



## SPECIAL POINTS OF INTEREST:

### •WHAT'S NEW

- Applying for Jobs
- New AF Hiring Control

### •BENEFITS

- Renewal Agreement Travel (RAT) for self-Sponsored Civilian Employees
- Environmental Leave (EML) for Self-Sponsored Civilian Employees

### •EMR

- Two Types of Leave
- Civilian Physical Fitness

### •SUPERVISOR CORNER

- Supervisors Employee Work Folder
- Supervisor's Brown Bag Series
- Probationary Periods
- Performance Plans
- USAF Supervisor Course On-line
- Managers Role in Merit Systems Protection Board Appeal Process
- Performance Plans for Local National (LN) Employees

- **OTHER HELPFUL WEBSITES**
- **YOUR HR TEAM**

## WHAT'S NEW....

### APPLYING FOR JOBS.....

#### U.S. Positions

To access the Incirlik Civilian Personnel vacancy list online, please see our web site and follow the links:

· <http://www.incirlik.af.mil> click on Civilian Vacancies (right side)

or

· <http://www.39fss.com/cps.html> Click U.S. Civil Service

For further information on how to apply, please contact our office at 676-6416.

#### New AF Hiring Control

I'm sure many of you have been hearing about the AF's new hiring control. Please understand, this effort is not a freeze and people will not lose their jobs. This is a controlled hiring method that deals strictly with vacant positions and limits the fill actions for these positions. Leadership will ensure critical positions are filled. This may slow fill actions on non-critical jobs, but no one needs to worry about losing their job during this hiring control. Expectation is that it will stop by the end of September.

## BENEFITS....

#### Renewal Agreement Travel (RAT) for Self-Sponsored Civilian Employees

RAT may be authorized when you sign another tour agreement. For personnel assigned to Turkey, the initial overseas tour is for 2 years. Subsequent, or renewal, tours are also two years in length. When you sign a renewal agreement to stay another tour, you may become eligible for RAT. So what is RAT? RAT is a free trip back to the CONUS, usually the location from which you moved, for you and your eligible dependents. You may take your RAT after you have signed your renewal agreement, for a period six months before the start of the tour up to 12 months before the end of the tour. That end date is important - you must take your RAT no later than 12 months before the end of your tour. If you wait longer, you lose the entitlement, with few exceptions. You will be issued orders to obtain your RAT tickets. Please allow at least two weeks from the time you request orders to receive them. You must be charged either annual or home leave for the duration of time you are in the US. Your travel time, however, to and from your home of record or other single authorized point is not chargeable to leave. Please request all EML orders at least 30 days in advance.

**BENEFITS (cont)....****Environmental Leave (EML)****for Self-Sponsored Civilian Employees**

EML is available to federal employees in Turkey. Travel is subject to availability of military aircraft. Unfunded EML (UEML) is a benefit which utilizes military airlift to provide relief by allowing those eligible to travel on DOD-owned and operated aircraft at a higher priority while traveling on UEML orders. Trips may not be accumulated from one year to the next. Authorized number of UEML trips for a 24-month tour is a total of four (4), of which two (2) can be to the CONUS. The Civilian Personnel Section (CPS) will prepare your UEML travel orders. Please request all EML orders at least 30 days in advance.

**EMR....****Two Types of Leave**

The **Time-Off Award (TOA)** grants time off from duty without loss of pay or charge to leave. Employees might receive TOA for their appraisals. TOAs are only good for one year. If it is not used within that year, the employee will lose the TOA. Record the employee's use of time-off on the employee's time and attendance reports according to instructions published by the civilian payroll function. The employee must obtain their supervisor's approval to schedule and use the TOA. Employee should request their time-off far enough in advance to use it without disrupting the unit's work. Supervisors must contact the employee's servicing CPF/CPE to verify all regulatory requirements were satisfied prior to receiving the employee's SF-50

**Compensatory time off for travel** may only be earned for time in a travel status when such time is not otherwise "compensable." Compensable refers to periods of time creditable as hours of work for the purpose of determining a specific pay entitlement. Compensatory time off for travel should be used within one year of being earned. If the leave is not used, the employee will lose it.

**EMR....****Civilian Physical Fitness**

The Civilian Physical Fitness Program is designed to encourage all US appropriated fund civilian employees to become physically active and promote a healthier workforce. Participation in the Civilian Physical Fitness Program established under this authority may include up to three 1-hour periods of duty time per week and is restricted to the use of base facilities under the direct control of the Installation Commander.

Participants must complete a "Request For Approval of Excused Absence and Memorandum of Understanding For Participation in the Civilian Physical Fitness Program Form" and obtain approval through the second-level supervisor. Each participant is required to obtain clearance from his/her healthcare provider/physician prior to being considered for the Civilian Physical Fitness Program.

- Mission impact is the key element in second-level supervisor's decision to approve employee's participation. Normally, overtime, compensatory time, and credit hours may **not** be approved nor earned on days when use of official duty time is authorized for the civilian physical fitness program.
- In order to maintain the integrity of this program, fitness activities may only be performed on base or in base facilities.
- The supervisor/timekeeper is required to show physical fitness time on attendance sheets with the appropriate coding (LN) for administrative leave, which requires the supervisors' signature.

Participation is strictly voluntary and supervisors will have the authority to revoke participation privileges if any abuse is identified and is not promptly corrected. For questions, please contact your servicing Employee Relations Specialist at 676-3067.



Physical  
FitnessCriteria and R



MEMO FOR FITNESS  
PROGRAM.rtf

# SUPERVISOR'S CORNER

## Supervisor's Employee Work Folder

Starting in June, CPS will start reviewing the Supervisor's Employee Work Folder (971). This six-part folder is a set of records used in managing the performance of employees at the unit level IAW with AFPAM 36-106. The following is a list of records normally maintained by the supervisor in the six-part Employee Work Folder.

