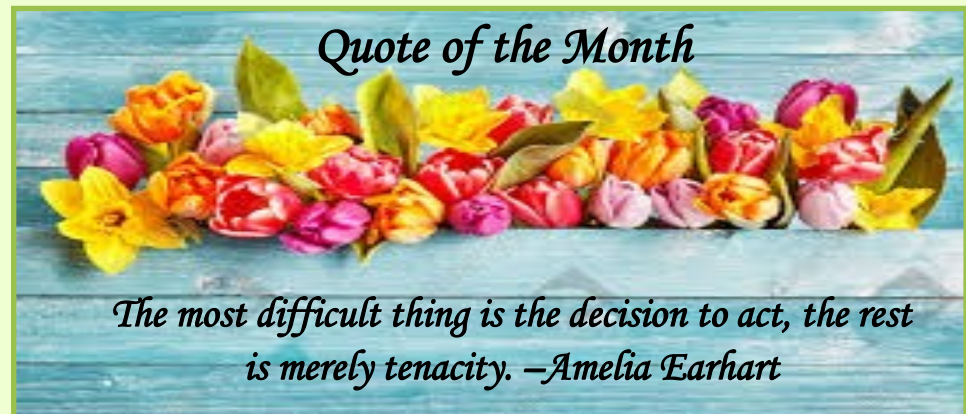
Your Civilian Personnel Team wishes you a wonderful spring!

Dates to remember:

- **02 Apr** - Good Friday (GER)
- **04 Apr** - Easter Sunday
- **05 Apr** - Easter Monday
- **01 May** - Labor Day (GER)
- **09 May** - Mother's Day
- **13 May** - Ascension of Christ (GER)
- **24 May** - Whit Monday
- **28 May** - Family day (Memorial Day)
- **31 May** - Memorial Day



Quote of the Month



The most difficult thing is the decision to act, the rest is merely tenacity. —Amelia Earhart

Administrative Leave to Receive COVID-19 Vaccinations



Administrative leave is authorized for the purpose of receiving the COVID-19 vaccination. DoD civilian employees who accept an offer to get vaccinated through either DoD or private providers shall be excused from duty for the time necessary to obtain the vaccination, generally up to 4 hours per vaccination event. This includes time spent traveling to and from getting vaccinated.

- Employees should NOT be charged personal leave, and other statuses (such as on-duty or weather/safety leave) are not appropriate. The time card code for this is **LN**, with the hazard code **"PF."**
- Employees must notify and coordinate with their supervisors regarding the time off so it does not conflict with mission accomplishment or important work center requirements.
- If an employee experiences side effects or becomes ill after receiving the vaccine, administrative leave or weather/safety leave are not appropriate. An employee should request sick leave or annual leave, leave without pay, previously earned compensatory time or credit hours to cover the absence.

COVID-19 vaccinations are voluntary for all employees until one of the vaccines receives full Food and Drug Administration (FDA) approval and licensure. All personnel are encouraged to get vaccinated to protect their health as well as the health of their coworkers and families. Commanders may offer vaccinations, but may not suggest or recommend, or offer in such a way that it appears to be anything other than at the employee's discretion. It is DAF policy that commanders and supervisors may ask civilian employees whether or not they have been vaccinated only for job-related reasons and consistent with business necessity (e.g., to establish or modify health protection measures in the workplace, or determine the necessary amount of vaccinations needed for their organizations). Answering such questions is completely voluntary on the employees' part.

Other key questions are addressed in the factsheet and FAQs posted to the Ramstein Civilian Personnel Flight website at the following link:

https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/COVID-19/Vaccination%20DAF%20Policy%20and%20Fact%20Sheet%207Apr21.pdf?ver=fP6tMxlfTKBQ21ROoKhprw%3d%3d

Visit the Ramstein COVID-19 Vaccine Distribution website at the following link for additional information on the vaccine: <https://www.ramstein.af.mil/COVID-19-Vaccine-Information/>

DPMAP Performance Appraisal Cycle

It's that time of year again! Time to closeout this year's rating cycle and begin the 2022 cycle for employees covered by the Defense Performance Management and Appraisal Program (DPMAP).

2021 Annual Appraisals:

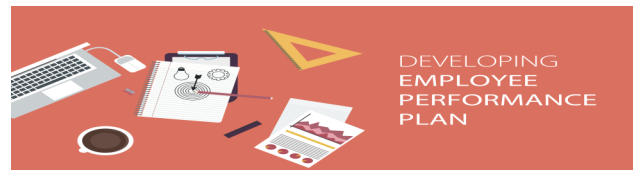
DPMAP is a 3-level rating system (5-Outstanding, 3-Fully Successful, 1-Unacceptable) that serves as the framework in which supervisors and managers conduct their performance management responsibilities for covered US appropriated fund civilian employees. A written rating of record must be provided for each employee who has been under an approved performance plan for 90 calendar days during the 2021 rating cycle (1 April 2020-31 March 2021).

