



CIVILIAN PERSONNEL NEWSLETTER



Welcome to the July-August 2021 Edition of Our Newsletter

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Hello, I am the new Civilian Personnel Flight Chief at Ramstein. I would like to take this opportunity to extend my warm greetings to you and let you know I am extremely happy to be here, and to be part of the amazing Ramstein team. The COVID environment has certainly made for a challenging time for everyone, and recruiting and retaining employees has been harder than ever as we've all struggled with the resulting restrictions. I am optimistic that things are looking up; the percentage of vaccinated people continues to grow both in the US and in Europe, allowing for reduced restrictions. Increased opportunities to travel around Europe should make it easier to recruit candidates and retain those already here, who will finally be able to do more of the exploring they likely had in mind when they signed up for the OCONUS experience. COVID has forced some changes upon us, to include the vast expansion of telework. It has not yet been determined exactly what the future of telework will look like, but we now know its benefits and limitations more clearly. COVID prevented people from taking leave early in the year; please remember to schedule your leave now so you are not at risk of losing it at the end of the year.

Please let us know what topics you would like to see addressed in future newsletters. To submit ideas for future topics or to ask an HR related question, please email: 86fss.fse@us.af.mil. I look forward to serving alongside you in accomplishing our important mission!

Thanks,

Matt Newburn

SAVE THE DATE!

- September 6th- Labor Day
- September 18th - Air Force Birthday
- September 22nd - Autumn Equinox
- October 3rd - German Unity Day
- October 8th - Family Day
- October 11th - Columbus Day



QUOTE OF THE MONTH

The truth is that
teamwork is at the heart
of great achievement.

John C. Maxwell

Hierarchy Update

The Civilian Employee-Supervisor position link, known as hierarchy, is established and maintained within the Defense Civilian Personal Data System (DCPDS) and is essential to the effectiveness of current and future self-service applications within MyBiz+. Maintaining an accurate hierarchy across the Air Force is a necessary step which has a direct impact on the organization's decision-making, coordination, and accountability.

Proper hierarchy linkage ensures managers and supervisors have direct access to their employees' records via MyBiz+, providing control of many future personnel actions such as within grade increases, expiration of not-to-exceed dates, and designating telework eligibility. Most importantly, future enterprise applications will be completely dependent on accurate position hierarchy, e.g., My Performance and Manager-Employee Initiated Actions.

Position Hierarchy Maintenance MyBiz+

All civilian supervisors (supervisory codes 1, 2, 3, or 4) have access to MyBiz+/My Team to update and maintain their hierarchy.

Supervisor's responsibilities are:

- Have/maintain access to MyBiz+/My Team
- Review and understand the functionality of the MyBiz+ /My Team platform
- Ensure they maintain an accurate supervisory hierarchy in MyBiz+/My Team
- Report discrepancies to the local CPF hierarchy POC



Employee's responsibilities are:

- Ensure they are correctly linked to supervisor in MyBiz+
- Report any discrepancies to the supervisor or utilize the correction tool available in MyBiz+

If you need assistance please contact our Hierarchy Team at: 86fss.fsehierarchy@us.af.mil.

Mandatory DPMAP Training

The Defense Performance Management and Appraisal Program (DPMAP) requires employees and supervisors/managers of DPMAP-covered positions to complete DPMAP training at the following intervals:

All **employees** must complete DPMAP training upon initial assignment to a covered position and at least once every five years thereafter.

All **supervisors and managers** of DPMAP-covered positions must complete DPMAP training upon initial assignment to the position and, pursuant to Section 9902(d)(2) of Title 5, United States Code, at least once every three years thereafter.

DPMAP on-line training courses are available on MyLearning at <https://lms-jets.cce.af.mil/moodle/>. The condensed 4-module version of the DPMAP training course, which serves to meet both the initial and retraining requirement for DPMAP covered employees and supervisors/managers of DPMAP-covered positions, can be easily accessed within MyLearning by clicking on "View All Courses" and then typing DPMAP into the search bar.

Please note, AF is aware of an intermittent issue in which MyLearning fails to generate a certificate for some learners once they complete the DPMAP course and post-test. This is not impacting all learners and AF is unsure of the cause at this time. If a learner does not receive a certificate but needs to demonstrate that they have completed the training requirement, recommend they utilize a screenshot of the module and post-test completion status. AF will notify us once the issue has been resolved.

