

CIVILIAN HUMAN RESOURCES OFFICE CIVILIAN CONNECTION

ISSUE #50

JANUARY 2013

NGB-JC
Civilian Human Resources Office
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Selfridge ANGB, MI 48045-5249

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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:

- *Martin Luther King's Birthday: 21 January "Remember! Celebrate! Act! A Day On, Not a Day Off!"*
- *African American/Black History Month: 1-28 February*
- *President's Day: 20 February*
- *Women's History Month: 1-31 March*



SUSPENSE REPORT ON INDIVIDUAL PERSON

HR Advisory 2012-47 announced the implementation of a new MyWorkplace capability for supervisors of civilian employees. Effective 21 October 2012, AFPC launched a Suspense RIP process that will automatically generate email notifications directly to the first and second level supervisors (based on Position Hierarchy in DCPDS) for certain types of personnel actions. Email notifications will include a standard text with instructions corresponding to the specific RIPs. This effort will help ensure supervisors submit Request for Personnel Actions (RPAs) in a timely manner and will avoid adverse impact to employee records and pay. The RIPs that will be generated are:

- Supervisory Certification for Step Increase (RP671)
- Appraisal needed for Step Increase (RP680)
- Supervisory Certification for Career Promotion (RP724)
- Notice of Expiration of Temporary Appointment (EXTPR)
- Expiration of Temporary or Limited Appointment (APEX1)
- Notice of Expiration of Detail (EXPDET)
- Expiration of Temporary Promotion (TMPRO)
- Conversion of Veteran Readjustments (XVRACV)
- Expiration of Recommendation for Conversion (RECCV)

Email notices will only generate if the supervisor is in pay status and has a valid email address in the system. If the first level supervisor's email address is not available or the position is vacant, then the e-mail will be forwarded to the second level supervisor. It is important that the hierarchy remains accurate. Please contact Penny Schornak regarding changes that need to be made to the hierarchy or for assistance to ensure you have a valid e-mail address loaded in the system.

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 request 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:

- 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.
- Continue the investigation without interviewing the employee.
- 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 5.

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STAFFING & RECRUITING

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- *Mary Hiller, DSN: 273-4083 or Mary.Hiller@us.af.mil*
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UPDATING YOUR DISABILITY STATUS CODE

All Air Force civilian employees are asked to review and, if appropriate, update their disability code through myBiz. The categories of disabilities have been expanded as the result of recent changes to the SF-256, Self-Identification of Disability, thereby necessitating verification of disability codes in the personnel data system.

Instructions to review or update your disability code:

1. Access myBiz through: https://bantam.afpc.randolph.af.mil:8007/OA_HTML/OA.jsp?OAFunc=OAHOMEPAGE
2. Select "Update My Information"
3. Select the "Disability" tab
4. Click on the magnifier to the right
5. To access the full list of disability descriptions select "Go"
6. Once you have located your disability designation, click on the "Select" button. The selected disability auto-populates in the "Update Disability Status" data field
7. Select "Update" to add your disability description into your record

Additionally, while in "myBiz", you may also wish to review your ethnicity and/or race self-identification. Individuals are now able to identify as two or more races/ethnicities, an option that was not available when many initially filled out this category; see SF-181, Ethnicity and Race Identification for details and definitions. Information such as emergency contact, education, training, etc., can also be updated within myBiz.

Questions may be addressed to the Disability Program Manager, Mary Hiller.

CHANGES TO AF CIVILIAN PERMANENT CHANGE OF STATION (PCS) ALLOWANCES

The following 4 KEY changes have been made for ALL Air Force Centrally Funded PCS moves effective 30 August 2012. These changes fully support the Executive Order 13589, dtd 9 November 2011, which promotes efficient spending with the Federal Government.

- House Hunting Trip (HHT) reduced from 10 days to 7 days
- Temporary Quarters Subsistence Expense (TQSE) now 30 days ACTUAL expense reimbursement, versus your choice of 30 days ACTUAL or 60 days (with receipts), some exceptions for overseas returnees
- Dwell time between paid PCS moves is now 24 months vs. 12 months (some rare exceptions)
- Defense National Relocation Program (DNRP) eligibility is for GS-13 and above ONLY.

