



# CIVILIAN PERSONNEL NEWSLETTER

## Welcome to the Oct- Dec 2022 Edition of Our Newsletter



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Hello Team Ramstein! As we transition from summer to fall, it is a good time to take another look at your use/lose leave balances and ensure you are planning now to avoid losing leave at the end of the year. The end of September also marks the halfway point through the performance cycle for US APF employees. That means supervisors should be preparing to provide mandatory mid-cycle feedback, referred to as a “progress review” for US civilians covered by DPMAP. Although not a requirement for local national employees, feedback on performance is something that should be done for everyone. All employees should know what they are doing well and what areas could use some improvement as we all strive to contribute to the mission. This newsletter has a good reminder about the upcoming open season for federal benefits.

Although it is a bit early it is never too early to think about safety in the months ahead. Please ensure everyone knows the procedures in your organization when the winter weather starts to affect road conditions.

Please do not hesitate to contact the Civilian Personnel Office with any questions or concerns you have regarding civilian HR issues. One way to contact our office is to email: [86fss.fse@us.af.mil](mailto:86fss.fse@us.af.mil).

Thanks,  
Matt Newburn



### SAVE THE DATE!

- 3 October - German Unity Day
- 7 October- Family Day
- 10 October - Monday) Columbus Day
- 30 October - Daylight Savings Time (GER)
- 31 October - Halloween 
- 1 November - All Saints Day
- 6 November—Daylight Savings Time (US)
- 11 November - Veterans Day
- 14 November - Family Day
- 24 November - Thanksgiving 
- 25 November - Family Day
- 21 December - Winter Solstice
- 23 December - Family Day
- 25 December - Christmas Day 
- 26 December - Christmas (Observed)
- 26 December - German Holiday 
- 30 December - Family Day
- 31 December - End of Year (Use/Lose)
- 1 January - New Years Day

## QUOTE OF THE MONTH

“Be genuine. Be remarkable. Be worth connecting with.”

– Seth Godin



## Reminder when applying for Air Force positions!



If you are an Internal Air Force employee, please note it is extremely important for you to pay close attention to the required documents when applying for vacancies on USAJobs.gov, as this will affect your application status. Application packages that are missing any of the required documents will be deemed ineligible and will not be referred to the hiring manager for consideration.

Internal Air Force employees must submit a complete application package which include the following documents:

- ♦ **Résumé**- must have start and end dates as well as the number of hours worked (Full-time or Part-time) for each employment period
- ♦ **SF50, Notification of Personnel Action** - most recent SF50 and most recent promotion. If applying for a promotion you must provide all SF50s documenting the 52 weeks for the time-in-grade requirement at the highest grade (or equivalent) held on a permanent basis. Transcripts - if qualifying based on education or position has specific education requirements
- ♦ **Registration/License** - active, current registration/license, if applicable for the position.
- ♦ **Veterans' Preference documents** - a copy of your DD Form 214, which must include character of service (e.g. member 4 copy) or a Statement of Service/Proof of Service which must include service dates and character of service, if applicable
- ♦ **VA Letter/Disability Determination** - If claiming 10-point preference, a VA Letter or a disability determination from a branch of the Armed Forces (or documentation of a Purple Heart, if applicable) and a SF 15 (Application for 10-point veteran preference)

Other documents may be required based on the eligibility/eligibilities claimed. For further information on employment eligibilities and documents to submit, refer to the AF Civilian Employment Eligibility Guide for details on specific eligibility requirements

The Federal Government needs your talent, energy, and creativity. Working for America will afford you the opportunity to address the tough challenges that our country is facing today, contribute to projects that affect the lives of over 300 million people, and help make a difference. To find out more, click here: <https://www.usajobs.gov/>



## Military Spouse Preference for Family Member

If you are living overseas with a family member (spouse, domestic partner, unmarried child younger than 23), you may be eligible for certain hiring preferences. These hiring preferences were designed to remove certain competitive service restrictions in filling positions and is primarily used to provide job opportunities to family members of active duty military members and CONUS-hired Federal civilian employees transferred to the overseas area.

The Department of Defense has established 2 program areas to improve employment opportunities for Military Spouses and eligible Family Members. The following outlines basic program information and the application process.

### **MILITARY SPOUSE PREFERENCE**

If you are a spouse of an active duty military member of the Armed Forces, who is or has relocated to Ramstein on official orders you may apply for employment using this hiring preference if the following apply.

- You must have entered into marriage with the military sponsor before the military sponsor's receipt of orders authorizing the permanent change of station (PCS) relocation to a new duty location.
- The vacancy is in the same commuting area as that of the new duty station of the military sponsor and the spouse must reside with military sponsor.
- Have not applied, was selected, offered the job, and then declined a position at the overseas location without time limitation or a time limited appointment scheduled to last more than 1-year
- Are not within six months of your scheduled departure from the overseas location.

All spouses must meet minimum qualification standards and other basic eligibility criteria in order to be initially considered. Military spouses have a lower priority standing than Veteran Preference eligibles, but a higher priority standing than other candidates with no preference.

### **Applying for Federal Employment**

To apply for Federal employment spouses will review job opportunities found on the USAJOBS website <https://www.usajobs.gov/>. In the job announcement, look for "This job is open to section" and look for Military Spouses.

