

**DoDEA
Human Resources
Regional Service Center**

NSPS Answers Your Questions

NSPS Answers Your Questions: When Should I Do a Closeout Assessment? Do an Early Annual Appraisal?

Rating Officials who are leaving DoDEA prior to September 30, 2009, or Rating Officials who supervise employees who will be leaving DoDEA or changing NSPS positions prior to September 30, 2009 need to remember that a NSPS Closeout Assessment or an Early Annual Appraisal will need to be completed upon their departure or at the time of change.

RATING OFFICIALS CHANGING, EMPLOYEES DEPARTURING OR EMPLOYEES CHANGING NSPS POSITIONS BEFORE JULY 3, 2009 WILL REQUIRE A CLOSEOUT ASSESSMENT.

A Closeout Assessment should be completed in the PAA under the “Other Assessments” tab and will include the assessment write-up of the employee’s performance to date under an approved performance plan. The employee has the option to create a closeout assessment and write a self assessment before transferring their plan to the rating official for completion. The closeout assessment can also be created by the rating official if the employee chooses not to write a self assessment. The closeout assessment is completed by the supervisor or rating official and conveys information regarding the employee's progress toward the completion of job objectives. A closeout assessment is not a rating of record, but should be used to inform the rating official of employee accomplishments and/or needed improvement. CAUTION: Remember to reference the PAA guides for information on adjusting dates for closeout assessments.

Closeout Assessment are completed under the following circumstances:

Rating official or employee leaves the organization before July 3, 2009 for any reason.

Rating official changes before July 3, 2009.

Employees NSPS position changes before July 3, 2009 resulting in the employee having new job objectives.

Employee completes a temporary reassignment (detail, temporary assignment, etc.) or a rotational assignment (employees in developmental positions, interns, etc.).

RATING OFFICIALS CHANGING, EMPLOYEES DEPARTURING OR EMPLOYEES CHANGING NSPS POSITIONS ON OR AFTER JULY 3, 2009 WILL REQUIRE AN EARLY ANNUAL APPRAISAL, WITH ASSESSMENT AND RECOMMENDED RATING.

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An Early Annual Recommended Rating and Appraisal should be completed in the PAA under the “Annual Appraisal” tab and will include the assessment write-up as well as a recommended rating. The employee has the option to create an early annual assessment and write a self assessment before transferring their plan to the rating official for completion. The early annual appraisal can also be created by the rating official if the employee chooses not to write a self assessment. The early annual appraisal is completed by the supervisor or rating official and is essentially the same as an annual recommended rating and appraisal, other than the timing of when it is conducted.

CAUTION: Remember to reference the PAA guides for information on adjusting dates for early annual appraisals.

Early Annual Recommended Rating and Appraisals are completed under the following circumstances:

Rating official or employee leaves the organization on or after July 3, 2009 for any reason.

Rating official changes on or after July 3, 2009.

Employees NSPS position changes on or after July 3, 2009 resulting in the employee having new job objectives.

Performance Appraisal Application (PAA) Guides: The primary guides for entering appraisal and rating documentation are embedded within the PAA. Click “NEED HELP?” within the PAA to access the guides. There are three “How Do I” guides to assist employees, rating officials and higher level reviewers in completing the PAA. Copies of these guides are available within the PAA and on the DoD NSPS Website:

http://www.cpms.osd.mil/nsps/nspsconnect/docs/paa_v3_rating_official_how_do_i.pdf

http://www.cpms.osd.mil/nsps/nspsconnect/docs/paa_v3_higher_level_reviewer_how_do_i.pdf

http://www.cpms.osd.mil/nsps/nspsconnect/docs/paa_v3_employee_how_do_i.pdf

MyBiz & MyWorkplace

MyBiz and MyWorkplace are important tools for employees and supervisors. Not only are they the key for the National Security Personnel System (NSPS), they also give employees and supervisors access to valuable human resources data. Employees can use MyBiz to view specific personal and position data on themselves, as well as to update certain data elements such as ethnicity, disability status, foreign language proficiency, email address, and emergency contact information. MyWorkplace allows managers and supervisors to see key information on the positions they supervise. Together, both systems give employees and supervisors under NSPS the ability to create and update performance appraisal information. Employees will be able to view and print SF-50 transactions in MyBiz. Over time, more functionality will be added to MyBiz, giving employees even more access to their personal information while ultimately empowering employees to initiate certain personnel actions for themselves.

To adhere to DoD IT security policies, the Defense Civilian Personnel Data System (including MyBiz and MyWorkplace) is now Common Access Card (CAC) enabled. This means you need your CAC card and personal identification number (PIN) to access MyBiz/MyWorkplace and you must access the system from a DoDEA computer. All employees are encouraged to access MyBiz and update their ethnicity, disability status, emergency contact information, email address, and foreign language proficiency.

