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Civil Engineering

USE OF REAL PROPERTY FACILITIES

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This instruction implements AFD 32-90, *Real Property Management*, for the assignment and release from responsibility of buildings and structures other than family-type quarters. It applies to all organizations assigned or attached to Westover Air Reserve Base.

SUMMARY OF REVISIONS

This revision changes references of 439 AWR 87-2 to 439 AWI 32-9002, *Real Property Building Managers* (paragraph **2.1.**); and 439 AWR 85-4 to 439 AWI 32-9004, *Damage to Real Property Other Than Fair Wear and Tear* (paragraph **2.3.**). A (I) indicates revisions from the previous edition.

1. Explanation of Terms.

- 1.1. Responsible Officer. A person charged for real property and real property installed equipment reflected in the records of the real property accountable officer. This individual, with the help of the building manager and all occupants and users, is responsible for the care, custody and protection of assigned real property.
- 1.2. Real Property. Defined as the fixed capital assets of the Air Force, consisting of land and improvements on it (roads, buildings, runways, structures, etc.).
- 1.3. Real Property Installed Equipment. Non-expendable property which aids in the function of the real property and is permanently attached to, integrated into, or on government-owned or leased property.
- 1.4. Real Property Building Manager. This individual serves in an administrative and advisory capacity to the responsible officer. This person is designated to exercise guardianship of assigned structures including all real property, installed equipment, and adjacent exterior grounds.

2. Duties.

2.1. The responsible officer assumes responsibility for all buildings and faculties, including keys for the structures assigned to their organization. Primary and alternate building managers are designated for each building assigned to the organization. The building manager, whose duties are outlined in 439 AWI 32-9002, serves in an administrative and advisory capacity and is directly responsible to the unit commander or chief of staff agency. The unit commander or chief of staff agencies are, in turn, directly responsible through their chain of command to the installation commander.

2.2. Responsibility for the care, custody, and protection of assigned real property is vested in the unit commander or chief of staff agency of the organization utilizing the facility, immediately upon occupancy, whether or not the individual has signed the buildings receipt for it.

2.3. Any damage to a building, or property installed therein, other than fair wear and tear, results in the responsible officer being requested to make restitution to the government (reference 439 AWI 32-9004).

2.4. When the unit commander or chief of staff agency requires additional space, change of utilization, etc., they submit a letter to the Base Civil Engineer noting requested space (square feet and exact location), space authorized for the activity (if not included in AFI 32-1024, *Standard Facility Requirements*, if tenant) justification, etc.

2.5. The request is then presented as an item to the Facilities Board for approval. The board analyzes the request, determines its feasibility and arrives at a decision. AFI 32-1024, AFI 32-9002, *Base Master Plan*, and SAF-MII(A) 7115 Report is considered.

2.6. If a building or structure assigned by the Facilities Board does not require changed utilization or conversion, the gaining agency and a representative of the Real Property Officer conducts a joint building inventory.

3. Procedures.

3.1. To insure proper and effective control and use of existing facilities, space is authorized and assigned through the Facilities Board which reviews all requests for occupancy, change in utilization, conversions and redesignation of all facilities.

3.2. Discrepancies noted during joint inspection of facilities are recorded and attested to by the real property representative and the responsible officer. If no discrepancies exist, comment is made to that effect.

3.3. After the inspection has been accomplished, the responsible officer signs the custody receipt in duplicate. The Real Property Accountable Officer retains the original copy for record purposes while the duplicate copy is returned to the responsible officer.

3.4. If a building assigned by the Facilities Board requires changed utilization or conversion, the gaining organization cannot take possession or move its activity to the new location until the change in utilization or conversion is approved by higher headquarters.

3.5. Upon termination of the responsible officer's building occupancy, the building custody receipt by the Real Property Accountable Officer is returned to the responsible officer as credit after a satisfactory building inspection. The responsible officer then returns all keys for the vacated facility to the Real Property Accountable Officer.

3.6. When vacating a facility, it must be clean and without damage other than fair wear and tear. The ground area must be properly policed prior to obtaining release from responsibility. The Real Property Accountable Officer then closes the building or structural facility in accordance with governing directives.

3.7. A new building custody receipt is not necessary when there is only a change of real property building managers within the organization, and the building or structural facility are not being vacated or reassigned to other using organizations. When there is a change in responsible officer, the outgoing individual accomplishes the necessary inspection and inventory of assigned structures with the new responsible officer. The latter then furnishes the Real Property Accountable Officer with signed copies of the custody receipt for each building that is accepted. It is the responsibility of the outgoing responsible officer to assure themselves that their successors, as responsible officers, have signed the custody receipt for all buildings assigned to their units. Outgoing responsible officers are not relieved of building responsibility until this has been accomplished. No responsible officer departs the base on permanent change of station or retirement without proper release from real property responsibility.

3.8. All keys of the entire building or structural facility are assigned to the unit commander or chief of staff agency of the organization using the major portion of the building. The building manager is designated (in an administrative and advisory capacity) to exercise guardianship of the assigned structure. Responsibility for portions of buildings or structures may be redelegated by the responsible officer on hand receipt to the individual or section head occupying that portion of the building. However, all contacts between the Real Estate Section in Civil Engineering are with or by the unit having primary responsibility for the facility.

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