

The HR Advisor

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DoDEA Human Resources Regional Service Center

NSPS News

The revised NSPS staffing regulation, effective March 23, 2009 requires that employees appointed to permanent NSPS positions in the competitive service be given a career-conditional appointment unless they have previously completed a 3-year period counting toward conversion to a career appointment. Prior to the effective date of the revised regulation, these employees were given career appointments, i.e., there were no career-conditional appointments to NSPS competitive service positions (or conditional appointments to excepted service positions).

Therefore changes in career tenure or conversions to career-conditional appointments must be processed and Personnel Actions (SF-50s) effective March 23, 2009 are being processed for the following categories of NSPS employees:

- Permanent competitive service employees – who were converted into NSPS or who moved into NSPS by promotion, reassignment, or reduction in band and have not completed the 3-year conditional service requirement for career tenure - Conversion from Career to Career Conditional.
- Permanent competitive service employees – who were appointed or converted to an NSPS Career Appointment and have not completed the 3-year requirement for career tenure – Conversion from Career to Career Conditional.
- Permanent excepted service employees – who were appointed or converted into NSPS or who moved into NSPS by promotion, reassignment, or reduction in band and whose excepted service appointing authority requires a three year conditional service requirement which the employee has not completed – Conversion from Career to Career Conditional.
- All permanent excepted service employees appointed under the Student Career Employment Program (SCEP), Federal Career Intern Program (FCIP), Presidential Management Fellows Program (PMFP) – Conversion from Career to Career Conditional.
- Temporary excepted service employees (including employees appointed under the Student Temporary Education Program (STEP)) who have completed at least one year of substantially continuous service – Conversion from None to Indefinite.

Note: Employees who were converted/moved into NSPS from a Career-Conditional Appointment and have now completed the three year service requirement toward career tenure will not require any type of change to appointment.

Please remember that copies of your Personnel Actions are available to you in MyBiz under My Information – Personnel Actions

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Training Tidbits

Are you involved with security issues? Have you been looking for courses that can improve your skills, teach you new skills, and keep you informed about what is happening in the world of security?

If you work for the Department of Defense, check out the Defense Security Service (DSS) - a Defense agency dedicated to protecting America's future security and safety under the umbrella of the Under Secretary of Defense for Intelligence.

DSS supports national security and the war fighter, secures the nation's technological base, and oversees the protection of US and foreign classified information in the hands of industry. DSS is accomplishing their mission in a variety of ways, including delivering security education and training to all DOD employees. They have created a DSS Academy offering education and training in a classroom setting as well as on-line through their Learning Management System, ENROL. The DSS Academy is located in Anne Arundel County, MD, just a few miles from the Baltimore Washington International (BWI) Thurgood Marshall Airport.

If you are interested in attending their on-line courses, you need to register. To learn more and register for classes, visit the DSS Academy's website at <http://dssa.dss.mil/seta/seta.html>

For additional information contact your Human Resource Development Specialists at 703-588-3801.



DoDEA Allowance Processing System (DAPS) For Post Allowance

The authorization and payment of post allowance is governed by the provisions of Chapter 200 of the Department of State Standardized Regulations (DSSR). Post allowance is a cost-of-living allowance granted to full-time employees officially stationed at a post in a foreign area where the cost of living, exclusive of quarters costs, is substantially higher than in Washington, D.C. Part-time, intermittent, and U.S. family member winter/summer hire employees are not eligible for post allowance. The post allowance is paid to eligible full-time employees even though they may not be eligible for LQA, post differential or other allowances. Post allowance is non-taxable income.

When married couple employees without family are both eligible for the post allowance, each may be granted the post allowance in Section 229 for one person. When married couple employees with family members are both eligible for the post allowance, one employee spouse, at his/her option, may receive the post allowance for family members. The other employee may be granted the post allowance for one person only. Civilian employees who are spouses of military members receiving a cost of living allowance (COLA) at the "with family" rate will be granted the post allowance for the "without family" rate for one person only.

When a child on educational travel leaves the post for a period in excess of 30 days, the employee's post allowance shall be revised to the next lower family size rate. When the child returns to the post for a period in excess of 14 days, the allowance may again be revised to restore the reduced amount. Although a child may be attending college, for post allowance purposes, the age limit for a dependent child is age 21 (unless a determination has been made that the child is incapable of self-support).

