

DoDEA
Human Resources
Regional Service Center

Requirements for NSPS Interim Review

Under the National Security Personnel System (NSPS) at least one formal interim review shall be prepared, communicated to the employee, and documented in the Performance Appraisal Application (PAA) during the appraisal period. This documentation will serve as a copy of the interim review that is available to the employee.

A formal interim review shall acknowledge achievements and suggest areas for improvement based on job objectives and contributing factors assigned, and provide meaningful dialogue between the rating official and the employee. In the event that the immediate supervisor is unable to accomplish the review, he or she shall provide meaningful input to the designated official responsible for completing the interim review. The designated official is determined on a case by case basis.

Although not mandatory, employees are strongly encouraged to provide a self-assessment to document accomplishments and help judge progress.

Higher level reviewer approval is required for the interim review.

Hints for Writing Self-Assessments for the Interim Review

- Review your performance objectives & associated organizational goals
- Review records of your work
- Review NSPS performance indicators for your pay schedule and pay band
- Review NSPS benchmarks for your assigned contributing factors
- Write your self-assessment addressing each objective and associated contributing factor(s)
- Identify each objective by number and title

- Focus on results - what was the impact of your accomplishments?
- Interim self-assessments are not mandatory but are strongly recommended.
- Interim self-assessments should be completed in the PAA by your organization's deadline date
- Interim Supervisory Assessments are required and should be completed in the PAA by your organization's deadline date
- Keep readers in mind
- Use concise, but detailed statements
- Make sure grammar and spelling are correct
- Draft and save in Word document
- Use the word count tool:
No more than 4000 characters
(interim self-assessment)

Do Not:

- List accomplishments without reference to an objective or without describing the results achieved
- Use acronyms or terms which may not be understood by others
- Cite accomplishments which occurred in earlier rating cycles
- Use language from your job description or the generic performance indicators
- Assume the pay pool panel is familiar with your job

For More Information...

Online training on developing SMART job objectives and writing self-assessments is available in the *iSuccess* course available at the following link:

<http://www.cpms.osd.mil/nsps/iSuccess/>.

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Announcements

First round of SY 2008-09 Transfer Program Completed

267 Transfer Placements were made

Reassignment offers sent in late March

Interim reviews required to be completed in April

Coming Soon!
Mock Pay Pools
May-June

DoDEA Allowance Processing System (DAPS) For Post Allowance

The authorization and payment of post allowance is governed by the provisions of Chapter 200 of the Department of State Standardized Regulations (DSSR). Post allowance is a cost-of-living allowance granted to full-time employees officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C. Part-time, intermittent, and U.S. family member winter/summer hire employees are not eligible for post allowance. The post allowance is paid to eligible full-time employees even though they may not be eligible for LQA, post differential or other allowances. Post allowance is non-taxable income.

When married couple employees without family are both eligible for the post allowance, each may be granted the post allowance in Section 229 for one person. When married couple employees with family members are both eligible for the post allowance, one employee spouse, at his/her option, may receive the post allowance for family members. The other employee may be granted the post allowance for one person only. Civilian employees who are spouses of military members receiving a cost of living allowance (COLA) at the "with family" rate will be granted the post allowance for the "without family" rate for one person only.

TSP Contributions for Calendar Year 2008

The TSP Bulletin dated November 26, 2007, used 21 pay periods as *an example* for determining the maximum amount an employee should contribute each pay in order to make TSP contributions throughout the entire 2008 calendar year. This was intended to be only an example for applying a methodology in determining the dollar amount needed in order to reach the maximum contribution of \$15,500.00, or to ensure agency automatic 1% and matching contributions are received the entire calendar year.

