



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
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September 23, 2005

MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: Standard Operating Procedures for Participation of DoDDS-Europe TP Staff
at National Conferences—No Cost to DoDDS

A. PROCEDURES: A request is submitted through the principal to the DSO, and is to include a recommendation by the principal and a conference agenda that includes conference dates, program, and other pertinent information.

B. CONDITIONS FOR APPROVAL:

- a. Except for substitute coverage (if appropriate) there will be no cost to DoDDS.
- b. Attendee will be carried in a duty status during the time of the conference (up to 5 days per school year).
- c. A travel day on either end will be authorized, if it is required. For example, if a conference begins on a Monday, a travel day is not required. However, if the conference begins on a Tuesday, and the attendee requires Monday to travel to the conference site from the duty site, a travel day will be authorized.
- d. In accordance with DS Regulation 5630.4, LWOP is not normally intermingled with paid leave. LWOP will not be approved to supplement approved leave taken in conjunction with participation in a national conference until an employee has used all APL to his/her credit for the school year for which LWOP is credited. Sick leave should not be requested in conjunction with participation in a national conference. Any request that meets these conditions must be approved by the District Superintendent with the concurrence of the Director, DoDDS-Europe.
- e. A travel day, which is authorized in conjunction with a national conference, may be used in conjunction with APL or LWOP. For example, if a conference begins on a Monday, a travel day is not authorized. Therefore if APL/LWOP is granted for the previous Friday, no travel day will be authorized. However, if the conference begins on a Tuesday, Monday would be an authorized travel

day. If APL/LWOP is granted for the previous Friday, Monday would still be authorized as a travel day.

- f. Principals are to ensure that conference attendees fully understand the conditions of this policy.
- g. Attendees should not finalize travel plans until approval (with conditions) is received.
- h. Attendees will submit a trip report of the conference to the DSO, which is to reflect what transpired, how the conference benefited the attendee, and how it will benefit DoDDS.
- i. Attendance at conferences may not exceed a total of 5 days, including travel days, during the school year.

C: PARTICIPATION OF PROFESSIONAL ORGANIZATION OFFICERS AT NATIONAL CONFERENCES AND MEETINGS:

- a. The above criteria apply to duly elected officers of professional organizations (ASCD, EB-ACA, ASHA, NAESP, NASSP, PDK etc.) who request to attend national level conferences and meetings as part of their elected duties.
- b. Approval may be granted for a total of five days, including travel days, during any given school year to accomplish these representational duties.

D. EFFECTIVE DATE: This SOP supersedes previous versions and is effective September 23, 2005.



Diana J. Ohnfan
Director, DoDDS-Europe