

The HR Advisor

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DoDEA
Human Resources
Regional Service Center

Significant Changes to NSPS Implementing Issuances

To conform to the National Defense Authorization Act 2008, the NSPS Implementing Issuances have been revised. The changes went into effect on June 10, 2008 and provide clarification and adjustments in a number of areas.

Here are a few of the most significant changes...

- Provides a full Government-wide Pay Increase (GPI) to employees who don't meet the 90-day rating period and therefore are not eligible for a performance award.
- Removes the 90-day salary increase waiting period for trainees and interns appointed or converted to NSPS and covered by Accelerated Compensation for Developmental Positions (ACDP).
- Provides a mandatory Within-Grade Increase buy in equivalent for management directed moves into NSPS and optional WIGI buy in equivalent for employee initiated moves.
- Changes to compensatory time off for travel to ensure employees retain compensatory time off for travel when moving from one DoD Agency to another. Protects time earned for up to an additional 26 pay periods from this time cannot be taken due to work demands.
- Clarifies the formula used by all pay pools to calculate the value of the NSPS Share Factor.
- Provides the ability for employees who did not meet the minimum period of performance while in a paid leave status to receive performance salary adjustments ensuring no adverse impact.
- Provides NSPS coverage of employees and positions subject to 90 day limited appointments.
- Clarifies that persons on retained pay may be subject to a reduction in salary due to unacceptable performance.
- Provides pay reconstruction for employees who are temporarily assigned outside of NSPS (e.g., deployments, temporary promotions) to adjust pay to reflect salary increases that would have otherwise occurred if not for the assignment outside NSPS.

The Implementing Issuances are available for review at: <http://www.cpms.osd.mil/nsps/documents.html>

Educator/Administrator Salary Schedules

Each spring, the DoD Wage and Salary Division (WSD) publishes the salary schedules for the Department of Defense Dependents Schools Educators (DoDDS). The pay for DoDDS educators and administrators in the TP pay play is based on the pay for similar positions in urban school districts in the United States of 100,000 or more population. The salary schedules were published by the WSD in April 2008, and are retroactive to the beginning of the school year. The following is the average percentage increase for each position:

Teachers	3.60%
Speech Pathologist/Social Workers	4.23%
Guidance Counselors	3.68%
School Psychologist	3.54%
Principals	4.08%
Assistant Principals	3.69%

The salary schedules can be found at: <http://www.dodea.edu/offices/hr/salary/default.htm>.

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Did You Know:

The Family Medical Leave Act will allow you to take up to 12 work weeks of unpaid leave to care for family members. See this issue of the HR Advisor for more details.

NSPS Performance Appraisal (PAA) Version 3.3 coming to a desktop near you in August.

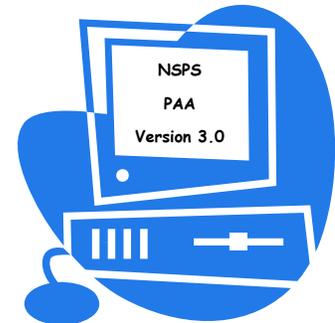


NSPS Performance Appraisal Application (PAA) Version 3.0

NSPS Performance Appraisal Application (PAA) Version 3.0 coming to a desktop near you in August!

The National Security Personnel System Program Executive Office has announced the deployment of PAA Version 3.0 for August 2008. The latest version of the PAA promises to be user friendly and to incorporate many of the suggestions provided by users from Spiral 1 and 2. More information and guides will be coming out in late August as the system is deployed. Here are a few of the enhancements we can expect:

- Tab-Based Interface
- Assessment by Objective
- Assessment Data Auto-Save
- Begin Tasks from PAA Main Page
- More Descriptive PAA Status Text
- Improved Email Notifications
- Mass Action Capabilities for Routing and Approving
- Ability to Transfer Plans/Appraisals between Components/Agencies
- Ability to Act on Ex-Employees' Plans/Appraisals
- Improved "Copy and Paste" Formatting and Character Counter



New DD Form 2906 will be implemented which captures assessments by objectives

- Previously completed Interim Review and Closeout Assessments will be displayed on supplemental pages at the end of the plan.
- Early Annual Appraisals initiated under v2.0 using the single assessment blocks for rating official and employee will also be displayed on supplemental pages at the end of the plan.

