



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS DODDS EUROPE

OPEN CONTINUOUS VACANCY ANNOUNCEMENT

VACANCY IDENTIFICATION NUMBER: 2006-OCADODDS-E

OPENING DATE: 01 MAY 2006

CLOSING DATE: 31 DECEMBER 2006

VACANCY LOCATIONS: Positions are for the Department of Defense Dependents Schools (DoDDS) throughout Europe. DoDDS-Europe Schools are located in Germany, Italy, Turkey, Spain, England, Belgium, Netherlands, Bahrain, Azores, and Iceland. Please refer to the geographic preference and availability sheet that is part of the DoDDS-Europe Supplemental Application Packet.

Not all positions or grades listed are available at each school or office location.

POSITIONS BEING RECRUITED FOR INCLUDE:

Dormitory Assistant, GS-303-04/05
Educational Aid (Kindergarten), GS-1702-04
Educational Aid (OA), GS-1702-04
Educational Aid (Special Education), GS-1702-04
Educational Aid (Sure Start), GS-1702-04
Educational Aid, GS-1702-03
Educational Aid, GS-1702-04
Educational Technician (Hearing Impaired), GS-1702-05
Educational Technician (Hearing Impaired), GS-1702-07
Health Technician (OA), GS-640-03/04
Library Technician (OA), GS-1411-03/04
Monitor, GS-303-02
Lead Monitor, GS-303-03
Office Automation Assistant, GS-326-05
Office Automation Assistant (Special Education Assessor)
GS-326-05
Office Automation Assistant, GS-326-05/06 (District Level)
Office Automation Clerk, GS-326-03/04
School Clerk (OA), GS-303-04
School Information Assistant (OA), GS-303-05
School Information Assistant (OA), GS-303-05/06
School Support Assistant, GS-303-05
School Support Assistant, GS-303-05/06
School Support Coordinator, GS-303-07
Secretary (OA), GS-318-05
Secretary (OA), GS-318-05/06
Secretary (OA), GS-318-06/07
Transportation Clerk (OA), GS-2102-04/05
Transportation Assistant (OA), GS-2102-06/07

WHO CAN APPLY:

- A Current Career or Career Conditional Federal Employee residing in the commuting area.
- A U.S. Citizen Family Member residing in the commuting area.
- A Military Spouse Eligible residing in the commuting area.
- A Reinstatement eligible residing in the commuting area.

- A 30% Disabled Veteran residing in the commuting area.
- A Veterans' Recruitment Appointment (VRA) eligible residing 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) residing in the commuting area.
- A Non-Appropriated Fund Instrumentality (NAFI) Employee residing in the commuting area.

All candidates must be U.S. Citizens and reside within the local commuting area of where the position is located.

Living Quarters Allowance (LQA) and payment of travel and transportation expenses are not authorized.

WORK SCHEDULES are Part time or Full time or School Year Seasonal. All monitors, educational aids, and some clerical positions are part-time with seasonal work schedules. Most school year seasonal work schedules include periods in a non-duty; non-pay status during the holiday, spring and summer recess periods.

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 by the 5 year limit may be granted in extremely rare situations. A decision to extend an employee must be supported by resource and mission requirements and be in the best interest of the command. DoDDS-E complies with the DOD policy on overseas employment for civilian employees.

Applicants must be U.S. citizens who are not considered Ordinarily Residents under the applicable Status of Forces Agreement (SOFA). An ordinarily resident is anyone who has lived in the host country longer than the allowed number of days without being a member of the forces assigned, civilian

component or a family member of either the fore mentioned or who has obtained a work permit for any duration. Ordinarily Resident Restrictions apply and vary depending upon the host nation.

METHOD OF REFERRAL: Qualified candidates will be referred for employment consideration in accordance with governing laws, regulations, and procedures. Based on information submitted in your application, DoDDS Human Resources staff will determine your qualifications, status, eligibility, and employment category that includes Veterans' Preference eligibility as well as your eligibility for Military Spouse and Family Member preference.

Candidates who meet minimum experience and/or education requirements for the position(s) listed in this announcement will be further evaluated against established criteria which demonstrates how well they possess the specific knowledge, skills, and abilities determined to be necessary for successful job performance for each position. Candidates then referred for consideration will be placed into one of the three categories listed below:

1. **Best Qualified Candidates.** These are candidates that possess exceptional and directly related experience specific to the position being considered for.
2. **Highly Qualified Candidates.** These are candidates that possess good or some similar work experience related to the position being considered for.
3. **Qualified Candidates.** These are candidates that meet the basic qualification requirements of the position as indicated in the OPM's Operating Manual, Qualification Standards for General Schedule Positions.

Consideration for selections must be made from the Best Qualified Group before candidates can be considered from a lower group.

Personal interviews are optional: The selecting official may interview any, all, or none of the referred candidates. Management has the right to select from other appropriate sources.

ANNUAL RATE SALARY RANGES

GS-2: \$18,385 - \$23,134
GS-3: \$20,060 - \$26,081
GS-4: \$22,519 - \$29,278
GS-5: \$25,195 - \$32,755
GS-6: \$28,085 - \$36,509
GS-7: \$31,209 - \$40,569

NOTE: PAY RETENTION IS NOT AUTHORIZED.

TYPING PROFICIENCY: Some positions may require the skills of a qualified typist or office automation. These positions

require typing speed of at least 40 words per minute. Be sure your application reflects your typing skill (words per minute). In addition, for positions requiring office automation skills, your application should reflect your experience using computers and other related office automation equipment and identify the kinds of word processing or other software programs you have used.

How Qualifications are Determined. Positions listed in this announcement fall under the OPM Operating Manual - Qualification Standards for General Schedule Positions, Group Coverage Qualification Standards for Clerical and Administrative Positions and the Group Coverage Qualification Standards for Technical and Medical Support positions. Basic Qualifications for these positions are determined by Education or Experience or a combination of Education and Experience.

Qualifying Experience. Experience is typically described in a qualification standard as either general or specialized experience. (1) *General experience* is usually required at grade levels where the knowledge and skills needed to perform the duties of a specific position are not a prerequisite, but where applicants must have demonstrated the ability to acquire the particular knowledge and skills. General Experience is normally qualifying up to the GS-4 grade level, and for some clerical positions at the GS-5 grade level. (2) *Specialized experience* is typically required for positions above the entry level (GS-5 grade level) where applicants must have demonstrated that they possess the ability to perform successfully the duties of a position after a normal orientation period. Specialized experience is typically in or directly related to the work of the position to be filled.

Qualifying Education. To be creditable, Education must be completed at an accredited institution. Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. Qualifications based on education only are:

Pay Grade: Education Requirement:
GS-02 High school graduation or equivalent
GS-03 1 academic year above high school
GS-04 2 academic years above high school,
or Associate's degree
GS-05 4 academic years above high school leading to a
bachelor's degree
GS-06 *GENERALLY NOT APPLICABLE
GS-07 *GENERALLY NOT APPLICABLE

*Note: Generally there are no provisions allowing the substitution of education for experience above the GS-5 level, however graduate education may be creditable if education completed is directly related to the position to be filled.

Substitution of Accredited Education for Experience and Combining Education and Experience. Except where

specifically noted, successfully completed education above the high school level in an accredited college or university or other qualifying institution may be substituted for the required experience. For purposes of crediting education, 30 semester hours or 45 quarter hours, is comparable to one (1) year of undergraduate education. Equivalent combinations of education and experience are qualifying for the GS-3, GS-4, and GS-5 levels. However, at the GS-5 level, the level of the course work must be equivalent to at least the junior-and senior-year levels of a baccalaureate program (i.e. in excess of the first 60 semester or 90 quarter hours).

MINIMUM QUALIFICATION REQUIREMENTS:

GS-2 – You must have at least 3 months of general experience or be a High School Graduate or Equivalent (GED).

GS-3 – For Clerk positions, you must have at least 6 months of general experience or be a High School Graduate or Equivalent (GED). For all other GS-3 positions, you must have at least 6 months of general experience or have completed 1 year of education above the High School level.

GS-4 – You must have at least 1 year of general experience or have completed at least 2 years of education above the High School level.

GS-5 – For Clerk positions, you must have at least 2 years of general experience or you must have completed at least 4 years of education above the High School level. For all other GS-5 positions, you must have at least 1 year of specialized experience equivalent to at least the GS-4 grade level or you must have completed at least 4 years of education above the High School level.

GS-6 - *You must have at least 1 year of specialized experience equivalent to at least the GS-5 grade level.

GS-7 - *You must have at least 1 year of specialized experience equivalent to at least the GS-6 grade level.

Note: *Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7.

General Information. This announcement is used to fill permanent and temporary positions that are full-time, part-time, or seasonal. This announcement may be used to fill other positions in the same series and at the same grade listed, but which may be assigned other job titles. When filling positions scheduled to last one year or longer, eligible spouses of active duty military members who are among the "best qualified" group will receive employment preference in accordance with governing regulations.

