

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000**

**United States Army Alaska Regulation 405-3**

**31 May 1996**

**Real Estate**

**Real Estate Utilization**

**Summary.** This regulation concerning real estate usage has been revised. This regulation prescribes United States Army Alaska (USARAK) structure and training facility usage procedures and responsibilities. The changes include unit names, office symbols, and the change to USARAK.

**Applicability.** This regulation applies to all elements of USARAK, including tenant activities.

**Impact on New Manning System.** This regulation does not contain information that effects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the APVR-RPW-BM.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the director of information management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Directorate of Public Works, Business Management Division, Real Property Branch. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RPW-BM.

**1. Purpose**

This regulation establishes USARAK responsibilities and procedures for structures and training facilities.

**2. References**

a. Required publications.

(1) Army Regulation (AR) 11-27 (Army Energy Program). Cited in paragraph B-1i.

(2) AR 735-11 (Accounting for Lost, Damaged, and Destroyed Property). Cited in paragraph 4a and paragraph B-1f.

(3) DA Pamphlet 420-6 (Facilities Engineering Resources Management System). Cited in paragraph B-1c(1).

b. Referenced publication. (A referenced publication is merely a source of additional information. The user does not have to read it to understand this regulation.) AR 700-112 (Relocatable Buildings) is a referenced publication.

c. Prescribed form. USARAK Form 15 (Building Assignment or Relief from Assignment Record) is a prescribed form. It is cited in paragraphs A-1e, A-2a, A-3c, and A-4c.

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**\*This regulation supersedes 6th Infantry Division (Light) Regulation 405-3, dated 1 February 1989.**

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### **d. Referenced forms.**

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.

(2) DA Form 4283 (Facilities Engineering Work Request). Cited in paragraphs A-1f, A-3e(6), A-4b, and B-1c(2).

### **3. Explanation of abbreviations and special terms**

The abbreviations and special terms used in this regulation are explained in the glossary.

### **4. Responsibilities**

a. Each family comes under the responsibility of the organization identified by the director of public works as the primary user, except as provided for in AR 735-11. Annually, each organization is furnished with a list of facilities for which they have responsibility (per para A-6a).

b. The director of plans, training, security, and mobilization has the staff responsibility for range and training area assignments (including all real property located on ranges or training areas) and is responsible for signing for all ranges and training areas.

### **c. Responsible officers will—**

(1) Actively supervise compliance with this regulation.

(2) Require continuous study and survey of space occupied by assigned units to ensure efficient and economical use.

(3) Return all real property facilities that are no longer needed to support current requirements to the Directorate of Public Works, Real Property Branch (per para A-3).

(4) Request additional space needed to support current requirements (per para A-1).

(5) Designate a building manager and an alternate, in writing, with a copy furnished to the Directorate of Public Works, Real Property Branch, for each building or structure assigned to their organization and subsequently transfer that responsibility upon reassignment.

(6) Ensure that expendable and nonexpendable real property charged to a building or structure are not removed, relocated, or altered without approval from director of public works.

(7) Ensure that prior approval is received from the director of public works before alternations, modifications, additions, or new construction on buildings.

(8) When vacating, ensure that all buildings or structures are in a clean condition, with no damage other than fair wear and tear, and secured per paragraph A-3e.

### **d. The director of public works—**

(1) Has staff responsibility for building, structure, and training facility assignments, transfers, and terminations.

(2) Will review facility usage with regard to applicable regulations, space utilization criteria, space assigned, permitted deviations in use, compliance with master plan, etc. Any violations noted will be staffed to the appropriate commander for corrective action.

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e. Building manager responsibilities are identified in appendix B.

f. The post planning boards are responsible for the allocation and assignment of real property facility space within the respective post's jurisdiction.

FOR THE COMMANDER:

OFFICIAL:

WALLACE E. MATTESON  
COL, IN  
Chief of Staff

//Original Signed//

FREDRICK J. LEHMAN  
LTC, SC  
Director of Information Management

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**Appendix A**

**Building, Structure, and Training Facility Assignment, Transfer, Diversion, Key Control, and Space Utilization Inspections**

**A-1. Assignment**

a. The organization requesting building or structure assignment, space therein, or change in use will submit a request to Directorate of Public Works, Real Property Branch. The request will contain—

- (1) The building number.
- (2) A request justification.
- (3) The proposed occupant's specific organizational function.
- (4) The number of personnel to occupy the space requested.
- (5) The area of space in square feet.
- (6) The intended use and estimated occupancy period.
- (7) The responsible officer's name.

