



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DEPUTY DIRECTOR, EUROPE  
CMR 443  
APO AE 09096**

November 14, 2000

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: Community Facility Planing Meetings

Local military communities conduct periodic meetings to discuss and make decisions about base wide facilities issues. Some of the issues addressed may affect the individual DoDDS schools and offices within your district. A few examples of issues that typically come up and that could affect schools are: restationing issues, fence relocations and vehicular traffic patterns and flow. These meetings are not only a source of information about facilities issues within your community, but are also a forum within which DoDDS personnel may raise relevant issues and concerns, and ensure that the needs of your schools are considered.

These meetings may be referred to by different names, but they are often referred to as “Master Planning Boards” or “Installation Planning Boards” and meet two to four times a year.

Because it is important that DoDDS officials be aware of facilities issues that may affect the schools, and that local military communities are aware of the needs and requirements of DoDDS, it is requested that all District Superintendents ensure that a DoDDS representative (DSO, Facilities Engineer, Business Manager) attend these meetings. It is further requested that a copy of the official minutes of each meeting be sent on a quarterly basis to Mr. Wayne Hartmann, Chief, Logistics Division, DoDDS-Europe.

Should you have questions or require further information, my Point of Contact on this matter is Mr. Russ Roberts, Chief, Facilities Branch, DSN 338-7444.

“Original signed by”

DIANA J. OHMAN  
Deputy Director, Europe

cc:

F.T. Murphy, DoDDS-E  
Chief, Logistics Division, DoDDS-E  
Chief, Facilities Branch, DoDDS-E  
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