

Civilian Personnel Newsletter



U.S. AIR FORCE



Welcome to the January - March 2022 Edition of Our Newsletter

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We are off to a fast start in 2022; there are several ongoing initiatives for both US and non-US programs. The start of a new year is a great time for a few reminders. Please ensure you schedule out your leave for the year to ensure supervisors can resolve any potential leave problems and avoid the loss of leave at the end of the year. Remember that we have a new holiday (Juneteenth) that you can plan for the first time and it affects US and non-US employees. Please take a look at your Leave and Earnings Statements (LES) to ensure everything matches your expectations to include leave balances and any changes you might have made during the Open Season for benefits. Please ensure you continue to follow all COVID related rules and responsibilities to include vaccines or timely proof of negative tests, and of course wear masks when appropriate. Please remember to have a plan for inclement weather days. For those who are able, telework (with supervisor approval) is a great alternative to braving risky weather conditions on days that do not quite meet the threshold to close the base. We will soon be approaching annual appraisal and performance award season; please ensure all performance plans and feedback have been accomplished in DPMAP to avoid any delays associated with appraisals and awards. Our office hours are now similar to the MPF; we are open M-F from 0800-1500 with the exception of Wednesdays when we are open 0800-1200 and we will close the first Wednesday of every month for training. With this edition of the newsletter, we will transition to quarterly newsletters. As always, please provide feedback on any newsletter article you would like to see. Feel free to contact us anytime with questions or concerns at 86fss.fsec.us-emr@us.af.mil

Dates to Remember

February

- 14 - Valentine's Day
- 18 - Family Day
- 21 - President's Day
- 28 - Fasching

March

- 13 - Daylight Savings (US)
- 17 - St. Patrick's Day
- 20 - Spring Equinox
- 27 - Daylight Saving (GER)

Fasching

Many people still do not understand what Fasching is in Germany. Fasching is Germany's carnival season. It starts on the 11th day of November at exactly 11 minutes after 11am and ends at the stroke of midnight on Shroud Tuesday - often referred to as Fat Tuesday (the Tuesday before Ash Wednesday). Fasching (also known as Karneval) is a time of festivity and merry making - a time to break the rules, poke fun at those who make them and

then to make your own new rules. What is it? Carnival season is a time of wild fancy-dress parties and costume balls, which are open to the public. Carnival reaches its climax in big street processions with elaborately decorated floats, usually on Rosenmontag. Carnival celebrations happen mainly in the Catholic parts of Germany. Nevertheless, Karneval parties do occur in some places in the north of Germany.

Quote of the month

"You are never too old to set another goal or to dream a new Dream"

-C.S. Lewis

New Office Hours



Our office hours are:

Monday	0800-1500
Tuesday	0800-1500
Wednesday	0800-1200*
Thursday	0800-1500
Friday	0800-1500

*Closed the first Wednesday of every month for training.

National Personnel Records Center Operating Status

The purpose of this transmittal is to update you on the operating status of the National Personnel Records Center (NPRC). Due to the increase in COVID-19 transmission, the NPRC is operating at a reduced capacity, as of January 6, 2022, the NPRC has reduced its on-site staffing to 25 percent of its pre-pandemic level. We are continuing to service requests, and as always, we will prioritize requests involving burials, emergency medical treatments, homeless veterans seeking shelter and comparable emergencies. Servicing will continue on all other types of requests, but response times will be further delayed.

You can find the latest updates and information about the National Archives' [Response to Coronavirus](#) and for the latest [Operating Status](#)

This information will be posted to [myPers](#) and will also be loaded to Civilian One Link.

If you should have any questions, please submit them to the AFPC Civilian Force Management Branch inbox [AFPC/DP3CM Civilian Force Management Branch](#).

