



Department of Defense Education Activity REGULATION

NUMBER 1000.01

Date: DEC 22 2009

POLICY AND LEGISLATION

SUBJECT: Department of Defense Education Activity Issuance System

- References:
- (a) DoDEA Regulation 1000.1, "Department of Defense Education Activity Issuance System," March 26, 2004 (hereby canceled)
 - (b) DoDEA Manual 1000.1, "Preparation and Processing of System Issuances," January 2003 (hereby canceled)
 - (c) DoDEA Index 1000.1 -I, "Index of Issuances," current edition (hereby canceled)
 - (d) Section 931 of title 20, United States Code
 - (e) DS Manual 1050.1, "Forms Management Program," July 25, 1980, as amended
 - (f) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007

1. PURPOSE. This Regulation:

a. Replaces Reference (a).

b. Updates policy and responsibilities governing the Department of Defense Education Activity (DoDEA) Regulations, Instructions, Manuals, Transmittals, and Directive-type Memoranda (hereafter referred to collectively as "DoDEA issuances").

2. APPLICABILITY. This Regulation applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Dependents Schools, Pacific, and Department of Defense Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

a. A single, streamlined, uniform system governing the preparation, coordination, approval, publication, dissemination, implementation, and internal review of DoDEA issuances will be maintained in accordance with section 931 of title 20, United States Code (Reference (d)).

b. The Director, DoDEA, or designee, is the only official authorized to issue regulatory guidance in DoDEA (Reference (d)).

c. The official DoDEA Issuance System includes the following:

- (1) DoDEA Regulations (DoDEA-R).
- (2) DoDEA Administrative Instructions (DoDEA-AI).
- (3) DoDEA Manuals (DoDEA-M).
- (4) DoDEA Transmittals.
- (5) DoDEA Directive-Type (Policy) Memoranda (DoDEA-DM).

d. All DoDEA issuances will be coordinated prior to signature.

(1) All draft DoDEA issuances will be coordinated initially with the Chief, Policy and Legislation (P&L), DoDEA, for compliance with established format, language, content, and coordination.

(2) All draft DoDEA issuances and any substantive changes to DoDEA issuances will be coordinated with DoDEA Area Directors, Area Superintendents, and other cognizant officials, as determined by the Chief, P&L, DoDEA.

(3) All DoDEA issuances that relate to teacher personnel policies and practices and other matters affecting working conditions will be coordinated with employee associations and organizations through the established process developed by Human Resources Regional Services Center.

(4) Unresolved issues in draft DoDEA issuances shall be brought to the attention of the Director, DoDEA.

e. DoDEA Directive-Type (Policy) Memoranda of a continuing nature will be converted into a published DoDEA issuance within 1 year of the date of signature.

f. DoDEA issuances shall adhere to the principle of centralized policy-making.

g. DoDEA issuances shall be written to focus primarily on providing policy guidance, fixing responsibility, and establishing appropriate mechanisms for feedback and oversight.

h. DoDEA Regulations shall not exceed 15 pages, including enclosures. DoDEA Regulations may NOT have a Procedures section.

i. DoDEA Administrative Instructions shall not exceed 50 pages, including enclosures. DoDEA Administrative Instructions may contain a Procedures section. A Table of Contents is encouraged for all Instructions. It is mandatory for Instructions exceeding 25 pages.

j. DoDEA Manuals shall not exceed 100 pages. A Table of Contents is encouraged for all Manuals. It is mandatory for Manuals exceeding 25 pages.

k. A DoDEA issuance which includes a form will comply with the requirements of DS Manual 1050.1 (Reference (e)).

l. All DoDEA issuances will be signed by the Director, DoDEA, prior to issuance. Drafts will not be publicly distributed pending the signature of the Director.

5. RESPONSIBILITIES. See Enclosure.

6. EFFECTIVE DATE. This Regulation is effective immediately.



Dr. Shirley A. Miles
Director

Enclosures
Responsibilities
Glossary

ENCLOSURE
RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA, shall:
 - a. Sign, or delegate authority to sign, all DoDEA issuances.
 - b. Retain final review authority for all DoDEA issuances.

2. CHIEF OF STAFF, DODEA. The Chief of Staff, DoDEA, shall:
 - a. Assure that the DoDEA Issuance System is used for publishing the issuances found in 4.c. above and defined in the enclosure of this Regulation.
 - b. Administer and operate the DoDEA Issuance System.
 - c. Consider the responsibilities of the DoDEA Principal Deputy Director, Area Directors, Associate Directors, and Area and District Superintendents, etc., when developing DoDEA issuances; and designate the specific responsibilities for implementing actions, when appropriate.
 - d. Notify the Director, DoDEA, of unresolved issues.

