



## DoD INSTRUCTION 4165.56

### RELOCATABLE FACILITIES

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**Originating Component:** Office of the Under Secretary of Defense for Acquisition and Sustainment

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**Approved by:** William A. LaPlante, Under Secretary of Defense for Acquisition and Sustainment

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**Purpose:** In accordance with the authority in DoD Directive 5135.02, this issuance establishes policy, assigns responsibilities, and prescribes procedures for the management and accountability of relocatable facilities in use by the DoD.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY.

This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### 1.2. POLICY.

It is DoD policy that:

a. Relocatable facilities are:

(1) Acquired, stored, and used within the DoD when these facilities constitute the most feasible and economical means of satisfying short-term, interim facility requirements pending the availability of permanent space in existing facilities or through the construction of a permanent conventional facility.

(2) Used instead of conventional, permanent construction when the duration of the requirement is uncertain such as in a contingency operation pursuant to Section 101 of Title 10, United States Code (U.S.C.).

(3) Used instead of conventional, permanent construction when the space is known to have a recurring mobile requirement, such as the need to move a field office to different sites on a training range or transitory missions and surge requirements (e.g., disaster relief).

(4) Purchased or leased to satisfy the needs of Paragraphs 1.2.a.1-3.

b. Conversion of relocatable facilities to real property (RP) (i.e., through connecting it to a foundation) is discouraged and will comply with Paragraph 4.2.

c. Relocatable facilities should not be converted to RP without the approval of the DoD Component head.

d. Relocatable facilities should be:

(1) Purchased or leased as an equipment item.

(2) Accounted for as personal property in accordance with DoD Instruction (DoDI) 5000.64 when purchased or leased as an equipment item, unless action is taken to convert it to RP.

(3) Accounted for as RP in accordance with DoDI 4165.14 when action is taken to convert it to RP.

### **1.3. INFORMATION COLLECTIONS.**

The Secretaries of the Military Departments and Director of Washington Headquarters Services (WHS) will submit an annual inventory of relocatable facilities, referred to in Paragraph 2.5.b. The report does not require a report control symbol in accordance with the procedures in Volume 1 of DoD Manual 8910.01.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)).**

The USD(A&S) provides direction to the DoD Components on acquisition, accountability, reporting, and disposition of DoD personal property and RP.

### **2.2. ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT (ASD(EI&E)).**

Under the authority, direction and control of the USD(A&S), the ASD(EI&E):

- a. Recommends policy for the acquisition, accountability, management, reporting and disposition of relocatable facilities used to satisfy space requirements at all locations controlled by a DoD Component.
- b. Serves as the focal point for all matters related to relocatable facilities.

### **2.3. DIRECTORS OF THE DEFENSE AGENCIES AND DoD FIELD ACTIVITIES.**

Under the authority, direction, and control of their specified OSD Component head and in addition to the responsibilities in Paragraph 2.4., the Directors of the Defense Agencies and DoD Field Activities:

- a. Submit requests for space needs to their host installation before the acquisition of a relocatable building.
- b. Provide annual inventory data to the host installation public works office or base civil engineer.

### **2.4. DOD COMPONENT HEADS**

The DoD Component heads manage relocatable facilities, within their respective jurisdictions, whether owned or leased, as general equipment (GE) in accordance with DoDI 5000.64 for accountability purposes and DoDI 8320.04 for unique identification requirements, unless the relocatable facility is converted to RP.

### **2.5. SECRETARIES OF THE MILITARY DEPARTMENTS AND DIRECTOR, WHS.**

In addition to the responsibilities in Paragraph 2.4., the Secretaries of the Military Departments and the Director, WHS--only with respect to the Pentagon Reservation:

a. Establish policy governing the acquisition, use, accountability, reporting, and final disposition of relocatable facilities at all locations managed by a DoD Component head.

(1) Policy and procedures for acquiring relocatable facilities must be in accordance with Section 3.

(2) Policy and procedures for use and accountability of relocatable facilities must be in accordance with Section 4.

(3) Policy and procedures for final disposition of relocatable facilities must be in accordance with Section 5.

b. Annually report the inventory of both owned and leased relocatable facilities classified as GE on hand at the end of the fiscal year (FY), including relocatable facilities occupied by tenant organizations, to the OASD(EI&E) by December 31. See Paragraph 3.1.g, for completing the relocatable buildings reporting spreadsheet.

c. Establish policy, criteria, and procedures for converting relocatable facilities from GE to RP, in accordance with Section 4.

