

The Ramstein Civilian Personnel Flight

Employee Handbook

For

US Appropriated Fund Employees



1 June 2005

Introduction	1		
Beginning your employment	2		
Topics:			
<u>Appointment Types</u>	3	<u>Designation of Beneficiary</u>	11
Career and Career Conditional (Competitive Service)		<u>Details</u>	12
Family Member Appointments		<u>Discipline and Adverse Actions</u>	13
Temporary		<u>Dual Compensation</u>	14
Term		<u>Emergency Data System (EMDS)</u>	14
Veteran’s Recruitment		<u>Emergency Essential</u>	14
Appointment (VRA)		<u>Equal Employment Opportunity</u>	15
Overseas Limited		<u>Ethical Conduct</u>	15
Appointment Authority		<u>Executive Order (EO) 12721</u>	16
<u>Appraisals and Performance Mgmt</u>	5	<u>Family Members in Your Household</u>	16
<u>Awards & Performance Recognition</u>	5	<u>Federal Employee Group Life Insurance (FEGLI)</u>	17
<u>Benefits and Entitlements Service Team (BEST)</u>	5	<u>Federal Employee Health Benefits (FEHB)</u>	17
<u>Career Brief (Data Record)</u>	6	<u>Flexible Spending Account</u>	19
<u>Career Field Management</u>	7	<u>Government Charge Card</u>	20
<u>Chain of Command</u>	7	<u>Holidays</u>	21
<u>Civilian Announcement Notification System (CANS)</u>	8	<u>Hours of Work</u>	21
<u>Code of Ethics</u>	8	Premium Pay	
<u>Complaint Systems</u>	9	Overtime	
Appeals		Sunday Pay	
Discrimination Complaints		Holiday Pay	
Grievances		<u>Identification Cards</u>	23
Classification Appeals		Extension	
Inspector General (IG) System		Replacement	
<u>Conduct and Responsibility</u>	10	Child reaches age of 10	
<u>Core Personnel Document (AF Form 1003) /Performance Work Plan (AF Form 860)</u>	11	Student	
		<u>Injury Compensation</u>	23

<u>Leave and Earning Statement (LES)</u>	<u>25</u>	<u>Privacy Act of 1974 and Freedom of Information Act</u>	<u>34</u>
<u>Leave - Excused Absences</u>	<u>25</u>	<u>Probationary/Trial Period</u>	<u>35</u>
<u>Leave</u>	<u>26</u>	<u>Prohibited Personnel Practices</u>	<u>35</u>
Requesting Leave		<u>Reasonable Accommodations</u>	<u>36</u>
Annual Leave		<u>Reduction in Force (RIF)</u>	<u>37</u>
Sick Leave		<u>Resignation</u>	<u>38</u>
Leave without Pay (LWOP)		<u>Retirement Coverage</u>	<u>38</u>
Military		Federal Employees	
Court Leave		Retirement System (FERS)	
Bone Marrow or Organ Donation		Civil Service Retirement (CSRS)	
Home Leave		<u>Safety</u>	<u>41</u>
Absence Without Leave (AWOL)		<u>Security Clearance and Investigation</u>	<u>42</u>
Voluntary Leave Transfer Program		<u>Self-Nomination</u>	<u>42</u>
Family Medical Leave Act		<u>Service Computation Date (SCD)</u>	<u>43</u>
<u>Merit Promotion</u>	<u>28</u>	<u>Sexual Harassment</u>	<u>43</u>
<u>Merit Systems Principles</u>	<u>29</u>	<u>Skills Coding (Experience)</u>	<u>44</u>
<u>Nepotism</u>	<u>29</u>	<u>Special Emphasis Program</u>	<u>44</u>
<u>Off Duty Employment</u>	<u>29</u>	<u>Substance Abuse Prevention and Control</u>	<u>45</u>
<u>Official Personnel Folder (OPF)</u>	<u>30</u>	<u>Suggestions</u>	<u>45</u>
<u>Overseas Allowances</u>	<u>30</u>	<u>Thrift Savings Plan</u>	<u>45</u>
<u>Overseas Tour - Self-sponsored Civilian</u>	<u>30</u>	<u>Time In Grade/Qualification Requirements</u>	<u>48</u>
<u>Overseas Tour - Family Members</u>	<u>31</u>	<u>Training and Development</u>	<u>48</u>
<u>Passports, Reports of Births Abroad, and SOFA Stamps</u>	<u>31</u>	Priority of Training	
<u>Pay and Pay Periods</u>	<u>32</u>	DD 1556	
<u>Position Classification Principles</u>	<u>32</u>	Self-Development	
<u>Position Descriptions – Core Personnel Document</u>	<u>33</u>	Tuition Assistance	
<u>Post Allowance</u>	<u>33</u>		
<u>Priority Placement Program</u>	<u>34</u>		

<u>Verification of Employment/Income</u>	<u>49</u>
<u>Violence in the Work Place</u>	<u>50</u>
<u>Whistleblower Protection Act</u>	<u>50</u>
<u>Within Grade Increases (WGI)</u>	<u>51</u>
<u>Work Schedules</u>	<u>52</u>
Tour of Duty	
Alternative Work Schedules	
<u>Appendix A: CPF Index of Telephone</u>	
<u>Numbers</u>	<u>53</u>
<u>Appendix B: Internet Links</u>	<u>54</u>

*New Employee Handbook for US Citizen Employees
Paid from Appropriated Funds*

INTRODUCTION

WELCOME. We sincerely hope you find your employment here to be a satisfying and rewarding experience. If you are new to federal service employment, you probably have many questions. As you go along and learn more about federal employment, you will probably have more questions. There are many sources of information for you. This handbook is designed to be a summary of some key programs and aspects of federal employment. We recommend you take charge of your own career by learning as much as you can.

Your immediate supervisor, especially if he or she is a civilian employee, is a good first stop if you have any questions. Your supervisor, in most cases, has received training in those policies, procedures and regulations that affect you as a civilian employee. If your supervisor is unable to answer your question, you should request that he/she set up an appointment for you with the appropriate Human Resource Specialist in the Civilian Personnel Flight (CPF). If you follow this procedure, it will accomplish two things. First, it will assure that your supervisor has been given the opportunity to answer your question and has approved your absence from your job site to visit the CPF. Second, by making an advanced appointment, the Human Resource Specialist will have reserved a time and a place to talk to you. We want to give you the best possible service – this is one way you can help us to do just that.

Appendix A has phone numbers by subject and some useful web sites are included in Appendix B or use our comprehensive web site for links to other useful sources of information. The Federal Times, a commercial weekly newspaper, provides current information about legislative proposals and initiatives and other items of interest to federal employees. The Office of Personnel Management (OPM) website www.opm.gov is a great, one-stop source for finding up-to-date information about current issues and news related to federal employees. One feature called “Hot Links” gives you new and pertinent information on current topics. “What’s New?” has current information in date order for news releases and Federal Regulation changes, as well as other useful information. There are a number of electronic newsletters available, including a quarterly issue published by our office, which is both distributed through organizational e-mail addresses and posted on our website. And you can always give us a call or send us an e-mail.

We have organized this booklet alphabetically by topic. It is intended to provide you as much information as we can to help you understand and manage your Federal career. Please take the time to review topics of interest and give us a call if you need clarification. Policy and procedure changes occur; therefore, please consult with a specialist regarding any of the subjects addressed in this Handbook. We are here to serve you, but you must also be proactive in seeking information. We suggest you retain this handbook for future reference. Your feedback on the usefulness and clarity of this handbook is solicited. Please send your comments to 435mss/dpc@ramstein.af.mil

BEGINNING YOUR EMPLOYMENT

You should receive the following documents soon after starting your civilian job:

Position Description or Core Personnel Document. This is the statement of the duties you are expected to perform. It does not cover every single task expected of you, but rather the major duties to be performed. The position description (AF Form 1378) or Core Personnel Document (AF Form 1003) is used to determine the title, series, and grade of the job and the qualifications necessary for the job. You should receive a copy from your supervisor within 30 days of your employment.

Performance Work Plan. This is the written statement of your supervisor's performance expectations; what he or she sees as the most critical tasks of your job and how he or she will measure your performance. The work plan may be a separate document (AF Form 860) from your position description or will be included in your Core Personnel Document (AF Form 1003), which is a combination of position description and work plan. In any event, you should be given this document within the first 30 days you are on the job. You and your supervisor should go over it to be sure you understand what is expected, and you should sign it to acknowledge receipt.

Electronic Official Personnel Folder (EOPF). The EOPF is an "electronic filing cabinet" where your personnel actions and other pertinent documents/information are stored. All documents created for actions effective on or after 1 October 1996 are filed in both an image or an electronically created data file in the Personnel Automated Records Information System (PARIS). The OPF is available for viewing and/or printing at your local workstation or Civilian Personnel Flight (CPF). If you were hired into Federal service after 1 October 1996, you will have a completely Electronic OPF. If, however, you were on the Federal roles prior to 1 October 1996, the Air Force Personnel Center (AFPC) at Randolph Air Force Base, TX maintains the paper OPF along with its electronic version. (See article on Official Personnel Folder)

Notification of Personnel Action, SF 50. A Notification of Personnel Action is produced whenever there is a significant change in your employment status – appointment, change in pay or position information, or to change any of the information printed on the SF-50. You should keep every SF 50 you receive for the same reasons you keep bank statements, tax records or school transcripts.

These notices are proof of your status, rate of pay and conditions of employment. SF 50s are no longer automatically printed and mailed to the supervisor; however, you can obtain and print a copy of the form as follows: Go to AFPC Homepage: <http://www.afpc.randolph.af.mil/> and double click on "Electronic Personnel Folder", next to "Civilian Personnel". On the next screen, double click on "EOPF". If you need to set up your personal computer, follow the instructions after clicking on "Setup Page". Current employees, who have established a USERID and Password, can enter those in and click on "Secure Login" (right hand side of screen). New users should follow instructions in "Create Password Accounts Here". After successful login, you will reach the secure sites. Click on "Civilian Electronic OPF". This will take you to the EOPF

Documents. Double click on the SF50 you want to review/print. The SF50 will show up as a Formflow document.

YOUR SUPERVISOR CANNOT ACCESS YOUR ACCOUNT; THEREFORE, WE RECOMMEND YOU MAKE A COPY FOR YOUR SUPERVISOR TO ANNOTATE AND/OR PLACE IN THE EMPLOYEE WORK FOLDER.

Supervisor's Employee Work Folder. Your supervisor should have a Work Folder on you. In that folder should be a copy of your Core Personnel Document OR position description and work plan, and an AF Form 971, an automated product which contains some basic information on you (current position information, previous experience, education and etc). In addition, copies of appraisals, records of training, leave schedules, letters of appreciation, or counseling may be retained in the Supervisor's Employee Work Folder. One of the most important things for you to provide your supervisor is emergency information – who to call if you are injured on or off work, who your next of kin for notification. Please be sure your supervisor has this information and keep it current with both a local and CONUS emergency point of contact (See article on EMDS).

TOPICS

• Appointment Types:

The type of “appointment” you have determines your status for various personnel actions including eligibility for transfer to other locations, reemployment and reduction in force standing.

Career and Career-Conditional Appointments (Competitive Service)

A career-conditional appointment is given to persons hired from competitive civil service registers based on a competitive examination or other competitive process. The examination may be a scored test or simply a review and scoring of your application. If you are a career-conditional employee, you must complete a one-year probationary or trial period. A career-conditional appointment is converted to career after three years of federal service with no break in service of more than 30 days. If you have veteran's preference and leave the federal service before being converted to a career appointment, you may be reinstated to a career-conditional appointment at any time by any federal activity without competing in another civil service examination. If you do not have veteran's preference and leave federal service while on a career-conditional appointment, you have reinstatement eligibility for three years after separation only. If you are a career employee and leave the federal service, you have reinstatement eligibility forever. You are considered a “status” employee. Upon transfer or rehire, you are again given a career appointment.

IMPORTANT NOTE: In the overseas area, individuals are not generally appointed using career or career-conditional authorities unless the applicant is a current career or career-conditional employee or a former career or career-conditional employee with reinstatement eligibility.

Family Member Appointments (Excepted Service: Schedule A, 213.3106(b)(6))

This type of appointment is 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 US citizen Federal (civilian) employees who are transferred to the overseas area. Family member for this purpose means the spouse or unmarried child (under age 23) residing with the military member or civilian employee within the commuting area. Family members who are eligible for reinstatement are given career or career-conditional appointment rather than a family member appointment in the excepted service. If you have an excepted appointment, you do not have regular civil service status and your employment may only continue as long as you remain a family member. If your family member status changes as a result of sponsor PCS or divorce, your employment must be terminated within 60 days of status change. In addition, you are generally not eligible to transfer to other government agencies or locations. The exception is if you accompany your sponsor to another overseas location. In that case, you may request leave without pay to avoid a break in service. Your continued employment would, of course, be contingent upon selection for a vacancy at that location. See article on Executive Order (EO) 12721 for additional information on opportunities once you return to the United States.

Temporary Appointment

This appointment is used when it is expected that a job will last less than one year. Individuals on temporary appointments may be terminated at any time and are not eligible for promotion, reassignment, or re-hire without competition. The appointment may be extended up to a maximum of two years.

Term Appointment

Term appointments are temporary appointments to work on a specific project and may be more than one year but not more than four years. Term appointments can be terminated before the scheduled expiration date, but employees are entitled to advance notice of such termination.

Veteran's Recruitment Appointment (VRA)

For Air Force positions, the VRA authority is used only in cases where the position is considered hard to fill, which is determined by the CPF. The VRA is a noncompetitive appointment of a veteran in the excepted service. After satisfactory completion of a two-year trial period, the VRA employee is converted to a career-conditional or career status appointment. VRA employees with less than 15 years of formal schooling will be placed on a training and/or education plan that is developed by the supervisor. Agencies may use the VRA authority to fill jobs up through GS-11 and equivalent under other pay systems. Veterans must be "qualified" for the job, i.e., meet the essential functions of the position with or without reasonable accommodations for a disability, and given veteran's preference for hiring under this appointment, if eligible. The following veterans are eligible for a VRA appointment: 1) disabled veterans; 2) veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM) or Armed Forces Service Medal (AFSM); or 3) veterans who have separated from active service within the last three years. There are no time restrictions on appointment of the first two categories and no length of service requirements for all three categories.

Overseas Limited Appointment Authority

The overseas limited authority is used only in the overseas area and does not give the employee civil service status or reinstatement eligibility. The Air Force no longer uses this authority for new appointments to Air Force positions although it may still be used for DeCA.

• Appraisals and Performance Management

Your supervisor is required to complete a mandatory performance feedback session with you normally at the midpoint of the appraisal period from 1 April to 31 March. The AF Form 860B, *Civilian Progress Review Worksheet*, is the mandatory form to document this review. This feedback session will be a private communication between you and your supervisor. After the performance cycle ends on 31 March, you receive an annual appraisal rating (AF Form 860A) if you have worked for at least 90 days. Your Performance Plan (AF Form 860) or Core Personnel Document (AF Form 1003) is used as the basis for both these reviews. You will receive copies of the feedback and appraisal and the supervisor maintains the originals in your Employee Performance File.