To claim military spouse preference, check the MSP box on the supplemental questionnaire, submit a copy of the military sponsor's official PCS orders, and sign the MSP Statement of Understanding.

### **FAMILY MEMBER PREFERENCE**

If you are a spouse of a Family member who is or has relocated to Ramstein on official orders you may apply for employment using this hiring preference if the following apply.

- The vacancy is in the same commuting area as that of the new duty station of the family member
- Resides with family member.
- Have not applied, was selected, offered the job, and then declined a position at the overseas location without time limitation or a time limited appointment scheduled to last more than 1-year
- Is not within six months of scheduled departure from the overseas location.

All spouses must meet minimum qualification standards and other basic eligibility criteria in order to be initially considered. Family members have a lower priority standing than highly qualified military spouse preference and family members with Veteran Preference.

### **Applying for Federal Employment**

To apply for Federal employment family members will review job opportunities found on the USAJOBS website <https://www.usajobs.gov/>. In the job announcement, look for "This job is open to section" and look for Family of Overseas Employees.

To claim Family Member preference submit a copy of the sponsor's official PCS orders and indicate family member preference in the supplemental questionnaire during the application process.

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

# Complaint Mechanisms

If you have a problem in the workplace involving an employment-related matter, you have several means available to you to resolve your concerns. Your first stop should be your first level supervisor or someone higher in your chain of command. Poor communication and misunderstandings cause many disagreements and problems. The best way to fix a concern is at the lowest level possible. If this approach does not work, there are formal procedures available. Please see the Complaint Systems Fact Sheet located on the Ramstein Civilian Personnel Flight website [[Ramstein Air Base > Contact > Civilian Personnel Flight \(af.mil\)](#)], for more detailed information regarding the options listed below to determine which process is correct for you:

Administrative Grievance  
Discrimination Complaint and Equal Employment Opportunity (EEO) Purview  
Appeal to the Merit Systems Protection Board (MSPB)  
Classification Appeal  
Inspector General (IG) System  
Office of Special Counsel (OSC)



Dealing with issues in the workplace can be extremely stressful. The Employee Assistance Program (EAP) provides a variety of support services like one-on-one counseling sessions with a licensed, credentialed master's degree professional. It also offers a variety of services to meet the needs of everyone - including online tips, checklists, in-depth articles, live and on-demand webinars, discussion groups, a health encyclopedia, and more. All support is provided on a confidential basis and can be done via telephone, website or face-to-face.

o Call 1-866-580-9078 for immediate assistance, 24 hours a day, 365 days a year.

EAP article on [MyPers](#)

Website: [www.afpc.af.mil/EAP](http://www.afpc.af.mil/EAP)

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



## Dependent Care Needs in a Post-COVID environment

During the COVID pandemic DAF civilian employees demonstrated their ability to balance work responsibilities with dependent care needs. While childcare and other dependent care may not be performed while on duty, the U.S. Office of Personnel Management (OPM) has clarified its pre-pandemic guidance on dependent care and telework or remote work. In accordance with the current DAF telework policy, 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. What this means is that employees must take appropriate leave (paid or unpaid) and/or utilize flexibilities in their work schedule (adjusting starting/stopping times, length of lunch, etc.) to account for time spent away from normal work-related duties (e.g., to care for a child or dependent). 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*.

If you are not approved to telework, please see the article "*Bringing Visitors to Work*" on what should occur should unexpected dependent care issues come up.

Additional information regarding changes in teleworking with dependents can be found in the DAF Civilian Workplace Reentry Guidance located on the AF COVID-19 website: [COVID-19 Response \(af.mil\)](#)

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

## Voluntary Leave Transfer Program (VLTP)

The Voluntary Leave Transfer Program allows an employee who has a medical emergency and is without the availability of any paid leave (to include Time Off Awards and compensatory time), to receive transferred annual leave directly from other employees with the concurrence of the respective management officials. A medical emergency is defined as a medical condition of an employee or a family member of an employee that is likely to require an employee's absence from duty for a prolonged period of time and would result in a substantial loss of income to the employee because of the unavailability of paid leave. The supervisor must determine that the employee's absence from duty without available paid leave is (or is expected to be) at least 24 hours, and is likely to result in a substantial loss of income to the employee because of the unavailability of paid leave.

In order to apply to become a leave recipient, employees complete OPM Form 630, *Application to Become a Leave Recipient*, under VLTP. If the employee is not capable of completing the application due to physical or mental impairment, the leave applicant or immediate family member may designate a personal representative in writing to make the application for them. Employees provide their immediate supervisor with the completed application, documentation from the treating physician or other appropriate expert showing the diagnosis, prognosis, and duration of the illness, and any attachments that may be used as evidence that will assist the supervisor with making a decision.

Employee wishing to donate to a leave recipient will fill out the OPM Form 630-A, *Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Within Agency)*, or 630-B, *Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (Outside Agency)*, and forward to 86 FSS/FSCA-E at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil). If you are donating to someone outside the agency (such as an Army employee), please also ensure you attach the outside agency's solicitation email.

