



Performance of Duties not Included in the Position Description

Temporary hiring may be either for a definite or indefinite period of time.

Temporary contracts of an indefinite nature are for the replacement of a worker who, for any reason, is unable to work, or who may have a case in court to determine the validity of his employment termination, or for construction projects.

Temporary contracts of a definite nature are for the following situations:

- Temporary work increase in an organization.
- Perform an occasional or a specific temporary job
- Hiring of workers looking for their first job or those who have been unemployed for a long period of time.

A temporary contract must be done in writing and signed by both parties. It must state the professional category, work schedule and location, the date the contract begins, the date signed and the period of time it covers. It must also include the reason for the action.

Temporary contracts with a term of six (6) months or more can be renewed.

A contract can be renewed two (2) times beyond the initial appointment for up to a maximum of three (3) years of employment.

The temporary contract expires at the end of the term that was stipulated, provided the employee is given at least an eight (8) day advance written notice stating the contract will not be renewed.



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DoD Priority Placement Program (PPP)

The Department of Defense (DoD) Priority Placement Program (PPP) has provisions for providing priority referral and placement for military spouses who leave their Federal job to accompany their military sponsor on a PCS move (to an active duty assignment). Spouses have preference up to the highest grade held on a permanent basis.

If you are a military spouse employed overseas you are eligible to register in the PPP. You may register as a "priority 3" at the Civilian Personnel Office once you actually arrive at the new duty station. You will compete with other priority 3 candidates for positions (only for which you have registered), in the commuting area of the new duty station. Specific information concerning the registration procedures will be provided during the outprocessing counseling interview.

Priority 3 candidates "block" new appointments and transfers from other agencies, but placements can still be made if they are within the same component, or service, i.e., promotions, reassignments, change to lower grade.

The PPP is designed to give military spouses and family members a preference in the employment process at the sponsor's new duty station. If you accept a permanent job offer, you will receive a Career-Conditional Appointment.

You are allowed four days to make a decision on whether or not to accept a PPP job offer. If you decline a valid job offer, you will be removed from the PPP and face possible separation under adverse action procedures at the expiration of your overseas tour. (Your other options include resignation or obtaining other federal employment through your own efforts.)

On the Job Accidents

Below are the procedures that need to be followed for on the job accidents of Portuguese National Employees:

Supervisor's responsibilities: Make sure employees report to the emergency room at Praia Health Center or Angra Hospital

- Employee is entitled to first aid and full medical care for the effect of the injury, including hospitalization, without cost to the employee
- Non-urgent or routine situation: POV, GOV, taxi or bus shall be used for transportation at the discretion of employee and supervisor

In the event loss of life, limb or eyesight is threatened, call MDG and their ambulance will transport directly to Angra Hospital. Transportation may also be provided in other

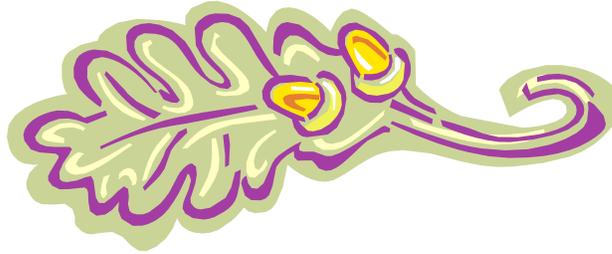
cases at the discretion of medical authorities on the scene.

Fatal Accidents:

- Body cannot be removed without presence of Portuguese Authorities
- Supervisor notifies the Wing Safety office and 65 ABW/CCL (Political Affairs)
- 65 ABW/CCL will notify HAAZ and other Portuguese authorities

USAFE IMT 50 - Supervisor's Report of Injury for Portuguese National Employees

- Supervisor needs to complete this form within 24 hours
- Fax one copy to the insurance company: 295-214-598 or email bruno.sousa@acoreana.pt
- Send original to Civilian Personnel Office
- One copy to Safety Office (65 ABW/SE)



Merit System Principles

The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. As the federal government experiences continued change in the management of human resources (centralization, deregulation, delegation, etc.), it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every decision process they use.

