

CIVILIAN PERSONNEL OFFICE CIVILIAN CONNECTION

ISSUE #44

JULY 2011

NGB-J1T5
Civilian Human Resources Office
29423 George Ave, Bldg 304
Selfridge ANGB, MI 48045-5249

Please join NGB Civilian HRO Community of Practice (CoP) located on the Air Force Portal. If you need assistance in joining, please contact Penny Schornack.

Automated Attendant Voice System: 800-645-9416, ext 4700, DSN: 273-4700

The Civilian Connection is published by NGB-CHRO. Your comments and questions are welcome. Please address them to Sandra Sharples at Sandra.Sharples@us.af.mil

Ethnic and Special Observances:

- *Women's Equality Day: 26 August*
- *Labor Day: 5 September*
- *Hispanic Heritage Month: 15 September-15 October*



THE WORK NUMBER

When proof of employment or income is needed, civilian employees have two ways to provide verification of employment.

Employee Initiated: Email Employment Verification (EV) to an external organization from their MyBiz account:

1. Log into the DCPDS Portal at: <https://compo.dcpds.cpms.osd.mil>
2. Select MyBiz, Employment Verification
3. Select your Details to Shore, either Employment Information, or Employment and Salary Information
4. Enter Recipient e-mail information.
5. Enter (verify) your work e-mail address is included in Recipient "CC" field to receive a copy of EV e-mail.
6. Select continue to "Acknowledge and Submit" to send your EV information.

Third Party Generated: The Work Number 1-800-996-7566 or online at <http://www.the.work.number.com>—Company Code: 10365

SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.

Prevention is the best tool to eliminate sexual harassment. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. Employers should clearly communicate that it will not be tolerated by establishing an effective complaint or grievance process and taking immediate action when an employee complains.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly creates an intimidating hostile or offensive work environment.

- Unwelcome touching, jokes, comments or conversations of a sexual nature
- Unwelcome propositions or requests for a date
- Remarks of a sexual nature concerning a person's body or clothing
- Sexually explicit language that is used to describe a person
- Displaying/circulating sexually oriented materials

Questions should be address to the EEO Office, Derrick Allen, 301-836-8350, DSN: 278.

Inside this issue:

Recruiting	2
Employee Development & Training	3
Classification	4
Employee Relations	5
New Comers	7
Special Recognition	8

STAFFING & RECRUITING

JULY 2011

CHRO.recruiting@ang.af.mil

Contacts:

- Mary Hiller, DSN: 273-4083 or Mary.Hiller@us.af.mil
- Christine Earl, DSN: 273-6503 or Christine.Earl@us.af.mil
- Nicole Tringali, DSN: 273-4081 or Nicole.Tringali@us.af.mil
- Sandra Sharples, DSN: 273-6501 or Sandra.Sharples@us.af.mil



REMINDER TO SELECTING SUPERVISORS ON INTERVIEWING

In keeping aligned with OPMs Presidential Hiring Reform, we would like to provide you with the following reminders when considering to interview any/all of your candidates:

- Questions are now based on SOFT COMPETENCIES (tasks and responsibilities necessary to perform the job) vs KSAs (KNOWLEDGE, SKILLS AND ABILITIES).
- Your questions should be developed by Subject Matter Experts.
- All responses are evaluated using the same rating scale and standards for acceptable answers.

Your structured interviews are developed to meet legal and professional standards and are a highly regarded assessment method that provides validity, reliability, fairness, and practicality. Examples of Soft Competencies include:

- Teamwork
- Oral Communication
- Interpersonal Skills
- Conflict Management
- Influencing/Negotiating

The NGB/CHRO can assist you with your PRE-PLANNING and development of your interview questions. Please contact us if you are working a recruitment and plan to conduct interviews. We ask that you do not wait to work this process until after you are issued a certificate of names. This process can take time, and within the limits of Hiring Reform, your certificate life is now more limited.

You will always want to coordinate your final product with our office to insure concurrence should your selection ever come under any sort of legal review and/or scrutiny. We have lots of tips and suggestions as to how to produce a quality set of questions that will allow you to secure the candidate for your vacancy. Please contact Ms. Christine Earl for more information.

ACCESS ELECTRONIC OFFICIAL PERSONNEL FOLDER

Air Force Civilian Service employees are now able to access their electronic Official Personnel Folder, or eOPF, for up to 60 days following their date of separation.

Please contact the AFPC Helpdesk for instructions on how to set up an account: DSN: 665-5004, COMM: 210-565-5004 or 1-800-616-3775.

