



# Civilian Personnel Newsletter



April-June 2023 Edition

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## Welcome to the April- June Edition of our Newsletter.

Hello from your friendly Civilian Personnel Team. This is a busy time in the world of HR as we do our annual performance appraisals for our US APF civilian employees, and we look at performance awards for both US and local national employees.

This issue of the newsletter has some great information for you including a reminder to use up any Time Off Awards from last year's performance awards before they expire, some information on workplace injuries, POCs for benefits related questions, and good information on renewing ID cards and SOFA stamps.

On the LN side of things, there is a reminder of what employees should do when separating from employment. There were also significant changes in the process of documenting sick leave which is explained in detail.

Finally, there is a good refresher from classification about how position descriptions are used in conjunction with your supervisor's direction for scope of work.

As a reminder, all civilian employees must request some form of paid leave status for all Family Days, there are no excused absences or admin leave for any civilian employees

## Dates to Remember:

**07 Apr** - Good Friday (Family Day)

**29 May** - Memorial Day (Holiday)

**09 Apr** - Easter Sunday

**07 Jun** - Last Day of DODEA School Yr.

**10 Apr** - Easter Monday (Family Day)

**16 Jun**- Juneteenth (Family Day)

**01 May** - Labor Day (GER)

**18 Jun**- Father's Day

**14 May** - Mother's Day

**19 Jun**- Juneteenth (Holiday)

**18 May** - Ascension of Christ (GER)

**26 May** - Memorial Day (Family Day)

## Quote for the Quarter

"You don't build a business, you build the people, then people build the business."

- Zig Ziglar



## Military Spouse Direct Hire Program

The National Defense Authorization Act of Fiscal Year 2022 has established a pilot program authorizing direct hire authority to appoint spouses of members of the Uniformed Services to an appropriated position within the competitive service. This program is exclusive to appropriated fund positions within DoD Components, located outside the United States at the General Schedule (GS) and Federal Wage System grades (WS, WL, WG) 15 and below (or equivalent).

To be eligible for an appointment under this program the following must apply:

- Accompany military spouse to assignment outside the United States
- Listed as dependent on permanent change of station (PCS) orders at Government expense;
- The position is within the local commuting area and
- Resides with the military member

Appointments made under this program are on a time-limited basis not to exceed 2 years. These appointments may be extended for two additional terms for a total of 6 years and will terminate if any of the follow apply:

- Expiration of the term appointment;
- Relocation back to the United States in connection with PCS orders;
- Relocation from their assigned duty station's local commuting area to another duty location outside the United States in connection with a PCS move;
- Divorce;
- Death of sponsor;
- Military member retires or separates from active duty.

The Military Spouse DHA pilot program will expand employment opportunities and ease the burden of the often tedious application process for those who support our service members.

For questions related to Military Spouse DHA program, please contact our Staffing Team at [ramstein.staffing@us.af.mil](mailto:ramstein.staffing@us.af.mil)



## Military Spouse Direct Hire Program -Cont-

Currently, interested military spouses have 2 options for employment under the Military Spouse Direct Hire Program:

- 1) They may apply through USA Jobs Public Notice Announcements, list below
- 2) For **ANY** job series, hiring officials may source their own candidates and work with the Civilian Personnel Section to initiate the required documentation

