



Documents Required at In Processing

(Please have these documents ready to give to the HR Assistant)



- Original unexpired passport **OR** both an original birth certificate **and** a valid driver's license
- Onboarding user ID and password
- Form A-4, Alabama Department of Revenue Employee's Withholding Exemption Certificate
- W-4, Federal Employee's Withholding Exemption Certificate
- AF Form 1745, Address Change Form (Required for Civilian Pay)
- FMS Form 2231, FASTSTART Direct Deposit **and** a **“voided”** check.



CIVILIAN IN-PROCESSING BRIEFING

This Briefing is:

Unclassified

**42 FSS/FSMC
HR Assistant**



Overview of Agenda



- Common Access Card (CAC)
- Civilian Pay
- Leave
- Disabled Veteran's Leave
- Federal Employee Benefits
- Federal Employees Retirement System Revised Annuity Employee (FERS-FRAE)
- Electronic Official Personnel Folder (e-OPF)



Overview of Agenda, Cont'd



- Employee Conduct and Responsibility
- Probationary/Trial Period
- Training
- Telework
- Reasonable Accommodation
- Workers' Compensation
- Employee Assistance Program (EAP)
- Labor Relations



Common Access Card (CAC)



- Allows access to the base, work computer, and certain base facilities
 - List of base facilities is provided on the CD in your in-processing folder
- Issued after personnel action has processed
 - CACs will not be available for 7 to 10 days after you in-process
 - To determine if personnel action has processed, call (334) 953-6487 (Maxwell AFB) or DSN 665-2089 (Randolph AFB) and ask, “Am I in the Defense Enrollment Eligibility Reporting System (DEERS) as a Maxwell-Gunter civilian employee?”
- Obtain CAC at the Military Personnel Section (MPS) located on first floor of Bldg 804
 - Please bring two forms of ID
 - Appointment required; call 334-953-6487 or schedule at <https://rapids-appointments.dmdc.osd.mil>





Steps to Gaining Access



CPO

- In-Processing Brief – completes onboarding requirements
- AFPC completes HR hiring action
- Forwards new hire pay information to Civilian Pay

MPF

- Verifies profile in DEERs
- Issues CAC with valid Certificates

Gaining Org

- Coordinates access to ATAAPs, Email (via unit IT POC/Security Manager), Org boxes, shared drives, DTS, and any other Org specific needs.



Civilian Pay



- When and how do I get paid?
 - Direct Deposit
 - Every two weeks

- For up-to-date pay information and maintenance, go to:
<https://mypay.dfas.mil>
 - Leave and Earnings Statements (LES)
 - Form W-2, Wage and Tax Statement
 - Allotments
 - Address Changes (for pay purposes only)
 - Direct Deposit
 - Tax Withholdings





Leave



➤ Annual Leave Accrual

- Less than 3 years service – 4 hours per pay period
- 3 – 14 years service – 6 hours per pay period
- 15 years or more service – 8 hours per pay period

- You may carry over 240 hours of annual leave to the next leave year

- Employees returning from overseas appointments may carry over up to 360 hours of annual leave

➤ Sick Leave Accrual

- Always 4 hours per pay period
- No limitation on the amount of sick leave accumulation



Sick Leave Transfer



- Transfer employees from another federal agency should give a copy of his/her last leave and earnings statement (LES) to the HR Assistant as soon as possible to include in your financial documents so that any remaining leave from your previous agency can be added to your new position under the AF:
 - Examples:
 - Army
 - Navy
 - Marine Corps
 - Department of the VA
 - Homeland Security



Disabled Veteran Leave



➤ Disabled Veteran Leave

- Provides eligible veterans with paid time off to attend medical appointments and/or treatments for his/her rated disability
- Veterans with a service-connected disability of 30% or more (determined by the Department of Veterans Affairs) who are hired on or after 5 November 2016 may be eligible
- If eligible, may receive up to 104 hours of leave to use for medical treatment of a service connected disability
- Leave must be used in the 12-month eligibility period; unused leave is forfeited
- Disabled veteran employees may submit documentation of a service-connected disability rating of 30 percent or more using the following link:
https://mypers.af.mil/app/answers/detail/a_id/34555



Federal Employees Benefits



- [OPM Benefits Guidance for New/Prospective Employees](#)

