



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VA 22203-1635

Logistics Division

07-L-003  
November 5, 2007

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM

SUBJECT: Management and Control of Durable Property

Reference: DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual," November 28, 2005

It is the policy of the Department of Defense Education Activity (DoDEA) that all durable property will be monitored and controlled by the owning hand receipt holder (HRH). The Area and Associate Directors, DoDEA, shall ensure activities under their authority comply with requirements established in this document. The DoDEA Area Directors are authorized to supplement this policy to further control their internal durable property programs; however, the requirements outlined in this policy memorandum are mandatory for all DoDEA activities. All durable property shall be controlled in the same manner within the established property management areas. Effective no later than June 1, 2008, all DoDEA activities shall have completed a preliminary management review of their durable inventory and forwarded the results to the office of the Area Accountable Officer (AAO). This preliminary/baseline review data shall be used by Area Office (AO) personnel to determine the asset make-up of their durable property program.

The definition of a durable asset as reflected in the reference above is revised as follows: Durable property is personal property that is not consumed in use, does not require property book accountability, but requires control by the using and owning activity. **THERE IS NO MINIMUM COST CEILING FOR DURABLE PROPERTY.** The durable property program will include as a minimum the following supply groups and/or classes as applicable:

1. Current curriculum text books (GP 76)
2. ADP equipment and support items (GP 70)
3. Photographic equipment (GP 67)

4. Medical and dental equipment (GP 65)
5. Audio visual equipment (GP 58)
6. Student furniture (GP 71)
7. Musical instruments (GP 77)

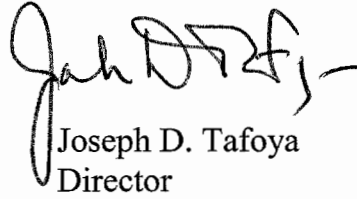
The owning HRHs will conduct an annual management review of all on-hand durable items to determine their durable asset posture. Standard practice is to include an acceptable loss standard as part of the review plan. It is DoDEA policy that the acceptable loss ratio shall not exceed 4 percent of the baseline and/or previous year's inventory. Source documents shall be retained to validate information reported in the annual management review. The same source documents used for accountable property management shall be used for durable property.

The HRH shall use the HRH's Management Review Memorandum (Attachment 1) to document that a management review was conducted. A signed copy of the review memorandum and all support documentation, as required by their AO, shall be provided to the AAO not later than September 30 annually. The AAO shall retain both the current and previous years' review memoranda in the HRH property files. In instances where losses exceed the acceptable standard, the AAO shall evaluate the HRH review documents to determine if sufficient cause is warranted for a formal investigation.

DoDEA Directors have discretionary authority to determine the automated management system that will maintain their durable property data inventories. As a minimum each data record shall include the following property data elements:

1. Nomenclature
2. HRH No. (DoDAAC)
3. Quantity on-hand
4. Unit acquisition cost
5. Current condition of the asset
6. Location
7. Federal Supply Class (FSC)

The provisions of this policy will be included in the next revision of DoDEA 4100.2-M, "Material Management Manual." Questions concerning this policy should be addressed to Chief, Logistics Division, (703) 588-3502 or DSN 425-3502.



Joseph D. Tafoya  
Director

Attachment:  
As stated

LETTERHEAD

(date)

MEMORANDUM FOR (Accountable Officer, (fill in name of the Accountable Area)

SUBJECT: Annual Management Review of Durable Property Inventory, (Activity's Name)

I certify that a 100 percent management review of the durable property inventory was conducted at (name of activity and hand receipt number) during school year \_\_\_\_ or fiscal year \_\_\_\_ . The results of the review are as follows:

1. No. of Assets Reviewed
2. No. of Losses  
(In excess of Standard)

The attachment is a detailed summary of the management review.

(Name)  
(Title)

Attachment:  
As stated