



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
HEADQUARTERS
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April 27, 2018

MEMORANDUM FOR DODEA ALL

FROM: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Directive-Type Memorandum 18-LOG-001 - DoDEA Restructure for Student Achievement Changes in Property Accountability Roles and Responsibilities

Reference: DoDEA Manual 4100.2, "Material Management Manual," November 28, 2005, as amended
DD Form 200, "Financial Liability Investigation of Property Loss," Oct 1999

Purpose. This Directive-Type Memorandum (DTM) updates and redefines the roles and responsibilities for property accountability under the Department of Defense Education Activity (DoDEA) Restructure for Student Achievements (RSA) centralization of the entire Logistics function. This DTM is effective April 27, 2018, it will be incorporate into the revised DoDEA Manual on Material Management. This DTM will expire effective twelve (12) months from the date it was signed.

Applicability. This DTM applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

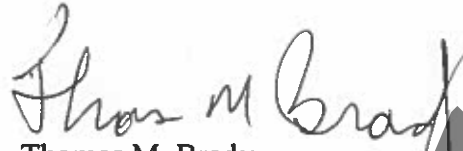
Definitions. See Glossary.

Policy. DoDEA focuses on attaining the highest in student achievement using efficient management systems and developing a high-performing, diverse workforce at every organizational level.

Responsibilities. See Attachment 1.

Information Collection Requirements: This DTM may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations policies, and guidance.

Releasability. Cleared for public release. Available on the DoDEA Policy Website.


Thomas M. Brady
Director

Attachments:
As stated

Cancelled

ATTACHMENT 1

ROLES AND RESPONSIBILITIES

1. REDEFINED ROLES. Under the RSA, the new roles delegate and appoint in writing as follows:

a. DoDEA Director. Ensures that DoDEA is in compliance with the new roles as established under RSA.

b. Associate Director for Finance and Business Operations. Delegates authority to DoDEA Headquarters (HQ) Logistics Division Chief to appoint all Accountable Property Officers (APO).

c. HQ Logistics Chief. Appoints the District Logistics Chief as the APO for their district and the HQ Logistics Supervisory Supply Management Specialists as the HQ APOs.

d. District Logistics Chief. Appoints all Property Book Officers (PBO) and Major Custodians (MCs) within their district.

e. HQ Logistics Supervisory Supply Management Specialists. Appoints the HQ PBO and MCs within the DoDEA HQ.

f. Major Custodian. Solely responsible for property within their MC account(s) and delegates a subordinate to execute administrative property functions.

2. RESPONSIBILITIES. The DoDEA Manual 4100.2 states that Administrative Officers, Division Chiefs, District Superintendents or their appointed personnel (and/or representative), will maintain the Hand Receipt Holders (HRH) duties at each activity maintaining property. School Principals or assistant principals will serve as the HRH at their respective activities.

a. The APO for the Forward Integrated Support Team (FIST) and the Center for Instructional Leadership (CIL) Offices will be the District Logistics Chief closest to the FIST and CIL Offices.

(1) The APO for the Americas Region will be the Americas Southeast District Logistics Chief.

(2) The APO for Europe Region will be the Europe East District Logistics Chief.

(3) The APO for the Pacific Region will be the Pacific South District Logistics Chief.

b. The MCs for the Americas Region are as follows:

(1) The Chief Information Officer will be the MC for the Information Technology (IT) Staff and all IT equipment stored.

(2) The Americas Region Chief of Staff will be the MC for all others in the FIST.

(3) The Chief of the Center for Instructional Leadership (CIL) will be the MC for the CIL.

(4) The School Principals will be the MCs for all equipment assigned to their school.

c. The MCs for the Europe Region are as follows:

(1) The Chief, DoDEA Europe IT FIST System Analyst will be the MC for the IT Staff and all IT equipment stored.

(2) The Europe Region Chief of Staff will be the MC for all others in the FIST. The Chief of Staff will also assign an individual to be appointed as the MC for Musical Instruments.

(a) Appointee will assume the MC duties for the Musical Instruments Repair Facility Program (MIRF).

