



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
TRANSFER PROGRAM - SCHOOL YEAR 2012/13**

DEADLINES:

Submission of Applications: February 24, 2012, 5 p.m. local time, to Principal
Submission of Revisions to Applications: March 12, 2012, 5 p.m. EST.

SCHEDULED DATES OF TRANSFER PROGRAM:

Round 1: March 14, 2012
Round 2: To be determined

HOW TO APPLY:

Application Form: The Teacher Transfer Program Application is an on-line application. It may be accessed via the DoDEA Human Resources Center Home Page at: <http://www.dodea.edu/pers/>. Any revisions also must be made on-line. A list of all known vacancies will be posted on the DoDEA Human Resources Center before each round. The web application will be reopened for amendments between the rounds stated below. However, no new applications will be accepted after the February 24, 2012 deadline except from teachers who are identified as excess subsequent to February 24, 2012.

Where to submit applications: Follow the instructions on the web application. All applications must be electronically forwarded to the principal for endorsement. In turn, the principal will endorse the application and electronically transmit it to the DoDEA Human Resources Center by March 2, 2012.

**GENERAL INFORMATION, ELIGIBILITY AND QUALIFICATION
REQUIREMENTS:**

The SY 2012-13 Transfer Program has been coordinated with representatives of the Federal Education Association and the Overseas Federation of Teachers. General information, eligibility, and qualification requirements are contained in the attachments to this document. This includes a listing of teaching categories and geographical locations of schools and districts. Please read the attachments carefully. If you have any questions, please contact your local Human Resources Representative or the DoDEA Human Resources Center through e-mail: "Transfer Program."

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INFORMATION, ELIGIBILITY, AND QUALIFICATION REQUIREMENTS

GENERAL INFORMATION:

1. DS Regulation 5330.9, with all currently existing agreements, continues to apply to DoDDS Transfer Programs and, except where specifically in direct conflict with this memorandum of understanding, applies to the School Year 2012-13 Transfer Program. The first round is scheduled for March 14, 2012.
2. Consideration for transfer is as follows:

Group A+. This group includes applicants who are either eligible for Group A or who have been continuously assigned to a Group B location for at least the past 7 years. Applicants for Group A+ can prioritize a maximum of 20 specific locations and must then list all requested districts, including all districts with 2-year areas, in priority order. Applicants are required to list the following districts in priority order: Kaiserslautern, Isles, Heidelberg, Bavaria, and Mediterranean. Applicants may also list Japan, Okinawa and Korea, however, these three districts are not required.

- Employees will be considered in order of seniority based on the service computation date in the DoDDS Personnel Data System.
- Employees will be considered for assignment to permanent, continuing positions only.
- Employees who were excessed last school year and have been identified as excess this year meet the Group A+ eligibility requirements, and may request consideration in this group. To be eligible for consideration in this group, employees must have been identified as excess and received a PCS move either through the district excess program or through the transfer program for SY 2011-12 and identified as excess again for SY 2012-13.

Group A. This group includes applicants who have been continually assigned to one of the following locations for a minimum of the past five years to include the current school year: (1) Lajes, Portugal; (2) Bahrain; (3) Sigonella, Italy; (4) Sasebo, Japan; (5) Iwakuni, Japan; and (6) Yokosuka, Japan (including Byrd and Ikego). Also included are eligible applicants who have been continually assigned to (1) Korea; (2) Cuba; and (3) Turkey, for a minimum of the past three years to include the current school year. Employees who have voluntarily PCSed within Korea or Turkey must serve two years at their current location to be eligible for Group A.

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- Employees will be considered in order of seniority based on the service computation date in the DoDDS Personnel Data System.
- Employees who have been transferred, as a result of being excess, from a Group A location to another Group A location, may combine continuous years of service in Group A locations to meet the Group A eligibility requirements.
- Employees who were excessed last school year and have been identified as excess this year meet the Group A+ eligibility requirements, and may request consideration in this group. To be eligible for consideration in this group, employees must have been identified as excess and received a PCS move either through the district excess program or through the transfer program for SY 2011-12 and identified as excess again for SY 2012-13.
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- Employees in this group will be considered for assignment to permanent continuing vacancies only.

