



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5226

IMHM-MWR

28 March 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Humphreys Policy Letter #84, Community Usage of Department of Defense Schools (DoDDS) Facilities

1. The proponent for this policy memorandum is the School Liaison Office, Directorate of Family, Morale, Welfare and Recreation (DFMWR).
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References:
 - a. Department of Defense Instruction 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, October 24, 2008.
 - b. Department of Defense Instruction 1015.9, Professional United States Scouting Organization Operations at United States Military Installations Located Overseas, October 21, 1990.
 - c. Department of Defense Instruction 4000.19, Support Agreements, April 25, 2013.
 - d. Department of Defense Manual 1342.6-M, Administrative and Logistic Responsibilities for Department of Defense Dependents School, August 11, 1995.
4. Applicability. This policy letter applies to all organizations and activities within US Army Garrison Humphreys and Area III.
5. Purpose. To establish policies and procedures for the use of DoDDS facilities on US Army Garrison Humphreys by the Directorates, tenant organizations, and activities operating in Area III.
6. General.
 - a. All requests to use DoDDS facilities must be approved by the Garrison Commander prior to being submitted thru the School Liaison Office to the School Principal for DoDDS approval. Requestors will obtain a "Request Form for Use of DoDDS Facilities" (attached as an enclosure) from the School Liaison Office and submit a completed form to the Garrison Commander, through the DFMWR. The DFMWR will

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offer the requestor use of a non-DoDDS facility upon approval. The request form will be submitted 20 working days before the space is needed, or the request may be denied.

b. If a non-DoDDS facility is not available and the Garrison Commander approves the request, the request will then be forwarded to the School Principal, through the School Liaison Office. The School Principal will approve or disapprove the request, maintain a copy, and return the original request through the School Liaison Office to the requestor.

c. This policy is primarily intended to support the School Age Services (SAS), Child Development Center (CDC), Youth Services (YS), Youth Sports, and Military Chaplain sponsored activities by allowing their use of DoDDS facilities. Requests from other organizations will be reviewed by DFMWR prior to submission to the Garrison Commander.

d. Requests must be resubmitted annually, before the beginning of each fiscal year. Approval for use of DoDDS facilities cannot be automatically guaranteed from year-to-year.

e. When the Garrison Commander approves a request, and the community uses DoDDS facilities, efforts must be made to reduce certain DoDDS costs (i.e. utilities, custodial services, refuse collection, and other basic engineering support). Costs incurred by DoDDS are called the Other Users Factor (OUF). DFMWR is responsible for calculating the OUF and keeping these costs to a minimum.

f. DoDDS will not be held responsible for any damage to the facilities as a result of USAG-Humphreys utilization approval. The user will be responsible for any damage, injury or claims as a result of using DoDDS facilities. No weapons, alcoholic beverages or tobacco are permitted on school grounds.

7. The point of contact for this memorandum is the DFMWR School Liaison Officer who can be reached by DSN at (315) 753-8069.

Encl
Request Form



DARIN S. CONKRIGHT
COL, SF
Commanding

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