



DOMESTIC DEPENDENT ELEMENTARY AND SECONDARY SCHOOLS

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DDESS OI 7501

DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT
ELEMENTARY AND SECONDARY SCHOOLS
OPERATING INSTRUCTION

SUBJECT: Manpower Management System (MMS) and Manpower Audits Operating Instructions

REFERENCES:

- (a) DoDEA Administrator's Guide, Part II, Section 24, September 2010 (Draft)
- (b) DoDEA Regulation 7350.1, "Manpower Management Program," June 1, 2004
- (c) DDESS Staffing Standards, July 21, 2010

1. PURPOSE

The purpose of this Operating Instruction (OI) is to establish the responsibilities of MMS management and periodic Manpower Audits in Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) and Department of Defense Dependents Schools, Cuba (DoDDS-Cuba).

2. APPLICABILITY AND SCOPE

This OI applies to DDESS/DoDDS-Cuba area service center, districts and schools.

3. RESPONSIBILITIES: It is imperative to take full advantage of the greatest resource – manpower - and to understand the criticality to maintain manpower within allocated resources. The DDESS director instituted a quarterly manpower audit requirement beginning August 1, 2010 at school and district levels. This is a District Superintendent and/or designee responsibility, and cannot be further delegated below District Assistant Superintendent or Education Operations Manager. Quarterly suspense dates are August 1st, November 1st, March 1st, and June 1st annually. This OI further clarifies Principal, Superintendent and ASC manpower management roles, responsibilities and required audit actions.

3.1. General guidelines for manpower managers at all levels.

a. Manpower change requests initiated by principals must be sent through the district superintendent and, if approved, forwarded to DDESS RM Manpower Branch on a properly completed Voucher Change Request (VCR) form (see enclosure) for final disposition.

b. Instructional positions may not be converted to support positions of any kind. Instructional FTEs and some support FTEs (e.g. School Clerical & Resource Manager) carry more weight than support positions documented as hours per pay period (hr/pp). FTE-based positions are roughly equivalent to 106 hr/pp for positions documented as hr/pp.

c. Special Education (SPED) positions may only be changed after careful review by ASC SPED coordinator and must remain in a SPED category. For those changes initiated/preapproved by the ASC SPED coordinator, include comments indicating preapproval in the “notes” section of the VCR.

d. Only fill enrollment-based authorizations (principal, assistant principal, teachers, para-pros, etc) when enrollment is sufficient to warrant filling the position. Do not recruit to fill vacancies unless a position is on the staffing document and current enrollment supports the need to fill the vacancy.

e. Exceptions to these guidelines may only be approved by the DDESS Director and/or the Area Superintendent for Curriculum, Instruction and Assessment (CI&A).

f. All requests to change manpower authorizations must be submitted to the DDESS Resource Management Division, Manpower Branch on a current VCR form.

g. Authority to place an employee in “over-hire” status must be obtained from DoDEA. Submit requests through DDESS RM Manpower Branch for DDESS Director approval and submission to DoDEA.

3.2. School Principals.

a. **Monthly** - review school manpower roster and report discrepancies to DSO. Ensure MMS faces-to-spaces reflect current employees. Submit required updates to the District manpower manager.

b. **Quarterly** - complete Manpower Audits in accordance with (IAW) the following DDESS Director requirements; compile school level input; and submit results to District Superintendent or designee. Audits are to be conducted quarterly and results reported to District Superintendent or designee not later than (NLT) August 1st, November 1st, March 1st, and June 1st.

(1) **Step 1:** List, by name, all employees on a roster who regularly work at your school facility/grounds in the following categories:

(a) Administrators

- (b) Classroom Teachers
- (c) Instructional Support Teachers (Academic Support, Read 180, etc.)
- (d) Special Area Teachers (Art, PE, Music, Media, etc.)
- (e) SPED Teachers (LI M/M, LI M/S, EI, etc.)
- (f) Educational Aides (Pre-K, Kinder and SPED)
- (g) SIS Aides (Based on IEP needs)
- (h) Office Automation (secretary, supply clerk, school support specialists,
registrar, etc)
- (i) Custodians
- (j) Maintenance Workers
- (k) Itinerant Teachers (any employee who also serves additional schools)
- (l) Psychologists
- (m) Assessors
- (n) Assessor Clerks
- (o) SMSS (Resource Manager)
- (p) Etc...

(2) **Step 2:** Take the roster completed in Step 1 and place it next to your latest MMS “Employee Roster – By Job” report for comparison. If the Step 1 names do not match the FTEs provided in MMS, report this issue immediately to the Superintendent and/or designee. Notify the District Manpower POC to update MMS faces-to-spaces, when appropriate, to resolve the issue.

