

# **New Employee Orientation (NEO)**



**U.S. AIR FORCE**

**Tinker Air Force Base  
Oklahoma**

### New Employee In-Processing Checklist

Complete Total Force Awareness Training (TFAT) in ADLS	WITHIN 90 DAYS
1. Access Air Force Portal: <a href="https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5E044080020E329A9">https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5E044080020E329A9</a>	*Your supervisor will help you gain Air Force Network access. Once you receive your CAC you will be able to register/login and complete (TFAT) & AF NEO Non-prior Military Trainings.
2. Locate <i>Career &amp; Training</i> , Click <i>ADLS</i> link	
3. Go to Course List [left side of the screen]	
4. Click on Total Force Awareness Training (TFAT)	
Register for Benefits and Entitlements on the GRB Platform (formerly EBIS)	WITHIN 60 DAYS
1. Access Air Force Portal.	*If you are unable to sign up for your civilian health benefits, life insurance and/or TSP via the computer, you can call the AFPC at 1-800-525-0102, Option 2, Option 2 again. Agents are available Monday thru Friday from 0700 hours to 1700 hours (7 am to 5 pm CST). Before you call, you should have your family member's DOBs and SSNs ready for the representative. You will also need the 3-digit code of the health insurance plan you wish to sign-up for.
2. Under Career & Training, Locate/Click AFPC Secure Applications.	
3. Enter your profile information.	
4. Locate/Click GRB Platform (formerly EBIS).	
5. Watch the New User Video.	
6. Enroll in benefits (i.e. TSP, Health, Dental and Life Insurance).	

### Advanced Distance Learning System (ADLS) Checklist

ADLS/TFAT CBT - Force Protection ZZ133079
ADLS/TFAT CBT - Religious Freedom Training ZZ133109
ADLS/TFAT CBT - DoD Combating Trafficking in Persons (CTIP)
ADLS/Selected Force Notification and Federal Employee Antidiscrimination & Retaliation (No Fear) Act
ADLS NEO (Non-Prior Military) CBT - AF Organizational Culture
ADLS NEO (Non Prior Military) CBT - AF Wingman Concepts
ADLS NEO (Non-Prior Military) CBT - AF Force Development
ADLS NEO (Non-Prior Military) CBT - AF Personnel Administration



**Tinker's Community Action Team is a team of helping agencies ready to deliver human service programs in a collaborative effort to contribute to the resilience of Team Tinker's total force Airmen, Civilians, retirees and family members.**

## **MEDICAL SERVICES**

### **Alcohol and Drug Abuse Prevention and Treatment**

**(405) 582-6005/ DSN 852-6005**

The ADAPT program provides substance abuse screening, assessment, education, outpatient treatment, and post treatment support. Treatment may include psycho-educational groups, individual therapy, and group therapy. Individuals with needs beyond the capacity of existing ADAPT resources will be provided with the appropriate referral, but will be case managed by the ADAPT Clinic.

### **Drug Demand Reduction Program**

**(405) 734-2253**

The Drug Demand Reduction Program provides employment and randomized drug testing to the Military and Civilian members associated with Tinker Air Force Base. The office is also open to support commanders and base population with drug education opportunities as needed.

### **Exceptional Family Members Program (Medical)**

**(405) 582-6025**

The EFMP provides assistance to active duty personnel whose family members need special medical, educational, or psychological services. Enrollment is mandatory to assure the family will always be assigned to a base with required support services.

### **Family Advocacy**

**(405) 582-6604**

The Family Advocacy Office is the Tinker AFB point of contact for child and spouse maltreatment reporting and treatment. It is mandatory for all Tinker AFB personnel to report suspected family maltreatment to Family Advocacy.

### **Health and Wellness Center**

**(405) 734-6575**

Mission: Cultivate and support a fit and healthy force.

Vision: Recognized experts in delivering proven, targeted strategies optimizing health and resilience to meet mission demands.

The HAWC offers programs to support a fit and healthy lifestyle for you and your family. After all, healthy individuals are more resilient.

### **Mental Health**

**(405) 582-6603**

Psychiatry and Counseling services available to active duty service members. Non-active duty beneficiaries may call the toll-free TRICARE number for Value Options at 1-800-700-8646 and select the option for "Mental Health Assistance," for mental health or substance abuse information.

## EQUAL OPPORTUNITY

### **Alternative Dispute Resolution**

**(405) 739-7889**

ADR is a voluntary option offered to everyone. Its process involves mediation, facilitation, structured negotiation, or other problem solving techniques, or any combination thereof, which often produces more efficient and effective outcomes. ADR increases the parties' opportunities to resolve disputes prior to or during the use of formal administrative procedures and litigation.

### **Equal Opportunity**

**(405) 739-7889**

The Equal Opportunity Office provides training, conducts limited inquiries, processes informal and formal complaints, conducts formal complaint clarifications (military cases only) and coordinates complaint investigations. They also provide human relations training, guidance in formal and informal equal opportunity and treatment complaints processing, perform unit climate assessments, Out & About visits, and provide awareness training on subjects relating to human relations (i.e., cultural diversity, sexual harassment and team building.)

## EMPLOYEE SERVICES

### **Civilian Health Promotion Services**

**(405) 582-6817**

The mission of Civilian Health Promotion Services is to promote healthier lifestyles for civilian employees at Tinker. The program goals are to improve the health and wellness of our civilian workforce by motivating behavior change, providing the voluntary opportunities for employees to monitor their own health by providing educational programs to develop the knowledge and skills employees need to make the necessary wellness changes. [CHPSTinker@foh.hhs.gov](mailto:CHPSTinker@foh.hhs.gov)

### **Employee Assistance Program**

**866-580-9078**

Employee Assistance Program (EAP) offers counseling and/or problem solving services at no cost to civilian government employees. [www.afpc.af.mil/EAP](http://www.afpc.af.mil/EAP)

### **Employee Relations**

**(405) 739-2262**

Employee Management Relations provides employee relations assistance and advisory services to supervisors and managers serviced by the 72 FSS/FSMC Civilian Personnel Office.

## COMMUNITY RESOURCES

### **Chapel**

**(405) 734-2111**

The Base Chapel provides spiritual care in faith groups and workplaces and offer opportunities for the free exercise of religion. Complete worship and religious education programs for Protestants and Catholics are provided. The chapel is also the point of contact for Jewish, Muslim, Orthodox and other faiths.

### **Community Support Coordinator (CSC)**

**(405) 736-3215**

This position serves as the executive director of the installation Community Action Board (CAB), chair of the Community Action Team, and acts as focal point for Comprehensive Airman Fitness to include all things that affect the quality of life and resilience of the Tinker community. The CSC also oversees resilience training, which teaches positive coping skills as well as making sure military members, their families and civilians are strong in the four domains of Comprehensive Airman Fitness.

[72ABW.CVB.CommunitySptCoord@us.af.mil](mailto:72ABW.CVB.CommunitySptCoord@us.af.mil)

### **Violence Prevention Integrator**

**(405) 582-9848**

This position serves as the primary point of contact for violence-related primary prevention with the goal of reducing risk factors for violence and increasing protective factors. The Violence Prevention Integrator works with other base helping agencies to reduce sexual assault, suicides, family and workplace violence, and substance abuse in our community.

[72ABW.CVI.ViolencePrevention@us.af.mil](mailto:72ABW.CVI.ViolencePrevention@us.af.mil)

**School Liaison Officer****(405) 734-3683/ (405) 739-2747**

The School Liaison Officer (SLO) serves as the Tinker AFB point-of-contact for all military child education matters. The SLO develops and coordinates proactive partnerships between local schools (public, private, charter, and home schools) to provide information and referral to families with school-age children. Provides services for military families including tailored relocation assistance, support during deployments, and assistance with the overall challenges of a mobile military lifestyle.

**Domestic Abuse Victim Advocate (DAVA)**

**DAVA Domestic Abuse Hotline 405-256-2825 (24 hour)** The DAVA is your resource to domestic violence services on base and in the local community. The role of the DAVA is dependent on the needs of the victim. The DAVA is available 24/7 to answer questions, assist in locating services, help a victim write a Protection Order, attend court hearings, VPO hearings, and other services as requested and available. The DAVA is available to military personnel and their spouses or intimate partners who are victims of domestic violence.

**Sexual Assault Prevention and Response Program****(405) 734-9293**

The SARC serves as the installation's single point of contact for integrating and coordinating sexual assault victim care services. Services may begin at the initial report of sexual assault and continue through disposition and resolution of issues related to the victim's health and well-being. The SARC shall assist unit commanders as necessary to ensure victims of sexual assault receive the appropriate responsive care.



# NEW NUMBER

NEW LOOK ~ SAME GREAT SERVICE  
SUPPORT | ADVICE | HELP

**866-580-9078**  
WWW.AFPC.AF.MIL/EAP



The Air Force Employee Assistance Program has access 24/7 via telephone, website or in-person.

The AF EAP program provides civilian employees and their families with free, confidential resources and support to help manage normal everyday life challenges that may affect job performance and personal well-being.

No matter if the issue relates to work, relationship, family, health, finances or substance use, AF EAP can help.

All Air Force civilian personnel (APF and NAF), Guard and Reserve, and family members will be able to use the program at no charge to the individual or family member. This will also include any Army personnel that might fall under an installation's area of responsibility as well.

**Here is how to access the program:**

Phone: 866-580-9078

Website: [www.AFPC.af.mil/EAP](http://www.AFPC.af.mil/EAP)

In Person: Tinker AFB, Bldg 1, Door 7

**EAP Consultants:**

Bobby Magar (405) 734-6691

Stephanie Lewis (405) 734-6687

## SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM



Tinker's Sexual Assault Prevention and Response mission is to prevent and respond to sexual assault through a balance of focused education, compassionate advocacy, and justice in order to promote respect and dignity throughout the Air Force.

The SAPR office Coordinators and Victim Advocates are available to assist victims and survivors of sexual assault 24/7, 365 days a year. The SAPR Office is also responsible for providing Sexual Assault Prevention training throughout the installation.

Help is always available by contacting the SAPR office at 405-734-7272 or 405-734-9293.

## REPORTING OPTIONS

**The Air Force has instituted avenues for reporting sexual assault in the form of Restricted and Unrestricted Reporting.**

**Restricted Reporting** allows sexual assault victims to confidentially disclose the assault to specified individuals (i.e., SARC, SAPR VA, Chaplains or healthcare personnel), and receive medical treatment, including emergency care, counseling, and assignment of a SARC and SAPR VA, without triggering an investigation. It is intended to give the victim (survivor) time and control over the release of their information. Further, it also empowers the survivor to make an informed decision about participating in the criminal process.

**Restricted Reporting is available for:**

- All Service members and their Dependents over the age of 18

Unrestricted Reporting is any report of sexual assault made through normal reporting channels (for example: reports to chain of command, security forces, and/or Air Force Office of Investigation). This reporting option triggers an investigation, command notification, and allows a person who has been sexually assaulted to access medical treatment and counseling.

