

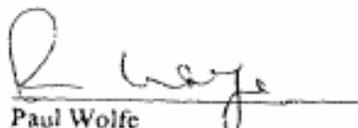
**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF DEFENSE EDUCATION ACTIVITY AND  
THE OVERSEAS FEDERATION OF TEACHERS**

The Department of Defense Education Activity (DoDEA) and the Overseas Federation of Teachers (OFT), in its capacity as bargaining agent for its bargaining unit within the Department of Defense Dependents Schools (DoDDS), enter into this Memorandum of Understanding (MOU) for the purpose of adopting procedures for processing Academic Salary Lane (ASL) changes.

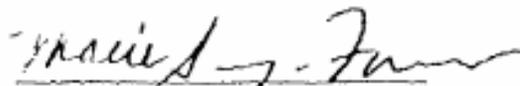
In an effort to ensure prompt processing, and to avoid unnecessary delays which result in lengthy corrections to personnel documents, DoDDS and the OFT agree that the request for an ASL change must be filed no later than one calendar year following completion of the required credit hours.

Those requests received timely will be processed retroactively to the first pay period following the date the college or university from which the credits were received certifies that the credit hours were completed with passing grades. Requests received later than one year following completion of the required credit hours will be processed prospectively and will be retroactively effective to the first pay period after submission.

Any employees who completed the requirements for an ASL change more than a year preceding the date of this agreement will have one year from the date of this agreement to submit their applications without penalty.



Paul Wolfe  
For DoDDS



Dr. Marie Sanz-Fuaro  
For the OFT

8/2/01  
Date

8/2/01  
Date