



# Civilian Personnel Newsletter



July-September 2023

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## Welcome to the July – September Edition of our Newsletter.

It is a great time to take advantage of the beautiful weather by taking some leave and enjoying the wonders of Europe. We are now more than halfway through the leave year; I hope everyone has planned to spend time with family and friends while using your annual leave so you do not lose it. Once again, we successfully completed the civilian appraisal and award period, but evaluating never stops. Please ensure you have an approved performance plan and supervisors need to ensure their plans include the required standardized elements as part of their plans. Also, it is highly recommended that employees monitor their pay statements and personnel actions for accuracy; please report any inaccuracies as soon as possible. Enjoy your summer!

## Dates to Remember

<i>July 3:</i> Family Day	<i>August 21:</i> School Starts, DODEA
<i>July 4:</i> Independence Day	<i>September 1:</i> Family Day
<i>July 12:</i> Civilian Length of Service Ceremony for Local Nationals	<i>September 4:</i> Labor Day
<i>July 15:</i> Local National Student Fair (DHBW Campus Mosbach)	<i>September 19:</i> Local National Apprenticeship Fair ("ZAM" in Zweibruecken)

## Quote of the Quarter

"I can do things you cannot, you can do things I cannot; together we can do great things."

– Mother Teresa

## Work Flexibilities in Hot Weather

As we experience the heat this summer, and typically without the luxury of air conditioning in the workplace, we want to remind supervisors and employees of flexibilities that may be used to reduce health risks and increase comfort. For the times when fans, hydration, and dressing appropriately are not enough, the options available include:

**Employee's Personal Leave:** Employees may request annual leave, earned compensatory time off, earned time-off awards, or earned credit hours on a day when severe heat and humidity threaten the employee's health and welfare.

**Early Dismissal:** In certain rare and extreme situations where working or commuting conditions are unusually severe and the health of employees is endangered, all or part of the installation may be closed and the Installation Commander (86 AW/CC) will dismiss employees from the office to telework (if possible) for the remainder of the work day or grant weather and safety leave (ATAAPS code LN- PS). Telework participants working in the office when an early departure is announced may generally receive Weather and Safety Leave only for the amount of time required to commute home (excluding the period of time for an unpaid lunch break, if applicable). Supervisors do not have the authority to grant this dismissal. Group dismissal for civilian employees working on Ramstein Air Base may only be authorized by the installation commander (86 AW/CC). For those employees that do not work at Ramstein, the approval authority would lie with their installation commander, commander of combatant commands, or lead commander designated in areas with more than one activity, as applicable. Employees who leave before the scheduled dismissal time, or who are already in a leave status and scheduled to be in a leave status during the time of dismissal, will continue to be charged leave.

**Telework or Flexible Work Schedule:** With supervisory approval, an eligible employee with an approved telework agreement who is telework-ready, may telework from home on a day when the temperatures in the office are expected to be high. Additionally, if permitted by management and mission requirements, an employee working a flexible work schedule may adjust arrival and departure times within the limits of the core hours to avoid commuting/working during the hottest periods of the day.

For additional information and references, please review the "Excused Absence/Leave/Telework Due to Extreme Weather" Factsheet on the [Ramstein Civilian Personnel Flight website](#). Questions regarding US appropriated fund civilian employees can be addressed to [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil).

## Credit Hours Versus Overtime & Compensatory Time

Lately, we have received many customer questions about credit hours versus overtime and compensatory time and how they are related. Employees are expected to work the hours outlined in their work schedule. Any time worked in excess should be either ordered and approved by management (overtime/compensatory time) or voluntarily requested by the employee and approved in advance (credit hours). If an employee works hours without 1) being directed or 2) obtaining approval in advance- they are not entitled to payment. Basic information regarding overtime, compensatory time and credit hours has been outlined below. For detailed information regarding this topic please reference the Ramstein Factsheet on Overtime, Comp Time, and Credit Hours found at the [Ramstein Civilian Personnel Flight website](#) and the references therein.

