



FEA ONBOARDING GUIDE

FOR NEW OVERSEAS DODEA EDUCATORS

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Welcome and Overview

Congratulations on your new position and welcome to your new school and to the Department of Defense Education Activity (DoDEA) system. With 160 schools, both Overseas and Stateside, serving military-connected children, DoDEA is a unique system quite unlike any other school system in the United States.

Given this uniqueness, there are many important aspects to know about the system, including benefits, understanding your rights as an employee, protecting your pay, and much more. This guide serves to introduce new educators to DoDEA, particularly to work and life in the Overseas regions of DoDEA. **This document was created by the Federal Education Association (FEA), the union representing most DoDEA employees.** It is our hope that this guide will help you understand how the DoDEA system works, maximizing the benefits of your employment while protecting yourself and your pay, so you can focus on the important work of educating the children of military-connected families.

Let's start with a quick overview of FEA, its mission and benefits, and how educators in DoDEA fight for each other and their students.

The Federal Education Association: The Union of DoDEA Educators

The Federal Education Association (FEA) is a member-driven organization representing faculty and staff in the Department of Defense school system.

With its headquarters in Washington, D.C., FEA is a global organization, representing thousands of Department of Defense Education Activity (DoDEA) employees in Europe, Asia, the United States and its territories. Our members include teachers and certified staff, Education Support Professionals (located Stateside), and retirees.

In addition to FEA's Washington, D.C. headquarters, members in their respective locations are directly served by:

- ***FEA Stateside Region***
- ***FEA Europe***
- ***FEA Pacific***

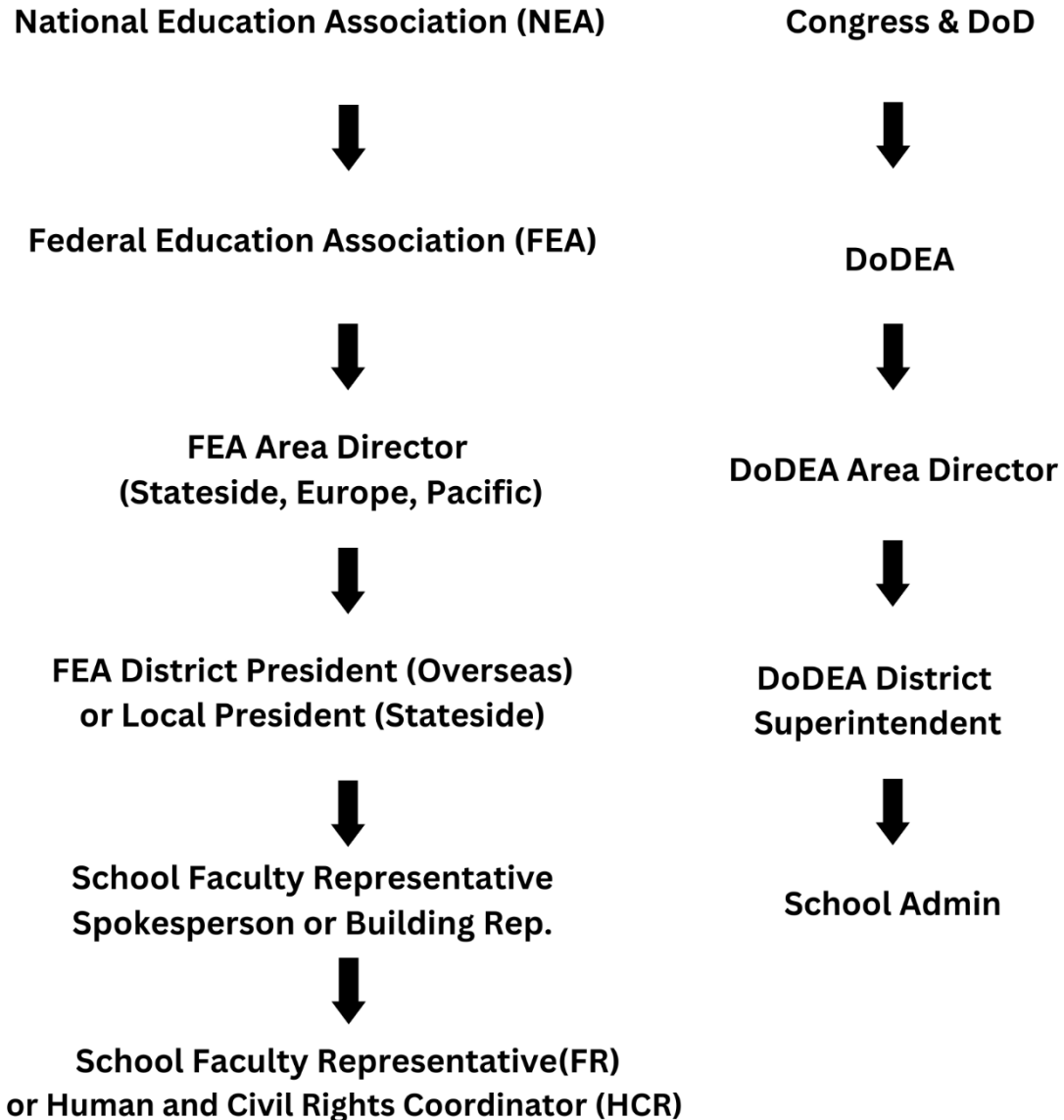
FEA advocates for the rights and benefits of its members, so they can educate and inspire the children of military families throughout the world of DoDEA.

