



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649 BOX 7000  
APO AE 09096**

April 5, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DODDS-E  
PRINCIPALS, DODDS-E  
HUMAN RESOURCES MANAGERS, DODDS-E

SUBJECT: DoDDS-Europe Overseas Limited Appointment (OLA) Authority Policy and  
Procedure Guidance

References: DoDEA Policy Memorandum on OLA.

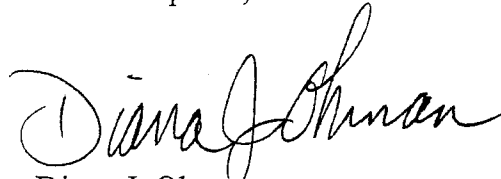
Department of Defense (DoD) Civilian Personnel Manual (CPM) Chapter  
301, "Overseas Employment."

- A. PURPOSE: To establish the DoDDS-Europe policy and procedures for using the time limited OLA authority.
- B. APPLICABILITY: This policy applies to appointments made under the provisions of DoD (CPM) Chapter 301, "Overseas Employment," and 5 CFR Part 301, Subpart B, "Overseas Limited Appointment" within DoDDS-Europe.
- C. POLICY AND PROCEDURES:
  1. The OLA authority is used to appoint United States citizens available in the overseas area who are not family members of military personnel or Federal civilian employees stationed in the area. This authority is used **ONLY** when emergency or unusual circumstances make it infeasible to appoint from a register.
  2. Extensive recruitment efforts must be made to fill the position with a family member of a military or Federal civilian employee stationed in the area prior to requesting permission to use the OLA authority. If, after all recruitment efforts have been made resulting in no qualified applicants, the Request Permission to Use OLA memo must be submitted to the District Superintendent's Office (DSO) for approval.
  3. Overseas limited term appointments may be made for 5 years or less, but will not exceed 5 years unless prior approval is obtained from the Director, DoDDS Europe. Only the Director, DoDDS-Europe has the authority to grant extensions beyond the 5-year limitation. Request for extensions beyond 5 years must be submitted in writing to DoDDS-Europe Human Resources Office (HRO) through the DSO. The

justification must provide evidence that all efforts have been made to recruit as outlined in paragraph one.

4. Human Resources Specialists (HRS) must ensure that any applicant given an OLA appointment sign the acknowledgement of OLA memorandum, which outlines the limitation of this appointment. A copy of the memo must be given to the employee, a copy placed in the employee's personnel records, and a copy forwarded to the DoDDS-Europe servicing HRS. The DoDDS-Europe HRO will manage the tour limitation and notify the district prior to the completion of the employee's OLA tour of duty so that the appropriate personnel action can be taken to remove the employee from the rolls.

D. EFFECTIVE DATE: This policy is effective April 5, 2004.

A handwritten signature in black ink, appearing to read "Diana J. Ohman". The signature is fluid and cursive, with the first name "Diana" being the most prominent part.

Diana J. Ohman  
Director, DoDDS-Europe

Attachments:

1. DoDEA OLA Policy Memo
2. Request Permission to Use OLA Authority Memorandum
3. Acknowledgement of OLA Memorandum



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

PERSONNEL AND  
READINESS

Human Resources Center

04-HRC-001  
March 02, 2004

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM

Overseas Limited Appointments

This directive-type memorandum implements the provisions of Department of Defense (DoD) Civilian Personnel Manual (CPM) Chapter 301, "Overseas Employment." In particular, this memorandum provides the Department of Defense Education Activity's (DoDEA) policy and procedures regarding the appointment of United States citizens recruited overseas under the provisions of the overseas limited appointing authority, 5 CFR Part 301, Subpart B and DoD 1400.25-M, Sub Chapter 4.

Overseas Limited Appointments (OLA) are time limited temporary or limited term appointments. DoDEA does not use the indefinite OLA appointing authority since DoD policy limits employment in foreign areas to a 5-year period.

1. Applicability and Scope

This memorandum applies to appointments made under the provisions of DoD Civilian Personnel Manual (CPM) Chapter 301, "Overseas Employment," and 5 CFR Part 301, Subpart B, "Overseas Limited Appointment" within the Department of Defense Education Activity.

2. Policy and Procedures

2.1. The OLA authority is used to appoint United States citizens available in the overseas area who are not family members of military personnel or Federal civilian employees stationed in the area. Under this appointing authority, applicants are not subject to competitive examination. Veterans' preference rules apply. This authority is used only when emergency or unusual circumstances make it infeasible to appoint from a register.

