



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649 BOX 7000  
APO AE 09096**

October 25, 2002

**MEMORANDUM FOR DISTRICT SUPERINTENDENTS**

**SUBJECT: DoDDS-E Overhire Authorization Policy**

On October 1, 2002 DoDDS-E assumed responsibility for the management of its manpower and payroll funds. This significant responsibility includes the requirement to control the execution of our authorized workyears.

DoDDS-E has received numerous requests for "overhire authority". This term describes a request to hire an employee against a specific manpower authorization that has already been encumbered by a current employee. Requests have resulted from extended sick leave, retirement, Leave Without Pay, military activation (reservist), and normal PCS moves. Granting the approval of an overhire request will, in itself, create a financial shortfall in payroll. Therefore, DoDDS-E has a restrictive policy concerning the approval of overhire requests.

The DoDDS-E general policy on this issue is that managers are expected to cover employee shortfalls within their current staff. In other words, managers are expected to assign the duties of the absent employee, to other employees. In the classroom, substitutes are utilized.

Overhire authority may be approved for educator positions with an extended absence. Overhire authority for school level GS employees may be approved when they are directly responsible for duties involving students and will be absent for an extended period of time. An example would be a Special Ed Aide who is watching several disabled students to ensure their safety etc. An extended period is defined to be three or four weeks.

DoDDS-E will not support overhire authority for training/transition of GS employees except in very extraordinary circumstances. Examples include authorizing an overhire for the training of a new employee to avoid a significant negative impact on financial operations, or to avoid a significant disruption of school/district basic operations. If approved, the overhire authority for the training/transition of the GS employee would be short.

All requests for overhire authorization must be sent via e-mail to the DoDDS-E Fiscal Division, Manpower Section, ATTN: Greg Glova. Each request will be thoroughly reviewed and individually evaluated. After review and evaluation, the Director, DoDDS-E will make the final decision.

A handwritten signature in black ink, reading "Diana J. Ohman". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

DIANA J. OHMAN  
Director, DoDDS-Europe

cc:

Chief, Education Division, DoDDS-E

Chief, Personnel Division, DoDDS-E

Chief, Staffing Section, DoDDS-E

Chief, Labor and Management Relations, DoDDS-E