3. CHIEF, P&L, DODEA. The Chief, P&L, DoDEA, under the authority, direction, and control of the Chief of Staff, DoDEA, shall:
 - a. Ensure that the office of primary responsibility converts a DoDEA Directive-Type (Policy) Memorandum into a DoDEA issuance within 1 year from the date of signature.
 - b. Review all draft DoDEA issuances prior to coordination and prior to submission to the Director for signature.
 - c. Provide administrative support to DoDEA Action Officers.
 - d. Place all approved and signed DoDEA issuances on the DoDEA website.
 - e. Review all DoDEA issuances for consistency with other DoDEA issuances.
 - f. Ensure that each issuance is coordinated appropriately prior to presentation to the Director, DoDEA, or designee, for signature.
 - g. Issue numbers for all issuances.
 - h. Maintain for each published DoDEA issuance:

(1) The original copy with the original signature of the Director, DoDEA, any DoDEA Transmittals for changes, and the DoDEA Transmittal for cancellation.

(2) Original coordination documents.

(3) A permanent file.

i. Maintain a current list of all DoDEA issuances.

j. Monitor the Review Program to ensure that DoDEA issuances are current and necessary.

Review:

(1) Regulations every 5 years.

(2) Administrative Instructions every 7 years.

(3) Manuals every 10 years.

k. Provide support to action officers and/or their staffs in the preparation, coordination, and publication of DoDEA issuances.

4. DODEA ACTION OFFICERS. The DoDEA Action Officers shall:

a. Develop, coordinate, and prepare for the signature of the Director, DoDEA, all issuances that are relevant and needed for the accomplishment of their assigned responsibilities in accordance with DoD Instruction 5025.01 (Reference (f)).

b. Coordinate all draft DoDEA issuances as prescribed in paragraph 4.h. above, and comment on all draft issuances originated in the Department of Defense or DoDEA as required.

c. Review all DoD and DoDEA issuances under their cognizance for need and currency, as prescribed in 4.j. above, and Reference (f).

d. Convert DoDEA Directive-Type (Policy) Memoranda of a continuing nature issued by the Director into a DoDEA issuance within 1 year from the date of signature.

e. Ensure the timely cancellation of DoDEA Directive-Type (Policy) Memoranda issued by the Director which are of a one-time nature and, unless otherwise designated, expire one calendar year from date of signature.

GLOSSARY

DEFINITIONS

Director. The term “Director” means the Director of the Department of Defense Education Activity.

DoDEA Action Officers. Officials at DoDEA Headquarters who report to the Director, DoDEA, or the Principal Deputy Director, DoDEA.

DoDEA Administrative Instructions (DoDEA-AI). DoDEA Administrative Instructions may establish policy and assign responsibilities, as well as provide supplementary internal guidance implementing decisions of the Director, DoDEA. A DoDEA Administrative Instruction may also authorize the publication of a DoDEA Manual.

DoDEA Directive-Type (Policy) Memoranda (DoDEA-DM). These are memoranda of a continuing nature issued by the Director that are not published as a DoDEA issuance because of time constraints. The office of primary responsibility shall convert a directive-type memorandum into a DoDEA issuance within 1 year from the date of signature. DoDEA Directive-Type Memoranda issued by the Director which are of a one-time nature will not be listed in the DoDEA issuance system and will expire one calendar year from date of signature.

DoDEA draft issuance. Any unsigned and unpublished DoDEA issuance.

DoDEA Issuance System. DoDEA Regulations, DoDEA Administrative Instructions, DoDEA Manuals, DoDEA Transmittals, and DoDEA Directive-Type (Policy) Memoranda signed by the Director, DoDEA.

DoDEA Manuals (DoDEA-M). DoDEA Manuals publish operating procedures, curriculum objectives, textbook and required material listings, and other guides, handbooks, and similar procedural materials as authorized by a DoDEA Regulation or DoDEA Administrative Instruction.

DoDEA Organizational Entities. The organizations established pursuant to the authority of the Director, DoDEA. These organizational entities include the DoDEA Areas, Districts, and Schools.

DoDEA Regulations (DoDEA-R). DoDEA Regulations establishes policy, assigns responsibilities, and publishes decisions relating to policies, plans, programs, organizational assignment, delegations of authority, or other major actions. A DoDEA Regulation may also authorize the publication of a DoDEA Manual. A DoDEA Regulation shall not contain procedures.

DoDEA Transmittals. DoDEA Transmittals amend or cancel DoDEA issuances.

DoDEA Employee Organizations and Associations. An association of DoDEA employees recognized by DoDEA which represents its members to secure satisfactory wages, benefits, and working conditions. (e.g., Overseas Teachers Association, Overseas Federation of Teachers.)