



# Osan Civilian Personnel Office News

Osan AB, Korea

Jan/Feb/Mar 2012

This newsletter contains items of interest to US and KN civilian employees and their supervisors concerning personnel policies, personnel policies, practices, and procedures. Please e-mail your questions, comments, and feedback to Ms. Dixon at lyn.dixon@osan.af.mil.

## Civilian Personnel Officer Comments

**Happy** New Year everyone! I hope that all of you were able to enjoy the holidays and came back to work a little rested and full of energy. If you are like me, it doesn't seem like I had a vacation at all with everything that is coming up so quickly this year. Now, let me tell you the latest news.

On page 2 of this newsletter there is an article "Request for Résumé Update." This is important for all civilian employees - your chance to put a résumé into your official personnel folder that will be used when you apply for Air Force vacancies. In the past, current employees haven't had the opportunity to submit a résumé officially through the system, however, external applicants did submit résumés. Supervisors would review the employee's career brief which took the place of a résumé. This brief didn't really give a good picture of the candidate. It basically said the title of the job you held and the series and grade. But, there was nothing that described your accomplishments in your job performance...except the "pass" that you got on your performance appraisal. This is YOUR opportunity to "honk your own horn". I encourage all of you to take advantage and submit.

Monday will be a down day for the military—Super Bowl day here in Korea. I hope you are aware that it is a liberal leave day for civilians. This means that supervisors should be liberal in allowing civilian employees to take leave. Your approval of leave is based on mission needs. The point I want to make is that while military members are given "down" days and "family" days there is no day off for civilian employees in these cases. Civilians will have to take leave if they want to be off on those days. There are only two days during the year where US civilians are given an additional day off if mission needs allow - Lunar New Year and Chusok. This is publicized through this office but I've had numerous questions about it so I wanted to address the issue here in the newsletter. Because

of the significance of these Korean holidays, USFK and the 51 FW/CC authorized these "closure days" for calendar year 2012 (and in most years this is approved). If employees or their supervisors are not sure of the need to charge employees leave please contact the Labor and EMR Section at 784-8177 for advice.

I've received some good feedback on our newsletter and hope to continue to hear from you. Let me know if there is an issue and we will address it for our entire audience or if you may want a one-on-one response we are most willing to provide that service as well. Until next time.

*Lyn*

## Official Holidays in 2012

Following holidays will be observed in 2012 as follows:

### CY 12 US Legal Holidays:

- New Year Day – Mon, 2 Jan 12
- Martin Luther King, Jr., Birthday – Mon, 16 Jan 12
- President's Day – Mon, 20 Feb 12
- Memorial Day – Mon, 28 May 12
- Independence Day – Wed, 4 Jul 12
- Labor Day – Mon, 3 Sep 12
- Columbus Day – Mon, 8 Oct 12
- Veterans' Day – Mon, 12 Nov 12
- Thanksgiving Day – Thu, 22 Nov 12
- Christmas Day – Tue, 25 Dec 12

## CPO Phone Numbers

<b>CPO</b>	784-6706
<b>US Staffing</b>	784-4218
<b>KN Staffing</b>	784-6862
<b>Classification</b>	784-5824
<b>L &amp; EMR</b>	784-4434/8177
<b>Overseas Benefits</b>	784-5592
<b>Data Management</b>	784-4565

**CY 12 KN Legal Holidays:**

New Year Day – Sun and Mon, 1 and 2 Jan 12  
 Seol-Nal – Sun, Mon, and Tue, 22-24 Jan 12  
 Independence Movement Day- Thu, 1 Mar 12  
 Labor Day – Tue, 1 May 12  
 Children’s Day – Sun, 5 May 12  
 Buddha’s Birthday – Mon, 28 May 12  
 Memorial Day – Wed, 6 Jun 12  
 Liberation Day – Wed, 15 Aug 12  
 Chu-Sok – Sat, Sun, and Mon, 29 & 30 Sep and 1 Oct 12  
 National Foundation Day – Wed, 3 Oct 12  
 KEU Foundation Day – Fri, 9 Nov 12  
 Christmas Day – Tue, 25 Dec 12

**MyBiz Updates Undergoing Verification**

Civilian employees are now able to update their career brief education and certification records online, and get those updates verified by the Air Force Personnel Center, AFPC officials announced on 21 Nov 11.

According to Abigail Hayden, AFPC Classification Integration Branch Chief, verification is important to ensure personnel files are accurate, and employees will benefit as well.

Education, licensure, and certifications can be used for qualification determinations in reassignments, pre-reduction in force or RIF placement when required by the position, so it is to the employee’s benefit to have these updates validated and the supporting documentation profiled in the electronic official personnel file.

