



Integrated Regional Real Property Management

5 September 2003

By LT Michael Dysart

RE Code 27, Regional Planning Officer

dysartmd@pwcnorva.navy.mil



Integrated Regional Real Property Management

- A set of instructions that set the foundation for CNRMA Class I and II real property management.

- Real Property Management
- Site Approval
- Space Assignments
- Real Estate Instruments
- Land Use Controls
- Self Help
- Dig Permits
- Work Permits



Real Property Management

- 
- OPNAVINST 11000.16 and CINCLANTFLTINST 5450.95 gave CNMRA responsibility for the adequacy of land and facilities as related to readiness, effectiveness and responsiveness.
 - The proposed Real Property Management instruction is a capstone policy delegating to the Regional Engineer the responsibility for Real Property Management of CNRMA held Class I & II property.



Real Property Management

- Real Property Management falls into 3 general areas:
 - Real Property Planning and Coordination
 - Control of Real Property Use
 - Asset / Condition Reporting
- The instruction outlines responsibilities of the Regional Engineer, Installation Commanders / Program Managers and Tenant Commands



Regional Engineer Responsibilities

- Review and approve all class I&II property plans and documents including: regional shore infrastructure plans, site approvals, leases, easements, licenses, and grants.
- Review and approve activities which alter, convert, repair or replace components of building, structures and land improvements.
- Approve or specify procedures for assignment of spaces, and the use of lease or re-locatable facilities.
- Execution of environmental Records of Decision, Land Use Control implementation and other Land Use documents.
- Allocate resources associated with facilities maintenance, repair or operation.
- Maintain real property records including property record cards and base maps.



Installation Commander & Program Manager

-
- Forward all proposed actions involving real property management to the Regional Engineer or designated representative for action.
 - Review and comment on planning actions proposed by the Regional Engineer to include space assignments, site approvals, project priority lists and any other action that may affect the installation or program.



Tenant Responsibilities

- 
- PWO at each installation is the single point of contact for facilities support.
 - Maintain assigned spaces in good condition and comply with all applicable regulations and instruction
 - Prior to any alterations or changes to the physical configuration of Class II property receive approval from the base PWO
 - Encouraged to utilize the self help program
 - Report unused or under-utilized space

