

# **CIVILIAN EMPLOYEE HANDBOOK**



**SPACE AND MISSILE SYSTEMS CENTER**

**Los Angeles Air Force Base**

**2002 - 2003**



<http://www.losangeles.af.mil/SMC/HR/hrc.htm>





**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)  
LOS ANGELES AIR FORCE BASE CALIFORNIA

NOV 18 2002

MEMORANDUM FOR ALL INCOMING CIVILIAN EMPLOYEES

FROM: SMC/CC

SUBJECT: Commander's Welcome Letter

1. Welcome to the Space and Missile Systems Center (SMC). I am pleased that you have joined our team.
2. You are now a very important member of a group of people dedicated to furthering America's space program and ensuring the security of our nation's defense. Thank you for joining this cadre of technical and program specialists! Our vision at SMC is to "*Become the Center of Excellence for space & missiles by building a reputation of producing quality products on time, at cost...meeting warfighter needs.*" Together we will achieve our vision for it is only through the dedicated efforts of the employees that our mission can be accomplished.
3. The attached guide for new civilian employees provides an overview of civilian personnel programs and requirements as they apply to SMC employees. It should answer many of the frequently asked questions of civilian employees new to SMC.
4. I trust that you will find your work with SMC rewarding, challenging, innovative, and fun. I know that you will share a sense of personal pride and satisfaction at the end of the day, as you understand the important contribution you are making in protecting our national defense.
5. Thank you for joining SMC. I wish you continued success in your professional journey

*Cheers,*

A handwritten signature in black ink that reads "B. A. Arnold".

BRIAN A. ARNOLD  
Lieutenant General, USAF  
Commander

Attachment:  
Civilian Employee Handbook

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>1</b>
<b>MISSION AND HISTORY OF SPACE AND MISSILE SYSTEMS CENTER</b>	<b>2</b>
<b>THE CIVILIAN PERSONNEL FLIGHT (CPF)</b>	<b>3</b>
Staffing Section	
Position Classification Section	
Workforce Effectiveness Section	
Data Management Support	
<b>TYPES OF APPOINTMENTS</b>	<b>4</b>
Career Conditional Appointments	
Career Appointments	
Temporary Appointments	
Student Temporary Employment Program	
Student Career Employment Program	
Veterans Readjustment Appointment (VRA) Authority	
Veterans Employment Opportunity Act (VEOA)	
Term Appointments	
<b>PROBATIONARY PERIOD</b>	<b>6</b>
Purpose	
Completion of Probationary Period	
<b>MERIT PROMOTION OPPORTUNITIES</b>	<b>7</b>
How to Apply	
How Employees Are Considered	
Qualifications	
<b>SELECTION FOR POSITIONS</b>	<b>8</b>
Special Consideration	
Transfers	
Details	
Temporary Promotions	
Time-in-Grade Restrictions	
Personnel Records	

<b>POSITION CLASSIFICATION</b>	<b>10</b>
Skill Codes	
Classification Appeals	
Career Briefs	
<b>CIVILIAN PAY</b>	<b>12</b>
Direct Deposit	
<b>PREMIUM PAY</b>	<b>13</b>
Night Differential Pay	
Overtime Pay	
Sunday Premium Pay	
Holiday Premium Pay	
<b>CAREER PROGRAMS</b>	<b>14</b>
<b>EMPLOYEE AND LABOR RELATIONS</b>	<b>16</b>
Performance Management	
Performance Plan	
Performance Evaluation	
--Superior	
--Excellent	
--Fully Successful	
--Minimally Acceptable	
--Unacceptable	
<b>PERFORMANCE AWARDS</b>	<b>17</b>
Quality Step Increase (QSI)	
Incentive Awards	
--Special Act or Service Award	
--Notable Achievement Award	
--Time Off Award	
--Letter of Commendation	
--Letter of Appreciation	
<b>WITHIN GRADE INCREASES (STEP INCREASES)</b>	<b>18</b>
GS Employees	
Federal Wage System Employees	
<b>RIGHT TO UNION REPRESENTATION</b>	<b>20</b>

<b>GRIEVANCES AND APPEALS</b>	<b>21</b>
Grievances	
Appeals	
<b>SEPARATIONS</b>	
Resignations	
Transfer	
Military Service	
Reduction-in Force	
<b>LEAVE ADMINISTRATION</b>	<b>23</b>
Annual leave	
Sick Leave	
Advance Sick Leave	
Medical Documentation for Sick Leave	
Emergency Leave	
Leave Without Pay (LWOP)	
Court Leave	
Military Leave	
Absence Without Leave (AWOL)	
Family Friendly Leave Policies	
--Family and Medical Leave Act (FMLA)	
Bone Marrow or Organ Donor Leave	
Leave Transfer Program	
<b>FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM</b>	<b>28</b>
Federal Employees Health and Life Insurance	
<b>RETIREMENT COVERAGE</b>	<b>30</b>
Civilian Service Retirement System (CSRS)	
Federal Employees' Retirement System (FERS)	
Social Security	
Medicare	
Thrift Savings Plan	
<b>INJURY COMPENSATION</b>	<b>32</b>
<b>EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY</b>	<b>33</b>
<b>CIVILIAN PERSONNEL DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL PROGRAM</b>	<b>36</b>
<b>FAMILY SUPPORT CENTER</b>	<b>37</b>
Relocation Assistance	
Loan Closet	

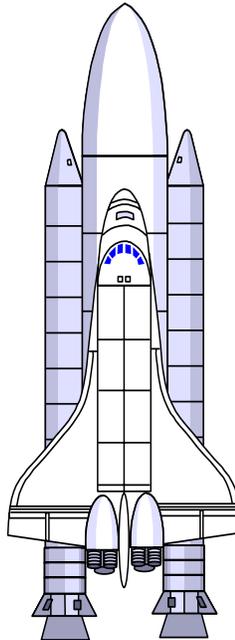
Transition Assistance	
Career Focus Program	
Volunteer Resource Program	
Personal Financial Management	
Family Life Education	
Information and Referral	
Family Readiness	
<b>AIR FORCE STANDARDS OF CONDUCT</b>	<b>39</b>
Conflict of Interest and Outside Employment	
Dual Pay and Dual Employment	
Gifts and Services	
<b>WEINGARTEN RIGHTS</b>	<b>41</b>
<b>POLITICAL ACTIVITY</b>	<b>43</b>
<b>COMMON AIR FORCE TERMS AND ABBREVIATIONS</b>	<b>46</b>
<b>FORMS</b>	<b>44</b>
<b>AIR FORCE TIME &amp; DATES</b>	<b>47</b>
<b>BASE VEHICLE REGISTRATION</b>	<b>48</b>
<b>BASE FACILITIES</b>	<b>49</b>
<b>FEDERAL HOLIDAYS</b>	<b>50</b>
<b>QUICK REFERENCE LIST</b>	<b>51</b>

## INTRODUCTION

This handbook is intended as an overview of Air Force and installation guidance applicable to civilian employees at Los Angeles Air Force Base. In a publication of this size, it is not possible to cover every situation that may arise, nor could we describe in detail every regulation, policy, and procedure that might be applicable to your specific assignment. The supervisor is the first-line personnel manager. If an employee needs information not described in sufficient detail, or not contained herein, he/she should speak with the immediate supervisor first. A supervisor should be able to address many basic questions concerning Civilian Personnel guidance.

All supervisors have access to copies of Air Force regulations and base supplements. This provides them with more detailed guidelines governing the policies, procedures and regulatory information that affect employees. Therefore, we do ask that employees give the supervisor the first opportunity to address any concerns regarding employment. If the supervisor is not able to resolve an employee's concerns, the employee should contact a Civilian Personnel Flight representative. An assigned staff member will be most happy to provide assistance.

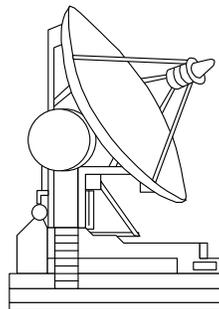
We are confident your employment at Los Angeles Air Force Base (LAAFB) will be a meaningful and rewarding experience. We solicit and welcome any suggestions for the improvement of services provided by our office.



## **MISSION AND HISTORY OF SPACE AND MISSILE SYSTEMS CENTER**

The Space and Missile Systems Center (SMC) traces its origins to the Western Development Division (WDD), which was created in July 1954. WDD's original mission was to develop intercontinental ballistic missiles for the Air Force, but responsibility for development of the first military satellite system was added in 1956. In 1961, the division was split in half, and the Ballistic Systems Division and the Space Systems Division were created. After uniting again in 1967, the space and missile functions were separated a second time into Space Division and the Ballistic Missile Office in 1979. They were renamed Space Systems Division and Ballistic System Division in March 1989. In 1992, when Air Force Systems Command merged with Air Force Logistics Command to become Air Force Material Command (AFMC), the space and missile functions were reunited under Space Systems Division's new designation, the Space and Missile Systems Center. In October 2001, the Space and Missile Systems Center was realigned from Air Force Material Command to Air Force Space Command.

Acquisition of satellites and launch vehicles has been a core function for SMC and its predecessors since the late 1950s. They have developed and produced satellites to serve a variety of purposes, including reconnaissance, missile warning, nuclear surveillance, weather reporting, navigation and communications. SMC has also developed launch vehicles to place those systems into orbit, improving on the first ballistic missiles used as launchers, to the latest generation under development in the Evolved Expendable Launch Vehicle program. To control satellites and launchers, SMC developed a variety of sophisticated control systems, including the current Air Force Satellite Control Network used by Air Force Space Command. Since 1983, the center has also been responsible for developing the Air Force's portion of ballistic missile defense. Although SMC's mission has changed little, its products are being integrated more fully into the nation's front lines of defense.



## **THE CIVILIAN PERSONNEL FLIGHT (CPF)**

Area B -The People Center, Bldg 219, Room 1020

The Civilian Personnel Flight plans and implements the civilian personnel program for SMC employees assigned to Los Angeles Air Force Base and designated tenant organizations. The function of each administrative team within the CPF is described below:

### **STAFFING SECTION**

Specialists in this section coordinate with the Air Force Personnel Center (AFPC) in filling positions and processing personnel actions. AFPC determines qualification requirements, rates and ranks individuals for promotion consideration and recruits for vacant positions. This section is also responsible for the development and administration of the Affirmative Employment Program, which targets minority recruitment for underrepresented groups. They also coordinate with the Office of Personnel Management for external recruitment.

### **POSITION CLASSIFICATION SECTION**

The Position Classification section establishes and administers the position management and classification program at SMC. Position Classification Specialists advise and assist management in structuring their organizations to achieve efficiency and effectiveness. They also determine the correct pay grade of positions by analyzing duties and responsibilities, and evaluating them against published OPM classification standards.

### **WORKFORCE EFFECTIVENESS SECTION (EMPLOYEE - MANAGEMENT/**

#### **LABOR RELATIONS (EMR)**

This section is responsible for employee-management and labor relations issues. The Employee Management Relations (EMR) function administers the leave, awards, performance management and injury compensation programs. They also provide advice and assistance to management and employees on discipline and adverse actions, and assist management during grievance or appeal actions. The Labor Relations function of this section administers collective bargaining agreements with the local labor unions, with the goal of maintaining effective, harmonious relationships between the unions and management officials. **The Air Force Personnel Center (AFPC) Benefits and Entitlements Services Team (BEST)** administers retirement, health insurance, life insurance, and the Thrift Savings Plan (TSP). You may reach **BEST** by dialing (800) 997-2378. More information on the BEST system can be found under the Federal Employees Health Benefits section of this handbook.