(3) **Step 3:** Discuss any overage you might have with the Superintendent and/or designee to find out if the employee(s) is(are):

- (a) On another school’s manpower document (either shared or not).
- (b) On the DSO Manpower Document (sometimes assessors, assessor clerks, psychologists and itinerant teachers are on another document).
- (c) In an approved over-hire status (over-hires can and must be documented in MMS).

(4) **Step 4:** If anyone works at your school on a daily basis and you find out they are in a substitute status, report this immediately to the district superintendent. No principal is authorized to have anyone work in the school as a substitute unless there is an authorized absence that requires a substitute and/or permission was granted from Resource Management at the Area Service Center based on DDESS Director approval. IAW reference c, substitutes are authorized for “Classroom Teacher (includes all program areas reflected in the Classroom Teachers Section of the District Summary Level Staffing Voucher), Small School Support Section, Other Professionals: Visual/Performing Arts, Elementary PE Teacher, Information Specialist, School Nurse, Foreign Language, and Elementary Heritage Teacher.”

(5) **Step 5:** Ensure that all support personnel are listed correctly.

(a) Educational Aides are only in Pre-Kindergarten, Kindergarten and SPED classes.

(b) SIS Aides are only connected to SPED issues and usually serve one to several students.

(c) School Clerical positions include secretaries, registrars, supply clerks, office automation and school support.

(6) **Step 6:** It is imperative everyone involved with manpower management understand there are no position descriptions on our manpower documents for media clerks and/or personnel to make copies full-time. If anyone in your building performs these tasks, the authorization/FTE must come from within your allotted manpower (i.e. School Clerical).

(7) **Step 7:** Review all educational aides’ hours. You should have no aides who were hired after August 2008 who work more than 70 hr/pp without approval/concurrence from Resource Management Manpower Branch and the DDESS Director. There may be some aides who began work prior to August 2008, who are “grandfathered” to work 75 hr/pp (i.e. hired before Aug 2008).

Important Note: In the 2008-2009 School Year DDESS Kindergarten Aides were reduced from 80 hr/pp to 70 hr/pp. DoDDS Kindergarten Aides were increased from 60 hr/pp to 70 hr/pp. To decrease the negative impact on the kindergarten aides the DDESS Director agreed to only reduce all permanent aides to 75 hr/pp. This was also a way to ensure that kindergarten aides were not the only ones impacted. Since that time, if a permanent aide leaves the agency, replacement aides are only hired at 70 hr/pp. In some cases, if the district was over in aide hours some aides were brought in for only 60 to 65 hr/pp to ensure we are within our manpower allotment. In special SPED cases brought to Resource Management, the ASC SPED coordinator conducts a thorough review and could make a recommendation to the DDESS Director to exceed the 70 hr/pp limit.

(8) **Step 8:** Validate the accuracy of your school roster and the completion of the quarterly manpower audit by printing and signing the MMS “Employee Roster – By Job”

report. Fax or email your signed report to your DSO manpower POC indicating your quarterly manpower audit is complete.

3.3. District Superintendents and manpower managers.

a. **Annually** - ensure initial authorized SY FTE allocation, once approved and issued on a Manpower Voucher, are accurate. Report inconsistencies to DDESS Resource Management Division, Manpower Branch.

b. **As needed** - Request realignment of FTEs to cover requirements within the district to DDESS Resource Management Division, Manpower Branch, on a properly completed VCR form.

c. **Continually** - Manage manpower authorizations and faces-to-spaces data in MMS.

(1) Ensure all employees' names have been entered in MMS faces-to-spaces. When an employee's name is entered before the person's employment has been properly documented in MODERN and been updated within MMS, a "?" will appear next to the employee's name in faces-to-spaces. Any "?" found in MMS must be checked bi-weekly (MMS is updated with MODERN data every two weeks). Once that employee's name is reflected in the drop down menu, they are selected from the menu and the "?" is automatically removed. Names that persistently reflect "?" and are not available in the drop down menu must be reported to DDESS RM Manpower Branch for assistance.

NOTE: Do not enter any information in the faces-to-spaces name field (such as "HOLD") other than a current DDESS employee's name.

(2) When an employee is shared between two or more schools, either of two techniques may be used to document the employee in MMS:

(a) Enter the employees name at the "home" school and enter "shared with 'name of other school'" in the "comments" field. This is the preferred technique in order to avoid potential timekeeping/pay issues.

(b) Split the FTE between the schools and enter the employee's name in both schools. If this technique is used, proper timekeeping procedures dictate the employee's time be entered at one location.

(3) Enter the appropriate "Job Detail" by selecting the job detail from the drop-down list (i.e. 1st Grade, Music, Art, etc). There should be a "Job Detail" selected for every position – do NOT put this type of information in any other faces-to-spaces field unless it is also included in the "Job Detail" field.

