



DoDEA ADMINISTRATIVE INSTRUCTION 4340.01

DoDEA ACQUISITION, TRANSFER, AND DISPOSAL OF REAL PROPERTY

Originating Division: Facilities

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Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures for the Department of Defense Education Activity (DoDEA) to acquire, transfer, and dispose of real property.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all facilities under the DoDEA authority, and when applicable, volunteers, students, support personnel, student teachers, contractors, and sponsors, parents, and legal guardians.

1.2. POLICY. For the intent of this Issuance, the terms acquire, transfer, or dispose of real property implies DoDEA's use of assets instead of ownership. Per Unified Facilities Criteria (UFC) 1-300-08, Section 3-1.3.1, DoDEA is not authorized to hold real property assets, and assets used by DoDEA are held in the real property inventory of the accountable Military Service for the site where the asset is located. All real property adjustments require coordination with the accountable Military Service for the site where the asset is located and must be in accordance with DoD Instruction 4165.03, DoD Instruction 4165.14, DoD Instruction 4165.70, DoD Instruction 4165.71, and DoD Instruction 4165.72, as appropriate.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Establishes minimum uniform procedures for acquiring, transferring, or disposal for the use of real property.
- b. Directs the Chief Academic Officer and the Associate Director for Financial and Business Operations to ensure compliance with this Issuance.
- c. Appoints in writing the DoDEA Headquarters (HQ) Facilities Division Chief to oversee and administer DoDEA's real property.

2.2. DODEA ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS. The DoDEA Associate Director for Financial and Business Operations ensures that changes to DoDEA's real property inventory are efficient, cost effective, and meet mission objectives.

2.3. DODEA CHIEF ACADEMIC OFFICER. The DoDEA Chief Academic Officer will comply with all aspects of this Issuance.

2.4. DODEA HEADQUARTERS FACILITIES DIVISION CHIEF. The DoDEA HQ Facilities Division Chief:

- a. Approves or disapproves requests to acquire, transfer, or dispose of real property without restriction subject to coordination and final approval from the accountable Military Service for the site where the asset is located.
- b. Ensures that changes to DoDEA's real property inventory are efficient, cost effective, and meet mission objectives.
- c. Reviews this Issuance on an annual basis or as needed to incorporate changes and updates.

2.5. REGION FACILITIES CHIEF. The responsible Region Facilities Chief (RFC):

- a. Reviews requests to acquire, transfer, or dispose of real property.
- b. Provides the DoDEA HQ Facilities Division Chief with a recommended solution for validated requests.
- c. Ensures that changes to DoDEA's real property inventory are efficient, cost effective, and meet validated requirements.

d. Ensures the responsible Facility Operations Specialist (FOS) has access to the resources necessary to implement the procedures for this Issuance.

2.6. FACILITY OPERATIONS SPECIALIST. The responsible FOS:

- a. Receives and reviews requests to acquire, transfer, or dispose of real property.
- b. Validates the requirement to acquire, transfer, or dispose of real property.
- c. Researches the options and proposes solutions that are efficient, cost effective, and satisfies the requirement.
- d. Oversees implementation of approved solutions.
- e. Coordinates real property inventory changes with the accountable Military Service for the site where the asset is located.

SECTION 3: ACQUISITION, TRANSFER, OR DISPOSAL OF REAL PROPERTY

3.1. REQUEST.

a. Submitting the Request. Any person making a request for acquisition, transfer, or disposal of real property will identify the requirement and include justification for the action. The request will be submitted in writing to the responsible FOS where the action will take place.

b. Request Details. The request will specify enough detail for the responsible FOS to determine how best to meet the intent of the requirement. Details may include:

- (1) Building Space.
 - (a) Occupied by people (e.g., office, classroom, break room, shop).
 - (b) Storage (e.g., athletic, maintenance, or education supplies, equipment).
 - (c) Utilities (e.g., air condition, ventilation, electrical, plumbing, communication lines).
 - (d) Size (e.g., square footage, number of occupants).
- (2) Non-building structure.
 - (a) Type of structure (e.g., athletic court, fence, marquee, parking, playground).
 - (b) Size (e.g., quantity, square footage, length).
- (3) Disposal.
 - (a) Type of asset for disposal (e.g., building, structure, or linear structure).
 - (b) Facility Number and Real Property Unique Identifier (RPUID) of asset identified for disposal.

c. Justification. The request will provide sufficient justification for the responsible FOS to validate the need and determine if acquisition, transfer, or disposal is the best option to meet the requirement.

3.2. DODEA FACILITY OPERATIONS SPECIALIST REVIEW.

a. Validate the Request. The responsible FOS will review the request to ensure adequate detail and justification has been supplied to validate the requirement. Missing information will be obtained from the requestor.

b. Research. The responsible FOS will validate and research the feasibility of the request and explore options that might be more efficient and cost effective that meet the requirement.

(1) Items for research may include.

- (a) Required inspections (e.g., asbestos, safety, condition).
- (b) Required repairs.
- (c) Required renovations or reconfiguration.
- (d) Construction cost if erecting a new facility.
- (e) More efficient or proper utilization of existing facilities.
- (f) Cost analysis for implementation, use, maintenance, sustainment, or demolition.