Group B. This group includes applicants, who have been continually assigned to Kleine Broegel, Belgium for a minimum of the past six years or one of the following locations for a minimum of the past five years to include the current school year: (1) Misawa, Japan; (2) Atsugi, Japan; (3) Yokota, Japan; (4) Zama, Japan; and (5) Okinawa. Also included are applicants who have been continually assigned to Naples, Italy for a minimum of the past two years to include the current school year.

- Employees will be considered in order of seniority based on the service computation date in the DoDDS Personnel Data System.
- Employees who have been transferred, as a result of being excess, from a Group A or B location to a Group B location, may combine continuous years of service in the Group A and B locations to meet the Group B eligibility requirements.
- Employees in this group will be considered for assignment to permanent continuing vacancies only.

Group C. This group includes educators who are identified as excess by their District Superintendents. This group also includes all educators returning from Educational Leave Programs who cannot be placed in their former district.

- Employees will be considered in order of seniority based on the service computation date in the DoDDS Personnel Data System.
- They will be placed in permanent continuing positions first.

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- Should no permanent continuing position that is vacant exist for their assignment, they will be placed in any continuing position for which they are qualified which is occupied by a temporary employee who is not eligible for conversion to permanent status.
- All permanent educators declared excess will be included for assignment consideration, regardless of their current travel eligibility.
- Within each transfer round, applicants will first be considered for vacancies within their choices of preferences and next for all continuing positions. Failure to accept the assignment may result in the separation of the employee.
- All educators returning from educational leave will be considered first for placement into vacancies in positions that use the training and education recently completed. If educators cannot be matched to such a position, they will be considered for placement to other teaching categories for which qualified in accordance with the transfer request.

Group D. This group includes applicants who have been continually assigned to any location worldwide, not included in Group A, for a minimum of seven years to include the current school year. Educators who were transferred, as a result of being excessed, may combine years of experience to meet the seven year requirement.

- Employees will be considered in order of seniority based on the service computation date in the DoDDS Personnel Data System.
- Employees will be considered for assignment to permanent continuing positions only.

Group F. All other eligible employees who apply for transfer under this program.

- Employees will be considered in order of seniority based on the service computation date in the DoDDS Personnel Data System.
- Employees will be considered for assignment to permanent continuing positions that are vacant only.

QUALIFICATION AND ELIGIBILITY REQUIREMENTS

1. Qualification Requirements. Applicants may apply for consideration in any category that appears on the educator's current DoDEA teaching certificate. However, teachers must list only those teaching categories that they are willing to teach and feel comfortable teaching. Applicants must be fully qualified at the time of consideration.
2. Eligibility and Procedural Requirements.

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To be eligible for the transfer program, educators must have completed 2 years at their current location by the end of SY 2011/12 and either be eligible for Renewal Agreement Travel during the 2012 summer recess period or are not serving under a transportation agreement. Exceptions to this requirement are listed below:

- a. Educators declared excess because their positions have been abolished.
- b. Educators who have completed 2 years at their current assignment and are not eligible for RAT that are willing to transfer exclusively to any Group A location.
- c. Educators who were placed as excess through the SY 2011-2012 transfer program and are again identified as excess for SY 2012-2013.

Educators serving on their first year of appointment or reappointment and educators who received a transfer during the previous school year are not eligible to apply for the SY 2012-2013 Transfer Program.

Reemployed annuitants are not eligible to apply to the transfer program in accordance with 5 U.S.C. 3323 (b) (1). Reemployed annuitants are hired to meet critical mission needs for a specific position/location and are not eligible to be reassigned through the transfer program.

Consideration for voluntary transfer (Groups A+, A, B, D and F) will only be provided to educators who have filed a web application with the school principal by the closing date for applications specified in the announcement. Educators who are declared excess by their district superintendents and do not file a transfer application will be considered for any available vacancy for which they qualify.

Procedures for applying are stated on the web-application. The number of requested locations on the transfer application will be limited to 14 with the exception of Group A+ and C applicants. Applicants may choose to list areas, countries, districts, schools or any combination of these.