Series	Current Public Notice - Position Title	Grade(s)	Links
0185	Social Worker	12	<a href="https://www.usajobs.gov/job/690203900">https://www.usajobs.gov/job/690203900</a>
0303	Unit Program Coordinator	4-7	<a href="https://www.usajobs.gov/job/689156800">https://www.usajobs.gov/job/689156800</a>
1702	Training Specialist	5-9	<a href="https://www.usajobs.gov/job/689173900">https://www.usajobs.gov/job/689173900</a>
2210	Information Technology Specialist	9-13	<a href="https://www.usajobs.gov/job/689661400">https://www.usajobs.gov/job/689661400</a>
0346	Logistics Management Specialist	11-14	<a href="https://www.usajobs.gov/job/690234300">https://www.usajobs.gov/job/690234300</a>
0318	Secretary	5-9	<a href="https://www.usajobs.gov/job/689552400">https://www.usajobs.gov/job/689552400</a>
0801	General Engineer	11-14	<a href="https://www.usajobs.gov/job/689824800">https://www.usajobs.gov/job/689824800</a>
1102	Contract Specialist	7-14	<a href="https://www.usajobs.gov/job/689910400">https://www.usajobs.gov/job/689910400</a>
1173	Housing Manager	5-12	<a href="https://www.usajobs.gov/job/690080800">https://www.usajobs.gov/job/690080800</a>
0201	Human Resources Specialist	7-15	<a href="https://www.usajobs.gov/job/690080800">https://www.usajobs.gov/job/690080800</a>
0101	Sexual Assault/Sexual Harassment Prevention and Response Specialist	7-13	<a href="https://www.usajobs.gov/job/689590200">https://www.usajobs.gov/job/689590200</a>
1701	Supervisory Youth Program Specialist	9-13	<a href="https://www.usajobs.gov/job/689695500">https://www.usajobs.gov/job/689695500</a>
0560	Budget Analyst	7-14	<a href="https://www.usajobs.gov/job/689836800">https://www.usajobs.gov/job/689836800</a>
0080	Security Specialist	9-15	<a href="https://www.usajobs.gov/job/689884900">https://www.usajobs.gov/job/689884900</a>
1101	Sustainment Specialist	6-13	<a href="https://www.usajobs.gov/job/690183200">https://www.usajobs.gov/job/690183200</a>



## Time To Use Your Time-Off Awards

If you are a DPMAP-covered employee and received a time-off award (TOA) with your 2022 performance appraisal you must ensure you schedule and use it before 1 June 2023. Failure to do so will result in forfeiture.



In accordance with DoDI1400.25V451\_DAFI36-1004, *Civilian Recognition Program*, employees must schedule and use TOAs within 1 year after the effective date of the award. Any TOA not scheduled and used within 1 year is forfeited. Employees must obtain their supervisor's approval to schedule and use TOAs. Employees should request their time off far enough in advance to use it without disrupting the unit's work. Employees may not convert a TOA to a cash payment nor transfer an unused TOA if they accept employment with another DoD component or Federal agency (note, TOAs will transfer if an employee transfers within the Air Force). In addition, employees coming from another DoD component or Federal agency may not transfer a TOA to the Air Force.

## DPMAP Resources and Timeline

As we move into the second quarter of this calendar year, employees and rating officials will be working diligently to wrap-up the 2023 rating cycle and begin the 2024 rating cycle [as summarized in the January-March 2023 Civilian Personnel Newsletter](#). This leads to many questions regarding what employees and rating officials should be doing now, deadlines, and performance-based awards. To better assist Defense Performance Management and Appraisal Program (DPMAP) covered employees and their supervisors, there is a Ramstein DPMAP SharePoint site which provides user friendly DPMAP resources to include, but not limited to, resources broken down by stage of the appraisal cycle, an Appraisal and Award Timeline, Appraisal and Award Processing Guidance, fact sheets, and FAQs.

We strongly encourage everyone to visit the Ramstein DPMAP SharePoint. Questions that cannot be answered by the resources within the Ramstein DPMAP SharePoint can be directed to the Ramstein DPMAP team at: [86FSS.FSEC\\_NewBeginnings.Team@us.af.mil](mailto:86FSS.FSEC_NewBeginnings.Team@us.af.mil).

[Defense Performance Management and Appraisal Program \(DPMAP\) \(dps.mil\)](#)



## Whistleblower Disclosures

A “whistleblower” is a Federal employee who discloses information that he or she reasonably believes evidences a violation of any law, rule or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; a substantial and specific danger to public health or safety; or, where disclosures are not otherwise prohibited by law, censorship related to research, analysis or technical information that also falls within one of the other categories. Whistleblower reprisal -- or whistleblower retaliation -- refers to the actual or threatened taking or withholding of a personnel decision in retaliation for a protected disclosure under whistleblower protection laws. It is important to note that an employee does not lose protection simply because of their motive for making a disclosure, or how much time has passed between the event and the filing of the disclosure.



Several Federal laws protect whistleblowers from reprisal and retaliation. The US Office of Special Counsel (OSC) is the independent federal investigative and prosecutorial agency whose mission is to safeguard the Federal merit system by protecting federal employees from reprisal for whistleblowing.

