

DEPARTMENT OF THE ARMY  
U. S. Army Corps of Engineers  
Washington, DC 20314-1000

ER 420-1-2

CELD-ZE

Regulation  
No. 420-1-2

25 January 1993

Logistics Management  
UTILIZATION OF REAL PROPERTY

1. PURPOSE. This regulation prescribes U. S. Army Corps of Engineers (USACE) policies, criteria, responsibilities, and procedures for the use of all military and Civil Works Revolving Fund funded real property except Civil Works Project sites.
2. APPLICABILITY. This regulation applies to HQUSACE elements, major subordinate commands (MSC), districts, laboratories, and field operating activities (FOA).
3. REFERENCES. Required and related publications are listed in Appendix A.
4. DEFINITIONS. Abbreviations and special terms used in this regulation are listed in Appendix B.
5. RESPONSIBILITIES.
  - a. The Commander, USACE, will ensure the efficient and safe use of all land and facilities under USACE control. The Director of Logistics Management (CELD-ZE), is designated USACE MACOM Engineer and will act as the responsible staff office for the Commander, USACE.
    - (1) The Directorate of Logistics Management is responsible for issuing policies and regulations governing use of real property, and further for the management of real property, covered by this regulation. This includes:
      - (a) Furnishing technical assistance and guidance to FOA on real property use.
      - (b) Making staff visits to FOA, as necessary, to assess management\_of\_real property.
      - (c) Ensuring efficient utilization of all lands and facilities.
      - (d) Maintaining current space utilization data and ensuring that this data along with an accurate real property inventory is integrated into the Real Property Master Plan (RPMP) in accordance with ER 420-1-3 (Pending).

(e) Ensuring that utilization surveys are conducted.

(f) Compiling space management data and reporting same to headquarters, Department of the Army (HQDA) and the General Services Administration (GSA).

(2) The Directorate of Civil Works (CW), in coordination with the Directorate of Logistics Management, is responsible for operational oversight of Civil Works project-owned real property.

(3) The Directorate of Real Estate is responsible for issuing policy and regulations governing acquisition, outgrants and disposal of real property. This includes:

(a) Ensuring that utilization surveys are conducted on CW project sites.

(b) Developing and maintaining the Real Property Management Information System (REMIS).

(c) Reporting Real Property Inventory (RPI) data to HQDA at the end of each quarter.

(4) The Chief of Safety and Occupational Health is responsible for developing policy regarding the safe use, maintenance, and disposal of real property. This includes:

(a) ensuring that physical standards for real property meet or exceed safety and health standards established in regulatory and statutory requirements.

(b) establishing procedures for periodic safety inspections to evaluate the use, maintenance, and disposal of real property.

b. MSC Commanders will ensure the efficient and safe use of all land and facilities under their control. The Logistics Management Directorate is responsible for:

(1) Furnishing technical assistance and guidance to districts on real property use.

(2) Making staff visits to districts as necessary, to assess real property use.

(3) Ensuring that utilization surveys of all real property are conducted and reported in a timely manner.

c. District Commanders shall ensure the efficient and safe use of all real property under their control.

(1) Logistics Management Office is responsible for:

(a) Issuing local policy governing the use of real property.

(b) Ensuring that this real property inventory data is utilized in the development of the RPMPs or Operational Master Plans (OMPs) for each project.

(c) Ensuring that utilization surveys are conducted.

(d) Planning, programing, budgeting and execution of repair and construction projects for facilities supporting district requirements.

(e) Assigning space.

(2) Real Estate Division is responsible for:

(a) Maintaining accurate real property inventory, financial and space utilization data.

(b) Acquiring real property as needed.

(c) Disposing of real property declared in excess.

(d) Preparing and submitting real property use reports, including justification for retention of property that is underutilized, not utilized, or not put to optimum use.

(3) Safety and Occupational Health is responsible for:

(a) ensuring that physical standards for real property meet or exceed safety and health standards established in regulatory and statutory requirements.

(b) ensuring that periodic safety inspections are conducted to evaluate the use, maintenance, and disposal of real property.

d. Directors/Commanders of Laboratories and FOA shall ensure the efficient and safe use of all real property under their control.

(1) Logistics Management Office is responsible for:

(a) Issuing local policy governing the use of real property.

(b) Ensuring that this real property inventory data is utilized in the development of the RPMP or Operational Master Plans (OMP) for each project.

(c) Ensuring that utilization surveys are conducted.

(d) Planning, programing, budgeting and execution of repair and construction projects for facilities supporting Laboratory and FOA requirements.