- The rating official evaluates the employee by assessing performance against the elements and standards in the employee's approved performance plan, and assigning a rating of record based on work performed during the rating cycle.
- Employee input, while not mandatory, is highly encouraged and valuable and becomes a part of the employee performance file. The absence of employee input does not relieve the rating official of the responsibility for writing a narrative statement assessing the employee's performance standards and contributions. Employees should provide their input in the MyPerformance Tool by **2 April**.
- Rating official input (the performance narrative) justifies how an employee's ratings are determined and provides support for recognition and rewards (or any administrative or adverse action, if necessary). Performance narratives are **required** for each element rated 5 (Outstanding) and 1 (Unacceptable), and should succinctly address the employee's performance as measured against the performance standards for the rating cycle. **Any potential unacceptable ratings must be coordinated with the Ramstein Employee Relations Section at 86fss.fsec.us-emr@us.af.mil**
- Rating officials must complete and transfer appraisals to the higher level reviewers in the MyPerformance Tool NLT **30 April**, and communicate the final approved ratings to employees NLT **22 May**.

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Friday, Apr 30th 2021

- Eligible employees may also be granted annual performance awards (cash award and/or time-off award, or a quality step increase).
 - Employees are NOT entitled to awards. Awards should be granted to top performers and should be allocated based on meaningful distinctions in performance.
 - DoDII 400.25v451_AFI36-1004 eligibility criteria prohibits awards for performance to an employee who: 1) received an unacceptable appraisal rating, 2) received disciplinary action between 1 April 2020 and 31 March 2021, or 3) is either under investigation or upon whom disciplinary or adverse action based on performance or conduct is pending.
- Appraisals, cash awards, and quality step increases will have an effective date of 1 June 2021. Time off awards will have an effective date of 2 June 2021.



2022 Performance Plans:

The 2022 DPMAP rating cycle runs from 1 April 2021 through 31 March 2022. All covered US employees must have a new performance plan established in MyPerformance **NLT 30 April or within 30 days of an employee's assignment to a new position**. The supervisor and the employee discuss performance expectations for the cycle and how they link to organizational goals. This dialogue provides an opportunity for the supervisor and employee to achieve a common understanding of the performance required for mission success.

- Performance plans must be documented in the MyPerformance Tool and require Higher Level Review. An effective performance management program helps supervisors recognize their employees' full performance potential by differentiating between high achievers and those requiring improvement, thereby assisting DoD in meeting its mission and goals.

Step-by-step instructions, training, FAQs and more DPMAP information can be found at the following links:

- Ramstein's **[DPMAP Guidance and Instructions SharePoint](#)**,
- <https://mypers.af.mil>**, keyword search **30969**, or visit
- <https://www.dcpas.osd.mil/LER/DPMAP>**

Additional questions not addressed in the resources above should be directed to the employee's Rating Official or to the Ramstein New Beginnings Team by email to

86FSS.FSEC.NewBeginnings.Team@us.af.mil.

Whistleblower Disclosures

A “Whistleblower” discloses information he/she reasonably believes is a violation of any law, rule or regulation; gross mismanagement; a gross waste of funds, an abuse of authority; censorship related to research, analysis or technical information; 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.



The Whistleblower Enhancement Act was signed into law in 2012. This Act strengthens the rights of and protections for federal employees so that they can more effectively root out waste, fraud and abuse in the federal government. It also clarifies that an employee does not lose protection simply because of their motive for making the disclosure, or how much time passed between the event and the filing of the disclosure. In 2017, the Dr. Chris Kirkpatrick Whistleblower Protection Act and the FY18 National Defense Authorization Act (NDAA) were passed reemphasizing the importance of whistleblower protections.

The US Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency whose primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices, especially reprisal for whistleblowing. Prohibited personnel practices are employment-related activities that are banned in the federal workforce because they violate the merit system through some form of employment discrimination, retaliation, improper hiring practices, or failure to adhere to laws, rules, or regulations that directly concern the merit system principles. OSC has the authority to investigate and prosecute violations.

Further information may be obtained from the following websites: www.osc.gov
or on MyPers at: https://mypers.af.mil/applanswers/detaila_id/44973/p/3/c/861

Civilian Drug Use

The Federal Government remains a drug-free workplace under Executive Order 12564 (1986), DoDI 1010.09 and AFMAN 44-198. Use of illicit or illegal drugs on or off duty will not be tolerated. This policy is based on the US Federal criminal statutes on controlled substances and is not affected by State laws or other countries legalizing use of marijuana or other substances. Failure to comply may result in disciplinary action up to and including removal.

[AFMAN 44-198](#), *Air Force Civilian Drug Demand Reduction Program*, and [AFI 36-704](#), *Discipline and Adverse Action of Civilian Employees*, are in effect for civilians testing positive for illicit or illegal use, regardless of state laws on recreational or medicinal use, or the laws in other countries where you travel. In other words, **what happens in Amsterdam, doesn't stay in Amsterdam.**

Civilians in Testing Designated Positions are required to be randomly subjected to drug urinalysis testing as a condition of employment. When notified, the supervisor will notify the employee of the requirement to provide a urine specimen within two hours of the time of notification. Notification shall occur on the same day the test is scheduled, no earlier than one hour prior to the scheduled starting collection time. The supervisor will explain to the employee that the employee's name was selected randomly for urinalysis testing. The supervisor ensures written notification for civilians selected for testing under the Air Force Civilian Drug Testing Program are hand delivered and acknowledge by the civilian with the civilian's signature and date and time of delivery. The supervisor also signs and dates the notification letter.

