

Army Regulation 415–28

Construction

Real Property Category Codes

**Headquarters
Department of the Army
Washington, DC
15 April 2014**

UNCLASSIFIED

SUMMARY of CHANGE

AR 415-28

Real Property Category Codes

This major revision, dated 15 April 2014--

- o Department of the Army Pamphlet 415-28 is being revised and reformatted, moving the list of Army category codes out of the Department of the Army Pamphlet 415-28 and into the Office of the Assistant Chief of Staff for Installation Management Corporate applications. References to the location of the listing of Army Category Codes are revised from "Department of the Army Pamphlet 415-28" to "Office of the Assistant Chief of Staff for Installation Management Corporate Applications" at <https://www.acsim-apps.army.mil/> (Headquarters Installation Information System, Library Tab, document titled "Updates to Army Real Property Category Codes" (primary), Installation Status Report (backup), and Real Property Planning and Analysis System (backup)) (throughout).
- o Changes the title "Major Commands" to "Army commands, Army service component commands, and direct reporting units" to incorporate all Army organizations in accordance with Army Regulation 10-87 (para 1-6).
- o Adds Army internal control checklist (app B).
- o Updates references and makes administrative changes (throughout).

Effective 15 May 2014

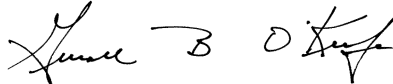
Construction

Real Property Category Codes

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This revision separates the policies and responsibilities relating to category code assignment and use from the definition, description and procedures for assigning and requesting new category codes (see Department of the Army Pamphlet 415–28) and the listings of category codes (see Updates to Army Real Property Category Codes located at "Office of the Assistant Chief of Staff for Installation Management Corporate Applications" at [\(https://www.acsim-apps.army.mil/Headquarters Installation Information System, Library Tab, document titled "Updates to Army Real Property Category Codes"](https://www.acsim-apps.army.mil/Headquarters%20Installation%20Information%20System,%20Library%20Tab,%20document%20titled%20\) (primary), Installation Status

Report (backup), and Real Property Planning and Analysis System (backup)). This regulation should be used with Department of the Army Pamphlet 415–28 and "Updates to Army Real Property Category Codes".

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff for Installation Management. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to Army Regulation 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with Army Regulation 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Assistant Chief of Staff for Installation Management (DAIM–ODO), 600 Army Pentagon, Washington, DC 20310–0600.

Suggested improvements. Users of the regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Assistant Chief of Staff for Installation Management (DAIM–ODO), 600 Army Pentagon, Washington, DC 20310–0600.

Distribution. This regulation is available in electronic media only and is intended for command levels C, D, and/or E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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*This regulation supersedes AR 415–28, dated 1 November 2004.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

This AR establishes Army-wide policy and responsibilities for developing, maintaining, and using a uniform real property category coding system to account for all Army-owned, Army-leased, or otherwise managed and planned facilities. It complies with Department of Defense Instruction (DODI) 4165.14 for uniformity among the Armed Services. It permits the Army to account for and control facilities on all installations in a compatible manner. It meets the congressional requirements for construction budget submissions and for accountability to the Congress for all Army facilities in accordance with Section 410 of Title IV, National Security Act of 1947 as amended by Title 10, Section 2721, United States Code (10 USC 2721).

1-2. References

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

1-3. Explanation of abbreviations and terms

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

1-4. Responsibilities

Responsibilities are listed in section II of chapter 1.

Section II Responsibilities

1-5. Assistant Chief of Staff for Installation Management

The ACSIM will—

a. Establish uniform real property category codes (CATCDs) for existing facility accountability purposes and for assignment to each future construction project when the initial DD Form 1391 (FY__ Military Construction Project Data) is prepared and for future acquisitions and disposals when the DD Form 1354 (Transfer and Acceptance of DOD Real Property) is prepared.

b. Maintain a listing of existing CATCDs in a Web-based document titled “Updates to Army Real Property Category Codes” to be located on the Office of the Assistant Chief of Staff for Installation Management (OACSIM) Corporate Applications Web site (<https://www.acsim-apps.army.mil/>) (Headquarters Installation Information System (HQIIS), Library Tab, Installation Status Report (ISR) (backup), and Real Property Planning and Analysis System (RPLANS) (backup)).

c. Provide new or revised real property CATCDs to the Department of Defense (DOD) for consideration throughout all the Armed Services.

d. Maintain an accurate report of Army real property assets.

e. Maintain and provide to the field all information regarding CATCDs and their use in real property accountability.

f. Approve new CATCD requirements based on ACOM/ASCC/DRU recommendations.

g. Establish facility category groups (FCGs).

1-6. Land holding Army commands, Army service component commands, and direct reporting units

ACOMs, ASCCs, and DRUs will—

a. Ensure correct use of CATCDs for real property accountability.

b. Recommend new CATCDs requirements to the ACSIM as needs arise.

c. Authorize designated commands to use seven-digit CATCDs for their own purpose.

