



U.S. AIR FORCE

Civilian Personnel Office Quarterly Newsletter

January–March 2017



United Kingdom

LNDH Privilege Day

LNDH employees, both regular and indefinite, are afforded one Privilege Holiday per calendar year in addition to established UK public holidays. This privilege Holiday is determined in the month of January of each year by each installation. In accordance with USAFEI 36-707, the LNDH Privilege Holiday should be scheduled to coincide with a U.S. Federal Holiday.

The Installation Commanders have determined the 2017 LNDH Privilege holidays to be scheduled on the following days:

- 100th ARW - 23rd November 2017
- 48th FW - 4th July 2017
- 501st CSW - 4th July 2017

Discover My Biz for LNDH & US

My Biz+ and My Biz+ For Managers And Supervisors

Civilian Employees, Managers, and Supervisors please ensure you have access and familiarize yourself with this online self-service tool. Access is through the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>.

My Biz+

My Biz+ grants access to your official personnel information. Employees can: View personnel information 24/7 from their workstation; Update specific fields of personal information (Email Addresses and POCs); Print Notification of Personnel Actions (Standard Form SF50s); and soon will be able to access the Defense Performance Management and Appraisal Program (DPMAP) to provide input on performance plans and accomplishments for performance appraisals. Tabs provide further details on the following: Appointment, Position, Personal, Salary, Benefits, Awards and Bonuses, Performance, and Personnel Actions (SF 50s).

My Biz+ for Managers and Supervisors

This tool provides managers and supervisors with secure online access to their team members' civilian HR information. Authorized users are able to view individual or group HR data, run reports, and respond to HR suspense's and notification from their CAC-enabled desktop.

Designed to be flexible, intuitive and interactive, My Biz+ for Managers and Supervisors features include: At a glance HR information about your team (such as hierarchy); Easy to understand descriptions of data elements; On-demand reports; Notifications for managers' information; and Suspense's for managers' action.

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Why do my allowances fluctuate? (US Appropriated Fund Employees only)

On a Biweekly Basis the Department of State (DS) issues changes to overseas allowance rates which impact your allowances such as Post Allowance (PA) and Living Quarters allowance (LQA).

Defense Financial and Accounting Service (DFAS) automatically update your allowances to reflect these changes.

Fluctuations in exchange rates can also affect the amount of allowance you receive, again DFAS automatically take these rates into consideration when calculating your bi-weekly allowances.

Employees are reminded to inform our office immediately of any personal changes which could affect the amounts you receive, specifically loss or gain in family members (Births, Deaths and Marriages, children reaching age 21, departures from post etc.) Rent increases, residence relocation, subletting of quarters or significant fluctuations in expenditure.

Current Maximum Rates can be obtained at https://aoprals.state.gov/Web920/location_action.asp?MenuHide=1&CountryCode=1114

On-the-job Injuries (LNDH employees only)

Applicable Laws Requirements must be carefully observed in connection with all job-incurred injuries or diseases to assure compliance with; the Health & Social Security Act, Housing Benefits Act, the Health and Safety at Work Act, and associated orders and regulations, in order to protect employee entitlement to benefits arising from the operation of the acts, and to avoid penalties for noncompliance being imposed on the employer.

First Aid Treatment First aid type treatment for all injuries or illnesses occurring on the job is provided normally through the USAFE base medical facilities (if one is available) or by employees using emergency first aid kits located in workplaces and offices.

Accident Book Each employing activity normally maintains an accident book/log as necessary to ensure ready accessibility to all employees. This book is to be retained for at least 3 years following the last entry. Details of all notifiable accidents and dangerous occurrences are to be entered. These will be:

1. Name, occupation of the person injured, and the nature of the injury.
2. Date and time of the accident or occurrence.
3. Place where the incident occurred.
4. Brief description of the circumstances.
5. Names, and occupation of all witnesses.
6. Signature of the person reporting (*Normally the person injured.*

Otherwise, include name, address, and occupation).



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Notification of Occupational Injuries and Illnesses. In addition to notifying the unit ground safety office, supervisors are to ensure that all injuries, regardless of how minor they may appear, or cases of confirmed occupational illness, are recorded in the accident book. A **Supervisor's Report of Mishap** (USAFE Form 978) must also be completed and submitted to Civilian Personnel within 3 days of the accident.

