



## DoDEA ADMINISTRATIVE INSTRUCTION 1387.01

### DoDEA TEACHER OF THE YEAR PROGRAM

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**Originating Division:** Education - Teaching and Learning

**Effective:** December 9, 2019

**Releasability:** Cleared for public release. Available at the DoDEA Policy Webpage.

**Approved by:** Thomas M. Brady, Director

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**Purpose:** This Issuance establishes policy, assigns responsibilities, and implements procedures to provide uniform requirements for the DoDEA Teacher of the Year (TOY) Program, which recognizes and honors outstanding teachers who exemplify the qualities of professionalism and excellence in our teaching workforce. The DoDEA TOY Program allows for DoDEA District TOYs to compete for the DoDEA State Teacher of the Year (STOY) award and serve as DoDEA's representative in the National Teacher of the Year (NTOY) competition.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors/parents.

**1.2. POLICY.** It is DoDEA policy to:

a. Provide a DoDEA TOY Program modeled after the NTOY Program, which is sponsored by the Council of Chief State Officers (CCSSO). The DoDEA STOY will be nationally recognized at the White House and participate in all NTOY Program activities.

b. Recognize and honor outstanding teachers who exemplify the qualities of professionalism and excellence in our teaching workforce. Each DoDEA District selects a DoDEA District TOY who competes for the honor to represent DoDEA at the state level.

c. Provide leadership growth opportunities within and outside DoDEA in order to build capacity for continuous improvement for the DoDEA STOY and the DoDEA District TOY.

d. Provide a platform to utilize distinguished teachers as models, coaches, and representatives for teacher leadership.

**1.3. INFORMATION COLLECTION.** This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

## SECTION 2: RESPONSIBILITIES

**2.1. DODEA DIRECTOR.** The DoDEA Director has overall responsibility for the DoDEA TOY Program. The DoDEA Director:

- a. Ensures resources are available for the duties assigned to DoDEA STOY recipients in accordance with this Issuance.
- b. Approves the final selection of the DoDEA STOY.
- c. Serves as the Chief State School Officer for DoDEA with the CCSSO.

**2.2. DODEA CHIEF ACADEMIC OFFICER.** The DoDEA Chief Academic Officer:

- a. Submits the final selected DoDEA STOY nominee to the DoDEA Director.
- b. Notifies the DoDEA District Superintendent of the approved DoDEA STOY.
- c. Approves the selection panel members for the DoDEA TOY Program.
- d. Allocates resources for the DoDEA TOY Program in accordance with this Issuance.

**2.3. DODEA TEACHING AND LEARNING DIVISION CHIEF.** On an annual basis, the DoDEA Teaching and Learning Division (T&L) Chief is responsible for:

- a. Submitting the DoDEA STOY to the CCSSO for consideration of the NTOY award.
- b. Coordinating the announcement of the DoDEA District TOYs and the DoDEA STOY each year.
- c. Implementing and establishing the selection process for the DoDEA TOY Program.
- d. Reviewing speaking engagement requests for the DoDEA District and DoDEA STOY and approve or deny the request.
- e. Training and supporting the DoDEA STOY and DoDEA District TOY for media interviews and presentations.
- f. Providing oversight for the budget of the DoDEA TOY Program.

**2.4. DODEA COMMUNICATIONS DIVISION CHIEF.** The DoDEA Communications Division Chief is responsible for:

- a. Developing a communications strategy annually in support of the DoDEA TOY Program.

- b. Updating the DoDEA TOY Program webpage annually.
- c. Video and photographic coverage of DoDEA STOY and DoDEA District TOYs award ceremonies for internal and external communications products.
- d. Training and supporting the DoDEA STOY and DoDEA District TOY for media interviews and presentations.
- e. Announcing the DoDEA District TOYs and the DoDEA STOY each year.

**2.5. DODEA RESOURCE MANAGEMENT DIVISION CHIEF.** The DoDEA Resource Management Division Chief provides funding to the DoDEA STOY working outside of the duty calendar in support of DoDEA TOY Program events in accordance with DoDEA Administrative Instruction 5303.1, DoDEA Administrative Instruction 5303.2, and DoDEA Regulation 5154.01.

