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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 1755.1

From: Chief of Naval Operations

Subj: Administrative and Logistic Responsibilities for
Department of Defense Dependents Schools (DODDS)

- Encl: (1) DOD Manual 1342.6-M-1; Administrative and Logistic
Responsibilities for DOD Dependents Schools,
October 1978
(2) DOD Directive 1342.6 of 17 Oct 1978, Department of
Defense Dependents Schools (DODDS)

1. Purpose. To implement the administrative and logistic
responsibilities for DODDS in the Navy, as authorized in
enclosure (1).

2. Discussion. Enclosure (2) directs DODDS to provide a
quality education from kindergarten through grade 12 for
eligible minor dependents of U.S. military and civilian per-
sonnel of the Department of Defense stationed overseas. To
implement the foregoing task, enclosure (1) has been devel-
oped to provide instruction and to assign responsibilities
for the administrative and logistic operation of DODDS.

3. Action. The policies contained in enclosure (1) shall
be implemented immediately on those naval installations
hosting DODDS.

J. METCALF

DIRECTOR, NAVAL PERSONNEL MANAGEMENT
CONTROLLER, NAVAL PERSONNEL DIVISION

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October 25, 1978

FOREWORD

This manual is issued under the authority of Department of Defense Directive 1342.6, "Department of Defense Dependents Schools (DODDS)," October 17, 1978. Effective immediately, the use of this manual is mandatory for all DoD Components. Heads of DoD Components are to issue only such supplementary instructions as are necessary to provide for unique requirements within their respective components. In the event that such supplementary instructions are issued, one copy of each will be forwarded to the address given below.

This manual applies to the support of all dependents schools administered by the DoD Office of Dependents Schools to educate eligible dependents overseas. In case of conflict with existing directives, this manual takes precedence.

Address recommendations for amendments through channels to the DoD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

A handwritten signature in black ink, appearing to read "John P. White".

John P. White
Assistant Secretary of Defense
(Manpower, Reserve Affairs and Logistics)

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Encl 1 U.S. Navy Supply Support of Department of Defense Overseas Dependents Schools	

REFERENCES

- (a) DoD Directive 1342.6, "Department of Defense Dependents Schools (DODDS),"
- (b) DoD Directive 4000.19, "Basic Policies and Principles for Interservice, Interdepartmental, and Interagency Support," March 27, 1972
- (c) DoD Manual 4000.19-M, "Defense Retail Interservice Support (DRIS) Manual," September 1978
- (d) DoD Instruction 1342.10, "Eligibility Criteria for Education of Minor Dependents in Overseas Areas," May 4, 1970
- (e) DoD Directive 1342.5, "Cost Classifications and Definition of Costs Subject to the Statutory Limitation for the DoD Overseas Dependents School System," September 17, 1971
- (f) Executive Order 11491, as amended
- (g) DoD Regulation 4515.13-R, "Air Transportation Eligibility," February 1975
- (h) DoD Directive 1400.16, "Interdepartmental Civilian Personnel Administration Support," October 30, 1970
- (i) DoD Regulation 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," June 1977
- (j) DoD Manual 1342.6-M-2, "Transportation of Dependent School Children in Overseas Areas," (TO BE PUBLISHED)
- (k) DoD Directive 4000.25, "Administration of Military Standard Logistics Systems," November 12, 1976
- (l) Defense Acquisition Regulation (DAR) (formerly Armed Services Procurement Regulation (ASPR))
- (m) Administrative Instruction 15, January 1978
- (n) DoD Manual 4160.21-M, "Defense Disposal Manual," June 1973
- (o) DoD Directory 4000.25-D, "DoD Activity Address Directory (DODAAD)"
- (p) DoD Directive 5400.11, "Personal Privacy and Rights of Individuals Regarding Their Personal Records," August 4, 1975

CHAPTER I - GENERAL

A. Purpose. This manual provides instructions for the administrative and logistic support of the Department of Defense Dependents Schools and assigns responsibilities for their administrative and logistic operations. These instructions implement DoD Directive 1342.6 (reference (a)).

B. General. The mission of the Department of Defense Dependents Schools (DODDS) is to provide a quality educational program from kindergarten through grade 12 for eligible dependents of U.S. military, DoD civilian, and other eligible personnel stationed in overseas areas.

C. Explanation of Terms. For purposes of this manual, the following explanations and definitions of terms apply:

1. Curriculum. The sum total of student educational activities programmed by schools.

2. Cocurricular Activities. Organized activities sponsored by the school in addition to the established curriculum.

3. Dependent. One who:

a. will reach his/her fifth birthday but not his/her twenty-first birthday by December 31 of the current school year, or is handicapped (regardless of age) and enrolled in an educational program of the Department of Defense for the handicapped, and

b. is the unmarried child, stepchild, legally adopted child, legal ward of a sponsor, or resident in the household of a sponsor who stands in loco parentis, and

c. is dependent upon the sponsor for more than one-half of his/her support.

4. Dependents Education Program. The philosophy, objectives, policy, and procedural guidance necessary to conduct educational activities for eligible dependents of DoD personnel stationed overseas.

5. Dependents Education System. The organization, personnel, facilities, equipment, and procedures necessary to implement the overseas Dependents Education Program.

6. DoD Dependent. One who is a dependent, as defined in 3 above, of a member of the Armed Forces on active duty and stationed overseas or of a DoD civilian employee stationed overseas and paid from appropriated funds, and who, by virtue of that status, is eligible for enrollment in the DoD Dependents Schools.

7. Dollar Limitation. Congressional limit on the amount of appropriated operation and maintenance funds that may be expended during a fiscal year for the education of eligible dependents.

8. Installation Commander. The commander of the U.S. Government activity providing logistic and administrative support to the DODDS at a given location. (The term "installation commander" encompasses "base commander," "community commander," or other similar designations.)

9. Investment Costs. Costs incurred for major construction and equipment, which are funded by construction or procurement appropriations, rather than operation and maintenance appropriations.

10. Logistic and Administrative Support. This support includes military supplies, services, facilities, privileges, and benefits; and is grouped broadly into two categories as follows:

a. Agency Support. Agency support includes items furnished to an agency or an organization, as contrasted to an individual. Examples are real estate (for office or warehousing space), repairs and utilities, furniture and furnishings, registration of agency vehicles, and communications services.

b. Individual Support. Individual support includes items furnished to individuals, as opposed to agencies or organizations. Examples are: commissary and exchange privileges, registration of personal vehicles, medical and dental services, use of recreational facilities (e.g., theaters, clubs, libraries, craft shops, and athletic facilities), and local welfare/community services.

11. National Stock Numbered (NSN) Items. Supplies (expendable items consumed in use) and equipment (nonexpendable) items that are assigned NSN's and listed within Federal Supply Catalogs and Federal Supply Schedules. Examples of NSN items are pencils, paper, tablets, binders, standard desks/chairs, janitorial supplies, chalk and erasers.

12. Non-National Stock Numbered (Non-NSN) Items (also called School Unique). Supplies (expendable items consumed in use) and equipment (nonexpendable) items that are not assigned NSN's and not listed in Federal Supply Catalogs. Non-NSN items, in some cases, are listed in Federal Supply Schedules and are identified only by the item nomenclature. Examples of non-NSN items are library books, periodicals, testing material, special laboratory equipment, school band/choral music, class registers, and plan books.

13. Other Users Factor. The percentage by which engineering and utility costs (as described in Annex D) will be reduced by the supporting installation to compensate for use of the school facilities by organizations other than DODDS. Normally, when a school building is

used by one or more other organizations, a standard factor of 20 percent will be used to reduce the cost of utilities and services billed to DODDS (see Annex D). However, where the use of the 20 percent factor would clearly be inequitable to either the supporting activity or DODDS, a more appropriate factor may be negotiated locally. When the building is not used by other users, DODDS will be charged for 100 percent of these costs.

14. Overseas Dependents School Region. Any one of the major organizational elements of DODDS established in a specific geographical area to provide kindergarten, elementary, and secondary education for dependents of DoD military and civilian personnel stationed overseas. The term "overseas," as used here, excludes Alaska, Hawaii, Puerto Rico, Guam, the Virgin Islands, and Wake Island.

15. Regional Directors. Civilian employees who, under the direction of the Director, DODDS, organize, administer, and supervise educational programs and related activities within their respective overseas dependents schools regions.

16. School Unique Items. See definition 12 above.

17. Sponsor. Father, mother, legal guardian, or person standing in loco parentis whose employment or military status creates eligibility for enrollment of the dependents in the DoD Dependents Schools.

18. Tuition schools. Schools, other than DoD Dependents Schools, approved by the Regional Director, that require tuition payments for space-required pupils.

19. Space-Available Students. Students who may be accommodated in a DoD overseas dependents school when existing schools have the capacity/vacancy and no additional construction or staffing requirements would result from their attendance.

20. Space-Required Students. Students who must be accommodated in a DoD overseas dependents school. Facilities and/or school staff will be provided to accommodate space-required students.

D. Functions and Responsibilities

1. Under the provisions of DoD Directive 1342.6 (reference (a)), the Director, DODDS, will:

a. Organize, manage, fund, direct, and supervise the complete operation of the DoD Dependents Schools and issue such policies and regulations as necessary to carry out the assigned mission.

b. Enter into agreements with the Military Departments or other U.S. Government entities, as required for the effective performance of the Dependents Schools Program.

c. Establish subordinate offices necessary to fulfill the assigned mission.

d. Provide support to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) in the development and justification of school construction, modification, and/or repair projects included in annual military construction programs.

2. The Headquarters of the Military Departments will:

a. Provide guidance to subordinate activities to ensure that logistic and administrative support is provided DODDS activities as prescribed in DoD Directive 4000.19 (reference (b)) and DoD Manual 4000.19-M (reference (c)).

b. Establish logistic support policies and help resolve support problems that may arise.

c. Notify the Director, DODDS, of expected changes in command strengths that will affect the operation of one or more schools.