Applicants selected will be appointed at the highest grade qualified for. Applicants selected for positions with a target grade, for example, if appointed at the GS-4 level and the position is a target grade GS-5 may be noncompetitively promoted to the full performance level (GS-5 level) after a period of 26 weeks. If appointed at the GS-5 level and the position has a target grade of GS-6 or GS-7, may be non-competitively promoted to the next grade (or target/full

performance level) after 52 weeks. Promotion, however, is not guaranteed.

Applications will be rated and registered as received. Applications will be referred when vacancies become available.

Certain local family member appointments are tied to the sponsor's rotation date on a Not-To-Exceed (NTE) basis. Family member appointments may not exceed two months after an employee is no longer considered a family member within the local commuting area due to PCS or divorce of sponsor or in the case of a child age 21 (or 23 if in college full-time).

The Applicant Tracking System (ATS) is the automated program that is used to record applicant information, qualifications and to prepare referral lists. Applications submitted for this announcement expire on December 31st, 2006. Applicants are responsible for updating submitted applications prior to expiration and when changes in eligibility, status, qualifications, work experience, completion of education, or address/contact information occur. Changes or updates to applications are to be submitted to the District Human Resources Office that provides services and support to the locations/schools applied for. Inability to contact an applicant or declination of a job offer for a full-time continuing position may serve as a basis for removal from further consideration under this announcement.

Applicants appointed to a full time continuing position will have their current application inactivated. Applicants may re-submit a new application after their current application is inactivated if so desired. Applicants appointed to a temporary and/or part time position under this announcement will continue to receive consideration for positions that are of higher grade or status than to which appointed AND for which applied and qualified for under this announcement. For example, if selected for a temporary appointment, applicants will continue to be considered for permanent appointments at the same or higher grade provided they meet qualifications and/or the Time-In-Grade requirements.

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 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.

CONDITIONS OF EMPLOYMENT:

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

Selectee must undergo Background Checks IAW DoDI 1402.5 (e.g. Local Files Check, State Criminal History Records Check,

and National Agency Check Inquires). Employment in these positions is subject to successful completion of a background security investigation and favorable adjudication. Failure to successfully meet/maintain these requirements may be grounds for termination.

POSITION LISTINGS

DORMITORY AID GS-0303-04/05

PD# S9249

TYPICAL DUTIES AND RESPONSIBILITIES: Employees in this position assist Dormitory Counselors in monitoring students' after school and weekend activities within and outside the boarding facility. Counselors and assistants share in the responsibility for the daily welfare of dormitory students from 1530 to 0830 hours on school days and around the clock on weekends and holidays. They are sometimes called to duty during school hours. The employee is primarily responsible for monitoring students' activities and behavior, attending to student health and academic needs, providing for the security of the facility and safety of students, and providing emergency first aid treatment to children and other personnel as required.

Examples of qualifying experience may include experience as a Summer Camp Counselor, or experience in the US Armed Forces as a commissioned or non-commissioned officer. Other good examples of experience may also include work history as a security guard, medical corpsman, lifeguard, or Fireman (voluntary or paid). Work experience that demonstrates the ability to recognize, evaluate, and resolve routine problems associated with student and/or child behavior and needs. Experience in preparing and presenting oral and written reports.

This position is seasonal and only active during the school year. The only Dormitory In DoDDS-Europe is in London, England.

EDUCATIONAL AID (KINDERGARTEN), GS-1702-04

PD# S9289

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position assist the Kindergarten teacher in the implementation of the full- day Kindergarten program for early childhood education by performing the following tasks: Assumes responsibility for conducting and guiding children in group activities such as reading, fine arts activities, etc., according to the guidelines and strategies of "Building the Primary Classroom," the DoDEA Kindergarten content standards, and other educational and DoDEA directives, regulations, guides, manuals, and handbooks as well. May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in bus loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a classroom setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment.

Kindergarten Aids can work no more than 60 hours per pay period. This position is school year seasonal.

EDUCATIONAL AID (OFFICE AUTOMATION), GS-1702-04

PD# S9256

MAJOR DUTIES AND RESPONSIBILITIES: Employees in the position assist teachers and other professional educators in instructional programs and classroom learning and activities. The employee may be assigned to work in classroom, media center, health clinic, or school office. May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in bus loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a classroom setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is school year seasonal.

EDUCATIONAL AID (SPECIAL ED), GS-1702-04
PD# S9255

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position provide assistance in teaching skills in toileting, feeding, eating, and personal hygiene. Lifts, carries, transfer, and facilitates the motor development of physically impaired students. Observes and records student's behaviors and activities. Tutors students. Performs a variety of administrative tasks. Assists handicapped students to and from school. The employee may be assigned to work in classroom, media center, health clinic, or school office. May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in bus loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to children with disabilities in an educational environment. Include all experience gained in any capacity with disabled individuals in an educational, social, or recreational environment which provided knowledge of the specialized requirements of disabled individuals.

This position is school year seasonal.

EDUCATIONAL AID (SURE START) GS-1702-04
PD# S9254

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position collaborate with and assist the Sure Start teacher in the implementation of the Sure Start Program for enrolled children. Sure Start Aids assist the Sure Start Teacher by providing administrative support. They plan and assist with room arrangement, activities, and schedules. Conducts and guides children in group activities. Participates in home visits. Contributes to reports and assessments. Assists in planning and conducting parent activities. Serves as Sure Start committee member. The employee may be assigned to work in classroom, media center, health clinic, or school office. May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in bus loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Candidates should describe all experience, education, and/or training gained in any capacity with children, especially pre-kindergarten ages, in an education, social, or recreational environment that involved the learning, health/nutrition, or social activities of pre-kindergarten children.

SPECIAL REQUIREMENTS FOR EDUCATIONAL AID (SURE START): In addition to the requirement described above, applicants must have the ability to administer basic first aid and Cardio Pulmonary Resuscitation (CPR) or to successfully complete such training within one year of appointment.

This position is school year seasonal.

EDUCATIONAL AID, GS-1702-03
PD# S9257

MAJOR DUTIES AND RESPONSIBILITIES: An employee in this position collaborates with and assists the classroom teacher in the implementation of education programs. The employee may be assigned to work in classroom, media center, health clinic, or school office. May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in buss loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a classroom setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment.

This position is school year seasonal.

EDUCATIONAL AID, GS-1702-04
PD# S9316

MAJOR DUTIES AND RESPONSIBILITIES: The employee assists teachers and other professional educators in instructional programs and classroom learning and activities. The employee may be assigned to work in classroom, media center, health clinic, or school office. May monitor students on playgrounds, in classrooms, hallways, restrooms, and cafeteria during recess and lunch periods, and in buss loading areas before and after school, to assist students in their activities, ensure proper behavior, and observation of safety rules.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a classroom setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment.

This position is school year seasonal.

EDUCATIONAL TECHNICIAN (HEARING IMPAIRED), GS-1702-05
PD# S9253

MAJOR DUTIES AND RESPONSIBILITIES: Provides total communication support services, including sign language skills, for instantaneous translation and interpretation of regular mainstream class lectures in all subject matter areas, as well as, audio-visual classroom presentations, performances, assemblies, and special programs. Serves as a student tutor. Observes and records student behavior and activity, noting productivity, ability, attitude, attention span, and sociability. Contributes to student assessments.

Special Requirements: Applicants for this position must possess knowledge of and demonstrated skill in the fluency of sign language and reverse-interpretation (sign to voice) sufficient to provide thorough translation and interpretation for hearing impaired students.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a classroom setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment. Candidates should also describe their sign language proficiency skills and training

This position is school year seasonal.

EDUCATIONAL TECHNICIAN (HEARING IMPAIRED), GS-1702-07
PD# S9252

MAJOR DUTIES AND RESPONSIBILITIES: Provides total communication support services, including sign language skills, for instantaneous translation and interpretation of regular mainstream class lectures in all subject matter areas, as well as, audio-visual classroom presentations, performances, assemblies, and special programs. Serves as a student tutor. Observes and records student behavior and activity, noting productivity, ability, attitude, attention span, and sociability. Contributes to student assessments.

Special Requirements: Applicants for this position must possess knowledge of and demonstrated skill in the fluency of sign language and reverse-interpretation (sign to voice) sufficient to provide thorough translation and interpretation for hearing impaired students. Applicants must also be knowledgeable of major curriculum areas throughout elementary and secondary school levels and be knowledgeable of mathematics, social studies, and language arts. A basic understanding of how to approach multi-disabled and/or culturally diverse students, and the ability to report their progress both orally and writing is required.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a classroom setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment. Candidates should also describe their sign language proficiency skills and training

This position is school year seasonal.

