

Department of the Army
Pamphlet 405-45

Real Estate

Real Property Inventory Management

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UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 405-45
Real Property Inventory Management

This is a new Department of the Army Pamphlet --

- o This new pamphlet gives procedures to accompany AR 405-45 (chap 1).
- o Updates procedures for reporting of installation real property inventories (chap 2).
- o Establishes procedures for installation real property management (chap 3).
- o Adds guidance for inventory of playgrounds and dependent schools (chap 3).
- o Defines reportable real property data elements (app C).
- o Updates tables of acceptable values for certain real property data elements (app D).
- o Establishes roles and responsibilities for installation processing of capital improvements to real property (chap 3).

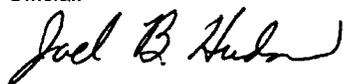
Real Estate

Real Property Inventory Management

By Order of the Secretary of the Army:

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History. This is a new DA Pamphlet.

Summary. This is a new DA Pamphlet

that provides a single document to implement the provisions of AR 405-45. This pamphlet provides guidance and instructions for managing and accounting for Army real property.

Applicability. This pamphlet applies to all elements of the Active Army, Army National Guard, and US Army Reserve, having accountability for or occupying Department of the Army Real Property.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff for Installation Management (ACSIM). The proponent has the authority to approve exceptions to this DA Pamphlet that are consistent with controlling law and regulation. Proponents may delegate the approval authority, in writing, to a division chief under their supervision within the proponent agency

who holds the grade of colonel or the civilian equivalent.

Suggested Improvements. Users of this pamphlet are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAIM-MD), Washington, DC 20310-2600.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 608-1, 30 Oct 90 including change 1, 21 Feb 97; Change 2, 30 Jul 97; and Change 3, 23 Jan 98. It also rescinds DA Form 4720, Apr 83, DA Form 5898, Jul 90, DA Form 5899, Jul 90, and DA Form 5902, Jul 90.

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Glossary

RESERVED

Chapter 1 Introduction

1-1. Purpose

This pamphlet, together with AR 405-45, AR 415-28, and DA PAM 415-28 provides the real property office with management, reporting, and accountability procedures for real property.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviation and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

Chapter 2 Inventory

2-1. Instructions for reporting real property inventory

a. All real property located within the boundaries of an installation must be reported on the Real Property Inventory (RPI) with appropriate ownership code. This includes facilities built by others, for example: Air Force, Navy, and other Army entities, Privately Owned, Host Nation, and Treaty Organizations (for example; NATO and DOD).

(1) In those cases when an installation is located in more than one state, the portion located in each state will be treated as a separate installation with a separate installation number and submitted as a separate installation.

(2) All owned real property holdings held at an installation on separate contiguous or near contiguous land would be reported as a separate installation.

(3) All owned off post housing will be reported as a separate installation.

(4) Nonmission related off post leases held at an Army Location (ARLOC) (United States Army Europe (USAREUR) only) will be reported as a separate installation, for example; an off site recreational lease.

(5) No leased off post housing will be carried as a separate installation with the exception of USAREUR.

(6) Mission-related leases would be reported as part of the installation they support with the appropriate ownership code (Ownership Code 2 or 6, see Appendix D, Table D-7).

b. Newly constructed facilities will be reported at the end of the reporting period in which they become documented by transfer on DD Form 1354 (Transfer and Acceptance of Military Real Property).

c. Reporting installations will create valid installation records before the input of real property facility data.

d. Installations that have been completely disposed of during the reporting period, will be reported by:

(1) Coding all real property facility data for disposal in the automated systems as documented on a DD Form 1354 or DA Form 337 (Request for Approval of Disposal of Buildings and Improvements).

(2) Notifying United States Army Corps of Engineer Installation Support Division (USACEISD) Real Property Office, through the MACOM, by memorandum of the disposal.

e. When an installation is reassigned from one Major Army Command (MACOM) to another, the following will be accomplished:

(1) The losing MACOM will have a directive documenting the transfer from Headquarters, Department of the Army (HQDA).

(2) When installations are transferred a DD Form 1354 will be prepared. The directive to transfer installations will be provided by HQDA memorandum before the actual transfer.

(3) The losing installation will provide all pertinent documents at this time, for example; historic and current DD Forms 1354, maps, and a RPI from IFS/ADP to the gaining installation.

(4) The gaining MACOM will be furnished the real property inventory with the most current real property information available at the time of transfer with the signed DD Form 1354. The gaining MACOM will ensure the transferred real property is reported to HQDA during the subsequent reporting cycle.

f. For installations that have been transferred within a MACOM (from one MSC to another or from one installation to another) the losing installation will:

(1) Provide a current RPI (hard copy and electronic files) to the gaining installation and/or Major Subordinate Command (MSC) by formal memorandum to the appropriate MACOM real property officer.

(2) When installations are transferred, a DD Form 1354 will be prepared and is the official transferring document. The directive to transfer installations will be provided by MACOM memorandum before the actual transfer.

(3) Prepare a DD Form 1354 documenting the transfer and copies to the losing MACOM. The MSC subsequently forwards the signed DD Form 1354 to USACEISD.

2-2. Real property data elements

The real property data elements are listed and defined in appendix C. Unless otherwise noted in appendix C, these data elements are the responsibility of the installation real property office.

2-3. Real property records

a. Real Property Record – Installation. The installation is the lowest level for maintaining and reporting real property records.

(1) Installation: Defined as land and the improvements thereon under the control of the DA at a fixed location at which functions of the Army are or may be carried on and which has been established by directive of the DA or by an overseas command under delegated authority. Such land and improvements within a common boundary utilized as a post or camp, with functions such as airfield, cemetery, harbor, or port generally will be designated as a single installation. For the purpose of inventory reporting, sub-installations and property at separate locations will be reported as an installation. This includes owned and leased properties.

(2) An installation number is unique to a single MACOM and may not be reported by more than one MACOM.

(3) Installation numbers are assigned by USACEISD. When creating new installation numbers, the first two characters of the five-digit number will represent the state, country, or territory that the installation is in. See appendix D for a list of approved codes.

(4) Installation names are unique and any changes must be requested from the owning MACOM and coordinated with the USACEISD in writing.

(5) All installations will be classified as follows:

(a) Parent Installation: Installations will be classified as a parent installation whenever they have accountability and/or real property maintenance and repair (RPMA) support responsibilities over their own real property. Parent installations may also have accountability and RPMA responsibilities over other installations as approved by their MACOM. USAREUR, NGB, and USARC are authorized to designate parent installation numbers that are not actual physical installations to represent military communities, states, and support commands respectively.

(b) Subordinate Installations: Installations will be classified as subordinate installations whenever they have no direct accountability or RPMA responsibilities. All subordinate installations will be associated with a parent installation.

(c) Base Installations (BASCODE): Certain installations may be designated as Base installations for planning and mission analysis purposes only. Base installations are used by HQDA for reporting installation statistics to DOD and to the Congress. A base installation may consist of one or more installations, all of which are directly related to the base installation mission. All installations associated with a base installation will have the same base code designation.

b. Real Property Record – Facility Construction Type. All real property facilities, to include leased and permitted facilities, will be reported by type of construction as follows:

(1) Type construction, Permanent: Facilities designed and constructed to serve a life expectancy of 25 years or more, be energy efficient, with finishes, materials, and systems selected for low maintenance and low life-cycle cost regardless of construction material.

(2) Type construction, Semi-permanent: Facilities designed and constructed to serve a life expectancy of more than 5 years, but less than 25 years, be energy efficient, with finishes, materials, and systems selected for a moderate degree of maintenance using the life-cycle approach. Semi-permanent facilities may be upgraded to permanent status when appropriate improvements have been made and documented.

(3) Type construction, Temporary: Facilities designed and constructed to serve a life expectancy of 5 years or less. Temporary facilities may be upgraded to semi-permanent status when appropriate improvements have been made and documented. In no case will temporary facilities ever be upgraded to permanent status.

c. Real Property Record – Buildings. Space in multipurpose buildings will be reported as follows:

(1) Each functional use of 1,000 gross square feet or more of contiguous area that is identifiable by a specific five digit category code will be reported as a use record for that category code. If deemed necessary by higher headquarters or installations, this may be a cumulative total for unique space rather than contiguous space within a building, for example; all the administrative space in a warehouse might be summed to reach an assignable total for the administrative use record. For the following CATCODEs the 1,000 SF rule does not apply as these facilities were built to a specific design definitive and contain multiple functions by design:

(a) CC 17140, Army Reserve Center building (as an exception, report the indoor firing range separately if present).

(b) CC 17141, Armed Forces Reserve Center building (as an exception, report the indoor firing range separately if present).

(c) CC 17142, National Guard/Reserve Center building (as an exception, report the indoor firing range separately if present).

(d) CC 17180, National Guard Armory building (as an exception, report the indoor firing range separately if present).

(e) CC 51010, Medical Center Hospital.

(2) Space as described above with area less than 1,000 gross square feet and considered by the installation or higher headquarters to be important to the management of real property will be reported separately per AR 415–28.

(3) Space assigned to a non–Army agency must be identified regardless of size and function.

d. Real Property Record – Structures. This includes structures along waterways, training type facilities and other miscellaneous structures per AR 415–28.

e. Real Property Record – Utilities. This includes electric lines, communication lines, sewer lines, transformers, gas lines, water lines, fire alarm systems, sprinkler systems, etc., per DA PAM 415–28.

f. Real Property Record – Land. Land is recorded in two different ways. First, by method of acquisition and source as set forth in the 900 series Category Codes in DA PAM 415–28 and second, by use (such as ranges and maneuver areas). When reporting installation total acres, only report the acres in the 91xxx and 92xxx series of category codes.

Chapter 3

Real Property Management

3–1. General

This chapter summarizes procedures for management and use of real property under control of the Department of the Army. Real property consists of land and rights therein, ground improvements, utility systems, buildings, and structures.

3–2. Utilization

The real property office is required to ensure proper utilization and assignment of facilities for the installation commander in accordance with AR 405–70.

a. When required, the real property office will prepare justification for acquisition of new facilities in accordance with AR 405–10.

b. When required, the real property office will prepare a Report of Availability (ROA) in accordance with AR 405–80 when others can make real estate available for use.

3–3. Repair and repair by complete replacement projects

a. Projects that the Director of Public Works (DPW) classifies as repair projects are not a capital improvement to a facility, and will not be capitalized unless it is considered to extend the useful life of the facility as determined by the project manager. When a portion of a facility is removed as part of the repair project, the installation will delete that part from the real property records (capital decrease). Additions to a facility are construction and must be added to the real property records to include cost capitalized.

b. Projects in which the DPW completely replaces a Real Property Facility (due to deterioration, fire, etc.) are to be classified as new construction (refer to DA PAM 420–11). When the DPW finalizes such a project, the installation will:

(1) Delete the previous facility from the real property records (capital decrease). A DA Form 337 is not required.

(2) Ensure that the cost of the replacement project, minus demolition cost, is capitalized for the newly constructed facility. A copy of the vouchered DA Form 4283 or other work–authorizing document is to be maintained in the real property office.

3–4. Hand receipt

All facilities at active Government–Owned/Government–Operated installations must be conveyed to the occupant by either hand receipt or formal memorandum to a user or occupant. Authorized exceptions are:

a. Government–Owned/Contractor–Operated, Contractor–Owned/Contractor–Operated installations.

b. Facilities at base realignment and closure installations when the facility is not planned for any future use.

3–5. Voucher register and file

A voucher register of all vouchers (DA Form 272) (Register of Vouchers to Stock Record Account) detailing acquisition, construction, capital improvements, disposals, capital decreases, area and/or capacity changes or category code changes pertaining to accountable real property at an installation will be maintained by the real property office. This includes facilities built by tenants, the private sector, and DOD agencies located on the installation. Voucher numbers will be sequentially assigned and filed by the end of the fiscal year by the real property office using a HQDA approved automated real property management system.

3–6. Construction transfer form

DD Form 1354 describing the work will be prepared as prescribed for the particular type of transaction concerned. Sufficient copies of the form will be prepared to meet the requirements set forth herein. As applicable, the DD Form

1354 will be supported by a list of items designated as “equipment-in-place” that were incorporated in the completed structure. See DA PAM 420-11 for a sample list. A listing of all deficiencies requiring corrections will also be shown. The equipment-in-place records will be provided to the installation property book officer responsible for the individual property listed thereon. A list of installed equipment will also be provided in the equipment records associated with the facility. Installations should prepare preliminary DD Form 1354 at time of beneficial occupancy and add the facility to the automated RPI data base. Information will be updated at time of receipt of official DD Form 1354 from the project engineer (for in-house construction) or Chief of Engineers (COE). See Appendix C for definition of Installed Equipment.

3-7. Recording final cost

Because final cost normally is not known at the time of transfer of construction by the district engineer, the cost shown on DD Form 1354 is based on the best estimate. When the actual cost of construction is ascertained, the district engineer will furnish a final cost of construction report on DD Form 1354. The final DD Form 1354 will be used to replace the preliminary costs previously furnished.

