**C10. CHAPTER 10**

**INSTALLATION CLOSURE PROCEDURES**

C10.1. GENERAL

 C10.1.1. ***Purpose.*** This chapter provides procedures and specifies timeframes for installation closures. ***They*** are intended to systematically curtail supply support, transfer mission***-***essential materiel, transfer materiel that is no longer required, and redirect mission-essential requisitions for or from activities affected by installation closures. ***Included are p***rocedures for reporting all installation***-***owned property not ***to*** be transferred with the mission to new location(s).

 ***C10.1.2. Transactions. This chapter addresses the procedures associated with the following MILSTRIP legacy 80 record position transactions.***

 ***C10.1.2.1. The Requisition Cancellation Transaction is identified by the DIC AC1, AC2, AC3, AC4, and AC5.***

 ***C10.1.2.2. The Request for Mass Cancellation of Requisitions is identified by the MILSTRIP Mass Cancellation Message (See Appendix 1.23). There is no DIC equivalent.***

 ***C10.1.2.3. The Request for Universal Cancellation of Requisitions is identified by the MILSTRIP Universal Cancellation Message (See Appendix 1.23). There is no MILSTRIP DIC equivalent.***

 ***C10.1.2.4. The Customer Asset Report (Stock Numbered Items) Transaction is identified by the DIC FTE.***

 ***C10.1.2.5. The Reply to Customer Asset Report Transaction is identified by the DIC FTR.***

 ***C10.1.2.6. The Disposal Release Order is identified by the DIC A5J.***

C10.2. APPLICABILITY AND SCOPE. These procedures and timeframes are applicable to all DoD installations, both Continental U.S. (CONUS) and Outside the Continental U.S. (OCONUS)***;*** DoD tenant and satellite activities***;*** DoD inventory control points (***ICP***)***;*** ***and*** DoD integrated materiel managers (***IMM***) processing reports for materiel no longer required as a result of an installation closure.

C10.3. EXCLUSIONS. In addition to the exclusions cited in Chapter 9, the procedures ***in this chapter do*** not ***apply*** to the following:

 ***C10.3.1. bulk petroleum;***

 ***C10.3.2. inter-Departmental and intra-Departmental purchasing operations;***

 ***C10.3.3. forms and publications;***

 ***C10.3.4. communications security (COMSEC) equipment, COMSEC aids (keying materiel), and all items including classified components, individual elements and repair parts that are classified and designated “crypto”, or are normally handled through crypto channels;***

 ***C10.3.5. coal and coke;***

 C10.3.***6***. related personal property ***reportable*** to GSA as a part of a real estate package. Related personal property is classified as any property ***that is***:

 C10.3.***6***.1. ***a***n integral part of real property or is related to, designed for, or specially adapted to the functional or productive capacity of the real property and removal of this personal property would significantly diminish the economic value of the real property. Normally, common use items including, but not limited to, general purpose furniture, utensils, office machines, office supplies, or general purpose vehicles are not considered to be related personal property;

 C10.3.***6***.2. ***d***etermined by GSA to be related to the real property;

 C10.3.***7***. installed property (Class II Plant Property);

 C10.3.***8***. real property.

C10.4. INSTALLATION CLOSING PROCEDURES

C10.4.1. Stratification of Inventory

 C10.4.1.1. Installation Procedures. ***Do an*** inventory of all installation-owned property ***upon receipt of*** a confirmed closure date. The inventory ***will*** include, but not be limited to, nonconsumable items (recoverable/ capitalized assets and assets on table of allowances) and consumable items (assets on working capital fund records). Each designated account ***must*** maintain its identity. ***Stratify the*** inventory applicable to each designated account into three classes of property:

 C10.4.1.1.1. Mission-essential and is to be transferred to a new location with the mission.

 C10.4.1.1.2. Not mission-essential but is required for local operations during the period prior to closure.

 C10.4.1.1.3. Materiel that is no longer required for operational needs.

 C10.4.1.2. Tenant and Satellite Activities. Each tenant and/or satellite activity having custody of installation-owned property ***must*** return that property to the installation. Accountable records ***must*** reflect the returns. ***Use procedures in subparagraph C10.4.1.1 to inventory and stratify tenant***-owned and satellite-owned property.

 C10.4.1.3. Working Capital Fund. ***Relocate the DoD Component*** managed working capital fund items with the mission, if mission-essential, or redistributed within the ***DoD Component*** working capital fund. ***Relocate*** IMM items with the mission, if mission essential, or report to the IMM for disposition instructions.

 C10.4.2. In-Process Requisitions

 C10.4.2.1. ***Initial Requisition Review. Simultaneously with doing the inventory, do a*** review of installation requisitions. ***Identify requisitions that*** ***will*** be:

 C10.4.2.1.1. continued for shipment to the unit’s relocation site.

 C10.4.2.1.2. continued for operational requirements until closure.

 C10.4.2.1.3. ***cancelled if materiel*** is no longer required for operational needs. Cancellation***s*** ***will*** be performed by single-line cancellation if time permits. ***See Chapter 2 for requisition cancellation procedures.***

 C10.4.2.2. ***Sixty-Day Review.*** Sixty ***calendar*** days prior to closure date, ***review*** all requisitions again for need. If required, ***identify*** requisitions for shipment to the relocation site. ***Use single-line requisition cancellation procedures to cancel requisitions*** not required. When time is insufficient to effect single-line cancellations, ***use the*** mass ***or universal*** cancellation procedures under Chapter 8. ***Universal*** cancellation procedures do not provide for continuation of requisitions for shipment to a new location site.