If you require specific information on your PCS or an anticipated move, please contact Christine Earl for more details.

MYPERS FEATURES

Air Force officials have launched a new name for online personnel services and human resources knowledge: myPers, previously known as AFPERS. The site is customized, recognizing the user's affiliation as officer, enlisted, civilian, Reserve or Guard. The site provides total force customers a single entry point into Air Force personnel services. The myPers concept rapidly implements reliable, integrated and secure information technology to improve personnel services accessibility and usability.

You can subscribe to knowledge articles on myPers, resulting in an e-mail notification regarding changes. The notification will not indicate the nature of the change and you will need to view the article.

HR Advisories 2012-15, 21 and 23 announced new self-service initiatives, providing current Air Force employees the ability to submit, directly to AFPC, requests for name change, Veterans' Preference inquiries, corrections to social security number or date of birth and corrections and/or changes to their SCDs, leave and Reduction-In-Force (RIF). "My Account" is a record of contact with the Total Force Service Center or questions/requests submitted via myPers. Requests submitted through myPers are tracked throughout the process, keeping you up-to-date on the status of your request and providing a permanent record of your communication with AFPC.

EMPLOYEE DEVELOPMENT AND TRAINING

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Contact:

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



UPDATES TO EDUCATION, CERTIFICATION, AND LICENSURE IN EMPLOYEE RECORDS

AFPC highly encourages customers to begin utilizing and getting familiar with the myBiz self certification process to make updates to their education, certification, or license information in their records.

If the customer is unable to make the update in myBiz due to difficulty finding the proper code or is having difficulty using myBiz, they can submit a request to AFPC through myPers and AFPC will assist in making the update. Additionally, updates to acquisition certifications and warrants require validation by AFPC and cannot be input via the self service application. These also should be submitted to AFPC through myPers. By utilizing myPers to request assistance with employee updates unable to be accomplished in myBiz, the customer will be able to track the status of his/her request.

For help accessing myBiz, contact the A1 Service Desk at DSN: 665-5004, Comm: 210-565-5004, or toll free 1-800-525-0102 (press 8, then 2); or send an e-mail to AFPOA/A1 Service Desk.

For additional information on Self-Service Updates through myBiz, visit the myPers website: <https://myPers.af.mil>, select "Career Management", then "Self-Service".

ACCESSING THE SUPERVISORY RESOURCE CENTER

To view the Supervisory Resource Center (SRC) at its new location, go to the AF Portal, click on "Life and Careers", click on "Force Development (FD)". In the upper left corner, click on "Supervisory Resource Center".

SUPERVISORY TRAINING HAS MOVED TO THE AIR UNIVERSITY PORTAL

Course registration has been moved to the Air University portal.

The new site for registration is: <https://auportal.maxwell.af.mil>

Once in the site, click or select the following:

For new users: Select "Click Here to Log in or Create New Account", select "Create New Account" and follow instructions.

If your account has been created, click or select the following:

"Click here to Log In or Create New Account". Under "Existing User Account", select "CAC Log In", select "Log In". Select your non e-mail certificate. Hold your mouse over the "Distance Learning—AF Human Resource Management School Virtual Campus", click "Apply". Select the course and date that you want for one of the three required courses:

- USAF Supervisor's Course
- Civilian Personnel Management Course
- Military Personnel Management Course (required ONLY IF you supervise military personnel)

CLASSIFICATION

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RESCISSION OF AFMAN 36-505, SKILL CODING

Effective 15 November 2010, AFPC deployed the use of the USA Staffing (USAS) recruitment tool AF-wide for internal and external applicants. Previously, AF civilian candidates were referred based on skill codes and non-AF candidates were referred based on resumes. All applicants are now rated against the same assessment tool via a resume and referred to the selecting supervisor for consideration. Skill codes are no longer used, and therefore, the AFMAN 36-505 is obsolete.

Employees are advised skill codes displayed on career briefs, core documents or other reports are no longer used for **any purpose**.

Employees may update their past experience by providing an updated resume to AFPC via the Employee Self-Service capability on <https://myPers.af.mil> by selecting "Career Management", "Self Service" then "Resume Update".

