

The HR Advisor

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DoDEA
Human Resources
Regional Service Center

NSPS Tool Box

DoDEA successfully converted to the National Security Personnel System (NSPS) on January 20, 2008. The next step for all employees and supervisors is to create a NSPS performance plan in the Performance Appraisal Application (PAA) tool accessible through MyBiz/MyWorkplace. All NSPS employees are required to have their performance plans established and approved NLT 30 days after conversion to NSPS. MyBiz/MyWorkplace and the PAA are now Common Access Card (CAC) enabled and requires a CAC card for access.

CAC registration instructions, MyBiz access information, the MyBiz tutorial, and a guide to *Creating a Performance Plan* in the PAA version 2 are found on the Human Resources Web page (<http://www.dodea.edu/offices/hr/>) under the NSPS dropdown located at the top of the HR page. Within the PAA, online help features are available through *Need help?* on the PAA screen to provide assistance in navigating the PAA tool.

NSPS Toolbox - http://www.dodea.edu/employees/docs/nsps_resource_toolbox.pdf

NSPS OFFICIAL WEB SITE - <http://www.cpms.osd.mil/nsps/>

Email NSPS Questions to - DoDEA.NSPS.Inquiries@HQ.DoDEA.edu



Performance Objectives

The NSPS performance management system promotes a performance culture in which performance and contributions of the workforce are recognized and rewarded. Job objectives are used as a way for managers/supervisors to communicate the major work that needs to be accomplished and are linked to the mission or goals of the organization. When writing job objectives, focus on results and describe an expected outcome. The supervisor and employee gain a shared understanding of what is expected and should be appropriate for the employee's salary level, pay schedule, and pay band. It is best to have three to five job objectives. Managers/supervisors must be assigned at least one job objective that directly addresses their Supervisory roles. Job objectives should be written in the SMART format.

SMART

- **S - Specific** means that an observable action, behavior, or achievement is described. The job objective should be specific about the result, not the way it is achieved.
- **M - Measurable** (observable or verifiable) means that a method or procedure must exist to assess and record the quality of the outcomes.
- **A - Aligned** means drawing a line of sight between job objectives throughout the organization so that all are working toward the same goal.
- **R - Realistic/Relevant:** *Realistic* means the achievement of a job objective is something an employee or a team can do to support a work-unit goal. *Relevant* implies that the job objective is important to the employee and the organization.
- **T - Timed** (or timely, time-bound) means there is a point in time when the job objective will start or when it will be completed.

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Announcements

All NSPS employees are required to have their performance plans established and approved not later than February 19, 2008.

For more information regarding writing SMART job objectives visit: <http://www.cpms.osd.mil/nsps/iSuccess/>

HR Advisor is available online at <http://www.dodea.edu/offices/hr/news/advisor.htm>

Weingarten Rights

In 1975, the U.S. Supreme Court heard a case (NLRB vs. Weingarten, Inc. 420 U.S. 251, 88 LRRM 2689) which resulted in the granting of the right of employees to have union representation at investigatory interviews. These rights are called the *Weingarten* rights.

The Weingarten rights are only granted during investigatory interviews with an employee to obtain information which could be used as a basis for discipline. To exercise this right an employee must reasonably believe that the interview may result in disciplinary action against them.

There are three rules that apply under *Weingarten* when an investigatory interview takes place.

Rule 1: The employee must make a clear request for union representation before or at any time during the interview. The employee cannot be punished for making this request.

Rule 2: After the employee makes the request, the employer must choose among three options. The employer must either:

Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee; or

Deny the request and end the interview immediately; or

Give the employee a choice of (1) having the interview without representation or (2) ending the interview.

Rule 3: If the employer denies the request for union representation, and continues to ask questions, it commits an unfair labor practice and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

DoD Global War on Terrorism (GWOT) Medal for Civilian Employees

The Secretary of Defense has created a new medal for Department of Defense (DoD) civilian employees who, while abroad, directly support the Armed Forces in operations to combat terrorism. A description of the medal is below.

