

29 AUGUST 2013



Civil Engineer

**ASSIGNMENT, USE AND DISPOSAL
OF REAL PROPERTY FACILITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 374 CES/CEI

Certified by: 374 MSG/CC
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Supersedes: 374 AWI 32-9002,
22 October 2010

Pages: 4

This instruction sets forth policy and procedures for assignment, use and disposal of facilities under control of the 374th Airlift Wing (374 AW), except assignment of government living quarters. This instruction implements Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*. It applies to the 374 AW, attached and associated units, and to any organizations newly assigned to Yokota Air Base (AB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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 847 from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Mandatory use of Yokota AB Form TBD in order to request space within a building.

1. Policy. The installation's Facilities Board (FB) governs all space assignments and use. The FB also governs the installation's facility disposal program. 374 CES Real Estate Management office (374 CES/CEIAP) manages the space use program and the facility disposals program for the Installation Commander.

2. Guiding Publication. Within certain constraints, but as near as possible, the FB allocates facility space in accordance with AFMAN 32-1084, *Facility Requirements*.

3. Recommendations for Utilization of Facilities. The 374th Facilities Board Working Group (FBWG) makes recommendations to the FB for utilization of space within facilities. Group Deputy Commanders comprise the membership of the FBWG.

4. Assignment of Facilities. The FB assigns all exclusive use and common space to organizations. Common space is divided proportionately between multiple users when facilities are assigned to more than one organization. The preponderant user is assigned the greater share of common use space and must provide a Facility Manager

4.1. Organizations will submit a space request using form YOKOTA AB Form 5. If space is required due to a new mission or a change in current mission requirements, see item 5.2. Requests will contain the following information require:

4.1.1. Inclusive dates for which a facility is required. When possible, give at least one year advance notice to allow ample time to plan and program the requirement.

4.1.2. Type of space required: administrative, warehouse, operational, etc.

4.1.3. Number of personnel who will occupy the space.

4.1.4. Unique amounts and types of equipment, supplies, or other items that require additional space.

4.1.5. Special security, safety, health, environmental, or other considerations.

4.1.6. Any other information that would aid in the selection of a facility to satisfy the organization's requirements.

4.2. After FB approval, it is the requester's responsibility to complete AF Form 332, *Base Civil Engineer Work Request*, for any desired alteration, maintenance, repair, or self-help work. Submit the form to the 374 CES Customer Service office (374 CES).

4.3. NOT USED.

4.4. 374 CES will:

4.4.1. Check and evaluate all requests.

4.4.2. Determine whether space is available that would satisfy the requirement.

4.4.3. Estimate minor costs for required alteration or maintenance. The 374 CES Work Order Planning Section (374 CES/CEOER) will evaluate and provide cost estimates for extensive alteration and maintenance requirements. The 374 CES Programming section (374 CES/CENPD) will project costs at the next FB meeting according to AFI 32-1021, *Planning and Programming Military Construction (Milcon) Projects*.

4.5. 374 CES/CEI will notify 374 CES/CEO, 374 CES Resource Management office (374 CES/CEIA), and 374 AW Installation Support Agreements office, 374th Logistics Readiness Squadron/Plans and Integrations (374 LRS/LGRDX) about FB decisions on space requests, in order to initiate base support actions, as necessary.

5. Use of Facilities.

5.1. Facilities will be used only for the purposes that have been requested by the user, approved by the FB, and entered onto the AF Real Property Report, SAF-MIL (A) 7115, for the 374 AW. The use of facilities for other purposes must be approved by the FB IAW

AFMAN 32-1084, *Facility Requirements*. Within multi-user facilities, do not relocate office space, shop space, storage space, or any other space without first contacting the 374 CES Real Estate Management office.

5.2. New missions of current tenants that require additional space and all perspective new tenants require bed down approval through the 374th Airlift Wing Public Affairs office. Proof of basing approval by 374 AW/XP is required prior to accepting a space request for additional space or new space allocation.

5.3. When a facility or space within a facility is no longer required for an occupant's mission, the facility or unused portions of a facility must be returned to 374 CES. Facility users will not give or trade a facility to another organization or unit. Users will not allow organizations or units the use of unused portions. Space assignment is the exclusive action of the FB.

5.4. 374 CES/CC may approve temporary occupancy of a facility only if no other type of support is required. Temporary occupancy is the use of a facility for a period of time not to exceed 12 months. The requester receiving approval will coordinate with 374 CES/ before actual occupancy.

6. Disposal Actions. 374 CES/CC will receive and review real property disposal recommendations and advise the FB on disposal actions.

MARK R. AUGUST, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-1021, *Planning and Programming Military Construction (Milcon) Projects*, 14 June 2010

AFI 32-1024, *Standard Facility Requirements*, 14 July 2011

AFMAN 32-1084, *Facility Requirements*, 20 April 2012

AFPD 32-90, *Real Property Asset Management*, 6 August 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Form

YOKOTA AB Form 5, *Space Request*

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

FBWG—Facilities Board Working Group

FB—Facilities Board