FEA is a state affiliate of the National Education Association (NEA): www.nea.org

FEA Organizational Structure

FEA is comprised of thousands of members – educators just like you – who support each other and their students, and fight for dignity in their work. In Overseas schools, the structure of FEA is as follows:

FEA & DoDEA Structure



Why Belong to FEA?

There are so many benefits to being an FEA Member. Along with our parent organization, the National Education Association (NEA) and through our Local and Area affiliates, FEA fights to improve your pay and benefits, to protect your legal rights, to promote your career growth, and to see that you are treated as a professional. FEA's fantastic member services and benefits include:

Collective Bargaining

Professional Development

Legal Support

Member Communications

Advocacy

Human and Civil Rights Program

Professional Liability Insurance

Education Support Professional Resources

Grants

Retirement Benefits

When you join FEA, you also gain access to the full range of **Member Benefits programs (www.neamb.com)** NEA has prepared for all of its members, including:

- Automatic coverage of \$1 million in professional liability insurance
- Life Insurance Protection
- Retirement Planning
- Multiple insurance and financial programs you can take advantage of
- Numerous discounts on office and classroom supplies, shopping, cell phone plans, and more
- Giveaways and online tools available exclusively to NEA members and their families

Learn more about FEA Membership here: <https://www.feaonline.org/membership/>

To join, speak to your school's FRS about the sign-up process!



DoDEA Employee Resources

Many DoDEA employee resources are found online at <https://www.dodea.edu/offices/human-resources/work-dodea/employee-resources>. These resources include:

- MyPay, a self-service system provided by the Defense Finance and Accounting Service (DFAS), DoDEA's payroll provider. You may make changes to pay information, change your address, and view online Leave and Earnings Statements and Travel Vouchers. You can also print W2 forms.
- The Global Service Desk, the help-desk ticket system
- Travel Order Processing System (TOPS), the system for requesting travel
- Grievance Tracking System, a system for employees to track grievances they have filed with management.
- Speak to your DoDEA customer service rep for more information and correct forms if you have difficulty finding them.

Employees should also contact the Human Resources department to access their electronic Official Personnel Folder (eOPF), which contains information the Government needs to make accurate employment decisions throughout your Federal career.

