



# Department of Defense Education Activity

## PROCEDURAL GUIDE

**NUMBER** 14-PGRMD-020

**DATE** August 27, 2014

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RESOURCE MANAGEMENT DIVISION

**SUBJECT:** Processes for Extra Duty Compensation and Extracurricular Duty Assignment

**References:** See Enclosure 1.

1. **PURPOSE.** This Procedural Guide documents procedures for managing Extra Duty Compensation (EDC) and Extracurricular Duty Assignments (EDA) for Department of Defense Education Activity (DoDEA) employees.
2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools (DDESS), and Department of Defense Dependents Schools, Cuba (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”); and, all DoDEA District Superintendents, Customer Service Representatives (CSRs), District Budget Officers, school administrators, teachers, and support staff.
3. **DEFINITIONS.** See Glossary.
4. **GUIDANCE.** This Procedural Guide describes the processes for managing, verifying funding, and compensating extra-duty assignments performed by DoDEA employees. EDC and EDA at DoDEA will be managed in accordance with DoD 7000.14-R (Reference (a)), DS Regulation 5550.9 (Reference (b)), DoD Instruction 5010.40 (Reference (c)), Domestic Dependent Elementary and Secondary Schools Policy Letter 1999-1 (Reference (d)), the Master Labor Agreement between Federal Education Association Stateside Region and Domestic Dependent Elementary and Secondary Schools (Reference (e)), Article 27 of the Negotiated Agreement between Department of Defense Dependent Schools and Overseas Education Association (aka the Federal Education Association) (Reference (f)), Article 25 of the Collective Bargaining Agreement between Overseas Federation of Teachers, AFT, AFL-CIO and the Department of Defense Dependents Schools (Reference (g)), and Article 27 of the Negotiated

Agreement between Antilles Consolidated School Systems and Antilles Consolidated Education Association (Reference h)) found in Enclosure 1.

5. PROCEDURES. See Enclosure 2.

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



Robert M. Brady  
Associate Director for Financial  
and Business Operations

Enclosures

1. References
2. Procedures
3. EDC/EDA Documentation Chart
4. Certification for EDC Payment (DoDDS)
5. Certification for EDA Payment (DDESS)

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volume 1-15, as amended
- (b) DS Regulation 5550.9, "Department of Defense Dependents Schools Compensation for Extra Duty Assignments," October 7, 1988
- (c) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
- (d) "Domestic Dependent Elementary and Secondary Schools Policy Letter 1999-1: Compensation for Extracurricular Duty Assignments," July 1999
- (e) "Master Labor Agreement between Federal Education Association Stateside Region and Domestic Dependent Elementary and Secondary Schools," Extracurricular Duty Assignments and Extracurricular Duty Assignment Compensation Schedule
- (f) Article 27, "Negotiated Agreement between Department of Defense Dependent Schools and Overseas Education Association, aka Federal Education Association"
- (g) Article 25, "Collective Bargaining Agreement between Overseas Federation of Teachers, AFT, AFL-CIO and the Department of Defense Dependent Schools.
- (h) Article 27, "Negotiated Agreement between Antilles Consolidated School System and Antilles Consolidated Education Association" and October 18, 2011 "Memorandum of Understanding between the Department of Defense DDESS, Puerto Rico District and Antilles Consolidated Education Association"

ENCLOSURE 2

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1. EXTRA DUTY COMPENSATION (EDC) AND EXTRACURRICULAR DUTY ASSIGNMENTS (EDA) OVERVIEW. The EDC process applies to extra-duty assignments scheduled and conducted outside of the duty day at schools overseas, while the EDA process applies to extra-duty assignments scheduled and conducted outside of the duty day at the Department of Defense Education Activity (DoDEA) Domestic Dependent Elementary and Secondary Schools (DDESS). The required documents and forms specific to both the EDC and EDA processes are listed in Enclosure 3.

a. Prior to each school year (SY), the DoDEA Headquarters (HQ) Resource Management Division (RMD) issues funding targets to the DoDEA Area Service Centers (ASC) to be used for EDC and EDA; using those targets, the ASCs provide a funding target to each District Superintendent Office (DSO). With the funding targets in hand, the District Superintendent and each DoDEA School Principal conduct budgetary reviews of extra-duty positions to determine which will be funded and filled for the upcoming school year.

b. Once requirements are identified, authorized EDC and EDA positions are announced no later than the first two weeks of the SY. Performed outside of regular school duties, EDC positions are held by teaching positions (TP), including substitute teachers.

c. DoDEA makes every effort to assign extra-duty positions to qualified employees located at the place of performance. If qualified school employees are unavailable, the DoDEA School Principal may recruit from the following sources, with the District Superintendent's (or designee's) approval:

(1) Employees from other schools in the area. The performance of an extra-duty assignment by an employee of another school must not interfere with his/her regular work schedule or duties.

(2) Substitute teachers. Substitute teachers are paid at the extra-duty assignment; for payment purposes, eight hours of extra-duty work constitutes a full day.

