

Army Regulation 415–28

Construction

Real Property Category Codes

**Headquarters
Department of the Army
Washington, DC
1 November 2004**

UNCLASSIFIED

SUMMARY of CHANGE

AR 415-28

Real Property Category Codes

This revision dated 1 November 2004--

- o Transfers responsibilities from the U.S. Army Corps of Engineers to the Assistant Chief of Staff for Installation Management and from major Army command and installation commanders to the Installation Management Agency and garrison commanders.
- o Updates references and makes administrative changes throughout.

This revision--

- o Separates the five-digit construction category codes derived from the Department of Defense Instruction 4165.3 (DA Pam 415-28, appendix B) from the policy for designation and use of category codes.
- o Expands the responsibilities related to real property category codes.
- o Delineates information to be maintained for category codes.
- o Provides definitions of 'Building' and 'Facility Type.'

Construction

Real Property Category Codes

By order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This revision separates the policies relating to category code assignment and use from the listings of category codes (Department of the Army Pamphlet 415–28). It expands the responsibilities associated with category codes, outlines the information required for maintenance of category codes, and provides definitions of “Buildings” and “Facility Types.” This regulation should be used with Department of the Army Pamphlet 415–28.

Applicability. This regulation applies to

all elements of the Active Army, Army National Guard, and U.S. Army Reserve that are involved in construction, planning, maintenance, rehabilitation, inventorying, identifying, and classifying of Army real property facilities. No changes are anticipated to this regulation during mobilization.

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 a direct reporting unit or field operating agency of the proponent 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 management control process.

This regulation does not contain management control provisions.

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

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 415–28, dated 10 October 1996.

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Chapter 1 Introduction

Section I General

1–1. Purpose

This regulation is provided so that all Army owned and planned facilities can be accounted for using a uniform real property category coding system. It complies with Department of Defense Instruction (DODI) 4165.14 established by the Office of the Secretary of Defense 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. The Assistant Chief of Staff for Installation Management (ACSIM)

The ACSIM will—

- a.* Establish uniform real property category codes for existing facility accountability purposes and future construction.
- b.* Provide new or revised real property category codes to the Department of Defense (DOD) for consideration throughout all the Armed Services.
- c.* Provide an accurate report of Army real property facilities.
- d.* Maintain and provide to the field all information regarding category codes and their use in real property accountability.
- e.* Determine new category code requirements.
- f.* Establish facility category groups (FCGs).

1–6. Installation Management Agency

The Installation Management Agency (IMA) will—

- a.* Assure correct use of category codes for real property accountability.
- b.* Recommend new category code requirements as the needs arise.
- c.* Authorize designated commands to use seven-digit category codes for their own purpose.

1–7. Commanders of garrisons, garrison equivalents, and Regional Readiness Commands

Commanders of garrisons, garrison equivalents, and Regional Readiness Commands will—

- a.* Ensure correct category codes are reported on real property records.
- b.* Select the correct new category codes in the event of a facility conversion or diversion.
- c.* Select correct category codes for new construction
- d.* Ensure master planning personnel are informed of all category code changes to enable the Tabulation of Existing and Required Facilities to be kept current.
- e.* Report facilities for which category codes cannot be determined through IMA channels for proper category code assignment.

Chapter 2 Category Code Concept

2-1. Policies

a. The real property category codes in DA Pam 415-28, appendix B, will be used to identify the functional nature of real property. They will be used from the planning stages through the cycle of programming, budgeting, accounting, and reporting when processing acquisition, construction, inventory, maintenance, and disposal actions. When planning begins, each facility item will be given at least one five-digit category code and title using this regulation.

b. The five-digit category codes will be used in all systems and programs classifying items of real property. The IMA may derive seven-digit category codes for its own use to better identify items of real property at installations. These expanded category codes must maintain the same units of measure as the five-digit parent category code. Expanded seven-digit category codes are for local use only and data at the seven-digit level will not be passed to other commands. All upward reporting of items in the Real Property Inventory (RPI) will use five-digit category codes. For ease in use, an alphabetical listing of category codes is provided in DA Pam 415-28, appendix C.

c. The three-digit category code series will be used to derive summaries for inventory. Installations will report RPI at the five-digit level of analysis.

d. FCGs are defined as an aggregation of one or more category codes that have similar functional purpose and the same unit of measure. An alphabetical listing of FCGs is in DA Pam 415-28, appendix D, and a numerical listing of FCGs with category code composition is at appendix E. Each FCG is defined by the composition of the category codes contained within it.

e. For each real property category code contained in DA Pam 415-28, the following information will be maintained:

- (1) Numeric category code (five-digits).
- (2) Category code long title.
- (3) Category code short title (limited to fifteen characters).
- (4) A detailed definition.
- (5) Units of measure.
- (6) HQDA proponent.
- (7) FCG.
- (8) General Ledger Account Code (GLAC).
- (9) Investment Category (IC).
- (10) Facility type.