HEALTH TECHNICIAN (OA), GS-0640-03/04

PD# S9343

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position assist in the provision of school's continuing health care programs. Provides health care services for school, including first aid, and ensures that school health records are maintained correctly. Takes student "sick-call" and checks students referred by teachers. Dispenses predetermined dosages of prescription medicine provided by students' parents when such have been prescribed by medical authority for school use and when such use is in agreement with DoDEA regulations regarding dispensing medicines. Administers routine health tests (e.g., visual to determine color difficulties or unusual acuity, audio to record hearing ranges, scoliosis to observe spinal curvature, height and weight measurements).

Candidates should describe their experience, education, and/or training that demonstrates their ability to provide health support services, e.g. recognizing situations requiring medical attention, providing basic medical care, administer routine health tests.

MINIMUM QUALIFICATION REQUIREMENTS:

GS-3: Six (6) months general experience that demonstrates the applicant's ability to perform work of the position, or experience that provided a familiarity with health issues or processes **OR** One (1) year of education above the high school level that included study in medical health, or related fields

GS-4: In addition to the general experience requirement described for the GS-3 above, six months of specialized experience which demonstrates the knowledge, methods, and techniques required to provide health care services. To be creditable, specialized experience must have been equivalent to the GS-3 level in the Federal service **OR** Two (2) years of education above the high school level that included at least 12 semester hours in medical, health, or related fields.

Note: The qualification requirements for this position are covered under the Group Qualification Standard for Technical and Medical Support Positions (<http://www.opm.gov/qualifications/SEC-IV/A/GS-TECH.HTM>). This position is the only position identified in this announcement that has different qualification requirements than those as stated in the section above under Minimum Qualification Requirements.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is school year seasonal.

LIBRARY TECHNICIAN (OA), GS-1411-03/04

PD# S9294

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position provide technical support to the school Librarian or other Information Specialist by performing a wide variety of direct library services to the students, teachers, and patrons, as well as indirect technical services in support of the library. Assists students and teachers in locating desired materials and gathers materials for specific classroom units of study upon request of a teacher and sets up special accounts. Assist in inventorying, maintaining, storing, and issuing library/media materials for the school. Monitors Dependents School Automated Materials Management System (DSAMMS) supply listings and expenditures. Assists in cataloging incoming materials and inputs into the Columbia Library System (CLS) school program. Assists students and other users in the use of Information Center computers and peripheral equipment.

Candidates should describe experience, education, and/or training that equipped them with skills necessary to provide technical support in a library, e.g. issuing, maintaining, researching, or inventorying reference materials and publications, maintaining files and suspense's, directing visitors. Include type of environment and type of customers serviced.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is school year seasonal.

MONITOR, GS-0303-02

PD# S9264

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position observes and performs simple lunchroom, classroom, bus monitoring, and recess duties in a school environment. Monitors identify and report known or suspected problems, issues, or concerns to the appropriate staff, faculty member, or other official (e.g. military police) in accordance with established policies and

procedures. The work may be performed in a cafeteria, a designated lunch site, outdoor or indoor recess area, a bus loading and unloading area, or any combination of these or similar areas.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a school setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment.

This position is school year seasonal.

LEAD MONITOR, GS-0303-03
PD# S9265

MAJOR DUTIES AND RESPONSIBILITIES: This Lead position sets the pace for Monitors who perform simple and repetitive lunchroom, recess, and bus monitoring duties in a DoDDS-Europe school. While performing or overseeing activities of Monitors, the safety and welfare of students are the primary concerns. Performs monitor duties and assures that work assignments are accomplished by the assigned monitors. Develops and maintains shift schedules, assigns work, and instructs monitors in the performance of their tasks. Gives simple on-the-job training in accordance with applicable local guidance. Provides input to employee performance appraisals. Resolves informal complaints, and keeps principal informed of disciplinary problems. The work may be performed in a cafeteria, a designated lunch site, school corridors, outdoor or indoor recess areas, at bus loading or unloading areas, or any combinations of these or similar areas.

Candidates should describe experience, education, and/or training that demonstrates their ability to provide support services to professional educators in a school setting. Include all experience working with children in any capacity in a group or on an individual basis in an educational or recreational/social environment, and experience in leading or responsibilities involving supervisory positions held.

This position is school year seasonal.

OFFICE AUTOMATION ASSISTANT, GS-0326-05
PD# S9315

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform various office automation duties in support of school administration. Uses database and spreadsheet software to enter, revise, sort and retrieve data pertaining to school administration. Sets up and operates peripheral equipment and devices to process a variety of applications programs. Serves as back-up and assists the School Information Assistant by entering and retrieving information in the School Management System (SMS) database. Assists in the registration of new students. Establishes and manages files and records related to school correspondence/mail distribution and freedom of information act data. Orders and maintains supplies and materials. Maintains time and attendance, and leave records. Processes timecards and transmits administrative and other school personnel payroll data.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office clerical procedures, using a variety of office equipment, including office automation equipment and software, e.g. prioritizing tasks, maintaining suspenses, maintaining automated and non-automated files and records, preparing routine correspondence such as form letters, Maintains all faculty and staff personnel folders, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

OFFICE AUTOMATION ASSISTANT GS-0326-05 SPECIAL EDUCATION ASSESSOR
PD# 9242

MAJOR DUTIES AND RESPONSIBILITIES: The purpose of this position is to perform office automation work, including word processing, and a variety of clerical functions in support of a special education assessor office within the Department of Defense Education Activity (DoDEA) at a school or school complex level. The incumbent will use the DoDEA special education data management program in support of special education. The employee uses the full range of word processing software and plans and carries out assignments with considerable independence. The employee performs receptionist and other clerical and administrative duties, using judgment to answer recurring questions, resolve problems, and control and restrict personal information to those who "need to know". Position may require travel within a school complex.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office clerical procedures, using a variety of office equipment, including office automation equipment and software, e.g. prioritizing tasks, maintaining suspense's, maintaining automated and non-automated files and records, preparing routine correspondence such as form letters. Maintains all faculty and staff personnel folders, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal.

OFFICE AUTOMATION ASSISTANT, GS-0326-05/06
DISTRICT LEVEL POSITION ONLY
PD# S9300

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform advanced office automation duties in support of the District to which assigned. Prepares varied documents with complex formats, such as special reports, briefings, newsletters, brochures, flyers, and manuals using advanced functions of word processing, desktop publishing and other software. Establishes and manages files and records related to correspondence/mail distribution and freedom of information act data. Orders and maintains supplies and materials.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office clerical procedures, using a variety of office equipment, including office automation equipment and software, e.g. prioritizing tasks, maintaining suspense's, maintaining automated and non-automated files and records, preparing routine correspondence such as form letters. Maintains all faculty and staff personnel folders, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal. Some schools/districts may designate this position as full or part time year-round.

OFFICE AUTOMATION ASSISTANT, GS-0326-03/04
PD# S9323

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform general office clerical and office automation duties that include use of word processors, microcomputers, or terminal equipment. Prepares varied documents, such as reports, newsletters, brochures, flyers, and manuals using advanced functions of word processing, desktop publishing and other software. Assists in managing files and records related to correspondence/mail distribution and freedom of information act data.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office clerical procedures, using a variety of office equipment, including office automation equipment and software, e.g. prioritizing tasks, maintaining suspenses, maintaining automated and non-automated files and records, preparing routine correspondence such as form letters, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

SCHOOL CLERK(OA), GS-0303-04
PD# S9283

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform a variety of routine and simple office clerical tasks associated with a particular administrative function, including tasks requiring use of automation equipment and software. Duties include establishing and maintaining administrative and subject matter files, monitoring suspenses, gathering documents to support projects in the functional area, typing various narrative and statistical documents in draft and final form.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office clerical procedures, using a variety of office equipment, including office automation equipment and software, e.g. prioritizing tasks, maintaining suspenses, maintaining automated and non-automated files and records, preparing routine correspondence such as form letters, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

SCHOOL INFORMATION ASSISTANT(OA), GS-0303-05

PD# S9280

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position develop, update, and administers the School Information Management Systems (SMS). Performs automated data processing (ADP) support and service functions and enter, retrieve and manipulate data using this program. Provides a variety of school administrative functions such as student registration, student attendance, academic records maintenance, tuition status and other related processes.

Candidates should describe their experience, education, and/or training that demonstrates skill in performing a variety of functions in an automated system, e.g. data entry and retrieval, maintaining an information database, hardware/software installation and troubleshooting, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

SCHOOL INFORMATION ASSISTANT(OA), GS-0303-05/06

PD# S9278

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position develop, update, and administers the School Information Management Systems (SMS). Performs automated data processing (ADP) support and service functions and enter, retrieve and manipulate data using this program. Provides a variety of school administrative functions such as student registration, student attendance, academic records maintenance, tuition status and other related processes. Independently receives and acquires various data and enters into the student information management database to include new student enrollment, discipline and attendance data, school and student scheduling information, report cards and transcript information, and athletic eligibility for all students.

