

CIVILIAN CONNECTION

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NGB-HR
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The Civilian Connection is published by NGB-HR. Your comments and questions are welcome. Please address them to Sandra Barber at sandra.d.barber2.civ@mail.mil.

Ethnic and Special Observances

- National Disability Employment Awareness Month 1-31 October "My Disability is One Part of Who I Am"
- Columbus Day: 12 October
- National American Indian Heritage Month 1-30 November "Growing Native Leaders: Enhancing Seven Generations"
- Veterans' Day: 11 November
- Thanksgiving Day: 26 November
- Christmas Day: 25 December



2015 OPEN SEASON

The 2015 Open Season for health, dental, and vision insurance and flexible spending accounts will be held **9 November—14 December 2015**. Coverage elected during 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. The 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.

NEW! SELF PLUS ONE ENROLLMENT TYPE

The Bipartisan Budget Act of 2013 establishes a Self Plus One enrollment type in the Federal Employees Health Benefits (FEHB) Program. Coverage under a Self Plus One enrollment will be available beginning in January 2016. The first opportunity to enroll in Self Plus One will be during the annual Federal Benefits Open Season beginning in November 2015.

2016 FEGLI OPEN SEASON

OPM will hold a FEGLI Open Season from September 1, 2016 through September 30, 2016. During this time, eligible employees can elect or increase their FEGLI life insurance by submitting an election in the Employee Benefits Information System (EBIS). Subject to FEGLI law and regulation, including applicable pay and duty status requirements, the effective date for changes to FEGLI coverage under an Open Season election will be delayed one full year to the beginning of the first full pay period on or after October 1, 2017.

Annuitants can never increase their FEGLI coverage, even during a FEGLI Open Season. As a reminder, employees and annuitants can reduce or cancel FEGLI at any time. Enrollees who are satisfied with their current FEGLI coverage do not need to make any elections during the FEGLI Open Season.

Effective January 1, 2016, FEGLI premium rates will change for some types of coverage. There will be no changes to the premium rates for Basic Insurance for employees. Most premium rates for Option A, Option B, and Option C will decrease. Premium rates for Post-Retirement Basic Insurance with 50% Reduction and No Reduction will increase. Premium rates for older age bands of Options B and C will increase. The full list of FEGLI premium rates effective January 1, 2016 is included in Attachment 1.

The effective date for the new premiums is January 1, 2016. Payroll offices must apply the new premiums the first pay period beginning on or after that date. If you have any inquires or concerns regarding this policy, please contact BEST at 1-800-525-0102.

2015 LEAVE YEAR END DATE

A leave year begins on the first day of the first full biweekly pay period in a calendar year. A leave year ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year. The 2015 leave year ends pay period ending (PPE) 9 January 2016.

Employees may carry over to the next leave year a maximum amount of accrued annual leave (240 hours for most employees). "Use or lose" annual leave is the amount of accrued annual leave that is in excess of the employee's maximum annual leave limitation for carry over into the next leave year. Employees must "use" their excess annual leave by the end of a leave year or they will "lose" (forfeit) it. An agency may consider restoring annual leave that was forfeited due to an exigency of the public business or sickness of the employee **only** if the annual leave was scheduled in writing before the start of the **third biweekly pay period prior to the end of the leave year**; for 2015, which is 28 November 2015.

For additional information and to review the leave year end dates, please visit OPM.gov.

STAFFING & RECRUITING

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RECRUITMENT SOURCE OPTION: PATHWAYS PROGRAM

Managers, do you have a hard to fill position? Consider the Pathways Program as your recruitment source to fill these positions to reach a more diverse candidate pool who are continuing their education and will bring new and fresh ideas to your organization. Under the Pathways Program, there are two different sources at your disposal.

Pathways Internship Program: To be eligible for the Pathways Intern Program, students must be enrolled or accepted for enrollment in a wide variety of educational institutions from high school to graduate level or a technical or vocational program. An intern without a NTE date should be seeking a degree related to the career field they were hired into. The intention is to convert the Intern upon degree completion to a Term or Competitive appointment.

