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**Vandenberg Space Force Base New Hire In-Processing
Jan 2021**

30 FSS/FSCA/606-3641/606-5847

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Civilian Pay

- SrA Sobreo: riciel.sobreo@spaceforce.mil
- 805-606-0039, Bldg 11777, Room A-113.
- Walk-In Hours are on Wednesdays from 10:00-1:00
- Finance inquiries and travel vouchers are to be submitted through CSP by visiting:
<https://usaf.dps.mil/teams/saffmcsp/portal/SitePages/Home.aspx>



New Employee Information

After we are done here you will receive an email from USA Staffing. Please follow the link in the email to electronically sign your OF 306 and several other forms. (You will need your USAJOBS password and username to complete this.)



Installation Access

- We have given you temporary access for the next 5 days.
- If you do not obtain a CAC (Common Access Card) by Friday of the first week, please ask your supervisor to extend your base pass beginning the following Monday.
- Your CAC card is your ID for computer and base access.



Common Access Card Continued

- Call Military Personnel Flight (MPF) Customer Service (805-606-7756) daily and ask if you are in the Defense Enrollment Eligibility Reporting System (DEERS) as a Air Force CIVILIAN employee.
- After MPF confirms that you are in DEERS as an AF Civilian, you may obtain your CAC from MPF, Bldg. 11777, Room C-114. You need to schedule an appointment on the MPF customer support webpage: <https://www.vandenbergfss.com/m-p-f>
- Bring two forms of ID.
- Your supervisor or your organization's Computer Support Assistant will assist you with e-mail and Internet access.



Useful links – AF Portal

- Website: <https://www.my.af.mil/gcss-af/USAF/ep/home.do>
- Contains various resources, databases, publications.
- You need your CAC to access.

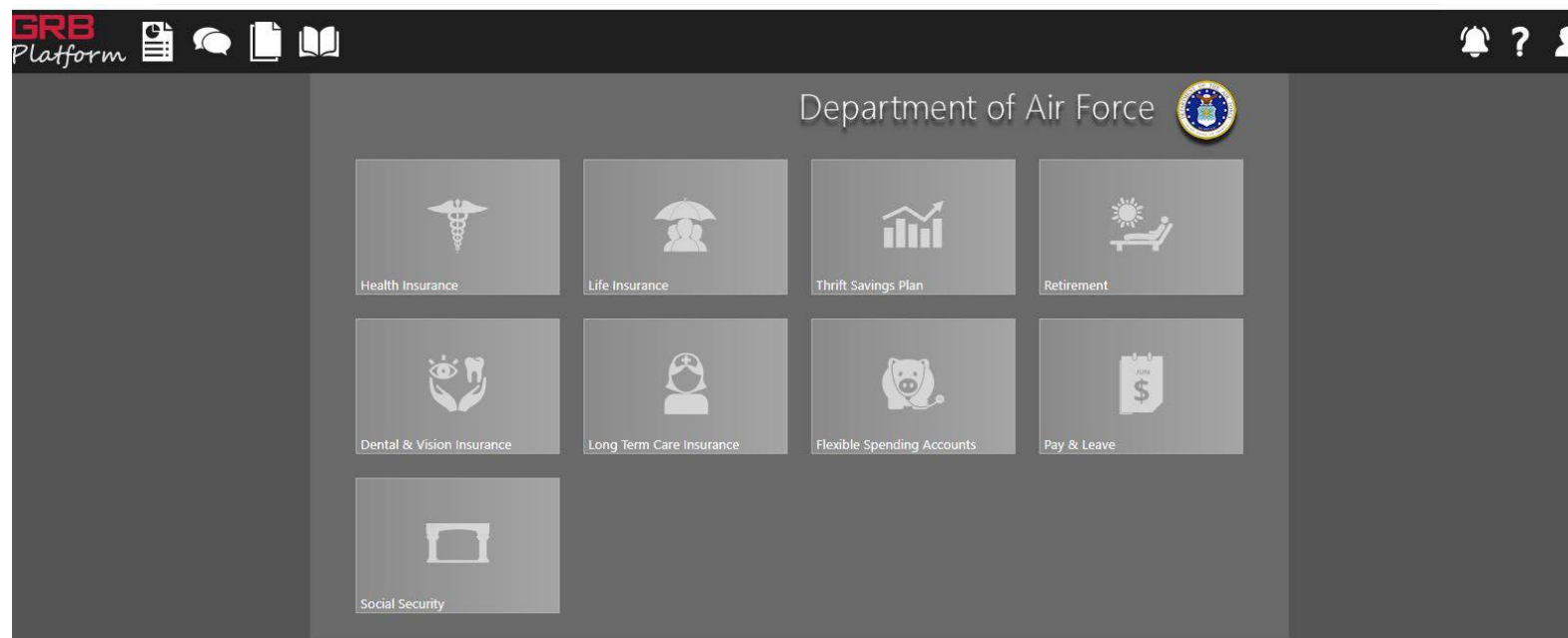
Great starting point!





