



Air Force District of Washington Civilian Personnel Newsletter



SPOTLIGHT: CLASSIFICATION APPEALS

Prior to submitting an appeal, ensure the position description (PD) identifies the major duties you are assigned and perform. If the PD is significantly inaccurate, you should try to resolve the problem by discussing it with your supervisor and perhaps a Human Resources (HR) representative. If you are a General Schedule (GS) employee, you may appeal to your agency or directly to the Office of Personnel Management (OPM). However, you may not appeal to your agency and OPM at the same time. If you are a Federal Wage System (FWS) employee, you must first appeal to your agency, which is typically Department of Defense (DOD). If you are dissatisfied with your agency's decision, you may file a subsequent appeal to OPM. There may be time limits for filing an appeal upon the date you receive your agency's decision; discuss dates with your servicing HR Staffing Specialist. GS/FWS bargaining unit employees must follow collective bargaining agreement to file an appeal.

What May be Appealed?

The employee may seek a change in the grade, occupational series and sometimes the title of their position. They may seek to have their GS position changed to FWS or their FWS position changed to GS. A classification appeal decided by OPM or your agency, may result in a higher or lower pay grade.

What Cannot be Appealed?

The employee may not appeal the content or accuracy of their official PD, the accuracy of a classification standard, agency's proposed classification decision, the classification of positions to which they are not officially assigned or the classification of positions to which they are detailed or temporarily promoted for a period of less than two years.

What is Required to File an Appeal?

All appeals packages submitted to OPM must include your name and home mailing address; commercial office number; name of the department or agency and the office in which you work; city where you are employed and the installation's mailing address; the present classification of your position and the requested classification; copy of your official PD and either a statement affirming the classification is accurate or detailed explanation of inaccuracies and an explanation of the efforts made to correct the PD; any additional information about the position that will aid in understanding your position appeal and arguments supporting the requested classification by referencing the appropriate classification standards.

All appeal packages submitted to Air Force Personnel Center must include hard copy original signatures on all documents that require a signature and a PD accuracy statement from both the supervisor and employee. The accuracy statements must indicate that both parties agree that duties described in the PD are accurate and a fair representation of work performed. The statement is to certify the duties only and is not an indication that the employee agrees with the classification. The determination will be made at DOD or OPM level.

For more information on filing a classification appeal:

https://gum-crm.csd.disa.mil/app/answers/detail/a_id/23690

REMINDERS:



Emergency Contact

Employee emergency contact information is updated and maintained in the DOD personnel system module referred to as MyBiz. Modules are accessed via the Defense Civilian Personnel Data System (DCPDS) Portal at: <https://compo.dcpds.cpms.osd.mil/rsouportal/AccessRegions.jsf>

Employees may enter up to three contacts. Supervisors may access employee information through MyWorkplace (link above).

EBIS

The Employee Benefits Information System (EBIS) is a great tool for employees to verify benefits enrollment status, prepare simple retirement annuity estimates, enroll in TSP and to view a variety of topics.

Click here:

<https://gum-crm.csd.disa.mil/>

STAFFING CORNER

VERA/VSIP

Voluntary Early Retirement Authority/Voluntary Separation Incentive Pay (VERA/VSIP) is a voluntary program the Air Force uses to avoid or minimize the need for civilian employee involuntary separations when the workforce is reduced (downsizing) or is restructured to meet mission objectives without reducing the overall number of personnel. In order to minimize impact on employees, AFDW is posturing to implement VERA/VSIP during FY15.

VERA/VSIP Round 2 survey window will be open on 25 Mar - 3 Apr 15. The retirement/separation date is effective on 30 May 15.

The VERA/VSIP survey is targeted. Eligibility determinations are based on specific position criteria or same skill sets held by current surplus employees. This opportunity is not open to all AFDW-serviced civilian employees, it is only open to employees who meet specific criteria and receive an email directly. The survey population, while targeted, is intended to be sufficiently broad to ensure we have enough responses to analyze how effective incentives will be in reducing manpower to meet current budget constraints and mission requirements.

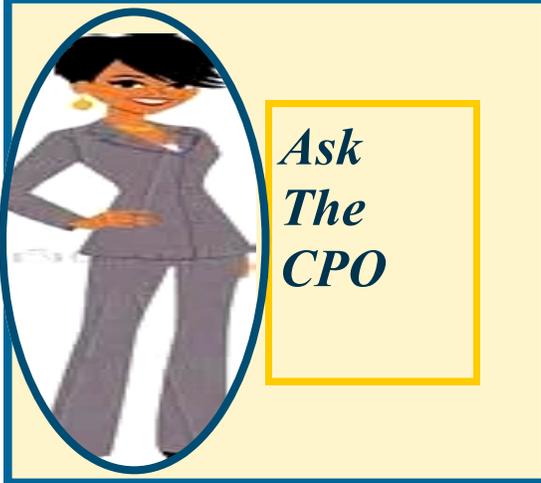
Priority Placement Program (PPP)

During the recruitment process, a manager may be advised there are registrant(s) who are entitled to “priority” consideration for placement in the vacancy. Mandatory placement of a PPP match is based on the registrant's priority eligibility and qualifications combined with the recruitment source(s) identified by the selecting official.



