

REALTY SERVICES BRANCH (CENWS_RE_RS)

Contact: Sharon L. Knowlton, Chief, Realty Services Branch;
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Branch responsibilities: Plans, manages and executes the Air Force, Recruiting and New Civil Project Programs to satisfy customers. Identifies actions, determine scope with customers, identify and manage 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, and other agencies such as the 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 Armed Forces Recruiting Facilities Program; acquires and administers recruiting office 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 recruiting offices. Acts as the Real Estate Division coordinator with other divisions on Project Cooperation Agreements (PCAs) and on Feasibility Cost-Sharing Agreements (FCSAs), as required, for planning/construction of civil works projects within the District; negotiates agreements and participates in the drafting of PCAs with local sponsors in compliance with the policies and guidance of the Water Resources Development Act of 1986, Public Law 99-662, as amended and Public Law 84-99; reviews and provides input into the FCSAs; assures that the local sponsor has provided adequate real estate prior to construction. 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 real estate; develops plans for the use by others of military 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 real property utilized by others; takes corrective action and/or terminates occupancy where appropriate; develops plans and programs for management, disposal and utilization of real property. Receives disposal directives from military installations 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 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. Negotiates restoration claims resulting from damages to property used under leases, rights of entry and maneuver permits. Takes action to correct encroachments on military land; responsible for field investigations; arranges for surveys, negotiates agreements and processes documents necessary to cure encroachments.

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