Further information may be obtained from the following websites: [www.osc.gov](http://www.osc.gov) (click “Disclosure of Wrongdoing”) or on MyPers at: [https://mypers.af.mil/app/answers/detail/a\\_id/44973/p/3/c/861](https://mypers.af.mil/app/answers/detail/a_id/44973/p/3/c/861). Please also see the article titled “Prohibited Personnel Practices” in this newsletter for information on filing a complaint.

## 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 36-148](#), *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.

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 acknowledged 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](mailto:86fss.fsec.us-emr@us.af.mil).

## Injury Compensation

The Air Force Injury Compensation Program is based on the Federal Employees' Compensation Act (FECA) which provides compensation benefits to Federal civilian employees who sustain a work-related injury or occupational disease while in the performance of duty. FECA also provides compensation benefits to surviving dependents if a work-related injury or disease causes the death of an employee. The program is administered by the Department of Labor (DOL), Office of Workers' Compensation Programs (OWCP). The 12 OWCP district offices adjudicate the claims and pay benefits, and the costs of those benefits are charged back to the employing agency. Decisions to accept or deny claims are made by the DOL, not the employer. When a claim for a work-related injury is submitted to DOL, a case number is generated and the employee receives a letter informing them of their case number and detailing the benefits to which they are entitled.

It is not mandatory to file a Worker's Compensation claim for every injury that occurs. If the employee does choose to file a claim, he or she should promptly report all job-related injuries or illnesses to their supervisor. Additionally, all Federal civilians are required to provide medical documentation to their direct supervisor regarding work capacity and to advise medical providers of the availability of light duty. Your efforts, in tandem with your supervisor and the Air Force Personnel Center Injury Compensation team can help reduce the high costs associated with injury compensation claims.

For additional information on this topic, including forms for providing notice of injury, visit [myFSS, Answer ID:000004414](#).

## AFPC BEST Services

The Air Force Personnel Center (AFPC) Benefits & Entitlements Service Team (BEST) provides benefits and retirement-related customer service to all Department of the Air Force civilian employees. Benefits services include, but are not limited to: Federal Employees Health Benefits Plan (FEHB), Federal Employees' Group Life Insurance (FGLI), the Thrift Savings Plan (TSP), and retirement-related requests such as military/civilian deposits, certified summary of Federal service, and retirement estimates. An employee may obtain benefit-related info at their fingertips utilizing various resources. Below are a few reminders of the resources available to employees:

The AFPC BEST recently transitioned from myPers to myFSS and the Civilian Benefits & Retirement Platform. If you have not already done so, please register for your myFSS account at <https://myfss.us.af.mil/>. Employees should update their personal e-mail to maximize delivery of BEST responses and additional Civilian Benefits & Retirement information. To access BEST information in myFSS, you can select the Civilian Benefits & Retirement Tile or the Civilian Benefits and Retirement Home Page at:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000wkzfCAA>

All open tickets have been or will be migrated to myFSS with no action needed by the employee.

The Government Retirement Benefits (GRB) Platform is another tool for employees to review and/or update their benefits. The GRB Platform contains a comprehensive resource library of documents, videos, forms, and links relating to each government-wide Federal benefit program. With e-learning capabilities, an employee is a click away from accessing a catalog of engaging videos to support planning and understanding of their retirement and other benefits. These videos are designed to reach

employees at all stages of their careers, including orientation for new employees. Employees may access the GRB Platform at <https://grbplatform.us.af.mil/>. The various videos are located under "Resources" via each applicable benefits tile.

If an employee experiences a benefits and/or retirement-related error or issue, the employee should contact BEST so appropriate corrective action can be taken within both the personnel and payroll databases, if necessary. BEST can be reached via MyFSS or by calling the Total Force Service Center (TFSC) support team at DSN: 665-0102, Commercial (210) 565-0102, or Toll-free 1-800-525-0102. For login or other technical issues, reach out to the A1 Service Desk at <https://tmis.us.af.mil/tmis>. The TFSC provides customer service by phone, email, or online chat. They are the frontline of AFPC benefits with access to myFSS knowledge and certain personnel records. They can answer most common benefits related questions quickly and efficiently. If they are unable to answer the employee's question, they will create an incident on behalf of the employee and forward to the applicable team for resolution. The employee may follow up on the original inquiry (if still open) via myFSS.

