



DoDEA
Human Resources
Regional Service Center

Special Edition!
Pandemic Preparation

UNDERSTANDING YOUR LEAVE AND OTHER OPTIONS:

LEAVE: The Federal Government offers numerous leave flexibilities to assist Federal employees who may be affected by a pandemic influenza. General information regarding leave options can be found on the Office of Personnel Management (OPM) website at <http://www.opm.gov/pandemic/agency1d-leave.pdf>.

OPM Guidance: The Chief Human Capital Officers Council (CHCOC) worked closely with OPM to ensure the continuity of operations within the Federal workforce in the event of a Pandemic. To this end, the Director of OPM has provided a series of questions and answers on a wide range of human resources (HR) policies and flexibilities. These questions and answers reflect the numerous inquiries received from agencies and employees about pandemic influenza HR policies. This guidance touches on various insightful topics to include telework, excused absence (Administrative Leave), evacuation pay, and work schedules just to name a few. Please visit the following links to read more:

<http://www.chcoc.gov/Transmittals/TransmittalDetails.aspx?TransmittalID=2452>

http://www.flu.gov/professional/federal/workplace/federal_toolkit.pdf

VOLUNTARY LEAVE TRANSFER PROGRAM (VLTP): If an employee has a personal or family medical emergency or is adversely affected by a major disaster or emergency, he or she may qualify for donated annual leave from VLTP. The employee must have exhausted all available paid leave before applying.

How to apply to become a Leave Recipient? An employee who has been affected by a medical emergency must complete a [DD Form 2539, Leave Recipient Application](#), and forward it to his/her supervisor for approval. If the employee is unable to complete the application due to a physical or mental impairment, an immediate family member or other designated representative may complete the application on behalf of the employee. The employee must designate the representative in writing. The following documents must be provided, in addition to the DD Form 2539:

- Medical documentation that includes the diagnosis; prognosis; expected duration of the absence; and the expected date in which the employee may return to duty; and
- Most current leave and earnings statement as verification of the current leave balance.

How do you Donate Leave? For NSPS, GS or AU employees only annual leave may be donated to approved leave recipients in the Voluntary Leave Transfer Program. For DoDDS educators, educator leave may be donated to other DoDDS educators. Notification of employees placed on VLTP is provided by the DoDEA/HR-Employee Relations Section via email. Employees wishing to donate will need to complete a [DD Form 2538, Leave Donor Application](#), for your supervisor's approval. Upon completion forward a copy of your application to the Employee Relations Section, 7th Floor, 4040 N. Fairfax Drive, Ar-

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This is a Special Edition HR Advisor designed to provide instructions and guidance to DoDEA employees in preparation of a Pandemic. The articles provided highlights HR policies and flexibilities to supplement the planning for a Pandemic influenza. It is critical that we continue and strengthen our efforts to protect our workforce and ensure the continuity of operations within DoDEA.

UNDERSTANDING YOUR LEAVE AND OTHER OPTIONS - CONT.

lington, Virginia, or by facsimile to (703) 588-5309.

If you have any questions about leave or the Voluntary Leave Transfer Program (VLTP), please contact the DoDEA, Human Resources Regional Service Center, Employee Relations Section at (703) 588-3990.

References: [DoDEA Regulation 5630.9, 5 USC Part 630](#)

MYBIZ

MyBiz is an important tool for employees and supervisors in case of a Pandemic. MyBiz provide employees and supervisors access to valuable human resources data. Most importantly the emergency contact information and email addresses will be very helpful in the case of a Pandemic. These key elements must be updated in MyBiz to reflect employees' current status.

The Director's Policy Memorandum; "Personnel Accountability in Conjunction with Natural or Man-made Disasters" [09-HRC-002](#) dated May 15, 2009, focuses on accountability and indicates that all DoDEA employees must maintain current emergency contact information in their MyBiz account. Additionally, supervisors will maintain emergency contact information for each of their employees, including employees on leave away from their current duty location and at temporary duty locations. Employees must provide immediate contact information to their supervisor before departing their area.

Additionally, employees can use MyBiz to view specific personal and position data on themselves, as well as to update other data elements such as ethnicity, disability status, and foreign language proficiency. Within MyBiz, employees can view and print SF-50 transactions and over time, more functionality will be added, giving employees even more access to their personal information while empowering employees to initiate certain personnel actions for themselves.

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

DODEA TELEWORK

Telework is recognized as an effective human capital management tool with a proven track record of increasing employee productivity, attracting and retaining high performers, and helping employees balance work and family obligations. DoDEA has adopted the DoD policy regarding telework. The DoD policy for telework is located at <http://www.cpmosd.mil/telework.aspx>. You can also find additional information regarding telework at <http://www.telework.gov>.

