



Civilian Personnel Newsletter

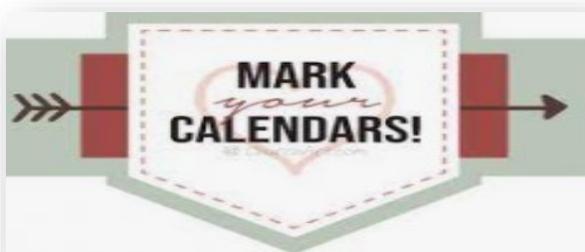


Welcome to the April - June 2022 Edition of Our Newsletter

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Spring is here and COVID restrictions continue to loosen up so it is a great time to be in Germany. It is a busy time of year as annual performance appraisals are due for US APF employees and it is time to decide on performance awards for both US and Non-US civilians. This newsletter has timely information to include reminders about expiration dates of previously earned time-off awards, information about upcoming appraisals and awards as well as dates for upcoming holidays. During the period of this newsletter, we'll be wishing a happy retirement to Mr. Mike Henry, long time CPO employee and supervisor of our Training & Requirements team. One of his employees and another long time CPO employee, Ms. Christa Carzoli will also be retiring. We thank both Mike and Christa for their service and wish them all the best in their upcoming retirement. I'm proud to announce that Ms. Katja Kniffen is being promoted to the Non-US CPO position (counterpart to Mr. Larry Ray on the US team). Congratulations Katja! For those of you that do not know our Flight consists of three teams US APF (Larry Ray), US NAF (Jen Ruperto) and non-US (Katja Kniffen). Each of these teams handle three broad areas of HR. Classification deals with ensuring the proper pay plan, series and grade (pay) of employees. For the US APF team, Classification is performed by AFPC. The second major function is Staffing that primarily deals with filling vacant positions. Last, but not least is Employee-Management Relations which is dealing with any issues involving employees after they are hired such as appraisals, awards, leave, telework and conduct related issues. Each of these three functions are very complex and involve much more than what I described, but the intent is to let you know the services we provide. Please keep in mind that we are here to assist the civilian population and their supervisors in any way that we can. Please do not hesitate to contact us with any questions or concerns that you have. Any visits to our office should be coordinated with supervisors for approval and the servicing specialist to ensure availability.



April

- ◇ 15 - Good Friday (GER)
- ◇ 17 - Easter Sunday
- ◇ 18 - Easter Monday
- ◇ 18 - Tax Day (US)

May

- ◇ 1 - Labor Day (GER)
- ◇ 8 - Mother's Day
- ◇ 26 - Ascension of Christ (GER)
- ◇ 26 - Father's Day (GER)
- ◇ 27 - Family Day
- ◇ 30 - Memorial Day

June

- ◇ 6 - Whit Monday (GER)
- ◇ 7 - Last Day of DoDEA School Year
- ◇ 16 - Corpus Christi (GER)
- ◇ 17 - Family Day
- ◇ 19 - Father's Day (US)
- ◇ 20 - Juneteenth

Quote of the Month

"To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity."

- Don Alden Adams, President Watch Tower Bible and Tract Society of Pennsylvania

Contact Us

Please let us know what you would like to see in the Newsletter. Send us your ideas via email 86fs.fs.civiliancustomerservice or give us a call DSN 478-7140

COVID Update

As most employees and supervisors are aware, on 21 January 2022 a federal district court judge in Texas issued a nation-wide preliminary injunction against EO 14043 which mandates COVID-19 vaccinations for US civilian federal employees. The Department of Justice has appealed this ruling, but in the interim there is a pause on mandatory civilian federal employee vaccinations. Additionally, there is a pause on:

- Disciplinary actions against civilian employees who fail to vaccinate
- Adjudication of civilian employee vaccination exemption requests
- Completion of DD Form 3175, Civilian Employee Certification of Vaccination

Please note that health protection measures, including masking, physical distancing, quarantine requirements, and enhanced testing for unvaccinated employees, remain in effect and must be enforced. Restrictions on official travel (including PCS travel) of unvaccinated individuals or those who decline to provide information about their vaccination status remain in effect. While the injunction places a pause on completion of DD Form 3175, supervisors have a responsibility for front-line implementation of work place safety measures, and therefore may need information regarding each of their employee's vaccination status. Providing vaccination status is voluntary (i.e., employees may decline to state their vaccination status). However, failure to provide vaccination status will result in the employee being regarded as not-fully-vaccinated for purposes of implementing safety measures.