In addition to these resources, employees are encouraged to review their Leave and Earnings Statement (LES) to verify that the deductions for all of their benefits are correct. Verifying this benefits information is the employee's responsibility and will ensure they do not incur unnecessary debt. Employees may review their LES via the myPay website at <https://mypay.dfas.mil>.

Employees are also encouraged to review their Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) which contains official government documents covering their employment history to include benefit related documents (if applicable). Employees may review their eOPF via the OPM website at: <https://eopf.opm.gov/USAF/>

## PROHIBITED PERSONNEL PRACTICES

Prohibited Personnel Practices (PPPs) 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. This includes reprisal for whistleblowing, defined by law at 5 USC 2302(b). Generally stated, a federal employee who has authority over personnel decisions may NOT:

1. Discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;
2. Request or consider employment recommendations about an employee or applicant based on factors other than personal knowledge or records of job-related abilities or characteristics;
3. Coerce the political activity of any person or retaliate against an employee for refusing to engage in political activity;
4. Intentionally deceive or obstruct anyone from competing for employment;
5. Influence anyone to withdraw from competition in order to improve or injure the employment prospects of any person;
6. Give an unauthorized advantage in order to improve or injure the employment prospects of any person;
7. Engage in nepotism (i.e., hire, promote, or advocate the hiring or promotion of relatives);
8. Retaliate against an employee for whistleblowing. Agency officials cannot take, fail to take, or threaten to take a personnel action because of an employee's whistleblowing;
9. Retaliate because an employee filed a complaint, grievance or appeal; testified for or helped someone else who testified; cooperated with or disclosed information to the Special Counsel or an Inspector General; or refused to obey an order that would require the employee to violate a law;
10. Discriminate due to conduct that does not adversely affect job performance;
11. Take or fail to take, recommend, or approve a personnel action if the official knows that doing so would violate a veterans' preference requirement;
12. Take or fail to take a personnel action if doing so would violate any law, rule or regulation implementing or directly concerning the merit system principles;
13. Implement or enforce a nondisclosure policy, form, or agreement, if it does not contain a specific statement notifying employees of their rights, obligations, or liabilities relating to classified information, communications to Congress, whistleblowing to an Inspector General, or any other whistleblower protection; or
14. Access the medical record of another employee or applicant in furtherance of any conduct prescribed by the 13 other PPPs.

The Office of Special Counsel (OSC) has the authority to investigate and prosecute violations of these 14 PPPs.

### **HOW CAN A PERSON FILE A PROHIBITED PERSONNEL PRACTICE COMPLAINT?**

Federal employees, former federal employees and applicants for federal employment can file a claim of PPP with OSC by completing OSC Form 14. Claims can be filed online at: <https://osc.gov/pages/File-Complaint-Portal.aspx>. OCS implemented a new Online Filing Portal to make the process of filing with their office easier and more secure. The Online Filing Portal will replace the PDF Form that OSC currently uses for case submissions. Users will be able to complete and electronically submit OSC Form 14 through 31 March 2023. After that time, the Online Filing Portal will be the primary method for submitting complaints, though users can still download and email OSC Form 14 to the OSC office at [info@osc.gov](mailto:info@osc.gov). Violations of the Hatch Act can also be filed with OSC. For Hatch Act cases ONLY users also have the option to electronically submit an anonymous complaint. For further information refer to OSC's website at: <https://osc.gov/>.

## CACs, Dependent ID Cards, and SOFA Stamps

The Ramstein CPF Customer Service team (Bldg 2120, Room 221) assists US employees and their dependents in obtaining Common Access Cards (CACs) and dependent ID cards, as well as Status of Forces Agreement (SOFA) cards.

### CACs:

Initial issuance: The DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*, required to obtain a CAC is provided to the employee by the [Ramstein CPF Customer Service Team](#). The employee takes the DD Form 1172-2 along with two forms of identification to the Military Personnel Flight (MPF) Customer Service Office (Bldg 2106, Room 117) to obtain their CAC. It is highly recommended that the employee schedules an appointment at <https://booknow.appointment-plus.com/y7jgzct0/appointments>. If no appointments are available in the needed timeframe, the MPF Customer Support Section takes walk-ins on a space-available basis. However, individuals with appointments are given priority.

Renewals: The above procedures apply for CAC renewals, except renewals require an appointment.

