

**USFK REGULATION 352-2**

DEPENDENTS EDUCATION (352)

**Support of  
Department of  
Defense Dependents  
Schools Pacific,  
Korea**

**07 February 1991**

**UNCLASSIFIED**

HEADQUARTERS  
UNITED STATES FORCES, KOREA  
UNIT #15237  
APO AP 96205-0010

Change No. 3  
USFK Regulation  
No. 352-2

11 January 1994

Dependents' Education  
SUPPORT OF DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC, KOREA

1. USFK Reg 352-2, 7 February 1991, is changed as follows:

Change 2. On page 3, as reads "4 Appendixes" change to read "5 Appendixes" and add the following after appendix F:

G. The National Education Goals

Page 1, Paragraph 5, RESPONSIBILITIES. Subparagraph 5a(7) is superseded as follows:

(7) Serve as the USFK Program Coordinator and provide overall policy and guidance for the USFK, Goals 2000: Educate America Program. The ongoing USFK Mentoring and Tutoring Program is an integral function of the overall Goals 2000: Educate America initiative.

Page 1, Paragraph 5, RESPONSIBILITIES. Add subparagraph 5a(8) after subparagraph 5a(7).

(8) Provide the Secretaries of the respective Services with Goals 2000: Educate America reports as required by appropriate service directives and policies.

Page 5, Paragraph 5, RESPONSIBILITIES. Delete subparagraph 5d(23) and replace with the following:

(23) Establish a Goals 2000: Educate America Steering Committee which will--

(a) Formally adopt the six National Education Goals.

(b) Develop a community-wide strategy to achieve these goals.

(c) Develop a report card to measure community progress toward meeting the goals.

(d) Provide HQ USFK, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010, with an information paper, in bullet format, that records significant Goals 2000 activities, such as kick-off ceremonies, publicity events, and steering committee accomplishments. These information papers are due, not later than 2 July and 31 December annually.

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**Page 5, Paragraph 5, RESPONSIBILITIES.** Delete subparagraph 5d(25) and replace with the following:

(25) Provide the ACofS, J1, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010, with a copy of the installation/base Goals 2000: Educate America strategy to achieve the National Education Goals, prior to start of school year 1994 through 1995. These goals are listed in appendix G. Provide updates or changes when applicable.

**Page 6, Paragraph 8, DODDS-K, LOCAL ADVISORY COMMITTEES.** Subparagraph 8c, last line, delete "mentoring and tutoring" and insert "Goals 2000: Educate America."

**Page 7, Paragraph 9, DISTRICT ADVISORY COUNCIL.** Last line, delete "mentoring and tutoring" and insert "Goals 2000: Educate America."

**Page C-1, Appendix C, USFK MENTORING AND TUTORING PROGRAM.** Subparagraph C-1b, line 1, delete "America 2000" and insert "Goals 2000: Educate America."

**Page C-4, Appendix C, USFK MENTORING AND TUTORING PROGRAM.** Subparagraph C-5c, delete "America 2000" and insert "Goals 2000: Educate America."

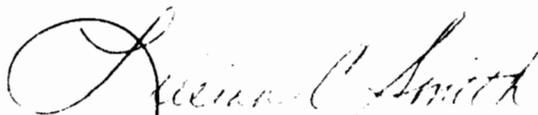
**Page C-4, Appendix C, USFK MENTORING AND TUTORING PROGRAM.** Subparagraph C-5d, delete "America 2000" and insert "Goals 2000: Educate America."

2. Post this change per DA Pam 310-13.
3. File this change in front of the publication.

The proponent of this regulation is the Office of the ACofS, J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010.

FOR THE COMMANDER:

OFFICIAL:



LILLIAN C. SMITH  
Lieutenant Colonel, USA  
Assistant Adjutant General

WILLIAM C. CROUCH  
Lieutenant General, USA  
Chief of Staff

Appendix

G. The National Education Goals

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- 1 - Cdr, 51st MSSQ/MSE, Unit #2056, APO AP 96278-5000
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- 1 - 23d Spt Gp, ATTN: EANC-HG-PCA, Unit #15592, APO AP 96271-0567
- 2 - American Red Cross, Yongsan, Unit #15272, APO AP 96205-0045
- 1 - Det 18, 30th Weather Squadron, Unit #15242, APO AP 96205-0108
- 1 - Cdr, 8th MSSQ/MSE, Unit #5216, APO AP 96264-5000
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- 1 - Cdr, 19th SUPCOM, ATTN: EANC-GP, Unit #15015, APO AP 96218-0171
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- 1 - Cdr, Fleet Act, Chinhae (Admin), PSC 479, FPO AP 96269-1100
- 3 - Cdr, 20th Spt Gp, ATTN: EANC-PG-P (Instl Mgr), Unit #15181, APO AP 96259-0270
- 1 - Cdr, 8th MP Bde, Unit #15277, APO AP 96205-0050
- 1 - Cdr, U.S. Army Western Command, Fort Shafter, HI 96858-5100
- 1 - Cdr, 5855th Reinforcement Training Unit (Augmentation) (USAR) Unit #15236, APO AP 96205-0009
- 1 - Cdr, 501st Corps Spt Gp, Unit #15303, APO AP 96358-0210
- 1 - Cdr, Sub-Installation, Hialeah, 20th Spt Gp, Unit #15181, APO AP 96259-0270
- 1 - Cdr, U.S. Forces Japan, ATTN: J1, APO AP 96328-5000
- 1 - CINC, USPACOM, ATTN: J1, Camp HM Smith, HI 96861-5025
- 1 - CINC, USPACOM, ATTN: J114, Camp HM Smith, HI 96861-5025
- 1 - HQ PACAF/DPAE, Hickam AFB, Honolulu HI 96853-5001
- 1 - HQ PACAF, ATTN: AC, Hickam AFB, Honolulu HI 96853-5000
- 1 - HQ PACAF, ATTN: DP, Hickam AFB, Honolulu HI 96853-5000
- 1 - HQ PACAF, ATTN: XP, Hickam AFB, Honolulu HI 96853-5000
- 1 - HQ PACAF, ATTN: DE, Hickam AFB, Honolulu HI 96853-5000
- 1 - HQ PACAF, ATTN: IG, Hickam AFB, Honolulu HI 96853-5000
- 2 - Director, DODDS-Pacific, Futenma, Box 796, FPO AP 96372-0005
- 2 - District Superintendent DODDS, Korea, Unit #15549, APO AP 96205-0005
- 2 - Principal, C. Turner Joy Elementary School, PSC 479, FPO AP 96269-0005
- 2 - Principal, Taegu American School, Unit #15623, APO AP 96218-0005
- 2 - Principal, Osan American School, Unit #2037, APO AP 96278-5000

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- 2 - Principal, Seoul American High School, Unit #15549, APO AP 96205-0005
- 2 - Principal, Seoul American Elementary School, Unit #15549,  
APO AP 96205-0005
- 2 - Principal, Pusan American School, Unit #15265, APO AP 96259-0005
- 2 - Cdr, USAFK/7th Air Force, Unit #2056, APO AP 96278-5000
- 1 - Cdr, 51st Spt Gp, Unit #2056, APO AP 96278-5000
- 1 - USAISEC Apt Det (WESTPAC), Schofield Bks, HI 96578-5000
- 1 - IAC Rep--Taegu, 20th Spt Gp, Unit #15623, APO AP 96218-0005
- 1 - IAC Rep--Pusan, 20th Spt Gp, Unit #15265, APO AP 96259-5000
- 1 - IAC Rep--Chinhae, USNR, FPO AP 96269-0005
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Change No. 2  
USFK Regulation  
No. 352-2

13 July 1992

## Dependents' Education SUPPORT OF DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC, KOREA

1. USFK Reg 352-2, 7 February 1991, is changed as follows:

**Page 1, Paragraph 5. RESPONSIBILITIES.** Add subparagraph (7) after subparagraph 5a(6).

(7) Serves as the USFK Program Coordinator for the USFK Mentoring and Tutoring Program.

