

MEMORANDUM OF UNDERSTANDING
BETWEEN
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
AND
FEDERAL EDUCATION ASSOCIATION


RE: Transfer Program for School Year 2018-19


The Department of Defense Education Activity (DoDEA) and the Federal Education Association (FEA) hereby agree that the Transfer Program will be implemented consistent with the attached instructions in DoDEA for School Year 2018-19.

Although the parties would like to complete the full transfer program, it is understood that in light of current fiscal restraints, Management will need to limit the number of transfers and/or rounds.

In addition to the procedures attached, we also agree to backfill vacancies into the transfer round as soon as they become available. Each backfill vacancy would immediately be considered, starting with the most senior Group A+ applicant, either to place someone who has not yet been placed or to offer a higher priority listed location to a Group A+ educator who has already been placed. This same procedure will be followed if other groups are considered.

The parties agree that it is the intent of the parties, that in all references in implementing the transfer program, where we have listed "principal" or "Principal" to coordinate, act or process any action, management is permitted to designate other employees besides the "principal" or "Principal" to coordinate, act or process any action related to the transfer process described in the attached announcement and that the principal was named for informational purposes because of his or her expertise on school operations.


Chuck McCarter
President
Federal Education Association


Christine Mcgee
Human Resources Director
Department of Defense Education Activity

November 9, 2017
Date

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Date



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
TRANSFER PROGRAM - SCHOOL YEAR 2018/19**

OPENING DATE FOR APPLICATION SUBMISSION – NOVEMBER 13, 2017

DEADLINES:

Submission of Applications: December 15, 2017, 5 p.m. local time, to Principal
Endorsement of Application by Administrators due to DoDEA HQ-HR: January 9, 2018
Submission of Amendment to Applications: January 9, 2018, 5 p.m. EST.

SCHEDULED DATES OF TRANSFER PROGRAM ROUND:

January 11-19, 2018

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/Offices/HR/news/announcements.cfm>. Any revisions also must be made on-line. A list of all known vacancies will be posted on the DoDEA Human Resources Center before the placement round. New applications will not be accepted after the December 15, 2017 deadline except from teachers who are identified as excess subsequent to December 15, 2017.

Where to submit applications: Follow the instructions on the on-line application. All applications must be electronically submitted. In turn, the principal will endorse the application by January 9, 2018. Please print a copy of your application and keep it for your records.

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

The SY 2018-19 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 Human Resources Representative or the DoDEA Human Resources Center through e-mail: "Transfer Program."

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**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
TRANSFER PROGRAM - SCHOOL YEAR 2018-19**

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 announcement, applies to the School Year 2018-19 Transfer Program. The transfer program round is scheduled for January 11, 2018.
2. Consideration for transfer is as follows:

Group A+ FULL CONSIDERATION - 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: Europe East, Europe West, Europe South (Vicenza, Aviano, Rota, and Livorno). Applicants may also list Europe South (All except Bahrain and *Turkey), Pacific East (All), Pacific West (All), Pacific South (Okinawa only), and Pacific South (All).

- Employees will be considered in order of seniority based on the service computation date in the 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 2017-18 and identified as excess again for SY 2018-19.
- **Group A+ - CONSIDERATION FOR ONE YEAR LOCATIONS ONLY** - Educators eligible for Group D (excess or non-excess) who have completed 10 years at their current complex are eligible to apply for consideration in Group A+ for one year locations only. Educators can prioritize a maximum of 20 specific locations in

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

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

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the following locations: Bahrain, Cuba, Italy (Sigonella), Korea, Japan (Misawa and Okinawa), and Turkey. Educators will not be considered for any two year locations. Excess educators that cannot be placed in a one year area in Group A+, will be moved to Group C for placement. Educators who were transferred, as a result of being excessed, may combine years of experience to meet the 10 year requirement. When applying under this group, please apply for both Groups A+ and D on your transfer application or Groups A+ and C if you are excess.