### Dependent ID card:

Initial issuance: The DD Form 1172-2, *Application for Identification Card/DEERS Enrollment*, required to obtain a Dependent ID can be generated by the sponsor by visiting the MilConnect website at <https://idco.dmdc.osd.mil/idco/> and following the steps indicated after selecting "Family ID Cards." An in-person visit to the MPF Customer Service Office (Bldg 2106, Room 110) is required, and an appointment may be scheduled using <https://booknow.appointment-plus.com/y7jgzct0/appointments>. Dependents must be enrolled in DEERS first, but DEERS enrollment and ID card issuance can occur at the same time. Please bring two forms of ID (IDs with the exact same name). If not enrolled in DEERS, also bring a marriage certificate or birth certificate, as appropriate. Only one form of ID is required for dependents 17 years and under. If the sponsor is not present, a DD Form 1172-2 signed by the sponsor is required. If not digitally signed via MilConnect, the DD Form 1172-2 must be notarized or signed by a verifying official at the ID Card Office validating the sponsor's signature.

Renewals: The above procedures may be used for renewals. Renewals may also be accomplished by submitting a request via email using the MPF's Dependent ID Online Process (DIDO) at <https://www.ramstein.af.mil/Contact/Dependent-ID-Online-Application>. Please submit documents 30 days prior to the ID card expiration date.

### SOFA stamp:

Command-sponsored Stateside-hire civilians and their family members who did not receive a SOFA stamp in their no-fee passport before arriving in Germany, as well as locally hired civilians and their family members, must obtain a SOFA card from the MPF Customer Support Section's Passport Office (Bldg 2106, Room 110). [The Ramstein CPF Customer Service Team will provide](#) the required [AE Form 600-77A, Request for Issuance of SOFA Identification](#). SOFA cards can be requested by sending copies of all required documents via e-mail to [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil). Upon notification of issuance, the SOFA card(s) can be picked up by presenting the original passport(s). Optionally, sponsors or spouses may walk-in on Mon, Tue, Thu, Fri, between 0900-1100 hours and 1300-1500 hours and Wed from 1300-1500 hours and bring all required original documents for SOFA card issuance. All eligible family members must be enrolled in DEERS. In addition to the AE Form 600-77A, the eligible sponsor's or dependent's passport and valid ID card are required for SOFA issuance by the Passport Office. If family members do not possess a valid ID card (i.e., children under the age of 10), the sponsor will need to provide a DD Form 1172-2 as verification that the dependents are enrolled in DEERS using the MilConnect process mentioned earlier.

**Renewals:** The above procedures also apply for SOFA card renewals, in addition employee must bring in their old SOFA card.

Questions regarding obtaining a DD Form 1172-2 for an initial CAC, or obtaining an AE Form 600-77A for a SOFA card, may be addressed to the Ramstein CPF Customer Service Team by calling 480-5850 or sending an email to [86fss.fseciviliancustomerservice@us.af.mil](mailto:86fss.fseciviliancustomerservice@us.af.mil).

Questions on all other procedures discussed in this article may be addressed to the MPF Customer Support Section at 480-2240, sending an email to [786fss.fpsidcards@us.af.mil](mailto:786fss.fpsidcards@us.af.mil) for CAC/ID card questions or [786fss.passports@us.af.mil](mailto:786fss.passports@us.af.mil) for passport and SOFA card questions. A wealth of information is also available on the 786 FSS Customer Support SharePoint at <https://usaf.dps.mil/sites/786FSS/FSP/FSFS>.







## 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.



## Civilian Personnel Flight “Jobs for the Future”

### The Civilian Personnel Flight at the “Jobs for Future” Fair in Mannheim and the Apprenticeship Fair in Landstuhl

In 2023, the U.S. Air Force again presents itself as an employer and apprenticeship organization in the region at significant job and apprenticeship fairs.

From 09 to 11 February 2023, the "Jobs for Future", the largest regional job & training fair, took place in Mannheim. More than 300 exhibitors from various fields and industries presented their companies there. For the second time, the Ramstein Civilian Personnel Office participated and presented the local national section of the U.S. Air Force to a broad audience as an attractive employer. The approximately 17,000 visitors had the opportunity to obtain information directly on site from the CPO team about vacancies and apprenticeship opportunities. The crowds at the "Welcome to Ramstein Air Base" booth were overwhelming, as they had been the year before. Many of the interested visitors were positively surprised to learn that even as a non-U.S. citizen they can complete apprenticeships and internships with the U.S. Air Force or start right away with an employment. Since the job fair, several visitors have already taken the opportunity to apply for an apprenticeship or employment. All in all, the job fair was once again a complete success for the CPO and the U.S. Air Force.

