



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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MAR 28 2013

MEMORANDUM FOR DIRECTOR, DODDS-EUROPE
ACTING DIRECTOR, DODDS-PACIFIC/DDESS-GUAM
ACTING DIRECTOR, DDESS/DODDS-CUBA
DIRECTOR, HEADQUARTERS HUMAN RESOURCES

SUBJECT: Required Training for New Supervisors/Managers

Thank you all for ensuring that supervisors and managers completed training on Prohibited Personnel Practices (PPPs) and the Whistleblower Protection Act (WPA) as part of the Department of Defense Education Activity's (DoDEA's) completion of the U.S. Special Counsel's 2302(c) Certification Program. To maintain this certification, all new supervisors/managers must also be trained on PPPs and the WPA.

To that end, please ensure that the attached memorandum from the DoDEA General Counsel is provided to each supervisor/manager during his/her check-in process beginning with the next pay period. Please also ensure that your Human Resources (HR) representatives alert the paralegals in your Area (Erica Swift – Headquarters; Richard Kelly – Europe; Daniel Shifrin – Pacific; Paula Leonard – DDESS) when new supervisors/managers in-process so the paralegals may keep track of those required to complete this training. At Headquarters, HR already provides a list of all new HQ employees to the Office of the General Counsel.

As soon as practicable, this training will be incorporated into DoDEA's New Supervisor Training module.

If you have any questions regarding this matter, please contact Edwin Daniel Jr., DoDEA General Counsel at generalcounsel@hq.dodea.edu, or (571) 372-5758. Thank you for your continued assistance in ensuring that our supervisors/managers are properly trained in PPPs and the WPA.

A handwritten signature in black ink, which appears to read "Marilee Fitzgerald".

Marilee Fitzgerald
Director

Attachment:
As stated