



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD  
FORT HOOD, TEXAS 76544-5002**

IMHD-PWM

**GARRISON POLICY  
DPW - 05**

21 SEP 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Real Property Facilities Requirements

**1. REFERENCES.**

- a. Army Regulation 405-45, Real Property Inventory Management, dated 1 November 2004.
- b. Army Regulation 405-70, Utilization of Real Property, dated 12 May 2006.
- c. Army Regulation 735-5, Policies and Procedures for Property Accountability, dated 28 February 2005.

**2. APPLICABILITY.** This policy is applicable to all Major Subordinate Commands (MSCs), separates and civilian leaders on Fort Hood that are or will be signing for Army real property.

**3. POLICY.** The management, request and return of Fort Hood real property is controlled by the Directorate of Public Works (DPW), Real Property Planning Division (RPPD), and the Real Property Accountable Officer (RPAO). This policy establishes command and RPAO responsibilities to meet the requirements of Army and Department of Defense real property regulations.

a. Garrison Commander: Exercise overall authority over this policy within Fort Hood.

b. DPW/RPPD:

- (1) Enforcement of this policy and all applicable regulations.
- (2) Responsible for the management and administration of real property within Fort Hood.
- (3) Assist all MSCs, separates and civilian leaders with real property requirements or request.
- (4) Advise the DPW and Garrison of non-compliance with established procedures.

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c. DPW/RPAO:

- (1) Ensure 100% of the real property facilities are accounted for in accordance with (IAW) Army regulations.
- (2) Ensure that all facilities are issued to units IAW Army regulations and this policy memorandum.
- (3) Provide customer services for real property facilities, key requests and central clearing.
- (4) Provide real property personnel to conduct pre-inspections and facility handover functions for the issue and receiving of facilities as needed.
- (5) Contact other divisions/agencies (Environmental, Fire Department, DPW Maintenance, etc.) that need involvement in the facility inspection, issue or return process.

d. Commanders and Civilian Leaders:

- (1) Re-establish facility hand receipts face to face with the Real Property Office no later than (NLT) 1 October 2012, and by 1 September annually thereafter.
- (2) Ensure that facility hand receipts are current and maintained IAW Army regulations, this policy memorandum and its annexes.
- (3) Ensure that facility keys are maintained IAW physical security regulations and Fort Hood policies.

e. Facility Hand Receipts: Real Property personnel will ensure that the person signing is on a current DA 1687. The signing for facilities is recorded on a FHT 210-x14; all fields must be completed. Line 1 will be completed as indicated on the form (date, name, rank, organization). Line 2 will contain the signature of the person designated and actually signing for the facility (as in line 1) and his/her phone number. Line 3 will contain the name and phone number of the main point of contact for the facility (usually the person that signed authorizing the DA 1687).

f. Replacement Keys: Due to loss or need for additional, keys will only be given to the last person on the DA 2062. It is not the responsibility of the Real Property Office personnel to research or request payment for loss at levels below the hand receipt holder. If keys are lost, Real Property will need a memo from the unit requesting the replacement of keys, signed by the appropriate authority (current hand receipt holder for building).

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g. Also required is a copy of the DD 1131 Cash Collection Voucher stamped from the Defense Finance & Accounting Service (DFAS), a copy of a DD 139 Pay Adjustment Authorization, stamped from DFAS, or a copy of the final DA 7531 Financial Liability Investigation of Property Loss (FLIPL), stamped from DFAS. These documents need to include the building number and keys associated with the loss. If additional keys are needed, only the last person on the DA 2062 may sign for additional. If the unit finds the need to pay for the re-key or re-locking of a building, a memo signed by the appropriate authority (current hand receipt holder for building) and a DA 4283 will be turned in to the Real Property Office. Once this memo is returned, Real Property will sign it, and both the memo and the DA 4283 will be taken to the DPW Business Operations and Integration Division for processing.