### **DATA MANAGEMENT SUPPORT**

The Data Management function is the "human link" between the CPF and the base data automation activity. Personnel assigned to this section are technical advisors on all matters pertaining to management and analysis of computerized personnel data.

## **TYPES OF APPOINTMENTS**

### **CAREER CONDITIONAL APPOINTMENTS**

An individual is given a “career-conditional” appointment upon selection for his/her first non-temporary Federal civilian position. A career-conditional employee who leaves the Federal service may be reinstated to a career-conditional appointment within three years after the date of separation. Veteran’s preference employees may be reinstated at any time.

### **CAREER APPOINTMENTS**

Individuals who have completed three years of continuous service are converted to career status. If an employee with career status leaves the Federal service, he/she normally may be reinstated to career status at any time.

### **TEMPORARY APPOINTMENTS**

Temporary appointments are for a specific time-limited period. If a temporary appointment is for over 90 days, the employee is entitled to the same annual leave and sick leave benefits as permanent employees. Employees hired under temporary appointments are not eligible to contribute to the retirement system. They pay into the Social Security Fund. In addition, temporary employees are not eligible to participate in the Federal Employees Group Life Insurance (FEGLI) or Federal Employees Health Benefits (FEHB) programs. An employee serving on a temporary appointment beyond one year may secure health benefits, however the employee must pay the total cost of the premium.

### **STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)**

The Student Temporary Employment Program allows students to gain work experience while completing their education. STEP appointments are temporary not to exceed one year in length, and may be renewed in one-year increments when the employee continues to meet program requirements. STEP employees may work during breaks from school or year round. Schedules may be part-time to full time, but must not interfere with the student’s academic schedule. Under this program, employees are eligible to earn annual and sick leave, but cannot participate in FEGLI or FERS. Employees may be eligible for FEHB benefits after one year of continuous employment, provided they pay the premium costs.

### **STUDENT CAREER EMPLOYMENT PROGRAM (SCEP)**

The Student Career Experience Program allows students to gain experience while completing their education. SCEP employees receive indefinite appointments to positions related to their academic field. Participants who have met all the requirements, such as graduation from an accredited college or university, may have their appointments non-competitively converted to term, career or career conditional appointments. Employees on this type of appointment are entitled to the same annual and sick leave benefits as permanent employees. They are also eligible to participate in FEGLI, FEHB and Federal Employees Retirement System.

## **VETERANS READJUSTMENT APPOINTMENT (VRA) AUTHORITY**

The Veterans Readjustment Appointment is a special authority by which agencies can appoint eligible veterans, without competition, to positions at any grade level through General Schedule (GS-11) or equivalent. The promotion potential of the position is not a factor. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

After two years of satisfactory service, the agency must convert the veteran to career or career-conditional appointment, as appropriate. To be eligible for a VRA, a veteran must have served in the Armed Forces on active duty (not active duty for training or inactive duty as a Reservist) for more than 180 days, any part of which occurred after August 4, 1964 (or February 8, 1961 for those who actually served in the Republic of Vietnam) and been separated under conditions other than dishonorable.

For more information on VRA appointments, please visit <http://www.opm.gov>.

## **VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998 (VEOA)**

The Veterans Employment Opportunities Act of 1998 as amended by Section 511 of the Veterans Millennium Health Care Act (Pub. Law 106-117) of November 30, 1999, provides that agencies must allow eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. ("Agency," in this context means the parent agency, i.e., the Department of Defense) A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career-conditional appointment. Veteran's preference is not a factor in these appointments. To be eligible for a VEOA appointment, a veteran must: be a preference eligible or a veteran separated after 3 or more years of continuous active service performed under honorable conditions. Veterans who were released shortly before completing a 3-year tour are considered to be eligible. *Active service* defined in Title 37, United States Code, means active duty in the uniformed services and includes full-time training duty, annual training duty, full time National Guard duty and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned. For more information on VEOA appointments visit: <http://opm.gov/veterans/index.htm> for further information

## **TERM APPOINTMENTS**

Term employment is a temporary appointment of more than one year, but not more than four years. Reasons for making a term appointment include project work, extraordinary workload, scheduled abolishment of positions, reorganization or contracting out of a function. Employees on Term appointments are eligible for life and health insurance.

## **PROBATIONARY PERIOD**

### **PURPOSE**

Employees must serve a probation period during the first year of their first permanent Federal appointment to determine fitness for continued employment. This probation is an extension and continuation of the merit system competitive examination process required for initial entry into Federal civilian service.

During this probationary period, a supervisor evaluates the employee's job performance and work behavior, as well as his/her character, conduct, and attitude that directly affects job performance.

### **COMPLETION OF PROBATIONARY PERIOD**

Before the end of an employee's probationary period, the supervisor is required to determine if the employee is performing satisfactorily. If retention is recommended, the supervisor certifies successful completion of the probationary period. If the employee is not successfully completing the probationary period, the supervisor notifies the Civilian Personnel Flight as soon as possible before the completion of the one-year period.

An employee who fails to successfully complete a probationary period will be reassigned to another position, demoted or separated. Reassignment to another position is an option only when there is enough time left in the probation to determine the employee's fitness for retention, and where there is good reason to believe that he/she will successfully complete the continued probation.

## MERIT PROMOTION

Los Angeles AFB, has a merit promotion program designed to select the best-qualified candidates for more responsible positions. An opportunity for promotion will depend on one's skill, knowledge, performance and potential to accomplish more difficult work. The methods followed in this program recognize merit and fitness of the individual employee. Promotion is not based on personal favoritism. The program applies to all employees regardless of race, color, religion, age, sex, handicapping condition or national origin.

To be considered, an employee must be a career, career conditional or VRA employee on the rolls for at least three months. Employees must meet the qualification requirements of positions for which they apply.

### **How to apply:**

The Air Force has implemented new technological resources to better serve employees. In the past, Air Force employees received automatic consideration for promotions, whether interested or not. With improved technology in place, Air Force employees have the opportunity to review vacancy announcements and indicate which positions interest them. This process is known as: "self-nomination." Through self-nomination, employees can receive consideration for any position open to internal Air Force employees, whether it is a promotion, reassignment or change-to-lower grade. This allows employees to search for jobs that fit their current personal and career goals.

### Electronic Access to Job Information

Employees may view vacancy announcements, self-nominate and learn the status of their self-nomination by accessing the AFPC employment homepage at [www.afpc.randolph.af.mil/afjobs](http://www.afpc.randolph.af.mil/afjobs). Employees may receive the same information by calling AFPC IVRS at 1-800-997-2378. TDD Users may call 1-800-382-0893.

Employees need not waste valuable time searching for the same information time and time again. They may subscribe to the Civilian Announcement Notification System (CANS), and receive notice of the jobs as soon as they are announced. Subscribe to CANS by accessing the AFPC web site [www.afpc.randolph.af.mil/afjobs](http://www.afpc.randolph.af.mil/afjobs).

Vacancy announcements are also posted on the Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

## **SELECTION FOR POSITIONS**

Qualified employees are ranked according to type of experience, performance appraisal and awards. Usually the ten highest-ranking candidates are referred to the selecting supervisor. He/she considers all candidates and makes a selection.

### **SPECIAL CONSIDERATION**

Provisions for special consideration apply to employees who have been downgraded because of reduction-in-force or job reclassification. Such employees may be re-promoted without competition to the grade level from which they were downgraded.

Some promotions are not made by the competitive method. For example, when an employee's job is upgraded by a gradual increase in more responsible duties over a period of time, the employee may be promoted in his or her own job without competing with other employees.

Not all positions are filled by promotion. A vacancy may be filled through reassignment or demotion of an Air Force employee, or by appointment of an external applicant.

### **TRANSFERS**

Individuals interested in transferring to other Federal agencies should forward an application directly to that activity. If selected, arrangements will be made between the Los Angeles Civilian Personnel Flight and the other activity for the transfer.

### **DETAILS**

A detail is a temporary assignment to position different from one's permanent position. The employee must have a career, career-conditional or VRA appointment to be eligible. A detail is generally used to accomplish a backlog of high priority workload, but may also be used to provide a broadening of work experience. The employee is given credit for the experience gained in a different kind of work while on detail. During the time served on a detail, the employee continues to earn his/her regular pay, even though he/she may be detailed to a lower or higher graded position.

### **TEMPORARY PROMOTIONS**

An employee may be promoted to a higher-graded position on a temporary basis. Temporary promotions may be made for up to 120 days in a year without competition. The time period may extend up to one year if selection for the temporary promotion is made competitively. The employee receives credit for the experience gained through the temporary promotion, and is paid at the rate of the higher graded position. At the end of the temporary promotion, the employee is returned to the position from which promoted.

## **TIME-IN-GRADE RESTRICTIONS**

Time-in-Grade (TIG) restrictions are intended to prevent excessively rapid promotions in competitive service General Schedule (GS) positions. TIG restrictions apply to advancement to a GS position in the competitive service by any individual who, within the previous 52 weeks, held a GS position under a non-temporary appointment in the competitive, or excepted service in the executive branch.

The following TIG restrictions must be met unless an exception to the policy applies:

-- A candidate for advancement to a position at GS-12 and above must have completed a minimum of 52 weeks in a position no more than one grade lower than the position to be filled.

-- A candidate for advancement to a position at GS-6 through GS-11 must have completed a minimum of 52 weeks in a position no more than two grades lower when the position to be filled is in a line of work properly classified at 2-grade intervals, or no more than one grade lower when the position to be filled is in a line of work properly classified at 1-grade intervals. When the position to be filled is in a line of work properly classified at 1-grade intervals but has a mixed interval promotion pattern, a candidate is eligible for advancement if he/she held a position for 52 weeks, which is either one or two grade levels lower.

-- Candidates may be advanced to positions up to GS-5 if the position to be filled is no more than two grades above the lowest grade the employee held within the preceding 52 weeks.

All service at the required or higher grade in positions to which appointed in the Federal civilian service is creditable towards the required time periods. Creditable service includes competitive and excepted service in positions under the General Schedule and other pay systems including employment with a non-appropriated fund instrumentality. Service while on detail is credited at the grade of the employee's position of record, not the grade of the position to which detailed. Service in positions not subject to the General Schedule is credited at the equivalent GS grade by comparing the candidate's rate of basic pay with the representative rate of the GS position in effect when the non-GS service was performed.

## **PERSONNEL RECORDS**

Official personnel documents relating to an employee's employment in the Federal service are filed in the SF 66, "Official Personnel Folder" (OPF), which is maintained at the Air Force Personnel Center (AFPC). If an employee transfers to another Federal agency, the OPF is transferred to that agency. Employees are required to keep the CPF informed of any changes in name as a result of marriage, divorce or court order so that the official record may be updated. Any changes in designated beneficiary for life insurance, retirement fund and unpaid compensation should also be reported promptly to the Benefits and Entitlements Services Team (BEST) at 1-800-997-2378. BEST is located at the Air Force Personnel Center (AFPC).