Pathways Recent Graduate Program: This program is for individuals who have recently graduated from qualifying educational institutions or programs and seek a dynamic, career development program with training and mentorship. To be eligible, applicants must apply within two years of degree or certificate completion (except for Veterans precluded from doing so due to their military service obligation, who will have up to six years to apply).

Public Notification Requirements: To meet public notification requirements, AF shall use USAJOBS to post job opportunity announcements (JOAs) and accept applicants. To ensure consistency and transparency, standard JOA templates shall be used in accordance with the common business process. Recruitment may be limited geographically, such as a local commuting area as defined in 5 CFR 351.203. OPM requires that all job opportunities be published in USAJOBS to make positions easily searchable for potential candidates.

Veterans Preference: Applicants must be referred in Veterans' Preference order, per 5 CFR 302, using either ranked or unranked referral lists, or category rating-like procedures.

If you have additional questions regarding the Pathways Programs, please contact Sandra Barber or Christine Ross.

GUARDING AGAINST PROHIBITED PERSONNEL PRACTICES

The purpose of this article is to re-emphasize the importance of following the Merit System Principles and guarding yourself against Prohibited Personnel Practices. The Air Force focuses significant attention on how decisions are made. To that end, it is critical that we all continuously remind ourselves about Merit System Principles and Prohibited Personnel Practices.

The Merit System Principles are nine basic standards that govern the management of the workforce. The principles are part of the Civil Service Reform Act of 1978. This Act requires the Office of Personnel Management to hold Managers and Human Resource officials accountable for efficient and effective Human Resource Management in support of agency missions in accordance with Merit System Principles. These nine principles must be applied when making personnel decisions and effecting personnel actions.

Often, Prohibited Personnel Practices occur unintentionally. They can occur when Supervisors do not fully explore all possible avenues in solving human resources related problems or addressing concerns.

Please visit <http://www.mspb.gov/meritsystemsprinciples.htm> for more information on the nine Merit System Principles and <http://www.mspb.gov/ppp/ppp.htm> for guidance on Prohibited Personnel Practices. Use these links to fully educate yourself on these issues or just as a reminder on the processes.

For more information, please contact Christine Ross.

MANDATORY TRAINING FOR SUPERVISORS, HIRING MANAGERS, AND HR COMMUNITY

Reminder: The Office of Personnel Management (OPM) has four mandatory training sessions for Supervisors, Hiring Managers, and the HR Community, these include:

- 38 U.S.C. 4335, Uniformed Services Employment and Reemployment Rights Act (USERRA). Available in AF e-Learning.
- Executive Order 13518, Veteran Employment Training for Federal Hiring Managers & HR Professionals. Available for FREE at www.hru.gov.
- Executive Order 13548, Increasing Federal Employment of Individuals with Disabilities. Available for FREE at www.hru.gov.
- Presidential Memorandum, dated 31 January 2014 -- Enhancing Safeguards to Prevent the Undue Denial of Federal Employment Opportunities to the Unemployed and Those Facing Financial Difficulty Through no Fault of Their Own. Available in AF Portal.

Each of these training sessions will take approximately one hour to complete. They will provide valuable information that will help you understand the importance of these programs and how they relate directly to you and reflect directly on your agency.

When this training has been completed, you will be required to perform a self-update in myBiz+. NOTE: The USERRA training in AF e-Learning will automatically update in your records. If you require assistance, please contact Selfridge HR Office.

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VOW ACT WHEN APPLYING FOR TITLE 5 CIVILIAN POSITIONS

The Veteran Opportunity to Work Act (The VOW Act) requires federal agencies to treat active duty service members as Veterans, Disabled Veterans, and preference eligible consistent with section 2108a of the US Code when they submit, at the time of application for a Federal job, a certification stating they are expected to be honorably discharged or released from active duty within 120 days after the date of submission.

