

Registration Eligibility form for DoD Civilians

This form is to be used during the registration process to determine the appropriate category of the student's sponsor, and to enter the data into the Student Management System (SMS). This form in itself does not grant eligibility.

Please check the appropriate agency below, then see the reverse side for documentation that is required to support enrollment and be attached to this form. Failure to provide current eligibility documents will delay enrollment of the listed student(s).

For students enrolled under categories 2, 3 & 4, the sponsor is required to sign the appropriate Consent Terms from DoDEA Regulation 1030.1. For students enrolled under categories 1G, 1H, 2 & 4, the sponsor is required to receive the Tuition Payment Procedures Letter.

NAME OF STUDENT(S) _____
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(S) _____
Please print Last, First, Mi Please print Last, First, Mi

NAME OF STUDENT(S) _____
Please print Last, First, Mi Please print Last, First, Mi

Sponsor Information

Sponsor's Name (Please print Last, First, Mi) _____

Sponsor's Unit and Work Telephone _____

Sponsor's Email Address _____

Sponsor's Agency (please check which one is currently applicable below)

- | | |
|---|--|
| <input type="checkbox"/> Department of the Army Civilian | <input type="checkbox"/> Defense Finance and Accounting |
| <input type="checkbox"/> Department of the Navy Civilian | <input type="checkbox"/> Defense Information Systems Agency |
| <input type="checkbox"/> U.S. Marines Corps Civilian | <input type="checkbox"/> DoD Intelligence Agencies |
| <input type="checkbox"/> Department of the Air Force Civilian | <input type="checkbox"/> DoDEA / DoDDS |
| <input type="checkbox"/> U.S. Coast Guard Civilian | <input type="checkbox"/> Defense Security Cooperation Agency |
| <input type="checkbox"/> Defense Commissary Agency | <input type="checkbox"/> Defense Threat Reduction Agency |
| <input type="checkbox"/> Army and Air Force Exchange Service | <input type="checkbox"/> OSD Missile Defense Agency |
| <input type="checkbox"/> Navy or Marine Corps Exchange | <input type="checkbox"/> Defense POW/MIA Activity |
| <input type="checkbox"/> Stars and Stripes | <input type="checkbox"/> Security Assistance Program |
| <input type="checkbox"/> Defense Audit Agency | <input type="checkbox"/> Foreign Military Sales |
| <input type="checkbox"/> Defense Contracting Agency | <input type="checkbox"/> Defense Logistics Agency |
| | <input type="checkbox"/> Other |

Please see reverse side for documentation needed to support enrollment

I verify that the category code and documentation provided is correct

signature of sponsor or spouse _____ Date _____

School Verificataion

Registrar confirmation that documentation presented is valid to support enrollment

Registrar initials

DoD Civilian

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

Command Sponsored		
<i>Space-Required, Tuition-Free</i>		
Code	Description	Documentation Required
1FA	Dept of Army Civ	A or (A+B) or [C+(E or F)]
1FB	Dept of Navy Civ	A or (A+B) or [C+(E or F)]
1FC	U.S. Marine Corps Civ	A or (A+B) or [C+(E or F)]
1FD	Dept of Air Force Civ	A or (A+B) or [C+(E or F)]
1FE	U.S. Coast Guard Civ	A or (A+B) or [C+(E or F)]
1FF	Def Commissary Ag	A or (A+B) or [C+(E or F)]
1FG	AAFES	A or (A+B) or [C+(E or F)]
1FH	Stars and Stripes	A or (A+B) or [C+(E or F)]
1FI	Def Audit Agency	A or (A+B) or [C+(E or F)]
1FJ	Def Contracting Ag	A or (A+B) or [C+(E or F)]
1FK	Def Fin and Accounting	A or (A+B) or [C+(E or F)]
1FL	Def Logistics Agency	A or (A+B) or [C+(E or F)]
1FM	Def Info Sys Agency	A or (A+B) or [C+(E or F)]
1FN	DoD Intel Agencies	A or (A+B) or [C+(E or F)]
1FO	DoDEA / DoDDS	A or (A+B) or [C+(E or F)]
1FP	Other	A or (A+B) or [C+(E or F)]
1FQ	Def Sec Cooperation	A or (A+B) or [C+(E or F)]
1FR	Def Threat Reduction	A or (A+B) or [C+(E or F)]
1FS	OSD Missile Def Agency	A or (A+B) or [C+(E or F)]
1FT	Def POW/MIA Activity	A or (A+B) or [C+(E or F)]
1FV	Navy/Marines Exchange	A or (A+B) or [C+(E or F)]