The self-service module will soon become the sole method of updating employee records.

To update the information, employees need to go to the Defense Civilian Personnel Data System MyBiz application at <https://compo.dcpds.cpms.osd.mil>, and follow the prompts to log in. Once logged in to MyBiz, go to “update my information,” and click on the

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appropriate tab (i.e., to update education select the education tab and select update).

When employees update their information, the update source column in MyBiz will show an “S” for self-certified which means the employee updates are unverified.

The system will then send an automatically-generated e-mail to the employee to request legible copies of transcripts for education updates, or certificates for certification and license updates. Once APFC receives and verifies the documents, they’ll input the information in the official personnel file, and employees will see a “V” in the source column to indicate that the data has been verified.

Since mid-October 11 any employee who uses the self service application will receive a system generated e-mail request for transcripts and certificates.

The verification process should be complete within 30 days after receipt of the supporting documentation. To ensure the process continues smoothly, civilian employees should wait until they receive the e-mail request to send their documents.

After self-certifying an employee will get the e-mail which explains how to submit the information through AFPERS. Meanwhile, your transcripts and certificates are easily accessible so that an employee is ready to go when he/she gets his/her message request.

For more information about self-service updates, MyBiz and other personnel issues visit the Air Force Personnel Services website at <https://gum-crm.csd.disa.mil>.

**Request for Résumé Update**

As a civilian Air Force employee, you have an opportunity to submit an updated résumé reflecting your employment experience or skills. You may submit an updated résumé as you acquire additional experience, or if you feel the most recent résumé on file in your electronic official personnel folder (eOPF) does not reflect all pertinent experience or skills. It is important that your eOPF reflects your experience or skills for a variety of reasons, including but not limited to, management directed placement actions, career field development team (DT) reviews and vectoring, etc.

Your résumé will be filed in your eOPF within 30 days of receipt and retained for the duration of your Air Force

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employment; however, it will not be reflected on your Air Force Civilian Career Brief, nor will your experience be skills-coded for inclusion on your career brief. If you wish to apply for a position in response to a vacancy announcement, you must follow current application/self-nomination procedures in place for your location

When submitting a résumé, "pdf" is the preferred format for ease in filing it in your eOPF; however, it is not a requirement. Also, please do not attach any other documents to your résumé as no one will review the attachments or take action on them, unless the update was specifically requested by an HR representative. This process is intended to allow you to provide an updated résumé which will be filed in your eOPF.

Please note, when you submit your résumé you are certifying that the information provided accurately describes your level of experience and capabilities and you also understand that deliberate attempts to falsify information may be grounds for not placing you into positions for which identified (management directed or workforce restructuring placements) or dismissing you from the position/agency during the probationary period, or other disciplinary action, including termination.

To proceed and submit your updated résumé, go to: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/20009/p/1%2C3](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/20009/p/1%2C3), CAC Login, enter pin and upload your résumé.

For further information, please contact Ms. Linda L. Palmer at 784-4218.

The Osan Airman and Family Readiness Center holds a monthly Résumé Basics workshop. If you prefer, they also do individual appointments. Whether updating the résumé, job searching, or transitioning, the A&FRC can assist DOD Civilians. Additionally, those affected by Force Management Programs can receive transition assistance through the Civilian Transition Assistance Program (CTAP). Call 784-5440 to sign up or for further information.

### **Tax Withholding Information**

Now is a good time to review your tax withholding information. Please verify that your deductions are being withheld for the correct State and Locality. Correct information is your responsibility and changes can be made via MyPay.

Any questions on this matter should be directed to Ms. Han, Kyong Suk at 784-5592.

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### **Employee Benefits Information System (EBIS): Web application for employee benefits**

Some users are receiving a blank page when attempting to access the EBIS application through AFPC Secure. The following information is provided to assist users in accessing EBIS.

#### **REQUIREMENTS:**

The following is a workaround to assist users in accessing EBIS.

1) Clear your Internet Cache.

a) From within Internet Explorer Click on [TOOLS] and select [INTERNET OPTIONS]

b) Click the tab along the top labeled "General"

c) Click the button "Delete Files" (located in the middle of the internet options box under 'Browsing History')

d) Click the "Delete files" next to Temporary Internet Files.

e) Click "Close" once this has been completed.

2) Set Security Settings.

a) From within Internet Explorer click on [TOOLS] and select [INTERNET OPTIONS] and go to the "Advanced" tab.

b) Scroll down near the bottom and select the following: Use SSL 2.0, SSL 3.0, TLS 1.0 and TLS1.1.