• Awards and Performance Recognition Program

This program provides special awards for superior accomplishments. You may receive cash, honorary recognition, and/or time-off awards for documented significant contributions related to your employment. In most cases, your supervisor must nominate you for the award. Exceptions to this include letters and certificates of appreciation or commendation, which you may receive from anyone who wants to recognize your exceptional performance, helpfulness, extra effort, etc. Information regarding specific types of awards may be found on the following web site:
http://www.ramstein.af.mil/435mss/cpo/US_PROGRAM/EMPLOYEE_MANAGEMENT_RELATIONS/AWARDS/CIV_AWARDS/CIV_REC_GUIDE/PDF_FILES/afpam36-2861.pdf

• Benefits and Entitlements Service Team (BEST)

BEST provides customer service and current benefits information in the following program areas:

Federal Employees Health Benefits (FEHB) Program
Federal Employees Group Life Insurance (FEGLI) Program
Thrift Savings Plan (TSP)
Retirement (and retirement related) Programs
Survivorship (Death-in-Service Survivor Benefits)

You must make all health, life, and TSP benefits elections through the BEST automated phone system or the Employee Benefits Information System (EBIS) web application. The BEST automated phone and EBIS web systems provide a wealth of information in all the benefits areas. Information on EBIS can be found at
http://www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm

Benefits counselors are available Monday through Friday, 7 a.m. to 6 p.m., Central Standard Time (CST) to answer questions or provide assistance. Simply press zero (0) within any of the

benefits areas voiced by the main menu. Since you are located overseas, you will dial a toll-free AT&T direct access number (Germany: 00-800-225-5288) for the country you are located in, then 800-616-3775. AT&T direct access numbers can be obtained from

http://www.business.att.com/service_overview.jsp?repoid=Product&repoitem=eb_international_voice&serv=eb_international_voice&serv_port=eb_connectivity&serv_fam=eb_voice

Hearing impaired employees in the overseas area with access to TDD equipment may contact a benefits counselor by calling a toll-free AT&T direct access number for the country in which located. For more detailed information on systems and counselor access, see “[How to Access the BEST Automated Systems and Reach a Counselor.](#)”

To access your account information, your browser must have Secure Sockets Layer (SSL) and 128-bit encryption. You will also need your social security number and your BEST PIN. Read more about web security in the FAQs located on the AFPC Secure Web Login Page.

Consent to electronic transmission of information.

Use of the Internet to process benefits transactions involves the electronic transmission of personal information relating to your benefits and entitlements. When you use this feature you are consenting to the electronic transmission of the information you have requested. Your consent is effective during the entire time you are accessing your benefits and entitlements personal information through the web site.

• Career Brief (Data Record)

As a permanent Air Force employee, you should self-nominate for future positions. The automated system reviews the information in your personal data record to determine your qualifications and eligibility for the position. Because your data record is so important in this process, you need to periodically review your record to ensure your work experience, education, training, licenses, languages, special skills, etc. are complete and accurate. If you do not do this, your consideration for other Air Force positions may be negatively impacted.

If you are a new employee, you can expect your information to be coded into the data system within 90 days of your appointment. It is extremely important to review the resume/application you submitted for your current appointment since that information will be coded into the system. (If it is incomplete, submit a supplemental qualifications form to include the missing information.) The narrative descriptions for your non-federal employment will be translated into an equivalent Federal job experience and assigned appropriate codes. Information pertaining to your current Federal position is automatically in the system. After your record is coded, you will receive a career brief to review. The following categories of information are located on the career brief: Current Position Data, Certification/Language Proficiencies, Appointment Information, Pay/Benefits, Overseas, Special Placement, Career Program, Experience Current, Experience History, Education, Training, Awards, Appraisals, and Acquisition (if applicable).

The virtual career brief can be viewed through the AFPC Secure website at <https://www.afpc.randolph.af.mil/afpcsecure/default.asp>, identified as *Civilian Career Brief - Virtual Career Brief for AF Appropriated Civilian Employees*. The virtual career brief contains

all the information "real time" found on the standard career brief that now must be requested through our office. *The information contained in the virtual career brief may be printed using the "landscape" mode.* If you find missing or incorrect information, i.e., awards, training, education, or experience, go to

http://www.ramstein.af.mil/435mss/cpo/US_PROGRAM/us_program_info.htm

for a supplemental qualifications form. Print, fill out, and submit this form to your servicing Human Resources Specialist/Assistant with any supporting documentation, as follows: for work experience, contact your servicing Staffing Specialist/Assistant, DSN 480-7055; for education, training, licenses, etc., contact the Training Section, DSN 480-2167; and for awards contact the Operation Support Section, DSN 480-4213.

• **Career Field Management**

The Air Force Personnel Center (AFPC) at Randolph AFB, TX manages the Civilian Career Programs. These programs provide a centralized merit promotion system used to fill senior management positions throughout the Air Force. They also provide a centralized mechanism for conducting training and for recruiting for difficult to fill positions. These programs are for **current civilian Air Force employees only** and the grades at which individuals can register varies among the different Career Programs. Registration is no longer required to apply and compete for a Career Program position; however, registration is important and will continue to be used for training nominations and selections, management and leadership development, assessments, interviews, career counseling and workforce analysis. Registration is for career minded employees who aspire to achieve higher responsibilities. Career Program positions are considered the primary "feeder" to positions in the Senior Executive Service (SES) and Senior Intelligence Executive Service (SIES). To register or find out more specific information regarding a specific career field, go to the AFPC website at <https://www.afpc.randolph.af.mil/>.

• **Chain of Command**

Your immediate supervisor will provide you the important information regarding who is in your chain of command. Your supervisor possesses the authority to direct your assigned duties and to attempt to resolve problems that relate to the job. You have the right to confer with line management (starting with your immediate supervisor) to discuss matters/concerns, obtain information or solve various problems concerning your work requirements.

The basic concept of civilian personnel management is that authority and responsibility to manage human resources follows the Air Force chain of command from first level supervisor up to the Secretary of the Air Force. This information is contained in AFI 26-102, *Basic Authority and Responsibility for Civilian Personnel Management and Administration*. As a minimum, management must give supervisors authority and responsibility to:

- Select employees and ensure their proper placement and use
- Recommend employees for promotion and reassignment
- Assign duties and certify the accuracy of position descriptions/core documents
- Establish work standards and evaluate employee performance and conduct
- Initiate corrective action when an employee's performance or conduct is not acceptable
- Recognize superior performance

Identify training needs; conduct on-the-job training; and evaluate training results
Resolve complaints and grievances and maintain discipline
Make personnel management decisions that control costs

Supervisor's duties are to be performed without regard to race, color, religion, sex, national origin, age, handicapping condition, marital status, political party or any other nonmerit factor; and observe strictly all merit system principles and prohibited practices.

There are numerous directives, regulations, laws and other guidance that must be used to properly and effectively perform our duties; therefore, management must carefully review and insure compliance. If, for some reason, your supervisor cannot resolve your concern, we may be able to help. We encourage you to contact us at DSN 480-2008.

• **Civilian Announcement Notification Systems (CANS)**

CANS is highly recommended for any employee seeking employment with the Air Force. By registering in CANS, you will no longer have to continually check for Air Force job vacancies.

CANS is a very user-friendly program. Once you're logged on, the system will take you through the process step by step. All you need to do is list your specific job criteria, and CANS does the rest. Once the criteria are established, it will last for 180 days before expiring. You can list up to 20 different criteria combinations. The information can be changed at any time, initiating another 180-day cycle. The system will automatically search for jobs based on your search criteria. If there are any matches, an email will be sent to you listing the job announcement number, description, pay plan, occupational series, grade, job location, closing date and the Announcement's URL. Air Force announcements posted on the AFPC website are opened any day of the workweek for a minimum of 5 workdays.

• **Code of Ethics**

The citizens of the United States have confidence that Air Force personnel will do their part to preserve the security and well being of our nation. The public also expects that we conduct our mission honestly and with integrity. To ensure we do not betray or violate this public trust the following Code of Ethics should guide our employment with the Air Force, Department of Defense and Federal Government.

Any person in Government should:

PUT loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.

UPHOLD the Constitution, laws and legal regulations of the United States and all governments therein and never be a party to their evasion.

GIVE a full day's labor for a full day's pay; giving to the performance of his/her duties, his/her earnest effort and best thought.

SEEK to find and employ more efficient and economical ways of getting tasks accomplished.

NEVER discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself/herself or for his/her family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his/her governmental duties.

MAKE no private promises of any kind binding upon the duties of office, since a government employee has no private word, which can be binding on public duty.

ENGAGE in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his/her governmental duties.

NEVER use any information coming to him/her confidentially in the performance of governmental duties as a means of making private profit.

EXPOSE corruption wherever discovered.

UPHOLD these principles, ever conscious that public office is a public trust.

• Complaint Systems

If you have a problem in the work place, or involving some employment related matter, you have a right to use one of several complaint systems available. Your first stop should be your supervisor or someone higher in your chain of command. Poor communication and misunderstandings cause many disagreements and problems. The best way to fix those is at the lowest level possible and without bringing in outsiders. If this approach does not work, there are formal procedures available.

Appeal

An appeal is your written request that the Merit Systems Protection Board (MSPB) reconsider an Air Force decision to take adverse action against you, i.e., removal, suspension for more than 14 days, change to lower grade, separation or reduction in grade by Reduction in Force, or disciplinary action. If you are affected by an action you wish to appeal, submit an Appeal Form within 30 days of the effective date of the action or the date you receive the decision, whichever is later. An appeal is sent to the Merit Systems Protection Board, Washington DC Regional Office, 1800 Diagonal Road, Suite 205, Alexandria, VA 22314-2840. MSPB rules provide that the 30 day limit will be extended by an additional 30 days in cases where the employee and agency mutually agree in writing to attempt to resolve the dispute through an Alternative Dispute Resolution (ADR) process.

Discrimination Complaint and EEO Purview

If you believe you have been discriminated against on the basis of race, color, religion, sex, national origin, age and physical or mental handicap or reprisal for filing a previous discrimination complaint, you must contact an Equal Employment Opportunity Counselor within 45 calendar days from the date the act took place or otherwise became aware of the act.

Grievance

A grievance is a request by an employee, or a group of employees, for personal relief in any matter of personal concern or dissatisfaction not specifically excluded from the grievance procedure that relates to the employment and which is subject to the control of management. Each agency has a formal grievance procedure. For information on the Ramstein AB Administrative Grievance Procedure, please go to our home page or contact a Human Resources Specialist for information.

Classification Appeal

If an employee believes that the classification of his or her position – that is the pay plan, series, grade, and/or title – is wrong, he or she may file a classification appeal. The matter should be discussed informally with the immediate supervisor and the organization's assigned Position Classification Specialist. If the employee is still not satisfied, the procedure for filing an appeal will be through the Department of Defense Field Advisory Service or the Office of Personnel Management is explained in their respective websites at www.cpms.osd.mil/fas/class/pages/cl_filing.htm and www.opm.gov/classapp.

Inspector General (IG) System

The IG system should not be used for matters that are to be handled by one of the formal civilian complaint systems. If such a matter is brought to the attention of the IG, that office will usually refer it to the proper channels. Issues that may be appropriate for the IG include fraud, waste, and abuse issues, or complaints that are not personal to the person making the report.

- **Conduct and Responsibility**

Air Force employees must comply with prescribed standards of conduct in all official matters. You are expected to maintain high standards of honesty, responsibility and accountability as well as adhere to the Air Force Core Values of "Integrity first, Service before self, and Excellence in all we do." As a representative of the Air Force, you are expected to maintain high standards of conduct during your off-duty time, both on and off base. This policy is based on the principle that public office is a public trust.

You have the responsibility to furnish testimony or information to authorized officials concerning official matters about which you could reasonably be considered knowledgeable.

You may participate in demonstrations, petitions, speeches, private organizations and similar activities in your private capacity, while not in a duty status; however, when such expression interferes with a duty or mission of the armed forces, interferes with the performance of another employee or member of the Air Force, or creates an actual or apparent conflict of interest with official duties, you may not participate.

You are expected to pay your bills promptly and to honor any legal contracts you make. The Air Force cannot legally divert part of your salary to satisfy a private debt, except for child support, alimony payments or commercial debts. If you consistently, willfully or frequently incur debts that you do not pay, disciplinary action may be taken against you.

You are expected to perform your assigned duties conscientiously and effectively. You are to be present for duty unless authorized to be absent and you are expected to follow Air Force Instructions and comply in a timely way with proper instructions or orders given by a competent authority.

Use of government equipment or other resources for personal benefit or benefit of friends is prohibited unless otherwise authorized. Misuse of Air Force resources is misconduct, which may result in corrective disciplinary action against you.

You are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety and type of position occupied. Due to diverse work functions and locations, appropriate dress standards may vary significantly. Your attire should not be considered offensive, disruptive or unsafe. Take pride in your appearance and let good judgment be your guide.

- **Core Personnel Document (AF Form 1003)/Performance Work Plan (AF Form 860)**

This is the written statement by your supervisor to define responsibilities and set expectations for your appraisal. It serves as the foundation used to evaluate your performance. The performance work plan (AF Form 860) may be a separate document from your position description or will be included in your core personnel document (AF Form 1003), which is a combination of position description and performance work plan. In any event, you should be given this document (whichever is appropriate) within the first 30 days you are on the job, you and your supervisor should review it to be sure you understand what is expected, and you should sign it to acknowledge receipt. The same should be done whenever you change jobs, work for a new supervisor or at the beginning of a new rating cycle.

- **Designation of Beneficiary**

Completing beneficiary forms is an option that every civilian employee may choose. However, if you complete beneficiary forms, it becomes your responsibility to ensure the currency of those forms. A change in marital or family status does not automatically change a beneficiary form that you previously submitted, nor does it prevent the benefactor from receiving the death benefits that you designated. The most common mistake is when the employee names a spouse and later divorces that spouse but forgets to change the beneficiary form.

There are several types of beneficiary forms that you can complete to designate your after-death payable benefits. These include the **Standard Form 2823**, Designation of Beneficiary Federal Employee's Group Life Insurance (FEGLI); **Standard Form 2808**, Designation of Beneficiary Civil Service Retirement System; **Standard Form 3102**, Designation of Beneficiary Federal Employee's Retirement System; **Standard Form 1152**, Designation of Beneficiary Unpaid Compensation of Deceased Civilian Employee; and **TSP-3**, Thrift Savings Plan Designation of Beneficiary.

You may access these forms electronically on the Office of Personnel Management (OPM) web site at www.opm.gov/insure/designations/index.htm. Once there, you may print the forms and complete manually, or you may complete while on-line and then print. When you have

completed and signed your beneficiary forms, be sure to review them one more time to ensure they are accurate. Submit the SF 1152 and SF 2823 to your servicing Civilian Personnel Flight (CPF). Submit SF 3102, if applicable, to your servicing CPF. Submit the SF 2808, if applicable, directly to OPM at the address on the reverse side of the form. The TSP-3 should be sent directly to the National Finance Center at the address on the reverse side of the form. We recommend that you make copies of your beneficiary forms prior to submitting them to the appropriate offices.

If you do not complete beneficiary forms, your death benefits will be distributed in the order of precedence. The order of precedence is as follows, unless there is a valid court order on file with the employing agency:

1. The widow or widower.
2. If none, to the child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
3. If none, to the parents in equal shares or the entire amount to the surviving parent.
4. If none of the above, to the executor or administrator of the estate of the decedent.
5. If none, to the next of kin under the laws of the State in which the decedent was domiciled at date of death.

If you have any questions or need assistance with completing beneficiary forms, please speak with a Benefits and Entitlements Service Team (BEST) counselor at 00 800-616-3775. If you are hearing impaired, you may contact a Benefits Counselor by dialing our TDD number: 00 800 382-0893.

• Details

A detail is the temporary assignment of duties other than those officially assigned. There may be times where you will be needed to perform duties which are not included in the position description, e.g. the duties of a vacant position pending retirement, a temporary office project, etc. In order to be creditable as a detail, the assignment must be continuous and require a majority of your duty day. If you are going to perform temporary duties for over 30 days, a Request for Personnel Action (RPA) must be submitted to the CPF to receive credit for this experience. Supervisors should document details of less than 30 days in the Employee Work Folder. The experience gained while on an official detail for more than 30 days becomes a permanent part of your record. Details may initially be targeted to end sooner than the 30-day point, but for unforeseen reasons extend past 30 days. At that time, an RPA should be submitted to properly document the detail. Supervisors should plan ahead and submit the RPA before the detail begins whenever possible. When RPAs are submitted “after the fact” you will not receive experience credit in a timely manner.

