



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-014

DATE August 25, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Procedures for the Non-Department of Defense Schools Program

References: See Enclosure 1.

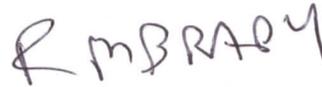
1. **PURPOSE.** The purpose of this Procedural Guide is to document the proper processes and procedures for supporting and funding the education of authorized, Command-sponsored dependents of military members and DoD civilian employees assigned to overseas areas where no Department of Defense Education Activity (DoDEA) school is available within the area. At these locations, DoDEA supports a variety of options for children, ranging from home-based schooling programs to public and private schools. Approval for the enrollment of an eligible minor dependent of a DoD sponsor must be obtained from the DoDEA Non-Department of Defense Schools Program (NDSP) office prior to enrolling a child in a non-DoD school.
2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); all DoDEA District Superintendents, school administrators, and supervisors; and, U.S. Northern Command (USNORTHCOM), U.S. Southern Command (USSOUTHCOM), U.S. European Command (USEUCOM), U.S. Central Command (USCENTCOM), U.S. Pacific Command (USPACOM), and, U.S. Africa Command (USAFRICOM).
3. **DEFINITIONS.** See Glossary.
4. **GUIDANCE.** This Procedural Guide defines the process for determining dependents' eligibility for the NDSP; enrolling eligible dependents; invoicing; and, disbursing refunds. The NDSP will be managed in accordance with the Non-DoD Schools Program Web site¹ (Reference

¹ Information can be found on the Internet at <http://www.dodea.edu/nonDoD/index.cfm>

(a)), the Non-DoD Schools Program Student Online Registration System Web site² (Reference (b)), the U.S. Department of State Standardized Regulations Web site³ (Reference (c)), the U.S. Department of State Standardized Regulations, Section 270 (Reference (d)), section 926(b) of title 20, United States Code (e)), DoDEA Regulation 1342.13 (Reference (f)), DoDEA Regulation 1035.1 (Reference (g)), the Assistant Secretary of Defense for Force Management Policy, Directive-type memorandum (Reference (h)), the Collections Information Repository Bureau of the Fiscal Service Web site (Reference (i)), the National Archives and Records Administration, N1-GRS-91-3 (Reference (j)), and DoDEA 7000.14-R (Reference (k)) all found in Enclosure 1.

5. PROCEDURES. See Enclosures 2 through 4 for NDSP processes and procedures.

6. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Robert M. Brady
Associate Director for Financial
and Business Operations

Enclosures

1. References
2. NDSP Eligibility and Enrollment Process
3. NDSP Invoice Processes
4. NDSP Refund Process
5. DoDEA Standard Form (SF) 610, Application for Enrollment in NDSP
6. DoDEA Form 620, Pre-Screening Questionnaire
7. Service Provider Reimbursement Form
8. Parent/Sponsor Reimbursement Form
9. Home-Based Schooling Reimbursement Form
10. SF 1164, Personal Occupancy Vehicle (POV) Reimbursement Form
11. Funding Detail Sheet (FDS) example
12. SF 1034, Public Voucher for Purchases and Services other than Personal
13. Certified voucher example
14. Credit Detail Sheet (CDS) example
15. SF 1131, Cash Collection Voucher (CCV)

Glossary

² Information can be found on the Internet at <https://registration.dodea.edu/NDSP/>

³ Information can be found on the Internet at http://aoprals.state.gov/Web920/location.asp?menu_id=95

ENCLOSURE 1

REFERENCES

- (a) Non-DoD Schools Program Web site⁴
- (b) Non-DoD Schools Program Student Online Registration system Web site⁵
- (c) U.S. Department of State Standardized Regulations Web site⁶
- (d) U.S. Department of State Standardized Regulations, Section 270, Educational Allowances
- (e) Title 20, United States Code, Section 926(b)
- (f) Department of Defense Education Activity Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas”
- (g) Department of Defense Education Activity Regulation 1035.1, “Use of Non-DoD Schools”
- (h) Assistant Secretary of Defense for Force Management Policy, Directive-Type Memorandum, Authority to Provide Financial Assistance for Education of Certain Defense Dependents Overseas”
- (i) Collections Information Repository Bureau of the Fiscal Service Web site⁷
- (j) National Archives and Records Administration, N1-GRS-91-3, April 2010
- (k) DoDEA 7000.14-R, “Department of Defense Financial Management Regulation,” November 2012, Volume 1-15, current edition.

⁴ Information can be found on the Internet at <http://www.dodea.edu/nonDoD/index.cfm>

⁵ Information can be found on the Internet at <https://registration.dodea.edu/NDSP/>

⁶ Information can be found on the Internet at http://aoprals.state.gov/Web920/location.asp?menu_id=95

⁷ Information can be found on the Internet at <https://cir.fiscal.treasury.gov/>

ENCLOSURE 2

NDSP ELIGIBILITY AND ENROLLMENT PROCESS

1. NON-DEPARTMENT OF DEFENSE SCHOOLS PROGRAM (NDSP) SPONSOR INFORMATION. Sponsors should refer to the information provided on the NDSP Web page (Reference (a)) prior to enrolling their dependent in the NDSP. General information on the NDSP Web page includes the following:

a. The NDSP informational brochure.

b. NDSP sponsor online orientation. This document is available for sponsors to review and learn about the NDSP and entitlements for their dependents.

c. A list of overseas schools. NDSP does not approve or certify schools; accordingly, parents have the right to choose the educational setting for their child. However, in accordance with Reference (e), all schools chosen must have a curriculum that can be deemed “satisfactory to the Secretary” of Defense. Presently, NDSP works with over 800 schools worldwide.

d. A budget estimation parent tutorial and budget planning tool.

2. NDSP LIAISON. In addition to the Web site, sponsors are advised to contact the NDSP Liaison responsible for the area to which they will be assigned to learn more about the schools in a particular location.

a. The NDSP Liaisons are generally active duty Service members. They receive training regarding certain policies and procedures of NDSP at regular intervals throughout the year.

b. The NDSP Liaison Portal contains a master list of sponsors for all areas.

3. NDSP ELIGIBILITY AND ENROLLMENT. Before beginning the eligibility process, sponsors must complete the Student Online User Guide found on Student Online Registration (SOR) Web site (Reference (b)). This comprehensive Guide provides specific, step-by-step procedures for sponsors wanting to register their dependent using the NDSP SOR application.

a. The sponsor submits his/her Permanent Change of Station (PCS) orders plus any amendments; the Department of Defense Education Activity (DoDEA) Standard Form (SF) 610, “Application for Enrollment of Non-DoD Schools Program” (Enclosure 5); the DoDEA Form 620 “Pre-Screening Questionnaire” (Enclosure 6); a school calendar; and, a school fee schedule. In addition, a copy of a dependent’s passport or birth certificate is required for dependents enrolling in either kindergarten or first grade.

b. The NDSP Processing Analyst analyzes the registration data to ensure entitlements and eligibility are valid.

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NDSP ELIGIBILITY AND ENROLLMENT PROCESS

c. The NDSP team reviews the sponsor's PCS orders plus any amendments, the DoDEA SF 610, DoDEA Form 620, and other required documents as applicable.

(1) If eligibility is confirmed, the sponsor, dependent, and school's documents are automatically transferred to the NDSP World Wide System (WWS) application for online storage.

(2) If the DoDEA Form 620 indicates special or additional needs, an automatic e-mail notification is sent to the appropriate Instruction System Specialist (ISS), who then contacts the sponsor.

d. When a sponsor's dependent is deemed eligible for the NDSP, the NDSP Processing Analyst assigns an education allowance per the U.S. Department of State Standardized Regulations (DSSR) (Reference (c)). Education allowances can be designated as "At Post" or "Away from Post," depending on the location of the duty station listed on the sponsor's orders.

(1) The DSSR Education Allowance (Reference (d)) is established to assist sponsors in meeting the extraordinary and necessary expenses incurred during service in a foreign area so they may provide adequate elementary and secondary education for a child or children. The education allowance is referred to as the DSSR rate. The DSSR rate is used to defray the costs – it is not meant to cover every expense. Each location has a DSSR rate for the education allowance.

(a) "At Post" rates are used when an elementary or secondary school is within daily commuting distance of the employee's post of assignment.

(b) "Away from Post" rates are used when an elementary or secondary school is so far beyond daily commuting distance of the employee's post as to necessitate room and board in connection with attendance. The "Away from Post" rate is only used when there are no adequate schools within the commuting distance.

(c) "Other" rates are used when there is not an established DSSR rate for any city within 50 miles of the Sponsor's duty station.

(d) The sponsor will be given the DSSR Education Allowance up to the rate for the applicable location. Sponsors should complete a Budget Planning Tool to ensure they do not exceed the DSSR rate. The total cost of the dependent's tuition, transportation, and any other fees must be below or within the DSSR rate. Any expenses incurred above the DSSR rate will be the responsibility of the sponsor. Schools will often have one-time fees, which are not included in the DSSR rate cap.

ENCLOSURE 2

NDSP ELIGIBILITY AND ENROLLMENT PROCESS

(e) Each grade level has a DSSR rate. When the “At Post” and the “Away from Post” rates are the same amount, it means that there are adequate schools available and boarding school is not authorized. The sum of all annual costs must be at or below the DSSR rate for reimbursement from the NDSP.

(f) Home-based Schooling and DSSR rates. If a sponsor determines that a dependent will be home-schooled, the NDSP Processing Analyst assigns a maximum DSSR rate of \$10,600 for students in grade kindergarten through grade 8 and a maximum DSSR rate of \$18,200 for students in grades 9th through 12th. However, if the local school/grade is adequate, reimbursement is limited to the at post rate if it is lower than the home study/private instruction rate.

(g) Special Education Rates. If the NDSP Education Specialist (ES) determines that a child has special needs, in lieu of the “school at post” or “home-based schooling/private instruction” rate, a K-12 separate allowance rate of up to \$71,500 for each school year is assigned, or up to \$89,000 for “school away from post.”

(2) The DSSR rate is assigned by the NDSP Processing Analyst. The DSSR rate encompasses tuition, transportation, annual fees, and other reimbursable fees and is assigned based on the grade level of the student. The DSSR rate does not include one-time fees and non-reimbursable expenses.

e. The NDSP Processing Analyst sends a confirmation e-mail to the sponsor with information regarding the eligibility, enrollment, DSSR Education Allowance, and approximate full-year tuition expenses for a dependent.