2.2. Overseas limited term appointments may be made for 5 years or less; but, will not exceed 5 years unless prior approval is obtained from the DoDEA Director or his/her designated representative. The requesting activity must document the reasons for the continued need of the employee. This approval authority is delegated to the Director DoDDS Europe, Director DoDDS Pacific, and Director DDESS.



2.3. An employee receiving an overseas limited term or temporary appointment does not acquire competitive status as the result of the appointment.

2.4. An employee given an overseas limited term appointment in excess of one year is required to serve a trial period of one year. Prior Federal civilian service may be credited toward the trial period. The service must have been in the same agency ("agency" in this context means DoD); in the same line of work; and contain no more than a single break in service of 30 calendar days or less.

2.5. An employee given an overseas limited term appointment is in tenure group III (3) for reduction-in force purposes. Temporary overseas limited employees are listed among non-competing employees.

2.6. When possible, an overseas limited term employee will be notified 60 calendar days before the effective date of his or her termination. Termination of an overseas limited term employee before the scheduled expiration date of his or her appointment must be process under the procedures of 5 CFR Chapter 432 or Chapter 752 as appropriate, if the reason for the termination is not due to a reduction in force.

2.7. Prior to use of overseas limited appointing authorities, DoDEA encourages advertising for applicants eligible for Veterans' Recruitment Appointment, Veterans' Employment Opportunity Act Appointment, or the 30% Disabled Veteran Appointment.

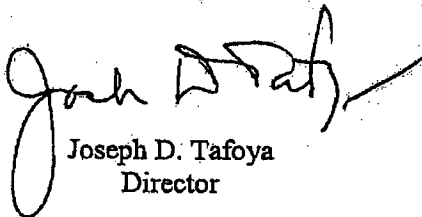
### 3. Conversion to Status Appointment

3.1. All conversions will be in accordance with governing Office of Personnel Management (OPM) procedures (shared-examining) and by OPM authority (OPM Certificate of Eligibles). An employee hired locally in a foreign area may be converted to a competitive status appointment only when it is clearly in the best interest of the Department of Defense Education Activity.

3.2. Conversion will not be effected to improve the employee's job security, employment benefits, or future opportunities.

3.3. Request will be submitted to the responsible field Human Resources representative. If approved, the converted employee must sign the appropriate rotation policy.

This memorandum is effective immediately. A DoDEA Regulation governing the Overseas Limited Appointments shall be issued within 90 days.

  
Joseph D. Tafoya  
Director

**School Letterhead**

Date

MEMORANDUM FOR SUPERINTENDENT, \_\_\_\_\_ DISTRICT

SUBJECT: Request Permission to Use Overseas Limited Appointment (OLA) Authority

The OLA authority is used to appoint United States citizens available in the overseas area who are not family members of military personnel or federal civilian employees stationed in the area.

All recruitment efforts have been made to fill the position of \_\_\_\_\_ with a family member in the above category. No qualified applicants have applied. Due to the nature of the position, it is critical that the job be filled as quickly as possible. Therefore, request permission to use the OLA authority to recruit external applicants that might reside in the commuting area.

The OLA will comply with the 5 year or less appointment as outlined in the DoDEA policy dated March 2, 2004.

\_\_\_\_\_  
Signature of Principal

I \_\_\_\_\_ certify that all recruiting efforts have been made  
PCR Name

and that there are no qualified applicants to fill this position.

\_\_\_\_\_ I concur with this request.

\_\_\_\_\_ I do not concur with this request.

\_\_\_\_\_  
Signature of District Superintendent

**School Letterhead**

Date

MEMORANDUM FOR HUMAN RESOURCES OFFICE, DODDS-EUROPE

SUBJECT: Acknowledgement of Overseas Limited Appointment (OLA)

I, \_\_\_\_\_, acknowledge that my employment in  
(Printed Name)

the position of \_\_\_\_\_, with the Department of  
(Position Title/Series/Grade)

Defense Dependents Schools at \_\_\_\_\_ is only for the  
(Duty Location)

period of a prescribed overseas tour, as determined by the DoD Civilian Personnel Manual (CPM) 301, "Overseas Employment," and 5 CFR Part 301, Subpart B, "Overseas Limited Appointment" within DoDDS-Europe. This tour is a voluntary agreement between management and myself and does not confer any rights or entitlements upon completion of the 5 year OLA.

I further acknowledge that the position to which I am appointed is subject to the 5 – year overseas limitation. Any extension beyond 5 years may only be granted by the Director, DoDDS-Europe.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date