Some useful resources located on the [CPF](#) website include:

- The DAF Civilian Employee Mandatory COVID-19 Vaccination Guide, Revision 2 (14 Jan 2022), provides detailed information on Force Health Protection and Workplace Safety Measures (section 3) and COVID-19 Screening Testing Requirements (section 5).
- The AFPC Coronavirus 2019 (COVID-19) Vaccination Procedures Guide (24 Feb 2022) detailed guidance on the US staffing process
- Information on COVID-related leave can be found in the "COVID-19 Related Leave Status" Fact Sheet

Employees and supervisors should continue to refer to the Ramstein [COVID-19](#) website for specific information regarding quarantine requirements, wearing of face coverings on base, etc.

CIVILIAN DRESS CODE

Civilian Dress code is covered in [AFI 36-703, Civilian Conduct and Responsibility, Chapter 4.](#)

Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. Due to the diversity of work functions and locations, appropriate dress standards may vary significantly.

For civilian dress, employee attire will be in good repair, and should not be considered offensive, disruptive, or unsafe. Commanders or civilian equivalents may establish and publish civilian dress standards for their employees. Such

standards should be consistent with the provisions listed above. Management disagreement with styles, modes of dress, and



grooming currently in fashion is not an adequate criterion for establishing local civilian dress standards. Note, military grooming and appearance standards do not apply to civilian employees.

If you have any questions specific to your work area, check with your supervisor. Additional questions or concerns may be addressed to 86fss.fsec.us-emr@us.af.mil

Whistleblower Disclosures

A “Whistleblower” discloses information he/she reasonably believes is a violation of any law, rule or regulation; gross mismanagement; a gross waste of funds, an abuse of authority; censorship related to research, analysis or technical information; or a substantial and specific danger to public health or safety. The Whistleblower Protection Act was established to protect whistleblowers from reprisal and retaliation for their reporting of fraud, waste, or abuse.

The Whistleblower Enhancement Act was signed into law in 2012. This Act strengthens the rights of and protections for federal employees so that they can more effectively root out waste, fraud and abuse in the federal government. It also clarifies that an employee does not lose protection simply because of their motive for making the disclosure, or how much time passed between the event and the filing of the disclosure. In 2017, the Dr. Chris Kirkpatrick Whistleblower Protection Act and the FY18 National Defense Authorization Act (NDAA) were passed reemphasizing the importance of whistleblower protections.

The US Office of Special Counsel (OSC) is an independent federal investigative and prosecutorial agency whose primary mission is to safeguard the merit system by protecting federal employees and applicants from prohibited personnel practices, especially reprisal for whistleblowing. Prohibited personnel practices are employment-related activities that are banned in the federal workforce because they violate the merit system through some form of employment discrimination, retaliation, improper hiring practices, or failure to adhere to laws, rules, or regulations that directly concern the merit system principles. OSC has the authority to investigate and prosecute violations.

Further information may be obtained from the following websites: [OSC](#) or [myPers](#).

Civilian Drug Use

The Federal Government remains a drug-free workplace under Executive Order 12564 (1986), DoDI 1010.09 and AFMAN 44-198. Use of illicit or illegal drugs on or off duty will not be tolerated. This policy is based on the US Federal criminal statutes on controlled substances and is not affected by State laws or other countries legalizing use of marijuana or other substances. Failure to comply may result in disciplinary action up to and including removal.

[AFMAN 44-198](#), *Air Force Civilian Drug Demand Reduction Program*, and [AFI 36-704](#), *Discipline and Adverse Action of Civilian Employees*, are in effect for civilians testing positive for illicit or illegal use, regardless of state laws on recreational or medicinal use, or the laws in other countries where you travel. In other words, ***what happens in Amsterdam, doesn't stay in Amsterdam.***



Civilians in Testing Designated Positions are required to be randomly subjected to drug urinalysis testing as a condition of employment. When notified, the supervisor will notify the employee of the requirement to provide a urine specimen within two hours of the time of notification. Notification shall occur on the same day the test is scheduled, no earlier than one hour prior to the scheduled starting collection time. The supervisor will explain to the employee that the employee’s name was selected randomly for urinalysis testing. The supervisor ensures written notification for civilians selected for testing under the Air Force Civilian Drug Testing Program are hand delivered and acknowledge by the civilian with the civilian’s signature and date and time of delivery. The supervisor also signs and dates the notification letter.