(1) If the eligibility is confirmed with special needs (i.e. Individualized Education Plan (IEP) or 504 Plan), then the documents from the sponsor, dependent, and school are automatically transferred to the NDSP.

(2) If a sponsor’s dependent is ineligible for the NDSP, an e-mail will be sent to the sponsor providing the reason(s).

f. Once the confirmation e-mail is sent to a sponsor listing the dependent’s DSSR Education Allowance, which includes the approximate tuition cost for a school year (SY), all documents simultaneously transfer from the SOR to the NDSP WWS and an obligation is recorded.

g. The obligation is batched, and the NDSP Processing Analyst uploads the batch to the DoDEA Washington Headquarters Services Allotment Accounting System (WAAS).

h. On a weekly basis, the NDSP Processing Analyst reconciles all obligations made in NDSP WWS to DoDEA WAAS.

ENCLOSURE 2

NDSP ELIGIBILITY AND ENROLLMENT PROCESS

(1) The NDSP Processing Analyst signs and dates the reconciliation report and all supporting documentation; additionally, the NDSP processing analyst's supervisor reviews, signs, and dates the reconciliation report.

(2) The NDSP Processing Analyst maintains all reconciliation reports and supporting documentation on a secure shared drive for at least six years and three months.

ENCLOSURE 3

NDSP INVOICE PROCESSES

1. INVOICE SUBMISSION. Invoices can be submitted to the NDSP from either a sponsor or a service provider. It is ultimately the sponsor's responsibility to ensure the NDSP receives all invoices for their dependent's education on an SY-by-SY basis.

a. When the sponsor receives an eligibility notification regarding their dependent's enrollment in the NDSP, the sponsor is responsible for organizing the submission of school invoices to the NDSP for payment. Options for payment include the following:

(1) Checking with the NDSP liaison at the sponsor's post location to determine if a procedure already exists for submitting invoices.

(2) Directing the school to send the invoice directly to the sponsor, who then forwards the invoice to the NDSP.

(3) Paying the school directly and requesting a personal reimbursement from the NDSP.

(4) Directing the school to send the invoice directly to the NDSP.

b. If seeking reimbursement in some capacity, the sponsor must submit one of the following forms: a service provider reimbursement form (Enclosure 7); a parent/sponsor reimbursement form (Enclosure 8); a home-based education reimbursement form (Enclosure 9); or, an SF 1164, Personal Occupancy Vehicle (POV) reimbursement form (Enclosure 10).

2. INVOICE PROCESSING AND PAYMENT.

a. Invoices are sent to one of three NDSP mailboxes (ndsp.invoices.europe@hq.dodea.edu; ndsp.invoices.americas@hq.dodea.edu; or, ndsp.invoices.pacific@hq.dodea.edu). Each mailbox lists numerous countries; each country is assigned to an individual NDSP Analyst. NDSP Analysts are responsible for accessing their respective mailboxes on a daily basis to process newly received invoices.

b. Prior to an invoice being paid, the NDSP Analyst accesses the NDSP WWS to review the sponsor's Date Eligible for Return from Overseas (DEROS), the overall SY payments-to-date, and the dependent's assigned DSSR rate. If the sponsor's DEROS date is active and the overall payments-to-date do not exceed the DSSR rate, the NDSP Processing Analyst reviews the invoice to determine if the category for payment is authorized.

c. When it is determined an invoice can be paid, the NDSP Analyst enters a new transaction on the school's homepage in the NDSP WWS. The NDSP Analyst provides the following information from the invoice: NDSP invoice number; NDSP invoice date; date invoice received; date invoice processed; SY; fiscal year (FY); foreign currency; payee invoice number; payment basics; certifying official (CO); and, payment prepared by.

ENCLOSURE 3

NDSP INVOICE PROCESSES

d. Once this is completed, the NDSP Analyst records the invoice payment in the payment field for the appropriate child.

(1) The NDSP Analyst exits the payment field and a gray check mark appears, indicating that the transaction has been recorded.

(2) If the NDSP Analyst is ready for the NDSP Processing Analyst to review and finalize the payment, the NDSP Analyst clicks on the gray check mark so that it turns red.

e. When this action is completed, the school invoice is uploaded into the child's file with the corresponding invoice number.

3. FINALIZING VOUCHERS.

a. Red check marks in NDSP WWS alert the NDSP Accounting Analyst that the invoice is ready for review and finalization. The NDSP Accounting Analyst is responsible for reviewing and verifying an invoice payment by using NDSP WWS.

b. The NDSP Accounting Analyst locates invoices for processing in NDSP WWS.

(1) The NDSP Accounting Analyst accesses the Data Maintenance tab in NDSP WWS, clicks on the Transaction Look-up link, and selects "Ready but not Finalized" from the Transaction Status dropdown menu. NDSP WWS displays the vouchers waiting to be finalized.

(2) Transactions can also be searched in NDSP WWS by currency, NDSP Processing Analyst, date processed, and SY.

c. The NDSP Accounting Analyst accesses the Funding Detail Sheet (FDS) (Enclosure 11) and compares the information with the invoice documentation. The NDSP Accounting Analyst verifies the following information:

(1) The funding details and documentation match the invoices and costs associated with the payee.

(2) The voucher details documentation includes a complete address (in the "Payment To" field) and banking information (in the "Payment By" field).

(3) The currency and exchange rate. If a payment goes to a school and a foreign bank, payment should be made in the foreign currency and the exchange rates should be noted on the voucher.