2. ROLES AND RESPONSIBILITIES.

a. DoDEA Area Directors and District Superintendents. The DoDEA Area Directors and District Superintendents, under the authority, direction, and control of the Director, DoDEA, shall ensure that district and school procedures reflect the procedures in this Procedural Guide.

b. DoDEA School Principals and District Budget Officers. DoDEA School Principals and District Budget Officers, under the authority, direction, and control of the cognizant DoDEA District Superintendent, shall comply with the processes described in this Procedural Guide.

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c. Customer Service Representatives (CSRS). The CSRs, under the authority, direction, and control of the Director, DoDEA Human Resources (HR), shall comply with the processes described in this Procedural Guide.

3. EDC/EDA PROCEDURES.

a. The DoDEA School Principal receives the upcoming SY's tentative EDC/EDA funding target from the District Budget Office or DSO. Using these targets, the DoDEA School Principal identifies which extra-duty assignments will be required for the next SY and launches the recruitment process.

b. Around November, the DoDEA School Principal receives the finalized EDC/EDA funding target from the DSO. If the finalized EDC/EDA target differs from the tentative EDC/EDA funding target, the DoDEA School Principal adjusts the EDC/EDA position to align with the finalized target.

c. The DoDEA School Principal submits the final list of extra-duty assignments to the DoDEA Superintendent or designee in accordance with timelines determined by the DSO. DoDEA School Principals are responsible for ensuring that compensation for EDC/EDA is within the funds programed by the DSO.

d. The DoDEA School Principal reviews submitted applications and selects the most qualified, suitable, and available personnel to perform extra-duty work on the basis of abilities, interest, and previous experience. Extra-duty assignment selections are posted publicly, and all applicants are notified of selection or rejection for an EDC/EDA. The DoDEA School Principal sends a copy of their final selections to the DoDEA District Superintendent or designee.

e. Before beginning extra-duty work, the selected applicant and the DoDEA School Principal sign a Memorandum of Understanding (MOU) for EDC in the Department of Defense Dependents Schools (DoDDS), or an Extracurricular Duty Assignment Agreement (EDAA) for EDA in DDESS. The MOU/EDAA includes the compensated amount to be paid upon EDC/EDA completion; amount of hours required to complete the EDC/EDA; and, a brief synopsis of the position's duties and responsibilities.

(1) The DoDEA School Secretary retains a copy of all signed MOUs and EDAAAs.

(2) The DoDEA School Principal or School Secretary maintain a budget tracking system to ensure all MOUs and EDAAAs remain within assigned funding targets.

(3) Employees may not complete any hours toward an EDC/EDA until an MOU or EDAA has been signed that reflects the assignment, hourly range, and total compensated amount.

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f. Compensation for EDA and EDC is handled according to the following processes:

(1) EDC compensation. EDC is based on extra-duty hourly rate ranges of compensation established by the Department of Defense Wages Fixing Authority (WFA).

(2) EDA compensation.

(a) Teachers and other professional bargaining unit employees represented by Federal Education Association Stateside Region (FEA-SR), substitute teachers or training instructors (not in a bargaining unit), other non-bargaining unit employees, and administrators are compensated at the EDA rate of compensation established by the Master Labor Agreement (MLA), Reference (e).

(b) All others (i.e. teachers and other professional employees not represented by FEA-SR, non-professional bargaining unit employees, and substitute teachers and training instructors in a bargaining unit) are compensated at the rate established in their collective bargaining agreement or by prior practice. If a rate of compensation has not been established previously for EDAs for these employees, DoDEA applies the rates established in Reference (e).

g. When the EDC/EDA is completed, the employee submits supporting documentation and the EDC/EDA timesheet to the DoDEA School Principal. The EDC/EDA timesheet states the start and end times of the extra-duty assignment, not a total number of hours worked. The DoDEA School Principal refers to the employee's supporting documentation as evidence in determining whether or not the extra-duty assignment performer fulfilled the MOU or EDAA.

(1) If the employee fulfilled the requirements outlined in the MOU/EDAA, the DoDEA School Principal completes and signs a Certification for EDC/EDA Payment (Enclosure 4 for DoDDS employees; Enclosure 5 for DDESS employees) to authorize compensation. The DoDEA School Principal submits the original Certification for EDC/EDA Payment to the DSO as soon as possible, but no later than May 31, so employees can be paid by the last period of the SY.

(2) If the employee is unable to fulfill all of the requirements stated in the MOU or EDAA, a lesser payment (LP) than the originally stated compensation may be made. LP calculations are made in accordance with Reference (b).

h. The DoDEA School Secretary maintains all EDC/EDA payment packages, including the EDC/EDA timesheet, MOU or EDAA, and the Certification for EDC/EDA Payment for at least six years and three months.

i. The DoDEA School Principal submits the Certification for EDC/EDA Payment to the District Budget Office for review, verification, and certification of funding for EDC/EDA.

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j. The District Budget Office reviews the Certification for EDC/EDA Payment for accuracy to ensure the payment is within the authorized funding target. Verification of target issuances is done at the school level.