4. EXPIRATION: This Fort Hood Garrison Command Policy will remain in effect until superseded or rescinded.

Encl  
SOP (Guidance for  
Transfer & Acceptance  
of Real Property)

  
MATTHEW G. ELLEDGE  
COL, IN  
Commanding

DISTRIBUTION:  
IAW FH Form 1853: A

## GUIDANCE FOR TRANSFER AND ACCEPTANCE OF REAL PROPERTY STANDARD OPERATING PROCEDURES (SOP)

1. **PURPOSE.** To document the way activities are to be performed and to facilitate consistent requirements not only to comply with federal, installation, and directorate policies, procedures, and regulations, but also reflect sound business judgment and protect the Government's interest. This SOP will provide leaders and Soldiers with guidance on the procedures for clearing, obtaining, or transferring facilities within the Fort Hood installation.

2. **APPLICABILITY.** This policy is applicable to all Major Subordinate Commands (MSCs), separates, and civilian leaders on Fort Hood that are or will be signing for Army real property.

3. **RESPONSIBILITIES.** The commanders and civilian leaders are responsible for ensuring personnel are identified and the point of contact information of the representative is given to the Real Property (RP) office.

a. **Commander:**

(1) The commanding officer is obligated to ensure all facilities are cleared in accordance with (IAW) Fort Hood installation requirements.

(2) The command must maintain emphasis on the established facility/equipment turn-in procedures when transferring facilities

b. **Unit:**

(1) The unit is required to schedule clearing procedure briefings via their facility engineer (Division Engineers) 30-60 days prior to clearing any government building or property.

(2) The unit must arrange their facility turn-in appointment 5 working days prior to the desired inspection date through the RP office.

c. **Directorate of Public Works (DPW)/RP:** DPW/RP, will be responsible for notifying all other participants of scheduled inspections (Fire Department, Environmental, Furniture, Installation Status Report, and Department of Logistics [DOL]).

4. SERVICE ORDERS. If the unit finds a deficiency that is in need of repair, preceding the transfer and acceptance of the facility, the organization has a minimum of 24 hours prior to the inspection to submit a service order for the identified defect. To clear a facility, the organization must provide the RP office a copy of the service order, work order number(s), and a detailed list of the deficiency prior to the start of the inspection. If the assessor discovers a deficiency during the inspection, it is the commands responsibility to submit a service order within 24 hours after the initial inspection. There are 5 methods to contact the DPW service order desk to obtain a work order number:

a. Work Services Department:

- (1) Walk in service desk at building 4612, Engineer Drive and Santa Fe.
- (2) Fax the deficiencies to (254) 288-3979 with the following information:

Name  
Building number  
Room number  
Point of contact (POC) phone number  
List of deficiencies with a detailed description

- (3) Use the Fort Hood Web Page: <http://www.hood.army.mil/dpw/>
- (4) For emergencies after 16:30, call (254) 287-2113
- (5) To check on the status of your service order, call (254) 287-2113

b. Network Enterprise Center (NEC):

(1) Telephones:

(a) Moving In: NEC will have to be contacted (via work order) 3 weeks in advance prior to occupancy of a facility to establish an active line. If the phones are operational once the facility is accepted, alert NEC via work order, (254) 288-5800 or (254) 287-8177, for the change of ownership of existing lines.

Note: *Never paint over the face plates or displace telephone instruments throughout the facility at any given time.*

(b) Moving Out: The unit is required to disconnect all wall jacked cables prior to the transfer. Never remove phones, cords, punch down blocks, wall mounts or face plates. A representative from the unit will have to contact the Transmission Branch notifying NEC of the vacated premises.

(c) For all copiers that need to be picked up or relocated, please call (254)387-4289 to schedule an appointment.

(2) Network:

(a) Moving In: A diagram or a map of the facility will be provided by the unit to NEC with the following information:

1. Department of Defense Information Assurance Certification and Accreditation Process (DIACAP)

2. Face Plate information

3. Voice and data drops located or in need of location

(b) Moving Out: The unit will disconnect all wall jacked cables prior to the building being vacated. The unit is forbidden to remove patch cords, switches, routers, wall mounts or face plates. When the transfer of the facility is concluded, the unit representative will contact Information Assurance in regards to the current status so appropriate changes can be made through NEC.

(3) Work orders

(a) Work Orders for desktop support should be submitted at the website <https://helpdesk.hood.army.mil>

(b) Work Orders for telephone support should be submitted at the website <https://helpdesk.hood.army.mil> or call 287-9646 for assistance.

(c) Information Assurance Security Officer (IASO): Notify SIPRNET for connections *or* if there is an existing connection at 287-5550.

*Note: Leave all SIPRNET equipment to include locks within the facility.*

## 5. CLEARING / CLEANING STANDARDS.

a. Barracks:

*Note: All rooms must be thoroughly cleaned prior to clearance.*

(1) All doors to the vacating facility must be unlocked so the RP office can conduct the assessment for the transfer. DPW requires the departing units inventory their buildings keys IAW the RP Key Schedule. All keys must be inventoried;

broken or missing keys must be annotated on the key schedules that have been provided by either DPW entity. The unit produces documentation showing that missing keys have been financially recovered by finance prior to clearing the facility. The command or representative can obtain a key schedule through the DPW, RP office.

(2) Barracks Room Cleaning Standards:

- (a) All trash removed from room.
- (b) Drawers to all furniture/cabinets left open and completely empty.
- (c) All hangers removed from the closets/wall lockers.
- (d) Room swept thoroughly (under beds & furniture, in closets, etc).
- (e) Room is mopped thoroughly, even under and behind existing furniture.
- (f) Refrigerator is empty, wiped out, defrosted, unplugged and left open.
- (g) Microwave wiped clean, door left open.
- (h) Sinks are thoroughly cleaned, cabinet doors left open.
- (i) Toilet and restroom area thoroughly cleaned.
- (j) Shower or tub thoroughly cleaned.
- (k) The ceiling fan and blades dusted off and cleaned.
- (l) All windows cleaned and sills wiped clean.
- (m) All furniture wiped off.
- (n) Disconnect services for telephone and cable television if applicable.

b. Administrative Facilities:

*Note: Administrative Facilities consist of Brigade, Battalion, Company Operations, General Purpose Admin and Arms Rooms*

(1) All doors to the vacating facility must be unlocked so the RP office can conduct the assessment for the transfer. DPW requires the departing units inventory their buildings keys IAW the RP Key Schedule. All keys must be inventoried; broken or missing keys must be annotated on the key schedules that have been provided by either DPW entity. The unit produces documentation showing that missing keys have been financially recovered by finance prior to clearing the facility. The command or representative can obtain a key schedule through the DPW, RP Office.

(2) Administrative Area Cleaning Standards:

(a) Unit representative must be appointed as the primary POC.

(b) Enclosed areas that contain carpet must be vacuumed.

(c) All areas requiring sweeping and mopping must be thoroughly cleaned.

(d) Closets, shelves, drawers, and cabinets will be empty and left open.

(e) Bathrooms/latrines must be clean, free of debris, swept, and mopped.

(f) Facility will be secured with all serviceable furniture left in place. Excess furniture will be transferred to another unit or turned in to DLADS. Furniture is not authorized to be taken to the landfill.

(g) 100% Inventory of admin furniture will be conducted.

(h) Unit equipment and materials must be removed from the building prior to the final inspection.

(i) Trash and debris in and around the perimeter of the facility must be removed; including storage sheds.

(j) Turn in necessary Service Orders for repairs to the facility and have on hand a copy of applicable service order deficiencies and numbers.

(k) Disconnect services for the telephone, internet and cable television (NEC).

(l) Leave all building fire extinguishers in place.

(m) Remove all hasps, chains and padlocks from doors.

(n) All unauthorized construction shall be removed by unit prior to inspection.

(o) Remove all extension cords and unauthorized wiring.



(p) Losing unit is responsible for removal of unauthorized interior and exterior painted names or emblems on curbs, building walls, floors.

