

DoDEA Human Resources Regional Service Center

NSPS TO GENERAL SCHEDULE (GS) INTERIM REVIEW AND TRANSITION

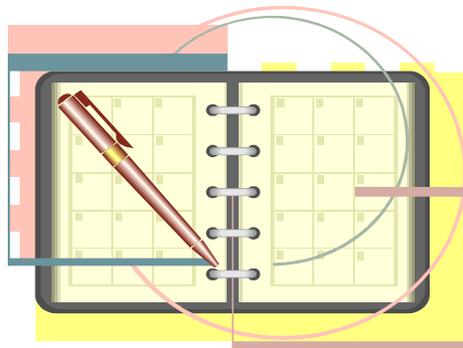
In accordance with the National Defense Authorization Act (NDAA) for FY 2010, DoDEA NSPS employees are scheduled to transition to the GS on May 9, 2010.

Employees and Supervisors should be verifying they have approved NSPS performance plans in the Performance Appraisal Application (PAA) for this performance year (October 1, 2009 – May 8, 2010) in order to complete a CLOSEOUT appraisal in the system.

Rating Officials should be conducting mid-year Interim Assessments with each employee between March 15th and April 23rd, 2010. It is recommended that the assessment from the Interim review meeting be used to document the CLOSEOUT Assessment. The CLOSEOUT assessment must be completed on 2011 NSPS Performance Plans for all employees in MyBiz and MyWorkplace prior to the NSPS Transition to GS effective May 9, 2010. The end date of the Closeout Assessment will be May 8, 2010. Please keep in mind that the CLOSEOUT assessment does NOT involve a rating and is not considered a rating of record. The CLOSEOUT is an assessment of work products and results detailed in the NSPS performance plan up to the day prior to conversion to the General Schedule.

Upon conversion to the General Schedule, DoDEA will be using the evaluation system that was in place under the GS system at DoDEA prior to NSPS, which is covered by DoDEA Regulation 5430.9. DoDEA employees should continue to use the SMART objectives they created under NSPS. Hardcopies of the GS evaluation forms will be provided and employees will be able to “cut and paste” their SMART objectives into the new evaluation form. As it was prior to NSPS, the Labor Management Employee Relations Division (LMER) will be the point of contact for performance management processes and procedures under the General Schedule.

If you have questions or concerns, please contact Rita Terhaar (3993) or Liz Roberts (3908).



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News Flash

Joel Hansen
Special Project Officer for the Education Directorate will now serve as the New Partnership Development Specialist. He will assist in developing instructional programs; conduct site visits to observe, plan, coordinate and/or facilitate partnership development and providing input for strategies, partnerships and innovation to extend quality education to military students in military connected LEAs. Joel will continue to be the liaison for FEA, FEA-SR and OFT.

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 employee’s retirement system coverage. So plan ahead and inquire early. To request an annuity estimate contact your local Human Resources Representative or email the Defense Logistics Agency (DLA) Benefits Team at DHRC-DDoDHRBENEFITS@dla.mil. Employees can also request annuity estimates online with DLA from their website at <https://sec.hr.dla.mil/estimate/estimate.asp>.

TRAINING TIDBITS

What is an IDP?

An Individual Development Plan (IDP) is a plan developed jointly by the employee and manager that identifies individual goals for employee growth in the context of organizational mission. The plan lists training, education, and development activities (formal and informal) to develop the competencies needed to meet IDP goals.

IDPs are not mandatory, but they are helpful in determining what training is needed for career progression. Managers should use IDPs to plan employee training. Application packages for some training programs, such as long-term training, require IDPs.

Requests for training identified on IDPs must comply with:

- The Government Employees Training Act (GETA) <http://www.opm.gov/hrd/lead/Pubs/handbook/lfft1.asp>;
- Executive Orders;
- Regulations, merit principles and equal employment opportunity considerations; and Comptroller General Decisions.

IDPs are a win/win strategy because they benefit both the employee and the organization. Employees benefit, because implementing an IDP helps them enhance their knowledge, skills, and experiences. Improved competencies help them achieve personal and career goals both inside of and external to the organization. The organization benefits by developing improved employee capabilities, work load planning, and resume needs. Competent employee performance, plus the added bonus of improved morale, and personal job satisfaction can make the organization more effective.

Below is the DoDEA HR Training website with a sample of an IDP.

<http://www.dodea.edu/offices/hr/employees/training/samples/attachment-2b.pdf>

If you have any questions, contact your Human Resource Development Specialists at 703-588-3801.

TRANSFER PROGRAM

The 2010 DoDDS Teacher Transfer Program was conducted at HQ DoDEA on March 8-16.

The following Transfer Program placements were offered from each group. Congratulations to all of the teachers who received a transfer this year.

Group A+ - 63

Group A - 53

Group B - 41

Group C - 42

Group D - 28

Group F - 77

Total: 304

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

Department of Defense Education Activity is currently selecting candidates for the Student Temporary Employment Program (STEP). The program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. The STEP offers students work experience, as well as flexibilities like year round employment, flexible work schedules and work assignment. Most assignments are general office support and do not require previous work experience.



The announcement for this years program closed on March 23, 2010. We received over 110 applications. Candidates are currently enrolled in various undergraduate and graduate programs in fields such as Computer Forensic; Criminology, Business Administration, International Affairs, Financing, Education, Languages, and Human Resources to name a few.

REQUEST FOR NEW OFFICIAL PASSPORT

You can submit your request for a new "official" passport to Department of Defense Education Activity Headquarters for processing.

If you meet the following four requirements on a previously issued passport, you can utilize the DS-82. Your most recent passport is required when using this form.

There are four requirements for completing this form. Please use the following checklist to see if you are eligible to apply with a DS-82 (Renewals only):

I can submit my most recent, undamaged passport AND

I was at least 16 years old when my most recent passport was issued AND

I was issued my most recent passport in the last 15 years AND

I use the same name as on my most recent passport or since my passport was issued, OR I have had my named changed by marriage or court order and can submit proper original documentation to reflect my name-change.

If you answered NO to any of the four statements above... **STOP!** You cannot use Form DS-82!

If you have never attained a passport of any kind in the past or do not wish to surrender your most recent passport as proof of citizenship, a DS-11 (application for US Passport) is required and an original birth certificate is needed (which you will get back) to accompany the DS-11.

Note: Your most recent passport can be submitted as proof of citizenship in lieu of a birth certificate to accompany the DS-11 if needed.

The Passport Application Wizard allows completing the form easily and correctly at the following web site: <https://pptform.state.gov>. The Passport Application Wizard will help you determine if you need

- Form DS-11, DS-82, DS-5504(name change, correction or limited passport replacement) or DS-4085 (additional Visa pages) AND
- Ensure you complete the correct form online AND
- Estimate your total payment
- Generate and print the completed form – **ALL IN ONE PLACE!**

Applicants will need to complete the DD Form 1056, found at the end of the passport and visa handout, and send it along with the DS-11 or the DS-82 (must qualify, see four rules above). Once completed, forward both the DD-1056 and/or DS-11/82 along with two (2) passport photos, and your original birth certificate (DS-11) or most current passport respectively (which you'll get back) to the address listed below marked attention passport specialist and an official passport will be procured.

Department of Defense Education Activity
Attn: Passport Specialist
4040 N. Fairfax Dr.
Arlington, VA 22203-1634

NOTE: Make sure you sign & date the DS-11 only in front of an authorized passport acceptance agent qualified to execute your application at http://travel.state.gov/passport/services/agents/agents_889.html