

# CIVILIAN HUMAN RESOURCES OFFICE CIVILIAN CONNECTION

ISSUE #48

JULY 2012

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

Automated Attendant Voice System: 800-645-9416, ext 4700, DSN: 273-4700

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](mailto:Sandra.Sharples@us.af.mil)

## Ethnic and Special Observances:

- *Independence Day—4 July 2012*
- *Women's Equality Day—26 August 2012 Celebrating Women's Right to Vote*
- *Hispanic Heritage Month—15 September-15 October 2012*



## CERTIFIED COPY OF OFFICIAL PERSONNEL FOLDER (OPF)

Recently, Air Force Personnel Center (AFPC) Records Management underwent a huge project where all Air Force civilian employees' Official Personnel Files (OPFs) were 100% scanned. This is in preparation for migration to the Office of Personnel Management's electronic OPF system.

With this said, all employees OPFs are available electronically now to all employees and the Human Resources community. Therefore, certified copies of OPFs are only distributed for litigation and investigation purposes.

## NEW SELF-SERVICE INITIATIVES

HR Advisory 2012-21 advises that effective 7 May 2012, AFPC launched two additional self-service initiatives providing current Air Force employees the ability to submit, directly to AFPC, requests for correction to social security number or date of birth in their official personnel records. These requests will be submitted via the Air Force Personnel Services (AFPERS) web-site and will then be routed to the appropriate servicing team for action. The employee can log into AFPERS, then select "Career Management", then select "Self-Service", then select "Requesting Correction to Social Security Number" or "Requesting Correction to your Date of Birth".

HR Advisory 2012-23 advises that effective IMMEDIATELY, AFPC has launched an additional self-service initiative providing current Air Force employees the ability to submit, directly to AFPC, requests for correction and/or changes to their SCDs (leave and Reduction-in-Force (RIF)). These requests may be submitted via the myPers website and will then be routed to the appropriate servicing team for action. The employee can log into myPers, then select "Career Management", then select "Self-Service", then select "Service Computation Date Correction".

## SEXUAL HARASSMENT

Sexual Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964.

Prevention is the best tool to eliminate sexual harassment. Employers are encouraged to take steps necessary to prevent sexual harassment from occurring. Employers should clearly communicate that it will not be tolerated by establishing an effective complaint or grievance process and taking immediate action when an employee complains.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly creates an intimidating, hostile or offensive work environment. These include but are not limited to:

- Unwelcome touching, jokes, comments or conversations of a sexual nature.
- Unwelcome propositions or requests for a date.
- Remarks of a sexual nature concerning a person's body or clothing.
- Sexually explicit language that is used to describe a person.
- Displaying/circulating sexually oriented materials.

Whenever unlawful discrimination is found, the Air Force IMMEDIATELY eliminates it and neutralizes the effects. Commanders and supervisors who are aware of unlawful discrimination by subordinates, and fail to take action, may be disciplined (AFI 36-704, Discipline and Adverse Actions).

Questions should be addressed to the EEO Office, Derrick Allen, 240-612-8350, DSN: 612

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# STAFFING & RECRUITING

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I27WG.CHRORecOMB@ang.af.mil

## Contacts:

- *Mary Hiller, DSN: 273-4083 or [Mary.Hiller@us.af.mil](mailto:Mary.Hiller@us.af.mil)*
- *Christine Earl, DSN: 273-6503 or [Christine.Earl.1@us.af.mil](mailto:Christine.Earl.1@us.af.mil)*
- *Nicole Tringali, DSN: 273-4081 or [Nicole.Tringali@us.af.mil](mailto:Nicole.Tringali@us.af.mil)*
- *Sandra Sharples, DSN: 273-6501 or [Sandra.Sharples@us.af.mil](mailto:Sandra.Sharples@us.af.mil)*



## CIVILIAN EXPEDITIONARY WORKFORCE

Whether it's helping Iraqis with reconstruction projects or assisting Afghans with their motor pools, the Air Force relies on its civilian workforce to help meet its global mission requirements.