ENCLOSURE 3

NDSP INVOICE PROCESSES

(4) The dollar amount is displayed in the SF 1034, "Public Voucher for Purchases and Services other than Personal" (Enclosure 12).

d. Once verified, the NDSP accounting Analyst submits the payment package (the FDS and SF 1034) to the DoDEA HQ Chief, Accounting Branch for review, approval, certification, and dated signature.

e. The NDSP Accounting Analyst stores all documentation on the shared drive. The documents are filed by sponsor and invoice number.

4. DISBURSEMENTS.

a. Once the DoDEA HQ Chief, Accounting Branch approves the payment package, the NDSP Accounting Analyst has three options for sending disbursements. Payees can be reimbursed by the Defense Finance and Accounting Services (DFAS) or the bank; by an embassy or fund cite; or, by the Navy Disbursing Office.

(1) A bank/DFAS payment generates an FDS and SF 1034.

(2) An embassy/fund cite payment generates an FDS and certified voucher (Enclosure 13).

(3) A direct payment by the Navy Disbursing Office generates an FDS and an SF 1034 without the banking information.

b. The NDSP Accounting Analyst sends the above documents to the appropriate payment activity, and e-mails the payee or NDSP Liaison regarding the payment.

c. The NDSP Accounting Analyst is responsible for establishing the accrual and accounts payable (AP) in NDSP WWS, which creates an accrual batch that is uploaded to DoDEA WAAS.

(1) From the NDSP WWS homepage, the NDSP accounting analyst accesses the automatic "Upload to File Server" tab and generates an accrual batch.

(2) A text file must be created for all accruals in a given date range. The NDSP Accounting Analyst clicks on "Create a Text File." This file represents all of the obligations for a particular date.

(3) NDSP WWS generates a batch number so the funds can be easily uploaded to DoDEA WAAS.

ENCLOSURE 3

NDSP INVOICE PROCESSES

(4) The NDSP Accounting Analyst saves the report in a text file format to the shared drive before uploading to DoDEA WAAS.

d. On a weekly basis, the NDSP Accounting Analyst runs a report comparing the payments in DoDEA WAAS to the NDSP WWS to determine accuracy and to identify which payments have yet to be disbursed.

(1) Should the NDSP Accounting Analyst identify discrepancies during the review process, he/she coordinates with the appropriate payment activity to resolve.

(2) The NDSP Accounting Analyst documents all discrepancies and corrective actions taken on the reconciliation report; signs and dates the reconciliation report; and, submits the report with all supporting documentation to the supervisor for approval. The supervisor reviews, signs, and dates the reconciliation report.

(3) The NDSP Accounting Analyst retains all reconciliation reports and supporting documentation on a secure shared drive for at least six years and three months. (See Reference (j)).

ENCLOSURE 4

NDSP REFUND PROCESS

1. DFAS REFUNDS: FOREIGN CURRENCY.

a. Prior to a sponsor departing his/her post location, or upon the sponsor withdrawing the dependent from an NDSP funded school, he/she is required to notify:

(1) The school a dependent is attending. The sponsor must check with the school to determine if a refund is forthcoming and notify the NDSP;

(2) Your NDSP Liaison; and

(3) The NDSP Office at NDSP.Administration@hq.dodea.edu.

b. If a refund is forthcoming, using DFAS' Foreign Currency User Guide, the NDSP Analyst develops a letter detailing reimbursement information based on the school and country.

c. Once the school receives the reimbursement letter, the school completes the bank action.

d. DFAS sends a mass e-mail to numerous customers, including the NDSP Analyst, regarding recent reimbursements. The NDSP Analyst identifies which reimbursements belong to them.

e. After receiving the reimbursement notification e-mail from DFAS, the NDSP Analyst creates a Credit Detail Sheet (CDS) (Enclosure 14). To create the CDS, the NDSP Analyst:

(1) Identifies and accesses the school in the NDSP WWS.

(2) Initiates accounts receivable (AR) information.

(3) Applies the appropriate credits to the student's name in NDSP WWS.

(4) Records the refund in NDSP WWS.

f. The NDSP Analyst sends the CDS to DFAS.

g. On a weekly basis, the NDSP Analyst accesses DoDEA WAAS to verify the reimbursement has been credited appropriately.

(1) The NDSP Analyst revises the pre-established query in the Procedure Editor so it reflects the line of accounting (LOA) sent to DFAS. Once the NDSP Analyst revises the query, he/she runs the report and locates the reimbursement.

ENCLOSURE 4

NDSP REFUND PROCESS

(2) After verifying the reimbursement amount in DoDEA WAAS, the NDSP Analyst finalizes the CDS and creates the SF 1131, Cash Collection Voucher (CCV) (Enclosure 15).

2. DFAS REFUNDS: AMERICAN DOLLARS.

a. When a refund in American dollars is due to NDSP, then NDSP sends the school a letter with the appropriate bank information and payment details. Once the school receives the reimbursement letter, the school completes the bank action.

b. The NDSP Analyst accesses the Collection Information Repository (CIR) Bureau of the Fiscal Service's Web site (Reference (i)). The NDSP Analyst uses the application to run a query to determine if the funds have been refunded.

c. If the funds have been refunded, the NDSP Analyst sends the file and the CDS with the LOA to DFAS.