Useful Links – Government Retirement and Benefits (GRB)

- Website: <https://GRBPlatform.US.AF.Mil/>
- GRB Platform is where you sign up for health, dental, vision and life insurance.
- It is also where you can change the contributions to your TSP.
- Place in your favorites.
- Retirement Information.
- Need your CAC to access.





Useful Links - myPers

- Website: <https://mypers.af.mil>
- Has helpful information for civilian employees.
- New Hire Information.
- Access Self-Service Applications to include making changes to your name, mailing address, emergency contact, and SSN.
- Can be accessed with a manual login or CAC.





Useful Links – myPay

- Website: <https://mypay.dfas.mil/mypay.aspx>
- You will automatically be given access to this via email after your first paycheck.
- To access your leave and earnings statement (verify your deductions).
- To change your direct deposit.
- To change mailing Address.
- To change your withholdings (update W-4).
- Your first LES will be mailed to you.
- Know your Timekeeper! They are your first POC, then CIV PAY in Finance.



Useful Links - myBiz

- Website: <https://compo.dcpds.cpms.osd.mil/>
- Check your SF 50 (Notification of Personnel Actions).
- Performance plans and appraisals.
- Employment Verification (for new employees with no CAC - ask you HR specialist).
- Requires CAC to access.

myBiz+

Other DCPDS Applications - Favorites - Customer Support - Help - Logout

Employees can now request assistance in updating their supervisor from within MyBiz+! After logging in, select **Update MySupervisor** from the **Key Services** view to complete this process!

Notifications

| Read / Unread | Title | Start Date |
|-------------------------------|-------|------------|
| No Notifications At This Time | | |

You have no unread notifications.

Welcome, ALLYSON E. HERMOSILLO The information is current as of 15-Dec-2020 Last Login: 15-Dec-2020 09:07:41 AM

Home

Key Services

- Manage Key Services
- MyPerformance
- Request Employment Verification
- Civilian Career Report
- Update Contact Information
- Update Professional Development
- SF50 Personnel Actions
- Update MySupervisor
- Civilian Expeditionary Workforce (CEW)
- Civilian Career Brief

Other DCPDS Tools

- DCPDS Navigator Homepage
- Add HR Region Associations
- MyBiz+ for HR Professionals REG03

Last Personnel Action

| | |
|-----------------|-------------------------------|
| Type of Action: | Regular Within-range Increase |
| Effective Date: | 27-Sep-2020 |



Electronic Official Personnel Folder (EOPF)

The Office of Personnel Management (OPM) electronic Official Personnel Folder (eOPF) contains official government documents covering your employment history.

Examples of documents maintained in the eOPF are:

- SF 50, *Notification of Personnel Actions*, documenting your employment history
- Military service documents, such as a DD Form 214 used for leave credit, reduction-in-force, or retirement
- Benefits elections such as SF 2809, *Health Benefits Registration Form*, SF 2817, *Life Insurance Election*, and SF 2823, *Designation of Beneficiary* □ *FEGLI Program*



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 (it will be effective the following pay period).
- Please visit <https://www.opm.gov/healthcare-insurance/> shop/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.



Life Insurance

- Federal Employees Group Life Insurance (FEGLI) Basic is automatic; premiums will be deducted from your pay until you waive FEGLI: https://mypers.af.mil/app/answers/detail/a_id/22651/kw/FEGLI/p/2. If FEGLI is waived, you will not be able to obtain it until there is a FEGLI open season (which is very rare). May call AFPC to waive
- The basic life insurance is your annual salary + \$2000.
- You have **60 days** from your date of hire to sign up for additional optional insurance coverage. Optional coverage is effective the date you submit the election.
- Qualifying life event (marriage, birth, death, divorce).



Thrift Savings Plan (TSP) – GRB Platform

- TSP is your retirement savings and investment plan. It is similar to a 401K.
- Automatic deduction is set at 5% - to G Fund. Total 5% is matched with the first 3% being matched dollar to dollar, and the remaining 2% is matched .50 cents to the dollar.
- You can make a total of 3 transactions a month using the GRB platform.
- Adjustments to your contribution can only be made on the GRB platform.
- **The contribution limit for 2021 is \$19,500 annual deflective deferral (the contribution limit changes yearly be sure to check the TSP website to see the updated amount).**
- If you're turning 50 or older and exceed the IRS elective deferral (or annual addition) limit, then your contributions will automatically start counting toward the IRS catch-up limit. Just add any contributions toward the catch-up limit in the same place as your other TSP contributions.
- You need a CAC to access the GRB platform



Thrift Savings Plan (TSP)

- Website: <https://www.tsp.gov/>
- You have the option to elect into either **Traditional** (will be taxed when you withdraw at retirement) or **Roth TSP** (pre-tax) plan.
- Automatic deduction is set at 5% - to the traditional plan under G Fund.
- Different funds are available on the website like the C fund Common Stock, I fund International Stock, Life Cycle Funds and other options.
- If you are a federal transfer you will have to set up your contributions again.
- In order to obtain access please visit the website and request log-in information. You will be mailed your account information.



