

Department of the Army  
 Devens Reserve Forces Training Area  
 Devens, Massachusetts 01434-4424  
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Real Estate

**DEVENS FACILITY ASSIGNMENT/TERMINATION AND KEY CONTROL**

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**HISTORY.** This is the third publication of this Devens Reserve Forces Training Area (RFTA) regulation.

**SUMMARY.** This regulation covers the responsibilities for facility assignments/termination and key control.

**APPLICABILITY.** This regulation applies to all organizations, units, and activities on or supported by the Devens RFTA.

**SUPPLEMENTATION.** Local supplementation of this regulation is prohibited, without written approval of the Directorate of Public Works (DPW). Requests for exceptions, with justification, can be sent to the Commander, Devens RFTA, ATTN: IMNE-DEV-PWF, Devens, MA 01434-4479.

**SUGGESTED IMPROVEMENTS.** The proponent agency for this regulation is the DPW. Users are encouraged to send comments and recommended changes on DA Form 2028, Recommended Changes to Publications and Blank Forms, directly to Commander, Devens RFTA, ATTN: IMNE-DEV-PWF, Devens, MA 01434-4479.

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A

RESPONSIBILITIES OF BUILDING OCCUPANTS

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## **CHAPTER 1. FACILITY ASSIGNMENT AND TERMINATION**

**1-1. Purpose.** To prescribe responsibilities and procedures for the care, assignment and termination (issue and turn-in) of buildings, structures, facilities, or other Real Property within the Devens RFTA.

### **1-2. Responsibilities.**

a. Units, agencies, or individuals are responsible for:

(1) Assigning a responsible individual, staff sergeant or Department of the Army civilian GS-7 or above, and having that person participate in a physical inventory of any facility being assigned to or terminated from their hand receipts. A representative from the DPW with the other participants will ascertain the condition of the building, and installed property.

(2) Proper custody and care of all facilities and property in their possession in accordance with AR 735-5.

(3) Reporting damage to facilities other than fair wear and tear through the following procedures.

(a) Call Physical Security (ext. 3512) if a motor vehicle is involved or any appearance of unlawful conduct.

(b) Call DPW Engineering Division (ext. 3665) to get estimate of the cost of damage.

(c) Initiate action in accordance with (IAW) AR 735-5 to obtain relief from responsibility (e.g., report of survey).

(d) Submit a DA Form 4283 (Facilities Engineer Work Request) to have damage repaired.

b. Directorate of Public Works is responsible for:

(1) Management of real estate and space utilization.

(2) Assignment and termination of all facilities.

(3) Ensuring that the responsible party participates in the physical inventory of the building on assignment and termination.

(4) Completion of a Devens RFTA Form, Building Assignment and Inspection Form, for each facility or portion when assigned or reassigned.

(5) Ensuring that the following action is taken for all unassigned buildings and unassigned spaces in buildings:

(a) The areas are secured.

(b) The areas are winterized as appropriate with current facilities requirements.

c. The Directorate of Information Management (DOIM) (ext. 3098) is responsible for installation and or removal of communications service in facilities. DOIM must be notified 30 days in advance of any requirement for services. Communication requirements must be made apparent before facility assignment to ensure that facility has those capabilities. DOIM must be notified when services are no longer required and can be terminated.

### **1-3. Procedures.**

a. A unit/activity is authorized buildings and/or space for a specific purpose. The amount of space assigned is based on the stated intended use. Space allocations are governed by AR 405-70. Space released due to changes or reductions in mission must be reported to the DPW for consideration in reallocation or inactivation.

b. Unit commanders or activity chiefs desiring building assignment or termination must submit a written request through proper channels to the DPW for all buildings or spaces. The type of building desired or the number of the buildings or space being turned in must be specified. A detailed justification of the space requirements and projected use must be specified and accompany all requests.

c. Building Assignment. The responsible individual will contact DPW, Real Property Office, and establish a date and time for the joint physical inventory/inspection. Upon acceptance by the responsible individual, DA Form 2062, Key Hand Receipt will be completed and a copy will be furnished the responsible individual. In the case of termination of assignment, the original forms, held at the Real Property Office, will be returned to the responsible individual.