EMPLOYEE DEVELOPMENT AND TRAINING

ISSUE #44

JULY 2011

CHRO.training@ang.af.mil

Contact:

- *Judy Parmentier, DSN: 273-6831 or Judith.Parmentier@us.af.mil*



SUBMISSION OF SF182

The SF182 is used to authorize training of civilian employees and is required for both government and non-government providers. It includes indirect costs, is used for formal schools and all other training 8 hours or more regardless of length, if costs are involved.

To complete updates in an employee's training record, the CHRO training office must first receive and approve the SF182 training request.

The SF182 should be sent NLT 30 days prior to the requested training start date. The training office will review, approve or disapprove and return the SF182 to the requestor or training monitor.

If course certificates are sent to the training office without an approved SF182, the training cannot be updated in the employee's record. The certificate alone does not provide sufficient information.

COURSE DOCUMENTATION

When training does not involve TDY costs, only the course certificate is required. When training does involve TDY costs, the travel order, processed travel voucher and course certificate are required. The training office is responsible for updating all costs associated with the training. The documents are e-mailed or faxed to the CHRO training office.

TRAINING PRIORITY CODES

The priority code is required when preparing and submitting the SF182. The code is entered in Section C, Block 6 of the SF182. The codes are as follows:

1. **Priority 1** training meets at least one of the following:

- A. Is required by Federal or State law, regulation, Executive Order or DoD Directive.
- B. Meets occupational certification and/or licensing requirements as a condition of continued employment.
- C. Maintains critical functional/occupational competencies identified by career field managers and/or Air Force policy and Instructions.

2. **Priority 2** training is required to increase efficiency and productivity fostering effective use of resources to improve mission capability and meets at least one of the following:

- A. Facilitates systematic replacement of skilled employees.

CLASSIFICATION

CHRO.classification@ang.af.mil

Contacts:

- Debra Schuster, DSN: 273-6313 or Debra.Schuster@us.af.mil
- Dennis Haan, DSN: 273-6502 or Dennis.Haan@us.af.mil
- Stephanie Parks, DSN: 273-6832 or Stephanie.Parks@us.af.mil
- Jeffry Viars, DSN: 273-6833 or Jeffry.Viars@us.af.mil
- Penny Schornak, DSN: 273-4792 or Penny.Schornak@us.af.mil



CLASSIFICATION AND MERIT SYSTEMS PRINCIPLE

The information below may be of assistance to managers and supervisors as you consider the accuracy of your position description:

There are nine Merit Systems Principles, 5 USC Section 2301(b), which provide guidance on how managers and supervisors should manage our human resources and how human resources staff should provide oversight of these principles. Failure to follow the Merit Systems Principles may result in a Prohibited Personnel Practice, 5 ISC Section 2302 (b).

Merit Systems Principle #3: “Provide equal pay for equal work and reward excellent performance.” The classification standards program managed by the Office of Personnel Management (**OPM**) ensures agencies provide equal pay for substantially equal work. As such, positions must be classified in accordance with the OPM standards. The **supervisor is responsible for identifying duties** required and performed on a regular and recurring basis for the position to ensure equal pay for equal work. The **classifier is then responsible** to apply the appropriate OPM classification standards **to determine the proper pay plan, series, grade and title.**

There are eight other merit principles and, in total, they help ensure equitable treatment of all employees.

A Core Personnel Document (CPD)/Position Description (PD) is a fiduciary document that is obligating government funds for work assigned and performed by the position. A CPD/PD is written based on the organization’s mission and requirement, not for an individual person. When supervisors sign a CPD/PD they certify that the document is accurate and that it is necessary to carry out government functions. Supervisors also certify the document with the knowledge that it will be used for statutory purposes relating to appointment and payment of funds.

The classification system helps ensure the “tax payers” money is spent appropriately for work performed. It is imperative that supervisors and classifiers continue to do everything they can to ensure government funds entrusted to our management are spent wisely. A supervisor would never sign off on a voucher for a trip that he/she knew the employee did not take. The same level of diligence/integrity also applies to CPDs/PDs, which should accurately describe the work performed and should be classified in accordance with the standards. Once the classifier has determined the classification then the CPD/PD should be submitted to AFPC for staffing. The classification is based on the requirement of the position and does not always reflect the employee’s skills and knowledge because the **position is classified, not the person.** The employee always has the right to appeal to Department of Defense or OPM if he/she disagrees with the classification.