## POSITION CLASSIFICATION

Position classification is the systematic designation of duties into lines of work based upon difficulty and level of responsibility. It is the process by which the title, pay plan, occupational series and grade of a position is determined, i.e., Contract Specialist, GS-1102-11. The grade of the position signifies a level of difficulty or responsibility, and results in a rate of pay for the work performed. The position description or core document describes the duties and responsibilities of the position, the pay grade and job requirements. Current salary tables can be found at the website: [www.opm.gov](http://www.opm.gov).

The Federal Wage System (FWS) governs the classification of Wage Grade positions concerned with work of a trade, craft or laboring nature, commonly referred to as “blue collar” work. The pay plans with the FWS are Wage Grade (WG), Wage leader (WL) and Wage Supervisor (WS). The rates of pay for Wage Grade positions are determined by administrative authority and are based on the principle of equal pay for equal work within a geographic area.

A supervisor assigns duties and responsibilities to positions and prepares position descriptions that reflect the assignments and level of responsibility. The documented duties are then verified by a Position Classification Specialist and measured against Office of Personnel Management position classification standards and guidelines to determine the correct pay plan, occupational series, title and grade. These standards are used to establish new positions, evaluate significant duty changes in existing positions, and ensure currency and accuracy during scheduled reviews of civilian positions.

Factors not considered in the classification of positions:

- Qualifications of employees.
- Accuracy required on the job - all employees are expected to do accurate work.
- Superior duty performance - the awards program is for the recognition of work exceeding standards.
- Length of service of employees - within grade pay increases compensate for years of service.
- Organization titles used for the position - the appropriate classification standard determines the official title of the position.
- Unassigned duties and those not necessary to the position.

## **SKILL CODES**

On the front page of a position description or core document are *skill code sets* that are a construct of nine digit character fields, which represent the kind of work and/or duties described in the position description or core document. Each skill code has a percentage representing the approximate amount of time spent on the kind of work or duties. The first three digits of the characters represent the *skill*, which identifies the occupational series and title of the position. The second three characters represent the *shred*, which modifies the skill, adding more specificity. The final three characters, the *subshred*, add even more specificity. For example, the following skill code set: ARG RMO MCA identifies Management Analyst (ARG), involved with Manpower and Organization (RMO) for Commercial Activities (MCA). There is also a single three-character code on the cover of the Position Description or Core Document that identifies the organization and functional environment of the position. General example: the code “DEY” identifies the organization as research and development.

The Civilian Personnel Flight is responsible for skill coding positions and ensuring the coding is consistent with Air Force requirements.

Skill codes are used in the internal referral of candidates for employment within the Air Force, and for placement of current employees into other positions under competitive procedures. Skill codes are also used for determining training and development.

## **CLASSIFICATION APPEALS**

Each employee has the right to appeal the classification of his/her position. The Air Force will make every effort possible to resolve employee dissatisfaction over the classification of positions in an amicable and informal manner. An employee is free to file a formal classification appeal without restraint, interference, coercion, discrimination or reprisal. Formal employee classification appeals will be processed in a timely manner through the Position Classification Section of the servicing Civilian Personnel Flight (AFPD 36-14, 1 Feb 96).

## **CAREER BRIEFS**

An employee is responsible for providing the Civilian Personnel Flight with complete and accurate information regarding experience, education and training. After review of the OF-612, “Optional Application for Federal Employment, or resume”, a Career Brief is developed. The Employee’s Career Brief contains the record of personal work history, awards, education and training that is used as official documentation to qualify individuals for promotion and/or assignment. It is in the employee’s best interest to assure the information in the brief is correct. The Career Brief is sent to each employee on his or her birthday.

Employees should keep a file of all official personnel documents received while employed by the government, such as copies of OF-612 (Optional Application for Federal Employment), SFs-50, (Notification of Personnel Action), suggestions, awards and certificates of training completion, etc.

## **CIVILIAN PAY**

There are 26 pay periods in a calendar year, each covering two calendar weeks (14 days), beginning on Sunday and continuing through Saturday of the following week. Paydays are every other Friday. Employee paychecks are electronically transferred to a financial institution of choice (e.g., bank or credit union).

Depending on eligibility and employee election, payroll deductions may be made for Federal income tax, California state income tax, retirement and Medicare, Social Security, savings bonds, Thrift Savings Plan, Federal Employees Group Life Insurance, Federal Employees Health Benefits, charitable organizations and union dues. Any authorized pay differentials for overtime, night work, Sunday premium, holiday pay or hazardous duty are added to the regular paycheck.

Employees will receive a leave and earnings statement (LES) by mail at about the same time they are paid. Employees should review each leave and earnings statement to ensure that the proper deductions were made, and the salary is correct. Leave hours taken, and accrued leave balances should also be reviewed. Questions regarding pay should be referred to the Civilian Payroll Office.

### **DIRECT DEPOSIT**

Direct Deposit is mandatory. Direct Deposit involves having a paycheck sent directly to a financial organization. By having pay deposited directly into a financial institution, an employee can virtually eliminate the possibility of not receiving pay on time. Advantages of Direct Deposit include:

- Deposit on payday
- No waiting in bank lines on payday
- No lost or stolen paychecks
- No need for special arrangements if on leave on payday

## **PREMIUM PAY**

Premium pay is additional pay authorized by Title 5, United States Code, for special work situations such as overtime, night work, holidays and Sunday work. Employees may be paid premium pay only to the extent that the payment does not cause the employees aggregate pay for any pay period to exceed the maximum rate of pay for a GS-15.

### **NIGHT DIFFERENTIAL PAY**

For GS employees, night work is scheduled work between the hours of 6:00 p.m. and 6:00 a.m. A GS employee is entitled to pay for night work at his or her rate of basic pay plus a night differential of 10 percent of basic pay.

A FWS employee is entitled to pay at his or her basic rate plus a differential of 7 1/2 percent of the basic rate for regularly scheduled non-overtime work when a majority of the work time occurs between 3:00 p.m. and 12:00 midnight, or a differential of 10 percent of the basic rate if the majority of work time occurs between 11:00 p.m. and 8:00 a.m.

### **OVERTIME PAY**

As a general rule, overtime work means each hour of work in excess of eight hours in a day (9 hours for an employee working a compressed work schedule), or in excess of forty hours in an administrative workweek that is officially ordered and approved by management, and is performed by an employee. Supervisors should provide written approval for overtime before the hours are worked. If this is not feasible, the supervisor should provide the approval as soon as possible after the overtime is worked. Supervisors have the responsibility to assure that employees do not work uncompensated overtime. Compensatory time off may not be granted when payment for the extra work at the overtime rates would be improper.

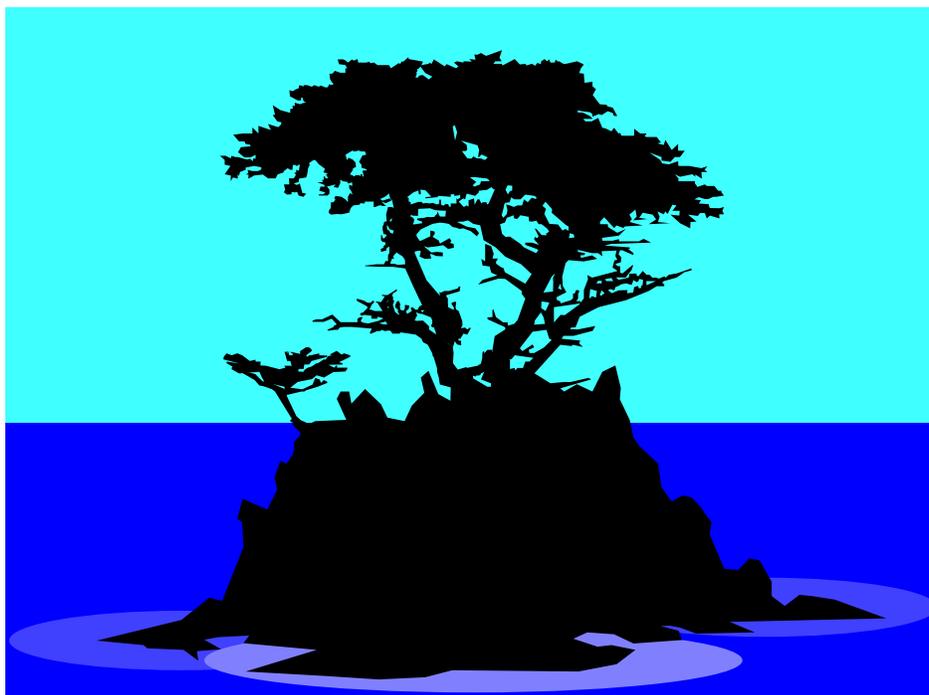
Overtime premium pay is generally paid at the rate of 1 1/2 times the regular rate of pay to GS and FWS (WS and WG). Employees may not receive an overtime rate exceeding that paid to a GS-10 step 10.

### **SUNDAY PREMIUM PAY**

Full-time employees who are required to work on Sunday as part of their regularly scheduled work week will receive their basic pay plus 25 percent for up to 8 hours.

### **HOLIDAY PREMIUM PAY**

Employees who perform work on a holiday are entitled to double their basic rate. Sunday and holiday premium pay are in addition to night differential pay, if any.



## **CAREER PROGRAMS**

The primary goal of Air Force Career Programs is to develop employees with strong professional, technical, and administrative skills to satisfy current and future mission needs. To be considered for positions covered by the career programs, employees must self nominate for a position when it is announced. Career programs registration is important and is used to manage career program benefits such as training, management and leadership development, assessments and career counseling.

Employees may register via the Online Registration Web Site available in the career programs section at [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil).

### **LEARN MORE ABOUT CAREER PROGRAMS**

Information and guidance on the career programs can be obtained from the following web site: [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil) (click on Career Programs). Each career program can provide information about their covered positions and registration requirements. To call a career program office, dial DSN 665, plus the corresponding 4-digit extension listed below. The following is a list of career programs in which employees may register:

**Career Program****Extension**

Civil Engineer Career Program	2799
Communications and Information Career Program	3691
Contracting and Manufacturing Civilian Career Program	4506
Financial Management Career Program	2051
History and Museum Civilian Career Program	4508
Intelligence Career Program	4587
Logistics Civilian Career Enhancement Program	2498
Manpower and Quality Civilian Career Program	2816
Personnel Civilian Career Program	
Civilian Personnel Panel	
Education Services Panel	4056
Family Matters Panel	
Military Personnel Panel	
Program Management Career Program	4129
Public Affairs Career Program	2279
Safety Civilian Career Program	4631
Scientist and Engineer Career Program	2252
Security Civilian Career Program	2873
Services Career Program	2596
Special Investigations Civilian Career Program	2796
Training and Instructional Systems Career Program	2634

## **EMPLOYEE –MANAGEMENT/LABOR RELATIONS**

### **PERFORMANCE MANAGEMENT**

A supervisor is required to keep an employee informed of the requirements of the employee's position and evaluate the employee as to how well position requirements are met. This is accomplished through the Performance Management Program which includes:

- Planning performance and assigning work
- Monitoring performance
- Appraising performance
- Rewarding performance

Air Force Instruction (AFI) 36-1001, Managing the Civilian Performance Program, requires that employees be given a written performance plan at the beginning of the rating period, or within 30 days of their entry into a new position.