(e) Assigning space.

(f) Maintaining accurate and current real property inventory, financial and space utilization data.

(g) Through its supporting district:

((1)) acquiring real property as needed,

((2)) disposing of real property declared in excess, and

((3)) preparing and submitting real property use reports, including justification for retention of property that is under utilized, not utilized, or not put to optimum use.

(2) Safety and Occupational Health is responsible for:

(a) Ensuring that physical standards for real property meet or exceed safety and health standards established in regulatory and statutory requirements.

(b) Ensuring that periodic safety inspections are conducted to evaluate the use, maintenance, and disposal of real property.

6. POLICIES. The following policies are established to ensure the efficient use of USACE real property in furtherance of Executive Order 12411, Government Work Space Management Reforms.

a. Maximum use of existing Government-owned real property will be made. Neither the acquisition of land nor the renting or leasing of additional facilities will be accomplished until the Commander certifies that:

(1) The activity to be accommodated is essential to an assigned mission.

(2) Real property under the control of the Army is inadequate to satisfy the requirement.

(3) No real property under control of the Navy or Air Force or other Federal agency is suitable and available for use on a permit or joint use basis.

(4) Requirements are identified and sited on the RPMP in accordance with ER 420-1-3.

(5) Mission requirements dictate the use of non-Government-owned facilities.

(6) An economic analysis demonstrates that the proposal has the least Uniform Annual Cost.

b. The following acquisition alternatives will be considered in the order listed:

(1) Donation or long-term nominal rental lease.

(2) Acquisition of excess lands from other military departments by transfer.

(3) Recapture of use.

(4) Withdrawal from public domain. Public Law 85-337, 28 Feb 58, 72 Stat. 28; 43 U.S.C. 155 et. seq. requires that an Act of Congress be obtained to withdraw, reserve, or restrict for defense purposes more than 5,000 acres of public domain.

(5) Exercise of existing authorities for exchange of Government-owned real property for non-Government-owned real property that is adaptable to the military need.

(6) Acquisition of excess lands from Federal agencies by transfer.

(7) Acquisition by purchase, lease, or condemnation. Funds for purchase would be obtained through the Military Construction, Army (MCA), the Unspecified Minor Military Construction, Army (UMMCA), or Plant Replacement Improvement Program (PRIP).

c. Assignment of administrative space shall be in accordance with the guidelines set forth in Appendix A. Planning and programing of administrative space shall be in accordance with AR 405-70, Utilization of Real Property, Appendix D -Administrative Space Criteria and Assignment Guidelines. Planning, programing and assignment of all other space shall be in accordance with criteria contained in the Army Criteria Tracking System (ACTS) and the Facilities Planning System (FPS), available on the Programming, Administration, and Execution System (PAX). The Architectural and Engineering Instructions (AEI), which are maintained in the Design Criteria Information System (DCIS), contain design criteria, and are also available on PAX.

d. The need for facilities will be justified on the basis of authorized personnel strength and equipment and validated missions and functions.

e. HQUSACE, MSC, districts, laboratories and FOA shall be allocated facilities consistent with current Army policy, guidance, and users' requirements as documented in RPMPs and OMPs and approved by the MACOM Engineer.

f. Land and facilities shall be allocated and managed so that users' requirements are satisfied effectively, safely and economically.

g. Use of facilities in excess of space planning criteria and assignment guidelines cited in this regulation is prohibited.

h. The Real Property Management and Master Planning processes, as described in ER 420-1-3, AR 210-20 and the Master

Planning Instructions (MPI) (maintained in DCIS and available on PAX) will be used to validate and approve facility requirements.

i. The leased and revolving fund-owned facilities with above average operations costs will be reduced while the utilization of facilities with low operations costs will be increased. New facilities will be designed for low and efficient operations and maintenance costs.

j. Concurrent use, i.e., agricultural leases, training, and recreation of land will be optimized, where possible, in accordance with ER 405-1-12.

k. When property is underutilized, not used, or not put to optimum use, Commanders will, consistent with the RPMP and ER 405-1-12:

- (1) Return excess space in GSA controlled buildings to GSA.
- (2) Assign joint use of real property to other Corps of Engineers (CE) elements or organizations having validated requirements. Exclusive use of facilities is not authorized unless fully justified by current requirements and criteria.
- (3) Cancel rental or lease agreements when the requirements for facilities can be satisfied on Government-owned land.
- (4) Lay up (mothball) facilities that will be retained to support validated contingency or mobilization needs. Outgrant for interim use facilities retained for such purposes.
- (5) Dispose of real property not required to support peacetime, contingency, or mobilization needs.