Federal Employee Benefits, Rights and Restrictions

Benefits

You can find a summary of benefits on the DoDEA Employee Benefits page:

<https://www.dodea.edu/Offices/HR/benefits/index.cfm>. Since DoDEA employees are federal employees, benefits may include the following:

- Civil Service or Federal Employees Retirement System
- The Thrift Savings Plan
- Federal Employees Health Benefits Program (FEHB)
- Federal Employees Dental and Vision Insurance Program (FEDVIP)
- Federal Flexible Spending Account Program (FSA)
- Federal Employees' Group Life Insurance Program (FGLI)
- Federal Long Term Care Insurance Program (FLTCIP)

Late every year there is a Federal Employees Health Benefits Program (FEHB) Open Season (<https://www.opm.gov/healthcare-insurance/open-season/active-federal-employees/>). During the annual

FEHB Open Season, anyone eligible to participate in the FEHB Program may enroll, change health plans or options, cancel your FEHB enrollment, and change participation in [premium conversion](#) (waive or begin participation).

Rights

As a federal employee, you are entitled to certain rights and protections. According to U.S. Office of Special Counsel, these include protections that prohibit:

- Discrimination (including discrimination based on marital status and political affiliation).
- Taking a personnel action against any employee because of the exercise of an appeal, complaint, or grievance right.
- Taking a personnel action against an employee which violates a law, rule, or regulation which implements a merit-systems principle.
- To see the full list, search online for 'Your Rights as a Federal Employee – OSC.GOV'
- Note there are many other rights contained in the negotiated agreement between FEA and DoDEA.

Understanding Your Contract and Protecting Your Pay

Overseas Contract

Overseas DoDEA educators fall under a different contract than Stateside DoDEA educators. View the Overseas contract on the FEA website: <https://www.feaonline.org/resources/contracts/>. Important sections of the contract include policies and procedures regarding discipline and adverse actions, extra-duty assignments, excused absences, the performance appraisal system, pay setting practices, and more.

Your Pay

DoDEA employees are paid through either 21 or 26 pay periods in a year. The salary earned in each biweekly pay period is paid seven workdays later, in the next pay period. The DoDEA servicing finance office is the Defense Finance and Accounting Service (DFAS).

Overseas Salary Schedules

As a DoDEA employee Overseas, you are in the Overseas bargaining unit and have a different salary schedule than Stateside educators. Salary schedules for Overseas schools are updated every year based on school districts in the United States that serve 100,000 or more residents. Overseas salary schedules can be viewed at the FEA website (<https://www.feaonline.org/resources/salaries/>) or the DoDEA website (<https://www.dodea.edu/offices/hr/salary.cfm>).

The process for Salary Schedule changes is the following: every year the DoD Wage Setting office receives updated salary figures of educators from school districts in the United States that have populations of 100,000 or more; FEA then checks the accuracy of the data that has been collected; the Wage Setting staff then take

the average of these figures to calculate the new Overseas Salary Schedules, with FEA again checking the accuracy of their calculations; finally, around June of every year the new salary schedules are updated. Thanks to a legal victory by FEA, educators receive a retroactive pay adjustment to make sure they receive the full salary amount owed to them in a given school year.

There are years when DoDEA takes additional time to update the salary schedules or send retro paychecks. FEA tracks the process, provides regular updates to members, and works to ensure all educators are paid what they are owed.

Your Leave and Earnings Statements (LESS)

Educators receive a biweekly pay statement, known as a Leave and Earnings Statement (LESS) by mail or online via the DoD MyPay system: (<https://mypay.dfas.mil>).

Currently, LESSs do not show a detailed breakdown of why DoDEA may add or deduct pay from a paycheck. For example, employees may be reimbursed for a cost or charged an amount they are alleged to owe DoDEA. FEA is fighting for management to implement a 'Smart LES' that shows this information so employees can clearly understand why they are paid certain amounts and to spot errors more easily in pay and false-debt claims against employees.

