



# Air Force District of Washington Civilian Personnel Newsletter

## VERA/VSIP Phase Two Timeline

- 9 Jan 12: Application open for VERA/VSIP Phase Two
- Six VERA/VSIP Briefings: Pentagon: Jan 18, 20 & 25
- JB Andrews: Jan 19, 24 & 26
- 3 Feb 12: Employees return applications
- Week of Feb 13, 2012: VERA/VSIP approvals
- Week of Feb 20, 2012: Submission of approved VERA/VSIP retirement application packages
- 30 Apr 2012: Separation of VERA/VSIP employees

## VERA/VSIP Helpful Links

### AF Personnel Services (CAC Login):

- [VERA/VSIP](#)
- [FAQs](#)
- [VSIP](#)

- [VERA/VSIP Informational Videos](#)
- [Basic Age and Service Requirements for VERA](#)

### VERA/VSIP Helpful Links (OPM):

- [VERA](#)
- [VSIP](#)

## VERA/VSIP and Retirement Briefings

Defense Civilian Personnel Advisory Services (DCPAS) will conduct Civilian Transition Seminars for those considering VERA/VSIP or retirement in the near future. Briefings will consist of :

- EBIS/TIP/Cheat Sheet
- Retirement Estimate (print EBIS retirement estimate if you plan on attending one-on-one counseling)
- Insurance programs such as FEHB and FEGLI
- Basic financial fitness and anticipated social changes
- CSRS & FERS retirement systems
- TSP

Seminar dates and locations:  
Pentagon:

Pentagon Auditorium, Rm BH650

**Jan 18:** 0800-0930 Briefing; 1200-1500 one-on-one counseling

**Jan 20:** 0800-1000 Briefing; 1200-1500 one-on-one counseling

**Jan 25:** 0830-1000 Briefing; 1200-1500 one-on-one counseling

\*Due to tight time constraints, please be on time to receive all of the information

JB Andrews:  
Jacob E. Smart Center Conference Center ,  
1359 California Avenue

**19 Jan:** 0830-1030 Briefing; 1200-1500 one-on-one counseling

**24 Jan:** 0830-1030 Briefing; 1200-1500 one-on-one counseling

**26 Jan:** 0830-1030 Briefing; 1200-1500 one-on-one counseling

Please visit the AFDW website to print out a helpful guide on retirement: <http://www.afdw.af.mil/civilian/>

If you have additional questions regarding VERA/VSIP and the application process, please contact the AFDW CPO at (240) 612-5868 or via email at [afdw.restructuring@afncr.af.mil](mailto:afdw.restructuring@afncr.af.mil)

## U.S. Air Force

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## How to Obtain a Civilian Retiree Card

### Pentagon:

- 1) Retiree should call the Pentagon Pass Office 2-3 weeks after date of separation to ensure you are in DEERS.
- 2) Retiree should visit [appointment website](#) to schedule an appointment. Under “building or site name” type Pentagon and click “Go”. Select Pentagon Pass Office. Select a day (available days are in green), and select a time. Enter requested information and then

click “submit”.

- 3) Requires two forms of ID at appointment

Pentagon Pass Office:  
Rm 1F1084 (703) 695-5923

### JB Andrews:

- 1) Retiree should call the JB Andrews ID Office 2-3 weeks after date of separation to ensure you are in DEERS.
- 2) Retiree should visit [appointment website](#) to schedule and appointment. Under “building or site name” type Andrews and click “Go”. Select

11 FSS/FSMPS ID Card Section. Select a day (available days are in green), and select a time. Enter requested information and then click “submit”.

- 3) Requires two forms of ID and retirement SF-50 at appointment.

