

Civilian Personnel Newsletter

October 2014

Lajes Air Force Base

Mandated Supervisory Refresher Training



The Air Force Personnel Professional Development School has launched a new course, the virtual Civilian Supervisor Refresher. This course meets the federal mandate to provide follow-on supervisory training once every three years to supervisors who have completed all initial mandatory supervisory training (MST).

The Civilian Supervisory Refresher Course is now part of the MST curriculum and is delivered in through the Air University Virtual Campus environment, using Defense Connect Online (DCO) and Blackboard.

This online course and runs over five consecutive

days, with four hours allotted each day. The course incorporates a blend of civilian personnel management roles/responsibilities with supervisory leadership competencies. It is an interactive course where students share experiences and work together discussing real-world supervisory issues and challenges.

The FY14 schedule and registration site is accessible through the Air University portal. For more information on how to register please contact our training specialist, Connie Santos, at 535-3508 or send her an e-mail at maria.santos.6.pt@us.af.mil.

Please note that AF/A1 has identified the required population of civilian supervisors who completed the initial supervisory training at least three years ago. The Civilian Personnel Training Section will be sending out notifications to supervisors who need to take this refresher training in the near future.



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Applying for Federal Jobs

You are encouraged to visit the Federal Government's employment website, <http://www.usajobs.gov>, to begin the process of looking for Federal Employment at your next duty station; we suggest you use the Resume Writer in USAJobs.

This site lists all Federal jobs to include all Air Force jobs.

In some cases, you can begin the process of actually applying for jobs with the Air Force 30 days prior to your arrival date at your sponsor's new duty station.

Please contact your new Civilian Personnel Section and ask for assistance and advice in this matter. It is important, however, to review each and every vacancy announcement under "How to Apply" to learn about the application procedures.



Justified Absences

Employees are entitled to the following justified absences without charge to their leave and without loss of pay or benefits:

- ◆ Marriage (11 consecutive work days)
- ◆ Death of spouse, father, mother, father-in-law, mother-in-law, son, daughter, stepfather, stepmother, stepson, and stepdaughter (5 consecutive calendar days)
- ◆ Death of grandparent, grandchildren, brother, sister, and brother or sister-in-law: (2 consecutive calendar days)
- ◆ Birth of a child: two (2) consecutive calendar days.
- ◆ Blood donation: not to exceed four (4) hours. This may be increased to one day when warranted by special circumstances.
- ◆ Jury duty or when an employee is called as a witness by a court to testify.
- ◆ When an employee is taking a test in an educational facility.
- ◆ When his assistance to a member of his immediate household is essential: not to exceed three (3) consecutive days.

- ◆ Candidates in election for public office: number of days legally established for each case, when justified.

Other absences as may be specified in USFORAZORES internal regulations.

For the following, employees may use leave or are entitled to justified absences with loss of pay.

- ◆ When an employee cannot work due to reasons beyond his control, such as illness or accident.
- ◆ Absences relating to court matters other than those of paragraph 1 above.

Executive Order 12721

With this eligibility you may apply for any Federal position for which you meet qualification requirements under the Merit Promotion Program. The E.O. 12721 is valid for 3 years after returning to the United States. You may apply for jobs anywhere in the United States, including Alaska and Hawaii, Guam, Puerto Rico, or U.S. Virgin Islands. You may not apply for jobs in the overseas area under E.O. 12721. You are not limited to applying for jobs at your sponsor's new duty station. The E.O. 12721 is not tied to your sponsor. Should you, for

any reason, lose your status as a Military Spouse or Family Member, your E.O. 12721 eligibility is still valid. You may apply for as many jobs as you like. However, E.O. eligibility is used once you accept an offer of permanent employment. You may decline an offer of employment without penalty. When re-

The E.O. 12721 is valid for 3 years after returning to the United States.

viewing vacancy announcements, it is important to carefully review the "Area of Consideration" or "Who May Apply" for the position. In this section, the vacancy announcement may list "E.O. 12721 Eligible," or "Special Appointing Authorities." If it is unclear, ask the Civilian Personnel Flight advertising the position. Acceptance of a permanent job offer using the E.O. 12721 Eligibility will result in a Career or Career-Conditional appointment.