3. REIMBURSEMENTS VIA CHECK.

a. If a school requests a reimbursement payment be made to the NDSP in a check format, the NDSP Analyst e-mails the school the following directions: "If you cannot do an electronic fund transfer (EFT), please make your check payable to the 'U.S. Treasury' and send it to: The Department of Defense Education Activity, 4800 Mark Center Drive, Suite 05F09-2, ATTN: DoDEA Chief, Accounting, Branch, Alexandria, VA 22350-1400."

b. When the NDSP Analyst receives a check, he/she records the check in NDSP WWS; documents the check in the SF 1131; creates a CDS; and, records the check on a spreadsheet.

c. The NDSP Analyst submits the SF 1131 and the check to the DoDEA HQ Chief, Accounting Branch. He/she will ensure the NDSP Analyst has a copy of the check.

d. The DoDEA HQ Chief, Accounting Branch sends the information to the appropriate office, depending on the currency.

(1) European currency. Send information by FedEx to the Chief, RMD-Europe for endorsement purposes and forwarded to DFAS-Europe (Kaiserslautern) for processing.

(2) Asian currency. Send information by FedEx to the Chief, RMD-Pacific for endorsement purposes and forwarded to DFAS-Pacific (Japan) for processing.

(3) American dollars. Send information to the DoDEA HQ Chief, Accounting Branch at DoDEA HQ for endorsement purposes and forwarded to DFAS-Indianapolis for processing.

ENCLOSURE 4

NDSP REFUND PROCESS

4. FUND CITE/EMBASSY PAYMENT.

- a. The fund cite/embassy liaison provides a reimbursement document to the NDSP Analyst.
- b. The NDSP Analyst records the reimbursement information on the NDSP spreadsheet.
- c. When the funds reach DoDEA WAAS, the NDSP Analyst updates NDSP WWS to reflect the reimbursement. The NDSP Analyst also creates a CDS and SF 1131.
- d. In the case of securing refunds from sponsors who have submitted fraudulent information to the NDSP and who have received payment based on this information, a debt letter will be provided to the sponsor from the NDSP requesting reimbursement. If the sponsor does not refund the NDSP within sixty days, a debt collection package will be provided to the Defense Finance and Account Services (DFAS) Debt and Claims Management Office (DCMO) as per Reference (k).
- e. A sponsor must notify DoDEA of their departure by referring to Enclosure 4.1 (DFAS REFUNDS: FOREIGN CURRENCY) and 4.2 (DFAS REFUNDS: AMERICAN DOLLARS).

ENCLOSURE 5

DODEA SF 610

APPLICATION FOR ENROLLMENT IN A NON-DOD SCHOOLS PROGRAM FOR SCHOOL YEAR _____ - _____			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Sections 921-932 of Title 20, and E.O. 9397. PRINCIPAL PURPOSE(S): The primary use of this information is by Department of Defense Education Activity (DoDEA) officials to: (a) determine the eligibility of children to attend these schools; (b) make arrangements for education and payment made, as required; (c) schedule children for transportation; and (d) monitor special education services required by and received by the student. ROUTINE USE(S): Additional disclosure of germane information is authorized to other officials of the Department of Defense requiring information for operation of the Department (including defense investigative agencies and recruiting officials). Routine disclosure of certain information is authorized outside the Department of Defense. The sponsor's name, rank, and branch of service may be released to former students for the purpose of organizing reunion activities. The "Blanket Routine Uses" set forth at the beginning of the Office of the Secretary of Defense's compilation of systems of records notices, as published at http://www.defenselink.mil/privacy/notices/osd/, apply to this system. DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or result in the denial of educational benefits for the dependent of the individual requested to complete this form.</p>			
PART I - TO BE COMPLETED BY THE SPONSOR			
Under the provisions of DoDEA Regulation 1035.1, request that the following command sponsored dependent be authorized to enroll in the following non-DoD school:			
1. NAME OF NON-DOD SCHOOL DESIRED TO ENROLL <i>(Include City and Country)</i>		2.a. ENROLLMENT START DATE <i>(YYYYMMDD)</i>	b. GRADE IN SCHOOL
3.a. STUDENT NAME <i>(Last, First, Middle Initial)</i>		b. DATE OF BIRTH <i>(YYYYMMDD)</i>	
4.a. DID YOUR CHILD RECEIVE SPECIAL EDUCATION OR 504 ACCOMMODATIONS AT THE PREVIOUS SCHOOL? <i>(If Yes, attach copy of IEP or 504 Plan.)</i>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
		b. IS YOUR DEPENDENT ENROLLED IN EFMP? YES <input type="checkbox"/> NO <input type="checkbox"/>	
5. SPONSOR INFORMATION			
a. NAME <i>(Last, First, Middle Initial)</i>		b. SOCIAL SECURITY NUMBER	
c. RANK/GRADE/SERVICE		d. DEROS	e. MAP/FMS/SAO YES <input type="checkbox"/> NO <input type="checkbox"/>
f. UNIT NAME AND MAILING ADDRESS		g. LOCAL MILITARY MAILING ADDRESS <i>(If different from f.)</i>	
h. DUTY TELEPHONE NUMBER	i. HOME TELEPHONE NUMBER	j. UNIT FAX NUMBER	
k. E-MAIL ADDRESS			
l. NAME AND LOCATION OF NEAREST DOD SCHOOL			
m. DISTANCE FROM SPONSOR'S PLACE OF RESIDENCE TO NEAREST DOD SCHOOL <i>(Miles)</i>		n. DISTANCE FROM SPONSOR'S PLACE OF RESIDENCE TO NON-DOD SCHOOL <i>(Miles)</i>	
6. SPONSOR'S CERTIFICATION			
I certify that the above information is true and correct to the best of my knowledge. I also certify that the dependent named in Item 3 is command sponsored. I will notify the NDSP Program Manager in case of withdrawal of my dependent prior to the end of the term. I understand that I am responsible for any costs incurred that are not approved for payment by DoDEA. <i>(Attach copies of Sponsor's PCS orders, Reimbursement of Transportation Expenses and Verification of Eligibility Forms.)</i>			
a. SIGNATURE OF SPONSOR		b. DATE <i>(YYYYMMDD)</i>	
PART II - TO BE COMPLETED BY THE COMMANDER			
7. COMMANDER ENDORSEMENT			
a. <input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR	b. DATE <i>(YYYYMMDD)</i>	c. TELEPHONE NUMBER	d. TYPED NAME <i>(Last, First, Middle initial)</i>
e. RANK/GRADE	f. UNIT/APO/FPO	g. SIGNATURE	
PART III - TO BE COMPLETED BY THE NON-DOD ELIGIBILITY OFFICER			
8.a. <input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE	b. DATE <i>(YYYYMMDD)</i>	c. TYPED NAME OF NON-DOD ELIGIBILITY OFFICER <i>(Last, First, Middle Initial)</i>	d. SIGNATURE