The following are some facts concerning details:

- Official details are made in up to 120 days increments
- Official details to higher grades or occupational series that may provide promotion potential in excess of 120 days must be made under competitive merit promotion procedures

- Employees **do not** have to be qualified for the duties to which they are detailed, except when position requires minimum educational, licensure, and/or certification requirements.
- While on a detail, employee is compensated at the same rate of pay received in the permanent position.

• Discipline and Adverse Actions

Disciplinary action may be taken by management to correct an employee's delinquency or misconduct. For example, if you violate a rule, regulation or procedure, or fail to fulfill an employee-related requirement, disciplinary action may be taken against you. It is Air Force policy to take necessary disciplinary action promptly and equitably, and to comply with the letter and intent of governing requirements. Disciplinary actions taken by your supervisor are designed to be constructive, that is to correct the problem, not to punish for the misconduct. An adverse action may reduce your grade and/or your basic rate of pay, put you involuntarily into non-pay, non-duty status, or separate you from the service. It is important to note; however, that an adverse action may be for reasons beyond your control, such as in a reduction in force, rather than based on your own misconduct. For example, an action is adverse but not disciplinary if you are downgraded or separated through reduction in force procedures, if you are separated for failure to transfer with your function to a new area, or demoted based on application of new classification standards.

Examples of disciplinary and adverse actions include oral admonishment, written reprimand, suspension from duty without pay, reduction in grade or pay, and removal from Federal service. The oral admonishment is the least severe penalty. It is a formal, polite, and private admonishment recorded on the Supervisor's Employee Brief. It is often adequate to effect the required correction or improvement, particularly when the employee has no previous history of misconduct. For a 2 year period thereafter it can be used in determining whether to impose a reprimand for an offense which alone would usually result in a lesser penalty. A reprimand is a severe disciplinary action that should be adequate for many disciplinary situations which require an action more severe than an oral admonishment. It is used to correct significant misconduct or repeated minor offenses. The penalty is documented for 2 years in the Official Personnel Folder and is included in the electronic personnel record. A suspension is an extremely severe penalty. Ordinarily, it is the final step in the disciplinary process before removal and is accompanied by a warning to the employee that a further violation of rules could result in removal. It imposes a loss of income for the employee. It is documented permanently in the Official Personnel Folder and is included in the electronic personnel record. Because the employee is denied both work and pay, the suspension cannot be used to resolve performance or indebtedness problems. Suspensions normally range from one day to 30 days. Suspensions over 30 days are taken only when removal would not promote the efficiency of the service. Removal is the most severe and ultimate penalty and often supported by prior disciplinary actions. It is considered rehabilitative since it could help employees improve their performance in future positions.

For specific information and Air Force guidance, please refer to AFI 36-704, *Discipline and Adverse Actions*. This instruction provides instructions for maintaining discipline and for taking disciplinary and adverse actions against civilian employees. Attachment 3 is the Guide to Disciplinary Actions which identifies various offenses and the selection of the appropriate

penalty. This does not dictate the disciplinary action; rather, it establishes a range of penalties within which the penalty imposed usually falls.

- **Dual Compensation**

The Dual Compensation Act (5 U.S.C. 5533) prohibits an employee from receiving pay from more than one civilian U.S. Government position (including temporary, part time or intermittent appropriated fund; non-appropriated fund (NAF) or Army Air Force Exchange Service (AAFES)) for more than 40 hours of work in any calendar week. There is no restriction on the number of appointments the individual may hold, only on the number of hours for which he/she may be paid (e.g., an employee may work for NAF and AAFES, as long as the pay received is not for more than 40 hours a week.) Active duty military members are covered by a special exception to this act, which allows them to work part-time in NAF or AAFES activities; however, they cannot hold federal positions, except when on terminal leave. Federal employees cannot hold NAF or AAFES jobs if the pay received would exceed 40 hours per calendar week.

- **Emergency Data System (EMDS)**

The EMDS Web Application is to provide you the capability to provide and update the required information for Next-of-Kin (NOK) notification in the case of any emergency! This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty or for any other emergency. As an employee in the overseas area, you should provide emergency contacts in the overseas area and in the US. As a new employee, you can go to: <https://ww2.afpc.randolph.af.mil/emds/default.htm> click "Enter EMDS" to start the AFPC security login process. Once you have entered your information, please print a copy and provide it to your supervisor. Only you will have update/change capability to the data on the NOK emergency form. Please remember, it's your responsibility to keep this form current!

- **Emergency Essential Program**

The Emergency Essential (E-E) program is part of the overall Civilian Readiness (Mobilization) program which ensures a sufficient number of qualified Air Force federal civilian employees are available to meet worldwide mission requirements during periods of national emergency, mobilization, war, military crisis, or other contingency. The E-E employee is defined as an incumbent of an overseas position (or who would be sent overseas during a crisis situation) that supports essential combat systems after a mobilization, evacuation order, or other military crisis. There is sometimes confusion between the terms E-E, Key, and Contingency Essential employees. The Key employee is incumbent of a CONUS position that cannot be vacated during war or national emergency without seriously impairing the mission; such employees have unique or scarce managerial or technical skills required by the wartime mission. The Contingency Essential employee is a local national employee in a position equivalent to a Key or E-E position.

E-E positions are identified prior to fill by notification in the vacancy announcement, as well as in the position description itself. Because of the requirement to remain after other civilians

have been evacuated, employees on these positions must be removed from military recall obligation. The position description will include a statement similar to the following:

“This position is emergency-essential (E-E). The incumbent of this position must meet all requirements of E-E positions and may be required as a condition of employment to take a series of vaccinations and annual boosters to immunize against anthrax and other diseases. In the event of a crisis situation, the incumbent or the designated alternate, may be required to take part in readiness exercises. This position cannot be vacated during a national emergency or mobilization without seriously impairing the capability or the organization to function effectively. This meets the criteria of an E-E position and requires the incumbent, or designated alternate, be removed from any military recall status.”

If you as an employee accept an E-E position, you will be asked to sign DD Form 2365, DoD Civilian Employees Overseas E-E Agreement. This form documents that incumbents in E-E positions accept the E-E conditions of employment.

To find out more about E-E positions consult the following references:

DoDD 1404.10, Emergency-Essential (E-E) DoD US Citizen Civilian Employees Overseas

AFI 36-507, Mobilization of the Civilian Work Force

• Equal Employment Opportunity Employer

It is Air Force policy that all employees be provided a working environment that is free from discrimination and provides equal opportunity for all applicants and employees regardless of their race, color, religion, age, sex, national origin, sexual orientation, handicapping condition and/or other non-merit factor. In filling civilian positions, the Air Force will ensure selections are based on principles of merit and qualifications. Organization commanders, managers and supervisors are responsible for ensuring that objectives of equal employment opportunity are met. If you believe you have been subject to discrimination, contact an EEO Counselor (DSN 480-2250) within 45 calendar days after the incident to be timely. The counselor will advise you of your rights and responsibilities. The discrimination complaint system allows for the review of such discrimination and every opportunity will be explored in an attempt to resolve the matter at the lowest possible level.

If a civilian supervisor or manager is found to have discriminated based on race, color, religion, sex, national origin, age, or handicapping condition, appropriate disciplinary action will be taken. This discrimination includes the charge of sexual harassment. If the supervisor or manager engaged in an activity which adversely reflects upon the integrity of the management process, a decision should be made as to whether he or she should be reassigned or changed to lower grade to a position of a different character. The range of penalties is from reprimand to removal. Attachment 3 to AFI 36-704, *Discipline and Adverse Actions* provides further guidance.

• Ethical Conduct

All Federal employees are expected to act in an ethical manner at work and in their private life. You should receive an orientation on the Joint Ethics Regulation (JER), and this regulation

should be available to you via the web or your office library. The JER covers issues such as use of government equipment and property, conflicts of interest, cooperating with investigations, safeguarding confidential information, etc. The Staff Judge Advocate office is the Office of Primary Responsibility for this subject matter. Ask your supervisor about the location of the JER and be sure you understand expectations about your standards of conduct and behavior.

• **Executive Order (EO) 12721**

EO 12721 provides certain former overseas employees noncompetitive appointment eligibility when they return to the United States. In order to be eligible for this special appointment authority, an individual must meet all of the following criteria:

- Be a citizen of or owe permanent allegiance to the United States
- Must have accumulated 52 weeks of creditable overseas service in an appropriated fund position under an overseas local hire appointment within any 10-year period beginning after 1 January 1980.
- Must have received a passing, fully successful or better performance rating (or equivalent) for the overseas service accrued after 1 January 1984.
- Must have been a family member (spouse or unmarried child under age 23) of a federal civilian employee, a federal nonappropriated fund employee, or a uniformed service member who was officially assigned to the overseas area
- Must have resided in the overseas area while the sponsor was officially assigned to the overseas duty station
- Must be appointed within 3 years of returning to the United States from the overseas duty station
- Must meet the qualifications and time-in-grade requirements for the position being filled
This is a benefit to eligible employees because it allows them non-competitive consideration for the highest grade held in the overseas area without having to openly compete with the general public. Once selected, individuals are given career-conditional appointments.

• **Family Members in Your Household**

In the United States, you decide who lives in your house and for how long. In a foreign country, you do not have that option. In Germany, the Status of Forces Agreement (SOFA) allows Americans to live in Germany indefinitely, without a residence permit and without paying certain taxes, as long as they are members of the US Forces. To be considered a member of the US Forces, you must be command sponsored. Command sponsorship is extended only to active duty military members, American citizen employees of the forces, and eligible family members. Family members consist of spouses, unmarried minor children and step-children, and parents or parents-in-law who are dependent on the sponsor for more than half their support and reside in the sponsor's household. Unless someone falls into one of these categories, they are considered

tourists by the German government and cannot stay in the country for longer than 90 days. For details and answers to your specific questions, contact the Legal Office or Affirmative Employment Section.

• **Federal Employees' Group Life Insurance (FEGLI)**

The FEGLI program is intended to provide immediate protection against financial hardship or loss in the event of death, as well as coverage for accidental death or dismemberment. FEGLI provides group term life insurance. As such, it does not build up any cash value or paid-up value. Enrollment in the program is voluntary.

Most Federal employees, including part-time employees, are eligible to enroll in the Federal Employees Group Life Insurance (FEGLI) Program. There are some exclusions, though, by law and regulation.

Some of the exclusions, but not all, include employees serving on temporary appointments limited to one year or less; employees on intermittent appointments; employees whose annual pay is \$12 or less; and those paid on a contract, fee, or piecework basis. There are exceptions to the exclusions. For example, if a full or part-time temporary appointment with a regular tour of duty, or an intermittent appointment without a regularly scheduled tour of duty, follows a position in which you were insured with a break in service of no more than 3 days, you're eligible to continue FEGLI coverage (unless you completed 12 months in a nonpay status during the previous appointment). Also, temporary employees who receive a provisional appointment as defined in 5 CFR 316.403 are eligible for FEGLI coverage. There are other exclusions and exceptions. To see them all, we suggest you review the FEGLI Handbook on the Office of Personnel Management (OPM) website at www.opm.gov/insure/life/handbook/eligibl2.htm.

How do you submit an election to enroll in or waive Federal Employees Group Life Insurance (FEGLI)?

Employee Benefits Information System (EBIS): EBIS can be accessed from the BEST Homepage (www.afpc.randolph.af.mil/dpc/best/menu.htm). An advantage to enrolling via EBIS is that once you have completed the transaction, you can print a copy of the Life Insurance Election Form -- SF 2817 for your records.

BEST Phone System: Stateside employees can reach the BEST phone system by dialing toll-free 1800-616-3775. Employees located overseas will first dial a toll-free AT&T direct access number (Germany: 00-800-2255-288) for the country in which located, then 800-616-3775. AT&T direct access numbers can be found at http://www.business.att.com/bt/dial_guide.jsp. Hearing impaired employees with access to TDD equipment will dial toll-free 1-800-382-0893, or (commercial) 565-2276 if calling from within the San Antonio, Texas area.

• **Federal Employees Health Benefits (FEHB)**

The FEHB program is intended to assist you and your eligible family members with expenses of illness and accident, and is paid for through employee and employer contributions. A voluntary program, FEHB offers the following advantages and guarantees:

- An annual opportunity (open season) to enroll in a health benefits plan or change enrollment selection
- A choice of plans and options with group-rated premiums and benefits
- Guaranteed protection that cannot be canceled by the insurance carrier
- Coverage without medical examination or restrictions because of age, current health or pre-existing medical condition
- No waiting periods after the effective date of enrollment
- A government contribution toward the cost of your plan (unless you're on a temporary appointment)
- A payroll deduction method of making premium payments
- A temporary 31 day extension of coverage after separation from employment, during which you may convert to a non-group policy
- Continued enrollment for eligible family members after the death of the employee or annuitant

As a Federal employee, you are eligible to elect FEHB coverage, unless your position is excluded by law or regulation. Generally, the following employees are eligible:

- Most Federal employees on permanent appointments
- Employees serving a Term Appointment (that will last more than one year) with a regularly scheduled tour of duty
- Temporary employees who receive a provisional appointment as defined in 5 CFR 316.401 and 316.403 (check the nature of action on your Standard Form 50, Notification of Personnel Action)
- Temporary employees whose appointment is limited to one year or less may enroll under the provisions of 5 U.S.C. 8906(a) after completion of one (1) year of current continuous employment if the appointment is renewed or extended and there is not a break in service of more than 5 days
- Employees converting from non-covered appointments to covered appointments

Air Force-serviced civilian employees must enroll in health insurance electronically through the Employee Benefits Information System (EBIS) web application or the Benefits and Entitlements Service Team (BEST) automated telephone system.

EBIS can be accessed on the Web at

http://www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm. Once logged into EBIS, click the Transactions icon. Go to the FEHB Current Coverage box and click the Change button. Select the type of transaction you will be making and follow the prompts to enroll. If you are a new employee, the "event date" is your date of hire.

To access the BEST automated phone system, employees located in the United States will call toll-free 1-800-616-3775 (press 2 for Air Force-serviced civilian employee, then 2 again for BEST benefits and entitlements services, and follow the prompts). Once you reach the benefits main menu, you will press 1 for Federal Employees Health Benefits. Listen carefully to the options available.

Employees located overseas will reach the BEST phone system by dialing a toll-free AT&T Direct Access number (Germany: 00-800-2255-288) for the country in which located, then 800-616-3775. AT&T Direct Access Numbers can be obtained from

http://www.business.att.com/bt/dial_guide.jsp.

Hearing impaired employees may contact a benefits counselor by dialing TDD 1-800-382-0893, or (commercial) 565-2276 if calling within the San Antonio, Texas area.

Detailed instructions on how to access EBIS and the BEST phone system are located on the BEST homepage under "[How to Access the BEST Automated Systems and Reach a Counselor.](#)"

- **Flexible Spending Accounts**

Flexible spending accounts (FSAs) are a benefit, a tax-favored program that allows Federal employees to set aside pre-tax money from their paychecks to pay for a variety of expenses. With an FSA, you can reduce taxes while paying for services you normally have to pay for anyway. A side effect of reduced taxes is an increase in take-home pay. There are two types of FSA accounts, as follows:

Health Care Flexible Spending Account (HCFSA) - covers health care expenses not paid by the Federal Employees Health Benefits (FEHB) program or any other insurance, and not claimed on the employee's federal income tax return. Benefits may be paid for eligible expenses for the employee, spouse, and anyone claimed as a dependent on the employee's income tax return. Examples of eligible expenses include, but are not limited to, co-payments, deductibles, co-insurance, dental care, orthodontic treatment, guide dogs, hearing aids, weight-loss programs at physician's direction, and laser eye correction. In addition, effective with the 2004 plan year, over-the-counter medicines such as a regular supply of decongestants, antihistamines, and other frequently used medicines are reimbursable. Items such as dietary supplements or vitamins are not reimbursable because they are "merely beneficial" to "general good health."

