

EmploymentReadiness

H A N D B O O K



Serving the military communities of U.S. Army Garrison Bavaria

Grafenwoehr, Vilseck, Hohenfels, and Garmisch

Welcome to USAG Bavaria

This handbook serves as a ready reference for relocating spouses and family members to USAG Bavaria to include the military communities within: Grafenwoehr, Vilseck, Hohenfels and Garmisch. Practical tips are located throughout to help avoid common mistakes. Additionally, there are a number of links to web-based tools, local agencies, employers, and FAQ's. It is for informational purposes only. This guide is intended for informational purposes and does not replace established procedure or agency requirements. This handbook should be one of the tools in your career planning. To ensure that you are following the most current procedures regarding employment, it is recommended that you visit the agency's web site. For personal assistance tailored to your specific needs, contact the Army Community Service (ACS) Employment Readiness Program Manager.

EMPLOYMENT READINESS OFFICES

Grafenwoehr and Vilseck Military Communities
ACS Bldg. 322 Rose Barracks
Mon-Fri 0730 -1630
Commercial: 09662-70-599-1101/1102 & DSN: 599-1101/1102

Hohenfels Military Community
ACS Bldg. 10
Mon-Fri 0800-1130 & 1230-1600
Commercial: 09472-708-4860 & DSN: 522-4860

Garmisch Military Community
ACS Bldg. 203, Lower Level of Headquarters Bldg.
Mon – Fri 0800-1200 & 1300-1700
Commercial: 08821-750-3777 & DSN: 440-3777

Living and working in Germany presents unique challenges as well as opportunities. The local host-nation employment market is difficult for most US citizens to work in due to language, legal and even educational differences between the United States and Germany. This means that the best employment options for most US citizens are on the installation.

What is your status under the Status of Forces Agreement?

The Status of Forces Agreement (SOFA) is the agreement between the US and host nation government that dictate the rights, obligations and rules that govern the conduct and management of US forces on foreign soil, including laws that govern hiring and employment. If you are a US ID card holder and want to work overseas, you need to know what those laws are and how they affect you.

The biggest impact of the SOFA agreement in the area of employment is that non-US citizens apply for Department of the Army civilian positions differently than US citizens do. Non-US citizens must be recruited in accordance with host nation employment laws. The intent is really to protect non-US citizens since US

labor laws are generally far less generous than German laws; however, there is a negative impact on the ease with which non-US citizens may be recruited. To determine which vacancies non-US citizens or dual citizen spouses and family members may apply, for visit:

<https://home.army.mil/bavaria/index.php/employment>

<https://wu.acpol.army.mil/eur/employment/ln/index.htm>.

Non-US Citizen Employment

The SOFA agreement requires that the Department of the Army recruit all of its non-US citizen employees in strict accordance with the Host Nation labor laws. So, if you have a passport from a country other than the US, you can typically only be recruited through the vacancies listed on the Local National vacancy announcement board at: <https://wu.acpol.army.mil/eur/employment/ln/index.htm>. OR <https://home.army.mil/bavaria/index.php/employment>

Once you identify a vacancy that you are qualified and eligible for, you apply by filling out an AE 690-70A application form. The address (and forms) can be downloaded on that website. The mailing address can be found in each announcement. We recommend using the general German mailing system. Registered mail or any other special handling instructions may delay receipt of your application.

Citizens from NATO countries have a few more employment options than most non-US citizens. If your citizenship is with another country other than the United States, call the NAF CPAC (09641-83-6886) to find out if you meet eligibility requirements.

If you are not from a NATO country, there are still options for you on the installation. First, many contract positions are open to non-US citizens. AAFES and Community Bank can hire non-US citizens as well.

Finally, German and EU citizens can always use the resources available on the local national economy.

Department of the Army (DA) Civilian Positions

Every federal job world-wide is listed on the Office of Personnel Management's website: <http://www.usajobs.gov>, including all Defense Department jobs (Army, Navy, Air Force, Marines). To search for jobs in your local military community area enter your community name (Grafenwoher, Vilseck, Hohenfels, or Garmisch) in the 'Location' search block. If you are a military spouse, a veteran with preference, or a current/former federal employee, ensure that you mark the button for 'Federal Employees' located under the location box. Federal resume and application workshops are offered at each military community. Please contact your local Employment Readiness Program for up to date scheduling.

