

The HR Advisor

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DoDEA Human Resources Regional Service Center

NSPS Update

The Department of Defense Education Activity (DoDEA) converted identified General Schedule employees to the National Security Personnel System (NSPS) on January 20, 2008. Our first NSPS performance cycle concluded on September 30, 2008. During October and November twelve DoDEA pay pool panels reviewed employee/rating official assessments and recommended ratings. The DoDEA Performance Review Authority, Dr. Shirley Miles approved the overall pay pool outcomes in early December and performance awards were effective January 4, 2009.

Number of Employees Rated	1887
Average Rating of Record	3.21
Average Share Assignment	2.36
Overall Share Value	2.0504%
Average Payout as % of Base Salary	4.76%

If you have any questions regarding NSPS, please email them to

DoDEA.NSPS.Inquiries@HQ.DoDEA.edu

On-line e-Training

E-training allows employees to develop their own customized training with OPM's new "GoLearn," a web-based learning management system. GoLearn offers extensive courseware libraries. When purchasing a library from OPM, you purchase several complete curricula each offering a block of classes. For instance, the Skill Soft Business Skills Library contains 15 curricula and 90 on-line classes in such areas as business mathematics, government charge cards, and multiple courses on planning, developing, and maintaining Microsoft Windows. The best part is that this training can be taken at your own pace and is reasonably priced. A library of multiple curricula is available for purchase for only \$36.75 per person, per year.

For more information on available courses and how to apply, visit OPM's website at: <http://www.golearn.gov/MaestroC/index.cfm?room=welcome&roomaction=welcome>.

If you have additional questions, please contact the Training Section at (703) 588-3801.

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Did You Know:

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

Continuance of Post Allowance Grant During Absence from Post

In accordance with the provisions of section 225 of the Department of State Standardized Regulations, the post allowance grant to an employee without family continues: a. while the employee remains in the country of assignment and b. while he/she is outside the country of assignment for short periods of absence (up to 30 consecutive calendar days). On the 31st day of absence, the grant is to be terminated.

The post allowance grant to an employee with family continues at the appropriate family size rate: a. while the employee and all members of the family are outside the country of assignment for short periods of absences (up to 30 consecutive calendar days). On the 31st day of absence the grant is to be terminated; b. while the employee is temporarily absent from the country of assignment under official duty orders and all members of the family remain in the country of assignment. On the 31st day of absence the family size will be reduced by one member; and c. for a period not in excess of 30 days while any or all members of the family are temporarily absent from the post and the employee remains in the country. On the 31st day any grant shall be reduced appropriately.

In addition, the post allowance grant shall be appropriately revised effective the date of change in the employee's family size (for example: reducing family size when a child reaches age 21 or adding to family size for a birth or adoption). It is the employee's responsibility to submit a revised SF-1190, Foreign Allowances Application and Grant, through the DoDEA Allowances Processing System (DAPS) to notify the HR Center of any required change to his/her post allowance grant.

If you would like to read more on post allowance you may access section 210 of the Department of State Standardized Regulations at: <http://aoprals.state.gov/> Please click on DSSR Table of Contents.

Temporary Quarters Subsistence Allowance (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).



Visa Waiver Program



Beginning January 12, 2009, International visitors to the U.S. from visa-waiver countries will need online approval before traveling to America. The Electronic System for Travel Authorization is a new U.S. government requirement intended to bolster security of the Visa Waiver Program, allowing foreign travelers to be screened before they depart their home country. If you would like to read more on the Visa Waiver Program, you may access information from the Department of Homeland Security web page at <http://www.dhs.gov/xtrvlsec/>

LQA Reconciliation

Living quarters allowance (LQA) for an eligible employee is initially authorized based on his/her annual rental lease agreement and an estimated amount for utilities. After one year in economy quarters, employees are required to reconcile their LQA expenses within 45 days after reaching the one-year anniversary. Employees should submit an SF-1190, "Foreign Allowances Application, Grant and Report," LQA Reconciliation Worksheet, and copies of bills/receipts for all utilities claimed for the entire first-year period to their servicing Customer Operations Team. Please note that if the receipts are in a foreign language, employees are required to identify in English on each receipt, the appropriate utility (e. g. electricity, water, garbage disposal, etc.).

Upon receipt of an employee's LQA reconciliation submission, actual LQA expenses will be compared to the amount of LQA that was authorized and paid for the first year in new quarters. If actual expenses exceeded the amount the employee was paid, the employee will be paid the difference up to the maximum allowable. If the actual expenses are less than the amount paid, the employee will be indebted for that overpayment. In either case, the employee's current LQA authorization will be adjusted to reflect actual expenses. No further reconciliation will be required for the same residence unless requested by the employee or by management.

