DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
OPC 305 BOX 23
APO AP 96218-9001

AMIM-DAP (1oo) 05 February 2026

MEMORANDUM FOR All Units, Organizations, and Activities Utilizing Facilities in Area IV

SUBJECT: United States Army Garrison (USAG) Daegu Command Policy Letter #26-35, Installed Building Equipment Tracking Document for DD Form 1354

1. References:

a. Army Regulation 405-70, Utilization of Real Property, 12 May 2006.

b. Army Regulation 420-1, Army Facilities Management, 12 February 2008.

c. Unified Construction Criteria (UFC) 1-300-08 Criteria for transfer and Acceptance of DoD Real Property, 3 April 2023.

2. Purpose: The purpose of this policy memorandum is to require a tracking document for installed building equipment when submitting a DD Form 1354 package to the Directorate of Public Works (DPW). A sample Building Equipment Tracking Document (RP Form 20-01, JAN 2023) is enclosed.

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

4. General: DD Form 1354, Transfer and Acceptance of DoD Real Property is a document used in transferring real property to another military department or government agency. It is applied when transferring accountability, recording completed construction, and making changes in costs, measured values, and category codes for facilities. Often, DD Form 1354s fail to post equipment that shall be identified as real property assets. Hence, it is vital to document and individually track the installed building equipment for maintenance and replacement purposes. At the time real property is acquired or constructed, building equipment will be posted on the RP Form 20-01 which will accompany DD Form 1354 submitted to DPW. Unless otherwise specifically posted on RP Form 20-01, equipment within the facility shall be presumed as equipment-in-place. Such equipment shall be the sole responsibility of the owning organization.

5. Policy: This policy outlines the revised submittal requirement of all DD Form 1354s for USAG Daegu and Area IV. DD Form 1354 submittal packages which do not include

the Installed Building Equipment Tracking Document will not be accepted by Real Property Accountable Officer (RPAO) USAG Daegu and Area IV.

a. Installed Building Equipment (IBE) (real property) includes items of real property affixed to or built into a facility that are an integral part of the facility. IBE is normally provided as part of construction, and their costs are included in the Military construction (MILCON) cost estimate. Primary facility costs that include IBE items are financed with either MILCON or Non-Appropriated Fund (NAF) CP funds, for MILCON and NAF projects, respectively. Refer to AR 420-1, Section VI, Equipment Installation, Paragraph 4-58. Installed Building Equipment. Instead of RP Form 20-01, an alternative document is acceptable, and the document must contain: installed equipment type, manufacturer, model number, serial number, and capacity of each IBE.

b. Equipment-in-place (EIP) (not real property) is personal property consisting of equipment installed in or affixed to real property and removable without reducing the usefulness of the facility. Personal property (fixed) (normally not MILCON or NAF funded) consists of capital equipment and other equipment of a movable nature that have been fixed in place or attached to real property but may be severed or removed from buildings without destroying the usefulness of the facilities. Refer to AR 420-1, Section VI, Equipment Installation, Paragraph 4-59. Personal Property (Fixed).

6. The point of contact is the Real Property Accountable Officer, Real Property Branch, Master Planning Division at 763-4847.

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JEFFREY D. NOLL
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Commanding

Enclosure

Sample of IBE

BUILDING EQUIPMENT TRACKING DOCUMENT

- INSTALLATION : KS116 / Camp Carroll — PAGE : 1 OF 1 PAGES
- BUILDING : B#111111 — PROJECT / JOB NO : HA-1234-560J
- IBE TRACKER NO: 2023-015 DD1354 VOUCHER NO : N/A — CONTRACT NO : 333W095413

DISPOSED ITEMS						INSTALLED ITEMS					
NO.	TYPE	MFR	MODEL NO	SERIAL NO	CAPACITY	NO.	TYPE	MFR	MODEL NO	SERIAL NO	CAPACITY
1	WATER HEATER	RHEEM	83XR80-2	RH M301403041	80GAL	1	WATER HEATER	RHEEM	ES120-30-G	DX1022A292209857A	120GAL
2	WATER HEATER	BRADFORD	MI80R6DS13	YL2402228	80GAL	2	CIRCULATION PUMP	WILO	PH-080M	230100204	75L/MIN
3	CIRCULLATION PUMP	IEMERSON	SA55JXFSN-3748	110-178A	115V, 60HZ, 1PH	3	CIRCULATION PUMP	WILO	PH-080M	230100208	75L/MIN
4	WATER STORAGE TANK	-	-	-	100GAL	4	WATER STORAGE TANK	DOORI	-	-	1162GAL
5						5	WATER STORAGE TANK	DOORI	-	-	1162GAL
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TRANSFERRED BY

NAME: Jane Doe

TITLE: COR/Construction Inspector

SIGNATURE Jane Doe — Digitally signed by Jane Doe 13222222222 Date: 2023.03.29 08:47:00 +09'00'

PLACED IN SERVICE DATE

20230328

WARRANTY PERIOD

FROM: 20230328

TO: 20240327

ACCEPTED BY

NAME: John Smith

TITLE: RPAO / Supervisory Realty Specialist, MPD, DPW, USAG Daegu

SIGNATURE Smith, John M.111111111 — Digitally signed by Smith, John 11111111 Date: 2023.04.25 18:07:12 +09'00'

RP FORM 20-01, JAN 2023

Note: If supporting document is not available for installed items information above, you can submit equipment photos with model numbers and serial numbers.