

JOINT BASING QUESTION & ANSWER

Transfer Information

Q1 As an AR employee, will I lose my job, my pay, or my benefits upon transfer to the AF?

A1 No. Army employees transfer “as-is” 1 Oct 10

- Retain current job (not always in a few cases)
- Retain current pay plan, series, grade/band and pay
- AF cover sheet added to Army PDs
- Supervisory chain, functional title, and/or duty location may change as mission warrants
- Retain same benefits

Q2 When will my transfer from the Army to the AF be official?

A2 Transfer will occur in 1 Oct 2010

Q3 How will I be transferred to the AF?

A3 Mass actions will be processed in the system.

Mass in-processing will be accomplished

Date, time, and location to be determined

Duties and Location

Q4 Will my duties change after FOC?

A4 Possibly, depending on work & JB mission demands. AF Position Descriptions will be implemented gradually after 1 Oct 10 beginning with vacant positions

Q5 Will my duty location change?

A5 After FOC, your duty location may change if the mission warrants a change

OPF and Seniority

Q6 Will my Official Personnel Folder (OPF) transfer?

A6 Yes. Army HR will transfer OPFs to the Air Force Personnel Center (AFPC)

Q7 Will I retain my seniority?

A7 Yes. Service computation dates (SCDs) for retirement, leave accrual, and Reduction in Force (RIF) placement (i.e. creditable federal service) will not change

NSPS vs GS

Q8 I am currently an Army NSPS employee and my counterparts in AF are GS employees, which system will I fall under?

A8 Depending on the DOD guidance timing of conversion out of NSPS will be driven by AR or AF. Guidance has not been finalized at this time. However if no action is taken prior to FOC (Oct '10) at this time, our guidance is you will transfer to AF as NSPS – changes are still developing

NSPS Pay Pools

Q9 Which pay pool will review former Army NSPS employees appraisals?

A9 As of today, former Army NSPS employees will receive recommended annual ratings/shares from current supervisors as of 30 Sep 2010

- NSPS Pay Pool Business rules will be jointly established early RY 10 to establish pay pool process – Pay Pool Panel will likely be joint
- Payout will be based on the AF share value
- Payout will be issued from AF Pay Pool in Jan 2011

Pay Days

Q10 Will I be paid on a different day of the week after I transfer?

A10 Yes, you will be paid on Friday rather than Thurs

- AF and AR employee pay days differ
 - AF pays 1st Friday after pay period begins
 - AR pays 2nd Thursday after pay period begins
- As an example Oct '10 PPE 9 Oct
 - Army pay date would 21 Oct
 - AF would be 15 Oct

Common Access Cards

Q11 Will I have to get a new CAC?

A11 OSD is working to have current CACs used until they expire. Recent updates indicate new AF CAC cards requirements may not be necessary. However ---

- Dates will continue until payroll office changes Details on the process are being worked
 - Plans are to create new CACs prior to FOC, hold in abeyance until transfer, and then issue new CACs
 - Goal – Create early to minimize any downtime post FOC

Bargaining Units

Q12 I am an Army bargaining unit employee, who will be my union representative at FOC?

A12 Upon transfer to the AF, current Army union and their collective bargaining agreements (CBA) will remain in effect

- Dues payment and union representatives will initially remain unchanged
- After FOC, the Federal Labor Relations Authority (FLRA) will determine unit representation based on clarification of unit petition(s) filed
- HR will inform the workforce once FLRA decision has been rendered

Worker's Compensation Files

Q13 If I have an open worker's compensation claim, who will I work with after I transfer to Air Force?

A13 Your worker's compensation claim will transfer to the Air Force and an AF HR specialist will work with you to continue processing items as necessary

Applying for AF Jobs

Q14 How do I apply for Air Force positions?

A14 1. Prior to 1 Oct 10, AR employees may apply using a resume--jobs posted on USA jobs at www.usajobs.gov

- Note: AF updated policy in Aug 09 to open positions to “DoD-wide” pool of applicants versus only AF
2. After 1 Oct 10, all AF employees are considered internal applicants and will use the AFPC secure website to self-nominate

Searching for AF Jobs



Skills Coding

Q15 I heard that AF does ‘Skills Coding’, what is that?

Q15 AF currently uses skills codes to identify job experience to use in an automated system

Q16 Is the AF going to require I submit a resume prior to FOC to be ‘skills coded’?

Q16 At this time resumes will be requested to skill code about 90 days prior to FOC. It will be voluntary however the skill codes will allow you the option to be considered for additional AF positions and apply using AF application process.

- AF is still seeking alternative systems that will allow resume application rather than use of skills coding.

Benefits

Q17 Will my benefits transfer to AF?

A17 Yes, all benefits (Retirement, FEHB, FEGLI, TSP, etc.) will remain the same after FOC

Retiring?

Q18 Who manages retirements for the AF?

A18 Benefits and Entitlements Service Team (BEST) at AFPC processes retirements for AF civilians

- Retirement packages should be submitted to BEST approx 90-120 days prior to projected retirement date

Q19 What should I do if I am planning to retire after 1 Oct 2010?

A19 AR employees should notify their Army HR office prior to 1 Oct 10, so Official Personnel File can be sent to BEST

- Plan to retire o/a 1 Oct? AF will work your retirement pkg, even if you submit it prior to FOC
- OPM works w/component that owns employee on date of retirement

Time Off Balances

Q20 Will my leave balances and time off awards transfer?

A20 See below:

Type of Time Off	Transfer to AF?	Unused balance paid at transfer?
Annual Leave	Yes	N/A
Sick Leave	Yes	N/A
Time Off Award	No	No
Credit Hours	No	Yes
Regular Compensatory Time	No	Yes
Compensatory Time for Travel	Yes	N/A