

The HR Advisor

Volume 2, Issue 9

September 2009

DoDEA Human Resources Regional Service Center

Welcome Back!

The Department of Defense Education Activity (DoDEA), Human Resources Regional Service Center would like to formally welcome all of you to the 2009-2010 School year. We are glad to have you back and look forward to an exciting school year. The Human Resources Service Center would like you to know that we are available to assist you with any Human Resource related questions you may have. School level employees should seek assistance from the school secretary or school administrator. Each district is serviced by a senior human resource specialist for guidance and help to all employees in that district. Also, the DoDEA website is a useful tool for information on what's new at DoDEA and it provides you with links to all of your personnel matters. The following contact information will reach specialists at HQ DoDEA and the Area Offices.:

Human Resource Hotline

For general HR related questions call the HR Hotline at (703) 588-3800, DSN 425-3800 or email to personnelhelpline@hq.dodea.edu

Benefits

For questions concerning benefits contact your local Human Resources Representative, email the benefits Unit at Benefits@hq.dodea.edu or call the Benefits Unit directly at (703) 588-3981, DSN 425-3981

LMER

For questions concerning Labor Management and Employee Relations contact your area LMER Branch or the LMER section at HQ DoDEA at (703) 588-3990, or DSN 425-3990

Licensure Unit

For questions concerning Certification contact the Licensure Unit at (703) 588-3898, DSN 425-3898

Staffing

For staffing and recruitment questions contact your area HR Staffing Branch or the Staffing Unit at HQ DoDEA at (703) 588-3934, DSN 425-3934, or email Recruitment@hq.dodea.edu

NSPS

Email NSPS questions to DoDEA.NSPS.Inquires@HQ.DoDEA.edu

Field Offices

DoDDS-Europe

Area Office 338-7706/(49)6113807706

DoDDS-EPersonnelDivision@eu.dodea.edu

Bavaria HR 338-7538/(49)6113807538

Bavaria.HR.Team@eu.dodea.edu

Heidelberg HR 338-7537/(49)6113807537

Welcome Back!	1
Welcome Back! - cont.	2
Combined Federal Campaign (CFC)	2
Separate Maintenance Allowance (SMA)	2
Incentive Award	3
Scheduling "Use or Lose" Annual Leave for Employees Not Affected By BRAC	3
HR Advisor Newsletter	3
Miscellaneous Expense Allowance	4
Did You Know!	4



Welcome Back! - cont.

Heidelberg.HR_Team@eu.dodea.edu

Kaiserslautern HR 338-7534/(49)6113807534

Kaiserslautern.HR_Team@eu.dodea.edu

Isles HR 338-7373/(49)6113807373

Isles.HR_Team@eu.dodea.edu

Mediterranean HR 338-7537/(49)6113807537

FAX 338-7122/(49)611-380-7122

med.hr@eu.dodea.edu

DoDDS-Pacific

Guam HR 644-5941/(81)6117-44-5941

GuamHR@pac.dodea.edu

Japan HR 644-5860/(81)6117-44-5860

JapanHR@pac.dodea.edu

Korea HR 644-5854/(81)6117-44-5854

KoreaHR@pac.dodea.edu

Okinawa HR 644-5800/(81)6117-44-5800

OkinawaHR@pac.dodea.edu

DDESS

DDESS HR (678)364-8066 or (678)364-8009

DDESSSCHR@am.dodea.edu

Combined Federal Campaign (CFC)

What is the CFC?

The Combined Federal Campaign (CFC) is an annual fundraising drive conducted by Federal employees in their workplace each fall. The mission of the CFC is to promote and support charities through an employee focused program that allows Federal employees the opportunity to improve the quality of life effectively and cost-efficiently. The CFC is organized into more than 300 independent geographic campaigns that provide aid locally, nationally, as well as internationally to those in need.

Background

The CFC has been active for over 40 years. In 1961, President Kennedy initiated a formal national giving program for Federal workers. Since the program has been initiated, the CFC has become the nation's leading workplace giving program.

DoDEA's CFC campaign will run from September 29, 2009 until November 25, 2009. Contributions will be accepted until the close of the CFC Federal Campaign on December 15, 2009. Please contribute to the CFC and make a difference in someone's life.

For additional information on the CFC, contact your local CFC representative



Incentive Award

What is an incentive award?

There are four types of awards that have a monetary component: Supervisory Cash Award, Special Act Award, Suggestions and Teacher/Principal Awards. Time Off Award, Service Award, Honorary and other non-monetary awards are given as well. Incentive awards may not be granted in the place of Performance Awards, do not increase an employee's base pay and are subject to the withholding of income taxes. A time-off award granted shall not be converted to a cash payment under any circumstances. An award can not be given to another person outside of that office.