Candidates should describe their experience, education, and/or training that demonstrates skill in performing a variety of functions in an automated system, e.g. data entry and retrieval, maintaining an information database, hardware/software installation and troubleshooting, etc.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

SCHOOL SUPPORT ASSISTANT,GS-303-05

PD# S9325

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform the material management and support services functions for a DoDDS school/office in order to provide adequate and timely logistics support to students, staff, and faculty. Prepares, edits, and submits orders via electronic data transfer (EDT) to the DoDEA Educational Supplies Procurement Office (DESPO) or the Area Service Center (ASC) for purchasing supplies and equipment within specified budget/time constraints based on faculty and/or staff requests. Sets or revises appropriate stock levels for authorized items. Maintains a perpetual inventory of accountable property. Compiles financial data for forecasting the budget for replenishing material and for equipment repair or maintenance. In completing assignments, operates the Dependents Schools Automated Material Management System and transports materials in official vehicles.

CONDITION OF EMPLOYMENT: The work is partly sedentary, but regularly includes walking, bending, standing, carrying or lifting items up to 70 pounds, elevating boxes weighing 30-50 pounds above shoulder height, and unloading/loading vehicles. Must possess or be able to obtain a USAREUR drivers license.

Candidates should describe their experience, education, and/or training that equipped them with the skills to perform clerical and support duties related to supply matters, including use of automated supply systems, e.g. requisitioning supplies or equipment,

inventorying or storing supplies and equipment, tracking orders, maintaining stock levels of supplies or equipment, property book management, property disposal.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

SCHOOL SUPPORT ASSISTANT,GS-303-05/06
PD# S9326

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform the material management and support services functions for a DoDDS school/office in order to provide adequate and timely logistics support to students, staff, and faculty. Prepares, edits, and submits orders via electronic data transfer (EDT) to the DoDEA Educational Supplies Procurement Office (DESPO) or the Area Service Center (ASC) for purchasing supplies and equipment within specified budget/time constraints based on faculty and/or staff requests. Sets or revises appropriate stock levels for authorized items. Maintains a perpetual inventory of accountable property. Compiles financial data for forecasting the budget for replenishing material and for equipment repair or maintenance. In completing assignments, operates the Dependents Schools Automated Material Management System and transports materials in official vehicles. Independently uses DSAMSS to order, monitor, and stock supplies and equipment items which are rare, difficult-to-locate, dangerous, or similarly out of the ordinary. Manages the school IMPAC program. Receives orders for IMPAC purchases, determines if the requests are genuine and meets all laws, regulations, and IMPAC program conditions.

CONDITION OF EMPLOYMENT: The work is partly sedentary, but regularly includes walking, bending, standing, carrying or lifting items up to 70 pounds, elevating boxes weighing 30-50 pounds above shoulder height, and unloading/loading vehicles. Must possess or be able to obtain a USAREUR drivers license.

Candidates should describe their experience, education, and/or training that equipped them with the skills to perform clerical and support duties related to supply matters, including use of automated supply systems, e.g. requisitioning supplies or equipment, inventorying or storing supplies and equipment, tracking orders, maintaining stock levels of supplies or equipment, property book management, property disposal.

This position is normally school year seasonal. Some schools may designate this position as full or part time year-round.

SCHOOL SUPPORT COORDINATOR, GS-303-07
DISTRICT LEVEL POSITION
PD# S9327

MAJOR DUTIES AND RESPONSIBILITIES: Serves as a team leader to school level support services personnel performing work in support new personnel in the use of the automated material management system. Provides training, equipment density listings to the supporting military installation(s) for maintenance and repair requirements. Identifies excess material. Audits the hand receipt accounts of the complex schools. Ensures that material is labeled and stored properly. Presents IMPAC record data to the Approving Official for purchase approval. Makes approved purchases. Enters purchase date on the Monthly Purchase Log. Reconciles monthly IMPAC card statement within 3 days of receipt. Designs and posts internal evacuation plans. Provides direction in compiling financial data for forecasting the budget. Provides principals with logistics portion of the budget reports necessary to maintain fund accounts. Conducts scheduled on-site inspection of school facilities to identify work requirements needed to maintain school facilities. Monitors the performance of contractor employees and equipment. Serves as liaison between teachers and school administrators and the contractor.

CONDITION OF EMPLOYMENT: The work is partly sedentary, but regularly includes walking, bending, standing, carrying or lifting items up to 70 pounds, elevating boxes weighing 30-50 pounds above shoulder height, and unloading/loading vehicles. Selectee may be required to travel within theater, by military or commercial modes of transportation. Must possess or be able to obtain a USAREUR drivers license.

NOTE: This position is only located at District Superintendent Offices' and school complexes comprised of 3 or more elementary through secondary schools.

Candidates should describe their experience, education, and/or training that equipped them with the skills to: Perform clerical and support duties related to supply matters, including use of automated supply systems used to requisition supplies or equipment, inventory or store supplies and equipment, track orders, maintain stock levels of supplies or equipment, property book management, and property disposal. Have knowledge of general policies and procedures governing accountability over government personal property to include its acquisition, control, protection and disposition, and the maintenance of accurate and audited property records to

review hand receipts. Work with standard DoD supply and logistic support systems. Knowledge and understanding of established and standardized budgetary and financial rules, regulations, and procedures to manage the IMPAC card program.

This position is normally school year seasonal. Some schools/districts may designate this position as full or part time year-round.

SECRETARY (OA), GS-0318-05
PD# S9266

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serve as the principal clerk of the school, providing administrative assistance to the Principal, staff, and faculty. Performs a variety of office support duties, e.g. receives telephone calls or visitors, answers questions and provides information of a routine nature based on knowledge of programs and operations. Maintains supervisor's calendar, prepares and types documents and correspondence. The school secretary interacts with students and parents to resolve problems. Performs duties unique to school environment including; Personnel and payroll coordination, computer area security, key control, records management, and Substitute teacher's coordination.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office administrative functions and processes, e.g. maintaining appointment calendars, arranging travel and conferences, meeting and greeting visitors, establishing and maintaining files and records, finalizing correspondence and other written materials.

This position is normally full time and year-round.

SECRETARY (OA), GS-0318-05/06
PD# 9267

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position serve as personal assistant/secretary to the school principal/supervisor and coordinates other clerical works for the assigned office staff. Performs a variety of office support duties, e.g. receives telephone calls or visitors, answers questions and provides information of a routine nature based on knowledge of programs and operations. Maintains supervisor's calendar, prepares and types documents and correspondence. The school secretary interacts with students and parents to resolve problems. Performs duties unique to school environment including; personnel and payroll coordination, computer area security, key control, and records management. Responsible for maintaining an accurate Substitute teacher roster.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office administrative functions and processes, e.g. maintaining appointment calendars, arranging travel and conferences, meeting and greeting visitors, establishing and maintaining files and records, finalizing correspondence and other written materials.

This position is normally full time and year-round.

SECRETARY (OA), GS-0318-06/07
DISTRICT LEVEL POSITION
PD# 9146

MAJOR DUTIES AND RESPONSIBILITIES: Employees in this position perform and coordinate all the clerical and administrative support work typically required to accomplish the District's mission. Coordinates the work of the office with the work of other offices and recognizes the need for such coordination. Assists office staff in the procedural aspects of expediting work by helping subordinates for the collection and submission of data, and assembling data into reports. Maintains the Superintendent's calendar, makes arrangements for meetings and conferences, makes travel arrangements, reservations and notifies officials to be visited.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

Candidates should describe their experience, education, and/or training that demonstrates their ability to perform office administrative functions and processes, e.g. maintaining appointment calendars, arranging travel and conferences, meeting and greeting visitors, establishing and maintaining files and records, finalizing correspondence and other written materials.

This position is full time and year-round.

TRANSPORTATION CLERK (OA), GS-2102-04/05
PD# G6291

MAJOR DUTIES AND RESPONSIBILITIES: Performs on-going transportation related assistant duties. Assists Transportation Operations Specialist and/or other office personnel. Provides administrative and limited student transportation operations support. Registers students and answers questions. Maintains accounts and transportation service document. Prepares photo bus passes. Updates automated student information. Resolves routine problems.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

CONDITION OF EMPLOYMENT: Must possess or be able to obtain a USAREUR drivers license.

Candidates should describe their experience, education, and/or training that equipped them with the skills to perform clerical and support duties. Have knowledge of general policies and procedures governing transportation program procedures, forms and reporting requirements. Demonstrate the ability to analyze information, communicate orally and in writing, and show the ability to use personal computers and automation software.

This position is full time and year-round.

