

# **MEMORANDUM OF UNDERSTANDING**

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)**

**AND**

**FEDERAL EDUCATION ASSOCIATION (FEA)**

**RE: Worldwide Reassignment Program**

In accordance with the August 1, 2023, CBA, Article 9 (Transfer Program), on November 7, 2024, the Agency notified the Association that it was establishing a DoDEA World-Wide Reassignment Program that would be implemented for Cuba, the Europe Region, and the Pacific Region (excluding Guam), starting in SY 2026-27.

The parties bargained the attached Standard Operating Procedures (SOP) for conducting the World-Wide Reassignment Program. Whenever in the SOP the wording can be read to assign a duty or task to a specific management position it shall be interpreted to mean that the duty can be assigned to that position or a management designee.

For the Agency

For the Association

\_\_\_\_\_  
Alexa Rukstele  
Chief, LMER  
DoDEA

  
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Brian Chance  
President  
FEA

24 JAN 2025

Date:

Jan 22, 2025  
Date:

# DoDEA

## Worldwide Reassignment Program

### Standard Operating Procedure

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This Standard Operating Procedure (SOP) establishes conditions, assigns responsibilities, and implements procedures for the DoDEA Worldwide Reassignment Program (WRP). This shall be the only formal reassignment program for educators in positions covered under 20 U.S.C. § 901. Reassignments between Regions will only be affected through the WRP.

#### SECTION 1: GENERAL INFORMATION

##### **A. APPLICABILITY.**

1. This SOP applies to U.S citizen school level educators occupying a permanent position under 20 U.S.C. § 901, which includes permanent full-time school level educators serving under an Excepted Appointment located within Cuba, Europe Region, and Pacific Region (excluding Guam).
2. It does not apply to:
  - a. Temporary not-to-exceed (NTE) appointments.
  - b. Competitive service appointments.
  - c. Part-time educators.
  - d. Educator positions located within the DoDEA Americas Region (excluding Cuba).
  - e. Educator positions located within Guam.
  - f. School Principals and Assistant Principals.
  - g. Above-school level positions, including District Superintendents, Community Superintendents, Region and District Chief of Staffs, and Instructional System Specialists.

**B. POLICY.** It is DoDEA policy that reassignments under the DoDEA Worldwide Reassignment Program:

1. Will be used to build institutional capacity within schools to maintain a high standard of excellence, and to enable the best use of skills and resources.
2. Will not limit or restrict the use of DoDEA's authority to reassign educators under management directed reassignments (MDR) (including to other geographic locations) on a case-by-case basis for the efficiency and effectiveness of the Agency.
3. Reassignments shall be:
  - a. Between positions, as defined in 20 U.S.C. § 901;
  - b. To encumbered positions outside the educator's installation and/or commuting area; and
  - c. Effectuated at the start of the subsequent school year.

**C. FEDERAL LAW, RULE, REGULATION AND COLLECTIVE BARGAINING AGREEMENTS.** When provisions of this SOP differ from Federal law, rule or regulation, the Federal law, rule and/or regulation provisions will apply. When provisions of this SOP differ from a Collective Bargaining Agreement (CBA), the provisions of the CBA will control. If the Agency decides to change the Worldwide Reassignment Program, it will provide notice and opportunity to bargain in accordance with the applicable CBA.

**Section 2: RESPONSIBILITIES**

**A. DODEA DIRECTOR.** The DoDEA Director retains overall responsibility for determining if and when the WRP reassignment program will be conducted each year and the administration and implementation of this SOP. Therefore, these reassignment decisions cannot be grieved or arbitrated.

**B. DODEA HUMAN RESOURCES DIVISION CHIEF.** The DoDEA Human Resources Division Chief:

1. Evaluates and revises the WRP, as needed.
2. Ensures the publication of the WRP policies and procedures along with required supporting forms, guidance, and information.

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**C. DODEA SUPERINTENDENTS AND ADMINISTRATORS.** The Superintendents and Administrators:

1. Ensure communications regarding the WRP are shared with educators.
2. Provide appropriate guidance and assistance to Administrators and educators regarding the requirements of this SOP.

**D. DODEA EDUCATORS.** The Educators will submit applications in accordance with the procedures outlined in this SOP.

**SECTION 3: WORLDWIDE REASSIGNMENT PROGRAM OVERVIEW**

**A. DODEA WORLDWIDE REASSIGNMENT PROGRAM.**

1. The use of the WRP allows DoDEA to readily identify and reassign educators to build school level capacity and meet strategic initiatives in DoDEAs Blueprint.
2. The WRP will provide reassignments designed to give schools the depth of experience needed to improve the mission effectiveness of DoDEA.
3. A program review of the WRP will be conducted by DoDEA every three (3) years to determine its effectiveness.

