



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

Logistics Division

DoDEA Administrative Instruction 4160.1
August 25, 2006

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
ADMINISTRATIVE INSTRUCTION**

SUBJECT: Disposal of Department of Defense Dependents Schools (DoDDS) Memorabilia

References: (a) DoDEA Administrative Instruction 4160.1, "Disposal of Department of Defense Education Activity Memorabilia," May 2, 2000 (hereby canceled)
(b) DoD 4160.21-M, "Defense Materiel Disposition Manual," August 1997
(c) DoDEA 4100.2-M, "Department of Defense Education Activity Material Management Manual," November 28, 2005

1. REISSUANCE AND PURPOSE

This Administrative Instruction reissues reference (a) to update policy, responsibilities, and procedures governing the disposal of memorabilia that become excess to the Department of Defense Dependents Schools (DoDDS).

2. APPLICABILITY

This Administrative Instruction applies to the Office of the Director, Department of Defense Education Activity (DoDEA); the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

3. DEFINITION

3.1. Accountable Property. Items that meet Department of Defense requirements and whose information is contained in the Department of Defense Accountable Property System for an activity are considered accountable property. The requesting activities' official Hand Receipt Listing contains the list of accountable property information by nomenclature, serial number, and

barcode for verification of accountability. If a question arises as to an item's accountability, the Accountable Officer (AO) should be consulted.

3.2. Memorabilia. Official personal property commemorating an event, individual, or team accomplishment. Examples are sports trophies, plaques given to a debate team, music or drama awards, team pennants, caps, photographs, or similar items; certificates; and video/audio tapes of school events. Memorabilia are classified as consumable/expendable in nature, but may be accountable property. Memorabilia belonging to, or presented to, individuals are excluded from this program.

4. POLICY

It is DoDEA policy that:

4.1. DoDDS memorabilia shall be donated, in accordance with reference (b), to the American Overseas Schools Historical Society (AOSHS) which assures the Department of Defense Education Activity that such items are available in one location for research purposes.

4.2. DDESS memorabilia material shall be disposed of in accordance with reference (b).

4.3. All inquiries for DoDDS memorabilia from the public should be forwarded for response to the designated Memorabilia Education Specialist (MES) of the district or Area involved.

4.4. Residual items, not approved for donation to AOSHS, shall be disposed of through the Defense Reutilization and Marketing Office in accordance with reference (c).

5. RESPONSIBILITIES

5.1. The Director, Domestic Dependent Elementary and Secondary Schools and Cuba; the Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam, shall:

5.1.1. Designate an Area Memorabilia Education Specialist (AMES) to perform the function of an Area clearinghouse for excess items generated by activities or organizations under the Area's authority.

5.1.2. Ensure that activity administrators and personnel under the Area's authority are familiar with this program and understand that DoDDS memorabilia cannot be given to groups or individuals, but must be processed for donation to AOSHS under the procedures provided in paragraph 6 of this Administrative Instruction.

5.2. The designated Area Memorabilia Education Specialist (AMES) shall:

5.2.1. Review and approve memorabilia requests from activities at the district, and Area level.

5.2.2. Arrange funding from the cognizant district or Area budget officer for memorabilia items shipped to AOSHS.

5.2.3. Inform the requesting activity of approved memorabilia items to be shipped to AOSHS.

5.2.4. Maintain copies of AOSHS signed memorandums.

5.3. The DoDDS District Superintendents shall:

5.3.1. Designate a district Memorabilia Education Specialist (DMES) to perform the function of a district clearinghouse for excess items generated by activities or organizations under the district's authority.

5.3.2. Ensure that activity administrators and personnel under the district's authority are familiar with this program and understand that DoDDS memorabilia cannot be given to groups or individuals, but must be processed for donation to AOSHS under the procedures provided in paragraph 6 of this Administrative Instruction.

5.4. The designated District Memorabilia Education Specialist (DMES) shall:

5.4.1. Review and recommend approval for memorabilia requests from activities at the school and district level.

5.4.2. Arrange funding from the cognizant district or Area budget officer for memorabilia items shipped to AOSHS.

5.4.3. Inform the requesting activity of approved memorabilia items to be shipped to AOSHS.

5.4.4. Maintain copies of AOSHS signed memorandums.

5.5. The Requesting Activity Point of Contact shall:

5.5.1. Provide the cognizant AMES/DMES with a list of items for donation to AOSHS.

5.5.2. Prepare a memorandum of memorabilia items that have been reviewed and identified for shipment by the AMES/DMES.

5.5.3. Obtain approval from the accountable officer (AO) for accountable property items.

5.5.4. Inform AOSHS of memorabilia items being shipped by the activity.

5.5.5. Ship memorabilia items.

5.5.6. Provide signed memorandums for accountable property memorabilia to the AO.

5.5.7. Forward copies of memoranda to the cognizant AMES/DMES and retain a copy for the activity's file.

5.6. The Accountable Officer (AO) shall ensure that the accountable property donated to the AOSHS is properly cleared from the donating activity's hand receipt and will retain the AOSHS' signed memorandum, acknowledging receipt of the property, with the official property file for the activity (see subparagraph 6.4.4.).

6. PROCEDURES

6.1. The requesting activity shall prepare a list of items for consideration to be donated as memorabilia and forward the list to the cognizant AMES/DMES. All school activities must have their requests cleared through the DMES. The districts shall forward requests which meet the criteria below to the AMES. Items should be of historical interest and value. The list must include:

6.1.1. The general description of the item.

6.1.2. A date on donated photographs and who or what is in the picture.

6.1.3. The size of the item.

6.1.4. The commemorating event and any additional historical information available.

6.2. The donation of accountable property must:

6.2.1. Have written approval from the AO.

6.2.2. Have the bar code and serial number listed.

6.3. The cognizant AMES/DMES, after receiving the request from an activity, shall:

6.3.1. Review the list ensuring that all items meet requirements established in this Administrative Instruction.

6.3.2. Send the requesting activity a list of approved memorabilia items for shipment and provide a fund cite for shipping charges.

6.4. The requesting activity, upon notification of approved memorabilia items, shall:

6.4.1. Prepare a memorandum (original and 4 copies) of those reviewed and identified memorabilia items for donation. The memorandum shall include:

6.4.1.1. A signature block for an AOSHS official to acknowledge receipt of the item(s).

6.4.1.2. A bar code and serial number of those accountable property items which are approved by the AO.

6.4.2. Ensure that:

6.4.2.1. Items are properly packaged to avoid damage.

6.4.2.2. The fund cite provided is used.

6.4.2.3. One copy of the memorandum is kept on file with the requesting activity.

6.4.2.4. The original memorandum with 3 copies is enclosed in the package.

6.4.2.5. The items are shipped to:

AOSHS Archives
704 W. Douglas Street
Wichita, Kansas 67203

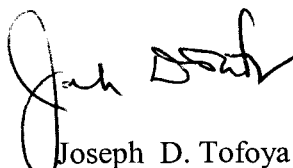
6.4.3. Inform AOSHS by e-mail: archives@aoshhs.org, of memorabilia items being shipped.

6.4.4. Provide the AO with the signed memorandum acknowledging receipt of the memorabilia items that were shipped.

6.4.5. Forward the cognizant AMES/DMES a copy of the signed memorandum and retain a copy for file.

7. EFFECTIVE DATE

This Administrative Instruction is effective immediately.



Joseph D. Tofoya
Director