



**Personnel**

**NEW CIVILIAN EMPLOYEE INFORMATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 452 SPTG/DPC (Patti Shebest) Certified By: 452 SPTG/DPC Thomas H. Cawthon)  
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The OPR for this pamphlet is 452 SPTG/DPC (Patti Shebest). This pamphlet is part of the orientation program conducted for all employees who are new to the Air Force, reassigned from other Air Force activities, or rehired at March Air Reserve Base (ARB). Please read and keep the material contained in this pamphlet for future reference. Most of the material is covered during your New Employee Orientation; however, if questions should arise pertaining to your job, feel free to discuss them with your supervisor. He or she will do everything reasonably possible to provide you with necessary guidance and assistance with problems you may have. The Civilian Personnel Flight (CPF) welcomes you to March ARB and hopes your tour of duty in the Riverside and Moreno Valley area is a pleasant and memorable one.

***SUMMARY OF REVISIONS***

This revision changes AFR 40-630, Absence and Leave to AFI 36-815 (paragraph 1.3.); this changes includes New Employee Access to the Electronic Official Personnel Folder (OPF) and web site (paragraph 5); contents of OPF (paragraph 5.1), and documents scanned in to the OPF (paragraph 5.2.); and Employees Responsibilities (paragraph 5.3); changes the Stay-In-School Program to Student Educational Employment Program (paragraph 6.2.); deletes (paragraph 8.3.5 and 8.3.6); changes AFR 40-630 to AFI 36-815 (paragraph 8.5.); deletes LWOP and adds leave entitlements (paragraph 8.6); adds Family and Medical Leave Act (FMLA) (paragraph 8.6.1); adds Family Friendly Leave Act (FFLA) (paragraphs 8.6.2, 8.6.3, 8.6.4); includes Leave Without Pay (LWOP) (paragraph 8.7 and deletes paragraphs 8.7.1 and 8.7.2); changes Military Leave to Court Leave (paragraph 8.8); deletes Parental Leave and replaced by Military Leave (paragraph 8.9); changes Absence for Maternity Reasons to Leave Transfer Program (paragraph 8.10); adds Leave Transfer approval process; changes Leave for Paternity Reasons to Holidays (8.11); changes Veteran's Day from the 11th of November to November 11th (paragraph 8.11); deletes (paragraph 8.12); deletes (paragraph 8.13 and 8.13.1 through 8.13.9); changes the completed form for elements and performance standards (paragraph 9.1.); deletes ratings are explained on the rating form (paragraph 9.1.1.); changes ratings to acceptable and unacceptable (paragraph 9.1.2); Suggestion Award is changed to Innovative Development Through Employee Awareness (IDEA) (paragraph 9.2.6.); deletes supervisor signature to the candidate referral page for selection (paragraph 9.3.1.5.2.); deletes Automated Career Management Program and adds registration access online (paragraph 10.); changes newly appointed permanent employees selection of health plan (paragraph 13.1); changes processing of Life Insurance Election via BEST system (paragraph 13.2); changes OPM 1555 to SF 3109, Election of Coverage – Federal Employees' Retirement System (FERS) (paragraph 13.3); changes reference to CSRS as a stand-alone retirement plan (paragraph 13.3.1); adds portability of TSP (paragraph 13.3.2); adds last sentence on tax-deferred contributions (paragraph 13.3.2.1); changes second sentence

(paragraph 13.4); changes to On-The-Job Injuries from qualify for benefits (paragraph 13.4.1); changes from employee's disability claim to authorization of medical treatment form (paragraph 13.4.2); changes from reconsideration to qualifying for benefits (paragraph 13.4.3); changes to employee's disability claim judged valid (paragraph 13.4.4); adds paragraph on final determination of OWCP (paragraph 13.4.5); changes EEO counselor phone extension (paragraph 14.1.5); corrections and zip code made to American Federation of Government Employees (AFGE) (paragraph 15.); reference to on-the-job accident reporting moved (paragraph 18.1.1, 18.1.2 and 18.1.3); changes Security Police to Security Forces (paragraphs 18.2.7, 18.2.8 and 18.2.9); changes On-The-Job-Injuries coverage to Smoking Policy (paragraph 19.1.); adds smoking prohibition areas (paragraph 19.1.1); adds designated smoking areas (paragraph 19.1.2); changes from Smoking Policy to Alcohol and Drug Abuse Policy (paragraph 19.2); adds Employee Assistance Program (EAP) (paragraph 19.3); A (\*) indicates revisions from the previous edition.

## 1. References:

1.1. AFI 36-1201, Discrimination Complaints

1.2. AFI 36-1203, Administrative Grievance System.

1.3. AFI 36-815, Absence and Leave.

1.4. RI 70-1, Enrollment Information Guide and Plan Comparison Chart.

1.5. RI 76-21, FEGLI Pamphlet.

1.6. RI 90-1, FERS.

1.7. RI 90-3, The FERS Transfer Handbook.

2. Air Force Mission. The mission of the United States Air Force is to prepare our forces to fight to preserve the security and freedom of the American people. The goal is peace, but to reach that goal the Air Force shows the strength and the will to keep other nations from threatening our security. The Air Force Mission requires disciplined, dedicated people who live and work by the highest personal and professional standards.

3. March Air Reserve Base Mission. The 452d Air Mobility Wing is the host unit at March. Its mission is to conduct global air refueling and strategic airlift in support of the United States and allied military operations. March is also home to several other organizations including:

163d Air Refueling Wing (CA Air National Guard)

144th Fighter Wing (Air National Guard)

Air Force Audit Agency

362d Recruiting Squadron

Defense Visual Information Center

Armed Forces Radio and Television Services

HQ 4AF

#### 4. Probationary Period:

4.1. Initial Appointment. A probationary period is served during the first year of permanent federal appointment to determine fitness for continued employment. During probation, the new employee is evaluated for qualities and characteristics essential for effective performance, such as progress, performance, and attitude. The supervisor provides the probationer guidance and help necessary for successful performance. If the employee does not satisfactorily complete probation, he or she will either be assigned to another position, or separated from his or her position. In most instances, the employee is separated. Employees serving a probationary period are not provided the same procedural protections against removal from federal service as individuals who have completed their probationary period.

