

# CIVILIAN HUMAN RESOURCES OFFICE CIVILIAN CONNECTION

ISSUE #49

OCTOBER 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:**

- *National Disability Employment Awareness Month: 1-31 October*
- *Columbus Day: 8 October*
- *National American Indian Heritage Month: 1-31 November "Service, Honor, Respect: Strengthening Our Cultures and Communities"*
- *Veterans' Day: 11 November*
- *Thanksgiving: 22 November*
- *Christmas: 25 December*



## **2012 FEDERAL BENEFITS OPEN SEASON**

Open season is from: Monday, November 12, 2012 through Monday, December 10, 2012. Coverage elected during an open season is effective the first day of the first full pay period the following January. Visit [OPM.gov](http://OPM.gov) to learn about the benefit programs available. On the right hand side, select "Investigate Health Insurance". Here you can compare benefits in your area.

## **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 will launch 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.

## **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 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.

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*
- *Christine Earl, DSN: 273-6503 or Christine.Earl.1@us.af.mil*
- *Nicole Tringali, DSN: 273-4081 or Nicole.Tringali@us.af.mil*
- *Sandra Sharples, DSN: 273-6501 or Sandra.Sharples@us.af.mil*



## VETERANS OPPORTUNITY TO WORK (VOW) TO HIRE HEROES ACT OF 2011

The VOW Act amends Title 5, United States Code (U.S.C.) Chapter 21, by adding section 2108a, "Treatment of certain individuals as veterans, disabled veterans, and preference eligibles." This act was passed to ensure service members do not lose the opportunity to be considered for Federal service (and are awarded their Veterans' Preference entitlements if applicable) despite not having a DD Form 214 to submit along with their resumes.

Section 2108a requires Federal agencies to treat active duty service members as veterans, disabled veterans, or preference eligibles when they submit a "certification" when applying for Federal jobs in the competitive service, even though the service members have not been discharged or released from active duty. The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date of certification is signed.

The "Statement of Service" must be signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters and must indicate when your terminal leave will begin, your rank, dates of active duty, the Type of Discharge and Character of Service (i.e. honorable).

## CIVILIAN EXPEDITIONARY WORKFORCE (CEW)

The Civilian Workforce continues to ramp up in Afghanistan. Please visit <http://www.cpms.osd.mil/expeditionary> for much more information on this opportunity for you to share your Experience, your Perspective and your Commitment! The Department of Defense deploys civilians alongside the US Military to provide crucial functions in various roles coming together as one common thread...CIVILIAN EXPEDITIONARY WORKFORCE!

We are looking for civilians that are willing to DEPLOY for AT LEAST 1 year and who have current, valid Security Clearances.

There are various areas in which current vacancies exist. Specifically:

- HVAC Mechanics
- Powered Support Systems Mechanics
- Carpenters
- Plumbers
- Electricians
- Misc Skills for Base Operating Support
- Engineers
- Engineering Technicians

Please contact Christine Earl for more information on this exciting opportunity!

## 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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127wg.chrotnomb@ang.af.mil

## Contact:

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



## SUPERVISORS 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 on 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—CAC Log In—Select Log In

Select “Non-email Certificate”

Hold your mouse over the Distance Learning—AF Human Resource Management School Virtual Campus—Click “Apply”

Select the course and dates 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)

## ADVANCED USAF SUPERVISOR’S COURSE

The Advanced USAF Supervisors Course is a recent addition to supervisory training. It is a 16-hour, 2-day course and is equivalent to the USAF Supervisor’s Course. The course is for experienced supervisors with a minimum of 3 or more years of experience. The 3-year experience requirement is mandatory for entry into and completion of the training.

The CHRO training office will evaluate the Supervisor’s experience and qualifications. The member will submit a request to the Training Office and will include a summary of their experience. The summary can be in the form of a word document. If the supervisor meets the experience and qualification level, course dates will be discussed, and the training office will register the supervisor for the course.

# CLASSIFICATION

127wgchroclasomb@ang.af.mil

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## Contacts:

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



## BALANCING ECONOMY AND EFFICIENCY (POSITION MANAGEMENT)

Commanders, directors, managers and supervisors must design organizations that use the lowest grades feasible to accomplish the mission; normally provide for career progression; eliminate excessive layers of supervision; and avoid the assignment of employees to position descriptions that do not match the work assigned and performed.

