



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649 BOX 7000  
APO AE 09096**

December 17, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: Interim Guidance on ID Card Management and Controls Pending Publication  
of Revised AE Regulation 600-700

Reference: Department of the Army Memorandum dated Oct 1, 2004.

A. PURPOSE: To establish a specific DoDDS-Europe policy for the management controls to ensure that ID cards for terminated civilian and contractor employees and their family members are properly collected for turn-in and termination.

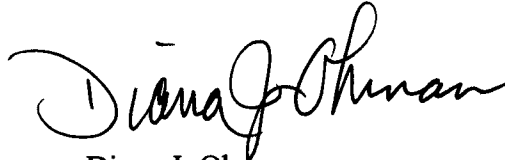
B. APPLICABILITY: This policy applies to permanent Title 20 (TP), Title 5 (GS) and contractor employees employed by DoDDS-Europe, District Superintendent Offices, and DoDDS-Europe schools.

C. POLICY: It is the DoDDS-Europe policy that the management and proper controls for collection and termination of ID cards for civilian and contractor employees and their family members are maintained. The DoDDS-Europe Human Resources Office (HRO) will ensure compliance with the Interim Guidance as outlined in the attached Department of Army memorandum. To accomplish this, district HROs are directed to provide quarterly reports of terminated personnel to the Area Office as indicated:

1. The district HROs will submit the initial quarterly report of terminated employees on January 3, 2005, to the Area Office HRO. The report will be an Excel spreadsheet report in the format prescribed in the attachment, and will list all employees terminated during the period October 1 through December 31, 2004. Subsequent reports will be provided on the 1st of Apr, Jul, and Oct 2005, and on the 1st of Jan, Apr, Jul, and Oct each succeeding year, reflecting employee terminations that occurred during the preceding quarter involved.
2. DoDDS-Europe HRO will coordinate the report against the DoDEA DCPDS data base and submit the report to 1<sup>st</sup> PERSCOM who will in turn coordinate with the DEERS-RAPIDS Support Center, Europe to accomplish data comparisons to determine whether ID cards issued to the affected employees and associated family members have been terminated as appropriate. If not, 1<sup>st</sup> PERSCOM will take the following actions (after further confirmation with reporting commands/agencies, as appropriate):
  - a. Terminate the ID cards in the DEERS database.
  - b. Provide notice of these specific terminations to the USAREUR Provost Marshal.
3. The USAREUR Provost Marshal will take the following actions as appropriate:

- a. Terminate vehicle and /or weapons registrations issued as a result of the employment been terminated.
  - b. Initiate action to ensure that collection of the pertinent ID cards and their turn- in to the local ID card facility has been, or is, accomplished.
4. The Commander, 1<sup>st</sup> PERSCOM will take action to direct that ID card facilities take steps necessary to ensure that all ID cards issued to contractor employees are, in fact, appropriate contractor ID cards. This guidance is specifically directed as a result of a review that indicated some past issuances of erroneous cards to contractor employees.
  5. Each addressee with Contracting Officer Representatives (CORs) under their management will direct their CORs to do spot-check reviews to confirm that ID cards issued to their contractor employees are the appropriate contractor ID cards.
  6. The DEER-RAPIDS Support Center, Europe will accomplish the quarterly data comparisons specified in paragraph 2c above and provide a response to the Commander, 1<sup>st</sup> PERSCOM identifying those employees for which the DEERS database reflects the ID cards which were issued based on the terminated employment are still listed as active.
  7. POC is Mr. Russell Collins, DoDDS-Europe HRO, [Russell\\_Collins@eu.odedodea.edu](mailto:Russell_Collins@eu.odedodea.edu), DSN 338-7374, CIV 0611-380-7374.

D. EFFECTIVE DATE: This policy is effective December 17, 2004.



Diana J. Ohman  
Director, DoDDS-Europe

Attachment:  
As stated

cc:  
Director, DoDEA  
Chief, HRO, DoDDS-E  
Europe Area Director, FEA  
President, OFT