

AUG 22 2005

MEMORANDUM FOR ALL DoDEA HUMAN RESOURCES STAFF

DoDEA HUMAN RESOURCES REGIONAL SERVICE CENTER STANDARD OPERATING PROCEDURE (SOP) 05-001

SUBJECT: Processing and Tracking Interest Determinations

1. Purpose: To establish procedures for processing and tracking interest determinations under the Back Pay Act.
2. Applicability: This SOP is applicable to all DoDEA employees.
3. Responsibility: The Human Resources Regional Service Center, Labor Management and Employee Relations (LMER) Section is responsible for receiving, forwarding, and tracking interest determinations. The Classification and Compensation Section, is responsible for making interest determinations in accordance with the Back Pay Act, 5 U.S.C. 5596, and implementing regulations in 5 CFR 550, Subpart H.
4. Procedures: Upon receipt of a final pay grievance decision by the Area Offices, the following procedures apply:

Field LMER Specialist will:

- a. Forward a copy of the final grievance decision with all supporting documentation to HQ DoDEA Labor Management and Employee Relations Section.

HQ LMER Specialist will:

- a. Upon receipt of the final grievance decision, review the grievance case file to ensure all supporting documentation used to make the final grievance decision is included in the case file.

(1) If the case file is complete, forward it to the Classification and Compensation Section to make an interest determination.

(2) If the case file is not complete, contact the Field LMER Specialist to obtain copies of all supporting documentation that was used to make a final grievance decision. Upon receipt of the supporting documentation, the action is forwarded to the Classification and Compensation Section to make an interest determination.

CLASSIFICATION and COMPENSATION SPECIALIST will:

a. Log the interest determination case file into the Classification and Compensation Section's tracking system.

b. Review the case file and makes an interest determination in writing. If an interest determination can not be made because of missing documentation, the Classification and Compensation Specialist will coordinate with the HQ or Field LMER Specialist to obtain the necessary documentation. If the necessary documentation can not be obtained, the case file will be returned to HQ LMER without action.

1. If interest is approved, prepare a memorandum which is forwarded to the Defense Finance and Accounting Service (DFAS), Charleston, authorizing payment. Copies of the approval memorandum will also be forwarded to the HQ LMER, HR Field Advisor, Field LMER Specialist, GREAT Specialist, and the employee.

2. Confirm receipt of interest determination memorandum with DFAS.

3. If interest is not authorized, prepare a memorandum which is forwarded to HQ LMER with copies to the HR Field Advisor, Field LMER Specialist, and the employee.

c. Close out the case file with all appropriate documents.

HQ LMER Specialist will:

a. Upon receipt of the approved interest determination memorandum from the Classification and Compensation Section:

1. Track interest payment via DCPS to ensure interest is paid. Using email, notify the employee, Field HR Advisor, and Field LMER Specialist of the amount and when interest will be paid.

2. Confirm with the employee the amount and date interest payment was received. The Field LMER Specialist and HR Field Advisor will be provided a courtesy copy of this email notification.

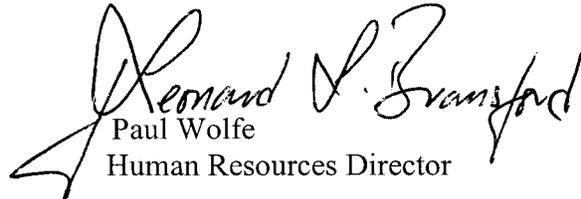
3. Upon payment of interest, ensure all supporting documentation (e.g., pay screens, interest calculation sheets, and email correspondence) are included in the case file.

4. Coordinate with GREAT Specialist to memorialize the case file.

5. Notify the appropriate union official when interest is paid and provide them a copy of the interest determination letter and supporting documentation.

b. The completed case file is closed out.

5. Effective Date: This Standard Operating Procedure is effective immediately.



Paul Wolfe
Human Resources Director