AFPC Civilian Force Management Branch
AFPC/DP3CM



Living Quarters Allowance Reconciliation (LQA Recon)

This is the time of year where many communities send out the annual bills for heating, electric (power), water and trash. We would like to remind LQA recipients, that it is very important (and mandatory) to accomplish an LQA Recon at the end of your first year in permanent quarters. If you are receiving LQA and have not reconciled in the past please gather all applicable utility bills and email them to our Allowances Team. In some instances, water and trash remain in the landlords name so you may have to request those bills from them. If the LQA Recon is late and the initial utility estimates were too high you could incur a sizable overpayment (debt) if the recon is not accomplished, the longer the recon is delayed the larger the overpayment (debt). For additional information please contact the Allowances Team at 480-5774 or email 86fss.civ-allowances@us.af.mil



AY23 Civilian Development Nomination Call

As a reminder, the AY23 Nomination Call window has opened as of this past Tuesday, 18 January 2022.

The Civilian Developmental Education (CDE) portfolio has been expanded from three to five categories of Civilian Developmental Education: Basic Developmental Education (BDE), Intermediate Developmental Education (IDE), Senior Developmental Education (SDE), Academic/Fellowships and Leadership Seminars (Short Courses). For a listing of programs and the level at which selections are made for those programs, please view the AY23 CDE Program Listing and CDE Portfolio at the link below.

All courses listed in the CDE portfolio are mapped to the AF's institutional competencies, which are key to ensuring all Airmen can operate successfully in a constantly changing environment. These competencies span all occupations, functions, and organizational levels and support the development of today and tomorrow's AF leaders. Here you can find the PSDM 22-09 announcing [AY23 Civilian Development Nomination Call](#)

DPMAP Performance Appraisal Cycle

It's almost that time of year again! Time to close out the 2022 rating cycle (1 April 2021 – 31 March 2022) and begin the 2023 cycle (1 April 2022 – 31 March 2023) for US employees covered by the Defense Performance Management and Appraisal Program (DPMAP).

2022 Annual Appraisals: A written rating of record must be provided for each employee who has performed under an approved performance plan for 90 calendar days during the 2022 cycle.

⇒ Rating Official (RO) Responsibilities:

- Evaluates the employee by assessing performance against the elements and standards in the employee's approved performance plan and assigns a rating of record based on work performed during the rating cycle.
- Writes performance narratives (RO input) for each element rated, to include "Fully Successful" rated elements (new requirement this year). Performance narratives justify how an employee's ratings are determined and provides support for recognition and rewards. The absence of employee input does not relieve the RO of the responsibility for writing a performance narrative assessing the employee's performance standards and contributions. **Any potential unacceptable ratings must be coordinated with the Ramstein Employee Relations Section at 86fss.fsec.us-emr@us.af.mil**
- Complete and transfer appraisals to the Higher Level Reviewer in the MyPerformance Tool NLT **30 April**, and communicate the final approved ratings to employees NLT **20 May**.

⇒ Employee Responsibilities:

- Employee input, while not mandatory, is highly encouraged and valuable and becomes a part of the employee performance file. Employees should plan to provide their input in the MyPerformance Tool by **1 April**, unless provided a different timeline by their rating official.

⇒ Performance Awards: Eligible employees may also be granted annual performance awards (cash award and/or time-off award, or a quality step increase).

- Employees are NOT entitled to awards. Awards should be granted to top performers and should be allocated based on meaningful distinctions in performance.
- DoDI1400.25v451_AFI36-1004 eligibility criteria prohibits awards for performance to an employee who: 1) Received an unacceptable appraisal rating, 2) Received disciplinary action between 1 April 2021 and 31 March 2022, or 3) Is either under investigation or upon whom disciplinary or adverse action based on performance or conduct is pending. ROs are responsible for verifying employee eligibility for awards.

2023 Performance Plans: ROs must develop performance plans with employee input. Performance plans must be established, approved by the Higher Level Reviewer, issued to employees, and acknowledged by employees in MyPerformance **NLT 30 April 2022 or within 30 days of an employee's assignment to a new position**. ROs must ensure DPMAP covered supervisors' performance plans include the mandatory Air Force supervisory critical elements. Issuance of performance plans is an opportunity for the RO and the employee to discuss performance expectations for the cycle and how they link to organizational goals. This dialogue provides an opportunity for the RO and employee to achieve a common understanding of the performance required for mission success.

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

[Ramstein's DPMAP Guidance and Instructions SharePoint](#), [myPers](#), keyword search **30969**, or visit [DCPAS](#)

Additional questions not addressed in the resources above should be directed to the employee's Rating Official or to the Ramstein New Beginnings Team by email to 86FSS.FSEC_NewBeginnings.Team@us.af.mil.