LQA Upon Separation or Transfer

The Department of State Standardized Regulations and the Department of Defense Manual 1400.25-M governs authorization and payment of allowances. When an employee is separated while assigned to a post at which an LQA has been granted, the grant shall terminate at the end of the last day of his/her employment. When an educator separates, eligibility for allowances terminates on the teacher's last duty date. As an alternative, temporary quarters subsistence allowance (TQSA) may be paid for a period not in excess of one month prior to final departure from the post. In order to allow teachers some flexibility in arranging pack-out and port calls prior to their last day of employment, DoD Manual 1400.25-M allows for the continuation of either LQA or TQSA for up to 14 days, or the date of departure, whichever is earlier, for a teacher to await authorized transportation, if appropriate documentation is provided by the transportation office. The intent is to allow educators some flexibility in arranging pack-out days and port calls after the end of the school year. Therefore, as long as the educator submits a request for the continuation of LQA or TQSA for 14 days or less after the last day of the school year, the extension of allowances may be authorized through the date of departure.

When an employee is transferred from a post where an LQA has been granted, the grant shall terminate as of the following dates, whichever is earliest: a. the date immediately preceding the effective date of the employee's predeparture temporary quarters subsistence allowance grant, except that the agency head may continue LQA for a period of five days following commencement of the temporary quarters subsistence allowance grant if a determination is made that it is necessary for the employee to vacate existing quarters in order to meet lease requirements for cleaning and repair; b. the date the employee commences travel under the transfer, or combined leave and transfer order; or c. the effective date of transfer, when no travel by the employee under the transfer is involved.

In order to avoid any unnecessary overpayment of LQA, employees separating or transferring are reminded that it will be necessary to promptly submit a request to terminate his/her LQA through the DAPS on line system.

If you have any questions concerning LQA reconciliation, please contact either the Pacific's Customer Operation's Team at 703-588-3985 or Europe's Customer Operations Team at 703-588-3984.



Department of Defense Pilot for Enterprise Staffing Solutions

In an effort to achieve the Civilian Human Capital Strategic Plan goals, the Office of the Secretary of Defense, Civilian Personnel Management Services (CPMS), and DoD components are launching a 6-month pilot of an enterprise-wide initiative designed to replace legacy systems and improve DoD's civilian hiring process. The vision of this initiative, known as DoDESS, is to streamline and standardize recruitment and hiring processes across DoD and provide a state-of-the-art automated solution to improve quality and performance. DoDESS will ultimately enable hiring managers and human resources professionals to work together to find the right person, with the right skills for the right job, in order to support the DoD mission.

DoD is working to combine process improvement with technology, utilizing a new software-as-a-service model delivered by Avue Technologies, a corporation that has been providing human capital management services to Federal agencies for more than 20 years. Implementing the DoDESS pilot is a large scale, complex undertaking with many moving parts and unique challenges. DoD Components, along with CPMS, are working hard to overcome many pilot implementation challenges: training, communication, change management, and a myriad of information security requirements inherent in the use of a private industry software-as-a-service product. The pilot and plans for full deployment across DoD are contingent on meeting these many challenges. A public web site off the main CPMS homepage will be forthcoming.



MyBiz & MyWorkplace

MyBiz and MyWorkplace are important tools for employees and supervisors. Not only are they the key for the National Security Personnel System (NSPS), they also give employees and supervisors access to valuable human resources data. Employees can use MyBiz to view specific personal and position data on themselves, as well as to update certain data elements such as ethnicity, disability status, foreign language proficiency, email address, and emergency contact information. MyWorkplace allows managers and supervisors to see key information on the positions they supervise. Together, both systems give employees and supervisors under NSPS the ability to create and update performance appraisal information. Employees will be able to view and print SF-50 transactions in MyBiz. Over time, more functionality will be added to MyBiz, giving employees even more access to their personal information while ultimately empowering employees to initiate certain personnel actions for themselves.

To adhere to DoD IT security policies, the Defense Civilian Personnel Data System (including MyBiz and MyWorkplace) is now Common Access Card (CAC) enabled. This means you need your CAC card and personal identification number (PIN) to access MyBiz/MyWorkplace and you must access the system from a DoDEA computer. All employees are encouraged to access MyBiz and update their ethnicity, disability status, emergency contact information, email address, and foreign language proficiency.

For more assistance on new user registration or how to navigate MyBiz and MyWorkplace after registration, go to: <http://www.dodea.edu/offices/hr/news/documents/CACRegistrationforMyBizUsers.pdf>.