Other revisions to the post allowance grant shall be made due to a change in the employee's family size. For example: reducing family size when a family member capable of self-support reaches age 21 or adding to family size for a birth or adoption.

DoDEA employees must submit all overseas allowance updates to post allowance via The DoDEA Allowance Processing System (DAPS) at <https://webapps.dodea.edu/daps/index.cfm>.

For additional information and frequently asked questions regarding post allowance, please visit our website at: <http://www.dodea.edu/offices/hr/resources/faqs.htm>.

Household Goods in Connection with Separation Travel



The worldwide maximum weight of household goods that may be transported and/or stored in conjunction with transportation is 18,000 pounds net weight for each employee. Under no circumstances may the Government pay any expenses associated with excess weight. The weight allowance includes the combined weight for the shipment of household goods from the OCONUS area, household goods in non-temporary storage and prior shipments from OCONUS. Employees who are eligible for separation travel from OCONUS are responsible for expenses associated with excess weight.

Swine Flu Preparedness

Swine Flu (H1N1) is a flu strain which normally infects pigs, that is now causing widespread infections in people. Like most illnesses, you can prevent its spread.

DoDEA is closely monitoring the swine flu situation and is encouraging all DoDEA employees to be alert and aware of local command policies.

Employees should take the following precautions:

- Be watchful for flu-like symptoms;
- Review local pandemic influenza response plans;
- Update all emergency phone numbers and POCs; and
- Coordinate with the host military command and military medical authorities.

These common steps can protect you and others:

- Wash hands continuously with soap and water or an alcohol-based cleaner
- Avoid contact with flu victims
- If someone in your household is sick, remain home. If you are a service member consult your chain-of-command first.
- Sanitized surfaces that someone may have coughed or sneezed on.
- Disinfect door knobs, light switches, and toilet handles.

Should a DoDEA employee or student be diagnosed with Swine flu, the supervisor or principal should ensure that DoDEA HQ Office of Safety and Security is notified via the Online SIR/AIR reporting system.

Additional details about the prevention and spread of swine flu, to include what symptoms to look for and what you can do to stay healthy can be found at <http://www.cdc.gov/h1n1flu>

Did You Know!

MyBiz Tool

The MyBiz tool allows you to update some of your personal information. You can update your work email address, language proficiency, ethnicity, emergency contact, and handicap information. The work email address is extremely important for those employees under NSPS to receive notification on movement of appraisals. All DoDEA employees are encouraged to view and update their personal information using MyBiz by logging in to <https://compo.dcpds.cpms.osd.mil/> using your CAC.

You now have the power to keep your information up-to-date.



TP Pay Schedules & Retroactive Salary Adjustments

The pay schedule for SY 2008/2009 for Educators, School Principals, and Assistant Principals were signed into effect by the DoD Wage and Salary Division of the Civilian Personnel Management Services on Tuesday, April 7, 2009 and were released to the field on Wednesday, April 8, 2009. Educators received a 1.91 percent increase; School Principals received 2.01 percent, and School Assistant Principals received 2.25 percent. Employees should have seen the retroactive payment in their May 1, 2009, paycheck, and should receive a pay adjustment SF-50 "Notification of Personnel Action," reflecting the pay adjustments retroactive to August 1, 2008. The pay schedules for SY 2008/2009 can be viewed at

For questions or concerns, please contact your local HR representative.

Upgrades to HR Applications & OWA

DoDEA has recently implemented some security upgrades that affect the way user's login to our Human Resources Application and Outlook Web Access (OWA). These security upgrades were due to a recent DISA audit of Information Technology (IT) network infrastructure/systems to insure compliance with DISA Security Technical guidance.

For TOPS and DAPS applications the login process remains the same; the login is masked and encrypted. The login for EPD and GTS requires authorized users to now use their Active Directory login. The Active Directory login is normally the login used when logging into the network each day. To access OWA, you will be required to use your Common Access Card (CAC). One key caveat when using your CAC to access OWA, you will be required to use the email digital certificate.

All these upgrades/configuration changes were required to make DoDEA networks secure and reduce the potential vulnerabilities. Updates are currently at HQ DoDEA but will be wide spread throughout DoDEA in the near future. Rest assured that we will keep you posted on any additional changes that affect our HR applications.