d. Building Termination. Request for termination of building assignment must be made to the DPW Real Property Office, and a date and time for a joint physical inventory/inspection must be established. A termination of building assignment will not be granted if any damage, other than fair wear and tear, has occurred or any keys have been lost. Before termination will be granted, in the event of damage or loss, appropriate action must be initiated IAW AR 735-5 (such as statement of charges). A Record of Environmental Consideration (REC) must be done on all buildings by the Environmental Inspector along with the Real Property Officer. The REC will note any environmental hazards generated by the occupation of the building and grounds.

e. Transfer within a unit. No official transfer of building assignments between individuals in the same unit or activity will be done without the involvement of the DPW, Real Property Office. Keys and buildings will both be transferred. The accepting individual will conduct a physical inventory before the exchange. Sub-hand receipt of buildings and structures from the responsible individual to other individuals within the same organization, may be made at the discretion of the

unit commander. The person whose signature appears on the Devens RFTA Form 63, retained at the Real Property Office, will be held responsible.

f. Clearing post. A person clearing post or being assigned to another unit or activity on post that is responsible for any real property must clear the Real Property Office, DPW. This ensures that all property has been transferred or returned to DPW control.

#### **1-4. Winterization of Buildings.**

a. When to winterize. Between 1 October and 1 May of the following year (winter season) all buildings must either be heated or in some way winterized. Coordination with the Real Property Office will be initiated by the individual responsible for the building as he/she could be held liable for any freeze damage that results from lack of such coordination. The Real Property Office will determine if winterization is necessary and what level of heating system and/or plumbing preparation needs to be done.

b. How to winterize. Request for building winterization will be made on a DA Form 4283 at least 30 days prior to the date action is desired.

c. Building not winterized. During the winter season all buildings not winterized, or not occupied every day, will be inspected by the responsible unit, activity, or individual daily to detect early signs of freezing. This inspection will include the testing of all water faucets, kitchen equipment, water closets, urinals, and a check of the heating system. Any signs, however slight, of freezing water lines or heating systems will be reported immediately to DPW, emergency repair, ext 3777/3778.

#### **1-5. Real Property and Installed Building Equipment.**

a. Additions, renovations and modifications Additions, renovations, modifications, or any changes to the building or facility are not authorized without the written approval of the DPW. Approval can be obtained by requesting evaluation of the action on DA Form 4283.

b. Installed equipment. Installed building equipment is considered part of the building, and is therefore part of the real property. The responsibility for the security and care of the equipment rests with the individual to whom the building is assigned. A partial list of installed equipment is included in AR 420-17. Generally it includes boilers, furnaces, hot water heaters, fuel and water tanks, electric motors, heaters, sinks, lavatories, water closets, urinals, drinking fountains other than free standing, grease traps, electric lighting fixtures (all types), air conditioners and other plumbing, heating, and electric equipment and fixtures. Only the DPW or approved contractors may remove, modify, renovate, install, repair, maintain, or relocate building equipment.

