

# ***78th Air Base Wing***

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***Welcome to 78 ABW  
Robins Air Force Base, GA***

***Civilian Personnel  
Newcomers Briefing***



# Newcomers' Orientation

78TH AIR BASE WING

**PLEASE TURN OFF**

**OR**

**SILENCE**

**ALL**

**CELL PHONES**

**&**

**ELECTRONIC DEVICES**





# Introduction

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## Welcome to the Robins AFB Civilian Personnel Newcomers' Briefing

**Congratulations on joining United States Air Force as a civilian employee!**

### **ANNOUNCEMENTS**

- Ensure you signed in next to your name with a current contact number
- SF-52 (Request for Personnel Action): Review all personal information for accuracy. If your form requires corrections, circle errors and write in/initial corrections
- Ensure you have access to Onboarding Manager: <http://onboard.usastaffing.gov>
  - Review your OF-306 for accuracy; if errors are found, advise one of the personalist
  - Review/sign your SF-181 (Ethnicity & Race Identification) and SF-256 (Self-Identification of Disability)
- Employees transferring to Robins AFB from another Air Force organization are not required to attend Newcomers' Orientation
- Common Access Card (CAC)



# Topics

78TH AIR BASE WING

- **Leave and Earnings Statement (LES)**
- **Annual Leave Accrual**
- **Sick Leave**
- **Standard Form 813**
- **Wounded Warriors Federal Leave Act of 2014**
- **Service Computation Date (SCD)**
- **Within Grade Increase (WIGI)**
- **Points of Interest**
- **AFI 36-703, *Civilian Conduct and Responsibilities***
- **Probationary Period**
- **Benefit Summary**
- **Oath**



# Leave and Earning Statement

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<b>DEPARTMENT OF DEFENSE</b>						1. Pay Period End 03/28/20											
<b>CIVILIAN LEAVE AND EARNINGS STATEMENT LES</b>						2. Pay Date 04/03/20											
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL																	
3. Name Doe, John Paul		4. Pay Plan/Grade/Step GS 12 02		5. Hourly/Daily Rate 22.16		6. Basic OT Rate 25.25		7. Basic Pay + Locality Adj = Adjusted Basic Pay 43876.00 23788.00 46254.00									
3. Soc Sec No ***-**-5556		9. Locality % 5.42		10. FLSA Category E		11. SCD Leave 08/08/16		12. Max Leave Carry Over 240		13. Leave Year End 01/02/21							
14. Financial Institution - Net Pay AMSOUTH BANK OF GEORGIA				15. Financial Institution - Allotment #1 PEN AIR FEDERAL CREDIT UNION				16. Financial Institution - Allotment #2 WARRINGTON BANK									
17. Tax Marital Status Exemptions Add'l FED M GA 2 0 S 2 0		18. Tax Marital Status Exemptions Add'l 0 0		Taxing Authority		19. Cumulative Retirement FERS: 1759.07		20. Military Deposit									
21. GROSS PAY 1810.68		Current 1810.68		Year to Date 27751.80		22. TSP DATA 13%											
TAXABLE WAGES 1668.86				26358.40													
NONTAXABLE WAGES TAX DEFERRED 235.39				1393.40													
WAGES DEDUCTIONS AIC 934.53				12267.97													
NET PAY 876.15				15493.83													
<b>CURRENT EARNINGS</b>																	
TYPE HOURS/DAYS AMOUNT			TYPE HOURS/DAYS AMOUNT			TYPE HOURS/DAYS AMOUNT			TYPE HOURS/DAYS AMOUNT								
REGULAR PAY 80.00 1772.80																	
<b>DEDUCTIONS</b>																	
TYPE CODE CURRENT YEAR TO DATE			TYPE CODE CURRENT YEAR TO DATE			TYPE CODE CURRENT YEAR TO DATE			TYPE CODE CURRENT YEAR TO DATE								
FEDLI Y5 12.00 83.55			FEDLI OPTNL BC 85.40 594.80			MEDICARE 42.34 309.43			OASDI 181.05 1323.09								
RETIRE, FERS K 23.76 165.43			TAX, FEDERAL GA 142.56 1049.96			TSP SAVINGS 148.48 1033.84			DENTAL 37.97 264.20								
			VISION 11.53 80.42														
<b>LEAVE</b>																	
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD		DONATED/ RETURNED		CURRENT BALANCE		USE-LOSE/ TERM DATE	
ANNUAL		187.00		6.00		36.00		40.00		40.00				183.00		67.00	
SICK		344.00		4.00		24.00		24.00		24.00				344.00			
CREDIT HOURS		6.50				9.00				9.00				15.50			
TIME OFF AWD		8.00				16.00				16.00				24.00			
HOLIDAY																	
<b>BENEFITS PAID BY GOVERNMENT FOR YOU</b>																	
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE							
FEDLI		6.00		41.78		MEDICARE		42.34		309.43							
OASDI		181.05		1323.09		RETIRE, FERS		475.14		3308.31							
TSP BASIC		29.70		206.79		TSP MATCHING		118.78		827.05							
<b>REMARKS</b>																	
YOUR PAYROLL OFFICE ID NUMBER IS 97380100 - DEPARTMENT OF DEFENSE.																	

