

DEPARTMENT OF THE ARMY  
ACADEMY OF HEALTH SCIENCES, UNITED STATES ARMY  
Fort Sam Houston, Texas 78234-6100

MEMORANDUM  
NUMBER 420-2

31 August 1990

Facilities Engineering  
AHS REAL PROPERTY MANAGEMENT AND  
REAL PROPERTY BUILDING MANAGER PROGRAM

1. PURPOSE. To establish the requirements and responsibilities for the assignment of Academy of Health Sciences, U.S. Army (AHS) buildings and the care of these buildings by AHS Real Property Building Managers (RPBMs).

2. REFERENCES

- a AR 11-27, Army Energy Program.
- b AR 190-13, The Army Physical Security Program.
- c. AR 190-31, Department of the Army Crime Prevention Program.
- d. AR 190-51, Security of Army Property at Unit and Installation Level
- e. HSC Reg 11-3, Energy Conservation.
- f AHS Memo 190-1, AHS Key Control System.
- g. AHS Memo 420-1, Fire Prevention and Protection
- h. AHS Emergency Preparedness Plan

3. SCOPE. This Memorandum is applicable to all organizational elements of the Academy located on Fort Sam Houston and Camp Bullis.

4. POLICY. It is the responsibility of all personnel appointed as RPBM to become familiar with this Memorandum and referenced material herein. Buildings placed in AHS care will be properly maintained and safeguarded in accordance with established security, safety, energy conservation, and facilities engineering directives.

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\*This Memorandum supersedes AHS Reg 420-1 1 Feb 87

## 5 ASSIGNMENT OF BUILDINGS

a. Buildings on Fort Sam Houston are assigned to the Academy by the Real Estate Management Section of the Directorate of Engineering and Housing (DEH), Ft Sam Houston. Activities must make maximum use of assigned facilities before initiating a request for additional space. After ensuring that consolidation of activities within assigned buildings is not practical, requests for additional space will be submitted through the Directorate of Support to the Logistics Division, Facilities Engineering Branch, AHS. Requests must be signed by Directors/Chiefs of Special Staff elements/Brigade Commander or routed through them for endorsement. Use an informal Memorandum and include the following criteria:

(1) Amount and type of space (square feet and/or room size or open storage or parking area) requested and the rationale and criteria for such a request.

(2) An explanation of intended use, i.e., administrative, storage (type), classroom, etc.

(3) An explanation and justification of the mission requirement for the space and how it is related to this activity's other space requirements. Explanation will include efforts made to accommodate requirements using presently assigned facilities, and that essential mission requirements cannot be met with facilities presently assigned.

(4) Date the space is needed and the anticipated duration of the requirement.

(5) Number and occupation of personnel who plan to use the space and applicable shift requirements (Occupants by rank grade and title of work performed-TDA).

(6) A list of required utility services

(7) A list of equipment proposed for use in the facility.

(8) An identification of any special requirements that may affect the decision on space assignment.

(9) A statement that space will not be used for any purpose other than that for which it is assigned without prior approval of the Chief, Facilities Engr Branch, Logistics Division, Directorate of Support, and the installation commander or his designated representative.

b. The Logistics Division, Directorate of Support, AHS will request buildings from the DEH. Buildings are assigned to the Logistics Division for further assignment to a specific AHS unit. All transactions regarding buildings must be coordinated with the Logistics Division. Under no circumstances will buildings be transferred to another AHS activity without prior approval from the Chief, Logistics Division. When a building is vacant and no longer needed for its originally intended use, the building will be turned over to the Facilities Engr Branch, Logistics Division, for further disposition. A joint inspection by the Chief, Facilities Engr Branch and the Area RPBM will be conducted to ensure the facility is left in a clean condition. Area RPBM responsibilities will be formally terminated after a satisfactory inspection.

