



DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331-1100

November 6, 1986

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
REGULATION SYSTEM TRANSMITTAL

SUBJECT: DS Regulation 5330.9 - Change 1

INSTRUCTIONS FOR RECIPIENTS

The following changes to DS Regulation 5330.9, "Transfer Program," November 1, 1985, have been authorized:

PEN-AND-INK CHANGES

1. Appendix A, fourth paragraph of paragraph 2, change to read as follows:

Group III-Employees who are serving in 1-year tour of duty areas and have completed at least 2 full school years_ in the area prior to application for-this program (i.e., employees must be completing at least their third school year in the same 1-year area at the time of application). Points will be used to determine the order of consideration.

2. Appendix A, third paragraph of paragraph 4, change the second sentence to read as follows:

The locations will be identified by, region, country, or city within the country to which currently assigned.

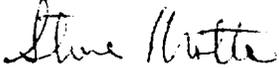
3. Appendix A, paragraph 5.a., change to read as follows:

. . . La Maddalena, Sigonella, Comiso, Decimomannu,
(Italy); Turkey . . .

4. Appendix A, last line of fourth paragraph of paragraph 9, change to read as follows:

. . . beginning of the next school year.

Changes are underscored for identification purposes.


Stephen N. Motta
Deputy Director

DISTRIBUTION: B,K,L,M (10 per school and CSA)



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October 15, 1990

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
REGULATION SYSTEM TRANSMITTAL

SUBJECT : DS Regulation 5330.9 - Change *12*

INSTRUCTIONS FOR RECIPIENTS

The following changes to DS Regulation 5330.9, 'Department of Defense Dependents Schools Transfer Program,' dated September 29, 1989, have been authorized:

PEN AND INK CHANGES

1. Section C.1, POLICY is changed to read as follows:

Positions filled through this program will be filled from among employees who have received at least a "Fully Successful rating, are recommended for reassignment by the current supervisor, and meet the qualification requirements as published by DoDDS for school year 1988-89 or any subsequent school year for all grade levels and subject areas for which application is made.

2. Appendix A-3, paragraph 2, "Eligibility," last sentence is changed to read as follows:

Any Excepted-Appointment-Without-Condition employees not currently serving under a transportation agreement must complete 3 years of continuous service with DoDDS by the end of the school year.

3. Appendix A-3, paragraph 3, "NOTE," first sentence is changed to read as follows:

Employees may apply for those grades, subject areas, and specializations for which they qualify in accordance with the qualification standards published by DoDDS for school year 1988-89 or any subsequent school year.

4. Appendix A-4., "Point System," is changed to read as follows:

Delete San Miguel (Philippines) from A-4.a and add Panama and Philippines.

Delete Philippines and Panama from A-4.b.

Add Kleine Brogel (Belgium) and Uden (Netherlands) to A-4.c.

Delete Delmenhorst after Buechel and Moers
after Kalkar from A-4.c.

Add Herbornseelbach after Geilenkirchen and
Osterholtz-Scharmbeck(Delmenhorst) after
Noervenich to A-4.c.

Delete Osterholtz from A-4.d.

Delete Idar Oberstein after Hahn and Neubruecke
after Muenster from A-4.d.

Add (Idar Oberstein, Neubruecke) after Baumholder
to A-4.d.

5. Appendix A-8, "Special Considerations," is changed to
read as follows:

Married Couples - Married couples who both are DoDDS em-
ployees may be considered jointly (S1) or separately (S2).

If spouses wish to be considered separately (S2), they will
compete based upon their own individual point-value and may be
selected for positions at separate locations. If only one spouse
receives a transfer, the non-selected spouse may be granted Leave
Without Pay for a period not to exceed 1 year following the
beginning of the next school year.

If spouses wish to be transferred jointly with both being
assigned to the same commuting area (S1), they shall be ranked
according to the average of their combined individual points. If
the spouses are separately eligible for consideration in differ-
ent groups, they will receive consideration in the group which
affords first consideration. For example, if one spouse is
eligible for Group III and the other is eligible for Group IV and
the couple wants to be considered jointly, their points will be
averaged and they will be considered under Group III.

