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Executive Order: Adjustments of Certain Rates of Pay Freezing Federal Employee Pay Schedules and Rates That Are Set By Administrative Discretion

President Obama signed three documents on December 22, 2010, that relate to pay rates for Federal civilian employees.

First, the President signed legislation to prohibit statutory pay adjustments for most Federal civilian employees for a 2-year period. (See section 147 of the Continuing Appropriations Act, 2011 (Pub. L. 111-242), as amended by section 1(a) of the Continuing Appropriations and Surface Transportation Extensions Act, 2011 (Pub. L. 111-322).)

Second, the President issued a memorandum asking that agencies suspend similar increases to pay

schedules and rates that are set by administrative discretion. The law and the President's memorandum cover pay adjustments that would otherwise take effect during the period beginning on January 1, 2011, and ending on December 31, 2012.

Third, the President signed an Executive order documenting the 2011 frozen pay rates for certain civilian employee pay systems and establishing the 2011 increased pay rates for the uniformed services. (Members of the uniformed services are not covered by the pay freeze.) View the White House Memorandum here and the Executive Order here.

HR Advisory 2010-98R Federal Holidays for 2011

Federal law found in 5 USC 6103 establishes the following public holidays for Federal employees. Most Federal employees work a Monday-Friday schedule. For these employees, the holiday is usually observed on Monday if the holiday falls on Sunday, or on Friday if the holiday falls on Saturday. View advisory here.

My Biz

My Biz is a secure self-service HR module that brings information from the employees' official personnel record to their workstations, on-line, and real-time. Use My Biz to access and view information about your appointment, position, salary, benefits, awards and bonuses and performance. You may also use My Biz to update your telephone number, email address, disability codes, race, emergency contact information, education, foreign language proficiency, and training.. The guide to update training can be found at AFPC.

STAFFING...**Applying for a position at Incirlik AB?
POC: 676-6416**

Interested in obtaining a new career path? All positions for Incirlik AB are done by applying at www.USAJobs.gov by completing the assessment questionnaire and submitting your resume. By applying for a position using your resume you can highlight your skills, abilities and be a more equitable candidate. The application manager allows you to have 5 resumes and track yourself nomination status on positions you have applied for. Air Force has released phase II bases to participate in this test in hopes the single staffing tool will soon be used for all of Air Force civilian positions. If you'd like more information on the process the AFPC [home page](#) has more information under the "civilian" tab.

Virtual In-processing Simplifies Civilian PCS

Revisions in the civilian permanent-change-of-station orders process at Air Force Personnel Center save time and money, and reduce errors for hiring officials, relocating employees and personnelists. The new civilian PCS process is conducted virtually through the Civilian Virtual In-processing system that is available on the Air Force personnel services website.

Selecting officials who

need access to cVIP should have their supervisor send a digitally signed, encrypted e-mail request to the AFPC Personnel Systems Operational and Control Center service desk at psocc.sd@randolph.af.mil. The request must include the last name, first name, Social Security number, base e-mail address or e-mail for life address, and DSN phone number. E-mail sent to the address must also be digitally signed and en-

rypted to protect personally identifiable information, such as the Social Security number.

For more information on this and other Air Force civilian personnel programs, visit the AFPC personnel services website at <http://gum.afpc.randolph.af.mil> or call the Total Force Service Center at (800) 525-0102 or DSN 665-5000. [Civilian Change of Station website](#)

PCSing from Incirlik AB?

We want your move to be as smooth as possible. It is extremely important that you notify your Human Resources Specialist at least 30 days prior to your last duty day to get important documents you may need at your new duty location. Checklist can be obtained from the Civilian Personnel Office , 676-6416

Take Charge!! It's Your Career.

Online Personnel Services

The automated personnel system located at <http://ask.afpc.randolph.af.mil/> is your window to your civilian employment. All new employees need to establish a USERID and Password for the automated system. This can be done online. It will ask you to verify certain information such as SSN, date of birth, service computation date, etc. Your service computation date is located on your Leave and Earnings Statement, or contact CPO to obtain this information. Once you have established a USERID and Password, you will be able to log in with just your CAC.

Executive Order 12721 Eligibility

EO 12721 provides certain former overseas employees noncompetitive appointment eligibility when they return to the United States. In order to be eligible for the special appointment authority, an individual must meet all of the following criteria:

- Been appointed an overseas position(s) under local hire appointment procedures.
- Accumulated 52 weeks creditable (e.g., permanent/term/temp) overseas service
- Received satisfactory or better rating for period of overseas service. Been family member of appropriate sponsor overseas.
- Have accompanied sponsor on official assignment to overseas post while in position.
- Be a citizen of the United States or owe permanent allegiance to the United States.
- Meet the qualification requirements for the position for which applying.
- Appointed within 3 years following date of return to United States from overseas .

This benefit is granted to eligible employees and it allows them non-competitive consideration for highest grade held in overseas area without having to compete with general public. Once selected, individuals are given career-conditional appointments.



SUPERVISOR'S CORNER

Annual Leave Scheduling

Leave is an important significant benefit to all. There is a mutual management-employee responsibility to plan and schedule the use of annual leave throughout the year.

Every January supervisors should establish an annual leave schedule of all your employees, especially those employees who have "use" or "lose" leave which would otherwise be forfeited if not taken by the end of the leave year. This schedule will change throughout the year, but it will provide you with tentative staff availability for planning purposes.

Employees have a responsibility to properly schedule and request leave. Previously approved annual leave may be canceled when the employee's absence would adversely affect workload/production. When a request for annual leave cannot be initially approved or is subsequently denied, make every effort to reschedule the leave with the needs of the organization and the desires of the employee in mind.