**2.6. DODEA HUMAN RESOURCES DIVISION CHIEF.** The DoDEA Human Resources Division (HR) Chief will provide support for the DoDEA TOY Program by providing an over hire for the DoDEA STOY semester-long sabbatical period.

**2.7. DODEA CHIEF INFORMATION OFFICER.** The DoDEA Chief Information Officer (CIO) will provide all DoDEA District TOYs access to the DoDEA Virtual Private Network (VPN) and provide assistance with software received as part of the DoDEA STOY recognition process.

**2.8. DODEA DISTRICT SUPERINTENDENTS.** On an annual basis, the DoDEA District Superintendents is responsible for:

- a. Publicizing the opening of the nomination period.
- b. Notifying teachers of their nomination for DoDEA District TOY selection.
- c. Overseeing the DoDEA District TOY nomination period and selection process.
- d. Approving the selected DoDEA District TOY.
- e. Coordinating with the DoDEA T&L Chief and the DoDEA Communications Chief the method used to notify the DoDEA District TOY of selection.
- f. Notifying DoDEA Headquarters (HQ) of the selection of the DoDEA District TOYs.

**2.9. DODEA OFFICE OF GENERAL COUNSEL.** The DoDEA Office of General Counsel (OGC):

a. Provides advice on gifts of travel, requests to participate in outside DoDEA organization speaking engagements, travel to widely-attended events, and gifts received in the capacity of the DoDEA District TOY and DoDEA STOY.

b. Provides ethical guidelines for teachers serving in the capacity of the DoDEA District TOY and DoDEA STOY.

**2.10. DODEA PRINCIPALS.** The DoDEA Principals:

a. Support the DoDEA TOY.

b. Authorize travel related to the DoDEA TOY Program.

c. Coordinate initial notification of selection and official communication between the DoDEA District Superintendent and the DoDEA District TOY.

d. Publicize the DoDEA TOY Program nomination period in the local community.

e. Endorse qualified applicants for the DoDEA District TOY.

**2.11. DODEA DISTRICT TEACHERS OF THE YEAR.** DoDEA Teachers that participate and are selected as one (1) of the DoDEA District TOYs:

a. Serve as the DoDEA District TOY for the calendar year (i.e., January through December) following their selection.

b. Travel to events related to the DoDEA TOY Program.

c. Create an action plan following the guidance of the DoDEA Teacher Leader Model Standards (TLMS).

d. Follows all Federal ethics rules.

**2.12. DODEA STATE TEACHER OF THE YEAR.** The DoDEA STOY:

a. Serves as the DoDEA STOY for the calendar year (i.e., January through December) following their selection unless they depart DoDEA as specified in Section 4 of this Issuance.

b. Travels to events related to the DoDEA TOY Program.

c. Develops a sabbatical plan that addresses a project of his/her choice, and submitting the plan to DoDEA HQ leadership for review and approval (See Section 4 of this Issuance).

d. Follows all Federal ethics rules.

## SECTION 3: ANNUAL SELECTION PROCESS

### 3.1. PROGRAM OVERVIEW.

a. The DoDEA TOY Program allows DoDEA District TOYs to compete for the DoDEA STOY award and serve as DoDEA's representative in the NTOY competition. The DoDEA TOY Program is modeled after the NTOY Program, which is sponsored by CCSSO. For the purpose of CCSSO, DoDEA is considered a State entity. The DoDEA STOY will be nationally recognized at the White House and participate in all NTOY Program and DoDEA activities, funds permitting. The DoDEA TOY Program will include a period of nomination, application, selection, recognition, service, and honor. The year of service for the DoDEA District TOY and the DoDEA STOY is from January to December.

b. The DoDEA STOY will be required to take a semester-long sabbatical to design and implement a project of his/her choice. The design of both the sabbatical project and the action plan must be connected to teacher leadership and assist in improving student achievement at either the classroom, school, district level, or DoDEA as a whole.