There are other circumstances in which an employee may receive priority consideration for a vacancy, such as (1) finding that an employee or candidate did not receive fair consideration for a job due to discrimination or (2) finding that a candidate failed to receive proper consideration for a job due to administrative errors or errors in the rating process. In addition, a manager may have a position in his/her organization which is "obligated." This means there is an employee who has a statutory restoration right to the position based upon active military service, compensable injury, or completion of an overseas tour.

If you have questions, please contact your servicing Staffing Specialist.



The AFDW Civilian Personnel Officer (CPO), Ms. Dominique Jeter, and the Civilian Personnel staff are committed to providing you with excellent customer service. We are available to answer questions you may have on a variety of civilian personnel issues. If you have a question for the CPO, please send an email to: usaf.jbanafw.afdw-staff.mbx.afdw-ask-the-cpo@mail.mil.

Q: Why should I input my Race and National Origin (RNO) in MyBiz?

A: As the Air Force embarks on equal opportunity initiatives, we respectfully ask for your assistance with our data collection of RNO. Similar to the Equal Employment Opportunity Commission, we use demographic data to support enforcement of Title VII of the Civil Rights Act of 1964, as amended, which prohibits employment discrimination on the bases of race, color, religion, national origin (ethnicity) and sex. In this effort, we request your support in reviewing your personnel records in DCPDS to validate your RNO data is accurately reflected.

HOW TO UPDATE RNO (Ethnicity):

1. Log into the DCPDS Portal at <https://compo.dcpds.cpms.osd.mil/>
2. Accept the Privacy Act Statement
3. Scroll down to the bottom of the page to “Detail Pages” and select “Personal”
4. Select “Ethnicity and Race”
5. Click “Edit”
6. Verify information; if incorrect, check appropriate boxes and click “Update”
7. A notification will be displayed indicating update was successful

HONORARY and TIME-OFF AWARDS

Award nominations are prepared by the employee's supervisor or an individual having direct knowledge of the act, in coordination with the supervisor. All honorary awards must be coordinated through AFDW/A1CE to verify the employee has not had any adverse personnel actions *prior* to submitting the recommendation to the approval authority. Organizations are responsible for certificate processing once the award nomination has been approved.

The granting of awards should be considered judiciously by supervisors and managers. Employees should never be informed they are under consideration for or have been nominated for any award. Such action may create morale problems if the award is not approved.

Time-off and honorary awards may be used as individual or group awards. These awards can be granted to permanent and temporary employees, including employees on detail or temporary duty.

Awards may be given to civilian employees at any time in their careers, including occasions such as retirement, reassignment, transfer, or separation, provided the individual's accomplishments fully meet the criteria for the award.

Awards are granted when merited regardless of the employee's grade, level of responsibility, or type of responsibility. It is important that awards be granted for job-related contributions only if the contribution is clearly beyond performance requirements. The job-related contribution may not be part of a previous award and cannot be the basis of a past or future performance award.

Only one honorary award may be given for a single act, achievement, or period of service. Honorary awards normally require a minimum of one year of effort. Honorary awards may be granted independently or in conjunction with monetary or time-off awards.

Awards will not be given to an individual under the following circumstances:

- Employee has been actively and substantially involved in unlawful discrimination
- Employee has been under investigation or has a pending disciplinary or adverse action based on performance or conduct
- Employee has received a disciplinary action during the award period



New Honorary Awards Processing Procedures

The email subject line for submission of honorary and time off awards must be in this format, FOUO: (Insert Award Type Here), First M. Last, Proposed effective date and send via email to: USAF.JBANAFW.AFDW-STAFF.MBX.AFDW-A1CE-WK-FORCE-EFFECTIVENESS-BR@MAIL.MIL.

To update an employee's personnel file, submit the approved AF Form 1768, *Staff Summary Sheet* and a copy Of signed certificate to AFDW/A1CE. Email subject line for award update must be in this format, FOUO: Award-Personnel Update and send via email to USAF.JBANAFW.AFDW-STAFF.MBX.AFDW-A1CE-WK-FORCE-EFFECTIVENESS-BR@MAIL.MIL.

HOW DO YOU RATE OUR SERVICE?