Within the 120 days from the date of submission of the certification, active duty service members **MUST** retire or separate from military service in order to comply with the VOW Act and associated laws. If a military member starts terminal leave but is not retired or separated within 120 days from the date of submission of the certification, they are not eligible under VOW.

REFERRAL CERTIFICATE EXTENSION REMINDER

In an effort to assist the Air Force in meeting the Office of Personnel Management's mandated 80 day fill goal, and in accordance with the AFPC/CC memo dated 23 April 2012, all Air Force referral certificates are issued a 15-day expiration date.

In keeping with the intent to complete the recruitment process as expeditiously as possible, certificate extensions will be granted only when the need to extend is justifiable. Since the referral certificate must be worked in 15 days, pre-planning before the receipt of the certificate is essential. Only in rare and unusual circumstances will a referral certificate be extended beyond 15 days. The request to extend must justify the need for the extension and must identify the efforts made to work the certificate before the original expiration date.

Requests for extensions, with written justification, may be submitted to NGB/HR for consideration **prior** to the certification expiration date.

EMPLOYEE DEVELOPMENT

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TRAINING UPDATES

Employees may update their training record in DCPDS using the MyBiz+ self-service module. This self-service tool allows employees to view, add, or delete completed training and professional military education (PME) in their personnel record.

The Air Force is required to track and report all completed training in the personnel data system that is mandatory or required by law, the Office of Personnel Management, the DoD, or AF policy. If you are a current civilian employee and you complete AF sponsored training or PME, your civilian personnel or education and training section will automatically update your training record. Therefore, we request you wait 30 days after completing training to allow the personnel data system to update. This is very important to avoid erroneous or duplicate training entries as they clutter your record, making it difficult for you and your supervisor to focus on your important training data and could cause supervisors to overlook vital training entries when considering you for future jobs. You may also add non-mandatory training you completed to your training record, for example, self-development courses that are applicable to your current job or for future career progression. We do not recommend you input completed training events that are not mandatory or required or are less than eight (8) hours unless they pertain to qualifications for current or future jobs. You may also update your PME that was completed before you entered civil service.

To view or update your training information in MyBiz, click on DCPDS Portal, MyBiz, and "Update My Information". Select the "Training" tab to view, add or delete your training information. To add a completed training course, select the "Add" button and update the data fields, as required. When completed, the entry will reflect "Self-Certified" in the "Training Update Source" column. If you need to update or correct a "Self-Certified" entry, you must delete the entry and reenter the correction information using the "Add" feature. To delete the entry, select the radio button next to the specific training entry you wish to delete. Select the "Delete" button to complete the process. You may then reenter the correct information using the "Add" feature.

Any changes you make to your training 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 Civilian Career Brief the following day.

Your training information in MyBiz contains a column titled "Training Update Source", this column identifies who input the training entry and whether or not your training completion was verified. When you update your training information using MyBiz, the "Training Update Source" column will reflect "Self Certified". When the Civilian Personnel or Education and Training Section updates your training information, the Training Update Source column will reflect "Verified". All existing training data previously input in DCPDS prior to 28 June 2009 will have the Training Update Source codes displayed as "Verified". If your Civilian Personnel or Education and Training Section has a legal or regulatory requirement to verify a training entry you input, they will ask you to provide a completed training certificate, and upon review, will change the source column to "Verified". You should only provide a completed training certificate or approved SF-182, Authorization, Agreement, and Certification of Training, when requested to do so by your Civilian Personnel or Education and Training Section.

Employees are encouraged to update their training record for those trainings they attend that do not require an SF-182.

FAIR LABOR STANDARDS ACT (FLSA) TRAINING

The Fair Labor Standards Act (FLSA) provides criteria to be used by federal agencies when administering overtime provisions for their civilian workforce. Ongoing litigation at a number of AF installations concerning the Department's administration of the FLSA overtime provisions indicates AF military and civilian supervisors of appropriated fund civilian employees could improve their understanding of overtime provisions by receiving FLSA training. It is important for our supervisors to understand their responsibilities associated with FLSA, assigned duties, overtime rules, etc.