**Page 5, Paragraph 5. RESPONSIBILITIES.** Add subparagraphs (23) through (26) after subparagraph 5d(22).

(23) Develop and implement the USFK Mentoring and Tutoring Program at the installation/base DODDS to be effective not later than start of school year 1992 through 1993 (31 August 1992).

(24) Tailor the program to unique mission and community needs. Appendix C, USFK Mentoring and Tutoring Program, section I, provides guidelines that may or may not be applicable to all commands. However, the provisions of section II, mandatory requirements, must be followed without exception for the protection of the students, mentors and tutors, and DODDS officials who are involved in the program.

(25) Provide the ACofS, J1, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010, with a copy of the installation/base USFK Mentoring and Tutoring Program plan prior to start of school year 1992 through 1993. Provide updates or changes when applicable.

(26) Provide informal status reports to ACofS, J1, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010, using the SAC/IAC meeting minutes which are submitted four times annually IAW subparagraph 8c.

**Page 6, Paragraph 8. DODDS-K. LOCAL ADVISORY COMMITTEES.** In subparagraph c, line 5, add the following after the last sentence:

The status of the USFK Mentoring and Tutoring Program shall be routinely included in SAC/IAC minutes as appropriate.

**Page 7, Paragraph 9. DISTRICT ADVISORY COUNCIL.** In line 10, add the following after the last sentence:

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The status of the USFK Mentoring and Tutoring Program will be a routine issue of discussion at DAC meetings.

**Page A-1, REFERENCES.** In SECTION I, REQUIRED PUBLICATIONS, add the following publications in alphabetical order:

AFR 160-38 (Air Force Family Advocacy Program). Cited in appendix C, subparagraph C-6a(1).

AR 608-18 (The Army Family Advocacy Program). Cited in appendix C, subparagraph C-6a(1).

SECNAVINST 1752.3 (Family Advocacy Program). Cited in appendix C, subparagraph C-6a(1).

5 U.S. Code 552a (Records maintained on individuals). Cited in appendix F.

**Page B-1, APPENDIX B, STATEMENT OF GRATUITOUS SERVICE.** Insert appendices C, D, E, and F after appendix B.

**Page Glossary-1, GLOSSARY.** In SECTION I, ABBREVIATIONS, add the following abbreviations in alphabetical order:

POC	point of contact
U.S.	United States (of America)

2. Post these changes per DA Pam 310-13.
3. File this change in front of the publication.

**The proponent of this change is the Office of the Assistant Chief of Staff, J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010.**

FOR THE COMMANDER:

OFFICIAL:

  
JAY D. ALLEN  
Lieutenant Colonel, USA  
Assistant Adjutant General

JAMES R. TAYLOR  
Major General, USA  
Chief of Staff

4 Appendixes

- C. USFK Mentoring and Tutoring Program
- D. Format for United States Forces, Korea Mentoring and Tutoring Program  
Mentor/Tutor Application and Supervisor's Recommendation
- E. Letter From DODDS-K Principal
- F. Format for Records Check for the Mentoring and Tutoring Program

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- 1 - Cdr, 23d Spt Gp, ATTN: EANC-HG-PCA, Unit #15592, APO AP 96271-0567
- 2 - American Red Cross, Yongsan, Unit #15272, APO AP 96205-0045
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- 1 - Cdr, 227th Maint Bn (TMDE), Unit #15275, APO AP 96205-0048
- 2 - Cdr, 19th SUPCOM, ATTN: EANC-GP, Unit #15015, APO AP 96218-0171
- 1 - Cdr, 34th Spt Gp, ATTN: EANC-SA-A, APO AP 96205-0614
- 1 - Cdr, Fleet Act, Chinhae (Admin), PSC 479, FPO AP 96269-1100
- 3 - Cdr, 20th Spt Gp, ATTN: EANC-PG-P (Instl Mgr), Unit #15181, APO AP 96259-0270
- 1 - Cdr, 8TH MP Bde, Unit #15277, APO AP 96205-0050
- 1 - Cdr, U.S. Army Western Command, Fort Shafter HI 96858-5100
- 1 - Cdr, 5855th Reinforcement Training Unit (Augmentation) (USAR)
- 1 - Cdr, 501st Corps Spt Gp, Unit #15303, APO AP 96358-0210
- 1 - Cdr, Sub-Installation, Hialeah, 20th Spt Gp, Unit #15181, APO AP 96259-0270
- 1 - Cdr, U.S. Forces Japan, ATTN: J1, APO AP 96328
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- 2 - Director, DODDS-Pacific, Futenma, Box 796, FPO 96372-0005
- 2 - District Superintendent DODDS, Korea, Unit #15549, APO AP 96205-0005
- 2 - Principal, C. Turner Joy Elementary School, PSC 479, FPO AP 96269-0005
- 2 - Principal, Taegu American School, Unit #15623, APO AP 96218-0005
- 2 - Principal, Osan American School, Unit #2037, APO AP 96278-0005
- 2 - Principal, Seoul American High School, Unit #15549, APO AP 96205-0005
- 2 - Principal, Seoul American Elementary School, Unit #15549, APO AP 96205-0005

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- 2 - Principal, Pusan American School, Unit #15265, APO AP 96259-0005
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- 1 - IAC Rep--Seoul, ATTN: DPCA, Unit #15333, APO AP 96205-0177

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UNITED STATES FORCES KOREA  
APO SAN FRANCISCO 96301-0010**

**Change No. 1  
USFK Regulation  
No. 352-2**

**7 May 1991**

**Dependents' Education  
SUPPORT OF DEPARTMENT OF DEFENSE DEPENDENTS  
SCHOOLS PACIFIC, KOREA**

1. USFK Reg 352-2, 7 February 1991, is changed as follows:

**Page 3, paragraph 5, RESPONSIBILITIES.** Subparagraphs d(10)(a) through (c) are superseded as follows:

(a) Whether or not monitors are paid is at the discretion of the installation commander responsible for the transportation. Funding and manpower requirements must be provided from the resources of that commander's military service.

(b) Paid security bus monitors will only be used on buses that transport students to and from schools from locations off military installations, or between installations. Paid security bus monitors will not be used on buses that transport students from on-post quarters to the local installation school.

(c) Detailing of DOD civilian employees could result in grievances and is prohibited; however, DOD civilians may volunteer their services.

