

**CIVILIAN PERSONNEL
HANDBOOK
FOR
DODDS SCHOOLS
EUROPE AREA
EMPLOYEES**



Prepared by: DoDDS - EUROPE HUMAN RESOURCES OFFICE

**Contains Vital Information
Retain for Future Reference
Revised June 2006**

FOREWORD

THE ANSWER PERSON!

WELCOME TO Europe!

The day-to-day management of all employees at the school level is the basic responsibility of the School Principal or first line supervisor who functions as the “Personnel Manager,” having the authority to establish and fill positions, evaluate performance, train, develop, reward and/or discipline assigned personnel.

If you have any problems, see your first line supervisor or the School Principal first. If your problems cannot be resolved or your questions cannot be answered at that level, they will be referred to the next line of supervision or to the DoDDS-E Human Resources Office (HRO) Representative.

The need to refer routine civilian personnel matters to the DoDDS-E Personnel Center should be an exception rather than a practice. The purpose of this handbook is to help you understand some facts about your appointment and your employment as a DoDEA Schools, Europe Area employee. The following information explains benefits and responsibilities of your employment. **This is a part of your in-processing orientation, and you are encouraged to read it carefully and keep it with the personal copies of your employment documents.**

This handbook is periodically updated, and comments on ways to improve it would be appreciated. If you have a recommendation, please send it to the Human Resources Office, DoDDS- Europe Personnel Division, Unit 29649, Box 7100, APO AP 09096-7100.

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**NOTE: THIS HANDBOOK IS FOR GUIDANCE ONLY. IT IS NOT
REGULATORY IN NATURE.**

SECTION A - IMPORTANT TELEPHONE NUMBERS

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
OFFICE OF DEPENDENTS EDUCATION
EUROPE SERVICE CENTER
PERSONNEL DIVISION

HUMAN RESOURCES DIVISION, AREA SERVICE CENTER-EUROPE

CIV: 49-611-380 XXXX FAX: 49-611-380-7122 DSN: 338-7122

Chief, Personnel Advisor, Europe Area DSN: 338-7376

Personnel Assistant DSN: 338-7706

Supervisory, Human Resources Specialist DSN: 338-7460

Supervisory, Human Resources Specialist DSN: 338-7373

Human Resources Specialist (Staffing) DSN: 338-7367

Human Resources Specialist (Staffing) DSN: 338-7375

Human Resources Specialist (Staffing) DSN: 338-7283

Human Resources Specialist (Staffing) DSN: 338-7459

Lead Labor/Employee Relations Specialist DSN: 338-7462

Labor/Employee Relations Specialist DSN: 338-7374

EQUAL EMPLOYMENT OPPORTUNITY OFFICE, DODDS-EUROPE

CIV: 49-6134-604-490 DSN: 334-2490

FAX (CIV): 49-611-604-959 DSN: 334-2959

Equal Employment Opportunity Specialist DSN: 334-2490

BAVARIA DISTRICT PERSONNEL OFFICE

CIV: 49-9321 305241/5 FAX: 49-9321-38341

Personnel Center Rep. CIV: 49-9321-300664

Personnel Specialist CIV: 49-9321-300661

Personnel Assistant CIV: 49-9321-300660

Personnel Assistant CIV: 49-9321-300659

Customer Service Rep. CIV: 49-9321-300371

Customer Service Rep. CIV: 49-9321-300373

Labor/Employee Relations Spec.

CIV: 09321-300662

HEIDELBERG DISTRICT PERSONNEL FIELD OFFICE

CIV: 49-6221-67-7319/20/21/22/23 FAX: 49-6221-761-883

Personnel Rep.

DSN: 338-9337

CIV: 49-6221-67323

Personnel Assistant

DSN: 338-9339

CIV: 49-6221-677320

Personnel Assistant

CIV: 49-6221-677322

Personnel Assistant

DSN: 49-6221-677321

Personnel Clerk

DSN: 388-9338

CIV: 49-6221-677319

Customer Service Rep.

DSN: 388-9333

CIV: 49-621-677318

Customer Service Rep.

DSN: 388-9332

CIV: 49-6221-677327

Labor/Employee Relations Spec.

CIV: 49-6221-677312

ISLES DISTRICT PERSONNEL OFFICE

CIV: 44-1638-52-XXXX FAX: 441-63852-7245

DSN: 226-7245

Personnel Center Rep.

DSN: 226-7237

CIV: 44-1638-527235

Personnel Specialist

DSN: 226-7235

CIV: 44-1638-527236

Office Automation Assistant

DSN: 226-7236

CIV: 44-1638-527651

Personnel Assistant

DSN: 226-7651

CIV: 44-1638-527651

Customer Service Rep.

DSN: 226-7285

CIV: 44-1638-527285

Labor/Employee Relations Spec.

DSN 226-7242
CIV 44-1638-527242

KAISERSLAUTERN DISTRICT PERSONNEL FIELD OFFICE

CIV: 49-631-536-7013/7037 FAX: 49-631-543-50

Personnel Center Rep.

DSN: 489-6042
CIV: 49-631-536-6042

Personnel Assistant

DSN: 489-7013/7037
CIV: 49-631-536-7013/7037

Personnel Assistant

DSN: 489-7013/7037
CIV: 49-631-536-7013/7037

Personnel Assistant

DSN: 489-7013/7037
CIV: 49-631-536-7013/7037

Customer Service Rep.

DSN: 489-7013/7037
CIV: 49-631-536-7013/7037

Customer Service Rep.

DSN: 489-7013/7037
CIV: 49-631-536-7013/7037

Labor/Employee Relations Spec.

DSN: 489-6848

MEDITERRANEAN DISTRICT PERSONNEL FIELD OFFICE

CIV: 39-0444-71-XXXX FAX: 39- 0444-71-8721

DSN: 634-8039

Personnel Center Rep.

DSN: 634-8158

CIV: 39-0444-51-8158

Personnel Assistant

DSN: 634-7208

	CIV: 39-0444-51-7208
Personnel Assistant	DSN: 634-8428 CIV: 39-0444-51-8428
Personnel Assistant	DSN: 634- 8038 CIV: 39-0444-51- 8038
Personnel Clerk	DSN: 634-7670 CIV: 39-0444-51-7670
Customer Service Rep.	DSN: 634-8502 CIV: 39-0444-51-8502
Labor/Employee Relations Spec.	DSN 634-8460

SECTION B - WORKING FOR THE DEPARTMENT OF DEFENSE IN EUROPE

1. Status of Forces Agreement (SOFA) Overseas Areas. U.S. Forces (USF) are in the

European area as an instrument of U.S. foreign policy. As an employee of DoDDS-Europe, many of your responsibilities and the scope of your activities are defined in treaties with the host nations. Your presence and employment in your host nation are governed by provisions of the SOFA, which entitles you to exemption from some host nation taxes and affords you certain benefits. Among these is the right to use certain USF facilities for your personal and family needs.

2. **ID/Privilege Card.** Your ID/Privilege Card is proof of your status and is your admission “ticket” to USF facilities and to USF retail outlets where merchandise is exempt from local taxes and import duties. Your use of USF facilities is sanctioned under SOFA or other appropriate regulations, and it is your responsibility to protect your privilege and your ID/Privilege Card. If your card is lost or stolen, you must immediately notify the pass and registration section of your local base law enforcement office. To apply for a replacement card, contact your supervisor or the Personnel Center Representative. However, since DoDDS employees are also dependents of military service members derive their right to use of USF facilities from their sponsor, they must contact the sponsor’s CPO.

SECTION C - CIVILIAN PERSONNEL SERVICING

3. **Department of Defense Dependents Schools (DODDS-Europe) Personnel Center** is responsible for carrying out all aspects of the civilian personnel program according to the requirements of statutes, executive orders, regulations, and established standards.

4. **Access to the District Personnel Field Office.** You are expected first to discuss your problem or information needed with your supervisor. If your supervisor is unable to resolve your need, you will be directed to the proper authority.

5. **Orientation Process.** You will probably complete an orientation process consisting of four parts: (1) your local base “newcomer orientation”; (2) information received from your sponsor to ease your transition to the base environment; (3) this handbook to provide you with basic information about the conditions, rights and obligations of your employment, plus check sheets and information handouts from your District Personnel Center; and (4) an orientation by your supervisor describing the duties and requirements of your job. The orientation process is to provide you with the information needed to make the transition to your new job as smooth as possible.

SECTION D - DoD EDUCATION ACTIVITY (DoDEA) SCHOOLS

6. **DoDDS Mission and Accreditation Overseas** The mission of the Department of Defense Dependents Schools (DoDDS) is to maintain a school system which provides educational opportunities through thirteen years of school (kindergarten through grade twelve), to assure that such educational opportunities are of high quality and are comparable in all respects to the better school systems of the United States, to maintain such schools in sufficient numbers and types, properly staffed and equipped to provide quality education for eligible dependent children of United States military and civilian personnel of the Department of Defense stationed overseas. The North Central Association of Colleges and Schools (NCA) accredit most of the elementary schools and all of the middle and high schools.

7. **Standards of Conduct for Employees.** As an employee of DoD Dependents Schools, you have a primary role in keeping American education and cultural standards alive in the American communities in Europe. Your civilian and military associates regard the school system as a vital part of the overseas mission through its contribution to the education of dependent children. There is uniqueness in your position. As an employee of the U.S. Government, you will be the “mirror” of American society and culture. It is essential that each of us place our best foot forward in all of our contacts. As a federal employee, you are expected to conduct yourself in an acceptable manner at all times so that you will not reflect adversely on DoDEA, the public service, or the U.S. Government. DoDDS will not interfere in the private lives of employees, but it does require that they be honest, reliable, trustworthy, and of good character and reputation, and have unquestioned loyalty to the United States. You are responsible for familiarizing yourself with the Standards of Conduct for DoD employees and to conduct yourself accordingly. They are available at your place of work. If you are in doubt about specific standards of conduct, you should consult with your supervisor.

8. Limitation on “Other” Employment. As a federal employee, you are prohibited from engaging in outside employment or other outside activity not compatible with the full and proper discharge of the duties and responsibilities of your federal job. Thus, you may not engage in outside employment, which would tend to impair your mental or physical capacity to perform your government duties and responsibilities in an acceptable manner. “Other” incompatible activities include, but are not limited to, acceptance of a favor, pay, gift, payment of expenses, or any other thing of monetary value in circumstances in which acceptance may result in or create the appearance of conflicts of interest. Conditions, under which you and your dependents may engage in commercial activities or private employment including appearances in or on television programs, stage plays, or motion pictures, are discussed in local command directives. Employees should consult their supervisor before engaging in outside employment.

9. Code of Ethics for Government Service. Any person in the government service should:

- Put loyalty to the highest moral principles and to country above loyalty to persons, party or government department.
- Uphold the constitution, laws and legal regulations of the United States and all governments therein and never be a party to their evasion.
- Give a full day’s labor for a full day’s pay; giving to the performance of his duties, his earnest effort and best thought.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- Never discriminate unfairly by the dispensing of special favors or privileges to anyone whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- Make no private promises of any kind binding upon the duties of office, since a government employee has no private word, which can be binding on public duty.
- Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- Expose corruption wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

(This Code of Ethics was agreed to by the House of Representatives and the Senate as House Concurrent Resolution 175 in the Second Session of the 85th Congress. The Code applies to all Government Employees and Office Holders.)

10. Origin of the Overseas Schools and Servicing Responsibility. In 1946, the branch of military service responsible for each particular base established the first overseas schools. On July 1, 1964, the Overseas School System, operated by the military departments under the policy direction of the Assistant Secretary of Defense (Manpower), was established. In January, 1967, a major reorganization was effected by the Department of Defense which provided for the administration and operation of the

schools by a single manager for each of the three geographic areas of the world: European, Pacific, and Atlantic. The Air Force became responsible for the Pacific area, the Army for the European area, and the Navy for the Atlantic area. Thus, school personnel were classified as Army, Navy, or Air Force employees depending upon the geographic area of their assignment. On July 1, 1976, schools personnel in overseas areas were changed to Department of Defense employees and became part of the organization, which is now known as the Department of Defense Dependents Schools (DoDDS).

11. **Position Classification.**

a. **General Schedule (GS).** Employees whose positions are classified in the General Schedule (i.e., District Superintendent, education specialist, school clerk, education aide, etc.) and whose services are required on an other-than-school-year basis are paid according to the GS salary tables.

b. **Public Law 86-91 Employees.** (DoDDS) Principals, assistant principals, teachers, librarians, school nurses, counselors and certain other school personnel whose services are only required for the school year are covered by the Defense Department Overseas Teachers Pay and Personnel Practices Act. The pay of Public Law 86-91 employees are administratively determined (TP pay plan) by annual surveys of urban school jurisdictions in the United States of 100,000 or more population. Salaries are usually retroactively adjusted in April or May based upon the annual survey.

c. **WG (Wage Grade); WL (Wage Leader); and WS (Wage Supervisory).** Wage employees are those employees in trades, crafts, or labor occupations, whose pay is fixed and adjusted administratively in accordance with prevailing wages in defined geographic areas.

d. **Classification Appeals.** When you began your employment at your current location, you should have received a copy of your official position description. If you are dissatisfied with your title, occupational code or grade (Schedule A, B, C, etc.), you should first discuss the problem with your supervisor. If he/she cannot resolve the problem, you will be referred to the DODDS-E Human Resource Office. If the DoDDS-E Human Resources Office (HRO) cannot resolve the problem to your satisfaction, they will refer you to the DoDEA HRO who will advise you as to how to file a classification appeal in accordance with DS Regulation 5511.2.