**Overtime** is work in excess of 8 hours in a day or 40 hours in an administrative workweek (Sun – Sat). Overtime must be officially ordered and approved. All overseas appropriated fund AF civilian employees are exempt from the Fair Labor Standards Act (FLSA) and are eligible for overtime under Title 5 of the United States Code (5 CFR 551.212); therefore, the following guidance only includes rules that apply to FLSA-exempt employees.

Overtime rates are as follows:

For Federal Wage System (FWS) (WG/WL/WS) employees, and for other employees whose basic hourly rate is **equal to or less than** the rate of basic pay for GS-10 step 1, the overtime hourly rate is the employee's hourly rate of basic pay multiplied by 1.5.

For other employees whose basic hourly rate is **greater than** the basic pay for GS-10, step 1, the overtime hourly rate is the **greater** of:

- the hourly rate of basic pay for GS-10, step 1, multiplied by 1.5

\*OR\*

- the employee's hourly rate of basic pay

**Compensatory Time** (or Comp Time) is time off in lieu of overtime pay. Just like overtime, it is work in excess of 8 hours per day or 40 hours in an administrative workweek that is officially ordered and approved. Employees are entitled to the same amount of comp time off as the amount of overtime hours worked (e.g., 1 hour of comp time off is granted for each hour of overtime worked). FWS employees and other employees paid at the rate of GS-10, step 10, and below, must be allowed the choice of either overtime pay or comp time.

Employees should use previously earned compensatory time before using accrued annual leave. Comp time that is earned but not used within 26 pay periods is paid at the overtime rate at which it was earned. (Cont. on page 4.)

## Credit Hours Versus Overtime & Compensatory Time (cont. from page 3)

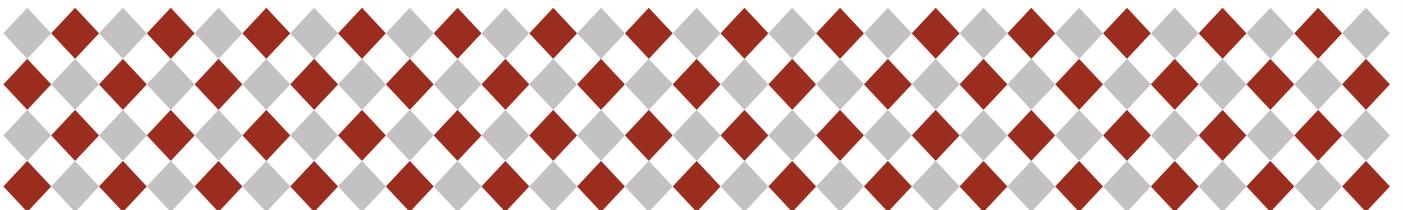
Overtime & Comp Time Approval Procedures: Before overtime or comp time is ordered and worked, the supervisor must obtain approval from their overtime authorizing official (exceptions to this requirement may apply in an emergency) via eSSS. Only two-digit officials and their deputies, or three-digit delegates with a formal appointment letter, may authorize overtime work. For the 86 AW, approval authority has been delegated to the squadron commander level. Once the overtime authorizing official approves the overtime or comp time, the premium request available within the ATAAPS timekeeping system will be used to document the overtime worked.

**Credit Hours:** In contrast to overtime or comp time which is ordered by management, credit hours are hours that an employee voluntarily requests and is approved to work in excess of the employee's basic work requirement (e.g., 8 hours a day). If the work is not voluntarily being worked, then credit hours is not appropriate. Credit hours are further restricted as they can only be earned by an employee on a flexible work schedule. Employees on a compressed work schedule (CWS) or those on a standard tour of duty may NOT earn credit hours (Please refer to the work schedules newsletter article for more information regarding work schedules). Like comp time, credit hours earned can later be used as time off with pay, with prior supervisor approval of the absence. However, they should not be used to create a CWS with a regular day off nor should they be used to circumvent the overtime/comp time approval requirements.

- o Credit hours are generally not earned during lunch, or on days when leave (annual, sick, credit hours, compensatory time, time-off award) or excused absence (e.g., fitness time) is used.
- o Full-time employees may carry over no more than 24 credit hours into the next pay period. Any hours in excess of 24 hours is lost.

