DODEA ADMINISTRATIVE INSTRUCTION 1417.01
EXTRA DUTY ASSIGNMENT

Originating Division: Education Policy and Operations
Effective: April 7, 2022
Incorporates and cancels:
Department of Defense Domestic Dependent Elementary and Secondary Schools Clarification Memorandum, “Compensation for Extracurricular Duty Assignments,” April 6, 2009
Department of Defense Dependents Schools Regulation 5550.9, “Compensation for Extra-Duty Assignments,” October 7, 1988
Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures governing the management and administration of extra duty assignments (EDA) for the Department of Defense Education Activity (DoDEA). This Issuance includes guidance for the establishment, maintenance, and compensation associated with EDAs.
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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

   a. This Issuance applies to DoDEA Headquarters Organization, DoDEA Americas Region, DoDEA Europe Region, and DoDEA Pacific Region to include all schools under DoDEA authority, and when applicable, support personnel.

   b. In this Issuance, stateside applies to DoDEA Americas Region including DoDEA employees in Guam in accordance with Title 10, United States Code.

   c. In this Issuance, outside contiguous United States (OCONUS) refers to DoDEA Europe Region and DoDEA Pacific Region including DoDEA employees in Cuba in accordance with Title 20, United States Code.

   d. In this Issuance, in accordance with Title 5, United States Code, excludes fulltime General Schedule (GS) employees from EDAs.

   e. In this Issuance, part-time GS employees are prohibited from an EDA unless a Title 10, United States Code or a Title 20, United States Code appointment is held simultaneously.

   f. This Issuance does not apply to volunteers, students, student teachers, contractors, and sponsors/parents/legal guardians who are ineligible to hold an EDA.

1.2. POLICY. It is DoDEA policy that:

   a. The EDA process is standardized and applied across all DoDEA schools, regardless of geographic location.

   b. EDAs are to be accomplished by DoDEA employees outside of the normal duty day, and thus warrant additional compensation. If an assignment can be completely accomplished within the normal duty day, additional compensation is not warranted, and thus cannot be considered an EDA.

   c. When provisions of this Issuance differ from US or Host Nation law or DoD Instructions/Regulations, the law or regulation will apply. Where provisions of this Issuance differ from negotiated bargaining agreements, the provisions of the negotiated bargaining agreements will apply.

   d. DoDEA Americas uses negotiated agreements for setting EDA stipends, and DoDEA Europe Region and DoDEA Pacific Region have EDA stipends calculated using the Defense Civilian Personnel Advisory Service (DCPAS Wage and Salary Division Study).
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:

a. Ensures the EDA Program is in compliance with this Issuance.

b. Ensures policy, standards, guidance, technical assistance, and resources to operate the EDA Program are in place.

c. Directs and ensures regular EDA Program monitoring and policy review to maintain the integrity and effectiveness of the EDA Program.

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

a. Oversees the EDA Program and policy, to include policy maintenance.

b. Performs annual policy review and updates this Issuance, as necessary.

c. Ensures all parties involved adhere to the policies and procedures for the management of EDAs in accordance with this Issuance.

d. Provides consistent communication regarding programmatic and oversight policies.

e. Creates and maintains relevant forms, templates, and supplemental EDA Program instructions related to EDA processes.

f. Manages the repository of position duties and responsibilities (PD&R) documents for the EDA positions and the EDA list.

g. Designate responsibility of duties where applicable.

2.3. DODEA CHIEF OPERATING OFFICER. The DoDEA Chief Operating Officer:

a. Consults with the Chief Academic Officer on the EDA Program and policy.

b. Provides guidance to support the business operations of this Issuance.

2.4. DODEA DIRECTOR FOR STUDENT EXCELLENCE. The DoDEA Director for Student Excellence (DSE), or appropriate designee:

b. Requests Region and District EDA requirements based on DSE established timeline and establishes and communicates the annual monetary EDA ceilings for Region-coordinated EDAs and for each district.

c. Reviews and approves or disapproves the Region EDA Coordinator requests for EDAs and any proposed changes to compensation.

d. Ensures the region has signed EDA contracts and is within their allocated annual budget for the EDA positions. If necessary, approve any changes to positions or compensation.

e. Ensures that Region EDA Coordinators complete required payment process documentation.

f. Distributes the RM Annual EDA Memorandum from the DoDEA RM Division Chief to Region EDA Coordinators, DoDEA District Superintendents, and other relevant staff within their Region.

2.5. DODEA RESOURCE MANAGEMENT DIVISION CHIEF. The DoDEA RM Division Chief:

a. Creates, publishes, and distributes the RM Annual EDA Memorandum outlining annual EDA budget targets to the appropriate offices.

b. Provides EDA payment process supplemental instructions.

2.6. DODEA HUMAN RESOURCE DIVISION CHIEF. The DoDEA Human Resource (HR) Division Chief:

a. Provides negotiated bargaining agreement EDA stipend rate(s) to DoDEA RM Division Chief.

b. Ensures HR staff completes the payment process responsibilities for completed and verified EDAs.

2.7. DODEA REGION BUDGET CHIEF. The DoDEA Region Budget Chief:

a. Receives RM Annual EDA Memorandum from DoDEA RM Division outlining annual EDA budget targets.

b. Distributes budget targets for Region-coordinated EDAs and to each District for School-level EDAs, based on annual EDA budget targets as coordinated with DSE.

c. Completes payment process certification requirements after receiving verification of EDA and After Action Completion Report completion for Region-coordinated EDAs.
2.8. **DODEA REGION EXTRA DUTY ASSIGNMENT COORDINATOR.** The DoDEA Region EDA Coordinator:

   a. Identifies, prior to recruitment, Region-coordinated EDAs needed for school year and submit requests to the respective DoDEA DSE for approval in accordance with this Issuance.

   b. Requests new Region-coordinated EDA positions, as needed, to the respective DoDEA DSE for approval.

   c. Manages the recruitment and selection process for Region-coordinated EDA positions including employee eligibility verification as stated in Section 3.3 of this Issuance.

   d. Communicates Region-coordinated EDA recruitment decisions to union representatives and DoDEA School Principals.

   e. Ensures all Region-coordinated EDA contracts are accurate, signed, and submitted to the respective DoDEA DSE or designee, for tracking and approval.

   f. Oversees progress on all Region-coordinated EDA duties and responsibilities, ensuring the activities benefit DoDEA students, and employees meet expectations outlined in PD&R documents.

   g. Reviews and signs the After Action Completion Report (AACR) ensuring all duties and responsibilities have been fulfilled and initiate the payment process.

   h. Manages the Region-coordinated EDA lifecycle process and communicates all contract status changes for Region-coordinated EDAs to the respective DoDEA DSE (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).

2.9. **DODEA DISTRICT BUDGET OFFICER.** The DoDEA District Budget Officer:

   a. Receives the EDA budget from the DoDEA Region Budget Chief, or designee.

   b. Provides each DoDEA District Superintendent their respective budget.

   c. Completes payment process certification requirements after receiving verification of EDA and AACR completion for School-level EDAs.

2.10. **DODEA DISTRICT SUPERINTENDENT.** The DoDEA District Superintendent, or their designee:

   a. Receives School-level EDA budget target from District Budget Officer.

   b. Establishes and communicates annual monetary EDA ceilings for each school.

   c. Reviews and approves or disapproves DoDEA School Principal requests for EDAs and proposed changes to compensation.
d. Ensures schools have signed EDA contracts and are within their allocated annual budget for EDA positions. If necessary, approve any changes to positions or compensation.

e. Ensures DoDEA School Principals complete the required payment process documentation.

f. Designates responsibility of duties to the Community Superintendent, where applicable.

2.11. DODEA SCHOOL PRINCIPAL. The DoDEA School Principal:

a. Identifies, prior to recruitment, School-level EDAs needed for school year and submit request to the DoDEA District Superintendent for approval in accordance with this Issuance.

b. Requests new School-level EDA positions, as needed, to DoDEA District Superintendent, for approval.

c. Manages the recruitment and selection process for School-level EDA positions including employee eligibility verification as stated in Section 4.3. of this Issuance.

d. Communicates School-level EDA recruitment decisions with union representatives.

e. Ensures all School-level EDA contracts are accurate, signed, and submitted to the DoDEA District Superintendent, or designee, for tracking and approval.

f. Oversees the progress on all School-level EDA duties and responsibilities, ensuring the EDA activities benefit DoDEA students, and that employees meet expectations outlined in PD&R documents.

g. Reviews and signs the AACR, ensuring all duties and responsibilities have been fulfilled and initiate payment process.

h. Manages the School-level EDA lifecycle process and communicates all contract status changes for School-level EDAs to the DoDEA District Superintendent (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).