- Government Retirement and Benefits (GRB) System New User and ***How to Videos:***
 - Federal Employees' Health Benefits (FEHB)
 - Federal Employees' Dental and Vision Insurance Program (FEDVIP)
 - Long Term Care (LTC) Insurance
 - Federal Employees' Group Life Insurance (FEGLI)
 - Thrift Savings Plan (TSP): transactions only
 - Federal Flexible Spending Account Program (FSAFEDS)

- Information on beneficiary forms is available at: <https://mypers.af.mil>



Federal Employees Benefits (GRB)



GRB Platform MENU TOTAL COMPENSATION STATEMENT

- Requests
- Account
- Announcements
- Documents
- Resource Library
- New User Video

- Dental & Vision Insurance
- Long Term Care Insurance
- Flexible Spending Accounts
- Pay & Leave
- Social Security

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Federal Employees Retirement System Revised Annuity Employee (FERS-FRAE)



- The Bipartisan Budget Act of 2013, signed into law on 26 December 2013 mandates that:
 - Employees hired by the Federal government on or after 1 January 2014 will pay 4.4 percent for their retirement benefits
 - Your retirement plan code is listed on your leave and earnings statement under “Deductions” and on your Notification of Personnel Action (SF-50) under “Retirement Plan”

<https://www.opm.gov/retirement-services/fers-information/>



MyPers and Self-Service Functions



- MyPers is the Air Force personnel services website and can be accessed using the following link: <https://mypers.af.mil/app/home>

- Self-service functions listed below are available and may be accessed using the following link: https://mypers.af.mil/app/answers/detail/a_id/19331/p/2566%2C3
 - Awards Update
 - Certification/License Update
 - Change in Veterans' Preference in Reduction in Force
 - Civilian Career Report
 - Date of Birth Correction
 - Disability
 - Disabled Veteran leave Request
 - Education Updates
 - Electronic Official Personnel Folder
 - Emergency contact
 - Employees on Temp Disability Retirement List
 - Employment Verification
 - Mailing Address update
 - MyBiz+ and MyBiz+ for Mgrs and Supervisors
 - Name Change Request
 - Resume Update
 - Service Computation Date Correction
 - Social Security Number Correction
 - Training Update
 - Update Supervisor



Electronic Official Personnel Folder (e-OPF)



- E-OPF provides web-based access for Federal personnel to view and print employment documents
- E-OPF account can be established **after** receipt of CAC and email account
- Use the following website to establish an account and access your e-OPF:
 - <https://eopf1.nbc.gov/usaf/>
 - NOTE: It is strongly recommended employees print a physical copy of his/her eOPF for their personal records





Employee Conduct, Ethics and Responsibility



- Procedures on civilian employee standards of conduct and individual responsibility throughout the Air Force (AF) is found in Air Force Instruction (AFI) 36-703, *Civilian Conduct and Responsibility*, located at:
 - http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-703/afi36-703.pdf
- **Government Ethics**
 - Prospective Employees: Required to abide by the federal criminal conflict of interest statutes as outlined in 18 U.S.C. §§ 201-209, as well as the Standards of Ethical Conduct for Employees of the Executive Branch at 5 C.F.R. Part 2635
 - Supervisory Employees: Supervisory positions are subject to 5 C.F.R. § 2638.103, Government Ethics Responsibilities of Supervisors



Employee Conduct, Ethics and Responsibility (cont'd)



- The following guidelines are provided on civilian employees' conduct with Federal inmates in accordance with Air University Instruction (AUI) 25-201, *Federal Prison Camp Labor and Support*, which is available at the website provided below:
 - Familiarity and fraternization are prohibited
 - Professional working relationships must be maintained at all times
 - Address inmates as "Mr." or "Inmate"
 - Do not discuss personal affairs or sensitive information with inmates
 - Inmates are not allowed to accept or give gratuities of any kind to include but not limited to meals, snacks, unauthorized computer or phone use
 - Failure to adhere to Air University Instruction 25-201 could result in disciplinary action
 - <http://static.e-publishing.af.mil/production/1/au/publication/au25-201/au25-201.pdf>



Air Force Portal



➤ How do you access myLearning, GRB, MyPers, eOPF, etc.?

