

# The HR Advisor

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## DoDEA Human Resources Regional Service Center

### NSPS Updates

#### 2009 Payouts

The NSPS Program Office has released the Department of Defense (DoD), January 2009, performance-based payouts for all employees working under NSPS. Final ratings and associated salary increases and/or bonuses were received for 170,000 employees assigned to over 1,600 pay pools. The overall average rating of record was 3.46 on a 5 point scale.

Employees who received a final rating of level 3 (Valued Performer) or higher were eligible for “shares” of the pay pool. This year, the average value of a share was 2.23% (of base salary). These shares were paid out in the form of a performance-based salary increase or cash bonus, or a combination of the two. The average performance payout for this cycle was 5.61% (3.67% salary and 1.94% bonus). In addition, all employees rated level 2 (Fair) or higher received a general salary increase of 1.74% and an average 1% increase in their local market supplement (as applicable).

NSPS Salary Increase and Bonus Results – January 2009	
Average Performance Salary Increase	3.67%
General Salary Increase	1.74%
Average Local Market Supplement Increase	1.0%*
<b>Total Average Salary Increase</b>	<b>6.41%</b>
Average Bonus	1.94%
<b>Total Average Salary Increase + Bonus</b>	<b>8.35%</b>

The NSPS pay for performance system is designed to make meaningful distinctions in levels of performance and reward employees based on their performance and contribution to the mission. Employees with questions about their individual pay pool results should consult their supervisors or servicing human resources office.

For additional information on the 2009 payout visit the NSPS website at:  
<http://www.cpms.osd.mil/nsps>



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#### News Flash!

RAT orders for employees who applied for a transfer through the 2009/2010 Transfer Program, will be completed after the transfer program assignments. This process is necessary in order to avoid a duplication of travel order processing.

#### Did You Know:

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](mailto:Latonya.boose@hq.dodea.edu)

## Civilian Retiree Cards

The Department of Defense has recently authorized an identification card for retired DoD civilian employees an identification card. This card is a trusted credential used to establish identity and affiliation with the Department of Defense and will provide retired DoD civilians with a uniform DoD identification card that can be easily recognized at any DoD base or facility within the United States and its territories or possessions. Those eligible for the card are civilians who retired from any DoD Service Component or Agency.

In accordance with DoD Morale, Welfare, and Recreation (MWR) policy, limited use of military MWR activities are permitted at the discretion of the installation commander. The installation commander retains the authority to restrict access to MWR facilities for reasons such as local demand, facility capacity, and security concerns.

### Frequently Asked Questions

#### *What is the purpose of the card?*

Since many retired DoD civilians have no way of identifying their association with the Department of Defense, this card provides them with a trusted credential to establish their identity and affiliation. Some, but not all, military installations allow retired civilians access to MWR facilities with proper identification.

#### *Who is eligible to receive the card?*

Civilians who have retired from any DoD Service Component or Agency. Civilian retirees from other Federal agencies are not eligible.

#### *When can I get this card?*

When you are in receipt of your DoD retirement pay.

#### *Where can I go to get the card?*

Contact your nearest RAPIDS site ([www.dmdc.osd.mil/rsl/owa/home](http://www.dmdc.osd.mil/rsl/owa/home)).

#### *What do I need to bring with me?*

Two forms of ID from the OMB I-9 document list. One must be a federal or state issued picture ID (e.g. Driver's License). Visit [www.formi9.com](http://www.formi9.com) for more information. Also bring proof of pay grade at retirement.

#### *Does the card expire?*

Yes. It is renewable every four years.

#### *If I already have a retiree card from my DoD Service Component or Agency, do I need this card?*

No. It does not convey any additional privileges.

#### *Is this card optional?*

Yes. This is an optional card that can be issued for civilian retirees that use base MWR facilities.

#### *Who may I contact if my retirement record does not show in DEERS?*

You may contact the Civilian Benefits Information Line by email at [benefits@cpms.osd.mil](mailto:benefits@cpms.osd.mil) or by phone at (703) 696-6301.

For more information regarding the DoD Civilian Retiree card, visit [www.dmdc.osd.mil/smartcard](http://www.dmdc.osd.mil/smartcard)



## New Federal Tax Withholding Tables and Rates



The Internal Revenue Service released new withholdings rates in February 2009, which will result in employees receiving an increase of net pay per paycheck. There will not be a separate check mailed to taxpayers for this credit. The increases are scheduled to take effect in Spring 2009. These rates incorporate the new Making Work Pay credit, a key tax provision included in the American Recovery and Reinvestment Act of 2009.