Married couples applying for a joint (S1) transfer are
indicating that they wish to be considered for schools in the
same commuting area to permit maintenance of a common dwelling.
Married couples applying in the S1 category may specify accept-
able commuting distances by listing those locations to which the
other spouse would be willing to commute if only one spouse can
be placed at the desired location. For each desired location,
each spouse may list up to 5 other locations which are within an
acceptable commuting distance. These additional choices must be
listed in parenthesis by each desired location choice. One
spouse will not receive consideration for locations listed in
parenthesis if the other spouse cannot be made an offer at the
desired location at the same time.

S1 couples may apply for locations identified by region or country without specifying acceptable commuting distances. If region or country codes are elected, or if acceptable commuting distances are not identified as in the previous paragraph. S1 couples will only be considered for positions at location identified by the same location code.

To place S1 couples, appropriate positions must be available at the same time during the transfer program. No offers will be made to an S1 couple when a position is available for only one spouse. In such a case, the available position will be offered to the next applicant in the established order of consideration. A position will not be held to wait for an acceptable position for the other S1 spouse. No offer will be made when the commuting distance between two available school sites exceeds 80 miles.

To illustrate an S1 couple's choices and the consideration extended, the following example is provided.

An S1 couple applies for positions at the following locations: FR (Frankfurt Complex). WI (Wiesbaden). AC (Alconbury Complex), PA (Pacific Region) and TI (Trier).

1. FR (WI, MZ, GS, HA, HE): The couple desires consideration for Frankfurt/Rhein Main, Germany. If one spouse can be placed in Frankfurt/Rhein Main, the other spouse will be considered for positions in Frankfurt/Rhein Main, Wiesbaden, Mainz, Giessen, Hanau, and Heidelberg.

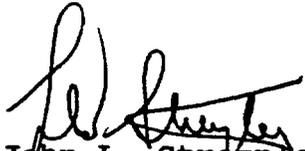
2. WI (FR, MZ, GS, HA, HE): The couple desires consideration for Wiesbaden, Germany. If one spouse can be placed in Wiesbaden, the other spouse will be considered for positions in Wiesbaden, Frankfurt/Rhein Main, Mainz, Giessen, Hanau, and Heidelberg.

3. AC (CS): The couple desires consideration for positions in Alconbury/Upwood. If one spouse can be placed in Alconbury/Upwood, the other spouse will be considered for positions in Alconbury/Upwood and Chicksands.

4. PA: The couple desires consideration for positions in the Pacific Region. The couple will be considered only for positions in the Pacific Region with the same geographic location code. For example, if one spouse can be placed in Seoul, Korea, there also must be an acceptable position for the other spouse in Seoul. If not, no transfers will be made.

5. TI: The couple desires consideration for positions in Trier, Germany. The couple will be considered only for positions in Trier, Germany. There must be acceptable positions for both spouses or no transfers will be made.

Changes and additions are underscored for identification purposes.



John L. Stremple
Director



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PERSONNEL DIVISION

DS REGULATION 5330.9
September 29, 1989

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
TRANSFER PROGRAM

Reference: DS Regulation 5330.9, "Department of Defense Dependents Schools Transfer Program," October 5, 1987 (hereby cancelled)

A. PURPOSE

The Department of Defense Dependents Schools (DoDDS) transfer program is established to facilitate the voluntary movement of employees to non-supervisory educator positions in schedules C, D, E, and F in order to meet management needs.

B. APPLICABILITY AND SCOPE

This regulation applies to U.S. citizen personnel in educator positions, both supervisory and non-supervisory, who wish consideration, for non-supervisory Public Law 86-91 positions. This program applies to reassignments between and within DoDDS regions. This shall be the only formal transfer program within DoDDS. To meet regional needs during the school year and the summer recess, regional directors may reassign employees within the region. Reassignments may also be made within a school or designated school complex in accordance with the procedures in appendix B. A school complex is defined as a school or group of schools within a specific geographic location listed under each country in the transfer program instructions. Reassignments between regions will be effected only through the transfer program or with the approval of the Director, DoDDS.

C. POLICY

1. Positions filled through this program will be filled from among employees who have received at least a "Fully Successful" rating, are recommended for reassignment by the current supervisor, and meet the qualification requirements as published by DoDDS for the applicable school year for all grade levels and subject areas for which application is made.

