



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635

Human Resources Regional Service Center

09-HRC-004

Date: DEC - 4 2009

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
POLICY MEMORANDUM

SUBJECT: Rotation of DoDEA Administrators

It is the policy of the Department of Defense Education Activity (DoDEA) that administrators are subject to a mandatory rotation after 6 years at a specific location. Rotational assignments of administrators at regular intervals contribute to the strength of our organization as well as facilitating the common vision and building a diverse knowledge base that further unifies our worldwide system. This broadens our educational leaders' perspectives based on the wealth of experiences within the unique and dynamic global DoDEA system.

The 6-year rotation policy is not absolute. Extensions to tours for one additional year, for a maximum of 7 years, may be approved because of management and community needs, personal circumstances, or hardships. Likewise, shorter tours may be appropriate due to compelling circumstances such as health, pending retirement, contract expiration, or personal needs. The Director, DoDEA, has the authority to approve requests for extensions or to curtail a tour. This authority is hereby delegated to the Director, Department of Defense Dependents Schools-Europe; the Director, Department of Defense Dependents Schools-Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam; and the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba. All assignments of administrators shall be approved in advance by the Director, DoDEA.

When reassigning administrators, a number of factors will be considered. Such factors include, but are not limited to, qualifications, preference of administrators, input from the community and stakeholders, and recommendations of district superintendents and other DoDEA officials to ensure that the administrator's experience and skills are consistent with educational needs. Incentives such as shorter tour lengths may be offered to entice voluntary movement into hardship or difficult areas. However, the Director, DoDEA, retains the authority to exercise management-directed reassignments based on the needs of the agency.

Movement within the district, to other districts, as well as to other areas, is highly encouraged. This rotational policy will not preclude an administrator from competing for positions prior to reaching the 6-year length of assignment. However, under normal circumstances, administrators should not receive consideration for any position on the same or lower salary schedule for three school years following assignment to an administrator position.

The Director, DoDEA, will send administrators a memorandum of preference for rotation of administrators (see Attachment) annually to ascertain the needs of management and administrators to assist with the placement of administrators for the upcoming school year. Rotation of administrators will be announced in early spring of each year to provide sufficient time to ensure smooth transitions into new communities.¹

This policy memorandum is effective immediately.



Dr. Shirley A. Miles
Director

Attachment:
As stated

¹ Current DDESS administrators will not be required to sign a mobility certificate unless and until they transfer to or are voluntarily reassigned to another administrator position.

MEMORANDUM FOR

SUBJECT: Rotation of Administrators

It is the policy of the Department of Defense Education Activity (DoDEA) that administrators are subject to a mandatory rotation after 6 years at a specific location. It may be appropriate for tours to be less than 6 years based on management and educational needs, or personal circumstances and hardships, or to grant a tour extension when compelling circumstances warrant.

To assist with the placement of administrators for the upcoming school year, it is requested that you complete the attached preference worksheet, listing your preferences for rotation. Although you may not be eligible for a rotational assignment this school year, your input will also assist us with future program planning needs. Your preference worksheet will be one of a number of factors that will be considered in final rotational tour assignments.

Please complete the preference worksheet and return it to your Area Human Resources Advisor by (date). If you have any questions or concerns, please contact your Area Human Resources Advisor.

Dr. Shirley A. Miles
Director

Attachment:
As stated

Administrator Rotation Preference Worksheet

Name: _____
Position: _____
School: _____
District: _____
Date Entered Current Assignment: _____
Tour Expiration Date: _____
RAT Eligibility Date: _____

The following are my preferences for tour rotation at this time:

_____ I request to be considered for reassignment to the following geographic location:

- 1. _____
- 2. _____
- 3. _____

and/or to schools specified below:

- 1. _____
- 2. _____
- 3. _____

_____ I request to remain in my current assignment (if tour expires). Attached find supporting information that outlines the reasons for requesting a tour extension of one additional year beyond the established 6 year tour at my current location.

_____ I request to be considered for a reassignment even though I have not completed the 6 year tour at my current location. Attached find supporting information that outlines the reasons for requesting a reassignment prior to completion of my tour.

_____ I am currently on a temporary promotion and request to:
_____ Terminate temporary promotion and be assigned to a position equivalent to position held prior to the temporary promotion.
_____ Extend or make temporary promotion permanent.

_____ I will be separating from DoDEA on _____ and do not require a rotational assignment. _____ Retirement _____ Resignation _____ Other

Signature: _____ Date: _____

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
MOBILITY CERTIFICATE

Background: Each selectee for a full-time permanent educator position with the Department of Defense Education Activity (DoDEA) system must sign this certificate in connection with appointment processing.

I have been informed of the need for mobility of professional employees of the DoDEA system. I understand that I am subject to mandatory assignment at other positions of comparable grade and salary for which I am determined qualified. Such assignments may be at any location in DoDEA. I understand that I will be subject to separation on the proposed effective date of the mandatory reassignment, or at the close of the school year, whichever is earlier, if I refuse the offer of mandatory reassignment for reasons that are not acceptable to the Government.

Printed Name

Signature

Date