

# Training and Evaluation Outline Report

Status: Approved

06 May 2015

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Task Number: 05-PLT-5600

Task Title: Conduct Real Estate Acquisition Functions

**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - This training product has been reviewed by the training developers in coordination with the Fort Leonard Wood, MSCoE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

## Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-400-2	THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)	Yes	No
	AR 405-10	ACQUISITION OF REAL PROPERTY AND INTERESTS THEREIN	Yes	No
	AR 420-1	ARMY FACILITIES MANAGEMENT	Yes	No
	ATP 3-34.40	General Engineering ( <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp3_34x40.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp3_34x40.pdf</a> )	Yes	Yes
	ATP 5-19 (Change 001 09/08/2014 78 Pages)	RISK MANAGEMENT <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/atp5_19.pdf</a>	Yes	No
	TM 5-300	REAL ESTATE OPERATIONS IN OVERSEA COMMANDS	Yes	No

**Conditions:** The team is directed from higher Headquarters (HQ) to identify and prepare lease agreements for real property to support future operations. The team is given a parcel of land with or without structures physically located on it. All assigned personnel and equipment are available.

Note: The Commander must still determine at what level of training they would want the element to perform. Crawl, walk or run. This can only be determined after consideration as to the units training level.

The Commander prior to evaluating an element in the conduct of the task must determine if it will be conducted in a Live, Virtual, or Constructive environment, additionally it must also be determined which condition as described below that the element will conduct the task. The selection made for this task is at a trained level of proficiency. The commander must determine which of the environments below will best suit the unit and the proficiency level at which the unit is. When conducting crawl or walk level training units should not increase the intensity until the unit has achieved the standards and then unit trainers should include variables that increase proficiency in all conditions.

Note: The condition statement for this task is written assuming the highest training conditions reflected on the Task Proficiency matrix required for the evaluated unit to receive a "fully trained" (T) rating.

Note: Condition terms definitions:

**Dynamic Operational Environment:** Three or more operational and two or more mission variables change during the execution of the assessed task. Operational variables and threat Tactics, Techniques, and Procedures (TTPs) for assigned counter-tasks change in response to the execution of Blue Forces (BLUFOR) tasks.

**Complex Operational Environment:** Changes to four or more operational variables impact the chosen friendly COA/mission. Brigade and higher units require all eight operational variables of Political, Military, Economic, Social, Infrastructure, Information, Physical environment, and Time (PMESII-PT) to be replicated in varying degrees based on the task being trained.

**Single threat:** Regular, irregular, criminal or terrorist forces are present.

**Hybrid threat:** Diverse and dynamic combination of regular forces, irregular forces, and/or criminal elements all unified to achieve mutually benefiting effects.

This task should not be trained in MOPP 4.

**Standards:** The team conducts real estate acquisition functions, resulting in a lease agreement for property that meets the requirements specified by the higher HQ, not later than the required time to commence operations. The element prepares all necessary documents in acquiring the real estate in accordance with established guidelines and forwards the documentation to the real estate contracting officer who secures and finalizes the lease agreement.

Note: Leaders are defined as the Commander, Executive Officer, First Sergeant, Operations Sergeant, Platoon Leaders, Platoon Sergeants, Squad Leaders, and Team Leaders.

**Live Fire Required:** No

**Objective Task Evaluation Criteria Matrix:**

Plan and Prepare		Execute						Assess	
Operational Environment	Training Environment (LV/C)	Training/Authorized	% of Leaders Present at	% of Soldiers Present at	External Eval	% Performance Measures 'GO'	% Critical Performance Measures 'GO'	% Leader Performance Measures 'GO'	Task Assessment
SQD & PLT									
Dynamic (Single Threat)	IAW unit CATS statement.		>=85%	>=80%	Yes	>=91%	All	>=90%	<b>T</b>
			75-84%			80-90%		80-89%	<b>T-</b>
65-74%			75-79%	65-79%	<All	<=79%	<b>P</b>		
60-64%			60-74%	51-64%			<b>P-</b>		
<=59%			<=59%	<=50%			<b>U</b>		
Static (Single Threat)	Day				No				

**Remarks:** None

**Notes:** 1. In some cases, real estate task steps may require numerous hours / days or even weeks to accomplish. Negotiations required with liaisons, the State Department, allied / coalition forces, and Host Nation (HN)/countries may result in one task step taking on the appearance of a major task. The time duration required for task accomplishment is unpredictable.

2. All required references and technical manuals will be provided by the local command.

**Safety Risk:** Low

**Task Statements**

**Cue:** None

**DANGER**

Leaders have an inherent responsibility to conduct Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

**WARNING**

Risk management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

**CAUTION**

Identifying hazards and controlling risks across the full spectrum of Army functions, operations and activities is the responsibility of all Soldiers.

