



NEW EMPLOYEE

ONBOARDING AND ACCULTURATION

HANDBOOK



AIR FORCE MATERIEL COMMAND
CIVILIAN ACCULTURATION
AND ONBOARDING PROGRAM



WELCOME TO AFMC!

YOU ARE PART OF THE FAMILY

Congratulations on your new position at Air Force Materiel Command! Thank you for your commitment to our nation and willingness to serve in this new capacity. We are excited to welcome you to the AFMC family.



▶ [View AFMC/CC, General Bunch's Welcome to new AFMC Airmen](#)

OUR CIVILIANS: CRITICAL MEMBERS

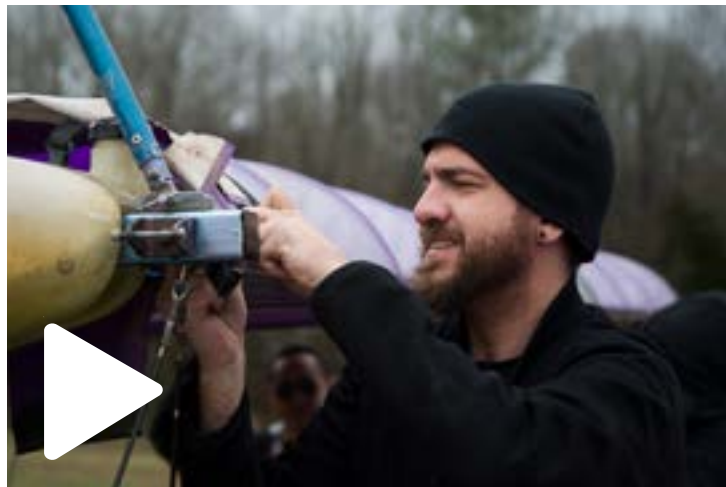
All Airmen, both civilian and military, take an oath pledging to solemnly defend and support the Constitution of the United States. Civilians make up over 80% of AFMC's 87 thousand Airmen, daily serving among our nation's military members. As a civilian, you are critical to our ability to execute the mission each and every day.



▶ [Watch the former CSAF & CMSAF speak about the value of Civilian Airmen](#)

OUR MISSION

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



▶ [Learn more about the AFMC Mission](#)

OUR LEADERSHIP

Air Force Materiel Command is commanded by General Arnold W. Bunch. Serving beside him are Lieutenant General Carl E. Schaefer, Deputy Commander; Patricia M. Young, Executive Director; and Chief Master Sergeant Stanley C. Cadell, Command Chief Master Sergeant. These AFMC Senior Leaders are headquartered at Wright-Patterson Air Force Base, Ohio.



[Read Gen Arnold Bunch's bio](#)



[Read Lt Gen Carl Schaefer's bio](#)



[Read Mrs. Patricia Young's bio](#)



[Read CMSgt Stanley Cadell's bio](#)

THANK YOU FOR JOINING THE TEAM

We hope that this guide will help you navigate your first days with AFMC. 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 AFMC!



We are excited to have you on the Air Force Materiel Command Team!

As a civilian Airman, you are important to the Air Force, AFMC, and the mission.

This guide will serve as a reference tool as you transition into your Air Force career. It explains what to expect during the In-Processing, Onboarding, and Acculturation processes, and provides helpful information and links to acquaint you with the expectations, traditions, and culture of the Federal Civil Service, the United States Air Force, and Air Force Materiel Command.

HOW TO USE THIS GUIDE

**If links in the guide do not open, please copy and paste the link into your web browser.*

We are excited to have you as a member of the AFMC team, and want you to have a smooth transition and great start as you begin your Air Force career. This guide is a way to support you over the days, weeks, and months in your job to help you become fully integrated into the Air Force culture.

As part of this guide, you will find the following:

Employee Onboarding and Acculturation Process Overview and Checklist

We have created a helpful checklist to guide you through your first days as a new hire. The checklist provides an overview of the activities that need to be planned and accomplished prior to your first day of employment, as well as during the first week, month, quarter, 180 days, and through your two-year probationary period.

Human Resources Policies and Procedures

This section will discuss pay, leave, and other Human Resources topics and is designed to be a helpful tool and reference.

Benefits and Entitlements

This section highlights information about benefits and entitlements available to Air Force civilians.

Operations Security, Key Administrative and Computer Use Policies and Procedures

In this section, you can find an introduction to important security, administration, and computer systems policies and usage.

Air Force Customs, Courtesies, Traditions, Symbols, and Lingo

The Air Force is rich in tradition and instills pride in its members because of the history, mission, capabilities, and the respect it has earned in the service of the United States. This section introduces you to protocol to be followed throughout your career.

Information Resources and Common Acronyms

This section contains a list of websites where to find valuable information on topics helpful in your day-to-day operations. It also includes a listing of acronyms commonly used by the Air Force.

**WHAT IS NEW EMPLOYEE ACCULTURATION?
WHY IS IT IMPORTANT?**

Acculturation is the process of integrating and familiarizing new employees to the Air Force and their unit – preparing them for their future career and familiarizing them with its mission, vision, and core values. It is most importantly, a socialization process that supports new employees by helping them learn, adjust to, internalize, and ultimately embody the organizational culture.

AFMC’s leadership wants you to feel welcome, comfortable, prepared, and supported; to hasten the time to make an impact and be productive in your new position; and to facilitate your success for years to come.



TABLE OF CONTENTS

THE OATH OF OFFICE	2
THE UNITED STATES AIR FORCE: AN OVERVIEW	4
AIR FORCE MATERIEL COMMAND: OUR HERITAGE	10
AFMC CENTER BREAKDOWN	12
USAF CONNECT APP	18
NEW EMPLOYEE CHECKLISTS	19
AIR FORCE EMPLOYEE ASSISTANCE PROGRAM	23
MENTORSHIP AND TRAINING	25
HUMAN RESOURCES POLICIES AND PROCEDURES	28
PHYSICAL AND COMPUTER ACCESS: COMMON ACCESS CARD	48
BENEFITS AND ENTITLEMENTS	52
KEY ADMINISTRATIVE AND COMPUTER USE POLICIES AND PROCEDURES	66
CUSTOMS, COURTESIES, TRADITIONS, SYMBOLS, AND LINGO	72
AIR FORCE ACRONYMS	81
HELPFUL LINKS	97

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

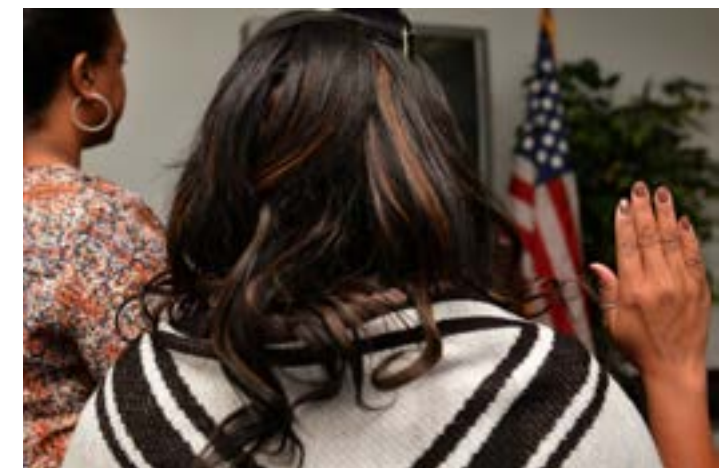
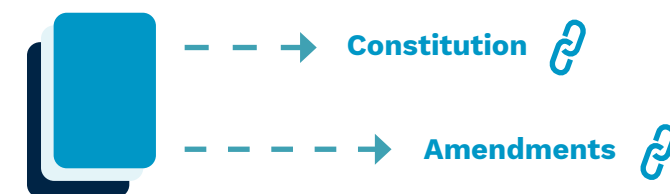
The wording we use today as Executive Branch employees is now set out in Chapter 33 of Title 5, United States Code. The wording dates to the Civil War and what was called the Ironclad Test Oath. Starting in 1862, Congress required a two-part oath. The first part, referred to as a “background check,” 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.

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.”

PREPARING TO TAKE THE OATH

Understanding the content and coverage of the Constitution and its amendments, including the Bill of Rights, is good preparation for taking the Oath of Office. Review them through the links below:



THE UNITED STATES AIR FORCE:

AN OVERVIEW

“The mission of the United States Air Force is to fly, fight, and win in air, space and cyberspace. Our rich history and our vision guide our Airmen as we pursue our mission with excellence and integrity to become leaders, innovators, and warriors.”

AIR FORCE VISION

The U.S. Air Force is the world's preeminent force in air, space, and cyberspace. We maintain that distinction by maintaining our objective of global vigilance, reach, and power and remaining true to our vision statement: The World's Greatest Air Force—Powered by Airmen, Fueled by Innovation. Through shared values, key capabilities, and upholding our Airman's Creed, we continue to achieve our mission and aim high in all we do.

USAF HISTORY OVERVIEW

For over a century, the U.S. Air Force has defended this country in the air, space, and cyberspace through the skill and the bravery of American Airmen.

1903-1911: Into the Air They Go

The dawn of the new century witnessed man take to the air for the first time in a heavier-than-air-powered aircraft conceived and flown by two Ohio bicycle salesmen. Their maiden flight on that cold, windy December day in 1903, and the subsequent decade of innovation that followed, would help put the U.S. on a course to become the most powerful, most advanced country in the world.



1912-1939: WWI and the New Frontier

For centuries, war was reserved for the battlefields and the high seas. But when the war to end all wars broke out in Europe on July 28, 1914, the once-peaceful skies would quickly know the ravages of manned conflict. Soon, fixed-wing aircraft would be conducting ground attacks and taking part in aerial dogfights with the U.S. poised to take the lead.



1940-1945: WWII and the Battle for the Skies

The Second World War would draw over 30 countries and all the world's superpowers into the deadliest conflict in human history, and there was no battleground more vital to victory than the sky above. Beginning with Japan bombing Pearl Harbor on December 7, 1941, and ending with the U.S. dropping two atomic bombs on Japanese cities almost four years later, the skies became the ultimate high ground.



1946-1949: Pushing the Envelope

It was a time of relative peace, but not an idle time. The lessons learned during the global conflict of WWII propelled the U.S. to push the envelope of what was possible both technologically and organizationally, including the separation of the Air Force into its own branch of the military. In the process, the U.S. became a leading superpower.



1950-1953: The Korean War

When war broke out between North and South Korea, the United States once again found itself thrust into an international conflict thousands of miles from home. Backed by China and the Soviet Union, North Korea was on the brink of victory when America entered the fray and turned the tide. The war ultimately ended in a stalemate, but the U.S. reconfirmed its role as a global military power.



1954-1964: Chasing the Ultimate Horizon

The decade that separated the Korean and Vietnam wars bore witness to many achievements of the human spirit. Suddenly the skies were no longer high enough, as man began reaching for the stars. Airmen continued to test the boundaries of the human body by flying faster and higher and longer than anyone had ever traveled before.



1965-1973: The War in Vietnam

The battle to halt the spread of communism drew the U.S. back to Southeast Asia once more and into a conflict unlike any other. Over the course of the campaign, the importance of air superiority and the use of new tactics and more sophisticated weapons systems would forever change the way wars are fought.



1974-1989: The Tide of Change

After nearly a decade of fighting an unpopular war overseas, the Air Force experienced an era of relative peace that saw new breakthroughs in technology and service. In the years that followed the Vietnam War, the many contributions by women and minorities in the Air Force were being recognized and new opportunities were being opened.



1990-1999: Modern Air Superiority

As the 20th century came to a close, the U.S. cemented its role as the most advanced Air Force in the world with its display of air power during the liberation of Kuwait, the activation of the GPS system, and the launching of the first unmanned aerial vehicle, which would once again change the way battles are fought from the skies.



2000-Present: 21st Century and Beyond

Shortly after the world celebrated the birth of a new century, the U.S. would be plunged into its longest war ever after it was attacked on September 11, 2001. The war on terror would be an ongoing conflict against an enemy without traditional borders and see the emergence of unmanned aerial vehicles as a dominant player in the Air Force's air attack.

AIR FORCE MATERIEL COMMAND: OUR HERITAGE

TAKING OFF

Air Force Materiel Command (AFMC) traces its heritage back to 1917. The command's earliest antecedent is the Airplane Engineering Division located about two miles west of today's Wright-Patterson, AFB's (WPAFB), Area B, at McCook Field. McCook Field started as a World War I-era experimental engineering facility in Dayton, Ohio. Later in 1918, the Fairfield Aviation General Supply Depot was organized at Wilbur Field (now a part of Area A at WPAFB). The Airplane Engineering division and Fairfield Aviation General Supply Depot combined in 1926 forming the Air Corps Materiel Division. This Division, the largest branch of the Air Corps, maintained responsibility for all aircraft and equipment research, development, procurement, maintenance, supply, and flight test.



The Wright brothers with the newly assembled Wright Model 1904 Flyer II at Huffman Prairie near outside of Dayton, Ohio, May, 1904.



Mechanics school students study an airplane fuselage Jan. 25, 1918.



During WWII, women worked at the Fairfield Air Depot at Wright-Patterson field repairing engines for combat aircraft.

FLYING ON A VISION

The research, development, acquisition, test, sustainment, and logistics functions divided during World War II into Materiel Command (1 April 1943 at Wright Field (B Side), Dayton, OH) and Air Service Command (15 December 1942 at Patterson Field (A Side), Dayton, OH). These commands were subsequently reunited on 31 August 1944 under the Air Technical Service Command, headquartered at Patterson Field. A name change quickly followed on 8 March 1946 with the activation of Air Materiel Command (AMC). For many years AMC built upon General H.H. "Hap" Arnold's vision of building a technologically superior Air Force with worldwide logistics support.

GAINING ALTITUDE

With the creation of the Air Force, another change occurred with the creation of the Air Research and Development Command (ARDC) on 23 January 1950. This command dedicated itself strictly to research and development. Air Materiel Command remained; however, it was redesignated on 1 April 1961 as Air Force Logistics Command (AFLC). On the same date, ARDC gained the added responsibility of weapon system acquisition, and was redesignated Air Force Systems Command (AFSC).



