



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

JAN 18 2013

MEMORANDUM FOR DODEA AREA DIRECTORS  
DODEA SUPERINTENDENTS  
DODEA HEADQUARTERS CABINET

SUBJECT: Compliance with Guidance on Handling Budgetary Uncertainty in Fiscal Year 2013

We received further guidance from the Under Secretary of Defense for Personnel and Readiness regarding ongoing planning required to address Fiscal Year 2013 (FY13) budget uncertainties. The memo requires no additional action, but rather refines the scope of our plan. I am sending this information to you to maintain transparency and follow up on my commitment to keep you informed on the ongoing FY13 budget uncertainty.

The additional instructions require us to add specific information in our proposal to:

- Develop savings which equate to a nine percent reduction of our FY 2013 budget;
- Include the Chief of Staff, Office of the Under Secretary of Defense for Personnel and Readiness as the approval authority for exceptions to a potential hiring freeze.
- Stop discretionary operational expenditures to include supplies (in addition to training and travel) and;

Remember planning does not assume that any of these unfortunate events will occur, only that we must be ready. Employee furloughs are a tool of last resort in DoDEA. Close management of our funding will mitigate our risk in that area. In my previous memorandums, I shaped our strict culture of savings by deciding to:

- Cease all non-mission critical travel. School-level travel associated with the conduct of athletic, co-curricular or other student events is exempt from this requirement and requires no prior approval to continue with normal program operations.
- Suspend the Department of Defense Dependents Schools (DoDDS) Transfer Program for school year 2013-2014, except as may be necessary to place excess employees.
- Suspend the Administrator Rotation Program for School Year 2013-2014. All efforts will be made to ensure all excess employees are placed.
- Cease all training and conferences, unless they are mission-essential.

- Conduct business at all levels of the organization in a strict culture of savings. Please do not stockpile supplies. Defer spending whenever possible without compromising the mission.

I appreciate your patience as we work through these difficult budgetary times. We will continue to do our best to resolve these uncertainties in a manner that permits us to fulfill our mission and support our employees.

Thank you for all you do for our children. You serve them well by staying focused on our mission in this fiscal environment.

A handwritten signature in black ink, appearing to read 'M. Fitzgerald', written in a cursive style.

Marilee Fitzgerald  
Director