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 5303.2
June 29, 2006

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION

SUBJECT: Compensation for Domestic Dependent Elementary and Secondary Schools Educators During Recess Periods

Reference: Section 2164 of title 10, United States Code, Department of Defense Domestic Dependent Elementary and Secondary Schools

1. PURPOSE

This Administrative Instruction establishes policy and assigns responsibilities regarding procedures for compensating Domestic Dependent Elementary and Secondary Schools (DDESS) educators for work performed during school year recess periods and 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, 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. Earned Rate. A DDESS educator's annual salary divided by 1,520, except for a DDESS educator assigned to the Puerto Rico School District whose earned rate is the annual salary divided by 1,496.

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 187/190 school year days of an educator.

4. POLICY

It is DoDEA policy that:

4.1. Compensation covered by this Administrative Instruction will be at the educator's earned rate of hourly pay when the work is performed, multiplied by the number of hours of the activity.

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. The provisions outlined in this Administrative Instruction apply exclusively to DDESS educators 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, 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 for non HQ-directed workshops and other activities, the servicing supervisor or principal completes the memorandum for Defense Finance and Accounting Service (DFAS) and forwards it to their district's servicing payroll point-of-contact once it has been verified that an educator attended and is authorized to receive pay.

5.2.3. Ensure that for non HQ-directed workshops or activities, the servicing payroll point-of-contact reviews the memorandum for Defense Finance and Accounting Service - *Indianapolis (hereinafter referred to as DFAS)* (enclosure 2) for accuracy and completeness,

the recess pay spreadsheet (enclosure 3) consolidating the names, if more than one employee attends the same training, and forwards the memorandum or spreadsheet to DFAS tracks the payment until verified, and files the form in the employee's locally maintained file.

5.2.4. Ensure that for HQ-directed workshops, the DDESS Benefits and Compensation Branch forwards the completed Attendance Close-out Report received from the HRRSC to the appropriate district payroll point-of-contact who will complete the Memorandum for Defense Finance and Accounting Service or the Recess Pay spreadsheet, forward the memorandum or spreadsheet to DFAS track the payment until verified, and file the form in the employee's locally maintained file.

5.2.5. Ensure that for HQ-directed workshops, the DoDDS-P/DDESS-Guam Human Resources Office completes the memorandum for Defense Finance and Accounting Service or the recess pay spreadsheet, forwards the memorandum or spreadsheet 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 from the integrated database (IdB) with the names of the attendees prior to the start of the workshop or activity.

5.3.2. Ensure the attendance information is updated in IdB, once the completed activity time sheet is received back from the HQ activity coordinator, and ensure that the completed Attendance Close-out Report is sent to the DDESS Benefits and Compensation Branch or, for educators assigned to Guam, to the DoDDS-P/DDESS-Guam Human Resources Office.

6. EFFECTIVE DATE

This Administrative Instruction is effective immediately.

Joseph D. Tafoya
Director

Enclosures - 3
E.1. Activity Time Sheet
E.2. Memorandum for Defense Finance and Accounting Service
E.3. Recess Pay Spreadsheet

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 and indicate the number of hours of attendance. At the end of the activity, total the number of hours 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)	**DAY #1** Date:____ (initials/hours)	**DAY #2** Date:____ (initials/hours)	**DAY #3** Date:____ (initials/hours)	**DAY #4** Date:____ (initials/hours)	**DAY #5** Date:____ (initials/hours)	**TOTAL HOURS**

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

THROUGH: DDESS Customer Service Representative

SUBJECT: Certification for Recess Period Compensation

This memorandum certifies that:

_____, _____, _____,
employee's official name *SSN* *earned hourly rate*

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

____ A non HQ-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): _____
and is entitled to payment for _____ hours. The total amount of pay authorized is
$_____. *number of hours*

I certify that the employee reported for duty and that it was completed outside the scheduled school year calendar. The amount of pay authorized is the earned hourly rate in effect when the work was completed.

_____
Signature of Principal or Supervisor (if applicable)

_____
Date

_____
CSR Signature/Date

E.3. ENCLOSURE 3

RECESS PAY

ACTIVITY: _____ SCHOOL: _____

SSN	LAST NAME	FIRST NAME	ACTIVITY DATES	ACTIVITY DESCRIPTION	TOTAL AMOUNT OF PAY DUE

_____
AUTHORIZING SIGNATURE AND DATE