3-8. Research and development facilities

Facilities constructed for research and development activities will not be recorded on the real property records when information available at the time of construction indicates that the facilities will be destroyed or rendered useless as items of real property during the course of the research and development projects. The statement will be included that the facilities are not expected to survive Research, Development, Test and Evaluation (RDTE) project research. In the event that the real property facilities are usable after their research and development purpose has been served, they will be recorded on a DD Form 1354 and reported in the installation real property accountability records at the time the research is completed.

3-9. Damaged property

For all damaged real property, a Report of Survey (DA Form 4697) will be processed in accordance with AR 735-5. When the restoration of a damaged facility results in a change to the recorded unit of measure values, or description, or affects the structure or possible future use of the facility, the change will be documented on a DD Form 1354 describing the work and the changes required. Exceptions to this may be made in accordance with AR 735-5. The DD Form 1354 will be vouchered, and used in adjusting the accountability real property records. A copy of the Report of Survey will be attached to the vouchered DD Form 1354 and retained as a historical record.

3-10. Relocation of facilities

a. When a building is moved from one location to another on the same installation, and the facility number is changed, new records will be initiated and the old records inactivated and retained. Whenever a building is relocated, a new building number will be assigned and the old building number will be dropped from the RPI to ensure compatibility with the installation’s numbering system.

b. When a building is moved from one installation to another, accountability will be transferred by means of a shipping document accompanied by a complete set of reports concerning the facility.

c. This paragraph applies to items of real property only. It specifically does not apply to relocatable buildings, for example; trailers and K-SPAN structures, which are hand receipt items.

(1) A copy of the DD Form 1354 approving the disposal and transfer of the building will be attached to the vouchered copy of the shipping document, which will be used to post the deletion from the real property records.

(2) At the receiving installation, after the building has been relocated, the shipping document will be attached to a vouchered DD Form 1354 describing the building. New accountability records will be established for the building. This includes installation and facility numbers.

3-11. Relocatable (Portable) buildings

Relocatable (portable) buildings are not real property. Accountability for relocatable buildings will be in accordance with AR 420-18.

3-12. The Chief Financial Officers Act (CFOA) of 1990.

The requirement for Federal Agencies to prepare auditable financial statements and has been established by the following laws:

a. The Government Performance and Results Act (GPRA) of 1993 requires agencies to report on plans and performance systematically.

b. The Government Management Reform Act (GMRA) of 1994 extends the CFOA to include agency-wide reports from all major executive branch agencies, their components, and for the government as a whole.

c. Federal Financial Management Improvement Act (FFMIA) of 1996, along with the Clinger-Cohen Act 1996 formerly known as the Information Technology Management Reform Act (ITMRA) of 1996, requires that agencies

install integrated systems capable of following applicable accounting standards and producing audible financial statements.

d. Compliance with these laws requires the preparation of audible financial statements in accordance with generally accepted accounting principles formulated by the Federal Accounting Standards Advisory Board (FASAB). These laws require all assets and liabilities, revenues, and expenditures or expenses, and the full costs of programs and activities of the Federal Government be consistently, completely, and accurately recorded, monitored, and uniformly reported. The Real Property Accountable Officer will ensure that the real property assets are completely and accurately recorded in the real property data base as set forth in this regulation. These financial reports; National Defense PP&E, General PP&E, Stewardship Land, and Heritage Assets will be automatically generated from IFS and provided to Defense Property Accounting System (DPAS).

e. ACSIM has determined the following business rules for processing CFO Act data within the DPW and for passing CFO Act data to DFAS. Installations will use their automated real property reporting system to electronically interface with the DOD DPAS to provide required data. Figure 3–1 provides a flow chart to assist the DPW with the sequence of required activities. Specific rules are as follows:

(1) Capital Improvement Determination. Capital improvement projects will be identified by the Project Engineer and/or the DPW Business Management Office at the time the project is initiated. Before administrative approval, each repair work order will be evaluated to determine if it should be classified as a capital improvement for real property accounting purposes. An affirmative statement (for example; “this project is/is not a capital improvement for real property accounting purposes.”) should be appended to each repair work order. In general terms, all “L” work and certain “K” work as determined by the project manager will be considered as capital improvements. Capital improvement determination is the responsibility of the DPW Business Management Office in coordination with the project manager (where appropriate).

(2) Construction–In–Progress (CIP). The CIP is manually calculated and provided to the DPAS system by the DPW Resource Management staff.

(3) Preparation of the DD 1354, Transfer and Acceptance of Military Real property.

(a) MCA projects. A draft DD 1354 will be prepared by USACE during the design process and reviewed and approved by the DPW as part of the design document review process. The draft DD Form 1354 will be updated during construction and the updated version will become the initial DD Form that will be signed jointly by the USACE district and the DPW at the joint inspection preceding beneficial occupancy of the MCA facility. USACE districts will remove the CIP from their accounting system after signature of this initial DD Form 1354. After financial closeout of the MCA project, a final DD Form 1354 will be prepared by the USACE district and sent to the DPW real property accountable officer for updating of the installation’s real property inventory.

(b) In–house projects. The Project Officer or the DPW Business Management Office for all in–house projects will prepare the DD 1354.

(4) Posting of Completed Work into the RPI. The DD 1354 will be the official document used to adjust and/or to add new facilities to the RPI. DD 1354s will be provided to the DPW Real Property Office by the DPW Business Management Office.

(5) Execution of the IFS to DPAS Interface Screen. The DPW Business Management Office is responsible for initiation of the DPAS interface. For each capital improvement project, a screen will be initiated upon completion of a project and receipt of the project DD Form 1354. The DPW Business Management Office will enter related project and financial data. Once initiated, the DPAS Screen inputs will be accessed by the Real Property Section to enter related accountability data as part of the process of vouchering the capital improvement and recording the data in the real property inventory.

(6) Posting of Capital Improvements to the RPI. All completed capital improvements will be entered in the RPI by the real property staff using information from the DD 1354 as provided by DPW Business Office. Specifically, a voucher will be prepared for posting with the pertinent data associated with the capital improvement and the physical inventory will be adjusted as appropriate. At the same time the associated DPAS record will be reviewed by the real property officer in order to fill in required real property related data.

3–13. Accountability of capital improvements

a. Proper recording of real property capital improvement costs is an essential aspect of compliance with the Chief Financial Officer’s (CFO) Act. The CFO Act requires that capital increases and decreases for all Army real property are tracked from both a monetary and physical aspect, for example; funds expended on capital improvements are to be tracked as well as the physical inventory on which the funds are expended. Although the CFO Act data is derived from the automated accountable system of record, the correct data must first be recorded as stated in the subparagraphs below.

b. All acquisition and/or construction costs, including the costs associated with engineering design, for new facilities will be capitalized at the actual amount reflected in the DD Form 1354 or other transfer documentation. Capitalization threshold procedures do not apply when:

(1) Adding facilities to the inventory based on new construction.

(2) When correcting the real property inventory by adding and/or adjusting individual facilities to correct identified errors.

(3) In these cases the actual changes and associated costs must be entered for inventory accountability purposes.

c. Facility repair projects that are determined by the Director of Public Works (DPW) or the project engineer to be capital improvements per AR 420–70, will be capitalized if the cost of the work performed exceeds \$25,000.

NOTE. The \$25,000 rule is for accountability purposes only. The intent is that any physical change valued at \$25,000 or more must be reflected in the physical inventory for accountability purposes. The capital improvement reporting threshold will be as required by DFAS and currently is at \$100,000. Capital improvements at lesser amounts may be capitalized at the installation’s discretion. See DA PAM 420–11, Project Definition and Work Classification, for further guidance.

(1) Examples of capital improvements include:

(a) Acquiring new items of real property.

(b) Making an improvement to an existing real property item, which materially increases its value or substantially extends its useful life.

(c) Making an improvement to an existing real property item, which increases its units of measure (UM), for example; area or capacity.

(2) Examples of repairs that are not considered as a capital improvement—

(a) Replacement in kind of any component of an item of real property, for example; roof, floor, utility lines.

(b) Internal reconfiguration of a building, for example; moving of partitions or equipment.

(c) Making an addition, alteration, improvement, rehabilitation, or replacement of fixed assets when they do not materially increase the capacity or operating efficiency of an asset.

(3) When an accountable appropriated or non–appropriated facility is:

(a) Demolished, a capital adjustment will be made for the current exact dollars and cents cost to the government of the facility.

(b) Corrected by an inventory adjustment, a capital adjustment will be made for the current exact dollars and cents cost to the government of the facility.

(c) Transferred to the private sector, a capital adjustment will be made for the current exact dollars and cents cost to the government of the facility.

d. All reported capital adjustments will be documented with justifying remarks and also be identified as to the appropriate fund source.

e. For the purposes of reporting annual capital improvement costs to DFAS, the current Office of the Secretary of Defense (OSD) reporting threshold will be used. See DFAS IN 37–1.

3–14. Legislative jurisdiction

Legislative jurisdiction is the authority to execute state police power over an area. The real property office is the installation’s point of contact pertaining to legislative jurisdiction and submits all requests for changes in jurisdiction. AR 405–20 is the Army’s policy and criteria in dealing with legislative jurisdiction.

3–15. Annexation

Annexation is the act of adding, attaching, or joining additional land areas within the boundaries of a political subdivision of a state. The real property office is responsible for complying with the provisions of AR 405–25, which sets forth policies and procedures on annexation and RPI reporting of annexed land.

3–16. Natural resources

AR 200–3 prescribes current policies, procedures, and standards for the installation Natural Resource Program. The real property office is not responsible for the program, but some real estate documents require information from the program, such as Improved, Semi–improved, and Unimproved Land data (category codes 89285, 89286, and 89287).

3–17. Historic preservation

Real property personnel do not make determinations as to the historic nature of a facility or group of facilities. This paragraph provides an overview of the procedures and responsibilities for designating a facility as historic. Questions as to the suitability for a specific facility to be placed on the Historic Register are to be addressed to the DPW Environmental Office. Historic properties require compliance with the National Historic Preservation Act, which defines historic properties as those properties listed on, or eligible for listing on, the National Register of Historic Places (National Register). The National Register establishes specific criteria for the identification and evaluation of historic properties (36 CFR 60.4). Identification, evaluation, and treatment of historic properties must follow the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation. They should be conducted by personnel who meet the applicable professional qualifications standards set forth in 36 CFR 61, Appendix A. Additional information is available in Army Regulation 200–4, Cultural Resources Management, and

through the installation cultural resources manager. Properties should be identified as historic (H) in IFS if they fit into one of the following categories:

- a. Individually listed on the National Register of Historic Places (National Register).
- b. Contributing element to a historic district (comprised of multiple buildings) listed on the National Register.
- c. Individually listed on the NRHP and a contributing element to a historic district listed on the National Register.
- d. Individually listed as a National Historic Landmark (NHL).
- e. Contributing element to a NHL district.
- f. Individually determined eligible for listing on the National Register.

NOTE. A determination of eligibility (DOE) is valid when one of the following actions has occurred:

(1) Army and State Historical Preservation Officer (SHPO) agree on the eligibility of property(s) through formal correspondence.

(2) The Keeper of the National Register issues a formal eligibility determination to resolve an eligibility dispute between the Army and SHPO.

g. Determined to be a contributing element to a historic district that has been determined eligible for listing on the National Register.

NOTE. A DOE is valid when one of the following actions has occurred:

(1) Army and SHPO agree on the eligibility of property(s) through formal correspondence.

(2) The Keeper of the National Register issues a formal eligibility determination to resolve an eligibility dispute between the Army and SHPO.

3–18. Monuments and memorials

AR 1–33 governs policy for monuments and memorials. The real property office is not responsible for the program, but some real estate documents require information from the program. Such facilities are to be categorized as 76020.

3–19. Mineral exploration and extraction

AR 405–30 implements Department of Defense Direction 4700–3 on mineral exploration and extraction on Army–controlled lands. Mineral exploration and extraction requires a real estate outgrant document. The real property office is responsible for preparing a request for the outgrant.

3–20. Disposal of real property

AR 405–90 governs policy concerning the disposal of real property. The real property office is responsible for preparing the DA Form 337 for disposal of improvements without the underlying land. For cemetery disposals, the real property office will prepare a Report of Excess (ROE) with or without improvements.

3–21. Cemeteries

AR 210–190 and AR 200–3 govern policy for management of military cemeteries and civilian cemeteries located on military installations. The real property office is responsible only for accountability of the cemetery and facilities associated with the cemetery. (See AR 420–74 Natural Resources – Land, Forest, and Wildlife Management.)

3–22. Activation, inactivation, or change in status of an installation

a. Upon inactivation of all or part of an installation, the installation commander will ensure that all lands and improvements, which can be made available for non–Army use, are reported to HQDA.

b. Inactive installations will be satellited on other installations to the maximum extent to reduce overhead.

c. When practicable and economically feasible, family housing may be used for military personnel and for key civilian personnel whose presence on the installation is considered necessary.

d. The accountable MACOM will ensure real property accountability is maintained. The real property inventory will be retained in appropriate files at a site designated by the owning MACOM.

e. Inactive facilities will be maintained to the extent necessary to prevent major deterioration and permit reactivating. Any maintenance, repair, or improvements other than that necessary to meet such minimal preventative requirements must be approved by the accountable MACOM.

f. Any construction of new or replacement facilities at inactive Army installations must be approved by HQDA.

g. Legislative jurisdiction for the inactive installation is the responsibility of the accountable MACOM.

h. When an inactive installation is disposed of completely the following actions will be taken with regards to real property inventory records and related documents:

(1) If the installation is transferred to another service or agency within DOD, then all real property records will be transferred to the gaining organization.

