

**DoDEA
Human Resources
Regional Service Center**

Ms. Virginia Penrod

DoDEA Headquarters was visited on June 4, 2010 by Ms. Virginia (Vee) Penrod. Ms. Penrod is the Acting Deputy Under Secretary of Defense for Military Communities and Family Policy (DUSD(MC&PP)) and direct report to Dr. Stanley, the Under Secretary of Defense for Personnel and Readiness.

Ms. Penrod received her Bachelor of Science Degree in Business Administration from Chapman College, she holds a Master of Business Administration Degree from Central Michigan University and a Master of Science, National Resource Strategy, National Defense University.

Find out more about OSD P& R Leaderships at <http://prhome.defense.gov/BIOS/>



NSPS Reminder

We converted from NSPS to GS on May 9th. Performance standards should be established with each employee within 30 days. If you haven't completed your standards, then you should do so today. The DoDEA form 791-1 is used to record your standards. These must be SMART objectives and may be the same or different standards from last year depending on your job and your work assignments. If you have any questions please contact Sandy Johnson in LMER at ext. 3806.

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Implementation of Automatic Enrollment in the Thrift Savings Plan

The Thrift Savings Plan Enhancement Act of 2009, Public Law 111-31, signed into law on June 22, 2009, authorized a number of changes to the Thrift Savings Plan (TSP). The next program feature to be introduced as part of this legislation is automatic enrollment in the TSP.



Beginning August 2010, newly hired and rehired civilian employees covered under the Federal Employees Retirement System (FERS) or the Civil Service Retirement System (CSRS) to include CSRS-Offset employees, will be automatically enrolled to contribute 3% of their basic pay into the Thrift Savings Plan. FERS employees will receive a 3% Agency Matching Contribution as well as the 1% Agency Automatic Contribution. (Note: The agency matches each of the first three percent equally – one percent each – and the next two percent at ½% each, but employees are encouraged to contribute as much as they can). Once an agency has automatically enrolled a newly hired or rehired employee, the participant will receive a Welcome Letter from the TSP along with a copy of form TSP-25, TSP Request for Automatic Enrollment Refund. Employees hired prior to the implementation will NOT be automatically enrolled.

Employees can terminate their automatic enrollment contributions at any time. To terminate their automatic enrollment employees will be required to complete form TSP-1, TSP Election Form. The Thrift Savings Plan Service Center is currently revising the election form. Additional information will be provided upon final implementing instructions issued by the TSP. For additional information on the Thrift Savings Plan visit the TSP website at www.tsp.gov.

Health-Care Reform

On March 23, 2010, President Obama signed into law the "Patient Protection and Affordable Care Act," Public Law 111-148. While some aspects of this law will not take effect until 2014, coverage of dependents until age 26 takes effect for the Federal Employees Health Benefits (FEHB) Program on January 1, 2011.

Children who will turn age 22 prior to the implementation of the new law can enroll in Temporary Continuation of Coverage (TCC) or convert to an individual policy offered by their plan until January 1, 2011, to avoid a lapse in coverage.

Employees enrolled under a Self Only plan wanting to provide coverage for dependent children who have already lost coverage should enroll in a Family plan during Open Season; adding the child; coverage becomes effective the first day of first full pay period in January 2011.

Employees with an existing family enrollment should notify their carrier to add eligible dependent (s) back on coverage until age 26.

Additional information will be published prior to the Open Season for Federal Benefits. You can learn more about the Health Reform Act by visiting OPM's website at <http://www.opm.gov/insure/health/reform/index.asp>.

Summer Travel Voucher

DoDEA Human Resources Directorate representatives met with representatives from Defense Finance and Accounting Service (DFAS) Columbus to discuss the processing of Permanent Change of Station (PCS) and Renewal Agreement Travel (RAT) vouchers and other related travel vouchers for educators in the field. As a result, several actions are being initiated to improve the processing of vouchers and resolve past issues.

The responsibilities of the DD-1351-2 Travel Voucher Reviewing Officials (RO) and Approving Officials (AO) were defined. All travel vouchers must be signed by a RO, who is usually the immediate supervisor of the traveler (for teachers, the Principal or Assistant Principal can sign as RO). If the voucher includes any claim for reimbursement not specified on the travel order, an AO must sign the claim before DFAS will reimburse claimants for those expenses. Expenses that must be approved by the AO will be documented in a guide that DFAS is creating to assist educators with filing travel vouchers. This guide will be available on the DFAS Web site, links will also be available in TOPS. We plan to make copies available to employees before they travel to ensure they retain all required receipts.