Air Force Secretary Michael Donley and Chief of Staff Gen. Norton Schwartz released a memo March 8 outlining their vision for supporting DoD Civilians to serve in global expeditionary positions through a program called the Civilian Expeditionary Workforce. That process begins with a visit to the CEW website at: [www.cpms.osd.mil/expeditionary](http://www.cpms.osd.mil/expeditionary). Once there, interested civilians can follow the Air Force specific procedures.

If you'd like additional information, or the current application package, please contact Christine Earl in your Staffing Office at Selfridge.

## BEST LAUNCHES HR LINK IN EMPLOYEE BENEFITS INFORMATION SYSTEM (EBIS)

HR Link is an interactive tool that allows employees to request retirement estimates, military deposits, and civilian deposits. If you have any special service (i.e. non-appropriated fund service, part-time service, refunded service, temporary service, breaks in service, or unpaid post-1956 military service) then HR Link is for you. Additionally, you're encouraged to use HR Link if you are a Firefighter, Law Enforcement Officer, or Air Traffic Controller.

This new tool is part of an ever-growing, self-service functionality of Air Force employees, and provides them another option to help prepare for retirement. Employees using HR Link will select the desired action (retirement estimate, military deposit, or civilian deposit) by answering a series of questions. When all questions have been answered, the employee will click "Submit" and the request will be uploaded into the Benefits and Entitlements case management system to be processed by BEST counselors.

Employees can obtain additional information regarding HR Link via the myPers website at: <https://mypers.af.mil>, keyword search 4408.

## ESTABLISHING A 15-DAY CERTIFICATE EXPIRATION DATE

REMINDER TO ALL SELECTING OFFICIALS: **effective 1 May 2012**, all referral certificates will have a 15-day expiration date. This means from the date the certificate is issued, you will have 15 calendar days to make a selection. In a continuing effort to assist the Air Force in meeting the OPM mandated 80-day fill goal, this is the new required timeframe. With **STRONG** justification, a one time, 10 day extension may be granted. All requests for extension to the certificate date are to be submitted, prior to the expiration date, by the selecting official or Personnel Liaison Office to the NGB/Civilian Personnel Section (CPS), Selfridge ANGB, MI for approval. If approved, the CPS will coordinate with AFPC on the new date.

If you plan to interview for your vacancy, plan ahead! Coordinate with our office on interview questions, selection strategies, etc.

If you'd like additional information, or assistance with your selection, please contact Ms. Christine Earl in your Staffing Office at Selfridge.

# EMPLOYEE DEVELOPMENT AND TRAINING

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127wg.chrotnomb@ang.af.mil

## Contact:

- Judy Parmentier, DSN: 273-6831 or [Judith.Parmentier@us.af.mil](mailto:Judith.Parmentier@us.af.mil)



## SUPERVISOR'S TRAINING

Two new course dates are open for registration:

1. Civilian Personnel Management Course (CPMC) 7 Aug—4 Sep 2012
2. USAF Supervisor's Course 22 Aug—24 Sep 12

To register for the courses:

Log into the A.F. Portal. Under "Life and Career" select "Force Development (FD)". Select "Supervisor Resource" and become a member. Select "Mandatory Supervisor Training", select "Register on-line for all three". Select and register for the course that you require.

**Reminder:** Supervisors are required to complete Supervisor's Training within 180 days of assignment to their position.

## SUPERVISOR'S RESOURCE CENTER (SRC)

Due to the phase out of the Air Force Knowledge Now (AFKN), Supervisory Resource Center employees are directed to the AF Portal SRC URL.

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

## NEW EMPLOYEE ORIENTATION COURSE (NEO) MIGRATION

The decision has been made to house NEO on ADLS. The effective date of the migration is 15 Jun 2012. Information will become available as to the exact location of the course at a later date. This should make registration and printing the certificate an easier process. Employees are required to complete the NEO course within 90 days of assignment to their position.

## ANCILLARY TRAINING REQUIREMENTS

A complete listing of the Ancillary Training Requirements can be found in the AF ETCA using the following link: <https://etca.randolph.af.mil/default1.asp>. Select "AETC", under "Organization", select "Ancillary Training" from the drop down screen and hit "Go". Select the course number for a complete course description.