Employees may update and view their personal records in the Defense Civilian Personnel Data System (DCPDS) using MyBiz portal at <https://compo.dcpds.cpms.osd.mil/>. Among the data that may be updated is education, training, certification, licenses and non-monetary awards.

For help accessing MyBiz, contact the A1 Service Desk at DSN: 665-5004, Commercial: 210-565-5004, or toll free 1-800-525-0102 (press 8, then 2); or send an e-mail to AFPO/A1 Service Desk.

EMPLOYEE RELATIONS

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CURRENT POLICY FOR EXCUSING ABSENCE FOR EMPLOYEES RETURNING FROM ACTIVE MILITARY DUTY

On November 14, 2003 President George W. Bush issued a memorandum directing the heads of agencies to grant Federal employees 5 days excused absence, or equivalent of 1 work week for employees on uncommon tours of duty, from their civilian duties after the employee returns from active military service in connection with the continuing Global War on Terrorism (GWOT) - such as those called to active duty as part of Operation Noble Eagle, Operation Enduring Freedom, and Operation Iraqi Freedom. The Office of Personnel Management's (OPM) initial guidance limited the use of excused absence to one deployment.

On August 6, 2008, OPM issued a memorandum directing agencies to grant Federal Civilian employees 5 days excused absence each time they return from active military service in the continuing Global War on Terrorism. However, in the event an employee is unable to take the 5 days excused leave upon their return, a time may be mutually agreed upon by the Supervisor and employee.

On December 16, 2008, OPM clarified the August 6, 2008 memorandum. The clarification explains that in order to receive the 5 days excused absence; members must spend at least 42 consecutive days on active military duty in the support of Global War on Terrorism (GWOT). Employees are entitled to 5 days excused absence only once in a 12-month period. The 12 month period is calculated a year from the first day the employee uses it. For example, if an employee starts their 5 days of excused absence 1 Jun 11, then after 31 May 12 the 12 month period will restart.

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 military or 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 are:

- Certification of Service—to be issued on the occasion of retirement
- Certificates of Appreciation—available for the employee's 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 US Capitol in the employee's honor
- Presidential Letter—Supervisors who want special recognition for the civilian employee may request greetings from the president. The employee must have a minimum of 30 years either military, civilian service, or a combination totaling 30 years when they retire.

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

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CIVILIAN RETIREMENT WITH MILITARY DEPOSIT

Have you bought back your honorable military service for retirement credit?

When you become retirement eligible, there are source documents that you will be required to include in your retirement application as proof that your military deposit was paid in full. Two of these source documents are the "In Lieu of OPM 1514" and the "SF-3100".

Effective February 28, 2011, the DFAS-Indianapolis civilian payroll office Retirement team will be handling Military Deposits. Due to this migration, the payroll office will no longer issue an "In Lieu of OPM 1514" after you have paid your military deposit in full. Instead, DFAS-Indianapolis will send you a "Paid in Full Letter" upon your request.

Depending on the date you paid your military deposit in full, your documents may include:

- A. In Lieu of OPM 1514
- B. SF-3100
- C. Paid in Full Letter

If you do not have A or B, you will need to request a copy of either from the Office of Personnel Management (OPM). You will need to fax a written request to OPM at 734-794-6633. Your request should include the following:

- Full name
- Date of Birth (DOB)
- Social Security Number (SSN)
- Periods of Military Service Paid
- Your mailing address and telephone number
- Your signature

If you do not have C, and you made your payment in full after February 28, 2011, your Customer Service Representative (CSR) can submit a remedy ticket under the title "Retirements" and request the Paid in Full Letter be mailed to you.

It is very important that when you receive a copy of either A, B, or C, that you keep it in a safe place so that you can submit a copy with your retirement application.

WHAT STEPS DO I NEED TO TAKE TO RETIRE?

The first step before retiring is to review retirement information via the AFPC website from the link provided: <https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>

Once you have loaded the site click on the "Civilian" tab. Next, on the left side of the screen, click on "Benefits and Entitlements". Now, scroll down to the retirement section and click on the "Retirement FAQs". Under the heading "Where can I find general retirement information", click the link within the sentence. The link will help you plan for your retirement, give instructions on how to receive a retirement estimate, and how to apply for retirement, as well as, the forms. Estimates are obtained from the BEST automated phone system, 1-800-525-0102, or the Employee Benefits Information Systems (EBIS) web application (for instructions on how to access EBIS, please follow the link provided: https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/ps_std_adp.php?p_faqid=4872&p_sid=6xP292mk&p_lva=13273&pid=3351&cid1=3368&cid2=3377). If you are a firefighter, air traffic controller, law enforcement officer, or retired military who is combining military and civilian service, it is recommended that you use the EBIS web application.

