

DoDEA Human Resources

2010 Educator Career Program (ECP)

The Department of Defense is pleased to announce the 2010 ECP. The ECP is an internal career management program for current DoDEA, DoDDS and DDESS educators who are interested in applying for Principal and Assistant Principal vacancies in DoDDS and DDESS. Complete applications must be submitted to your supervisor by January 25, 2010. Current DoDEA principals and assistant principals who are interested in a reassignment within DoDEA should apply for reassignment consideration. Interested educators can access the ECP announcement at the following link:

<http://www.dodea.edu/offices/hr/news/announcements.htm>

2010-2011 Transfer Program

DoDEA will conduct a Transfer Program for School Year 2010-2011 with no significant changes from the previous year's program. The Transfer Program application, instructions, and additional information were posted on the DoDEA website on January 4, 2010, and employees can link to the transfer application at the following URL:

<http://www.dodea.edu/offices/hr/news/announcements.htm>

Applications are due to Principals by February 12th. The first transfer round is scheduled for March 8th.

In preparation for the DODDS Transfer Program, educators are reminded that they must be certified for the teaching categories for which they wish consideration. DODDS Transfer Program applicants please remember some important steps before submitting a request.

1. Review your DoDEA certification record to make sure DODEA eligibility requirements are met for any teaching categories that will be included on the transfer application.
2. Request certification for those teaching categories for which the educator is qualified, but not currently certified.
 - To determine eligibility for teaching categories, consult "Teaching Categories and Requirements" on our web site at: <http://www.dodea.edu/offices/hr/categories/default.htm>
 - To determine eligibility for specialty areas/skill sets and advanced placement courses, consult "Specialty Areas / Skill Sets and Advanced Placement" on our web site at <http://www.dodea.edu/offices/hr/categories/default.htm>. Submit the [Worksheet for Certification/Recertification](#) and check "A-Certification, Add Endorsements or check "B-Recertification" or any other form of written communication, e.g., email or letter request
 - Attach updated official transcripts, signed as "true copy" by building administrator OR current and valid professional state certificate (s) issued after October 1, 2001.

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Welcome to 2010!

The Human Resources Service Center would like to thank you for all your hard work, commitment, and devotion to DoDEA over this past year. There have been many changes and many challenges, and 2010 should be a year of many new challenges and opportunities to excel. We are proud to serve the employees and managers of the world's greatest school system.

Transfer Program Cont.

- Underline or list supporting course work thought to meet the category requirements and FAX (703) 588-5379 or scan and attach to your HQ Licensure Analyst POC by email.
- Follow with hard copy to: Department of Defense Education Activity (DoDEA), Licensure Unit, 4040 North Fairfax Drive, Arlington VA 22203-1634.

The decision to transfer can be a big one! So take time to review the district sites for information on the locations. The websites contain the most up-to-date information.

<http://www.eu.dodea.edu/> (Europe)

<http://www.am.dodea.edu/> (DDESS)

<http://www.pac.dodea.edu/> (Pacific)



Post Allowance Tables

Effective January 3, 2010, the Post Allowance Payment Tables in section 229.1 of the Department of State Standardized Regulations (DSSR) for foreign posts were revised to reflect current spendable income. If you would like to review the full revised Post Allowance Tables, they are available on the Office of Allowances (State Department) web site at: <http://aoprals.state.gov/>

Training Tidbits

Did you know that DoDEA Human Resource Development (HRD) Section is responsible for the approval of headquarters class/workshop/conference registration and its compensation? If you have an approved training request, the HRD

Section will register you. Don't forget to notify the HRD Section if the vendor notifies you that space is not available, that the event has been cancelled or that the dates have changed. If you, for any reason, cannot participate in the confirmed event, immediately notify the HRD Section; we'll cancel, reschedule, or arrange to send a substitute. Let us do the work for you.

For more information on registration and cancellation procedures, contact your Human Resource Development



Pay Schedule in DoDDS

DoDEA is proud to inform you of the DODDS Pay Schedules . What schedule are you?

