



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
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March 8, 2007

MEMORANDUM FOR DIVISION CHIEFS, DODDS-E
SUPERINTENDENTS, DODDS-E
PRINCIPALS, DODDS-E

SUBJECT: Standard Operating Procedures (SOP) for Redistribution and Disposal of Excess
Materials

A. PURPOSE: The purpose of this SOP is to establish guidelines and procedures to account for and re-distribute or dispose of excess furniture, supplies, curriculum material, uniforms, equipment and memorabilia from DoDDS-E activities. This SOP will also outline the responsibilities at all levels of DoDDS-E to include schools, DSO's and the Area Office.

B. APPLICABILITY: The guidelines and instructions set forth in this SOP are applicable to the DoDDS-E Area Office, District Superintendent Offices (DSOs) and schools throughout DoDDS-E.

C. SCOPE: Due to decreased enrollments and the closure and consolidation of numerous schools, many DoDDS-Europe activities are accumulating large quantities of excess furniture, supplies, past and current curriculum material, uniforms and equipment which are not required to perform the current or future mission of the activities. Therefore these items should be re-distributed to enduring DoDDS-E activities or disposed of according to DoD, DoDEA and DoDDS-E policies and procedures. Enduring DoDDS-E activities should request and use these items to accomplish life-cycle replacement of existing furnishings, material and equipment. All activities should conduct inventories of both accountable and durable items to include furniture, equipment, curriculum material and supplies. Current curriculum items and related equipment, which are not needed in DoDDS-E will be offered to the DDESS and DoDDS-Pacific Area Offices.

D. GUIDELINES: The following five resources can currently be utilized to re-distribute or dispose of excess supplies, equipment, curriculum material, furnishings, uniforms and memorabilia. Each of these resources requires prior approval and coordination by the activity's DSO and the DoDDS-E, Supply and Services Branch. Serviceable excess property should only be shipped to enduring locations when a verifiable need is identified and the request is approved by the, Chief, Supply and Services Branch.

- a. Enduring DoDDS-E Activities should be the first resource used to transfer serviceable excess property. All items transferred between DoDDS-E activities must be requested by the receiving activity's DSO and approved by the Supply and Services Branch. At the

present time no paperwork is required for non-accountable durable items transferred between DoDDS-E activities. This is subject to change depending on the supply system or durable inventory management system selected in the future by DoDEA and put into place in all DoDEA activities. Accountable items transferred between DoDDS-E activities must have prior approval from the Accountable Officer, the district Property Book Officer (PBO) and both Hand Receipt Holders. A DA 3161 must be completed for all accountable property items transferred between DoDDS-E activities.

- b. The State Department Excess Property Program should be the second resource used to dispose of serviceable excess property, which is not required or which would not be economical to ship to another DoDDS-E activity. The DoDDS-E Supply and Services Branch will coordinate property transferred under this program. Transfers completed using this program will be handled as a "Wash Post" transaction with the servicing Defense Re-Utilization and Marketing Office (DRMO). These transactions will require the DoDDS-E activity to complete DD FORM 1348s for all items transferred. Once the DD 1348s are approved by the DRMO, the DoDDS-E Supply and Services Branch will coordinate with the State Department for the removal and shipment of these items.
- c. The Humanitarian Assistance Program (HAP) will be used as the third resource when disposing of serviceable excess durable items, which are not requested or needed by another DoDDS-E activity or the State Department, Excess Property Program. Items, which are transferred to HAP will require coordination with the servicing DRMO and the HAP representative. These transfers will also require coordination with the DoDDS-E Supply and Services Branch since a drayage contractor will be used to either load and/or transport the items from the activity to the HAP warehouse. The DoDDS-E activity will be required to generate DD FORM 1348s for items transferred to HAP, since this will be handled as a "Wash Post" transaction with the servicing DRMO.
- d. DRMO will be used as the final source for disposing of excess property. The remaining property would be considered unserviceable or are items that cannot be used by the previous three resources. Prior coordination with the servicing DRMO is required on all turn-ins and DD FORM 1348s are required for all items. Prior approval from the DoDDS-E Accountable Officer is required for all accountable property turned in to DRMO.
- e. The American Overseas Schools Historical Society (AOSHS) will be used to dispose of selected items with historical value. Only certain items are being requested by AOSHS at this time due to the large number of schools closing. The Supply and Services Branch along with the DSO will coordinate shipments of school memorabilia, which should be sent to AOSHS. The instructions, guidelines and a list of items wanted by AOSHS can be found on the DoDDS-Europe School Closure website.

E. PROCEDURES AND RESPONSIBILITIES: The procedures and responsibilities of this SOP are as follows:

a. DoDDS-E Logistics Division will:

1. Oversee the transfer or disposal of excess property from DoDDS-E locations to enduring DoDDS-E activities, the State Department Excess Property program, HAP, DRMO or AOSHS.
2. If required, coordinate drayage contractors to assist with the removal and transportation of excess items.
3. If required by the receiving DoDDS-E activity, will coordinate the removal of existing property being replaced.
4. Assist DoDDS-E activities to identify serviceable excess items that should be transferred to another DoDDS-E activity.
5. Assist enduring DoDDS-E activities to identify items that should be replaced under the life-cycle replacement program.

b. DoDDS-E Education Division will:

1. Develop current curriculum listings, which will be used by schools and DSO's to conduct complete inventories of their curriculum material and related equipment.
2. Provide disposition instructions to schools and DSO's for excess current curriculum items.
3. Assist schools and DSOs to identifying non-current curriculum items, which should be excessed.

c. DoDDS-E IT Division will:

1. Provide disposition instructions for all servers and network equipment.
2. Coordinate the movement of these items with the school Property Custodian, the district PBO and the DoDDS-E Accountable Officer.

d. DSOs will:


1. Provide oversight of the excess property program within their district.
2. Ensure all activities within their districts conduct inventories of all accountable and durable items and assess the condition of all items.
3. Ensure all activities within their district identify excess items, which should be transferred or disposed of.
4. Ensure proper coordination takes place between all parties involved in the transfer of excess items.
5. Forward listings of available excess serviceable items not required within their district to other DoDDS-E districts for re-distribution.
6. Assist schools to identify memorabilia items, which are to be shipped to the AOSHS.

a. School Principals will:

1. Conduct inventories and condition assessments of all durable items.

2. Identify all excess serviceable items in their activity.
3. Provide listing of all serviceable excess property, which could be transferred and utilized by another DoDDS-Europe activity to their district office.
4. Identify memorabilia items, which should be shipped to the AOSHS.

F. EFFECTIVE DATE: The effective date of this SOP is March 9, 2007.



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