

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131-0400

DIRECTIVE  
NUMBER 62-3

14 April 2004

**REAL ESTATE AND UTILITIES**

Real Estate Operations

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1. **Summary.** To provide policy guidance and define responsibilities and procedures for conducting real estate operations in support of United States Forces during operations in the United States European Command (USEUCOM) area of responsibility (AOR).
  2. **Applicability.** The provisions of this directive apply to all Department of Defense (DoD) service component forces and DoD agencies operating within the geographic area assigned to the United States European Command by the Unified Command Plan.
  3. **Internal Control Systems.** This directive contains no internal control provisions, does not contain checklists for conducting internal reviews and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
  4. **Suggested Improvements.** ECJ4-EN is the proponent for this directive and suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ4-EN, Unit 30400, APO AE 09131-0400.
  5. **References.**

See Appendix A.

6. **Policy**

- a. Where joint operations are involved, service lead components will strive for maximum joint coordination in planning and operations for all real estate activities.
- b. Procedures contained in applicable military department and DoD agency directives, supplemented by these instructions, apply to real estate operations in the USEUCOM AOR.
- c. Component commands will maintain close liaison and plan jointly with other DoD components to ensure efficient handling of real estate requirements and the most effective use of real estate holdings and keep USEUCOM informed.

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This Directive supersedes ED 62-3, dated 2 Feb 99.

d. Real estate operations are defined to encompass acquisition, administration, and disposal of facilities, land, and improvements in an effort to meet mission requirements by DoD. Transactions include (but are not limited to) lease, purchase, or grant of real property from the host country to accomplish both U. S. appropriated and authorized non-appropriated fund activities. References A-4 and A-5 govern initial contact with host nations on real estate matters. HQ USEUCOM is responsible for making initial contact to obtain basic rights for DoD components to establish and conduct real estate operations in a country.

e. HQ USEUCOM will assign one component (USAREUR, USAFE, or USNAVEUR) as the real estate Lead Service (hereafter called the Lead Service (LS)) with overall responsibility for real estate operations in a specific geographic area for all DoD components and agencies. Once initial arrangements are agreed upon, the LS will be responsible, in coordination with other service components or DoD agencies, for establishing specific procedures and working arrangements with the host country to accomplish the real estate program. Coordination will include the country Office of Defense Cooperation (ODC), or similar organization, in all appropriate cases. When requested by the LS, the country ODC or similar organization will provide the LS with technical and administrative support. The LS will conduct day-to-day real estate matters directly with host government agencies, as the situation requires.

f. DoD components and agencies are responsible for timely submission of data for acquisition, use, or disposal of real estate to the LS. The LS is responsible for consolidation, management, and presentation of U. S. program needs to the host nation. The LS will afford the opportunity for the component(s) to participate in negotiations/discussions/meetings impacting on their programs. As an exception to the above, in certain country areas, individual components may, at the discretion of the LS and with the sanction of the host country, be permitted to deal directly with host nation agencies to fulfill real estate requirements. Arrangements with the host nation concerning operating procedures will remain the responsibility of the LS.

g. In those countries where U.S. Forces have established operating procedures for real estate acquisition, the components will initially deal with host nation agencies or with real estate owners in such manner as the existing arrangements or procedures provide. The LS shall be kept informed on the status of all transactions. The LS will have the option of continuing established procedures or modifying the arrangements to establish agreements more favorable to U.S. interests.

h. Satisfaction of real property needs will take into consideration the need to minimize foreign exchange expenditures ("gold flow"). Existing land, structures, and facilities will be fully utilized before initiating actions for real property augmentation. Measures to minimize the requirement for augmentation of real property on foreign soil include joint use of real estate by two or more services/DoD agencies, tenancy with a service of a friendly or allied country, or other prudent practices. Land and facilities no longer required will be relinquished in accordance with existing agreements, regulations, and statutes (see ref. A-6). Prior to release, real property foreseeably usable will be identified to the other components as appropriate, as well as USEUCOM, and made available for inter-service transfer. Components will function as a "clearing house" for real estate transfers.

i. Maximum use will be made of local governmental agencies in real estate matters. Host countries should, in principle, provide land, particularly public land, to the U.S. Forces free of charge. In the absence of an agreement with the host covering the acquisition of land and improvements required by the U.S. Forces, leasing vice purchase is the preferred acquisition method provided such arrangements:

- (1) Meet operational requirements.
- (2) Are compatible with applicable U. S. statutes, rules, and regulations.

j. Action will be taken to ensure minimal disruption of the local population by real estate activities.

k. Measures will be taken for the protection of environmental quality in accordance with reference A-8 in all real estate activities.

l. For acquisition, transfer, and disposal of real property, activities will:

(1) Conform to applicable international agreements and implementation of governmental policies.

