

FACT SHEET TRANSFERS TO GUAM

Guam Location

Lying at the southern end of the Mariana Islands chain in the Western Pacific, Guam is situated along 13 degree north latitude, 144 degrees longitude. Guam covers an area approximately 212 square miles, and is about 30 miles long and four to nine miles wide. Southern Guam is made up of volcanic hills ranging in altitude up to 1,300 feet. The central and northern part of the island consists mainly of a limestone plateau with steep cliffs dropping down to a narrow coastal shelf. A wide variety of vines, shrubs, and trees decorate Guam, giving it the lush, green appearance typical of tropical islands.

Guam is the fifteenth and southernmost island in the Marianas and is a separate U.S. territory. The closest neighbor islands are Rota, Tinian, and Saipan. Guam is across the International Dateline from the mainland United States.

To give a perspective, Guam is approximately three and one-half hours by airplane from Tokyo, and Manila; four hours from Seoul, Hong Kong, and Taipei; five hours from Saigon, Singapore, and Bali; and six hours to Bangkok, Sydney, and Auckland. Going to the other side of the International Dateline, it is seven hours by airplane to Fiji, Honolulu, and Samoa, and eight hours to Tahiti.

CERTIFICATION – All teachers must be certified at the time of application. DDESS accepts the DoDEA or state certificate in the subject area for which applying

PAY - The pay for Guam employees is set in accordance with the Master Labor Agreement between DDESS and the Federal Education Association-Stateside Region and may vary by location. Teachers are paid based on academic salary lanes which reflect degrees and graduate coursework completed after each degree. Service increments or steps are provided to recognize years of verified experience up to the allowed maximum. There will be no saved pay. The current Guam educator salary schedules can be viewed at the following link: <http://www.dodea.edu/offices/hr/salary/default.htm>

PCS ALLOWANCES - In connection with your PCS move to a Guam location, 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 5, 6, and 7.

LEAVE - Educator 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 Guam School District and leave is available for use by eligible employees in case of a medical emergency, catastrophic illness, or injury. 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 Guam have a teachers' union?

A: Yes - Guam educators are represented by the Federal Education Association-Stateside Region (FEA-SR) and are covered under the FEA-SR Master Labor Agreement.

Q2: How many duty days are in the school year?

A: Guam teachers have 190 duty days and are paid on an hourly rate (1520 hours).

Q3: What is the school year calendar for Guam?

A: Guam schools are on the DoDDS-Pacific school year calendar. For school year *2010-2011*, teachers will report on *August 25, 2010*, and the school year ends on *June 11, 2011*.

Q4: What is creditable service for pay setting purposes?

A: For DoDDS educators selected under the Transfer Program, all DoDDS and DDESS teaching experience as well as up to five years of non-federal teaching experience is creditable for pay setting purposes.

Q5: What is the Guam Pay Year?

A: The Guam pay year for SY *2010-2011* will begin on *July 4, 2010*. All bargaining unit employees receive their pay spread over 26 pay periods.

Q6: What is spread pay?

A: All permanent Guam bargaining unit members will have their annual salary spread over 26 pay periods. This salary is referred to as paid hourly rate.

Q7: What do the three columns on the Guam Pay Schedules represent?

A: Annual salary, paid hourly rate (spread pay rate based on 2087 hours or a calculated number of hours), and earned hourly rate (based on 190 days/1520 hours).

Q8: What is pay reconciliation and when is it completed?

A: At a minimum, pay reconciliation is completed at the end of each pay year normally in July. A pay reconciliation is processed to ensure employees received all monies due based on actual days worked and annual salary projected.

Q9: What is the first step of Guam Pay Schedules?

A: DDESS Pay Schedules start at step 0. DoDDS educators moving to the DDESS Guam pay schedule can expect to be placed at one lower step than their current DoDDS step because of this difference.

Q10: Will I get a step increase each year I work for Guam?

A: Full-time employees must complete at least 120 or more workdays to be eligible for a step increase. There are 30 steps (0-29) with no longevity steps.

Q11: How does Guam process Academic Salary Lane (ASL) changes?

A: Upon completion of a higher level degree or additional graduate or undergraduate hours, the employee must submit official transcripts and an ASL application to the DoDDS-Pacific/DDESS-Guam Human Resources Division. DoDDS Educators who accept employment with DDESS under the Transfer Program will retain their current DoDDS ASL. Credit for undergraduate course work

completed after their appointment with DDESS may be applied toward the next ASL. Up to a maximum of 6 undergraduate credit hours for the current recertification cycle can be accepted toward your next ASL.

Q12: Will I be eligible for permanent change-of-station (PCS) allowances in conjunction with my transfer to Guam?

