

**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635**

October 25, 2006

**MEMORANDUM FOR AREA DEPUTY DIRECTORS
AREA EDUCATION CHIEFS
DISTRICT SUPERINTENDENTS, DODEA
PRINCIPALS, DODEA**

SUBJECT: Data Collection Approval Process – Military Community Requests

On September 22, 2006, Dr. Joe Tafoya sent guidance to DoDEA administrators regarding DoDEA data collections. This guidance was based on regulations and guidance from the Office of Management and Budget (OMB), the Department of Defense (DoD), Washington Headquarters Services (WHS) as well as the Paperwork Reduction Act and DoD Directives. It mandates that all data collections conducted by federal agencies must receive approval prior to implementation.

Any requests from the military or from other federal or non-federal agencies to conduct any data collections (surveys, interviews, focus groups, etc.) with students or sponsors must be referred to the appropriate Area POC, whose names are listed below:

DDESS: Donna Kirsch
Europe: John Crongeyer
Pacific: David Doss

The Area POC will work with Sandra Embler, Chief, Research and Evaluation, to ensure that all proposed data collection requests are processed efficiently. Please direct all questions or concerns regarding data collection approvals to the Area POC.

“Original Signed”

Janet F. Rope
Administrator, System Accountability and
Research