(d) Other categories of personnel such as dependent spouses, U.S. Embassy, Red Cross, invited contractors and other personnel may volunteer; however, because of the Anti-Deficiency Act (31 USC 1342), each volunteer in the above categories must sign a Statement of Gratuitous Service before performing bus monitor duties (see appendix B).

**Page 4, paragraph 5, RESPONSIBILITIES.** Subparagraph d(13) is superseded by the following:

(13) Submit resource requirements (manpower and funding) through the manpower/budgetary approval process of the appropriate military service.

2. Post these changes according to DA Pam 310-13.

3. File this change sheet in front of the publication.

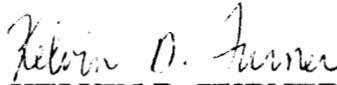
**The proponent of this regulation is the Office of the ACofS, J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ATTN: FKJ1-ED, APO 96301-0010.**

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**FOR THE COMMANDER:**

**OFFICIAL:**

**JAMES R. TAYLOR**  
**Major General, USA**  
**Chief of Staff**

  
**KELVIN D. TURNER**  
**Captain, USA**  
**Assistant Adjutant General**

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- 1 - USAISEC Apt Det (WESTPAC), Schofield Bks, HI 96857
- 1 - 5855th Reinforcement Tng Unit (Aug) (USAR), P.O. Box 143, APO 96206
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- 1 - U.S. Forces, Japan, ATTN: J1, APO 96328
- 1 - CINC, USPACOM, ATTN: J1, Camp Smith, HI 96861
- 1 - CINC, USPACOM Rep, Subic Bay, Philippines, Code 04, FPO 96651
- 1 - Dir, DODDS-Pacific, Futenma, Box 796, FPO 96772-0005
- 1 - Dist Supt DODS, Korea, APO 96301-0005
- 1 - Principal, C. Turner Joy Elementary School, APO 96218-0005
- 1 - Principal, Taegu American School, APO 96218-0005
- 1 - Principal, Osan American Elementary School, APO 96570-0005
- 1 - Principal, Seoul American High School, APO 96301-0005
- 1 - Principal, Seoul American Elementary School, APO 96301-0005
- 1 - Principal, Pyongtaek American Elementary School, APO 96271-0005
- 1 - Principal, Pusan American School, APO 96259-0005

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- 1 - IAC Rep--Pyongtaek, 23d Spt Gp, APO 96271
- 1 - IAC Rep--Osan, 51 CSG/CD, APO 96570
- 1 - IAC Rep--Seoul, ATTN: DPCA, APO 96301-0008

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USFK Regulation  
No. 352-2

7 February 1991

(Effective Date 21 February 1991)

Dependents' Education

SUPPORT OF DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC, KOREA

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**SUPPLEMENTATION.** Supplementation of this regulation by subordinate commands is permitted but is not required. If supplements are issued, an information copy will be provided to HQ USFK, ATTN: FKJ1-ED, APO 96301-0010.

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1. **PURPOSE.** This regulation establishes policies pertaining to the support of the Department of Defense Dependents Schools Pacific, Korea (DODDS P/K).
2. **APPLICABILITY.** This regulation applies to component commanders and subordinate commanders on whose installations/bases DODDS are located.
3. **REFERENCES.** Required and related references are at appendix A.
4. **EXPLANATION OF ABBREVIATIONS AND TERMS.** Abbreviations and terms used in this regulation are explained in the glossary.
5. **RESPONSIBILITIES.**
  - a. The Assistant Chief of Staff (ACofS), J1 will--
    - (1) Represent the Commander, United States Forces, Korea (USFK) in all matters relating to DODDS-K.
    - (2) Serve as Chairperson of the District Advisory Council (DAC) Korea with the District Superintendent DODDS-K as Co-Chair.
    - (3) Represent USFK as the DODDS-K representative on the Pacific Theater Education Council (PTEC) in accordance with (IAW) USCINCPACINST 1755.1A.
    - (4) Designate a member of the J1 staff as the J1 Liaison Officer with the District Superintendent DODDS-K and with installation/base commanders on whose installations DODDS are located.
    - (5) Monitor USFK compliance with the regulations listed in appendix A.
    - (6) Prepare and submit a summary report together with individual Installation Advisory Committee (IAC) year-end reports to the PTEC, ATTN: J-114 by 15 July each year IAW USCINCPACINST 1755.1A.

(7) Subparagraph Added by C02

**\*This regulation supersedes USFK Reg 352-2, 24 December 1985.**

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b. The ACofS, J2 will assess threat and risk to DODDS-K school buses and make appropriate recommendations to the Chief of Staff, USFK.

c. Army, Air Force, and Navy Commanders will--

(1) Provide reimbursable support to installation DODDS, as required and within mission constraints under the provisions of annex B to DOD Manual 1342.6-M-1, and in conjunction with applicable Interservice Support Agreements (ISAs).

(2) Program and budget as part of base operations support all nonreimbursable logistics and administration support included in ISAs applicable to DODDS facilities on their installations.

(3) Ensure that installation commanders appoint an installation dependents schools officer.

(4) Coordinate with the District Superintendent, DODDS-K in developing requirements for the establishment of schools, construction, renovation, rehabilitation, or alteration of school facilities in their areas of responsibility, and assist in justifying these requirements in construction program reviews or other similar review boards.

(5) Ensure that installation or base development plans include anticipated changes in DODDS enrollment.

(6) Advise the ACofS, J1 of the following:

(a) Problems which cannot be resolved through the District Superintendent, DODDS-K.

(b) Inability to provide adequate school facilities or other support and proposed plans or recommendations for alleviating or eliminating the situation.

d. Installation commanders, under the guidance of their respective component commanders, on whose installations DODDS facilities are located will--

(1) Provide logistical and administrative support to DODDS activities IAW DOD Manual 1342.6-M-1, established cost ceilings provided by the District Superintendent, DODDS-K, and applicable ISAs.

(2) Provide school facilities for the education of eligible dependents and administrative facilities for assigned DODDS personnel.

(3) Ensure that DODDS-K construction projects are reflected on their installation master plans and are coordinated with their Director, Engineering and Housing and with the ACofS, Engineer for inclusion in the Peninsula Master Stationing Plan.

(4) Ensure that reimbursable costs included in ISAs applicable to DODDS facilities on their installations are used by DODDS for budget estimates.

(5) Provide government housing on a space available basis to DODDS personnel. DODDS personnel, like all other civilians, will normally rely on the local economy for housing except for those personnel who occupy key and essential positions as defined by applicable directives. Bachelor DODDS personnel compete with their grade equivalents for bachelor housing. No housing is dedicated for DODDS teachers or other DODDS employees at any location in USFK.

(6) Provide medical treatment IAW applicable military regulations to DODDS personnel and DOD dependent students, and provide medical support for interscholastic athletic contests as resources permit.

(7) Comply with DOD Regulation 4500.36-R in providing school bus and transportation support. Ensure that all eligible children, grades kindergarten through sixth grade (K-6), residing at a distance greater than 1 mile (1.6 kilometers) from their schools, and all eligible children, grades 7-12, residing at a distance greater than 1.5 miles (2.4 kilometers) from their schools are provided with transportation to and from school.

(8) Provide Safety Aides on all DODDS buses or vans which transport children grades K-2 and handicapped students only.