**Unrestricted Reporting is available for:**

- All Service members and their Dependents over the age of 18
- DoD Civilians and their Dependents over the age of 18 (MTF access and/or serving in an OS location)
- Contractors (if supporting in a contingency location outside the continental United States)

**Independent Reporting** is an assault reported by someone other than the victim.

## SEXUAL ASSAULT DEFINED

**Sexual Assault is criminal** conduct that falls well short of the standards America expects of its men and women in uniform and is a violation of our Air Force Core Values.

**Sexual Assault is defined as** intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

**Consent is words or overt acts** indicating a freely given agreement to the sexual conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance or submission resulting from the accused's use of force, threat of force, or placing another person in fear does not constitute consent. A current or previous dating relationship or the manner of dress of the person involved with the accused in the sexual conduct at issue shall not constitute consent. There is no consent where the person is sleeping or incapacitated, such as due to age, alcohol or drugs, or mental incapacity.





# 72D Security Forces Squadron Vehicle Passes, Driving, Parking Laws and Regulations on Tinker AFB

The 72<sup>d</sup> Security Forces Squadron would like your time at Tinker AFB to be safe. In this pamphlet, we explain base vehicle passes, driving and parking policies and procedures that may help prevent you from receiving citations.

The information in this pamphlet list some policies and regulations that are most common problems here on Tinker AFB. There are laws unique to Oklahoma that are not listed here but still enforced on Tinker AFB. You can be an informed Oklahoma driver by researching local laws and regulations through web sites and visits to the base library.

**No cell phone use while driving on base without a hands free device.  
Remember, ignorance of the law is no excuse for violations of the law.**

## Visitor and Vehicle Passes

- Vehicle registration is no longer a requirement on Tinker AFB.
- Visitors without a valid government identification card may be sponsored on base and be issued a Visitors Pass for up to 59 days from the Pass and ID office.
- Children four and under must be in an approved child restraint device of some type.
- Use of Radar detectors while operating a vehicle on Tinker AFB is not authorized.
- **Speeding in base housing will result in suspension of on-base driving privileges of 1-day for every 1-mile over the posted speed limit the individual was cited.**
- Operators of motor vehicles are prohibited from using cell phones while operating vehicles on TAFB unless the cellular telephone is of such design for it to be used in a hands-free mode or has a hands-free device installed. Operators are to pull safely to the side of the roadway, not interfering with the normal flow of traffic, to use a cell phone not equipped with a hands-free device. 3 points assessed for violations.

## Parking Policies

- Command Parking: As designated and assigned
- Carpool Parking: Reserved for vehicles with three or more occupants, all of which must be Tinker AFB employees and assigned a Carpool Parking permit from the Pass and ID office.
- Handicapped Parking: Personnel must have an actual State decal or placard (Displayed) to be able to park in handicapped spaces. Vehicles displaying an actual handicap-parking placard or decal may park in any space designated as handicap-parking otherwise restricted or reserved. A handicap placard does not entitle the user to park in other reserved spaces. The handicapped individual must be with the vehicle when utilizing handicapped parking.

## Rank Specific Parking Decals



Issued to assigned and retired Generals, Colonels (O-6's), GS-15 and above, Senior Executive Service (SES), First Sergeants, Chief Master Sergeants and above.

## Parking Violation Penalties:

- One handicapped parking violation will result in a 30 – day suspension of base driving privileges
- Penalties based on frequency of parking violations within a 12-month period.
  - o Three tickets result in a 30-day suspension.
  - o Four tickets result in a 60-day suspension.
  - o Five tickets result in a 90- day suspension.
  - o Six tickets result in a six-month suspension.
- Parking violations will count toward suspension actions for 12 months from the date issued. Single tickets or violations may be counted toward more than one suspension.
- Illegally parked vehicle on roadway or shoulders of the road for more than 12 hours or vehicles left unattended in a restricted or controlled area or abandoned will be towed at the owner's expense.
- Note: This is an informational briefing only. Tinker Supplement 31-116 can be accessed through the Tinker home page for actionable / parking offenses on TAFB.

## Restricted and Controlled Areas

While driving on Tinker Air Force Base, you must remain highly vigilant of the areas you are traveling in. Tinker AFB has many restricted and controlled areas such as the flight line which you are not allowed to enter without proper authorization. If you enter one of these areas, even by mistake, you will be prosecuted.

## Implied Consent

Any person granted the privilege to operate or register a motor vehicle on a military installation shall be deemed to have given his or her consent to breath, blood, and/or urine test. Implied consent to breath test, blood test or other test for determining presence of concentration of alcohol or other intoxication substance.

## 72D Security Forces Squadron Vehicle Passes, Driving, Parking Laws and Regulations on Tinker AFB

- Base Refusal: 2 years base revocation / non-appealable
- Test Results: BAC 0.08-0.149 = 1 year base driving revocation
- BAC 0.15 & greater = 2 years base driving revocation

**Contact the following office with questions or concerns: Reports & Analysis 734-2153, Pass & Registration 734-5191, Security Forces Operations 734-5395, Police Services Office 734-4433, and SF Investigation 734-5007.**

# Weather Status

## Open:

### *What announcement means:*

Base functions will open on time, and employees are expected to report for work as scheduled.

### *Additional guidance:*

Organizations should be as flexible as possible in approving annual leave or LWOP for employees, who face emergency situations or other hardships. (e.g., when schools/child care centers open late or are closed)

**Tinker Straight Talk Line**

## 734-TALK

Tinker Web site

[www.tinker.af.mil](http://www.tinker.af.mil)

## Closed:

### *What announcement means:*

Employees not designated as “weather emergency essential personnel” are excused from duty without loss of pay or charge to leave.

“Weather emergency essential personnel” are expected to report for work on time.

### *Additional guidance:*

Workdays on which Tinker AFB is closed are non-workdays for leave purposes.

Employees who are on approved leave before the closure must be granted excused absence. This does not apply to employees on LWOP, military leave, suspension or in a nonpay status.

Employees on alternate work schedules (AWS), are not entitled to another AWS day off “in lieu of” the workday on which the agency is closed.

## Liberal Leave:

### *What announcement means:*

Tinker AFB Functions will open on time, but employees not designated as “weather emergency essential personnel” may take leave without prior approval of their supervisors.

“Weather emergency essential personnel” are expected to report to work on time.

### *Additional guidance:*

Employees must inform their supervisors if they plan to take annual leave or LWOP. If an employee fails to report for work and has not informed the supervisor of his or her plans to take leave, the organization may charge the employee absence without leave.

## Late Reporting:

### *What announcement means:*

Tinker AFB functions will open on time, but employees not designated as “weather emergency essential personnel” should adjust their normal home departure time consistent with the announcement. Employees who arrive late for work within the specified time will be excused without loss of pay or charge to leave.

### *Additional guidance:*

“Weather emergency essential personnel” are expected to report for work on time.

This announcement may affect only one shift at a time with policy changes and announcements for each shift.

It may or may not be combined with “Liberal Leave.”

## Early Dismissal:

### *What announcement means:*

When an emergency situation occurs during normal work hours, 72<sup>nd</sup> Air Base Wing commander may determine that Tinker AFB functions are operating under an “Early Dismissal” policy. When this announcement is made, employees should be dismissed relative to their normal departure times from work.

### *Additional guidance:*

Example: If a two hour “Early Dismissal” is announced, workers who normally leave their duty stations at 3:30 p.m. would be authorized to leave at 1:30 p.m.

# Frequently asked reporting questions

**Q1. When two hour late reporting is authorized, does that mean I don't have to leave home until two hours later?**

**A1.** No! Late reporting means that you have until that time to safely arrive to work. The intent of "Late Reporting" is to allow employees time to safely arrive at work during inclement weather. Employees should leave home at the same time they would normally go to work.

**Q2.** What about shift workers? How will I know if I am to report?

**A2.** Tinker officials will make every effort to include shift information in the base operating announcements. Please note, the only places you can find shift information is on the public Web, the Straight Talk Line or your chain of command. Local TV and Radio stations will not provide that type of detail in their severe weather coverage.

**Q3.** What can I do to prepare?

**A4.** All personnel should keep severe weather information such as this article and attached chart for handy reference.

You might want to bookmark the Tinker Public Web page for easy access.

When the forecast is for inclement weather, discuss the possibility of a change in status with your supervisor the day before so you have the same expectations for when you should report for duty under the various severe weather conditions.

Supervisor and Commanders should discuss the potential impact of severe weather, including the operating status of the installation, on a regular basis. They should also make sure unit recall rosters are current in case cyber net problems prohibit the Public Affairs Office from being able to update the public Web. Commanders and Supervisors may consider using the recall system to supplement the public Web, Straight Talk Line and emergency broadcast channel announcements.

You should also ensure your vehicle is properly equipped to travel in inclement weather and that

you have the proper clothing in case you are stranded or delayed en route.

**Q4.** How do I know if I am considered weather emergency essential personnel?

**A4.** Weather emergency essential personnel and normal mission emergency essential personnel are not always the same. You should check with your supervisor in advance to determine if you are considered weather emergency essential personnel.

**Q5.** I am a contractor, what do I do when the operating status changes?

**A5.** Contracting personnel should check with their contracting managers for reporting information. As with other employees, it is highly recommended that contractors discuss the various reporting options with their employees before severe weather strikes.

**Q6.** The gate I normally use isn't a 24-hour gate. Will it be open during late reporting hours?

**A6.** The Public Affairs office will coordinate with the 72<sup>nd</sup> Security Forces Squadron for changes in gate hours related to late reporting. If the gate you normally use isn't a 24-hour gate and it isn't listed in the base operating status announcements, you should presume that the gate will not be open beyond the regular hours and proceed to a 24-hour gate instead. The 24-hour gates on Tinker are the Air Depot Gate and the Lancer Gate.

**Q7.** What do I do if I can't find the specific information I need on the public Web page or the Straight Talk Line?

**A7.** The Public Affairs office will post all available information on the Tinker public Web and the Straight Talk Line as soon as possible. Not every employee situation will be covered by the guidance so they should contact their immediate supervisors for guidance. Be advised, immediate supervisors may also need to obtain guidance from chain of command, so be patient and remember safety is the primary objective.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE OHIO

OCT 25 2019

MEMORANDUM FOR ALHQCTR/CC/CL  
ALHQSTAFF  
ALINST/CC/CL

FROM: AFMC/CC  
4375 Chidlaw Road  
Wright-Patterson AFB OH 45433-5001

SUBJECT: AFMC Family Days – Calendar Year 2020

1. Thank you for your dedication and service. Our AFMC family, comprised of military and civilians, and their families, continues to make crucial contributions to our Command, our Air Force and our Country. Our team impresses me every day as we successfully pursue the “Air Force We Need”. In recognition of our contributions and the support of our families, I designate the following as "AFMC Family Days":

Friday, 14 Feb 20, in conjunction with President’s Day on Monday 17 Feb 20  
Friday, 22 May 20, in conjunction with Memorial Day on Monday, 25 May 20  
Monday, 6 Jul 20, in conjunction with Independence Day, observed on Friday, 3 Jul 20  
Friday, 4 Sep 20 in conjunction with Labor Day on Monday, 7 Sep 20  
Friday, 27 Nov 20, in conjunction with Thanksgiving Day on Thursday, 26 Nov 20  
Thursday, 24 Dec 20, in conjunction with Christmas Day on Friday, 25 Dec 20  
Thursday, 31 Dec 20, in conjunction with New Year’s Day on Friday, 1 Jan 21

Note: Commanders/Directors may use this schedule for planning purposes and, at their discretion, may implement reduced manning postures on these designated dates.