DPMAP Employee Input

31 March 2022 marks the end of the 2021-2022 appraisal cycle. At the end of the appraisal cycle your performance is rated by your rating official, but you play an important role in the rating process by providing valuable employee input for your rating official to consider. You may want to start working on your employee input today to ensure you are prepared.

What is Employee Input?

Employee input is your written description of your work accomplishments related to the performance elements identified in your performance plan. Writing employee input is voluntary, but is highly recommended for your formal progress review and performance appraisal.

Guidelines for Writing Employee Input

Employee input is your opportunity to highlight your most significant work achievements during the performance period. To write effective employee input, you should maintain an ongoing record or journal of major achievements throughout the performance period.

When writing employee input, the following guidelines may help:

Focus on results instead of tasks. Describe the impact on the organization's mission and goals.

Include wording that describes the level at which you performed on each performance element (i.e. Outstanding, Fully Successful, or Unacceptable – see below for more details).

Describe how you exhibited the behaviors associated with the selected measure(s) for the performance element.

Describe how you overcame issues and dealt with special circumstances, including wording that describes how you added value to your organization.

Effective employee input should answer these key questions:

What did I achieve?

How well did I do it?

How did it help my organization?

What critical behavior did I exhibit?

What special circumstances made my accomplishment even more significant?

Descriptions of Performance Rating Levels

Your employee input should state whether you believe you are Outstanding, Fully Successful, or Unacceptable in each element. The descriptions of performance rating levels found in [Section 3.5 of DoDI1400.25V431 AFI36-1002](#) are a good resource to assist in determining the level at which you believe you performed on each element.

Sample Employee Input (found in the Employee Input Worksheet referenced below)

Performance Element: Analyze data to develop at least 20 technically sound, analytical reports on time and within budget by proactively planning, organizing and prioritizing work schedule, adjusting to meet competing needs. Twelve of these reports are the monthly reports, due by the seventh business day of the following month. The remainder of the reports and the due dates will be assigned by a supervisor. These reports support recommendations to mission-critical changes that save money and time for the organization.

Employee Input: I performed at the "Fully Successful" level for this performance standard. I effectively analyzed budget data and produced 20 analytical reports on time and within budget. I proactively adjusted my work schedule to meet competing needs and have all work products turned in on time. My supervisor used recommendations I made in three different reports as support for recommendations to mission-critical changes resulting in a 10 percent cost savings. I worked with our IT specialist to develop a new report in our accounting system and provided the needed algorithms for programming. This report has reduced production time for monthly reports by three days in our department. I developed my technical proficiency by taking a course on new research techniques.

Employee Input Guides: The following helpful resources, in addition to other Defense Performance Management and Appraisal Program (DPMAP) information, can be found on the [Defense Civilian Personnel Advisory Service DPMAP](#):

Employee Input – Do's and Don'ts

Employee Input and Appraisal Comparison Fact Sheet

Employee Input Fact Sheet

Employee Input Worksheet

U.S. APF Civilian Employee Emergency Contact Information

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

How do you update the information in My Biz+?

Sign into the [DCPDS Portal](#). When you reach MyBiz+, under "Key Services" click on "Update Contact Information." Next, click on the drop down arrow and select "Emergency Contacts," click "Update," and make your changes.



Please review the other contact information that you may update here as well (work email, phone and physical work address). It is essential for employee's work email to be accurate or they will not receive important notifications and alerts, such as benefits and entitlements information or notices when a personnel action has been added to their record.

Attention Supervisors:

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

REASONABLE ACCOMMODATIONS

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

WHAT IS REASONABLE ACCOMMODATION?

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

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

Employees must be able to perform the essential functions of their position with, or without, a reasonable accommodation.

Employees with disabilities are held to the same standards of performance and conduct as other similarly situated employees without disabilities.

WHO IS ELIGIBLE FOR REASONABLE ACCOMMODATION?

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

HOW IS REASONABLE ACCOMMODATION REQUESTED?

