

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING PAMPHLET 36-3

30 NOVEMBER 2001



Personnel

**VANDENBERG AFB CIVILIAN EMPLOYEE
INFORMATION**

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**Vandenberg AFB
Civilian Employee
Information**

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1. GENERAL EMPLOYEE-MANAGEMENT POLICY

1.1. Air Force Policy: It is Air Force policy to develop and maintain the most satisfactory and productive relationships possible between management and employees. It is a management responsibility to inform employees of the conditions of their employment, including their rights, privileges, obligations, duties, and responsibilities. Supervisors should recognize that attitudes and actions of employees are directly affected by the treatment they receive from supervisors and the satisfaction they experience performing their duties.

2. STANDARDS OF ETHICAL CONDUCT FOR GOVERNMENT EMPLOYEES

2.1. Summary of Standards of Ethical Conduct: This section presents in summarized form, some of the more important standards, restrictions, and prohibitions relating to conflict of interest set out in the DoD Regulation 5500.7-R, Joint Ethics Regulation. The provisions of this pamphlet are general in nature and do not include many exceptions, nor are all matters covered. The purpose of this pamphlet is to alert you to potential problem areas. In specific situations, or for more information, consult your supervisor who, if necessary, will check with the Civilian Personnel Flight and the Legal Office.

2.2. Basic Obligations of Public Service

2.2.1. Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place loyalty to the constitution, laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the Federal Government, each employee shall respect and adhere to the principles of ethical conduct below:

2.2.2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.

2.2.3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

2.2.4. Employees shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

2.2.5. Employees shall put forth honest effort in the performance of their duties.

2.2.6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

2.2.7. Employees shall not use public office for private gain.

2.2.8. Employees shall act impartially and not give preferential treatment to any private organization or individual.

2.2.9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

2.2.10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment that conflict with official Government duties and responsibilities.

2.2.11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

2.2.12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those—such as Federal, State, or local taxes—that are imposed by law.

2.2.13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

2.2.14. Employees shall endeavor to avoid any actions creating the appearance that they are violating applicable law or regulations. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

2.3. Disqualifying Financial Interests: An employee is prohibited by criminal statute, 18 U.S.C. 208(a), from participating personally and substantially in an official capacity in any particular matter in which, to his knowledge, he or any person whose interests are imputed to him under this statute has a financial interest, if the particular matter will have a direct and predictable effect on that interest.

2.4. Personal and Business Relationships: Where an employee knows that a particular matter involving specific parties is likely to have a direct and predictable effect on the financial interest of a member of his household, or knows that a person with whom he has a covered relationship (some type close relationship) is or represents a party to such matter, and where the employee determines that the circumstances would cause a reasonable person with knowledge of the relevant facts to question his impartiality in the matter, the employee should not participate in the matter unless he has informed the agency designee (usually the supervisor) of the appearance problem and received authorization from the agency designee.

2.5. Seeking Outside Employment:

2.5.1. Ensure that the prospect of employment does not affect the performance or non-performance of their official duties.

2.5.2. Ensure that they do not communicate inside information to a prospective employer.

2.5.3. Avoid any activity that would affect the public's confidence in the integrity of the Federal Government, even if it is not an actual violation of the law.

3. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM (EEO/AAP)

Table 1. EEO and AAP Contact Information.

The Air Force Director of EEO	HQ USAF/DPDH 1040 Air Force Pentagon Washington, DC 20330-1040 DSN 223-2700
Vandenberg's EEO/AAP Officials Wing Commander	30 SW/CC Bldg 10577, 6-4976
Chief, Civilian Personnel Flight	30 MSS/DPC Bldg 11777, 6-5846
Chief, Affirmative Employment	30 MSS/DPCS Bldg 11777, 6-3641

4. SPECIAL EMPHASIS PROGRAMS**Table 2. Special Emphasis Program Contact Information**

Federal Women's Program Manager	30 CES/CEVC, 6-2359
Black Employment Program Manager	30 LG/LGPQS, 6-6854
Hispanic Employment Program Manager	DET 9/CWVS, 5-8107
People With Disabilities Program Manager	30 MSS/DPCC, 6-4792

5. EQUAL EMPLOYMENT OPPORTUNITY COUNSELOR**Table 3. EEO Counselor Contact Information**

Chief EEO Counselor	30 SW/CCD, 6-8780
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6. EEO COMPLAINT PROCEDURES