What is the difference between AF and NAF jobs?

Appropriated Funds (APF or AF) positions are funded by tax dollars. Examples of (AF) positions are General Schedule (GS), NSPS (YA, YB, YC etc...) and Wage Grade (WG) positions. For example, the job

of an Employment Readiness Program Manager is an AF job where Congress appropriates the funding for the salary of this position to the Army. Non-Appropriated Fund (NAF) jobs are funded by the fees paid by the program's customers. What does this mean to you? There are really a number of differences between these employment categories to an employee which include but are not limited to, benefits, hiring processes, and eligibility requirements.

Determine Your Eligibility & Preference

Figure out which employment category you fall under. Remember, if your employment category is not listed under 'Who May Apply' in the vacancy announcement, you will not be considered for the position. The civilian personnel office representative will determine your eligibility. The most common categories for this area are:

- ✓ **Military Spouse Preference (MSP) 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 and the name of the spouse must be listed on the PCS orders of the military sponsor. Both the PCS orders and a copy of the marriage certificate is required to accompany the application package when applying for positions. A spouse of an active duty military member may only apply for positions under this preference for the first 2 years at the new duty station.
- ✓ **Family Member Preference (FMP) eligible (overseas):** The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities whose duty station is in a foreign area).
- ✓ **Excepted Service Overseas Family Member Appointment (FMNP) eligible (overseas):** Family member of a locally hired DoD or NAF civilian employees, or a family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment.
- ✓ **Derived Preference:** A method where you, as the spouse, widow/widower, or mother of a veteran may be eligible to claim veterans' preference when your veteran is unable to use it. You will be given XP Preference (10 points) in appointment if you meet the eligibility criteria.
- ✓ **Veterans Employment Opportunities Act (VEOA):** You are eligible for this appointing authority if you are: a preference eligible (defined in title 5 U.S.C. 2108(3)); OR a veteran who substantially completed 3 or more years of active service; AND your latest discharge must be issued under honorable conditions (this means an honorable or general discharge).
- ✓ **Veterans Recruitment Appointment (VRA):** You are eligible for this appointing authority if you are a: disabled veteran; OR veteran who served on active duty in the Armed Forces during a war, or in a campaign, or expedition, for which you received an authorized campaign or expedition badge or medal; OR veteran who, while serving on active duty in the Armed Forces, participated in

a United States military operation for which you were awarded an Armed Forces Service Medal (AFSM); OR veteran who has separated from active service within the last three years. NOTE: The highest grade level you may be appointed under this authority is GS-11 or equivalent

For More Information on Veterans Employment Eligibility: Please click on the following link:

<https://www.fedshirevets.gov/job-seekers/special-hiring-authorities#content>

- ✓ **NAF Interchange eligible:** Currently serving on a NAFI position without time limitation or have been involuntarily separated from such appointment without personal cause within the preceding year.
- ✓ **Non Status Eligible** (including overseas limited and temporary employee): All applicants without personal competitive status.

IT IS ALWAYS A GOOD IDEA TO CHECK AND CONFIRM YOUR ELIGIBILITY WITH YOUR CIVILIAN PERSONNEL OFFICE

EMPLOYMENT OPPORTUNITIES

DECA (Commissary)

Positions at the commissary include jobs such as cashiers, deli workers, and stockers. Applications for these positions are completed online at <http://www.usajobs.gov>.

AAFES

AAFES positions cover mainly retail activities, food service, PX and Shoppette workers. Applications for AAFES positions are completed online, via the AAFES website: www.applymyexchange.com. Positions can be found at each military community by finding your location in the 'Exchange Location' drop down menu. For non-US citizens, you may call either the AAFES Human Resources Office (HRO) in Grafenwoehr at 09641-92-40014/40030/40043 or visit their office in Bldg. 211, next to the Tower Inn. In Hohenfels

U.S. Department of Defense Education Activity (DoDEA)

Department of Defense Education Activity are full-service schools that employ every job category that you would find in similar-sized CONUS institutions, including teachers, educational aides; administrators, technical support personnel, and substitute teachers. There are three distinct recruitment methods employed by the schools. Substitute teachers are all employed directly by the schools.

