New Employee In-Processing Checklist

<table>
<thead>
<tr>
<th>Complete Total Force Awareness Training (TFAT) in ADLS</th>
<th>WITHIN 90 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Locate Career &amp; Training, Click ADLS link</td>
<td></td>
</tr>
<tr>
<td>3. Go to Course List [left side of the screen]</td>
<td></td>
</tr>
<tr>
<td>4. Click on Total Force Awareness Training (TFAT)</td>
<td></td>
</tr>
<tr>
<td><strong>Register for Benefits and Entitlements on the GRB Platform (formerly EBIS)</strong></td>
<td>WITHIN 60 DAYS</td>
</tr>
<tr>
<td>2. Under Career &amp; Training, Locate/Click AFPC Secure Applications.</td>
<td><em>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.</em></td>
</tr>
<tr>
<td>3. Enter your profile information.</td>
<td></td>
</tr>
<tr>
<td>4. Locate/Click GRB Platform (formerly EBIS).</td>
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<tr>
<td>5. Watch the New User Video.</td>
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</tr>
<tr>
<td>6. Enroll in benefits (i.e. TSP, Health, Dental and Life Insurance).</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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 was 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

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
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.
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

In Person: Tinker AFB, Bldg 1, Door 7

EAP Consultants:

Bobby Magar (405) 734-6691

Stephanie Lewis (405) 734-6687
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 72d 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 & grater = 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.
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

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, 72nd 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 72nd 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.
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. For questions
concerning civilians, the POC is Ms. Candy Lohner, HQ AFMC/A1KL, DSN 787-3277, (937)
257-3277, candy.lohner@us.af.mil.

\[Signature\]

ARNOLD W. BUNCH, JR.
General, USAF
Commander
Conduct and Discipline

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

Standards of Conduct for Federal Employees Regulations


**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

**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).
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

  - 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

- 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
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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**Agile Base and Worldwide Support**

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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.
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

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 (email) or access inappropriate websites such as pornographic materials, non work related e-mails, unofficial correspondence
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

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
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.
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

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
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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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
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 leave
- May require supporting medical documentation

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
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 an illness or injury (Qualifying Exigency Leave) ([http://www.opm.gov/oca/leave/HTML/fmlafac2.asp](http://www.opm.gov/oca/leave/HTML/fmlafac2.asp))

Paid leave may be substituted

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.
**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 documentation or a statement of the family relationship.

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**Wounded Warrior Act**

- 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 employee’s 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](https://www.chcoc.gov/content/disabled-veteran-leave)
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 within a 12-month period.

   ![An agency may not grant more than 5 days of excused absence within 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/)

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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*Agile Base and Worldwide Support*
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
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

Civilian Fitness/Wellness Program

- 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

Not available to AFSC Employees
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 1st 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

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
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

Civilian Fitness/Wellness Program

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

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
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

- 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
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

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)
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

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)
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

Questions
New Employee Benefits

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

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
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.

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.
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 1st 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

First name. last name@us.af.mil

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

instructions

Choose the continue button to process request

Choose this button to continue processing
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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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
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)

Comparing Health Plans Tool

- Go to: 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
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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(FEHB) Enrollment


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.
- 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.

Launch

Choose this button

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

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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. Visit [https://www.benefeds.com](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.


- 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.
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

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
FEGLI Calculator
https://www.opm.gov/retirement-services/calculators/fegli-calculator/

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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 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.
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/](http://www.dfas.mil/civilianemployees/customerservice.html#Military/)
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)

<table>
<thead>
<tr>
<th>You put in:</th>
<th>Your agency puts in:</th>
<th>And the total contribution is:</th>
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<tbody>
<tr>
<td></td>
<td>Automatic (1%) Contribution</td>
<td>Agency Matching Contribution</td>
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</tr>
<tr>
<td>More than 5%</td>
<td>1%</td>
<td>4%</td>
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</tbody>
</table>
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.

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

Please remember to update your beneficiaries!
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.

Beneficiary 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
## Contact Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AFPC (Benefits Guidance)</strong></td>
<td>- 1-800-525-0102</td>
</tr>
<tr>
<td><strong>Benefeds (Vision/Dental)</strong></td>
<td>- <a href="http://www.benefeds.com">www.benefeds.com</a></td>
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<tr>
<td></td>
<td>- 1-877-888-FEDS</td>
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<td>- TTY 1-877-889-5680</td>
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<tr>
<td>**MyPers (Forms, Deposits,</td>
<td>- <a href="https://gumcrm.csd.disa.mil/app/categories/p/1%2C2/c/712">https://gumcrm.csd.disa.mil/app/categories/p/1%2C2/c/712</a></td>
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<tr>
<td>Estimates, etc)**</td>
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<td><strong>Long Term Care</strong></td>
<td>- <a href="http://www.ltcfeds.com">www.ltcfeds.com</a></td>
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<td>- 1-877-L TCFEDS</td>
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<td>- TTY 1-800-843-3557</td>
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<td><strong>TSP</strong></td>
<td>- <a href="http://www.tsp.gov">www.tsp.gov</a></td>
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<td>- 1-877-968-3778</td>
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<td><strong>Health Insurance Comparison</strong></td>
<td>- <a href="http://www.opm.gov/insure">www.opm.gov/insure</a></td>
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<td><strong>Civilian Pay Information</strong></td>
<td>- <a href="https://mypav.dfas.mil/mypav.aspx">https://mypav.dfas.mil/mypav.aspx</a></td>
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### Agile Base and Worldwide Support

### Questions
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<tr>
<th>Plan Description</th>
<th>Premium Rates 2020</th>
<th>Premium Rates 2021</th>
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</thead>
<tbody>
<tr>
<td>Standard Self</td>
<td>FEP Blue Cross</td>
<td>FEP Blue Cross</td>
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<tr>
<td>Family</td>
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Non-Postal Premium Rates for the Federal Employees Health Benefits Program