(4) For employees who work at a location other than where the position is documented in MMS (e.g. Psychologists, Custodians, SPED Education Aides/Para-Pros, etc in

the DSO Managed, School Level voucher group on the DSO voucher, who support and are primarily located at one or two specific schools), enter the name of the school supported in the comments field of faces-to-spaces.

(5) Document supporting information and explain anomalies in the “comments” field such as:

(a) Over-hires - enter the name of the over-hire employee in faces-to-spaces with applicable FTE or hrs/pp and document the approval in the “comments” field as above.

(b) Education Aides/Para-Pros “grandfathered” at 80 or 75 hrs/pp.

(c) Other duties assigned (shared with another school, EDAs, etc).

(d) Any other special information pertaining to the employee or space not captured in other MMS “fields”.

(6) When an RPA is processed that affects an MMS roster (i.e. changes in hours, conversion, etc) the appropriate changes must also be immediately reflected in MMS.

(7) When a position is vacated, enter “v. last name, first name” of the departing individual in the faces-to-spaces “comments” field.

(8) When an RPA is submitted to fill the position, enter the last 6 digits only of the RPA # in the “RPA#” field.

(9) When the position is filled, enter the appropriate information (name, job detail, comments, etc) in faces-to-spaces and remove the “v. name and RPA #” information from “comments” and “RPA#” fields.

d. Ensure correct personnel (Superintendent, Assistant Superintendent, Education Operations, Manpower Manager/Budget Officer, School Principals, Assistant Principals, Resource Managers, etc) have appropriate access (read-only vs read/write) to MMS. Notify DDESS Resource Management Division, Manpower Branch to add, edit or delete a user.

e. **Quarterly** - review, in conjunction with the manpower audit detailed below, the following screens and reports in MMS and promptly resolve any allocation issues/anomalies:

(1) Overages – maneuver to the “Roster Maint” screen; click on the “Location” menu drop down arrow; notice the “Over” column (sixth column from the left); if this column is anything other than blank, the indication is there are more FTEs and/or hr/pp assigned than authorized.

(2) Employees assigned to more than 1.0 FTE (Report r-108/r-208).

(3) Unconfirmed employee names (Report r-107/r-207); “?” next to name in faces-to-spaces means the name has not been validated from the MODERN employee roster.

f. **Quarterly** – complete Manpower Audits IAW the following DDESS Director requirements; consolidate school level input; and submit results to DDESS Resource Management Division, Manpower Branch.

(1) **Step 1:** The Superintendent will review each school’s manpower roster with the School Principal.

(2) **Step 2:** Report any and all discrepancies that are not within current manpower authorizations to DDESS RM Manpower Branch and/or DDESS HR Division.

(3) **Step 3:** Develop a plan with DDESS Resource Management Manpower Branch and Human Resources Reduction in Force (RIF) Coordinator to ensure the number of employees authorized and on hand are consistent with manpower requirements.

(4) **Step 4:** Provide the written plan to the DDESS Director and Area Superintendent.

(5) **Step 5:** Notify the DDESS Director and the Area Superintendent when the plan developed in step 4 is satisfied.

(6) **Step 6:** Validate in MMS the authenticity of each manpower roster, faces-to-spaces information, when Employee Roster is 100% accurate (as indicated by a signed “employee roster by jobs” report from each school principal). This action is completed by users authorized to validate vouchers as follows:

(a) Log into MMS

(b) Click “Reports” button

(c) Select the “School/Div Reports” tab (should be the default tab)

(d) Click the “Validate Roster” button in the lower right (if this button is not visible to the user, request validation privileges to DDESS RM Manpower Branch)

(e) Select the roster you want to validate

(f) Click “Yes” when you are sure you want to validate the roster

(7) **Step 7:** Report via email to DDESS Resource Management, Manpower Branch (NLT COB August 1st, November 1st, March 1st & June 1st) when all schools and DSO manpower vouchers have been validated, indicating the district quarterly audit is completed.

NOTE: For use in the audit process, MMS Reports r-250 and r-350 provide a list of locations within a district along with the date last validated and who performed the validation.