- How To Track the Status of RPAs -



Selecting officials, did you know you can track the status of your Request for Personnel Action (RPA) for a recruit/fill action?

The following link will provide a report to assist you in tracking the progress of your RPA. This link may be used to track this and all future RPAs:

https://mypers.af.mil/app/answers/detail/a_id/23172/p/3/p/3

Select the **USAFE** Fill RPA Status Report and open the Excel document. For easier retrieval you can filter by Base Name, or select the “Find & Select” option and type in the RPA number.

Voluntary Leave Transfer Program

The Voluntary Leave Transfer Program (VLTP) allows an employee who has a medical emergency and is without the availability of paid leave to receive transferred annual leave directly from other employees with the concurrence of the respective management officials. A medical emergency is defined as a medical condition of an employee or their family member that is likely to require an employee’s absence from duty for a prolonged period of time, and would result in a substantial loss of income to the employee because of the unavailability of paid leave. Participation requires supervisor concurrence. The supervisor must determine that the employee’s absence from duty without available paid leave is (or is expected to be) at least 24 hours, and is likely to result in a substantial loss of income to the employee because of the unavailability of paid leave.

Employees complete OPM Form 630, *Application to Become a Leave Recipient*, to participate in VLTP. If the employee is not capable of completing the application due to physical or mental impairment, the leave applicant or immediate family member may designate a personal representative in writing to make the application for them. Applications are provided to the immediate supervisor and must include supporting documentation from the attending physician or health care provider showing the diagnosis, prognosis, and duration of the illness, and any attachments that may be used as evidence that will assist the supervisor with making a decision.

The OPM Form 630 is located at this website: <http://www.opm.gov/forms/html/opm.asp>.

For more information on this program please review our VLTP Factsheet on the Ramstein Civilian Personnel Flight website at the following link:

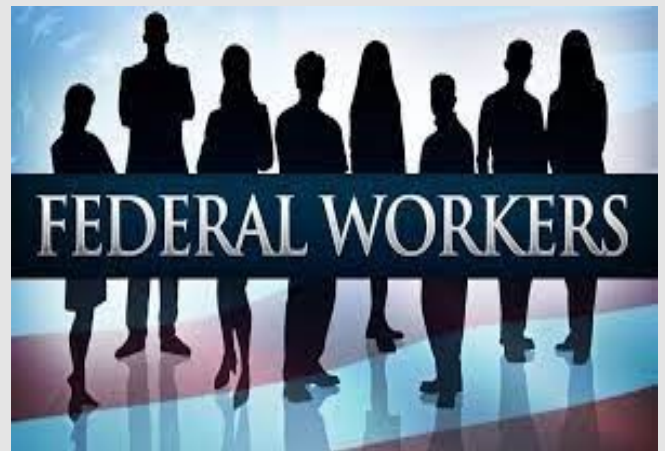
<https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

Hatch Act for Federal Employees

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. While all personnel are encouraged to carry out the obligations of citizenship, they must be mindful of the long-standing tradition that DoD maintain an apolitical workplace.

DoD civilian employees in the “less restricted employees” category, when acting in a purely personal capacity, may volunteer with a political campaign or political organization. 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 [Partisan Political Activity Rules for “Less Restricted” DoD Civilians](#).

Regardless of whether a civilian employee is further restricted or less restricted, he or she may never engage in political activity while on duty, or while 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 send a political “tweet” 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.

Hatch Act information and FAQs can be found at the U.S. Office of Special Counsel website at <https://osc.gov/Services/Pages/HatchAct-FAQ.aspx#tabGroup22>

For more information to include permitted activities, penalties for prohibited activities, and how to file a complaint alleging a violation of The Hatch Act, please refer to the Hatch Act factsheet found on the Ramstein Civilian Personnel Flight website at <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>.

Work Flexibilities for Hot Weather

Although it's been a relatively mild summer so far, there is still the possibility that we will experience severe heat, 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.

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 are threatening to the employee's health and welfare.

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 dismissed employees will be granted administrative leave. 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.