3. Installation commanders will:

a. Provide logistic and administrative support to local DODDS activities in accordance with this manual, established cost ceilings provided by the Regional Director, and Interservice Support Agreements (ISAs).

b. Provide school facilities for education of eligible dependents. If new or replacement facilities are required, DODDS will program for major or urgent minor construction. Engineering support, including preparation of program documents and design and contract services, will be the responsibility of the Military Departments. Annex A lists items essential for a complete physical plant.

c. Provide required engineering support in the development and execution of major construction, operations and maintenance (O&M) construction, and maintenance and repair (M&R) projects.

d. Encourage all educable, eligible dependents who have not completed high school to attend either DoD Dependents Schools or a regular program of formal instruction in the local school system, enroll in a tuition school, or enroll in an independent study program by correspondence.

e. Provide budget inputs for reimbursable logistic support costs included in ISAs for dependents schools located on their installations to the Regional Director via the local installation school

principal. Provide such reimbursable support commensurate with authorized funding and overall installation capability.

f. Provide civilian personnel services in accordance with applicable regulations and civilian personnel servicing agreements.

g. Provide complete custodial service to school facilities on a reimbursable basis.

h. Provide dormitories and food services for dormitory students; ensure that student bedrooms and recreation rooms are provided furniture and equipment in accordance with appropriate authorizations and tables of allowances; repair and rehabilitate all furnishings and equipment, including drycleaning of blankets, draperies, and similar items. Funding policy in Chapter III applies.

i. Appoint a staff member (either a military commissioned officer or an officer-grade civilian) to serve as an installation schools officer. The schools officer will function as a liaison between the school and the military installation/community, but will not be assigned responsibility for any aspect of operating the schools.

j. Ensure that:

(1) Activities sponsored by local organizations or individuals that involve pupil participation do not conflict with the regular school program.

(2) Safety and sanitary inspections of school facilities are conducted in accordance with applicable departmental directives. Arrange for an integrated semiannual inspection (before school begins and midyear) of each school by personnel from the host installation; i.e., civil engineers, ground safety and bioenvironmental agencies.

(3) Qualified individuals conduct fire inspections to determine the adequacy of the school's fire prevention program and to eliminate fire hazards.

(4) Projects and other actions are undertaken to ensure that all educational facilities meet applicable U.S. National Fire Protection Association Life Safety Codes.

k. Provide logistic and administrative support to DODDS regional offices and related activities. Such support will be provided in accordance with the terms of this manual.

1. Provide adequate billeting or a certificate of non-availability for DODDS personnel determined to be eligible under applicable directives. School personnel will be given equal consideration with comparable grade military personnel for Government quarters assignment in accordance with pertinent departmental regulations of the host Service.

~~m. Establish a dependents school advisory council. Membership on these councils will be limited to full-time military and civilian employees of the Federal Government. Advisory councils will review and provide advice on all aspects of logistic and administrative support for school operations, inform the school administration of community and command matters that may have impact on school operations, and act as an informal channel of communication by which the commander, the principal, and the community can be informed of each other's concerns, problems, and activities.~~

n. Ensure that postal service for personal as well as official mail is provided in accordance with DoD postal regulations. Mailing costs for official mail will be borne by the school system.

o. Provide for school facilities security including security guards as required. Unusual, unique, or superordinate security requirements which are of a recurring nature and exceed the installation commander's capabilities are reimbursable.

p. Ensure that the personal effects under Government control of a deceased administrator, teacher, or other school employee are promptly secured and disposed of in accordance with applicable military directives.

q. Close school as necessary in emergency conditions (e.g., epidemics, bomb threats, alert conditions, inclement weather) and when facility deficiencies exist that would endanger the health and safety of students and school personnel.

r. Provide or arrange for school transportation service for students using most appropriate and economical mode for daily commuting, dormitory travel, field trips, and interscholastic activities.

s. Refer sponsors with problems concerning academic operation of the DoD Dependents School to the school principal.

t. Provide medical treatment in overseas areas in accordance with military regulations for DODDS personnel and DoD dependent students. Provide medical support for interscholastic athletic contests as resources permit (see section D., Chapter II).

u. Support the various types of parent-teacher-student organizations which provide liaison and self-help financial assistance to the schools or school activities.

v. Provide civilian payroll services as requested by Regional Directors.

4. The Regional Directors will:

a. Organize, supervise, and administer the total educational program of all dependents schools in their respective regions.

b. Provide or arrange for the education of eligible dependents of DoD sponsors assigned overseas.

c. Review and monitor logistic support provided dependents schools by installation commanders.

d. With the prior approval of the Director, DODDS, establish and disestablish dependents schools and dormitories in coordination with the installation commanders concerned. Establish a summer school with the prior approval of the Director, DODDS.

e. Program, budget, and fund all specified appropriated fund costs of the dependents education program (including those costs identified in DoD Directive 1342.5 (reference (e)), investment items not in military construction accounts, school construction projects less than \$100,000 and reimbursable logistics support costs. Perform analytical analyses of the above to ensure best use of resources. Prepare estimates for annual operating budgets based on inputs received from principals.

f. Establish individual cost ceilings for reimbursable logistic support and advise schools of these figures for their use in negotiating support agreements with host commanders. Approve support agreements unless approval authority is delegated.

g. Reimburse the appropriate providing activity for identifiable reimbursable logistics support in accordance with the terms of this manual and negotiated support agreements.

h. Ensure that school educational programs conform with the policy and criteria of the North Central Association of Colleges and Schools (NCA).

i. Certify the adequacy and suitability of the educational program offered by tuition schools through periodic visits and reviews.

j. Program, budget, and fund for all authorized space-required, tuition-free dependents attending tuition schools and those using correspondence courses. Assist MAAGs, missions, and security assistance activities by reviewing student eligibility, enrolling eligible students, and paying all fees to tuition schools (except those paid by MAAC, Foreign Military Sales or Military Assistance Program funds).

k. Develop and submit to the Director, DODDS, after consultation with the appropriate commanders and facilities engineers, requirements and priorities for school major construction projects. These submissions will also include all minor construction projects to be funded from military construction appropriations.

l. Prepare enrollment reports and forecasts in coordination with the Military Services.

m. Negotiate, consult, confer, or deliberate, as appropriate, with recognized employee groups on personnel policy and practices and matters affecting working conditions under the provisions of Executive Order 11491, as amended (reference (f)), and the negotiated agreement.

n. Develop staffing criteria for schools within parameters established by DODDS.

o. Make the final decision on recommendations for student expulsion.

p. Ensure that regional activities comply with references (m) and (p) in the performance of their records management functions.

q. Ensure that requisitions are prepared and submitted for school-unique supplies and equipment.

5. School principals will:

a. Direct, supervise, and coordinate implementation of the dependents education program and manage the dependents education within their schools.

c. Interview and select U.S. citizens and local national personnel applying for educational and clerical positions in their schools.

d. Supervise employees.

e. Identify and submit logistic support requirements to the supporting military installation and lead principals/regional directors as applicable.

f. Negotiate for, and monitor, all logistic and administrative support furnished by host installations (e.g., custodial cleaning). Inform appropriate officials of deficiencies, and certify that reimbursable logistic and administrative support has been provided.

g. Prepare estimates of annual operating budgets and submit them to the Regional Director. Monitor and control those school cost accounts for which responsibility has been delegated by the Regional Director.

h. Ensure that requirements for maintenance, repair, alteration, and minor construction projects are submitted to the appropriate activity in a proper and timely manner. These requests will be coordinated with the activity supporting the school and forwarded to the Regional Director.

i. Be responsible for:

- (1) Enrolling students.
- (2) Determining student eligibility.
- (3) Collecting tuition.
- (4) Admitting students and placing them in proper grades.
- (5) Maintaining individual student progress reports and records.
- (6) Promoting or retaining students.
- (7) Maintaining student accounting records.
- (8) Establishing school hours.
- (9) Controlling all activities of dormitory students during school and nonschool hours while students are in residence.
- (10) Advising Regional Directors if space is available in school to accept space-available students.

j. Provide supervision of student conduct in cafeterias or lunchrooms including noon-hour sessions.

k. Maintain discipline in the school. Principals may suspend students for misconduct or insubordination if necessary; expulsion cases, however, will be referred to the Regional Director for final action. Both suspension and initiation of expulsion actions will be brought immediately to the attention of sponsors. Before taking action that may result in suspension or expulsion, the school principal will personally inform the student of the basis for the potential action and allow the student an opportunity to provide additional information. When the potential action is expulsion, the student may be suspended during the interim period. If the school principal subsequently recommends expulsion, the information provided by the student will be forwarded as part of the file.

l. Coordinate expulsion from residence in student dormitories with the Regional Director. Whenever possible, the same guarantees of student rights that apply to suspension and expulsion in general will apply to expulsion from dormitories. Adequate arrangements will be made to ensure that dormitory students are supervised while returning to their sponsors' residences.

m. Inform installation commanders of serious or repeated behavior including chronic school truancy, and criminal acts of both students and subordinate school personnel.

(1) The installation commander is responsible for disciplinary cases involving criminal action.

(2) Parents are responsible for their children's behavior. School principals, accordingly, will advise the installation commander of instances of serious misbehavior (not criminal acts) when the parents are either unwilling or unable to correct this misbehavior.

(3) School personnel will cooperate fully with military authorities investigating cases of serious misbehavior, including drug abuse. However, students who voluntarily seek help with drug-related problems should be able to discuss these matters with school officials without fear of disclosure. School officials will respect this confidentiality unless there is grave danger to the health or well-being of any individual involved.

(4) The installation commander may establish procedures to monitor drug-related problems. School principals will also establish appropriate instructions to ensure that school personnel inform them of all such problems.

n. Properly display the U.S. flag on school grounds and within auditoriums and appropriate classrooms when consistent with host national laws and installation regulations.

o. Ensure that:

(1) All students receive patriotic, health, and safety instruction.

(2) Fire drills are conducted once a week during the first month of school and monthly thereafter during the school year, and the fire evacuation alarm system is tested in accordance with applicable directives.

(3) Proper health and safety measures are observed in schools, on school grounds, and in any other area where school-sponsored activities are held; and particularly that personnel involved comply with the host military department's:

- (a) health and safety standards and rules,
- (b) procedures for investigating and reporting serious accidents,
- (c) requirements for conducting periodic safety inspections.

(4) An aggressive hazard-reporting system is conducted in conjunction with pertinent directives.

(5) No part of the regular school day is devoted to activities sponsored by outside organizations without prior approval of the Regional Director.

(6) No students are excused from school for "senior trips" or other trips sponsored by outside organizations without prior approval of the Regional Director.

(7) Facilities, supplies, and equipment provided for the educational program are properly used.

(8) All school personnel have appropriately accounted for all items that have been entrusted to them for custody before rotating or departing for summer vacation. However, no teacher will be required to sign more than a sign-in/sign-out form in order to check materials out for use in his/her work area.

p. Provide supervision for loading and unloading of school buses at the school site.

q. Provide supervision of students at all school-sponsored cocurricular activities (e.g., athletic events, music and drama productions, dances). When these events are open to the military community, the local commander will be requested to provide internal control support when considered appropriate for the events and circumstances.

r. Coordinate with the installation commander to ensure that safety and sanitary inspections of school facilities are conducted semi-annually, before school begins and midyear.

s. Maintain liaison with representatives of community organizations.