(2) Coordination should include.

(a) Host Military Installation (e.g., Military Installation Real Property office). Identify options or obstacles for potential acquisition, transfer, or disposal of real property.

(b) Other DoDEA Divisions that would be impacted by the implementation of acquisition, transfer, or disposal of real property (e.g., Information Technology, Logistics, Safety and Occupation Health, Security).

(c) Space Utilization Audit with a Facilities Engineer assigned by the RFC.

(d) Service and/or Military Installation policy on relocatable facilities, if applicable.

(e) Execution Agent (e.g., U.S. Army Corps of Engineers, local Public Works Department). Determine potential acquisition vehicles, acquisition timelines (including design, solicitation, and construction phases), and costs to execute projects to build new facilities or for capital improvements to existing facilities.

c. Recommendation. The responsible FOS will provide the request and justification along with a recommended course of action (COA) to the RFC.

3.3. DODEA REGION FACILITIES CHIEF REVIEW. The RFC will review the request, justification, and the responsible FOS's recommended COA. The RFC will provide the request, justification, and a region recommended COA to the DoDEA HQ Facilities Division Chief.

3.4. DODEA HEADQUARTERS FACILITIES DIVISION CHIEF REVIEW. The DoDEA HQ Facilities Division Chief will review the request, justification, and the RFC's recommended COA. The DoDEA HQ Facilities Division Chief will either approve, disapprove, or return the request for research, including exploring multiple COAs. The DoDEA HQ Facilities Division Chief will provide notification to the RFC and the FOS, who will in turn notify the original requestor.

SECTION 4: IMPLEMENTATION

4.1. IMPLEMENTATION. The responsible FOS will proceed to implement or oversee the implementation of the approved action for acquisition, transfer, or disposal of real property. This will include coordination with the host Military Installation real property office.

4.2. INSPECTION. The responsible FOS will perform a joint inspection with the host Military Installation real property office to validate and document changes resulting from the acquisition, transfer, or disposal of real property.

4.3. DOCUMENTATION. The responsible FOS will coordinate with the host Military Installation real property office for the required documentation resulting from the acquisition, transfer, or disposal of real property (e.g., real property records, host tenant agreements, Inter Service Support Agreements, Permits).

GLOSSARY

G.1. ACRONYMS.

COA	course of action
FOS	Facility Operation Specialist
HQ	Headquarters
RFC	Region Facilities Chief
RPUID	Real Property Unique Identifier
UFC	unified facilities criteria

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance only.

Building. A roofed and floored facility enclosed by exterior walls and consisting of one (1) or more levels that are suitable for single or multiple functions.

Facility. A building, structure, or linear structure out to an imaginary line surrounding a facility at a distance of five (5) feet from the foundation that, barring specific direction to the contrary, such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections).

Facility Number. The facility number is assigned in accordance with the Military Installation/Base Master Numbering Plan and is unique within that Military Installation.

Linear Structure. A facility whose function requires that it traverse land (such as a road, rail line, pipeline, fence, pavement). Includes distribution systems that provide a common service or commodity to more than one (1) building or structure.

Real Property Asset. An individual building, structure, linear structure, or land parcel.

Real Property Unique Identifier. A unique number used to permanently identify a real property asset for inventory, and other purposes. Each real property asset in which the DoD has a legal interest must be assigned a RPUID.

Structure. A facility, other than a building or linear structure, which is constructed on or in the land.

REFERENCES

- DoD Instruction 4165.03, “DoD Real Property Categorization,” August 24, 2012, as amended
- DoD Instruction 4165.14, “Real Property Inventory (RPI) and Forecasting,” January 17, 2014, as amended
- DoD Instruction 4165.70, “Real Property Management,” April 6, 2005, as amended
- DoD Instruction 4165.71, “Real Property Acquisition,” January 6, 2005, as amended
- DoD Instruction 4165.72, “Real Property Disposal,” December 21, 2007, as amended
- Unified Facilities Criteria 1-300-08, “Criteria for Transfer and Acceptance of DoD Real Property”, April 16, 2009, as amended

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

Acquisition, Transfer, and Disposal of Real Property

CHECKLIST ITEM	YES/NO
Was the request for acquisition, transfer, or disposal of real property submitted in writing to the responsible FOS?	
Did the request submission specify adequate detail to determine the requirement?	
Did the request submission specify adequate justification to validate the need?	
If necessary information was missing from the original request submission, was it obtained from the requestor in writing?	
Did the responsible FOS research the feasibility of the request?	
Did the responsible FOS provide the request with a recommended COA to the RFC?	
Did the RFC review the request and recommend a COA to the DoDEA HQ Facilities Division Chief?	
Did the DoDEA HQ Facilities Division Chief review and approve, disapprove, or return the request for further investigation and research?	
Was notification provided to the RFC, the responsible FOS, and the original requestor?	
In the event that further research was required, was the detailed investigation completed and the request resubmitted to the RFC?	
Did the responsible FOS proceed to implement or oversee the implementation of the approved actions relative to the request?	
Did the responsible FOS perform a joint inspection with the host Military Installation real property office relative to the actions of this request?	
Did the responsible FOS coordinate with the host Military Installation real property office for the required documentation and record updates relative to the actions of this request?	