The annual evaluation period for Air Force employees is 1 April through 31 March. Employees new to Federal service and employees transferring from another Federal agency are given an initial performance appraisal after their first 90 days of employment.

### **PERFORMANCE PLAN**

The performance plan is a listing of the critical and non-critical objectives/responsibilities or "performance elements" of a position. A critical element is a requirement of the position that is so important that failure to perform that element in a satisfactory manner is sufficient to make an employee's overall performance "unacceptable." A non-critical element is also important to the extent that failure to perform it in a satisfactory manner would result in an overall performance rating of "minimally acceptable." These performance elements are the basis upon which an employee's performance is evaluated.

At any time during the rating period when an employee's performance fails to meet one or more of their critical elements, the supervisor may place the employee on a Performance Improvement Plan (PIP). The PIP is generally 90 days. Failure to improve performance to a satisfactory (fully successful) level following that opportunity period may result in the employee being reassigned, demoted or removed. On the opposite end of the spectrum, employees who exceed their performance elements should be considered for recognition.

Throughout the performance-rating period, the supervisor reviews the employee's work and communicates expectations (monitoring performance). At the end of the rating period, there is a formal evaluation or assessment consisting of a written evaluation and discussion that comprise the employee's rating of record (appraisal).

## **PERFORMANCE EVALUATION**

There are five different overall ratings that may be given:

**SUPERIOR:** The employee is rated as having exceeded the standards for all performance elements on the performance plan.

**EXCELLENT:** The employee has exceeded the standards for more than one-half of the critical elements and meets all other elements.

**FULLY SUCCESSFUL:** The employee has met the standards for all the elements of the performance plan.

**MINIMALLY ACCEPTABLE:** The employee has not met the standards of one or more of the non-critical elements in the performance plan, but meets the standards for all critical elements.

**UNACCEPTABLE:** The employee has not met the standards for one or more of the critical elements in the performance plan.

At the time of the performance rating, the supervisor will also rate nine work behavior factors.

## **PERFORMANCE AWARDS**

Employees given a "superior" performance rating will be recognized in some way. Employees who are rated "excellent" should also be considered for further recognition. Employees who are rated "fully successful" may receive recognition. Recognition is normally provided through a cash or time-off award.

### **QUALITY STEP INCREASE (QSI)**

Employees, under the General Schedule, may be awarded a Quality Step Increase, in conjunction with the annual performance rating, as long as they have not reached the top step of their grade. A "superior" rating is required for this award, and the employee's salary must be at Step 4 or above.

### **INCENTIVE AWARDS**

#### **Special Act or Service Award**

A Special Act or Service Award (SASA) recognizes an individual or group for a special act or service that resulted in significant tangible or intangible benefits to the government that can be verified. The monetary range is \$25 to \$25,000. The award amount is determined and approved by the submitting organization.

### **Notable Achievement Award**

A Notable Achievement Award (NAA) recognizes an individual or group for a special act or service, which resulted in a noteworthy contribution to the Air Force. The monetary range is \$25 to \$500. The amount of the award is determined and approved by the submitting organization.

### **Time-Off Award**

A Time-Off Award recognizes an individual for superior accomplishment or personal effort that contributes to the quality, efficiency or economy of government operations. Full-time employees may be awarded a total time-off of 80 hours during any 1 leave year. The maximum amount of time-off that can be approved for any single contribution is 40 hours.

### **Letter of Commendation**

A Letter of Commendation (LOC) is used to recognize an employee for unusual work performance, or for an act or service that clearly exceeds duty performance.

### **Letter of Appreciation**

A Letter of Appreciation (LOA) serves as acknowledgement of a job well done. It is not filed in the Official Personnel Folder, but is maintained in the supervisor's record of the employee (AF 971 file).

## **WITHIN GRADE INCREASES (STEP INCREASES)**

There are 10 steps within each grade of the General Schedule. Employees may receive pay increases, without a change in grade, in recognition of time in grade and satisfactory performance. Such increases are called within-grade increases or step increases.

General Schedule (GS) employees with permanent status may advance one step when meeting the following requirements:

1. Performance is at least "fully successful."
2. Appropriate waiting period is completed.
3. An equivalent pay increase has not been received during the waiting period.

Waiting periods with a regular scheduled tour of duty are as follows:

Steps 2, 3, 4 - 52 calendar weeks  
Steps 5, 6, 7 - 104 calendar weeks  
Steps 8, 9, 10 - 156 calendar weeks

## **FEDERAL WAGE SYSTEM (FWS) EMPLOYEES**

There are 5 steps within each grade of the Federal Wage System (FWS). FWS employees (including temporary employees) may receive a within grade increase when meeting the following requirements:

1. Performance is at least fully successful.
2. The appropriate waiting period is completed.
3. An equivalent pay increase has not been received during the waiting period. \*

Waiting periods for WG, WL and WS employees with a regular tour of duty are as follows:

- Step 2 - 26 calendar weeks
- Step 3 - 78 calendar weeks
- Steps 4 and 5 - 104 calendar weeks

\* Promotion, including re-promotion, normally produces an equivalent increase. This means that the "new clock" starts ticking toward the next step increase, effective with the latest action. A temporary promotion or a quality step increase is not considered an equivalent increase.

## RIGHT TO UNION REPRESENTATION

Federal employees are permitted to join and be active members in a labor organization. This means an employee may volunteer to become an active dues paying member of any labor organization that is accorded recognition at LAAFB. There is no requirement that employees join or support a union as a condition of continued employment. Participation is entirely voluntary.

An employee should be aware of the Air Force's policy to neither encourage nor discourage union activity by employees. The policy is one of complete neutrality. If an employee wishes to become active in union affairs, the supervisor may not discriminate against an employee because of such activity.

An employee who occupies a position excluded from coverage of a collective bargaining agreement, e.g., supervisor, management official, professional, etc., may still join a labor organization. However, the provisions of the collective bargaining agreement would not cover that employee.

LAAFB has negotiated agreements with the American Federation of Government Employees (AFGE) and the International Brotherhood of Police Officers (IBPO). The agreements permit eligible employees to pay union dues by payroll deductions. An employee may voluntarily submit a SF 1187, "Request for Payroll Deductions for Labor Organization Dues", at any time. The form may be obtained in the union office. The Union certifies whether the employee is a member in good standing and forwards the SF 1187 to the payroll office. The allotment must remain in effect for one year from the effective date.

An employee may submit a request for revocation of dues withholding at any time by submitting a SF 1188, "Cancellation of Payroll Deductions for Labor Organization Dues", or by submission of a written request to the payroll office asking for a revocation. **However, the cancellation will not be effective until one year from the anniversary date of the allotment.** The request form may be submitted directly to the payroll office or through the union.

If submitted through the union, the union is to forward the SF 1188 to payroll immediately. The union is not authorized to approve or disapprove of the request for revocation.

## **GRIEVANCES AND APPEALS**

(Reference: AFI 36-1203)

### **GRIEVANCES**

A grievance is a complaint by an employee concerning any matter relating to the individual's employment, for which personal relief is requested, and is within the control of Air Force management.

Employees not covered by a union/management contract must follow procedures outlined in the appropriate collective bargaining agreement, or AFI 36-1203, Administrative Grievance System and the local administrative procedures established in the 9 Sep 97 handbook, Local Administrative Grievance System Procedures. Employees covered by a negotiated grievance procedure are subject to grievance procedures outlined in the appropriate Collective Bargaining Agreement (CBA).

Grievances should normally be submitted to the immediate supervisor. If the grievance is not resolved by the supervisor, refer to AFI 36-1203, the Local Administrative Grievance System Procedures or the appropriate CBA for further processing procedures. Copies of the contracts and local guidance are available for review in the CPF or on the HR web page. Your Employee-Management Relations (EMR) Specialist also can provide you with additional assistance.

An employee is entitled to present a grievance with or without representation. The selection of a representative is subject to restrictions. Employees filing a grievance under a union contract must have the union's approval if they select a non-union representative.

### **APPEALS (Reference: AFI 36-704)**

An adverse action appeal is a written request by an employee for reconsideration of a decision to remove, demote or suspend for more than 14 days.

The Merit Systems Protection Board (MSPB) is responsible for reviewing all adverse action appeals. An appeal must be filed within 30 calendar days of the effective date of the action. Employees who receive a notice of removal, demotion or suspension of more than 14 days are notified in writing of their MSPB appeal rights, and how to file an appeal. Employees and authorized employee representatives are free to participate in grievance or appeal proceedings without restraint, interference, coercion, discrimination or reprisal.

## **SEPARATIONS**

Separations include resignation, transfer, entry into military service, removal or reduction-in-force (RIF).

### **RESIGNATION**

An employee planning to resign, for any reason, should tell his/her supervisor and the CPF as far in advance as possible. **A minimum of two weeks notice** is desired in all cases, except in those

instances where a severe handicap would be imposed. If it should become necessary to resign while an employee is not at work, the resignation may be submitted by letter to the supervisor.

### **TRANSFER**

An employee desiring to transfer to another government agency, must first apply to the installation where he/she wishes to work. If an LAAFB employee is selected for a position at another installation, they will contact the LAAFB Civilian Personnel Flight to obtain the employee's release.

### **MILITARY SERVICE**

An employee recalled to active duty must notify his/her supervisor immediately. The employee will be required to furnish the CPF a copy of orders. If the employee has a career or career-conditional appointment, he/she will be restored to the same position or to a similar one upon return from the military service.

### **REDUCTION-IN-FORCE (Reference TITLE 5 CFR, PART 351)**

In the Federal service, layoffs do occur occasionally as a result of decreases in funds appropriated by Congress, reorganization or decreases in work. While advance planning and normal attrition generally enable management to avoid large reductions, conditions may arise that require a RIF. Retention in a RIF is based primarily upon the following individual factors:

1. Civil Service status
2. Veteran's preference
3. Length of Federal service
4. Performance ratings

Supervisors will keep employees informed of organizational changes that may result in a RIF situation. LAAFB has not experienced a RIF in many years.

**LEAVE ADMINISTRATION**  
(REF. AFI 36-815)

A Federal employee is allowed time off with pay for several different types of leave. These include annual leave, sick leave, court leave and military leave (when on Reserve duty). In addition, leave without pay (LWOP) may be granted in place of other forms of leave. It is important to remember that in all cases of absence, other than by reason of emergency, an employee must get permission from his/her supervisor before taking time off by submitting an SF 71, "Application for Leave."

The leave year covers the period of time from the beginning of the first pay period in the calendar year to the beginning of the first complete pay period in the following calendar year.

The minimum charge for either annual or sick leave is fifteen (15) minutes. Absence in a non-pay status is charged in multiples of fifteen (15) minutes for the actual time absent. Leave is charged only on days that an employee would normally work and receive pay at straight-time rates.

If for some reason an employee is unable to report on time for a regular shift, the employee is to call his/her supervisor as soon as possible after the beginning of the absence (normally within the first two hours of the beginning of the shift). A supervisor must be informed of the reason for an employee's absence in order to determine whether to grant annual leave, sick leave or LWOP. Failure to notify a supervisor of the reason for an absence may cause an employee to be carried in an Absent Without Leave (AWOL) status, and could subject the employee to disciplinary action.