Educators in DoDDS who are on the 21 pay period option will receive 22 pay checks in calendar 2008. They will receive their proper pay over the course of the school year, but it happens that 22 paychecks are received in calendar year 2008 and the TSP and IRS use calendar year accounting, not school year salary. Educators who are under FERS will need to adjust their TSP contributions to ensure that they do not reach the IRS Annual Deferral Limit of \$15,500.00 before the end of the calendar year and adversely affect receipt of the agency automatic 1% and matching contributions. Employees should subtract their contributions collected for the year (meaning up until your most recent pay check received) from \$15,500 and divide by the remaining pay periods for this year in order to determine an appropriate contribution amount. You can also use the online calculator available on the TSP website

<http://www.tsp.gov/calc/contributions/index.html>

When a child on educational travel leaves the post for a period in excess of 30 days, the employee's post allowance shall be revised to the next lower family size rate. When the child returns to the post for a period in excess of 14 days, the allowance may again be revised to restore the reduced amount. Although a child may be attending college, for post allowance purposes, the age limit for a dependent child is age 21 (unless a determination has been made that the child is incapable of self-support).

Other revisions to the post allowance grant shall be made due to a change in the employee's family size. For example: reducing family size when a family member capable of self-support reaches age 21 or adding to family size for a birth or adoption.

DoDEA employees must submit all overseas allowance updates to post allowance via The DoDEA Allowance Processing System (DAPS) at <https://webapps.dodea.edu/daps/index.cfm>.

For additional information and frequently asked questions regarding post allowance, please visit our website at: <http://www.dodea.edu/offices/hr/resources/faqs.htm>.

The last paycheck for calendar year 2008 will be received by employees on December 26, 2008.

Employees can stop, start or change their elections at any time so there is still plenty of time left for employees to make adjustments to their elections, if needed. Elections can be made through EBIS and transmitted electronically to payroll alleviating the need for you to complete an election form. You can access EBIS at <https://hq-w3.dodea.edu/>.

Now you can log on to **EBIS** by entering your **USERID (SSN)** and your **Personal Identification Number (PIN)**. Effective, October 27, 2007, the Point-of Entry (POE) security logon for **EBIS** was integrated into the logon for the **EBIS** Application; eliminating the additional logon that was required.

If you need further assistance with making your election through EBIS, please contact your local HR Representative, email the Benefits Unit at Benefits@hq.dodea.edu or call the Benefits Unit directly at 703-588-3981 or DSN 425-3981.

For additional information on the Thrift Savings Plan visit the TSP website at www.tsp.gov.



Training Tidbits



DD Form 1556 is GONE!

The Office of Personnel Management (OPM) issued a new Standard Form (SF) 182, "Authorization, Agreement, and Certification of Training" replacing the DD form 1556, which was cancelled effective September 1, 2007. All training, which was formerly documented with a DD Form 1556, must now be documented with an SF-182.

The SF-182 is available electronically at DoDEA's HR Training web site

<http://www.dodea.edu/offices/hr/employees/training/default.htm>, DoD's forms web site at <http://www.dtic.mil/whs/directives/infomgt/forms/sfofforms.htm>, or OPM's web site at <http://www.opm.gov/hrd/lead/index.asp>.

To learn more about training, read the Career Development Guide at DoDEA's HR Training web site or contact the DoDEA HQ Human Resources Policy Section at 703-588-3801.

State Lodging Tax Exemption Forms

The General Services Agency (GSA) queried individual states to obtain lodging tax exemption forms for federal employees who travel on official business. Employees may verify at the URL below, whether there is a lodging tax exemption form for their official travel destination.

<http://www.gsa.gov/Portallgsa/ep/programView.do?pageTypeld=8203&oooid=16366&programPage=%2Fep%2Fprogram%2FgsaDocument.isp&programId=11259&channelId=-6881>

The table is provided for information only. Check with a travel agency/coordinator for specific state and local requirements when booking hotel reservations. Only states that provided some form of tax exemption for federal employees on official business are listed. Those states not listed either indicated no tax exemption or did not respond to the GSA survey letter. For additional state tax source information, users may want to search the web for individual state revenue websites. Some tax exempt forms are provided on the GSA website and are in PDF and Word format. Additional tax exempt forms can be found in the GSA's State Tax Exempt Forms Library.

