



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649, Box 7000
APO AE 09002-7000**



December 8, 2009

MEMORANDUM FOR DIVISION CHIEFS, DODDS-E
DISTRICT SUPERINTENDENTS, DODDS-E

SUBJECT: Procedures for Review and Coordination of DoD and DoDEA Issuances

Reference:

(a) DoDEA Regulation 1000.1, "DoDEA Issuance System," March 26, 2004

In accordance with Reference (a) DoDDS-Europe will provide an organized process for the review and comment of new and revised DoDEA and DoD issuances by DoDDS-Europe activities.

Responsibility for review and comment for draft or revised DoDEA or DoD issuances forwarded to DoDDS-E for coordination is designated in Enclosures 1 and 2 respectively. For those issuance not included in this listing, assignment of responsibility for review and comment will be accomplished as follows. District Superintendents will always be included in the coordination process for all issuances without regard to the Issuance subject.

Issuance Number/Series	Subject	Primary AO
1000	Office of the Director	Chief of Staff
2000	Education	Superintendent, CIA Deputy Superintendent, CIA
3000	DDESS	Chief of Staff
4000-4666, 48XX	Logistics, Asbestos, Supplies and Services, Facilities	Logistics
4700-4999	Safety and Security, Asbestos	Safety and Security
5000	Personnel	Human Resources
6000	IT	Information Tech
7000	Resource Management	Resource Management
8000	Procurement	Procurement
9000	Competitive Sources	General Counsel

To ensure clarity, Action Officers will provide input using the template provided in Enclosure 3.

- Original Signed -
Harvey R. Gerry
Chief of Staff, DoDDS-E

Enclosure 1
Department of Defense Education Activity (DoDEA) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
R	1000.1	Issuance System	Chief of Staff	
M	1000.1.1	Index of Issuances & Cancellations	Chief of Staff	
M	1005.1	Administrators' Guide	Superintendent, CIA	DoDDS-E Division Chiefs
R	1030.1	Space-Availability Eligibility Requirements for Education of Minor Dependents in Overseas Areas	Chief of Staff	General Counsel
R	1035.1	Use of Non-DoD Schools	Chief of Staff	Chief, RMO
M	1050.1	Forms Management Program	Chief of Staff	
AI	1060.1	World Wide Web (www) Site Administration for DoDEA	Chief of Staff	PAO Webmaster
R	1100.2	Records Management System	Chief of Staff	
R	1200.2	Official Temporary Duty Travel	Chief, RMO	
R	1300.1	Department of Defense Education Activity Organization	Chief of Staff	Superintendent, CIA
AI	1305.1	Superintendent's Advisory Councils	Chief of Staff	
AI	1320.1	Reporting Changes in Schools' Structure	Chief, Logistics	Chief of Staff
R	1342.13	Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas	Superintendent, CIA	Chief of Staff
R	1400.3	Salaries & Personnel Practices Applicable to Teachers & Other Employees of the DoDDS	Chief, HR	
R	2000.1	High School Graduation Requirements	Superintendent, CIA	
R	2000.10	DoDDS Progress Reports	Superintendent, CIA	
R	2000.3	Student Placement	Superintendent, CIA	
R	2000.5	Curriculum Development Process	Superintendent, CIA	Chief, Procurement Chief, IT Chief, RMO Chief, HR

* R=Regulation; AI=Administrative Instruction; M=Manual; D=Directive; I=Instruction