DoDEA Form 610, APR 2004

Reset LOCAL REPRODUCTION AUTHORIZED

ENCLOSURE 6

DODEA FORM 620, PRE-SCREENING QUESTIONNAIRE

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY EDUCATIONAL PRE-SCREENING QUESTIONNAIRE	
STUDENT'S NAME _____	GRADE _____ <input type="checkbox"/> Male <input type="checkbox"/> Female
Sponsor's Name _____	Phone: _____ / _____ Duty Home
Primary Email _____	
Alternate Email _____	Country _____
PRIVACY ACT STATEMENT	
<p>AUTHORITY: 10 U.S.C. 2164, 20 U.S.C. 921-932; and DoD Directive 1342.20</p> <p>PRINCIPAL PURPOSE: The information will be used within the Department of Defense (DoD) Education Activity and DoD to determine Educational programs and interventions required to meet individual student needs. This includes programs identified for students receiving gifted education, English as a Second Language, special education, 504-disability or at risk services.</p> <p>ROUTINES USE(S): In addition to the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, this record or information contained therein may be disclosed outside the DoD as a routine use pursuant to 5 USC 552a(b)(3) and the DoD "Blanket Routine Uses," described at the beginning of the Office of the Secretary, DoD/Joint Staff compilation of systems of records notices, located at: http://www.defenselink.mil/privacy/notice/osd.</p> <p>DISCLOSURE: Disclosure to the DoD of the information requested on this form is voluntary; but failure to provide all requested information may result in the delay or denial of student services.</p>	
<p><i>To better understand the educational needs of your child please complete and return. Sponsors or parents are asked to answer all questions and sign the form.</i></p>	
<p>1. Gifted Education:</p> <p>Has your child been formally assessed for Gifted Education? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My child was found eligible for gifted education. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
<p>2. English as a Second Language (ESL):</p> <p>Does your child speak a language other than English in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is English your child's primary language? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is there an adult who speaks a language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My child has received ESL services. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>3. Additional Services:</p> <p>Has your child received remedial reading instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has your child received remedial math instruction? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>4. Special Education Individual Education Program (IEP):</p> <p>Has your child been previously assessed for special education? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My child has an active IEP. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>5. Exceptional Family Member Program (EFMP). Check ONLY one box below:</p> <p>My child was screened and was enrolled in EFMP. <input type="checkbox"/> Yes</p> <p>My child was screened and did not require EFMP enrollment. <input type="checkbox"/> Yes</p> <p>I am active military but my child was not screened. <input type="checkbox"/> Yes</p> <p>I am a civilian sponsor. EFMP is not applicable. <input type="checkbox"/> Yes</p>	
<p>6. 504 Accommodation Plan (non-special education assistance):</p> <p>My child previously received educational assistance or accommodations in a 504 Plan. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>My child has a current 504 Plan. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
_____ Sponsor's Signature	_____ Date (MMDDYYYY)

ENCLOSURE 7

SERVICE PROVIDER REIMBURSEMENT FORM

THE NON DEPARTMENT OF DEFENSE SCHOOLS PROGRAM (NDSP)

PROVIDER REIMBURSEMENT FOR SERVICES RENDERED

Provider's Name: _____ Provider's Country: _____

Student's Name (One form per student.): _____

- Please attach receipts for all services listed.
- **EFT Information Request** must be on file prior to reimbursement. (DFAS Processing Only).
- Funds going to an American Bank Account must be in dollars
- Enter exchange rate on the date service was provided. Use <http://www.oanda.com/currency/converter/>.