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

- **FIELDS 1-2:** Contains Pay Period End Date & Pay Date
- **FIELDS 3-22:** Contains employee information (Example: Name, Social, pay grade & pay rates, annual salary, SCD Leave Date, Tax status, marital status etc.)
- **CURRENT EARNINGS:** Indicates pay rate per hour, number of hours worked
- **DEDUCTIONS:** Displays deduction types and amounts. Only those deduction types that are subtracted from the gross amount are shown
- **LEAVE:** Displays employees current leave status. Includes types of leave available, leave balances, maximum carry-over and use/lose amount
- **REMARKS:** This section will provide any general information that will be useful to the agency or specific information to the employee, such as allotment changes, and advance notice of compensatory time expiration.





# Annual Leave Accrual

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Employee Type	Less than 3 Years of service	3 Years but less than 15 Years of service	15 or more Years of service
Full Time Employees	Earn <b><u>4 hours</u></b> leave each pay period	Earn <b><u>6 hours</u></b> leave each pay period	Earn <b><u>8 hours</u></b> leave for each pay period
Part Time Employees	Earn 1 hour leave for each 20 hours in a pay status	Earn 1 hour leave for each 13 hours in a pay status	Earn 1 hour leave for each 10 hours in a pay status
SES, Senior Level (SL), and Scientific or Professional (ST) positions	Earn 8 hours leave for each pay period, regardless of years of service		



# Sick Leave

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<b>Description</b>	<b>Time</b>
<b>Full-Time Employees</b>	<b>1 hour for each 20 hours in a pay status (4 hours per pay period)</b>
<b>Part-Time Employees</b>	<b>1 hour for each 20 hours in a pay status</b>



# Standard Form 813

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## Standard Form 813

### Verification of Military Retiree's Service in non-wartime Campaigns or Expeditions

- Request for change to SCD
  - Complete blocks 1 through 7
- Submit form to Civilian Personnel Office:
  - 478-222-0601
- Supporting Documents
  - DD Form 214
  - Travel Orders
  - vMPF TDY/Deployment SURF
  - Decorations/Orders
  - vMPF Ribbon Rack
  - Travel Voucher
  - Evaluations

#### In NonWartime Campaigns or Expeditions (See Instructions on reverse before completing form.)

To: (Select appropriate address from reverse.)

**PRIVACY ACT STATEMENT**  
Solicitation of this information is authorized by sections 3502, "Retention Order," and 6303, "Leave Accrual," of title 5, United States Code, and solicitation of the Social Security Number (SSN) is authorized by Executive Order 9397, "Using Social Security Number as Identifier." This information, including the SSN, will be used to verify periods of creditable service in all campaigns and expeditions claimed. Furnishing this information, including the SSN, is voluntary, but failure to comply may make it difficult or impossible to verify periods of creditable service.