There are two underlying principles of balancing economy and efficiency:

1. Designing positions that accomplish the mission and motivate the employee.
2. Designing and structuring organizations that are both effective and economical.

Managers should:

- Design positions around skills and mission essential tasks rather than the personal qualifications of an employee.
- Design positions to promote career progression whenever possible; explore all opportunities to re-engineer jobs downward for entry level and upward mobility purposes.
- Ensure that supervisor to employee ratios are consistent with Department of Defense objectives. The current objective is 1:14. Eliminate unnecessary supervisory positions.
- Avoid establishing deputy and assistant positions.
- Review organization structures to identify and eliminate positions/organizational elements performing similar functions or duplicate work efforts. Review all vacancies closely for necessity.

Managers should strive to combine homogeneous functions; combine duties at same grade level. Good job design empowers employees through delegation of increased responsibility and authority.

Human Resources Specialists (Classification) in CHRO are available to provide assistance and guidance to supervisors and managers when requested and are also available to provide assistance and guidance in terms of advising on impact of position classification standards and consistency in classifying positions.

# EMPLOYEE RELATIONS

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127wg.chrolemromb@ang.af.mil

## Contacts:

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



## ABSENT—UNIFORM SERVICES (AUS)

Absent-Uniformed Service is an employee's absence (whether in pay or non-pay status) to perform duty with the uniform services and has reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA, 38 U.S.C. Chapter 43).

When an employee leaves and returns from duty with the uniform service he/she is responsible to notify their supervisor by providing copies of the orders placing him/her on active duty and provide any orders extending their time from the original orders. Complete the appropriate Benefits and Entitlement Service Team (BEST) checklists for employees entering and returning from military active duty. The completion of the checklist will ensure that the employee's benefits, leave and Notification of Personnel Action (SF-50) will be processed based upon their election.

The Supervisor will be responsible to ensure that a Request for Personnel Action (RPA) is completed when the employee enters and returns from duty with the uniform service.

Please contact either Mrs. Valerie Ward or Ms. Linda West as soon as you are aware of your employees being placed on military orders to include those orders that are for just one day for additional guidance and to obtain the current BEST checklist.

## 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 employees 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.

## ACCOUNTABILITY DURING A NATURAL DISASTER OR NATIONAL EMERGENCY

During natural disasters or national emergencies, the ability to quickly assess the status of you and your family members is critical. It is for this reason you are encouraged to initiate and maintain your address and emergency contact information in:

- myBiz—located on the Defense Civilian Personnel Data System (DCPDS) Portal.
- Ensure your supervisor's record contains current contact information.
- Verify and maintain your current information in the Air Force Personnel Accountability and Assessment System (AFPASS) at <https://afpaas.af.mil>. AFPASS is the Air Force's primary secure system used to attain and report Total Force Accountability (TFA) in the event of a disaster. AFPASS identifies members to leadership who are assigned or living in the affected area.

## RESERVIST DIFFERENTIAL PAY

Effective March 15, 2009, 5 U.S.C. 5538 requires the Department of Defense (DoD) to pay reservist differential payment to eligible DoD civilian employees who are members of the Reserve or National Guard called or ordered to active duty under certain specified provisions of law. The differential will be the employee's actual military pay and allowances for that pay period. This differential amount will be reduced if an employee uses paid civilian leave. Non-pay days in the military positions will also reduce the differential amount.

A reservist differential is payable to an employee for a qualifying period during which the employee meets both the following conditions:

A. An employee is absent from a Federal civilian position in order to perform active duty in the uniformed services pursuant to a call or order to active duty under a provision of law referred to in 10 U.S.C.101(a)(13)(B), and is serving on such active duty under one of the following authorities:

i. 10 USC 331, 10 USC 332, 10 USC 333, 10 USC 688, 10 USC 12301(a), 10 USC 12302, 10 USC 12304, 10 USC 12305, 10 USC 12406; and

B. the employee is entitled to reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA—38 USC Chapter 43) for such active duty.