Front: The statue of freedom represents the ultimate goal of operations in support of the GWOT. Laurel branches symbolize honor and achievement. Five stars allude to the military services, and the triangle, a traditional symbol of civilian service, denotes support. Spears enclose and defend "Freedom" and allude to support for military service.

Back: The disc represents a globe, with arrowheads suggesting danger and terrorism may develop anywhere. The polestar, an ancient symbol of navigation, denotes direction, preparation, and planning.

Ribbon: Medium blue - color associated with the DoD. Gold - excellence and achievement. Black and red symbolize the threat and danger of terrorism. Red, white, and blue are for patriotism and the love of freedom.

The medal is intended for DoD employees who, on or after September 11, 2001, participated abroad in direct support of a U.S. military GWOT operation in a location designated as a combat zone. Direct support must have been 30 consecutive days (or the full period when an operation is less than 30 days), or 60 non-consecutive days, or entailed the medical evacuation or death of the employee, regardless of total time served in the operation. Eligible operations are proposed to be any military operation approved for award of the GWOT Expeditionary Medal for military personnel. Personnel who performed their GWOT service within the United States are not eligible for the medal. To receive the medal, eligible employees must submit a record of the dates of direct service to DoDEA Human Resource Center, attention: Labor Management/Employee Relations (LMER) Section. If you have any questions, please contact an LMER Specialist at (703) 588-3990.

How to Obtain your DD-214 -From the National Personnel Record Center



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/>

Educational Travel

Educational Travel may be authorized for dependents of employees who are eligible for a living quarter's allowance. This allowance permits one round trip annually between school and the foreign post of assignment for dependents who are under the age of 23 and attending a college, university, technical or vocational school on a full time basis. This benefit is primarily intended to reunite a full-time student attending a college, technical or vocational school with the employee serving the U.S. Government in the foreign area. Requests for educational travel are submitted in advance of the proposed date of travel through the Travel Order Processing System (TOPS) on line. Additional information on Educational Travel is available from the Department of State's web page at the following address:

http://aoprals.state.gov/content.asp?content_id=250&menu_id=81



Thrift Investment Board Seeks to Limit TSP Interfund Transfers



The TSP is a retirement savings and investment plan. Investment choices should be made with a long-term objective based on a participant's time horizon. Less than 1% of participants made more than 1 interfund transfer in 2007, however, once TSP moved to the new daily valued system, a very small number of TSP participants are engaging in frequent trading. Frequent trading activity results in additional fund trading expenses that are borne by *all* participants in the fund (not just those who are making interfund transfers), and can negatively impact returns.

As a result, the Federal Retirement Thrift Investment Board recently published in the Federal Register Vol. 72, No. 247, Thursday, December 27, 2007 an interim rule, effective January 7, 2008, to prevent excessive interfund trading.

The Thrift Savings Plan will implement restrictions on the number of interfund transfers a participant can make per month in order to curb frequent trading and its associated costs to TSP participants. Participants can make two (2) interfund transfers per calendar month. After that, they may only move money from the Fixed Income Index Investment (F) Fund, the Common Stock Index Investment (C) Fund, the Small Capitalization Stock Index Investment (S) Fund, the International Stock Index Investment (I) Fund, and the L Funds to the G Fund.

The interfund transfer restrictions do *not* apply to contribution allocation requests. Additional information is available at www.tsp.gov.

Renewal Agreement Travel (RAT) Orders

It is that time of the year for educators who are eligible for RAT this summer to submit their request for travel orders. If you have not already done so, and intend to travel back to the United States this summer, you should submit your request for RAT now through the Travel Order Processing System (TOPS) at <https://webapps.dodea.edu/TOPS/index.cfm>. Please provide a current signed and dated transportation agreement (DD-1616); and a current certificate verifying completion of Anti-Terrorism Awareness Security Training for yourself and all eligible dependents, 14 years of age and older.

