

CIVILIAN HUMAN RESOURCES OFFICE

CIVILIAN CONNECTION

ISSUE #58

JAN 2015

NG-J1
Civilian Human Resources Office
29423 George Ave, Bldg 304
Selfridge ANGB, MI 48045-5249

The Civilian Connection is published by NG-CHRO. Your comments and questions are welcome. Please address them to Justin Walker at justin.walker.2@ang.af.mil.

Ethnic and Special Observances:

- *Martin Luther King's Birthday: 19 January - Remember! Celebrate! Act! A Day On, Not A Day Off!!*
- *Presidents Day: 16 February*
- *African American/Black History Month: 1-28 February - A Century of Black Life, History, and Culture*
- *Women's History Month: 1-31 March - Weaving the Stories of Women's Lives*



MyBiz+

MyBiz+ is the redesign of MyBiz and a secure self-service DCPDS module for employees, supervisors, and managers to view and update their personal and HR related information.

MyBiz+ also provides users real-time at a glance information, new and easy navigation flows, a notification area, and customizable views. Add, update and edit functionalities remain. Two new key products introduced in this release are the Civilian Career Report and ability to retrieve data about past employment in other DoD components.

Individuals can view information such as your appointment, position, personal employment-related information, salary, benefits, awards and bonuses, performance, and personnel actions.

Individuals can update their work Email address, duty phone, emergency contact information, disability codes, foreign language proficiencies, ethnicity and race, education, training, certifications/licenses, and non-monetary awards. MyBiz+ also provides you the link to MyPay for updating your home address.

Supervisors and Managers can expect enhanced capability and collaboration to support their job responsibilities. Some of the new features include:

- Easy to understand description of data elements
- Civilian Career Report, a custom report created by the employee
- SF-50 retrieval, including employment at other DoD Components
- Personalization of MyBiz+ homepage view

It is the employee's responsibility to ensure their personnel record is accurate and up-to-date. Use MyBiz+ to review your records periodically and update missing or inaccurate information.

You can see MyBiz+ at <https://compo.dcpds.cpms.osd.mil>

WEINGARTEN NOTICE

An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be present at any examination of an employee in the unit by a representative of the agency in connection with an investigation if:

- The employee reasonably believes that the examination may result in disciplinary action against the employee, and;
- The employee requests representation

This right is referred to as the "Weingarten" right, based on the U.S. Supreme Court's private sector labor decision in *NLRB vs J. Weingarten, Inc.*, 420 U.S. 251 (1975).

Upon request for union representation in this situation, management has some options:

- A. Grant the request, set another time/date and tell the employee to return with his/her representative or management notifies the union that a meeting to question a bargaining unit employee is going to take place and that the employee has requested union representation.
- B. Continue the investigation without interviewing the employee.
- C. Offer the employee a clear choice to either continue without representation or have no interview.

Questions should be addressed to our Employee Relations (EMR) Branch, whose contact information can be found at the top of page 6.

STAFFING & RECRUITING

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Contacts:

- Mary Hiller, DSN: 273-4083 or Mary.Hiller@ang.af.mil or @us.af.mil
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- Nicole Tringali, DSN: 273-4081 or Nicole.Tringali@ang.af.mil or @us.af.mil
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FEDS HIRE VETS

Feds Hire Vets is your one single site for Federal employment information for veterans, transitioning military members, their families and Federal hiring officials. We invite you to check out <http://www.fedshirevets.gov/Index.aspx>. This website is full of resources and information that can assist in finding a Federal career. There is also a Question and Answer forum that many have found helpful. The Q&A link is: <http://www.fedshirevets.gov/faqs/index.aspx>.

SERVICE COMPUTATION DATE AND ANNUAL LEAVE ACCRUAL

The amount of annual leave employees earn depends on their length of service, per their Service Computation Date (SCD) for annual leave accrual purposes, and their basic workweek. There are three categories:

Category 1: employee with less than 3 years of service per their SCD-Leave

Category 2: employee with 3 but less than 15 years of service per their SCD-Leave

Category 3: employee with 15 or more years of service per their SCD-Leave

Leave Category	40-Hour Basic Workweek		56-Hour Basic Workweek		60-Hour Basic Workweek		72-Hour Basic Workweek	
	First 25 Pay Periods in CY	Last Pay Period in CY	First 25 Pay Periods in CY	Last Pay Period in CY	First 25 Pay Periods in CY	Last Pay Period in CY	First 25 Pay Periods in CY	Last Pay Period in CY
Category 1	4	4	5 1/2	8	6	6	7	12
Category 2	6	10	8 1/2	11 1/2	9	15	11	13
Category 3	8	8	11	16	12	12	14	24

The maximum amount of annual leave that an employee may carry forward from one leave year to another is 30 days (240 hours), or the amount accumulated under earlier statute, whichever is greater. Any leave to the employee's credit at the end of the leave year that exceeds the maximum accumulation is either forfeited or restored according to AFI 36-815 paragraph 2.10.