- a. AFMC Geographically Separated Units (GSUs) may synchronize their Family Days to the installation to which they are a tenant. Requests for “GSU deviations” will be coordinated through Center Commanders (or CV/CAs) for approval.
- b. If an AFMC Family Day will significantly impact tenants, Installation Commanders can, if desired, coordinate alternatives through Center Commanders (or CV/CAs) for approval.

2. In observation of the AFMC Family Days, Commanders/Directors may authorize a 4-day special pass for military members (to include the observed federal holiday, AFMC Family Day, and the weekend). For those members required to perform duty on these days, Commanders/Directors may grant compensatory time off on the first appropriate working day following the holiday weekend, mission requirements permitting. Normal rules for regular pass and leave apply and appear in DoDI 1327.06, *Leave and Liberty*, and AFI 36-3003, *Military Leave Program*.

3. Normal leave rules apply for our civilians; however, Commanders/Directors may encourage use of annual leave or other appropriate leave (e.g., compensatory time, credit hours) on AFMC Family Days. Please reference AFI 36-815, *Absence and Leave*, for further guidance regarding leave procedures for our civilians.

4. Contractor employees must adhere to their respective contract requirements and employer's policies on designated AFMC Family Days.

5. Please direct questions regarding military members to SMSgt Curtis Jackson, HQ AFMC/A1DD, DSN 787-4371, (937) 257-4371, [curtis.jackson3@us.af.mil](mailto:curtis.jackson3@us.af.mil). For questions concerning civilians, the POC is Ms. Candy Lohner, HQ AFMC/A1KL, DSN 787-3277, (937) 257-3277, [candy.lohner@us.af.mil](mailto:candy.lohner@us.af.mil).

  
ARNOLD W. BUNCH, JR.  
General, USAF  
Commander

# 72d Air Base Wing

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## Conduct and Discipline



**Employee Relations Office:  
405-739-7516/405-739-2262**

**U.S. AIR FORCE**



## Standards of Conduct for Federal Employees Regulations



- Air Force Instruction 36-703, Civilian Conduct Responsibility [http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afi36-703/afi36-703.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-703/afi36-703.pdf)
- Air Force Instruction 36-815 Tinker Air Force Base Supplement, Absence and Leave [http://static.e-publishing.af.mil/production/1/tinkerafb/publication/afi36-815\\_tinkerafbsup\\_i/afi36-815\\_tinkerafbsup\\_i.pdf](http://static.e-publishing.af.mil/production/1/tinkerafb/publication/afi36-815_tinkerafbsup_i/afi36-815_tinkerafbsup_i.pdf)
- Air Force Instruction 36-704, Discipline and Adverse Actions [http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afi36-704/afi36-704.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-704/afi36-704.pdf)

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# Work Performance



- Probationary period is normally 2 years of federal employment for employees hired under other than a temporary appointment
- New employees are evaluated for qualities and characteristics essential to effective performance and behavior
  - Character, conduct, attitude
  - Cooperative team member
  - Reliable and dependable

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# Admitting and Controlling (Base Access)



- Tinker Integrated Defense Plan 31-101, Tab A to Appendix 1 to Annex D
  - "Personnel requiring access to TAFB may enter by approaching security personnel at an official Installation Entry Control Point (Installation ECP) to TAFB, displaying proper identification credentials to the Entry Controller on duty and receiving permission to enter TAFB. Any other method of entry is prohibited (excluding aircraft passengers and crew).

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# Professional Image / Professional Relationships



## ■ Professional conduct

### □ Dress and appearance

- Employees are expected to comply with reasonable dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied
- Office workers, wear appropriate clothing
- Industrial workers, wear appropriate clothing



Supervisor to Determine

### □ Professional relationships

- Sexual harassment – any conduct involving unwanted sexual advances, requests for sexual favors, or other sexually explicit verbal comments or physical contact which creates an intimidating or hostile environment

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# Safety / Health Standards



## ■ Personal conduct

### □ Compliance with Safety/Health Standards

- **MUST** follow safety rules and practices
- Discipline could result for failure to comply
- Report injury/illness in a timely manner
- Request accommodation for medical condition if necessary

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# Air Force Civilian Drug Demand Reduction Program



- **Policy**

- Civilian employees of the Air Force must refrain from illicit drug use. There is **ZERO** tolerance for drug use, possession, or sale

- **Scope of Testing**

- Random Testing for Testing Designated Positions (TDP)
- Reasonable Suspicion Testing
- Possibly during a Mishap resulting in property damage believed to have been caused by impairment of drugs

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## Alcohol Abuse



- Federal employees who report for duty while impaired by alcohol may face disciplinary action up to and including removal
- Security Forces personnel will be contacted to detain employees who report to duty impaired

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# Gambling / Outside Employment



- Personal Conduct

- Gambling

Gambling of any type is not permitted on federal property while in a duty status or on federally owned or leased property regardless of location.

- INCLUDES: Participation in "Office Pools," such as college football games and the joint purchase of lottery tickets by employees

- Outside Employment

- Must report any outside employment to supervisor
- May require approval (AF Form 3902)
- Supervisors have the authority to prohibit any outside employment or business activity that might detract from the readiness or pose a security risk or cause conflict of interest

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# Misuse of Government Property



- Do not use government equipment, personnel, or other resources for personal benefit or benefit of friends
- Personal use of government computers, fax machine, copier, telephone, etc., is prohibited
- Do NOT send non-work related materials via the Tinker Air Force Messaging Service (e-mail) or access inappropriate websites such as pornographic materials, non work related e-mails, unofficial correspondence

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# Misuse of Government Property (Cont.)



- **Portable Electronic Devices (PED)** are prohibited on all Department of Defense Information Systems. **This includes but is not limited to** (memory sticks, thumb drives, camera memory cards, cellular phones, recording devices, personal hand-held/laptop computers, etc.)
  - Government issued PED's will be made available to employees in positions which require the attachment of a PED to a government computer

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## *Agile Base and Worldwide Support*



# Sick and Annual Leave



- Sick Leave- Accrue at 4 hours per pay period regardless of time of service can earn an indefinite amount
 

- Every 174 hours of sick leave converts to one month of service credit in your annuity for the rest of your life -
- Annual Leave- Accrue at different rates according to time of service:
  - 4 hours per pay period - 0 to 3 years
  - 6 hours per pay period - 3 to 15 years
  - 8 hours per pay period - 15 + years

(240 hours max for each year)
- No leave is accrued when LWOP or AWOL reaches 80 hours in a pay period
- Intermittent employees do not earn annual or sick leave
- Part time employees must have a regularly scheduled tour of duty in order to earn leave
- Veterans can get their time in service credited to their annual leave in MyPers to update their Service Computation Date(SCD)
- Military Retirees can use their contingency time for additional time towards annual leave

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## *Agile Base and Worldwide Support*



# Annual Leave

[https://mypers.af.mil/app/answers/detail/a\\_id/1](https://mypers.af.mil/app/answers/detail/a_id/1)  
2011



ACTIVE DUTY AF   AIR RESERVE   AIR NATIONAL GUARD   RETIREE   CIVILIAN   RESOURCES FOR PSS

Home > Service Computation Date Correction

## Service Computation Date Correction

**Applicable to: Civilian**

A service computation date (SCD) for leave and reduction in force (RIF) is a date that is either actual or constructed, by crediting service based on how long a person has been in federal service. For a federal employee with no prior creditable civilian or military service, the service computation date is the effective date of the employee's first federal civilian appointment. For an employee with prior creditable service, the service computation date is constructed by totaling the days, months and years of the employee's creditable civilian and military service and subtracting that total from the effective date of the employee's most recent appointments. Examples of SCD calculations are provided below. For many employees, events in their employment history may require their SCD be adjusted (recomputed). Changes to an SCD can occur when an employee claims service not previously claimed or provides documentation for service not previously documented or claimed, or when an employee has extensive periods of leave without pay.

**NOTE:** Standard Form 813, *Verification of Military Retiree's Service in non-wartime Campaigns or Expeditions*, (SF 813) are submitted through your civilian personnel section (CPS). If you have not submitted an SF 813 to request verification of military service and wish to receive credit for campaign or expedition time, please prepare and submit an SF 813 to your CPS. Your CPS will send the completed form to the appropriate verification authority listed on the back of the SF 813. Once it has been verified, you will receive it back from your CPS and you'll submit your completed SF 813 to the Air Force Personnel Center for adjust of your SCD using the link at the bottom of this page.

**Creditable Service**

To learn about [creditable service for leave accrual](#) visit Office of Personnel Management (OPM) website.

To learn about [creditable military service](#) toward SCD, visit OPMs VetGuide.

To learn about [creditable service for RIF](#) visit OPMs website.

**Examples of SCD Computations**

If an employee is appointed on 12 October 1998 and has 4 years, 3 months, and 3 days of prior service that is creditable, the service computation date will be constructed as follows:

Service credit of 4 years, 3 months, and 3 days, is subtracted from the appointment date, 12 October 1998; the result is 9 July 1994. Thus the SCD will then be 9 July 1994.

**Requesting Correction to your SCD**

If you believe your SCD is incorrect, based on creditable service not previously claimed, you may submit a request to have your SCD reviewed or updated. You will need to provide copies of all pertinent Standard Form 50, *Notification of Personnel Actions*, or appropriate substitute (i.e. official personnel documents) showing the service you are claiming, in order to submit a SCD Inquiry.

To submit a request to correct your SCD click [here](#).