6. APPOINTMENT OF AHS RPBM.

a. The Chief, Facilities Engr Branch, Logistics Division, is designated as the AHS RPBM for all buildings assigned to the AHS. Specific responsibilities include:

- (1) Requesting and controlling building assignments for AHS, and approving designated RPBM's for individual buildings
- (2) Ensuring proper inspection and termination of buildings when no longer required for the AHS mission.
- (3) Obtaining necessary building modifications to meet changing AHS mission requirements to include the management of minor construction funds.
- (4) Obtaining maintenance services, as required, for all AHS buildings except those assigned to the Academy Brigade.
- 5) Obtaining custodial services, as required, for AHS buildings

b. The Director of Support is designated as Area AHS RPBM Buildings 2840 and 2841.

c. The S-4, Academy Brigade is designated as Area AHS RPBM for AHS buildings assigned to the Academy Brigade. The S-4 is the focal point for contact on Brigade facilities management and for obtaining maintenance services for these buildings.

7. APPOINTMENT OF AREA RPBM. The care, custody, and protection of a building or facility is the responsibility of the chief of

the AHS element to which the building is assigned. This individual will appoint an RPBM to act as the representative of the major user. In cooperation with all occupants and users of a building or facility, the RPBM is responsible for execution of the major user's responsibility for the care, custody, and protection of the assigned real property.

a. When an AHS element is assigned a building, the chief of the element concerned will assign an Area RPBM and an Alternate, along with appropriate assistants, if needed. Appointments will be made by using an assignment memorandum as shown in Figure 1. A copy of the assignment memorandum will be forwarded to the Facilities Engr Branch, Logistics Division, one copy to the Security Division, and one copy to the Brigade S-4 for Brigade buildings. The assignment memorandum will list the building(s) for which the RPBM is responsible.

b. The individual assigned as Area RPBM or alternate will be an officer, noncommissioned officer (E-6 or above), or civilian (GS-7 exempt employee or above) with sufficient authority and ability to perform RPBM responsibilities.

c. When practicable, the primary duty assignment of the individual(s) designated should be in the building for which they are custodian or assistants. However, the AHS mission is such that certain elements may be assigned several buildings, in which case one Area RPBM and alternate for these buildings is sufficient.

d. When a building or facility is occupied by more than one organization the Area RPBM will be designated by the major user. A copy of the assignment memorandum should be posted in a prominent place in the building so building occupants will know whom to contact for building maintenance problems. Alternate Area RPBMs may be designated from units other than the major user.

e. When an individual's RPBM status is terminated due to reassignment or other reasons, the chief of the AHS element will ensure another Area RPBM is appointed and the appointing letter forwarded as described in paragraph 7a above. Replacements should be made no less than four weeks before departure to allow an orderly transition of responsibilities from one Area RPBM to another.

8. AREA RPBM RESPONSIBILITIES AND PROCEDURES. The Area RPBM serves in an administrative and advisory capacity and will:

S A M P L E

HSHA-SLO (420-10a)

MEMORANDUM FOR: Commander, U.S. Army Garrison, Fort Sam Houston  
ATTN: AFZG-DE

SUBJECT: Assignment/Change of Assignment of Real Property  
Building Manager (RPBM) and Alternate

The following information is furnished for assignment/change of building manager:

- a. Facility Number: 1461
- b. Present Utilization: Central Issue
- c. Present Manager: N/A
- d. Present Alternate Manager: N/A
- e. New Manager: GS-9, Joseph N. Barriere, HSHA-SLO (Duty Ph) 6160, (Home Ph) 658-8778, P O Box 403, Cibolo, TX 78108
- f. New Alternate Manager: GS-11, Harold D. McCallum, HSHA-SLO (Duty Ph) 6160, (Home Ph) 1-420-3361, Rt 4 Box 700, Sequin, TX 78155
- g. Reason for Change: Change of personnel within organization.

MICHAEL H. TODD  
LTC, MS  
Chief, Logistics Division

FIGURE 1

a. Be initially responsible for all real property keys for the building until the keys are turned over to the Unit/Division Key Control Officer who will issue keys to individuals in compliance with AHS Memo 190-1.

(1) All requests with justification for additional keys, new locks, or rekeying of existing locks will be submitted by an Informal Memo through the AHS Security Division to the Facilities Engr Branch, Logistics Division, AHS. The necessary work request will be forwarded by the Facilities Engr Branch to the Post Engineer for approval, and work completion. Requests will only be honored from appointed Area RPBMs who will ensure the request is routed through appropriate channels.