- 3 Amendments/Withdrawals. Amendment and withdrawal requests should be made via the Internet application and are the responsibility of the applicant. Exceptions to the deadline date, both for receipt of transfer applications and amendments, will be limited to those instances in which the educator could not submit the application due to medical considerations or for those who are declared excess after the deadline for application submission. An application may be withdrawn at any time until the start of a transfer round. Once educators have been offered a position through this Transfer Program, they must accept the transfer or be terminated from DoDDS employment. At the conclusion of each round, educators may withdraw their applications any time until an offer has been made.
- 4 Available Teacher Vacancies. Vacancies are defined as all known positions resulting from new staffing allocations, known retirements, resignations, and end of NTE

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appointments. All permanent, continuing second semester vacancies for SY 2011-2012 will also be submitted to the program. If a vacancy cannot be matched to a transfer applicant during a round, it will be published for consideration in the next round, although principals have the option to modify the categories. If a vacancy clears all rounds, it will be passed to the Area Human Resources Office for fill via the local applicant pool. If there are no local applicants, the vacancy will be passed to Headquarters Staffing for fill via the U.S. applicant pool.

- 5 Vacancies will list no more than three categories. Vacancies in each district may be projected. When submitting vacancies to the Transfer Program, if the categories requested match what the vacated person taught, no justification is required. If there is a difference between what the vacated person taught and the categories requested, the school/district will provide the justification for those category(ies). The school will prioritize the categories. Should a match not be found, HQ will contact the principal/district to determine if other possible 2- or 3- category combinations could be used. Transfer applicants may be matched for transfer to projected district vacancies rather than specific school vacancies. In these transfer matches, specific school assignments will be determined by the district superintendent's office after the conclusion of the transfer rounds. Virtual School vacancies and Instructional Systems Specialist vacancies are not included in the Transfer Program.
- 6 Changes to Lower Grade. Application to the DoDDS Transfer Program is voluntary. Therefore, assignments made in the Transfer Program from a schedule F (School Psychologists) position to a schedule E (Guidance Counselors) position or from a schedule E position to a schedule C (Teachers) and from a schedule D (Speech/Language Pathologists) to a schedule C position will be considered voluntary changes to lower grade. As such, the step placement on the lower pay schedule will be the same numerical step as held in the higher pay schedule. The exceptions to this policy are those excess educators who are involuntarily assigned to a lower graded position; in these cases, educators will be placed on pay retention for two years.
- 7 Excess Employees. Excess educators who elect district placement through the Europe or Pacific district placement program must accept any offer of employment that matches their geographical location preference and teaching category preference and if placed, will not be eligible to apply to the transfer program as an excess educator or part of any other transfer group. The Human Resources Center will continue to attempt to place those excess employees without continuing job offers until an appropriate position is found. During the transfer rounds, employees will be automatically removed from the Transfer Program if a position for which they are fully qualified becomes available at their current duty station based on the voluntary transfer of another employee. However, the employee may remain in the program for voluntary transfer consideration, if requested on the application. Once an excess educator has been made an offer of continuing employment through the Transfer Program, the assignment will be changed at the request of the employee only if a vacancy for which the individual is qualified is identified in the employee's (1) current commuting area or (2) district. Excess educators may also request

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reconsideration if placed in teaching categories for which they have had no experience or training during the last five years. Any change in assignment based on approved requests for reconsideration will be made no later than June 1, 2012, provided that no employee travel or movement of household goods has begun, thus incurring no additional cost to management. No other changes will be made in the transfer assignment except as required by unforeseen management needs. Normally, there will be no change in assignments made through the Transfer Program after June 15, 2012. All requests for reconsideration must be received within 2 weeks of receipt of the transfer program reassignment notification. Requests for reconsideration that are received after the two week deadline will not receive consideration.

- 8 Special Notes. Employees have the responsibility to research and list only those locations that will meet their personal needs and preferences. At the present time, employees and their dependents who receive a transfer to Cuba will be required to pass a physical examination. Employees assigned to Korea, Turkey, Bahrain, Italy, or the United Kingdom must have official passports with visas before traveling to these countries. Educators transferring to all other locations must have official passports.

Prior to travel to an overseas location, educators must contact the Passport Specialist at DoDEA HQ to ensure all requirements are met. Each country has different entry requirements. These requirements are LAW; they are NOT customs and practices. Ensuring your official passport and visa requirement are kept current is considered a condition of employment. An employee should not travel to any country for employment without first acquiring an official passport and (if required) obtaining the required visa. The Passport Specialist can be reached at 703-588-3856 or passports@hq.dodea.edu.

