

**DoDEA
Human Resources
Regional Service Center**

NSPS Connect

Throughout the implementation of the National Security Personnel System (NSPS), a wide variety of learning materials have been developed to support employees, managers, supervisors, HR practitioners, and DoD senior leaders.

NSPS Connect is a one-stop source for NSPS learning materials, resources and tools. A shortcut for NSPS Connect has been added to the main menu of the NSPS home page, and is featured at: <http://www.cpms.osd.mil/nsps/nspsconnect>.

NSPS is a comprehensive web page that organizes learning materials in three ways for easy access to products. Materials are organized by the following:

- **Role:** Products are organized for the employee, manager/supervisor/pay pool administrator/official, and HR practitioner.
- **Topic:** Web users can access learning products under topics such as classification, compensation and pay setting, performance management, pay pools, and staffing and employment.
- **Category:** Web users can access learning products by categories such as external links, resources & tools, and training.

Through a vast array of neatly organized links and sub-links, users can quickly access products such as tip sheets, fact sheets, worksheets, brochures, NSPS training courses, user guides and automated tools. The “Spotlight” box on the NSPS Connect page informs the web user when new materials are posted.

The web page was developed based on feedback from key stakeholders and was tested among various key stakeholder groups for product usability.

NSPS Connect button that is built into the main menu of the NSPS home page or via the presently featured NSPS home page article.

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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/>

Principals of Ethical Conduct

Public service is a public trust. To ensure that every citizen can have complete confidence in the integrity of the Government, each employee shall respect and adhere to the principles of ethical conduct stated below and in implementing standards contained in 5 C.F.R. 2635 and in the Joint Ethics Regulation, DoD 5500.7-R. The following general principles apply to every employee.

- 1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- 2) Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- 3) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- 4) An employee shall not, except as permitted by subpart B of 5 CFR 2635, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- 5) Employees shall put forth honest effort in the performance of their duties.
- 6) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- 7) Employees shall not use public office for private gain.
- 8) Employees shall act impartially and not give preferential treatment to any private organization or individual.
- 9) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- 10) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- 11) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- 12) Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those-such as Federal, State, or local taxes-that are imposed by law.
- 13) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- 14) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in this part. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.



Summer LQA



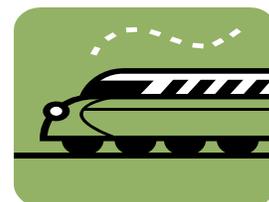
The Department of State Standardized Regulations (DSSR) and DoD Manual 1400.25-M- Subchapter 1250, govern the authorization and payment of living quarters allowances. In accordance with Section 723.1 of the DSSR, the LQA grant authorized under section 130 of the DSSR shall be continued during the recess 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>.

Obligation 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)

When making reservations please consider the following :

- Is this TDY trip necessary and will the number of travelers be appropriate for the mission?
- Is the mode of travel (vehicle and route) the most advantageous to the government?
- Is a rental car needed and are there additional travelers going to the same TDY site that could accompany you?
- Lodging above per diem will be authorized only after careful consideration.
- Upgrades for flights, premium class travel (first and business class), **Must not**, result in an increase, in cost to the government, unless specifically approved in advance.



Did You Know!

Presidential Retirement Letter Update

There will be no Presidential Retirement cards issued. Individuals retiring with at least 30 or more years of service will receive a Presidential letter.

To Request the Presidential letter the following information is needed 30 days in advance of the requested date.

- Name
- Grade
- Years of service
- Home address
- Organization
- Disposition Instructions
- Date requested (date the Presidential Letter is needed)

This information should go through your servicing HR Specialist to HQ LMER (jeannette.euille@hq.dodea.edu). The information will then be put in proper format for the Deputy Director's signature and forwarded to Washington Headquarters Service (WHS).

Summer Storage of Household goods in Lieu of Living Quarters Allowance

The storage of household goods between school years may be authorized for DoDDS employees on a school-year basis if the DoDDS employee is employed at the close of a school year and agrees, in writing, to teach the next school year; storage period is for a minimum of 1 month but does not exceed the recess period between the 2 school years. Storage is in lieu of Government quarters or a quarters allowance. A request for travel orders authorizing the summer storage of household goods in lieu of LQA, may be submitted through the Travel Order Processing System (TOPS). To read more on this authorization, you may access paragraph C5195-C of the Joint Travel Regulations, Volume 2 at:

[http://www.defensetravel.dod.mil/perdiem/jtr\(ch1-7\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(ch1-7).pdf)



Household Goods Transportation

The worldwide maximum weight of household goods (HHG) that may be transported and/or stored at Government expense in conjunction with permanent duty travel is 18,000 pounds net weight for each employee. The maximum weight allowance includes HHG shipped, unaccompanied baggage, HHG in non-temporary storage and prior shipments. The weight of HHG shipped to the employee's actual place of residence in conjunction with the early return of a dependent or HHG withdrawn from NTS with movement to the employee's actual place of residence or alternate will be counted against the employee's total HHG weight allowance when separating from OCONUS service. Employees are responsible for overweight charges and will receive notification. In general, household goods are those items associated with the home and all personal effects belonging to an employee and dependents on the employee's effective date of transfer or appointment that legally may be accepted and transported by a commercial HHG carrier. If you would like to read more on what items are included and what items are not included as household goods, please see the definition of "household goods" in Appendix A of the Joint Travel Regulations, Volume 2, at [http://www.defensetravel.dod.mil/perdiem/jtr\(aa-au\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(aa-au).pdf)

