



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.

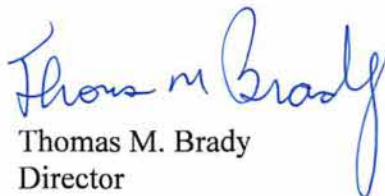
You were selected for this reassignment based on your qualifications and skills as well as the needs of the DoDEA organization. This action is for legitimate management interests and promotes the efficiency of the service.

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/OGE.nsf/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

The U.S. Department of Defense Education Activity (DoDEA), is one of only two Federally operated school systems, is responsible for planning, directing, coordinating, and managing prekindergarten through 12th-grade educational programs on behalf of the Department of Defense (DoD). DoDEA is globally positioned and operates accredited schools in various districts located in foreign countries, states, Guam, and Puerto Rico. DoDEA is comprised of the Department of Defense Dependents Schools (DoDDS) located overseas, and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS), the stateside component. DoDEA is committed to ensuring that all school-aged children of military families are provided a world-class education that prepares them for postsecondary education and/or career success and to be leading contributors in their communities as well as in our 21st-century globalized society. DoDEA mission is to educate, engage, and empower each student to succeed in a dynamic world.

Incumbent serves as the Chief of the Diversity, Equity, and Inclusion (DEI) Division, for DoDEA. The DEI Chief provides leadership and direction in the formulation, execution, and management of policies governing the administration of DEI programs and workforce professional learning for all three geographic regions and Headquarters. The DEI Chief interfaces on programs and policy matters and institutionalizes diversity, equity, and inclusion throughout DoDEA to ensure the success of DoDEA's mission to educate, engage, and empower each student to succeed in a dynamic world.

II. Major Duties and Responsibilities

Duty 1:

Initiates and administers Diversity, Equity and Inclusion strategies, initiatives, policies and alternative solutions to increase awareness of DEI principles throughout DoDEA. Drives efforts to improve awareness of a variety of cultural, generational, ethnic, and other differences, related to issues of student and employee engagement and participation and works to incorporate DEI into all DoDEA policies. Develops strategic objectives for the programs, services, and initiatives designed to enhance the meaningful participation of students and other DoDEA stakeholders and increases cultural awareness throughout DoDEA. Develops and implements the DEI training program in concert with stakeholders in the Education Directorate and DMEQ. Responsible for advising all levels of DoDEA Diversity Committees on recommending strategic direction, researching, developing, and publishing DEI policy, initiatives, staff studies, etc., on a broad range of DEI issues. Proactively identifies DEI issues, assesses impacts of proposed legislation and/or policy changes, evaluates alternatives and recommends innovative solutions to complex issues surrounding the implementation of diversity best practices and systems problems throughout the DoDEA. The incumbent partners with DMEQ to perform analysis of work force statistics and participates in climate assessments, studies and surveys. Conducts comprehensive studies, surveys or develops questionnaires as needed to identify systemic problems or barriers to diversity problems and causes. Recommends changes in management policies and workforce development practices to eliminate any barriers. Ensures appropriate matters obtain the necessary legal opinions/guidance and are staffed accordingly as required under Executive Orders and DoD Regulations. Works with DoDEA Resource Management to ensure DEI has appropriate resources to support the effective implementation of the diversity strategic initiatives. Conduct studies on human capital diversity related topics, including hiring, recruitment and retention to assess operational baselines. Develops and promotes a continuing business case for diversity as a strategic priority that supports the agency's mission. Consults with the Education Directorate, Human Resources, and DMEQ for coordination of program efforts. Analyzes, evaluates, and develops comprehensive professional learning plans to support and recommend strategy or procedures to facilitate DEI alignment. Briefs the Director, executive leadership team, senior leaders, and key managers on findings and recommendations, and coordinates approved professional

learning with appropriate officials.

Duty 2:

Advises DoDEA senior leaders on significant diversity developments and trends affecting the DoDEA/DEI activities. Responsible for the design, development, and publishing of diversity strategies for the DoDEA senior leaders to strengthen existing partnerships, relationships with the DoD and others. Serves as liaison and develops partnerships with internal and external stakeholders to promote DEI principles as an essential element of the mission of DoDEA. Interacts with various functional and stakeholder contacts to articulate and resolve related issues between the DoDEA organizations. Participates in and contributes to DoDEA and DoD outreach activities. Participates with appropriate external groups and forums representing the DoDEA interests for producing clear and concise documentation in support of the DoDEA DEI mission. Products include memoranda, information papers, executive summaries, periodic updates, email, transmittal forms, conceptual products, and senior-level briefings. The incumbent delivers briefings and presentations to a variety of audiences including senior DoDEA leadership. Provides the functional input to strategic communications personnel and is responsible for the production of viable DEI communications plans. On a regular and continuing basis, provides advice on long- and short-range goals of the program. In concert with DMEQ and HR, recommendations cover the full range of personnel management matters bearing on DEI.

