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CPS NEWSBRIEF
INCIRLIK AIR BASE, TURKEY



DECEMBER 2011

WHAT'S NEW.....

Federal Employee Health Benefits: Open Season 14 Nov – 12 Dec 2011

The FEHB Open Season is an annual event which normally runs from Monday of the second full workweek of November through Monday of the second full workweek of December. If you are not enrolled in the FEHB program, you may enroll during Open Season, provided you are eligible. If you are enrolled, you may change from one plan to another, from self only to self and family, or make any combination of these changes.

If you are currently enrolled in the FEHB, the effective date of an Open Season change in your coverage is the beginning of the first full pay period in January. The effective date of an Open Season change from not enrolled to enrolled is the beginning of the first full pay period in January, which follows a pay period during which you are in a pay status for any part of the pay period.

For more information, go to the OPM website:
http://www.opm.gov/insure/federal_employ/index.asp



Civilian Resiliency

Our culture is based on enduring principles. At its most fundamental, it begins as each of us internalizes *the Core Values of our United States Air Force* and dedicates ourselves to conduct our behavior by them. Each of us is an important part of a community of fellow Airmen; and, as a community shows, we *care, commit, connect, communicate, and celebrate* with each other and our families. As a community, we embrace the importance of supporting each other's fitness: *physical, social, mental, financial, and spiritual fitness*. This is *our culture*. It is because of this culture that, together, we are able to support the Air Force's mission: to fly, fight and win...in air, space and cyberspace.



Resiliency booklet.docx



STAFFING.....

HR Advisory 2011-66 Update to Self Service Application

Accurate career briefs are required for employees wishing to apply for CDE programs and it's the employee's responsibility to ensure their record is updated in a timely manner. This advisory is to inform all civilians of a change to the current process of updating employee records in MyBiz. The [Defense Civilian Personnel Data System](#) contains the My Biz Self-Service module that enables employees and managers to have secure, real-time, on-line access to personnel information, at any time, from their workstations. This system also allows civilian employees to update their personnel records. The changes will immediately update the employee's personnel record and be reflected on their civilian career brief the next day. Employees should be using this process to update education, training, certification, licenses, and language.

Link to HR Advisory:
<https://gum-crm.csd.disa.mil/ci/fattach/get/1607747/1321449812/redirect/1>



EMR.....**Leave for USAFE Family/Goal Days**

Supervisors of civilian employees (LN and US) are encouraged to utilize liberal leave on USAFE Family or Goal Day. Please remember if the employee is not at work, they must be in a leave status; i.e., annual leave, comp time, LWOP, etc. An employee cannot be forced to take leave.

If you have any questions regarding this matter, please contact Civilian Personnel Section at 676- 6416.

TURKISH NATIONAL NEWS.....**Local National (LN) Administrative Leave**

Each LN employee is entitled to a total of 56 hours of Administrative Leave (AL) by the Collective Labor Agreement throughout the year. It can be used hour by hour. All supervisors and employees are reminded that the administrative leave year ends 31 Dec 2011. Up to unused 24 hour portion of the administrative leave is payable to the employee with December wages. Use or lose rule applies to administrative leave beyond 24 hours. Thus, many of your local national employees will have a desire and attempt to use hours above and beyond 24 hours within the month of December. Please prepare your work schedules accordingly to avoid negative impact on your day to day operations by last minute admin leave requests.

For questions regarding administrative leave, contact Fatih Akay at 676-3523.



**HOLIDAYS/USAFE
FAMILY DAYS
2011-2012
SCHEDULE**

Date(s)	Day(s)	Holiday
23 Dec	Fri	Christmas Weekend
26-Dec	Mon	Christmas Day (in lieu of December 25, Sunday)
2 Jan 12	Mon	US Holiday New Year's Day
16 Jan 12	Mon	US Holiday Martin Luther King, Jr Day

PROFESSIONAL DEVELOPMENT WEBSITES.....

Leader Competency Definitions

<http://www.cpms.osd.mil/ASSETS/4CEE56AED23A43C6B7AEDAA76C7FF174/Competency%20Definitions%20Dec%2008.PDF>

Resolving Conflicts over the holidays

<http://www.usaweekend.com/article/20111111/HOME02/311110005/Family-feud-How-resolve-conflict-during-holidays?odyssey=nav|head>

AF Supervisor Resource Center

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-DP-MC-15>

CPMS Civilian Leadership

http://www.cpms.osd.mil/lpdd/cldf/Framework_and_continuum.aspx

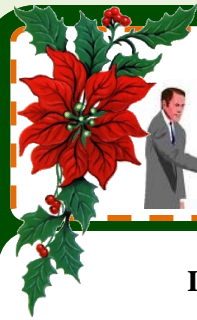
<http://www.dtic.mil/whs/directives/corres/pdf/143016p.pdf>

Air Force Mentoring, AFI 36-3401

<http://www.e-publishing.af.mil/shared/media/epubs/AFI36-3401.pdf>

AF Professional Reading List

<http://www.af.mil/information/csafreading/index.asp>



SUPERVISOR'S CORNER

Local National (LN) Midterm Feedback

Giving feedback is paramount to being a good supervisor. It's time once again to sit down with each of your Local National employees to provide performance feedback sessions. Use the AF 971 to document the session.

