DODEA ADMINISTRATIVE INSTRUCTION 1402.02

HIRING OF LOCAL NATIONALS TO TEACH HOST NATION AND/OR WORLD LANGUAGE COURSES

Originating Division: Human Resources

Effective: April 15, 2022

Releasability: Cleared for public release. Available at the DoDEA Policy Webpage.

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures that allow Department of Defense Education Activity (DoDEA) Europe and DoDEA Pacific schools to employ a qualified local national(s) to teach a credit-bearing, high school level, World Language Courses and/or Host Nation Courses when a United States (U.S.) citizen is not reasonably available.
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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the DoDEA Europe Region and the DoDEA Pacific Region, and includes all DoDEA region, district, community, and school leaders and support staff. The provisions of this Issuance only apply to DoDEA schools covered by Title 20, United States Code, which includes DoDEA Europe and DoDEA Pacific schools.

1.2. POLICY. DoDEA Selecting Officials will comply with local national hiring policies in accordance with this Issuance and applicable references.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal law, DoD and DoDEA regulations, policies, and guidance.
SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director will delegate the hiring of local nationals to teach the host nation and/or world language course to DoDEA District Superintendents and DoDEA School Principals.

2.2. DODEA DISTRICT SUPERINTENDENT. The DoDEA District Superintendent will implement host nation and/or world language teacher hiring and policy procedures outlined in Section 3 of this Issuance.

2.3. DODEA SCHOOL PRINCIPAL. The DoDEA School Principal will:

   a. Establish job-related evaluation criteria in consultation with the respective servicing installation/command Civilian Personnel Advisory Center (CPAC), Civilian Personnel Office (CPO), or Human Resources Office (HRO) for use in advertising a vacancy announcement for the best-qualified applicants.

   b. Make local national language teacher hiring selection(s) in accordance with the respective servicing installation/command CPAC, CPO, or HRO hiring procedures and job-related factors to include experience, education, competencies, performance, and awards. Consult with the respective servicing installation/command CPAC, CPO, or HRO if additional information is needed in making a final selection.
SECTION 3: SELECTION CRITERIA

3.1. GENERAL. DoDEA District Superintendents and DoDEA School Principals will follow the selection criteria as outlined in Section 3.2 of this Issuance regarding the filling of a vacancy for a host nation and/or world language teacher position by a local national.

3.2. SELECTION CRITERIA.

   a. DoDEA employees and U.S. citizens will be considered and selected, if qualified, before the consideration of a local national. Consideration will be given first to the following:

      (1) DoDEA employees in the school and school complex where the vacancy exists.

      (2) DoDEA employees returning to the DoDEA District from approved educational leave.

      (3) DoDEA employees identified as excess to the needs of the DoDEA District.

      (4) DoDEA’s annual teacher transfer program.


      (6) U.S. citizens.

   b. A local national may be considered only when a citizen of the United States is not reasonably available to provide such instruction. If a local national is selected, no further efforts to locate a fully-qualified U.S. citizen are required.

   c. Contact and work directly with the respective servicing installation/command CPAC, CPO, or HRO.

   d. The terms and conditions of employment for local national language teachers will be established in accordance with the status of forces or other international agreements in effect.

3.3. ENCUMBERED POSITIONS. If a host nation and/or world language teacher position becomes vacant, then the selection procedures established in Section 3.2. of this Issuance for filling a vacant host nation and/or world language teaching position will be followed.
Glossary

G.1. Acronyms.

CPAC  Civilian Personnel Advisory Center
CPO  Civilian Personnel Office
HRO  Human Resources Office

G.2. Definitions. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

Host nation language teacher. The host nation language teacher provides DoDEA Europe and DoDEA Pacific elementary, middle, and secondary school students with a cross-cultural and language acquisition focus to develop an appreciation and understanding of the culture and language of the country in which they are located.

Local national. Host country nationals are hired for jobs in their own country.

School complex. A group of schools in the local area.

Selecting official. The official who, by any type of personnel action, selects a person to fill a position.

World language teacher. The world language teacher provides DoDEA Europe and DoDEA Pacific secondary school students with courses designed to align to the World-Readiness Standards for Learning Languages and the NCSSFL-ACTFL Can-Do Statements for Intercultural Communication. The instruction in these courses is focused on teaching communicative proficiency in the four language skill areas of the target language of study: speaking, listening, reading and writing, and learning about the culture(s) products and practices of the speakers of that target language.
REFERENCES

United States Code, Title 20 Section 901(2)(A)
### APPENDIX

#### APPENDIX 1: DISTRICT LOCAL NATIONAL HIRING CHECKLIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the School Principal consider DoDEA employees at the school or school complex prior to considering the hire of a local national?</td>
<td></td>
</tr>
<tr>
<td>Did the School Principal consider DoDEA employees returning to the DoDEA District from approved educational leave prior to considering the hiring of a local national?</td>
<td></td>
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<tr>
<td>Did the School Principal consider excessed DoDEA employees prior to considering the hire of a local national?</td>
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<tr>
<td>Did the School Principal consider DoDEA employees in the transfer program prior to hiring a local national?</td>
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<tr>
<td>Did the School Principal consider Employment Application System applicants prior to hiring a local national?</td>
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<tr>
<td>Did the School Principal consider U.S. citizen applicants prior to hiring a local national?</td>
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<tr>
<td>Did the School Principal work with their respective servicing the installation/command CPAC, CPO or HRO?</td>
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</tbody>
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