Leave Without Pay (LWOP)

To avoid a break in service for career, career-conditional an excepted service employees who are dependents of a military member or a federal civilian employee and who must relocate because of the transfer of the head of the household. Such employees whose travel and transportation are covered by their sponsor's eligibility, are granted LWOP upon their request for a period of up to 1 year to allow an opportunity to secure federal employment. A resignation SF-52 must be submitted along with the request for

LWOP. The losing supervisor may fill behind immediately as long as the projected resignation SF-52 has also been submitted by the departing employee. Because the purpose and conditions of appointment under the Schedule A dependent hire authority and under the overseas limited authority are meant only for employment in foreign areas, LWOP may not be granted to any employee serving under these authorities who is leaving that employment for return to the United States unless the em-

ployee has eligibility for appointment under Executive Order (EO) 12362 (as amended by EO 12721), i.e., 12 months service in the overseas area. An employee who is granted LWOP has to perform duty on the last duty day prior to the start of the LWOP. It is not appropriate to exhaust annual leave before LWOP in cases where the basis for LWOP is that the employee must relocate because of the transfer of the head of household. This means they are not expected to return to work.

Notification of Personnel Action, SF 50

A Notification of Personnel Action is produced whenever there is a significant change to your employment status—appointment, change in pay or position information, or to change any of the information printed on any previous SF-50. You should keep every SF 50 you receive. They are sent to your supervisor for information, but you should be passed on to you, so it's important to communicate with your supervisor. Why should you keep these documents? For the same reason you

keep bank statements, tax records, or

These notices are proof of your status, rate of pay, and conditions of employment.

school transcripts. These notices are proof of your status, rate of pay, and conditions of employment. If the Official Personnel Folder (OPF), which is maintained by the Civilian Personnel

section ever disappears or is destroyed, you will have the records to reconstruct your OPF. If you notice any errors or you do not understand something on your SF 50, please contact the Civilian Personnel Section for corrections/clarification.



Privilege Card Renewal

If your privilege card (usually known as BX Card) is about to expire, then it's time for you to visit the Civilian Personnel Section. In order to renew yours and your immediate dependents' cards, the following is required:

- ◆ 1 Photo (pass type)
- ◆ Sponsor's card number
- ◆ Dependent's card number
- ◆ Dependent's Portuguese ID number
- ◆ Dependent Children's Date of Birth
- ◆ In case of children 18 years old and less than 23 years of age: a school registration statement or statement certifying beneficiary status due to filiation is necessary

2015 Designated Portuguese Holidays

New Years Day	1 January
Mardi Gras	17 February
Good Friday	3 April
Day of Liberty	25 April
Day of the Worker	1 May
Espirito Santo Monday	25 May
Corpus Christi	4 June
Day of Portugal	10 June
Praia da Vitoria Day	11 August
Assumption Day	15 August
Founding of the Republic	5 October
All Saints' Day	1 November
Restoration of Independence Day	1 December
Immaculate Conception	8 December
Christmas Day	25 December



Civilian Awards & Recognition

We would like to remind all supervisors that you can award/recognize your employees when special achievements are accomplished. Why wait for the annual evaluation period to award/recognize your employee when you can do it right on the spot.

Here's some of the awards/recognition for [Local National](#) and [U.S.](#) civilians:

Time off Awards (TOA)

- ◆ provides time off from duty without loss of pay or charge to leave
- ◆ are awarded for superior accomplishments that contributed to the quality, efficiency, or economy of government operations
- ◆ supervisor may approve up to one working day without review and approval of a higher level official
- ◆ maximum during one leave year is 80 hours; maximum for a single contribution is 40 hours

Notable Achievement Awards (NAA)

- ◆ recognizes a special achievement that resulted in a noteworthy contribution to the Air Force
- ◆ award amounts range from \$25 to \$500
- ◆ recommendations need to be reviewed by the squadron resource advisor and approved by squadron commander

Letters of Commendation

- ◆ used to recognize an employee for unusual achievement or contribution that clearly exceed duty performance

Letters of Appreciation

- ◆ used to recognize an employee for work performance, an act, or service that is better than expected

We also have available a variety of **Honorary Awards**, for example: USAFE Medal of Merit, Air Force Civilian Achievement Award, Exemplary Civilian Service Award and others.

Effective August 2013, due to budget constraints, the Civilian Personnel Section no longer provides any item associated with awards (certificates, medal, pins, blue presentation folders, etc.), each organization must purchase their own. Information on civilian awards, including stocks numbers, can be found in AFI36-1004, 3 Dec 2009 or, contact our EMR section, extension

Prohibited Personnel Practices

Prohibited personnel practices are those things a Federal entity with personnel authority may not do.

1. Don't **DISCRIMINATE** on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.

2. Don't **SOLICIT** or **CONSIDER** any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude,

general qualifications, character, loyalty, or suitability.

