



DEPARTMENT OF DEFENSE  
OFFICE OF DEPENDENTS EDUCATION  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON VA 22203-1635



PPMP/696-1688/5024e

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Establishment of the Chemical Hygiene Officer Extra-Duty Activity

DS Regulation 4800.4, "Department of Defense Dependents Schools Chemical Hygiene and Safety Program" February 1995, approved the establishment of a Chemical Hygiene Officer position at DoDDS overseas Middle and Secondary Schools. A request for inclusion of the position as an authorized extraduty activity in "DS Regulation 5550.9. Department of Defense Dependents Schools Compensation for Extra-Duty Alignments." was approved on September 14.

DS Regulation 5550.9 is hereby amended to include Chemical Hygiene Officer as an authorized extra-duty activity, as follows:

\*APPENDIX A: Add -"(I3I) Chemical Hygiene Officer"

● APPENDIX G: Add - "Chemical Hygiene Officer (131)

Works with school administrators and *other* employees after normal duty hours to ensure that DoDDS chemical hygiene and safety policies and practices are followed. Monitors procurement, use and disposal of chemicals@ in the school. Conducts or ensures that appropriate inventories are conducted in accordance with DS Regulation 4800.4. Assists teachers develop precautions and maintains adequate safety equipment. Monitors the storage of chemicals, their compatibility, security, and labeling. Seeks ways to improve the chemical hygiene program. Reports identified chemical safety hazards to the school principal. Provides for adequate, safe, and timely disposal of hazardous chemicals."

The Chief of Education has recommended an hourly range of 80-119 for compensation of Chemical Hygiene Officers. However, the final responsibility for establishment of responsibilities and approval of hourly ranges for a Chemical Hygiene Officer rests with overseas school administrator. TP educators selected for such duties may be compensated only for the actual number of additional hours worked beyond the normal school &y, as provided for in paragraph E.4 of DS Regulation 5550.9.

Questions pertaining to the extra-duty program policy may be directed to Mr. Charles Purter, Chief of Compensation at (703) 696-1688, extension 137 or by cc:mail.

Chief of Position Management

DISTRIBUTION  
DoDDS School Administrators  
District Superintendents  
Area Directors  
Chief, Educator Division  
Chief, Fiscal Division  
Associate Director  
Chief, Labor Relations



DEPARTMENT OF DEFENSE  
OFFICE OF DEPENDENTS SCHOOLS  
2461 EISENHOWER AVENUE  
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PERSONNEL DIVISION

DS Regulation 5550.9

**OCT 7 1988**

Department of Defense Dependents Schools  
Compensation For Extra-Duty Assignments

- References:
- (a) DoD Directive 1400.13, "Salaries and Personnel Practices Applicable to Teachers and Other Employees of the DoD . Overseas Dependents' School System," July 8, 1976.
  - (b) DoD Directive 5120.39, "Department of Defense Wage Fixing Authority," April 24, 1980
  - (c) DS Regulation 5511.1, "Position Classification," May 13, 1986

A. PURPOSE

This regulation establishes policies and procedures governing compensation for extra-duty assignments in the Department of Defense Dependents Schools (DoDDS) in accordance with references (a) through (c).

B. APPLICABILITY AND SCOPE

1. The provisions of this regulation apply to certain personnel employed by DoDDS overseas under the Teaching Position (TP) pay system who are assigned extra-duty assignments.

2. To the extent that regional issuances or publications conflict with this regulation, this regulation will govern.

c. DEFINITIONS

1. Extra-Duty Compensation. This term identifies the compensation provided an employee for satisfactorily completing a particular assignment in addition to regular school duties.

2. Employee. as used in this regulation, the term applies to an eligible employee appointed to a position under the TP pay system.

3. Regular Duty Assignments. This term refers to the scheduled tour of duty, full-time or less than full-time, which the employee is assigned.

DISTRIBUTION: X, G, Q (All principals and assistant principals)

D. POLICY

1. Extra-duty activities are to be accomplished by educators and specialists within the normal duty day, whenever feasible. If not feasible, such activities may be scheduled and conducted outside the duty day. Under no circumstances will an employee be paid extra-duty compensation for work performed during an employee's scheduled duty day.

2. The rates of compensation for extra-duty activities are published by the DoD Wage Fixing Authority (WFA) as part of the yearly salary schedules. The minimum number of hours established for a particular activity must be performed and the activity must be completed before payment is made, except as provided in paragraph E.5.

