



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

AMIM-MLG-ZA (420)

15 November 2023

U.S. ARMY GARRISON WEST POINT POLICY #22

SUBJECT: Real Property Master Planning Policy and Procedures

1. REFERENCES:

- a. Unified Facilities Criteria (UFC) 3-101-01, Architecture, dated 16 December 2020.
- b. Unified Facilities Criteria (UFC) 2-100-01, Installation Master Planning, dated 30 September 2020.
- c. Army Regulation (AR) 735-5, Property Accountability Policies, dated 9 November 2016.
- d. Army Regulation (AR) 420-1, Army Facilities Management, dated 24 August 2012.
- e. Army Regulation (AR) 405-70, Utilization of Real Property, dated 12 May 2006.
- f. Army Regulation (AR) 405-45, Real Property Inventory Management, dated 1 November 2004.
- g. Department of the Army Pamphlet 405-45, Real Property Inventory Management, dated 15 September 2000.

2. PURPOSE: Establish policy and procedures to ensure effective real property master planning and facility management. 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 U.S. Army Garrison West Point (USAG WP) area of responsibility.

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

5. RESPONSIBILITIES:

a. Space Allocation:

(1) Requests for new or expanded space shall be submitted on a Department of Army (DA) Form 4283 (Facilities and Engineering Work Request) to the Directorate of Public Works (DPW) Work Management Branch via email at usarmy.westpoint.id-training.mbx.dpw-work-reception@army.mil. The work request 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 (DGC) and/or the GC for review and further guidance. If 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 DGC 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 DPW 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 workspace throughout West Point. The goal of the inspection is to optimize use of all West Point controlled land and workspace 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 GC authorizing access to the space to conduct the survey.

c. Return of Real Property (Workspace):

(1) Units must notify the RPAO of any real property or workspace 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 the DPW in accordance with the USAG West Point (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 (i.e. functional use) 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) Using agencies request conversion and/or diversion of space by submitting a DA Form 4283 to DPW Work Management Branch via email: usarmy.westpoint.id-training.mbx.dpw-work-reception@army.mil. 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.

f. Security of Vacant Buildings or Areas:

(1) Units are responsible for the security of vacant buildings or workspace until the unit's Building Commandant 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.

(3) The GC is responsible for installation physical security.

AMIM-MLG-ZA (420)

SUBJECT: Real Property Master Planning Policy and Procedures

6. POINT OF CONTACT: DPW Real Property Accountable Officer (RPAO), at (845) 938-6440. This policy memorandum remains in effect until rescinded or superseded.



TRAVIS E. ROBISON
COL, FA
Commanding

2 Encls

1. Appendix A
2. Appendix B

APPENDIX A

USAG WEST POINT REAL PROPERTY CLEARANCE CHECKLIST

AAFES

_____ VENDING MACHINES REMOVED (if applicable)

ENVIRONMENTAL

_____ OIL / WATER SEPARATOR

_____ SCRAP METAL / CARDBOARD

_____ LEAD / ASBESTOS / MOLD

_____ FUEL TANKER BERMS

_____ WASTER ACCUMULATION POINT

_____ USED OIL / ANTI-FREEZE TANKS

_____ HISTORICAL ISSUES

_____ PARTS WASHER

UTILITIES / CUSTODIAL / REFUSE SERVICES

_____ NOTIFIED DPW UTILITIES MANAGER

_____ NOTIFIED CUSTODIAL / REFUSE INSPECTOR

INFORMATION MANAGEMENT

_____ LAN / TELEPHONE LINES

_____ COMMUNICATIONS EQUIPMENT

FURNISHINGS

_____ UNSERVICEABLE ITEMS

_____ REPLACED SERVICEABLE ITEMS

_____ TURNED IN FOR RESTOCKHAND-RECEIPT CLEARED

PROPERTY BOOK

_____ HAND-RECEIPT CLEARED

PHYSICAL SECURITY

_____ ARMS ROOM ALARM TESTED

_____ CERTIFICATION DATA POSTED

_____ ARMS ROOM DEACTIVATED (Provide copy of memo)

FIRE PREVENTION & PROTECTION

_____ FIRE INSPECTION CURRENT

_____ FIRE ALARM TESTED

MAINTENAINCE & REPAIR

_____ SELF-HELP ITEMS ARE COMPLETED

_____ LIST OF OUTSTANDING WORK ORDERS IS SCRUBBED

_____ ALL SERVICE ORDERS ARE COMPLETED

CUSTOMER PRINTED NAME, TITLE	ORGANIZATION	SIGNATURE	DATE
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(NOTE: Signature denotes that above actions have been taken where required)

APPENDIX B

USAG WEST POINT REAL PROPERTY FACILITY INSPECTION CHECKLIST

BLDG # _____ DATE: _____

UNIT: _____ HAND RECEIPT HOLDER: _____

Y or N	Action or Appearance	Discrepancies
Y N	Internal doors left open	
Y N	Floor Clean - Swept, mopped, carpet vacuumed	
Y N	Walls- free of holes	
Y N	Ceiling - free of mildew, cracked or hanging sheetrock	
Y N	Light Fixtures - serviceable	
Y N	Refrigerator & microwave - cleaned	
Y N	Window clean & window sills wiped off	
Y N	Bathroom - toilet, sink, shower/tub cleaned	
Y N	Closets, shelves, drawers, and cabinets open, empty, clean	
Y N	Unit installed shelves must be removed	
Y N	Unit equipment removed prior to inspection	
Y N	Stairwells clean and free of debris	
Y N	Basement rooms and hallways clean and free of debris	
Y N	Main entrance secured	
Y N	Exterior areas policed	
Y N	Clear all trash and debris in and around perimeter of facility	
Y N	Trash - disposed properly IAW Environmental guidelines	
Y N	Storage/outbuilding(s) cleaned and free of equipment and debris	
Y N	Padlocks removed	
Y N	Room doors and locks serviceable	
Y N	Organize all keys on key ring	

PASS / FAIL RESULTS	YES / NO KEYS TURNED IN
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AMIM-MLG-ZA (420)

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RE-INSPECTION DATE

RE-INSPECTION TIME

Submitted Service Order #'s	Description

INSPECTED BY

DATE