The ADM-20 Quail missile, here undergoing repair at Oklahoma City, 1962, was to serve as a decoy to confuse enemy radar tracking US bombers.



[Watch the AFMC Heritage video](#)

"This new command became a single, streamlined organization combining expertise in research, development, acquisition, and testing."

BECOMING AFMC

On 30 June 1992, the Air Force inactivated AFLC and AFSC, allowing for the introduction of a new command, AFMC, on 1 July 1992. This new command became a single, streamlined organization combining expertise in research, development, acquisition, and testing. Additionally, AFMC and its antecedent commands performed the Nuclear Systems Management mission for the Air Force. In 2016, the command received an additional core mission; Installation and Mission Support.

AFMC CENTER BREAKDOWN

AIR FORCE NUCLEAR WEAPONS CENTER



[Read more about AFNWC](#)



[Read more about Maj Gen Anthony W. Genatempo, Commander](#)

Activated on 31 March 2006, the Air Force Nuclear Weapons Center (AFNWC) is the AFMC center of excellence for Nuclear Materiel Management (NMM). The center is charged with delivering nuclear capabilities that warfighters use every day to deter and assure. AFNWC is also responsible for synchronizing NMM across AFMC and the Air Force. As well, the NWC partners with the Department of Energy's National Nuclear Security Administration (NNSA). The center is composed of elements at 18 locations to include Kirtland AFB, New Mexico; Hill AFB, Utah; Tinker AFB, Oklahoma; Eglin AFB, Florida; and Hanscom AFB, Massachusetts. It is headquartered at Kirtland AFB, a base with a long history of involvement in weapons development and sustainment. The center draws its heritage from the Special Weapons Center, which was based at Kirtland Air Force Base from 1949 to 1976.



AIR FORCE INSTALLATION AND MISSION SUPPORT CENTER



[Read more about AFIMSC](#)



[Read more about Maj Gen John T. Wilcox II, Commander](#)



The Air Force Installation and Mission Support Center (AFIMSC), headquartered at Joint Base San Antonio-Lackland, Texas, serves as the single intermediate-level headquarters responsible for providing installation and mission support capabilities to 77 Air Force installations, nine major commands, and two direct reporting units with an annual budget of approximately \$10 billion. The AFIMSC cross-functional team provides globally integrated management, resourcing and combat support operations for Airman and family services, base communications, chaplain, civil engineering, contracting, financial management, logistics readiness, public affairs, and security forces programs. AFIMSC reached Initial Operating Capability on 1 October 2015, and a year later achieved Full Operating Capability in October 2016. The Air Force stood up the center to make the best use of limited resources in managing and operating its installations. Centralization of management support helps the Air Force realize better effectiveness and efficiency in providing installation and expeditionary combat support capabilities to wing commanders and mission partners. The consolidation of more than 150 capabilities at AFIMSC also helps major commands and direct reporting units focus on their primary mission areas.

AIR FORCE RESEARCH LABORATORY



[Read more about
AFRL](#)



[Read more about Maj Gen
Heather L. Pringle,
Commander](#)



Air Force Research Laboratory (AFRL) is the product of a 1997 consolidation of all Air Force laboratory facilities headquartered at Wright-Patterson AFB. Comprised of nine technology directorates and the Air Force Office of Scientific Research, AFRL manages the discovery, exploration, development, and integration of affordable warfighting technologies. Researchers in AFRL leverage their capability to ‘push the limits’ of science and technology by partnering with other government agencies, industry, and academia, thereby encouraging effective solutions in the shortest time. The laboratory employs military and civilian personnel who are responsible for managing an annual multibillion dollar science and technology program including Air Force and customer funded research and development. AFRL investment includes basic research, applied research, and advanced technology development in air, space, and cyber missions. AFRL accomplishes its mission through the 711th Human Performance Wing, the Air Force Office of Scientific Research, and a central staff. The laboratory and its predecessors have overseen more than 80 years of critical research efforts for the Air Force and DOD.



AIR FORCE LIFE CYCLE MANAGEMENT CENTER



[Read more about
AFLCMC](#)



[Read more about Maj
Gen Shaun Q. Morris,
Commander](#)



The Air Force Life Cycle Management Center (AFLCMC) is charged with life cycle management of Air Force weapon systems from inception to retirement. Key goals of AFLCMC are to improve weapon system acquisition and product support, simplify and reduce overhead structure, and eliminate redundancies by consolidating staff functions and processes. The center’s operating structure provides an integrated framework for decision making and process optimization across the weapon system life cycle. AFLCMC personnel work closely with their counterparts from the other five AFMC centers. The AFLCMC consolidated missions previously performed by the Aeronautical Systems Center and Air Force Security Assistance Center at Wright-Patterson AFB, the Electronic Systems Center at Hanscom AFB, and the Air Armament Center at Eglin AFB. One of the AFLCMC’s signature elements provides oversight of most program office personnel previously aligned in Aerospace Sustainment Directorates at each of the three former Air Logistics Centers located at Robins, Hill, and Tinker Air Force Bases.



AIR FORCE SUSTAINMENT CENTER



[Read more about
AFSC](#)



[Lt Gen Donald E. Kirkland,
Commander](#)



With its headquarters at Tinker Air Force Base, Oklahoma, the Air Force Sustainment Center (AFSC) mission is to provide sustainment and logistics readiness to deliver combat power for America. The center consists of professional Airmen delivering globally integrated, agile logistics and sustainment. The AFSC incorporates a headquarters element, three air logistics complexes, three air base wings, two supply chain wings, and multiple remote operating locations incorporating more than 35,000 military and civilian personnel and Air Force contractors. The center oversees installation support to more than 75,000 personnel working in 141 associate units at the three AFSC bases. The AFSC provides critical sustainment for the Air Force's most sophisticated weapons systems, including but not limited to A-10 Thunderbolt II, AC-130, B-1 Lancer, B-52 Stratofortress, C-5 Galaxy, C-17 Globemaster III, C-130 Hercules, E-3 Sentry, E-6 Mercury, E-8 Joint STARS, EC-130, F-15 Eagle, F-16 Falcon, F-22 Raptor, F-35 Lightning II, HC-130, HH-60 Pave Hawk, ICBM, KC-135 Stratotanker, MC-130, RQ-4 Global Hawk, U-2 Dragon Lady, and UH-1 Iroquois aircraft, as well as a wide range of aircraft engines and component parts.



AIR FORCE TEST CENTER



[Read more about
AFTC](#)



[Read more about Maj
Gen Christopher P.
Azzano, Commander](#)



The Air Force Flight Test Center (AFTC) was re-designated as the Air Force Test Center (AFTC) on 13 July 2012 and is an essential cornerstone to the command's consolidation initiative from twelve centers to six. The Air Force Test Center, headquartered at Edwards Air Force Base, California, leads the test and evaluation (T&E) mission by conducting developmental T&E and evaluation of air, space, and cyber systems to provide timely, objective, and accurate information to decision makers. AFTC has oversight of work carried out at three primary locations across Air Force Materiel Command (AFMC). Organizations include: 96th Test Wing, Eglin AFB, Florida; 412th Test Wing, Edwards AFB, California; and Arnold Engineering Development Complex (AEDC), Arnold AFB, Tennessee. AFTC has an exceptionally rich history and continues to be the center of excellence for flight and ground testing. AFTC's focus today, and in the future, is summed up in its motto: "Ad Inexplorata...Toward the Unexplored."



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. Please review all of the available resources below to help you get started!

Welcome: Message from Gen Bunch, Commander, AFMC

Checklists: A to-do list for each phase of the pre-employment and onboarding process. Many of the pre-employment tasks will be guided by HR personnel on base, but the list will help you to be aware of what is coming next.

References: Full of resources to help new civilian hires learn about the military and government work.



Directions: To arrive at each AFMC installation guest pass center. This will be your first stop on the installation to pick up your guest pass.

Contact us: If you have questions that the app did not answer, please use this box to send an email to our team.

Feedback: Please consider providing feedback to make it easier for future newcomers to obtain information that can improve their experience as they begin work at AFMC.


 [Click to download the USAF Connect app to access the newcomers icon!](#)

NEW EMPLOYEE CHECKLISTS

**Please note that AFMC installations are able to alter the steps and order of the following checklists at their discretion. Please communicate with your local civilian personnel office and unit sponsor to complete the steps necessary for your unique situation.*



PRE-EMPLOYMENT

**You will receive an email from HR to initiate each step in the pre-employment process.*

1. Receive Tentative Job Offer (TJO) (dependent on completion of any remaining mandatory requirements)
2. Follow the instructions received in your TJO to download the “USAF Connect” app and access the “Newcomers” button on the AFMC Page. This feature will provide helpful information for new hires.
3. Complete e-QIP (if applicable)
4. Fingerprints (if applicable)
5. Physical (if applicable)
6. Drug test (if applicable)
7. Receive Firm Job Offer (FJO)
8. Receive reporting date and instructions
9. Receive instructions to gain temporary base access (if applicable)
10. Receive email from unit sponsor/supervisor with other helpful information
11. Complete any remaining paperwork
12. Complete **Cyber Awareness Training** and print certificate to provide to unit sponsor upon arrival. 

IN-PROCESSING

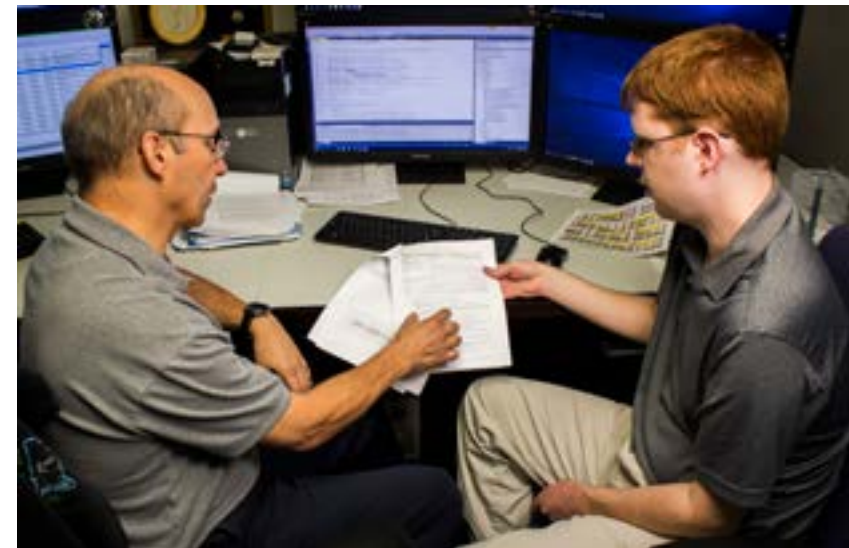
**Reach out to New Employee Orientation (NEO) administrators or Unit Sponsor with questions during any part of the in-processing phase.*

1. You will be contacted by a member of the personnel team to initiate your inprocessing 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.
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.

AIR FORCE EMPLOYEE ASSISTANCE PROGRAM

ABOUT THE EMPLOYEE ASSISTANCE PROGRAM

The Air Force Employee Assistance Program (AF EAP) provides short-term, solution-focused, confidential counseling, and work/life balance resources to appropriated and non-appropriated fund Air Force civilians and their families 24-hours a day, 365 days a year, at no cost to the employee or family member.

CALL THE 24-HOUR EAP HOTLINE AT 866-580-9078

AGENCIES FOR COMPREHENSIVE AIRMAN FITNESS

MENTAL: Employee Assistance Program

Offers Consultation, Assessment, & Referral, for employees AND their families; Short-Term & Solution Focused Counseling; Voluntary, Confidential, and Prepaid Financial and/or legal consultation; Online resources available

SPIRITUAL: Chaplain Corps

Pastoral Counseling; Worship Services; Sunday School (Protestant); Confraternity Christian Doctrine CCD (Catholic); Vacation Bible School (Ecumenical); Youth Groups; Women's Groups; Men's Group (Protestant)

SOCIAL

Airmen & Family Readiness Center (A&FRC)

Financial Counseling & Education; Retirement Planning; Employment; Relocation Information; Deployment Support; Family Life Education; Information & Referral

Sexual Assault Prevention and Response (SAPR)

SAPR provides confidential 24/7 response and victim care support to military members, adult dependents of military members, and Air Force civilian employees who are victims of non-intimate partner sexual assault. Services include advocacy, referrals to medical care, counseling, and local resources. For more information visit the [AFMC SAPR home page](#).

Equal Opportunity Office

Addresses complaints and allegations of unlawful discrimination and sexual harassment; Provides Human Relations Education and training; Supports activities which celebrate diversity; Provides referral assistance for issues that fall outside Equal Opportunity (EO) purview

Child Services

Accredited Child Development Centers; Children 6 wks-5 yrs full-day care; Hourly care; Licensed Family Child Care homes; Extended Duty Care

Youth Services

School-Age Programs (SAP) before and after school, during holidays, and summer vacations; Teen/Pre-Teen Centers; Youth Sports Programs

PHYSICAL

Civilian Health Promotion Services

Wellness screenings (cardiac risk profile, blood pressure, body composition); Health education programs (class topics covering a wide variety of health and wellness topics); Online wellness portal (health risk assessment, health and wellness resources, interactive health trackers, incentives and challenges)

MENTORSHIP AND TRAINING

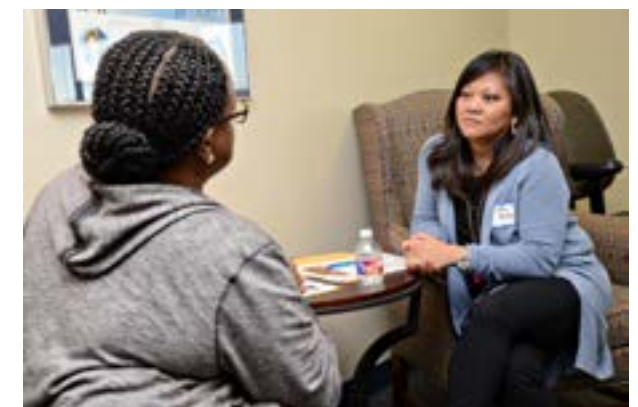
The purpose of force development is to educate, train, and build experience in our innovative Airmen across the command. Mentoring is one of the pillars for developing exceptional leaders to lead the world's most powerful teams and is a key to career progression, networking, and educational advancement.

