



EMPLOYMENT OPPORTUNITIES

March 2, 2015



**US Army Garrison Ansbach
Army Community Services**

Katterbach Kaserne Bldg. 5817A
DSN:467-2883 CIV: 09802-83-2883
Storck Barracks Bldg. 6510
DSN: 467-4555 CIV: 09841-83-4555

Appropriated Funds (AF) Job Opportunities

- [Interdisciplinary Engineer/Architect](#)
- [Housing Management Specialist](#)

Non-Appropriated Funds (NAF) Job Opportunities

- [Administration Support Assistant \(CYS\), NF-03](#)
- [Child and Youth Program Assistant, CY-01/02](#)
- [Distribution Technician](#)

LN Opportunities in Ansbach

http://acpol2.army.mil/vacancy/vacancy_list.asp?nation=LN&fund=AF&type=CLOSE_ONLY&country=DE

Department of Defense Dependents School (DODDS)

- [Education Program Administrator](#)
(District Superintendent)
- [Education Program Administrator](#)
(Assistant District Superintendent)
- [Education Aid](#)
- [Library Technician \(OA\)](#)
- [School Clerk \(OA\)](#)
- [Health Technician \(OA\)](#)
- [Office Automation Assistant](#)
- [School Support Assistant](#)
- [School Information Assistant \(OA\)](#)
- [School Secretary \(OA\)](#)
- [Substitute Teacher](#)
- [Transportation Assistant \(OA\)](#)
- [Secretary \(OA\)](#)

DECA Commissaries Job Opportunities

- [Food Service Worker](#)
- [Store Worker](#)
- [Teller](#)
- [Commissary Support Clerk](#)
- [Store Associate](#)
- [Store Associate](#)
- [Sales Store Checker](#)

Regional Contracting Office (RCO) Ansbach

Are you interested in applying for a government contract? All openings with the contracting office can be found here.

http://www.409csb.army.mil/Sites/Grafenwohr/bb_Grafenwohr.htm

AAFES

IMPORTANT NOTICE:

To search for positions with AAFES please visit:

<http://odin.aafes.com/employment/default.asp>

- Click “Search Openings” (View current job opportunities, or search on specific criteria to find jobs that match your interests.)
- Exchange Location: Germany
- Then select Ansbach

Illesheim Education Center

The Illesheim Education Center is **HIRING!**

Currently, the Illesheim Education Center is hiring substitutes for Administrative Assistant and Counselor Aid.

We are also hiring FAST Class teachers!

Please see the Illesheim Education Center for more information and an application!



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If you seek one of these careers in Europe or CONUS locations, then contact us today! Prior military experience preferred for most positions. For immediate consideration, or to learn more about CACI, please contact:

IN ANSBACH

Antoinetta Meisel 09802-83-3866
ameisel@caci.com

IN EUROPE

Dave Norton 06224-9281640
dnorton@caci.com

For a complete listing of all positions available within CACI, please visit us at www.caci.com.

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WANTED:

DATA ENTRY OPERATORS

CACI is supporting the Installation Access Control System (IACS) program. This project provides data entry services (known as IACS Registrars) to all US Army in Europe (USAREUR) installations.

CACI is currently seeking a Part-Time-On-Call (PTOC) IACS Registrar to support the project offices on Katterbach & Bismarck Kasernes.

The successful candidate for this position will:

- Be a US citizen over 18 years old,**
- Be a US ID card holder with base access and SOFA privileges,**
- Be customer service oriented,**
- Have basic data entry skills and**
- Pass a criminal background check**

Initial Steps In Order to Apply for a Government Contract Position

1. Get a DUNS number using a U.S. state-side address

To apply for a DUNS# go to this website:

<http://fedgov.dnb.com/webform>

It is very important that you use a state-side address for the DUNS#. It can be your parent's address if necessary. **Do not use a physical German address.** After reaching the site, follow the instructions. Do this immediately so you receive your DUNS# prior to sending your application.

2. Register for SAM

You need to register in SAM.

To do so, go to the website:

<https://www.sam.gov/portal/public/SAM/>

Click "Create an Account" and follow the instructions.



If you get confused, at the bottom of the home page click the Service Desk Link:

<http://www.FSD.gov>

It offers valuable information, and will answer all or your questions.

3. Fill out the contract you are interested in. Make sure you fill in all the necessary sections.

For example, on **page 1** you need to fill out block **17a, 30a, 30b,** and **30c.**

You also need to fill in

- a. Section SF 1449
- b. Offeror Representations, paragraph (b) through (i) unless completed in SAMS
- c. Registration Page with your DUNS # and Cage Code.

4. Finally, submit the correct and filled out sections along with your resume to the contract official.





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A master's degree in a related field is the minimum requirement for teaching. A PhD is preferred. Other factors considered include recency of exposure to your chosen field, extent of teaching experience, and academic references.

Contact us

To apply, visit www.europe.umuc.edu/teach, or contact the local UMUC field representative.