Date of Service	Duration of Service	Description of Service	Local Currency Amount	*Exchange Rate (If applicable)	**U.S. Amount (If applicable)
TOTAL REIMBURSEMENT REQUESTED:					

I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Payee Signature: _____ Date: _____

Sponsor Signature: _____ Date: _____

The information requested on this form is required under provisions of 31 U.S.C. 82b an 82c, for the purpose of disbursing money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

ENCLOSURE 8

PARENT/SPONSOR REIMBURSEMENT FORM

THE NON DEPARTMENT OF DEFENSE SCHOOLS PROGRAM (NDSP)

PARENT NDSP SPONSOR CLAIM FOR REIMBURSEMENT

Sponsor's Name: _____ Sponsor's Country: _____

Dependent's Name (One form per dependent.): _____

- Please attach receipts for all services listed.
- **EFT Information Request** must be on file prior to reimbursement. (DFAS Processing Only).
- Funds going to an American Bank Account must be in dollars
- Enter exchange rate on the date service was provided or the date the invoice was paid. Use <http://www.oanda.com/currency/converter/>.

Date of Service	*Code	Duration of Service	Description	Local Currency Amount	*Exchange Rate (If applicable)	**U.S. Amount (If applicable)
TOTAL REIMBURSEMENT REQUESTED:						

CODE KEY					
1. Tuition	2. One Time Fees	3. Transportation	4. Special Needs Fees	5. Supplemental Services (Tutoring, Assessment, etc.)	6. Other

I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sponsor Signature: _____ Date: _____

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The information requested on this form is required under provisions of 31 U.S.C. 82b an 82c, for the purpose of disbursing money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

ENCLOSURE 9

HOME-BASED REIMBURSEMENT FORM

THE NON DEPARTMENT OF DEFENSE SCHOOLS PROGRAM (NDSP)

SPONSOR REIMBURSEMENT FOR HOME-BASED EDUCATION

Sponsor's Name: _____ Sponsor's Country: _____

Dependent's Name (ONE FORM PER CHILD): _____

- Please attach receipts for all materials listed.
- EFT Information Request must be on file prior to reimbursement if processed by the Defense Finance and Accounting Services (DFAS).
- Funds going to an American Bank Account must be in dollars
- Enter exchange rate on the date purchases were made. Use <http://www.oanda.com/currency/converter/>.

Grade Level	Subject Area/Book Title/Materials	Local Currency Amount	*Exchange Rate (If applicable)	**U.S. Amount (If applicable)
SHIPPING				
TAX				
TOTAL THIS PAGE				
TOTAL REIMBURSEMENT REQUESTED:				

I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. All materials are age/grade appropriate and are for the sole purpose of the education of my child.

Sponsor Signature: _____ Date: _____

Page 1

The information requested on this form is required under provisions of 31 U.S.C. 82b an 82c, for the purpose of disbursing money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

ENCLOSURE 11

FDS EXAMPLE

Non-DoD Schools Program (NDSP) – Funding Approval Detail Sheet – SY: 2012/2013

Please be advised that on 12-Dec-2012 the attached payment has been submitted to the Defense Finance and Accounting Service (DFAS) for payment. Funds should reach your bank account in the next 20 to 25 business days.

PLEASE RETAIN THIS MEMO FOR YOUR RECORDS IN ORDER TO RECONCILE THE DFAS PAYMENT WITH THE STUDENT(S) NAME INDICATED ON THIS FUNDING DETAILS SHEET.

Please reply to this message if you have any questions or if this information is not correct.

Payment To:	YA-02 John A Doe CMR 409, Box 365 APO, AE 09053 Germany	Date:	12-Dec-2012
		Invoice Number:	11076
		Payment By:	Bank Transfer
		Bank Name:	Service Credit Union
SLO:	Smith, Sally DoDDS-E Garmisch Germany	Routing Number:	XXXXXXXXXX
		Account Number:	XXXXXXXXXX
FY:	2013		

Student(s)	School	Grade	Approved	One-Time Fee	DSSR Costs	Total
Doe, John A	Cranbrook School	11	Yes	0.00	2,104.04	2,104.04
Total (USD)				0.00	2,104.04	2,104.04

Line of Accounting:

9730100.6010 P1900 6019 2529 DEND3008900000 049451 \$2,104.04

Daily Rate Used: \$ = 1.000000 USD

William Anderson
Accounting Officer

ENCLOSURE 13

CERTIFIED VOUCHER EXAMPLE

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		DATE VOUCHER PREPARED		SCHEDULE NO.		
		CONTRACT NUMBER AND DATE		PAID BY		
PAYEE'S NAME AND ADDRESS		REQUISITION NUMBER AND DATE				DATE INVOICE RECEIVED
				DISCOUNT TERMS		
				PAYEE'S ACCOUNT NUMBER		
				GOVERNMENT BIL NUMBER		
SHIPPED FROM		TO		WEIGHT		
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT <small>(1)</small>
				COST	PER	
(Use continuation sheet(s) if necessary) (Payee must NOT use the space below)						TOTAL
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR = \$	EXCHANGE RATE = \$1.00	DIFFERENCES		
		BY 2	Amount verified; correct for payment			
		TITLE	(Signature or initials)			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
(Date)		(Authorized Certifying Officer) 2		(Title)		
ACCOUNTING CLASSIFICATION						
P A I D B Y \$	CHECK NUMBER	ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	ON (Name of bank)	
	CASH	DATE		PAYEE 3		
1. When stated in foreign currency, insert name of currency.					PER	
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.					TITLE	
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.						