SECTION E - ABOUT YOUR EMPLOYMENT

12. **You and Your Supervisor.** Your immediate supervisor is your first point of contact for assistance with concerns you may have about work-related matters. When you report for duty, your supervisor will acquaint you with the other employees in the school or organization, explain your position in the organization, and assist you to get started with your duties. Your supervisor will assure that you are trained in phases of your job you do not already know, assign duties and authorize you to accomplish your job. You are expected to put in a full day's work. Your supervisor will discuss your work performance

with you, periodically advise you regarding your performance and point out areas of your work, as they are discovered, in which you need to improve. Your supervisor is the person who approves your leave requests and certifies your time card. If you should have any problems concerning your work or personal matters, you should first consult with your supervisor.

13. **Types of Appointments**. The DoDEA schools work force is composed mainly of employees in the Excepted Service with a few non-educator employees in the Competitive Service. Excepted Service positions are those, which have been excluded by law, Executive Order, or regulation from the competitive procedures applicable to Competitive Service positions.

A chart showing entitlements under specific appointments is at Appendix E.

14. **How Positions are Filled**. Under normal circumstances, the principal is the person who has final authority on what recruitment source will be used to fill a vacancy and may fill a position by:

- a. Reassignment of a current faculty member/employee.
- b. Local recruitment.
- c. Transfer program.
- d. Continental United States (CONUS) recruitment program.

The choice of recruitment source is based on the type of position to be filled, the special characteristics of the position, availability of well-qualified applicants, and the need to infuse the faculty with teachers with recent CONUS training and experience. Ideally, a principal will fill positions through a mixture of the different recruitment sources.

15. **Trial/Probationary Period**. A trial or probationary period of service is required for an appointee to a non-temporary job. Essentially, the trial or probationary period is a continuation of the suitability evaluation process, which began when you applied for employment. Unless you have directly transferred to your new job from a position where you have completed a trial or probationary period, or have been advised otherwise in writing by the Personnel Center, you will be required to serve a trial or probationary period if your appointment is indefinite. During your trial or probationary period, your supervisor will observe your conduct and performance and will counsel you periodically so you will understand how your supervisor believes you are performing. If your performance or conduct is judged to be unsuitable, your supervisor may terminate your employment. Termination of an employee serving a trial or probationary period entails a few procedural requirements. The rights to appeal termination during a trial or probationary period are extremely limited. An educator who has previously completed a trial period with the DODEA system who has a break in service of more than three (3) calendar years will be required to complete a new trial period.

16. **Your Pay**. Every employee expects to be paid on time. Your supervisor will pay you every two weeks for the hours reported to the civilian pay office.

a. Pay Fixing Policy. For new employees, the DoD Wage Fixing Authority determines the maximum number of years of teaching experience that can be accepted for pay purposes. Other policies govern the crediting of teaching experience for pay setting purposes for former DoDEA educators who are reappointed to DoDEA educator positions. There is a special provision regarding pay setting for DoDDS educators reappointed through exercise of administrative reemployment rights (ARR) after completion of a one or two year course of formal study, participation in a project, or temporary non-DoDDS employment. Such educators will, upon reappointment, in addition to the step held at the end of the last school year, be granted one step for completion of said school year and one additional step for completion of the approved study, project, or employment. Only one additional step may be granted in such cases, regardless of whether the period of absence under ARR was one or two years in duration.

b. As a part of your initial processing, you completed several forms that will affect your “take home” pay. The number of dependents that you claimed, whether you chose to enroll in health benefits or life insurance, associations dues, etc., are some of the factors that determine the amount of your take home pay.

c. Normally, you will receive your first pay within three weeks of your starting date; however, because the payroll is computed and paid on regular two-week cycles, your first pay could be delayed (for two weeks) until the next cycle if the civilian pay office does not get all the necessary paperwork at the right time in the pay cycle. This depends on when you start to work during the pay cycle.

d. Your pay normally will be sent directly to a local base bank or U.S. bank where you maintain an account. You will receive a Leave and Earnings Statement (LES), which will explain deductions, net, pay, leave earned, etc. An explanation of the LES may be found at Appendix E. You are encouraged to look it over carefully. If you have any questions regarding deductions/additions, contact your supervisor or, if necessary, your servicing Customer Service Representative. Employees are encouraged to review each LES upon receipt to determine if errors have occurred. If you believe an error has occurred in your pay, you should bring the matter to your supervisor’s attention as soon as possible.

e. The Department of Defense Wage Fixing Authority establishes and prescribes salary schedules for each of the following levels of education for PL 86-91 (TP) employees: Bachelor’s degree, Bachelor’s degree plus 15 semester hours, Bachelor’s degree plus 30 semester hours, Master’s degree, Master’s degree plus 15 semester hours, Master’s degree plus 30 semester hours, and Doctorate degree. A flat daily rate is prescribed for substitute teachers.

f. Administrative and support personnel (GS employees) whose services are required on a calendar-year basis are paid according to the salary tables of the General Schedule.

g. Completion of Higher Education. An educator who completes the advanced education required to qualify for a salary on a higher pay lane will be assigned the higher salary the pay period following completion of the coursework only if they submit it

within one year. If they submit it after one year, it is effective the following pay period. Written documentation from the accredited institution, which specifies the date when the employee met the requirements for a specific degree, must be submitted to the DODEA Personnel Center. The only credits or degrees (except for the Bachelor's degree pay lane) acceptable for pay purposes are those graduate-level courses that may improve the employee's teaching ability in his/her current position/subject area, or which may provide advancement to another position within DoDEA, or which is in a discipline generally recognized as educationally oriented in content.

h. **Advance in Pay.** Transferees or employees hired from CONUS assigned to a post in a foreign area may be provided one advance of up to three (3) months' pay. The advance in pay is intended primarily to help employees with their move and initial housing costs. Advance in pay must be requested 3 weeks before PCS or 2 months after. The advance will be limited to a maximum of three (3) months (six pay periods) of net base pay. Allotments and assignments of the advance of pay are not authorized. The employee must agree to liquidate the advance by payroll deductions within 12 months from the date of advance payment. The employee must also agree to repay in full any outstanding balance of the advance upon termination of employment.

i. **Garnishment.** Federal employees are expected to pay their just debts and meet their financial obligations. When employees fail to do so, their pay may be garnished. The garnishment of employees' salaries for alimony and child support has been authorized since 1975. Public Law 103-94 enacted on October 6, 1993, authorized the garnishment of federal employees' pay for general or commercial debts.

17. **Periodic Step Increase.** Employees periodically earn eligibility for increases in the pay rates up to the maximum step of the specific grade.

a. For all non-temporary GS employees, the supervisor determines whether an employee's performance warrants the pay rate increase by certifying the employee's level of competence. Eligibility is earned as follows: To step 2, 3, or 4 - 52 weeks; to step 5, 6, or 7 - 104 weeks; and to step 8, 9, or 10 - 156 weeks.

b. For PL 86-91 employees, each full-time educator advances one numerical service step for each school year of satisfactory service until the four highest steps on the schedule for the appropriate class and level of preparation are reached. The four highest steps require four years of service in the preceding step. Credit for a school year of service is granted provided that the educator has been in a pay status at least 150 working days during the last previous school year as a DODEA educator for which a step increase has not been granted. Each half-time educator advances one numerical service step for each two school year period. An educator who works the first year on a half-time basis and the second school year on a full-time basis advances one step after completion of the second year.

18. **Allowances and Benefits.**

a. **Government Housing and Living Quarters Allowance (LQA) Overseas**

Areas. An unaccompanied civilian employee may be housed in base bachelor officer's quarters (BOQ) without charge (except a nominal cleaning fee) or may be required, (or elect when permitted by local housing authorities) to live off base and receive LQA. Housing for a civilian employee who is a dependent of a military member or another civilian employee will be based on the sponsor's entitlement/eligibility. An accompanied civilian employee may be eligible for base housing depending on family size, the employee's grade, and the availability of housing. If base housing is not available, LQA will be paid. To be eligible for LQA, the employee must live in off-base housing that has been approved for occupancy by the Base Housing Office. The LQA varies depending on employee's grade, accompanied or unaccompanied status, number of accompanying dependents and geographic area in which employed. LQA is intended to cover the reasonable cost of rent, heat, electricity, water, and/or gas incurred by the employee up to the maximum for the employee's category. An employee must complete and submit to the DODEA Personnel Center a Standard Form 1190, Foreign Allowances Application, Grant, and Report, before LQA is granted. Actual or estimated expenses shown on the SF 1190 will determine the initial grant. When there is a change in quarters or number of dependents present with the employee at the employee's assigned installation or when there is any other change, which might require revision or termination of LQA, the employee must promptly complete an SF 1190 and submit it to the HRO. Each employee must also annually submit an SF 1190 to the HRO on a pre-determined anniversary date on which expenses for the past 12 months have been documented and to which all receipts for these expenses are attached. These annual reports will be used to report to the State Department and to adjust continuing LQA grants. All LQA grants will be reconciled at the annual review time or at the time of termination of the LQA grant whichever is earlier. Overpayments will be collected and underpayments reimbursed within the established LQA maximums. Intermittent and part-time employees are not eligible for LQA.

b. **Temporary Quarters Subsistence Allowance (TQSA) Overseas Areas.**

TQSA is intended to assist in covering the average cost of adequate but not elaborate or unnecessarily expensive accommodations in a hotel, pension, or other transient-type quarters at the post of assignment, plus reasonable meal and laundry expenses for a period not in excess of 90 days after first arrival at a new post of assignment in a foreign area, ending with the occupation of residence quarters if earlier, or 30 days immediately preceding final departure from the post following necessary vacating of residence quarters. The 90 and 30 day temporary quarters subsistence periods may be extended up to but not more than an additional 60 days in each case if it is determined by the area director that compelling reasons beyond the control of the employee require continued occupancy of temporary quarters. The amount of TQSA, which may be reimbursed to employees, is set forth in Sections 123.3 and 124.3 of the Department of State Standardized Regulations. Note: According to Section 127 b. of the Department of State Standardized Regulations, any post allowance (COLA), which would be otherwise authorized under Section 220 of the DSSR, shall not be paid for any period during which TQSA is paid.

c. **Foreign Post Differential (FPD) Overseas Areas.** A FPD is additional compensation paid to an eligible employee in a foreign area where conditions of the environment differ substantially from conditions in the United States and additional compensation is warranted as a recruitment incentive. FPD is usually only paid to employees who were recruited from the United States. The FPD is subject to income tax. The Department of State conducts a periodic review of FPD rates based on changes in living conditions at various foreign posts. Rates are therefore subject to change at any time. The Personnel Center will authorize payment of FPD to eligible employees. Payment of FPD may be terminated when an employee leaves the foreign area on TDY or leave. Local-hire employees are normally not eligible for FPD.

d. **Post Allowance (COLA) Overseas Areas.** The post allowance is a cost of living allowance intended to serve as a balancing factor to permit employees to spend the same portion of their basic compensation for current living as they would in Washington, D.C. while assigned in a foreign area where the costs of goods and services are substantially higher. Full-time employees receive post allowance if working at a location for which a post allowance is authorized. Part-time and intermittent employees do not receive post allowance. The amount paid is a flat rate based on the employee's basic salary, size of family, and post assignment, regardless of individual expenses. The designation of eligibility of a post to receive the allowance and the flat rates to be used are determined by the Department of State.

e. **Separate Maintenance Allowance (SMA) Overseas Areas.** The SMA is intended to assist an employee to offset the additional expense incurred when he/she must maintain a separate household for dependents elsewhere. This situation can occur when an employee is precluded from taking dependents to the duty site for the convenience of the Government or because of dangerous, notably unhealthy, or excessively adverse living conditions at the post in a foreign area. SMA may also be appropriately requested when an employee, because of special need or hardship involving the employee or the employee's spouse or dependents, elects not to have one or more members of the family accompany the employee on the overseas assignment. Once an election for SMA is made and approved, the employee's request to change the election may be made only under exceptional circumstances and must be submitted through higher supervisory levels for approval. The grant of SMA impacts on other entitlements such as travel and transportation, quarters allowance and post allowance, as applicable. To apply for SMA contacts the DoDEA Personnel Center liaison staff.

19. **Retirement Systems.** The following retirement systems apply to Federal employees:

a. **Civil Service Retirement System**. The Civil Service Retirement System (CSRS) is a contributory retirement plan. If covered by this plan, both you and the Government contributes to the Civil Service Retirement and Disability Fund from which benefits are paid. Under this retirement system, seven percent (7%) of your basic pay is deducted from your biweekly paycheck. If you separate from the service, you may leave your lump-sum credit in the fund, thus avoiding the necessity of a redeposit to receive credit for the service if you return to Government employment. There is no advantage in doing so if you have less than five years of creditable civilian service and do not contemplate returning to the Government service. Leaving the lump-sum credit in the fund does not preclude a refund at a later date. Employees covered by the CSRS may participate in the Thrift Savings Plan by contributing up to nine percent (9%) of their pay. Under the Thrift Savings Plan, earnings are tax deferred. Unlike employees covered by the Federal Employees Retirement System (FERS), the government does not match CSRS-covered employees' contributions to the Thrift Savings Plan. Employees covered by CSRS are taxed the Medicare Hospital Insurance portion of FICA.

b. **Federal Employees Retirement System (FERS)**. All new permanent employees hired on or after January 1, 1984, are automatically covered by FERS. FERS is a three-tiered retirement system consisting of:

Social Security Benefits
Basic Benefit Plan
Thrift Savings Plan

Employees pay the full Social Security Tax, a small contribution to the Basic Benefit Plan (0.80%) and may make tax deferred contributions of up to 14% of their salary, and the government will contribute matching funds up to 5%.

c. **Social Security (FICA)**. Employees serving on intermittent or temporary (NTE) appointments are automatically covered under Social Security. Social Security contributions (7.65%) are deducted from the biweekly paycheck. The maximum amount is periodically adjusted.