Educators who indicate availability for placement worldwide, in Europe, in Pacific, or in the Isles District will be considered for all locations in those areas except for Bahrain and DDESS Guam. Educators desiring placement in Bahrain and Guam must specifically list Bahrain and Guam on their transfer program application.

Guam educators who meet the eligibility requirements are eligible to apply to the transfer program in Groups C, D and F as appropriate. DoDDS educators can apply for a transfer to Guam in the online transfer application. Before applying for positions in Guam, please review the Guam Fact Sheet posted at <http://www.dodea.edu/offices/hr/news/announcements.htm>.

Candidates that wish to be considered for Guidance Counselor (Secondary) positions should take into consideration that the duties of a high school counselor differ from the duties of elementary and middle school counselors. Secondary school counselors are expected to perform the full range of required duties at the time of placement into a position. The roles and responsibilities of a secondary school counselor include the following: (1) Completion of individual student 4/6 year plans; (2) Provide individual student guidance to identify post-secondary options; (3) Provide guidance to students in the selection of courses that best fit their individual interests and skills, while also

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aligning course selection with the established DoDEA graduation criteria; (4) Completion of the annual graduation waiver process in accordance with established DoDEA procedures and policies; (5) Complete course changes, edits, and revisions (as needed throughout the school-year) that are accurately reflected in the secondary school data management system and student transcript; (6) Alerting the school administrator, parent, and student regarding any students at-risk for academic failure or inability to meet the established DoDEA graduation criteria; and (7) Assist in the development of the secondary school master schedule (in collaboration with the school administrator) based upon the identified curricular needs of the students currently enrolled at the DoDEA high school.

Special Certification/Training can be indicated on the online application, these include Autism, Cisco Level 1, Cisco Level 2, Computer Assisted Drawing (CAD), Lab-Volt, Lodging Management, Culinary Arts and Microsoft A+ (IT Essentials). To be considered for a position requiring special certification/training, candidates must have already completed the required training and must be able to provide proof of completion of training upon request.

Some positions require educators to be trained in advance placement or honors. Educators can indicate availability for these positions in the online application and, if the educator has not completed advance placement or honors training they must agree to complete training during the summer months at their own expense. If an excess educator is placed into a position that requires the educator to complete advance placement or honors training, DoDEA will fund summer training for these educators.

Couples, who are applying for joint consideration and are eligible for different transfer groups, will be considered together in the higher transfer group. Spouses of excess educators who are serving on a permanent appointment as an educator can also apply as excess in Group C regardless of RAT status. Educators not eligible for RAT will only receive a PCS from their current location to their new duty station.

Domestic Partners and Same Sex Married Couples are eligible to request joint assignments for the DoDDS Teacher Transfer Program and must complete the Affidavit to support their Transfer Program application. Domestic partners are two people who are not married to each other in the traditional sense, who are living together, who have an exclusive and financial commitment to each other, and whose public and private conduct is typical of life partners. Roommates, friends or relatives of any kind are excluded from this definition.

All transfer program applicants must indicate on their online transfer program application if they or their family members have any special educational needs and/or medical requirement. It is the responsibility of each transfer program applicant to research their desired locations before applying for a transfer to ensure that appropriate services can be provided if transferred to a new duty station. This will be used for information purposes only and will not be used as grounds to deny a transfer.

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Educators desiring placement in a multi-level classrooms must apply for category 0100M Teacher, Elementary Grades 1-6 (Multi-Level Classroom) in the online transfer application.

Educators transferring to assignments requiring coaching must agree to the coaching duties, if selected by the principal in accordance with the negotiated agreement for the coaching assignment and qualified to perform the coaching duties.

The following schools operate on modified school year calendars, AFNORTH ES, AFNORTH MS/HS, Bahrain ES, Bahrain MS/HS, Klein Brogel ES, SHAPE ES and SHAPE HS. Teacher reporting dates and school holidays vary by location.

There are severe quarantine requirements for individuals bringing pets into Japan. Applicants are encouraged to read the memorandum dated January 5, 2005 regarding the New Service Member Dog/Cat Import/Export Requirements for Japan which is posted on the DoDEA Human Resources Center Home Page at: <http://www.dodea.edu/pers/>.

Educators are prohibited from shipping cars into Japan (including Okinawa) unless the car was manufactured for use in Japan. This means that even a Toyota or Honda that was manufactured for use in the United States may not be shipped into Japan.

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