

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 09TW0023SEDD1280372183
(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)

OPENING DATE: OCTOBER 14, 2009

CLOSING DATE: OPEN UNTIL FILLED

(FIRST CUTOFF FOR APPLICATIONS WILL BE OCTOBER 28, 2009 AND EVERY TWO WEEKS THEREAFTER)

POSITION TO BE FILLED: ADMINISTRATIVE SUPPORT SPECIALIST

PAY BAND, SERIES, AND GRADE OF POSITION TO BE FILLED: YA-0301-02

WHERE POSITION IS LOCATED: Department of Defense Education Activity, Department of Defense Dependents Schools Europe, Office of the Director, Wiesbaden, Germany

SALARY RANGE: \$40,949.00 to \$53,234.00 per annum. Salary will be set based on duties of the position.

YOU MAY APPLY IF YOU ARE:

- A Current Career Federal Employee in the competitive service in the commuting area.
- A Reinstatement eligible in the commuting area.
- A U.S. Citizen Family Member eligible residing in the commuting area.
- A Military Spouse eligible residing in the commuting area.
- A 30% Disabled Veteran in the commuting area.
- A Veteran's Recruitment Appointment (VRA) eligible in the commuting area.
- A Veteran who has been separated from the Armed Forces under honorable conditions after 3 years or more of continuous military service (VEOA Eligible).
- A Non-Appropriated Fund Instrumentality or any other employee who is appointable under other Interchange Agreements or Special Appointing Authorities such as DCIPS/Postal Career Service/Peace Corps.
- An Interagency Career Transition Assistance Plan (ICTAP) eligible in the local commuting area.

Local commuting area is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community. (5 CFR 575.203)

NOTE TO ALL APPLICANTS: The DOD Policy on overseas employment for civilian employees limits overseas tours to 5 years. Extensions beyond 5 years are designed to provide management flexibility to meet defined mission requirements that otherwise cannot be met. Case-by-case extensions beyond the 5-year limit may be granted.

DoDDS-E complies with the DOD policy on overseas employment for civilian employees.

MAJOR DUTIES:

Assists staff members by providing publications and records management services. Advises on and assists with publications development in accordance with Office of the Secretary of Defense (OSD) and Office of Dependents' Education (ODE) policies and procedures. Maintains and updates office publications libraries, to include obtaining materials from other offices and agencies, as needed.

Establishes and maintains office files and records, in accordance with ODE procedures, adapted as necessary to fulfill area needs. Provides advice and assistance to clerical and administrative personnel in the Area offices, district offices, and schools on establishing and maintaining records and files systems.

Coordinates administrative assignments, analyzes the administrative process to improve the effectiveness of administrative process, and performs a variety of special projects for the Office of the Director, DoDDS Europe. Serves as the editorial review point for staff correspondence, publications, regulations, and other administrative publications, utilizing both hard copy and electronic editing procedures within DoDEA.

Analyzes and provides advisory services on a variety of administrative issues which impact on DoDDS Europe. Performs special projects for the Director which may generate from the Director or other divisions within DoDDS Europe, which involves gathering data or information, and coordinating joint efforts for integrated work efforts.

Reviews, revises and edits draft correspondence, publications, and legislation to make them more coherent and readable, and to ensure that prescribed standards are consistent with ODE requirements. Researches, rewrites, and reorganizes portions of the text to improve effectiveness of writing (consistency, clarity, economy of expression, tone, and logic in presentation). Reformats repetitive narrative tabular form as necessary. This work is evident in such documents as congressionals and DoD IG hotlines. The incumbent ensures all suspense items related to correspondence is met in a timely manner.

Prepares complex briefing packages in slide show format incorporating various office automation applications, i.e., Powerpoint, Excel, etc. Researches and reviews background material, extracting specific items of interest. Communicates with the Chief of Staff and division chiefs on behalf of the Director. Plans and coordinates retreats, conferences and meetings.

Implements the ODE Forms Management Program throughout the Area, ensures optimal standardization, completeness, ease of understanding, prevention of duplication, and protection of personal information in accordance with DoD and DoDEA guidance. Periodically reviews forms for possible elimination or consolidation.

Administers the area Privacy Act and Freedom of Information Act (FOIA) programs. Ensures implementation of ODE policies and procedures for safeguarding DoDEA records. In consultation with ODE Privacy Act officer and legal advisor, monitors requests for information to ensure that responses are correct in accordance with law and policies. Reviews area regulations and forms for Privacy Act and FOIA implications. Advises the Area Director to ensure that the Area observes law, policies, and procedures in collecting, maintaining, and using information.