(1) If the Certification for EDC/EDA Payment is correct, the District Budget Office signs and electronically forwards the document to the CSR at the DoDEA Area HR Office. The District Budget Office maintains a copy of the Certification for EDC/EDA Payment for at least six years and three months.

(2) If the Certification for EDC/EDA Payment is not correct, then it will be sent back to the school for correction.

k. The DoDEA Area CSR reviews the Certification for EDC/EDA Payment and submits the documentation to the Defense Finance and Accounting Service (DFAS)-Indianapolis via facsimile or Remedy ticket. DFAS processes and disburses the EDC/EDA payment to the employee.

l. The DoDEA Area CSR maintains a spreadsheet to track payments forwarded to DFAS for processing; additionally, he/she maintains hard copies of the Certification for EDC/EDA Payment in the extra-duty assignment employee file for at least six years and three months.

m. The DoDEA Area CSR is the point of contact for all actions and questions concerning processing and payment of EDC/EDA, to include verification that final payment was made accurately based on the documentation on file.

ENCLOSURE 3

EDC/EDA DOCUMENTATION CHART

In order to better manage EDC/EDA, DoDEA is standardizing the naming convention according to the Documentation Chart below. The EDC/EDA Documentation Chart reflects the standardized names and the various forms that will be used in the control management of EDC/EDA.

DoDEA employees will apply to work EDC/EDA using the application form specified for their Area, and will submit completed application forms to the DoDEA School Principal.

	<b>DDESS Forms</b>	<b>DoDDS Forms</b>
<i>Extra-duty Assignment Application</i>	Application for EDA; DDESS Policy Letter 1999-1: Compensation for Extracurricular Duty Assignments	DS Regulation 5550.9, Appendix B, DS Form 5051 Application for Extra Duty Assignment
<i>MOU</i>	EDAA; MLA between FEA-SR and DDESS or their collective bargaining agreement	DS Regulation 5550.9, Appendix D, DS Form 5053 Memorandum of Agreement
<i>Certification for Payment</i>	Certification for EDA Payment (Enclosure 5) DDESS Policy Letter 1999-1: Compensation for EDA	Certification for EDC Payment (Enclosure 4)

ENCLOSURE 4

CERTIFICATION FOR EDC PAYMENT (DODDS)

**Memorandum for Finance and Accounting Office**

**Subject: Certification of Extra- Duty Assignment**

From:

This memorandum certifies that

/ SSN:

**COMPLETE ONE OF THE THREE SECTIONS BELOW:**

**1. Completed Extra-Duty Assignment**

Has satisfactorily completed the Extra-Duty assignment and is to be paid the amount shown:

Title of Extra Duty Position	Hours Range	Payment Amount

**2. Share Extra- Duty Assignment**

Has satisfactorily completed the Extra-Duty Assignment as part of a share assignment. The amount the individuals is to be paid is listed.

Title of Extra Duty Position	Hours Range	Payment Amount

**3. Incomplete Extra- Duty Assignment- partial payment**

A reduced payment, other than the amount originally approved, is authorized for payment on a pro-rated basis as determined using the following formula:

$$\text{Amount Paid} = \text{Original Amount} \times (\text{Hours Certified} / \text{Mid-Point of Original Hours range})$$

Title of Extra Duty Position	Hours Range	Payment Amount

I certify that this assignment is authorized for payment, that the position is listed on the school's Posted Copy of Extra-Duty assignments, that a copy of the signed Memorandum of Understanding (contract) is on file with the DSO, that the work was completed on non-duty hours.

\_\_\_\_\_

Date

\_\_\_\_\_

Printed name of Principal

\_\_\_\_\_

Signature of Principal

\_\_\_\_\_

Date

\_\_\_\_\_

Printed name of Budget Officer/Analyst

\_\_\_\_\_

Signature of Budget Officer/Analyst

ENCLOSURE 5

CERTIFICATION FOR EDA PAYMENT (DDESS)

DATE: \_\_\_\_\_

MEMORANDUM FOR: \_\_\_\_\_

SUBJECT: Certification of Extracurricular Duty Assignment

Reference: Payroll Number: \_\_\_\_\_

This memorandum certifies that \_\_\_\_\_  
(Name of Employee) (SSN)

has satisfactorily completed the following Extracurricular Duty Assignment \_\_\_\_\_

as assigned in the amount of \$ \_\_\_\_\_ for SY \_\_\_\_\_.

I certify that this assignment has been accomplished and is authorized for payment.

\_\_\_\_\_  
Principal's Name (Typed & Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Officer/Analyst ( Typed & Signature)

cc:  
Superintendent

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ASC	Area Service Center
CSR	Customer Service Representative
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
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
DSO	District Superintendents Office
EDA	Extracurricular Duty Assignments
EDAA	Extracurricular Duty Assignment Agreement
EDC	Extra Duty Compensation
FEA-SR	Federal Education Association Stateside Region
HQ	Headquarters
HR	Human Resources
LP	Lesser Payment
MLA	Master Labor Agreement
MOU	Memorandum of Understanding
RMD	Resource Management Division
TP	Teaching Position
WFA	Wages Fixing Authority