The Air Force Mentoring Program emphasizes the critical phases of effective mentoring. The manual also explains different relationship types, how to develop a mentoring plan and discussion topics, and provides mentor/mentee checklists. Mentors and mentees should understand the specific guidelines for mentoring, be fully engaged, and be actively involved in planning for mentoring sessions. Mentors and mentees should develop mutual respect, maintain trust and honest communication, and establish a collaborative partnership.

WHY IS MENTORING IMPORTANT?

- Mentoring is transformational and facilitates the development of Airmen by sharing expertise, values, competencies, perspectives, and attitudes.
- It has the power to unlock the innovative potential that resides in all Airmen.
- It is a unique and satisfying experience for the mentor to be able to help a mentee achieve their goals.
- Mentoring is an essential ingredient in developing well-rounded and competent leaders because it helps prepare them for increased responsibilities.

 Read more [information on the AFMC Mentoring Campaign.](#)



FORCE DEVELOPMENT

Deliberate development ensures the Air Force has the uniformed and civilian Airmen it needs for a highly contested future. Lifelong education and training are critical in preparing Airmen to meet emerging challenges. We operate in an unpredictable landscape which requires flexibility and responsiveness in its developmental education processes. The Air Force's Personnel Center is focused on making the right adaptations to its processes to ensure it is enabling simple, transparent, and agile systems that are responsive to the Air Force's and Airmen's needs. Airmen remain our competitive advantage, and we need each Airman to reach their full potential.

CIVILIAN DEVELOPMENTAL OPPORTUNITIES

Civilian Force Development ensures the Air Force has the right people in the right job at the right time and provides education and leadership opportunities that will prepare Air Force civilians to successfully meet challenges across the wide range of operations and missions.

Air Force Civilian Force Development offers more than 25 programs to help civilians develop leadership skills and expand their overall knowledge. They include the Civilian Associate Degree Program, Squadron Officer School, Education with Industry, Air Command and Staff College (in residence or the online master's program), Air Force Legislative Fellows Program, Air War College (in residence), National War College, the Defense Senior Leader Development Program and more.

There are many sources of education, training, and professional development that can be considered after a new employee's two year probationary period. Please visit myPers (CAC enabled); click the Force Development link from the civilian employee landing page, or select the civilian employee category from the dropdown menu and search Force Development.



MYVECTOR

MyVECTOR is a web-based mentoring network with resources that allow mentees to manage their career development with the input and guidance from a mentor. The platform supports individual Airmen, career field managers, and development teams.



For more information and resources go to [MyVector](#).

HUMAN RESOURCES POLICIES AND PROCEDURES

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.

**Note: If you have trouble opening links in this section, see a list of urls in the [Helpful Links section](#) of this guide on page 95.*

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](#).


 View your documents in [MyBiz+ via DCPDS](#).

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.
- ▶ **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).

 For more information on work schedules, please refer to <https://mypers.af.mil>, keyword search "**work schedules**".

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. 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. 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.

ADJUSTMENT OF WORK SCHEDULES FOR RELIGIOUS OBSERVANCE

If modifications in work schedules do not interfere with the efficient accomplishment of an organization’s mission, you may work alternative work hours to fulfill religious obligations that require you to abstain from work at certain times of the workday or workweek. The hours worked in lieu of the normal work schedule do not create any entitlement to premium pay (including overtime pay). Your organization may require you to submit a written request for an adjusted work schedule in advance. When requesting to adjust your work schedule for religious observance, you should specifically state the request is for an adjusted work schedule for religious purposes and provide acceptable documentation of the need to abstain from work (e.g., attendance at religious services).

 For additional information, see the [OPM information on adjusted work schedules](#).

TARDINESS

It is important that you communicate late arrival or other leave concerns with your supervisor. Repeated failure to follow leave procedures may lead to counseling and possible disciplinary action. You may be charged with failure to follow leave procedures and/or Absent Without Leave (AWOL) for serious or repeated infractions. Adjusting work schedules, if feasible, can often eliminate excessive tardiness.

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.

HOLIDAYS

You are entitled to 10 holidays each year in addition to annual and sick leave.

 View the [current calendar of Federal holidays](#).

New Year’s Day	1st January*
Birthday of Martin Luther King, Jr.	3rd Monday in January
President’s Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4th July*
Labor Day	1st Monday in September
Veterans Day	11th November*
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December*

***NOTE:** Most employees are entitled to 10 holidays each year in addition to annual and sick leave dependent upon your work schedule. Part-time employees could be have different holiday entitlements. When a holiday falls on a non-workday (that is a Saturday or Sunday), full time employees are entitled to an “in-lieu of” holiday. For example, when the holiday falls on a Saturday, full time employees’ “in-lieu of” holiday is the previous Friday. When the holiday falls on a Sunday, full time employees’ “in-lieu of” holiday is the following Monday. Part-time employees are not entitled to an “in-lieu of” holiday.

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.

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 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:

Shift Hours	Night Shift Differential
3 p.m. to midnight	7½ percent differential
11 p.m. to 8 a.m.	10 percent 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 6:00 p.m. and 6:00 a.m. to complete an 8-hour tour of duty. Agencies must also pay night pay for all designated core hours worked between 6:00 p.m. and 6:00 a.m. and for any regularly scheduled overtime work between those hours.

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.

SALARY INCREASES

For General Schedule and Federal Wage System (FWS) civilians, rate of pay is determined by your pay grade and step. The GS salary system is divided into 15 grades, each of which has 10 steps. The Federal Wage System—sometimes called the Wage-Grade (WG) or prevailing rate system, has 5 steps in each grade. When first appointed in the Federal Service, your pay is normally set at the first step of the grade. You will be advanced to the next higher step when you meet requirements for length of service and satisfactory performance as follows.

A **GS employee** must wait:

- ▶ 52 weeks for each increase from step 1 through step 4
- ▶ 104 weeks for each increase from step 4 through step 7
- ▶ 156 weeks for each increase from step 7 through step 10

 View a copy of the **most current GS pay tables**.

An **FWS employee** must wait:

- ▶ 26 weeks for advancement from step 1 to step 2
- ▶ 78 weeks for advancement from step 2 to step 3
- ▶ 104 weeks for advancement to steps 4 and 5

 View a copy of the **most current FWS pay tables**.

For those in pay for performance systems, such as Laboratory and Acquisition Workforce Demonstration Projects, you will receive salary increases through pay for performance once per year. These systems are designed to make employee compensation consistent with their level of contributions to the mission of the organization.

LEAVE ENTITLEMENTS

If you are on permanent appointments and time limited appointments over 90 days, you are entitled to annual and sick leave benefits. Annual leave should normally be requested in advance and approved by your supervisor before using. Leave is charged only for absences on days when you would otherwise work and can only be denied for mission reasons.

Annual Leave

Annual leave is paid leave used for personal reasons, such as vacations and taking care of personal business; it may be used in-lieu of sick leave. The accrual rate will depend on your type of appointment and years of federal service, both civilian and creditable military service. New full-time employees earn 13 days (4 hours per pay period) per leave year; those with 3 years, but less than 15 years, earn 20 days (6 hours per pay period, plus 4 additional hours on the last pay period); and those with 15 years or more of federal service earn 26 days a year (8 hours per pay period). New part-time employees with less than 3 years earn 1 hour for each 20 hours in a pay status per leave year. Those with 3 years, but less than 15 years, earn 1 hour for each 13 hours in a pay status and those with 15 years or more federal service earn 1 hour of annual leave for each 10 hours in a pay status. You may accumulate and carry forward a balance of 30 days (240 hours) of annual leave per leave year, unless you are stationed overseas, then you may accumulate 45 days (360 hours). After returning from overseas, you may retain the extra 15 days until the balance is reduced by leave usage. Except for emergencies, your immediate supervisor or a designee must authorize annual leave in advance before it is taken. Should you need annual leave because of an emergency, make every attempt to notify your supervisor prior to the beginning of the work shift or as soon as possible thereafter.

Part-time employees earn annual leave on a prorated basis depending on their officially documented number of hours worked per pay period. An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours worked; with 3 but less than 15 years of service, the employee earns 1 hour for each 13 hours worked; and with 15 or more years of service earns 1 hour for each 10 hours worked.

Annual leave service credit – This is a flexibility at an agency's discretion to grant time towards annual leave service credit based upon non-federal or active duty uniformed service positions having duties which directly relate to the duties of the position which the employee is being appointed. This determination must be approved before the employee enters on duty.

- the determination cannot be made retroactively. Once an employee completes 1 full year of continuous service with the appointing agency, the period of service for which the employee was granted annual leave service credit for non-federal or active duty uniformed service work experience is permanently creditable for the purpose of determining the employee's annual leave accrual rate for the duration of the employee's career.

Sick Leave

If you are a full-time employee, you will earn 13 days of sick leave a year or 4 hours per pay period. If you are a part-time employee, you will earn 1 hour for every 20 hours you are in a pay status. You may use sick leave in ¼-hour increments and with no restriction on the number of hours of sick leave you may accumulate. If you separate from federal service prior to retirement, you will not receive a lump sum payment for unused sick leave. If you later return to work in the federal service, you may request a re-credit of unused sick leave to your leave account. Retirees under the Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS) are entitled to time credit in the calculation of retirement annuity for all unused sick leave to their credit at the time of retirement. Employees are entitled to use sick leave for the following reasons (based on supervisory approval):

- ▶ Medical, dental, or optical examinations for you or family member(s)
- ▶ Physical or mental illness, injury, pregnancy, or childbirth that prevents you from working.
- ▶ Providing care for family member(s) due to physical or mental illness, injury, pregnancy, or childbirth
- ▶ Making funeral arrangements for or attending a family member's funeral as defined in 5 CFR 630.201
- ▶ Your presence at work exposes others to a communicable disease
- ▶ Child adoption

For more information on adoption benefits, see [Adoption Benefits Guide for Federal Employees](#). It may not always be possible for you to obtain sick leave in advance unless you also know in advance about medical, dental, or optical examinations; treatment operations; periods of convalescence; lengthy illness; or something similar. However, once you learn of your need for sick leave, you must contact your immediate supervisor or designee, as early in the day as possible, after the beginning of the official workday to obtain authorization to use sick leave. Check with your supervisor for appropriate leave request procedures.

Advanced Sick Leave (ASL)

You may request ASL if you have a serious illness or disability, if you are taking care of a family member due to an ailment, or if you are adopting a child. You may request up to a maximum of 240 hours at any given time. The request must be in writing stating the purpose of the leave. Submit the appropriate medical documentation (diagnosis, prognosis, and length of incapacitation) and memo to your supervisor for approval/disapproval. If you are a part-time employee, or an employee on an uncommon tour of duty, you are also eligible to request advanced sick leave; however, the advance will be prorated according to the number of hours regularly scheduled in your workweek. If you leave federal service prior to paying the ASL back, you will incur a federal debt unless you file for a disability retirement and the OPM approves it.

Leave for Family Purposes

You are entitled to no more than a combined total of 12 weeks (480 hours) of sick leave each year for all family care purposes. This includes 13 days (104 hours) of sick leave for general family care or bereavement purposes.

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.

 Read more about leave on the [OPM webpage](#).

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.

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.

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.

 Additional information is available on the [OPM webpage](#).

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.

Leave During Inclement Weather

Unscheduled leave under liberal leave policies may be available to you during adverse weather.

However, you must still call in to request that approval for annual leave be granted. Annual leave is charged for the entire workday, or for the appropriate number of hours requested. Early release during inclement weather is considered excused absence only if you are present for duty at the time of the release. Status of installation operations are usually announced on local radio/television stations. You will be notified in advance if you have been designated as “emergency essential,” if so, you should report for duty unless otherwise instructed by your supervisor. Most installations communicate inclement weather conditions via phone calls, e-mail, text messaging, and pop-up messages. Talk to your supervisor to see if your installation has this available. In instances where early release would be authorized due to inclement weather, installations have established procedures to ensure orderly release. For additional information on leave during inclement weather, please contact your local Civilian Personnel Office.

For employees in telework status during inclement weather conditions, it will be business as usual, and they will be expected to work from their alternate duty location.

Pay On A Holiday

Employees must be in a pay status or a paid time off status (i.e., leave, compensatory time off, compensatory time off for travel, or credit hours) on their scheduled workdays either before or after a holiday in order to be entitled to their regular pay for that day. Employees who are in a non-pay status for the workdays immediately before and after a holiday may not receive compensation for that holiday.

Full-time employees who are not required to work on a holiday receive their rate of basic pay for the applicable number of holiday hours.

Employees under compressed work schedules on a holiday are generally excused from all of the non-overtime hours they would otherwise work on that day and which apply to their “basic work requirement.” For example, if a holiday falls on a 9- or 10-hour basic workday, the employee’s holiday is 9 or 10 hours, respectively. In the event the President issues an Executive order granting a “half-day” holiday, a full-time employee on a compressed work schedule is entitled to basic pay for half the number of hours he or she would otherwise work on that day.

A part-time employee is entitled to a holiday when the holiday falls on a day when they would

otherwise be required to work or take leave. This does not include overtime work. Part-time employees who are excused from work on a holiday receive their rate of basic pay for the hours they are regularly scheduled to work on that day.

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.

EMPLOYEE ABSENCES FOR COURT OR COURT-RELATED SERVICES

Jury Duty	An employee who is summoned to serve as a juror in a judicial proceeding is entitled to court leave.
Witnesses	An employee who is summoned as a witness in a judicial proceeding in which the federal, state, or local government is a party is entitled to court leave.
Official Duty	An employee who is summoned as a witness in an official capacity on behalf of the Federal Government is on official duty, not court leave.
Fees/Expenses	Employees must reimburse to their agency fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of "expenses" (e.g., transportation) do not have to be reimbursed to the agency.