**ANNUAL LEAVE**

Employees serving on appointments of 90 days or more earn annual leave as follows:

<b>Years of Service</b>	<b>Full-Time Employees</b>	<b>Part-Time Employees</b>
Less than 3	13 days per year	1 hour for each 20 hrs in pay status
3 or more, but less than 15	20 days per year	1 hour for each 13 hrs in pay status
15 or more	26 days per year	1 hour for each 10 hrs in pay status

The accrual of annual leave is a right of an employee. However, the taking of annual leave is subject to the needs of the employer, and requires the approval of an employee's supervisor. Except in an emergency, an employee must request the leave in advance of the absence. Supervisors are responsible for informing employees how to properly request approval for absences on annual leave (including emergencies). A supervisor may not arbitrarily deny the use

of annual leave. However, each request must be considered in relation to the work. The final decision regarding the time and amount of annual leave rests with the supervisor authorized to approve leave.

An employee transferring to another Air Force activity or other Federal agency can transfer annual leave in most cases. An employee separating from Federal service is paid a lump sum for unused annual leave.

## **SICK LEAVE**

Sick leave is earned as follows:

### **Full-Time Employees**

### **Part-Time Employees**

---

4 hrs for each pay period

1 hr for each 20 hrs in pay status

---

Sick leave is a qualified right in that it may be used only:

- When an employee is incapacitated for work by sickness, injury, pregnancy and confinement, or illnesses resulting from an immunization or vaccination.
- For medical, dental or optical examinations/treatment.
- To participate in drug or alcohol counseling programs.
- When a member of the immediate family is afflicted with a contagious disease, and needs care and attendance, or when, through exposure to a contagious disease, the employee's presence at work would endanger the health of others.

See the section entitled "Family Friendly Leave Policies" (page 27) for information on using leave for bereavement, extended periods of family care, childbirth and adoption.

Sick leave for pre-arranged medical or dental examinations or treatment must be scheduled in advance of the absence. Sick leave, because of incapacity or exposure to a contagious disease, must be requested as soon as possible after the beginning of the absence, normally within the first two hours.

If sick leave lasts more than three consecutive workdays, a supervisor may require a medical certificate be provided. When there is reason to believe an employee is abusing sick leave, a medical certificate may be required for all absences. The medical certificates, in all cases, must provide sufficient information to be administratively acceptable to the supervisor.

## **ADVANCE SICK LEAVE**

If an employee does not have enough sick leave to cover a serious injury or illness, he/she may request an advance of up to 30 days sick leave by submitting a written request through his/her supervisor to the Civilian Personnel Flight. Instructions for completing a request for advance sick leave are covered in AFI 36-815, Absence and Leave. Before advance sick leave is approved, the supervisor and the CPF are obligated to review the employee's record of sick leave usage and consider any conditions that will impact the employee's ability to repay the advance leave, i.e., pending retirement. A statement from the employee's doctor is required giving, as a minimum, a diagnosis and prognosis, and an estimated date when the employee can be expected to return to duty. This authority should be used in rare cases, as employees should try to accumulate leave balances for use in cases of emergencies.

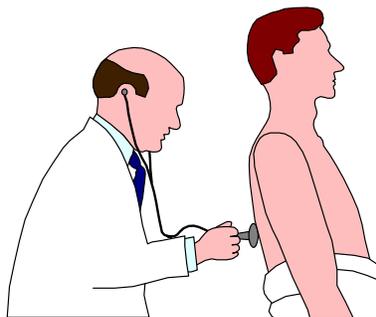
## **MEDICAL DOCUMENTATION FOR SICK LEAVE**

When an employee is out on sick leave for more than three consecutive workdays, a medical certificate from the attending physician may be required. Normally, the requirement is waived in cases where the medical condition is severe enough to make it difficult for the employee to effectively function in his/her position, yet is not severe enough to warrant medical evaluation.

In cases of extended illness, medical documentation may be required periodically, if necessary to establish the employee's continued incapacity to return to duty. Specific requirements for medical documentation are:

- Medical Documentation/Physician's Statement
- History of the medical condition
- Clinical findings from a recent evaluation
- Assessment of current clinical status, and plans for future treatment
- Diagnosis
- Prognosis - Estimated date of full or partial recovery, with projected return to duty date

If the medical documentation provided is questionable, the medical officer at the base medical facility may be requested to review the documentation submitted, and to consult with the employee's physician for clarification.



## **EMERGENCY LEAVE**

An employee may be granted annual leave (if available) in ease of emergency. An employee with no annual leave to his/her credit may request Leave Without Pay (LWOP) or request an "advance" of annual leave. This is approved/disapproved by the supervisor.

## **LEAVE WITHOUT PAY (LWOP)**

Leave without pay may be requested for a period of illness, when annual and sick leave are exhausted, or for other purposes which are determined to be in the interest of the government. In most cases, LWOP is not a matter of entitlement or right. Using LWOP over 80 hours may affect waiting periods for step increases, and depending on length, may affect service credit and insurance. If you are considering requesting LWOP, check with your supervisor to see how it affects you.

## **COURT LEAVE**

Court leave is used for absence from duty without loss of pay or charge to annual leave to perform jury duty in a Federal, state or municipal court, or to serve as a witness for the United States, the District of Columbia or state or local government, including a military court. It is Air Force policy not to request employees be excused from jury duty on the basis of their employment, except in cases of extreme necessity.

Court leave can only be granted for those days and the hours the employee would otherwise be in a pay status. Employees are to return to work if excused by the court, unless the supervisor determines the employee's return would be impractical. If excused early from jury duty, the employee should contact the supervisor for a determination of work status for the remainder of the workday. Failure to do so could result in a charge to annual leave, leave-without-pay or absence without leave (AWOL) for the excess time involved. In lieu of working any excess periods, the employee may opt to request annual leave or leave-without-pay.

An employee called for jury duty or witness duty, should bring the court order, subpoena, summons or official request to his/her supervisor. When returning to duty, the employee should provide official written evidence of attendance in court, showing the dates and hours, to support the appropriate recording on the official time and attendance sheet.

Court suits between private individuals, or companies in which the United States or a state or local government is not involved, do not entitle employees to court leave. In addition, time spent as a party to a suit against the government does not qualify for court leave.

When an employee is called to court as a witness in an official Air Force capacity, the time would be considered duty time. If an employee is summoned to court in an unofficial capacity when a party is the United States, District of Columbia or a state or local government, the absence will be charged to court leave. Any money earned for court service must be paid to the government.

## **MILITARY LEAVE**

Military leave is absence from a civilian position for active military duty or training without charge to annual leave or loss of pay. Fifteen calendar days is the maximum amount of military leave allowable in any calendar year. Military leave is granted to members of the National Guard or reserve components of the Armed Forces who are regular, full-time civilian employees. Some part-time employees may be eligible for military leave. Intermittent employees are **not** eligible for military leave. The military order calling an employee to active duty is sufficient evidence for the initial authorization of military leave.

As soon as an employee receives official orders directing participation in military training, the orders should be presented to the supervisor along with an application for leave. Upon returning to civilian duty, each employee shall be required to furnish official evidence of his or her performance of the military duty.

## **ABSENCE WITHOUT LEAVE (AWOL)**

Absence Without Official Leave (AWOL) is an absence that has not been approved by the supervisor, and results in no pay for the time absent. It constitutes a violation of the leave benefit provisions outlined in applicable regulations.

Recording an absence as AWOL is not a disciplinary action. However, failure to request leave according to established procedures, or failure to honor a valid denial of a leave request, may be used as the basis for taking disciplinary/adverse action.

## **FAMILY-FRIENDLY LEAVE POLICIES**

### **FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)**

(Public Law 103-3, February 5, 1993)

Effective on August 5, 1993

Most Federal employees may use up to 104 hours of sick leave each year to:

- Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy or childbirth;
- Provide care for a family member for medical, dental or optical examination/ treatment or;
- Make arrangements necessitated by the death of a family member, or attend the funeral of a family member.

A covered full-time employee may use 40 hours of sick leave each leave year for these purposes. An additional 64 hours of sick leave may be used each year if the employee maintains a balance of at least 80 hours of sick leave in his/her account. Part-time employees and employees with

uncommon tours of duty are also covered. For these employees, the amount of sick leave permitted for family care and bereavement purposes is pro-rated based on the average number of hours of work in the employee's scheduled tour of duty each week.

### **FAMILY AND MEDICAL LEAVE:**

Covered Federal employees are entitled to 12 administrative workweeks of unpaid leave (paid leave may be substituted in qualified cases) during any 12-month period for:

- The birth of a son or daughter and care of the newborn;
- The placement of a son or daughter with the employee for adoption or foster care;
- The care of a spouse, son, daughter or parent with a serious health condition, and;
- A serious health condition of the employee that prevents the employee from performing the duties of his/her position.

Upon return from such leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status and other terms and conditions of employment. Employees must request leave under this type of leave at least 30 days in advance of the absence.

### **BONE MARROW OR ORGAN DONOR LEAVE**

(Section 629(a) of Public Law 103-329, September 30, 1994)

An employee may use up to 7 days of paid leave each calendar year to serve as a bone-marrow donor. An employee also may use up to 30 days of paid leave each calendar year to serve as an organ donor. Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave.

### **LEAVE TRANSFER PROGRAM**

An employee may donate annual leave directly to another Federal employee with a personal or family medical emergency, and who has exhausted his/her available paid leave. There is no limit on the amount of donated annual leave a leave recipient may receive. However, any unused donated leave must be returned to the leave donor(s) when the medical emergency ends.

## **FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM**

Generally, unless an employee is serving under an appointment limited to one year or less, he/she is eligible to participate in the Federal Employees' Health Benefits Program (FEHB). There are several different plans to choose from, as well as self-only or self-and-family options. The government pays a portion of the cost and the employee pays the difference through payroll deduction. The cost for enrollment varies depending upon the plan and options. The Office of Personnel Management conducts an open season every year when employees are eligible to enroll and employees already enrolled may change plans or options. In addition to open season,

there are numerous events that may allow an employee to change FEHB coverage, such as a change in marital or family status, moving from the service area of a comprehensive plan or upon gaining eligibility for Medicare. A covered employee may change from family to self-only coverage at any time. Retirees may carry FEHB coverage into retirement provided they have been in a FEHB program for the last five years prior to retirement. For more information regarding this program, please contact the Benefits and Entitlements Services Team (BEST) at 1-800-997-2378.

Employees who are enrolled in FEHB automatically receive Premium Conversion, meaning their FEHB premiums are non-taxable. An employee participating in Premium Conversion is permitted to reduce or drop FEHB coverage only during an FEHB Open Season or in conjunction with a “qualifying life event”. In rare cases participation may also affect Social Security benefits. Employees who wish to waive Premium Conversion must submit the FEHB Premium Conversion Waiver/Election Form at the time of enrollment, or during FEHB open season. For more information on Premium Conversion please visit the following OPM website: <http://www.opm.gov/insure/health/pretaxfehb/index.htm>

### **FEDERAL EMPLOYEES GROUP LIFE INSURANCE**

The Federal Employees' Group Life Insurance (FEGLI) Program enables employees to purchase life insurance with an accidental death and dismemberment clause. Benefits include payment of double indemnity for accidental death and payments for accidental loss of one or more limbs or eyesight. This is term insurance, and does not carry cash or loan values. The amount of basic insurance is equal to the employee's annual salary rounded to the next higher \$1,000 plus \$2,000. An employee must be enrolled in the basic insurance to be eligible to choose any of the three optional kinds of insurance (the rates you pay are based on your age):

OPTION A - Allows employees to purchase an additional \$10,000 of coverage.