4.2. New Supervisor or Manager. An employee assigned or promoted to a supervisory or managerial position for the first time serves a probationary period of 1 year. This probationary period applies only to performance of personnel management, supervisory, or managerial responsibilities. Failure to satisfactorily complete this probationary period results in the employee being removed from his or her position and returned to a non-supervisory or non-managerial position at the previous grade level. If this occurs, there are no grievance or appeal rights.

\*5. Your Official Personnel Folder (OPF). The OPF contains documents that vitally affect your rights, benefits, and consideration for promotion. Those documents include an application for federal employment, beneficiary forms, and benefits election forms, forms completed during in processing, and the SF 50, Notification of Personnel Action. The OPF is maintained at the Air Force Personnel Center (AFPC), Randolph AFB, TX. To access your Electronic Official Personnel Folder go to [www.afpc.randolph.af.mil/dpc/](http://www.afpc.randolph.af.mil/dpc/), next click on Electronic Official Personnel Folder (EOPF).

\*5.1. (Added) Effective on or after 1 October 1996, all documents created for actions are scanned and electronically filed into the Personnel Automated Records Information System (PARIS). They are maintained in a paperless Electronic OPF, which is available for viewing or printing at your workstation or local Civilian Personnel Flight (CPF). If you were hired into Federal service after 1 October 1996, you will have a completely Electronic OPF. If, however you were on the Federal rolls prior to 1 October 1996, the Center maintains the paper OPF, which existed at the time of transfer, along with its electronic version.

\*5.2. (Added) The following documents are scanned into your electronic OPF, regardless of the effective date:

5.2.1. SF-2809 Health Benefits Registration Form (FEHB). This will be the most recent form indicating current enrollment or declination of coverage.

5.2.2. SF-2810 Notice of Change in Health Benefits Form. This will be the most recent form that transfers in the current enrollment code, if applicable.

5.2.3. SF-2817 Life Insurance Election (FEGLI). This will be the most recent form showing current election to enroll or waiver of FEGLI coverage.

5.2.4. SF-2822 Request for Insurance (FEGLI)

5.2.5. SF-3102 Designation of Beneficiary (FEGLI)

5.2.6. SF-3102 Designation of Beneficiary (FERS)

5.2.7. TSP-1 Thrift Saving Plan Election Form. This will be the most recent form showing current election.

5.2.8. DD-214 Report of Military Discharge

5.2.9. SF/OPM 813 Verification of a Military Retiree's Service in Non-Wartime Campaigns or Expeditions

5.2.10. SF-144 Statement of Prior Service of the latest SCD computation

5.2.11. SF-171/OF-612 or Resume (most recent).

\*5.3. Employee Responsibilities. Employees share the responsibility for ensuring their OPF is current, and are encouraged to review their records annually. In order to receive proper consideration for promotion, it is important employees keep their education, skills, training, and experience records current. Update this information by submitting SF 172, Amendment to Application for Federal Employment, to the CPF. Employees are provided copies of most documents placed in their OPFs. Normally, SF 50s are sent to you through your supervisor. You are urged to keep your copies as they are a ready reference of your employment history and could be invaluable should your OPF become lost or destroyed.

6. Types of Appointments. Appointments to Civil Service positions are based either on competitive service or excepted service. 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, handicapping condition, or national origin.

6.1. Competitive. In competitive service, the best-qualified persons available are hired. To have qualified for a Civil Service position, you passed some type of examination. This examination may have been a written test or a performance test such as typing, or it may have been an evaluation and rating of your experience and education as outlined in your application.

6.1.1. By law, veterans are given preference in hiring, in recognition of their service to the government. Disabled veterans who pass Civil Service examinations are awarded 10 extra points

on their rating; other veterans receive 5 extra points. When a veteran does not pass a Civil Service examination, the 5 or 10-point preference cannot be added to bring his or her score up to the passing level.

6.1.2. Appointments at March ARB are generally on a career-conditional basis; employees are converted to career tenure after 3 years of continuous federal service.

6.1.3. Temporary appointments are made when an employee is hired for a period of time "not to exceed a specific date" stated at the time of employment. A temporary employee is not assured employment for the full period of time stated and may be terminated at any time.

\*6.2. Excepted. In excepted service, positions may be filled by appointment of persons without meeting competitive service requirements. These appointments are "excepted" from competitive service and include the following: employment of the handicapped, legal and expert/counseling positions, students under the Student Educational Employment Program and veterans who have served under honorable conditions for Veteran's Readjustment Appointments (VRA).

## 7. Hours of Work, Pay, and Within Grade Step Increases:

7.1. Hours of Work. The basic workweek for full-time employees is 40 hours. The 40 hours of work may not be spread over more than 6 days of the administrative workweek. There are 26 pay periods in a pay year, each covering 2 calendar weeks (14 days), beginning on Sunday and continuing through Saturday of the following week.

7.2. Pay. Paydays are established as every other Friday. Your pay is sent electronically to a financial institution of your choice, (bank, credit union, savings and loan, etc.), through direct deposit. This method ensures your pay is always credited to your account on payday; there are no lost checks; and there are substantial cost savings to the Air Force. Any authorized pay differentials/premiums for overtime, night, or hazardous duty, standby time, etc., will be automatically added to base pay. Leave and earning statements are received biweekly, and should be reviewed to ensure the proper deductions are made. An SF 50 is issued when pay changes occur due to promotion, change to lower grade, step increase, etc. Automatic payroll deductions are made for Federal Income Tax, California State Income Tax, retirement (if covered), Social Security, and Medicare. Additional payroll deductions are made for savings bonds, Federal Employees Group Life Insurance (FEGLI), Federal Employee Health Benefits (FEHB), charitable organizations and Thrift Savings Plan (TSP), if enrolled or if specifically designated by the employee.

## 7.3. Within Grade Step Increases:

7.3.1. General Schedule (GS) positions have 10 steps within each grade. Permanent GS employees who are performing at a fully successful level qualify for within step increases to the next higher step at the beginning of the pay period, after completion of:

52 calendar weeks of service in step 1, 2, or 3  
104 calendar weeks of service in step rates 4, 5, or 6  
156 calendar weeks of service in step rates 7, 8, or 9

7.3.2. Federal Wage System (FWS) positions have five steps within each grade. FWS employees performing at the fully successful level qualify for progression to the next higher step increase at the beginning of the pay period, after completion of:

26 calendar weeks of service in step 1  
78 calendar weeks of service in step 2  
104 calendar weeks of service in steps 3 and 4

## 8. Leave, Holidays, and Leave Transfer Program:

8.1. Leave Time. An employee must be employed during a full biweekly pay period to earn leave. If employment is continuous, but interrupted by a non-leave earning period, for example, leave without pay (LWOP) leave will be earned on a pro rata basis. AFI 36-815, Absence and Leave, provides detailed information on leave administration. For guidance, contact the CPF.