(2) Consider local laws, customs, and the control over real estate exercised by local governmental agencies, as well as other factors that may impact adversely on U.S. operational and training activities.

(3) In time of war, conform to the recognized law of armed conflict and implementation of U.S. Government laws.

m. Land acquisitions will ensure sufficient land to conform to antiterrorism stand-off distances as prescribed in DoD Unified Facilities Criteria and USEUCOM antiterrorism OPOD, references C1, C2, and F8.

## 7. **Procedures.**

a. The following procedures will be followed:

(1) ACQUISITION: At the time of initial contact, USEUCOM will inform the country Chief of Mission (Ambassador) or ODC, then the country team to make initial contact with the host nation, on U.S. requirements for facilities, land, and other support. Data for this purpose will be submitted by the LS to USEUCOM/ECJ4-EN, with a copy to the country Office of Defense Cooperation and/or Defense Attaché or similar organization.

(2) The LS, in conjunction with the host nation and EUCOM ECJA, shall complete a basic rights agreement for real estate matters. Upon completion of the basic rights agreements for real estate matters, the LS shall maintain a list of U.S. facility and land real estate data for each host country.

(3) Subsequent requirements for facilities and land by other service components and DoD agencies shall be submitted to the LS. Each request should include specific information about the real estate (i.e., location, size, use, date action required, etc.) and the relationship, if any, to U.S. military construction or NATO infrastructure project(s).

b. CLOSURES AND RETURNS: The disposal of non-NATO real estate, excluding leased property, will follow the below procedures. Leased property will be disposed in accordance with applicable U.S./Host Nation implementation arrangements and/or lease provisions. The disposal of NATO real estate will follow the procedures in references A-3 and A-7.

(1) When a USEUCOM service component or DoD agency operating in the AOR has real estate excess to its requirements, the following information will be provided to HQ USEUCOM through the designated component:

- (a) Total land area available in hectares, square meters, or acres.
- (b) Total number of buildings and total building area in square meters or square feet to include a short narrative describing overall condition of the facilities.
- (c) Location of facility.
- (d) Proximity to local town or city and state where it is located.

(2) When USEUCOM determines no U.S. Government organization has a requirement for excess real estate, USEUCOM will nominate it for return to the host nation.

(3) After interagency group coordination, tentative Secretary of Defense approval, host nation consultation, and final Secretary of Defense decision, public announcement will be made of the U.S. decision to return control of property back to the host nation.

c. MAINTENANCE OF REAL ESTATE RECORDS: Components and DoD agencies that conduct real property operations in the area of responsibility function under the management control of one of the LSs. Components and DoD agencies will maintain with their LS, a current list of all U.S. real estate holdings under their control or use in their geographic area. This list will be verified and updated on an annual basis as directed by the LS. Components and DoD agencies will provide to their LS the records and reports required to satisfy management and customer service functions to include copies of all agreements affecting property rights. Each LS command or its designated agency will record and account for the acquisition, transfer, and disposal of real property in accordance with the following requirements:

(1) When acquiring real property, prepare an incoming inventory and condition report as well as a baseline environmental assessment of the real property at the time possession is relinquished by the host nation. Whenever feasible, this report will be coordinated with the authorized representatives of the host nation in advance of possession.

(2) Maintain a complete and accurate record of the dollar cost of U.S. improvements, developed or constructed, on each such property at the sole expense of the U.S. In the case of facilities jointly funded by NATO (infrastructure) and the U.S. or by the host nation and the U.S., records will identify the U.S. dollar portion, which represents construction or improvements necessary to attain U.S. standards.

