



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

August 3, 2004

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-E

SUBJECT: Temporary Facilities

Reference: DoD Directive 1342.6-M (Chapter 5, Paragraph F.1)

A. PURPOSE: In consideration of the intent of the reference above, approval for the purchase, lease, construction and relocation of temporary facilities, except those funded as part of a MILCON project, will be obtained from the Director, DoDDS-Europe. This memorandum outlines procedures for obtaining this approval.

B. APPLICABILITY: This policy applies to DoDDS-Europe, District Superintendents Offices and schools.

C. POLICY:

1. Approval for the purchase, lease, construction and relocation of temporary facilities (except those funded as part of a MILCON project) will be considered after the following information has been provided:
  - a. **Scope and Estimated Cost**: The number and size of additional classrooms or other facilities, the total size of the completed facility, and the current working estimate of the project. Justification for this modification and the impact if not approved should be discussed.
  - b. **Availability of Existing Installation Resources**: School administrators will request space in existing installation facilities from their military installation commander before recommending the lease, purchase or relocation of temporary facilities. If adequate space is available, the installation commander should provide the facilities for school purposes. If not, the installation commander should provide written notification that additional space is not available.
  - c. **Compliance with Antiterrorism/Force Protection (AT/FP) Construction Criteria**: New temporary facilities will comply with AT/FP construction criteria defined in Unified Facilities Criteria 4-010-01, DoD Minimum Antiterrorism Standards for Buildings, dated October 8, 2003. Annex B outlines the standards required for a temporary structure. Standards 1, 3, 4, 10, 11, 20 and 22 must be followed. Key elements of the standards are that occupied facilities must be sited at least 45 meters from all roads, parking spaces and installation perimeter fences; and at

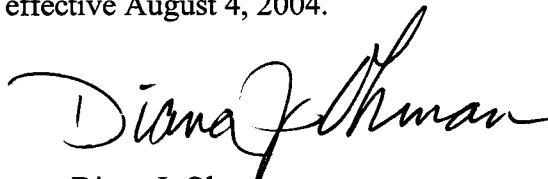
least 10 meters from all existing occupied facilities. Laminated glass (minimum 7mm) will be provided in all windows. A mass notification system will be provided and connected to the main building.

- d. **Installation Site Approval:** The military installation commander must approve temporary facilities sites.
- e. **German Government Coordination and Approval:** In Germany, construction of temporary facilities with a value of greater than 150,000 Euros will be coordinated with the German Construction Authorities through the military installation commander. Concurrence from the German Construction Authorities will be obtained prior to the award of a contract to execute the work.

2. Upon approval by the Director, DoDDS-Europe, criteria for funding will be as follows:

- a. **Source of Funding:** When temporary facility requirements result from curriculum expansion or student enrollment growth that is not related to military Restationing, the Director, DoDDS-Europe will provide authority to use Recapitalization funding available in the DSO's budget for new construction or lease of facilities. When temporary facility requirements result from military mission or Restationing actions, the military service should provide funding until the Director, DoDEA can obtain funding for the newly established requirement. Upon notification of the requirement for temporary facilities to support Restationing, DoDEA will initiate programming to assume funding within established budgetary timeframes.
- b. **Type of Funding:** Purchase of temporary facilities costing more than \$250,000 will use Procurement funds. Procurement funds are the third type of funds available to DoDEA, in addition to MILCON and Operation & Maintenance (O&M). Due to the minimal amount of Procurement funding normally available within DoDEA, requirements should be identified in the fiscal year prior to award of the contract. All other lease, purchase, installation, construction and relocation of temporary facilities may be funded with O&M (Recapitalization) funds.

D. EFFECTIVE DATE: This policy is effective August 4, 2004.



Diana J. Ohman  
Director, DoDDS-Europe

cc:  
Director, DoDEA  
Chief, Logistics Division, DoDDS-Europe