8.2. Annual Leave (AL). Employees are granted AL to allow them time off for vacations and for personal and emergency purposes. The use of AL is a right of the employee in that the employee is given an opportunity to use it; however, its use must be approved by the supervisor. When approving AL, supervisors should consider the employees' desires and personal convenience, as well as the work situation. AL is earned at different rates depending on total years of creditable service as follows: less than 3 years service earns 4 hours AL per pay period; 3 years but less than 15 years service earns 6 hours AL per pay period; 15 years or more of service earns 8 hours AL per pay period. AL may be accumulated and carried over from one year to another. The maximum that may be carried over is 30 days (240 hours); however, overseas returnees may carry over 45 days (360 hours). Leave may be taken in quarter hour increments. AL that has not yet been accrued may be advanced up to the amount that will be earned during the current leave year. Supervisory approval is based, in part, upon a reasonable assurance that the employee will be in a duty status long enough to earn the leave granted before the end of the year.

8.2.1. Part-time employees earn leave. Credit is given for all time they are in a pay status (including the hours worked outside their scheduled tour of duty) not in excess of 80 hours in the pay period as follows:

8.2.2. An employee with three (3) years or less earns 1 hour for each 20 hours in pay status. Employees with 3 years, but less than 15 earn 1 hour for each 13 hours in pay status. Employees with 15 years or more earn 1 hour for each 10 hours in pay status. Intermittent employees do not earn annual leave or sick leave.

8.3. Sick Leave (SL). All full-time employees, regardless of their length of service, earn 4 hours of SL for each full biweekly pay period. Part-time employees are credited with one hour SL for

each 20 hours in pay status. SL is a qualified right of the employee and may be used only for the following absences:

8.3.1. When incapacitated for performance of duties by sickness, injury, pregnancy and confinement, or illness resulting from immunizations or vaccinations (whether or not required as a condition of employment).

8.3.2. For medical, dental, or optical examination or treatment, including physical exams for retention of status in a reserve component of the Armed Forces or National Guard.

8.3.3. When a member of an employee's immediate family is afflicted with a contagious disease and requires the care and attendance of the employee, or when, through exposure to contagious disease, the employee's presence at work would endanger the health of others. A contagious disease is defined as one that is subject to quarantine or isolation of the patient by public health authorities. The public health requirement is substantiated by the attending physician's statement.

8.3.4. To participate in drug or alcohol counseling programs.

8.4. Request SL for prearranged medical appointments (including dental or optical examinations or treatment and drug and alcohol counseling sessions), in advance of the absence. SL for absence because of illness, injury, exposure to contagious disease, illness of a family member with a contagious disease or other circumstances of incapacity, which are not known in advance, is requested as soon as possible after the beginning of the absence (normally within the first hour). For absences of 3 days or less, SL is requested on the first day and on every additional day of absence, unless the supervisor expressly relieves the employee of this requirement. Requests for SL for non-emergency medical appointments and requests for advance SL, even though submitted with proper evidence, may be denied if it is determined that the employee's services are needed. SL of more than 3 consecutive workdays is supported by medical documentation unless the supervisor specifically waives this requirement. The medical documentation will be administratively acceptable to the supervisor, cover all absences beyond the third workday, and show specific evidence that the employee was incapacitated for duty for the entire period covered by the statement.

\*8.5. An advance of SL is a privilege that may be extended to employees. It is not considered a routine or standard procedure and may be granted only after all circumstances have been carefully weighed. In cases of serious disability, illness, incapacitation, or confinement for childbirth, employees may be advanced up to 30 workdays (240 hours) of SL. Advanced SL is supported by medical documentation signed by a physician or medical specialist and will not be granted if it is considered likely the employee will not return to duty for a sufficient period of time to repay the advanced leave. For more detailed guidance on advance SL, refer to AFI 36-815, Absence and Leave.

\*8.6. To help balance the demands of the workplace with the needs of the family, several new leave programs have been legislated by Congress and traditional leave entitlements have been revised.

\*8.6.1. The Family and Medical Leave Act (FMLA) entitles employees to 12 weeks of unpaid leave during any 12 month period for the birth of a child of the employee and care of the newborn; placement of a child with the employee for adoption or foster care; care for spouse, son, daughter, or parent (excluding in-laws) who has a serious health condition; or a serious health condition of the employee that makes the employee unable to work. Employees may substitute paid time off for leave without pay (LWOP) under FMLA.

\*8.6.2. The Family Friendly Leave Act (FFLA) authorizes employees to use sick leave to care for a family member with an illness, injury or other medical condition; to make arrangements for or attend the funeral of a family member; and for a family member's bereavement. A family member under this act is defined as spouse, and parents thereof; children, including adopted children and spouses thereof; parents; brothers and sisters, and spouses thereof; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. A basic limit on the amount of sick leave for this purpose for full-time employees is 40 hours. An additional 64 hours can be used if the use of the additional leave does not cause the amount of SL to the employee's credit to fall below 80 hours.

\*8.6.3. The FFLA was amended in June of 2000 to allow for the use of 12 workweeks of sick leave each leave year to care for a family member with a serious health condition.

\*8.6.4. If an employee previously used any portion of the 104 hours of sick leave for general family care or bereavement purposes (paragraph 8.6.2) that amount must be subtracted from the 12-week entitlement to care for a family member with a serious health condition (paragraph 8.6.3). If an employee has already used 12 weeks of sick leave to care for a family member with a serious health condition, he or she cannot use an additional 104 hours in the same leave year for general family care purposes. An employee is entitled to a total of 12 weeks of sick leave each year for all family care purposes.

\*8.7. Leave Without Pay (LWOP). LWOP is a temporary non-pay status and an "authorized" absence from duty granted upon the employee's request. An employee does not have to exhaust AL before requesting LWOP. LWOP cannot be imposed as a penalty, nor can an employee be required to apply for LWOP in lieu of suspension. It should not be confused with absence without leave (AWOL), which is charged for "unauthorized" absence, or absence for which the employee's leave request was denied or unjustified. LWOP and AWOL may be authorized in increments as low as 15 minutes. The granting of LWOP is a matter of administrative discretion, which means it is granted at the discretion of the supervisor. Because LWOP is not a right, and since it is granted at the discretion of the supervisor, there should be very little used. By law, LWOP is granted to a disabled veteran to cover an absence for medical treatment related to a service-connected disability, and to a reservist or national guardsman who needs to perform military training duties.