Keeping your own payroll records can make the difference at critical times such as retirement or debt allegations by management. The DoDEA MyPay system does not keep copies of Leave and Earnings Statements (LESSs) – i.e., your pay statements – available past one year. These records are critical when an educator receives notice of an alleged debt. In several cases, educators have had trouble proving their years of service without copies when DoDEA claimed not to have those records.

As part of every year's membership materials, FEA distributes folders for members to use to keep their LESSs and other important pay and work-related documents. **Please use your folder to save your pay records and don't lose track of them.** You never know when you may need them in the future. It is also important to keep copies of all employment records, such as SF-50s. Overseas members can also use the FEA Salary Organizer available at <https://www.feaonline.org/salary-organizer/>.

Also note that every year employees are given three days of **Any Purpose Leave (APL)** in which they do not need to give a reason for the leave. However, they do need to give notice (see article 21 of the Overseas agreement). If you have any questions about leave, speak to your FRS.

Requesting Pay-Lane Changes After Completing Additional Higher Education

If educators complete a certain number of additional higher-education credits or attain a higher academic degree, your salary lane may change, resulting in an increase in pay. See your respective salary schedule for which lane corresponds with which salary. To request a pay-lane change, you must fill out an [application form](#) and submit it to your principal.

There have been instances when DoDEA educators have completed enough higher-education credits to be admitted into a new salary lane, but management does not recognize their credits. In certain instances, FEA has helped educators get retro pay for academic credits they were not properly recognized by DoDEA. If you feel this applies to you, reach out to your local FRS to get your case elevated up the chain.

Resolving Pay Problems

DoDEA educators may, and often do, experience a range of pay problems. These issues typically fall into three categories which require you take different respective steps:

- You discover a discrepancy on your LES, such as a pay-lane step change has not been made.
- You receive a Debt Collection Letter from DFAS. Typical debt allegations include DoDEA improperly acting upon or ignoring an SF-1190 LQA recon or a Post Allowance issue, or DoDEA has failed to adequately explain the reason for a debt of any kind.
- You have money taken from your LES.

See below for summary of what actions to take for your issue. The FEA Pay-Problem Packet has more detailed instructions on what steps you should take for each issue.

PAY-PROBLEM TYPE	ACTION TO TAKE
You discover a discrepancy on your LES, such as a pay lane step change has not been made:	File a Pay Inquiry through your school secretary. Wait two weeks (one LES period) to see if the problem is resolved. If not, file a Pay Grievance and elevate your issue. See the FEA Pay-Problem Packet below for more information (pages 3,6).
You receive a Debt Collection Letter from DFAS:	Mail the FEA Form letter to invoke your Debt Collection Rights with DFAS and your DoDDS CSR. See more instructions in the FEA Pay-Problem Packet below (page 4).
You have money taken from your LES:	File a Violation of Debt Collection Grievance with your principal. See more info in the FEA Pay-Problem Packet below (page 5).

Overseas educators should view **FEA's Pay-Problem Packet for Overseas Educators** for further information: <https://www.feaonline.org/wp-content/uploads/2023/08/0000Pay-Problem-Package-23-24.pdf>. It is the member's responsibility to keep copies of all paperwork concerning pay problems.

Faculty Representative Spokesperson (FRS): The Union Rep in Your School Protecting Your Rights

The school's Faculty Representative Spokesperson (FRS) or Building Representative is the union (FEA) representative in your school who provides information to educators, assists with navigating issues, and speaks on behalf of the bargaining unit concerning educator issues. These individuals perform a number of tasks, including:

- Listening to educators' school-related issues and providing guidance;
- Elevating educator issues up the FEA chain so members can receive assistance from the FEA UniServs or other leaders;
- Communicating common educator concerns to school principals both informally and formally at the regularly scheduled District/School level consultations (previously known as Joint-Cooperation Committee meetings);
- Being present with educators in management meetings which could result in disciplinary action;
- **Your FRS will share updates from FEA Washington and your Area on issues and updates concerning your conditions of employment, benefits, allowances, and pay.**

In Overseas schools, these reps are referred to as Faculty Representative Spokespersons (FRSs) and Faculty Representatives (FRs). The number of FRs varies by school. In the Stateside Region, these individuals are referred to interchangeably as Building Reps and FRSs.