Dependent Care Flexible Spending Account (DCFSA) - for dependent care expenses that allow the employee (and spouse, if married) to work or look for work, or that allow the spouse to attend school full-time. Expenses can be paid for eligible children under age 13 and for adults who qualify as dependents under Internal Revenue Service (IRS) regulations.

All Federal employees employed by an Executive Branch agency (which includes Air Force-serviced civilian employees) or another agency that has agreed to offer the Flexible Spending Account (FSA) program, are eligible for the FSA program as follows:

Health Care FSA – If you are eligible to enroll in the Federal Employee Health Benefits (FEHB) program, *even if not currently enrolled*, you are eligible to enroll in a Health Care FSA. (Exception: if you enroll in one of the new High Deductible Health Plans (HDHP) and are eligible for a Health Savings Account (HSA), you may not have a Health Care FSA.)

Dependent Care FSA – All employees with qualified dependents are eligible to enroll in a Dependent Care FSA, except certain intermittent employees whose appointment is six months or less.

Flexible Spending Account (FSA) Open Seasons occur each year at the same time as the Federal Employees Health Benefits (FEHB) Open Season, i.e., from the second Monday in November through the second Monday in December. Enrollment in the FSA program does not continue automatically from year to year. You must re-enroll for each year that you wish to participate.

You may change your enrollment and annual contribution amount as often as you want during the Open Season timeframe. The last change on file at midnight on the day the Open Season ends becomes your final election.

You will conduct your enrollment in a Health Care Flexible Spending Account (HCFSA) and/or a Dependent Care Flexible Spending Account (DCFSA), by web or phone as follows:

- FSAFEDS website at <https://www.fsafeds.com/>
- By speaking with an SHPS benefits counselor. The toll-free phone number is 1-877-372-3337, or TTY 1-800-952-0450. SHPS counselors are available Monday – Friday from 9:00 a.m. until 9:00 p.m. Eastern Time.

• **Government Charge Card**

All DoD personnel are required to use the government-sponsored, contractor-issued *travel charge card for all expenses arising from official government travel, unless otherwise exempted*. Although a traveler may be required to use the travel card, failure to use the travel card shall not be a basis for refusing to reimburse the traveler for otherwise appropriate charges. Such failure may, however, subject the traveler to appropriate administrative or disciplinary action. Public Laws 107-248 and 107-314 and the FY 03 National Defense Authorization Act (NDAA) require civilian disciplinary and adverse action policy to address appropriate actions for employees who misuse their government purchase and travel charge cards. As a result, the DoD Government Charge Card Disciplinary Guide for civilian employees has been implemented. A copy of this guide may be found on the Civilian Personnel Office website at <http://www.ramstein.af.mil/435mss/cpo> This information was disseminated to all commanders and supervisors of US appropriated fund civilian employees specifically advising of this policy and also appropriate disciplinary charges for government credit card misuse. Typical penalty ranges from reprimand to removal.

Accordingly, commanders and supervisors are informed of the potential misuses and abuses of government charge cards and their responsibilities to have suspected misuses and abuses appropriately investigated, and are trained on appropriate corrective or disciplinary/adverse actions.

It continues to be DoD policy that improper, fraudulent, abusive, or negligent use of a government charge card is prohibited. This includes any use of government charge cards at establishments or for purposes that are inconsistent with the official business of DoD or with applicable regulations. The charges have been added to AFI 36-704, Discipline and Adverse Actions, Attachment 3, Guide to Disciplinary Actions, 22 Jul 94, for immediate use. Please note that supervisors retain the authority to counsel or to give their employee an oral admonishment if deemed appropriate. As information, the review of the security clearance of an individual involved in credit card misuse or abuse is not a disciplinary action and should not be treated as such.

• Holidays

January	New Year's Day, 1 January
February	Martin Luther King's Birthday, 3rd Monday in January
February	Presidents' Day, 3rd Monday in February
May	Memorial Day, last Monday in May
July	Independence Day, 4 July
September	Labor Day, 1st Monday in September
October	Columbus Day, 2nd Monday in October
November	Veteran's Day, 11 November
	Thanksgiving Day, 4th Thursday in November
December	Christmas Day, 25 December

In Lieu of Holidays - A full-time employee is entitled to an in-lieu of holiday when a holiday falls on a non-workday. In such cases, the employee's holiday is the basic workday immediately preceding the non-workday, except if the non-workday is a Sunday. If Sunday is the non-workday, the next basic workday is the in-lieu of holiday. For employees with a 40-hour, Monday through Friday workweek, the day of the in-lieu of holiday would be as follows:

- (1) If a holiday falls on a Sunday, Monday is the holiday.
- (2) If a holiday falls on a Saturday, Friday is the holiday.

Part-time employees are entitled to paid holidays if the legal holiday falls on a day they are regularly scheduled to work and for the number of hours that they would normally be scheduled to work. Part-time employees are not entitled to in-lieu of holidays. Intermittent employees do not receive any paid holidays.

You must be in a pay status (not on LWOP, AWOL or suspension) on either the regularly scheduled workday preceding a holiday or the regularly scheduled day after a holiday in order to be paid for the holiday. If you are required to work on a holiday, you are entitled to holiday pay. You cannot be required to work a holiday and be given another day off.

USAFE commonly designates a day before or after a holiday weekend as a "family day." Family days are paid days off for military members, but are NOT paid days off for civilian employees. If you plan to be off on a family day, you must use leave, compensatory time or credit hours.

• Hours of Work

Most full-time employees work 40 hours per week, 8 hours per day, scheduled Monday through Friday. Work periods of different hours may be prescribed if necessary. Your supervisor will advise you of your work schedule and any subsequent changes that may be needed. (Also see **Work Schedules**).

A lunch or other meal period is an approved period of time in a non-pay and non-work status scheduled within the basic workday. Most organizations schedule a 30-60 minute lunch period. However, if you are on a flexible work schedule, such as Flexitour, you may take up to a 2-hour

lunch with approval of your supervisor. The lunch period cannot be taken at the end of the day to allow you to leave work early or at the beginning of the day for you to come to work late.

Breaks or rest periods are not mandatory. However, some organizations allow up to two 15-minute rest periods per workday, normally scheduling one for every 4-hour work period. Rest periods cannot be combined to create a longer rest period, lunch period or to allow you to leave work early. The rest period is paid duty time and you can be recalled to work.

Premium Pay: Both Wage Grade and General Schedule employees may earn premium pay, such as overtime, Sunday pay, holiday pay or a night differential. Premium pay for GS employees (excluding law enforcement officers) is capped. A GS employee may not be paid regular pay plus premium pay, if the total amount exceeds the bi-weekly rate for GS-15, step 10.

Overtime is work officially ordered and approved in advance, in excess of the normal 8-hour workday or 40-hour workweek. A supervisor should not require an employee to work overtime without proper compensation. Employees with a basic rate of pay less than the rate of basic pay for a GS-10, step 1, receive an overtime hourly rate 1.5 x their basic hourly rate. If your basic rate exceeds that of a GS-10, step 1, the hourly rate is 1.5 x the basic pay for a GS-10, step 1 or your current hourly rate of basic pay, whichever is greater. You may be granted compensatory time off instead of overtime pay. You are entitled to the same amount of compensatory time off as the number of overtime hours worked.

Night Differential: If you are assigned to work later hours, you may be eligible to receive a night differential. WG employees scheduled to work five hours or more between 1500 and 2400 will receive a 7 ½ percent Night Shift Differential. Between 2300 and 0800, the Night Shift Differential is 10 percent. GS employees regularly scheduled to work between 1800 and 0600 receive a Night Pay Differential of 10 percent of the basic hourly rate.

Sunday Pay: If you are a full-time employee, you are entitled to 1.25 x the basic hourly rate for a regularly scheduled 8-hour tour of duty that begins or ends on a Sunday. To receive Sunday premium pay, you must actually work on Sunday and not be on leave, excused absence with pay, compensatory time off, credit hours, or time off awards. Hours worked on a Sunday in excess of an 8-hour shift are considered overtime hours.

Holiday Pay: If you are directed to perform work on a holiday, you are entitled to 2 x the basic hourly rate of pay for up to 8-hours. Hours in excess of 8 hours are considered overtime. If you are required to work on a holiday, you must receive pay for at least 2 hours of holiday pay. You cannot be required to work a holiday and be given another day off.

Travel as Hours of Work: If you travel for duty purposes during your normally scheduled hours of duty, you will be paid as normal. However, if you travel outside of your normal duty hours, you normally cannot receive any compensation unless you are actually performing work. The Federal Workforce Flexibility Act of 2004 amended 5 U.S.C. to establish a new form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station if the travel time is not otherwise compensable. This allows Federal employees to claim time off for official travel during their off-duty hours, such as Flying

on a Saturday or Sunday to attend a meeting on Monday morning. Employees will have to take their compensatory time off within 26 pay periods after it was earned or forfeit it.

• Identification Cards for Civilian Employees and their Family Members

Possessing a valid identification (ID) card is critical in the military environment overseas. Granting ID cards and validating a civilian employee and his/her family member's eligibility is the responsibility of the Civilian Personnel Flight, Customer Service Center, Bldg 2120, Room 123. Customer service hours are Monday – Friday, 0800-1600. The process for requesting ID cards varies. Some general guidelines on application procedures follow:

Extension: If your ID card is due to expire within 30 days, visit our Customer Service Center and complete an application form. Please allow us twenty-four hours to complete the documentation. Remember, where applicable, *your overseas tour extension documents must be on file.*

Replacement: If you need a replacement card due to loss or mutilation, visit our office to complete an application. We will make every effort to work your request that day. For lost cards, the civilian sponsor must meet with his/her supervisor, Unit Commander or First Sergeant to obtain a form, Subject: Request for Replacement of Lost/Stolen Identification (ID) card, which must be taken to the Security Forces Squadron Law Enforcement Desk (Bldg 2371).

Child reaches age of 10: If your child reaches age 10, you must bring a copy of the birth certificate as validation.

Student: If you have a child over 21 years of age who is a full-time student, you must provide the following: birth certificate, a letter from the school (accredited institution of higher learning) certifying full-time status, degree being pursued, and anticipated graduation date. In addition, you must certify on the application that you provide more than 50 percent of the student's support. (**Note:** If the student needs an ID card for summer only, letter must include: full-time enrollment during semester immediately before the break and acceptance or pre-enrollment as a full-time student for semester immediately after the break.)

Family Member Employees: New appropriated fund employees who are also family members will be issued a Common Access Card (CAC) during the week of in-processing, if the CAC is required by the position and determined by the supervisor. Employees will be required to furnish evidence of their sponsor's current DEROS.

• Injury Compensation

If you are injured at work:

- Report the injury to your supervisor immediately and obtain first aid as necessary.
- You must complete a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation or CA-2, Notice of Occupational Disease and

Claim for Compensation via the Electronic Data Interchange (EDI) Tracking System and forward to your supervisor electronically for submission. In addition, the Safety Office, Ramstein Air Base, requires all federal employees injured during duty hours to complete a USAFE Form 281 in an effort to track the on the job injuries within the Kaiserslautern Military Community.

The EDI Tracking System allows supervisors to electronically submit the completed CA-1 and CA-2 via the Internet. The form can be found at https://isdmid2.cpms.osd.mil/web_html/static_java_edi_sup.html . After the form is complete, electronically submit the claim form to your Injury Compensation Program Administrator (ICPA) in the Civilian Personnel Flight for authentication by clicking “submit”. The ICPA will then transmit the information to the Office of Workers’ Compensation Program (OWCP).

-- A **traumatic injury** is a wound or other condition of the body caused by external force, including stress or strain. The injury must occur at a specific time and place, and it must affect a specific member or function of the body. The injury must be caused by a specific event or incident, or a series of events or incidents, within a single day or work shift. Traumatic injuries include damage solely to or destruction of prostheses, such as dentures or artificial limbs. Traumatic injuries also include damage to or destruction of personal appliances, such as eyeglasses or hearing aids, when a personal injury requiring medical services occurred.

-- An **occupational disease or illness** is a condition produced by the work environment over a period longer than one workday or shift. The condition may result from infection, repeated stress or strain, or repeated exposure to toxins, poisons, fumes or other continuing conditions of the work environment. The length of exposure, not the cause of the injury or the medical condition which results, determines whether an injury is traumatic or occupational. For instance, if an employee is exposed to toxic fumes for one day, the incident is considered a traumatic injury. If the employee is exposed to toxic fumes for two or more days, the incident is considered an occupational disease.

- If a traumatic injury occurred, and further medical treatment is needed, obtain authorization (Form CA-16) from your supervisor for treatment by a physician of your choice. If that physician is not available, you still have the right to choose a treating physician. CA-16 must be completed within 48 hours after the date of injury, after those 48 hours the organization is not allowed to provide the employee with that form.

- If a traumatic injury is involved, furnish your supervisor with medical evidence of any disability within 10 calendar days of claiming continuation of pay (COP). COP is continuation of your regular pay for up to 45 calendar days of wage loss due to disability and/or medical treatment. It is paid only in connection with a traumatic injury. Employees who have an occupational disease claim are not eligible to receive COP.

- If there was lost time and the injured person is back to work, the supervisor needs to complete a CA-3 form (Report of Termination of Disability and/or Payment).

- If you become disabled from your regular job you are expected to return to suitable light or limited duty identified by your supervisor. If such work is not available, the Office of Worker’s Compensation Programs (OWCP) may provide a nurse and vocational rehabilitation

services to help you return to work, either with your original Federal employer, another Federal employer, or in the private sector.

OWCP considers return to work a benefit both to the injured employee, who once again becomes a productive member of society, and to the employer, who retains (or obtains) the services of a skilled and knowledgeable individual.

The Federal Employee's Compensation Act provides that an employee must actively seek suitable work as soon as he or she can do so. If the employee refuses to do so, or refuses or neglects to work after such work is offered or found, he or she is not entitled to compensation.

Additional information on the Office of Workers' Compensation Programs (OWCP) can be found at http://www.dol.gov/esa/owcp_org.htm. Remember to protect your rights and receive benefits as quickly as possible; do not delay in reporting work-related injuries. It is your responsibility to obtain the information needed to support your claim.

• Leave and Earnings Statement

You will receive from the Defense Finance and Accounting System office, a Leave and Earnings Statement (LES) every two weeks, which is e-mailed to you, usually a day or two before payday or by going to <http://www.dod.mil/dfas> and logging on to MY PAY. This LES notes all of your pay and allowances, deductions and allotments, leave earned and used, overtime, and variety of other important information. If you don't understand your LES, your timekeeper can probably help. Review your LES carefully each pay period to ensure all pay data is correct. If there is an error or you do not understand the information, either the finance customer service representative for your organization, or the personnel office will be able to assist you. Your timekeeper can tell you who your customer service representative is and how to contact him or her.

• Leave - Excused Absences

You may hear the term "Administrative Leave" when someone is talking about absence from work that is not chargeable to annual leave, sick leave, or some other official absence. The official term is an excused absence and there are few times when an excused absence is allowed. There must be legal or regulatory authority for an absence during the basic workweek to be excused without charge to leave. Generally, an excused absence must clearly serve the interests of management as well as the interests of the employee. Some examples where an excused absence is appropriate are: attending official or semi-official DoD or AF functions; donating blood, declared weather emergencies, etc. Managers and supervisors do have the very limited authority to excuse occasional short periods of unforeseen tardiness or other short absences or the early release of an individual employee, but DO NOT have authority to approve an early dismissal of groups of employees. Other excused absences, to include early group dismissals due to weather conditions, require the approval of the installation commander. DoD policies specifically prohibit commanders or others from using this authority to create additional or extended holidays.

• Leave

Full-time and part-time employees earn both annual leave and sick leave, unless they are on an intermittent appointment or an appointment lasting less than 90-days. If you are not in a duty status, you will normally be in a leave status described below.