2.12. DODEA EMPLOYEE. The DoDEA employee:

a. Follows the processes to apply for EDAs in accordance with this Issuance.

b. Signs EDA contracts and fulfills the duties and responsibilities listed in the contract and referenced PD&R document. DoDEA EDA employees may not assign the responsibilities to another person.

c. Supervises students as contractually outlined in the EDA duties and responsibilities document. Student safety is always an essential responsibility.

d. Completes the AACR within five (5) business days of the EDA contract end date.
SECTION 3: REGION-COORDINATED EXTRA DUTY ASSIGNMENTS

3.1. BUDGET.

a. Extra Duty Assignment Compensation Limits. The DoDEA RM Division Chief will provide annual EDA budget targets via the RM Annual EDA Memorandum. Using Region-coordinated EDA budget targets, each DoDEA Region EDA Coordinator will establish the Region-coordinated EDA Program. Requests for budget adjustments must be submitted to the DoDEA RM Division Chief. Refer to Figure 1 for the Region-coordinated EDA process.

Figure 1: Process for Approved Region-Coordinated EDAs

b. Requesting Changes in Region Extra Duty Assignment Compensation. The DoDEA Region EDA Coordinator may request compensation adjustments for Region-coordinated EDAs if the responsibilities of the position differ substantially from those performed in other similar DoDEA Regions. The steps for requesting changes in EDA compensation include:

(2) The DoDEA Region EDA Coordinator may request changes in compensation for individual Region-coordinated EDAs using DoDEA Form 1417-F5, “Extra Duty Assignment (EDA): Compensation Change Request” to the respective DoDEA DSE.

(3) The DoDEA DSE shall approve/disapprove compensation changes using DoDEA Form 1417-F5, “Extra Duty Assignment (EDA): Compensation Change Request” within ten (10) business days of receiving the request.

(4) The DoDEA Region EDA Coordinator must draft a new contract reflecting the new compensation value for the DoDEA employee to sign using DoDEA Form 1417-F2, “Extra Duty Assignment (EDA): Extra Duty Assignment Contract” if there are substantive adjustments in the position responsibilities and duties for a Region-coordinated EDA after a DoDEA employee has signed the initial contract.

3.2. Establishing Extra Duty Assignments.

a. Approval Authority. The approval authority for Region-coordinated EDAs is the respective DoDEA DSE.

b. Identifying Region-coordinated Extra Duty Assignment Requests. The DoDEA Region EDA Coordinator will identify and submit EDAs requested for the next school year using the list of Region-coordinated EDAs (Appendix 2: Extra Duty Assignments for Region Programs) to the respective DoDEA DSE according to the timelines and instructions prescribed by the respective DoDEA DSE. The respective DoDEA DSE will review the request to ensure the combined total compensation amount does not exceed the total compensation ceiling for each DoDEA Region as provided in the RM Annual EDA Memorandum.

c. Requesting New Region-coordinated Extra Duty Assignments. If the DoDEA Region EDA Coordinator identifies a need for a new Region-coordinated EDA that is not included in Appendix 2, the new Region-coordinated EDA will require approval from the respective DoDEA DSE for the first school year that the Region-coordinated EDA is added. Approved Region-coordinated EDAs will be eligible in succeeding school years without additional justification. DoDEA Region EDA Coordinators should submit an action memorandum, in accordance with the DoD 5110.04-M-V1, DoD Manual for Written Material: Correspondence Management, to the respective DoDEA DSE. The action memorandum requests consideration of the proposed new Region-coordinated EDA by the respective DoDEA DSE and subsequently communicates the decision for Region-coordinated EDA Program continuity. The request package will include:

   (a) An action memorandum, on official DoDEA Region letterhead, using the examples in Figure 2.


d. Approval of Region-coordinated Extra Duty Assignment Request. The respective DoDEA DSE will review and provide final determination for the list of requested Region-coordinated EDAs and compensation change requests for modified Region-coordinated EDAs.
The completed request will be returned to the DoDEA Region EDA Coordinator prior to the start of the new school year.

(1) When a Region-coordinated EDA is scheduled to begin before the start of the school year, approval for that Region-coordinated EDA or the complete list of Region-coordinated EDAs may take place at the end of the preceding school year.

(2) If a DoDEA Region EDA Coordinator needs to add a position after the Region-coordinated EDAs for the school year have been approved, the DoDEA Region EDA Coordinator will submit an action memorandum with justification for the Region-coordinated EDA to the respective DoDEA DSE for approval. DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” is required if establishing a new EDA. An example template of the action memorandum is in Figure 2.

(3) Approved EDA’s shall be forwarded to DoDEA Headquarters (HQ) Education Directorate and the DoDEA Region Budget Officer of the inclusion of the EDA.
Figure 2: Example of the Action Memorandum to Establish a New Region-Coordinated EDA

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
EUROPE
UNIT 29649
APO AE 09136-9649

ACTION MEMO

August 2, 2019

FOR: DIRECTOR OF STUDENT EXCELLENCE, DEPARTMENT of DEFENSE EDUCATION ACTIVITY (DODEA), EUROPE

FROM: Jane Doe, DoDEA Europe Region Extra Duty Assignment Coordinator

SUBJECT: Establishment of New Extra Duty Assignment

- To obtain your approval for the establishment of a new Extra Duty Assignment (EDA).
- Proposed Name of New EDA: Lacrosse Tournament Director
- Proposed Location of New EDA: Rota Middle/High School
- Proposed Position Duties and Responsibilities (PD&R): Attached is the proposed PD&R document.
- EDA Purpose and Impact on Student Achievement: Provide students in the Europe Region with a lacrosse tournament to showcase their skills and compete against other teams.
- If approved, DoDEA Region EDA Coordinator will notify DoDEA Headquarters Education POC and DoDEA Region Budget Officer of inclusion of established EDA.

RECOMMENDATION: Approve the Extra Duty Assignment for establishment.

Approved__________ Disapproved__________ Other____________

Attachments:
As stated

Prepared by: Jane Doe, DoDEA Europe Region EDA Coordinator, (314) 545-5555, jane.doe@dodea.edu

SECTION 3: REGION-COORDINATED EXTRA DUTY Assignments 14
3.3. **ELIGIBILITY.** DoDEA Region EDA Coordinators are required first to confirm the eligibility of all applicants in accordance with this section, and then to evaluate all eligible applicants based on the same criteria and consistent with the provisions of Section 3.5. Fulltime GS employees are excluded from EDAs. Part-time GS employees are prohibited from an EDA unless a Title 10, United States Code or Title 20, United States Code appointment is held simultaneously. Eligibility differs by Region according to the following:

**a. DoDEA Americas and DoDEA Employees in Guam.**

1. The following categories of DoDEA employees hired under Title 10, United States Code are eligible for Region-coordinated EDAs: Professionals, substitute teachers, and non-professional employees employed at the DoDEA Region at which the activity will occur.

2. DoDEA Assistant School Principals are eligible for Region-coordinated EDAs. The DoDEA Region EDA Coordinator may only select a DoDEA Assistant School Principal if there are no other applicants that meet the Region-coordinated EDA PD&R qualifications.

3. DoDEA School Principals are not eligible for Region-coordinated EDAs.

**b. DoDEA Europe and DoDEA Pacific including Cuba.**

1. Only non-administrator Teaching Position (TP) pay plan employees may perform and be compensated for Region-coordinated EDAs in accordance with Chapter 7 of Volume 8 of DoD 7000.14-R and Title 20, United States Code.

2. DoDEA School Principals are not eligible for Region-coordinated EDAs.

3.4. **ANNOUNCEMENT OF EXTRA DUTY ASSIGNMENT OPPORTUNITIES.**

a. Region-coordinated EDA opportunities will be announced and posted before the end of the second week of the school year, or if after the start of the school year as soon as the EDA opportunity has been approved. DoDEA Region EDA Coordinators should establish timelines to recruit for positions that require any initial time for set-up or training, accordingly. The list of Region-coordinated EDAs for the upcoming school year will be posted within the DoDEA Region in which the activity will occur in accordance with applicable Region guidelines and procedures. Copies of announcements must be made available to the respective DoDEA DSE, as needed, and provided to the union representative(s), as required.

b. Region-coordinated EDA announcements will include:

1. The specific tasks of the Region-coordinated EDA, including any pre- and post-EDA duties that contribute to the success of the EDA. PD&R documents for approved EDAs should be used as the basis for announcements. The DoDEA Region EDA Coordinators may edit the announcement to account for the unique circumstances of each DoDEA Region in accordance with Section 3.7, of this Issuance.