OPTION B - Allows employees to purchase additional coverage in multiples of one to five times your annual base pay, rounded to the next higher \$1,000.

OPTION C - Allows employees to purchase family coverage providing \$5,000 for a spouse and \$2,500 for each eligible child; an employee may elect either one, two, three, four or five multiples of coverage. Each multiple is equal to \$5,000 for a spouse, and \$2,500 for each eligible dependent child.

When an employee leaves the federal service, except by retirement, his/her life insurance continues for 31 days. During this time, he/she may apply for conversion to an individual life insurance policy. There are also provisions to allow employees to continue life insurance coverage upon retirement. For more information, contact the Benefits and Entitlements Service Team (BEST) at 1-800-997-2378.

## **RETIREMENT COVERAGE**

A major benefit of working for the Federal Government is the retirement coverage. There are two basic retirement systems:

### **CIVIL SERVICE RETIREMENT SYSTEM (CSRS)**

Employees initially hired prior to 1 January 1984 on a career-conditional, career or permanent excepted appointment are covered under CSRS beginning on the date of employment. This system is financed by a combination of employee deductions and agency contributions. The basic retirement annuity is computed on the basis of length of service and an employee's "high three" years average basic salary. Unless an employee is covered under CSRS offset (described below), he/she is excluded from Social Security taxes.

Some individuals established rights in CSRS by accumulating more than five years of Federal service, leaving Federal service for at least one year, and then returning. These employees have the option to transfer to FERS. If they do not transfer, they are termed CSRS offset employees. Employees covered under CSRS Offset pay Social Security taxes and a reduced CSRS contribution. Employees previously covered by CSRS who leave Federal service and return within 1 year are generally covered by CSRS upon reemployment, but may elect to transfer to FERS. For further information, please contact the BEST Team at 1-800-997-2378.

### **FEDERAL EMPLOYEES' RETIREMENT SYSTEM (FERS)**

Employees hired after 1 January 1984 on a career-conditional, career or permanent excepted appointment are automatically covered by FERS which provides benefits from three different sources: Basic Benefit Plan, Social Security, and the Thrift Savings Plan (TSP). FERS employees receive an automatic 1 percent government contribution to a TSP account, and can contribute up to 12 percent (in CY 2002). They receive up to a 5 percent matching contribution. Further information may be obtained from the Benefits and Entitlements Services Team (BEST) at 1-800-997-2378, or by website: [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil).

## **SOCIAL SECURITY**

If an employee is making plans for retirement and is eligible for Social Security, the following information may help. It is a good idea to call the Social Security office before making a visit. Most Social Security business can be handled over the telephone. If you are: (1) at least 61 years, 9 months of age, and within 3 months of retirement or (2) within 3 months of your 65th birthday and have not filed for Social Security or Medicare, call the Social Security office, and schedule an appointment to have an application taken over the phone. The completed application will be mailed to the applicant for signature and return along with applicant's birth record and any other documents requested.

## **MEDICARE**

Payroll deductions for Medicare coverage are 1.45% of annual wages. At age 65, employees become eligible for coverage under this program. There are also benefits payable for employees who become disabled at an earlier age.

## **THRIFT SAVINGS PLAN**

The Federal Employees Retirement System (FERS) Act of 1986 authorized the establishment of the Thrift Savings Plan (TSP), which provides Federal employees savings and tax benefits similar to those offered by many private corporations. Civil Service Retirement System employees may contribute up to 7 percent of pay (in CY 2002) to the Thrift Savings Plan, but do not receive any government contribution.

For FERS employees, the TSP is a basic component of retirement planning, and is in addition to retirement benefits provided by Social Security and the FERS basic annuity. Employees covered under FERS, are encouraged to make additional contributions to TSP. FERS employees receive an automatic 1 percent government contribution to a TSP account, and can contribute up to 12 percent (in CY 2002). They receive up to a 5 percent matching contribution.

Both CSRS and FERS employees benefit from the tax-deferral features of the plan similar to those of an Individual Retirement Account (IRA). FERS employees are automatically enrolled in TSP. CSRS employees can enroll in TSP during open season (there are two open seasons per year). For further information, contact the Benefits and Entitlements Services Team (BEST) at 1-800-997-2378, or by website: [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil).

## INJURY COMPENSATION

It is the responsibility of all employees injured on the job to report injuries to their immediate supervisors as soon as possible. Delays in reporting injuries may result in a delay or loss of entitlement to benefits. The term **injury** includes any illness directly or indirectly related to an individual's employment.

### WRITTEN NOTICE OF INJURY

Notification of an injury is accomplished by completing a Department of Labor Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*. The supervisor completes the reverse side and forwards the form to the Civilian Personnel Flight. This form should be completed within 48 hours after the injury.

### OBTAIN MEDICAL CARE FOR THE INJURY

The supervisor completes Department of Labor Form CA-16, Authorization for Examination and/or Treatment, for an employee to take his/her private physician. The Medical Clinic on base does not provide emergency medical services. Employees should not neglect slight injuries since unattended minor injuries may later prove serious. In case of an emergency, prior authorization from the supervisor is not needed, and any duly qualified physician may provide medical care. The examining physician will provide treatment information on the Form CA-16, and forward it to the Civilian Personnel Flight.

### BENEFITS PROVIDED BY THE OFFICE OF WORKERS COMPENSATION

**Medical Care:** The injured employee may receive medical, surgical and hospital services, appliances and supplies, which the Office of Worker's Compensation Programs (OWCP) finds are likely to cure, give relief or reduce the disability. These services must be prescribed or recommended by a qualified physician.

**Compensation For Disability:** If the examining physician determines that an employee is totally disabled for work, the employee may be granted Continuation of Pay (COP) for the period of time indicated on the Form CA-16 (up to 45 calendar days). This means that the employee's regular pay will continue while he/she stays at home to recuperate without charge to annual or sick leave. After the 45 days, an injured employee may receive compensation for total disability for any pay loss in excess of three days. The compensation is paid at the rate of 66 2/3% for single employees with no dependents, and 75% for employees with dependents.

**Compensation for Death:** The widow, minor children and certain other dependents of injured employees may receive compensation when the injury results in death. Necessary and reasonable funeral and burial expenses may also be paid.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY**

Under Federal Law, it is the policy of the Government of the United States to provide equal opportunity in Federal employment for all persons, and to prohibit discrimination in employment because of race, color, religion, sex, age, disability or national origin. The United States government also promotes the full realization of equal employment opportunity through a continuing Affirmative Employment Program (AEP) in each executive department and agency. The Air Force AEP is designed to facilitate opportunities for the employment and advancement of minorities, women and people with disabilities in the work force, remove artificial barriers in personnel systems and practice, and eliminate discrimination by act or inference.

The Equal Employment Opportunity Office at SMC is a member of the Center Commander's immediate staff. This office is responsible for responding to requests for assistance falling under the jurisdiction of EEO laws. Any employee, former employee, or applicant who believes that he/she has been discriminated against because of his/her race, color, religion, sex, age (40 or over), national origin, disability or as a reprisal for participating in the EEO process, may pursue a complaint. Sexual orientation is also a basis for pursuing a complaint, however an employee must pursue such an issue through either the Air Force or Union Grievance Procedures (contact an Employee Relations Specialist in the Civilian Personnel Flight for more information on Sexual Orientation complaints). Within 45 calendar days of an incident or personnel action giving rise to the perception of discrimination, individuals should contact the EEO Office to ensure their issue is raised in a timely manner. While working issues within the supervisory chain is encouraged, it is not a requirement prior to contacting the EEO Office. For specific questions on EEO complaint procedures, please contact the EEO Office directly at (310) 363-1565.

### **ALTERNATIVE DISPUTE RESOLUTION (ADR)**

The EEO Office operates as the SMC coordinator for ADR. The offices that contribute to the SMC ADR program are the Military Equal Opportunity Office, the Civilian Personnel Flight, the Staff Judge Advocate's Office and the EEO Office. The SMC ADR Program has been recognized by the Secretary of the Air Force for outstanding achievement in program administration and in Mediator performance. Please contact the EEO Office at (310) 363-1565 with specific questions.

### **USAF ADR PROGRAM POLICY**

ADR is voluntarily used to the maximum extent practicable and appropriate to resolve disputes. It is the policy of the Air Force to resolve disputes at the earliest stage feasible, by the fastest and least expensive method possible and at the lowest possible organizational level. Use of these techniques may resolve the entire issue in controversy or a portion of the issue in the controversy.

## TYPES OF ADR PROCEDURES

The ADR procedures currently employed within the Air Force are primarily Mediation or Facilitation. Other ADR procedures such as Binding Arbitration, Peer Review Panels, Ombudsman and Early Neutral Evaluation can also be employed, but are not often used at this time. The definitions of Mediation and Facilitation are:

--**Mediation:** A structured proceeding in which disputing parties use a trained Mediator to assist the parties in arriving at a mutually agreeable resolution. Mediation conferences usually involve private confidential meetings (caucuses) with the parties.

--**Facilitation:** A flexible proceeding in which the Neutral uses an Interest Based Negotiation approach to assist the parties in achieving a better understanding of the issue(s) and a resolution of the dispute. Facilitation usually does not involve private meetings with the parties, but may do so depending on the situation.

To learn more about how mediation works in the Air Force, please see our Mediation guidance at: <http://www.adr.af.mil>.

## SEXUAL HARASSMENT

Human relations complaints and incident rates have been climbing in the Air Force since 1984. Events of racial violence in society demonstrate that racial tensions are not decreasing. The Air Force cannot segregate itself from these societal trends. Despite commanders' involvement and education programs, individuals will occasionally behave inappropriately. It takes a strong continuing commitment by all to reduce these behaviors. Every human relations occurrence - be it racial, religious or gender-related - detracts from the Air Force's ability to do its job to the best of its ability. When people are confronted with such a situation, whether as the victim, the offender, supervisor or commander, they have a role and responsibility.

The Air Force policy on discrimination and sexual harassment is as follows:

The Air Force will conduct its affairs free from unlawful discrimination and sexual harassment. It provides equal opportunity and treatment for all members irrespective of their race, color, religion, national origin, sex, age or disability, except as prescribed by statute.

Whenever unlawful discrimination is found, the Air Force immediately eliminates it and neutralizes the effects. Commanders or supervisors who are aware of unlawful discrimination by subordinates, but fail to take action, may be disciplined.

Discrimination is any unlawful employment practice that results in the loss of terms, conditions, or privileges of employment because of race, color, sex, national origin, religion, age or disability.

Sexual harassment is a form of sex discrimination. There are two types:

**Quid Pro Quo** - which is where submission to unwelcome sexual conduct is made a term or condition of employment;

**Hostile Environment** - where unwelcome behavior of a sexual nature has the purpose or effect of unreasonably interfering with the complainant's work performance and/or creating an intimidating, hostile or offensive work environment.

Sexual harassment may be supervisor to subordinate or co-worker-to-co-worker. Clients, patrons or customers of the employer may also be guilty of sexual harassment. The Air Force has the responsibility to provide a workplace free of discrimination, and must take immediate action to eliminate sexual harassment no matter who is causing the problem.

