

DoDEA Human Resources Regional Service Center

Performance Appraisal Application (PAA)

October is a key month in the performance management cycle. Employees and supervisors are ending one cycle and preparing for the next.

Beginning September 28, 2008 there will be two versions available in the PAA:

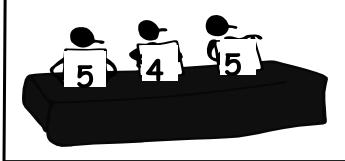
- PAA version 2.0 used to complete FY08 (January 2008 September 2008) annual appraisal activities (available through March 31, 2009)
- PAA version 3.0 used to build FY09 (October 2009 September 2009) performance plans.

The end of the fiscal year can be stressful. The use of version 2.0 will allow you to accomplish your activities using a familiar application. It is recommended that you complete the end of cycle process in the PAA version 2.0. You are encouraged to hold off on your FY 09 performance plan within the PAA version 3.0 until October 10, 2008. If you have already started your FY09 performance plan in PAA v2.0, your information will be available in PAA v3.0, under plans in progress.

PAA v3.0 enhancements include:

- A new look and feel
- The ability to copy plans from year to year
- Improved copy and paste functionality
- An improved character counter
- An enhanced email notification process
- Easy and standardized approvals and acknowledgment processes
- A track progress page assessment by job objectives

For additional help and information on the PAA v3.0 visit the NSPS website at www.cpms.osd.mil/nsps/





Volume 1, Issue 9

October 2008

Performance Appraisal 1
Application (PAA)

Non-Temporary Stor- 2 age & What you need to Know

Minimum Retirement Age + 10 years of Service Provision

Personally Owned
Quarters

3

4

4

Training Tidbits

Combined Federal Campaign (CFC)

Scheduling "Use or Lose" Annual leave for those not affected by BRAC

Did You Know:

Employees not affected by BRAC must schedule all use or lose annual leave by November 22, 2008

(see article on pg. 4)

The Defense Senior Leader Development Program (DSLDP), is scheduled to sunset at the end of Fiscal Year 2010.

(See article on Pg. 4)

Non-Temporary Storage & What You Need To Know

Non-temporary storage (NTS) of household goods (HHG), regulated by the Joint Travel Regulations (JTR), Volume 2, subparagraph C5195.B., states that an employee stationed at, transferred to, or newly assigned to an overseas permanent duty station (PDS) may be allowed NTS within DoD guidelines.

To be eligible for NTS, the employee must meet one of the following conditions:

- The employee is not authorized to use or take his/her HHG to the PDS.
- The storage is authorized in the Government's best interest;
- The estimated cost of storage is less than the cost of round trip transportation (including storage in transit) of the HHG to the new permanent duty station.

The following are general guidelines that should be followed:

- Upon arrival at a new Permanent Duty Station (PDS), employees must fax or Email a copy of the DD Form 1164 (Services Orders for Personal Property) or the DD Form 1299 (Application for Shipment and/or Storage of Personal Property) to the Human Resources Center. The DD Form 1164 is provided to the employee after the transportation management office (TMO) handling the shipment has placed the household goods into a non-temporary storage facility. Either document should be faxed or emailed to the attention of Ms. Michelle Jordan, the NTS Coordinators or to the appropriate servicing Customer Operations Team Specialist (contact info at the end of article).
- Current employees who PCS to a new duty station should notify the TMO, or Contract Organization handling their storage, and inform them of the move. The TMO will require a copy of the employee's PCS orders indicating continued authorization of NTS. The employee should also provide the TMO or Contract Organization with his/her new mailing address.

Annually, the TMO or Contract Organization that handles HHGs/Personal Property requires a fiscal year fund citation memorandum for the upcoming fiscal year. Most requests for fund citation letters are forwarded to the Human Resources Center and to the employee. Any employee who has received a letter from the TMO or Contract Organization who does not receive a new fiscal year fund citation letter by the middle of September, should send an email message to Ms. Jordan or Ms. Baldwin.

