

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE AND AIR FORCES AFRICA**

**UNITED STATES AIR FORCES IN
EUROPE AND AIR FORCES AFRICA
INSTRUCTION 32-9002**



1 NOVEMBER 2022

Civil Engineering

**DOCUMENTING INSTALLATION
RELEASES AND PREPARATION AND
USE OF USAFE-AFAFRICA FORM 27**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 32-90, *Real Property Asset Management*, and interfaces with AFI 32-9004, *Disposal of Real Property*. It prescribes USAFE-AFAFRICA Form 27, *Air Force Real Property Inventory and Condition Report*, and explains how to document the release of Air Force real property to a Host Nation during installation closure or draw down. It applies to all installations under HQ USAFE-AFAFRICA real property jurisdiction, control, and accountability. The base civil engineering real property function is responsible for adhering to this instruction. This instruction applies to USAFE-AFAFRICA Regular Air Force. This instruction does not apply to US Air Force Reserve Command (AFRC) or Air National Guard (ANG) or US Space Force (USSF) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number (“T-0, T-1, T-2, T-3”) following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This instruction has been updated to reflect current office symbols. Furthermore the documentation describing US Dollar investments to United Kingdom Ministry of Defense family housing has been clarified.

1. Roles, Responsibilities, and Documenting Installation Release. The following documents are essential to any release action and must be provided to AFIMSC Det 4/CEIA immediately upon return of any installation:

- 1.1. 7115 report of returned installation (if partial return, clearly mark facilities returned).
- 1.2. Minutes of Return or appropriate host nation document.
- 1.3. USAFE-AFAFRICA Form 27, *Air Force Real Property Inventory and Condition Report*.
- 1.4. AF Form 813, *Request for Environmental Impact Analysis*.
- 1.5. Statement of Commissary Store Fund/Non-Appropriated Fund investments, signed by the BCE or Deputy BCE. Statement should include an itemized listing of those facilities which had a Commissary Store Fund/Non-Appropriated Fund investment. Contact the facility management office of the local Services and/or Commissary organization and validate Non-Appropriated or Commissary Store Fund investments.
- 1.6. If applicable, USAFE Form 100, *Supplies or Services Order under US - UK Government Agreements* and associated supporting documents describing US Dollar investments to United Kingdom Ministry of Defense family housing (United Kingdom only).
- 1.7. If applicable, USAFE Form 11, *UK Construction Fund Authorization* and associated supporting documents describing US Dollar investments to United Kingdom Ministry of Defense family housing (United Kingdom only).
- 1.8. If applicable, other documentation describing US Dollar investments to United Kingdom Ministry of Defense family housing (United Kingdom only).
- 1.9. For the complete or partial release of installations in the Federal Republic of Germany, additional provisions of USAFEI 32-9005, *Acquiring, Managing, and Disposing of Real Estate in the Federal Republic of Germany*, apply.
 - 1.9.1. AE FORM 405-8A, *Disposal of Real Estate* (Germany only).
 - 1.9.2. AE FORM 405-8B, *Receipt for U.S. (Dollar And Euro) Improvements In Real Estate Released To Germany (Public Property)* (Germany only).
- 1.10. Pictures of interior and exterior of facilities being returned.
- 1.11. AF Form 1192, *USAF Installations Characteristics Report* (not required for partial returns).
- 1.12. Installation personnel are not authorized to discuss potential residual value with Host Nation personnel.

2. USAFE-AFAFRICA Form 27. Use USAFE-AFAFRICA Form 27 to document the complete or partial release of an Air Force installation to a host nation. It serves as the outgoing inventory and condition report of the real property to be released. It becomes an integral part of the formal transfer document.

2.1. Form Preparation. Prepare USAFE-AFAFRICA Forms 27 after the installation has been officially announced for closure or draw down. Multiple facilities may be listed on the form. The form is self-explanatory, except:

2.1.1. In column (a), Facility Number, delete any zeros at the beginning of the five-digit facility number, e.g., enter 386 if the facility number is 00386.

2.1.2. Place an "X" in the appropriate column under column (d), Capital Investments Funding Source, for each facility listed. Do not enter any monetary amounts on the form.