b. The requester will not relocate before obtaining approval from the director of public works or appropriate higher headquarters.

c. Upon notification that a building or facility (or portion thereof) will be assigned to a unit or agency, the responsible officer or building manager will contact the Directorate of Public Works, Real Property Branch, in writing, at least 48 hours before any planned move, for an appointment to inspect the area and assume responsibility.

d. A Directorate of Public Works, Real Property Branch representative will schedule the formal responsibility transfer and notify the receiving organization of the time and date.

e. The Directorate of Public Works, Real Property Branch representative and building manager will conduct a joint building inspection and inventory, using USARAK Form 15 (Building Assignment or Relief from Assignment Record) as the official transaction record.

f. If the facility inspection or inventory reflects damaged or missing installed property, the building manager will initiate a DA Form 4283 (Facilities Engineering Work Request) for corrective action.

**A-2. Assignment transfer**

a. At least 14 days before responsibility transfer, the building manager will request a pre-inspection by a Real Property Branch representative, using the original USARAK Form 15. Any damage beyond fair wear and tear or missing installed property items will be identified and corrected by the building manager in the form of self-help repair, approved work request, statement of charges, or report of survey.

b. On the responsibility transfer date, another inspection will be conducted jointly with the current manager, the newly assigned manager, and a Real Property Branch representative. Upon proof that damages identified during the pre-inspection are corrected or requested to be corrected by a repairman, the building manager will be relieved of responsibility. The new manager will assume responsibility for the building or structure, including completion of any corrective action initiated as a result of the pre-inspection.

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c. If a new manager is not assigned in time for the responsibility transfer, the real property inspection will be conducted with the current manager and the responsible officer. The responsible officer will assume managerial responsibility for the building until a new manager is appointed.

#### **A-3. Assignment termination**

a. Upon the determination that a facility or portion thereof is no longer needed to support current requirements, the responsible officer or their designated representative will notify the Directorate of Public Works, Real Property Branch, in writing, of the expected vacancy date.

b. A Directorate of Public Works, Real Property Branch representative will notify the organization of the time and date for inspection and responsibility transfer.

c. The Directorate of Public Works, Real Property Branch representative and the building manager will conduct a joint inspection and inventory, using the original USARAK Form 15 as an official findings record.

d. To ensure assignment termination if the facility inspection and inventory reflect damage beyond fair wear and tear or missing installed property items, the user will prepare a damage estimate, which will require either a statement of charges for government property lost, damaged, or destroyed or a report of survey, depending on the circumstances.

e. If completely vacating the facility, before the final inspection,—

(1) Close and lock the windows.

(2) Place and secure the screens.

(3) Ensure that buildings and adjacent grounds are policed and utilities are in an off position.

(4) Ensure that fire fighting and furnace equipment in place.

(5) Ensure that all installation- or contractor-owned property such as wall lockers, water coolers, vending machines, and telephones are removed.

(6) The user will initiate a DA Form 4283 for utility disconnection or maintenance and repair, whichever is applicable, and as recommended by the director of public works.

(7) The Directorate of Public Works, Real Property Branch representative will advise the Directorate of Public Works, Operation and Maintenance Division, in writing, that the facility is within director of public works responsibility and should be maintained accordingly.

#### **A-4. Key control**

a. Units and activities assigned buildings with installed locks receive keys for each separately keyed lock. The number of keys issued depends on building usage.

b. Additional keys will be free issue, requested on DA Form 4283, signed by the building manager, and submitted to the work reception desk. Finished keys will be picked up from the Directorate of Public Works, Real Property Branch, added to the building assignment sheet, and signed for by the building manager. Request replacements same way as additional keys. The following charges will be assessed:

(1) Lost keys cost \$3.00, plus 1/2 hour of labor.

(2) Core lock and key changes, because of key loss or damage, cost \$20.00.

(3) Lock sets cost \$150.00.

c. The building manager is responsible for the number of keys signed for on USARAK Form 15. However, the responsible officer will be held accountable for key shortages when the building manager fails to transfer the building hand receipt account to a new building manager upon assignment change.

d. It is illegal to commercially reproduce keys furnished by the United States Government.

e. Unassigned buildings keys are retained by the Directorate of Public Works, Real Property Branch.

**A-5. Diversion or conversion from intended building uses**

Diversion and conversion are governed by regulation and must have prior command approval. Requests for diversion or conversion must be submitted to Directorate of Public Works, Plans and Services Division, for staffing and obtaining approval per controlling regulations and the installation master plan.

