



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
JAPAN
Unit 5072 APO AP 96328-5072

SOP #13

PACIFIC

June 20, 2005

MEMORANDUM TO ALL PRINCIPALS

SUBJECT: Other Users Factor (OUF)

Reference: (a) DAPA Regulation 4000.1a, June 12, 1991
(b) DODDS Letter, 6 Jan 1992

BACKGROUND: Schools frequently permit other organizations to use the facilities. Generally, organizations may request use of the school through the principal. The host installation is responsible to reduce charges for utilities, recurring repairs and maintenance, and custodial support to compensate the schools for recurring use by others. Coordination between the host installation and the school is imperative to obtain the other user factor. A standard factor of approx. 20 percent is often used to reduce the cost of utilities and services billed to DoDDS. However, when this percentage is clearly inequitable to the host activity or DoDDS, a more appropriate factor may be used. Each complex's interservice support agreement usually states the other user percentage. The following steps are to be used in monitoring and obtaining an equitable other user factor.

The principal or his designated representative will:

- a. At the beginning of each school year, process and maintain a copy of the attached, three part form, Use of DoDDS Facilities. (Attachment 1) A copy must be on hand for all users for the schools.
- b. Maintain the facility schedule and "other users in hours" logs (attachment 2 and 3 or suitable substitutes)
- c. Review utility, R/M and custodial billings for host support application of the appropriate other user factor reduction.
- d. Twice each school year (15 Dec 05 and 1 Jun 06), forward a copy of the "others users in hours" log (Attachment 3) to the Chief of logistics, DSO-J.
- e. Schools previously permitted exemptions to the OUF requirements on a "QUID PRO QUO" basis must re-establish the exemption status at the beginning of each school year. The coordination principal must submit a request for status continuance to the DoDDS-PA Fiscal Division, Budget Branch.

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Bruce Derr
Superintendent, Japan