(2) When the DEH locksmith is ready to do the work, the requestor will be contacted for completion of the work. The Facility Engineers will not make keys or replace locks for desks cabinets, vehicles, padlocks, or any other non-real property. That is a DOL function.

b. Assist in the establishment of, in coordination with all Tenant activities of the facility, a physical security plan IAW Annex D to the AHS Emergency Preparedness Plan.

(1) If a facility is found unsecured after duty hours, the Military Police will notify the AHS Staff Security NCO. This individual will contact the Area RPBm concerned to respond, check the facility, and secure it. Therefore, all AHS elements that have been assigned buildings must keep Area RPBm names current. If the Chief of an activity wants someone else to respond, that name must be provided to the Security Division and changes made periodically, as appropriate.

(2) If the person called cannot be contacted or refuses to respond, the AHS Staff Security NCO will notify the supervisor responsible for the building and request the supervisor to respond.

c. Brief the occupants/users of the building/facility on their collective responsibility for care, custody, and protection of the property including pecuniary liability for loss and damage in excess of fair wear and tear unless it is the result of acts beyond their control.

d. Advise the Facilities Engr Branch, Logistics Division of any potential structural, fire, or safety hazards. Report immediately any damage or loss of property and assist in determining the cause.

e. Conduct monthly inspections of the assigned building or facility and its installed equipment, with particular attention to doors, windows, glass, lights, plumbing, heating, ventilation, and air conditioning equipment to determine the condition of the property. (Note: RPBM's will keep a record of monthly inspections for each building under their management. Information required is: date of inspection, name of person conducting the inspection, and whether or not any discrepancies were found) (see figure 2). A copy of the monthly report should be forwarded to the Facilities Engr Branch NLT the 10th of each month. Forms are available from the Printing and Publications Section, Admin Service Branch, IMD (Basement, Building 2840, Room 033). Needed repairs or adverse conditions should be reported immediately to the Facilities Engr Branch, Logistics Division, or the Academy Brigade S-4 as follows:

(1) BUILDING MODIFICATIONS are those work projects required to remove, alter, or make additions to buildings, and/or installed equipment. Modifications are funded with AHS funds. Since fiscal year funds are not available to fund all necessary work, building modifications must be fully justified. Work projects are reviewed periodically for essentiality and given priorities by the AHS Facilities Planning Board. Under no circumstances will building occupants attempt to perform any minor construction or alterations of their building. During the planning stages of a modification, the project officer must contact the Facilities Engr Branch, Logistics Division, to request a planner/estimator to review the entire project specifications and technical requirements. If the project is determined to be feasible, submit the request on an informal memorandum to the Facilities Branch and:

(a) Include the type of work required. Include known technical data about the work, such as square feet, electrical requirements, type of equipment to be installed, etc. Sketches, diagrams, and other technical drawings must accompany the request

(b) Fully justify the work. State if the work is necessary to meet safety, or other mission essential needs. New mission requirements or increased workloads must be fully explained to properly evaluate essentiality and adequacy of the work requested. If necessary, explain the present system and how the modifications will improve operations.

REAL PROPERTY BUILDING MANAGER

Monthly Inspection Report  
of AHS Facilities

BLDG NO. 1461

DATE OF INSPECTION	NAME OF INSPECTOR	DISCREPANCIES	SIGNATURE OF INSPECTOR
01 May 90	J. Barriere	No discrepancies noted	<i>J. Barriere</i>

AHS Form 420 (1 May 87)

FIGURE 2

(c) Route all requests through the requesting activity's Director or Activity Chief for signature or endorsement. The requesting Director will compare the work request with other existing requirements and certify that the work is mission essential and assign a priority. For this reason, each Directorate, Brigade, or major AHS element must keep a log to record their requests for future reference, progress, and discussion at meetings of the AHS Facilities Planning Board.

