



The best way to handle the complex task of personal property disposal is through effective planning.

Personal Property Disposition

One of the more sensitive issues installations face, whether they are closing or losing missions through realignment, is the disposition of personal property. Once the closure or realignment is announced, local communities tend to view all personal property as belonging to them. It will be the responsibility of the Installation Commander to work with the Local Redevelopment Authority (LRA) or local government officials and help them understand the personal property disposal process.

It is DoD policy to support communities affected by closure and realignment actions by ensuring the effective reuse of base assets in ways that support the local economic redevelopment plans. The identification of redevelopment planning opportunities may be directly dependent upon the acquisition of personal property, thus the need for early notification of what is and what isn't available to the community.

What is Personal Property?

Personal property is all property at an installation other than land, fixed-in-place buildings, naval vessels and Federal records and files. It includes items purchased with taxpayer dollars and items purchased with soldier funds.

First Step: Inventory

The Installation Commander at a closing or realigning base is required to conduct an inventory of all DoD personal property on the installation property identified for disposal. For closure installations, that would entail an inventory of all DoD personal property, including DoD tenant activities, located on the entire installation. For realigning installations that are losing missions, the inventory is limited to all of the DoD personal property located on the real property identified for disposal.

This inventory must be completed no later than six-months after the BRAC list becomes binding and must be in a useable format.

The goal of the inventory is to identify, as early as possible, personal property that will be made available to the LRA for redevelopment activities as well as personal property that may be relocated in support of military missions. The inventory will designate the personal property as either "available for reuse", "not available for reuse" or "ordinary fixtures".



Not available for reuse items are those items that:

- Are required for operation of a transferring unit, function, component, weapon or weapons system; or
- Are needed elsewhere immediately and indispensable to the major command or major claimant having jurisdiction; or
- Are military unique, and likely to have no civilian use; or
- Are being stored at the installation for distribution; or
- Meets known requirements of an authorized program of another federal department or agency; or
- Belongs to other non-Defense Department entities (e.g., State-owned National Guard-used).
- Belongs to the Non-Appropriated Fund (NAF) activities.

The message needs to be clearly conveyed to the LRA and local community that personal property needed to support military activities and/or missions at any location within the Department will not be made available for reuse consideration.

Preparing for Inventory

It is important that Installation Commanders take immediate actions to protect and secure personal property assets on their installations. Historically, following announcement of the BRAC recommendations, personal property loss and damage incidents increased. DoD tenants need to be apprised of the inventory requirement and should also be advised to protect and secure their personal property assets.

In no instance can DoD personal property be

removed from the installation once the BRAC list becomes binding without having been included in the inventory and the proper consultations occurring.

NAF Personal Property

Property purchased with funds generated by Government employees and their dependents is not owned by the DoD. These NAF personal property items will be included in the original inventory but should be designated as “not available for re-use”. The Installation Commander should provide the LRA with the appropriate point of contact for the NAF personal property and advise the LRA that they can make arrangements with that individual to purchase the NAF personal property.

Follow the Process

Very specific process guidance can be found in several documents. The best approach to avoid conflict, confusion and Congressional intervention is to consistently follow the process. Step-by-step guidance can be found in:

- Department of Defense Base Reuse Implementation Manual (BRIM), 1997
- Commander’s Guide to Personal Property Disposal, OACSIM Jul 1995
- Army’s Implementation Handbook

The land and property on closing bases can be a catalyst for future development and economic growth.