

DoDEA ISSUANCE NUMBERING SYSTEM

29 August 2018

BASIC NUMBERING SYSTEM FOR DoDEA ISSUANCES

1. **DoD Authority Policy.** In the majority of cases, the numbering of a DoDEA Issuance takes its number from the DoD Directive or DoD Instruction that gives DoDEA the authority to write policy.

EXAMPLE: DoD Instruction 6055.01 “DoD Safety and Occupational and Health Program” provides the authority under which DoDEA’s policy for DoDEA Safety Program is written. Therefore the number is DoDEA AI 6055.01.

Note: If additional DoDEA Issuances are taking authority from that same “6055” than the numbers after decimal will be sequentially given.

2. **No DoD Authority Policy.** If there is no DoD Directive or DoD Instruction that gives DoDEA the authority to write a particular issuance, than the basic number is in Arabic numerals and consists of a 4-digit number representing a major subject group and its subgroup, followed by a decimal point and a 2-digit sequential number of the subgroup. For the purpose of DoDEA, the major groupings are attached.

Note: If a new category or series needs to be created because the regulation falls outside of the existing numbering system, please contact OPLP for guidance.

3. **DoDEA Manuals.** DoDEA Manuals are assigned the same number series as the DoDEA Regulation or DoDEA Administrative Instructions. For DoDEA Manuals exceeding more than one volume (maximum of 100 pages in each volume), each volume retains the same manual number with the addition of a dash and volume number in Arabic numerals at the end.

EXAMPLE: If a manual is written on Safety and Occupational Health Program, it would be DoDEA Manual 6055.01. If there are two volumes it would be the following:

DoDEA Manual 6055.01, Volume 1. (Abbreviated as DoDEA M 6055.01-V1.)

DoDEA Manual 6055.01, Volume 2. (Abbreviated as DoDEA M 6055.01-V2.)

4. **DoDEA Procedural Guides.** DoDEA Procedural Guides use the same numbering systems as the other Issuance except at the end -XX is added. The numbering is sequential.

EXAMPLE: DoDEA Procedural Guide 6055.01-01 (if first one) (Abbreviated DoDEA PG 6051.01-01)

5. Please note that the box and bold underline is the DoD category description and not a DoDEA Division. Colored boxes indicate where the general DoDEA division's numbers are located (but not owned).

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1000-1999 - MANPOWER AND PERSONNEL (CIVILIAN, MILITARY AND RESERVE) - DoD NUMBERING

- 1015 Morale, Welfare, and Recreation
- 1020 Equal Opportunity (DoD-General)
- 1120 Department of Defense Requirements
- 1135 Labor Relations

1300-1399 - EDUCATION CATEGORY - DoDEA Numbering

- 1300 General
- 1301 Assessments

Standards and Curriculum Categories (1302-1321)

- 1302 General
- 1303 Course Description
- 1304 Research Approval Process
- 1305 Information Center and Classroom Supplemental Materials
- 1306 Inter-Scholastic Athletic Program
- 1307 Early Childhood Education
- 1308 Gifted Education
- 1309 English as a Second Language
- 1310 Junior Reserve Officer's Training Corps
- 1312 Drone

Education Partnership and Resources (Non-DoD Schools Program) Categories (1322-1342)

- 1322 General
- 1324 Provision of Financial Assistance and Support for Education of Eligible Department of Defense Dependents in Overseas Locations
- 1325 DoD Impact Aid Issuance
- 1342 Dependents (DoD)

Education Policy and Operations Categories (1343-1363)

- 1343 General
- 1344 Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents
- 1345 Age Requirements and Grade Placements for School Age Dependents
- 1347 Disciplinary Rules and Procedures
- 1348 DoDEA Electronic Gradebook System Policy
- 1350 Accreditation Program

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- 1351 Alcohol at Student Activities/Events
- 1352 Awards for Volunteers and Military Unit/Commander Support to Schools
- 1353 Student's Rights and Responsibilities
- 1355 Superintendent's Advisory Council
- 1356 Family Advocacy Program (FAP)

Education Student Services Categories (1364-1384)

See 6000 series for School Health numbering; Mental Health

- 1364 General
- 1365 Section 504 Accommodation Plan
- 1366 Instructional Services for Home or Hospital
- 1367 Graduation Requirements and Policy
- 1368 School Attendance
- 1369 School Counseling
- 1370 Student Behavior Intervention
- 1371 Student Grade Level Placement
- 1372 Appellate Rights
- 1373 Special Education
- 1374 Safe and Drug Free Schools
- 1375 Home Schooling
- 1376 Individual Education Program
- 1377 Report Cards and Progress Reports

Education Teaching and Learning Categories (1385-1395)

- 1385 General
- 1386 Virtual Schools
- 1387 Educator Recognition Award (Teacher of the Year/Principal of the Year)
- 1388 Center for Instructional Leadership

Education Research and Evaluations Categories (1396-1399)

- 1396 General

Human Resource and DMEO Categories (1400-1499)

