

# Civilian Personnel Newsletter

90 FSS/FSCA  
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82005-3905

## AFGSC Family Days for Calendar Year 2021

- Friday, 15 January – Martin Luther King Day (observed Monday, 18 January)
- Friday, 12 February – Washington’s Birthday (observed Monday, 15 February)
- Friday, 28 May – Memorial Day (Monday, 31 May)
- Friday, 2 July – Independence Day (observed Monday, 5 July)
- Friday, 3 September – Labor Day (Monday, 6 September)
- Friday, 26 November – Thanksgiving Day (Thursday, 25 November)
- Thursday, 23 December – Christmas Day (observed Friday, 24 December)



### March 2021

### 90th Missile Wing Recurring Periodical 36-1

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#### DID YOU KNOW....

The Civilian Personnel Office has a Website? You can find information on hiring, benefits, NAF Resources, and important dates.

Please visit: <https://www.warren.af.mil/Units/Civilian-Personnel/>

For additional resources please visit our resources folder on the O Drive:

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## Scheduling Leave

Just a friendly reminder of what the Air Force Policy is concerning Leave and Absence for APF employees:

Leave is an important and significant benefit for all employees. There is a mutual employee-management responsibility to plan and schedule the use of annual leave throughout the year. The scheduling of leave is so important that by law it is a prerequisite to the restoration of annual leave that may be forfeited because of exigencies of the service or because of sickness. Managers must administer leave and excused absences on a uniform and equitable basis within the scope of applicable laws and regulations. They must base their decisions to deny leave requests and cancel approved leave on the necessity for the employee’s services. Denial or cancellation of leave is not disciplinary in character and must not be used as a punitive measure. In granting leave, managers must consider the needs of the Air Force and the welfare of the employees. Authority to approve leave requests is normally delegated to the lowest supervisory level having personal knowledge of the work requirements and the employee’s leave record.

# Defense Performance Management and Appraisal Program (DPMAP)

As a reminder for the requirements under the Defense Performance Management and Appraisal Program (DPMAP):

- The appraisal cycle for covered employees will be 1 April through 31 March of each calendar year.
- The annual appraisal is effective 1 June of each calendar year.
- The minimum period of performance is 90 calendar days.
- Supervisors are required to hold a minimum of three formal documented performance discussions during the appraisal cycle; the initial performance plan meeting, one progress review, and the final performance appraisal meeting.
- Each employee must have a written performance plan established and approved normally within 30 calendar days of the beginning of the appraisal cycle or the employees' assignment to a new position or set of duties.
- All performance plans will be reviewed and approved by a Higher Level Reviewing Official.
- For employees who are also supervisors, supervisory elements will equal or exceed the number of non-supervisory (technical) performance elements.
- Supervisors must allow the employees the opportunity to provide input into their performance elements and standards.
- Supervisors must develop, approve, and communicate the performance elements and standards.
- If an employee does not have the opportunity to perform (new) elements for the minimum 90 day calendar period, do not rate the elements or extend the appraisal cycle by the amount of time necessary to allow 90 calendar days of observed performance under (revised/new) elements or standards.
- Employee input for appraisals is not mandatory, but is highly encouraged.
- If a supervisor leaves the organization prior to the end of the appraisal cycle, a narrative statement is required when an employee has performance under an approved performance plan for 90 calendar days and there are more than 90 calendar days left in the appraisal cycle. This narrative statement will be considered by the incoming supervisor.
- Supervisors should take early actions to address and improve unacceptable performance to reduce instances of performance deficiencies and prevent issues from becoming serious performance problems. Please reference section 3.9 of DoDI1400.25v431\_AFI36-1002, *Performance Management and Appraisal Program Administration in the Air Force*, for additional information on addressing unacceptable performance.

The reference material for DPMAP can be found in DoDI1400.25v431\_AFI36-1002, *Performance Management and Appraisal Program Administration in the Air Force*. This reference can be found on the O Drive at the following: O:\Civilian\_Personnel\_Information\Defense Performance Management and Appraisal Program

## Weingarten Rights

Employees who are designated as bargaining unit employee are entitled to a right of representation during an examination in connection with an investigation under the following:

Title 5, United States Code (USC), Section 7114(a)(3) requires each agency to annually inform its employees of their rights under paragraph 2(B) of this subsection. This deals with representation rights and provides that:

- "(2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at-
- (B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if:
    - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and,
    - (ii) the employee requests representation."

For questions on Weingarten Rights please contact 773-4233 or 773-3376 for assistance.

# Military Deposits

Generally, a period of military service is creditable for retirement and death benefits purposes, subject to the following conditions:

- The military service was performed before the date of separation from civilian employment upon which title to annuity is based;
- It was active duty;
- It was not included in the computation of military retired pay, or if it was included in retired pay, the retired pay was awarded based on a disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war; or granted under the provisions of Title 10, U.S. Code, Chapter 1223, Sections 12731-12739;
- It was honorable service; and
- A deposit is made for military service when applicable.

