

Benefits Quick Corner

FEDERAL HEALTH BENEFITS (FEHB)

- ◆ Open Season: mid-Nov to mid-Dec annually
- ◆ Enrollment: GRB Platform
- ◆ Health Care Plans: www.opm.gov

THRIFT SAVINGS PLAN (TSP)

- ◆ Agency automatic 5% contribution
- ◆ Enroll or change contributions/allocations:
www.tsp.gov or 1-877-968-3778

FEDERAL DENTAL & VISION (FEDVIP)

- ◆ Open Season: Mid-Nov to mid-Dec annually
- ◆ Enrollment: 877-888-3337 www.benefeds.com
- ◆ Additional information at www.opm.gov

FEDERAL GROUP LIFE INSURANCE (FGLI)

- ◆ Upon appointments automatically enrolled in basic coverage
- ◆ Open season is NOT annually and rare
- ◆ Non-Open season requires exam or life changing event to enroll

FLEXIBLE SPENDING ACCOUNTS (FSA)

- ◆ Enrollment: 877-372-3337 www.fsafeds.com

BENEFITS RESOURCES FOR EMPLOYEES

- ◆ GRB Platform
- ◆ Benefits Entitlement Service Team (BEST) 1-800-525-0102, option 2, option 3
- ◆ OPM website: www.opm.gov



Maxwell-Gunter AFB 42 FSS/FSCA CIVILIAN PERSONNEL OFFICE

50 LEMAY PLAZA S. BLDG 804
2ND FLR;RM NW204
MAXWELL-GUNTER AFB, AL 36112

Hours of Operation

VIRTUAL SERVICES

By Appointment Only:

Mon, Tue, Thu, Fri 0830 □ 1630

Closed Wednesday 0930 □ 1300

Phone: 334-953-7339

DSN: 493-7339

Quick Reference Guide to Personnel Resources For Civilian Employees

Civilian Personnel Office

42d Force
Support
Squadron

Just Do Right!

42d Air Base Wing
Maxwell-Gunter AFB



Quick Reference

- **Obtain copies of your SF50 Personnel Actions**
 - Current Employees ([eOPF](#) or [myBiz+](#))
 - Former Employees (www.archives.gov/st-louis/civilian-personnel)
- **Employment Verification** ([myBiz+](#))
- **Benefit Changes** (Health, Life Insurance) ([AFPC](#) or [GRB](#))
- **Update Work Address, Phone** ([myBiz+](#))
- **View your Career Brief/Report** ([AFPC Secure](#) or [myBiz+](#))
- **Change in Name, Birth date, or SSN** ([myPers](#))
- **Change in Veteran's Preference** ([myPers](#))
- **Change in Service Computation Date** ([myPers](#))
- **Emergency Contact Info** ([myBiz+](#))
- **Update Mailing Address** ([myPay](#))
- **Military/Civilian Service Credit Deposit** ([myPers](#))
- **Update Training/Education/Certification/Awards** ([myPers](#))

myPers

Your First Stop for all Personnel Information and Services

To Use myPers:

1. Login to <https://mypers.af.mil>
2. Create an account
3. Once an account is created, login using your Common Access Card

Updates can be made using the self-service option and items annotated with 'myPers' under the Quick Reference section may be updated using self-service.

Disabled Veteran Leave

Wounded Warriors Federal Leave Act of 2015 (PL 114-75)

Veterans with a service-connected disability rating of 30% or more from the Veterans Benefits Administration are entitled to up to 104 hours of disabled veteran leave for undergoing medical treatment for such disability

Eligibility:

- Hired on or after November 5, 2016
- 30% or more service-connected disability rating from the Veterans Benefits Administration of the Department of Veterans Affairs
- Submit supporting documentation, VA Benefits Letter, to myPers
- 12-month eligibility period begins on the first day of employment which is determined after the agency has established the employee is eligible for the leave entitlement

myBiz+ / myWorkplace

<https://compo.dcpds.cpm.osd.mil>

myBiz+

- Online access to personnel information. You can also print copies of your SF50 Personnel Actions (select Position/SF50 History)
- Update work telephone number, work email address, physical work address, disability codes, ethnicity and race identification, emergency contact information, education, training, certificates, licenses, awards, foreign language and training information
- Employment verification releases employment information and salary information (if selected) to an external organization or individual

myWorkplace

- Allows supervisors of civilian employees to review their assigned civilian personal information & complete various suspense actions

Electronic Personnel File (eOPF)

<https://eopf.opm.gov>

Documents maintained in eOPF include:

- SF 50, Notification of Personnel Action, documenting employment history
- Military service documents, such as a DD 214 used for leave credit, reduction-in-force, or retirement
- Benefits elections such as SF 2809, Health Benefits Registration form, SF 2817, Life Insurance, & SF 2823, Designation of Beneficiary FEGLI

AFPC Secure

<https://w45.afpc.randolph.af.mil/AFPCSecureNet40>

Civilian Career Brief: Virtual civilian career brief for Air Force appropriated civilian employees

GRB Platform

<https://grbplatform.us.af.mil/>

GRB: Government Retirement & Benefits Platform. Enroll, check or update various benefits online; i.e. TSP, FEHB, retirement estimates and e-Retirement

myPay

<https://mypay.dfas.mil>

myPay is an online service that allows electronic access to your Leave and Earnings Statement (LES), as well as the ability to complete a variety of transactions, such as change of address, federal and state tax withholdings, and direct deposit information.

ID Cards

2 forms of ID required for all ID card issuance

Common Access Card

- Permanent employees: No documentation required
- Temporary/Term employees: No documentation required

Family Member DBIDs card

- DD 1172, prepared by the civilian personnel office
- Sponsor and family member must both be present for receipt of the DD 1172
- Documentation of marriage certificate for spouse, and birth certificate for child (10-21 yrs old)

Job Opportunities

If you are interested in self-nominating for vacant positions on Maxwell-Gunter AFB or within the federal government, visit www.usajobs.gov or www.afciviliancareers.com

Transfer/Separation/Retirement

If you are planning on transferring on another agency, separating or retiring from federal service, contact the civilian personnel office at 493-7339 or email us at 42FSS.FSCA.workflow@us.af.mil. The CPO will provide you the information required to submit your transfer, resignation, or retirement and provide out-processing information.

Additional Resources

Total Force Service Center

- 1-800-525-0102
- Afpoa.a1.sd@us.af.mil

Employee Assistance Program

- 1-866-580-9078
- www.afpc.af.mil/EAP

Pay Issues/Finance

- 1-334-953-3288
- <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

Airman & Family Readiness Center

- 1-334-953-2353

Equal Employment Opportunity

- 1-334-953-6010