20. **Health Benefits (HB) Program**. Employees serving on permanent appointment and certain employees serving on temporary appointments may participate in the health benefits program for themselves and their families. The term "family" includes the employee and spouse, and, in nearly every case, all unmarried children under 22. Parents or other relatives are not included.

a. **Types of (HB) Plans**. Currently one Government-wide health benefit plan is available to eligible employees. This is the Service Benefit Plan, which is provided through a contract with the Blue Cross-Blue Shield organizations. In addition to the Government-wide plan, there are employee organization plans which are administered by

the various employee organizations, i.e., American Federation of Government Employees (AFGE), American Postal Workers Union (APWU), etc.

To enroll in an employee organization plan, you may be required to become an associate member of the organization by paying annual dues, which vary from plan to plan. During the “Open Season” (usually between 10 November to December 8 each year), eligible employees will be given access to brochures describing various HB plans.

b. **Registration, Enrollment and Cancellation of HB.** Every employee who is eligible must register either to enroll or not to enroll within 60 days of the effective date of appointment. An enrolled employee who transfers will have enrollment continued without change. An employee who does not elect coverage is thereafter precluded from enrolling until the “open season” or occurrence of an event permitting enrollment, i.e., marriage, divorce, transfer to an overseas post of duty from the U.S. or reverse, etc. If an employee who elected not to enroll transfers from one overseas base to another, the election not to enroll is also transferred, and he/she does not have an opportunity to enroll as a result of the move. An employee may voluntarily cancel enrollment at any time, and it will generally become effective on the last day of the pay period after the one in which the cancellation is received by the Personnel Center.

c. **Conversion Rights.** An employee who leaves the government service or becomes ineligible for coverage for any other reason, will have an opportunity within a certain time period to convert to a non-group health benefits contract offered by the carrier.

d. **Cost.** The cost of each plan differs and may change at the end of each contract year. Employees are notified of all premium changes. Costs are automatically deducted from the employee’s biweekly paycheck. For PL 86-91 (TP) employees, enough premiums are deducted during the school year to provide insurance coverage for a full year.

e. **Hospital/Dental Services.** DoD employees and their dependents are authorized medical care in military medical facilities at their base of assignment. Dental service may be restricted to emergency treatment or provided on a space available basis. Costs are determined by the Department of Defense and may change from year to year. Covered charges for medical care for DoDEA employees enrolled under the Federal Employee Health Benefits Program should be submitted to the respective health insurance carriers. Military medical facilities will provide information and assistance to you regarding settlement of your hospital bills, but generally will not submit claims to your carrier.

f. **FEHB Coverage for Temporary Employees.** P.L. 100-654 provides for the offering of FEHB coverage to temporary employees who have completed one year of current continuous employment, excluding any break in service of five days or less, on an employee-pay-all basis. The existing exclusions from FEHB coverage for short-term and intermittent employees, e.g. those employees expected to work less than six months in each year and those non-full-time employees without a prearranged regular tour of duty, are not affected by this legislative change.

g. **Temporary Extension of FEHB Group Coverage.** P.L. 100-654 provides that effective January 1, 1990, Federal employees, dependent children, and former spouses who would otherwise lose FEHB group coverage as a result of changes in employment or family member status may retain such FEHB coverage for 18 months (employees) or 36 months (children or former spouses). Such individuals would have to pay both the Government and employee portions of their health plans' premiums. This will effectively provide group health benefits coverage to these individuals in a manner consistent with the protection afforded private sector employees and their family members under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

21. **Federal Employees Group Life Insurance (FEGLI).** This is group life insurance made available to Federal employees (except those whose employment is intermittent or temporary). This insurance is term insurance, which means that it builds no cash, loan, paid-up, or extended insurance equities, nor can it be assigned to anyone. It is not intended as a substitute for regular individual policies purchased by an employee through an insurance agent. By law, a person who is not excluded from coverage automatically has Basic Life Insurance upon employment unless he/she waives all coverage. New employees eligible for FEGLI have 31 days to sign up for optional coverage. After that, the opportunities to increase their coverage are limited to life events and Open Seasons, which are not regularly scheduled.

a. **Beneficiary.** Your life insurance will be automatically payable in the following order: (1) widow or widower; (2) children; (3) parents; (4) estate; (5) next of kin. The school secretary or the DoDEA Personnel Center district representative will provide the proper form for you to use if you wish to change this order or name someone else.

b. **Conversion After Separation.** After separation from Government service, your life insurance continues in effect for a period of time during which you may convert without medical examination to an individual policy at standard rates. Detailed FEGLI information is available through the Personnel Center.

22. **Leave.**

a. **Annual Leave (GS)** Employees serving on appointments not limited to 90 days or less earn annual leave as follows:

Work Schedule	0-3 Yrs Service	3-15 Yrs Service	15 Yrs or more
Full-time	4 hours/pay period	6 hours/pay period	8 hours/pay period
Part-time	1 hour for each 20 hours in pay	1 hour for each 13 hours in pay	1 hour for each 10 hours in pay
	status	status	status
Intermittent	0	0	0

The maximum amount of annual leave that may be accumulated and carried forward from one leave year to another is 30 days (240 hours) except that employees on transportation agreements providing for their return to the U.S. at Government expense

may accumulate up to 45 days (360 hours). Annual leave is a qualified right to allow time off for vacations and for personal and emergency purposes. Except for an emergency,

annual leave must be requested by the employee and approved by the supervisor in advance of the absence. Individual supervisors ensure that employees understand the procedure for requesting and obtaining approval for all annual leave absences (including emergencies). While a supervisor cannot arbitrarily deny use of annual leave, each request must be considered in relation to the work situation. The final determination as to the time and the amount of annual leave rests with the supervisor authorized to approve leave and will generally be made in light of the needs of the service rather than solely on the desires of the employee. Supervisors require a tentative leave schedule so that potential conflicts created by several employees desiring leave on identical dates can be resolved through early alternate scheduling. An employee transferring to another military activity or other Federal agency can transfer annual leave in most cases. A separated employee is paid a lump sum for unused annual leave up to the maximum amount authorized by regulation.

b. Sick Leave (GS Employees). Sick leave is earned as follows:

Full-Time Employee	Part-Time Employee
4 hours/pay period	1 hour for each 20 hours in pay status

Intermittent employees do not accrue sick leave. Sick leave is available for use at the beginning of the pay period during which it is earned. Sick leave is a qualified right in that it may be used only:

(1)When incapacitated for performance of duties by sickness, injury, pregnancy and confinement, or illness resulting from immunizations or vaccinations (whether or not required as a condition of employment).

(2)For medical, dental or optical examinations or treatment.

(3)For care of family members. Most Federal employees who accrue sick and annual leave under the provisions of Title 5, United States Code, may now be permitted to use up to 13 days of sick leave each year to provide medical or personal care to a family member. In addition, employees will be allowed to use sick leave to make arrangements for or attend the funeral of a family member, or to pursue any activity related to the adoption of a child. The 13-day leave limit does not apply to adoptions.

The new regulations, which were effective December 2, 1994, allow Federal employees to use sick leave to provide care to a family member as a result of physical or mental illness, injury, pregnancy or childbirth, or to accompany family members to medical, dental, or optical examinations or treatments. The law defines family members as spouses and their parents, children, parents, siblings and their spouses, and any individual related by blood or affinity whose relationship to the employee is the equivalent of a family relationship.

The new rules guarantee full-time employees the use of five days of sick leave each year to care for family members or for bereavement purposes. Employees wishing to use more

than five days (40 hours), but not more than 13 days of sick leave, must maintain a sick leave account balance of at least 80 hours. This requirement ensures that a reasonable amount of sick leave is available to employees for personal illness.

Part-time employees are covered by the regulation; however, their sick-leave benefit is pro-rated. For example, a part-time employee who works 20 hours per week could use up to six and one-half days (6 ½), while being required to maintain at least 40 hours of sick leave for personal use.

Sick leave for prearranged medical, dental or optical examinations or treatment must be scheduled in advance of the absence. Sick leave because of incapacity or because of exposure to contagious disease must be requested as soon as possible after the beginning of the absence, normally within the first hour or two. A medical certificate must support sick leave of more than three consecutive workdays unless a physician did not attend the employee. When a physician did not attend, the employee's certificate showing satisfactory evidence of incapacity may be accepted. When there is reason to believe that an employee is abusing sick leave, a medical certificate may be required for all absences. Upon transfer or reassignment, sick leave can generally be transferred. Sick leave of separated employees may be reaccredited upon reemployment with a Federal activity with a break in service of three years or less.

c. **Educator's Leave (PL 86-91 Employees)**. A teacher (other than a substitute) is entitled to educator's leave, which accrues at the rate of one (1) day for each calendar month or part thereof of a school year. A full-time teacher who serves for an entire school year accrues ten (10) days of educator's leave. Leave is not accrued for any full calendar month in a non-pay status. Part-time employees also earn leave in an amount proportionate to the amount of time employed, which is half of full-time. There is no restriction on the amount of educator's leave that may be accumulated. The minimum charge for leave is one-half day, and additional charges are in multiples thereof. Based upon a change in law effective in 1995, educators serving in principal and assistant principal positions and working a 222-duty schedule accrue 13 days of educator's leave per school year. An educator moving during a school year from an educator position with a 190-duty day work schedule to a principal or assistant principal position will only accrue 10 days educator's leave for that school year. Leave earned may be granted during the school year in accordance with the provisions of the FEA/DoDDS Collective Bargaining Agreement and DS Regulation 5630.4. Up to 30 days of educator's leave may be advanced to an educator with appropriate documentation when the employee has no accumulated leave. Advances of educator leave are subject to subsequent earnings of educator's leave or repayment upon separation for any leave advanced but not earned. Educator's leave earned is not liquidated through a lump-sum payment when the teacher is separated. When a teacher is separated and is reappointed to another teaching position without a break in service of more than three (3) school years, the leave account is certified to the new activity for credit. Unused educator's leave to an employee's credit at the time of retirement is used to increase the length of the employee's creditable service for annuity computation under CSRS.

d. **Leave Without Pay (LWOP)**. Absences are charged to LWOP only when the employee specifically requests LWOP. LWOP is granted only when it is apparent that it will result in increased job ability, protection of or improvement in the employee's health or the retention of a desirable employee. Any employee who has more than six months LWOP in a calendar year will have his/her Service Computation Date reduced by any days in excess of six months. Payment of the Government's portion of the health benefits premium may also be eliminated after a period of LWOP of one year.

e. **Home Leave (GS)**. Employees entitled to accumulate 45 days of annual leave will earn home leave at the rate of five (5) or ten (10) workdays per year while stationed in Europe. The earning rate is determined by the Foreign Post Differential (FPD) authorized in the area. Home leave may only be used in the U.S., its territories or possessions, or Puerto Rico. It may be used in conjunction with other types of leave. Home leave may be initially granted only after an employee has 24 months of continuous service abroad. Home leave must be requested through the supervisor.

f. **Absence for Maternity Reasons**. Leave for maternity reasons may be a combination of sick leave, annual leave, educator's leave and/or leave without pay. Sick leave or educator's leave is appropriate for time required for physical examinations and to cover the period of incapacitation. After delivery and recuperation, any time needed to make arrangements for care of the child or other adjustments may be charged to annual leave, educator's leave, or leave without pay. The employee must make known her intent to request leave for maternity reasons including the approximate dates, and anticipated duration, to enable the organization to prepare for any adjustments that may be necessary during an extended absence.

g. **Extended Leave Without Pay (LWOP)/Administrative Reemployment Rights (ARR)/Sabbaticals**. Educators may request extended LWOP or Sabbatical for one year or ARR for one or two school years to pursue a formal course of study, participate in a project or study or accept temporary employment when the results of such action are deemed to be beneficial to the DoDDS system. Selections are made based on the needs of the Region. An employee on a sabbatical receives half-pay. Entitlements, restrictions and requirements of each program are at Appendix A. Only PL 86-91 (TP) employees may participate in the ARR program.

h. **Absence Without Leave (AWOL)**. Absence without leave is an absence from duty which is not authorized or for which a request for leave has been denied. The employee receives no pay for the period of the absence. Disciplinary action may also be taken when considered appropriate. If the absence is later excused because the circumstances surrounding the absence are such that the absence would have been approved, the charge to absence without leave may be changed to the appropriate type of approved leave.

i. **Voluntary Leave Transfer Program (PL 86-91 Employees)**. On October 31, 1994, the President signed an amendment to Title 20, United States Code that would establish a voluntary leave transfer program for teachers similar to that in effect for GS employees. Under these provisions, DoDDS educators are permitted to donate their any purpose leave (APL) to other DoDDS educators who are experiencing medical or family medical emergencies. Only APL may be used for this program.