**3.2. ELIGIBILITY.** The DoDEA TOY Program is open to all DoDEA elementary, middle and high school teachers (e.g., Language Arts Reading Specialists, classroom teachers, virtual school teachers, Speech and Language Pathologists, Educational Technologists, and Information Specialist) for the purpose of identifying opportunities to build leadership capacity for teachers who meet the following requirements:

a. Have three (3) years teaching experience and possess a DoDEA Professional License with fully successful appraisals as a DoDEA teacher.

b. Provide rigorous and relevant instructional tasks that are engaging and culturally appropriate for all students.

c. Serve as an expert in their field who guide students of all backgrounds and abilities to achieve excellence as articulated in their application.

d. Collaborate with colleagues, students, and families to create a school culture of respect and success.

e. Deliberately connect the classroom and key stakeholders to foster a strong community at large.

f. Demonstrate leadership and innovative qualities that create an atmosphere of lifelong learning both inside and outside of the classroom.

g. Express themselves in an engaging and articulate way as determined through the selection process.

h. Provide a learning environment that is student-centered and supportive in order for students of all abilities to develop, learn, and grow.

### **3.3. NOMINATIONS.**

a. The nomination process for the DoDEA TOY Program occurs annually at the district level. Nomination information is provided to each district by the DoDEA T&L Chief and placed on the DoDEA website by the DoDEA Communications Chief annually in accordance with CCSSO guidelines. An eligible DoDEA teacher may be nominated by community members (e.g., parents/legal guardians/sponsors, military command members, students, or colleagues). DoDEA Principals will ensure the nomination information is publicized throughout the school community. Self-nominations are prohibited.

b. Nominees who meet the criteria established in Section 3.1. of this Issuance are notified of the nomination by the DoDEA District Superintendent's office and are highly encouraged to participate in the application process.

c. Application packets are submitted by nominees to the DoDEA District Superintendent's office based on the annual timeline provided by the DoDEA T&L Chief.

### **3.4. SELECTION PROCESS.**

**a. Selection of the DoDEA District Teacher of the Year.** The DoDEA District Superintendent will appoint a selection panel to review the application of each DoDEA District TOY applicant:

(1) The DoDEA District Selection Panel may consist of, but is not limited to, DoDEA District leadership, the current or former DoDEA District TOY, school leadership, community members, teachers, and students. The DoDEA District Superintendent will schedule the application review and virtual interview.

(2) The DoDEA District Selection Panel will determine the applicants to interview based on their completed application. A combination of the completed application and the interview should be used to make the final selection of the DoDEA District TOY.

(3) The DoDEA District Superintendent will be the final selection official based on the NTOY yearly application which includes the following elements: Resume, professional biography, education-related essays, and an interview.

(4) The DoDEA District Superintendent will send the name of the DoDEA District TOY and his or her nomination packet to the DoDEA T&L Chief to apply for the DoDEA STOY.

(5) The DoDEA District Superintendent will coordinate with the DoDEA T&L Chief and DoDEA Communications Chief on the method used to notify and announce the individual selected for the DoDEA District TOY award.



(6) The DoDEA District Superintendent will notify the DoDEA District TOY winner of his or her selection. This notification should include the application, due date, and requirements for the DoDEA STOY application.

(7) The DoDEA District Superintendent will send an official letter to each applicant and his or her DoDEA Principal informing them of non-selection.

**b. Selection of the DoDEA State Teacher of the Year.** The DoDEA T&L Chief is responsible for appointing a selection panel to review the applications for the DoDEA STOY:

(1) The DoDEA STOY Selection Panel may consist of, but is not limited to, DoDEA Directors of Student Excellence (DSEs), the current or former DoDEA TOY, DoDEA Center for Instructional Leaders (CIL) Chiefs, and DoDEA HQ Instructional Systems Specialists (ISSs). The DoDEA T&L Chief will schedule the application review and virtual interview.

(2) The DoDEA STOY Selection Panel to include the Chief Academic Officer will determine the applicants to interview based on their completed application and teaching video. A combination of the completed application, letters of recommendation, the interview, and the teaching video should be used to make the final selection of the DoDEA STOY.

(3) The DoDEA Director is the final approving authority for selection based on the NTOY yearly application which includes the following elements:

- (a) Letters of recommendation.
- (b) A resume.
- (c) A completed application.
- (d) A teaching video.
- (e) An interview.