Credit hours are paid out at the employee's current rate of pay only if Federal employment ends, if the employee is no longer subject to a flexible work schedule (e.g., the employee changes to a compressed work schedule or a standard tour of duty) or if the employee transfers to another agency.

Credit hour approval procedures: Supervisors/leave approving officials approve credit hours. Credit hours earned and used must be documented in the timekeeping system. Supervisors may require approval prior to employees working any credit hours, but prior approval is mandatory for working credit hours on a non-workday. Supervisors will consider the amount of leave taken, if any, during the pay period prior to approving a request for credit hours on a non-workday.



## Civilian Health and Wellness Leave

The Civilian Health and Wellness Program is designed to encourage U.S. appropriated fund civilian employees to become physically active and promote a healthier workforce. Participation in the program established under DoDI1400.25V630\_AFI36-815, *Leave*, are limited to a cumulative total of 3 hours of duty time per week based on mission and workload requirements.

Employees may participate in physical fitness and wellness activities. Health and wellness activities include but are not limited to: health fairs; alcohol and tobacco cessation programs; diet and nutrition classes; relaxation and stress management classes or seminars; lactation classes and seminars; and work-life programs. Employees must request/obtain permission from their supervisors in advance of the events to ensure attendance does not conflict with work center requirements.

Before participating, a signed agreement is to be executed by both the employee and supervisor. At a minimum, the agreement will include self-certification by the employee of fitness to engage in physical activity and describe the number of days per week and duration of absences. A sample agreement can be found in the Health and Wellness Program CPF factsheet on the [Ramstein Civilian Personnel Flight website](#).

Time off for physical fitness activities will be coordinated in advance with management officials, and documented with an approved leave request in ATAAPS. Use of duty time (excused absence) is appropriate only if approved by the supervisor in accordance with procedures. Mission impact is the key element in making this decision.

-Normally, overtime, compensatory time, and credit hours may not be approved nor earned on days when use of duty time is authorized under this program. Credit hours, overtime, and compensatory time may not be earned while an employee is actually performing fitness activities.

-The employee and supervisor are required to document physical fitness time in ATAAPS with the appropriate code (LN) for administrative leave. The sub code (PF) should be used to specify the type of administrative leave being used.

-Participation is strictly voluntary and supervisors have the authority to revoke participation privileges at any time.

-To minimize travel time away from work, employees are encouraged to utilize installation fitness facilities, or facilities immediately adjacent to the installation or work center with which the employee or agency may have an agreement.

For questions, please contact your supervisor or email Employee Management Relations at: [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil).

## Sports Team Participation and Duty Time

Here at Ramstein we have an amazing community with opportunities for civilians to participate in different sports sponsored by and/or encouraged by leadership to represent Ramstein Air Base. In some cases opportunities may even require supervisory approval. Often participation in these voluntary events include obligations (tournaments, etc.) that bleed over into an employee's regularly scheduled work week. When this happens, we are often asked if the employee may be placed on excused absence or be granted TDY/permissive TDY to participate.

**Civilian employees may not be granted excused absence or be placed on TDY/permissive TDY to participate in sporting events. Participation in this context can include, but is not limited to, volunteering as a coach or player. Further, as they are not performing the official duties of their position, an employee may not claim duty time.** *Note, while this question is frequently asked, this guidance is not new as Air Force guidance and case law on this question has not waived.* **Though an employee may volunteer to participate, they must request to use annual leave, credit hours earned, compensatory time earned, time-off award or leave without pay to do so during duty hours.** For this reason, employees should strongly consider the implications to their leave before volunteering or trying out for sporting events. If a supervisor has been approving excused absence or TDY/permissive TDY for participation in a sporting event, that should immediately cease. Whether or not the government may authorize travel/lodging costs for civilians is not something the Civilian Personnel Flight advises on, but should travel orders be issued, the requirement to be required to use leave does not change. For further guidance, feel free to contact your EMR team at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil).

## Political Activities and the Hatch Act

The political activity of DoD civilians is regulated by a number of sources: the Hatch Act (5 USC 7321 – 7326), implementing regulations (5 CFR 733 and 5 CFR 734), as well as DoD policy. Because the application of the rules varies depending on an employee's position or office, it is extremely important that employees who are engaging in political activity know which rules apply. Hatch Act information can be found at the U.S. Office of Special Counsel website at <https://osc.gov/Services/Pages/HatchAct.aspx>.