# CLASSIFICATION

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127wgchroclasomb@ang.af.mil

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## Contacts:

- Debra Schuster, DSN: 273-6313 or Debra.Schuster@us.af.mil
- Dennis Haan, DSN: 273-6502 or Dennis.Haan@us.af.mil
- Stephanie Parks, DSN: 273-6832 or Stephanie.Parks@us.af.mil
- Jeffrey Viars, DSN: 273-6833 or Jeffrey.Viars@us.af.mil
- Penny Schornak, DSN: 273-4792 or Penny.Schornak@us.af.mil
- Lindsey Green, DSN: 273-4982 or Lindsey.Green@us.af.mil



## CLASSIFICATION FREQUENTLY ASKED QUESTIONS (FAQS)

The following are questions and answers employee frequently have about position classification. Classification is the system used to categorize jobs by occupational group, series, class, and grade level according to similarities and differences in duties, responsibilities, and qualifications required. The information provided below only applies to General Schedule and Wage Grade (trades and labor) positions. It does not apply to Senior Executive Service (SES) positions, which are governed by different regulations.

### The Frequently Asked Questions are:

*Why do we classify positions anyway? Who needs it?*

We classify positions in order to provide fair and consistent treatment of employees in levels of responsibility and in pay. Classification also helps in projecting budgets, designing organizational structures, recruiting, and other management tasks. In this respect, the public and private sectors are very similar. Where they differ is in the basis for classification. In the Federal Government, Congress has established the basic laws governing classification and the Office of Personnel Management (OPM) has provided implementing regulations.

Individual positions are classified and the results of the classification—the determination of title, series and grade—become the legal basis for paying an employee in that position. This became the “law of the land” in Chapter 51 of Title 5 U.S.C., as amended, enacted in 1949. This law authorized each agency subject to the Act to take classification action on positions, for OPM to conduct post-audits for compliance, and for employees to appeal classification decisions in the event of disagreements.

*Who is responsible for what?*

Supervisors and managers are responsible for identifying the work to be performed; describing the work in Positions Descriptions (PDs); and designing organizational structures that are efficient economical, and responsive to the needs of employees and agency management. Employees are responsible for knowing and understanding the content of their PD and for requesting an explanation from their supervisor if they don't. Supervisors should also be familiar with the classification standards that are used to classify positions.

*Whose job is it to write the PD for my position?*

A position description is a written record of the principal duties and responsibilities assigned to your position by your supervisor. The preparation of position descriptions is a management responsibility.

*Should I care whether or not my PD is accurate?*

If your supervisor requires you to perform certain tasks or duties on a regular basis, and if those duties take up a good portion of your work time, they should be, officially assigned to your position in the PD. It is also true that duties now shown on your PD, but which are no longer performed, should be deleted. If the content of your PD is not up-to-date, there is no way of knowing if it is still properly classified. Inaccurate PD's also increase the chance that your performance may not be evaluated against the most appropriate criteria since PD's are the basis for performance plans.

*How is classification actually done and why does it seem to take so long?*

To classify a position, the supervisor or personnel specialist gathers background information about the position being evaluated and other positions in the organization where it is located. In additions, they review relevant classification standard(s), mission statement, organizational lists, etc. This process involves a lot of research and discussion with the supervisor of the person. The process takes less time when the work is common in the organization or when standard PDs are used. It takes more time if the PD is not well written and does not accurately reflect the duties and responsibilities of the job.

### Concluding Thoughts

Position Classification and position management are not “mysterious” processes, but rather necessary management responsibilities. The more we all understand the concepts, the more effective and efficient the classification process will be. You can find out more about the classification process by referring to the Classification Handbook.

# EMPLOYEE RELATIONS

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127wg.chrolemromb@ang.af.mil

## Contacts:

- *Monica Caughell, DSN: 273-4887 or [Monica.Caughell@us.af.mil](mailto:Monica.Caughell@us.af.mil)*
- *Linda West, DSN: 273-4981 or [Linda.West@us.af.mil](mailto:Linda.West@us.af.mil)*
- *Valerie Ward, DSN: 273-6315 or [Valerie.Ward@us.af.mil](mailto:Valerie.Ward@us.af.mil)*
- *Tristin Palmateer, DSN: 273-4982 or [Tristin.Palmateer@us.af.mil](mailto:Tristin.Palmateer@us.af.mil)*



## 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.

## AFFORDABLE CARE ACT

Effective 1 Jan 2011, several provisions of the Affordable Care Act (ACA), Public Law 111-149, was 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 Program (FEDVIP). Once the provisions of the ACA change, FEHB dependent eligibility rules allow children to remain covers 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.

## VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP)

“I would like to thank all employees who donated leave through the Voluntary Leave Transfer Program (VLTP) during my time of need. Thank you!—Darlene Glascoe”

# EMPLOYEE RELATIONS

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## 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 find and click on "Benefits and Entitlements". Now scroll to the retirement section and click on "Retirement FAQ's". 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 as well as the forms. Estimates are obtained from the BEST automated phone system, 1-800-525-0102 or the Employee Benefits Information System (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](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 above 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 Comm: 210-565-2936

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

## UPDATE: 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 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 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 form from the Office of Personnel Management (OPM). You will need to fax a written request directly 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.

# NEW COMERS

## Welcome!

Brett Alvord  
Moffett Fld, CA  
Matthew Anderson  
Moffett Fld, CA  
Anthony Archibald  
Arlington, VA  
Robin Armhold  
Andrews AFB, MD  
Laura Ball  
Andrews AFB, MD  
Laval Barkley  
Langley AFB, VA  
Latasha Beckles  
Andrews AFB, MD  
Scotty Birchfield  
Andrews AFB, MD  
Jody Blevins  
Selfridge ANGB, MI  
Joshua Blow  
Arlington, VA  
Miranda Boyden  
Andrews AFB, MD  
Kourtnie Briggs  
Selfridge ANGB, MI  
Leonard Brockmann  
Selfridge ANGB, MI  
Kevin Burch  
Selfridge ANGB, MI  
Jeffrey Campbell  
Otis AGB, MA  
Kenneth Campbell  
Andrews AFB, MD  
Kenneth Carlidwell  
St. Joe, MO  
Paul Carpenter  
Selfridge ANGB, MI  
Randy Chambers  
Arlington, VA  
Matthew Champagne  
Selfridge ANGB, MI  
William Chang  
Hickam ABS, HI  
Clarence Christianson  
Cheyenne, WY  
James Crechiolo  
Selfridge ANGB, MI  
Steven Criner  
Selfridge ANGB, MI

John Crowe  
Klamath Falls, OR  
Lisette Damon  
Andrews AFB, MD  
Dwayne DeFreitas  
Andrews AFB, MD  
Mark DeTemple  
Selfridge ANGB, MI  
Edward Diehl  
Andrews AFB, MD  
Carolyn Dwyer  
Andrews AFB, MD  
Jessica Dyer  
Otis AGB, MA  
Ashley Eccleston  
Otis AGB, MA  
Sean Eccleston  
Otis AGB, MA  
James Ethridge  
Selfridge ANGB, MI  
Eleni Gaves  
Selfridge ANGB, MI  
Mary Gillespie  
Otis AGB, MA  
John Gloria  
Otis AGB, MA  
Derek Goulet  
Otis AGB, MA  
Stephen Grinnell  
Langley AFB, VA  
Robert Guay  
Otis AGB, MA  
Justin Gulliver  
Selfridge ANGB, MI  
Ronald Hanner  
Arlington, VA  
Denver Higley  
Selfridge ANGB, MI  
Jaclyn Hillbom  
Selfridge ANGB, MI  
Robert Hogan  
Andrews AFB, MD  
Renee Huddleston  
Andrews AFB, MD  
Desiree Jones  
Selfridge ANGB, MI  
Daniel Jurkiewicz  
Selfridge ANGB, MI

