

CIVILIAN HUMAN RESOURCES OFFICE CIVILIAN CONNECTION

ISSUE #53

OCTOBER 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:

- *National Disability Employment Awareness Month—1-31 October*
- *Columbus Day—14 October*
- *National American Indian Heritage Month—1-30 November "Guiding Our Destiny with Heritage and Traditions"*
- *Veteran's Day Observed—11 November*
- *Thanksgiving—29 November*
- *Christmas—25 December*



OPEN SEASON

The 2013 Open Season for health, dental, and vision insurance and flexible spending accounts will be held from November 11 to December 9, 2013. Coverage elected during an open season is effective the first day of the first full pay period the following January.

The annual Open Season gives federal employees the opportunity to review their health plan choices and make changes for the following year. It also allows eligible employees to enroll for coverage. FEHB Program enrollees should review the benefits and premiums for their health plan choices and decide what coverage will best fit their healthcare needs in the coming year.

CIVILIANS MUST CREATE OPM EOPF ACCOUNT TO ACCESS THEIR RECORDS

Air Force Personnel Center (AFPC) officials are reminding Air Force civilian employees that they need to create their Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) account in order to access their personnel records.

The OPM eOPF application, which replaced the Air Force Civilian Electronic OPF, is a secure electronic personnel folder which contains civilian personnel documents, such as notifications of personnel actions for Federal appointment, awards, promotions, and the recent Furlough notice. It also includes documentation of benefits elections, such as Thrift Savings Plan contributions, life insurance and health benefits.

"This is an important tool in managing your career and ensuring your records are correct," said Chuck Zedek, eOPF program manager. "We highly urge employees to set up their new eOPF accounts and view their records sooner than later, because if there are delays or issues we can get them resolved now rather than at the last moment when an individual needs to have the information."

This self-service tool enables employees to electronically view and print OPF documents, and to update emergency data. Civilian employees will be prompted to change their password every 60 days.

For guidance on how to create an eOPF account, visit the myPers website at: <https://mypers.af.mil>. For additional assistance, contact the OPM eOPF help desk at: 866-275-8518 or email eopf_hd@telesishq.com. Employees with questions concerning specific personnel actions or documents should contact their servicing personnel office.

COMMUNITIES OF PRACTICE HAS MIGRATED

The NG-CHRO Communities of Practice (CoP) has migrated to the NGB Civilian HR SharePoint Site. Follow the link <https://cs3.eis.af.mil/sites/AN-DP-01-51> and select your Email certificate to request access to the new SharePoint site.

If you receive an "Error: Access Denied" page, click the link on that error page that says "Request Access" to send a brief message stating that you'd like access to this SharePoint site. Soon after, you should receive an email stating that access has been granted.

EMPLOYMENT VERIFICATION

When proof of employment or income is needed, civilian employees can provide verification of employment through their MyBiz account:

1. Log into the DCPDS Portal
2. Select MyBiz, Employment Verification
3. Select your Details to Share, 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 e-mail.
6. Select continue to "Acknowledge and Submit" to send your information.
7. You will receive a separate e-mail containing the document password. It is your responsibility to provide that to the lending agency requesting verification.

STAFFING & RECRUITING

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NEW REQUIREMENT: PRIORITY PLACEMENT PROGRAM FOR MILITARY SPOUSES

The Department of Defense has implemented the requirement for all military spouses registered in the Priority Placement Program (PPP) to apply for vacancy announcements filled through the U.S. Office of Personnel Management (OPM) USAJOBS website at <https://www.usajobs.gov/> in order to receive preference. This is the Federal Government's official source for Federal job announcements, application process, and other employment information.

Effective immediately, upon matching a vacancy being filled, the Air Force Personnel Center (AFPC) will notify them via e-mail of the Vacancy Identification Number (VIN) to which they must apply in order to be considered and receive preference. Applying to the vacancy entails providing a complete application package including a resume, any required supporting documents, and response to the associated assessment questionnaire.

To ensure that they do not miss job opportunities when notified, it is important that they create an account and preposition their resume in USAJOBS. They may create and store up to 5 resumes in their USAJOBS account. Pre-positioning resumes allows them to simply select the resume they want to include with the specific application package. It is also important that they still apply for any other vacancies for which they feel they are qualified for.

If you have additional questions on this topic, please contact Ms. Nicole Tringali.