While all personnel are encouraged to carry out the obligations of citizenship, they must be mindful of the long-standing tradition that DoD remain apolitical. DoD Civilian employees (in the "less restricted employees" category) may volunteer with a political campaign or political organization while in their personal capacities. Examples of permitted volunteer activities include: organizing political rallies and meetings, making phone calls on behalf of a candidate, serving as a delegate to a party convention, and working for a political party to get out the vote. These employees are, however, prohibited from soliciting, accepting, or receiving political contributions. *See the "Less Restricted Employees" section of the link above to read more detailed information regarding prohibited and permitted activities.*

**Employees may never engage in political activity while on-duty or in a Federal building.** Specifically, an employee may not send or forward political emails, post political messages to social media, such as a Facebook account or political "tweeting" while in a Federal building (including when off-duty), even if the employee is using her personal smartphone, tablet, or computer. Employees may never use government equipment to engage in political activities.

Civilian personnel may generally express their personal views on public issues or political candidates via personal accounts on social media platforms, such as Facebook, Twitter, or personal blogs, in the same way they could write a letter to the editor of a newspaper. If, when expressing a personal opinion, personnel are identified by a social media site as DoD employees, the posting must clearly and prominently state that the views expressed are those of the individual only and not of the Department of Defense.

Potential Hatch Act violations by US appropriated fund civilian employees should be reported to [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil). Employees that violate the Hatch Act may be subject to disciplinary action up to and including removal from federal employment.

## Work Schedules

What is your work schedule? Is it the code entered into our timekeeping system, ATAAPS? The quick and important answer to this is “no.” Your work schedule includes the hours of the day and the days of the week that you are required to work. If you aren’t sure of your work schedule, you can ask your supervisor. One of the first conversations that he or she should have had with you as a new employee would have been to outline your schedule. Your supervisor should then have documented it in Section 4 of the “Supervisor’s Employee Work Folder” (SEWF) that he or she keeps for you.

Management has the right and responsibility to assign work schedules. Then, the timekeeper has the responsibility to make sure that the schedule is documented in ATAAPS. Sometimes the ATAAPS work schedule code the timekeeper must use to make ATAAPS align with your actual work schedule doesn’t match up, which can be confusing. The important thing to remember is that you **MUST** follow policy, rules, and regulations regarding your time worked. Your actual work schedule is the work schedule that your supervisor communicated to you and documented in your SEWF it is **NOT** the ATAAPS code used to make that schedule work in ATAAPS.

At Ramstein, all onboarding employees are automatically placed on the Standard Tour of Duty of 0730-1630, for five 8-hour days, Monday through Friday. The lunch period is scheduled for a minimum of 30 minutes but may be extended up to 60 minutes using 15-minute increments. The employee’s arrival or departure time is then adjusted to accommodate the shorter or longer lunch period. Employees may not work through a lunch period to shorten a workday. A standard tour of duty would be documented by the supervisor to the employee in a memorandum or email with words to the effect of: “Effective DATE, your work schedule is a standard work schedule of 8 hours per day, 5 days per week, Monday through Friday. Your shift starts at (INSERT TIME) and ends at (INSERT TIME), with a mandatory (INSERT TIME OF 60 MINUTES OR LESS) minute unpaid lunch break sometime between the hours of (INSERT TIME TO TIME – generally between 1100 and 1300).”

Another work schedule option that is available in some work areas is the alternative work schedule. If it is available in your area, your supervisor will advise you. Then, if desired, you can **voluntarily** request to work one of the approved alternative work schedules (AWS) for your area. For further information regarding the approved AWS’s available, please review the Hours of Work and Holiday Observances Fact Sheet located on the Ramstein CPF Website and the references therein, specially, the 86 AWS handbook linked under “References” in that fact sheet. The [handbook](#) has sample AWS request templates that employees can use to voluntarily request to work an AWS. Supervisors should review the AWS handbook to ensure that they are using the correct template for any of their employees currently on an AWS. (IMPORTANT: AWS templates acquired from other sources than the AWS Handbook or the Employee Relations Office are likely incorrect.)