Your SCD-Leave is either an actual or constructed date depending on an employee's prior civil and/or military service. If an employee does not have any prior civil and/or military service, their SCD-Leave will reflect their entrance on duty (EOD) date (first day).

Please reference AFI 36-815 regarding annual leave. If you have prior civil and/or military service and want to ensure your SCD-Leave is accurate, please contact Ms. Sandra Barber.

HOW NEW ACCOUNTS ARE CREATED IN MYPAY FOR CIVILIAN EMPLOYEES

myPay accounts are established **after you receive your first pay check**. If you are a DoD Civilian Employee with a Common Access Card (CAC) you can access myPay anytime **after you receive your first pay check** by clicking 'SmartCard Login' on the myPay home page. Civilians employed by the Air Force will receive a temporary password via email on Tuesday. DFAS will send it to the email address your employer provided or to the work email address you provided when you received your CAC. Upon receipt of your temporary password, select the "Create an Account" link on <https://mypay.dfas.mil/mypay.aspx> to establish your Login ID and permanent password. If you do not receive your password, please verify/change your email address with your employer by following the instructions below. Please note that myPay updates email addresses each Tuesday. You can also select "Forgot or Need a Password" on the myPay home page for additional temporary password options.

Air Force employees – Contact your local site's email administrator. myPay updates on Tuesday.

STAFFING & RECRUITING

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CIVILIANS MUST CREATE OPM EOPF ACCOUNT TO ACCESS THEIR RECORDS

Air Force Personnel Center 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, etc. It also includes documentation of health benefits and life insurance elections and current Thrift Savings Plan (TSP) contributions.

“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.”

The 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 representative.

EMPLOYEE DEVELOPMENT

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Contact:

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



ANCILLARY TRAINING REQUIREMENTS

What Ancillary Training requirements must be completed by Civilians? Please see the listing below given the subject titles:

ANG TFAT: All military and civilian personnel

ANG FLM Information Protection: All military and civilian personnel

ANG FLM Force Protection: All Air Force military and civilian personnel

ANG FLM Human Relations: All Airmen (military and civilian)

ANG CTP No Fear Act: Federal civilian employees, Supervisors/managers and Military supervisors of civilian employees

ANG SAPR - SAPR Stand Down Day I: Mandatory for active duty AF personnel, ANG, Reserve and civilian personnel who supervise military members; all others are highly encouraged to include NAF, contract, non-bargaining civilians and collective bargaining agreement employees

ANG CTP Free Exercise of Religion (Supervisors) (which will be revised to be one all-inclusive course with February 2015 change): All Airmen (military and civilian)

ANG CTP GTC - All government travel card holders

ANG CTP Suicide Prevention 1.1-1.3: All Air Force military and US Citizen AF employees

DOD IAA Cyber Challenge Awareness: All individuals (military, civilian, and contractors) with access to DoD Information Technology systems are required to receive and complete initial IA orientation awareness training before being granted access to the system(s) and annual IA awareness training to retain access

ANG CTP Fire Extinguisher: This training and certification system shall include documented annual training of employees, including fire extinguisher training and location of fire extinguishers, and immediate indoctrination of newly hired employees

Training requirements are to be completed on the Advanced Distribution Learning System (ADLS). Once training is complete, ADLS will automatically update your training date and provide notification beginning 60 days out from when due.

ADLS Website Link: https://golearn.csd.disa.mil/kc/rso/login/adls_login.asp

CIVILIAN ACCULTURATION LEADERSHIP TRAINING (CALT)

Applications continue to be accepted for competitive consideration to attend CALT in FY15. CALT is a 2-week course; and if selected, participants are scheduled to attend one of the seven classes being offered in the upcoming year.

The goal of CALT is to introduce promising Air Force civilians to the Air Force culture and prepare them for future leadership, managerial and supervisory roles. The CALT Program is patterned after the Officer Training School (OTS) curriculum. It provides a unique in-residence experience focused on Air Force culture, missions and the significant role leaders play in the Air Force's overall success. The curriculum parallels the leadership modules taught at OTS and includes team-building and simulation exercises. CALT is an intensive, immersive, leadership development program that includes outside reading and projects. Civilian participants will live under the same rules and conditions as OTS candidates. They will live in the OTS dorm with no television, phone, refrigerator, microwave, or alarm clock; and must abide by OTS rules - no smoking, drinking, nor room visitations. In addition, students will eat in the OTS dining facility.