C10.4.3. Disposition of Inventory

 C10.4.3.1. ***Time-Phased Closing Schedule.*** The activity being closed ***will*** develop a time-phased schedule to transfer mission-essential property to the new mission location(s). The schedule ***will*** plan the movement of such property at the earliest date without impairing mission capability prior to the transfer. ***Transfer*** ***mission***-essential property to the new location***(s)*** after transfer of the mission only in those circumstances where mission-essential items are required, up to and including the last day prior to the mission transfer.

 C10.4.3.2. ***Review of Non-Mission-Essential Items.*** In actions involving an installation closure, ***review and process*** all non-mission-essential items under the provisions of DoDDirective 5410.12, “Economic Adjustment Assistance to Defense-Impacted Communities”, July 5, 2006. ***Begin*** initial review of installation-owned items under the provision of DoD D***irective*** 5410.12 immediately upon completion of the inventory, including items identified as no longer required and items identified as being necessary for operation of the installation prior to closure. ***Using these item lists as the basis,*** ***make*** preliminary identification of related personal property as defined by DoD D***irective*** 5410.12.

 C10.4.3.3. ***Review of Host Country Agreements.*** In actions involving the closure of OCONUS installations, ***review and process*** all items that are not mission***-***essential and/or ***items that*** will not be transferred with the activity under agreements between the United States and the host country. ***Begin the*** review immediately upon completion of the inventory, including ***those*** items identified as necessary for installation operations prior to closure.

 C10.4.3.4. ***Reporting Excess Materiel.*** Immediately upon completion of the inventory and, if time permits, not less than six months prior to the announced date of closure, ***report*** ***to the appropriate ICP/IMM under Chapter 9 procedures*** all property identified as no longer needed by the installation and not included in the preliminary list of related personal property. ***Do not report excess property to GSA under Chapter 9 procedures; disposition of property that would normally apply to GSA should be redistributed per Service guidance, or alternatively, revert to normal excess/surplus/donation processes.***

 C10.4.3.5. ***Stratification of Property for Installation Operations. Stratify all*** property that is not mission-essential***,*** but is required to operate the installation for all or a portion of the time remaining until closure, and is not included in the preliminary list of related personal property. ***Stratify*** ***items*** in ***date*** order ***when they will*** become excess to operational needs. Sixty ***calendar*** days prior to the date that each item become***s*** excess, ***report*** the items to the ICP/IMM under ***Chapter 9*** procedures.

 C10.4.3.6. ***Reporting Personal Property Items. Report items*** identified as related personal property (***See*** C10.3.***6***.) to the ICP/IMM using ***the Customer Asset Report*** (DIC FTE***)*** and ***cite*** Project Code 3QQ. Project Code 3QQ informs the ICP/IMM that the item has been placed on the preliminary inventory of related personal property designated to be transferred to the local community at the time of installation closure. If there is a DoD requirement, ***delete*** the item(s) from the inventory of related personal property. ***Do not report related*** personal property to GSA under materiel returns program (MRP) procedures.

 C10.4.3.7. ***Processing Excess Materiel***. ***When items*** that have been reported to ICPs/IMMs as no longer needed under the above guidance and ***Chapter 9*** procedures and for which the ICPs/IMMs have indicated a requirement***,*** process ***those items*** using ICP/IMM materiel return instructions.

 C10.4.3.8. ***Excess Item Disposal***. All items reported to the ICPs/IMMs as no longer needed and for which the ICPs/IMMs provided ***a Reply to Customer Asset Report (DIC FTR) citing S***upply ***S***tatus ***Code*** ***TC***, plus items that are not reportable to ICPs/IMMs (***e.g.***, locally purchased non-national stock number (NSN) items) ***will*** be disposed under ***DoD Component*** procedures. All items identified as related personal property (See C10.3.***6***.) and for which there is no DoD requirement ***will*** remain with the installation.

 C10.4.3.9. ***Inactive NSNs.*** Distribution centers having obsolete or inactive coded NSNs on record ***(items*** without an ***active*** item manager record***)***, ***will*** locally prepare a DRO (DIC A5J) ***citing Utilization*** ***C***ode M.

C10.5 PROCEDURES ***FOR THE*** INVENTORY CONTROL POINT/INTEGRATED MATERIEL MANAGER

 C10.5.1. ICPs/IMMs ***will*** process customer asset reports (DIC FTEs) for property received ***resulting from*** installation closure using ***Chapter 9*** procedures. ICPs/IMMs ***will*** not direct ***the*** return of related personal property identified by Project Code 3QQ unless the item is required to meet an approved force acquisition objective and/or approved prepositioned war reserve requirement.

 C10.5.2. When appropriate, ICPs/IMMs ***will*** direct disposal of materiel resulting from base realignment and closure (BRAC) under ***DLM 4000.25, Volume 2, Chapter 16*** procedures for directing materiel to DLA Disposition Services. The resulting DRO (DIC A5J) ***will*** ***cite Utilization*** ***C***ode M.