



**U.S. AIR FORCE**

# **NEW EMPLOYEE ORIENTATION (NEO)**

## **TINKER AIR FORCE BASE**

*Oklahoma*

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## **MISSION, VISION & PRIORITIES**

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### **United States Air Force (USAF) Mission, Vision, and Priorities, Lines of Effort**

#### **MISSION**

To fly, fight, and win... Airpower anytime, anywhere.

#### **VISION**

The World's Greatest Air Force—Powered by Airmen, Fueled by Innovation

#### **PRIORITIES**

Restore Readiness...to win any fight, any time

Cost-effectively modernize...to increase the lethality of the force

Drive innovation... to secure our future

Develop exceptional leaders...to lead the world's most powerful teams

Strengthen our alliances...because we are stronger together

### **Air Force Materiel Command (AFMC) Mission, Vision, and Priorities**

#### **MISSION**

“Powering the world’s greatest Air Force...We develop, deliver, support, and sustain war-winning capabilities“

#### **VISION**

"One AFMC-- Collaborative, innovative, trusted, and empowered...indispensable to our nation, disruptive to our adversaries”

#### **PRIORITIES**

Increase Readiness & Lethality

Speed with Discipline

Strengthen Our Team

## Tinker AFB

### *New Employee Orientation Guide*

#### *Air Force Sustainment Center (AFSC) Mission, Vision, and Priorities*

##### **MISSION**

"Provide Sustainment and Logistics readiness to deliver combat power for America"

##### **VISION**

"Professional Airmen delivering globally integrated, agile Logistics and Sustainment"

##### **PRIORITIES**

Deliver cost-effective combat readiness

Deliver Supply Chain readiness to enable combat power

Develop mission assurance enablers

Develop and support Airmen

#### *Tinker Air Force Base Mission*

The Oklahoma City Air Logistics Center is the largest of 3 ALCs in the Air Force Materiel Command and provides depot maintenance, product support, services and supply chain management, as well as information support for 31 weapon systems, 10 commands, 93 Air Force bases and 46 foreign nations. The 72d Air Base Wing provides full spectrum installation support to Team Tinker and expeditionary combat capability for the warfighter. Tinker also has two tenant ACC units and hosts 2 Air Force Reserve Wings as well as Navy personnel. The 552 ACW is responsible to the commander of Air Combat Command for the operations, maintenance, logistics, training, and combat support of E-3 AWACS aircraft in support of combatant commanders.



# 1. PURPOSE

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## THANK YOU FOR JOINING OUR TEAM

We hope that this guide will help you navigate your first days with Tinker AFB. Please take this time to become familiar with your new command, leadership, and the resources available to you. We look forward to working for and with you in the coming days. Welcome to Tinker AFB!

### THE OATH OF OFFICE

**WHY DO WE SWEAR THE OATH?** As federal civil servants, we take an oath of office by which we swear to support and defend the Constitution of the United States of America. The Constitution not only establishes our system of government, it actually defines the work role for federal employees-- “to establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty.”



**HISTORY** The history of the oath for federal employees can be traced to the Constitution, where Article II includes the specific oath the president takes – to “preserve, protect, and defend the Constitution of the United States.” Article VI requires an oath by all other government officials from all three branches, the military, and the states. It simply states that they “shall be bound by oath or affirmation to support the Constitution.” The very first law passed by the very first congress implemented Article VI by setting out

this simple oath in law. “I do solemnly swear or affirm (as the case may be) that I will support the Constitution of the United States.”

**SIGNIFICANCE** The wording we use today as Executive Branch employees is now set out in Chapter 33 of Title 5, United States Code. The wording dates to the Civil War and what was called the Ironclad Test Oath. Starting in 1862, Congress required a two-part oath. The first part, referred to as a “background check,” affirmed that you were not supporting and had not supported the Confederacy. The second part addressed future performance, that is, what you would swear to do in the future. It established a clear, publicly sworn accountability. In 1873, Congress dropped the first part of the Ironclad Test Oath, and in 1884 adopted the wording we use today.

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

## USAF CONNECT APP

Download the USAF Connect app for helpful resources that will support you as you join the AFMC family! After opening the app, use the favorites tab to search for both “Air Force Materiel Command” and your local installation. The “Newcomers” icon located on the AFMC home page was designed specifically for those of you beginning your civilian career with AFMC.

The app includes a Welcome from General Bunch, Commander AFMC, checklists for each phase of the pre-employment and onboarding process, references has a list of resources to help new civilian hires learn about the military and government work, directions to arrive at the installation guest pass center, as well as, contact us and feedback information.



## IN-PROCESSING

1. You will be contacted by a member of the personnel team to initiate your in-processing where you will be informed of necessary documentation you will need to provide.
2. Digitally certify required paperwork.
3. A member of the civilian personnel team will provide instructions to help you gain base access for the first time.
4. Take Oath of Office and receive new civilian pin.
5. Attend New Employee Orientation (NEO) and trainings.
6. Obtain Common Access Card (CAC). Please note, you must provide two forms of valid ID to pick up CAC.
7. After receiving your CAC, register for benefits using the GRB platform. *For legal reasons, only Benefits Specialists can advise on benefits.*

## FIRST DAY

1. Settle in to workspace.
2. Receive unit briefing and welcome letter to learn the mission, vision and goals of unit/team.
3. Discuss job and expectations with supervisor.
4. Certify base access, building access, and parking location.

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5. Set office hours and work schedule.
6. Discuss leave/absence procedures and timecard system.
7. Discuss workplace attire, workplace safety, and severe weather policy.
8. Obtain relevant training manuals and AFIs (Air Force Instructions).
9. Ensure computer, phone, and voicemail work properly.
10. Find restrooms, cafeteria, and other relevant building locations.
11. Receive union information (if applicable).

#### **FIRST WEEK**

1. Obtain a list of required trainings from your unit sponsor/supervisor.
2. Obtain installation and building maps.
3. Receive gate access schedule.
4. Begin internal new employee checklist.
5. Obtain installation/unit organizational chart.
6. Learn unit-specific websites/SharePoint locations.
7. Obtain list of useful phone numbers (emergency numbers, recall roster, etc.).
8. Learn locations of shredders, recycling bins, Personal Identifiable Information (PII) bins, and building trash receptacles.
9. Learn fitness policy, smoking policy, and cell phone usage policy.

#### **FIRST MONTH**

1. Receive Position Description and Performance Plan from supervisor.
2. Register for MyVector.
3. Find a mentor.
4. Create Individual Development Plan (IDP) with supervisor.
5. Receive introduction to Junior Force Council (0-3, GS-13, and equivalent or below).
6. Apply for travel credit card if needed for Temporary Duty (TDY) travel.
7. Complete telework (TW) training and paperwork if applicable. Obtain supervisor approval if TW is desired.
8. Complete onboarding assessment sent by email after 30 days of employment.

## 2. TINKER HISTORY & UNITS

Beginning in July 1941, a massive construction project on the new Midwest Air Depot began south of Southeast 29th Street. The depot received a new name, the Oklahoma City Air depot and the installation was officially activated. In October 1942, it was named Tinker Field to honor an Oklahoma native, Maj Gen Clarence L. Tinker, who had lost his life leading bombers on a long-range strike against Wake Island. Immediately after the war, the depot acquired the Douglas plant, now Bldg. 3001, and received a new name: Oklahoma City Air Materiel Area - OCAMA. In 1974, OCAMA became the Oklahoma City Air Logistics Center - OC-ALC. On July 1, 1976, the 552d Airborne Warning and Control Wing was relocated to Tinker with its 33 operational E-3 airplanes. The wing was re-designated as the 552d Air Control Wing October 1, 1991. Tinker and OC-ALC began the decade of the '90s by assisting in Operation Desert Shield and, in 1991 in Operation Desert Storm. The Navy and Air Force made history on May 29, 1992 when the Naval Strategic Communications Wing ONE relocated to Tinker AFB. Today, Tinker's economic impact on Oklahoma is more than \$2 billion every year.



**Air Force Sustainment Center** provides operational planning and execution for the Air Force supply chain management and operations and depot maintenance for a wide range of aircraft, engines, missiles and component items. It is responsible for operations which span three air logistics complexes, Ogden ALC at Hill Air Force Base, Utah, Oklahoma City ALC at Tinker AFB and Warner Robins ALC at Robins AFB, Georgia; three air base wings, 72d ABW at Tinker, 75th ABW at Hill and 78th ABW at Robins; two supply chain wings, 448th Supply Chain Management Wing at Tinker and 635th Supply Chain Operations Wing at Scott AFB, Illinois; and multiple remote operating locations, incorporating approximately 40,000 military and civilian personnel. In addition, it oversees installation support to nearly 75,000 personnel working in 140 associate units at the three AFSC bases.