E. PROCEDURES

1. Approval.

a. Approval authority for extra-duty compensation is delegated to the regional director and may be redelegated to district superintendents or designees.

b. Activities listed in appendix A to this regulation are authorized for extra-duty compensation. Payment of compensation is only authorized for assignments listed in appendix A unless prior, written approval has been granted by the approval authority. Such extra-duty assignments and duty descriptions will be forwarded to the Office of Dependents Schools (ODS) within 15 days of approval as proposals for inclusion in appendix A.

c. The extra-duty assignments authorized at appendix A are not to be combined as a single duty if the hours of the duty would fall into one of the six hourly ranges. As an example, an extra-duty which would require 50 hours would be compensable using the 40-79 hours range. Another 25 hour extra-duty would be compensable using the 20-39 hours range. These two duties may not be combined to create a 75 hour extra-duty which would be compensable using the 40-79 hours range. However, one or more short extra-duties of less than 20 hours each can be combined so that payment may be made using the 20-39 hours range.

2. Programming, Budgeting, and Managing.

School principals will identify which extra-duty assignments listed in appendix A will be needed during the school year, and the number of hours to be required. The principal will submit a request for extra-duty activities to be performed during the next school year to the approval authority in accordance with time lines determined by the region. The request will be returned to the principal prior to the start of the new school year with positions authorized for extra-duty compensation. The maximum number in a range of hours listed for an activity does not limit the number of hours an employee may expend, but it does limit the number of hours which may be required and certified for payment.

b. A total ceiling for extra-duty compensation for each school may be established by the appropriate approval authority. School principals are responsible for ensuring that compensation for extra-duty assignments is within the funds programed by the regional office, in accordance with this regulation, and for the amounts specified on the official salary schedule.

3. Recruitment for Extra-Duty Assignments.

a. Eligibility. Every effort shall be made to assign extra-duty assignments to qualified employees of the school at which the activity will occur. If qualified employees of the school are not available, the principal may recruit from the following sources with the concurrence of the approval authority:

(1) Employees from other schools in the area (the performance of an extra-duty assignment by an employee of another school must not interfere with the regular work schedule or duties of the employee).

(2) Substitute teachers. Substitute teachers are paid at the substitute teacher's rate of pay established by the WFA (Schedule A). The total amount of compensation received for an extra-duty assignment shall not exceed the amount of compensation identified for the hourly range of the extra-duty assignment. Eight hours of extra-duty work constitutes a full day for pay purposes.

(3) School administrators. School principals or assistant principals, regardless of the pay plan to which assigned, are not eligible for extra-duty compensation.

b. Announcement of Extra-Duty Assignments.

(1) Extra-duty assignments normally will be announced or posted before the end of the second week of the school year. Tentative assignments may be announced or posted 2 weeks before the closing of the previous school year. When an employee cannot complete an extra-duty assignment, and the principal determines that the extra-duty assignment is to be continued, the extra-duty assignment will be again announced or posted, although the principal may assign the duty on an interim basis pending final selection.

(2) Announcements will include the following items:

(a) The specific tasks of the extra-duty assignment (suggested statements of duties are at appendix G) including any pre- and post-assignment duties which are important to the success of the assignment.

(b) The range of hours authorized and for which compensation will be provided.

(c) The amount of compensation.

(d) The closing date for receiving applications.

(e) The date by which selection(s) will be made.

c. Application. Applications will be submitted to the school principal by the employee. The form at appendix B of this regulation is provided for optional use.

d. Selection. The principal will select qualified, suitable, and available personnel on the basis of abilities, interest, and previous experience in the specific activity. All applicants will be notified of selection or non-selection for an extra-duty assignment. Selections will be posted. The form at appendix C of this regulation is provided for optional use. A copy of the principal's selections will be sent to the approval authority.

#### 4. Documentation. .

a. Memorandum. Employees selected will complete a memorandum of understanding (MOU) for each extra-duty assignment. The form at appendix D to this regulation is to be used. (Note: Provisions of the applicable collective bargaining agreement may involve a different procedure or format.) If the employee selected is from another school, principals from both schools will sign the MOU. The MOU will describe the tasks as they were announced. The MOU will be prepared in triplicate; the original will be retained by the school principal, one copy by the employee, and one copy furnished to the approval authority. A copy of all MOU's should be forwarded to the regional fiscal division in cases where the approval authority has been delegated below the regional director level. Whatever MOU is used must include the identification of duties, the hourly range established, the amount of compensation for the extra-duty assignment, and a statement that the duties will not be performed during duty hours when school is in session or reassigned to other employees without prior written approval. It is also recommended that the MOU establish the number of hours predicted for the assignment.

b. Extra-Duty Time Sheet. Employees selected are responsible for recording the number of hours for each pay period during which extra-duty work was performed. The format appendix E to this regulation is provided for optional use. The employee will certify the number of extra-duty hours spent on the activity by signing the completed form and submitting it to the school principal as frequently as needed by the approving authority.

