



# Civilian Personnel Newsletter



U.S. AIR FORCE



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## Welcome to the November-December Edition of Our Newsletter

### Important Dates

- 25 Nov: Thanksgiving
- 26 Nov: Family Day
- 21 Dec: Winter Solstice
- 23 Dec: Family Day
- 24 Dec: Christmas Eve
- 25 Dec: Christmas Day
- 26 Dec: Second Day of Christmas (German Holiday)
- 30 Dec: Family Day
- 30 Dec: New Year's Eve
- 1 Jan: New Year's Day



Happy Holidays from your Civilian Personnel Flight! As the weather continues to get colder, please ensure your team is prepared to deal with inclement weather situations. Have a plan for how to communicate late reporting instructions. Where possible maximize telework other tools at management's disposal when you have advanced notice about an approaching winter storm. Undoubtedly you have already received numerous emails related to the Presidential mandate for employees to be vaccinated; all employees should be fully vaccinated or have requested an exemption for medical or religious reasons. The incidence of COVID infections is again on the rise in Germany; we will continue to share information as we receive it. Every year, the "leave year" ends on a different date; the 2021 leave year ends on 1 January 2022. Please verify any use or lose leave by looking on your leave and earnings statement (LES). All supervisors should start our 2022 by asking for projected leave dates from their employees to allow for ample time to minimize the possibility of employees losing leave next year. For planning purposes, please be aware that the vast majority of non-US employees will be off with pay on 24, 26 and 31 December. As a reminder, a family day is not a paid day off for civilian employees; civilians must either work or use leave or other time off previously accrued and annotated on the leave and earnings statement such as credit hours or compensatory time. Please enjoy the upcoming holidays and stay safe!

### Quote of the Month

You must be the change you wish to see in the world.  
~ Gandhi

## Mandatory Civilian COVID Vaccination Status Reporting for US Employees

On September 9, 2021, the President of the United States directed mandatory COVID-19 vaccination for all Federal employees in order to ensure the health and safety of the Federal workforce and members of the public with whom they interact, subject to exceptions as provided by law. By now, all Ramstein AB civilian employees should have been directed by their supervisor to report their vaccination status NLT 8 November 2021 by completing Section A of DD Form 3175, "Civilian Employee Certification of Vaccination," via milConnect and submitting accompanying vaccination documentation to the supervisor as proof of their status. In light of this recent directive, we wanted to provide some FAQs that may be circulating:

### Q. Are supervisors or commanders authorized to order civilian employees to get vaccinated?

A. Yes. Per President Biden's Executive Order 14043, DoD civilian employees must be fully vaccinated, except in limited circumstances where an employee is legally entitled to an accommodation for disability or medical condition, or sincerely held religious beliefs, practices or observances. Subsequently, DAF civilian employees may be ordered to take the necessary actions to comply with the Executive Order.

### Q. May a supervisor ask employees if they have been vaccinated for COVID-19?

A. Yes. Supervisors have responsibility for front-line implementation of workplace safety measures and therefore need information regarding their employee's vaccination status. Likewise, unit Commanders have responsibility for implementing this guidance and establishing Force Health Protection guidelines and workplace safety measures and therefore also need this information for employees in their units. The DAF will obtain civilian vaccination status via the DD Form 3175, "Civilian Employee Certification of Vaccination," (Attachment 3 of reference (p)), and accompanying vaccination documents as proof of the employee's status. All DAF civilian employees (including onsite local national employees and Service members not on active duty who are DAF civilian employees), (regardless of whether they are authorized to telework or perform remote work), must attest to their vaccination status by completing the DD Form 3175 and provide accompanying vaccination documents as proof of their status.

### Q. May a commander or supervisor require proof of COVID-19 vaccination?

A. Yes. All DAF civilian employees (regardless of whether they are authorized to telework or perform remote work), must attest to their vaccination status by completing the DD Form 3175 "Civilian Employee Certification of Vaccination," **and provide accompanying vaccination documents as proof of their status.** The form completion process includes the submission of vaccination proof documents and subsequent supervisory verification of vaccination status.

Documentation to prove vaccination status may include:

- Copy of record of immunization from a health care provider or pharmacy; or
- Copy of COVID-19 Vaccination Record Card (CDC Form MLS-319813\_r, published on September 3, 2020); or
- Copy of medical records documenting the vaccination; or
- Copy of immunization records from a public health or state immunization information system; or
- Copy of any other administratively acceptable official documentation containing the required data points for supervisory verification.