(2) If the installation is transferred to a Government Agency outside DOD or sold or transferred to the private sector

then the real property records will be handled in accordance with AR 25–400–2, Modern Army Recordkeeping System (MARKS).

i. When installations are transferred a DD Form 1354 will be prepared and is the official transferring document. The directive to transfer installations will be provided by HQDA by memorandum before the actual transfer.

3–23. Management of privately owned buildings, structures, and utility systems on Active Army installations

a. All privately owned buildings, structures, and utility systems on government–owned land within an Active Army installation will be reported in the installation’s RPI with an ownership code of 8.

(1) When Army–owned buildings, structures, and utility systems on government–owned land within an Active Army installation are sold or transferred to the private sector without the underlying land then such facilities will remain in the installation’s RPI and the ownership code will be changed to 8.

(2) When new buildings, structures, and utility systems are constructed on government–owned land within an Active Army installation by a private sector organization then such facilities will be entered in the installation’s RPI with the ownership code of 8.

b. Information to support RPI reporting of privately owned buildings, structures, and utility systems on government–owned land within an Active Army installation as set forth in this regulation and DA PAM 405–45 will be obtained from the private sector organization. Where required information is unknown or unobtainable it will be estimated.

c. All buildings, structures, and utility systems on government–held land transferred to the private sector would be decapitalized to the exact cost to the government in dollars and cents.

d. All buildings, structures, and utility systems sold with the underlying land to the private sector will be removed from the RPI in accordance with AR 405–90.

3–24. Construction of facilities on Army installations by non–private tenants

a. All tenants must coordinate with the installation DPW or facility engineer before committing to any new facility construction on the installation.

b. Documentation for all real property constructed or improved by tenants on Army installations will be provided to the installation real property accountable officer by a signed DD Form 1354. The installation will, in turn, assign such real property to the appropriate tenant organization.

3–25. Residual value

USAREUR real property officers will maintain information necessary to calculate residual values for all facilities.

3–26. Retention of historical real property records

All retired or deleted real property records will automatically be maintained in the HQDA approved automated real property system data base for historical research purposes. This includes disposal records for facilities that are demolished by any means. USACEISD will ensure that automated real property reporting systems used by the MACOMs have this capability.

3–27. Management of Army range facilities

Military ranges and associated facilities are subject to Environmental Protection Agency (EPA) rules and regulations regarding contamination. Information regarding uses of ranges and types of ordnance expanded there is of critical environmental interest. For that reason, once a range has been opened on an installation it must not be deleted from the installation’s real property inventory. All ranges must be coded as active, inactive, closed, transferring, or transferred (See Table D–11, Facility Activation Status Code).

3–28. Accountability for playgrounds

Playgrounds are items of real property. Category Code is 75018 (Playground, General purpose). Unit of Measure is UM2=EA. All playgrounds will be entered into RPI as facilities. All playgrounds are government–owned (OC=1). Equipment associated with the playground, for example; swing set, climbing tower, etc., may be entered into the RP record associated equipment table at the field’s discretion. Responsibility for playgrounds is as follows:

a. If built in a housing area then the playground belongs to Housing.

b. If built as part of a Child Development Center (CDC) then responsibility belongs to Non–Appropriated Fund (NAF).

c. All other playgrounds are the responsibility of the DPW.

3–29. Accountability for Department of Defense Dependent Schools (DODDS) on Army Installations

All dependent schools located on Army installations will be entered into the installation RPI using Category Code (CATCODE) 73046, Dependent School. Specific guidance is as follows:

- a.* If the dependent school is operated by the DODDS system then enter into the RPI as OC=1 and show as outgranted to DODDS (see para 3-24 above) using appropriate real property reporting instructions.
- b.* If the dependent school is operated by the local government, for example; County School District or City School District then enter into the RPI as OC=8.
- c.* All other RPI entries will be as required in this DA Pamphlet.

3-30. Donated land

Land donated to an Army installation will be reported in CATCODE 91131 (Donation Land Transfer from Air Force or Navy) or CATCODE 91141 (Donation Land Transfer from Other Federal Agencies). A zero value will be reported as the cost to government.

DATA FLOW FOR IFS-DPAS
CAPITAL IMPROVEMENT
TRACKING (1 JUN 00)
REV TO CORRECT USACE
CONSTRUCTION AGENT

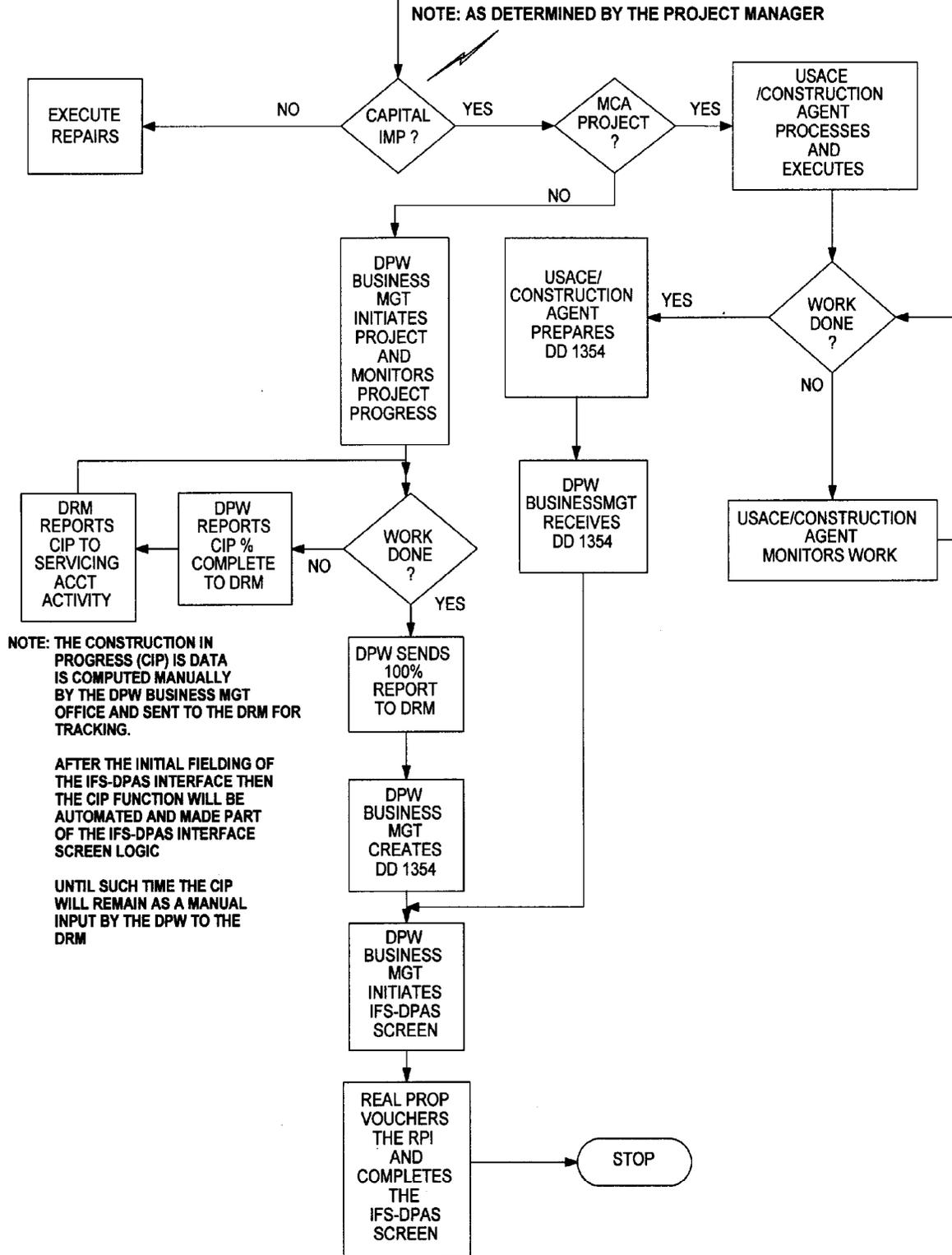


Figure 3-1. Flow Chart for IFS-DPAS Capital Improvement

Appendix A References

Section I Required Publications

AR 1–33

Memorial Programs. (Cited in 3–18, App A, para 61.)

AR 25–400–2

The Modern Army Recordkeeping System (MARKS). (Cited in subpara 3–22h2.)

AR 200–3

Natural Resources–Land, Forest and Wildlife Management. (Cited in para 3–16 and 3–21.)

AR 210–190

Army Cemeteries. (Cited in para 3–21.)

AR 405–10

Acquisition of Real Property and Interests Therein. (Cited in subpara 3–2a.)

AR 405–20

Federal Legislative Jurisdiction. (Cited in para 3–14.)

AR 405–25

Annexation. (Cited in para 3–15.)

AR 405–30

Mineral Exploration and Extraction. (Cited in para 3–19.)

AR 405–45

Real Property Management and Accountability. (Cited in para 1–1.)

AR 405–70

Utilization of Real Property. (Cited in para 3–2.)

AR 405–80

Management of Title and Granting Use of Real Property. (Cited in subpara 3–2b.)

AR 405–90

Disposal of Real Estate. (Cited in para 3–20 and subpara 3–23d.)

AR 420–10

Management of Installation Directorates of Public Works. (Cited in App. D, Table D–16)

AR 420–18

Facilities Engineering Materials, Equipment, and Relocatable Building Management. (Cited in para 3–11.)

AR 735–5

Policies and Procedures for Property Accountability. (Cited in para 3–9.)

DA PAM 415–28

Guide to Army Real Property Category Codes. (Cited in para 1–1, subparas 2–3e and f, App A, para 36, 56, 71, and Table D–16.)

DA PAM 420–11

Project Definition and Work Classification. (Cited in subpara 3–3b, para 3–6, and subpara 3–13c.)

**Section II
Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 140–483

Army Reserve Land and Facilities Management.

AR 200–1

Environmental Protection and Enhancement.

AR 200–2

Environmental Effects of Army Actions.

AR 210–1

Private Organizations on Department of the Army Installations.

AR 210–20

Master Planning for Army Installations.

AR 210–135

Banks and Credit Unions on Army Installations.

AR 405–1

Reimbursement for General Services Administration Space, Services, and Facilities outside the National Capital Area.

AR 405–15

Real Estate Claims Founded Upon Contract.

AR 405–20

Federal Legislative Jurisdiction.

AR 405–25

Annexation.

AR 405–30

Mineral Exploration and Extraction.

AR 405–70

Utilization of Real Property.

AR 405–80

Management of Title and Granting Use of Real Property.

AR 405–90

Disposal of Real Estate.

AR 415–10

Military Construction General.

AR 415–28

Real Property Category Codes.

AR 420–10

Management of Installation Directorates of Public Works.

AR 420-18

Facilities Engineering Materials, Equipment, and Relocatable Building Management.

AR 420-70

Buildings and Structures.

AR 420-74

Natural Resources Land, Forest, and Wildlife Management.

AR 735-5

Policies and Procedures for Property Accountability

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms****DA Form 272**

Register of Voucher to Stock Record Account

DA Form 337

Request for Approval of Disposal of Buildings and Improvements

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 4283

Facilities Engineering Work Request-XFA, XFB, XFC

DA Form 4697

Department of the Army Report of Survey

DD Form 1354

Transfer and Acceptance of Military Real Property

Appendix B**Management Control Evaluation Process****B-1. Function**

Army Real Property accountability and management.

B-2. Management Controls

- a. Determine that installations are updating their real property database in a timely manner.
- b. Determine that changes in an installation's real property database are internally consistent.
- c. Confirm that the HQDA worldwide RPI reflects the latest changes in installation deletions, additions, and reassignment to different MACOMs.

B-3. Management Control Evaluation Process

This is a required process to evaluate the key controls. Quality Assurance (QA) of the central inventory database is accomplished at least semi database annually and as required. The QA process compares all current data statistics with the previous data statistics to examine trends and possible errors.

Appendix C

Real Property Data Elements

1. Actual Cost of Demolition

The actual costs for demolition of a facility. It includes demolition costs, relocation costs to a new facility, and environmental inspection and remediation costs.

2. Appropriated Costs (Cost to U.S. Government)

Cost associated with or the result of a capital improvement or capital decrease, expressed in dollars and cents, that the U.S. Government expended for the purchase, construction, or modification, of an item of real property. The cost will be estimated if actual costs cannot be determined from installation records. Do not enter costs of constructed or modified facilities paid for and owned by a foreign government including donated costs.

3. Approval POC (Disposal)

The name of the coordinator, at a major command or higher headquarters, for the approval of a specific disposal action.

4. Area Assigned

The gross area assigned for a specific category code in a facility.