Schools also have Human and Civil Rights Coordinators (HCR-FRs) whose role is to promote Association participation and leadership opportunities for historically underrepresented groups.

As a new educator in your school, be sure to know who your FRS is and get their personal, non-DoDEA contact information in case you need to reach them. Also be sure to provide them your personal contact information.

Adverse Action by Management

Union Representation During Investigatory Interviews

Educators' 'Weingarten Rights' guarantee an employee the right to union representation during an investigatory interview by an employer. If the interview could, in any way, lead to the employee being disciplined or terminated, or affect their personal or working conditions, he or she should respectfully request that a union representative be present at the meeting. Without representation, the employee may choose not to answer any questions.

Filing a Grievance

In certain cases, educators may file a grievance with DoDEA over an issue to get a resolution. These issues might be one of many topics such as: DoDEA incorrectly alleges the educator owes a debt; DoDEA refuses to issue backpay owed the educator after higher-education credits are completed and a pay-lane change should have been implemented; or takes discipline against the educator when they are not at fault, to name a few.

The Federal Education Association assists educators in certain cases by advocating for them and filing grievances when necessary. To get assistance from FEA's legal team in filing a grievance, please contact your school FRS so they can connect you with your UniServ Attorney.

Foreign Area Allowances

There are certain financial allowances specifically intended to be recruitment incentives for U.S. citizen employees living in the United States to accept Federal employment in a foreign area. This means that employees hired while already living abroad are not eligible for these allowances. Employees can view a summary of allowances here: <https://www.dodea.edu/Offices/HR/benefits/foreign-area-allowances.cfm?cssearch=611039> 3. You can also search for 'DoDEA Foreign Area Allowances' in your web browser.

Living Quarters Allowance (LQA)

A common allowance you may receive during your tour of duty in a foreign area includes the Living Quarters Allowance (LQA). LQA is provided to eligible employees for leased quarters in lieu of Government provided housing and is intended to cover the average cost of rent, mortgage payments, utilities and other allowable expenses. LQA can also be used to reimburse an employee for the purchase price of a home, spread over 10 years.

According to DoDEA, to request and receive your initial Living Quarters Allowance, you must "submit a completed SF-1190, a completed LQA Annual/Interim Expenditures Worksheet (DSSR 130), a copy of your rental agreement showing rental costs, and estimated annual utility costs. Provide completed documents to hrrsv-n.overseas.ent@dla.mil." At any time, educators can reconcile if they believe they are being underpaid or if costs increase.

Learn more about LQA and find relevant application forms here:

<https://www.dla.mil/Careers/Employees/Overseas/While/Living-Quarters-Allowance/>

Storage in Lieu of LQA: Overseas educators who are eligible for and are receiving LQA are legally entitled to choose to continue to receive their LQA payments over the summer or can elect to put their household goods (HHG) in summer storage at government expense (in lieu of LQA payments). Employees must tell management specifically that they want storage in lieu of LQA over the summer break, per 20 USC 905(c)(2). FEA recommends employees make the request months in advance, usually in conjunction with RAT, as they will need orders to get the pack out through the government and it takes time to schedule the pack out.

