

Benefits Quick Corner

FEDERAL HEALTH BENEFITS (FEHB)

- ◆ Open Season: mid-Nov to mid-Dec annually
- ◆ Enrollment: GRB Platform
- ◆ Health Care Plans: www.opm.gov

THRIFT SAVINGS PLAN (TSP)

- ◆ Agency automatic 5% contribution
- ◆ Enroll or change contributions/allocations:
- ◆ www.tsp.gov or 1-877-968-3778

FEDERAL DENTAL & VISION (FEDVIP)

- ◆ Open Season: Mid-Nov to mid-Dec annually
- ◆ Enrollment: 877-888-3337 www.benefeds.com
- ◆ Additional information at www.opm.gov

FEDERAL GROUP LIFE INSURANCE (FGLI)

- ◆ Upon appointments automatically enrolled in basic coverage
- ◆ Open season is NOT annually and rare
- ◆ Non-Open season requires exam or life changing event to enroll

FLEXIBLE SPENDING ACCOUNTS (FSA)

- ◆ Enrollment: 877-372-3337 www.fsafeds.com

BENEFITS RESOURCES FOR EMPLOYEES

- ◆ GRB Platform
- ◆ Benefits Entitlement Service Team (BEST) 1-800-525-0102, option 2, option 3
- ◆ OPM website: www.opm.gov

About Us

The Civilian Personnel Office at the USAF Academy is responsible for the oversight and direction of personnel programs for approximately 1,400 appropriated fund civilian employees. This includes the direction and administration of workforce recruitment, labor-management relations, employee-management relations, and position management/classification.



UNITED STATES AIR FORCE ACADEMY 10 FSS/FSCA CIVILIAN PERSONNEL OFFICE

5136 EAGLE DRIVE
COMMUNITY CENTER
USAF, CO 80840-2603

Hours of Operation

Walk-In:

Mon-Fri 0830 – 1230

By Appointment Only:

Mon, Tue, Thu, Fri 1230 – 1630

Closed Wednesday 1230 – 1600

Phone: 719-333-4363

Fax: 719-333-3741

Quick Reference Guide to Personnel Resources For Civilian Employees

Civilian Personnel Office

**10th Force
Support
Squadron**

Expect the Best!

UNITED STATES AIR FORCE ACADEMY

MISSION STATEMENT
Provide unparalleled
personnel services
to sustain a skilled and
productive civilian
workforce.

Quick Reference

- **Obtain copies of your SF50 Personnel Actions**
 - Current Employees ([eOPF](#) or [myBiz+](#))
 - Former Employees (www.archives.gov/st-louis/civilian-personnel)
- **Employment Verification** ([myBiz+](#))
- **Benefit Changes** (Health, Life Insurance) ([AFPC](#) or [GRB](#))
- **Update Work Address, Phone** ([myBiz+](#))
- **View your Career Brief/Report** ([AFPC Secure](#) or [myBiz+](#))
- **Change in Name, Birth date, or SSN** ([myPers](#))
- **Change in Veteran's Preference** ([myPers](#))
- **Change in Service Computation Date** ([myPers](#))
- **Emergency Contact Info** ([myBiz+](#))
- **Update Mailing Address** ([myPay](#))
- **Military/Civilian Service Credit Deposit** ([myPers](#))
- **Update Training/Education/Certification/Awards** ([myPers](#))

myPers

Your First Stop for all Personnel Information and Services

To Use myPers:

1. Login to <https://mypers.af.mil>
2. Create an account
3. Once an account is created, login using your Common Access Card

Updates can be made using the self-service option and items annotated with 'myPers' under the Quick Reference section may be updated using self-service.

Disabled Veteran Leave

Wounded Warriors Federal Leave Act of 2015 (PL 114-75)

Veterans with a service-connected disability rating of 30% or more from the Veterans Benefits Administration are entitled to up to 104 hours of disabled veteran leave for undergoing medical treatment for such disability

Eligibility:

- Hired on or after November 5, 2016
- 30% or more service-connected disability rating from the Veterans Benefits Administration of the Department of Veterans Affairs
- Submit supporting documentation, VA Benefits Letter, to myPers
- 12-month eligibility period begins on the first day of employment which is determined after the agency has established the employee is eligible for the leave entitlement

myBiz+ / myWorkplace

<https://compo.dcpds.cpmc.osd.mil>

myBiz+

- Online access to personnel information. You can also print copies of your SF50 Personnel Actions (select Position/SF50 History)
- Update work telephone number, work email address, physical work address, disability codes, ethnicity and race identification, emergency contact information, education, training, certificates, licenses, awards, foreign language and training information
- Employment verification releases employment information and salary information (if selected) to an external organization or individual

myWorkplace

- Allows supervisors of civilian employees to review their assigned civilian's personal information & complete various suspense actions

Electronic Personnel File (eOPF)

<https://eopf.opm.gov>

Documents maintained in eOPF include:

- SF 50, Notification of Personnel Action, documenting employment history
- Military service documents, such as a DD 214 used for leave credit, reduction-in-force, or retirement
- Benefits elections such as SF 2809, Health Benefits Registration form, SF 2817, Life Insurance, & SF 2823, Designation of Beneficiary — FEGLI

AFPC Secure

<https://w45.afpc.randolph.af.mil/AFPCSecureNet40>

Civilian Career Brief: Virtual civilian career brief for Air Force appropriated civilian employees

GRB Platform

<https://grbplatform.us.af.mil/>

GRB: Government Retirement & Benefits Platform. Enroll, check or update various benefits online; i.e. TSP, FEHB, retirement estimates and e-Retirement

myPay

<https://mypay.dfas.mil>

myPay is an online service that allows electronic access to your Leave and Earnings Statement (LES), as well as the ability to complete a variety of transactions, such as change of address, federal and state tax withholdings, and direct deposit information.

ID Cards

2 forms of ID required for all ID card issuance

Common Access Card

- Permanent employees: No documentation required
- Temporary/Term employees: No documentation required

Family Member DBIDs card

- DD 1172, prepared by the civilian personnel office
- Sponsor and family member must both be present for receipt of the DD 1172
- Documentation of marriage certificate for spouse, and birth certificate for child (10-21 yrs old)

Job Opportunities

If you are interested in self-nominating for vacant positions on USAFA or within the federal government, visit www.usajobs.gov or www.afciviliancareers.com

Transfer/Separation/Retirement

If you are planning on transferring on another agency, separating or retiring from federal service, contact the civilian personnel office at 333-4363 or email us at 10FSS.FSCA.Main@us.af.mil. The CPO will provide you the information required to submit your transfer, resignation, or retirement and provide out-processing information.

Additional Resources

Total Force Service Center

- 1-800-525-0102
- Afpoa.a1.sd@us.af.mil

Employee Assistance Program

- 1-866-580-9078
- www.afpc.af.mil/EAP

Air Force

- www.my.af.mil

Airman & Family Readiness Center

- 1-719-333-3444

Equal Employment Opportunity

- 1-719-333-4258