

STANDARD OPERATING PROCEDURE TRIP REPORTS

PURPOSE: To define the procedures that will be used to respond to Trip Reports.

PROCEDURES:

1. Financial Management Branch Staff Assistant Visits Trip Reports:

- a) The Business Manager will verify that all Eligibility/Tuition discrepancies have been corrected by physically checking each Form 600.
- b) The Principal will respond to all other recommendations and observations via E-mail to DoDDS-Europe indicating that all recommendations have been addressed.

2. Logistics Division Trip Reports:

- a) Principals will address those recommendations that require action by the school and report to the DSO Business Manager, when the recommendation has been addressed.
- b) Issues referred to other agencies other than DoDDS-Europe for action, e.g. DSO, Schools' Officer, will be addressed by these agencies and actions taken. These actions will be reported to DoDDS-Europe indicating that all actions have been taken to correct any discrepancies.

3. Education Division Trip Reports:

- a) Liaisons will report on school visits and training to include personnel visited, actions accomplished, findings, and recommendations.
- b) Principals will address all recommendations and report to the DSO of actions taken to bring the trip report to closure.


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