



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-PWM

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 2-3

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison-Yongsan (USAG-Y) Real Property Master Planning Policy and Procedures

1. **REFERENCES:**

- a. Department Army Pam 420-10, Space Management Guide, 5 February 1987
- b. Army Regulation 420-1, Army Facilities Management, 24 August 2012
- c. AR 405-70, Utilization of Real Property, 12 May 2006
- d. USFK Reg 405-7, Facilities and Areas (Real Estate) Policies and Procedures in Korea, 8 September 2010
- e. MPD_002, Space Planning Process, 05 June 2012
- f. USAG-Y Real Property Clearance Checklist, 22 July 2014
- g. MPD_004, Container Request and Registration Process, 17 June 2012

2. **PURPOSE:** Establish policy and procedures to ensure effective real property master planning management. Ensure uniformity and synchronization of procedures governing the following areas within the jurisdiction of USAG-Y: space allocation, space utilization, security of vacant facilities, and container management.

3. **APPLICABILITY:** This policy applies to all units, organizations, and activities utilizing facilities in the USAG-Y area of responsibility.

IMYN-PWM

SUBJECT: U.S. Army Garrison-Yongsan (USAG-Y) Real Property Master Planning Policy and Procedures

4. **GENERAL:** With the consent of the Garrison Commander, the Directorate of Public Works (DPW) Real Property Accountable Officer (RPAO) will allocate all real property assets to units (including agencies and organizations) operating within USAG-Y. Units residing within USAG-Y are not authorized to reallocate space or convert, divert, or dispose of real property assets (i.e. demolition) under any circumstance.

5. **RESPONSIBILITIES:**

a. Space Allocation:

(1) Real property space allocation is governed by the following internal process: MPD_002 (Space Planning Process). This process guides both customers and DPW team members on specific requirements for requesting space and processing submitted requests.

(2) The RPAO will review the request and provide recommendations to the Garrison Commander through the Director of Public Works.

(3) The RPAO will prepare a Real Property Allocation Hand Receipt (RPAHR) based on the approval of the Garrison Commander.

(4) The RPAHR must be signed as an acceptance of real property responsibility by the Commander, Director, or responsible authority of the using agency.

(5) Occupation of any space which is not officially signed over on the RPAHR is considered "unauthorized use" and the occupier must return the space or facility to the DPW, USAG-Y immediately.

(6) The direct transfer of any space between using agencies is not allowed. The RPAO is the only authorized person to review and allocate work space.

b. Space Utilization Survey:

(1) This Command considers the space utilization survey/inspection a critical task in ensuring the best possible use of available work space throughout USAG-Y. The goal

IMYN-PWM

SUBJECT: U.S. Army Garrison-Yongsan (USAG-Y) Real Property Master Planning Policy and Procedures

of the inspection is to optimize use of all USAG-Y controlled land and work spaces in order to fully support all assigned missions.

(2) The using unit should provide full cooperation during space utilization inspections, ensuring the space surveyor has immediate access to all areas and unit information as requested.

(3) The space surveyor will bear a memorandum signed by the Garrison Commander authorizing her access to the space to conduct the survey.

c. Security of Vacant Buildings or Areas:

(1) Units are responsible for the security of vacant buildings or work space until the unit's building Manager is relieved of his/her responsibility by the RPAO.

(2) RPAO assumes responsibility for the security of vacant buildings or areas only after they are formally transferred back to USAG-Y.

(3) Garrison Commander is responsible for installation physical security until the land is formally returned to the Ministry of National Defense, Republic of Korea through the Status of Forces Agreement (SOFA) return procedures.

d. Container Management: Units may not place containers on any open ground within USAG-Y without prior approval of the Garrison Commander and proper registration through Master Planning Division, DPW. MPD_004 (Container Request & Registration Process) governs the key requirements for container management. This process guides customers and DPW / Directorate of Logistics (DOL) team members on specific steps for requesting and registering containers (deployable & non-deployable) throughout USAG-Y.

e. Others: Area of responsibilities such as building Manager, submitting a Facilities Engineering Work Request or Service Order, Returning of real property, Conversion or Diversion of designed use, Demolition of Real Property, Loss of Keys or Fabrication of Additional Keys, Petitions, Encroachment, Transfer of Completed Project, and Tree

IMYN-PWM

SUBJECT: U.S. Army Garrison-Yongsan (USAG-Y) Real Property Master Planning Policy and Procedures

Trimming, Transplanting and removal of trees are illustrated in a separate policy letter, 2-5, USAG-Y Real Property Management Policy and Procedures.

6. Point of contact for this memorandum/policy is the Chief, Master Planning Branch, Master Planning Division, DPW at DSN 724-5004.



MARIA P. EOFF
COL, LG
Commanding

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