\*8.8. Court Leave. A federal employee is entitled to leave, without loss of or reduction in pay or leave, for a period of absence during which he or she is summoned to serve as a juror or a witness on behalf of a state, local, or federal government. A permanent or temporary employee with a regularly scheduled tour of duty is eligible for court leave. Employees serving on an intermittent basis are not eligible for court leave. Employees are expected to return to duty during periods when excused from jury duty, unless this would be impractical. As a general rule, if there are 4 or more hours remaining in the employee's workday, exclusive of travel time, the employee should report for duty. If he or she fails to report for duty as directed then AL, LWOP, or AWOL is charged for the excess time involved.

8.8.1. Generally, an employee must turn in to the government jury fees paid for his/her jury duty. However, an employee is entitled to receive and retain expenses paid for services rendered and reimbursement for travel expenses.

8.8.2. When a state or local court characterizes jury and witness fees as expenses, there is no requirement for the employee to turn in such fees to the agency.

\*8.9. Military Leave. Military leave is absence from duty in the employee's civilian position, without loss of pay, to perform military duty. Full-time employees who are reservists or national guardsmen accrue 15 days of military leave each fiscal year. Any military leave, which is unused at the beginning of the succeeding fiscal year, is carried forward for use up to a maximum of 30 days of military leave during a fiscal year. Intermittent employees and temporary employees having appointments less than 1 year are ineligible for military leave. A reservist or national guardsman who is not eligible for or who exhausts his or her military leave is granted AL or LWOP for active or inactive duty for training.

\*8.10. Voluntary Leave Transfer Program. This program allows an employee who has a personal emergency to receive transferred annual leave directly from other employees. A personal emergency is defined as a medical condition or family emergency or other hardship situation that is expected to require an employee's absence from duty for a prolonged period of time and result in a substantial loss of income. The absence must be for a minimum of 3 workdays (24 hours), with no limitation on the maximum number of allowable days absent. An affected employee may make written application to the immediate supervisor to become a leave recipient. The application must include medical documentation fully describing the personal emergency.

NOTE: Questions, guidance and criteria for the requesters and donors may be obtained from the Workforce Effectiveness Section of the CPF and from AFI 36-815, Absence and Leave.

\*8.11. Holidays. There are 10 paid holidays observed by the Federal Government:

New Year's Day - January 1st  
Martin Luther King's Birthday - 3rd Monday in January  
President's Day - 3rd Monday in February  
Memorial Day - Last Monday in May  
Independence Day - July 4th

Labor Day - 1st Monday in September  
Columbus Day - 2nd Monday in October  
Veteran's Day - November 11th  
Thanksgiving Day - 4th Thursday in November  
Christmas Day - December 25th

9. Performance Appraisal, Awards, and Promotion Recognition. The Performance Management Program (PMP) works under a systematic process by which commanders, managers, and supervisors integrate the planning, directing, and executing of organizational work with civilian personnel performance appraisals, pay, awards, promotions, and other systems. The process includes four phases: Planning and Assigning Work; Executing Work and Motivating Employees; Appraising Individual Performance and Assessing Organizational Achievements; and Using the Individual Appraisal Rating for Personnel Management Decisions.

\*9.1. Employees are encouraged to work with supervisors to identify job performance elements and set performance standards. Job performance elements and standards are documented on AF Form 860, Civilian Performance Plan or AF Form 1003, Core Personnel Document (CPD).

\*9.1.1. Performance ratings are assigned based upon the employee's performance each year from 1 April - 31 March. Ratings are based on how well employees perform against standards that are well defined in terms of quantity, quality, work behavior, or timeliness.

\*9.1.2. The ratings are acceptable and unacceptable.

9.2. Performance Recognition Program. The Performance Recognition Program or Awards Program is intended to improve the efficiency and effectiveness of Air Force and government operations by recognizing and rewarding employees for performance that exceeds performance standards, for contributions which significantly increase productivity, and for special acts or services that benefit the Air Force. Recognition may be shown in many ways, including:

9.2.1. Quality Salary Increase (QSI). This is an additional Within Grade Increase (WGI) for performance substantially exceeding standards in the work plan of general schedule employees step 4 and above and is based on the performance appraisal.

9.2.2. Performance Award (PA). This is a cash award recognizing high levels of performance and recommended at the end of the appraisal period in conjunction with the annual performance rating.

9.2.3. Special Act or Service Award (SASA). This award is a cash award given for an act or special service either of which is especially significant to the government.

9.2.4. Notable Achievement Award (NAA). This is a cash award given for notable achievements which are significant but which may not merit a SASA.

9.2.5. Time-Off Award (TOA). This is an award granted for time-off without charge to leave for a suggestion, superior accomplishment or other personal effort that contributes to the efficiency, economy or improvement of government operations.

\*9.2.6. Innovative Development Through Employee Awareness (IDEA). This is a cash award given for ideas that are approved and put into use. An idea is a plan or proposal developed by an employee or group of employees that is submitted via Internet (<https://ideas.satx.disa.mil/>) to management for evaluation, and consideration for approval and an award. An idea should define the problem or objective; present a solution or a plan for improvement; and tell how it will benefit the government. The primary reason for having an IDEA Program is to achieve cost savings and improvements; however, employee morale and safety can also be enhanced. An AF Form 1000, IDEA Application, may be used to submit your idea to the CPF if IDEA requires special processing.

9.2.7. Other Forms of Recognition. These include Honorary Awards and Letters of Appreciation or Commendation.

9.3. Merit Promotion. It is the policy of the US Air Force that the best-qualified employees available will be placed in each position. This is accomplished through a process by which candidates qualify, compete, and are considered on the basis of relative qualification and merit. The process begins when a person applies for Air Force employment and continues throughout his or her career in the federal service.

9.3.1. Experience, training, and education ratings are based upon measurement and comparison of such elements as quality, quantity, license, and scope of an employee's work experience, education, and training as applicable to the job to be filled.