JB Andrews ID Office:  
1414 Arkansas Rd  
(301) 981-1776

**“There are several recognition options available to present to the retiree”**

## Retirement Recognition

Retirement is a momentous event in an employee’s life. To highlight this special occasion, there are several recognition options available to present to the retiree. The following may be considered:

- Retirement Certificate: AF Form 342
- Certificate of Appreciation for the Spouse: AF Form 342A
- Retirement Letter

- Retiree Lapel Button: Stock number 8445-01-345-2768
- Graphics: Preparation Retirement Certificates. Certificates will need to be ordered. — [Work order process](#) — [Order Retirement Certificate](#) Location and Phone: Pentagon Rm 5D950 (703) 697-8251
- Aviation of the United States of America Flag
- Retirement letter

signed by the President for those retirees with 30 years or more of service

Please direct your questions and obtain certificates and/or medals from:

Ms. Alicia Clement  
(240) 612-6608

Ms. Denise Tice  
(240) 612-5864



**Outstanding Civilian Career Service Award**

## Inclement Weather Policy

It is time to prepare for the possibility of inclement weather and resulting travel hazards. The Office of Personnel Management (OPM) has updated dismissal and closure procedure during weather events and other emergencies. **OPM dismissal procedures apply *only* to facilities located within the beltway.** "[Washington, DC Area Dismissal or Closure Procedures](#)"

When hazardous conditions exist, OPM publicizes updated operating status information for Federal agencies in the Washington DC area through the local media. Operating status is posted daily on OPM's website at [www.opm.gov](http://www.opm.gov).

When inclement weather occurs ***outside of the beltway*** region, Installation Commanders will determine operating

status for employees at their locations. The Installation Commander may not be Air Force but maintains authority to dismiss Air Force personnel. The Installation Commander promptly disseminates information through local media (radio and television stations). Installations may also announce operating status via the installations' websites, Facebook, Twitter, etc. New operating status options beyond "Open" and "Closed" may be posted as follows:

- Open — XX hour staggered early departure
- Open — XX hour staggered early departure — employees must depart no later than XX:XX at which time Federal Offices are closed to the public
- Shelter-In-Place — Federal employees are required to remain on site for their safety until

cleared

Supervisors should also make it clear that depending on circumstances and conditions, ***any*** employee may be required to report to work. Employees not designated as mission essential will be notified individually should an emergency situation require the employee report to work. Supervisors must ensure employees are fully aware of emergency and hazardous weather procedures and their roles and responsibilities.

Questions regarding dismissal or closure procedures may be referred to your servicing Human Resources Specialist (Employee Relations) at the AFDW Civilian Personnel Office (AFDW/A1CE), JB Andrews on (240) 612-6609 and (240) 612-6614

## Upload Resume to e-OPF

Employees now have the opportunity to submit an updated resume reflecting employment experience or skills.

Whether requested by an HR representative or submitted at your request, you can log into [AFPERS](#) web-site to update your resume.

Once an updated resume is submitted, a ticket will automatically be initiated

and routed to AFPC/DPI staff who will profile the resume into the e-OPF, normally within 30 calendar days of receipt.

Once the resume is in the e-OPF you be will advised that the resume has been received and filed in the e-OPF. No other documents should be attached to the resume as other processes are in place for submission of those documents.

Resumes in your e-OPF are viewable via the AFPC Secure website and to HR personnel via e-OPF in PARIS. A new document type, "RESUME-U", has been created for use with the PARIS Miscellaneous and OPF libraries which will allow for the filing and retention of updated resumes in the employee's e-OPF.

Link to [HR Advisory](#):



**"When inclement weather occurs outside of the beltway region, Installation Commanders will determine operating status for employees at their locations."**

**"The Installation Commander may not be Air Force but maintains authority to dismiss Air Force personnel."**





## Telework

President Obama signed the Telework Enhancement Act of 2010 (Public Law 111-292) into law on 9 December 2010. The Act provides a framework to maximize the use of flexible work arrangements and reinforces Department of the Air Force's commitment to workforce efficiency, emergency preparedness, and quality of life.

Currently, Department of the Air Force follows the DoD Instruction 1035.01 dated 21-Oct-2010. A revision of DoD Instruction 1035.01 is expected in 2012.

