



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

December 19, 2003

MEMORANDUM FOR SUPERINTENDENTS, DODDS-EUROPE
PRINCIPALS, DODDS-EUROPE

SUBJECT: Safety and Security Program Review Policy

References: (a) DoD Directive 2000.12, DoD Antiterrorism/Force Protection Program, April 13, 1999

(b) DoD Instruction 2000.16, DoD Antiterrorism Standards, June 14, 2001

(c) DoDEA Regulation 4700.1, DoDEA Antiterrorism Program, September 6, 2002

(d) DoDEA Regulation 4700.2, DoDEA Internal Physical Security, March 27, 2001

(e) DoDEA Regulation 4800.1, DoDEA Safety Program, March 6, 2001

(f) DoDEA Regulation 4800.4, DoDEA Chemical Hygiene and Safety Program, February 1995

(g) DoDEA Regulation 4800.5, DoDEA Bloodborne Pathogen Exposure Control Program, September 18, 1999

(h) United States European Command Antiterrorism-Force Protection Operations Order 01-01, June 30, 2001

A. PURPOSE: This policy outlines responsibilities for safety & security for Department of Defense Dependents Schools-Europe (DoDDS-E) and provides the framework for conducting the Safety and Security Program Review (SSPR). This policy applies to all DoDDS-Europe personnel assigned with duties associated with safety & security programs.

Department of Defense (DoD) Directive 2000.12, DoD Antiterrorism (AT) Program requires the Director, DoDDS-E to annually conduct a program review of their subordinate activities. This review will include, but is not limited to, resource requirements, military construction, logistics, contracts, threat assessment/dissemination, AT planning, AT training, AT exercises, vulnerability assessments (security needs

assessments), combating terrorism (CbT) tracking procedures, the DoDEA physical security program, and the DoDEA safety program.

B. APPLICABILITY: This policy applies to all district superintendents and school principals within DoDDS-Europe.

C. POLICY: The Facilities & Security Branch, Safety & Security Office (SSO), will establish, document, and implement a SSPR system to ensure that the provisions of DoDEA AT Program, Internal Physical Security Program, and Safety Programs are maintained and followed.

D. RESPONSIBILITIES: The Program Manager (PM) for Area SSO shall be the Office of Primary Responsibility (OPR). The PM is responsible for ensuring overall implementation of safety & security policy:

1. Establishing, implementing, and documenting the safety & security Programs
2. Assisting DoDDS-E management with the safety & security Programs
3. Providing a framework to monitor and evaluate the effectiveness of the DoDDS-E safety & security Programs
4. Modifying the DoDDS-E safety & security Programs as circumstances change

E. SAFETY AND SECURITY PROGRAM REVIEW (SSPR) PROCESS: The SSPR review checklist (attachment 1) will be used for the review. The SSPR is a compliance-orientated YES/NO assessment. Checklist questions are based on the references listed in this memorandum. The evaluation criteria states what factors will be used to determine if a particular area is in compliance. The evaluator will complete a report to the Director, DoDDS-E.

SSPR dates are based on an agreement between the Chief of Logistics Division and the District Superintendent's. Area SSO will conduct the SSPR at the District-level. The District's are required to evaluate each school annually. Area SSPR will include an "over-the-shoulder" evaluation of the District SSPR at the school-level. Area SSO will start the SSPR with the District Safety & Security Officer 7-14 working days prior to the approved visit dates (attachment 2).

1. Data Call. Schools selected for evaluation will provide an electronic copy of their AT Plan Area to the Area SSO within 5 working days of being notified. Additional data, as outlined in the checklist, will be available to the evaluators upon their arrival.
2. Corrective Actions. Deficiencies identified during the SSPR will be documented in a corrective action plan (attachment 3) that identifies specific actions to correct the deficiency, realistic milestones to ensure completion, and identify a specific District or school OPR.

- c. Self-Inspection. District and school-level personnel are encouraged to conduct a self-inspection of their safety and security program prior to a SSPR.

F. EFFECTIVE DATE AND IMPLEMENTATION: This policy and implementation of the SSPR is effective January 1, 2004.



DIANA J. OHMAN
Director, DoDDS-Europe

Attachments:

1. SSPR Review Checklist
2. SSPR Schedule
3. Corrective Actions Plan