6.1. Precomplaint Counseling: Employees or applicants who allege illegal discrimination for employment on the basis of race, color, religion, sex, national origin, disability, age or reprisal for participation in an EEO Complaint (Complainant, Witness, Management Official) and/or objecting to a prohibited personnel practice, have the right to file an informal complaint of discrimination with an EEO Counselor. Government employees who allege discrimination because of age must be at least 40 years and over. An allegation of discrimination on the basis of age may be either submitted to any EEO Counselor for resolution or filed with a US District Court, but not both. Allegations of age discrimination submitted directly to the US District Court must be filed with 180 calendar days of the alleged discriminatory incident or effective date of the personnel action.

6.1.1. The informal or precomplaint, is the initial step in the EEO Complaint process. When a complaint is filed, an EEO Counselor attempts to resolve the matter at the lowest possible level. Employees or applicants who believe that they have been discriminated against by a federal agency have the right to file a complaint with that agency. The first step is to contact an EEO

Counselor at the agency within 45 days of the discriminatory action, or if a personnel action (suspension, RIF, discharge, LOR, etc). The individual may choose to participate in either counseling, or in Alternative Dispute Resolution (ADR) when the agency offers ADR. Ordinarily, counseling must be completed within 30 days and ADR within 90 days. At the end of counseling, or if ADR is unsuccessful, the individual may then file a complaint with the agency.

6.2. Complainant's Rights. Employees alleging discrimination have the following rights:

- 6.2.1. Right to representation of their choice during any stage of the complaint process.
- 6.2.2. Right to remain anonymous during the precomplaint counseling process.
- 6.2.3. Right to file a formal complaint if not satisfied with the results of the precomplaint.
- 6.2.4. Right to compensatory damages (if substantiated) should discrimination be found.
- 6.2.5. Entitled to a fair, impartial, and objective inquiry into their allegations.
- 6.2.6. Right to file a grievance if covered under the collective bargaining unit, or an administrative grievance if not a bargaining unit member.
- 6.2.7. Right to request a hearing by the Equal Employment Opportunity Commission (EEOC) if dissatisfied with the results of an investigation at the formal level.
- 6.2.8. Right to file a class complaint.
- 6.2.9. Right to file either a mixed case complaint or a mixed case appeal, but not both (Mixed Case is when issues raised in an EEO Complaint can also be appealed to the Merit Systems Protection Board).

6.3. Applicants filing an EEO complaint have the following rights:

- 6.3.1. Right to representation of their choice during any stage of the complaint process.
- 6.3.2. Right to remain anonymous during the precomplaint counseling process.
- 6.3.3. Right to file a formal complaint if not satisfied with the results of the precomplaint.
- 6.3.4. Right to compensatory damages (if substantiated) should discrimination be found.
- 6.3.5. Entitled to a fair, impartial, and objective inquiry into their allegations.
- 6.3.6. Right to request a hearing by the Equal Employment Opportunity Commission.

6.4. Complainant's Responsibilities: Employee's and applicants filing an EEO complaint of discrimination, have the following obligations:

- 6.4.1. Notify the agency of a designated representative, by name, with their mailing address and duty phone in writing.
- 6.4.2. Keep the agency informed of any change of status of employment (i.e., home address, home or duty telephone number or duty station) in writing.
- 6.4.3. Clearly define the allegations and basis upon which the discrimination complaint rests.
- 6.4.4. Comply with all time requirements – should a complainant be unable to comply due to circumstances beyond her/his control, clearly explain the reason(s) why in writing and be able to show proof of the explanation.

6.4.5. If a complainant appeals a decision on the issues raised, s/he must provide a copy of the appeal to the agency's EEO Office.

6.4.6. Be willing to mitigate damages.

6.4.7. Comply with all agency requests for information, documents, etc., and cooperate with the EEO Office in processing the complaint.

6.4.8. While simplified, a complainant's rights and responsibilities are essentially explained in the paragraph above. However, if you have a question or concern regarding your EEO Rights and Responsibilities, please contact the EEO Office at extension 6-8780 for clarification.

