



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-PW

2014 .01. 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #47, Accountability and Responsibility of Government Property – Building Managers

1. The proponent for this policy is the Directorate of Public Works (DPW).
2. This policy is effective immediately. It remains in effect until rescinded or superseded.
3. References.
 - a. AR 735-5, Property Accountability Policies, 22 August 2013
 - b. AR 190-13, The Army Physical Security Program, 25 February 2011
 - c. DA Pam 405-45, Real Property Inventory management, 15 September 2000
 - d. IMCOM-K Facility Leader Action Guide, May 2008
4. Purpose. Provide guidance to Commanders and Directors within USAG Daegu Community regarding Building Manager responsibilities for facilities (buildings).
5. Commanders and Directors are Primary Building Managers for government facilities under their control. Primary Building Managers may designate personnel in grades E-6 and above or civilian equivalents and above with at least 6 months retain-ability to serve as Alternate Building Managers. Primary Building Managers shall provide a memorandum to DPW Business Operations & Integration Office (Cp Henry, Bldg 1662) listing names, ranks, and facility numbers for all designated Alternates.
6. Primary Building Managers must ensure proper custody, safekeeping and disposition of all facilities, keys and furniture under their control. Primary Building Managers must:
 - a. Sign for all facilities, keys and furniture.
 - b. Utilize USAG Daegu DPW Building Managers Guidebook and attend DPW Building Managers Training and Fire Department Building Managers Training.

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c. Contact the DPW Real Property Office at 768-8811 at least 45 days prior to departure to coordinate the disposition of facilities, keys and furniture.

d. Ensure all Installation Status Report – Infrastructure (ISR-I) checklists for your facilities are completed and returned to DPW Real Property Office prior to suspense date.

e. Conduct monthly inspections of your facilities to include installed heating and air conditioning equipment, window, doors, lights and plumbing to determine real property condition. Inspect all interior areas such as closets, stairwells, entrances, hallways and office areas for neatness and cleanliness. Notify facility occupants of any poor housekeeping and ensure corrective action is accomplished.

f. Submit a DA Form 4283 to have work done or repairs made to your facilities.

g. Review and sign all DA Form 4283's before submitting to DPW BO&I Division and monitor the status of any open DA Form 4283's

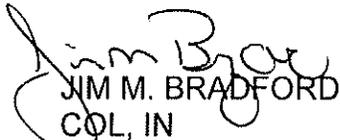
h. Establish a key control program IAW AR 190-13, and ensure keys are not duplicated without your personal knowledge and prior approval from DPW Real Property Office.

i. Maintain a spare key for each door lock (excluding mechanical rooms). Ensure all spare keys are secured in a user-purchased cabinet.

j. Repossess key from holders when they are reassigned or no longer employed and request additional/replacement keys on a DA Form 4283.

k. Notify individuals requesting replacement keys for other than normal wear-and-tear, that they are monetary responsible for the issued keys.

7. Point of contact is Mr. Dewey. Mclean, BO&I Division Chief, DSN: 768-8468, Email: dewey.q.mclean.civ@mail.mil.


JIM M. BRADFORD
COL, IN
Commanding

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