5. Area Available

The gross area of a facility available to be assigned for a specific category code.

6. Area Outgrant

The gross area of a facility, that is granted either through lease, permit, license, or easement, expressed in the appropriate unit of measure (SF, SY, or AC), for each specific use or category code designation of an item of real property.

7. Area Total

The total areas of a given facility, for example; gross area totals of all specific uses of an item of real property. Two positions to the right of the decimal are reserved for acres, so that partial acreage may be shown, for example; 725.45 acres.

8. Area Vacant

The unoccupied area in a building and/or structure not programmed or committed for use during a consecutive 12-month period, by specific use or category code designation of an item of real property. Facilities that are unoccupied will have a planned disposition code and the facility activation status code will be "10". These buildings and/or structures may be subject to the McKinney Act.

9. Assigned Net Floor Space

The net floor area assigned to a user. It applies only to buildings and roofed structures, excludes the space taken by the outside walls, interior partitions, stairways, elevator shafts, machinery rooms, toilets, basements unsuitable for design use, permanent hallways, heating and/or ventilating shafts, electrical rooms, power and/or water supply areas for the facility, and vertical storage.

10. Assigned Other Measure Total

The capacity assigned for a specific category code to a specific unit and/or organization.

11. Assigned Unit ID

A three-digit code assigned to the occupant and/or user of a facility used for tracking both billing and assignments.

NOTE. This is also an alias of the Customer ID and two-digit code. (This data element is the responsibility of the DPW Work Management staff.)

12. Assigned Unit Name

Represents the name of the occupant and/or user of the facility.

13. Base Code

A grouping of installations for planning and mission analysis purposes only. Base installations are used by HQDA (ACSIM) for reporting base statistics to DOD and the Congress. Base Codes are assigned at HQDA level and cannot be changed by a MACOM or installation. (This data element is the responsibility of the ACSIM staff.)

14. Capitalization Posting Date

Date capitalization cost information was entered into the automated system. Date format will be as follows: DDMMMYYYY.

15. Category Code UM1 (Unit of Measure 1)

The reporting unit of measure expressed as square feet, square yards, or acres.

16. Category Code UM2 (Unit of Measure 2)

The reporting unit of measure defined as the measure of capacity. Expressed as barrels, beds, boxes, each, cubic feet, families, feet of berthing, firing points, gallons, gallons per minute, heads, linear feet, kilograms, kilovolts, miles, millions of British thermal units, outlets, personnel, spaces, or tons. The other column is used to report the real property inventory for units of measure other than the area. These units of measure typically are used to report length, capacity, or occurrences.

17. Complex Code

A code that designates a group of like types or associated facilities. Values are normally established by the installation.

18. Cost of Capitalization

Cost reported on DD Form 1354 that is associated with appropriated or other than appropriated costs.

19. Current Use Category Code

The current use category code is the category code currently assigned for the current use of a facility. The current use category code will be equal to the design use category code unless the facility has been diverted to another use.

20. Customer ID

A locally assigned code that uniquely identifies a customer for work and space management purposes (user or occupant) who has signed for a specific real property facility, for example; Director of Logistics (DOL). (This data element is the responsibility of the DPW Work Management staff.)

21. Date Assigned Method Disposal

Represents the date that a method of disposal is assigned to a real property facility. It is a mandatory entry when Method of Disposal code is entered. Date format will be as follows: DDMMMYYYY.

22. Date Assignment Started

Date current occupant or user accepted the facility. Date format will be as follows: DDMMMYYYY.

23. Date Beneficial Occupancy

Date facility accepted for occupancy by the installation real property office. Date format will be as follows: DDMMMYYYY.

24. Date Disposal Approved

The date the DA Form 337 was signed. Date format will be as follows: DDMMMYYYY.

25. Date Disposal Completed

The date that the facility disposal was physically completed. Date format will be as follows: DDMMMYYYY.

26. Date Disposal Started

The date the facility disposal started. Date format will be as follows: DDMMMYYYY.

27. Date Disposal Submitted

The date on the DA Form 337 a facility is submitted for disposal approval. Date format will be as follows: DDMMMYYYY.

28. Date Dropped From Inventory

The date the facility was dropped from the installation's inventory of real property. Date format will be as follows: DDMMMYYYY.

29. Date McKinney Act Federal Register Announcement

Represents the date that HUD advertises the unutilized, under-utilized, or excess facility in the Federal Register. Date format will be as follows: DDMMMYYYY.

30. Date McKinney Act Submitted

Identifies the date, the six–page checklist for an unutilized, underutilized, or excess facility was submitted to HUD for processing. Date format will be as follows: DDMMYYYY.

31. Date of Capitalization

Date the work being capitalized was physically completed. Date format will be as follows: DDMMYYYY.

32. Date RPI Inspection

The last date the real property facility was inspected. Date format will be as follows: DDMMYYYY.

33. Depot Code

Is the optional Standard Depot System 1 position code used for installation identity during the interface processing cycle. (Army Material Command (AMC) – Army Working Capital Fund (AWCF) installations and/or activities only).

34. Depreciation Costs

Facility costs associated with the decreasing value over time for those facilities and installations operating under depreciation guidelines. Calculation of these costs is not a real property responsibility. The depreciated value is calculated as directed by the Chief Financial Officer's (CFO) Act to show the financial worth of an item of real property over time. Both the calculations and the business rules that govern them are the responsibility of the Assistant Secretary of the Army (Financial Management) (ASA (FM)) and the ACSIM. The automated accountability system used for real property reporting will make this calculation for CFO Act reporting purposes.

35. Description of Capitalization

Brief description of capitalization work accomplished.

36. Design Use Category Code

A series of numerical codes used to classify and categorize Army Real Property. These code numbers are based on nine basic functional classes coded by the Department of Defense. The Army generally uses a five–digit code to plan, program, and budget, design and construct, inventory, and maintain its facilities. Some commands add digits to refine the functional description. See DA PAM 415–28 for authorized category codes.

- a. The category codes in DA PAM 415–28 will be used for identifying and classifying each item of real property.
- b. Space in multi–purpose buildings or structures will be reported as follows:

- (1) Each functional use of 1,000 gross square feet or more of contiguous area that is identifiable by a specific five–digit category code will be reported under that category code. If deemed necessary by MACOM or installations, this may be a cumulative total rather than contiguous space within a building.

- (2) Space, as described above, with area less than 1,000 gross square feet and considered by the installation or higher headquarters to be important to the management of real property will also be reported.

- (3) Space assigned to a non–Army agency must be identified regardless of size and function.

37. Disposal Area Total

Represents the gross square footage of a facility that is associated with a disposed facility. The value must be less than or equal to gross area.

38. Disposal Fund Type Code

A code used to denote the source of funds used in facility demolition projects. See Table D–18 for approved codes.

39. Disposal Other Measure Total

Represents the other measure total quantity that is associated with a disposal facility. For the same category code, the value must be less than or equal to other measure total.

40. Estimated Cost of Demolition

Identifies the estimated dollar cost, to the government to demolish a facility. It includes demolition costs, renovation costs for a new facility (if appropriate), relocation costs to a new facility (if appropriate), and environmental inspection and remediation costs (if appropriate).

41. Estimated Life Modifier

A code indicating the planned retention or action to be taken on a facility when it reaches the end of its estimated economic life span. Set equal to "H" for facilities that are approved as historical using the guidelines set forth in this DA Pamphlet.

42. FY Obligation Year

The fiscal year of obligation for project funds. (This data element is the responsibility of the DPW Business Management staff.)

43. Facility Acquisition Code

A code that identifies how a facility is acquired. Appropriate codes are provided in Table D-12.

44. Facility Activation Status Code

A code that describes the status of activation of a facility. It further indicates a facility that is inactive or partially active for periods not greater than 9 months. Appropriate codes are provided in Table D-11.

45. Facility Name and Address

To include official name if applicable, street, city, state, and ZIP Code.

46. Facility Number

A unique number assigned to a facility for property accountability.

a. A current master numbering plan will be maintained at each installation. Buildings and structures will be numbered according to such plan in a single series of numbers, as follows:

(1) The installation will be divided into blocks or areas dependent upon the physical layout of the installation. Each of these subdivisions will be allotted consecutive numbers that will be used to identify the buildings and structures in the area. To allow for expansion, the sets of numbers will consist of multiples of one hundred.

(2) All building and structures will be maintained in numerical sequence to the extent possible and considering existing numerical system.

(3) Permanent underground ammunition storage facilities may be numbered in accordance with instructions of the AMC.

b. A number must be assigned to a building, structure, utility, or land for inventory purposes. The following applies:

(1) No two facilities will have the same facility number within the same installation number (INSNO).

(2) Very large buildings, which are segmented by firewalls or corridors, will receive one facility number and be carried as a multi-use facility or single use facility with single or multi-users.

(3) The facility number must have five characters for inventory purposes. The type of construction "P", "S" or "T" will not be reported as part of the facility number.

(4) Facility numbers may be reused five years after the previous facility has been demolished. In OCONUS, the reuse of numbers of demolished host nation funded facilities should be avoided where possible.

47. Facility Type

A code that identifies the facility type at the facility use level of detail, for example; a building or a structure. The CATCODE use of a facility dictates the facility type. Appropriate codes are provided in Table D-14.

48. Facility Usage Code (Previously, Building Code)

A code indicating use(s) of a facility based on assigned facility classification and construction category code.

a. The "B" indicates a building used for a single design use as indicated by the category to which assigned.

b. The "P" indicates the primary use of a multipurpose building. Only one primary use or "P" record will be assigned to a multiple design use of a building. The total number of buildings in the installation real property database and HQEIS will be the sum of those indicated by "B" and "P". If there is a "P" there must also be at least one "M" record.

c. The "M" indicates secondary uses (portions) of a multi-purpose building. When "M" is used, each line item reported for a multi-purpose building will carry the same facility number. More than one "M" use of a building may exist. There must be one "P" use associated with the use of the "M" designator.

d. The "S" indicates a single or primary structure used for only one purpose as indicated by the category code to which assigned, or as the principal category use of a multi-purpose structure. If a Facility Type is equal to "S," then Facility Usage Code of "S" or "A" must be entered to indicate a primary or alternate use of the facility. Only one "S" may exist per facility number.

e. The "A" indicates the secondary use (portion) of a multi-purpose structure. Multiple "A's" may be used along with the singular "S."

f. Blank is an acceptable entry for facilities other than buildings and structures, for example; land or utilities.

g. When a facility has one use as a building and a second use as a structure then use "B" and "S" to record that facility.

49. Grantor and/or Grantee

A provider or recipient of a grant. The individual or organization that is associated with the granted property.

50. Grant Instrument POC and/or Address

Point of contact for a particular grant instrument including the name, telephone number, address, city, state, and ZIP Code.

51. Grant Instrument Number

A sixteen-position code representing a specific designation of a formal legal instrument. These numbers are assigned by the Corps of Engineer District or Division. A sample number is DACA01-5-99-1234, the instrument number has four parts with each part separated by a dash:

a. The first six digits identify the fiscal station number, for example; DACA65, identifies that the instrument is an Army document issued by a COE District office.

b. The seventh digit identifies the type of instrument as follows:

(1) 1 – outlease.

(2) 2 – easement out.

(3) 3 – license out.

(4) 4 – permit out.

(5) 5 – inlease.

(6) 9 – other type of instrument.

c. The eighth and ninth digits identify the fiscal year of the instrument.

d. The remaining four digits are a COE assigned serial number.

52. Grant Instrument Number Change Date

The calendar date that the grant instrument number was last changed. Date format will be as follows: DDMMYYYY.

53. Grant Rent Paid

The annual fee paid by the government under the terms of an ingrant for a real property facility utilized by the U.S. Government. OCONUS rents are negotiated, paid, and reported in Host Nation currency. System software converts it to U.S. dollars.

54. Grant Rent Received

Identifies the annual fee received by the U.S. Government under the terms of an out grant for a real property facility. OCONUS rents are negotiated, paid, and reported in Host Nation currency. System software converts it to U.S. dollars.

55. Grant Start

The calendar date that the original legal instrument or contract governing a grant is effected and use of the property began. Date format will be as follows: DDMMYYYY.

56. Grant Termination

The calendar date that the legal instrument or contract governing a grant is ended. Date format will be as follows: DDMMYYYY.

57. Gross Area (RPF Use Area Total)

Represents the total area, which includes space taken by outside walls, interior partitions, stairways, elevator shafts, machinery rooms, toilets, space unsuitable for design use, permanent hallways, heating and/or ventilating shafts, electrical rooms, power and or water supply areas for the facility and vertical storage areas. Total area is the amount of area for each item according to the applicable Unit of Measure 1 (UM1) (SF, SY, or AC) expressed in the “Area” of DA PAM 415-28. Two positions to the right of the decimal are allowed for acres only so 1021.33 acres of land is entered as 1021.33. When facilities are connected by corridors, the square feet of the corridor will be divided equally between buildings.

58. Gross Area Available (As Calculated by the Automated System)

The gross area of a facility remaining unassigned to any user or occupant for a specific category code.

59. HUD Determination

A code that verifies HUD’s review of a facility with a pending disposal record. (See Table D-19 for appropriate codes.)

