

CIVILIAN HUMAN RESOURCES OFFICE CIVILIAN CONNECTION

ISSUE #52

JULY 2013

NG-J1
Civilian Human Resources Office
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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:

- *Independence Day—4 July*
- *Women's Equality Day—26 August Celebrating Women's Right to Vote*
- *Hispanic Heritage Month—15 September—15 October*



SEXUAL HARASSMENT

Sexual Harassment is a form of gender discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature (EEOC Title VII, Civil Rights Act of 1974, and ANGI 36-7).

A hostile environment includes unwelcome touching, unwelcome jokes, comments or conversations of a sexual nature, remarks of a sexual nature concerning a person's body or clothing, sexually explicit language that is used to describe a person, and displaying/circulating sexually oriented materials.

Sexual Harassment includes many things, not limited to:

- actual or attempted rape or sexual assault
- Unwanted pressure for sexual favors, deliberate touching, leading, pinching, etc., sexual looks or gestures
- Referring to an adult as a girl, hunk, doll, babe, honey, or sweetie
- Whistling at someone or cat calls
- Sexual comments
- Turning work towards sexual topics, asking about sexual fantasies, preferences or history
- Elevator eyes

Whenever unlawful discrimination is found, the AF immediately eliminates it and neutralizes the effects. Commanders and supervisors who are aware of unlawful discrimination by subordinates but fail to take action, may be disciplined (AFI 36-704, Discipline and Adverse Actions).

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

Questions regarding Sexual Harassment should be addressed to the EEO Office, Derrik Allen, DSN: 612-8350, Comm: 240-612-8350.

OPM EOPF

Effective 2 April 2013, the Air Force migrated to the Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF). The Air Force Personnel Center (AFPC) provided employees with access to the OPM eOPF side and you should have received an e-mail via the AMS Robot with step-by-step login instructions. If you did not receive an e-mail with instructions, please ensure that your AF e-mail address or any ".mil" e-mail address is up to date in myBiz. Access to the OPM eOPF application can only be accessed by a dot mil (.mil) domain.

The OPM eOPF provides employees with an e-mail update whenever a document has been added to their eOPF. Similar to the AF eOPF accessed via the AFPC secure site, OPM's eOPF will contain electronic copies of the documents that make up the AF civilian service employee's OPF.

To begin accessing your OPM eOPF, click this link and follow the instructions to create your account through myPers: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/23070.

For instructions on how to access your myBiz account, please contact Ms. Penny Schornak at DSN: 273-4792 or Penny.schornak@us.af.mil.

STAFFING & RECRUITING

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- Sandra Sharples, DSN: 273-6501 or Sandra.Sharples@us.af.mil



RESUMES REQUIRED

As an Air Force employee, you have the opportunity to submit an updated resume reflecting your employment experience or skills. Having an updated resume on file in your electronic Official Personnel Folder (e-OPF) is critical to your career! Why, you may ask. An updated resume is important for a variety of reasons, including but not limited to, qualifications determinations for management directed placement actions, and other non-competitive placement actions. All employees are **strongly** encouraged to ensure they have an updated resume, reflecting employment experience and skills on file in their eOPF.

By logging into myPers at: https://gum-crm.csd.disa.mil/app/answers/detail/a_id/20009, under “Civilian”, then “Employee”, select “Career Management”, then “Self-Service”, scroll down to “Resume Update”, an employee can upload their current resume. When submitting a resume, a “pdf” is the preferred format for ease of filing. Once uploaded, a disclaimer statement will appear on the web-site during the submission process that is a “self-certification”, whereby the employee acknowledges that the information provided accurately describes the level of experience and capabilities and also understand that deliberate attempts to falsify information may be grounds for not placing them into positions for which identified (management directed or workforce restructuring placements) or dismissal from the position/agency during the probationary period, or other disciplinary action, including termination.

Once an updated resume is submitted, a ticket will automatically be initiated and routed to AFPC/DPI staff who will profile the resume into the e-OPF, within 30 days of receipt, and close the ticket, advising the employee via email that the resume has been received and filed in the e-OPF, with no further action required. **NOTE:** New experiences entries will not be reflected on your Air Force Civilian Career Brief, nor will your experience be skills-coded for inclusion on your career brief.

Since the elimination of skills codes, it is more important than ever that employees have an updated resume on file.

Don't get left behind, please ensure you have a current resume on file today.

DID YOU KNOW YOU CAN REQUEST A CORRECTION TO YOUR DD-214 ONLINE?