2. The amount of compensation.
(3) The closing date for review of written applications.

(4) The approximate date by which candidate selection will be made.

3.5. APPLICATIONS AND SELECTION.

a. Applications will be submitted to the DoDEA Region EDA Coordinator. DoDEA employees should use the DoDEA Form 1417-F1, “Extra Duty Assignment (EDA): Application.” For DoDEA Regions that develop an automated or online system for submitting applications, required fields outlined in the DoDEA Form 1417-F1, “Extra Duty Assignment (EDA): Application” should be used as the basis for the required fields in the system.

b. Prior to selection, the Region EDA Coordinator will confirm employment eligibility, refer to Section 3.3. of this Issuance. DoDEA Region EDA Coordinators have sole authority to determine and select the most qualified candidate. Every effort must be made to assign Region-coordinated EDAs to the most qualified and suitable personnel based on first, the skills and experience listed on the PD&R document accompanying the announcement and then, on the basis of previous experience, abilities, and interest in the specific activity. The DoDEA Region EDA Coordinator must notify all applicants in writing of selection or non-selection within two (2) months of the position announcement closing.

c. The DoDEA Region EDA Coordinator will conduct a fair and equitable selection process. When two (2) candidates apply for the same position, the DoDEA Region EDA Coordinator will conduct interviews with consistent questions for each candidate and the DoDEA Region EDA Coordinator will clearly document the qualifications of the selected candidate.

d. When a DoDEA employee is unable to complete a Region-coordinated EDA and the DoDEA Region EDA Coordinator determines the Region-coordinated EDA is to be continued, the Region-coordinated EDA will be re-announced. The DoDEA Region EDA Coordinator may assign the duty on an interim basis pending final selection.

3.6. EXTRA DUTY ASSIGNMENT CONTRACT.

a. Completing the Contract.

(1) The DoDEA Region EDA Coordinator is responsible for establishing the EDA Contract. The Coordinator will complete DoDEA Form 1417-F2, “Extra Duty Assignment (EDA): Extra Duty Assignment Contract” for each EDA.

(2) The Region EDA contract requires signatures from the DoDEA Region EDA Coordinator, the DoDEA employee, and the employee’s direct supervisor from the DoDEA school where he or she is employed.

(3) For selected DoDEA employees sharing a Region-coordinated EDA, each DoDEA employee must sign a separate contract outlining their respective duties (e.g., co-sponsors).
b. Record Keeping for Contracts.

(1) A minimum of two (2) copies of the contract will be prepared. The original will be retained by the respective DoDEA Region EDA Coordinator and one (1) copy will be retained by the DoDEA employee.

(2) Key data from all contracts should also be available to the respective DoDEA DSE and DoDEA HQ Education Directorate. The DoDEA Region EDA Coordinator shall provide copies of the original contract upon request, the primary transfer of information for Region-coordinated EDAs for each school year should be consolidated using a standard reporting template, outlined in the supplemental EDA Program instructions, as necessary. The Region EDA Coordinator will provide the following information at a minimum to the respective DoDEA DSE. The DoDEA DSE will provide this information to DoDEA HQ Education Directorate, if requested.

(a) School year.
(b) Region.
(c) School name.
(d) Category (e.g., Academic, Athletic, Non-Athletic).
(e) Position number.
(f) Activity.
(g) Level (e.g., all, varsity, junior varsity, freshman).
(h) Region-coordinated EDA title.
(i) Legal name of DoDEA employee.
(j) Employee status of DoDEA employee (e.g., teacher or substitute teacher).
(k) Compensation amount.
(m) Region-coordinated EDA status (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).

(3) All records of Region-coordinated EDA contracts must be retained by the respective parties in accordance with DoD Instruction 5015.02, DoD 7000.14-R, and DoDEA Regulation 5015.01. All Region-coordinated EDA contracts are available for review by DoDEA RM, DoDEA HR, internal and external auditors, or as deemed necessary by DoDEA RM Chief.
3.7. POSITION DUTIES AND RESPONSIBILITIES (PD&R) DOCUMENTS.

a. PD&R Documents for Approved Extra Duty Assignments.

(1) Standard PD&R documents will be available in a centralized repository for all approved Region-coordinated EDAs. The centralized repository is managed by the DoDEA Chief Academic Officer, or appropriate designee, with input from the respective DoDEA DSEs.

(2) In order to increase consistency in Region-coordinated EDA expectations across DoDEA, DoDEA Region EDA Coordinators are required to use the DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” for describing the duties and expectations of approved EDAs. DoDEA Region EDA Coordinators can customize content of listed job duties to match unique Region-specific requirements, as needed.

b. Customizing PD&R Documents.

(1) In some cases, customization of a Region-coordinated EDA PD&R document may be required to accurately reflect unique duties at a particular Region.

(2) DoDEA Region EDA Coordinators may customize the following.

   (a) Start and end dates.

   (b) Position summary.

   (c) Duties and responsibilities.

   (d) Skills and experience.

(3) Changes to any of the above fields in Section 3.7.b.(2) of this Issuance require no further approval.

(4) The following fields must not be changed.

   (a) Title.

   (b) Job category.

   (c) Job code.

   (d) Compensation.

   (e) Position summary statement defining the purpose of Region-coordinated EDAs.

   (f) Responsibility to submit an After Action Completion Report upon Region-coordinated EDA completion.
(5) Changes to the information of the fields in Section 3.7.b.(4) of this Issuance may have compensation implications. Refer to section 3.1.b.(2) of this Issuance if required changes result in a change in compensation.


(1) For activities approved outside of the approved list of Region-coordinated EDAs, DoDEA Region EDA Coordinators must create a new PD&R document using DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed Position Duties and Responsibilities.”

(2) A PD&R document developed for a new Region-coordinated EDA should be shared with the respective DoDEA DSE so it can be used as a template by other DoDEA Regions. The DoDEA HQ Education Directorate will post newly created PD&R documents to a centralized PD&R document library to increase knowledge sharing and consistency for EDAs.

(3) Compensation must be determined for all new Region-coordinated EDAs. Refer to section 3.9 for compensation guidance.

3.8. AFTER ACTION COMPLETION REPORTS.


(1) All DoDEA employees in Region-coordinated EDA positions are responsible for completing an AACR within five (5) business days of the contract end date or compensation may be forfeited. The AACR must be submitted to the DoDEA Region EDA Coordinator before payment can be processed.

(2) DoDEA Form 1417-F3, “Extra Duty Assignment (EDA): After Action Completion Report” is required to complete the AACR requirement.

(3) For Region-coordinated EDAs ending on the last day of the school year, DoDEA employees are responsible for submitting the AACR prior to the summer recess.

(4) The DoDEA employee should retain a copy of all AACRs submitted.

b. Submission and Approval.

(1) The AACR must be submitted to the DoDEA Region EDA Coordinator of the region where the Region-coordinated EDA was performed within five (5) business days of the contract end date.

(2) After reviewing and approving the submitted AACR, DoDEA Region EDA Coordinators are required to initiate the pay process in accordance with the RM Annual EDA Memorandum outlined in Section 2.5 of this Issuance. A copy of the completed Region-coordinated EDA package (Application, Contract, AACR, and Payment documents) will be maintained by the Region EDA Coordinator in region where the EDA was performed in
accordance with DoD Instruction 5015.02, DoD 7000.14-R, and DoDEA Regulation 5015.01 to support audit requirements.