## SECTION 3: ACQUISITION

### 3.1. GENERAL.

a. Approval for acquisition may not be delegated below the general officer/flag officer or senior executive service equivalent located at a centralized headquarters organization.

b. The criteria for approving acquisition of relocatable facilities, at a minimum, must include:

(1) A validated requirement.

(2) Confirmation that no other existing space is available on the installation to support the requirement.

(3) An analysis of alternatives to include a lease versus purchase analysis.

(4) A complete cost analysis in accordance with DoDI 7041.03 before acquiring a relocatable facility from another DoD Component.

(5) A certification provided by the requiring DoD Component to the approving authority that the relocatable facility will be used on a temporary basis for a length of time not to exceed the maximum time of use allowed by this issuance.

c. Relocatable facilities must be acquired as personal property (e.g., GE).

d. Relocatable facilities must meet sustainable design and energy efficient operating practices when time, material, and funds permit.

e. Manufacturer's specifications for relocatable facilities must meet all requirements, standards, and codes for the intended mission and comply with building and fire codes in accordance with Unified Facility Criteria (UFC) 1-200-01 and UFC 3-600-01, respectively. Relocatable facilities must be equipped with all the safety features and code requirements of an RP building.

f. Relocatable facilities must be tracked in an accountable property system of record (APSR). The system must include the appropriate information necessary to maintain GE accountability in accordance with DoDI 5000.64. The additional data elements outlined in Figure 1 required for management purposes may be maintained in either the APSR, if applicable, or a managerial system.

g. The Secretaries of the Military Departments and Director, WHS possessing relocatable facilities will use the template at Figure 1 in Appendix 3A to obtain installation-level information to prepare the report required by Paragraph 2.5.b. Table 1 in Appendix 3A provides information for completing the template. The following relocatable facilities will not require reporting:

(1) Relocatable facilities converted to RP in accordance with Paragraph 4.2.



- (2) Facilities less than 500 SF.
- (3) Facilities placed in service at contingency locations.
- (4) Facilities used to meet international agreements in lieu of permanent solutions.

h. Relocatable facilities used for interim solutions are equipment and must be accounted for in the equipment APSR.

i. Contracting officers acquire relocatable facilities only after receiving written confirmation of acquisition from the approving authority.

j. The host-tenant agreement in place with tenants must be updated as appropriate to codify the host-tenant responsibilities for acquisition, cost, accountability, reporting, maintenance, and final disposition of relocatable facilities in accordance with DoDI 4000.19.

k. The requiring DoD Component must provide the primary accountable property officer (APO) all documentation to support the acquisition and accountability of the relocatable facilities.

### 3.2. COSTS.

a. For the purpose of determining the appropriate funding source, cost threshold, and approval level, multiple relocatables or modular units intended to be joined will be considered a single relocatable facility. The host installation maintains the resulting documentation.

b. When programming the cost of the relocatable facility, do not include the cost of any site preparation. When programming site work, see Paragraph 060201.A1 of Chapter 6 of Volume 2B of DoD 7000.14-R. Site preparation that results in RP improvements necessary to erect, assemble, or install relocatable property is classified as construction and may result in separate distinct RP, and must be accounted for as such.

(1) Those undertakings may be funded by funds available for operation and maintenance or military construction (MilCon) in accordance with Sections 2801 and 2805 of Title 10, U.S.C.

(2) Such site work generally includes earthwork, foundations, exterior utilities work, sidewalks, area lighting, parking lots, and landscaping, and is documented in the RP APSR.

c. Relocatable facilities acquired as swing space in support of an authorized MilCon project are accounted as an unfunded cost in the DD Form 1391, "FY \_\_\_\_ Military Construction Project Data," located at [https://www.esd.whs.mil/Directives/forms/dd1000\\_1499/](https://www.esd.whs.mil/Directives/forms/dd1000_1499/) in accordance with DoD 7000.14-R.

d. Costs for relocatable facilities must be recorded in accordance with investment threshold policy in Chapter 1 of Volume 2A of DoD 7000.14-R, and with equipment accounting policy in Chapter 25 of Volume 4 of DoD 7000.14-R.

e. DoD will not bear the cost of acquisition, maintenance, operation, or repair of the contractor's relocatable facilities they use while undertaking construction projects on the installation. Those relocatable facilities are the property of the construction contractor and will not be reported on an APSR. The construction contractor is responsible for all acquisition, management, and disposal of such relocatable facilities. They will be tracked in the documentation of the contract supported by the contractor's relocatable facility.