1. Name used during Military Service		2. Service Number (If Retired prior to 1970)		3. Social Security Number									
4. Branch of Service		5. Date of Military Retirement (mm/dd/yyyy)		6. Date of Request (mm/dd/yyyy)									
7. Nonwartime Campaigns and Expeditions (Provide at least each month and year of participation in a campaign/expedition)		<b>Service Claimed</b>						<b>FOR RECORDS CENTER USE ONLY</b>					
		From			To			if correct check here	From			To	
Month	Day	Year	Month	Day	Year		Month		Day	Year	Month	Day	Year
						<input type="checkbox"/>							
						<input type="checkbox"/>							
						<input type="checkbox"/>							
						<input type="checkbox"/>							
8. Requesting Agency's Remarks							9. Records Center's Remarks						
10. Requesting Official's Name, Telephone Number and/or Email Address							Items checked were verified by our records. Items which do not correspond with dates shown in records have been corrected.						
11. Requesting Agency (Name, Address, and ZIP Code)							Printed Name and Title of Records Center certifying Official						
							Signature			Date Signed			

Form approved for local reproduction.





# ***Wounded Warriors Federal Leave Act of 2015***

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## ➤ **Eligibility**

- An employee who is a veteran with a qualifying service-connected disability rating of 30% or more is entitled (up to 104 hours) to disabled veteran leave, which will be available for use during the 12-month eligibility period beginning on the first day of employment.

## ➤ **MyPers**

- See the next slide for MyPers search information instructions



# MyPers – Leave Act of 2015

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- For more information please go to myPers and search:
- Disabled Veteran Leave

The screenshot shows the myPers website interface. At the top, there is a search bar with 'disabled veteran leave' entered. Below the search bar, the 'CIVILIAN' tab is selected. The main content area displays the title 'Disabled Veteran Leave' and indicates it is 'Applicable to: Civilian'. The text explains that on August 5, 2016, the U.S. Office of Personnel Management (OPM) issued final regulations to implement the newly created 'disabled veteran leave' category. It states that this leave will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more. The page also includes sections for 'Eligibility' and 'First Day of Employment Determination'. A red arrow points from the search results area to the text in the adjacent slide.

## Disabled Veteran Leave

### Applicable to: Civilian

On 5 August 2016, the U.S. Office of Personnel Management (OPM) issued final regulations to implement the newly created "disabled veteran leave" category. Established under the Wounded Warriors Federal Leave Act of 2015 (Wounded Warriors Act), disabled veteran leave will be available to any Federal employee hired on or after 5 November 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Disabled veteran leave is available as a one-time benefit during a 12-month period beginning on an eligible employee's "first day of employment" and may not exceed 104 hours for a regular full-time employee. Disabled veteran leave can only be used for undergoing medical treatment of a qualifying service-connected disability, which was incurred or aggravated in the line of active duty.



# Service Computation Date

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## ➤ Definition

- A Service Computation Date (SCD) is a date, either actual or constructed, that is used to determine an employee's eligibility for a specific benefit or entitlement. (Most often your Service Computation Date will be your start date)

## ➤ Four Types of Service Computation Dates

- Leave
- Retirement
- Thrift Savings Plan (TSP)
- Reduction-In-Force (RIF)



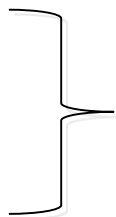
# Within Grade Increase

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## Required Waiting Periods for Step Increases

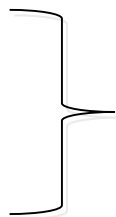
### General Schedule (GS)

Step 1 to Step 2  
Step 2 to Step 3  
Step 3 to Step 4



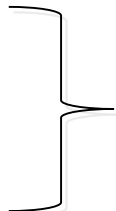
52 weeks of creditable service at the previous step

Step 4 to Step 5  
Step 5 to Step 6  
Step 6 to Step 7



104 weeks of creditable service at the previous step

Step 7 to Step 8  
Step 8 to Step 9  
Step 9 to Step 10



156 weeks of creditable service at the previous step



# *Within Grade Increase*

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## Required Waiting Periods for Step Increases

### Federal Wage System (WG, WL & WS)

Step 1 to Step 2	6 months of creditable service in step 1
Step 2 to Step 3	18 months of creditable service in step 2
Step 3 to Step 4	24 months of creditable service in step 3
Step 4 to Step 5	24 months of creditable service in step 4



# AcqDemo Broadband Scale

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## NH – Business Management and Technical Management Professional

I	II	III	IV
GS 1 – GS 4	GS 5 – GS 11	GS 12 – GS 13	GS 14 – GS 15

## NJ – Technical Management Support

I	II	III	IV
GS 1 – GS 4	GS 5 – GS 8	GS 9 – GS 11	GS 12 – GS 13

## NK – Administrative Support

I	II	III
GS 1 – GS 4	GS 5 – GS 7	GS 8 – GS 10





# Points of Interest

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## ➤ **Civilian Off-Duty Employment**