(9) In coordination with U.S. military law enforcement agencies and military intelligence agencies, evaluate all off-post school bus routes to determine the need for school bus monitors for security reasons.

(10) Establish a School Bus Monitor Program to provide security bus monitors on all off-post buses that are determined to need monitors. As of 14 September 1989, the Office of Secretary of Defense, through the Department of the Army, granted USFK an exception to policy under DOD Regulation 4500.36-R regarding the use of paid monitors on school buses traveling to and from schools from locations off military installations. This exception is based on the security risk to students which continues as of publication of this regulation and will continue until such time as the Chief of Staff, USFK determines the security risks no longer exist. Use direct hire or paid contract monitors, military sponsors detailed by duty roster, adult volunteers, or other assets to establish a bus monitor program as needed, subject only to the following limitations:

(a) Paid security bus monitors will only be used on buses that transport students to and from schools from locations off military installations, or between installations. Paid security bus monitors will not be used on buses that transport students from on-post quarters to the local installation school.

(b) Detailing of DOD civilian employees could result in grievances and is prohibited; however, DOD civilians may volunteer their services.

(c) Other categories of personnel such as dependent spouses, U.S. Embassy, Red Cross, invited contractors and other personnel may volunteer; however, because of the Anti-Deficiency Act (31 USC 1342), each volunteer in the above categories must sign a Statement of Gratuitous Service before performing bus monitor duties (see appendix B).

(11) Identify and manage the number of bus monitors required to support the program. Ensure that newly appointed bus monitors successfully complete a Red Cross first aid course, and provide training in safety, student supervision, and counterterrorism appropriate to local conditions.

(12) Establish a bus pass system to aid in controlling bus assignment capacity and in assisting the Transportation Motor Pool in efficient management of assets.

(13) Submit requests to validate manpower requirements to HQ USFK, ATTN: FCRM-MA-R, APO 96301-0009. Coordinate and identify manpower funding with HQ USFK, ATTN: FCRM-PB, APO 96301-0009 following manpower requirements validation by FCRM-MA-R.

(14) Ensure that required postal services for DODDS personnel and DODDS-K official mail are provided. DODDS will bear mailing costs for official mail.

(15) Support the various types of parent-teacher-student organizations that provide liaison and self-help financial assistance to the schools or school activities.

(16) Take appropriate action for criminal acts committed by students and DODDS personnel.

(17) Ensure that a School Advisory Committee (SAC) is established for each DOD Dependents School.

(18) Ensure that an IAC is established where there are two or more DODDS schools located. When the military installation has only one school, the SAC will also serve as the IAC (DOD Instruction 1342.15).

(19) Provide logistic and administrative support to the SAC/IAC.

(20) Act as a communication link between the IAC and the military chain of command on school advisory matters of interest and concern to the military departments.

(21) Serve as a liaison member of the IAC or delegate a responsible individual as liaison member (for example, the installation schools officer). Attend all IAC/SAC and DAC meetings or delegate a responsible alternate to attend.

(22) Ensure that a year-end IAC report is submitted to the DAC Chairperson (ACofS, J1) and Co-Chair (District Superintendent, DODDS-K) by 15 June of each year.

*(25) ~ (26) subparagraph Added by C02*

e. Installation schools officers will--

(1) Serve as the focal point on the installation commander's staff for DODDS matters pertaining to that installation but will not be assigned responsibility for any aspect of operating the school(s). (DOD Manual 1342.6-M-1, paragraph 3i is the appointment authority.)

(2) Advise the District Superintendent, DODDS on matters that require attention.

(3) Advise and assist the DODDS Principal and District Superintendent in obtaining and administering logistical support and services, as required.

(4) Ensure that the various staff agencies of the installation understand their responsibilities for providing logistical support and services to the DODDS located on that installation.

(5) Adhere to the policies, requirements, and provisions of DOD Manual 1342.6-M-1 and supplementing regulations and directives applicable to DODDS.

f. Engineer support will be provided IAW applicable ISAs.

g. Civilian personnel support will be provided by the 51st Mission Support Squadron/MSSQ to all DODDS Korea personnel through an applicable ISA between DODDS Pacific Region and HQ PACAF/DPC.

h. Civilian payroll services will be provided by the 51st Tactical Fighter Wing/ACFC for all U.S. and Korean national DODDS employees.

i. The Civilian Personnel Officers for Seoul, Osan, and Taegu area civilian personnel will--

(1) Prepare and grade job descriptions for DODDS school bus monitors.

(2) Advertise for and screen applicants for bus monitor positions.

(3) Provide the installation commander or designated representative with a listing of qualified bus monitor applicants.

(4) Maintain a list of qualified bus monitor applicants for immediate fill purposes.

## 6. POLICY.

a. The DODDS system in Korea will be supported to the maximum extent to ensure that the educational opportunities are equivalent to, or exceed, the

academic standards of excellence of the North Central Association of Colleges and Secondary Schools and that a high quality education is always provided all eligible students.

b. Local installation support of school professional personnel will be such as to attract and retain the highest quality personnel in the DODDS Korea.

7. STUDENT ELIGIBILITY. DOD Directive 1342.13 defines the eligibility criteria for enrollment in DODDS-P/K and priority for enrollment.

8. DODDS-K, LOCAL ADVISORY COMMITTEES.

a. Public Law 95-561 as amended, DOD Instruction 1342.15, and USCINCPACINST 1755.1A direct the establishment and operation of SACs and IACs. The purpose of these committees/councils is to foster communication among parents, school administrators, and military leaders. The SAC advises the principal on policies, programs, and services. The IAC may make recommendations and advise the installation commander regarding support provided the schools. Matters within the jurisdiction of these committees are specified in DOD Instruction 1342.15, enclosure 3, paragraph B3. The responsibilities of installation commanders, DODDS District Superintendent, school principals, and committee chairpersons are detailed in DOD Instruction 1342.15, enclosure 2.

b. The installation commander or designee, the school principal, and a representative of the teachers' union may serve as non-voting liaison members IAW DOD Instruction 1342.15, paragraph D and enclosure 1. (Note: School principals cannot be candidates for election to the advisory committee; however, assistant principals or teachers can be candidates.)

(1) As shown below, committee size depends upon school population.

<u>School Population</u>	<u>Committee Size</u>
1 - 150	2 or 4
151 - 300	4
301 - 500	6
501 - 800	8
801 - Plus	10

(2) Committee members serve for 1 year which may be extended to 2 years by the local SAC. This extension provision will be included in the SAC bylaws if appropriate.

(3) Advisory committees do not replace the parent-teacher organizations (PTOs) that have a complementary but different purpose.

c. Each SAC and IAC must meet at least four times each school year, and copies of their minutes must be distributed IAW DOD Instruction 1342.15, enclosure 3, paragraph B.1.d. The minutes must also be provided to HQ USFK, ATTN: FKJ1, within two weeks of each SAC and IAC meeting. Copies should also be provided to the corresponding committees at other USFK installations. ↗

↗  
sentence Added  
(see C2)

d. Recommendations made by the SAC to the school principal that cannot be approved or disapproved by the principal shall be forwarded to the DODDS District Superintendent within two weeks after the principal receives them.

e. IAC recommendations that cannot be approved or disapproved by the installation commander shall be forwarded to HQ USFK, FKJ1 within two weeks after the installation commander receives them.

f. Each SAC and IAC end-of-year report must be submitted to HQ USFK, ATTN: FKJ1 by 15 June of each year. DOD Instruction 1342.15, enclosure 3, paragraph C.2. covers distribution of annual end-of-year reports.