Creates travel orders in DTS for TDY travel by the Director. Monitors and reports TDY expenditures for the Office of the Director. Researches the Joint Travel Regulation, Department of State Standardized Regulation, and other sources, and advises on policies, procedures, operating instructions, benefits types and levels, etc., related to travel. Coordinates invitational orders and non-funded TDY orders as appropriate with the Area travel manager. Drafts approval of requests for actual expense authorizations, and monitors requests to ensure reimbursement of claims and accountability of funds.

Maintains and administers the Director's Office travel, conference, printing, and supply budgets. Coordinates submission of all time and attendance and leave records for all members of the Director's Office staff, Office of the Chief of Staff and district superintendents.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems.

Click on link below to view qualification standard.

[General Schedule](#)

At the YA-02 level, you must have one year of specialized experience directly related to the occupation and equivalent to at least the next lower pay band. The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

Specialized experience is defined as experience which is in or directly related to the line of work of this position (i.e. applying analytical evaluative methods and techniques to independently perform substantive professional or analytical work assignments. And which have equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of this position

Quality of experience relates to how closely or to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the announced position. Candidates must have the knowledge, skills, abilities and competencies to successfully perform the work of the position at the appropriate level.

NSPS positions are excluded from time-in-grade restrictions. This does not eliminate the qualification requirement of 1 year of specialized experience.

Applicants must demonstrate possession of the knowledge, skills, abilities and competencies required to perform the work identified in the duties description.

or

Education Substitution:

GS-09 Equivalent - Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B, or J.D., if related.

KNOWLEDGE, SKILLS AND ABILITIES (KSA's):

If you meet the above qualification requirements, your application will be further evaluated against established criteria that demonstrates how well you possess the specific ranking factors or knowledges, skills, and abilities (KSA's) determined necessary for successful job performance—see below:

1. Knowledge of the policies, procedures, and objectives of Federal and DoD programs including supplementary instructions, directives, regulations, and manuals to ensure that the appropriate and adequate management and administrative support is provided to area schools.
2. Knowledge of the functional requirements of DoD publications, records, and forms management programs, as established by DoD, DoDEA, and other federal agencies (e.g., the National Archives and Records Administration (NARA) and the General Services Administration (GSA).
3. Knowledge of the laws, policies, and procedures related to the Privacy Act and FOIA programs to monitor request for information in accordance with the law and policies.
4. Knowledge of techniques for developing new or modified administrative work methods, approaches or procedures for improving delivery of support services.

5. Knowledge of office automation systems and information systems and technologies to maintain records, generate reports, and perform a variety of administrative responsibilities and related procedures in support of the Office of the Director-Europe.

6. Ability to communicate orally and in writing, and prepare correspondence.

7. Ability to plan, organize, and perform work having numerous time pressures and competing priorities.

A SEPARATE NARRATIVE STATEMENT ADDRESSING THE KSA'S LISTED ABOVE IS REQUIRED AS AN ATTACHMENT TO YOUR APPLICATION. KSA'S MUST BE ADDRESSED **INDIVIDUALLY** AND BE CLEARLY IDENTIFIED IN YOUR APPLICATION. FAILURE TO ADDRESS THE KSA'S INDIVIDUALLY WILL RESULT IN YOUR APPLICATION BEING DETERMINED AS INCOMPLETE.

PAY, BENEFITS AND WORK SCHEDULE:

YOUR PAY WILL BE SET WITHIN THE RANGE SPECIFIED IN THIS VACANCY ANNOUNCEMENT AND WILL BE BASED ON THE REQUIREMENTS OF THE POSITION, YOUR QUALIFICATION, EDUCATION, EXPERIENCE, TRAINING, AND AVAILABILITY OF FUNDS.

Position is Full-Time - Permanent

Payment of travel and transportation expenses MAY be authorized.

Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to an overseas/foreign area.

For information on overseas allowances and benefits visit:

<http://www.dodea.edu/offices/hr/employment/benefits/default.htm>.

For specific allowance rates visit: <http://www.dodea.edu/offices/hr/employees/allowances/rates.htm>

Medical Care: Applicants who have family members with special medical needs should ensure (prior to accepting a position overseas) that these needs can be met. Access to care in a military treatment facility may not be available to civilian employees except on a space available basis. Consequently, host nation medical facilities may be the only care available. The availability and level of care at host nation medical facilities will vary by location.