EMPLOYEE RELATIONS

JULY 2011

127wg.chrolemromb@ang.af.mil

Contacts:

- *Monica Caughell, DSN: 273-4887 or Monica.Caughell@us.af.mil*
- *Linda West, DSN: 273-4981 or Linda.West@us.af.mil*
- *Valerie Ward, DSN: 273-6315 or Valerie.Ward@us.af.mil*
- *Tristin Palmateer, DSN: 273-4982 or Tristin.Palmateer@us.af.mil*



UPDATE: CIVILIAN RETIREMENT WITH MILITARY DEPOSIT

Have you bought back your honorable military service for retirement credit? When you become retirement eligible there are source documents that you will be required to include in your retirement application as proof that your military deposit paid in full. Two of these source documents are the “In Lieu of OPM 1514” and the “SF 3100”.

Effective February 28, 2011, the DFAS Indianapolis Civilian Payroll Office Retirement Team will now be handling Military Deposits. Due to this migration, the payroll office will no longer issue an “In Lieu of OPM 1514” after you have paid your military deposit in full. Instead, DFAS Indianapolis will send you a “Paid in Full” letter upon your request. Depending on the date you paid your military deposit in full, your source documents may include:

- In Lieu of OPM 1514
- SF 3100
- Paid in Full Letter

If you do not have a or b, you will need to request a copy of either form from the Office of Personnel Management (OPM). You will need to fax a written request directly to OPM at (724) 794-6633. Your request should include the following: Full Name, Date of Birth, Social Security Number, Periods of Military Service Paid, Your Mailing Address and Telephone Number, Your Signature. If you do not have c and you made your payment in full after February 28, 2011, your Customer Service Representative (CSR) can submit a remedy ticket under the title “Retirements” and request the “Paid in Full” letter be mailed to you.

NEW: WORKER’S COMPENSATION FOR SUPERVISORS WEB BASED TRAINING

As a supervisor, you play a critical role in the Worker’s Compensation process. Your actions will determine whether an employee’s claim is timely filed as required under the President Obama’s Protecting Our Workers and Ensuring Reemployment (POWER) initiative. You are also instrumental in making initial notification and determination of the facts pertaining to an on-the-job injury. This notification is vital to the Injury Compensation Program Administrator (ICPA) and Safety personnel so that proper actions can have an adverse impact on an agency’s worker’s compensation program.

As a result, DoD has developed a new web based training on the basics of the Worker’s Compensation Program for Supervisors. Once you have completed the training you will have a basic introduction of the Federal Employees’ Compensation Act (FECA) requirements and benefits, understand your role in the process, provide you with a familiarity of the most common forms and have a better understanding of the “Need to Know” and Privacy Act issues.

The DoD web based course can be accessed by going to the DoD Injury and Unemployment Compensation (ICUC) website at: http://www.cpms.osd.mil/icuc/icuc_index.aspx You will then select the “Training Opportunities” link under the “Products and Services”, then select “Worker’s Compensation Basics” under the “Online Training for Supervisor”. Once you have completed the training you will receive a certificate that can be given to your supervisor so that it can be placed in your supervisor’s Part 3 work folder.

EMPLOYEE RELATIONS

JULY 2011

CIVILIAN SELF-SERVICE AWARDS

MyBiz is a tool, "Awards Updates" which allows you to have the option to update your non-monetary awards directly into DCPDS or have our office update your award. This self-service tool allows you to view awards and bonuses, and add or delete non-monetary awards in your personnel record. This does not include updating monetary awards such as Notable Achievement, Special Act or Service, and Time-Off Awards. Prior to this initiative, you submitted requests for award updates to our office, as applicable, via fax, e-mail or in-person using an approved award certificate or other award documentation.

Any changes you make to your award information using MyBiz will update the personnel data system and be immediately reflected in your personnel record for you and your supervisor to view. Changes will be reflected on your Air Force Civilian Career Brief the following day. You can access your Air Force Career Brief by logging into the Common Access Card (CAC) enable AFPC Secure. You are strongly encouraged to review your inputs for accuracy before submitting them. Knowingly entering false or misleading information may result in a disciplinary action.

When you review your award information in MyBiz, you will see a column titled "Award Update Source". The Award Update Source identified whether or not your award was verified. When you update your award information using MyBiz, the Award Update Service column will reflect "Self Certified". When we update your information, the Award Update Source column will reflect "Verified". All existing award data previously input in DCPDS prior to 23 June 2010 are considered verified and will have the Award Update Source column displayed as "Verified". A summary of these codes follows:

- Self Certified—you input the entry through the DCPDS MyBiz Self-Service module. An Award Update Source code of self-certified is restricted to your updates only.
- Verified—our office has input and validated the entry with completed award documentation.