1. You can pick up an application package from the administrative office of each campus (elementary school, middle school, high school) and return the completed package to the same place you picked it up.
2. The following positions are recruited regionally: General Clerk and Assistant, Secretary (Office Automation), Office Automation Technician, Library Technician, Education and Training Technician (Sure Start/Kindergarten/Special Education/ and Transportation Technician (Office Automation)
3. To download the application kit, go to: www.dodea.edu/

Education Center

The college opportunities in USAG Bavaria vary for each community and currently include: Central Texas College (Graf/Vilseck and Hohenfels), University of Maryland University College –Europe (All communities), University of Oklahoma (Graf/Vilseck), and Embry Riddle Aeronautical University (Graf/Vilseck). Various contract positions are available and the on post colleges/universities accept applications for teaching positions. For information on their recruiting needs, contact:

- ✓ Central Texas College <http://europe.ctcd.edu/>
- ✓ Global Campus: <https://www.umgc.edu/>
- ✓ University of Oklahoma <http://www.goou.ou.edu/europe/index.html>

Banks: Community Bank & Service Credit Union

Community Bank and Service Credit Union employ local national and US citizens in customer service and teller positions. Pick up an application at local bank locations and return with a resume.

	Community Bank	Service Credit Union
Grafenwoehr MC	Bldg. 105	Bldg. 148
Vilseck MC	Bldg. 224	Bldg. 224
Hohenfels MC	Bldg. 41	Bldg. 335
Garmisch MC	Bldg. 212	Bldg. 9901

Home-Based Business

Operating a Home-Based Business is another possibility for employment overseas, but there are several restrictions on operating this type of business. Contact the Army Community Service Office for more information.

Rose Barracks	Bldg. 322, Rm 113	CIV: 09641-70-599-1112 & DSN: 599-1112
Tower Barracks	Bldg. 244, Rm 118	CIV: 09641-70-526-4403 & DSN: 526-4403
Mon-Fri 8-11:30 a.m. & 1-4 p.m. Closed U.S. Holidays & German Holidays		
Hohenfels	Bldg. 10, Rm 116	CIV: 09472-708-4101 & DSN: 522-4101

PROCEDURES TO REQUEST AN HBB: www.bavaria.army.mil/employment/

Private Contractor Companies

There are several governmental contractors located in the Bavarian region. A complete list of government contractors can be found at the end of this handbook.

Independent Contracting Opportunities: Regional Contracting Office (RCO)

The Regional Contracting Office solicits and manages a number of contract positions that provide critical services for a variety of organizations on the installation. Contracts can be awarded for support positions in the Chapel, Army Community Service and the Public Affairs Office for positions such as administrative assistants, instructors, even piano players. Like the SKIES contractors, these positions are not for regular

salaried employees, but instead for self-employed contractors providing functional services to the contracting organizations. The schedules range from full-time to part-time.

Open Government Contracts are posted online via the Regional Contracting Office in Grafenwoehr. Their website is http://www.409csb.army.mil/Sites/Grafenwoehr/bb_Grafenwoehr.htm. Contracts open throughout the year. Not all of the solicitations are for positions; some are for products. Click the link to see the actual solicitation. These are worth checking every few weeks—some agencies (such as ACS) fill several positions from this website. If you have any questions on how to fill out a contract proposal, or if you don't know exactly what a contractor is, then contact your local Employment Readiness Office, or contact the Regional Contracting Office in Bldg. 542 in Grafenwoehr or call DSN: 475-8718.

Schools of Knowledge, Inspiration, Education & Skills (SKIES)

If you have a talent, the SKIES program is always looking for instructors to teach classes for children ages 3-18. There's no set curriculum, and the program is always looking for new, unique and challenging topics of instruction. Current classes include: Martial Arts – Karate, Tang Soo Do, Haidong Gumdo, Dance: ballet, hip hop, Latin, piano, gymnastics, power tumbling karate, wrestling, and horseback riding instructions. SKIES has two kinds of instructors—regular NAF employees and contractors. Contact your local SKIES program for more information.