E. Establishment of Dependents Schools

1. General. Dependents schools are established in coordination with the military commanders concerned, based on guidance provided by DODDS.

2. Requirements. Dependents schools may be established and serviced by the Regional Director when the following general criteria are met:

a. An enrollment of at least 20 space-required dependents is ensured for an elementary school (K-6 or K-8), and an enrollment of at least 45 space-required dependents is ensured for a secondary school (7-12 or 9-12). K-12 schools must meet both of the foregoing requirements. Exceptions to these general criteria must have prior approval of DODDS.

b. Adequate facilities for school classrooms are available (annex A).

c. Adequate logistic support is available.

3. Procedures

a. Commanders concerned will initiate requests for establishing dependents schools and submit them through the chain of command to the Regional Director. Letter requests will include the following information:

(1) The total number of families to be served by the school, both those physically present and those programed to arrive during the current/next three school years.

(2) The number of space-required students currently enrolled, by grade level. When the number of such dependents is fewer than 35, a name roster will be attached to the request showing student grade and birth date and sponsor unit and rotation date. Children with learning or other disabilities should be noted and listed separately.

(3) A description of the facilities for dependents school use with a blueprint or schematic floor plan enclosed. Preplanning consultation with the Regional Director is required before engineering drawings are made if construction or alteration of facilities is necessary. These projects must also be reviewed by the commander of the supporting medical facility and by a safety officer to ensure compliance with health and safety directives.

(4) Description of housing arrangements for teachers or dormitory students.

(5) A statement that an installation schools officer has been or will be appointed for the proposed school.

b. On receiving the installation commander's request, a representative of the Regional Director will inspect the proposed school building plans or construction site. The inspector's report to the Regional Director will include specific comments regarding each point in the request and a recommendation.

c. The Regional Director will obtain the approval of the Director, DODDS, before establishing a dependents school.

4. Nursery Schools. DODDS will not establish or operate nursery schools. Supplies and equipment procured for dependents education are not authorized for use in nursery schools.

H. School Names. Normally, DoD Dependents Schools will be named after the city or town where the installation is located, followed by the words "American Elementary School" or "American High School," as applicable, unless host nation laws/regulations prohibit the use of the word "American" in school names. Schools may be named for honored individuals. Schools named for an honored person will be followed by the geographic location (e.g., the Joshua Barney Elementary School, Gaeta, Italy).

CHAPTER II - MEDICAL RESPONSIBILITIES AND PROCEDURES

A. DDDS Responsibilities

1. The Regional Director is responsible for executing the DDDS School Health Program.

2. School officials will refer ill or injured children requiring emergency treatment to the supporting medical facility. School officials may request evacuation of the student by the supporting medical facility. In cases not requiring emergency medical treatment, school officials will notify the sponsor, who is responsible for removing the student from the school facility. In addition, sponsors will maintain student immunizations in accordance with military regulations.

3. School principals will arrange an annual vision test for each student, if possible. Priority consideration will be given to new pupils and those who demonstrate visual difficulties. Hearing tests will be offered in grades 1, 3, 5, 7, 9, and 12, whenever possible. Priority will be given to students with known or suspected hearing loss. Hearing tests will also be arranged in areas where they are required.

4. Teachers will watch daily for indications of illness among students. Principals or school nurses will inform sponsors of any observed or suspected illness or physical defect requiring their attention.

B. Sponsors' Responsibilities

1. Sponsors of children entering school for the first time (kindergarten or first grade) will be encouraged to make an appointment prior to the first year in school for their child's complete health appraisal by the medical facility responsible for primary medical care.

2. When a dependent registers in school, sponsors will be asked to report any known medical conditions that require special consideration. This information will be recorded in the pupil's school health record.

3. Sponsors of students who are not authorized DoD medical care must make special arrangements for their dependents to participate in anaesthetics.

C. Supporting Installation Responsibilities

1. Host installation medical officers will support school health programs in accordance with military regulations.

2. Physical and, when applicable, psychological, examinations or evaluations of children who are candidates for special education classes will be performed by the installation medical facility as part of the selection of candidates for such classes.

D. Interscholastic Athletics. Installation commanders and supporting medical personnel, in coordination with principals of high schools engaging in interscholastic athletics, may provide, if available, the following medical services for students authorized treatment in DoD facilities:

1. Before being allowed to participate in any form of interscholastic athletics, each dependent candidate with known preexisting medical and/or surgical condition will obtain a statement signed by a medical officer that he or she was examined and is physically qualified to participate in designated sports.

2. Adequate medical support as determined by the medical facility commander will be supplied, when available, for interscholastic athletic contests upon request of local school officials. The medical facility responsible for medical care will provide, at a minimum, support from the emergency room on an "on call as needed" basis.

3. Medical personnel, coaches, or any game official may exclude an injured player from further participation in an event; such decisions are final.

4. No contestant who has been knocked unconscious in any contest will reenter competition without approval of the examining physician.

5. Availability of medical resources to support interscholastic athletics as outlined above shall be determined by the senior medical officer assigned.

CHAPTER III - FINANCIAL ADMINISTRATION

A. Basic Funding Policy

1. Except for U.S. Army, Berlin, where occupation cost funds will be used, DODDS will program, budget, and fund all operations and maintenance requirements and all procurement requirements. Beginning in FY79, DODDS will program, budget, and fund all major construction of DoD Dependents Schools facilities. It is expected that basic project specifications/designs will include all items chargeable to the military construction account.

2. All requirements for military personnel services will be financed by applicable Military Department appropriations.

3. The Military Services may provide nonappropriated funds for those school activities or functions not chargeable to appropriated funds.

B. Civilian Personnel Administration. Installation commanders are responsible for providing civilian personnel administration in accordance with civilian personnel servicing agreements negotiated in accordance with DoD Directive 1400.16 (reference (h)).

C. Reimbursable Logistic Support. Annex B lists support and services which installation commanders will furnish to DoD schools, in accordance with Service/installation policy and procedures, on a reimbursable basis.

D. Nonreimbursable Logistic Support. Annex C lists the logistic support and services which installation commanders will furnish to DoD schools on a nonreimbursable basis.

E. Budgeting

1. Budget Cycle. Budget estimates for reimbursable logistic support provided to DoD Dependents Schools will be submitted to Regional Directors in accordance with guidance issued by the Regional Directors, and based on the guidance and requirements of the DODDS. Budget submissions will include necessary information, submitted on a timely basis, which permits the preparation of:

- a. The Command Operating Budget (COB).
- b. The Command Budget Estimate (CBE).
- c. The Budget Execution Review (BER).

2. Budget Formats. DODDS will provide Regional Directors with the specific standardized format for each submission.

3. Budget Guidance. DODDS will provide the Regional Directors with specific programs and budget guidance before each budget submission. Guidance will include, at a minimum, funding limitations and budgetary constraints imposed by higher headquarters.

4. When a host activity is providing support to DODDS on a non-reimbursable basis and the activity decides to identify the net additional costs and to seek reimbursement, DODDS will be given sufficient lead time to evaluate the request and, in the programing process, if considered appropriate, to budget for that requirement.

F. Support Cost Proration. Costs of utilities, custodial services, and other basic engineering support (as described in annex E) will be prorated in accordance with the applicable local users factor (Chapter I, C. 13.) when the school facilities are used by organizations/activities other than DODDS.

G. Logistic Support Charges Summary (DD Form 2160). DD Form 2160 (annex E) will be used to summarize reimbursable logistic support charges. Supporting activities will prepare this form on a quarterly basis. Costs for all schools supported will be consolidated on this form. (When necessary, local reproduction is suggested for expediency.)

H. Transportation

1. Official transportation for DODDS personnel, including staff members of Regional Directors' offices, is authorized within available resources for "official business" (DoD Regulation 4500.36-R, reference (i)). Domicile-to-duty transportation is not authorized. Trucks or special purpose vehicles may be assigned on a reimbursable basis to support recurring logistic requirements.

2. Transportation of DoD dependent students will be provided in accordance with DoD Manual 1342.6-M-2 (reference (j)).

I. Support Agreements. Support agreements between the DODDS and the Military Services will be accomplished in accordance with policies and procedures contained in DoD 4000.19-M (reference (c)).

J. Funding for Reimbursable Costs. Regional Directors will notify each school principal (or lead principal in a school complex, if applicable) as soon as possible (usually before the beginning of the school year) of the annual reimbursement ceiling. Each supporting activity will bill the appropriate billing activity (see DoD 4000.25-D, reference (c)) for support rendered in accordance with funding and reimbursement arrangements contained in the Support Agreement, DD Form 1144. (See DoD Directive 4000.25 reference (k).) The billing document, SF 1080, Voucher for Transfers Between Appropriations and/or Funds, together with supporting documentation, will be submitted through the local school principal (or lead principal) for certification. The end of quarter SF 1080 will be

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supported by two copies of the DD Form 2160. This form will consolidate the costs by line item for the schools supported by the installation. Erroneous charges discovered after billing submission will be corrected at the next billing.

K. Reporting of Logistic Support Costs. As the DD Forms 2160 are received by the local DODDS activities in support of the SF 1080 billings, one copy of each completed DD Form 2160 will be submitted to:

DoD Office of Dependents Schools
2461 Eisenhower Avenue
Alexandria, Virginia 22331
ATTN: Logistics Division

The reporting requirement prescribed in Chapter III, paragraphs G. and J., has been assigned Reports Control Symbol DD-M(Q)1498, and it applies to support of all DODDS schools in locations other than Berlin.

L. Installation Type Supplies and Equipment of Common Usage. Authority to requisition these items from the host installation and/or supply issue point is delegated by the Regional Director either to the dependents schools principals or to the supplying activity, as appropriate, consistent with the local military department supply system. Issues of supplies and equipment are billed to the Regional Director. SF 1080 will be used for billing purposes and must identify, separately, costs incurred by each school serviced.

CHAPTER IV - MATERIEL MANAGEMENT

A. Purpose. This chapter prescribes policy relative to requisitioning, shipping, and receipt of dependents schools materiel in DoD overseas dependents schools. NOTE: Navy support activities will process DODDS requirements in accordance with standard Navy procedures and enclosure 3, "U.S. Navy Supply Support of Department of Defense Dependents Schools."

B. Sources and Methods of Obtaining Materiel

1. Non-National Stock Number Items. DODDS determines the source and most suitable method of obtaining school-unique items as follows:

a. By procurement with appropriated funds in the continental United States through the Defense General Supply Center, Richmond, Virginia, or other authorized DoD procurement agencies.

b. By procurement with appropriated funds from local sources in accordance with the Defense Acquisition Regulation (DAR) (reference (1)).

c. By procurement with funds donated by individuals or organizations to the student activities fund established and administered by the Regional Director.

