

REALTY OPERATIONS BRANCH (CENWS-RE-RO)

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Branch responsibilities: Plans, manages and executes the Army, Civil Project Support, and Forest Resources Programs to satisfy customers. Identifies actions, determines scope with customers, identifies and manages teams to complete actions, complete cost estimates and time schedules, manage successful completion of actions for customers to meet cost, time, and quality parameters. Performs and coordinates real estate acquisition, management, and disposal functions. For military installations, civil works projects, and other agencies such as National Guard, Department of Energy, NASA, etc., acquires fee title, easements, leases, rights of entry, water rights permits, licenses and other interests in or uses of land as real estate agent; secures appropriate assurance of availability of appropriate real estate rights prior to construction. For military installations and civil works projects, acquires, administers and reviews permits and leases; prepares lease and permit instruments and reviews leased and permitted premises for compliance with regulations; completes annual screening of all inleases and permits to determine continued need. Performs activities in connection with relocation, abandonment or vacation of highways, railroads, roads, utilities, cemeteries and town sites. Manages relocation assistance in compliance with Public Law 91-646, Uniform Relocation Act, to assure fair, equitable and uniform treatment of persons displaced by Federal and federally-assisted programs for which the Corps of Engineers has responsibility. Plans, schedules and budgets the Army Reserve Facilities Program; acquires and administers leases and associated contracts (separate utility, janitorial, and parking contracts); acts as Authorized Representative of the Contracting Officer for the Contracting Division on all janitorial contracts; performs annual utilization and compliance inspections

on all Army Reserves leases. Prepares rental value appraisals when appraisers are not available and the net rental value does not exceed \$25,000 per annum, subject to review and approval by the Appraisal Branch. Orders and reviews title evidence and provides assurance that acquisitions will vest indefeasible title in the United States. Manages military and civil real estate; develops plans for the use by others of military and civil works real property or for the joint utilization of such property; issues licenses, leases, easements and permits; coordinates with and obtains information, as necessary, from military commands and District components, including Operations, Engineering and Construction Divisions. Performs compliance inspections of military and civil real property utilized by others; takes corrective action and/or terminates occupancy where appropriate; makes utilization inspection of real property (civil) and initiates action where utilization is found deficient; develops plans and programs for management, disposal and utilization of real property. Receives disposal directives from military installations and civil works projects for both land and building disposals; reviews for environmental, historical and archeological effects; arranges for surveys, as indicated; directs preparation of legal descriptions and maps; screens property with DOD components; prepares documentation of screening of civil works property with the Department of Housing and Urban Development in connection with the Stewart B. McKinney Homeless Assistance Act; prepares report of excess for GSA; prepares Invitation for Bid, advertises, holds sale and awards and administers sale contracts. Coordinates real estate functions with officials of Federal, State and local governmental agencies, civic groups and other interested parties in a manner that will assure the development and maintenance of good public relations. Prepares reports of Federal legislative jurisdiction relating to management and disposal of real property; prepares assemblies required in connection with retrocession of exclusive Federal jurisdiction and coordinates acceptance of concurrent jurisdiction with state officials. Determines availability of civil lands for oil and

gas leasing; researches records for title information in connection with oil and gas lease offers. Negotiates restoration claims resulting from damages to property used under leases, rights of entry and maneuver permits. Takes action to correct encroachments on military and civil project land; responsible for field investigations; arranges for surveys, negotiates agreements and processes documents necessary to cure encroachments. Processes claims for reimbursement of real estate costs relating to, but not limited to, permanent change of station for transferred employees; coordinates with financial institutions, HUD and others to determine customary charges and the reasonableness of claims based on guidance in the Joint Travel Regulations. Researches real estate records for information on which to base a DERP (Defense Environmental Restoration Program) report which will become a part of the finding and recommendations.

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