7. SUBSTANCE ABUSE PREVENTION AND CONTROL PROGRAM

7.1. Substance Abuse Program. The Air Force provides a program of a one time assessment and referral for civilian employees with substance abuse problems. Certain retired military members and eligible dependents of active duty military members may be eligible to receive treatment for substance abuse problems through the Life Skills Support Center. Treatment, information, assessment, and referrals are handled by Substance Abuse Services, which, is part of the Life Skills Support Center. If you think you have a problem or would like more information, you are encouraged to contact the Civilian Personnel Substance Abuse Coordinator, or a Mental Health Substance Abuse Counselor.

7.2. Participation. Absences from duty to participate in a counseling program may be charged to sick or annual leave, leave without pay, or any combination thereof. Under most circumstances, participation in the program does not adversely affect your chances for promotion, training, or other benefits. (Exceptions relate to national security and use of firearms).

7.3. Additional Information: For more information or assistance concerning this program contact:

7.3.1. Mental Health Substance Abuse Office, 30 MDO/SGOMH, 6-8217/8327.

7.3.2. Civilian Program Coordinator, Work Force Effectiveness Section, 30 MSS/DPCE, 6-5847.

7.3.3. Non-Appropriated Funds Coordinator, Human Resources Office, 30 SVS/SVH, 6-8906.

8. MERIT PROMOTION PROGRAM

8.1. The Merit Promotion Plan (MPP): The Base Merit Promotion Plan (MPP) is contained in AFMAN 36-203/30 SWI, Staffing Civilian Positions. In addition to this manual, there are specific articles in negotiated agreements with Local 1001, National Federation of Federal Employees (NFFE), and Local F-116, International Association of Firefighters (IAFF) that explain the local promotion system and conform to Air Force and Office of Personnel Management guidelines. You should review this directive and refer any questions you might have to your immediate supervisor, or a personnel management specialist in the Civilian Personnel Flight. You, as an employee, must make sure your employment record accurately portrays all your work experience, education, training, and self-development. Qualifications may be updated by submitting a signed statement. Finally, you'll want to review your Promotion and Experience Career Brief to be sure it contains an accurate description of your work history, training, education, and self-development.

9. DEVELOPMENTAL OPPORTUNITY PROGRAM

9.1. Developmental Opportunity Program: This program is a systematic effort to provide opportunities for lower grade employees (General Schedule-8 and below and Wage Grade 7 and below) who occupy dead-end positions. Listed below is a brief description of initiatives employed to achieve this end.

9.2. Position Restructuring: Management restructures vacant positions to lower grades, in order to achieve average grade and salary control while enlarging source levels to meet staffing needs. Position restructuring also offers an initiative for upward mobility efforts by providing opportunities for employees to compete under merit promotion procedures for positions at lower grades when they don't meet the qualification standards for the higher target grade.

9.3. Developmental Activities: Gives employees opportunities for developmental training and education, such as high school and college preparation (GED and CLEP), skills training, college courses, and other activities such as reading comprehension and mathematical theory, necessary to fulfill future staffing needs and gives employees an opportunity to enhance their skills and their abilities to be more competitive.

9.4. Developmental Details: Gives employees opportunities for on-the-job work experience to enhance qualifications as well as giving management officials a means to accomplish special projects and fill positions temporarily vacant due to extended absences or delayed assignment of permanent employees. Selection of an employee for developmental detail must be made using competitive procedures.

10. POLITICAL ACTIVITY

10.1. Political Activity. Employees of the Federal Government occupy positions of public trust and should be responsive to community interest. Registering and voting is a privilege that should be exercised by all citizens. The Hatch Act guarantees federal employees the right to do so free from any interference, persuasion, or official domination. Employees should be informed of permissible political activities as well as those restricted by the Act.

10.2. Permitted Activities. Employees may:

10.2.1. Express an opinion on political subjects and candidates.

10.2.2. Contribute money to political organizations.

10.2.3. Attend political fundraising functions.

10.2.4. Run as a candidate in a non-partisan election.

10.2.5. Drive voters to polling places for a partisan political candidate, partisan political group, or political party.

10.2.6. Solicit, accept, and receive political contributions for the multicandidate committee of a Federal labor or employee organization from an employee who is not a subordinate and who belongs to the same Federal labor or employee organization.

10.2.7. Solicit, accept, and receive uncompensated volunteer services from any individual who is not a subordinate employee.