3.9. DETERMINING COMPENSATION.

a. DoDEA employees shall be compensated for successfully completing the requirements of the Region-coordinated EDA as outlined in the signed EDA contract, including the timely submission of an AAR as explained in Sections 3.8 of this Issuance.

b. DoDEA Americas uses negotiated agreements for setting EDA stipends, and DoDEA Europe Region and DoDEA Pacific Region have EDA stipends calculated using the Defense Civilian Personnel Advisory Service (DCPAS Wage and Salary Division Study).

c. For any new Region-coordinated EDAs, DoDEA Region EDA Coordinators should determine compensation following the guidance in the RM Annual EDA Memorandum, based on the estimated scope and time commitment of the duties to be performed. The suggest compensation amount will be included on DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed Position Duties and Responsibilities.” The respective DoDEA DSE will review the pay rate for final determination. When a DoDEA Region EDA Coordinator requests to add a new Region-coordinated EDA, the request will contain an estimated compensation amount based on the expected duration of the assignment (e.g., year-long or one (1) semester) and the number of activities per week.

d. The DoDEA Region EDA Coordinator will monitor the progress of work during the course of a Region-coordinated EDA to identify and resolve issues related to the satisfactory completion of duty.

e. For DoDEA employees sharing a Region-coordinated EDA, the total payment to all parties sharing the Region-coordinated EDA may not exceed the dollar value for the EDA or approved by the respective DoDEA DSE. Compensation amounts must be clearly identified in each DoDEA employee’s contract.
SECTION 4: SCHOOL-LEVEL EXTRA DUTY ASSIGNMENTS

4.1. BUDGET.

a. Extra Duty Assignment Compensation Limits. The DoDEA RM Division Chief will publish the RM Annual EDA Memorandum establishing the annual EDA budget targets. Using the EDA budget targets, and guidance provided by the DoDEA DSE, each DoDEA District Superintendent will establish the EDA Program. Requests for budget adjustments must be submitted to the DoDEA RM Division Chief. Refer to Figure 3 for School-level EDA budget adjustment process.

Figure 3: Process for Approved School-Level EDAs

b. Requesting Changes in Extra Duty Assignment Compensation. The DoDEA School Principal may request compensation adjustments for EDAs if the responsibilities of the position differ substantially from those performed at other similar DoDEA schools. The steps for requesting changes in EDA compensation include:

(1) The DoDEA School Principal must update the EDA PD&R with DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” to accurately reflect the duties, responsibilities, and expectations of the position.
(2) The DoDEA School Principal may request changes in compensation for individual EDAs by submitting DoDEA Form 1417-F5, “Extra Duty Assignment (EDA): Compensation Change Request” to the DoDEA District Superintendent.

(3) The DoDEA District Superintendent shall approve/disapprove compensation changes using DoDEA Form 1417-F5, “Extra Duty Assignment (EDA): Compensation Change Request” within ten (10) business days of receiving the request.

(4) The DoDEA School Principal must draft a new contract reflecting the new compensation value for the DoDEA employee to sign using DoDEA Form 1417-F2, “Extra Duty Assignment (EDA): Extra Duty Assignment Contract” if there are substantive adjustments in the position responsibilities and duties for a School-Level EDA after a DoDEA employee has signed the initial contract.

4.2. ESTABLISHING EXTRA DUTY ASSIGNMENTS.

a. Approval Authority. The authority for approving school-level EDAs is the DoDEA District Superintendent.

b. Identifying Annual School-Level Extra Duty Assignment Requests. The DoDEA School Principal will identify and submit EDAs requested for the next school year using the list of EDAs (Appendix 3: Extra Duty Assignments for DoDEA Schools) to the DoDEA District Superintendent according to the timelines and instructions prescribed by the DoDEA District Superintendent. The DoDEA District Superintendent will review the request to ensure the combined total compensation amount does not exceed the total compensation ceiling for each DoDEA school.

c. Requesting New School-Level Extra Duty Assignments. If the DoDEA School Principal identifies a need for a new EDA that is not included in the listed EDAs (Appendix 3: Extra Duty Assignments for DoDEA Schools), the new EDA will require approval from the DoDEA District Superintendent for the first school year that the EDA is added. Approved new EDAs will be eligible in succeeding school years without additional justification. DoDEA School Principals will submit an action memorandum, in accordance with the DoD 5110.04-M-V1, DoD Manual for Written Material: Correspondence Management, to the DoDEA District Superintendent requesting consideration of the proposed new School-level EDA. The DoDEA District Superintendent will communicate the decision for School-level EDA Program continuity. The request package will include:

   (a) An action memorandum, using official school letterhead, the example in Figure 4.


d. Approval of School-Level Extra Duty Assignment Request. The DoDEA District Superintendent will review and provide final determination for the list of requested EDAs and compensation change requests for modified EDAs. The request will be returned by the DoDEA District Superintendent to the DoDEA School Principal prior to the start of the new school year.
(1) When an EDA is scheduled to begin before the start of the school year, approval for that EDA or the complete list of EDAs may take place at the end of the preceding school year.

(2) If a DoDEA School Principal needs to add a position after the EDAs for the school year have been approved, the DoDEA School Principal will submit an action memorandum with justification for the EDA to the DoDEA District Superintendent for approval. DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” is required when establishing a new EDA. An example template of the action memorandum is in Figure 4. If approved, the DoDEA School Principal must notify DoDEA HQ Education Directorate and the DoDEA Region Budget Officer of the inclusion of the EDA.
Figure 4: Example of the Action Memorandum to Establish a New School-Level EDA

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
EUROPE – SOUTH DISTRICT
ROTA MIDDLE/HIGH SCHOOL
PSC 819 BOX 63
FPO, AE 09645-0001

ACTION MEMO

August 2, 2019

FOR: DISTRICT SUPERINTENDENT, DEPARTMENT of DEFENSE EDUCATION ACTIVITY (DODEA), EUROPE SOUTH

FROM: John Doe, Rota Middle/High School Principal

SUBJECT: Establishment of New Extra Duty Assignment

- To obtain your approval for the establishment of a new Extra Duty Assignment (EDA).

- Proposed Name of New EDA: Spanish Club Sponsor

- Proposed Location of New EDA: Rota Middle/High School, Europe South

- Proposed Position Duties and Responsibilities (PD&R): Attached is the proposed PD&R document.

- EDA Purpose and Impact on Student Achievement: Provide additional time outside of the regular school day for students to practice Spanish and learn about Spanish culture.

- If approved, DoDEA School Principal will notify DoDEA Headquarters Education POC and DoDEA Region Budget Officer of inclusion of established EDA.

RECOMMENDATION: Approve the Extra Duty Assignment for establishment.

Approved__________ Disapproved__________ Other__________

Attachments:
As stated

Prepared by: John Doe, Rota Middle/High School Principal, (314) 727-5555, john.doe@dodea.edu
4.3. ELIGIBILITY. DoDEA School Principals are required first to confirm the eligibility of all applicants in accordance with this section, and then to evaluate all eligible applicants based on the same criteria and consistent with the provisions of Section 4.5. Fulltime GS employees are excluded from extra duty assignments. Part-time GS employees are prohibited from an EDA unless a Title 10, United States Code or a Title 20, United States Code appointment is held simultaneously. Eligibility differs by Region according to the following:

a. DoDEA Americas and DoDEA Employees in Guam.

(1) The following categories of DoDEA employees hired under Title 10, United States Code are eligible for EDAs: Professionals, substitute teachers, and non-professional employees.

(2) The performance of an EDA by a DoDEA employee of another DoDEA school in the DoDEA Community must be approved by the DoDEA School Principal of the DoDEA employee’s DoDEA school to ensure performance of the EDA will not impact the regular work schedule or duties of the DoDEA employee. DoDEA Community refers to schools on the same installation or within local driving distance of each other.

(3) DoDEA Assistant School Principals are eligible for EDAs. The DoDEA School Principal may only select a DoDEA Assistant School Principal if there are no other applicants that meet the EDA PD&R qualifications.

(4) DoDEA School Principals are not eligible for EDAs.

b. DoDEA Europe and DoDEA Pacific including Cuba.

(1) Only non-administrator Teaching Position (TP) pay plan employees may perform and be compensated for EDAs in accordance with Chapter 7 of Volume 8 of DoD 7000.14-R and Title 20, United States Code.

(2) The performance of an EDA by a DoDEA employee of another DoDEA school in the DoDEA community must be approved by the DoDEA School Principal of the DoDEA employee’s school to ensure performance of the EDA will not impact the regular work schedule or duties of the DoDEA employee. DoDEA Community refers to schools on the same installation or within local driving distance of each other.

4.4. ANNOUNCEMENT OF EXTRA DUTY ASSIGNMENT OPPORTUNITIES.

a. School-Level EDA opportunities will be announced and posted before the end of the second week of the school year, or if after the start of the school year as soon as the EDA opportunity has been approved. DoDEA School Principals should establish timelines to recruit for positions that require any initial time for set-up or training, accordingly. The list of School-Level EDAs for the upcoming school year will be posted within the DoDEA school where the activity will occur and as needed, the DoDEA School Principal will work with other DoDEA School Principals within the DoDEA community to post positions at other schools to attract applicants. Copies of announcements must be made available to the DoDEA District Superintendent, as needed, and provided to the union representative(s), as required.
b. School-Level EDA announcements will include:

(1) The specific tasks of the School-Level EDA including any pre- and post-EDA duties that contribute to the success of the EDA. PD&R documents for approved EDAs should be used as the basis for announcements. The DoDEA School Principal may edit the announcement to account for the unique circumstances of each DoDEA school in accordance with Section 4.7. of this Issuance.