The new withholdings tables and additional instructions related to the new tax law, will be included in the new Publication 15-T. The publication will be mailed to more than 9 million employers in mid-March. Employers are advised to use these tables as soon as possible but no later than April 1, 2009 and employees will see the increase soon thereafter.

Eligible workers will not have to take any action for this benefit. Individuals with multiple jobs may want to submit revised W-4 forms to ensure enough withholdings are being held to cover the tax for the combined year. The Making Work Pay credit for tax years 2009-10, is 6.2 percent of a taxpayer's earned income with a maximum credit of \$800 for married couples filing a joint return and \$400 for other taxpayers, but it is phased out for higher income taxpayers. The credit also phases out for married couples filing jointly with a modified adjusted gross income (AGI) between \$150,000 and \$190,000 or other taxpayers with a modified (AGI) between \$75,000 and \$95,000. Most workers including low-income workers will qualify for the full credit even if they owe no tax.

Eligible taxpayers will need to claim the credit on their 2009 income tax return. The benefit will generally be spread out over the paychecks they receive beginning this spring and continue thru the end of the year.

## Personnel Accountability

Personnel Accountability - what is it? In the event of a disaster, the Secretary of Defense requires 100% personnel accountability from each Department of Defense (DoD) component.

To be in compliance with DoD Instruction 3001.02, DoDEA has developed several ways to report your status when requested by the Joint Chief's of Staff. First and foremost, get in touch with your supervisor. Let your supervisor know about you and your family's status, where you are, and how you can be reached.

If you are unable to contact your supervisor directly, then report your status using one of the following tools:

Our toll free number 1 877-851-0150 (only use this number when directed during an event of disaster) provide your name, status, current location, contact number, directorate and supervisor's name.

E-mail DoDEA HQ at [personnel.accountability@hq.dodea.edu](mailto:personnel.accountability@hq.dodea.edu) provide your name, status, current location, contact number, directorate and supervisor's name.

DoDEA is currently researching other electronic means of reporting during a disaster; additional information will be forwarded at a later date. Also, a TDD line for hearing impaired persons will be implemented in the near future.

## Training Tidbits

### Defense Acquisition University (DAU)

Are you a member of the Acquisition workforce? If you are, then you can take multiple Continuous Learning Modules (CLM). The DAU University has expanded their CLMs to include the following modules:

#### CL Module- CLC 047

Title- Contract Negotiation Techniques

Continuous Learning Points- 1

Description- This module will help you to obtain a better understanding of various analysis techniques and tools to use in the development of your negotiation range. After completion, you will be better prepared to develop strategies for your negotiations

#### CL Module- CLC 044

Title- Alternative Dispute Resolution

Continuous Learning Points- 2

Description- This module is about Alternative Dispute Resolution (ADR), a tool for resolving contract disputes without litigation

#### CL Module- CLC 045

Title- Partnering

Continuous Learning Points- 1

Description- Partnering is a key component of Alternative Dispute Resolution (ADR). Partnering is an ADR method used to help prevent disputes. For any given situation, it is important to decide if partnering would enhance contract performance. This module provides information to help you with the concept of partnering and its effects on working relationships.

There are now 214 Continuous Learning Modules available for registration via the Training Application Systems. But remember, you must be a member of the Acquisition workforce in order to take these and other DAU courses. Exceptions are made on a case by case bases; dependent on the duties you are currently performing.

If you need more information, contact your Human Resource Development Specialists at 703-588-3801.

## Renewal Agreement Travel (RAT)



It is that time of the year for educators who are eligible for RAT this summer to submit their request for travel orders. If you have not already done so, and intend to travel back to the United States this summer, you should submit your request for RAT now through the Travel Order Processing System (TOPS) at <https://webapps.dodea.edu/TOPS/index.cfm>. Please provide a current signed and dated transportation agreement (DD-1616); and a current certificate verifying completion of Anti-Terrorism Awareness Security Training for yourself and all eligible dependents, 14 years of age and older

DoD employees and family members, 14 years and older who travel on government orders must complete the annual Level I AT Awareness training with the calendar year preceding travel. The training is available at <http://www.dodea.edu/offices/safety/personalSecurity.cfm?sid=4>. Upon completion of the on-line training, print the certificate of completion and provide a copy to your servicing HQ Human Resources Specialist.