2. National Stock Number Item Support. Schools requisition common-use supplies and equipment, including contractual services, on the basis of appropriate authority from DODDS (enclosure 1 to DoD Directive 1342.6, reference (a)) and the applicable DoD fund citation.

C. Direct Shipment Policy. Except for traffic management reasons or other special circumstances, school materiel will be shipped directly to schools to reduce pipeline time, and handling and transportation costs. Centralized storage facilities may be established within the Dependents Schools system under the following circumstances:

1. To process and distribute serviceable materiel turned in as excess or as a result of school closures.

2. To provide temporary storage of materiel earmarked for schools under construction.

3. To stock and distribute high demand, rapid turnover materiel. (Do not stock personal athletic equipment such as shoes, uniforms, etc.)

4. To serve as a distribution point for consolidated shipments to schools located within close proximity of a centralized facility. The schools so served should be determined based upon a study of relative economies of consolidated versus direct shipments.

D. Requisitioning and Shipping

1. NSN Requirements

a. Requisitions for school NSN supplies and equipment (including the NSN items listed in Federal Supply Schedules) will be funded by the Regional Director and submitted by the supporting military installation to the Department of Defense/General Services Administration (DoD/GSA) supply source which has the prime managerial support responsibility for a specific NSN as reflected in the appropriate Military Service Management Data List or Cataloging Management Data Notification (CMDN) file.

b. When an item required by a school is listed with an NSN in the CSA Supply Catalog, a Military Standard Requisitioning and Issue Procedure (MILSTRIP) requisition will be submitted to the appropriate GSA overseas support region which supports the activity providing logistic support to the school.

c. The frequency, methods, and flow of NSN requisitions will be accomplished as prescribed by the applicable Regional Director's supply directives for the dependents schools located within their respective geographical areas. Regional Directors and their subordinates will coordinate with supporting military activities when establishing policies and procedures for obtaining NSN supplies.

2. Non-NSN Requirements

a. Non-NSN requirements will be submitted by the local school through the appropriate offices for review and funding, to the Defense General Supply Center (DGSC). This includes the non-NSN items listed in Federal Supply Schedules which are identified by nomenclature only. All non-NSN requisitions submitted to DGSC will provide an adjustable price allowance of \$200 on requisitions up to \$1,000 and 20 percent on requisitions over \$1,000. The adjustable price allowance is to be used only from October through August on requisitions citing current fiscal year funds. Fund increases during the month of September, and for requisitions citing prior year funds, will be obtained directly from the requisitioner and the adjustable price allowance will not be used. DGSC will furnish to each requisitioning activity a quarterly summary of fund increases made above the authorized funds on the requisition. However, during the final quarter of each fiscal year, DGSC will furnish such summaries on a monthly basis as well.

b. Because DGSC operates on a buy-ship basis and non-NSN items are not stored within any Defense Logistics Agency (DLA) depot complex, adequate time must be allowed to process requisitions into purchase orders and ship materiel to the destination. DGSC requires 35 to 60 days Procurement Administrative Leadtime (PALT) to award a contract to satisfy a requisition. Transportation time from vendor to consignee is estimated to be 90 days for surface freight and 45 days for parcel post.

The delivery date in orders/contracts is the date of receipt by the first Government agency, i.e., post office, port packing center, etc. The shipping date is the delivery date on Free on Board (FOB) origin awards.

c. Vendors require 120 to 150 days for delivery on large equipment with 60-cycle motors and 220 days for delivery of 50-cycle motors. This should be taken into consideration when ordering industrial arts equipment and similar large items.

3. Requirements Contracts. It is recommended that requisitioning activities secure catalogs from firms that have requirements contracts with DGSC. Listings of these firms and copies of contracts may be secured from:

Chief, Educational Supplies Branch
Directorate of Procurement & Production
Defense General Supply Center
Richmond, Virginia 23297

4. Textbooks. DGSC considers requisitions for textbooks to have the highest priority. If discounts apply, the cost of textbooks will be computed by subtracting the discount from the list price. Do not take the publishers net price and then subtract the discount. The net price will be used for all educational items from textbook publishers.

a. Limit the texts from one publisher to one requisition.

b. Cite the exact edition of the textbook that is required. Many publishers have two or more editions of the same series; and, in many instances, these editions are not compatible with each other.

c. If it is necessary to order a large quantity of one title shipped to various locations, limit the requisitions to one title. Do not requisition many titles with numerous "ship to" addresses on one requisition.

5. Library Books. Requisitions for library books will be limited to one type binding. Types of bindings will be segregated by trade, publisher's library binding (PLB), prebounds, paperbacks, and preprocessed. Requisitions for library books may include up to 250 line items (including substitute titles). Requisitioners are encouraged to include 15 to 25 percent substitute titles with each library book requisition.

a. Delivery orders will be written on a "do not exceed" basis; the substitute titles will be used only when a primary title is not available.

b. Line items on the requisition will be numbered consecutively from the first line item through the last substitute title. The words "Substitute Titles" will precede the list of substitute titles.

c. Requisitions for preprocessed books will list the charge for preprocessing as a separate line item and will follow the last primary title.

d. Books from more than one publisher may be combined if they do not exceed 250 line items. Publishers will be listed alphabetically, and authors alphabetically under each publisher.

e. Certain reference books are on the mandatory Federal Supply Schedule, FSC Group 76, Part I.

f. Submit separate requisitions for each supplier listed in Part I. Separate requisitions will be submitted when books are obtained from: H. W. Wilson Company, National Geographic, F. E. Compton, Four Winds Press, R. R. Bowker, Dufour Editions, Gale Research, and publishers not listed in Books in Print or Publishers Trade List Annual. Most library books (trade, paper, PLB, etc.,) are purchased from the Federal Supply Schedule, FSC Group 76, Part III, Books General Works. This Federal Supply Schedule should be obtained from GSA. To establish distribution, write to:

GSA (8 BL-CMLS)
Publications Distribution Center
Denver, Colorado 80225

g. Books and pamphlets furnished by nonprofit publishers or organizations should be requisitioned on a separate requisition and limited to one publisher or organization. All requisitions for library books must list title, author, publisher, and type of binding desired. If type of binding is not specified, trade binding will be ordered.

6. Music (Sheet and Records and Band Instruments). When ordering band music, include text, publisher, parts by name of instruments, and indicate whether for full marching band or symphonic band. When ordering choral music, include the publisher, arranger, and voice arrangement, i.e., soprano, alto, tenor, or bass. All records that are listed in the Schwann Catalog are available on FSC Group 77, Federal Supply Schedule. Requisitions for records other than those in the Schwann Catalog will reflect a source of supply or publisher, and be limited to records from one publisher. One exception is the order of records in conjunction with lesson plans or texts.

7. Periodicals. Requisitions will be limited to 100 lines. Material from National Education Association; American Association of School Administrators; H. W. Wilson; Scholastic Magazine, and Nations School will be submitted on separate requisitions and will be funded for the list price. These companies allow no discount. Requisitions will indicate subscription period and whether for new or renewal subscription.

a. If airmail is desired, funds for this will be furnished by the requisitioner. Requisition during April for subscriptions desired at the start of the next school year. Subscriptions with another

starting date will be requisitioned no earlier than 120 days or no later than 60 days prior to the start of the subscription period. Single-year and multiyear subscriptions will not be placed on the same requisition.

b. Notices of nonreceipt of magazine subscriptions should be forwarded to DGSC 45 to 60 days after the subscription starting date shown on the purchase/delivery order. Requisitions for periodicals on microfilm or microfiche must indicate whether positive or negative format is desired.

8. Testing and Other Guidance Materials. Requisitions for testing materials will contain materials from only one publisher. Current catalogs should be requested. All requisitions for testing materials will cite the net prices. Pamphlets used in the Guidance and Counseling Program will be ordered on separate requisitions for each source of supply. This material is usually available only from the source specified; and when materials to be procured from several sources are combined on a single requisition, multiple awards result, causing administrative problems. Requirements for testing materials and scoring services will be submitted on separate requisitions. Indicate the period for which scoring services will be required. Do not request status for scoring service until it has been ascertained that tests have been sent to the vendor for scoring.

9. Audiovisual Material. When ordering filmstrips and motion picture films, requisitions will be limited to a single source. Foreign-made equipment will not be purchased unless the procurement is exempt from the Balance of Payments Program in accordance with the Defense Acquisition Regulation (reference (1)) and the required determinations are furnished with the requisition. (See DAR 6-805.2.(a).) Normally, the net price will be used when ordering films and filmstrips. Do not deduct any discounts. Many filmstrips and film loops are available with cassettes or records. Requisitions must list the format required. If a part of a series is ordered, list the series title as well as the film title/part ordered.

10. Training Aids. Whenever the item can be identified by manufacturer, the manufacturer will be listed on the requisition as the source of supply. Requisitions will be limited to one source of supply.

11. Arts and Crafts Material. Each requisition exceeding \$1,000 for one type of arts or crafts material, i.e., paints, paper, tools, will be limited to that type of material. Requisitions for non-NSN power tools will be submitted to DGSC and will be limited to one line item per requisition. Federal Supply Schedules will be used to the maximum extent possible when ordering power tools. Electrically operated items must show the electrical characteristics, i.e., voltage, phase, and cycle.

12. Laboratory Materials and Science Equipment. Requisitions for reagent chemicals, the generic name and size of container will be listed on the requisition. Requisitions for large laboratory equipment will be limited to a single line item. When only a single make, type, or brand is acceptable, complete justification for sole source must accompany the requisition, or procurement will be made on an "or equal" basis. Sole source signifies that the item specified is the only acceptable item and that substitutes are not acceptable. "Or equal" items possess the same general characteristics and are acceptable for the intended use of the required items. Requisitions for non-NSN microscopes will be submitted to DGSC, listing the applicable make and model. When ordering equipment showing a dealer as the source, the manufacturer's name will be included on the requisition, if possible. If the requisitioner is aware of two or more products that will meet his needs, all acceptable catalog or part numbers will be furnished.

13. Athletic Material. When non-NSN athletic equipment is required, the applicable nomenclature will be reflected on the requisition, such as manufacturer, make, model, catalog number, suggested source. Use the following check list as a guide in furnishing item descriptions for uniforms:

- a. Model number.
- b. Body color - include shade of color, i.e., light gold, old gold, antique gold, kelly green, light green, dark green, navy blue, Air Force blue, Columbia blue, royal blue.
- c. Trim - color, style, material, and location.
- d. Sizes - in accordance with contractor's catalog, by body measurements or small, medium, or large.
- e. Lettering - what is desired: name and/or numbers? Where to be applied: back or front? Material: felt, tuckertwill, or painted? Color: including shade? Style: full block, plain block, script, etc.? Size?