The appropriate documentation of work schedules is an important management responsibility and one that should be done immediately when an employee onboards and anytime mission needs require a change. Should an employee’s schedule or shift need to change, the supervisor is required to inform the employee of the change prior to the start of the administrative work week, but ideally one week in advance. The administrative work week begins on Sunday, so what this means in practice is that if a manager needs an employee to work Saturday, 1 July, they will need to communicate that to the employee no later than Saturday, 24 June. For example, in this scenario, a supervisor could not tell an employee Thursday, 29 June ““don’t work tomorrow (Friday) and come in on Saturday.” The same is true for shift changes, if a supervisor realizes Thursday, 29 June they need their employee to work Friday, 30 June from 0900-1800 versus 0800-1700, it is not permissible to say “come into work tomorrow at 0900 versus 0800.” If something like this occurs supervisors need to follow the procedures to obtain approval of overtime/compensatory time and then order and approve the overtime/compensatory time as required.

One of the reasons establishing work schedules is so critical is because each work schedule has different impacts on work-life flexibilities, leave, the earning of credit hours, etc. For more information regarding credit hours versus overtime and compensatory time, please see that article in this newsletter. Further, any specific questions and/or requests for notification templates, etc., can be directed to the Employee Relations Team at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil).

## DPMAP Mid-Year Review and Narrative Statements

October 1 marks the half way point for the Defense Performance Management and Appraisal Program (DPMAP) cycle.

Supervisors are required to conduct a minimum of three formal documented performance discussions during each appraisal cycle including: the initial performance plan meeting to discuss performance expectations, one progress review, and the final performance appraisal discussion to communicate the rating of record. Per DoDI1400.25V431\_DAFI 36-1002, *Performance Management and Appraisal Program Administration in the Air Force*, performance discussions are to be used throughout the appraisal cycle to foster a culture of high performance between supervisors and employees.

Supervisors should conduct the progress review at the mid-year point (encouraged NLT 13 October 2023 for employees who have occupied a DPMAP-covered position through the entire rating cycle). As part of the two-way communication and meaningful feedback, employees are encouraged to highlight their successes, recommend any needed changes to performance elements, and identify any challenges impeding their ability to be successful.

The review should be a discussion between the supervisor and the employee and is tracked in the MyPerformance Tool - the supervisor annotates when and how the review has been completed and the employee acknowledges. A higher level review is NOT required.

It's important to note that failure to document the progress review feedback in the system can cause serious system issues and glitches when completing the annual appraisal later in the performance cycle.

DPMAP progress review resources can be found in the DPMAP Monitoring Performance Fact Sheet located on the Ramstein DPMAP SharePoint site>Monitoring Performance: [Defense Performance Management and Appraisal Program \(DPMAP\) \(dps.mil\)](https://dps.mil)

Further, as a reminder, in accordance with DoDI1400.25V431\_DAFI36-1002, and as outlined in more detail in the DPMAP Appraisal and Awards Processing Guidance (page 23) located on the Ramstein DPMAP SharePoint: **If a supervisor or employee leaves the organization with more than 90 days remaining in the appraisal cycle (on or before 31 December)** a performance narrative statement is required **IF** the employee has performed under an approved performance plan for 90 calendar days. A narrative statement is a narrative description or summary that accurately details the employee's significant performance, accomplishments, and contributions relative to the performance elements and standards for the current appraisal cycle. It provides the supervisor/rating official an opportunity to fully state the employee's achievements and abilities or address specific performance deficiencies. A narrative statement is not a rating of record but will be considered by the gaining/incoming supervisor/rating official in completing the rating of record at the appropriate time. This narrative statement should be completed prior to the employee/supervisor's departure.

A narrative statement user guide for the MyPerformance tool can be found on the Ramstein DPMAP SharePoint>Monitoring Performance.

## Use or Lose Leave, Approval of Exigencies, and the Donated Leave Program

Overseas U.S. APF employees may carry over 240 hours (local hires) or 360 hours (employees brought to the overseas area from the United States under a transportation agreement) from one year to the next. Leave in excess of those amounts is lost at the end of the leave year, hence the term "use or lose."

