

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131

DIRECTIVE  
NUMBER 30-13

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**PERSONNEL**

Overseas Dependents Education in USEUCOM

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1. **Summary.** This directive prescribes procedures and assigns responsibilities for the establishment and functioning of the dependents schools council in the United States European Command (USEUCOM) and CDRUSEUCOM policy regarding community/schools interrelationships in USEUCOM as regards to Department of Defense Dependents Schools. It applies to military commanders in USEUCOM who have support responsibilities for Department of Defense Dependents Schools and to Director of the Department of Defense Education Activity (DoDEA) schools within the USEUCOM area of responsibility.
  2. **Applicability.** This Directive applies to all agencies concerned with Dependent Education within the European Theater.
  3. **Internal Control Systems.** This Directive contains no internal control provisions and is not subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** The proponent for this Directive is the Policy/Personnel Programs Branch, Operations and Policy Division, Manpower, Personnel and Administration Directorate; suggested improvements should be forwarded to HQ USEUCOM/ECJ1-R-Q, Unit 30400, APO AE 09131.
  5. **References.**
    - a. Public Law 95-561, Defense Dependents' Education Act of 1978, as amended.
    - b. DoD Instruction 1342.15, Local Educational Advisory Committees and Councils, 27 March 1978.
    - c. USCINCEUR Policy Letter Number 98-04 (Dependent Education), dated 13 Jul 1998

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This Directive supersedes ED 30-13, dated 13 Apr 99 and Change 1, dated 28 Mar 01.

d. DoD Directive 1342.6, Department of Defense Dependents Schools (DoDDS), October 1992, change 1, August 1994.

e. DoD Manual 1342.6-M, Administrative and Logistic Responsibilities for DoD Dependent Schools, August 1995.

f. American Academy Of Pediatrics, Committee on Sports Medicine and Fitness: Pediatrics Vol. 107, Number 5, pp. 1205-1209, "Medical Conditions Affecting Sports Participation," 5 May 2001

## 6. **Explanation of Terms.**

a. Advisory Council on Dependents Education (ACDE). The national level (DoDEA wide) advisory council established by reference (a).

b. Dependents Education Council (DEC). The national education (DoD wide) council established by reference (b).

c. Department of Defense Dependents Schools (DoDDS). See reference (b).

d. European Schools Council (ESC). The theater education council for dependents schools matters in the European theater as defined in reference (b).

e. Component Command Advisory Council (CCAC). A council that reviews issues to facilitate resolution of regional issues as defined in reference (b).

f. Installation Advisory Committee (IAC). A committee that advises the installation commander on dependent education issues as defined in reference (b).

g. School Advisory Committee (SAC). An elected committee of parents and educators that advises the principal on matters within the jurisdiction of the school and forwards unresolved issues to the IAC as defined in reference (b).

## 7. **General Responsibilities.**

a. The Director, Department of Defense Education Activity (DoDEA) is responsible for providing a quality education from kindergarten through grade 12 for eligible minor dependents of U.S. military and civilian personnel of the Department of Defense stationed overseas. The DoDDS, European Area Superintendent is responsible for implementing and maintaining educational programs for eligible students within USEUCOM AOR. District Superintendents and school principals should ensure all provisions of reference (b) are fully implemented and complied with at all DoD Dependents Schools within the USEUCOM theater or as supplemented by this directive.

b. Military Departments and Commanders are responsible for providing services, facilities, and logistical support for dependents schools in accordance with applicable directives and interservice

support agreements. Military commanders will establish school councils to assist them in discharging responsibilities for providing support to dependent schools. Commanders at all levels will ensure all provisions of reference (b) are fully implemented and complied with on all installations that have DoD Dependents Schools or as supplemented by this directive.

c. Local educational advisory committees shall be formed and will function at each DoD Dependents School within the USEUCOM theater and be in full compliance with reference (c) or as supplemented by this directive. The school principal, installation commander, installation schools officer, and other interested parties should attend and actively participate in committee meetings. School and community leaders should energize community participation, be responsible to the needs of parents and students, and work together to resolve issues at the lowest level.

