



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4800 MARK CENTER DRIVE
ALEXANDRIA, VIRGINIA 22350 - 1400

JAN 15 2013

MEMORANDUM FOR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS EMPLOYEES

SUBJECT: Handling Budgetary Uncertainty in Fiscal Year 2013- Change 1

~~This memorandum changes the approval level for mission-essential travel and training.~~

Change. Delete the last sentence of paragraph 2, "I am the approval authority for above school level exceptions to both prohibitions."

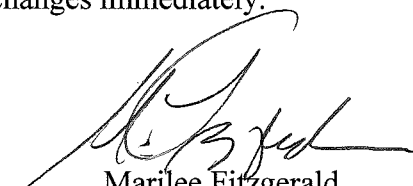
Insert the text below as I have received additional guidance from the Department regarding mission-essential exceptions for travel and training.

"Until additional guidance is received, the following applies:

School-Level. I will review and approve mission-essential school-level travel and training, except as noted in 1 above. I will determine whether higher level approval is required for any other mission-essential travel/training based on guidance that we anticipate receiving shortly. It is possible that the Principal Deputy Assistant Secretary of Defense (Readiness and Force Management), Performing the Duties of the Assistant Secretary of Defense for Readiness and Force Management may have to approve such mission-essential exceptions. Travel and training requests must be related to activities that support school-level operations e.g., training in a special education compliance requirement.

Above School-Level. The Principal Deputy Assistant Secretary of Defense (Readiness and Force Management), Performing the Duties of the Assistant Secretary of Defense for Readiness and Force Management will review and approve all mission-essential requests for travel and training of above school-level personnel. Please submit your justified requests through the Area Director to me at Travel.Request@hq.dodea.edu, and I will forward them if they meet the mission-essential criteria.

I will provide additional guidance on mission-essential criteria and the format for such requests when I receive it. Until then, please submit a memorandum to me with your justification for the mission-essential travel and training. I realize the high-level approval requirement may be burdensome. I am seeking clarification to streamline the requests, and I will advise you of any changes immediately."


Marilee Fitzgerald
Director