#### 5. Compensation.

a. Employees must be compensated for successfully completing an extra-duty assignment, consistent with the extra-duty hourly rate ranges of compensation established by the WFA. `

b. Assuming duties are satisfactorily performed, an employee must work the number of hours identified in the MOU within the assigned hourly range to be compensated for the extra-duty assignment. Principals may not require or otherwise expect employees to accept extra-duty assignments which will clearly require completion of more hours of work than the hourly range for which payment will be authorized. This provision is not to be viewed as a prohibition against individual employees voluntarily working additional hours beyond the range required.

c. When it becomes evident to an employee and the school principal that the hours actually required for successful accomplishment of the extra-duty assignment will exceed the hours predicted, a new MOU should be executed between the employee and principal. A copy of the new MOU will be provided to the approval authority. (This provision does not apply to the "200 and over" hourly range category established by the WFA.) The employee will be compensated at the higher hourly range in accordance with the WFA rate of compensation. It is incumbent upon the employee and school principal to monitor the progress of work during the course of an extra-duty assignment, and to identify and resolve questions related to additional hours well in advance of completion of the duty or completion of hours originally identified in the MOU.

d. Where for reasons acceptable to management, an extra-duty assignment was satisfactorily accomplished in fewer hours than the hourly range established, compensation must be reduced. If the school principal determines the extra-duty assignment has been completed satisfactorily in less time than established in the MOU, the employee will be compensated at the appropriate lower hourly range established by the WFA. A new MOU will be signed by the employee and the school principal, and a copy of the new MOU provided to the approval authority. However, should the hours worked fall short of the 20-39 hourly range, payment due the employee is to be determined by using the formula provided at paragraph E.5.e.

When an employee is unable to complete the extra-duty assignment for a reason acceptable to management, a lesser payment (LP) than the amount approved may be made on a pro-rated basis to the employee. Compensation in such cases will be determined as follows: The mid-point (MP) hour of the appropriate hourly range is divided into the hours actually worked (HW). The resulting quotient is then multiplied by the dollar value (DV) assigned to the regular hourly category. For purposes of determining the MP for the 200 and above hourly range, 220 is to be used. The formula for this computation is:  $LP = DV(HW/MP)$ . EXAMPLE: An employee works 10 hours towards a 20-39 hourly range extra-duty assignment (\$405 for SY 1987-88). When the mid-point (30 hours) is divided into the hours worked (10 hours), and the quotient thereof, rounded to two decimal places (.33), is multiplied by the dollar value of the hourly range for the duty (.33 x \$405), the payment due is \$133.65.

## 6. Certification.

a. Upon completion of the extra-duty assignment, the school principal will certify that the assignment has been completed and that compensation is authorized. The form at appendix F to this regulation is provided for optional use. The original will be submitted to the servicing finance office as soon as possible but no later than May 31 to permit employees to be paid by the last pay period of the school year. A copy will be provided to the approval authority.

b. School principals will certify entitlement for compensation only when the following conditions are met:

(1) The assignment was performed outside the duty day.

(2) The number of hours completed is not less than the number agreed to by the principal and the teacher, except as provided by paragraph E.5.d.

(3) Work was performed in accordance with the requirements of the assignment.

(4) The extra-duty assignment was approved in advance of performance by the employee.

c. Only one employee is authorized compensation for an extra-duty assignment, except when the school principal approves co-sponsors for an assignment and posts the assignment listing each co-sponsor as eligible to complete an established portion of the required hours and receive the appropriate portion of the total payment. Employees given extra-duty assignments may not permit all or part of an extra-duty assignment to be accomplished by another person. The total payment for a specific extra-duty assignment which is performed by more than one employee may not exceed the dollar value for the hourly range established by the WFA. Employees may not compensate other persons for the accomplishment of extra-duty assignments.

d. Payment is only authorized for assignments listed in appendix A, except as provided in paragraph E.1.b. ,

7. Dormitory Counselors/Supervisory Dormitory Counselors. Dormitory Counselors/Supervisory Dormitory Counselors receive additional compensation for Condition of Employment and Additional Hours. Refer to appendix H for additional information. Payment is made for:

a. Condition of Employment. This is for the irregular tour of duty and includes compensation for all sleep-in time and night, holiday, and Sunday work.

b. Additional Hours. This is compensation for scheduled or unscheduled hours of additional work (not to exceed the school year amount published by the WFA in excess of regularly scheduled work during the pay period in a 5-day or 7-day dormitory). Additional Hours includes such activities as coordination with teachers, counselors, parents, medical and military officials of the base, arranging for dormitory activities, and interruption of sleep-in time to perform substantive duties.

