



# Department of Defense INSTRUCTION

NUMBER 4165.56  
January 7, 2013

---

---

USD(AT&L)

SUBJECT: Relocatable Buildings

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5134.01 (Reference (a)), this Instruction reissues DoD Instruction (DoDI) 4165.56 (Reference (b)) to update established policy, assigned responsibilities, and prescribed procedures for the management and accountability of relocatable buildings in use by the DoD.

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that relocatable buildings may be:

a. Acquired, stored, and used within the DoD when these facilities constitute the most feasible and economical means of satisfying short-term, interim facility requirements pending the availability of permanent space in existing facilities or through the construction of a permanent conventional facility.

b. Used instead of conventional, permanent construction when the duration of the requirement is uncertain such as in a contingency operation pursuant to section 101, title 10 United States Code (Reference (c)).

c. Used instead of conventional, permanent construction when the space is known to have a recurring mobile requirement, such as the need to move a field office to different sites on a training range.

d. Purchased or leased to satisfy the needs of paragraphs 4.a. b. and c. They shall be accounted for as:

(1) Personal property in accordance with DoDI 5000.64 (Reference (d)) when purchased as an equipment item.

(2) Real property in accordance with DoDD 4165.06 (Reference (e)) when procured using construction procedures.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. INFORMATION COLLECTION REQUIREMENTS. The annual inventory report on relocatable buildings, referred to in paragraphs 3.b. and 4.c. of Enclosure 2 and section 4 of Enclosure 3 of this issuance, has been assigned report control symbol DD-AT&L(A)2512 in accordance with the procedures in Directive-Type Memorandum 12-004 (Reference (f)) and DoD 8910.01-M (Reference (g)).

8. RELIABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

9. EFFECTIVE DATE. This Instruction:

a. Is effective January 7, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoDI 5025.01 (Reference (h)). If not it will expire effective January 7, 2023 and be removed from the DoD Issuances Website.



Alan Estevez  
Acting Under Secretary of Defense for  
Acquisition, Technology, and Logistics

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L))," December 9, 2005
- (b) DoD Instruction 4165.56, "Relocatable Buildings," April 13, 1988 (hereby cancelled)
- (c) Sections 101, 2801 and 2805 of title 10, United States Code
- (d) DoD Instruction 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011
- (e) DoD Directive 4165.06, "Real Property," October 13, 2004
- (f) Directive-Type Memorandum, 12-004, "DoD Internal Information Collections," April 24, 2012
- (g) DoD 8910.01-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (h) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (i) DoD Directive 8320.03, "Unique Identification (UID) Standards for a Net-Centric Department of Defense," March 23, 2007
- (j) DoD Instruction 4165.70, "Real Property Management," April 6, 2005
- (k) DoD 7000.14-R, "Department of Defense Financial Management Regulation (FMRs)," current edition
- (l) Unified Facilities Criteria 3-600-01, "Design: Fire Protection Engineering of Facilities," September 26, 2006
- (m) Unified Facilities Criteria 4-010-01, "DoD Minimum Antiterrorism Standards of Buildings," February 9, 2012
- (n) DoD Instruction 8320.04, "Item Unique Identification (IUID) Standards for Tangible Personal Property," June 16, 2008
- (o) DoD Instruction 4165.14, "Real Property Inventory and Forecasting," March 31, 2006
- (p) DoD 4160.21-M, "Defense Materiel Disposition Manual," August 18, 1997

ENCLOSURE 2

RESPONSIBILITIES

1. DEPUTY UNDER SECRETARY OF DEFENSE FOR INSTALLATIONS AND ENVIRONMENT (DUSD(I&E)). The DUSD(I&E), under the authority of the Under Secretary of Defense for Acquisition, Technology, and Logistics, shall:

- a. Recommend policy for acquisition, management, inventorying, and divestiture of relocatable buildings.
- b. Serve as the focal point for all matters related to relocatable buildings.
- c. Establish requirements for inventory data collection.

2. HEADS OF THE DoD COMPONENTS. The Heads of the DoD Components shall manage relocatable buildings, whether DoD-owned or leased, within their respective jurisdictions. Management will be accomplished in accordance with:

- a. Reference (d) for accountability purposes and DoDD 8320.03 (Reference (i)) for unique identification requirements when the relocatable buildings are authorized and procured as equipment.
- b. Reference (e) and DoDI 4165.70 (Reference (j)) when the relocatable buildings are authorized and procured as real property using construction procedures.

