

**6 SEPTEMBER 1994**

**Civil Engineering**

**ASSIGNMENT AND USE OF REAL PROPERTY**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO/PP WWW site at:  
<http://afpubs.hq.af.mil>

---

OPR: 89 CES/CERR (Mrs Dubyak)  
Supersedes AAFBR 87-1, 30 June 1992

Certified by: 89 CES/CER (John E. Slezak)  
Pages: 3  
Distribution: F; X: HQ AMC/CEPE

---

This instruction establishes policy, standardized procedures, and centralized FACILITIES operational control and responsibilities for the allocation and utilization of real property facilities on Andrews Air Force Base. It applies to all base and tenant organizations and does not apply to Military Family Housing Units.

**SUMMARY OF REVISIONS**

This revision changes the responsibility for validating space requirements from the Real Estate Management Officer, 89 CES/CERR, to the Programming Officer, 89 CES/CECP.

**1. Objectives:**

- 1.1. To define space occupancy responsibility of real property users.
- 1.2. To ensure a responsive program of effective space control and facilities management.
- 1.3. To set forth specific procedures for acquiring space/facilities.

**2. Responsibilities:**

- 2.1. The Installation Commander (89 AW/CC), as Chairperson of the Facilities Board, is responsible for assignment, termination and control of space utilization of buildings and fixed facilities.
- 2.2. The 89th Support Group Commander (89 SUG/CC) is designated Chairperson of the Real Estate Working Group (REWG).
- 2.3. The 89th Civil Engineer Squadron Real Property Management Officer (89 CES/CERR) is designated the recorder of the REWG and is responsible for:

2.3.1. Maintaining records of space allocation and utilization in accordance with AFI 32-1024 and Executive Order 12411.

2.3.2. Establishing and maintaining accountability for buildings, facilities, and all Real Property Installed Equipment (RPIE) in accordance with AFR 87-5.

2.4. The allocating limits of Family Housing Management Officer (89 CES/CEH) is responsible for adequate enlisted dormitory space to all units, staying within the the USAF Real Property Inventory Change Report (HAF-LEE(AR)7115). Unit commanders will advise and coordinate with 89 CES/CEH when dormitory space has become excess to the unit's needs. The Family Housing Management Officer will then allocate the dormitory spaces as necessary, staying within the limits of the USAF Real Property Inventory Change Report. Excess space or proposed changes in space will be brought to the attention of 89 CES/CERR by 89 CES/CEH.

2.5. The Lodging Manager (89 SVS/SVML) is responsible for assigning, terminating and controlling space utilized for the VAQ, VOQ, and TLF.

2.6. The Programming Officer (89 CES/CECP) is responsible for validating space requirements IAW AFI 32-1024 (excluding housing units).

**3. Changes In Space Allocation.** Assignment of or changes in space allocation must have "before the fact" approval of the Facilities Board (higher headquarters when required) before CERR, CEH and SVML assume managerial responsibility. Space allocation changes include assignment, termination, transfer, and changes in utilization of buildings and building space.

**4. Requests For Additional Space.** Requests must be validated by 89 CES/CECP, ensuring its authorization under AFI 32-1024. Requests should include the following information:

4.1. Current and projected authorized manpower, aircraft assigned, equipment requirements, etc., as appropriate.

4.2. Any special purpose space (as applies).

4.3. Current assigned space (SF).

4.4. Space (SF) requested including justification. Valid requests will then be submitted to the REWG for review and recommendation of approval/disapproval to the Facilities Board. Requestors should attend the REWG meeting at which their requests will be considered.

**5. Requests For Space Allocations:**

5.1. All requests for space allocations and/or changes in utilization of buildings and facilities will be submitted to 89 SUG/CC, 89 CES/CE, 89 CES/CECP, and 89 CES/CERR, IN TURN.

5.2. Requests for space assignments and/or termination of space will include the following information:

5.2.1. Total area (square feet) presently available for your specific function, the space authorized according to AFI 32-1024 by category code, and the difference between the two.

5.2.2. Type of space (administrative, storage, shop, dormitory, etc.).

5.2.3. Space desired (building number, location, room number).

5.2.4. Current space allocation (total area, building and number of personnel).

5.2.5. Detailed justification (change in mission, organization, personnel, or supplies, showing actual strength or increases/decreases) including impact on bargaining unit employees and whether consultation of the impact has been coordinated with 89 MSS/MSCE.

5.2.6. Space being transferred (room number, building number, or other designation).

## **6. Processing Requests:**

6.1. The chairperson of the REWG sends requests to 89 CES/CECP (through 89 CES/CE) for validation. They in turn send valid requests to 89 CES/CERR, Real Estate Management Office, for staffing. Staffing includes a review of the information provided by the requestor, possible facilities available and category code changes. Upon completion of the staffing, 89 CES/CERR adds the request to the agenda for the next REWG.

6.2. All changes in space utilization that result in a change in land use will be reviewed by 89 CES/CECP, Base Community Planner, and submitted to the REWG and Facilities Board for approval/disapproval.

6.3. The REWG, by vote of its members, recommends approval/disapproval of the request to the Facilities Board. If necessary, the REWG returns the request to the requestor for more information, deferring further action until all required data are provided.

6.4. The Facilities Board approves/disapproves or defers the request.

PHILIP R. CELMER, Colonel, USAF  
Base Civil Engineer