2. The number and geographic locations of the positions, if any, that will be filled through the transfer program shall be determined by management. Decisions on whether to fill and how to fill any position cannot be grieved nor arbitrated.

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3. No employee has an entitlement to a reassignment to another position or location through this program. Any employee may be reassigned prior and subsequent to the conduct of the transfer program or after receipt of a notice of reassignment.

4. No Permanent Change of Station (PCS) costs are authorized for employees who move within a designated school or school complex. Further, accumulated transfer points are not affected by a move within a designated school or school complex.

5. Reassignments at no cost to the Government are occasionally authorized to allow employees to move for personal reasons, such as to accompany a spouse when such a move cannot be accommodated through a reassignment for the benefit of the Government. Reassignments made through the transfer program are for the benefit of the Government. Since there is only one authorized transfer program, reassignments at no cost to the Government may not be used to conduct another transfer program. Regional directors may consider, on a case-by-case basis, requests for leave without pay from employees who wish to voluntarily relocate and seek a position at a new location within or outside of the region in order to accompany their spouses who have transferred. The approval or disapproval of requests for such leave without pay is at the regional director's discretion. In making these decisions, the regional director will consider, as a minimum, the impact of the absence on the educational program and the ability to fill the vacant position. There is no guarantee of employment at the new location and the move is at the expense of the employee.

6. Normally, reassignment opportunities through the transfer program will be determined and transfer notices issued not later than February 10.

7. Through application for transfer, employees give prior acceptance of a more or less limited range of positions. Applicants are indicating prior acceptance to a notice of reassignment to any location indicated as acceptable on the application. An applicant may withdraw from the program without penalty at any time by notifying in writing the Personnel Division, Office of Dependents Schools, at least one work day prior to the actual transfer session. The written notice must be received by the Personnel Division at least one work day prior to the transfer session. Any applicant who declines a transfer to a location for which he or she has indicated availability will be reassigned or terminated. An applicant who accepts a transfer and later declines the transfer will be terminated from the Federal Service. A different accommodation may be substituted for termination in either case when the reason for the declination of the position is acceptable to the Director of DoDDS .

8. Applicants for this program will be divided into groups. Notices of reassignment are determined through a point system. Points are assigned each school location on the basis of the Office of Dependents Schools (ODS) determination of the difficulty of recruiting and retaining personnel for each location. The groups and points system are defined in appendix A.

9. Employees are not eligible for the transfer program in any year in which they are on extended leaves of absence, regardless of the reasons.

D. RESPONSIBILITY

1. The Director, DoDDS, shall:
 - a. Determine if and when the program will be conducted each year.
 - b. Assign the transfer points to each location.
2. The Personnel Director is responsible for:
 - a. Conducting the program.
 - b. Assuring that the program is administered properly.
 - c. Evaluating and revising the program as required.
 - d. Assuring publication of the program, policies, and procedures.
3. Regional directors are responsible for:
 - a. Administering and monitoring the program and assisting supervisors and employees in carrying out their responsibilities.
 - b. Assuring communication of the program, policies, and procedures to supervisors and employees.
 - c. Assuring that position requisitions are submitted on a timely basis to ODS.
4. Supervisors are responsible for:
 - a. Assuring communication of the program, policies, and procedures.
 - b. Certifying that employees are qualified for the positions for which application is made and that they meet all other eligibility requirements under this regulation.
 - c. Endorsing requests for reassignment.

DS REGULATION 5330.9

d. Identifying and submitting position requisitions that will be used as a basic to effect reassignments under this program.

e. Upon request, providing appropriate guidance and assistance to employees regarding the requirements of this regulation.

5. Employees are responsible for:

a. Submitting applications in accordance with the procedures outlined in this regulation.

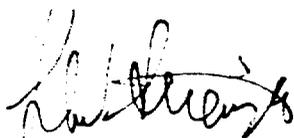
b. Complying with the procedures contained in this regulation.

E. PROCEDURES

The procedures are outlined in appendix A.

F. EFFECTIVE DATE OF IMPLEMENTATION

This regulation is effective 45 days after signature.