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) Sigonella, Italy; (2) Sasebo, Japan; (3) Iwakuni, Japan; (4) Yokosuka, Japan (including Ikego); (5) Misawa, Japan, and (6) Seville, Spain. Also included are eligible applicants who have been continually assigned to (1) Korea; (2) Cuba; (3) Bahrain and (4) Turkey, for a minimum of the past three years to include the current school year. Employees who have voluntarily received a Permanent Change of Station (PCS) within Korea or Turkey must serve two years at their current location to be eligible for Group A.

- Employees will be considered in order of seniority based on the service computation date in the 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 2017-18 and identified as excess again for SY 2018-19.
- 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 Brogel 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) Atsugi, Japan; (2) Yokota, Japan; (3) Zama, Japan; and (4) 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 Personnel Data System.
- Employees who have been transferred, as a result of being excess, from a

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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 successor district.

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

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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 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 most qualified teaching. Applicants must be fully qualified at the time of consideration.
2. Eligibility and Procedural Requirements.


To be eligible for the transfer program, educators must be on a permanent appointment and have completed 2 years at their current location by the end of SY 2017/18 and either be eligible for Renewal Agreement Travel during the 2018 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. Group A locations are as follows: (1) Sigonella, Italy; (2) Seville, Spain; (3) Sasebo, Japan; (4) Iwakuni, Japan; (5) Yokosuka, Japan (including Ikego); (6) Misawa, Japan; (7) Korea; (8) Cuba; (9) Bahrain and (10) Turkey.
- c. Educators who were placed as excess through the SY 2017-18 transfer program and are again identified as excess for SY 2018-19.

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 2018-2019 Transfer Program. Educators that were placed as excess for SY 2017-18 in their commuting area and did not receive a PCS move are eligible to apply for the SY 2018-19 Transfer Program. Educators must meet the RAT eligibility requirement listed above.

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 an on-line web application with the school principal by the


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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 on-line 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. **Certification.** The application process requires both the applicant and the Principal to provide information about the following conduct issues.
 - Must provide information about any suspension within the current school year.
 - Must provide information if they are barred from the military installation.
 - Must provide information about any known ongoing investigation such as a Family Advocacy Program (FAP) investigation or military or civilian law enforcement investigation.

A decision on transfer program eligibility will be determined by a headquarters review at the time of application.

An applicant that is originally disapproved for failure to meet one of the above criteria may reapply if he/she subsequently meets all of the above criteria and the application deadline has not yet passed. Conversely, an applicant will be disqualified from the program if an applicant originally meets all of the above criteria, but then fails to meet all criteria prior to the physical transfer. Under these circumstances, the applicant and Principal are required to immediately inform the Transfer Program e-mail box in Outlook that he/she no longer meets the above criteria. A decision on transfer program eligibility will be determined by a headquarters review at that time.

As in prior years, Principals must continue to certify that an applicant's current work performance under the pass/fail performance system is "pass" as a prerequisite for approval.

4. **Amendments/Withdrawals.** Amendment and withdrawal requests should be made via the on-line 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 the transfer round. Once educators have been offered a position through this Transfer Program, they must accept the transfer or be terminated from employment.
5. **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 2017-2018 will also be submitted to the program although principals have the option to modify the categories prior to submitting the vacancy for the new school year.

6. Vacancies will list no more than three categories. Virtual School vacancies are not included in the Transfer Program.

During the Transfer Program, vacancies are filled based on the certification teaching categories of the position. Positions are not filled with the four character job codes assigned by Resource Management to track positions on the manpower voucher such as SSST (formerly ISSP), FDKT, ELMP, etc. The SSST code was used to describe those educators who served as school support specialists, however "SSST" is a job code used strictly as a Resource Management Code and has nothing to do with the certification or teaching category.

7. 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.
8. 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 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 March 31, 2018 for current commuting area, district or teaching category reconsideration. Educators that request medical reconsideration with approved medical documentation will receive reconsideration until May 1, 2018. Reconsideration can only be permitted provided that no employee travel or movement of household goods has begun, thus incurring no

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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 March 31, 2018. 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.

9. 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.

As a reminder, prior to any official travel in the overseas area, educators must contact the Passport Specialist at DoDEA HQ to ensure all requirements are met and that their Official Passport is current. **DO NOT WAIT UNTIL YOU ARE READY TO TRAVEL.** 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 any required visa. The Passport Specialist can be reached at 001-571-372-0789 (if calling from overseas) or 571-372-0789 (if calling from the United States) or passports@hq.dodea.edu.