3. DIRECTOR, WASHINGTON HEADQUARTERS SERVICES (WHS). In addition to the responsibilities in section 2 of this enclosure shall:

- a. Establish programs and procedures to manage relocatable buildings on WHS installations that conform to the policies, guidance, and procedures provided by and pursuant to this Instruction (including those of tenant organizations).
- b. Annually report to the DUSD(I&E) the inventory of all relocatable buildings on WHS installations in the format prescribed in this Instruction (including relocatable buildings occupied by tenant organizations).

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments, in addition to their responsibilities in section 2 of this enclosure shall:

- a. Establish programs and procedures to manage relocatable buildings on their installations that conform to the policies, guidance, and procedures provided by and pursuant to this Instruction (including those of tenant organizations).
- b. Ensure all requests for space have been reviewed by the installation Public Works Office or Base Civil Engineer office to validate the space requirement and to determine if it can be accommodated in existing permanent facilities before the acquisition of a relocatable building.
- c. Annually report to the DUSD(I&E) the inventory of all relocatable buildings on their installations in the format prescribed in this Instruction (including relocatable buildings occupied by tenant organizations).

5. DIRECTORS OF DEFENSE AGENCIES AND DoD FIELD ACTIVITIES. The Directors of Defense Agencies and DoD Field Activities, in addition to their responsibilities in section 2 of this enclosure, shall:

- a. Submit requests for space needs to their host installation before the acquisition of a relocatable building.
- b. Provide annual inventory data to the host installation Public Works Office or Base Civil Engineer.

ENCLOSURE 3

PROCEDURES

1. STOCK LEVELS. Stock levels for relocatable buildings shall be determined by DoD Components based on:

- a. Requirements reflected in applicable war plans, contingency plans, and operational support plans.
- b. Interim space requirements while awaiting construction of a permanent facility.
- c. Space requirements when the need is known to be temporary or mobile.

2. USE

a. General Requirements for Use

(1) When relocatable buildings are used pending approval and construction of a permanent facility, the DD Form 1391, "Military Construction Project Data," for the planned permanent facility shall indicate that relocatable buildings are in use in the "Current Situation" paragraph pursuant to Volume 2B, Chapter 6 of DoD 7000.14-R (Reference (k)).

(2) Relocatable buildings must meet fire and safety requirements in accordance with Unified Facilities Criteria (UFC) 3-600-01 (Reference (l)), and antiterrorism requirements in accordance with UFC 4-010-01 (Reference (m)), and construction standards (e.g., live and lateral loads) established by the applicable DoD Component.

(3) Relocatable buildings shall use sustainable design and energy efficient operating practices when time, material, and funds permit.

b. Additional Requirements when Classified as Personal Property

(1) Relocatable buildings may be authorized for interim facility requirements and purchased or leased as equipment. Relocatable buildings purchased as equipment are:

(a) Funded with either operations and maintenance (O&M) or other procurement funds depending on the expense and investment threshold pursuant to Volume 2A, chapter 1 of Reference (k). In determining the threshold, the cost of the relocatable building will be based on the cost of the completely assembled building and not on the separate components.

(b) Inventoried and accounted for with an item unique identification (IUID) in accordance with DoDI 8320.04 (Reference (n)), and maintained in accordance with Reference (d).

(2) Site preparation to erect or install relocatable buildings that results in real property improvements is classified as construction and is funded with O&M or military construction (MILCON) in accordance with sections 2801 and 2805 of Reference (c).

(a) Such site work may generally include earthwork, foundations, exterior utilities, sidewalks, area lighting, parking lots, and landscaping.

(b) Costs that are not a part of the construction project to support relocatable building installations are considered to be an “unfunded cost” of the construction project. This means that the cost of the relocatable building when leased or purchased as equipment is not included with the site support work for determining the total construction cost and approval thresholds for the construction. Funded and unfunded project costs and the source of funds shall be in accordance with Reference (k).