8. **European Schools Council (ESC) Responsibilities.** The council is established by USCINCEUR. The ESC consists of two bodies. The first is the European Schools Council, made up of general/flag officers from each component, SHAPE/NATO, HQ EUCOM and the DoDDS Europe Director. The second is the European Schools Council Working Group, consisting of O-6's from the same organizations and the DoDDS Europe Deputy Director. The ESC Working Group will meet as necessary to prepare educational policies and recommendations for the ESC. The ESC will meet at least twice yearly to approve policies necessary for the successful operations of dependent schools within the European Theater.

a. USEUCOM: Headquarters, United States European Command, Chief of Staff will schedule and contact ESCs. In addition, the Director, J1, HQ USEUCOM, is responsible for the scheduling the ESC Working Group. The Director, J1 will:

- (1) Appoint a staff representative to act as Executive Secretary of both bodies of the ESC with responsibilities for ESC administration.
- (2) Convene both bodies of the ESC as scheduled in paragraph 10 or as required.
- (3) Solicit agenda topics for meetings and publish agenda items prior to meeting.
- (4) Host meetings and provide staff resource as required for conduct of ESC.
- (5) Prepare and distribute minutes of meetings to the membership of ESC.
- (6) Approve and distribute any other communication relating to Council activities.
- (7) Advise the ASD (FMP); Director, DoDEA; DEC; or ACDE, as appropriate, on matters of concern.
- (8) Review component commanders' summaries and furnish an analysis of the summaries to the Joint Chiefs of Staff and the Director, DoDEA, by August 15 of each year. A copy of the analysis shall also be furnished to the Military Departments, other theater commanders, and the DoDDS Area Superintendent.

## b. USEUCOM COMPONENTS:

- (1) Attend or be represented at ESC and ESC Working Group meetings.
- (2) Recommend agenda topics.
- (3) Host meetings and provide staff resources, as required, for the conduct of meetings.
- (4) Provide updates and be prepared to discuss topics germane to the operations of dependent schools within their command or of interest to the council.

(5) Each component commander shall review all IAC reports and furnish a copy of each report as well as a summary of the reports to the theater commander (ECJ1) by 15 July each year. A copy of the summary report shall also be provided to the other component commanders, the DoDDS Area Superintendent, and the responsible district superintendent.

## c. DoDDS-Europe Director will:

- (1) Attend or be represented at all ESC and ESC Working Group meetings.
- (2) Recommend agenda topics.
- (3) Host meetings and provide staff resources, as required, for the conduct of meetings.
- (4) Be prepared to discuss topics entered on the agenda, as well as any other topics germane to the operation of dependent schools of interest to the council.
- (5) Provide updates on educational programs, school staffing and important events throughout the year.
- (6) Provide briefings/discussions on significant ongoing programs within the DoDDS system.

## d. Chief-of-Staff, DoDDS Europe will:

- (1) Attend or be represented at all ESC Working Group meetings.
- (2) Recommend agenda topics.
- (3) Be prepared to discuss topics entered on the agenda, as well as any other topics germane to the operation of dependent schools within his area of interest to the council.
- (4) Provide updates of budget matters, availability of supplies and equipment, school bus issues, and the MILCON program.

## e. Commander, AAFES-Europe will:

(1) Attend or be represented at meetings as requested.

(2) Provide updates on the school lunch program as well as other AAFES-EUR interfaces with DoDDS operations.

9. **Composition of European Schools Council.**

a. The European Schools Council:

(1) The HQ USEUCOM Chief of Staff will chair.

(2) Voting members will include:

(a) USAREUR Deputy Commanding General or representative.

(b) USNAVREGEUR Commander or representative.

(c) USAFE Vice Commander or representative.

(d) USMARFOREUR Commander or representative.

(e) SHAPE/NATO General Officer or representative.

(f) DoDDS Europe Director.

(3) Non voting members will include:

(a) Executive Secretary, ESC.

(b) Chief-of-Staff, DoDDS Europe, as requested.

(c) Commander, AAFES Europe representative, as requested.

(d) Senior Enlisted Advisors

(4) Others as specified on an ad hoc basis (non voting).

b. The European Schools Council Working Group:

(1) The Chair will be the HQ USEUCOM ECJ1.

(2) Voting members will include:

(a) USAREUR/ADCSPER representative.

- (b) USNAVREGEUR/N1 representative.
  - (c) USAFE/DP representative.
  - (d) USMARFOREUR CoS or G1 representative.
  - (e) SHAPE/NATO representative.
  - (f) DoDDS Europe Deputy Director or representative.
  - (g) DoDDS Europe, Chief-of-Staff.
- (3) Non voting members will include:
- (a) Executive Secretary, ESC.
  - (b) Commander, AAFES Europe representative as requested.
- (4) Others as specified on an ad hoc basis (non voting).

