



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



EXECUTIVE SERVICES

DS ADMINISTRATIVE
INSTRUCTION 1320.1
APRIL 30, 1994

DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
ADMINISTRATIVE INSTRUCTION
REPORTING CHANGES IN SCHOOLS' STRUCTURE

- References:
- (a) DS Regulation 1300.1, Department of Defense Dependents Schools (DoDDS), August 20, 1985
 - (b) DoD 1342.6-M-1, Administrative and Logistic Responsibilities for DoD Dependents Schools, October 1978

A. PURPOSE

This Instruction establishes policies and procedures for use by regional offices to notify the Director of certain changes in school structure and/or organization and to obtain his/her approval, when appropriate.

B. APPLICABILITY

The provisions of this Instruction apply to all the Department of Defense Dependents Schools (DoDDS) offices and schools.

C. POLICY

1. The Director and the staff of the DoDDS must maintain current knowledge of impending changes to schools' structure and organization.
2. The Director has final approval authority for the establishment, closing, and/or change in organizational structure of all dependents' schools.

D. RESPONSIBILITIES

1. The Director, DoDDS:
 - a. Reviews and has final approval authority for all changes to school organization and structure.
 - b. Approves or disapproves all changes within 30 days of receipt of a request (if further information is not required).
2. The regional directors will:
 - a. Ensure that appropriate approval (see paragraph b., below) or notification "(see paragraph c., below) was processed prior to implementation of changes in the structure, organization, name, etc., of any school within their region."
 - b. Submit DSF 1320, "Request for Approval of School Organizational Change," May 1983, 60 days prior to opening, closing, or

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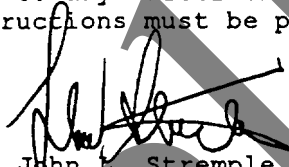
modifying the grade structure of any school. Attachment 1 provides a copy of DSF 1320 and attachment 2 provides instructions for completing the form.

c. Submit a memorandum to the Director, DoDDS, 60 days prior to any change to the name, address, or any other descriptive data concerning a school. All new school names will include the city if not indicated by the name (in parentheses, if desired). For example: John B. Does (Wiesbaden) Elementary School.

d. Advise appropriate local authorities of action(s) taken.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective 60 days after the date of publication. Two copies of any implementing instructions must be provided to the Director, DoDDS.



John L. Stremple
Director

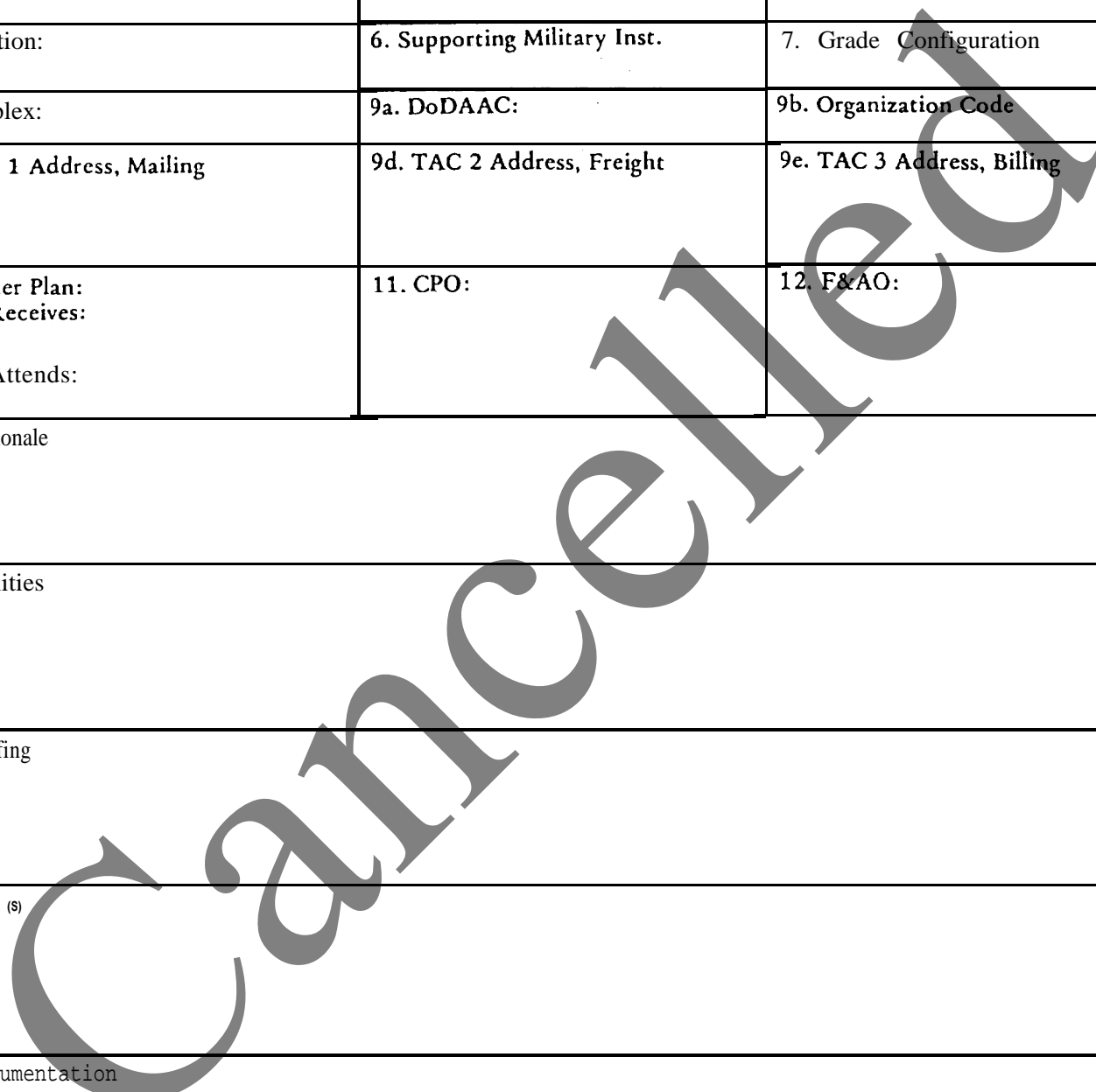
Attachments:

1. DSF 1320
2. Instructions for completing DSF 1320
3. Sample letter **for** demographic changes

DISTRIBUTION: X

REQUEST FOR APPROVAL OF SCHOOL ORGANIZATIONAL CHANGE

1. Proposal: <input type="checkbox"/> Name Change <input type="checkbox"/> Open New School <input type="checkbox"/> Close School <input type="checkbox"/> Modify Grade Structure		
2. Region:	3. School Name	4. Enrollment
5. Location:	6. Supporting Military Inst.	7. Grade Configuration
8. Complex:	9a. DoDAAC:	9b. Organization Code
9c. TAC 1 Address, Mailing	9d. TAC 2 Address, Freight	9e. TAC 3 Address, Billing
10. Feeder Plan: Receives: Attends:	11. CPO:	12. F&AO:
13. Rationale		
4. Facilities		
15. Staffing		
16. ISA (s)		
17. Documentation		
18. Regional Director's Signature		19. Director's Signature <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved



INSTRUCTIONS FOR COMPLETING DSF 1320
"Request for Approval of School Organizational Change"

1. Check appropriate block.
2. Self-explanatory.
3. Self-explanatory.
4. Give current enrollment if changing **or** closing a school. Give projected enrollment if proposal is to open a school.
5. If school name does not indicate location, enter location in this block. (For example, the Mahan schools in Keflavik, Iceland.)
6. Enter name (and service) of military installation on which the school is located or the nearest installation and the one which provides primary logistical support.
7. Self-explanatory. If the proposal is to change the current grade structure of a school, give current grades/proposed grades; i.e., if the change is from a K-9 school to a K-6 school, the entry would be K-9/K-6.
8. Enter standard complex code.
9. Self-explanatory.
- 9b. Enter code effective October 1, 1983. (Prior to that date, leave blank.)
- 9c. through 9e. Self-explanatory.
10. List schools which will be feeding into this school (receives) and/or into which it will feed (attends). If school is being disestablished, include in justification (item 16) impact on feeder plan; i.e., if current plan shows several schools feeding into the current school, where will students now feed into?
11. Self-explanatory.
12. Self-explanatory.

Items 13 through 17 outline the requirements found in DoD 1342.6-M-1, "Administrative and Logistic Responsibilities for DoD Dependents Schools," and all required documents, justifications, etc., in the manual must be included with this package. Additional pages may be attached if necessary.

13. Include a statement outlining justification and rationale for proposed change.
14. Describe facilities which will be used for the new school **or** proposed use or disposition of existing facilities (if proposal is to close a school).
15. Outline proposed staffing which will be required or the plan for transferring/placing staff at current school in the case of closing or change of grade structure.

16. List all proposed ISA's or those which will be necessary to cancel or amend, by ISA agreement number and supporting military installation or community.

17. List all attached documentation.

18. Form must be signed by regional director or his/her deputy.

Submit 6 copies of this form and all supporting papers to the DoDDS, Executive Services Division. Item 19 will be completed, and one copy of the form will be returned within 30 days after receipt unless further information is required.

NOTE: Certain changes will necessitate submitting two requests. For example, if a K-9 school is being changed to a K-6 school and a separate 7-9 school is being opened, both a change in grade structure and an opening request must be filed. Duplicate documentation may be cross-referenced rather than recopied.

Cancelled

(Use Regional Letterhead)

MEMORANDUM FOR DIRECTOR, DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS

SUBJECT: Change in School Demographic Data

This is to notify you that Wiesbaden Elementary School #2 will be renamed the John Smith Elementary School as of the beginning of school year 1994-95. This action will be taken to honor Mr. Smith who was a long-standing participant in the activities of the Wiesbaden military community and dependents' schools. There are no changes to the organizational structure of the school.

Director

Cancelled



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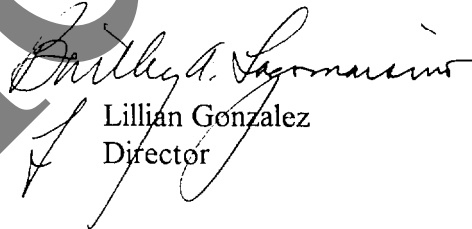
MEMORANDUM FOR REGIONAL DIRECTORS OF DEPENDENTS SCHOOLS

SUBJECT: Organizational Change of Address

This is a reminder that all address changes to the DoDDS organization should be submitted on DS Form (D SF) 1320, "Request for Approval of School Organizational Change," (copy attached). DS Administrative Instruction 1320.1, "Reporting Changes in Schools' Structure," requires the use of DSF 1320 to document changes that affect an organization's support such as its physical location and its mailing, shipping, and billing address.

Upon receipt of the DSF 1320, the Executive Services Division will inform the regions and other appropriate offices of the change.

If you have any questions you may contact Ms. Gail Terres at 703-696-4235.


Lillian Gonzalez
Director

Attachment:
As stated