



Civilian Personnel Newsletter



U.S. AIR FORCE



Welcome to the January– March edition of our Newsletter.

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Hello team Ramstein civilians and supervisors. Winter weather arrived early this year; hopefully it serves as a reminder that all organizations should have a plan and clear expectations about how to handle situations with hazardous road conditions. Please ensure that you use extra caution as people are coming to work and going home in the dark and cold. This is when we often see spikes in workplace injuries due to slips and falls. Please ensure you work with facility managers to ensure sidewalks and stairs are clear of snow and ice.

The new year is a great time to ensure all employees are projecting leave for the year ahead to allow plenty of time to deconflict leave schedules and ensure everyone has ample opportunity to use all use/lose annual leave. With the significant increase in energy costs, we anticipate there will be more people than usual requesting reconciliation of living quarters allowance (LQA) so please ensure you gather all necessary documents and schedule an appointment. Please be patient as we work our way through the backlog of requests. It may not be as quick as you would like, but we will get to everyone in the order we receive completed packages.

We have a new direct hiring authority for military spouses for our US appropriated fund positions. If you know a military spouse that is looking for a federal job, they can contact the Civilian Personnel Office for more information. The Civilian Personnel Office is happy to assist you with any employment related questions you may have; a great source of information is our homepage:

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

Thanks,
Matt Newburn

Dates to Remember

- | | |
|------------------------------|-----------------------------|
| <u>January</u> | • 20 President's Day |
| • 1 New Year's Day | • 28 Fasching |
| • 2 New Year's Day (Holiday) | <u>March</u> |
| • 13 Family Day | • 12 Daylight Savings (US) |
| • 16 Martin Luther King | • 17 St. Patrick's Day |
| <u>February</u> | • 20 Spring Equinox |
| • 14 Valentine's Day | • 26 Daylight Savings (Ger) |

Fasching

Many people still do not understand what Fasching is in Germany. Fasching is Germany's carnival season. It starts 28 February 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.

The German Carnival period known as Fasching is also called the 'fifth season,' and in today's time, it is considered to be a festival where people celebrate the end of winter



Quote of the month

"Motivation is the catalyzing ingredient for every successful innovation. The same is true for learning."

Clayton M. Christensen



New Office Hours

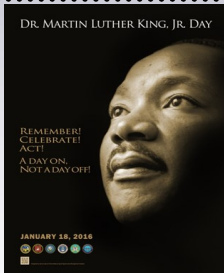


Our Office Hours are:

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

*Closed the first Wednesday of every month for training.

Martin-Luther-King Jr. Day



Martin Luther King Jr. Day is a United States federal holiday marking the birthday of Rev. Dr. Martin Luther King Jr. It is observed on the third Monday of January each year, around the time of King's birthday, January 15. This year, the Martin Luther King Jr. Day of Service will be recognized on Jan. 16, 2023. King was the chief spokesman for nonviolent activism in the civil rights movement, which successfully protested racial discrimination in federal and state law.

He was assassinated on April 4, 1968 in Memphis, Tenn. President Clinton signed the Martin Luther King Jr. Federal Holiday and Service Act August 23, 1994, expanding the mission of the holiday as a day of community service, interracial cooperation and youth anti-violence initiatives.

The national recurring theme of this holiday is "Remember! Celebrate! Act! A Day On...Not A Day Off." It calls upon the American people to engage in public service and promote nonviolent social change. Dr. King's unfinished movement toward equality can be achieved by our united, enduring efforts.

For more information about the Martin Luther King Jr. Day of Service, please visit: <http://www.mlkday.gov/>

Living Quarters Allowance Reconciliation (LQA Recon)

We would like to remind all LQA recipients that it is very important (and mandatory) to submit a request and associated documentation for an LQA Recon at least at the end of your first year in a residence. Now is the time of year when utility providers send out the annual bills for 2022 and it is a good time to gather the bills for heat, water, power and trash and contact the Allowances office.

