

**BY ORDER OF THE COMMANDER
35TH FIGHTER WING**

**35TH FIGHTER WING
INSTRUCTION 32-9001**



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Civil Engineer**

**DAMAGE TO REAL PROPERTY OTHER
THAN ORDINARY WEAR AND TEAR**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Laura M. Johnson)
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This instruction implements AFPD 32-90, Real Property Management, and establishes procedures for protecting US Government investments in real property assets when such assets are damaged as a result of willful misconduct, simple negligence, gross negligence, or deliberate unauthorized use. It establishes procedures for processing reimbursable work requests or work orders and collecting monies resulting from such work requests or work orders. This instruction applies to all assigned, attached, or associate units at Misawa Air Base and personnel who occupy or use facilities located on or under the jurisdiction of Misawa Air Base.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/>." Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command."

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This instruction was reaccomplished to coincide with the Civil Engineer reorganization.

1. References.

1.1. AFI 32-6001, *Family Housing Management*; AFI 32-6005, *Unaccompanied Housing Management*; AFMAN 67-1, *USAF Supply Manual*; AFMAN 23-220, *Reports of Survey for Air Force Property*.

2. Terms Explained.

2.1. Custodian: The user or occupant charged with the responsibility for care, custody, and protection of assigned real property assets.

2.2. Responsible individual/occupant/custodian: A person who occupies or has signed for family housing quarters.

2.3. Real property: The 35 Civil Engineer Squadron (35 CES), Real Estate office maintains all real property records, to include buildings, facilities, improvements, and structures permanently attached to, integrated with, or built into facilities under the control of the United States Air Force.

2.4. The general law definition of "Ordinary Wear and Tear": "Gradual deterioration of property which results from reasonable, ordinary use over an extended period of time. This does not include any deterioration or destruction caused by accidents, negligent acts, willful acts, abuse, or misuse.

3. Procedures:

3.1. FM (facility manager)/Custodian (or alternate): When loss, damage, or destruction other than ordinary wear and tear has occurred to real property, immediately initiate an AF Form 332, *Base Civil Engineer Work Request* according to instructions contained on the reverse side of the form. On the AF Form 332, item 27 include the name, grade, and organization of who is believed to be responsible for the damage. The custodian will sign the AF Form 332 (block 13) and forward it to the 35 CES Customer Service section (35 CES/CEOSC). The custodian will provide an information copy of the work request to the commander of each individual identified in item 27.

3.1.1. 35 CES Customer Service: After receipt of a work request indicating loss, damage or destruction to real property asset other than ordinary wear and tear, a memorandum (**Attachment 1**) is prepared and forwarded to the commander of the real property FM/custodian or individual identified in item 27 of the AF Form 332. 35 CES Customer Service maintains a copy of AF Form 332 in suspense until action has been taken by the responsible organization commander to have reimbursement made or report of survey completed.

3.1.2. Squadron and Associate Unit Commanders who are assigned to the real property and whose individuals fall under their chain of command must ensure a report is filed with the Security Forces Squadron and have damage investigated before contacting the Civil Engineer Squadron to fix the damage.

3.1.3. When commanders receive a memorandum reporting damage to real property, they must advise the real property FM/custodian or the person suspected of causing the damage in writing (Attachment 2) that they may elect to:

- 3.1.3.1. Voluntarily repair the damage, pay a commercial contractor to repair the damage or request 35 CES to repair the damage and reimburse the government. All repairs must be completed according to UFC and Air Force standards, have government approval and are subject to the interpretation of the 35 CES Operation's inspectors.
- 3.1.3.2. Voluntarily pay the government for the actual or estimated cost of repairs or replacement. Individuals (if not scheduled to depart this station within 90 days) who accept responsibility for the loss, damage or destruction to real property and desire to pay the actual cost should return the report to 35 CES Customer Service, requesting the actual cost be provided with a statement of the individual's desire or intent to reimburse the government.
- 3.1.4. When the real property custodian or the person suspected of causing the loss, damage or destruction refuses to accept liability, the commander will initiate a DD Form 200, *Financial Liability Investigation of Property Loss*. The commander will notify the BCE when the report of survey has progressed to a point where accomplishment of the repair work will not interfere with the investigation being conducted. Forward two copies of the completed report of survey to 35 CES Customer Service, who will then forward a copy to the Real Estate office.
- 3.1.5. If liability cannot be determined, the real property custodian and the commander may return the inspector's report and request complete reimbursement of actual cost before the report of survey is conducted. The commander of the individual will then accept responsibility of the damage if real property custodian is scheduled to depart within 90 days.
- 3.1.6. If personal accomplishment is elected, the individual will notify the Self-Help Store via AF Form 332 before work begins so customer-procured materials can be approved. Self-Help Store personnel will inspect to ensure the work conforms to UFC and Air Force standards. All repairs or replacements must be done within 15 days unless an extension is granted by the 35 CES Operations Flight Chief.
- 3.1.7. If reimbursement is elected, prepare DD Form 1131, *Cash Collection Voucher*, or DD Form 362, *Statement of Charges for Government Property Lost, Damaged or Destroyed*, on notification by the commander.
- 3.1.7.1. Forms and assistance are available at 35 CES Customer Service. Add the following statement on the voucher: "Used in lieu of a report of survey. I accept responsibility for damaged or lost real property and voluntarily reimburse the government for such damage or loss".
- 3.1.7.2. Return two copies of the voucher to the customer service unit. Customer service will forward a copy to the Real Estate Management Office. Hand-carry the voucher for damaged or lost real property resulting from fires to the Base Fire Chief. Officers accepting responsibility, but not offering cash settlement, may execute DD Form 114, *Military Pay Order*, authorizing a deduction from pay.
- 3.1.8. The commander, with assistance from the Office of the Staff Judge Advocate, determines if disciplinary action is warranted. Civilian employees may be subject to disciplinary action as appropriate.