As employees receive laptops in exchange for their desktop computers, employees must complete a telework agreement (DD Form 2946) and complete

Telework 101 training for employees or supervisors (as applicable) which can be found at [www.telework.gov](http://www.telework.gov).

For additional information or questions, please contact Mr. Scott Stoner, AFDW Telework Coordinator, at (240) 612-6609.

## Employee Assistance Program

**“The goal of EAP is to aid employees in achieving optimal job performance through their resolution of their personal problems.”**

The Employee Assistance Program (EAP) is a free, confidential, voluntary and professional counseling service for civilian employees and their dependants who experience personal issues that may adversely affect job performance. The goal of EAP is to aid employees in achieving optimal job performance through resolution of their personal problems.

### EAP can help with:

Job-related problems, emotional and personal conflicts, financial problems, alcohol or other drug abuse, stress or life crisis, grief and loss, domestic violence, couples and family problems, balancing work and family

### Services Provided:

Assessment and

short-term counseling, referral to area resources for treatment and assistance, client follow-up and aftercare, crisis intervention

Supervisory Services: EAP offers supervisors consultation and assistance in identifying and responding to employees with work performance problems.

Confidentiality: No employee's job status or promotion opportunity will be endangered by a request for assistance. Federal and state laws guarantee the confidentiality of client identity and records. The primary interest is that employees receive the assistance needed.

Scheduling an Appointment: You or a family member may contact the

EAP directly by calling the number provided. An appointment will be made for you with one of the counselors at your convenience.

Workshops and Classes: EAP offers workshops for both supervisors and employees on a variety of topics. EAP can tailor training to meet the needs of specific workgroups. Call EAP for more information.

Contact:

### Pentagon

Rm 224 of the DiLorenzo TRICARE Health Clinic on Corridor 8 of the Pentagon  
(703) 692-8917

### Mark Center

Alexandria, VA  
Rm B1E02-A (East Tower)  
(571) 372-5617

## The Hatch Act and Social Media

Have you ever second guessed posting political sentiments on your Facebook wall? How about a tweet or a LinkedIn update? Although the Office of Special Counsel (OSC) treats blogs, Facebook, and Twitter similarly, each case depends on the particular facts and circumstances. There are also some differences for less and further restricted employees. Which one of the following describes you?

### Less Restricted Employees

Most federal executive branch employees (except those listed here) and all District of Columbia employees are considered Less Restricted under the Hatch Act. These employees may take an active part in partisan political management or partisan political campaigns.

### Further Restricted Employees

Certain federal executive branch employees are prohibited from engaging in partisan political management or partisan political campaigns; hence, these employees are Further Restricted under the Hatch Act. Generally, Further Restricted employees consist of employees in intelligence and enforcement-type agencies (except employees appointed by the President, by and with the advice and consent of the Senate). More specifically, Further Restricted employees include employees from the following agencies (or components) or in the following positions:

Federal Election Commission;

Election Assistance Commission; Federal Bureau of Investigation; Secret Service; Central Intelligence Agency; National Security Council; National Security Agency; Defense Intelligence Agency; Merit Systems Protection Board; Office of Special Counsel; Office of Criminal Investigation of the Internal Revenue Service; Office of Investigative Programs of the United States Customs Service; Office of Law Enforcement of the Bureau of Alcohol, Tobacco, and Firearms; National Geospatial-Intelligence Agency; Office of the Director of National Intelligence; Criminal Division of the Department of Justice; National Security Division of the Department of Justice; as well as persons employed in positions described under Sections 3132(a)(4), 5372, 5372 (a), or 5372(b) of Title 5, United States Code, including:

Senior Executive Service [career positions described at 5 U.S.C. § 3132 (a)(4)]  
Administrative Law Judges [positions described at 5 U.S.C. § 5372]  
Contract Appeals Board Members [positions described at 5 U.S.C. § 5372 (a)]  
Administrative Appeals Judges [positions described at 5 U.S.C. § 5372(b)]

Here are some examples of how employees may or may not use social media:

**-Selecting to friend, fan, like, or follow political pages.** The OSC views becoming a friend, fan, liking, or following a party, group, or candidate's Facebook page or Twitter account, which could be used

by others to get information, as an endorsement and the same as circulating literature for those entities. Therefore, less restricted employees may do so, but not while on duty or in a federal building. Further restricted employees must take measures to prevent others from accessing such material through their page by adjusting their privacy settings to make their lists of friends, likes, interests, pages, and what they follow visible to only the employee.