Temporary Quarters Subsistence Allowance (TQSA)

The purpose of TQSA is to assist with temporary lodging, meals, laundry and dry cleaning in a foreign area when an employee first arrives at a new location and permanent quarters are not yet available, or when an employee is getting ready to depart post permanently and must vacate residential quarters. An employee cannot receive the post (cost of living) allowance when receiving the TQSA. An employee may receive TQSA and LQA at the same time when departing post only with agency permission for unusual circumstances described at DSSR 124.1 and DSSR 132.41a. For more information on TQSA, view this page:

<https://www.dla.mil/Careers/Employees/Overseas/While/Temporary-Quarters-Subsistence-Allowance-While/>.

Recertification Requirements

Certified and TP employees are required to recertify every six years. A summary of the process and requirements can be found at <https://www.dodea.edu/offices/human-resources/work-dodea/licensure>. As stated on the DoDEA page:

Educators must complete six semester hours of undergraduate or graduate-level course work taken at a U.S. regionally accredited educational institution **after** the date listed on the current certificate.

- Courses are to be taken in areas related to the current teaching position or administrator assignment, or divided among subject areas the educator is teaching if teaching more than one subject.
- Three of the six semester hours may be earned in subject areas that will qualify the educator for another position category within DoDEA.
- Effective January 1, 2006, up to three semester hours of course work taken during the final four months of a renewal cycle that are not needed for that cycle may be carried over to the next renewal cycle. Hours for a single course may not be split between two renewal cycles.

To fulfill the recertification requirement, educators can take online courses tailored to DoDEA employees for discounted tuition at the University of San Diego (<https://pce.sandiego.edu/certificates/project-read-for-dodea-intl-school-educators-series/>) and Ashland University. Check with your principal to confirm which institutions qualify.

As of 2022, DoDEA lists the Procedures for recertification as:

- Complete the DoDEA Certification/Recertification Worksheet Request and check "B-Recertification." The request form is found here: <https://www.dodea.edu/offices/human-resources/work-dodea/licensure>
- Email a completed application and official transcripts signed as "true copy" by the building administrator to your HQ Licensure Analyst.

Renewal Agreement Travel (RAT) and Travel Tips

Renewal Agreement Travel (RAT)

Renewal Agreement Travel (RAT) is round-trip travel from the overseas duty station to the United States. This travel typically occurs during the summer months after the end of the school year and before the start of the next. For more information on the logistics of RAT, see DoDEA's website:

<https://www.dla.mil/Careers/Employees/Overseas/While/Renewal-Agreement-Travel/>.

Many members have reached out to FEA for assistance in resolving urgent RAT issues with management. FEA was able to help many members get orders approved or vouchers reimbursed with DoDEA. If you have travel issues, please reach out to your FRS so they can elevate it up the chain.

As of 2023, there are several pending association grievances concerning RAT and reimbursement. Employees should continue monitoring FEA Washington legal updates for more information.

General Travel Tips

- Educators can use the Education Travel benefit for a dependent student traveling for post-secondary school in the summer. If you have college-age students and want to know how Educational Travel works, speak to your FRS.
- Free to DoD civilians and Service members, TSA Pre-Check is a voluntary, expedited security screening process offered at select domestic airports that allows participants to keep on their shoes, belt, and a light jacket, and leave laptops and 3-1-1 compliant liquids in their carry-on bags. DoD civilian participation in the program is voluntary. Enrollment requires a one-time opt-in. Learn more: <https://www.defensetravel.dod.mil/site/news.cfm?ID=18>.
- Pentagon policy allows nursing mothers in the U.S. military or the Defense Department civilian workforce to be reimbursed up to \$1,000 to ship breast milk when on official travel for more than three days. Expenses covered include excess baggage, disposable storage bags or nondurable containers, cold shipping packages, refrigeration, and transport.
- Relocation Income Tax Allowance (RITA): As of 2017, most civilian permanent change of station (PCS) entitlements are taxable. However, employees can be reimbursed for these taxes through a Relocation Income Tax Allowance (RITA) voucher, which reimburses employees for any taxes that are owed that were not adequately reimbursed by the Withholding Tax Allowance (WTA) rates. Learn more:
 - <https://www.dodea.edu/Offices/ResourceManagement/PCS-and-Tax-Changes.cfm>
 - <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Civilian-PCS-Entitlement-Guide/Relocation-Income-Tax-Allowance-RITA/>