Civilian employees may also be required to be subjected to drug urinalysis testing tested under procedures for reasonable suspicion, safety mishap related testing, or rehabilitation (follow-up) testing.

For additional information you may contact your Employee Relations Specialist at 86fss.fsec.us-emr@us.af.mil.

DPMAP Fact Sheet and Mandatory DPMAP Training

As we move into the second quarter of this calendar year, employees and rating officials will be working diligently to wrap-up the 2022 rating cycle and begin the 2023 rating cycle as summarized in the January – March 2022 Civilian Personnel Newsletter. In order to better assist Defense Performance Management and Appraisal Program (DPMAP) covered employees and their supervisors, there is now a DPMAP factsheet located on the Civilian Personnel Flight website which provides basic DPMAP information and resources available.

One critical piece of information includes the DPMAP mandatory training requirement. Mandatory computer-based training is required for covered employees, and supervisors and managers of covered employees, upon initial assignment to the position. Refresher training is required once every five years thereafter for non-supervisors and once every three years thereafter for supervisors. Located on the AF [MyLearning](#) website the training course consists of four modules, takes approximately 1.5 hours to complete, and serves to meet both the initial and refresher requirements. Completion certificates should be emailed to 86fss.civ-training@us.af.mil.

We strongly encourage everyone to look at the new DPMAP fact sheet and visit the Ramstein [DPMAP](#) SharePoint which includes additional factsheets, a timeline, MyPerformance User Guides, Appraisal and Award Processing Guidance, status updates, and more!

DPMAP Time To Use Your Time-Off Awards

If you are a DPMAP-covered employee and received a time-off award (TOA) with your 2021 performance appraisal you must ensure you schedule and use it before 1 June 2022. Failure to do so will result in forfeiture.

In accordance with DoDI1400.25V451_AFI26-1004, *Civilian Recognition Program*, employees must schedule and use TOAs within 1 year after the effective date of the award.* Any TOA not scheduled and used within 1 year is forfeited. Employees must obtain their supervisor's approval to schedule and use TOAs. Employees should request their time off far enough in advance to use it without disrupting the unit's work. Employees may not convert a TOA to a cash payment, nor transfer an unused TOA if they accept employment with another DoD component or Federal agency (note, TOAs will transfer if an employee transfers within the Air Force). In addition, employees coming from another DoD component or Federal agency may not transfer a TOA to the Air Force.

**On or around June 2020, DoD approved the removal of expiration dates for US APF civilian TOAs issued during the period of 13 March 2019 through 30 September 2020. For information regarding TOAs issued during that timeframe please see the "Exception to the Expiration of Time-Off Awards (TOAs) – US APF and LN Civilian Employee (24 June 2020)" located on the [CPF](#).*



Civilian Development Forum

Article by Ms. Fischer, 86 AW Vice Director

Build Airmen – Civilian Development Forum Update

Building Airmen is a top priority for the 86 AW and I'm excited to announce that the "Civilian Development Forum" will soon integrate under the Ramstein Professional Development Center! This will provide many more training and development opportunities throughout the entire year for our civilian Airmen, while ensuring effective use of resources and personnel.

For more information on upcoming events:

[Civilian Development Forum](#) or scan QR-Code below:



Questions, Ideas or Suggestions?

Email us @ Org Box – **Civilian Development:** 86MSG.CivDvlpmt.MSGCIVDevelopment@us.af.mil

Civilian Development – Did You Apply?

The Academic Year 2023 Civilian Developmental Education (CDE) and Civilian Strategic Leadership Program (CSLP) call closed on 18 Mar... did you apply? If not, what's holding you back? There are approximately 35 CDE offerings each year for GS-7 through GS-15 and equivalent, with some courses open for up to 400 civilians per year. These courses and programs build leadership competencies through focus on self, others and ideas and organizations, and help prepare civilians (like yourself) for increased responsibility and leadership roles. If you didn't apply this year, start preparing your package for 2024!