Special Education Services: The Department of Defense Dependents Schools (DoDDS) provides education including special education to children of DoD civilians who are eligible to attend DoDDS schools. However, most schools are not staffed for all special needs. Applicants may review http://www.dodea.edu/instruction/curriculum/special_ed/ for more specific information. For additional information, please contact the Department of Defense Education Activity, Student Services Branch, at 703-588-3147/3148.

CONDITIONS OF EMPLOYMENT:

You will be required to participate in Direct Deposit/Electronic Fund Transfer in accordance with DoD Regulation 7000.14R.

TO APPLY, YOU MUST SUBMIT:

Please include vacancy announcement number on all application materials.

Applicants are responsible for ensuring that contact information is accurate and clearly evident in the application. Contact information should include current address, telephone and/or cell phone numbers, and email addresses.

1. Optional Application for Federal Employment (OF-612), résumé, **OR** any other written format, including the Standard Form 171, Application for Federal Employment **THAT INCLUDES THE FOLLOWING INFORMATION:**

- Announcement number, title and grade of the position(s) for which you desire employment.
- Citizenship status and social security number.
- Your highest Federal civilian grade held, job series, and dates of employment, if you are a current or former Federal employee.
- Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.
- Job-related training courses (title and year).
- Job-related skills.
- Job-related certificates and licenses (current only).
- Job-related honors, awards, and special accomplishments (give dates-but do not send documents).

YOU MUST ALSO SUBMIT:

2. A separate narrative statement that concisely addresses each of the knowledges, skills, and abilities referenced under the section "Knowledge, Skills and Abilities (KSA's)". Include work experience, education, and training that clearly demonstrates how well you possess each element. Make sure that you reference the specific KSA listed on this announcement. If other KSA's are cited, the application will be considered incomplete. **FAILURE TO ADDRESS ALL KSA'S ON THIS ANNOUNCEMENT WILL RESULT IN AN INELIGIBLE RATING.**
3. If you are a current Federal employee or a reinstatement eligible, you must submit a copy of a Notification of Personnel Action (SF-50) to document eligibility for appointment.
4. If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. **THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED MUST BE INCLUDED.**
5. If you are not using the Standard Form 171, Application for Federal Employment, then a Declaration for Federal Employment (OF-306) should also be submitted, please go to: www.opm.gov – then click on Quick Index.
6. If you are applying for family member employment, a copy of your sponsor's Permanent Change of Station (PCS) orders authorizing movement of family member to the overseas command, or other appropriate documentation (such as a statement of non-command sponsorship) to support family member status must be submitted to receive consideration.
7. If you are applying for military spouse preference, a completed Questionnaire for Military Spouse Preference (which may be obtained as an attachment to this vacancy announcement located at <http://www.eu.dodea.edu/hr/vacancies.php> and copy of your sponsor's permanent change of station (PCS) orders authorizing movement of spouse to the overseas command, or other appropriate documentation (such as a statement of command sponsorship) to support spousal preference must be submitted to receive consideration.
8. Applicants currently located in an overseas area must also submit a Pre-Employment Questionnaire to Determine Eligibility for Employment form, which may be obtained as an attachment to this vacancy announcement located at <http://www.eu.dodea.edu/hr/vacancies.php>.

ADDITIONAL APPLICATION INSTRUCTIONS FOR VETERANS

If you are a Veteran you may be eligible to apply for this position. This position is announced in accordance with merit staffing procedures as prescribed by this Agency. Preference eligibility and/or Veterans Preference does not apply to internal staffing or merit promotion practices. Provided you meet the eligibility criteria, you may be

considered competitively under the Veterans Employment Opportunities Act of 1998 (VEOA), or non-competitively if you are eligible for a Veterans Recruitment Appointment or are a 30% or more Disabled Veteran.

To apply under the Veterans Employment Opportunities Act of 1998 (VEOA):

To be eligible for a **VEOA** appointment, you must be a preference eligible or a veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions and have no other type of appointability.

You **MUST** submit a Member 4 copy of your DD-214 with your application to receive consideration under this authority.

To apply under the Veterans Recruitment Appointment (VRA):

On November 7, 2002, Congress passed the Jobs for Veterans Act (Public Law 107-288). The act makes significant changes to the Veterans Readjustment Act, to include changing the title of the Act to “Veterans’ Recruitment Appointment” (VRA). The changes were effective immediately upon enactment of the law.

