



USAG GRAFENWOEHR  
**EMPLOYMENT  
READINESS**  
*handbook*





## Welcome to USAG Grafenwoehr

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

**Employment Readiness Office**  
**ACS Bldg 322 Rose Barracks**  
**Mon-Fri 0800-1200/ 1300-1700**  
**Commercial: 09662-83-2650/DSN 476-2650**  
**SIGN UP FOR THE JOB LIST AT [graf.acs@eur.army.mil](mailto:graf.acs@eur.army.mil)**

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 penetrate 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 is 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 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 you may apply for visit:

<http://cpolrhp.belvoir.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://cpolrhp.belvoir.army.mil/eur/employment/ln/index.htm>. 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.

German and EU citizens can always use the resources available on the local national economy as well.

### **Department of the Army Civilian Positions**

Every federal job world-wide is listed on the Office of Personnel Management's website:

<http://www.usajobs.opm.gov/>, including all Defense Department jobs (Army, Navy, Air Force, Marines). In fact, the majority of federal jobs in the region are going to come from the Department of the Army, which is why it is usually more useful to use the Department of the Army's job vacancy announcement board (<https://armycivilianservice.com/>). To search for jobs in the Graf/Vilseck area only enter Grafenwoehr in the Keyword block.

**Important update:** Over the next 2 years, the Army will transition from one automated recruitment tool - Resumix - to another - USA Staffing - for advertising vacant positions, accepting applications from job seekers, and evaluating the job seeker's eligibility and qualifications. During this period of transition, each job announcement will have instructions to guide job seekers through the application process for the specified recruitment tool. To maximize the capabilities of USA Staffing all announcements will migrate to Army Civilian Service and will no longer be available on acpol.army.mil. Please bookmark the url [armycivilianservice.com](https://armycivilianservice.com) and remember to save your resume in USAJobs as well as the Army Resumix system.

RESUMIX classes are taught several times per month. Please call ACS at 09662-83-2650 to register.

### **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, but the major difference for an applicant is that you apply for these jobs differently. The different methods are spelled out in the "How to Apply" Section at the very bottom of the Job Vacancy Announcement. The NAF recruitment process is generally faster since the processing is done locally, but the AF process can be easier once you have your resume in the Army's on-line resume database. For details on each process, go to the Civilian Human Resource Agency's website <http://cpolrhp.belvoir.army.mil/eur/index.htm> which has downloadable application kits for each process, or contact your Employment Readiness Program Manager at 09662-83-2650.

### **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.
- **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.
- **Family Member No Preference (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.
- **30 Percent Disabled Veteran (DAV):** You must have prior military service with a disability rating of 30% or more.
- **VRA eligible:** Disabled Veterans; or Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal

(AFSM); or recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

- **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.
- **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.

### Preferences

- Military Spouse Preference <http://cpol.army.mil/library/permis/6314.html>
- Veteran's Preference <http://cpol.army.mil/library/employment/jobkit/sect06.html>

### 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> . Go to International Search and type Grafenwoehr in the keyword block. All the jobs for **DECA Grafenwoehr and Vilseck** will be included in the listing.

### AAFES

AAFES positions cover mainly retail activities, food service, PX and Shoppette workers. Applications for AAFES positions are completed online, via the AAFES website: <http://www.aafes.com>. For non-US citizens call the Human Resources Office at 09641-83-7707 or go to their office in Building 211, next to the Tower Inn on Grafenwoehr to get an application. The non-US citizen application is also online (<http://www.aafes.com> , click on AAFES employment and print LN application Germany).

### DoDDS

Department of Defense Schools 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.

- **ELEMENTARY SCHOOL**
- **MIDDLE SCHOOL**
- **HIGH SCHOOL**

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: <http://www.bav-dso.eu.dodea.edu/>

DoDDS teachers are recruited via the DoDEA central website at: <http://www.dodea.edu>.

## **Contracting**

### **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.ecc.e.army.mil/bavaria/body.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.

Frequently features requests bids on contract proposals—everything from piano players to garbage pickup! 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 call the Employment Readiness Office at 09662-83-2650, or contact the Regional Contracting Office at 09641-83- 8721.

### **SKIES: 475-9392 or 09641-839392**

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. The NAF jobs are advertised and recruited through normal NAF channels (see above).

### **Family Child Care Provider (FCC)**

The Family Child Care 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 CDS before children may be enrolled in care. For further information on becoming a FCC Provider call 09662-83-2783.