9. DISTRICT ADVISORY COUNCIL. The DAC, established IAW DOD Instruction 1342.15, enclosure 1, paragraph 1, will review IAC recommendations, facilitate resolution of DODDS-K issues and promote communication among school administrators, military leaders, and local advisory committees. The DAC will be chaired by the ACofS, J1 and co-chaired by the District Superintendent, DODDS-K. Membership shall include one representative from each IAC. Each IAC representative will be encouraged to bring one of their SAC members (either a teacher or parent) to DAC meetings. The DAC shall meet three times a year, normally in early November, February, and May of each year. Major issues that cannot be resolved in country will be elevated to the PTEC. *↪ sentence added (See Co2)*

10. PARENT-TEACHER ORGANIZATIONS. The PTOs are made up of parents and teachers who join together in a voluntary dues-paying (nominal fee) organization. PTOs provide a means for parents and teachers to exchange ideas on subjects concerning the children and the school. Officers are elected by the PTO members. Installation commanders will not elect or recommend election of any PTO officer. Typical purposes of a PTO established as a private association are to promote the social, physical, and mental welfare of the students, further the understanding and cooperation among the parents and the school staff, and assist in providing extraordinary services and requirements that are of benefit to the students but that are not available from other sources.

a. Installation commanders will encourage and assist in the establishment of a PTO for each school (for example, one for Seoul American High School and one for Seoul American Elementary School; one for Taegu American School; one for Osan American Elementary School; one for Pyongtaek American Elementary School; one for Pusan American School; and one for C. Turner Joy American School at Chinhae).

b. PTOs established on EUSA installations will be established as private organizations IAW AR 210-1.

11. JUNIOR RESERVE OFFICER'S TRAINING CORPS RESPONSIBILITIES AND CHANNELS OF COMMUNICATION.

a. AR 145-2 and EUSA Supplement 1 to AR 145-2 prescribe policies and procedures for the organization, administration, operation, and support of the Junior Reserve Officers' Training Corps (JROTC).

b. AR 145-2, paragraphs 1-3, 1-4, and 1-5 contain the explanation of terms (that is, the applicability of the term "region commander"), channels of communication, and responsibilities for JROTC activities.

c. JROTC instructors are subject to DODDS performance appraisal evaluation requirements.

The proponent of this regulation is the Office of the ACofS, J1. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, ACofS, J1, ATTN: FKJ1-ED, APO 96301-0010.

FOR THE COMMANDER:

OFFICIAL:

JAMES R. TAYLOR  
Major General, USA  
Chief of Staff

  
GEORGE F. REAVES  
Lieutenant Colonel, USA  
Assistant Adjutant General

- 2 Appendixes
- A. References
- B. Statement of Gratuitous Service

Glossary

DISTRIBUTION:

C

SPECIAL DISTRIBUTION:

- 2 - Cdr, 51CSG/DADP, APO 96570-5000
- 20 - ACofS, J1, ATTN: FKJ1-ED
- 1 - UNC Security Force
- 1 - Cdr, 51st Combat Spt Gp, APO 96570
- 1 - Cdr, 20th Spt Gp, APO 96218
- 1 - Cdr, 23rd Spt Gp, APO 96271
- 1 - American Red Cross
- 1 - Det 18, 30th Weather Squadron
- 1 - 8CSG/DADP, APO 96570-5000
- 1 - 227th Maint Bn (TMDE), APO 96483-0119
- 1 - 74th Maint Bn (TMDE)
- 1 - Cdr, 19th Spt Cmd, APO 96212
- 1 - Cdr, 34th Spt Gp, APO 96301
- 1 - Cdr, Fleet Act., Chinhae, FPO 98769

- 1 - U.S. Army Info Sys Engineering Command Apt Det (WESTPAC)
- 1 - 5855th Reinforcement Training Unit (Augmentation) (USAR)
- 1 - Cdr, 501st Corps Spt Gp, APO 96224-0289
- 1 - Cdr, Sub-Installations, Hialeah, 20th Spt Gp, APO 96259
- 1 - U.S. Forces Japan, ATTN: J1, APO 96328
- 1 - Commander-in-Chief, U.S. Pacific Command, ATTN: J1, Camp Smith, HI 96861
- 1 - Commander-in-Chief, U.S. Pacific Command Representative, Subic Bay, Philippines, Code 04, FPO 96651
- 1 - Director, DODDS-Pacific, Futenma, Box 796, FPO 96772-0005
- 1 - District Superintendent DODDS, Korea, APO 96301-0005
- 1 - Principal, C. Turner Joy Elementary School, APO 96218-0005
- 1 - Principal, Taegu American School, APO 96218-0005
- 1 - Principal, Osan American Elementary School, APO 96301-0005
- 1 - Principal, Seoul American High School, APO 96301-0005
- 1 - Principal, Seoul American Elementary School, APO 96301-0005
- 1 - Principal, Pyongtaek American Elementary School, APO 96271-0005
- 1 - Principal, Pusan American School, APO 96259-0005
- 1 - IAC Representative-Taegu, 20th Spt Gp, APO 96218
- 1 - IAC Representative-Pusan, 20th Spt Gp, APO 96259
- 1 - IAC Representative-Chinhae, USNR, FPO 98769-1100
- 1 - IAC Representative-Pyongtaek, 23rd Spt Gp, APO 96271
- 1 - IAC Representative-Osan, 51 CSG/CD, APO 96366
- 1 - IAC Representative-Seoul, ATTN: DPCA, APO 96301-0008

APPENDIX A

REFERENCES

SECTION I. REQUIRED PUBLICATIONS

AFR 160-38 (Air Force Family Advocacy Program). Cited in Appendix C, subparagraph C-6a(1)  
AR 145-2 and EUSA Suppl 1 to AR 145-2 (Junior Program and National Defense Cadet Corps Organization, Administration, Operation, and Support). Cited in subparagraphs 11a and 11b.

AR 210-1 (Private Organizations on Department of the Army Installations). Cited in subparagraph 10b.

AR 608-18 (The Army Family Advocacy Program). Cited in Appendix C, Subparagraph C-6a(1)  
DOD Directive 1342.13 (Eligibility Requirements for Education of Minor Dependents in Overseas Areas). Cited in paragraph 7.

DOD Instruction 1342.15 (Educational Advisory Committees and Councils). Cited in paragraphs 5d(18), 8a, 8b, 8c, 8f, and 9.

DOD Manual 1342.6-M-1 (Administrative and Logistic Responsibilities for DOD Dependent Schools). Cited in subparagraphs 5c(1), 5d(1), and 5e(1) and 5e(5).

DOD Regulation 4500.36-R (Management, Acquisition, and Use of Motor Vehicles). Cited in subparagraphs 5d(7) and 5d(10).