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Tinker's largest organization is the **Oklahoma City Air Logistics Complex**. It is also one of the largest units in the Air Force Materiel Command, with a team of over 10,000 military and civilian professionals delivering combat power for America. The complex performs programmed depot maintenance and modifications on KC-135, B-1B, B-52, E-3 and Navy E-6 aircraft; maintenance, repair and overhaul for F100, F101, F107, F108, F110, F117, F118, F119, F135, F137, TF33 engines, and a wide variety of commodities for the Air Force, Navy, Marine Corps, and foreign military sales. The complex is responsible for the development and sustainment of a diverse portfolio of mission-critical software for the Air Force and diverse other customers, as well as world-wide aircraft battle damage repair capability for multiple weapon systems. The complex is headquartered out of historic Building 3001, which covers 62 acres and stretches for seven-tenths of a mile. Within its walls, workers perform a vast array of maintenance on aircraft, engines, components and accessories and perform a multitude of administrative tasks.

**The 72nd Air Base Wing** is the host organization for Tinker Air Force Base. The wing provides installation and support services for more than 27,000 personnel assigned to the Air Force Sustainment Center headquarters, Oklahoma City Air Logistics Complex and more than 45 associate units assigned to six major commands, including the largest flying associate wing in the Air Combat Command, the Navy's Strategic Communications Wing ONE. The wing provides deployment preparation services and capability for real-world combat/combat-support operations and also maintains installation security, law enforcement, emergency response, facilities, utilities, safety and transportation services for Team Tinker. Information technology and information protection support functions also fall under the wing's responsibilities. In addition, the wing provides a functional airfield, weather and fuels support for local and transient flight operations. Members of the wing strive to deliver extraordinary customer service, lodging and housing accommodations, food-service operations, financial services, human resource management, health and medical care, morale, welfare and recreation programs and spiritual resilience to Team Tinker's members, families and retiree populations.



**The 448th Supply Chain Management Wing** serves as the single Air Force wholesale Supply Chain Management Wing manager responsible for all aspects of planning and execution of spares requirements for aircraft, engines, intercontinental ballistic missiles, Space and Command, Control, Communication and Intelligence, and a wide range of support

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equipment, pods, and missiles. Planning and execution also extends to programmed depot maintenance, engine overhaul, commodity/equipment repair, commodity sustaining engineering and supply chain readiness to more than 50 partner nations. The 448 SCMW is a geographically distributed wing, operating at three locations in three different time zones, headquartered at Tinker Air Force Base, Oklahoma, and employs approximately 3,000 civilian and military personnel. The wing consists of six staff offices and three Planning and Execution Groups: the 638th Supply Chain Management Group located at Robins Air Force Base, Georgia; the 748th Supply Chain Management Group located at Hill Air Force Base, Utah; and the 848th Supply Chain Management Group located at Tinker Air Force Base. In addition to the P&E Groups, the 948th Supply Chain Management Group, headquartered at Tinker Air Force Base, serves as the policy and procedures enterprise group providing enterprise-wide support to the wing, with resources geographically dispersed at all wing locations.

**The 552nd Air Control Wing**, “America’s Wing,” is responsible to the commander of Air Combat Command for the operations, maintenance, logistics, training and combat support of E-3 Airborne Warning and Control Systems and Control and Reporting Centers. The wing provides combat-ready theater battle management forces and a mobile command, control and



communications radar element at the direction of the Chairman of the Joint Chiefs of Staff. It deploys, operates and supports these forces worldwide, ensuring combat capability for all peacetime and contingency operations. The wing also develops training strategies and instructional multimedia products for formal training courses across the Department of Defense.

### **The Navy's Strategic Communications Wing ONE**

provides a vital, secure communications link to the submerged fleet of ballistic missile submarines. Strategic Communications Wing ONE is also Task Group 114.2. SCW-1 is an administrative command, responsible to Commander Naval Air Forces for manning, training and equipping the Navy squadrons responsible for Nuclear Command and Control Communications to the nation’s nuclear triad. TG 114.2 is an operational command, responsible to Joint Force Maritime Component Commander for U.S. Strategic Command, to provide the airborne platform and aircrew for the U.S. Strategic Command Airborne Command Post, the Airborne Launch Control System, and the TACAMO EAM Relay missions. SCW-1/TG 114.2 has direct responsibility over Fleet Air Reconnaissance Squadron THREE, Fleet Air Reconnaissance Squadron FOUR, Fleet Air Reconnaissance Squadron SEVEN, TACAMO Weapons School, VQ-3 Detachment Travis AFB, California, SCW-1 Detachment Offutt AFB, Nebraska, and VQ-4 Detachment NAS Patuxent River, Maryland.

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**The 507th Air Refueling** is the largest Air Force Reserve Command flying unit in the state of Oklahoma. The 507th ARW reports to Fourth Air Force and performs daily missions both locally and around the world in support of Air Mobility Command and U.S. Strategic Command's national emergency war order requirements, operating out of Tinker Air Force Base, Oklahoma. The wing operates and maintains eight KC-135R Stratotanker aircraft providing world-wide aerial refueling to U.S. and NATO aircraft in times of peace, war, and national emergency. The 507th ARW trains aircrew on the Reserve KC-135 and the Reserve C-17 Globemaster III at a geographically separated unit, the 730th Air Mobility Training Squadron at Altus AFB, Oklahoma, where KC-46 Pegasus flight training will begin in the near future. Today, the 507th ARW consists of three subordinate groups and 11 squadrons while employing more than 1,100 men and women. The 507th ARW is made up of Citizen Airmen, many of whom live and work in our Oklahoma communities in addition to their Reserve commitment. Approximately 200 members of the 507th are traditional civilian employees or dual status Air Reserve Technicians who serve as a support cadre. The 507th ARW is one of the more diverse Air Force Reserve units in existence. Reservists fly three to four missions daily and off-load millions of pounds of fuel in support of operations worldwide, ultimately flying over 3,000 hours annually in support of national defense requirements. Additionally, the wing serves as the support backbone for the 513th Air Control Group, the Air Force Reserve's only associate E-3 Sentry Airborne and Warning Control System. The 507th ARW also provides peacetime personnel and support functions for the 35th Combat Communications Squadron. The wing's location at Tinker AFB has created a strong working relationship with the Oklahoma City Air Logistics Complex, the Air Force's primary KC-135 engine maintenance facility and the 507th routinely supports depot requests involving modification projects aimed at producing future upgrades to the Air Force's tanker fleet. Expeditionary medical support rounds out the wing to make it one of the Reserve Command's most valuable assets.



**The 38th Cyberspace Engineering Group** is the Air Force's single access point for strategic planning, operational engineering and implementation of cyberspace infrastructure. The group's major focus areas are cyberspace enterprise planning, engineering and implementation; cyberspace operations; network optimization and vulnerability

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assessments/remediation; and operational engineering. Group cyberspace professionals are employed across all levels of the Air Force enterprise assessing current and planned cyberspace infrastructure, designing technical solutions compatible with the Air Force target architecture, troubleshooting systemic network issues, and providing detailed health/vulnerability assessments of cyber domain infrastructure. We integrate AF mission systems with enterprise services delivering special mission teams to troubleshoot and resolve emergency, mission critical or enterprise-level network problems and develop architectural long-term solutions. The 38th also provides critical 72-hour on-call support directly to the warfighter during contingency operations. Finally, the 38th provides cyberspace technology integration, installation, and operations/sustainment support worldwide, and is the sole provider of active duty engineering and installation capability in the Air Force. With a workforce of dedicated professionals, the 38th CEIG brings cyberspace tools, talent and technologies to the Air Force.



### **The Defense Logistics Agency**

Provide a full range of distribution services in support of the Oklahoma City Air Logistics Complex, Tinker Air Force Base tenants and other global customers. Core services include receiving, storage, packaging, and issue of military supplies. Support to the OC-ALC is primarily for programmed depot maintenance for aircraft and engines and is available around the clock.

**The Defense Information Security Agency Defense Enterprise Computing Center, Oklahoma City**, is the local organization of the Defense Information Systems Agency. DISA operates computer systems for the base and serves 172 other bases in all 50 states plus 92 foreign countries.

### 3. TINKER COMMUNITY ACTION TEAM

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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.

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- **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

- **Civilian Health Promotion Services (405) 582-6817**

Civilian Health Promotion Services (CHPS) is a program providing free resources to help individuals maintain and improve their health and well-being. Our commitment is to improve your quality of life, reduce your risk of preventable health conditions, increase your awareness of nutrition and health, and provide you opportunities for lifestyle changes through screenings and education.



