



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635

Logistics Division

DoDEA Administrative Instruction 1320.1

Date May 2, 2008

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION

SUBJECT: Reporting Changes in Schools' Structure

- References: (a) DoDEA AI 1320.1, "Department of Defense Education Activity Administrative Instruction Reporting Changes in Schools' Structure," May 5, 2000 (hereby canceled)
- (b) DoD 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools," August 1995

1. REISSUANCE AND PURPOSE

This Administrative Instruction reissues reference (a) to update the policy, responsibilities, and procedures for use by Department of Defense Dependents Schools (DoDDS) and Department of Defense Domestic Elementary and Secondary Schools (DDESS) Superintendents in notifying the Director, Department of Defense Education Activity (DoDEA) of changes in school structure and/or organization and obtaining approval.

2. APPLICABILITY

This Administrative Instruction applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS

3.1. Department of Defense Activity Address Code (DoDAAC). A distinct six-position, alphanumeric/numeric code assigned to identify specific units, activities, or organizations. The DoDEA DoDAAC system can be found on the DoDEA Web site at <https://webapps.dodea.edu/dodaac/index.cfm>.

3.2. Organization Code (ORC). The ORC is a financial code, which displays the structure of DoDEA and identifies where funds are expended. Four digit ORCs are used for obligating documents. Organization codes can be found in the Financial Management Code Directory.

3.3. Type Address Code (TAC). TACs are the mailing, shipping, billing, and commercial shipping addresses of a DoDAAC. A list of TACs for each school DoDAAC can be found by going to the Defense Logistics Agency Web site at <https://www.daas.dla.mil/daasing/dodaac.asp> and entering the DoDAAC. (See subparagraphs E2.9.2.-E2.9.6.)

4. POLICY

It is DoDEA policy that:

4.1. The Director, DoDEA, has final approval authority for the establishing, closing, and/or changing the organizational structure of all DoDEA schools.

4.2. The school openings and closures shall be coordinated with appropriate military personnel.

4.3. The approval of school openings and closures, to the extent practicable, will be accomplished as soon as possible in order to provide for a smooth transition.

5. RESPONSIBILITIES

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

5.1.1. Maintain current knowledge of impending changes to schools' structure and organization.

5.1.2. Review and provide final approval authority for all school changes to organization and structure.

5.1.3. Approve or disapprove all changes within 30 days of receipt of a request, if further information is not required.

5.2. The Associate Director for Education, Department of Defense Education Activity, shall:

5.2.1. Review and coordinate the DoDEA Form 1320 (enclosure 1) requests within the Education Directorate.

5.2.2. Provide coordination responses to the Associate Director for Financial and Business Operations (AD(F&BO)), DoDEA, Attention: Logistics Division.

5.3. The Associate Director for Financial and Business Operations, Department of Defense Education Activity, shall:

5.3.1. Designate the Chief, DoDEA HQ Logistics Division, to administratively manage and coordinate the DoDEA Form 1320 requests.

5.3.2. Notify Area Directors once the Director, DoDEA, has approved or disapproved the DoDEA Form 1320.

5.4. The Chief, Logistics Division, Department of Defense Education Activity shall:

5.4.1. Process DoDEA Form 1320 requests.

5.4.2. Inform the Director, DoDEA, when all required actions have been completed.

5.4.3. Coordinate responses within Headquarters DoDEA.

5.4.4. Notify the Area Directors when additional information is required.

5.4.5. Administratively manage the program, including revisions to this Administrative Instruction.

5.5. The Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba; the Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam, shall:

5.5.1. Review, process, and forward DoDEA Form 1320 requests, with attached plan of action and milestones, and supporting documents to the AD(F&BO), DoDEA.

5.5.2. Coordinate with and advise the cognizant authorities of action(s) taken, to include unified and theater commanders, supporting military installations, and the DoDEA community, district, and school.

5.5.3. Advise the Director, DoDEA, through the AD(F&BO), DoDEA, that all actions required to ensure the effective opening, closing, or restructuring have been accomplished by the specified completion date.

5.5.4. Ensure that appropriate approval or notification was processed prior to implementation of changes in structure, organization, name, etc., within their purview.

5.5.5. Ensure formal coordination with appropriate offices, (e.g., resource management, logistics, procurement, and human resources) for responses where funding is required prior to submission of DoDEA Form 1320 to DoDEA Headquarters.

5.5.6. Accomplish the above listed functions in accordance with DoD 1342.6-M (reference (b)) and perform oversight for those functions for which the district office or school administration is responsible.

5.6. The DoDEA District Superintendents shall:

5.6.1. Prepare DoDEA Form 1320 using the official name; which includes change of school name, opening and closing of a school, school mergers, modifying grade structure, and cancellation of an approved school organizational change request.

5.6.2. Coordinate with their respective Area offices (e.g., resource management, logistics, procurement, and human resources) for responses where funding, facilities, contracted support (e.g., supplies, equipment, services), and personnel are required.