Educators who indicate availability for placement worldwide, in Europe, in Pacific, or in the Europe South District will be considered for all locations in those areas except for Bahrain, Turkey, and Guam. Educators desiring placement in Bahrain, Turkey, and/or Guam must specifically list Bahrain, Turkey, and/or 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.cfm>.

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 aligning course selection with the established DoDEA graduation criteria; (4) Completion

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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 Advanced Placement or honors. Educators can indicate availability for these positions in the online application and, if the educator has not completed Advanced 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 Advanced Placement or honors training, DoDEA will fund training for these educators.

Candidates who are successful in obtaining a transfer through the Worldwide Transfer program and either taught the teaching category/categories several years ago or have never taught the teaching category/categories they will teach in the new assignment, agree to report to the new assignment prepared to perform at the full performance level.

Married couples and same sex domestic partners, 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.

Same sex domestic partners 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. The Same Sex Domestic Partners provision listed in this section is only applicable to employees located at two year tour of duty locations for employees who have not concluded their tour of duty since December 31, 2016. This is in accordance with the Phase-Out of Benefits for Civilian Employees' Same Sex Domestic Partners (SSDPs) and the Dependents of those SSDPs and listed in the "Phase-out Plan Chart,"

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attached to the DoD Memorandum, in Section II, DoD-Specific Benefits/Worklife Benefits, under the heading "DoD Dependents Schools Transfer Program," which provides: "no benefit or allowance may be granted or paid after December 31, 2016 OR 60 days after the conclusion of an employee's current tour of duty abroad, whichever is later."

For positions in a foreign country, that country's laws or international agreements may have a direct impact on the ability of an employee's same sex domestic partner or same sex spouse to accompany the employee and receive certain benefits. If you believe you may be affected by these laws and agreements, you should familiarize yourself with relevant information before applying for or accepting this position.

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. NOTE: Medical treatment is usually NOT available at the Military Treatment Facilities so the expectation should be that treatment would be on the economy.

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, SHAPE MS, 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 (including Okinawa) which is posted on the DoDEA Human Resources Center Home Page at: <http://www.dodea.edu/Offices/HR/news/announcements.cfm>.

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.

Employees assigned to Ankara, Turkey after August 31, 2017 will be in an unaccompanied status (No dependents authorized). Please consider this factor when

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selecting Turkey as a geographical location preference on your transfer program application.

Loss of command sponsorship will prevent educators from entering military installations in Spain and will prevent educators from remaining in or entering Italy to perform their assigned duties for DoDEA. Permanent educators assigned to Spain or Italy who lose command sponsorship through no fault of their own because of SOFA or Tri-Component requirements, will be treated as excess employees for the purpose of the DoDEA Worldwide Transfer Program. They will be included in the excess employee category. It is permanent educators' responsibility to notify their supervisors and the DoDEA Europe Human Resources Chief prior to the loss of sponsorship in order to be placed through the DoDEA Worldwide Transfer Program before the loss of sponsorship.

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Teacher Transfer Program School Year 2018-19 Timeline

Date	Responsible Official	Event
November 13, 2017	Headquarters	Headquarters publish Teacher Transfer Program Announcement.
November 20, 2017	Principals	Principals identify excess educators.
November 22, 2017	Principals and Districts	Principals submit vacancies and excess teacher names to the DSO. Vacancies must be shared with the appropriate district level association/union representative.
December 4-8, 2017	Superintendents	Superintendents complete district placement round for excess educators.
December 11, 2017	Districts and Areas	DSO/Areas submit vacancies to DoDEA headquarters.
December 15, 2017	Teachers	Teacher deadline to submit Transfer Program application.
December 15, 2017	Headquarters	Deadline to post vacancies. 5:00 p.m. EST.
January 9, 2018	Teachers	Deadline to amend Teacher Transfer Program Application. 5:00 p.m. EST.
January 9, 2018	Principals	Principal deadline to certify Transfer Program applications – must include backfill categories.
January 11 - 19, 2018	Headquarters	Conduct Teacher Transfer Program.


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