



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-PW

12 August 2016

MEMORANDUM FOR All Fort Belvoir Organizations

SUBJECT: Fort Belvoir Policy Memorandum #58, Facility Hand Receipt Procedures and Responsibilities

1. REFERENCES:

- a. AR 405-45 (Real Property Inventory Management), 1 November 2004.
- b. AR 405-70 (Utilization of Real Property), 12 May 2006.
- c. AR 735-35 (Property Accountability Policies), 10 May 2013.

2. PURPOSE: To establish uniform procedures on real property facility requirements and the responsibility of real property facility hand-receipt holders specifically for facility assignment(s) and maintenance request(s).

3. APPLICABILITY: This policy pertains to all Fort Belvoir Directorates and Tenant Partners that are or will be signing for Army real property.

4. POLICY: The management, request and return of Fort Belvoir real property is controlled by the Directorate of Public Works (DPW), Real Property Office (RPO), and the Real Property Accountable Officer (RPAO). This policy establishes responsibilities to meet the requirements of the Army and Department of Defense real property regulations.

5. PROCEDURES:

a. Each organization, agency, unit, activity, commercial company or individual will appoint in writing a primary and alternate facility coordinator. A sample is enclosed.

b. The primary facility coordinator will be responsible for signing FB (DPW) 126 (Facility Assignment and Clearance Record). The FB 126 forms will be kept on file in the DPW RPO with the signature of the facility hand receipt holder for each facility assigned.

c. Each organization, agency, unit, activity, commercial company or individual will re-establish facility hand receipts face to face with the Real Property Office no later than 1 September annually.

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d. Key control is the responsibility of the each organization, agency, unit, activity, commercial company or individual and should be maintained in accordance with (IAW) Physical Security regulations.

e. When, as a result of inadequate key control replacement keys are required, a copy of the DD 1131, Cash Collection Voucher, stamped from the Defense Finance & Accounting Service (DFAS), a copy of a DD 139, Pay Adjustment Authorization, stamped from DFAS, or a copy of the final DA 7531, Financial Liability Investigation of Property Loss (FLIPL), stamped from DFAS will accompany the DA Form 4283. These documents need to include the building number and keys associated with the loss. Only the primary or alternate may request additional keys. If an organization, agency, unit, activity, commercial company or individual finds the need to exchange locks, a DA 4283 will be turned into the RPO. After review, the RPO will sign and forward to the DPW Business Management and Integration Division for processing. Occupants are not permitted to re-key mechanical rooms, which are strictly maintained by DPW base maintenance contractor. Organization, agency, unit, activity, commercial company or individuals are not permitted to contract outside locksmiths without prior approval from DPW.

f. Prior coordination with the RPO must be made for any exchanges of facilities or space between different organizations without the involvement of DPW's Real Property Office.

g. Each organization, agency, unit, activity, commercial company or individual will comply with all real property inspections and reconciliations IAW Army regulations.

6. PROPONENT: The proponent for this policy is Directorate of Public Works, Real Property Office, at 703-806-4983.

Encl



ANGIE K. HOLBROOK
Colonel, AG
Commanding