10.2.8. Anonymously stuff envelopes with campaign literature, which includes an appeal for political contributions.

- 10.2.9. Participate in phone bank solicitations for individual uncompensated volunteer services.
- 10.2.10. Give a speech at a fund-raiser, as long as the speech does not include an appeal for political contributions.
- 10.2.11. Be identified as a guest speaker on an invitation to a fund-raiser as long as the reference in no way suggests that the employee is soliciting or encouraging contributions, serve as an officer or chairperson of a political fundraising organization or committee, as long as you do not personally solicit, accept, or receive political contributions.
- 10.2.12. Help organize a fund-raiser as long as you do not personally solicit, accept, or receive political contributions.

10.3. Prohibited Activities. Employees may not:

- 10.3.1. Coerce another employee to make a political contribution.
- 10.3.2. Use official title while participating in political activities.
- 10.3.3. Knowingly allow official title to be used in connection with fundraising activities.
- 10.3.4. Solicit personal services, paid or unpaid, from a business or corporation.
- 10.3.5. Sign campaign letters, which include a solicitation for political contributions.
- 10.3.6. Participate, even anonymously, in phone bank solicitations for political contributions.
- 10.3.7. Solicit political contributions in a speech or keynote address given at fundraisers.
- 10.3.8. Solicit, accept, or receive uncompensated individual volunteer services from a subordinate for any political purpose.
- 10.3.9. Solicit, accept, or receive political contributions from the general public except under specifically defined circumstances.
- 10.3.10. Otherwise allow the use of your name on an invitation to a fund-raiser, as a sponsor of a fund-raiser, or as a point of contact for the fund-raiser.

11. LEAVE ADMINISTRATION POLICY

11.1. Leave Policy. AFI 36-815, *Absence and Leave*, and the appropriate union agreements cover the local policy concerning leave administration. Supervisors make sure that all employees under their supervision know the procedures they must follow to request and use leave, and that all absences from duty are charged to the appropriate leave category. Employees must submit annual leave schedules, in writing, to their supervisors by 15 February each year. Employees are also responsible for assuring that annual leave is requested and approved by their supervisor in advance of their departure, unless there is an emergency. Supervisors must establish leave schedules, in writing, each year and ensure that all employees are given an opportunity for a reasonable vacation consistent with mission requirements. Supervisors must also ensure that employees are provided an opportunity to use any leave they would otherwise forfeit at the end of the leave year. Additional policies are contained in the negotiated Memorandums of Agreement with Local 1001, National Federation of Federal Employees and Local F-116, International Association of Firefighters.

12. PROCEDURES AFFECTING PREGNANT AIR FORCE CIVILIAN EMPLOYEES

12.1. Pregnancy. AFI 44-102, *Community Health Management*, protects pregnant Air Force civilian employees from possible exposure to occupational hazards or toxic substances, which could possibly harm an unborn fetus. Employees must provide supervisors with a confirmation of pregnancy as well as any recommendations from a private physician involving possible duty restrictions. The supervisor must provide a statement of work environment, including specific duties and physical requirements of the position, to the Public Health (PH) Flight of the base clinic as soon as possible, but no later than two weeks after the employee provides confirmation of pregnancy. PH will consult with the Bioenvironmental Engineering Flight, who will provide information on any hazards to the developing fetus that may be in the employee's work place. PH will review supervisory and Bioenvironmental Engineering Section statements, interview the employee, and provide both the employee and supervisor a written description of any potential health hazards in the employee's work environment. Should temporary relocation or absence of the employee be required, it will be accomplished by the supervisor and the Civilian Personnel Flight according to personnel regulations.

13. PUBLIC TRUST

13.1. Gratuities and Gifts: The basic rule is that gifts, gratuities, discounts, favors, entertainment, loans, or other things of monetary value may not be accepted from anybody who seeks official action from the agency, does or seeks to do business with the agency, conducts activities regulated by the agency, or has interests that can be affected by the employee's performance or nonperformance of official duties. Because there are so many exceptions, employees should contact their base level ethics counselor by contacting the base legal office at 5-6207.

13.2. Criminal Offenses: The following conduct would result in fines, imprisonment, and debarment from future federal service: bribery, unlawful gain, asking for, accepting, or agreeing to accept anything of value in return for performing or refraining from performing official actions.