You may have to contact your landlord for some of the bills; for example, the bill for water and trash will often remain in the landlord's name and he is required to bill the tenant each year.

If the LQA reconciliation is late and the initial utility estimates were too high, you could incur a sizable overpayment if the recon is not accomplished. The longer the recon is delayed the larger the potential overpayment. Also, with the current energy situation you may get a gas or electric bill that is much higher than in previous years, so even if a recon was previously accomplished it might be a good idea to initiate another.



LQA Maximum Rates increase to Cover Utility expenses

The State Department authorized an LQA increase of up to ten percent for LQA locations for allowable utility expenses. The 12-month period commences on December 18, 2022 and ends effective the end of the pay period December 16, 2023.

Example: If an employee's yearly LQA maximum is \$24,000 an agency may reimburse an employee an additional yearly amount of up to \$2,400 for utility expenses. This amounts to a monthly relief of up to \$200 or a biweekly relief of up to \$92.31. Implementation guidance is expected shortly.

For additional information please contact the Allowances Team at 480-5774 or email 80fa.civ.allowances@us.af.mil

DPMAP Performance Appraisal Cycle



It's almost that time of year again! Time to close out the 2023 rating cycle (1 April 2022 – 31 March 2023) and begin the 2024 cycle (1 April 2023 – 31 March 2024) for US employees covered by the Defense Performance Management and Appraisal Program (DPMAP).

2023 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 2023 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. 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 (HLR) in the MyPerformance Tool NLT **30 April**, and communicate the final approved ratings to employees NLT **19 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. However, employees can and should start now on their employee input. Information and helpful tips on providing employee input can be found below.
- 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_DAFI36-1004 eligibility criteria prohibits awards for performance to an employee who: 1) Received an unacceptable appraisal rating, 2) Received disciplinary action between 1 April 2022 and 31 March 2023, 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.

2024 Performance Plans: ROs must develop performance plans with employee input. Performance plans must be established, approved by the HLR, issued to employees, and acknowledged by employees in MyPerformance **NLT 30 April 2023 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 (located on the Ramstein DPMAP SharePoint). 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.

As noted above, 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 to provide to your RO to consider. You may want to start working on your employee input today to ensure you are prepared.

REMINDER

The DPMAP SharePoint has migrated. Please ensure you update your bookmarked DPMAP SharePoint to the new [Ramstein DPMAP SharePoint](#)

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?

Reminder !! The DPMAP SharePoint has migrated. Please ensure you update your bookmarked DPMAP SharePoint to the new [Ramstein DPMAP SharePoint](#)

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 at https://static.e-publishing.af.mil/production/1/af_a1/publication/dodi1400.25v431_dafi36-1002/dodi1400.25v431_dafi36-1002.pdf 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.

Classified Information: As a friendly reminder, classified information is NOT AUTHORIZED to be entered into the performance elements and standards, employee input, performance narratives or anywhere in the DPMAP MyPerformance Tool (commonly referred to as DPMAP) for any performance plan, progress review or performance appraisal.

DPMAP Resources:

- DPMAP Fact Sheet on the [Ramstein Civilian Personnel Flight website](#) (Timeline, Fact Sheets, Guidance and Instructions, Status Updates, FAQs)
- DPMAP on [myPers](#)
- DPMAP on [DCPAS](#) to include the following helpful employee input guides: Employee Input – Do's and Don'ts; Employee Input and Appraisal Comparison Fact Sheet; Employee Input Fact Sheet; Employee Input Worksheet
- [AF e-publishing site](#) (DPMAP and Awards DoDI)
- Mandatory DPMAP Training on [myLearning](#)
- [MyPerformance](#) (located on MyBiz+ accessed through the DCPDS Portal)

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

Supervisor's Records



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

REASONABLE ACCOMMODATIONS



You have probably heard of the Americans with Disabilities Act of 1990 (ADA), but did you know that the Rehabilitation Act of 1973 (Act) was the first civil rights law in the United States to provide legal protections for people with disabilities against discrimination? The Act applies to Federal agencies and contractors and, among other things, requires that qualified applicants and employees with disabilities be provided reasonable accommodations.

