Welcome to the September Edition of our Newsletter!

Great news at the Civilian Personnel Office! After a couple of months with an empty Civilian Personnel Officer chair we are excited to welcome Mr. Clint Lock to lead us as our new CPO. Further hot topics this month include some helpful information on shutdown furlough as well as use or lose leave. If you are looking for an opportunity to gain program management and leadership experience, consider reading the Special Emphasis Program Manager (SEPM) article on page 5.

Last but not least on the Local National (LN) side you can find information regarding misassignment of duties as well as retirement.

<table>
<thead>
<tr>
<th>Inside this issue:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shutdown Furlough Info</td>
<td>2</td>
</tr>
<tr>
<td>Government Retirement &amp; Benefits (GRB)</td>
<td>3</td>
</tr>
<tr>
<td>Hatch Act</td>
<td>3</td>
</tr>
<tr>
<td>Special Emphasis Program Manager (SEPM)</td>
<td>4</td>
</tr>
<tr>
<td>Use or Lose Leave</td>
<td>5</td>
</tr>
<tr>
<td>Merit System Principles</td>
<td>6</td>
</tr>
<tr>
<td>Current KMC Off-Limits List</td>
<td>6</td>
</tr>
<tr>
<td>Reasonable Accommodations for Individuals with Disabilities</td>
<td>7</td>
</tr>
</tbody>
</table>

Non-US News:
- Retirement of Non-US Employees
- Misassignment of Duties

SEP
04 Sep: Labor Day
22 Sep: Autumn Equinox

OCT
03 Oct: Day of German Unity (German Holiday)
09 Oct: Columbus Day
29 Oct: Daylight Savings Time ends (Ger)
31 Oct: Halloween

Important Dates & Holidays

DPMAP System Issue:
Progress (Midterm) Reviews
We are aware the “Creating a Progress Review” process is not fully functional in MyPerformance Tool at this time. Please stand by for further instructions as they become available.

Quote of the Month

Life is really simple, but we insist on making it complicated.  
Confucius
A furlough is the placing of an employee in a temporary nonduty, nonpay status because of lack of work or funds, or other nondisciplinary reasons. A shutdown furlough occurs when there is a lapse in annual appropriations. Shutdown furloughs can occur at the beginning of a fiscal year (1 October), if no funds have been appropriated for that year, or upon expiration of a continuing resolution, if a new continuing resolution or appropriations law is not passed.

Appropriations were recently extended through 8 December 2017, so a shutdown will not occur 1 October. However, the following is provided for your information:

In a shutdown furlough, affected employees report to work the duty day following the lapse to receive notification of the furlough decision and perform shutdown operations. Employees are in a non-duty/non-pay status during the furlough period, which ends when funds are appropriated.

Additional information on shutdown furloughs can be found on myPers at the following link: https://mypers.af.mil/app/categories/p/1%2C2/c/1108

Effective August 23, 2017 the more intuitive Government Retirement & Benefits (GRB) Platform has replaced the Employee Benefits Information System (EBIS). All Air Force serviced civilian employees will submit their elections to enroll or make changes to their Federal Employee Health Benefits (FEHB), Federal Employee Group Life Insurance (FEGLI) and Thrift Savings Plan (TSP) using the GRB Platform. Additionally, the GRB Platform allows civilian employees to submit and/or print their retirement application.

Employees may access the GRB Platform application through AFPC Secure at https://w45.afpc.randolph.af.mil/afpcsecurenet40/CheckPortal.aspx, selecting the "GRB Platform" application link. Access to the tool is CAC-enabled, which means when an employee accesses the GRB Platform via AFPC Secure they no longer have to enter their SSN and PIN.

Additional information on the GRB Platform can be found at https://mypers.af.mil/app/answers/detail/a_id/35095.
The Hatch Act governs political activity of federal employees as well as a number of state and local government employees. It restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs.

**PROHIBITED ACTIVITIES FOR EMPLOYEES WHO MAY ENGAGE IN PARTISAN ACTIVITY:**

- **May not** use their official authority or influence to interfere with an election.
- **May not** solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.
- **May not** knowingly solicit or discourage the political activity of any person who has business before the agency.
- **May not** engage in political activity while on duty, in a government office, while wearing an official uniform or while using a government vehicle.
- **May not** be candidates for public office in partisan elections partisan elections.
- **May not** wear political buttons on duty.