Disabled Veteran Leave

Under the Wounded Warriors Federal Leave Act of 2015 (Public Law 114-75, November 5, 2015), an employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more from the Veterans Benefits Administration (VBA) of the Department of Veterans Affairs is entitled to up to 104 hours of disabled veteran leave for the purposes of undergoing medical treatment for such disability. An eligible employee

will receive the appropriate amount of disabled veteran leave as of the employee's "first day of employment," as defined below. Disabled veteran leave is a one-time benefit provided to an eligible employee. The employee will have a single, continuous 12-month eligibility period, beginning on the "first day of employment" in which to use the leave or it will be forfeited with no opportunity to carry over the leave into subsequent years. An employee may not receive a lump-sum payment for any unused or forfeited leave under any circumstance.

SERVICE CREDIT FOR LEAVE RATE ACCRUAL AND RETIREMENT FOR VETERANS

Retired From Uniformed Service

Credit for uniformed service is substantially limited for retired members. In enacting the Dual Compensation Act in 1964, Congress adopted a compromise between the view that retired members should receive preference and full credit for their service and the view that there should be no advantage for retired members.

Not Retired From Uniformed Service

For non-retired members, full credit for uniformed service (including active duty and active duty for training) performed under honorable conditions is given for leave accrual purposes, and for retirement purposes so long as a deposit, as required by law, is made to the retirement fund. Uniformed service means the Armed Forces, the commissioned corps of the Public Health Service, and the commissioned corps of the National Oceanic and Atmospheric Administration. Veterans in a position covered by FERS on or after 1 January 1984, must make a deposit to the retirement fund of 3% of basic military pay to obtain retirement credit.

Military Retirees Receive Leave Accrual Credit for the Following Reasons

- Actual service during a war declared by Congress (includes WWII covering the period 7 December 1941 to 28 April 1952) or while participating in a campaign or expedition for which a campaign badge is authorized.

- All active duty when retirement was based on a disability received as a direct result of armed conflict or caused by an instrumentality of war and incurred in the line of duty during a period of war as defined in 38 USC. 101(11). "Period of war" includes WWII, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of Congress.

For Retirement: An employee must waive military retired pay to receive any credit for military service unless the retired pay is awarded based on a service-connected disability incurred in combat with an enemy of the United States or caused by an instrumentality of war and incurred in the line of duty during a period of war.

VERIFICATION OF EMPLOYMENT

Often, presenting a lender with an official LES is sufficient to verify your employment and salary information. If so, you can access your LES from [myPay](#).

If a more formal employment verification is required, such as when you apply for an apartment lease, car loans, mortgage, or other major loans, you can utilize the self-service employment verification tool available at [MyBiz](#) (CAC-enabled). It will allow any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize to verify your employment status.

APPROPRIATED AND NON-APPROPRIATED FUND POSITIONS

Within the Federal Government, Appropriated Funds refer to monies allocated by legislation passed by Congress and signed by the president. Appropriated Funds are usually specified in Congress's yearly budget or continuing resolution. However, funds can be allocated in any bill passed by Congress. This money comes primarily from federal income tax and other federal taxes. Appropriated Funds may only be used for the purpose they have been appropriated for. Most Air Force Civilian positions are funded by appropriated funds. Non-appropriated funds (NAF) employment is considered federal employment. However, it is different from Federal Civil Service employment because the monies used to pay the salaries of NAF employees come from a different source, such as Morale, Welfare, and Recreation funds.

APPOINTMENT TYPES

Permanent Appointments in the Competitive Service

Most permanent appointments to the FWS or GS system begin as career-conditional. Career-conditional employees attain career tenure after completing three years of substantially continuous creditable service. The first two years of a career-conditional appointment is a probationary period used to determine the new employee's suitability as a federal government employee.

Permanent Appointments in the Excepted Service

Some federal employees begin their federal careers in the excepted service. Appointments in the excepted service are acquired either by virtue of the position held or by virtue of the legal authority used for appointment. For example, if you were hired using the Veterans Recruitment Appointment (VRA) or Schedule A authorities for employment of individuals with physical or mental disabilities, you are appointed to the excepted service for two years. After serving in the excepted service for the required two years, and with your supervisor's recommendation, you will be converted to the competitive service. An additional year of service is then required before you obtain career tenure. Within the Department of the Air Force, certain positions, such as Attorney-Advisors and Defense Civilian Intelligence Personnel Systems (DCIPS) positions, are classified as excepted service. Persons employed in one of these positions are considered to be in the excepted service for the duration of their service. The first year of an excepted service appointment is a probationary period that is used to determine the new employee's suitability as a Federal Government employee.

Temporary Appointments

This type of appointment is for a limited time, normally not to exceed a year, and may terminate at any time during the first year. Generally, employers do provide you advance notice of early termination whenever possible. As a temporary employee, you are not eligible for promotion. You earn annual leave if your appointment is over 90 days, and you earn sick leave regardless of the length of the appointment. However, if you are on an intermittent work schedule, you do not earn either annual leave or sick leave. Temporary employees are not eligible for life insurance. Should your appointment be extended past one year, you will become eligible for health benefits.

Time-Limited Appointments

Temporary and term appointments are time-limited appointments and confer no status or competitive appointment eligibility. Under the GS or FWS system, a temporary appointment is limited to one year or less with the possibility of an extension of up to one additional year. A term appointment is limited to 13 months or more, but may not exceed four years.

Term Appointments

Term appointments generally do not extend past four years. Term employees are required to serve a one-year trial period and may be terminated at any time during the probationary period for performance or conduct deficiencies. As a term employee, you may be eligible for promotion if hired into a career-ladder position. Otherwise, you must re-apply as an external applicant. You will earn annual and sick leave and are eligible for all benefits, to include both health and life insurance. Time served in a Term appointment may be counted towards a federal civilian retirement.

LABOR-MANAGEMENT RELATIONS

Civil Service Reform Act Of 1978

This Act provides the legal foundation for the operation of the Federal Labor Management Relations program. Under the provisions of the program, eligible employees may elect a labor organization to represent them through an election vote for union representation. If as a result of that election, a bargaining unit has been certified, a bargaining unit employee may choose to serve as a representative of the labor organization in presenting the union's views to management officials and in negotiating a collective bargaining agreement. Contact your local Civilian Personnel Office, Labor Relations Specialists, for additional questions.

Bargaining Unit Status (BUS) Codes

Your BUS is located on block 37 of your latest SF50. If the number is NOT 8888 or 7777, then you are a bargaining unit employee represented by a local union. The number 8888 means that you are excluded from joining a bargaining unit, and the number 7777 means that you are eligible for a union, but not represented.

Recognized Unions

To find out which union is the exclusive bargaining agent for your organization and the name and contact information for its representative, you can ask your supervisor, sponsor, or contact your local Civilian Personnel Labor Relations Specialist. If any of the information presented in this handbook is in conflict with the policies and procedures of a negotiated agreement applicable to your bargaining unit, the provisions of the negotiated agreement take precedence and must be observed.

Grievances

In the event you believe you have been adversely affected by the misinterpretation or misapplication of a personnel policy or collective bargaining agreement, you may submit a grievance. First, you should discuss your complaint with your immediate supervisor in an attempt to resolve the problem in an informal manner. If unresolved and you are a member of a bargaining unit, you may file negotiated grievances (NG) in accordance with the procedures described in the appropriate collective bargaining agreement. Non-bargaining unit employees (block 37 of your SF50 will be either 8888 or 7777) must submit grievances in accordance with Administrative Grievance Procedures. For more information on administrative grievance procedures, employees can contact their local Civilian Personnel Labor Relations Specialist.

Representation

Bargaining unit employees are entitled to union representation if examined by a representative of the agency in connection with an investigation. This is commonly referred to as “Weingarten Rights.” The Federal Service Labor-Management Relations Statute establishes three conditions that must be met for a meeting to be considered a “Weingarten” meeting:

- ▶ One or more agency representatives are examining (questioning) a bargaining unit employee in connection with an investigation;
- ▶ The employee reasonably believes that the examination may result in disciplinary action against the employee; and
- ▶ The employee requests union representation.

Civilian Conduct and Responsibility

In the event of a breach of discipline, such as AWOL or a more serious offense, your supervisor will take necessary action to maintain discipline, prevent prohibited activities, and motivate employees to conform to acceptable standards of conduct. Inappropriate conduct falls into two categories: behavioral offenses for which disciplinary action aimed at correcting the behavior as appropriate, and violations of regulations or laws that require punitive sanctions. Disciplinary and adverse actions also fall into two categories:

- ▶ informal actions involving oral admonishments and written warnings or
- ▶ formal actions including letters of reprimand, suspensions, demotions, and removal.

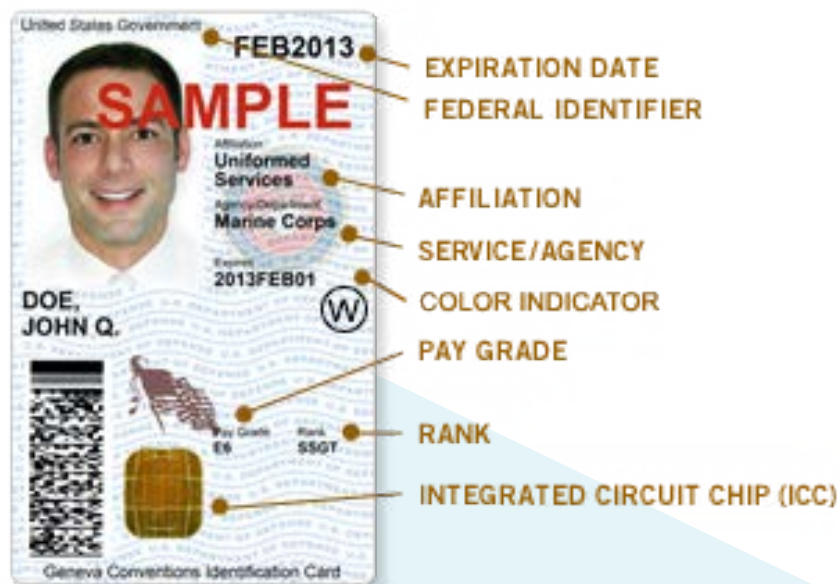
The most effective means of maintaining discipline is through cooperation, sustained effective working relationships, and the self-discipline and responsible performance expected of mature employees.

The United States Air Force expects all employees to comply with standards of conduct and responsibilities to maintain a productive and safe work environment.

PHYSICAL AND COMPUTER ACCESS: COMMON ACCESS CARD

One of the first actions you will need to take after onboarding is to acquire a Common Access Card (CAC). This is a “smart” card about the size of a credit card, and is the standard identification for active duty uniformed service personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel. The CAC is the principal card to enable physical access to buildings and controlled spaces as well as providing access to DoD computer networks and systems. The sooner you are able to get your CAC, the sooner you will be able to gain unescorted access to your worksite and to your computer, work email, and computer networks. Information will be provided to you during pre-employment and upon onboarding on where to go and what documents are needed to obtain your CAC.

Your CAC is a government controlled ID that must be safeguarded at all times. Once you have your CAC, you will need to handle it with care because you will be using it often. When you receive your CAC via your installation Military Personnel Flight, you should also receive a “Proud to be an Air Force Civilian” lanyard or clip where you can store your CAC when you are not using it for your computer.



OBTAINING YOUR CAC

After your appointment paperwork (Notification of Personnel Action (NPA), also referred to as “SF50”), is finalized and posted (generally by your second or third day on the job), you must visit a Real-Time Automated Personnel Identification System (RAPIDS) site for issuance of your CAC. Although some offices may have walk-in times available, your unit sponsor or Civilian Personnel onboarding point of contact should make an appointment in advance to avoid long wait times. If your CAC is lost, not working or close to expiring, you can make appointments **via RAPIDS** to ensure you experience shorter wait times.

When you go to the RAPIDS site, you must bring the following items:

- 1. Two forms of ID in original form.**

Both of the IDs must bear a photo and be unexpired (for example, a passport or driver’s license). View the [entire list of acceptable documents](#).

- 2. You will be required to select a six (6) to eight (8) digit number to use as a Personal Identification Number (PIN).**

Your PIN should not use a number derived from something easily known about you, such as part of your Social Security Number (SSN), birthday, anniversary date, telephone number, or address.

USING YOUR CAC

Your CAC will offer a variety of functions depending on your component/command. While each component/command can tailor the functions of the card to meet its specific needs, the CAC is for identification and authentication.

KEEPING YOUR CAC SECURE

You will need your PIN to access information stored on a CAC. To protect the information on your CAC, you should never tell anyone your PIN or write it down where it can be easily found. Your PIN should be kept secure at all times, just like your SSN. If you enter the incorrect PIN three times consecutively, the card is designed to lock you out so you cannot access your information. You will need to go to the RAPIDS site to reset your PIN.

MAINTAINING YOUR CAC

You can safely keep your CAC in a wallet or purse. You cannot, however, amend, modify, or overprint your CAC. No stickers or other adhesive materials are to be placed on either side of an ID card. You can also photocopy a CAC without damaging it, but any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to a fine, imprisonment, or both. Storing your CAC in the badge holder provided to you when you receive the CAC is an ideal place to keep it safe when not in use. You should keep your CAC on you at all times when away from your desk or work environment.

REPLACING YOUR CAC

If you lose your card, you shall be required to present documentation from the local security office or CAC sponsor confirming the CAC has been reported lost or stolen. This documentation must be scanned and stored in the Defense Enrollment Eligibility Reporting System (DEERS). You will need to go to the RAPIDS site to get another CAC.

CHANGING YOUR CAC PIN

If you forget your PIN, go to the nearest issuance site, where you will be given the opportunity to prove that you are the owner of the CAC by matching your fingerprint against the fingerprint that was stored on DEERS when you were issued the card. If your fingerprint matches successfully, you can select a new PIN. Currently, there is no capability to reset your PIN remotely.



Francis Baylor, National Air and Space Intelligence Center employee, receiving lanyard for his CAC: "My dream has always been to work for the Air Force."

RENEWING YOUR CAC

If your CAC expires and you are eligible for a new CAC, you should make an appointment and go to the nearest RAPIDS site and obtain your new CAC. For your convenience, CACs can be brought in for renewal up to 30 days in advance of the expiration date.

RETURNING YOUR CAC

All ID cards are property of the U.S. Government. Upon separation or loss of affiliation with DoD, the individual must return their ID card.