F. IMPLEMENTATION

This regulation is effective 60 days after the date of publication and applies to extra-duty assignments made thereafter. Regional offices are authorized to issue supplements to this regulation after coordination with ODS. Subsequent regional implementing instructions are to be forwarded to ODS for approval prior to publication.

  
John L. Stremple  
Director

Appendices

Listing of Extra-Duty Assignments:

- (101) Advisor, Dramatics
- (101) Advisor, Grade 6
- (101) Advisor, Grade 7
- (101) Advisor, Grade 8
- (101) Advisor, Freshman Class
- (101) Advisor, Sophomore Class
- (101) Advisor, Junior Class
- (101) Advisor, Senior Class
- (102) Advisor, Newspaper/Publications
- (103) Advisor, Teen Involvement
- (104) Advisor, Yearbook
- (105) Coach, Forensics
- (106) sponsor, Enrichment (Example - Jr Great Books)
- (107) Business Manager, Yearbook
- (108) Sponsor, Literary Magazine
- (109) Sponsor, Student Council
- (110) Sponsor, National Honor Society
- (111) Coordinator, School Evaluation/Improvement
- (112) Sponsor, JROTC Drill Team/Honor Guard
- (113) Sponsor, Future Business Leaders
- (114) JROTC Rifle Team Instructor
- (115) Sponsor, Keyboard Club
- (116) Head Coach, Baseball
- (116) Head Coach, Basketball
- (116) Head Coach, Cross Country
- (116) Head Coach, Field Hockey
- (116) Head Coach, Football
- (116) Head Coach, Golf
- (116) Head Coach, Gymnastics
- (116) Head Coach, Soccer
- (116) Head Coach, Softball
- (116) Head Coach, Swimming
- (116) Head Coach, Tennis
- (116) Head Coach, Track
- (116) Head Coach, Volleyball
- (116) Head Coach, Wrestling :
- (117) Intramural Sponsor (Any Sport)
- (118) Sponsor, Cheerleaders
- (119) Assistant or Junior Varsity Coach (Any Sport)
- (120) Director, Choral Music
- (121) Director, Instrumental Music
- (122) Coordinator, Outdoor/Environmental/Energy Education
- (123) Coordinator, Multi-Ethnic Activities (school-Level)
- (124) Sponsor, Model United Nations
- (125) Sponsor, Career Center
- (126) Head Advisor, Sophomore Class (Panama Canal College)
- (127) Sponsor, Student Senate (Panama Canal College)
- (128) Dormitory Counselor
- (129) Supervisory Dormitory Counselor

Listing of Extra-Duty Assignments, continued:

- (800) Coordinator, Computer Processes
- (801) Chairperson, Case Studies Committee
- (802) Chairperson, Department
- (803) Chairperson, Grade-level (s )
- (804) Custodian, School Activity Fund
- (805) Bookkeeper, School Activity Fund
- (806) Athletics Coordinator
- (807) Trainer, The Study of Teaching (Staff Development)
- (808) School Facilitator, The Study of Teaching (Staff Development)
- (131) Chemical Hygiene Officer

APPLICATION FOR EXTRA-DUTY ASSIGNMENT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EXTRA-DUTY ASSIGNMENT APPLIED FOR: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ NUMBER OF HOURS: \_\_\_\_\_

1. EXPERIENCE :

Total number years of teaching experience: \_\_\_\_\_ Overseas \_\_\_\_\_ Us .