Grafenwoehr/Vilseck MC	Bldg 224 (Rose Barracks)	DSN: 476-2760 or CIV: 09662-83-2760
Hohenfels MC	Bldg. 10	DSN: 522-4031 or CIV: 09472-708-2078
Garmisch MC	Bldg. 723	DSN: 440-2654 or CIV: 08821-750-2654

Family Child Care Provider (FCC)

The FCC Program offers quarters-based child care provided by authorized military family members operating as independent contractors from housing located on a military installation or from U.S. Government owned or leased housing off the installation. This care is regulated by the U.S. Army and both the individual providing services (FCC provider) and the occupied housing unit (FCC home) will be certified by CYS before children may be enrolled in care. Contact your local Parent Central Services.

Grafenwoehr/Vilseck MC	Bldg 224 (Rose Barracks)	DSN: 476-2760/2658/2851
Mon, Tue, Wed & Fri 7:30 a.m.–5 p.m., Thu 1–5 p.m.		CIV: 09662-83-2760/2658/2851

Employment Opportunities in the German Economy

Although there are job opportunities located off-post, if you are a U.S. citizen and you work off-post, you may lose your privilege to work on post for a specified amount of time. Contact the ACS Employment Readiness Program for steps in obtaining work visa information.

Private Employment Agencies

Closest to Grafenwoehr Military Community
Schmidt und Wilfling GmbH

Zur Centralwerkstaette 15, 92637 Weiden
Tel: 09621-7747-0

Closest to Vilseck and Hohenfels Military Communities
Schmidt und Wilfling GmbH
Liebengrabenweg 74B, 92224 Amberg
Tel: 0961-3908-10

Closest to Garmisch Military Community
Str. 35a D - 82467 Garmisch-Partenkirchen
Tel: 08821-966-850 Fax: 08821-966-8571

Military Spouse Employment Partnership (MSEP) Telework Opportunities

MSEP, a targeted recruitment and employment solution, creates employment connections that provide companies with direct access to military spouses seeking career opportunities and spouses with direct access to employers who are actively recruiting. The MSEP website:

<https://msepjobs.militaryonesource.mil/>, provides a wealth of employment and education related information along with a regularly updated list of partner companies that offer telework opportunities. Telework opportunities allow military spouses and family members to work in fields that do not require face to face interaction with a client. Telework fields may include information technology support, medical billing and coding, reservation specialists, and other customer service oriented careers. A completed list can be found here: <https://myseco.militaryonesource.mil/Portal/Media/Default/PDFs/MSEP-Partners-Telework.pdf>

BECOMING A VOLUNTEER



There may be chances that employment is not immediately available for you to pursue while stationed in Germany, however, that does not mean you should stop enhancing your marketable skills. Volunteering provides you with opportunities to enhance your skills and resume and give back to the community. Volunteering also allows you to explore new career fields you may be interested in without committing to a paid employment position.

Registration

Community members interested in becoming a volunteer within the Army Volunteer Corps (AVC) can register at <https://www.myarmyonesource.com>.

- ✓ Click on Register (upper right hand corner) then Join Now.
- ✓ Complete the registration information.
- ✓ **Verify that you select the correct military community - USAG Bavaria for Grafenwoehr and Vilseck communities, USAG Hohenfels, or USAG Garmisch - from the list available. Ensure that you use your CMR address.**
- ✓ Click continue.
- ✓ Verify your Information and click Register at the bottom of the right hand corner.

Screen will show “Registration Complete” and “Thank you for registering” You have been pre-approved and logged into the site. Click on Continue to return to the homepage.

Searching and Applying for a Volunteer Opportunity

- ✓ Click on Volunteer Tools (upper right hand corner).
- ✓ Now you should see the page that says **I am looking for volunteer opportunities.**
- ✓ Click on **Switch to OCONUS.**
- ✓ Click on the map where it says **Germany and select your military community.**
 - ---USAG Bavaria
 - Garmisch
 - Grafenwoehr & Vilseck
 - Hohenfels
- ✓ Go to the bottom of this page and filter by organization, change the record page to 200, apply filter. It is easier to find positions this way.
- ✓ Select a position you are interested in, and then click to apply at the bottom of the page.
- ✓ (If you are a first time user, you must register first, follow the steps below to apply.)