14. Miscellaneous Material. For all other non-NSN items, the applicable nomenclature will be reflected on the requisition, such as manufacturer, make, model, catalog number, and suggested source.

E. Release and Receipt of Material

1. NSN Material

- a. The supply source will use the standard DoD MILSTRIP documents for release and shipment of dependents schools NSN material.
- b. DODDS activities and supporting military installations will process receiving documents for NSN school items as outlined in DODDS

supply directives and departmental supply procedures, respectively.

2. Non-NSN Material

a. When procurement awards are made, DGSC will forward two copies of the award document (DD Form 1155 or SF 36) to the consignee. In the event of delinquent, damaged, or nonconforming shipments, the consignee will send followup inquiries, through channels, to the Educational Supplies Branch at DGSC. Such inquiries may be by letter, message, or return of an annotated copy of the award document. DGSC should receive the follow-up inquiry within 60 days of the delivery date shown on the award document. In the event of nonreceipt, follow-up should not be made earlier than 45 days after the delivery date on the award document. DGSC will, however, attempt to resolve all post-award problems if notice is received within 180 days. Generally, notices received after 180 days will not be acted upon as it is doubtful that effective action can be taken.

b. Packing lists should be examined closely in conjunction with information contained on DGSC Form 469 which advises of contract number and other award data. The DGSC Form 469 advises of items not awarded, e.g., books that are out of print, subscription items that have ceased publication or had a name change, etc. Packing lists usually indicate other items that are not available, i.e., canceled or backordered.

c. Requisitioners should respond promptly to requests from DGSC for additional funds/information. Requisitioners should also advise DGSC of any change in shipping addresses as soon as possible.

d. Requisitioners should not contact vendors directly when requesting status on a DGSC award. All post-award actions will be performed by the Educational Supplies Branch at DGSC.

e. Upon notification that material has not been received, DGSC will follow-up with the contractor. The transaction will be considered complete if proof of delivery can be furnished by the contractor; when requisitioner advises DGSC of subsequent receipt of material; or if DGSC notifies the requisitioner that the Government has no legal recourse against the contractor due to follow-up not being made in the time frame established by the contract. If the material cannot be located, DGSC will notify the requisitioner. Monetary credit actions for the initial shipment will be accomplished in accordance with applicable supply directives. If the requirement still exists, a new requisition must be submitted.

3. Accounting for School Materiel. Accountability procedures will be established for supplies and equipment consistent with applicable directives of the DODDS and supporting activities. However, no teacher shall be required to sign more than a "sign-in/sign-out" form in order to check materials out for use in his or her work area.

4. Disposal of Excess Property. Excess non-NSN assets shall be screened within the region in accordance with policies and procedures prescribed by the Regional Director. Selected non-NSN assets may also be screened among all DODDS regions in accordance with guidelines published by the Director, DODDS. All excess non-NSN assets remaining after screening, and all excess NSN items should be processed through the Defense Property Disposal Service in accordance with DoD 4160.21-M (reference (n)). Regional Directors will coordinate with the Defense Property Disposal Region servicing the area to establish property disposal policies and procedures.

F. Supply/Shipment Status, Followup, Cancellation, and Supply Assistance Requests. NSN transactions relative to dependents schools supply requisitions will be accomplished in accordance with MILSTRIP and appropriate DODDS supply directives. Followup/status requests concerning non-NSN items will be directed to DGSC-PGE, ATTN: Post Award, Richmond, Virginia, 23297. All such requests shall identify the item concerned by contract number, requisition number, and line item.

G. Forms

1. Requisitions and Shipments

a. The standard MILSTRIP forms will be used by the requisitioner for obtaining all NSN dependents school requirements.

b. For dependents school non-NSN requirements submitted to DGSC, the following forms will be used.

(1) DD Form 1149, "Requisition and Invoice/Shipping Document," will be used as a cover sheet when ordering non-NSN dependents school supplies/equipment. Standard Form 36, "Continuation Sheet," will be used as a continuation sheet to list the required items of supplies and equipment. Enter requisition numbers on the DD 1149 in a 14-digit MILSTRIP format. The first line item of the SF 36 will reflect the catalog number, quantity, unit price, and extended dollar value in the appropriate columns. Subsequent line items will be numbered consecutively. For example, for requisition number HQ 0001 0249 0043, the first line item number on the SF 36 will be 0043 (serial number of the requisition). The second line item number will be 0044, etc. Substitute line items must also be numbered consecutively. If multiple requisitions are submitted on the same Julian date, neither the requisition number reflected on the DD Form 1149, nor any of the line item numbers reflected on the SF 36 will be duplicated.

(a) The DD Form 1155, "Order for Supplies/Request for Quotations," will be used by DGSC, with SF 36 as a continuation sheet, for delivery/purchase orders.

(b) Requisitions for the majority of school non-NSN items will be limited to 100 line items on each requisition. However, library book requisitions may include up to 250 line items (including substitute titles). Issue priority designator assigned to each requisition submitted to Educational Supplies Branch should be substantiated by an appropriate required delivery date (RDD). Issue priority designator 08 should not be assigned to requisitions with an RDD of 6 months or more. Parcel post is used when possible. If air freight is required, the RDD should show that air freight is required because surface transportation cannot meet the RDD.

(c) Requisitions will be addressed to Chief, Educational Supplies Branch, Dir/Procurement and Production, Defense General Supply Center, Richmond, Virginia 23297.

(d) Requisitions and procurement documents will be prepared as outlined in DLA/DODDS supply directives.

(e) Shipments of materiel resulting from dependents schools requisitions require surface transportation unless traffic management circumstances dictate otherwise. Requests for airlift of school materiel must be approved by the Director, DODDS.

(f) Line items on multiline requisitions forwarded to DGSC Educational Supplies Branch for procurement must be double spaced.

(2) DD Form 1155, DD Form 250, Material Inspection and Receiving Report, or vendors commercial shipping document will be used to ship dependents school non-NSN materials to the activity submitting the requisition for the dependents school.

H. Equipment Maintenance. School principals will ensure that equipment is properly maintained and available for use in the instructional program. Difficulties encountered in obtaining maintenance support will be reported, through support channels, to the installation commander. After expiration of any applicable manufacturer's warranties, the appropriate military maintenance and repair facility will perform equipment maintenance, modification, repair, and servicing as required subject to reimbursement. When military facilities are unable to perform these services, the host installation will be responsible for securing the necessary services by contract on a reimbursable basis in accordance with the terms of the applicable support agreement.

I. Foreign Items

1. Occasionally, requisitions for foreign products are received at DGSC. The primary reason for most foreign item procurements is that U.S. items are not available. When it is necessary for a school to requisition a foreign item through DGSC, a determination must be furnished with the requisition and must state that: (a) the requirement can only be filled by foreign products because U.S. products are not

available; and (b) it is not feasible to forego filling the requirement or to provide a U.S. substitute for it (see DAR 6-805.2(a)(v), reference (1)).

2. DAR 6-805.2(a)(ii) allows offshore procurement activities to purchase foreign items estimated not to exceed \$10,000 in foreign cost. If an item is available in an overseas area and does not exceed \$10,000, local procurement should be considered if DODDS/Military Department regulations permit such procurement. See DAR 6-805.2(a) for additional exceptions to the Balance of Payments Program.

ANNEX A

COMPLETE SCHOOL FACILITY

The following items, as specified by the Regional Director, constitute a complete and adequate school facility:

1. Necessary instructional and ancillary spaces. The number and kinds of classrooms and ancillary spaces will be determined by the Regional Director based on projected enrollments, grade structure, the program and services to be offered, and the expected staffing level.

2. Installed equipment. All items of installed furnishings, fixtures, and equipment which are authorized for funding under the Military Construction Account will be included in new construction and are constituent parts of a complete and adequate facility. Such installed items include but are not limited to:

Acoustical tile	Drinking fountains	Playground equip.
Blackout curtains	Electric scoreboards	Shelving (built-in)
Bleachers	Electrical fixtures	Shower fixtures
Bulletin boards	Exhaust hoods	Sinks
Cabinets	Fans	Stage hardware
Carpet	Food service equip. (built-in)	Stage lighting
Chalkboards	Gas fixtures	Student lockers
Coat racks	Gymnasium (installed equip.)	Television antenna/conduit
Compressed air systems	Laboratory experiment stations	Vault (secondary schools)
Counters	Latrine fixtures	Venetian blinds
Cupboards	Light fixtures	Vinyl tile
Curtain hardware	Map rails	Wardrobes

3. Grounds development. In support of the school program, outside areas will be developed to include landscaping, access, parking, bus loading, paved playground and courts, playing fields, bleachers, installed equipment, standards, benches, fencing, and lighting.

4. Safety requirements. New facilities must meet all fire and life safety standards for dependents schools. All systems and equipment necessary to meet regulatory standards must be provided as integral parts of a complete and adequate facility. Such items include illuminated exits, panic hardware, alarm system, emergency lighting, smoke-stop doors, and extinguishing systems.

5. Support systems. All necessary support systems are parts of a complete and adequate facility. Such systems include all utilities, ventilation, air-conditioning, public address, intercom, telephone, clocks, and synchronized bells, and master lock system.

6. Common user items. The host service is responsible for the procurement of common user items on a reimbursable basis. Such items include but are not limited to: lounge-type furniture, draperies, stage curtains, folding chairs, portable storage shelving and cabinets, stoves, and refrigerators.

ANNEX B

REIMBURSABLE SUPPORT

The installation commander will provide the following services, as required, and within mission constraints, to the dependents schools on a reimbursable basis. Costs will be computed in accordance with the procedures cited in annex D of this manual.

1. Maintenance of school equipment.
2. Commercial telephone service as specifically authorized by the Regional Director. Communication services include:
 - a. Toll charges.
 - b. Commercial telephone and leased local lines.
 - c. Commercial leased long lines (used predominantly by tenant).
3. Dormitory and school laundry and drycleaning to include curtains and linen. However, costs for personal laundry and drycleaning are not authorized.
4. Transportation costs: student transportation costs, including daily commuting via military and/or contract transportation, and other transportation as authorized by the Regional Directors. Salaries of DoD civilian bus drivers will be based on the actual hours drivers are supporting school programs, including time awaiting dispatch and performing driver's maintenance.
5. U.S. Government vehicle maintenance costs in support of DODDS activities.
6. Utilities costs (adjusted by other users factor).
7. Custodial costs (adjusted by other users factor).
8. Refuse collection costs.
9. Maintenance and repair of school facilities (adjusted by other users factor).
10. Maintenance of school grounds. This includes trash removal, snow removal, grass cutting, maintenance of playgrounds and athletic fields, etc. Grounds maintenance costs will not be prorated by the other users factor.
11. Facilities rental when financed from operations and maintenance appropriations (adjusted by other users factor, if applicable).