[CHPSsupport@us.af.mil](mailto:CHPSsupport@us.af.mil)

- **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.

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- **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)**

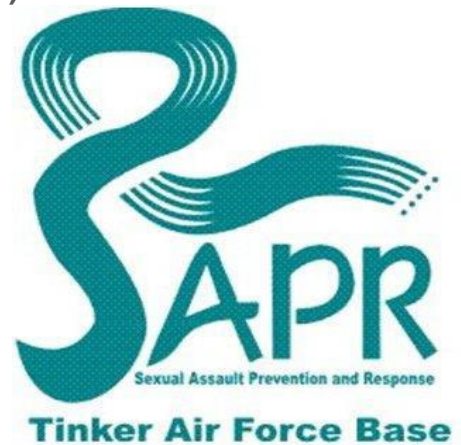
The DAVA is your resource to domestic violence services on base and in the local community. The role of the DAVA is dependent on the needs of the victim. The DAVA is available 24/7 to answer questions, assist in locating services, help a victim write a Protection Order, attend court hearings, VPO hearings, 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.

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- **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 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.



## REPORTING OPTIONS

**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.

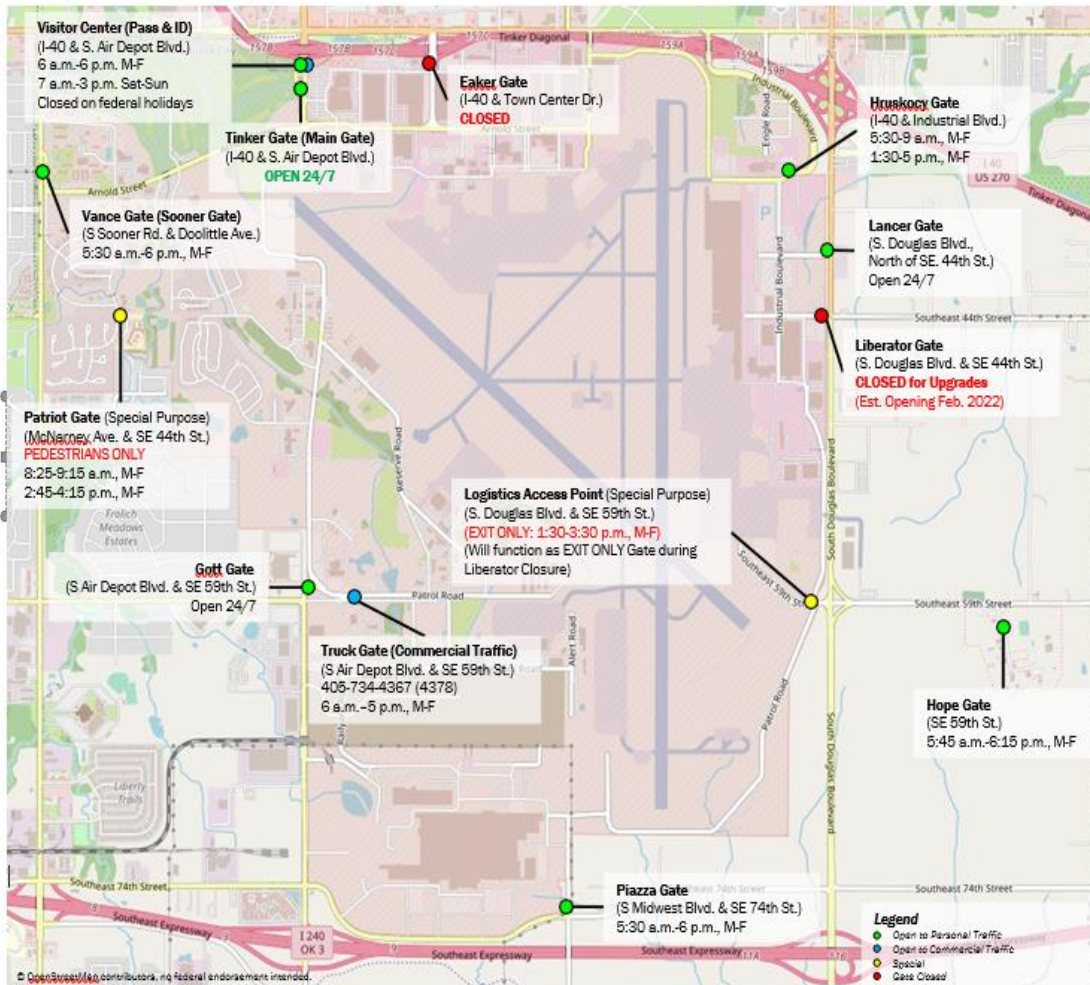
- **Sexual Assault is defined as** intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual 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.



# 4. BASE MAP & GATE HOURS



## Tinker Air Force Base | Gate Map & Hours



**Frequently Dialed Numbers**

- Airman & Family Readiness Center: 405-739-2747
- Civilian Personnel: 405-739-3401
- Clinic, Appointments: 405-734-2778
- Commissary: 405-734-5965
- Exchange: 405-734-2641
- Freight Receiving: 405-739-5095
- Housing: 405-610-3637
- MPF (ID Cards): 405-734-8753
- Outdoor Recreation: 405-734-5875
- Pharmacy: 405-582-6315
- Pharmacy Refill Line: 1-800-457-9928
- Public Affairs: 405-739-2026
- Security Forces Emergency Control Center: 405-734-3737
- Truck Gate: 405-734-4367 (4378)
- Visitor Center: 405-734-5191

Note: Gate availability is subject to change without prior notice. Follow Tinker AFB on Facebook and Twitter for traffic updates.

# 5. VISITOR PASSES, ON BASE DRIVING, PARKING LAWS & WEATHER REPORTING

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 lists 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 is marked as designated and assigned. Carpool Parking is reserved for vehicles with three or more occupants, all of which must be Tinker

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AFB employees **and** assigned a Carpool Parking permit from the Pass and ID office.

Handicapped Parking is designated for personnel who 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



Designated Parking is 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.

- Three tickets result in a 30-day suspension.
- Four tickets result in a 60-day suspension.
- Five tickets result in a 90- day suspension.
- 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.

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#### 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.

- 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

In case of emergencies dial 911. If you call from a cell phone while on base, inform the operator you are on Tinker AFB so you can be transferred to Tinker AFB's 911.

For inquiries, call the Base Law Enforcement Desk: 405-734-3737.

Visitors Center (Pass and ID Office, Bldg. 590, Outside the Tinker Gate): 405-734-5191

#### Access to Tinker AFB

The Base Pass and ID office located just outside the Tinker Gate at Air Depot Blvd and south of Interstate 40. Hours and additional location info can be found on the Traffic, Weather & Construction Info page. This office is not responsible for or control issuance of CAC and Dependent ID cards. Security Forces Pass and Registration Office provides the following services:

- Issuance of Defense Biometrics Identification System (DBIDS) Visitor Cards, DBIDS Visitor Passes, contractor Badges, Civilian Dependent ID Cards, and Agent Letter ID Cards
  - Restricted Area Badges and On-Base Weapon Registrations
  - Serves as the primary office for processing Entry Authorization Lists (EAL) for base entry approval
- For more information on the services listed call 405-734-5191

Any sponsored visitor who is 18 or older will have a computer background check through the Oklahoma State Bureau of Investigation and the National Crime Information Center. If certain past convictions or other unfavorable information is found, the would-be guest could be denied access with no explanation.

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For Common Access Cards (CACs) and Dependent ID cards information, please visit the [ID Card Page](https://www.tinker.af.mil/Resources/ID-Cards/) at <https://www.tinker.af.mil/Resources/ID-Cards/>

Pass and ID is typically busiest from 6:30-10:30 a.m., Monday through Friday. First-time visitors and contractors, who are sponsored by a base organization and have a state-issued



photo ID and auto insurance verification, can be issued a pass in as little as 15 to 20 minutes.

A crowded lobby and/or computer breakdowns, however, can stretch the wait to an hour or more.

Here's a look at some common situations and how to deal with them:

You left your CAC or contractor pass at home **Go back and get it.** If necessary, Pass and ID can verify your status through the DEERS Office during normal business hours, 7:30 a.m.-3:30 p.m., Monday through Friday. After hours, a sponsor will be needed in order to obtain a visitor pass to gain access to the installation.

Your unit is hosting an event with civilians who don't have pass cards attending Fill out an Entry Authorization Letter and provide it to Pass and ID two weeks before the event. Officials advise submitting the EAL at least a week in advance to ensure it is processed and given to gate guards ahead of the function.

