



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

DEC 11 2008

MEMORANDUM FOR PERMANENT DEPARTMENT OF DEFENSE DEPENDENTS
SCHOOLS (DoDDS) EDUCATORS

SUBJECT: Early Notice Awards Closing Date Amendment

This school year, we will be offering an award for those DoDDS educators who notify us by January 9, 2009, that they will be leaving our system at the end of the current school year. This is an amendment to the announcement dated October 27, 2008, in which the closing date was stated as January 6, 2009. We will provide an award of \$500.00, along with an inscribed paperweight and a certificate. There will be no Voluntary Separation Incentive Payments (VSIP) authorized this school year.

To reiterate, DoDEA will use the information obtained from the Early Notice Awards to minimize the impact on excess educators and to conduct the DoDDS Transfer Program. The award will only be available for full-time, school-level, non-supervisory, professional educators on permanent appointments. Educators who desire to exercise this option must initiate a Request for Personnel Action (RPA) no later than January 9, 2009, through their school administrator requesting voluntary separation (resignation or retirement) to be effective at the end of the school year or during the summer recess period. The submission of the voluntary separation notice is considered irrevocable. The Early Notice Awards will be processed in the last pay period of this school year to ensure payment of the award by the summer recess.

The Area Director's Offices have also issued announcements for Voluntary Early Retirement Authority (VERA) and may have sent specific offers of VERA. Those dates may be earlier than January 9. Educators are cautioned that they must meet the deadline for the VERA announcement or offer letter if they are applying for a VERA. The extension of the Early Notice Award deadline does not change the closing dates for VERA applications.

The cooperation of educators in notifying us early of their intention to leave DoDEA employment will assist in the planning and implementation of the placement process for next school year. This will ensure that their colleagues have the full benefit of all potential placement opportunities.

A handwritten signature in black ink that reads "Shirley A. Miles".

Dr. Shirley A. Miles
Director