



**DAMAGE TO GOVERNMENTAL/REAL
PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-90 *Real Property Management*. It prescribes policies governing damage or loss to government of real property at RAF Mildenhall owned or operated facilities and establishes responsibilities and procedures for reimbursements to the Air Force for damage or loss to real property other than fair wear and tear. It applies to all military and civilian personnel (and their dependents) who are assigned or attached to, or quartered at RAF Mildenhall.

SUMMARY OF CHANGES

This publication has been completely revised and should be reviewed in its entirety.

1. Procedures. Adhere to the following procedures prior to the Base Civil Engineer (CE) undertaking repairs due to damage or loss to real property.

- 1.1. The building manager is responsible for reporting all repair requirements to CE. Report damage in accordance with paragraph 2.4. if the manager suspects a cause other than fair wear and tear.
- 1.2. CE personnel reporting to effect facility repairs which apparently were necessitated by other than fair wear and tear will not proceed with work and will report their findings to the CE.
- 1.3. CE will determine the cost of repairs based on their inspection of the damage or loss.
- 1.4. CE, upon being notified of damage caused by suspected carelessness, negligence or malice will:
 - 1.4.1. Estimate physical damage or loss and determine whether damage or loss was caused by carelessness, negligence, malice, or fair wear and tear.
 - 1.4.2. Inform the building manager or, in the case of family housing, the military sponsor if damage or loss is determined to be caused by carelessness, negligence, abuse or malice.
 - 1.4.3. Take normal rectification action if damage or loss is determined to be fair wear and tear.

- 1.5. Upon discovery of damage caused by suspected carelessness, negligence, abuse or malice, the commander of the unit occupying that portion of the structure damaged, or military sponsor in the case of family housing, will submit **AF Form 332, Base Civil Engineer Work Request**, (see attachment 2) to 100 SPTG/CEO. If the member or sponsor concerned voluntarily admits liability, CE will proceed with repairs. Upon completion of work, a final cost will be submitted to the Commander of the unit or military sponsor, who will use **DD Form 1131, Cash Collection Voucher** to collect funds (see attachment 3), included with the work request if the individual responsible is paying cash or personal check directly to Accounting and Finance.
- 1.6. AF Form 332 will contain information as outlined in attachment 1, sample format.
- 1.7. After being processed through Accounting and Finance, return one copy of the DD Form 1131 to 100 SPTG/CEO for filing in accordance with AFR 4-20 Vol II.
- 1.8. If pecuniary liability cannot be established when government/real property is lost, damaged or destroyed, initiate an **DD Form 200, Report of Survey**, in accordance with AFR 68-1. Squadron and similar commanders will initiate reports of survey for real property within their jurisdiction. The CE will initiate reports of survey for real property which is not specifically under the jurisdiction of an organizational commander and in cases where the member or sponsor does not admit liability. Contact the Comptroller Reports of Survey Monitor for assistance in preparing DD Form 200.
- 1.9. Upon initiation of DD Form 200 CE will proceed with repairs. When work has been completed, a final cost will be provided to the squadron or similar commanders.
- 1.10. If the commander suspects an offense that is punishable under the Uniform Code of Military Justice, consult the servicing Staff Judge Advocate before you prepare a statement. CE must report monthly the status of all major cases to the Facilities Board.

JAMES R. FRASER, Lt Col, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFR 4-20 Vol II

AFR 68-1

AF Form 332, *Base Civil Engineer Work Request*

DD Form 200, *Report of Survey*

DD Form 1131, *Cash Collection Voucher*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

CE—Civil Engineer

RAF—Royal Air Force