9.3.2. How soon will you be promoted? It will depend on your conduct and performance, your qualifications (experience and training) for a higher position, the federal rules and regulations governing promotions, and available openings for higher positions.

9.3.3. In order to be promoted, your duties should change. You are either assigned to a different position that has more responsibilities, or your present position gained additional and more responsible duties. This is required because of the government's policy of paying its employees according to the difficulty and responsibility of the work they perform.

9.3.4. When you enter on duty, all pertinent facts regarding your experience, training, appraisals, etc., were recorded in the Defense Civilian Personnel Data System (DCPDS). This automated system provides a method of identifying employees who meet eligibility requirements for promotion by use of the automated Promotion and Placement Referral Sub-System (PPRS). Eligible employees are ranked on the basis of their training and experience and then sorted, using a supervisory appraisal and the service computation date (SCD), when necessary to break ties. Managers will have the right to "select" or "non-select" from the group of the best-qualified promotion candidates. They will also have the right and the responsibility to select from other appropriate sources, determining which is most likely to meet mission objectives and contribute

new ideas and viewpoints, which meet the Air Force Affirmative Action Program objectives and goals.

9.3.5. "Skills" codes are data in the DCPDS reflecting duties of current positions as well as previous work experience. The Air Force uses these codes in the referral of candidates for employment, placement of current employees into other positions, and selection for training under competitive procedures. Skills codes are part of the computerized record of civilian Air Force employees paid from appropriated funds. Each employee is responsible for reviewing the skills codes assigned to his or her current position and previous work experience. Bring coding discrepancies to the attention of the supervisor as this may affect qualifications for other positions. The employee provides additional information, if requested, to resolve any inconsistencies between the application and any SF 172s.

9.3.5.1. Two types of Certification Procedures used at March ARB are:

9.3.5.1.1. Promotion Referral List (PRL). This is an alphabetical listing of best-qualified candidates. All candidates on this list will be interviewed.

9.3.5.1.2. Alternate Certification Procedures. A supervisor may name request, in writing, a particular candidate for promotion referral.

\*9.3.5.2. If the candidate would have been certified under normal procedures the CPF will not issue a PRL.

\*10. Air Force Career Programs. Some positions at this installation are filled through the various Air Force Career Programs consisting of: Logistics Civilian Career Enhancement Program, Comptroller Civilian Career Management Program, Civilian Personnel Career Enhancement Program, etc. The majority of these programs are used for filling positions at GS-12 and above. Your supervisor or your Personnel Management Specialist can assist you in learning more about these programs. Registration can also be accomplished through the Internet at <http://www.afpc.randolph.af.mil/cp>.

11. Central Skills Bank. A Civilian Skills Bank has been established Air Force wide to assist employees seeking employment at other Air Force installations. If during your federal career you decide it would be advantageous for you to seek promotion opportunities elsewhere, you should see your Personnel Management Specialist regarding registration in the skills bank. This is the only method through which you can be promoted within the Air Force at the present time.

12. Employee Training and Self-Development. There are many avenues available to you for development. In this locality, adult education courses conducted during off-duty hours by local schools are available at minimal cost. Many of these courses may be directly related to your job. Also, you may enroll in extension courses such as the Extension Course Institute (ECI) Air University (AU), or participate in professional societies and civic affairs. Ask your supervisor to assist you in determining which activities would be most valuable to you.

12.1. You will also have an opportunity to increase your knowledge and productivity through "on-the-job" training (OJT) conducted by your supervisor or his or her representative in your own work area. This is normally the primary means of developing employees. However, you may have to attend formal training courses conducted both on and off base, at government expense, which will enhance your qualifications for your present job as well as for future assignments. To justify government funding of training you may receive, all training, which exceeds 80 hours, will be evaluated to determine whether or not a Continued Service Agreement (CSA) is required. A CSA is a written document signed by an employee agreeing to remain with the agency for a specific length of time following completion of the training he or she receives.

12.2. As a civilian employee of the Air Force, you are encouraged to participate in self-development training and educational activities that will assist in broadening your experience, knowledge, and skills. You should plan to develop yourself in areas relating to your current and future work assignments and for overall growth and enlightenment as an individual.

12.3. An employee should use a SF 172 to update any training or education that is completed.

### 13. Employee Benefits:

\*13.1. Health Benefits. Newly appointed permanent employees are eligible to select a federally sponsored health plan of their choice within 60 calendar days of their appointment date. Registration in a Health Benefits Plan must be processed through the Benefits and Entitlements Service Team (BEST), Randolph AFB TX. Employees can use the BEST IVRS telephone system, 1-800-997-2378 or the BEST website, [http://www.afpc.randolph.af.mil/dpc/best\\_grb/ebis.htm](http://www.afpc.randolph.af.mil/dpc/best_grb/ebis.htm) to enroll. The Health Benefits Registration Form, SF-2809, is created electronically. The Federal Government offers some "Fee for Service" plans, such as Blue Cross/Blue Shield, as well as some "prepaid" plans, such as Kaiser. The prepaid plans were formerly known as Health Maintenance Organizations (HMO). The number of prepaid plans available to you depends upon the city you reside in. If you enroll during the 60-day time frame, your Federal Employees Health Benefits (FEHB) becomes effective the following pay period. Failure to enroll during the 60-day period means you wait until the annual Health Benefits Open Season, conducted each November, and which does not take effect until the first pay period in the next calendar year. Other events will permit enrollment, such as change in marital status and change in family status. If you transfer to March ARB without a break in service from your former installation, you may not change your FEHB plan unless you were covered under a prepaid plan, and the transfer caused you to relocate outside the plan's covered area. In this situation, you may change your enrollment anytime after the relocation. Federal Employees Health Benefits (FEHB) Comparison Guide (RI 70-1) and Health Benefits carrier brochures are available at the following website: <http://www.opm.gov/insure>. Guide and brochures are also available on March ARB's "W" drive under the folder "FEHB Carriers." The premium you pay for health coverage is tax-free.

\*13.2. Federal Employee's Group Life Insurance (FEGLI). Newly appointed permanent employees have 31 calendar days to select FEGLI coverage. Elections of FEGLI coverage must be processed through the BEST IVRS telephone system or the BEST website. Election form, SF-2817, is created electronically. You may elect all or a combination of Basic Coverage,

Standard Option, Additional Option, and Family Option. If you select an option, you also select the Basic Coverage. However, you may choose to waive all coverage. This also applies to employees who had a break in service of more than 180 calendar days; they receive the same FEGLI coverage as with their previous installation. Additional information on the cost of each option, accidental death and dismemberment benefits, etc., is provided in the RI 76-21, FEGLI Pamphlet.