Prepares reports on progress, objectives, observations, and options for change and recommendations for actions. Reviews and advises on procedural programs directed at or supporting specific cultural groups. In conjunction with senior leaders, serves as the focal point for the DoDEA's DEI outreach initiatives, projects, and plans. Identifies and advocates diversity, equity, and inclusion professional learning and awareness opportunities, as well as organizational professional learning needs in DEI management and inclusiveness. Conducts management surveys and/or research projects and provides advisory services on procedural and relationship issues that deal with readily observable DEI program conditions. Represents DoDEA on various boards, task groups, and other standing and ad hoc bodies concerned with DEI strategic initiatives.

Duty 3:

Exercises delegated managerial authority to set a series of annual, multi-year or similar types of long-range work plans for in-service and contracted work. Incumbent assures implementation of the goals and objectives for the program and functions performed, determines goals and objectives that need additional emphasis, and determines the best approach for resolving budget shortages. Incumbent assists all levels of DoDEA management in the development of overall goals and objectives for the assigned staff functions, programs, and program segments by providing expertise and insights and comparable activities that support the development of goals and objectives related to high levels of program management development and formulation. Develops and coordinates funding, manpower and personnel requirements. Serves as the (or assigns a) COR for all contractor support requirements.

Duty 4:

Supervision. Performs a full range of first-level supervisory responsibilities. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Develops performance standards and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both

work and administrative matters. Interviews candidates for positions in the unit and recommends selection. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed.

Performs other duties as assigned.

III. Factor Level Descriptions

Factor 1 - Knowledge Required by Position FL 1-8, 1550 Pts

Mastery knowledge of managerial and technical knowledge and skills to apply the principles and concepts governing DEI programs. Requires expert knowledge to plan, organize, direct, coordinate, execute, staff and evaluate extensive program activities of such breadth that incumbent requires professional knowledge of principles and concepts of civil rights case laws.

Mastery knowledge of national, federal, and DEI related issues that impact the organizational structure. Ability to advise managers, subordinate staff, on appropriate courses of actions to define and resolve complex and/or systemic DEI related issues.

Expert knowledge of executive, legislative, judicial and regulatory basis for DEI related programs to provide expert advice and consultant services; to supplement and formulate policy and guidance. Knowledge and skill in allocating program resources, to set priorities, delegate authority, review and evaluate program activities, make critical technical and program management decisions, select, supervise, and train a subordinate staff.

Skill in fact finding, analyzing, problem solving to evaluate narrative and statistical work force profile data. Knowledge of statutory and regulatory framework for civilian personnel management functions including merit promotion and internal placement, position management, and classification, employee and labor relations, and employee development programs, so as to recognize issues having civil rights ramifications.

Factor 2 - Supervisory Controls FL 2-5, 650 Pts

The incumbent of this position is under the general administrative supervision of the Director, who provides broad program guidance; the incumbent works directly with the Chief, DMEO and is responsible to keep the Director apprised of the program in totality. The incumbent is responsible for independently planning, designing, and carrying out the DEI program without specific instructions. The incumbent, as a technical authority, is relied upon to assure that the mission objectives are appropriately addressed. Completed work is evaluated on the fulfillment of program objectives or the overall effect of the program. Keeps the Director informed of incipient problems, political issues, and major impediments which arise. The incumbent must exercise a very high degree of discretion, sensitivity, individual initiative, and imagination.

Factor 3 - Guidelines FL 3-5, 650 Pts

Guidelines are broadly stated, and some are non-specific. Incumbent must make decisions that require extensive interpretation. Complies with procedural and regulatory guidelines, internal SOP's, files of precedent material and security regulations. Guidelines include Employment Laws (i.e., Title VII of the Civil Rights Act of 1964, as amended, Civil Rights Act of 1991, Rehabilitation Act of 1973, Age Discrimination Act of 1963), Executive Orders,

OPM regulations and policies, and DoD and DoDEA policy statements and directives. Work within guidelines that are broadly stated and non-specific, requiring the incumbent to use considerable judgment and ingenuity interpreting basic legislation, broad court decisions, government-wide policies to determine appropriate actions and to establish new guidelines.