#### 10. **Procedures of European Schools Council.**

a. The ESC and ESC Working Group meetings will be conducted as executive sessions at least twice yearly during the school year. The president or any voting member may call more frequent or special meetings. Attendance will be limited to the membership and invited guests. Meetings may include school visits and parent forums.

b. The European Schools Council will receive and consider matters of concern brought forward as agenda items, evaluate and resolve those matters appropriate to its level of responsibility, and refer matters beyond its authority and responsibility to the appropriate level. The ESC working Group will refer to the ESC and ESC will refer to the DEC, ACDE, DoDEA, or ASD (FM&P).

c. TDY costs to include travel, housing, and subsistence for attendees will be the responsibility of the parent organization.

d. The organization hosting the ESC meeting will be responsible for providing audio-visual aids, reservations of required facilities, stenographic support, and limited transportation.

11. **Component Command Advisory Councils (CCAC) Responsibilities.** A council will be established to review IAC recommendations and to facilitate the resolution of issues. Membership shall include DoDDS administrators as well as commanders. The CCAC shall meet at least two times a year. Unresolved issues will be forwarded to the ESC.

12. **Installation Advisory Committee (IAC) Responsibilities.** The composition of the IAC, in the European Theater, is other than specified in reference (b). The primary difference is with the

chairperson. Co-chairs are now required within EUCOM. The installation commander and a principal chosen by the responsible district superintendent will co-chair the IAC and will be voting members. When only one school is operated on a military installation, members of the SAC will also function as the IAC members and be co-chaired by the installation commander and a principal chosen by the district superintendent. When two or more schools are operated on a military installation, in addition to the co-chairs and the schools liaison officer (non-voting), the voting members will consist of an equal number of representatives, one parent and one professional school employee, elected from each SAC. IACS will meet at least 4 times per year. The schools liaison officer will submit all unresolved issues to the CACC and EUCOM ECJ1.

13. **School Advisory Committee (SAC) Responsibilities.** The SAC will operate IAW reference (b) and meet at least four times per year and when only one school is operated on a military installation, the SAC will serve as both the SAC and IAC, with requisite responsibilities and a composition of each.

14. **Medical Coverage for School Sporting Competitions.** As of 1 October 2004, the ESC Working Group garnered concurrence from all major components and DoDDS-Europe that the following minimum support would be provided for competitive games:

a. Purpose: This agreement sets forth requirements and procedures by which the Department of Defense Dependent Schools (DoDDS) and Headquarters US European Command (HQ USEUCOM), US Army, Europe and Seventh Army (USAREUR), US Air Force Europe (USAFE), US Naval Forces Europe (NAVEUR) will establish responsibility and procedures for medical coverage and appropriate emergency action plans for DoDDS -Europe interscholastic athletic events.

b. Applicability: In accordance with references (d), (e) and (f), the provisions of this guidance apply to all DoDDS-Europe schools and commands within the European Command. This referenced guidance applies to scheduled, interscholastic competitions/events and does not apply to routine practice. However, the requirement to have emergency action plans in support of all DODDS events/sports to include practices and venues where large crowds are gathered is applicable.

c. Definitions: Athletic Events/Sports are categorized in accordance with Reference (f) by their probability for collision or contact and the comparative likelihood that participation in different sports will result in acute traumatic injuries resulting from blows to the body. In "collision" sports (e.g., football), athletes purposely hit or collide with each other or inanimate objects, including the ground, with great force. In "contact" sports (e.g., basketball and soccer), athletes routinely make contact with each other or inanimate objects but usually with less force than in collision sports. In "limited-contact" sports (e.g., track and tennis), contact with other athletes or inanimate objects are infrequent or inadvertent. It is important to note that even in non-contact sports, such as field events, serious injuries can occur. For the purposes of this agreement, collision and contact sports are not separated because there is no clear dividing line between them.

(1) **Collision/Contact Sports:** Basketball, Football, Soccer, and Wrestling.

(2) Limited Contact Sports: Cheerleading, Field events; High jump, Cross-country, Softball, and Volleyball.

(3) Non-Contact Sports: Field events; Discus and Shot put, Golf, Riflery, Tennis and Track's Running events.

d. Policy: It is EUCOM and DoDDS-Europe policy that adequate emergency support plans be provided for all scheduled interscholastic athletic competitions, events, and activities.

(1) Collision/contact sports will have an Emergency Medical Technician-level (EMT-level) trained provider designated by the local commander on hand with the minimum emergency materiel to manage airway, cardiac, and spinal injuries. An EMT-level provider is the minimum medical support requirement; an on-site doctor, physician's assistant, or nurse would also meet this requirement.

