



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 2-5

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG-Y Real Property Management Policy and Procedures

1. **REFERENCES:**

- a. Army Regulation 420-1, Army Facilities Management, 24 August 2012
- b. Department of the Army Pamphlet 405-45, Real Property Inventory Management, 15 September 2000
- c. AR 405-45, Real Property Inventory Management, 1 November 2004
- d. AR 735-5, Policies and Procedures for Property Accountability, 22 August 2013
- e. AR 405-70, Utilization of Real Property, 12 May 2006
- f. USAG-Yongsan Real Property Clearance Checklist, 22 July 2014

2. **PURPOSE:** Establish policy and procedures to ensure effective real property management. Ensure uniformity and synchronization of procedures governing the following areas within the jurisdiction of USAG-Y: completed project management, tree management, work order requests, conversion, diversion, utilization, acquisition, release, accountability, and disposal of real property.

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

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.

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5. **RESPONSIBILITIES:**

a. **Building Manager (BM):**

(1) The BM is a unit's responsible authority who signs for, accepts and is accountable for all real property under his/her custody. He/she must ensure the real property is maintained in good working order until relieved by the RPAO.

(2) The BM must be the unit Commander, Director of the using agency, or a site Chief if in a remote area where no unit Commander or Director is available. He/she may designate one (1) alternate BM for their unit. The RPAO must be notified in writing of the appointment of a temporary BM in the absence of both primary and alternate BM's.

(3) The BM will work with the RPAO to transfer real property responsibility to the BM's successor prior to his/her departure from the Installation. If a BM's successor has not arrived prior to their departure, he/she should notify the RPAO of the appointment of a temporary BM.

(4) The primary BM's authority does not fully transfer to the alternate or temporary BM. Alternate and temporary BM's may only submit work requests with his/her name on behalf of the primary BM.

(5) When a building is shared by multiple units, the senior (in rank or grade) BM will act as the primary BM for the entire building. The senior BM will coordinate space issues and work requests with the RPAO on behalf of all occupants. The primary BM is responsible for maintaining a key control register and inventory, using DA Form 5513 (Key Control Register and Inventory).

b. **Submitting a Facilities Engineering Work Request (FEWR) or Service Order:**

(1) Units must submit work requests for all DPW related support actions, including self-help, "permission-only", or reimbursable projects, on a DA Form 4283 (Facilities Engineering Work Request).

(2) FEWR shall be sent to the Business Operations and Integration (BO&I) Division Work Reception Section in Building T-1382 via email:
usarmy.yongsan.imcom-pacific.list.usag-yongsan-dpw-fewr@mail.mil.

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(3) Minor work requests or service order work may be requested by calling at DSN 724-3360 or visiting the DPW Service Order Desk, Building T-1382. Service orders can also be submitted via email: usarmy.yongsan.imcom-pacific.list.usag-yongsan-dpw-serv@mail.mil.

(4) Work requests must be submitted by the primary building Manager, alternate building Manager or senior building Manager (in the case of a joint use facility). Requests submitted by anyone other than the building Manager will not be accepted. Temporary building Managers may submit requests when both the primary and alternate building Managers are not available. 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.

c. Return of Real Property (Work Space):

(1) Units must notify the RPAO of any real property or work space in excess of mission requirements.

(2) Units must contact the Real Property Branch of DPW when space is vacated and no longer required to support the mission. Direct transfer of space between using units is prohibited.

(3) Units are responsible for clearing and returning space to DPW in accordance with the USAG-Y Real Property Clearance Checklist. Failure to comply with the checklist requirements could delay the property transfer.

d. Conversion and Diversion of Designed Use:

(1) All real property is assigned a category code based upon the designed use of the facility. These category codes cannot be changed without prior approval.

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(2) Requests for conversion and/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.

e. Demolition of Real Property: Real property will not be demolished by any using unit without prior approval. 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.

f. Loss of Keys or Fabrication of Additional Keys: When a loss of keys due to negligence 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. Additional key fabrication (exceeding three sets of key) must also be funded by the individual(s) or using unit prior to execution of work.

g. Petitions: 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. Letters received by using units requesting permission to collect scrap and shell fragments, or to remove stones, trees, or other hidden treasures within USAG-Y will be forwarded to the RPAO for appropriate action.

h. Encroachment: Use or occupation of any real estate within USAG-Y by non-USFK organizations, agencies or personnel without proper authority will be reported immediately to the RPAO for appropriate action.

i. Transfer of Completed Project:

(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 Integrated Facility System (IFS)/General Fund Enterprise Business System (GFEBS). 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.

(2) Final payment of the contract cost will not be requested to the Contracting Support Brigade (CSB) until the DD Form 1354 is signed by the RPAO indicating acceptance of the completed work. Final request must include copy.

j. Tree Trimming, Transplanting, and Removal of Trees

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(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, Roads and Management 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 ten (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 more than ten (10) trees in improved and unimproved areas must also be coordinated with Environmental Division, DPW for environmental and natural culture consultation prior to commencement of any work.

(5) USFK Reg 405-7 Para 6-6 will be applied for other issues regarding tree removal.

k. Others: Area of responsibilities such as space allocation, Space Utilization Survey, Security of Vacant Buildings or Areas, and Container Management manager are illustrated in a separate policy letter 2-3, US Army Garrison-Yongsan Master Planning Management Policy and Procedures.

6. Point of contact for this memorandum/policy is the Chief, Real Property Branch, Master Planning Division, DPW at DSN 724-4881.



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Commanding

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