

The HR Advisor

Volume 3, Issue 3

March 2010



DoDEA Human Resources Regional Service Center



UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

DoDEA is pleased to announce the new Under Secretary of Defense for Personnel and Readiness'. Dr. Clifford Stanley is a graduate of South Carolina State University. He received his Master of Science degree from Johns Hopkins University, graduating with honors. His formal military education includes Amphibious Warfare School, the Naval War College, Honor Graduate of the Marine Corps, Command and Staff College, and National War College. Dr. Stanley earned his Doctorate Degree from the University of Pennsylvania, and holds Doctor of Law degrees from South Carolina State University and Spalding University. To find more about Dr. Clifford Stanley please visit his biography at <http://www.defense.gov/bios/biographydetail.aspx?biographyid=245>

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. 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 at the "without family" rate for one person. When a spouse, child, or other family member leaves the post for a period in excess of 30 calendar days, the employee's post allowance shall be revised to the next lower family size rate. This includes travel of a dependent child on education Travel orders. When the family member 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>

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Did You Know!

Some 700 women disguised themselves as men and fought in the Union and Confederate armies during the Civil War.

In the Northern states, women organized ladies' aid societies to supply the Union troops with everything they needed, from food to clothing to cash (they organized door-to-door fundraising campaigns, county fairs and performances of all kinds to raise money for medical supplies and other necessities).

BRAC UPDATE AND CONTACTS

As part of the Base Realignment and Closure Commission (BRAC) recommendations, DoDEA has worked with the Defense Logistics Agency (DLA) to realign transactional Human Resources functions from Headquarters DoDEA to DLA. This has been a gradual transition, and was worked in phases, to minimize impact on DoDEA employees. The latest phase, transfer of employee benefits service, occurred on February 28, 2010.

With the latest transition, DLA is performing the following actions for DoDEA: processing personnel actions, processing travel orders, processing allowances, maintaining employee records, preparing retirement estimates, processing retirement packages, reconciling retirement error cases, LQA reconciliations, and employment verifications. Headquarters will still have HR oversight, prepare DoDEA policy, manage employee and labor relations programs, and maintain HR systems.

Employees should always work with their respective District or Area HR representative on any issues that arise. Should employees need to communicate with DLA, the following information is provided:

EMAIL

General Inquiries: DHRC-DDoDEAHR@dla.mil

Allowances (Europe): DHRC-DDODEADAPS-EUR@dla.mil

Allowances (Pacific): DHRC-DDODEADAPS-PAC@dla.mil

PHONE

Europe Team Line: 614-692-2666

Pacific Team Line: 614-692-2225

DDESS Team Line: 614-692-2913

Benefits Team Line: 614-692-0233

Fax Line: 614-693-1677

MAIL

Mailing Address:

3990 East Broad Street

Building 306

Columbus, OH 43218-25260

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. 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 Defense Logistics Agency.

RAT orders for employees who applied for a transfer through the 2010/2011 Transfer Program will be completed after the transfer program assignments. This process is necessary in order to avoid a duplication of travel order processing.

PERSONAL ACCOUNTABILITY

Personal Accountability – Do you know how to “report in” in the event of a natural disaster?

DODI 3001.02 states that when directed by the Secretary of Defense (OSD), all DoD-affiliated personnel (this includes civilian employees) in a declared disaster area are required to check-in with their organization either in person, by telephone, or via the internet. All DoDEA civilian employees and eligible family members outside the continental United States are covered by this Instruction.

In the coming months, the DoDEA will be implementing the Fourth Estate Personnel Accountability & Assessment System (FEPAAS) which is an automated tool for reporting your location if an emergency is declared where you live, or are located at that time of the emergency (such as TDY). FEPAAS allows employees to report their status and location directly via a website. Your supervisor and other key personnel within the agency can immediately access entered information so that they know you and your family members are safely evacuated and to identify those employees and family members still in need of assistance during a disaster.

What can you do to prepare?

1. Update your current emergency contact information by logging in to you're MyBiz account located within the Defense Civilian Personnel Data System.

Save the following contact information:

Personnel Accountability Action Line 1-877-851-0150

Email personnel.accountability@hq.dodea.edu to update your status.

For more information on Personal Accountability contact your DoDEA representative, Nicole Pool, at 703-588-3809 or Nicole.pool@hq.dodea.edu.

WAIVER OF INDEBTEDNESS

When you receive your indebtedness letter from the Defense Finance and Accounting Service (DFAS), please go to the following website for DD2789, Waiver/Remission of Indebtedness Application, <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2789.pdf>

Additional information concerning waivers may be found at:

<http://www.dfas.mil/civilianpay/debts/informationondebtwaivers.html>

Once you have completed form DD2789 and included all pertinent information regarding your debt, mail it to the DFAS office that sent you the indebtedness letter. In most cases, the address will be: Defense Finance and Accounting Service, Indianapolis Operating Location, 8899 East 56th Street, Indianapolis, IN 46249-1900.

Once received by DFAS, they will prepare the final package to send to DoDEA Headquarters which will include: audit sheet outlining the debt by pay period; copies of all pertinent information sent by the employee; copies of pay screens, etc.

DFAS will send the package to the Classification and Compensation Section at DoDEA HQs where it will be logged in and assigned to a specialist for a determination.

When a determination is made, the employee will receive a copy of the memorandum signed either by the DoDEA Director or the Director, Human Resources. If the waiver was denied, the memorandum will give information on appealing the agency decision. Appeal decisions are processed by the Defense Office of Hearings and Appeals (DOHA).

If the waiver amount is \$1,500 or over, the decision memorandum will be signed by the Defense Office of Hearing and Appeals. Any appeals based on a DOHA decision will be with DOHA directly.

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, including DoDEA.

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 DOD ID Card issuer, referred to as RAPIDS at (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 for more information. Also bring proof of pay grade at retirement (SF 50).

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 or by phone at (703) 696-6301.

For more information regarding the DoD Civilian Retiree card, visit www.dmdc.osd.mil/smartcard