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 climbing. 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. Sometimes what the early bird catches is both the worm and the cool morning air! 😊

For additional information and references please review the Excused Absence/Leave/Telework Due to Extreme Weather factsheet on the Ramstein Civilian Personnel Flight website at the following link:

<https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

Questions regarding US appropriated fund civilian employees can be addressed to 86fss.fsec.us-emr@us.af.mil.

DPMAP Mid-Cycle Review

We are approaching the halfway point of the appraisal cycle for employees covered by the Defense Performance Management and Appraisal Program (DPMAP). A mid-point progress review is one of the three required performance discussions conducted during the appraisal cycle.

Per DoDI1400.25V431_AFI 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 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. Additional progress reviews are highly encouraged throughout the appraisal cycle.

Supervisors should conduct the progress review at the mid-year point (NLT 30 Sep 2021 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 guides and instructions for both employees and supervisors can be found on MyPers at the following link:

https://mypers.af.mil/app/answers/detail/a_id/30969

Defense Performance Management and Appraisal Program

Questions Regarding Retirement or Benefits?

The AFPC Benefits and Entitlements Service Team (BEST) is responsible for providing customer service, specialized employee counseling, and current benefits information for:

- Federal Employees Health Benefits (FEHB) Program
- Federal Employees Group Life Insurance (FEGLI) Program
- Retirement (and retirement related) Programs
- Survivorship (counseling and/or claims assistance for employee death-in-service and family member death)
- Thrift Savings Plan (TSP)

Air Force-serviced civilian employees submit their benefits elections to enroll (or make changes) in FEHB, FEGLI, and TSP using the web-based Government Retirement & Benefits Platform (GRB Platform). The GRB platform includes detailed training videos and information for employees in all benefits areas, including retirement and annuity estimates. Each video presentation can be located within the "Resources" section of the individual topic tiles and cover such topics as Retirement, Health Insurance, Dental and Vision Insurance, Life Insurance, the Thrift Savings Plan, Long Term Care Insurance, Flexible Spending Accounts, Social Security, and other benefits and entitlements related topics. These videos contain information of interest to and suitable for employees at all stages of their careers.

In addition, employees have access to training, videos, and information on the AFPC myPers website and the TSP website. TSP also provides free webinars to employees on a variety of topics. To view webinar topics, dates, and times and register visit the TSP website, click on "Manage your plan" (upper left hand corner), click on "Online learning," and scroll down to Webinars.

Employees can also access 1-on-1 retirement counseling by calling BEST at the following numbers:

DSN: 312-665-0102; Commercial (210) 565-0102; US Toll-free: 1-800-525-0102

Following are the URLs for the websites mentioned above:

myPers website- <https://mypers.af.mil/app/categories/c/89/p/2>

TSP website: <https://www.tsp.gov/>

GRB Platform: <https://grbplatform.us.af.mil/>

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

In the overseas area, 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 1 Jan 2022. 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 Sunday, 20 Nov 2021**. 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, such as the current COVID-19 national emergency, 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 will 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.

REFERENCES: DODI1400.25V630_AFI36-815, *Leave*, <https://www.e-publishing.af.mil/>; and CPF website factsheets <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

Please contact 86fss.fsec.us-emr@us.af.mil for additional information on this topic.

Tax Compliance Among Federal Employees

A September 2020 IRS report identified that 4.37 percent of DAF personnel had some type of federal income tax delinquency.

The Office of Government Ethics regulation 5 CFR § 2635.809 outlines the responsibility of federal employees to “satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as federal, state, or local taxes that are imposed by law.” Additionally, AFI 36-703 provides that failure to satisfy a valid financial obligation can result in disciplinary action. Finally, financial irresponsibility or major liabilities may impact an employee’s ability to obtain or maintain a security clearance.



Proactively addressing tax issues can prevent serious consequences later. Employees and their supervisors are encouraged to visit the “Educating Your Employees About Tax Compliance” page at [IRS.gov/ETC](https://www.irs.gov/ETC). This page includes links to filing and payment resources, tax withholding information and the IRS YouTube channel. You can also find Publication 4852, “Talkpoints for Managers – Federal Employee Tax Compliance Responsibilities,” which includes talking points and helpful reminders that can be used in employee communications or during meetings to help employees

file and pay their taxes in a timely manner. Publication 4849, “Can’t Pay What You Owe,” explains steps employees can take if they are unable to pay their tax balance by the filing deadline.