All supervisors and employees are reminded that the leave year ends **13 January 2024**, and any annual leave above the maximum ceiling must be used before that date. Based on the 13 January 2024 leave year end date, there will be in 27 pay periods in 2023 for leave accrual purposes. Although employees will earn an additional pay period worth of leave during the course of the 2023 leave year, the maximum carryover ceiling on annual leave still remains in effect. Lost annual leave can be restored if the loss was due to an approved exigency of the service, or because of employee illness, but **ONLY IF** the lost leave was **requested, approved, and scheduled in writing prior to Saturday, 2 December 2023**. Exigencies require organizational commander approval and coordination with Civilian Personnel. Normally, commander's approval of an exigency is required **in advance of cancellation** of leave.

Leave lost for employees whose work is deemed essential in direct support of declared national emergencies, by employees assigned to a combat zone, employees undergoing a base closure or realignment, or due to an administrative error, may also qualify to have their leave restored. Reference the Restoration of Forfeited Annual Leave factsheet on the Civilian Personnel Flight (CPF) website or DODI1400.25V630\_AFI36-815, *Leave*, for more detailed information.

If you have leave you know you will not take and which may otherwise be lost, you may wish to consider donating to an employee in the Voluntary Leave Transfer Program (VLTP). There may be individuals locally or AF-wide in need of leave donations. While the maximum donation of leave may not exceed a total of one-half of the amount of annual leave an employee would be entitled to accrue during the leave year in which the donation is made, there are special rules for end of year donations. Reference the VLTP factsheet on the CPF website for more detailed information.

Therefore, it's time to start thinking ahead to prevent forfeiture of "use or lose" leave:

Ensure all your "use or lose" leave is requested, approved, and scheduled in writing (i.e., in ATAAPS) prior to the deadline above.

Employees wishing to donate leave should fill out the OPM Form 630-A (Within Agency) or 630-B (Outside Agency) as soon as possible and forward it to [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil).

REFERENCES: [DODI1400.25V630 AFI36-815, Leave](#) and [Ramstein Civilian Personnel Flight website Factsheets](#).

Please contact [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil) for additional information on this topic.

# eOPF MULTIFACTOR AUTHENTICATION IMPLEMENTATION

The Official Electronic Official Personnel Folder (eOPF) is maintained by the Office of Personnel Management and contains official government documents covering your employment history. Unlike the documents maintained on myBiz, the eOPF contains documents such as:

Standard Form 50 – Notification of Personnel Actions, documenting your employment history  
Military Service documents such as DD 214  
Benefits elections such as Standard Form 2809, Health Benefits Elections, Standard Form 2817, Life Insurance Elections, 2823, and Designation of Beneficiary forms

Beginning on or after September 26, 2022, a new process for signing into eOPF will be implemented. eOPF will require you to use your PIV or CAC to sign into your account. If your PIV or CAC is not registered, you will be required to register and create a PIN. After that, you will use your PIV/CAC and PIN to authenticate your identity and protect your account. You will no longer be able to log in using an eOPF ID and password. If you already logged into eOPF with your PIV/CAC, you do not need to do anything.

You do not have to wait until September 26, 2022 to authenticate your CAC, you can do it now. To register your PIV/CAC, you will need to:

1. Login to [eOPF](#)
2. Click on the button that says "Login with PIV or CAC"
3. Select the certificate that has "Client Authentication" and "Smart Card Logon" capabilities.
4. Enter your PIN. You created this PIN when you received your PIV/CAC and enter your eOPF ID and password
5. Click Continue and Continue to eOPF when the information is correct and a message indicates your card registration was successful

To create an eOPF account login to myPers [myPers \(af.mil\)](#), Key word search 5257 23070. The knowledge article includes information on creating your user account and the link to access the OPM eOPF system.

The benefits of having access to your eOPF include:

Immediate access to your documents  
Ability to view or print your documents  
Ability to review your documents and identify missing or incorrect information

If you currently have an eOPF account, it is recommended that you review the documents annually and alert your servicing Civilian Personnel Office of any discrepancies or missing documents.