What are the Eligibility Requirements for CALT? – Applicants must be Air Force civilians in permanent grades GS 7 through 13 or equivalent, with no less than 2 years and no more than 5 years of continuous federal civil service. Applicants must hold a bachelor's degree and cannot have prior military experience or any Professional Military Education (PME).

Application Requirements:

- A completed Nomination Form, AF Form 4059, signed by the 1st level supervisor with an endorsement at the GS-15 / 0-6 level or higher
- A resume in the mandated format
- Waiver, if applicable, in the mandated format

AF Form 4059, sample resume and detailed instructions can be found at the link provided below:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/9068/p/1,2/c/549

CLASSIFICATION

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Contacts:

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- Matthew O'Neal, DSN: 279-4792 or Matthew.Oneal@ang.af.mil or @us.af.mil



IMPLEMENTATION OF THE POSITION DESIGNATION AUTOMATED TOOL

Please remember when submitting a Recruit & Fill RPA, OPM now requires 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 designation 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 OPM's 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 (DCDPS).

--Based on the selections made in Steps 1 through 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 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 DESCRIPTION (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!! (saves writing/reviewing/re sending to sign etc..) They are ALREADY CLASSIFIED.
- They are intentionally Non specific for more flexibility.
- Not available for every job series, but they are constantly adding more.
- Some editing is allowed for local use (no changes to skills codes or hiring pattern or classification of the position)
- Best way to find the site is through the Air Force Portal search engine. Type in "SCPD Library". Search by job series (ie 2005 or 0318)

IF THERE IS NO SCPD

- If there is no SCPD, the supervisor should use the COREDOC format to write one.
- PLEASE DONT HESITATE TO CONTACT US, WE ARE HERE TO HELP!
- NO NEED TO REINVENT! The SCPD library has a blank template for use as well as guides for writing COREDOCS.

For help obtaining an SCPD or writing a COREDOC please contact DSN: 273-6502 or anyone in the classification section.

EMPLOYEE RELATIONS

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



TSP ANNUAL LIMIT INCREASE

Each year the Internal Revenue Service (IRS) places limits on the dollar amount of contributions that can be contributed to the Thrift Savings Plan (TSP). The limit for regular contributions (traditional and/or Roth) is referred to as the elective deferral limit, I.R.C. Section 402(g). For 2015, the elective deferral limit is \$18,000, which is an increase from the \$17,500 elective deferral limit for calendar years 2013 and 2014. Once you reach the IRS limit, your contributions will automatically stop and will resume the next tax year if you are still enrolled in TSP. If you are a Federal Employees Retirement System (FERS) employee, it is very important that you do not reach the elective deferral limit before the end of the year because once your contributions stop, agency matching contributions will also stop.

If you are age 50 and older, you are eligible to make Catch-Up contributions. Catch-Up contributions are additional tax-deferred contributions to your TSP account. Catch-Up contributions are in addition to your regular contributions and have their own annual limit. For 2015, the annual limit for Catch-Up contributions is \$6,000, which is an increase from the \$5,500 annual limit for calendar years 2013 and 2014. Deductions for catch-up contributions will automatically stop when you reach the annual limit or, as of the last pay date of the calendar year, whichever comes first. A Catch-up contribution election must be submitted each year you wish to participate.

2015 CIVILIAN PERFORMANCE APPRAISALS

It is that time of year again, supervisors should start preparing for the close out of the current appraisal cycle. The current appraisal cycle is from 1 April 2014 through 31 March 2015.

Guidance for processing appraisals and limitations is forecasted to be provided to supervisors by March 2015. Once guidance is received our office will provide appraisal worksheets for supervisory input. The rating of record should be prepared on AF Form 860a within 30 days of the end of the appraisal cycle, appraisal cycle ends 31 March 15.

For general questions regarding performance appraisal guidance please e-mail 127wg.chrolemromb@ang.af.mil

EBIS ACCESS FIX

Some users reported having difficulties accessing the Employee Benefits Information System (EBIS).

If you are unable to access EBIS open your Internet Explorer, click on tools, click on Internet Options, click on Advanced, scroll down Use SSL 2.0 and select, click ok.

If you are still unable to access EBIS, you will need to contact the A1 Service Desk for assistance at Commercial 210-565-0102, DSN 665-0102, 1-800-525-0102 and select option 8.

NEW COMERS

Welcome!

