



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

Communications

08-C-001

Date: June 27, 2008

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM

**SUBJECT:** Recognition Tokens for Contributions to the DoDEA Mission and to Education

**Reference:** Director, Department of Defense Education Activity Policy Memorandum, "Awards for Volunteers and Military Unit/Commander Support of Schools," April 23, 2008

It is the policy of the Department of Defense Education Activity (DoDEA) to establish the authorization of a recognition and awareness program to allow senior DoDEA officials (Associate Directors and above) to award recognition pins, at their discretion, to employees, parents, command officials, and individuals who provide dedicated service, volunteer in our schools, provide support through military command channels, or assist our DoDEA educational mission of highest student achievement. A second dedicated use for the awareness pins would be reserved for DoDEA Teachers or Principals of Year to distribute to their stateside peers at national celebrations honoring the Teachers/Principals of the Year from the 50 states and US territories.

The overall focus and intent of these tokens is to provide recognition, at the Director's discretion, and to create an awareness of the DoDEA mission and its chief goal of ensuring highest student achievement for all students.

**DoDEA Pins:** These recognition tokens are intended to immediately recognize those individuals who have provided exceptional contributions in support of the DoDEA mission.

**Eligibility:** Any individual who has provided significant support to further the mission of DoDEA. DoDEA employees are also eligible.

**Scope:** One pin per awardee will be distributed each academic school year.

**Nomination and Selection Process:** On-the-spot selection will be awarded at the discretion of senior DoDEA officials or to any teacher/principal honored as their state nominee under any national Teacher/Principal of the Year Program.

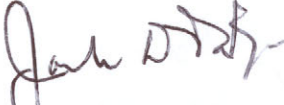
**Criteria for Selection:** Any individuals who demonstrated commitment and support in the education of children and furtherance of the DoDEA mission.

**Recognition/Awareness Award:** Recognition/Awareness pins are funded and provided by DoDEA Headquarters.

**Documentation:** The Office of Communications will maintain a supply and distribute to Teachers/Principal of the Year and to senior DoDEA officials (Director level and Education Directorate officials authorized by the Principal Deputy Director).

**Presentation of Awards:** Tokens can be presented by senior DoDEA officials on the spot or with an appropriate recognition ceremony, to include media coverage when possible.

Questions concerning this policy should be addressed to the Office of Communications at (703) 588-3260.

  
Joseph D. Tafoya  
Director