Within one year of your retirement, it is highly encouraged to contact BEST and speak with a benefits counselor regarding the results of any estimate received from the automated systems. The counselor generated estimates are limited to certain types of services and are limited to once every three years; therefore, please verify your estimate before retirement. Next, 90 to 120 days in advance of your retirement date, send your completed retirement forms from the first link provided to BEST. The mailing address is provided below. Lastly, you will need to inform management of your retirement decision since management will need to initiate an electronic Request for Personnel Action (RPA).

The BEST mailing address is:
AFPC/DCIRB
550 C. Street West, Ste 57
Randolph AFB, TX 78150-4759
BEST Fax Number: DSN: 665-2936 or 210-565-2936

A retirement counselor can be reached at 1-800-525-0102
Hours: Sunday 3 p.m. to 11 p.m., Monday thru Thursday 7 a.m. to 11 p.m., and Friday 7 a.m. to 6 p.m. Central Time

AFFORDABLE CARE ACT

Effective 1 January 2011, several provisions of the Affordable Care Act (ACA), Public Law 111-149, will be implemented for appropriated civilian employees. These provisions affect eligibility and benefits under the Federal Employees Health Benefits (FEHB) and Federal Flexible Spending Account (FSAFEDS) programs. The ACA does not affect or change the Federal Dental and Vision Programs (FEDVIP). Once the provisions of the ACA change, FEHB dependent eligibility rules allow children to remain covered under their parents' FEHB plan until the age of 26. This includes married children; however, it does not include spouses and children of the married child. This provision also removes the residency and dependency requirements and allows children who currently have, or are eligible for, their own insurance to be placed on their parent's FEHB plans.

For additional information: <https://gum.afpc.randolph.af.mil>, key word search: 14343. Employees who wish to add their eligible children should contact the Benefits and Entitlements Service Team (BEST) at 1-800-525-0102 for further information and procedures.

CIVILIAN SELF-SERVICE AWARDS

MyBiz has a tool, "Awards Update", which allows you to have the option to update your non-monetary awards directly into DCPDS or have our office update your award. This self-service tool allows you to view awards and bonuses, and add or delete non-monetary awards in your personnel record. This does not include updating monetary awards such as Notable Achievement, Special Act or Service, and Time-Off awards. Prior to this initiative, you submitted requests for award updates to our office, as applicable via fax, e-mail, or in-person using an approved award certificate or other award documentation.

Any changes you make to your award 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 Air Force Civilian Career Brief the following day. You can access your Air Force Career Brief by logging into the Common Access Card (CAC) enabled AFPC secure. You are strongly encouraged to review your inputs for accuracy before submitting them. Knowingly entering false or misleading information may result in a disciplinary action.

When you view your award information in MyBiz, you will see a column titled "Award Update Source". The Award Update Source identifies whether or not your award was verified. When you update your award information using MyBiz, the Award Update Source column will reflect "Self Certified". When we update your information, the Award Update Source column will reflect "Verified". All existing award data previously input in DCPDS prior to 23 June 2010, are considered verified and will have the Award Update Source column displayed as "Verified". A summary of these codes follows:

- Self Certified—You input the entry through the DCPDS MyBiz Self-Service module. An Award Update Source code of self-certified is restricted to your updates only. Please note the pay period you made this entry and notify your HR of the date you made the entry.
- Verified—Our office has input and validated the entry with completed award documentation.

Supervisors, you may "view" your employees' appointment, position, personal, salary, awards and bonuses, performance, personnel actions, emergency contact, education, training, and certification and license information using MyWorkplace in DCPDS. To view your employees' award information in MyWorkplace, to the DCPDS Portal. After you have logged in, click on MyWorkplace, then click on "My Employee Information". You will see a list of your employees assigned to you. Select the employee whose information you want to view, then select "Awards and Bonuses" tab. Scroll down and click on "View Awards Changes". This screen will display the employee's "Awards and Bonuses" information, but is view only. You may not update or change your employee's information.