12. Local drayage of household goods of DODDS employees (not incident to permanent change of station) when directed by the U.S. Government (e.g., when directed to move in or out of Government quarters).

13. Loan of vehicles, materials-handling equipment, and related equipment.

14. Supplies and equipment obtained from the supporting installation supply accounts (except expendable medical supplies).

15. Inpatient or outpatient care of DODDS employees and their dependents in military medical facilities; such charges to be reimbursed by individuals, not from DODDS appropriated funds. (For exceptions, see Annex C, items 35 and 36). * *

16. Packing and crating.

17. Civilian school bus monitors (when required by the host government).

18. Cost of transportation between pupils' residences and dormitory for 5-day dormitory students.

* 19. For dependents of military and civilian employees of the DoD attending 7-day dormitories, costs of transportation between the pupils' residences and dormitory at the beginning and end of the school year and during each Christmas and Easter holiday period. *

20. Rental of equipment required in support of authorized reimbursable services.

21. Civilian personnel and payroll services (reimbursable beginning FY 1979).

22. Accounting and finance services (reimbursable beginning FY 1979).

23. Costs of minor construction projects (under \$100,000) on school facilities.

24. Printing and reproduction services.

25. Architectural-engineering services.

26. Data automation services.

27. Entomological services.

ANNEX C

NONREIMBURSABLE SUPPORT

The installation commander will provide the following services, as available, to the dependents schools and DODDS personnel on a non-reimbursable basis. (NOTE: DODDS personnel will be responsible for certain participation fees, registration fees, club dues, and cost of purchases, as appropriate, on an individual basis.)

1. Legal services/claims and personal affairs.
2. Military labor.
3. Student-related medical services and expendable supplies provided to the dependents schools as such.
4. Medical/dental services and supplies rendered to students in school.
5. Family housing (DoD-controlled).
6. Mail pickup and delivery.
7. Fire protection.
8. Chaplain (except contract chaplain and TDY costs).
9. Noncombatant evacuation orders.
10. Off-duty education services.
11. Law enforcement/police protection.
12. Recreation services (less payment of sports officials).
13. Public information (American Forces Radio and Television Service).
14. Inspector General services.
15. Community support functions, such as bowling alleys, libraries, recreation centers, etc.
16. Housing referral service.
17. Commissary and food service support.
18. Transportation via military scheduled shuttle bus.
19. Nonappropriated fund activities.
 - a. Exchange and motion picture services.

- b. Class VI.
 - c. Officer/NCO club service.
 - d. Audio/photo clubs.
20. Communications service (common user).
- a. Military telecommunications (Class A/C telephone, local and long distance calls, communication center).
 - b. Programed lease and military long lines.
- 21 Records administration as outlined in the Federal Property Management Regulation.
22. Explosive ordnance disposal.
23. Search and rescue.
24. Traffic management assistance.
25. Open storage space, real property.
26. Veterinarian services.
27. Bachelor Officers Quarters (BOQ).
28. Transportation standby or dead time.
29. Costs of schools officers.
30. Processing of national agency check and investigations and personnel security clearances.
31. Publications and forms supply support and services.
32. Traffic management office services.
33. Mortuary services, unless reimbursement is required/authorized in pertinent military department regulations.
34. Aeromedical evacuation.
- * 35. Outpatient medical services at military medical facilities, if *
* services were rendered under occupational health and safety programs or *
* area-wide public health programs. The services include preappointment *
* physical examinations and required immunizations. *
- * 36. Fitness for duty examinations required by management, in accordance *
* with DoD policy, to ensure competence to perform assignments. *

ANNEX D
COMPUTING LOGISTIC SUPPORT COSTS

A. General. This annex describes the line item entries to be made on DD Form 2160 (annex E). The supporting activity and schools supported must be identified in the areas provided on the top of the form. The total cost of the support provided in a given category should be identified in the cost column opposite each category identified with an arabic numeral and upper case letters in the item column. The components of this cost (where indicated) are to be entered in the blocks corresponding to the various subcategories below the major categories.

B. Quantity Used. Where units are indicated (e.g., students, kilowatt hours, man-hours), show the quantity involved in the quarterly period covered by the DD Form 2160.

C. Items of Cost. Explanations for costing items of reimbursable support are provided below in the order in which they appear on the DD Form 2160.

1. ADP (AA). In the cost column, opposite the category "ADP," indicate the total cost of ADP support provided. Then allocate these costs between time-sharing hours and other costs of ADP support in blocks 1a and 1b.

2. Accounting and Finance (AB). Self-explanatory.

3. Civilian personnel (AC). Self-explanatory.

4. Custodial (AF). Enter in the cost column of line 4 the total reimbursable charges for custodial costs.

a. and b. These should contain entries for the number of man-hours and associated dollar costs of foreign national and U.S. civilian personnel respectively. For in-house labor, DODDS will be charged a prorated cost based on the other users factor. The prorated hours worked per quarter times the average hourly pay rate for custodial personnel will yield the DODDS quarterly cost.

c. This line should contain square footage and associated labor costs for contract janitorial/custodial services devoted to DODDS. With respect to contract janitorial services, DODDS will be charged for the cost of janitorial contracts that are solely for the benefit of the dependents schools, less any applicable reduction for the other users factors.

d. and e. DODDS will be charged the cost of janitorial supplies, less any applicable reduction for the other users factor.

5. School Laundry and Drycleaning (AK). Actual costs of institutional laundry and drycleaning will be entered. Personal laundry and drycleaning are not chargeable to DODDS.

6. Dormitory Laundry and Drycleaning (AK). The number of students in

residence at the dormitory should be entered in the quantity column of line 3.a. Actual costs of cleaning drapes, sheets, and blankets will be entered. Personal laundry and drycleaning are not chargeable to DODDS.

7. Messing-Dormitory Residents (AM). The number of meals served at the dormitory during the quarter should be entered in the quantity column of line 7. The amount of reimbursement being requested for those meals should be entered in the cost column.

8. Transportation-Daily Commuting (AO). Includes daily transportation of dependent students between home and school. Entries should be based upon bills and supporting documents provided by the supporting activity as well as records maintained at the school.

a. In-house Resources. Includes drivers employed by the supporting activities and military-operated vehicle resources.

(1) Show total number of military-operated vehicles used to transport dependent students.

(2) Show total number of daily round trips to/from school. For example, transporting a busload of kindergarten students to/from school in the morning and another group in the afternoon using the same bus would be two round trip bus runs. Similarly, if a busload of students is transported between home and school for lunch in addition to their regular trip to/from school, this would be two round trip bus runs.

(3) Show number of students transported round trip each day. For example, 300 students transported to/from school each day equals 300 student round trips. However, if 50 of these students are transported to/from school for lunch also, then total number of daily student round trips is 350.

(4), (5) Show total number of U.S. civilian and foreign national drivers who operate school buses each day. Show total number of man-hours that drivers were actually engaged in transporting dependent students and performing operator maintenance. Driver man-hours begin when vehicle leaves parking area for first pickup point and ends when vehicle returns to parking area from final drop-off point. Driver time may also include time awaiting dispatch not to exceed one hour per day. Driver salaries will be computed using total man-hours reported above times the average hourly rate of driver pay.

b. Contract Bus Transportation. These costs will be prorated, based upon the amount of service provided for daily student transportation only. Contract bus transportation costs for interschool and curricular activities will be reported separately in appropriate blocks on this form. Under quantity, show basis for contractor charges, i.e., bus miles, trips, bus days, etc.

(1) Show total number of contractor-operated buses engaged in daily student transportation.

(2), (3) Show total number of daily round trip bus runs and daily student/round trips in accordance with 8.a.(1)(2) and (3), above.

c. Report other transportation modes used for daily transportation of students, i.e., public transportation (rail, commercial bus, taxi, etc.).

9. Transportation-Special (A0).

a. School. Identify subtotal for school (as opposed to administrative) special transportation requirements in the cost column of line 9.a.

(1) Interschool Transportation. Includes authorized transportation of dependent students and school sponsors for such activities as interscholastic sports, music, forensics, science, humanities, industrial arts, etc.

(2) Curricular Transportation. Field trips, etc.

(3) Dormitory Activity Travel. Show number of students and costs for authorized transportation (other than that reported under item 10) in support of dormitory students.

(4) Civilian School Bus Monitors. Self-explanatory.

b. Administrative Transportation. Identify subtotal for administrative transportation in cost column of line 9.b. Vehicle maintenance costs will be identified in item 18.

(1), (2) Show numbers of any dedicated administrative drivers and associated salaries.

(3) Taxi Service. For official business use only. Specify basis for which charges are assessed and total charges.

10. Dormitory Student Transportation (A0).

a. Show number of 5-day dormitory students and their transportation costs via all transportation modes between dormitory school and primary residence.

b. Show number of 7-day dormitory student dependents of DoD military and civilian employees and their transportation costs via all modes between dormitory school and primary residence.

11. Utilities (AP). The total costs of utilities furnished to the supported schools should be entered in the costs column of line 11. When separate meters for the school facility exist, the actual cost of utilities service will be used. The utilities cost will be reduced by the applicable other users factor for users other than DODDS. When utility services are not metered at the school facility or facilities concerned, the reimbursable cost will be computed for each category as follows:

a. Water. The following water consumption factors will be used:

<u>Type of Facility</u>	<u>Consumption</u>
School	15 gallons per person per school day
Dormitory (only residents)	55 gallons per person per dorm day

The school population figure will include students, teachers, and full-time administrative personnel. The school principal will supply this information on request.

EXAMPLE

This example assumes a population of 189 students and 11 teachers and administrators, or 200 total, and a unit price of water at \$0.11 per 1,000 gallons. Total consumption and cost computation follows:

Average Population	X	Consumption Factor	X	Actual School Days This Quarter	=	Quarterly Consumption
200	X	15	X	51	=	153,000 gal
Quarterly Consumption	÷	1,000	X	Unit Price	=	Cost per Quarter
153,000	÷	1,000	X	\$0.11	=	\$16.83

NOTE: 1,000 U.S. gallons = 3.7854 cubic meters. There are 180 school days each school year, but actual school days in the quarter covered by the report are to be used.

b. Sewage. A factor of 70 percent of the total gallons of water consumed by the school for the quarter will be used for the amount of sewage disposed. This amount times the unit price for sewage disposed will give the school sewage charge.

c. Electricity. An illumination factor of 3 watts per square foot per hour will be used to determine the use for school purposes. A 7-hour day will be used for this computation when elementary/middle schools are involved, and an 8-hour day will be used when either junior or senior high schools are involved.