5.6.3. Submit prepared DoDEA Form 1320 to the Area Director for approval.

5.6.4. Ensure that approval from the Director, DoDEA to the Area Director is received prior to implementing changes.

6. PROCEDURES

6.1. The DoDEA Form 1320 request is initiated at the district level and forwarded to the Area Director. Prior to forwarding the DoDEA Form 1320 request to the Area, the district must coordinate and provide responses to items 13 through 18 as they apply to their request. The Districts Superintendent and the DoDEA Area Director shall sign DoDEA Form 1320 prior to submitting it. The request may be submitted via U.S. mail, hand carried by DoDEA personnel, faxed, or e-mailed to the AD(F&BO), DoDEA, Attention: Logistics Division. For additional information in completing the form, see enclosure 2.

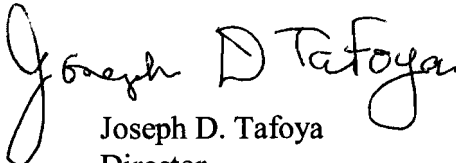
6.2. Submission of changes may require two DoDEA Form 1320 requests (e.g., a K-9 school being split into a K-6 school and a 7-9 school would require two requests, “Modifying of Grade Structure K-6,” and the other for an, “Open New School 7-9”). The two requests should be cross-referenced.

6.3. School organizational requests (i.e., Name Change, Open New School, Close School, Modify Grade Structure) shall be submitted not earlier than 1 year prior to the effective date of the request using the DoDEA Form 1320 and must be in accordance with reference (b).

6.4. Cancellation of a school organizational change after it has been approved must be submitted as soon as possible.

7. EFFECTIVE DATE

This Administrative Instruction is effective immediately.


Joseph D. Tafoya
Director

Enclosures – 2

E1. DoDEA Form 1320

E2. Instructions for completing DoDEA Form 1320

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)
REQUEST FOR APPROVAL OF SCHOOL ORGANIZATIONAL CHANGE**

1. PROPOSAL**a. PURPOSE** (*X one*)
 Name Change Open New School Close School Modify Grade Structure Request Cancellation
b. EFFECTIVE DATE (YYYYMMDD)**c. DOCUMENTATION** (*Attach plan of action and milestones*)**2. DEPUTATE****3. SCHOOL NAME/PROPOSED NAME****4. ENROLLMENT** (*Current/projected*)**5. LOCATION****6. SUPPORTING MILITARY
INSTALLATION****7. GRADE CONFIGURATION**
(*Current/projected*)**8. DISTRICT****9. CODES AND ADDRESSES****a. DOD ACTIVITY ADDRESS CODE** (*DoDAAC*)**b. ORGANIZATION CODE****c. TAC 1 ADDRESS** (*Mailing*)**d. TAC 2 ADDRESS** (*Freight*)**e. TAC 3 ADDRESS** (*Billing*)**f. TAC 4 ADDRESS** (*Commercial*)**10. FEEDER PLAN****a. ATTENDS****b. RECEIVES****11. HUMAN RESOURCE OFFICE** (*HRO*)**12. RESOURCE MANAGEMENT OFFICE** (*RMO*)**13. RATIONALE****14. FACILITIES REQUIREMENTS****15. STAFFING REQUIREMENTS** (*Increase/decrease in Fiscal Year Staffing to effect the change*)**16. SUPPORT AGREEMENT (SA) REQUIREMENTS****17. BUDGET IMPACT ANALYSIS** (*Increase/decrease in Fiscal Year Funding to effect the change*)**18. MILITARY COORDINATION** (*Provide copies of correspondence between military service coordinating officials and DoDEA*)**19. APPROVALS****a. DISTRICT SUPERINTENDENT**(1) APPROVED (*X one*) Yes No

(2) SIGNATURE

(3) DATE (YYYYMMDD)

b. AREA DIRECTOR(1) APPROVED (*X one*) Yes No

(2) SIGNATURE

(3) DATE (YYYYMMDD)

c. DIRECTOR, DoDEA(1) APPROVED (*X one*) Yes No

(2) SIGNATURE

(3) DATE (YYYYMMDD)

(Attach additional pages if necessary.)

E.2. ENCLOSURE 2

INSTRUCTIONS FOR COMPLETING DoDEA FORM 1320

“REQUEST FOR APPROVAL OF SCHOOL ORGANIZATIONAL CHANGE”

E2.1. PROPOSAL. Enter the narrative of your request (e.g., To Close Smith Elementary School).

E2.1.1. PURPOSE. Check the appropriate block.

E2.1.2. EFFECTIVE DATE. Enter the date that the request is effective.

E2.1.3. DOCUMENTATION. Include required documents, justifications, etc., to complete the submission. For DoDDS activities, the provisions of reference (b) also apply. The submission will include a proposed plan of action and milestones to identify major actions required and responsible offices and/or individuals.

