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

Administrative Change 1 June 6, 2008

Human Resources Regional Service Center

DoDEA Administrative Instruction 5303.1
June 29, 2006

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION

SUBJECT: Compensation for Department of Defense Dependents Schools Educators During Recess Periods

References: (a) DoDEA Regulation 5302.1, "Compensation for Educators Attending Training During the School Year," March 10, 1999, (hereby canceled)
(b) DS Regulation 5301.4, "Department of Defense Dependents Schools Salaries and Personnel Practices Applicable to Principals and Assistant," July 31, 1987
(c) DoDEA Regulation, "Salaries and Personnel Practices Applicable to Teachers and other employees of the DoD Overseas Dependents' Schools System," March 1, 2006

1. REISSUANCE AND PURPOSE

This Administrative Instruction:

1.1. Replaces reference (a).

1.2. Updates policy and responsibilities regarding the Department of Defense Dependents Schools (DoDDS) procedures for compensating educators for work performed during school year recess periods and establishes the procedures for paying educators for work performed during summer recess periods, including the Department of Defense Education Activity (DoDEA) Headquarters-directed workshops.

2. APPLICABILITY

This Administrative Instruction applies to the Office of the Director, Department of Defense Education Activity; 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); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS

3.1. Daily Rate. A DoDDS educator's school year salary divided by the number of days the educator is scheduled to work in a school year, normally 222 for administrators in accordance with reference (b), and 190 for non-administrators in accordance with reference (c). For work performed during the summer recess period, the daily rate is based on the salary in effect during the prior school year and does not include any within grade increases received during the summer recess period. For training during the school year, the daily rate is based on the salary in effect that school year, subject to the retroactive pay increase.

3.2. Headquarters (HQ)-Directed Workshop. A workshop or other activity that is planned by personnel assigned to the Education Directorate, DoDEA.

3.3. Recess Period. The time outside of the regularly scheduled school year duty hours or days of an educator. For an educator who is an administrator, it is the time outside of the 222 scheduled days and daily scheduled hours of work during a school year. For a non-administrator educator, it is the time outside of the 190 duty days of scheduled work and hours in the school year.

4. POLICY

It is DoDEA policy that:

4.1. Compensation for work covered by this Administrative Instruction will be calculated in one-half or full-day increments, depending on the length of the workshop, activity, or workday. The per day rate of compensation will be the educator's daily rate, except that the work instructing summer school will normally be two-thirds of the daily rate of pay.

4.2. Compensation will only be given to those educators who are approved or directed by their principal or supervisor to be paid for attending the workshop or activity, to be at work, or to teach summer school, and who actually attended or performed the work.

4.3. Compensation will not be paid for administrative work associated with the setup, cleanup, or preparation of workshops and activities.

4.4. The provisions outlined in this Administrative Instruction apply exclusively to DoDDS educators covered under the Teaching Position (TP) pay plan on seasonal work schedules with a pre-established tour of duty.

5. RESPONSIBILITIES

5.1. The Assistant Associate Director for Education, under the authority, direction, and control of the Associate Director for Education and Principal Deputy Director, Department of Defense Education Activity, shall ensure the activity coordinator of a HQ-directed workshop or

activity has attendees record their attendance on a daily basis on the activity time sheet (enclosure 1) provided by the Human Resources Regional Service Center (HRRSC), and forwards it to the HRRSC within two work days of completion of the workshop or activity.

5.2. The Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam; and Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependent Schools, Cuba, shall:

5.2.1. Ensure that the activity coordinator of a non HQ-directed workshop or activity has attendees record their attendance on a daily basis on the activity time sheet, and forwards a copy of the completed activity time sheet or other written correspondence verifying the time worked to each attendee's principal or supervisor within two work days of completion of the workshop or activity.

5.2.2. Ensure that the servicing supervisor or principal completes the memorandum for Defense Finance and Accounting Service (DFAS)-*Indianapolis (hereinafter referred to as DFAS)* (enclosure 2), and forwards it to the servicing customer service representative (CSR) once it has been verified that an educator attended a non-HQ-directed workshop or other activity, and is authorized to receive pay.

5.2.3. Ensure that the servicing CSR reviews the memorandum for DFAS for accuracy and completeness, signs and dates the form, forwards it to DFAS, tracks the payment until verified, and files the form in the employee's locally maintained file.

5.3. The Director, Human Resources Division, Department of Defense Education Activity, shall:

5.3.1. Ensure the activity coordinator of a HQ-directed workshop or activity is provided a copy of the activity time sheet run from the integrated database (IdB) with the names of the attendees prior to the start of the workshop or activity.

5.3.2. Once the completed activity time sheet is received back from the headquarters activity coordinator, ensure that the attendance information is updated in IdB, and that the completed Attendance Close-out Report is sent to the servicing finance office, DFAS, for payment.

6. EFFECTIVE DATE

This Administrative Instruction is effective immediately.

Joseph D. Tafoya
Director

Enclosures - 2
E.1. Activity Time Sheet
E.2. Memorandum for Defense Finance and Accounting Service

E.1. ENCLOSURE 1

ACTIVITY TIME SHEET

ACTIVITY COORDINATOR: Please print the names of all attendees and have each attendee initial at the end of each day of attendance under the appropriate day column. At the end of the activity, total the number of days for which each attendee should be paid, complete and sign the bottom, and forward a copy of this activity time sheet or other written correspondence to the principal or supervisor of each attendee so that the payment process can be initiated.

OFFICIAL NAME (please print)	**SCHOOL**	**DAY #1** Date:___	**DAY #2** Date:___	**DAY #3** Date:___	**DAY #4** Date:___	**DAY #5** Date:___	**TOTAL DAYS**

Name and location of the activity: _____

I certify the above record of attendance is accurate: _____

signature and date

E.2. ENCLOSURE 2

MEMORANDUM FOR DEFENSE FINANCE AND ACCOUNTING SERVICE – INDIANAPOLIS

SUBJECT: Certification for Recess Compensation for Pay Period Ending _____
pay period ending date

1. This memorandum certifies that:

_____, _____, _____
employee's official name *SSN* *duty title*

_____, _____, _____
grade and step *SY salary* *daily rate*

2. Attended or worked the following:
(check and complete all that apply for the pay period):

____ A non-headquarters-directed workshop or activity entitled _____
_____on the following date(s):_____

____ Late departure or early return on the following date(s): _____

_____Summer School session on the following date(s): _____

3. I certify that this attendance occurred outside of the regularly schedule duty day(s) and the employee is authorized payment in the amount of $_____, which is the daily rate of pay, or 2/3 the daily rate for summer school work, multiplied by _____ number of days.

4. This payment may be subject to retroactive pay adjustment.

_____
Signature of Principal or Supervisor

_____
Date

CSR Review:

_____
Initials/Date