

CIVILIAN HUMAN RESOURCES OFFICE ISSUE #56

CIVILIAN CONNECTION

JULY 2014

NG-J1
Civilian Human Resources Office
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Selfridge ANGB, MI 48045-5249

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

Ethnic and Special Observances:

- *Independence Day: 4 July*
- *Women's Equality Day: 26 August "Celebrating Women's Right to Vote"*
- *Labor Day: 1 September*
- *Hispanic Heritage Month 15 September—15 October "Hispanics: A legacy of history, a present of action and a future of success"*



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 Resources 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 process.

For more information, contact Christine Ross.

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.

HOW CIVILIAN EMPLOYEES CAN ACCESS THEIR SF-50'S

Civilian employees have multiple means of accessing, to print or save, their SF-50s, Personnel Actions. One method available to employees is their OPM eOPF. Here, the employee can access their SF-50s and additional documents, such as health benefits and life insurance elections and current Thrift Savings Plan (TSP) contributions, amongst other documents. If you have not already created your username and password for the OPM eOPF, please do so by visiting myPers at <https://mypers.af.mil>.

The other method is by logging into MyBiz. Your SF-50s are available under the very last tab entitled "Personnel Actions". While in MyBiz, you are encouraged to ensure your disability rating and emergency contact, amongst other things, are up to date and accurate. If you do not have access to MyBiz, please contact Sandra Barber for access instructions.

STAFFING & RECRUITING

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MAKING SURE YOUR SERVICE COMPUTATION DATE (SCD) IS CORRECT

While this responsibility does not rest solely on yourself, it is very important that you review your Service Computation Date (SCD) for accuracy. Today, more than ever, your SCD drives your future.

The AFPC myPers self-service initiative provides employees with the ability to submit a request for correction and/or changes to their SCDs. We ask that prior to submitting a request to AFPC, please contact our office to insure the submission is appropriate and accurately submitted. Additionally, our office will monitor the timeliness of the request, as well as, the accuracy of the outcome.

As you are aware, our office expert on SCDs is Sandra Barber and many of you have worked closely with her on your SCD. She can most certainly advise you on the specific details of what is and is not creditable service. She will continue to be your POC on these reviews/updates. Also, when you submit the request through myPers, AFPC is asking to be sure you list your servicing CPF as Selfridge ANGB, MI rather than where your duty station is. This will insure the results are worked by our ANG Team at AFPC.

NOTE: Standard Form SF-813, "Verification of Military Retiree's Service in non-wartime Campaigns or Expeditions" are submitted through our office. If you are a military retiree and have not submitted an SF-813 to request verification of military service and wish to receive credit for campaign or expedition time, please prepare and submit an SF-813 to Sandra Barber. She will send the completed form to the appropriate authority for verification. Once a response is received, you will be notified via email regarding the response and the next steps in the process.

If you have any questions regarding your SCD, please contact Sandra Barber.

PRIORITY PLACEMENT PROGRAM FOR MILITARY SPOUSES—NEW REQUIREMENT

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 US 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 individuals via email of the Vacancy Identification Number (VIN) to which they should apply. This entails providing a complete application package, including a resume, any required supporting documents, and responses to the associated assessment questionnaire.

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

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

WHEN HIRING, MAKE ALTERNATE SELECTIONS WHEN POSSIBLE

This is a reminder to hiring officials to, when possible, identify alternate selections through USAStaffing. Identify your primary selections in the certificate area. Next, within the "Selection Notes" tab, identify all alternate candidates. If there is more than one RPA clustered together, please identify the primary selection on the certificate, but again, within the "Selection Notes" tab, identify all of the alternates (i.e. ALT 01, ALT 02, etc). While this will assist AFPC with the timeliness of recruitment, it is also in line with OPM's Hiring Reform. If a declination is received, it immediately allows AFPC to be able to contact your alternate selection rather than having to re-announce the vacancy. If an alternate is not selected and your primary selection declines, your RPA will be cancelled by AFPC. Questions can be directed to your servicing Staffing Specialist at Selfridge ANGB.

EMPLOYEE DEVELOPMENT

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SF-182 “REQUESTS FOR TRAINING” REMINDERS

Per AFI 36-401, Employee Training and Development, the SF-182 is to be reviewed and approved/disapproved by the Human Resources Development Specialist (HRDS) in the Civilian Human Resources Office prior to training attendance, regardless of the funding source. Upon her retirement, Judy Parmentier was replaced by Sandra Barber as the HR Development Specialist in the Civilian Human Resources Office and all requests for training should now be provided to her prior to the training start date. Please submit requests for training AT LEAST 30 days in advance to allow time for processing, the earlier the better for Formal Training Courses in order to secure a seat.

Per AFI 36-401, the SF-182 must be used to document training of civilian employees, be sure to include direct and indirect costs, for all training of 8 hours or more and all other training, regardless of length, if costs are involved. Approval must be made prior to making any commitments to attend training.

As a reminder, Section D of the SF-182 must contain approvals from the immediate supervisor (block 1), second-line supervisor (block 2), and the training officer (block 3), Sandra Barber.

Please ensure to indicate the Training Priority Code along with the SF-182, as required. The codes are as follows:

Priority 1 training meets at least one of the following:

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

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

- Facilitates systematic replacement of skilled employees
- Meets new and emerging requirements

Priority 3 training is any other training not covered above

VERSION 2 OF THE NEW EMPLOYEE ORIENTATION (NEO)

Version 2 of NEO is set to be released on 14 July 14. To ensure a smooth transition, we ask that everyone who is currently enrolled in the course to complete the course by midnight 13 July 14. Failure to do so will require the member to start the course over in the new version. Students who are currently enrolled have been identified and notified via e-mail regarding this release.