For more information, including a link to the OPM forms required for the program, please review the Ramstein Civilian Personnel Flight (CPF) VLTP Factsheet at the following link: <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>



### myPers Transitions to myFSS

myPers articles and submission links will be transitioning to [myFSS](#) beginning with Classification in late August. If you have not already done so, please log into myFSS to establish your account. To begin access the myFSS Login page at <https://myfss.us.af.mil/> and select the Common Access Card (CAC) Login icon. myFSS will automatically create your account and profile upon the first login, however it may take up to 24-hours to activate. If you see your name displayed on the myFSS landing page, your account/profile is active.

Unresolved myPers Tickets submitted through submission links will be migrated to myFSS. To access open and closed tickets, login to myFSS, and navigate to the myFSS cases section. To view cases currently open, click on the Open tab. To expand the list, click on the right-facing arrow icon. For incidents that have been closed within the last year, click on the Closed tab.

Non-Air Force CAC access is for international users who are currently not on an Air Force network and wish to access the platform from CAC enabled devices. Users can login on the [myFSS](#) page, select Non-AF Network Login – CAC.” The user will be directed to a registration page to sign in with the PIV/CAC and to verify identity.

For additional information on how to login and navigate the new myFSS landing page, check out the [Navigation Guide](#).



## DPMAP BULLETIN



How is your 2023 performance management cycle going? Where exactly are we at in the rating cycle? Do you know where to find the Ramstein DPMAP resources? If you want the answers to these questions you have come to the right place (minus the first question- only you can answer that!).

**Where are we at in the rating cycle?** We are currently in the monitoring phase at the midpoint of the rating cycle (1 April 2022 to 31 March 2023). In accordance with DoD requirements the deadline for the completion of 2023 Performance Plans in the MyPerformance Tool was no later than (NLT) 30 April 2022, or within the first 30 days of assignment to a new position. Employees that are not placed on approved performance plans will not be eligible for appraisals/awards for the 2022-2023 award cycle. Now is the time to ensure you have an approved performance plan in the MyPerformance tool. Further, mid-cycle progress reviews should be completed NLT 28 October 2022 for employees who have been assigned to a DPMAP-covered position from the beginning of the appraisal cycle. Employees who were assigned to their current DPMAP position after 1 April 2022 may have a later designated completion date for a progress review.

**Where are my resources?** If you haven't visited the Ramstein DPMAP SharePoint site ([DoD Performance Management & Appraisal Program \(DPMAP\) - DPMAP Guidance and Instructions - All Documents \(dps.mil\)](https://dps.mil)) now is the time! The SharePoint not only has Frequently Asked Questions (FAQs), but also has the 2023 DPMAP Appraisal Timeline, Appraisal and Award Processing Guidance, fact sheets, status updates, and resources broken down by phase.

### **What happens when an employee transfers or a supervisor leaves during the appraisal cycle?**

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

- **If an employee or supervisor/rating official leaves the organization before 1 Jan 2023 and the employee has performed under an approved performance plan for 90 calendar days, then the losing/departing supervisor/rating official is required to complete a performance narrative statement.**
  - ◇ A narrative statement is a narrative description or summary that accurately details the employee's significant performance, accomplishments, and contributions relative to the performance elements and standards for the current appraisal cycle. It provides the supervisor/rating official an opportunity to fully state the employee's achievements and abilities or address specific performance deficiencies. A narrative statement is not a rating of record but will be considered by the gaining/incoming supervisor/rating official in completing the rating of record at the appropriate time. The narrative statement should be completed prior to the employee/supervisor departure, when possible, and the employee should be given the opportunity to provide input.
  - ◇ A narrative statement user guide including step by step instructions for the MyPerformance tool can be found on the Ramstein DPMAP SharePoint> DPMAP Guidance and Instructions> Monitoring Performance Guidance and Instructions> Creating a Narrative Statement User Guide.
- **If an employee or supervisor/rating official leaves the organization between 1 Jan 2023 and 31 March 2023 and the employee has performed under an approved performance plan for 90 calendar days, then the losing/departing supervisor/rating official is required to complete the rating of record.**

Information pertaining to other specially situated employees can be found in DoDI1400.25V431\_DAFI36-1002 (paragraph 3.8) [Department of the Air Force E-Publishing > Publications + Forms \(af.mil\)](https://af.mil) and the DPMAP Appraisal and Awards Processing Guidance (page 18) located on the Ramstein DPMAP SharePoint> DPMAP Guidance and Instructions.

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



# 2022 Federal Benefits Open Season is Approaching!

From **November 14– December 12, 2022**, employees may enroll, cancel, or make changes to the following:

- ⇒ Federal Employee's Health Benefits (FEHB)
- ⇒ Federal Employees Dental & Vision Insurance Program (FEDVIP)
- ⇒ Flexible Spending Accounts (FSAFEDS)



2022 Federal Benefits Open Season Announcement and advise this Open Season runs from Monday, November 14, 2022, through Monday, December 12, 2022. The annual Open Season is an ideal time for employees to assess their benefits and make changes as appropriate. During this period, eligible appropriated employees can enroll, change plan options, change enrollment type, or cancel their enrollment for the Federal Employees Health Benefits (FEHB) Program and/or the Federal Employees Dental and Vision Insurance Program (FEDVIP). They can also newly enroll or re-enroll in the Federal Flexible Spending Account Program (FSA).

**NOTE:** As a reminder, the Federal Employees' Group Life Insurance (FEGLI) Program and the Federal Long-Term Care Insurance Program (FLTCIP) DO NOT participate in the annual Federal Benefits Open Season.