John L. Stremple
Director

endices

PROCEDURES

1. Application Procedures

- a. Each year, generally in October, ODS will distribute applications.
- b. Employees applying for a transfer in more than one group, (e.g. those eligible for Group III or IV consideration who are also applying for Group II consideration) must complete two separate transfer applications.
- c. Completed applications will be forwarded to ODS and the program will be conducted and end not later than February 10 of each year.

2. Order of Consideration

Applicants are divided into four groups and will be considered in the following order:

Group I - Employees officially declared surplus to the needs of their competitive area. Such employees must have been issued a written (general or specific) notice of reduction in force, as defined in Subchapter 351 of the Federal Personnel Manual. In the event of a tie, points will be used to determine the order of selection.

Area of Consideration - Group I applicants may be considered for transfer without regard to geographic preferences. Group I applicants may list an unlimited number of geographic preferences, but must accept a transfer even if the location is not listed as a preference.

Group II - Employees requesting special consideration for a reassignment for personal reasons acceptable to management. Such requests must include supportive documentation. The documentation shall include, but is not limited to, an endorsement by the regional director and a statement from local management and other appropriate professional(s) (e.g. , doctor, lawyer). When requests for reassignment are based upon medical reasons, requests must include documentation from a licensed physician or appropriate medical authority regarding the employee or his/her family members current health status, a statement explaining how the location(s) requested would improve the medical condition, and a statement identifying the medical facility with available care. The justification must be so compelling as to warrant a reassignment over those individuals who have remained in one location for an extended period of time. The extent of special consideration to be given will be determined by ODS on a case-by-case basis. In the event of a tie. points will be used to determine the order of selection.

Area of Consideration - Group II applicants will be considered for all

locations specified. Requests may be identified by region, country, or by individual school complex. Group II applicants may list an unlimited number of geographic preferences.

Group III - Employees who are serving in 1-year tour of duty areas and have completed at least 2 full school years in the area prior to application for this program (i.e. , employees must be completing at least their third school year in the same 1-year area at the time of application). Points will be used to determine the order of consideration.

Group IV - All other eligible employees. Points will be used to determine the order of consideration.

Area of Consideration - Applicants in Groups III and IV may indicate up to five geographic locations in order of preference. The locations will be identified by region, country, or school complex. Availability for a region counts as 1 choice; e.g. an applicant who is available for all locations in the Atlantic, Germany, and Mediterranean regions and for Okinawa and Japan would list his/her preferences as follows: (1) AT, (2) GE, (3) MD, (4) OK, and (5) JP. In regions which have both 1- and 2-year tour of duty areas, applicants must indicate whether they wish consideration for all areas or only 1- or 2-year tour of duty areas within the region.

3. Eligibility

Groups I and II applicants must be rated "fully successful" and be serving under an Excepted Appointment in a part- or full-time position. Applicants, if serving under a transportation agreement, must complete the required tour of duty by the end of the school year during which the application for reassignment is made. If applicants have not completed the required tour of duty and wish special placement consideration, they may apply as a Group I or II applicant. However, because such Group II applicants do not meet eligibility requirements , any move made will be considered to be for their convenience. When a reassignment is made primarily for the convenience or benefit of an employee, his/her expenses of travel and transportation and the expenses of transporting, packing, crating, temporarily storing, draying. and unpacking of household goods and personal effects may not be allowed from Government funds. Regional directors shall ensure that appropriate guidance is furnished to the servicing civilian personnel office in each case.

Groups III and IV applicants must be rated "fully successful" and serving under an Excepted Appointment in a part- or full-time position. If serving on a transportation agreement, employees must have completed the required tour of duty at the end of the school year during which the application for reassignment is made. Any Excepted-Appointment-Without-Condition employees not currently serving under a transportation agreement must complete 3 years of continuous service with DoDDS.

NOTE : Employees may apply only for those grades, subject areas, and specializations for which they qualify in accordance with the qualification standards published by DoDDS for the pertinent school year in which the reassignment will be effected. Applicants must always consider, when selecting possible assignments , that failure to accept any position for which they apply will result in reassignment or termination.

