



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

IMDA-PW

2015 .07. 27

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Daegu (USAGD) Policy Letter #64, Real Property Asset Management Policy and Procedures

1. **References.**

- a. DA Pam 420-10, Space Management Guide, 5 Feb 87
- b. AR 420-1, Army Facilities Management, 24 Aug 12
- c. DA Pam 405-45, Real Property Inventory Management, 15 Sep 00
- d. AR 405-45, Real Property Inventory Management, 1 Nov 04
- e. AR 735-5, Policies and Procedures for Property Accountability, 22 Aug 13
- f. AR 405-70, Utilization of Real Property, 12 May 06
- g. USFK Reg 405-7, Facilities and Areas (Real Estate) Policies and Procedures in Korea, 8 Sep 10
- h. MPD_001, USAGD Site Approval Process, 27 May 14
- i. MPD_002, USAGD Space Planning Process, 28 May 14
- j. MPD_004, USAGD Container Request & Registration Process, 09 Jun 15
- k. USAGD Real Property Clearance SOP, 08 Jun 15

2. **Purpose.** Establish policy and procedures to ensure effective and efficient real property asset management. Ensure uniformity and synchronization of procedures governing the following areas: acquisition of new property, space allocation, space utilization, conversion / diversion, transfer/release of accountability, and disposal/demolition of real property.

3. **Applicability:** This policy applies to all units, organizations, and activities utilizing facilities in the USAGD area of responsibility.

4. General.

- a. With the consent of the Garrison Commander, the Directorate of Public Works (DPW) Real Property Accountable Office (RPAO) allocates all real property assets to units (including agencies and organizations) operating within USAGD.
- b. Units residing within USAG-Daegu are not authorized to reallocate space or convert (permanently change utilization), divert (temporarily change utilization), or dispose of real property assets (including demolition) under any circumstance without soliciting approval from the RPAO.

5. Responsibilities & Key Guidance.

a. Facility Managers (FMs):

- 1) The facility manager (FM) is a unit's responsible authority who signs and accepts responsibility for the unit's real property. The FM is accountable for all real property under his custody and must ensure the real property is maintained in good working order and condition until properly relieved of that responsibility by the RPAO.
- 2) Primary FMs must be the unit commander, director of the using agency, or a site chief (if in a remote area where no commander or director is available).
- 3) Primary FMs may designate up to two alternate FMs. Primary or alternate FMs must notify RP Branch in writing of the appointment of a temporary FM in the event both primary and alternate FMs are absent.
- 4) When a facility is shared by multiple units, the senior (in rank or grade) FM will act as the primary FM for the entire building. The senior FM will coordinate space issues and work requests with the RPAO on behalf of all building occupants.
- 5) Key responsibilities of the FM include:
 - Attend the USAGD Facility Managers Training Course.
 - Periodically inspect all assigned facilities; officially inspect facilities IAW Installation Status Report – Infrastructure (ISR-I) guidelines when directed by the ISR-I Program Manager.
 - Secure assigned facilities & maintain effective key control.

- Return excess property/space to DPW Real Property; do not laterally transfer space to other units.
- Request DPW approval (through the work order process) before modifying or demolishing assigned facilities.
- Notify DPW's RPAO before you PCS; designate a replacement.

b. Space Allocation / Space Management

- 1) The Garrison Commander is the approval authority for all space requests. Space requests are administered by the RPAO (or his designee) IAW the USAGD Space Planning Process (MPD_002).
- 2) The RPAO (or his designee) formally issues space to units using a Real Property Allocation Hand Receipt (RPAHR) after receiving approval from the Garrison Commander.
- 3) Occupation of any space without a RPAHR is considered "unauthorized use" and the occupier must return the space or facility to the DPW immediately.
- 4) The direct transfer of any space between using agencies is not allowed. All space requests must be administered IAW MPD_002.

c. Space Utilization Surveys

- 1) IAW referenced regulations, USAGD is required to conduct periodic space utilization surveys to validate proper utilization and calculate utilization rates. USAGD's RPAO will schedule/coordinate routine space utilization surveys.
- 2) Tenants should provide full cooperation during space utilization inspections, ensuring the space surveyor has immediate access to all areas and unit information (including ranks/grades of all occupants) as requested.
- 3) The space surveyor will bear a memorandum signed by the Garrison Commander authorizing him/her access to the space to conduct the survey.

d. Submitting Work Requests

- 1) Units must submit a work request (DA Form 4283) for all DPW related support actions, including self-help, "permission-only" approval, or reimbursable projects.