**B. ELIGIBILITY FOR THE WORLDWIDE REASSIGNMENT PROGRAM.** To be eligible for the WRP, an educator must:

1. Have at least a "Fully Successful" performance rating of record.
2. Not be on a performance improvement plan (PIP).
3. Not be under any investigation, including but not limited to, investigation by the Family Advocacy Program (FAP), the Inspector General (IG), and/or DoDEA's Security Management Decision (SMD), etc.
4. Not have an active Letter of Reprimand in their record at the time of their application.
5. Not have been issued any Suspensions within three (3) years of their application.
6. Not be on extended leave at the time of application submission without an expectation of returning to duty before the start of the next school year, regardless of the reason(s).

(For items 1-6, if an employee is deemed ineligible, a decision on their eligibility for the WRP will be determined by a Headquarters review at the time of application.)

7. Have a current DoDEA Professional License.
8. Be certified for the categories listed on their application no later than November 30th of the current school year.
9. Have been at their current installation (School/Complex/Commuting area) for a minimum of six (6) consecutive years by the end of the school year that the application is submitted. Employees "involuntarily" excessed may combine the years of their previous location and current location to reach the minimum of six (6) consecutive years, they will be required to attach their involuntary excess letter; and
10. Complete the required tour of duty by the end of the school year (be eligible for Renewal Agreement Travel during the summer recess period prior to the upcoming school year) during which the application for reassignment is made, if serving under a transportation agreement.

#### **C. PROCEDURES FOR THE WORLDWIDE REASSIGNMENT PROGRAM.**

1. DoDEA HR Division Chief will designate an online application system which allows submission and administration of educator applications.
2. Educators will be placed in encumbered permanent positions in Cuba, Europe Region or the Pacific Region (excluding Guam) until funding limits are reached or when all matches to vacancies have been made, whichever comes first. No reassignments will be made to Bahrain, Cuba or Turkey, unless specifically listed on the educator's application.
3. Educator reassignments cannot result in a promotion.
4. Reassignments will normally be to the same grade and pay level. Educators may request to be reassigned to lower-level positions; however, if they are placed in a lower-level position, they will not receive pay retention.
5. Educators will be placed using service computation date (SCD), starting with the most senior. If one or more applicants have an identical SCD, the educator with the highest last four (4) of their social security number will be considered first.

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6. Educators may apply for reassignment based on desired geographical preferences in desired priority order. Educators may apply for up to ten (10) locations, either by School, District, Country, or Region, in example: District (e.g., Europe East), Region (e.g., Europe), country (e.g., Germany), individual school (e.g., Kinnick High School, Japan), and Worldwide.
7. Educators may apply for grades, subject areas, and specializations for which they are certified. Educators will list teaching category preferences in desired priority order.
8. Placements will be made using applicant's SCD, starting with the most senior applicant. Placements will be made using the following order:
  - a. Geographical preference.
  - b. Category preference.
9. Once the application deadline closes, there will be no withdrawals from the process.
10. Normally, reassignment opportunities through the WRP will be conducted after the excessing and other reassignment programs.
11. If an educator is selected for a reassignment through the WRP and was also selected for an MDR through the excessing process or another reassignment program, the educator will be given their preference of position for reassignment.
12. No Permanent Change of Station (PCS) costs are authorized for educators who move within a designated school, school complex, local commuting area or within 50 miles of the employee's duty station.
13. Married couples may be considered jointly or separately.
  - a. If spouses wish to be jointly considered, they will both be ranked by the SCD of the spouse with the lowest (least senior) SCD.
  - b. When spouses request joint consideration, efforts will be made to place spouses within the same geographic location based on teaching categories, however no reassignment will be made when the commuting distance between the two available positions exceeds 50 miles between schools.
  - c. Spouses that request reassignment individually will be considered for reassignment based on their own SCD.

14. An applicant may withdraw from the WRP without penalty at any time prior to the announced closing date and time using the automated system designated.
  15. All educators who receive a reassignment through the WRP will be required to complete the LQA questionnaire which will be provided with their offer letter. The questionnaire must be returned along with their signed acceptance. Educators will only need to complete the sections on the questionnaire that pertain to them, and all others can be left blank. The signed acceptance and questionnaire will be forwarded to the CHRA Entitlements team for review. Once the final determination has been completed, the educator will receive a copy for their records.
  16. Declination of reassignment. Through application for reassignment, employees give prior acceptance of positions, schools and locations which they indicate on their application. Any applicant who declines a reassignment will be terminated from the Federal Service. Any applicant who accepts a reassignment and then refuses the reassignment will be terminated from the Federal Service. Any applicant that fails to respond to their MDR notice within the five workdays, will be terminated from the Federal Service.
  17. If an educators assigned position no longer exist or is abolished prior to the end of the school year, the Agency will continue to review new vacancies and attempt placement of the educator based on their application until April 30<sup>th</sup> of that year, if not placed in a new position, the educator will remain in their current position, unless their position was restructured, assigned to an educator in the WRP, assigned to a current educator or an offer was made to a new hire. If their position is no longer available, the educator will be assigned another position at their current installation, and these reassignments cannot be grieved nor arbitrated.
  18. Documentation. CHRA will initiate the Standard Form 52, "Request for Personnel Action," effectuating the management directed reassignment. CHRA shall retain all supporting documentation and upload to the electronic official personnel folder.
  19. The applicable Association / Union will be invited to participate in the WRP process, normally conducted virtually.
- D. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this SOP only.