## Security Forces Reports and Analysis Office

The Security Forces Reports and Analysis Office is located in Bldg. 7017, Rm. 111. Walk in hours are Monday, Wednesday and Friday from 9 a.m.-4:30 p.m. Tuesday and Thursday hours of operation are from 7:30 a.m.-4:30 p.m. Security Forces reports and analysis office is responsible for the following services:

- Requests for police reports and accident forms
- Investigation reports
- Traffic ticket rebuttal for tickets issued while on Tinker AFB
- Debarment actions

For more information on these services listed call [405-734-5882](tel:405-734-5882).

## The Tinker Law Enforcement Desk

The Tinker Law Enforcement Desk is for base card holders to report incidents in person or report lost or stolen identification cards. The office is located in Pass and ID, Bldg. 591.

For more information on these services listed call: [405-734-3737](tel:405-734-3737), [405-734-3738](tel:405-734-3738) or [405-734-3739](tel:405-734-3739).

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#### Motorcycle Safety (On Base)

- **All requirements of AFI 91-207 apply**
- **PPE (applies to Polaris Slingshots/Can Am's as well)**
  - DOT approved or higher level certification helmet shall be worn
  - Long sleeved shirt or jacket - Kevlar and reflective suggested
  - Full-fingered gloves
  - Long trousers
  - Sturdy over the ankle footwear
- **Civilian personnel** only require an **M** endorsement on license unless otherwise stated in duty requirements and state required insurance.
- **Military personnel** require safety course(s), **M** endorsement, state required insurance and rider information will be tracked by Unit Motorcycle Safety Representative.

New DL's have an L endorsement in lieu of an M



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### Weather Status Reporting

**Tinker Straight Talk Line: 405-734-TALK**

**Tinker FB: <https://facebook.com/TinkerAirForceBase>**

**Tinker Twitter: [https://twitter.com/Team\\_Tinker](https://twitter.com/Team_Tinker)**

**Tinker Web Page: [www.tinker.af.mil](http://www.tinker.af.mil)**

**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)

**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.

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**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 Twitter Page, Tinker Facebook Page, 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.



## 6. PRIVATIZED HOUSING

At Tinker AFB, military/civilian/contractors family housing is privatized. Balfour Beatty Communities owns the family housing and is responsible for maintaining, repairing, constructing and managing the community. In addition to your option to purchase and rent housing in the local community, you now may choose to live in privatized housing by signing a tenant lease agreement with Balfour Beatty Communities. For comprehensive information about the privatized housing community at Tinker AFB, visit [www.tinkerafbhomes.com](http://www.tinkerafbhomes.com). The website provides information you need to know about the homes and amenities available in the privatized housing community.



### Community Amenities

Privatized housing is comparable to housing in the local community and provides a wide variety of amenities and support services. At Tinker AFB, Balfour Beatty Communities has a variety of recreational amenities and opportunities to enjoy. Community features such as eleven playgrounds, four basketball courts, two tennis courts and five green spaces, along with a community center are just some of the amenities you will find at Balfour Beatty Communities.

### Paying Rent for Privatized Housing

Similar to living in the local community, you will sign a tenant lease agreement, typically for a one-year term. Your lease includes a military clause and a lease termination clause. The Tenant Lease Agreement spells out all relevant rent payment terms and conditions. Refer to the Balfour Beatty Communities website at [www.tinkerafbhomes.com](http://www.tinkerafbhomes.com) for additional information.

### Gas and Electric Utilities

At Tinker AFB, each home is metered. In the near future, an allocated amount will be provided for your utilities. Energy conservation will be paramount on the resident. For more information about your utilities, please contact the Property Management Office at 405-610-3637.

**BBC 24 Hour Helpline: [1-877-253-6988](tel:1-877-253-6988) AF Housing Call Center: [1-800-482-6431](tel:1-800-482-6431)**

## 7. FORCE SUPPORT SQUADRON SERVICES

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**Tinker Event Center** is ready to host your next event, meeting, or special function. With rooms that offer video, sound systems, tables, chairs, stages, podiums, & much more! The Event Center has a full bar with 'Social Hours' held every Friday, be sure to stop by.

405-734-3418



**Tinker Arts & Crafts** is here for all of your creative needs! Arts & Crafts offers custom picture framing and engraving for awards and gifts. If you're needing a creative outlet, this is the place to be. With a variety of classes offered each month that inspire and

encourage creativity. 405-734-5615

**Tinker Auto Hobby Shop** is an automotive shop designed with the 'do-it-yourself' individuals in mind. Do the work yourself, or let our expert mechanics handle it for you. You'll find state-of-the-art equipment, tools, lifts, weights, chargers to help get your vehicles into optimum condition. Come on in and we'll help you get your car running! 405-734-5616

**Tinker Lanes** features 16 Murray synthetic lanes and approaches with a scoring system that makes bowling fun for bowlers or families out for an evening of fun. In case you get hungry, Pin Deck Grill is available with a variety of delicious options for you and your family. Pin Deck Grill is known for the best burger on Tinker AFB! If you have a group, don't worry Tinker Lanes offers discounted group rates.

405-734-3484



**Tinker Library** has a wide variety of programs & services that allow you to expand your imagination. Whether you need a book for your children or one for yourself, we have over 20,000 options to choose from! Along with video game rentals, DVDs, computer access, and more all can be found right here at Tinker Library. 405-734-2626

**Outdoor Recreation (ODR)** has almost anything available for rent. This includes kayaks, campers, air castles, grills, dunking booths, camping equipment, and gardening tools. We also offer base picnic grounds, lawn mower repair, log splitter and much more! Outdoor Recreation also has portable axe throwing for squadron events. ODR has trips for adventure and sightseeing. 405-734-5875

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**Tinker FamCamp** has twenty-eight full hook-up fifty amp spots. Along with many other amenities, FamCamp offers a bathhouse with laundry, a stocked fishing pond, shoppette, and gas next door. If you're wanting a staycation or a "Welcome to Tinker", this is the place to go! 405-734-2947



**Tinker Golf Club** offer's its enthusiasts an 18-hole championship golf course, practice putting, chipping green, and a driving range. The clubhouse includes a well-stocked pro shop and lounges with locker and shower facilities. We strive to be your 'Home Away From Home' through a safe, relaxed, and friendly atmosphere. We host various tournaments and events as well as junior and adult training programs. Come Play! 405-734-2909

**Tinker Information, Tickets, & Travel** program offers a variety of discounted tickets. ITT expands beyond the local area and offers discounts for states such as Texas, Missouri, California, Florida, and various other states. Discounted tickets may include places like Disney, Frontier City, Branson, & much more! American Forces Travel can help you take your next adventure too! Customers can purchase their discounted tickets by calling or visiting the ITT office located in Bldg. 478 on Tinker AFB. 405-734-3791

**Gerrity Fitness Center** offers 70+ pieces of cardiovascular equipment, full range of



strength equipment to included pin select machines and free weights, two basketball courts, one racquetball court, PCA (Parent & Child Area) for parents with children under 6 years of age, men's and women's locker rooms are equipped with steam room, dry sauna, showers, and daily use lockers. Enjoy free fitness and aerobic classes for Active Duty, dependents, DoD civilians, retirees and contractors. Come and feel the burn! 405-734-5607

**Bldg 216 Fitness Annex** offers six racquetball courts, a full variety of cardiovascular and strength equipment to include spin bikes, free weights, stretching room & much more! Men's and women's locker rooms are equipped with a steam room, dry sauna, showers, and day use lockers.

**Bldg 3705 Fitness Center** also offers a full variety of cardiovascular and strength equipment as well as locker rooms with showers and daily use lockers. Enjoy a small fitness room to take a class or use as a stretching area.