Supervisors, you may "view" your employees' appointment, position, personal, salary, awards and bonuses, performance, personnel actions, emergency contact, education, training, and certification and license information using MyWorkplace in DCPDS. To view your employees' award information in My Workplace, go to the DCPDS Portal. After you have logged in, click on "MyWorkplace", then click on "My Employee Information". You will see a list of your employees assigned to you. Select the employee whose information you want to view, then select the "Awards and Bonuses" tab. Scroll down, then click on "View Awards Changes". This screen will display the employee's "Awards and Bonuses" information, but is view only. You may not update or change your employee's information.

AFFORDABLE CARE ACT (ACA)

Effective 1 January 2011, several provisions of the Affordable Care Act (ACA), Public Law 111-149, will be implemented for appropriated civilian employees. These provisions affect eligibility and benefits under the Federal Employees Health Benefits (FEHB) and Federal Flexible Spending Account (FSAFEDS) programs. The ACA does not affect or change the Federal Dental and Vision Program (FEDVIP). Once the provisions of the ACA change, FEHB dependent eligibility rules allow children to remain covered under their parents' FEHB plan until the age of 26. This includes married children, however, it does not include spouses and children of the married child. This provision also removes the residency and dependency requirements and allows children who currently have, or are eligible for their own insurance to be placed on their parent's FEHB plans.

For additional information: <https://gum.afpc.randolph.af.mil>, key word search: 14343. Employees who wish to add their eligible children should contact the Benefits and Entitlements Service Team (BEST) at 1-800-525-0102 for additional information and procedures.

NEW COMERS

JULY 2011

Welcome!