(3) Prior to disposal, prepare both an outgoing inventory and condition report, and Environmental Summary Report. Whenever feasible, this report will be coordinated with authorized representatives of the host nation. References A-3 and A-7 contain procedures for release of NATO facilities.

(4) The closure process shall be accomplished IAW the references listed in this directive at Reference A.

(5) Each component or its designated agency will maintain, or have immediately available, records and reports of U.S. expenditures as cited above to facilitate residual value negotiations by the appropriate authorities.

e. **CHANGES AND IMPACTS:** Any component noting a service directive or practice that impairs the effective coordination of real estate operations in the USEUCOM AOR will bring the matter to the attention of its service department or the component of the department concerned. When missions or objectives are adversely affected or if relief is not obtained within a reasonable period of time, the service component will refer the matter to USEUCOM/ECJ4-EN.

f. **UNRESOLVED MATTERS:** Whenever disagreements on real estate matters cannot be resolved among the component commanders concerned, the LS commander will refer the matter to HQ USEUCOM/ECJ4-EN, accompanied by comments from each of the component commanders.

g. **CHECKLISTS:** Real estate operations shall have checklists for opening and closing bases, sites and installations which are in Appendix B - Checklist for Opening and Closing Bases, Sites, and Installations, and Appendix C - Real Estate Sample Letter Formats.

## 8. **Responsibilities.**

a. Each USEUCOM component and DoD agency operating in the AOR has the following responsibilities for providing or arranging for the provision of real estate activities.

- (1) Determination of requirements.
- (2) Selection of property.
- (3) Assisting the designated real estate component with acquisition.
- (4) Management of property and real estate activities.
- (5) Assisting the designated real estate component with disposal.

(6) Claims handling.

b. Table 1 of this directive defines LS responsibilities for the various locations in AOR.

(1) The Commander, USEUCOM will assign responsibility for real estate matters in countries not listed on a case-by-case basis.

(2) Service components will advise HQ USEUCOM when there is a significant increase in the volume of real estate transactions in any country not listed in Table 1.

(3) None of the responsibilities listed herein limit action by any service component in arranging for the discharge of real estate responsibilities of another component service when mutually agreed to by both parties.

FOR THE COMMANDER IN CHIEF:

JOHN B. SYLVESTER  
Lieutenant General, U.S. Army  
Chief of Staff

OFFICIAL:

DANIEL A. FINLEY  
MAJ, USA  
Adjutant General

APPENDICES:

- A - REFERENCES
- B - REAL ESTATE BASE OPENING CHECKLIST
- C - REAL ESTATE BASE CLOSURE CHECKLIST
- D - LETTER SAMPLE FORMATS

DISTRIBUTION:

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TABLES

TABLE 1: DESIGNATED LEAD SERVICE (LS) RESPONSIBILITIES IN EUROPE

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COUNTRY			
	USAFE	USAREUR	USNAVEUR
<b>EUROPE</b>			
Armenia		LS	
Azerbaijan	LS		
Azores	LS		
Belgium		LS	
Belarus		LS	
Boznia-Herzegovina		LS	
Bulgaria		LS	
Czech Republic		LS	
Croatia		LS	
Denmark	LS		
Estonia		LS	
Finland	LS		
France	LS		
Georgia		LS	
Germany		LS	
Greece ( <i>excluding Athens</i> )			LS
Greece ( <i>ONLY Athens</i> )	LS		
Greenland	LS		
Hungary		LS	
Iceland			LS
Republic of Ireland	LS		
Israel	LS		
Italy ( <i>less Aviano, Livorno, Milan, Vicenza, and San Vito SEON areas only</i> )			LS
Italy ( <i>Livorno, Milan, and Vicenza areas only</i> )		LS	
Italy ( <i>only Aviano and San Vito SEON areas</i> )	LS		
Latvia		LS	
Lithuania		LS	
Luxembourg		LS	
Macedonia		LS	
Moldova		LS	
Morocco	LS		
The Netherlands		LS	
Norway	LS		
Poland		LS	
Portugal (less Azores)			LS
Romania		LS	
Slovakia		LS	
Slovenia		LS	
Spain (less Moron)			LS
Spain ( <i>ONLY Moron</i> )	LS		
Sweden	LS		
Turkey	LS		
Ukraine		LS	
United Kingdom ( <i>USNAVEUR activities in London area only.</i> )			LS
United Kingdom ( <i>excluding NAVEUR activities in London area</i> )	LS		