Employees who plan to make an Open Season health benefit change will utilize the Government Retirement and Benefits (GRB) Platform. Employees will be able to print a copy of the SF 2809, Health Benefits Enrollment Form, after the transaction is completed. The GRB Platform may be accessed at <https://grbplatform.us.af.mil/>.

Exception: Employees who are retiring prior to the effective date of Open Season enrollment (1 January 2023) should attach a copy of the SF 2809 with their retirement application. They should not use the GRB Platform to make an FEHB Open Season election. The SF 2809 may be found on the Office of Personnel Management (OPM) website at <https://www.opm.gov/forms/>.

For more information, employees may visit the OPM website at [www.opm.gov/insure](http://www.opm.gov/insure) <<http://www.opm.gov/insure>> to learn more about these Open Season Programs. Employees may find specific Federal Benefits Open Season information, to include premiums and plan brochures, on [www.opm.gov/openseason](http://www.opm.gov/openseason) by the first week in November.



## Civilian Out-processing Procedures

It is mandatory that all AF civilian employees clear the base. Civilian employees, self sponsored and family members, must contact their Civilian Personnel Servicing Staffer no later than 45 days prior to the scheduled departure date to pick up the checklist and follow the recommended timeline for out-processing.

In addition to ensuring all obligations have been settled by the employee, out-processing assists our office in ensuring the employee's final pay check is processed properly and that management has submitted paperwork to back-fill the employee's position.



Checklists can be obtained from your Civilian Personnel Servicing Staffer or at our Customer Service Office, Bldg 2120, in room 221 between the hours of 0730 and



# Hours of Work



When an employee onboard, they are automatically placed on the Ramstein Air Base (RAB) standard tour of duty. The standard tour of duty for RAB employees is 0730 to 1630 for five 8-hour days, Monday through Friday. Working the standard tour of duty may be a requirement for some positions, while some employees may have a different tour of duty due to mission requirements (e.g., night or weekend workers) or as a result of being on an alternative work schedule.

**There are two categories of alternative work schedules (AWS) available at RAB: flexible work schedules (FWS) and compressed work schedules (CWS).**

**FWS** provides employees the option to select and vary their arrival and departure time within the flexible hours. The FWS splits the workday into two types of hours: core hours and flexible hours. Core hours cover the period of time during the workday in which all employees must be present for work. The established core hours at RAB are 0900 to 1500 hours, 5 days a week. Authorized FWS types at RAB are flexitour schedules and gliding schedules. *Note, maxiflex schedules are not permitted.*

**CWS** is a fixed work schedule in which the biweekly work requirement is scheduled for less than 10 days, normally scheduled Monday through Friday. At RAB the 4/10 compressed plan and the 5/4/9 compressed plan are the only authorized CWS types.

Employee participation in AWS is voluntary, not mandatory. An employee may request a specific AWS by following the process outlined in the RAB AWS Handbook utilizing the templates found within (Attachments 1 & 2). Supervisors are the responsible management official for approving or disapproving AWS requests. While commanders are encouraged to utilize AWS flexibilities, they are not mandatory and may not be appropriate for all situations, e.g., where shift work or uncommon tours of duty are established. Also there may be specific manning or mission responsibilities that are not compatible with an AWS structure.

No matter an employee's tour of duty is, all full time employees are required to take an unpaid lunch break, during which the employee is entirely free of the duties from his or her position. The lunch period must be scheduled for a minimum of 30 minutes but may be extended up to 60 minutes using 15-minute increments. Lunch breaks in excess of 60 minutes during a day should not be permitted unless the employee is on an approved FWS. The employee's arrival or departure time is adjusted to accommodate the shorter or longer lunch period. Employees may not work through a lunch period to shorten a workday or schedule the lunch to delay the start of a workday. On-the-go lunch periods are permitted when supervisors schedule more than one 8-hour shift in a 24-hour period and an overlapping of shifts to permit tie off for lunch is not possible.

**Resources located on the CPF website:** Hours of Work and Holiday Observances fact sheet (Which includes the 86 AW Alternative Work Schedule (AWS) memorandum and the Ramstein AB AWS Handbook) [Hours of Work- Feb21 V2.pdf \(af.mil\)](#)

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

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

## Sports Teams Participation Timecard Implications (Coaching and Playing)

Here at Ramstein we have an amazing community with opportunities for civilians to participate in different sports sponsored by and/or encouraged by leadership to represent Ramstein Air Base. In some cases opportunities may even require supervisory approval. Often participation in these voluntary events include obligations (tournaments, etc.) that bleed over into an employee's regularly scheduled work week. When this happens, we are often asked if the employee may be placed on excused absence or be granted TDY/permissive TDY to participate.

Civilian employees may not be granted excused absence or be placed on TDY/permissive TDY to participate in sporting events. Participation in this context can include, but is not limited to, volunteering as a coach or player. Further, as they are not performing the official duties of their position, an employee may not claim duty time. Note, while this question is frequently asked, this guidance is not new as Air Force guidance and case law on this question has not waived. Though an employee may volunteer to participate, they must request to use annual leave, credit hours earned, compensatory time earned, time-off award or leave without pay to do so during duty hours. For this reason, employees should strongly consider the implications to their leave before volunteering or trying out for sporting events. If a supervisor has been approving excused absence or TDY/permissive TDY for participation in a sporting event, that should immediately cease. Whether or not the government may authorize travel/lodging costs for civilians is not something the Civilian Personnel Flight advises on, but should travel orders be issued, the requirement to be required to use leave does not change.