Sexual harassment may be male to female, female to male or same sex. The latter is a cause for filing a complaint only if unwelcome sexual behavior is involved.

All of us have a responsibility under the Federal Code of Conduct and Ethics for maintaining high standards of honesty, integrity, impartiality and conduct. Sexual harassment has no place in our workforce. It is unacceptable conduct that will not be condoned or tolerated.

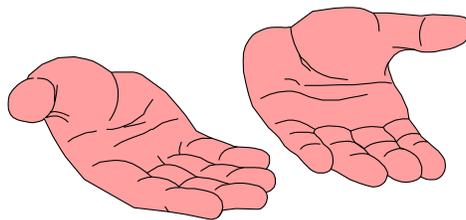
## **CIVILIAN DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL PROGRAM**

The primary objective of the Alcohol and Drug Abuse Prevention and Treatment (ADAPT) Program is to promote readiness, health and wellness through the prevention and treatment of substance abuse. Alcoholism and drug abuse are problems that affect the welfare of both the Air Force and its employees. The Air Force provides a program of referral and rehabilitation for civilian employees with drug or alcohol abuse problems. This rehabilitation/counseling service is available at no cost to AF employees. An employee who thinks he/she may have a problem is encouraged to contact a Social Actions counselor for information on this program.

Through the Mental Health Office, Medical Squadron Clinic, 61 MDS/SGHO, an employee can voluntarily enroll in a counseling program. Records kept as a part of this program are strictly confidential. Information from records is not releasable under the Freedom of Information Act. Employees, however, may have access to their own records.

If an employee recognizes that he/she has a problem but chooses to seek help off base, the Medical Squadron Clinic personnel can provide information about local help agencies including names, locations, phone numbers and approximate costs. Additionally, the clinic sponsors an Alcohol Awareness Seminar that provides individuals the opportunity to examine the role alcohol plays in their lives. If an individual prefers, a one-on-one discussion with a counselor about the employee's potential problem can be arranged.

If management has become aware that an employee is displaying problems in work performance or behavior that may be alcohol or drug related, a mandatory referral to the clinic can be made if the employee has not self-identified the problem. Disregarding this mandatory referral may be cause for disciplinary action. This first referral is done on AF official duty time and like the self-initiated referral, is kept strictly confidential. Any subsequent appointments would be on the employee's own time. The Civilian Personnel Flight should be consulted to assist in this effort. If you want to learn more about this program, please contact a Drug and Alcohol Abuse Counselor at the Mental Health Office.



## **Family Support Center Building 219, Room 1990 (310) 363-1121**

<http://www.laafb.af.mil/ABG/FAMSUPRT.HTM>  
e-mail: [famvisions@losangeles.af.mil](mailto:famvisions@losangeles.af.mil)

The Family Support Center is the focal point for a broad range of services including information about and referrals to agencies on and off the base. The FSC can connect newcomers to schools and community-based organizations, as well as provide assessment counseling and referrals to families in crisis. The Family Support Center offers its services to all military members, family members, retirees and DOD civilians.

### **RELOCATION ASSISTANCE**

Providing information on Los Angeles AFB and surrounding communities is what the Relocation Assistance Program is all about. Each base has a copy of sponsor packages and videos for you to borrow. Visit the base web page and look for relocation information in Crossroads, located at <http://www.afcrossroads.com>. Be sure to ask for a sponsor who will give you personal attention in acquainting you with the base and your new position.



### **LOAN CLOSET**

The Loan Closet offers many household items to help newcomers establish their home until household goods arrive. Items such as dishes, toasters, futons, lamps, fans, cribs, car seats, ironing boards, folding chairs and card tables may be checked out for three weeks. Some bases have furniture available for sale or loan. In addition, there are tutorial tapes in several languages.

### **TRANSITION ASSISTANCE**



If you are preparing to retire or separate from the Air Force, the Transition Assistance Program will help you by providing career planning, resume reviews, access to employment opportunities and the development of job search skills. A three-day TAP workshop offers tips on job search, resume writing, and guidance on your benefits. The FSC has an extensive resource library of books on resume writing and employment resources, and it also provides a computer room that offers job search, job listings, typewriters and resume programs.

## **CAREER FOCUS PROGRAM**

Spouses and family members are welcome to use the resource library and the computer room for their career needs. The program has local job listings and career counseling is available.

## **VOLUNTEER RESOURCE PROGRAM**

There are a number of volunteer opportunities on base and in the community. Some volunteer positions even lead to job offers.

## **PERSONAL FINANCIAL MANAGEMENT**

Budgeting assistance and checkbook maintenance are part of the Personal Financial Management Program. Seminars on investment planning and buying a used car are scheduled during the year.



## **FAMILY LIFE-EDUCATION**



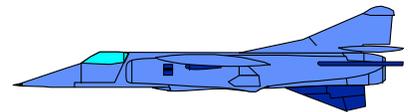
Family Life Education includes programs for singles and married Air Force members. Information on elder care, marriage preparation, parenting and adoption is available, as well as referrals for professional counseling.

## **INFORMATION AND REFERRAL**

Information on community resources for English as a Second Language, stress reduction, recreation, and any other topics are kept on file for client referrals. If clients don't know what services they need, Information and Referral can help determine the needs and assist with finding the right referral both on and off base.

## **FAMILY READINESS**

Mobility is part of service with the Air Force. Civilians, as well as military members, may be mobilized. Whether the individual is married or single, being separated from loved ones can be stressful. Crises may occur in the community as well. The FSC is of assistance in preparing individuals and families for deployment, family evacuations and casualty situations.



Whatever your need, remember the Family Support Center motto:

**GETTING HELP IS THE SMART THING TO DO.**

## **AIR FORCE STANDARDS OF CONDUCT (AFI 36-703)**

It is Air Force policy that all employees must comply with prescribed standards of conduct in all official matters. Employees are expected to maintain high standards of honesty and integrity. Air Force employees are expected to:

1. Discharge assigned duties conscientiously and effectively and meet established performance requirements.
2. Be present for duty unless authorized to be absent.
3. Follow regulations and comply in a timely manner with proper instructions or orders given by competent authority.
4. Conduct themselves on and off duty in a manner that reflects credit upon themselves and the Air Force, and exhibit self-discipline.
5. Discharge their just financial obligations in a proper and timely manner.
6. Comply with reasonable dress and grooming standards based on comfort, productivity, health, safety and type of position occupied.
7. Respect the administrative authority of those directing their work and cooperate with management efforts.
8. Observe the spirit as well as the letter of all laws and regulations governing conduct.
9. Be honest, reliable, trustworthy, and of good character and reputation, and loyal to the Air Force and the US Government.

The foregoing standards of conduct are not intended to be all-inclusive. All employees are urged to review and become familiar with DOD 5500.7, "Standards of Conduct", dealing with employee responsibility and conduct.



## **CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT**

DOD 5500.7, *Standards of Conduct*, requires that in all dealings, including off-duty business, employee's activities must not conflict, or appear to conflict, with the interests of the United States Government. Employees wishing to seek off-duty employment with a private employer, who does business with the government, must first obtain the permission of the Commander.

In addition, AF employees must not engage in outside employment or other outside activity, with or without compensation, that:

- Interferes with or is not compatible with their government duties.
- May reasonably be expected to bring discredit on the government.
- Is otherwise inconsistent with AF policy.

## **DUAL PAY AND DUAL EMPLOYMENT (REF AFI 36-807)**

AFI36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*, contains certain restrictions on employees receiving compensation from more than one Federal source. Some of the restrictions are as follows:

- An employee cannot receive basic pay from more than one Federal position for over 40 hours in any one calendar week.
- An employee is not paid his/her Federal salary for the same days that disability compensation is paid.
- A Federal retiree who is re-employed must take a reduction in salary in the amount of the Federal annuity being received. However, a person receiving "survivor annuity" is not subject to this reduction in salary.

## **GIFTS AND SERVICES (Ref. DOD 5500.7-R)**

Federal employees must not solicit contributions or make donations for a gift to an employee or official for the purpose of obtaining any form of preferential treatment or consideration. They must not accept any favor or gratuity, directly or indirectly, from anyone conducting procurement activities or business transactions of any sort with the Air Force, if such favor or gratuity might influence, or might reasonably be interpreted as seeking to influence the employee impartiality. For more information, contact the Staff Judge Advocate's office.

## **FORMAL DISCUSSIONS WITH BARGAINING UNIT EMPLOYEES AND “WEINGARTEN RIGHTS”**

When supervisors conduct certain discussions with unit employees, the law provides the union the right to be represented. There are two types of discussions with employees where the union must be given an opportunity to be represented. These are generally referred to as Formal Discussions and Examinations of Employees, otherwise referred to as Weingarten Discussions.

An employee occupying a bargaining unit positions can exercise his/her “Weingarten Rights”, which means an employee shall be given the opportunity for union representation when all of the following conditions occur:

- a. One or more management representatives are examining the bargaining unit employee in connection with an investigation;
- b. The employee reasonably believes that the examination may result in disciplinary action against him/her, and
- c. A bargaining unit employee has requested representation by the union.

Each bargaining unit employee will receive a yearly notification of these rights. For further information regarding Weingarten rights, refer to the applicable bargaining agreement, or contact your union steward or representative.

## **PROHIBITED PERSONNEL PRACTICES**

The Civilian Personnel Flight has a statutory requirement to provide all SMC and tenant employees information regarding their rights under the prohibited personnel practice and whistleblower protection provisions of Title 5 of the United States Code.

### **What are "prohibited personnel practices?"**

Twelve prohibited personnel practices, including reprisal for whistleblowing, are defined by law at § 2302(b) of Title 5 of the United States Code (U.S.C.). A personnel action (such as an appointment, promotion, reassignment, or suspension) may need to be involved for a prohibited personnel practice to occur. Generally stated, § 2302(b) provides that a federal employee authorized to take, direct others to take, recommend or approve any personnel action may *not*:

- (1) discriminate against an employee or applicant based on race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation;
- (2) solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics;
- (3) coerce the political activity of any person;
- (4) deceive or willfully obstruct anyone from competing for employment;

(5) influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person;

(6) give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant;

(7) engage in nepotism (*i.e.*, hire, promote, or advocate the hiring or promotion of relatives);

(8) engage in reprisal for whistleblowing – *i.e.*, take, fail to take, or threaten to take or fail to take a personnel action with respect to any employee or applicant because of any disclosure of information by the employee or applicant that he or she reasonably believes evidences a violation of a law, rule or regulation; gross mismanagement; gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety (if such disclosure is not barred by law and such information is not specifically required by Executive Order to be kept secret in the interest of national defense or the conduct of foreign affairs – if so restricted by law or Executive Order, the disclosure is only protected if made to the Special Counsel, the Inspector General, or comparable agency official);

(9) take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law;

(10) discriminate based on personal conduct which is not adverse to the on-the-job performance of an employee, applicant, or others; or

(11) take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate a veterans' preference requirement; and

(12) take or fail to take a personnel action, if taking or failing to take action would violate any law, rule or regulation implementing or directly concerning merit system principles at [5 U.S.C. § 2301](#).

Section 2302(c) of title 5 requires federal agency heads, and officials with delegated authority for any aspect of personnel management, to:

- prevent prohibited personnel practices, including reprisal for whistleblowing;
- comply with and enforce civil service laws, rules and regulations; and
- ensure (in consultation with the Office of Special Counsel) that federal employees are informed of their rights and remedies.