### APPENDIX 3A: RELOCATABLE BUILDINGS

Figure 1. Relocatable Buildings Reporting Spreadsheet

<b>Inventory Report for FY:</b>		<b>Component:</b>				<b>Point of Contact:</b>			<b>Email:</b>										
This spreadsheet is for the annual inventory reporting of relocatable buildings purchased or leased as equipment Do not include relocatable buildings classified as real property and are recorded in the installation's real property records.																			
Acquisition Data												Replacement Plan						Disposal Plan	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Installation Name	Site UID	State or Country	FY Acquired	Method of Acquisition	Item Unique Identification	Facility Analysis Category (FAC)	FAC Description	Size (sq ft)	Relocatable Building Cost (\$000)	Site Prep Cost (\$000)	Short Term Surge (Y/N)	Replacement Plan D-developed T-to be developed N-not required	Replacement Project Number	Replacement Project Title	Programmed FY	Fund Type M-MILCON O-O&M N-NAF R-RTDE	Programmed Amount (\$000)	Disposal FY	Method of Disposal

Table 1. Instructions for Completing the Relocatable Buildings Report Template

<i>Header data</i>	<i>Enter the FY for the report, Component, point of contact, and that person's email</i>
<b>Column</b>	<b>Data Entry</b>
ACQUISITION DATA	ACQUISITION DATA
A	Installation name
B	Site Unique Identification
C	State (two-letter abbreviation), or Country if overseas
D	FY acquired (Four digits. E.g., 2020)
E	Method of acquisition – Purchased or Leased, enter P or L
F	Item Unique Identification
G	Facility Analysis Category
H	Facility Analysis Category Description
I	Size (enter square footage)
J	Relocatable building cost (purchase price or annual lease amount, \$000)

**Table 1. Instructions for Completing the Relocatable Buildings Report Template, Continued**

<i>Header data</i>	<i>Enter the FY for the report, Component, point of contact, and that person's email</i>
<b>Column</b>	<b>Data Entry</b>
K	Site preparation cost (construction work required to install the relocatable building. Includes foundation, utilities, parking, sidewalks, lighting, landscaping; \$000)
L	Required to meet short-term surge requirement (Y/N)
REPLACEMENT PLAN	REPLACEMENT PLAN
M	Replacement plan ( <b>D</b> eveloped/ <b>T</b> o be developed/ <b>N</b> ot required) Enter D, T or N.
N	Project number (for the permanent construction that will replace the relocatable(s).
O	Project title (Associated with the Project Number)
P	Project program FY (Four digits. E.g., 2020)
Q	Project fund type (MilCon); operations and maintenance (O&M); non-appropriated fund; research (NAF), research, test, development and evaluation. Enter "M" for MilCon, "O" for O&M, "N" for NAF, or "R" for research, test, development and evaluation
R	Project programmed amount (\$000)
DISPOSITION PLAN	DISPOSITION PLAN
S	FY to be disposed (Four digits. E.g., 2020)
T	Disposition Method: ( <b>D</b> emolition, <b>L</b> ease termination, <b>R</b> euse on installation, <b>S</b> ale, <b>T</b> urn-in for redistribution within DoD), Enter D, L, R, S or T

## SECTION 4: USE AND ACCOUNTABILITY

### 4.1. GENERAL.

a. Standard time of use for a relocatable facility will not exceed 7 years. Maximum time of use for a relocatable facility with an extension will not exceed 14 years. For leased relocatable facilities, the time of use is limited by Chapter 26 of Volume 4 of DoD 7000.14R. The approving authority must be the same as identified in Paragraph 3.1.a.

b. Duration of use of a relocatable facility may be extended once with a single time extension, and the extension will not exceed 7 years. Criteria for extensions may include, among others:

(1) The need to support continuing military contingency operations.

(2) A permanent replacement building has been authorized and funds appropriated by Congress. In this case, the relocatable building may be retained in use until construction of the permanent structure is complete.