To assist supervisors with this role, AFPC has a course available in the Advanced Distributed Learning Service (ADLS) library under HR Course List, "Fair Labor Standards Act". We strongly encourage all Air Force supervisors take advantage of the training to ensure they fully understand and correctly apply the laws governing overtime payment for federal civilian employees. Above all, it is important that our civilian employees are properly compensated for work performed in an overtime status.

Although the servicing Position Classification specialist analyzes the duties and responsibilities assigned to the position and determines the proper FLSA designation when initially classifying the position, the organizational supervisor over the position must be knowledgeable of the FLSA provisions to know when changes to the duties and responsibilities assigned to the position and/or performed by the employee may impact the assigned FLSA designation. Additionally, the supervisor must be aware if the employee is not performing the major duties and responsibilities assigned to the position, the FLSA designation may be impacted.

Supervisors have a key role in the proper administration of the FLSA. Effective with the CY 15 appraisal cycle, all supervisors should review their subordinate's employee position descriptions to verify the accuracy of the FLSA category. This will be accomplished during the mid-term performance feedback review process as outlined in AFI 36-1001, para. 1.8.2. During all future appraisal cycles it should be accomplished at the beginning of the appraisal cycle during the performance plan review IAW AFI 36-1001, para 1.8.1.

EMPLOYEE DEVELOPMENT

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CIVILIAN DEVELOPMENT RESOURCE CENTER (CDRC)

Self-development is a responsibility of every Air Force (AF) employee to embrace learning opportunities and chart their own career path. Supervisors play a critical role in mentoring and developing tomorrow's AF leaders. Finding tools that enhance one's skills can be challenging in a dynamic, cost-conscious environment. The AF has developed an effective tool for employees regardless of where they are in their personal development journey. Supervisors can employ this free resource to help focus on effective, efficient self-development resources that respect their employee's time. This tool does not require travel or time away from the work site. It can also assist in the development of individual development plans for professional growth.

The Civilian Development Resource Center (CDRC) provides access to a robust topical search engine in the AF e-Learning collection of self-development resources. This capability allows users to quickly find thousands of no-cost courses, books, and interactive learning tools for new hires, developing to journeyman employees, individual leaders, new supervisors, and season supervisors. It expands self-development opportunities to all AF civilians using an existing platform within current resources. Military counterparts (who are developed via a separate process) may also use its resources.

Self-paced, customizable learning programs at each development level are available providing flexibility and tools targeted to individual needs. Employees also receive credit for learning program completions. These resources can be accessed anytime and anywhere from your desktop. On-line books can be downloaded to mobile devices thus returning valuable time to airmen. Course preparation for some professional certifications is one of its most popular tools. Learning opportunities are offered for skill development in the AF Institutional Competencies which focus on core proficiencies expected of every Airman.

The CDRC continues the proud legacy first created by the Supervisor Resource Center (SRC) that focused primarily on the development of AF supervisors. The site has been re-engineered to help users quickly locate resources tailored to their particular skill level and individual goals. User feedback and ongoing qualitative and quantitative data is collected to continuously improve the site. Navigation has also been simplified to help employees quickly identify the right development track for their professional development needs. A robust collection of brochures and flyers is available from the CDRC landing page in a portlet entitled "CDRC Marketing Materials." These marketing resources can help organizations, units, and supervisors spread the word about this valuable resource.

The CDRC addresses the need for innovative, flexible, and cost-conscious tools to ensure future generations of AF employees remain the most proficient, educated, and best-trained civilian workforce in the world. It is an important mentoring resource for today's supervisor. The CDRC is accessible from the AF Portal or at the URL below. At the main portal page, select the "Life and Career" tab followed by the "Force Development (FD)" pull down. On the left navigation, select "Civilian Development Resource Center." As an AF leader, you are encouraged to access the site, use the many resources it offers for your own professional development as well as to foster the growth of those who are following in your footsteps.