PROCESSING RECRUITMENT RPA'S AFTER 1 SEPTEMBER 2013

Since March 2010, the process at AFPC has changed to conform to the OPM mandated 80 days hiring reform goals. After continued analysis of this ongoing process, OPM and AF goals are being met at most locations. However, stricter timelines are being set forth to continue to improve timeliness.

Effective 1 September 2013, if a recruitment RPA has been at the local base or in our office for 25 days or more total, prior to receipt at AFPC, the RPA will be closed and a new RPA must be submitted for further action. The selecting official and our office will continue to be notified by AFPC when an RPA is closed for this reason and advised to submit a new RPA if continued recruitment is requested.

The OPM hiring timeline allows one day for managers and four days for Classification to coordinate on recruitment RPAs. Therefore, it is encouraged for managers to create and submit recruitment RPAs AFTER all up-front coordination, we recommend cancelling that RPA and creating a new RPA.

If there are any questions regarding this process, please contact your HR Specialist.

USERRA GUIDANCE

The Uniformed Serviced Employment and Reemployments Rights Act (USERRA) of 1994 protects individuals performing, or who have performed, uniformed service IAW 38 USC 4301-4335 from employment discrimination on the basis of their uniformed service, and provides for their prompt restoration to civilian employment when they return to civilian life.

USERRA is intended to ensure that these uniformed service members are not disadvantaged in their civilian careers because of their service, and are not discriminated against in employment because of their service obligations.

Recognizing the cycle of transition that comes with a leave of absence from Federal workplace to serve the nation and the subsequent return to the workplace is the first step. Please visit <http://www.chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5799> for more information on the President's most recent memorandum directing agencies to take steps to ensure robust compliance across the Federal Government with USERRA's employment and reemployment protections.

EMPLOYEE DEVELOPMENT AND TRAINING

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SUPERVISORY NEWSLETTERS

In addition to the initial distribution of the Supervisory Newsletter, copies have been posted on the Supervisory Resource Center (SRC) main page. Click on the link entitled “AF e-Learning Newsletters” under the “Spotlight Topic” area located directly above the links for the July and August newsletters.

Previous newsletters for the months of April, May, June and July are available.

As a reminder, the SRC is available on the Air Force Portal, select “Life and Careers”, scroll down and select “Force Development (FD)”.

SUPERVISOR RESOURCE CENTER (SRC)

Have you made the transition from “best technician” to “supervisor” and wondered where to get just-in-time or mandatory training? Or perhaps you are a seasoned supervisor looking for help in developing your employees? What about employees who see themselves in a leadership role someday but need help getting started down the leadership development path? The Air Force has a tool just for you that is only a click away!

The Supervisory Resource Center (SRC) is an on-line clearinghouse developed to put Air Force tools and no-cost resources for supervisory and leadership development at your fingertips 24x7. Below are just a few features the SRC offers:

- Learning Programs for Emerging Leaders and Supervisors centered around the Air Force Institutional Competencies saving the busy supervisor time. Included are AF e-Learning courses, books, simulations, skill briefs, and job-aids to jump-start learning and development. Courses include an assessment tool to provide a focused learning experience.
- Resources tailored to three levels of learning: Emerging Leaders, First Time Supervisors, and Seasoned Supervisors.
- Learning and Development Roadmaps to help supervisors guide their employees down an appropriate development path.
- Links to Mandatory Supervisory training course registration for New Supervisors.
- Access to hundreds of AF e-Learning courses, books, video challenges, Business Impact series learning tools, simulations, and links to professional sites such as the Center for Creative Leadership, Harvard Business School, Wharton Center for Leadership and Change Management, Leadership Now and Forbes.
- Short, video snippets from proven Air Force Leaders speaking from personal experience about leadership and supervision.

The SRC is a great resource for those seeking no-cost resources and development tools accessible on demand to meet the needs of current and future Air Force leaders. You may access the SRC via the Air Force Portal. At the portal main page, select the “Life and Career” tab, followed by the “Force Development (FD)” pull down. On the left navigation, select “Supervisor Resource Center”. Or, you can follow the link provided: <https://www.my.af.mil/gcssaf/USAF/ep/globalTab.do?channelPageId=s88B4F00B2F6B2934012F939C799305F8>

AIR FORCE E-LEARNING TOOL

Are you on Air Force Active Duty or a civilian member who needs just-in-time self-development tools without an accompanying price tag? Don't have time to attend classes but need to hone your skills in a particular area? The Air Force has a solution for you!