For more information to include permitted activities, penalties for prohibited activities, as well as how to file a complaint alleging a violation of The Hatch Act, please refer to our fact sheet found here:

Leadership Opportunities Available as Special Emphasis Program Manager (SEPM)

Are you looking for new challenges? Would you like to be in a position to make a difference? Are you interested in promoting equal opportunity for all people? If so, you could be one of Ramstein Air Base’s next Special Emphasis Program Managers!

What are Special Emphasis Programs?
The Air Force is committed to taking proactive steps to ensure equal employment opportunity (EEO) for all employees, and applicants for employment. Special Emphasis Programs are management programs established as integral parts of the overall EEO program to enhance the employment, career development, and advancement opportunities of all EEO groups, women and individuals with disabilities.

There are six SEPM collateral duty positions:

♦ American Indian/Alaskan Native Employment Program Manager (AIEPM) – VACANT
♦ Asian American/Pacific Islander Employment Program Manager (AAEPM) – FILLED
♦ Hispanic Employment Program Manager (HEPM) – FILLED
♦ Black/African American Employment Program Manager (BEPM) – VACANT
♦ Federal Women’s Program Manager (FWPM) – FILLED
♦ Disability Program Manager (DPM) – FILLED

Who can be a SEPM?
All Ramstein Air Base employees (on permanent appointments at Ramstein Air Base) are eligible to apply. Employees do not need to be of the gender or minority group to apply. SEPMs may be military members as well as civilian employees.

What are the benefits of becoming a SEPM?
Assuming SEPM responsibilities provides several benefits, such as: Leadership and Management Skills, Program Management Experience, Mentoring, Coaching, Personal Satisfaction, Training and Networking.

What is a collateral duty?
These program management assignments are collateral duty, or official duties/responsibilities assigned to an employee in addition to the primary duties/responsibilities of their primary position. These duties should not exceed 24 percent of their duty time. Prospective candidates must have their first-level supervisor’s support to devote the necessary time. Selected employees will remain in their current position and duty location. A performance element will be added to their performance plans and the SEPM collateral duties will be documented in the employee’s work history as a “detail.”

What is expected of a SEPM?
Each SEPM is responsible for the concerns of the represented group in the areas of hiring, training, mentoring, career development and retention and serves as an advisor to both the workforce and management officials, ensuring that all persons are provided opportunities to participate in the full range of employment opportunities and achieve their fullest potential. Duties include working with management officials, employees, community outreach activities and establishing rapport at all levels. Strong communication (oral and written) and organizational skills are important to be successful as a SEPM.

SEPMs will regularly evaluate employment practices to identify and eliminate barriers that hamper the advancement of any individual on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, genetic information, or prior EEO activity (reprisal). SEPMs may also work with committees during special observances.

Who can I contact to sign up?
Civilian Personnel Section - Operations Support
DSN 478-7152 or DSN 478-7144
Use or Lose Leave Information for U.S. Appropriated Fund Employees and their Supervisors

As we approach the end of the current leave year, 6 Jan 2018, we would like to remind you of the importance of ensuring that any "use or lose" leave you have is properly requested, approved, and scheduled in writing. In the overseas area, U.S. employees may carry over 240 hours (local hires) or 360 hours (employees brought to the overseas area from the United States under a transportation agreement) from one year to the next. Leave in excess of those amounts is lost at the end of the leave year, hence the term "use or lose."

Normally for restoration of forfeited annual leave to be considered, the leave must have been requested, approved, and scheduled in writing before the start of the third biweekly pay period before the end of the leave year, which for this year is 26 Nov 2017. Please work with your supervisor to schedule any leave that may otherwise be lost.

Use or lose annual leave which has been properly requested and approved prior to 26 Nov 2017 normally should not be cancelled unless approval of exigency has been obtained prior to cancellation IAW Absence and Leave, AFI 36-815 para 4.14.2. Details of the procedures to follow when leave is cancelled due to an exigency of the service (or through sickness of the employee) are spelled out in AFI 36-815 4.14.1. An exigency is any emergency situation so serious that leave will have to be disapproved for mission requirements. The installation commander, his designee, or head of a serviced organization have the authority to approve exigencies causing cancellation of leave.