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www.europe.umuc.edu/teach



10 Tips to Get Started with Passport Career!

Welcome to the U.S. Army's Passport Career system—your online career resource that will help you to explore opportunities in the U.S. and around the world! You may be seeking a job, alternative opportunity, or simply looking for information to settle-in. In any situation, Passport Career provides extensive resources, guidance, strategies, tools and support to help you make your career move! Here are some tips to getting started with the U.S. Army's Passport Career system:

- 1. ACCESSING PASSPORT CAREER** First time users:
 - Go to www.PassportCareer.com
 - Click on **Have a Registration Key?** on the upper right corner of the homepage
 - Enter your Registration Key: **army5678** (all lowercase)
 - Fill out the brief registration form.
 - Use your email/password to login in the future.
- 2. GLOBAL CAREER PLANNING OVERVIEW** We suggest that you begin by reviewing the guidance and strategies relevant to your situation in **My Briefcase**. Click on the **My Briefcase** link on the blue menu bar at the top of any page.
- 3. JOIN AN INTRODUCTORY WEBINAR** Click on **Webinars** in the top blue menu bar of any page. Every week, Passport Career offers webinar training on career-related topics. If you're new to Passport Career, the introductory webinar is offered monthly: **How to Use Passport Career Strategically**. Also, if you participate in the **Resume/CV** webinar, you have the option to submit your resume/CV for a free review and feedback from an expert career coach!
- 4. CHECK OUT THE TOOLS** On the blue menu bar at the top of any page, you will find a link to the **International Jobs Portal**, which is updated daily with over 1,000,000 jobs in 203 countries, including the U.S. The **Get Connected!** social network allows you to connect with others around the world. You will also find quick access to the **H1B Employer Database** for non-Americans seeking jobs in the USA.
- 5. EXPLORE THE COUNTRIES** You will find the drop down menu/selector for the **Country Portfolios** and **USA City Portfolios** at the top right corner of every page. There are more than 15,000 pages of expert career content!
- 6. WHAT YOU MUST "KNOW BEFORE YOU GO"** This section is found in each country portfolio and offers key information about relocating to the country, including an overview of the country and topics related to relocating to a new place, an overview of the job search situation, Visas/Work Permits, financial information, language learning resources, and our in-country experts' tips for getting started in that country.
- 7. TAKE THE "STRATEGIC APPROACH"** This section is found in each country portfolio and focuses on the critical knowledge that you must network strategically within the context of the business culture. The business culture is broken down in several menus, including the 5 critical areas of business protocol that you need to master to make a good first impression. The networks also have strategies for each type of group to help you target them more effectively. According to research, by focusing on your strategic networking and business culture skills, you have a much greater chance at success in reaching your career goals.
- 8. RESEARCH "LOCAL OPPORTUNITIES"** This section is found in each country portfolio and has extensive resources and strategies broken down by cities, including lists and resources of the best employers for the private sector and nonprofit sector, the international agencies such as the UN, and employers in other industries as well. You will also find lists of the best websites and off-line resources where you can find appropriate job listings. Volunteer resources are also in this section along with temporary employment agencies. You will also find information on setting up a small business. In the USA city portfolios, you will find the **H1b Employer Database** along with strategies for using this tool.
- 9. USE THE "TOOLS & TECHNIQUES"** This section is found in each country portfolio and provides strategic guidance regarding the use of the business card in the country and how to use it appropriately based on the local culture, development of your resume/CV and cover letters/emails, preparation for interviews and the culturally-nuanced questions that may arise, and salary information to research. Salary charts are updated daily in the local currency. You can convert the currency to any other currency by using the **Currency Converter Tool**, which is available at the bottom left of the **Home** page.
- 10. AVOID THE "ONE-VISIT" TRAP** In order to be successful with your exploration and/or transition you need to think of Passport Career as your personal career assistant. We suggest that you schedule 15-30 minutes each week to go into more depth of the content, resources and tools. People who use Passport Career regularly have the greatest chance of success with their career goals!

Be sure to read the monthly e-newsletter for information on updates, webinars, job opportunities, and contests! The newsletter is sent to the email address you used to register on Passport Career.

Fact or Fiction?

Questions and Answers about FAMILY CHILD CARE

No way! Providers have an **OPTION** to choose how many kids they want to enroll. They can enroll up to 6 kids with only 2 kids under age 2.

Not true silly! Providers can operate an FCC child care home both on **AND** off post in government or government-leased housing.

Of course you can be a good neighbor but you may not provide care for children other than your own in government or government-leased housing for more than 10 hours per week.

YES! Pets are fun! FCC Providers **CAN** have pets. They must have current documentation for vaccinations and be in good health.

The FCC requirements are streamlined yet rigorous to ensure that only the best qualified applicants are selected and hired.

Providers may care for a child only up to 12 hours per day. More than that requires special certification.

Hey! You hear that FCC Providers must have 10 kids?

Guess what? FCC providers must live on post.

The application process is too hard, it gives me a rash.

Can't I help my friend who needs child care?

But I don't want to care for kids every day, evenings and on weekends! I will miss my play time!

I have a kitty and a doggy, can I be an FCC Provider?



Become a Certified Family Child Care Provider!

Flexible hours and child enrollment options
Portable career

Toy and Equipment lending library
Subsidy Assistance Program to offset costs
Support your community child care needs.



U.S. Army Child, Youth
& School Services



For more information, contact Parent Central Services

DSN 467.2533 CIV 09802.83.2533



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candace.j.johnson.civ@mail.mil

Business Ideas and Blogs

http://www.militaryonesource.mil/seco?content_id=267497

Upcoming Classes

- Gateway to Employment Readiness
04 March 2015
9:00-10:30am, Katterbach ACS Classroom
- Gateway to Employment Readiness
11 March 2015
9:00-10:30am, Katterbach ACS Classroom