(q) Set thermostat to Heat/60°F and AC/80 °F in cleared rooms (w/ thermostats).

(r) Turn off all lights upon clearing.

(s) Clear facility of all Hazardous Materials (HAZMAT) (including excess cleaning supplies) and Petroleum, Oils and Lubricants (POL) products and ensure proper disposal – (interior and exterior).

(t) Police visible portions of storm sewers, drains and ditches.

(u) Properly segregate refuse dumpsters and ensure they are free of HAZMAT and other prohibited material – including recycle.

(v) Empty recycle containers and consolidate for turn-in.

(w) Ensure recycle bins are properly segregated and free of trash.

(x) Make repairs to landscaped areas damaged by unauthorized parking/driving.

(y) All Barracks room furniture returned to barracks rooms and dayroom furniture returned to dayrooms.

(z) Any appliances NOT related to FMO furniture, i.e., large refrigerators, easy chairs, etc, must be turned into DOL.

(aa) Unauthorized construction must be removed prior to the transfer.

(bb) Extension cords in the walls must be removed.

(cc) Hasps, padlocks and chains on exit doors must be removed.

(dd) Symbols and placards must be removed prior to clearing facility.

c. Administrative Facilities / Arms Room Alarm Monitoring System (AMS):

Direct any questions to the AMS administrator located in building 23030, room 113. The unit must provide a memorandum to the AMS administrator with the following information:

(1) Company and zone ID number.

(2) Statement that the arms room is clear of all arms, ammunition and explosives with an effective date.

(3) Request arms room is downgraded from priority 4 to priority 10.

(4) POC for the room after your company has cleared it through DPW, RP.

(5) Provide Assumption of Command orders for your current commanding officer.

d. Environmental Facility Closeout:

A unit representative must be appointed as the primary POC to ensure facilities are cleared by the DPW RP representative, the Environmental Compliance Assessment Team (ECAT), Directorate of Emergency Services POC, and fire inspector. The DPW, RP representative will schedule pre-inspection and final inspection dates with unit representatives for all facilities. Contact your ECAT representative with any questions, concerns or requests for pre-inspections at (254) 287-9103.

(1) HAZMAT: The departing unit is responsible for the turn in of all unserviceable HAZMAT to the Classification Unit (CU). Call (254) 288-7627 to schedule an appointment. Use government vehicle for turn in. The proper management and/or disposition of serviceable Class III packaged products are the responsibility of the unit or organization. Turn in all non-deployed compressed industrial gases to the supplier.

*Note: Keep all documentation of turn-ins until facility is cleared*

(2) Petroleum, Oils, and Lubricants (POL) Storage Buildings: The departing unit is responsible for clean POL storage buildings to include trenches and spills (buildings must be empty). Remove all locking devices and debris out of the run off sump. Call 286-5993 to have the run off sump serviced if needed.

(3) Used Product Reclamation Point (UPRP): The departing unit is responsible for above ground Storage Tanks (AST's) (Used oil, off spec fuel and anti-freeze). Clean all spills on and around AST's and remove all debris on, around and in the screens of AST's. Call 286-5993 to have product removed from AST's. Call (254) 286-5993 for broken or missing gauges.

(4) UPRP Shed: Clean all spills in, on, and around shed and remove all items and debris in shed and turn in to CU. Call (254) 288-7627 to schedule turn in appointment. Use government vehicle for turn in. Clean shed floor (secure grates when done).

(5) CU: The departing unit is responsible for scheduling appointments and turn in of all unserviceable HAZMAT, emptying containers, used poly pads, and rags (double

bagged). Fill out the appropriate paper work required for turn in and use a government vehicle for turn in.

(6) Parts Washer (254) 288-5264 or (254) 535-8559: The departing unit is responsible for cleaning and emptying pre-scrub tray and basket and cleaning all spills on and around parts washer and removing all debris from soaker tray and screen inside the parts washer. Schedule a service if needed.

