



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
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JAN 08 2019

**MEMORANDUM FOR PRINCIPAL DEPUTY DIRECTOR & DIRECTOR OF ACADEMICS
ASSOCIATE DIRECTOR FOR FINANCE & BUSINESS
OPERATIONS ASSOCIATE DIRECTOR FOR PERFORMANCE &
ACCOUNTABILITY HQ, CHIEF OF STAFF**

SUBJECT: DoDEA's Top 10 Issuance Priority List (January 2019 - July 2019)

I truly appreciate your sustained emphasis on unifying DoDEA through the systematization of universal and consistent policies, processes and procedures; your hard work to make this critical area within DoDEA a success will be an enduring legacy for DoDEA for many years to come.

This begins our fifth iteration of DoDEA's Top 10/25 Policy list. Since January 2017 when we initiated our first semi-annual Director's Top 10 list, DoDEA policy writing has been extensive, so much so, that we've published more policy during this timeframe than in the previous decade. In Calendar Year 2018 alone, we have published over 30 issuances. While this is all very good news, it is important that all Division Chiefs ensure that these policies are being implemented appropriately while continuing to address their own division's critical policy development.

This memorandum identifies DoDEA's Top 10 and Top 25 issuances which are our highest priority for renewal and (re)publication during the period 7 January 2019 to 5 July 2019. These priorities were determined in collaboration with DoDEA's Issuance Focal Points through a voting process.

In addition to the below Top 10 list, our highest policy priority for 2019 is the Organizational Accountability and Responsibilities AI that will take up to a year to publish and therefore not included on this January 2019 Top 10 list. The Capabilities and Initiatives Division along with the Research, Accountability and Evaluation Division are jointly responsible for this policy.

DoDEA's fifth iteration Top 10 issuances for (re)publication are as follows:

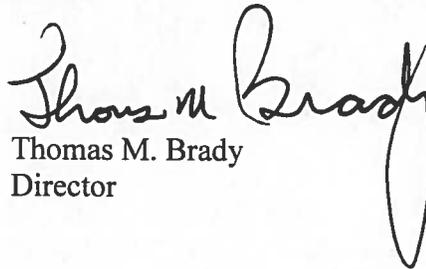
1	DoDEA AI 1367.##	DoDEA High School Graduation Requirements and Policy	S&C
2	DoDEA AI 5205.##	DoDEA Insider Threat	SMD
3	DoDEA AI 1355.##	DoDEA School Boards, Advisory Committees and Dependent Education Council	EP&O
4	DoDEA M 5100.##	DoDEA Organization and Functions	OPLP
5	DoDEA AI 4245.04	DoDEA Advanced Acquisition Planning	PROC
6	DoDEA AI 8100.##	DoDEA Acquisition, Development, Use, and Management of Software and Hardware	IT

7	DoDEA AI 1368.##	DoDEA School Attendance	PART/SSD
8	DoDEA AI 1430.##	DoDEA Employee Onboarding	HR
9	DoDEA AI 1400.##	DoDEA Compensation Program	RM
10	DoDEA AI 8400.##	DoDEA Computer Access and Internet Access	IT

The timeline for processing and publication of each issuance listed above is 180 calendar days which begins on 7 January 2019 and ends with the publication of each issuance (see attached). Correspondingly, for future planning purposes, attached is DoDEA's current Top 25 Issuance list which highlights DoDEA's anticipated near-term issuance priorities for renewal and (re)publication.

This memorandum also serves as my decision to implement the recommendation of the Issuance Focal Point Working Group that every DoDEA issuance includes an internal audit control checklist and that when an issuance is reissued or changed that it includes a Summary of Change.

This memorandum also serves as an update to the official membership of the Issuance Focal Point Working Group (IFPWG) (attached) and that this working group is renamed to the Policy Working Group (PWG) henceforth. These duties should be reflected in the member's annual performance plan. The PWG meets quarterly to discuss DoDEA ongoing and emerging policy matters and to vote regarding each subsequent semi-annual Top 10 and Top 25 DoDEA policy priorities. The Chief, Operations, Plans, Legislation and Policy (OPLP) will facilitate DoDEA's policy analysis review through the PWG. Issuance Focal Points are required to provide an update on the publication status of each issuance to OPLP quarterly.