(4) The DoDEA T&L Chief maintains a list of all DoDEA District TOYs and their application packets.

(5) The DoDEA T&L Chief coordinates with the DoDEA Director, DoDEA Communications Chief, and DoDEA regional and district leadership on the process to notify and announce the DoDEA TOY.

(a) The notification should include a press release, official notification to district and school leadership, and a color photo of the winner.

(b) The DoDEA T&L Chief will also send an official letter to each applicant, his or her DoDEA Principal, and the DoDEA District Superintendent to inform of non-selection.

### **3.5. GIFTS.**

a. Gifts (i.e., physical or monetary) offered or received from non-Federal entities must be reported to the DoDEA T&L Chief and coordinated with the DoDEA OGC for compliance with Part 2635 of Title 5, Code of Federal Regulations and DoD Directive 5500.07-R.

b. Any gifts of travel outside of the DoDEA TOY Program required travel activities must be reviewed by the DoDEA T&L Chief and DoDEA OGC to ensure there are no ethical violations with acceptance.

c. Any speaking engagement requests from agencies (inside and outside) for the DoDEA District TOY or DoDEA STOY recipients must be reported to the DoDEA T&L Chief within one (1) week of the receipt of the request. The DoDEA T&L Chief has the authority to approve or deny the request following guidance from the DoDEA OGC.

d. All decisions about gifts will be made in writing by the DoDEA OGC in accordance with Part 2635 of Title 5, Code of Federal Regulations.

### **3.6. CONDUCT.**

a. The DoDEA District TOY and the DoDEA STOY are official representatives of DoDEA during their year of service. When representing DoDEA in any official capacity, the sharing of personal opinions, politics, and sentiments on issues outside of education, is prohibited. When speaking in an unofficial capacity, the DoDEA District TOY and the DoDEA STOY will ensure the statement, “The views reflected are my own and do not reflect the views of DoDEA or DoD” is displayed when writing or posting, when required. DoDEA STOY and DoDEA District TOY should obtain advice from the DoDEA OGC when questions arise.

b. DoDEA STOY and DoDEA District TOYs are to:

(1) Model integrity for self, the organization, and the teaching profession.

(2) Serve as a positive ambassador for military-connected schools and the teachers, students, and families DoDEA serves.

(3) Support collaborative and innovative teaching practices through the development of their educational platform and with authentic participation in the teacher leadership program.

(4) Celebrate and encourage appreciation for the diverse abilities, qualities, and achievements of students everywhere.

(5) Advocate for students and the education profession.

## SECTION 4: YEAR OF SERVICE

### 4.1. YEAR OF SERVICE.

a. The year of service for the DoDEA District TOY and DoDEA STOY is a calendar year from January 1st to December 31st of the calendar year following selection.

b. The DoDEA District TOY:

(1) Serves as a representative for his or her DoDEA District by effectively listening and communicating with school, district, and HQ leadership and peers and collaborating with stakeholders.

(2) Completes an action plan with the support of DoDEA T&L Chief. See section 4.3. of this Issuance.

c. The DoDEA STOY:

(1) Serves as a representative for DoDEA by effectively listening and communicating with school, district, region, and DoDEA HQ leadership and peers and collaborating with stakeholders.

(2) Completes a semester-long sabbatical project during the year of service with the support of the DoDEA T&L Chief. The sabbatical will occur during the second semester of the DoDEA STOY's year of service. The sabbatical period will also provide an opportunity for the DoDEA STOY to attend events scheduled as part of the DoDEA STOY Program.

(a) The purpose of the sabbatical period is for the DoDEA STOY to create a project based on an educational issue that benefits the classroom, school, district, or DoDEA as a whole.

(b) The DoDEA STOY:

1. Provides an update on the status of the sabbatical project by the 20th of each month and digitally submits the information to the DoDEA T&L Chief for guidance and support.

2. Provides two (2) weeks of lesson plans for the start of the sabbatical period for their current classroom assignments(s).

3. Travels to all DoDEA STOY and NTOY locations and attends all professional learning sessions as set forth by the annual calendar provided by the DoDEA T&L Chief.

4. Records and submits all events, speaking engagements, and travel to the DoDEA T&L Chief within one (1) week of the event or request.