1400-1499 - Civilian Personnel (DoD)/Students (DoDEA)

- 1400 General
- 1401 Non-appropriated Funds
- 1402 Recruitment, Examination, Selection and Employment
- 1403 Senior Executive Service and General Schedule 16 through 18

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- 1404 Placement, Promotion, Demotion, Transfer, Reassignment, and Reemployment
- 1412 Retirement
- 1416 Salary and Wages
- 1418 Allowances and Differentials
- 1422 Hours of Work and Overtime
- 1424 Leave
- 1426 Employee Relations (Performance Management/Disciplinary Action)
- 1430 Education and Training (Professional Development)
- 1432 Awards, Suggestions, and Incentives
- 1438 Health and Safety
- 1440 Equal Opportunity (DMEQ)
- 1441 Diversity and Inclusion (DMEQ)
- 1442 Special Opportunity
- 1443 Civil Rights (DMEQ)
- 1444 Records and Forms

3000-3999 - PLANS AND OPERATIONS, RESEARCH AND DEVELOPMENT, INTELLIGENCE, AND COMPUTER LANGUAGE - DoD NUMBERING
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Plans and Operations Categories (3000-3199)
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3000-3199 - Plans and Operations (DoD)

- 3000 Plans and Operations
- 3001 Personnel Accounting
- 3002 Personnel Recovery
- 3005 Mobilization
- 3020 Emergency Management
- 3021 Alert Notification
- 3025 Civil Defense, Civil Disturbances, and Evacuations
- 3030 Incident Reporting (FAP/SIR/DSIR)
- 3035 School Readiness Reporting
- 3100 International Cooperation
- 3110 Logistics

3200-3299 - Research and Development (DoD)

- 3200 General

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4000-4999 - LOGISTICS, NATURAL RESOURCES AND ENVIRONMENT - DoD
NUMBERING

Logistics and Facilities Categories
(4000-4399)

4000-4099 - Logistics (DoD)

4000 Logistics Support

4100-4199 - Material and Property Management (DoD)

4099 General
4100 Commercial Activities
4105 Procurement
4120 Standards
4140 Material Management and Control
4145 Storage
4151 Material Maintenance
4155 Quality Assurance and Control
4161 Personal and Military Property
4165 Real Property (Facilities)
4170 Conservation
4180 Energy

4200-4299 - Production and Acquisition (DoD)

4200 General
4205 Contractual Assistance
4245 Acquisition Management and Production
4270 Construction (Facilities)

4300-4399 - Facilities (DoDEA)

4300 General
4310 Asbestos
4320 Sustainment, Restoration and Modernization
4330 Demolition and Disposal
See 6050 For Environmental Hazards

4400-4499 Logistics (DoDEA)

4400 General
4410 School Meal Program

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Transportation Category (4500-4599)
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4500-4599 - Transportation (DoD)

- 4500 Management
- 4515 Utilization
- 4525 Postal Services
- 4540 Movement Control

4600-4699 - Communications and Electronics (DoD)

- 4600 Countermeasures
- 4630 Facilities
- 4640 Telephone and Telecommunications
- 4650 Radio
- 4660 Communications Security

4700-4799 - Natural Resources and Environment (DoD)

- 4700 General
- 4705 Water
- 4710 Preservations
- 4715 Environmental Security

5000-5999 - ACQUISITION, ADMINISTRATIVE MANAGEMENT, ORGANIZATIONAL CHARTERS, SECURITY, PUBLIC AFFAIRS, AND LEGISLATIVE AFFAIRS - DoD NUMBERING
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5000-5099 - Acquisition and Administrative Management

- 5000 General
- 5010 Management Programs
- 5015 Records Management
- 5025 DoDEA Issuances, Administrative Procedures and Regulatory
- 5030 Interagency Relations
- 5035 Contributions/Solicitations
- 5040 Audiovisual Activities
- 5045 Correspondence

5100-5199 - Organizational Charters

- 5100 General
- 5105 Secretary of Defense
- 5124 Under Secretary of Defense for Personnel and Readiness
- 5154 DoD/DoDEA Government Travel Charge Card (GTCC) Program

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Security Category (5200-5299)

5200-5299 - Security (DoD)

- 5200 General
- 5205 Special Programs (Force Protection & OPSEC)
- 5210 Personnel, Facilities, and Classification Guides
- 5215 Computer Security
- 5220 Industry Security (including contracts/foreign nationals)
- 5230 Information Disclosure
- 5240 Counterintelligence
- 5250 Signature Support
- 5290 Mark Center

5300-5399 - Office and Administrative Services

- 5305 Space
- 5330 Printing and Copying
- 5335 Supplies and Equipment

5400-5499 - Public Affairs

- 5400 General

5500-5599 - Legislative Affairs

- 5500 General
- 5505 Investigations
- 5515 Claims
- 5525 Law Enforcement and Legislative Affairs
- 5530 Agreements
- 5535 Patents, Copyrights, and Trademarks
- 5545 Congressional Relations and Hearings