## **CHAPTER 2. KEY CONTROL OF ARMY BUILDINGS**

### **2-1. Key Control.**

- a. DPW is the only agency authorized to duplicate keys to Army buildings.
- b. Individuals assigned buildings or facilities and issued keys will:
  - (1) Ensure that only authorized individuals are issued keys.
  - (2) Maintain the key control register and inventory in accordance IAW AR 190-51, Appendix D. This register must include the serial number of each key. When not in use the register will be kept in an access controlled container.
  - (3) Tag and retain all additional keys in a locked container.
  - (4) Ensure that unauthorized duplicate keys are not made. The possession of unnumbered/unstamped keys is unacceptable and indicates that key control has been compromised. The locks affected will be rekeyed and action initiated IAW AR 735-5.
  - (5) Post an emergency notification sign visible from the outside of every exterior door. This notice will state that a list of people and their telephone numbers or where to obtain a contact person.
- c. The building will not have locks or hasps on the exterior doors other than those provided by and keyed by the DPW.
- d. In some buildings, a master key system has been installed. Under this system, each door lock is assigned to a specific room. Altering or interchanging locks or installing hasps and using padlocks will nullify the system. Unit commanders and responsible officers will ensure that such unauthorized practices are prohibited.
- e. When the key to the exterior door of a building becomes lost or stolen, the following action will be taken:
  - (1) Report loss immediately to the Real Property Officer.
  - (2) Take immediate steps to safeguard the facility until permanent security can be arranged. Initiate action IAW AR 735-5, Chapters 12 and 13, to obtain relief from responsibility for the rekeying of the doors.
  - (3) Evidence of the action taken IAW AR 735-5 to the Real Property Office. A memorandum will then be prepared by the Real Property Office and brought to the DPW Maintenance Division to have the key made or lock changed as is appropriate from a security consideration.

f. New keys prepared by the Maintenance Division will be issued by the Real Property Office where the responsible individual will sign for them. Responsible individuals will be charged applicable fees as follows:

(1) Replacement of keys. A minimum fee of \$1.25 per key will be charged for lost or stolen keys when tumblers/locks are not required to be changed.

(2) Change of tumblers/locks. If required the fee is \$150.00 per tumbler/lock plus \$1.25 for each key required.

(3) These established fees will be evaluated at the beginning of each fiscal year by the DPW Maintenance Division in coordination with the Real Property Office to determine if change is necessary.

## **2-2. Keys issued by the Real Property Office of DPW.**

a. Individual responsibilities. Individuals assigned buildings, structures, or facilities from the Real Property Office will be issued the necessary keys on DA Form 2062 and will be responsible for safeguarding the keys.

b. Real Property Log. A log will be maintained by the Real Property Office of all master keys and all exterior door keys issued by the Real Property Office.  
Devens RFTA Reg 405-5

c. Release from assignment. All master keys and exterior door keys will be accounted for before the responsible individual will be released from assignment.

d. Request for additional keys:

(1) The Real Property Officer will make the final decision on the quantity of keys duplicated. Key control requires that a minimal number of keys be issued.

(2) A memorandum from the hand receipt holder of the building, justifying the additional keys, will be brought to the Real Property Office, DPW.

(3) The Real Property Office will prepare a memorandum for the keys that are to be fabricated. The memorandum will be brought to the DPW Maintenance Division to have the keys made.

(4) The new keys prepared by the Maintenance Division will be brought to the Real Property Office where the responsible individual will sign for them.

## **2-3. Master Keys and Keyed Alike Locks.**

a. Registration. Facilities that have master key systems will be registered at the DPW Maintenance Division.

b. Master keys authorized for exterior doors. Only two master keys are authorized for each exterior door, one is issued to the hand receipt holder and the second is retained at the Devens Fire Department for use in case of emergencies.

c. Keyed alike exterior doors. No more than three exterior doors may be keyed alike unless special permission has been obtained from the Real Property Office. Existing lock systems will not be changed to comply with this paragraph unless they are being replaced or repaired for other reasons.

d. Master keys authorized for interior doors. Only two master keys are authorized for interior door systems

e. Master key zones. Master key systems will be broken into ten room zones unless special permission has been obtained from the Real Property Office. Existing lock systems will not be changed to comply with this paragraph unless they are being replaced or repaired for other reasons.

f. Master key storage. The issued master key will be secured in an approved container when not in use for the purpose of unlocking/locking rooms within the master locking system. Issue and accountability procedures will be IAW AR 190-51, Appendix D.

g. Lost or stolen master key. In the event that a master key becomes lost or stolen:

(1) The affected area will be secured.

(2) If the key has not been located within 24 hours, DPW will be notified by the person responsible for the building, to arrange for the re-keying of the affected area.

(3) The cost for replacement of a master key or the re-keying of the affected area will be determined by the DPW Maintenance Division.

(4) Actions IAW AR 735-5 will be initiated to cover the replacement costs.