5. Completes training as outlined in DoDEA Regulation 5154.01 and applies for a Government Travel Credit Card (GTCC) prior to the year of service.

#### 4.2. DODEA TEACHER LEADERSHIP SUMMIT.

a. The DoDEA Teacher Leadership Summit (TLS) occurs annually subject to the availability of resources to provide the DoDEA District TOYs and DoDEA STOY an opportunity to learn from and connect with each other. The DoDEA T&L Chief collaborates with the current and previous DoDEA STOYs. The planning is to determine agenda, outcomes, and professional learning for two (2) DoDEA-led professional learning days while three (3) days of training will be provided on the DoDEA TLMS as determined by the current and previous DoDEA STOYs and the DoDEA T&L Chief.

b. Participation in the DoDEA TLS is currently for two (2) cohort years of DoDEA District TOYs (the current year and prior year's selectees). Participation is subject to availability of financial resources of DoDEA HQ. In addition to these two (2) cohort groups, participants also include DoDEA STOYs who have been trained in DoDEA TLMS and who serve as presenters during the DoDEA TLS.

#### 4.3. ACTION PLANS.

a. All DoDEA District TOYs and the DoDEA STOY are expected to complete an action plan after their attendance at the DoDEA TLS. The action plan will be a plan that addresses an educational issue that benefits their classroom, school, district, or DoDEA as a whole.

b. The DoDEA T&L Chief holds four (4) required online follow-up training sessions for the DoDEA TLS participants to provide them with support in completion of an action plan and will provide a substitute coverage code for their time and attendance.

c. The DoDEA District TOYs and DoDEA STOY will update the status of their action plans by the 25th of each month and digitally submit them to the DoDEA T&L Chief for guidance and support throughout their two (2) year attendance at the DoDEA TLS.

#### 4.4. CHANGE IN STATUS.

**a. DoDEA District Teacher of the Year.** If a DoDEA District TOY has a change of status or departs (e.g., reassignment, permanent change in station (PCS), failure to renew their teaching certificate, or retirement) from the awarding DoDEA District prior to completing the year of service, the following will occur:

(1) Leaving the District.

(a) If the separation is due to a move to another DoDEA District they will continue to hold the DoDEA District TOY title and be entitled to all acts of recognition and honor as a DoDEA District TOY who has not transferred locations.

(b) The District TOY will be expected to complete an action plan in the new DoDEA District.

(c) The District TOY will continue to attend the DoDEA TLS for their designated two (2) years, pending availability of DoDEA HQ funding resources.

(d) The DoDEA District losing the DoDEA District TOY will not select a new DoDEA District TOY until the next nomination period.

(2) Leaving DoDEA.

(a) The DoDEA District TOY departing DoDEA after their selection as DoDEA District TOY will be given the individual cash award and commemorative award in accordance with DoDEA Administrative Instruction 1432.01.

(b) They will not participate in any of the DoDEA TOY Program activities including the requirement to complete an action plan.

(c) The DoDEA District losing the DoDEA District TOY will not select a new DoDEA District TOY until the next nomination period.

(d) The DoDEA District TOY who leaves DoDEA will not attend the DoDEA TLS.

(3) Change in position.

(a) The DoDEA District TOY, who remains with DoDEA, will attend the DoDEA TLS for the first year, subject to funding and approval of their supervisor.

(b) The DoDEA District losing the DoDEA District TOY will not select a new DoDEA District TOY to replace the DoDEA District TOY who left teaching for an ISS or administrator position until the next nomination period.

**b. DoDEA State Teacher of the Year.** If a DoDEA STOY separates (e.g., reassignment, PCS, or retirement) or changes positions from DoDEA prior to completing the program, the following will occur:

(1) Leave DoDEA.

(a) The DoDEA STOY who departs DoDEA after the selection as the DoDEA STOY will be given their individual cash award and receive their commemorative award as outlined in DoDEA Administrative Instruction 1432.01.

(b) The DoDEA STOY will not attend the DoDEA TLS.

(c) There will be no selection of a new DoDEA STOY to replace the teacher who left DoDEA.

(2) Change Position.