6000-6999 - HEALTH AND SAFETY - DoD NUMBERING

Safety and School Health Categories (6000-6499)

- 6000 General
- 6010 Benefits and Treatment
- 6015 Facilities
- 6020 First Aid
- 6025 Health Care
- 6040 Records and Forms
- 6050 Environment Hazards

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6055 Safety

6200-6399 - Preventive and General Medicine (DoD)

6200 General
6205 Immunization
6230 Hygiene and Sanitation

6400-6499 - Special Fields (DoD)

6400 General
6490 Mental Health
6495 Assault Prevention

7000-7999 - BUDGET, FINANCE, AUDITS, AND RELATED INFORMATION CONTROL - DoD NUMBERING

7000-7099 - General (DoD)

7000 General
7040 Financial Management
7041 Cost and Economic Information
7045 Program Management
7050 Investigations-Hotline/Whistleblower (OI&IR)
7060 International Balance of Payments Program

7100-7199 - Budgeting (DoD)

7100 General
7150 Public Works

7200-7299 - Appropriations Accounting and Control (DoD)

7200 General
7220 Obligations, Expenditure, and Cost Accounting
7230 Reimbursements
7240 Student Activity Fund
7250 Reprogramming
7280 Special Funds
7290 Military Assistance

7300-7399 - Disbursements and Receipts (DoD)

7300 General
7310 Accountability
7330 Payrolls and Pay Allotments
7360 Foreign Financial Operations

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7400-7499 - Revolving Funds (DoD)

7400 General
7410 Industrial Funds
7420 Stock Funds
7460 Management Funds

Investigations and Internal Review Categories
(7600-7699)

7600-7699 - Auditing (DoD)

7600 General
7640 Contract Auditing
7650 Government Accounting Office

7700-7799 - Information Resources Management (DoD)

7700 General
7710 Financial Reporting
7720 Progress Reporting
7730 Statistical Reporting
7740 Programs
7750 Information Requirements
7770 Magnetic Tape Extracts

7800-7899 - Contract Financing (DoD)

7800 General
7830 Advance Payments
7840 Partial and Progress Payments

7900-7999 - Automated Information Systems (DoD)

7900 General
7920 Automated Information Systems
7930 Programs
7935 Data Systems Documentation Standards
7950 Automated Data Processing Resources

8000-8999 - INFORMATION MANAGEMENT AND INFORMATION
TECHNOLOGY - DoD NUMBERING

8100-8199 - Information Resources Management (DoD)

8100 General
8110 Information Management Strategic and Business Planning
8115 Capital Planning and Investment Control

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- 8120 Automated Information Systems
- 8130 Governance Processes and Management Control Structures
- 8140 Knowledge/Skills-Based Workforce
- 8150 Performance Measures and Assessment Activities
- 8160 Asset Inventory Management and Visibility
- 8170 Creating, Accessing, and Dissemination of Information
- 8180 Records Management
- 8190 Electronic Business/Electronic Commerce

8200-8299 - Mission and Functional Processes (DoD)

- 8200 General
- 8210 Customer Requirements Generation Processes
- 8215 Suppliers and Competitive Sourcing
- 8220 Information and Technology Services
- 8240 Business Process Re-Engineering
- 8250 Process Change
- 8260 Data Management
- 8270 Operational Architectures

8300-8399 - Information Infrastructure Design and Engineering (DoD)

- 8300 General
- 8310 Building Codes and Standards
- 8315 Modeling and Simulation
- 8320 Data Elements and Codes
- 8330 Integration and Interoperability
- 8340 Common Operating Environment
- 8350 Engineering
- 8360 Test and Evaluation
- 8370 Technical and Systems Architectures

8400-8499 - Information Technology (DoD)

- 8400 General
- 8410 Computing
- 8420 Telecommunication
- 8430 Software and Application Systems
- 8440 Other Information Technology
- 8450 Information Processing Services
- 8460 Telecommunications Services
- 8470 Software Services

8500-8599 - Information Infrastructure Protection and Safeguards (DoD)

- 8500 Information Assurance General (Overarching)
- 8510 Information Assurance Certification and Accreditation

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- 8520 Key and Identity Management (Public Key Infrastructure, Key Management Infrastructure, Electronic Key Management System)
- 8521 Biometrics
- 8530 Computer Network Defense
- 8531 Vulnerability Management (e.g., Information Assurance Vulnerability Alert)
- 8540 Interconnectivity/Multiple Security Levels (e.g., SECRET and Below Interoperability)
- 8550 Network/Web
- 8551 Ports, Protocols, and Services
- 8560 Assessments (e.g., Red Teaming, TEMPEST Testing and Monitoring)
- 8570 Education, Training, Awareness
- 8580 Other Information Assurance (e.g., Information Assurance in Acquisition, Operational Test and Evaluation)
- 8582 Information assurance in the Acquisition System
- 8590 Critical Infrastructure Protection

8900-8999 - Information Collection (DoD)

- 8900 General
- 8910 Information Requirements