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**Airman & Family Readiness Center (A&FRC)** is able to provide mission-ready personnel through diverse family programs and services throughout their military life cycle. Our Core Services include Air Force Aid Society (AFAS), Transition Assistance Program (TAP), Employee Assistance, Relocation Assistance, Personal Financial Readiness Services, Volunteer Resources, Personal and Work-Life, Exceptional Family Member-Family Support Program (EFMR-FS), Personal and Family Readiness, Information & Referral, Referral Follow-up, Crisis, and Disaster Response, and Casualty Assistance Representative (CAR). Services are available to Service Members, Veterans, Retirees, DOD Civilians, and Family Members. 405-739-2747

**Child Development Centers (3)** provides a safe, developmentally appropriate environment to care for children so parents can focus 100% on the mission of Tinker AFB. CDC EAST 405-734-4212 CDC SOUTH 405-582-9025 CDC WEST 405-734-3646



**Tinker Family Child Care (FCC)** offers quality child care in nurturing and supportive home environments, for children ages 2 weeks- 12 years. Each FCC provider strives to meet the unique needs of the children and to promote positive development. All FCC providers meet Department of Defense (DoD), Air Force (AF) and Tinker AFB requirements. FCC providers are inspected and observed on a regular basis to ensure compliance with health, fire, safety and developmentally appropriate practices and regulations. FCC providers living in on-base housing are certified by the Mission Support Group Commander to provide child care in their homes. Affiliated FCC providers living in the surrounding communities must meet the same AF certification requirements and also be licensed by the Oklahoma DHS. One of the hallmarks of the FCC is its ability to tailor the types of care offered to fit virtually every schedule, deployment, or special need. Interested in becoming a provider? We can help with that too. 405-734-7190

**School Age Program/Tinker Youth Center** is designed to support working parents of children ages 5 to 12. This program features a safe, age-appropriate focus on building skills for life, which promotes social, physical, and cognitive development. The program offers both full-day camps during Spring & Summer breaks. Full-day camp during most school closures excluding federal holidays. We strive to reinforce family values and emphasize the uniqueness of each child by promoting positive attitudes and validating self-worth. We offer karate, dance and piano classes. In addition, we offer sports such as baseball, softball, flag football, cheer, basketball and soccer. 405-734-7866



## 8. EDUCATION, TRAINING & DEVELOPMENT

### Training and Development

Air Force policy provides for necessary training to improve skills needed in employee performance. Supervisors are responsible for determining training requirements and working with the civilian personnel sections or education and training functions to identify appropriate training sources. A training-needs survey is conducted annually to provide supervisors an opportunity to project training requirements for the upcoming fiscal year, but supervisors may request an out-of-cycle training need at any time during the year. Supervisors should encourage civilian employees to independently pursue training and education that will prepare them for promotion or develop them for career transitions. The servicing employee development specialist is available to assist in training needs analysis and identification of methods and training sources. For additional information, refer to AFI 36-401, Civilian Training, Education, and Professional Development.

### Sources of Training



The three primary sources of training are agency (Air Force), interagency, and nongovernment. Training that is conducted away from the work site is requested, approved, and documented using Standard Form 182, Authorization, Agreement and Certification of Training.

**Agency Training** is conducted by the Air Force and may include on-the-job training, in-house training, and Air Force formal schools. On-the-job training and in-house training are often the most effective because the supervisor tailors the training to meet the specific job requirements. In-house training is effective when a large number of employees need instruction

on common aspects of occupational skill requirements. More formalized agency classroom training is available through Air Force formal schools listed in the Web-based Education and Training Course Announcements (ETCA) located at: <https://etca.randolph.af.mil/>.

**Interagency Training** includes all training sponsored by other U.S. Government agencies, and may be needed if agency sources are not adequate to meet identified training needs. The Office of Personnel Management, the Departments of Army and Navy, and the Departments of Labor and Agriculture are just a few sources from which to obtain interagency training.

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**Nongovernmental Training** sources incorporate a wide range of seminars, conferences, courses, and workshops, as well as curricula offered by private educational institutions. Federal regulations require agencies to consider and select government training sources before turning to nongovernmental alternatives. However, nongovernmental sources may be considered when agency or interagency courses cannot satisfy a training need or when nongovernmental training is more advantageous.

## Curriculum Development and Delivery

Preparing the workforce to accomplish current and future missions through the deliberate, orderly, but flexible process of developing, implementing, and managing educational and training materials. Ensuring personnel are taught in a cost-efficient way the knowledge, skills, and capabilities essential for their professional and personal development. Employees can sign up for classes through their training manager or self registration classes through MyETMS with permission of their supervision.

### Hours of Operation:

Monday - Friday  
7:00a.m. – 4:00p.m.

### Location:

Building 1 Door 6  
**Phone:** 405-736-4317

## Professional Development Courses

- Tinker Airmanship Team
- Profession of Arms, Center of Excellence (PACE)
- Franklin-Covey Course Material
- Flight Commander's Leadership Course
- John Maxwell Course Material
- Employee enhancement Program (EEP)

## Soft Skills Resources

- Team Building Strategies
- Communication Skills
- Federal Resume Writing
- Effective Briefings
- Difficult Conversations
- Competency Based Interview (CBI) for the Interview



## Computer Enhancement Programs

- Microsoft Access
- Microsoft PowerPoint
- Microsoft Teams
- Microsoft Word
- Microsoft Outlook
- Microsoft Excel
- Microsoft Project

## Civilian Tuition Assistance Program (CTAP)

The goal of the Civilian Tuition Assistance Program (CTAP) is to assist civilians in their continued self-development and includes coursework at the associate, bachelor and master levels at an accredited college or university and listed in the [DoD Voluntary Education Partnership Memorandum of Understanding](#) directory. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting the current and future needs of the Air Force. CTAP is not applicable to AF Palace Acquire Interns, Copper Cap Interns, Defense Civilian Intelligence Personnel System Interns, and employees assigned to Acquisition Professional Development Program coded positions.

### Basic Eligibility Requirements

Applicants must:

- Be permanent full time appropriated fund employees, including wage grade
- Currently have an acceptable performance appraisal

### CTAP Standard Rates

TA can be used for up to 75% of tuition cost, but may not exceed:

- \$250.00 per Semester Hour
- \$166.00 per Quarter Hour
- \$4500 per Fiscal Year (limit)

### Restrictions

TA is only available for two courses per session or semester. Members may use CTAP in conjunction with Pell Grants and student loans, but may not use it in conjunction with active or reserve military TA and/or with Department of Veterans Affairs educational benefits, scholarships or grants.

### Submission Process

Civilian Career Field Teams is located at Randolph AFB and now processes TA. To submit a request(s), you must go to your MyPers, select "Career Field Options, select your Career Field and follow the steps to create an account in AFVEC and update your Education Goals. Once that is accomplished, you can upload a degree plan and begin requesting TA.

Please direct any questions to your Career Field Team POCs; for contact information, go to the [Civilian Career Field Information Home Page](#).

\*\* Note: TA requests should be submitted NLT one week prior to class start date.

\*Note: If your TA is denied at the Career Field level, please contact 72 FSS/FSDEC, 739-4057 or 739-4250 for possible TA submission.



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#### **Completion Requirements**

Undergraduate Courses:

- Successful completion requires a grade of C or better. If grades are below a C, individual must reimburse the Air Force.

Graduate Courses:

- Successful completion requires a grade of B or better. If grades are below a B, individual must reimburse the Air Force.

\*\* Note: Grade waiver are not permitted.

#### **Approval Process**

CTAP requests will be processed on a first-come, first-serve basis. CTAP funding is not a guaranteed benefit/condition of employment and past approved TA does not guarantee future funding.

#### **Mentoring Program**

The Air Force mentoring program covers a wide range of areas, such as career guidance, professional development, leadership, Air Force history and heritage, airpower doctrine, strategic vision, and contributions to joint warfighting. Foremost, individuals must focus on Air Force institutional needs.

develop people skilled in support of airpower and security needs. Mentors individual goals, career expectations. Each successful career, goal, differently. There are individual career and the immediate supervisor mentor, coach, counselor, Airmen, subordinates

counseling and professional development advice from other sources or mentors as well. While there are several approaches mentors can take in the form of coach, counselor, advisor, and advocate, Air Force mentoring is governed by AFMAN 36-2643, Air Force Mentoring Program.



The Air Force must the employment and how this meets national must distinguish between aspirations, and realistic individual defines a or life accomplishment numerous paths to meet success goals. Although or rater is the primary guide, or role model for may seek additional

## 9. HUMAN RESOURCES



MyPers, is the Air Force’s official online source for civilian personnel policy, information, and day-to-day transactions, empowering civilian employees to manage their careers. It is recommended that you take some time to familiarize yourself by visiting the MyPers website.

This section provides an overview of important civilian personnel/human resources information you will need for a successful transition into the

Air Force. It is a useful guide filled with information and references that will get you started on a fulfilling, lifetime career. It addresses topics such as appointments, job related injuries or illnesses, pay, retirement planning, and labor relations.

### Notification of Personnel Action

Throughout your federal career, you will receive Notices of Personnel Action (NPAs), also referred to as “SF50s”. The NPA documents your career’s history. It begins with your appointment, and records promotions, salary, duty locations, and much more. Once you’ve received your CAC, you may view these in MyBiz+ via DCPDS.