Enclosure 1
Department of Defense Education Activity (DoDEA) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
R	2000.6	Systemwide Assessment Program	Superintendent, CIA	
AI	2000.9	Homework Policy	Superintendent, CIA	
R	2001.2	Course Description Approval	Superintendent, CIA	
R	2010.1	Accreditation Program	Superintendent, CIA	
R	2050.9	Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect	Chief of Staff	Chief, HR General Counsel
R	2051.1	Disciplinary Rules & Procedures	General Counsel	Superintendent, CIA
M	2051.2	Student Responsibilities & Privileges	General Counsel	Superintendent, CIA
R	2071.2	Research Approval Process	Superintendent, CIA	Chief of Staff
R	2090.1	Compensatory Education Programs and Services	Superintendent, CIA	
M	2090.2	Compensatory Education Guide	Superintendent, CIA	
R	2440.1	English as a Second Language Programs	Superintendent, CIA	
M	2440.2	English as a Second Language Program Manual	Superintendent, CIA	
R	2500.1	DoDDS Home or Hospital Instructional Services	Superintendent, CIA	Chief of Staff General Counsel
M	2500.13	Procedural Guide	Superintendent, CIA	
R	2500.10	Special Education Dispute Management Systems	Superintendent, CIA	
M	2500.14	Special Education Goals & Objectives	Superintendent, CIA	General Counsel
AI	2500.8	Monitoring Procedures for Special Education Programs and Services for Handicapped Students	Superintendent, CIA	General Counsel
R	2590.1	Program for Gifted Students	Superintendent, CIA	
M	2590.2	Gifted Education Manual	Superintendent, CIA	
M	2610.1	Humanities Curriculum	Superintendent, CIA	
M	2700.3	Health Education (Performance Standards)	Superintendent, CIA	
R	2720.1	First-Aid and Emergency Care	Safety and Security	Superintendent, CIA
R	2740.1	DoDEA Interscholastic Athletic Program	Superintendent, CIA	Chief of Staff

Enclosure 1
Department of Defense Education Activity (DoDEA) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
M	2750.4	DoDEA Physical Education Performance Standards	Superintendent, CIA	
R	2792.2	Drug-Free School and Learning K-Grade 12	Superintendent, CIA	
M	2942. 0	School Health Services Guide	Superintendent, CIA	
M	2943. 0	School Action Plan for Crises Intervention and Response to Death	Superintendent, CIA	
R	2946.1	School Counseling Services	Superintendent, CIA	
M	2946.2	School Counseling Services	Superintendent, CIA	
R	2946.3	DoDEA School Psychological Services	Superintendent, CIA	
M	2946.4	DoDEA School Psychological Services	Superintendent, CIA	
M	2990.2	DoDDS Sure Start Program	Superintendent, CIA	
R	2991. 0	Early Childhood Education	Superintendent, CIA	
R	2992.1	Information Center and Classroom Supplemental Materials Selection Policy and Challenges Procedures	Superintendent, CIA	Chief, IT
R	3000.1	DDESS Performance Appraisal Program for Teachers and Other Professional Bargaining Unit Members	Chief of Staff	
R	4010.1	Interservice and Intragovernmental Support Program	Chief, Logistics	Chief of Staff
AI	4010.2	Management of the DoDEA Interservice Support Program	Chief, Logistics	Chief of Staff
AI	4100.1	Department of Defense Activity Address Codes	Chief, Logistics	
M	4100.2	Material Management Manual	Chief, Logistics	
AI	4100.5	Accountable Property Management Evaluation Plan	Chief, Logistics	
AI	4160.1	Disposal of DoDEA Memorabilia	Chief, Logistics	
R	4700.1	DoDEA Antiterrorism/Force Protection Program (AT/FP)	Safety and Security	Chief, Logistics Chief of Staff
R	4700.2	Internal Physical Security	Safety and Security	Chief, Logistics Chief of Staff

