



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

Office of the Comptroller

DoDEA Regulation 7350.1
June 1, 2004

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
REGULATION

SUBJECT: Manpower Management Program

Reference: DS Regulation 1350.1, "Manpower Management Program," June 14, 1991
(hereby canceled)

1. REISSUANCE AND PURPOSE

This Regulation reissues referenced item to update policies and responsibilities for the manpower management program within the Department of Defense Education Activity (DoDEA).

2. APPLICABILITY

This Regulation applies to the Office of the Director, Department of Defense Education Activity; the Director, Department of Defense 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 Department of Defense 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. Hire Lag. The unused manpower resources which accumulate as a result of authorization positions being vacant for a period of time. Resources generated by hire lag may be used to support positions of a non-permanent nature, and the hiring of employees on a temporary basis to support legitimate workloads.

3.2. Manpower Requirements. The minimum essential manpower level required regardless of the actual availability of resources; distributed in the most efficient and cost effective structure needed to fully perform a designated mission and function.

3.3. Overhire. A temporary position established and filled to support legitimate workloads which are funded from accumulated hire lag to include full-time equivalents (FTE) and associated dollars.

3.4. School Level. Organizational components and associated staff assigned to a school or staff which perform functions typically assigned to a school (e.g., school psychologist, special education assessor, etc.).

3.5. School Year. The school year typically commences in August and ends in May or June. For manpower planning, programming, and execution purposes, a given school year commences in August and ends in July with the first two months being in one fiscal year; and the last ten months in the subsequent fiscal year.

3.6. Staffing Standards. Staffing standards are the basis for determining DoDEA-wide staffing requirements. These standards provide equitable methods for the distribution of available resources. Staffing standards are subject to periodic review and revision based upon DoDEA experience, comparison to U.S. public school systems, shifts in educational priorities, and pertinent educational research.

4. POLICY

It is DoDEA policy that:

4.1. Manpower resources shall be distributed in an equitable and efficient manner to support students and approved educational programs.

4.2. The organizational structure and assigned functional responsibilities shall determine the use of DoDEA manpower.

4.3. The priority for DoDEA manpower resources is school level requirements.

4.4. All manpower positions shall be structured to provide an optimum balance between program needs, economy, efficiency of operations, and effective utilization of human capital; to avoid fraud, waste, or the appearance thereof.

4.5. The established ceilings or other manpower limitations shall not be exceeded other than to compensate for hire lag.

4.6. Overhire authority shall be monitored closely, managed aggressively, and used only in support of approved functions and workloads.

4.7. Manpower policies and procedures shall retain flexibility to respond to changes in educational program requirements, military stationing decisions, technological advances, changes in resource levels, and environmental factors.

4.8. Alternative methods to secure services (e.g., contracting or interagency support) shall be used when appropriate and cost effective.

5. RESPONSIBILITIES

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

5.1.1. Plan, manage, and direct the DoDEA manpower management program.

5.1.1.1. Establish manpower management policies and objectives.

5.1.1.2. Oversee the distribution of manpower resources.

5.1.1.3. Approve staffing standards, organizational structures, and strategic plans.

5.2. The Principal Deputy Director, Department of Defense Education Activity, under the authority, direction, and control of the Director, Department of Defense Education Activity, shall establish the staffing policy and standards for DoDEA.

5.3. The Associate Director for Financial and Business Operations, Department of Defense Education Activity, under the authority, direction, and control of the Director, Department of Defense Education Activity, shall:

5.3.1. Advise the Director, DoDEA on all manpower matters.

5.3.2. Request manpower resources and associated funding through the budget processes to support valid requirements.

5.3.3. Develop initial manpower distributions and manage the overall manpower plan.

5.3.3. Monitor program performance to ensure effective, efficient, and economical use of manpower resources.

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

5.4.1. Develop accurate and complete student, program and environmental data as the basis for workload determination and long-range manpower and organizational planning.

5.4.2. Consult regularly with military commands:

5.4.2.1. Compile, update, and forward environmental data regarding anticipated changes (e.g., troop strength, change in base operations, closures, new housing, etc.) used to forecast the size and composition of school enrollments.

5.4.2.2. Ensure student, program, and environmental data are reported accurately, completely, and within established timelines by DoDEA.

5.4.3. Ensure that new or changed program requirements:

5.4.3.1. Are adequately documented and forwarded to DoDEA for review and approval.

5.4.3.2. Identify any additional staffing or costs included in alternative proposals.

5.4.4. Ensure that manpower policies and practices are positively communicated to key command, organizational, and community representatives.

5.4.5. Ensure that manpower policies and practices are understood and followed within the areas of their supervisory responsibility.

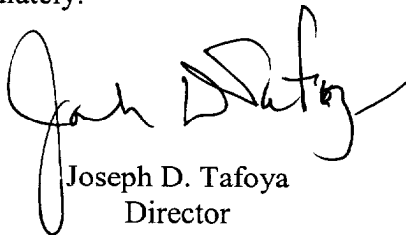
5.4.6. Ensure full and proper utilization of allocated manpower resources.

5.4.7. Execute the area manpower program consistent with established policies, procedures, and controls.

5.4.8. Review program performance to ensure effective, efficient, and economical use of manpower resources.

6. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya
Director