Please list your experience in **the** extra-duty assignment you are applying for:

2. TRAINING:

Please list any training related to the extra-duty assignment you are applying for (e.g. workshops, conferences, etc., attended)

3. EDUCATION:

Undergraduate: \_\_\_\_\_ Major \_\_\_\_\_ Minor

Graduate: \_\_\_\_\_ Major \_\_\_\_\_ Minor

Courses related to extra-duty assignment:

4. Why are you applying for this extra-duty assignment (optional)?

5. Please provide any program plans which you intend to employ if selected for this extra-duty assignment (optional).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DATE:

POSTED COPY - EXTRA-DUTY ASSIGNMENTS

SCHOOL:

EFFECTIVE DATE:

ASSIGNMENT AUTHORIZED

NAME

HOURLY RANGE

AUTHORIZED  
PAYMENT

\_\_\_\_\_  
PRINCIPAL'S TYPED NAME

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

MEMORANDUM OF UNDERSTANDING

∞ \_\_\_\_\_

I agree to accept the extra-duty activity of \_\_\_\_\_  
(show code, title, and hourly range) for the School Year \_\_\_\_\_. I understand the amount to be paid for this activity is \$ \_\_\_\_\_, and shall be adjusted upward based on the new salary schedule. The estimated number of hours predicted for this duty is \_\_\_\_\_ hours. The time worked will be in addition to, and not as part of, a regular full- or part-time teaching assignment and cannot be during duty hours when school is in session.

DESCRIPTION OF TASKS TO BE PERFORMED:

As soon as the activity is completed, I will notify the Principal and he/she shall arrange that I be paid by separate check not later than the next regular pay period for employees.

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Principal's Name (please print)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date Employee Signed

\_\_\_\_\_  
Date Principal Signed

SUGGESTED FORMAT FOR:

EXTRA-DUTY TIME SHUT

NAME: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

MONTH: \_\_\_\_\_

DATE	TIME WORKED	TOTAL NUMBER OF HOURS

I certify that I performed tasks relative to the above activity for the number of hours indicated and that these hours were worked outside of my scheduled duty hours.

\_\_\_\_\_  
signature

\_\_\_\_\_  
Date

E-1

DS Form 5054, AUG 87

DS Regulation 5550.9  
APPENDIX E

DATE :

**MEMORANDUM** FOR FINANCE AND ACCOUNTING OFFICE

SUBJECT: Certification of Extra-Duty Assignment

Reference: Payroll Number \_\_\_\_\_

This memorandum certifies that \_\_\_\_\_  
Name of Employee SSN \_\_\_\_\_

CHECK ONE:

\_\_\_\_\_ Has satisfactorily completed extra-duties as assigned within the required hourly range of \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ in the accomplishment of the \_\_\_\_\_ extra-duty assignment for SY \_\_\_\_\_.

\_\_\_\_\_ A lesser payment than the amount approved is authorized for payment on a pro-rated basis for the extra-duty assignment of \_\_\_\_\_ for SY \_\_\_\_\_. \_\_\_\_\_ hours are authorized for payment of the hourly range of \_\_\_\_\_. The calculation is:  $LP = DV(HW/MP)$ .

I certify that this assignment was authorized for payment and that it was completed during non-duty hours. Payment for above named activity is subject to the retroactive pay rate adjustment for SY\_\_\_\_\_.

\_\_\_\_\_  
Principal's Name (Typed & Signature)

CF:

ADVISOR, DRAMATICS (100)

Organizes, supervises, and assists students in the selection, preparation, staging and presentation of two or more plays, a minimum of one per semester. Conducts and attends all rehearsals and events. Responsible for equipment, inventory facilities, and fiscal procedures. Procures local supplies, costumes, scripts, make-up, lighting equipment, set construction materials and other required materials for play production. Performs other related activities as assigned.

ADVISOR, ( \_\_\_\_\_ GRADE/cLASS) (101)

Organizes, coordinates, and supervises the activities of the class (e.g., schedules and attends junior class meetings and plans and presents the junior class prom). Responsible for financial matters for the class, including fund raising and requests for disbursement of funds.

ADVISOR, NEWSPAPER/PUBLICATIONS (102)

Assists students in the publication of a school newspaper. Provides advice to students on writing skills (recording, editorializing, feature writing), information gathering techniques (interviewing, surveying, questioning), editing/proofreading skills, and designing skills (lay-out, art production). Is required to publish a monthly newspaper during the school year, or at an appropriate schedule based on the abilities of the students.

ADVISOR, TEEN INVOLVEMENT (103)

Organizes, supervises, and provides students with the opportunity to serve in a variety of activities of a service nature within the community and school (i.e., hospital aide, student helper ). Serves as a contact person for such activities with organizations that provide training and positions. Coordinates program with the school administration and the guidance department.

ADVISOR, YEARBOOK (104)

Organizes, coordinates, and supervises the activities of the yearbook staff to efficiently, effectively, and economically publish the school yearbook. Assists the staff in planning and designing the layout and arrangement of copy. Responsible for procuring and requesting disbursement of funds in the production of the yearbook.