## APPENDIX A

### REFERENCES

- A. U.S. Code Title 10 - Armed Forces References
  - A.1. 10 USC 2675 - Leases Foreign Countries
  - A.2. 10 USC 2672a, "Acquisition: Interests in Land When Need is Urgent"
  - A.3. 10 USC 2673 - Acquisition of certain interests in land: availability of funds
  - A.4. 10 USC 2680 provides limited leasing authority for certain Special Ops requirements
- B. SECDEF MESSAGE 1425159Z Dec 93, DoD Policy and Procedures for Realignment of Overseas Sites.
- C. DOD References
  - C.1. Unified Facilities Criteria (UFC) 4-010-01, DoD Minimum Antiterrorism Standards for Buildings
- D. Unified Facilities Criteria (UFC) 4-010-02, DoD Minimum Antiterrorism Standoff Distances for Buildings
- E. Joint Staff References
  - E.1. JCS Pub 3, Joint Logistics and Personnel Policy and Guidance, Vol. I (U) (CONFIDENTIAL).
  - E.2. CJSCI 2300.3, A Realignment of Overseas Sites
  - E.3. CJSCI 2300.02B, Coordination of Overseas Force Structure Changes
- F. NATO References
  - F.1. NATO Doc AC/4-D/2074 (revised), Revised Principles and Procedures for Joint Final Inspection and Formal Acceptance of NATO Infrastructure Works.
  - F.2. NATO Doc AC/4-M/206 (revised), NATO Infrastructure Manual.
- G. USEUCOM References
  - G.1. USEUCOM Directive 30-6, Personnel
  - G.2. USEUCOM Directive 56-4, Responsibilities Relating to Federal Republic of Germany.
  - G.3. USEUCOM Directive 56-9, European Command Relationships and U.S. Defense Representatives.
  - G.4. USEUCOM Directive, 56-11, Plans and Policy, Disposition of and Negotiation for Recovery of Residual Value for Excess Facilities Located in Foreign Countries
  - G.5. USEUCOM Directive 56-24, Theater Base Planning
  - G.6. USEUCOM Directive 60-4, NATO Common Infrastructure Responsibilities.
  - G.7. USEUCOM Directive 80-1, Protection and Enhancement of Environmental Quality USEUCOM OPOD 03-11, Antiterrorism
- H. USAREUR References
  - H.1. USAREUR Regulation 405-8 USAFE Instruction 32-9005 Real Estate, Acquiring and Disposing of Real Estate in Germany, 3 June 2002
  - H.2. USAREUR Regulation 405-9 - Real Estate, Acquisition, Administration and Disposal of Real Estate in Italy, 27 Dec 1999

H.3. USAREUR Regulation 405-4, Real Estate, Acquisition, Administration and Disposal of Real Estate in Belgium, the Netherlands, Luxembourg, and the United Kingdom, 21 March 2001

H.4. USAREUR Regulation 405-5 Real Estate - Acquiring, Administering and Disposing of Real Estate

USAREUR references are on this website: <https://www.aeaim.hqusareur.army.mil/library/>

H.5. AR 405-10 Acquisition of Real Property and Interest Therein

H.6. AR 405-80 Management of Title and Granting Use of Real Property

U.S. Army references are on this website: [http://www.usapa.army.mil/USAPA\\_PUB\\_search\\_P.asp](http://www.usapa.army.mil/USAPA_PUB_search_P.asp)

#### I. NAVEUR References

I.1. SECNAVINST 11011.46A, "Real Property Acquisition, Management and Disposal Policies"

I.2. OPNAVINST 11010.33B, "Procurement, Lease and Use of Relocatable Buildings" pertains, though real estate involvement is limited to leasing the site.