## 7. SPACE UTILIZATION AND MANAGEMENT.

a. The objectives of space utilization planning and management are:

- (1) Use existing space in an efficient and safe manner.
- (2) Reduce the need to construct, rent, lease or otherwise acquire additional facilities.
- (3) Determine any deficits or excesses of assigned space consistent with existing and forecasted staffing.
- (4) Take action to deal with deficits or excesses.
- (5) Dispose of space that is excess to USACE needs.

b. Facilities shall be managed, in order of precedence, in accordance with the documents listed below.

- (1) AR 405-70, Utilization of Real Property.
- (2) Department of the Army (DA) PAM 420-10, Space Management Guide.
- (3) Title 41 Code of Federal Regulations (CFR) Part 101-17, also referred to as the Federal Property Management Regulation (FPMR) Temporary Regulation (TR) D-76.

c. All facilities deficits must be identified in an approved RPMP prior to requesting approval for acquisition.

d. An administrative space utilization report, referred to as the Work Space Management Plan by GSA, shall be prepared in accordance with FPMR TR D-76. The purposes of this report are to:

- (1) Establish square footage targets.
- (2) Report the progress and plans for achieving management goals for administrative space. These goals are:
  - (a) Accomplish cost-effective space reductions that will result in long-term monetary savings to the Federal Government.
  - (b) Design space using modern technologies, such as furniture systems, to increase productivity and reduce the amount of space required.
  - (c) Achieve an average adjusted office utilization rate of 130 square feet or less.
- (3) Support the annual budget request to the Office of Management and Budget (OMB).

e. USACE Commanders will provide HQUSACE, ATTN: CERE-R, the total net square footage of administrative office space and number of personnel occupying this space. This information will be recorded on GSA Form 3530, Work Space Management Plan, and submitted annually by 01 June.

f. Facilities will be acquired and disposed of in accordance with ER 405-1-12.

8. GSA and DA SURVEYS. GSA and DA will periodically conduct surveys of real property under Army control. GSA surveys will be conducted by representatives of the GSA regional offices.

a. USACE Commanders will provide GSA and DA survey teams all necessary assistance. Survey teams will have access to utilization surveys and annual reports of same. No statement, commitment, or local recommendation regarding the disposition of excess real property will be made to the team.

b. GSA will provide USACE commanders a copy of the survey

report. USACE commanders will prepare comments or a rebuttal to the report and forward same through channels within 10 working days. Comments or rebuttals are to be forwarded to be received by HQUSACE, ATTN: CELD-ZE, within 20 working days after the report is furnished by GSA. Rebuttals will include information contained in AR 405-70, Appendix B, GSA/DA Survey Report Recommendation Rebuttal Data Requirements.

c. MSC, District, Laboratory and FOA Commanders will conduct annual utilization surveys of all applicable real property. They will prepare the Installation Commander's Annual Real Property Utilization Survey (ICARPUS) report by 31 March of each year. The survey report will be prepared in the format prescribed by AR 405-70, Appendix C, Installation Commander's Annual Real Property Utilization Survey (ICARPUS) Format.

d. When the annual utilization survey reveals no use or underutilization of real property, commanders will:

(1) Prepare a report of availability for temporary nonmilitary use of real property that is not required for current missions, but for which a known future or mobilization mission exists, or

(2) Prepare a report of excess for which no known current or future Army requirement exists.

9. OFFICE SPACE AUTHORIZATION GUIDELINES. Space authorizations for office areas are established in Appendix C, Office Space Authorizations for USACE Activities. They will be implemented in accordance with the following procedures:

a. Space requirements will be developed from the mission activities and "authorized" (not required) personnel. Requests for additional space to accommodate temporary, overhire, and/or contract personnel essential to mission activities will be submitted to HQUSACE (CELD-ZE).

b. The Manpower Manning Document (MMD) and Full Time Equivalents (FTE) will be the primary personnel baseline.

c. Requirements for existing or new administrative space for Government-owned facilities will be documented on DD Form 1450, DOD Space Requirements Data Part I - Summary, and DD Form 1450-1, DOD Space Requirements Data Part II - Detailed Space Requirements. Requirements for Government-controlled lease space will be documented on GSA Standard Form 81, Request for Space, and GSA SF 81A, Space Requirements Worksheet. These requirements will be reflected in the RPMP.

d. Open office space will be used to the maximum extent possible.

e. The provision of private office space is based on the

function/duties, rather than grade or rank.

f. Unit equipment is considered to be any item within the office that is used by more than one person.