WHAT IS A REASONABLE ACCOMMODATION?

A reasonable accommodation is any change in the work environment or in the way things are usually done that enables a qualified individual with a disability to enjoy equal employment opportunities. Some examples of reasonable accommodations include:

- Installing a ramp for a wheelchair user and raising their desk.
- Modifying a work schedule and telework policy so that an employee with depression can adjust to a new medication.
- Providing screen-reader software to an employee who has low vision.
- Providing extra testing time to an applicant with dyslexia.

An accommodation is not reasonable when it poses an undue hardship to an organization. Eliminating an essential job function or lowering established production standards for a position are both undue hardships. For an organization as large as the Air Force, most accommodations will not pose a financial undue hardship.

WHAT IS A DISABILITY AND WHO IS PROTECTED?

The Act defines "disability" as 1) a physical or mental impairment that substantially limits one or more major life activities; 2) a record (or history) of such impairment; or 3) being regarded as having a disability. This definition differs from the ones establishing disabled veteran status and social security disability benefit eligibility. Employees must be able to perform the essential functions of their position with or without an accommodation.

THE INTERACTIVE PROCESS

Accommodation is fact specific. The purpose of the interactive process is for the employee to communicate (and often-times document) their disability-related limitations and accommodation needs while the supervisor communicates mission-related needs. If the need for an accommodation is not obvious (e.g., recurring use of a wheelchair would generally be an obvious condition requiring accommodation), a supervisor, after consulting with the DPM and Legal office, can ask the employee for reasonable supporting documentation. By working together through this interactive process, the employee and supervisor collaborate to identify accommodations that will enable the employee to perform the essential functions of their job.

HOW IS A REASONABLE ACCOMMODATION REQUESTED?

Step 1: Initiating a request. A request may be in writing or verbal to management. The employee (or their representative) is not required to use special words and may simply state that they are having difficulty at work due to a health or medical condition.

Step 2: Interactive process. Management will notify the Civilian Personnel Flight Disability Program Manager (DPM) at Ramstein via email at 86fss.fsec.us-emr@us.af.mil for guidance.

Step 3: Determining reasonable accommodation. Management will communicate the final decision to the employee in writing. The management official may approve or deny the request or approve an alternate effective accommodation. Any decision to deny a request for reasonable accommodation must first be reviewed and coordinated by the installation Legal office. Once reviewed and coordinated, the request must be routed for review and endorsement by the Installation Commander or designee.

Step 4: Monitoring the effectiveness of the reasonable accommodation. The reasonable accommodation process is ongoing. Management and the employee are responsible for continuous communication to monitor its effectiveness. If an accommodation is no longer effective, they should re-initiate the interactive process and contact the DPM.

For more information, please review the Reasonable Accommodation Factsheet found on the Ramstein CPF website at <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/Units/Ramstein-AB-Passenger-Terminal/>.

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.

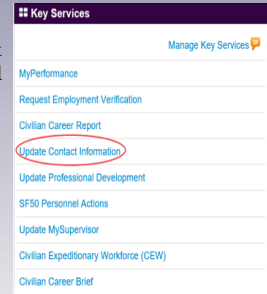
How do you update the information in My Biz+?

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.



Hazardous Weather Reporting

Although local weather conditions rarely result in a change of work schedule, it is important to know in advance how adverse weather procedures may affect you as an employee. When weather conditions become hazardous, the Installation Commander makes a decision based on advice from appropriate base offices. If warranted, the commander may make one of several decisions related primarily to when the conditions occur:

Delayed Reporting: Weather conditions such as snow or ice can certainly increase the danger of an employee's normal drive to and from work. When warranted, the Installation Commander may order delayed reporting for employees. Under the delayed reporting concept, the base is open and employees proceed to work using due caution. Those delayed by difficult driving conditions or traffic disruptions may be excused for short periods of tardiness (usually up to two hours) without charge to leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

Liberal Leave: Sometimes conditions allow opening of base facilities, but are severe enough to create personal hardships for some employees. When that occurs, a liberal leave policy may be placed in effect as an alternative to late reporting. Liberal leave allows non-essential personnel, and employees who were not previously scheduled to be in a leave status, to be granted appropriate leave. Employees must request leave from their supervisor if they plan to take leave. Mission essential employees are expected to report to work on time.