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

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

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

For more information on this process, please review [Reasonable Accommodations for Individuals with Disabilities](#)

COVID-19 Leave Status

Emergency paid leave entitlements due to the COVID-19 pandemic were not extended past September 2021. This means that employees should request to use their personal leave (such as sick or annual leave) for many COVID-19 related absences such as when they are:

- ◆ sick with COVID or long COVID;
- ◆ caring for an ill family member;
- ◆ caring for a family member due to COVID-19 related reasons (childcare/school closures, illness or quarantine, adverse reaction to vaccination, etc.);
- ◆ subject to quarantine due to personal travel or non-work related exposure; or
- ◆ to take a COVID-19 test that is not due to work-related reasons.

However, there are certain situations when either regular duty time, administrative leave, or weather and safety leave could be appropriate. This would include when they:

- ◆ receive, or accompany a family member to receive, a COVID-19 vaccination or booster;
- ◆ experience an adverse reaction to a COVID-19 vaccination or booster;
- ◆ are subject to a work-related exposure quarantine or isolation order due to COVID infection, close contact with an infected individual, or work-related travel; or
- ◆ are required to take a work-related COVID-19 test.

Employees and supervisors should review the “*DAF Civilian Employee Mandatory COVID-19 Vaccination Guide*” for additional information on the rules and procedures, to include applicable ATAAPS codes and really helpful FAQs. Additionally, there is a factsheet on “*US Civilian COVID-19 Leave Status*” which is a useful summary of the applicable leave types. Both of these documents are posted to the [Ramstein Civilian Personnel Flight \(CPF\)](#), along with a wealth of information on this and other COVID-19-related subjects, to include multiple factsheets on civilian leave, and guidance on weather and safety leave.

Questions and issues regarding the timekeeping system ATAAPS, should be referred to your organizations timekeeper or submit an inquiry ticket to [Civilian Pay](#)

Commanders or supervisors should consult their servicing Employee Relations Specialist at 86fss.fsec.us-emr@us.af.mil with additional questions or issues.

Scheduling of Leave

Happy New Year! Now is the time of year when employees should provide their 2021 projected leave schedules to their supervisors. Supervisors should normally maintain projected leave schedules to assist in planning and assigning work.

Leave is an important and significant benefit for all employees, and annual leave allows time off for vacations and for personal and emergency purposes. The scheduling of leave is so important that, by DoDI1400.25V630_AFI36-815, it is a prerequisite to the restoration of “use-or-lose” annual leave that may be forfeited because of exigencies of the service or because of sickness.

Employees should request leave in advance, except in cases of emergency, and cooperate in rescheduling annual leave when necessary. Employees must also report unexpected absence to the supervisor and request approval for the absence according to established policies. Check with your supervisor for local procedures on requesting unscheduled leave. Requests for leave shall be submitted to the approving official via ATAAPS.

Supervisors should approve annual leave requests or projected annual leave when work schedules permit. When a request for annual leave cannot be initially approved or is subsequently denied, every effort should be made to reschedule the annual leave commensurate with the needs of the organization and the desires of the employee.

Resources:

[DODI1400.25V630_AFI36-815](#), *Leave*, explains leave administration and to include employee and supervisor responsibilities with projecting and scheduling leave.

There are several different [Factsheets](#) regarding absence and leave.

Questions and issues regarding the timekeeping system ATAAPS, should be referred to your organizations timekeeper or submit an inquiry ticket to [Civilian Pay](#).

- For additional questions, please contact your supervisor or Employee Management Relations at 86fss.fsec.us-emr@us.af.mil.



Holidays for US Employees Scheduling of Leave

Date	Holiday
*Friday, December 31, 2021	New Year's Day
Monday, January 17	Birthday of Martin Luther King, Jr.
Monday, February 21	Washington's Birthday
Monday, May 30	Memorial Day
*Monday, June 20	Juneteenth National Independence Day
Monday, July 4	Independence Day
Monday, September 5	Labor Day
Monday, October 10	Columbus Day
Friday, November 11	Veterans Day
Thursday, November 24	Thanksgiving Day
*Monday, December 26	Christmas Day

The dates with an * above show the designated "in lieu of" holiday dates. For most employees, if an official federal holiday falls on a Saturday, the preceding Friday will be treated as a holiday, and if the holiday falls on a Sunday, the following Monday will be treated as a holiday for pay and leave purposes.

