FACT SHEET
PLACEMENT OF EXCESS DoDDS TEACHERS TO DDESS

ABOUT DDESS

The Department of Defense Domestic Dependent Elementary & Secondary Schools (DDESS) operates schools in seven states, Guam, and Puerto Rico. The mission of DoDEA/DDESS is to provide a quality education from pre-kindergarten through grade twelve for the eligible minor family members of DoD military and civilian personnel on official assignments.

The DDESS Director oversees operations of DDESS and DoDDS-Cuba. The term DoDEA Americas is used to communicate the area's relationship to DoDEA. DDESS operates 65 schools on 16 installations, organized into 6 districts with a total of just over 2,300 education professionals serving more than 28,000 students.

CERTIFICATION – DDESS follows current DoDEA certification requirements.

PAY - The pay for DDESS employees is set in accordance with the Master Labor Agreement between DDESS and the Federal Education Association-Stateside Region and the Antilles Consolidated Education Association (ACEA). Teachers are paid based on academic salary lanes which reflect degrees and coursework completed after each degree. Service increments or steps are provided to recognize years of verified experience up to the allowed maximum. The current DDESS educator salary schedules can be viewed at the following link: http://www.dodea.edu/Offices/HR/salary/ddess-educators.cfm

PCS ALLOWANCES – When Permanent Change of Station is authorized, you will be entitled to relocation allowances from your current permanent duty station to your new permanent duty station. For a complete description of your PCS entitlements, please refer to pages 6, 7, and 8.

LEAVE – For DDESS employees, leave is front-loaded at the beginning of the pay year. Employees must be in a pay status to accrue leave. Leave is earned/credited as follows:

- **Sick Leave** – Full-time employees earn 96 hours (12 days) of sick leave per school year.

- **Personal Leave** – Full-time employees earn 24 hours (3 days) of personal leave per school year. Personal leave can be used for any purpose and accumulates from year to year up to a maximum of 48 hours (6 days). If your personal leave balance is over the maximum allowed (48 hours) at the end of the school year, the excess personal leave will be converted to sick leave.

- **Emergency Leave Bank** – An Emergency Leave Bank is established at the DDESS School District and leave is available for use by eligible employees in case of a medical emergency, catastrophic illness, or injury of the employee. Employees may join by contributing at least one sick or personal leave day during the first 30 days of employment or during open season.
FREQUENTLY ASKED QUESTIONS:

Q1: Does DDESS have a teachers’ union?  
A: Yes - DDESS educators are represented by the Federal Education Association-Stateside Region (FEA-SR) and are covered under the FEA-SR Master Labor Agreement, with the exception of Puerto Rico educators who are represented by the Antilles Consolidated Education Association (ACEA).

Q2: How many duty days are in the school year? 
A: DDESS teachers have 190 duty days.

Q3: What is the school year calendar for DDESS locations?  
A: DDESS calendars are established by the district superintendents and planned, where possible, to mirror the calendars in the surrounding local education community. Current and past year’s calendars can be viewed at: http://www.dodea.edu/schoolCalendars.cfm.

Q4: How would my pay be set as a DoDDS excess teacher placed in DDESS?  
A: Your DoDDS salary will be matched on the DDESS pay schedule. If your DoDDS salary cannot be matched exactly and it falls between two steps, you will receive the higher step. If your DoDDS salary exceeds the pay of the top step of the DDESS pay schedule, you will retain the pay of your DoDDS salary. However, you will be entitled only to 1/2 of any DDESS pay increases until your salary catches up to the DDESS salary schedule.

Q5: What is the DDESS Pay Year?  

Q6: What is spread pay?  
A: Spread pay is the process of spreading an employee’s school year salary over a given salary/pay year. For permanent DDESS bargaining unit members the pay year is 12 months (26 pay periods). Temporary employees hired in all locations, except for Puerto Rico, prior to November 1st each year will have their salary spread over the school year.

Q7: What do the three columns on the Pay Schedules represent?  
A: The “Salary” column reflects the School Year salary for a Full-Time employee (190 days at 8 hours per day or 1520 hours) for the corresponding Step and Academic Salary Lane.

The “Per Hour” column represents the “Paid Hourly Rate” for a Full-time employee whose pay is spread over 26 pay-periods and is computed by dividing the employee’s “Salary” by 2087 hours.