Implementing procedures for this program are currently being developed and will be subject to the negotiations process. In the interim, any educator who has a medical or family emergency that is likely to require his or her absence from duty for a prolonged period of time and result in a substantial loss of income due to the unavailability of paid leave, may apply to receive transferred leave from other educators. The employee must submit a request in writing to the immediate supervisor to include:

- Applicant's name, social security number, position title, salary, and leave balance as of the date of application.
- Expected date on which available paid leave will expire.
- Expected duration of the medical emergency, and if the emergency is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient.
- Reasons why transferred leave is needed, including a brief description of the nature and severity of the medical emergency. Attach a physician's certification and a copy of the current leave and earnings statement.
- A statement acknowledging and approving the public release of the existence of an emergency and the recipient's name in management's efforts to obtain leave donations.
- Recipient's telephone number during the period of medical emergency, if available, or that of the person to contact on behalf of the applicant.

Upon receipt of an application to become a leave recipient, the immediate supervisor shall forward the information, along with his or her recommendation for approval, to the DoDDS-E Civilian Personnel Office (Employee Relations Section) .

j. **Family and Medical Leave Act of 1993 (GS and PL 86-91 Employees)**.

The Family and Medical Leave Act of 1993 (FMLA), which was effective August 5, 1993, provides certain covered Federal employees with entitlement to up to 12 weeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or

- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

Under certain conditions, FMLA leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave. An employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA. FMLA leave is in addition to other paid time off available to an employee.

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 FMLA leave is entitled to maintain health benefits coverage. An employee may pay the employee share of the premiums on a current basis or pay upon return to work.

The employee must provide notice of his or her intent to take family and medical leave not less than 30 days before leave is to begin or as soon as is practicable.

The agency may request medical certification for FMLA leave taken to care for an employee’s spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

23. **Performance**. During your initial introduction to your job, you will discuss with your supervisor the quality, quantity, and manner of performance that will be expected from you in the job. The purpose of the performance management system as set forth in DS Regulation 5430.9 is to improve employee performance to more efficiently accomplish the mission of DoDDS. The performance appraisal process is intended to strengthen supervisor-employee relationships, to improve individual performance by keeping employees aware of their supervisor’s judgments of their work, to recognize and reward those whose performance so warrants, and to help in the decision-making process for remedial or developmental training, reassignment, promotions, reduction-in-grade actions, retraining, and removing employees.

Definitions

The following definitions of terms used in the DoDEA performance management system are provided to highlight the major aspects and components of the system:

“Appraisal” - The act or process of reviewing and evaluating the performance of an employee against the described performance standards.

“Appraisal Period” - The period of time during which an employee’s performance will be reviewed. The normal period is from May 1 to April 30. The minimum appraisal period is 120 days.

“Critical Element” - A component of a position consisting of one or more duties and responsibilities which contributes toward accomplishing organizational goals and objectives and which is of such importance that unacceptable performance on the element would result in unacceptable performance in the position.

“Non-critical Element” - A component of a position, which does not meet the definition of a critical element, but is of sufficient importance to warrant written appraisal.

“Performance” - The accomplishment of assigned work as specified in the critical and non-critical elements of a position.

“Performance Plan” - The aggregation of all of an employee’s written critical and non-critical elements and performance standards.

“Performance Standard” - A statement of the expectations or requirements established by management for a critical or non-critical element at a particular rating level. A performance standard may include, but is not limited to, factors such as quality, quantity, timeliness, and manner of performance.

“Progress Review” - A review of progress toward achieving the performance standards and is not in itself a rating.

“Rating of Record” - The summary rating required at the time specified in the performance management plan or at such other times as the plan specifies for special circumstances.

“Summary Rating” - The written record of the appraisal of each critical and non-critical element and the assignment of a summary rating level.

Responsibilities

The performance management system lists certain responsibilities for both supervisors and employees. These are as follows:

Supervisors are responsible for:

- a. Establishing, through discussion with employees, performance standards, identifying critical and non-critical elements, and providing each employee with a written copy of the performance standards, and critical and non-critical job elements at the beginning of the appraisal period.
- b. Evaluating employee performance and revising performance standards through discussion with the affected employee as necessary during the rating period.
- c. Rating employees through the application of the appraisal system once each year.
- d. Ensuring that each employee is advised, through discussion and writing, of the assigned rating.

Employees are responsible for:

- a. Cooperating with their supervisor in the development of job elements and performance standards.
- b. Proposing to supervisors the need for revising performance standards as conditions change during the rating period.
- c. Participating in the discussion and documentation required during the rating period.

Performance Records

Ratings of record and performance plans covering the most recent three years will be retained in the employee's Official Personnel Folder (OPF) or performance appraisal file. These files are maintained by the DoDEA Personnel Center. All performance appraisal documents are available for review upon the request of the employee.

Unacceptable Performance

Performance below the performance standards set for one critical element may be the basis for reduction-in-grade or removal of an employee. Such actions generally do not take place, however, until after an employee has had an opportunity to demonstrate acceptable performance.

When performance deficiencies are noted, counseling is normally initiated to inform the employee of the deficiencies and to develop a course of action intended to assist the employee in eliminating the performance deficiencies.

Superior Performance

The results of performance appraisals will be used to identify employees who should be considered for job-related awards. While the formal appraisal provides the opportunity to review and assess how actual performance compares with standards set for an employee's position, supervisors may recognize employees through awards at other times.

Performance Appraisal Process

Development of Performance Plans - Employees are encouraged to participate in establishing their performance plan. This participation may include discussing and developing the performance plan with the supervisor, providing the supervisor with a draft plan, or commenting on a draft plan developed by the supervisor. Regardless of the nature of employee participation or consultation, final authority for establishing performance plans rests with the supervising officials.

Notification of Requirements - Performance plans are to be provided to employees in writing the beginning of the appraisal period (normally within 30 calendar days). For those employees hired on a school-year basis, the performance plans normally will be provided to the employees in writing at the beginning of the appraisal period, but not later than 30 calendar days from the beginning of the school year. Performance plans may be

amended by the supervisor during the rating period provided employees are made aware of any changes and the provisions of any applicable negotiated agreement are followed in making such a change. If substantive changes are made to elements or standards, the changes must be in effect for 120 days before an employee can be rated on the new element or standard.

Rating of Performance Elements - A three-level system shall be used to rate employees on critical and non-critical elements. The three levels are “exceeds”, “satisfies”, and “does not satisfy”.

Performance standards must be written for the “satisfies” level for all critical and non-critical elements.

Determination of Summary Rating - A five-level system shall be used in determining the individual summary rating. The five summary rating levels are “exceptional”, “commendable”, “fully successful”, “minimally successful”, and “unacceptable”. Summary ratings are determined as follows:

Summary Rating:

Rating of Performance Elements

Exceptional

Performance exceeds the standard for all critical and non-critical job elements

Commendable

Performance exceeds the standard for more than half of the critical and non-critical job elements and satisfies the standard for any remaining elements

Fully Successful

Performance satisfies the standard in all elements Minimally Successful Performance satisfies the standard for all critical elements, but fails to satisfy the standard for one or more non-critical elements

Unacceptable

Performance fails to satisfy the standard for one or more critical elements

Progress Review

A progress review will be held for each employee at least once during the appraisal period. This review will consist of a comparison between the individual’s current level of performance and the performance elements and standards established for the employee’s position. Formal ratings (element and/or summary) will not be given as a result of the progress review.

Formal Appraisal of Performance

An employee must be appraised on each critical and non-critical element in his or her performance plan unless there has been insufficient opportunity to demonstrate performance on the element.

Each employee's performance will be appraised annually and a rating of record prepared. When an employee changes position after a period of 120 days or more, the employee's supervisor must prepare a summary rating of the employee's performance for the period prior to the change. Such summary ratings will be considered by an employee's supervisor in determining the employee's annual rating of record.

Dissatisfaction with Ratings

Bargaining unit employees who are dissatisfied with their performance ratings may seek resolution through the procedures contained in the appropriate collective bargaining agreement. Non-bargaining unit employees may present their dissatisfaction with their ratings through the DoDEA administrative grievance procedure described in DS Regulation 5771.9, "Department of Defense Dependents Schools Administrative Grievance Procedure".

Further Information

The above has been an overview of the key provisions of the most current form of the DoDEA performance management system. Employees desiring more detailed information should consult their supervisors or DS Regulation 5430.9 dated December 5, 1988. A copy of the regulation is filed in the regulation reference library of each school or office.

24. **Travel and Transportation**. Employees recruited in the U.S. for overseas duty are required to sign a transportation agreement prescribing a period of overseas duty which must be served before transportation between the U.S. and overseas is authorized at Government expense. PL 86-91 educators must complete 175 instructional days to receive one year of credit toward fulfilling their transportation agreement. Employees who are hired locally in the overseas area are normally not eligible for a transportation agreement. The following types of travel to the U.S. are permitted for those employees who are serving under a transportation agreement:

a. **Renewal Agreement Travel (RAT)**. Upon completion of the required tour of duty, employees become eligible for return travel at Government expense to their home of record in the U.S. and return to the same overseas area. Generally, educators may only use Renewal Agreement Travel (RAT) benefits during the summer recess period. Before taking RAT travel, the employee must sign another transportation agreement.

b. **Advance Education Travel**. Round-trip travel may be authorized for PL 86-91 employees serving in an area with a two-year tour of duty who desire to return to the U.S. for the summer at the end of the first school year of service to attend an accredited

college or university to pursue courses that are required for continued certification or for professional preparation and advancement. Employees are required to present satisfactory evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than six (6) semester hours. Individuals who participate in this program will, upon return to the overseas area, begin a new two (2) year transportation agreement.

c. **Separation Travel.** Employees who satisfactorily complete the agreed period of service will be authorized travel and transportation at Government expense to their home of record in the U.S. Unless able to present reasons acceptable to DoDEA, an employee who fails to serve the minimum required period of time stated in the transportation agreement must repay to the Government a sum of money equivalent to that expended by the Government for transportation of self and dependents, cost of movement and storage of household goods and personal effects, and any other related allowances incurred in movement from beginning point of travel to duty station less any credits earned as indicated in the Joint Travel Regulations. School year employees who return to their home of record on Reemployment Agreement Travel (RAT), and fail to return for the next school year, will be required to refund any LQA paid after the time school ends. Employees residing on base will be charged a fee as determined by the base housing office.

d. **Passport/Visas.** You are responsible for insuring that your passport, with all required visas, as well as those of your dependents, is current and valid. An individual with an expired passport or visa is technically considered an unauthorized alien in the host country and could be subject to deportation. Check your passports and visas periodically.

e. **Emergency Leave Travel.** Employees, with or without a transportation agreement, and their spouses, are granted space available travel to the U.S. Port of Entry for emergency purposes. The traveler may elect to pay for space-required travel on government aircraft. Travel within the U.S. is at the expense of the traveler. Emergency leave travel is authorized only when a person has an emergency in his/her family and the emergency is verified through the American Red Cross. Absences on emergency leave, including time awaiting transportation, are chargeable to annual leave; educator's leave, or leave without pay. The following criteria are used to grant emergency leave:

(1) Presence of the employee or spouse will contribute to the welfare of a seriously ill member of the employee's or spouse's immediate family, that is, parent, spouse, child, brother, sister, person in "loco parent's", or sole blood relative. A person in "loco parents" is an individual who in lieu of the parents assumed full moral support and financial responsibility for rearing the member for at least five years during his/her minority.

(2) Death of a member of employee's or spouses immediate family.

(3) Accident to or serious illness in the employee's or spouse's immediate family has resulted in a serious family problem and imposed important responsibilities on the employee or spouse and these responsibilities must be met immediately, but cannot be done from the overseas duty station or by another individual or means.

(4) The nature of the emergency does not specifically meet (1), (2), or (3) above, but failure of the employee or spouse to return would create severe and unusual hardship on the employee's or spouse's family. Employees who are dependents of military members will have the emergency travel administered through the spouse's military personnel office.

NOTE: Additional travel provisions for bargaining unit employees (non-supervisory, professional, school-level employees) are contained in Article 48 of the FEA/DoDDS Collective Bargaining Agreement.

f. Periods of Service Requirements. The current periods of service requirement under transportation agreements are as follows:

(1)Germany, England, Belgium, Netherlands, Spain, Italy (except for LaMaddalena and Sigonella)

GS Employees: 3 years for those on initial transportation agreements. 2 years for those on renewal agreements.

PL 86-91 Employees: 2 school years

Principals/Asst Prin: 2 school years

(1)Azores, Bahrain, Turkey

GS Employees: 2 years

PL 86-91 Teachers: 1 school year

Principals/Asst Prin: 2 school years

(1)La Maddalena and Sigonella, Italy

GS Employees: 2 years for those on initial Transportation agreement.

18 months for those on renewal agreement.

PL 86-91 Teachers: 2 school years

Principals/Asst Prin: 2 school years

(1)Iceland

GS Employees: 2 years for those on initial Transportation agreements.

1 year for those on renewal agreements.

PL 86-91 Teachers: 1 school year

Principals/Asst Prin: 1 school year

g. Inbound Personal Effects.

(1)**Household Goods.** You should allow from 60 to 90 days for your household goods to arrive. Household goods are shipped to your country of assignment by ocean vessels, and the estimated arrival date may not be met. No tracer action can be taken until a reasonable time has elapsed. Upon arrival of your household goods at your duty station, the Traffic Management Office (TMO) will contact you and arrange delivery. If you are the sponsor, you should plan to be at your residence during the hours specified by TMO to receive your property. Contact your local TMO for additional information and assistance.

