

OVERSEAS PRE-EMPLOYMENT DATA FORM

Personal Data:

Name: _____ Social Security Number: _____
Citizenship: _____ Date of Birth: _____
Typing-Words Per Minute: _____

Employee Preferences

Work Schedule: Full Time: Part Time: Minimum # of hours willing to work per week: _____
Employment Type: Permanent Temporary
Employment Categories - Choose all that are applicable: (Please see instruction form for definitions)
30% Disabled Veteran VRA Eligible VEOA Eligible Transfer Eligible
Reinstatement Eligible ICTAP Eligible NAF Interchange Eligible
Military Spouse Preference Eligible Family Member Eligible
Military Spouse Preference Eligible for Executive Order 13473 Reemployed Annuitant

Current/ Previous Federal Civilian Employee Information

Currently Working for Federal Government: Yes No Where: _____
How many hours per week?: _____
Is the position: Permanent Yes No Temporary Yes No
Currently a career/career conditional federal employee: Yes No
Are you a Federal Civil Service Retiree: Yes No
Currently on Leave Without Pay: Yes No Expiration Date: _____
Have you ever accepted a Voluntary Separation Incentive Payment: Yes No Date: _____
Highest Grade Held and Pay Plan: Pay Plan: _____ Grade: _____
Start Date: _____ End Date: _____
Last Performance Appraisal Fully Successful or Better: Yes No
Date of Performance Appraisal: _____

Overseas Status Information

Sponsor: Active Duty Military DoD Civilian-USA Hire DoD Civilian-Local Hire
US Citizen Employed as a Contractor Self- I am the Sponsor
Relationship to Sponsor: _____
Sponsor's DEROS Date: _____
Dual National: Yes No Country: _____
Have a residence/work permit in Country Outside US: Yes No
Countries: _____
Visa Type: _____ Visa Expiration: _____
Date arrived in Host Country: _____
Are you presently living in a host country without affiliation with US military forces or a civilian component:
Yes No

Signature

Date

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Instruction Guide for the Overseas Pre-Employment Data Form

Employment Category Definition:

30 percent Disabled Veteran: You must have prior military service with a disability rating of 30% or more. If selected, you will be required to submit page 4 of DD Form 214, Certificate of Discharge. When claiming 10-point preference, you must also submit your SF 15, Application for 10-point Veteran's Preference and supporting documents (i.e., Veteran's Administration letter dated 1991 or later as outlined on the reverse side of the SF 15).

VRA eligible: Under Public Law 107-288 the following veterans are eligible for a non-competitive Veteran Recruitment Appointment (VRA): Disabled Veterans; or Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFEM); or recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. There are no time restrictions on appointment of the first two categories of veterans. There are no length of service requirements for all three categories of veterans. The maximum grade level at which appointments may be made is GS-11. Veterans must meet all qualification requirements. If selected, you will be required to submit Page 4 of DD214, Certificate of Discharge.

VEOA eligible: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after substantially completing an initial 3 years active service may apply. If selected, applicant will be required to submit page 4 of DD214, Certificate of Discharge.

Transfer Eligible: Currently a permanent, career or career conditional, non-DoDEA federal civilian employee.

Reinstatement Eligible: Those individuals who previously held a career or career-conditional appointment in the competitive Federal service. There is no time limit on reinstatement eligibility for those who either have veterans' preference, or acquired career tenure by completing 3 years of substantially continuous creditable service. There is a three year time limit from date of separation of former career conditional employees with no veterans preference.

ICTAP eligible: Interagency Career Transition Assistance Plan (ICTAP) eligibles. Current or former employees displaced from non-DOD agencies. Individuals seeking ICTAP eligibility will be required to submit a copy of their Reduction in Force (RIF) separation notice (Notification Letter or SF 50) and a copy of their most recent performance rating. ICTAP eligibles must be rated well qualified for the position to receive consideration. A well-qualified employee is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position.

NAF Interchange eligible: Currently serving on a NAFI position without time limitation and have a regular work schedule or have been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI position. May be appointed only to permanent positions based on this authority.

Military Spouse preference eligible: The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. Military spouses will not lose MSP eligibility when accepting a temporary or term position or a permanent position with a flex or intermittent on call work schedule (non-continuing positions). NOTE: MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member.

Family member appointment eligible (overseas): Family members DoD or NAF civilian employees, or a military spouse who has lost military spouse preference due to accepting or declining an offer of continuing employment. A continuing position for this purpose is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.

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Military Spouse Eligible for Executive Order 13473: Executive Order 13473 authorizes noncompetitive appointments in the civil service for spouses of certain members of the armed forces. If you are claiming this spousal eligibility based on PCS of the sponsor, you must provide a photocopy of sponsor's orders dated within the last 2 years which reflect the spouse's name AND provide a photocopy of the Dependent ID card. If claiming spousal eligibility based on 100% disability of the member, you must provide a photocopy of the sponsor's DD214s which reflect all discharges (type of separation and character of service), AND any official letter from the VA or Armed Forces component dated within the last 2 years that reflects a disability rating of 100% AND provide a photocopy of the Dependent ID card.

If claiming eligibility as the un-remarried widow or widower of member killed on Active Duty you must provide an official notice dated within the last 2 years from a branch of the armed forces of death occurring under honorable conditions AND provide a photocopy of the dependent ID card.

Reemployed Annuitant: A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).