Factor 4 - Complexity FL 4-5, 325 Pts

The work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of the DoDEA DEI program. Duties and responsibilities encompass broad functions and processes and include the coordination and support of DoDEA management officials. Incumbent must use different and unconventional approaches to solve employment problems and bridge the gaps between students, employees, and management. Manages many facets of the program concurrently or sequentially with the support of principal management officials within or outside of the organization. Decisions are based on comprehensive analysis of the operations, environment and policies and practices of the organization to identify problems and define their nature and scope. Incumbent interprets and considers the inter-relationships of statutes, precedent-setting case law, civilian personnel, DOD, DoDEA directives in implementing policies, procedures and guidelines as it relates to DEI.

Advisory responsibilities involve recommendations to organizational decision makers to resolve very difficult and complex individual problems, change specific management policy or practice, and take other actions to change conditions underlying problems.

Factor 5 - Scope and Effect FL 5-5, 325 Pts

Work involves planning, developing, and carrying out broad and extensive assignments of significant interest to the public and the Government. Diversity studies typically cut across all DoDEA divisions world-wide. Directs the development and execution of DoDEA wide diversity, equity, and inclusion initiatives and workforce professional learning programs that impact the entire organizations DEI goals and as a result the effectiveness, efficiency, and productivity of DoDEA's mission from a tactical, operational and strategic level. Leading these programs require significant expert analysis and knowledge of professional learning of diversity, equity, and inclusion to include the ADDIE process and Kirkpatrick levels of professional learning. The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives of DoDEAs DEI program.

Factor 6/7 - Personal Contacts and Purpose of Contacts FL 6-3/7D, 280 Pts

Frequent interactions and personal contacts are with top management, executive, subject matter experts, mission oriented technical, administrative and support staff. External contacts and extensive liaison are with officials of other Government agencies, program managers, and interested groups. Contacts occur at conferences, briefings and meetings. Sessions often require extensive preparations and current familiarity with difficult, complex, sensitive and/or political subject matter issues.

Contacts are to influence, persuade, negotiate, and coordinate extensive interactions and interdependent relationships with varied sources. Develop and establish positions on key issues of importance when negotiating regulatory and statutory authorities or justifying strategies and operations to achieve compliance with established policies, regulations and requirements. Apply comprehensive knowledge of major interrelationships between Agency programs to identify and solve critical operating program problems affecting the agency DEI mission. Meet with senior level agency officials to conduct presentations and briefings, resolve division operating conflicts/issues, encourage consensus and make decisions on

obtaining or committing resources. Presents, explains and defends agency DEI proposals; special emphasis placed on establishing cooperative relations with agency senior leaders and external stakeholders. Contacts occur at meetings, conferences, presentations or briefings involving issues of considerable consequence and importance to the DoDEA DEI programs; contacts may be skeptical and uncooperative which requires diplomatic negotiating skills to foster an understanding of DEI-related policies and regulations, obtain compliance with guides or requirements and to promote full cooperation.

Factor 8 - Physical Demands FL 8-1, 5 Pts

The work is basically sedentary but involves some lifting and carrying of documents and other light items.

Factor 9 - Work Environment FL 9-1, 5 Pts

The work is usually performed in an office setting with adequate heating, lighting, and ventilation. The incumbent may be required to travel by military and/or commercial aircraft to a variety of overseas locations for meetings and conferences. The incumbent is subject to a variety of environmental conditions typical of the overseas areas in which traveling, including the potential for exposure to acts of terrorism.

**** Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 17-Nov-2011.**

Fair Labor Standards Act (FLSA) Determination = (EXEMPT)

- ☐ **1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- ☐ **2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☒ **3. Executive Exemption:**
 - ☒ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - ☒ b. Customarily and regularly directs 2 or more employees, AND
 - ☒ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☐ **4. Professional Exemption:**
 - ☐ a. Professional work (primary duty)
 - ☐ b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or

- ☐ c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
- ☐ d. Computer Employee, ([See 5 CFR, 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

☒ **5. Administrative Exemption:**

- ☒ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

☒ **FLSA Conclusion:**

- ☒ **Exempt**
- ☐ **Non Exempt**

FLSA Comments/Explanations:

n/a

CONDITIONS OF EMPLOYMENT & NOTES:

This position is designated Non-Sensitive and requires a Tier 1 investigation favorably adjudicated.

POSITION EVALUATION:

Not Listed

Page 01

Withheld pursuant to exemption

(b)(3); 5 U.S.C. app. § 107(a) (Ethics in Government Act of 1978) ; (b)(5)
of the Freedom of Information and Privacy Act

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