(Some users will not have the option to select TLS 1.1. If this is the case just make sure you select the first three.)

If you are still experiencing problems accessing the EBIS system through AFPC Secure, please call the A1 Service Desk at 1-800-525-0102 (Option 8, then 2), or DSN 665-5004.

### **Classification Appeal**

Current Federal employees, who believe their positions are incorrectly classified, have the right to appeal the

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classification decision to the Department of Defense or OPM. Following is a website to guide you on how to process a classification appeal;  
<http://www.opm.gov/classapp/main.asp>.

Federal agencies have authority and responsibility under section 5107 of title 5, United States Code, to classify positions consistent with position classification and job grading standards issued by the Office of Personnel Management. To determine the proper occupational series, title, grade, and pay plan of a specific position, an agency evaluates the duties, responsibilities, and qualification requirements of a position against the appropriate standards. Thus, similar or like positions throughout the Federal workforce should be classified in a consistent manner, since they are evaluated against the same standards rather than through position-to-position comparisons. Agencies are required to grade positions according to the duties required by the position; that is, positions are graded based on the content of the work and not on the employee's qualifications. The Air Force Personnel Center (AFPC) is responsible for classification of all GS and Federal Wage System positions at Osan and Kunsan. Any appeal would be processed by AFPC.

If you decide to appeal a classification with the Office of Personnel Management, you must file the appeal in writing with the office serving the area where you work. Be sure to include the required information with your appeal.

The Office of Personnel Management sets government-wide classification policy. It also develops and issues position classification and job grading standards and decides classification or job grading appeals filed by current Federal employees or their designated representatives. Responsibility for the Federal Government's position classification program is shared by two offices, the Classification Programs Division, and the Office of Merit Systems Oversight.

The Classification Programs Division develops and issues classification policy and position classification and job grading standards. You may view these standards and position classification policy for work performed in the Federal Government on the Federal Classification Home Page or on the HRCDC: GS Position Classification and Job Grading Standards.

The Office of Merit Systems Oversight decides classification appeals from current Federal employees. A decision from the Office of Personnel Management is the final administrative decision on an appeal. The regulations for classification appeals for General Schedule

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employees are in subpart F of part 511 of title 5, Code of Federal Regulations. The regulations for job grading appeals for Federal Wage System employees are in subpart G of part 532 of title 5, Code of Federal Regulations. Changes to the Code of Federal Regulations are published in the Federal Register.

For further information, please contact Mr. Kang, Pong Chung at 784-5824.

### General Information on Annual and Sick Leave

Under Office of Personnel Management guidelines, government workers are eligible for both annual leave, or vacation time, and sick days to take care of a personal or family illness.

Employees accrue annual leave based on how long they've been working in government. Full-time feds with less than three years of service earn four hours per pay period; workers who have between three and 15 years of service accrue six hours per pay period; and employees with 15 years or more of service and Senior Executive Service members earn eight hours.

Federal workers can save unused leave at the end of the year -- those working stateside can carry over up to 30 days while employees on foreign assignment can save 45 days. SES members can roll over a maximum of 90 days from one year to the next. Employees must schedule leave in excess of those limits before the end of a leave year  
<http://www.opm.gov/oca/leave/html/Leaveyeardates.asp>, usually in late November, or forfeit the remaining days.

OPM policies also allow federal workers to take sick leave for personal illness or to care for family members. All full-time employees earn four hours of sick leave per pay period and have no limit on how many days they can use or bank at the end of the year. According to OPM, employees who get sick while on annual leave can petition to use sick leave instead. Workers also can request advanced annual and sick leave up to the amount they would earn in one year.

Under OPM guidelines, managers and employees are "mutually responsible" for scheduling leave around the agency's needs. Supervisors may ask employees how they plan to use their days off and in some cases can require documentation for sick leave or deny requests for annual leave.

Agencies can grant time off for a variety of reasons in addition to vacation and illness, such as funeral and bereavement leave, volunteer service, organ donation and jury duty. Under the 1993 Family and Medical Leave Act, federal employees also are entitled to 12 weeks of unpaid leave for birth, adoption or medical reasons.

For further information, please contact Mr. Kim, Song Won, Chief, L & EMR of the Civilian Personnel Office at 784-8177.

### **Thrift Savings Plan Contribution Limits Increase In 2012**

The Federal Retirement Thrift Investment Board has announced the 2012 elective deferral limit for regular Thrift Savings Plan contributions has increased from \$16,500 to \$17,000 for 2012, Air Force Personnel Center officials said. The TSP catch-up plan contribution limit will remain at \$5,500.

