



AVIANO CPS NEWS



Aviano Air Base, Italy

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From the CPO:

There's been a lot of turmoil over the past few months with civilian hiring controls, battles over budgets and the national debt ceiling, and changes in the Air Force organizations that support civilian personnel programs. We'll keep you informed as information becomes available, but we need your help in preventing the rumor mill from taking over. If you hear something that gives you pause or causes you concern, please contact us and give us the chance to get you the right information in the right context.

Thanks for all you do for our Air Force!

Elinor J. Gonzales

Aim High ... Fly-Fight-Win



WHAT'S HOT?

Civilian Hiring Controls

Effective 12 May 2011, Air Force imposed 1 for 2 limits on civilian hiring. Management could hire only 1 civilian employee for every 2 civilians who left after that date. Those controls were replaced on 12 August with a complete hiring freeze that will extend through the end of the fiscal year. That decision was made by Headquarters Air Force (HAF) because strength was not drawing down rapidly enough to live within FY12 funding levels. Only a handful of positions can be filled. At Aviano, exceptions include vacancies in the Child Development Centers and positions funded by Overseas Contingency Operations (OCO).

One of the obvious impacts of a hiring freeze is the workload that must either be eliminated or redistributed. Management can reassign employees as necessary to balance workload, but the position must be at the same grade and the employee must be fully qualified to perform those duties.

These controls have been levied to prepare for future reductions which we know will be coming in FY 2012. The goal is to reduce the number of permanent employees adversely impacted when reductions hit. Although we don't yet know the exact numbers and locations of civilian cuts, we do know they are inevitable to meet overall budget

reductions. Once those decisions are made, we expect hiring controls to be adjusted to focus on specific reduction areas.

Telework

Over the past month, US Civilian employees should have received notice regarding the Telework Enhancement Act of 2010. The law expands use of flexible work arrangements and requires employees be notified of the program. A Fact Sheet providing further information is provided below. The key things for all civilians to know are as follows:

1. To be eligible for Telework, the employees' individual responsibilities must be such that they can be performed at a location other than the worksite. Eligible work cannot require daily handling of secure materials, daily access to on-site equipment, or a daily requirement for face-to-face personal contacts with customers or supervisors.
2. Employees must request Telework. It is not an employee entitlement and approval is at the discretion of the supervisor. It must not diminish employee performance or organization mission, and it may not be used to substitute for dependent care.
3. Before Telework can be approved, both the employee and the supervisor must complete specific training and must complete a Telework agreement that specifies work arrangements, locations, hours of duty, procedures for documenting hours of work, and performance expectations.

If you have specific questions regarding the program, please contact Ms Gonzales at 632-4058.



Telework Fact Sheet
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STAFFING...

Keep This on Your Radar
POC: 632-7307

Because civilians overseas are in foreign countries on defined tours, our lives revolve around

deadlines. They aren't always tied directly to our DEROS and there's not always formal notice with lead time to get things done. The CPO has put together a list of things you should be watching to ensure important entitlements don't terminate or expires. For all of these, we can provide an updated US employment verification letter as needed.

1. ***IMPORTANT!*** LQA Reconciliation ***must*** be completed annually. If you don't participate in this recon, you run several risks. Your LQA could be stopped until the recon is done or you may receive a substantial overpayment because your utility estimates may be high. The government will retrieve overpayments from you once they are detected - i.e. at the time you out-process to go to your next assignment. We've seen situations where employees owed a large debt to the government. Please don't let it come to that! Ms. Irene Cuccagna, our LQA POC, may be reached at 632-7291 or Irene.cuccagana@aviano.af.mil.
2. Permesso di Soggiorno Per Stranieri (Foreigner's Permit of Stay) Renewal-While the visa is only good for one year from the date of issuance, the soggiorno expires 2 years from date of issuance. Therefore, employees and dependent soggiornos will expire prior to DEROS. The employee is responsible for renewal. The soggiorno office can be reached at 632-4802.
3. Official No-Fee Passport. These are only issued for five years at a time. It is the employee's responsibility to renew prior to expiration. The Passport Office may be reached at 632-4802.
4. Vehicle Registration must be accomplished annually and includes all vehicles registered to the employee. Fuel coupons will not be issued to an employee who without an updated registration. Please contact 632-7921/7769 for more information.
5. Non-temporary storage (NTS) must be renewed EVERY fiscal year. When you receive a notice from the storage company, please provide to Ms. Laura Gililand at laura.gililand@aviano.af.mil or aviano.staffing@aviano.af.mil. Each employee will be courtesy copied on our email to the storage facility containing the extension letter. The storage

facility is required to send the DD1164, Service Order for Personal Property, to our office verifying payment/extension. We sent the extension letters to the storage facilities every year in August and September. If there are any questions or concerns, please contact Ms. Laura Gililand at 632-7307.



RAT Travel Fact Sheet.doc



Relocation Agreement Travel Prc

General Schedule Within-Grade Increases **POC: 632-8342**

Civilian Out-Processing **POC: 632-7307**

Attention Supervisors and Employees: It's PCS season and while employees may be excited to be leaving for greener pastures, please don't forget to schedule your out-processing appointment with our office. Should employees depart without out-processing, the immediate supervisor will be responsible for out-processing on their behalf. Please contact us about 30 days prior to the last work day to schedule your appointment and obtain our out-processing checklist. Our POC, Ms Marisa Padovan, can be reached at 632-7307 or marisa.padovan@aviano.af.mil.

