

The HR Advisor

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DoDEA
Human Resources
Regional Service Center

DoDEA GS Employees Convert to NSPS

On January 20, 2008, approximately 2,800 DoDEA General Schedule employees, excluding those assigned to the Domestic Dependent Elementary and Secondary Schools (DDESS), converted to the DoD National Security Personnel System (NSPS). Based on each employee's permanent position of record, employees were converted to their appropriate NSPS career group, occupational code, pay schedule, and pay band. The conversion occurred via an automated process that is prescribed in the DoD Implementing Issuances DOD 1400.25-M, SC1911, Subchapter 1911, "Conversion into NSPS." Employees will receive a SF 50, "Notification of Personnel Action," as their official notice of NSPS conversion in February 2008.



Pay for Performance

2008 Salary Increases

2008 GS Salary Tables

The President has signed an Executive order to implement the January 2008 pay adjustments for the General Schedule (GS) pay system and other selected pay systems and schedules.

The Executive order authorizes a 2.5 percent across-the-board increase for the statutory pay systems under the provisions of 5 U.S.C. 5303 and locality pay increases costing approximately 1.0 percent of payroll under 5 U.S.C. 5304, reflecting the overall average pay increase of 3.5 percent required by section 740 of Division D of the Consolidated Appropriations Act, 2008. The U.S. Office of Personnel Management posted the 2008 salary tables on (OPM's) Website at <http://www.opm.gov/oca/08tables/index.asp>. The 2008 pay rates became effective on the pay period beginning January 6, 2008.

2008 NSPS Pay Schedules

The Department of Defense has issued the new 2008 NSPS pay schedules, effective January 6, 2008. The new schedules reflect a 1.5% increase to the pay band minimums and a 2.5% increase to pay band maximums, as well as updated Standard Local Market Supplement percentages, which are based on the 2008 General Schedule locality pay percentages. The new 2008 NSPS pay schedules are located at <http://www.cpms.osd.mil/wage/>

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**Transfer Program
Announced!**

**Teacher Deadline
to Apply: Feb 15**

Round 1: March 3

Round 2: TBD

**Check the DoDEA
Website for the
announcement!**

MyBiz and MyWorkplace

The Defense Civilian Personnel System (DCPDS) consists of several modules used by Human Resource Management Specialists to process employment actions. Two additional modules, MyBiz, which allows employees to access and update certain information within their record and MyWorkplace, a supervisor's area, are now available for access by DoDEA staff. Access is available through a recently added "portal" using the Common Access Card (CAC) and the associated PIN number to login. The CAC and portal provide employees a simple, but secure method for accessing information.

In the near future, employees will receive documentation that provides direction on how to connect to DCPDS through the portal. Employees will do a one-time registration of their CAC card, which will allow them access to their personal record in MyBiz, and for future access into MyBiz or MyWorkplace they will be required to insert their CAC, click on the link to DCPDS, and type in their PIN. After their access is verified, employees will be able to access their records.

MyBiz and MyWorkplace are important for several reasons. Not only are they the key for the National Security Personnel System (NSPS), but they also

give employees and supervisors more access to pertinent information. Employees and Supervisors under NSPS will create and update performance appraisal information through these systems. Additionally, all employees will have access to update their Ethnicity, Disability Status, Foreign Language Proficiency, email address, and Emergency Contact Information. Over time, more functionality will be added to MyBiz, giving employees more access to their information.

Look for more information on CAC cards, MyBiz, and My Workplace in future newsletter articles!

Your electronic W2 for 2007 is available on myPay



The Defense Finance and Accounting Service (DFAS) is distributing W-2 tax statements electronically through myPay. DFAS customers with myPay access will be able to retrieve their W-2 tax statements at <https://mypay.dfas.mil/mypay.aspx>.

Employees who elected hardcopy distribution of their W-2 last year will continue to receive their statement in the mail unless they subsequently elected to receive an electronic W-2 tax statement.

If you have questions concerning your W-2 tax statement, please contact the

2008 TSP Limits Remain Unchanged

During calendar year 2008, employees may contribute up to \$15,500 to their Thrift Savings Plan (TSP) account, with taxes on earnings deferred. This amount remains the same as in 2007. Those age 50 or older who will contribute the maximum elective deferral limit may make an additional "catch-up" TSP contribution of up to \$5,000. This limit is also unchanged. If you do not increase or decrease your regular TSP contribu-

tion, the payroll office will continue to make payroll deductions for you at the level you previously established.