TSP is a long-term retirement savings plan which allows investors to build an investment portfolio while lowering their taxes each year they contribute. Contributions go directly from each paycheck to the member's account, which makes it easy to pay yourself first, with taxes deferred until post-retirement withdrawal.

TSP investments are not limited to stocks: employees can choose government securities or invest in lifecycle funds as well. Regular TSP contributions stop when an employee's contributions reach the annual maximum limit and then automatically resume the next calendar year.

Catch-up contributions are additional tax-deferred contributions separate from regular contributions. Catch-up contributions provide investors a way to secure their retirement, especially for those who begin investing later in their careers.

To be eligible for catch-up contributions, civilian and military employees must be at least 50 years old the year the first deduction from pay occurs. They must also be in a pay status and able to certify they will make (or have made) the maximum regular employee contributions by the end of the year.

Other eligible accounts include uniformed services TSP accounts, employee tax deferred programs, or 401Ks. Employees who have taken a TSP financial hardship in-service withdrawal are not eligible to invest during the six-month, non-contribution period.

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Catch-up contributions automatically stop with the last pay date in the calendar year or when the maximum catch-up dollar limit for the year is reached, whichever comes first. Eligible employees must submit a new election for each year they participate.

Civilians can contribute any whole percentage of their basic pay or a whole dollar amount each pay period to a regular TSP account. This amount is subject to the \$17,000 annual maximum for 2012.

Air Force-serviced civilians may submit regular TSP enrollment elections or changes at any time. Contributions will automatically continue into 2012 for those already in TSP; so, it is not necessary for employees to submit an election unless they wish to change the amount of their bi-weekly contributions. The Jan. 6 contribution will apply toward the 2012 annual maximum.

Employees who are covered by the Federal Employees' Retirement System must contribute at least 5 percent of their basic pay every pay period in order to receive maximum agency matching contributions throughout the entire year. Once the maximum contribution limit of \$17,000 is reached, employee contributions and agency matching contributions will be suspended for the remainder of the year.

Regular TSP enrollments, changes, or catch-up contributions submitted Dec. 4-17 will be effective Dec. 18, and will be reflected on the leave and earning statement for the pay period ending Dec. 31. Elections submitted Dec. 18-31 will be effective Jan. 1, and will be reflected on the leave and earnings statement for the pay period ending Jan. 14.

When submitting catch-up contribution elections, employees must designate a whole-dollar amount to contribute each payday. Do not designate an amount that exceeds net pay or payroll will not withhold any TSP contributions. To spread catch-up contributions evenly over the year, divide the total contribution (up to \$5,500) by the number of pay dates remaining in the year.

Air Force-serviced civilians submit contribution elections via the Employee Benefits Information System online application or through the automated phone system. EBIS is accessible on the Air Force Portal and through the Air Force Personnel Services secure site.

To reach EBIS via phone, dial 800-525-0102. When the phone system answers, press 2 for civilian employees, and 2 again for benefits and entitlements services. Then

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follow the prompts. Employees in Korea should call the toll-free number, 550-4663 or 2872 (on-base phone), or 0072-911, 0030-911, or 0036-911 (commercial phone), and then dial 800-525-0102.

For more information about TSP, go to ([www.tsp.gov](http://www.tsp.gov)). Click on “Summary of the Thrift Savings Plan” located under civilian TSP Forms and Publications. For more information about other personnel issues, visit the Air Force Personnel Services website at <https://gum-crm.csd.disa.mil>.

### Annual Performance Appraisals

*I*t’s time to work on performance appraisals for civilian appropriated fund employees. Supervisors of US and Korean National (KN) civilian employees must rate their employees for the period 1 Apr 11 to 31 Mar 12 by completing an AF Form 860A for US and USFK Form 155EK for KN employees. Supervisors do not discuss the rating with the employee until it has been returned approved by the reviewing official, and award approving official, if an award was nominated/approved.

For US civilian ratings, the AFI 36-1001, Managing the Civilian Performance Program, eliminates Civilian Promotion Appraisal Factor Ratings. As the nine appraisal factors no longer have value in the staffing process and are not approved for any other purpose, they are now obsolete. AF Form 860A will be updated to delete Part F Civilian Promotion Appraisal in conjunction with the rewrite of AFI 36-1001. Until the revised AF Form 860A is published, Part F is to be left blank.

The Civilian Personnel Section will be distributing detailed performance management guidance for both the US and Korean National program in late February. Questions should be directed to Ms. Kim, Son I of the Civilian Personnel Office at 784-4434.

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