EXAMPLE

This example assumes the total area of the elementary school facility is 20,000 square feet and the electricity unit price is \$0.025 per KWH.

Square Feet	X	Illumination Factor	X	Actual Sch Days This Quarter	X	Hrs Used Per Day	=	Quarterly Usage
20,000	X	.003	X	51	X	7	=	21,420 KWH
Quarterly Usage	X	KWH Unit Price	=	Cost Per Quarter				
21,420	X	\$0.025	=	\$535.50				

d., e., f. Heating Fuels. When the school has its own heating facility, the cost of fuel must, of course, be reimbursed. When the school is heated from a central plant, reimbursement will be based on the proportion of school space heated to the total amount of building space heated by the central plant. Engineers/public works officials will reduce the amount of fuel and labor costs chargeable to school operations by the applicable other users factor to compensate for use of the school facility by other users.

g. Miscellaneous Utilities Costs. Include in these costs any reimbursable labor involved in firing school boilers or for visits of roving operators if the plant is oil-fired. Labor costs chargeable to the school, whether the school has its own heating facility or is heated from a central plant, will be reduced by the applicable other users factor to compensate for use of the school facility by other users. Items g.(1) through g.(3) are self-explanatory.

12. Real Property Repair and Maintenance (AW). Enter in the cost column of line 12 the total cost of real property maintenance and repair for which reimbursement is being requested in connection with school facilities. Maintenance personnel costs, maintenance supply costs, and costs of contract maintenance (or construction) will be recorded on an actual basis. When repair and maintenance of school facilities is part of an installation-wide maintenance contract and actual cost data is not available, the DODDS share of the total contract cost will be based on proration of the square footage of the buildings maintained under the contract. DODDS will be charged for costs of grounds maintenance. Grounds maintenance costs will not be prorated by the other users factor.

13. Other Civil Engineering Support(AW). Self-explanatory.

14. Administrative Services (AY). Enter total of administrative service costs in cost column of line 14. Self-explanatory.

15. Communications (BC). Enter total costs of commercial telephone service and toll calls.

16. Real Estate Leases (BT). DODDS will reimburse only those lease costs for facilities and land which are renewable annually and which are paid from Operations and Maintenance funds.

17. Printing and Reproduction (BV). Self-explanatory.

18. Vehicle Maintenance (MG). Enter vehicle maintenance costs and associated mileage factors, exclusive of POL (item 20). Maintenance charges for vehicles assigned to the dependents schools will be based upon a per mile rate by type of vehicle developed in accordance with regulations of the Military Departments times the actual number of miles driven during the reporting period. The term "school buses" in line 18.a. is to be construed generically to cover all vehicles used for daily transportation of DODDS students.

19. General Maintenance (MN/MY). Enter in the cost column the total amount of reimbursement requested for repair and maintenance of items of equipment which are not installed on real property. It should include repair of office machines, audiovisual equipment, etc. Repair and maintenance of equipment installed on real property is to be accounted for in line item 12. Subdivisions 19.a. and 19.b. are to contain breakouts of the total cost identified in item 19 by contract and in-house (DoD) resources, respectively.

20. POL (ST). Follow guidelines provided for line item 18, above. The term "school buses" in line 20.a. is to be construed generically to cover all vehicles used for daily transportation of DODDS students.

21. Other Costs. Identify other costs and include the applicable two-position category of support codes for use on interservice support agreements. (See appendix V, DoD Manual 4000.19-M (reference (e).))

22. Total Logistic Support Charges. Self-explanatory.

**ANNEX E
SUMMARY OF REIMBURSABLE LOGISTIC SUPPORT COSTS**

Quarter, FY _____
RCS _____

SUPPORTING ORGANIZATION	SCHOOLS SUPPORTED	
ITEM	QUANTITY USED	COST
1. AA, ADP	TOTAL	
a. TIME SHARING HOURS	HOURS	
b. OTHER ADP COSTS		
2. AB, ACCOUNTING & FINANCE	TOTAL	
a. NO. DODDS PAYROLL ACCOUNTS MAINTAINED	ACCOUNTS	
b. US CIVILIAN ACCOUNTING PERSONNEL	MANHOURS	
c. FN CIVILIAN ACCOUNTING PERSONNEL	MANHOURS	
3. AC, CIVILIAN PERSONNEL	TOTAL	
a. NO. DODDS CIVILIAN PERSONNEL SUPPORTED	PERSONS	
b. US CIVILIAN	MANHOURS	
c. FN CIVILIAN	MANHOURS	
4. AF, CUSTODIAL	TOTAL	
a. FN CIVILIAN JANITORS/CUSTODIANS	MANHOURS	
b. US CIVILIAN JANITORS/CUSTODIANS	MANHOURS	
c. CONTRACT JANITORIAL/CUSTODIAL SERVICE	SQUARE FEET	
d. JANITORIAL SUPPLIES/EQUIPMENT (DOD)		
e. JANITORIAL SUPPLIES (Contract)		
5. AK, LAUNDRY AND DRY CLEANING SCHOOL	TOTAL	
6. AK, LAUNDRY AND DRY CLEANING DORMITORY	STUDENTS	
7. AM, MESSING-DORMITORY RESIDENTS	MEALS THIS QUARTER	
8. AO, TRANSPORTATION-DAILY COMMUTING	TOTAL	
a. IN-HOUSE RESOURCES	SUBTOTAL	
(1) NO. BUSES		
(2) NO. R/T BUS RUNS		
(3) NO. STUDENTS TRANSPORTED		

ITEM	QUANTITY USED	COST
(4) US CIVILIAN DRIVERS (NO.)	MANHOURS	
(5) FN DRIVERS (NO.)	MANHOURS	
b. CONTRACT BUS TRANSPORTATION	SUBTOTAL	
(1) NO. BUSES		
(2) NO. R/T BUS RUNS		
(3) NO. STUDENTS TRANSPORTED		
c. OTHER TRANSPORTATION MODES	STUDENTS	
9. AO, TRANSPORTATION - SPECIAL REQUIREMENTS	TOTAL	
a. SCHOOL	SUBTOTAL	
(1) INTERSCHOOL	STUDENTS	
(2) CURRICULAR TRANSPORTATION	STUDENTS	
(3) DORMITORY ACTIVITY TRAVEL	STUDENTS	
(4) CIVILIAN SCHOOL BUS MONITORS	MONITORS	
b. ADMINISTRATIVE TRANSPORTATION	SUBTOTAL	
(1) US CIVILIAN DRIVERS	DRIVERS	
(2) FN DRIVERS	DRIVERS	
(3) TAXI SERVICE		
10. AO, DORMITORY STUDENT TRANSPORTATION	TOTAL	
a. FIVE-DAY DORM	STUDENTS	
b. SEVEN-DAY DORM	STUDENTS	
11. AP, UTILITIES	TOTAL	
a. WATER	GALLONS	
b. SEWAGE	GALLONS	
c. ELECTRICITY	KWH	
d. GAS	CUBIC FEET	
e. FUEL OIL	GALLONS	
f. SOLID FUELS	TONS	
g. MISCELLANEOUS UTILITIES COSTS	SUBTOTAL	

ITEM	QUANTITY USED	COST
(1) FN BOILERMAN, IN-HOUSE	MANHOURS	
(2) CONTRACT BOILERMAN	MANHOURS	
(3) OTHER <i>(Specify)</i>		
12. AW, MAINTENANCE AND REPAIR OF SCHOOL FACILITIES AND GROUNDS	TOTAL	
a. FN CIVILIAN MAINTENANCE PERSONNEL	MANHOURS	
b. US CIVILIAN MAINTENANCE PERSONNEL	MANHOURS	
c. CONTRACT MAINTENANCE		
d. MAINTENANCE SUPPLIES/EQUIPMENT <i>(DOD)</i>		
e. MAINTENANCE SUPPLIES/EQUIPMENT <i>(Contract)</i>		
f. EQUIPMENT RENTAL		
13. AW, OTHER CIVIL ENGINEERING SUPPORT	TOTAL	
a. REFUSE COLLECTION		
b. OTHER COSTS <i>(Specify)</i>		
14. AY, ADMINISTRATIVE SERVICES <i>(Specify)</i>		
15. BC, COMMUNICATIONS	TOTAL	
16. BT, REAL ESTATE LEASES	TOTAL	
17. BV, PRINTING AND REPRODUCTION	COPIES	
18. MG, VEHICLE MAINTENANCE	TOTAL	
a. SCHOOL BUSES	MILES	
b. ADMINISTRATIVE VEHICLES	MILES	
19. MN/MY, GENERAL MAINTENANCE - EQUIPMENT/FURNITURE	TOTAL	
a. DOD MAINTENANCE AND REPAIR		
b. CONTRACT		
20. ST, POL	TOTAL	
a. SCHOOL BUSES	MILES	
b. ADMINISTRATIVE VEHICLES	MILES	
21. OTHER COSTS <i>(Identify)</i>	TOTAL	
a.		

ITEM	QUANTITY USED	COST
b.		
c.		
22. TOTAL LOGISTIC SUPPORT CHARGES (ITEMS 1 - 20)		
REMARKS		

U.S. NAVY SUPPLY SUPPORT OF DEPARTMENT OF DEFENSE
OVERSEAS DEPENDENTS SCHOOLS

I. PURPOSE: This enclosure prescribes policy relative to supply support of DoD Dependents Schools.

II. SCOPE: The policies and procedures prescribed below apply to all U.S. Navy installations designated as the support activity for DoD Dependents Schools. These schools may be located on or near the Navy support activity installation.

III. REFERENCES:

- A. DoD 4000.19-M, Defense Retail Interservice Support Manual.
- B. NAVSUP PUB 437, MILSTRIP/MILSTRAP.
- C. Naval Supply Systems Command Manual, Vol. II; Supply Ashore.
- D. DoD 1342.6-M-1, Administrative and Logistic Operations of DoD Dependents Schools.
- E. Memorandum of Understanding between the Department of the Navy and DoD Office of Dependents Schools of 16 June 1976.
- F. NAVCOMPT Manual, Vol. III, Appropriation, Cost and Property Accounting (Field).

IV. RESPONSIBILITIES: The policy guidance and procedures promulgated in references A through E will be used when the designated Navy installation provides support to DoD Dependents Schools. The installation commander, through his/her subordinates and in conjunction with school officials, is responsible for:

A. Appointing an installation dependents schools officer in accordance with reference D, to act as the liaison between administrators and installation agencies in discharging school support responsibilities for those categories of support covered by the interservice support agreement as delineated in Appendix V of reference A and generally covering administrative, logistic, supply and maintenance support.