Base Closure: In rare instances, weather conditions may be severe enough to cause the Installation Commander to order base closure. When that occurs, all non-essential personnel are excused without charge to leave. This includes those on approved annual or sick leave, but does not include those in a non-pay status on the days immediately before and after the base closure. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

Early Release: Unfortunately, not all weather hazards occur prior to the beginning of the work-day. The Commander can order early dismissal of employees when weather conditions become hazardous during the course of the duty day. The purpose of early dismissal is to allow employees to depart the base in a safe and orderly manner. Typically, those non-essential personnel who live furthest from the base are released first so as to minimize traffic congestion on area roadways. Information related to the early release of employees is communicated through the normal chain-of-command.

Unit recall rosters and local media are used to share information about delayed reporting, liberal leave or base closure, as these decisions normally occur prior to the beginning of the duty day. Individual organizations will make other necessary notifications to account for employees on uncommon duty hours and shift schedules.

Contact your office or supervisor if you are in doubt about your work status. Base Inclement Weather Information: <http://www.ramstein.af.mil/Weather-Info> or <https://www.facebook.com/RamsteinOfficial>



COVID-19 Leave Status



This article is intended to highlight two COVID-19 topics that currently impact our US-APF civilian population. However, this article is not all inclusive. More detailed information regarding these topics and others can be found in the references located at the end of this article.

Obtaining COVID-19 Vaccines and Booster Shots: Employees are permitted up to 4 hours of administrative leave to receive a COVID-19 vaccine or authorized booster shot, or to accompany a family member to receive a COVID-19 vaccine or authorized booster shot. This includes time spent traveling to/from the vaccination location and any waiting time. If an employee spends less than 4 hours traveling to/from the vaccination location and obtaining the shot, they will only be granted the needed amount of administrative leave. **ATAAPS: LN, hazard code for physical fitness, PF.** *Note: Employees will not be credited with administrative leave or overtime work for time getting a vaccination or booster outside of their tour of duty.* Further information regarding adverse reactions to a COVID-19 vaccine or booster shot can be found within the referenced fact sheet.

Dependent Care and Telework: The Department of Defense previously provided a temporary exception that allows personnel to work from home with individuals that require care or supervision (e.g.- children). That authority was to expire 30 September 2022, but has now been clarified in formalized guidance issued by the Office of Personnel Management (OPM) and DODI1035.01_DAFI36-816_DAFGM2021-01, *Civilian telework Program*. This updated guidance states that managers may authorize employees to telework even when they may also have dependent care responsibilities, so long as work and non-work hours are appropriately accounted for. Managers may also require employees to demonstrate their ability to complete their job assignments in such situations. Expectations between supervisors and employees in these situations should be clearly outlined on the DD Form 2946, *Telework Agreement*.

Resources:

- Ramstein CPF COVID-19 Related Leave Status fact sheet: [COVID-19 Related Leave Status Nov 22.pdf \(af.mil\)](#)
- DODI1035.01_DAFI36-816_DAFGM2021-01, *Civilian telework Program*: [dodi1035.01_dafi36-816.pdf](#)
- DAF COVID-19 Policy and Information: [COVID-19 Response \(af.mil\)](#)
- DoD COVID-19 Policy and Information: [Latest DOD Guidance \(defense.gov\)](#)
- Safer Federal Workforce: [Safer Federal Workforce](#)