To prevent any unauthorized use, ID cards that are expired, invalidated, stolen, lost, or otherwise suspected of potential or actual unauthorized use shall be revoked in DEERS, and the Public Key Infrastructure (PKI) certificates on the CACs will be immediately revoked.

For more information about CAC, please refer to <http://www.cac.mil/>.

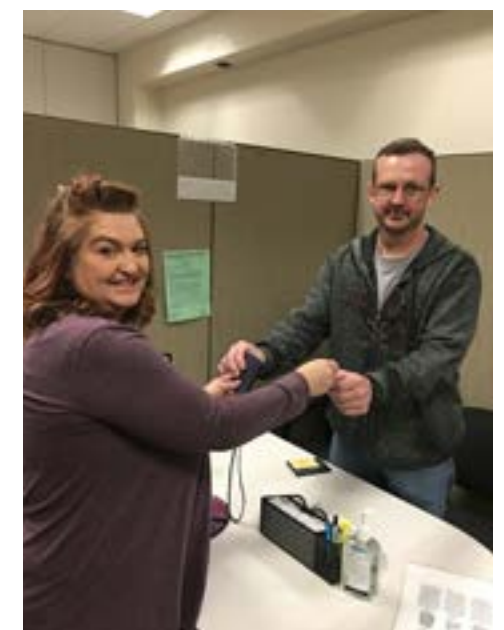
NOTE this information has been provided and approved by the AFMC Cyber Security Liaison Office.



Brian Nall of Hill AFB receiving CAC and lanyard. "I am thrilled to be part of the Hill AFB team."



Amanda Hererra of Hill AFB. "I am so excited to start my new job!"



Douglas Hanson of Hill AFB. "I am so excited to start my Air Force Career and glad to be part of the team!"

BENEFITS AND ENTITLEMENTS

Benefits counseling services for health and life insurance, retirement and Thrift Savings Plan (TSP) are provided centrally by the Benefits and Entitlements Service Team (BEST). BEST is located at JBSA Randolph, Texas. These counselors are available Monday through Friday, with the exception of federal holidays, from 7:00 a.m. to 5:00 p.m. EST at 1-800-525-0102.

Open Season enrollments, changes or cancellations can be made through BEST or by utilizing the Government Retirement & Benefits (GRB) Platform web application – access via AFPC Secure or the Air Force Portal. Access instructions can be found [here](#).

BENEFITS	ELECTION PERIOD	HOW TO ENROLL
Federal Employees Health Benefits (FEHB)	60 Days	GRB Online Platform or 1-800-525-0102
Federal Employees Group Life Insurance (FEGLI)	60 Days	GRB Online Platform or 1-800-525-0102
Federal Employees Dental and Vision Insurance Program (FEDVIP)	60 Days	www.BENEFEDS.com or 1-877-888-3337
Flexible Spending Accounts (FSA) <i>(for reimbursement of health and dependent care expenses not paid by health insurance)</i>	60 Days (or by October 1st, whichever occurs first)	https://www.fsafeds.com/
Long Term Care (LTC) Insurance	60 Days (for abbreviated underwriting application)	https://www.ltcfeds.com/ or 1-877-582-3337
Thrift Savings Plan (TSP) <i>(Retirement savings plan)</i>	Automatically Enrolled; may make changes at any time	www.tsp.gov
Election of FERS	Within 6 months of reemployment	Obtain SF 3109 from local or servicing Civilian Personnel Office
Waiver of Federal Employees Health Benefits Premium Conversion	60 Days	Obtain Premium Conversion Waiver Form




FEDERAL EMPLOYEE HEALTH BENEFITS PROGRAM

The FEHB program is the largest employer-sponsored group health insurance program in the world. The FEHB program is administered by the OPM and provides major medical coverage for hospitalization, doctor visits, prescriptions, and other medical services. There are no pre-existing coverage stipulations, and a physical examination is not required. A large number of health plans participate in the FEHB program, to include fee-for-service, health maintenance organizations, consumer-driven, and high deductible health plans. Enrollment options are self-only, self-plus-one, or self-and-family. Health insurance is a valuable benefit for which eligible employees are immediately able to enroll. Coverage is effective the first pay period AFTER the enrollment is processed. While you can use your FEHB benefits as soon as coverage is effective, it may take several weeks before the carrier shows the enrollment, in which case employees sometimes are required to pay out-of-pocket and then submit claims for reimbursement. The new employee enrollment window expires 60 days after the date of hire. Employees who do not enroll within this window must wait until the annual open enrollment period or have a Qualifying Life Event (QLE) to enroll outside of this window.

 For more information on FEHB coverage and options, see [OPM information](#).

FEDERAL EMPLOYEE DENTAL AND VISION INSURANCE PROGRAM

Employees eligible for FEHB, even if not enrolled, are also eligible for a supplemental dental and/or vision benefit, FEDVIP. Dental or vision coverage offered through FEHB plans varies widely from carrier to carrier but would be the primary coverage. FEDVIP provides comprehensive secondary coverage. Employees may enroll in dental coverage only, vision coverage only, or dental and vision coverage. Enrollment is self-only, self-plus-one, or self-and-family. Eligible new employees have 60 days to enroll in FEDVIP. In addition, there is an annual open enrollment opportunity and certain QLEs may permit enrollment or a change to your enrollment within a specified time frame. Generally, you cannot cancel your coverage outside of the open enrollment period. FEDVIP may also be carried into retirement. FEDVIP is administered by BENEFEDS.

-  Find **information on dental insurance coverage on the OPM website**
-  Find additional **information on vision insurance coverage on the OPM website**
-  For questions regarding FEDVIP, or to enroll, contact BENEFEDS at 1-877-888-3337 or visit **www.BENEFEDS.com**

FLEXIBLE SPENDING ACCOUNTS (FSA)

FSAFEDS allows you to set aside pre-tax dollars from your pay for reimbursement for your eligible out-of-pocket health care and/or child/elder dependent care expenses thus lowering your taxable income. FSAFEDS offers three different flexible FSAs: a Health Care Flexible Spending Account (HCFSAs), Limited Expense Health Care Flexible Spending Account (LEX HCFSAs), and Dependent Care Flexible Spending Account (DCFSAs). A HCFSAs will reimburse employees for eligible health care expenses such as copays and deductibles which are not covered under FEHB and/or FEDVIP. A LEX HCFSAs is designed for those enrolled in a High Deductible Health Plan with a Health Savings Account. This is limited to eligible expenses from dental and vision care for you and your dependents not covered or not reimbursed by your coverage. A DCFSAs will reimburse employees for eligible day care expenses for children under age 13 or dependents who are incapable of self-care who are on your federal tax return. Generally, eligible new hires have 60 days to enroll, except for those hired late in a calendar year that may enroll during the annual open enrollment period. Benefits must be elected each year if you wish to continue to participate in the program. The program is administered by FSAFEDS.

-  More information is available on the **[OPM website](#)**.
-  For questions regarding FSAFEDS, or to enroll, contact them at 1-877-372-3337, TTY: 1-800-952-0450 or visit: **www.fsafeds.com**.



FEDERAL EMPLOYEE GROUP LIFE INSURANCE

FEGLI is the largest group life insurance program in the world. It consists of Basic Life Insurance coverage, which is automatic, and Optional Life Insurance, which must be elected within 60 days of hire or conversion to an eligible position unless there is a QLE allowing for a change. Unlike other benefits, there is no annual open enrollment period for FEGLI. There is no physical required for new employee enrollment, and FEGLI coverage can be decreased or cancelled at any time. However, opportunities to elect or increase coverage are infrequent and may require a physical examination. If you are enrolled in Basic Life, certain life events (marriage, divorce, etc.) may allow you to elect optional coverage within a specified time frame of that QLE. FEGLI is group term life insurance and does not build up any cash value. You may designate anyone you wish to receive all or a portion of your FEGLI coverage, with the exception of Option C coverage, which is only payable to the employee. Employees may continue FEGLI into retirement if enrolled in the FEGLI program for 5 years immediately preceding retirement, or from the first opportunity to enroll (if employed less than 5 years prior to retirement).

-  More information is available on the **[OPM website](#)**.

FEDERAL LONG TERM CARE INSURANCE PROGRAM (FLTCIP)

FLTCIP provides long term care insurance to help pay for care associated with the need for help with everyday activities. This insurance helps pay for long term care services in many settings, such as at home, a nursing home, assisted living facility, and adult dependent care facility. Eligible new employees can apply within 60 days with abbreviated underwriting (fewer questions on health). Even if you do not enroll, extended family members may be eligible to apply. In addition, FLTCIP benefits may be continued into retirement.

-  More information is available on the **[OPM website](#)**.
-  To learn more or to enroll, contact the program administrator, Long Term Care Partners at 1-800-582-3337 or visit **www.ltcfed.com**.

RETIREMENT COVERAGE AND SYSTEMS

Employees are encouraged to begin retirement planning early and review their plans regularly throughout their career. Educated financial plans and decisions made throughout one's career will help to secure a more financially comfortable retirement. Retirement coverage is automatic for employees hired into eligible positions. Retirement benefits allow for an immediate or deferred retirement annuity for eligible individuals after meeting length-of-service and age requirements. In addition, employees who experience a condition where they are unable to perform their job due to physical or mental disability lasting at least one year may apply for disability retirement (subject to OPM approval). Survivors of employees or annuitants who pass away may also be eligible to receive a monthly survivor's annuity based on the employee's retirement covered employment. Retirement system coverage depends on various factors such as your service history and type of appointment. Below are descriptions of the different federal retirement systems:

- ▶ The Federal Employees Retirement System (FERS) covers most employees hired in a position that provides retirement eligibility after 1 January 1984 and before 1 January 2013. It is a three-part retirement system consisting of Social Security benefits, a FERS annuity or pension, and the TSP which is an integral part of FERS. For more information, see the [MyPers website](#).
- ▶ The Federal Employees Retirement System Revised Annuity Employee (FERS-RAE) covers employees newly hired into a position that provides retirement eligibility on or after 1 January 2013 or rehired with less than 5 years prior potentially creditable service and before 1 January 2014. The Federal Employees Retirement System Further Revised Annuity Employee (FERS-FRAE) covers employees newly hired into a position that provides retirement eligibility on or after 1 January 2014 or rehired with less than 5 years prior potentially creditable service. These systems are identical to regular FERS but FERS-RAE and FERS-FRAE employees pay higher employee contributions than regular FERS employees.




- ▶ The Civil Service Retirement System (CSRS) is a closed system to employees newly hired after January 1, 1984, but still covers a portion of the Department of Army Civilian workforce. CSRS employees are not subject to Social Security Tax.
- ▶ Federal Insurance Contributions Act (FICA) and CSRS Partial, which is called CSRS-Offset, cover certain employees who are vested in the CSRS, but are subject to Social Security by law. If you are placed in CSRS-Offset you have a 6-month opportunity to elect coverage under FERS.

A number of pamphlets describing various retirement programs are available on the [MyPers website](#). Information regarding retirement eligibility, computation, and benefits may be found on the Government Retirement and Benefits (GRB) Platform or by calling BEST at 1-800-525-0102 to speak with a retirement specialist.

- ▶ Employees may request retirement estimates, however, BEST will only calculate 1 estimate every 4 years. All employees may use the self-service calculators available on the GRB Platform to calculate their civil service retirement annuity as well as their TSP and social security benefits. This tool will only factor the civil service annuity.
- ▶ Employees intending to retire should submit their retirement applications via MyPers at least 90 days ahead of their retirement date, however, the earlier the better. A retirement counselor will contact the employee and provide retirement counseling before the date of retirement. Effective 1 June 2020, a Request for Personnel Action (RPA) for a retiring civilian employee must be received by the Benefits & Entitlement Service Team (BEST) before a retirement application package is submitted. On or after 1 June 2020, all retirement packages received by the Air Force Personnel Center (AFPC), for which BEST has not received the retirement RPA, will be returned without action. Information regarding retirement eligibility, computation, and benefits may be found on the GRB Platform or by calling BEST at 1-800-525-0102 to speak with a retirement specialist.

MILITARY SERVICE CREDIT PAYMENTS

If you have served on active military duty, regardless of which retirement system you are under, you may make a deposit to the civilian retirement system for that service and receive credit towards the civilian retirement for that service. In addition, some reserve service may also be eligible for Civil Service credit. Service credit for retirement credit is not automatic and requires action by the employee. For FERS and certain CSRS employees, a deposit is required in order to receive credit for both retirement eligibility and annuity computation. This is true even for Military Service which interrupts Civilian Service (except Military Service which is fully covered under military or civilian leave).

-  This process is handled by the employee via MyPers after they've received their CAC. The instructions, forms and procedures can be found at the [MyPers website](#) here.
-  Each employee will need their DD214 and documentation of their military basic pay before beginning the process. The employee's branch of service will determine who this form is sent to at DFAS.
-  Assistance is available through BEST, the representative will walk you through the process. The [DFAS website](#) may also offer additional assistance.

CIVILIAN SERVICE CREDIT PAYMENTS

Eligibility for making service credit deposits or redeposits depends on your respective retirement system. CSRS and CSRS Offset employees may or may not receive retirement credit for eligibility and annuity computation without paying a deposit or redeposit, depending on the dates of the service. FERS employees must pay a deposit to receive eligibility and annuity computation credit for temporary service but may receive credit for eligibility to retire but not for annuity computation for refunded service. CSRS and CSRS Offset employees may make service credit deposits for periods of service where retirement deductions were not withheld, such as in the case of temporary service regardless of when the service occurred. Additionally, you may make a redeposit to cover periods where you separated from Civilian Service, applied for, and received a refund of retirement deductions. Retirement credit for eligibility and annuity computation without paying a deposit or redeposit depend on the dates of the service. FERS, FERS-RAE, and FERS-FRAE employees may make service credit deposits for periods of service where retirement deductions were not withheld, such as in the case of temporary service performed prior to 1 January 1989. Temporary service performed on or after 1 January 1989 generally is not creditable under FERS, and a deposit is not allowed. Refunded service, regardless of the dates, may be repaid. If the refund is not repaid, credit toward length-of-service for eligibility will be given, but no credit will be given for the refunded service when calculating the annuity.