Civilian employees may also be required to be subjected to drug urinalysis testing tested under procedures for reasonable suspicion, safety mishap related testing, or rehabilitation (follow-up) testing.

For additional information you may contact your Employee Relations Specialist at
86fss.fsec.us-emr@us.af.mil.

Completing & Submitting Your Electronically Signed Civilian Retirement Application

Using the Retirement Dashboard in Government Retirement & Benefits (GRB Platform) is the most effective and efficient way of completing your retirement application forms once the forms are completed, downloaded, and electronically signed using your CAC/PIV signature. Before you submit your retirement application, you will need to communicate with your supervisor to ensure the Retirement Request for Personnel Action (RPA) is submitted to the Air Force Personnel Center, Benefits & Entitlements Service Team (BEST). BEST will not accept your retirement application prior to receipt of the RPA.

Upon receipt of the RPA, BEST will send a notification via myPers to your email address(es) on file notifying you of receipt and providing additional guidance regarding submitting your application via myPers. Please review the following knowledge articles to ensure you have all documentation ready for submission.



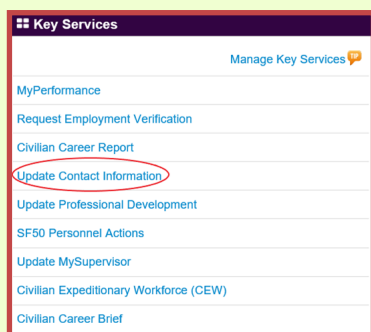
- Civil Service Retirement System (CSRS) - https://mypers.af.mil/app/answers/detail/a_id/23056/p/2/c/712
- Federal Employees Retirement System (FERS) - https://mypers.af.mil/app/answers/detail/a_id/23405

U.S. APF Civilian Employee Emergency Contact Information

In the event of an emergency, who do you want to be notified? Employees are reminded that emergency contact information is captured in the MyBiz+ application. Please ensure you access, review, and update this information on a regular basis to ensure its accuracy. Additionally, communicate updates to your supervisor for inclusion in their Supervisor's Employee Work Folder as soon as your emergency contact information changes.

How do you update the information in My Biz+?

Sign into the [DCPDS portal](https://compo.dcpds.cpms.osd.mill) at <https://compo.dcpds.cpms.osd.mill>.



When you reach MyBiz+, under "Key Services" on the upper left of the screen click on "Update Contact Information." Next, click on the drop down arrow and select "Emergency Contacts," click "Update," and make your changes.

Note the other contact information that you may update here as well (work email, phone and physical work address).

Attention Supervisors:

Supervisors are required to maintain accurate emergency contact information for each employee in their Supervisor's Employee Work Folder (sometimes referred to as the 971 folder). It is recommended that you make this a routine annual review accomplished at the same time you certify your employees' performance plans for the new rating cycle.

REASONABLE ACCOMMODATIONS

GENERAL PURPOSE: The Americans with Disabilities Act Amendments Act of 2008 (ADAAA) was enacted on September 25, 2008, and became effective on January 1, 2009. The law made a number of significant changes to the definition of “disability” under the Americans with Disabilities Act (ADA). It also directed the U.S. Equal Employment Opportunity Commission (EEOC) to amend its ADA regulations to reflect the changes made by the ADAAA. All federal agencies are required to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would impose an undue hardship.

WHAT IS REASONABLE ACCOMMODATION?

In general, an accommodation is any change in the work environment or in the way things are customarily done that enables a qualified individual with a disability to enjoy equal employment opportunities. Disability accommodation is a case-specific and fact-specific process. A reasonable accommodation is any modification or adjustment to a job, an employment practice or the work environment that enables a qualified individual with a disability to enjoy equal employment opportunities. Reasonable accommodation may include, but is not limited to:

- ◆ Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities;
- ◆ Modifying work schedules;
- ◆ Acquiring or modifying equipment or devices;
- ◆ Adjusting or modifying examinations, training materials, or policies; and
- ◆ Providing qualified readers or interpreters.

Employees must be able to perform the essential functions of their position with, or without, a reasonable accommodation. Employees with disabilities are held to the same standards of performance and conduct as other similarly situated employees without disabilities.

WHO IS ELIGIBLE FOR REASONABLE ACCOMMODATION?

Any individual with a disability who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record (or past history) of such impairment; or (3) is regarded as having a disability.

HOW IS REASONABLE ACCOMMODATION REQUESTED?

Step 1: Initiating a request. The individual requesting the accommodation may present a request for a reasonable accommodation in writing or orally to the immediate supervisor/manager. The request may also come from an individual designated by the requestor to act on the requestor’s behalf. Employees should follow up an oral request in writing to the manager or supervisor as soon as possible following the request.