AF e-Learning is a robust on-line self-development tool that is free and available from your desktop 24x7. It contains a large, searchable collection of free on-line courses, books, simulations, and other e-learning resources for your self-development whenever and wherever you have the need and time. Below are just a few of the features accessible via AF e-learning:

- Thousands of on-line courses: choose one of the many short courses accessible from your desktop 24x7 to maximize your time while advancing your self-development.
- Books 24x7, an on-line library of searchable content: Read a book and recommend to a colleague or set up feeds to notify you when new books arrive. Plus much more.
- Mobile "On the Go" options: download certain content to your smart phone, Kindle, or iPad.
- Leadership Knowledge Center portal: use one of the topical learning roadmaps with links to related books, articles, courses, video challenges, simulations, and professional sites such as:
 - The Center for Creative Leadership
 - Harvard Business School
 - Hale Chief Executive Leadership Institute
 - Wharton Center for Leadership and Change Management
 - Leadership Now, and
 - Forbes

Access AF e-learning via the link located on the Air Force Portal home page, under "Top Portal" links and "Education/Training/Force Development".

NEW CIVILIAN EMPLOYEE ORIENTATION

An effective orientation program is a combined effort of FSMC, FDF, and the employee's supervisor. In addition to ensuring that all necessary paperwork is completed and all required clearances are provided, the FSMC, during their initial orientation interview/meeting, should inform new employees of the AF requirement to complete the NEO program within 90 days of EOD.

Supervisors play a key role in motivating and acculturating new employees. As part of their initial job induction meeting, supervisors should also inform the new employee of the requirement to complete the NEO program within the required timeframe. The FDF is responsible for tracking NEO completion and informing managers and supervisors, through appropriate channels, of employees who have/have not completed the program within the 90 day window.

The myPers website has recently added a "New Hire Home Page" which provides new employees valuable information and guidance. The page informs employees of several times sensitive actions they must take, such as accomplishing the AF NEO training requirement.

The New Hire Home Page is available at: <https://mypers.af.mil/app/categories/p/1,2/c/646>.

CLASSIFICATION

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IMPLEMENTATION OF THE POSITION DESIGNATION AUTOMATED TOOL

Please remember when submitting a Recruit & Fill RPA, OPM now requires the use of the Position Designation Automated Tool, which is to be immediately implemented for new and vacant positions. The Tool provides a standardized method for assigning position sensitivity designations, a **management responsibility**, based on suitability risk levels and national security position criteria in accordance with title 5 Code of Federal Regulations, sections 731 and 732.

Required Usage of the Tool

- all positions in the competitive service, excepted service (where the incumbent can be noncompetitively converted to the competitive service) and career appointments in the Senior Executive Service.
- Ensures consistent position sensitivity determinations, capture documentation/rationale behind those determinations, and identify the background investigation required of the position.
- The Tool and information on position sensitivity determinations can be found at OPMs website: <http://www.opm.gov/investigate/resources/position/index.aspx>

Steps to Designation

- The position description and any other supplemental information (e.g. management and security office input) must be carefully evaluated to assess the nature of the position.
- OPM guidance outlines the four-step process and provides information on how the Human Resources Offices should capture the sensitivity designation in the Defense Civilian Personnel Data System (DCPDS).
- Based on the selections made in Steps 1 thru 3, the Tool will assign Tier 1/2/3 under "Designation Level", Non-Sensitive/Non-Critical Sensitive/Critical-Sensitive/Special-Sensitive for National Security or Low Risk/Moderate Risk/High Risk for Suitability under "Positions Covered", NACI/ANACI/NACLC/MBI/SBI under "Investigation" and SF85/SF85P/SF86 under "Form".

You must print a copy of the summary to document the designation. The summary should be signed, dated, and provided to the Selfridge Classification Section (attached to the RPA or e-mail) for filing with the original position description.

The Position Description (COREDOC), Position Designation Form and Unit Manning Document (UMD) must all be consistent before the RPA can be forwarded to AFPC. If the position requires a change to the Sensitivity (Security Access Requirement or SAR Code) on the UMD, management should co-ordinate the change with the appropriate manpower office.