- This is your primary Job
- Additional employment must be approved by supervisor

## ➤ **Unemployment Compensation**

- If you are receiving unemployment compensation, it is your responsibility to notify the Department of Labor and let them know you are now employed



# AFI 36-703

## Civilian Conduct and Responsibilities

78TH AIR BASE WING

BY ORDER OF THE  
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-703

30 AUGUST 2018

Personnel

CIVILIAN CONDUCT AND  
RESPONSIBILITY



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at [www.e-Publishing.af.mil](http://www.e-Publishing.af.mil) for downloading or ordering.

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(Mr. Daniel R. Sitterly, SES)

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2014

Pages: 19

- Compliance with this publication is mandatory
- Maintaining a productive work environment in which management and employees comply with standards of conduct and responsibilities is essential to the effective functioning of the Air Force and accomplishment of its national security mission
  - Authorities and Responsibilities
  - Standards of Conduct
  - Dress, Appearance, and Relationships
  - Violence in the Workplace
  - *Related Directives*



# Probationary Period

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## ➤ New Hire Probationary Period

- All new Federal employees appointed within the Department of Defense (DoD) to permanent positions in the competitive service, as well as those newly appointed to career Senior Executive Service (SES) positions, are required to serve a **two-year probationary period**
- If you are an employee transferring from a different agency outside DoD and still on a probationary period, your probationary period will be extended to reflect two years
- Contact your supervisor or your servicing staffing specialist if you have questions about your probationary period



# Benefit Summary For Civilian Employees

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BENEFITS	ELECTION PERIOD	HOW TO ENROLL
Federal Employees Health Benefits (FEHB)	60 days	GRB Government Retirement & Benefits
Federal Employees Group Life Insurance (FEGLI)	60 days	GRB Government Retirement & Benefits
Federal Employees Dental and Vision Insurance Program (FEDVIP)	60 days	<a href="http://www.BENEFEDS.com">www.BENEFEDS.com</a> or call 1-877-888-3337 TTY 1-877-889-5680
Flexible Spending Accounts (FSA) <i>(for reimbursement of health and dependent care expenses not paid by health insurance)</i>	60 days (or by October 1 whichever occurs first)	<a href="http://www.fsafeds.com">www.fsafeds.com</a> or call 1-877-372-3337 TTY 1-800-952-0450
Long Term Care (LTC) Insurance	60 days (for abbreviated underwriting application)	<a href="http://www.ltcfeds.com">www.ltcfeds.com</a> or call 1-800-582-3337
Thrift Savings Plan (TSP) <i>(Retirement savings plan)</i>	Automatically Enrolled	EBIS
Election of FERS	Automatically Enrolled	EBIS



# ***Benefit Summary For Civilian Employees***

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- New employees and rehires on eligible appointments have 60 days from date of appointment to sign up for health benefits.
- If you don't make an election, you are considered to have declined coverage and you must wait until the next open season or a qualifying life event to enroll.
- *Benefits and Entitlements Service Team (BEST):*
  - *BEST Benefits Counselors: 1-800-525-0102*
  - *Representatives are available from 0700-1700 Monday through Friday, with the exception of Federal holidays*



# Discussion/Questions

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## A. Oath of Office

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*I, state your name, do solemnly swear (or affirm) 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.*



## ***B. Affidavit as to Striking Against the Federal Government***

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*I am not participating in any strike against the Government of the United States or any agency thereof, and I will not so participate while an employee of the Government of the United States or any agency thereof.*



## **C. Affidavit as to the Purchase and Sale of Office**

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*I have not, nor has anyone acting in my behalf, given, transferred, promised or paid any consideration for or in expectation or hope of receiving assistance in securing this appointment.*



# Sign Onboarding Forms

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USE YOUR ELECTRONIC DEVICES TO ACCESS THIS WEBSITE:

<https://onboard.usastaffing.gov>

LOG INTO YOUR ACCOUNT AND SIGN THE FOLLOWING FORMS:

**1**                    **Optional Form 306 (OF-306)**  
**Declaration for Federal Employment**

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**2**                    **Standard Form 61 (SF-61)**  
**Appointment Affidavit**