-  Additional information can be found on [MyPers](#).

NONAPPROPRIATED FUND SERVICE CREDIT

Prior NAF service may be creditable toward Appropriated Funds service dependent upon various factors such as the type of NAF service (regular versus flexible) as well as the number of years of service.


 Additional information can be found on the [MyPers page](#) or from your Staffing Specialist.

MEDICARE

 All federal employees are subject to the Medicare tax. To answer questions about how FEHB Program & Medicare work together to provide you with your health benefits coverage at age 65, visit the [OPM website](#).

OLD-AGE, SURVIVORS, AND DISABILITY INSURANCE (OASDI)

OASDI, also known as Social Security Tax, is available to all employees with the exception of those under CSRS that are subject to the Social Security Tax. However, there is a maximum taxable earnings limit which changes annually. Earnings above the limit are exempt from the Social Security Tax.

 To find out what the annual limit is, visit the [social security website](#).

THRIFT SAVINGS PLAN

TSP participation is critical for you while planning for a retirement income that will meet continued financial needs during retirement years. The TSP offers the same type of savings and tax benefits that many private corporations offer their employees under 401k plans. Contributions are made through payroll deduction and are tax-deferred. TSP features a variety of investment options. Transfers and rollovers from other qualifying retirement plans may be eligible for acceptance into your TSP account. TSP also offers various withdrawal and loan options. All employees in CSRS, CSRS Offset, FERS, FERS-RAE, and FERS-FRAE are eligible to participate in the TSP. New and rehired employees are automatically enrolled at a contribution rate of 5%. The contributions that you make to your TSP account are separate from your contributions to FERS or CSRS. FERS employees receive an employer automatic 1% and matching contributions up to 5%, while CSRS and CSRS-Offset employees do not receive matching contributions.

The maximum annual contribution limit is determined each year by the Internal Revenue Service (IRS). It is important for FERS employees intending to maximize their contributions to calculate carefully. Employees who reach the annual limit before the end of the TSP contribution year will have withholdings cease and may miss out on agency matching contributions. It is also important to note that the TSP contribution year is based on when the pay is received, not when it is earned. Because of the time lag between making the election, the effective date of the election, and the receipt of pay, it is often necessary to make the following year's TSP election in late November or early December in order to affect the first pay date in January.

TSP elections to increase, decrease, stop, or restart withholdings can be made at any time. These changes can be done via the GRB Platform. To make changes to your investment allocation, move money between funds, or inquire about account balances, loans, or withdrawals, call 1-877-968-3778 or access the TSP website. Once TSP receives the first contribution, they will establish an account and contact the employee with account access information.

 Access the [Thrift Savings Plan website](#).

TSP Catch-Up Contributions

Beginning January 1, 2021, the Federal Retirement Thrift Investment Board (FRTIB) implemented the spillover method for catch-up contributions.

The spillover method streamlines the catch-up process for eligible participants; they no longer have to make separate catch-up contributions. The TSP system determines if the participant is eligible to make additional contributions toward the catch-up limit based on the participant's date of birth. For 2021, the annual Elective Deferral Limit (EDL) is \$19,500. The Internal Revenue Code (IRC) 414(v) catch-up contributions limit for 2021 is \$6,500.

If the participant is eligible to make catch-up contributions, anything beyond the annual EDL regular contributions automatically start counting toward the catch-up contribution limit. These additional contributions “spill over” until the participant meets the catch-up limit for those age 50 or older. Contributions spilling over toward the catch-up limit are matched, but only on up to the 5% of salary to which participants are already entitled. Participants aged 50 or older who do not wish to contribute toward the catch-up limit should adjust their contributions accordingly.

Here's what you should know:

- ▶ You must already be contributing an amount that will reach the IRS annual contribution limit. To see the most current limits, visit Contribution Limits.
- ▶ You may start, change, or stop making catch-up contributions at any time.
- ▶ There are no matching contributions for catch-up contributions.
- ▶ Starting January 1, 2021, the TSP no longer uses Form TSP-1-C for catch-up contributions.

 Additionally, IAW Bulletin 20-1 <https://www.tsp.gov/bulletins/20-1/>, the following forms and publications will soon be changed to reflect the spillover method.

Fact Sheets:

- ▶ TSP Benefits That Apply to Military Service Members Who Return to Civilian Federal Service (USERRA)
- ▶ Annual Limit on Elective Deferrals
- ▶ Contributions Toward the Catch-Up Limit Fact Sheet

Participant Forms:

- ▶ TSP-1, Election Form
- ▶ TSP-U-1, Election Form (Uniformed Services)
- ▶ TSP-1-C, Catch-Up Contribution Election (form to be removed by 1/1/2021)
- ▶ TSP-U-1-C, Catch-Up Contribution Election (Uniformed Services) (form to be removed by 1/1/2021)
- ▶ TSP-19, Transfer of Information Between Agencies
- ▶ TSP-44, Request for Refund of Excess Employee Contributions

Booklets:

- ▶ Summary of the Thrift Savings Plan
- ▶ Managing Your Account for Civilian Federal Employees
- ▶ Managing Your Account for Members of the Uniformed Services

Leaflets:

- ▶ How to Read Your Quarterly TSP Participant Statement (obsoleted)
- ▶ How to Read Your Annual TSP Participant Statement (obsoleted)

Thrift Savings Plans elections (start, stop, change) can be made through the Government Retirement and Benefits (GRB) Platform at <https://grbplatform.us.af.mil>. Once in the GRB Platform, choose the TSP tile. Please note that as part of the spillover transition, additional changes are forthcoming.

Important note: These changes cannot take effect until after the final pay period of 2020, therefore, participants will continue to use the current catch-up process. The spillover process will take effect with elections for the first pay period of 2021.

For more information regarding TSP or Catch-up contributions, visit the TSP websites at: <https://www.tsp.gov/making-contributions/catch-up-contributions/>.

Questions should be posed to the ThriftLine: 1-877-968-3778 (toll free) (M-F) 7:00 a.m. to 9:00 p.m., eastern time. For account-specific inquiries, log in to My Account, click Message Center, and go to the Messages tab. Response time is within 24 business hours.

BENEFICIARY DESIGNATIONS

You may make beneficiary designations for FEGLI, Retirement, TSP, and unpaid compensation. Each requires a different form be completed, certified, and filed with the appropriate office (found on the GRB Platform). The most recent, valid beneficiary form on file is the official declaration of who is entitled to payment regardless of whether it reflects a current or former spouse or family member. Therefore, it is critical for you to keep all beneficiary designations current with regard to intentions for payment. An existing entitlement to survivor benefits will supersede the beneficiary for retirement benefits. For cases where there is no beneficiary form on file, benefits are paid in order of precedence under the law.

DEATH BENEFITS AND SURVIVOR ANNUITY

If you pass away while an active employee or retiree, your spouse, former spouse, and dependent child(ren) may be entitled to a monthly survivor annuity.

ACTIVE DUTY MILITARY SERVICE (LWOP US)

The Uniformed Services Employment and Reemployment Rights Act of 1994 provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. (See 5 CFR 353.106.)

CIVILIAN DEPLOYMENT

If you will be deployed in connection with your Civilian Service, contact your Civilian Personnel Office for information pertaining to FEGLI and other benefits.

CHANGE OF ADDRESS

It is very important for you to remember to update your address of record in the [DFAS myPay system](#). DFAS will flow the change to Human Resources and TSP databases as well. An accurate address is needed to ensure that tax and certain other withholdings are correct and will allow your servicing offices the ability to reach you if needed, for example, if you should apply for a TSP loan, TSP may need to send forms to you. Additionally, if you are enrolled in FEHB, you must contact your health plan to report your change of address. If you are enrolled in FEDVIP, FSAs, and/or FLTCIP, you will need to update your account profile contact information. Relocation may also necessitate a change in health plan, FEDVIP enrollment, etc. Please review your benefits information and promptly make any necessary changes.

FEDERAL EMPLOYEES' COMPENSATION ACT

If you sustain a traumatic injury or occupational disease in the performance of duties, report the injury or illness to your supervisor immediately. The supervisor and you will complete the CA-1 or CA-2, which can be found at the [Department of Labor's website](#). For more information concerning the Federal Employees Compensation Act, contact your Injury Compensation Program Administrator in the Civilian Personnel Office.

KEY ADMINISTRATIVE PROCEDURES

MERIT SYSTEM PRINCIPLES

Personnel management policies and the hiring process are based on and embody the Merit System Principles. The Merit System Principles are the public's expectations of a system that is effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. The merit system principles are:

1. Recruit qualified individuals from all segments of society, and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for equal work, and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).

PROHIBITED PERSONNEL PRACTICES

Prohibited Personnel Practices (PPPs) are employment-related activities that are banned in the federal workforce because they violate the merit system through some form of employment discrimination, retaliation, improper hiring practices, or failure to adhere to laws, rules, or regulations that directly concern the merit system principles. Most often, PPPs apply to those with personnel authority, such as the authority to make appointments, promotions, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, training, discipline, and any decision to order psychiatric testing or examination. Consequently, people with personnel authority—managers and supervisors—are charged with avoiding prohibited personnel practices. They are:

1. Don't discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Don't solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Don't coerce an employee's political activity.
4. Don't deceive or obstruct any person with respect to such person's right to compete for employment.
5. Don't influence a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.
6. Don't grant any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.
7. Don't employ or advocate a relative.
8. Don't retaliate against a whistleblower, whether an employee or an applicant.
9. Don't retaliate against employees or applicants who exercise their appeal rights, testify, cooperate with an Inspector General or the Special Counsel, or refuse to break the law.
10. Don't discriminate based on actions not adversely affecting performance.

PROHIBITED PERSONNEL PRACTICES (CONT.)

11. Don't violate any law, rule, or regulation implementing or directly concerning the merit principles.
12. Don't violate Veteran's Preference by taking or failure to take a personnel action (National Defense Authorization Act for FY97).
13. Don't implement or enforce a nondisclosure agreement or policy lacking notification of whistleblower rights.

DIVERSITY AND LEADERSHIP


The source of our strength is the diversity of our people. Through a comprehensive strategy and leader commitment, diversity includes embracing the strengths of diverse people in an inclusive environment built around dignity and respect, investing in and managing talent, valuing individuals, and developing culturally aware civilians who enhance our organizations.

Equal Employment Opportunity (EEO) Program

Air Force Equal Opportunity (EO) strives to accomplish its mission by promoting an environment free from personal, social, or institutional barriers that could prevent Air Force members from rising to their highest potential. Air Force policies are in place to ensure the organizations conduct their affairs free from unlawful discrimination and sexual harassment. The policies also provide for equal employment opportunity and treatment for all civilians irrespective of their race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), age, genetic information, disability, or prior EEO activity (reprisal). In the military EO context, the policies provide for equal opportunity and treatment for all members based on their race, color, sex, national origin, religion, or sexual orientation. Commanders and supervisors should ensure all types of harassment are stopped and behavior corrected as soon as possible once they are made aware.

EEO Complaint Process

Air Force employees or applicants who believe they have been discriminated against with respect to a term, condition, or benefit of employment on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), age (40 and over), mental or physical disability, genetic information, or in reprisal or retaliation for having engaged in protected EEO activity have the right to initiate an EEO complaint.

 View the complaint process can be found [here](#) or in **AFI 36-2710**, *Equal Opportunity Program, Military and Civilian*.

PERSONALLY IDENTIFIABLE INFORMATION

Personally Identifiable Information (PII) refers to information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as data and place of birth, mother's maiden name, etc. This information can be in hardcopy (paper copy files) or electronic format stored on computers, laptops, and personal electronic devices and found within databases. Records containing PII include, but are not limited to, education records, financial transactions, medical files, criminal records, or employment history. It is everyone's responsibility to protect PII. A breach or compromise of PII, such as posting PII on public-facing websites, sending PII via unencrypted email and to unauthorized recipients, providing hard copies to individuals without a need to know, loss of electronic devices storing PII, use of PII by employees for unofficial business, etc., constitutes a disciplinary offense.

GOVERNMENT COMPUTER USE

While using a government computer, keep the following items in mind:

- ▶ Computer systems may be monitored for all lawful purposes, to ensure that their use is authorized, optimize management of the system, facilitate protection against unauthorized access, and to verify security procedures, survivability, and OPSEC. Unauthorized use of a DoD computer may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action.

▶ You are not authorized the use of communication systems which adversely reflect on the Air Force. Examples include sexually explicit email or access to sexually explicit websites, pornographic images, or virtual computer-generated or otherwise pornographic images; chain email messages; unofficial advertising, soliciting, or selling via email; or subversive and other uses that are incompatible with public service. You can't use the communication system for unlawful activities, commercial purposes, or in support of for-profit activities, personal financial gain, personal use inconsistent with DoD policy, personal use that promotes a particular religion or faith, or uses that violate other Air Force policies or laws. This may include, but is not limited to, violation of intellectual property and copyright laws, gambling, support of terrorist or subversive activities, and sexual or other forms of harassment. You are not authorized to send political transmissions, including transmissions that advocate the election of particular candidates for public office. You may not open, send, or forward items known or suspected of being malicious (such as spam, phishing, viruses, and Trojan horses).

▶ You have the responsibility to safeguard the information contained on the classified and/or unclassified network from unauthorized or inadvertent modification, disclosure, destruction, denial of service, and use. Annual Information Assurance (IA) awareness training is now required of all users of DoD information systems.

OPERATIONS SECURITY

Operations Security (OPSEC) is an analytical process of identifying critical information of military plans, operations, and supporting activities and the indicators that can reveal it, and then developing measures to eliminate, reduce, or conceal those indicators. OPSEC is a continuous process and an inherent part of military culture. It must be fully integrated into the execution of all Air Force operations and supporting activities. Failure to properly implement OPSEC measures can result in serious injury or death of our personnel; damage to weapons systems, equipment and facilities; loss of sensitive technologies; and mission failure. OPSEC is everyone's responsibility and must be practiced daily. You need to know and protect your unit's critical information and implement the OPSEC measures determined by your commander. Know who your local OPSEC officer is and contact them with any questions or concerns on OPSEC-related topics.