\*13.3. Retirement System. The Federal Government has two retirement systems: the Civil Service Retirement System (CSRS), and the Federal Employees' Retirement System (FERS). All new permanent employees hired after 31 December 1983 are automatically covered under FERS. If you had CSRS coverage and you transferred to March ARB without a break in service, or you had a break in service of less than 365 calendar days, your CSRS coverage will continue. Those employees who were reinstated with a break in service of less than 365 calendar days have 6 months from their appointment date to transfer to FERS. This is accomplished by completing SF 3109, Election of Coverage - Federal Employees' Retirement System (FERS). Reinstated employees who have a break in service exceeding 1 year (365 days), but who, as of the date of their last separation from service, have at least 5 years of federal civilian service are covered by the CSRS Offset Plan (Note: An employee in the Offset Plan pays social security and can never return to the stand alone CSRS coverage). These employees are given a 6 month "window period" from the date of rehire to make a decision on whether or not he or she wishes to remain in CSRS Offset or to transfer to FERS. This can be accomplished by completing the election form (SF 3109).

\*13.3.1. CSRS has always been a stand-alone retirement plan. Employees have had one payroll deduction (amount withheld from basic pay to finance retirement benefits) for the plan with larger contributions made by the government. After retirement, employees receive one check from CSRS each month for the rest of their lives. Effective April 1, 1987, CSRS added the Thrift Savings Plan (TSP) option to allow employees to save extra money for retirement. CSRS employees may contribute up to five percent of their pay to the TSP, but the employee will not receive the agency matching benefits as in the FERS plan.

\*13.3.2. FERS is a retirement plan that provides benefits from three different sources: a basic benefit plan (FERS), social security (OASDI deduction), and the Thrift Savings Plan (TSP). Two of the three parts of FERS (social security and TSP) keep their full value even if you leave the Federal Government before retirement. The TSP is portable. FERS gives you more control over the retirement benefits you receive.

\*13.3.2.1. The basic benefit and social security part of FERS requires you to make contributions each pay period. The government makes contributions too. Then, after you retire, you receive benefit checks each month for the rest of your life. The TSP is a 401K plan. The TSP part of FERS is an account that is automatically set up for you. The government puts in a contribution equal to one percent of your pay each pay period, whether an employee contributes a percentage or not. FERS employees have the option of contributing up to 10 percent of their salary to the TSP, with the government matching up to 5 percent. Contributions to the TSP are tax-deferred.

13.3.2.2. Although FERS is a single retirement plan; the three benefit sources have some different rules. For additional information about the FERS program please refer to pamphlets, RI-90-1, FERS, and RI-90-3, The FERS Transfer Handbook.

\*13.4. Federal Employee's Workers Compensation. All federal employees are covered by the Federal Employees Compensation Act (FECA). If an employee sustains an on-the-job injury or develops an occupational disease, the employee can file a worker's compensation claim. FECA provides monetary compensation for lost wages, medical care and assistance (attendant's allowances), vocational rehabilitation, and Office of Personnel Management (OPM) retention rights to federal employees who sustain disabling injuries including occupational disease as a result of their employment with the Federal Government. The Act also provides for the payment of funeral expenses and for compensation benefits to qualified survivors of the decedent in cases of employment-related death.

\*13.4.1. On-The-Job Injuries. Every job-related injury should be reported as soon as possible to your supervisor. When an employee sustains an on-the-job injury Form CA-1, Notice of Traumatic Injury and Claim for Compensation, must be completed by injured employee and supervisor. Job-related occupational disease and illnesses must be reported on Form CA-2, Notice of Occupational Disease and Claim for Compensation.

\*13.4.2. Supervisors and employees are reminded that a Form CA-16, Authorization for Medical Treatment, is issued to employees by supervisor when an injured employee is to be seen initially by a private physician. Emergency room personnel will be enforcing this requirement so ensure that this form is readily available in your work area and that it is utilized.

\*13.4.3. To qualify for benefits, the employee or his or her survivors establish that the injury or employee's death was causally related to his or her employment, or that a pre-existing injury or illness was accelerated or aggravated as a result of employment. In addition, the employee or his/her survivors submit a claim within the time limits established by the FECA. The statute of limitations for filing a claim for traumatic injury or occupational disease is within 3 years of occurrence.

\*13.4.4. If an employee's disability claim is judged valid in accordance with the FECA, no time or monetary limitations will be imposed on medical care for the employee as long as there is a substantiated need for treatment of the job-related disability. While there is no monetary limitation on medical care, charges for certain medical services are subject to a fee schedule.

\*13.4.5. If an employee or his or her survivors disagree with a final determination of the Office of Workers' Compensation (OWCP), a reconsideration or review may be requested. The employee or survivor also has the right to a hearing before the OWCP. Further, he or she has the right to appeal any decision to the Employees Compensation Appeals Board, a separate entity in the US Department of Labor.

14. Employee Rights, Opportunities, and Privileges. It is Air Force and March ARB policy that all personnel management is conducted in a manner that is free from discrimination and provides equal opportunity for all applicants and employees regardless of their race, color, religion, age,

sex, national origin, or handicapping condition. Anyone who thinks they may have been discriminated against should contact an Equal Employment Opportunity (EEO) counselor within 30 calendar days of the date of the incident (or the date they become aware of the incident) before a formal complaint of discrimination can be processed. Please make your initial contact by telephone so that an appointment may be arranged.

14.1. It is the policy of the Air Force that employees feel free to use appeals or grievance procedures and that there be no restraints, interference, coercion, discrimination, or reprisal if they use these appeal/grievance procedures. No supervisor or other person acting in an official capacity for the Air Force will take, or threaten to take, any act of reprisal because an employee has exercised or expressed intent to exercise their appeal or grievance rights. Officials refrain from making any statement or taking any action that has the flavor of a threat, intimidation, or interference. There are several grievance/appeal procedures. Among them are:

14.1.1. Negotiated Grievance Procedure. Except for a few specifically excluded matters, this procedure is the sole procedure for employees in any of the bargaining units.

14.1.2. Air Force Grievance Procedures. Non-bargaining unit employees file grievances under AFI 36-1203, Appeal and Grievance Procedures.