SCHEDULE **A**-Elementary and Secondary Substitute Teachers

SCHEDULE **C**-Comprehensive Schedule For Educators and Specialists

SCHEDULE **D**-Schedule For Speech Pathologists or Social Workers

SCHEDULE **E**-Schedule For Guidance Counselors

SCHEDULE **F**-Schedule For School Psychologists

SCHEDULE **K**-COMPREHENSIVE for Principals

SCHEDULE **L**-COMPREHENSIVE for Assistant Principals

ISS Positions are announced internally for current employees to apply. Additional questions may be addressed to your local Human Resources Office.

SCHEDULE **O**-Schedule for Non-Supervisory ISS positions

SCHEDULE **P**-Schedule for Supervisory ISS positions

An educator's pay is based upon the educational level of the employee and the number of years of creditable experience. For more information on 2010 salary tables and effective dates you can visit the Department of Defense Education Activity website at <http://www.dodea.edu/offices/hr/salary/dodds.htm>

Baggage in connection with Renewal Agreement Travel

Currently, an employee traveling on renewal agreement travel (RAT) from OCONUS by air, may request reimbursement for the cost of the accompanied baggage (not to exceed 100 lbs. per person) on their travel voucher. The claim must include a receipt for the cost of the accompanied baggage (not to exceed 100 lbs. per person); a certification of the poundage; a statement that the baggage included personal clothing and/or articles necessary for the trip. The baggage claim should be an itemized expense on the employees RAT Voucher. Rat Vouchers should include properly completed/signed DD Form 1351-2 (travel voucher); a copy of the DD Form 1614 (travel order/authorization) to include any/all amendments if applicable; and a completed DD Form 2762 (direct deposit form).

In connection with RAT, in order to reimburse an educator for postage fees for mailing the baggage (not to exceed 100 lbs per person), the educator must obtain a letter from the Transportation Management Office (TMO) at their OCONUS post confirming eligibility for reimbursement if the TMO determines that mailing the items is more economical than shipping the items between the educator's OCONUS post and their actual place of residence. The letter from the TMO must be submitted with the receipt for payment of the postage fees on the travel voucher.

2010 DoDEA Contact

DoDEA Human Resources professionals are available to assist you with any HR related question you may have. School level employees should first seek assistance from the school secretary or school administrator. Each district is serviced by a senior human resource specialist for guidance and help in that district. The DoDEA website is a useful tool for information on what's new at DoDEA and it provides you with links to all your personnel matters. The following contact information has been updated so you are able to reach a DoDEA specialist.

NSPS

Email NSPS questions to DoDEA.NSPS.Inquires@HQ.DODEA.edu

LMER

For questions concerning Labor Management and Employee Relations contact the LMER section at your Area Office. The contact for HQ LMER is (703) 588-3990 or HQ.LMER@hq.dodea.edu

Benefits

For questions concerning benefits contact your local Human Resources Representative, HQ email the benefits Unit at Benefits@hq.dodea.edu or call the Benefits Unit directly at (703) 588-3881

Recruitment & Staffing

For staffing and recruitment questions contact your area HR Specialist. HQ Staffing Unit may be reached at (703) 588-3934 or fax (703) 588-5385

Licensure Unit

For questions concerning Certification contact the Licensure Unit at (703) 588- 3983 or fax to (703) 588-5379

HR Transactional Services are now being performed by the Defense Logistics Agency (DLA) Human Resource Center at Columbus, Ohio. Contact points at DHRC for DoDEA are:

Supervisor for Europe Operations

Margaret Griffith (Danielle) - Margaret.Griffith@dla.mil 614-692-6052

Supervisor for Pacific Operations

Fran Cook - frances.cook@dla.mil 614-692-9259

Supervisor for Pacific Processing

Kristine Krueger – kristine.krueger@dla.mil 614-692-8001

Supervisor for Allowances and PCS/RAT Travel Orders

Christy Ault Fax number - Christy.ault@dla.mil 614-692-0314