Step 2: Interactive process. The employee and supervisor/manager notifies the Civilian Personnel Flight via email at 86fss.fsec.us-emr@us.af.mil of the accommodation request. They will contact the Ramstein Disability Program Manager (DPM) who will assist in the interactive process to clarify the specific nature of the disability and help identify the appropriate reasonable accommodation(s).

Step 3: Determining reasonable accommodation. In consultation with the individual to be accommodated, the supervisor/manager will identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.

For more information on Reasonable Accommodation, contact Employee Management Relations:

86fss.fsec.us-emr@us.af.mil

Responsibilities in the Event of a Local National Employment Termination

Upon termination of employment, regardless of cause, employees are obligated to return business items to the unit or responsible office, represented by the direct supervisor, no later than the last work day in the organization. This basically also includes Common Access Card (CAC) and base ID, since with the end of Employment the rights to installation and computer access expire automatically. Under labor law, the supervisors and/or the employing organization have to monitor and ensure that these business items are returned to the unit or the responsible offices. In addition, the respective signature card holder originally signing for base access has to be informed.

The CAC or combined CAC/ID card must be returned to the Military Personnel Flight (MPF) in building 2106, Room 117, and a separately issued base ID must be returned to 86 Security Forces Squadron at the Visitor Control Center (VCC), West Gate.



Supervisors are advised to contact our LN-EMR section, DSN 480-5365, for support in case of a dispute with the employee on items to be returned. In case of ID or combined CAC/ID, 86 SFS/S5 should also be informed via email, to ensure that access is withdrawn and lack of authorization is annotated in the system.

Verantwortlichkeiten bei Beendigung des LN Beschäftigungsverhältnisses

Bei Beendigung des Beschäftigungsverhältnisses, gleich aus welchem Rechtsgrund, sind Beschäftigte in der Pflicht, dienstlichen Gegenstände spätestens am letzten Arbeitstag wieder an die Dienststelle bzw. zuständige Stelle, vertreten durch den direkten Vorgesetzten zurück zu geben. Hierzu gehören grundsätzlich auch die Common Access Card (CAC) sowie Base ID, da die Rechte zum Betreten des Militärgeländes und zur Nutzung des Dienstcomputers automatisch erlöschen.

Die Vorgesetzten bzw. die Beschäftigungsdienststelle haben arbeitsrechtlich dafür Sorge zu tragen und zu überwachen, dass diese dienstlichen Gegenstände wieder an die Dienststelle bzw. zuständige Stelle zurückgegeben werden. Auch der jeweilige unterschriftsberechtigte Signature Card holder, der die Zugangsberechtigung zur Base freigegeben hat, ist zwingend zu informieren.

Die CAC bzw. kombinierte CAC/ID muss beim Military Personnel Flight (MPF) in Geb. 2106, Zimmer 117, abgegeben werden und eine separat ausgestellte Base ID bei 86 Security Forces Squadron im Visitor Control Center (VCC) am Westgate.

Vorgesetzte können sich zur Unterstützung an die Abteilung Personalbetreuung, Tel. 480-5365 wenden, falls mit dem Arbeitnehmer Differenzen bezüglich der Rückgabe von dienstlichen Gegenständen bestehen. Ist dies der Fall bezüglich Base ID bzw. kombinierter Base ID/CAC, so sollte auch 86 SFS/S5I per email informiert werden, damit die Karte gesperrt werden kann bzw. die fehlende Berechtigung im Systemvermerkt wird.

Application for Part-Time Employment

Employees who intend to apply for part-time employment should consider that such application can only occur after an existing employment relationship of at least six months.

The Part-Time and Fixed-term Employment Act (TzBfG) regulates two types of part-time employment: the employee can either apply for a permanent reduction in working hours according to §8 TzBfG, or a temporary reduction in working hours according to §9a TzBfG. For both types of part-time employment, the employee must submit a written request to their supervisor no later than three months before the desired start of the part-time employment. After submitting the request, the employee will be informed of the employer's decision on the reduction and distribution of working hours NLT one month before the desired start of the part-time employment. The official notification will be made in a separate form by the CPO. In the case of a **permanent reduction** in working hours in accordance with §8 TzBfG, the part-time application must include the start date of the part-time schedule, the number of weekly working hours, and their specific desired distribution over the days of the week. A further application for another reduction is only possible after a minimum of 2 years.

In the case of a **temporary reduction** of working hours according to §9a TzBfG, the employee applies for a reduction of working hours for a limited period of at least one year and up to a maximum of five years. In the part-time request, the employee must specify the desired start date, duration, number of weekly working hours and their specific desired distribution over the days of the week. After the period of temporary reduction in working hours, the employee returns to the original contractually agreed working hours. A new request for part-time employment is not possible until one year after the return to the original working hours.

For employees participating in the shop agreement for US holidays, the make-up time will be calculated by the CPO. Therefore, for both permanent and temporary part-time requests, the reduction and number of desired hours per week must be based on the contractual hours only.