E2.2. DEPUTATE. Enter responsible Area Office (i.e., DoDDS-E, DoDDS-P/DDESS-Guam, or DDESS/DoDDS-Cuba).

E2.3. SCHOOL NAME/PROPOSED NAME. Enter the name, or the proposed name of the school.

E2.4. ENROLLMENT, CURRENT/PROJECTED. Enter current enrollment if modifying or closing a school. Enter projected enrollment if the proposal is to open a school.

E2.5. LOCATION. Enter the school location. If the school name does not indicate location:

E2.5.1. DDESS. Enter the name of the base on which the school is located (e.g., Patrick L. Kessler Elementary School, location: Fort Stewart, Georgia).

E2.5.2. DoDDS. Enter the name of the base on which the school is located. If the school is not located on a base, enter the name of the town where the school resides (e.g., Wuerzburg Elementary-High School, location: Wuerzburg, Germany).

E2.6. SUPPORTING MILITARY INSTALLATION. Enter the complete name and Military Service of the installation (no acronyms) on which the school is located, or the nearest installation. Also, enter the name and location of the installation which provides, or will provide, primary logistic support; if these are different activities (e.g., DDESS: United States Army, Fort Stewart, Georgia, or DoDDS: 52d AB Wing, Spangdahlem Air Base, Germany).

E2.7. GRADE CONFIGURATION, CURRENT/PROPOSED. Enter the grade configuration; current and proposed. If the proposal is to modify the grade structure of a school, list current

grades and proposed grades (e.g., modification from a K-9 school to a K-6 school, the entry would appear as K-9/K-6).

E2.8. DISTRICT. Enter the name of the district to which the school belongs or will belong.

E2.9. CODES AND ADDRESSES

E2.9.1. DoD ACTIVITY ADDRESS CODE (DoDAAC). If this is a new school, and not a result of the splitting of a school, DoDEA Logistics Division will assign the DoDAAC. (See subparagraph 3.1.)

E2.9.2. ORGANIZATION CODE (ORC) - If this is a new school, DoDEA Resource Management Division will assign the ORC.

E2.9.3. TAC 1 ADDRESS, MAILING. The United States Postal Service mailing address for an activity.

E2.9.4. TAC 2 ADDRESS, FREIGHT. The worldwide military shipping address (freight).

E2.9.5. TAC 3 ADDRESS, BILLING. The activity responsible for billing of the DoDAAC.

E2.9.6. TAC 4 ADDRESS, COMMERCIAL. The commercial shipping/small parcel carrier address.

E2.10. FEEDER PLAN - Enter the name of the receiving and attending school(s).

E2.10.1. ATTENDS. If the school is being disestablished, include in a cover memorandum how its closure will impact the school feeder plan (i.e., if the current plan shows several schools being received by the current school, indicate which schools students will attend in the future).

E2.10.2. RECEIVES. List school(s) that will receive attending school.

E2.11. HUMAN RESOURCE OFFICE (HRO). Enter the civilian personnel office (include mailing address) which services host nation employees; and, if applicable, any locally hired employees.

E2.12. RESOURCE MANAGEMENT OFFICE (RMO). Enter the finance/accounting activity (including the mailing address), that services, or will service the school. For DoDDS, there may be a separate finance/accounting activity that provides payroll services for host nation employees. If this situation applies, also include the host nations employees' activity and mailing address.

E2.13. RATIONALE - Enter the rationale for the submitted request.

E2.14. FACILITIES REQUIREMENTS. Enter the facilities that will be used for the new school, and the proposed use, or, if the proposal is to close a school, the disposition of existing

facilities. This information is critical when the lead-time for establishing a new school is insufficient to build a new facility by the required date, and the requesting Military Service and DoDEA negotiate for interim facilities.

E2.15. STAFFING REQUIREMENTS. Outline proposed staffing that will be required, or the plan for transferring/placing staff when closing, or modifying the grade structure.

E2.16. SUPPORT AGREEMENT (SA) REQUIREMENTS. Enter all proposed SAs, or those that will be necessary to cancel or amend, by agreement number and supporting military installation or community.

E2.17. BUDGET IMPACT ANALYSIS. Enter fiscal issues, including any outstanding contractual issues, that will affect the proposed plan. Identify start-up costs and continuing additional expenses for out-years. Indicate whether the district/Area will absorb costs or this is an increased requirement for DoDEA Headquarters.

E2.18. MILITARY COORDINATION. Enter and provide copies of correspondence between the Military Service coordinating officials and DoDEA which indicates the military activity's support for the school.

E2.19. APPROVALS

E2.19.1. The district superintendent shall certify that all appropriate actions are planned, in-progress, or completed in compliance with regulatory requirements. Signature is mandatory.

E2.19.2. The cognizant Area Director's approval is mandatory.

E2.19.3. The Director, DoDEA must approve the form PRIOR to implementation of the request.