## Performance Steps and Measures

**NOTE:** Assess task proficiency using the task evaluation criteria matrix.

**NOTE:** Asterisks (\*) indicate leader steps; plus signs (+) indicate critical steps.

STEP/MEASURE	GO	NO-GO	N/A
+* 1. The team leader supervises real estate acquisition operations.			
+ 2. The team conducts real estate acquisition operations.			
+ 3. The team conducts a site selection, right of entry, and identification of ownership procedures.			
+ a. Identifies and checks for potential sites that meet requirements.			
b. Gathers information concerning suitability, location, foundation, utilities, and community acceptance.			
+ c. Negotiates a right of entry agreement for survey, exploration, and/or construction.			
+ d. Identifies the proper owner of the site.			
+ 4. The team conducts negotiations, to include terms and conditions of United States (US) occupancy.			
+ a. Establishes contact with the owner.			
+ b. Negotiates the best possible agreement under prescribed directives from higher HQ.			
+ c. Forwards any unresolved issues to the area commander for guidance.			
+ d. Completes a negotiator's report.			
+ 5. The team prepares the appropriate lease documents based on the approved rental value.			
+ a. Prepares a final lease agreement from the draft lease and the completed negotiator's report.			
+ b. Establishes contact with the owner to obtain the proper signatures.			
+ c. Forwards the partially executed lease to the real estate contracting officer for final approval and execution.			
+ d. Ensures that the distribution of real estate instruments is made to the-			
(1) Real estate files.			
(2) Supporting finance office.			
(3) Using command.			
(4) Area Support Group (ASG).			
(5) Theater Engineer Command (TEC).			
(6) Major commands, as required.			
(7) Lessor.			
+ 6. The team prepares a written document that provides an adequate description of the property.			
+ a. Annotates any natural features or markers that will assist in identifying the property.			
b. Prepares a map / aerial photograph that is legible and large enough to permit the interpretation of pertinent real estate features.			
+ 7. The team conducts an initial joint inventory and condition inspection with the owner or his agent.			
+ a. Describes the overall condition of the property on the effective date of the lease.			
+ b. Describes the condition of the structure(s) (exterior and interior) at the site and the site improvements.			
+ c. Includes information on the number of floors and rooms, type of rooms, and so on.			
+ d. Checks electrical and mechanical devices for damage and serviceability.			
+ e. Checks plumbing fixtures for damage and serviceability.			
+ f. Notes all existing damage and deficiencies, and included photographs and videos when possible.			
+ 8. The team establishes the records.			
+ a. Ensures that a complete record of the acquisition is established according to the Modern Army Record Keeping System (MARKS).			
+ b. Includes the following in the file:			
(1) Fully executed real estate instrument with exhibits.			
(2) Surveys and inventories.			
(3) Maps / aerial photographs.			
(4) Negotiator's reports.			
(5) Higher HQ directives and related correspondence.			
(6) Appraisal reports.			
+ c. Submits reports to the appropriate command.			

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL PERFORMANCE MEASURES EVALUATED							
TOTAL PERFORMANCE MEASURES GO							
TRAINING STATUS GO/NO-GO							

**ITERATION:** 1 2 3 4 5 M

**COMMANDER/LEADER ASSESSMENT:** T P U

**Mission(s) supported:** None

**MOPP 4:** Never

**MOPP 4 Statement:** None

**NVG:** Never

**NVG Statement:** None

**Prerequisite Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
	05-PLT-5601	Conduct Real Estate Administration Actions	05 - Engineers (Collective)	Approved

**Supporting Collective Task(s):**

Step Number	Task Number	Title	Proponent	Status
	05-CO-5001	Perform Project Management	05 - Engineers (Collective)	Approved
1.	71-CO-5100	Conduct Troop Leading Procedures for Companies	71 - Combined Arms (Collective)	Approved
8.	05-CO-0018	Conduct Report Procedures	05 - Engineers (Collective)	Approved

**OPFOR Task(s):**

Task Number	Title	Status
71-CO-8502	OPFOR Execute an Ambush	Approved
71-CO-8504	OPFOR Execute a Reconnaissance Attack	Approved

**Supporting Individual Task(s):**

Step Number	Task Number	Title	Proponent	Status
	052-210-4010	Manage Real Property	052 - Engineer (Individual)	Approved

**Supporting Drill(s):** None

**Supported AUTL/UJTL Task(s):**

Task ID	Title
ART 4.1.7.3.3	Conduct Real Estate Functions
ART 4.1.7.1.2	Provide Facilities Engineer Support

**TADSS**

TADSS ID	Title	Product Type	Quantity
No TADSS specified			

**Equipment (LIN)**

LIN	Nomenclature	Qty
No equipment specified		

**Materiel Items (NSN)**

NSN	LIN	Title	Qty
No materiel items specified			

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card. .

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. .