Gary Anderson Andrews AFB, MD	David Fischer Selfridge ANGB, MI	Ashley LaRiviere Otis AGB, MA	Joshua Redlawsk Selfridge ANGB, MI
Todd Bailey Tyndall AFB, FL	Peter Fitzgerald Rome, NY	Austin Leighton Selfridge ANGB, MI	Kevin Richardson Arlington, VA
Vera Bailey Tyndall AFB, FL	Denise Fitzhenry Selfridge ANGB, MI	Bobby Logan McConnell AFB, KS	Luther Robertson Selfridge ANGB, MI
Teresa BarrowMohammed Andrews AFB, MD	Brian Fox Tyndall AFB, FL	Barbar Lohr Andrews AFB, MD	John Ryan McConnell AFB, KS
Andrew Bascom Otis AGB, MA	Eleni Gaves Selfridge ANGB, MI	Daniel Mack Andrews AFB, MD	James Seymour Andrews AFB, MD
Jeffrey Beason McConnell AFB, KS	Mary Gillespie Otis AGB, MA	Joseph Mann Tyndall AFB, FL	Anthony Shaner Selfridge ANGB, MI
Tiffany Bell Selfridge ANGB, MI	Christpher Gloss Selfridge ANGB, MI	Jeffrey Marks Forbes Field, KS	John Shaw Otis AGB, MA
Jon Biddle Tyndall AFB, FL	Derek Goulet Otis AGB, MA	Friedrich Martin Arlington, VA	Dennis Slade Tyndall AFB, FL
Jodi Blevins Selfridge ANGB, MI	James Guevara Andrews AFB, MD	Zachary Martin Selfridge ANGB, MI	Douglas Smith Tyndall AFB, FL
Terence Bowe Andrews AFB, MD	Marcin Halaczkiwicz Selfridge ANGB, MI	Korneila Maxwell Pentagon, VA	Ronald Smith Forbes Field, KS
Cory Bower Tyndall AFB, FL	Terence Hall Selfridge ANGB, MI	Jared McAfee Andrews AFB, MD	Forbes Field, KS
Sage Brandtner Selfridge ANGB, MI	Mark Hamrick Andrews AFB, MD	Kevin McCarron Otis AGB, MA	Raymond Songer Otis AGB, MA
Leonard Brockmann Selfridge ANGB, MI	Michael Hanke Andrews AFB, MD	Bonnie McClutchy Otis AGB, MA	Roger South Tyndall AFB, FL
Darren Burton Selfridge ANGB, MI	Pamela Hastings Otis AGB, MA	Timothy McFadden Selfridge ANGB, MI	Michael Stafford Selfridge ANGB, MI
Andrew Butlin Selfridge ANGB, MI	William Haworth Arlington, VA	James Meadows Selfridge ANGB, MI	Gary Stirlinger Selfridge ANGB, MI
Jeffrey Campbell Otis AGB, MA	John Hayes Andrews AFB, MD	Charles Melton Andrews AFB, MD	Robin St. Laurent Arlington, VA
Iva Carrington Selfridge ANGB, MI	Keiffer Heino Selfridge ANGB, MI	Paul Merkel Minot AFB, MD	Kevin Sutton Andrews AFB, MD
Penelope Carroll Selfridge ANGB, MI	Karl Herken Forbes Field, KS	Jason Miller Selfridge ANGB, MI	Kenneth Tabor Selfridge ANGB, MI
Evan Catanzaro Selfridge ANGB, MI	Marci Hodge Arlington, VA	Natalie Mitchell Selfridge ANGB, MI	Nicole Tabor Selfridge ANGB, MI
Robert Clark Arlington, VA	Glenn Hook Arlington, VA	Rodney Morissette Selfridge ANGB, MI	Wayne Theurer Andrews AFB, MD
Jeffery Combs Andrews AFB, MD	Jerome Howard Andrews AFB, MD	Thomas Moxley Tyndall AFB, FL	David Thomas Andrews AFB, MD
Rebecca Covert Andrews AFB, MD	Shannon Hulswit Selfridge ANGB, MI	David Nicholas Selfridge ANGB, MI	Jodi Thore Tyndall AFB, FL
Jess Cruz Andrews AFB, MD	Brian Husmann Selfridge ANGB, MI	Lisa Nuhn Arlington, VA	Marvin Thorness Andrews AFB, MD
Christopher Delidow Selfridge ANGB, MI	Lee Inabinet Johnstown, PA	Kenneth Orie Johnstown, PA	Michael Weaver Selfridge ANGB, MI
Carlos Delossantos Tyndall AFB, FL	Leonard Jordan Tyndall AFB, FL	Steven Owens Andrews AFB, MD	Luke Weber Selfridge ANGB, MI
Richard Doran Tyndall AFB, FL	Robert Kaczorowski Andrews AFB, MD	Krystle Ponce Tyndall AFB, FL	Edward Williams Tyndall AFB, FL
Noel Dubois Otis AGB, MA	James Kirk Tyndall AFB, FL	John Poreider Tyndall AFB, FL	Heather Williams Andrews AFB, MD
Sean Eccleston Otis AGB, MA	Ronald Kornreich Andrews AFB, MD	Daniel Pysh Selfridge ANGB, MI	Bradley Wittlinger Andrews AFB, MD
Yvonne Edwards McConnel AFB, KS	Nickole Koszczewski Forbes Field, KS	Rylan Richard Otis AGB, MA	Ricardo Young Arlington, VA
			Linda Youngstrand Tyndall AFB, FL

SPECIAL RECOGNITION

JULY 2011

Retirements

Patricia Alt
Arlington,VA
William Bopra
Selfridge ANGB, MI
Mary Bynum
Selfridge ANGB, MI
Bonnie Christensen
Selfridge ANGB, MI
Deborah Clark
Selfridge ANGB, MI
Paula Dacosta
Tyndall AFB, FL
Bobby Davis
Stanly County, NC
Lindley Delidow
Selfridge ANGB, MI
Larry Humphrey
Selfridge ANGB, MI
Jon Justin
Duluth, MN
Sylvia Kozian
Selfridge ANGB, MI
William Kruso JR
Selfridge ANGB, MI
Gordon Lee
Selfridge ANGB, MI
CarrLynn Leeland
Pentagon,VA
Sherman Lvoe
Arlington, VA
Jerome Miekstyn
Selfridge ANGB, MI
Lawrence Miller
Arlington, VA
Timothy Pace
Selfridge ANGB, MI
Joe Padilla
Arlington, VA
Gerald Poland
Tyndall AFB, FL

Length of Service

10 Years

Samuel Andrade
Nathaniel Dixon
James Donato
Thomas Kus
Thomas Landon
Albert Lehman
Joel Rutherford

20 Years

Mam Bacon
Joyce Brown
Frances Geter
Bernadette Impey
Witha Hicks
Michael Kubatz
Jacqueline Nino

30 Years

Patricia Alt
Cheryl Baker
Paul Barber
Susan Canter
Wendelin Codd
David Kleinberg
Eric Mack
Stephanie Mackay
Steven McColloch
Gordon Shea
Maureen West
Niki Zachary

Awards

Notable Achievement Award

Robert Anderson
Minot, ND

Congratulations!