Administratively acceptable documentation must be identifiable to the employee (i.e., contain their name) and must contain the following required data points, which the supervisor must verify:

- Type of vaccine administered;
- Number of doses received;
- Date(s) of administration; and Name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination may be submitted in hard copy form or in an electronic format, and the proof may be a photocopy or photograph of the vaccination record, provided that it clearly and legibly displays the required data points listed above. Any format submitted must be capable of being retained by management.

## Mandatory Civilian COVID Vaccination Status Reporting for US Employees (Cont)

### Q. May an employee request an exemption from the vaccination requirements?

**A.** An employee may only request an exemption from the vaccination requirements on the basis of a medical condition or circumstance, or a sincerely held religious belief, practice, or observance. An employee requesting such an exemption must do so no later than 8 NOV 2021. Exemptions will be granted in limited circumstances and only where legally required. Further guidance on processing exemption requests is forthcoming from DoD. In the meantime, employees may begin the process and submit requests to their supervisors or to US Employee Relations at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil), in accordance with the guidelines in section 7 of the DAF Mandatory COVID-19 Vaccination Guide. At this time employees may use the sample forms at <https://www.saferfederalworkforce.gov/faq/vaccinations/> to begin preparing their exemption requests. However, it is expected that the employee will ultimately need to use the forthcoming prescribed DoD forms).



### Q. What will happen if an employee refuses to be vaccinated?

**A.** Civilian employees who refuse to be vaccinated or fail to provide proof of vaccination, absent an approved exemption based on a medical or religious accommodation, may face disciplinary actions, up to and including removal from Federal service in accordance with AFI 36-704, *Disciplinary and Adverse Actions of Civilian Employees*.

Additional FAQs, guidance, references, and resources can be found

on the Civilian Personnel Flight website under "Hot Topics:" [https://www.ramstein.af.mil/Portals/6/documents/Civilian\\_Personnel\\_Section/Factsheets/COVID-19/COVID19%20Vaccination%20Directive%20HAF%20A1C%20Message%202021%200050.pdf?ver=dkTNkktgjqdl8POXK22g%3d%3d](https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/COVID-19/COVID19%20Vaccination%20Directive%20HAF%20A1C%20Message%202021%200050.pdf?ver=dkTNkktgjqdl8POXK22g%3d%3d)  
 milConnect: <https://milconnect.dmdc.osd.mil/>

## Military Spouse Preference Family Members

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.

### Applying for Federal Employment

To apply for Federal employment spouses will review job opportunities found on the USAJOBS website <https://www.usajobs.gov/>. 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 family members will review job opportunities found on the USAJOBS website <https://www.usajobs.gov/>. 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.

If you have questions regarding the Military Spouse or Family Member program please contact the 86 FSS Staffing Team at [ramstein.staffing@us.af.mil](mailto:ramstein.staffing@us.af.mil).

## eOPF Notifications

The purpose of this transmittal is to provide instructions to employee's on updating their email address to receive eOPF notifications.

The Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) receives your email from MyBiz+. That is how OPM eOPF is able to communicate with you the employee, it is important that your personal profile for MyBiz+ is populated and correct. If you are having trouble in accessing your OPM eOPF, it may be due to not having a work or incorrect email address in your personal profile for MyBiz+.

Please follow these steps to update your email information in MyBiz+: Access the internet and go to the Defense Civilian Personnel Data System (DCPDS) at:

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

Answer **OK** to the DOD Notice and Consent Banner in order to enter the DCPDS Portal.

Select **Smart Card Login** if you have previously used MyBiz+ and registered your CAC card

**-OR-**

If you are a new MyBiz+ user, you will first have to select **Register Here** to register your CAC card.

Complete the information required

- Click **Register** button
- Click **Accept** the Privacy Act Statement
- Select MyBiz+ and then select **Update Contact Information** .
- Click **Update** button to update your **Work Email**, enter your work email and click the **Update** button.

**Please NOTE: you must enter your civilian .mil email address in order to gain access to eOPF.**

If you want to update your work phone number, click on the drop down arrow to select **Phone**, click **Update**. Click on **Add** button, enter phone number select type of phone number from drop down menu arrow, and then click **Save** button.

You also have the option to add a contact number under **Employee Phone Number**.

After successfully updating your work email address in MyBiz+ you will need to wait approximately **24 hours** for the information to update in the **OPM eOPF** system.

### **After the 24 hours have passed:**

You will need to create your eOPF account and receive a user id and password. The instructions to complete these steps are located on our Air Force myPers Web site. Please use the following link to access the Employee OPM eOPF knowledge article:

[https://mypers.af.mil/app/answers/detail/a\\_id/23070](https://mypers.af.mil/app/answers/detail/a_id/23070).

The knowledge article includes information on creating your user account and the link to access the OPM eOPF system.

This information will be posted to myPers at <https://mypers.af.mil/> and will also be loaded to Civilian One Link.