The IRS encourages all employees to visit [IRS.gov/withholding](https://www.irs.gov/withholding) and use the IRS Tax Withholding Estimator to ensure they have the proper amount of tax withheld from their paychecks. This is especially important for those whose financial situations have changed or if they earn additional income from sources including, but not limited to, a part-time job, self-employment, online sales, and gig income from mobile apps. Doing so can prevent owing tax when they file their tax returns. Employees can change their amount of federal and state tax withholdings directly through mypay.dfas.mil.

IRS contact information: (800) 829-1040 or [IRS.gov](https://www.irs.gov)

Recognizing Employees with Awards

Most of us are very familiar with performance awards associated with the annual appraisal cycle, and the Quarterly Awards program. But did you realize supervisors have an extensive list of additional award options to recognize their employees' special accomplishments or improvements during the course of the year? Please visit the [Ramstein CPF webpage](#) to find factsheets on numerous available awards that can be granted to US and Non-US employees if an appropriate reason for recognition exists. Some of the more frequently-used awards are listed below:

Monetary Awards

- ◇ Notable Achievement Award (NAA) – from \$25 to \$500
- ◇ Special Act or Service Award (SASA) – from \$500 to \$10,000
- ◇ Time Off Award (TOA) – 10 days max per year in 1-5 day increments

Honorary Awards

- ◇ Exceptional Civilian Service Award (ECSA)
- ◇ Meritorious Civilian Service Award (MCSA)
- ◇ Air Force Civilian Achievement Award (AFCAA)

Awards at Retirement

- ◇ Retirement Certificate for Retirees, and Certificate of Appreciation for Spouses
- ◇ Outstanding Civilian Career Service Award (OCCSA)
- ◇ Presidential Letter for Retirees

Length of Service

- ◇ Certificate for Service Anniversaries in excess of 10 years with pin, in five year increments from 10 -50 years of service

As you can tell, there are many awards that are appropriate for various occasions, and more information is available on [our website](#). Don't miss out on the opportunity to recognize the superior efforts that your employees contribute to the mission every day, and let them know you recognize and value these contributions.

Questions may be addressed to our email org box at 86.FSS.Civ/Awards@us.af.mil, or call DSN 480-6348.



Anerkennung von Mitarbeitern mittels Auszeichnungen

Wissen sie wieviele Möglichkeiten Sie haben Ihre Mitarbeiter mit Auszeichnungen zu ehren und auch ausserhalb der Jährlichen Leistungsbeurteilung und der Vierteljährlichen Anerkennung auszuzeichnen? Es gibt eine lange Liste auf unserer [Webseite](#), auf der auch zu jeder Auszeichnung eine Beschreibung und der Antragweg zu finden ist. Diese Auszeichnungen können sowohl an US wie an nichtamerikanische Mitarbeiter verliehen werden wenn ein entsprechender Anlass besteht. Einige der am häufigsten genutzten und wichtigsten Auszeichnungen sind im englischen Text weiter oben aufgeführt.

Wie sie sehen gibt es eine Vielzahl von Auszeichnungen die Vorgesetzte ihren Mitareitern bei entsprechender Gelegenheit zukommen lassen können und auf unserer [Webseite](#) gibts es noch ein paar mehr. Verpassen sie keine Gelegenheit die Beiträge die Ihre Mitarbeiter täglich zur Erfüllung Ihrer Aufgabe leisten, anzuerkennen und lassen Sie sie wissen dass Sie die Beiträge wahrnehmen und sehr schätzten.

Unsere Kontaktdaten sind: 86.FSS.Civ/Awards@us.af.mil oder telefonisch DSN: 480-6348.



Vorübergehende Änderung der Tätigkeiten

Eine vorübergehende Änderung der Tätigkeiten kann durch folgende Personalmaßnahmen durchgeführt werden.