Please contact [ramstein.staffing@us.af.mil](mailto:ramstein.staffing@us.af.mil) for additional information on this topic.

# Military Spouse & Family Member Preferences

**USAJOBS**

## Explore hiring paths

The federal government offers unique hiring paths to help hire individuals that represent our diverse society. Learn more about each hiring path and your eligibility.

 <p><b>Open to the public</b> U.S. citizens, nationals or those who owe allegiance to the U.S.</p>	 <p><b>Federal employees</b> Current or former federal employees in the competitive or excepted services.</p>
 <p><b>Veterans</b> Veterans of the U.S. Armed Forces.</p>	 <p><b>Military spouses</b> Military spouses relocating under PCS orders, or whose spouse is 100% disabled or died while on active duty.</p>
 <p><b>National Guard &amp; reserves</b> Current members, those who want to join or transitioning military members.</p>	 <p><b>Students &amp; recent graduates</b> Current students enrolled in or who have graduated from an accredited educational institution</p>
 <p><b>Senior executives</b> Individuals looking for an executive level job and who meet the five Executive Core Qualifications (ECQs).</p>	 <p><b>Individuals with disabilities</b> Individuals who are eligible under Schedule A.</p>
 <p><b>Family of overseas employees</b> Family members of a federal employee or uniformed service member who is, or was, working overseas.</p>	 <p><b>Native Americans</b> Native Americans or Alaskan Natives with a tribal affiliation.</p>
 <p><b>Peace Corps &amp; AmeriCorps VISTA</b> Individuals who have served at least 2 years with the Peace Corps or 1 year with AmeriCorps VISTA.</p>	 <p><b>Special authorities</b> Individuals eligible under a special authority not listed above, but defined in the federal hiring regulations.</p>

If you are living overseas with a family member (spouse, domestic partner, unmarried child younger than 23), you may be eligible for certain hiring preferences. These hiring preferences were designed to remove certain competitive service restrictions in filling positions and is primarily used to provide job opportunities to family members of active duty military members and CONUS-hired Federal civilian employees transferred to the overseas area.

The Department of Defense has established 2 program areas to improve employment opportunities for Military Spouses and eligible Family Members. The following outlines basic program information and the application process.

### MILITARY SPOUSE PREFERENCE

If you are a spouse of an active duty military member of the Armed Forces, who is or has relocated to Ramstein on official orders you may apply for employment using this hiring preference if the following apply.

You must have entered into marriage with the military sponsor before the military sponsor's receipt of orders authorizing the permanent change of station (PCS) relocation to a new duty location.

The vacancy is in the same commuting area as that of the new duty station of the military sponsor and the spouse must reside with military sponsor.

Have not applied, was selected, offered the job, and then declined a position at the overseas location without time limitation or a time limited appointment scheduled to last more than 1-year

Are not within six months of your scheduled departure from the overseas location.

All spouses must meet minimum qualification standards and other basic eligibility criteria in order to be initially considered. Military spouses have a lower priority standing than Veteran Preference eligibles, but a higher priority standing than other candidates with no preference. (Cont. on page 12.)

## Military Spouse & Family Member Preferences (cont. from page 11)

### Applying for Federal Employment

To apply for Federal employment spouses will review job opportunities found on the [USAJOBS website](#). In the job announcement, look for “This job is open to section” and look for Military Spouses.

To claim military spouse preference, check the MSP box on the supplemental questionnaire, submit a copy of the military sponsor’s official PCS orders, and sign the MSP Statement of Understanding.

### FAMILY MEMBER PREFERENCE

If you are a spouse of a Family member who is or has relocated to Ramstein on official orders you may apply for employment using this hiring preference if the following apply.

- The vacancy is in the same commuting area as that of the new duty station of the family member
- Resides with family member.
- Have not applied, was selected, offered the job, and then declined a position at the overseas location without time limitation or a time limited appointment scheduled to last more than 1-year
- Is not within six months of scheduled departure from the overseas location.

All spouses must meet minimum qualification standards and other basic eligibility criteria in order to be initially considered. Family members have a lower priority standing than highly qualified military spouse preference and family members with Veteran Preference.