# NEW COMERS

## Welcome!

Douglas Adams  
Andrews AFB, MD  
Shawn Anderson  
Andrews AFB, MD  
Sally Ballinger  
Andrews AFB, MD  
Kelley Baringer  
Selfridge ANGB, MI  
David Barlow  
McGhee/Tyson, TN  
Priscilla Bates  
Andrews AFB, MD  
Shannon Bergt  
Selfridge ANGB, MI  
Andrew Binns  
Andrews AFB, MD  
Steven Cramner  
Arlington, VA  
Daniel Courtright  
Duluth, MN  
Shawn Dalton  
Forbes Fld, KS  
Alyssa DiGiacinto  
Arlington, VA  
Inez Dent  
Arlington, VA  
David Doze  
Forbes Fld, KS  
Kevin Fields  
Andrews AFB, MD  
Kenneth Forche  
Selfridge ANGB, MI  
John Foster  
Forbes Fld, KS  
Melody Frazier  
McConnell AFB, KS  
Shawnette Harrington-Tillman  
Andrew AFB, MD  
Cameo Hoffert  
Andrews AFB, MD  
Cheryl Hollar  
Arlington, VA  
Michael Huckaby  
Selfridge ANGB, MI  
Zachary Jenkins  
Forbes Fld, KS

Calnese Jordan  
Andrews AFB, MD  
Timothy Lang  
Arlington, VA  
Seth Lynch  
Andrews AFB, MD  
James Luppino  
Otis AGB, MA  
Anthony Mara  
Andrews AFB, MD  
Brandon McConnell  
Andrews AFB, MD  
Tami McKenney  
Selfridge ANGB, MI  
Jayson Meloche  
Selfridge ANGB, MI  
Aaron Montgomery  
Johnstown, PA  
Terrill Murriel  
Selfridge ANGB, MI  
Matthew Orlando  
Selfridge ANGB, MI  
Heidi Parker  
Arlington, VA  
Gregory Patterson  
Andrews AFB, MD  
Joseph Reardon  
Otis AGB, MA  
Robert Robinson  
Andrews AFB, MD  
Michael Rouse  
McChord AFB, WA  
Peter Rowland  
Arlington, VA  
Lorrie Sampson  
Andrews AFB, MD  
Tara Schaefer  
Andrews AFB, MD  
Michael Sema  
Harrisburg, PA  
Sean Setter  
Tyndall AFB, FL  
Janet Shaeffer  
Selfridge ANGB, MI  
Garry Steffens  
McConnell AFB, KS

Shawn Stine  
McConnell AFB, KS  
Gloria Stith  
Selfridge ANGB, MI  
James Stonerock  
Rosecrans, MO  
Sabrina Tullock  
McGhee/Tyson, TN  
Scott Walker  
Rome, NY  
Allison Walsh  
Arlington, VA  
Christopher Warren  
Andrews AFB, MD  
Rocco Welsh  
Selfridge ANGB, MI  
Abram Wilmot  
Otis AGB, MA  
Andre Wilson  
Andrews AFB, MD  
Schuyler Wires  
Otis AGB, MA  
Daniel Zevitz  
Arlington, VA



# SPECIAL RECOGNITION

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## Retirements

### Good Luck!

Iris Anderson  
Arlington, VA  
Barry Bell  
Duluth, MN  
Maria Carbonell  
Tyndall AFB, FL  
James Grote  
Minot, ND  
David Hoeninghausen  
Selfridge ANGB, MI  
Bruce Murphy  
Duluth, MN  
Sonia Sanchez  
Tyndall AFB, FL  
Constance Schwarz  
Tyndall AFB, FL  
Teresa Williamson  
Pentagon, VA

## Length of Service

### 10 Years

Richard Campbell  
Peter Fitzgerald  
John Nikles  
Jacqueline Ray-Morris  
Randall Wilson

### 20 Years

Imad Andari  
Corey Gause  
Barbara Lohr  
Donald Roth  
Nicholas Ruby

### 30 Years

Barry Bell  
Henri Dick  
Darryl Fisher  
Terrence Higbie  
Mark Hitt  
L'Tayna Jackson  
Floyd Siepmann  
Francis Sullivan

### 40 Years

Thomas Baran  
Linda Grabowski  
Paul Sutter

## Awards

### Special Act or Service Award

John Brighton  
Pentagon, VA  
Todd Milliard  
Arlington, VA

### Outstanding Civilian Career Service Award

Ronald Duffie  
Pease, NH

### IDEA Award

Jeffrey Johnson  
Duluth, MN  
Stephen Krus  
Selfridge ANGB, MI  
David Rowe  
Selfridge ANGB, MI

# Congratulations!