



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY**

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ARLINGTON, VIRGINIA 22203-1635

Logistics Division

09-L-002  
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**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
POLICY MEMORANDUM**

**SUBJECT: Management and Control of Durable Property**

**Reference: DoDEA Manual 4100.2, "Department of Defense Education Activity  
Material Management Manual," November 28, 2005**

It is the policy of the Department of Defense Education Activity (DoDEA) that durable property will be monitored and controlled by the owning major custodian (MC). This policy was established to gain control, maintain oversight, aid in identifying life-cycle replacement, and redistribute durable property; specifically student textbooks and musical instruments in the DoDEA funded in-house repair program. Durable property shall be controlled in the same manner within all established property management areas.

The Area and Associate Directors of DoDEA shall ensure that activities under their authority comply with requirements established in this document. They are authorized to supplement this policy to further control their internal durable property programs; however, the requirements outlined in this policy are mandatory for DoDEA school activities.

The Defense Property Accountability System is the mandated management control system used to account for all durable assets prescribed in this memorandum. The definition of durable assets found in DoDEA Manual 4100.2 is now revised as follows:

Other government-owned personal items, as mandated by DoDEA Directors and Associate Directors, that are not consumed in use, have a life expectancy of 1 year and greater, and have a unit acquisition cost less than \$4,999.99. **THERE IS NO MINIMUM COST CEILING FOR DURABLE PROPERTY.**

The management and control of durable property will be implemented initially by the tracking of student textbooks and those musical instruments that are in the DoDEA

funded in-house repair program. The tracking of these assets will be completed not later than June 2010. Area and Associate Directors and DoDEA activities above school level may decide to track other durable property at their discretion or as deemed necessary.

All Area Accountable Officers (AAO) shall establish a 100 percent inventory schedule of their durable assets annually. The owning MCs will conduct an inventory of all on-hand durable items annually based on the above mentioned schedule. The first year's inventory shall be used as a baseline by Area Office personnel to determine the asset make-up of their durable property program. Standard practice is to include an acceptable loss standard as part of the review plan. It is DoDEA's policy that the acceptable loss ratio shall not exceed 6 percent of the baseline and/or previous year's inventory. The same standards used for accountable property management shall be used for tracking durable property. In instances where losses exceed the acceptable standard, the AAO shall evaluate the MCs durable program, inventory, and support documents to determine if sufficient cause is warranted for a formal investigation.

An implementation plan providing detailed instructions and milestones for tracking durable assets will be distributed in the near future. The provisions of this policy will be included in the next revision of DoDEA Manual 4100.2, Department of Defense Education Activity Material Management Manual." Questions concerning this policy should be addressed to Chief, Logistics Division at (703) 588-3502 or DSN 425-3502.



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Director