Tips for Beginning Work and Retirement for Federal Employees

Things Every New Federal Employee Should Do

Learn as much as you can about your specific job and agency. There are many complex laws, policies, and regulations that come with work in federal agencies. Read as many relevant reports, manuals, flow charts and budgets as you can. If you have questions or concerns, ask your administrator or colleagues as appropriate. If you have not reviewed the collective bargaining contract between DoDEA and FEA, ask your FRS for a copy.

Get to know your colleagues and find a mentor. Your fellow employees can be invaluable in helping you get adjusted to your new role. Take up opportunities to chat with your colleagues during breaks, work social events, and more. See if there are some who are receptive to answering questions and consider setting up an informational interview with them.

Review, understand, and keep your Leave and Earnings Statements (LES). Important numbers to note will be your bi-weekly pay, deductions for taxes, as well as the cost of your health insurance, life insurance, and other benefits, if applicable. You should also note the number of sick days and annual leave you have remaining.

Maximize your contributions to your Thrift Savings Plan (TSP) as much as possible. For 2022, the maximum an employee can contribute is \$20,500. If you are over age 50, an additional \$6500 can be contributed, bringing the total to \$27,000. Be sure to also list a beneficiary.

Take advantage of FSAFeds healthcare and dependent-care savings accounts as needed. A Dependent Care FSA (DCFSA) is a pre-tax benefit account used to pay for eligible dependent-care services, such as preschool, summer-day camp, before or after-school programs, and child or adult daycare. It's a way to save money while taking care of your loved ones so that you can work. A Health Care FSA (HCFSA) is a pre-tax benefit account that's used to pay for eligible medical, dental, and vision-care expenses - those not covered by your health care plan or elsewhere. The Federal Flexible Spending Account Program (FSAFEDS) is sponsored by the U.S. Office of Personnel Management and administered by HealthEquity, Inc. Learn more: www.fsafeds.com/

Fill out and submit beneficiary forms for your federal benefits. These forms include: Form TSP3 (TSP Beneficiary); Form SF 1152 (Unpaid Compensation and Unused Annual Leave); Form SF 2823 (FEGLI Life Insurance).

Take advantage of FEGLI life insurance. New employees can enroll in the government's life insurance programs without having to answer any health questions. New hires are typically auto enrolled in the Basic plan. However, you must sign up for any Optional plan within 60 days of hire. Learn more: <https://www.opm.gov/healthcare-insurance/life-insurance/>.

How Federal Employees Can Prepare for Retirement

Know your financial retirement needs and create and follow a savings plan. If you have 10 or more years of service, you can retire at the Minimum Retirement Age (MRA), which depends on your year of birth. Experts estimate that you may need 70 to 90 percent of your preretirement income to maintain your standard of living when you stop working. As a federal employee, you should choose an age that you plan to retire, and plan to take advantage of multiple programs available. The Federal Employees Retirement System (FERS) is a retirement plan that covers eligible Federal civilian employees and provides benefits from three different sources:

The Basic Benefit Plan (a federal pension). Employees are automatically enrolled to contribute 0.8% of their pay to the Benefit Plan (but may contribute more) and the employer contributes at least 10.7%. The amount of the annuity a retiree receives is calculated using length of service and an employee's "high-3" average salary, the highest pay earned during any three consecutive years of service.

Social Security. As part of FERS, employees pay into Social Security via tax deductions from each paycheck, just like employees in the private sector.

The Thrift Savings Plan (TSP). The TSP tax-deferred retirement savings and investment plan that offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. Federal employees are automatically enrolled when hired, but the contribution rate varies depending on date of hire. Learn more: <https://www.opm.gov/retirement-services/fers-information>.

