

26 June 1998



Civil Engineering

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 439 SPTG/CEO (Mr. David Axton)
Supersedes 439 AWR 85-4, 31 December 1993

Certified by: 439 SPTG/CC (Lt Col James Joyce)
Pages: 2
Distribution: F

This instruction implements AFRPD 32-90, *Real Property Management*. It establishes procedures for the preparation, processing, coordination, collection and final disposal of all work orders generated for damages to real property other than fair wear and tear. It applies to all organizations and tenants on Westover Air Reserve Base.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFRPD 32-90.

1. Requirements:

1.1. Inspections. Inspections are conducted when specifically instructed by the Civil Engineer (CE), facility inspectors, regularly scheduled maintenance crews, upon receipt of incident reports from the Chief of Security Police, or when damages are found incident to other work being accomplished.

1.2. Reports. Reports include the reason damages are not fair wear and tear, where and when the damage occurred, photographs (if available), name of the responsible officer, name of the person responsible for the damage (if available), and an estimated cost to repair the damages. All information is recorded and certified by CE. Material and labor costs are listed separately using AF Form 332, **Base Civil Engineer Work Request**.

1.3. Processing:

1.3.1. AF Form 332, with a description of the damages, is forwarded by the building manager to CE for the initiation of a work order and identification of the responsible officer.

1.3.2. The report and attachments, as identified in paragraph 1.2, are forwarded to the Installation Commander for disposition.

1.3.3. The Installation Commander sends all documentation to the responsible officer or the Staff Judge Advocate, as appropriate.

1.3.4. Disposition of damages is sent to the real property officer for inclusion in the real property records.

1.4. Termination of Base Building Responsibility. Prior to clearance, a final real property inspection is conducted by the responsible officer and CE for damages which are other than fair wear and tear. The responsible officer is cleared from Westover ARB only after having acted to satisfy reimbursement charges assessed for damages for other than fair wear and tear and having presented proof of such action to the real property officer.

2. Responsibilities:

2.1. CE Personnel:

2.1.1. Inspects all buildings listed on the accountable records on Westover ARB on a yearly basis and estimates damages for other than fair wear and tear. Prepares documentation and signs work orders.

2.1.2. Forwards signed AF Form 332 with all available information attached (photos, Security Police reports, etc.) to the Installation Commander for disposition.

2.1.3. Maintains completed action records.

2.1.4. Clears the responsibility for buildings.

2.2. Installation Commander. Takes action as necessary to clear charges for other than fair wear and tear.

2.3. Responsible Officer:

2.3.1. The individual charged for real property on records of the real property accountable officer. The unit commander, chiefs of staff agencies, or their appointed officer designees, are responsible for facilities assigned to the organization, whether or not they have signed for the facilities.

2.3.2. Prepares DD Form 200, **Financial Liability Investigation of Property Loss**, and furnishes the real property officer with action copies of DD Form 1131, **Cash Collection Voucher**, DD Form 362, **Statement of Charges/Cash Collection Voucher**, and DD Form 200 for inclusion with permanent records.

2.4. Comptroller:

2.4.1. Oversees all action and control of DD Form 200 and forwards a copy of the finalized report to the real property officer.

2.4.2. Maintains the property control and numbering for the collection charges.

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