Civilian Development Forum (CDF) "DPMAP"

Save the date – 31 March 2022, 1100-1200

Civilian Development Forum (CDF*)

"DPMAP"

This session will provide insight and best practices on the **Defense Performance Management and Appraisal Program (DPMAP)**, specifically in regards to civilian appraisals and awards

If you are a **US civilian** or a supervisor of a **US civilian** employee, then please join us for this session!

Join us via ZOOMgov Meeting - copy/paste link and join from your browser or via mobile phone.

<https://www.zoomgov.com/j/1614286747?pwd=V1dZRFBGL0NwUHg5c3pkSU4yKy9aUT09>

The meeting will be recorded

Meeting ID: 161 428 6747

Passcode: 999999

Save the Date – Next CDF opportunity – 28 April 22, 1100-1200 – Employee Assistance Program (EAP) including Wellness and Recuperation Tips

(CDF*) Civilian Development Forum

Topics will include a wide range from civilian appraisals to German cultural and leadership development. Every **last Thursday** of each month from **1100-1200 via ZOOMgov**

Send feedback, suggestions or questions to our org box. 86MSG.CivDvlpmt.MSGCIVDevelopment@us.af.mil

Visit the "[Civilian Developmental Forum](#)" for previous or future events

Employee Assistance Program (EAP) Recuperation Tips

Civilian Development Forum
presents on 28 April 2022, 1100-1200 via ZOOMgov (info below)

Employee Assistance Program (EAP) & Recuperation Tips

No matter where you are on your journey, there are times when a little help can go a long way. From checking off daily tasks to working on more complex issues, the EAP program offers a variety of resources, tools and services and is available to you and ALL your household members. The Employee Assistance Program is open to all GS, NAF and LN civilian employees and their families.

Questions? Do not hesitate to contact us via org box below:

Org Box –Civilian Development: 86MSG.CivDvlpmt.MSGCIVDevelopment@us.af.mil

Find the ZOOMgov link and passcode for presentation -@ Civilian Development Forum:

<https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/2529951/civilian-development/>

Or scan QR-Code below:



EAP General Announcement:

The Employee Assistance Program (EAP) is available 24/7 for free services; including:

Coaching – create a plan of action to meet your goals

Counseling – meet with a licensed professional for support with stress, anxiety, grief, substance, misuse and more

Legal assistance, financial coaching and identity theft resolution – expert consultation and online resource library

Work-Life Services – referrals to service providers and discounts on child and adult care, education, home improvement, etc.

No situation is too big or too small. When you and your household members need assistance, reach out anytime and we will help get you on the right path to meet your needs.

Online training and self-care programs-improve your health and overall emotional well-being

Manager support -consult with experts on workplace topics

NOTE: Provided at no cost to you and your household members.

Completely confidential services provided by a third party.

Available 24/7/365

Get started today!

Air Force EAP program for all Civilians: 1-866-580-9078

Or visit us on the web, www.AFPC.AF.MIL/EAP or through MagellanAscend.com

AFPC Functional Team Staffing Update

Effective 13 March 2022, the Air Force Personnel Center (AFPC) will transition from a stand-alone OCONUS staffing team to Functional Servicing. This new process will allow for greater collaboration between the Civilian Personnel Section, Career Field Team, and the AFPC Functional Staffing team resulting in increased production and improved timeliness.

Servicing staffing teams are aligned by occupational series into these functional groups:

- Business and Finance
- Engineering and Sciences
- Human Resources and Social Sciences
- Operations and Facilities
- Security, Medical, and Emergency Services
- Trade, Labor, and Technical (Wage Grade)
- General Admin

Recruitment actions received by AFPC prior to the effective date will continue to be worked by the OCONUS staffing team. As always, you may check the status of your recruitment actions through [myPers](#) and accessing the "Fill RPA Status Report", then search using the RPA number.

