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# HAPPY NEW YEAR!

## Procedures for Grievances of Portuguese Workers

All 65 ABW employees will be free of restraint, interference, coercion, discrimination or reprisal when/ after presenting complaints over any matter related to conditions of employment or disciplinary actions.

IAW article 86 of the Work Regulation, employees have the right to submit verbal or written complaints to the organizational supervisor within 30 days of the event or occurrence, or at any time in the case of a continuing occurrence.

Organizational supervisors have 7 calendar days to respond to the employee's complaint.

If the complaint is not resolved to the employee's satisfaction, he/she has 7 calendar days from the receipt of the organizational supervisor's response to present a formal written complaint to his/her organizational commander or the next higher level in the chain of command when the initial decision was made by the organizational commander.

Written complaints to organizational commanders must state:

- Reason for complaint
- Remedial action sought

substantive review

In this case, the period for rendering a decision is extended by 7 calendar days.

If the employee is not satisfied with

“Employees have the right to submit verbal or written complaints to this organizational supervisor within 30 days of the event...”

- May contain other facts or information pertinent to the complaint

The organizational commander will review the complaint and render a written decision within 14 calendar days.

- At the organizational commander's choosing, a designated official may be appointed to conduct a procedural/

the decision of the organizational commander, he/she may submit a written complaint to the First Level of Dispute Resolution within 7 calendar days of receipt of the organizational commander's determination.

Written complaints are submitted to the Wing Commander and the Commander Air Base 4 simultaneously.

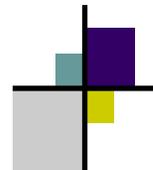
First Level will render a determination or opinion of both parties within 21 calendar

days, unless a justified situation requires a delay.

If the employee is not satisfied with the First Level determination, he/she may submit the complaint to the Labor Committee within 14 calendar days of receipt of the First Level decision.

If the employee is not satisfied with the Labor Committee determination, he/she may submit the complaint to the Standing Bilateral Commission within 14 calendar days of receipt of the notification by the Labor Committee.

If the employee is not satisfied with the Standing Bilateral Commission determination, he/she may submit the complaint to the competent court (defined in article 17 of the Labor Agreement) within 60 calendar days of receipt of the notification by the Standing Bilateral Commission.



## Required Supervisory Training

Initial Mandatory Supervisory Training (IMST) is required for new supervisors to be completed within 6 months of assignment.

Newly assigned supervisors of civilian employees are required to take several courses. One of the requirements is the USAF Supervisors Course.

USAF Supervisors Course:

This course covers the communication, developing others, team building, conflict management, and leadership competencies of a supervisor. It is delivered on-line over a 5 week period of time with

about 8 hours of class work/ meetings per week. Those with in-residence PME within 5 years are exempt and earn an equivalency.

Advanced USAF Supervisor's Course:

This course covers the basic supervisory skills in an advanced manner for supervisors that have had at least 3 years of experience supervising military or civilian personnel. Those with prior military service/in-resident PME within 5 years are exempt.

Refresher Supervisory Course: Supervisors will refresh their skills

Refresher Supervisory Course: Supervisors will refresh their skills with this 1 week, 4 hours per day course every three years.

Registration Process – AU Portal: <https://auportal.maxwell.af.mil/auportal>

In our next newsletter, we'll cover the Civilian Personnel Management Course.



For more information, please contact POC for Base Civilian Training: [Connie Santos](#),

## 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 supervi-

sor. Why should you keep these documents? For the same reason you keep bank statements, tax records, or 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.



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

## What Is Position Classification?

Position Classification is the analysis and identification of a position and placing it in a class under the position classification plan established by OPM. One of the primary purposes of classification is to systematically determine the proper levels of compensation in a way that can be applied consistently for Federal jobs. Every position in the federal civil service is classified by position title, pay

plan, series and grade level. Job classification is based on the policy (established by law) of "equal pay for work of substantially equal value." This phrase means jobs of equal difficulty are supposed to get the same compensation. The classification system is a process by which the functions of a position are measured against classification standards or benchmarks. The classification system

and standards are both tools for assisting management in accomplishing the agency's mission. These tools assist in management activities such as designing organizations, recruiting for necessary expertise to perform the work, training, promoting, separating, career development, and establishing performance standards.



## Civilian Personnel Resources

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

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

### 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

### 2015 Designated US Holidays

New Year's Day	1 January
Birthday of Martin Luther King, Jr.	19 January
Washington's Birthday	26 February
Memorial Day	25 May
Independence Day	3 July
Labor Day	7 September
Columbus Day	12 October
Veterans Day	11 November
Thanksgiving	26 November
Christmas	25 December