## How to Survive the Holidays in the Federal Workplace

Ah, you can probably already taste the turkey and pumpkin pie to come this holiday season! Holiday decorations are being unpacked and plans for office festivities and activities (COVID compliant, of course) are well underway. The crowds are gathering at the KMCC to buy that perfect toy for their children, or that perfect item for their spouse or significant other. The post office is working hard to ensure our gifts are received by our loved ones back home before the holidays. Have you picked out a gift for a gift exchange at work? The guidelines below are intended to ensure we remain within the appropriate boundaries for gift giving.



In accordance with Subpart C of 5 C.F.R. part 2365

- ◆ **An employee may not give (or contribute toward) a gift for the employee's official superior.**
- ◆ **An employee may not accept a gift from another employee who receives less U.S. Government pay, unless the employee is not the employee's subordinate and a personal relationship justifies the gift.**
- ◆ **An employee may not ask another employee for a contribution toward a gift for the employee's own official superior or the other employee's official superior.**

These rules do not prohibit an employee from giving a gift to another employee, or accepting a gift from another employee, as long as a personal friendship justifies the gift and the employees are not in the same supervisory "chain of command." Even if a supervisory relationship exists, the official superior may choose to pay market value for the gift or an exception may apply:

- ◆ **On an occasional basis (including for birthday or annual holiday), an employee may give, and the official superior (or person receiving more pay than the employee) may accept:**
  - \* Gifts, other than cash, having a market value of \$10 or less per occasion;
  - \* Items such as food and refreshments to be shared in the office among several employees;
  - \* Personal hospitality at a residence which is of a type and value customarily provided by the employee to personal friends;
  - \* Gifts given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; or
  - \* Transferred leave, provided it is not transferred to an immediate supervisor.
- ◆ **On "special infrequent occasions," an employee may give, and his or her official superior (or person receiving more pay than the employee) may accept, a gift appropriate to the occasion. These occasions include:**
  - \* Infrequently occurring events of personal significance, such as a marriage, illness or the birth or adoption of a child (as distinguished from a birthday or annual holiday); or
  - \* Occasions that terminate the subordinate-official superior relationship, such as retirement, resignation or transfer.
- ◆ **In addition, an employee may solicit or contribute – on a strictly voluntary basis – nominal amounts for a group gift to an official superior for:**
  - \* Items such as food and refreshments to be shared in the office among several employees; or
  - \* A "special infrequent occasion."

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),



## NEW! Telework and Remote Work Online Toolkit for Managers

HAF/A1 has created an online SharePoint site providing helpful resources for supervisors and managers on the topics of Telework and Remote Work. The site gives the current policy guidance, as well as tips and suggestions for supporting employees in a telework environment. Knowledge articles, useful links, and Telework Agreement forms are also available. It is recommended that supervisors and managers start with the PowerPoint presentation entitled, "Remote Work Culture" in the *Managing Telework* section of the site. This presentation is intended to assist leaders in utilizing best practices for effectively leading their teams in the ever-changing Air Force telework environment. <https://usaf.dps.mil/sites/10097/A1C/SitePages/Mobility-Toolkit.aspx>

Ramstein-specific telework guidance and resources can be found in the Telework fact sheet on the Civilian Personnel Flight website. [https://www.ramstein.af.mil/Portals/6/documents/Civilian\\_Personnel\\_Section/Factsheets/EMR/Telework-%20Oct21.pdf?ver=rwTe4h5nzn0v5Q78cwopgw%3d%3d](https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR/Telework-%20Oct21.pdf?ver=rwTe4h5nzn0v5Q78cwopgw%3d%3d)



## CORE HOURS & LUNCH PERIODS

The standard tour of duty for Ramstein AB employees is 0730 to 1630 for five 8-hour days, Monday through Friday. Some employees may have a different tour of duty due to mission requirements (e.g., night or weekend workers) or as a result of being placed on an alternative work schedule.

Core hours for employees on a flexible work schedule are from 0900 to 1500 hours, 5 days a week. Core hours are the period of time during the duty day that an employee on a flexible work schedule must be present for work, or in an approved leave (or other) status. Although employees' arrival and departure times may vary, they must work within the confines of an organization's core hours.

Work schedules are approved by your supervisor.

**Resources located on the CPF website:** <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

Hours of Work and Holiday Observances fact sheet, 86 AW Alternative Work Schedule (AWS), and AWS Handbook



**Policy:** DoDI1400.25V610\_AFI36-807, Hours of Work and Holiday Observances <https://www.e-publishing.af.mil/>

**POC:** Employee Management Relations, [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil)



## DPMAP BULLETIN

### What Happens when Employees Transfer or Supervisors Leave During the Appraisal Cycle?

The length of time an employee serves under an approved performance plan determines what is required when an employee or supervisor leaves the organization.