(2) The amount of compensation.

(3) The closing date for review of written applications.

(4) The approximate date by which candidate selection will be made.

4.5. APPLICATIONS AND SELECTION.

a. Applications will be submitted to the DoDEA School Principal. DoDEA employees should use the DoDEA Form 1417-F1, “Extra Duty Assignment (EDA): Application.” For DoDEA schools that develop an automated or online system for submitting applications, required fields outlined in the DoDEA Form 1417-F1, “Extra Duty Assignment (EDA): Application,” should be used as the basis for the required fields in the system.

b. Prior to selection, the DoDEA School Principal will confirm employment eligibility in accordance with Section 4.3. of this Issuance. The DoDEA School Principal have sole authority to determine and select the most qualified candidate. Every effort must be made to assign School-Level EDAs to the most qualified and suitable personnel based on first, the skills and experience listed on the PD&R document accompanying the announcement and then, on the basis of previous experience abilities, and interest in the specific activity. The DoDEA School Principal must notify all applicants in writing of selection or non-selection within two (2) months of the position announcement closing.

c. The DoDEA School Principal will conduct a fair and equitable selection process. When two (2) candidates apply for the same position, the DoDEA School Principal will conduct interviews with consistent questions for each candidate and the DoDEA School Principal will clearly document the qualifications of the selected candidate.

d. When a DoDEA employee is unable to complete an EDA and the DoDEA School Principal determines the EDA is to be continued, the EDA will be re-announced. The DoDEA School Principal may assign the EDA on an interim basis pending final selection.
4.6. EXTRA DUTY ASSIGNMENT CONTRACT.

a. Completing the Contract.

(1) The DoDEA School Principal is responsible for establishing the EDA Contract. The DoDEA School Principal will complete DoDEA Form 1417-F2, “Extra Duty Assignment (EDA): Extra Duty Assignment Contract” for each EDA.

(2) The School-level contract requires signatures from the EDA location DoDEA School Principal and the DoDEA employee for each EDA. A DoDEA employee selected from another DoDEA school will require signatures from the DoDEA employee, the EDA location DoDEA School Principal and the employee’s direct supervisor from where he or she is employed.

(3) For selected DoDEA employees sharing a School-Level EDA, each DoDEA employee must sign a separate contract outlining their respective duties (e.g., co-sponsors).

b. Record Keeping for Contracts.

(1) A minimum of three (3) copies of the contract will be prepared. The original will be retained by the DoDEA School Principal where the EDA activity will take place, one (1) copy will be retained by the DoDEA employee, and one (1) copy will be retained by the DoDEA District Superintendent. In cases where an EDA is held by a DoDEA employee from another DoDEA school, the DoDEA School Principal from the DoDEA employee’s assigned school will also receive a copy of the contract.

(2) Key data from all contracts should also be available to the DoDEA District Superintendent and DoDEA HQ Education Directorate. The DoDEA School Principal shall provide copies of the original contract upon request, the primary transfer of information about an EDA for each school year should be consolidated using a standard reporting template, outlined in the supplemental EDA Program instructions. At a minimum, the DoDEA School Principal will provide the following information to the DoDEA District Superintendent. The DoDEA District Superintendent will provide to the DoDEA HQ Education Directorate, if requested:

(a) School year.
(b) Region.
(c) School name.
(d) Category (e.g., Academic, Athletic, Non-Athletic).
(e) Position number.
(f) Activity.
(g) Level (e.g., all, varsity, junior varsity, freshman).
(h) Region-coordinated EDA title.
(i) Legal name of DoDEA employee.

(j) Employee status of DoDEA employee (e.g., teacher or substitute teacher).

(k) Compensation amount.


(m) Region-coordinated EDA status (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).

(3) All records of School-level EDA contracts must be retained by the respective parties in accordance with DoD Instruction 5015.02, DoD 7000.14-R, and DoDEA Regulation 5015.01. All contracts are available for review by DoDEA RM, DoDEA HR, internal and external auditors, or as deemed necessary by DoDEA RM Chief.

4.7. POSITION DUTIES AND RESPONSIBILITIES (PD&R) DOCUMENTS.

a. PD&R Documents for Approved Extra Duty Assignments.

(1) Standard PD&R documents will be available in a centralized repository for all approved School-Level EDAs. The centralized repository is managed by the DoDEA Chief Academic Officer, or designee, with input from the DoDEA District Superintendents.

(2) In order to increase consistency in School-level EDA expectations across DoDEA, DoDEA School Principals are required to use the DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” for describing the duties and expectations of approved EDAs. DoDEA School Principals can customize content of listed job duties to match school-specific requirements, as needed.

b. Customizing PD&R Documents.

(1) In some cases, customization of EDA PD&R documents may be required to accurately reflect unique duties at a particular DoDEA school or level.

(2) DoDEA School Principals may customize the following:

(a) Start and end dates.

(b) Position summary.

(c) Duties and responsibilities.

(d) Skills and experience.

(3) Changes to any of the above fields in Section 4.7.b.(2) of this Issuance require no further approval.
(4) The following fields must not be changed:

(a) Title.

(b) Job category.

(c) Job Code.

(d) Compensation.

(f) Position summary statement defining the purpose of EDAs.

(g) Responsibility to submit an AACR upon EDA completion.

(5) Changes to the information of the fields in Section 4.7.b.(4) of this Issuance may have compensation implications. Refer to Section 4.1.b.(2) of this Issuance if required changes result in a change in compensation.


(1) For activities approved outside of the approved list of EDAs, DoDEA School Principals must create a new PD&R document by using the DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities.”

(2) A PD&R document developed for a new EDA should be shared with the DoDEA District Superintendent so it can be used as a template by other DoDEA School Principals adding the same or a similar EDA at their school. The DoDEA HQ Education Directorate will post newly created PD&R documents to a centralized PD&R document library to increase knowledge sharing and consistency for EDAs.

4.8. AFTER ACTION COMPLETION REPORTS.


(1) All DoDEA employees in EDA positions are responsible for completing an AACR within five (5) business days of the contract end date or compensation may be forfeited. The AACR must be submitted to the DoDEA School Principal of the school where the EDA was performed before payment can be processed.

(2) DoDEA Form 1417-F3, “Extra Duty Assignment (EDA): After Action Completion Report” is required to complete the AACR requirement.

(3) For School-Level EDAs that end on the last day of the school year, DoDEA employees are responsible for submitting the AACR prior to summer recess.

(4) The DoDEA employee should retain a copy of all AACRs submitted.
b. Submission and Approval.

(1) The AACR must be submitted to the DoDEA School Principal of the school where the EDA was performed within five (5) business days of the contract end date.

(2) After reviewing and approving the submitted AACR, the DoDEA EDA location DoDEA School Principal is required to initiate the pay process in accordance with the RM Annual EDA Memorandum outlined in Section 2.5 of this Issuance. A copy of the completed EDA package (Application, Contract, AACR, and Payment documents) will be maintained by the DoDEA school where the EDA was performed in accordance with DoD Instruction 5015.02, DoD 7000.14-R, and DoDEA Regulation 5015.01 to support audit requirements. If a DoDEA employee is performing an EDA at a DoDEA school other than their primary school of employment, only the DoDEA School Principal from the school where the EDA is being performed needs to review and retain the AACR. All AACRs should be provided to the DoDEA District Superintendent’s Office, if needed.

4.9. DETERMINING COMPENSATION.

a. DoDEA employees shall be compensated for successfully completing the requirements of the Region-coordinated EDA as outlined in the signed EDA contract, including the timely submission of an AAR as explained in Sections 4.8 of this Issuance.

b. DoDEA Americas uses negotiated agreements for setting EDA stipends, and DoDEA Europe Region and DoDEA Pacific Region have EDA stipends calculated using the Defense Civilian Personnel Advisory Service (DCPAS Wage and Salary Division Study).

c. For any new School-level EDAs DoDEA School Principals should determine compensation following the guidance in the RM Annual EDA Memorandum, based on the estimated scope and time commitment of the duties to be performed. The suggest compensation amount will be included on DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed Position Duties and Responsibilities.” The DoDEA District Superintendent will review the pay rate for final determination. When a DoDEA School Principal requests to add a new EDA, the request will contain an estimated compensation amount based on the expected duration of the assignment (e.g., year-long or one semester) and the number of activities per week.

d. The DoDEA School Principal will monitor the progress of work during the course of an EDA to identify and resolve issues related to the satisfactory completion of duty.

e. For DoDEA employees sharing an EDA, the total payment to all parties sharing the EDA may not exceed the dollar value for the assignment or approved by the DoDEA District Superintendent. Compensation amounts must be clearly identified in each DoDEA employee’s contract.
GLOSSARY

G.1. ACRONYMS.

