



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

September 15, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: Musical Instrument Repair and Procurement Policy

References: (a) Property Accountability of DoDDS Equipment
(b) Blanket Purchase Agreement
(c) School Enrollment
(d) Instrument Table of Allowance

A. PURPOSE: To define specific responsibilities pursuant to providing logistical support for the repair and replacement of musical instruments between the DoDDS-Europe Musical Instrument Repair Facility and the offices of the district superintendents.

B. APPLICABILITY: This policy applies to DoDDS-E district offices and schools.

C. BASIC OPERATIONAL CONCEPT:

1. The Repair Facility will be the only authorized provider of repair support to all DoDDS-E wind instruments (stringed and percussion instruments when economically feasible).
2. When the repair of any instrument exceeds the maximum expenditure limit (MEL), usually 50-75% of replacement cost, the instrument will be turned into DRMO.
3. The Repair Facility will maintain a stock of new and reconditioned instruments to replenish ones that have exceeded their useful life and must be turned into DRMO/

D. RESPONSIBILITIES:

1. The Office of the Director, DoDDS-Europe will:
 - (a) Provide repair/replacement and return service of all DoDDS-E wind instruments.

- (b) Plan, program, budget, and fund the total repair operation of the Repair Facility. This will include return transportation of repaired instruments, repair parts cost, utilities, equipment, staffing and other local support.
- (c) Provide a direct exchange (DX) of instruments whenever feasible to minimize turn around time.
- (d) Determine when an instrument has exceeded the useful life, or the repair cost exceeds the MEL, and provide a new or reconditioned replacement instrument to the school.
- (e) Provide repair cost estimates to schools for instruments that may have been damaged by neglect or abuse, so a report of survey can be completed to charge the responsible individual.
- (f) Repair only items that appear on the Durable/Accountable property listing for the school. Refuse to accept instruments that are not accompanied by the required property report, and are not common to DoDDS-E.
- (g) Return all musical instruments via traceable transportation means.
- (h) Provide annual review of equipment needs to determine the level of funding provided by each DSO.

2. The District Superintendent's Office will:

- (a) Provide funding to the Repair Facility for procuring and maintaining a stock of new instruments used in the DX/DRMO procedure. (Band Enrollment x \$15.00 per student)
- (b) Require that all schools in their district maintain current and accurate accountability records of their musical instruments.
- (c) Insure that all schools utilize the Standard Operating Procedures of the Repair Facility.
- (d) Provide schools with the funds required to purchase shipping and packing materials.
- (e) Insure that all musical instruments are sent to the Repair Facility via traceable means and accompanied by the required turn in documents.

(f) Provide additional funding to purchase musical instruments when a sudden growth in enrollment occurs, or new instrumental music programs are established in their schools.

E. EFFECTIVE DATE: This policy is effective October 1, 2004, and will be reviewed annually.

A handwritten signature in black ink, appearing to read "Diana J. Olman". The signature is fluid and cursive, with the first name "Diana" being the most prominent.

Diana J. Olman
Director, DoDDS-Europe