FOR SUPERVISORS WRITING POSITION DESCRIPTIONS (AKA COREDOCS)

The first place to look for a COREDOC is the Air Force Standardized Core Personnel Document (SCPD) Library. AF Policy encourages use of SCPDS whenever possible. They are written by representatives of functional areas and meant to cover most commonly performed duties. SCPDS will speed up the process, saving writing/reviewing/re-sending to sign because they are already classified and are intentionally non-specific for more flexibility. However, not every job series is available but they are constantly adding more. Editing is allowed for local use sometimes. It does not allow changes to skills codes or hiring pattern or classification of the position.

The best way to find the site is through the Air Force Portal search engine. Type in "SCPD library", then add it to your Personal Space in the portal. Then, search by job series, i.e 2005 or 0318.

If there is no SCPD, the supervisor should use the COREDOC format to write one...DO NOT HESITATE TO CONTACT US, WE ARE HERE TO HELP. There is no need to reinvent because the SCPD library has a blank template for use, as well as, guides for writing COREDOCS.

For help in obtaining an SCPD or writing a COREDOC, please contact Mr. Dennis Haan or anyone in the classification section.

EMPLOYEE RELATIONS

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- Tristin Pilat, DSN: 273-4982 or Tristin.Pilat@us.af.mil



ABSENCE UNIFORMED SERVICES (AUS) - UPDATE

Absence Uniformed Service (AUS) is an employee's absence (whether in a pay or non-pay status) to perform duty with the uniform services. 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 the military orders and depending on the employee's 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 benefit 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) are processed. The "Entering Active Duty" checklist is available on the myPers website or you may also contact our office for a current copy. AFPC is requiring employees to upload their "Entering Active Duty" checklist and orders into the myPers system. The upload ensures the checklist and orders are directly linked to the individual. **Please note:** our office still requires a copy of the orders and checklist in addition to the myPers upload.

As soon as you are aware of your employees being placed on military orders, even when the orders are for one day, you may contact Mrs. Tristin Pilat, Ms. Linda West, or Mrs. Valerie Ward.

RESERVIST DIFFERENTIAL PAY

Effective March 15, 2009, 5 U.S.C 5538 requires the Department of Defense (DoD) to pay a reservist differential payment to eligible DoD civilian employees who are members of the Reserve or National Guard called or ordered to active duty under certain specified provisions of law. The differential will be equal to the amount by which an employee's projected civilian basic pay for a qualifying period exceeds the employee's actual military pay and allowances applicable to that pay period. This differential amount will be reduced if an employee uses paid civilian leave. Non-pay days in the military position will also reduce the differential amount.

A reservist differential is payable to an employee for a qualifying period during which the employee meets both of the following conditions:

- an employee is absent from a Federal civilian position in order to perform active duty in the uniformed services pursuant to a call or order to active duty under a provision of law referred to in 10 U.S.C 101 (A)(13)(B), and is serving on such active duty under one of the following authorities: 10 USC 331, 10 USC 332, 10 USC 333, 10 USC 688, 10 USC 12301(a), 10 USC 12302, 10 USC 12304, 10 USC 12305, 10 USC 12406
- The employee is entitled to reemployment rights under the Uniformed Services Employment and Reemployment Act (USERRA—38 USC Chapter 43) for such active duty.

Please contact Mrs. Tristin Pilat, Mrs. Valerie Ward or Ms. Linda West for additional questions or concerns that you were qualified for this differential and did not receive it.

CHANGE IN HOW TO UPDATE BENEFITS

Prior to 1 February 2013 employees were able to make changes to their health, life insurance and TSP benefits through Customer Service Representatives at the Total Force Service Center (TFSC); online via the Employee Benefits Information System (EBIS); or by using the Interactive Voice Recognition System (IVRS), a telephone system used to obtain benefits information and make limited changes.

Effective 31 January 2013, only the Interactive Voice Recognition System (IVRS) was deactivated due to low usage and increased maintenance costs. Employees may still contact a BEST Customer Service Representative at the TFSC at 1-800-525-0102.

