



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-ZA

2 August 2012

US ARMY GARRISON YONGSAN POLICY LETTER 2-5

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison-Yongsan Real Property Management Policy and Procedures

1. **REFERENCES:**

- a. DA Pam 420-10, Space Management Guide, 5 Feb 87
- b. AR 420-1, Army Facilities Management, 12 Feb 08
- c. DA Pam 405-45, Real Property Inventory Management, 20 Sep 00
- d. AR 405-45, Real Property Inventory Management, 1 Nov 04
- e. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05
- 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_002, Space Planning Process, 05 Jun 12
- i. USAG-Yongsan Real Property Clearance Checklist, 26 Jan 12
- j. MPD_004, Container Request and Registration Process, 17 Jun 12

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 US Army Garrison-Yongsan (USAG-Y): completed project management, tree management, space allocation, 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:**

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a. 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.

b. Units residing within USAG-Yongsan 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 of the inspection is to optimize use of all USAG-Y controlled land and work spaces IOT 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 him/her access to the space to conduct the survey.

c. Building Manager:

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(1) The building manager is a unit's responsible authority who signs and accepts responsibility for a unit's real property. The building manager 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) The building manager 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.

(3) The building manager may designate one alternate building manager for his or her unit. The primary or alternate building manager must notify the RPAO in writing of the appointment of a temporary building manager in case of the absence of both primary and alternate building managers.

(4) The building manager will work with the RPAO to transfer real property responsibility to the building manager's successor prior to the outgoing building manager's departure from the installation. If a building manager's successor has not arrived prior to his departure from the installation, the outgoing building manager should notify the RPAO in writing of the appointment of a temporary building manager.

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

(6) When a building is shared by multiple units, the senior (in rank or grade) building manager will act as the primary building manager for the entire building. The senior building manager will coordinate space issues and work requests with the RPAO on behalf of all building occupants.

(7) The primary building manager is responsible for maintaining a key control register and inventory using DA Form 5513.

d. 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) FEWRs are either delivered in person to the Business Operations and Integration (BO&I) Division Work Reception Section in Building T-1382 or sent via email to the following: usarmy.yongsan.imcom-pacific.list.usag-yongsan-dpw-fewr@mail.mil .

(3) Minor work requests or service order work may be requested by calling (724-3360/3363) 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 .

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(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.

e. 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 IAW with the USAG-Y Real Property Clearance Checklist. Failure to comply with the checklist requirements could delay the property transfer.

f. 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.

g. 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 from the appropriate authorities.

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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.

h. Demolition of Real Property:

(1) Real property will not be demolished by any using unit without prior approval.

(2) Requests for demolition are submitted by the using unit to the RPAO using a DA Form 4283 (FEWR) with justification why the demolition is necessary.

(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 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.

(2) Additional key fabrication (exceeding three sets of key) must also 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 USAG-Y without prior approval of the Garrison Commander and proper registration through Master Planning Division, DPW.

(2) MPD_004 (Container Request & Registration Process) governs the key requirements for container management. This process guides customers and DPW / DOL team members on specific steps for requesting and registering containers (deployable & non-deployable) throughout USAG-Y.

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 USAG-Y will be forwarded to the RPAO for appropriate action.

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l. 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.

m. 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 IFS/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 411th Contracting Support Brigade (CSB) until the DD Form 1354 is signed by the RPAO indicating acceptance of the completed work. Final payment requests should include a signed copy of the DD Form 1354.

n. Tree Trimming, Transplanting, and 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, Roads and Management Branch, Operation and Maintenance Division, DPW.

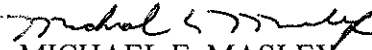
(2) Director of Public Works approves the removal of healthy trees that constitute a clear and present danger to life and property, or the removal of less than ten (10) trees in an improved area.

(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.

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


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Commanding