(c) Costs for set-up, disassembly, maintenance, refurbishment, packaging, and transporting relocatable buildings that are classified as equipment are expenses and are appropriately charged to appropriations available to fund such costs.

(3) Relocatable buildings classified as equipment that are used to satisfy interim facility requirements may be retained for a period longer than 5 years when:

(a) Such facilities are used in support of continuing military contingency operations.

(b) A permanent replacement building has been authorized and funds appropriated by Congress. In this case, the relocatable building may be retained in use until construction of the permanent building is completed.

(c) A permanent replacement building has been programmed (i.e., DD Form 1391 developed) and the requirement for the MILCON project is prioritized in the Component’s Future Years Defense Plan.

c. Additional Requirements when Classified as Real Property.

(1) Relocatable buildings may be authorized and acquired as real property. Relocatable buildings acquired as real property are funded with either O&M or MILCON funds depending on the total acquisition cost in accordance with the cost thresholds for construction pursuant to sections 2801 and 2805 of Reference (c). In determining the threshold, the cost of the relocatable building will be based on the total cost of the completely assembled building and not on the separate components, and includes all site work. For example, a relocatable building composed of two trailers intended to be joined (a double-wide) is considered to be a single relocatable building for determining its real property cost.

(2) Relocatable buildings classified as real property are inventoried and accounted for in accordance with DoDI 4165.14 (Reference (o)). They are depreciated as “Other Real Property Structures” in accordance with Volume 4, Chapter 6, Table 6-1 of Reference (k).



(3) When the relocatable building is classified as real property, all facility maintenance, alteration, and operational costs are approved and budgeted in the same manner as other installation real property assets.

### 3. DISPOSITION

a. Personal Property. Relocatable buildings accounted for as equipment upon becoming excess to DoD Component requirements shall be redistributed or, if determined to be excess or unserviceable, disposed of in accordance with personal property procedures pursuant to Reference (d), and DoD 4160.21-M (Reference (p)).

b. Real Property. When relocatable buildings accounted for as real property become excess to DoD Component requirements at the erected location, the cost to disassemble is classified as demolition. Upon becoming moveable, salvageable relocatable buildings are reclassified as equipment and shall be redistributed or disposed of in accordance with paragraph 3.a. of this enclosure. The installation Public Works Officer or Base Civil Engineer is the equipment custodian until disposition.

4. INVENTORY REPORTING. DoD Components will report their inventory of leased relocatable buildings and owned relocatable buildings that are classified as equipment to the Office of the DUSD(I&E) at the end of each fiscal year (FY) by December 31 using the spreadsheet template at Figure. Relocatable buildings that are owned and classified as real property are not to be included. Those are reported through the annual real property asset inventory reporting process in accordance with Reference (o). Spreadsheets must include data for each relocatable building for the column headings listed in the Table.

Table. Relocatable Building Report Data

|   |
|---|
| ACQUISITION DATA (Spreadsheet Column Headings)  |
| Column A - Installation Name  |
| Column B – Site Unique Identification (Site UID)  |
| Column C - State (Country if Overseas)  |
| Column D - FY Acquired  |
| Column E – Method of Acquisition - Purchased or Leased (Enter P or L)   |
| Column F – Item Unique Identification (IUID)  |
| Column G – Facility Analysis Category (FAC)   |
| Column H – FAC Description  |
| Column I - Square Footage   |
| Column J – Relocatable Building Cost (Purchase Price or Annual Lease Amount)  |
| Column K – Site Preparation Cost (Construction Work Required to Install the Relocatable)  |
| Column L – Short Term Surge Requirement (Yes/No).   |
| REPLACEMENT PLAN (Spreadsheet Column Headings)  |
| Column M – Replacement Plan (Developed/To be developed/Not required)  |
| Column N - Project Number (for the Permanent Construction that will Replace the Relocatable(s))   |
| Column O - Project Title (Associated with the Project Number)   |
| Column P - Programmed FY (for the Project)  |
| Column Q – Fund Type (MILCON, O&M, Non-appropriated Fund (NAF), Research, Test, Development & Evaluation (RTDE))  |
| Column R - Programmed Amount (for the Project)  |
| DISPOSAL PLAN (Spreadsheet Column Headings)   |
| Column S - FY to be Disposed  |
| Column T - Method of Disposal (“D” for Demolition; “L” for Lease Termination; “R” for Reuse on the Installation; “S” for Sale; “T” for Turn-in for Redistribution Within DoD) |

Figure. Relocatable Buildings Inventory Spreadsheet

Relocatable Facility Inventory Report for FY: \_\_\_\_\_ Component Name: \_\_\_\_\_ Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

This spreadsheet is for the annual inventory reporting of relocatable buildings purchased or leased as equipment.