Enclosure 1
Department of Defense Education Activity (DoDEA) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
AI	4700.3	Application & Background Checks for DoDEA School Volunteers & Student Teachers	Safety and Security	Chief, Logistics Chief of Staff
R	4800.1	DoDDS Safety Program	Safety and Security	Chief Logistics Chief of Staff
R	4800.2	Asbestos Management Program	Chief, Logistics	Safety and Security
M	4800.3	Asbestos Management Program Procedures	Chief, Logistics	Safety and Security
R	4800.4	DoDDS Chemical Hygiene & Safety Program	Safety and Security	Chief, Logistics
R	4800.5	Bloodborne Pathogen Exposure Control Program	Safety and Security	Chief, Logistics
R	5000.9	Educator Licensure Program	Chief, HR	Superintendent, CIA
R	5250. 0	Organization for Personnel Management	Chief, HR	
AI	5251.9	Intra-management Communication and Consultation	Chief, HR	Superintendent, CIA
R	5273.9	Evaluation of Personnel Management	Chief, HR	
R	5301.4	Salaries and Personnel Practices Applicable to Principals and Assistant Principals	Chief, HR	
R	5302.1	Compensation for Educators Attending Training During the School Year	Chief, HR	Superintendent, CIA Chief of Staff
AI	5303.1	Compensation for DoDDS Educators During Recess Periods	Chief, HR	
AI	5303.2	Compensation for DDESS Educators During Recess Periods	Chief, HR	
R	5308.1	Student Teaching Program	Superintendent, CIA	Chief of Staff Chief, HR
R	5330.9	Transfer Program	Chief, HR	Superintendent, CIA
R	5335.9	Educator Career Program	Chief, HR	Superintendent, CIA
R	5430.9	Performance Management System	Chief, HR	Superintendent, CIA
R	5451.9	Incentive Awards	Chief, HR	Superintendent, CIA

Enclosure 1
Department of Defense Education Activity (DoDEA) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
R	5511.1	Position Management and Classification	Chief, HR	
R	5550.9	Compensation for Extra-Duty Assignments	Chief, HR	Superintendent, CIA Chief of Staff
R	5630.4	Absence and Leave	Chief, HR	
R	5630.9	Leave Administration	Chief, HR	
R	5713.9	Equal Employment Opportunity	EEO Program Manager	General Counsel Chief, HR
R	5751.9	Disciplinary and Adverse Actions	Chief, HR	Chief of Staff Superintendent, CIA
R	5771.9	Administrative Grievance Procedures	Chief, HR	
M	5800.1	Policies and Processing of Personnel Security & Suitability Program	Safety and Security	Chief, HR
AI	6600.1	Computer Access & Internet Policy	Chief, IT	Superintendent, CIA
AI	6700.6	Acquisition, Use, Management, and Development of Software	Chief, IT	Superintendent, CIA
AI	6700.8	Computer Audit Trails	Chief, IT	
AI	6700.9	Limiting and Managing Electronic Files	Chief, IT	
R	6800.1	Domain Registration	Chief, IT	
R	7100.1	Budget Policies and Procedures	Chief, RMO	Superintendent, CIA
R	7100.2	Budget Execution	Chief, RMO	
R	7100.3	Use of Appropriated Funds	Chief, RMO	
R	7100.4	Use of Appropriated Funds for the Home-Away-From-Home Program	Chief, RMO	Superintendent, CIA
R	7110.1	Civilian Pay Allotments	Chief, RMO	
AI	7200.1	Non-DoD Tuition Program	Chief, RMO	Superintendent, CIA Chief of Staff
AI	7200.2	Advance Collection of Tuition Fees and Schedule 9 Reporting	Chief, RMO	
R	7200.3	Collection of Debts Due the United States	Chief, RMO	
M	7200.9	DoDDS Accounting Manual	Chief, RMO	
AI	7205.1	Review and Validation Procedures for Unliquidated Obligations	Chief, RMO	

