

The HR Advisor

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DoDEA Human Resources Regional Service Center

NSPS News

The GS conversion action was effective on 09 May 2010. If the conversion action resulted in an increase to employees salary as a result of being placed on a GS Step, employees will see the change in their salary when they receive their paycheck on 28 May 2010.

Employees NSPS permanent position of record has been classified into a GS grade based on the GS classification criteria and the duties and responsibilities assigned by their supervisor. Employees GS salary has been set based on the salary range of their GS classified grade using the OPM Published 2010 General Schedule Salary Table.

<http://www.opm.gov/oca/10tables/indexGS.asp>

Employees are able to access a copy of their Notification of Personnel Action (SF-50) through MyBiz. Their SF-50 will include the following GS position information:

Block 15 – GS Position title and GS position description (PD) number (first six digit number located below position title)

Block 18 – GS Grade

Block 19 – GS Step

Block 20 – Total Salary (including locality pay)

Block 20A – Basic Pay (salary without locality pay)

Block 20B – Locality Adj. (just locality pay amount)

Block 20C - Adjusted Basic Pay (basic salary with locality pay)

Block 20D - Other Pay (special authorized allowances)

Block 29 – Pay Rate Determinate

GS POSITION DESCRIPTIONS: Within the next week supervisors will distribute their employee's GS Position Description numbers and a link to access them online. Supervisors will distribute them by the end of May. Employee questions should first be addressed to their supervisor.

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Training Tidbits

Cancellation of Training Event

The SF-182 has been submitted, you are registered and have received your Career Development Notification Memorandum; your event has been confirmed. Then something happens and you are unable to attend. What should you do?

If for any reason you cannot participate in a confirmed event, immediately notify the Human Resources Development (HRD) Section and your supervisor. HRD can help you reschedule, arrange to send a substitute, or cancel your registration. By notifying HRD we can ensure that your training funds are not lost and you do not incur unnecessary costs to the government and/or to you.

A friendly reminder, the money you save on an event is funds that can be used later by you or by a fellow employee.

If you have any questions on cancelling, rescheduling or sending a substitute to a confirmed training event, contact your Human Resource Development Specialists at 703-588-3801.

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.

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>.

Household Goods in Connection with Separation Travel



The worldwide maximum weight of household goods that may be transported and/or stored in conjunction with transportation is 18,000 pounds net weight for each employee. Under no circumstances may the Government pay any expenses associated with excess weight. The weight allowance includes the combined weight for the shipment of household goods from the OCONUS area, household goods in non-temporary storage and prior shipments from OCONUS. Employees who are eligible for separation travel from OCONUS are responsible for expenses associated with excess weight.

Family and Medical Leave Act (FMLA)

Federal employees with deployed military family members can now take up to 12 weeks of unpaid leave a year to deal with a variety of contingencies that can arise during a deployment, according to new rules announced by the U.S. Office of Personnel Management.

The announcement marks a significant change to the Family and Medical Leave Act, allowing federal employees with deployed active-duty spouses, children or parents to take unpaid time off to attend to short-notice deployments, military events, child-care and school issues, financial and legal arrangements, counseling and post-deployment duties, according to an Army memo released this week.

This new policy also allows an employee to take unpaid time off to spend time with a family member who is on rest and recuperation time during a deployment. Other activities can be covered but must be agreed upon by the employer and employee.

Such changes also affect federal non-appropriated fund employees.

The FMLA changes announced build upon legislation passed a few years ago. The original 12-week provision only covered family members of reserve components,

In addition, the 26 weeks of unpaid leave entitlement that a federal employee can use to take care of a family member undergoing medical treatment for a serious injury was expanded.

Now, some conditions that existed before military service but that were exacerbated by that service are covered. Also covered are veterans undergoing medical treatment who were in the military during the past five years, including those in the National Guard and reserves.

An employee can always substitute annual leave for unpaid leave under FMLA, and sick leave can be used under certain circumstances.

The law change came as part of the National Defense Authorization Act for fiscal 2010.

For additional information and application procedures, please contact your local LMER Specialist or a DoDEA HQ LMER Specialist at 703-588-3990 or DSN 425-3990



Employee Benefits Transitions to DLA

As a result of the 2005 Base Realignment and Closure (BRAC) Law directing all of the DoDEA Human Resources transaction work to be performed by the Defense Logistics Agency (DLA) under a consolidated operation, the DoDEA HQ Benefits Unit workload pertaining to employee benefits and retirement has transferred to the Defense Logistics Agency (DLA). Requests for servicing and/or inquiries relating to employee benefits and/or retirement should be forwarded to your local Human Resources Representative for forwarding to the DLA DoDEA Benefits Team. Employees may also inquire directly with DLA as follows:

Benefits Team Line – 1-866-378-1171 (toll-free) 614-692-0233 (direct dial)

Benefits Team Fax – 614-693-1674

Benefits Team Email – DHRC-DDoDHRBENEFITS@dla.mil

DLA HR Website – www.hr.dla.mil

Employees may also request annuity estimates online with DLA at <https://sec.hr.dla.mil/estimate/estimate.asp>.



Did You Know!



OPM Offers On-line e-Training:

Employees can develop their own customized training with OPM's new "GoLearn," a web-based learning management system. GoLearn offers extensive courseware libraries.

<http://www.dodea.edu/offices/hr/news/announcements.htm>

MyBiz Tool

The MyBiz tool allows you to update some of your personal information. You can update your work email address, language proficiency, ethnicity, emergency contact, and handicap information. The work email address is extremely important for those employees under GS. All DoDEA employees are encouraged to view and update their personal information using MyBiz by logging in to <https://compo.dcpds.cpms.osd.mil/> using your CAC.

You now have the power to keep your information up-to-date.