If an employee or Supervisor/Rating Official leaves the organization before 1 Jan 2022 and the employee has performed under an approved performance plan for 90 calendar days, then the losing/departing Supervisor/Rating Official is required to complete a performance narrative statement.

If an employee or Supervisor/Rating Official leaves the organization between 1 Jan 2022 and 31 March 2022 and the employee has performed under an approved performance plan for 90 calendar days, then the losing/departing Supervisor/Rating Official is required to complete the rating of record.

### Narrative Statement Overview

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

### Basic Steps to Create a Narrative Statement in MyPerformance Tool

Sign in to DCPDS at <https://compo.dcpds.cpms.osd.mil/>  
Click MyBiz+

To the left of the screen under Manager Functions, click "Performance Management and Appraisal." This should take you to the MyPerformance Main Page

Select 'Update' from the Action column drop-down menu.  
Select 'Go' button.

#### Select Narrative Statements tab.

Select 'Create Narrative Statement' button. Select 'Yes' button to continue after reviewing information message.

Select 'Go Back to Narrative Statements' button or 'Logout' link in upper right hand corner to end your session.

The narrative statement should be completed **prior to** the employee/supervisor departure, when possible, and the employee should be given the opportunity to provide input. For step by step instructions on preparing a narrative statement and entering employee input, go to MyPers at: [https://mypers.af.mil/ci/fattach/get/7193298/150047750/redirect/1/filename/Creating\\_NarrativeStatement\\_RatingOfficial.pdf](https://mypers.af.mil/ci/fattach/get/7193298/150047750/redirect/1/filename/Creating_NarrativeStatement_RatingOfficial.pdf)

For additional information refer to paragraph 3.8(f) in DoDI 1400.25V431\_AFI 36-1002 at: [https://static.e-publishing.af.mil/production/1/af\\_a1/publication/dodi1400.25v431\\_afi36-1002/dodi1400\\_afi36-1002.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/dodi1400.25v431_afi36-1002/dodi1400_afi36-1002.pdf)

For further guidance, direct inquiries to:  
[86FSS.FSEC\\_NewBeginnings.Team@us.af.mil](mailto:86FSS.FSEC_NewBeginnings.Team@us.af.mil)



## UPDATE: Emergency Paid Leave Timeframe Has Ended

The American Rescue Plan Act of 2021 (ARPA) authorized agencies to approve certain covered, appropriated fund Title 5 Federal civilian employees up to 600 hours of emergency paid leave (EPL) for any one of eight qualifying circumstances related to the COVID-19 pandemic occurring between 11 March and 30 September 2021. Although the qualifying period for EPL has passed, the Emergency Federal Employee Leave Fund will remain available to continue making reimbursements for leave used for those who qualify during the qualifying period, until the Fund is exhausted. That means EPL requests submitted after 30 September 2021, will be honored as long as the leave dates fall within the qualifying dates (11 March – 30 September 2021) and as long as there is money left in the Fund. Supervisors and employees should refer to and review the *American Rescue Plan Act of 2021- Emergency Paid Leave* document on the CPF website for more detailed information. 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)



## Inclement/Hazardous Weather Conditions



As winter approaches, it is important to be prepared for unexpected weather conditions and to know what procedures to apply during hazardous situations. All supervisors need to brief their civilian employees on the procedures to follow during inclement weather conditions. This includes what to do if there is a base closure, late reporting, or early dismissal due to adverse weather conditions. As a reminder, telework program participants are required to continue work during a base closure, late reporting, or early dismissal. Also, emergency essential, mission essential and/or key positions need to understand their responsibilities prior to weather emergencies.

The authority for closure of all or part of an activity and administrative excusal of employees lies with **installation commanders, commanders of combatant commands, and lead commanders designated in areas with more than one activity**. Supervisors, managers, and employees should refer to the Civilian Personnel Flight Excused Absence/Leave/Telework Due to Extreme Weather fact sheet for detailed information regarding Inclement/Hazardous weather conditions policies and procedures. [https://www.ramstein.af.mil/Portals/6/documents/Civilian\\_Personnel\\_Section/Factsheets/EMR/Excused%20Absence\\_Leave\\_Telework%20Due%20to%20Extreme%20Weather-%20Jan21.pdf?ver=JTVjWtdACC7hgeSrQRtTnw%3d%3d](https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR/Excused%20Absence_Leave_Telework%20Due%20to%20Extreme%20Weather-%20Jan21.pdf?ver=JTVjWtdACC7hgeSrQRtTnw%3d%3d)



## Bring a Visitor to Work

### Bringing Visitors to Work

Allowing children, pets, or other visitors to work can disrupt employees in the performance of their job duties, increase personal and property liability to the Federal Government, endanger the welfare and safety of the visitor or other employees, and create an unprofessional work environment.