If you have leave you know you will not take and which may otherwise be lost, you may wish to consider donating to an employee on the voluntary leave transfer program. There are many individuals locally and AF wide in need of your leave donations. Donated leave must be processed prior to the end of the leave year; per AFI 36-815 para 9.7.2, states "A leave donor...may donate no more than the number of hours remaining in the leave year (as of the date of transfer) for which the leave donor is scheduled to work and receive pay. (Example: If two weeks before the end of the leave year, a leave donor has 100 hours of use or lose leave and is scheduled to work for only 60 hours, up to 60 hours may be donated.)

If you have any questions on use-or-lose annual leave, leave restoration, or the voluntary leave transfer program please contact Employee Relations at 478-6714/7143 or 86fss.fsec.us-emr@us.af.mil in the Civilian Personnel Section (CPS).
The Merit System Principles -
Keys to Managing the Federal Workforce

The Merit Systems Principles (5 USC 2301 (b)) outline requirements for managing the workforce in a fair and equitable manner and protect employees from arbitrary and capricious personnel actions and decisions.

For more information click here:
http://www.mspb.gov/meritsystemsprinciples.htm

Current KMC Off-Limits List

Off-limits establishments and individuals within the KMC as of 29 August 2017

Please note that for Non-US employees this is for information only!
Für alle nicht-amerikanischen Mitarbeiter dient dies nur zur Information!

U.S. Forces personnel are prohibited from entering establishments or conducting business with the below firms, individuals, and organizations, except as required by official business. U.S. Forces military members who violate this prohibition are subject to punishment under the Uniform Code of Military Justice. Civilians are cautioned these establishments have been declared off-limits to members of the Armed Forces because the commander has determined they threaten the health, safety, morale or welfare of service members.

1) Axel Burghammer (Car Sales), Alex Müller Strasse 97, Kaiserslautern
2) Ramona Fröhlich (Day Care), Hebelstrasse 12, Katzweiler
3) Talip Gundogan (The Green Smile), Kämmererstrasse 69, Worms
4) Mohammad Koohi (Arya Club), Steinstrasse 56, Kaiserslautern
5) Lawrence Larson (Chuck's Diner), Steinstrasse 24, Kaiserslautern
6) Gary MacNeil (Massage Business), Auf der Platte 48, Mackenbach
7) Edgar Mayer (Autohause Mayer & Gas Station), Kaiserstr. 87, Bruchmühlbach
8) Brigitte Weinand (Day Care), Am Rathaus 4, Landstuhl
9) Steffen Wick (Investment Business), Auf Dem Riedel 21, Waldfischbach

Are you looking for information about Local National jobs?
Call the Local National Staffing Section at DSN 480-5362.
http://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/
GENERAL PURPOSE:
The Rehabilitation Act of 1973 as amended by the Americans with Disabilities Act (ADA) of 1990, requires all federal agencies 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 on the Department of the Air Force.

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. The concept of reasonable accommodation applies to all aspects of employment, including recruitment, work location, scheduled training, promotion, reassignment, and developmental assignments. Examples of reasonable accommodations are as follows:

- Making existing facilities used by employees readily accessible to, and usable by, individuals with disabilities
- Job restructuring: modifying work schedules, or reassignment of a current employee to a vacant position
- Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

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 of such impairment; or (3) is regarded as having such impairment.

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 supervisor, manager, or civilian personnel office. Someone designated by the requestor to act on the requestor’s behalf may also present the request.

Step 2: Interactive process. The employee and supervisor/manager should contact the Ramstein Disability Program Manager (DPM) and engage in the interactive communication process to clarify the specific nature of the disability and identify the appropriate reasonable accommodation.