Pay Status of Employees

Federal holidays are established by law (5 U.S.C. 6103). Most Federal employees are entitled to paid holiday time off when excused from duty on a designated holiday or "in lieu of" holidays, as applicable. ATAAPS code LH.

- ◆ Employees must be in a pay status (i.e., at work or on paid leave) on their scheduled workdays either before or after a holiday in order to be entitled to their regular pay for that day. Employees who are in a non-pay status (i.e., leave without pay) for the workdays immediately before and after a holiday may not receive compensation for that holiday.
- ◆ Part-time employees are not entitled to paid holiday time off for an "in lieu of" holiday, only if they are excused from regularly scheduled duty on an official federal holiday. If the work center is closed for a scheduled "in lieu of" holiday, part-time employees should not be dismissed without charge to leave, but should be carried in an appropriate leave status (i.e., annual leave, previously-earned compensatory time off, credit hours earned or leave without pay).
- ◆ Employees who receive annual premium pay for standby duty under 5 U.S.C. 5545(c)(1) and firefighters who are covered by the special pay provisions of 5 U.S.C. 5545b are not entitled to paid holiday time off or holiday premium pay
- ◆ An employee who is not approved to be absent from duty on a workday scheduled on a holiday and who refuses to work on the holiday may be charged as being absent without leave (AWOL) and denied pay for that day (i.e., may not receive paid holiday time off)

For additional helpful information on federal holidays to include employees on flexible, compressed, or other alternate work schedules, premium pay entitlements for employees required to work on a designated holiday, and a link to additional information regarding "in-lieu of" holiday determinations, please see the following

Position Classification for Non-US Employees

The grade value of Non-US positions are **strictly** determined based on the grading criteria established in the tariff agreement for employees of the Stationing Forces in the Federal Republic of Germany, Collective Tariff Agreement (CTA II), its **salary group definitions and examples**, including all applicable appendixes as well as prevailing or precedence setting classification decisions and court rulings. Changes to tariff based Non-US classification (grading criteria and classification characteristics) and compensation systems can only be affected and implemented after prior negotiation and agreement between the legal parties of the CTA II, i.e. the trade unions and the Stationing Forces in Germany.

An additional and important aspect to be considered during a review/classification is observance of the so-called "Functional Code" (Air Force Specialty Code - AFSC) which pertains to and corresponds with a position authorized on the UMD. The functional code is used by the manpower office as an indicator of proper resource planning (utilization) and verification of the core functions (duties and responsibilities) described in the position description. The classification office, on the other hand, coordinates all position descriptions with the manpower office to assure positions are utilized and established as authorized in the organization's approved Unit Manning Document (UMD).

It must also be mentioned that a position incumbent's performance is not a grading factor as the grade level of a position is solely determined based on the value of the core duties assigned to the position. The proper avenue/tool for recognition of outstanding duty performance is the Non-US Awards Program.

Questions pertaining to classification procedures and the development of position descriptions will be answered by the "Non-US Classification Section" of the Ramstein Manpower & Personnel Flight (480-4214).

Stelleneingruppierung für Nichtamerikanische Beschäftigte

Die Wertigkeit nicht-amerikanischer Positionen wird **strikt** nach den Eingruppierungskriterien des Tarifvertrags für die Arbeitnehmer bei den Stationierungsstreitkräften im Gebiet der Bundesrepublik Deutschland (TVAL II), dessen **Gehaltsgruppenelemente und Beispielen** einschließlich aller Anhänge, sowie allgemein geltender oder Präzedenzfall setzender Eingruppierungsentscheidungen und Gerichtsurteile bestimmt. Änderungen des tariflichen Eingruppierungssystems (Eingruppierungskriterien und -merkmale) und der Vergütungsordnung können nur durch vorherige Einigung zwischen den Tarifparteien des TVAL II – nämlich den Gewerkschaften und den Stationierungsstreitkräften – herbeigeführt werden.