**A-6. Space utilization**

a. The Directorate of Public Works, Real Property Branch will periodically verify utilization records, in writing, and also possibly by physical survey of space occupied by assigned and tenant units to ensure efficient economical and authorized use.

b. Organizations and activities assigned to facilities will be notified at least 48 hours before a physical survey. The organization or activity will provide an escort officer and arrange for all rooms to be unlocked. All space not fully and efficiently utilized as designed or authorized will be subject to reassignment or may result in consolidation of similar organizations and activities.



**Appendix B**  
**Building Manager Responsibilities**

**B-1. Assigned buildings**

Managers or their alternates are responsible for—

- a. Submitting a utilization report paragraph A-6a.
- b. Submitting requests for building alternations or modifications.
- c. Submitting requests to the Directorate of Public Works for maintenance and repair work. The manager makes an initial determination whether the work required is the result of fair wear and tear or willful negligence damage and submits the work request through established command channels as follows:
  - (1) Submit fair wear and tear work, per DA Pamphlet 420-6, either as a service order or individual work request.
  - (2) Submit other than fair wear and tear work on DA Form 4283, through the responsible officer. The building manager attaches a statement of fact concerning the damage extent and nature and any mitigating circumstances. The responsible officer attaches a statement of the action that has been taken to prevent recurrence.
    - (a) The director of public works makes the final determination whether work should be classified as fair wear and tear or willful or negligent damage.
    - (b) Work requests determined to be a result of willful or negligent damage, but not so identified by the manager, will be returned to the originator for the appropriate submission.
    - (c) Willful or negligent damage is a change in condition of property, structure, interior finishes, or installed equipment that is the result of any use other than that for which the damaged article was designed. Repairs required as a result of negligence, irresponsibility, ignorance, or misbehavior, though not all inclusive, are considered damage.
    - (d) Continued willful or negligent damage recurrence is an indication that the corrective action taken on prior damage is, or has become, ineffective and is reported to the garrison commander for corrective action.
- d. Perform monthly inspections of their buildings to specifically identify maintenance and repair requirements.
- e. Snow and ice removal from buildings, walkways, and entrances.
- f. Submit reports of survey per AR 735-11 and director of logistics letter of instruction, dated 10 November 1983, subject: Initiation of Reports of Survey.
- g. Safeguard and control keys for buildings per paragraph A-4.
- h. Report to the Directorate of Public Works when the contractor does no perform contract custodial services.
- i. Adhere to temperature and energy conservation standards as set forth in AR 11-27. Ensure that lights are turned off and windows are shut for energy conservation.

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j. Ensure that building and structures, other than those designated for the purpose, are not be used by off duty personnel for recreation or other purposes.

k. Ensure the number and type of fire extinguishers, as determined by the fire chief, are placed in the building.

l. Timely notify the Directorate of Public Works, Real Property Branch about building manager reassignments (per paragraph A-2).

### **B-2. Unassigned and standby buildings**

The director of public works is the responsible custodian. Keys are retained by the Directorate of Public Works, Real Property Branch at each post.

**Glossary**

**Section I  
Abbreviations**

AR..... Army Regulation  
DA..... Department of the Army  
para..... paragraph  
USARAK..... United States Army Alaska

**Section II  
Terms**

**Responsible officer**

An organization head or his/her designee (an officer, senior noncommissioned officer, or civilian) who assumes responsibility for all buildings and structures assigned to the organization for mission accomplishment.

**Building manager**

An officer, senior noncommissioned officer, or civilian having supervisory or management responsibility, normally working in the building they manage. There will be a primary building manager and an alternate building manager assigned to each building or structure assigned to an organization.

**Buildings**

Any facility that has a roof, such as quarters, chapels, hangers, barracks, theaters, plus administration, recreational, and storage buildings. This excludes buildings classified as portable, which are items of supply (per AR 700-112).

**Structures**

Hutments, sheds, storage tanks, and underground structures for storage.

**Training facilities**

Fixed ranges, courses, and specially prepared training areas, including parts, requiring land or building area use.

**Conversion**

A *permanent* change in the functional use of a building or portions of a building, without major structural changes or modifications.

**Diversions**

A *temporary* change in the functional use of a building or portions of a building, without major structural changes or modifications. Diversions do not require category code changes or real property record changes.

**Installed building equipment**

Equipment and furnishings items that make the facility usable and affixed as a permanent part of the structure.

**Primary user**

That organization occupying the largest square footage.