

GENERAL EMPLOYEE INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY:

It is Federal, Air Force and Academy policy to make no discrimination based upon race, color, national origin, religion, sex, age, marital status, handicap, political affiliation or any other non-merit factors. We have an Equal Employment Opportunity (EEO) office on the base and your supervisor can give you the location.

UNEMPLOYMENT INSURANCE BENEFITS:

If you have applied for or have been receiving unemployment insurance benefit payments, it is your responsibility under penalty of law to notify the appropriate local office in writing to discontinue the issuance of unemployment checks now that you are employed. Failure to notify the State agency can result in a penalty, such as a fine, imprisonment, or both.

DUTY HOURS:

Normal duty hours on the Academy are 0730-1630; however, your supervisor will advise you of your individual work schedule, which may vary based upon your particular duties.

LEAVE AND EARNINGS STATEMENT:

For security reasons, DFAS makes your employee Leave and Earnings Statement (LES) available "electronically" over the internet via the myPay website. Your LES will be available for viewing on the Wednesday prior to each payday. ***(Note: If you assign an email address (official or personal) to your myPay account, you will receive an e-mail notification from the Defense Finance and Accounting Service (DFAS) on that Wednesday, alerting you that your LES is available for viewing and providing you with a link to the myPay website).***

Please review the information on your first LES for accuracy, paying particular attention to the spelling of your name, SSAN, and Date of Birth. Report any discrepancies to this office immediately.

MYPAY:

All civilian employees are required to have a myPay account. myPay is an on-line service that allows electronic access to your Leave and Earnings Statement (LES), as well as the ability to complete a variety of transactions including, but not limited to, change of address, federal and state tax withholdings, and direct deposit information. Your myPay account will be made available to you following receipt of your first paycheck. You will access your account by visiting the myPay website at <https://mypay.dfas.mil> and entering your PIN, which you will receive in the mail sometime between your first and second paycheck. If you do not receive your pin by the time you receive your second paycheck, you should contact the Civilian Payroll Office at 333-2510 to request a "temporary" PIN. For security reasons, PINs cannot be provided over the phone. You can change/reset your myPay PIN via the myPay website. ***(Note: Military retirees are not required to establish a separate myPay account).***

TRAVEL VOUCHERS:

Employees arriving at the Academy in a PCS or first duty station status on official (funded) travel orders must complete a travel voucher. Your supervisor or civilian liaison can assist you with the proper procedures for filing your voucher.

LEAVE ACCRUAL:

- **ANNUAL LEAVE:** This is based on your length of service.
 - **Full-time positions:** Annual leave is awarded based on your service computation date (length of service), which is computed based on any former military and/or civilian employment with the US government.

Annual Leave—Full-time Employees:

Service less than 3 years - you will earn 4 hours a pay period.

Service between 3-15 years - you will earn 6 hours a pay period.

Service over 15 years - you will earn 8 hours a pay period.

- **Part-time Positions:** Employees will earn 1 hour of annual leave for each 20 hours worked in a pay period.
- **Faculty Title 10 Leave:** Entitled to additional leave based on years of service (see Title 10 handout).
- **SICK LEAVE:** This is not based on length of service.
 - **Full-time Positions:** 4 hours of sick leave is accumulated each pay period.
 - **Part-time Positions:** Sick leave may be earned 1 hour for each 20 hours worked in a pay period.
- **NOTE:** A pay period covers two weeks.

PERSONNEL ACTIONS (SF 50's):

Personnel actions taken on you are documented on Standard Form SF50 (Notification of Personnel Action). You can access copies of all generated SF50's contained within your Electronic Official Personnel Folder (EOPF) by accessing your AFPC Secure web account or via your MyBiz account. You may want to consider maintaining a personal file of all SF50's for yourself. Please review your initial SF50 for accuracy, and notify this office immediately if anything is found to be incorrect. Pay special attention to the spelling of your name, social security number, and date of birth.

PROBATION PERIOD:

New Air Force employees are required to complete a 2 year probation period as a part of the hiring process to determine the fitness of the employee to continue federal employment. Some exceptions may apply.

STUDENT REQUIREMENTS:

Student employees must satisfy enrollment, grade, and employment requirements in accordance with their specific training programs. The USAFA Pathways Program Manager will contact you with specific requirements.

PERFORMANCE MANAGEMENT PROGRAM:

Employee appraisals are completed on an annual cycle, depending on your pay schedule (i.e. GS, FWS, AD).

GS and FWS Employees: 1 April-31 March

AD Employees: 1 June-31 May (Academic Year)

*Your supervisor should also conduct a mid-term review with you.

AWARDS:

Civilian employees are eligible for several types of awards, including time-off and cash awards. These awards are usually tied to your annual appraisal and the amounts are dependent upon your performance rating.

WITHIN GRADE INCREASES (WIGI'S):

GS Permanent Employees (10 steps):

- Steps 2-4 – 1-year waiting period
- Steps 5-7 – 2-year waiting period
- Steps 8-10 – 3-year waiting period

FWS (Federal Wage System) Permanent and Temporary Employees (5 steps):

- Step 2 – 6 month waiting period
- Step 3 – 18 months waiting period
- Steps 4-5 – 2 year waiting period

AD Faculty: Step increases are tied to your annual appraisal.

PROXIMITY CARD: If your job requires routine access to the cadet area, you will be required to obtain a proximity card. If applicable, your organization will provide you with the appropriate documentation to obtain a proximity card.

WILDLIFE COURTESY WARNING SYSTEM: The Academy has a courtesy warning system for wildlife (deer, elk, wild turkey, etc) sightings. While driving, you are requested to warn oncoming traffic of wild game on or near the road by flashing your headlights. Elk are usually sighted near the North Gate, wild turkey are sighted near the Academy Club, and deer are sighted just about everywhere.

DRIVING ON USAFA: Motorists ticketed for speeding on base will be fined through the local Department of Motor Vehicles. No proof of insurance, a DWAI or DUI will result in suspension of license through Department of Motor Vehicles and loss of on-base driving privileges.

CELL PHONE USAGE: DoD has implemented cell phone restrictions on military installations, whereas anyone caught using a cell phone while operating a motor vehicle, unless the vehicle is safely parked or the driver is using a hands-free device, will have their installation driving privileges suspended immediately for a 7-day period. NOTE: using your fingers to dial, text, email, or placing your phone on "speaker" mode are all considered a violation of this policy.

RADAR DETECTORS: Prohibited on the Academy.