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 Reasonable Accommodation, contact the Civilian Customer Service section at 86fss.fseciviliancustomerservice@us.af.mil or at DSN 314-480-5850.
Verrentungen von nicht-amerikanischen Beschäftigten – Neubesetzung der Position


Um den Einstellungsprozess in die richtigen Wege zu leiten, sollte ein „Request for Personnel Action – Non-US“ spätestens 4-5 Monate vor dem Ausscheidetermin des AN eingereicht werden. Bei nicht wenigen Positionen ist eine Überprüfung der Arbeitsplatzbeschreibung, Koordinierung mit Manpower, etc. erforderlich bevor die zu besetzende Position zur Ausschreibung frei gegeben werden kann. Vorstellungsgespräche tragen in vielen Fällen positiv zur Auswahlentscheidung bei. All das braucht gute Vorbereitung – und Zeit ... Eine vorausschauende Personalplanung kann helfen, die freiwerdenden Stellen möglichst lückenlos neu zu besetzen.

Bei Fragen zum Ausscheiden wegen Inanspruchnahme von Rente und zum Einstellungsprozess steht Ihnen die Einstellungs-Abteilung, Tel 480-5362 zur Verfügung; die Eingruppierungs-Abteilung erreichen Sie unter 480-4214.

Retirements of Non-US Employees – Backfill of Positions

Due to our aging Non-US workforce, organizations are faced with an increasing number of upcoming mandatory retirements of Non-US employees. The Civilian Personnel Office informs management representatives six months prior to the employees’ retirement eligibility date. With an employee leaving, the question comes up: What can I do to get the vacancy refilled ASAP?

To initiate the recruitment process, a Request for Personnel Action should be initiated NLT 4-5 months prior to the retirement date. Many positions require revision of the position description, manpower coordination, etc. before the position can be released for initiation of the backfill process. Job interviews can facilitate the selection process. All this takes thorough preparation – and time ... Personnel succession planning can help to refill the vacated positions without any gaps.

Please contact the Staffing Section at DSN 480-5362 for personnel actions related to retirement and recruitment. The Classification Section can be reached at DSN 480-4214.
Fehlerhafte Zuweisung von Tätigkeiten

Eine fehlerhafte Zuweisung ist eine inkorrekte oder unangemessene Anweisung eines Vorgesetzten an einen Arbeitnehmer, Haupttätigkeiten auszuführen, die nicht in der offiziellen Stellenbeschreibung festgelegt sind. Auch umgekehrt kann es zu einer fehlerhaften Zuweisung durch Management kommen und zwar dann, wenn die offizielle Stellenbeschreibung Haupttätigkeiten enthält die überhaupt nicht oder nur teilweise vom Arbeitnehmer ausgeführt werden.


Gründe für fehlerhafte Zuweisungen sind das Versäumnis von Management die Tätigkeiten gemäß dem offiziellen Bedarf festzulegen, zu beschreiben und zuzuwischen; Managements Versagen vor der Zuweisung neuer Aufgabenbereiche an der offiziellen Stellenbeschreibung Änderungen vorzunehmen; oder das Hauptaugenmerk von Management liegt eher auf der Person anstatt auf den tatsächlichen Anforderungen der Planstelle.

Um fehlerhafte Zuweisungen zu vermeiden; sollte das zuständige Mangement die Eingruppierungs-Abteilung des zivilen Personalbüro’s über erforderliche Änderungen, Anpassungen, oder Überarbeitungen informieren, um genaue Positionsvoraussetzungen zu reflektieren. Die Eingruppierungs-Abteilung erreichen Sie unter DSN 480-4214.

Misassignment of Duties

A misassignment is an incorrect or inappropriate assignment which occurs when a supervisor/manager allows a subordinate employee to perform major duties, which are not described on the official job description or even the reverse situation. Example: Describing major duties in the official job description which are not performed by the individual.

A misassignment indicates serious mismanagement of human resources and should be avoided by all supervisors. The decisions of work assignments is based on mission and function requirements, manning needs and other factors as determined by the Air Force.

Reasons for misassignments are: Management’s failure to officially assign and describe mission/function requirements in duty descriptions; management’s failure to request official job description changes prior to assigning new duties on a continuing basis; management’s main focus of attention on the person in the position versus position requirements.

To prevent misassignments; the respective management should inform the civilian personnel staff performing classification work of any necessary changes/adjustments/revisions required to reflect accurate position requirements.

The Classification Section can be reached at DSN 480-4214.