Enclosure 1
Department of Defense Education Activity (DoDEA) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
AI	7205.2	Criteria For Establishing Obligations	Chief, RMO	
AI	7205.3	Establishment, Review and Validation of Obligations	Chief, RMO	
R	7230.1	User Charges	Chief, RMO	
R	7240.1	Administration of Student Activity Funds	Chief, RMO	Superintendent, CIA
R	7241.1	Acceptance of Gifts for Domestic and Overseas Defense Dependents' Schools	General Counsel	Chief, RMO Chief of Staff
R	7350.1	Manpower Management Program	Chief, RMO	
R	7720.1	Report of Work-Years and Personnel Costs for DoD Civilian Employment	Chief, RMO	
R	8000.1	Use of the Government-wide Commercial Purchase Card	Chief, RMO	Chief, Procurement
AI	8000.2	Ratification of Unauthorized Commitments	Chief, Procurement	Chief, RMO
AI	8000.3	Procedures for Payment of Costs Associated with Arbitration Fees	General Counsel	Chief, HR Chief, RMO
AI	8000.4	Advance Acquisition Planning	Chief, Procurement	
AI	8000.5	Fiscal Responsibility in Containing Conference Costs	Chief, Procurement	Chief, RMO Chief of Staff Superintendent, CIA
AI	8000.6	Doing Business with Contractors/Vendors	Chief, Procurement	
AI	8000.7	Proper Use of Non-DoD Contracts	Chief, Procurement	
R	9000.2	Commercial Activities Program	General Counsel	Chief, Procurement

Enclosure 2
Department of Defense (DoD) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
I	AI 15	Volume I, "Office of the Secretary of Defense (OSD) Records Management Program – Administrative Procedures"	Chief of Staff	
I	AI 15	Volume II, "Office of the Secretary of Defense (OSD) Records Management Program – Records Disposition Schedules"	Chief of Staff	
D	1342.6-M	Administrative and Logistic Responsibilities for DoD Dependents Schools	Chief, Logistics	Chief of Staff
R	5400.11-R	Department of Defense Privacy Program	Chief of Staff	General Counsel
R	5400.7-R	DOD Freedom of Information Act Program	Chief of Staff	General Counsel
D	1015.5	DoD Student Meal Program	Chief, Logistics	
I	1315.19	Authorizing Special Needs Family Members Travel Overseas at Government	Superintendent, CIA	Chief of Staff
I	1342.11	Cooperative Work Experience Guidelines for High Schools Operated by DoD Dependents Schools	Superintendent, CIA	Chief of Staff
I	1342.12	Provision of Early Intervention and Special Education Services to Eligible DoD Dependents	Superintendent, CIA	Chief of Staff
I	1342.15	Educational Advisory Committees and Councils	Chief of Staff	Superintendent, CIA
I	1342.18	Criteria and Procedures for Providing Assistance to Local Educational Agencies (LEAs)	Chief of Staff	
D	1342.2	Department of Defense Education Activity (DoDEA)	Chief of Staff	Superintendent, CIA
I	1342.25	School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)	Chief of Staff	
I	1342.26	Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS)	Chief of Staff	
R	4500.36R	Management, Acquisition, and Use of Motor	Chief, Procurement	Chief, Logistics

*D=Directive; I=Instruction; R=Regulation; M=Manual;

Enclosure 2
Department of Defense (DoD) Issuances

ISSUANCE TYPE*	NUMBER	SUBJECT	Primary AO	Secondary AO
		Vehicles		
I	5010.4	Management Control (MC) Program Procedures	Chief of Staff	
I	6055.12	DoD Hearing Conservation Program (HCP)	Safety and Security	Chief of Staff Chief, HR
I	7050.01	Defense Hotline Procedures	Chief of Staff	General Counsel
I	7050.3	Access to Records and Information by the Inspector General, Department of Defense	General Counsel	Chief of Staff
I	7600.02	Audit Policies	Chief of Staff	General Counsel
D	7650.3	Follow-up on General Accounting Office, DoD Inspector General, and Internal Audit Reports	Chief of Staff	General Counsel

Enclosure 3
DoDDS-E Policy Coordination/Comments

Regulation Title and Number:				
Comments submitted by:				
Date:				
Page#	Para #	Topic	Existing Language	Comment/Recommendation



Policy Rev Input
Europe.doc