(3) A permanent replacement building has been programmed (i.e., DD Form 1391 developed) and the requirement for the permanent facility solution (e.g., MilCon project) is authorized in the Component's Future Years Defense Plan.

c. Relocatables supporting a named contingency operation are exempt from the limitations on time of use.

d. Relocatable facilities must be sited in accordance with master planning and antiterrorism standards UFC 2-100-01 and UFC 4-010-01, respectively.

e. The installation host must provide the tenant site approval for the relocatable facility in accordance with UFC 2-100-01. As part of the site approval process, the installation host must ensure compliance with Section 4371 of Title 42, U.S.C., also known as the National Environmental Policy Act and other environment requirements as applicable.

f. The installation fire department must conduct annual fire risk management surveys and inspections, in accordance with DoDI 6055.06, for relocatable facilities that provide occupant space.

g. Relocatable facilities must be classified in the appropriate APSR as GE, unless converted to RP, in which case it must be classified and accounted for as RP in accordance with DoDI 4165.14.

h. Use, accountability, reporting, maintenance, and final disposition of relocatable facilities by a DoD Component other than the installation military department must be managed as codified in the host-tenant agreement.

i. The requiring DoD Component must provide the primary APO all documentation to support the accountability of the relocatable facilities. When transferring ownership or record-keeping responsibilities, the transferring activity must provide all required supporting documentation to the receiving party.

j. Relocatables acquired, owned, or leased by non-DoD tenants will be accounted for on the tenant's equipment listing and will be in compliance with the instrument by which the RP on the installation was made available by the installation host to the non-DoD tenant.

k. Relocatable facilities must be tracked in an APSR. The system must include the appropriate information necessary to maintain GE accountability in accordance with DoDI 5000.64. The additional data elements outlined in Figure 1 required for management purposes may be maintained in either the APSR, if applicable, or a managerial system.

#### **4.2. CONVERTING RELOCATABLE FACILITIES FROM GE TO RP.**

In establishing processes for converting relocatable facilities from GE to RP, the military department policy must be in accordance with Paragraph 1.2 and this paragraph:

a. The conversion of relocatable facilities to RP is not used to bypass fiscal limits on construction.

b. The conversion of relocatable facilities to RP must be limited to circumstances where:

(1) The original intent of use and requirement by the relocatable facility have substantively changed, necessitating that a relocatable GE must be permanently affixed to the land, whether through a newly constructed or existing foundation, and connected to the utility infrastructure. This approach also requires that:

(a) The conversion of relocatable facilities to RP must be supported by an economic analysis in accordance with DoDI 7041.03.

(b) The property must have a documented manufacturer certification that meets the expected useful lifespan timeframes of permanent construction types.

(2) If the property was acquired as relocatable GE, but should have been acquired as RP, the RP facility account must be debited and the GE procurement account must be credited for the amount of purchase.

(3) When the property was properly acquired as relocatable GE, but after being used for its initial purpose there is an opportunity to offset an anticipated RP facility cost and the relocatable facility meets all the physical requirements of an RP facility.

(4) When a relocatable GE is leased, it can be converted to RP only if converted to a Fee asset.

c. The conversion must be approved by the authority, no lower than a general officer/flag officer, or senior executive service equivalent, designated by the Secretaries of the Military Departments with oversight over real estate and RP.

d. The conversion of relocatable GE to RP must adhere to procedures in DoDI 4165.14 for collecting, reporting and maintaining all of the required information to manage and dispose of an RP asset. This includes securing an RP unique identifier and meeting all requirements to be compliant with the RP Information Model. The conversion date (e.g., date of acceptance of the DD Form 1354, "Transfer and Acceptance of DoD Real Property," located at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1354.pdf>) that the GE relocatable was placed in service as RP, should be identified once the data reporting requirements are met.

e. The conversion must be documented with the complete cost, including all current depreciated value for the supporting RP (see Paragraph 3.2.b.) as well as the relocatable GE. Calculate the current value of the supporting RP and the GE in accordance with Chapters 24 and 25 of Volume 4 of DoD 7000.14-R for RP and equipment as appropriate.

f. Appropriate statutory construction cost-related approvals must be secured prior to converting relocatable GE to RP.