The DD Form 214, “Certificate of Release or Discharge from Active Duty” is provided on your release from active duty, discharge, separation, or retirement. The information on your DD-214 is used for benefits eligibility and legal verification of your military service. It is important to keep your military personnel records accurate. If while you are in service, you find any information that needs to be corrected or added on any of your DD-214s, you can submit a request online to have a DD form 215, “Correction to DD Form 214, Certificate of Release or Discharge from Active Duty” prepared for that form and distributed. Usually your need for a DD-215 is to document information that wasn't available when the original DD-214 was produced but it can also be used to correct certain specific pieces of information that are in error.

To submit your request, log on to myPers at mypers.af.mil. From the myPers homepage, go to “I Would Like To...” section and select “Access the vPC-GR Dashboard” link. Choose the “Action Request” tab, and select “Correction to My DD Form 214”. Fill out the information in the “DD Form 215 Request Worksheet” and attach any required documentation.

DEERS INQUIRY LINE

A new employee can call the DEERS Inquiry Line at 1-800-538-9552 to ensure they are in DEERS as a Title 5 Civil Service Employee before attempting to obtain their CAC. When prompted, say “Do something else”, then, “Speak to an agent”. This is to ensure you are in DEERS and can obtain your CAC. After a new employee's action processes, it takes at least 24-48 hours before they will be in the system.

CIVILIAN EXPEDITIONARY WORKFORCE (CEW)

The Civilian Workforce continues to ramp up in Afghanistan. Please visit <http://www.cpms.osd.mil/expeditionary> for much more information on this opportunity for you to share your experience, your perspective and your commitment! The Department of Defense deploys civilians alongside the US Military to provide crucial functions in various roles coming together as one common thread...CIVILIAN EXPEDITIONARY WORKFORCE (CEW)!

We are looking for civilians that are willing to deploy for at least 1 year and who have current, valid Security Clearances.

There are various areas in which vacancies exist. Specifically:

- HVAC Mechanics
- Powered Support Systems Mechanics
- Carpenters
- Plumbers
- Electricians
- Misc Skills for Base Operating Support
- Engineers
- Engineering Technicians
- Contracting

Please contact Christine Earl for more information on this exciting opportunity!

WITHIN-GRADE (WGI) WAITING PERIODS AND EFFECTIVE DATE

A Within-Grade Increase (WGI) shall be effective the first pay period following completion of the required waiting period, provided performance in position is satisfactory and employee had not received an equivalent increase in pay during the waiting period.

The following outlines the waiting periods for General Schedule (GS) employees:

- 52 weeks or 1 year for: Step 1 to Step 2, Step 2 to Step 3, Step 3 to Step 4
- 104 weeks or 2 years for: Step 4 to Step 5, Step 5 to Step 6, Step 6 to Step 7
- 156 weeks or 3 years for: Step 7 to Step 8, Step 8 to Step 9, Step 9 to Step 10

The following outlines waiting periods for Wage Grade (WG) employees:

- 26 weeks or 6 months for: Step 1 to Step 2
- 78 weeks or 1 1/2 years for: Step 2 to Step 3
- 104 weeks or 2 years for: Step 3 to Step 4, Step 4 to Step 5

Continuous civilian employment in any branch of the Federal Government is creditable service in the computation of a waiting period. Service credit is given for employment during periods of annual, sick, and other leave without pay; advanced annual and sick leave, and service under a temporary appointment. The waiting period is interrupted by nonworkdays, LWOP. An employee who is in excess of 80 LWOP hours during their waiting period will cause the effective date to be pushed back accordingly.

EMPLOYEE DEVELOPMENT AND TRAINING

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Contact:

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



FORCE DEVELOPMENT INFORMATION

Force Development Information is now available in MY DP. MY DP is a web-base resource that enables Airman to access career field news and education and training information from one website that is customized to each individual's needs. The program has been improved to allow employees to get easy access to Air Force training and education information, for supervisor's to use as a tool to mentor and coach their employees and for Force Development staff to use when advising employees and supervisors on training and development. MY DP is available off the Air Force Portal—click on “Life and Careers” and scroll down to “Force Development (FD)”.

CONTINUOUS SUPERVISORY DEVELOPMENT

As you know, the Supervisor's Resource Center (SRC) provides an entry point for supervisory continuous development available off the Air Force Portal. Learning programs available under Supervisory Experience have been developed for aspiring, new, and seasoned supervisors utilizing Skillsoft, on-line courses, books, and other resources purchased for use by the Air Force.