Previous edition usable

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

ENCLOSURE 13CERTIFIED VOUCHER EXAMPLE

Department of Defense Education Activity
4040 North Fairfax Drive
Arlington, VA 22203-1635

17-Jan-2013

MEMORANDUM FOR FISC Yokosuka DET Hong Kong, Ship Support Office
ATTN: Ms. Sarah Smith

SUBJECT: Payment Authorization

Authorization is hereby granted to your local disbursing office to make the following payment:

Payee	Invoice Number	Invoice Date
MSG Robert Roberts USOLA Hong Kong PSC 461, Box 23 Hong Kong, Hong Kong 96521-0006	11630	16-Jan-2013

Invoice Item(s)	Invoice Amount	Amount Authorized
One Time Application Fee	USD 348.44	USD 348.44
Total	USD 348.44	USD 348.44

School Year	Student(s)	Grade	Amount Authorized
2012/2013	Roberts, Robert	11	USD 348.44
Total Payment Authorized:			USD 348.44

ACCOUNTING CLASSIFICATION
9730100.6010 P1900 6207 2529 DEND3004700000 049451
\$348.44

Verifying Official	Certifying Official
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John Johnson
Financial Analyst

William Anderson
Accounting Officer

I certify that the services are properly chargeable to the above appropriation.

ENCLOSURE 14

CDS EXAMPLE

Non-DoD Schools Program – Credit Detail Sheet – SY: 2013/2014

Credit From: Kwajalein Range Services/LLC
 4975 Bradford Drive
 Suite 600
 Huntsville, AL 35805-1929
 Kwajalein Atoll

Credit By: Check
 Check Number: 324674_Smith & Thomas
 Check Date: 13-Mar-2014

Currency In Which Credit Was Received: US Dollars

FY 2013

Student(s)	School	Grade	One-Time Fee	DSSR Costs	Total
Smith, Ann	Kwajalein George Seitz Elementary School	KN	0.00	-2,090.27	-2,090.27
Smith, George	Kwajalein George Seitz Elementary School	KN	0.00	-2,090.27	-2,090.27
Thomas, Sarah	Kwajalein George Seitz Elementary School	KN	0.00	-2,090.27	-2,090.27
Total (USD)			0.00	-6,270.81	-6,270.81

Line of Accounting: 9730100.6010 P1900 6224 2529
DEND3005100000 049451 APC9799DA; DPI97 \$ -6,270.81
 Daily Rate Used: \$ = 1.000000 USD

William Anderson
 Accounting Officer

CREDIT DETAILS BY STUDENT

Smith, Ann	Tuition – Partial Year (-2,090.27) = USD -2,090.27
Smith, George	Tuition – Partial Year (-2,090.27) = USD -2,090.27
Thomas, Sarah	Tuition – Partial Year (-2,090.27) = USD -2,090.27

GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AP	Accounts Payable
AR	Accounts Receivable
CCV	Cash Collection Voucher
CDS	Credit Detail Sheet
CIR	Collections Information Repository
CO	Certifying Official
DDESS/DoDDS-Cuba	Domestic Dependent Elementary and Secondary Schools (and Cuba)
DEROS	Date Eligible for Return from Overseas
DFAS	Defense Finance and Accounting Services
DoD	Department of Defense
DoDDS	Department of Defense Dependents Schools
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
DoS	Department of State
DSSR	Department of State Standardized Regulation
EFT	Electronic funds transfer
FDS	Funding Detail Sheet
FY	Fiscal Year
HQ	Headquarters
IEP	Individualized Education Plan
ISS	Instructional System Specialist
LOA	Line of Accounting
NDSP	Non-Department of Defense Schools Program
PCS	Permanent Change of Station
POV	Personal Occupancy Vehicle
RMD	Resource Management Division
SF	Standard Form
SOR	Student Online Registration
SY	School Year

GLOSSARY

USAFRICOM	U.S. Africa Command
USCENTCOM	U.S. Central Command
USEUCOM	U.S. European Command
USNORTHCOM	U.S. Northern Command
USPACOM	U.S. Pacific Command
USSOUTHCOM	U.S. Southern Command
VO	View Only
VOR	View Only Rights
WAAS	Washington Headquarters Services Allotment Accounting Services
WWS	World Wide System

PART II. DEFINITIONS

1. CO. The CO certifies vouchers for payment.
2. ISS. The ISS reviews and approves students for supplemental and/or special education services.
3. NDSP Accounting Analyst. The NDSP Accounting Analyst finalizes payments and downloads text files to send to DFAS or the embassies for disbursement purposes.
4. NDSP Analyst. The NDSP Analyst reviews and processes invoices for payment. The WWS is used for housing and processing invoices.
5. NDSP Processing Analyst. The NDSP Processing Analyst processes registrations to determine the eligibility of sponsor's dependent for the NDSP. The SOR is used for determining eligibility.
6. SOR. An application that is used by sponsors to apply to the NDSP. The NDSP Processing Analyst reviews documents in the SOR to determine the eligibility of a dependent for the NDSP.
8. View Only (VO). The VO will be able to view the Liaison and Sponsor Portal, but will not be able to make or accept changes on either the portal or the WWS.
9. VO Rights (VOR). The VOR will be able to view and modify the Liaison and Sponsor Portal, and will be able to make changes on either the portal and/or the WWS.
10. WWS. A system used to house documents and process invoices.