**Note:** Retired military members may combine their military and civilian service by paying a deposit for all of their military service, but they will have to waive their military retired pay upon retirement from civil service. The Waiver of Military Retired Pay form must be submitted with your retirement application.

The rules for crediting military service apply whether you are making a deposit for active military service that occurred prior to becoming a federal civilian employee, or active military service that interrupts a period of Federal civilian employment (USERRA).

Employees subject to Federal Employee Retirement System (FERS) deposit rules must make the deposit if they wish their military service to be creditable towards determining eligibility for FERS retirement and for annuity computation.

**NOTE:** All military deposits must be paid in full prior to the effective date of separation. This includes separations due to retirement.

Military service is credited under FERS if the military service was performed after the employee became covered by FERS or the employee had less than five years of civilian service upon becoming covered by FERS. In cases where a FERS employee has a Civil Service Retirement System (CSRS) component (at least five years of CSRS and/or FICA service before becoming FERS), military service performed prior to electing FERS will be treated under CSRS rules.

To submit a package for military deposit, please visit the MyPers Website at the following link, to view the self-service process: [https://mypers.af.mil/app/answers/detail/a\\_id/24222](https://mypers.af.mil/app/answers/detail/a_id/24222)

## Off-Duty Employment

All civilian personnel who seek to engage in off-duty employment must submit an AF IMT 3905, Application and Approval for Off-Duty Employment. The AF IMT 3905 application must be submitted to the supervisor for approval or disapproval approximately two weeks prior to the anticipated start date of the off-duty work. In addition to supervisory approval, the Staff Judge Advocate and Unit Commander, or equivalent, must provide approval or disapproval of the off-duty employment request. A copy of the completed form should be maintained in the employees, Supervisor Employee Work Folder, as well as a copy provided to the Civilian Personnel Office.



## Merit Systems Principles

The Merit System Principles are nine basic standards governing the management of the executive branch workforce. The principles are part of the Civil Service Reform Act of 1978. The Civil Service Reform Act of 1978 requires the Office of Personnel Management (OPM) to hold managers and human resources officials accountable for efficient and effective human resources management in support of agency missions in accordance with Merit System Principles. These nine principles must be applied when making personnel decisions and effecting personnel actions.

### Merit System Principles are:

- Open recruitment and fair and open competition for selection and advancement to assure equal opportunity
- Fair and equitable treatment in all aspects of personnel management Equal pay for equal work
- Maintenance of high standards of integrity, conduct and concern for the public interest
- Effective and efficient use of the federal workforce
- Retention and corrective action based upon performance
- Education and training opportunities
- Employee protections against partisan political actions and prohibition against using one's office for electoral advantage



## Prohibited Personnel Practices

There are twelve prohibited personnel practices which are defined by law that should never occur in making Human Capital Management decisions or taking personnel action.

### Prohibited Personnel Practices Shall Not:

- Discriminate against any employee or applicant for employment
- Solicit or consider recommendations for employment actions that are not based upon official record
- Politically coerce employees
- Deceive or obstruct individuals' opportunities for employment
- Influence individuals to not compete for opportunities in order to help others
- Grant any preference for employment consideration
- Advance the employment opportunities of relatives
- Reprisal for whistleblowing
- Take or fail to take a personnel action based on reprisal for lawful disclosure of an act
- Take or fail to take a personnel action based on the filing of a complaint or the failure to obey an order that would require violation of law
- Knowingly violate Veterans' preference
- Take or fail to take a personnel action that would violate a merit system principle

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## Paid Parental Leave (PPL)

Effective 1 October 2020, the Federal Employee Paid Leave Act provides 12 weeks of Paid Parental Leave (PPL) to be taken in conjunction with the birth, adoption, or foster care placement of a child occurring on or after 1 October 2020.

### *Key Notes:*

- An employee must invoke Family and Medical Leave Act (FMLA) for the unpaid leave, as well as enter into a written service agreement to work for the agency for 12 weeks after the day the PPL concludes (even if the employee uses less than 12 work-weeks of PPL).
- The PPL is limited to 12 weeks and can only be used within 12 months of the birth or placement event.
- An employee is entitled to 12 weeks total under FMLA; if FMLA was invoked for something outside of PPL, that time would be reduced from the PPL entitlement.

For additional questions please contact 773-3376 or 773-4233 for assistance.

## Benefits—New Employee Orientation

There will be virtual New Employee Orientation briefings held by GEHA that will cover the carriers of GEHA and MHBP. The briefing will cover an overview of their 2021 benefits.

To register, please visit the following links:

Wednesday, March 31st 9-9:30 am:

<https://geha.webex.com/geha/onstage/g.php?MTID=e46ee92d6a5ca0d2b9882741e33c214dd>

These briefings are coordinated by the insurance carriers and are not being worked in conjunction with the Civilian Personnel Office.

## 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

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