Seventeen (17) distinct learning programs available under Supervisory Continuous Learning are centered around the Air Force Institutional Competencies. The programs are available to the user at no cost, and are available 24/7 via CAC access to accommodate the user's schedule. Each month, supervisors will receive a newsletter via robot e-mail. Please use the newsletter to spread the word about this excellent, no-cost tool supporting the continuous development of supervisors and aspiring leaders.

The SRC is available off the Air Force Portal—click on “Life and Careers”, and scroll down to “Force Development (FD)”.

USAF CIVILIAN NEW EMPLOYEE'S ORIENTATION COURSE MOVED TO ADLS

Effective 1 May 2013, all new hires will enroll in the NEW program on ADLS using the links provided on the Supervisor Resource Center (SRC) or by accessing ADLS from the AF Portal home page. ADLS will have both the standard AF NEO course and the USAF Retiree abbreviated course as previously provided.

SEXUAL ASSAULT RESPONSE COORDINATORS AND VICTIM ADVOCATES TRAINING/CERTIFICATION

AFI 36-6001, Sexual Assault Prevention and Response (SARP) Program, dated 29 September 2008 is currently being updated to amend the changes from Public Law 112-81 (NDAA 2012) requiring that Sexual Assault Response Coordinators (SARCs) and Victim Advocates (VAs) be certified prior to working with the victims of sexual assault. SARCs and VAs will be credentialed through the National Organization for Victim Assistance (NOVA) upon completion of the Air University (AU) Sexual Assault Response Coordinator Course (Course Code: QBX). To meet the increased demand, AETC Eaker Center/PDW and AF/A1SA are planning on offering the course four times in FY14. For additional course information contact Dr. Doris Sartor at doris.sartor@us.af.mil or at DSN: 493-3447.

SARC's and VAs can complete the certification process by going to the URL identified below. For additional information about the certification process contact Ms. Bethany Shana at Bethany.shana@pentagon.af.mil or at DSN: 225-0784.

<http://www.trynova.org/help-crime-victim/dsaacp/>

The Defense Civilian Personnel Data System (DCPDS) Sexual Assault Advocate certification codes available for employees to update their records are:

1. Defense Sexual Assault Advocate Certification Program (D-SAACP) Level I (Code SAA1)
2. Defense Sexual Assault Advocate Certification Program (D-SAACP) Level II (Code SAA2)
3. Defense Sexual Assault Advocate Certification Program (D-SAACP) Level III (Code SAA3)
4. Defense Sexual Assault Advocate Certification Program (D-SAACP) Level IV (Code SAA4)

Upon receipt of NOVA certification, employees must accomplish the following two steps to ensure their records are updated with the appropriate certification codes in DCPDS:

1. Update their certification using MyBiz.
2. Provide AFPC copies of the NOVA certification for HR validation.

The myPers website at: https://myPers.af.mil/app/answers/detail/a_id/13252

Self Service Certification and/or License Update page has instructions on how employees update their certifications using MyBiz. If you have any questions about MyBiz, contact the A1 Service Desk at DSN: 665-5004, COMM: 210-565-5004 or toll free at 1-800-525-0102, press 8, then 2.

Training is often associated with earning a certificate. When adding SARC or VA certification, employees will be asked if they received training, and if so, link the certification to the specific training entry. As a prerequisite to the award of the SARC or VA certification, employees must complete the Sexual Assault Response Coordinator Course. They should review their DCPDS training history before adding the certification/license to ensure Course Code QBX is on file.

After this update is accomplished, the entry will be automatically coded in DCPDS as "Self-Certified". AFPC will automatically email the employee to request a copy of the certification, verify the certification entry, and change the entry to "Verified". If the employee does not provide this information to AFPC the entry will continue to reflect "Self-Certified".

CLASSIFICATION

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- Penny Schornak, DSN: 273-4792 or Penny.Schornak@us.af.mil



POSITION CLASSIFICATION APPEALS

What can you do if you think your position is not properly classified? First, we like to recommend that you speak with your supervisor. If you have questions your supervisor cannot answer, you may want to speak with someone in your Personnel Office. If you believe your position description does not accurately describe your work, discuss this with your supervisor. Since your supervisor certifies your position description's accuracy, he or she should be able to give an explanation of its content. If your supervisor believes that your position should be reevaluated, he or she can request a review by the Personnel Office.