Renewal Agreement Travel **POC: 632-7307**

When an employee extends their overseas tour by at least a year, they are eligible for Renewal Agreement Travel (RAT). The Joint Travel Regulations (JTR Vol II, C5500), states "An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty." The Civilian Personnel Office advises employees if they are eligible for RAT when a tour extension is approved. RAT is intended to be taken between tours. Management can request a delay of up to 90 days to support mission requirements. An employee may also request a delay in travel. Delays in RAT require approval of the employee's Commander and should not exceed 90 days unless there are compelling personal circumstances.

Fact sheets covering RAT and RAT extensions are provided below. Ms. Laura Gililand is the RAT POC and be reached at 632-7307 or laura.gililand@aviano.af.mil

The term "within-grade increase" (WGI) is synonymous with the term "step increase" and means a periodic increase in a Federal employee's rate of basic pay from one step or rate within the employee's grade to the next higher step or rate within that same grade. Employees must be performing at an acceptable level of competence in order to receive a WGI. An acceptable level of competence is signified by achieving a rating of record of Fully Successful (or equivalent) or higher. Employees with ratings of record below the Fully Successful level (or equivalent) are not eligible for within-grade increases and must not receive such increases. FAQs about WGIs are available at www.opm.gov/oca/pay/html/wgifact.asp. For questions, please contact 632-8342.

EMR...

Recertification of Performance Plans **POC: 632-8342**

The General Schedule/Federal Wage System (GS/FWS) performance appraisal cycle for 2011 closed out on 31 Mar 2011 and on 1 April, the new appraisal period began. At that time, managers and supervisors should have reviewed the performance plan with each employee and discussed expectations for the coming year. If that did not happen, it's important to accomplish that step now. Mid-term feedback will begin at the 6 month point, which begins 1 October.

If you don't know where to find the performance plan, it should be filed in the Supervisor's Record of Employee (971 File). For the majority of GS employees, the performance plan is the AF Form 1003 – Air Force Standard Core Personnel Document. Each major duty on that document includes

standards which describe specific performance expectations. For FWS employees and employees whose positions aren't in the 1003 format, a separate AF Form 860 Civilian Performance Plan may be required. We can help if you need assistance. The most important thing is to ensure there is a plan in place and the employee understands what is expected well before a formal rating is rendered.

Scheduling Leave POC: 632-8342

Supervisors and Employees - Have you checked your leave balance recently? Supervisors and Employees need to work together to ensure leave is planned and used throughout the year. If you have questions about use of leave, use or lose leave, restored leave, etc., please contact us.

As a reminder, the leave accumulation limit for US citizens employed outside the US (except for certain local hires) is 45 days (360 hrs) or the amount they carried into the leave year, whichever is greater. Employees eligible for 45 days of cumulative annual leave are normally those serving under a transportation agreement in the overseas area. Upon return from overseas, the maximum annual leave accumulation is 30 days (240 hrs) or the amount carried over from the previous leave year, whichever is greater, not to exceed 45 days.

Time-Off Awards (TOA) POC: 632-8342

Time-Off Awards (TOA) may be granted in recognition of a superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of Government operations. The intent of a time-off award is to provide an alternate means of recognition to monetary awards. Therefore, a decision to grant a time-off award should be based on the same criteria or circumstances as other incentive awards, such as the Special Act or Service Award. TOAs are a great way to give employees a break from their work routine and recognize their hard work. Many organizations use them in conjunction with their quarterly awards program and give them to employees selected as Civilian of the Quarter.

TOAs expire after one year from the effective date so it's important to consider the employee's current leave balance before settling on this particular award. Please ensure use of the TOA is coordinated with the appropriate supervisor, taking into consideration the organization and mission needs.

EMPLOYEE RECORDS..

Updating Employee Records POC: 632-7307

Last newsletter we published this article and we're repeating the information because we know people put off reviewing their records. All future personnel actions and entitlements are based on the official record and we don't want employees to face the disappointment of a missed opportunity that could result from inaccuracies or omissions.

Effective July 2010, civilian employees can update their records using the self service module of the Defense Civilian Personnel Data System (DCPDS). "My Biz" provides employees on-line access to view information from their official personnel records including appointment, position, personal, salary, benefits, awards and bonuses, performance and personnel actions. In addition, employees can update their work telephone number, email address, handicap codes, ethnicity and race identification, education, training, foreign language proficiency and emergency contact information as well as non-monetary awards.

HELPFUL WEBSITES

Aviano CPS Website

[Welcome to 31FSS!: Civilian Personnel](#)

AF Personnel Center (AFPC) Employment Sites:

<http://www.afpc.randolph.af.mil/afcivilianjobs/> -

Office of Personnel Management (OPM)

<http://www.opm.gov>

USA Jobs

<http://www.usajobs.gov/>

DFAS - MyPay

<http://www.dfas.mil>

Office of Special Counsel (OSC)

<http://www.osc.gov>