



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

ESPL

08-ESPL-001

Date: April 23, 2008

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

Reference: Director, Department of Defense Education Activity Policy
Memorandum, "Awards for Volunteers and Military Unit/Commander
Support of Schools," January 8, 2007 (hereby canceled)

SUBJECT: Awards for Volunteers and Military Unit/Commander Support of Schools

It is the policy of the Department of Defense Education Activity (DoDEA) to establish the authorization of awards program for Volunteer of the Year, and Military Unit/Commander support of schools, beginning in school year (SY) 2005-06.

The overall focus and intent of these awards is to provide recognition to two groups of support who provide countless hours of dedicated service. They volunteer in our schools and provide support through military command channels to assist our DoDEA educational mission of highest student achievement.

DODEA VOLUNTEER EXCELLENCE AWARD: This award is intended to recognize those individuals who have provided exceptional contributions in support of the DoDEA mission through volunteer service.

Eligibility: Any individual who has provided significant volunteer services to further the mission of DoDEA. DoDEA employees are not eligible.

Scope: Two awards per academic SY for each school, and one for each district and Area office.

Nomination and selection process: Each Area will develop and publish procedures and requirements.

Criteria for selection: Demonstrated commitment and support in the education of children and furtherance of the DoDEA mission.

Award: There is one award funded and provided by DoDEA Headquarters.

Documentation: Areas will track data on awards and recipients and provide DoDEA Headquarters, Financial and Business Operations, Policy and Legislation Office with an information copy by November 1st of each year.

DODEA MILITARY UNIT/COMMANDER EXCELLENCE AWARD: This award is intended to recognize military units or individual Military Service members who have provided exceptional dedication, support, and contributions to the DoDEA mission.

Eligibility: Military Service members or DoD civilian employees, at any level or rank, or military units/commands that have provided exemplary service or contributions to DoDEA schools. Examples may include a unit that has made significant impacts on the school through volunteer support to a school; a school liaison officer that orchestrates outstanding support and interaction between the installation and the school; and an installation commander that provides extraordinary support and commitment to the DoDEA mission.

Scope: One award per academic SY for each school, district office, and Area office.

Nomination and selection process: Nominations may be made by senior administrators (principals and above). The Director, DoDEA, has delegated the approval authority for each award to the respective Area Directors. Nominations will consist of no more than one page that describes the contribution the nominee has had on the school community. Nominations require the endorsement of each level of the organization, e.g., if it is a school level nomination, it must have district endorsement. Self-nomination is not an option.

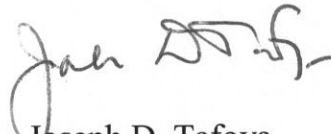
Criteria for selection: Demonstrated commitment and support in the education of children and furtherance of the DoDEA mission.

Award: There is one award funded and provided by DoDEA Headquarters.

Documentation: Areas will track data on awards and recipients and provide DoDEA Headquarters, Financial and Business Operations, Policy and Legislation Office with an information copy by November 1st of each year.

Presentation of Awards: Awards should be presented by principals, district superintendents, Area Directors, with an appropriate recognition ceremony, to include media coverage when possible.

Questions concerning this policy should be addressed to the DoDEA Headquarters
Financial and Business Operations Policy and Legislation Office at (703) 588-3201.

A handwritten signature in black ink, appearing to read "Joe Tafoya", with a stylized flourish at the end.

Joseph D. Tafoya
Director