

Employee Management Relations (EMR)

US Civilians

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Leave, MY BIZ, Incentive Awards, Grievances/Fair Employment Practices, Disability Benefits, Worker's Compensation, Benefits, Work Schedules and Discipline Procedures.

[Civilian Supervisory Checklist](#) Have you been selected to sponsor and supervise an incoming US civilian? Here is your checklist to help with their transition to Lajes AB.

[MY BIZ](#) MyBiz allows DoD personnel access to and management of their personnel records

[Environmental and Morale Leave \(EML\)](#) US Civilian employees are eligible for four EML trips during their 24 month tour-- two trips to designated overseas locations and two to U.S. ports of entry. Travel is on a space-available basis on military aircraft. The Civilian Personnel Office administers this program.

[Renewal Agreement Travel \(RAT\)](#) An employee and eligible accompanying dependents, may receive travel and transportation allowances for returning to their home of record between tours of duty. To be eligible for these allowances prior to departure from the OCONUS an employee must; have satisfactorily completed the prescribed tour of duty and have entered into a new written agreement for another tour of duty at an OCONUS permanent duty station (PDS). If an employee accepts RAT, it obligates them to stay for the duration of the tour.

Civilian Indebtedness: [AFI 36-703, CIVILIAN CONDUCT AND RESPONSIBILITY](#)

Civilian Discipline: [AFI 36-704, DISCIPLINE AND ADVERSE ACTIONS](#)

Civilian Recognition Program: [AFI 36-1004, THE AIR FORCE CIVILIAN RECOGNITION PROGRAM](#)

Grievances/Fair Employment Practices: [AFI 36-1203, ADMINISTRATIVE GRIEVANCE SYSTEM](#)

Civilian Drug Testing Program: [AFI 44-107, AIR FORCE CIVILIAN DRUG DEMAND REDUCTION PROGRAM](#)

- [Bullet Background Paper](#) (Locally Developed)

[Civilian Leave Program:](#) OPM Website, Links to Fact Sheets on Leave Programs

Worker's Compensation: [US Department of Labor](#)