(1) Befristete Höhergruppierung

Wird einem/er Arbeitnehmer/in **vorübergehend eine höher zu bewertende Tätigkeit übertragen**, die ihn/sie überwiegend in Anspruch nimmt, und werden diese Tätigkeiten mindestens 30 zusammenhängende Kalendertage ausgeübt, so wird er/sie mit Wirkung vom ersten Arbeitstag nach Ablauf dieser Zeit befristet höhergruppiert oder befristet in den Lohntarif/Gehaltstarif eingruppiert, dem die (höherwertigen) Tätigkeiten zuzuordnen sind **sofern die höherwertigen Tätigkeiten weiter angewiesen und ausgeführt werden.**

Mit Ablauf der Befristung oder mit Eintritt des Ereignisses, das die befristete Übertragung der höher zu bewertenden Tätigkeiten beendet, kehrt der Arbeitnehmer auf seinen bisherigen Arbeitsplatz zurück.

(2) Befristeter Wechsel des Arbeitsplatzes

Diese Massnahme wird durchgeführt, **um eine(n) Beschäftigte(n) vorübergehend** aus seiner regulären Tätigkeit in eine andere Position zu versetzen, **ohne dass dies eine Änderung der Gehalts/Lohngruppe oder des Beschäftigungsortes zur Folge hat.**

Im Zuge dieser Personalmaßnahmen gibt es verschiedene Verantwortlichkeiten, die Vorgesetzte/ Beschäftigungsdienststelle einerseits sowie die Abteilungen Non-US Classification und Staffing des Zivilpersonalbüros andererseits betreffen:

Auf Grundlage der dem Personalbüro mitgeteilten Informationen wird die Non-US Eingruppierungsabteilung **jede betroffene Arbeitsplatzbeschreibung** (1) auf Richtigkeit der Klassifizierung und Einstufung überprüfen; und (2) entscheiden, ob die vorübergehenden Aufgabenänderungen wirklich „höher zu bewertende Tätigkeiten“ darstellen.

Anschließend werden die Personalsachbearbeiter/innen der Einstellungsabteilung feststellen, ob (1) die höher zu bewertenden Tätigkeiten ohne Ausschreibungsverfahren zugewiesen werden können und (2) ob die für die Ausübung dieser Tätigkeiten ausgewählte Person die festgelegten Qualifikationsanforderungen erfüllt.

Es ist unbedingt erforderlich, dass die veranlassende Dienststelle oder der/die Vorgesetzte die Non-US Personalabteilung informiert und eine Personalmaßnahme (RPA) einreicht, bevor die Zuweisung anderer oder höherwertiger Tätigkeiten an einen Mitarbeiter/in erfolgen. Je früher diese Information dem Personalbüro mitgeteilt wird, desto besser!

Vorgesetzte sind verantwortlich für eine frühzeitige Einleitung der Personalmaßnahme um eine rechtzeitige Koordinierung mit **der Betriebsvertretung** zu ermöglichen.

LOCAL NATIONAL NEWS

Non-US Classification Newsletter

Temporary Change of Duties

A temporary change of duties can result in the following personnel actions:

(1) Temporary Promotion

If an employee is ***temporarily assigned higher level duties*** that take up the greater part of his/her time, and if he/she has performed those duties for at least 30 consecutive calendar days, the employee is entitled to be temporarily assigned to the wage or salary grade covering the (higher level) duties, provided the temporary assignment continues. In this case, the temporary promotion becomes effective the first workday following the 30-day period.

On expiration of the temporary promotion or with the event that ends the temporary assignment of higher-level duties the employee will return to his or her previous position.

(2) Temporary Reassignment

This action is used to ***temporarily move an employee*** from his/her regular position to a different position ***without a change in grade or duty station.***

In the course of these personnel actions, certain obligations for the supervisor/employing organization as well as the Civilian Personnel Flight's Non-US Classification and Staffing sections apply:

Based on the information provided to Civilian Personnel, Non-US Classification will review each job description to (1) verify correctness of the classification and grade; and (2) decide if the temporary change of duties truly reflects "activities with a higher value."

Subsequently, the Non-US Staffing experts will determine (1) if the higher level duties can be assigned non-competitively and (2) if the individual selected to perform those duties meets the established qualification requirements.

The initiating organization/supervisor is required to notify the Non-US Civilian Personnel Section and submit an RPA (Request for Personnel Action) prior to assigning different or higher level duties to an employee. The earlier the information is provided to the Civilian Personnel office the better!

Supervisors are responsible for initiating the above process early in advance to also allow for timely coordination of the action with the Works Council.