3. Don't **COERCE** an employee's political activity.

4. Don't **DECEIVE** or **OBSTRUCT** any person with respect to such person's right to compete for employment.

5. Don't **INFLUENCE** a person to withdraw from competition.

6. Don't **GRANT** any preference or advantage not authorized by law, regulation, or rule.

7. Don't **EMPLOY** or **PRO-MOTE** a relative.

8. Don't **RETALIATE** against a whistleblower, whether an employee or an applicant.

Mandatory Civilian Progress Review

Supervisors of US and Portuguese Civilians:

This is a reminder of your responsibility to conduct at least one progress review during current the rating period:

1 April 14 – 31 March 15

The mandatory performance review is conducted at the midpoint of the rating period, therefore, it should be accomplish between September/October timeframe. Although this is the requirement, we highly encourage quarterly feedback with employees. This approach facilitates open communication and ensures early detection of problem areas. Whether you choose to only conduct the mandatory midterm feedback or use our

recommended quarterly approach, certain requirements must be met. You must use the employee's performance plan or core document (elements/

"This approach facilitates open communication and ensures early detection of problem areas."

standards) to identify how well he/she is performing in the position. The AF Form 860B shall be used to document

the mandatory midterm feedback. A copy of the form is provided to the employee and the original is placed in the Supervisor's Employee Work Folder under tab 5.

Performance feedback is a private communication between you (rating official/immediate supervisor) and the employee. The primary focus of the feedback is to identify strengths and weaknesses of the employee as related to his/her performance. After providing an honest assessment of each employee's performance, you should continually mentor your staff and help them reach the desired level of performance.

Work Schedules for Portuguese Civilians

Supervisors are reminded to submit employee's work schedules for the employees assigned uncommon tours of duty or shift work, to the Civilian Personnel Section (CPS), thirty (30) days prior to the proposed implementation date. However, in order to allow CPS and CRT review of proposed schedules, HAAZ coordination and DST approval, we highly recommend that you submit the work schedules at least 45 days before the proposed effective date.

Portuguese employees cannot be assigned to work hours, shifts or days that deviate from their officially approved

work schedules without prior approval of Portuguese authorities. Also, any work schedules outside Lajes regular duty hours (0800 to 1700, Monday thru Friday) are considered irregular work schedules and must be submitted for approval.

The following documentation must be provided:

- ◆ One original plus five (5) copies of the work schedule;
- ◆ Employee's statement concurring or nonconcurring with specific reasons.

When preparing work schedules please refer to section 9.1.5 of LFI 36-101 for guidance.

Approved work schedules must be posted in the work place so that they are available for review by employees. Proposed work schedules cannot be implemented prior to approval.

For additional information please contact the Employee Relations Section at extension 535-4160 or 535-5127.

What is the Supervisor's Role in Position Management?

- ◆ Understand mission requirements
- ◆ Know the organizational structure
- ◆ Be familiar with employee's Personnel Documents (PDs)
- ◆ Maintain employees' 971
- ◆ Ensure Prohibited Personnel Practices are not occurring
- ◆ Follow guidelines when implementing work schedules
- ◆ Communicate expectations and provide performance feedback
- ◆ Conduct performance appraisals
- ◆ Offer performance/incentive awards when appropriate
- ◆ Understand Federal Hiring Practices
- ◆ Work closely with the Civilian Personnel Office



Civilian Personnel Resources

Civilian Personnel Officer:	Mianna Arrington 535-5152
Portuguese Staffing Specialist:	Lou Andrade 535-3385
US Staffing Specialist:	Isidro Nunes 535-6329
Classification Specialists:	Gina Cardoso 535-6240
Classification Specialist:	Ilda Moreira 535-3124
Employee Management Relations Specialist:	Carla Leal 535-4160
Employee Management Relations Assistant:	MJ Ormonde 535-5127
Training Specialist:	Connie Santos 535-3508
Human Resources Technician:	Jodi Simpson 535-4208
Customer Service:	Miguel Janeiro 535-5137

For links to the Work Regulation, Labor Agreement, AFI, LFI, and other resources, check out www.lajesfss.com/civilian-personnel-section.html

Employee Spotlight: Jose Mendes

Sr. Mendes started his career at Lajes Field, Azores as a clerk typist in 1961. In the time since, he worked himself up to being a senior broadcast director at American Forces Network-Lajes. In that position, he directed 45-minute live broadcasts that involved a production team of up to seven broadcasters for more than 30 years. The news coverage he was involved with includes the visits of Presidents Richard M. Nixon and George W. Bush

and Pope John Paul II. His professionalism and expertise have helped the station win "Best of the Year" honors six times and his leadership has been invaluable in the training and honing the skills of an uncountable number of broadcasters.

After 53 years of dedicated service, Sr. Mendes retired earlier this month. Obrigado for you service, Sr. Mendes. We wish you all the best in your retirement.