New Employee On-Line Training

- DOD Employees Guide to Standards of Conduct required reading. It is available on VSFB Civilian Personnel webpage:
<https://www.vandenbergfss.com/document-manager/civilian-personnel-office/new-employee-resources>
- You are authorized one hour of duty time to read the guide.
- Please complete and e-mail the DoD Ethics Read Receipt in accordance with instructions provided on the green sheet.
- Can complete while you wait for Computer Access.
- No CAC is required to access.



New Employee Online Orientation

- AF New Employee Orientation must be completed within 90 days of the date you were hired. Please direct all questions to Mr. Kevin Macdonald, 805-605-5904.
- Website: MyLearning, <https://lms-jets.cce.af.mil/>
- Select view all courses - My Learning - GoLearn - AF New Employee Orientation (NEO) Courses.
- Select the NEO Course that applies to you. You will need to watch all video's 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 (Bldg. 13640 on Utah Ave)



In-Person VSFB Newcomer's Orientation & SAPR Training

- Newcomers' Orientation. Be in place no later than 0715, doors close at 0730 and orientation is all day until 1400.
- Pacific Coast Club Ballroom, 758 Nebraska Avenue, Bldg. 11070
- If you do not attend your Commander will be notified.

- SAPR – Sexual Assault Prevention and Response Briefing. Be in place no later than 0745
- If you cannot attend the Newcomers' date listed above, please contact the Airman & Family Readiness Center at (805) 606-0039 to re-schedule. To re-schedule SAPR/EO training please contact the SAPR office at 805-606-7272.



Waiting Periods for Step Increase/ Within Range Increase

General Schedule (GS)

Federal Wage System (WG/WL/WS)

| For advancement to steps | Calendar Weeks | | For advancement to step | Calendar Weeks |
|--------------------------|---------------------------|--|-------------------------|---------------------------|
| 2, 3, and 4 | 52 in each previous step | | 2 | 26 in step 1 |
| 5, 6, and 7 | 104 in each previous step | | 3 | 78 in step 2 |
| 8, 9, and 10 | 156 in each previous step | | 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.



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.



Probationary Period

- Probationary/Trial Period
 - All new federal/permanent employees serve a 2-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.



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.



30 FSS New Employee Resources

- VSFB Civilian In Processing Slides
- VSFB Balfour Beatty Housing Link
- Payroll FAQs
- DCIPS Rates (Intel only)
- GS LA Annual Locality Pay Table
- FWS Santa Barbara Pay Table
- Pay Period Calendar
- Employee Assistance Program: 1 (866)-580-9078 or www.afpc.af.mil/eap
- AFD-140106-022 Federal Civilian Political Activities trifold
- FAQ New Employee 2 year Probationary Period
- Asst Sec of Def policy memo New Employee 2 year Probationary Period



30 FSS New Employee Resources

- Disabled Vet Leave (only if you are 30% or more and first appt.)
- DoD Employees Guide to the Standards of Conduct
- DoD Ethics Read Receipt
- FERS RAE OPM benefits administration letter 12-104 (Retirement)
- FERS FRAE OPM letter 14-107 (Retirement)
- Military Deposit Buy Back - Use myPers - Search: How to make a military deposit under federal employee retirement system
- Marijuana Policy/CBD Products



Side Notes

- On the Job Injury: Please notify your supervisor and Civilian Personnel office for information.
- For alternate Work Schedules & Teleworking options: Please ask your supervisor.
- Civilian Health and Fitness: Benefit not an entitlement. Up to three hours a week, one hour a day, and it is up to your supervisor
- Designate your beneficiaries for all benefits & Unpaid Compensation
- Flexible Spending Account/Long Term Care Available
- Security Clearance: Excessive debt, DUIs, and foreign relations can have an adverse affect
- If you are retired military, and you served campaign time overseas (deployments) please speak to your HR Specialist about possible, additional leave hours



Facilities Open to Civilians

- Gym
- Pool
- Information Ticket and Travel: Good deals on trips and sporting events, military may have priority
- Outdoor Recreation: Equipment rentals
- DFAC: Dining Facility called Breakers with low cost food
- Fast Food on Base: Subway, Taqueria, Dominos, and Burger King, Bowling Alley, Pacific Coast Club (PCC), Food Trucks
- Library
- Thrift Shop
- Lodging: Military get first preference
- BX; Gas station; Class Six (Express): Now open to Civilian Employees!



Congratulations!

- OATH: Now please stand and turn toward the flag with your right hand raised.
 - WELCOME TO VANDENBERG SFB!