What may be appealed? You may seek a change in grade, occupation series, and sometimes the title of your position. You may seek to have your General Schedule (GS) position changed to the Federal Wage System (FWS) or your FWS position changed to GS. Some things may not be appealed. For instance, you may not appeal the content or accuracy of your official position description, the accuracy of a classification standard, an agency's proposed classification decision, the classification of positions to which you are not officially assigned, or the classification of positions to which you are detailed or temporarily promoted to for a period of less than two years.

What are your appeal rights? You may appeal the classification of your position to your agency at any time. If you are a GS employee, you may appeal at any time to your agency or directly to the Office of Personnel Management (OPM). However, you may not appeal to your agency and OPM at the same time. Another option available to you as a GS employee is to make your classification appeal to OPM through your agency. Your agency must act on your appeal within 60 days or forward it to OPM for action. As a general rule, we recommend that you first seek an appeal decision from your agency. FWS employees must first appeal to your agency. If you are dissatisfied with your agency's decision, you may appeal to OPM. Your appeal to OPM must be filed within 15 calendar days of the date you receive your agency's decision. You must specify that part of your agency's decision which you disagree with. We may extend the time limit for filing if circumstances beyond your control prevented you from filing within the 15 day requirement, or if you were not aware of the 15-day limit.

For more information, please visit the OPM website at: <http://www.opm.gov/policy-data-oversight/classification-qualifications/>. If you have specific questions or need more information on making a classification appeal, contact your Human Resources Office.

EMPLOYMENT AND SALARY VERIFICATION FOR CURRENT EMPLOYEES

The Department of Defense's Current Employees (Military and Civilian) have the following choices to meet provider requests for employment and salary verification. Third Party Requestors CANNOT use this system, it must be initiated and processed by the employee.

To request employment verification, log into myBiz at: <https://cpmpo.dcpds.cpms.osd.mil>, using your Common Access Card (CAC) to send a password-protected email attachment to the requestor. Once logged into myBiz, select "Employment Verification", select "Details to Share", either Employment Information or Employment and Salary Information. Enter the Recipient e-mail address, enter or "verify" your work e-mail address is included in the CC field, select "Continue" to "Acknowledge and Submit". You will receive two emails, one will contain the document password. It is your responsibility to provide to the requestor.

EMPLOYEE RELATIONS

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- Valerie Ward, DSN: 273-6315 or Valerie.Ward@us.af.mil
- Tristin Palmateer, DSN: 273-4982 or Tristin.Palmateer@us.af.mil



CHANGE IN MILITARY SERVICE DEPOSIT PROCEDURES

Recent guidance provided by OPM specifies that all military service deposits must be paid in full prior to the effective date of retirement. In the past, employees were given until OPM's final adjudication of their retirement annuity to complete their military service deposit (this date is after the retirement effective date). In accordance with Title 5, Code of Federal Regulations, Section 831.2104, military service deposits paid in full after separation may only be processed in the case of an agency administrative error.

Employees will no longer be able to wait until receipt of lump sum annual leave or a VSIP payment to complete the deposit; the deposit must instead be paid in full prior to the date of retirement. Given processing time, it is highly recommended that employees initiate military service deposits at least 180 days prior to retirement. Steps in completing your military deposit may be found at the myPers Link on the Air Force Portal, or by contacting the Benefits and Entitlement's Service Team (BEST) at 1-800-525-0102.

PERFORMANCE "CAN'T DO" OR "WON'T DO"

Supervisors are responsible for discussing the performance plan at the beginning of each appraisal cycle. The Air Force appraisal cycle begins 1 April each year and ends 31 March each year. The supervisor documents this discussion, keeping record of the employee's certification on the front of the respective Air Force Core Personnel Document (AFCPD). At a minimum, at least one progress review of the employee's performance against all elements of the AFCPD should take place using the AF Form 860b. Supervisors should be aware of any additional requirement through the negotiated Collective Bargaining Agreement (CBA). However, at any time during the cycle should a problem arise, the supervisor should be addressing it as soon as the problem is known and documenting appropriately.

Supervisors may contact our office for assistance in documenting performance problems and we can assist supervisors in determining if performance is the issue or if it is conduct. Performance is a "can't do" and conduct is a "won't do".

Performance related issues are usually ones in which the employee needs additional training, development or coaching. Conduct issues are ones relating the behaviors and attitude in which the employee is aware (or should reasonable know) that their actions are unacceptable but takes them anyway.

Performance related issues are handled under the AFI36-1001, using a Performance Improvement Plan (PIP) and conduct related issues are handled through the AFI36-704 using progressive discipline.

Questions regarding performance may be directed to Linda West.