Questions should be direct to 86ffs.fsec.us-emr@us.af.mil

Scheduling of Leave

Happy New Year! Now is the time of year when employees should provide their 2022 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. At a minimum, 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. It can be found on the AF e-publishing website at [DoD Instruction 1400.25, Volume 630, March 19, 2015; Change 2, Effective May 8, 2015 \(af.mil\)](#)
- There are several different factsheets regarding absence and leave on the Ramstein CPF Website at [Ramstein Air Base > Contact > Civilian Personnel Flight \(af.mil\)](#)
- Questions and issues regarding the timekeeping system ATAAPS, should be referred to your organizations timekeeper or submit an inquiry ticket to Civilian Pay at <https://usaf.dps.mil/teams/SAFFMCSP/portal>
- For additional questions, please contact your supervisor or Employee Management Relations at 86ffs.fsec.us-emr@us.af.mil.



US Holidays For 2023



Date	Holiday
Monday, January 2* (US Only)	New Year's Day
Monday, January 16	Birthday of Martin Luther King, Jr.
Monday, February 20**	Washington's Birthday
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth National Independence Day
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Monday, October 9	Columbus Day
Friday, November 10*	Veterans Day
Thursday, November 23	Thanksgiving Day
Monday, December 25	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)

Family Days: As a friendly reminder, family days are **NOT** days off for civilian employees. However, designated family days are encouraged to be treated as "liberal leave" days to the maximum extent possible. Civilian employees must request leave in accordance with DoDI1400.25V630_AFI36-815, *Leave*, should they wish to have the day off.

References and Resources:

- OPM Factsheet on Federal Holidays – Work Schedules and Pay: <http://www.opm.gov/oca/WORKSCH/HTML/HOLIDAY.asp> (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)
- DoDI1400.25V630_AFI36-815, *Leave*: [DoD Instruction 1400.25, Volume 630, March 19, 2015; Change 2, Effective May 8, 2015 \(af.mil\)](#)
- DoDI1400.25V610_AFI36-807, *Hours of Work and Holiday Observances*: [Department of the Air Force](#)

Compensatory Time for Travel (Travel Comp)



Questions often come up regarding when an employee accrues “travel comp” time. Below are some of the more common questions, but additional Q and A’s can be found at <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/factsheets/compensatory-time-off-for-travel-questions-answers-to-fact-sheet/>

Q: What is Travel Comp?

A: Basically, Compensatory time off for travel (AKA travel comp) is a separate form of compensatory time off that may be earned by an employee for time spent in a travel status away from the employee's official duty station to/from an authorized temporary duty (TDY) station or between TDY stations, when such time is not otherwise compensable.

Q: Can I Earn Travel Comp for PCS Travel?

A: No. Although PCS travel is officially authorized travel, it is not travel between an official duty station and a TDY station. Therefore, it is not considered time in a travel status for the purpose of earning compensatory time off for travel. Your travel orders allot a specified amount of travel time when PCS'ing in or out and additional travel comp time cannot be claimed.

Q: What Time in a Travel Status Counts?

A: Travel status includes only the uncompensated time actually spent traveling between the official duty station and a temporary duty station, or between two temporary duty stations, and the usual waiting time that precedes or interrupts such travel.

- An employee may not earn compensatory time off for travel for traveling on a workday during regular working hours or even on paid holidays because the employee is receiving his or her rate of basic pay for those hours. In other words, no double dipping.
- The usual wait time prior to the scheduled flight departure is 2-3 hours when flying internationally. The usual wait time for a connecting flight is 1-2 hours. If an employee experiences an unusually long wait (e.g., delayed/cancelled flights, maintenance delays) during which the employee is free to rest, sleep, or otherwise use the time for his or her own purposes this time is not creditable. An extended waiting period that occurs during an employee's regular working hours is compensable as part of the employee's regularly scheduled administrative workweek.
- Meal periods are not creditable travel time. For every eight and one-half (8 ½) hours of compensatory time for travel claimed, ½ hour must be deducted as a bona fide meal period. EXCEPTION: In a situation where the employee is continuously traveling in a conveyance (aircraft, train, automobile) the deduction does not apply.

