**C10. CHAPTER 10**

**INSTALLATION CLOSURE PROCEDURES**

C10.1. GENERAL

 C10.1.1. This chapter provides procedures and specifies timeframes to be used for installation closures. These procedures are intended to systematically curtail supply support, transfer mission essential materiel, transfer materiel that is no longer required, and redirect mission-essential requisitions for or from activities affected by installation closures. Procedures for reporting all installation owned property that will not be transferred with the mission to the new location(s) are included.

C10.2. APPLICABILITY AND SCOPE

 C10.2.1. These procedures and timeframes are applicable to all DoD installations, both Continental U.S. (CONUS) and Outside the Continental U.S. (OCONUS), DoD tenant and satellite activities, DoD inventory control points (ICPs), DoD integrated materiel managers (IMMs), and to General Services Administration (GSA) activities processing reports for materiel that is no longer required as a result of an installation closure.

C10.3. EXCLUSIONS

 C10.3.1. In addition to the exclusions cited in Chapter 1, Paragraph C1.4. and Chapter 9, Paragraph C9.3., these procedures are not applicable to the following:

 C10.3.2. Related personal property that can be reported to GSA as a part of a real estate package. Related personal property is classified as any property:

 C10.3.2.1. That is an integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common use items including, but not limited to, general purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered to be related personal property.

 C10.3.2.2. That is determined by the GSA Administrator to be related to the real property.

 C10.3.3. Installed property (Class II Plant Property).

 C10.3.4. Real Property.

C10.4. INSTALLATION CLOSING PROCEDURES

C10.4.1. Stratification of Inventory

 C10.4.1.1. Installation Procedures. An inventory of all installation-owned property shall be conducted as soon as a confirmed closure date is announced. The inventory shall include, but not be limited to, nonconsumable items (recoverable/ capitalized assets and assets on table of allowances) and consumable items (assets on working capital fund records). Each designated account shall maintain its identity. An inventory applicable to each designated account shall be stratified into three classes of property:

 C10.4.1.1.1. Mission-essential and is to be transferred to a new location with the mission.

 C10.4.1.1.2. Not mission-essential but is required for local operations during the period prior to closure.

 C10.4.1.1.3. Materiel that is no longer required for operational needs.

 C10.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property shall return that property to the installation. Accountable records shall reflect the returns. Tenant-owned and satellite-owned property shall be inventoried and stratified as described in Subparagraph C10.4.1.1.

 C10.4.1.3. Working Capital Fund. The Service/Agency (S/A) managed working capital fund items shall be relocated with the mission, if mission-essential, or redistributed within the S/A working capital fund. IMM items shall be relocated with the mission, if mission essential, or reported to the IMM for disposition instructions.

 C10.4.2. In-Process Requisitions

 C10.4.2.1. A review of installation requisitions shall be conducted simultaneously with performing the inventory. Requisitions shall be identified as those that shall be:

 C10.4.2.1.1. Continued for shipment to the unit’s relocation site.

 C10.4.2.1.2. Continued for operational requirements until closure.

 C10.4.2.1.3. Materiel that is no longer required for operational needs and shall be canceled. Cancellation shall be performed by single-line cancellation if time permits.

 C10.4.2.2. Sixty days prior to closure date, all requisitions shall be reviewed again for need. If required, the requisitions shall be identified for shipment to the relocation site. Requisitions that are not required shall be canceled using single line cancellation procedures. When time is insufficient to effect single-line cancellations, mass cancellation procedures under Chapter 8 shall be utilized. Mass cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.

C10.4.3. Disposition of Inventory

 C10.4.3.1. The activity being closed shall develop a time-phased schedule to transfer mission-essential property to the new mission location(s). The schedule shall plan the movement of such property at the earliest possible date without impairing mission capability prior to the transfer. Mission-essential property shall be transferred to the new location after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to the mission transfer.

 C10.4.3.2. In actions involving an installation closure, all non-mission-essential items shall be reviewed and processed under the provisions of [DoDD 5410.12](http://www.dla.mil/j-6/dlmso/elibrary/manuals/directives.asp), “Economic Adjustment Assistance to Defense-Impacted Communities”, July 5, 2006. The initial review of installation-owned items under the provision of DoDD 5410.12 shall begin immediately upon completion of the inventory, including items identified as no longer required and items identified as being necessary for operation of the installation prior to closure. The preliminary identification of related personal property as defined by DoDD 5410.12 shall use these item lists as the basis.

 C10.4.3.3. In actions involving the closure of OCONUS installations, all items that are not mission essential and/or will not be transferred with the activity shall be reviewed and processed under agreements between the United States and the host country. The review shall begin immediately upon completion of the inventory, including items identified as necessary for installation operations prior to closure.

 C10.4.3.4. Immediately upon completion of the inventory and, if time permits, not less than six months prior to the announced date of closure, all property that has been identified as no longer needed by the installation and that is not included in the preliminary list of related personal property shall be reported to the appropriate ICP/IMM under procedures specified in Chapter 9.

 C10.4.3.5. All property that is not mission-essential but that is required to operate the installation for all or a portion of the time remaining until closure, and that is not included in the preliminary list of “related personal property” shall be stratified in order of the dates that the items shall become excess to operational needs. Sixty days prior to the date that each item shall become excess, the items shall be reported as excess to the ICP/IMM under procedures specified in Chapter 9.

 C10.4.3.6. Items identified as related personal property (Subparagraph C10.4.3.2.) shall be reported to the ICP/IMM using Document Identifier Code (DIC) FTE, customer asset report, and Project Code 3QQ in rp 57-59. The Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property that is designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, the item(s) shall be deleted from the inventory of related personal property. Related personal property shall not be reported to GSA under materiel returns program (MRP) procedures.

 C10.4.3.7. Items that have been reported to ICPs/IMMs as no longer needed under the above guidance and procedures contained in Chapter 9 and for which the ICPs/IMMs have indicated a requirement shall be processed using ICP/IMM materiel return instructions.

 C10.4.3.8. All items that have been reported to the ICPs/IMMS as no longer needed and for which the ICPs/IMMs have provided TC supply status, plus items that are not reportable to ICPs/IMMs (for example, locally purchased non-national stock number (NSN) items) shall be disposed under S/A procedures. All items that are identified as related personal property (see subparagraph C10.4.3.2.) and for which there is no DoD requirement shall remain with the installation.

 C10.4.3.9. Distribution centers having obsolete or inactive coded NSNs on record, that are without an accompanying item manager record, shall locally prepare a disposal release order (DRO) (DIC A5J) with code M in the first position of the document number serial number (rp 40) for disposal action.

C10.5 PROCEDURES–INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER

 C10.5.1. ICPs/IMMs shall process customer asset reports (DIC FTEs) for property received as a result of installation closure using procedures contained in Chapter 9. ICPs/IMMs shall not direct return of related personal property identified by Project Code 3QQ unless the item is required to meet an approved force acquisition objective (AFAO) and/or approved prepositioned war reserve requirement (PWRR).

 C10.5.2. When appropriate, ICPs/IMMs shall direct disposal of materiel resulting from base realignment and closure (BRAC) under guidance and procedures contained in Chapter 3 for directing materiel to DLA Disposition Services. The resulting DRO (DIC A5J) shall contain code M in the first position of the document number serial number (rp 40).