



# DoDEA REGULATION 1900.01

## DoDEA PROCEDURAL GUIDES

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**Originating DoDEA Office:** Plans, Policy and Legislation

**Effective:** MAY 10 2016

**Reissues:** 1900.01, "DoDEA Procedural Guides", February 27, 2014

**Approved by:** Thomas M. Brady, Director

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**Purpose:** Establishes authority and assigns responsibilities for the creation of DoDEA Procedural Guides in accordance with DoD FMR 7000.14-R, DoD Instruction 5010.40, DoDEA Regulation 1400.13, Public Law 101-576 (1990), GAO-08-585G, Joint Federal Travel Regulations, OMB Circular A-123, and DTR 4500.9-R.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. 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 Area and District Superintendents, School Administrators, Teachers, and Support Staff.

**1.2. POLICY.** It is DoDEA policy to:

- a. Identify, jointly develop, and issue uniform procedures for DoDEA-wide internal applications.
- b. Issue DoDEA-wide procedures only when necessary to support existing policies published in regulations, statute or federal rule.
- c. Develop and maintain standard procedural guidance.
- d. Develop, deploy, and maintain a single DoDEA procedural guide system.
- e. Identify the Plans, Policy, and Legislation Office as the only office authorized within DoDEA to request publication of procedural guides and other DoDEA issuances to the Agency's official internet website.
- f. Publish Procedural Guides citing other than DoDEA issuances as governing and controlling authority.

## SECTION 2: RESPONSIBILITIES

### **2.1. PRINCIPAL DEPUTY DIRECTOR, DODEA; ASSOCIATE DIRECTOR FOR EDUCATION, DODEA; AND ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS, DODEA under the authority, direction and control of the DIRECTOR, DODEA shall:**

a. Adhere to this regulation and publish procedural guides in accordance with this regulation, as needed, in support of the policies established by regulation, statute or federal rule.

b. Comply with the intent and policy of the Secretary of Defense to keep supplementation of DoDEA-wide policies to a minimum and eliminate regulations, instructions, and guides that are redundant or unnecessary.

### **2.2. DODEA AREA DIRECTORS. The DoDEA Area Directors shall implement the published DoDEA Procedural Guide.**

## REFERENCES

- DoD FMR 7000.14-R, "Department of Defense Financial Management Regulation," June 2011, Volumes 1-15, as amended
- DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013
- DoDEA Regulation 1400.13, "Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DODDS," March 1, 2006
- Public Law 101-576, "Chief Financial Officers Act of 1990," November 15, 1990
- GAO-08-585G, "Financial Audit Manual," Volume 1, July 25, 2008
- Joint Federal Travel Regulations, "Uniformed Service Members and DoD Civilian Employees," current edition
- OMB Circular A-123, "Management's Responsibility for Internal Control," December 21, 2004
- DTR 4500.9-R, "Defense Transportation Regulation," current edition

## SECTION 3: TEMPLATE FOR PROCEDURAL GUIDE



PROCEDURAL GUIDE #####.##

TITLE

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**Originating DoDEA Office:**

**Effective:** Month Day, Year (inserted by AO prior to signing document)  
**Change # Effective:** Month Day, Year (delete if not used)

**Reissues:** #####.##, "Title," Publication Date  
**Incorporates and cancels:** Document, number, "Title," Publication Date (delete if not used)  
**Cancels:** Document, number, "Title," Publication Date (delete if not used)

**Approved by:** Name, Title  
**Change # Approved by:** Name, Title (delete if not used)

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**Purpose:** This procedural guide...Structure depends on type of issuance being issued. See the options provided in the DoD issuances standards.

- Any text that should be listed as sub-points of the main purpose should be applied in bullets, as shown.
- Keep the purpose of the issuance to half a page, so it fits on the cover of the document.

**Always make this the second sentence of the PURPOSE paragraph:** This procedural guide does not create new policy but only clarifies existing laws or already established policy and describes the steps to accomplish specific actions in accordance with the references.

# ENCLOSURE

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[If your issuance has no tables, delete this group.]