For further guidance, feel free to contact your EMR team at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil),

# How to Survive the Holidays in the Federal Workplace



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

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

**“ An employee may not give (or contribute toward) a gift for the employee’s official superior.**

**“ An employee may not accept a gift from another employee who receives less U.S. Government pay, unless the employee is not the employee’s subordinate and a personal relationship justifies the gift.**

**“ An employee may not ask another employee for a contribution toward a gift for the employee’s own official superior or the other employee’s official superior.**

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

**“ On an occasional basis (including for birthday or annual holiday), an employee may give, and the official superior (or person receiving more pay than the employee) may accept:**

- \* Gifts, other than cash, having a market value of \$10 or less per occasion;
- \* Items such as food and refreshments to be shared in the office among several employees;
- \* Personal hospitality at a residence which is of a type and value customarily provided by the employee to personal friends;
- \* Gifts given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; or
- \* Transferred leave, provided it is not transferred to an immediate supervisor.



**“ On “special infrequent occasions,” an employee may give, and his or her official superior (or person receiving more pay than the employee) may accept, a gift appropriate to the occasion. These occasions include:**

- \* Infrequently occurring events of personal significance, such as a marriage, illness or the birth or adoption of a child (as distinguished from a birthday or annual holiday); or
- \* Occasions that terminate the subordinate-official superior relationship, such as retirement, resignation or transfer.

**“ In addition, an employee may solicit or contribute – on a strictly voluntary basis – nominal amounts for a group gift to an official superior for:**

- \* Items such as food and refreshments to be shared in the office among several employees; or
- \* A “special infrequent occasion.”



For further guidance, feel free to contact your EMR team at [86fss.fsec.us-emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil),

# Inclement/Hazardous Weather Conditions



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

The authority for closure of all or part of an activity and administrative excusal of employees lies with **installation commanders, commanders of combatant commands, and lead commanders designated in areas with more than one activity.** Supervisors, managers, and employees should refer to the Civilian Personnel Flight (CPF) Excused Absence/Leave/Telework Due to Extreme Weather factsheet located on the Ramstein CPF website for detailed information regarding Inclement/Hazardous weather conditions policies and procedures: [Ramstein Air Base > Contact > Civilian Personnel Flight \(af.mil\)](#)



## **BRING A VISITOR TO WORK**

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

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

If unexpected dependent care issues come up, leave should be properly requested from employees who need to make emergency dependent care arrangements, and supervisors should be flexible in granting appropriate accrued leave. Alternatively, management and employees can review the information in the article "*Dependent Care Needs in a Post-COVID Environment*" for additional flexibilities available.

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

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

# Recognizing Employees with Awards

Most of us are very familiar with performance awards associated with the annual appraisal cycle, and the Quarterly Awards program. But did you realize supervisors have an extensive list of additional award options to recognize their employees' special accomplishments or improvements during the course of the year?

Please visit the [Ramstein CPF webpage](#) to find factsheets on numerous available awards that can be granted to US and Non-US employees if an appropriate reason for recognition exists. Some of the more frequently- used awards are listed below:

## **Monetary Awards**

Notable Achievement Award (NAA) – from \$25 to \$500

Special Act or Service Award (SASA) – from \$500 to \$10,000

Time Off Award (TOA) – 10 days max per year in 1-5 day increments

## **Honorary Awards**

Exceptional Civilian Service Award (ECSA)

Meritorious Civilian Service Award (MCSA)

Air Force Civilian Achievement Award (AFCAA)

## **Awards at Retirement**

Retirement Certificate for Retirees, and Certificate of Appreciation for Spouses

Outstanding Civilian Career Service Award (OCCSA)

Presidential Letter for Retirees



## **Anerkennung von Mitarbeitern mittels Auszeichnungen**

Wissen sie wieviele Möglichkeiten Sie haben Ihre Mitarbeiter mit Auszeichnungen zu ehren und auch ausserhalb der Jährlichen Leistungsbeurteilung und der Vierteljährlichen Anerkennung auszuzeichnen? Es gibt eine lange Liste auf unserer Webseite, auf der auch zu jeder Auszeichnung eine Beschreibung und der

Antragweg zu finden ist. Diese Auszeichnungen können sowohl an US wie an nichtamerikanische Mitarbeiter verliehen werden wenn ein entsprechender Anlass besteht. Einige der am häufigsten genutzten und wichtigsten Auszeichnungen sind im englischen Text weiter oben aufgeführt.

Wie sie sehen gibt es eine Vielzahl von Auszeichnungen die Vorgesetzte ihren Mitarbeitern bei entsprechender Gelegenheit zukommen lassen können und auf unserer Webseite gibts es noch ein paar mehr. Verpassen sie keine Gelegenheit die Beiträge die Ihre Mitarbeiter täglich zur Erfüllung Ihrer Aufgabe leisten, anzuerkennen und lassen Sie sie wissen dass Sie die Beiträge wahrnehmen und sehr schätzen.