AF PORTAL

NEWS & ANNOUNCEMENTS | BASE, ORG & FUNCTIONAL AREA | APPLICATIONS | CAREER & TRAINING | LIFE & FITNESS | LIBRARY & RESOURCES

SEARCH AF P

COACHING

Blueprint Leadership
WITH CMSAF KALETH O WRIGHT
FEATURING DR. KEVIN BASIK

AIRMEN POWERED BY INNOVATION

AIR FORCE ANNOUNCEMENTS PUBLICATIONS + ADD

QUICK LINKS

ACQUISITION

- APM (Acquisition Process Model)
- AcqDemo - DoD Civilian Acquisition Workforce Personnel Demonstration Project
- Acquisition Career
- Acquisition Common Portal Environment (CPE)
- Acquisition Excellence & Change Office
- Acquisition Program Management Career
- PDAQ (Product Data Acquisition)
- STEM (Science, Technology, Engineering & Mathematics)

AIR FORCE INFORMATION

- AFF Online - Air & Space Expeditionary Force Center



Probationary Period



- Competitive Service Appointments
 - Employees serve a two-year probationary period

- Excepted Service Appointments
 - Employees serve a one-year trial period

Note: To determine which type of position you occupy, Competitive or Excepted, check your Notification of Personnel Action, SF 50, Block 34. To determine if you are serving a Probationary or Trial Period, check the remarks in Block 45. If you are serving a Probationary or Trail Period, there will be a remark to that effect in Block 45.



Reasonable Accommodations



➤ **What is a reasonable accommodation?**

- An accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.
- The Air Force is legally required to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless doing so would cause undue hardship.

Additional information regarding reasonable accommodations is available by visiting AFI 36-205 via https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-205/afi36-205.pdf



Training



➤ New Employee Training:

➤ Mandatory

- New Employee Orientation (NEO) Training (Online) **must be completed within 90 days** of appointment
Contact Ms. Shundalynne Hall, 42 FSS/FSDDET (334) 953-5940, when training has been completed
- Right Start Training **within 30 days** of appointment – POC: Ms. Pamela Jackson, 42FSS/FSH, (334) 953-3799.
- DoD Performance Management and Appraisal Program (DPMAP) training **within 30 days** of appointment
 - 1) DoD Performance Management and Appraisal Program (DPMAP) 4-module
 - or
 - 2) DoD Performance Management and Appraisal Program (DPMAP) 7-module
- Other required training: You will receive automatic notifications via email.

MyLearning - <https://lms-jets.cce.af.mil/moodle/>



Telework



➤ Telework

- **AFI 36-816, *Civilian Telework Program***, is available on the following website: http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-816/afi36-816.pdf
- A copy of DD Form 2946, DoD Telework Agreement, is on the CD you received today
- Telework Training site: <https://telework.gov/>



Worker's Compensation

- Exclusive recourse available to employees injured on duty
- Types of injuries
 - Traumatic
 - Occupational Illness/Disease
- Use the Employees' Compensation Operations and Management Portal (ECOMP) to report injuries
 - For questions on Workers' Compensation, contact the BEST at 1 (800) 525-0102 or TDD 1 (800) 382-0893 (press 2 for civilian employees; then press 4 for all other inquiries)
 - <https://www.ecomp.dol.gov>.
- Employee Responsibilities:
 - Report all injuries
 - Observe safety rules/regulations/policies
 - Report safety hazards
 - Submit forms asap and keep copies
 - Keep supervisor Informed of status



Employee Assistance Program (EAP)



- EAP is a professional resource available to help you resolve life challenges
- Available 24/7 for employees and family members
- EAP services: counseling, consultation, crisis management and referral for legal or financial consultation
- Free and confidential
- Available to all appropriated fund (APF) civilian employees on Maxwell-Gunter AFB
- EAP Contact Info: 1-800-222-0364; 1-888-262-7848 (TTY); www.FOH4You.com



Labor Relations



- American Federation of Government Employees (AFGE) Local 997
 - Union President: Ms. Rosa Timmons
 - Union Office Phone Number: 334-279-9733
 - Collective Bargaining Agreement (CBA) between Maxwell AFB and American Federation of Government Employees (AFGE) Local 997 (A copy of the CBA is included on the CD you received today)

- Bargaining Unit Status Codes at Maxwell-Gunter AFB
 - BUS Code AF2409 - Employees who are covered by the bargaining unit
 - BUS Code 7777 - Eligible to be in a bargaining unit but there is no bargaining unit established
 - BUS Code 8888 - Ineligible to be included in a bargaining unit



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QUESTIONS



Oath of Office



I, _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