Apply for a position (once registered)

- ✓ Follow the steps above, then:
- ✓ Position description will open on the screen.
- ✓ Scroll to bottom and click on submit.
- ✓ Screen will say Volunteer Application sent.
- ✓ Screen will say what would you like to do next?
- ✓ An email will be sent to the Organization Point of Contact (OPOC) who must approve your application in VMIS before you can begin logging volunteer hours.

Adding Your Volunteer Hours

- ✓ Log in to www.myarmyonesource.com.
- ✓ Click on **LOG IN** at the top of the page.
- ✓ Click on **VOLUNTEER TOOLS** (upper right hand corner).
- ✓ Click on **Volunteer Activity.**
- ✓ All positions you are registered for are under this tab.

- ✓ To enter for current month, select day, then Add for Open Dates.
- ✓ To enter historical hours, select period, and Add for Period.

Contact your local Army Volunteer Corps Coordinator (AVCC) for assistance and additional information on Volunteer Opportunities inside the ACS building in your military community.

Grafenwoehr/Vilseck AVCC	DSN: 599-1101	CIV: 09641-70-599-1101/1102
Hohenfels AVCC	DSN: 522-4860	CIV: 09472-708-4860
Garmisch AVCC	DSN: 440-3777	CIV: 08821-750-3777

HELPFUL JOB SEARCH WEBSITES

Jobs for Veterans	http://www.vetjobs.com
G.I. Jobs	http://www.gijobs.com
Job Search Resources	http://www.milspouse.org
OPM Standards	http://www.opm.gov/qualifications/
Small Business Association	http://www.sba.gov/
MOS Translator	http://www.taonline.com/mosdot
AAFES	www.applymyexchange.com
Soldier for Life (SFL) Job Search	https://www.sfl-tap.army.mil/
Federal Employment	http://www.usajobs.gov
CHRA (E) Jobs	https://wu.acpol.army.mil/eur/employment/ln/index.htm
DODEA	http://www.dodea.edu
Regional Contracting Office (Bavaria)	http://www.409csb.army.mil/Sites/Grafenwoehr/bb_Grafenwoehr.htm
Volunteer Opportunities in Our Area	http://www.myarmyonesource.com

FREE SKILLS IMPROVEMENT

Free Business and Entrepreneurial Courses	http://www.sba.gov/training
Free Microsoft Program Tutorials	http://office.microsoft.com
Learn to Type	http://www.powertyping.com

SCHOLARSHIPS AND FINANCIAL AID RESOURCES

AER Scholarship Program <http://www.aerhq.org/dnn563/Scholarships.aspx>

Joann Holbrook Patton Scholarship <http://www.nmfa.org>

Free Application for Federal Student Aid <http://www.fafsa.ed.gov/>

Military.com Scholarship Finder <http://aid.military.com/scholarship/search-for-scholarships.do>

Free College Scholarship Searches: http://www.college-scholarships.com/free_scholarship_searches.htm

Department of Defense Contractor List

Company	Company's web address
Airon International Inc.	http://www.airon.com/
American Systems Corporation	http://www.americansystems.com
Armed Forces Services Corporation	http://www.afsc.com
A-T Solutions, Inc.	http://www.a-tsolutions.com
BAE Systems	www.baesystems.com
Battelle Memorial Institute, Columbus Operations	www.battelle.org
Battelle Memorial Institute, San Antonio	
Battlespace Flight Services, LLC	www.battlespacefs.com
Boeing	www.boeing.com
Booz Allen & Hamilton Inc.	www.boozallen.com
CACI Inc. Federal	www.caci.com
CACI Premier Technology, Inc.	
CACI Technologies, Inc	
Camber Corporation	www.camber.com
Center for Naval Analyses	www.cna.org
Chenega Federal Systems LLC	www.chenegafederal.com
Chenega Operations Services, LLC	www.chenegaoperations.com
Choctaw Management/Services Enterprise	www.cmse.net
CIBER, Inc.	www.ciber.com
Computer Sciences Corporation	www.csc.com
Comtech Mobile Datacom, Corp.	www.comtechmobile.com
Cubic Applications, Inc.	www.cubic.com
Defense Support Services, LLC	www.ds2.com
DPRA, Incorporated	www.dpra.com
DRS Technical Services, Inc	www.drs.com/index.aspx
DSCI (D&S Consultants, Inc.)	www.dsci.com
DynCorp	www.dyn-intl.com
DynCorp International Technical Services	www.dyn-intl.com
Enterprise Information Services Inc.	www.goeis.com
Five Rivers Services, LLC	www.fiveriversservices.com
GCH Services LLC	http://gchservicesllc.com
GE Aircraft Engines	http://www.geaviation.com/
General Dynamics	www.generaldynamics.com
General Dynamics C4 Systems	www.gdc4s.com
General Dynamics Information Technology, Inc.	www.gdit.com
General Dynamics Land Systems	www.gdls.com
General Dynamics Network System	www.gdit.com