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

Still Need Help?  
Contact Us

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Previously viewed answers

[Self Service](#)

[Contact Us](#)

[Central Classification Submissions](#)

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# Annual Leave Approval



- **Factors considered:**

- **Workload**

The employer reserves the right to cancel previously scheduled or requested annual leave when work necessitates such action. Employees will be allowed to reschedule any canceled leave

- **Employees' desires/personal convenience**

- **The final determination concerning leave approval is made by the employee's supervisor**

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# Sick Leave Approval



- Sick leave is a qualified right of the employee that may be used only for absences due to:
  - Inability to perform duties because of sickness or injury, pregnancy and confinement, or illness resulting from immunizations or vaccinations
  - For medical, dental, or optical examination or treatment
  - Advance notice should be provided if at all possible

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# Sick Leave Abuse



- If abuse is suspected:
  - Supervisor will identify any trends in accordance with the Master Labor Agreement.
  - Issue a Sick Leave Abuse Counseling Letter
  - Issue an Addendum to Sick Leave Abuse Counseling Letter
    - Requirement to provide a doctor's certificate for all absences for which sick leave is requested

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# Requesting Leave



- Detailed procedures for requesting leave
  - Employee should follow leave procedures and contact supervisor or designated alternate within two (2) hours after shift begins
  - If the first level supervisor is not available, then employee should contact the designated alternate supervisor
  - If neither are available, the employee may leave a message, but must provide the following specific information with the person accepting the call

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# Requesting Leave



- Detailed procedures for requesting leave (Cont'd.)
  - Type of leave requested (Annual, Sick, etc)
  - Anticipated duration of absence
  - Phone # where you can be reached within 1 hour if requesting 1 day or less of leave
  - Phone # where you can be reached within 2 hours if requesting more than 1 day

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# Requesting Leave



- Absences of 3 days or more
  - When there is a reason to believe an employee is abusing sick leave, a medical certificate may be required for absences of 3 days or more
- Substitution of sick leave for annual leave
  - Employee may request substitution of sick leave if illness occurs during a period of annual
  - May require supporting medical documentation

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# Charges for Leave



- The minimum charge for any type of leave, annual, sick, leave without pay, or absent without leave, is 15 minutes
- Leave is charged on days employee would otherwise be scheduled to work and receive pay at straight-time rates
- Leave is not charged on holidays or other non-work days, except for certain employees paid additional compensation for standby duty
- Unauthorized absence is charged to AWOL
  - If circumstances warrant, AWOL may be changed to annual, sick leave, or LWOP

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# Family and Medical Leave Act



Additional leave can be granted to care for service member

- Employees must complete 12 months of service before entitled to invoke Family Medical Leave Act (FMLA) leave (480 hours)
- FMLA allows an employee to use up to 12 weeks of unpaid leave (LWOP) during any 12 month period
  - Care of an infant, spouse, son, daughter or parent
  - Adoption
  - Foster care up to 1 year of age
  - Employee's serious health condition
  - Assist family member who is in military and deployed overseas, or who is about to deploy
  - Additional time of up to 26 weeks to care for a service member for a illness or injury (Qualifying Exigency Leave)  
(<http://www.opm.gov/oca/leave/HTML/fmlafac2.asp>)
- Paid leave may be substituted

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# Family and Medical Leave Act



- Advanced notice/medical certification
  - Requires 30 days advance notice when “foreseeable”
  - May require
    - Acceptable medical documentation
    - Fitness for duty upon return to work
- Benefits/protection
  - Maintains health coverage
  - Restored to original/equal position
  - FMLA leave cannot result in loss of any benefits
- If in a LWOP status you may elect, in writing, to terminate your health insurance or continue your coverage. If notification is not received your enrollment will continue and you will be responsible for the premiums paid by the agency on your behalf

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# Family and Medical Leave Act



- **Loco Parentis**

- In loco parentis refers to the situation of an individual who has day-to-day responsibility for the care and financial support of a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological relationship is not necessary
- The agency may require an employee to provide do
- Documentation or a statement of the family relationship

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## Wounded Warrior Act

[https://mypers.af.mil/app/answers/detail/a\\_id/32187](https://mypers.af.mil/app/answers/detail/a_id/32187)



- Established under the Wounded Warriors Federal Leave Act of 2015 (Wounded Warriors Act), disabled veteran leave will be available to any Federal employee hired on or after 5 Nov 2016, who is a veteran with a service-connected disability rating of 30 percent or more
- Disabled veteran leave is available as a one-time benefit during a 12-month period beginning on an eligible employee's "first day of employment" and may not exceed 104 hours for a regular full-time employee. Disabled veteran leave can only be used for undergoing medical treatment of a qualifying service-connected disability, which was incurred or aggravated in the line of active duty (**Does not roll-over**)
  - **First day of employment is defined as:**
    - **The date the employee is hired**
    - **The effective date of the employee's qualifying service-connected disability**

It is the employees responsibility to provide the medical certification to the employing agency no later than 15 days after the veteran receives the VA letter.

- <https://www.chcoc.gov/content/disabled-veteran-leave>

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# Military Leave



- An eligible full-time employee who is a member in the Reserve of the armed forces or a member of the National Guard accrues 15 days/120 hours of military leave each fiscal year
- An employee who is a member of the Reserve or National Guard who has exhausted his or her military leave, will be granted annual leave, previously-earned time off award, credit hours, or LWOP, as requested, in order to perform active or inactive duty for training
- **An employee on military duty cannot use sick leave for military purposes**
- When entering on Active Duty for more than 30 days you must accomplish an “Entering on Active Duty Checklist” located in MyPers under Benefits
- When you return from extended active duty you must accomplish a “Return from Active Duty checklist” located in MyPers under Benefits
- 5 days of Excused absence for employees returning from Active Military Duty. **The employee must be deployed for at least 42 consecutive days.**

**An agency may not grant more than 5 days of excused absence with-in a 12-month period**

<https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/5-days-of-excused-absence-for-employees-returning-from-active-military-duty/>

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# Blood Donor Leave



- When workload permits, an employee may be excused from work without charge to leave for the time necessary to donate blood, recuperate after donation and for necessary travel to and from the donation site — (4 hours) supervisor’s approval is required
- If you are unable to donate, you must return to duty or request appropriate leave from your supervisor
- Eligible to donate every 56 days
- for verification, employees must provide documentation signed by the official of the institution receiving the donation
- Failure to comply may result in disciplinary action

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# Bone Marrow or Organ Donor Leave



- An employee may use up to 7 days of paid (excused) leave each calendar year to serve as a bone-marrow donor
- An employee also may use up to 30 days of paid (excused) leave each calendar year to serve as an organ donor
- Leave for bone marrow and organ donation is a separate category of leave that is in addition to annual and sick leave

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# Reasonable Accommodation



- Executive Order 13164
  - Recruit widely for positions at all levels; provides opportunities for students with disabilities
    - i.e. sign language interpreter, ergonomic keyboard, ergonomic mouse to reduce carpal tunnel syndrome
  - Give full consideration to employees with disabilities for inclusion in developmental programs
  - Agency will collect data to monitor success
  - Provides reasonable accommodations for qualified applicants and employees with disabilities
  - Reasonable Accommodation Manager : 405-739-2262
  - Lindsey Velazquez-Last names A-I
  - Lisa Frizzell-Last Names J-Q
  - Michele Parker-Last Names R-Z

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# Telework



- Many employees are eligible to telework at the installation
- Each employee should check with their immediate supervisor to see if their position is determined to be telework eligible
- If eligible for telework DD Form 2946 must be submitted in accordance with AFI 36-816
- Telework training requirements must be met before actually performing telework

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# Civilian Fitness/Wellness Program



**Not available to AFSC Employees**

- Three hours per week
  - Time will be used in increments of 1 hour to 1.5 hours based on supervisory approval. Time can only be used once per day (**Does not accrue**)
  - A part time employees time is pro-rated
    - Example: Work 64 hours per pay period
      - $64/80 = 80\%$
      - 80% of 3 hours = 2.4 hours per week
        - Rounded up to 2.5 hours per week

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# Civilian Fitness/Wellness Program



- Dr's note required – one time only unless
  - Employee experiences a significant change in his/her condition or has experienced a prolonged period of non-participation due to illness, injury, or injury compensation, a new doctor's certificate can be requested
- Must attain approval from 1<sup>st</sup> line supervisor
- Bargaining Unit Employees (BUE) must maintain a fitness diary of all activities, goals and progress
- On base facilities must be used for physical fitness activities on duty time

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# Civilian Fitness/Wellness Program



- Fitness/Wellness Programs Include
  - Cardiovascular/aerobic endurance
  - Muscular Strength
  - Flexibility
  - Body Composition
  - Services provided by the Health and Wellness Center, Employee Assistance Program and the Family Support Center
- Activities Not Authorized
  - Golf
  - Bowling

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# Civilian Fitness/Wellness Program



- Disallowed for short periods of time
  - Daily workload or mission requirements
  - If disapproved one day, can approve the next
  - Cannot be banked for another week
- Performance improvement plan
- Sick leave abuse counseling /Addendum letter

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# Civilian Fitness/Wellness Program



- Revoked if abuse is identified
  - Caught going off base
  - Sleeping in vehicle
  - Watching TV at gym
  - Possible permanent revocation

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# Civilian Fitness/Wellness Program



- Must be in duty status to utilize the fitness/wellness program
- Supervisor sets fitness time based on mission requirements. Previously approved fitness time can be disapproved on a given day due to mission requirements
- If terminated for short periods of time
  - Wing level
  - Group or squadron level
    - If report directly to Center CC

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# Legal Obligations



- Court Leave - Employees are authorized court leave with pay when summoned to serve:
  - Jury Duty
  - Witness Duty (testimony)
  - Leave to perform jury duty in a federal, state, or municipal court
  - Leave to serve as a witness for the U.S. District of Columbia, state, or local government

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# Legal Obligations



- **Jury Duty Procedures-(County Court Summons)**
  - **Employee will provide a copy of the summons to the supervisor and/or timekeeper**
    - **Once civic duty is complete, employee will receive a letter from the Court stating he/she has served and will receive pay for service and mileage**
    - **The Court will provide the employee a check with an attached stub that shows the breakdown of funds, i.e., jury fees, expenses**

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# Legal Obligations



- **Jury Duty Procedures (Cont'd.)**
  - **The employee will cash the check, bring the fees and stub to Accounting and Finance, Bldg. 1, Door 8. A collection voucher will be completed to collect the fees**
  - **Once the fees have been collected, payroll will certify that the Court Leave is valid and the employee's name will be removed from the Court Leave Report**
  - **An employee serving on a jury in a state or local court who waives or refuses to accept fees is still liable to the U.S. Government for the fees he or she would have received. Fees not submitted in a timely manner are subject to payroll deduction**

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# Restricted Political Activities



- Use of authority to influence election result
- Solicit, accept, or receive political contributions
- Run for nomination or election to public office in a partisan election
- Solicit or discourage political activity of a person having business with your agency
- Engage in political activity while on duty or on federal property, or while wearing an official badge or uniform

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# Canvassing or Solicitation



- **Soliciting Funds**
  - Federal employees may not participate in any activities that include canvassing or soliciting funds among employees during work hours or in federal facilities. Only officially approved events are allowed
  - **EXCEPTION:** Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF)

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# Indebtedness



## ■ Financial

- Federal employees must satisfy all just financial obligations, especially federal, state or local tax obligations
- Federal employees will be issued a Government Travel Card for all TDY related expenses
- The travel card must be used for official business related expenses only. Personal use of the Government Travel Card is prohibited
- Failure to comply may result in disciplinary action

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# Prohibited Personnel Practices



- Illegally discriminate for or against any employee or applicant
- Solicit or consider improper employment recommendations
- Coerce an employee's political activity
- Obstruct a person's right to compete for employment
- Influence any person to withdraw from competition for a position
- Give unauthorized preference or improper advantage
- Employ or promote a relative (Nepotism)

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# Prohibited Personnel Practices



- Retaliate against a whistleblower, whether an employee or applicant
- Retaliate against employees or applicants for filing an appeal
- Unlawfully discriminate for off duty conduct
- Knowingly violate veteran's preference requirements
- Violates any law, rule, or regulation concerning the merit system principles