(a) Host nation EMT-level personnel may provide on-scene emergency medical coverage as determined by the local military commander.

(b) Host nation emergency ambulance services may provide necessary emergency medical transportation on an-call basis (the ambulance is not required to be on scene during the competition).

(c) Local commanders may provide a higher level of service if desired.

(d) While the intent of this policy is that games should not stop if an ambulance leaves the field, it is an issue that must be decided by the school principal or designee on scene. Should the EMT-level provider depart the immediate area at any time during the event (e.g. to accompany an injured player during ambulance transport), the school principal, designee, or component command policy will delay or cancel the game as appropriate.

(2) Limited contact sports will have a DoDDS designated individual present throughout the event with a cell phone and medical emergency contact telephone numbers. On-call medical response services designated by the local commander will be notified of the event time and location to ensure rapid response.

(3) Non-contact sports do not require on-site medical support.

(4) Installation/base commander will ensure emergency action plan(s) are developed and validated annually. Emergency action planning will include representatives from DoDDS, the local medical commander, other base organizations, and the host nation emergency medical system agency (as needed). These plans should also address the procedure for emergency support of before/after school practices associated with collision and limited contact sports for all students and spectators.

e. Command Relationships and Responsibilities:



(1) Local Installation/Base Commanders shall:

(a) Provide at installation/base command expense the Emergency Medical Technician-level provider(s) who will be on site for scheduled DoDDS-Europe collision/contact athletic events.

(b) Identify and designate adequate emergency action plans for DoDDS-Europe scheduled limited contact athletic events.

(c) For all athletic events, provide necessary communication support, transportation/access coordination, and emergency medical supplies designated by this policy to manage airway, cardiac, and spinal injuries and in the local emergency action plan sufficient to meet event and students/supporters needs.

(d) Notify the principal when required medical coverage cannot be provided at least five days before the scheduled event.

(e) Provide at installation/base command expense ambulance support, as required.

(f) Ensure development and annual validation of emergency action plan(s) in coordination with the school principal, local base organizations, and host nation responders as necessary.

(2) DoDDS Principals shall:

(a) Notify commanders of athletic event/competition schedule prior to the beginning of each semester and again at the beginning of each athletic program season. The principal shall also notify the commander of any cancellations.

(b) Designate the DoDDS individual responsible for emergency notification of Emergency Medical Technician-level providers for limited contact events. The principal shall ensure that this individual has a cell phone and emergency contact telephone numbers in possession at all times during the event.

(c) Ensure that head coaches receive basic cardiac life support and first aid training.

(d) Ensure that necessary emergency medical supplies designated by this policy and in the local emergency action plan have been provided and are present prior to beginning the event.

(e) Arrange with the local medical treatment facility for medical support for appropriate interscholastic athletic contests.

(f) Coordinate the development of an emergency action plan to support all athletic practices, after-hour events, and all competitions with the local commander. These emergency action plans will be exercised periodically for the benefit of the coaches, support staff, student athletes, and key base agencies.

(g) Cancel or delay the event if and when:

1. Emergency medical support cannot be provided by the command for collision/contact athletic events.
2. DoDDS is unable to designate and appoint an individual to be responsible for emergency notification of medical provider(s) for limited contact events.
3. Should the EMT-level or DoDDS designated individual provider depart the immediate area at any time during the event (e.g. to accompany an injured player during ambulance transport), the school principal or designee will delay or cancel the game as appropriate.

(3) Medical Treatment Facility Commander shall:

- (a) Serve on the installation/base committee to ensure adequate emergency medical action support plans are in place to support all DoDDS activities.
- (b) Coordinate with the local DoDDS system to offer basic cardiac life support and first aid training to all DoDDS coaches.
- (c) Identify necessary medical materiel, communication, transportation, or other logistical support for emergency management of airway, cardiac, and spinal injuries to the installation/base commander and DoDDS representative.
- (d) Coordinate with appropriate installation/base agencies and the local host nation emergency response services to establish realistic response procedures to meet acceptable response timelines.
- (e) Review the quality assurance plan and ensure the host nation responders meet sufficient EMT-level capabilities to ensure uniformity of response capabilities.
- (f) Establish which local hospital will serve as the primary accepting medical treatment facility in support of DoDDS sporting events.

FOR THE COMMANDER:

/Original Signed/  
COLBY M. BROADWATER III

16 February 2005

ED 30-13

Lieutenant General, USA  
Chief of Staff

OFFICIAL:

/Signed/  
WILLIAM L. KISER  
Chief, Support Services

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