Ein zusätzlicher und wichtiger Aspekt bei der Überprüfung einer Eingruppierung ist die Beachtung des sogenannten Fachrichtungs-codes (AFSC) welcher mit einer genehmigten Planstelle verbunden ist. Anhand dieses Indikators werden durch die Abteilung „Manpower“ die ordnungsgemäße Ressourcenplanung (Nutzung) und die in der Stellenbeschreibung beschriebenen Kernfunktionen (Aufgaben und Zuständigkeiten) geprüft und abgeglichen. Die Eingruppierungsabteilung wiederum koordiniert alle Stellenbeschreibungen mit der Manpower-Abteilung um eine korrekte Nutzung von Planstellen im Rahmen des genehmigten Stellenplanes sicherzustellen.

Auch muss in diesem Zusammenhang erwähnt werden, dass die Leistung eines Stelleninhabers kein Eingruppierungsfaktor ist, da die Lohn/Gehaltsgruppe einzig durch die Wertigkeit der Hauptaufgaben bzw. Kerntätigkeiten der Position bestimmt wird. Der richtige Weg, bzw. das richtige Mittel zur Anerkennung überdurchschnittlicher Arbeitsleistung ist dabei das **Leistungsprämien-system** für nichtamerikanische Beschäftigte (Non-US Awards Program).

Fragen zum Eingruppierungsverfahren und zur Erstellung von Stellenbeschreibungen beantwortet die Abteilung „Non-US Classification“ des Personalbüros in Ramstein (480-4214).

Non-US Classification Principals and Employee Appeal Rights

Classification Principles:

Supervisors assign duties and responsibilities in accordance with manpower authorizations to satisfy the requirements of the function. These duties and responsibilities are officially described and recorded on a position description (Core personnel document) and certified by the supervisor as an accurate statement of the major duties, knowledge's, skills and abilities, responsibilities, physical and performance requirements of the position and its organizational relationships. Assigned and performed duties must reflect government mission and function requirements for which the supervisor has responsibility.

Position descriptions, organizational charts and mission/function statements assist the classifier in analyzing the level of difficulty, complexity and responsibility of the position through comparison with the grading criteria contained in the Collective Tariff Agreement (CTA II). The predominant duties of the position are grade controlling and the classifier uses various sources to determine final classification. Classifiers are not authorized to assign a grade on the basis of comparison with other positions.

Employee Appeal Rights:

CTA II, Article 64 outlines the right of the local national employee to have their classification reviewed. The review will be made under the grievance procedure as applied by the Stationing Forces of the particular Sending State.

Employee's can request, through internal channels, a review of the classification of his/her position. Procedures for handling an employee's request for a classification review or complaint are outlined in Attachment 3 of USAFEI 36-1401 (Position Management and Classification), dated 14 December 2007. The decision on the appeal and the final position classification will be made by HQ USAFE/A1 and is binding for the organization and the employee.

The internal appeal process does not preclude the employee to consult legal assistance and review of the current classification through the German Labor Court system.

For questions please contact the „Non-US Classification“ section of the Civilian Personnel Office in Ramstein (480-4214).

Grundsätze der Eingruppierung von Nicht-amerikanischen Planstellen

Grundsätze der Eingruppierung:

In Übereinstimmung mit dem genehmigten Stellenplan weisen Vorgesetzte Arbeitnehmer/innen Aufgaben und Verantwortlichkeiten zu. Diese werden in einer Arbeitsplatzbeschreibung mit vorgegebenem Format entsprechend dokumentiert und in seiner inhaltlichen Richtigkeit vom jeweiligen Vorgesetzten bestätigt. Zugewiesene und ausgeführte Tätigkeiten müssen den Auftrag und die Funktionen widerspiegeln, für welche der Vorgesetzte die Verantwortung hat.

Arbeitsplatzbeschreibungen, Organigramme und Darstellungen der jeweiligen Aufgaben/Funktionen unterstützen die Eingruppierungssachbearbeiter/innen in der Analyse und Bewertung des jeweiligen Schwierigkeits- und Verantwortlichkeitsgrades der zu bewertenden Planstelle. Dabei werden die Tätigkeiten und Verantwortlichkeiten mit den jeweiligen Eingruppierungsmerkmalen des TVAL II verglichen um damit eine tarifgerechte Eingruppierung zu erreichen, wobei jedoch zu beachten ist, dass nur die überwiegenden Tätigkeiten die Eingruppierung bestimmen können. Ein Vergleich mit Tätigkeiten oder Verantwortlichkeiten anderer und/oder ähnlicher Positionen ist nicht zulässig.