### Standards of Conduct

AFI 36-703, Civilian Conduct and Responsibility, and DoD 5500.07-R, Joint Ethics Regulation, cover activities that are mandatory for civilian employees and activities that are prohibited. All employees are expected to maintain high standards of honesty, responsibility, and accountability - and to adhere to the Air Force core values of **Integrity First, Service Before Self, and Excellence In All We Do.**

Required activities include furnishing testimony in official investigations and hearings consistent with protections against self-incrimination; paying lawful debts and taxes; being present for work unless authorized to be absent; complying with health, safety, and all other proper instructions regarding work; presenting a positive public image; complying with



reasonable dress and grooming standards; and maintaining professional relationships with fellow workers, subordinates, and supervisors. Prohibited actions include discrimination and sexual harassment; drug and alcohol abuse; misuse of government purchase cards; misuse of government computers, vehicles, and other equipment; taking bribes; conducting personal business at work; and criminal behavior off-duty that reflect adversely on Air Force employment. The Air Force does not attempt to list all possible forms of improper conduct, but emphasizes to employees that misconduct will not be tolerated.

## Work Schedules

There are a number of different work schedules. A work schedule is the time basis on which an employee is paid. Employees on different work schedules have varying benefits and entitlements, for example, leave accrual, health and life insurance coverage, paid holidays, etc. Core hours of work are from 0900-1500. Supervisors have the responsibility for establishing work schedules consistent with mission and workload requirements. Most work schedules are either full-time (40 hours per week), part-time (16 to 32 hours per week), or intermittent (irregular with no prearranged tour of duty). Changes to individual workdays and shifts may be made by the supervisor to meet mission workload and other operational requirements. If your position is in a bargaining unit, be sure to check your local Collective Bargaining Agreement for details specific to your bargaining unit. You may also contact your Civilian Personnel Office, and they will provide you information or direct you to your union steward. Below are different work schedule options that may be applicable to you. While there are varying work schedule options listed below, not all of them may be available to your particular position.



**Full-Time** - Usually requires an employee to work 40 hours in an administrative workweek.

**Part-Time** - Requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of duty.

**Intermittent** - A work schedule that requires an employee to work on an irregular basis for which there is no prearranged scheduled tour of duty.

**Job Sharing** - When two employees voluntarily share the duties and responsibilities of a full-time position. Job sharers are part-time employees and are subject to the same personnel policies on that basis. It is a way for management to offer part-time work schedules in positions where full-time coverage is needed.

**On-Call** - An employee who works when needed during periods of heavy workload with expected cumulative service of at least 6 months in pay status each year.

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**Alternate Work Schedule** - Work schedules made up of flexible or compressed schedules. Flexible schedules can be made between 0600-1800 hours. An alternate work schedule can offer employees work schedules that help balance work and family or personal responsibilities.

**Seasonal** - An employee who works on an annually recurring basis for periods of less than 12 months (2087 hours) each year (e.g., snow removal and grounds maintenance crews).

### Work Hours

Civilian work schedules are defined in such terms as administrative workweek, basic workweek, regular tour of duty, uncommon tour of duty, and part-time tour of duty. Most civilians work a regular tour of duty, which is normally five eight-hour days, Monday through Friday. Uncommon tours of duty (a 40-hour basic workweek that includes Saturday and/or Sunday or fewer than five days, but not more than six days of a seven-day administrative workweek) are authorized when necessary for mission accomplishment. Special circumstances permit part-time, intermittent, or special tours of duty. Installation and tenant commanders establish, by written order, daily work hours to include designated rest and lunch periods. Two types of alternate work schedules can be implemented by organization commanders. Flexible work schedules allow employees to start and end work at different times. Compressed work schedules cover 80 hours in a pay period in fewer than 10 workdays. The most common schedule has four nine-hour days each week, an eight-hour day in one week, and a regular day off in the other week. For additional information on work hours, refer to AFI 36-807, Scheduling of Work, Holiday Observances, and Overtime.

### Lunch Periods

A lunch or other meal period is an approved period in a non-pay and non-work status that interrupts a basic workday for permitting employees to eat or engage in permitted personal activities; generally, it is ½ to 1 hour in duration, depending on the organization. Working through your lunch period to shorten your workday is generally not permitted. Lunch periods should be coordinated and agreed upon with your supervisor.

### Telework

To the extent that mission requirements are not jeopardized, employees who exhibit suitable work performance and conduct and occupy eligible positions (i.e., those positions that involve portable work and are not dependent on the employee's presence at the traditional worksite) are permitted to telework to the maximum extent possible. Telework is not an entitlement, and not all employees are eligible to telework (TW). The telework program provides individuals an opportunity to have some personal control over their work location.



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### New Employee Orientation Guide

Your supervisor will let you know if your position is eligible for TW or not. If the position is eligible for TW, you must follow your organization's procedures for requesting TW. If your organization does not have a TW policy, then contact your local Civilian Personnel Office representative for assistance. Prior to entering into a telework agreement, both the supervisor and employee must complete the OPM sponsored Telework Training for Employees and Managers. This training is available at [www.telework.gov](http://www.telework.gov). Supervisors may approve or deny requests for telework based on mission requirements, employee performance, and the needs of the work section. Telework requests are approved or denied using DD Form 2946, DoD Telework Agreement.

### Failure to Report to Work

Failure to report to work as scheduled may terminate a temporary employee's appointment immediately upon written notification. If your appointment is not time limited and you fail to report to work, your timecard may reflect an absent without leave status or AWOL. Failure to report for work (AWOL) and/or failure to follow proper leave procedures may result in formal disciplinary action up to and including removal.

### Absence and Leave

Civilian employees earn 13 days of sick leave each year, and 13, 20, or 26 days of annual leave, depending on their length of service. There is no cap on sick leave. Annual leave accumulation is capped at 30 days with a carry-over of 240 hours annually for most General Schedule and Federal Wage system employees.



Annual leave is used for vacations and/or personal reasons, and should be approved in advance of being taken, unless emergency conditions exist. Leave is charged and taken in 15-minute increments. Sick leave for medical appointments or care for a family member should be scheduled and approved in advance, except in cases of emergency. Illness or injury that keeps an employee away from work should be reported to a

supervisor during the first two hours of the duty day. Absence for jury duty, dismissals for extreme weather conditions, or absences excused by the installation commander are not charged to annual leave. Employees who have earned compensatory time for overtime or time-off awards should schedule absences to use that time like they schedule annual leave. For additional information on absence and leave, refer to AFI 36-815, Absence and Leave.

supervisor during the first two hours of the duty day. Absence for jury duty, dismissals for extreme weather conditions, or absences excused by the installation commander are not charged to annual leave. Employees who have earned compensatory time for overtime or time-off awards should schedule absences to use that time like they schedule annual leave. For additional information on absence and leave, refer to AFI 36-815, Absence and Leave.

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**Family and Medical Leave Act (FMLA)** FMLA entitles most employees to 12 administrative workweeks of Leave Without Pay in any 12-month period, for the following purposes:

- The birth of a child and care of the newborn;
- The placement of a child with you for adoption or foster care;
- The care of your spouse, child, or parent with a serious health condition;
- Your own serious health condition if you are unable to perform the duties of your position; or
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on a covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

To be eligible for FMLA leave, you must have completed at least one year of Civilian Service with the government. You must fill out Form WH-380E, Form WH-380F, or Form WH-384 and provide medical certification to your supervisor for approval prior to taking FMLA leave.

Exclusions: The FMLA does exclude some employees. For example, if you are serving under intermittent appointment or temporary appointment with a time limitation of one year or less; or have less than 12 months of federal service, you are not covered under the FMLA. If you are uncertain whether you are eligible for FMLA, please contact your local Civilian Personnel Office for more information.

**Voluntary Leave Transfer Program (VLTP):** If you are affected by a medical emergency and facing at least 24 hours without available paid leave (i.e., insufficient sick or annual leave to cover the time), you may apply to participate in the VLTP and become a voluntary leave recipient by submitting a written request through your supervisory channels. You must submit an OPM Form 630, obtain supervisor approval, and provide medical certification for the illness. Contact your local Civilian Personnel VLTP representative for assistance and additional information. This program allows any DoD Federal employees to donate their annual leave to you.



**Paid Parental Leave:** Effective 01 October 2020, Paid Parental Leave (PPL) was enacted to provide up to 12 weeks of paid parental leave in connection with the birth, adoption, or foster care placement of a child for employees covered by Family and Medical Leave Act (FMLA) provisions applicable to federal civilian employees. PPL is authorized for up to 12 weeks for one qualifying event and must be used within the 12 months following the qualifying event date. PPL may never be carried over beyond 12 months.

