



# Department of Defense Education Activity REGULATION

NUMBER 7350.01  
DATE FEB 20 2013

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RESOURCE MANAGEMENT DIVISION

SUBJECT: Manpower Management Program

Reference: Department of Defense Education Activity (DoDEA) Regulation 7350.1,  
"Manpower Management Program," June 1, 2004 (hereby canceled)

1. PURPOSE. This Regulation reissues DoDEA Regulation 7350.1 (Reference), to update policy and responsibilities for the DoDEA Manpower Management Program.
2. APPLICABILITY. This Regulation 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"); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.
3. DEFINITIONS. See Glossary.
4. POLICY. It is DoDEA policy that:
  - a. Manpower and the associated payroll, to include other manpower-related costs, are DoDEA's primary resource representing the largest expense in annual operations. The manpower program objectives are to forecast, justify, program, allocate, and manage DoDEA manpower resources in a manner that effectively, efficiently, economically and strategically supports the delivery of high-quality education to all eligible students.
  - b. The primary focus is on students and the academic programs that serve them using equitably and efficiently distributed manpower resources to support approved educational programs.
  - c. The organizational structure, assigned functional responsibilities, and workload demands and complexities regulate the use of DoDEA manpower to perform high priority, mission essential functions at the school and above school levels. School level workforce allocation is

based on approved staffing standards (pupil to teacher ratios) whereas above school level manning requirements are based on organizational responsibilities, workload distribution, functional requirements, and strategic plans.

d. The priority for DoDEA manpower resources is accorded to school level requirements.

e. All positions are structured to provide an optimum balance between program needs, economy, efficiency of operations, and effective utilization of human capital so as to avoid fraud or waste or the appearance thereof.

f. The established ceilings or other such manpower limitations shall not be exceeded other than to compensate authorized and approved overhires needed on a temporary or term basis to fill the most critical positions as deemed by DoDEA leadership.

g. Overhire authority is to be closely monitored, aggressively managed, and used only in support of legitimate functions and workloads.

h. Manpower policies and procedures shall remain flexible enough to reasonably respond to changes in educational program requirements, military stationing decisions, technological advances, changes in resource levels and environmental factors.

i. Alternate methods to secure services such as contracting services or interagency support agreements are used when appropriate and cost effective as determined by the development and use of performance work statements and quality assurance plans.

j. Manpower Management System (MMS) is the DoDEA tool to document, allocate, track, and manage manpower allocations by school year.

5. RESPONSIBILITIES. See Enclosure.

6. EFFECTIVE DATE. This Regulation is effective immediately.



Marilee Fitzgerald  
Director

Enclosures :  
Responsibilities  
Glossary

ENCLOSURE

RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA shall:
  - a. Plan, manage, and direct the DoDEA manpower management program.
  - b. Establish manpower management policies and objectives.
  - c. Oversee the distribution of manpower resources.
  - d. Approve staffing standards, organizational structures, and strategic plans.
  
2. DODEA AREA DIRECTORS. The DoDEA Area Directors shall:
  - a. Develop accurate and complete student, program, and environmental data as the basis for workload determination and long-range manpower and organizational planning.
  - b. Consult regularly with military commands to:
    - (1) Compile, update, and forward environmental data regarding anticipated changes (e.g., troop strength, change in base operations, closures, new housing) used to forecast the size and composition of school enrollments.
    - (2) Ensure student, program, and environmental data are reported accurately, completely, and within established timelines by DoDEA.
  - c. Ensure that new or changed program requirements:
    - (1) Are adequately documented and forwarded to DoDEA for review and approval.
    - (2) Identify any additional staffing or costs included in alternative proposals.
  - d. Ensure that manpower policies and practices are positively communicated to key command, organizational, and community representatives.
  - e. Ensure that manpower policies and practices are understood and followed within the areas of the supervisory responsibility.
  - f. Ensure full and proper utilization of allocated manpower resources to include periodic formal validation that staffing vouchers and Faces to Spaces entries are up to date in MMS.

g. Execute the area manpower program consistent with established policies, procedures, and controls.

h. Review program performance to ensure effective, efficient, and economical use of manpower resources by crossleveling available manpower authorizations at school level to resolve manning shortfalls caused by enrollment fluctuations.

i. Notify Chief, Resource Management Division in a timely manner when enrollment changes significantly impact increases or decreases to authorized staffing levels.

3. CHIEF, RESOURCE MANAGEMENT DIVISION. The Chief, Resource Management Division, under the authority, direction, and control of the Associate Director for Financial and Business Operations, shall:

a. Advise the Director, DoDEA on all manpower matters.

b. Request manpower resources and associated funding through the budget processes to support valid requirements.

c. Develop initial manpower distributions and manage the overall manpower plan by documenting staffing vouchers in MMS.

d. Monitor program performance to ensure effective, efficient, and economical use of manpower resources.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

|       |   |
|-------|---|
| DDESS | Domestic Dependent Elementary and Secondary Schools |
| DoDDS | Department of Defense Dependents Schools            |
| DoDEA | Department of Defense Education Activity            |
| FTE   | Full time equivalent                                |
| MMS   | manpower management system                          |

PART II. DEFINITIONS

above school level. Organizational components and associated staff assigned to DoDEA Headquarters, the Area Headquarters, and district offices. INCLUDES PERSONNEL ASSIGNED TO THESE COMPONENTS BUT ASSIGNED TO A SCHOOL FOR PAY PURPOSES ONLY.

full time equivalent (FTE). The total number of straight-time hours available in a fiscal year to be worked by a given class of employee. FTEs may also be referred to as workyears or manyears.

hire lag. The unused manpower resources that accumulate as a result of authorized positions being vacant for a period of time. Resources generated by a hire lag may be used to support positions of a non-permanent nature and the hiring of employees on a temporary basis to support legitimate workloads.

manpower requirements. The minimum essential manpower level required, distributed in the most efficient and cost effective structure needed to fully perform a designated mission and function.

MMS. The official DoDEA manpower management system used to allocate authorized positions by organizational level, location, and job type. The MMS includes a feature to track “Faces to Spaces” for all encumbered positions, vacant authorizations, and approved overhire assignments.

overhire. A temporary position established and filled to support legitimate workloads, which are funded from accumulated hire lags to include FTEs and associated pay dollars.

school level. Organizational components and staff that are typically assigned to a school and perform school type functions. (e.g., school psychologist, special education assessor)

school year. The school year typically commences in August and ends in May or June. For manpower planning, programming, and execution purposes, a given school year commences in

August and ends in July with the first two months of the school year beginning in one fiscal year and the last 10 months in the subsequent fiscal year.

staffing standards. Staffing standards are the basis for determining DoDEA-wide school level staffing requirements. These standards provide equitable methods for the distribution of available resources in the schools. Staffing standards are subject to periodic review and revision based upon DoDEA experience, comparison to U. S. public school systems, shifts in educational priorities, and pertinent educational research.