60. Improvement Cost on Leased or Rent Free Land

The appropriated costs expressed in hundreds of dollars, the U.S. Government expended for the purchase or construction of an item of real property on leased or rent-free land. Changes will be the result of a capital improvement or capital decrease. The cost will be estimated if actual costs of constructed or modified facilities paid for by appropriated costs and owned by a foreign government.

61. Installation Name

The official name given an installation. Names should agree with designations published in official directives or be otherwise properly assigned and approved by the commander. To facilitate continuity of records, names applied to new installations in those areas where the command has authority to act should ensure their retention over time. The use of names of occupying service units as installation names does not ensure retention over time. Memorialized installation names will meet criteria set forth in AR 1-33. In USAREUR used for ARLOC for other than installations.

62. Installation Number

The official number assigned to an installation for identification purposes. Its principal use is to provide continued and positive identification of the installation. Installation numbers for existing installations may be obtained from existing real property inventory records. Installation numbers for new installations will be obtained by the reporting command from USACEISD's Real Property Office. In USAREUR the ARLOC used as the installation for sites other than installations, for example; Off Post Housing acquired from the Host Nation.

63. Installed Equipment

Items of equipment and furnishings, including materials for installation thereof, which are required to make the facility usable and are affixed as a permanent part of the structure.

64. Major Army Command Code

A code representing the MACOM having accountability and/or reporting responsibility. Appropriate codes are provided in Table D-2.

65. Major Subordinate Command (MSC) Code

U.S. Army Materiel Command, Pacific Command (Japan only installations) and US Army Corps of Engineers will only use this code. This code is to designate the MSC having responsibility for the installation. Appropriate codes are listed in Table D-3.

66. McKinney Act HUD Property Number

A number assigned by HUD that is used to track a facility under the McKinney Act.

67. Method Disposal Code

Determines how the disposal will be accomplished (in house, contract, training, etc.). Appropriate codes are provided in Table D-10.

68. Net Area Total

The total net floor area. It applies only to buildings and roofed structures, excludes the space taken by the outside walls, interior partitions, stairways, elevator shafts, machinery rooms, toilets, basements unsuitable for design use, permanent hallways, heating and/or ventilating shafts, electrical rooms, power and/or water supply areas for the facility and vertical storage.

69. Non-Appropriated Funds

The non-appropriated costs expressed in dollars and cents, the U.S. Government expended for the purchase or construction of an item of real property on government-owned land. Changes to this will be the result of a capital improvement or capital decrease. The cost will be estimated if actual costs cannot be determined from installation records. Do not enter costs of constructed or modified facilities paid for by appropriated costs and owned by a foreign government.

70. Number of Floors

The number of floors that exist in a building to include basement and attic where the ceiling is seven feet or higher and the space is usable.

71. Operator Name

The name of the operator (contractor or government) responsible for operating industrial type installations. Non-Industrial installations will be shown as "blank." Appropriate codes are provided in Table D-5.

72. Other Measure Total Available (as Calculated by the Automated System)

The unassigned total for capacity or other measure assigned for a specific category code related to UM2 found in AR 415-28.

73. OTHER MEASURE TOTAL (CAPACITY)

Unit of Measure 2 (UM2) is reported in automated systems in tenths. Total capacity is a measurement of capacity or "other" that corresponds to the Design Use Category Code. The quantity or number of units is based on the applicable unit of measure expressed in the "Other" column of DA PAM 415-28 (for example; MI). One position to the right of the decimal is allowed so 1021.3 miles of railroad is entered as 1021.3.

74. Ownership Code

The ownership codes are used to identify the type of facility ownership. Appropriate codes representing the type ownership for facilities are provided in Table D-7.

75. Planned Disposition Code

Denotes the installation's planned use or disposal plans for a facility. The planned disposition code is used to show planned disposition, future mission use, and rehabilitation of vacant space or for facilities currently in use and designated for disposal or layaway. Leave blank if a facility is in use and not planned for disposal, rehabilitation, or future use. Appropriate codes are provided in Table D-9.

76. Plant Replacement Value (PRV)

The U.S. Army Plant Replacement Value (PRV) is used by DOD, HQDA, MACOMs and installations for budget preparation, management of real property, maintenance and construction. The PRV is calculated annually from the September Army real property inventory (RPI). A unit cost factor is applied to each facility area or capacity or to each facility as determined by the facility category code. Land is not included in the PRV. The result is then multiplied by a local cost factor. The Secretary of Defense (OSD) has permitted the services to add twenty percent to PRV to account for contingency (supervision, inspection, and overhead (SIOH) costs) to the design costs. Before FY 1993, the Army used Current Plant Value (CPV) to show current replacement cost for its facilities. The CPV was calculated by taking the original cost forward to the current FY using Office of Management and Budget (OMB) inflation factors. To convert PRV to CPV, multiply PRV by 1.18. (This data element is the responsibility of the ACSIM staff.)

77. Project Code

A locally derived code that represents the type of construction repair and/or demolition project assigned to a real property facility. (This data element is the responsibility of the DPW Business Management staff.)

78. Project Fiscal Year

A code that represents the fiscal year in which a construction/repair/demolition project is initiated. (This data element is the responsibility of the DPW Business Management staff.)

79. Project Number

The number assigned to a specific construction/repair/demolition project for a real property facility. (This data element is the responsibility of the DPW Work Management staff.)

80. RPI Condition Code

A code that identifies facilities to the degree of serviceability, condition, and completeness in terms of readiness for meeting its intended mission. Appropriate codes are provided in Table D-8.

81. Rehabilitation Cost

Indicates cost, expressed in hundreds of dollars, to the U.S. Government to restore a real property facility to its former condition, for example; \$40,000.

82. Replacement Costs (also Plant Replacement Value)

This field is for HQDA use only. It is a calculated cost that is the computed worth of a facility based on current year dollars and generic standards. (This data element is the responsibility of the ACSIM staff.)

83. Reportability Code

A code used to denote that a facility is or is not to be included in real property reporting. Appropriate codes are provided in Table D-1.

84. Responsible Officer Name

The name of the occupant responsible for a given building.

85. Rural Urban Code

Installations with a population over Twenty-five Hundred (2,500) or in densely settled urban fringe area around cities of Fifty Thousand (50,000) or more are classified as urban. All others are considered rural.

86. State, Territory, or Country Code

The name of the state, territory, or country in which the real property installation resides. Appropriate codes and names are provided in Table D-17.

87. Status, Kind, Operator Code (SKOC)

A code describing the status of an installation, the kind of installation, and the operator if it is an industrial installation. Appropriate codes are provided in Table D-5.

88. Street Address

The street address of the real property facility.

89. Successor Grant Instrument

The instrument number for a renewal action to replace an existing lease.

90. Type of Assignment

Denotes if the facility is assigned as an Army Facility Housing asset or other.

91. Type Instrument

A code indicating the type of legal real estate instrument used for a specific grant, for example; license or permit. Valid codes are provided in Table D-13.

92. Type of Construction Code

The construction code denotes the construction classification and the Army's expected useful life span for a given facility. Appropriate codes are defined in Table D-6.

93. Unaccompanied Enlisted Personnel Housing Upgrade Construction Code

A code that denotes the design construction criteria for a specific facility built for unaccompanied housing. Appropriate codes are provided in Table D-15.

NOTE. Information is maintained by the installation housing office.

94. Unit Identification Code (UIC)

A unique designation assigned to each Army activity, subunit, and/or tenant activity used for identifying personnel strengths and property tenancy. The Army Stationing Installation Plan (ASIP) provides the UIC.

95. Unit Identification Code Extension

A two-digit extension of the unit identification code (UIC) that is used to identify a unit or organization (company, unit, directorate, etc.) on an installation. The UIC extension is installation defined.

96. Using Agency Code

This code will be for agencies supported by the Army, which do not have accountability, and which are being provided with logistic support by Major Army Commands. Appropriate codes are provided in Table D-4.

97. Voucher Number

This number is sequentially assigned by fiscal year by the real property office to indicate the voucher occurrence that the transaction was accepted and/or vouched.

98. Year Acquired by DOD

The year a facility was acquired by the DOD with a valid DD Form 1354 or other legal Real Estate document if it was not built using Army funds, for example; a transferred private facility or other than DOD property. If it has been disposed of by the government or transferred to a non-DOD agency and reacquired, the year of such reacquisition will be shown.

99. Year Acquired by Army

The year that the Army with a valid DD Form 1354 or other legal real estate document accepted a facility, for example; transferred from private facility or Navy to Army.

100. Year Built

The year construction of a facility was physically completed. If the year constructed is unknown, then a reasonable estimate will suffice. Renovated facilities will retain the original Year Built date.

101. Year Disposal Planned

The planned fiscal year for the disposal of a facility. Date format will be as follows: DDMMMYYYY.

102. Year Installation Acquired

The year of initial acquisition by the Department of Army if the installation has remained continuously under Army control. If it has been disposed of by the government or transferred to a non-DOD agency and reacquired, the year of such reacquisition will be shown. Date format will be as follows: DDMMMYYYY.

103. Year Last Renovated

The year a facility was last renovated to meet newer Army standards or to raise its ISR rating to a condition of Green. (See Army Criteria Tracking System (ACTS) for current standards.) Date format will be as follows: DDMMMYYYY. (This data element is the responsibility of the DPW Work Management staff.)

104. ZIP Code

The nine-digit postal service ZIP Code of the real property facility.

Appendix D Real Property Data Element Tables

The following tables contain definitions and guidance on using appropriate data element codes in the management of real property.

**Table D-1
Reportability Codes**

Code	Definition
Blank	Reportable facility (is reported to HQDA)
D	Demolished facility ("D" reportability records are also being furnished to HQDA for Disposal Program purposes).
U	Indicates a facility under construction (is not forwarded to HQDA).
N	Non-reportable facility. Not reported to HQDA.
P	Partial disposal. Use to identify that portion of a facility that has been disposed.

**Table D-2
Major Army Command Codes**

MAC Code	MACOM Abbr	MACOM Name
A	USACE	U.S. Army Corps of Engineers
D	MEDCOM	U.S. Army Medical Command
E	MDW	Military District of Washington
F	MTMC	Military Traffic Mgmt Command
G	NG	Army National Guard
J	FORSCOM	U.S. Army Forces Command
K	SPTS	Casualty and Memorial Affairs Agency
M	USAREUR	U.S. Army Europe

**Table D-2
Major Army Command Codes—Continued**

MAC Code	MACOM Abbr	MACOM Name
N	USARPAC	U.S. Army Pacific Command
P	AMC	U.S. Army Materiel Command
Q	TRADOC	U.S. Training & Doctrine Command
R	USMA	U.S. Military Academy
S	USARC	U.S. Army Reserve Command
T	INSCOM	Intelligence and Security Command
U	ISC	Information Systems Command
V	SSDC	U.S. Space and Strategic Defense Command
W	EUSA	Eighth U.S. Army
X	USARSO	U.S. Army Southern Command
Y	ATEC	U.S. Army Test & Evaluation Command

**Table D-3
Major Subordinate Command Table**

MSC Codes	Abbr	Major Subordinate Commands
AA	CEHND	USAED Huntsville
AB	GEORD	USAED Ohio River
AC	CENED	USAED New England
AD	CEPOD	USAED Pacific Ocean
AE	CESAD	USAED South Atlantic
AF	MELMV	USAED Lower Mississippi Valley
AG	CETAD	USAED Transatlantic
AH	CENPD	USAED North Pacific
AI	CEMRD	USAED Missouri River
AJ	CENAD	USAED North Atlantic
AK	CENCD	USAED North Central
AL	CESPD	USAED South Pacific
AM	CESWD	USAED Southwestern
CA	DLA	Defense Logistics Agency (permitted)
NJ	USARJ	U.S. Army Japan
PA	HQAMC	HQ ARMY MATERIEL CMD
PC	CECOM	AMC—Comm—Electronics Com
PD	AMCOM	AMC—Avn and Misl Command
PE	TACOM	AMC—Tank—Automotive and Armaments Command
PF	ARL	AMC—Army Research Lab
PG	OSC	Operation Support Command
PH	TECOM	AMC—Test and Evaluation Command
PK	SBCCM	AMC—Soldier Bio Chem Command
PL	ILCOM	AMC—International Logistics Command
PR	STRCM	SIMULTN TNG INS CMD,
YH	DTC	Development Test Command
Blank	is to be used if there is no MSC	

**Table D-4
Using Agency Table**

<u>Using Agency Codes</u>	<u>Abbr</u>	<u>Using Agencies</u>
CA	DLA	Defense Logistics Agency
Blank		is acceptable

**Table D-5
Status, Kind, Operator, Code (SKOC) Table**

<u>Code</u>	<u>Status, Kind, Operator</u>
A	Active, Non-industrial
B	Inactive, Non-industrial
C	Excess, Non-industrial
D	Active, Industrial, Government operated
E	Active, Industrial, Contractor operated
F	Semiactive, Non-industrial
G	BRAC Closure
H	BRAC Partial Closure
W	Inactive, Industrial, Government operated
X	Inactive, Industrial, Contractor operated
Y	Excess, Industrial, Government operated
Z	Excess, Industrial, Contractor operated
Blank	Blank is acceptable for all other installations

**Table D-6
Type Construction Code**

<u>Code</u>	<u>Description</u>
P	Permanent. A facility suitable and appropriate to serve a specific purpose for a maximum period of time (25 years or more) and with a minimum of maintenance.
S	Semi-permanent. A facility suitable and appropriate to serve a specific purpose for a limited period of time (less than 25 years and more than 5 years) with a moderate to high degree of maintenance.
T	Temporary. A facility designed and constructed to serve a life expectancy of 5 years or less using expedient construction.