**Encumbered positions.** Positions currently filled that are scheduled to become vacant positions at the start of the subsequent school year (e.g., vacancies created through Early Notice Incentive (ENI) awards, NTE continuing positions that will be vacated at the end of SY (PCS or resignation), backfill vacancies created in the

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WRP).

**Local Hire.** Applicant hired within the local commuting area of the assigned location.

**Management-Directed Reassignment (MDR).** The reassignment of an employee as directed or initiated by a manager/supervisor to a position without known promotion potential.

**Permanent Change of Station.** Movement of a civilian employee to a different permanent duty station that is geographically located outside the local commuting area.



**SAMPLE MANAGEMENT DIRECTED REASSIGNMENT LETTER**

**DoDEA Worldwide Reassignment Program**

**Management Directed Reassignment**

Name

**Congratulations!** You have received a reassignment to the following position through the DoDEA Worldwide Reassignment Program for the XXXX-XX school year.

Position Title

Position Title

Position Title

School and Location

District

Tour of Duty

Special Remarks:

Effective date of MDR

Current Position

Please indicate your acceptance/ declination of this position by completing the lower portion of this memorandum and returning the entire form through e-mail to XXXXX@dodea.edu within five (5) workdays of receipt.

\*Failure to comply with this management-directed reassignment, or failure to respond within the five workdays, will result in administrative action being initiated to separate you from your position with DoDEA and the Federal Service. To preclude administrative action to separate you from your position, you may choose to submit a resignation or if eligible a retirement Request for Personnel Action.

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If necessary, please request your travel orders immediately by initiating a request through the Travel Order Processing System (TOPS) at: [https:// webapps.dodea.edu/TOPS/](https://webapps.dodea.edu/TOPS/) WITHIN 10 workdays. Also, within 10 workdays of receipt of your travel orders you must meet with the appropriate transportation office to schedule your pack out and travel arrangements. Timely shipment of household goods and travel (which is occurring during a peak season) ensures you a smooth relocation. You must complete a signed transportation agreement, signed acceptance letter and Anti-Terrorism training certificates for yourself only and attach these documents to your request for travel orders in TOPS.

All educators who receive a reassignment through the WRP will be required to complete the LQA questionnaire which will be provided with their offer letter. The questionnaire must be returned along with their signed acceptance. Educators will only need to complete the sections on the questionnaire that pertain to them. All other sections can be left blank. The signed acceptance and questionnaire will be forwarded to the CHRA Entitlements team for review. Once the final determination has been completed, the educator will receive a copy for their records.

All DoDEA educators and family members must have an official passport for government funded travel. Official passports must be valid for at least six months prior to any government funded travel that is initiated.

Requirements for travel to England (UK) and Italy: VISAs are required and must be obtained before travel is initiated.

Requirements for travel to the Republic of Korea (ROK): Korea Electronic Travel Authorizations (K-ETAs) are required prior to departing for ROK. Please apply for a K-ETA 2 weeks before the projected travel date - [www.korea-etravels.com](http://www.korea-etravels.com). Additionally, A-3 VISAs are required for travel to ROK, and must be obtained within 90 days after arrival in ROK.

It is an expectation for VISA applicants to pay for the cost of the VISA/s when applying. A voucher must be submitted after travel is complete for reimbursement of the incurred costs. All receipts are required during voucher submission.

Please contact the DoDEA Passport Specialist by e-mail at [HQ.Passports@dodea.edu](mailto:HQ.Passports@dodea.edu) for assistance with official passports and VISAs.

If you have any questions regarding your reassignment, if your plans change and you do not intend to report to your new duty station or accept a new position within the agency, please contact the WRP mailbox in outlook at [XXXXXXXX@dodea.edu](mailto:XXXXXXXX@dodea.edu).

I wish you continued success in your new assignment.

XXX XXXXX  
Chief, Human Resources Division

Please check only ONE of the following options:

☐ I **ACCEPT** this reassignment.

☐ I **DECLINE** this reassignment and will submit a resignation or retirement.

Employee Signature

Date MM/DD/YYYY

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