General Electric	www.ge.com
Glowlink Communications Technology, Incorporated	www.glowlink.com
IBM, International Business Machines Corp	www.ibm.com
Immix Technology, Inc.	www.immixgroup.com
Institute for Defense Analyses	www.ida.org
Inverness Technologies, Inc.	www.invernesstechnologies.com
ITT	www.itt.com
Jacobs Technology, Inc.	www.jacobstechnology.com
Kellogg, Brown & Root Services, Inc.	www.kbr.com
L-3 Communications Corp.	www.l-3com.com
L-3 Services Inc., MPRI Division	www.mpri.com
Lear Siegler Services, Inc.	www.urscorp.com
Lockheed Martin Aeronautics Company	www.lockheedmartin.com
Lockheed Martin Corporation (Federal Systems)	www.lockheedmartin.com
Lockheed Martin Integrated Systems	www.lm-isgs.co.uk
Lockheed Martin Missiles and Fire Control	www.lockheedmartin.com/mfc/
Logistics Management Institute (LMI)	www.lmi.org
Logistics Solutions Group, Inc.	http://lsgnet.com
Lucent Technologies	www.alcatel-lucent.com
M.C. Dean, INC	www.mcdean.com
MacAulay-Brown	www.macb.com
Magellan Health	http://www.magellanhealth.com/join-our-team.aspx
McDonnell Douglas Corp.	www.boeing.com
MHN	http://www.careersathealthnet.com
Microsoft Corporation	www.microsoft.com
MindLeaf Technologies, Inc.	www.mindleaf.com
MITRE Corporation	www.mitre.org
National Security Technologies LLC	www.nstec.com
NCI Information Systems, Inc.	www.nciinc.com
NJVC-LLC	www.njvc.com
Northrop Grumman Defense Mission Systems	www.northropgrumman.com
Parsons Infrastructure & Technology Group	www.parsons.com
Pluribus International Corporation	www.pluribusinternational.com
Quantum Research International, Inc.	www.quantum-intl.com
Raytheon	www.raytheon.com
Riverside Research Institute	www.rri-usa.org
Sandia National Laboratories	www.sandia.gov
Science Applications International Corp.	http://jobs.saic.com
Scientific Research Corporation	www.scires.com
Sensor Technologies INC.	www.sti-usa1.com
Serco, Inc.	www.serco.com
Smartronix Inc	www.smartronix.com
Smiths Industries Aerospace Ins.	www.geaviationsystems.com/
SOS International, Ltd.	www.sosilt.com
Stanley Associates, Inc.	www.stanleyassociates.com
Sterling Medical Associates, Inc.	www.sterlingoverseas.com
Sterling Medical Corporation	www.sterlingmedcorp.com
Strategic Resources, Inc.	www.sri-hq.com
System Studies & Simulation, Inc.	www.s3inc.com
Systems Research and Applications Corporation	www.sra.com
Tapestry Solutions, Inc.	www.tapestrysolutions.com
Telos Corporation	www.telos.com
Unisys Corporation	www.unisys.com

United Technologies Corporation

www.utc.com

This listing of Department of Defense Contractors is based on information obtained from USAREUR. Army Community Service bears no responsibility for the accuracy of the list.