**Table D-7
Ownership Codes**

<u>Code</u>	<u>Type of Ownership or Tenure</u>
0	Civil works – Includes facilities owned or leased by the U.S. Army Corps of Engineers whose primary purpose is of a non-military nature, for example; locks, dams, canals, etc. Not reportable to HQDA. Example: Lock and dam sites at Rock Island, Arsenal, IL.
1	Army Owned – Includes facilities constructed, purchased, or the title of which is in the US Government, however acquired. (Include surplus commodity housing acquired by the Army.) Example: Headquarters, TRADOC building at Fort Monroe, VA.
2	Leased (inleased or easement-in, off the installation) – Includes facilities held under lease agreements, which are physically located off the installation, including condemnation leaseholds and GSA space management. Example: Leased facility off the installation. These facilities are reported at non-installation ARLOCs.
4	Permit, military – Facilities held under permit not transfers) from the Air Force or Navy. Example: Permit-in for Fort Monroe to use Air Force land for recreational purposes.

**Table D-7
Ownership Codes—Continued**

<u>Code</u>	<u>Type of Ownership or Tenure</u>
5	NATO – Facilities funded by the North Atlantic Treaty Organization for Army uses. (Valid for CONUS and OCONUS) Example: NL126, Brunssum POOMS. (See Table D-12 for Facility Acquisition Codes.)
6	Leased (inleased, or easement-in, on the installation) – Includes facilities held under lease agreements, which are physically located on the installation but privately owned. Example: Property at Fort Meade sold to Library of Congress, installation has in lease to use part of the property.
7	Agreement – Includes facilities acquired by either international or third party agreement (contractor owned, government operated). Example: Contractor owned, government operated facility.
8	Privately owned – Includes all buildings, structures, and utility systems that are owned and operated by the private sector on Army owned or controlled land. Example: Banks or Credit Unions on Army installations.
9	State – National Guard state funded facilities located on an active Army installation. Not reportable to HQDA. (Note. Normally NG facilities on Army installations are federally owned and reported with ownership code 1). Example: National Guard Armory (state funded).
C	Capital Lease – A lease agreement wherein the lease transfers ownership to the lessee by the end of the lease term. The lease contains an option to purchase the leased property at a bargain price. The non-cancelable lease term is equal to or greater than 75 percent of the estimated economic life of the leased property or the present value of rental and other minimum lease payments. Excluding that portion of the payments representing executory cost (such as insurance, maintenance and taxes), equals or exceeds 90 percent of the fair market value of the leased property.

**Table D-8
RPI Condition Code Table**

<u>Code</u>	<u>Description</u>
A	Serviceable – excellent – new or recently renovated facility.
B	Serviceable – fair – a facility that is not new or recently renovated but requires minimal repairs.
C	Serviceable – poor – a facility that requires extensive renovations but is minimally serviceable.
I	Functionally inadequate – a facility that is serviceable (condition A or B) but not suited functionally to match the unit, organization or mission for which it is being used.
N	Physically non-serviceable – structurally unsound.

**Table D-9
Planned Disposition Code**

<u>Code</u>	<u>Description</u>
A	Mobilization requirement
B	To be disposed of (non FRP), for example; a DLA facility
C	Planned future use (not currently being used)
D	To be rehabilitated
E	Disposal under consideration
G	FRP target
H	MCA and footprint disposal
J	One for one disposal
K	BRAC 1 disposal
L	BRAC 91 disposal
M	BRAC 93 disposal
N	BRAC 95 disposal
P	Contingency restationing
R	RPI adjustment – deletion
S	Transfer within Army

**Table D-9
Planned Disposition Code—Continued**

<u>Code</u>	<u>Description</u>
T	Transfer to other service, for example; Air force
U	Transfer to other non federal agency
W	Layaway with FRP credit
X	Layaway future use (no FRP credit)
Blank	is acceptable
F	Do not use
I	Do not use
O	Do not use
Q	Do not use
V	Do not use
Z	Do not use
Y	Do not use

**Table D-10
Method of Disposal Code Table**

<u>CODE</u>	<u>DESCRIPTION</u>
A	Demolition in-house
B	Demolition by contract
C	Demolition by district engineer contract
D	Sale in house
E	Sale by district engineer
F	Demolition for training
G	Transferred within the Army
H	Salvage
I	Transferred to other services (for example; Air Force)
J	Act of nature, (tornado, fire, hurricane, etc.)
K	Other
L	Lease Termination

**Table D-11
Facility Activation Status Code**

<u>Code</u>	<u>Description</u>
A0	Active mission
AN	Active non-mission
AP	Active pending disposal
IM	Inactive Retain for future mission
IO	Inactive non-mission
IP	Inactive pending disposal
IE	Inactive excess
HH	Historic only used as a historic fac
HM	Historic used for mission

**Table D-11
Facility Activation Status Code—Continued**

Code	Description
HO	Historic inactive
CD	Closed (Ranges only)
TD	Transferred (Ranges only)
TF	Transferring (Ranges only)

**Table D-12
Facility Acquisition Codes**

Code	Description
A	BRAC I Acquisition
B	BRAC 91 Acquisition
C	BRAC 93 Acquisition
D	BRAC 95 Acquisition
E	Contingency Re-stationing
F	RPI Adjustment
G	Other
H	Donated
I	Non Appropriated Fund
J	Army Family Housing
L	Leased
M	Major Construction Army
N	National Guard Bureau
O	NATO Infrastructure
P	Privately Funded
R	Major Construction Army Reserves
S	Other Service
T	Research Development Testing & Evaluation
X	Department Of Defense

**Table D-13
Type Instrument**

0	In – lease
1	Out – lease
2	Permit – in
3	Permit – out
4	Easement – in
5	Easement – out
6	License – in
7	License – out
8	Memorandum of Agreement (MOA)
9	Other

Notes:

MOA is only used with outgrants by agreement. This applies to use of AFH.

**Table D-14
Facility Type**

Facility type is a generated field generated from the Category Code. Codes are as follows:

Code	Description	Definition
B	BUILDING	A facility on a space of land, covered by a roof, enclosed by walls, and usually with flooring. Buildings will be reported for those category codes where UM1 is SF (square feet).
L	LAND	Comprises whole or part of a military installation, owned in fee by the Federal Government and/or under custody and accountability of the Army. Includes land acquired by purchase, condemnation, donation, or transfer. Includes reclaimed or accredited lands if title is vested in the Federal Government and such lands are under custody and the accountability of the Army. Also included is land furnished rent-free by Host Nation Governments. Consignment agreement and real property obligation documents.
S	STRUCTURE	A facility that is classified as other than a building, utility system, or land. Some structures may have a roof, but not be enclosed by walls.
U	UTILITY	System that provides a service or a commodity necessary to keep a facility operational; for example; water, electricity, sewage, etc.

**Table D-15
Unaccompanied Enlisted Personnel Housing (UEPH)**

TYPE –	The entries below represent the most common construction types.
GL –	Currently at original gang latrine configuration.
VOLAR –	Currently at VOLAR-era standard (typically 270 NSF rooms with bathroom).
2+2 –	Currently at original 2+2 configuration. Typically 2 two-person room shares a bathroom.
1+1 –	Constructed or renovated to 1+1 or approximate Standard.

Data by facility is to be provided from the installation housing office:

Original

Construction

TYPE	GL	VOLAR	2+2	1+1
1+1	NULL	NULL	NULL	A
Interim Std 1+1	NULL	NULL	NULL	B
2+2 (Modified)	NULL	NULL	NULL	C
2+2	NULL	NULL	D	E
ARHOC II	NULL	NULL	F	G
LBCW	NULL	H	NULL	I
BBA	NULL	J	NULL	K
other VOLAR	NULL	L	NULL	M
Rolling Pin	N	NULL	O	P
Hammerhead	Q	NULL	R	S
H-shape	T	NULL	U	V
Historic	W	NULL	X	Y
Other	Z	NULL	AA	BB

UEPH Definitions

1+1	Funded FY96 and later.
Private room of 118 NSF with shared bathroom.	
Interim Std 1+1	
Most funded FY94–FY95. Semi-private rooms of 110 NSF and/or soldiers, with shared bathroom.	

**Table D-15
Unaccompanied Enlisted Personnel Housing (UEPH)—Continued**

2+2 (Modified) Korea only.	
Funded FY96 and later. Two-person room with bathroom.	
2+2 Constructed mid-1980s to mid-1990s.	
2 two-person rooms sharing a bathroom. May be assigned as one or two soldiers per room. Code E applies only if amenities such as Service Area have been installed.	
ARHOC II	
Interim between VOLAR and 2+2 standards.	
Constructed about 1984-85. Two-person room with small built-in closets. Two rooms share bathroom.	
LBCW VOLAR	
Standard designed by Lyle, Bysset, Carisle, and Wolf.	
Constructed late 1970s to mid-1980s. 270 NSF and/or room originally designed as 3-person rooms with bathroom.	
BBA VOLAR	
Standard designed by Blenham, Blair and Associates.	
Constructed mid-1970s. 270 NSF and/or room originally designed as 3-person rooms with bathroom.	
Other VOLAR	
Constructed mid-1970s to mid-1980s in Korea and Europe. Includes 1-2-3 type in Europe. 270 NSF and/or room originally designed as 3-person rooms with bathroom.	
Rolling Pin	
Gang latrine style constructed from mid-1960s to mid-1970s. Narrow sections at either end give appearance of rolling pin shape. Handles contain former NCO rooms, small latrines, and mechanical rooms.	
Hammerhead	
Gang latrine style constructed mid-1950s to mid-1960s. Has company dining facility at one end, giving T-, or hammer, shape to building.	
H-Shape	
Gang latrine style constructed in 1950s. Two main sections with connecting piece most commonly constructed in shape of letter H. Sometimes in shape of letter A.	
Historic	Permanent construction before 1950 (perhaps all were before 1940).
Any permanent construction preceding H-shape.	
Other	
Post-1950 permanent construction not included in above list	

Table D-16
Appendix D Section V – Ready References

<u>FUNCTION</u>	<u>AR</u>	<u>AR</u>	<u>AR</u>	<u>PAM</u>
Awnings	420-70			
Bleachers	420-70			
Canopies	420-70			
Capitalization				420-70
Cemeteries				210-190
Chalk and/or Bulletin Boards	415-15	420-70		
Communication-Electronic Equipment	735-72			
Communications Security (COMSEC) Equipment	71-13			
Conversion of Buildings	405-70			
Cubicle Rods for Health Care Facilities	420-70 101			
Curtain Rods and/or Picture Moulds	420-70			
Disposal of Real Property	405-90			
Disposal of Property in Connection with MCA	415-13			
Diversion of Buildings	405-70			
Elevators	420-70			
Entrance Vestibules	420-70			
Equipment				
a. Acquisition of Equipment-in-Place	420-70			
b. Equipment-in-Place Maintenance and Installation	71-13 415-25	405-90 420-70	415-15	
c. Equipment Installation	415-15	420-70		
d. Food Service Equipment	415-15	420-55	725-72	
e. Industrial Plant Equipment	735-5 102			
f. Installed Building Equipment (Real Property) versus Equipment-in-Place (non Real Property)	71-13 420-10	415-15 4165.14	415-25	DODI

Table D-16
Appendix D Section V – Ready References—Continued

g. Machinery Equipment for Manufacturing, Processing and Other Similar Activities (EIP)	420-70			
h. Maintenance of Portable Outdoor Recreation Equipment	420-70			
i. Other Plant Equipment	735-5			
j. Plant Equipment	735-5			
k. Production Equipment	735-5			
l. Training Aids and/or Devices	415-15	420-70		
Facilities	405-45			
Facilities Class and Construction Category Code	415-28 and DA PAM 415-28			
Fixtures	405-90			
Floors	420-70 103			
Floor Surface and/or Carpet	420-70			
Food Service Equipment	71-13			
Generators and Uninterruptible Power Supply (UPS) Units	71-13			
Granting use of Real Property	405-80			
Gross Floor Area	405-70			
Guest Housing	210-50			
Hanging Pictures	420-70			
Historic Properties	200-1	405-90		DA PAM 420-8
Laundry and Dry Cleaning Plant Equipment	71-13			
Lavatory Accessories	420-70			
Leased Facility	405-10 104			
Loading Platform	420-70			
Locks/Locking Devices	420-70			