(a) If the DoDEA STOY takes a new position (e.g., ISS or administrator) within DoDEA, they will still hold their title as DoDEA STOY.

(b) The DoDEA STOY who changes roles/positions in DoDEA will fulfill the duties of the DoDEA STOY to the extent practical as identified in Section 4.1 of this Issuance, based on their position change roles and responsibilities to be determined by his or her District Superintendent.

(b) Should the DoDEA STOY have the permission of the aforementioned personnel, they will be expected to complete an action plan.

## GLOSSARY

### G.1. ACRONYMS.

CCSSO	Council of Chief State School Officers
CIL	Center for Instructional Leadership
CIO	Chief Information Officer
DSE	Director of Student Excellence
GTCC	government travel credit card
HQ	headquarters
HR	Human Resources Division
ISS	Instructional Systems Specialist
NTOY	National Teacher of the Year
OGC	Office of General Counsel
PCS	permanent change of station
STOY	State Teacher of the Year
T&L	Teaching and Learning Division
TLMS	Teacher Leader Model Standards
TLS	Teacher Leadership Summit
TOY	Teacher of the Year
VPN	Virtual Private Network

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

**Action plan.** The action plan (i.e., a plan of choice) improves an educational issue in the classroom, school, district or DoDEA as a whole. It must include a problem statement, quarterly updates, barriers, and next steps. The completion period for an action plan is two (2) school years.

**Calendar.** The DoDEA STOY calendar year of services includes working outside of non-pay status. The calendar includes events and activities when school is not in session.

**NTOY Program.** The NTOY Program provides an avenue for a State Teacher of the Year to be nationally recognized and compete for the title of National Teacher of the Year.

**Teacher.** A teacher is defined as an Information Specialist, classroom teacher, Educational Technologist, Language Arts Reading Specialist, and, Speech and Language Pathologist.

**Teacher Leadership.** Teacher leadership is the process by which teachers, individually or collectively, influence their colleagues, principals, and other members of the school community to improve teaching and learning with the aim of increased student learning and achievement.



## **REFERENCES**

Code of Federal Regulations, Title 5, Part 2635

DoD 5500.07-R, "Joint Ethics Regulation (JER)," August 30, 1993, as amended

DoDEA Administrative Instruction 1432.01, "Incentive and Honorary Awards," December 14, 2017

DoDEA Administrative Instruction 5303.1, "Compensation for Department of Defense Dependent Schools Educators During Recess Periods," June 29, 2006, as amended

DoDEA Administrative Instruction 5303.2, "Compensation for Domestic Dependent Elementary and Secondary Schools Educators During Recess Periods," June 29, 2006, as amended

DoDEA Regulation 5154.01, "Use of Government Travel Charge Card," January 17, 2018

## APPENDIX

### APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Did the DoDEA T&L Chief allocate budgetary and manpower resources for the DoDEA STOY Program?	
Did the DoDEA T&L Chief and the DoDEA Communications Chief create a communication plan for the DoDEA STOY Program?	
Were the communication and promotional materials provided to the field regarding the DoDEA TOY Program?	
Were nominations sought in local the community using guidelines in policy?	
Has the application been completed within timelines?	
Did the DoDEA District Superintendent collect and submit demographic data to DoDEA T&L Chief?	
Was coordination and notification between DoDEA HQ and District/DoDEA STOY completed?	
Did the DoDEA Chief Academic Officer submit the final selected nominee to the DoDEA Director?	
Did the DoDEA Director approve the final selection?	
Did the DoDEA STOY submit a sabbatical project proposal for approval prior to the year of service?	
Did the DoDEA T&L Chief submit the DoDEA STOY application to CCSSO for the NTOY competition?	
Did the DoDEA T&L Chief plan/schedule the professional learning sessions annually for capacity building for the DoDEA District TOY/DoDEA STOY?	
Was DoDEA STOY provided with access to the VPN?	
Did the DoDEA Principal collaborate with District TOY/DoDEA STOY in support of his or her action plans?	
Has an action plan been created following the guidance of the DoDEA TLMS?	
Did the DoDEA STOY/DoDEA District TOY participate in the four (4) online required training sessions?	
Did the DoDEA STOY travel to all DoDEA STOY/NTOY events?	