Employees who retire, separate, resign or PCS to CONUS are no longer eligible for NTS at Government expense. The JTR states that when an employee ceases to be eligible for the benefit, storage may continue until the beginning of the second month after the month in which his/her eligibility terminates, not more than 60 days. Eligibility terminates the last workday at the PDS. Since the last workday for most educators is mid-June, eligibility for NTS terminates August 1st, even if the educator retires in July or August.

The above information is a brief overview of JTR Volume 2, Subparagraph C5195.B. Please follow these instructions to ensure that your HHGs and personal property remain safe and monitored.

Employees located in the Pacific area who have questions regarding their NTS should contact Ms. Michelle Jordon, Customer Operations Team-Pacific at michelle.jordan@hq.dodea.edu or 703-588-3984.

Employees located in the Europe area who have questions regarding their NTS should contact Ms. Karen Baldwin, Customer Operations Team-Europe at karen.baldwin@hq.dodea.edu or 703-588-3985.

Volume 1, Issue 9

Minimum Retirement Age + 10 years of Service Provision

FERS employees who want to retire under the Minimum Retirement Age +10 years of Service provision (MRA+10), are faced with the prospect of having their annuity reduced by 5 percent for every year they are under age 62. The solution to this reduction may be a postponed annuity.

Unlike CSRS, FERS contains a special provision that allows an employee to retire at his/her minimum retirement age with 10 years of service (5 of which must be civilian). If you were born before 1948, your MRA is age 55. It increases by two months per year from 1948 through 1952. The MRA stays at age 56 from 1953 through 1964, and then increases by 2 months per year until 1970, when it reaches a maximum MRA of 57.

The required 10 years of service can be any combination of creditable service, from years employed under CSRS and FERS, to any other kind of service for which the payment of a deposit is allowed, for example, active duty service in the military or non-covered service prior to January 1, 1989.

However, retiring under the MRA+10 provision will result in a reduction to your annuity based on 5% for every year you are under age 62. This translates into 5/12ths of a percent per month under age 62 at the time you begin receiving an annuity.

To reduce or eliminate the reduction in your annuity, as long as you meet the requirements for an annuity under MRA+10 provisions, you may separate from federal service and postpone the receipt of your retirement benefit. As a former employee eligible for an immediate MRA+10 retirement, you may elect a postponed retirement benefit at any time after you separate from Federal service. Applications for postponed retirements should be submitted directly to the Office of Personnel Management using form RI 92-19. This form is available on OPM's web site at http://www.opm.gov/forms/pdf_fill/RI92-19.pdf.

When you finally begin receiving your annuity, the amount will be calculated based on the date of your separation from Federal service. Specifically, your years of service will be multiplied by your HI-3 average salary, and the product multiplied by 0.01. Your HI-3 will not be increased by any pay increases or cost-of-living adjustments that occurred since you left Federal service. The age penalty will only be applied to any remaining years you are under age 62.

You are eligible to reenroll in the Federal Employees Health Benefits Program (FEHB) and the Federal Employees' Group Life Insurance Program (FEGLI), if you participated in the program for the 5 years of service immediately before you separated from Federal service or continually from your earliest opportunity.

When you begin receiving your annuity, you will not be eligible for the FERS annuity supplement. The FERS supplement is an extra benefit that approximates the amount of your Social Security benefit you earned while employed under FERS. Like most other FERS retirees, you won't be eligible for a cost-of living increase until you reach age 62.

