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CPS NEWSBRIEF

INCIRLIK AIR BASE, TURKEY



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WHAT'S NEW.....

Civilian Personnel Newsbrief Archives

If you missed our current newsbrief or just want to check out the archived newsbriefs to get great information, don't worry. Go to the 39 FSS and click on Civilian Personnel Section or go directly to our website: <http://www.39fss.com/cps.html> to get a copy.



Newbriefs are not the only thing on our website, there's lots of information. We have information for both employees and supervisors/managers. Make sure to check out our Supervisors Handbook, web links to resources, fact sheets and vacancy announcements.

BENEFITS.

All About Post Allowance (PA)

Post Allowance (PA) means a cost-of-living allowance granted to an employee officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C.

Post Allowance is paid to compensate in part for the higher price of many goods and services in overseas areas. It is based on the employee's salary, work schedule, number of dependents, and the employee's duty station location. Changes in exchange rates also raise or lower the post allowance since exchange rates affect the cost of goods and services bought on the economy. Post allowance is not taxable. Bi-weekly updates are available at

(<http://aoprals.state.gov/Web920/location.asp>).

To initiate payment of PA, you must submit a completed SF-1190, Foreign Allowances Application, Grant, and Report, to the Civilian Personnel Section when you in-process. Employees must also submit a SF 1190 when there is a change in the number of dependents, a change in work schedule from full-time to intermittent, when Temporary Quarters Subsistence Allowance is initiated, or when departing the foreign area. For information your Post Allowance entitlement, call 676-6578.



STAFFING.....

Prohibited Personnel Practices

Prohibited personnel practices are those things a Federal employee with personnel authority may not do. A federal employee has personnel authority if they can take, directs others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, and training. Changes to the law were made to protect whistleblowers and people with veteran's preference. A personnel action includes any significant change in duties, responsibilities, or working conditions, which is inconsistent with the employees' salary or grade. People with personnel authority - managers and supervisors - - are charged with avoiding prohibited personnel practices.

1. Don't DISCRIMINATE on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Don't SOLICIT or CONSIDER any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Don't COERCE the political activity of any employee or applicant.
4. Don't DECEIVE or OBSTRUCT any person with respect to such person's right to compete for employment.
5. Don't INFLUENCE a person to withdraw from competition.
6. Don't GRANT any preference or advantage not authorized by law, regulation, or rule.
7. Don't EMPLOY or PROMOTE a relative.
8. Don't RETALIATE against a whistleblower, whether an employee or an applicant.
9. Don't RETALIATE against employees or applicants who exercise their appeal rights, testify, or cooperate with an inspector general or the Special Counsel, or refuse to break the law.
10. Don't DISCRIMINATE based on actions not adversely affecting performance.
11. Don't VIOLATE any law, rule, or regulation implementing or directly concerning the merit principles.
12. Don't VIOLATE veterans' preference requirements.

Avoiding prohibited personnel practices will not guarantee you will never have to defend a decision or action, but it will give you a firm basis from which to start. You should remain conscious of Merit System principles and prohibited personnel practices.



Service Computation Date (SCD)

In the federal government, as in private industry, seniority is important for a number of reasons: leave accrual, reduction in force (RIF), and retirement. Federal employees have a Service Computation Date (SCD) for each. The SCD for leave accrual purposes (reflected in block 31 on the Standard Form 50, Notification of Personnel Action), is used to determine the number of annual leave hours an employee is eligible to earn: 4 hours per biweekly pay period for a fulltime employee with less than 3 years of service, 6 hours for those with 3 years but less than 15 years service, and 8 hours for those employees with over 15 years service. The time that counts toward your Leave SCD includes federal service, and in some cases all or part of military service. The SCD for retirement reflects the actual civilian federal service creditable toward retirement. This could be different than the SCD-Leave. For instance, campaign time for retired military is creditable for leave purposes but may not be creditable toward retirement from federal service. The SCD for reduction-in-force (RIF) is normally the SCD Leave adjusted by the last three official performance ratings of record received during the four-periods prior to the date of the RIF. Additional retention service is added to the SCD based on previous ratings.

Instructions for Updating Education and Experience on Civilian Personnel Records

Civilian employees have a tool in the Defense Civilian Personnel Data System (DCPDS) My Biz Self-Service module which allows updates on certain information in the personnel record. Employees can use My Biz to update licenses, occupational certifications, education, training, work information (phone number, email address, physical work address), home phone number, handicap code, ethnicity and race category, language, and emergency contact information. If there is experience, a license, an occupational certification, education, language, or certain training information that an employee cannot update through these self service applications and are serviced by AFPC, there are instructions on updating personnel record on the AF Portal.

Probationary/Trial Period

Federal employees serve a probationary/trial period during their first year of permanent federal employment, and also upon their first assignment to a supervisory or managerial position.

The purpose of the initial probationary/trial period is to determine your fitness for continued Federal employment. During this period, the supervisor must look at job performance and work behavior as well as character, conduct, and attitude that directly affect job performance. If there is a problem in any of these areas, the supervisor should take action. Such action could be as serious as removal. Removal is easier for the supervisor to do during probationary/trial period, than later. There are very limited appeal rights if action is taken during the probationary/trial period.

The supervisory or managerial probationary period is designed to judge an employee's ability to perform the supervisory or managerial duties. If an employee fails this probationary/trial period, he or she must be removed from that position.