Unsere Kontaktdaten sind: 86.FSS.Civ/Awards@us.af.mil oder telefonisch DSN: 480-6348.



## Non-US Staffing

### Kurzzeitige Arbeitsverhinderung/ Pflegezeit und Familienpflegezeit

Bei der kurzzeitigen Arbeitsverhinderung, der Pflegezeit und der Familienpflegezeit handelt es sich um Möglichkeiten der Arbeitsbefreiung im Falle der Pflegebedürftigkeit von Familienmitgliedern. Diese Freistellungen haben gemeinsam, dass sie zur Pflege nahestehender Angehöriger angewendet werden können. Darüber hinaus können sie jeweils pro Angehörigem in Anspruch genommen werden. Die Unterschiede und jeweiligen Anwendungsbereiche sollen im Folgenden erklärt werden.

#### **Kurzzeitige Arbeitsverhinderung**

Die kurzzeitige Arbeitsverhinderung ist eine Freistellung, die für bis zu 10 Arbeitstage für akut auftretende Pflegesituationen naher Angehöriger in Anspruch genommen werden kann. Sie ist daher besonders geeignet, um eine bedarfsgerechte Pflege zu organisieren, die pflegerische Versorgung sicherzustellen oder Arzttermine mit oder für den betroffenen Angehörigen wahrzunehmen. Sie kann kurzfristig in Anspruch genommen werden. Hierfür muss der Arbeitnehmer den Arbeitgeber unverzüglich über seine Arbeitsverhinderung und die voraussichtliche Dauer informieren. Auf Anfrage muss der Arbeitnehmer auch eine ärztliche Bescheinigung über die Pflegebedürftigkeit seines Angehörigen beim Arbeitgeber vorlegen. Während der kurzzeitigen Arbeitsverhinderung besteht kein Anspruch auf Lohnfortzahlung, jedoch kann Pflegeunterstützungsgeld in Anspruch genommen werden.

#### **Pflegezeit**

Die Pflegezeit ermöglicht eine teilweise Reduzierung bis vollständige Freistellung der Arbeitszeit für maximal 6 Monate und ist bis spätestens 10 Arbeitstage vor dem geplanten Beginn beantragt zu beantragen.

#### **Familienpflegezeit**

Die Familienpflegezeit ermöglicht eine Reduzierung der Arbeitszeiten auf nicht weniger als 15 Arbeitsstunden pro Woche für maximal 24 Monate und ist bis spätestens 8 Wochen vor geplantem Beginn zu beantragen. Wird die Familienpflegezeit im Anschluss an die Pflegezeit beantragt, so gilt die Höchstdauer von 24 Monaten für Pflegezeit und Familienpflegezeit zusammengefasst.

Die Pflegezeit und die Familienpflegezeit sollen dem Arbeitnehmer durch eine Reduzierung der Arbeitszeiten eine längerfristige Pflege naher Angehöriger in seiner häuslichen Umgebung ermöglichen.

#### **Wie wird die Pflegezeit oder Familienpflegezeit beantragt?**

Der schriftliche Antrag auf Pflegezeit oder Familienpflegezeit soll die voraussichtliche Dauer sowie entweder die vollständige Reduzierung oder die geplante wöchentliche Arbeitszeit und Arbeitszeitverteilung beinhalten. Ein Nachweis über die Pflegebedürftigkeit des Angehörigen ist ebenfalls beizulegen, welcher von der Pflegeversicherung oder der Krankenversicherung des betroffenen Angehörigen ausgestellt wird. Den Antrag übergeben Sie Ihrer direkten Führungskraft, diese kontaktiert dann den betreuenden EMR-Specialist. Die beantragte Reduzierung der Arbeitszeit wird vom Arbeitgeber als unbezahlte Freistellung gewährt, was auch bedeutet, dass die monatliche Vergütung entfällt oder sich entsprechend verringert. Allerdings gewährt das Bundesamt für Familie und zivilgesellschaftliche Aufgaben ein zinsloses Darlehen, das Arbeitnehmer dort für die Pflegezeit und die Familienpflegezeit beantragen können.

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

Ihr EMR-Team



## Non-US Staffing

### **Short-term incapacity for work, care Leave and family care leave**

The short-term incapacity for work, care leave and family care leave are opportunities to exempt from work in case of a dependents need of care. All of these exemptions have in common that they can be claimed for close dependents and may be applied each per dependent. Differences and scopes of application shall be explained in the following article.

#### **Short-term incapacity for work**

The short-term incapacity for work is a leave from work for a maximum of 10 work days for the purpose of urgently occurring care situations of close dependents. Therefore, it is particularly suitable to organize care solutions that meet the dependents needs, to provide care subsistence or to participate in medical appointments of the dependent. It can be claimed on short notice. To do so, the employee has to inform his employer immediately about his incapacity for work and its estimated duration. If requested, the employee also has to provide his employer with a physician's certificate about his dependents need for care. There is no entitlement to wage continuation, but the employee may take advantage of care support allowance.

#### **Care leave**

Care leave is the opportunity to reduce working hours partially to completely for a maximum of 6 months, and it has to be requested not later than 10 working days before the scheduled beginning of care leave.