Visitors should only be allowed in the workplace under unusual circumstances and for authorized events; such as completing in/out processing requirements and for official office gatherings.

Approval of visitors should be requested from your immediate supervisor. Permission to allow visitors should be granted infrequently and for short periods of time. Additionally, any and all applicable security concerns must be addressed to safeguard government information and property.

Childcare and other dependent care should not be performed while on duty. Leave should be properly requested from employees who need to make emergency dependent care arrangements, and supervisors should be flexible in granting appropriate accrued leave. Note, due to COVID, DoD has approved maximum telework flexibilities through 1 March 2022, allowing US employees teleworking during an emergency to do so with a child or other person requiring care or supervision present in the home. Employees must still account for work and non-work hours during their tours of duty and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent). Additional information regarding this maximum of telework capabilities can be found here: [https://www.ramstein.af.mil/Portals/6/documents/Civilian\\_Personnel\\_Section/Factsheets/COVID-19/2nd%20Ext%20to%20Max%20Telework.pdf?ver=Zdkkgo2YwVudfK75J9o\\_kQ%3d%3d](https://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/COVID-19/2nd%20Ext%20to%20Max%20Telework.pdf?ver=Zdkkgo2YwVudfK75J9o_kQ%3d%3d)

Additional questions may be directed to Employee Management Relations at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil)



## Sicher durch den Winter: Möglichkeiten für Arbeitnehmer und Arbeitgeber

Der Herbst ist angekommen und auch der Winter ist nicht mehr in weiter Ferne. Aus Regen wird Schnee und aus Schnee wird Eis. Der Weg zur Arbeit kann zum Kraftakt werden. Viele Arbeitnehmer stellen sich in diesem Zusammenhang die Frage, wie sie mit gefährlichen Situationen auf dem Arbeitsweg, wie Schnee und Eis, umgehen sollen.



Selbstverständlich soll sich kein Arbeitnehmer einer Gefahr aussetzen, nur um rechtzeitig auf der Arbeit zu erscheinen. Für Situationen wie diese, hat der Arbeitgeber die Möglichkeit des "Late Reportings" geschaffen. Diese Option ermöglicht Arbeitnehmern abzuwarten, bis eine Besserung der Wetterlage eintritt, um dann zu einem späteren Zeitpunkt, sicher auf der Arbeit einzutreffen.

"Late Reporting" bedeutet dahingegen nicht, dass die versäumte Arbeitszeit nicht nachgeholt werden muss. Wie sich das Nacharbeiten der versäumten Arbeitszeit im Detail gestaltet, ist mit dem jeweiligen Vorgesetzten abzuklären. "Late Reporting" kann aufgrund besonderer Umstände vereinzelt auch vom Arbeitgeber angeordnet werden. In dieser Konstellation, muss die Arbeitszeit nicht nachgeholt werden.

Natürlich kann es auch vorkommen, dass während der regulären Arbeitszeit Schnee oder Eis einsetzt. Auch in diesen Situationen obliegt es dem Vorgesetzten bzw. dem jeweiligen Flight Chief, ob aus Gründen der Sicherheit, Mitarbeiter vorzeitig nach Hause entlassen werden. In diesen Fällen des sog. "Early Release" muss die Arbeitszeit nicht nachgeholt werden.

Sollten die Wetterverhältnisse so drastisch bzw. gefährlich sein, dass keinerlei Besserung in Sicht ist, kann es mitunter auch vorkommen, dass Dienststellen geschlossen bleiben bzw. werden. Diese Entscheidung wird von dem jeweiligen Flight Chief getroffen. Auch in diesem Fall, muss die Arbeitszeit nicht nachgeholt werden.

Je nach dem, welche Vereinbarungen in der jeweiligen Dienststelle getroffen wurden, werden Sie in den letztgenannten Fällen in der Regel von Ihrem Vorgesetzten kontaktiert. Wenn Sie aufgrund schlechter Wetterverhältnisse später auf der Arbeit erscheinen ("Late Reporting") sind Sie, aufgrund Ihrer Anzeige- und Informationspflicht, verpflichtet Ihrem Vorgesetzten rechtzeitig vor Arbeitsbeginn die Verspätung mitzuteilen.