(2)**Unaccompanied Baggage.** Normally, unaccompanied baggage requires 30 to 45 days to arrive. Military aircraft ships it, and arrival dates are not firm. No tracer action will be taken until the estimated arrival date has passed. The TMO will contact you upon arrival of your unaccompanied baggage and inform you of its arrival. You will be required to visit the Inbound Personal Property function to arrange delivery and to sign a statement indicating that you will be available to accept delivery of your property. You are cautioned against acquiring personal effects in excess of your authorized weight allowance during your tour. Excess weight is chargeable to you, and shipping charges are high. Upon your departure, if your property exceeds your authorized weight allowance, you will be required to pay the excess costs.

h. Personally Owned Vehicle (POV) Shipment. Depending upon the area to which assigned, employees may be authorized shipment of a POV to and from their overseas post. The DoDEA Personnel Center and the Transportation Management Office should be contacted for more detailed information regarding the entitlement and restrictions, which apply to the shipment of POV's.

25. Dual Employment and Compensation. An employee cannot receive basic compensation from more than one civilian position for more than an aggregate of 40 hours in any one-calendar week (Sunday through Saturday). This includes both appropriated fund and non-appropriated fund positions. There are certain statutory and regulatory exceptions to this general restriction. They are: (1) Personal services rendered under emergency conditions relating to health, safety, protection of life or property, or National emergency; (2) Federal employment obtained when an employee is in a non-pay status in his/her regular full-time job.

26. Job-Related Injury/Illness Compensation. A Federal employee who sustains injury while in the performance of official duty or contracts an illness as a direct result of employment is entitled to receive medical, surgical, and hospital services and supplies to be furnished by a physician and hospital of the employee's choice. An employee who sustains a disabling job related traumatic injury is entitled to continuation of regular pay for a period not to exceed 45 calendar days. Compensation based on loss of wages is

payable after the 45 days if the injury causes permanent disability or if there is pay loss for more than 14 days; otherwise compensation begins on the fourth day after pay stops.

a. **Report Injuries Promptly.** Immediately report to your supervisor every injury sustained in the performance of official duty, no matter how slight.

b. **Obtaining Medical Care.** Your supervisor will arrange for first aid and necessary medical treatment. Do not neglect slight injuries; unattended minor injuries may later prove serious. Obtain medical treatment immediately.

c. **Required Forms.** After any necessary first aid or medical treatment has been received, you should give written notice of your injury to your supervisor on Form CA-1, "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation," as soon as possible but no later than 30 days following the injury. The notice may be given by someone else if you are unable to do so. Your supervisor who will forward the notice of injury with an official report to the DoDEA Personnel Center; do not mail forms directly to the Office of Workers' Compensation Program will prepare all other necessary forms. Occupational diseases or illnesses should be reported using a Form CA-2, "Federal Employee's Notice of Occupational Disease and Claim for Compensation."

d. **Compensation Payment.** A claim should be filed promptly since delay may cause denial of benefits. A claim for disability compensation must be filed within three years of the injury, and a claim for death compensation within three years after death. Compensation payable during temporary total disability is at the rate of $66 \frac{2}{3}$ percent of the employee's pay rate when there are no dependents. The compensation rate is increased to 75 percent when there are one or more dependents. An employee may elect to use sick or annual leave or both for GS employees and educator's leave for PL 86-91 employees, instead of receiving compensation. No compensation is payable if the injury is caused by willful misconduct of the employee, intentional injury, or intoxication.

27. **Equal Employment Opportunity (EEO).** It is Federal Government policy that personnel management must be accomplished in a manner that is free from discrimination and harassment and must provide equal opportunity and equitable treatment for all employees or applicants for employment regardless of their race, color, religion, age, sex, national origin, or disability. The objective of the EEO program is not to provide special or unfair advantage to any groups or individuals, but to ensure that employees are not unfairly disadvantaged based on non-merit factors. DoDEA's Policy on EEO and on Sexual Harassment, along with an employees' rights and point-of-contact information to the EEO process, are posted on employee bulletin boards and the DoDEA and DoDDS-E websites,. Employees may access the EEO websites at <http://www.odedodea.edu/eoo/> or <http://www.eu.odedodea.edu/eoo.htm>.

DoDEA makes an overt effort to recruit a diverse workforce; that is, one that includes employees drawn from both sexes, as well as different racial, ethnic and age groups.

Federal employees are entitled to work in a non-hostile work environment, free of harassment. If you believe that you have been discriminated against, please contact your EEO office at DSN 334-2490 within 45 days of the date you knew or should have known that the discrimination took place.

28. **Drug and Alcohol Abuse Control/Employee Assistance Program**. The improper use of drugs or alcohol by employees can result in damage to physical and mental health, can jeopardize their safety and the safety of others and can result in an unacceptable performance of duties. Drug or alcohol abuse that adversely affects the health, performance and employment-related behavior or adversely affects fulfillment of the Department of Defense mission is incompatible with DoDEA standards of conduct and performance. Drug or alcohol abuse will be dealt with as a health problem, but it may result in disciplinary action, including removal of the employee in certain circumstances. The counseling services of the employee's military installation's Employee Assistance Program (EAP) are available to civilian employees. Points of contact for the EAP should be posted on official bulletin boards. Employees will be granted leave to attend counseling or treatment for drug or alcohol abuse.

29. **Discipline**. A disciplinary action is an action taken by management to correct an employee's conduct deficiencies. Included are oral admonishments, reprimands, suspensions and removals. Supervisors keep employees informed of rules, regulations and standards of conduct and maintain conduct and discipline within the framework of policy and established procedures. They also constructively correct employees individually and in private.

30. **Appeals and Grievances**. Appeal and grievance procedures whereby an employee can request a review of an adverse action or attempt to resolve a matter of dissatisfaction with one's job are available to most employees. All matters should be initially discussed with the supervisor, and informal resolution attempted. The DoDDS-E Human Resources Office supervisor will provide a detailed explanation of any contractual or regulatory procedure upon specific request by you. On August 17, 1990, Public Law 101-376 was signed. This law gave civil service procedural and appeal protections to members of the excepted service after completion of two years of current continuous service in the same or similar positions in other than a temporary appointment limited to two years or less.

31. **Reduction in Force (RIF)**. A RIF is a management required work force adjustment. It is not a tool for firing an employee. It does not necessarily follow that every employee affected by RIF will be separated from Federal service.

a. A RIF situation occurs when there are more employees than necessary jobs. Under RIF, an entire facility or organization may be surplus, or only a function within an organization, or even a single occupation, grade or position. In a RIF situation, management decides which jobs will be retained and which jobs must be abolished. The fact that an employee's job is abolished does not necessarily mean that the occupant of that particular job will be separated from the service, or even that the occupant will be adversely affected. Management and the DoDEA Personnel Center share responsibility

for determining what happens to an employee whose job is eliminated. An employee is usually placed in an equivalent position that is vacant. If that is not possible, which initiates a complex process as few employees as possible are affected and “best offers” of continuing jobs are made. The basic document for determining job offers under RIF is a retention register.

b. A RIF retention register is like a totem pole. The lowest on the totem pole is the one who is reached for RIF. Also, employees in the competitive service and those in the excepted service are grouped separately, although jobs may be very similar. This means that in a RIF situation an employee in the competitive service does not displace one in the excepted service or vice versa.

c. In the event your job is eliminated at some future time, a full explanation will be given of the RIF procedures, and your individual rights under RIF will be explained.

32. **Unemployment Compensation.** Federal employees have unemployment compensation rights similar to those of workers in private industry. If you are eligible, you will be paid by the state employment security agency under the provisions of its unemployment compensation law. The law of the state in which your last official station is located will determine the amount of your weekly benefits and the period for which benefits will be paid. However, if your last official station was outside the United States, you will not be eligible until you return to the U.S. You cannot receive unemployment compensation while residing outside of the U.S.

a. State laws vary, but benefits usually are approximately one-half normal earnings. Weekly benefits are payable for maximum periods ranging from 26 to 30 weeks in a benefit year.

b. All state laws require that: (1) You must be unemployed, able to work, and available for any suitable work; (2) You must file a claim and must register for work at a local public employment office and must continue to report to that office as directed; and (3) you must have had the employment or wages as specified in the state law.

c. Although disqualification provisions vary from state to state, generally all state laws will disqualify you for such reasons as: (1) quitting your job voluntarily without good cause or being discharged for on-duty or off-duty misconduct; or (2) refusing an offer of a suitable job without good cause.

d. If you become unemployed or are in a non-pay status for seven consecutive days or more and you want to file a claim, go to the nearest Public Employment Office. Be sure to take with you your Social Security Account Card, the official notice of your most recent separation and the notice of unemployment compensation (Standard Form 8) furnished to you by the Personnel Center during your out processing.

e. If a determination is made that you are ineligible for or are disqualified from benefits, you have the right to appeal in accordance with the applicable state law, but the

Federal law provides that determination of Federal service and wages and reasons for termination of Federal service given by the agency shall be conclusive.

f. If you willfully make a fraudulent claim, you are subject to a fine or imprisonment, or both.

33. Unions/Representation Under the Federal Labor Relations Statute. Under the Federal Labor Relations Statute, certain employees are permitted to be considered as belonging to a “collective bargaining unit” and to choose to be represented by a labor organization (union). There is a collective bargaining unit, which applies to certain employees of the DoDDS-E Area. This bargaining unit consists of all non-supervisory professional school personnel employed in the DoD Dependents Schools in the former Germany Region, the Pacific Area and the former Atlantic Region, including those with “not to exceed” appointments.

The following employees are specifically excluded from the bargaining unit: non-professional employees, substitute teachers, employees engaged in Federal personnel work in other than a purely clerical capacity, management officials, and supervisors.

The exclusive representative of the collective bargaining unit described above is currently the Federal Education Association (FEA) and the Overseas Federation of Teachers (OFT). The exclusive representative for all unit employees assigned to DoDDS schools located in the Azores (Portugal), Spain, Italy, Turkey, and Bahrain is the remainder of the schools in the Europe Area. There is a collective bargaining agreement between the FEA and DoDDS, and the OFT and DoDDS which addresses rights, responsibilities, and procedures applicable to bargaining unit employees. New bargaining unit employees should be given a copy of the agreement by their supervisor. Among the rights possessed by bargaining unit employees is the following:

Pursuant to Section 7114(a)(3) of Title V, U.S. Code, as added by the Civil Service Reform Act (PL95-454), the exclusive Union must be given the opportunity to be represented at any examination of an employee in the bargaining unit by a management representative in connection with an investigation if:

(1) The employee reasonably believes that the examination may result in disciplinary action against the employee; and

(2) The employee requests representation.

Employees are free to choose to join or not to join unions.

34. Suggestion Awards. Employees have unlimited opportunities (subject to the availability of funds) to earn cash awards based on suggestions. Suggestions are submitted on DS Form 5503 “Employee Suggestion” which is available at the school, to the DoDEA Personnel Center Employee Relations Branch. Suggestion awards are designed to encourage maximum productivity and to reward suggestions for their contributions to the economy and efficiency of government operations and for their extra efforts and creative thinking.

35. **Educator Career Program/Merit Promotion Program**. Department of Defense Dependents Schools Educator Career Program, DS Regulation 5335.9, governs merit promotion of professional personnel in DoD Schools to management positions and insures that all promotion actions are based on individual merit and fitness. The principles of equal employment opportunity are strictly observed. Copies of the DoDDS Educator Career Program regulation are posted on official bulletin boards or are otherwise available in schools or offices. This regulation contains the qualification requirements for positions covered by the DoDDS Educator Career Program. Principals and other management officials will counsel employees, at their request, on application procedures or other aspects of the program.

36. **Certification/Recertification**. The process of certification and recertification verifies that an educator has satisfactorily completed the requirements for a given certificate and assures the public that only properly trained individuals are allowed to instruct and administer academic programs. As a condition of employment, all educators are required to be certified initially for a six-year period and to be recertified for each successive six-year period of employment with DoDEA. Generally, recertification requires the satisfactory completion of six semester hours of undergraduate or graduate-level course work at an accredited educational institution in areas related to the current teaching or administrative assignment. For more specific information regarding the DoDEA certification and recertification programs, educators should refer to DS Regulation 5000.9, “DoDDS Certification and Recertification Program”.

37. **Regulations**. Regulations concerning matters relating to the employment of DoDDS personnel are issued by both DoDDS and DoDDS-Pacific. These regulations are maintained in DoDDS schools and offices and are available for employees’ review. The current regulations issued by DoDDS and DoDDS-Pacific relating to personnel matters is listed below:

DoDDS Regulations

DS Regulation 5000.9	“Certification and Recertification”
DS Regulation 5250.0	“Organization for Personnel Management”
DS Regulation 5251.9	“Intramangement Communications and Consultation”
DS Regulation 5273.9	“Evaluation of Personnel Management”
DS Regulation 5330.9	“Transfer Program”
DS Regulation 5335.9	“Educator Career Program”
DS Regulation 5430.9	“Performance Appraisal”

DS Regulation 5511.1	“Position Classification”
DS Regulation 5511.2	“Position Classification Appeals”
DS Regulation 5540.6	“Performance Management and Recognition System”
DS Regulation 5630.4	“Absence and Leave”
DS Regulation 5713.9	“Equal Employment Opportunity Program”
DS Regulation 5771.9	“Administrative Grievance Procedure”

Appendix A

YEARLONG EDUCATIONAL LEAVE AT HALF PAY

Employment Status: Receives basic pay for half of each workday and is placed on leave without pay for the other half of the workday.

Duration of Program: One school year.

Length of Service/ Program Eligibility: Completion of seven (7) school years of continuous satisfactory service with DoDDS. Employee must be serving on a permanent appointment. Completion of five (5) consecutive school years of satisfactory service with DoDDS since completion of the last leave granted for educational purposes.

