



Civilian Personnel Newsletter

DECEMBER 2019

Electronic Personnel Folder Access

The Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) contains official government documents covering your employment history.

Examples of documents maintained in the eOPF are:

- Standard Form 50, *Notification of Personnel Actions*, documenting your employment history
- Military service documents, such as a DD Form 214 used for leave credit, reduction-in-force, or retirement
- Benefits elections such as Standard Form 2809, *Health Benefits Registration Form*, Standard Form 2817, *Life Insurance Election*, and Standard Form 2823, *Designation of Beneficiary – FEGLI Program*

OPM eOPF may be viewed at the [Office of Personnel Management site](#).



Updating Emergency Contact Information

Emergency contact information is necessary in the event the Air Force must contact an employee's designated representatives following an employee's on-duty injury or death, or for any other emergency situation.

To update your emergency contact information log into [MyBiz+](#) and select Update Contact Information under Key Services.

Although it is suggested that at least two contacts be identified, you need only designate a primary contact.

90FSS/FSCA, 7305
Randall Ave (Bldg 213),
F.E. Warren AFB, WY
82005-3905

90th Missile Wing Recur-
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Memorandum of Agreement between F.E. Warren AFB and AFGE Local 2354

Attention Bargaining Unit Civilian Employees:

Below is the link for the Memorandum of Agreement between F.E. Warren AFB and AFGE Local 2354. Please review each article because there have been changes from the previous contract.

If you have questions, please contact the Workforce Effectiveness Section at 773-3376 or 4233, or Mr. Robert Sigsbury, Union President, at 773-2442 or 630-2180.

O:\Civilian_Personnel_Information\Memorandum of Agreement

NOTE: This document is intended to be printed in booklet format.



Union Officials

As a reminder, employees who are covered under our local Labor Management Agreement as bargaining unit employees, have the ability of working with the American Federation of Government Employees Local 2354 which is available in building 242 or by phone at 773-2442.

As of December 2019, the following are union officials:

Union President – Robert Sigsbury

Vice President – Vacant

Shop Stewards

Robert Sigsbury

Brian Bartow (Chief Steward)

Jesse Johnson

Steven Castle

Lawrence Litman

Dana Cosner

Thumbprint Cookie Recipe

INGREDIENTS

- 1 3/4 c. all-purpose flour
- 1/2 tsp. baking powder
- 1/2 tsp. kosher salt
- 3/4 c. butter, softened
- 1/2 c. granulated sugar
- 1 large egg
- 1 tsp. pure vanilla extract
- 1/3 c. assorted jams, for filling cookies

Directions

1. Preheat oven to 350 and line two baking sheets with parchment. In a large bowl, whisk together flour, baking powder, and salt.
2. In another bowl, beat butter and sugar until pale and fluffy, about 3 minutes. Beat in egg and vanilla, then add dry ingredients in two batches until incorporated.
3. Using a small cookie scoop, scoop 1" balls onto prepared baking sheets. Press a thumbprint into center of each ball, 1/2" deep. Fill with a small spoonful of jam.
4. Bake until edges of cookies are golden, 13 to 14 minutes. Cool on baking sheets before serving.