2.1.3. Fill in column (e), Condition of Property, during the joint US-host nation inspection and inventory of facilities. Enter the appropriate numerical designation, e.g., 1, 2, or 3, to record the condition of the facility. Use the guidance at [Attachment 2](#) to determine facility condition ratings. This guidance supersedes previously published criteria. If the host nation facility condition rating conflicts with the US rating, enter the US rating in column (e). Enter the host nation rating and explain the reasons for the discrepancy in column (f), Remarks.

2.1.4. In column (f), Remarks, record only major facility damages, such as roof caved in, heating system inoperative, electrical panel missing, etc. Do not record damages caused by fair wear and tear, such as nail holes in walls, worn carpeting, burnt out lights, etc.

2.1.5. In block 3, Real Property Accountable Officer, type or print name of the real property accountable officer authorized to release or transfer the real property to the host nation.

2.1.6. Make entries on the form in both English and the host nation language, unless advised otherwise by Real Estate Management (AFIMSC Det 4/CEIA).

2.2. Unilateral Reports. If conducting a joint inventory and condition report of facilities is not feasible, the base civil engineer prepares the USAFE-AFAFRICA Form 27 unilaterally to document the scope and condition of the facilities at the time of release.

2.3. Disagreement on Condition Ratings. Leave column (e) blank and note host nation condition rating and US condition rating in column (f).

2.4. United Kingdom Installations. Royal Air Force Form 2, *Proceedings of Board of Officers, Board of Inquiry etc.*, is completed and provided by the Royal Air Force thru the Office of the local RAF Commander to the local US Visiting Forces Base Real Estate office. The Royal Air Force Form 2 is used to document the release of property including family housing and must be kept in the file at the local US Visiting Forces Base Real Estate Office. In addition, to document the condition for future residual value negotiations, use USAFE-AFAFRICA Form 27 for releases of military family housing and related supporting facilities, such as pavements, utilities, and miscellaneous structures directly related to family housing.

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

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

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

AFI 32-9004, *Disposal of Real Property*, 24 September 2018

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

USAFEI 32-9005, *Acquiring, Managing, and Disposing of Real Estate in the Federal Republic of Germany*, 25 November 2019

USAFEI 65-105, *Order for Supplies and Services from United Kingdom Government Agencies*, 13 March 2018

Prescribed Forms

USAFE-AFAFRICA Form 27, *Air Force Real Property Inventory and Condition Report*

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 1192, *USAF Installations Characteristics Report*

USAFE Form 11, *UK Construction Fund Authorization*

USAFE Form 100, *Supplies or Services Order under US - UK Government Agreements*

AE FORM 405-8A, *Disposal of Real Estate*

AE FORM 405-8B, *Receipt for U.S. (Dollar And Euro) Improvements In Real Estate Released To Germany (Public Property)*

RAF Form 2, *Proceedings of Board of Officers, Board of Inquiry etc.*

Abbreviations and Acronyms

AE—Army in Europe

RAF—Royal Air Force

Attachment 2**GUIDANCE ON FACILITY CONDITION RATINGS, USAFE-AFAFRICA FORM 27,
COLUMN (E)**

A2.1. Rate the condition of each facility according to the following criteria:

A2.1.1. **Good:** Facility is fully functional for the purpose it was designed. It requires no major repairs or maintenance to exterior or interior. All utility systems are operational. Requires only minor beautification work, such as painting, carpeting, etc.

A2.1.2. **Average:** Facility is functional, but requires minor repairs or maintenance. One utility system requires minor repairs or replacement. Exterior or interior surfaces have only minor damages.

A2.1.3. **Poor:** Facility is not functional. It requires major repairs and maintenance to the exterior, interior, or utility systems. Facility has extensive damage or is missing major components.

A2.2. Consider at least 50 percent of the facility area in arriving at the condition rating. An isolated discrepancy, such as a single room in a multi-room building needing carpet replacement, will not by itself affect the overall rating.

A2.3. Do not consider the planned reuse of the facility by the host nation to determine condition rating. Base the rating on the existing physical condition of the facility on the date of inspection.