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# Questions



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# 72d Air Base Wing

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## New Employee Benefits

**Employee Relations Office:  
405-739-7516/405-739-2262**

**U.S. AIR FORCE**



## Electronic Official Personnel File (eOPF)



- The eOPF is the digitized re-creation of your hard copy Official Personnel File (OPF) which is currently the official record of your federal work career
  - eOPF allows each employee to have an electronic access to their own personnel folder
- eOPF delivers an email notification to the employee when a new document has been added to their electronic record
  - the email notification is merely a notification that a new document has been added to the employee's record; it does not provide additional clarification as to what transpired
- The documents that are in your hard copy OPF
  - Human Resources documents -some examples are as follows: SF 50s, Resume(s)/Application(s), and any other supporting documentation for hiring actions
  - Benefits Forms
  - Performance Documents
  - Military Forms, e.g., DD-214



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# Electronic Official Personnel File (eOPF)



- You will receive an email through your Air Force email containing your user name and password to give you access to your record
- If 30 days after your Entry on Duty (EOD), you don't have access to eOPF, contact AFPC
- Transfers from Outside the Air Force
  - Will depend if the gaining agency has converted to eOPF
    - If not covered by eOPF, then a hard copy OPF will be created from the eOPF
    - Hard copy OPFs received from other agencies will be scanned in and converted into eOPF
    - If covered by eOPF, then the gaining agency will be given access to eOPF
  - **It is your responsibility to look at your record and review the items contained in it**

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# Federal Employee Health Benefits (FEHB)



- GRB Platform is the Air Force automated system that all employees use to make changes to certain personnel and payroll information electronically
- Enables employees to review, change, or stop the following transactions:
  - FEHB Coverage (During Open Season, QLE or New Employee)
  - FEGLI Coverage (During Open Season, QLE or New Employee)
  - TSP changes (Start enrollment, change contributions, or stop contributions)
    - TSP changes can be made at anytime

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# myPay



- Automated system that all employees use to make changes to certain personnel and payroll information electronically
  
- Enables employees to review, change, or stop the following transactions:
  - Address
  - Federal/State tax withholdings
  - Direct Deposit
  - Financial allotments
  - Leave & Earning statements

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## Leave and Earnings Statement



- It is important to verify your benefit elections on your LES
  - Please notify AFPC if you notice any errors or inconsistencies with your benefits elections and/or deductions. Any errors in deductions may result in a debt to the government for which you must repay
  
  - **TRANSFER EMPLOYEES:** Compare your 1<sup>st</sup> LES from the Air Force with your last LES from your previous agency to ensure deductions are correct

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# Employment Verification



<https://compo.dcpds.cpms.osd.mil/>



## News and Information

Last updated January 11, 2017  
13:00 CDT

The Department of Defense (DoD) civilian workforce holds a unique mission focused posture that can benefit the U. S. CENTCOM Civilian Expeditionary Workforce (CEW) program. The talent and experience that DoD civilians have to offer are representative of how our mission success is defined.

The added value for employees who volunteer to deploy include: professional development, opportunity to participate in a diverse workforce of DoD and coalition partners, financial incentives, and ultimately making a difference in the Department of Defense mission.

Thank you for all of your feedback during the first year of MyBiz+! We appreciate the time and effort you took to let us know what was working for you and what needed improvement. Throughout the last year, and looking forward, we will continue to value your input to enhance MyBiz+.

**Attention Air Force CSU Users:** The Air Force CSU application and database will be decommissioned beginning on December 19, 2016. Data has been transitioned to the Current Record Data Mart in CMIS. Air Force CSU users will no longer have access to this application after December 18, 2016.

## Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

## Smart Card Access

To access MyBiz+/HR application, select **Smart Card Log In**.

**\*\*Important\*\*** If you received a new Smart Card with no changes to your information (Full Name or ED/PI) select **Smart Card Log In**.

[Smart Card Log In](#)



**Register** your Smart Card for the *First Time*.  
**Re-register** a newly issued Smart Card (e.g., you had a Name Change).  
**Convert** from a Non-Smart Card User to a Smart Card User.

## Non-Smart Card Access

To access MyBiz+/HR application, select **Non-Smart Card Access Log In**.

[Non-Smart Card Access Log In](#)

**Register** as a Non-Smart Card User for the *First Time*.  
**Reset** Password

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# Employment Verification



[https://compo.dcpds.cpms.osd.mil](https://compo.dcpds.cpms.osd.mil/)



[My Application/Database](#) [Add Additional Application/Databases](#)

Select the applicable HR MyBiz+ tile to access your Agency's database. If your Agency's tile is not displayed, select the Add Additional Application/Databases link above to complete your MyBiz+/HR application registration.

## Choose your Path



<p>HR MyBiz+ Air Force</p>	<p>DD DCPAS Data Dictionary</p>	<p>MyBiz+ for HR Professionals REG03</p>
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To protect your personal information, log out of your DCPDS Portal session by selecting the 'Logout' button. [Logout](#)

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# Employment Verification

<https://compo.dcpds.cpms.osd.mil>



## Privacy Act Statement

The information you provide to the Defense Civilian Personnel Data System (DCPDS) is covered by the Privacy Act of 1974. For questions regarding your personal information please contact your local Human Resources Office.

**Authorities:** 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 USC 136; DoD Instruction 1400.25, volumes 1100 and 1401; 29 CFR 1614.601; and E.O.9397.

**Principal Purposes:** To allow civilian (appropriated fund and non-appropriated fund) employees in the Department of Defense (DoD) to update personal information.

**Routine Uses:** None. The DoD 'Blanket Routine Uses' set forth at the beginning of OSD's compilation of systems of records notices apply to this system.

**Disclosure:** Voluntary. However, failure to provide or update your information may require manual HR processing or the absence of some information.

Use this accept button to gain access.

Accept

[Accessibility/Section 508](#) | [Privacy and Security Policy](#) | [System Help Desk Contacts](#)

## Agile Base and Worldwide Support



# Employment Verification

<https://compo.dcpds.cpms.osd.mil>



MyBiz+

Welcome,

Employee's first name and last name will appear here

Home

★ [Provide Feedback](#)

### Key Services

[Manage Key Services](#) TIP

[MyPerformance](#)

[Request Employment Verification](#)

[Civilian Career Report](#)

[Update Contact Information](#)

[Update Professional Development](#)

[SF50 Personnel Actions](#)

[Update MySupervisor](#)

[Civilian Expeditionary Workforce \(CEW\)](#)

[Civilian Career Brief](#)

Choose this button for request

## Agile Base and Worldwide Support



# Employment Verification



<https://compo.dcpds.cpms.osd.mil>



Other DCPDS Applications - Favorites - Customer Support - Help - Logout

Employee

First name, middle initial, last name

Supervisor

Supervisor is assigned

Organization

Organization employee works for

Home / Employment Verification



## Information

Employment verification releases employment information and, optionally, salary information to an external organization or person, also known as "Recipient".

### Important!

Prior to completing the Employment Verification request, ensure a valid e-mail address is listed in the "My Email" field below. The password will be e-mailed to you at this address. If your e-mail address is blank or incorrect, enter or overwrite the e-mail displayed. You can also update your work e-mail by selecting Key Services > Update Contact Information > Work Email > Update.

### Information to Send

- Employment Information
- Employment and Salary Information

Choose either button request. Make sure to read the note below

### Related Information

Employment Information: Releases personal, assignment and period of service details.

### Recipient Information

\*To: loanofficer@tfcu.org

instructions

Choose the continue button to process request

\*My Email: First name.last name@us.af.mil

Note: Two distinct email addresses are required. Your password-protected employment verification document will be sent to the recipient identified in the "To" line. A second e-mail, containing the password, will be sent to you based on the e-mail address you identified in the "My Email" field. For your protection, the e-mail containing the password will not be sent to the individual identified in the "To" line. It is your responsibility to share the password with the intended recipient.

Cancel Continue

## Agile Base and Worldwide Support

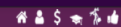


# Employment Verification



<https://compo.dcpds.cpms.osd.mil>

Home / Employment Verification



## Acknowledge and Submit

### Recipient Information

To: loanofficer@tfcu.org

My Email: First name.last name@us.af.mil

Reference Number: 1188399\_20170123071211

Print Receipt

By selecting the 'Acknowledge and Submit' button, I understand and acknowledge that I am sending my employment or employment and salary information to the email addressee via the Internet.

### Preview

Information as of: 23-Jan-2017  
Headquarters Address:

AF CIV CAREER TNG, CTP COMMAND:  
1Y PALACE ACQ OSC: DPCPAQ TINKER AFB  
OK 73145 AUTH PAS: TE1YF6JX

Employer: Air Force Civilian Career Training  
Duty Station: TINKER AFB / OKLAHOMA / OKLAHOMA

Social Security Number (last 4-digits only):

Employment Status: Active  
Service Computation Date - Length of Service: 13-Mar-2014  
Job Title: HUMAN RESOURCES SPECIALIST  
Average Hours Per Pay Period: 80  
Total Pay YTD: \$2,281.42

Most Recent Start Date: 23-Mar-2015  
Total Time With Employer: 2 years 10 months 10 days  
Rate Of Pay: Annually  
Total Pay: \$49,765.00

Choose this button to continue processing

Note: For further information, contact your Human Resources Office (HRO).  
By selecting 'Cancel', Employment Verification email will not be sent to the recipients.

Cancel Back Acknowledge and Submit

## Agile Base and Worldwide Support



# Benefits



- **AFPC** (Air Force Personnel Center) is your **AGENCY** regarding benefits and retirements not Tinker
- All benefits and retirements are processed through APFC. Please contact 1-800-525-0102 for any benefit related questions
- **We are not the servicing personnel office for benefits and retirements.**
- **GRB Platform will be used for enrollment is FEHB, FEGLI and TSP**

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## Federal Employee Health Benefits (FEHB)



- Employees have **60 calendar days** from your entrance on duty (EOD) date to be covered
- You must log onto the Government Retirements Benefits (GRB) Platform application and click "Health Insurance" tile to enroll or call AFPC at 1-800-525-0102
- Health insurance elections are effective at the beginning of the pay period after making your election in GRB
- If initial enrollment is missed, you will have to wait for:
  - **Qualifying life event**
    - Effective first day of the next pay period after the completed form is received
  - **Open Season – Nov / Dec**
    - Effective first **FULL** pay period in January

---

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# Qualifying Life Event



- A Qualifying Life Event that allows you to make an election outside of an Open Season
  - Change in **marital status** (i.e., marriage, common law marriage if recognized in your state, legal separation, divorce, Widow)
  - Change in **employment status** (for you, your spouse, or dependent) that affects eligibility for health insurance benefits
  - **Birth** or date you adopt a **child**, or placement for adoption
  - **Death** of a spouse or dependent
  - Change in **dependent's eligibility** (for example, eligible family member loses coverage under FEHB or another group insurance plan)

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# Comparing Health Plans Tool



- Go to : [www.OPM.gov](http://www.OPM.gov) and search healthcare insurance plan-information compare-plans
- At the above website you will find all the brochures pertaining to all the different healthcare plans from which you can choose

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# Federal Employee Health Benefits (FEHB) Enrollment



- New enrollments are effective the first day of the pay period which begins after the completed transaction is received by the Human Resources Benefits office and which follows a pay period during any part of which you were in a pay status
- You will log into GRB after the form is processed showing the effective date. This is your proof of coverage until your health plan sends you identification cards
- Watch your statement of earnings and leave for the health benefit premiums to be deducted. You can expect your health plan ID cards to arrive several weeks after that
- The following 8 slides are for your use in enrolling – SAVE THESE SLIDES FOR FUTURE USE.