- 2) Work requests (FEWRs) may be delivered in person to the Business Operations and Integration Division (BOID) Work Reception Section in Building S-1639 or by email to the Service/Work Order Reception desk email.
 - 3) Minor work requests or service orders may be requested by email, phone (768-7969/7066), or by visiting DPW's Service Order Desk in Bldg S-1639.
 - 4) Work requests must be submitted by the primary facility manager (FM) or alternate FM. Requests submitted by other personnel will be denied unless an emergency. Emergency service orders (related to life, health, and safety) may be submitted by anyone who observes the emergency.
 - 5) All work requests, regardless of the funding source and including "permission-only" requests, must be coordinated and approved in advance by DPW prior to starting. Work performed without DPW approval is considered unauthorized work. Unauthorized work is subject to total removal and restoration at the unit's expense.
 - 6) All repair or replacement work for lost, damaged, or destroyed real property caused by negligence or misconduct must be reimbursed by the responsible individual(s) or the using unit. This includes lost keys, broken locks, or locks requiring total replacement due to lost or damaged keys.
- e. Return of Real Property (Entire Facilities & Individual Work Space)
- 1) Units must contact DPW Real Property Branch when space is no longer required to support the mission.
 - 2) DPW Real Property Branch will administer the clearance/return of real property assets IAW the USAGD Real Property Clearance SOP.
 - 3) Direct transfer of facilities/space between tenants is prohibited.
- f. Security of Vacant Buildings or Areas
- 1) Units are responsible for the security of vacant buildings or work space until the asset is officially vacated and returned to DPW.
 - 2) RPAO assumes responsibility for the security of vacant buildings or areas after they are formally transferred back to DPW.
 - 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.

g. Conversion or Diversion from Designed Use

- 1) All real property is assigned a category code (CATCD) based upon the designed use of the facility. These CATCDs cannot be changed without prior approval from the appropriate authorities.
- 2) Requests for conversion or diversion must be submitted by the using agency through DPW, Real Property Branch. Requests must be initiated and approved prior to initiation of any conversion or diversion work.

h. Demolition of Real Property

- 1) Real property will not be demolished without approval from the appropriate responsible authority.
- 2) Requests for demolition are submitted by the using unit to DPW Work Order Reception Branch using a DA Form 4283 (FEWR) with justification why the demolition is necessary. These requests are then reviewed by DPW SMEs, including the RPAO, for concurrence.
- 3) If the demolition request is justified, the RPAO prepares and submits a DA Form 337 (Request for Approval of Disposal of Buildings and Improvements) to appropriate authorities to solicit demolition approval.

i. Loss of Keys or Fabrication of Additional Keys

- 1) When keys are lost or willful misconduct results in a requirement to repair or replace a lock-set or door, the responsible individual(s) or using unit must reimburse DPW for the repair or replacement cost.
- 2) Additional key fabrication (exceeding three keys per lockset) must be funded by the individual(s) or using unit prior to execution of work.

j. Container Management

- 1) Units may not place containers on any open ground within USAGD without prior approval of the Garrison Commander and proper registration through Master Planning Division, DPW.
- 2) USAGD will administer container requests and registration IAW the USAG Container Request & Registration Process (MPD_004). Units must solicit site approval from DPW prior to moving containers to desired locations.

k. Petitions

- 1) Request for release of (or reimbursement for) real estate received by a using unit directly from petitioners will be forwarded to the RPAO for appropriate action through established regulations or policies.
- 2) Letters received by using units requesting permission to collect scrap and shell fragments, or to remove stones, trees, or other hidden treasures within USAGD will be forwarded to the RPAO for appropriate action.

i. Project Close-Out

- 1) All completed work requests, regardless of funding source, must be transferred by the construction agency to the RPAO on DD Form 1354 (Transfer and Acceptance of Military Real Property) as a means to update the real property records and GFEBS.
- 2) As-built construction drawings, keys, catalogs, specifications or manuals for installed equipment must be included in the transfer document. A project will not be closed out until the DD Form 1354 is signed by RPAO.

m. Trimming, Transplanting, & Removal of Trees

- 1) Routine trimming and transplanting of trees, bushes, and shrubs, as well as the removal of fallen trees by natural disaster, disease, or decay, will be accomplished at the discretion of the Chief, Buildings and Grounds Branch, Operation and Maintenance Division, DPW.
- 2) Director of Public Works approves the removal of healthy trees that constitute a clear and present danger to life and property, or the removal of less than the (10) trees in an improved area.
- 3) USFK Engineers Real Estate Division, through coordination with ROK MND, will approve the removal of more than ten (10) trees in improved areas (regardless of adverse impact on the environment or aesthetic quality to the installation) and all tree removals in unimproved areas and green belt zones.
- 4) Any removal of trees in improved and unimproved areas must also be coordinated with Environmental Division, DPW for environmental and cultural resource consultation prior to commencement of any work.
- 5) USFK Reg 405-7 Para 6-6 governs other issues regarding tree removal.

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6. Point of contact for this memorandum/policy is the USAGD Real Property Accountable Officer at 768-8811.



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Commanding