(b) Appointee must be a General Schedule (GS)-11 or above to assume the responsibilities and duties of the MIRF appointed MC.

(3) The Chief of the Center Instructional Leadership will be the MC for the CIL.

(4) The School Principals will be the MCs for all equipment assigned to their school.

d. The MCs for the Pacific Region are as follows:

(1) The Chief, DoDEA Pacific IT FIST System Analyst will be the MC for the IT Staff and all IT equipment stored.

(2) The Pacific Region Chief of Staff will be the MC for all others in the FIST.

(3) The Chief for the Center of Instructional Leadership will be the MC for the CIL.

(4) The School Principals will be the MCs for all equipment assigned to their school.

e. The MCs for the HQ are as follows:

(1) The DoDEA Chief of Staff will be the MC for the following divisions. Each Division Chief will be the Primary HRH for that division:

(a) Capabilities and Initiatives.

- (b) Communications.
- (c) Diversity Management and Equal Opportunity.
- (d) Executive Services.
- (e) Office of Investigations and Internal Review.
- (f) Office of the General Counsel.
- (g) Operations, Plans, Legislation, and Policy.
- (h) Safety.

(2) The Associate Director for Finance and Business Operations will be the MC for the following divisions as well as the directorate's front office. Each Division Chief will be the Primary HRH for that division:

- (a) Facilities.
- (b) Human Resources.
- (c) Information Technology.
- (d) Logistics.
- (e) Resource Management.
- (f) Procurement.
- (g) Security Management.

(3) The Chief Information Officer will be the MC for the IT Division.

(4) The Principal Deputy Director and Associate Director for Academics will be the MC for the following divisions. Each division chief will be the Primary HRH for that division:

- (a) Associate Director for Performance Accountability.
- (b) Education Policy and Operations.
- (c) Education Research and Evaluation.
- (d) Education Student Services.

- (e) Assessments.
- (f) Partnership and Resources.
- (g) Standards and Curriculum.
- (h) Teaching and Learning.

3. **RESPONSIBILITIES FOR PROPERTY LOSS.** When DoDEA property is lost, damaged, or otherwise rendered unserviceable through causes other than fair wear and tear in service, administrative actions must be taken to determine the facts concerning the loss of its use and the value of that loss to the United States Government. If a Financial Liability Investigation for Property Loss (FLIPL), Defense Department (DD) Form 200 is required, the MC or HRH will initiate an investigation and notify the District Logistics Chief and Accountable Officer as appropriate. The following roles are in support of this action:

a. For Americas, Europe, and Pacific:

- (1) The District Superintendents Office Logistics Chief, PBO, MC, or the HRH will initiate the FLIPLs.
- (2) The HQ Chief Plans/Integration Branch, HQ Logistics Division will be appointed in writing as the Appointing Authority.
- (3) The HQ Chief Logistics Division will be the Approving Authority.

b. For HQ Logistics FLIPLs:

- (1) The HQ Supervisory Supply Management Specialist, PBO, MC will initiate the FLIPLs.
- (2) The DoDEA Chief of Staff will be:
 - (a) Appointed in writing as the Appointing Authority.
 - (b) The Approving Authority.

c. For HQ FLIPLs other than the Logistics Divisions:

- (1) The HQ Supervisory Supply Management Specialist, PBO, MC or the Primary HRH will initiate the FLIPLs.
- (2) The DoDEA Chief of Staff will be appointed in writing as the Appointing Authority.

(3) The HQ Chief Logistics Division will be the Approving Authority.

Cancelled

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

APO	Accountable Property Officer
CIL	Center for Instructional Leadership
DD	Defense Department Division
DTM	Directive-Type Memorandum
FIST	Forward Integrated Support Team
FLIPL	Financial Liability Investigation for Property Loss
GS	General Schedule
HRH	Hand Receipt Holder
HQ	head quarters
IT	information technology
MC	Major Custodian
MIRF	Musical Instruments Repair Facility
PBO	Property Book Officer
RSA	Restructure for Student Achievement

PART I. ABBREVIATIONS AND ACRONYMS

See DoDEA Manual 4100.2 for any definitions for the purposes of this DTM.