Bitte informieren Sie sich auch über die Nachrichten- oder Wetterdienste über Vorhersagen und Straßenverhältnisse in Ihrer Umgebung, bevor Sie morgens zur Arbeit aufbrechen. Im Zweifelsfall wird allen Mitarbeitern empfohlen, sich mit ihrer Befehlskette in Verbindung zu setzen, da es in einigen Orten zu schwierigeren Wetterbedingungen kommen kann und die Dienststellen individuelle Entscheidungen über die Sicherheit ihrer Mitarbeiter treffen müssen.

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

Fahren Sie vorsichtig und bleiben Sie gesund!



## Staying safe through winter: Options for employees and employers

Staying safe through winter: Options for employees and employers

Fall has arrived and winter is not far away either. Rain turns to snow and snow turns to ice. Getting to work can become a show of strength. In this context, many employees ask themselves how they should deal with dangerous situations on the way to work, such as snow and ice.

Of course, no employee should expose themselves to danger just to get to work on time. For situations like this, employers have created the possibility of "late reporting." This option allows employees to wait until the weather improves and then arrive at work safely at a later time.

"Late reporting," on the other hand, does not mean that missed work time does not have to be made up. The details of how to make up missed work time must be clarified with the respective supervisor. "Late reporting" may also be ordered by the employer occasionally due to special circumstances. In this constellation, the working time does not have to be made up.

Of course, it can also happen that snow or ice sets in during regular working hours. In these situations, too, it is up to the supervisor or the respective flight chief to decide whether employees should be released early for safety reasons. In these cases of so-called "early release", working hours do not have to be made up.

If the weather conditions are so drastic or dangerous that there is no improvement on the horizon, it is sometimes possible that units will be closed. This decision will be taken by the respective Flight Chief. Even in this case, working hours do not have to be made up.

Depending on the arrangements made at the respective unit, you will usually be contacted by your supervisor in the latter cases. If you arrive late at work due to bad weather conditions ("late reporting"), you are obliged, based on your duty to report and inform, to notify your supervisor of the delay in a timely manner before the start of work.

Please also check news or weather services for forecasts and road conditions in your area before leaving for work in the morning. When in doubt, all employees are advised to contact their chain of command, as some locations may experience more challenging weather conditions and units must make individual decisions regarding the safety of their employees.

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

Drive safe and stay healthy!

Your EMR Team





## Zahlung von Erschwerniszulagen an Nichtamerikanische Arbeitnehmer/innen

Arbeitnehmer/innen welche unter gefährlichen, gesundheits-gefährdenden und/oder anderen erschwerten Arbeitsbedingungen ihre Arbeit verrichten, haben grundsätzlich einen Anspruch auf Zahlung von Erschwerniszulagen. Primär ist die Dienststelle angehalten, mit allen zur Verfügung stehenden Mitteln, die Arbeit so zu planen, dass ihre Arbeitnehmer/innen keinen erschwerten oder gesundheits-gefährdenden Arbeitsbedingungen ausgesetzt werden. Falls dies unumgänglich ist, wird das Personalbüro kontaktiert und eine Überprüfung vor Ort terminiert. Wenn notwendig, konsultiert Management die entsprechenden Sachverständigen aus den Bereichen Sicherheit oder Arbeits- und Gesundheitsschutz, um das Vorhandensein und die Intensität der erschwerten Arbeitsbedingungen festzustellen (z.B. Lärmaussetzung – Bio Environmental zwecks Messungen vor Ort). Sollten Schutzkleidung und/oder Arbeitsgeräte zum Schutz der Arbeitnehmer durch Sicherheitsbestimmungen vorgeschrieben sein, so werden diese von der Dienststelle unentgeltlich zur Verfügung gestellt.

Das Tragen oder die Benutzung von Arbeitssicherheit-relevanten Utensilien schliesst nicht den Anspruch auf Zahlung von Erschwerniszulagen aus, wenn die Tätigkeiten weiterhin unter erschwerten Arbeitsbedingungen gemäß TVAL II, Para 21, Ziffer 4, sowie Anhang S und USAFEI 36-723, Kapitel 11, verrichtet werden.

Sobald alle unter Bedingungen eine USAFE Form Severe die Positionen zu Erschwernissen Original des

des Genehmigung

prüft den Antrag genehmigt, eine an die ab Erhalten Kopie ist die



Beteiligten das Arbeiten erschwerten bestätigt haben, wird 818, Positions Exposed To Conditions, erstellt um erfassen, welche diesen ausgesetzt sind. Das Formblattes wird der Klassifizierungsabteilung Personalbüros zur vorgelegt. Die Klassifizierungsabteilung und leitet, falls Unterschriebene Kopie Dienststelle weiter. Erst dieser genehmigten Zahlung einer Erschwerniszulage