Requesting Leave

Your request for leave should be submitted to the first level supervisor using a Request for Leave or Approved Absence, OPM Form 71. Leave should be requested in advance of the absence, except in emergency situations. Sick leave for an illness or injury should be requested by calling the first level supervisor as soon as possible, but at least within the first hour or two of the absence. Leave is charged in 15-minute increments. You may not be placed in any leave status other than Absent Without Leave (AWOL) without your request.

Types of Leave

ANNUAL LEAVE (AL)

Annual Leave is granted to allow you time off for family days, vacations, personal errands, and emergencies or for any other purpose including an illness. When you resign, retire or separate from Federal service, you receive a lump-sum payment for the annual leave you have accrued. You cannot be granted leave in conjunction with retirement, resignation or LWOP granted to follow a relocating sponsor.

Accrual Rates: Employees earn 4, 6 or 8 hours of annual leave per pay period, depending on their years of creditable service. If you have less than 3 years of service, you earn 4 hours per pay period. If you have 3 to 15 years of service, you earn 6 hours per pay period (10 hours in the last pay period of the leave year). If you have more than 15 years of service, you earn 8 hours per pay period. The amount of leave earned by part-time employees is prorated based on the number of hours worked.

Maximum Annual Leave Accumulation: Most Federal employees may carryover up to 240 hours of annual leave from one leave year to the next. Certain employees recruited from the U.S. to work in the overseas area may carryover up to 360 hours of annual leave from one leave year to the next.

Advanced Leave: You may be granted advanced annual leave up to the amount you would earn during the current leave year. Advanced annual leave requires the supervisor's written approval and proper coding on the timecard.

SICK LEAVE (SL)

Sick leave may only be used for:

- Medical, dental or optical examination or treatment
- Incapacitation for physical or mental illness, injury, pregnancy or childbirth
- Exposure to a communicable disease
- To make arrangements for the adoption of a child
- To participate in drug or alcohol counseling programs
- To care for a family member as a result of illness, injury, pregnancy, childbirth, medical appoint or attend a funeral or make the necessary funeral arrangements. A full-time employee may use up to 40 hours of sick leave for the purposes listed above. You may use an additional 64 hours (104 total)

sick leave, if your sick leave balance does not drop below 80 hours. Part-time employees and employees with uncommon tours of duty are also covered, and the amount of sick leave available for these purposes is prorated. You may take up to 12 weeks to care for a family member with a serious health condition (See FMLA below).

You are not paid for unused sick leave when you separate. Unused sick leave will be re-credited to your sick leave balance if you are re-employed with a federal agency. There is no limitation on the amount of sick leave that may be carried forward to the next leave year. Sick leave for more than 3 consecutive workdays must be supported by medical documentation. Medical documentation can also be required for other reasons specified in AFI 36-815.

Accrual Rates: All employees earn 4 hours of sick leave per pay period. The amount of leave earned by part-time employees is pro-rated based on the number of hours worked.

Advanced Sick Leave: You may be advanced up to 30 days of sick leave if you meet the requirements in AFI 36-815, 3.11. Requests for advanced sick leave with the required medical documentation must be submitted through Civilian Personnel to ensure it meets all of the regulatory requirements.

LEAVE WITHOUT PAY (LWOP)

LWOP is a temporary non-pay status granted to cover an approved absence upon your request. With the approval of your supervisor, LWOP may be used for a few days to cover a vacation or family emergency, or it may be for up to 12 months if the eligible employee is relocating with a spouse on official PCS orders. A Request for Personnel Action (RPA) must be submitted for all LWOP over 30 days. There are both mandatory and discretionary reasons to approve LWOP. There are specific, regulatory criteria that you must meet before LWOP is granted for the mandatory reasons. LWOP for discretionary reasons is limited to 90-days or less.

OTHER TYPES OF LEAVE

Military Leave – Granted to employees who are members of the Reserve or National Guard to perform active duty, active duty training or inactive duty training. These employees normally earn 120 hours of military leave per fiscal year. Military leave is charged in one-hour increments, up to 8 hours per day, only for the days the employee would have otherwise worked.

Court Leave - Available to employees required to perform jury duty in a federal, state or municipal court, or to serve as a witness for the U.S., District of Columbia, or state or local government.

Leave for Bone Marrow or Organ Donation – You may use 7 days leave per calendar year to donate bone marrow. You may use 30 days leave to donate your organs. The employee receiving bone marrow or a new organ must use his or her own sick leave.

Home Leave – Earned by certain employees recruited from the US to work overseas. Most employees in this category will earn 5 days of home leave per year if they accrue 360 hours annual leave. Home leave may be authorized after completing 24 months of continuous service abroad. Home leave can only be used for leave in the US, its territories or in the commonwealth of Puerto Rico. For GSU employees, accrual of home leave days depends on Post Differential authorized.

Absent without Leave (AWOL) – You are charged AWOL when you do not receive prior approval for the absence or you do not have your supervisor’s approval for the leave. In addition to not being paid for the absence, you may be disciplined for AWOL.

Voluntary Leave Transfer Program (VLTP) This program allows you to receive leave donated directly from other employees for a personal emergency. A personal emergency is defined as a medical condition, family emergency, or other hardship situation that is expected to require an employee’s absence from duty for a prolonged period of time and result in a over 24 hours in a LWOP status. Employees must complete an application, provide medical certification or other evidence of the personal emergency, and deplete their own leave balances prior to being approved to receive leave donations. The leave recipient may only use the donated leave for the personal emergency described on the application. Leave donors may only donate annual leave to a leave recipient.

The Family and Medical Leave Act (FMLA) Under the Family and Medical Leave Act (FMLA), covered employees are entitled up to 12 weeks Leave Without Pay (LWOP) during a 12 month period for their own serious health condition or to care for a family member with a serious health condition. Accrued annual or sick leave, consistent with law and regulations governing the granting and use of annual or sick leave, may be substituted for LWOP. Employees must maintain a sick leave balance of 80 hours in order to use the full 12 weeks of sick leave to care for a family member with a serious health condition. Any employee may use an initial 40 hours of sick leave for family care purposes but to use more than 40 hours, an employee must maintain a sick leave balance of 80 hours at all times. The definition of a serious health condition is defined in AFI 36-815. This is not intended to cover short-term conditions for which treatment and recovery are brief. If an employee has already used any sick leave for general health care or bereavement purposes in the leave year, that amount is subtracted from the 12-week entitlement. To receive this benefit you must invoke FMLA by requesting it from your first level supervisor or checking the appropriate box on the OPM Form 71 to request the leave. Medical documentation is required.

• Merit Promotion

The Air Force uses an automated system to identify potential candidates for internal personnel actions where competition is required, such as merit promotion. However, in order to receive consideration for any Air Force vacancy, you must view job announcements and self-nominate for each and every vacancy. Air Force vacancy announcements are posted on the HQ AFPC Civilian Employment Web Site and the Interactive Voice Response System (IVRS) Job Line. Air Force positions are posted any day of the workweek, generally for a minimum of five workdays. It is, therefore, extremely important for individuals seeking employment outside of USAFE to check the website more than one per week or to register in the Civilian Announcement Notification System (CANS).

Once you have successfully completed the self-nomination process, the Air Force will use Resumix and the Civilian Personnel Decision Support System (CPDSS) to rate and rank your qualifications based on the information in your data record (i.e., work experience, education, and

training). The selecting official is then provided a referral certificate package, which includes a list of eligible candidates, career referral briefs, and affirmative employment information.

• **Merit System Principles**

The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. As the federal government experiences continued change in the management of human resources (centralization, deregulation, delegation, etc.), it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every process they use and decision they make.

The merit system principles are:

1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protecting people who report things like illegal and/or wasteful activities).

• **Nepotism**

Nepotism occurs when relatives are in the same chain-of-command. A management official with authority to take personnel management actions may not select a relative for a position anywhere in the organization under his/her jurisdiction or control. Also, management officials, or other public officials having the authority to appoint, employ, promote, or advance persons or to recommend this action, may not advocate or recommend a relative for a position in the Department of Defense. 5 CFR 310.102 defines the term 'relative'.

Staffing is responsible for ensuring at the time of "appointment" that nepotism does not occur. If it should, corrective action is to be taken immediately and will involve the following offices: Civilian Personnel, management officials in the organization affected, the Wing Legal Office, and the employee affected.

• **Off Duty Employment**

If you plan on working another job you must inform your supervisor and receive authorization [5 CFR 2635.502(a)]. Off-duty employment means compensation from outside the DOD, including

NAF employment (Officers Club, commissary bagger, auto skills) as well as off-duty business activity, including self-employment. This rule applies to commissioned military officers, enlisted military personnel, and Federal civilian employees. To work outside your regular job you must complete an AF Form 3902, *Off-Duty Employment and Business Activity form*, have it signed by your supervisor, and then have a legal review completed by the base legal office. Off-duty employment includes employment by military members while on terminal leave and employment by civilian employees while on annual leave.

• Official Personnel Folder (OPF)

Your OPF documents your employment with the federal government. It is the property of the federal government. If you transfer to another federal agency, the folder is forwarded to the new agency. If you separate from federal service, it is forwarded to the General Services Administration, National Personnel Records Center, in St. Louis, Missouri for storage. OPFs are maintained by the Air Force Personnel Center (AFPC) and are not available for review. The Electronic Official Personnel Folder (EOPF) is an "electronic filing cabinet" where your personnel actions and other pertinent documents/information are stored. The EOPF is available for viewing and/or printing at your local workstation. All documents created for actions effective on or after 1 October 1996 are filed in both an image or an electronically created data file in the Personnel Automated Records Information System (PARIS). If you were hired into Federal service after 1 October 1996, you will have a completely Electronic OPF. If, however, you were on the Federal roles prior to 1 October 1996, AFPC maintains the paper OPF along with its electronic version. Be sure to retain your own copies.

• Overseas Allowances

Living Quarters Allowance (LQA) serves as a recruitment incentive for employees recruited in the US for overseas positions. There are two types of quarters allowances: Temporary Quarters Subsistence Allowance for the employee and each family member while residing in temporary quarters (e.g., hotel), before occupying permanent quarters; and LQA to substantially cover allowable costs for adequate living quarters; (e.g. rent, heat, light, fuel, gas, electricity, water, etc.). Total costs may not exceed maximum allowable rate, set by the State Department or estimated/actual costs whichever is less. For more information, see the LQA Fact Sheet on our home page.

• Overseas Tours: Self-sponsored Civilian

A long-standing DOD policy has been to limit overseas employment to 5 years for most US civil service employees. Some form of this rotation policy has been around since 1966. In a March 1997 memorandum, the Assistant Secretary of Defense for Civilian Personnel Policy re-affirmed DOD's intent that civilian appropriated fund employment overseas be limited to 5 years, in all but "extremely rare" circumstances. The memo also emphasized that any extensions should be directly tied to mission needs, are intended to provide short-term management flexibility based on local needs and conditions, and are not intended to provide for permanent employment in the foreign area.

Most US civilian employees are subject to this rotation requirement. Exceptions include family members of military and civilian employees, employees who worked overseas prior to the rotation requirement, DODDS educators, and a few other limited exceptions.

A common misconception about the rotation policy is that your clock starts over if you change agencies or have a break in service while overseas. This is not true. All appropriated fund US civilian employment within DOD in a foreign overseas area counts toward the 5-year limitation, unless interrupted by a 12-month residency in the United States. This also applies to individuals who previously met the 5 year limitation, moved to a different pay system (i.e., nonappropriated fund or AAFES) and have reapplied for another appropriated fund (civil service) position. If the 12-month U.S. residency requirement has not been met, the individual will not be eligible for a new overseas appropriated fund appointment. What happens if you are not extended? The action depends on your specific status but there are a few common situations. You may self-nominate for other positions or exercise your return rights, if applicable. We try to notify your return rights base 90 days prior to the end of your tour of your intent to return. If you have return rights to a lower grade, you are eligible to register in the DOD Priority Placement Program (PPP) for your current (higher) grade. If there is no offer within 30 days prior to the end of your tour, you will be removed from the PPP and you must exercise your return rights. If you have return rights to the same grade, you are not eligible to register in PPP. If you do not have return rights and are a career or career-conditional employee, you are also eligible to register in PPP; however, you may remain overseas in your current position until a valid offer is received. If you decline a valid offer, you are subject to separation from Federal Service, in accordance with your overseas employment agreement.

• Overseas Tours – Family Members

If you were hired after you arrived overseas with your sponsor, you are not subject to rotation. Your tour corresponds to that of your sponsor. We will ask you to update your DEROS (rotation date) periodically to ensure we have the current information in our data system.

What happens when your sponsor rotates or your family member status changes? Generally, if your military or civilian sponsor PCSs, you are expected to do so also. If your sponsor retires or separates from active duty or civil service, or you divorce, you are no longer considered a family member for employment purposes and cannot remain employed, except under certain exceptions. If you are a career or career-conditional employee and lose your family member status for any reason, you can remain employed; however, you become subject to the rotation policy and all previous employment time in the foreign overseas area counts toward the five-year limit. Your DEROS will be established by granting a two-year tour or the remainder of the five-year period, whichever is later. If you were hired on a family member appointment (Schedule A, 213.3106(b)(6)), your employment will terminate 60 days after your status changes. In rare instances, usually related to mission requirements, you may be extended for a maximum of 12 months; however, this exception is seldom granted.

• Passports, Reports of Birth Abroad, and SOFA Stamps

If you have supporting documentation, you may pick up application forms for passports at the Mission Support Squadron, Military Personnel Flight, Building 2106, Room 101. Customer

service hours are Monday – Friday, 0800-1600. Newborn birth registration appointments (only) are 0800 – 1030. Walk-ins are all day regarding other matters. Upon PCSing into Ramstein, all civilian employees and family members require the SOFA stamp within 90 days. To obtain your SOFA stamp, visit the Customer Service Office, Building 2120, Room 125 to obtain the SOFA Request form (AE 600-77A).

• Pay and Pay Periods

You are paid every other week, so in most years you are paid 26 times. Each payday covers a two-week period ending on Saturday. Approximately one week is required to compute your pay and prepare your check following the close of the pay period. Department of Defense regulations require that new employees have their checks deposited electronically to a bank account. You must complete a Standard Form 1199A at the time of your appointment (in-processing) to have this direct deposit started and avoid a delay in receiving your pay.

Payroll Deductions

Law requires certain deductions from your pay. These are:

- Federal Income Tax
- Social Security/Medicare and/or
- Retirement Deductions

Optional deductions (for employees who qualify and elect) include:

- Federal Employees Health Benefits (FEHB) premiums
- Federal Employees Group Life Insurance (FEGLI) premiums
- Thrift Savings Plan (TSP) Contributions
- U.S. Savings Bonds
- Allotment to a Credit Union or other Savings Institution
- Combined Federal Campaign Contribution

You may also have state income tax withheld from your paycheck to avoid having to pay estimated taxes.

If you have a problem with your pay, first go to your timekeeper. Problems such as no pay at all, leave problems; withholding or allotment problems are likely to be caused by time card or payroll problems. Either your timekeeper or your payroll customer service representative can help. If the problem is related to data in the personnel system, such as grade or step, service computation date which may affect annual leave, post allowance or living quarters allowance, contact the Civilian Personnel Flight.

• Position Classification Principles

Every job in the Federal government is classified. This means that a title, series, grade, and pay plan have been assigned to the position. The classification determines the range of pay for the job and the type of qualifications needed by applicants, among other things. The classification of a job is based on the duties and responsibilities described in the position description or core personnel document as evaluated against government-wide classification standards. Congress

established the classification system now used in the Federal Government to insure equal pay for work of substantially equal difficulty and value.

The correct evaluation of each job is the basis for the integrity of the entire personnel management system. The supervisor is responsible for assigning duties; and has a major impact on the title, series, and grade of positions. Supervisors cannot classify positions. The Commander delegates the authority to the Civilian Personnel Officer and, specifically, to the Position Classification Specialist.