GOVERNMENT TELEPHONE USE

The use of a government telephone system is limited to official business and other authorized uses. Authorized use of communication systems includes brief communication made by DoD employees while they are traveling on government business to notify family members of transportation or schedule changes. Authorized use also includes personal communications from the DoD employee's workplace that are made while at the workplace (such as checking in with spouse or minor children; or scheduling doctor, auto, or home repair appointments). Unauthorized use of a government telephone may subject you to administrative, criminal, or other adverse action.

GOVERNMENT TRAVEL CHARGE CARD

Some personnel will be issued a Government Travel Charge Card. If issued one, you will receive specific training on its use.

CUSTOMS, COURTESIES, TRADITIONS, SYMBOLS, AND LINGO

You have joined the Air Force family, which is rich in tradition. It instills pride in its members because of the history, mission, capabilities, and the respect it has earned in the service of the United States. A reflection of that pride is visible in the customs, courtesies, and traditions the Air Force and all Department of Defense entities hold. Military customs and courtesies are proven traditions that explain what should and should not be done in many situations. They are acts of respect and courtesy when dealing with other people and have evolved as a result of the need for order as well as the mutual respect and sense of fraternity that exists among military personnel. Military customs and courtesies go beyond basic politeness; they play an extremely important role in building morale, esprit de corps, discipline, and mission effectiveness. Customs and courtesies ensure proper respect for the military members and build the foundation for self-discipline. Customs and courtesies are outlined in four sections: Symbols, Professional Behavior, Drill and Ceremony, and Honor Guard. Not all-inclusive, this chapter highlights many of the customs and courtesies that make the Air Force and its people special.

WHAT IS AIR FORCE PROTOCOL

Protocol is the set of rules prescribing good manners in official life and in ceremonies involving governments/nations and their representatives. Protocol is an internationally recognized system of courtesy and respect. Protocol for the military and government agencies is a code of traditional precedence, courtesy, and etiquette in matters of military, diplomatic, official, and celebratory ceremonies. Military protocol encompasses the knowledge, accumulation, and application of established service customs. In modern practice, protocol combines the traditional codes of conduct with contemporary etiquette and courtesy. The goal is to avoid disputes, insults, embarrassment, and distractions by following a set of objective and generally accepted criteria. As times change, so do the manners of the people; protocol must keep pace with developing official life. Though only a guide, the following sections will help you avoid protocol pitfalls.

NATIONAL TRADITIONS AND OBSERVANCES

Our National Flag

The universal custom is to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. All flags should be illuminated when displayed with the flag of the United States. Air Force installations are authorized to fly one installation flag from reveille to retreat, normally on a flagstaff placed in front of the installation headquarters.

Reveille and Retreat

The daily ceremony of reveille and retreat constitutes a dignified homage to the American flag at the beginning of the day, when it is raised, and at the end of the day, when it is lowered. Installation commanders direct the time of sounding reveille and retreat. During reveille, the flag is hoisted at the first note. During retreat, field music will play “To the Colors,” and the flag will be lowered. The lowering of the flag is regulated and timed to coincide with the flag being completely lowered on the last note.

You should become familiar with your installation’s policy regarding the observance of reveille and retreat. Normally, if walking on the installation during these ceremonies, a person is required to stop, face the flag, or if the flag is not in view, face the direction of the music and stand at attention until the ceremony is complete. If in a vehicle, stop the vehicle, and sit at attention until the ceremony is over.

When the flag is passing in a parade or in review on a military installations, all persons present, except those in uniform, face the flag, and stand at attention with the right hand over the heart. Those present in uniform render the appropriate military salute. Those not in uniform remove their headdress with their right hand and hold it at the left shoulder, the hand over the heart. Military retirees, veterans, and military members not in uniform are authorized to render a hand salute during the hoisting, lowering, or passing of the flag.

[Listen to Reveille](#) 

[Listen to Retreat](#) 

Our National Anthem

During any rendition of the National Anthem when the flag is displayed, you should stand at attention facing the flag with the right hand over your heart until the last note is played. Those not in uniform remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. When the flag is not displayed, those present face toward the music and act in the same manner they would if the flag were displayed there. The National Defense Authorization Act of 2009 authorizes military retirees, veterans, and military members not in uniform to render a hand salute at the playing of the National Anthem.

Constitution and Citizenship Day

While July 4th celebrates the founding of our nation, September 17th, the date in 1787 on which the delegates of the Philadelphia Convention completed and signed the United States Constitution, celebrates the founding of our government. The ideas on which America was founded, commitments to the rule of law, limited government, and the ideals of liberty, equality, and justice, are embodied in the Constitution. Constitution Day is intended to celebrate not only the birthday of our government, but the ideas that make us Americans. Citizenship Day provides an opportunity to honor those people who have become U.S. citizens. In addition, it is an important reminder of the rights and responsibilities associated with U.S. citizenship. Citizenship Day has been celebrated in some form since 1940. Section 111 of Public Law 108-447 (36 USC Section 106) designates 17 September of each year as Constitution Day and Citizenship Day to commemorate the United States Constitution.

Armed Forces Day

President Truman led the effort to establish a single holiday for citizens to come together and thank our military members for their patriotic service in support of our country. Armed Forces Day is celebrated on the third Saturday in May.



Air Force Birthday

In 1947, the U.S. Air Force gained its independence. The official Air Force Birthday is recognized as September 18, 1947, which is the date of the passage of the National Security Act of 1947. This established the United States Air Force as a separate branch of military service. Annually the AF birthday is celebrated on 18 September.

World War II had been over for two years, and the Korean War lay three years ahead when the Air Force ended a 40-year association with the U.S. Army to become a separate service. The U.S. Air Force thus entered a new era in which airpower became firmly established as a major element of the nation's defense and one of its chief hopes for deterring war. The Department of the Air Force was created when President Harry S. Truman signed the National Security Act of 1947.

Lawmakers explained why they felt the U.S. needed to evolve the Army Air Corps into an independent branch in a Declaration of Policy at the beginning of the National Security Act of 1947: *To provide a comprehensive program for the future security of the United States; to provide three military departments: the Army, the Navy, and the Air Force; to provide for their coordination and unified direction under civilian control and to provide for the effective strategic direction and operation of the armed forces under unified control.*

The 1947 law created the civilian positions of Secretary of Defense and Secretary of the Air Force, to be filled by presidential appointment. The functions assigned to the Commanding General, Army Air Forces, were to be transferred to the Department of the Air Force. The act provided for the orderly transfer of these functions as well as the property, personnel, and records over a two-year period.



Change of Command

The change of command ceremony is a clear, legal, and symbolic passing of authority and responsibility from one commander to the next. The official orders are read while the unit guidon (or colors) is passed from the outgoing commander to the incoming commander. The senior non-commissioned officer (SNCO) also participates in the passing of the colors. At the conclusion of the ceremony, the new commander normally goes to the reception area while the outgoing commander usually does not attend the reception.



Taps

“Taps” concludes many military funerals conducted with honors at Arlington National Cemetery, as well as hundreds of others around the United States. The tune is also sounded at many memorial services in Arlington’s Memorial Amphitheater and at grave sites throughout the cemetery. It became a standard component to U.S. military funerals in 1891.

“Taps” is sounded during each of the 2,500 military wreath ceremonies conducted at the Tomb of the Unknown Soldier every year, including the ones held on Memorial Day. The ceremonies are viewed by many people, including veterans, school groups, and foreign officials.

“Taps” also is sounded nightly in military installations at non-deployed locations to indicate that it is “lights out.”



[Listen to Taps](#) 

Hail and Farewell

A Hail and Farewell is a traditional military event whereby those coming to and departing from an organization are celebrated. This may coincide with a change in command, be scheduled on an annual basis, or be prompted by any momentous organizational change. It is a time to honor those who have departed the unit and thank them for their service. At the same time, it is a welcome to those who are joining and introduces them to the special history and traditions of their new organization. This celebration builds organizational camaraderie and esprit de corps. It supports a sense of continuity through change.

Department of the Air Force Seal

The official Air Force colors of ultramarine blue and Air Force yellow are reflected in the Air Force Seal; the circular background is ultramarine blue, and the trim is Air Force yellow. The 13 white stars represent the original 13 colonies. The Air Force yellow numerals under the shield stand for 1947, the year the Department of the Air Force was established. The band encircling the whole design is white edged in Air Force yellow with black lettering reading “Department of the Air Force” on the top and “U.S. of America” on the bottom. Centered on the circular background is the Air Force Coat of Arms, consisting of the crest and shield.

The crest consists of the eagle, wreath, and cloud form. The American bald eagle symbolizes the U.S. air power and appears in natural colors. The wreath under the eagle is made up of six alternate folds of metal (white, representing silver) and light blue. This repeats the metal and color used in the shield. The white clouds behind the eagle denote the start of a new sky. The shield, directly below the eagle and wreath, is divided horizontally into two parts by a nebular line representing clouds. The top part bears an Air Force yellow thunderbolt with flames in natural color that shows striking power through the use of aerospace. The thunderbolt consists of an Air Force yellow vertical twist with three natural color flames on each end crossing a pair of horizontal wings with eight lightning bolts. The background of the top part is light blue representing the sky. The lower part is white representing metal (silver).



Air Force Symbol

The symbol has two main parts. In the upper half, the stylized wings represent the stripes of our strength—our enlisted men and women. The wings are drawn with great angularity to emphasize our swiftness and power, and they are divided into six sections which represent our distinctive capabilities—air and space superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support. In the lower half are a sphere, a star, and three diamonds. The sphere within the star represents the globe. Moreover, the symbol reminds us of our obligation to secure our nation's freedom with global vigilance, reach, and power. The globe also reminds us of our challenge as an expeditionary force to respond rapidly to crises and to provide decisive air and space power worldwide. The area surrounding the sphere takes the shape of a star. The star has many meanings. The five points represent the components of our one force and family—our Regular Air Force, civilians, Guard, Reserve, and retirees. The star symbolizes space as the high ground of our nation's air and space force. The rallying symbol in all our wars, the star also represents our officer corp central to our combat leadership.

The star is framed with three diamonds that represent our core values—integrity first, service before self, and excellence in all we do. The elements come together to form one symbol that presents two powerful images—at once an eagle, the emblem of our nation; and a medal, representing valor in service to our nation.



For more information on Air Force Customs and Courtesies and other helpful Air Force information see **The Airman's Handbook.** [🔗](#)

RANK INSIGNIA

Enlisted



Airman
Amn
E-2



Airman First Class
A1C
E-3



Senior Airman
SrA
E-4



Staff Sergeant
SSgt
E-5



Technical Sergeant
TSgt
E-6



Master Sergeant
MSgt
E-7



Senior Master Sergeant
SMSgt
E-8



Chief Master Sergeant
CMSgt
E-9



Command Chief Master Sergeant
CCMSgt
E-9



Chief Master Sergeant of the Air Force
CMSAF
E-9



Senior Enlisted Advisor to the Chairman
SEAC
E-9

Commissioned Officer



Second Lieutenant
2d Lt
O-1



First Lieutenant
1st Lt
O-2



Captain
Capt
O-3



Major
Maj
O-4



Lieutenant Colonel
Lt Col
O-5



Colonel
Col
O-6



Brigadier General
Brig Gen
O-7



Major General
Maj Gen
O-8



Lieutenant General
Lt Gen
O-9



General
Gen
O-10



General of the Air Force
GAF
Special Grade

Civilian Rank Equivalents

GS-1	Airman Basic
GS-2	Airman
GS-3	Airman First Class
GS-4	Senior Airman
GS-5	Staff Sergeant
	Technical Sergeant
GS-6	Master Sergeant
	Senior Master Sergeant
	Chief Master Sergeant
	Command Chief Master Sergeant
	Chief Master Sergeant of the Air Force
GS-7	Second Lieutenant
GS-8	First Lieutenant
GS-9	
GS-10	Captain
GS-11	
GS-12	Major
GS-13	Lieutenant Colonel
GS-14	
GS-15	Colonel
SES Tier 1	Brigadier General
SES Tier 2	Major General
SES Tier 3	Lieutenant General



AIR FORCE ACRONYMS

A

AWOL	Absent without Leave
AIB	Accident Investigation Board
AD	Active Duty
AGR	Active Guard/Reserve
AG	Adjutant General
AGE	Aerospace Ground Equipment
AF	Air Force
AFRICOM	Africa Command
AEF	Air and Space Expeditionary Force
ACC	Air Combat Command
ACSC	Air Command And Staff College
AETC	Air Education and Training Command
AEW	Air Expeditionary Wing
AFAF	Air Force Assistance Fund
AFA	Air Force Association
AFGSC	Air Force Global Strike Command
AFAA	Air Force Audit Agency
AFB	Air Force Base
AFIT	Air Force Institute Of Technology
AFI	Air Force Instruction
AFMAN	Air Force Manual

AFMC	Air Force Materiel Command
ASOSH	Air Force Occupational And Environmental Safety, Fire Prevention, And Health (Program)
AFPC	Air Force Personnel Center
AFPD	Air Force Policy Directive
AFR	Air Force Regulations
AFRC	Air Force Reserve Component
AFROTC	Air Force Reserve Officer Training Corps
AFSPC	Air Force Space Command
AFSOC	Air Force Special Operations Command
AFSC	Air Force Specialty Code
AFTO	Air Force Technical Order
ACC	Air Combat Command
ABW	Air Base Wing
AFCENT	Air Forces Central
AIA	Air Intelligence Agency
AIM	Air Intercept Missile
AMC	Air Mobility Command
ANG	Air National Guard
ANGUS	Air National Guard Of The United States
AOC	Air Operations Center
AO	Action Officer
ARC	Air Reserve Components

ARPC	Air Reserve Personnel Center
ART	Air Reservice Technician
ASOC	Air Support Operations Center
ATO	Air Tasking Order
ATC	Air Traffic Control
AWC	Air War College
AWFC	Air Warfare Center
AWACS	Airborne Warning and Control System
AMU	Aircraft Maintenance Unit
AB	Airman Basic; Air Base
A1C	Airman First Class
ALS	Airmen Leadership School
AT	Antiterrorism
AT/FP	Antiterrorism/Force Protection
AOR	Area Of Responsibility
AAFES	Army and Air Force Exchange Service
AIN	Army Installation
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
ATAAPS	Automated Time Attendance and Production System
B	
BAH	Basic Housing Allowance
BSC	Biomedical Sciences Corps

