DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096

September 23, 2005

MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: Standard Operating Procedures for Participation of DoDDS-Europe TP Staff at National Conferences—No Cost to DoDDS

A. PROCEDURES: A request is submitted through the principal to the DSO, and is to include a recommendation by the principal and a conference agenda that includes conference dates, program, and other pertinent information.

B. CONDITIONS FOR APPROVAL:

a. Except for substitute coverage (if appropriate) there will be no cost to DoDDS.

b. Attendee will be carried in a duty status during the time of the conference (up to 5 days per school year).

c. A travel day on either end will be authorized, if it is required. For example, if a conference begins on a Monday, a travel day is not required. However, if the conference begins on a Tuesday, and the attendee requires Monday to travel to the conference site from the duty site, a travel day will be authorized.

d. In accordance with DS Regulation 5630.4, LWOP is not normally intermingled with paid leave. LWOP will not be approved to supplement approved leave taken in conjunction with participation in a national conference until an employee has used all APL to his/her credit for the school year for which LWOP is credited. Sick leave should not be requested in conjunction with participation in a national conference. Any request that meets these conditions must be approved by the District Superintendent with the concurrence of the Director, DoDDS-Europe.

e. A travel day, which is authorized in conjunction with a national conference, may be used in conjunction with APL or LWOP. For example, if a conference begins on a Monday, a travel day is not authorized. Therefore if APL/LWOP is granted for the previous Friday, no travel day will be authorized. However, if the conference begins on a Tuesday, Monday would be an authorized travel

day. If APL/LWOP is granted for the previous Friday, Monday would still be authorized as a travel day.

f. Principals are to ensure that conference attendees fully understand the conditions of this policy.

g. Attendees should not finalize travel plans until approval (with conditions) is received.

h. Attendees will submit a trip report of the conference to the DSO, which is to reflect what transpired, how the conference benefited the attendee, and how it will benefit DoDDS.

i. Attendance at conferences may not exceed a total of 5 days, including travel days, during the school year.

C: PARTICIPATION OF PROFESSIONAL ORGANIZATION OFFICERS AT NATIONAL CONFERENCES AND MEETINGS:

a. The above criteria apply to duly elected officers of professional organizations (ASCD, EB-ACA, ASHA, NAESP, NASSP, PDK etc.) who request to attend national level conferences and meetings as part of their elected duties.

b. Approval may be granted for a total of five days, including travel days, during any given school year to accomplish these representational duties.

D. EFFECTIVE DATE: This SOP supersedes previous versions and is effective September 23, 2005.

//Original signed//
Diana J. Ohman
Director, DoDDS-Europe