14.1.3. Appeal to the Merit Systems Protection Board. For adverse actions, for example: removals, suspensions of more than 14 calendar days, denials of within-grade salary increases, reduction in grade or pay, or furloughs of 30 days or less. (NOTE: Adverse actions are taken for "cause," which is usually, but not always, based on the employee's conduct or performance.)

14.1.4. Classification Appeal System. For complaints on your job title, series and/or grade or pay system.

\*14.1.5. EEO Complaint System. Dissatisfactions should be discussed with the immediate supervisor. Employees are entitled to representation in such discussions or when presenting and discussing an appeal or grievance. An appointment with a counselor can be made by calling extension 7402.

14.2. For detailed information on grievance or appeal rights, employees may contact their Union representative or the CPF.

\*15. Unions. Federal employees have the right to join or not to join and be active in labor unions. Although all employees may join unions, some employees, most notably supervisors and managers, may not be represented by these unions. Membership in any organization is not a condition of employment. Federal unions may not advocate striking against the government. The union representing March ARB employees is the American Federation of Government Employees (AFGE), Local 3854, P.O. Box 6207, March ARB CA 92518, located in building 466 on base. The telephone number is (909) 655-3902.

16. Sexual Harassment. All Air Force personnel have a right to work in an environment that respects personal dignity and is free from sexual harassment. Employees are to work in an

environment free from unsolicited and unwelcome sexual overtures. Sexual harassment decreases morale and interferes in the work productivity of its victims and their coworkers.

16.1. Sexual harassment of Air Force employees at the workplace on March ARB or when conducting Air Force business is contrary to Air Force policy and will not be tolerated.

16.2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

16.2.1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

16.2.2. Submission to or rejection of such conduct by a person is used as a basis for career or employment decision affecting this person.

16.2.3. Such conduct has the purpose or effect of interfering with an individual's performance by creating an intimidating, hostile or offensive environment.

16.3. Sexual harassment issues are raised under redress provisions for discrimination based on sex. Avenues include the discrimination complaint procedures in AFI 36-1201, Discrimination Complaints, the negotiated grievance procedure if they are a member of the bargaining unit, provided the procedures do not exclude discrimination; and appeals to the Merit System Protection Board for cases falling within their jurisdiction. Employees may choose only one avenue.

17. Employee Responsibilities and Obligations:

17.1. Code of Ethics for Government Service. Every person in government service should:

17.1.1. Put loyalty to the highest moral principles and to put our country above loyalty to persons, party, or government department.

17.1.2. Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a part to their evasion.

17.1.3. Give a full day's labor for a full day's pay; giving to the performance of their duties earnest effort and best thought.

17.1.4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

17.1.5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

17.1.6. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word that can be binding on public duty.

17.1.7. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his or her governmental duties.

17.1.8. Never use any information coming to you confidentially in the performance of governmental duties as a means of making private profit.

17.1.9. Expose corruption wherever discovered.

17.1.10. Uphold these principles, ever conscious that public office is a public trust. This code of ethics was agreed to by the House of Representatives and the Senate as House Concurrent Resolution 175 in the Second Session of the 85th Congress. The code applies to all government employees and office holders.

17.2. Standards of Conduct. As an employee in government service, you should be aware of the standards of conduct expected of you. The Department of Defense Joint Ethics Regulation (DODJER) prescribes the standards of conduct relating to possible conflicts between private interests and official duties required of all Air Force personnel, regardless of assignment. You are required to familiarize yourself and comply with the general provisions and other parts of DODJER, which pertain to you.

17.3. Political Activity. Effective 3 February 1994, under the Hatch Act employees may:

17.3.1. Be candidates for public office in non-partisan elections.

17.3.1.1. Register and vote as they choose.

17.3.1.2. Assist in voter registration drives.

17.3.1.3. Express opinions about candidates and issues.

17.3.1.4. Contribute money to political organizations.

17.3.1.5. Attend political fund raising functions.

17.3.1.6. Attend and be active at political rallies and meetings.

17.3.1.7. Join and be an active member of a political party or club.

17.3.1.8. Sign nominating petitions and campaign for or against referendum questions, constitutional amendments and municipal ordinances.

17.3.1.9. Campaign for or against candidates in partisan elections and distribute campaign literature in partisan elections.

17.3.1.10. Hold office in political clubs or parties.

17.3.2. Under the new law, employees may not:

17.3.2.1. Use their official authority or influence to interfere with an election.

17.3.2.2. Collect political contributions unless both the donor and solicitor are members of the same federal labor organizations or employee group and the one solicited is not a subordinate employee.

17.3.2.3. Knowingly solicit or discourage the political activity of any person who has business before the agency.

17.3.2.4. Engage in political activity while on duty in any government vehicle.

17.3.2.5. Solicit political contributions from the general public.

17.3.2.6. Be candidates for public office in partisan elections.

18. Safety. At March ARB there is a planned safety program that includes all phases of operations engaged in by military and civilian personnel. It involves every individual from the Commander on down.

18.1. Your immediate supervisor is the key person in your accident prevention program. He or she will instruct you in safe procedures as well as hazards of your job. Report unsafe conditions or unsafe acts to your supervisor so that arrangements for protective equipment or corrective action can be made.

18.2. Driving Safety: To enter March ARB civilian employees are required to:

18.2.1. Wear seat belts. Seat belts are mandatory while on this installation. It is also a requirement of the State of California. For further information on driving safety or laws, please contact Security Forces.

18.2.2. Have a Department of Defense decal mounted on the bottom left portion of your vehicle's windshield.

18.2.3. Acquire a Civilian Personnel ID card application form from the CPF.

18.2.4. Maintain a valid state driver's license.

18.2.5. Children age 4 and younger or 40 lbs. and under must wear an approved child-restraining device.

18.2.6. If you ride a motorcycle, you must comply with the following to enter the base:

18.2.6.1. Display a decal signifying your completion of the Motorcycle Rider Course (you can sign up for this course with the Wing Safety Office, extension 4481).

18.2.6.2. Wear your helmet and protective eyewear.

18.2.7. You will be subject to random vehicle checks when entering or leaving the base. These are quick inspections done on randomly chosen vehicles during a particular time determined by the Base Commander. Security Forces will be looking for contraband, drugs, weapons, stolen government property, classified material, etc.

18.2.8. Security Forces conduct ID checks on all individuals entering the base during the hours of darkness and times of increased security. Often, during periods of high security (bomb threats, threat of war, etc.), passengers in your automobile must have either a current photo ID pass or have you voucher them onto the base proper.

18.2.9. The speed limits are 25 MPH on all roads of the base, unless otherwise posted, 15 MPH in the housing areas, and 5 MPH in the parking lots. Security Forces use radar detection to determine speed. You may receive a ticket the same as you would by other law enforcement officers off base.

18.3. Fire Prevention. In the interest of fire prevention, you should keep your work areas clean and free of combustible materials. Remember any source of heat constitutes a potential fire hazard. You should identify the nearest fire alarm box and remember its location. Also, there is a fire evacuation plan for each building on base. These plans are posted on bulletin boards or near the exits of the various buildings. Familiarize yourself with the fire evacuation plan for the building in which you work. If you discover a fire:

18.3.1. Sound the fire alarm.

18.3.2. Call 911, giving your name, grade, building number and the location of the fire. DO NOT hang up the phone until told to do so.

18.3.3. Attempt to fight the fire if it is small enough. Do not endanger yourself at anytime.

18.4. It is extremely important that you use the correct fire extinguisher for the type of fire that needs to be put out. Extinguishers are marked with the following guidelines:

18.4.1. "A" designates ordinary combustibles (trash, paper, wood, clothing, etc.). This extinguisher uses pressurized water or dry chemical.

18.4.2. "B" designates flammable liquids (gasoline, paint, oil, etc.). This extinguisher uses dry chemical.

18.4.3. "C" designates electrical equipment (motors, appliances, switchboards, etc.). This extinguisher uses dry chemical.

18.5. For additional information, unit training, or notification of a potential fire hazard, contact the base fire prevention office.

## 19. Health:

\*19.1. Smoking Policy. In order to provide a more healthful and comfortable environment for all personnel, smoking in the workplace (to include private offices) is prohibited. In addition to private offices, this prohibition includes hallways, latrines, conference rooms, customer service areas, lobbies, waiting rooms, and training facilities. It also applies to any other work area frequented by non-smokers. Smoking is prohibited in government vehicles. Smoking is prohibited on the flight line ramp area.

\*19.1.1. This smoking prohibition does not apply to outdoor areas, or privately owned vehicles. Designated smoking areas will be restricted to non-work areas where non-smokers are not required to frequent and must be at least 50 feet from entrances and exits to buildings.

\*19.1.2. Civilian employees and military members who wish to smoke may go to a designated smoking area as necessary as long as their absence does not affect productivity or customer service. Reasonable consideration will be given to the needs of smokers in allowing them to leave a non-smoking area.

\*19.2. Alcohol and Drug Abuse Policy: It is recognized that drug and alcohol abuse are major problems in the work force, often reaching epidemic proportions in both the civilian and military communities.

19.2.1. It is the policy of March ARB and the United States Air Force that:

19.2.1.1. Drug and alcohol abuse that impairs performance, attendance, conduct, or the mission are not compatible with Air Force civilian standards.

19.2.1.2. Civilian drug and alcohol abusers are given consideration and help the same as employees with other health problems.

19.2.1.3. Alcoholism and drug abuse are illnesses that directly impair job performance. They can be treated and prevented in a variety of ways.

19.2.1.4. Except as limited by certain security regulations covering sensitive positions, an employee's job security or promotion opportunity is not jeopardized by a history of prior alcohol or drug abuse or a request for rehabilitative help.

19.2.1.5. Civilian drug and alcohol records are confidential.

19.2.1.6. Employees are urged to seek information and help from the CPF. It is your responsibility as an Air Force civilian employee to urge civilian employees who admit to existing or potential drug and/or alcohol abuse to seek help. You are also required to report actual or suspected illegal drug activity occurring on base to the base Security Forces. Driving on base while under the influence of drugs or alcohol is prohibited.

19.2.1.6.1. Medical care for civilians undergoing treatment for alcohol or drug related health problems are paid for by the employee. Some financial help is available through the Federal Health Benefits Plan. Coverage and benefits vary from one plan to another.

19.2.1.6.2. The individual insurance carriers are responsible for deciding what services are covered by the health plan. If there is any doubt as to the terms of the coverage, you should check with the carrier before undergoing treatment.

19.2.2. Drug Testing Designated Positions (TDPs). Certain positions are designated TDPs and require candidates and current employees to sign a letter acknowledging that they are aware that they are subject to random drug testing (urinalysis). This letter is filed in their Official Personnel File, as applicable.

\*19.3. (Added) Employee Assistance Program (EAP). The EAP is a professional counseling and referral service designed to help you with your problems on and off the job. It is free, confidential within the limits of the law, and voluntary. By calling 1-800-222-0364 professional counselors are available 24 hours a day, seven days a week to assist you with virtually any issue or problem that may arise. Some of the most common concerns include: emotional, relationship, family, alcohol/other drug, and job. Assistance is available immediately to all employees. All you need to do is contact an EAP counselor who will help you assess the problem; provide short-term counseling or problem solving, when appropriate; assist you in selecting a community resource, when necessary; and follow-up to ensure you receive quality assistance.

20. Reduction-in-Force (RIF). Change in program, lack of funds, decrease in work, reorganization, or the need to place a returning employee with reemployment rights may make it necessary to implement a reduction-in-force.

20.1. Once the decision on those positions to be abolished has been made, based on established competitive areas, competitive levels, and use of retention registers, a determination is made as to:

20.1.1. Which employees will lose or change their jobs.

20.1.2. Whether employees who lose their jobs have rights to other positions. Notices will be issued to the affected employees at least 60 days before the reduction is scheduled to take place. Assistance in finding other positions for career and career-conditional employees will be provided.

20.2. Persons in accepted service positions, that is, jobs for which the Office of Personnel Management does not conduct open, competitive examinations; do not compete with those in competitive positions during a RIF. Some of these positions include: VRA appointments, handicapped employee appointments, etc.

20.3. For reduction-in-force purposes, the competitive area is all Air Force activities in the commuting area serviced by the March CPF.

21. Additional Information. If questions arise pertaining to your job, feel free to discuss them with your supervisor. He or she will do everything reasonably possible to provide you with necessary guidance and assistance with problems that you may have. For further assistance, please contact the appropriate section within the Civilian Personnel Office.

PETER T. BENTLEY, Col, USAFR  
Commander