Some of the updates include:

- Updated Air Force Portal References
- Career Path Tool (Replaced MYDP)
- Improved Voice-Over Technology (Improved Electronic/Mechanical Narration used in Course.)
- Downloadable Course Reference Material for Reach Back
- Self-Paced Navigation

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. 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 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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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, they should be able to give an explanation of its content. If your supervisor believes that your position should be reevaluated, they 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.

EMPLOYEE RELATIONS

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WORKPLACE VIOLENCE AWARENESS

The Air Force has revised the AFI 36-704, Civilian Conduct and Responsibility. Chapter 5 incorporates the Air Force's commitment to maintaining a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Managers of Federal Civilian employees and all Federal Civilian employees are encouraged to review this document. It provides responsibilities of Commanders, Supervisors, and Employees. Supervisors of Federal Civilian employees are responsible for assessing situations indicating potential violence and informing the appropriate personnel. Supervisors are responsible for ensuring their employees know specific procedures for dealing with workplace violence as well. For any questions, please contact your Employee Relations office.

Air Force core values: "Integrity First, Service Before Self, and Excellence in All We Do".

COMMUNICATING PERFORMANCE PLANS & EXPECTATIONS FOR THE CURRENT APPRAISAL CYCLE: 1 APR 2014—31 MAR 2015

The current appraisal cycle for GS/FWS employee's under the AFI 36-1001 began 1 April 2014 and ends 31 March 2015. The rating official, 1st level supervisor, should have discussed the current performance plan and provided their expectations to each employee within 30 days of the beginning of this cycle. This discussion should have been certified on the front of the AF Form 1003. Certification includes signatures from the rating official, 1st level supervisor, the reviewing official, usually the 2nd level supervisor, and the employee. Depending on local requirements, an AF-860 may be used in addition to the AF Form 1003.

If this discussion/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 (1 Apr—31 Mar), 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 assistance or questions.

EMPLOYEE RELATIONS

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MILITARY SERVICE DEPOSITS

Employees must make Military Service Deposit payments to their servicing agency prior to their separation, according to the U.S. Office of Personnel Management (OPM) issued Benefits Administration Letter (BAL) Number 13-103. An exception would be when OPM determines there is an administrative error on the part of the agency and OPM would then notify the agency as appropriate.

With respect to submitting a military service deposit application for the Title 5 employees serviced by NG-J1, CHRO, Selfridge ANGB, MI, the agency is the Total Force Service Center (TFSC)/Air Force Personnel Center (AFPC)/Benefits and Entitlements Service Team (BEST), Randolph AFB, TX.

Procedures for employees to submit military deposit applications are on myPers. Employees may contact BEST with questions regarding making a military deposit. Applicable forms for military service deposits are on OPM's website or on myPers, myPers keyword search for CSRS: 23057, myPers keyword search for FERS: 23623. Once employees have finalized the military deposit processes, the employee will submit their "Paid in Full" letter to BEST via myPers, keyword search: 23614.

For retirement questions and counseling, contact a BEST counselor at 1-800-525-0102 or DSN 665-0102, press 2 for civilians and press 2 for retirement.

Before submitting military deposit Standard Forms (SF), please visit OPM or myPers for the most current versions:

- OPM: <http://www.opm.gov/forms/standard-forms/>
- myPers: <https://mypers.af.mil/>

NEW COMERS

Welcome!

Jeffrey Baker
Selfridge ANGB, MI
Jacob Bayerle
Duluth, MN
Edward Brannon
Otis AGB, MA
David Brunette
Tyndall AFB, FL
Donald Byars
Otis ANGB, MA
Brittney Cottingham
Joint Base Andrews, MD
Christopher Frantz
Joint Base Andrews, MD
Ovidio Gonzalez-Nunez,
Arlington, VA
Robert Hibbard
Buckley AFB, CO
David Kauble
Buckley AFB, CO
John Kelley
Tyndall AFB, FL
Raymond Kutzke
Forbes Fld, KS
Tony Lucas
Joint Base Andrews, MD
John Prochaska
Forbes Fld, KS
Robert Quick
Tyndall AFB, FL
Timothy Sandland
Otis ANGB, MA

Charles Shin
Arlington, VA
Stacy Wieggers
Minot, ND
Amber Williams
Arlington, VA
Duane Zak
Selfridge ANGB, MI

SPECIAL RECOGNITION

Retirements

Elise Bashford
Arlington, VA
Wendy Crosier
JB Andrews, MD
Robin Danks
Selfridge ANGB, MI
Richard Freitag
Duluth, MN
Ronald Housch
JB Andrews, MD
Robert Jones
Tyndall AFB, FL
Barbara Lohr
JB Andrews, MD
William Morrison
JB Andrews, MD
Penny Schornak
Selfridge ANGB, MI
Floyd Siepmann
Portland, OR
Ellen Jo Valade
Arlington, VA
Natalie Ziegler
Selfridge ANGB, MI

Length of Service

10 Years

Paul Gift
Manaf Hamoudi
Frank Harris
Vincent Iglesias
Cynthia Perez
Anthony Wickham
Natalie Ziegler

20 Years

James Davies
Timothy Forsys
Patricia Miller

30 Years

William Albro
Robert Bossert
Delores Bryant
Charles Greenwell
Edward Hoffman
Francis Johnson
William Reinsch
Thomas Rogers

Congratulations!