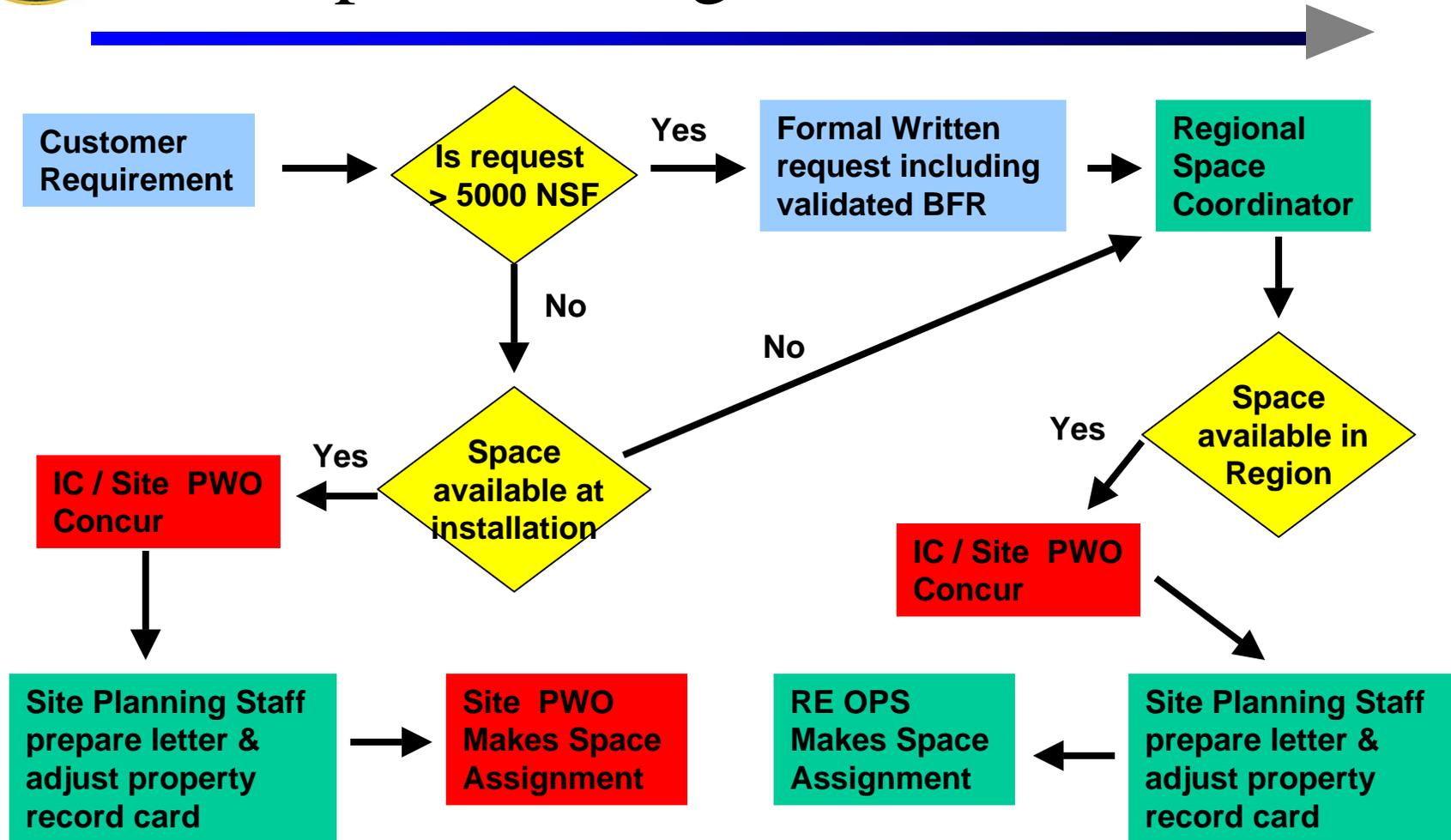


Instructions

- CNRMAINST 11010.45 Space Management
 - Activities requesting new or expanded space
 - < 5000 Sqft - IC/ PWO Concurrence required
 - > 5000 Sqft - Validated BFR required
 - Lease or re-locatable facility requests are for interim space requirements (usually < 3 years) and require validation of no other available space.