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# Federal Employee Health Benefits (FEHB) Enrollment

<https://mypers.af.mil/app/login/redirect>



/home



<p><b>CAC Available? Select CAC Login</b></p>  <p>Please select your CAC E-Mail certificate to ensure proper logon to the myPers website.</p>	<p><b>Log in with an existing account</b></p> <p>User ID <input type="text"/></p> <p>Password <input type="password"/></p> <p><b>LOG-IN</b></p> <p><a href="#">Forgot your username or password?</a></p>
<p>No DOD-issued CAC and no User ID/Password available? Use this link: <a href="#">Create Account</a>.</p>	
<p><b>General Information:</b></p> <p>Airmen accessing the information from some personal use web browsers may need to download <a href="#">Department of Defense root certificates</a> if they are having difficulties accessing the personnel services website from home.</p> <p>If you are experiencing errors logging in or with this web site please contact 1-800-525-0102 or DSN 665-5004.</p> <p>This site is intended for government audiences only. Do not reproduce or distribute the contents of this site to a wider audience without coordination with the information owner, unit legal and public affairs offices.</p>	

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# Federal Employee Health Benefits (FEHB)




ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE **CIVILIAN** RESOURCES FOR FSS

Home > Employee

## Civilian Employee

**Alerts (1)** [Expand/Collapse](#)

All Benefits Transactions On Hold Until 10 October 2017



**I Would Like To...**

- Access vPC Dashboard
- Access MyBiz+
- Government Retirement and Benefits (GRB) Application
- View my Electronic Official Personnel File (eOPF)
- Access AFPC Secure
- Access Self-Service Applications
- Learn How to Access my eOPF

**Click here to proceed**

**Most Viewed Articles**

- Stop Movement of Permanent Change of Station (PCS) and Temporary Duty (TDY) for NAS Key West, FL
- General Schedule Index
- Civilian: Benefits and Entitlements Home Page
- Standard Core Personnel Document Library
- Civilian: Retirements Homepage

**Announcements for Airmen**

- Announcement of the 2017 Air Force Association Aerospace Awards Winners
- Solicitation of the 14th Annual Department of Defense David O. Cooke Excellence in Public Administration Award
- Announcement of the 2017 General Mark A. Welsh III One

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT

- Benefits and Entitlements
- Career Field Information
- Career Management
- Classification
- Compensation
- Deployment
- Employment Opportunities
- Force Development
- Furlough
- Hiring Manager
- New Hire
- Permanent Change of Station
- Recognition
- Retirement
- Systems Support

Still Need Help?  
Contact Us

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## (FEHB) Enrollment



AIR FORCE PERSONNEL CENTER

My Stuff | Privacy & Security Policy | Contact Us

AFPC Secure

CAC and DoD PKI Information Read FAQ Create UserID/Password Logout

Welcome, User...

Your current AFPC Secure e-mail address is:  
First name.last name@us.af.mil

Phone Number:  
405-739-XXXX

[Click here to update your information](#)

Message Center...

- Visit Air Force Personnel Services web site for assistance on all personnel information, applications and programs. Air Force Personnel Services web site.
- Missing applications? Accessing secure applications from a .Mil or .Gov workstation is required for some applications. Visit the NOTE section at .Mil/.Gov Access Check Page to check network issues that may prevent you from seeing applications.

Available Applications... [Top Viewed Sites](#)

Click on the column headers to sort the list by that column. Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">Civilian Career Brief</a>	MyBiz+ Civilian Career Report / Civilian Career Brief (under Key Services)
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">Fill RPA Status Report</a>	Fill RPA Status Report
<a href="#">GRB Platform (formerly EBIS)</a>	Government Retirement and Benefits Application
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">PARIS Libraries</a>	PARIS Electronic OPF Documents for CPFs
<a href="#">PASCodes</a>	PAS Code Information Provider
<a href="#">PD Access For RPA Generators</a>	Position Description Library viewer for RPA Generators
<a href="#">PRDA</a>	Personnel Records Display Application
<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">VMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">VPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

**Application List Display Preferences**

Use Paging:  Yes  No # Items per Page: 10

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# (FEHB) Enrollment



**AIR FORCE**  
PERSONNEL CENTER

[My Stuff](#) | [Privacy & Security Policy](#) | [Contact Us](#)

**AFPC Secure**

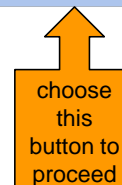
DoD Notice and Consent Banner...

[Click here to View the User Agreement](#)

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



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# (FEHB) Enrollment

<https://ww4.afpc.randolph.af.mil/GRBPlatform/Account/SecurityNotice?LicenseNumber=1070>



**GRB Platform**

You have successfully signed into the GRB Platform.

**Site best viewed with Internet Explorer 11, Edge, or Chrome**

Your current browser: Internet Explorer 11

### Security Notice

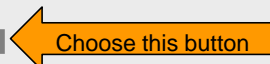
You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- NOTICE: There is the potential that information presented and exported from the GRB Platform contains FOUO or Controlled Unclassified Information (CUI). It is the responsibility of all users to ensure information extracted from the GRB Platform is appropriately marked and properly safeguarded. If you are not sure of the safeguards necessary for the information, contact your functional lead or Information Security Officer.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

By pressing "Launch", I acknowledge that I have read and accept the above notice.

To start using the GRB Platform for employee click the "Launch" button.



Once the GRB Platform is open in a new browser you may close this window.

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# (FEHB) Enrollment



## Notifications

Important notifications are shown below. New notifications will be shown when you login to the Platform.

**ATTENTION:** Due to required system updates, benefits transactions that were elected on or after September 29, 2017, will not process in the Defense Civilian Personnel Database System (DCPDS) until October 10, 2017. This includes the FEGLI Open Season elections that were effective October 1, 2017, and any retroactive elections.

However, although the transaction information is not flowing to the personnel database system, we assure you this will not impact the effective date or keep you from using your new coverage.

Health insurance transactions will continue to be sent to the carriers, which means carriers will have a record of your plan if you need to use your medical coverage prior to the completion of the system update. Please ensure you contact your health carrier to verify you are reflecting in their system prior to using the coverage.

**NOTE:** No benefits forms will flow into the Office of Personnel Management (OPM) electronic official personnel folder (eOPF) until on or after October 10, 2017. You may verify your benefits election via your Leave and Earnings Statement dated October 20, 2017.

\* If you are making an election to change your benefits due to a qualifying life event (QLE), you must upload the supporting documentation to myPers at <https://mypers.af.mil>. You may not upload or submit any documentation through the GRB Platform.

\* Requests for phased retirement estimates must be made via the myPers website. Phased retirement estimate requests made through the GRB Platform will not be processed. Instructions for submitting phased retirement estimate requests can be found by following the below file path in myPers:

[Click here to proceed](#)

o Civilian\ Employee\ Retirements\ Phased Retirement

Do not show this each time. (Notification accessible from Menu). note: Notification always displayed when changed.

Close

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# (FEHB) Enrollment



**GRB Platform** MENU TOTAL COMPENSATION STATEMENT

U.S. Government Agency

[Click here for FEHB](#)

Health Insurance	Life Insurance	Thrift Savings Plan	Retirement
Dental & Vision Insurance	Long Term Care	Flexible Spending Accounts	Pay & Leave
Social Security			

## Agile Base and Worldwide Support



# (FEHB) - Enrollment



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# Dental & Vision (FEDVIP)



- FEDVIP offers you choices to supplement your health plan's dental and vision coverage
- If you choose to enroll, you have 60 days from your EOD (Entry on Duty) date to complete your enrollment using the FEDVIP enrollment process  
<https://www.benefeds.com/>
- You pay the full premium which is withheld on a pre-tax basis from your pay
- If you're newly employed in a position that conveys eligibility for FEHB coverage, you can apply for FEDVIP, even if you don't enroll in the FEHB program
- If you are enrolled in FEHB and FEDVIP, your FEHB dental and vision benefits are the primary payer and FEDVIP is the secondary payer
- Rates can be found at: <http://www.opm.gov/healthcare-insurance/dental-vision/>
- **NOTE: If you're transferring from another agency where you contributed to FEDVIP you MUST contact BENEFEDS directly to report the change in employing agency and payroll office. This is not a deduction that automatically transfers from one Federal agency to another**

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# Federal Employees Group Life Insurance (FEGLI)



- You are automatically enrolled in Basic life insurance, which is effective on the first day you enter in a pay and duty status UNLESS you waive this coverage before the end of your first pay period
  - Government pays one-third of the premium cost for Basic, you pay two-thirds
- You have 60 days from your EOD date to sign up for any Optional life insurance through the GRB Platform. If you do not make an election, you are considered to have waived optional insurance

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## Valuing FEGLI Insurance



- **OPTION A- Standard:** Set rate of **\$10,000**.  
This option also has AD&D benefits at no cost to the employee. Accidental Death benefit is \$10,000. Accidental Dismemberment benefit is determined by the loss sustained
- **OPTION B- Additional:** Coverage comes in 1, 2, 3, 4, or 5 multiples of your annual pay (after your pay is rounded up to the next even thousand) It does not include the extra \$2,000 added for Basic insurance and does not include an Extra Benefit. The value changes as salary changes
  - There is no AD&D coverage for this option
- **OPTION C- Family:** This option provides coverage for your spouse and eligible dependent children. When you elect this option, all of your eligible family members are automatically covered. You may elect either 1, 2, 3, 4, or 5 multiples of coverage. The value of a multiple for your **spouse is \$5,000**. Maximum coverage for a spouse is **\$25,000**. The value of a multiple per **eligible child is \$2,500**. Maximum coverage per eligible child is **\$12,500**
  - There is no AD&D coverage for this option

---

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# Fegli Calculator

<https://www.opm.gov/retirement-services/calculators/fegli-calculator/>



Your name   
*(Optional)*

---

Your current annual **Basic Pay**   
*(e.g., 43589 — with no commas or \$ sign)*

---

Your present age

---

How are you paid?

---

Optional Insurance (choose all that apply)

Option A - Standard

Option B - Additional   (Number of Multiples)

Option C - Family   (Number of Multiples)

---

Are you a U.S. Postal Employee?

---

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# Fegli Calculator

<https://www.opm.gov/retirement-services/calculators/fegli-calculator/>



Your name   
*(Optional)*

---

Your current annual **Basic Pay**   
*(e.g., 43589 — with no commas or \$ sign)*

---

Your present age

---

How are you paid?