The “Earned” column is the hourly rate an employee earns for one hour of work and is the same for all employees paid on the corresponding Step and Academic Salary Lane regardless of the work schedule or number of hours worked.

Q8: What is pay reconciliation and when is it completed?  
A: Pay reconciliation is completed at the end of each pay year in order to ensure employees receive all monies due for actual days/hours worked at the appropriate earned hourly rate.
Q9: Will I be eligible for step increase with DDESS?
A: DDESS employees must complete one year of service in order to be eligible for a step increase. For Full-time employees a year of service is defined as no fewer than 120 workdays. For Part-time employees a year of service is defined as a minimum of 900 hours in a pay status at the prior step. Employees may receive only one step increase per pay year.

Q10: How does DDESS process Academic Salary Lane (ASL) changes?
A: Upon completion of a higher level degree or post-degree additional graduate or undergraduate hours, the employee must submit official transcripts and an ASL application to the DDESS Human Resources Division. Credit for course work completed after the award of a degree will be credited toward the higher “Degree + hours” academic salary lane (i.e.; Masters + 30).

Q11: Will I be eligible for permanent change-of-station (PCS) allowances in conjunction with my placement to DDESS?
A: When Permanent Change of Station is authorized, you will be entitled to relocation allowances from your current permanent duty station to your new permanent duty station. For a complete description of your PCS entitlements, please refer to pages 6, 7, and 8.

Q12: Will I be eligible to receive a temporary quarters subsistence expense allowance for temporary lodging and meal expenses upon arrival in DDESS?
A: When Permanent Change of Station is authorized, you will be entitled to relocation allowances from your current permanent duty station to your new permanent duty station. For a complete description of your PCS entitlements, please refer to pages 6, 7, and 8.

Q13: Will I be eligible to receive a Living Quarters Allowance (LQA) in DDESS?
A: No - LQA is not allowable at any DDESS location.

Q14: Will I be eligible for a Cost of Living Allowance (COLA) in DDESS?
A: COLA is authorized in only two DDESS locations, Guam and Puerto Rico. In Guam most civilian employees, substitutes excluded, are entitled to a 13.84% COLA. If you are serving under a transportation agreement, you will also be eligible for Commissary/Exchange privileges. (Exception: If your current actual place of residence/home of record for travel and transportation purposes is Guam, you will not be eligible for Commissary and Exchange privileges or base housing). In Puerto Rico most civilian employees assigned to Puerto Rico, substitutes excluded, are entitled to a 4.20% COLA. If you are serving under a transportation agreement, you will also be eligible for Commissary/Exchange privileges. (Exception: If your current actual place of residence/home of record for travel and transportation purposes is Puerto Rico, you will not be eligible for Commissary and Exchange privileges or base housing).

Q15: Will I be eligible to receive Advance Pay?
A: No - Advance Pay is not authorized with a PCS move to any DDESS location.

Q16: Will I be eligible for the educational travel allowance for my dependents who are enrolled full-time at a college or university while assigned to DDESS?
A: No, since no DDESS location is considered a foreign area, you will not be authorized the educational travel allowance while assigned to a position in DDESS.
Q17: If I currently have household goods in nontemporary storage at Government expense, will my authorization continue while I am employed in DDESS?
A: Only if you are relocated to a position in Guam or Puerto Rico will your eligibility for nontemporary storage at Government expense continue, unless your actual place of residence/home of record is Guam or Puerto Rico. No other DDESS locations warrant authorization for nontemporary storage.

Q18: When I separate (i.e. resign or retire) from my position in DDESS, will I be eligible to have my household goods shipped at Government expense to another location?
A: Only if you are assigned to a position in Guam or Puerto Rico on a transportation agreement, provided you have completed the period-of-service requirement in your transportation agreement or been approved for a waiver, will you be authorized separation travel and transportation entitlements to your actual residence (home of record) or to an alternate location not to exceed the constructive cost to your actual residence. (Exception: If your current actual place of residence/home of record for travel and transportation is Guam or Puerto Rico, then you will not be eligible for any separation travel and transportation entitlements). No other DDESS locations warrant authorization for shipment of your household goods at separation.