- Part 1 Core Document: AF Form 1378, **Civilian Personnel Position Description**, or AF Form 1003, **Air Force Core Personnel Document**.
- Part 2 Supervisors Employee Brief (971): AF Form 971, **Supervisor's Employee Brief (Computer Generated)**.
- Part 3 Request for personnel Actions: SF Form 52, **Request for Personnel Action**.
- Part 4 Appraisals, Awards, Recognition & Self Evaluations: Copy of employee Performance Appraisal and Backup Information, Letters of recognition, etc.
- Part 5 Employee Training: Training Records, training certificates like Information Assurance, EMS, and other related training, etc.
- Part 6 Miscellaneous: Complaints of Indebtedness, Leave Schedules, DD Form 2365, **DOD Civilian Employee Overseas Emergency - Essential Position Agreement**, etc

Please contact Civilian Personnel Section for further guidance.

Supervisor's Work  
Folder 971 Folder

## Supervisor's Brown Bag Series

Come join us for our one-hour Supervisory Brown Bag Sessions and learn about civilian personnel program management. Supervisor's will gain tips and advice on how to manage employee programs to better accomplish the unit's mission. We offer a wide range of topics for Supervisors of both US and LN employees.

Supervisory Brown Bag Sessions are offered each month in Bldg 833, FSM Conference Room at 1200. To sign-up or for more information, call 676-3531.

### U.S. Supervisory Brownbag Sessions

- 15 June -Civilian Misconduct and Disciplinary Actions/Procedures

### Local National (LN) Supervisory Brownbag Session

- 22 Jun -Collective Labor Agreement setting prec means for you/your employer/successor



Have an idea for a Brown Bag Session? We'd love to hear it! Email us at [39fss.fsmccivilianpersonnel@incirlik.af.mil](mailto:39fss.fsmccivilianpersonnel@incirlik.af.mil) or call 676-3531

## Probationary Period

The attached article from cyberFEDS, answers questions concerning probationary periods and the process.



Take Advantage of  
Probationary Period C

## REMINDER.....

### Performance Plans

Employees must be assigned to a performance plan within 30 days of an appraisal cycle, or within 30 days of a new job/position.

The new performance cycle is from 1 Apr 2011 to 31 Mar 2012. Supervisors must review and communicate the performance plan to the employee. Both the supervisor and employee must sign the plan. Maintain the original in the 971 folder and provide a copy to the employee.

Please contact Civilian Personnel Section for further guidance.

### USAF Supervisor Course On-line:

The USAF Civilian Supervisor's Course is a mandatory course to be completed within 6 months of being assigned as a new supervisor. Each class meets once a week virtually for 8-hours over a 5 week period of time. As an official Air Force course, students are considered TDY "in-place" (at no-cost) during the scheduled class days and the place of duty is at any computer with high-speed internet access.

- Each "academic day" consists of:
- Two hours of readings/exercises and one hour of a video elective
- One and a half hours of an on-line seminar using Defense Connect On-Line for collaboration
- Two hours of practical skills application either in-person with others from your base or via web cam in groups of three to form a "Wingman's Triad"
- One and a half hours of message boarding during which students answer questions about the topic of the day, what they learned in the electives, and provide examples of how they are using the skills they learned the previous week in their workplace. In addition, students practice providing feedback to at least two other students' posts. The course director also gives feedback on each student's posts.

Register on-line and select USAFE:

<https://afkm.wpafb.af.mil/ASPs/Reg/GroupList.asp?Filter=AF-ED-00-38&EventID=11257>

### Managers Role in Merit Systems Protection Board (MSPB) Appeals Process

Ever wanted to know what the managers role in the MSPB appeal process? Well, the attached Q&A will assist in understanding.

Please contact Civilian Personnel Section for further information.



Help managers understand their role



### Performance Plans for Local National (LN) Employees

USAFE Instructions 36-716, Performance Evaluation of Non-US Citizen Employees applies to local national employees. This program requires supervisors set performance requirements for each position or group of identical positions. Requirements should be in line with duties listed in the official position description.

Supervisors inform employees of their performance requirements, monitor day-to-day performance of employees, and hold private discussions with employees to keep them advised of how well they are meeting expectations. Remember, document all performance discussions on the AF 971 Employee Brief.

As we begin a new evaluation cycle, now is the time to review the position description with each employee and lay out performance expectation and goals for the next year.

For additional guidance, please contact Civilian Personnel at 676-3531

**Other Helpful Websites**

Air Force Personnel Center (AFPC)  
<https://gum-crm.csd.disa.mil/app/login/redirect/>

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

DFAS—MyPay  
<http://www.dfas.mil>

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

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

Benefits and Entitlements Service Team (BEST):  
<http://ask.afpc.randolph.af.mil/BEST/?prods3=272>

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

**Mr. Vince Halverson,  
 Civilian Personnel Officer**

**U.S. Personnel**

**LN Personnel**

Recruitment/ Staffing/EMR	Ms. Charlotte Kinser	Staffing	Mr. Ali Yoksuloglu
Recruitment/Staffing	Ms. Trisha Duncan	Staffing/Benefits	Ms. Tugba Borklu
Priority placement/Security Clearances/Staffing	Ms. Colleen Williams	Training/Products	Mr. Nedim Cira
Classification/Training	Ms. Heidi Liebel	Labor	Mr. Fatih Akay

39 FSS/FSMC  
 Unit 7075 Box 165  
 APO AE 09824  
 Email: [39fss.fsmccivilianpersonnel@incirlik.af.mil](mailto:39fss.fsmccivilianpersonnel@incirlik.af.mil)