



REPLY TO
ATTENTION OF

IMHD-PWM

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

GARRISON POLICY
DPW - 03

MEMORANDUM FOR SEE DISTRIBUTION

JUL 23 2017

SUBJECT: Real Property Facilities Requirements

1. REFERENCES.

- a. Army Regulation 405-45, Real Property Inventory Management, dated 1 November 2004.
- b. Army Regulation 405-70, Utilization of Real Property, dated 12 May 2006.
- c. Army Regulation 735-5, Policies and Procedures for Property Accountability, dated 28 February 2005.

2. APPLICABILITY. This policy is applicable to all Major Subordinate Commands (MSCs), separates and civilian leaders on Fort Hood that are or will be signing for Army real property.

3. POLICY. The management, request and return of Fort Hood real property is controlled by the Directorate of Public Works (DPW), Real Property Planning Division (RPPD), and the Real Property Accountable Officer (RPAO). This policy establishes command and RPAO responsibilities to meet the requirements of Army and Department of Defense real property regulations.

a. Garrison Commander: Exercise overall authority over this policy within Fort Hood.

b. DPW/RPPD:

- (1) Enforcement of this policy and all applicable regulations.
- (2) Responsible for the management and administration of real property within Fort Hood.
- (3) Assist all MSCs, separates and civilian leaders with real property requirements or requests.
- (4) Advise the DPW and Garrison of non-compliance with established procedures.

IMHD-PWM

SUBJECT: Real Property Facilities Requirements

c. RPAO:

(1) Ensure 100% of the real property facilities are accounted for in accordance with (IAW) Army regulations.

(2) Ensure that all facilities are issued to units IAW Army regulations and this policy memorandum.

(3) Provide customer services for real property facilities, key requests and central clearing.

(4) Provide real property personnel to conduct pre-inspections and facility handover functions for the issue and receiving of facilities as needed.

(5) Contact other divisions/agencies that require involvement in the facility inspection, issue or return process.

d. Commanders and Civilian Leaders:

(1) Re-establish facility hand receipts face-to-face with the Real Property Office on an annual basis.

(2) Ensure that facility hand receipts are current and maintained IAW Army regulations and this policy memorandum.

(3) Ensure that facility keys are maintained IAW physical security regulations and Fort Hood policies.

e. Facility Hand Receipts: Facilities are assigned at Battalion or Brigade levels. Real Property personnel will ensure that the person delegated as hand receipt holder is on a signed and current DA 1687. Designated personnel listed on DA Form 1687 must be E-5 or above. A primary hand receipt holder, with up to two alternates, must be delegated on a DA Form 1687 to sign for facilities, request and receive keys. The signing for facilities is recorded on a FHT 210-x14; all fields must be completed.

f. Broken Keys: Hand receipt holders will bring the upper portion of the broken key to Real Property. Hand receipt holders will be provided a stamped key request form to take to the DPW Lock Shop for replacement. When keys are jammed or broken in a lock, call the DPW Work Reception desk at (254) 287-2113.

g. Additional Keys: Requests for additional keys can be made via email, memorandum or key request form to the Real Property office front desk. The hand

IMHD-PWM

SUBJECT: Real Property Facilities Requirements

receipt holder or individual delegated on the DA Form 1687 may request, sign for and receive keys.

h. Replacement Keys: Only individuals delegated on DA 1687 are authorized to request and receive replacement keys. Cost is \$4.00 per key. Costs are based on the current rate and are subject to change.

i. Re-key: A re-key is a core replacement. The cost associated with re-keys and/or compromise of security due to loss or negligence is the responsibility of the hand receipt holder. Cost is \$45.00 per lock/per core which includes 4 keys. Costs are based on the current rate and are subject to change. Many barracks buildings have different amounts of locks/cores per room. The First Sergeant's Barracks Program Office will determine those costs.

j. Master Keys: Master keys are issued to the Barracks Management hand receipt holder only. If master keys are lost or compromised, the RPAO must be notified immediately. The unit must initiate financial liability documentation to recoup funds for re-key of the entire facility.

k. Loss or Compromise of Keys: The hand receipt holder should immediately notify the Real Property office front desk. The unit must initiate financial liability documentation to recoup funds for re-key and key replacement.

(1) The RPAO, not the hand receipt holder, is the accountable officer listed on the financial liability documentation.

(2) These documents must include the building number, room number and quantity of lost keys.

(3) If the unit assumes responsibility to pay for the re-key of a building, a memorandum signed by the appropriate authority (current hand receipt holder for building) and a DA Form 4283 (Facility Engineering Work Request) will be turned in to the DPW Business Operations and Integration Division for processing.

l. Prior to unit deployment, ensure rear detachment personnel establish an account with Real Property to sign for facilities and keys.

m. Ensure hand receipts are transferred prior to hand receipt holders being cleared through Installation Central Clearance.

n. Key Cards: For barracks that have key cards, brigades are responsible for programming the keys. For requests for additional key cards, brigades will coordinate

IMHD-PWM

SUBJECT: Real Property Facilities Requirements

with First Sergeant's Barracks Program Main Office. Lost key cards cost \$7.00 to replace. Costs are based on the current rate and are subject to change.

o. The Real Property front desk representative is located in Building 4622, Engineer Drive, and can be reached at (254) 553-2012.

4. EXPIRATION: This Fort Hood Garrison Command Policy will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'HCPJ', is positioned above the typed name.

HENRY C. PERRY, JR.
COL, AV
Commanding

DISTRIBUTION:

IAW FH Form 1853: A