If you have any questions, please do not hesitate to contact your NON-US EMR Team (DSN 480-536).

Teilzeitanträge: Was ist zu beachten?

Wenn Arbeitnehmer ihren Anspruch auf eine Teilzeitbeschäftigung geltend machen wollen, dann müssen sie Folgendes beachten: Arbeitnehmer können erst nach einem bestehenden Arbeitsverhältnis von mindestens 6 Monaten einen Antrag auf Teilzeit bei ihrem Vorgesetzten stellen. Grundsätzlich sind im Teilzeit- und Befristungsgesetz (TzBfG) zwei Arten der Teilzeitbeschäftigungen geregelt. Der Arbeitnehmer kann entweder eine dauerhafte Arbeitszeitreduzierung nach §8 TzBfG oder eine befristete Arbeitszeitreduzierung -auch Brückenteilzeit genannt- nach §9a TzBfG beantragen.

Bei beiden Arten der Teilzeitbeschäftigung muss der Arbeitnehmer einen schriftlichen Antrag bis spätestens 3 Monate vor dem gewünschten Beginn der Teilzeit bei seinem Vorgesetzten einreichen. Nach der Abgabe des Teilzeitantrages bei dem Vorgesetzten, wird dem Arbeitnehmer spätestens 1 Monat vor dem gewünschten Beginn der Teilzeit die Entscheidung des Arbeitgebers über die Verringerung und die Verteilung der Arbeitszeit mitgeteilt. Die Mitteilung erfolgt in gesonderter Form durch das Personalbüro.

Bei der **dauerhaften Arbeitszeitreduzierung** nach §8 TzBfG muss der Teilzeitantrag den Beginn der Teilzeit, die Anzahl der Wochenarbeitsstunden und deren gewünschte, konkrete Verteilung auf die Wochentage beinhalten. Einen Anspruch auf eine erneute Verringerung der Arbeitszeit haben Arbeitnehmer bei der dauerhaften Arbeitszeitreduzierung erst frühestens nach 2 Jahren wieder.

Bei der **befristeten Arbeitszeitreduzierung (Brückenteilzeit)** nach §9a TzBfG ist die Reduzierung der Arbeitszeit begrenzt auf einen Zeitraum von mindestens 1 Jahr bis höchstens 5 Jahren. In dem Teilzeitantrag muss der Arbeitnehmer den gewünschten Beginn, die Dauer sowie das Ende der Teilzeit, die Anzahl der Wochenarbeitsstunden und deren gewünschte, konkrete Verteilung auf die Wochentage angeben. Nach Ablauf der befristeten Arbeitszeitreduzierung kehrt der Arbeitnehmer wieder auf seine ursprüngliche vertraglich vereinbarte Arbeitszeit zurück. Ein erneuter Antrag auf Teilzeit ist frühestens 1 Jahr nach Rückkehr auf die ursprüngliche Arbeitszeit möglich.

Für Arbeitnehmer, die an der Dienstvereinbarung zu den US Feiertagen teilnehmen, ist zu beachten, dass die entsprechende Einarbeitungszeit vom Personalbüro berechnet wird. Entsprechend gilt sowohl für die befristeten als auch die unbefristeten Teilzeitanträge, dass bei der Anzahl der gewünschten Wochenarbeitsstunden ausschließlich die Reduzierung der vertraglichen Arbeitszeit anzugeben ist.

Bei Fragen steht Ihnen Ihr Non-US EMR Team (DSN 480-5365) gerne zur Verfügung.

Ihr EMR-Team

LOCAL NATIONAL NEWS

Significant Change to the Non-US Performance Period

Important information for all Non-US Employees and Their Supervisors

HQ U-A has aligned the Non-US performance evaluation period to coincide with the US program. The Non-US performance period will therefore end on 31 Mar 2021 for the first time. This represents a curtailment of the Non-US evaluation period by roughly six weeks this year. In future years the performance period will be back to the full 12 months and run from 1 April through 31 March.

In addition, we've received many questions about the tax relief granted by the German government on awards given in connection with COVID-19. The benefit is granted to awards up to a total of 1500 Euros for the time period Mar 2020 through June 2021. To facilitate this benefit for our employees in the performance award cycle, we must submit the awards to the German payroll office NLT 18 Jun 2021. To be tax free, awards must be paid out at the latest with the June payroll - so there will be no room to move submissions beyond that payroll cut-off date. In addition, award letters, which are to be prepared by supervisors and given to the employees, should contain a reference to COVID-related activities in order to support the tax relief benefit.

Supervisors are requested to pay particular attention to the publicized Non-US timeline in order to allow for our employees to benefit from the tax relief. The German Payroll Office will automatically assess whether employees have received tax free awards previously and calculate the amounts that remain eligible for tax relief.