Do not include relocatable buildings that are classified and real property and are recorded in the installation real property records.

| Acquisition Data          |               |                          |                     |                                       |  |  |                         |                        |  |                                   | Replacement Plan (*)                    |  |                        |                    |                       | Disposal Plan   |                                      |                           |                                     |
|---------------------------|---------------|--------------------------|---------------------|---------------------------------------|--|--|-------------------------|------------------------|--|-----------------------------------|---|--|------------------------|--------------------|-----------------------|---|--------------------------------------|---------------------------|-------------------------------------|
| A<br>Installation<br>Name | B<br>Site UID | C<br>State or<br>Country | D<br>FY<br>Acquired | E<br>Method of<br>Acquisition<br>(**) | F<br>Item Unique<br>Identification<br>(IUID) | G<br>Facility<br>Analysis<br>Category<br>(FAC) | H<br>FAC<br>Description | I<br>Square<br>Footage | J<br>Relocatable<br>Building Cost<br>(\$000) | K<br>Site Prep<br>Cost<br>(\$000) | L<br>Short<br>Term<br>Surge<br>(yes/no) | M<br>Replacement Plan<br>"D"- developed;<br>"T"- to be<br>developed;<br>"N"-not required | N<br>Project<br>Number | O<br>Project Title | P<br>Programmed<br>FY | Q<br>Fund Type<br>M- MILCON;<br>O- O&M;<br>N- NAF;<br>R- RTDE | R<br>Programmed<br>Amount<br>(\$000) | S<br>FY to be<br>Disposed | T<br>Method of<br>Disposal<br>(***) |
|                           |               |                          |                     |                                       |  |  |                         |                        |  |                                   |   |  |                        |                    |                       |   |                                      |                           |                                     |
|                           |               |                          |                     |                                       |  |  |                         |                        |  |                                   |   |  |                        |                    |                       |   |                                      |                           |                                     |
|                           |               |                          |                     |                                       |  |  |                         |                        |  |                                   |   |  |                        |                    |                       |   |                                      |                           |                                     |
|                           |               |                          |                     |                                       |  |  |                         |                        |  |                                   |   |  |                        |                    |                       |   |                                      |                           |                                     |

(\*) Replacement Plan: Complete columns N through R if a replacement plan has been developed (a project programmed). A replacement plan is not required if the space requirement is temporary and less than 5 years.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

|           |   |
|-----------|---|
| DoDD      | DoD directive   |
| DoDI      | DoD instruction   |
| DUSD(I&E) | Deputy Under Secretary of Defense for Installations and Environment |
| FY        | fiscal year   |
| IUID      | item unique identification  |
| MILCON    | military construction   |
| O&M       | operations and maintenance  |
| UFC       | Unified Facilities Criteria   |
| WHS       | Washington Headquarters Services                                    |

### PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

contingency operation. A military operation that is designated by the Secretary of Defense as an operation in which Service members are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call or order to, or retention on, active duty of Service, or any other provision of law during a war or during a national emergency declared by the President or Congress pursuant to section 101(a)(13) of Reference (c).

interim facility requirement. A short-term, normally 5 years or less, requirement for facilities due to transitory military missions, deployments, military contingency operations, disaster relief requirements, or temporary space requirements pending the construction or renovation of permanent facilities.

relocatable building. A habitable prefabricated structure that is designed and constructed to be readily moved (transportable over public roads), erected, disassembled, stored, and reused. Also included in the definition are tension fabric structures assembled from modular components and air supported domes, both of which can be easily disassembled, moved, and reused. For the purpose of this Instruction, this definition excludes mobile military equipment such as communications vans, emergency management and command post trailers. Also excluded are tents, modular sheds less than 500 square feet, temporary contractor trailers, and temporary government construction administration trailers that are located on or in the vicinity of a construction site.