Under the new law, the following veterans are eligible for a non-competitive **VRA** appointment:

- Disabled veterans.
- Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded.
- Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

Terms and conditions of employment: A veteran given a VRA appointment will be given an appointment in the Excepted Service.

The maximum grade level at which appointments may be made is GS-11.

Veterans must be “qualified,” i.e., able to perform the essential functions of the position with or without reasonable accommodation for a disability.

You **MUST** submit a Member 4 copy of your DD-214 with your application to receive consideration under this authority.

If you are a Disabled Veteran, You must submit the following documents with your application to be considered under the VRA: Member 4 copy of your DD-214.

SF-15, Application for 10-Point Veterans Preference.

A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

To apply requesting non-competitive consideration as a 30% Disabled Veteran:

Terms and conditions of employment: If you are selected using this authority, your appointment will be a career appointment.

To be eligible for this appointing authority, you must be:

Retired from active military service with a disability rating of 30 percent or more; **or**

Rated by the Department of Veterans Affairs (VA) as having a compensable service-connected disability of 30 percent or more. **And**

Meet all qualification requirements.

You must submit the following documents with your application to be considered:

Member 4 copy of your DD-214.

SF-15, Application for 10-Point Veterans Preference.

A letter from the Department of Veterans Affairs (VA) dated in 1991 or later.

For more information regarding Veterans Preference, please visit <http://www.opm.gov/veterans/>

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES DIVISION BY THE CLOSING DATE. LATE APPLICATIONS WILL NOT BE CONSIDERED.

APPLICATIONS WILL NOT BE RETURNED. PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS.

INCOMPLETE APPLICATIONS WILL NOT RECEIVE CONSIDERATION.

IF YOU ARE AN ELIGIBLE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) APPLICANT, YOU MUST SUBMIT THE NARRATIVE RESPONSE TO THE RANKING FACTORS, PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.

APPLICATIONS RECEIVED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT RECEIVE CONSIDERATION, AND APPLICANTS ARE REMINDED OF THE LEGAL PROHIBITION AGAINST THE USE OF SUCH ENVELOPES OR OTHER GOVERNMENT PROPERTY FOR OTHER THAN OFFICIALLY APPROVED ACTIVITIES. THESE PROHIBITIONS ARE CONTAINED IN 5 USC 735.205, 39 USC, AND 18 USC.

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO POLITICAL, RELIGIOUS, OR LABOR ORGANIZATION AFFILIATION OR NON-AFFILIATION, MARITAL STATUS, RACE, COLOR, CREED, GENDER, AGE, SEXUAL ORIENTATION, NON-DISQUALIFYING PHYSICAL OR MENTAL DISABILITY OR ANY OTHER NON-MERIT FACTOR. REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

Applications must indicate the vacancy announcement number and position for which applying.

Applications may only be submitted by one of the following methods.

1. By MAIL.

Applications (if mailed) must be sent to one of the following addresses:

(If Using The U.S. Postal Service)

THE DEPARTMENT OF DEFENSE EDUCATION ACTIVITY, DODDS-EUROPE
ATTN: HUMAN RESOURCES DIVISION/TRUDY WACHALA
UNIT 29649 BOX 7100
APO AE 09002

OR TO:

(If Using Express Delivery I.E. FEDEX, DHL, Etc)

THE OFFICE OF THE DIRECTOR, DODDS-EUROPE
AMERICAN ARMS OFFICE TOWERS, HUMAN RESOURCES DIVISION
ATTN: HUMAN RESOURCES/TRUDY WACHALA
AUGUSTA STR 6
65189 WIESBADEN, GERMANY

2. By FAX.

Applicants are encouraged to contact the Human Resources Office to verify receipt of a faxed application. Applications can be faxed to commercial (49) 611-380-7122 (if calling from outside of Germany) or 0611-380-7122 (if calling within Germany), or by DSN: 338-7122.

To verify application receipt call commercial (49) 611-380-7706 (if calling from outside of Germany) or 0611-380-7706 (if calling within Germany), or DSN: 338-7706.

3. By EMAIL.

Applications sent by email must be complete and sent as one (1) attachment to

DoDDS-E.PersonnelDivision@eu.dodea.edu . **Only applications sent to this email address will be accepted.** Applications must be scanned using Adobe Acrobat into a single file attachment in “PDF” format. The size of the attachment cannot be larger than 5 MB. Attachments larger than 5 MB cannot be delivered to the HR Personnel electronic mail box. **APPLICATIONS SENT VIA EMAIL HAVING MORE THAN ONE ATTACHMENT OR ATTACHMENTS IN ANY OTHER FORMAT WILL NOT BE ACCEPTED.** You will receive a verification of receipt within 48 hours of receipt of your electronically submitted application.