Wesentliche Aenderung am Leistungsbeurteilungsprogramm fuer Nicht Amerikanisches (Non US) Personal

Wichtige Information fuer Non US Personal und ihre Vorgesetzten

Das Hauptquartier der US Luftwaffe in Europa und Afrika hat die Periode zur Leistungsbeurteilung fuer Non US Personal so verschoben, dass sie mit dem US Program synchronisiert ist. Deswegen wird die Periode fuer Non US Personal in diesem Jahr erstmals schon am 31. Maerz 2021 enden. Das bedeutet eine Verkuerzung der Periode zur Leistungsbeurteilung um etwa sechs Wochen. In kuenftigen Jahren umfasst der Bewertungszeitraum wieder volle 12 Monate und verlaeuft vom 1. Apr bis zum 31. Maerz.

Zusaetzlich gibt es viele Fragen zur Steuerbefreiung von Leistungspraemien wenn sie mit COVID zusammenhaengen. Dieser Steuervorteil gilt fuer Praemien bis zu 1500 Euro in der Zeit von Maerz 2020 bis Juni 2021. Wenn wir diese Steuerfreiheit fuer Leistungspraemien nutzen wollen, muessen die Praemien zwingend bis 18. Juni beim ADD zur Auszahlung vorliegen und im Juni ausgezahlt werden. Es besteht keine Moeglichkeit die Einreichung auf ein spaeteres Datum zu verschieben. Zusaetzlich sollten die Schreiben die vom Vorgesetzten anzufertigen und an die ausgezeichneten Mitarbeiter aus zu haendigen sind einen entsprechenden COVID bezogenen Kommentar enthalten um die Steuerbefreiung zu rechtfertigen.

Vorgesetzte werden gebeten die Non US Zeitvorgaben zu beachten um Ihren Mitarbeitern die Steuerbefreiung zu ermöglichen. Das ADD wird pruefen in welchem Umfang eine Befreiung durch vorherigel Praemien bereits erfolgt ist und welche Betraege jetzt noch zur Befreiung zur Verfuegung stehen.

LOCAL NATIONAL NEWS

Paid Time-Off in the Event of Attending Vaccination Appointments at a Vaccination Center for Local National Employees

As long as Corona vaccinations are administered primarily in vaccination centers, persons willing to be vaccinated have no influence on the allocation of appointments. Because of that, paid time-off is granted for attending the vaccination appointment at a vaccination center if the appointment occurs during work hours. The Non-US employees are granted paid release from duty for the reasonable travel time to the vaccination center, for the time needed to attend the vaccination appointment and the travel time from the vaccination. The employee must notify his/her supervisor of the vaccination in advance. The Non-US employee must provide evidence, e.g., a certificate with the date and time of the vaccination appointment. As soon as vaccinations can also be administered outside of the vaccination centers, the general provisions IAW the collective tariff agreement (CTA II) will apply unless a supplementary policy decision will be made.



Bezahlte Freistellung von Local Nationals zur Wahrnehmung von Impfterminen in Impfzentren

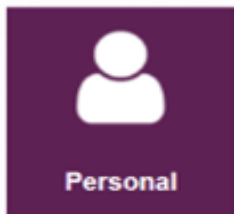
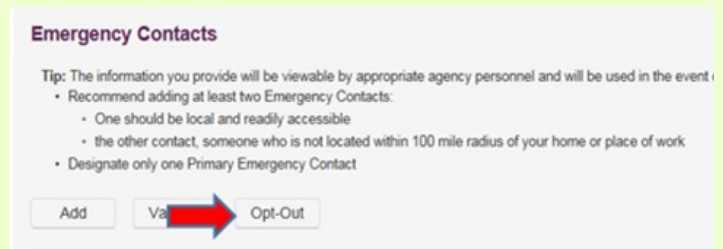
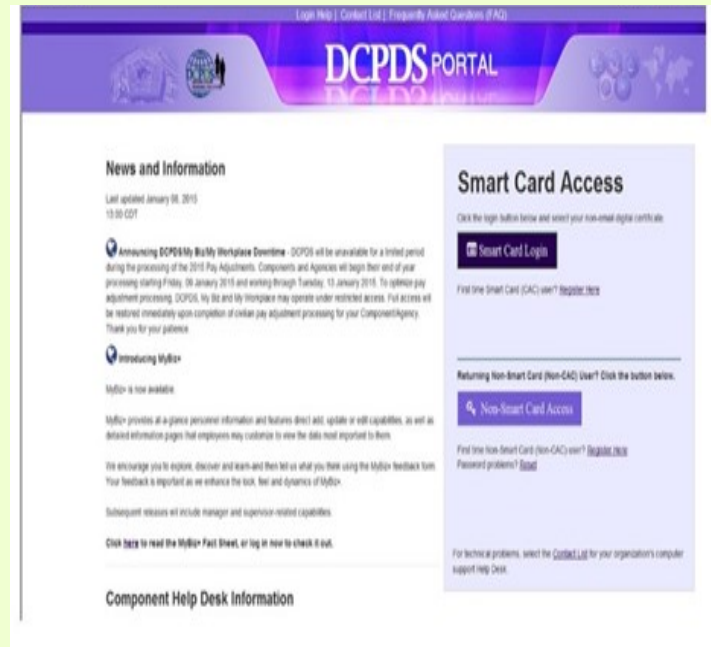
Solange Coronaimpfungen vorrangig in Impfzentren durchgeführt werden, haben Impfwillige keinen Einfluss auf die Terminvergabe. Daher werden Arbeitnehmer für die Zeit der Impfung in einem Impfzentrum von dem Arbeitgeber bezahlt freigestellt, sollte der Impftermin in die Arbeitszeit fallen. Die Freistellung erfolgt für eine angemessene Zeit der Hinfahrt, des Impftermins und der Rückfahrt. Der Arbeitnehmer muss seinem zuständigen Vorgesetzten rechtzeitig im Vorfeld über den Impftermin informieren und die Freistellung mit ihm besprechen. Für die bezahlte Freistellung muss der Arbeitnehmer zusätzlich einen entsprechenden Nachweis erbringen. Als Nachweis ist eine offizielle Bestätigung über Datum und Uhrzeit des Impftermins ausreichend. Sobald Impfungen auch außerhalb von Impfzentren durchgeführt werden, finden wieder die allgemeinen Bestimmungen des Tarifvertrages (TV AL II) Anwendung, sofern keine andere Grundsatzentscheidung getroffen wird.

