

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA)
EXTRA DUTY ASSIGNMENT (EDA): EXTRA DUTY ASSIGNMENT CONTRACT

PRIVACY ACT ADVISORY

AUTHORITY: 10 U.S.C. Chapter 108, Department of Defense Domestic Dependent Elementary and Secondary Schools; DoD 7000.14-R Department of Defense Financial Management Regulation (DoD FMR), Volume 8, Chapter 7; and 31 U.S.C. Chapter 35, Accounting and Collecting. **PURPOSE:** Information is collected to establish an Extra Duty Assignment contract outlining responsibilities and compensation. **ROUTINE USES:** Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, records contained herein may specifically be disclosed outside DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). Additional routine uses OPM/GOVT-1, General Personnel Records can be found in <https://dpoid.defense.gov/Privacy/SORNIndex/Government-Wide-Notices.aspx> **DISCLOSURE:** Voluntary, but necessary for payment.

SECTION 1: EMPLOYEE & EDA INFORMATION

1a. LEGAL EMPLOYEE NAME (Last, First, Middle Initial):		1b. DoD ID NUMBER:	
1c. REGION:	1d. EDA LOCATION:		
1e. OFFICIAL EDA TITLE:		1f. START/END DATE: to	1g. COMPENSATION (USD):

SECTION 2: EMPLOYEE AGREEMENT & SIGNATURE

PLEASE READ AND CHECK EACH OF THE FOLLOWING BOXES BEFORE SIGNING.

I agree to perform the EDA listed above and understand I am expected to carry out the assignment according to the duties and responsibilities listed in the corresponding Position Duties and Responsibilities document of which I have received. Time worked for

- ☐ this EDA will be in addition to, and not as part of, a regular full- or part-time job assignment, or other job position and will not interfere with those duties. Duties of this EDA may not be reassigned to other employees without prior written approval from the School Principal of the EDA host school or Region EDA Coordinator as applicable.

I understand that upon successful completion of the EDA, I will be compensated in accordance with the amount listed above, pending full execution of the identified duties and responsibilities and submission of a standard EDA After Action Completion Report

- ☐ (AACR). The AACR must be submitted to the School Principal, or Region EDA Coordinator as applicable, where the EDA is taking place within five (5) days of the contract end date. Failure to submit the AACR within five (5) days may result in forfeiture of compensation.

- ☐ I understand that unique circumstances involving compensation will be in accordance with any applicable negotiated bargaining agreements and the compensation policy described in the AI 1417.01 EXTRA DUTY ASSIGNMENT.

2a. NAME:	2b. SIGNATURE:	2c. DATE:
SECTION 3: EDA SCHOOL PRINCIPAL/REGION EDA COORDINATOR SIGNATURE		
3a. NAME:	3b. SIGNATURE:	3c. DATE:
SECTION 4: EMPLOYEE'S DIRECT SUPERVISOR SIGNATURE (if applicable)		
4a. NAME:	4b. SIGNATURE:	4c. DATE: