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WHAT'S NEW....

SUMMER EMPLOYMENT.....

Summer Hire Program 23 May- 23 Sept 2011

Who is Eligible? Summer Hire employment open to ages 14 – 22 high school or college students, family members of active duty military or self-sponsored civilians employed by a Government Agency

Part-time 20 hrs per week or Full-Time 40 hrs per week Clerical and Labor Positions; 4, 6, 8 or 18 week programs @ \$5.50 PER HOUR

Application packages available at the CPS webpage, <http://www.39fss.com/cps.html>

Applications accepted between **18 APRIL- 7 MAY, Mon – Fri, 0830-1530** at CPS bldg 833.

POC: Civilian Personnel Section Patricia Duncan 676-6416



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.

EMR.....

Conduct, Responsibility, and Ethics Issues

Federal employees are expected to maintain high standards of honest, responsibility and accountability. Please read [AFI 36-703](#), *Civilian Conduct and Responsibility*. This publication is available on the internet at <http://www.e-publishing.af.mil/> or, if you do not have computer access at work, by contacting the CPS. The DOD Joint Ethics Regulation (JER) also provides critical guidance on employee responsibilities.

BENEFITS.....

Benefits Summary for New, Rehired, and Transferred Civilian Employees

The Civilian Personnel Section provides a brochure which applies to new, rehired, and transferred employees who are eligible for Federal benefits. Generally, employees hired on or converted to appointments described as permanent or indefinite are eligible for Federal benefits. To access the brochure, go to the [39FSS/CPS](#) website.

BENEFITS.....

Thrift Savings Plan (TSP)

TSP is an automatic retirement savings and investment plan for employees. The purpose to the TSP is to provide a supplement to retirement income. A major advantage of the TSP is that you pay no taxes on contributions or earnings until you withdraw from your account. Contributions for newly hired and newly eligible employees will be enrolled in TSP at a contribution rate of 3 percent and, if eligible, will receive agency matching on these contributions. Employees who are not on the agency's rolls prior to 1 Aug 10, or are rehired with a break in service of 30 days or less, are not affected by automatic enrollment. Once enrolled and making contributions, you can choose to have your money diversified among five different investment funds by using the TSP website www.tsp.gov. You will need your Social Security Number and your TSP Account number, and Personal Identification Number (PIN) to make your funds request. As a new participant, you will receive a PIN and your account number in the mail after your account is established through the BEST System.

For additional information, Contact your Total Force Service Center at 1-800-525-0102



TURKISH NEWS.....

Turkish Employees and Their Supervisors: 1 May, Sunday and 19 May, Thursday are official Turkish holidays. They are a one day holiday each for all Turkish employees. However, for preliminary scheduling/preparations supervisors need to keep in mind that in the event employees are required to work on national and general holidays, they will be so informed thereof 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. Also, wages of an employee - who is directed to work on national and general holidays - for each hour of work within regular daily tour of duty will be the normal holiday rate plus an additional amount of the normal rate increased by 60%.

Türk İşçi ve Amirlerine: 1 Mayıs, Pazar ve 19 Mayıs Perşembe günü bütün Türk İşçileri için birer günlük resmi tatildir. Önceden hazırlık yapmak ve/veya bayram günü kimlerin çalışması gerektiğini tebit etmek için kısım amirlerinin bilmesi gerekir ki; Ulusal Bayram ve genel tatil günlerinde işçi çalıştırılması icabettiği takdirde çalışma şartlarının müsaadesi nisbetinde işçiler 24 saat öncesinden haberdar edilecektir. Bu durumda işçinin mazereti değerlendirilecektir. Ancak, son karar İşveren tarafından verilecektir. Ayrıca Ulusal Bayram ve genel tatil günleri çalıştırılan işçinin normal günlük çalışma süresi içerisinde çalıştığı her saat için ücreti, normal tatil ücreti, normal ücretinin %60 arttırılması suretiyle ödenir.

STAFFING.....

