

**MEMORANDUM OF UNDERSTANDING  
FOR DoDDS PACIFIC COMPASSIONATE REASSIGNMENT PROGRAM FOR  
SCHOOL YEAR 2007-08**

**SUBJECT:** Procedures for Applying for DoDDS Pacific Compassionate Reassignment Program for School Year 2007-08

**NOTE: Educators are also encouraged to submit an application through the School Year 2008-09 DoDDS Transfer Program for placement under the normal procedures identifying desired categories and locations.**

1. Applications for the DoDDS Pacific Compassionate Reassignment Program must be submitted to the school principal. Upon receipt the principal will verify the employee is performing at a satisfactory level of performance. If the employee is at a satisfactory level of performance, the principal will forward the application to the district superintendent for review and recommendation. Approved applications for compassionate reassignment will be considered for placement on a year round basis. Educators previously approved for a compassionate reassignment must submit updates to their application annually for continued consideration. Educators are also required to submit updates as medical conditions or circumstances change. The application will expire when a transfer is granted or when withdrawn. Probationary educators in their second year of employment may apply for compassionate reassignments.
2. The application packet will then be forwarded to the DoDDS Pacific Human Resources Division for review by a panel consisting of the Human Resources Advisor, Management Employee Relations Specialist, Education Supervisor, and an authorized military physician, if deemed necessary. During the panel process, one of the Pacific FEA representatives will serve as a voting member. Each submission for a compassionate reassignment will be reviewed on a case-by-case basis.
3. If approved by the panel, the educator will be considered for locations that are deemed satisfactory to meet all conditions contained in the application. Placement consideration will be reviewed against vacant positions in the Pacific Area. However, if the reassignment is considered critical and the supporting documentation recommends placement outside the Pacific Area, the Pacific Director will coordinate with the Europe Director for assistance with finding an appropriate position for the educator. Approval for compassionate consideration does not guarantee a placement. Placements can only be made as vacancies occur at the location(s) that meet the criteria for the reassignment.
4. The Pacific Human Resources Division will confirm that all conditions related to the transfer request can be met before an offer is made for a compassionate reassignment. If the compassionate reassignment is due to a medical condition (physical or mental), the educator must have a letter from his or her physician recommending the reassignment. All application packets must be current along with appropriate medical or legal documentation attached and dated no earlier than June 30, 2007.
5. Approved compassionate reassignment candidates will receive priority consideration for placement before local hire and CONUS hire educators. When a vacancy occurs, the personnel staffing specialist will check the database for compassionate reassignment candidates prior to issuing a referral list of local hire educators or submitting the request for personnel action to DoDEA Human Resources Regional Service Center for a CONUS hire educator. Placement of a compassionate reassignment candidate will be made if a match is found and all conditions for the reassignment can be met. The human resources staffing specialist will contact the applicant

concerning the reassignment. Amendment and withdrawal requests should be made as soon as possible. An application may be withdrawn at any time until an offer for reassignment is made. Once an educator has been offered a position through the Compassionate Reassignment Program s/he must accept the reassignment or be terminated from DoDDS employment. The school principal will be notified that placement of a compassionate reassignment applicant will be made against the vacant position.

6. Educators who received a compassionate transfer for school year 2006-07 will not be considered under the compassionate program for school year 2007-08, except in cases when the medical condition or circumstances have changed, such as the medical facilities have closed and the appropriate medical care is no longer available.

7. The following types of conditions may be considered for a compassionate reassignment in this order:

a. **Medical:** The medical need is such that the educator cannot remain at the current location and, absent the compassionate reassignment, the educator may have to leave DoDDS due to the severity of the medical problems. A supporting physician's statement is required (must be in English). It must indicate the specific medical condition (diagnosis), prognosis, the medical basis for the educator's inability to remain in the current location or position, and the medical basis for the ability to work at the new location or position, and the type of medical care, climate or environment needed to relieve the medical condition. Requests based on medical needs of family members will be limited to those of family members currently residing with the educator as authorized dependents.

b. Reunite **DoDDS Teacher Couples:** Requests to reunite married DoDDS educators who were separated involuntarily as a result of one of the educators being declared excess and reassigned may be considered for a compassionate reassignment. A copy of the excess notification and reassignment letter must be submitted with the request for compassionate reassignment. The educator will become eligible when the placement of the spouse has been made since that is the basis for the separation. Requests to reunite separated married couples under any other circumstances will not be approved.

c. **Other Reasons:** Requests for compassionate reassignment for other than the above reasons may be considered. Since the circumstances will be unique to the educator, applications should provide as much information and supporting documentation as possible.

8. Educators will be considered in order of school year of approval of the compassionate request and by seniority based on their service computation date in the Defense Civilian Personnel Data System (DCPDS). Educators with the earliest approval date will receive the highest consideration for placement.

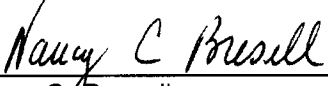
9. Only Title 20 permanent educators (TP) are eligible for compassionate reassignment. DDESS-Guam employees are not eligible to apply.

10. Employees in their first year of employment are not eligible for compassionate reassignment.

11. Educators will be considered for reassignment to permanent continuing vacancies only.

12. Educators approved for a compassionate reassignment will receive consideration without regard to their current travel eligibility.

13. Normally, compassionate reassignments require that a local hire educator is available to fill behind the selectee. However, depending on the severity of the case, the back fill requirement may be waived by the Pacific Director's Office.

  
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Nancy C. Bresell  
Director, DoDDS Pacific

  
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