B. Processing all NSN/non-NSN material requests in accordance with references B and C and as called for by the terms of references A, D, and E. Also, he/she will provide technical assistance and advice to the school administrators on all supply matters pertaining to dependents schools.

C. Ensuring that the appropriate budgetary augmentation to support nonreimbursable school requirements for the support of the school program are included in appropriate installation funding/budget documents and are submitted through normal budgetary channels for inclusion in local operating and maintenance (O&M) budget estimates and financial planning. See reference D for logistic support reimbursable budgeting information.

V. SUPPLY AND ACCOUNTING PROCEDURES:

A. National Stock Numbered (NSN) material will be requisitioned and turned in through the supply department in accordance with standard Navy procedures, using the appropriate DD 1348 format. Material requirements will be filled from supply department stocks when available. When retail stocks of requested items are not available at the field level, the supply department will pass the requisitions on to the appropriate Navy supply support activity or integrated material manager in accordance with standard procedures. Dependents school requisitions qualify for the same Force Activity Designator as the installation supporting activity.

B. Non-NSN material (school-unique) will be requisitioned by schools in accordance with reference D, Section IV. School non-NSN items obtained through the supporting activity's supply department will be procured by DCSC and shipment made directly from the supplier to the supporting activity or the school, as applicable.

1. Normal distribution will be made for bulk quantities of textbooks and supplies by utilization of surface transportation through the military ports. Where items in limited quantity are procured, appropriate transportation, i.e., air or surface, will be utilized based on the most economical method commensurate with the issue priority designator established by the supporting activity.

2. Shipments of annual requirements will be made to ensure arrival at the supporting activity or school prior to 1 August.

3. Local arrangements will be made between the supporting activity and the school official for physical delivery of school supplies and equipment to the dependents school, if required.

C. Appropriation, Cost and Property Accounting will be in accordance with reference F.

VI. INTERSERVICE SUPPORT AGREEMENTS.

A. The ISA between the supporting activity and the school will be prepared in accordance with references A and D.

B. In addition to the categories prescribed by reference A, the ISA will include specific provisions for the storage of school material and equipment, and turn in of excess materials (NSN and non-NSN).



Department of Defense Directive

(MRA&L)

SUBJECT: Department of Defense Dependents Schools (DODDS)

- Refs:
- (a) DoD Directive 1342.6, subject as above, August 26, 1976 (hereby canceled)
 - (b) DoD Directive 1400.16, "Inter-Departmental Civilian Personnel Administration Support." October 30, 1970
 - (c) through (m) see enclosure 2

A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) to authorize publication of DoD Manuals 1342.6-M-1, "Administrative and Logistic Responsibilities for DoD Dependents Schools," and 1342.6-M-2, "Transportation of Dependent School Children in Overseas Areas;"
2. Establishes, pursuant to the authority vested in the Secretary of Defense, the Department of Defense Dependents Schools and the Dependents Education Council (DEC); and
3. Sets forth policies for the administration, operation, and management of the DODDS.

B. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter referred to as "DoD Components"). The term "Military Services," as used here, refers to the Army, Navy, Air Force, and Marine Corps.

C. MISSION

The mission of the DODDS is to:

1. Provide a quality education from kindergarten through grade 12 for eligible minor dependents of U.S. military and civilian personnel of the Department of Defense stationed overseas.

Enclosure (2)

2. Advise and counsel the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) on matters relating to dependents schools.

D. ORGANIZATION

1. The DODDS shall be established as an Office of the Secretary of Defense field activity under the policy guidance of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) and shall consist of:

a. A Director.

b. A subordinate organizational structure and such subordinate offices as shall be established by the Director within resources authorized by the Secretary of Defense.

2. The DEC shall be established as an educational policy council for consultation with the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics). The DEC shall consist of the following full-time Government personnel:

a. A Chairperson, who will be designated by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics).

b. One representative from each of the Military Services.

c. One representative from each overseas unified command.

d. The Director, DODDS, who shall serve as the Executive Secretary of the Council.

E. RESPONSIBILITIES AND FUNCTIONS

1. The Director, DODDS, shall:

a. Organize, manage, fund, direct, and supervise the complete operation of the DoD dependents schools and issue such policies and regulations as necessary to carry out the assigned mission.

b. Enter into agreements with the Military Departments or other U.S. Government entities, as required for the effective performance of the dependents schools program.

c. Establish subordinate offices necessary to fulfill the assigned mission.

d. Provide support to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) in the development and justification of school construction, modification, and/or repair projects included in annual military construction programs.

e. Under the overall direction of the ASD(MRA&L), develop, publish, and maintain DoD Manuals 1342.6-M-1 and DoD 1342.6-M-2 to implement the provisions of this Directive and other policy decisions of the Secretary of Defense.

2. The Dependents Education Council shall meet periodically to:

- a. Consider questions of policy.
- b. Facilitate exchange of information between the Director, DODDS, and the Military Departments.
- c. Provide advice to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) on matters pertaining to dependents schools.

3. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), or a designee, shall:

- a. Recommend to the Secretary of Defense policies for the administration of DODDS.
- b. Provide policy guidance and management direction to the Director, DODDS.

4. The Assistant Secretary of Defense (Comptroller) shall provide technical advice and support to the Director, DODDS, on financial management activities.

5. The Secretaries of the Military Departments shall provide such facilities, logistics, and administrative support as are required for effective operation of the dependents schools program. Reimbursements for goods and services will be made in accordance with DoD Directives 1400.16 and 4000.19 (references (b) and (c)). However, reimbursement will not be required for expendable medical supplies issued to the dependents schools. These supplies will be furnished and funded by the supporting activity.

F. RELATIONSHIPS

1. In the performance of his/her duties, the Director, DODDS, shall:

- a. Coordinate with concerned elements of the Office of the Secretary of Defense and other DoD Components having collateral or related functions in the field of his/her assigned responsibility.
- b. Exchange information and advice with concerned elements of the Office of the Secretary of Defense and other DoD Components.
- c. Use established facilities in the Office of the Secretary of Defense and other DoD Components to avoid duplication.

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1342.6

d. Consult and coordinate with other governmental and non-governmental agencies on matters related to the mission assigned to DODDS.

2. All DoD Components shall coordinate with the Director on all matters relating to dependents schools.

G. AUTHORITY

The Director, DODDS, is specifically delegated authority to:

1. Obtain such information, consistent with the policies and criteria of DoD Directive 5000.19 (reference (d)), advice, and assistance from DoD Components as he deems necessary.

2. Communicate directly with appropriate personnel in the Military Departments or other DoD Components on matters related to the dependents schools program.

3. Exercise the operational and administrative authorities contained in enclosure 1 of this Directive.

H. ADMINISTRATION

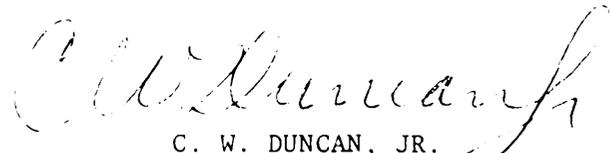
1. The Director, DODDS, shall be a civilian selected by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics).

2. Administrative support for Headquarters, DODDS, will be provided by the Assistant Secretary of Defense (Comptroller). Support for DODDS field elements will be provided by the other DoD Components in accordance with DoD interservice support agreements.

3. The DODDS shall be authorized such personnel, facilities, funds, and other administrative support as the Secretary of Defense deems necessary.

I. EFFECTIVE DATE

This Directive is effective immediately.


C. W. DUNCAN, JR.
Deputy Secretary of Defense

Enclosures - 2

1. Delegations of Authority
2. References

Oct 17, 78
1342.6 (Encl 1)

DELEGATIONS OF AUTHORITY

A. Pursuant to the authority vested in the Secretary of Defense, and subject to his direction, authority, and control, and in accordance with DoD policies, directives, and instructions, the Director, DODDS, or, in the absence of the Director, a designee, is hereby delegated authority, as required in the administration and operation of DODDS, to:

1. Designate any position in DODDS as a "sensitive" position, in accordance with the provisions of the Act of August 26, 1950, as amended (5 U.S.C. 7532) (reference (e)); Executive Order 10450, April 27, 1953, as amended by Executive Orders 10491, 10531, 10458, and 10550 (reference (f)); and DoD directive 5210.7 (reference (g)).

2. Authorize and approve overtime work for DODDS civilian employees in accordance with the provisions of the Federal Personnel Manual Supplement 990-1, section 550.111 (reference (h)).

3. Develop, establish, and maintain an active and continuing Records Management Program, pursuant to the provisions of section 506(b) of the Federal Records Act of 1950 (44 U.S.C. 3102) (reference (i)); the Freedom of Information Act Program (5 U.S.C. 552) (reference (j)); and the Privacy Act Program (5 U.S.C. 552a) (reference (k)).

4. Authorize the publication of advertisements, notices, or proposals in public periodicals, as required for the effective administration of DODDS (44 U.S.C. 3702) (reference (l)).

5. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of regulations, instructions, and reference documents, and changes thereto, pursuant to the policies and procedures prescribed in DoD Directive 5025.1 (reference (m)).

6. In coordination with the DASD (Administration), enter into support and service agreements with the Military Departments, other DoD Components, or other Government agencies, as required for the effective performance of responsibilities and functions assigned to DODDS.

7. Enter into and administer contracts through the DASD (Administration) or, with his/her approval, directly or through a Military Department, a DoD contract administration services component, or other Government department or agency, as appropriate, for supplies, equipment, and services required to accomplish the mission of DODDS. To the extent that any law or Executive Order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authority will be exercised by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics).

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B. The Director, DODDS, may redelegate these authorities, as appropriate, and in writing, except as otherwise specifically indicated above or as otherwise provided by law or regulation.

C. This delegation of authorities is effective immediately.

REFERENCES (continued)

- (c) DoD Directive 4000.19, "Basic Policies and Principles for Inter-service, Interdepartmental and Interagency Support," March 27, 1972
- (d) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976
- (e) The Act of August 26, 1950, as amended (5 U.S.C. 7532)
- (f) Executive Order 10450, "Security Requirements for Government Employment," April 27, 1953, as amended by Executive Orders 10491, 10531, 10458, and 10550
- (g) DoD Directive 5210.7, "Department of Defense Civilian Applicant and Employee Security Program," September 2, 1966
- (h) Federal Personnel Manual, Supplement 990-1, Book III, Section 550.111
- (i) Section 506(b), Federal Records Act of 1950 (44 U.S.C. 3102)
- (j) Freedom of Information Act Program (5 U.S.C. 552)
- (k) Privacy Act Program (5 U.S.C. 552a)
- (l) Title 44, United States Code, Section 3702
- (m) DoD Directive 5025.1, "Department of Defense Directives System," November 18, 1977