Thomas M. Brady
Director

Attachments
As stated

Director's Top 25 List (January 2019)

PRI	ISSUANCE #	ISSUANCE NAME	FOCAL POINT
Top 10	DoDEA AI 1367.##	DoDEA High School Graduation Requirements and Policy	S&C
Top 10	DoDEA AI 5205.##	DoDEA Insider Threat	SMD
Top 10	DoDEA AI 1355.##	DoDEA School Boards, Advisory Committees and Dependent Education Council	EP&O
Top 10	DoDEA M 5100.##	DoDEA Organization and Functions	OPLP
Top 10	DoDEA AI 4245.04	DoDEA Advanced Acquisition Planning	PROC
Top 10	DoDEA AI 8100.##	DoDEA Acquisition, Development, Use, and Management of Software and Hardware	IT
Top 10	DoDEA AI 1368.##	DoDEA School Attendance	PART/SSD
Top 10	DoDEA AI 1430.##	DoDEA Employee Onboarding	HR
Top 10	DoDEA AI 1400.##	DoDEA Compensation Program	RM
Top 10	DoDEA AI 8400.##	DoDEA Computer Access and Internet Access	IT
Top 25	DoDEA AI 1343.##	DoDEA Student Transcripts and Records	EP&O
Top 25	DoDEA AI 1306.##	DoDEA Interscholastic Athletic Program	S&C
Top 25	DoDEA AI 6050.##	DoDEA Conservation Hearing Program	SOH
Top 25	DoDEA AI 5030.##	DoDEA Inter-service and Intragovernmental Support Program	LOG
Top 25	DoDEA R 4200.##	DoDEA Wellness Program	LOG
Top 25	DoDEA AI 4300.##	Planning, Designing, and Constructing 21 st Century School Facilities	Facilities
Top 25	DoDEA AI 8100.##	DoDEA Mailbox Limits and Email Retention	IT
Top 25	DoDEA AI 8270.##	DoDEA World Wide Web Site Administration	Communication
Top 25	DoDEA AI 3035.##	DoDEA School Readiness Reporting	OPLP
Top 25	DoDEA AI 1418.##	DoDEA Eligibility for Overseas Allowances	HR
Top 25	DoDEA AI 1424.##	DoDEA Absence and Leave Program for Employees	LMER
Top 25	DoDEA AI 5505.##	DoDEA Internal Review Program	I&IR
Top 25	DoDEA AI 1305.##	DoDEA Information Center and Classroom Supplemental Materials Selection Policy and Challenge Procedures	S&C
Top 25	DoDEA 5545.##	DoDEA Congressional Correspondence Program	OPLP
Top 25	DoDEA AI #####.##	DoDEA Training, Individual Development Plan and Workforce Development	HR

Policy Work Group Contact List

December 27, 2018

Division	Primary PWG	Alternate PWG
Capabilities and Initiatives	Ms. Kristen Webb	Ms. Stephanie O'Neill
Communications	Mr. Frank O'Gara	Mr. Martin Fernandez
Diversity Management and Equal Opportunity	Vacant	Ms. Denise Harrison
Education (ED) – Assessment	Dr. Raquel Rimpola	Mr. Dave Dinges
ED – Partnership and Resources	Ms. Kathleen Facon	Mr. Todd Ruh
ED - Policy and Operations	Dr. Chas Kelker	Mr. Patrick Martin
ED – Standards and Curriculum	Dr. Lisa Holloway	Mr. David Butler
ED – Student Services	Ms. Tomeshia Barnes	Ms. Jasmine McLeod
ED – Teaching and Learning	Dr. C. Michael Kline	Ms. Susan Brown
Executive Services	Mr. James Revell	Ms. Rachel Swann
Facilities	Mr. Stephen Donley	Mr. Darius Pratt
General Counsel	Mr. Ed Daniel	Ms. Lisa Gossart
Human Resources	Ms. Chris Megee	Ms. Karen Adelman
Human Resources – Labor Management and Employee Relations	Mr. Ron James	Mr. Frank King
Investigation & Internal Review	Mr. Michael Erdley	Mr. Jae Choi
Information Technology	Mr. Lenny Dobson Mr. Mark Patterson	Ms. Tatiana Galitzin
Logistics	Mr. Gerald David	Ms. Yvette Blake
Operations, Plans, Legislation and Policy	Mr. Mike Godfrey	Ms. Jennifer Warren
Procurement	Mr. Chris Pigott	Ms. Carrie Campbell
Research, Accountability, & Evaluation	Mr. Jeff Noel	Dr. Shanea Rue
Resource Management	Ms. Claudia Shaw	Mr. Bob Blewis
Safety	Vacant	Mr. Dana Durand
Security	Mr. Chris Roose	Ms. Jennifer Jones
Small Business (Non-Voting)	Ms. Denise Blevins	N/A