A: Yes - In connection with your PCS move to Guam, you will be entitled to relocation allowances from your current permanent duty station to Guam. For a complete description of your PCS entitlements, please refer to pages 5, 6, and 7.

Q13: Will I be eligible to receive a temporary quarters subsistence expense allowance for temporary lodging and meal expenses upon arrival in Guam?

A: Yes, you and your eligible dependents will be authorized up to 60 days of temporary quarters subsistence expense (actual expense) (TQSE (AE)) on your PCS orders to Guam. For further information on TQSE (AE), please refer to the attached fact sheet.

Q14: Will I be eligible to receive a Living Quarters Allowance (LQA) in Guam?

A: No, LQA is not authorized to employees assigned to Guam.

Q15: Will I be eligible for a Cost of Living Allowance (COLA) in Guam?

A: Most civilian employees, substitutes excluded, are entitled to a 25% 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).**

Q16: Will I be eligible to receive Advance Pay?

A: No - Advance Pay is not authorized with a PCS move to Guam because it is a non-foreign area.

Q17: 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 Guam?

A: No, since Guam is not considered a foreign area, you will not be authorized the educational travel allowance while assigned to a position in Guam.

Q18: If I currently have household goods in nontemporary storage at Government expense, will my authorization continue while I am employed in Guam?

A: Yes - If you are assigned to a position in Guam, your eligibility for nontemporary storage at Government expense will continue, unless your actual place of residence/home of record is Guam.

Q19: When I separate (i.e. resign or retire) from my position in Guam, will I be eligible to have my household goods shipped at Government expense to another location?

A: Yes - Provided you have completed the period-of-service requirement in your transportation agreement or been approved for a waiver, you will 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, then you will not be eligible for any separation travel and transportation entitlements)**

Q20: While assigned to Guam, will I be eligible for renewal agreement travel?

A: Yes, provided you have completed the period-of-service requirement contained in your transportation agreement, you will 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, you will NOT be eligible for renewal agreement travel).**

Q21: What is the renewal tour of duty for teachers assigned to Guam?

A: The renewal tour of duty is two school years.

Q22: Can children of Guam educators attend the DoD schools where they teach?

A: Yes, The children of educators who transfer to Guam can attend the DoD schools on a Spaced Required basis.

Q23: Are employees assigned to Guam authorized free Government housing?

A: No, employees assigned to Guam are not authorized free Government housing. However, employees may be eligible for Government housing at prescribed rental rates depending on availability. Monthly Government housing rental rates range from \$900 to \$1,395 depending on the number of bedrooms and the location of the house. Guam Naval installation units include utility expenses in the Government housing rental rates. Average monthly utility costs for these units are approximately \$147. Off-base rental rates range from \$1,200 to \$3,000 and may not include utility expenses.

Q24: Will my life insurance, health insurance, TSP, and Retirement benefits transfer from DoDDS to Guam?

A: All benefits (health, life, TSP, and Retirement) will transfer from DoDDS to Guam 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.

Q25: What happens to my DoDDS educator leave if I am transferred to Guam?

A: Your educator leave converts to sick leave and is credited to your Guam sick leave account.

Q26: Will I serve a trial/probationary period in Guam?

A: If you have completed a trial/probationary period in DoDDS, you will not be required to serve a trial/probationary period in Guam.

Q27. Will I be eligible for a government ID card?

A: Yes, a Government ID card is provided to all employees. However; Commissary/Exchange privilege are only provided to those employees serving on a transportation agreement. **(Exception: If your current actual place of residence/home of record for travel and transportation purpose is Guam, you will not be eligible for Commissary/Exchange privileges or base housing).**

FACT SHEET

PCS ENTITLEMENTS FOR TEACHERS TRANSFERRING TO GUAM THROUGH THE DODDS TRANSFER PROGRAM

PCS Entitlements

In connection with your transfer to a position in Guam, DoDEA will provide relocation allowances from your current DoDDS permanent duty location to Guam. This includes 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 (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 60 days after arrival at your new duty station if it is necessary for you to occupy temporary quarters. 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 PCS move to Guam, your entitlement to HHG shipment is from your current DoDDS permanent duty station to Guam. 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 Guam, 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. 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 unless your actual place of residence/home of record is Guam. In connection with your PCS move, you may also have household goods either shipped or placed in NTS at Government expense.

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 \$500 may be claimed for an employee without dependents and \$1,000 for an employee with dependents. Receipts are not required for the flat rate. If the employee is claiming an amount

above \$500 (without dependents) or \$1,000 (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 Subsistence Expense Allowance

Temporary Subsistence Allowance Expenses (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 Guam 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/>.