TRANSPORTATION ASSISTANT (OA), GS-2102-06/07
PD# G6292

MAJOR DUTIES AND RESPONSIBILITIES: The incumbent serves as a transportation assistant in DoDDS European School Bus Offices. Assists Transportation Operations Specialists in the performance of on-site reviews of school busing functions and the quality assurance reviews. Assures that the basic records and documents required for pre-evaluation review are available in sufficient time to allow adequate preparation. Writes up audit findings for inclusion in the transportation operation specialist's evaluation reports. Assists in providing transportation services including transportation planning, funds accounting, daily commuting operations, contract quality assurance evaluation, safety inspection and reporting requirements.

Proficiency Requirement for Office Automation: You must be able to type at least 40 words per minute.

CONDITION OF EMPLOYMENT: Must possess or be able to obtain a USAREUR drivers license.

Candidates should describe their experience, education, and/or training that equipped them with the skills to perform clerical and support duties. Have knowledge of general policies and procedures governing transportation program procedures, forms and reporting requirements. Demonstrate the ability to analyze information, communicate orally and in writing, and show the ability to use personal computers and automation software.

This position is full time and year-round.

HOW TO APPLY

Note: The DoDDS-Europe Supplemental Application Packet contains all the information and form needed to complete your application. The Supplemental Application Packet is available on the same web-site where this announcement is located. Please contact your District Human Resources Office if you have questions or if more information is needed.

TO APPLY, YOU MUST SUBMIT: 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.
- Whether you will accept permanent and/or temporary position(s) and full-time, part-time, and/or intermittent employment.
- 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)
- E-mail address (if available).

If you are a **current Federal employee or a reinstatement eligible**, you must submit a copy of SF-50, Notification of Personnel Action to document your highest annual salary and your personal status (tenure).

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.**

Education will be credited only when a Copy of college transcript(s) 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 must provide official transcript.

If you are not using the Standard Form 171, Application for Federal Employment, then a Declaration for Federal Employment (Optional Form-306) should also be submitted, please go to: www.opm.gov – then click on Quick Index.

If you are applying for family member employment, a copy of 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.

If you are applying for military spouse preference, a completed Questionnaire for Military Spouse Preference (which is included in the vacancy announcement) and copy of 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.

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 PROOF OF ELIGIBILITY, AND YOUR MOST RECENT PERFORMANCE APPRAISAL.

You must complete the GEOGRAPHIC AVAILABILITY LISTING BY DODDS EUROPE SCHOOL DISTRICT and submit it with your application.

APPLICATION INSTRUCTIONS FOR VETERANS

If you are a Veteran you may be eligible to apply for these positions. These positions are 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 under the Veterans Recruitment Appointment (VRA) as amended by the Jobs For Veterans Act, Public Law 107-288 dated November 7, 2002 and the Defense Authorization Act, Public Law 107-314, dated December 2, 2002, or Non-Competitively if you 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 veteran separated after substantially completing at least 3 years of continuous active duty service performed under honorable conditions.

Terms and conditions of employment: A veteran given a VEOA appointment will be given a career or career conditional appointment in the competitive service.

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 may be given a Temporary Appointment of more than 60 days or Term Appointment Not To Exceed 2 years. The agency may convert the employee, without a break in service, to a career or career-conditional appointment at any time during the employee's temporary or term 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) within the preceding year as having a compensable service-connected disability of 30 percent or more.
- 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 1991 or later.

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

VETERANS' PREFERENCE IN HIRING

- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. For further details, call OPM at 912-757-3000. Select "Federal Employment Topics" and then "Veterans." Or, dial our electronic bulletin board at 912-757-3100.
- Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former Federal career or career-conditional employees).
- To claim 5-point veterans' preference, attach a copy of your DD-214, *Certificate of Release or Discharge from Active Duty*, or other proof of eligibility.
- To claim 10-point veterans' preference, attach an SF 15, *Application for 10-Point Veterans' Preference*, plus the proof required by that form.

OTHER IMPORTANT INFORMATION

- Before hiring, an agency will ask you to complete a *Declaration for Federal Employment* to determine your suitability for Federal employment and to authorize a background investigation. The agency will also ask you to sign and certify the accuracy of all information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.

PRIVACY AND PUBLIC BURDEN STATEMENTS

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3394, and 3394 of title 5 of the United States Code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files; for example, files on unpaid student loans.
 - If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
 - We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
 - We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness-for-duty or agency-filed disability retirement procedures.
 - We estimate the public burden for reporting the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

Send your application to the agency announcing the vacancy.

Form Approved: OMB 3206-0219

Applying for a Federal Job

United States
Office of
Personnel
Management

OF 510
(September 1994)

JOB OPENINGS

For job information 24 hours a day, 7 days a week, call 912-757-3000, the U.S. Office of Personnel Management (OPM) automated telephone system. Or, with a computer modem dial 912-757-3100 for job information from an OPM electronic bulletin board. You can also reach the board through the Internet (Teletext only) at FJOB.MAIL.OPM.GOV.

APPLICANTS WITH DISABILITIES

You can find out about alternative formats by calling OPM or dialing the electronic bulletin board at the numbers above. Select "Federal Employment Topics" and then "People with Disabilities." If you have a hearing disability, call TDD 912-744-2299.

HOW TO APPLY

Review the list of openings, decide which jobs you are interested in, and follow the instructions given. **You may apply for most jobs with a resume, the *Optional Application for Federal Employment*, or any other written format you choose.** For jobs that are unique or filled through automated procedures, you will be given special forms to complete. (You can get an *Optional Application* by calling OPM or dialing our electronic bulletin board at the numbers above.)

WHAT TO INCLUDE

Although the Federal Government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the job vacancy announcement and in this brochure, you may lose consideration for a job. Help speed the selection process by keeping your resume or application brief and by sending only the requested material. Type or print clearly in dark ink.

Here's what your resume or application must contain

(in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

- Announcement number, and title and grade(s) of the job you are applying for.

PERSONAL INFORMATION

- Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
- Social Security Number
- Country of Citizenship (Most Federal jobs require United States citizenship.)
- Veterans' preference (See reverse.)
- Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status.)
- Highest Federal civilian grade held (Also give job series and dates held.)

EDUCATION

- High School Name, city, and State (ZIP Code if known) Date of diploma or GED
- Colleges or universities Name, city, and State (ZIP Code if known) Majors Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

- Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)

Job title (include series and grade if Federal/job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)

THE FEDERAL GOVERNMENT IS
AN EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
DODDS EUROPE**

SUPPLEMENTAL APPLICATION PACKET

APPLICANT'S NAME AND SSN: _____

VACANCY IDENTIFICATION NUMBER : _____

2006 CHECKLIST FOR APPLICATION PACKET

- Complete Application (SF-171, OF-612, or Resume') with original signature and date.
APO Address and Overseas telephone numbers are required
- Complete Declaration for Federal Employment (OF 306)
- College Transcripts, official or student photocopy (Only if applying for positions where education can be substituted for experience)
- Discharge from Active Duty (DD214) Member 4 copy, showing character of service
- Geographical Availability Statement and Position Availability Checklist
- Notification of Personnel Action (SF-50) showing status, LWOP, grade, series, salary
- Last Annual Performance Appraisal or Supervisor's Statement (current Federal or NAF employees)
- Application for 10-pt Veteran's Preference (SF-15) with VA letter dated within the last 12 months
- Selective Service Registration statement with proof of registration (males only)
- DoD Family Member, Sponsor's Orders or Command-Sponsorship letter, and marriage certificate (if applicable)
- Questionnaire for Military Spouse Preference
- SOGGIORNO (ITALY ONLY)
- NAF Personnel Action (i.e. AAFES, Air Force, Army NAF) showing type of employment

WHERE TO APPLY: Please refer to the GEOGRAPHIC AVAILABILITY LISTING BY DODDS EUROPE SCHOOL DISTRICT and the POSITION LISTING forms included in the DoDDS-Europe SUPPLEMENTAL APPLICATION PACKET

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT CONSIDERATION.

Applications submitted in Government postage-paid envelopes will not receive consideration for employment. Applicants are reminded of the legal prohibition against the use of such envelopes or other Government property (i.e. Fax machines, PC's) for other than officially approved activities. (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, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, OR NON DISQUALIFYING PHYSICAL OR MENTAL HANDICAP OR ANY OTHER NONMERIT FACTOR.

Instructions for Optional Application for Federal Employment - OF 612

You may apply for most Federal jobs with a resume, an Optional Application for Federal Employment (OF 612), or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in black ink. Help speed the selection process by keeping your application brief and sending only the requested information. **If essential to attach additional pages, include your name and Social Security Number on each page.**

- For information on Federal employment, including alternative formats for persons with disabilities and veterans' preference, contact the U.S. Office of Personnel Management at 478-757-3000, TDD 478-744-2299, or via the Internet at www.USAJOBS.opm.gov.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. Every employee must pay any valid delinquent debt or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact the office identified in the announcement.