zulässig. Sollte ein/e Arbeitnehmer/in bereits im Vorfeld erschwerten Arbeitsbedingungen ausgesetzt sein, so wird die Dienststelle diese angefallenen Zeiten festhalten, und nach Erhalt der Genehmigung der erschwerten Arbeitsbedingungen die Zahlung der Zulagen veranlassen. Der/Die Vorgesetzte/n sind verantwortlich für die korrekte Erfassung und Weiterleitung der angefallenen Zeiten von Erschwerniszulagen. Dies beinhaltet "Stunden sowie Teilstunden", welche erst am Ende des Monats auf volle Stunden aufgerundet werden. Erschwerniszulagen werden nur für die Zeit gezahlt, in der/die Arbeitnehmer/in Erschwernissen bei der Verrichtung der Arbeit akut ausgesetzt war.

Für weitere Informationen bezüglich des Verfahrens, den Voraussetzungen, und der Beantragung von Erschwerniszulagen wenden Sie sich bitte an die Klassifizierungsabteilung des Personalbüros, erreichbar unter: DSN: 480-4214 oder COMM: 06371-47-4214.



## Payment of Severity Allowance for Non-US employees:

Employees, who are exposed to dangerous, health-hazardous, or other severe working conditions are generally entitled to payments of severity allowance. Primarily the employing agency is responsible to make every effort to eliminate severe working conditions. If severe conditions cannot be eliminated, the employing agency will contact Personnel Staff to schedule an onsite visit, and if necessary, management will obtain support from safety and/or, as appropriate, industrial hygiene authorities to determine the presence and intensity of severe working conditions (i.e. loud noise – Bio Environmental to take measurements). If use of protective clothing and/or equipment is mandatory by safety regulations, management will supply these items at no costs to employees.



Utilizing protective gear and/or equipment does not eliminate employee's entitlement to SA payment if their activities are still exposed to the severe working conditions specified in CTA II, Article 21, Para 4 & Appendix S and USAFEI 36-723, Chapter 11.

Once the severe working conditions are confirmed by Civilian Personnel Staff, the supervisor, resource advisor or management officials, a USAFE Form 818, Positions Exposed to Severe Conditions will be filled out in order to identify positions within the unit who are exposed to severe conditions. The original form will be forwarded to Civilian Personnel Staff for approval. The Classification Section verifies the request and, if approved, will route a copy of the form back to the employing agency for their records. Once the employing agency receives this copy, severity allowance payments are allowed. If employees are exposed to severe conditions before a final determination is made, management will record hours of exposure and, if request is approved, payments will be made retroactively. Supervisors are responsible for accurately gathering and routing accrued times of exposure. This includes "hours and partial hours", which will be rounded up to full hours at the end of the month. Payments of severity allowance will be made solely for the time employees are actually exposed to these conditions.

For further information regarding Severity Allowance for Non-US employees feel free to contact the Personal Staff Classification Section: DSN #480-4214 or COMM #06371-47-4214.



## Environmental Differential Pay im Vergleich zu Erschwerniszulagen

Auf den ersten Blick scheinen Environmental Differential Pay (EDP) und Erschwerniszulagen identisch zu sein.

Bei genauer Betrachtung allerdings erkennt man die Unterschiede:

EDP findet man im Title 5 CFR 532.511 und wird an Arbeiter der U.S. Regierung gezahlt die, bei der Ausübung Ihrer Tätigkeit erschwerten Bedingungen ausgesetzt sind. Allerdings können diese erschwerten Bedingungen, durch Schutzkleidung und andere Hilfsmittel, eliminiert werden, womit der Anspruch auf Zahlung von EDP hinfällig wird, obwohl die Gefahrensituation nach wie vor besteht.

Der Tarifvertrag für die Arbeitnehmer bei den Stationierungsstreitkräften (TV AL II) § 21, Punkt 4, sowie Anhang S, Absatz II, Punkt 1 – 6, beinhaltet die Voraussetzungen für die Zahlung von Erschwerniszulagen an ortsansässige Arbeitnehmer. Management muss die entsprechenden Sätze der Erschwerniszulage (TV AL II) zahlen, auch wenn Schutzkleidung und andere Hilfsmittel zur Verfügung gestellt werden.

Vorgesetzte sollen; a) Arbeiten unter erschwerten Bedingungen - wenn möglich - vermeiden, oder so kurz wie möglich halten; b) sorgsam prüfen, dass auch wirklich nur die tatsächliche gearbeitete Zeit, unter erschwerten Bedingungen, eingereicht wird und nicht die gesamte Arbeitszeit.



## US Environmental Differential Pay vs. Non-US Severity Allowance

Environmental Differential Pay (EDP) and Severity Allowance (SA) appear to be one and the same.