**Leave Without Pay (LWOP):** LWOP is an approved absence without pay and may be granted at the discretion of the supervisory chain. LWOP may be used for purposes such as covering absences due to insufficient leave balances, attending to parental or other family responsibilities, education which would be of benefit to the organization, recovery from illness or disability, or protection of employee status and benefits pending action on claims for disability retirement or injury compensation. Employees on leave restriction or with a poor attendance record may face additional requirements when requested LWOP to include disapproval. Generally, the effects of LWOP vary depending on the length of absence. Extended periods of LWOP will affect your service computation date, waiting period for wage grade increases, accumulation of annual and sick leave, and benefit contributions such as insurance premiums going into arrears. If you are approved for LWOP for 30 or more consecutive days, please contact the **Benefits and Entitlements Service Team (BEST)** at 1-800-525-0102 for details of how this will affect your benefits.

**Absence Without Leave:** AWOL is any absence from the workplace (for example, not showing up for work as scheduled) that has not been authorized or approved by your supervisor. This means you receive no pay and may face disciplinary action.

**Court Leave:** The following table describes situations where you may be entitled to paid time off without charge to your leave balances, for your service as a juror or witness in legal proceedings.



## Federal Holidays & Family Days

You are entitled to 11 holidays each year in addition to annual and sick leave.



<b>New Year's Day</b>	1 <sup>st</sup> of January*
<b>Birthday of Martin Luther King, Jr.</b>	3 <sup>rd</sup> Monday in January
<b>President's Day</b>	3 <sup>rd</sup> Monday in February
<b>Memorial Day</b>	Last Monday in May
<b>Juneteenth</b>	19 <sup>th</sup> of June*
<b>Independence Day</b>	4 <sup>th</sup> of July*
<b>Labor Day</b>	1 <sup>st</sup> Monday in September
<b>Columbus Day</b>	2 <sup>nd</sup> Monday in October
<b>Veterans Day</b>	11 <sup>th</sup> of November*
<b>Thanksgiving Day</b>	4 <sup>th</sup> Thursday in November
<b>Christmas Day</b>	25 <sup>th</sup> of December*

Civilian employees', commanders/directors may encourage liberal leave, use of compensatory time-off, or approved time-off award on AFMC Family Days. Please reference AFI 36-815, *Absence and Leave*, for further guidance regarding leave procedures for our civilians.

Contractor employees must adhere to their respective contract requirements and employer's policies on designated AFMC Family Days. Commanders/directors may grant leave to civilian employees who are required to perform duty on Family Days on the first appropriate day, mission requirement permitting. Leave under these circumstances will be taken as outlined.

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## Unions and Labor Management



Approximately 70 percent of Air Force civilian employees are covered by labor agreements between unions and installations or major commands. As such, they are members of the bargaining unit, even if they are not dues-paying union members. Unions have legal status under federal law. A labor relations officer or specialist in the civilian personnel section is the usual liaison between supervisors and other management officials and union officials. The labor relations officer speaks for management in routine

communications with the union and with parties outside the Air Force who have roles in labor contract negotiations and dispute resolution. Other union officials, such as elected officers and appointed officials, may act and make commitments for unions. For additional information on unions and labor management, refer to AFI 36-701, Labor Management Relations. 11.29.

## Military Service Deposits (Buy Back)

For current federal employees with prior military service, there are a number of benefits available if you decide to buy back your time. Beyond just an increased pension at retirement, it can add benefits to your career almost immediately.

- Can receive credit toward civilian retirement
- The earlier the deposit is made the lower the cost
- First 3 years after employment – no interest
- Benefits Administration Letter (OPM.gov)

## Organizational Culture and Climate

Every unit, business, or organization has a personality, temperament, and unique environment. Organizational culture is a way of describing an organizational environment. Dynamics within an organization are often driven by the way individuals behave based on perceptions of the organizational culture. This inherent system of cultural expectations and learned behaviors can greatly affect how well organizations perform. Leaders can be particularly effective in aligning the environment with employee needs when they understand the organization's culture and climate.

## Leveraging Diversity

Our work environment today is more diverse than ever. Diversity is a military necessity. The Air Force team is comprised of military, civilians, and contractors. Air Force capabilities and warfighting skills are enhanced by diversity among military personnel. At the core, diversity provides collective strengths, perspectives, and capabilities that transcend individual contributions. Air Force personnel who work in a diverse environment learn to maximize individual strengths and combine individual abilities and perspectives for the good of the mission. Our ability to attract and retain a larger, highly talented, diverse pool of applicants for service with the Air Force, both military and civilian, is a strength that will impact our future force. Diversity is about strengthening and ensuring long-term viability to support our mission.



## Respecting Individuality

The skilled leader deals effectively with all races, nationalities, cultures, disabilities, ages, and genders. In an effort to acknowledge the richness and benefits of diversity, we must increase awareness of individuality and expel stereotypes. Stereotypes regarding age, experience, background, or perspective are detrimental to organizations. Stereotypes ignore individual strengths and contributions and exploit generalized characteristics. The setbacks these issues cause are not only to the organization, but to the individuals within the organization who would otherwise contribute to the success of the mission. The workplace has no room for such stereotypes.

**Appreciate Differences.** The challenge is to incorporate everyone's talents into a cohesive and optimal workforce. We must recognize that people are vital to an organization's success. Leaders can find themselves dealing with a workforce ranging from 18-year-olds to those with 30 or more years of experience. Consequently, we need to understand the motivations and interests of this diverse workforce. What sparks interest and passion in one person does not necessarily ignite the next person. Effective leaders take time to recognize what excites others, leverage their talents, and cultivate a work culture that recognizes and appreciates differing perspectives and approaches to solving problems. The Air Force attracts people from every aspect of society, culture, and social status, none of which are under a supervisor's direct control. Although supervisors cannot change someone's inherent



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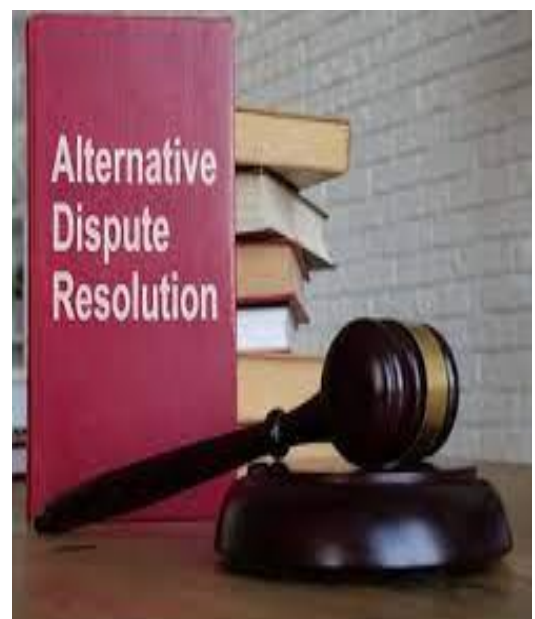
### *New Employee Orientation Guide*

characteristics, they can change how they lead people as a cohesive team. Foremost, leaders must create a hospitable climate that promotes respect and inclusion. This will reduce dysfunctional tension and increase team productivity. Once all of the costs are entered, review the individual items and total amount to see where the budget can be fine-tuned or move something out into the future when more revenue is coming in.

**Establish Common Ground.** The first step in leading a diverse organization is to form a common ground or a shared set of assumptions to form the framework within which to communicate. The common ground is the organization itself - the vision, goals, rules, regulations, processes, and procedures that govern what the unit does to achieve mission requirements. Clear guidelines improve communication, reduce confusion, provide purpose, and define desired outcomes. A team must have a clear sense of direction to prevent mass confusion with everyone going in different directions. Everyone's experience and background should be considered as a unique resource. Diversity of experience and background allows diverse ways of perceiving and resolving problems. Managing workforce diversity can result in higher productivity, improved performance, more creativity, more innovativeness, and reduced stress. Giving emphasis to diversity without threatening our unity is the proper way to strengthen the ties that bind a team together. Industry studies have consistently revealed that heterogeneous or diverse groups are more innovative than homogeneous groups because they view improvement opportunities from multiple perspectives. Managing diversity is determining which differences matter in enriching a product or service. Productivity is an outcome of respect and inclusion.

## Dispute Resolution

Civilian employees have a variety of avenues to resolve disputes. Labor-management contracts must include a negotiated grievance procedure to be used by members of the bargaining unit. Most start with an option to seek resolution using outside neutral facilitators or mediators (alternative dispute resolution). Supervisors, managers, and employees who are not covered by a collective bargaining agreement, or who are not members of the bargaining unit, follow different grievance procedures. Administrative grievances are decided by Air Force officials, usually the installation commander or designee, although outside fact finders may be used. For additional information on dispute resolution and grievances, refer to DoD Instruction 1400.25, DoD Civilian Personnel Management System. Enter the company name and the date this estimate is being prepared.



