

COMMANDER



19 OCTOBER 1995

Civil Engineering

ASSIGNING REAL PROPERTY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This directive sets up responsibilities and rules for assigning and terminating the use of buildings at Maxwell Air Force Base (AFB) Maxwell AFB Annexes, and Maxwell AFB - Gunter Annex. It applies to all Maxwell and Gunter activities.

SUMMARY OF CHANGES

This revision updates terminology to reflect these changes: Gunter Air Force Station (AFS) to Maxwell AFB - Gunter Annex; MOQs and MAQs to military family housing (MFH); unaccompanied personnel housing (UPH); Air Force Regulations to Air Force Instructions; and changes building request lead time to 60 days.

1. Responsibilities:

1.1. The Real Property Officer in Civil Engineering (CE):

1.1.1. Based on approved facilities board building allocations, makes specific assignment to the commander of the using activity and keeps necessary records of such assignments for all buildings under control of the 42d Air Base Wing Commander. This excludes housekeeping and nonhousekeeping quarters and airmen's dormitories.

1.1.2. Assigns housekeeping quarters (distinguished visitors' quarters (DVQ), visiting officers' quarters (VOQ), visiting airmen's quarters (VAQ) and temporary lodging facility (TLF) at Maxwell AFB and Gunter Annex to the applicable lodging officer.

*1.1.3. Assigns military family housing (MFH) at Maxwell AFB, Maxwell Family Housing Annex, and Gunter Annex to the family housing manager in CE.

*1.1.4. Assigns airmen's dormitories to the Chief of Housing Flight.

1.1.5. Assigns, transfers assignment, or terminates assignment of a building after it is checked for fair wear and tear by trained CE personnel.

1.1.6. Helps the building managers complete reports of survey for willful damage to real property facilities.

1.1.7. Ensures all real property facilities are listed on real property accountable records.

1.2. The Lodging Offices at Maxwell AFB and Gunter Annex:

1.2.1. Assign and terminate the use of all DVQs, VOQs, VAQs, and TLFs.

1.2.2. Give out keys for assigned buildings and components units. Get keys from occupants upon termination of assignment and hold to give to new occupants.

1.3. The family housing managers in CE:

*1.3.1. Assign and terminate use of all MFH at Maxwell AFB, Maxwell Family Housing Annex, and Gunter Annex.

1.3.2. Give out keys for assigned quarters. Get keys from occupants upon termination of assignment and hold them to give to next occupant.

*1.4. Those assigned military family housing are fully responsible and liable for the quarters, all public property therein, and the surrounding yard area.

2. Procedures:

*2.1. Buildings (other than MFH, DVOs, VAQs, and TLFs):

*2.1.1. Organizations or activities needing building assignments, termination, or transfers, send a letter to the base civil engineer (BCE) not later than 60 days before the desired date. Requests for space include the following information:

2.1.1.1. Reason for the proposed action.

2.1.1.2. Specific buildings, if known, and the amount of space gained or lost.

2.1.1.3 The specific organizations using a building or portion of a building.

2.1.1.4. Purpose for which it is/was used.

2.1.1.5. Term of use.

2.1.1.6. Date use is required. If there is a change in the organization or activity occupying the building, the incoming and outgoing building managers set up a joint inspection to inventory the building and transfer keys. If the building is to be vacated, the BCE sets up a joint inspection of the building with the outgoing manager and a member of CE. During the inspection, all keys are transferred. No deviation is made from the scheduled time of inspection except in case of an emergency. The BCE inspector notes any damages caused by other than fair wear and tear. Necessary action is initiated immediately to determine pecuniary liability.

2.1.2. Custody of real property is made to the organization or activity. Also, a building manager and an alternate are appointed for each building assigned to the organization. In buildings where firearms, ammunition, explosives, or medical materials are kept or stored, and where retention of cash in amounts of \$2,000 is authorized, show only "In case of after-hour emergency, contact Security Police (Maxwell 2200 or Gunter 4200)."

2.1.3. In a case where two or more units use the same building, responsibility is assigned to the unit commander or activity occupying the most square footage.

2.2. Officers to whom buildings are assigned, other than housekeeping and nonhousekeeping quarters, are responsible for care of the buildings and any damage other than fair wear and tear. Organizational commanders are responsible, regardless of assignment, for buildings occupied by their unit.

2.3. Quarters:

*2.3.1. Assignment. quarters are assigned on the basis of policies outlined in AFI 32-6001, *Family Housing Management*.

2.3.2. Termination of Quarters:

*2.3.2.1. **Prefinal Inspection.** Occupants are required to give the family Housing Office at least 30 to 40 days notice before terminating their quarters. When arrangements for termination of quarters are made, the housing inspector makes a Prefinal inspection to determine the structural condition and repairs and maintenance required. Any damage beyond fair wear and tear is annotated, and cost for repair (labor and materials) is furnished to the occupant. (Reference AFI 32-6001)

2.3.2.2. **Final Inspection.** An inspection is made by the family housing inspector on the date the quarters are vacated. This inspection is to make sure the quarters and grounds meet the standards of cleanliness. Quarters are not terminated until this inspection is passed and the quarters are cleared by the inspector. At this time, if appropriate, a furniture check is made by representative of Housing Supply to ensure all items issued are on hand. Once the quarters are cleared, the inspector gives the occupant one copy of the AF Form 594, *Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) Rent Plus and/or Variable Housing Allowance (VHA)*, as proof of termination and accepts the keys. The inspector advises the maintenance contractor that final clearance is given so that renovation work may begin.

*2.3.2.3. **Initial Occupancy Inspection.** The family housing inspector will go with the occupant on the initial occupancy inspection. Deficiencies are noted on AF Form 227, *Quarters Condition Inspection Report*. A copy is filed in the facility jacket folder.

JOHN P. PRIOR, Lt Col, USAF
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