14. PAYROLL ALLOTMENTS FOR THE PURPOSE OF PAYING DUES TO UNIONS

14.1. Agreements between Vandenberg Air Force Base and Labor Unions: Vandenberg Air Force Base has agreements with the National Federation of Federal Employees, Local 1001, and the International Association of Fire Fighters, Local F-116, which permit eligible appropriated fund bargaining unit employees to voluntarily elect to remit union dues to their respective local, via payroll deduction.

14.2. Payroll Deductions: Current provisions permit an eligible employee to voluntarily accomplish and submit at any time a Standard Form (SF) 1187, Request for Payroll Deductions for Labor Organization Dues, which can be obtained from the local. The local certifies that the employee is a member in good standing and forwards the SF 1187 to the servicing payroll office. The allotments are effective at the beginning of the first pay period after date of receipt of a properly executed and certified SF 1187 in the payroll office. The allotment must remain in effect for one year from its effective date.

14.3. Termination of Union Dues: An employee's allotment for union dues is automatically terminated at the beginning of the first pay period following any of the following actions:

14.3.1. When the employee leaves the bargaining unit as a result of any type of separation, transfer out of the bargaining unit (except on detail), or otherwise becomes ineligible for membership in the union.

14.3.2. Upon loss of exclusive recognition by the union.

14.3.3. When receipt of notice from the union that the employee is no longer a member in good standing;

14.3.4. When the agreement is suspended or terminated by appropriate authority outside the Department of Defense.

14.4. Request to Revoke Dues: An employee may submit a request to revoke dues withholding at any time by submission of a properly completed SF 1188, Cancellation of Payroll Deductions for Labor Organization Dues, or by submission of a written request to the servicing payroll office. The effective date of revocation of a dues withholding allotment will be as cited in the union agreement.

14.5. Non-Bargaining Unit Members: Members of a union local who are not members of the bargaining unit which the local represents are not entitled to a payroll allotment for the purpose of paying union dues.

14.6. Procedures: Questions regarding these procedures may be addressed to the union which represents the bargaining unit within which you are employed, or the Base Labor Relations Officer, in the Civilian Personnel Office.

15. RIGHTS OF REPRESENTATION

15.1. Representation. Pursuant to Section 7114(a)(2)(B) of Title 5, *United States Code*, as added by the Civil Service Reform Act (P. L. 95-454), the exclusive union must be given the opportunity to be represented at any examination of an employee in the bargaining unit by a management representative in connection with an investigation if:

15.1.1. The employee reasonably believes that the examination may result in disciplinary action; and

15.1.2. The employee requests representation.

16. POSITION CLASSIFICATION APPEALS

16.1. Appeal Rights. You may appeal the classification of your position if you feel that the position has not been classified in accordance with or is not consistent with official classification standards, precedents, and supplemental guidelines. You may appeal the pay plan, grade, title, or series of the assigned position, but may not appeal the classification standards or the assignment of duties. Any disagreement or question relating to duty assignments or position description content should be resolved before filing a classification appeal. Operating officials and supervisors have a requirement to advise employees of their appeal rights but are not permitted to file an appeal for them.

16.2. Appeals. A wage grade employee must direct an official appeal to the Department of Defense (DoD) Civilian Personnel Management Service (CPMS), whereas a general schedule employee may appeal either to DoD CPMS or directly to the Office of Personnel Management (OPM). If a general schedule employee elects to appeal directly to the OPM, such a decision is binding and is not subject to further appeal. However, if the employee first appeals to DoD CPMS, the resulting decision may be appealed to the OPM.

16.3. Before Submitting an Appeal. Employees are encouraged to discuss the classification of their positions with their supervisors before submitting an appeal. Many times questions can be answered or a misunderstanding may be clarified at that level. For additional information or technical assistance in filing an appeal, contact the Classification and Position Management Section.

17. DISCIPLINE AND ADVERSE ACTIONS

17.1. Procedures. Air Force policy and procedures for keeping a constructive disciplinary working environment and taking necessary actions are outlined in AFI 36-704, *Discipline and Adverse Actions*. The procedures set forth within the referenced instruction apply to both adverse and disciplinary actions.

17.2. Adverse Actions: A personnel action which involuntarily reduces an employee's pay or grade; which involuntarily places an employee in a nonpay status; or which separates that employee from the Federal Service.

17.3. Disciplinary Action: An action taken by management to correct an employee's deficiencies in performance or conduct.

