

**DoDEA
Human Resources
Regional Service Center**

NSPS Interim Review Activities & Responsibilities

NSPS requires at least one formal interim review to be prepared, communicated to the employee, and documented in the PAA during the appraisal period. These interim reviews acknowledge employee achievement and provide suggestions for improvements based on job objectives and contributing factors agreed on by the employee and their supervisor. Interim reviews can be a source of meaningful dialogue between the rating official and the employee. Although self assessments are not mandatory, employees are strongly encouraged to write a self assessment to document their accomplishments and support their progress in completing job objectives. Keep in mind that with this version of the PAA v3.0, Interim Assessments are input into the tool under each objective. Keep the following “Do’s and Don’ts” in mind when preparing interim assessments:

DO:

- Review your performance objectives & associated organizational goals.
- Review records of your work.
- Review NSPS performance indicators for your pay schedule and pay band.
- Review NSPS benchmarks for your assigned contributing factors.
- Write your self-assessment addressing each objective and associated contributing factor(s).
- Identify each objective by number and title.
- Focus on results – what was the impact of your accomplishments?
- Keep readers in mind and use concise, but detailed statements.
- Make sure grammar and spelling are correct.

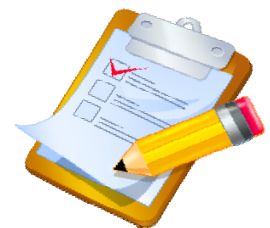
DON'T:

- List accomplishments without reference to an objective or without describing the results achieved.
- Use acronyms or terms which may not be understood by others.
- Cite accomplishments which occurred in earlier rating cycles.
- Use language from your job description or the generic performance indicators.
- Assume the pay pool panel is familiar with your job.

Employees who chose to write self assessments should provide them to their rating official prior to their interim review. Supervisors should conduct interim reviews by the deadline date - April 17, 2009. Interim rating official assessments are required and should be completed in the PAA by the deadline date – May 1, 2008. Higher level reviewers should approve and return PAA’s to rating officials by the deadline date of May 15, 2009.

On-line training and assistance is available to employees and supervisors wanting to learn more about writing self assessments through the *iSuccess* course available at: <http://www.cpm.sosd.mil/nsps/iSuccess/>.

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Transfer Program

The Transfer Program Working Group completed their work matching transfer program requests with available vacancies on Friday, March 27, 2009. All Transfer Program offers are scheduled to be sent out by Friday, April 3, to ensure that teachers receive offers before they leave for Spring Break. Teachers will be given 3 duty days to respond, therefore, responses will not be required until after the Spring Break. The total number of educators placed was 294.

The following educators were placed by group:

A+	95
A	50
B	33
C	48
D	11
F	57

Total 294



Civilian Retiree Identification Card



The Department of Defense has recently authorized an identification card for retired DoD civilian employees. 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.

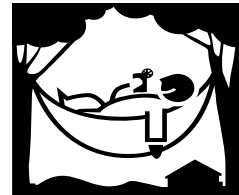
For additional information on how to obtain your retiree identification card, contact your nearest RAPIDS site (www.dmdc.osd.mil/rsl/owa/home).

Service Credit for Retirement



Many employees wait until they are ready to retire before making any inquiries regarding their benefits only to discover their retirement pay is insufficient to live on or that they are not eligible to retire because they believe all of their service in their Service Computation Date (SCD) for leave is creditable towards retirement. There are several SCDs when it comes to calculating a service computation date, not all federal service is treated the same. The SCD most familiar to employees is the SCD (Leave), reflected on the SF-50, currently found in block 31. SCDs do not necessarily reflect a specific date when something happened. The SCD establishes a “virtual” starting date for continuous creditable service used to determine how much service is creditable toward eligibility for a specific benefit or entitlement. An employee’s retirement SCD is determined at the time the application for retirement is processed or earlier if the employee requests an estimate of their projected annuity.

Employees who previously took a refund of their retirement contributions, or owe a deposit for temporary service or military service, may discover this service is not creditable for retirement and the rules are different depending upon the employees retirement system coverage. So plan ahead and inquire early. To request an annuity estimate contact your local Human Resources Representative or email the DoDEA HQ Benefits Unit at Bene-fits@hq.dodea.edu. Employees emailing the HQ Benefits Unit will receive a form to be completed and returned by email or faxed to 703-588-5380.



Renewal Agreement Travel (RAT) Orders



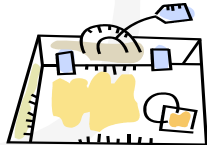
It is that time of the year for educators who are eligible for RAT this summer to submit their request for travel orders. If you have not already done so, and intend to travel back to the United States this summer, you should submit your request for RAT now through the Travel Order Processing System (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. 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.

Did You Know!

RAT Travel Orders

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.



HR Advisor Newsletter

The HR Advisor newsletter 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



Training Tidbits

Did you know the Department of Defense (DOD) has outlined a career path and certification program for Human Resources (HR) Professionals? The DOD HR professional will go beyond the traditional transactional and place more emphasis on their role of advisor and strategist.

The new roles in HR are:

- HR Specialist – this role is tactical/transactional and focuses on the skills needed to perform the traditional HR service delivery activities.
- HR Advisor – this role focuses on the advisory portion of the position as well as the development of the strategic focus while still performing traditional HR service delivery activities.
- HR Strategic Advisor – this role focuses on the strategic aspects of the position supporting the workforce and the organization.

For information on the DOD HR Professional Career Framework visit CPMS website:

http://www.cpms.osd.mil/fas/hrpcf/hrpcf_index.aspx

Or contact your Human Resource Development Specialists at 703-588-3801.