(5) Evidence of the action taken IAW AR 735-5 will be brought to the Real Property Office. A memorandum will then be prepared by the Real Property Office and brought to the DPW Maintenance Division to have the key made or lock changed as is appropriate from security considerations.

(6) The new keys prepared by the DPW Maintenance Division will be brought to the Real Property Office where the responsible individual will sign for them.

h. Broken master key. If the issued master key is broken, a new key will be fabricated after the following is completed:

(1) A memorandum explaining the situation and signed by the person responsible for the building must be submitted to DPW, Real Property Office.



(2) A memorandum will then be prepared by the Real Property Office and brought to the DPW Maintenance Division to have the key made.

(3) The new key prepared by the DPW Maintenance Division will be brought to the Real Property Office where the responsible individual will sign for it.

i. Loan of master key. In the event the master key for a building is required from the Real Property Office, the Real Property key may be temporarily signed out. However, if the individual originally responsible for the key is not present, a valid and verifiable reason must exist and the requester may be accompanied by a Real Property representative.

#### **2-4. Interior Doors.**

a. Key control. Control of keys is a command responsibility. Commanders will establish their own internal control procedures to ensure that keys are accounted for and properly safeguarded.

b. Key lost or stolen. If a key is lost or stolen and security consideration mandates a lock change, the fee will be \$150.00 and each key is \$1.25.

c. Relief from responsibility. Action IAW AR 735-5 will be required to pay for the new parts and labor.

d. Completed paperwork will be brought to DPW Maintenance Division for key fabrication, or lock replacement.

#### **2-5. References.**

a. AR 190-51, Security of Unclassified Army Property.

b. AR 405-70, Utilization of Real Estate.

c. AR 420-17, Real Property and Resource Management.

d. AR 420-70, Buildings and Structures.

e. AR 405-80, Management of Title and Granting Use of Real Estate.

f. AR 735-5, Policies and Procedures for Property Accounting.

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## **APPENDIX A. RESPONSIBILITIES OF BUILDING OCCUPANTS**

**A-1. Whoever signs for a building is answerable for all avoidable thefts and damages.**

**A-2. While you are signed for a building, space, or facility you must:**

- a. Keep it locked when not occupied.
- b. Make sure the installed building equipment is not removed or tampered with (hot water heaters, drinking fountains, sinks, etc.) by other than DPW personnel.
- c. Keep it clean, including windows.
- d. Put in Work Orders (DA Form 4283) for things you can't fix. If you don't know who is supposed to fix something call ext 3777/3778. It is better than paying for it, in case it breaks during unauthorized repair.
- e. Mow the grass and rake the leaves.
- f. Pick up any trash or debris around the exterior and put it in a dumpster.
- g. Don't change the structure with partitions, additions, permanent shelving etc., without prior approval from DPW (DA Form 4283).
- h. Remove the snow from the walkways, stairs, and porches within 24 hours of the end of the storm. If it's an office, remove the snow within one hour of occupation.
- i. Ensure energy conservation measures are implemented.
- j. Inspect the building daily in cold weather for winter damage. If damage is suspected, call ext. 3777/3778, 24 hours a day.
- k. Ensure that there are no releases of oils or other hazardous substances to the environment.
- l. Make sure that all installed fire alarms and fire suppression systems are not tampered with. If there is any doubt, inform the Real Property Office and an inspection shall be arranged with the Devens Fire Department if necessary.

**A-3. Before a building, area, etc., may be turned in you must:**

- a. Clean it, including floors and stairways.
- b. Remove all posters, notices, and pictures. This includes tacks, staples, and tape.
- c. Clean all installed equipment in latrines, kitchens or dining rooms.

d. Turn in all Installation Property Book Office property. Appointments can be made by calling ext. 2729.

e. Coordinate with Real Property whether to submit a request for winterization.

f. Drain any equipment containing water.

g. Ensure that all light sockets contain light bulbs.

h. Clear buildings of all hazardous materials. Technical guidance may be obtained by calling the Environmental Division at ext. 3804.

i. Remove trash and debris from the building grounds.