Space Management Flow



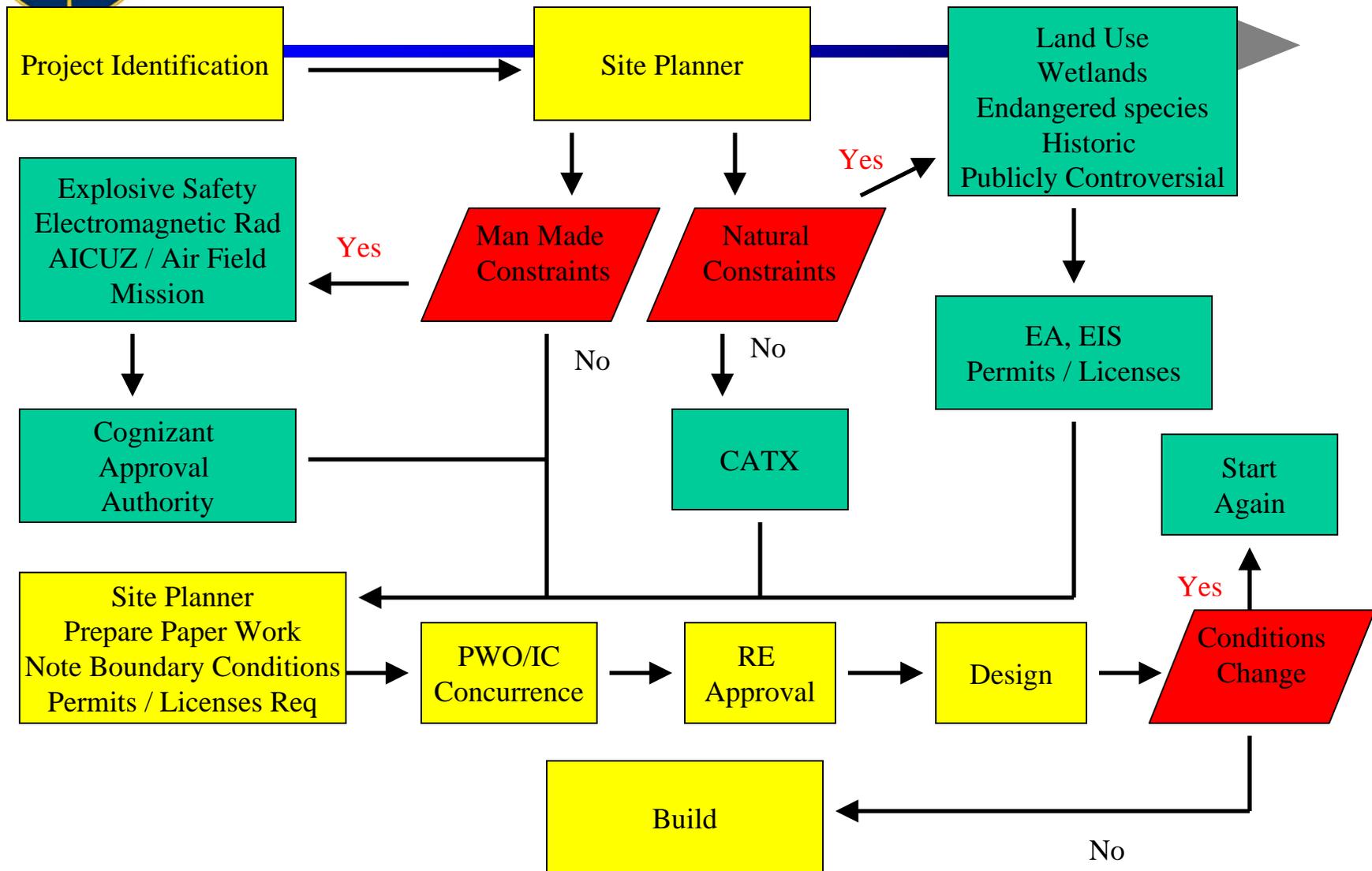


Instructions

- CNRMAINST 11011.11 Site Approvals
 - The site approval process is the systematic review of proposed actions which affect or may affect Navy or Non-Navy Facilities located on Navy held Lands
 - Involving explosive safety criteria
 - Illumination by electromagnetic radiation
 - Airfield Safety or AICUZ
 - Change in facility footprint
 - Change the Land Use or physical layout of an area



Site Approval Flow





Instructions

- 
- CNRMAINST 11011.12 Work Permits
 - Intended to give PWO overview of all work under AOR and insure project compliance with environmental, safety, health, building codes and other statutory and regulatory requirements.
 - Still under revision. Process as written was to cumbersome.