---

Optional Insurance (choose all that apply)

Option A - Standard

Option B - Additional   (Number of Multiples)

Option C - Family   (Number of Multiples)

---

Are you a U.S. Postal Employee?

---

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# Fegli Calculator

<https://www.opm.gov/retirement-services/calculators/fegli-calculator/>



Enrollee Detailed Report		
Insurance Select the links below for further details on these types of insurance or options, including changes that will occur with age.	Coverage	Cost (per pay period)
<a href="#">Basic:</a>	\$52,000.00	\$7.80
<a href="#">Extra Benefit:</a>	\$26,000.00	No extra cost
<b>Total Basic:</b>	\$78,000.00	\$7.80
<a href="#">Option A - Standard:</a>	\$10,000.00	\$0.40
<a href="#">Option B - Additional:</a> Multiples selected = 5	\$250,000.00	\$10.00
<b>Total:</b>	\$338,000.00	\$18.20
<a href="#">Accidental Death and Dismemberment (AD&amp;D) under Basic:</a>	\$52,000.00	No additional cost
AD&D under Option A:	\$10,000.00	No additional cost
AD&D Principal Amount:	\$62,000.00	No additional cost

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# Flexible Spending Account (FSAFEDS)



- FSAFEDS helps you save money by allowing you to set aside pre-tax funds to pay for eligible out-of-pocket health care and dependent care expenses. The amount you elect to contribute to your FSAFEDS account is deducted from your bi-weekly pay check
- You have 60 days from your EOD date to sign-up for FSA, but not later than September 30
  - Employees hired between January 1st and July 31st have 60 calendar days from date of hire to enroll. Effective the 1st day of the next pay period
 

(Must enroll at [www.fsafeds.com](http://www.fsafeds.com) no later than COB on the 60th day)
  - Employees hired between July 31st and September 30th have until September 30th to enroll. Effective the 1st day of the next pay period
  - Employees hired after September 30th must wait until Open Season to enroll and will be effective January 1st
- Applications for the current calendar year are not accepted from October 1 through December 31. If you wish to enroll after October 1, you will need to do so during open season for the following plan year
- FSAs are not carried over from one Plan year to the next. You must make a new election/re-enroll for the upcoming Plan year during the annual benefits open season

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# Federal Employee's Retirement System – (FERS-FRAE)



## Further Revised Annuity Employees

- As of 1/1/14, all newly hired employees in a covered position and rehired employees with a break in service of more than three (3) days and with less than 5 years of FERS creditable service as of 12/31/12 are covered under FERS-RAE
  
- A three-tiered retirement plan
  - FERS Basic Benefit Plan (4.4% basic pay)
  - Social Security (6.2% basic pay)
  - Thrift Savings Plan (TSP)
  
- OPM Benefits Administration Letter, 12-104, provides more information on FERS-RAE and can be downloaded at:  
[www.opm.gov/retire/pubs/bals/2012/12-104.pdf](http://www.opm.gov/retire/pubs/bals/2012/12-104.pdf)
  
- **New Employees are encouraged to contact their training manager to be enrolled in the TFCU retirement seminar for new employees.**

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## Military Service Deposit



- Used to receive credit toward civilian retirement
  
- The earlier the deposit is made the lower the cost to employee
  
- First three years after employment there is no interest charge
  
- Benefits Administration Letter (BAL): Number 13-103, Jun 18, 2013 (opm.gov)
  
- Detailed information on the process can be found at  
<http://www.dfas.mil/civilianemployees/customerservice.html#Military/>

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# Changing TSP Contributions



- The TSP is a retirement savings and investment plan for Federal employees, offering the same type of saving and tax benefits offered under 401(k) plan
- Employees are automatically enrolled at a contribution rate of **3%** of their basic pay in the traditional TSP. Contributions are invested into the G Fund
- Log onto EBIS and through transactions you can elect to stop, decrease or increase the automatic **3%** contribution
  - If you elect not to contribute to TSP, the Agency will contribute **1%** of your basic pay into your account. The **1%** is not deducted from your salary

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# Thrift Savings Plan (TSP)



## Agency Contributions to Your Account (FERS Employees Only)

You put in:	Your agency puts in:		And the total contribution is:
	Automatic (1%) Contribution	Agency Matching Contribution	
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%
More than 5%	1%	4%	Your contribution + 5%

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# Thrift Savings Plan (TSP)



- Within the next few weeks, TSP will send a **user name, password, and account number** to your home address to review your account balances, allocate funds, take advantage of the loan programs
- The TSP Loan program allows you to borrow money from your account while you are employed by the Federal Government
- For information about all the features of the TSP program or to log on to your TSP account, visit the TSP website at [www.tsp.gov](http://www.tsp.gov)

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# Designation of Beneficiaries



- If you pass away while you are a Federal employee, payments will be made in a particular order set by law for:
  - Life Insurance (FEGLI)
  - Unpaid Compensation (Salary, Leave, Travel, Award, etc)
  - Thrift Savings Plan (TSP)
  - Retirement (FERS/CSRS)
- Standard rules determine who is eligible to receive these payments. If you want these funds to go to someone other than the set order, you need to file a Designation of Beneficiary. [www.opm.gov/insure/life/beneficiary/designate.asp](http://www.opm.gov/insure/life/beneficiary/designate.asp)
- Please remember to update your beneficiaries!

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# Beneficiaries Forms



Order of precedence described below:

- To your widow or widower; **(Spouse)**
- If none, to **your child or children** equally, and to descendants of deceased children by representation;
- If none, to **your parents** equally or the surviving parent;
- If none, to the **appointed executor or administrator of your estate**;
- If none, to **your next of kin** who is entitled to your estate under the laws of the state in which you resided at the time of your death
  
- For this order of precedence, a child includes a natural child or an adopted child, but does not include a stepchild who has not been adopted. A parent does not include a stepparent, unless your stepparent has adopted you. "By representation" means that if your child predeceases you, his or her share will be divided equally among his or her children
  
- A **will or any other document is not valid** for the disposition of your beneficiary participant account. It is not a substitute for a Designation of Beneficiary form

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# Beneficiaries Forms



- **Beneficiary Forms**
  - Can be updated at anytime
  - Review once a year or when you have a qualifying life event
  - SF 2808 Designation of beneficiary for CSRS
  - SF 3102 Designation of beneficiary for FERS
  - SF 2823 Designation of beneficiary for FEGLI
  - SF 1152 Designation of beneficiary for Unpaid Compensation
  
- If you have specific questions contact the Air Force Personnel Center at 1-800-525-0102
- Mail forms to: **AFPC/DPIEB**  
Attn: Benefits and Entitlements Service Team ( BEST)  
550 C Street West Ste 57  
JBSA-Randolph, TX 78150-4759
  
- TSP Form 3 Designation of beneficiary for TSP
  - Mailing address and Fax number are on the form

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# Contact Information



- AFPC (Benefits Guidance)

- 1-800-525-0102

- MyPers (Forms, Deposits, Estimates, etc)

- <https://gumcrm.csd.disa.mil/app/categories/p/1%2C2/c/712>

- TSP

- [www.tsp.gov](http://www.tsp.gov)
  - 1-877-968-3778

- Civilian Pay Information

- <https://mypav.dfas.mil/mylav.aspx>

### Benefeds (Vision/Dental)

[www.benefeds.com](http://www.benefeds.com)  
1-877-888-FEDS  
TTY 1-877-889-5680

### Long Term Care

- [www.ltcfeds.com](http://www.ltcfeds.com),
- 1-877-L TCFEDS
- TTY 1-800-843-3557

### Health Insurance Comparison

- [www.opm.gov/insure](http://www.opm.gov/insure)

### Flexible Spending Account

[www.fsafeds.com](http://www.fsafeds.com)

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# Questions



**U.S. AIR FORCE**

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### Non-Postal Premium Rates for the Federal Employees Health Benefits Program

Fee-for-Service Plans (FFS)		2019 Total Biweekly Premium	2020 Biweekly premium rates				2019 Total Monthly Premium	2020 Monthly premium rates				
			Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment		Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment	
Plan - Option - Enrollment Code												
<b>Nationwide APWU Health Plan</b>												
CDHP Self	474	275.85	275.85	206.89	68.96	0.00	597.68	597.68	448.26	149.42	0.00	
CDHP Self & Family	475	654.04	654.04	490.53	163.51	0.00	1417.09	1417.09	1062.82	354.27	0.00	
CDHP Self Plus One	476	599.54	599.54	449.66	149.88	0.00	1299.00	1299.00	974.25	324.75	0.00	
High Self	471	335.18	335.18	235.77	99.41	-5.59	726.22	726.22	510.84	215.38	-12.12	
High Self & Family	472	804.42	804.42	546.47	257.95	-21.15	1742.91	1742.91	1184.02	558.89	-45.83	
High Self Plus One	473	703.86	703.86	504.12	199.74	-11.85	1525.03	1525.03	1092.26	432.77	-25.67	
<b>Nationwide Blue Cross and Blue Shield Service Benefit Plan Basic Option</b>												
Basic Self	111	294.90	303.78	227.84	75.94	2.22	638.95	658.19	493.64	164.55	4.81	
Basic Self & Family	112	702.56	737.69	546.47	191.22	13.98	1522.21	1598.33	1184.02	414.31	30.29	
Basic Self Plus One	113	662.84	682.73	504.12	178.61	8.04	1436.15	1479.25	1092.26	386.99	17.43	
<b>Nationwide Blue Cross and Blue Shield Service Benefit Plan FEP Blue Focus</b>												
FEP Blue Focus Self	131	212.58	212.58	159.44	53.14	0.00	460.59	460.59	345.44	115.15	0.00	
FEP Blue Focus Self & Family	132	502.70	502.70	377.03	125.67	0.00	1089.18	1089.18	816.89	272.29	0.00	
FEP Blue Focus Self Plus One	133	457.02	457.02	342.77	114.25	0.00	990.21	990.21	742.66	247.55	0.00	
<b>Nationwide Blue Cross and Blue Shield Service Benefit Plan Standard Option</b>												
Standard Self	104	342.41	352.68	235.77	116.91	4.68	741.89	764.14	510.84	253.30	10.13	
Standard Self & Family	105	793.53	833.21	546.47	286.74	18.53	1719.32	1805.29	1184.02	621.27	40.14	
Standard Self Plus One	106	748.81	771.27	504.12	267.15	10.61	1622.42	1671.09	1092.26	578.83	23.00	
<b>Nationwide Compass Rose Health Plan</b>												
High Self	421	321.36	337.43	235.77	101.66	10.48	696.28	731.10	510.84	220.26	22.70	
High Self & Family	422	771.27	809.84	546.47	263.37	17.42	1671.09	1754.65	1184.02	570.63	37.73	
High Self Plus One	423	707.00	742.35	504.12	238.23	23.50	1531.83	1608.43	1092.26	516.17	50.93	
<b>Nationwide Foreign Service Benefit Plan</b>												
High Self	401	268.18	275.95	206.96	68.99	1.95	581.06	597.89	448.42	149.47	4.21	
High Self & Family	402	663.46	682.70	512.03	170.67	4.81	1437.50	1479.18	1109.39	369.79	10.42	
High Self Plus One	403	656.86	675.91	504.12	171.79	7.20	1423.20	1464.47	1092.26	372.21	15.60	
<b>Nationwide GEHA Benefit Plan</b>												
High Self	311	336.15	341.19	235.77	105.42	-0.55	728.33	739.25	510.84	228.41	-1.20	
High Self & Family	312	838.27	850.86	546.47	304.39	-8.56	1816.25	1843.53	1184.02	659.51	-18.55	
High Self Plus One	313	739.53	750.63	504.12	246.51	-0.75	1602.32	1626.37	1092.26	534.11	-1.62	
Standard Self	314	235.13	242.18	181.64	60.54	1.76	509.45	524.72	393.54	131.18	3.82	
Standard Self & Family	315	592.46	622.08	466.56	155.52	7.41	1283.66	1347.84	1010.88	336.96	16.05	
Standard Self Plus One	316	505.54	520.71	390.53	130.18	3.80	1095.34	1128.21	846.16	282.05	8.22	