As an apprenticeship organization, the team presented itself to some 500 students at the “Bildungsmesse” on March 08, 2023, alongside 30 other companies in Landstuhl. The CPO was supported by the Electrical Engineering Supervisor of the Exterior Electric Shop of the 786 CES, who, together with a former apprentice, was available at the booth to answer questions and interactively introduced the field of electronics to those interested. The Fire Department of the 86 CES was also present and, among other support, presented an American fire truck in front of the town hall. We would like to take this opportunity to thank the Fire Department and the Exterior Electric Shop for their active support.

The next upcoming event will now be the apprenticeship fair at the Rossberg education center in Kusel on May 12, 2023, which will be attended by students from the surrounding schools in the city and district of Kusel. At the beginning of July, the CPO will then take part in the region's largest apprenticeship fair in Kaiserslautern on the Betzenberg. There, 100 companies and about 4000 visitors are expected.





## Das Personalbüro auf der “Jobs for Future Messe“

### Das Personalbüro auf der “Jobs for Future Messe” in Mannheim und der „Bildungsmesse“ in Landstuhl

Auch in 2023 präsentieren sich die US Luftstreitkräfte wieder als Arbeitgeber und Ausbildungsbetrieb in der Region auf entscheidenden Berufs- und Bildungsmessen.

Vom 09. bis 11. Februar 2023 fand in Mannheim die “Jobs for Future”, die größte regionale Job- & Ausbildungsmesse statt. Über 300 Aussteller aus den unterschiedlichsten Bereichen und Branchen stellten dort ihre Unternehmen vor. Zum zweiten Mal nahm jetzt das Ramsteiner Personalbüro für den LN-Bereich der US Luftstreitkräfte teil und präsentierte sich dort einem breit gefächerten Publikum als attraktiver Arbeitgeber. Die ca. 17.000 Besucher hatten die Möglichkeit sich direkt vor Ort beim Team des Personalbüros über freie Stellen und Ausbildungsmöglichkeiten zu informieren. Der Andrang zum “Welcome to Ramstein Air Base” Stand war, wie auch schon im Jahr zuvor, überwältigend. Viele der interessierten Besucher waren positiv überrascht darüber, dass sie auch als nicht-amerikanische Staatsbürger bei den US Luftstreitkräften eine Ausbildung und Praktika absolvieren oder gleich mit einem Direkteinstieg starten können. Mittlerweile haben auch schon einige Besucher die Gelegenheit ergriffen und sich um einen Ausbildungsplatz oder einen Direkteinstieg beworben. Die Jobmesse war alles in allem erneut ein voller Erfolg für das Personalbüro und die US Luftstreitkräfte.

Als Ausbildungsbetrieb stellte sich am 08. März 2023 das Team neben 30 weiteren Betrieben in Landstuhl auf der Bildungsmesse rund 500 Schülerinnen und Schülern vor. Unterstützt wurde das Personalbüro vom Elektrotechnikermeister des Exterior Electric Shops der 786 CES, der zusammen mit einem ehemaligen Auszubildenden am Stand für Fragen zur Verfügung stand und den Interessierten den Bereich Elektronik interaktiv näher brachte. Auch die Feuerwehr der 86 CES war dabei und präsentierte unter anderem ein amerikanisches Feuerwehrfahrzeug vor der Stadthalle. Wir bedanken uns an dieser Stelle für die tatkräftige Unterstützung der Feuerwehr und dem Exterior Electric Shop.

Das nächste bevorstehende Event wird jetzt am 12. Mai 2023 die Bildungsmesse im Bildungszentrum Rossberg in Kusel sein, das von Schülerinnen und Schülern der umliegenden Schulen der Stadt und des Landkreises Kusel besucht wird. Anfang Juli nimmt das Personalbüro dann an der regional größten Ausbildungsmesse in Kaiserslautern auf dem Betzenberg teil. Dort werden 100 Betriebe und ca. 4000 Besucher erwartet.