Work Permit Flow

3rd Party Request
not generated
through PWO
Written Application

PWO Staff
determines
need for
review

- Fire Department
- Safety
- Environmental
- Utilities
- Engineering
- Planning

Customer routes
through indicated
approval chain

PWO Staff
signs permit

Customer
displays
permit



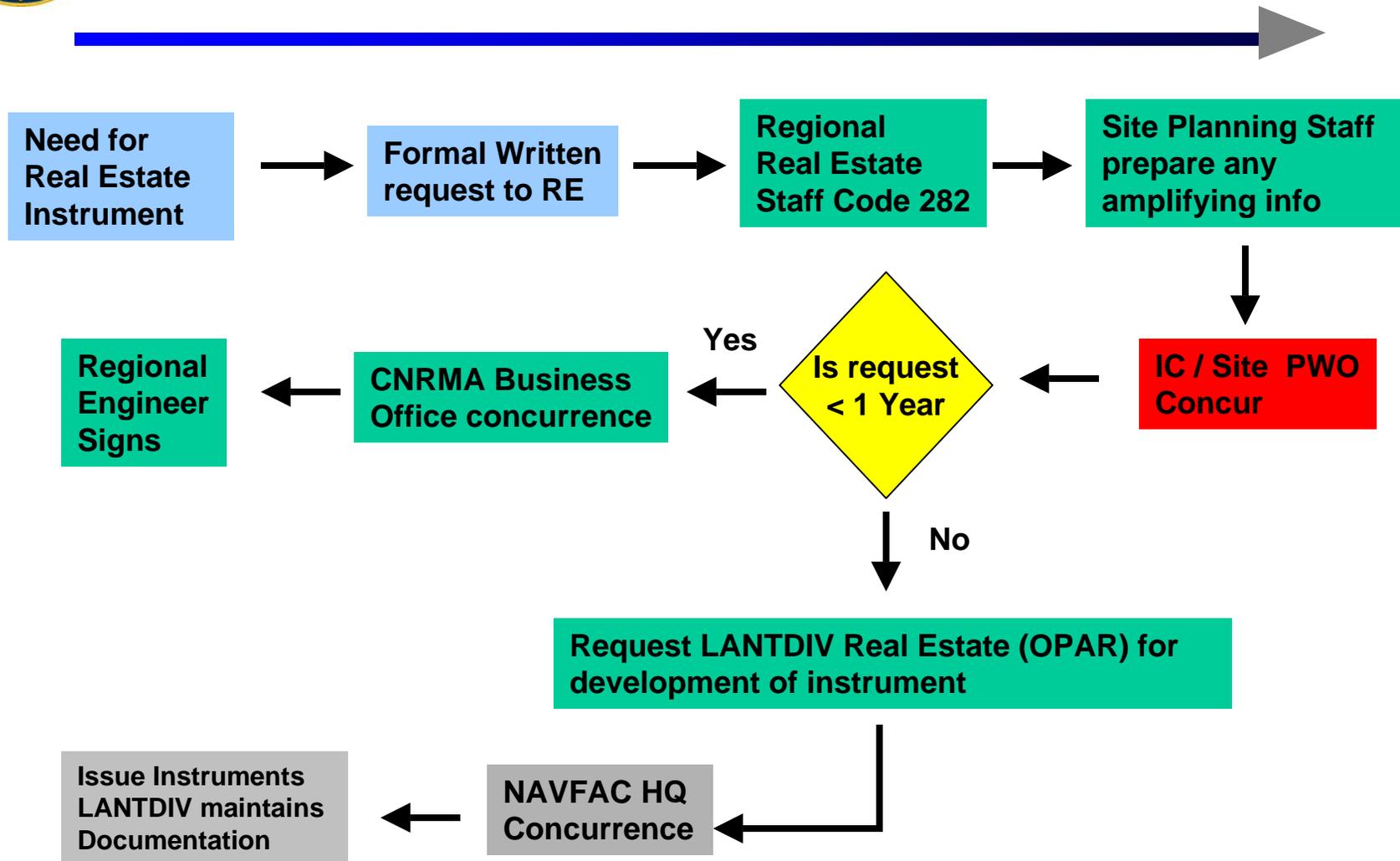


Instructions

- 
- CNRMAINST 11011.13 Real Estate Instruments
 - Procedures and Guidance for any binding agreement with an outside agency, institution, or person that involves Real Property.
 - Examples include: Land acquisition, leases, easements, licenses, ingrants, and outgrants



Real Estate Instruments Flow





Instructions

- 
- CNRMAINST 11011.9 Dig Permits
 - Mandatory requirement for any project or work which pierces the level of the ground or improvements, including pavement and structure foundations.
 - CNRMAINST 11000.1 Self Help
 - Repair or maintenance projects utilizing tenant activity manpower with the technical assistance and materials from the self help staff.



Instructions

- CNRMAINST 5090 Installation Restoration, Land Use Controls
 - Land use controls restrict the use of real property at which contamination has been allowed to remain in place
 - Program Utilizes both Engineered (Physical) controls and Institutional (Administrative, planning) controls.