URL: <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s88B4F00B2F6B2934012F939C799305F8>

NEW EMPLOYEE ORIENTATION (NEO)

An effective orientation program is a combined effort of Civilian Human Resources Office, Force Development Flight, 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 their 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. Force Development 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 time 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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HOW DO I KNOW IF A POSITION MEETS THE DEFINITION OF SUPERVISOR?

An employee exercising authority for technical direction, coordination, and oversight of other workers in accomplishing work does not necessarily make the position supervisory. To be considered a supervisor, an employee must meet all of the criteria in the OPM General Schedule Supervisory Guide (GSSG). A GS or FWS supervisor must perform supervisory duties as a regular and recurring part of the job and on a substantially full-time and continuing basis. The requirement for supervision is “paramount” in the position in order to accomplish the primary duties and responsibilities of the job.

As defined by the Office of Personnel Management’s (OPM) General Schedule Supervisory Guide (GSSG): A supervisor is a position or employee that accomplishes work through the direction of other people and meets the minimum coverage under the GSSG. In order to meet the definition of a supervisor, the work must involve accomplishment of work through combined **technical and administrative** direction of subordinates and at least 25 percent of the position’s time is spent performing supervisory duties. The description of duties below defines a supervisor and the **minimum** GSSG criteria that must be met in order to fully meet the definition of a Supervisor.

The following supervisory authorities are exercised on a recurring basis and the supervisor **must** meet the authorities and responsibilities to the extent described:

Positions at the **minimum** supervisor level **must** meet A or B or C below:

- Plan and schedule ongoing production-oriented work on a quarterly and annual basis, or direct assignments of similar duration. Adjust staffing levels or work procedures within their organizational unit(s) to accommodate resource allocation decisions made at higher echelons. Justify the purchase of new equipment. Improve work methods and procedures used to produce work products. Oversee the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decide the methodologies to use in achieving work goals and objectives, and in determining other management strategies
- Where work is contracted out, the supervisor must supervise both federal and contractor employees. Positions with oversight responsibilities over private sector contractors alone are excluded. Supervisors perform a wide range of technical input and oversight tasks comparable to all or nearly all of the following:
 - Analyze benefits and costs of accomplishing work in-house versus contacting; recommend whether to contract;
 - Provide technical requirements and descriptions of the work to be accomplished;
 - Plan and establish the work schedules, deadlines, and standards for acceptable work; coordinate and integrate contractor work schedules and processes with work of subordinates or others;
 - Track progress and quality of performance; arrange for subordinates to conduct any required inspections;
 - Decide on the acceptability, rejection, or correction of work products or services and similar matters which may affect payment to the contractor.
- Carry out at least three of the first four, and a total of six or more of the following 10 authorities and responsibilities:
 - Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
 - Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
 - Evaluate work performance of subordinates;
 - Give advise, counsel, or instruction to employees on both work and administrative matters;
 - Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
 - Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
 - Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
 - Identify developmental and training needs of employees, providing or arranging for needed development and training;
 - Find ways to improve production or increase the quality of work directed;
 - Develop performance standards.

An employee exercising authority for technical direction, coordination, and oversight of other workers in accomplishing trades and labor work but **does not meet the minimum of 25%** duty time on supervision can get credit for being a “CSRA” supervisor and coded with a supervisory level code of 4. This means that they are fully performing all supervisory functions but they do not meet the 25% requirement in the GSSG.

The General Schedule Supervisory Guide is available on the OPM website: www.opm.gov.

EMPLOYEE RELATIONS

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ABSENCE UNIFORMED SERVICES (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. When an employee is in receipt of their military orders 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 orders and checklist in addition to the myPers upload.

