



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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Policy and Legislation

DoDEA Regulation 1000.1
Date March 26, 2004

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION

SUBJECT: Department of Defense Education Activity Issuance System

- References: (a) DoDEA Administrative Instruction 1000.1, "Department of Defense Education Activity Issuance System," March 29, 1996 (hereby canceled)
(b) DoDEA Manual 1000.1, "Preparation and Processing of System Issuances," January 2003
(c) DoDEA Index 1000.1-I, "Index of Issuances," current edition
(d) Section 931 of title 20, United States Code
(e) DS Manual 1050.1, "Forms Management Program," July 25, 1980, as amended
(f) DoD Manual 5025.1-M, "DoD Directives System Procedures," March 5, 2003

1. PURPOSE

This Regulation:

- 1.1. Replaces reference (a).
- 1.2. Updates policy and responsibilities governing the Department of Defense Education Activity (DoDEA) Regulations, Instructions, Manuals, Transmittals, Pamphlets, and Directive-type Memoranda (hereafter referred to collectively as "DoDEA issuances").
- 1.3. Continues to authorize the publication of references (b) and (c).

2. APPLICABILITY

This Regulation applies to the Office of the Director, Department of Defense Education Activity; all DoDEA offices processing issuances for the signature of the Director, DoDEA; the Director, Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) and Cuba; the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); and the Director, Department of Defense Dependents Schools, Pacific (DoDDS-P).

3. DEFINITIONS

Terms used in this Regulation are defined in enclosure 1.

4. POLICY

It is DoDEA policy that:

4.1. A single, streamlined, uniform system governing the preparation, coordination, approval, publication, dissemination, implementation, and internal review of DoDEA issuances will be maintained in accordance with references (b) and (d).

4.2. The Director, DoDEA, is the only official authorized to issue regulatory guidance in the Department of Defense Education Activity (reference (d)).

4.3. The official DoDEA Issuance System includes the following:

4.3.1. DoDEA Regulations (DoDEA-R).

4.3.2. DoDEA Administrative Instructions (DoDEA-AI).

4.3.3. DoDEA Manuals (DoDEA-M).

4.3.4. DoDEA Transmittals.

4.3.5. DoDEA Pamphlets (DoDEA-P).

4.3.6. DoDEA Directive-Type Memoranda (DoDEA-DM).

4.4. All DoDEA issuances will be coordinated prior to signature.

4.4.1. All draft DoDEA issuances will be coordinated initially with the Chief, Educational Support Policy and Legislation (ESP&L), for compliance with established format, language, content, and coordination.

4.4.2. All draft DoDEA issuances and any substantive changes to DoDEA issuances will be coordinated with the DoDEA Cabinet, Area Superintendents, Education Chiefs, and other concerned officials, as determined by the Chief, ESP&L.

4.4.3. All DoDEA issuances that relate to teacher personnel policies and practices and other matters affecting working conditions will be coordinated with employee associations and organizations through the established process developed by Human Resources and the Education Directorate.

4.4.4. Unresolved issues in draft DoDEA issuances shall be brought to the attention of the Director, DoDEA.

4.5. DoDEA Directive-Type Memoranda of a continuing nature will be converted into a published DoDEA issuance within 90 days of the date of signature.

4.6. DoDEA issuances shall adhere to the principle of centralized policy-making with decentralized execution by organizational entities within DoDEA.

4.7. DoDEA issuances shall be written to focus primarily on providing policy guidance, fixing responsibility, and establishing appropriate mechanisms for feedback and oversight.

4.8. DoDEA Regulations shall be streamlined into eight pages or fewer and not contain operational procedures.

4.9. A DoDEA issuance which includes a form will comply with the requirements of DoDEA Regulation 1050.1 (reference (e)).

4.10. All DoDEA issuances will be signed by the Director, DoDEA, prior to issuance. Drafts will not be distributed pending the signature of the Director.

5. RESPONSIBILITIES

5.1. The Director, Department of Defense Education Activity, shall:

5.1.1. Sign, or delegate authority to sign, all DoDEA issuances.

5.1.2. Retain final review authority for all DoDEA issuances.

5.1.3. Appoint an issuance manager for DoDEA.

5.2. The Chief of Staff, Department of Defense Education Activity, shall:

5.2.1. Assure that the DoDEA Issuance System is used for publishing the issuances found in 4.3 above and defined in enclosure 1 of this Regulation.

5.2.2. Administer and operate the DoDEA Issuance System.

5.2.3. Consider the responsibilities of the Principal Deputy Director, Area Directors, and Associate Directors, DoDEA, when developing DoDEA issuances; and designate the specific responsibilities of the Area Directors for implementing actions.

5.2.4. Notify the Director, DoDEA, of unresolved issues.

5.3. The Chief, Educational Support Policy and Legislation, Department of Defense Education Activity, under the authority, direction, and control of the Chief of Staff, DoDEA, shall:

5.3.1. Ensure that the office of primary responsibility converts a DoDEA Directive-Type Memorandum into a DoDEA issuance within 90 days from the date of signature.

5.3.2. Review all draft DoDEA issuances prior to coordination and prior to submission to the Director for signature.

5.3.3. Provide administrative support to DoDEA Action Officers.

5.3.4. Place all approved and signed DoDEA issuances on the DoDEA website.

5.4. The DoDEA Issuance Manager, under the authority, direction, and control of the Chief of Staff, DoDEA, and the Executive Services Officer, DoDEA, shall:

5.4.1. Review all DoDEA issuances, including DoDEA Pamphlets, for consistency with other DoDEA issuances.

5.4.2. Edit all DoDEA issuances, including DoDEA Pamphlets, for appropriate grammar, spelling, and adherence to prescribed formats.