Telework agreements can be either "Core" or "Situational" – Core telework occurs on a routine basis and Situational telework is used for ad-hoc or occasional purposes. For DoDEA employees, it is required to have an approved Telework agreement before teleworking. An employee will need to coordinate with their supervisor to establish work plans and to complete a Telework agreement. To view the DoDEA Telework Guidance and fill-able telework agreement form, please [click here](#). This telework agreement can be digitally signed using your CAC and forwarded to the Telework coordinator via email. DoDEA's Telework coordinator, Mr. Tilmon Parker, can be reached at (703) 588-3804 or via email at Tilmon.Parker@HQ.DoDEA.edu for any questions or concerns.

Additionally, here are two helpful online training links for employees and managers: [Telework Employee Online Training](#) and [Telework Manager Online Training](#)

DESIGNATION OF BENEFICIARY FORMS:

In order to protect your beneficiary(ies), it is important to keep your Beneficiary Designation up-to-date. A properly completed, current designation filed within your Official Personnel Records will ensure that your intentions for survivor's benefits will be paid to the person(s) you designate. Employees should also be advised of the Order of Precedence if they should expire as an employee with out a valid beneficiary form on file. If no Beneficiary Designation is provided, benefits are paid in the following order, which is set by law:

- Widow or widower
- If none, to a child or children in equal shares, with the share of any deceased child distributed among the child's descendants Note: Child or Children in this order do not include Stepchildren
- If none, to parents in equal shares or the entire amount to the surviving parent
- If none, to the executor or administrator of the employee's estate
- If none, to their next of kin under the laws of the state where residing at the time of your death

For FEGLI designations if there is an assignment of insurance on file or there is a valid court order on file, it supersedes the order of precedence.

Employees requesting special payments should designate a beneficiary. Employees who are satisfied with the legal order of precedence are not required to complete the beneficiary form. However, once an employee decides to file a designation, it is the employee's responsibility to ensure that it remains current. Benefits are paid based on a valid designation regardless of whether that designation still reflects the employee's intentions.

Employees may change designations of beneficiaries at anytime unless there is a valid court order or assignment of a benefit on file which prevents them from doing so.

Forms Information and links:

Federal Employees' Group Life Insurance (FEGLI) Program, Standard Form 2823 - http://www.opm.gov/forms/pdf_fill/sf2823.pdf.

Unpaid Compensation of a Deceased Civilian Employee, Standard Form 1152 - http://www.opm.gov/forms/pdf_fill/SF1152.pdf.

Designation of Beneficiary, Civil Service Retirement System, Standard Form 2808 - http://www.opm.gov/forms/pdf_fill/SF2808.pdf, is for CSRS or CSRS Offset employees only. Mail directly to OPM. Address located on the bottom of the form. Do not submit form to your Human Resources Office.

Designation of Beneficiary, Federal Employees' Retirement System, Standard Form 3102 - http://www.opm.gov/forms/pdf_fill/SF3102.pdf, is for FERS employees only.

Thrift Savings Plan (TSP) Designation of Beneficiary, TSP-3 - <http://www.tsp.gov/forms/tsp-3.pdf>. Mail directly to TSP Service Office. Address located on the back of the form. Do not submit form to your servicing Human Resources Office.

Forms that are to be submitted to your Human Resources Office should be sent to the following address:

Department of Defense Education Activity
Human Resources Regional Service Center
ATTN: Benefits Unit – 7th Floor
4040 North Fairfax Drive
Arlington, VA 22203-1634

DESIGNATION OF BENEFICIARY FORMS - CONTINUED

Electronic or photo copies are not acceptable. The forms must have original signatures and they must include the signatures, names, and addresses of two valid witnesses. The form must also be free of cross-outs, marks, and/or erasures to be valid and the employee's mailing address must be provided in the appropriate section of the form.

If you have any questions or need additional assistance please email the DoDEA HQ Benefits Unit at Benefits@hq.dodea.edu or call 703-588-3981.



PASSPORT PROCEDURES

This article provides guidance for those DoDEA employees and their dependents that have been issued an official passport and that passport is within 9 months of expiring.

To apply for a new passport, an employee must complete either a DS-82 or DS-11 accompanied with a DD-1056. To complete the DS-82, an employee or their dependent must have a most recent undamaged U.S. Passport, the passport was issued at age 16 or older, was issued within the last 15 years, and was issued in the current name or legal documentation can be provided with the name change. All other situations must complete a DS-11. Submit your passport application to your local passport agent.

Additional information regarding passports can be viewed at the following link http://travel.state.gov/passport/passport_1738.html.

STEPS TO COMPLETING A DS-82:

From Inside the United States:

To renew your U.S. Passport by mail, you must submit **Form DS-82**, *Application for a U.S. Passport by Mail*. Locate Form DS-82 and step-by-step instructions at [Form DS-82: Application for a U.S. Passport by Mail](#).

From Outside the United States:

U.S. citizens residing **abroad** (except those living in Canada) should renew their passports at the nearest [U.S. Embassy or U.S. Consulate](#).

STEPS TO COMPLETING A DS-11:

To renew your U.S. Passport if you do NOT qualify for use of a DS-82, you must submit **Form DS-11**, *Application for a U.S. Passport*. Locate Form DS-11 and step-by-step instructions at http://travel.state.gov/passport/forms/ds11/ds11_842.html

