The HR Advisor

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DoDEA
Human Resources
Regional Service Center

Federal Long Term Care Insurance Program

The Office of Personnel Management (OPM) announced on June 1, 2010, that final regulation was published in the Federal Register, adding a new section (5 CFR 875.213) expanding the definition of "qualified relative" to include same-sex domestic partners of eligible Federal and U.S. Postal Service employees and annuitants. Like all "qualified relatives," same-sex domestic partners will be subject to full underwriting.

This only applies to coverage under the Federal Long Term Care Insurance Program. It does not apply to the Federal Employees Health Benefits Program (FEHB), Federal Employees Life Insurance Program (FEGLI), Federal Dental and Vision Program (FEDVIP) or the Flexible Spending Accounting Program (FSAFEDS).

Eligible employees or their same-sex domestic partner will need to provide documentation (a "declaration") that they meet the definition of "domestic partnership." Employees or their same-sex domestic partner must file the declaration with their employing agency. Annuitants or their same-sex domestic partner must file their declaration with their retirement system (OPM for most annuitants). To learn more read the special announcement on the DoDEA website at http://www.dodea.edu/offices/hr/news/announcements.htm.

A Same-sex domestic partner must submit the attached Declaration of Domestic Partnership form http://www.ltcfeds.com/documents/files/Declaration_of_SSDP.pdf
to the DoDEA Defense Logistics Agency (DLA) servicing Benefits Team. The form can be emailed to DHRC-DDoDHRBENEFITS@dla.mil or faxed to the Benefits Team
Fax – 614-693-1674.

The form can also be mailed to:

Defense Logistics Agency
DHRC-D; ATTN: Dawn Burton
3990 E. Broad Street, Bldg 306
Columbus, OH 43213

The Declaration should only be mailed in cases where a same-sex domestic partner intends to apply for long term care insurance under the FLTCIP. Once the form is received, the DLA Benefits Team will provide a receipted copy to the employee and file the form in the employee's OPF or its equivalent.

Did You Know:

The Recreation Committee plans Fun and Exciting activities for DoDEA HQ Employees.

Post Hardship Differential

Post hardship differential is additional compensation of 5, 10, 15, 20, 25, 30 or 35 percent over basic compensation for service at places in foreign areas where conditions of environment differ substantially from conditions of environment in the continental United States. Post hardship differential is authorized under the provisions outlined in Chapter 500 of the Department of State Standardized Regulations (DSSR). Post hardship differential may be granted to employees who are eligible for a living quarters allowance at differential posts. Post hardship differential is a percentage of basic compensation and is included in gross income for Federal income tax purposes. If you would like to read more on post hardship differential, or view the posts where a differential is authorized you may access the DSSR at: http://aoprals.state.gov/

Implementation of Automatic Enrollment in the Thrift Savings Plan

The Thrift Savings Plan Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorized a number of changes to the Thrift Savings Plan (TSP). The next program feature to be introduced as part of this legislation is automatic enrollment in the TSP.

Beginning August 2010, newly hired and rehired civilian employees covered under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) to include CSRS-Offset employees will be automatically enrolled to contribute 3% of their basic pay into the Thrift Savings Plan. FERS employees will receive a 1% Agency Matching Contribution as well as the Agency Automatic Contribution. (Note: The agency matches each of the first three percent equally – one percent each – and the next two percent at ½% each but employees are encouraged to contribute as much as they can). Once an agency has automatically enrolled a newly hired or rehired employee, the participant will receive a Welcome Letter from the TSP along with a copy of form TSP-25, TSP Request for Automatic Enrollment Refund. Employees hired before implementation will NOT be automatically enrolled.

Employees can terminate their automatic enrollment contributions at any time. If employees terminate contributions during the first pay period of hire or rehire, there should be no contributions deducted from their first or subsequent pay checks until they voluntarily elect to contribute to the TSP at a later date. However, the Agency Automatic (1%) Contribution will continue. To terminate their automatic enrollment employees will be required to complete form TSP-1, TSP Election Form. The Thrift Savings Plan Service Center is currently revising the election form. Agencies have been informed the form will be available for distribution prior to August 2010.

Employees may request a refund of the employee contributions that are associated with the automatic enrollment deducted during the first 90 days of automatic enrollment. The request for a refund of automatic enrollment employee contributions must be received by the TSP no later than the refund deadline date provided in the TSP Welcome Letter. Employees may make this request whether or not they choose to terminate their contributions to the TSP or they submit a subsequent election to change their contribution amount or percentage. n eligible employee transfers to a FERS or CSRS position in another agency without a break in service, TSP participation must continue without interruption. If an employee is hired into a position that is not normally covered (i.e. a temporary appointment) but is already employed in a covered position and will not have a break in service for coverage purposes (3 days or less) when hired, coverage and TSP eligibility must continue without a break.