## Government Retirement & Benefits Platform

Employees wishing to make changes or elections to their Federal Employees' Health Benefits (FEHB), Federal Employees' Group Life Insurance (FEGLI) coverage, or Thrift Savings Plan (TSP) must do so within the automate system Government Retirement & Benefits (GRB) Platform.



This system enables employees to review, change or stop the following transactions: FEHB Coverage, FEGLI Coverage, TSP changes. **Employees have 60 calendar days from your entrance on duty (EOD) date to enroll for coverage.** GRB is a self-service tool, available 24 hours a day, 7 days a week. Access the GRB Platform from AFPC Secure, the Air Force Portal or directly at: <https://qum-crm.csd.disa.mil/app/login>

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 – change in marital status, change in employment status, birth/adoptions of child, death of spouse or dependent, change in dependent’s eligibility
- 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

**Dental & Vision (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)** as a new employee 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

**The Thrift Savings Plan (TSP)** is a voluntary deduction. It is a retirement savings and investment plan established for federal employees as part of the Federal Employees' Retirement Act of 1986. The plan offers tax-deferred advantages similar to those in an individual retirement account or 401(k) plan. Traditional TSP contributions can be taken out of pay before taxes are computed, resulting in reduced individual tax obligations. Roth TSP contributions are taken out of pay after income is taxed. When funds are withdrawn at a future date, contributions will be tax-free since taxes were already paid on the contributions.

<https://www.tsp.gov/>

If a member is contributing to the TSP from basic pay, the member is authorized to contribute bonuses, incentive, or special pay. As of January 2019, the maximum TSP contribution amount is \$19,000 for deferred and Roth contributions and up to \$56,000 total combined deferred/exempt Traditional and Roth contributions. Members are not permitted to contribute more than 92 percent of their basic pay so that required deductions of social security and Medicare can be made. The easiest way to manage your TSP contributions is by using the GRB Platform: <https://gum-crm.csd.disa.mil/app/login>

Review Account balances, Recent transactions, Adjust contribution allocations, Apply for loans, and more @ **ThriftLine**: 1-877-968-3778 (M - F) 7:00 a.m. to 9:00 p.m., EST

**MyPers** Total Force Service Center Helpdesk: 1-800-525-0102

<https://gum-crm.csd.disa.mil/app/>

- Health/Life Insurance
- TSP updates
- Service Comp Dates
- Promotions/Step increases
- Retirement

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#### 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%

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 GRB 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.

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).

**Federal Employee's Retirement System (FERS-FRAE) Further Revised Annuity Employees** is a three-tiered retirement plan:

- FERS Basic Benefit Plan (4.4% basic pay)**
- Social Security (6.2% basic pay)**
- Thrift Savings Plan (TSP)**

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. 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.

### 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. You 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 1<sup>st</sup>. 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.

#### AFPC (Benefits Guidance)

1-800-525-0102

#### Benefeds (Vision/Dental)

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

1-877-888-FEDS

#### Long Term Care

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

1-877-L TCFEDS

#### TSP

[www.tsp.gov](http://www.tsp.gov)

1-877-968-3778

#### Health Insurance Comparison

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

#### Civilian Pay Information

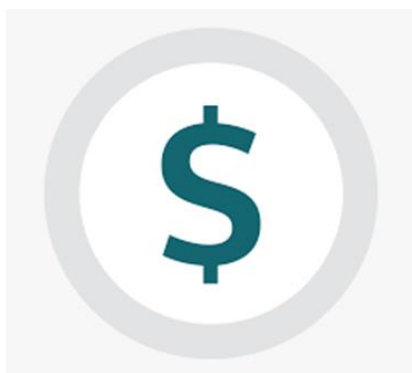
<https://mypay.dfas.mil/mypay.aspx>

#### MyPers (Forms, Deposits, Estimates, etc.)

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

## 10. CIVILIAN PAY

### Pay



Employees are paid bi-weekly (i.e., every other week) through automatic direct deposit. Typically employees who begin on the first Monday of the pay period can expect to receive their first pay check by the third Friday, which will cover their first 2 weeks of work. Pay periods are 2 weeks long, beginning on a Sunday and ending on a Saturday. Each calendar year typically contains 26 pay periods. General Schedule employees pay is expressed as an annual salary. The General Schedule grades have 10 steps in each

grade. Within grade or step, increases start at one-year intervals, but slow to three-year intervals in the higher steps. All General Schedule pay rates in the United States include locality pay. Pay rates overseas do not include locality pay and are approximately 10 percent lower than United States rates. General Schedule pay scales normally increase in January through the legislative process. The Federal Wage system consists of wage grade, wage leader, and wage supervisor. Federal Wage system grades have five steps, in which grade increases start at six-month intervals and slow to two-year intervals. The Federal Wage system pay is expressed as hourly wage rates. Federal Wage system rates vary more between local areas than General Schedule. Federal Wage system rates may also be increased annually, but on an area-by-area basis throughout the year. For additional information on civilian pay, refer to AFI 36-802, Pay Setting.

72d Comptroller Squadron Building 1 Door 8

Phone: 405-736-5419      Customer Service Hours: Non Payroll Week-Thursdays Only

### Leave and Earning Statement (LES)

At the end of each pay period, you will be provided with an electronic LES, which will detail your salary, tax and benefit deductions, and leave. This is available through the

**Defense Finance and Accounting website** after your first paycheck has been issued. You will need your CAC in order to validate your identity and create an account. You should always check your LES carefully to ensure the information is correct.

### Overtime

As a general rule, overtime work means each hour of work in excess of eight hours in a day or in excess of 40 hours in an administrative work week that is officially ordered and approved by

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management and is performed by an employee. It is work that is not part of an employee's regularly scheduled administrative work week and for which an employee may be compensated.

### **Compensatory Time**

Comp time may be authorized in-lieu of payment for overtime. When requested and authorized, non-exempt employees may work and take comp time (1 hour off for each hour worked) in-lieu of receiving overtime pay. Exempt employees paid at a rate higher than GS-10/ Step 10 may receive overtime pay, or may be required to take comp time. Comp time earned should be scheduled and used as soon as possible. Comp time not used within 26 pay periods of the date earned automatically converts to overtime and is paid at the rate it was earned. One hour of comp time off is granted for each hour of overtime worked.

### **Travel**

According to the Federal Workforce Flexibility Act of 2004, if you must travel for business outside normal working hours, you will receive comp time off for the travel time, if the travel time is not otherwise compensable.

### **Night Differential / Night Pay**

Night shift differential means the differential paid for work performed when the majority of a prevailing rate employee's regularly scheduled non-overtime hours fall between 3 p.m. and 8 a.m. It is computed as a percentage of the employee's rate of basic pay. This would be most typical for a Federal Wage System (FWS) employee. A prevailing rate employee is entitled to a night shift differential when the majority of hours worked during a regularly scheduled non-overtime shift occur in either of these two shifts:

<b><u>Shift Hours</u></b>	<b><u>Night Shift Differential</u></b>
3p.m. to midnight	7.5% differential
11p.m.-8a.m.	10% differential

If you are a General Schedule (GS) employee, you are not paid premium pay for night work solely because you elect to work credit hours, or elect a time of arrival or departure, at a time when night pay is authorized. However, agencies must pay night pay to GS employees for those hours that must be worked between 6:00p.m. and 6:00a.m. to complete an 8-hour tour of duty. Agencies must also pay night pay for all designated core hours worked between 6:00p.m. and 6:00a.m. and for any regularly scheduled overtime work between those hours.

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#### **Holiday Pay**

Holiday premium pay (equal to 100% of the rate of basic pay) is limited to non-overtime hours worked, not to exceed a maximum of 8 non-overtime hours per holiday.

#### **Sunday Pay**

Sunday premium pay is paid for non-overtime work performed by full-time employees only. A full-time Federal Wage System (FWS) employee earns Sunday premium pay for an entire non-overtime regularly scheduled tour of duty (not to exceed 8 hours) that begins or ends on Sunday. It may not be paid for periods of non-work, including leave, holidays, and excused absence.

#### **MyPay**

MyPay is an automated system that all employees use to make changes to certain personnel and payroll information electronically. You can also get your pay and tax statements, and travel advice of payment using MyPay. The website is <https://mypay.dfas.mil/mypay.aspx>. The MyPay account takes approximately 6-8 weeks to create. The system enables employees to review, change, or stop the following transactions:

- Address
- Federal/State tax withholdings
- Direct Deposit
- Financial allotments
- Leave & Earning statements (LES)
- Print W-2