Non-Command Sponsored		
<i>Space-Available, Tuition-Free</i>		
Code	Description	Documentation Required
3FA	Dept of Army Civilian	A or [C+ (E or F)]
3FB	Dept of Navy Civilian	A or [C+ (E or F)]
3FC	U.S. Marine Corps Civilian	A or [C+ (E or F)]
3FD	Dept of Air Force Civilian	A or [C+ (E or F)]
3FE	U.S. Coast Guard Civilian	A or [C+ (E or F)]
3FF	Def Commissary Agency	A or [C+ (E or F)]
3FG	AAFES	A or [C+ (E or F)]
3FH	Stars and Stripes	A or [C+ (E or F)]
3FI	Def Audit Agency	A or [C+ (E or F)]
3FJ	Def Contracting Agency	A or [C+ (E or F)]
3FK	Def Finance and Accounting	A or [C+ (E or F)]
3FL	Def Logistics Agency	A or [C+ (E or F)]
3FM	Def Info Sys Agency	A or [C+ (E or F)]
3FN	DoD Intel Agencies	A or [C+ (E or F)]
3FO	DoDEA / DoDDS	A or [C+ (E or F)]
3FP	Other	A or [C+ (E or F)]
3FQ	Def Sec Cooperation	A or [C+ (E or F)]
3FR	Def Threat Reduction	A or [C+ (E or F)]
3FS	OSD Missile Def Agency	A or [C+ (E or F)]
3FT	Def POW/MIA Activity	A or [C+ (E or F)]
3FV	Navy/Marine Corps Exchange	A or [C+ (E or F)]

Security Assistance Program / Foreign Military Sales		
<i>Space-Required, Tuition-Paying</i>		
Code	Description	Documentation Required
1GA	Security Assistance Prg	A or (A+B) or [C+(E or F)]
1GB	Foreign Military Sales	A or (A+B) or [C+(E or F)]

Other DoD Civilian		
<i>Space-Available, Tuition-Paying</i>		
Code	Description	Documentation Required
2BA	Part-time APF or NAF	C + (E or F)
2CA	Civilian TDY from CONUS	D + (E or F)

Documentation Needed

- A. -Sponsor's PCS orders listing family members. (New DEROS validated with either memo from servicing HRO/CPO/CPAC/DSOPS, or DSE Form 802)
- B. -Designated Location Movement (DLM), Dependent Remain Overseas (DRO), or Renewal Agreement Travel (RAT) orders listing family members.
- C. -DSE Form 802, Verification of Civilian Employment (Required annually for all local hire civilians. Due within 48 hours of first day of enrollment but NOT BEFORE).
- D. -CONUS based civilian on TDY orders.
- E. -In Loco Parentis Documentation (*All In Loco Parentis cases must be reviewed and approved by DoDDS-E Office of Enrollment and Eligibility*)
With Court Orders: (1) Court order granting adoption, guardianship, custody or wardship. (2) DSE Form 801, ILP Affidavit for Court Orders. (3) DoDDS-E approval.
With Power of Attorney (PoA): (1) PoA issued by one of the student's biological parents. (2) DSE Form 80, ILP Affidavit for PoA. (3) DoDDS-E approval. Please note that PoA enrollments are only good for 90 calendar days.
- F. -Student Birth Certificate reflecting 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 neither parent is biologically connected to the student, enrollment is suspended pending receipt of In Loco Parentis documentation listed in "G" above and approval by the DoDDS-E Eligibility POC.

(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.)