USA Jobs Resume Format Announcement from AFPC

As Air Force Personnel Center (AFPC) drives toward a more efficient hiring process, they are holding the line on what is required by OPM in a federal resume. To that end, several otherwise qualified candidates have not been referred to hiring managers because they didn't adhere to the resume format. Things like hours worked per week and dates of employment are required. If omitted, the candidate will not make the referral certificate. The key to applying for a federal job is to follow instructions to the letter! Items such as time period, location, experience details, correct attachments, military specific documents, supporting documents, and conditions of employment are required by OPM rules. As a best practice, read the announcement and concentrate on the "How to Apply" and "Qualifications" sections. For more details, see the information posted on the USA Jobs website: www.usajobs.gov.

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

The new DoD performance management program will be implemented for Air Force GS/FWS employees on 1 April 2017, the beginning of the next rating cycle. All GS/FWS employees and their supervisors must complete both the web-based and instructor-led training. Training includes two introductory web-based sessions that must be completed prior to participation in the instructor-led course, see links below. Please don't forget to send in your certificates to the 100 FSS/FSMC (EMR) group box.

The link to the JKO Web Based DPMAP Training Links can be found on the 100th Force Support Squadron Training Class site as well as sign up for instructor-led training dates and locations below: <https://portal.usafe.af.mil/sites/100MSG/FSS/FSM/CivilianPersonnel/FSSClassSignup/default.aspx>



Merit System Principles and Prohibited Practices

The Merit Systems Principles are the standards for how Federal employment should be undertaken. Most of them have corresponding 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/100th-Force-Support-Squadron/Civilian-Personnel>.

Emergency Contact Information

If something happened to you would your commander, supervisor or civilian personnel section be able to find your emergency point of contact? Do you know how long it would take for your family to be notified if there was an emergency involving you?

You must keep your emergency data up to date. The following circumstances necessitate updating your Official Personnel Folder and your 971, Supervisors Record of Employee:

- Change to your spouse's, children's or parent's address
- Change to your marital status
- The birth of a child
- The death of any person(s) listing on the form.

Take the time to review your emergency information. Make sure you don't add any additional burden to your family during a time of personal crisis.

Outside Our Office Contact Information

LNDH Civilian Payroll Office—All LNDH payroll concerns will be addressed by the payroll office on RAF Mildenhall: 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

LNDH Supervisor Training

All new supervisors of LNDH employees are required to be trained within 90 days of appointment. Please contact this office to arrange a date for the training to be conducted.

Did you know that under MyPers you have a self-service function to assist you in managing your civilian career? Just login to MyPers to click the Civilian tab at the top and Employee from the drop down to view a list of self-service options available for your management (Education update, Emergency Contact, Employment Verification and Mailing Address Update just to list a few).

https://mypers.af.mil/app/login/redirect/answers%2Fdetail%2Ffa_id%2F13117%252Fp%252F2566%252C3/session/L2F2LzEvdGltZS8xNDgzMDI1OTczL3NpZC9pLW1lTGw3bg==

The Air Force will roll out a new Department of Defense civilian appraisal program in April designed to improve overall job performance, enhance supervisor and employee communication, and more effectively develop and reward the workforce.

The new program, called the DoD Performance Management and Appraisal Program, is part of the DoD's collaborative labor-management effort known as New Beginnings. DPMAP will link employee duties and performance to the organization's mission and goals. It will also make distinctions in overall job performance and will include a three-tier level rating -- outstanding, fully successful and unacceptable. The first annual appraisal under this new system will be in 2018.

"Our civilian Airmen are an important part of the Air Force mission, and we want to continue to build on our culture of high performance with this new program," said Cynthia Manchester, performance management program manager at Headquarters Air Force. "While DPMAP may feel familiar to the current Air Force appraisal program, it provides for greater employee-supervisor communication, increased employee engagement and timely recognition."