NAVEUR references are on this website: <http://www.neds.nebt.daps.mil>

#### J. USAFE References

J.1. USAFEI 10-501, Project Task Force

J.2. Air Force Instruction 32-9001, Acquisition of Real Property

J.3. USAFE Supplement 1 to AFI 32-9001, Acquisition of Real Property

J.4. Air Force Instruction 32-9002, Use of Real Property Facilities

J.5. Air Force Instruction 32-9003, Granting Temporary Use of Air Force Real Property

J.6. Air Force Instruction 32-9004, Disposal of Real Property

J.7. Air Force Instruction 32-9005, Real Property Accountability and Reporting

J.8. Air Force Handbook 32-9007, Managing Air Force Real Property

USAFE references are on this website: <http://www.e-publishing.af.mil/>

## APPENDIX B

### CHECKLIST FOR OPENING AND CLOSING BASES, SITES AND INSTALLATIONS

#### REAL ESTATE OPENING CHECKLIST

##### SECTION I – GOING IN, IDENTIFY THE FOLLOWING:

- IDENTIFY LEAD SERVICE FOR REAL ESTATE AND AUTHORITY
- IDENTIFY REAL ESTATE MISSION RESPONSIBILITIES
- IDENTIFY: PERSONNEL FOR DEPLOYMENT, EQUIPMENT NEEDED AND COMMAND AND CONTROL STRUCTURE
  - DO STAFFING DIAGRAM - FOR DEPLOYED PERSONNEL-: PREPARATION, COMMAND AND CONTROL

##### SECTION II - INITIAL ASSESSMENT

- FORMULATE REAL ESTATE PIECE FOR THE OPLAN
- IDENTIFY REAL ESTATE POC'S
- IDENTIFY U.S. AND HOST NATION FOR REAL ESTATE, LEGAL AND ENVIRONMENTAL AUTHORITIES.
- UPON NOTIFICATION OF POTENTIAL MISSION, ACTIVATE A REAL ESTATE CONTINGENCY COORDINATION TEAM (RECCT) FOR RECON
- IDENTIFY INITIAL DEPLOYMENT PERSONNEL
  - USAREUR
  - NAVEUR
  - USAFE

##### SECTION III - DEPUTY DIRECTOR, REAL ESTATE-ROLES & RESPONSIBILITIES

- INITIAL NOTIFICATION ACTIONS-IN PLANNING PHASE IDENTIFY PARTICIPANTS, PROVIDE INITIAL ASSESSMENT OF REAL ESTATE CONTINGENCY PORTION OF OPLAN, NOTIFY OTHER AGENCIES FOR SUPPORT, ALL PREVIOUSLY APPROVED LEAVE MAY BE RESCINDED.
- MISSION EXECUTION - ACCOMPLISH:
  - CERTIFICATION OF FUNDS AVAILABILITY FOR CONTRACTS
  - DEVELOP CONTRACT PAYMENT PROCEDURES
  - IDENTIFY LEGAL SUPPORT FOR CONTRACTS, TITLE REVIEW, AND CLAIMS ADJUDICATION
  - IN COORDINATION WITH RECCT, DEVELOP SCHEDULE FOR THE DEPLOYMENT OF THE STAFF FOR DURATION OF MISSION.

##### SECTION IV – CHIEF, ACQUISITION & DISPOSAL (A&D)-ROLES & RESPONSIBILITIES

- LEAD SERVICE: CHECK TABLE 1 FOR LEAD SERVICE, IF NONE CONTACT EUCOM/ECJ4-EN FOR DETERMINATION OF LEAD SERVICE
  - IDENTIFY APPLICABLE POLICY GUIDANCE

##### SECTION V – CHIEF, MANAGEMENT & APPRAISAL (M&A) ROLES & RESPONSIBILITIES

- DEVELOP CONTINGENCY PACKAGE FOR REVIEW

- IDENTIFY FUNDING MANPOWER
- ORGANIZE DEPLOYMENT
- IDENTIFY AND OBTAIN EQUIPMENT
- RECORDS MANAGEMENT
- APPRAISALS

SECTION VI – ACQUISITION PROCEDURES

- VALIDATION OF REQUIREMENTS
- HOST COUNTRY ACCOMMODATIONS
- LEASE ACQUISITIONS
- GOVERNMENT ESTIMATE
- TITLE
- NEGOTIATOR'S REPORT
- JOINT SURVEY AND INSPECTION OF CONDITION OF PROPERTY
- TORT CLAIM
- FUNDING PROCEDURES