AACR  after action completion report
AVID  advancement via individual determination
CONUS  contiguous United States
CSC  case study committee
CSI  continuous school improvement
DCPAS  Defense Civilian Personnel Advisory Service
DSE  Director for Student Excellence
EDA  extra duty assignment
ES  elementary school
FBLA  Future Business Leaders of America
GS  General Schedule
HR  Human Resources
HQ  headquarters
HS  high school
IS  intermediate school
JROTC  Junior Reserve Officer Training Corps
JV  junior varsity
MS  middle school
OCONUS  outside contiguous United States
RM  Resource Management
STEM  science, technology, engineering, and math
TP  teaching position

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

AACR.  DoDEA Form 1417-F3, “Extra Duty Assignment (EDA): After Action Completion Report” submitted by a DoDEA employee after performing an EDA to the DoDEA School
Principal or Region EDA Coordinator. The AACR provides information about how the EDA was accomplished in accordance with the EDA PD&R document and contract. Reports are due within five (5) business days of the end of contract.

**DoDEA employee.** An individual employed at a DoDEA school who is eligible to hold an EDA as defined in Sections 3.3. and 4.3. of this Issuance by the Region within DoDEA.

**DoDEA School Principal.** An individual employed at a DoDEA school who manages the EDA process at the school level. In the circumstance that there is not a DoDEA School Principal at the DoDEA school where the EDA takes place, the DoDEA Assistant School Principal will assume the responsibilities related to EDA management and oversight as it pertains to this Issuance.

**EDA.** An extracurricular activity in addition to a DoDEA employee’s regular duty assignments. The term EDA as defined in this Issuance incorporates the previously used terms “extracurricular duty assignment” and “extra duty compensation.” EDAs must take place outside the regular duty day in order to receive the associated compensation.

**EDA contract.** An agreement between DoDEA and an employee contained in, DoDEA Form 1417-F2, “Extra Duty Assignment (EDA): Extra Duty Assignment Contract”, that defines the duties and expectations for an EDA position, to be completed by the DoDEA School Principal or Region EDA Coordinator and the DoDEA employee accepting the position. Contracts include the amount of compensation, the expected period of performance, and a statement that duties may not be reassigned to other individuals without prior written approval. The DoDEA School Principal or Region EDA Coordinator maintains and updates the status of each EDA contract (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).

**negotiated bargaining agreement.** The negotiated bargaining agreement between DoDEA and a recognized labor union that governs certain working conditions and procedures for employees represented by a specific union.

**new EDA.** EDAs that a DoDEA School Principal or a Region EDA Coordinator identifies as a need that are not included on the Extra Duty Assignments for DoDEA Schools or the Extra Duty Assignments for Region Programs lists. DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” initiate the establishment of a new EDA.

**position duties and responsibilities (PD&R) document.** DoDEA Form 1417-F4, “Extra Duty Assignment (EDA): Proposed New Position Duties and Responsibilities” that specifies the duties, responsibilities, and expectations for a particular job or role. In this Issuance, PD&R documents refer specifically to EDAs. Approved EDAs have standard PD&R documents that DoDEA Region EDA Coordinators and School Principals should use as a template.
REFERENCES

DoD Instruction 5015.02, “DoD Records Management Program,” February 24, 2015, as amended
DoDEA Form 1417-F1, “Extra Duty Assignment (EDA): Application,” December 2019
DoDEA Regulation 5015.01, “Records Management Program,” December 19, 2017
United States Code, Title 5
United States Code, Title 10
United States Code, Title 20
APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

F-1. FUNCTION.

The function covered by this evaluation is the DoDEA Extra Duty Assignment (EDA) program.

F-2. PURPOSE.

The purpose of this evaluation is to assist DoDEA HQ Education Directorate in evaluating Region-coordinated and School-level EDA Programs. It is not intended to cover all controls.

F-3. INSTRUCTIONS.

Answer must be based on the actual testing of key internal controls (for example, document analysis, direct observations, sampling, and simulation). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every two (2) years, or as needed by DoDEA HQ Education Directorate.

F-4. TEST QUESTIONS.

a. Are the EDAs being performed outside the normal duty day?

b. Has the DoDEA Region EDA Coordinator/DoDEA School Principal gained approval for any new EDA positions?

c. Are standard position duties and responsibilities (PD&R) documents utilized for all EDAs at the Region/School?

d. Are the EDA opportunities announced and posted before the end of the second week of the school year?

e. Has the DoDEA Region EDA Coordinator/DoDEA School Principal made every effort to assign EDAs to the most qualified applicant based on their skills and experience relative to the PD&R document for each EDA?

f. Are all the EDA contracts accurate, signed, and submitted to the DoDEA Region Coordinator/DoDEA School Principal, or designee, for tracking and approval?

g. Are the EDA contracts available to the DoDEA Region DSE/District Superintendent?

h. Are DoDEA employees compensated for successfully completing an EDA, consistent with the EDA contract?
i. Have the DoDEA employees with EDAs completed After Action Completion Reports within five (5) business days of the EDA contract end date?

F-5. SUPERSESSION.

Not applicable.

F-6. COMMENTS.

Help make this a better and more streamlined program for managing extra duty assignments. Submit comments to DoDEA HQ Education Directorate.
## APPENDIX 2: EXTRA DUTY ASSIGNMENTS FOR DODEA ELEMENTARY SCHOOLS

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APPENDIX 3: EXTRA DUTY ASSIGNMENTS FOR DODEA MIDDLE SCHOOLS

MS athletic positions are approved only for middle schools in the Americas based on District and school practice.

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## APPENDIX 4: EXTRA DUTY ASSIGNMENTS FOR DODEA HIGH SCHOOLS

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<td>Non-Athletic</td>
<td>2078NA</td>
</tr>
<tr>
<td>HS</td>
<td>Model United Nations Sponsor</td>
<td>Non-Athletic</td>
<td>2079NA</td>
</tr>
<tr>
<td>HS</td>
<td>Morning Duty Sponsor</td>
<td>Non-Athletic</td>
<td>2080NA</td>
</tr>
<tr>
<td>HS</td>
<td>National Honor Society Sponsor</td>
<td>Non-Athletic</td>
<td>2081NA</td>
</tr>
<tr>
<td>HS</td>
<td>Robotics Club (First Lego League competitive) Sponsor</td>
<td>Non-Athletic</td>
<td>2082NA</td>
</tr>
<tr>
<td>HS</td>
<td>Robotics Club (Non-competitive) Sponsor</td>
<td>Non-Athletic</td>
<td>2083NA</td>
</tr>
<tr>
<td>HS</td>
<td>School News Liaison</td>
<td>Non-Athletic</td>
<td>2084NA</td>
</tr>
<tr>
<td>HS</td>
<td>School Newspaper Sponsor</td>
<td>Non-Athletic</td>
<td>2085NA</td>
</tr>
<tr>
<td>HS</td>
<td>School Webmaster</td>
<td>Non-Athletic</td>
<td>2086NA</td>
</tr>
<tr>
<td>HS</td>
<td>Speech/Debate Sponsor</td>
<td>Non-Athletic</td>
<td>2087NA</td>
</tr>
<tr>
<td>HS</td>
<td>Spirit Club Sponsor</td>
<td>Non-Athletic</td>
<td>2088NA</td>
</tr>
<tr>
<td>HS</td>
<td>Student 2 Student Sponsor</td>
<td>Non-Athletic</td>
<td>2089NA</td>
</tr>
<tr>
<td>HS</td>
<td>Student Activity Director</td>
<td>Non-Athletic</td>
<td>2090NA</td>
</tr>
<tr>
<td>HS</td>
<td>Student Activity Fund Bookkeeper</td>
<td>Non-Athletic</td>
<td>2091NA</td>
</tr>
<tr>
<td>HS</td>
<td>Student Activity Fund Custodian</td>
<td>Non-Athletic</td>
<td>2092NA</td>
</tr>
<tr>
<td>HS</td>
<td>Student Council Sponsor</td>
<td>Non-Athletic</td>
<td>2093NA</td>
</tr>
<tr>
<td>HS</td>
<td>Student Support Team Chair</td>
<td>Non-Athletic</td>
<td>2094NA</td>
</tr>
<tr>
<td>HS</td>
<td>Teacher Mentor</td>
<td>Non-Athletic</td>
<td>2095NA</td>
</tr>
<tr>
<td>HS</td>
<td>Yearbook Sponsor</td>
<td>Non-Athletic</td>
<td>2096NA</td>
</tr>
</tbody>
</table>
## APPENDIX 5: EXTRA DUTY ASSIGNMENTS FOR DODEA REGION PROGRAMS

