VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 08SC0077SEDD339705

(PLEASE INCLUDE THIS NUMBER ON ALL APPLICATION MATERIAL)

OPENING DATE: 12 December 2008
CLOSING DATE: 12 January 2009

Applications must be received by the closing date. Late applications will not be considered.

POSITION TO BE FILLED: Management Analyst

PAY BAND, SERIES, AND GRADE OF POSITION TO BE FILLED: YA-0343-01/02

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

SALARY RANGE: $39,407 - $62,593
Salary will be set based on the duties of the position.

YOU MAY APPLY IF YOU ARE:

-A Current Career Federal Employee in the Competitive Service.

-A Reinstatement eligible.

-A U.S. Citizen Family Member 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.

-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: This position is located in the NDSP office of the Resource Management Office. The incumbent participates in the administration of the NDSP goals and objectives, assisting DoD military and civilian personnel on official overseas assignments to arrange appropriate elementary and secondary-level educational opportunities. Interprets and disseminates guidance on established policies and regulations for DoD personnel and organizations (both internal and external

to DoD) concerning matters related to eligibility and entitlement determination for dependent education in areas where DoD schools are not available. Maintains on-going contacts with major commands of the DoD Military Departments and defense activities located in the DoDDS-E area of responsibility. Continual contact and coordination are also made with educational service providers and DoD fiscal personnel. Determines eligibility of DoD command-sponsored dependents for Non-DoD school support; for those eligible, ascertains extent of entitlement in accordance with regulations, directives and guidance. Where necessary, coordinates amendments to assignment orders to clarify eligibility of dependents. Coordinates with NDSP Instructional Systems Specialists on Special Need Student determinations and Home Schooling reviews in order to identify/clarify the type and amount of service/support determined necessary, and insure that approved financial assistance does not exceed authorized amount. Analyzes fee schedules and invoices submitted by the service provider; validates against the authorized entitlements as specified in governing regulations. Reviews supporting documentation attached to invoices for eligibility and propriety of charges. As needed, contacts foreign school officials for clarification of charges, e.g., what curriculum area is supported by the charge, whether the course is mandatory and what the influence of non-participation would be on the student, what non-specified items are included in the charge, etc. Based on the information provided, determines what charges will be supported and in what amount, taking into consideration the differences between the accounting rate versus the disbursement rate (most school invoices are in foreign currency, allowances are in US dollars). When the amount requested exceeds the authorized amount, assists the sponsor with a request to the US State Department for an increase to the Table of Allowances. Some situations are further complicated where multiple school years/fiscal years and changed program guidance for DoD entitlements are involved. Coordinates documentation through local US State Department officials to the Office of Allowances for authorization. Assures that approved vouchers are paid in the appropriate currency, are charged to the correct foreign currency account, and are disbursable by DFAS through the international banking system. Participates in the maintenance of the NDSP database which tracks various data elements for DoD sponsors, students, student enrollment records, DoD liaison offices, Non-DoD Schools, and various other service providers. Maintains the network database and performs substantive analytical work in enrollment reporting and fiscal accountability. Reviews, researches and analyzes program operations on a daily basis and makes recommendations to supervisor for improvements to the NDSP and supporting database. Participates in the management and maintenance of various files to ensure that all relevant documentation is available for program review or audit.

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.

OR

Two full academic years of progressively higher-level graduate education or master's or equivalent graduate degree or LL.B. or J.D., if related, or Ph.D. or equivalent doctoral degree *or* 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

Specialized experience is defined as experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

Click on link below to view qualification standard.
General Schedule

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.

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.

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 DoDEA mission, functions, programs and administrative activities related to educational support and entitlements in overseas areas.

2. Experience with DoD, DoDEA and/or Department of State regulations for authorized educational entitlements/reimbursement. In addition, a demonstrated understanding of DoD appropriation funding and accounting regulations, legislation, and administrative policies and procedures in order to analyze and process entitlement payments.

3. Skill in the use of automated systems to include standard Microsoft Office applications in extracting, merging, consolidating, and reporting data for a variety of uses.

4. Demonstrated ability to work as part of team.

5. Comprehensive communication skills both orally and written.

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.

Living Quarters Allowance (LQA) may be authorized.

Eligibility for allowances, differentials, and transportation agreements is determined by the type of appointment and location of residence at the time of appointment. Selectee will be advised of his/her eligibility for allowances, transportation, and other benefits at the time an offer is extended.

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/education/pps.cfm 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.

Individuals hired from the Continental United States (CONUS) and their family members are required to obtain Official Passports prior to departure to the overseas area.

Pre-appointment overseas physical examination may be required for selected candidate.

Initial overseas tour of duty is 3 years.

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. Education will be credited only when a copy of college transcripts is provided. To receive credit for education gained in a foreign institution, you must submit proof that it is equivalent to a United States education program. If you qualify based on education, and are selected, you will be required to provide official transcripts.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.
After two years of successful employment, appointments must be converted to career conditional tenure.

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, you will be given a Term Appointment Not To Exceed 2 years. You may be converted to a career or career-conditional appointment at any time during this appointment, but this is not promised nor guaranteed.

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 PERSONNEL 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: PERSONNEL/SHERYL CHAPMAN
UNIT 29649 BOX 7100
APO AE 09096

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: PERSONNEL/SHERYL CHAPMAN
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 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 Sheryl Chapman 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 <u>No</u>, please complete Part III. If your answer is <u>Yes</u>, 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 office 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 PERSONNEL 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