### Applying for Federal Employment

To apply for Federal employment, review job opportunities found on the [USAJOBS website](#). In the job announcement, look for “This job is open to section” and look for “Family of Overseas Employees.”

To claim Family Member preference, submit a copy of the sponsor’s official PCS orders and indicate family member preference in the supplemental questionnaire during the application process.

Please contact [ramstein.staffing@us.af.mil](mailto:ramstein.staffing@us.af.mil) for additional information on this topic.



## Merit System Principles

The Merit Systems Principles (5 USC 2301(b)) outline requirements for managing the workforce **in a fair and equitable manner and protect employees from arbitrary and capricious personnel actions and decisions**. For more information go to [U.S. Merit Systems Protection Board | Merit System Principles \(mspb.gov\)](#)



## The Civilian Personnel Flight at the “Apprenticeship Fair“ at the Fritz-Walter-Stadium in Kaiserslautern

For the 2nd time, the Ramstein Air Base presented itself as an attractive LN apprenticeship organization and employer at one of the biggest apprenticeship fairs in the southwest of Germany on 5 July 2023 at the FCK-Stadium in Kaiserslautern. And, once again, we could build on the great success of last year.

As one of 130 apprenticeship employers, the LN HR-Team of the Civilian Personnel Flight together with master craftsmen of Civil Engineering informed about the wide variety of the apprenticeship programs at the Air Base. The numerous visitors of the fair were impressed by the diversity of the offered apprenticeship programs, especially in the craft field but also in the administrative field.

A great highlight was once again the American firetruck which was displayed by „Team Ramstein“. Together with the Recruiting Team’s cornhole game station at the outdoor area, it was a huge center of attraction. A big THANK-YOU to the craftsmen from 786 CES and our colleagues from the fire department of 86 CES for their great support.

On 15 July 2023 the next big event will already follow at the Mosbach Campus with the „Day of the Combined Dual Study Program“ at the DHBW, where the Ramstein Air Base will be campaigning for its future students. For the first time in the employer history of the Air Base, we will be offering a combined dual study program which will be a tremendous milestone for „Team Ramstein“. We will be starting with Bachelor degree programs in „International Business“ and „Engineering“.



## Das Personalbüro auf der „Ausbildungsbörse“ im Fritz-Walter-Stadion, Kaiserslautern

Bereits zum 2. Mal präsentierte sich die Ramstein Air Base am 5. Juli 2023 als attraktiver LN-Ausbildungsbetrieb und Arbeitgeber auf einer der größten regionalen Ausbildungsbörsen in Südwestdeutschland im FCK-Stadion in Kaiserslautern und konnte wieder an den großen Erfolg vom letzten Jahr anknüpfen.

Als einer von insgesamt 130 Ausbildungsbetrieben informierte das LN HR-Team des Personalbüros, zusammen mit verschiedenen Handwerks-Meistern von Civil Engineering, über das breitgefächerte Ausbildungsangebot auf der Air Base. Die Vielfältigkeit der angebotenen Stellen, besonders im Handwerk, aber auch im Bürobereich beeindruckte die zahlreichen Besucher der Messe.

Ein großes Highlight war wieder der amerikanische Feuerwehrtruck, den das „Team Ramstein“ im Außenbereich zur Show stellte und der zusammen mit der „Cornhole“-Spielaktion des Recruiting Teams ein riesiger Anziehungsmagnet war. Hier nochmals ein dickes Dankeschön an die Handwerksmeister der 786 CES und die Kollegen der Feuerwehr von 86 CES für ihre tolle Unterstützung.

Schon am 15. Juli 2023 folgt auf dem Mosbach Campus mit dem „Tag des Dualen Studiums“ an der DHBW das nächste große Event, bei dem das HR Team Ramstein Air Base um ihre zukünftigen Studierenden wirbt. Zum 1. Mal in der Arbeitgebergeschichte des Flugplatzes bieten wir ab dem Wintersemester 2023 ein Duales Studium an, was einen großen Meilenstein für die Air Force darstellt. Das Studienangebot startet zunächst mit den Studiengängen „International Business“ und „Engineering“.

