



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #53

SUBJECT: U.S. Army Garrison West Point (USAG WP) Real Property Master Planning and Management Policy and Procedures

1. REFERENCES:

- a. Army Regulation 420-1, Army Facilities Management, dated 24 August 2012.
- b. Department of the Army Pamphlet 405-45 Real Property Inventory Management, dated 15 September 2000.
- c. AR 405-45, Real Property Inventory Management, dated 1 November 2004.
- d. AR 735-5, Policies and Procedures for Property Accountability, dated 22 August 2013.
- e. AR 405-70, Utilization of Real Property, dated 12 May 2006.
- f. Department Army Pam 420-10, Space Management Guide, dated 5 February 1987.

2. PURPOSE: Establish policy and procedures to ensure effective real property master planning and management. Enhance Real Property Branch efforts to comply with Army mandates. Enhance Real Property Branch efforts to prepare for the Chief Financial Officers Act (CFOA) Audit. Ensure uniformity and synchronization of procedures governing the following areas within the jurisdiction of West Point: space allocation, conversion, diversion, utilization, acquisition, release, accountability and disposal of real property.

3. APPLICABILITY: This policy applies to all units, organizations, and activities utilizing facilities in the USAG WP area of responsibility.

4. GENERAL: With the consent of the Garrison Commander, the Real Property Accountable Officer (RPAO) will allocate all real property assets to units, agencies and organizations operating within West Point. The aforementioned residing within West Point are not authorized under any circumstances to reallocate space, or acquire, convert, divert, or dispose of real property assets (i.e. demolition) without prior approval from the Garrison Commander, via the RPAO.

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5. RESPONSIBILITIES:

a. Space Allocation:

(1) Requests for new or expanded space shall be submitted to Real Property Master Planning via a 4283 Work Order Submission to the Work Reception Section in Building 667 via email: BOIDP&P@usma.edu, or by calling, (845) 938-2613/4031. The work order must clearly state that the requested service is an analysis of space requirements and request for a change in location, space use conversion, or expansion of currently assigned space. Work performed without DPW approval is considered unauthorized work and is subject to total removal and restoration at the unit's expense.

(2) The RPAO will review the request and provide recommendations to the DPW Director. Space assignment decisions that may be critical or controversial in nature may be brought to the attention of the Deputy Garrison Commander and/or the Garrison Commander for review and further guidance. In the event that the customer finds that the final decision is not in the best interest of West Point as an installation, a request for review by a space utilization board may be submitted to the Deputy Garrison Commander via the requesting unit's proper chain of command.

(3) Occupation of any space which is not officially approved by the RPAO is considered "unauthorized use" and the occupier must return the space or facility to the DPW, USAG WP immediately.

(4) The direct transfer of any space between using agencies is not authorized. The RPAO, with approval by the GC, is the only authorized person to review and allocate space.

b. Space Utilization Survey:

(1) This Command considers the space utilization survey/inspection a critical task in ensuring the best possible use of available work space throughout West Point. The goal of the inspection is to optimize use of all West Point controlled land and work space in order to fully support all assigned missions.

(2) The using unit shall provide full cooperation during space utilization inspections, ensuring the space surveyor has immediate access to all areas and unit information as requested.

(3) The space surveyor will bear a memorandum signed by the Garrison Commander authorizing access to the space to conduct the survey.

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c. Return of Real Property (Work Space):

(1) Units must notify the RPAO of any real property or work space in excess of mission requirements.

(2) Units must contact the RPAO when space is vacated. Direct transfer of space between using units is prohibited.

(3) Units are responsible for clearing and returning space to DPW in accordance with the USAG WP Real Property Clearance Checklist (Appendix A), and the USAG WP Real Property Facility Inspection Checklist (Appendix B). Facility inspections shall be scheduled with the RPAO. Failure to comply with the checklist requirements could delay the property transfer.

d. Conversion and Diversion of Designed Use:

(1) All real property is assigned a category code based upon the designed use of the facility. Sustainment funding is based on this code. The usage type and associated category code of a facility, or any portion of a facility shall not be changed without prior approval from the RPAO.

(2) Requests for conversion and/or diversion must be submitted by the using agency to the Work Reception section of Building 667 via a DA Form 4283 emailed to: BOIDP&P@usma.edu, or by calling (845) 938-2613/4031. Work performed without DPW approval is considered unauthorized work and is subject to total removal and restoration at the unit's expense.

e. Demolition of Real Property: Real property will not be demolished by any using unit without prior approval. If the demolition request is justified, the RPAO prepares and submits a DA Form 337 (Request for Approval of Disposal of Buildings and Improvements) to appropriate authorities to solicit demolition approval.

e. Security of Vacant Buildings or Areas:

(1) Units are responsible for the security of vacant buildings or work space until the unit's Building Commendant is relieved of responsibilities by the RPAO.

(2) The RPAO assumes responsibility for the security of vacant buildings or areas only after they are formally transferred back to USAG WP.

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(3) The Garrison Commander is responsible for installation physical security.

5. Point of contact for this memorandum/policy is the USAG WP Real Property Master Planning Division, DPW, at (845) 938-2422/6238.

2 Encls

1. Appendix A
2. Appendix B



ANDREW S. HANSON
COL, SF
Commanding