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

COMMUNICATING PERFORMANCE PLANS & EXPECTATIONS FOR THE CURRENT APPRAISAL CYCLE: 1 APR 2015—31 MAR 2016

The current appraisal cycle for GS/FWS employee's under the AFI 36-1001 began 1 April 2015 and ends 31 March 2016. The rating official, 1st level Supervisor, should have discussed the current performance plan, providing their expectations to each employee within 30 days of the beginning of this cycle. This discussion must have been certified on the front of the AF Form 1003, Position Description (PD). Certification includes signatures from the rating official, 1st level Supervisor, the reviewing official, usually the 2nd level Supervisor, and the employee. Depending on the local requirements, an AF-860 may be used in addition to the AF Form 1003, Position Description (PD).

If this discussion of expectations of the current appraisal cycle has not been certified with each employee, it is recommended that this be accomplished.

At least one progress review of the employee's performance against all the critical elements of the performance plan will take place during the appraisal period, usually at midpoint. Please review your local Collective Bargaining Agreement (CBA), as applicable, for negotiated differences.

Supervisors should address performance problems as they occur. Please contact your Employee Relations Office for additional assistance or if you have questions.

ANNUAL PROGRESS REVIEW REMINDER

At least one progress review of the employee's performance against all critical 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 the 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 Tristin Pilat. Coversheet two references the contents maintained in the Employee Performance File (EPF), which will include the AF Form 860B.

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LWOP AND AWOL

Leave Without Pay (LWOP) is a type of leave and is an approved absence by a leave approving official. LWOP is a matter of Supervisory discretion except for LWOP that is mandated by law/regulation, i.e. FMLA, USERRA, employee's receiving compensation by DOL/OWCP, and medical treatment of disabled Veterans.

Absence Without Leave (AWOL) is also a type of leave, however, is a disapproved absence by a leave approving official. It simply means that an employee was scheduled to work and that he or she did not request some type of leave (accrued leave, comp time, time off, LWOP) from his or her Supervisor, or did not request leave following proper leave requesting procedures, or the absence was not one that was mandated by law or regulation, i.e. FMLA, USERRA, employee's receiving compensation by DOL/OWCP, and medical treatment of disabled veterans.

AWOL is not a disciplinary or adverse action. However, may be a basis for taking disciplinary or adverse action.

References: AFI 36-815, Leave and Absences and AFI 36-704, Discipline and Adverse Actions.

MILITARY BUY BACK ESTIMATES

Did you know that DFAS has a "Military Service Earnings/Buy Back Estimator" tool at: <http://www.dfas.mil/civilianemployees/militaryservice/militaryservicedeposits/estimator.html>.

Keep in mind, this estimator tool gives an "unofficial" estimate of your military earnings and the cost of buying back your military service time. However, it may be helpful to you in your decision for making the payment for credit towards your retirement. An official estimate of your earnings from DFAS can take 60 business days/12 weeks.

Once you've decided to make the payment, download the RI20-97 "Estimated Earnings During Military Service" from OPM's website: <https://www.opm.gov/forms/Retirement-and-Insurance-Forms/>, completing blocks 1-10 and 19. You will need to complete an RI20-97 for each branch of service. Once complete, send the RI20-97(s) with your signature and a copy of your DD-214(s) to the Military Finance address indicated for the respective Military Finance Center, link: <http://www.dfas.mil/civilianemployees/customerservice.html>.

Once you receive your estimated earnings from the respective Military Finance Center, download the SF-3108, "Application to Make Service Credit Payment (FERS)" or SF-2803, "Application to Make Deposit or Redeposit (CSRS)" from OPM's website under Standard Forms (SF). Complete the applicant portions and sign. Once complete, log into myPers and search ID#: 24222 for FERS, or search ID#: 23066 for CSRS. Upload your SF-3108 or SF-2803, your estimated earnings, and DD-214(s). This creates an RNT Case Management System Incident in your myPers account and uploads the documents to AFPC/BEST. AFPC/BEST completes your military deposit package and forwards to DFAS for the calculation of the amount of deposit owed. DFAS computes and contacts you to arrange payment, including the availability of DFAS' online payment method using pay.gov.