(d) Once the modification work has been processed to the DEH and funded, it cannot be cancelled except by the Facilities Engr Branch, Logistics Division, AHS. If problems arise regarding a building modification after it has been submitted and changes are required, contact the Facilities Engr Branch immediately so the work request can be modified as necessary. THE FACILITIES ENGR BRANCH IS THE ONLY AHS ELEMENT AUTHORIZED TO DEAL DIRECTLY WITH DEH ON MATTERS RELATING TO AHS WORK ORDERS. THEREFORE, AHS PERSONNEL NEEDING INFORMATION ABOUT THE PROJECTS MUST CONTACT THE FACILITIES ENGR BRANCH AND NOT ATTEMPT TO DEAL DIRECTLY WITH DEH.

(e) When DEH personnel go to the job site to perform the work or do preliminary job reviews, the Area RPBM will ascertain why they are there. After obtaining the needed information, the Area RPBM will call the Facilities Engr Branch and request a planner/estimator to go to the job site to discuss job requirements with the DEH workers. Discussion at the job site by all concerned will ensure that the job is done as requested to include any authorized changes made after the work order was initiated.

(2) Building Maintenance Emergency and urgent work requests are those necessary to correct maintenance problems that are needed to protect and prevent damage to property; and to prevent health, safety, and fire hazards. Obtaining maintenance for AHS buildings is a shared responsibility of the Facilities Engr Branch, Logistics Division and the Academy Brigade S-4. Personnel occupying space in buildings assigned to units of the Academy Brigade will contact the Brigade S-4 work order clerk by calling extensions 5753/3461. All other Academy personnel will request building maintenance support from the Facilities Engr Branch by calling extensions 6160/7984. Under no circumstances will AHS personnel contact DEH personnel for maintenance services except during emergency situations which may occur after duty hours. Except for the appropriate contact points, the procedures outlined below are generally applicable to maintenance work requests:

(a) When an emergency exists, the Area RPBM discovering the problem will call the appropriate work order clerk and report the problem. The Area RPBM will provide the name and telephone number of a point of contact and state the exact location where the problem exists, e.g., building number, room number, floor, area, etc. In the absence of the RPBM, any person discovering an emergency type problem should initiate the call to make the report and thereafter inform the RPBM of action taken.

(b) The Area RPBM will give as many specifics as possible about the problem which will assist in getting the problem corrected. For example, if a commode is overflowing, the caller should state which commode is overflowing, if there is more than one, whether it is in a male or female latrine, whether it is the only commode or only latrine, state the location of the leak and whether it is a constant leak or if the commode overflows only when flushed, etc.

(c) The RPBM should keep a record of all work requests for follow-up action and status requests. RPBMs must be familiar with the location and operation of utility controls so that they may be shut off in emergencies.

(d) Routine maintenance problems can be called in or submitted on an informal memorandum to the appropriate work order clerk at the Facilities Engr Branch, Logistics, Division, or the Academy Brigade S-4. The Area RPBM must follow the same procedures as explained above when providing information about the work requested. The Memorandum may be initiated by the Area RPBM and routed through their Activity Chief for signature.

(e) The RPBM can expect quick reaction to emergency work requests. DEH is contacted by telephone to respond to emergencies and a record is kept of all calls by the appropriate work order clerk. DEH personnel should respond within 24 hours for emergency work and five days for urgent work requests. If the work is not completed within this time frame, the appropriate work order clerk at the Facilities Engr Branch or Brigade S-4 should be called for immediate follow-up action.

(3) Custodial Services. The Facilities Engr Branch is the coordinating activity for the AHS custodial services. Many elements have the capability to perform housekeeping tasks with their own resources. For those elements that cannot a memorandum should be forwarded to the Facilities Engr Branch requesting this service. The request will be routed through the appropriate Director and should include:

(a) The building number and area where custodial services are desired

(b) The square feet of all areas concerned

(c) The type of service that will be required

(d) The types of floor coverings that are in these areas, e.g., tile or carpet.

(e) The frequency the services will be required, e.g. 3 times a week, 5 times a week, once a month, etc.

(f) Information about when the services can best be performed, e.g., daytime or nighttime.

(g) Telephone number and name of individual that can be contacted to coordinate on the request.

f. Investigate circumstances and assist the appropriate authority in preparation of the proper documents to account for willful damages to the building/facility and its installed equipment by occupants/users or others.

g. The RPBM will inspect custodial services daily or as frequently as service is provided.

(1) The Logistics Division will provide custodial monitors with the custodial cleaning schedule and the cleaning standards.