g. The number of workstations will not exceed the number of authorized personnel. For regularly scheduled multiple-shift operations, the number of workstations shall not exceed the maximum number of authorized personnel on duty during any 8-hour shift.

h. Personnel working in special space will not be authorized office space. Their workstations will be provided within the special space requirement.

i. The provision of deluxe accommodations, i.e., private kitchens, rest rooms, dining areas, is prohibited.

j. Efficient interior design will be used to effectively lay out and conserve administrative space. The use of systems or modular furniture is encouraged when it supports this objective and is cost efficient.

k. Contractor personnel will be provided space only as stipulated by contract or appropriate written agreement. Space provided for contractor personnel will be in accordance with the criteria in AR 405-70, Appendix D, Administrative Space Criteria and Assignment Guidelines, and processed in accordance with section 9a.

FOR THE COMMANDER:

COL DOUGLAS BROWN  
Chief of Staff

3 Appendices

APP A - References

APP B - Definitions

APP C - Office Space Authorizations for USACE Activities

Appendix A

References

Required Publications

PL 85-337, 28 Feb 58 (Cited in para. 6.b.(4))

Executive Order (EO) 12411, Government Work Space Management Reforms, 29 March 1983 (Cited in para 6.).

Federal Property Management Regulations (FPMR), Temporary Regulation (TR) D-76, Part 101-17, Assignment and Utilization of Space, (Cited in para 7.b.(1) and 7.d.).

Army Regulation (AR) 385-10, The Army Safety Program, 23 June 1988.

AR 405-70, Utilization of Real Property, 23 February 1977 (Cited in para 6.a., 9. and 9.1).

DA Pamphlet (DA PAM) 420-10, Space Management Guide, 5 February 1987 (Cited in para 7.b.(2)).

Engineer Regulation (ER) 405-1-12, Real Estate Handbook.

Draft ER 420-1-3, Real Property Management, 15 May 1992 (Cited in paras. 5.a.(1)(b)4, 6.f.(2), 6.g., 7.f).

Related Publications

CFR 41, Chapter 101, Public Contracts and Property Management.

49 FR 31528, Uniform Federal Accessibility Standards.

AR 1-21, Administrative Space Management, 20 Jul 70.

AR 210-20, Master Planning for Army Installations, 12 Jun 87.

AR 405-45, Inventory of Army Military Real Property, 18 Mar 87.

AR 415-15, Military Construction Army Program Development, 1 Dec 83.

AR 420-17, Real Property and Resource Management, 13 Dec 76.

ER 10-1-3, Divisions and Districts, 28 Nov 86.

ER 1130-2-400, Management of Natural Resources and Outdoor

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Recreation at Civil Works Water Resource Projects, 1 Jun 86.

Architectural and Engineering Instructions, Design Criteria,  
14 Jul 89.

Appendix B

Definitions

(The following definitions are drawn from AR 405-70 which in turn was based on the FPMR TR D-76. These definitions are listed for general reference only. A more complete listing is provided in AR 405-70. In the event of a conflict between the following definitions, and those contained in the FPMR TR D-76, the more stringent will apply. Resolution may be requested from U. S. Army Corps of Engineers, Directorate of Logistics Management, CELD-ZE.)

Administrative space. Federally-controlled space in facilities and structures (permanent, semipermanent, or temporary) that provides an acceptable environment for the performance of agency administrative mission requirements by employees or by other persons occupying it. It is, further classified as office, storage, or special.

Civil Works Revolving Fund. Established by Congress by Act of July 27, 1953, ch. 245, sec. 101 (codified at 33 U.S.C. 576) to provide financing for the acquisition of real property, plant and equipment for authorized Civil Works functions.

Efficiency. The actual rate of use of land or facilities relative to the maximum possible. Rates may be expressed in a variety of units of measure, depending on the type of facility or method for determining maximum possible use.

Facility. Any interest in land, structure, or complex of structures together with any supporting road and utility improvements necessary to support the functions of an Army activity or mission. A facility includes the occupiable space it contains. The class of facility is identified by a 5-digit construction category code in AR 415-28, table 1. Also called a Real Property Facility (RPF).

General purpose space. Space that is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized by GSA as office, storage, or special. It is synonymous with the term, administrative space. The physical characteristics are the basis for determining the proper space category.

General storage space. Storage in administrative facilities including: basements, attics, closets (not finished to office standards), supply rooms (not finished to office standards) and storerooms (not finished to office standards).