When a separated FERS or CSRS employee is reappointed to another eligible position within 30 days, TSP participation must resume upon reappointment.

Additional information will be provided upon final implementing instructions issued by the TSP. If further information is needed regarding this announcement please contact the DoDEA HQ Benefits Unit at **Benefits@hq.dodea.edu** or call the Benefits Unit directly at 703-588-3981, Commercial or DSN 425-3981.
For additional information on the Thrift Savings Plan visit the TSP website at **www.tsp.gov**.

Civilian Personnel Record

The Office of Personnel Management require a written request, signed and dated, to access information from civilian personnel records. Written authorization of the person of record, or proof of that person's death, is also needed.

Civilian personnel records are normally transferred to the National Personnel Records Center, CPR within 120 days after an employee's separation from Federal employment. If less than 120 days have elapsed since separation, write to the last employing office. Thereafter, send your request to the appropriate office indicated below. Include in your letter the following information pertaining to the record sought.

Full name used during Federal employment; Social Security Number; Date of Birth; Name(s) of Federal employing agency(s)

Approximate dates of Federal employment, especially separation

Please state in your letter the information you are seeking and BE SURE YOUR REQUEST CONTAINS THE INDIVIDUAL'S OR AUTHORIZED REPRESENTATIVE'S SIGNATURE.

Mail to:
National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, MO 63118

HQ DoDEA Telephone Functions

Directory The **[Dir]** allows you to search for the extensions of other users by keying in the user's LAST name on the dial pad. Press MENU; press the soft key below **[Dir]** key in the desired last name with the dial pad keys. If you don't see the desired extension hit the **[Next]** button until the name appears. If you still don't see the desired user, check the spelling and try again.

The **[Prev]** button only works with the auto dialer you ma go backward to the preset numbers that you entered. This feature

[Prev] will not allow you to go back while in the agency's directory.
Press the **[Exit]** to exit the directory.

Send Calls For most users this button is located above the Audix button. When this feature is activated the light associated with it will be green, you will not receive any calls when this feature is activated instead, you will hear one short ring and the call will go straight to voice mail.   *Press the send all calls button to deactivate this feature.*

Placing internal Calls For calls within DoDEA HQ, dial the last four numbers of the extension (3XXX).

Placing an Outside Call When placing an outside call press 99, the area code and the phone number.

Placing an Overseas Call For commercial calls press 99, country code, phone number.

Placing an DSN Call For DSN calls press 94 and the DSN pre-fix then the four digit extension number. You do not press 99 to place DSN Call.

DoDEA's DSN Pre-Fix

DoDEA headquarters DSN pre-fix is 425. When giving your DSN phone number, you would use the following; 425-(3XXX).

Contact Us ...

DISTRICT ASSIGNMENTS & RESPONSIBILITIES
CHIEF, LU – PATTY LESJAK DAVIS – (703) 588-3904

POC: Jesse Jones, Licensure Analyst – (703) 588-3828
Isles, Kaiserslautern, Mediterranean, Belgium, and The Netherlands Districts
Rates CONUS teacher applications alphabet **A, B**, **N**, **T, U, V** and *all* local hire applications in assigned districts.
(Lauren (703) 588-3895)*

POC: Margaret Coppedge, Licensure Analyst – (703) 588-3900
Heidelberg, Bavaria, Puerto Rico, and Cuba Districts
Rates CONUS teacher applications alphabet **C, D, E, F, O, W, X** and *all* local hire applications in assigned districts.
(Teresa (703) 588-3944*/Lauren (703) 588-3895 (Back-up))**

POC: Vivian McCorkle, **Licensure Analyst** – (703) 588-3899
Japan, Okinawa, Korea, and Guam Districts
Rates CONUS teacher applications alphabet **G, H, I, J, K, P, Q** and *all* local hire applications in assigned districts.
(Teresa (703) 588-3944*/Dan (703) 588-3897 (Back-up))**

POC: Donna Preston, Licensure Analyst – (703) 588-3892
Rates all DDESS Districts, except Puerto Rico
Rates CONUS teacher applications alphabet **L, M, R, S, Y, Z**.
(Lauren (703) 588-3895)*

Teresa Lomax, Technician **(703) 588-3944**
Lauren Sugierski, Technician **(703) 588-3895**
Dan Birello Technician **(703) 588-3897**
Patrick Birello Assistant (**703) 588-3898**

CONUS Alphabet below [Send Documents to FAX: (703) 588-5379]

A, B, N, T, U, V, W, X ~ **Lauren**
C, D, E, F, G, H, I, J, K ~ **Teresa**
L, M, O, P, Q, R, S, Y, Z ~ **Dan**

***Primary Technician for those Districts **Assignments are subject to change**