Overseas Agreements With Return Rights

Return rights are granted to members PCSing from Air Force to Air Force positions. When a member accepts a PCS move to OCONUS, the losing personnel office, or manager signs the return rights agreement granting the employee the right to request to the return assignment. If that position, for some reason is no longer available due to Reduction in Force or it has been abolished, return rights allow individuals to return to a vacant position at the same grade level as that to which return rights were granted.

Return rights can be terminated earlier for any of the following reasons:

- Resignation
- Separation for cause
- Transfer to an agency outside the Dept of Defense
- Failure to accept the position to which return rights apply
- Assignment to a DOD activity in the CONUS or Hawaii



Failure to accept a return rights position, and having no other offer may result in separation from the Air Force.

If you have any questions regarding your return rights position, please contact CPS.

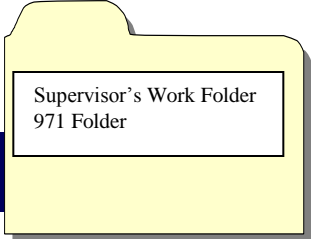
SUPERVISOR'S CORNER

Supervisor's Employee Work Folder

Starting in May, 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. Supervisors 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 in the FSM Conference Room. To sign-up or for more information, call 676-3531.

U.S. Supervisory Brownbag Sessions

- 10 May at 1100—US Civilian Time & Attendance and Leave
- 12 May at 1100 and 1200—Supervisor's Employee Work Folder and the AF971
- 15 June, time TBD—Civilian Misconduct and Disciplinary Actions/Procedures



Local National (LN) Supervisory Brownbag Sessions

- 18 May at 1100 and 1200—Management Rights: IAW Local Collective Labor Agreement
- 22 Jun, time TBD—Collective Labor Agreement setting precedent: What it 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 or call 676-3531.



GS Appraisals Timeline

Civilian Personnel is wrapping up this year's appraisal closeout ending on 31 Mar 11. Guidance on appraisals and completing the AF Form 860A, Civilian Rating of Record, can be found in AFI 36-1001, *Managing the Civilian Performance Program*.

The appraisal period for this year began 18 Jul 10 and ends on 31 Mar 11. An overall written performance evaluation is required on all employees who worked at least 90 days during this period.

- Group or squadron QC's the appraisals 15 – 29 Apr 11 passes to FSMC after signatures and award approval
- FSMC enters into system 2 – 6 May 11 passes back to supervisors
- Supervisors present appraisal to employee 16 – 30 May 11 giving original to employee and keeping a copy in 971
- Ratings effective 1 Jun 11 – awards (monetary or TOA) will be posted in first paycheck following (8 Jun 11)
- Supervisors present appraisal to employee 16 – 30 May 11
- Ratings effective 1 Jun 11

For additional guidance, please contact Civilian Personnel at 676-6416 .

LN Evaluations

LN evaluations are required to be completed by 15 May. These evaluations are done verbally with a summary annotation made to the employee's 971. Supervisors should ensure the evaluations are completed and annotated, as CPS personnel will be doing employee 971 spot checks being the following month.

For additional guidance, please contact Civilian Personnel at 676-6416

Looking for the best way to manage your workforce?

It is Air Force policy that you have access to certain types of information regarding the employees you supervise. The Civilian Personnel Section (CPS) provides you with employee information contained in the automated Defense Civilian Personnel Dat5a System (DCPDS) to aid you in carrying out your supervisory responsibilities. This information must be maintained in an official Employee Work Folder & Brief.

Supervisors can request US and Local National (Appropriated Fund) civilian personnel reports containing information on their assigned employees. Reports may include data such as position information, length of service, training history. We also have the AF 971 for the Supervisor's Employee Work Folder and Civilian Career Briefs. Additionally, we can provide copies of assigned position descriptions.

Due to the sensitive nature of this information, we are only able to run reports for the employee's supervised. We've got you covered. Contact Nedim Cira 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>



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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