Employee annual leave requests, approvals, and denials should be documented in the Supervisor's Employee Work Folder on the AF Form 971, as well as documentation regarding instances where proper leave requesting procedures were not followed.

Performance Management

The performance appraisal cycle for this year will be 18 Jul 2010 through 31 March 2011. The ratings on the Civilian Rating of Record (AF Form 860A) are either Pass or Fail. Employees must be assigned to a performance plan within 30 days of appraisal cycle or new job/position. Ensure all employees have a performance plan in place with the employee's and supervisor's signature. The employee must be on the plan for at least 90 days prior to being rated.

At least one feedback is required during the rating cycle. When completing the feedback, use Civilian Progress Review Worksheet (AF Form 860B) to document the feedback. Also remember to have the supervisor and employee sign the form. Provide the employee with a copy of the feedback and maintain the original in the Supervisor's Employee Work Folder (971 Folder).

GS Appraisal Cycle	18 Jul 2010 – 31 Mar 2011
Interim Feedback	Dec 2010 – Jan 2011
Performance Rating & Award Effective date	1 Jun 2011

If you have any questions or issues concerning performance management, please contact Civilian Personnel Section at 676-6416.

GS Midterm Feedbacks Due – Jan 2011
POC: Employee Management Relations 676-6416

Due to Incirlik's conversion out of NSPS back into the GS performance management system on 18 Jul 2010, the current U.S. civilian performance cycle is only 8 months long, and therefore, all performance management timelines are accelerated this cycle.

Supervisors should have communicated employee GS performance plans NLT 12 Oct 2010 or within 30 days of an employee's move into the GS position, whichever comes first.

Supervisors should now be working on employee midterm feedbacks, which are due NLT the end of Jan 2011. The midterm feedback should be documented on the AF Form 860B.

To view a sample midterm feedback, click here: [AF Form 860B – Sample](#)

To obtain a form: <http://www.e-publishing.af.mil/shared/media/epubs/af860b.xfd>

For questions or assistance with GS performance plans, midterm feedbacks, and appraisals, please contact Civilian Personnel Section DSN 676-6416.

Supervisor's Employee (971) Work Folder

The 971 Folder is a set of records used in managing the performance of employees at the unit level and must be maintained for each employee. Since the folder contains Privacy Act Information, all folders must be locked and secured, and access to the folders is limited to **official supervisors only**. Please ensure contact information, (e.g., physical address and phone number), is updated on the AF Form 971, which may be obtained by contacting your servicing Employee Relations Specialist. Appraisals and supporting documentation should be maintained in the 971 Folder for 4 years. Contact Civilian Personnel Office for additional information concerning the 971 Folder .

BENEFITS...

Post Allowance (PA)

With a recent change in State Department procedures the PA rates have been changing almost every pay period. To get current information please visit the following website: <http://aoprals.state.gov/>. Post Allowance: Based on current salary and number of family members if you are the sponsor, for all others one person table applies, percentage shown is not of the salary but the spendable income. For further information please call your allowances staff at 676-3523.

EMR...**Air Force Merit Promotion Program****POC: 676-6416**

The Air Force promotion policy is based on strict conformance with merit principles as specified in Title 5 Code of Federal Regulations, (CFR) Part 335, Promotion and Internal Placement. It provides a uniform and equitable means of referral and selection for all placement actions according to merit principles. For more information relating to the Air Force Merit Promotion Program click [here](#).

Definition of Diversity and What it Means to the Air Force

“The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing

and celebrating the rich dimensions of diversity contained within each individual.”

Diversity in the Air Force is broadly defined as a composite of individual characteristics, experiences, and abilities consistent with the Air Force Core Values and the Air Force Mission. Air Force diversity includes, but is not limited to:

- personal life experiences
- geographic background
- socioeconomic background
- cultural knowledge
- educational background
- work background
- language abilities
- physical abilities
- philosophical/spiritual perspectives
- age
- race
- ethnicity
- and gender

SAFETY...**On-The-Job Injuries****POC: 676-3067**

When a civilian employee is injured as a result of work, the supervisor is required to be notified immediately even if it does not seem serious at the time. Supervisors and employees have basic responsibilities when an injury occurs as a result of work. Employees are required to notify the supervisor immediately. If the employee requires emergency medical treatment, ensure that he or she receives immediate care. If the employee's injury results from a specific event or series of events during one day or shift, the supervisor and employee complete a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation using Electronic Data Interchange (EDI). If the employee has a traumatic injury (a specific event or series of events during one day or shift), provide him or her with a Form CA-16, Authorization for Examination and/or Treatment. This form should be issued within four hours of the injury. Ensure to notify the Civilian Personnel Office as soon as possible to ensure proper documentation is completed.

HELPFUL WEBSITES...

39 FSS Website: <http://www.39fss.com/>

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

My Biz/My Workplace
<https://compo.dcpds.cpms.osd.mil/>

Air Force Personnel Center (AFPC) Employment Sites:
<http://www.afciviliancareers.com/index.php>

Benefits and Entitlements Service Team [BEST Website](#)

[DCIPS](#) Information

Air Force Personnel Center (AFPC)
<https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php>

Office of Personnel Management (OPM): <http://www.opm.gov>

DFAS - MyPay: <http://www.dfas.mil>

Office of Special Counsel (OSC): <http://www.osc.gov>

Your HR Team at Incirlik Civilian Personnel Office (39FSS/FSMC)

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