LOCAL NATIONAL NEWS

Arztbesuch während der Arbeitszeit

Hat der Beschäftigte das Recht, während der Arbeitszeit einen Arzt zu besuchen?

Grundsätzlich sind Beschäftigte dazu verpflichtet, Termine für Arztbesuche außerhalb der persönlichen Arbeitszeit wahrzunehmen. Der Paragraph 28 (1) g und h des Tarifvertrages regelt Ausnahmen, die im Einzelfall zu prüfen sind. Zum Beispiel besteht die Möglichkeit der Freistellung für das erstmalige Aufsuchen eines Arztes oder für ärztliche Untersuchungen, die nicht außerhalb der Arbeitszeit durchgeführt werden können. Dies gilt zum Beispiel für eine Blutabnahme im nüchternen Zustand des Patienten. Des Weiteren hat der Beschäftigte die Möglichkeit, bei akuten Beschwerden einen Arzt während der Arbeitszeit aufzusuchen. Die Arbeitsbefreiung umfasst ausschließlich die Dauer des Arztbesuches sowie die entsprechende angemessene Dauer der Anfahrtswege.



Ist eine Terminvereinbarung außerhalb der Arbeitszeit, zum Beispiel aufgrund der Öffnungszeiten der Arztpraxis, nicht möglich, so ist der Arbeitgeber berechtigt hierfür einen Nachweis zu verlangen. **Wichtig:** Auch in diesen Fällen ist der Beschäftigte grundsätzlich verpflichtet, einen frühen oder späten Termin zu wählen, damit der Arbeitgeber durch die notwendigen Fahrtzeiten nicht zusätzlich belastet wird.

Eine Freistellung nach § 28 (1) g und h TV AL II kann grundsätzlich nur auf vorherigen Antrag beim Vorgesetzten und bei Vorlage eines entsprechenden Nachweises erfolgen. Ggf. anfallende Nachweisgebühren werden von dem Beschäftigten getragen.

Was gilt für Teilzeitkräfte?

Teilzeitkräfte haben nach Ansicht gängiger Rechtsprechung auf Grund ihrer geringeren Arbeitszeit die Möglichkeit, ihre Arzttermine außerhalb ihrer Arbeitszeit zu legen. Ausnahmen hierzu sind im Einzelfall zu prüfen.

Was gilt für Mitarbeiter/innen im Schichtbetrieb?

Mitarbeiter im Schichtbetrieb haben die Möglichkeit, ihre Arzttermine in ihre Freischichten zu legen. Ausnahmen hierzu sind im Einzelfall zu prüfen.

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

Ihr EMR-Team

LOCAL NATIONAL NEWS

Doctor's Appointments During Work Hours

Does an employee have the right to make doctor's appointments during work hours?

In general employees are obliged to schedule doctor's appointments outside their work hours. Article 28 (1) g and h of the CTA II regulates exceptions, which must be examined on a case-by-case basis. For example, there is the possibility that the employee is released from duty for a first-time physician consultation or if appointments cannot be scheduled off-duty. This applies, for example, if the doctor schedules an appointment due to operational reasons in his/her practice, e.g., if the patient is required not to eat and drink before a blood test. In addition, in case of acute symptoms, the employee can consult a doctor during work hours. The work release covers only the duration of the doctor's visit as well as reasonable driving time.



If it is not possible to make an appointment off-duty, for example due to the opening hours of the doctor's practice, the employer is entitled to demand proof of this.

Important: Even in these cases, the employee is obligated to choose an earlier or later date to minimize the impact to the employer.

A leave of absence according to Art. 28 (1) g and h CTA can only be granted upon prior request submitted to the supervisor and providing respective proof. Possible confirmation fees are borne by the employee.

What applies to part-time employees?

In accordance with current jurisdiction, part-time employees are able to schedule their doctor's appointments outside their regular work hours due to reduced work hours. Exceptions must be examined on a case-by-case basis.

What applies to employees working shifts?

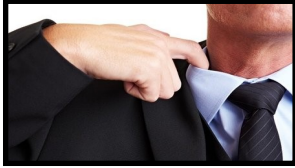
In general employees working shifts are able to schedule doctor's appointments during free shifts. Exceptions must be examined on a case-by-case basis.

If you have any questions, please do not hesitate to contact your NON-US EMR Team (DSN 480-5365).