3.2. Family Housing:

3.2.1. FH (Family Housing) Occupant: When loss, damage or destruction other than ordinary wear and tear has occurred to family housing, the occupant must call 35 CES Housing Inspection Section 226-9966. The housing inspector will call in a work request to Housing Maintenance.

3.2.2. 35 CES Housing Office: If the 35 CES Housing Office inspector determines the loss, damage or destruction to FH units was a result of the occupant's abuse or negligence, the inspector will inform the occupant of his or her responsibilities, including how to make restitution or repair.

3.2.2.1. The FH occupant, with approval from the 35 CES Housing Office, may repair the damage, pay a commercial contractor to repair the damage or allow the housing maintenance contractor to repair the damage and reimburse the government. In any case, the repair must have government approval before the inspector clears the member from FH.

3.2.2.2. If the occupant does not agree to repair or reimburse for loss, damage or destruction, or the dollar value is over \$500, the housing inspector will initiate a ROS.

3.2.2.3. If the occupant is willing to pay for the loss, damage or destruction to real property and the dollar value is less than \$500, the ROS process may be disregarded. The housing inspector will prepare and present to occupant the cost for the loss, damage, or destruction to real property. DD Form 1131, *Cash Collection Voucher* or DD Form 139, *Pay Adjustment Authorization*, is utilized in the reimbursement collection process.

3.2.3. 35 CES Housing Maintenance: When loss, damage, or destruction is found other than ordinary wear and tear to real property, immediately initiate AF Form 332, according to instructions contained on the reverse side of the form. The AF Form 332 will be turned in to 35 CES Customer Service section.

3.3. Unaccompanied Housing (UH):

3.3.1. UH (unaccompanied housing) Occupant: When loss, damage or destruction, other than ordinary wear and tear, has occurred to unaccompanied housing, the occupant must call the 35 CES Unaccompanied Housing Manager at 226-4000. The UH manager determines whether the resident's abuse or negligence caused the damage.

3.3.2. 35 CES Unaccompanied Housing Office: If the UH manager determines the resident's abuse or negligence caused the damage, the UH manager will inform the occupant of his or her responsibilities, including how to make restitution or repair. The UH Manager will call the 35 CES Customer Service to initiate a work order for repairs.

3.3.2.1. If the occupant does not accept responsibility for the loss, damage or destruction to real property, or if the dollar value is over \$500, the UH Manager notifies the 35 CES Housing Asset Manager of the need for an ROS. The Housing Asset Manager requests an ROS to determine liability.

3.3.3. If the occupant accepts responsibility for the loss, damage or destruction to real property and the dollar value is less than \$500, the UH Manager will prepare the DD form 1131, *Cash Collection Voucher*, or DD Form 139, *Pay Adjustment Authorization*.

4. Prescribed and Adopted Forms

4.1. **Prescribed Forms:** No forms prescribed.

4.2. **Adopted Forms**

AF Form 332, Base Civil Engineer Work Request

AF Form 847, Recommendation for Change of Publication

DD Form 114, Military Pay Order

DD Form 139, Pay Adjustment Authorization

DD Form 200, Financial Liability Investigation of Property Loss

DD Form 362, Statement of Charges for Government Property Lost

DD Form 1131, Cash Collection Voucher

DAVID R. STILWELL, Colonel, USAF
Commander

Attachment 1

REPORT OF DAMAGES TO REAL PROPERTY BEYOND ORDINARY WEAR AND TEAR

MEMORANDUM FOR _____

FROM: 35 CES/CC

SUBJECT: Report of Damages to Real Property Other Than Ordinary Wear and Tear

1. On _____, we inspected/received _____ and identified damages which we believe to be beyond ordinary wear and tear.

2. Location: _____

3. Building Custodian: _____

4. Extent of damages:

5. Request you take action as outlined in 35 FWI 32-9001 so proper reimbursement for damages can be made.

LAURA M. JOHNSON, Lt Col, USAF
Commander, 35th Civil Engineer Squadron

Attachment 2

DAMAGE TO REAL PROPERTY OTHER THAN ORDINARY WEAR AND TEAR

MEMORANDUM FOR _____

FROM:

SUBJECT: Damage to Real Property Other Than Ordinary Wear and Tear

1. As stated by the attached memorandum, damage to real property under your responsibility has been reported to me.
2. To properly close this matter, you must take one of the following actions:
 - a. Voluntarily repair the damage personally or by hiring a qualified craftsman at your own expense, after obtaining Base Civil Engineer approval.
 - b. Voluntarily repay the US Government for the actual or estimated cost of repairs of replacement by:
 - (1) Originating a DD Form 1131, Cash Collection Voucher, and pay the finance officer. Attach a copy of the receipt to this letter and hand-carry to CE Customer Service in Building 793.
 - (2) Originating and signing a DD Form 114, Military Pay Order (in cases pertaining to officers or warrant officers), authorizing deduction from pay. Attach a copy of the voucher to this memorandum and hand-carry it to the finance officer and to CE Customer Service in Building 793.
 - c. Refuse to accept responsibility for damages to the property.
3. Such action must be taken by _____.
4. I have asked the Base Civil Engineer to inform me of any delay on your part in closing this matter.

Signature of Organization Commander