f. Square feet (SF), square yards (SY), and acres (AC) are the only units of measure to be used to describe area (unit of measure one (UM1)). All other units of measure are used to describe the length, capacity, or occurrence (unit of measure two (UM2)). The program unit of measure for each category code will be the same as UM1 or UM2 for the category code and must conform to DoD instructions.

g. Category codes will not be used solely to describe a facility by size or location.

h. Some category codes will only be used when the internal function of the facility is located separately from the main facility with which it is normally associated. For example, a facility will carry the category code of the compact item repair shop (21415) when this operation is conducted in a facility separate from the vehicle maintenance shop (21410). If all functions of the vehicle maintenance shop are conducted in a single facility, the entire facility is assigned category code 21410.

i. Space in multipurpose buildings or structures will be reported as follows:

(1) Each functional use of one thousand (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 IMA or installations, this may be a cumulative total rather than contiguous space within a building.

(2) Space as described above with area less than one thousand (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.

2-2. Digit identification within category codes

a. *First digit.* Identifies the facility class. There are nine facility classes listed below.

- (1) Operational and training facilities—100.
- (2) Maintenance and production facilities—200.
- (3) Research, development, test, and evaluation facilities—300.
- (4) Supply facilities—400.
- (5) Hospital and medical facilities—500.
- (6) Administrative facilities—600.
- (7) Housing and community facilities—700.
- (8) Utilities and ground improvements—800.

(9) Real estate—900.

b. Second digit. Identifies the facility sub-class (that is, category group). Category groups vary from class to class. For example, category group one (1) under operational and training facilities is airfield pavements, while category group one (1) under maintenance and production facilities is maintenance.

c. Third digit. Identifies the facility sub-group, that is, basic category within the category group. This level is defined by the DOD.

d. Fourth and fifth digits. Identifies the specific item within the basic category. For the interim codes ending in “90,” show the local description. This is the level of reporting required by the Department of the Army.

e. Optional sixth and seventh digits. IMA expansions of Headquarters, Department of the Army (HQDA) five-digit real property category codes. Category codes should remain numeric with sixth and seventh digits designated only as 01–99. Units of measure must correspond to those of the five-digit category codes.

2–3. Procedures for assigning category codes

The proper category code(s) will be assigned to each item of real property at the installation and to each project when the initial DD Form 1391 (Military Construction Project Data) is prepared. The following steps will be helpful in determining the correct category code:

- a.* First determine the appropriate facility class for the facility.
- b.* Next determine the three-digit category code subdivision according to the stated definition.
- c.* Next select the five-digit category code and title that best describes the facility. Should there be no five-digit category code appropriate for the facility, the following procedures will be used:

(1) Contact the IMA real property office to coordinate assignment of an existing category code, if feasible. If the IMA is unable to determine the appropriate category code, the IMA real property office should coordinate with the ACSIM real property office to determine the correct assignment.

(2) If no solution has yet been derived, assign an interim category code ending with 90 by selecting the most appropriate three-digit category code subdivision according to the definition and append that with a 90. Use the local description for the category code title. If the category code is to be used on a DD Form 1391, the user should contact ACSIM for guidance.

(3) With the next scheduled real property update, these category codes will pass to HQDA through the Integrated Facilities System, Mini/Micro (IFS-M), Desktop Resource for Real Property (DR-REAL), or by other means into the Headquarters Integrated Facilities System (HQIFS).

(4) HQIFS will be programmed to flag and separately report all category code XXX90 occurrences with each scheduled update. This will alert the appropriate office at ACSIM that there are facilities which have not been classified by local real property offices. The responsible office will research the problem and assign an existing category code or recommend a new category code be established.

(5) The local real property office will be notified through the IMA of the category code to be used for the facility and use it for all future update submittals.

2–4. Units of measure in reports

a. DA Pam 415-28, appendix F, contains a list of units of measure and abbreviations. In DA Pam 415–28, appendix B, three of the entries are “Unit of Measure.” The abbreviations in these entries indicate the units in which specific items are to be reported.

(1) The area units of measure (UM1) is used to report the real property inventory per AR 405-45. The only units of measure appropriate for this entry are SF, SY, and AC. Unit of measure SF is used to report area for both buildings and appropriate structures.

(2) The other units of measure (UM2) is used to report the real property inventory for units of measure other than the area per AR 405-45. These units of measure typically are used to report length, capacity, or occurrences.

(3) The program units of measure is used with reports required by AR 140-483, AR 415-15 and all other 415-series regulations. This entry is for use in the preparation and submission of the construction budget of the Army. The unit of measure provided in this entry must be used for construction budget submissions and must be reported for each category code exactly as listed in this regulation. The programming unit of measure is designated by DOD and is always the same as the area units of measure (UM1) entry or the other units of measure (UM2) entry.

b. Report utility distribution or transmission systems in the real property inventory in accordance with AR 405-45.

c. The unit of measure SF will be the primary unit for real property reporting of all buildings. For the purpose of this regulation, a building is defined as a facility constructed on a space of land, covered by a roof, enclosed by walls, and usually with flooring. All buildings will have a unit of measure of square feet. Facilities other than buildings (that is, some structures) may also have a unit of measure of square feet and, therefore, an installation total of square feet will contain both buildings and structures.

d. Some category codes will have both area units of measure (UM1) and other units of measure (UM2) required for

reporting. This applies most commonly to buildings such as family housing, barracks, and hospitals when the space and maximum capacity must both be described.

