



**DEPARTMENT OF THE DEFENSE
EDUCATION ACTIVITY
HUMAN RESOURCES
4040 NORTH FAIRFAX DRIVE
ARLINGTON VA 22203-1634**

JUL - 2 2009

TO: ALL DODEA EDUCATORS

**SUBJECT: Staffing of Instructional Systems Specialist (ISS) Positions in DoDDS
and Implementation of New Salary Schedules for ISS Positions**

Dear Educators:

We have accomplished much this past school year. In our efforts to continually improve, we have examined many areas of our organization.

A review of curriculum and educator positions in Area and District Offices found that each Area and District had a unique way of staffing above school level support. The review also disclosed disparities in pay and work schedules in the Instructional Systems Specialist (ISS) positions across DoDEA. Some of these positions were filled by educators who had been converted to GS and NSPS positions while others were paid on teaching or school administrator pay schedules. There was no consistency or equity in the assigned salary schedule or work year.

DoDEA had initially considered recruiting for ISS positions in DoDDS under the National Security Personnel System (NSPS). NSPS's classification and compensation flexibilities were a potential solution to address long-standing pay and work schedule disparities that have historically existed for ISS positions in DoDDS. However, due to the unknowns associated with the review of NSPS that is currently occurring, it was determined that this path for a recruitment plan was not a prudent alternative. DoDEA sought the assistance of the Civilian Personnel Management Service (CPMS) Wage and Salary Division to develop TP pay schedules appropriate for the ISS positions. This collaboration resulted in the implementation of the O and P pay schedules.

DoDEA is pleased to announce the establishment of two new Teacher Pay (TP) salary schedules for Instructional Systems Specialists (ISS) positions in DoDDS - the O Salary Schedule for non-supervisory ISS positions and the P Salary Schedule for Supervisory ISS positions. These schedules include 4 pay lanes and 18 steps which is consistent with other educator salary schedules. DoDDS educators on the O and P pay schedules will work 222 days per school year, the same work schedule for DoDDS principals and assistant principals. DoDEA will recruit for all vacant ISS positions in DoDDS using the new O and P Salary Schedules. These schedules appropriately compensate ISS employees for these critical positions and resolve many long-standing problems with ISS pay.

As a result, all non-supervisory ISS and supervisory ISS positions established in the DoDDS Area and District Offices will be recruited using these two new pay schedules. **All vacant ISS positions in DoDDS will be announced internally throughout DoDEA for current employees to apply to these positions.**

Job announcements for all ISS positions will be posted shortly and will include instructions on how to apply. These announcements will be available on the DoDEA web site. Additionally, an updated/revised Frequently Asked Questions message regarding the reorganization and the impact of these new salary schedules on ISS positions will also be posted to the DoDEA web site. Additional questions may be addressed to your local Human Resources Office.



Dr. Shirley A. Miles
Director



DEPARTMENT OF DEFENSE
CIVILIAN PERSONNEL MANAGEMENT SERVICE
1400 KEY BOULEVARD
ARLINGTON, VA 22209-5144

June 19, 2009

MEMORANDUM FOR DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION
ACTIVITY

SUBJECT: Initial Implementation of Salary Schedules for Instructional System Specialist
and Supervisory Instructional System Specialist, School Year 2008 - 2009

By authority of DoD Instruction 5120.39, "Department of Defense Wage Fixing Authority--Appropriated Fund and Nonappropriated Fund Compensation Programs," dated September 10, 2008, the enclosed salary schedules are authorized to be effective July 5, 2009 for Instructional System Specialist and Supervisory Instructional System Specialist positions subject to Public Law 86-91, as amended. This is the initial implementation of these salary schedules (Schedule O and Schedule P), which are based on 222 workdays.

A handwritten signature in black ink, appearing to read "R. Craig Jerabek".

R. Craig Jerabek
Chief
Wage and Salary Division

- 2 Enclosures
1. Schedule O
2. Schedule P

DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL MANAGEMENT SERVICE
ARLINGTON, VA 22209-5144

OVERSEAS EDUCATORS SCHOOL YEAR 2008-2009 SALARY SCHEDULE


SCHEDULE O
SCHEDULE FOR INSTRUCTIONAL SYSTEM SPECIALIST POSITIONS

Step	MASTER'S	MA+15	MA+30	DOCTOR'S
1	54,975	56,475	57,975	59,480
2	56,935	58,565	60,195	61,825
3	58,900	60,660	62,415	64,175
4	60,865	62,750	64,635	66,525
5	62,825	64,840	66,855	68,875
6	64,790	66,935	69,075	71,220
7	66,750	69,025	71,295	73,570
8	68,715	71,115	73,515	75,920
9	70,680	73,205	75,735	78,265
10	72,640	75,300	77,955	80,615
11	74,605	77,390	80,175	82,965
12	76,565	79,480	82,395	85,310
13	78,530	81,575	84,615	87,660
14	80,495	83,665	86,835	90,010
15	82,150	85,405	88,660	91,915
16	83,810	87,145	90,485	93,820
17	85,470	88,890	92,305	95,725
18	87,130	90,630	94,130	97,625

1. The daily rate for positions paid from this schedule shall be 1/222nd of the school year salary. The minimum increment earned is one-half day.
2. Steps 15, 16, 17, and 18 are longevity steps payable upon completion of four years service in steps 14, 15, 16, and 17, respectively.

Effective Date: July 5, 2009

Initial Implementation


R. CRAIG JERABEK
Chief
Wage and Salary Division

DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL MANAGEMENT SERVICE
ARLINGTON, VA 22209-5144

OVERSEAS EDUCATORS SCHOOL YEAR 2008-2009 SALARY SCHEDULE


SCHEDULE P
SCHEDULE FOR SUPERVISORY INSTRUCTIONAL SYSTEM SPECIALIST POSITIONS

Step	MASTER'S	MA+15	MA+30	DOCTOR'S
1	60,175	61,675	63,175	64,680
2	62,135	63,765	65,395	67,025
3	64,100	65,860	67,615	69,375
4	66,065	67,950	69,835	71,725
5	68,025	70,040	72,055	74,070
6	69,990	72,130	74,275	76,420
7	71,950	74,225	76,495	78,770
8	73,915	76,315	78,715	81,120
9	75,875	78,405	80,935	83,465
10	77,840	80,500	83,155	85,815
11	79,805	82,590	85,375	88,165
12	81,765	84,680	87,595	90,510
13	83,730	86,775	89,815	92,860
14	85,690	88,865	92,035	95,210
15	87,350	90,605	93,860	97,115
16	89,010	92,345	95,680	99,020
17	90,670	94,085	97,505	100,920
18	92,330	95,830	99,325	102,825

1. The daily rate for positions paid from this schedule shall be 1/222nd of the school year salary. The minimum increment earned is one-half day.
2. Steps 15, 16, 17, and 18 are longevity steps payable upon completion of four years service in steps 14, 15, 16, and 17, respectively.

Effective Date: July 5, 2009

Initial Implementation



R. CRAIG JERABEK
Chief
Wage and Salary Division