SECNAVINST 1752.3 (Family Advocacy Program), Cited in Appendix C, subparagraph C-6a(1)  
USCINCPACINST 1755.1A (Department of Defense Dependents Schools - Pacific (DODDS-P) Educational Advisory Committees and Councils). Cited in subparagraphs 5a(3), 5a(6), and 8a.

5 U.S. Code 552a (Records maintained on individuals), Cited in Appendix F

SECTION II. RELATED PUBLICATIONS

Department of State Standardized Regulations (Government Civilians in Foreign Areas), sections 031.1 and 277.2.

DOD Joint Travel Regulations, Volumes I and II.

DOD 1400-25-M (DOD Civilian Personnel Manual, Chapter 592, "Overseas Allowances and Differentials").

Public Law 95-561 (Overseas Defense Dependents Education).

APPENDIX B

STATEMENT OF GRATUITOUS SERVICE

I, \_\_\_\_\_, do hereby unconditionally give my services, without compensation, to serve as a school bus monitor for the DODDS school system in the Republic of Korea. I clearly intend these services to be gratuitous and waive any and all claims against the United States Government on account of these services. I am signing this statement of my own free will and before I actually perform any bus monitor duty.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

APPENDIX C, D, E, F added (See C02)

## APPENDIX C

### USFK MENTORING AND TUTORING PROGRAM

#### Section I. PROGRAM DESCRIPTION AND GENERAL GUIDELINES

##### C-1. PURPOSE.

a. To establish a USFK Mentoring and Tutoring Program. The program will be supported by voluntary participation of military and civilian members serving with USFK, in coordination with the professional educators of the DODDS-P/K.

b. To provide direct USFK support of "America 2000," a national education strategy to make the U.S. more competitive in the world during the 21st Century. To ensure success, the program must involve the whole community not just teachers and students.

**C-2. GOALS.** Primarily to promote academic achievement and to enhance the self-esteem of "at risk" students by motivating them to remain in school. A secondary goal is to stimulate successful students to achieve even greater proficiency in their pursuit of academic excellence and career goals.

##### C-3. DEFINITIONS.

a. Mentoring and Tutoring Program. Adult volunteers from the USFK military and civilian community become role models and provide one-on-one assistance to elementary and high school students who have been identified as "at risk" children. The mentor, after being provided some primary training, meets one-on-one for approximately 1 hour each week with the student at his or her school or at other commander-approved locations. Based on the needs of the child, the mentor assists the student in such a manner that progress is made toward the program goals outlined in paragraph C-2.

b. At-risk children. Based on several factors, at-risk children are defined as students who are unlikely to graduate from high school or even complete elementary school. These factors include low academic achievement, retention in grade, behavioral problems, poor attendance, low socioeconomic status, and attendance at schools with large numbers of poor students. Also, students who are likely to leave school (at whatever age) with an inadequate level of basic skills may be considered "at-risk." This definition includes students at all academic levels who are failing to achieve the basic skills necessary for success in school and in life.

c. Program coordinator. The ACofS, J1, USFK, is designated as Mentoring and Tutoring Program Coordinator for USFK.

d. Commanders with responsibility for direct support of DODDS-K. These are: Commander, 20th Support Group (Taegu American School and Pusan American School); Commander, 34th Support Group (Seoul American High School and Seoul American Elementary School); Commander, 51st Support Group (Osan American School); and Commander, Fleet Activities Chinhae (C. Turner Joy Elementary School).

e. Community/command points of contact (POCs). The individual appointed by the commanders listed in subparagraph C-3d who will act as command/community POC in all matters pertaining to the program.

#### **C-4. DUTIES AND RESPONSIBILITIES.**

a. The program coordinator--

(1) Has overall responsibility for the program.

(2) Provides program implementation guidance to commanders concerned and to the District Superintendent DODDS-K.

(3) Coordinates directly with commanders listed in subparagraph C-3d, their designated representatives, and the District Superintendent DODDS-K.

(4) Monitors and evaluates the overall program and informs the command group as needed.

b. The District Superintendent DODDS-K--

(1) Has operational responsibility for the program, within the DODDS system, and will coordinate with the installation school principals to implement the mentoring and tutoring program.

(2) Coordinates with the program coordinator to effect program implementation.

(3) Provides instructions, guidance and assistance, as needed, to the principals DODDS-K.

(4) Provides feedback from the principals to the program coordinator on program effectiveness, problems, and other evaluation factors.

(5) Maintains a consolidated record of all schools, mentors, and students involved in the program.

c. The community/command POC--

(1) Serves as the POC between his/her command and the program coordinator on all matters pertaining to the program.

(2) Surfaces program problems or recommendations directly to the program coordinator (ACofS, J1, USFK, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010).

(3) Presents/briefs the program to members of his/her command.

(4) Assists in the recruiting of mentors in his/her command. Publicizes program to maintain a pool of mentors to replace mentors who change to another duty location.

(5) Presents training to mentors within his/her command as appropriate. See section II, subparagraph C-4c, for minimum training requirements.

(6) Provides program evaluation input to the program coordinator using the SAC/IAC process.

d. The school principal--

(1) Oversees the mentor/tutor program within the school.

(2) Appoints a member of the school staff as school program coordinator for the school.

(3) Provides necessary feedback to the District Superintendent DODDS-K.

(4) Provides program status at SAC/IAC meetings for enclosure in the minutes.

e. The school program coordinator--

(1) Serves as the POC/liaison between the community/command POC and the school on all matters pertaining to the program.

(2) Coordinates program problems and recommendations with the community/command POC.

(3) Provides school history, current school layout, names and phone numbers of officials, and school activity and holiday schedules to the community/command POC.

(4) Publicizes the program within the school to students, staff, parents, and school organizations.

(5) Coordinates with students, staff, parents, and school organizations to obtain support for the program.

(6) Identifies students for the program and obtains parental permission for the student to participate in the program.

**USFK Reg 352-2**  
**C2**

(7) Coordinates with the Office of the Chief, Exceptional Family Member Program, to ensure that appropriate assistance is provided to those exceptional students who may profit from the program (Commander, 18th Medical Command, ATTN: EAMC-CS-EFMP, Unit #15281, APO AP 96205-0054, telephone number 737-6755).

(8) Provides background information on the student to the mentor.

(9) Provides mentor information to the student and his/her parents.

(10) Coordinates with parents to keep them informed and interested in the progress of their child in the program.

(11) Reviews and compiles mentor attendance records weekly, and immediately notifies the principal of any problems.

(12) Provides an evaluation of the program through the principal to the District Superintendent DODDS-K.

f. The teacher--

(1) Provides background information on the student to the mentor.

(2) Provides materials and guidance to the mentor to achieve maximum academic assistance to the student.