### FIGURES

[If your issuance has no figures, delete this group.]

## ENCLOSURE

### SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This Administrative Instruction 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 Area and District Superintendents, School Administrators, Teachers, and Support Staff.

**1.2. AUTHORITY.** When addressing the underlying authority in which a procedural guide is enacted use the following statement: "This procedural guide is published under the authority of (list all applicable references but the reference authorizing the publication of the PG must be a DoDEA issuance)".

a.

b.

# ENCLOSURE

## SECTION 2: RESPONSIBILITIES

**2.1. TITLE OF OFFICIAL (AND ACRONYM IF NOT ESTABLISHED EARLIER).** The [official]:

- a. A paragraph “a” must have a paragraph “b,” etc.
- b.

**2.2. ACRONYM OF OFFICIAL (IF ESTABLISHED EARLIER).** The [acronym of official]:

- a.
- b.
  - (1)
  - (2)
    - (a)
    - (b)
  - (3)
- c.

**2.3. ACRONYM OF OFFICIAL (IF ESTABLISHED EARLIER).** The [acronym of official]:

- a.
- b.

**2.4. ACRONYM OF OFFICIAL (IF ESTABLISHED EARLIER).** The [acronym of official]:

- a.
- b.

# ENCLOSURE

## SECTION 3: SECTION TITLE

### 3.1. PARAGRAPH TITLE.

**a. Heading.** This is what paragraph level “a” looks like if it has a heading. These headings may be added to the table of contents, but they are not required. If one level “a” paragraph has a heading, all on this level must have a heading

[a. This is what paragraph level “a” looks like if it does not have a heading.]

#### **b. Heading.**

(1)

[(1) **Heading.** This is what paragraph level “(1)” looks like if it has a heading. Note, this text is not actually styled, it simply uses the text characteristics as an example.]

(2)

(a)

(b)

1. You must manually add the underline at this level.

a. You must manually add the underline at this level. Do not subordinate paragraphs beyond this level.

b.

2.

#### **c. Heading.**

### 3.2. PARAGRAPH TITLE.

### 3.3. PARAGRAPH TITLE.

# ENCLOSURE

## SECTION 4: SECTION TITLE

### 4.1. PARAGRAPH TITLE.

**a. Heading.**

**b. Heading.**

(1)

(2)

(a)

(b)

1.

a.

b.

2.

**c. Heading.**

### 4.2. PARAGRAPH TITLE.

### 4.3. PARAGRAPH TITLE.

# ENCLOSURE

## GLOSSARY

### G.1. ACRONYMS.

A listing of acronyms is mandatory for issuances over 2 pages using acronyms other than “DoD,” “OSD,” or “U.S.”

	Use the table in this template to alphabetically list all acronyms used in the issuance with a row for each identified term. Add more rows as necessary.
ABBREVIATION	use lower case when term is a common noun
ACRONYM	Use Title Case When Term is a Proper Noun
	Leave a space between acronyms beginning with a different letter.
BEGINS WITH “B”	Group entries by letter with a space between each letter section
BEGINS WITH “B”	
BEGINS WITH “S”	

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance. Below is a representation of the style and look of the DEFINITION section.

**ACRONYM.** Use acronyms already established; do not write term out or reestablish acronym. Acronyms are ordered alphabetically in the definitions section by the acronym, not the term as it would be spelled out.

**Proper Noun.** Place terms in alphabetical order. If proper nouns are capitalized in the text of the document, the proper nouns are capitalized in the DEFINITIONS section.

**term.** A term is not a proper noun. Place terms in alphabetical order. If terms are not capitalized in the text of the document, the terms are not to be capitalized in the DEFINITIONS section.

When a definition has paragraphs:

Indent the subordinate paragraphs at .25”.

Do not number them.

## ENCLOSURE

### REFERENCES

[List references in alphabetical (and then numeric, if applicable) order. The reference listed is from Paragraph 1.3. If your issuance should not include the example issuance, remove the reference. Delete this text.]

DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014