All benefit transactions, such as health, life insurance, and TSP elections/updates, must be accomplished through EBIS. For more information about EBIS, please visit the myPers website at: <https://mypers.af.mil>. EBIS can be accessed via the AFPC secure site at: <https://w20.afpc.randolph.af.mil/AFPCSecureNet20/CheckPortal.aspx>

SUPERVISOR'S RECOGNITION FOR CIVILIAN EMPLOYEES UPON RETIREMENT

When an individual retires from the United States Air Force it is very special, regardless if they are a military or a civilian member. Hopefully their time with the Air Force has been a challenging one, in which they are proud of their accomplishments and their ability to be a part of the Air National Guard Team. An employee's retirement day is a day to remember; not only for the employee but also for their family. Based upon the retiree's wishes, take the time to do something special for the employee. As a supervisor, you could have a retirement ceremony, luncheon, and/or reception where you can publicly thank the individual for their support, sacrifices, and accomplishments. The options available to you are:

- Certification of Service—to be issued on the occasion of retirement
- Certificates of Appreciation—available for the employees spouse and to be issued on the occasion of retirement
- Outstanding Civilian Career Service Award—to be presented at the time of retirement to an employee who has demonstrated significant accomplishments, leadership, unusual competence, and significant impact upon the Air Force mission throughout their career
- Special Recognition—a letter for retirement may also be requested from your State Representative if available by the specific Senator
- A flag may be flown over the U.S. Capitol in the employee honor
- Presidential Letter—supervisors who want special recognition for the civilian employees may request greetings from their President. The employee must have a minimum of 30 years either military, civilian, or a combination totaling 30 years when they retire.

For additional information, please contact either Ms. Linda West, Mrs. Valerie Ward or Mrs. Tristin Pilat.

ACCOUNTABILITY DURING A NATURAL DISASTER OR NATIONAL EMERGENCY

During natural disasters or national emergencies, the ability to quickly assess the status of you and your family members is critical. It is for this reason you are encouraged to initiate and maintain your address and emergency contact information in:

- myBiz: located on the Defense Civilian Personnel Data System (DCPDS) Portal.
- Ensure your supervisor's record contains current contact information.
- Verify and maintain your current information in the Air Force Personnel Accountability and Assessment System (AFPASS) at <https://afpaas.af.mil>. AFPASS is the Air Force's primary secure system used to attain and report Total Force Accountability (TFA) in the event of a disaster. AFPASS identifies members to leadership who are assigned or living in the affected area.

ANNUAL PROGRESS REVIEWS

Reminder: at least one progress review of the employee's performance against all the elements of the performance plan should take place during the appraisal period, normally at midpoint, October. The progress review is completed on the AF Form 860B, Civilian Progress Review Worksheet. For Bargaining Unit Employees, please refer to any negotiated agreements.

The original AF Form 860B is retained by the rating official in the Employee Performance Folder (EPF). To obtain updated coversheets for the Supervisor Employee Work Folder (SEWF), please contact the below individuals. Coversheet two references the contents maintained in the Employee Performance File (EPF), which will include the AF Form 860B.

Please contact Mrs. Valerie Ward, Ms. Linda West or Mrs. Tristin Pilat for additional information or to obtain the coversheets for the SEWF.

NEW COMERS



Welcome!

Amalia Bozoki
Joint Base Andrews, MD
Marcel Brandy
Joint Base Andrews, MD
Davata Davis
Arlington, VA
Gloria Fernandez
Joint Base Andrews, MD
Latoya Garner
Joint Base Andrews, MD
David Henry
Johnstown, PA
Ellen Lux
Arlington, VA
Pamela Poindexter
Joint Base Andrews, MD
Gerald Witters
Tucson, AZ

SPECIAL RECOGNITION

Retirements

Nedra Delima
Arlington, VA
Russell Dyer
Joint Base Andrews
Richard Ellison
Selfridge ANGB, MI
Michael Grimm
Joint Base Andrews
Harry Knudsen
Joint Base Andrews
Joseph McLeod
Selfridge ANGB, MI
John McVannel
Selfridge ANGB, MI
Christina Nuttall
Selfridge ANGB, MI
Judith Parmentier
Selfridge ANGB, MI

Length of Service

10 Years

Dana Basile
Lyle Black II
Nathaniel Church
Douglas Cunningham
Shawn Dalton
Yvette Evans
Paul Merkel
Kristine Munn
Tamra O'Neal
Luis Santiago
Christopher Warren

20 Years

David Fletcher JR
Karen Marshall
Mark Paasche

30 Years

Robert Anderson
Carlo Fanelli
Russell Hansen
Albert Hunt
Michael Lasichak
Scott Parpala

40 Years

Rosario Colosimo

Congratulations!