Once payment is complete with DFAS, contact your payroll Customer Service Representative (CSR) and ask for a "Paid in Full (PIF)" letter. Your payroll CSR can send a remedy ticket to DFAS for the PIF to be sent to your home address on file. Once you receive the PIF, you may upload into your myPers account to send to AFPC. Maintain your PIF in a safe and secure place. At the time of retirement, ensure to include a copy with your retirement application.

NEW COMERS

Welcome!

Brian Bierman
Joint Base Andrews, MD
Jennifer Blankinship
Joint Base Andrews, MD
Jody Blevins
Selfridge ANGB, MI
Angela Chang
Arlington, VA
Kelly Christensen
Sioux Falls, SD
Rachel Cook
Tucson, AZ
Adriene Dallas
Arlington, VA
Justin Dauzart
Alexandria, LA
Michelle Desnyder
Selfridge ANGB, MI
Lynn Edwards
Louisville, KY
Jason Everetts
Johnstown, PA
Kimberly Folsom-Kuster
Arlington, VA
Joseph Gilford
Minot AFB, ND
John Kelley
Buckley, CO
Dana Livsey
Whiteman AFB, MO
Benjamin Miller
Selfridge ANGB, MI
Charles Parsons
Joint Base Andrews, MD

Nancy Peterson
EADS, NY
Rafidah Pitkin
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Alicia Puccio
EADS, NY
Howard Reed
EADS, NY
Katherine Rowe
Langley AFB, VA
Gary Schrader
EADS, NY
Jennifer Schoer
Des Moines, IA
Laurie Stafford
EADS, NY
Scott Stevenson
Stanly County, NC
David Sumner
Joint Base Andrews, MD
Eric Swieca
Selfridge ANGB, MI
Katrina Sylvain
Middletown, PA
Andrew Tucker
Selfridge ANGB, MI
Kevan Visnick
Selfridge ANGB, MI
James Vogel
Joint Base Andrews, MD
Mark Willis
Jacksonville, FL
Stephen Zumchak
EADS, NY

SPECIAL RECOGNITION

Retirements

Louis Calderon
Joint Base Andrews, MD
Denise Gardner
Selfridge ANGB, MI
Nilsa Ferguson
Otis ANGB, MA
Dawn Filipowicz
Arlington, VA
LaKersha Olivarez
Joint Base Andrews, MD
Scott Parpala
Duluth, MN
Ronald Servis
Otis ANGB, MA
Mark Winsor
Selfridge ANGB, MI

Length of Service

10 Years

Cheryl Browning
Jay Cannon
Christopher Garcia
Jason Garcia
Robert Hibbard
Paul Kennedy
Gina Kraper
Evan Lagasse
Knox Lewis
Jeffrey Mayle
James Owens
Alan Poink
Debora Rudzik
Bonnie Schultz
Chad Vogelsang

20 Years

Allen Cypert
Krispen Dorfman
Kenneth Hardin
William Pierce
Cathy Rico
Sylvester Seldon
June Trimmingham-
Cobb
David Wauters

30 Years

David Clark
Real Duarte De Corte
Winston Crow
Terri Culpepper
Randall Diem
Dennis Haan
Mayjo LaPlante
Benjamin Lawless
Gerald Lee
Kimm Lupo
Paul Smith
John Stoudenmire

Congratulations!

CONTACTS



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- Nicole Tringali, DSN: 273-4081 or nicole.m.tringali.civ@mail.mil
- Sandra Barber, DSN: 273-6501 or sandra.d.barber2.civ@mail.mil

Classification

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Labor Management Relations (LMR)

- Monica Caughell, DSN: 273-4887 or monica.i.caughell.civ@mail.mil

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Director

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