



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1400

DEC 14 2021

MEMORANDUM FOR (b)(6)

SUBJECT: Notice of Management Directed Reassignment (MDR)

This is official notification of your management directed reassignment from your current position as Diversity, Equity and Inclusion Specialist, GS-1701-14, (b)(6) to the position of Chief, Diversity, Equity and Inclusion Specialist, GS-0301-14, (b)(6) HQ Office of the Director, Diversity, Equity and Inclusion Division located in Alexandria, VA. Your pay will remain the same. The effective date of your reassignment will be 19 December 2021.

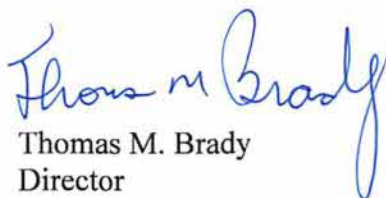
You were selected for this reassignment based on your qualifications and skills as well as the needs of the DoDEA organization. This action is for legitimate management interests and promotes the efficiency of the service.

If you believe that you should not be reassigned, you may provide a written statement of reasons as to why this reassignment should not occur. If you wish to make such a statement, you should include any extenuating circumstances of a personal nature that you believe should be taken into consideration.

The Department of Defense Education Activity is committed to the highest ethical standards and, as an employee, you will be covered by the criminal conflict of interest statutes and the Standards of Ethical Conduct for Employees of the Executive Branch. To refresh your understanding of the ethical values underlying federal service, you should review the "14 General Principles of Ethical Conduct", located at: <https://www.oge.gov/Web/OGEnsf/Resources/14+General+Principles+Card>. You may contact the Ethics Office for additional information on applicable ethics requirements at (571) 372-0976.

Please indicate your acceptance or declination of this reassignment by completing and returning the signed copy to me within three (3) business days of receipt of this memorandum. Failure to respond within three (3) business days will be considered a declination.

I wish you continued success in your new position.


Thomas M. Brady
Director

Attachments:
Acceptance/Declination Form

To: THOMAS M. BRADY

From: (b)(6)

Subject: Management Directed Reassignment

X I accept this MDR to the Chief, Diversity, Equity and Inclusion Specialist, GS-0301-14, (b)(6) HQ Office of the Director, Diversity, Equity and Inclusion Division located in Alexandria, VA.

I decline this MDR to the Chief, Diversity, Equity and Inclusion Specialist, GS-0301-14, (b)(6) HQ Office of the Director, Diversity, Equity and Inclusion Division located in Alexandria, VA.

I further understand that:

- My declination may result in administrative separation from the Federal service;
- I may voluntarily separate by resignation or retirement; or
- I may obtain employment in another Federal agency.

(b)(6)

Signature

Date



DODEA POSITION DESCRIPTION

PD#: D1567421

Sequence#: VARIES

Replaces PD#:

CHIEF, DIVERSITY, EQUITY AND INCLUSION

GS-0301-14

POSITION LOCATION:

Servicing CPAC: DoDEA D1 – HEADQUARTERS

Installation: VARIES

Region: DODEA

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

Citation 1: OPM PCS MISC ADMIN & PROGRAM SERIES, GS-301, JAN 79

Citation 2: OPM ADMIN ANALYSIS GEG, TS-98, AUG 1990

Citation 3: OPM GENERAL SCHEDULE HRCD-5 JUNE 1998, APRIL 98

Supervisory Certification: *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

Supervisor's Name:

Date Certified:

Classification Review: *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Classified By: DIXIE CANSLER

Date Classified: 11/24/2021

Position Cursory Review: *This position description (PD) has been reviewed and it is determined that: the major duties equal 100%; the statement Performs other duties as assigned (PODAA) is present; where applicable, the factors, levels, and points are identified directly under PODAA, add up correctly, and the Point Range for the grade is present; and, the Conditions of Employment are located in the Conditions of Employment & Notes section, and if required, Temporary Duty Travel (TDY) of 25% or more (may be less if*

requested by management), is included. The PD is in the format of the classification standard of record, and the standard(s) is/are cited properly, and the title/series/grade are properly determined based on the standard. The FLSA is correct and when it is determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed. (All position descriptions require a cursory review upon initial verification in FASCLASS and may be reviewed again every 5 years thereafter, or before if OPM issues a new classification standard or guide).

Reviewed By:

Date Reviewed:

POSITION INFORMATION:

Cyber Workforce:

- **Primary Work Role:** VARIES
- **Additional Work Role 1:** VARIES
- **Additional Work Role 2:** VARIES

FLSA: EXEMPT

FLSA Worksheet: EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

DCIPS PD: NO

- **Mission Category:**
- **Work Category:**
- **Work Level:**

Acquisition Position: NO

- **CAP:**
- **Career Category:**
- **Career Level:**

Functional Code:

Interdisciplinary: NO

Supervisor Status: VARIES

PD Status: VERIFIED

DCA Override: NO

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Financial Mgmt Cert: VARIES

Position Designation: VARIES

Position Sensitivity: VARIES

Sec. Clearance Level: VARIES

Sec. Access (Child Care Bkgd Check): VARIES

Emergency Essential:

Requires Access to Firearms: VARIES

Personnel Reliability Position: VARIES

Information Assurance: N

Influenza Vaccination:

Financial Disclosure: YES
**

Enterprise Position: VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL: 14

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

POSITION DUTIES:

Terms of Use:

This position description is intended for use without modification. Any changes (e.g., pen-and-ink) to the duty statements, factor level descriptions and benchmarks may jeopardize the classification determination.

DoDEA Mission/Vision:

Mission: Educate, engage, and empower each student to succeed in a dynamic world.

Vision: To be among the world's leaders in education, enriching the lives of military-connected students and the communities in which they live.

I. Introduction