Your EMR-Team

LOCAL NATIONAL NEWS

Gesundheitliche Belastungen durch Hitze



Der Anstieg der Anzahl an heißen Tagen sowie Rekordtemperaturen haben nachteilige Auswirkungen auf Mensch und Umwelt. Die hohen Temperaturen führen mitunter zu einer verstärkten Belastung des Herz-Kreislauf Systems. Damit verbunden können sein z.B. ein erhöhtes Risiko eines Herzinfarkts oder Schlaganfalls. Sowohl bei Arbeiten im Freien als auch in geschlossenen Arbeitsräumen (Büros, Werkstätten oder Lagern) können längere Phasen mit mehrtägiger, anhaltend hoher Temperatur zu negativen körperlichen Auswirkungen führen.

Der Arbeitgeber hat gem. § 618 BGB eine Fürsorgepflicht gegenüber seinen rbeitnehmern. Konkretisiert wird diese allgemeine Fürsorgepflicht vorliegend durch die Arbeitsstättenverordnung („*gesundheitlich zuträgliche Raumtemperatur*“) und die Arbeitsstättenregel ASR A 3.5 „Raumtemperatur“. Gemäß Punkt 4.2. Abs.3 ASR A 3.5 soll die Lufttemperatur in Arbeits- und Sozialräumen 26 °C nicht überschreiten. Im Fall der Überschreitung soll der Raum mit geeigneten Sonnenschutzsystemen ausgerüstet werden. Punkt 4.4 der ASR A 3.5 enthält das sog. Stufenmodell für den „Sommerfall“. Das Stufenmodell verdeutlicht wie Beschäftigte bei Lufttemperaturen in Arbeitsräumen bis 30 °C, bis 35 °C und über 35 °C weiter tätig werden können. Abhängig von der Raumtemperatur sollten bzw. müssen bestimmte Gestaltungsmaßnahmen für die Beschäftigten ergriffen werden.

Der Arbeitgeber muss wirksame Maßnahmen ergreifen, um die Belastung der Beschäftigten zu reduzieren. Zur Minderung sind technische, organisatorische sowie personenbezogene Maßnahmen möglich. Beispielhaft zu nennen wären hier etwa der Einbau von Jalousien, die Lüftung während der kühlen Morgenstunden oder das Bereitstellen von Getränken. Welche Maßnahme der Arbeitgeber ergreift um die Raumtemperatur zu senken bleibt ihm überlassen. Klettert die Raumtemperatur über 35 °C ist der Raum für die Zeit der Überschreitung ohne technische, organisatorische oder persönliche Maßnahmen nicht als Arbeitsraum geeignet.

Arbeitgeber und Beschäftigte müssen gemeinsam durch geeignete Maßnahmen bzw. Verhalten dazu beitragen die hohen Temperaturen erträglich zu gestalten.

Geeignete Maßnahmen sind z.B.:

Innen

- Intensive Durchlüftung der Räume (vorzugsweise während der Morgenstunden)
- Innere Wärmquellen (Drucker, Kopierer) nur bei Bedarf einschalten um eine zusätzliche Erwärmung zu vermeiden
- Sonnenschutz steuern. Sonneneinstrahlung durch den Gebrauch von Jalousien oder Rollos minimieren
- Ausreichend trinken. Der normale Wasserbedarf eines Erwachsenen beträgt in Abhängigkeit der Tätigkeit zwischen 1,8 und 2,5 Liter pro Tag
- Koffeinhaltige Getränke reduzieren da diese dehydrierend wirken
- Pausenzeiten einhalten
- Ggfs. Einsatz mobiler Klimageräte (die damit verbundenen Anschaffungs- und Betriebskosten sowie eine etwaige Geräuschbelästigungen sind zu beachten)
- Ein Ventilator kann helfen die Kühlung/Transpiration zu verbessern
- Organisatorische Maßnahmen wie z.B. längere Pausen oder die Verkürzung der Arbeitsstunden („Hitzefrei“) stehen im Ermessen des Kommandeurs. Es liegt in seinem Ermessen, wie die Vorgaben zur Raumtemperatur umgesetzt werden
- Auf Körpersignale achten wie z.B. Schwäche, Muskelkrämpfe, Übelkeit, Schwindelgefühl.

