



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

August 17, 2005

MEMORANDUM FOR SUPERINTENDENTS, DoDDS-E

SUBJECT: Approval Authority for Facilities Projects Greater than \$500,000

A. PURPOSE: This memorandum outlines procedures for obtaining approval to fund Sustainment and Recapitalization facilities projects exceeding \$500,000.

B. APPLICABILITY: This guidance applies to DoDDS-Europe and District Superintendents' Offices.

C. GUIDANCE: It is the DoDDS-E procedure that approval to fund Sustainment and Recapitalization facilities projects exceeding \$500,000 will be obtained from the Director, DoDDS-Europe prior to issuing funding documents.

Approval to fund Sustainment and Recapitalization facilities projects exceeding \$500,000 will be considered after the following information has been provided. This information shall be provided in CORRIDOR:

1. **Project Title**
2. **District**
3. **School**
4. **Facilities Engineer**
5. **Project Description**
6. **Scope**: Provide a clear and complete description of the scope of the project including the building number(s), number and type of classrooms and other functional spaces and other information to define the project.
7. **Remarks**: Projects that involve a change in the footprint of the facility will include a statement that siting approval from the military installation has been approved. Validation that coordination and approval from the German Government has been obtained for construction of additions or new facilities with a value of greater than 150,000 Euros will also be addressed. Coordination with the German Construction Authorities is accomplished through the military installation commander. Concurrence from the German Construction Authorities will be obtained prior to requesting approval to fund the projects that include facilities or new additions exceeding 150,000 Euros.
8. **Plans, Drawings or Sketches**: Provide plans, drawings or sketches to illustrate the building(s) affected and the extent of the work. A change of footprint or an estimate of work categorized as "new work" exceeding \$500,000 will require

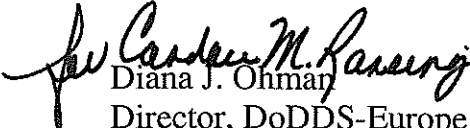
detailed plans. Plans, drawings and sketches will be attached to the email message that requests approval of the project. Plans, drawings and sketches will be attached to the project information in CORRIDOR when this function is operational later this year.

- 9. Justification:** Provide an explanation of the need for the project and the consequences if this project is not approved.
- 10. Agent:** Provide the name of the agency or office that will be the design and construction agent for the project. If the project will be executed with indirect construction procedures by a German Construction Authority, the United Kingdom Defense Estates, or other host nation authority; include this information under Remarks, in addition to providing the agent providing contract services.
- 11. Pcode**
- 12. Object Code**
- 13. Current Working Estimate (CWE)**
- 14. Schedule:** Provide the scheduled award, NTP, Start, Complete and BOD dates.

Requests for approval for projects exceeding \$500,000 will be submitted to the Chief, Facilities & Security Branch via email, with a copy to the Director, DoDDS-Europe. This request will confirm that all the required information is available for review in CORRIDOR.

Approval to fund Sustainment and Recapitalization facilities projects exceeding \$500,000 will be provided by email from the Director, DoDDS-Europe.

D. EFFECTIVE DATE: This guidance is effective August 19, 2005.

  
Diana J. Ohman  
Director, DoDDS-Europe

cc:  
Chief, Facilities Branch, DoDEA  
Chief, Logistics Division, DoDDS-Europe