Summer LQA



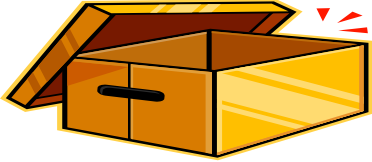
The Department of State Standardized Regulations (DSSR) and DoD Manual 1400.25-M- Subchapter 1250, govern the authorization and payment of living quarters allowances. In accordance with Section 723.1 of the DSSR, the LQA grant authorized under section 130 of the DSSR shall be continued during the recess period immediately preceding the next school year for a teacher who is in a teaching position at the close of a school year and who agrees to serve as a teacher for the next school year. When a teacher is separating at the end of a school year

or during the recess period, eligibility for allowances terminates on the teacher's last duty day. However, in order to allow teacher's some flexibility in arranging pack-out and port calls after the last day of the school year, DoD Manual 1400.25-M allows for the continuation of LQA/TQSA for up to 14 days after the end of the school year, or the date of departure, whichever is earlier, for a teacher to await authorized transportation. Additional information and Frequently Asked Questions on this subject are posted on our website at

<http://www.dodea.edu/offices/hr/resources/faqs/allowances.htm>.

Summer Storage of Household Goods in Lieu of Living Quarters Allowance

The storage of household goods between school years may be authorized for DoDDS employees on a school-year basis if the DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year; storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years. Storage is in lieu of Government quarters or a quarters allowance. A request for travel orders authorizing the summer storage of household goods in lieu of LQA, may be submitted through the Travel Order Processing System (TOPS). To read more on this authorization, you may access paragraph C5195-C of the Joint Travel Regulations, Volume 2 at: [http://perdiem.hqda.pentagon.mil/perdiem/jtr\(ch1-7\).pdf](http://perdiem.hqda.pentagon.mil/perdiem/jtr(ch1-7).pdf).



Administrative Grievance System (AGS) Procedure

Who Can File? Non-bargaining union employees can grieve on their own behalf (in some cases employees can file as a group).

Informal Problem Solving Process: Employees may choose not to take this route and invoke the formal grievance process.

An employee presents a work related problem, either orally or in writing, to their supervisor before filing a formal written grievance. If the problem directly involves the supervisor, the employee may present it to the next level supervisor in writing. Clearly indicate that it is a grievance; clearly describe the matter(s) being grieved; and specify the personal relief or corrective action being sought. If the individual supervisor who receives the grievance does not have the authority to resolve the grievance, that supervisor must forward the grievance to their supervisor.

Formal: A written grievance where a problem is not resolved during the problem-solving process. The employee can choose

to bypass the problem solving process and invoke the formal grievance process with the designated deciding official (or any official designated to accept grievances on behalf of the deciding official). The grievance must be signed, dated, and contain a detail statement of the specific issue(s) and the specific remedy sought.

Deciding Official: The deciding official shall fully and fairly consider the grievance and issue a written decision with supporting rationale for the decision. The deciding official shall issue the decision as soon as possible but normally no later than 60 calendar days from the filing of the grievance. If the deciding official fails to render a decision within 90 calendar days, the grievant may request review by the next higher management level, if any, within DoDEA.

For additional information on the Administrative Grievance process, please contact an LMER Specialist at 703-588-3990, or DSN 425-3990

Negotiated Grievance Procedure (NGP)

Employees filing grievances under the NGP can elect to have the union represent them or they can represent themselves. It is the intent of the parties to resolve grievances informally at the lowest possible level.

Step 1. Informal: The unit employee(s) and/or their Association representative(s) should present any grievance informally to the supervisor prior to reducing a grievance in writing. The supervisor should arrange for a meeting to review the grievance, to fully discuss the matter and to attempt informal resolution.

Step 2. Formal: If not resolved at Step 1, the grievant or their Association representative must present the grievance in writing to the appropriate supervisor. The Principal

shall issue a written decision in 7 calendar days from the date they received the written grievance.

Step 3. Decision: When the grievance is not resolved at Step 2, the grievant or his/her Association representative may submit to the Principal, a statement explaining why the Principal's decision is unacceptable (within the time frame specified within the Collective Bargaining Agreement). The Principal shall forward the grievance, a copy of his/her step 2 decision and the grievant's written response to the Area Director for final decision. Following receipt of the Step 3 grievance, the Principal shall forward the grievance and a copy of the Step 2 decision to the Area Directors' Office, and provide a copy of the forwarding letter to the grievant. A final decision will be rendered in writing by the Area Directors.