LOCAL NATIONAL NEWS

Emergency Contact Information for Local National Employees

In preparation for possible emergencies, Local National (LN) employees are required to provide a home address to their supervisor. The supervisor will keep this information, which will be used to contact the employee or a trusted person in cases of emergency, in the Supervisor's Employee Work Folder. To enable the supervisor to contact the right person in case of an emergency, providing relevant and accurate information is necessary. Employees have the option to add a contact name and telephone number to their record. The Air Force Personnel Center (AFPC) collects the Emergency Contact information electronically in MyBiz+. Employees and their supervisors might receive an email asking them to enter or update their MyBiz+ record with the appropriate emergency contact information.

Employees who do not yet have a MyBiz+ account, can create one directly by using their internet browser and connecting to the DCPDS Portal by typing the link <https://compo.dcpds.cpms.osd.mil> in the address field.



Since entering emergency contact information is voluntary for LN employees, the DCPDS portal also offers an option for employees who do not want to participate and post their emergency contact data. In order to stop the email reminders employees can select the "Person" icon in MyBiz+ and the "Opt-Out" option under "Contact Information/ Emergency Contacts". This opt-out election must be reconfirmed annually.

Note: If you were an Air Force employee before mid-2014 and have never logged into MyBiz+ before, you will have to enter your "LN Employee ID Number" in a different format when first registering your CAC. LN employee numbers used to include the letter "F" vs. the current format including the letter "T" (e.g., previous: 1234F5678 vs. current: 1234T5678). If you are uncertain of your employee number, or if you encounter login issues, please contact us by emailing "86 FSS/CPF/DataAnalytics" (86fss.fsec-d@us.af.mil).

LOCAL NATIONAL NEWS

Notfall-Kontaktdaten für Nichtamerikanische Beschäftigte

Um im Fall einer Notlage vorbereitet zu sein, ist es erforderlich, dass Nichtamerikanische Beschäftigte ihrer/ihrer Vorgesetzten ihre Privatanschrift mitteilen. Vorgesetzte verwalten diese Daten, die ausschliesslich in Notfällen zur Kontaktaufnahme verwendet werden, im "Supervisor Employee Brief". Um sicherzustellen, dass Vorgesetzte Zugang zu diesen Notfallkontakten haben, können Angestellte eine im Notfall zu kontaktierende Person sowie eine Telefonnummer im eigenen Profil speichern.

Das Air Force Personnel Center (AFPC) hat damit begonnen, die Notfall-Kontaktdaten in elektronischer Form zusammenzutragen. Angestellte und Vorgesetzte erhalten möglicherweise E-Mails, die dazu auffordern, die Notfall-Kontaktdaten im DCPDS/MyBiz+ Profil einzugeben bzw. zu aktualisieren.

Angestellte, die bisher noch kein DCPDS/MyBiz+ Konto eröffnet haben, können im DCPDS Portal unter dem folgenden Link ein Profil anlegen:

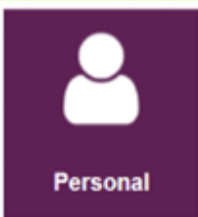
<https://compo.dcpds.cpms.osd.mil>

Emergency Contacts

Tip: The information you provide will be viewable by appropriate agency personnel and will be used in the event of an emergency.

- Recommend adding at least two Emergency Contacts.
 - One should be local and readily accessible
 - the other contact, someone who is not located within 100 mile radius of your home or place of work
- Designate only one Primary Emergency Contact

Add Val  Opt-Out



Da die Angabe der Notfall-Kontaktdaten für Nichtamerikanische Beschäftigte freiwillig ist, bietet DCPDS nun auch eine Alternative für Beschäftigte an, die keine Notfall-Kontaktdaten angeben möchten. Um die Erinnerungs-E-Mails abzustellen, können Beschäftigte in MyBiz+ unter "Person" und "Contact Information / Emergency Contacts" die Option „Opt-Out“ auswählen. Diese „Opt-Out“ Option muss allerdings alle 12 Monate erneut bestätigt werden.