## APPENDIX C

### REAL ESTATE BASE CLOSURE CHECKLIST

#### SECTION VII- DISPOSAL PROCEDURES

- BASE / CAMP CLOSURE ASSESSMENT TEAM (BCAT)-
- IDENTIFY TEAM, COORDINATE SCHEDULE AND CONTROL FOR BASE / CAMP CLOSURE.
- CONSIDERATIONS:
  - IDENTIFY LIST OF BASE / BASE / CAMP STRUCTURES AND INFRASTRUCTURE TO BE USED BY THE BCAT FOR CLOSURE PLANNING
  - DEVELOP ESTIMATES FOR BASE / CAMP RESTORATION FOR USE IN LEASE NEGOTIATIONS
  - NEGOTIATE TO TRANSFER NON-RETAINABLE EQUIPMENT AND MATERIAL TO PROPERTY OWNER AS OFFSET IN LEASE CLAIM NEGOTIATIONS
  - PROVIDE ENVIRONMENTAL SUPPORT AS DESCRIBED IN ENVIRONMENTAL ANNEX
  - COORDINATE WITH AGENCIES FOR TRANSFER OF BASE / CAMP INFRASTRUCTURE IF FOLLOW ON FORCE WILL TAKE OVER THE BASE / CAMP, REVIEW WORK ORDERS ISSUED BEFORE CLOSURE WAS ANNOUNCED, FOR TERMINATION.
  - CONSOLIDATE ALL WORK ORDER, ENGINEERING, AND ENVIRONMENTAL RECORDS FOR TRANSFER TO HEADQUARTERS.
  - COORDINATE TERMINATION OF UTILITY CONTRACTS. DETERMINE EQUIPMENT AND MATERIAL PROVIDED BY THE U.S. TO JOINT CONTRACTING COMMAND IN NEGOTIATING CREDIT TO THE U.S.GOVERNMENT.
  - ASSIST BASE / CAMP MANAGER OR COMMANDER AND FORCE PROTECTION CELL WITH DEVELOPMENT OF PLAN FOR CONSOLIDATION OF FORCE PROTECTION FACILITIES.
  - PARTICIPATE IN UTILITY NEGOTIATIONS TO DETERMINE IF REQUIREMENTS FOR GENERATORS ARE TERMINATED EARLY.
  - EXECUTE REAL ESTATE TRANSFER UPON RECEIPT OF ORDERS AND DIRECTION OF COMMANDER.
- BASE / CAMP CLOSURE ASSESSMENT
  - IDENTIFY CONTRACTUAL OBLIGATIONS REGARDING TERMINATION AND RELEASE.
  - PARTICIPATE IN BASE CLOSURE ASSESSMENT OF REAL ESTATE.
  - ASSIST WITH ENVIRONMENTAL BASELINE ASSESSMENT PROCEEDINGS AS REQUIRED.
- COMPLETE TURNOVER DOCUMENTS INCLUDING "RECORD OF RETURN" DOCUMENT. COMPLETE OUTGOING JOINT INVENTORY AND CONDITION INSPECTION WITH LESSER.
- COMPLETE RELEASE OF LIABILITY LETTER FROM THE LANDOWNER WHERE POSSIBLE.
- REPORTING PROCEDURES - PROVIDE STATUS OF CLOSURES TO HEADQUARTERS. INCLUDE BASE / CAMP, DATE OF RETURN/TERMINATIONS, AMOUNT OF RESTORATION SETTLEMENT, IF ANY.

#### SECTION VIII-RESTORATION SETTLEMENTS

- RECORD NEGOTIATION, INCLUDING DAMAGES CAUSED BY U.S. OCCUPATION AS WELL AS U.S. IMPROVEMENTS LEFT IN PLACE

- SETTLEMENT AGREEMENTS-SHALL NOT EXCEED THE ESTIMATED RESTORATION COSTS OR ESTIMATED FEE VALUE OF PROPERTY WHICHEVER IS LESS.
- CLAIMS - IF A FAIR AND EQUITABLE SETTLEMENT CANNOT BE REACHED, ADVISE LAND OWNER IN WRITING OF PROCEDURES FOR FILING CLAIMS FOR DAMAGES IN ACCORDANCE WITH INTERNATIONAL, NATO OR HOST NATION AGREEMENTS. CLAIMS ARE PROCESSED THROUGH LEGAL CHANNELS.