The Classifier may meet with the employee and/or supervisor to collect position information; evaluates positions by comparison to appropriate classification standards; and, advises managers on position management. Classifiers base classification decisions on the nature of work, difficulty of the work, authority and responsibility exercised, extent of supervisory controls over the work, and qualifications required to do the work. The classifier classifies the duties assigned and performed, not the employee.

The grade of the position determines the salary range paid to the employee. Since the grade determines the pay range, some supervisors try to pay an employee more by upgrading the position. What they don't realize is that unless the duties change significantly, the grade won't change.

• Position Descriptions - Core Personnel Document

Supervisors are responsible for assigning duties and responsibilities and insuring that the major duties and responsibilities are recorded in a written document. These days, this document is the Core Personnel Document (AF Form 1003). This document replaces the old Position Description document (AF Form 1378). The Core Personnel Document is a single document containing essential information required of civilian positions: the duty description, the performance plan, and recruitment criteria.

The major duties and responsibilities of the position must be accurately described since the Core Personnel Document is used to assign the correct title, series and grade and to support other personnel actions such as performance evaluation and recruitment. The first-level supervisor certifies to the accuracy of duties assigned by signing the Core Personnel Document.

• Post Allowance

Post Allowance (PA) is a cost of living allowance granted to a full-time employee officially stationed at a post in a foreign area where the cost of living, not counting quarters costs, is substantially higher than in Washington, DC. All full-time employees submit a SF 1190, Foreign Allowances Application, Grant, & Report, upon entrance to duty. If Temporary Quarters Subsistence Allowance (TQSA) is claimed, the SF-1190 for post allowance should be completed when employee moves from temporary to permanent quarters. If TQSA is not claimed, a SF-1190 for PA should be completed upon arrival at the overseas duty station and is effective the same date.

Changes Affecting Post Allowance

- Dependents arrive at or leave the overseas post
- Children reaching age 21, getting married or moving from home permanently (whichever comes first)
- Spouse employed full-time by U.S. Government
- Employee or family members are on official orders paying per diem (including Renewal Agreement Travel)
- Change in work schedule from full-time to part time or intermittent
- Transfer or separation
- Changes in exchange rates that affect the cost of goods and services bought on the economy

• Priority Placement Program

The DoD Priority Placement Program (PPP) provides placement opportunities for those employees faced with separation or reduction in grade through no fault of their own (i.e., because of RIF or reorganization). Family members may be eligible for registration in the PPP; however, the area of referral is typically limited to those DoD activities in the area of the sponsor's new assignment in the United States or in the sponsor's commuting area in the event of Reduction In Force. There are a number of different programs within the PPP; therefore, you should contact your Staffing Specialist to discuss your specific entitlements.

• Privacy Act of 1974 and Freedom of Information Act

The Privacy Act was established to guard individuals against an invasion of personal privacy by the misuse of Federal records. It also grants individuals access to records concerning them that are maintained by Federal agencies and a means to correct those records. There are certain records exempted from these provisions. In general, the exempted categories are:

1. Information identifying criminal offenders.
2. Criminal investigations.
3. Reports identifying a properly confidential source.
4. Classified information in any system of records.
5. Law enforcement investigative files.
6. Records maintained by statute and solely for statistical purpose.
7. Investigator materials to determine suitability or eligibility for Federal employment, security clearances, Federal contracts, and related matters if confidential source would be disclosed.
8. Testing examining and rating materials for appointment or promotion, which, if released, would compromise the objectivity or fairness of the test.

Freedom of Information Act, as amended, was designed to 'open up' the workings of Federal government by giving people access to information concerning the operations of the Executive branch (but not the Legislative or Judicial branch). The Act, in general, provides that certain information is not required to be released:

1. Classified in the interest of national defense or foreign policy
2. Internal personnel rules
3. Trade secrets
4. Intra-agency or interagency communications not routinely available
5. Personnel or medical information
6. Law enforcement files
7. Financial information
8. Information exempted by other statutes

• Probationary/Trial Period

Federal employees serve a probationary/trial period during their first year of permanent federal employment, and also upon their first assignment to a supervisory or managerial position.

The purpose of the initial probationary/trial period is to determine your fitness for continued Federal employment. During this period, the supervisor must look at job performance and work behavior as well as character, conduct, and attitude that directly affect job performance. If there is a problem in any of these areas, the supervisor should take action. Such action could be as serious as removal. Removal during probationary/trial period is easier for the supervisor to do, than later. There are very limited appeal rights if action is taken during the probationary/trial period.

The supervisory or managerial probationary period is designed to judge an employee's ability to perform the supervisory or managerial duties. If an employee fails this probationary/trial period, he or she must be removed from that position.

• Prohibited Personnel Practices

Prohibited personnel practices are those things a Federal employee with personnel authority may not do. A federal employee has personnel authority if they can take, directs others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, and training. Changes to the law were made to protect whistleblowers and people with veteran's preference. A personnel action includes any significant change in duties, responsibilities, or working conditions, which is inconsistent with the employees' salary or grade. People with personnel authority - managers and supervisors - - are charged with avoiding prohibited personnel practices.

PROHIBITED PERSONNEL PRACTICES

1. Don't DISCRIMINATE on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Don't SOLICIT or CONSIDER any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Don't COERCE the political activity of any employee or applicant.

4. Don't DECEIVE or OBSTRUCT any person with respect to such person's right to compete for employment.
5. Don't INFLUENCE a person to withdraw from competition.
6. Don't GRANT any preference or advantage not authorized by law, regulation, or rule.
7. Don't EMPLOY or PROMOTE a relative.
8. Don't RETALIATE against a whistleblower, whether an employee or an applicant.
9. Don't RETALIATE against employees or applicants who exercise their appeal rights, testify, or cooperate with an inspector general or the Special Counsel, or refuse to break the law.
10. Don't DISCRIMINATE based on actions not adversely affecting performance.
11. Don't VIOLATE any law, rule, or regulation implementing or directly concerning the merit principles.
12. Don't VIOLATE veterans' preference requirements.

Avoiding prohibited personnel practices will not guarantee you will never have to defend a decision or action, but it will give you a firm basis from which to start. You should remain conscious of Merit System principles and prohibited personnel practices.

• **Reasonable Accommodations for People with Disabilities**

What is a reasonable accommodation?

Air Force is required to provide reasonable accommodations to qualified employees or applicants with disabilities unless the accommodation would create an undue hardship. An individual with a disability is one who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Specifically, a reasonable accommodation is an adjustment or alteration that enables a qualified person with a disability to apply for a job, perform job duties, or enjoy equal benefits and privileges of employment. The concept of reasonable accommodation applies to all aspects of employment, including recruitment, work location and scheduled training, promotion, reassignment, and developmental assignments. Examples of reasonable accommodations are as follows:

- ❖ Adaptive equipment
- ❖ Requests for a reader or sign language interpreter, or other staff assistance
- ❖ Removal of architectural barriers
- ❖ Reconfiguration of work space
- ❖ Materials in alternative formats (e.g. Braille, large print)
- ❖ Requests for reassignment

How do you request Reasonable Accommodations?

The individual requesting the accommodation may present a request for a reasonable accommodation in writing or orally. The request does not have to use any special words, such as "reasonable accommodation," "disability," or "Rehabilitation Act." Someone designated by the requestor to act on the requestor's behalf may also present the request. Requests by employees should be made to the employee's supervisor or a manager in the employee's chain of command,

or to other appropriate individuals (such as an HR Specialist, Disability Program Manager or Special Emphasis Program Manager).

Do you need medical documentation?

The supervisor will make a determination as to whether written medical documentation is necessary. If it is, the supervisor will make a written or oral request for information or documentation. The supervisor will only request medical information sufficient to substantiate that the individual has a disability and needs the reasonable accommodation requested.

What happens if you are denied?

Denials of reasonable accommodations will be in writing and include specific reasons for the denial and the employee or office that made the decision. If an alternate accommodation is approved, the written notification should explain both the reasons for the denial of the requested accommodation and the reasons it is believed the chosen accommodation will be effective.

For additional information on reasonable accommodation see <http://www.eeoc.gov/>.

Questions concerning reasonable accommodations for current Federal employees should be directed to your servicing Human Resources Specialist in Employee-Management Relations (DSN 480-2008). Questions concerning reasonable accommodation for employment applicants should be directed to your servicing Human Resources Specialist in Staffing (DSN 480-2137).

• Reduction in Force (RIF)

RIF occurs when an agency is obliged to demote, separate, or furlough one or more employees because of lack of work, shortage of funds, reorganization, or base closure. The cause of RIF may come from an act of Congress, the President, the Office of Management and Budget, the head of an agency, or any other authorized official. The first procedural step in a RIF is to establish the boundaries within which employees will compete to retain their jobs. The competitive area identifies the organizational and geographical parameters for RIF. Air Force policy is that the competitive area is usually all Air Force activities within the commuting area that are serviced by the same Civilian Personnel Flight. Similarly, different agencies, such as DeCA, will define their own competitive areas for RIF. Employees of one agency (i.e., competitive area) will not normally compete with employees of another. Competitive areas must be determined not later than 90 days prior to issuing any RIF notices.

The second step is defining the competitive levels, which identify the grade and occupation of each employee in the competitive area affected by RIF. Competitive levels are assigned to each position when it is established. Positions that share competitive levels are usually of the same series, grade, qualifications, etc. so that someone in one job could move to another in the same competitive level with little or no interruption of the work.

The names of all employees in a competitive level are listed on a retention register in the order of their retention standing. Retention standing is based upon four factors: tenure group, veteran's

preference, Service Computation Date (SCD), and performance appraisals. The tenure group (Career (1), Career-Conditional (2) and Indefinite (3) (usually serving on other than permanent appointments)) determines your retention group. Veteran's preference determines each employee's subgroup within the tenure groups. Within each subgroup, employees are further ranked in order of their length of service (SCD) after adjustments are made for performance appraisals. The mechanics of operating a RIF are more complex than is practical to discuss here, but the procedure used is well defined and is applied uniformly to all employees affected by such action. Employees in the competitive service do not compete with those in the excepted service. The specific impact of a RIF will be explained in detail if you are to be affected.

• **Resignation**

If you resign from Federal service, you should provide your supervisor with at least 2 weeks notice. You should sign a Standard Form 52, Request for Personnel Action, and state your reasons for resignation and include a forwarding address on the back of the form. The form is forwarded electronically to the CPF for processing. For an explanation of your benefits, please see BEST at: www.afpc.randolph.af.mil/dpc/BEST/menu.htm

Retirement contributions. You may choose to withdraw your retirement contributions anytime after 31 days from your resignation if you are not eligible for an immediate annuity. You are not required to withdraw your retirement contributions and may leave the money in the fund until you are eligible for a deferred retirement. If you are thinking about withdrawing your retirement contributions, there are advantages and disadvantages for you to consider. If you are a FERS employee and you choose to withdraw your retirement contributions, the associated service period may never be used for the calculation of retirement benefits.

Health Benefits. When you lose your Federal Employees Health Benefits (FEHB) coverage, you have a 31-day temporary extension of coverage, at no cost, in the same enrollment category held at separation. You may be eligible for Temporary Continuation of Coverage (TCC) for up to 18 months during which you would pay the total premium (both employee and government share) plus the 2% administration cost. You are also eligible to convert to an individual policy either at the time you resign or at the end of the 18-month TCC. If interested, contact BEST prior to your resignation, with your request. Additional information on TCC is available at: www.opm.gov/insure/health/tcc

Life Insurance. Federal Employees Group Life Insurance (FEGLI) coverage terminates at the end of the pay period in which you resign. You then have 31 days (no charge) extension of coverage during which you may convert to an individual policy or continue your Option B coverage through portability.

TSP. The following website provides further information for withdrawal of your TSP: <http://www.tsp.gov>

• **Retirement Coverage**

Determining when a civilian employee can retire is complicated -- not all service included in your service computation date for leave (SCD-Leave) is creditable towards retirement. Some examples of service that may not be creditable for retirement include temporary civilian service,

nonappropriated fund (NAF) service, military service for which a deposit may be required, and civilian service where a refund of retirement contributions was received. In addition, employees who are retired military receive credit for campaign service in their SCD-Leave for annual leave accrual purposes, but it is not creditable towards civilian retirement.

If you are covered under the Civil Service Retirement System (CSRS), you must have at least 5 years of creditable civilian service and be subject to CSRS for 1 out of the last 2 years of service before the date of separation on which your retirement is based.

If you are covered by the Federal Employees Retirement System (FERS), you must have at least 5 years of creditable civilian service to be eligible for an annuity and be covered by the FERS retirement system on the day of separation.

To qualify for an immediate retirement under either system, you must meet the age and service requirement as follows:

CSRS		FERS	
Age	Years of Service	<u>Age</u>	<u>Years of Service</u>
62	5	62	5
60	20	60	20
55	30	Minimum Retirement Age	30
		Minimum Retirement Age	10 (Reduced Benefit)

Firefighters (FF), Law Enforcement Officers (LEO), and Air Traffic Controllers (ATC) may retire voluntarily under special retirement provisions if they meet the following age and service requirements:

Firefighters/Law Enforcement Officers:

- o If CSRS, age 50 with 20 years of FF or LEO civilian service.
- o If FERS, age 50 with 20 years FF or LEO civilian service, or any age with 25 years FF or LEO civilian service.

Air Traffic Controllers: Age 50 with 20 years ATC civilian service, or any age with 25 years ATC civilian service. Applies to both CSRS and FERS.

We recommend reviewing the articles "Eligibility for Retirement – FERS" or "Eligibility for Retirement – CSRS," as applicable, located on BEST's Retiring Employees page. These documents explain retirement eligibility requirements in more detail and provide a chart explaining Minimum Retirement Age (MRA) under FERS.

If you are within one year of retirement, you should contact a BEST benefits counselor to obtain individual retirement counseling and receive information about the retirement process. Employees located in the United States can reach a benefits counselor by calling toll-free 1-800-616-3775 (press 2 for Air Force-serviced civilian, then 2 for BEST benefits and entitlements, and follow the prompts). If located overseas, you'll first dial a toll-free AT&T Direct Access Number (Germany: 00-800-2255-288) for the country you are in, then 800-616-3775. When you reach the benefits and entitlements main menu, press "2" for retirement, then "0" to transfer to a counselor. AT&T Direct Access Numbers can be obtained on the web at http://www.business.att.com/bt/dial_guide.jsp.

Hearing impaired employees with access to Telephone Device for the Deaf (TDD) equipment may contact a benefits counselor by calling our toll-free TDD number: 1-800-382-0893, or commercial 565-2276 within the San Antonio, Texas area.

Additionally, we encourage you to review BEST's homepage and fax-back documents that address retirement, FEHB, FEGLI, TSP, and death in service. OPM also has information regarding retirement in a brochure titled "Thinking About Retirement" (RI 83-11). This brochure can be found on the OPM Web site at www.opm.gov/retire/html/library/index.html, under both CSRS and FERS publications.

We recommend you obtain a retirement annuity estimate at least one year before your planned retirement date. This will help you make some key retirement decisions and effectively plan for your retirement. You may obtain an annuity estimate(s) by using the Employee Benefits Information System (EBIS) web application or the BEST automated phone system. However, the annuity calculations under both systems contain certain assumptions that may make the annuity estimates inaccurate for some employees. If you have non-appropriated fund (NAF) service, part-time service, civilian temporary service, civilian service for which you took a refund of your retirement contributions, or post-1956 military service for which you have not made a deposit, you will need to contact a BEST benefits counselor to obtain an annuity estimate.

Before completing an estimate via EBIS or the phone, be sure to review our brochures titled "Retirement Estimates-CSRS" or "Retirement Estimates-FERS" for detailed guidance on the types of annuity estimates available, the assumptions of the retirement estimator, and guidance on how to compute your high-3 average salary.