Educational training is available to civilians and their supervisors prior to the April roll out. Training options include web-based training via [Joint Knowledge Online](#), or an eight-to-12 hour in-resident class, or a combination of the two. Employees will receive information about scheduling and taking DPMAP training when it is planned for their base. DPMAP training is mandatory for all DPMAP covered civilians and their supervisors.

For more information, search "New Beginnings" on the [myPers](#) web site. Individuals who do not have a myPers account can request one by [following these instructions](#). Additional information can also be found at [Defense Civilian Personnel Advisory Service](#) on the New Beginnings page or by visiting the local civilian personnel office.

Using abusive or offensive language towards a supervisor, subordinate, co-worker or customer is a serious offense, and subject to disciplinary action. So please think before you speak.

Benefits (US Appropriated Fund employees only)

Although benefits season has come to a close it is the employees responsibility to notify the benefits Customer Service Department when you have a plan change that changes your enrollment status (such as divorce or legal separation).

Employees may obtain general information, personal information, or make benefits elections through the Employee Benefits Information System (EBIS) web application by accessing the Civilian Employee homepage at <https://mypers.af.mil>, select the "Access Employee Benefits Information System (EBIS) Application" link, under the "I Would Like To" section.

Separated employees who need to talk with a BEST counselor should call log into the myPers website, select the "Contact Us" link.

Non-Appropriated Fund (NAF) employees who retain retirement coverage under the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may need information or estimates regarding their retirement. If a CSRS or FERS-covered NAF employee needs to speak with a BEST representative should call 1-800-525-0102, or commercial 210-565-0102 (DSN 665), option 2, option 2.

Incident Weather

Although local weather conditions rarely result in a change of work schedule, it is important to know in advance how adverse weather procedures may affect you as an employee. When weather conditions become hazardous, the Installation Commander makes a decision based on advice from appropriate base offices. If warranted, the commander may make one of several decisions related primarily to when the conditions occur:

Delayed Reporting: Weather conditions such as snow, ice, or severe fog can certainly increase the danger of an employee's normal drive to and from work. When warranted, the Commander may order delayed reporting for employees. Under the delayed reporting concept, the base is open and employees proceed to work using due caution. Those delayed by difficult driving conditions or traffic disruptions may be excused for short periods of tardiness (usually up to two hours) without charge to leave. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

Liberal Leave: Sometimes conditions allow opening of base facilities, but are severe enough to create personal hardships for some employees. When that occurs, a liberal leave policy may be placed in effect as an alternative to late reporting. Liberal leave allows non-essential personnel, and employees who were not previously scheduled to be in a leave status, to be granted appropriate leave. Employees must request leave from their supervisor if they plan to take leave. Mission essential employees are expected to report to work on time.

Base Closure: In rare instances, weather conditions may be severe enough to cause the Commander to order base closure. When that occurs, all non-essential personnel are excused without charge to leave. This includes those on approved annual or sick leave, but does not include those in a non-pay status on the days immediately before and after the base closure. Those employees required to perform mission essential duties are expected to report for duty as scheduled.

Early Release: Unfortunately, not all weather hazards occur prior to the beginning of the workday. The Commander can order early dismissal of employees when weather conditions become hazardous during the course of the duty day. The purpose of early dismissal is to allow employees to depart the base in a safe and orderly manner. Typically, those non-essential personnel who live furthest from the base are released first so as to minimize traffic congestion on area roadways. Information related to the early release of employees is communicated through the normal chain-of-command.

Unit recall rosters and local media are used to share information about delayed reporting, liberal leave or base closure, as these decisions normally occur prior to the beginning of the duty day. Individual organizations will make other necessary notifications to account for employees on uncommon duty hours and shift schedules.

Contact your office or supervisor if you are in doubt about your work status.

Base Incident Weather Lines:

Mildenhall 01638 543541

Lakenheath 01638 523541

Due to the extensive network of bases and limited personnel, the 501st do not currently maintain an Incident Weather Hotline. They are utilizing the 501st Facebook page (<https://www.facebook.com/501stCSW>) and a network of supervisors to relay those types of messages.

Road Conditions
(Found on weather phone line, RAF Mildenhall website or RAF Mildenhall Facebook page)

GREEN: Unrestricted. Ideal road, visibility and temperature conditions exist. The RAF Mildenhall Facebook page will display a normal black and white profile picture of a square D along with a mission-related photo for the cover photo.