## Misassignment

A misassignment is an incorrect or inappropriate assignment which occurs when a supervisor/manager tasks and/or allows a subordinate employee to perform major duties, which are not described on the official position description (PD) or the reverse situation. Example: Describing major duties in the official PD which are not performed by the individual.

A misassignment indicates serious mismanagement of human resources and should be avoided by all supervisors. The decisions of work assignments are based on mission and function requirements, manning needs and other factors as determined by the Air Force.

Reasons for misassignments are: Management's failure to officially assign and describe mission/function requirements in duty descriptions; management's failure to request official job description changes/updates prior to assigning new duties on a continuing basis; management's main focus of attention is on the person in the position versus position requirements.

To prevent misassignments, management should inform the civilian personnel staff performing classification work of any necessary changes/adjustments/revisions required to reflect accurate position requirements.



## Fehlerhafte Zuweisung von Tätigkeiten

Eine fehlerhafte Zuweisung ist eine inkorrekte oder unangemessene Anweisung eines Vorgesetzten an einen Arbeitnehmer, Haupttätigkeiten auszuführen, die nicht in der offiziellen Stellenbeschreibung festgelegt sind. Auch umgekehrt kann es zu einer fehlerhaften Zuweisung kommen und zwar dann, wenn die offizielle Stellenbeschreibung Haupttätigkeiten enthält, die überhaupt nicht oder nur teilweise vom Arbeitnehmer ausgeführt werden.

Fehlerhafte Zuweisungen sind ein Hinweis auf schwerwiegende Fehlsteuerung von personellen Ressourcen und Planstellen, welche von allen Vorgesetzten vermieden werden sollten. Die Festlegung von Aufgabenbereichen basiert auf erforderlichen Aufgaben und Funktionen, Personalanforderungen und/oder Personalstärke, welche von der Luftwaffe ermittelt und bestimmt sind.

Gründe für fehlerhafte Zuweisungen sind das Versäumnis von Management, die Tätigkeiten gemäß dem offiziellen Bedarf festzulegen, zu beschreiben und zuzuweisen; Managements Versäumnis, vor der Zuweisung neuer Aufgabenbereiche an der offiziellen Stellenbeschreibung Änderungen vorzunehmen; oder das Hauptaugenmerk von Management liegt eher auf der Person anstatt auf den tatsächlichen Anforderungen der Planstelle.

Um fehlerhafte Zuweisungen zu vermeiden, sollte das zuständige Management die Eingruppierungsabteilung des zivilen Personalbüros über erforderliche Änderungen, Anpassungen, oder Überarbeitungen informieren, um die Positionsvoraussetzungen akkurat zu reflektieren.



## Change of Call-in process in the event of incapacity or inability to work

You don't feel well and can't make it to work. Following facts need to be taken into account when properly calling in sick.

### Duty to notify

In order to comply with the duty to notify, the direct supervisor must be informed immediately, but no later than at the beginning of the workday, in person of any inability to work or work-related incapacity and its expected duration. If the direct supervisor is absent, his or her representative must be informed accordingly. The respective supervisor will provide the relevant contact information. Unless your agency has explicitly stipulated a different process, the notification of absence is to be made by telephone, since in this case the requirement of immediacy is definitely met. Notification by text message, e-mail, through colleagues or via other social media channels such as WhatsApp are not channels for properly calling in sick.

### Duty to provide documentation

As of January 01, 2023, the obligation to provide the employer with a hardcopy sick slip will no longer apply. However, the employee is still required to obtain a digital sick slip from a medical doctor if the employee is unable to work for more than three calendar days or in justified cases from the first day on. Statutory insured employees will from now on only receive one copy of the sick slip from the medical doctor, which is intended to stay with the employee. The medical doctor will also forward the sick slip electronically to the statutory health insurance. In this case, the employee is also obligated to immediately inform the supervisor of the duration of the certificate of incapacity for work. The timekeeper immediately reports the sick absence determined by a medical doctor with an official request to the Foreign Forces Payroll Office (FFPO). The FFPO will then request for an electronic confirmation of the duration of the sick slip and reports back to the employer. Sick slips e.g. in the case of sickness of the child, within the scope of rehabilitation facilities etc. remain unaffected by this regulation and will continue to be issued in paper form by the attending physician.

For employees with private health insurance nothing changes in the procedure.