Supervisors should use this opportunity to provide constructive feedback on work performance, review duties, and reinforce expectations for future performance. This is also a great time to discuss short and long term employee development and training.

Here are a few tips for providing feedback and encouraging employees:

- Focus on the facts.
- Provide verbal feedback and follow up in writing.
- Allow for extra time to ensure you're not rushed.
- Review what was said to ensure the conversation was clear to both you and the employee.
- Create an action plan for improvement and schedule a follow up meeting (if needed).

For more tips and information, call 676-6578.

USAF Supervisors Course

USAF Supervisors Course is mandatory for all new supervisors. Individuals who fail to meet this requirement may be removed from their supervisory position.

Each class meets ONE DAY per week virtually for 8-hours over a 5 week period of time (40 hrs total) PLUS: 1 Hr orientation to socialize concepts, and new technology and 1.5 hours pre-course work during the week before start date. AND 1 hour post assessment the week after final class day.

Classes will start approximately every 7-weeks for FY12, for the once a week meeting. **The next USAF Supervisors Course availability is 16 Jan - 17 Feb 2012. This one is specific for USAFE. Get out there and sign up before it's too late!** * Click here [USAF Supervisors Course](#)

Completion of AF PME suffices for this training.

This course is not offered locally. For further information, call Civilian Personnel Section at 676-3531.



GS Midterm Feedbacks

The US performance appraisal cycle is 1 April 2011 through 31 March 2012. Supervisors should have communicated employee GS performance plans NLT 30 April 2011 or within 30 days of an employee's move into the GS position, whichever comes first.

Midterm feedback should have been communicated to employees. 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 more information, please contact Civilian Personnel Section DSN 676-6416.

Civilian Personnel Management Course

All supervisors (civilian and military) who manage civilians are required to take this course. This course provides background information and an understanding of applicable civilian personnel laws and regulations needed to carry out civilian personnel management responsibilities. CPMC is being offered as an e-learning course ONLY.

The next available CPMC course for supervisors of US Civilians employees begins on 2 March and runs through 23 March 2012.

If you have not had this training, this is required for all supervisors. Sign up now, so you don't miss this opportunity.

*[Civilian Personnel Management Course](#)



For more information, please contact Civilian Personnel Section DSN 676-3531.

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.



Help
Wanted

Procedures for Local National Job Application

The following rules and procedures are applied for Local National candidates applying for jobs at 39th Air Base Wing (39 ABW) in Turkey.

Applicants must complete the Local National Job Application Form for each vacancy announcement. Current employees are given priority considerations without any guarantee for assignment through in-service placement before an outside applicant fills a vacant position. Applicants must indicate the title of the position for which you are applying on the form. Job applications must be received by the Civilian Personnel Section by the closing date of the announcement. Incomplete applications, and those which do not meet minimum qualifications, will not be considered. The Civilian Personnel Section cannot grant extensions for late applications.

Vacant positions are filled solely on the basis of merit. It is US Air Force regulation to prevent nepotism; close relatives will not be employed in any situation where a supervisory relationship would exist, or as determined by management, a potential conflict of interest would exist. Qualifications and fitness for the job of candidates are determined through the review of qualifications, education, language proficiency and other job related tests, interviews as appropriate, and results of a background security investigation.

Candidates whose application forms are accepted upon a preliminary review by the selecting supervisor will be called, by phone or mail, for English and/or other job related exams. It is the applicant's responsibility that the front page of application form bears an address and a telephone number to enable Civilian Personnel Section to reach the applicant. Application forms of non-selected personnel will not be retained nor returned.

Link to Local National Job Application Form

<http://39fss.com/39FSS/Documents/cpo/TR-Jobs/Application-Form.doc>

For more information, contact Mr. Ali Yoksuloglu at 676-6578





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>

Farewell

We'd like to take a minute to say farewell to one of our own. Ms Heidi Liebel is leaving us and moving to the Air Staff with a career broadener position in civilian personnel policy. Heidi has been working as our chief of classification and civilian development training for the last year and has done an outstanding job. Though we hate to see her leave, we know that she'll be working for all of us in her new position and we wish her the best!

With Heidi leaving, we are moving Ms. Charlotte Kinser into the chief of classification position and we're moving Ms Trisha Duncan up to the chief of staffing temporarily while we fill behind Ms. Kinser. These moves should have no impact on the outstanding customer service you're provided whether a leader, a manager, a supervisor or an employee.

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



Mr. Vince Halverson,
Civilian Personnel Officer

U.S. Personnel

Classification/Training	Ms. Charlotte Kinser
Recruitment/Staffing/EMR	Ms. Trisha Duncan
Priority placement/Security Clearances/Staffing	Ms. Colleen Williams

LN Personnel

Staffing	Mr. Ali Yoksuloglu
Staffing/Benefits	Ms. Tugba Borklu
Training/Products	Mr. Nedim Cira
Labor	Mr. Fatih Akay



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