YELLOW: Caution, but no restrictions. Road surface is wet or slushy, visibility is restricted and temperatures are low. The RAF Mildenhall Facebook page will display a yellow and white square D for the profile picture along with a yellow cover photo stating the current road condition.

RED: Mission-essential and emergency vehicles only - two-hour delayed reporting for all others (school and work). Road surface is hazardous, visibility is severely restricted and/or temperature is very low. The RAF Mildenhall Facebook page will display a red and white square D for the profile picture along with a red cover photo stating the current road condition.



WARNING



BLACK: Road and school closures. Mission-essential and emergency vehicles only. Road surface is very hazardous, visibility is extremely restricted and temperatures are extremely low. The RAF Mildenhall Facebook page will display a normal profile picture depicting a black and white square D for the profile picture along with a black cover photo stating the current road condition.

Hours of Work (LNDH employees only)

Overtime. Catering, Works, and Retail schedule employees cannot be granted compensatory time off, and must be paid for all overtime worked. Staff schedule employees, grade S6 and below, may be granted compensatory time off instead of payment for any irregular or occasional overtime work, at the employee's option. Staff employees, grades S7 and above, may be granted compensatory time instead of payment for any irregular or occasional overtime work, at management option.

Maximum Accumulation. The maximum number of hours an employee can accumulate is 80 hours. Beyond that, overtime or Sunday rates will be paid as appropriate.

Taking Compensatory Time. Compensatory time should normally be taken within the same pay period, but may be taken within 8 calendar weeks following the week in which it was earned. If it is not taken within the prescribed period the employee will be paid for such hours at the overtime or Sunday rates, as appropriate, in effect at the same time the compensatory time was earned. Compensatory time must be taken before annual leave. Outstanding compensatory time will be paid off at the appropriate rate upon separation or change of employing organization or instrumentality.

Call-back Work. In the event employees are called back after having completed their regularly scheduled work shift, or are called in to work on a day when work was not scheduled, they will receive 3 hours of straight time pay (whether or not work is performed) plus the appropriate straight time rate or premium rate for the time actually worked. Payment of 3 hours of straight time pay is also authorized when employees are scheduled, at the close of business on the last day of their workweek, to work Saturday, Sunday or a regular day off and are subsequently directed not to report to work. Managers paid on the management pay schedule are not eligible for call-back pay since compensation for such duties is included in their basic pay; however, they may be eligible for the transportation allowance. Senior management officials are responsible for ensuring claims submitted by managers are fully justified.

Whistleblower Provisions and Protections

A "whistleblower" discloses information he or she reasonably believes evidences: 1) A violation of any law, rule; 2) An abuse of authority or regulation; 3) A substantial and specific danger; 4) Gross mismanagement to public health; 5) A gross waste of funds; and/or 6) A substantial and specific danger to public safety.

Whistleblower disclosures can save lives as well as billions of taxpayer dollars. They play a critical role in keeping our government honest, efficient and accountable. Federal laws strongly encourage employees to disclose wrongdoing. Federal laws also protect federal employees from retaliation.

The U.S. Office of Special Counsel (OSC) plays an important role in helping whistleblowers. OSC is an independent agency that protects federal employees from "prohibited personnel practices," including whistleblower retaliation and unlawful hiring practices, such as nepotism. The Office of Special Counsel (OSC) provides an independent, secure channel through which current and former federal employees and applicants for federal employment may make confidential disclosures. OSC evaluates the disclosures to determine whether there is a substantial likelihood that one of the categories listed above has been disclosed. If such a determination is made, OSC has the authority to require the head of the agency to investigate the matter.

To make a disclosure contact:
U.S. OFFICE OF SPECIAL COUNSEL
1730 M STREET, N.W., SUITE 218
WASHINGTON, DC 20036-4505
PHONE: (202) 254-3640* TOLL FREE: 1-800-572-2249*
*Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339
WWW.OSC.GOV



Civilian Personnel Office RAF Mildenhall

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
Commercial Phone: 01638 543540 DSN Phone: 238-3540 Commercial Fax: 01638 542771
DSN Fax: 238-2771