Privacy Act Statement

The U.S. Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. In order to keep your records in order, we request your Social Security Number (SSN) under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31, Section 7701. Failure to furnish the requested information may delay or prevent action on your application. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files. If you do not give us your SSN or any other information requested, we cannot process your application. Also, incomplete addresses and ZIP Codes will slow processing. We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

Public Burden Statement

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the U.S. Office of Personnel Management (OPM), OPM Forms Officer, Washington, DC 20415-7900. The OMB number, 3206-0219, is currently valid. OPM may not collect this information and you are not required to respond, unless this number is displayed. Do not send completed application forms to this address. Follow directions provided in the vacancy announcement(s).

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT – OF 612

Form Approved
OMB No. 3206-0219

Section A – Applicant Information

★ Use Standard State Postal Codes (abbreviations). If outside the United States of America, and you do not have a military address, type or print "OV" in the State field (Block 6c) and fill in the Country field (Block 6e) below, leaving the Zip Code field (Block 6d) blank.

1. Job title in announcement		2. Grade(s) applying for	3. Announcement number
4a. Last name	4b. First and middle names		5. Social Security Number
6a. Mailing address ★			7. Phone numbers (include area code if within the United States of America)
			7a. Daytime
6b. City	6c. State	6d. Zip Code	7b. Evening
6e. Country (if not within the United States of America)			
8. Email address (if available)			

Section B – Work Experience

Describe your paid and nonpaid work experience related to this job for which you are applying. Do not attach job description.

1. Job title (if Federal, include series and grade)			
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary per \$	5. Hours per week
6. Employer's name and address		7. Supervisor's name and phone number	
		7a. Name	
		7b. Phone	
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.			
9. Describe your duties and accomplishments			

Section C – Additional Work Experience

1. Job title (if Federal, include series and grade)			
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Salary per \$	5. Hours per week
6. Employer's name and address		7. Supervisor's name and phone number	
		7a. Name	
		7b. Phone	
8. Describe your duties and accomplishments			

Section D – Education

1. Last High School (HS)/GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received:

2. Mark highest level completed: Some HS HS/GED Associate Bachelor Master Doctoral

3. Colleges and universities attended. Do not attach a copy of your transcript unless requested.			Total Credits Earned	Major(s)	Degree (if any), Year Received
			Semester		
			Quarter		
3a. Name					
City	State	Zip Code			
3b. Name					
City	State	Zip Code			
3c. Name					
City	State	Zip Code			

Section E – Other Qualifications

Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

Section F – General

1a. Are you a U.S. citizen? Yes No → 1b. If no, give the Country of your citizenship

2a. Do you claim veterans preference? No Yes → If yes, mark your claim of 5 or 10 points below.

2b. 5 points → Attach your *Report of Separation from Active Duty* (DD 214) or other proof.

2c. 10 points → Attach an *Application for 10-Point Veterans' Preference* (SF 15) and proof required.

3. Were you ever a Federal civilian employee? No Yes → If yes, list highest civilian grade for the following:

3a. Series	3b. Grade	3c. From (mm/yyyy)	3d. To (mm/yyyy)

4. Are you eligible for reinstatement based on career or career-conditional Federal status? No Yes
 If requested in the vacancy announcement, attach *Notification of Personnel Action* (SF 50), as proof.

Section G – Applicant Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature	1b. Date (mm/dd/yyyy)

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

Instructions

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. Follow instructions that the agency provides. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true.

All your answers must be truthful and complete. **A false statement on any part of this declaration or attached forms or sheets may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by a fine or imprisonment (U.S. Code, title 18, section 1001).**

Either type your responses on this form or print clearly in dark ink. If you need additional space, attach letter-size sheets (8.5" X 11"). Include your name, Social Security Number, and item number on each sheet. We recommend that you keep a photocopy of your completed form for your records.

Privacy Act Statement

The Office of Personnel Management is authorized to request this information under sections 1302, 3301, 3304, 3328, and 8716 of title 5, U. S. Code. Section 1104 of title 5 allows the Office of Personnel Management to delegate personnel management functions to other Federal agencies. If necessary, and usually in conjunction with another form or forms, this form may be used in conducting an investigation to determine your suitability or your ability to hold a security clearance, and it may be disclosed to authorized officials making similar, subsequent determinations.

Your Social Security Number (SSN) is needed to keep our records accurate, because other people may have the same name and birth date. Public Law 104-134 (April 26, 1996) asks Federal agencies to use this number to help identify individuals in agency records. Giving us your SSN or any other information is voluntary. However, if you do not give us your SSN or any other information requested, we cannot process your application. Incomplete addresses and ZIP Codes may also slow processing.

ROUTINE USES: Any disclosure of this record or information in this record is in accordance with routine uses found in System Notice OPM/GOVT-1, General Personnel Records. This system allows disclosure of information to: training facilities; organizations deciding claims for retirement, insurance, unemployment, or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning a violation of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representation of employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearance, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations, including news media, which grant or publicize employee recognitions and awards; the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives and Records Administration, and Congressional offices in connection with their official functions; prospective non-Federal employers concerning tenure of employment, civil service status, length of service, and the date and nature of action for separation as shown on the SF 50 (or authorized exception) of a specifically identified individual; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and non-Federal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from a self-and-family to a self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement, or job for the Federal government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employees about fitness-for-duty or agency-filed disability retirement procedures.

Public Burden Statement

Public burden reporting for this collection of information is estimated to vary from 5 to 30 minutes with an average of 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U.S. Office of Personnel Management, Reports and Forms Manager (3206-0182), Washington, DC 20415-7900. The OMB number, 3206-0182, is valid. OPM may not collect this information, and you are not required to respond, unless this number is displayed.

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

GENERAL INFORMATION

1. FULL NAME (First, middle, last) ◆	2. SOCIAL SECURITY NUMBER ◆
3. PLACE OF BIRTH (Include city and state or country) ◆	4. DATE OF BIRTH (MM/DD/YYYY) ◆
5. OTHER NAMES EVER USED (For example, maiden name, nickname, etc) ◆ ◆	6. PHONE NUMBERS (Include area codes) Day ◆ Night ◆

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? YES NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*
- 7b. Have you registered with the Selective Service System? YES NO *If "NO" go to 7c.*
- 7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? YES *Provide information below* NO
*If you answered "YES," list the branch, dates, and type of discharge for all active duty.
 If your only active duty was training in the Reserves or National Guard, answer "NO."*

Branch	From MM/DD/YYYY	To MM/DD/YYYY	Type of Discharge

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar state law, and (5) any conviction for which the record was expunged under Federal or state law.

- | | | |
|--|--------------------------|--------------------------|
| 9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO.") <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are you now under charges for any violation of law? <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? <i>If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) <i>If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</i> | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> |

Declaration for Federal Employment

Form Approved:
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.*
- YES NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
- YES NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (*these questions are specific to your position and your agency is authorized to ask them*).

Certifications / Additional Questions

APPLICANT: *If you are applying for a position and have not yet been selected,* carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: *If you are being appointed,* carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I **certify** that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I **understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment.** I **understand** that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I **consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees or representatives of the Federal Government. I **understand** that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

17a. Applicant's Signature: _____ Date _____
(Sign in ink)

17b. Appointee's Signature: _____ Date _____
(Sign in ink)

Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: _____
MM / DD / YYYY

18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?

YES NO Do Not Know

18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.

YES NO Do Not Know

**SUPPLEMENTAL APPLICATION PACKET
GEOGRAPHIC AVAILABILITY LISTING BY DODDS EUROPE SCHOOL DISTRICT**

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

Locations of DoDDS-Europe Schools are listed below by School District. You may only apply for those DoDDS Schools that you are in the commuting area of. If you any questions regarding the schools available in your area, please contact your servicing District Human Resources Office.

NAME: _____ DATE: _____

Please check the schools listed below to indicate where you want to work.