SUPERVISOR'S CORNER

Upcoming Turkish Holiday: Sugar Feast

The Ramadan Feast, also named as Sugar Feast, is a 3 ½ day festival and one of the most important religious holidays in Turkey. The holiday will begin at 1300 hours on 29 August 2011 and will end at close of business on 01 September 2011. Official holiday period is a total of 3 ½ days. The holiday is a time for visiting relatives and paying one's respect to older people. Many Turks give away sweets and desserts during the festival, and children may watch free Turkish shadow plays.

At Turkish Government sector, administration buildings, schools and most businesses are closed during the entire week of the holiday. However, in private sector, the holiday is usually restricted to 3 ½ days only.

A careful work scheduling is necessary to ensure a smooth operation. In the event the 39 ABW employees are required to work on national and general holidays, they must be informed 24 hours in advance when operationally possible. In such a situation, excuse of an employee will be evaluated. However, final decision will be rendered by the Employer.

Wages of an employee who is directed to work on national and general holidays will be paid the normal holiday rate plus an additional amount of the normal rate increased by 60% for each hour of work within the regular daily tour of duty. In other words, an employee who is directed to work overtime on general and national holidays in excess of regular tour of duty will be paid the normal holiday wages plus 160% of their normal rate for each hour that they work overtime in excess of the regular daily tour of duty.

Bottom-line, plan accordingly.

For further information, please contact Mr. Fatih Akay at ext: 676-3523



USAF Supervisors Course 4 Oct - 3 Nov 11

Sign up for the next USAF Supervisors Course starting 4 Oct through 3 Nov 11.

<https://afkm.wpafb.af.mil/VirtualCampus>

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 FY11, for the once a week meeting.

Attached is a fact sheet that briefly talks about the USAF supervisors course.

For further information, contact Heidi Liebel at 676-3531.



USAF SC Fact Sheet
May 2011.doc

GS Midterm Feedbacks Due October 2011

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 is September-October 2011 timeframe. 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>

Further information will be sent out soon. For questions or assistance with GS performance plans, midterm feedbacks, and appraisals, please contact Civilian Personnel Section DSN 676-6416.

FY2012 Call for Civilian Training Requests (Suspense: 30 Aug 11)

As we head toward Fiscal Year 2012, we request your training requirements for civilian employees (US and Local National, Appropriated Fund) for the new fiscal year. Please ask supervisors of your organization to determine training requirements and consolidate and prioritize unit training. USAF definition of Priority 1,2, 3 is attached. Commanders should determine what training is needed to improve productivity, fulfill mission requirements, and/or enhance the quality of services rendered to customers, and whether or not requests for training address the organization's long-term strategic goals.

For each training request, employees must submit a (1) Training Impact Statement and (2) SF-182, approved and signed by the supervisor. For training identified as Priority 1, please provide the reference mandating/requiring the course.

Instructions for completing the SF-182 are attached. All requests will be reviewed for completion and prioritized for available funding. Requests will only be accepted for training of Appropriated Fund US and Turkish National employees assigned to 39 ABW, 717 ABS and 425 ABS.

The suspense to 39 FSS/FSMC is COB 30 Aug 2011. POC is Mr. Nedim Cira, 676-6578 or e-mail Nedim.Cira@incirlik.af.mil

TURKISH NATIONAL NEWS.....

USAF Policy on Nepotism



It is US Federal law and USAF policy to prohibit nepotism. Nepotism occurs when relatives are in the same reporting chain or when employees appoint, promote, or advocate for relatives. You may not appoint, employ, or promote a relative to a position in the Department of Air Force, or advocate a relative for appointment, employment, promotion or advancement. The Code of Federal Regulations (5 CFR 310.102<<http://www4.law.cornell.edu/cfr/5p310.htm>>) defines relatives as follows:

Aunt, Brother, Brother-in-Law, Daughter, Daughter-in-Law, Father, Father-in-Law, First Cousin, Half Brother, Half Sister, Husband, Mother, Mother-in-Law, Nephew, Niece, Sister, Sister-in-Law, Son, Son-in-Law, Stepbrother, Stepdaughter, Stepfather, Stepmother, Stepsister, Stepson, Uncle, and Wife.

AMERİKAN HAVA KUVVETLERİ'NİN NEPOTİZM (AKRABALARA YAPILAN İLTİMAS) HAKKINDAKİ TUTUMU

Nepotizm(Akrabalara Yapılan İltimas)'den kaçınmak Amerika Birleşik Devletleri'nin ve Amerikan Hava Kuvvetleri'nin kanun ve politikalarındandır. Nepotizm(Akrabalara Yapılan İltimas), akrabaların birbirini tayin edebileceği, terfi ettirebileceği ya da savunabileceği durumlarda ortaya çıkar. Hava Kuvvetleri'nin herhangi bir bölümündeki bir pozisyonda amirlik ilişkisinin olduğu durumlarda, bir akrabanızı tayin edemez, işe alamaz, terfi ettiremezsiniz; ayrıca bir tayin için, işe alım ya da terfi için savunuculuğunu yapamazsınız. 5 CFR 310.102

<<http://www4.law.cornell.edu/cfr/5p310.htm>> kodlu federal kanunda bu akrabalar şu şekilde açıklanmıştır: Hala, teyze, kayınbirader, gelin, baba, kayınbaba, birinci derece kuzen, yarı kardeş, eş, anne, kayınvalide, yeğen, kızkardeş, görümce, oğul, damat, üvey evlat, üvey kardeş, üvey anne-baba, yenge.

APPLYING FOR JOBS.....

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 an application form bears an address and a telephone number to enable the 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



Help
Wanted

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.



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

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