

Enrollment Eligibility Categories for DoD Contractors & Others

Identify the appropriate category and provide documents to support this as listed below

DoD Contractors <i>Space-Created, Tuition-Paying</i>		
Code	Description	Documentation Required
1HA	Dept of Army	A + (E or F)
1HB	Dept of Navy	A + (E or F)
1HC	U.S. Marine Corps	A + (E or F)
1HD	Dept of Air Force	A + (E or F)
1HE	U.S. Coast Guard	A + (E or F)
1HF	Def Commissary Agency	A + (E or F)
1HG	AAFES	A + (E or F)
1HH	Stars and Stripes	A + (E or F)
1HI	Def Audit Agency	A + (E or F)
1HJ	Def Contracting Agency	A + (E or F)
1HK	Def Finance and Accounting	A + (E or F)
1HL	Def Logistics Agency	A + (E or F)
1HM	Def Info Sys Agency	A + (E or F)
1HN	DoD Intel Agencies	A + (E or F)
1HO	DoDEA / DoDDS	A + (E or F)
1HP	Other	A + (E or F)

Allied Nations (Mons, Belgium only) <i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1MA	Foreign mil members assigned to SHAPE	E + G + H + K

Others, Federally Connected <i>Space-Available, Tuition-Paying</i>		
Code	Description	Documentation Required
2AA	Other US Govt (non-DoD, i.e. State Dept, FBI, GAO, etc) (US civ with NATO or UN)	B or [C + (E or F)]
2CA	U.S. Interest (i.e. Red Cross, USO, Boy and Girl Scouts, university personnel, CommunityBank) (TDY from CONUS, and Reserves less than 180 days)	C + (E or F) D + (E or F)
2DA	Foreign Service (Foreign mil/civ serving with NATO, UN, etc.)	G + (E or F)

Others, Non-Federally Connected <i>Space-Available, Tuition-Paying</i>		
Code	Description	Documentation Required
4AA	US Citizen (employed by non-DoD contractors such as Siemens, Citibank, GM, etc.)	I + J
4CA	Other US (not included in other categories, to include retired US military personnel)	I + J
4DA	Other Foreign National	I + J + L

Partnership for Peace (PfP) and Newly Independent States (NIS) <i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3PA	Foreign mil/civ PfP liaisons at NATO sites. Applicable to SHAPE, Naples, AFNORTH and Garmisch	E + G + H
3PB	Foreign mil/civ from NIS countries. Applicable to Ankara, Turkey only	E + G + H

Documentation Needed

- A. -Copy of the contractor's ID card. The expiration date on the card should be used as the DEROS date.
In Germany and Italy: The contractor's ID card should have a colored stripe.
In The Netherlands: Copy of the contractor's ID card, or a copy of the approval letter from The Netherlands Law Center.
- B. -Sponsor's PCS orders listing family members. For US citizens assigned to NATO, documentation that identifies the sponsor as a US citizen serving with other Allied Forces. If documentation doesn't list family members, then "E" or "F" below is required to link the students to the sponsor.
- C. -DoDEA Form 602, Verification of Civilian Employment.
- D. -CONUS based active duty military TDY orders. Reserve orders reflecting activation.
- E. -Documentation connecting the student to the sponsor as the sponsor's dependent. Primary document for this is the student's birth certificate reflecting the sponsor as one of the biological parents. If the child is biologically connected to the spouse only, then a copy of the marriage certificate and student's birth certificate are required. If birth certificates are not available we can use a copy of the student's ID card reflecting the sponsor by name on the card. Note that if neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "F" below and approval by the DoDDS-E Eligibility POC.
- F. -In Loco Parentis Documentation. Sponsor needs to provide the school with the DoDEA Form 1003, ILP Declaration Form. (*All In Loco Parentis cases must be reviewed and approved by DoDDS-E Office of Enrollment & Eligibility*).
- G. -Documentation which identifies the sponsor as a foreign DoD member serving with the Allied Forces.
- H. -Approval of the position as PfP or NIS from the National Military Representative (NMR), or Allied Joint Force Command HQ Brunssum. Memo or US Embassy approval for Ankara NIS billets.
- I. -Sponsor's and student's Passport
- J. -Installation pass granting access from the local Installation Commander's Office.
- K. -USNMR/Base Commander validation.
- L. -Verification that there is no objection from the host nation regarding the enrollment. For Turkey, required proof the child is citizen of a country other than Turkey.

(NOTE: Kindergarten and 1st Grade minimum age requirements are validated with either DoD orders listing the birth date, or a birth certificate, or a passport.)