On closer review there are many differences:

EDP is found in Title 5 CFR 532.511 and is paid to U.S. Government Wage Grade employees exposed to hazards, physical hardships, or working conditions of an unusually severe nature. However, under EDP, the hazard can be practically eliminated, and therefore no payment is authorized, through the provision of protective clothing and equipment, even though the situation still exists.

Severity Allowance is paid to **non-US** employees, exposed to severe conditions and is part of the Collective Tariff Agreement II (CTA II), Art 21, paragraph 4, and Appendix S, section II, paragraphs 1 through 6. Management must pay SA as long as the employee is exposed to the condition, even if protective clothing and equipment are provided.

Supervisors should, a) limit exposure and avoid putting employees in severe conditions whenever possible; b) be diligent to validate SA, to only pay for actual time of exposure, and not the entire shift.



## Zahlung von Erschwerniszulagen (KÄLTE) an Nichtamerikanische Arbeitnehmer/innen

Mit dem Herbst fallen nicht nur die Blätter sondern auch die Temperaturen und es wird kalt! Gemäß TVAL II, § 21, Ziffer 4 und Anhang S, sowie USAFEI 36-723, Kapitel 11, kann für nichtamerikanische Arbeitnehmer die Zahlung einer Erschwerniszulage (EZ) anfallen, wenn sie bei der Ausübung ihrer Arbeit in "besonderem Maße" dem Einfluss von Kälte ausgesetzt sind. Bevor jedoch EZ in Betracht kommen, müssen arbeitgeberseitig angemessene Massnahmen ergriffen werden, um Abhilfe zu schaffen. Diesbezüglich haben Vorgesetzte die Pflicht, z.B. durch das Bereitstellen geeigneter Wärmequellen, die Gewährung ausreichender Aufwärmphasen, oder aber andere sinnvolle Massnahmen die Beschäftigten vor allzu grosser Kälte zu schützen. Nur wenn dies nicht möglich ist, ist ein Zahlungsanspruch gegeben, welcher mittels USAFE Form 818 (Positions Exposed To Severe Conditions) beantragt und durch das Personalbüro genehmigt werden muss.

Der Begriff "KÄLTE" wird bezüglich des Anspruchs auf EZ im Anhang 2 der USAFEI 36-723 genauer beschrieben. Anspruch auf Zahlung von EZ für "Kälte" besteht für ausgeführte Arbeiten, bei denen Arbeitnehmer in "besonderem Maße" Temperaturen von 0 Grad Celsius oder weniger ausgesetzt ist. Der Zusatz "in besonderem Maße" verdeutlicht hierbei nochmals die Voraussetzung einer tatsächlichen "Arbeitserschwerung durch Kälte" um diese Zulage geltend zu machen. Die jeweiligen Vorgesetzten sind verantwortlich für die Feststellung der jeweilig aktuellen Temperaturen vor Ort. Der/die Vorgesetzte stellt des Weiteren sicher, dass die unter erschwerten Bedingungen geleistete Arbeitszeit korrekt erfasst und dokumentiert wird. Die beantragten und genehmigten Stunden und Teilstunden werden am Monatsende addiert und in der Zeitliste eingetragen. Das Personalbüro informiert sich periodisch über die exakten Temperaturen an Frosttagen und überprüft die Eintragungen.



## Payment of Severity Allowance (COLD) for Non-US employees

Fall is coming up, not only leaves are dropping, temperatures do as well and it's getting cold! In accordance with CTA II, Article 21, Para 4 & Appendix S, and USAFEI 36-723, Chapter 11, the employer has to grant Severity Allowance (SA) for Non-US employees in situations where employees are performing work which notably exposes them to the effects of cold. The phrase "notably" indicates the requirement of an actual work impediment by the effects of cold. Before SA for such working conditions is claimed, the employer should try to eliminate these situations. Supervisors are therefore responsible by providing appropriate heat sources such as heating elements, shelters and granting warm-up time to minimize employees from being exposed to cold weather conditions. If the condition still persists, a USAFE Form 818 (Positions Exposed to Severe Conditions) will be filled out. So how is "COLD" actually measured and when can SA be claimed? While the dictionary says "cold" is a feeling of "no warmth" or "uncomfortably chilled", the Appendix 2 of USAFEI 36-723 clearly defines that SA payment is appropriate for work in areas where the temperature is 32 degrees Fahrenheit (0 degrees Celsius) and below. Supervisors are responsible for measuring on-site temperatures. Civilian Personnel Staff will periodically check to verify given temperatures and make sure that hours, and partial hours, are properly added and entered in the time sheet. The proper documentation of the collected data is a particular responsibility of the supervisor.