What justifies an incentive award?

An accomplishment in the public interest connected with official employment, which contributes to the efficiency, economy, or other improvement of Government operations or reduces paperwork significantly.

Who prepares the award?

After proper signature, the award request is forwarded to the area Labor Management and Employee Relations (LMER) Section. Please contact your servicing LMER for further information.



Scheduling “Use or Lose” Annual Leave for Employees Not Affected By BRAC

The maximum amount of annual leave that may be accumulated and carried from one year to the next is 30 days or the amount to the employee's credit at the beginning of the leave year, whichever is greater. Some current and former employees in the overseas area may be entitled to carry over a greater number of days. Leave in excess of the limitation is automatically forfeited at the end of the 2009 leave year. The end of the leave year is January 2, 2010, therefore, all use or lose leave must be used by then. However, forfeited annual leave may be restored under the following conditions:

- Leave must have been requested and approved in writing at least three pay periods before the end of the leave year (NLT November 21, 2009)
- Leave was canceled by the employee's supervisor for such reasons as exigencies of public business or illness.

To meet this requirement, an OPM 71, “Application for Leave,” must have been submitted before November 21, 2009.

Supervisors should remind employees who have use or lose annual leave of the scheduling prerequisite to ensure that the deadline is met. Failure to schedule or take leave for the convenience of the employee is not an acceptable reason to permit restoration. Although it is anticipated that some employees may be unable to take leave due to an exigency of the public business, leave requests must be submitted, approved and disapproved to preclude forfeiture.

If you have any questions, please contact the Labor Management and Employee Relations Section at (703) 588-3990.

Miscellaneous Expense Allowance

The Department of State Standardized Regulations (DSSR) and the Joint Travel Regulations (JTR), Volume 2, authorizes a miscellaneous expense allowance (MEA) to reimburse various costs in connection with a permanent change of station residence relocation. Section 240 of the DSSR authorizes MEA for new appointees performing first duty station travel to a foreign post. Chapter 5, Part G, of the JTR authorizes reimbursement for MEA for employees transferring on permanent change of station (PCS) or Temporary Change of Station (TCS) travel. The MEA for employees transferring are claimed on the "Travel Voucher or Subvoucher", DD Form 1351-2. Reimbursement for MEA for new appointees on first duty station travel to a foreign post are claimed on the "Foreign Allowances Application, Grant and Report", SF-1190.

Employees may elect to claim a flat amount at the current rate of either \$500 (without dependents) or \$1,000 (with dependents) for allowable miscellaneous expenses without receipts or itemized statements. The authorizing official may approve a higher amount in excess of the flat rate if the claim is supported by evidence of expenses incurred and the total amount does not exceed: (1) one week's salary if the employee is without dependents or one week's salary for an employee at GS-13, step 10, whichever is the lesser amount, or (2) two weeks' salary if the employee is with dependents or two weeks' salary for an employee at GS-13, step 10, whichever is the lesser amount. Examples of reimbursable costs include: disconnecting/connecting appliances, equipment and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion); cutting and fitting rugs, draperies and curtains moved from one residence to another; non-refundable utility fees/deposits; automobile registration and driver's license; shipment and/or required quarantine of pet(s); and rental agent's fee incurred for living quarters in a foreign area that are not offset by an eventual refund provided the fees were not authorized as an allowable living quarters allowance expense.

Did You Know!

Separate Maintenance Allowance (SMA)

Separate Maintenance Allowance (SMA) is one of the cost of living allowances outlined in section 260 of the Department of State Standardized Regulations (DSSR). SMA is designed to assist an eligible employee who is compelled by reasons of dangerous, notably unhealthful or excessively adverse living conditions at the foreign post of assignment, or for the convenience of the Government, or because of family considerations, to defray the additional expense of maintaining family members at another location. Voluntary SMA may be paid when family members may go to a foreign post, but opt not to for personal reasons such as career, educational or medical needs. Children lose eligibility for voluntary SMA when they turn 18, unless they are still attending secondary school (e.g., high school). Involuntary SMA may be paid when family members are prohibited from residing at the foreign post. Children are eligible for Involuntary SMA until they reach 21 years of age. An employee who is receiving SMA on behalf of a member of family generally is not eligible for other allowances or benefits under the DSSR on behalf of that member of family. If you would like to read more on SMA, you may access section 260 of the DSSR at: <http://aoprals.state.gov/>

HR Advisor Newsletter

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 Latonya Boose at: Latonya.Boose@hq.dodea.edu