Program of study/ Nature of Program: Pursue a one (1) year course of study at an accredited college or university in the United States in a field or program determined beneficial to the needs of DoDDS.

Employment Obligation: Three school years of service with DoDDS upon return.

Failure to Complete for Program: Failure to abide by the terms presented as a basis for of the request may be grounds for the Government to recover all or part of any cost to the Government.

Disposition of Household goods: Non-temporary storage of household goods may be authorized if employee is eligible.

Disposition of Privately Owned Vehicle (POV): Employee is responsible for disposition of POV. Shipment is not authorized.

Transportation Eligibility: Employee serving on a transportation agreement must be eligible and accept renewal agreement travel. Otherwise, funding for round trip travel is at employee's expense. Employee not serving under a transportation agreement must pay all expenses associated with travel and disposition of household goods.

Entitlement to Transportation Agreement and Living Quarters Allowance (LQA): Eligibility for such benefits prior to grant of leave remains unchanged upon return to the area. If otherwise eligible, employee may continue to receive LQA under certain circumstances if the area director obtains advance approval.

Health Benefits Coverage: Health insurance coverage remains in effect; however, the employee must assume the appropriate share of the cost.

Life Insurance Coverage: Life insurance coverage continues without cost when an employee is in a non-pay status for up to 12 months.

Step Increase: No additional step increase for the year on LWOP, but step increase is granted for school year prior to taking LWOP.

Credit for Retirement: Credit for 6 months toward retirement is given in any 1 calendar year.

Leave Accrual: None

Documents Granted under Status of forces agreement (SOFA): SOFA documents (ID cards, ration cards, POV registration, etc.) relinquished until employee's return.

Appendix B

LEAVE WITHOUT PAY (LWOP) FOR EDUCATIONAL PURPOSES

Employment Status: Placed on LWOP.

Duration of Program: Initial request may be for one school year only. If a second year is needed, the educator must submit a written request to the Director of DoDEA for approval.

Length of Service/ Program Eligibility: Completion of seven (7) school years of continuous satisfactory service with DoDDS. Employee must be serving on a permanent appointment. Completion of five (5) consecutive school years of satisfactory service with DoDDS since completion of the last leave granted for educational purposes.

Program of Study/ Nature of Program: Pursue a course of formal study at an accredited college or university in the United States. Program to be undertaken must be beneficial to the needs of DoDDS.

Employee Obligation: None.

Failure to Complete Program: Failure to abide by the terms that were presented as a basis for approval of the request for LWOP may be grounds for the Government to recover all or part of any cost to the Government.

Disposition of Household goods: Non-temporary storage of household goods may be authorized if employee is eligible.

Disposition of Privately owned Vehicle (POV): Employee is responsible for disposition of POV. Shipment is not authorized.

Transportation Eligibility: Employee serving on a transportation agreement must be eligible and accept renewal agreement travel. Otherwise, funding for round-trip travel is at employee's expense. Employee not serving under a transportation agreement must pay all expenses associated with travel and disposition of household goods.

Entitlement to Transportation Agreement and Living Quarters Allowance (LQA): Eligibility for such benefits prior to the grant of ELWOP remains unchanged upon return to the area. If otherwise eligible, employee may continue to receive LQA under certain circumstances if the director obtains advance approval.

Health Benefits Coverage: Health insurance coverage remains in effect; however, the employee must assume the appropriate share of the cost.

Life Insurance Coverage: Life insurance coverage continues without cost in a non-pay status for up to 12 months.

Step increase: No additional step increase for year on ELWOP, but credit for a step increase is granted for school year prior to taking LWOP.

Credit for Retirement: Credit for six (6) months toward retirement is given in any one (1) calendar year.

Leave Accrual: None.

Documents Granted under Status of Forces Agreement (SOFA): SOFA documents (ID card, ration card, POV registration, etc.) relinquished until employee's return.

Appendix C

ADMINISTRATIVE REEMPLOYMENT RIGHTS (ARR) PROGRAM

Employment Status: Employee resigns.

Duration of Program: Initial request may be for 1 or 2 school years. If 1 school year is approved and a second school year is needed, the educator must submit a written request to the Director of DoDEA for approval.

Length of Service/ Eligibility: Completion of 3 school years of continuous satisfactory service with DoDDS. Employee must be serving on a permanent appointment. Completion of five (5) consecutive school years of satisfactory service with DoDDS since completion of the last leave granted for educational purposes.

Program of Study/ Nature of Program: Pursue a course of formal study, participate in a project or accept temporary employment. Program to be undertaken must be beneficial to the needs of DoDDS.

Employment Obligations: None.

Failure to Complete Program: Failure to abide by the terms of the ARR agreement could result in the agreement to reemploy being voided. Should this occur, the educator must compete with other CONUS applicants for a position.

Disposition of Household Goods: If employee is eligible, household goods will be shipped to home of record. If shipment to an alternate destination is requested, any excess costs will be borne by the employee.

Disposition of Privately Owned Vehicle (POV): If employee is eligible, POV will be shipped to closest vehicle port facility to home of record. If shipment to an alternate destination is requested, any excess costs will be borne by the employee.

Transportation Eligibility: Employee serving on a transportation agreement must have completed the required tour of duty. Employee not serving on a transportation agreement must pay all expenses associated with travel and disposition of household goods.

Entitlement to Transportation Agreement and Living Quarters Allowance (LQA): If employee has such benefits prior to resignation, benefits will be reinstated upon reemployment provided approved program was undertaken in the United States. If program is undertaken outside the United States, such benefits may not be reinstated upon rehire. If employee did not have such benefits prior to resignation, upon return, employee will acquire the same benefits as any other CONUS hire provided approved program was undertaken in the United States.

Health Benefits Coverage: Employee may opt for temporary continuation of coverage; however, the enrollee must pay the full premium for the plan (that is both the employee and Government share of the premiums) plus a 2 percent administrative charge.

Life Insurance Coverage: No life insurance coverage.

Step Increase: Credit for a step increase will be granted for the year prior to taking ARR plus one additional step increase for the first year of absence.

Credit for Retirement: No credit for retirement.

Leave Accrual: None.

Documents Granted under Status of Forces Agreement (SOFA): SOFA documents (ID card, ration card, POV registration, etc.) relinquished until rehire.

Appendix D

APPLICATION FOR LEAVE PROGRAM
SCHOOL YEAR _____

Name of Educator _____

School _____ Present Position Title _____

Also qualified to teach (list categories or subject areas):

I have been serving on a full-time permanent continuous appointment with DoDDS since: _____

Total years in DoDDS: _____

I am serving under a transportation agreement: Yes or No.

I have previously been on ARR, LWOP, or Yearlong Educational Leave at Half Pay: Yes or No

If yes, which program and what school year: _____

PROPOSED PROGRAM OF STUDY FOR:
SELECT ONE: (PROPOSAL REQUIRED FOR EACH PROGRAM)

1. Yearlong Educational Leave at Half Pay
2. Leave Without Pay for Educational Purposes
3. Administrative Reemployment Rights Program

I will attend _____ - _____

(College or University)

(City and State)

Proposed Admittance Date: _____

Program Completion Date: _____

Program will include the following courses for a total of _____ semester hours (or equivalent in quarter hours).

Appendix D

Course Title

_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: If possible, please attach course descriptions for the courses listed above as well as any correspondence from the college or university to you regarding your program of study or project.

EXPLANATION OF PROPOSED PROGRAM OF STUDY/PROJECT/EMPLOYMENT AND ANTICIPATED BENEFITS TO THE SCHOOL SYSTEM

Signature of Applicant _____
Date

Your principal must complete the following portion:

Recommend Approval: _____

Recommend Disapproval: _____

Comments: _____

By signing this application, I certify that the educator whose signature appears above is performing at a fully successful level.

Signature of Principal _____
Date

Appendix F

LEAVE AND EARNINGS STATEMENT

This section explains the contents of the new LES DFAS Form 1, Block numbers 1 through 22.

Block 1 PAY PERIOD END

This is the last day of the pay period for which pay is due. The date is entered in six numerals in month-day-year order.

Block 2 PAY DATE

The date pay is due the employee. The date is entered in six numerals in month-day-year order.

Block 3 NAME

This is the employee's name. It lists the last name first, followed by the first name or initial and middle name or initials.

Block 4 PAY PLAN/GRADE/STEP

This block lists the employee's current pay plan, pay grade, and step or rate as shown on the SF-50 (Notification of Personnel Action), Blocks 16, 18, and 19.

Block 5 HOURLY/DAILY RATE

This is the hourly rate of an employee's current salary or the daily rate of pay for Teachers, Educators, and Consultants.

Block 6 BASIC OT RATE

For each GS/GM employee whose rate of pay does not exceed the minimum rate for a GS-10, the basic overtime hourly rate is one and one-half times the employee's hourly rate of pay. This field may not always display the actual overtime rate paid an employee. Basic pay for Federal Wage System (FWS) Employees is the scheduled rate of pay plus any night shift, or environmental differential. IF not entitled to perform overtime, the field will be blank.

Block 7 BASIC PAY + LOC ADJ = ADJUSTED BASIC PAY

This is the employee's salary, excluding allowances, adjustments, and differentials plus the annual total dollar amount of any locality or interim geographic adjustment and equals the sum of the two. These rates are the same as shown on the SF-50 in blocks 20A, 20B, and 20C.

Block 8 SOC SEC NO

This is the employee's Social Security Number as shown on the SF-50 in block 2.

Block 9 LOCALITY PAY

This is the percentage of any locality or interim geographic adjustment to which the employee is entitled.

Block 10 FLSA CATEGORY

This is the employee's FLSA status. Code "E" means the employee is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Code "N" means the employee is subject to the minimum wage and overtime provisions of the FLSA. The code is listed on the SF-50, Block 35.

Block 11 SCD LEAVE

This is the employee's Service Computation Date for Leave as shown on the SF- 50, Block 31. The date is entered as month-day-year in six numerals.

Block 12 MAX LEAVE CARRY OVER

This is the maximum number of annual leave hours an employee may carry over from one leave year to the next.

Block 13 LEAVE YEAR END

This is the last day of the current leave year.

Block 14 FINANCIAL INSTITUTION-NET PAY

This is the name of the financial institution, which receives the employee's net pay direct deposit.

Block 15 FINANCIAL INSTITUTION - ALLOTMENT #1

This is the name of the financial institution, which receives an employee's Direct Deposit for Savings Allotment number one.

Block 16 FINANCIAL INSTITUTION - ALLOTMENT #2

This is the name of the financial institution, which receives an employee's Direct Deposit for Savings Allotment number two.

Block 17 TAX, MARITAL STATUS, EXEMPTIONS, ADD'L

This block contains Federal and State tax information. The current tax authority will be identified under the heading "TAX", for example, "FED" for Federal, and "VA" for Virginia State tax. The current filing status "M" for married or "S" for single, will print under the heading "MS" for Marital Status. The number of exemptions claimed will print under the heading "Exemptions". Any additional amount the employee voluntarily wants deducted is listed under the heading ADD'L". The first line will print "FED" for Federal Taxes. The second line will print the authorized State abbreviation for any State taxes being withheld. The abbreviation will also print under "DEDUCTIONS".

Block 18 TAX, MARITAL STATUS, EXEMPTIONS, ADD'L, TAX AUTHORITY

This block lists City, County or other Local tax information. The code assigned to the taxing authority will print under "TAX". The filing status, "M" for Married or "S" for Single will print under "Marital Status". The number of exemptions claimed will print under "Exemptions". Additional amounts requested to be withheld will print under "Add'l". The name of the taxing authority will print under "Taxing Authority". The assigned code also prints under the "DEDUCTIONS" block for easy identification of the tax deduction amount to the taxing authority.

Block 19 CUMULATIVE RETIREMENT

This block contains the cumulative retirement deductions made since transfer to the current payroll office for the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS). The amount is identified by "CSRS" or "FERS".

Block 20 MILITARY DEPOSIT

This block reflects the amount of military deposits paid by payroll deduction and cash payments. It also contains the remaining amount owed as shown on the employee's current OPM Form 1514, Military Deposit Worksheet. An employee may have copies of other OPM Forms 1514. When those amounts are combined with the current amounts paid on the new LES, it reflects the total amount of Military Deposits made since deposits began.

Block 21 GROSS PAY, TAXABLE WAGES, NONTAXABLE WAGES, TAX DEFERRED WAGES, DEDUCTIONS, NET PAY

This block contains amounts for the current pay period under the heading "Current" and cumulative amounts for the current pay year under the heading "Year to Date" for the following":

GROSS PAY

This is the sum of all types of earnings.

TAXABLE WAGES

This field contains all earnings subject to Federal taxes.