For more detailed information on prohibited personnel practices and whistleblower protection, refer to the Office of Special Counsel website at [www:osc.gov](http://www.osc.gov)

## POLITICAL ACTIVITY

Federal employees are prohibited from engaging in some political activities. The following list contains examples of both permissible and prohibited activities Federal employees may engage in under the *Hatch Act*, which addresses political activity by Federal employees.

### DO'S

- May be candidates for public office in nonpartisan elections
- May register and vote
- May assist in voter registration drives
- May express opinions about candidates and issues
- May contribute money to political organizations or attend political fund-raising functions
- May attend and be active at political rallies and meetings
- May join and be an active member of a political club or party
- May sign nominating petitions
- May campaign for or against referendum questions, constitutional amendments, and municipal ordinances
- May campaign for or against candidates in partisan elections
- May make campaign speeches for candidates in partisan elections
- May distribute campaign literature in partisan elections
- May hold office in political clubs or parties

### DON'TS

- May not use your official authority or influence to interfere with an election
- May not collect political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee
- May not knowingly solicit or discourage the political activity of any person who has business before the agency
- May not engage in political activity while on duty
- May not engage in political activity in a government office
- May not engage in political activity when wearing an official uniform
- May not engage in political activity while using a government vehicle
- May not solicit political contributions from the general public
- May not be a candidate for public office partisan elections

The Office of the Special Counsel is responsible for investigating reports and complaints concerning Hatch Act violations. (1-800-854-2824).

## COMMON AIR FORCE TERMS AND ABBREVIATIONS

New employees sometimes find it hard to understand the "Air Force-ese" used by their supervisors and coworkers. Every business has its own vocabulary, but the Air Force has an unusually large number of specialized terms and acronyms that often confuse the newcomer. Employees will find conversations frequently filled with such acronyms as RPAs, CA-16s and X118s. These acronyms do not refer to bombers, fighters or experimental planes. Listed below are definitions of frequently used AF acronyms. In addition, each work area will have its own mission-related terminology that newcomers will need to learn.

### Acronyms:

**AEP (Affirmative Employment Plan/Program):** A comprehensive personnel program designed to ensure fair representation of minorities and women in the work force.

**AFGE (American Federation of Government Employees):** A Federal employees' labor union.

**AWOL (Absent Without Leave):** An absence from duty which was not authorized, or for which leave has been denied. AWOL can be a basis for taking disciplinary action.

**BEP (Black Employment Program):** A special emphasis program to help identify and eliminate barriers to the hiring and advancement of African-Americans.

**CEP (Career Enhancement Plan):** Used to identify training and developmental requirements for career program registrants.

**CSRS (Civil Service Retirement System):** One of two federal employee retirement systems.

**EEO (Equal Employment Opportunity):** Federal policy prohibiting employment discrimination based on non-merit factors.

**FEGLI (Federal Employees' Group Life Insurance):** Various life insurance options available to federal employees.

**FEORP (Federal Equal Opportunity Recruitment Program):** A personnel recruitment program designed to increase the number of Federal job applicants from protected groups.

**FERS (Federal Employees Retirement System):** One of two Federal employee retirement systems.

**FWP (Federal Women's Program):** A special emphasis program, established by law, to help identify and eliminate barriers to the hiring and advancement of women.

**FWS (Federal Wage System):** One of two major pay classifications, which includes Wage Grade (WG), Wage Supervisor (WS), and Work Leader (WL).

**GS (General Schedule):** Major pay classification that covers primarily white-collar positions from GS-1 through GS-15.

**HEP (Hispanic Employment Program):** A special emphasis program to help identify and eliminate barriers to the hiring and advancement of Hispanics.

**LWOP (Leave Without Pay):** Approved leave, placing the employee in a non-pay status.

**MSPB (Merit Systems Protection Board):** An independent agency that monitors the administration of the Federal civil service system.

**OEP (Overseas Employment Program):** Voluntary registration program that provides a source of applicants for DOD overseas activities.

**OPF (Official Personnel Folder [SF 66]):** Permanent record of significant personnel documents and actions affecting an employee. Maintained by the Air Force Personnel Center.

**OPM (U.S. Office of Personnel Management):** Regulates and administers the Federal Civil Service program for all agencies.

**OWCP (Office of Worker's Compensation Programs):** Department of Labor agency that administers compensation for work-related injuries and illnesses for all Federal activities.

**PD (Position Description or COREDOC):** The official written statement of the major duties, responsibilities, work performance standards and supervisory relationships of a position.

**DCPDS (Defense Civilian Personnel Data System):** Air Force computerized system of civilian employee records.

**PEP (Promotion and Evaluation Pattern):** Rating criteria used in filling positions.

**QSI (Quality Step Increase):** An additional within-grade increase given to GS employees for high-quality performance.

**RIF (Reduction In Force):** A reduction in manning resulting from reorganization, lack of funds, etc.

**TSP (Thrift Savings Plan):** A savings program available to both FERS and CSRS employees. FERS employees are automatically covered under TSP. Enrollment is optional for CSRS employees.

**WGI (Within Grade Increase):** A salary increase granted when time in grade and performance requirements are met.

**X-118 (X-118 Handbook):** The OPM qualification standards manual for GS positions.

**X-118C (X-118C Handbook):** The OPM qualification standards manual for FWS positions.



## Los Angeles Air Force Base FORMS:

**AF-860a (Civilian Performance and Promotion Performance Plan):** Used to evaluate job performance of civilian employees.

**AF 971 (Supervisor's Record of Employee):** Document maintained by the first-level supervisor to record the performance and behavior of the employee.

**CA-1 (Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation):** Mandatory form to be completed by the supervisor and injured employee and returned to the Civilian Personnel Flight.

**CA-16 (Request for Examination and/or Treatment):** Presented to attending physician prior to the injured employee receiving medical treatment for an on-the-job injury.

**DD 1556 (Request, Authorization, Agreement, and Certification of Training and Reimbursement):** Used to request and authorization of training courses.

**OF-612 (Optional Application for Federal Employment):** Used to apply for Federal positions. Also used by current Federal employees to update their education and prior experience. The supervisor must sign any update.

**SF 50 (Notification of Personnel Action):** Notifies an employee of an official action taken, and is the basic source document by which employee status and entitlements are documented.

**SF 71 (Application for Leave):** Used by employees to request annual leave, sick leave, LWOP, or other types of approved leave.

## **AIR FORCE TIME AND DATES**

Although employees will use regular time on most occasions, they will frequently read or write messages, orders or reports in which the hours and dates are expressed in official military time. Military time requires four digits, ranging from 0001 to 2400. The first hour of the day starts at 0001 (one minute after midnight), and the last hour of the day ends at 2400 (midnight). The first two digits give the hour, and the last two digits give the minutes. For example, 4:15 a.m. is written 0415, while 4:15 p.m. is written as 1615, since it is 16 hours and 15 minutes after midnight.

In correspondence and on most forms, it is Air Force practice to have the day precede the month, such as 1 January XXXX or 1 Jan XX.

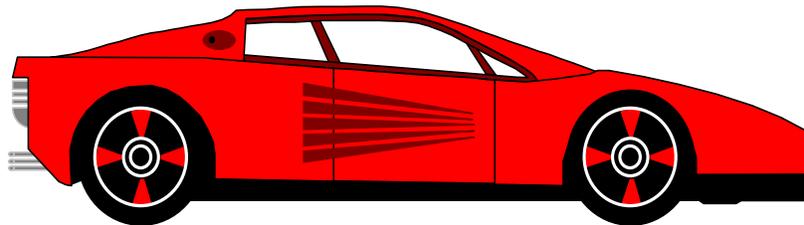
## **BASE VEHICLE REGISTRATION**

Motor vehicles used regularly on base must be registered. To register a vehicle, individuals must meet one or more of the following conditions:

- A. Active duty military, reserve, DOD civilians and their dependents assigned to LAAFB or attached to a unit with a base support agreement.
- B. Retired military, DOD civilians and dependents residing in the local area. May include former spouses or survivors of deceased Active Duty members.
- C. Retired reserves and dependents.
- D. Active duty dependent residing in local area, whose military sponsor is assigned overseas. Must provide a copy of the sponsor's orders.
- E. Base support contractors.

### **REGISTRATION PREREQUISITES (FOR INITIAL ISSUE AND RENEWALS)**

- A. Valid Registration. For new vehicles a purchase order, lease agreement or temporary registration.
- B. Proof of insurance.
- C. Drivers License (for motorcycle registrant must have the proper endorsement and proof of Safety Course).
- D. Valid government ID card.
- E. Smog Certificate (vehicles registered out-of-state).

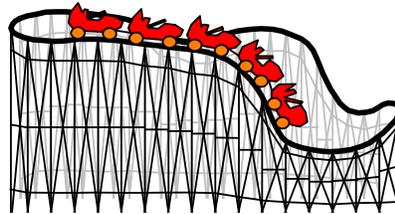


## BASE FACILITIES

Civilian employees may use the following Los Angeles Air Force Base facilities:

- Auto Hobby Shop
- Base gyms
- Child Development Centers
- Deli
- Officer's Club ("The Club") Membership
- Tickets and Tours (discount tickets to local attractions such as: Disneyland, movie theaters, etc.)

If you have any questions regarding any base recreational facilities, please contact the organization, or call the Services Division.



## FEDERAL HOLIDAYS



Full-time employees assigned regular tours of duty are excused from work with full pay to observe legal holidays. Part-time employees excused from work because of a holiday are paid only for the number of hours scheduled. Intermittent employees or employees on other than Monday through Friday schedules should check with their supervisors.

The following days have been designated paid non-work days:

New Year's Day	1 January
Martin Luther King Jr's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	11 November
Thanksgiving Day	Fourth Thursday in November
Christmas Day	25 December

## QUICK REFERENCE LIST

All Phone Numbers are in the (310) Area Code

<u>Aerospace Credit Union</u>	<u>336-5030</u>
<u>Base Exchange</u>	<u>640-0129</u>
<u>Base Locator</u>	<u>363-1876</u>
<u>Chaplain</u>	<u>363-1956</u>
<u>Child Care Center</u>	<u>363-1792</u>
<u>Civilian Payroll</u>	<u>363-0300</u>
<u>Civilian Personnel-Front Desk</u>	<u>363-5308</u>
<u>Cleaners</u>	<u>640-0129</u>
<u>Commissary</u>	<u>363-2766</u>
<u>Computer's Customer Support Services</u>	<u>363-2177</u>
<u>Consolidated Open Mess (The Club)</u>	<u>363-2230</u>
<u>Credit Union</u>	<u>336-5030</u>
<u>Crime Stop (LAAFB)</u>	<u>363-2121</u>
<u>Education Services Branch</u>	<u>363-1388</u>
<u>Legal Office</u>	<u>363-2483</u>
<u>Education and Training</u>	<u>363-2237</u>
<u>Pass &amp; ID</u>	<u>363-1204</u>
<u>Ride Sharing</u>	<u>363-2222</u>
<u>SATO/Official Travel</u>	<u>363-1064</u>
<u>Security Force s</u>	<u>363-2123</u>
<u>Social Actions Office</u>	<u>363-2806</u>
<u>Tickets and Tours</u>	<u>363-2190</u>