COACH, FORENSIC' (105)

Organizes, supervises, and assists students in the planning, preparation, and participation in forensics events (i.e., debate, original oratory, extemporaneous speaking, impromptu speaking, and interpretation of literature). Coaches students in research and in writing, oratorical, and interpretative skills. Participates in and arranges forensics festivals.

SPONSOR, ENRICHMENT (Example: Junior Great Books) (106)

Example of an enrichment sponsor's duties: Schedules, conducts, and supervises all events of the Junior Great Books discussion group according to published procedure. Provides guidance to students as needed during meetings. Responsible for establishing Junior Great Books eligibility requirements and for assisting in the selection of students for the group. (A similar type paragraph is to be developed as appropriate to the type duty. )

BUSINESS MANAGER, YEARBOOK (107)

Works with the yearbook staff and sponsor to develop and implement a plan for financing the school yearbook. Organizes the sale of advertisements and yearbooks as well as the distribution of yearbooks. Issues receipts of sale. Responsible for deposit of funds into the Student Activity Fund yearbook account.

SPONSOR, LITERARY MAGAZINE (108)

Selects, instructs, and supervises the staff in the production of a single issue of the school literary magazine. Conducts and attends all meetings and events. Assists students in the selection of materials, editing, proof-reading, and planning lay-out of the magazine. Responsible for arranging for typing of copy, publication, sale, and distribution of magazines. Requisitions necessary supplies and equipment. Assists students in planning and coordinating publicity.

SPONSOR, STUDENT COUNCIL (109)

Organizes, coordinates, and supervises the activities and responsibilities of the student council. Assists the executive board in planning meetings. Serves as liaison between student council and administration when necessary.

SPONSOR, NATIONAL HONOR SOCIETY ( 110)

Organizes, coordinates, and supervises the activities of the National Honor Society. Assists in planning meetings and initiation ceremony. Responsible for financial matters of the club.

COORDINATOR, SCHOOL EVALUATION/IMPROVEMENT (111)

Coordinates the accreditation self-study process' and serves as Accreditation' Steering Committee Chairperson. Uses the indepth studies, visitation reports, and systemwide testing results in order to develop a School Improvement Plan. The plan is based upon the coordinated efforts of teachers, administrators, and parents.

SPONSOR, LROTC DRILL TEAM/HONOR GUARD (112)

Supervises, organizes, and instructs individuals in the necessary commands for movement and rendering of Honors. Teaches various types of military formations and placement of colors during different types of ceremonies.

SPONSOR, FUTURE BUSINESS LEADERS (113)

Serves as sponsor for the club. Assists students in planning and scheduling the activities of the club. Determines eligibility for club membership. Responsible for recordkeeping. Presents awards to selected students.

SPONSOR, JROTC RIFLE TEAM INSTRUCTOR (114)

Supervises and provides students instruction and safety techniques in handling an air rifle. Instructs students in the prone, sitting, kneeling, and standing firing positions and proper sight alignment to effectively hit targets at specified distances.

SPONSOR, KEYBOARD CLUB (115)

Organizes, assists, and supervises students in planning and scheduling events of the club. Determines eligibility for club membership. Monitors recordkeeping. Presents awards to selected students.

HEAD COACH (116)

Organizes, instructs, promotes, and conducts a varsity and junior varsity athletic program. Adheres to DoDDS rules and regulations governing athletics. Provides players with all necessary information concerning requirements for participation in these activities. Maintains records and develops and publishes safety regulations. Controls and issues all athletic equipment. Supervises assistant coaches. Consults with the athletic coordinator and school administration in all matters relating to the sports program.

INTRAMURAL SPONSOR (117)

Develops and promotes a sports program for students in all grades. Coordinates the activity with the school administration and teachers. Prepares schedules for all activities. Informs students of requirements for participation. Responsible for equipment and safety of participants.

SPONSOR, CHEERLEADERS (118)

Prepares selection criteria for cheerleaders. Organizes cheerleader tryouts. Conducts clinics relating to fundamentals and rules of cheerleading. Establishes schedule of activities and accompanies participants to all activities. Consults with the athletic coordinator and school administration in all matters relating to the cheerleaders' responsibilities and schedule.

ASSISTANT OR JUNIOR VARSITY COACH (119)

Assists the head coach in the assigned sport. Supervises students during practices, in the locker room, and while traveling. Assists head coach in caring for equipment, completing orders for new equipment, and returning equipment at the end of the season. In the head coach's absence, will perform the duties of that position.

