

VSFB New Employee In-Processing Quick Reference Guide

1. **Civilian Pay:** Finance inquiries, travel vouchers, and appointment requests are to be submitted through Comptroller Service Portal (CSP) by visiting: <https://usaf.dps.mil/teams/saffmcsp/portal/SitePages/Home.aspx>
Customer Service Line: (805) 606-4606, Bldg 10577 Room B-306, Third floor. Walk in Hours: M, W, F from 0900-1500. Appts on T& Th from 1200-1500. Book an appointment: <https://30comptrollersq.setmore.com/>
2. **Installation Access**
 - VSFB Civilian Personnel provided you with a limited (temporary: 1 – 5 days) base access pass. If your pass is expiring before you receive your Common Access Card (CAC), please notify your immediate supervisor to coordinate an extension.
3. **Common Access Card (CAC)**
 - CAC is your ID card for computer and base access. AFPC must process your personnel action—which may take up to 10 days—before you can obtain your CAC. After 10 days, please contact your VSFB Staffing Specialist.
 - Call Military Personnel Section (MPS) Customer Service (805-606-7756) daily and ask if you are in the Defense Enrollment Eligibility Reporting System (DEERS) as a CIVILIAN AIR FORCE employee.
 - After MPS confirms that you are in DEERS as a Civilian, you may obtain your CAC from MPS, Bldg. 10577, Room A-101. You may schedule an appointment (T & Th 11:00-3:00) on the MPS Customer support webpage: <https://www.vandenbergfss.com/m-p-f> or use walk-in hours (M, W & F 8:30-3:00) *1st Friday of Month 9:00-3:00
 - Your supervisor or your organization's Computer Support Assistant will assist you with e-mail and Internet access.
4. **Set up accounts for the following:**
 - * ☐ AF Portal <https://www.my.af.mil/gcss-af/USAF/ep/home.do> links to other sites
 - * ☐ GRB Platform Link: <https://GRBPlatform.US.AF.MIL/> for all benefit enrollment
 - * ☐ myFSS/myPers: <https://myfss.us.af.mil/USAFCommunity/s/> for helpful information for civilian employment
 - * ☐ myPay: <https://mypay.dfas.mil/mypay.aspx> for DFAS Leave and Earning Statements
 - * ☐ myBiz: <https://compo.dcpds.cpmc.osd.mil/> for access to employment verification, personnel functions
 - * ☐ eOPF: <https://eopf.opm.gov/usaf/> to request username and password for first-time users
 - OPM eOPF Customer Service: **1-866-275-8518**
5. **Benefits Information:**
 - Air Force Personnel Center Customer Service # **1-800-525-0102** for questions and assistance.
 - Government Retirement and Benefits (GRB) Platform: <https://GRBPlatform.US.AF.MIL/> **ALL ENROLLMENTS ARE ELECTRONIC.**
 - **Federal Employees Health Benefits (FEHB) COVERAGE IS NOT AUTOMATIC. Enrollment is required within 60 days of the date you were hired.**
 - Visit <https://www.opm.gov/healthcare-insurance/> to shop and compare health care providers and plans.
 - Visit https://blueshield-edit.modolabs.net/bsca16/bsca16_virtual_events/index#live to register for optional virtual FEHB overview presentation.
 - * Federal Employees Group Life Insurance (FEGLI) Basic is automatic; premiums will be deducted from your pay until you waive FEGLI: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000wl2cCAA> . If FEGLI is waived, you will not be able to obtain it until there is a FEGLI open season (which is very rare). **You have 60 days to elect Additional Coverage.**
 - * Thrift Savings Plan (TSP): <https://www.tsp.gov/>. You will need to go onto this site and request access to make an account.
6. **New Employee Online Training via MyLearning:**
 - AF New Employee Orientation (NEO) must be completed within 90 days of the date you were hired. Please direct all questions to Mr. Kevin Macdonald, 805-605-5904.
 - Log into MyLearning <https://lms-jets.cce.af.mil/>
 - Select Air Force GoLearn → AF New Employee Orientation Courses (3 Versions of NEO)
 - Select the NEO Course that applies to you. You will need to watch all videos and click on all links to earn credit.
 - Provide certificate of completion to Education Center by e-mail (kevin.macdonald.6@spaceforce.mil) or hand deliver to Bldg 13640 on Utah Ave.

AcqDemo Website for training: Only applicable to AcqDemo employees (NH, NK, NJ)

<https://acqdemo.hci.mil>

<https://usaf.dps.mil/sites/hqsf/CHCO/s1c/SitePages/USSF-AcqDemo-Program.aspx> - Click on AcqDemo Training

Items marked with asterisk * require CAC

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7. Attend VSFB New Employee Orientations:

- Newcomers' Orientation at 0730 on _____. Please be in place no later than 0715 @ Pacific Coast Club, Bldg. 11070, on Nebraska Avenue. Orientation is from 0730-1400.
- SAPR (Sexual Assault Prevention Training) training is required and must be done annually. To schedule your SAPR training please call 805-606-7272.
- If you cannot attend the Newcomers' date listed above, please have your supervisor contact the Airman & Family Readiness Center at (805) 606-0039 to re-schedule.

8. Waiting Periods for Within Grade Increase (WGI) also called Step Increase, Within Range Increase (WRI):
(Not applicable to ACQ DEMO NH, NK, NJ pay plans)

General Schedule (GS)

For advancement to steps	Calendar Weeks
2, 3, and 4	52 in each previous step
5, 6, and 7	104 in each previous step
8, 9, and 10	156 in each previous step

Federal Wage System (WG/WL/WS)

For advancement to step	Calendar Weeks
2	26 in step 1
3	78 in step 2
4 and 5	104 in each previous step

- Step increases are effective at the beginning of pay periods. If the date falls in the middle of the pay period, the increase will be effective the following pay period.

9. Leave

- Full-time employees accrue Annual Leave as follows:

YEARS OF FEDERAL SERVICE	HOURS ACCRUED PER PAY PERIOD
less than 3	4
more than 3 but less than 15	6
15 or more	8

- Everyone earns 4 hours of sick leave per pay period. The amount of sick leave earned does not change.
- Discuss with your supervisor the process for requesting leave.
- Do not leave your work area without notifying your supervisor.
- You have 2 hours to call in sick prior to your start time.

10. Federal Employment terminology for new employees

- Probationary/Trial Period
 - All new federal employees serve a 1-year probationary period.
 - The probationary period is used to determine fitness for continued employment. During the probationary period, the supervisor documents the employee's performance and conduct and forms conclusions regarding the new employee's performance.
 - Employment may be terminated at any time during the probationary period.
 - Employees who are subject to administrative actions during the probationary period have very limited appeal rights to the Merit Systems Protection Board.
- Tenure: Career Conditional vs. Career Tenure
 - Only employees hired in a permanent position may receive Career Tenure.
 - 3 substantially continuous, creditable years of federal service are required before an employee may be converted to Career Tenure.
 - After completing 3 years of service and receiving Career Tenure, the employee has life-time reinstatement eligibility in the federal service.
 - If an employee resigns before completing the 3 years of service required for conversion to Career Tenure, the employee has 3 years during which he/she may return to federal service without losing the creditable service earned.
 - If more than 3 years pass after resignation, the employee will have to start as Career-Conditional.