**-Sending or responding to invitations.** Neither less restricted nor further restricted employees may send or accept a Facebook invitation to a partisan political event, or forward the invitation to others while on duty or in a federal building.

**-Posting links to partisan political websites.** Less and further restricted employees may not post a link to a website that solicits partisan contributions at any time. In other cases, the OSC treats posting links to websites the same as distributing literature. Less restricted employees may post a link to the website of a political party, partisan candidate, or partisan political group on Facebook or blogs (theirs or those of others), but only if they do so while off duty and at another location, and do not otherwise violate the Hatch Act rules. Further restricted employees may not post such links on Facebook or blogs.

Want to know more:  
<http://www.osc.gov/haFederalfaq.htm>

facebook



"The OSC views becoming a friend, fan, liking, or following a party, group, or candidate's Facebook page or Twitter account, which could be used by others to get information, as an endorsement and the same as circulating literature for those entities."



### BEST Launches eRetirement in EBIS

eRetirement is an interactive tool that helps you prepare, finalize, and submit your retirement applications.

eRetirement will help eliminate the worry and guesswork often associated with completing a retirement application. It auto-populates the retirement form, prompting users to complete sections such as health and life insurance

eligibility, military service, and marital status. If a required field is not populated, eRetirement will not allow the you to move to the next screen, ensuring the retirement application is complete before forwarding it to the Benefits and Entitlements Service Team (BEST) or the servicing personnel office. Also, each screen includes a "Help" function that provides easy to understand explanations for the information

required in the field.

When all sections are complete, you can view and print the application. The print/submit page also includes a list of additional forms and supporting documentation that you may need to include with the retirement application. In addition, this screen provides mailing instructions, depending on whether you receive full or limited retirement service from BEST.

**As it is a new year, it is important to plan ahead and schedule leave. Under tighter fiscal restraints it is important to manage resources and personnel properly to ensure your agency accomplishes its mission.**

### Performance Management

The appraisal cycle for General Schedule (GS) and Federal Wage System (FWS) employees ends 31 March 2012. Guidance concerning the completion of annual appraisals under the GS and FWS performance management program is forthcoming

from the Air Force Personnel Center (AFPC). Should you have questions please contact AFPC Centralized appraisal & Awards Team Directory: Team Lead: Vouionette (Shon) Burns-Harris, DSN: 665-1508 COMM: (210) 565-1508

Lead Assistant: Charyl Samson, DSN: 665-1509 COMM: (210) 565-1509  
Assistants: Michael (Kevin) Thurman DSN: 665-5506 COMM: (210) 565-5506  
LaToya Parrott DSN: 665-2580 COMM: (210) 565-2580

### Location and Hours

#### AFDW Civilian Personnel

JB Andrews, Jones Building, Rm 5300

Civilian Personnel Officer (CPO): Marcus Lea

Assistant CPO: Cynthia Manchester

Chief, Work Force Effectiveness: Nancy Kirkpatrick

Chief, Staffing & Classification: VACANT

Customer Service Hours: 0730-1630

(240) 612-6608

[AFDW Civilian Force Restructuring](#)

#### AFPC OL

Chief: Celisa Stephens

Staffing Team 1: Pentagon, Rm MD847A

Staffing Team 2 and Classification: Pentagon, Rm 4A928

Customer Service Hours: 0800-1600,

Hours: 0730-1630 (571) 256-4411