Employees should request compensatory time off for travel in advance when possible, but must do so by the end of the pay period following the time in travel status or it may be denied.

When an employee's travel involves two or more time zones, the time zone from the point of first departure must be used to determine how many hours the employee actually spent in a travel status for the purpose of accruing compensatory time off.

Example: Leave USA to return to Germany from EST zone at 0800 arriving in Germany 9 hours later at 2300 German time. Travel hours are calculated based upon your point of departure (EST), therefore, your arrival in Germany is equivalent to 1700 pm EST. Thus, the actual travel time is 9 hours NOT 15.

Q: Will Travel Comp get paid out?

A: Payment for unused Travel Comp is not authorized under any circumstance. Earned travel comp time must be used within one year or it is lost. It is also forfeited if an employee transfers to another agency; moves to an uncovered position; or separates from Federal Government.

For additional information, view the Compensatory Time Off for Travel Factsheet found on the Ramstein CPF Website at <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/Units/Ramstein-AB-Passenger-Terminal/>

If you have any questions, please contact your servicing Employee Relations Specialist at 86fss.fsec.us-emr@us.af.mil

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 appendices 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.

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 **Gehaltsgruppendefinitionen 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 Fachrichtungscodes (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 *Leistungsprämiensystem* 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.

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.

Shop Agreements for Paid Time Off on US Holidays



.As in previous years, Ramstein Works Council I and the Agency Chief concluded the Shop Agreement for the 2023 calendar year stipulating paid time off for Local National-Employees on US Holidays.

Please note the following change for the calendar year 2023:

Through the 40-hour working week, participating Local National employees continue to work a total of nine (9) paid time off days. There is one change to the process: the German public holiday Whit Monday, coincides with the US holiday Memorial Day on May 29, 2023. Normally, Local National employees whose flights participate in the US Holiday Shop Agreement are compensated by time off on nine (9) US Holidays. With both, the German and the US holiday falling on the same day on May 29, 2023, the extra time worked would only compensate time off on eight (8) US Holidays. Therefore, an additional compensatory day will be established on November 24, 2023, the Family Day

after Thanksgiving, in lieu of May 29, 2023 (Memorial Day).

Accordingly, the number of paid days off remains unchanged at nine (9) days, only the distribution will change.

You can find the Shop Agreement at

<https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/303641/3-aktuelles-news/>

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 or 06371-47-5365/7153.

Betriebsvereinbarungen zur bezahlten Freistellung an amerikanischen Feiertagen

Wie bereits in den vergangenen Jahren wurde auch in diesem Jahr durch die Betriebsvertretung Ramstein I und die Dienststellenleitung wieder eine Betriebsvereinbarung für das Kalenderjahr 2023 geschlossen, die die bezahlte Freistellung von Local National-Beschäftigten an amerikanischen Feiertagen regelt.

Im Kalenderjahr 2023 ist folgende Änderung zu beachten:

Durch die 40-Stunden-Woche arbeiten die teilnehmenden Local National-Beschäftigten weiterhin insgesamt neun (9) bezahlte Freistellungstage ein. Es besteht allerdings die Besonderheit, dass der deutsche Feiertag Pfingstmontag und der US-amerikanische Feiertag Memorial Day am 29. Mai 2023 kollidieren. Für gewöhnlich erhalten Local National Beschäftigte, deren Einheiten an der US Holiday Dienstvereinbarung teilnehmen, an neun (9) US-Feiertagen einen Freizeitausgleich. Da der deutsche und der US-amerikanische Feiertag am 29. Mai 2023 auf denselben Tag fallen, würde die zusätzlich geleistete Arbeitszeit nur die Freizeit an acht (8) US-Feiertagen ausgleichen. Daher wird am 24. November 2023, dem Family Day nach Thanksgiving, ein zusätzlicher Ausgleichstag anstelle des 29. Mai 2023 (Memorial Day) geschaffen.