#### **Family care leave**

Family care leave is the opportunity to reduce working hours to not less than 15 hours per week for a maximum duration of 24 months, and it has to be requested not later than 8 weeks before the scheduled beginning of family care leave. If family care leave is requested in connection to care leave, the maximum duration of 24 months applies for both, care leave and family care leave summed up together.

Care leave and family care leave are supposed to enable an employee to take care for his dependent at home on longer term, by reducing his working hours.

#### **How is care leave or family care leave applied for?**

The written request for care leave or family care leave should include the expected duration and either the complete reduction or the planned weekly working hours and distribution of working hours. Proof of the relative's need for long-term care must also be enclosed, which is issued by the long-term care insurance company or the health insurance company of the relative in question. You will give the request to your first-line manager, who will then contact the servicing EMR specialist. The requested reduction of working hours will be granted as leave without pay, which means, that the monthly wage will be reduced in proportion to the reduction. Nevertheless, upon request, the federal office for family and civil society tasks provides employees with an interest-free loan for care leave and family care leave.

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

Your EMR Team

### ÜBERTRAGUNG VERÄNDERTER ODER ANDERER TÄTIGKEITEN / ÄNDERUNG DER TÄTIGKEITEN

Die Übertragung veränderter oder zusätzlicher Tätigkeiten sollte nicht ohne vorherige Absprache mit der Eingruppierungsabteilung des Personalbüros erfolgen, da bei einer solchen Übertragung gesetzliche und tarifliche Vorschriften zu beachten sind.

Eventuell bedarf es einer Neubeschreibung dieser veränderten/zusätzlichen Tätigkeiten und/oder einer Neubewertung. Wir bitten daher, sich rechtzeitig mit dem zuständigen Sachbearbeiter der Eingruppierungsabteilung in Verbindung zu setzen. Sollte die Prüfung der veränderten Tätigkeiten durch die Eingruppierungsabteilung ergeben, dass es sich um höherwertige Tätigkeiten handelt, so dürfen diese nur übertragen werden, wenn die Betriebsvertretung vorher Ihre Zustimmung erteilt. Hieraus kann dann auch eine Höhergruppierung resultieren. Diese Höhergruppierung bedarf ebenfalls der Beteiligung der Betriebsvertretung und darf erst **nach Abschluss des personalvertretungsrechtlichen Verfahrens** erfolgen.

Auch aus diesem Grund, bitten wir Vorgesetzte sich frühzeitig mit ihrem zuständigen Sachbearbeiter der Einstellungsabteilung in Verbindung zu setzen um sich über die Qualifikationsanforderungen der zu füllenden Stelle, der entsprechenden Personalmaßnahme sowie der erforderlichen Beteiligung mit der Betriebsvertretung beraten zu lassen.

Das oben Ausgeführte gilt grundsätzlich sowohl bei der permanenten als auch bei der vorübergehenden Übertragung anderer oder zusätzlicher Tätigkeiten, wenn diese als höher zu bewertende Tätigkeiten durch die Eingruppierungsabteilung festgelegt wurden.



Bei einer vorübergehenden Übertragung einer höherwertigen Tätigkeit nach § 53 TVAL II hat der Arbeitnehmer allerdings erst dann Anspruch auf eine Höhergruppierung, nachdem er diese Tätigkeit an mindestens 30 zusammenhängenden Kalendertagen ausgeübt hat. Dies wird in einer entsprechend von Personalbüro und Arbeitnehmer zu unterzeichnenden Vereinbarung festgehalten. Die Vereinbarung regelt weiter, dass der Arbeitnehmer/die Arbeitnehmerin mit Ablauf der Befristung oder beim Eintritt des Ereignisses, das die befristete Übertragung der höher zu bewertenden Tätigkeit beendet (z. B. Rückkehr des Stelleninhabers nach beendeter Elternzeit), auf den bisherigen Arbeitsplatz zurück kehrt, ohne dass es einer Änderungskündigung bedarf.

In diesem Zusammenhang weisen wir darauf hin, dass das Teilzeit- und Befristungsgesetz nicht für die vorübergehende Zuweisung einer höherwertigen Tätigkeit und auch nicht für befristete Höhergruppierungen anwendbar ist.

# Non-US Classification

## ASSIGNMENT OF ALTERED OR OTHER DUTIES / CHANGE OF DUTIES

The assignment of altered or additional duties should not be initiated without prior consultation with the Classification Section of the Civilian Personnel Office, since such assignments have to follow legal and tariff classification rules and regulations.

A new description of these altered/additional duties and/or a reclassification might be necessary. Therefore we highly encourage supervisors to contact their servicing classification specialist as soon as it is known that changes need to be made. Should the classification specialist's review show that the altered/additional duties are at a higher level, it could result in a promotion. Such promotions require prior works council coordination and can only be initiated **after completion of the coordination procedures**. The duties may not be assigned and performed until the works council gives consent.

We also ask supervisors to contact their servicing staffing specialist in such situations in a timely manner to obtain guidance on the qualification requirements of the position if upgraded, the appropriate personnel action request and the required works council coordination.

The above guidance pertains to both the permanent as well as the temporary assignment of altered or additional duties if these duties are determined as being at a higher level by the Classification Section.