1-7. Commanders and Civilian Managers of garrisons, Army National Guard Installations, and Regional Readiness Commands

Commanders and Civilian Managers of Garrisons, Army National Guard Installations, and Regional Readiness Commands will—

a. Ensure correct CATCDs are reported on real property records.

b. Select the correct new CATCDs in the event of a facility conversion or diversion.

c. Select correct CATCDs for new construction.

d. Ensure master planning personnel are informed of all CATCD changes to enable the tabulation of existing and required facilities to be kept current.

e. Report facilities for which CATCDs cannot be determined through Senior Commands to ACSIM for proper CATCD assignment.

1–8. Assistance by Headquarters Department of the Army Staff proponents for the facility category

- a.* Headquarters, Department of the Army (HQDA) Staff proponents for the facility categories are responsible for—
- (1) Assisting OACSIM and U.S. Army Corps of Engineers with developing and updating facility standards.
 - (2) Reviewing and updating the real property CATCDs and/or descriptions.
 - (3) Assisting with development of space planning criteria and/or RPLANS algorithms ensuring they are in alignment with facility standards.
 - (4) Developing the ISR mission rating assessment standards.

b. CATCDs and/or descriptions are published in the “Updates to Army Real Property Category Codes” located at <https://www.acsim-apps.army.mil/> (HQIIS, Library Tab). Tab C of the “Updates to Army Real Property Category Codes” lists the proponent for each facility category code. Additionally, Tab G lists the proponents identified for the Facility Types with existing Army Standards (reference AR 420–1, Army Facilities Management).

Chapter 2
Real Property Category Code Concept

A real property CATCD is an Army-developed five-digit number used to classify a specific category of real property assets (RPAs) and identify the functional nature of the RPA.

2–1. Five-digit category codes

The five-digit CATCDs will be used in all systems and programs classifying items of real property.

2–2. Additional guidance for category codes

Additional guidance on CATCDs to include definition, description and procedures for assigning CATCDs and requesting new CATCDs can be found in DA Pam 415–28. A listing of existing CATCDs may be found in a document titled “Updates to Army Real Property Category Codes” located in the (OACSIM) Corporate Applications at <https://www.acsim-apps.army.mil/> ((HQIIS) Library Tab, ISR (backup), and RPLANS (backup)).

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

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

AR 10–87

Army Commands, Army Service Component Commands, and Direct Reporting Units

AR 11–2

Managers' Internal Control Program

AR 25–30

The Army Publishing Program

AR 140–483

Army Reserve Land and Facilities Management

AR 210–20

Real Property Master Planning for Army Installations

AR 405–45

Real Property Inventory Management

AR 420–1

Army Facilities Management

DA Pam 415–28

Guide to Army Real Property Category Codes

DFAS–IN 37–1 Regulation

Defense Finance and Accounting Policy Implementation (Available at <http://www.asafm.army.mil/budget/di/di.asp>.)

DODI 4165.03

DOD Real Property Categorization (Available at <http://www.dtic.mil/whs/directives>.)

DODI 4165.14

Real Property Inventory and Forecasting (Available at <http://www.dtic.mil/whs/directives>.)

Headquarters Installation Information System (HQIIS)

(Available at <https://www.acsim-apps.army.mil/>)

Update to Army Real Property Category Codes Listing

(Available at <https://www.acsim-apps.army.mil/>, HQIIS, ISR or RPLANS)

10 USC 2721

Property Records: Maintenance on Quantitative and Monetary Basis (Available at <http://www.gpoaccess.gov/uscode/index.html>.)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise stated, DA Forms can be downloaded from the Army Publishing Directorate (APD) Web site, <http://www.apd.army.mil/>. DD Forms can be downloaded from the Department of Defense (DOD) Forms Management Program Web site, <http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>.

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DD Form 1354

Transfer and Acceptance of DOD Real Property

DD Form 1391

FY__ Military Construction Project Data

**Appendix B
Internal Control Evaluation**

B-1. Function

The function covered by this evaluation is for accountability of Army-owned, Army-leased or otherwise occupied and planned facilities (real property) using a uniform real property category coding system (category codes). This is a sub function also identified in ACSIM Supplement Policy to AR 405-45 and/or DA Pam 405-45, and evaluation checklist for Installation Real Property Management, but to a lesser degree.

B-2. Purpose

The purpose of the evaluation is to assist the ACSIM, ACOMs, ASCCs, DRUs, garrison commanders, Directors of Public Works, and the real property accountable officers at real property accountable installations in evaluating the key internal controls listed below. It is not intended to cover all controls.

B-3. Instructions

Answers must be based on actual testing of the key internal controls such as document analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be explained and the corrective action indicated in supporting documentation. These internal controls must be evaluated at least once every five (5) years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

- a. Are key internal controls identified in the governing Army regulation, AR 415-28? (HQDA functional proponent only).
- b. Has the governing Army regulation (AR 415-28), corresponding pamphlet (DA Pam 415-28) and relevant policy documents been updated in accordance with Army Publishing Directorate and HQDA policy? (HQDA functional proponent only).
- c. Are required and/or related publications, as shown in AR 415-28, available to all relevant personnel? (They do not have to be maintained physically on hand; they can be maintained electronically.)
- d. Have discrepancies noted in the most recent installation real property management audit and/or inspection or command inspection related to the function identified above been corrected?
- e. Are procedures in place to ensure all personnel, including contractors, are aware of the provisions of this publication?
- f. Has the real property accountable officer reconciled their Real Property Inventory (RPI) with the databases of record; identified all Army owned, leased or otherwise occupied and planned facilities that the Senior Commander is accountable for, assigned the correct design use category code that reflects the current design of the facility and reported on the real property records? (See DA Pam 415-28 for procedures and "CATCODE listing" document in HQIS Library for correct codes.)
- g. Has the real property accountable officer ensured that master planning personnel are informed of all category code changes to enable the RPLANS Tabulation of Existing and Required Facilities (TAB) to be kept current?

