

**DoDEA
Human Resources
Regional Service Center**

DoD Fitness Challenge

Physical fitness is a key to readiness. It is also one of the most effective tools available to maintaining a healthy lifestyle... and it's FUN!

So leap into fall with the Department of Defense (DoD) and join the DoD Fall Fitness Challenge. The Department is looking to register 1,500,000 hours of physical activity during the months of August, September, and October. You can be a part of the challenge, whether individually or as a part of a group, simply by logging into the President's Challenge website and **registering**. Then **start moving!**

Certificates of Achievement will be presented to DoD individuals or groups who log in at least 25 hours of physical activity from August 16th through October 31st, 2010 with special recognition to those three individuals and groups who log in the most hours over the two and a half month period.

Rules to Participate in the DoD "Leap Into Fall" Fitness Challenge:

Participants have the option to either register as an individual with NO Group affiliation OR join a Group. Participants must select ONE of those options for the DoD Fitness Challenge.

For those that are participating as a Group: If you are registering as a Group, assign one person from your group to be the Group Leader. The Group Leader registers the group and updates the group on their progress through the President's Challenge website at the following link: http://www.presidentschallenge.net/group_admin/register.aspx.

There are no limits to the number of participants in each group so **SPREAD THE WORD!** Challenges that contribute toward achieving the overall department goal will be announced on the DoD Worklife/Wellness website.

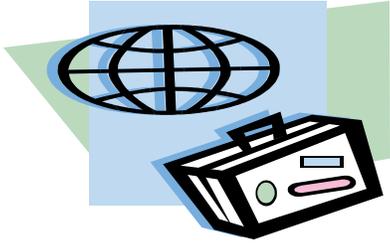


Have FUN! Challenge yourself and improve your physical health by incorporating physical activities into your daily routine. Whether you are walking, playing an active sport, gardening, or doing aerobics, keep track of the time spent in those activities. Each step counts toward achieving your individual and DoD goal!

DoD Fitness Challenge	1
Travel Order Processing System (TOPS)	2
Obligations to Exercise Prudence in Travel (FLTCIP) Qualified Relatives now include Same-Sex Partners	2
Federal Long Term Care Insurance Program (FLTCIP)	3
Employee Benefits Information System (EBIS)	3
Did You Know!	4



Travel Order Processing System (TOPS)



The Travel Order Processing System (TOPS) provides DoDEA employees with worldwide accessibility via the internet to create, submit, check the status, and print travel orders. Tops online can be accessed 24-hour a day and is direct line form the employee to the processor. The online system also provides a central location for making all required changes and updates to TOPS. Employees receive immediate notification of completed travel orders with a faster turnaround after processing.

Obligations to Exercise Prudence in Travel

When making reservations for travel the traveler must exercise the same care and regard for incurring expenses to be paid by the Government as would a prudent person traveling at personal expense. All receipts should be maintained as required by financial regulations. Receipts for individual expenses of \$75 or more including lodging receipts must be provided and submitted with your travel claim upon return. Travel should be by the scheduled transportation that most nearly coincides with the departure and arrival times needed to carry out the mission, Joint Travel Regulation, volume 2, paragraph C1058 (FTR 301-70.1)



Federal Long Term Care Insurance Program Qualified Relatives now include Same-Sex Partners

The Office of Personnel Management (OPM) announced on June 1, 2010, that final regulation was published in the Federal Register, adding a new section (5 CFR 875.213) expanding the definition of “[qualified relative](#)” to include same-sex domestic partners of eligible Federal and U.S. Postal Service employees and annuitants. Like all “qualified relatives,” same-sex domestic partners will be subject to full underwriting.

This only applies to coverage under the Federal Long Term Care Insurance Program. It does not apply to the Federal Employees Health Benefits Program (FEHB), Federal Employees Life Insurance Program (FEGLI), Federal Dental and Vision Program (FEDVIP) or the Flexible Spending Accounting Program (FSAFEDS).