**DIRECTOR, CHORAL MUSIC (120)**

Provides extra rehearsals during non-school time in preparation for full and small group performances at concerts, assemblies, school and community programs, and related activities. These extra rehearsals and practice sessions include sectional work and rehearsing with accompanists not available during regular school hours. Performs organizational tasks (i.e., arranging and copying music, printing of programs, planning and scheduling of performances, arranging transportation, etc.). In addition, is responsible for performing concerts during non-school time.

**DIRECTOR, INSTRUMENTAL MUSIC (121)**

Provides extra rehearsals during non-school time in preparation for full and small group performances at concerts, assemblies, school and community programs, and related activities. These extra rehearsals and practice sessions include sectional work, private/solo instruction, and organizational tasks: i.e., arranging and copying music, printing of programs, planning and scheduling of performances, arranging transportation, etc. In addition, is responsible for performing concerts during non-school time.

**COORDINATOR, OUTDOOR/ENVIRONMENTAL/ENERGY EDUCATION (122)**

Organizes and coordinates the outdoor education activities of students. Accompanies and supervises all day and/or overnight field trips and excursions. "Certifies the fitness of students to participate in higher challenge activities.

**COORDINATOR, MULTI-ETHNIC ACTIVITIES (School-Level) (123)**

Organizes, plans, and coordinates school-level activities to commemorate the contributions of the various ethnic groups to American society (e.g., Black History Month, Asian-American Week, Hispanic-American Week). Obtains and distributes materials which can, be used for the planned activities.

**SPONSOR, MODEL UNITED NATIONS (124)**

Organizes and directs the Model United-Nations activity. Provides instruction to students on the procedures and methods of research related to Model United Nations activities. Organizes and participates inter-school Model United Nations programs.

**SPONSOR, CAREER CENTER (125)**

Provides leadership, counseling, and supervision of career center participants. Determines safety standards which must be followed and suggests additional conditions which might be required. Assists students in determining goals of center and anticipated accomplishments.

**HEAD ADVISOR, SOPHOMORE CLASS (Panama Canal College) (126)**

Serves as advisor to officers and members of the sophomore class and as sponsor of sophomore class activities. Assists in the election of class officers for each year. Conducts and attends all meetings for the sophomore class. Serves as liaison between class officers and college administration. Assists in publicizing class activities, planning graduation activities (e.g., sale of graduation cards and announcements and procurement of graduation attire), and selection of students for special recognition. Supervises student lounge for proper maintenance.

**SPONSOR, STUDENT SENATE (PANAMA CANAL COLLEGE) (127)**

Organizes, coordinates, and supervises the activities and responsibilities of the Student Senate. Calls meetings and establishes agenda for meetings in conjunction with Student Senate president. Grants or revokes charters to student clubs. Enforces Student Senate constitution. Serves as liaison between the Student Senate and all pay activities. Develops budget and approves/disapproves expenditures from Student Senate funds.

**DORMITORY COUNSELOR (128)**

Accomplishes the full range of duties required of a professional residence hall counselor.

**DORMITORY SUPERVISOR (129)**

Accomplishes the full range of duties required for the management and operation of a residence hall.

**COORDINATOR, COMPUTER PROCESSES (800)**

Serves as coordinator for school computer activities. Assists staff members in developing and planning for computer utilization. Coordinates inventory of computer hardware and software with media specialist. Provides support to the district superintendents' office computer.

**CHAIRPERSON, CASE STUDY COMMITTEE (CSC) (801)**

Organizes, coordinates, and assumes responsibility for the appropriate execution of all CSC functions (i.e., schedules all meetings and agendas, assigns case managers, and implements all procedural guidance originating at the district and regional levels). Oversees the completion of required functions to include the maintenance of the Special Education Self-Study, Special Education Census Data, and the fulfillment of report requirements (e.g., unmet related services and extended school year). Serves as contact person for all internal and external inquiries.

CHAIRPERSON, DEPARTMENT (802)

Serves as department chairperson. Schedules regular meetings with members of subject department to discuss common concerns. Exchanges information on successful classroom techniques and methodologies. Develops curriculum, course syllabus, and class schedules. Ascertains department's supply and equipment needs. Prepares budget projections. Provides new staff members with information on curriculum or procedures.

CHAIRPERSON, GRADE-LEVEL(S) (803)

Serves as grade-level chairperson. Schedules regular meetings with members of one or more grade-levels to discuss common concerns. Exchanges information on successful classroom techniques and methodologies. Develops curriculum, course syllabus, and supplemental specialist schedules. Ascertains supply and equipment needs. Prepares budget projections. Provides new staff members with information on curriculum or procedures.