Our #1 priority is to provide our customers with outstanding service. We would like to obtain your feedback about your customer service experience, whether it was face-to-face, email or via telephone. Please take a few minutes to complete the following customer service survey. Your comments will assist with measuring our effectiveness and enhance the quality of service we provide to you, the C-U-S-T-O-M-E-R.

Access Survey at:

[http://ice.disa.mil/index.cfm?
fa=card&service_provider_id=134375&site_id=1035&dep=DoD](http://ice.disa.mil/index.cfm?fa=card&service_provider_id=134375&site_id=1035&dep=DoD)



ANNOUNCING AFDW WEBSITE

The AFDW/A1 Directorate has a new webpage! You may find information related to civilian personnel, manpower, military personnel, readiness and integration and senior leader management. Visit our website at:

www.afdw.af.mil/units/manpower.personnelandservices.asp



**COMING
SOON!**

EMPLOYEE ASSISTANCE PROGRAM

Joint Base Andrews is working to establish an Employee Assistance Program (EAP). An EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals and follow-up services to employees who have personal and/or work-related challenges. EAPs can address a broad and complex body of concerns affecting mental and emotional well-being, such as alcohol and substance abuse, stress, grief, financial matters, family problems and psychological disorders. EAP counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. EAPs are active in helping organizations prevent and cope with workplace violence, trauma and other emergency response situations. Employees will be able to contact EAP for confidential information and assistance in the very near future. More details to come!



AFDW CPO HAILS

The AFDW Civilian Personnel Office has welcomed several new employees.

- Ms. Starlisha (Star) Anderson is the new Chief, Workforce Effectiveness Branch, she joins us from the Defense Civilian Personnel Advisory Service
- Ms. Annette Williams is a new Staffing Specialist, she joins us from Air Force Office of Special Investigations
- Mr. Dexter Lindsey is a new Staffing Specialist, he joins us from the National Park Service
- Mr. Chas Sampson is a new Employee Management Relations Specialist, he joins us from the Department of Veterans Affairs



RATING UNACCEPTABLE PERFORMANCE

If, despite the preventive steps taken, an employee's performance is "Unacceptable" in one or more critical job elements, the supervisor should provide the employee with a formal opportunity to demonstrate acceptable performance. As part of the performance improvement period (PIP), training and development may also become a critical component of demonstrating assistance to employees who are not meeting performance requirements. Supervisors should contact their EMR Specialist for assistance as soon as problems with an employee's performance develops; do not wait until the end of the appraisal period.

If the determination that employee performance is unacceptable and made at the end of the appraisal period, an "Unacceptable" rating is issued using the AF Form 860A, *Civilian Rating of Record*. Also, a PIP **must** be implemented at the same time the "Unacceptable" rating is issued. In this instance, the "Unacceptable" rating does not serve as a Rating of Record. The final Rating of Record will be determined based on the outcome of the PIP.

The PIP constitutes the "opportunity to improve period" as described in Air Force Instruction (AFI) 36-1001, *Managing the Civilian Performance Program*. After the identification of performance at the Unacceptable level, a PIP is initiated. Under the PIP, a period of enhanced evaluation and assistance is initiated to aid the employee in improving his or her performance to an acceptable level. The PIP will notify the employee of the specific elements for which performance is unacceptable and inform the employee of the performance requirements and standards that must be attained to demonstrate acceptable performance. Under the PIP process, the rating official must contact the servicing EMR Specialist for assistance with the following responsibilities to:

- Monitor and document the employee's performance progress during the entire period of the PIP
- Establish the PIP for a minimum of 30 to 60 calendar days in duration (Note: Employees covered under a CBA must be give a minimum of 90 calendar days)
- Reevaluate the employee's performance and immediately prepare a final rating upon completion of the PIP, based on the Critical Job Elements and performance standards in the PIP

It is vital that supervisors not only follow what is outlined in the PIP but also continuously evaluate other opportunities to assist and support the employee. Look for opportunities throughout the improvement period to help the employee succeed and achieve mission goals rather than passively monitor employee performance. Document the actions management has taken to comply with the PIP, the employee's performance, their progress, and continued deficiencies, if applicable.

If the employee's performance is at an "Unacceptable" level, and the employee has been provided an opportunity to demonstrate acceptable performance, the employee may be reassigned, reduced in grade, or removed from Federal service. An initial rating of "Unacceptable" or a determination of unacceptable performance that results in a PIP is considered to be a "Rating of Record" for purposes of the "Acceptable Level" of Competence determination and for denying or delaying an employees' Within Grade Increase.

If the employee demonstrates acceptable performance under the PIP, a final "Rating of Record" of "Acceptable" must be assigned at the end of the PIP. The opportunity period is ended and the new appraisal period is initiated. The rating official or supervisor should contact their servicing EMR Specialist for assistance and guidance regarding these processes.