If you use the BEST automated phone system and select the real-time/on-line annuity estimate option, the system will use your current salary as your high-3 average salary **unless** you input a different figure. If using EBIS, click the "Calculators" icon and use the Retirement Annuity calculator if you wish to enter the effective date and high-3 average salary information yourself. In fact, in EBIS, you can use the High-3 Average Salary calculator to compute your high-3 average salary. If your projected retirement date is 3 years or more from January 1 of the current year, you can use your current salary, including locality pay, as your high-3 salary. If your projected retirement date is less than 3 years from January 1 of the current year, a percentage of your current salary should be used. We suggest using 94% of your current annual salary if your retirement date is within 3 - 5 months; 95% if within 6 - 9 months; 96% if within 9 - 12 months, 97% if within 12 - 20 months; 98% if within 21 - 29 months, and 99% if within 30 - 35 months. This recommendation is based upon an assumption that the only pay increases during the last

three years were the annual pay adjustments. If you were promoted, or if you received some other type of salary increase within the last three years, you should reduce the percentage you use.

If you are a firefighter, law enforcement officer, air traffic controller, or retired military employee combining your service, you will need to use the EBIS web application or contact a benefits counselor to obtain an annuity estimate. Do not use the BEST phone automated system.

If you receive a retirement estimate from EBIS or the BEST phone system and you are within one year of retirement, we recommend that you discuss the estimate with a benefits counselor. To speak with a benefits counselor, call the BEST phone system and when you reach the benefits and entitlements main menu, press “2” for retirement, then press “0” to transfer to a counselor. Benefit counselors are available Monday - Friday, 7 a.m. to 6 p.m. Central Time.

• **Safety**

Your safety is a major concern to the Federal government. Management takes measures to assure that safe working conditions and safety instructions are given for each job. Your cooperation is also needed. Report any unsafe condition or practice to your supervisor for corrective action, follow safety instructions, and use every precaution to avoid accident or injury.

Observe safe driving practices, comply with the posted speed limits and traffic control devices and remember to “buckle up for safety.” If you work in an area where the use of protective safety equipment is required, you are expected to comply with such requirements. Remember this equipment is designed for your safety.

In addition, there are many areas on base where smoking will create a fire hazard. These areas are plainly marked with “NO SMOKING” signs. Please observe these restrictions. Make sure you know where fire alarm boxes are located and are informed on the fire evacuation plan for your building. BE SAFE.

In addition, a government-wide safety initiative is in place. As part of the initiative, agencies were called on to reduce the occurrence of injuries, and reduce the rate of lost production days (days employees spend away from work). In 2002, a joint summit was convened to renew commitment to these safety goals.

You can assist in these goals of having a healthy and safe work force by practicing the four principles of Operation Risk Management (ORM). The four principles are:

- Accept no unnecessary risk
- Make risk decisions at the appropriate level
- Accept risk when benefits outweigh the costs
- Integrate ORM into operations and planning at all levels.

The great thing about ORM is that it is not just a process to reduce injury or property damage. It is designed to make you aware of the risks and from that decide on the action to take. ORM is a Command Policy that benefits each person in all situations. The bottom line is that we can live better and smarter if we practice ORM.

For more information on safety or ORM, visit <https://wwwmil.ramstein.af.mil/86awnew/se/>

• **Security Clearance and Investigation**

All new federal employees are subject to a background investigation. Position sensitivity determines the type of security investigation required before individuals can be assigned to sensitive positions and granted access to classified information (e.g., Secret, Top Secret). There are four sensitivity levels:

- Nonsensitive
- Noncritical-Sensitive
- Critical-Sensitive
- Special-Sensitive

A National Agency Check plus Written Inquiries (NACI) investigation is required on individuals assigned to non-sensitive and noncritical-sensitive positions. We process the required forms (i.e. SF 85, Questionnaire for Non-Sensitive Positions and SF-85P, Questionnaire for Sensitive Positions) and take fingerprints for all newly hired civilian employees.

Keep in mind that security investigations for sensitive positions can take a long time to be completed.

• **Self Nomination**

Permanent Air Force employees must self-nominate to receive consideration for other Air Force positions. Resumes are not required and may create problems in the self-nomination process if entered into the system. All internal Air Force vacancies will be posted on the HQ AFPC Civilian Employment Home Page and the Interactive Voice Response System (IVRS) Job Line. Internal candidates must view job announcements and self-nominate before the closing date of the vacancy announcement. Air Force positions open any day of the workweek, generally for a minimum of five workdays.

Announcements will be open to "internal" and "external" candidates, so it is important to understand the distinction. You are considered "internal" if you occupy a PERMANENT position serviced by the Ramstein Civilian Personnel Flight. An "internal" employee may be on a competitive service (e.g., career or career conditional) or excepted service (e.g., family member) appointment. It is important for excepted service family member employees to understand that they are "internal" candidates while in USAFE; however, they are not "internal" for other Air Force positions outside of the commuting area of their civilian or military sponsor. Family members on excepted service appointments wishing to be considered for positions in the United States prior to or in conjunction with the PCS move of their sponsor, must apply as "external" candidates. For more information on how to apply for positions in the US, please contact your servicing Human Resource Specialist/Assistant.

The first time you attempt to self-nominate, you'll be prompted to establish a Personal Identification Number (PIN), which will work both for the telephone and the web. In order to use the web you must also have a USERID and Password. To create them you'll need your

Social Security Number, date of birth, Service Computation date (SCD) for leave, current pay plan, grade and step, DSN and valid e-mail address (this information can be found on your Leave and Earnings Statement). You'll need to reference the vacancy announcement number for each self-nomination.

An "external" candidate is any individual not currently on a PERMANENT appointment with the Air Force or serviced by the Ramstein Civilian Personnel Flight (e.g., potential new employees, temporary employees, Army employees, NAF/AAFES employees). External candidates must also apply on the HQ AFPC Civilian Employment Home Page by posting a resume using procedures outlines in the Air Force Job Kit.

To self nominate, "internal" employees can:

- Call the HQ AFPC IVRS (from Germany) at 00-800-1997-2378, or
- Access the HQ AFPC Civilian Home Page at:
<http://www.afpc.randolph.af.mil/resweb/>

• **Service Computation Date (SCD)**

In the federal government, as in private industry, seniority is important for a number of reasons: leave accrual, reduction in force (RIF), and retirement. Federal employees have a Service Computation Date (SCD) for each.

The SCD for leave accrual purposes (reflected in block 31 on the Standard Form 50, Notification of Personnel Action), is used to determine the number of annual leave hours an employee is eligible to earn: 4 hours per biweekly pay period for a full-time employee with less than 3 years of service, 6 hours for those with 3 years but less than 15 years service, and 8 hours for those employees with over 15 years service. The time that counts toward your Leave SCD includes federal service, and in some cases all or part of military service.

The SCD for retirement reflects the actual civilian federal service creditable toward retirement. This could be different than the SCD-Leave. For instance, campaign time for retired military is creditable for leave purposes but may not be creditable toward retirement from federal service.

The SCD for reduction-in-force (RIF) is normally the SCD-Leave adjusted by the last three official performance ratings of record received during the four-periods prior to the date of the RIF. Additional retention service is added to the SCD based on previous ratings.

• **Sexual Harassment**

Sexual harassment cannot and will not be tolerated in the Air Force. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment; submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working

environment. We all must be committed to the prevention of sexual harassment and to providing an environment of equal opportunity for all. Air Force personnel have the right to work in an environment that respects personal dignity and is free from sexual harassment. As an Air Force civilian you are prohibited from using sexual harassment to control, influence, or affect the career, pay, job or personal rights of any Air Force military or civilian member. Any person in a supervisor or command position who uses or condones any form of sexual behavior to control, influence or affects the career, pay, or job of a civilian employee is engaging in sexual harassment. Any civilian employee who makes deliberate or repeated unwelcomed verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

If you believe you are being subjected to sexual harassment or any other form of discrimination or unfair treatment, you should notify your supervisor or chain of command. If that avenue doesn't work, or you do not feel comfortable using it, contact the Equal Employment Opportunity Office at DSN 480-2250.

• Skills Coding (Experience)(see also Merit Promotion)

Skill codes are part of your computerized personnel record in the Defense Civilian Personnel Data System. They reflect duties of the current position and previous work experiences. These codes are extremely important as they are used to determine qualifications and eligibility for referral in the self-nomination process and in determining training and development needs for employees and selection for training under competitive procedures.

You have the chance to review the skill codes assigned to your current position and to previous work experience by reviewing your career brief (see article on career brief). Discrepancies with the current position description should first be brought to the attention of your supervisor and then to your organization's Position Classification Specialist. Discrepancies with past work experience can be annotated on the brief and should be brought to the attention of your servicing Staffing Specialist. Discrepancies in previous work experience may require you to provide additional information in order to resolve any inconsistencies between previously certified applications or other descriptions of duties performed. AF develops skill codes for each occupational series authorized by the Office of Personnel Management. In some cases, an exact match for your past work experiences may not be available, but in most cases we can capture the most significant duties you performed.

• Special Emphasis Program

Each Air Force installation has programs that address the unique and special concerns of minority, women and disabled employees/applicants. Each Special Emphasis Program (SEP), as these are called has a program manager (SEPM) that develops and administers their SEP. The SEPMs are appointed to work with the Chief, Affirmative Employment on a collateral duty basis, spending approximately 20% of their duty time working their programs. There are usually six SEPMs:

- Federal Women's Program (FWP)
- Black Employment Program (BEP)

Hispanic Employment Program (HEP)
People with Disabilities Employment Program (PDEP)
Asian American/Pacific Islander Employment Program (AA/PIEP)
American Indian/Alaskan Native Employment Program (AI/ANEP)

You are encouraged to actively support Special Emphasis Programs and/or get involved. Employees should be released, on duty time, to serve on SEP committees and to participate in SEP sponsored activities. A listing of current Special Emphasis Program Managers can be found on our web page.

• Substance Abuse Prevention and Control

Your decision to consume or abstain from alcoholic beverages during off-duty time is a choice that is personal to you. You cannot consume alcohol while on duty. However, if your alcohol consumption has an adverse impact on your performance or conduct on the job, then it becomes the concern of the supervisor. Professional counseling on alcohol or other substance abuse is available. If you desire more information about this, or would like to arrange for a confidential meeting with a counselor, contact a Human Resources Specialist (Employee Relations). Possession or use of illegal drugs is a crime and can be the basis of disciplinary action including removal. In addition, civilian employees are prohibited from possessing, selling or using drug abuse paraphernalia on or off duty. Failure to comply with this provision may result in disciplinary action. Violations of host nation laws are especially serious and also may result in severe disciplinary and/or administrative actions up to and including removal from federal service.

• Suggestions

The Innovative Development Through Employee Awareness (IDEA) program is designed to encourage you to seek methods for simplifying your own work and that of others. The Air Force pays cash awards for suggestions put into use. You may have ideas on how to do a job better, faster or cheaper, to build morale or to prevent accidents. Submit your ideas on AF Form 1000. You can get this form from your supervisor or the suggestion program monitor. If your suggestion is adopted, you may be awarded a letter of appreciation/commendation or cash award depending on the benefits derived from your ideas adopted for government use.

• Thrift Savings Plan

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for federal employees. The purpose of the TSP is to provide a savings plan for future retirement income. It offers you the same type of savings and tax benefits that many private corporations offer their employees under so-called "401(k)" plans. The contributions to the plan and the earnings are tax-deferred until withdrawn. If you are covered by the Federal Employees Retirement System (FERS) you receive government matching contributions up to 5%, in addition to your own contributions. You may contribute to TSP within 60 days from the date you first became employed. You may obtain additional information in the TSP Summary Booklet, which is available at www.tsp.gov/.

To enroll, you must contact BEST using the telephone automated, or web automated BEST system.

Note that the 15 Apr – 30 Jun 05 open season was the last TSP open season. Beginning 1 Jul 05, eligible employees may start, stop, change, or resume their TSP contributions at any time. Exception: Employees who make in-service financial hardship withdrawals may not make TSP contributions for a 6-month period following the withdrawal.

Elections submitted beginning 1 Jul 05 will be effective at the beginning of the pay period following the one in which submitted.

With regard to agency contributions, newly hired FERS employees must still serve the appropriate waiting period before they can begin to receive agency contributions. FERS employees reappointed following a break in service must also serve the waiting period if they had not been previously eligible to receive agency contributions.

You will submit elections to contribute, change the amount of contributions, or terminate contributions electronically through the Employee Benefits Information System (EBIS) web application or the Benefits and Entitlements Service Team (BEST) automated telephone system. **Hardcopy elections forms will not be accepted.**

EBIS is a secure web program. As a result, before you can access EBIS you must log into the AFPC Secure Web via CAC card or regular UserID and password. To get started, go to www.afpc.randolph.af.mil/dpc/BEST_GRB/EBIS.htm and click on "Enter the AFPC Secure Web Site Login." Follow the prompts, and after logging into AFPC Secure, click on EBIS. Within EBIS, enter your social security number (SSN) and BEST personal identification number (PIN) -- another method of ensuring the security of your personal records and benefits transactions. Your BEST PIN is the same for both EBIS and the BEST phone system. Detailed information on how to access AFPC Secure and EBIS is contained in our brochure "[How to Access the Benefits and Entitlements Web Automated System.](#)"

Stateside employees, including those located in San Antonio, Texas, will reach the BEST phone system by dialing toll-free 1-800-616-3775 (press 2 for Air Force-serviced civilian, then 2 again for BEST benefits and entitlements). Overseas employees will first dial a toll-free AT&T direct access (Germany: 00-800-2255-288) number for the country in which located, then 800-616-3775. (Click on "Contact B&E" at the top of the page to find a link to AT&T direct access numbers.) You'll be required to enter your SSN and BEST PIN in order to access your personal records and conduct benefits transactions. Detailed instructions on how to access the BEST phone system and how to reach a Benefits Counselor is contained in our brochure "[How to Access the Benefits and Entitlements Automated Telephone System.](#)"

The TSP Website is located at www.tsp.gov (click on Account Access to see your participant statement, your account balance, to make interfund transfers or make a contribution allocation).

The Thrift Line has a new toll-free number for callers located in the 50 United States, District of Columbia, the Virgin Islands, Puerto Rico, Guam, American Samoa, and Canada: 1-877-968-3778. Other international callers will continue to use the old Thrift Line number, 1-504-255-8777, which unfortunately is not toll-free. Hearing impaired callers may call the Thrift Line's

new toll-free TDD number, 1-877-847-4385; however, TDD callers outside the United States and Canada must continue to call the old TDD number, 1-504-255-5113 (not toll-free).

TSP Catch-Up Contribution Enrollment

Catch-up contributions are additional tax-deferred contributions. They are not the same as regular TSP contributions --- they are in addition to regular contributions.

TSP participant is eligible to make catch-up contributions if:

- he or she is in a pay status; and
- is currently contributing to their regular TSP account either the maximum allowed regular TSP contribution percentage or a dollar amount which will result in reaching the IRS elective deferral limit by the end of the year; and
- is age 50 or older in the year in which catch-up contribution deductions begin; and
- is not in the 6-month non-contribution period following receipt of a financial hardship in-service withdrawal.

Air Force-serviced employees may enroll to make catch-up contributions for 2005 beginning 12 Dec 04. The last date an election can be accepted for 2005 is 10 Dec 05. You can start, change, or stop your catch-up contributions for 2005 at any time during this period -- there's no open season. The following chart shows when the Benefits and Entitlements Service Team (BEST) automated system will be ready to accept catch-up contribution enrollments for each new calendar year, as well as the last date the system will accept an enrollment or change.

Calendar Year	First Date Enrollment Accepted	Last Date Enrollment/Change Accepted
2004	30 Nov 03	11 Dec 04
2005	12 Dec 04	10 Dec 05
2006	11 Dec 05	9 Dec 06

Air Force-serviced civilian employees must enroll electronically via the web-based Employee Benefits Information System (EBIS) or the BEST phone system. **BEST does not accept hardcopy enrollment forms.**

Within EBIS, to enroll in TSP catch-up contributions click the "Transactions" icon, scroll down to the "TSP Catch-Up Contributions" transaction block, and click the "Change" button to begin your enrollment. The next screen will prompt you to select the type of TSP catch-up transaction you wish to make.