Q19: While assigned to DDESS, will I be eligible for renewal agreement travel?
A: Only if you are assigned to a position in Guam or Puerto Rico and you have completed the period-of-service requirement contained in your transportation agreement, will you be eligible to perform renewal agreement travel to your actual residence (home of record) or to an alternate location not to exceed the constructive cost to your actual residence. (Exception: If your current actual place of residence/home of record for travel and transportation is Guam or Puerto Rico, you will NOT be eligible for renewal agreement travel). No other DDESS locations warrant authorization for renewal agreement travel.

Q20: What is the renewal tour of duty for teachers assigned to Guam or Puerto Rico?
A: The renewal tour of duty is two school years.

Q21: Can children of DDESS educators attend the DoD schools where they teach?
A: For DDESS stateside locations, dependents are eligible if the sponsor is a full-time DoD employee and lives in permanent on-base housing. In Guam and Puerto Rico, children of full-time permanent professional excepted service employees of DDESS living on or off the installation can attend DoD schools.

Q22: Are employees assigned to DDESS authorized free Government housing?
A: No – employees assigned to DDESS are not authorized free Government housing; however, employees at some locations may be eligible for Government housing at prescribed rental rates depending on availability.

Q23: Will my life insurance, health insurance, TSP, and Retirement benefits transfer from DoDDS to DDESS?
A: All benefits (health, life, TSP, and Retirement) will transfer from DoDDS to DDESS without interruption as long as there is no “break in service”. However, for health benefits, employees may enroll or change enrollment beginning 31 days before leaving the old post of duty or within 60 days after arriving at new post.

Q24: What happens to my DoDDS educator leave if I am transferred to DDESS?
A: Your educator leave converts to sick leave and is credited to your DDESS sick leave account.
Q25: Will I serve a trial/probationary period in DDESS?
A. If you have completed a trial/probationary period in DoDDS, you will not be required to serve a trial/probationary period in DDESS.

Q26. Will I be eligible for a government ID card?
A: Yes, a Government ID card is provided to all employees; however, Commissary/Exchange privileges are only provided to those employees transferred to Guam or Puerto Rico serving on a transportation agreement. (Exception: If your current actual place of residence/home of record for travel and transportation purpose is Guam or Puerto Rico, you will not be eligible for Commissary/Exchange privileges).
PCS Entitlements for Teachers Transferring to DDESS Through the DoDDS Excess Program

PCS Entitlements

In connection with your transfer to a position in DDESS, DoDEA will provide relocation allowances from your current DoDDS permanent duty location to DDESS. If transferred to DDESS on a transportation agreement, your entitlements include the following relocations expenses: (1) transportation and per diem for yourself and your immediate family member(s); (2) miscellaneous expense allowance due to relocation of households; (3) transportation and temporary storage of household goods; (4) nontemporary storage of household goods – only if assigned to Guam or Puerto Rico and Guam or Puerto is not your home of record (5) relocation income tax allowance; (6) shipment of privately owned vehicle; and (7) temporary quarters subsistence expense (actual expense) allowance for a period not to exceed an initial 30 day period after arrival at your new duty station if it is necessary for you to occupy temporary quarters. The temporary quarters subsistence expense authorization may be extended for an additional 30 days if it is determined there are compelling reasons for the extension. If you are currently eligible for allowances at your overseas duty location, you will also be able to receive up to 30 days of outgoing temporary quarters subsistence allowance (TQSA) immediately preceding your final departure from the post.

Household Goods (HHG) Shipment

In conjunction with your authorized PCS move to DDESS, your entitlement to HHG shipment is from your current DoDDS permanent duty station to the new DDESS location. Transportation of HHG is limited to items associated with your home and all personal effects belonging to you and your dependents on the effective date of your PCS move. Shipment may originate at your last permanent duty station, your actual residence or some other point. The destination for shipment of your HHG may be to your new permanent duty station or another point or the destination for part of the HHG may be to your new duty station and the remainder to one or more points. However, the total amount that may be paid for by the Government must not exceed the cost of transportation of your HHG in one lot from your current permanent duty station to your new duty station. You will be responsible for any additional costs related to split shipments or multiple shipments.

The total weight of HHG shipped and stored at Government expense may not exceed 18,000 pounds. You will be financially responsible for any transportation costs exceeding the authorized weight limit.

