

FAQ Updates

## **CIVILIAN PERSONNEL**

**UPDATE: 9 Dec 2021**

The Civilian Personnel Office is open. Please call 256-9328 to schedule appointments to ensure the appropriate specialist will be available to assist with your specific questions/inquiries.

Civilian personnel questions/inquiries can also be sent to one of the following email org-inboxes. For Recruitment inquiries: [Scottstaffing@us.af.mil](mailto:Scottstaffing@us.af.mil) or for Performance/Conduct/Award inquiries: [375FSS.FSCA.EMR@us.af.mil](mailto:375FSS.FSCA.EMR@us.af.mil). A specialist will respond as soon as possible.

Telework info: Supervisors and employees must complete telework training (<https://www.telework.gov/>) and complete a telework agreement (DD 2946). Contact Civilian Personnel at [375FSS.FSCA.EMR@us.af.mil](mailto:375FSS.FSCA.EMR@us.af.mil) for teleworking questions.

Timecard info: It is the responsibility of the employee's Certifier to certify timecards in ATAAPS. This ensures employees are paid accurately and on-time. The local Finance Office does NOT have the capability to certify timecards for units in ATAAPS.

ATAAPS can be accessed on any CAC enabled computer on commercial internet without being logged into VPN.

Teleworkers' timecards should be coded as regular hours, then add subcode HZ/Oth and select TS for telework situational.

Weather/Safety Leave (WSL) timecards should be coded as LN for admin leave, then add HZ Other and select PS for WSL.

Before returning employees to work, please contact Employee Relations Specialists at 256-9328 or [375FSS.FSCA.EMR@us.af.mil](mailto:375FSS.FSCA.EMR@us.af.mil).

Q: How do I out-process if I am retiring or resigning?

A: Employees out-process through their organization by completing the Scott Form 13, Civilian Employee Clearance Checklist, and providing it to their supervisor. All employees must submit their payroll out-processing information through the Civilian Pay Portal at: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx> (email is no longer accepted).

Employees will provide the completed Scott Form 13 and the employee's last four appraisals to Civilian Personnel via email to 375FSS.FSCA.EMR@us.af.mil. Employees will turn in their CAC and government passport (if applicable) to Civilian Personnel at P10, 215 Heritage Dr. Room D101 on their last day during office hours 0900 - 1500.

Note: Employees who are transferring to another Air Force organization or Department of Defense component will maintain their CAC.

Q: At this state of the COVID-19 national emergency, how should Commanders and supervisors be administering weather and safety leave?

A: The guidance OPM has provided on the use of weather and safety leave in connection with the COVID-19 pandemic is still applicable. In addition to identifying certain specific covered circumstances, OPM communicated the general principle that, subject to statutory and regulatory limitations, agencies may use available flexibilities to provide weather and safety leave in circumstances where allowing an employee to travel to or perform work at the normal worksite would pose significant safety risks for the employee, other employees, or the general public. Weather and safety leave should not be used when an employee is capable of teleworking (5 CFR 630.1605) or when the employee is sick with COVID-19 (unable to work/telework) or otherwise in circumstances under which sick leave is appropriate.

Q: What is the proper leave category for booster shots?

A: An employee will be granted administrative leave (up to 4 hours per booster event) for the purpose of receiving any authorized COVID-19 vaccine booster shot. The 4 hours will cover travel as well as the time at the vaccination site. Employees will not be credited with administrative leave or overtime work for time getting a booster shot outside of their tour of duty. Similarly, an employee will be granted up to four hours of administrative leave for the purpose of accompanying a family member to obtain a COVID-19 booster vaccination.

Q: Can I get a civilian dependent ID card for spouse and children?

A: Yes, spouses and children are eligible to receive a dependent ID card. To obtain the authorized form a civilian employee must make an appointment by contacting 256-9328. For the appointment, the employee must bring the spouse and/or children requesting the card along to the appointment with applicable marriage license (spouse) and birth certificates (children).

Here is the list of Civilian Memorandums on the Scott COVID page:

#### CIVILIAN MEMORANDUMS

Civilian Employee Clearance Checklist - Dec. 7, 2020 – document doesn't open for some employees

Vaccination DAF Policy and Fact Sheet

Mask Wear Updated FAQs – please remove; it's a bit confusing of a document since we are back in masks

DCPAS Ref Guide - Emergency Paid Leave - May 2020

DAF Guidance Emergency Paid Leave - May 2021

Emergency Paid Leave Employment Agreement template

FM Guidance Emergency Leave - May 2021

Request to Use Emergency Paid Leave OPM Template

Main status page under Support, Civilian Personnel & NAF Human Resources Office

Recommend change to be

CPO:

256-9328, [375FSS.FSMC@us.af.mil](mailto:375FSS.FSMC@us.af.mil)

NAF HRO:

256-3831, [375FSS.NAFHRO@us.af.mil](mailto:375FSS.NAFHRO@us.af.mil)