<table>
<thead>
<tr>
<th>Location</th>
<th>Position Title</th>
<th>Category</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>MATHcounts Project Officer</td>
<td>Academic</td>
<td>3001AC</td>
</tr>
<tr>
<td>Region</td>
<td>STEMposium Logistics Manager</td>
<td>Academic</td>
<td>3002AC</td>
</tr>
<tr>
<td>Region</td>
<td>STEMposium Project Officer</td>
<td>Academic</td>
<td>3003AC</td>
</tr>
<tr>
<td>Region</td>
<td>STEMposium Scenario Developer</td>
<td>Academic</td>
<td>3004AC</td>
</tr>
<tr>
<td>Region</td>
<td>Logistics Director Spring Sports</td>
<td>Athletic</td>
<td>3005AT</td>
</tr>
<tr>
<td>Region</td>
<td>Regional Track Meet Director</td>
<td>Athletic</td>
<td>3006AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Baseball</td>
<td>Athletic</td>
<td>3007AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Basketball</td>
<td>Athletic</td>
<td>3008AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Cheer</td>
<td>Athletic</td>
<td>3009AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Cross Country</td>
<td>Athletic</td>
<td>3010AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Football</td>
<td>Athletic</td>
<td>3011AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Golf</td>
<td>Athletic</td>
<td>3012AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Soccer</td>
<td>Athletic</td>
<td>3013AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Softball</td>
<td>Athletic</td>
<td>3014AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Tennis</td>
<td>Athletic</td>
<td>3015AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Track/Field</td>
<td>Athletic</td>
<td>3016AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Volleyball</td>
<td>Athletic</td>
<td>3017AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Director: Wrestling</td>
<td>Athletic</td>
<td>3018AT</td>
</tr>
<tr>
<td>Region</td>
<td>Tournament Streaming Coordinator</td>
<td>Athletic</td>
<td>3019AT</td>
</tr>
<tr>
<td>Region</td>
<td>Creative Connections Logistics Manager</td>
<td>Non-Athletic</td>
<td>3020NA</td>
</tr>
<tr>
<td>Region</td>
<td>Creative Connections Performing Arts</td>
<td>Non-Athletic</td>
<td>3021NA</td>
</tr>
<tr>
<td>Region</td>
<td>Creative Connections Project Officer</td>
<td>Non-Athletic</td>
<td>3022NA</td>
</tr>
<tr>
<td>Region</td>
<td>Creative Connections Visual Arts</td>
<td>Non-Athletic</td>
<td>3023NA</td>
</tr>
<tr>
<td>Region</td>
<td>Culinary Host</td>
<td>Non-Athletic</td>
<td>3024NA</td>
</tr>
<tr>
<td>Region</td>
<td>Culinary Project Officer</td>
<td>Non-Athletic</td>
<td>3025NA</td>
</tr>
<tr>
<td>Region</td>
<td>Culinary Logistics Manager</td>
<td>Non-Athletic</td>
<td>3026NA</td>
</tr>
<tr>
<td>Region</td>
<td>Drama Fest Logistics Manager</td>
<td>Non-Athletic</td>
<td>3027NA</td>
</tr>
<tr>
<td>Region</td>
<td>Drama Fest Project Officer</td>
<td>Non-Athletic</td>
<td>3028NA</td>
</tr>
<tr>
<td>Region</td>
<td>Educators Rising Logistics Manager</td>
<td>Non-Athletic</td>
<td>3029NA</td>
</tr>
<tr>
<td>Region</td>
<td>Educators Rising Project Officer</td>
<td>Non-Athletic</td>
<td>3030NA</td>
</tr>
<tr>
<td>Region</td>
<td>FBLA Logistics Manager</td>
<td>Non-Athletic</td>
<td>3031NA</td>
</tr>
<tr>
<td>Region</td>
<td>FBLA Project Officer</td>
<td>Non-Athletic</td>
<td>3032NA</td>
</tr>
<tr>
<td>Region</td>
<td>Honors Music Lead Band</td>
<td>Non-Athletic</td>
<td>3033NA</td>
</tr>
<tr>
<td>Region</td>
<td>Honors Music Lead Chorus</td>
<td>Non-Athletic</td>
<td>3034NA</td>
</tr>
<tr>
<td>Region</td>
<td>Honors Music Logistics Manager</td>
<td>Non-Athletic</td>
<td>3035NA</td>
</tr>
<tr>
<td>Region</td>
<td>Honors Music Project Officer</td>
<td>Non-Athletic</td>
<td>3036NA</td>
</tr>
<tr>
<td>Location</td>
<td>Position Title</td>
<td>Category</td>
<td>Job Code</td>
</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>Region</td>
<td>International Student Leadership Institute Logistics Manager</td>
<td>Non-Athletic</td>
<td>3037NA</td>
</tr>
<tr>
<td>Region</td>
<td>International Student Leadership Institute Project Officer</td>
<td>Non-Athletic</td>
<td>3038NA</td>
</tr>
<tr>
<td>Region</td>
<td>Jazz Festival Logistics Manager</td>
<td>Non-Athletic</td>
<td>3039NA</td>
</tr>
<tr>
<td>Region</td>
<td>Jazz Festival Project Officer</td>
<td>Non-Athletic</td>
<td>3040NA</td>
</tr>
<tr>
<td>Region</td>
<td>Junior Leadership Symposium Logistics Manager</td>
<td>Non-Athletic</td>
<td>3041NA</td>
</tr>
<tr>
<td>Region</td>
<td>Junior Leadership Symposium Project Officer</td>
<td>Non-Athletic</td>
<td>3042NA</td>
</tr>
<tr>
<td>Region</td>
<td>Junior Science and Humanities Symposium Project Officer</td>
<td>Non-Athletic</td>
<td>3043NA</td>
</tr>
<tr>
<td>Region</td>
<td>Junior Science and Humanities Symposium Logistics Manager</td>
<td>Non-Athletic</td>
<td>3044NA</td>
</tr>
<tr>
<td>Region</td>
<td>Model United States Senate Logistics Manager</td>
<td>Non-Athletic</td>
<td>3045NA</td>
</tr>
<tr>
<td>Region</td>
<td>Model United States Senate Project Officer</td>
<td>Non-Athletic</td>
<td>3046NA</td>
</tr>
<tr>
<td>Region</td>
<td>Music Audition Data Manager</td>
<td>Non-Athletic</td>
<td>3047NA</td>
</tr>
<tr>
<td>Region</td>
<td>Robotics First Lego League Logistics Manager</td>
<td>Non-Athletic</td>
<td>3048NA</td>
</tr>
<tr>
<td>Region</td>
<td>Robotics First Lego League Project Officer</td>
<td>Non-Athletic</td>
<td>3049NA</td>
</tr>
</tbody>
</table>
# EDA Annual Requirement Checklists

## EDA Annual Requirement Checklist – DoDEA Director

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure the EDA Program is in compliance with this Issuance.</td>
<td></td>
</tr>
<tr>
<td>Ensure policy, standards, guidance, technical assistance, and resources to operate the EDA Program.</td>
<td></td>
</tr>
<tr>
<td>Direct and ensure regular program monitoring and policy review to maintain the integrity and effectiveness of the EDA Program.</td>
<td></td>
</tr>
</tbody>
</table>