Table D-16
Appendix D Section V – Ready References—Continued

Lost and Damaged Property	735-5			
Mail Boxes	420-70			
Maintenance of Leased Facilities	420-70			
Mirrors	420-70			
Morale, Welfare, Recreation Activities Facilities	215-1	420-70		
Numbering	420-70			
Overhead Traveling Cranes, Hoist, and Jib Cranes	420-70			
Partitions, Office	420-70			
Portable Buildings	405-45			
Real Property Facility (RFP)	420-10			
Recording of Research and Development Facilities	415-25			
Relocatable Buildings	405-45	415-16	420-70	420-18
Shelving/Counters/Bins, and Similar Items	420-70			
Signs	420-70			
Space Utilization	405-70			
Telephone and/or Communications	415-15	735-72		
Theater Chairs	215-1	415-15	420-70	
Training Facilities	420-70			
Utility	420-10			
Vacant Space	405-45			
Window Shades and/or Venetian Blinds	420-70			

Table D-17
State, Territory, or Country Codes

<u>PLACE</u>	<u>PLACE NAME</u>	<u>STATE</u>
AD	ADEN	AD
AF	AFGHANISTAN	AF
AG	ALGERIA	AG
AQ	AMERICAN SAMOA	AQ
AR	ARGENTINA	AR
AS	AUSTRALIA	AS
AU	AUSTRIA	AU
BA	BANGLADESH	BA
BE	BELGIUM	BE
BL	BOLIVIA	BL
BM	BURMA	BM
BR	BRAZIL	BR
BU	BULGARIA	BU
BY	BURUNDI	BY
BZ	BERLIN	BZ
CI	CHILE	CI
CL	CANARY ISLANDS	CL
CM	CAMEROON	CM
CN	CANADA	CN
CO	COLUMBIA	CO
CS	COSTA RICA	CS
CY	CYPRUS	CY
CZ	CZECHIA	CZ
DA	DENMARK	DA
DR	DOMINICAN REPUBLIC	DR
EC	ECUADOR	EC
EG	EGYPT	EG
EI	IRELAND	EI
ES	EL SALVADOR	ES
ET	ETHIOPIA	ET
FI	FINLAND	FI
FR	FRANCE	FR
GC	CHAD	GC
GE	GERMANY	GE
GH	GHANA	GH
GQ	GUAM	GQ
GR	GREECE	GR
GT	GUATEMALA	GT
HA	HAITI	HA
HK	HONG KONG	HK
HO	HONDURAS	HO

Table D-17
State, Territory, or Country Codes—Continued

PLACE	PLACE NAME	STATE
HU	HUNGARY	HU
IN	INDIA	IN
IQ	IRAQ	IQ
IR	IRAN	IR
IS	ISRAEL	IS
IT	ITALY	IT
IV	IVORY COAST	IV
JA	JAPAN	JA
JO	JORDAN	JO
KH	KHMER REPUBLIC	KH
KS	KOREA	KS
LA	LAOS	LA
LE	LEBANON	LE
LI	LIBERIA	LI
LU	LUXEMBOURG	LU
MA	MALAGASY REP	MA
MG	MALAYSIA	MG
MI	MARSHALL ISLANDS	MI
MO	MOROCCO	MO
MU	OMAN	MU
MX	MEXICO	MX
NL	NETHERLANDS	NL
NI	NIGERIA	NI
NP	NEPAL	NP
NQ	KWAJALIEN ISLAND	NQ
NS	SURINAM	NS
NU	NICARAGUA	NU
NY	MALAWI	NY
NZ	NEW ZEALAND	NZ
PA	PARAGUAY	PA
PE	PERU	PE
PI	PHILIPPINES	PI
PK	PAKISTAN	PK
PL	PORTUGAL	PL
PM	PANAMA	PM
PO	POLAND	PO
RQ	PUERTO RICO	RQ
PZ	CANAL ZONE	PZ
RA	RWANDA	RA
RK	RYUKYU ISLANDS	RK
RU	ROMANIA	RU
SE	SWEDEN	SE

Table D-17
State, Territory, or Country Codes—Continued

PLACE	PLACE NAME	STATE
SI	SINGAPORE	SI
SK	SENEGAL	SK
SL	SRI LANKA	SL
SM	SOMALI REP	SM
SR	SAUDI ARABIA	SR
SU	SUDAN	SU
SY	SYRIA	SY
TH	THAILAND	TH
TU	TURKEY	TU
TW	TAIWAN	TW
UA	SOUTH AFRICA	UA
UK	UNITED KINGDOM	UK
VQ	VIRGIN ISLANDS	VQ
VS	VIETNAM	VS
WI	WEST INDIES	WI
YE	YEMEN	YE
YU	YUGOSLAVIA	YU
ZA	ZAIRE	ZA
01	ALABAMA	AL
02	ALASKA	AK
04	ARIZONA	AZ
05	ARKANSAS	AR
06	CALIFORNIA	CA
08	COLORADO	CO
09	CONNECTICUT	CT
10	DELAWARE	DE
11	DISTRICT OF COLUMBIA	DC
12	FLORIDA	FL
13	GEORGIA	GA
15	HAWAII	HI
16	IDAHO	ID
17	ILLINOIS	IL
18	INDIANA	IN
19	IOWA	IA
20	KANSAS	KS
21	KENTUCKY	KY
22	LOUISIANA	LA
23	MAINE	ME
24	MARYLAND	MD
25	MASSACHUSETTS	MA
26	MICHIGAN	MI
27	MINNESOTA	MN

**Table D-17
State, Territory, or Country Codes—Continued**

<u>PLACE</u>	<u>PLACE NAME</u>	<u>STATE</u>
28	MISSISSIPPI	MS
29	MISSOURI	MO
30	MONTANA	MT
31	NEBRASKA	NE
32	NEVADA	NV
33	NEW HAMPSHIRE	NH
34	NEW JERSEY	NJ
35	NEW MEXICO	NM
36	NEW YORK	NY
37	NORTH CAROLINA	NC
38	NORTH DAKOTA	ND
39	OHIO	OH
40	OKLAHOMA	OK
41	OREGON	OR
42	PENNSYLVANIA	PA
44	RHODE ISLAND	RI
45	SOUTH CAROLINA	SC
46	SOUTH DAKOTA	SD
47	TENNESSEE	TE
48	TEXAS	TX
49	UTAH	UT
50	VERMONT	VT
51	VIRGINIA	VA
53	WASHINGTON	WA
54	WEST VIRGINIA	WV
55	WISCONSIN	WI
56	WYOMING	WY

**Table D-18
Disposal Fund Type Code**

<u>Disp Fund Type</u>	<u>Disp Fund Type Desc</u>
AFH	Army Family Housing
AWCF	Army Working Capital Fund
BRAC	Base Realignment and Closure
DERA	Def Environmental Restoration Acct
DRMO	Defense Reutilization Marketing Office
MCA	Military Construction, Army
MCA-AFH	MCA-Army Family Housing
MCA-RDTE	MCA-Research, Development, Test and Eval
MCAR	Military Construction, Army Reserve
MCNG	Military Construction, National Guard
OMA	Operation & Maintenance, Army Reserve

Table D-18
Disposal Fund Type Code—Continued

OMNG	Operation & Maintenance, National Guard
OTHER	Other—Additional Fund Source
PA	Procurement Army
PA-LIF	PA—Layaway of Industrial Facilities
RDTE	Research, Development, Test and Eval

Table D-19
HUD Determination Codes

SA	Suitable and available
SU	Suitable and not available
UN	Unsuitable
Blank is acceptable	

Glossary

Section I Abbreviations

ACSIM

Assistant Chief of Staff for Installation Management

ACTS

Army Criteria Tracking System

AR

Army Regulation

ARNG

Army National Guard

ASA (FM)

Assistant Secretary of the Army (Financial Management)

ASA (IL&E)

Assistant Secretary of the Army (Installations, Logistics & Environment)

ASIP

Army Stationing Installation Plan

AWCF

Army Working Capital Fund

BASCO

Base Code

BRAC

Base Realignment and Closure

CATCODE

Category Code

CFOA

Chief Financial Officers Act

COCO

Contractor Owned/Contractor Operated

COE

Chief of Engineers

CONUS

Continental United States

CPV

Current Plant Value

DA

Department of the Army

DEH

Director of Engineering and Housing

DFAS

Defense Finance and Accounting Service

DD Form

Department of Defense Form

DIS

Director of Industrial Services

DLE

Director of Logistics and Engineering

DOD

Department of Defense

DOL

Director of Logistics

DPW

Director of Public Works

FASAB

Federal Accounting Standards Advisory Board

FFMIA

Federal Financial Management Improvement Act

FORSCOM

Forces Command

GMRA

Government Management Reform Act

GSA

General Services Administration

HQDA

Headquarters, Department of the Army

HQEIS

Headquarters, Executive Information System

HUD

Housing and Urban Development

ID

Identification

INSNO

Installation Number

ISR

Installation Status Report

ITMRA

Information Technology Management Reform Act

MACOM

Major Army Command

MARKS

Modern Army Record Keeping System

MCA

Military Construction, Army

MCAR

Military Construction, Army Reserve

MOA

Memorandum of Agreement

MSC

Major Subordinate Command

NAF

Non Appropriated Fund

NATO

North Atlantic Treaty Organization

NG

National Guard

NGB

National Guard Bureau

OCONUS

Outside Continental United States

OMA

Operation and Maintenance, Army

OMAR

Operation and Maintenance, Army Reserves

OMB

Office of Management and Budget

OSD

Secretary of Defense

PAM

Pamphlet

POC

Point of Contact

PP&E

Property Plant and Equipment

PRV

Plant Replacement Value

QA

Quality Assurance

RDTE

Research, Development, Test, and Evaluation

RFP

Real Property Facility

RPAO

Real Property Accountable Officer

RPO

Real Property Office

ROA

Report of Availability

RPI

Real Property Inventory

RPMA

Real Property Maintenance Activities

SA

Suitable and Available

SHPO

State Historical Preservation Officer

SKO

Status, Kind, Operator

SOFA

Status of Forces Agreements

UEPH

Unaccompanied Enlisted Personnel Housing

UIC

Unit Identification Code

UM

Unit of Measure

UPS

Uninterrupted Power Supply

USACE

United States Army Corps of Engineers

USACEISD

United States Army Corps of Engineer Installation Support Division

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USAREUR

United States Army Europe

Section II**Terms****Appropriations**

Various accounts used to delete fund sources for maintenance and repair of real property facilities. (See below for accounts.)

OMA—Operations and Maintenance Army

RDTE—until FY00—then part of OMA) Research, Development, Testing, and Evaluation
OMAR—Operations and Maintenance Army Reserve
OMNG—Operations and Maintenance National Guard
PA—Procurement Army
AWCF—Army Working Capital Fund
AFH—Army Family Housing
DOD—Department of Defense includes:
 DeCA—Defense Commissary Activity
 DHP—Defense Health Program
 DODDS—Department of Defense Dependent Schools
NAF—rolled with Army appropriations for POM)—Non— appropriated Funds
AAFES—rolled with Army appropriations for POM)—Army and Air Force Exchange System

Appropriated Costs (Cost to US Government)

Cost associated with or the result of a capital improvement or capital decrease, expressed in dollars and cents, that the U.S. Government expended for the purchase, construction, modification, or disposal of an item of real property. The cost will be estimated if actual costs cannot be determined from installation records.

Army Stationing and Installation Plan (ASIP)

An official document that gives the current projected force structure at installation level for planning and programming real properties required to support personnel and activities, Army and other services.

Building

A facility on a space of land, covered by a roof, enclosed by walls, and usually with flooring.

Capitalization

The cost of actions which increase or decrease (demolition only) the material worth of an item of real property. Each instance of a capital improvement (increase or decrease) is vouched against the facility by separate voucher. When a facility is completely demolished the final voucher will bring the final cost to the government to zero.

Capital Decreases

Where an item or part of a Real Property facility is deleted or disposed of, the capital decrease will be determined by the cost that is in the inventory. This includes the removal of installed equipment and partial demolitions.

Capital Improvements

Changes regardless of source of funds, which provide additional items of Real Property; constitute an improvement which materially increases the material worth of the facility substantially extend the useful life of the Real Property; or increase the number of “units of measure” (as set forth in DA PAM 415–28).

Capital Lease

A lease agreement wherein the lease transfers ownership to the lessee at the end of the lease term. The lease contains an option to purchase the leased property at a bargain price. The non-cancelable lease term is equal to or greater than Seventy-five percent of the estimated economic life of the leased property or the present value of rental and other minimum lease payments. Excluding that portion of the payments representing executory cost (such as insurance, maintenance and taxes), equals or exceeds Ninety percent of the fair market value of the leased property. See Table D-7 for appropriate code.

Category Code

Facility (building, structure, utility, or land) classification found in DA PAM 415–28.

Community

A relationship established between several mission related installations for real property management and planning purposes (USAREUR unique term).

Condition

Indicates whether a facility is/is not serviceable for a useful purpose.

Construction

The erection or assembly of a new facility. The addition, expansion, extension, alteration, conversion, or replacement

of an existing facility. Includes equipment installed and made a part of such facilities, and related engineering and design efforts, site preparation, excavation, filling and landscaping, or other land improvements.

Conversion

A permanent change in the functional use of all or part of a building or structure. The building or structure category code is changed to reflect the conversion category code.