Talk to your school's personnel secretary to see retirement procedures. Review your electronic Official Personnel Folder (OPF) and all employment records are complete and accurate, verify all federal service, and confirm your health and life-insurance coverage is documented.

Understand your health insurance options as you prepare for retirement. According to the Office of Personnel Management, when you retire, you are eligible to continue health-benefits coverage under the Federal Employees Health Benefits (FEHB) Program if you meet the following requirements:

- You are entitled to retire on an immediate annuity under a retirement system for civilian employees (including FERS MRA + 10 retirements); and
- You have been continuously enrolled (or covered as a family member) in any FEHB plan(s) for the 5 years of service immediately before the date your annuity starts or for the full period(s) of service since your first opportunity to enroll (if less than 5 years).

Our FEA Retired Representative recommends that members considering retiring soon should review our Tips (and to-do's) for Retirement for Overseas and Stateside members:

Overseas: <https://www.feaonline.org/wp-content/uploads/2022/04/FEA-EP-Retirement-Packet-2022.pdf>

Stateside: <https://www.feaonline.org/wp-content/uploads/2022/04/FEA-SS-Retirement-Packet-2022.pdf>

The Goodbye Grievance

If you are leaving the FEA Overseas Bargaining Unit at the end of this school year, either by retiring/resigning, moving to DDESS (including Guam), or transferring to the Europe South District or Puerto Rico, be sure to file a “Goodbye Grievance” early enough so that you will have time to elevate it before your last duty day.

The Goodbye Grievance was developed by FEA UniServ Bill Freeman to allow FEA to represent overseas bargaining-unit members after they retire or resign, and to ensure their rights under the Debt Collection Act and the currently valid Overseas Negotiated Agreement. The filing is a request to DoDEA for an audit for any full pay and benefits covering the last six years and payment or any back pay, interest and lost earnings owed to the educator. There have been many instances in the past where DoDEA has alleged that educators owed the Agency large amounts of money, while in fact DoDEA owed the educator.

Overseas educators should file and elevate a Goodbye Grievance before they end their employment as it cannot be filed after retirement, separation from DoDEA or relocation to another part of DoDEA not represented by FEA. We have heard far too many stories of retirees receiving erroneous debt letters after their departure. To file a Goodbye Grievance, visit the Retirement page of the FEA website (<https://www.feaonline.org/what-we-do/retirement/>), click ‘FEA Europe and Pacific Retirement Packet 2022’ under Quick Links, and the instructions and forms will be on pages 3-5. You can also ask your FRS for a copy of the forms for the Goodbye Grievance as well as the Request to Elevate.

Useful Resources and Links

Overseas Contract: <https://www.feaonline.org/fea-dodds-contract/>

DoDDS Salary Schedules <https://www.feaonline.org/salary-schedules-for-dodds-overseas/>

Pay-Problem Package: <https://www.feaonline.org/resources-for-pay-problems/>

Salary Organizer for FEA Members: <https://www.feaonline.org/salary-organizer/>

DoDEA’s List of Acronyms: <https://www.dodea.edu/onboarding/acronyms.cfm>

Your Rights as a Federal Employee:

[https://osc.gov/Documents/Outreach%20and%20Training/Handouts/Your%20Rights%20as%20a%20Federal%20Employee%20Handout%20\(Prohibited%20Personnel%20Practices,%20Whistleblower%20Disclosures,%20and%20the%20Hatch%20Act\).pdf](https://osc.gov/Documents/Outreach%20and%20Training/Handouts/Your%20Rights%20as%20a%20Federal%20Employee%20Handout%20(Prohibited%20Personnel%20Practices,%20Whistleblower%20Disclosures,%20and%20the%20Hatch%20Act).pdf)

How to File a Claim on Movers: <https://www.militaryonesource.mil/moving-pcs/post-moving/file-a-claim-after-your-military-move/>