Supervisor Employee Work Folder



AFI 36-129, Chapter 8.3, *Civilian Personnel Recordkeeping*, requires each supervisor to maintain a Supervisor's Employee Work Folder (formerly referred to as the 971 Folder) on each employee they supervise. The record must be stored in a secure location. It consists of documents used in carrying out supervisory responsibilities to include the following:

Section 1: Supervisor's Employee Brief- 971, previously AF Form 971. This is a system generated document which is sent to the supervisor.

Part A – Personal data. Contains current personal information about the employee, e.g., home address, telephone number, and emergency contacts. Supervisors should have a physical home address (not the PSC Box) on file, and ensure that the employee's emergency contact information is current. Additionally, supervisors should encourage employees to update their emergency contact information in MyBiz.

Part B - Supervisor's Notes: Provides an area for supervisory comments and remarks during the year such as counseling discussions, employee job performance, expectations, reiteration of policy, actions taken to correct or motivate the employee and letters of appreciation. Additional entries may be made by using bond paper attached to this part.

Part C – Contains the employee's current position data, education, performance, training and awards information.

Section 2: Employee Position Description, Core Personnel Document (CPD) or Standard Core Personnel Document (SCPD).

Section 3: Performance appraisal when supervisors or employees do not have access to an automated appraisal system. Note: Appraisal information for those covered under the Defense Performance and Appraisal Program (DPMAP) must be documented in the MyPerformance appraisal tool.

Section 4: Work and leave schedules.

Section 5: Training requests and approved training plans.

Section 6: Telework agreement.

Section 7: Emergency essential, key or mission essential agreement(s).

Section 8: Performance and disciplinary actions (admonishments, reprimands, suspensions and/or performance improvement plans).

Medical documentation should never be kept in the Supervisors Employee Work Folder. A separate Employee Medical File must be used for documentation relating to participation in physical fitness programs, voluntary leave transfer, FMLA and documentation supporting use of sick leave and/or advanced sick leave requests.

For additional information please review the Supervisor's Employee Work Folder factsheet on the [Ramstein CPF](#) website.

PROHIBITED PERSONNEL PRACTICES

Prohibited Personnel Practices (PPPs) are employment-related activities that are banned in the federal workforce because they violate the merit system through some form of employment discrimination, retaliation, improper hiring practices, or failure to adhere to laws, rules, or regulations that directly concern the merit system principles. This includes reprisal for whistleblowing, defined by law at 5 USC 2302(b). Generally stated, a federal employee who has authority over personnel decisions may NOT:

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

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

HOW CAN A PERSON FILE A PROHIBITED PERSONNEL PRACTICE COMPLAINT?

Federal employees, former federal employees and applicants for federal employment can file a claim of PPP with OSC by completing OSC Form 14. Claims can be filed online at: [File-Complaint](#). OSC requires that you use this form in order to submit a complaint alleging a prohibited personnel practice or other prohibited activity within OSC's jurisdiction. OSC encourages, but does not require you to use this form to submit a complaint alleging a Hatch Act violation or to submit a disclosure of information alleging agency wrong doing. Employees can also download the OSC Form 14 for completion and mail to the OSC at: U.S. Office of Special Counsel, 1730 M Street, NW, Suite 218, Washington, DC 20036-4505. For further information refer to [OSC](#)'s website.

AFPC B.E.S.T. - Services

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



MyPers is the official Air Force online source with an abundance of information that empowers civilian employees to manage their careers. It is a self-service tool where employees may obtain valuable information at their leisure. The myPers Benefits and Entitlements homepage allows employees to obtain information regarding their benefits, to include civilian retirement information, death benefits and important information for civilian employees called to perform active duty. Employees may access the Benefits and Entitlements Programs on [myPers](#)

The Government Retirement Benefits (GRB) Platform is another tool for employees to review and/or update their benefits. The GRB Platform contains a comprehensive resource library of documents, videos, forms, and links relating to each government-wide Federal benefit program. With e-learning capabilities, an employee is a click away from accessing a catalog of engaging videos to support planning and understanding of their retirement and other benefits. These videos are designed to reach employees at all stages of their careers, including orientation for new employees. Employees may access the [GRB Platform](#). The various videos are located under "Resources" via each applicable benefits tile.