The merit system principles are:

1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition.
3. Provide equal pay for equal work and reward excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from improper political influence.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protecting people who report things like illegal and/or wasteful activities).



US Civilian Online Benefits Courses

Online benefits courses for Federal civilian employees are available on the Employee Benefits Information System (EBIS) as eSeminars. This training applies to appropriated fund Air Force-serviced civilian employees at all stages of their careers. You may start, stop, and review each of the lessons at any time. The program will even remember where you left off if you need to stop and go back to it again later. You can access these courses through EBIS via the Air Force Portal or the Air Force Personnel Center (AFPC) secure link. For detailed instructions for accessing EBIS, please click [here](#).

There are 3 training modules available: Planning for Your Retirement, Financial Planning, and New Employee Benefits Orientation.

Planning for Your Retirement will give you a detailed understanding of the benefits you are entitled to under the Civil Service Retirement System (CSRS) and/or the Federal Employees Retirement System (FERS), Social Security, Medicare, the Thrift Savings Plan (TSP), the Federal Employees Health Benefits (FEHB) program, Long Term Care (LTC) Insurance, the Federal Employees' Group Life Insurance (FEGLI) program, and the Flexible Spending Account (FSA) program.



The **Financial Planning** course is designed to assist you with proper management of your finances so you can meet your life goals. It is devoted to the topics of insurance, taxes, investment options, investment planning, and estate planning as you plan for your future and for retirement.

New Employees Benefits Orientation provides new employees with an understanding

of each federal benefit program (FERS, FEHB, FEGLI, TSP, LTC, FSA, and Social Security); it

explains how each program works and how to receive the maximum benefit from each program.

New Employee Orientation Class and e-Learning Tools

The New Employee Orientation Course, better known as NEO, is a mandatory training requirement for all new U.S. civilian employees. New employees must complete the course within 90 days of assignment.

The course consists of seven on-line modules: Air Force Heritage, Customs and Courtesies, Core Values, Core Com-

petencies, Force Development, Personnel Administration, and Health, Safety and Security. Upon completing all modules, employees will be awarded the Air Force Civilian Pin. This pin symbolizes the value Air Force civilians bring to the mission.

NEO can be found at the following link: <https://golearn.csd.disa.mil/>

Acquire new skills with no cost AF e-learning tools! The new Civilian Development Resource Center provides you with flexible learning opportunities so that you can gain new professional skills from your desktop anywhere and at any time.

To access the CDRC go to: AF Portal>Career and Training Tab>Force Development Resource Center

Did You Know?

ON COLUMBUS' FIRST VOYAGE BACK TO SPAIN IN 1493, HE AND HIS CREW ENCOUNTERED A STORM THAT CAUSED THE NIÑA TO DOCK ON SANTA MARIA, THE SOUTHERNMOST ISLAND IN THE AZORES.

Civilian Personnel Resources

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

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

Position Description

The Classification process involves determining a title, series and grade for a set of identified duties and responsibilities. This determination is done in accordance with standards provided by the Office of Personnel Management (OPM). Often – but not always – an analysis of the duties/responsibilities may include an in-depth desk audit. The required application of OPM Classification Standards ensures equity in compensation, across the Federal Civilian Service, for duties performed at all levels of responsibility.



Test Your Knowledge!

Q: Where can I find a copy of my/my employees' PD?

A: Supervisors maintain a copy the PD for each of their employees in their individual supervisor/employee work folder, also referred to as "971's"

Q: If my employee brings a grievance to me in Portuguese, do I have to sign it?

A: Yes. If the employee is Portuguese, supervisors should expect this document to be in Portuguese.

Q: But, if I sign the document, aren't I saying my employee is correct in his complaint?

A: Signing the document ONLY documents ACKNOWLEDGEMENT of the complaint – not concurrence.

Q: If I call in sick on Monday and I'm still not feeling well on Tuesday, do I have to call in again?

A: Yes. Employees are required to notify their supervisors within two hours of not reporting on their scheduled work day.