NONTAXABLE WAGES

This field contains all earnings exempt from Federal taxes, which are:

- Interest paid on Back Pay Awards
- Cost-of-Living Allowances (COLA)
- Living Quarters Allowance (LQA)
- Post Allowance
- Separate Maintenance Allowance

REGULAR	Hours	
AEIC	Blank (Advanced Earned Income Credit)	
OVERTIME	Hours	
NIGHT DIFF	Hours	
SECOND SHIFT	Hours	
THIRD SHIFT	Hours	
SUNDAY PREM	Hours	
HOLIDAY PREM	Hours	
ENVIRONMENTAL	Hours	(Wage Grade Employees) (Only the hours of exposure reported on the Time and Attendance will print. Payment could be made for more hours than are reported).
HAZARD DUTY	Hours	(Other than Wage Grade Employees) (Only hours of exposure reported on the Time and Attendance will print. Payment could be made for more hours than are reported).
STANDBY PREM	Hours	(Annual Premium Pay for Standby Duty)
AUO PREM	Hours	(Administratively Uncontrollable Overtime)
GTMO BEN ALW	Hours	(Guantanamo Benefit Allowance)
PHYSICIAN AL	Hours	(Physicians Allowance)
COLA	Hours	(Cost-of-Living Allowance)
POST DIFF-NF	Hours	(Non-Foreign Post Differential)
POST DIFF	Hours	(Foreign Post Differential)
DANGER PAY	Hours	
TROP DIFF	Hours	(Tropical Differential)

STAFFING DIFF	Hours	(Staffing Differential)
RETENTION AL	Hours	(Retention Allowance)
SUPVSRY DIFF	Hours	(Supervisory Differential)
LUMP SUM PD	Hours	(Lump Sum Leave Payment)
CRED HR PD	Hours	(Payment for Unused Credit Hours)
COMPTIME PD	Hours	(Payment for Compensatory Time or Religious Compensatory Time at the Overtime Rate in Effect When Earned)
ADV ANNUAL	Hours	(Collection for Advanced Annual Leave Used)
ADV SICK	Hours	(Collection of Advanced Sick Leave Used)
ADV RELIG	Hours	(Collection for Advanced Religious Compensatory Time Used)
ADV TIMEOFF	Hours	(Collection for Advance Time Off Award Used)
LQA	Days	(Living Quarters Allowance)
POST ALLOW	Days	(Post Allowance)
SMA	Days	(Separate Maintenance Allowance)
TQSA	Days	(Temporary Quarters Subsistence Allowance)
SUB EXP ALW	Days	(Subsistence Expense Allowance)
REMOT/OFFSHR	Days	(Remote Site or Offshore Allowance)
SEVERANCE	Days	(Severance Pay for Separated Employees)
INJURY COP	Days	(Injury Continuation of Pay)
INTERST PAID	Blank	(Interest Paid for Back Pay Award)
RECRUIT INC	Blank	(Recruitment Incentive)

TRANSFER ALW	Blank	(Transfer Allowance)
EDUC ALW/TVL	Blank	(Education Allowance/Education Travel)
RECRUT BONUS	Blank	(Recruitment Bonus)
RELOCA BONUS	Blank	(Relocation Bonus)
SUGGESTN AWD	Blank	(Suggestion Award)
INCENTVE AWD	Blank	(Incentive Award)
SES AWARDS	Blank	(Senior Executive Service Awards)
XTRACURR PAY	Blank	(Extra Curricular Pay for DoDDS Teachers/Educators)
XTRADUTY PAY	Blank	(Extra Duty Pay for DoDDS)
FGN LANG AWD	Blank	(Foreign Language Award)
PRODUCT AWD	Blank	(Productivity Gain sharing Award)
SEPARATN INC	Blank	(Voluntary Separation Incentive)

A.1

RETROACTIVE EARNINGS

The earnings “**TYPES**”, “**HOURS**”, and “**AMOUNT**” headings in this section will be the same as is in the “**CURRENT EARNINGS**” block. This section separates current pay period earnings from prior pay period earnings due to corrections of previously submitted Time and Attendance data and late processing of personnel actions. The “**Retroactive Earnings**” amounts in this section could be negative when it lists a collection for a prior pay period overpayment.

All awards are processed with a current pay period effective date; therefore, awards will never be shown as Retroactive Earnings.

B.

DEDUCTIONS

Under the column heading “**TYPE**”, the name of the deduction is printed. Under “**CODE**”, a code may be printed to further identify certain deductions. Under “**CURRENT**”, the current pay period deduction amount is printed. Under the heading “**YEAR-TO-DATE**”, the total amount of the deduction for the pay year is printed. The following “**TYPES**” of deductions are defined:

<u>TYPE</u>	<u>DEFINITION</u>
ADVANCED PAY	(Advancement of Pay)
ALIMONY, ARR ALIMONY, GRN	(Court Ordered Garnishment for Arrearage of Alimony) (Court Ordered Garnishment for Alimony)
ALIMONY, VOL	(Voluntary Alimony)
ALLOTMENT, OS	(Allotment for Overseas Employees)
ALLOTMENT, SV	(Savings Allotment, Identifies as Allotment #1 and Allotment #2)
CHAP 13 PMT	(Court Ordered Garnishment for Chapter 13, Bankruptcy)
CHARITY	(Each Payroll Office Assigns a Unique code to each Charity Within a Geographical Area.)
CHLD SUP, ARR	(Court Ordered Garnishment for an Arrearage of Child Support)
CHLD SUP, GRN	(Court Ordered Garnishment for Child Support)
CHLD SUP, VOL	(Voluntary Child Support)
COMM GRN	(Court Ordered Commercial Garnishment)
COMM GRN FEE	(Processing Fee for a Court Ordered Commercial Garnishment)
DEBT, DOD INV	(Involuntary Payment of a DoD Debt)
DEBT, JDGMNT	(Judgment Ordered by a U.S. Court)
DEBT, DOD VOL	(Voluntary Repayment of a DoD Debt)
DEBT, FEHB	(Collection of a Debt for Health Benefits; the Code Contains the FEHB Enrollment Code for Which the Debt was Created)
DEBT, GOV INV	(Involuntary Payment of a Non-DoD Government Debt)
DEBT, GOV VOL	(Voluntary Payment of a Non-DoD Government Debt)
DEBT, TRAVEL	(Collection of a Travel Overpayment)

DEFERD COMPEN	(Deferred Compensation)
FEGLI	(Federal Employees Group Life Insurance; the Code Contains the Coverage Code (A-N, P-Z, or O) as Shown on the SF-50, Block 27)
FEGLI OPTNL	(Optional FEGLI; the Code contains the Options Selected by the Employee, A, B, or C)
FEHB	(Federal Employees Health Benefits; the Code Contains the Enrollment Code Selected by the Employee)
MEDICARE	
MIL DEPOSIT	(Military Deposit)
NGAUS	(National Guard Insurance; the Code Contains the Code and Option selected by the Technician, A, B, C, D, E)
OASDI	(Old Age, Survivors and Disability Insurance, usually referred to as Social Security)
ORG/UNION	(Union or Professional Organization Dues; Contains the Identification Number Assigned the Union or Professional Organization, which is usually on the Form that Requests the Deduction)
QUARTERS	(Payment for use of Government Housing)
RETIRE, CSRS	(CSRS Retirement; the Code is the Employee's Detirement Code as shown on the SF-50, Block 30)
RETIRE, FERS	(FERS Retirement; the code is the Employee's Retirement Code as shown on the SF-50, Block 30)
RETIRE, NAF	(Non-Appropriated Fund Retirement)
RETIRE, SERS	(State Employee Retirement System for some National Guard Employees)
SAVINGS BOND	(The total Amount Deducted for U.S. Savings Bonds)
SPECIAL PAY ST/PRV INS	(State or Private Insurance Plans for Certain National

	Guard Employees)
TAX LEVY FED	(Federal Tax Levy)
TAX LEVY S/L	(State or Local Tax Levy)
TAX PMT, VOL	(Voluntary Tax Payment to IRS)
TAX, FEDERAL	(Federal Income Tax)
TAX, LOCAL	(City, County or other Local Tax; the Code contains the Taxing Authority Code Assigned which is found in the new LES block 18 for “CURRENT DEDUCTIONS”. When only a year-to-date amount appears, the Taxing Authority would have appeared on a previous LES for the Year)
TAX, STATE	(State Income Tax; the Code contains the two character State abbreviation which is also in Block 17 of the new LES under “CURRENT DEDUCTIONS”. When only a “year-to-date” amount is listed, the State abbreviation has appeared on a previous LES for the year. It indicates State taxes were withheld in a prior pay period for a different State than the State listed in the current pay period)
TSP LOANS	(A loan repayment to the Thrift Investment Board)
TSP SAVINGS	(Thrift Savings Plan; the Code contains the percentage of basic salary being deducted in ranges from one to ten percent. It is also shown in block 22 of the new LES)
401 (k) LOANS	(A loan repayment to a 401 (k) Savings Plan)
401 (k) SAVINGS	(401 (k) Savings plan; the Code contains the total percentage of basic salary being deducted in ranges of one to ten percent. It is also shown in Block 22 of the new LES)
CONV YTD AMT	(Conversion Year-to-Date Amounts. These are other types of deductions brought in at time of conversion for the National Security Agency)

C.

LEAVE

Only those types of leave, which apply to an individual employee, will print on the new LES. The leave type will print under the heading “TYPE”. Any balances carried over from the previous leave year will print under the heading “Prior YR BAL”. Leave

accruals for the current pay period will print under the heading “ACRD PP”. Total Leave Accrued Year-to-Date will print under “ACRD YTD”. Leave used during the current pay period will print under “USED PP”. Leave used year-to-date will print under “USED YTD”.

Leave donated to another employee will print under “DNTD/RTND”. Any unused donated leave returned within the same leave year will be subtracted from this amount and added to the leave balance. Any balance of leave available for use will print under the heading “CURR BAL”. Under the heading “USE/LOSE/TERM”, an amount or a date will print and will depend on the type of leave. These will be further defined below:

<u>TYPE</u>	<u>DEFINITION</u>
ANNUAL	(The “USE/LOSE/TERM” column contains the amount of annual leave projected to exceed the maximum carryover at the end of the current leave year)
SICK	(Sick Leave)
EDUCATOR	(This is leave used by Department of Defense Dependent School (DoDDS) teachers only; currently reported as sick leave)
BASE CLOSURE	(This is leave transferred in when an installation is closed. It will print under the heading “ACRD YTD”. The “USE/LOSE/TERM” column contains the date of expiration, or forfeiture date when applicable)
1 ST RESTORED	(The amount of annual leave restored is shown in the “ACRD YTD” column in the pay period leave is restored. The “LOSE/USE/TERM” column contains the expiration or forfeiture date. Employees can have three different restored leaves and expiration dates)
2 ND RESTORED	(Same as above)
3 RD RESTORED	(Same as 1 st Restored)
COMPENSATORY	(The “USE/LOSE/TERM” column contains the amount projected to exceed the maximum carry-over at the end of the current leave year)
COMP-RELIG	(Religious Compensatory Time)
CREDIT HRS	(Credit Hours)
DONATED	(This is for leave recipients only. Donated Leave received prints in the “ACRD YTD” column in the pay period leave is received. Donated Leave returned to a donor prints under the heading “DNTD/RNTD”)
TIME OFF AWD	(Time Off Award)

MILITARY	(Military leave is granted on a fiscal year basis only. Military leave accrued will print under the heading “ACRD YTD” column in the pay period October 1 occurs. The “USE/LOSE/TERM” column contains the amount to be forfeited on September 30 of each fiscal year if not used)
SHORE	(This is Shore Leave and contains the expiration date under the heading “LOSE/USE/TERM” column)
HOME	(Home Leave)
INJURY	(COP) (The “LOSE/USE/TERM” column contains the Injury Date and injury number for Continuation-of-Pay)
LAW ENFORCE	(Leave for Law Enforcement purposes is based on a calendar year rather than leave year. A maximum of 22 days is authorized)
HOLIDAY	(Holiday Leave)
FAMILY	(This is a sum of all types of Family Leave used. The “USE/LOSE/TERM” column contains a date one year from the first reported use of Family Leave)
ADMIN	(Administrative Leave granted by an employer) NOTE: The following paid Administrative Leave types will show only Current Pay Period Usage on the LES. Year-to-Date usage is added to the ADMIN year-to-date used.

ADMIN LEAVE TYPES

COURT	(Jury duty or witness service)
DC GUARD	(Leave with pay for the DC National Guard)
INJ ADMIN	(The date of injury to the end of the scheduled shift)
EXCUSED	(Authorized absences from duty with pay without leave charged)
NONWORK PD	(Authorized time off)
LWOP	(Authorized leave-without-pay)

NOTE: The following unpaid leave types will show only current pay period usage on the LES, with Year-to-date usage added to the LWOP Year-to-date used.

- SUSPENSION: (Placement in a temporary non-pay and non-duty status)
- AWOL (Absent-Without-Leave)
- FURLOUGH (Absence for Non-Disciplinary Reasons)
- N/DTY IN SCH (For DoDDS Teachers/Educators: Non-duty in School within predetermined work schedules)
- MIL LWOP (Military Leave-Without-Pay)
- WORKERS COMP (Workers Compensation)

NOTE: The following leave types may have a prior year balance for HOURS/DAYS reported on the LES: Annual, Sick, 1st Restored, 2nd Restored, 3rd Restored, Compensatory, Compensatory-Religious, Credit Hours, Time-Off Award, Military, Shore and Home.

NOTE: The following leave types may have accrued YEAR-TO-DATE HOURS/DAYS reported on the LES: Annual, Sick, Educator, Base Closure, 3rd Restored, Compensatory, Compensatory-Religious, Credit Hours, Donated, Time-Off Award, Military, Shore, and Home.

All types of leave may have USED CURRENT PERIOD HOURS/DAYS reported on the LES.

The following leave types may have DONATED HOURS/DAYS reported on the LES: Annual, Base Closure, 1st Restored, 2nd Restored, and 3rd Restored.

The following types of leave may have a CURRENT BALANCE HOURS/DAYS reported on the LES: Annual, Sick, Educator, Base Closure, 1st Restored, 2nd Restored, 3rd Restored, Compensatory, Compensatory-Religious, Credit Hours, Donated, Time-Off Award, Military, Shore and Home.

