



# Civilian Personnel Office Quarterly Newsletter

April—June 2018



United Kingdom

## We want to hear from you!

Happy Spring,

We here at the Civilian Personnel Office (CPO) hope this finds you all happy and healthy for the start of a brand new season.

We would also like to encourage your participation by suggesting some topics you would like to read about. Do you have a burning question that you would like addressed/answered? Are you just curious about a certain employment topic but never had the time to research or ask...please ask us and we will do the best we can to either respond to you individually or we will address the desired information in the next quarterly newsletter.

Please contact us by email at [100FSS.FSCA.CPOtraining@us.af.mil](mailto:100FSS.FSCA.CPOtraining@us.af.mil)

Have a safe and happy spring and always take the time to smell the flowers.

Your CPO



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## May HR Clinic 23 May 2018 - 1100 - 1300

Are you interested in working with the U.S. Federal Government?

Are you a current employee looking for more information about career opportunities?

- Military Spouse Preference
- Family Member Preference
- Veterans' Preference
- Local National Employment for Non-US Spouses
- Types of Positions Available
- Awards
- Qualification Requirements



Please join us to learn more in Bldg. 435 - RAF Mildenhall.

### Urgent Action Required to Access/Register for MyBiz+

All Department of Air Force Civilian Employees and their Supervisors ensure you have access and are registered in MyBiz+.

MyBiz+ is a critical tool that provides secure, real-time, on-line access to key personnel information from your workstation; allows employees to view and update information; allows Managers and Supervisors to view civilian personnel information about their employees; and under DPMAP will be the portal through which Employees, Managers and Supervisors establish performance plans, provide feedback, and appraise employee performance.

All GS, FWS/WG, and APF LNDH employees and their civilian and/or military supervisors need to log into MyBiz+ to set up their accounts. Ensuring you are registered and can access the MyBiz+ is particularly critical for GS and FWS/WG employees and their supervisors

To register for MyBiz+, navigate to the DCPDS Portal at <https://compo.dcpds.cpmc.osd.mil/> and select the Register link under the Smart Card Log In button. Follow the steps to register your Smart Card and access MyBiz+.

Please note, if you are a military member and you are supervising civilians for the first time, you will need to complete a change of rater form and submit to CPO before you can register for MyBiz+.

If you are not issued a Smart Card and are authorized for Non-Smart Card access, navigate to the DCPDS Portal and select the Register link under the Non-Smart Card Access Log In button. Follow the steps to create your DCPDS Portal User Name for Non-Smart Card access. For questions on or assistance please contact the RAF Mildenhall Civilian Personnel Office.

## Merit System Principles and Prohibited Practices

Prohibited Personnel Practices which name the specific laws that prohibit inappropriate conduct. These principles are meant to even the playing field in regards to employment by considering knowledge, skills, and abilities of applicants when making hiring decisions rather than politics, race, color, religion, national origin, sex, marital status, age, or disability.

The principles also require integrity, efficiency, training, equal pay for equal work, and protect employees against favoritism and reprisal. For the full list of Merit Systems Principles and Prohibited Personnel Practices, please visit the 'U.S. Staffing Information' section of our website at:

<http://www.mildenhall.af.mil/Info/Civilian-Personnel/>

## Mandatory Supervisory and Managerial Training

The Air Force has designed four new courses to provide the required updates to education and training to both civilian and military personnel who supervise G.S civilians. Course information and registration instructions are available on our website. It is a mandatory requirement to have refresher training every 3 years.

<http://www.mildenhall.af.mil/Info/Civilian-Personnel/>

**LNDH Supervisory Course:** All personnel (military/civilian) whom supervise LNDH personnel are required to complete the supervisory training to allow them to be aware of the policies, regulations and effectively supervise LNDH personnel.

The class is a one day class held at RAF Mildenhall, Civilian Personnel, Bldg. 435. The class commences at 08.30 and usually runs till 15.00.

To sign up to this class, please visit our share-point site found below and register for the specific class:

<https://portal.usafe.af.mil/sites/100MSG/FSS/FSM/CivilianPersonnel/FSSClassSignup/default.aspx>

Instructions to register:

1. Click on the red link 'Click HERE to sign up to a Class'. Hover over 'HERE' and click, this will take you to the registration page.
2. Please enter your first and last name in full.
3. Please enter your rank.
4. Member name - click on the book icon, and enter your last name, first name and press search icon. Your name should display in the display name box. Press OK.
5. Select the organization/unit.
6. Once submitted, you will received a confirmation by email.
7. Please review the slides and documents prior to the class by clicking on the link, under the registration link 'Click HERE for LNDH Slides and Documents'.

If you have any questions in relation to this training class or need to re-schedule, please contact Sheetal Valentin, [sheetal.valentin.gb@us.af.mil](mailto:sheetal.valentin.gb@us.af.mil), 314-238-4063 or Stacey Haylock, 314-238-4139, [stacey.haylock.gb@us.af.mil](mailto:stacey.haylock.gb@us.af.mil)

## New Beginnings!! Defense Management & Appraisal Program (DPMAP)

The new DoD performance management program has now been in place for more than a year, however it isn't the most used friendly platform. For that reason, the CPO has created a share-point site that has help and guidance on all aspects of DPMAP. Please save it in your favorites and use it to help you navigate through the system.

<https://portal.usafe.af.mil/sites/100MSG/FSS/FSM/CivilianPersonnel/DPMAP/Forms/AllItems.aspx>

Please update your personnel's performance plan and objectives as this new appraisal cycle has come into effect. Under DPMAP GS and FWS/WG employees will have the opportunity to assist in developing their performance plan using the MyPerformance Tool. The tool is available to all employees via DCPDS MyBiz+ portal. Information, training videos, and guides on the MyPerformance Tool can be found on the DPMAP homepage



## Website Update

Our Website has been updated!!

We have revamped our website to include information that we regularly get questions about. We have added additional contact information for services that we cannot assist you with and have hopefully made it just a bit more user friendly. As always you can find our vacancies for our Local National Direct Hires (LNDH) on this page in the center under *Current Vacancies* for Non-US and on that page you will also find the electronic application. Please remember when viewing our *Vacancy page* you will need to refresh or hit F5 while on this page to view the most current information. This is a temporary condition that is being looked into.

Our new web address: <http://www.mildenhall.af.mil/Info/Civilian-Personnel/>

### Civilian Personnel Office

Hours of Operations  
Monday–Friday  
0800-1500

After 1500 by appointment  
only.

100 FSS/FSMC  
Unit 4702  
RAF Mildenhall  
APO, AE 09459

100 FSS/FSMC  
Building 435  
RAF Mildenhall  
Bury St Edmunds  
Suffolk  
IP28 8NF

### LNDH Civilian Payroll Office

All LNDH payroll concerns will be addressed by the payroll office on RAF Mildenhall at:

Commercial 01638 543019 DSN: 238-3019

### Ministry of Defense (MOD) Business Support Team (BST) Offices

BASE	DSN	COMMERCIAL
ALCONBURY	268-3966	01480 843966
CROUGHTON	236-8036	01280 708036
FAIRFORD	247-4965	01285 714965
LAKENHEATH	226-2415	01638 522415
MENWITH HILL	262-7740	01423 777740
MILDENHALL	238-5353	01638 545353