



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-PWM

1 August 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Letter #19, Allocation of Real Estate for Unit Commanders

1. The proponent for this policy is the Directorate of Public Works.
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05.
 - b. AR 415-28, Real Property Category Codes, 1 Nov 04.
 - c. AR 405-45, Real Property Inventory Management, 1 Nov 04.
 - d. United States Forces Korea (USFK) Regulation 405-7, Facilities and Areas (Real Estate) Policies and Procedures in Korea, 6 Feb 06.
4. This policy memo provides information on the procedures for the Allocation of Real Property. The Real Property Branch in DPW has the responsibility to ensure with each change of command the allocation record is updated and correct.
5. This policy is to ensure the transfer of all responsibilities to the appointed Real Property Accountable Office (RPAO) occurs within the guidelines of AR 405-45, Chap 1, Sec 2, 1-16. It is the unit commander's responsibility to delegate, in writing, an RPAO for real property. He/She can relinquish the duties upon his or her departure from the command to the incoming new commander. The new unit commander will conduct a joint inventory and any shortages detected during the joint inventory will require the initiation of a Financial Liability Investigation of Property Loss no later than 15 days after the discovery of the loss as prescribed in AR 735-5. Upon completion of the inventory, the designated RPAO will sign the receipt form and return a copy to the Real Property Office.

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6. This RPAO should be the same individual designated to authenticate Facilities Engineering Work Requests (DA 4283) for the unit. (NOTE: A current DA Form 1687, Delegation of Authority –Receipt for Supplies, must be on file at the Business Operations and Integration Office (BO & I) prior to any business conducted, to include assumption of command orders).

7. Each building has a designated use listed on the real property records under a utilization category number as described in DA Pamphlet 415-28, The Guide to Army Real Property Category Codes. In accordance with the procedures contained in USFK Regulation 405-7, the Directorate of Public Works approves any changes to the utilization of buildings.

8. Points of contact for the Real Property Branch at 753-7671 and Master Planning Division at 753-8400.



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Commanding

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