



## HEADQUARTERS OF DEFENSE

1010 Anywhere Drive, Suite 1010  
Washington, DC 10101-1010

Ms. Dominique Jeter  
DoD Accountability Program Manager  
4800 Mark Center  
Alexandria, VA 22350

Dear Ms. Jeter:

The Department of United Services Delegated Examining Unit referred Ms. XXXXXX, a 30% or more disabled veteran, for the position of Registrar, GS- 0301-12 with the Worldwide University (WWU), Defense Services Agency located in Washington, D.C. A copy of the position description, job opportunity announcement (JOA) number Z-WWU-998877-01 and certificate of eligibles for this position are enclosed (Encl. 1 - 3). As referenced in the JOA, this position requires xyzxyz experience.

Ms. XXXXXX minimum qualifications were determined based on her resume and self-certification of zzzz in the USA Staffing questionnaire (Encl. 4 and 5). However, she was not able to demonstrate zzzz to the level needed to perform the duties of this position during the interview process. Because of the nature of the position and the inability of Ms. XXXXXX to demonstrate xyz effectively, management is requesting a pass over. The SF 62 and additional page provide information on how Ms. XXXXXX xyzxyz were assessed (Encl. 6 and 6a). Ms. XXXXXX received notification of the intent to pass over her application on June 16, 2021.

Also enclosed are Ms. XXXXXX's DD Form 214, Standard Form 15 and Veterans' Administration disability determination letter (Encl. 8 - 10).

I have reviewed this case and recommend approval of the pass-over request for submission to the Office of Personnel Management. My point of contact for any questions related to this request is Mr. Blank, 000-000-0000, blank.w.blank.civ@mail.mil.

Sincerely,

MR. JAMES JONES, SES  
Human Resource Management

Attachment(s)