However, in the case of a temporary assignment of higher level duties IAW article 53, CTA II the employee is only entitled to a promotion after performing these

duties for at least 30 consecutive calendar days. This is recorded in an agreement to be signed by the HR Office and the employee. This agreement further stipulates that upon expiration of the temporary promotion or the event that ends the

temporary assignment of higher-level duties (e.g., return of the permanent incumbent after parental leave), the employee will return to his/her previous position without the requirement for a notice of change in employment conditions.

Please also note that the conditions of the Part Time and Temporary Employment Act do not apply to temporary assignments of higher level duties and temporary promotions.



## Die U.S. Air Force erstmals auf der Jobmesse in Mannheim

In Zeiten des Fach- und Führungskräftemangels, sind Jobmessen ein muss und somit probates Mittel für Unternehmen, um sich i.S.d. Employer Brandings bei potenziellen Bewerbern als attraktiver Arbeitgeber zu präsentieren. Jobmessen bieten ein umfangreiches Umfeld, um Firmen oder erste Arbeitgeber kennenzulernen, egal ob Bewerber\*innen auf

der Suche nach dem ersten Arbeitsplatz oder auf dem Sprung zu einem neuen Karriereschritt sind.



Vom 15.9 bis 17.9 hat in Mannheim mit der “Jobs for Future” die größte regionale Job- & Ausbildungsmesse stattgefunden. Auf der “Jobs for Future” haben sich 291 Aussteller präsentiert, die aus den unterschiedlichsten Bereichen und Branchen kamen. Dieses Jahr war das erste Jahr, an dem sich auch die U.S. Air Force präsentierte, um neben Unternehmen wie BASF, Daimler Trucks, Bundeswehr, Polizei oder der Deutschen

Telekom als attraktiver Arbeitgeber wahrgenommen zu werden.

Durch die Reichweite und den Bekanntheitsgrad der “Jobs for Future” konnten insgesamt 16.747 Besucher angelockt werden, um sich über das Angebot von regionalen und überregionalen Unternehmen bzw. Organisation zu informieren und um sich mit den Ausstellern direkt auszutauschen.

Da die U.S. Air Force das erste Jahr auf dieser Messe vertreten war, wurde uns das Privileg zuteil, den ersten Messestand am Haupteingang einnehmen zu dürfen. Der Andrang zum “Welcome to Ramstein Air Base” Stand war überwältigend und hat alle Beteiligten regelrecht verblüfft. Viele Bewerber\*innen wussten gar nicht, dass sie auch als “nicht-amerikanische” Staatsbürger hier eine Ausbildung sowie Praktika absolvieren oder gleich mit einem Direkteinstieg starten können.

Durch den großen Andrang an dem U.S. Air Force Messestand, hatten wir die Möglichkeit, mit einer Vielzahl an Interessenten zu kommunizieren und die vielen Fragen rund um ein potenzielles Engagement bei der U.S. Air Force zu beantworten. Neben den vielen Anfragen bzgl. Ausbildungsmöglichkeiten und Praktikumsangeboten, konnten wir den überregionalen Bekanntheitsgrad der Air Force deutlich erhöhen. Darüber hinaus konnten wir weitere Einblicke in die Wünsche und Bedürfnisse der aktuellen Bewerber\*innen erlangen. Die Jobmesse war eine tolle Veranstaltung und Gelegenheit, den Bekanntheitsgrad der U.S. Air Force sowie des Standortes Ramstein Air Base zu erhöhen. Wir möchten an dieser Stelle unseren Dank an alle Beteiligten zum Ausdruck bringen, die dieses Event ermöglicht haben – wir freuen uns schon auf die nächsten Jobmessen.

## The U.S. Air Force at the jobfair in Mannheim for the first time

In times of shortage of specialists and executives, job fairs are a must and thus a probate means for companies to present themselves to potential applicants as an attractive employer in terms of employer branding. Job fairs offer a comprehensive environment to get to know companies or first employers, no matter if applicants\* are looking for their first job or employees are on their way to a new step in their career.



From 15. to 17. September 2022, the largest regional job and training fair, "Jobs for Future", took place in Mannheim. 291 exhibitors coming from a wide range of sectors and industries, presented themselves at the "Jobs for Future". This year was the first year that the U.S. Air Force was also present in order to be recognized as an attractive employer alongside companies such as BASF, Daimler Trucks, Bundeswehr, Polizei

or Deutsche Telekom.

Because of the extended reach as well as the name recognition of "Jobs for Future", 16,747 visitors could be attracted to inform themselves about the offers of regional and national companies or organizations and to exchange information directly with the exhibitors.

Since this was the first year the U.S. Air Force was represented at this show, we were privileged to have the Air Force take the first booth at the main entrance. The rush to the "Welcome to Ramstein Air Base" booth was overwhelming and really amazed everyone involved. Many applicants did not even know that they can complete an apprenticeship or internship here; or that they can join right away with a direct entry even as a "Non-American" citizen.

Due to the large crowds at the U.S. Air Force booth, we had the opportunity to communicate with large amounts of interested parties and answer many questions about potential opportunities with the U.S. Air Force. In addition to the many inquiries regarding training and internship opportunities, we were able to significantly increase awareness levels of the Air Force as an employer nationally. In addition, we were able to gain further insight into the wants and needs of current applicants. The job fair was a great event and opportunity to increase awareness of the U.S. Air Force and Ramstein Air Base. We would like to take this opportunity to thank everyone involved in making this event a full success - we are already looking forward to the next job