

March 2012



Air Force District of Washington Civilian Personnel Newsletter



Workforce Restructuring

The Civilian Personnel Office continues to administer all available management flexibilities in an effort to minimize the adverse impact of workforce restructuring. Employee records, for those on decremented positions, are being reviewed to determine qualification and eligibility requirements for reassignment to vacant, continuing positions. Reassignments will not change the current grade or salary. The appropriate management officials, as well as affected employees, will be notified in advance of any reassignment effective date.

Forty-three reassignment matches have been made. There will be no involuntary separations or change to lower grade unless there is a RIF. If a RIF is necessary then it will not be effective prior to 30 Sep 12. Please direct questions to Ms. Shelia Relerford, 240-612-6603.

VERA/VSIP Round III in May 2012

A third round of VERA/VSIP applications will be accepted from 1-18 May 2012. Our goal is to give employees who may want to consider applying for a VERA/VSIP, enough time to request and receive a retirement computation from the Benefits and Entitlements Service Team (BEST) at the Air Force Personnel Center, San Antonio, TX. The phone number for the BEST is 1-800-525-0102. The official announcement will be late March, early April. Please direct questions to Ms. Nancy Kirkpatrick, 240-612-6613.

Voting and the Hatch Act

Prohibited activities include:

- Wearing/displaying candidate, political party, or political group materials while on duty
- Displaying a picture of a candidate for partisan public office (including the current President if he/she is a candidate for reelection.)
- Sending a political email from your non-government email account while on duty.

Permissible activities include:

- Placing a campaign sign supporting a particular candidate in the front yard of your home
- Volunteer for a particular candidates campaign (while not on duty)
- Make a contribution to a candidates campaign

For further explanation of the above information and answers to frequently asked questions, please visit: <http://www.osc.gov/heFederalfaq.htm>

As you may know, 2012 is an election year for the Presidential Election. There are several states which have not held their Republican Primary Election. The District of Columbia and Maryland elections will take place on 3 Apr 12.

During the election year, it is important to keep in mind the Hatch Act and the activities it allows and prohibits. It is important to remember that the Hatch Act may limit the political activity of Federal Employees during working hours and after work as well. Please direct questions to Ms. Katherine Amarelo, 240-612-6614.

Telework

The Telework Enhancement Act of 2010 was signed into law on 9 December 2010. The Act provides a framework to maximize the use of flexible work arrangements and reinforces the Department of the Air Force's commitment to workforce efficiency, emergency preparedness, and quality of life. Air Force District of Washington (AFDW) supports the use of telework to the maximum extent

possible without affecting mission readiness or degrading employee performance.

AFDW follows the most current DoD Instruction 1035.01, Telework Policy, dated 21 Oct 10. Revisions are expected. As they become available, policy updates will be made available. Eligible employees who would like to telework must complete both the

telework agreement, DD-2946, and the online telework training, located at <http://www.telework.gov/>.

Employees are responsible for providing the telework agreement and certificate of telework training to their supervisor prior to beginning telework.

Please direct questions regarding telework to Mr. Scott Stoner, 240-612-6609.

Ask the CPO



The AFDW/A1C Civilian Personnel Officer (CPO), Mr. Marcus Lea, is available to answer questions you may have on a variety of Civilian Personnel issues to include VERA/VSIP, Reduction in Force, etc. If you have a question for the CPO, please send an email to:

AFDW.restructuring@afncr.af.mil.

Please put the following in the Subject line: "Ask the CPO"

New GS/FWS Performance Cycle Begins 1 Apr

March 31st ends and April 1st begins the GS/FWS performance cycle. Employees and supervisors are ending one cycle and planning for the next one. Performance plans should be certified within 30 days of the beginning of a new appraisal period. AFI 36-1001 requires the supervisor to discuss each performance element and applicable standards with the employee. The performance plan may be an Air Force Form 860; AF Form 1003, Core Personnel Document (CPD); or a combination of the two. Discussion of the performance elements and standards is documented on the CPD or AF Form 860 by signatures of the higher level reviewer, supervisor and employee. If the employee elects not to sign the performance plan, the supervisor annotates that the plan was discussed and the employee elected not to sign; a copy is provided, and signs and dates performance plan.

What is performance planning? It's the first conversation in the performance management cycle. During this conversation, employees should come to a clear understanding of what is expected from them during the performance cycle. Raters should explain how their duties and responsibilities align with the organizations goals and mission.

Please direct questions to Ms. Crystal Jones 240-612-6611.

Civilian Deployment

By November 2012 Air Force Personnel Center Officials anticipate that there will be over 1000 civilians deployed overseas working side-by-side with uniformed members. According to Tom Kelly, the AFPC Civilian Expeditionary Workforce program manager,

"There are hundreds of opportunities to support combatant commander requirements around the world, and Air Force leaders are working hard to increase the civilian footprint in support of those requirements." For more information about Air Force

Civilian Expeditionary Workforce opportunities, go to <http://www.cpms.osd.mil/expeditionary>

Please direct questions to Ms. Lolita Spiller, 240-612-6612.

Real Estate Packages and Overseas Allowances

On 1 Mar 12, AFDW/A1C (Civilian Personnel Office) assumed responsibility for all overseas allowance and all real estate reimbursement packages. Please send your real estate reimbursement packages to Ms. Annette Shope (240) 612-6604 at email: Annette.Shope@afncr.af.mil. Please send overseas allowance requirements to Ms. Lolita Spiller, (240) 612-6612 at email: Lolita.Spiller@afncr.af.mil. The Civilian Personnel office is located at 1500 W. Perimeter Road, Suite 5300 Joint Base Andrews, MD 20762.

Leave

With the summer season right around the corner, you may be thinking about taking a vacation or simply taking a few days off from work. If you anticipate that you will be taking some time off, please plan accordingly.

Some steps to take include:

- Check your use or lose balance
- Check your schedule for possible conflicts
- Provide your anticipated dates to your supervisor in advance

Please direct questions to Ms. Jennifer Torres, 240-612-5866

Nepotism

This is a friendly reminder that according to 5 U.S.C. 3110 (Anti-Nepotism Law), a public official MAY NOT appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, in or to a civilian position in the agency in which he/she is serving or over which he/she exercises jurisdiction or control any individual who is a relative of the public official. An individual MAY NOT be appointed, employed, promoted, or advanced in or to a civilian position in an agency if such appointment, employment, promotion, or advancement has been advocated by a public official, serving in or exercising jurisdiction or control over the agency, who is a relative of the individual. For More Information on Nepotism please visit:

http://www.dod.mil/dodgc/defense_ethics/dod_oge/law_d.html and please direct questions to Mr. Kyle Harrigan, 240-612-6607