### Non-Postal Premium Rates for the Federal Employees Health Benefits Program

Fee-for-Service Plans (FFS) Plan - Option - Enrollment Code	2019 Total Biweekly Premium	2020 Biweekly premium rates				2019 Total Monthly Premium	2020 Monthly premium rates				
		Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment		Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment	
<b>Nationwide GEHA HDHP</b>											
HDHP Self	341	234.82	237.16	177.87	59.29	0.59	508.78	513.85	385.39	128.46	1.27
HDHP Self & Family	342	582.69	600.16	450.12	150.04	4.37	1262.50	1300.35	975.26	325.09	9.47
HDHP Self Plus One	343	504.86	509.91	382.43	127.48	1.27	1093.86	1104.81	828.61	276.20	2.74
<b>Nationwide GEHA Indemnity Benefit Plan</b>											
Elevate Plus Self	251	New Plan	290.69	218.02	72.67	New Plan	New Plan	629.83	472.37	157.46	New Plan
Elevate Plus Self & Family	252	New Plan	720.91	540.68	180.23	New Plan	New Plan	1561.97	1171.48	390.49	New Plan
Elevate Plus Self Plus One	253	New Plan	674.39	504.12	170.27	New Plan	New Plan	1461.18	1092.26	368.92	New Plan
Elevate Self	254	New Plan	189.29	141.97	47.32	New Plan	New Plan	410.13	307.60	102.53	New Plan
Elevate Self & Family	255	New Plan	530.03	397.52	132.51	New Plan	New Plan	1148.40	861.30	287.10	New Plan
Elevate Self Plus One	256	New Plan	435.38	326.54	108.84	New Plan	New Plan	943.32	707.49	235.83	New Plan
<b>Nationwide MHBP Consumer Option</b>											
HDHP Self	481	259.40	264.59	198.44	66.15	1.30	562.03	573.28	429.96	143.32	2.81
HDHP Self & Family	482	602.74	614.80	461.10	153.70	3.02	1305.94	1332.07	999.05	333.02	6.54
HDHP Self Plus One	483	574.05	585.53	439.15	146.38	2.87	1243.78	1268.65	951.49	317.16	6.22
<b>Nationwide MHBP Standard Option</b>											
Standard Self	454	266.14	263.47	197.60	65.87	-0.66	576.64	570.85	428.14	142.71	-1.45
Standard Self & Family	455	618.48	612.30	459.23	153.07	-1.55	1340.04	1326.65	994.99	331.66	-3.35
Standard Self Plus One	456	612.59	606.47	454.85	151.62	-1.53	1327.28	1314.02	985.52	328.50	-3.32
<b>Nationwide MHBP Value Plan</b>											
Value Self	414	220.23	209.22	156.92	52.30	-2.76	477.17	453.31	339.98	113.33	-5.96
Value Self & Family	415	532.24	505.63	379.22	126.41	-6.65	1153.19	1095.53	821.65	273.88	-14.42
Value Self Plus One	416	521.82	495.73	371.80	123.93	-6.52	1130.61	1074.08	805.56	268.52	-14.13
<b>Nationwide MALC Health Benefit Plan</b>											
CDHP Self	324	218.55	218.55	163.91	54.64	0.00	473.53	473.53	355.15	118.38	0.00
CDHP Self & Family	325	492.77	502.63	376.97	125.66	2.47	1067.67	1089.03	816.77	272.26	5.34
CDHP Self Plus One	326	477.39	482.16	361.62	120.54	1.19	1034.35	1044.68	783.51	261.17	2.58
High Self	321	314.81	326.61	235.77	90.84	6.21	682.09	707.66	510.84	196.82	13.45
High Self & Family	322	706.93	735.21	546.47	188.74	7.13	1531.68	1592.96	1184.02	408.94	15.45
High Self Plus One	323	692.97	722.43	504.12	218.31	17.61	1501.44	1565.27	1092.26	473.01	38.16
<b>Nationwide MALC Health Benefit Plan</b>											
Value Self	KM1	179.37	179.37	134.53	44.84	0.00	388.64	388.64	291.48	97.16	0.00
Value Self & Family	KM2	404.60	412.69	309.52	103.17	2.02	876.63	894.16	670.62	223.54	4.38
Value Self Plus One	KM3	391.78	395.70	296.78	98.92	0.98	848.86	857.35	643.01	214.34	2.13

## Non-Postal Premium Rates for the Federal Employees Health Benefits Program

Fee-for-Service Plans (FFS)		2019 Total Biweekly Premium	2020 Biweekly premium rates					2019 Total Monthly Premium	2020 Monthly premium rates					
			Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment	Total Premium		Gov't Pays	Empl. Pays	Change in empl. payment			
Plan - Option - Enrollment Code														
<b>Nationwide Panama Canal Area Benefit Plan</b>														
High Self	431	277.60	290.09	217.57	72.52	3.12	601.47	628.53	471.40	157.13	6.76			
High Self & Family	432	579.47	605.54	454.16	151.38	6.51	1255.52	1312.00	984.00	328.00	14.12			
High Self Plus One	433	554.06	578.99	434.24	144.75	6.24	1200.46	1254.48	940.86	313.62	13.51			
<b>Nationwide Rural Carrier Benefit Plan</b>														
High Self	381	316.47	358.00	235.77	122.23	35.94	685.69	775.67	510.84	264.83	77.86			
High Self & Family	382	625.08	734.00	546.47	187.53	31.26	1354.34	1590.33	1184.02	406.31	67.73			
High Self Plus One	383	612.83	709.00	504.12	204.88	51.67	1327.80	1536.17	1092.26	443.91	111.96			
<b>Nationwide SAMBA Health Benefit Plan</b>														
High Self	441	421.24	416.19	235.77	180.42	-10.64	912.69	901.75	510.84	390.91	-23.06			
High Self & Family	442	1010.97	998.84	546.47	452.37	-33.28	2190.44	2164.15	1184.02	980.13	-72.12			
High Self Plus One	443	926.72	915.61	504.12	411.49	-22.96	2007.89	1983.82	1092.26	891.56	-49.74			
Standard Self	444	317.03	314.08	235.56	78.52	-8.33	686.90	680.51	510.38	170.13	-18.05			
Standard Self & Family	445	729.20	716.56	537.42	179.14	-24.74	1579.93	1552.55	1164.41	388.14	-53.60			
Standard Self Plus One	446	697.49	676.00	504.12	171.88	-33.34	1511.23	1464.67	1092.26	372.41	-72.23			

### Non-Postal Premium Rates for the Federal Employees Health Benefits Program

Health Management Organizations (HMO)		2019 Total		2020 Biweekly premium rates				2019 Total		2020 Monthly premium rates			
Plan - Option - Enrollment Code		Biweekly Premium	Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment	Monthly Premium	Total Premium	Gov't Pays	Empl. Pays	Change in empl. payment		
<b>Oklahoma Aetna HealthFund HDHP</b>													
HDHP Self	Z24	304.48	336.37	235.77	100.60	24.48	659.71	728.80	510.84	217.96	53.03		
HDHP Self & Family	Z25	671.63	741.97	546.47	195.50	27.59	1455.20	1607.60	1184.02	423.58	59.78		
HDHP Self Plus One	Z26	658.47	727.43	504.12	223.31	57.11	1426.69	1576.10	1092.26	483.84	123.74		
<b>Oklahoma GlobalHealth</b>													
Standard Self	IM4	277.92	287.51	215.63	71.88	2.40	602.16	622.94	467.21	155.73	5.19		
Standard Self & Family	IM5	694.80	718.79	539.09	179.70	6.00	1505.40	1557.38	1168.04	389.34	12.99		
Standard Self Plus One	IM6	555.84	575.03	431.27	143.76	4.80	1204.32	1245.90	934.43	311.47	10.39		
High Self	IM1	285.69	304.28	228.21	76.07	4.65	619.00	659.27	494.45	164.82	10.07		
High Self & Family	IM2	714.24	760.69	546.47	214.22	25.30	1547.52	1648.16	1184.02	464.14	54.81		
High Self Plus One	IM3	571.39	608.55	456.41	152.14	9.29	1238.01	1318.53	988.90	329.63	20.13		
<b>Oklahoma Aetna Advantage</b>													
Advantage Self	Z24	New Plan	214.08	160.56	53.52	New Plan	New Plan	463.84	347.88	115.96	New Plan		
Advantage Self & Family	Z25	New Plan	567.31	425.48	141.83	New Plan	New Plan	1229.17	921.88	307.29	New Plan		
Advantage Self Plus One	Z26	New Plan	470.97	353.23	117.74	New Plan	New Plan	1020.44	765.33	255.11	New Plan		
<b>Oklahoma Aetna Direct</b>													
CDHP Self	NE1	257.23	282.76	212.07	70.69	6.38	557.33	612.65	459.49	153.16	13.83		
CDHP Self & Family	NE2	648.71	713.08	534.81	178.27	16.09	1405.54	1545.01	1158.76	386.25	34.87		
CDHP Self Plus One	NE3	564.12	620.10	465.08	155.02	13.99	1222.26	1343.55	1007.66	335.89	30.33		
<b>Oklahoma Aetna HealthFund CDHP and Aetna Value Plan</b>													
Value Self	JS4	371.07	495.45	235.77	259.68	118.79	803.99	1073.48	510.84	562.64	257.37		
Value Self & Family	JS5	847.11	1131.04	546.47	584.57	262.78	1835.41	2450.59	1184.02	1266.57	569.35		
Value Self Plus One	JS6	838.73	1119.84	504.12	615.72	269.26	1817.25	2426.32	1092.26	1334.06	583.40		
CDHP Self	JS1	484.17	463.38	235.77	227.61	-26.38	1049.04	1003.99	510.84	493.15	-57.17		
CDHP Self & Family	JS2	1103.70	1056.30	546.47	509.83	-68.55	2391.35	2288.65	1184.02	1104.63	-148.53		
CDHP Self Plus One	JS3	1092.78	1045.84	504.12	541.72	-58.79	2367.69	2265.99	1092.26	1173.73	-127.37		