Achtung! Wenn Sie vor Mitte 2014 bei der Air Force angestellt wurden, kann es sein, dass Sie einmalig Ihre ursprüngliche Personalnummer für die Registrierung verwenden müssen. Die Personalnummern hatten ursprünglich den Buchstaben „F“ enthalten, wurden aber auf den Buchstaben „T“ geändert (z.B. vorher: 1234**F**5678 / aktuell: 1234**T**5678). Sollten Sie sich unsicher sein, wie Ihre Personalnummer lautet, oder Probleme beim einloggen haben, kontaktieren Sie uns gerne unter 86fss.fsec-d@us.af.mil.

LOCAL NATIONAL NEWS

Performs Other Duties as Assigned

The inclusion of the phrase "**other duties as assigned**" at the end of each job description is included to ensure each employee understands that work assignments are not limited by the content of the job description. Incumbents at times may be reluctant or even refuse to perform certain work assignments. Such reluctance or refusal is based on an erroneous idea that an employee is not required to perform any duty "that is not in my job description."

A position description does not require and should not contain a detailed description of every duty an employee performs, nor every feature of the position and the conditions under which it will be performed. Rather it describes the predominant and grade controlling duties (more than 50% of the total working time) that govern classification. It's legitimate for supervisors to assign "other duties" based on the employer's managerial authority. The employer's managerial authority is the employer's right to give instructions to the employee on the basis of the employment contract.

"**Other Duties**" are considered short-term & incidental; they are to be reasonably related to the occupation identified with the core duties in the position description.

The following example is considered reasonable:

- ⇒ To assign a clerk the duty of "**delivering copies of documents to other offices**" even if the incumbent's job description does not state, "Delivers copies of documents to other offices."

The following example is considered unreasonable:

- ⇒ To assign "**laboring work**" to a Clerk or other tasks beyond his/her qualifications, such as interpreting technical drawings.

Of course, in an emergency situation, duties which might not reasonably be related to an employee's position might have to be assigned. Also, the absence of the statement "Performs other duties as assigned" on a job description does not limit the supervisor's ability to assign reasonably related duties as necessary.

Führt andere zugewiesene Aufgaben aus

Die Aufnahme der Formulierung "**andere zugewiesene Aufgaben**" am Ende jeder Stellenbeschreibung wird aufgeführt, um sicherzustellen, dass Mitarbeiter verstehen, dass Arbeitsanweisungen nicht durch den Inhalt der Stellenbeschreibung begrenzt sind. Stelleninhaber sträuben oder verweigern sich manchmal Arbeitsanweisungen auszuführen. Solch eine Ablehnung oder Verweigerung basiert oft auf der falschen Vorstellung, dass ein Mitarbeiter nicht verpflichtet ist andere zugewiesene Aufgaben durchzuführen; "das ist nicht in meiner Stellenbeschreibung" ist dabei die immer wieder eine festzustellende Aussage. Eine Stellenbeschreibung muss keine ausführliche Schilderung sein, welche jede Aufgabe der Position und deren Bedingungen unter denen sie ausgeführt werden bis ins letzte Detail beschreibt. Vielmehr beschreibt diese, die allgemeinen Aufgaben wobei eine Unterteilung in Kerntätigkeiten mit mehr als 50% zur Zuordnung in die jeweiligen Lohn- und Gehaltsgruppen dient. Der Vorgesetzte ist berechtigt, „andere Aufgaben“ basierend auf dem Direktionsrecht zuzuweisen. Das Direktionsrecht auch Weisungsrecht, ist das Recht des Arbeitgebers auf Grundlage des Arbeitsvertrages gegenüber dem Arbeitnehmer (An)weisungen zu geben.

„**Andere Aufgaben**“ gelten als vorläufig und gelegentlich und sollten im Zusammenhang mit der Berufsgruppe stehen wie sie mit den Kerntätigkeiten der Arbeitsplatzbeschreibung identifiziert wurden.

Das folgende Beispiel wird als angemessen angesehen:

- ⇒ Büroangestellten weitere Aufgaben zuzuteilen, wie z.B. Kopien von Unterlagen zu anderen Büros zu überbringen, selbst wenn in der Stellenbeschreibung nicht aufgeführt ist, „Überbringen von Unterlagen zu anderen Büros“.

Das folgende Beispiel wird als unangemessen angesehen:

- ⇒ Büroangestellten, Arbeitertätigkeiten oder andere Aufgaben außerhalb ihrer Qualifikationen, wie z.B. die Interpretation technischer Zeichnungen zuzuweisen.

In einem Notfall, können selbstverständlich auch Aufgaben, die mit der Stelle eines Angestellten **nicht direkt** in Bezug stehen, zugeteilt werden.

Außerdem, das Fehlen des Satzes in einer Stellenbeschreibung "**Führt andere zugewiesene Aufgaben aus**", beschränkt nicht die Befugnis des Vorgesetzten, angemessene und erforderliche Aufgaben zuzuteilen.