For more assistance on new user registration or how to navigate MyBiz and MyWorkplace after registration, go to: <http://www.dodea.edu/offices/hr/news/documents/CACRegistrationforMyBizUsers.pdf>.

Federal Long Term Care Insurance Program (FLTCIP)

Long term care is care that you need if you can no longer perform activities of daily living without assistance due to a chronic illness, injury, disability, a severe cognitive impairment or the aging process. It is chronic care that you may need for the rest of your life. You can receive long term care in your own home, a nursing home or another long term care facility, such as an assisted living facility. Long term care is often confused with disability or short-term medical care.

Long term care is not:

- care that you receive in the hospital or your doctor's office
- care you need to get well from a sickness or an injury
- short-term rehabilitation from an accident
- recuperation from surgery

The FLTCIP offers insurance that helps cover the costs of certain long term care services. Most Federal employees are eligible to apply for coverage. If you are eligible for the FEHB Program you are eligible to apply for coverage under the FLTCIP, even if you are not enrolled in the FEHB Program. Retirees are eligible to apply. Spouses and adult children of eligible employees and retirees may also apply, as well as parents, parents-in-law, and stepparents of employees (but not of retirees).

You apply by completing an application found at www.ltcfeds.com or by calling 1-800-LTC-FEDS. You must pass a medical screening (called underwriting). Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. If you are a new or newly eligible employee, you (and your spouse, if applicable) have 60 days to apply using the abbreviated underwriting application, which asks fewer questions about your health. Open seasons for the FLTCIP are infrequent, but you don't have to wait for an open season – you may apply anytime using the full underwriting application.

To request an information kit and application, call 1-800-LTC-FEDS (1-800-582-3337) (TTY 1-800-843-3557) or visit www.ltcfeds.com.



Employee Benefits Information System (EBIS)

The Employee Benefits Information System (EBIS) is a secure web site which provides current civilian employees access to general benefits information. Employees are also able to electronically enroll or make changes to health and life insurance, the Thrift Savings Plan and receive retirement estimates. The use of EBIS eliminates the paperwork and ensures that your benefits and payroll deductions begin timely.

Additional features of EBIS are:

- Federal Employee Health Benefits (FEHB) Transactions
- Federal Employees Group Life Insurance (FEGLI) Transactions
- Retirement Annuity Estimate Calculations
- Thrift Savings Plan (TSP) Transactions



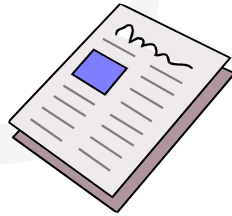
If you require additional assistance with making your election through EBIS, please contact your local Human Resources Representative, email the Benefits Unit at benefits@hq.dodea.edu or call the Benefits Unit directly at 703-588-3981 or DSN 425-3981.

Did You Know!

HR Advisor

The HR Advisor is a platform used to publish HR related articles and announcements for all DoDEA employees. If you have any articles that you would like published that may be beneficial to other employees, please email your articles to Latonya Boose at:

Latonya.boose@hq.dodea.edu

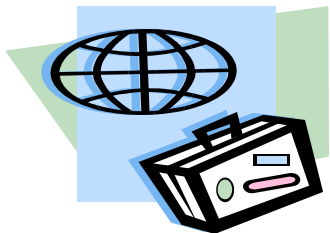


Government Operating Status

The Office of Personnel Management's website is an available resource for the current operating status of Government agencies in the event of adverse weather conditions that cause disruptions of Government operations and prevent significant numbers of employees in the Washington, DC, area from reporting for work on time or require agencies to close all or part of their activities at <http://www.opm.gov/status/> or call (202) 606-1800

Tops

The Travel Order Processing System (TOPS) provides DoDEA employees with worldwide accessibility via the internet to create, submit, check the status, and print travel orders. TOPS online can be accessed 24-hour a day and is a direct line from the employee to the processor. The online system also provides a central location for making all required changes and updates to TOPS. Employees receive immediate notification of completed travel orders with a faster turnaround after processing.



TQSA

The authorization and payment of TQSA is governed by the provisions of Chapter 120 of the Department of State Standardized Regulation and DoD Manual 1400.25-M, Subchapter 1250. An employee must be eligible for living quarters allowances to be authorized TQSA. Therefore, if you are not eligible for living quarters allowance, you are also not eligible for TQSA preceding final departure from the post regardless if your return to the United States is under the priority placement program (PPP).