Beschwerderechte für Arbeitnehmer/innen:

Nach §64 TVAL II haben Arbeitnehmer/innen das Recht, ihre Eingruppierung überprüfen zu lassen. Die Überprüfung erfolgt im Rahmen des bei den Stationierungsstreitkräften des betreffenden Entsendestaates jeweils geltenden Verfahrens.

Die US Luftstreitkräfte haben für Ihre in Deutschland beschäftigten Arbeitnehmer/innen ein betriebsinternes Planstellenüberprüfungsverfahren festgelegt. Die Voraussetzungen, Verfahrensweise, Zuständigkeiten, Verantwortlichkeiten und Abläufe sind in der USAFE-Dienstanweisung 36-1401, Position Management and Classification (Germany), zusammengefasst. Die letztendliche Entscheidung über diese interne Eingruppierungsbeschwerde obliegt dem Hauptquartier der US Luftwaffe und ist für die betreffende Beschäftigungsdienststelle und den Arbeitnehmer/in verbindlich.

Arbeitnehmer/innen können jedoch unabhängig von dem internen Beschwerdeverfahren zu jeder Zeit eine rechtliche Überprüfung der Eingruppierung ihrer Planstelle durch die Arbeitsgerichte vornehmen lassen.

Fragen zum Eingruppierungsverfahren und zur Erstellung von Stellenbeschreibungen beantwortet die Abteilung „Non-US Classification“ des Personalbüros in Ramstein (480-4214).

Shop Agreements for Paid Time Off on US Holidays



As in previous years, shop agreements have again been reached in the RAB I and RAB II Works Council Areas for the 2022 calendar year stipulating paid time off for LN-Employees on US Holidays.

Please note the following change starting in the calendar year 2022: Through the 40-hour working week, participating LN employees continue to work a total of 9 paid time off days. In the past, this meant time off on 8 American holidays and one additional day off. With the introduction of the new US Holiday "Juneteenth" in 2021, in the future the additional day worked in, will now fall on the new US Holiday. Accordingly, the number of paid days off remains unchanged at 9 days, only the distribution to 9 US Holidays in the future changes.

You can find the [Shop Agreements](#)

Supervisors are responsible for compliance with the provisions in the agreements.

If you have questions, please contact your Non-US EMR-Team at DSN 480-5365/7153, 06371-47-5365/7153 or via email 86fss.cpf.ln-emr@us.af.mil

Betriebsvereinbarungen zur bezahlten Freistellung an amerikanischen Feiertagen

Wie bereits in den vergangenen Jahren wurden in den Betriebsvertretungsbereichen RAB I und RAB II für das Kalenderjahr 2022 wieder Betriebsvereinbarungen geschlossen, die die bezahlte Freistellung von LN-Beschäftigten an amerikanischen Feiertagen regeln.

Ab dem Kalenderjahr 2022 ist folgende Änderung zu beachten:

Durch die 40-Stunden-Woche arbeiten die teilnehmenden LN-Beschäftigten weiterhin insgesamt 9 bezahlte Freistellungstage ein. In der Vergangenheit bedeutete dies die Freistellung an 8 amerikanischen Feiertagen und einem zusätzlichen freien Tag. Mit der Einführung des neuen amerikanischen Feiertags „Juneteenth“ in 2021, fällt zukünftig der zusätzlich eingearbeitete Tag auf den neuen amerikanischen Feiertag. Entsprechend bleibt die Anzahl der bezahlten Freistellungstage unverändert bei 9 Tagen, es ändert sich lediglich die Verteilung auf zukünftig 9 US Feiertage.

Die für Sie geltende [Betriebsvereinbarung](#)

Für die Einhaltung der vereinbarten Regelungen sind die Vorgesetzten verantwortlich.

Bei Fragen wenden Sie sich bitte an Ihr Non-US EMR-Team telefonisch unter DSN 480-5365/7153, 06371-47-5365/7153 oder per email an 86fss.cpf.ln-emr@us.af.mil.