DoD employees and family members, 14 years and older who travel on government orders must complete the annual Level I AT Awareness training. The training is available at <http://www.dodea.edu/offices/safety/personalSecurity.cfm?sid=4>. Upon completion of the on-line training, print the certificate of completion and provide a copy to your servicing HQ Human Resources Specialist.



Retirement Planning

Early planning is the key to a successful retirement. Start inquiring early with your local Human Resources servicing representative by requesting an annuity estimate at least 5 years prior to your projected date of retirement to ensure you know when you are eligible to retire. Oftentimes employees use their Service Computation Date-leave (SCD-Leave) to project their date for retirement. While this date is good for leave purposes, it cannot be used to determine retirement eligibility as all Federal service may not be creditable for retirement purposes.

You may retire under the Civil Service Retirement System (CSRS) at the following ages, and receive an immediate annuity, if you have the minimum amount of **creditable** Federal service shown in the table below:

Type of Retirement	Age	Service
Optional/Immediate Voluntary	55	30
	60	20
	62	5
Early Optional * Voluntary (VERA)	50	20
	Any	25
Discontinued Service * Involuntary (DSR)	50	20
	Any	25
Disability	Any	5

* Annuity is reduced by 2% for each year you are under age 55 or 1/6 of 1% for each full month you are under age 55.

How to Request a Waiver of Indebtedness

- When you receive your indebtedness letter from the Defense Finance and Accounting Service (DFAS), please go to the following website for DD2789, Waiver/Remission of Indebtedness Application, <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2789.pdf>
- Additional information concerning waivers may be found at: <http://www.dfas.mil/civilianpay/debts/informationondebtwaivers.html>
- Once you have completed form DD2789 and included all pertinent information regarding your debt, mail it to the DFAS office that sent you the indebtedness letter. In most cases, the address will be: Defense Finance and Accounting Service, Indianapolis Operating Location, 8899 East 56th Street, Indianapolis, IN 46249-1900.
- Once received by DFAS, they will prepare the final package to send to DoDEA Headquarters which will include: audit

Retirement eligibility under the Federal Employees Retirement System (FERS) is determined by your age and number of years of **creditable** service. In some cases, you must have reached the Minimum Retirement Age (MRA) to receive retirement benefits as stated in the chart below:

Type of Retirement	Age	Service
Optional/Immediate/Voluntary <i>Annuity will commence on the first day of the following month following your retirement separation.</i>	MRA	30
	60	20
	62	5
	MRA	10*
Early Optional - Voluntary (VERA)	50	20
	Any	25
Discontinued Service – Involuntary (DSR) <i>Annuity commences the day after the date of the involuntary separation.</i>	50	20
	Any	25
Disability <i>Annuity will commence the first day in a non-pay status and you meet first eligibility.</i>	Any	18 mos.

*Reduction of 5/12 of 1% for each month (5% per year) you are under age 62.

For those ready to retire, submit your application to your local Human Resources office at least 120 days before your effective date of retirement. To learn more about the Federal retirement systems and all Federal employee benefits visit the Office of Personnel Website at www.opm.gov.

sheet outlining the debt by pay period; copies of all pertinent information sent by the employee; copies of pay screens, etc.

- DFAS will send the package to the Classification and Compensation Section here at DoDEA HQs where it will be logged in and assigned to a specialist for a determination.
- When a determination is made, the employee will receive a copy of the memorandum signed either by the DoDEA Director or the Director, Human Resources. If the waiver was denied, the memorandum will give information on appealing the agency decision. Appeal decisions are processed by the Defense Office of Hearings and Appeals (DOHA).

If the waiver amount is \$1,500 or over, the decision memorandum will be signed by the Defense Office of Hearing and Appeals. Any appeals based on a DOHA decision will be with DOHA directly.