Personally Owned Quarters



Payment of living quarters allowance (LQA) for homeowners is governed by the provisions of Section 136 of the Department of State Standardized Regulations (DSSR). Section 136 of the DSSR permits this group of employees who are eligible for LQA to receive a definable amount as "rent" along with other specifically listed utilities up to the maximum LQA rate authorized. Section 136.a of the DSSR states that when quarters are owned by the employee or the employee's spouse, or both, an amount up to 10 percent of the original purchase price of such quarters (converted to U.S. dollars at the original exchange rate) shall be the annual rate of his/her expenditures for rent. Only the expenses for heat, light, fuel (including gas and electricity), water, garbage and trash disposal, and in rare cases, land rent, may be added to determine the amount of the employee's quarters allowance not to exceed the maximum rate the employee is authorized based on his/her post of assignment, quarters group, and family size. The amount of the rental portion (10 percent of the original purchase price) is limited to a period not to exceed 10 years. The 10-year period for payment of the rental portion of LQA for a homeowner is cumulative at the same post. Upon the expiration of the 10-year period, the employee is only eligible to receive reimbursement for utilities.

Volume 1, Issue 9

Training Tidbits

The Defense Senior Leader Development Program (DSLDP) is the successor program to the Defense Leadership and Management Program (DLAMP), which is scheduled to sunset at the end of Fiscal Year 2010. Created in response to our changing environment, DSLDP will institute a competency-based approach to the deliberate development of senior civilian leaders with the enterprise perspective needed to lead organizations and achieve results in the Joint, Interagency, and Multi-national environment.

Learning opportunities will include a senior-level professional military education, generally in a different component or at the National Defense University; Defense-focused leadership seminars; and individual development to fill identified competency gaps and further strengthen the enterprise perspective. This will include an experiential activity (e.g., a development assignment).

DSLDP is open to experienced leaders at GS-14/14 and equivalent (generally NSPS Pay Band 3), nominated by the Component. For more information on this program and other Leadership Development opportunities, go to: http://www.cpms.osd.mil/jldd/jldd_about.aspx

Combined Federal Campaign (CFC)

What is the CFC?

The Combined Federal Campaign (CFC) is an annual fundraising drive conducted by Federal employees in their workplace each fall. The mission of the CFC is to promote and support charities through an employee focused program that allows Federal employees the opportunity to improve the quality of life effectively and cost-efficiently. The CFC is organized into more than 300 independent geographic campaigns that provide aid locally, nationally, as well as internationally to those in need.

Background

The CFC has been active for over 40 years. In 1961, President Kennedy initiated a formal national giving program for Federal workers. Since the program has been initiated, the CFC has become the nation's leading workplace giving program.

DoDEA's CFC campaign will run from September 24, 2008 until November 6, 2008. Contributions will be accepted until the close of the CFC Federal Campaign on December 15, 2008. Please contribute to the CFC and make a difference in someone's life.

For additional information on the CFC, contact your local CFC representative.



Scheduling "Use or Lose" Annual Leave for Employees Not Affected By BRAC

The maximum amount of annual leave that may be accumulated and carried from one year to the next is 30 days or the amount to the employee's credit at the beginning of the leave year, which ever is greater. Some current and former employees in the overseas area may be entitled to carry over a greater number of days. Leave in excess of the limitation is automatically forfeited at the end of the 2008 leave year. The end of the leave year is January 3, 2009, therefore, all use or lose leave must be used by then. However, forfeited annual leave may be restored under the following conditions:

- Leave must have been requested and approved in writing at least three pay periods before the end of the leave year (i.e. November 22, 2008)
- Leave was canceled by the employee's supervisor for such reasons as exigencies of public business or illness.

To meet this requirement, an OPM 71, "Application for Leave," must have been submitted before November 22, 2008.

Supervisors should remind employees who have use or lose annual leave of the scheduling prerequisite to ensure that the deadline is met. Failure to schedule or take leave for the convenience of the employee is not an acceptable reason to permit restoration. Although it is anticipated that some employees may be unable to take leave due to an exigency of the public business, leave requests must be submitted, approved and disapproved to preclude forfeiture.

If you have any questions, please contact the Labor Management and Employee Relations Section at (703) 588-3990.

Volume 1, Issue 9