Entsprechend bleibt die Anzahl der bezahlten Freistellungstage unverändert bei neun (9) Tagen, es ändert sich lediglich die Verteilung.

Die Betriebsvereinbarung finden Sie unter

<https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/303641/3-aktuelles-news/>

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 oder 06371-47-5365/7153.



Temporary Assignment of Higher Level Duties/Temporary Promotion (Article 53. Para 1 CTA II)

We ask all supervisors of Non-US personnel to contact the personnel office **prior** to the assignment of higher level duties, in order to assure compliance with legal and tariff requirements. The temporary assignment of higher level duties is stipulated in Article 53, para 1, CTA II:

“If an employee is temporarily assigned higher level duties that take up the greater part of his or her time, and if he or she has performed these duties for at least 30 consecutive calendar days, he/she will be temporarily promoted or temporarily assigned to the wage or salary tariff that covers his or her duties effective the first work-day following the 30-day period. On expiration of the temporary promotion or with the event that ends the temporary assignment of higher-level duties, the employee will return to his or her previous position without the requirement for a notice of change in employment conditions.”

Please note that The Classification Section needs to check, if higher level duties are being performed for at least 50% of the employee’s work hours. The Staffing Section needs to check whether or not the employee fulfills all qualification criteria. In addition to that, such personnel action needs to be coordinated with the works council.

Therefore, it is imperative to contact the personnel office as early as possible prior to the assignment of higher level duties.

If you have any questions, please contact the Staffing Team at DSN 480-5362.

Vorübergehende Übertragung höher zu bewertender Tätigkeiten / Befristete Höhergruppierung (§ 53 Nr. 1 TVAL II)

Wir bitten alle Vorgesetzten, sich **vor** der Übertragung höherwertigerer Tätigkeiten unbedingt mit dem Personalbüro in Verbindung zu setzen, damit sichergestellt ist, dass die gesetzlichen und tariflichen Vorschriften eingehalten werden. Die Übertragung höherwertigerer Tätigkeiten und die daraus eventuell resultierende Höhergruppierung sind in § 53, Nr. 1 TVAL II geregelt:

“Wird einem Arbeitnehmer (m/w/d) vorübergehend eine höher zu bewertende Tätigkeit übertragen, die ihn überwiegend in Anspruch nimmt, und hat er sie mindestens 30 zusammenhängende Kalendertage ausgeübt, so wird er mit Wirkung vom ersten Arbeitstag nach Ablauf dieser Zeit befristet höhergruppiert oder befristet in den Lohntarif/Gehaltstarif eingruppiert, dem diese Tätigkeit zuzuordnen ist. Mit Ablauf der Befristung oder beim Eintritt des Ereignisses, das die befristete Übertragung der höher zu bewertenden Tätigkeiten beendet, kehrt der Arbeitnehmer (m/w/d) auf seinen bisherigen Arbeitsplatz zurück, ohne dass es einer Änderungskündigung bedarf.” Dabei muss seitens der Eingruppierungsabteilung überprüft werden, ob im Einzelfall zu mehr als 50% der Arbeitszeit höherwertigere Tätigkeiten ausgeübt werden.

Bitte beachten Sie, dass seitens des Classification Teams vorab überprüft werden muss, ob die höherwertigen Tätigkeiten zu mindestens 50% der Arbeitszeit ausgeführt werden und seitens des Staffing Teams, ob der Arbeitnehmer (m/w/d) über die erforderlichen Qualifikationen verfügt. Zudem muss eine solche Maßnahme mit der Betriebsvertretung koordiniert werden.

Es ist daher dringend erforderlich, vor der Übertragung höherwertigerer Tätigkeiten sich frühestmöglich mit dem Personalbüro in Verbindung zu setzen.

Bei Rückfragen steht Ihnen das Staffing Team unter DSN 480-5362 jederzeit zur Verfügung.