	<u>Heidelberg</u>	<u>Kaiserslautern</u>	<u>Bavaria</u>	<u>Isles</u>	<u>Mediterranean</u>
	Heidelberg MS	Neubruেকে ES	Ansbach ES	Alconbury ES	Aviano ES
	Heidelberg HS	Kaiserslautern ES	Ansbach HS	Alconbury HS	Aviano MS
	Mark Twain ES	Landstuhl ES/MS	Bamberg ES	Brussels AS	Aviano HS
	Patrick Henry ES	Ramstein ES	Bamberg HS	Croughthon AS	Gaeta ES
	Mannheim ES	AFNorth ES	Boeblingen ES	Feltwell ES	LaMaddalena ES
	Mannheim MS	Spangdahlem ES	Garmisch ES	Lajes ES	Livorno ES/HS
	Mannheim HS	Bitburg HS	Grafenwoehr ES	Lajes HS	Naples ES
	Darmstadt ES	Wetzel ES	Hohenfels ES	Lakenheath ES	Naples HS
	Darmstadt MS	Kaiserslautern MS	Hohenfels HS	Lakenheath MS	Sigonella ES
	Butzbach ES	Sembach ES	Patch ES	Lakenheath HS	Sigonella HS
	Giessen ES	Klein Brogel ES	Patch HS	Liberty IS	Vicenza ES
	Giessen M/HS	Bitburg MS	Rainbow ES	London Central HS	Vicenza HS
	Argonner ES	Ramstein IS	Robinson Bks ES	London Central HS Dorm	Ankara ES/HS
	Hanau M/HS	AF North HS	Schweinfurt ES	Menwith Hill ES/HS	Incirklik ES
	Dexheim ES	Spandahlem MS	Schweinfurt MS	Shapes ES	Incirklik HS
	Aukamm ES	Geilenkirchen ES	Vilseck ES	Shape HS	Rota ES
	Hainerberg ES	Smith ES	Vilseck HS	Isles DSO	Rota HS
	Wiesbaden MS	Ramstein MS	Wuerzburg ES	Alconbury SBO	Sevilla ES
	HH Arnold HS	Volkel ES	Wuerzburg MS	Feltwell SBO	Mediterranean DSO
	Heidelberg DSO	Bitburg ES	Wuerzburg HS	Lakenheath SBO	
	Butzbach SBO	Baumholder HS	Bavaria DSO	London Central SBO	
	Darmstadt SBO	Vogelweh ES	Illesheim ES		
	Hanau SBO	Ramstein HS	Grafenwoer MS (SY 2006/2007)		
	Mannheim SBO	Kaiserslautern DSO	Ansbach SBO		
	Wiesbaden SBO		Bamberg SBO		
	AAOT - Wiesbaden		Garmish SBO		
	Mainz-Kastel (DoDDS-E Support Divisions)		Hohenfels SBO		
			Patch SBO		
			Schweinfurt SBO		
			Wuerzburg SBO		

*SBO indicates local School Bus Office.

**SUPPLEMENTAL APPLICATION PACKET
POSITION PREFERENCE LISTING**

THIS FORM MUST BE COMPLETED AND ATTACHED TO YOUR APPLICATION.

NAME: _____

DATE: _____

Positions Please indicate the Positions you want to be considered for.	THIS SECTION IS FOR DODDS USE ONLY					
	AVAILABLE AT REQUESTED LOCATION	High Grade Qualified	BQ	HQ	Q	NQ
Dormitory Assistant, GS-303-04/05 (Isles District, London, England)						
Educational Aid (Kindergarten), GS-1702-04						
Educational Aid (OA), GS-1702-04						
Educational Aid (Special Education), GS-1702-04						
Educational Aid (Sure Start), GS-1702-04						
Educational Aid, GS-1702-03						
Educational Aid, GS-1702-04						
Educational Technician (Hearing Impaired), GS-1702-05						
Educational Technician (Hearing Impaired), GS-1702-07						
Health Technician (OA), GS-640-03/04						
Library Technician (OA), GS-1411-03/04						
Monitor, GS-303-02						
Lead Monitor, GS-303-03						
Office Automation Assistant, GS-326-05						
Office Automation Assistant (Special Education Assessor) GS-0326-05						
Office Automation Assistant, GS-326-05/06 (District Level)						
Office Automation Clerk, GS-326-03/04						
School Clerk (OA), GS-303-04						
School Information Assistant (OA), GS-303-05						
School Information Assistant (OA), GS-303-05/06						
School Support Assistant, GS-303-05						
School Support Assistant, GS-303-05/06						
School Support Coordinator, GS-303-07						
Secretary (OA), GS-318-05						
Secretary (OA), GS-318-05/06						
Secretary (OA), GS-318-06/07						
Transportation Clerk (OA), GS-2102-04/05						
Transportation Assistant (OA), GS-2102-06/07						

I HEREBY CERTIFY THAT MY

Typing Proficiency is _____ WPM

SUPPLEMENTAL APPLICATION PACKET

Listed below are the locations of the DoDDS-Europe District Offices.

Please note that completed applications must be sent to the District Human Resources Office that services the School or Schools you are applying for. You can only apply for the schools that are in the local commuting area of where you physically reside.

BAVARIA DISTRICT

District Office is Located in Kitzingen, Germany.
Human Resources Office Contact (Comm) (49) 09321-300661 (DSN) 355-8245 FAX (Comm) (49) 09321-384341 (DSN) 355-7815

Mailing / Military Address	Local Address
DoDDS, Bavaria District 417 th BSB, CMR 449 APO AE 09031-0449	DoDDS, Bavaria District Harvey Barracks Geb. 154 97318 Kitzingen, GE

ISLES DISTRICT

District Office is located at R.A.F Feltwell, United Kingdom.
Human Resources Office Contact (Comm) (44) 01638-527237 (DSN 226-7237) FAX (44)-1638-527243

Mailing / Military Address	Local Address
DoDDS, Isles District DoDDS/CCS, Isles District Unit 5185, Box 470 APO AE 09461-5470	Building 30, RAF Feltwell Nr. Thetford Norfolk IP26 4HL, UK

KAISERSLAUTERN DISTRICT

District Office is Located in Kaiserslautern, Germany.
Human Resources Office Contact (Comm) (49) 0631-536-7013 (DSN) 489-7013 FAX (49)631-98762

Mailing / Military Address	Local Address
DoDDS, Kaiserslautern District Unit 3405 APO AE 09094-3405	DoDDS, Kaiserslautern District Kapaun Air Station, Geb. 2786 67663 Kaiserslautern, GE

MEDITERRANEAN DISTRICT

District Office is Located in Vicenza, Italy.
Human Resources Office Contact (Comm) (39) 0444-71-8038 (DSN) 634-8038 FAX DSN: 634-8721 COMM (39)-0444-71-8721

Mailing / Military Address	Local Address
DoDDS, Mediterranean District Unit 31401, Box 11 APO AE 09630-0011	DoDDS, Mediterranean District Viale Della Pace 36100 Vicenza, Italia

HEIDELBERG DISTRICT

District Office is located in Heidelberg, Germany.
Human Resources Office Contact (Comm) (Country Code 49) 0622-167-7320 (DSN) 388-9339 FAX 49-6221-761-883

Mailing / Military Address	Local Address
DoDDS, Heidelberg District Unit 29237 APO AE 09102-9237	DoDDS, Heidelberg District Gettysberg, Geb. 4517 Patrick Henry Village 69124 Heidelberg, GE

DODDS-EUROPE HUMAN RESOURCES

Located in the American Arms Office Tower, Wiesbaden, Germany

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
DODDS-EUROPE
ATTN: HUMAN RESOURCES
UNIT 29649 BOX 7100
APO AE 09096

Human Resources Office: (Comm) (49) 0611-380-7706 DSN: 338-7706
FAX: (Comm) (49) 0611-380-7122 DSN: 338-7122

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 of your position(s). State how long the appointment(s) is/was scheduled to last.

Position Title _____ Grade _____ ___ Permanent ___ Temporary for 1 year or more ___ less than 1 year

Position Title _____ Grade _____ ___ 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 (NAME OF COUNTRY). 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.

Signature

Date

Printed Name

**APPLICATION FOR 10-POINT
VETERAN PREFERENCE
(TO BE USED BY VETERANS & RELATIVES OF VETERANS)**

U.S. Office of Personnel Management

Form Approved:
O.M.B. No. 3206-0001

PERSON APPLYING FOR PREFERENCE

1. Name (Last, First, Middle)		2. Name of Civil Service or Postal Service exam and/or job announcement number you have applied for or position which you currently occupy	
3. Home address (Street Number, City, State and ZIP Code)		4. Social Security Number	5. Date exam was held or application submitted

VETERAN INFORMATION (to be provided by person applying for preference)

6. Veteran's name (Last, First, Middle) exactly as it appears on Service Records			
7. Veteran's periods of service			8. Veteran's Social Security Number
Branch of Service	From	To	Service Number
			9. VA claim number, if any

TYPE OF 10-POINT PREFERENCE CLAIMED

Instructions: Check the block which indicates the type of preference you are claiming. Answer all questions associated with that block. The **Documentation Required** column refers you to the back of this form for the documents you must submit to support your application. (Please Note: Eligibility for veterans' preference is governed by 5 U.S.C. 2108 and 5 CFR Part 211. All conditions are not fully described on this form because of space restrictions. The office to which you apply can provide additional information.)