The following leave types cannot have “USED YEAR-TO-DATE HOURS/DAYS” reported on the LES: Court, DC Guard, Inj Admin, Excused, Non-work Paid, (All are included in “ADMIN YEAR-TO-DATE”), Suspension, AWOL, Furlough, N/DTY IN SCH (These are all included in “LWOP YEAR-TO-DATE”)

REMARKS SECTION

All Remarks that apply to the employee will print on the LES unless there is insufficient room on the form:

“THE CUMULATIVE RETIREMENT AMOUNT SHOWN MAY NOT REFLECT TOTAL RETIREMENT DEDUCTIONS DUE TO A CHANGE IN PAYROLL OFFICE OR A BREAK IN SERVICE.”

This remark will print for new “CSRS” and “FERS” employees on the employee’s first LES but is excluded for newly hired government employees.

“BUY US SAVINGS BONDS”

This remark is printed each pay period in the months of April, May and June during the National Bond Campaign.

“ENROLL IN TSP-DEADLINE 31 MMM”

This remark is printed during both TSP Open Seasons.

“FEHB OPEN SEASON”

This remark will print during each Federal Employees Health Benefits (FEHB) Open Season.

“NET PAY PAYMENT BY CHECK - BANK CLOSURE”

This remark is produced when notification is received that a bank has closed and the direct deposit is no longer valid.

“ALLOTMENT CANCELED - BANK CLOSURE”

This remark is printed when notification is received that a bank has closed and an allotment direct deposit is no longer valid.

“BANK CHANGE - NET PAY”

This remark is produced when a bank merger is processed.

“NET PAY BANK/ACCOUNT NUMBER/ACCOUNT TYPE CHANGED”

This remark is produced when the information on a SF-1199A is received to change a bank, an account number, or account type for net pay.

“SAVINGS ALLOTMENT #1 BANK/ACCOUNT NUMBER/ACCOUNT TYPE CHANGED”

This remark is produced when the SF-1199A allotment information submitted changes the bank, an account number, or account type.

“SAVINGS ALLOTMENT #2 BANK/ACCOUNT NUMBER/ACCOUNT TYPE CHANGED”

This remark is produced when the SF-1199A allotment information is submitted which changes the bank, an account number, or the account type.

“SAVINGS ALLOTMENT #1, AMOUNT CHANGED”

This remark is produced when the information submitted changes the allotment #1 amount.

“SAVINGS ALLOTMENT #2, AMOUNT CHANGED”

This remark is produced when the information submitted changes the allotment #2 amount.

“NAME, SSN, DOB, OR MAILING ADDRESS CHANGED”

This remark is produced when the name, Social Security Number (SSN), date of birth (DOB), or mailing address changes.

“BASIC PAY CHANGED”

This remark is produced when the employee’s basic pay changes due to a pay action that moves the employee to a different salary.

“PAY SUSPENDED TEMPORARY APPOINTMENT EXPIRED”

This remark is produced when the hours, amount or not-to-exceed date is reached on a temporary appointment.

“PAY RATE ADJUSTED TEMPORARY PROMOTION EXPIRED”

This remark is produced when the not-to-exceed date is reached on a temporary promotion and pay is adjusted back to the permanent pay rate.

“SEVERANCE PAY TERMINATED - EMPLOYEE REHIRED”

This remark is produced when a separated employee is rehired and severance pay is stopped.

“REEMPLOYED ANNUITANT MONTHLY OFFSET CHANGED”

This remark is produced when the monthly annuity offset amount is changed.

“ALLOWANCE/DIFFERENTIAL/PREMIUM/INCENTIVE PAY CHANGED”

This remark is produced for all transactions that update or change an entitlement.

“NET PAY INCLUDES AWARD NET OF _____.”

This remark is produced whenever an award is included with the current pay amount.

“BONUS PAID”

This remark is produced when a recruitment bonus or relocation bonus is processed.

“LUMP SUM PAID FOR _____”

This remark is produced when there is a lump sum payment for leave.

“INDEBTEDNESS COLLECTED FOR ADV ANNUAL”

This remark is produced when a collection is made for used advanced annual leave.

“INDEBTEDNESS COLLECTED FOR ADV/SICK”

This remark is produced when a collection is made for used advanced sick leave.

“INDEBTEDNESS COLLECTED FOR ADV/TIME-OFF”

This remark is produced when a collection is made for excess hours of advanced time-off leave are used than is authorized.

“INDEBTEDNESS COLLECTED FOR ADV RELIG”

This remark is produced when a collection is made for used advanced religious compensatory time.

“COMPENSATORY TIME PAID”

This remark is produced when an employee is paid overtime for a compensatory time balance.

“COMPENSATORY TIME FORFEITED”

This remark is produced when an employee forfeits compensatory time.

“CREDIT HOURS PAID”

This remark is produced when an employee is paid a credit hour balance.

“TIME-OFF AWARD FORFEITED”

This remark is printed when Time-Off Award hours are forfeited.

“FEDERAL TAX WITHHOLDING INFORMATION CHANGED”

This remark is produced when a Form W-4 Withholding Certificate change is processed or in the pay period that February 15th falls for employees claiming an exemption from Federal Taxes and a new Form W-4 has not been submitted.

“TAX DEDUCTION CHANGED FOR STATE #1”

This remark is produced when a Form W-4 Withholding Certificate or a State Tax form is processed.

“TAX DEDUCTION CHANGED FOR STATE #2”

This remark is produced when a Form W-4 Withholding Certificate or State Tax form is processed.

“TAX DEDUCTION CHANGED FOR LOCAL #1”

This remark is produced when a Local #1 City or County Tax change is processed.

“TAX DEDUCTION CHANGED FOR LOCAL #2”

This remark is produced when a Local #2 City or County Tax change is processed.

“OCCUPATIONAL TAX DEDUCTED THIS PERIOD”

This remark is produced in the pay period when an annual Occupational Tax is deducted.

« RETIREMENT CODE/PLAN CHANGED »

This remark is produced when CSRS or FERS retirement codes change or when a NAF (Non-Appropriated) retirement plan/indicator changes.

“CASH PAYMENT PROCESSED FOR RETIREMENT”

This remark is produced when CSRS or FERS Retirement Codes change or when a NAF (Non-Appropriated) retirement plan/indicator changes.

“RETIREMENT DEDUCTION CHANGED”

This remark is produced when the retirement deduction amount changes because the maximum limits are reached for Social Security or Medicare. It also prints when deduction amounts change for SERS (National Guard employees).

“OASDI AND MEDICARE PERCENTAGE CHANGED”

This remark is produced when the OASDI (Old Age Survivors Disability Insurance) or Medicare deduction percentages change.

“MILITARY DEPOSIT INTEREST APPLIED”

This remark is produced when interest is applied to the balance due for Military Deposits.

“CASH PAYMENT PROCESSED FOR MILITARY DEPOSIT”

This remark is produced when a cash payment is processed for a Military Deposit.

“MILITARY DEPOSIT DEDUCTION CHANGED”

This remark is produced when a biweekly deduction for a Military Deposit is changed.

“TSP DEDUCTION PERCENT OR AMOUNT CHANGED”

This remark is produced when the percent or fixed pay period deduction amount for TSP (Thrift Savings Plan) is changed.

“TSP FUND DISTRIBUTION CHANGED”

This remark is produced when the Fund Distribution (Codes G, C, and F) for TSP is changed.

“TSP LOAN PAYMENT CHANGED”

This remark is produced when the deduction amount for a TSP loan changes.

“401 (K) DEDUCTION PERCENT CHANGED”

This remark is produced when the deduction percentage for the 401 (k) Plan changes.

“401 (K) FUND DISTRIBUTION CHANGED”

This remark is produced when the Fund Distribution for the 401 (k) Plan deduction changes.

“401 (K) LOAN PAYMENT CHANGED”

This remark is produced when the deduction amount for a 401 (k) loan changes.

“DEDUCTION CHANGED FOR DEBT”

This remark is produced when the deduction amounts for indebtedness changes.

“DEDUCTION CHANGED FOR GARNISHMENT”

This remark is produced when the deduction amount for a garnishment changes.

“DEDUCTION CHANGED FOR TAX LEVY”

This remark is produced when the deduction amount for a Tax Levy changes.

“CASH PAYMENT PROCESSED FOR DEBT”

This remark is produced when a cash payment is made for a credit to indebtedness.

“FEHB OPEN SEASON ENROLLMENT PROCESSED”

This remark is produced in the first full pay period of January each year when the Federal Employees Health Benefits (FEHB) Open Season changes are effective.

“FEHB DEDUCTION CHANGED”

This remark is produced when the FEHB enrollment code or deduction amount changes. IT does not apply to Open Season changes.

“CASH PAYMENT PROCESSED FOR FEHB”

This remark is produced when a cash payment for FEHB is processed.

“RETROACTIVE COLLECTION FOR HEALTH BENEFITS”

This remark is produced when an automatic collection for FEHB indebtedness is processed.

“LIFE INSURANCE ELECTION/AGE CATEGORY CHANGED”

This remark is produced when the age or election codes are changed for Federal Employees Group Life Insurance (FEGLI) or NGAUS (National Guard Life Insurance).

“LIFE INSURANCE DEDUCTION CHANGED”

This remark is produced when FEGLI, NGAUS, or State/Private Insurance deduction amounts are changed.

“LIFE INSURANCE PREMIUM CALCULATED USING MULTIPLE RATES”

This remark is produced for Wage Grade employees when the FEGLI deduction is calculated using multiple shift rates.

“BOND AUTHORIZATION PROCESSED”

This remark is produced when an add or stop action is processed for U.S. Savings Bonds.

“BOND BALANCE REFUNDED”

This remark is produced when a bond balance is refunded.

“BONDS PURCHASED” (Includes Number of Bonds for Pay Period)

This remark is produced when the purchase price of a bond is satisfied. The number of bonds purchased is also listed.

“BOND DEDUCTION CHANGED”

This remark is produced when a change action is processed for a U.S. Savings Bond.

“UNION/EMPLOYEE ORGANIZATION CHANGED”

This remark is produced when an action is processed to change the Union or Employee Organization.

“UNION/EMPLOYEE ORGANIZATION DEDUCTION CHANGED”

This remark is produced when the percent or deduction amount for a Union or Employee Organization is changed.

“CFC ELECTION EFFECTIVE THIS PAY PERIOD”

This remark is produced when the employee’s election for the Combined Federal Campaign begins the first full pay period in January.

“CFC DEDUCTION CHANGED”

This remark is produced when the deduction amount for the Combined Federal Campaign changes.

“LEAVE BALANCES CONVERTED”

This remark is produced when an employee’s leave balances are converted due to changes in appointment, employee types or leave system changes.

“LEAVE DONATED THIS PAY PERIOD”

This remark is produced when leave is donated.

“DONATED LEAVE IS RETURNED”

This remark is produced when donated leave is returned to the donor.

“LEAVE ACCRUAL RATE CHANGED”

This remark is produced when an employee’s leave accrual rate changes.

“SERVICE COMP DATE (LEAVE) CHANGED”

This remark is produced when the Service Computation Date (SCD) for leave is changed.

“RETROACTIVE LEAVE ADJUSTMENTS PROCESSED”

This remark is produced when adjustments are made to an employee’s leave record.

“RETROACTIVE TIME AND ATTENDANCE ADJUSTMENTS PROCESSED”

This remark is produced when corrections are made to prior pay period Time and Attendance Reports.

“RETROACTIVE PERSONNEL DATE PROCESSED”

This remark is produced when a transaction is received from the civilian Personnel System that has a prior pay period effective date.

Appendix E

APPOINTMENTS AND ENTITLEMENTS

TYPE OF APPOINTMENT	GOVERNMENT RETIREMENT SYSTEM	HEALTH BENEFITS	LIFE INSURANCE	LQA OR GOV'T QUARTERS	TRANSPOR-TATION AGREEMENT	FOREIGN POST DIFF.	SEP. MAINT ALLOW	TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE	EARN AL/ SL OR TEACHERS LEAVE 4/	TRIAL PERIOD 5	POST ALLOW. / 2/ 6/
Excepted (CONUS Hire)	yes	yes	yes	yes	yes	yes ^{2/}	yes	yes	yes	yes	yes
Excepted (Local Hire)	yes	yes	yes	no	no	no	no	no	yes	yes	yes
Temporary Appt. (Local Hire)	no	yes ^{1/}	no	no	no	no	no	no	yes	no	yes
Intermittent (Substitute)	no	no	no	no	no	no	no	no	no	no	no
Career (Local Hire)	yes	yes	yes	no	no	no	no	no	yes	yes	yes
Career Conditional (Local Hire)	yes	yes	yes	no	no	no	no	no	yes	yes	yes
Excepted (Transfer)	yes	yes ^{7/}	yes ^{7/}	3/	3/	3/	3/	3/	yes	yes	yes

NOTE: MORE SPECIFIC INFORMATION ABOUT THESE ENTITLEMENTS MAY BE FOUND IN THE PROCEEDING PAGES OF THIS HANDBOOK.

1/ The premium must be paid by employee.

1/* Eligibility determined on a case-by-case basis. Depending upon length of appointment, the premium must be paid by employee.

2/ If it applies to your duty station.

3/ Transferees who were local hires at former location should consult with a gaining Civilian Personnel Office regarding specific entitlements at new duty station.

4/ Educators earn teachers leave. Others earn sick leave and annual leave.

5/ If not previously completed.

6/ Full-time employees only.

7/ If previously enrolled.

8/ Determined by length of appointment.