Außen

- Auf ausreichend UV-Schutz achten! Unnötige Sonneneinstrahlung vermeiden!
- Kleidung und Kopfbedeckung tragen die vor Sonneneinstrahlung schützt.
- Auf freie Körperpartien Sonnenschutzcreme auftragen
- Sonnenbrille nutzen
- Nutzen oder Anlegen eines verschatteten Bereiches (z.B. durch Sonnenschirm)
- Ausreichend trinken
- Auch bei Hitze ist die erforderliche Schutzausrüstung zu tragen. Bei körperlich anstrengenden Arbeiten sind längere Erholungspausen vorzusehen
- Schwere körperliche Arbeiten sollten auf die Morgenstunden verlegt werden
- Unterweisung der Beschäftigten über Symptome von Hitzeerkrankungen wie Sonnenstich oder Hitzschlag



LOCAL NATIONAL NEWS

Health Hazards Due to High Temperatures

Negative consequences of climate change are varied and include extreme temperatures. The increase in the number of hot days and record temperatures have adverse effects on people and the environment. High temperatures may lead to increased stress on the cardiovascular system, which can contribute to an increased risk of heart attack or stroke. Both in outdoor and indoor workplaces (offices, workshops or warehouses), prolonged periods of sustained high temperature can cause adverse physical effects.

Below you will find some general information on the subject of "heat stress" as well as recommendations for working when temperatures are high. According to § 618 German Civil Code the employer has a duty of care towards his employees. This general duty of care is specified by the Arbeitsstättenverordnung (ArbStättV) and the workplace rule ASR A 3.5 "room temperature." If the air temperature in work and social rooms exceeds a temperature of 26 °C (79 °F), the room should be equipped with suitable sun protection systems. In principle, the employer is only obliged to take action when the air temperature in the room exceeds 30 °C (86 °F). The guidance contains a model which shows how employees can continue to work at room temperatures of up to 30 °C (86 °F), and up to and over 35 °C (95 °F). In such situations the employer must take effective measures to reduce the burden on the employees. Technical, organizational and personal measures are possible, for example, subsequent installation of blinds, ventilation during the cool morning hours or the provision of drinks. It is the decision of the employer which measure he takes to lower the room temperature.

If the room temperature rises above 35 °C (95 °F), the room is not suitable as a working space without technical, organizational or personal measures. Employers and employees must work together to make the high temperatures bearable through appropriate measures or behavior.

Examples of suitable measures may include:

Inside

- Ventilation of the rooms (preferably during the morning hours)
- Switch on internal heat sources (printer, copier) only when necessary to avoid additional heating
- Minimize sun exposure through the use of blinds
- Stay hydrated. The normal water requirement for adults is between 1.8 and 2.5 liters daily, depending on the activity.
- Refrain from caffeine-containing drinks to reduce dehydration
- Take breaks when needed
- If necessary, use of mobile air conditioning units (the associated acquisition and operating costs and any noise nuisance should be considered)
- An electrical fan can help improve cooling and perspiration. Organizational measures such as longer breaks or shortening the working hours are at the authorization of the commander. It is his or her judgement how the specifications are met.
- Pay attention to signs of weakness, muscle spasms, nausea, dizziness

Outside

- Pay attention to sufficient UV protection and avoid unnecessary sunlight
- Wear clothing and headgear that protects against sunlight
- Apply sun protection on exposed body parts
- Use sunglasses
- Use or create a shaded area (e.g., by parasol)
- Keep hydrated!
- Even in the heat, necessary protective equipment must be worn. For physically strenuous work, longer rest periods should be maintained.
- Heavy physical work should be moved to the morning hours
- Instruct workers about symptoms of heat illness such as sunstroke or heat stroke

Also note Air Force Instruction 48-151, *Thermal Injury Prevention*. The risk of thermal stress due to sunlight is mediated by the use of a color-coded warning system. Employees are informed about the current "Heat Stress Category" via the Internet or other networks.

The following "Heat Stress categories" exist:

Green:	27.8-29.4 ° C
Yellow:	29.4-31.1 ° C
Red:	31.1-32.2 ° C
Black:	> 32 ° C

Appropriate break times or working time intervals must be observed according to the current "Heat Stress category."