CUSTODIAN, SCHOOL ACTIVITY FUND (804)

Serves as the custodian to the school activity fund (SAF). Responsible for the operation and accountability of the SAF. Manages the SAF according to policies. Supervises bookkeepers. Participates in SAF council meetings.

BOOKKEEPER, SCHOOL ACTIVITY FUND (805)

Maintains SAF bookkeeping system, reconciles the general ledger accounts and the subsidiary ledgers, records and balances receipts and disbursement journals, maintains fund vouchers and prepares receipts, reconciles bank statements and prepares monthly trial balances and up-to-date and accurate monthly financial statements.

ATHLETICS COORDINATOR (806)

Coordinates varsity and intramural athletic program. Arranges for officiating at sporting events and transportation for the various school sports. Publishes schedules for athletic teams and acts as-liaison between school and off-base communities. Makes necessary arrangements for local tournaments. Advertises all athletic events. Orders all awards including letters, pins, trophies, and certificates, Assists in the ordering of supplies, equipment, and uniforms. Arranges for student physical examinations. Consults with the school administration on all matters relating to sports activities. Arranges for the issuance and receipt of athletic equipment to coaches and maintains a complete and up-to-date inventory of all equipment, uniforms, etc.

DORMITORY COUNSELORS/SUPERVISORY DORMITORY COUNSELORS

A. ADDITIONAL COMPENSATION. Dormitory Counselors/Supervisory Dormitory Counselors receive additional compensation for:

1. Condition of Employment. This is compensation for all sleep-in time and all night, holiday, and Sunday work.

2. Additional Hours. This is compensation for scheduled or unscheduled additional work (not to exceed the school-year amount published by the DoD Wage Fixing Authority (WFA)) in excess of regularly scheduled work during the pay period in a 5-day or 7-day dormitory. (Additional Hours includes such activities as coordination with teachers, counselors, parents, and medical and military officials of the base, arranging for dormitory activities, and interruption of sleep-in time to perform substantive duties.)

B. CERTIFICATION.

1. Condition of Employment. The remarks section of the SF 50, Notification of Personnel Action, is annotated to indicate that the employee is entitled to receive Condition of Employment compensation under the authority of this regulation.

2. Additional Hours. Compensation for Additional Hours is certified on each dormitory counselor's time and attendance report by the appropriate supervisor.

c. PAYMENT.

1. Condition of Employment.

a. The amount of Condition of Employment compensation is published annually by the WFA and is based on the employee's work schedule. The rates of Condition of Employment compensation are identified as the 5 Day, 40 Hour rate and the 7 Day, 40 Hour rate. These rates are paid depending upon whether the dormitory counselor is scheduled to work on a 5- or 7-day basis.

b. Condition of Employment compensation is pro-rated over the entire school year and is paid on a bi-weekly basis while the employee is in a pay status during the regular school year. EXAMPLE: Using the SY 1987-88 WFA schedule, the school-year amount of Condition of Employment compensation is \$920.00 in a 5-day dormitory, and \$1,885.00 in a 7-day dormitory.

2. Additional Hours.

a. A daily increment is used to pay Additional Hours work. To “calculate the daily-increment in a 5-day dormitory; subtract the 5 Day, 40 Hour rate on the WFA schedule from the 5 Day, 45 hour rate. The difference is the school-year amount authorized for Additional Hours in a 5-day dormitory. For the 7-day dormitory, subtract the 7 Day, 40 Hour rate from the 7 Day, 45 Hour rate. EXAMPLE: Using SY 1987-88 rates, in a 5-day 40 hour dormitory, subtract \$920.00 from \$4,775.00. The answer, \$3,855.00, is the maximum school-year amount payable for Additional Hours during SY 1987-88. To facilitate payment, the maximum amount is divided by 190 to identify the daily increment of Additional Hours. In this example, the daily increment is \$20.29 ( $\$3,855/190 = \$20.29$ ).

b. Additional Hours compensation is paid on a bi-weekly basis upon completion and certification of the time worked.

c. The number of Additional Hours paid per school year will not exceed 190.

D. SUBSTITUTES.

1. Substitutes are authorized to substitute for dormitory counselors and are compensated in accordance with Schedule A rates published by the WFA for substitutes.

2. Substitutes who are required to work and to sleep-in will be compensated on the basis of 1½ days of pay for 12 hours of work. However, to the extent practicable, adjustments should be made in the duty schedule to avoid the requirement for substitutes to sleep-in. Night, holiday, and Sunday pay is not authorized in addition to the scheduled daily rate for substitutes.