B-5. Supersession

Not applicable.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Headquarters, Department of the Army, Office of the Assistant Chief of Staff for Installation Management, (DAIM-ODO), 600 Army Pentagon, Washington, DC 20310-0600.

Glossary

Section I Abbreviations

ACOM

Army command

ACSIM

Assistant Chief of Staff for Installation Management

AR

Army Regulation

ASCC

Army service component command

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DAIM-ODO

Department of the Army Installation Management-Operations Directorate Operations Division

DFAS

Defense Finance and Accounting Service

DOD

Department of Defense

DODI

Department of Defense instruction

DRU

direct reporting unit

FCG

facility category group

HQDA

Headquarters, Department of the Army

ISR

Installation Status Report

OACSIM

Office of the Assistant Chief of Staff for Installation Management

RPLANS

Real Property Planning and Analysis System

U.S.

United States

USC

United States Code

Section II

Terms

Army regulation

A directive that sets forth missions, responsibilities, and policies, and establishes procedures to ensure uniform compliance with those policies.

Building

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

Category code

A series of numerical codes used to classify and categorize Army real property. These code numbers are based on ten basic functional classes coded by the DOD. The Army generally uses a five-digit code to plan, program, budget, design and construct, inventory and maintain its facilities. Some commands add digits to refine the functional description. A category code may consist of a collection of attributes that come together to form the specific category code.

Construction

Construction is the erection, installation, or assembly of a new facility; the acquisition, expansion, extension, alteration, conversion, or replacement of an existing facility; the relocation of a facility from one installation to another and/or installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

Facility

A real property entity consisting of one or more of the following: a building, structure, linear structure or other improvement to real property (that is, a utility system, or pavement), also called a real property asset.

Facility category group

An aggregation of one or more real property category codes that have like functional purpose and the same unit of measure. The roll-up of category codes into FCGs maintains consistency with the system presently used for accounting and provides planners with a sufficiently detailed analysis to support the decision process without creating an unnecessarily complex tool. Each FCG is defined by the makeup of the category codes it contains.

Form

An officially prescribed document with prepared spaces for the insertion of information. Items such as labels, stickers, tags, and file cover sheets do not require insertion of information; however, they may still be considered forms if they meet the standards for size, item sequence, wording, design, and construction.

Functional proponent

This is the activity, agency, group, or individual responsible for the functionality, affordability, and executability of a program, product, or process.

General ledger account code

These codes are used for reporting required by the Defense Finance and Accounting System to maintain records of fixed property, installations, major equipment items, and stored supplies of the military departments on both a quantitative and monetary basis.

Improvement

A substitution or modernization that increases the aesthetic appeal or functional use of a facility.

Installation

An aggregation of mission supporting real property holdings commanded by a centrally-selected commander or equivalent. May be made of one or more sites: "virtual" or notional installations; State and Territorial National Guard; Reserve Regional Readiness Commands; Others. Installations represent management organizations with a mission.

Investment category

A summary level code used to group or combine related category codes. The Plant Replacement Value Analysis by Fiscal Year (Yellow Book) is done at the investment category level. There are twenty investment categories listed and defined in the Yellow Book.

Military construction, Army

The program (and appropriation) by which Army facilities are planned, programmed, designed, budgeted, constructed,

and disposed of during peacetime and under mobilization conditions. The program (and appropriation) also includes the acquisition of real estate and other supporting activities.

Military construction, Army Reserve

The program, by which Army Reserve facilities are planned, programmed, designed, budgeted, constructed, and disposed of during peacetime and under mobilization conditions. The program also includes the acquisition of real estate and other supporting activities.

Military construction, Defense Agencies

The program by which facilities where defense agencies are considered the preponderant user are funded for sustainment and replacement.

Real property inventory (RPI)

A detailed inventory of each item of real property. It serves as the basic source of information for the category, status, cost, area, capacity, condition, use, construction material, and capital improvements for each item of real property as defined in this regulation. The RPI is maintained at installation level and then aggregated at HQDA.

Real Property Planning and Analysis System (RPLANS)

This system provides planners at the installation and at the headquarters level with an automated tool to assist in determining and analyzing facility requirements and unit stationing initiatives. The RPLANS system calculates peacetime space requirements by category code and compares them to available real property assets to estimate excesses and deficits for a wide range of facility types.

Section III

Special Abbreviations and Terms

CATCD

Category code

HQIIS

Headquarters Installation Information System

RPA

Real property asset

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