## Education Center

The college opportunities in Vilseck and Grafenwoehr currently include: Central Texas College, University of Maryland University College Europe, University of Oklahoma, and University of Phoenix. The education center is located in building #223 in Vilseck, and building #539 in Grafenwoehr. Various contract positions are available with Central Texas College, and the on post colleges/universities accept applications for teaching positions. For information on their recruiting needs, contact: **DSN 476-2753, CIV: 09662-83-2753**

- Central Texas College <http://europe.ctcd.edu/> 09662-83-2362
- University of Phoenix <http://www.uopxoverseasmil.com/europe/> 09662-83-3605
- University of Maryland University College <http://www.ed.umuc.edu/> 09662-83-2462
- University of Oklahoma <http://www.qoou.ou.edu/europe/index.html> 09662-83-2069

## 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 the bank and return with a resume

## 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. For further information, call **09641-83-6753**.

# CONTRACTORS

## Private Contractors

There are several governmental contractors located in the Bavarian region. Web addresses for some of these contractors are below.

- **Computer Sciences Corporation**  
<http://www.csc.com>
  - **L3 Titan**  
<http://www.l-3.com>
  - **Raytheon**  
<http://www.rayjobs.com>
  - **RCO Bavaria (Regional Contracting Office)**  
Graf, Bldg #244  
[https://acquisition.army.mil/asfi/solicitation\\_search\\_form.cfm](https://acquisition.army.mil/asfi/solicitation_search_form.cfm)
  - **SERCO**  
<http://www.serco-na.com/>
- **CACI**  
<http://www.caci.com>
  - **Ponds**  
<http://www.ponds-security.com>
  - **SAIC**  
<http://www.saic.com/career>



## Off-Post Employment

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.

### Weiden

Bundesagentur fuer Arbeit  
Weigelstr. 24, 92637 Weiden  
<http://www.arbeitsagentur.de>  
Tel: 0961-409-0

### Amberg

Bundesagentur fuer Arbeit  
Jahnstr. 4, 92224 Amberg  
Tel: 09621-912577

### Private Employment Agency:

Schmidt und Wilfling GmbH  
Zur Centralwerkstaette 15, 92637 Weiden  
Amberg  
Tel: 0961-3908-10

Schmidt und Wilfling GmbH  
Liebengrabenweg 74B, 92224  
Tel: 09621-7747-0

## **JOB WEB SITES**

AAFES	<a href="http://www.aafes.com">http://www.aafes.com</a>
ACAP Job Search	<a href="http://www.acap.army.mil">http://www.acap.army.mil</a>
Army Vacancy Announcement Board (AF, NAF, DECA)	<a href="http://www.cpol.army.mil">http://www.cpol.army.mil</a>
CHRA (E) Jobs	<a href="http://cpolrhp.belvoir.army.mil/eur/index.htm">http://cpolrhp.belvoir.army.mil/eur/index.htm</a>
DODEA	<a href="http://www.dodea.edu">http://www.dodea.edu</a>
Regional Contracting Office (Bavaria)	<a href="http://www.usacce.army.mil/graf">http://www.usacce.army.mil/graf</a>
Volunteer Opportunities in Our Area	<a href="http://www.myarmyonesource.com">http://www.myarmyonesource.com</a>



## **OTHER HELPFUL SITES**

Federal Employment	<a href="http://www.usajobs.com">http://www.usajobs.com</a>
Jobs for Veterans	<a href="http://www.vetjobs.com">http://www.vetjobs.com</a>
G.I. Jobs	<a href="http://www.gijobs.com">http://www.gijobs.com</a>
Job Search Resources	<a href="http://www.milspouse.org">http://www.milspouse.org</a>
OPM Standards	<a href="http://www.opm.gov/qualifications/">http://www.opm.gov/qualifications/</a>
Small Business Association	<a href="http://ww.sba.gov/">http://ww.sba.gov/</a>
MOS Translator	<a href="http://www.taonline.com/mosdot">http://www.taonline.com/mosdot</a>
MOS Translator	<a href="http://www.militaryguides.acenet.edu">http://www.militaryguides.acenet.edu</a>
MOS Translator	<a href="http://usmilitary.about.com/od/enlistedjobs/a/arjobs.htm">http://usmilitary.about.com/od/enlistedjobs/a/arjobs.htm</a>

## **FREE SKILLS IMPROVEMENT**

Free Army eLearning Courses	<a href="http://www.atrrs.army.mil">http://www.atrrs.army.mil</a>
Free Business and Entrepreneurial Courses	<a href="http://www.sba.gov/training">http://www.sba.gov/training</a>
Free Microsoft Program Tutorials	<a href="http://office.microsoft.com">http://office.microsoft.com</a>
Learn to Type	<a href="http://www.powertyping.com">http://www.powertyping.com</a>