If you have problems with accessing MyBiz, contact the Personnel Systems Operations Control Center at DSN: 665-5004, Comm 210-565-5004, or toll free 1-800-525-0102, press 8, then 2.

NEW COMERS

Welcome!

Kenneth Andrews
 Andrews AFB, MD
 Steven Andrews
 Selfridge ANGB, MI
 Ryan Armes
 Arlington, VA
 Christopher Battle
 Andrews AFB, MD
 Ryan Bleyle
 McEntire, SC
 Aaron Booher
 Andrews AFB, MD
 Veronica Carroll
 Arlington, VA
 John Chiffy
 Andrews AFB, MD
 Sharnea Craig-Woods
 Andrews AFB, MD
 David Culbertson
 Tucson, AZ
 Lori Dexter
 Andrews AFB, MD
 James Donaldson
 Selfridge ANGB, MI
 Christopher Eck
 Andrews AFB, MD
 Joseph Farmer
 Otis AGB, MA
 Scott Ferguson
 Selfridge ANGB, MI
 James Flagg
 Andrews AFB, MD
 Franklin Gunn
 Arlington, VA
 Jack Halaas
 Selfridge ANGB, MI
 Brian Hall
 Selfridge ANGB, MI

John Hilderbran
 Rome, NY
 Timothy Hodge
 Arlington, VA
 Robert Johnson
 Rome, NY
 Carolyn Jones
 Andrews AFB, MD
 David Jones
 Randolph AFB, TX
 Arthur Koenig
 Duluth, MN
 Matthew Kuriluk
 Selfridge ANGB, MI
 Theresa MacPherson
 Andrews AFB, MD
 Christopher Maletz
 Andrews AFB, MD
 Matthew McCanney
 Rome, NY
 Michael McCarthy
 Arlington, VA
 Walter Michael
 Andrews AFB, MD
 Thomas Mix
 Selfridge ANGB, MI
 Barry Mullen
 Arlington, VA
 Roger Neisler
 Pease AFB, NH
 George Nelson
 Andrews AFB, MD
 Scott Parks
 Selfridge ANGB, MI
 Gus Pelligrino
 Jacksonville, FL
 Gregory Peters
 Tucson, AZ

Patrick Pope
 Arlington, VA
 Tyler Pylinski
 Rome, NY
 Derrick Redmond
 Arlington, VA
 Joseph Reynolds
 Andrews AFB, MD
 David Schwaiger
 Minot, ND
 Kevin Skorupa
 Fort Sam, TX
 Robert Taylor
 Selfridge ANGB, MI
 Anthony Wickham
 Arlington, VA
 Barry Wooding
 Andrews AFB, MD
 Brenda Yoder
 Harrisburg, PA
 Wenbo Zhang
 Arlington, VA

SPECIAL RECOGNITION

Retirements

Good Luck!

Barry Bell
Duluth, MN
Peter Bonacci
Rome, NY
Ronald Duffie
Pease ANGB, NH
John Laisure
Forbes Fld, KS
William Scott
Tyndall AFB, FL
Paul Sutter
Moffett Fld, CA
John Tadian
Selfridge ANGB, MI
Stephen Talbot
Andrews AFB, MD

Length of Service

10 Years

Joseph Crocker
Constance Illing
Janice Jagodzinski
Edward Jones
Robert Kaczorowski
Timothy Kivlin
Richard Krull
Steven Larson
Shawn McHenry
Mark Minard
William Pohl
Randall Rauch
Gregory Scott
Kathleen Smith
Harvey Williams

20 Years

Mohammad Arif
Albert Arroyo
Page Darby
Robert Silverio

30 Years

Gregory Camarota
LaKersha Hudgens
Elizabeth Vanbuskirk
Schuyler Wires

40 Years

Christina Nuttall

Awards

Special Act or Service Award

Mary McAfee
Andrews AFB, MD
Andrew Pettis
Andrews AFB, MD
Lester Sabin
Andrews AFB, MD
Robert St. Clair
Andrews AFB, MD
Jolynn Uplinger
Pentagon, VA

Congratulations!