Unaccompanied Baggage

In conjunction with the shipment of your HHG to DDESS, you will also be authorized a shipment of unaccompanied baggage. The unaccompanied baggage allowance is 350 lbs. net weight for each adult and dependent age 12 and older and 175 lbs. net weight for each child under 12. However, the total amount of unaccompanied baggage transported by air or any expedited mode must not exceed 1,000 lbs. net weight. Unaccompanied baggage is part of the total authorized weight allowance.
Storage Entitlements

Temporary Storage of HHG - The initial period for temporary storage of HHG in conjunction with an authorized shipment will be for 90 days for those employees transferring to DDESS. Upon receiving a written request from you, the initial 90-day period may be extended for an additional period of up to 90 days under certain conditions to include unavailability of housing, completion of residence under construction, serious illness of employee, illness or death of a family member, or other circumstances beyond the control of the employee. There is no authority, however, to extend temporary storage beyond the 180-day period. Any cost for temporary storage incurred beyond the 180-day authorization period will be your responsibility.

Nontemporary Storage (NTS) of HHG – If you currently have household goods in NTS at Government expense, your eligibility for NTS at Government expense will continue if you are transferring to Guam or Puerto Rico. It will not continue if your actual place of residence/home of record is Guam or Puerto Rico. In connection with your PCS move, you may also have household goods either shipped or placed in NTS at Government expense. No other DDESS locations warrant the authorization of nontemporary storage of HHGs.

Miscellaneous Expense Allowance

A miscellaneous expense allowance (MEA) is payable to an employee for whom a PCS is authorized or approved when the employee has discontinued and established a residence in connection with a PCS. The type of costs intended to be reimbursed under the MEA include, but are not limited to the following:

- disconnecting and connecting appliances, equipment, and utilities involved in relocation; and the cost of converting appliances for operation on available utilities
- cutting and fitting rugs, draperies, and curtains moved from one residence to another
- non-refundable utility fees or deposits
- losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only)
- automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions
- pet quarantine charges excluding medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
- pet transportation (cats, dogs, and other house pets); NOTE: Other animals (horses, fish, birds, various rodents, etc.) are excluded because of their size, exotic nature, or restriction on shipping, host country restrictions and special handling difficulties;
- similar costs
A flat rate of $650 may be claimed for an employee without dependents and $1,300 for an employee with dependents. Receipts are not required for the flat rate. If the employee is claiming an amount above $650 (without dependents) or $1,300 (with dependents), receipts are required for the entire amount claimed.

Miscellaneous expenses may be authorized or approved above the flat rates listed above provided the total amount does not exceed the employee’s basic salary rate of one week basic compensation if the employee is without dependents or two weeks’ basic compensation salary if the employee has dependents. In no instance will the allowable amount exceed the maximum rate of Grade GS-13, step 10.

The miscellaneous expense allowance is claimed on your Travel Voucher (DD Form 1351-2).

**Temporary Quarters Subsistence Expense Allowance**

Temporary Quarters Subsistence Allowance Expenses (TQSE) will be authorized. TQSE include the costs of temporary lodgings, meals and/or groceries, tips and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing. TQSE is NOT paid for local transportation expenses. Reimbursement is for actual reasonable and allowable expenses, up to a maximum.

TQSE computation amounts are based on the per diem rate for each location and are subject to change.

For the employee, the maximum daily rate authorized for the first 30 days cannot exceed the per diem rate. For the second 30 days, the maximum daily rate authorized for the employee cannot exceed 75% of the per diem rate. For the spouse when accompanied by the employee, and for dependents age 12 and over, the maximum daily rate authorized for the first 30 days cannot exceed two-thirds of the per diem rate. For the second 30 days, the maximum daily rate cannot exceed 50% of the per diem rate. For dependents under 12 years of age, the maximum daily rate for the first 30 days cannot exceed 50% of the per diem rate. For the second 30 days, the maximum daily rate cannot exceed 40% of the per diem rate. Receipts are required for lodging costs paid showing location, dates, and by whom occupied; for laundry and cleaning expenses showing the date incurred, except when coin operated facilities are used; and for any single expense of $75 or more (including a single meal expense of $75 or more).

TQSE reimbursement claims are made on the Travel Voucher (DD Form 1351-2).

**Request for Travel Orders – DoDEA employees may request travel orders via the online Travel Order Processing System (TOPS) at** [https://webapps.dodea.edu/tops/](https://webapps.dodea.edu/tops/).