5.4.3. Ensure that each issuance is coordinated appropriately prior to presentation to the Director, DoDEA, or designee, for signature.

5.4.4. Issue numbers for all issuances.

5.4.5. Maintain for each published DoDEA issuance (except DoDEA Pamphlets):

5.4.5.1. The original copy with the original signature of the Director, DoDEA, any DoDEA Transmittals for changes, and the DoDEA Transmittal for cancellation.

5.4.5.2. Original coordination documents.

5.4.5.3. A permanent file.

5.4.6. Maintain a current list of all DoDEA issuances and publish DoDEA 1000.1-I (reference (c)) on a semiannual basis.

5.4.7. Monitor the 5 Year Review Program to ensure that DoDEA issuances are current and necessary.

5.4.8. Provide support to action officers and/or their staffs in the preparation, coordination, and publication of DoDEA issuances.

5.5. The DoDEA Action Officers shall:

5.5.1. Develop, coordinate, and prepare for the signature of the Director, DoDEA, all issuances that are relevant and needed for the accomplishment of their assigned responsibilities in accordance with DoD Manual 5025.1-M and DoDEA Manual 1000.1 (references (f) and (b))

5.5.2. Coordinate all draft DoDEA issuances as prescribed in paragraph 4.4. above and comment on all draft issuances originated in the Department of Defense or DoDEA as required using available electronic means.

5.5.3. Six months from the date of this Regulation and at 5 year intervals thereafter:

5.5.3.1. Review all DoD issuances under their cognizance for need and currency

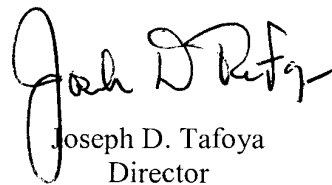
5.5.3.2. Certify by memorandum to the Chief, ESP&L, whether issuances will be continued, revised and reissued, or cancelled. Include in the memorandum of certification the need for and currency of the issuance (reference (b)).

5.5.3.3. Convert DoDEA Directive-Type Memoranda of a continuing nature issued by the Director into a DoDEA issuance within 90 days from the date of signature.

5.5.3.4. Ensure the timely cancellation of DoDEA Directive-Type Memoranda issued by the Director which are of a one-time nature and, unless otherwise designated, expire one calendar year from date of signature.

6. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya
Director

Enclosures – 1
E1. Definitions

E1. ENCLOSURE 1

DEFINITIONS

E1.1. DoDEA Action Officers. Officials at DoDEA Headquarters who report to the Director, DoDEA, or the Principal Deputy Director, DoDEA.

E1.2. Director. The term “Director” means the Director of the Department of Defense Education Activity.

E1.3. DoDEA Administrative Instructions (DoDEA-AI). DoDEA Administrative Instructions provide supplementary internal guidance implementing decisions of the Director, DoDEA.

E1.4. DoDEA Directive-Type Memoranda (DoDEA-DM).

E1.4.1. These are memoranda of a continuing nature issued by the Director that are not published as a DoDEA issuance because of time constraints. The office of primary responsibility shall convert a directive-type memorandum into a DoDEA issuance within 90 days from the date of signature.

E1.4.2. DoDEA Directive-Type Memoranda issued by the Director which are of a one-time nature will not be listed in the DoDEA issuance system and will expire one calendar year from date of signature.

E1.5. DoDEA Issuance Manager. The DoDEA official appointed by the Director, DoDEA, who has oversight for the DoDEA issuance system as prescribed by this and other applicable DoD and DoDEA issuances.

E1.6. DoDEA Issuance System. DoDEA Regulations, DoDEA Administrative Instructions, DoDEA Manuals, DoDEA Transmittals, DoDEA Pamphlets, and DoDEA Directive-Type Memoranda signed by the Director, DoDEA.

E1.7. DoDEA Manuals (DoDEA-M). DoDEA Manuals publish operating procedures, curriculum objectives, textbook and required material listings, and other guides, handbooks, and similar procedural materials as authorized by a DoDEA Regulation or DoDEA Administrative Instruction.

E1.8. DoDEA Organizational Entities. The organizations established pursuant to the authority of the Director, DoDEA. These organizational entities include the areas, districts, and schools.

E1.9. DoDEA Pamphlets. DoDEA Pamphlets provide information either within DoDEA or to the public concerning specific DoDEA programs. These issuances do not contain policy, except to explain a particular policy, and are not directive in nature.

E1.10. DoDEA Regulations (DoDEA-R). DoDEA Regulations publish decisions relating to policies, plans, programs, organizational assignment, delegations of authority, or other major actions. A DoDEA Regulation may, also, authorize the publication of a DoDEA Manual.

E1.11. DoDEA Transmittals. DoDEA Transmittals amend or cancel DoDEA issuances and transmit reprints.

E1.12. DoDEA Draft Issuance. Any unsigned and unpublished DoDEA issuance.

E1.13. Employee Organizations and Associations. An association of employees recognized by the employer which represents its members to secure satisfactory wages, benefits, and working conditions. (e.g., Overseas Teachers Association, Overseas Federation of Teachers.)