**C-5. CONSIDERATIONS.**

a. Each installation/base/activity commander with DODDS responsibilities should develop a program tailored to unique service policies and programs and community needs. Commanders should share information with each other.

b. The program coordinator (ACofS, J1, ATTN: FKJ1-ED, Unit #15237, APO AP 96205-0010) will provide each community commander with copies of other community commander's program implementation plans, for their consideration and possible adaptation/integration with their own plans.

c. The mentoring and tutoring program is one facet, albeit an important one, of the America 2000 Program.

d. When establishing an America 2000 Committee and selecting a community POC for the mentoring and tutoring program, commanders should consider use of existing organizations.

e. The School Advisory Council system, at base/installation level represented by the SAC or IAC, is an established DODDS supportive organization. The SAC/IAC meet regularly and have access to the Commander USFK, ATTN: ACofS, J1, through both DODDS and military channels.

f. DOD to include nonappropriated fund civilian volunteer mentor-tutors will only be used during nonduty hours or when in a leave status. This provision is to eliminate the need to establish a separate USFK policy which would permit DOD civilian employees to be excused from duty, without loss of pay, to participate in the program, subject to supervisory approval.

g. Community/command POC and all other officials involved in the mentor-tutor program will ensure that all DOD civilian employees, to include nonappropriated fund employees, understand that there is no USFK policy which permits on-duty participation without loss of pay. All voluntary services shall be performed while the employee is in a leave status or has completed his/her daily period of official duties.

## Section II. MANDATORY REQUIREMENTS

**C-6. GENERAL.** Commanders shall ensure compliance with the following mandatory requirements IAW appropriate service regulations:

a. Background checks.

(1) Staffs and volunteers participating in the program will be screened IAW applicable law, regulations, and organizational policy. Specifically, the requirements of AR 608-18, paragraph 3-4, will apply to Army military and civilian personnel to include their spouses. AFR 160-38 and SECNAVINST 1752.3 apply to their respective services personnel and families.

(2) All adult volunteers will be notified that in order to participate in the program, they must consent to a background check similar to checks made on other volunteers working with youth. They must also be notified that although only information regarding incidents of child abuse or child molestation is sought, all recorded incidents of misconduct will be revealed during the check. Volunteers must be told they have a right to refuse having a background check, but if they refuse to consent to a background check, they will not be permitted to participate in the mentoring and tutoring program.

(3) Prior to being allowed to tutor or mentor a student, local character background checks should be completed with the Criminal Investigation Command and military police. Army Central Registry (or other appropriate service investigative agency) and National Agency checks will be initiated as soon as possible.

b. Tutoring/mentoring sites. Locations where tutoring or mentoring are permitted need to be identified and controlled. Tutoring/mentoring should not take place in isolated locations or in the barracks. Sites where a rapport can be developed include the schools, arts and crafts center, or Army Community Service building. Tutoring sites at Yongsan; for example, can include the library, Moyer Recreation Center, or the schools.

c. Training.

(1) At a minimum, mentors/tutors who begin working with students should attend the Family Advocacy Program training on the identification and prevention of child abuse prior to their being assigned to help students.

(2) Educational requirements for tutors should be established. The scope of mentor/tutor duties and their relationship to the U.S. Government should be described at least generally. Also, mentors/tutors should be required to sign a statement of gratuitous service wherein they acknowledge that they are voluntarily serving without pay, are not employees of the U.S. Government, and waive any claim against the U.S. Government. Appendix B, Statement of Gratuitous Service, (for bus monitors) is an example. A description of the voluntary relationship of mentors/tutors to the DODDS/U.S. Government and a waiver of any claim against the U.S. Government should also be included in the parental consent form. Appendix D shows the format for a mentor/tutor application with attached supervisor's recommendation. A letter from the DODDS-K principal to parents of "at risk" students is at appendix E.

d. Privacy Act. Depending on how files are created or maintained to support this program, a Privacy Act notice may be required. DODDS and other applicable regulations should be consulted to determine whether a notice is required and whether consent by the participants would alleviate this requirement. The format for the mentoring/tutoring program Privacy Act statement is at appendix F.

e. Sexual and physical abuse. Provisions must be made for responsible individuals to monitor and report, when necessary, instances of sexual or physical abuse. The commander's implementation plan for this program must clearly designate to whom these responsibilities are assigned.

f. Confidentiality. To avoid embarrassment to students and their families, all documents/files identifying individuals participating or considered for participation in the program should have personal and confidential handling.

g. Legal sufficiency. The commander must coordinate the final plan with the installation/base Staff Judge Advocate prior to program implementation.

APPENDIX D

FORMAT FOR UNITED STATES FORCES, KOREA MENTORING  
AND TUTORING PROGRAM MENTOR/TUTOR APPLICATION  
AND SUPERVISOR'S RECOMMENDATION

Name: \_\_\_\_\_  
(Last) (First) (MI) (Rank/Grade)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Check the category which best describes your status:

Active Duty  Government Employee  Family Member  
 Retired Military  Retired Government Employee

Check the day(s) you would be available to mentor:

Mon  Tues  Wed  Thurs  Fri

What are the strengths (bilingual, math skills, previous volunteer experience) and weaknesses (poor health, family obligations, work schedule limitations) you bring to this program?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Work Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*  
(FOR OFFICE USE ONLY)

Application Received: \_\_\_\_\_ Training Session: \_\_\_\_\_

Assignment: School \_\_\_\_\_ Room \_\_\_\_\_

Student \_\_\_\_\_ Grade \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_

SUPERVISOR'S RECOMMENDATION

Date: \_\_\_\_\_

I am aware that the following individual:

\_\_\_\_\_ (Volunteer's Name) \_\_\_\_\_ (Organization)  
has volunteered to participate in the Community Mentoring and Tutoring Program.

Is there any reason this individual should not participate in the  
Mentor/Tutoring Program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

All supervisors must initial the following statement:

I understand that this program will involve 60 to 90 minutes every week of the  
employee's own time. We have agreed on an arrangement whereby the employee will  
make up work time missed while participating in the Mentoring and Tutoring Program.

\_\_\_\_\_  
(Supervisor's initials)



APPENDIX E  
DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
DISTRICT SUPERINTENDENT-KOREA  
UNIT #15549  
APO AP 96205 0005  
29 June 1992

19-0110

KTE/738-5922

**SUBJECT:** Adult Mentoring Program

**TO:** Parents of SAHS Students Who Could Benefit From Academic Tutoring

Seoul American High School has identified certain upper grade students who may be in danger of failing one or two subjects, or who would benefit from one-to-one tutoring in a specific course such as U.S. Government, American History, Algebra II, English 10, 11, and 12, Biology and World History. USFK will sponsor this tutoring program utilizing adult civilian and military tutors and mentors geared to work with students at the senior high level this year. The program will be expanded to other levels next school year.

If you concur for your son or daughter to participate in this program, the adult mentor will contact you, the parent, prior to the start of the program. A mutually agreed time will be designated for this program either after school or on Saturday morning. Meetings between the mentor/tutor and the student will take place at the high school (Bldg 3644) or the Army Community Service Center (Bldg 4100) South Post.

Your son or daughter has been identified as requiring assistance in the following subject or subjects: \_\_\_\_\_.

Please have your son or daughter return this form to the Seoul American High School Guidance Office as soon as possible. For additional questions, please contact the guidance office, the school administration, or the District Superintendent, Korea.

I hereby grant permission for my son/daughter \_\_\_\_\_ to participate in the above program. I understand that the adult mentor will be given a character background check.

Sponsor's name \_\_\_\_\_

Sponsor's address and phone \_\_\_\_\_

Duty phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**APPENDIX F**

**FORMAT FOR RECORDS CHECK FOR THE  
MENTORING AND TUTORING PROGRAM**

NAME: \_\_\_\_\_  
(Last) (First) (MI) (Rank/Grade)

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
(Month/Date/Year)

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S. Code 552a.