4. Point System

The point score for each transfer applicant is determined by adding the assigned points for the current location and multiplying by the number of continuous full school years at the current location. One additional point will be awarded for each year of service with DoDDS. In addition, 5 bonus points will be added to the total point score of an applicant indicating interest and availability for all five regions within DoDDS. (i.e. AT-GE-MD-PA-PN)

POINTS ASSIGNED FOR PRESENT LOCATIONS	MULTIPLY BY NO. OF YEARS AT PRESENT LOCATION
a. Cuba; Iceland; Newfoundland; Bahrain; Comiso, Decimomannu, La Maddalena, Sigonella (Italy); Turkey; Korea: San Miguel (Philippines).	9
b. Norway: Azores: Iwakuni, Misawa, Sasebo (Japan); Okinawa; Philippines; Panama.	7
c. Amberg, Berlin. Bintlach, Bueren, Buechel, Delmenhorst, Flensburg, Geilenkirchen, Hemer, Hessisch-Oldendorf, Hohenfels, Kalkar, Moers, Moenchengladbach, Noervenich, Soegel, Wildflecken, Vilseck(Grafenwoehr) (Germany); Crete; Brindisi (Italy).	5
d. Florennes, Kleine Brogel (Belgium); Bermuda; Harrogate (England): Coevorden. Uden (Netherlands): Edzell (Scotland): Baumholder, Bad Hersfeld, Bad Kissingen, Bitburg(Spangdahlem). Bremerhaven, Crailsheim, Dexheim, Hahn, Idar Oberstein, Illesheim. Memmingen, Muenster, Neubruecke, Osterholtz, Pruem, Regensburg, Schwaebisch Gmuend. Schwaebisch Hall, Trier, Weierhof. Wertheim, (Germany): Japan.	3
e. All other locations,	

5. Point Ties

In the event of point ties, consideration shall be in accordance with the following order of precedence:

- a. Length of service with DoDDS
- b. Presently located in 4.a.
- c. Presently located in 4.b.
- d. Presently located in 4.c.
- e. Presently located in 4.d.
- f. Longevity at present location.
- g. Determined by ODS.

6. Notification of Transfer

a. Applicants for whom a position has been identified will be notified by their supervisors.

b. If the applicant accepts a position, but resigns after returning to the United States, it is the applicant's responsibility to notify the gaining overseas employer by telegram, immediately.

c. By accepting a position which includes extra-curricular activities, the applicant agrees to perform the full range of assigned duties unless and until relieved by management.

7. Declination of Transfer

Through application for transfer, employees give prior acceptance of positions, schools and locations which they indicate on the application forms. An applicant may withdraw from the program without penalty at any time by notifying in writing the Personnel Division, Office of Dependents Schools, at least one day prior to the actual transfer session. The written notice must be received by the Personnel Division at least one work day prior to the transfer session. Any applicant who declines a transfer to a location for which he or she has indicated availability will be reassigned or terminated from the Federal Service. Any applicant who accepts a transfer and then refuses the transfer will be terminated from the Federal Service. A different accommodation may be substituted for termination in either case when the reason for the declination of the position is acceptable to the Director of DoDDS.

8. Special Considerations

DS REGULATION 5330.9
Appendix A

Married couples who both are DoDDS employees may be considered separately or jointly as a teaching team.

If spouses wish to be considered separately, they will compete based upon their own individual point-value.

If spouses wish to be transferred as a team with both being assigned to the same commuting area, they shall be ranked according to the average of their combined individual points. Both will compete in Group III or IV. If the spouses are separately eligible for consideration in different groups, they will receive consideration in the lower group. For example, if one spouse is eligible for group III and the other is eligible for group IV and the couple wants to be considered jointly, their points will be averaged and they will be considered under Group III.

If a currently employed spouse cannot be made a transfer within the same commuting area as the other spouse's new assignment, the non-selected spouse may be granted Leave Without Pay for a period not to exceed 1 year following the beginning of the next school year.

PROCEDURES FOR WITHIN SCHOOL/SCHOOL COMPLEX MOVES

1. An employee desiring to move to a vacant position within his/her school or school complex will notify the principal of any school for which he/she desires consideration. Requests will be made in writing and include the following:

Employee Name

Current School Address

Desired Teaching Category(s) (See Category Listing)

Curricular and or Instructional Methods (See listing DS Form 5090)

- Extra-Curricular Activities (See listing on DS Form 5090)

Date of Request

Signature

2. The employee will mail or hand carry the written request to the appropriate principal(s).