Elizabeth King  
Eddie Kimmel  
Andrews AFB, MD  
Arlington, VA  
Jeffrey Kitt  
Forbes Fld, KS  
Forest Lisner  
Minot AFB, ND  
David Long  
Selfridge ANGB, MI  
Michael Martini  
McEntire AGS, SC  
Krystle McClain  
Andrews AFB, MD  
Thomas McConnell  
Langley AFB, VA  
Ryan McGillicuddy  
Otis AGB, MA  
Thomas McVay  
Selfridge ANGB, MI  
Jason Miller  
Selfridge ANGB, MI  
Rodney Morissette  
Selfridge ANGB, MI  
Katherin Perez  
Arlington, VA  
Daniel Polanosky  
Andrews AFB, MD  
Michael Pruski  
Selfridge ANGB, MI  
Daniel Pysh  
Selfridge ANGB, MI  
Terry Quayle  
Andrews AFB, MD  
Dominic Raona  
Selfridge ANGB, MI  
Brandon Rapoza  
Otis AGB, MA  
Joshua Redlawsk  
Selfridge ANGB, MI  
Christian Richard  
Otis AGB, MA  
Rylan Richard  
Otis AGB, MA  
Michael Regan  
Andrews AFB, MD  
Scott Robertson  
Selfridge ANGB, MI

Dustin Russell  
McGhee/Tyson, TN  
Aaron Salter  
Andrews AFB, MD  
Johnny Sells  
Arlington, VA  
Anthony Shaner  
Selfridge ANGB, MI  
John Shaw  
Otis AGB, MA  
Joseph Shaw  
Otis AGB, MA  
Raymond Songer  
Otis AGB, MA  
Vicky Stevens  
McConnell AFB, KS  
Alice Strickland  
Andrews AFB, MD  
Dale Swartz  
Otis AGB, MA  
Kenneth Tabor  
Selfridge ANGB, MI  
Nicole Tabor  
Selfridge ANGB, MI  
Johny Tran  
Arlington, VA  
Adrian VonAhrensburg  
Otis AGB, MA  
Justin Warchuck  
Selfridge ANGB, MI  
DeShawn Weaver  
Arlington, VA  
Luke Weber  
Selfridge ANGB, MI  
Albert Wickel  
Otis AGB, MA  
Harvey Williams  
Andrews AFB, MD  
LaMont Wims  
Arlington, VA  
Mark Woods  
Arlington, VA

# SPECIAL RECOGNITION

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## Retirements

### Good Luck!

Elaine Barlow  
EADS  
Thomas Barry  
EADS  
Cindy Caughlan  
St. Joseph, MO  
Jimmy Harrington  
McEntire ANGS, SC  
James Hicks  
Tyndall AFB, FL  
Munther Jabbur  
Andrews AFB, MD  
Gerald Krygel  
Selfridge ANGB, MI  
Carl Morgan  
WADS  
Peter Morrison  
Otis AGB, MA  
Cora Randle  
Andrews AFB, MD  
Susan Rosenfeld  
Andrews AFB, MD  
James Watson  
Tyndall AFB, FL  
Curtis Wright  
Tyndall AFB, FL

## Length of Service

### 10 Years

Christopher Ballor  
Joshua Blow  
Michael Ford  
Gregory Lyon  
Melissa Mertz  
Darryl Mitchell  
Malcolm Reese  
William Scott  
William Sharpe  
Kerry Williams  
Daniel Yarborough

### 20 Years

Keith Harris  
Pasquale Mazzola  
Sonia Sanchez  
Mary Wenzel

### 30 Years

Rebecca Clendaniel  
Darlene Glascoe  
Kim Hunter  
David Rivieera  
Mark Schumaker  
Elizabeth Stange

### 40 Years

Edgar Ornes

## Awards

### Outstanding Civilian Career Service Award

Carl Morgan  
Selfridge ANGB, MI  
Tammie Smeltzer  
McGhee/Tyson, TN

### IDEA Award

Christopher Gloss  
Selfridge ANGB, MI

### Exemplary Service Award

John Hawk  
McGhee/Tyson, TN

### Air Force Organizational Excellence Award

Walter Barnes  
McGhee/Tyson, TN  
Wanda Cooper  
McGhee/Tyson, TN  
John Hawk  
McGhee/Tyson, TN  
Tammie Smeltzer  
McGhee/Tyson, TN  
Ronald Wait  
McGhee/Tyson, TN  
Jessica Wolbert  
McGhee/Tyson, TN

# Congratulations!