## **SCHOLARSHIPS/ FINANCIAL AID**

AER Scholarship Program	<a href="http://www.aerhq.org/education.asp">http://www.aerhq.org/education.asp</a>
Joann Holbrook Patton Scholarship	<a href="http://www.nmfa.org">http://www.nmfa.org</a>
Free Application for Federal Student Aid	<a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a>
Military.com Scholarship Finder	<a href="http://aid.military.com/scholarship/search-for-scholarships.do">http://aid.military.com/scholarship/search-for-scholarships.do</a>
Free College Scholarship Searches	<a href="http://www.college-scholarships.com/free_scholarship_searches.htm">http://www.college-scholarships.com/free_scholarship_searches.htm</a>





## BECOMING A VOLUNTEER

### Registration

The website to use to register as an Army Corps Volunteer (AVC) is <https://www.myarmyonesource.com>

- ❖ After you get into the site, at the very top of the screen, click on “**My AOS Page.**” You will be brought to a page with two boxes. Click on the box to the left that says “**Not a Member yet? Register Now**” (similar to the picture above).
- ❖ This will bring you to the **Registration** page. Click on “**Click here to register,**” where you’ll be able to fill out “**Registration Form.**” Here you’ll be able to enter and verify if all information you just entered is correct. If the information is incorrect, click cancel button to edit your information on the Registration page. If the information is correct, click the “**Continue**” button. Your registrations will be pre-approved and you will be logged into the site.
- ❖ Now that you are registered in the system, you can look for volunteer opportunities by placing mouse on “**Family Programs and Services,**” Scroll down to “**Volunteering**” **then** click on “**Become a Volunteer.**”
- ❖ You will be brought to a page where you see “**Opportunity Locator**” and “**Coordinator Locator.**”  
Click on “**Opportunity Locator**” to search for a volunteer opportunity. Once you click on “**Opportunity Locator**”, you will come to a page where there is a set of selection criteria used to generate a list of volunteer opportunities in your area of interest.

**Note: Under “Select Military Community” you must use USAG Grafenwoehr as your military community. Use your CMR address and select United States for the Country.**

### Searching and Applying for a Volunteer Opportunity

- ❖ If you have a specific Organization that you would like to volunteer for, then you can select it from the **“Select an Organization”** link, where a list will appear once you click on the downward arrow on the far side of **“Organization.”** If not, choose **“ALL”** then click on the **“Search”** button to the bottom right of the page.
- ❖ After you’ve clicked on the **“Search”** button, you will come to a page that says **“Opportunity Search Results.”** Here, you’ll be able to review all of the volunteer opportunities meeting the criteria you selected. Click on a Position to see details and to submit a Volunteer Application for the one you choose.
- ❖ You will come to a page that says, **“Volunteer Opportunity Details”** once you’ve clicked on the opportunity that interests you (This allows you to view additional details about your selected opportunity). Once you’ve reviewed the details of your selected opportunity, you can scroll down to the bottom right of the page and click on **“Back to search results”** if you’d like to view a different opportunity, or you may click on **“Apply”**
- ❖ The **“Apply”** button will take you to the Volunteer Application for the position which you’ve chosen. There you’ll be able to provide contact and background information which will be emailed to the person (s) responsible for staffing the position. Their contact information will also be emailed to you.

**Note: You will be prompted to login first. If you are not a registered user, you must register and login before you can submit a Volunteer Application.**

- ❖ Click **“Submit”** to complete the registration process. Applications with a status of **Accepted** have been approved by the Organizational Point of Contact (OPOC).

### Adding Your Volunteer Hours

- ❖ At the upper right hand corner of the page, next to Logout, click on **“My AOS page”** In the first box that’s labeled **“Volunteer Center”** click on **“Record Hours.”** This will take you to a page that says, **“AVC Volunteer.”** Clicking on **“Service History”** will allow you to track all your volunteer activities, as well as submit your volunteer hours.

This page will also allow you to personalize your individual home page and even do some social networking.

Contact the Army Volunteer Coordinator, Mrs. Vicky Cunningham, for questions DSN 476-2650/  
CIV. 09662-83-2650

USAG GRAFENWOEHR  
**EMPLOYMENT  
READINESS**

ACS Rose Barracks, Bldg 322  
Monday through Friday • 8 a.m.-5 p.m.  
DSN 476-2650 • Civ 09662-83-2650  
Call in advance to set up an appointment

Want to be added to the Job Listing?  
Email us at [graf.acs@eur.army.mil](mailto:graf.acs@eur.army.mil)