Eligible employees or their same-sex domestic partner will need to provide documentation (a “declaration”) that they meet the definition of “domestic partnership.” Employees or their same-sex domestic partner must file the declaration with their employing agency. Annuitants or their same-sex domestic partner must file their declaration with their retirement system (OPM for most annuitants). To learn more read the special announcement on the DoDEA website at <http://www.dodea.edu/offices/hr/news/announcements.htm>

Federal Long Term Care Insurance Program (FLTCIP)

Long term care is care that you need if you can no longer perform activities of daily living without assistance due to a chronic illness, injury, disability, a severe cognitive impairment or the aging process. It is chronic care that you may need for the rest of your life. You can receive long term care in your own home, a nursing home or another long term care facility, such as an assisted living facility. Long term care is often confused with disability or short-term medical care.

Long term care is not:

- care that you receive in the hospital or your doctor's office
- care you need to get well from a sickness or an injury
- short-term rehabilitation from an accident
- recuperation from surgery

The FLTCIP offers insurance that helps cover the costs of certain long term care services. Most Federal employees are eligible to apply for coverage. If you are eligible for the FEHB Program you are eligible to apply for coverage under the FLTCIP, even if you are not enrolled in the FEHB Program. Retirees are eligible to apply. Spouses and adult children of eligible employees and retirees may also apply, as well as parents, parents-in-law, and stepparents of employees (but not of retirees).

You apply by completing an application found at www.ltcfeds.com or by calling 1-800-LTC-FEDS. You must pass a medical screening (called underwriting). Certain medical conditions, or combinations of conditions, will prevent some people from being approved for coverage. If you are a new or newly eligible employee, you (and your spouse, if applicable) have 60 days to apply using the abbreviated underwriting application, which asks fewer questions about your health. Open seasons for the FLTCIP are infrequent, but you don't have to wait for an open season – you may apply anytime using the full underwriting application.

To request an information kit and application, call 1-800-LTC-FEDS (1-800-582-3337) (TTY 1-800-843-3557) or visit www.ltcfeds.com.



Employee Benefits Information System (EBIS)

The Employee Benefits Information System (EBIS) is a secure web site which provides current civilian employees access to general benefits information. Employees are also able to electronically enroll or make changes to health and life insurance, the Thrift Savings Plan and receive retirement estimates. The use of EBIS eliminates the paperwork and ensures that your benefits and payroll deductions begin timely.

Additional features of EBIS are:

- Federal Employee Health Benefits (FEHB) Transactions
- Federal Employees Group Life Insurance (FGLI) Transactions
- Retirement Annuity Estimate Calculations
- Thrift Savings Plan (TSP) Transactions

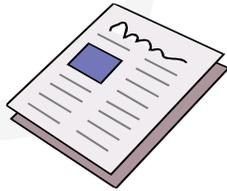


If you require additional assistance with making your election through EBIS, please contact your local Human Resources Representative, email the Defense Logistics Agency (DLA) Benefits at DHRC-DDoDHRBENEFITS@dla.mil or call DLA Benefits Team directly at 1-866-378-1171 or Toll Free (614)-692-0233.

Did You Know!

HR Advisor

The HR Advisor is a platform used to publish HR related articles and announcements for all DoDEA employees. If you have any articles that you would like published that may be beneficial to other employees, please email your articles to Katherine Wallace at: Katherine.Wallace@hq.dodea.edu



Government Operating Status

The Office of Personnel Management's website is an available resource for the current operating status of Government agencies in the event of adverse weather conditions that cause disruptions of Government operations and prevent significant numbers of employees in the Washington, DC, area from reporting for work on time or require agencies to close all or part of their activities at <http://www.opm.gov/status/> or call (202) 606-1800

Tops

The Travel Order Processing System (TOPS) provides DoDEA employees with worldwide accessibility via the internet to create, submit, check the status, and print travel orders. TOPS online can be accessed 24-hour a day and is a direct line from the employee to the processor. The online system also provides a central location for making all required changes and updates to TOPS. Employees receive immediate notification of completed travel orders with a faster turnaround after processing.



TQSA

The authorization and payment of TQSA is governed by the provisions of Chapter 120 of the Department of State Standardized Regulation and DoD Manual 1400.25-M, Subchapter 1250. An employee must be eligible for living quarters allowances to be authorized TQSA. Therefore, if you are not eligible for living quarters allowance, you are also not eligible for TQSA preceding final departure from the post regardless if your return to the United States is under the priority placement program (PPP).