## SECTION IX –RECORDS MANAGEMENT

- ESTABLISH AND MAINTAIN RECORDS FOR EACH REAL ESTATE ACTION, SEQUENTIALLY NUMBERED.
- DOCUMENT ALL VERBAL AND WRITTEN CORRESPONDENCE FOR EACH CONTRACT. INCLUDE REQUIREMENT VALIDATION AND AUTHORIZATION TO INITIATE REAL ESTATE REQUEST, FUNDS CERTIFICATION AND PAYMENT DOCUMENTS, U.S. ESTIMATE OF FAIR MARKET RENTAL VALUE, SUPPORTED BY AN APPRAISAL, RENTAL JUSTIFICATION OR OTHER REPORT, VALIDATED OWNERSHIP DOCUMENTATION WITH LEGAL CONCURRENCE, REAL ESTATE CONTRACT WITH AMENDMENTS, NEGOTIATORS REPORT, INITIAL AND OUTGOING JOINT INVENTORY AND CONDITION REPORTS, BCAT ASSESSMENT, MAPS, SITE PLANS, PROPERTY DESCRIPTIONS, OFFICIAL CORRESPONDENCE, RECORD OF RETURN.
- RECORD OF DISPOSITION - FOR RECORD KEEPING PURPOSES, UPON TERMINATION OF OPERATION ALL REAL ESTATE FILES WILL BE SENT TO THE REAL ESTATE LEAD SERVICE COMPONENT HEADQUARTERS.

## DEVELOP THE FOLLOWING REAL ESTATE APPENDICES FOR DEPLOYMENT

- APPENDIX 1 - POC LIST
- APPENDIX 2 - DEPLOYMENT PACKAGE - INCLUDE CHECK LIST, CONTRACTING OFFICER DELEGATION LETTER EXAMPLE, COUNTRY CLEARANCE, MEMOS' FOR USE OF FACILITIES, ID CARD, EMERGENCY ESSENTIAL AGREEMENT, ORDERS, MOBILITY FOLDER, TRAVEL ORDERS
- APPENDIX 3 - GLOSSARY OF ACRONYMS-DEVELOP LIST FOR DEPLOYMENT
- APPENDIX 4- APPLICABLE REGULATIONS - BRING NECESSARY REGULATIONS
- APPENDIX 5 - FORMS TO BRING ON DEPLOYMENT:
  - DELEGATION OF AUTHORITY TO EXECUTE LEASES
  - CONTRACTING OFFICER DELEGATION
  - LAND LEASE LETTER
  - CONSIGNMENT AGREEMENT (IMPROVED LAND)
  - JOINT INVENTORY AND CONDITION REPORT
  - RECORD OF RETURN FOR LEASED AND GOVERNMENT PROPERTY
  - SUPPLEMENTARY AGREEMENT FOR RESTORATION PAYMENT OR NO RESTORATION
  - AUTHORITY TO SIGN LETTER
  - LEASE MARKET SURVEY
  - LEASE CHECKLIST
  - NEGOTIATOR'S REPORT FORMAT
  - APPRAISAL FORMAT
  - FUND CERTIFYING DOCUMENT
  - JOINT ACQUISITION BOARD PROCESS / LEASE PROCEDURES
  - REAL ESTATE CLOSURE AND CLAIMS PROCESS

**APPENDIX D**

**SAMPLE REAL ESTATE LETTER FORMATS**

OPENING A BASE

[Consignment agreement](#)

[Funding Procedures](#)

[Right of Entry for Site Preparation](#)

[Supplementary Agreement for Negotiating Settlements](#)

[Supplementary Agreement for No Damages](#)

CLOSING A BASE

[Termination Notice, Letter 1](#)

[Termination Notice, Letter 2](#)

[Leaving Property Memos](#)