*Note: Part Washers are Installation Property DO NOT move or remove them.*

e. Recycle:

RECYCLING IS NOT JUST THE RIGHT THING TO DO, BUT IS AN EXECUTIVE ORDER AND IS MANDATORY! Units must ensure that all containers are segregated and non-recyclable material is removed. All non-conforming material in dumpsters will not be picked up. It is the unit's responsibility to clean out all recycle materials and dispose accordingly prior to pickup of annotated refuse per labeled container.

*Note: Ammo and Residue must be disposed of through the Ammunition Holding Area*

(1) Refuse Dumpsters: The unit must ensure that all prohibited material is removed from the refuse dumpsters. Examples of the forbidden material include but not limited to HAZMAT, property, furniture, AMMO, residue and recyclable material. If additional dumpsters are needed for recycle, call (254) 288-5307. For trash and Inland containers, call (254) 287-5118 or (254) 287-7235.

(2) Bio-Remediation Site (Bio-Site) (254) 286-5993: All work order numbers must be annotated to clear the facility upon inspection. Appointments must be scheduled for all services provided.

1. Remove product from AST's.
2. Oil/Water Separator (OWS) cleaning.
3. POL bldg sump cleaning.
4. Mobile kitchen trailer wash facility.
5. Purge facility.
6. Turn-in soil collected from the motor pool.

(3) Wash Rack and OWS 287-2113: The departing unit is responsible for the removal of all trash (turn in to CU) and soil (turn in to Bio-Site) from the wash pad and trench line. Remove all trash from the OWS double bag and turn in to CU, collect soil and schedule an appointment for turn in with the Bio-Site. Submit work orders for all water leaks.

*Note: All work order numbers must be annotated to clear the facility upon inspection.*

(4) If a Spill were to Happen: Ensure that spill kits are available at all times and a spill response plan for movements is in place and drain plugs are serviceable. DO NOT DRIVE AWAY FROM A SPILL. Ensure that drip pans or pads remain with equipment throughout the deployment and if one should occur, contact the Fire Department at (254) 287-3908 or (254) 287-3917.

(5) Conservation of Energy and Resources: Commanders will be proactive and help eliminate sources of wasted energy. Set the thermostats at Heat/60°F and AC/80 °F to prevent waste of resources.

(6) Unauthorized Painting/Parking: Units must remove all unauthorized, painted reserve parking spaces using authorized methods of removal. No chemical paint removal is authorized. Contact the Environmental Compliance Officer at (254) 287-9103 for further assistance. All parking signs must be removed prior to the transfer of facilities. Painted mascots and unit symbols/emblems painted inside or outside the facility must be removed. Refer to FH Reg 420-27 for authorized colors and painting procedures.

## 6. FMO BARRACKS FURNISHINGS POLICIES AND GUIDELINES.

### a. References:

- (1) AR 710-2, Supply Policy below the Wholesale Level.
- (2) AR 735-5, Policies and procedures for Property Accountability.
- (3) AR 420-1, Army Facility Management.
- (4) DA PAM 710-2-1, Using Unit Supply System Manual Procedures.
- (5) CTA 50-909, Common Table of Allowances.
- (6) FH REG 210-31, Furniture and Household Equipment Support.

### b. Barracks and Dayroom Furniture versus Office Furniture:

(1) Barracks and dayroom furniture are issued solely for the use of the Soldiers living in the barracks and are unauthorized for the administrative areas such as offices, motor pools, and supply rooms. All excess barracks furniture and dayroom equipment are to be turned into FMO, building 49015 for re-issue.

(2) Information on the types of office furniture that are available can be located online at [www.drms.dla.mil](http://www.drms.dla.mil), or a unit representative can inquire at building 89010, room 147, or contact (254) 287-1069 for further assistance.

(3) Unaccompanied personnel housing furnishings will be issued from the FMO directly to the primary hand receipt holder, which is the person responsible for the facility. The responsible person may sub-hand receipt the furnishings to a resident.

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Director of Public Works