If you were making "catch-up" contributions in 2007, those elections do not continue. You must make a "catch-up" contribution election each calendar year. To adjust your TSP contributions for 2008, you may access the Employee Benefits Information System (EBIS) at <https://hq-w3.dodea.edu>

If you need further assistance with making your election through EBIS, please 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 or DSN 425-3981.



Restoration of Annual Leave

An agency may restore annual leave that would be lost if the agency determines that an exigency (work situation requiring immediate action) of the service exists, if the employee is ill or if the agency makes an administrative error that causes the loss of annual leave otherwise accruable. Leave restoration in these instances is only possible if the leave was scheduled in advance. The leave must have been rescheduled and approved in writing before the start of the third pay period before the end of the leave year. To restore annual leave, employees must submit DS Form 5507, "Request for Res-

toration of Forfeited Annual Leave", to the Human Resources Regional Service Center, Labor, Management and Employee Relations (LMER) Section.

In addition, employees at installations closing or realigning pursuant to the Defense Base Closure and Realignment Act (BRAC) of 2005 will have excess leave restored whether or not such leave was scheduled. When DoD closes BRAC designated bases, it is an exigency of the service per-

mitting employees to carry over use-or-lose leave without meeting the criteria for restoration.

Employees must use their leave within two years after the end of the calendar year in which the leave is restored unless there is an extended exigency under OPM rules as defined in 5 CFR, Section 630.309. If you have any questions about restoring your annual leave, please contact the LMER Section at 703-588-3990, or DSN 425-3990.



More time to play

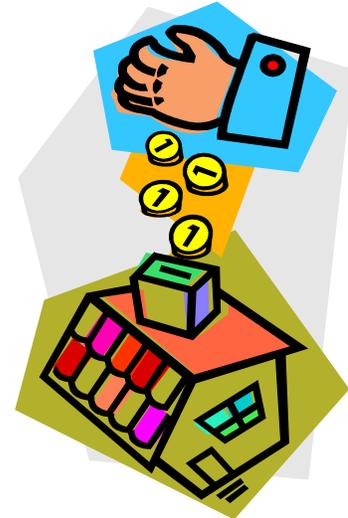
LQA Reconciliation

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.

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.



A CHANGE IN DOD TRAINING FORM

Effective immediately, all training will be documented on an SF 182, "Authorization, Agreement, and Certification of Training," dated December 2006, instead of the SF 1556.

The SF 182 is available on the DoDEA website <http://www.dodea.edu/offices/hr/employees/training/default.htm>

For further information, call the Training Section at 703-588-3910.

Waivers of Erroneous Overpayment: Did you know...

...An application for waiver of erroneous overpayment must be received by DoDEA, Human Resources Regional Servicing Center, Classification and Compensation Section, 4040 North Fairfax Drive, Arlington, VA 22203 within 3 years following the date on which the erroneous payment was discovered.

...To apply for a waiver of erroneous overpayment, the employee must agree to the validity of the debt, otherwise, the request for waiver is returned without action until the amount of the indebtedness is resolved.

...The Director, DoDEA, has the authority to waive a debt in any amount under \$1,500. If the amount of the debt is \$1,500 or higher, the Director makes a recommendation to the Defense Office of Hearings and Appeals who has final authority to waive or deny the indebtedness.

Any questions you may have regarding Waivers of Erroneous Overpayment can be forwarded to Ms. Dixie Cansler via email at Dixie.Cansler@hq.dodea.edu.

Adding Teaching Categories

Did you know that you can add teaching categories to your current DoDEA Certificate at any time provided you meet eligibility requirements? A listing of "Teaching Categories and Requirements" can be found at www.dodea.edu/offices/hr/categories/default.htm.

To add a teaching category(ies) to your current DoDEA certificate, you must submit a "Worksheet for Certification/Recertification" and check block A, "Certification, Add Endorsements." Fax your request, complete with official transcripts, to (703) 588-5379 or mail your request directly to the Department of Defense Education Activity, Licensure Unit, 4040 North Fairfax Drive, Arlington

VA 22203-1634.

If you have questions concerning Certification, please contact the Licensure Unit at (703) 588-3898 or DSN 425-3898.

Licensure Unit
District Assignments

Chief, Patty Lesjak Davis

Jesse Jones: Isles, Kaiserslautern, Mediterranean, Belgium, and Netherlands

Margaret Coppedge: Heidelberg, Bavaria, Puerto Rico, and Cuba

Russell Collins: Japan, Okinawa, Korea, and Guam

Donna Preston: All DDESS Districts, except Puerto Rico