**PRINCIPAL PURPOSE:** To obtain data for police records check of each applicant to determine suitability for acceptance in the Mentoring and Tutoring Program.

**ROUTINE USE:** Information will only be used by the program coordinator and the Provost Marshal (respective services law enforcement agencies) to determine suitability of the applicant for acceptance in the program. The information will not be disclosed to other individuals in or out of the DOD.

**DISCLOSURE:** VOLUNTARY. Failure to disclose the information may delay acceptance as a mentor or may be grounds for rejection of the application.

APPENDIX G

THE NATIONAL EDUCATION GOALS

**GOAL 1:** By the year 2000, all children in America will start school ready to learn.

-- All disadvantaged and disabled children will have access to high quality and developmentally appropriate preschool programs that help prepare children for school.

-- Every parent in America will be a child's first teacher and devote time each day helping his or her preschool child learn; parents will have access to the training and support they need.

-- Children will receive the nutrition and health care needed to arrive at school with healthy minds and bodies, and the number of low-birthweight babies will be significantly reduced through enhanced prenatal health systems.

**GOAL 2:** By the year 2000, the high school graduation rate will increase to at least 90 percent.

-- The nation must dramatically reduce its dropout rate, and 75 percent of those students who drop out will successfully complete a high school degree or its equivalent.

-- The gap in high school graduation rates between American students from minority backgrounds and their non-minority counterparts will be eliminated.

**GOAL 3:** By the year 2000, American students will leave grades four, eight, and twelve having demonstrated competency in challenging subject matter, including English, mathematics, science, history, geography, arts, and foreign languages; and every school in America will ensure that all students will learn to use their minds well, so they may be prepared for responsible citizenship, further learning, and productive employment in our modern economy.

-- The academic performance of elementary and secondary students will increase significantly in every quartile, and the distribution of minority students in each level will more closely reflect the student population as a whole.

-- The percentage of students who demonstrate the ability to reason, solve problems, apply knowledge, and write and communicate effectively will increase substantially.

-- All students will be involved in activities that promote and demonstrate good citizenship, community service, and personal responsibility.

-- The percentage of students who are competent in more than one language will substantially increase.

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- - All students will be knowledgeable about the diverse cultural heritage of this nation and about the world community.

**GOAL 4:** By the year 2000, US students will be first in the world in science and mathematics achievement.

- - Math and science education will be strengthened throughout the system, especially in the early grades.

- - The number of teachers with a substantive background in mathematics and science will increase by 50 percent.

- - The number of US undergraduates and graduate students, especially women and minorities, who complete degrees in mathematics, science, and engineering will increase significantly.

**GOAL 5:** By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.

- - Every major American business will be involved in strengthening the connection between education and work.

- - All workers will have the opportunity to acquire the knowledge and skills, from basic to highly technical, needed to adapt to emerging new technologies, work methods, and markets through public and private educational, vocational, technical, workplace, or other programs.

- - The number of quality programs, including those at libraries, that are designed to serve more effectively the needs of the growing number of part-time and mid-career students will increase substantially.

- - The proportion of those qualified students (especially minorities) who enter college, who complete at least two years, and who complete their degree programs, will increase substantially.

- - The proportion of college graduates who demonstrate an advanced ability to think critically, communicate effectively, and solve problems, will increase substantially.

**GOAL 6:** By the year 2000, every school in America will be free of drugs and violence and will offer a disciplined environment conducive to learning.

- - Every school will implement a firm and fair policy on use, possession, and distribution of drugs and alcohol.

- - Parents, businesses, and community organizations will work together to ensure that schools are a safe haven for all children.

Every school district will develop a comprehensive K-12 drug and alcohol prevention education program. Drug and alcohol curriculum should be taught as an integral part of health education. In addition, community-based teams should be organized to provide students and teachers with needed support.

## GLOSSARY

## SECTION I. ABBREVIATIONS

ACofS	Assistant Chief of Staff
DAC	District Advisory Council
DOD	Department of Defense
DODDS P/K	Department of Defense Dependents Schools Pacific, Korea
IAC	Installation Advisory Committee
IAW	in accordance with
ISA	interservice support agreement
JROTC	Junior Reserve Officers' Training Corps
POC	point of contact
PTEC	Pacific Theater Education Council
PTO	parent-teacher organization
SAC	School Advisory Committee
U.S.	United States (of America)
USFK	United States Forces, Korea

## SECTION II. TERMS

BASE COMMANDER. See Installation Commander.

BUS MONITOR. An adult U.S. citizen hired, detailed, or who volunteers, to ride Army, Air Force, or Navy buses that carry 11 or more student passengers to and from their homes and DODDS. Primary duties include security of students to ensure their safety under threat or other conditions and to apply emergency first aid care if needed.

DOD DEPENDENTS SCHOOLS (DODDS). Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DOD sponsors.

DOD DEPENDENT STUDENT. A minor who--

a. Is the child, stepchild, adopted child, ward, or spouse of a DOD sponsor, or is a resident in the household of a DOD sponsor who stands in loco parentis to such individual and receives one-half or more of his or her support from such sponsor; and

b. Has not completed secondary school and will reach his or her fifth but not twenty-first birthday by December 31 of the current school year; or

c. Is handicapped, and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DODDS, or his designee, in his sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child.

**INSTALLATION COMMANDER.** The commander of the U.S. government activity providing logistic and administrative support to the DODDS at a given location (USAF terminology is Base Commander).

**LOGISTIC SUPPORT.** Includes service, equipment, and facilities controlled by the installation and base commander provided on a reimbursable or nonreimbursable basis, as defined below:

a. Reimbursable logistic support. Includes but is not limited to, maintenance and repair of facilities and equipment, refuse collection, utility and custodial costs, vehicle maintenance, student transportation costs, local movement of household goods of DODDS employees when directed by the U.S. government, supplies and equipment obtained from the supporting installation supply accounts, rental of equipment, civilian personnel and payroll services, accounting and finance services, minor construction projects on school facilities, printing and reproduction services, architectural-engineering services, data automation services, and entomological services.

b. Nonreimbursable logistic support. Includes but is not limited to legal services; claims and personal affairs; military labor; medical and or dental services and supplies rendered to students in schools; family housing (DOD controlled); mail pickup and delivery; fire protection; chaplain (except contract chaplain and temporary duty costs); noncombatant evacuation orders; off-duty education services; law enforcement and police protection; recreation services (less payment of sports officials); public information (American Forces Radio and Television services); inspector general services; community support functions such as bowling alleys, libraries, etc.; commissary and food service support; nonappropriated fund activities; communication services (common user); publications and forms supply support and services; and supply and equipment storage facilities. DODDS personnel will be responsible, on an individual basis, for certain participation fees, registration fees, club dues, and cost of purchases, as appropriate.

**SPACE AVAILABLE.** Pupil accommodations which may be made available in DODDS if the District Superintendent and the school principal determine that a school operated by DODDS has adequate staff and other resources to permit the enrollment of nonspace-required students.

**SPACE REQUIRED.** Pupil accommodations that must be provided by DODDS.