17.4. Nondisciplinary Adverse Actions: An adverse action that is taken for reasons which are not disciplinary in nature.

17.4.1. Constructive discipline is preventive in nature. Its objective is development, correction, and rehabilitation. Constructive discipline is the responsibility of all parties. Management attains a constructive environment through good supervision, patience, understanding, encouragement, consistent practice, recognition of the rights and dignity of the employees, fair treatment, and acceptance of responsibility. Employees aid in the development and maintenance of constructive discipline by observance of established rules, exhibiting self-discipline and by cooperating with management efforts. Disciplinary action is accomplished in a manner that best contributes to the objective stated above. The minimum penalty capable of producing the desired correction is used.

17.4.2. Nondisciplinary adverse actions are processed to assure that their nondisciplinary character is obvious and that the impact on employees is minimized to the extent possible. Constructive efforts continue while the action is in process to identify alternatives which may reduce financial loss and disruptions in careers.

18. GRIEVANCE/APPEALS

18.1. Grievance: A grievance is a request by an employee or by a group of employees acting as individuals for personal relief in a matter of concern or dissatisfaction which is subject to the control of Air Force management.

18.2. References and Procedures: Civil Service employees at Vandenberg Air Force Base who are included in a union that has been accorded exclusive recognition, must follow the negotiated grievance procedure outlined in the union contract when filing grievances. Those employees who are not covered by a union contract must follow the procedures outlined in AFI 36-1203/30 SWI, Administrative Grievance System, when initiating a grievance.

18.3. Representation: Under either procedure outlined above, employees are entitled to representation when initiating a grievance. The selection of a representative is subject to the restrictions identified in AFI 36-704, the appropriate union agreements, and the Administrative Grievance System.

18.4. Appeals: An appeal is a written request, by you, for review of a decision to take adverse action against you.

18.5. References and Procedures: Employees may appeal some matters under a statutory appeal procedure (i.e., Merit Systems Protection Board (MSPB), Equal Employment Opportunity (EEO),

etc.). Employees will be notified of their right to appeal an issue, and procedures for doing so, when applicable.

19. DOCUMENTING EDUCATION AND TRAINING

19.1. Documentation. In order to be given appropriate credit for education and training, it must be supported by valid documentation properly filed in the official personnel folder (OPF). This is done with college transcripts and signed statements. Employees are responsible for accurate reporting. The following information is required for training updates:

19.1.1. Optional Form 612, **Optional Application for Federal Employment**, completed with the following:

19.1.1.1. Course title and number

19.1.1.2. Number of class hours

19.1.1.3. Date started

19.1.1.4. Date completed

19.1.1.5. Certificate of completion for training

19.1.1.6. Vendor/Source of course

19.1.1.7. For education updates, submit a completed Optional Form 612. Attach a copy of a college transcript showing class, title, dates and semester hour credit.

19.1.1.8. Be certain to provide a duty phone number with the submitted information. Deliver to the Formal Training Section, 30 MSS/DPHE, Bldg 14001, 144 Wyoming, Vandenberg AFB CA 93437.

19.2. Education Area: The education area in the computer is limited to four entries or lines with the highest education level shown on the first line, such as bachelor's degree, or master's degree. The three additional lines may reflect college majors and minors different from the degree field. Vocational and technical programs may also be shown in this area. A program is a sequence of required courses sometimes called the curriculum. For college students, an official college transcript will enable verification of educational achievements. Retain a photocopy of the transcript and send the original with a signed statement to the Formal Training Office. For students who are actively pursuing a degree, a transcript should be requested for each 30 credits earned. A copy of "grade slips" attached to the signed statement may also be submitted after completion of each semester. Make sure all information on the transcript is complete and accurate, including semesters attended, grades, grade point averages, and course titles and numbers.

19.3. Training Area: All training completed should be documented in the OPF. In the computer, only the 20 most recent or job-related courses completed, in excess of eight hours, are shown. For recurring training such as drug and alcohol training, only the most recent completion date will be shown. Job related training processed through the Formal Training Office is automatically updated in the OPF and the computer. Job related training taken through an organization or company, and not processed through the Civilian Personnel Flight, should be documented after completion, by following the instructions above.

19.3.1. The official personnel folder should be kept up to date in order for it to serve employees' best interests in consideration for future job opportunities.

LEE A. SHICK, Maj, USAF
Commander, 30th Mission Support Squadron