Robert Authier
 JB Andrews, MD
 Jeffery Barna
 Selfridge ANGB, MI
 Jill Barrett
 McGuire AFB, NJ
 Lynn Biella
 East Granby, CT
 David Bradford
 Selfridge ANGB, MI
 Manuel Campos
 Selfridge ANGB, MI
 Marsha Candela
 Selfridge ANGB, MI
 Kristi Clifton
 Fargo, ND
 Paula Coloni
 Newburgh, NY
 Michael Cox
 Selfridge ANGB, MI
 Lila Dilbaitis
 Springfield, IL
 Rebecca Ferren
 Buckley AFB, CO
 Alina Fuller
 Swanton, OH
 Jill Garvin
 Otis AFB, MA
 Geoffrey Getzen
 Selfridge ANGB, MI
 Michael Graham
 JB Andrews, MD
 Thomas Herzberg
 Selfridge ANGB, MI
 Gregory Hollenquest
 Selfridge ANGB, MI
 Craig Houlihan
 Selfridge ANGB, MI
 Annika Hunt
 Salt Lake City, UT
 Burke Hyde
 Selfridge ANGB, MI
 William Illing
 Arlington, VA

Michael Ison
 JB Andrews, MD
 Jeri Kennedy
 McConnell AFB, KS
 Sandra Kenzie
 Selfridge ANGB, MI
 Evan Lagasse
 Otis AFB, MA
 Robert Lake
 Selfridge ANGB, MI
 Susan Lewis
 Selfridge ANGB, MI
 Kenneth Libby
 Otis AFB, MA
 Kathryn Lynn
 Fort Worth, TX
 Lynn Mackinnon
 Camp Murray, WA
 William Maloney
 Duluth, MN
 Jeffrey Marks
 Forbes AFB, KS
 Mary Mattson
 St Paul, MN
 Anthony Mauna
 JB Andrews, MD
 Rafael Meneses
 JB Andrews, MD
 Wallace Musser
 Otis AFB, MA
 Chad Oswalt
 Minot, ND
 Mariana Peoples
 Klamath Falls, OR
 Michael Pettinelli
 Syracuse, NY
 Jorge Ramirez
 Memphis, TN
 Darrell Randolph
 JB Andrews, MD
 Mitchell Reed
 JB Andrews, MD
 Richard Reed
 Stanly, NC

Cheryl Reed
 Whiteman AFB, MO
 David Riviera
 Selfridge ANGB, MI
 Marc Robert
 Otis AFB, MA
 Sonia Rodriguez
 Carolina, Puerto Rico
 Megan Ross
 Fort Wayne, IN
 Bryan Russell
 Selfridge ANGB, MI
 Diane Schiff
 Tucson, AZ
 Sheryl Scott
 Arlington, VA
 Margaret Sei
 Reno, NV
 Tracy Souza
 Bangor, ME
 Susan Starnes
 Baltimore, MD
 Billy Summers
 Aurora, CO
 Beverly Taylor
 Nashville, TN
 Angela Tonge
 JB Andrews, MD
 Kevin Tucker
 Arlington, VA
 Andrew Wackerfuss
 JB Andrews, MD
 Jonathan Wallace
 JB Andrews, MD
 Vivian Winters
 Mansfield, OH
 Sarah Wright
 Selfridge ANGB, MI
 Kelly Young
 Scotia, NY
 Lawanda Young
 Selfridge ANGB, MI

SPECIAL RECOGNITION

Retirements

Donald Boone
Andrews, MD
Robert Drake
Otis, MA
Neil Harris
Selfridge ANGB, MI
Mark Hays
Salt Lake City, UT
Darrell Howell
Johnstown, PA
Wanda Langley
Andrews, MD
Gordon Riffe
Andrews, MD
Michael Thompson
Moffet, CA
John Wilmer
Andrews, MD

Length of Service

10 Years

Geoffrey Bonin
Mark Earl
Verene Goulette
Michael Hanke
Steven Johnson
Daniel Kalobius
Joseph Lambias
Kristopher Marshall
Deborah Martin
Daniel Mullins
Steven Oliver
Eugene Phillips
Nathaniel Ray
Nolan Rayne
Steven Sammons
Timothy Welch
Christopher Wellman

30 Years

Edna Freeman
Joseph Gonzales
Mackey Housman
Gary Reason
Donna Williams

40 Years

Samuel Burton
Ruth Preston
Richard Rico

20 Years

John Bowling
Steven Cramner
James Fehr
Scott Gordon
Howard Hughes
Martha Johnson
Pamela Lodewyk
Michael Petring
Eric Schmit
Todd Spencer

Congratulations!