(2) RPBM's receiving daytime service will attempt to correct abuses or noncompliance that occur within the framework of the custodial contract.

(3) For discrepancies noted after the services have been provided the monitor will call the Logistics Division, 6160/7984, no later than 0830 the following duty day and report the problem verbally.

(4) RPBM should first ascertain if problems were caused by other than contract personnel. Custodial personnel are not always to blame for noncompliance with the contract. These people go to AHS areas on an established schedule which has been determined to be the most convenient for everyone concerned. Custodial workers must be allowed to perform their duties.

(5) If RPBMs notice flagrant disregard by students or AHS personnel of good housekeeping practices, then appropriate corrective action should be taken on the spot.

h. Follow-up on all building discrepancies and irregularities that are noted during fire, security, OSHA, energy, and safety inspections to ensure corrective action is accomplished.

1. Ensure the fire-safe condition of the facilities as defined in AHS Memo 420-1 and compliance with other related fire prevention inspection requirements.

(1) Area RPBMs will inspect fire extinguishers each month to ensure that the seal is intact and indicator is in the operable zone.

(2) Area Fire Marshals/RPBM as designated by the Director of Support Bldg 2840 and the Dean, MFSS for Bldg 2841, are responsible for inspecting fire extinguishers monthly and noting the inspections on tags (FSH Form Tag 1) attached to the extinguisher.

(3) Fire extinguishers that are defective will be taken by the responsible individual to the main fire station for replacement.

j. Ensure that building/facility occupants/users do not tamper with, replace, or adjust electric equipment, including fuses and thermostats, heating and ventilation equipment such as radiators, registers, vents, and blowers.

k. Ensure that building/facility occupants/users do not alter the arrangement of, move or remove, permanent water, heat, lighting, ventilating, air conditioning, plumbing and related fixtures or other installed equipment.

l. Establish a daily policing routine of the grounds adjacent to the building/facility.

m. Enforce the Army Energy Conservation Program within RPBMs assigned building/facility to include encouragement of good housekeeping practices and conservation of utilities. Procedures should be established for ensuring lights are turned off when not needed, that maintenance problems that impact on the waste of energy are reported promptly, and that air conditioning and heating systems are used only when absolutely needed.

n. Coordinate and supervise the Self Help Maintenance Program for the facility. The RPBM must attend self help training for familiarization with the program. The RPBM will submit a memorandum to the Facilities Engr Br (HSHA-SLO) for approval, stating the scope of the project and materials required to perform the project. Upon approval, the Facilities Engr Br will return the memorandum to the RPBM to perform the following:

(1) Review Tab D of the DEH Self Help Standing Operating Procedure to determine which of the items required are on hand at the Self Service Supply Center (SSSC) located in Bldg 4188.

(2) Prepare a DA Form 3161 listing all required items on hand at the SSSC.

(3) Prepare a memorandum to DEH (AFZG-DE-FMB) requesting approval to purchase items not at the SSSC. Memorandum must state the scope of the project and list required materials.

(4) Handcarry the memorandum, addressed to DEH, the DA Form 3161 and the memorandum approved by the Facilities Engr Br to DEH Work Control. DEH will approve the DA Form 3161 and issue an authorization card to pick up the materials from the SSSC. The memorandum requesting the nonavailable items will be retained by DEH for approval and returned to the requestor after processing.

(5) Upon receipt of the approved memorandum from DEH, the RPBM will prepare one DA Forms 1348-6 for each item requested. The RPBM will forward the approved memorandum along with the DA Forms 1348-6 to the Director of Logistics (DOL), ATTN: AFZG-DI-SS. DOL will order the materials and notify the requestor when the materials arrive.

9. ASSISTANT AREA RPBM RESPONSIBILITIES. Assistant Area RPBMs assist the primary/alternate Area RPBMs in the performance of their duties. Assistant RPBMs may be assigned duties and responsibilities as appropriate. The appointment of Assistant Area RPBMs is an internal matter for the facility user.

(HSHA-SLO)

FOR THE COMMANDANT:

OFFICIAL:

DAVID C. JACKSON  
Colonel, MS  
SGS



DOREEN K. NELSON  
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