Cost of Improvements to Leased Facilities or Non-owned Facilities

Construction/improvement costs incurred by the U.S. Government to facilities the U.S. Government does not own. Changes will be the result of a capital improvement or capital decrease. The cost will be estimated if actual costs are not known. Non-appropriated cost expressed in dollars and cents will be reported as estimated value.

Cost to U.S. Government of Improvement on Leased or Rent-free Land

The appropriated and non-appropriated costs, expressed in hundreds of dollars, the U.S. Government expended for the purchase or construction of an item of real property on leased or rent-free land. Non-appropriated cost expressed in dollars and cents will be reported as estimated value.

Defense PP&E Assets

Facilities with the primary use classified as an igloo, magazine (above ground and earth covered), or storehouse for ammunition, explosives and propellants in support of the bulk storage mission at the depot/arsenal level and for day to day storage in support of the installation mission. Bulk storage is defined as the mission to store ammunition for multiple sites/installations. Day to day storage includes that necessary and designated for the operational needs of the installation or units assigned thereto such as basic load small arms storage, and war reserve munitions for theater support based on war plans. Also includes facilities with the primary use classified as missile launcher and storage building. (For CFO Act reporting only.)

Director of Public Works

The individual designated as responsible for the maintenance and management of Real Property facilities.

Diversion

A temporary change, not to exceed three years, in the functional use of all or part of a building or structure. No major structural changes or modifications will be made. The original construction category code on the Real Property record is not changed only current use. The facility can be returned to its original purpose without significant use of labor or funds.

Disposal

Any authorized method of permanently divesting Department of the Army (DA) of control of and responsibility for real estate and Real Property. Reference AR 405-90.

Equipment-in-place

Equipment-in-place is a special category of personal property as defined in AR 735-5. It consists of capital equipment and other non-expendable supplies of a movable nature that are not affixed as an integral part of the facility and may be removed without destroying or reducing the usefulness of the facility. Equipment-in-place is not Real Property and will not be reported as separate items of inventory in the RPI.

Excess Real Property

Any Real Property under the control of any Federal agency, which the head of the agency determines, is not required for the needs and discharge of the responsibilities of the agency.

Facility

A facility is an item of Real Property, and may be a building, structure, utility system, or land. All Real Property facilities are categorized by one or more category code from DA PAM 415-28.

Facility Acquisition Code

A code used to identify the method of acquisition. The Facility Acquisition Code has been added to track additions not necessarily construction (new construction, lease, transfer, etc.) to the Real Property database.

Facility Construction, Permanent

Facilities designed and constructed to serve a life expectancy of Twenty-five years or more, be energy efficient, and with finishes, materials, and systems selected for low maintenance and low life-cycle cost.

Facility Construction, Semi-Permanent

Facilities designed and constructed to serve a life expectancy of more than five years, but less than Twenty-five years, be energy efficient, and with finishes, materials, and systems selected for a moderate degree of maintenance using the life-cycle approach.

Facilities Construction, Temporary

Facilities designed and constructed to serve a life expectancy of five years or less.

Facility Type

A code that identifies the group to which a facility belongs. It is automatically generated by the category code. For each category code in a facility, there will be a unique facility type. See Appendix D, Table D-14 for facility types (land, building, utility, or structure).

Facilities, Relocatable

Facilities designed for the specific purpose of being readily moved, erected, disassembled, stored, and reused without structural damage and a minimum of refurbishment. The term includes fully assembled, mobile (with axles) structures; fully assembled, stationary (with skids) structures; factory pre-assembled buildings; and modular offices, classrooms, and similar units to be used outdoors. Specifically excluded from this definition are buildings and forms that are provided as an integral part of a mobile equipment item, that are incidental portions of equipment components, such as communication vans or trailers. Relocatable facilities are not items of real property and will not appear in RPI. K-SPAN or machine generated structures are included in this definition and are not items of real property.

Gross Square Feet

Gross square footage is the whole area (including all openings in floor slabs) measured to the outer surface of exterior or enclosing walls. This includes all floors, mezzanines, halls, vestibules, stair wells, service and equipment rooms, penthouses, enclosed passages and walks, finished usable space with sloping ceilings (such as attic space) having seven feet or more of headroom, and appended covered shipping and receiving platforms at truck or railroad car height. Also included in the gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages, and walks, and appended uncovered receiving and shipping platforms at truck or railroad car height. See AR 405-70 for additional details.

Heritage Assets

- a. Heritage assets are PP&E that are unique for one or more of the following reasons:
 - (1) Historical or natural significance.
 - (2) Cultural, educational or artistic (for example; aesthetic) importance.
 - (3) Significant architectural characteristics.
- b. Heritage assets are generally expected to be preserved indefinitely. One example of evidence that a particular asset in nature is that it is listed on the National Register of Historic Places.
- c. Heritage assets may in some cases be used to serve two purposes; as a heritage function or as a government operation. In cases where a heritage asset serves two purposes, the heritage asset shall be considered a multi-use heritage asset if the predominant use of the asset is in general government operations (for example; the main Treasury building which is a heritage asset used as an office building). Costs of acquisition, betterment, or reconstruction of multi-use heritage assets shall be capitalized as general PP&E and depreciated.

Ingrant

A lease, license, easement, or permit which authorizes the Army real property use of other Military departments, federal agencies, state and local governmental agencies and private organizations or individuals.

Installation

An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of the Department of Defense or a state. The District of Columbia, territory, commonwealth or possession controlled by the Department of the Army and at which an Army unit or activity (Active, USAR, or ARNG) is assigned. For the purpose of inventory reporting, subordinate installations and property at separate locations (other than lease-holdings not part or all of an installation and assigned space in Federal public buildings) accommodating an activity will be reported as an installation.

Installation, Active

An installation being utilized regularly in its entirety or in part for its intended purpose. Land acquired for an intended installation will be reported as an "active" installation whether or not any construction has been completed.

Installation, Inactive

An installation which is not in use, either intermittently or otherwise, by Active Army or Reserve Component organizations other than care taking detachments. Inactive installations are retained in a layaway status in support of mobilization requirements, approved future missions or pending disposal or transfer to another Federal agency. Portions of an installation may be placed in an inactive status.

Installation, Excess

An installation for which there is no foreseeable DA requirement as determined in accordance with procedures set forth in AR 405-90.

Installation, Semi-Active

An installation which is not in continuous use by Army organizations other than an Active Army Garrison required to support intermittent use of Reserve Component or field exercise requirements. An installation which is in custody of a non-Army agent charged with support of Reserve Component training and/or maintenance of the installation as a mobilization base.

Installation Status Report

An information system designed to monitor the quantity, quality, and the estimated maintenance and build out costs of an installation's facilities. The ISR survey may take the place of the triennial inventory for facilities inspected.

Installed Facility Equipment

Items of equipment that are affixed and built into the facility as an integral part of the facility. Equipment that is an integral part of the facility, which if removed would destroy or reduce the usefulness of the facility, heating, cooling, and electrical system and included in the cost of construction and/or renovation.

Land

For land owned by the Federal Government and or under custody and accountability of the Army. Includes land acquired by purchase, condemnation, and donation, transfer or other means as described in AR 405-10, Acquisition of Real Property and Interests Therein. Includes reclaimed or accredited lands if title is vested in the Federal Government and such lands are under custody and accountability of the Army.

Layaway

Maintenance and repair procedures necessary to preserve a facility for eventual reuse. On closing installations, facilities are maintained in a layaway status pending sale or transfer to another agency. Layaway includes both initial and recurring facility preservation measures. Layaway also includes those measures needed to secure facilities identified for demolition or remediation under the base environmental restoration plan. The term mothball is often used synonymously with the term layaway.

Major Army Commanders

As defined in AR 420-10, paragraph 1-3, Major Army Commanders are commanders of all major military commands and the Superintendent, U.S. Military Academy.

MCA – Military Construction, Army

Appropriated monies for major construction, available for obligation for five years.

Military Construction Project Code

A code that represents the fiscal year in which a construction/repair/demolition project is initiated.

Net Square Feet (Usable Area)

Net square footage is that area defined as gross square footage less space occupied by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, telephone closets, basements and attic space unsuitable for use, permanent hallways and corridors, and rooms housing machinery or equipment for heating or ventilating and for furnishing light, power, and water supply for the building. More simply, the Net Usable Area (NUA) of a room is the product of its interior length and width. The NUA of a building is the sum of its rooms' NUA.

Non-appropriated Cost

The non-appropriated costs expressed in dollars and cents, is the amount U.S. Government expended for the purchase or construction of an item of real property on Government owned land. Changes to this will be the result of a capital improvement or capital decrease. The cost will be estimated if actual costs cannot be determined from installation records. Do not enter costs of constructed or modified facilities paid for by appropriated costs.

OMA – Operation and Maintenance, Army

Funds used for operation and maintenance of all army organizational equipment and facilities. This is an annual appropriation and is obligated for one fiscal year only.

OMAR – Operation and Maintenance, Army Reserves

Funds used for operation and maintenance of all army reserve organizational equipment and facilities. This is an annual appropriation and is obligated for one fiscal year only.

Outgrants

A lease, license, easement, or permit which authorizes the use of military Real Property controlled by the Department of Army (DA) to other military departments, federal agencies, state and local governmental agencies and private organizations or individuals.

Personal Property

Any property not considered real property such as drills, lathes, furniture, etc.

Planned Disposition Code

A code used to identify a facility that has been identified for future disposal, replacement, planned future use, or rehabilitation. Gross area that is “vacant” will be reported in the vacant area field. If a facility is vacant, planned for disposal, not currently used or being rehabilitated, it must have a planned disposition code.

Private Organization

A self-sustaining, non-Federal entity constituted or established and operated on a DA installation by individuals acting outside any official capacity as officers, employees, or agents of the Federal government or its instrumentalities. It can be incorporated or unincorporated. It must have the written consent of the installation commander or higher authority to operate on a DA installation. (See AR 210-1 for additional details.)

Property Plant & Equipment (PP&E) (General)

PP&E Tangible assets that: (1) have an estimated life of two or more years, (2) are not intended for sale in the ordinary course of business, and (3) are intended to be used or available for use by the entity. Used to provide general government services or goods. (For CFO Act reporting only.)

Real Estate

Land and interests therein, leaseholds, buildings, and appurtenances thereto, owned by the United States and under the control of the Department of the Army. It also includes piers, docks, warehouses, rights-of-way and easements, whether temporary or permanent, and improvements permanently attached to and ordinarily considered real estate. It does not include machinery, equipment, or tools, which have been affixed to, or which may be removed without destroying the usefulness of the facility (Equipment-in-place).

Real Property

Real Property consists of lands and improvements to land, buildings, and facilities, including improvements and additions, and utilities systems. It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (such as plant equipment). In many instances this term is synonymous with real estate. Classifications of Real Property facilities are found in DA PAM 415-28.

Real Property Accountable Officer

The Real Property Accountable Officer may be the DPW/DEH/DIS, deputy DPW/DEH/DIS, or any other officer or DA civilian assigned to public works (facilities engineering) functions. The accountable officer will be appointed in writing. The appointing authority will be the installation commander or head of the activity for which the Real Property records are being maintained. Responsibilities include inventory management, assets accounting, assigning space, space utilization, and real estate. (See AR 735-5, para 2-10a.)

Reportability Code

A code used to identify the reportable status of a facility.

Stewardship Land

Land other than that acquired for or in connection with General PP&E and, typically, without an identifiable cost. Land that was previously public domain land or land that was donated to the DOD shall be reported as Stewardship land for CFO reporting. (For CFO Act reporting only.)

Storage, Space Volume

The sum of the actual cubic space (cubic feet) enclosed within the inner surfaces of the outside or enclosing walls and contained between the inner surfaces of the structural members (roof, trusses, rafters or ceiling, whichever is lower) and the finished surfaces of the lowest floors. This definition is for inventory purposes only.

Structure

A Real Property facility that is classified as other than land, a building, or utility system. Facilities such as bridges, waterfront improvements, fences, flagpoles, swimming pools, towers (except communication), tent frames and floors, hutments, historical monuments, permanent grandstands and bleachers, walls, tanks, and underground storage facilities.

Tenant

Any Army, other Service, DOD, or government entity that has organizations located on an Army installation that are not assigned to the installation's owning MACOM. Examples are a TRADOC organization assigned to a FORSCOM installation, an Air Force Weather Detachment, a DOD Finance Center, a USACE Field office, etc.

Transfer

Change of jurisdiction over Real Property from one Federal agency or department to another, including Military departments and defense agencies.

Utility System

Network which provides a service or a commodity necessary to keep a facility operational, for example; water, electricity, sewage, etc.

Vacant Area

All vacant land, buildings, and facilities that are not programmed or committed for use during the next twelve months. All areas reported as vacant will be assumed to be available for use by others. Vacant areas do not include areas outgranted. Vacant areas will be reported for those facilities with a Unit of Measure One (UM1) value of SF, SY, or AC.

Voucher Register

A serial-numbered document register maintained by the Real Property accountable officer, to record all transactions that affect real property.

Section III**Special Abbreviations and Terms**

This section contains no entries.

UNCLASSIFIED

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