FROM THE DESK OF: THE LABOR RELATIONS OFFICER

Administrative Grievance System

Administrative Grievance System (AGS) provides requirements and procedures for current appropriated fund employees to present work-related concerns to their supervisor or appropriate management official for resolution. Bargaining unit employees may also use the AGS if they have a work-related concern that cannot be grieved under the negotiated grievance procedures in their Collective Bargaining Agreement (CBA). Employees can submit an informal (problem solving) and/or formal administrative grievance.

Informal (problem-solving) Process: An informal grievance should be submitted to the employee's immediate supervisor for resolution within 15 days following the incident or 15 days from the date the employee became aware of the incident. If the work-related matter directly involves the immediate supervisor, the grievance may be filed with the next level supervisor for resolution. If the informal grievance process is not successful, an employee may pursue a formal grievance. A formal grievance must be submitted 15 days after mediation or after an informal decision has been issued.

Formal Process: If the work-related matter is not resolved at the informal process or if the employee chooses to by-pass the informal process, a formal grievance may be filed with the appropriate supervisor or management official within 15 days following the incident or 15 days from the date the employee became aware of the incident.

Employees:

- May represent themselves or be represented by someone of their choice as long as there is not a conflict of interest, conflict of mission priorities or unreasonable cost
- Shall have full access to relevant information and be given copies of such information upon request, unless it would be unduly burdensome or contrary to law or regulation
- Shall be permitted a reasonable amount of duty time, if in a duty status, to present their grievance and communicate with management and officials in the Civilian Personnel Office

Negotiated Grievance Procedures

This is the exclusive procedure for resolving bargaining unit employees' grievances which fall within its coverage; the union is the exclusive representative under this procedure. The grievance procedure allows for the concerns/complaints of the employees and the union to be heard and addressed by management. Employees know they can raise issues of concern to management and management is kept informed of problems in the organization. The negotiated grievance procedure usually begins with the grievant or his or her representative presenting an informal grievance to the first-line supervisor. If not resolved, the grievant can raise the matter up through the chain of command. Each negotiated agreement details the administrative steps of the grievance process. Once the final decision has been issued, the matter can be raised to final and binding arbitration by the union. However, an employee cannot raise a matter to arbitration.

The goal of any grievance system is to resolve complaints as quickly as possible and at the lowest possible level. Allowing grievances to fester has a negative impact not only on the grievant but co-workers as well. It is always best to resolve employee complaints informally without ever reaching the formal stages of the negotiated grievance procedure. For further information please contact your EMR Servicing Specialist.

SAFEGUARDING eOPF INFORMATION

The electronic Official Personnel Folder (eOPF) system was adopted by the Office of Personnel Management (OPM) to serve as a secure replacement for paper official personnel files and to provide employees with online access to their own career and benefits-related documents. The eOPF contains human resource records starting from the initial federal appointment and documents each position or pay move and benefit change made during an employee's federal tenure.



This self-service tool enables employees to electronically view and print OPF documents and to update emergency data. Civilian employees will be prompted to change their password every 60 days. For guidance on how to create an eOPF account, visit the myPers website at <https://mypers.af.mil>. For additional assistance, contact the OPM eOPF help desk at 866-275-8518 or email eopf_hd@telesishq.com.

The eOPF allows employees, supervisors and HR staff to view, print and store eOPF documents. It includes many security measures to ensure the integrity of the system and to protect records from unauthorized access or loss. It also includes an audit trail that documents when and why an authorized user has reviewed an eOPF document. Unauthorized disclosure of personal information subject to the Privacy Act is prohibited and subject to possible criminal penalties. DO NOT collect, distribute, release or place personal information in a venue that is not considered appropriate.

MOVE YOUR BODY - WORKOUT

The changing of seasons from winter to spring year provides employees a renewed opportunity for exercise during lunchtime walks or a run to enjoy the welcomed warmer temperatures. Participation in the Civilian Physical Fitness Program established under this authority may include up to three hours per week of duty time and should be conducted in base facilities or a federally-approved facility conveniently located near the work site. The use of duty time for this program is authorized under AFI 36-815, paragraph 8.1.

Use of duty time (excused absence) is appropriate only if approved by the second-level supervisor in accordance with procedures. Mission impact is the key element in making this decision. Normally, overtime, compensatory time, and credit hours may not be approved nor earned on days when use of duty time is authorized under this program.

Authorized activities include participation in base intramural sports, running, walking, and use of base gym, bicycling, swimming, aerobics, calisthenics, and other structured exercises that promote cardio vascular endurance. Golfing, bowling and softball are not authorized activities for this purpose.



Contact your servicing EMR Specialist to obtain forms necessary to participate in this program.