Gross square footage. All floor area (including all openings in floor slabs) measured to the outer surface of exterior or enclosing walls. It includes all floors, mezzanines, halls,

vestibules, stairwells, service and equipment rooms, penthouses, enclosed passages and walks, finished usable space with sloping ceilings (such as attic space) having 7 feet or more of headroom, and appended covered shipping and receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

Installation Commander's Annual Real Property Utilization Survey. A summation of the existing as well as planned use of Corps military funded land and facilities required by GSA. Its content is described in AR 405-70, Appendix C.

Net square footage. That area defined as gross floor footage, less space occupied by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, telephone closets, basement and attic space unsuitable for use, permanent hallways and corridors, and rooms housing machinery or equipment for heating or ventilating and for furnishing light, power, and water supply for the building.

Office space. This space, which is a component of administrative space, provides an environment suitable in its present state for an office operation with the major functional area being a workstation. It is important to understand that the term office space describes the quality of the space and not how it is being used.

Real Property Facility. See Facility.

Special space. This space, which is a component of administrative space, has unique architectural features, requires the installation of special equipment, and is not sized based on normal administrative personnel and equipment requirements. It is space required for special functions with the general construct of administrative space, e.g., laboratory and clinic areas, food service areas, structurally changed areas, automatic data processing areas, conference and training areas, and light industrial areas.

Storage Space. This space, which is a component of administrative space, generally consists of concrete, wood block or unfinished floors, bare block or brick interior walls, unfinished ceilings, and similar construction containing minimal lighting; and heating. It includes attics, basements, sheds, parking structures, and other unimproved building areas. Storage space will be classified under subparts of general storage areas and inside parking areas.

Appendix C

OFFICE SPACE AUTHORIZATION FOR USACE

ACTIVITIES OUTSIDE NATIONAL CAPITOL REGION

<u>ASSIGNMENT TYPE</u>	<u>MAXIMUM ALLOWANCE (NET SQ. FT.)</u>
<b>1. Private Office Allowances</b>	
MSC Commanders Directors/Commanders of Labs and FOAs	300
District Commanders Deputy MSC Commanders Deputy Directors of Labs and FOAs Directorate Chiefs Division Chiefs Chief Legal Counsels	200
Deputy District Commanders Branch Chiefs Deputy Directorate Chiefs Deputy Division Chiefs Professional Counselors Attorneys	150
<b>2. Open Office Allowances</b>	
Section Chiefs Engineers and Scientists Engineer Technicians Technical and Environmental Specialist Program and Budget Analyst	100
Administrative Support Personnel	60

ACTIVITIES WITHIN NATIONAL CAPITOL REGION

<u>ASSIGNMENT TYPE</u>	<u>MAXIMUM ALLOWANCE (NET SQ. FT.)</u>
<b>1. Private Office Allowances</b>	
MACOM Commander	400
Deputy MACOM Commander	300
Directors/Commanders of Labs and FOAs (GO & SES)	
Directorate Chiefs	
Separate Office Chiefs (GO & SES)	
MACOM Chief of Staff	225
Separate Office Chiefs (GO & SES)	
Office Chiefs (GO & SES)	
Division Chiefs (GO & SES)	
Deputy Directors/Commanders (GO & SES)	
Deputy Chiefs of Separate Offices (GO & SES)	
Deputy Division Chiefs (GO & SES)	
Administrative or Professional (GO & SES)	
Separate Office Chiefs (COL & GM 15)	200
Directors/Commanders of Labs and FOAs (COL & GM 15)	
Office Chiefs (COL & GM 15)	
Directorate Chiefs (COL & GM 15)	
Division Chiefs (COL & GM 15)	
Deputy Directors/Commanders (COL & GM 15)	
Deputy Chiefs of Separate Offices (COL & GM 15)	
Deputy Division Chiefs (COL & GM 15)	
Senior MACOM Staff Officer	
Administrative or Professional (COL & GM 15)	
Executive Directors	150
Assistant Directors	
Assistant Executive Directors	
Activity Chiefs	
Division Chiefs (LTC & GM 14)	
Office Chiefs (LTC & GM 14)	
Deputy Chiefs of Separate Offices (LTC & GM 14)	
Deputy Division Chiefs (LTC & GM 14)	
Branch Chiefs	
Deputy Division Chiefs (LTC & GM 14)	
Administrative or Professional (LTC & GM 14)	

2. Open Office Allowances

Section/Team Chiefs	100
Assistant Division Chiefs	
Assistant Office Chiefs	
Engineers and Scientists	
Engineer Technicians	
Technical and Environmental Specialist	
Program and Budget Analyst	
Administrative Support Personnel	60