A listing of AOs who can approve travel claims will be sent to all districts and schools. The AO are DoDEA employees who knowledgeable of travel entitlements and encumber a responsible position in DoDEA. Key individuals in the Area and District Offices and individuals assigned to the Area Fiscal Staff, the Area HR Staff, and the District Budget Office will be appointed as AO's.



Summer LQA

The Department of State Standardized Regulations (DSSR) and DoD Manual 1400.25-M- Subchapter 1250, govern the authorization and payment of living quarters allowances. In accordance with Section 723.1 of the DSSR, the LQA grant authorized under section 130 of the DSSR shall be continued during the recess period immediately preceding the next school year for a teacher who is in a teaching position at the close of a school year and who agrees to serve as a teacher for the next school year. When a teacher is separating at the end of a school year or during the recess period, eligibility for allowances terminates on the teacher's last duty day. However, in order to allow teacher's some flexibility in arranging pack-out and port calls after the last day of the school year, DoD Manual 1400.25-M allows for the continuation of LQA/TQSA for up to 14 days after the end of the school year, or the date of departure, whichever is earlier, for a teacher to await authorized transportation. Additional information and Frequently Asked Questions on this subject are posted on our website at

<http://www.dodea.edu/offices/hr/resources/faqs/allowances.htm> or visit the Department of State to view the latest updates effective June 6, 2010 at http://aoprals.state.gov/content.asp?content_id=241&menu_id=89

Pacific 2010-2011 School Year Mission

Our mission will expand in the Pacific next school year, due to tour normalizations for Army soldiers and their families who are scheduled for assignment in Korea. We anticipate our student population to grow by 250-300 students next year, and eventually by the end state of tour normalizations we will have 20 to 22 new school facilities in Korea that will educate an estimated 17,000 - 18,000 additional students. We are working very closely with Army leaders in Korea to ensure that the right number of teachers, administrators, support staff, and facilities are in place to educate all students in Korea.

How to Obtain your DD-214

NPRC is working to make it easier for veterans with computers and Internet access to obtain copies of documents from their military files. Military veterans and the next of kin of deceased former military members may now use a new online military personnel records system to request documents. Other individuals with a need for documents must still complete the Standard Form 180, which can be downloaded from the online web site. Because the requester will be asked to supply all information essential for NPRC to process the request, delays that normally occur when NPRC has to ask veterans for additional information will be minimized. The new web-based application provides efficient service. <http://vetrecs.archives.gov/>

Italian Embassy

Policies of the Italian embassy are creating some challenges in processing Visa applications. The Embassy only allows submittal one week prior to anticipated entry into Italy. The processing of the Visa is the very close to the actual travel date or the date of arrival into Italy that the applicant enters on their Italian visa applications. This is the date the Army Passport and Visa Office is required to use by the Italian Embassy. (We ask, as a work around, that you bump-up your anticipated date of travel by a couple weeks on your application for visa. We then can get your passport with visa back to you in time to travel).

Please read the handbook before you start filling out your applications for passports/visas. DoDEA Headquarters can and will process your passports for visa. You will need to fill out the application for the visa and sign your passport and return all to Kim Glasoe at the address below.

A completed a DD-1056, must be completed for the application/s that a Visa is submit for. Washington, DC Requirements: http://www.esteri.it/visti/pdf/Domanda_e.pdf

Instructions for filling out the form can be found at:

<https://secureapp2.hqda.pentagon.mil/passportmatters/Passports/AFTrngHdbk/chap05.htm>

Also needed is a copy of all the following information;

- Color copy of your identification card;
- Copy of your marriage certificate; (one copy for the husband's application and a copy for the wife's application)
- Copy of the Italian visa application (link above);
- Copy of any children's birth certificate (if children are not the natural born children of parents requesting visa ask passport agent for an authorization form);
- Two additional official passport photos.

Any additional, (not attained by this office), dependent passports submitted must have a minimum Passport Validity for Visa Issuance: Fifteen (15) Months from time of entry into country.

* Orders must list names/relationship of dependents. Send your documents to: Department of Defense Education Activity, Attn: Passport Office, 4040 N. Fairfax Drive, Arlington, VA 22203.