Due to the change in the way assessment information will be captured (by individual job objective), the following preparation steps must be taken:

- In-progress Interim Reviews and Closeout Assessments initiated under v2.0 must be completed in the correct assessment blocks No Later Than August 20, 2008.

Principles of Ethical Conduct for Government Employees

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 CFR 2635 and the Joint Ethics Regulation, DoD 5500.7-R. The following general principles apply to every employee.

- Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- 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.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- Employees shall not use public office for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

Principles of Ethical Conduct for Government Employees — continued

- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- 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.
- 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.
- 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.

Family Medical Leave Act

Has a medical situation arisen that requires you to request extended leave to care for a family member or a newborn? Under the Family and Medical Leave Act of 1993 (FMLA), most Federal employees are entitled to a total of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Under certain conditions, an employee may use the 12 weeks of FMLA leave intermittently. An employee may elect to substitute annual leave and/or sick leave, consistent with current laws and regulations for using annual and sick leave, for any unpaid leave without pay granted under the FMLA. An employee must provide at least 30 days advance notice before FMLA leave is to begin, or in emergencies, as soon as possible based on the individual circumstances. FMLA must be invoked in writing and supported by medical documentation usually provided on the "Certification of Health Care Provider" (DoDEA Regulation 5630.9, Enclosure 4, Attachment 1).

It is the supervisor's responsibility to keep a record of the amount of FMLA leave approved under their authority before submitting subsequent employee FMLA requests that exceed their approval authority through the local LMER specialist. It is also the supervisor's responsibility to designate all leave taken for an FMLA reason as FMLA leave on the employee's time card.

Upon return from FMLA leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay, status, and other terms and conditions of employment. An employee who takes unpaid FMLA leave is entitled to maintain health benefits coverage and may elect to pay the employee share of the insurance premiums on a current basis or pay upon return to work.

The Family and Medical Leave Act was amended on January 28, 2008. The Act now permits a spouse, son, daughter, parent, or next of kin to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. The 26 workweeks are not in addition to, but are inclusive of the 12 workweeks of FMLA taken for the four original purposes listed above.

For additional information and application procedures, please contact your local LMER Specialist or a DoDEA HQ LMER Specialist at 703-588-3990 or DSN 425-3990.



TRAINING TIDBITS



Frequently Asked Questions about SF-182

Q: What is the SF-182?

A: The SF-182 is the Request, Authorization, Agreement, and Certification for Training form, which is used to document instances of completed civilian employee training in the Department of Defense (DoD).

Q: Why did DoD replace the DD Form 1556 with the SF 182?

A: OPM cancelled DoD's waiver to use an alternative training form on July 2, 2007.

Q: Must I fill out all the blocks in page 1?

A: Yes, all applicable blocks in Sections A, B, and C must be completed.

Q: Do all the signatures have to be completed for Sections D, E, and F of page 2?

A: No. Signatures are required only for Sections D-1 and E-1, the Supervisor's signatures and the Authorizing Official, respectively, should be completed. The Authorizing Official should also check the approved box by his/her signature. Section D-3 should have the name of your Training Officer. Currently, DoDEA does not require any signatures for Section F.

Q: What if I don't know the "Indirect Costs" for my training event?

A: If your travel orders and per diem have not been authorized before your training event, OPM is requesting an educated guess. The actual costs should be reported to your Training Officer after completion of training.

Q: Does DoDEA require agency specific information?

A: Yes. Section B-19, entitled "Agency Use Only" should have your organizational code and your P code. Section C-6 should have DoDEA's address: DoDEA, 4040 N. Fairfax Drive, Arlington, VA 22202. Section E on page 2 should have the name of the individual that is authorized to commit funds for the training event; normally your second-level supervisor.

Q: Can I register for a training event and get reimbursed?

A: No, the request must come through the training office and approvals must be documented before funds are committed.

Q: Is my training recorded?

A: Yes, upon completion of a training event, bring a copy of your certificate to the Training Officer and the information will be added to your training record.

Q: Can Continuous Learning Units (CLU) be captured on the SF-182?

A: Yes, Section B-12, entitled "Training Credit", can be used to capture CLU and academic hours (quarter, semester). There are job series that require recurring tracking of CLUs, e.g., DAWIA personnel.

Q: Does mandatory training have to be documented on a SF-182?

A: Mandatory training event information may be captured and reported using the SF-182 form. If the SF-182 form was not initially used to capture that information, contact your Training Office for guidance on how to capture the information.