C

CY	Calendar Year
CSB	Central Selection Board
CJCS	Chairman, Joint Chiefs Of Staff
CRO	Change Of Rating Official
HC	Chaplain Corps
CSAF	Chief Of Staff, United States Air Force
CAP	Civil Air Patrol
CIV	Civilian
CPF	Civilian Personnel Flight
COB	Close of Business
CFR	Code of Federal Regulation
CAF	Combat Air Forces
CCDR	Combatant Commander
CSAR	Combat Search And Rescue
CAOC	Combined Air (and Space) Operations Center
CCMD	Combatant Command
CAF	Comprehensive Airman Fitness
CD	Deputy Commander
CFC	Combined Federal Campaign
CFACC	Combined Forces Air Component Commander
CTF	Combined Task Force
CC	Commander
CSS	Commander Support Staff

COMACC	Commander, Air Combat Command
CINC	Commander-In-Chief
COT	Commissioned Officer Training
CAC	Common Access Card (ID Card)
COMM/NAV	Communications And Navigation
COMSEC	Communications Security
CCAF	Community College Of The Air Force
CGO	Company Grade Officer
CONOPS	Concept Operations
CONUS	Continental United States
CUI	Controlled Unclassified Information
COA	Course of Action
CY	Calendar Year

D

DOR	Date Of Rank
DOS	Date Of Separation
DAWIA	Defense Acquisition Workforce Improvement Act
DCPDS	Defense Civilian Personnel Data System
DEERS	Defense Eligibility Enrollment Reporting System
DIA	Defense Intelligence Agency
DMS	Defense Message System
DPMAP	Defense Performance Management and Appraisal Program

DSN	Defense Switched Network
DTS	Defense Travel System
DC	Dental Corps
DoD	Department Of Defense
DODI	Department of Defense Instruction
DAF	Department Of The Air Force
DETCO	Detachment Commander
DO	Director Of Operations
DP	Director Of Personnel; Definitely Promote
DRU	Direct Reporting Unit
DG	Distinguished Graduate
DV	Distinguished Visitor
DZ	Drop Zone

E

EAP	Employee Assistance Program
EPR	Enlisted Performance Report
EOD	Entry of Duty
EOT	Equal Opportunity And Treatment
ETA	Estimated Time of Arrival
EOC	Expeditionary Operations Center
EAD	Extended Active Duty

F

FMLA	Family and Medical Leave Act
FAA	Federal Aviation Administration
FEDVIP	Federal Dental and Vision Insurance Program
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
FICA	Federal Insurance Contributions Act
FWS	Federal Wage System
FGO	Field Grade Officer
FOA	Field Operating Agency
FTX	Field Training Exercise
FLOTUS	First Lady of the United States
FY	Fiscal Year
FIT	Fitness Improvement Training
FLT	Flight
FP	Force Protection
FPCON	Force Protection Condition
FOUO	For Official Use Only
FOB	Forward Operating Base
FOL	Forward Operating Location
FYI/A/SA	For Your Information/Action/Situational Awareness
FOIA	Freedom Of Information Act
FMC	Fully Mission Capable

G

- GM** General Manager
- GO** General Officer
- GS** General Schedule
- GSA** General Services Administration
- GSU** Geographically Separated Unit
- GPS** Global Positioning System
- GWOT** Global War On Terrorism
- GAO** Government Accounting Office
- GPA** Grade Point Average
- GP/CC** Group Commander (Office Symbol)

H

- HAZMAT** Hazardous Materials
- HQ** Headquarters
- HAF** Headquarters Air Force
- HF** High Frequency
- HHQ** Higher Headquarters
- HBCU** Historical Black Colleges And Universities

I

- IAW** In Accordance With
- ISO** In Support Of
- IDP** Individual Development Plan
- IMA** Individual Mobilization Augmentee
- IA** Information Assurance

IT

Information Technology

IDEA

Innovative Development Through Employee Awareness

I/APZ

In-Or-Above-The-Promotion Zone

IG

Inspector General

ISR

Intelligence, Surveillance, And Reconnaissance

IDE

Intermediate Development Education

IO

Investigating Officer

J

JCS

Joint Chiefs Of Staff

JFACC

Joint Forces Air Component Commander

JIATF-E

Joint Inter-Agency Task Force-East

JSOTF

Joint Special Operations Task Force

JTF

Joint Task Force

JWICS

Joint Worldwide Intelligence Communications System

JA(G)

Judge Advocate (General)

L

LZ

Landing Zone

LWOP

Leave Without Pay

LOE

Letter Of Evaluation

LNO

Liaison Officer

LAF

Line Of The Air Force

LOX

Liquid Oxygen

LOGDET

Logistics Detail

M

MAJCOM	Major Command
ML	Management Level
MLR	Management Level Review
MOAB	Massive Ordnance Air Burst
MPRG	Master Personnel Record Group
MC	Medical Corps
MSC	Medical Service Corps
MOA	Memorandum Of Agreement
MOU	Memorandum Of Understanding
MILCON	Military Construction
MPF	Military Personnel Flight
MPS	Military Personnel Support
MILSPECS	Military Specification
MIL-STD	Military Standard
MTF	Military Treatment Facility
MIA	Missing-In-Action
MQ	Mission Qualified

N

NGB	National Guard Bureau
NWC	National War College

NOSC	Network Operations Security Center
NMI	No Middle Initial
NAF	Non-Appropriated Funds; Numbered Air Force
NEO	Noncombatant Evacuation Operation
NCO	Noncommissioned Officer
NCOA	Noncommissioned Officer Academy
NCOIC	Noncommissioned Officer-In-Charge
NMC	Non-Mission Capable
NIPRNET	Non-Secure Internet Protocol Router Network
NORAD	North American Aerospace Defense Command
NATO	North Atlantic Treaty Organization
NLT	Not Later Than
NC	Nurse Corps
O	
OSI	Office Of Special Investigation
OIC	Officer In Charge
OPR	Officer Performance Report; Office Of Primary Responsibility
OSR	Officer Selection Board
OASDI	Old-Age, Survivors, and Disability Insurance
OJT	On-The-Job Training
OI	Operating Instruction
OPTEMPO	Operating Tempo
OEF	Operation ENDURING FREEDOM

OIF	Operation IRAQI FREEDOM
ONE	Operation NOBLE EAGLE
ONW	Operation NORTHERN WATCH
OPORD	Operation Order
OPLAN	Operation Plan
OPSEC	Operations Security
OSW	Operation SOUTHERN WATCH
ORE	Operational Readiness Exercise
ORI	Operational Readiness Inspection
ORM	Operational Risk Management
OPSEC	Operations Security
OPSTEMPO	Operations Tempo
OCONUS	Outside the Continental United States
OTW	Outside The Wire
OBE	Overcome by Events
P	
PACAF	Pacific Air Forces
PFW	Performance Feedback Worksheet
PCS	Permanent Change Of Station
PAS	Personnel Accounting Symbol
PDS	Personnel Data System
PIF	Personnel Information File
PR	Personnel Recovery
PERSTEMPO	Personnel Tempo

POC	Point Of Contact
PD	Position Description
PTO	Preliminary Technical Order
POTUS	President Of The United States
PAFSC	Primary Air Force Specialty Code
POW	Prisoner Of War
POV	Privately Owned Vehicle
PI	Product Improvement
PME	Professional Military Education
PRF	Promotion Recommendation Form
PRISM	Promotion Recommendation-In-Board Support Management
Q	
QA	Quality Assurance
QOL	Quality Of Life
R	
RAPIDS	Real-Time Automated Personnel Identification System
ROP	Record Of Performance
RegAF	Regular Air Force
RPA	Remotely Piloted Aircraft; Request for Personnel Action
RASL	Reserve Active Status List
ResAF	Reserve Of The Air Force
RAF	Royal Air Force (UK)
ROE	Rules Of Engagement

S

SATCOM	Satellite Communications
SAR	Search And Rescue
SIPRNET	Secret Internet Protocol Router Network
SAF	Secretary Of The Air Force (Staff)
SecAF	Secretary Of The Air Force (Individual)
SECDEF	Secretary Of The Defense
SDE	Senior Development Education
SES	Senior Executive Service Member
SMSgt	Senior Master Sergeant
SNSR	Senior NCOs Selection Record
SNCO	Senior Noncommissioned Officer
SNCOA	Senior Noncommissioned Officer Academy
SRID	Senior Rater Identification Code
STONS	Short Tons
SSN	Social Security Number
SEA	Southeast Asia
SWA	Southwest Asia
SPCM	Special Court-Martial
SPINS	Special Instructions
SSB	Special Selection Board
SQ/CC	Squadron Commander (Office Symbol)

SAV	Staff Assistance Visit
SJA	Staff Judge Advocate
SCPD	Standard Core Personnel Document
SF	Standard Form
SOFA	Status-Of-Forces Agreement
SUNT	Student Undergraduate Navigator Training
SAM	Surface-to-Air-Missile

T

TO	Technical Order
TW	Telework
TDY	Temporary Duty
TSP	Thrift Savings Plan
TCTO	Time Compliance Technical Order
TIG	Time-In-Grade
TS	Top Secret
TAFMS	Total Active Federal Military Service
TR	Training Report
TED	Transfer Effective Date

U

UCMJ	Uniform Code Of Military Justice
UMD	Unit Manpower Document

UPRG	Unit Personnel Record Group
UTC	Unit Type Code
UN	United Nations
USAF	United States Air Force
USAFR	United States Air Force Reserve
USAFE	United States Air Forces Europe
USA	United States Army
USCG	United States Coast Guard
USC	United States Code
USMC	United States Marine Corps
USN	United States Navy
USSF	United States Space Force
UAV	Unmanned Aerial Vehicle
V	
VIP	Very Important Person
VPOTUS	Vice President Of The United States
W	
WMD	Weapons Of Mass Destruction
WMP	Weight Management Program
WAPS	Weighted Airman Promotion System
WG/CC	Wing Commander (Office Symbol)
WCAP	World Class Athlete Promote

HELPFUL LINKS

**If clicking on a link doesn't work, please copy and paste the link to browser to view.*

FORMS AND RESOURCES

Air Force Portal: <https://federation.prod.cce.af.mil/sso/authenticate/?u=https%3a%2f%2fwww.my.af.mil%2fgcss-af%2fUSAF%2fep%2fglobalTab.do%3fchannelPageId%3ds6925EC1356510FB5E044080020E329A9&m=GET&r=t>

AFMC Home Page: <https://www.afmc.af.mil/>

Air Force Public Affairs: <https://www.publicaffairs.af.mil/> and www.airforce.com

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

MyPay: <https://mypay.dfas.mil/#/>

MyVector: <https://myvector.us.af.mil/myvector>

MyPers: <https://mypers.af.mil/app/home>

MyETMS: <https://myetms.wpafb.af.mil/>

Action Officer Share Point Site: <https://cs2.eis.af.mil/sites/20342/lists/action%20officer/by%20topic.aspx>

Defense Travel Management Office (DTS): <https://www.defensetravel.dod.mil/>

Air Force Publications: <https://www.e-publishing.af.mil/Product-Index/#/?view=search&keyword=63-101&isObsolete=false&modID=449&tabID=131>

National Museum of the United States Air Force (NMUSAF): <https://www.nationalmuseum.af.mil/>

Sexual Assault Prevention Response (SAPR) Office: <https://www.afmc.af.mil/About-Us/Featured-Topics/SAPR/>

Advanced Distributed Learning Service (ADLS): <https://golearn.adls.af.mil/login.aspx>

Profession of Arms Center of Excellence (PACE): <https://www.airman.af.mil/>

Employee Assistance Program (EAP): <https://www.afpc.af.mil/Benefits-and-Entitlements/Personal-and-Work-Life/>

Air Force Biographies: <https://www.af.mil/About-Us/Biographies/>

Air University (AU): <https://www.airuniversity.af.edu/>

MilSuite: <https://login.milsuite.mil/>

CIVILIAN TIME CARD SYSTEMS

JOCAS: <https://zhtv-as-177v.wpafb.af.mil/>

ATAAPS: https://af.ataaps.csd.disa.mil/ataaps_AF3/

BENEFITS & ENTITLEMENTS

Office of Personnel Management (OPM): <https://www.opm.gov/>

Federal Employees Dental and Vision Program (FEDVIP): www.benefeds.com

Federal Employees Flexible Spending Account (FSAFEDS): www.fsafeds.com

Thrift Savings Plan (TSP): www.tsp.gov

Federal Employees' Group Life Insurance (FEGLI) Calculator: <https://www.opm.gov/retirement-services/calculators/fegli-calculator/>

Life Events listing: <https://www.opm.gov/healthcare-insurance/life-events/>

Defense Finance and Accounting Service/ Leave and Earnings Statement (LES): <http://www.dfas.mil/civilianemployees/understandingyourcivilianpay/LES.html>

Pay and Leave (Leave Administration): <https://www.opm.gov/policy-data-oversight/pay-leave/>

GRB Platform (To enroll in benefits) (CAC-enabled): <https://grbplatform.us.af.mil/Account/Login?License=1070&Session=1557279900>

INSTALLATION FORCE SUPPORT SQUADRON (FSS) SITES

www.wrightpattfss.com/

www.hanscomfss.com

www.eglinlife.com

www.robinsfss.com

www.tinkerliving.com

www.edwardsfss.com



INSTALLATION AND CENTER PUBLIC AFFAIRS (PA) SITES

www.hanscom.af.mil

www.wpafb.af.mil

www.robins.af.mil

www.eglin.af.mil

www.tinker.af.mil

www.edwards.af.mil

www.arnold.af.mil

www.aflcmc.af.mil

www.afresearchlab.com

www.aftc.af.mil

www.afsc.af.mil

www.afimsc.af.mil

www.afnwc.af.mil



CONGRATULATIONS ON JOINING THE AFMC TEAM!

If you have questions or comments on this handbook please email AFMC/A1DC Career Development at AFMC.A1DC.TrainingNeedsAssessments.us.af.mil.

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