### After all, what are the consequences of a breach of the duty to report and/ or provide evidence?

Since the violation of the duty to report and/ or provide evidence is a breach of duty under the employment contract, a warning letter may be issued, and in the event of repetition, the termination of the employment relationship may even be considered. Therefore, a violation of this obligation should be avoided.

If you have any questions, please do not hesitate to contact your Non-US EMR Team via 86FSS.CPF.LN-EMR@us.af.mil or DSN 480-5365.

Your EMR Team





## Änderung des Abmeldeprozesses bei Arbeitsunfähigkeit oder Arbeitsverhinderung

Man fühlt sich nicht gut und kann nicht auf die Arbeit kommen. Folgende Faktoren sind bei einer ordnungsgemäßen Abmeldung im Krankheitsfall zu beachten.

### Anzeigepflicht

Um der Anzeigepflicht gerecht zu werden, muss jede Arbeitsverhinderung oder Arbeitsunfähigkeit und deren voraussichtliche Dauer unverzüglich, spätestens jedoch vor Dienstbeginn persönlich dem direkten Vorgesetzten mitgeteilt werden. Sollte der direkte Vorgesetzte abwesend sein, ist dessen Vertreter entsprechend zu informieren. Die jeweilige Kontaktinformation wird der jeweilige Vorgesetzte bereitstellen. Außer es ist in Ihrer Dienststelle explizit ein abweichender Prozess festgelegt, gilt, dass die Abmeldung telefonisch zu erfolgen hat, da in diesem Fall, dem Erfordernis der Unverzüglichkeit in jedem Fall genüge getragen wird. Abmeldungen per SMS, E-Mail, bei Kollegen oder über andere Kanäle der Sozialen Medien wie z.B. WhatsApp, sind keine Kanäle für eine ordnungsgemäße Abmeldung.

### Nachweispflicht

Ab dem 01.01.2023 entfällt die Pflicht zur Vorlage einer Arbeitsunfähigkeitsbescheinigung beim Arbeitsgeber in Papierform. Allerdings sind Arbeitnehmer/innen weiterhin verpflichtet, bei einer Arbeitsunfähigkeit von mehr als drei Kalendertagen oder in begründeten Fällen ab dem ersten Tag, eine Arbeitsunfähigkeitsbescheinigung in digitaler Form einzuholen. Gesetzlich versicherte Arbeitnehmer/innen erhalten nur noch eine einzige Ausfertigung der Arbeitsunfähigkeitsbescheinigung für den Versicherten. Der behandelte Arzt wird die Arbeitsunfähigkeitsbescheinigung außerdem elektronisch an die Krankenkasse weiterleiten. In diesem Fall ist der Arbeitnehmer zudem verpflichtet, dem Vorgesetzten die Dauer der Arbeitsunfähigkeitsbescheinigung, unverzüglich mitzuteilen. Der Timekeeper meldet die ärztliche festgestellte krankheitsbedingte Abwesenheit unverzüglich mit einer offiziellen Anfrage an die Lohnstelle ausländischer Streitkräfte (LaS). Die LaS fordert von der Krankenkasse des Arbeitnehmers eine elektronische Bestätigung über die Dauer der krankheitsbedingten Arbeitsunfähigkeit an und meldet diese an den Arbeitgeber zurück. Arbeitsunfähigkeitsbescheinigungen wie z.B. bei Erkrankung des Kindes, im Rahmen von Rehabilitationseinrichtungen etc. bleiben von dieser Regelung unberührt und werden weiterhin durch den behandelten Arzt in Papierform ausgestellt.

Für Arbeitnehmer mit einer privaten Krankenversicherung ändert sich an dem Verfahren nichts.

### Welche Konsequenzen drohen schließlich bei einer Verletzung der Anzeige- und/ oder Nachweispflicht?

Da es sich bei der Verletzung der Anzeige- und/ oder Nachweispflicht um eine arbeitsvertragliche Pflichtverletzung handelt, kann eine Abmahnung, bei Wiederholungsfällen sogar eine Kündigung des Arbeitsverhältnisses in Betracht kommen. Daher sollte eine Verletzung dieser Verpflichtung tunlichst vermieden werden.

Bei Fragen steht Ihnen Ihr Non-US EMR Team via 86FSS.CPF.LN-EMR@us.af.mil oder DSN 480-5365 gerne zur Verfügung. Ihr EMR-Team





## 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.