		Documentation Required (See reverse of this form.)															
<input type="checkbox"/>	10. Veteran's Claim for Preference based on non-compensable service-connected disability; award of the Purple Heart; or receipt of disability pension under public laws administered by the VA.	A and B															
<input type="checkbox"/>	11. Veteran's Claim for Preference based on eligibility for or receipt of compensation from the VA or disability retirement from a Service Department for a service-connected disability.	A and C															
<input type="checkbox"/>	12. Preference for a Spouse of a living veteran based on the fact that the veteran, because of a service-connected disability, has been unable to qualify for a Federal or D.C. Government job, or any other position along the lines of his/her usual occupation. (If your answer to item A is No, you are ineligible for preference and need not submit this form.)	C and H															
<input type="checkbox"/>	13. Preference for a Widow or Widower of a veteran. (If your answer is No to item A or Yes to item B, you are ineligible for preference and need not submit this form.)	A, D, E, and G (Submit G when applicable.)															
<input type="checkbox"/>	14. Preference for (Natural) Mother of a service-connected permanently and totally disabled, or deceased veteran provided you are or were married to the father of the veteran, and --- your husband (either the veteran's father or the husband of a remarriage) is totally and permanently disabled, or --- you are now widowed, divorced, or separated from the veteran's father and have not remarried, or --- you are widowed or divorced from the veteran's father and have remarried, but are now widowed, divorced, or separated from the husband of your remarriage. (If your answer is No to item C or D, you are ineligible for preference and need not submit this form.)	<table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th></th> </tr> </thead> <tbody> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="right">C and H</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="right">A, D, E, and G (Submit G when applicable.)</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="right">Disabled Veteran C, F, and H (Submit F when applicable.)</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="right">Deceased Veteran A, D, E, and F (Submit F when applicable.)</td> </tr> </tbody> </table>	Yes	No		<input type="checkbox"/>	<input type="checkbox"/>	C and H	<input type="checkbox"/>	<input type="checkbox"/>	A, D, E, and G (Submit G when applicable.)	<input type="checkbox"/>	<input type="checkbox"/>	Disabled Veteran C, F, and H (Submit F when applicable.)	<input type="checkbox"/>	<input type="checkbox"/>	Deceased Veteran A, D, E, and F (Submit F when applicable.)
Yes	No																
<input type="checkbox"/>	<input type="checkbox"/>	C and H															
<input type="checkbox"/>	<input type="checkbox"/>	A, D, E, and G (Submit G when applicable.)															
<input type="checkbox"/>	<input type="checkbox"/>	Disabled Veteran C, F, and H (Submit F when applicable.)															
<input type="checkbox"/>	<input type="checkbox"/>	Deceased Veteran A, D, E, and F (Submit F when applicable.)															

PRIVACY ACT AND PUBLIC BURDEN STATEMENT.

The Veterans' Preference Act of 1944 authorizes the collection of this information. The information will be used, along with any accompanying documentation to determine whether you are entitled to 10-point veterans' preference. This information may be disclosed to: (1) the Department of Veterans Affairs, or the appropriate branch of the Armed Forces to verify your claim; (2) a court, or a Federal, State, or local agency for checking on law violations or for other related authorized purposes; (3) a Federal, State, or local government agency, if you are participating in a special employment assistance program; or (4) other Federal, State, or local government agencies, congressional offices, and international organizations for purposes of employment consideration, e.g., if you are on an Office of Personnel Management or other list of eligibles. Executive Order 9397 (November 22, 1943) authorizes Federal agencies to use an individual's Social Security Number (SSN) to identify individual records in Federal personnel records systems. Your SSN will be used to ensure accurate retention of records pertaining to you and may also be used to identify you to others from whom

information about you is sought. Furnishing your SSN and the other information sought is voluntary. However, failure to provide any part of the information may result in a ruling that you are not eligible for 10-point veterans' preference or in delaying the processing of your application for employment.

Public burden reporting for this collection of information is estimated to take approximately 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to OPM Forms Officer, U.S. Office of Personnel Management, Washington, D.C. 20415; The OMB Number, 3206-0001, is currently valid. OPM may not collect this information and you are not required to respond, unless this number is displayed.

I certify that all of the statements made in this claim are true, complete, and correct to the best of my knowledge and belief and are made in good faith. (A false answer to any question may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1C01).

This form must be signed by all persons claiming 10-Point preference	
Signature of person claiming preference	Date signed (Month, Day, Year)
Preference entitlement was verified	Date signed (Month, Day, Year)
Name of Agency	

FOR USE BY APPOINTING OFFICER ONLY

Signature of Appointing Officer	Title
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DOCUMENTATION REQUIRED - READ CAREFULLY

Please submit photocopies of documents because they will **not** be returned unless a certified copy is specified.

A. Documentation of Service and Separation under Honorable Conditions

Submit any of the documents listed below as documentation, provided they are dated on or after the day of separation from active duty military service:

1. Honorable or general discharge certificate.
2. Certificate of transfer to Navy Fleet Reserve, Marine Corps Fleet Reserve, or enlisted Reserve Corps.
3. Orders of transfer to retired list.
4. Report of separation from a branch of the Armed Forces.
5. Certificate of service or release from active duty, provided honorable separation is shown.
6. Official statement from a branch of the Armed Forces showing that honorable separation took place.
7. Notation by the Department of Veterans Affairs or a branch of the Armed Forces on an official statement, described in B or C below, that the veteran was honorably separated from military service.
8. Official statement from the Military personnel records center that official service records show that honorable separation took place.

B. Documentation of Service-Connected Disability (Non-Compensable, i.e., Less than 10%); Purple Heart; and Nonservice-Connected Disability Pension.

Submit one of the documents :

1. An official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10%.
2. An official citation, document, or discharge certificate, issued by a branch of the Armed Forces, showing the award to the veteran of the Purple Heart for wound or injuries received in action.
3. An official statement, dated 1991 or later, from the Department of Veterans Affairs, certifying that the veteran is receiving a nonservice-connected disability pension.

C. Documentation of Service-Connected Disability (Compensable, i.e., 10% or More).

If you checked Item 11 on the front of this form, submit one of the following documents:

1. An official statement, dated 1991 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay.
2. An official statement, dated 1991 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more

3. An official statement or retirement orders from a branch of the Armed Forces, showing that the retired serviceman was retired because of permanent service-connected disability or was transferred to the permanent disability retirement list. The statement or retirement orders must indicate that the disability is 10% or more.

For spouses and mothers of disabled veterans, who checked item 12 or 14, submit the following:

- An official statement, dated 1991 or later, from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying:
- 1) the present existence of the veterans service-connected disability,
 - 2) the percentage and nature of the service-connected disability or disabilities (including the combined percentage),
 - 3) a notation as to whether or not the service-connected disability is rated as permanent and total.

Please Note: When a veteran dies on active duty, the family does not receive a DD Form 214; the family receives a DD Form 1300, Report of Casualty, on which there is no place to record the character of service. Thus, when a veteran dies on active duty, his or her service should be presumed to be under honorable conditions unless the military service specifically indicates otherwise.

D. Documentation of Veteran's Death

1. If on active military duty at time of death, submit official notice, from a branch of the Armed Forces, of death occurring under honorable conditions.
2. If death occurred while not on active military duty, submit certified copy of death certificate.

E. Documentation of Service or Death During a War, in a Campaign or Expedition for which a Campaign Badge is Authorized, or During the Period Authorized, or During the Period of April 28, 1952 through July 1, 1955.

Submit documentation of service or death during a war or during the period April 28, 1952, through July 1, 1955, or during a campaign or expedition for which a campaign badge is authorized.

F. Documentation of Deceased or Disabled Veteran's Mother's Claim for Preference because of Her Husband's Total and Permanent Disability.

Submit a statement from husband's physician showing the prognosis of his disease and percentage of his disability.

G. Documentation of Annulment of Remarriage by Widow or Widower of Veteran.

Submit either:

1. Certification from the Department of Veterans Affairs that entitlement to pension or compensation was restored due to annulment.
2. A certified copy of the court decree of annulment.

H. Documentation of Veteran's Inability to Work Because of a Service-Connected Disability.

Answer questions 1-7 below:

1. Is the veteran currently working? If No, go to Item 3 <input type="checkbox"/> Yes <input type="checkbox"/> No	2. If currently working, what is the veteran's present occupation?
3. What was the veteran's occupation, if any, before military service?	4. What was the veteran's military occupation at the time of separation?
5. Has the veteran been employed, or is he/she now employed, by the Federal civil service or D.C. Government? <input type="checkbox"/> Yes <input type="checkbox"/> No	
A. Title and Grade of position most recently, or currently, held	B. Name and address of agency
C. Dates of employment	
From	To
6. Has the veteran resigned from, been disqualified for, or separated from a position in the Federal civil service or D.C. Government along the lines of his/her usual occupation because of service-connected disability? If Yes, submit documentation of the resignation, disqualification, or separation. <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Is the veteran receiving a civil service retirement pension? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, give the Civil Service or Federal employee retirement annuity number _____	