4. HANDCARRIED.

Applications may be submitted in person to the Human Resources Office. Please see the Human Resources Assistant in room 3-F-3 in the American Arms Office Tower, in Wiesbaden, Germany. Do not leave your application in front of a door or place on a desk. Please give it to that Human Resources representative only.

FOR ADDITIONAL INFORMATION REGARDING THIS ANNOUNCEMENT, PLEASE CONTACT TRUDY WACHALA at DoDDS-E.PersonnelDivision@eu.dodea.edu or via phone at (49) 0611-380-7706.

QUESTIONNAIRE FOR MILITARY SPOUSE PREFERENCE

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

This questionnaire is for the purpose of determining your eligibility for Military Spouse Preference (MSP) during your sponsor’s present tour. Please respond to the questions listed below and submit with each application.

PART I

Are you the spouse of an active duty military member? () Yes () No

If your answer is No, please complete Part III. If your answer is Yes, please complete Parts II and III and attach a copy of your sponsor’s permanent change of station (PCS) orders to the overseas command, or other appropriate documentation, to support military spouse preference eligibility.

PART II

A. When did you arrive at your sponsor’s current duty station? Date: _____

B. Are you presently employed, or have you previously been employed at your sponsor’s current duty station or within the commuting area? () Yes () No

If your answer is yes, please attach a copy of your appointment record (SF 50 or equivalent form) and complete the following items:

- 1. Who employed you? _____ CPO
- _____ DoDDS
- _____ NAF (includes AAFES & other NAF instrumentalities)
- _____ OTHER, please specify _____

2. List the title and pay grade/band of your position(s). State how long the appointment(s) is/was scheduled to last.

Position Title _____ Grade/band _____

_____ Permanent _____ Temporary for 1 year or more _____ less than 1 year

Position Title _____ Grade/band _____

_____ Permanent _____ Temporary for 1 year or more _____ less than 1 year

C. Did you ever decline a definite job offer made to you by CPO, DoDDS, or NAF (includes AAFES and other NAF instrumentalities)? () Yes () No

D. What is your DEROS (Date of Estimated Return from Overseas)? _____

PART III

Name (please print) _____

Signature: _____ Date: _____

TO BE COMPLETED BY THE DoDDS HUMAN RESOURCES FIELD OFFICE

Eligible for MSP: () Yes () No

Reason:

Signature of CPO Representative

Date

**PRE-EMPLOYMENT QUESTIONNAIRE
TO DETERMINE ELIGIBILITY FOR EMPLOYMENT**

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

INSTRUCTIONS: TO BE COMPLETED BY CANDIDATES WHO ARE LIVING IN THE OVERSEAS AREA WITHOUT SPONSORSHIP OF THE U.S. FORCES.

The purpose of this questionnaire is to obtain information in order to determine the eligibility of applicants for Department of Defense Dependents Schools (DoDDS) positions serviced by the DoDDS Personnel Center. This form is not intended to establish overseas entitlements. Please complete all questions and return the completed form with your application for employment. Enter "NA" if a statement is not applicable.

1. In addition to being a U.S. citizen, I am a citizen of _____.
2. I have resided in _____ since _____.
(Country Name) (Date)
3. My reason for being in country is _____.
4. ____ I arrived in country to be with my military sponsor, but my trip was not at Government expense (i.e., I am not command sponsored).
5. ____ I am an employee or family member of an employee of a private firm doing work in GERMANY. The firm's name is: _____, and the expiration date of this assignment is ____.
6. I am a family member of a person hired on contract to support the U.S. Forces. The contract is with _____.
(Name of contractor and expiration date)
7. I am retired/retiring from active duty military service. Date of retirement _____.
8. I have ____ I have not ____ been issued a work permit from the host country.
9. I have ____ I have not ____ been employed since being in country.
Name(s) of employer (s) and date(s) and location(s) of work:

10. I own ____ I do not own ____ a residence in the host country.
11. I have ____ I have not ____ paid income taxes to the host country.
12. Other. Please use a separate sheet of paper to explain.

I understand that a false statement on any part of this questionnaire may be grounds for not hiring me, or grounds for removing me after I begin work. I understand it is my responsibility to notify the Personnel Center promptly of any changes in the information provided in this questionnaire.

Printed Name & Signature

Date