

## 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: (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   
Reemployment Annuitant

### Current Permanent Federal Civilian Employee Information

Currently a permanent career/career conditional federal employee: Yes  No

### Current/ Previous Permanent Federal Civilian Employee Information

Currently on Leave Without Pay: Yes  No  Expiration Date: \_\_\_\_\_  
Have you ever accepted a Voluntary Separation Incentive Payment: Yes  No   
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: \_\_\_\_\_

### Federal Civil Service Retiree Information

Are you a Federal Civil Service Retiree: Yes  No   
If Yes, date of Retirement: \_\_\_\_\_

### 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 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.

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