AFFORDABLE CARE ACT

Effective 1 January 2011, several provisions of the Affordable Care Act (ACA), Public Law 111-149 were 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). The provisions of the ACA change allows FEHB dependent eligibility 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 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.

Employees who wish to add their eligible children should contact BEST at 1-800-525-0102.

EMPLOYEE RELATIONS

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ABSENCE UNIFORMED SERVICE (AUS) - UPDATE

Absence Uniformed Service is an employee's absence (whether in a pay or non-pay status) to perform duty with the uniform services where they have reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA, 38 U.S.C. Chapter 43). When an employee is in receipt of their military orders, please refer the employee to this office with a copy of their orders, even if the orders are for one day. Depending on the authority code of their military orders and depending on the employee elections, a Personnel Action may be required by the supervisor. If the appropriate Personnel Actions are not processed timely, it could potentially cause pay and/or benefits problems.

An employee leaving for active duty with the uniform service is responsible for notifying their supervisor and providing copies of the orders which place them on active duty. The completion of the checklist will ensure that the employee's benefits, leave and Notification of Personnel Action (SF-50) will be processed based upon their elections. Please be aware that there is an updated Entering Active Duty Checklist available on the myPers website or you may contact our office for a copy. AFPC is now requires employees to upload their Entering Active Duty Checklist and Orders into the myPers system, in addition to providing it to the servicing CHRO. The upload ensures that checklist and orders are directly linked to the individual.

Please contact either Linda West or Tristin Palmateer as soon as you are aware of your employees being placed on military orders, even when the order is for one day, or for additional guidance.

CIVILIAN SELF-SERVICE AWARDS

MyBiz has 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 tools 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, email, or in-person using an approved award certificate or other award documentation.

Any changes you make to your award information in 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) enabled 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 view your award information in myBiz, you will see a column titled "Award Update Source", identifying whether or not your award was verified. When you update your information, the column will reflect "Self Certified". When we update your information, the column will reflect "Verified". All existing award data previously input in DCPDS prior to 23 June 2010 are considered verified and the column will reflect "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. Please note the pay period you made this entry and notify your HR of the date you made the entry.
- 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 MyWorkplace, 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 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 Award 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.

If you have problems with accessing MyBiz or MyWorkplace, contact the Personnel Systems Operations Control Center at DSN: 665-5004, Comm: 210-565-5004, or toll free: 800-525-0102, press 8, then 2.

NEW COMERS



Welcome!

Dawn Brindle
Joint Base Andrews, MD
Leslie Brown
Tyndall AFB, FL
James Cherry
Joint Base Andrews, MD
Matthew Clifford
Otis AGB, MA
Deblen Edge
Joint Base Andrews, MD
Todd Foulk
Selfridge ANGB, MI
Robert Gray
Joint Base Andrews, MD
Karen Jonasson
McGhee/Tyson, TN
Susan Klypchack
Arlington, VA
Debra Larrabee
Arlington, VA
Ellen Lux
Arlington, VA
John Macsata
Joint Base Andrews, MD
Deborah Martin
Joint Base Andrews, MD
Hector Martinez
Selfridge ANGB, MI
Donna Meador
Arlington, VA
George Palmer
Joint Base Andrews, MD

Nathaniel Ray
New Orleans, LA
Brian Stevens
Tucson, AZ
Michelle Williams
Joint Base Andrews, MD

SPECIAL RECOGNITION

Retirements

Jeffrey Carr
Tucson, AZ
Blaine Coffey
Arlington, VA
Julie Cox
Joint Base Andrews,
MD
Robert Martin
Selfridge ANGB, MI
Vickie McMurdo
Forbes Fld, KA
Diane Miles
Buckley, CO
Barbara Moore
Arlington, VA
Bruce Stroklund
Minot AFB, ND
Beth Wondero
Selfridge ANGB, MI
David Zorn
Selfridge ANGB, MI

Length of Service

10 Years

Darrell Bublitz
John Carthan
Darryl Dugas
Richard Haisch
Andrew Hill
James Jones
Steve Madero
Mark Mertel
Rose Richeson
Charles Scicluna
Glen Sierpien
Johnny Taylor
Gary Upchurch
Bradley Wilson

20 years

Robert Dogan
Christine Earl
Eugene Granville
Michael Grimm
Darold Hubbard JR
Kevin Knight
Roger Neisler JR
Rebecca Schwarz
Michelle Smith
Michael Snipes
Christopher Sullivan
Neil Wellhoefer
Tyra White

30 Years

Terry Allen
Peter Hill
Maximilian Rettele
Thomas Vannuck

Congratulations!