## **SECTION 5: FINAL DISPOSITION**

### **5.1. GENERAL.**

Excess relocatable facilities must be divested in a manner that provides the greatest benefit or economic return to the DoD

### **5.2. DISPOSITION INSTRUCTIONS.**

Relocatable buildings accounted for as equipment, upon becoming excess to DoD Component requirements, must be redistributed or, if determined to be excess or unserviceable, disposed of in accordance with personal property procedures pursuant to DoDI 5000.64 and Volume 1 of DoD Manual 4160.21. The APO must be fully integrated in the final disposition process.



## SECTION 6: RELOCATABLE FACILITY EXAMPLES

This section presents photographs of what is and what is not a relocatable facility.

### 6.1. EXAMPLES OF RELOCATABLE FACILITIES.

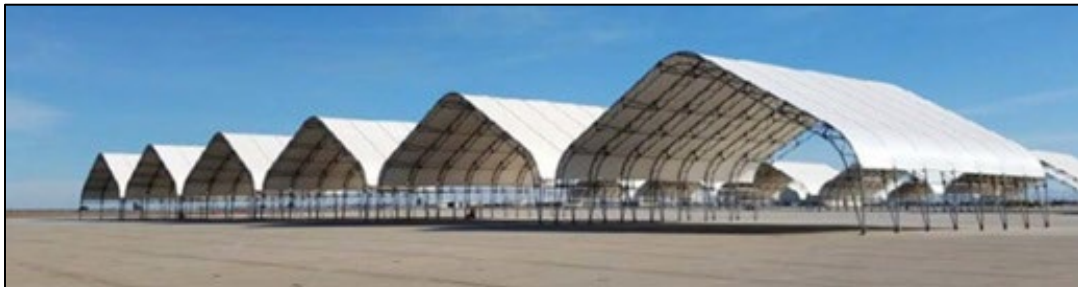
a. Figure 2 is of a trailer facility used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled, transported, and re-used.

**Figure 2. Trailer Facility**



b. Figure 3 is of a tension fabric structure used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled.

**Figure 3. Tension Fabric Structure 1**



c. Figure 4 is of a tension fabric structure used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled, transported, and re-used.

**Figure 4. Tension Fabric Structure 2**



d. Figure 5 is of a shed on skids used as a relocatable facility.

**Figure 5. Shed on Skids**



e. Figure 6 is of CONEX/ISO boxes used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled, transported, and re-used.

**Figure 6. CONEX/ISO Boxes 1**



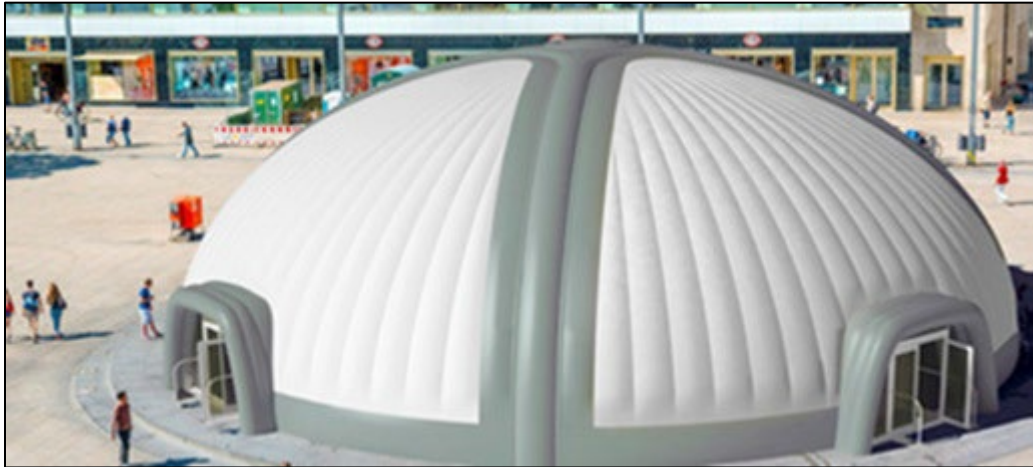
f. Figure 7 is of CONEX/ISO boxes used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled, transported, and re-used.

**Figure 7. CONEX/ISO Boxes 2**



g. Figure 8 is of an air-inflated structure used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled, transported, and re-used.

**Figure 8. Air-Inflated Structure**



h. Figure 9 is a movable covered shelter used as a relocatable facility. It is a relocatable facility if it is not permanently affixed to the land and it is readily erected, disassembled, transported, and re-used.