3.4. DDESS Resource Management Division, Manpower Branch.

a. Maintain manpower authorizations IAW DoDEA policy and guidance, DDESS Director policy and guidance, and published DDESS Staffing Standards.

b. **Annually** - Review initial manpower allocations for new school years for omissions and/or inconsistencies based on known enduring Full Time Equivalents (FTEs) as well as FTEs authorized based on enrollment. This review will be conducted prior to approving and issuing allocations to Districts/Schools.

c. **As needed** (weekly for the first two months of each school year) - Monitor enrollment and commensurate FTE allocations and recommend appropriate cross-district realignments (cross-leveling) and/or recommend requests for additional manpower authorizations or offer to return excess authorizations from/to DoDEA Manpower Branch.

d. **Quarterly** - Collect Manpower Audit results and provide consolidated report to Director, DDESS.

e. **As needed** - Document all FTE changes requested by the districts provided they adhere to the guidelines established in para 3.1 above.

f. Ensure all non-stovepipe ASC employees' names have been entered in MMS faces-to-spaces. When an employee's name is entered before the person's employment has been properly documented in MODERN and been updated within MMS, a "?" will appear next to the employee's name in faces-to-spaces. Any "?" found in MMS must be checked bi-weekly (MMS is updated with MODERN data every two weeks). Once that employee's name is reflected in the drop down menu, they are selected from the menu and the "?" is automatically removed. Names that persistently reflect "?" and not available in the drop down menu must be reported to Manpower for assistance.

g. Document supporting information and explain anomalies in the "comments" field such as:

(1) Over-hires - enter the name of the over-hire employee in faces-to-spaces with applicable FTE or hrs/pp and document the approval in the "comments" field as above.

(2) Other duties assigned.

(3) Any other special information pertaining to the employee or space not captured in other MMS "fields".

h. **Continually** - maintain DDESS ASC MMS faces-to-spaces data reflecting all current employees as follows:

(1) When a position is vacated, enter “v. last name, first name” of the departing individual in the faces-to-spaces “comments” field.

(2) When an RPA is submitted to fill the position, enter the last 6 digits only of the RPA # in the “RPA#” field.

(3) When the position is filled, enter the new employee’s name in faces-to-spaces and remove the information from the “comments” and “RPA#” fields.

(4) Enter the appropriate “Job Detail” by selecting the job detail from the drop-down list (i.e. 1st Grade, Music, Art, etc). There should be a “Job Detail” selected for every position – do not put this type of information in any other faces-to-spaces field unless it is also included in the “Job Detail” field.

(5) For employees who work at a location other than where the position is documented in MMS (e.g. Psychologists, Custodians, SPED Para-Pros, etc in the DSO Managed, School Level voucher group on the DSO voucher, who support and are primarily located at one or two specific schools), enter the name of the school supported in the comments field of faces-to-spaces.

i. **Quarterly** - Review, in conjunction with the manpower audit, the following screens and reports in MMS and promptly resolve any allocation issues/anomalies:

(1) Overages – maneuver to the “Roster Maint” screen; click on the “Location” menu drop down arrow; notice the “Over” column (sixth column from the left); if this column is anything other than blank, the indication is there are more FTEs and/or hr/pp assigned than authorized.

(2) Employees assigned to more than 1.0 FTE (Report r-108/r-208).

(3) Unconfirmed employee names (Report r-107/r-207); “?” next to name in faces-to-spaces means the name has not been validated from the MODERN employee roster.

j. **Quarterly** - validate in MMS, ICW the manpower audit, the authenticity of each manpower voucher, faces-to-spaces information when Employee Roster is 100% accurate. This action is completed by users authorized to validate vouchers by:

(1) Log into MMS

(2) Click “Reports” button

(3) Select the “School/Div Reports” tab (should be the default tab)

(4) Click the “Validate Roster” button in the lower right (if this button is not visible to the user, request validation privileges through the District POC to DDESS Manpower)

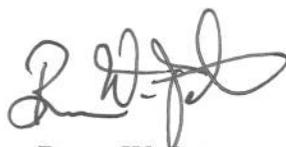
(5) Select the roster you want to validate

(6) Click "Yes" when you are sure you want to validate the roster

NOTE: For use in the audit process, MMS Reports r-250 and r-350 provide a list of locations within a district along with the date last validated and who performed the validation.

4. EFFECTIVE DATE

This OI is effective upon publication.

A handwritten signature in black ink, appearing to read "B. W. Jeter", with a stylized flourish at the end.

Bruce W. Jeter
Director, DoDEA DDESS/DoDDS-Cuba

Enclosure:
As stated

Manpower Voucher Change Request (VCR) Format

DISTRICT:

Request No:

Date:

Decrease Column			Increase Column		
School			School		
Job Title			Job Title		
MMS JobCode			MMS JobCode		
FTEs From			Wkrs From		
FTEs To			Wkrs To		
FTE Decrease	0.00		FTE Increase	0.00	
Hours From			Hours From		
Hours To			Hours To		
Hr/PP Decrease	0.00		Hr/PP Increase	0.00	

Notes:

Action:

Employee/s:

See:

N/A

Location/School	From	To	Chg	Location/School	From	To	Chg
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
	0.0	0.0	0.0		0.0	0.0	0.0
			0.0				0.0