If using the BEST phone system to enroll -- on reaching the benefits main menu press 3 for TSP, then 5 for catch-up contributions. Then press 3 to elect TSP catch-up contributions. Beginning 12 Dec 04, you should hear the system voice "During 2005 the maximum annual amount is \$4,000." You'll then press 1 to submit your election. (You'll select the amount you wish to have deducted from your pay each pay period. Do not enter an amount that exceeds your net pay.)

Instructions on how to access EBIS and the BEST phone system are located on the BEST Website at www.afpc.randolph.af.mil/dpc/best/automated.htm.

•Time in Grade (TIG) and Qualifications Requirements

Eligibility for particular positions is determined by two separate criteria, **qualifications** and **time-in-grade**. Qualification requirements for all positions are described in two manuals: the Operating Manual Qualifications Standards for General Schedule Positions, and Job Qualification System for Trades and Labor Occupations. These two guides describe the knowledge, skills and abilities (KSA's) required to perform a particular job in Federal service. These guides also state if there is an educational requirement or if education can substitute for experience. They may also describe the kinds of experience likely to give a candidate the KSAs required.

Time in Grade (TIG) is intended to prevent excessively rapid promotions. TIG starts for promotions to GS-6 and above. It does not apply at lower GS grades or in WG, WL, or WS positions. To advance to the next grade level employees must have completed a minimum of 52 weeks in the lower grade. For example, if you are currently in a GS-5 position, you must serve 52 weeks to be eligible for a GS-6. TIG requirements do not apply when an individual re-competes from a competitive register, i.e., Office of Personnel Management or Delegated Examining Unit.

• Training and Development

Air Force policy is to provide training necessary to ensure maximum efficiency of civilian employees in the performance of their official duties. Generally, training must be related to the job you currently hold. Selection for training designed to prepare an employee for advancement must be on a competitive basis. Given the limited training funds available, the primary training focus is on completion of mission essential training requirements as expressed in DoD established training priorities.

Priority of Training

Priority I - Training that is essential to mission accomplishment.

Priority II - Training that must be accomplished to provide the systematic replacement of skilled personnel.

Priority III - Training that is required by an employee who is performing at an adequate level of competence but would increase his efficiency and productivity.

Training Form: DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, is the primary means of initiating, recording and transmitting civilian employee training data. It is a supervisory tool used to determine, fulfill, document and evaluate employee training. For all government sponsored training, this form must be completed, signed by the supervisor and presented to the Training Office for approval BEFORE training is attended – regardless of the source of funding

Self-Development: Training is always valuable for both the employee and the organization. Periodically, supervisors and employees should discuss training needs/desires. Together a list of training needs and goals should be established which would identify those training needs you both agreed need to be accomplished in order to support the mission. If you and your supervisor's needs coincide, the Training Office should be approached regarding fund availability and arrangements for training attendance. For the training needs that do not coincide, you have other avenues available, which you can pursue on your own initiative, e.g. try to broaden your experience, knowledge and skills by self-improvement training on your own time and expense, such as adult education classes or extension courses (ECI). Furnish documentation of completed courses to your supervisor in order to report training to Training Section, for updating your Official Personnel Folder.

Tuition Assistance: There are limited opportunities for payment for college courses for civilian employees. Approval for payment must be obtained BEFORE the course starts. Please contact the Training Office for details and procedures.

• **Verification of Employment/Income**

The Work Number is an automated service that provides over 65 million employees a variety of human resource and payroll services, including employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process by authorizing third-party verifiers (like lenders and prospective employers) access to your information. This service must be used by Air Force serviced employees.

The Work Number can be used anytime, anywhere - available 24 hours a day, 7 days a week.

To access The Work Number, go to: www.TheWorkNumber.com

For proof of employment ONLY (no income):

Step 1) Give the person (the verifier) needing proof of your employment, the following information:

- Your Social Security Number:
- Name of Employer: Department of Defense; Employer Code: 10365
- The Work Number Access Options:
 - Option a) <http://www.theworknumber.com/Verifiers>
 - Option b) 1-800-367-5690

For Proof of Employment *plus* Income:

Step 1) Obtain a Salary Key (click on "Login" next to "Ready to Get a Salary Key?")

Step 2) Enter the following information:

- Employer Code: 10365
- Your Social Security Number:
- Your PIN (temporary PIN is MMY of your birth) (You can change once you get into the system)

Step 3) Give the person needing proof of your employment plus income, the verifier, the following information:

- Your Social Security Number:
- Employer Code: 10365
- Your Salary Key (from Step 1):
- The Work Number Access Options for Verifiers:
 - Option a) <http://www.theworknumber.com/Verifiers>
 - Option b) 1-800-367-5690

The Work Number Client Service Center Information:

Monday - Friday; 7:00am - 8:00pm (CST)

1-800-996-7566

1-800-424-0253 (TTY - Deaf)

• Violence in the Work Place

Workplace violence is a serious and continuing problem in the federal service. Violence covers intimidation, harassment, and other inappropriate or disruptive behavior that threatens or frightens employees. You are responsible for maintaining a safe work environment and encouraged to report incidents to your supervisor or manager promptly. Please don't ignore a disruptive situation. Morale and productivity are lowered when employees are allowed to work in this type of environment. Employees who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both.

Management will take each incident seriously and is committed to dealing effectively with these reported incidents. Management cannot ignore unacceptable behavior and involvement will be swift, decisive and taken with the utmost concern for the safety of everyone. If ignored, management is reinforcing that behavior for the next time. Management will hold employees accountable for unacceptable behavior and this includes confronting relatively minor infractions early. In most cases in which someone has committed workplace violence, there is a history of unacceptable/confrontational behavior which was never addressed by management. Early intervention is the key to diffusing many potentially violent situations.

• Whistleblower Protection Act

The Office of Special Counsel (OSC) provides a safe channel through which current and former federal employees, and applicants for employment, may disclose information that they believe shows:

- a violation of law, rule or regulation,
- gross mismanagement,
- gross waste of funds,
- abuse of authority, or

- a substantial and specific danger to public health or safety.

The OSC disclosure channel differs from other government whistleblower hotline channels in at least three ways:

- federal law guarantees confidentiality to the whistleblower;
- the Special Counsel may order an agency head to investigate and report on the disclosure; and
- after any such investigation, the Special Counsel must send the agency's report, with the whistleblower's comments, to the President and Congress.

Procedures

The OSC does not independently investigate allegations reported through its disclosure channel. The law requires the Special Counsel to send the information to the head of the agency concerned if the Special Counsel determines that there is a substantial likelihood that the information discloses the kind of wrongdoing described in the statute. The OSC will not divulge the identity of a whistleblower unless he or she consents.

When the Special Counsel sends the information to the agency, the agency head must conduct an investigation and submit a report to the Special Counsel. The Special Counsel sends the agency report, along with any comments provided by the whistleblower, and any comments or recommendations by the Special Counsel, to the President and the congressional committees with jurisdiction over the agency.

If the OSC does not send the whistleblower's disclosures to an agency head, it returns the information and any accompanying documents to the whistleblower. The OSC sends the whistleblower a letter explaining why the Special Counsel did not refer the information. This letter will let the whistleblower know what other disclosure channels may be available.

• Within Grade Increases (WGI)

This is a periodic increase in an employee's basic pay that moves the employee from one step to the next higher step in his or her grade. This applies to both General Schedule (GS) and Wage Grade (WG) employees.

WGI Waiting Periods (between each step)

GS

Steps 2, 3, 4 - 52 weeks

Steps 5, 6, 7 - 104 weeks

Steps 8, 9, 10 - 156 weeks

WG

Step 2 - 26 weeks

Step 3 - 78 weeks

Steps 4 and 5 - 104 weeks

Employees on intermittent work schedules have their WGIs computed based on one day of credit for each day they are in a pay status. Time in a non-pay status may affect waiting periods. Excess non-pay time extends the waiting period for a WGI. WGIs are effective the first day of the pay period following the completion of the waiting period. The completion date will not always fall on the beginning of a pay period, so the WGI may not be effective until the beginning of the next pay period. For example, on 29 October 2002 you were hired as a GS employee and on 28 October 2003 you will complete 52 weeks of creditable service to move to step 2. Your WGI will be effective at the beginning of the next pay period on 2 November 2003. Your servicing Affirmative Employment Specialist/Assistant can answer questions concerning your own WGI.

• **Work Schedules**

Your work schedule may have a direct affect on the benefits you receive. For example, post allowance is only paid to full-time employees. Only full-time and part-time employees earn annual and sick leave. Life and health insurance are usually NOT available to intermittent employees.

Work Schedule Options:

Full-Time: A full-time employee works basic 40-hour work week/80 hours per pay period. Most work schedules are full-time.

Part-Time: Part-time employees are scheduled to work from 16 to 32 hours per week.

Intermittent (WAE or When Actually Employed). Work which is not on a prearranged work schedule and varies from week to week or pay period to pay period. May include periods when no work is performed.

Tour of Duty – Your tour of duty is the hours and the days of the week that you are regularly scheduled to work. Your tour of duty is based on the organization’s needs and requirements. The basic workweek is scheduled from Monday through Friday 7:30 – 4:30.

Alternative Work Schedules (AWS) - If the mission of an organization will permit it, management may elect to have an AWS. There are a variety of different AWS available for the agency to establish. USAFE organizations and the 435 Air Base Wing, formerly a part of the 86 Airlift Wing have chosen an AWS policy called Flexitour with credit hours, which may be used with the required approval. With Flexitour, you are scheduled to work 8 hours per day, 5 days per week, but the hours are not necessarily 7:30 – 4:30. You may select your starting and stopping time within the flexible arrival and departure times available, subject to the supervisor’s approval. Once selected, the hours are set, unless the supervisor approves a change. You can choose to work more than the 8 hours scheduled with supervisory approval and earn additional credit hours to be used later, such as for a family day or a vacation day. The maximum credit hours that may be carried over per pay period is 24. Any hours in excess of 24 will be lost. There is no entitlement to overtime pay for these hours. Check with your supervisor and/or the timekeeper for the flexible hours available and any limitations to earning the credit hours within your organization.

APPENDIX A:

Index of Telephone Numbers CIVILIAN PERSONNEL FLIGHT SUBJECT DIRECTORY - (US PROGRAMS)

All phone numbers are DSN 480-XXXX or Commercial 06371-47-XXXX

Appeals & Grievances	2008	Post Allowance	5774
Appeals (Classification)	2137	Priority Placement Program (PPP)	2137
Application for Federal Employment	7092	Reduction in Force (RIF)	2137
Awards	4213	Renewal Agreement Travel	5850
Base Clearance Form	7092	Reports of Birth Abroad	2008
Benefits & Entitlements	BEST	Return Rights and Obligations	7055
Career Briefs	7092	Resignations	2196
Career Program Information	7055	Retirement	BEST
Classification of Positions / Jobs	2137	Skills Coding (Experience)	2137
Clearance Procedures	7092	Standard Core Personnel Documents	2137
Conduct & Discipline of Employees	2008	Standard Form 52 (SF 52) Preparation	2137
Core Personnel Documents/Library	2137	Student Travel	5850
Customer Comments or Complaints	2052	Substance Abuse Prevention	2008
Data Systems	2454	Supervisor Training	2167
Details	7055	Support Agreements	2741
Disciplinary Actions (US)	2008	Temporary Promotions	2137
Drug Testing Designated Positions	2137	Thrift Savings Plan (TSP)	BEST
Emergency Essential Positions	7906	Training Development/Instruction/Plans	2167
Emergency Travel	2008	Transition Assistance (Family Spt Center)	5100
Employment Information (US)	7092	Travel Orders (PCS)	4211
Environmental Differential Pay	2137	Travel Orders (Training)	2743
Family Member Employment	7092	Veterans Preference	2137
Grievances & Appeals	2008	Within Grade Increases	2137
Health Benefits	BEST	Within Grade Increases (Withholding)	4213
Home Leave	4211		
Identification Card Applications	7092		
Insurance (Health and Life)	BEST		
Job Vacancy Listings	7092		
(See also lists on our home page)			
Leave	2008		
Leave Without Pay (LWOP)	2008		
Life Insurance	BEST		
Living Quarters Allowances (LQA)	5774		
Local National Employment	5365		
Merit Promotion Program	7055		
Military Spouse Preference	7092		
Occupational Illnesses	4213		
On-the-Job Injury	4213		
Orders (PCS, RAT, Student)	4211		
Overseas Allowances	5774		
Overseas Rotation Policy	2137		
Overtime/Compensatory Time	2008		
Pay (Overtime, Holiday, etc.)	2008		
Pay Setting	2137		
Performance Appraisal/Management	4213		
Political Activity	2008		
Position Control	7055		
Position Sensitivity	2137		

APPENDIX B: Internet Links

Air Force Personnel Center	www.afpc.randolph.af.mil/dpc
Employee Benefits Information System	www.afpc.randolph.af.mil/dpc/BEST GRB/EBIS.htm
Career Programs	http://www.afpc.randolph.af.mil/cp/
Civilian Employment	www.afpc.randolph.af.mil/resweb/
Civilian Announcement Notification System (CANS)	https://ww2.afpc.randolph.af.mil/resweb/cans.htm
Health Benefits	www.afpc.randolph.af.mil/dpc/BEST/fehb.htm
Life Insurance	www.afpc.randolph.af.mil/dpc/BEST/fegli.htm
Personnel Management Info	www.afpc.randolph.af.mil/permis
Retirement	www.afpc.randolph.af.mil/dpc/BEST/retirements.htm
Standard Core Personnel Document	www.afpc.randolph.af.mil/SCPD/default.htm
Secure Login	https://www.afpc.randolph.af.mil/afpcsecure/Default.asp
Training Guide	www.afpc.randolph.af.mil/cp/guide
Air Force Publications	www.e-publishing.af.mil/
Civilian Personnel Flight Home Page	www.ramstein.af.mil/435mss/cpo
Defense Finance and Accounting Service	www.dod.mil/dfas/
Civilian Pay	https://mypay.dfas.mil/mypay.aspx
Understanding Leave and Earning Statement	https://dfas4dod.dfas.mil/systems/dcps/consolid/faqs/Link.pdf
DoD Civilian Personnel Management Service	www.cpms.osd.mil
Wage Grade Pay Tables	www.cpms.osd.mil/wage/wage.html
DoD Travel Regulations	https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html
Per Diem Rates	https://secureapp2.hqda.pentagon.mil/perdiem/
Equal Employment Opportunity Commission:	www.eeoc.gov/

Federal jobs	http://jobsearch.usajobs.opm.gov/
First Look Ramstein	https://firstlook.usafe.af.mil/
Internal Revenue Service	www.irs.gov
Merit Systems Protection Board	www.mspb.gov
National Security Personnel System	http://www.cpms.osd.mil/nsps/index.html
Office of Government Ethics	www.usoge.gov
Office of Personnel Management (OPM)	www.opm.gov
Forms (Electronic)	www.opm.gov/forms/
GS Pay Tables	www.opm.gov/oca/05tables/index.asp
Federal Employees Group Life Insurance Calculator	www.opm.gov/calculator/worksheet.asp
Designations of Beneficiary	www.opm.gov/insure/designations/index.htm
Office of Special Counsel	www.osc.gov
Personnel Management Information and Support System (PERMISS)	www.afpc.randolph.af.mil/permis/
Ramstein Civilian Personnel Flight Home Page	www.ramstein.af.mil/435mss/cpo/
Social Security Administration	www.ssa.gov
Retirement Planner	www.ssa.gov/retire2/index.htm
Benefit Calculator	www.ssa.gov/planners/calculators.htm
Thrift Savings Plan	www.tsp.gov
Calculator	www.tsp.gov/calc/index.html
Forms	http://www.tsp.gov/forms/pubintro.html
Veterans Administration	www.va.gov