**Figure 9. Movable Covered Shelter**





**6.2. EXAMPLES OF ASSETS THAT ARE NOT RELOCATABLE FACILITIES.**

a. Figure 10 is not a relocatable facility as it is permanently affixed to the land. It is not readily dis-assembled and moved.

**Figure 10. Building**



b. Figure 11 is not a relocatable facility as it is permanently affixed to the land.

**Figure 11. Guard Shack**



c. Figure 12 is not a relocatable facility as it is tactical equipment.

**Figure 12. Tactical Equipment**



d. Figure 13 is not a relocatable facility as it is constructed as part of a military vehicle.

**Figure 13. Mobile Military Equipment**



## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
APO	accountable property officer
APSR	accountable property system of record
CONEX	containers express
DoDI	DoD instruction
FY	fiscal year
GE	general equipment
ISO	International Organization for Standards
MilCon	military construction
RP	real property
UFC	unified facility criteria
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
U.S.C.	United States Code
WHS	Washington Headquarters Services

### G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>APO</b>	Defined in DoDI 5000.64.
<b>building</b>	Defined in DoDI 4165.14.
<b>contingency</b>	Defined in Section 101.a.(13) of Title 10, U.S.C.
<b>facility</b>	Defined in DoDI 4165.14.
<b>habitable</b>	A space suitable and fit for a person to live in: free of defects

<b>TERM</b>	<b>DEFINITION</b>
	that endanger the health and safety of occupants.
<b>interim facility requirement</b>	A short-term requirement for facilities due to transitory military missions, deployments, military contingency operations, disaster relief requirements, or temporary space requirements pending the construction or renovation of permanent facilities.
<b>MilCon</b>	Defined in Section 2801(b) of Title 10, U.S.C.
<b>Modular</b>	Buildings and structures that consist of one or more sections that are delivered and assembled to complete construction of the designed asset. Modular construction techniques are used in permanent construction and relocatable structures.
<b>personal property</b>	Defined in DoDI 5000.64.
<b>RP</b>	Defined in DoDI 4165.14.
<b>RP accountable officer</b>	Defined in DoDI 4165.14.
<b>relocatable facility</b>	A facility that is specially designed and constructed to be readily erected, disassembled, transported, stored, and re-used. Examples of relocatable facilities include, but are not limited to, trailers, CONEX boxes, sheds on skids, tension fabric structures, and air supported domes. A relocatable facility is not constructed as a part of any other military vehicle, DoD tactical equipment (vehicle mounted or wheeled and towable) or equipment which is already accounted for in a designated APSR.
<b>Structure</b>	Defined in DoDI 4165.14.



## REFERENCES

- DoD 7000.14-R, “Department of Defense Financial Management Regulation (DoD FMR),” current edition
- DoD Directive 5135.02, “Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)),” July 15, 2020
- DoD Instruction 4000.19, “Support Agreements,” December 16, 2020
- DoD Instruction 4165.14, “Real Property Inventory (RPI) and Forecasting,” January 17, 2014, as amended
- DoD Instruction 5000.64, “Accountability and Management of DoD Equipment and Other Accountable Property,” April 27, 2017, as amended
- DoD Instruction 6055.06, “DoD Fire and Emergency Services (F&ES) Program,” October 3, 2019
- DoD Instruction 7041.03, “Economic Analysis for Decision-making,” September 9, 2015, as amended
- DoD Instruction 8320.04, “Item Unique Identification (IUID) Standards for Tangible Personal Property,” September 3, 2015, as amended
- DoD Manual 4160.21, Volume 1, “Defense Materiel Disposition: Disposal Guidance and Procedures,” October 22, 2015, as amended
- DoD Manual 8910.01, Volume 1, “DoD Information Collections Manual: Procedures for DoD Internal Information Collections,” June 30, 2014, as amended
- Unified Facilities Criteria 1-200-01, “DoD Building Code (General Building Requirements),” November 1, 2018
- Unified Facilities Criteria 2-100-01, “Installation Master Planning,” September 30, 2020
- Unified Facilities Criteria 3-600-01, “Fire Protection Engineering for Facilities,” August 8, 2016, as amended
- Unified Facilities Criteria 4-010-01, “DoD Minimum Antiterrorism Standards of Buildings,” December 12, 2018, as amended
- United States Code, Title 10
- United States Code, Title 42, Section 4371 (also known as the “National Environmental Policy Act,” as amended)”