If an employee experiences a benefits and/or retirement-related error or issue, the employee should contact BEST, so appropriate corrective action can be taken within both the personnel and payroll databases, if necessary. BEST can be reached via [myPers](#) and visiting the appropriate topic, or by calling the Total Force Service Center (TFSC) at 1-800-525-0102, option (2) civilian, option 2 (retirements), option 3 (benefits and entitlements).

The TFSC provides customer service by phone, emails or online chat. They are the frontline of AFPC benefits with access to myPers knowledge, certain personnel records and they are able to answer most common benefit related questions quickly and efficiently. If they are unable to answer the employee's question, they will create a myPers incident on behalf of the employee and forward to the applicable team for resolution. The employee may follow up on the original inquiry (if still open) via myPers at: my account, Incidents/Messages. The TFSC is available Monday – Friday 07:00 am to 5:00 pm CST.

Employees are encouraged to review their Leave and Earnings Statement (LES). It is important for employees to verify proper deductions for all of their benefits are correct. Verifying their benefit information is the employee's responsibility and will ensure they do not incur unnecessary debt. Employees may review their LES via the [myPay](#) website.

Employees are also encouraged to review their Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) which contains official government documents covering their employment history to include benefit related documents (if applicable). Employees may review their eOPF via the [OPM](#) website.

By providing this information, we hope it will help employees understand where to obtain benefit-related information to better assist them throughout their civilian career.

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

Everyone knows it or has experienced it, a runny nose, a pinching back, a headache. You don't feel well and can't make it to work. Sometimes in this situation, one or the other employee has already asked themselves what factors need to be taken into account when properly calling in sick.

With regard to proper call in process in the event of sickness, particular attention must be paid to the duty to notify and the duty to provide documentation:

Duty to notify

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



is absent, his or her representative must be informed. The respective supervisor will provide the relevant contact information. Unless your agency has explicitly stipulated a different process, the notification of absence is to be made by telephone; requirement of immediacy is met since in this case the notification of absence is definitely met. Notification by colleagues or via other social media channels such as WhatsApp are not channels

Duty to provide documentation

With regard to the duty to provide documentation, it should be noted that if the incapacity to work lasts for more than three calendar days, the employee must provide the supervisor with a certificate of incapacity to work on the work day following the third calendar day, attesting to the expected duration of the incapacity to work. The certificate of incapacity for work must also be sent directly to the supervisor. Whether transmission by post is desired or whether transmission by e-mail is also sufficient must be clarified with the respective supervisor. Of course, in justified cases, the supervisor has the option of requiring submission of the medical certificate earlier, i.e. from the first day.

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

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

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

Your EMR Team

Abmeldeprozess bei Arbeitsunfähigkeit oder Arbeitsverhinderung

Jeder kennt es oder hat es schon erlebt, die Nase läuft, der Rücken zwickt, der Kopf tut weh. Man fühlt sich nicht gut und kann nicht auf die Arbeit kommen. Mitunter hat sich in dieser Situation der ein oder andere Beschäftigte bereits die Frage gestellt, welche Faktoren bei einer ordnungsgemäßen Abmeldung im Krankheitsfall zu beachten sind.

Hinsichtlich der ordnungsgemäßen Abmeldung im Krankheitsfall sind insbesondere die Anzeige- und Nachweispflicht zu beachten:

Anzeigepflicht

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

Nachweispflicht

Hinsichtlich der Nachweispflicht bleibt zu beachten, dass bei einer andauernden Arbeitsunfähigkeit von mehr als drei Kalendertagen, der Beschäftigte dem Vorgesetzten am auf den 3. Kalendertag folgenden Arbeitstag eine Arbeitsunfähigkeitsbescheinigung zur Verfügung stellen muss, die die voraussichtliche Dauer der Arbeitsunfähigkeit attestiert. Auch die Arbeitsunfähigkeitsbescheinigung ist direkt an den Vorgesetzten zu richten. Ob die Übermittlung auf postalischem Wege gewünscht ist oder auch eine Übermittlung per E-Mail ausreicht, ist mit dem jeweiligen Vorgesetzten abzuklären. Natürlich besteht in begründeten Fällen für den Vorgesetzten die Option, die Vorlage der ärztlichen Bescheinigung früher, d.h. ab dem ersten Tag, zu verlangen.

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

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

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

Ihr EMR-Team