## EDA Annual Requirement Checklist – DoDEA Chief Academic Officer

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversee the EDA Program and policy, to include policy maintenance.</td>
<td></td>
</tr>
<tr>
<td>Perform annual policy review and update Issuance as necessary.</td>
<td></td>
</tr>
<tr>
<td>Ensure that all parties involved adhere to the policies and procedures for the management of EDAs in accordance with this Issuance.</td>
<td></td>
</tr>
<tr>
<td>Provide consistent communication regarding programmatic and oversight policies.</td>
<td></td>
</tr>
<tr>
<td>Create and maintain relevant templates and supplemental EDA Program instructions related to EDA processes.</td>
<td></td>
</tr>
<tr>
<td>Manage the repository of PD&amp;R documents for the EDA positions and the EDA list.</td>
<td></td>
</tr>
<tr>
<td>Designate responsibility of duties where applicable.</td>
<td></td>
</tr>
</tbody>
</table>

## EDA Annual Requirement Checklist – DoDEA Chief Operating Officer

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consult with the Chief Academic Officer on the EDA Program and policy.</td>
<td></td>
</tr>
<tr>
<td>Provide guidance to support the business operations of the policy.</td>
<td></td>
</tr>
</tbody>
</table>
### EDA Annual Requirement Checklist – DoDEA Director for Student Excellence

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive Region-level EDA budget target.</td>
<td></td>
</tr>
<tr>
<td>Annually establish and communicate monetary EDA ceilings for each district.</td>
<td></td>
</tr>
<tr>
<td>Review and approve or disapprove the Region EDA Coordinator requests for EDA s and any proposed changes to compensation.</td>
<td></td>
</tr>
<tr>
<td>Ensure that the region has signed EDA contracts and is within their allocated annual budget for EDA positions.</td>
<td></td>
</tr>
<tr>
<td>Ensure that Region EDA Coordinators complete required payment process documentation.</td>
<td></td>
</tr>
<tr>
<td>Distribute the RM Annual EDA Memorandum from the DoDEA RM Division to Region EDA Coordinators and other relevant staff within their region.</td>
<td></td>
</tr>
</tbody>
</table>

### EDA Annual Requirement Checklist – DoDEA Resource Management Division Chief

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide RM Annual EDA Memorandum outlining annual EDA budget targets.</td>
<td></td>
</tr>
<tr>
<td>Provide EDA payment process supplemental instructions, as necessary.</td>
<td></td>
</tr>
</tbody>
</table>

### EDA Annual Requirement Checklist – DoDEA Human Resource Division Chief

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides negotiated bargaining agreement EDA stipend rate(s) to DoDEA RM Division Chief annually.</td>
<td></td>
</tr>
<tr>
<td>Ensure HR staff complete payment process responsibilities for completed and verified EDAs.</td>
<td></td>
</tr>
</tbody>
</table>

### EDA Annual Requirement Checklist – DoDEA Region Budget Chief

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive EDA budget from DoDEA RM Division.</td>
<td></td>
</tr>
<tr>
<td>In coordination with DSE, distributes budget targets for Region-coordinated EDAs and to each District for School-level EDAs.</td>
<td></td>
</tr>
<tr>
<td>Complete payment process certification requirements after receiving verification of EDA and AACR completion for Region-coordinated EDAs.</td>
<td></td>
</tr>
</tbody>
</table>
### EDA ANNUAL REQUIREMENT CHECKLIST – DODEA REGION EDA COORDINATORS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to recruitment, identify Region-coordinated EDAs needed for each school year and submit request to the respective DoDEA DSE for approval.</td>
<td></td>
</tr>
<tr>
<td>Request new Region-coordinated EDA positions, as needed, to respective DoDEA DSE for approval, and communicate outcome as appropriate.</td>
<td></td>
</tr>
<tr>
<td>Manage recruitment and selection process for Region-coordinated EDA positions including employee eligibility verification.</td>
<td></td>
</tr>
<tr>
<td>Communicate Region-coordinated EDA recruitment decisions with union representatives and DoDEA School Principals.</td>
<td></td>
</tr>
<tr>
<td>Ensure all Region-coordinated EDA contracts are accurate, signed, and submitted to the respective DoDEA DSE or designee, for tracking and approval.</td>
<td></td>
</tr>
<tr>
<td>Oversee progress on all Region-coordinated EDA duties and responsibilities, ensuring the activities benefit DoDEA students and employees meet expectations outlined in PD&amp;R documents.</td>
<td></td>
</tr>
<tr>
<td>Review and sign AACR ensuring all duties and responsibilities have been fulfilled and initiate payment process.</td>
<td></td>
</tr>
<tr>
<td>Maintain completed Region-coordinated EDA package (Application, Contract, AACR, and Payment documents) by the region where the EDA was performed in accordance with DoD Instruction 5015.02, DoD 7000.14-R, and DoDEA Regulation 5015.01 to support audit requirements.</td>
<td></td>
</tr>
<tr>
<td>Manage Region-coordinated EDA lifecycle process and communicate all contract status changes for Region-coordinated EDAs to the respective DoDEA DSE (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).</td>
<td></td>
</tr>
</tbody>
</table>

### EDA ANNUAL REQUIREMENT CHECKLIST – DODEA DISTRICT BUDGET OFFICER

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive EDA budget from DoDEA Region Budget Chief, or designee.</td>
<td></td>
</tr>
<tr>
<td>In coordination with DSE, provide each DoDEA District Superintendent respective EDA budget.</td>
<td></td>
</tr>
<tr>
<td>Complete payment process certification requirements after receiving verification of EDA and AACR completion for School-level EDAs.</td>
<td></td>
</tr>
</tbody>
</table>
EDA ANNUAL REQUIREMENT CHECKLIST – DODEA DISTRICT SUPERINTENDENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive School-level EDA budget target from District Budget Officer.</td>
<td></td>
</tr>
<tr>
<td>Annually establish and communicate monetary EDA ceilings for each school.</td>
<td></td>
</tr>
<tr>
<td>Review and approve/disapprove DoDEA School Principal requests for EDAs and any proposed changes to compensation.</td>
<td></td>
</tr>
<tr>
<td>Ensure that schools have signed EDA contracts and are within their allocated annual budget for EDA positions.</td>
<td></td>
</tr>
<tr>
<td>Ensure that DoDEA School Principals complete required payment process documentation.</td>
<td></td>
</tr>
<tr>
<td>Designate responsibility of duties to the DoDEA Community Superintendent, where applicable.</td>
<td></td>
</tr>
</tbody>
</table>

EDA ANNUAL REQUIREMENT CHECKLIST – DODEA SCHOOL PRINCIPALS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to recruitment, identify EDAs needed for each school year and submit request to the DoDEA District Superintendent for approval.</td>
<td></td>
</tr>
<tr>
<td>Request new EDA positions, as needed, to DoDEA District Superintendent, for approval, and communicate outcome, as appropriate.</td>
<td></td>
</tr>
<tr>
<td>Manage recruitment and selection process for EDA positions including employee eligibility verification.</td>
<td></td>
</tr>
<tr>
<td>Communicate EDA recruitment decisions with union representatives.</td>
<td></td>
</tr>
<tr>
<td>Ensure all EDA contracts are accurate, signed, and submitted to the DoDEA District Superintendent, or designee, for tracking and approval.</td>
<td></td>
</tr>
<tr>
<td>Oversee progress on all EDA duties and responsibilities, ensuring the activities benefit DoDEA students and that employees meet expectations outlined in PD&amp;R documents.</td>
<td></td>
</tr>
<tr>
<td>Review and sign AACR, ensuring all duties and responsibilities have been fulfilled, and initiate payment process.</td>
<td></td>
</tr>
<tr>
<td>Maintain completed EDA package (Application, Contract, AACR, and Payment documents) by the school where the EDA was performed in accordance with DoDI 5015.02, DoD 7000.14-R, and DoDEA Regulation 5015.01 to support audit requirements.</td>
<td></td>
</tr>
<tr>
<td>Manage EDA lifecycle process and communicate all contract status changes for EDAs to the DoDEA District Superintendent (i.e., vacant, contract signed, incomplete, partially complete, complete, partially paid, or paid).</td>
<td></td>
</tr>
</tbody>
</table>
EDA ANNUAL REQUIREMENT CHECKLIST – DODEA EMPLOYEES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow processes to apply for EDAs in accordance with this Issuance.</td>
<td></td>
</tr>
<tr>
<td>Sign EDA contracts and fulfill the duties and responsibilities listed in the contract and referenced PD&amp;R document.</td>
<td></td>
</tr>
<tr>
<td>Supervise students as contractually outlined in the EDA duties and responsibilities document (as applicable).</td>
<td></td>
</tr>
<tr>
<td>Complete AACR within five (5) business days of the EDA contract end date.</td>
<td></td>
</tr>
</tbody>
</table>