2-5. General Ledger Accounting Code

Each category code in DA Pam 415-28 has been assigned a GLAC in accordance with Defense Finance and Accounting Service (DFAS) Regulation 37-1. The standard GLAC titles are as follows:

- a.* GLAC 1710—Land.
- b.* GLAC 1730—Buildings.
- c.* GLAC 1740—Other structures and facilities.
- d.* GLAC 1810—Facilities under capital lease.
- e.* GLAC 1820—Leasehold improvements.

2-6. Facility type

a. IFS-M and DR-REAL require a facility type be specified to identify each item of real property which has its own record. This field is mandatory on the real property facility screen of IFS-M. Facility types are specified as follows:

(1) B=Building (Requires wall material code): A facility on a space of land, covered by a roof, enclosed by walls, and usually with flooring. It normally serves the purpose of occupancy, such as a headquarters, dwelling, office, storehouse, factory, laboratory, or hospital.

(2) S=Structure: A real property facility that is classified as other than a building, utility system, improvement, or land. Typical examples are airfield pavements, roads, storage sheds, and athletic fields.

(3) I=Improvements: Alterations to land that increase the government's investment. This should be limited to category codes in the 932 and 934-series, site improvements.

(4) 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. This includes land acquired by purchase, condemnation, donation, or transfer. Also, included are reclaimed or accredited lands if title is vested in the Federal Government and such lands are under the custody and accountability of the Army and land furnished rent-free by Host nation Governments, under Memorandum of Agreement/Memorandum of Understanding, or leased.

(5) U=Utility system: A network which provides a service or a commodity necessary to keep a facility and/or an installation operational.

b. For consistency throughout the RPI, the facility type(s) will be shown in this regulation for each category code. These facility types are reflected in the input to IFS.

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.

ACTS

The Army Criteria Tracking System. (Available at <https://acts.acsim.hqda.pentagon.mil>.)

AR 140-483

Army Reserve Land and Facilities Management

AR 210-20

Master Planning for Army Installations

AR 210-50

Housing Management

AR 405-45

Real Property Inventory Management

AR 415-15

Army Military Construction, Program Development and Execution

DA Pam 415-28

Guide to Army Real Property Category Codes

DFAS-IN 37-1

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

Dictionary of Scientific and Technical Terms

Fourth Edition, McGraw-Hill, 1989

DODI 4165.3

Department of Defense Facility Classes and Construction Categories. (Available at <http://www.dtic.mil/whs/directives>.)

DODI 4165.14

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

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

DD Form 1354

Transfer and Acceptance of Military Real Property

DD Form 1391

FY, Military Construction Project Data

Glossary

Section I Abbreviations

AC

acres

ACSIM

Assistant Chief of Staff for Installation Management

ACTS

Army Criteria Tracking System

AR

Army regulation

DA

Department of the Army

DFAS

Defense Finance and Accounting Service

DOD

Department of Defense

DODI

Department of Defense instruction

DR-REAL

Desktop Resource for Real Property

FCG

Facility Category Group

GLAC

General Ledger Account Code

HQDA

Headquarters, Department of the Army

HQIFS

Headquarters Integrated Facilities System

IC

Investment Category

IFS-M

Integrated Facilities System, Mini/Micro

IMA

Installation Management Agency

MCA

Military Construction, Army

MCAR

Military Construction, Army Reserve

OSD

Office of the Secretary of Defense

Pam

Pamphlet

RPI

Real Property Inventory

RPLANS

Real Property Planning and Analysis System

SF

square feet

SPCM

USAREUR Space Planning Criteria Manual

SY

square yards

UM1

Unit of Measure One

UM2

Unit of Measure Two

USAREUR

United States Army Europe

USC

United States Code

Section II**Terms****Army Criteria Tracking System**

This system provides an up-to-date automated source of space planning criteria for peacetime, mobilization, and theater of operations facilities by facility category code, and identifies exceptions to criteria for outside the continental United States areas.

Army installation

An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of the DOD or a state, the District of Columbia, territory, commonwealth, or possession controlled by and at which an Army unit or activity, Active or Reserve Component, is permanently assigned. For the purpose of inventory reporting, subinstallations and property at separate locations (other than leaseholdings not part or all of an installation and assigned space in Federal public buildings) accommodating an activity, whether or not established by general order, will be reported as an installation.

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 Department of Defense. 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.

Construction

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. Installed equipment made a part of the facility, related site preparation, excavation, filling, landscaping, or other land improvements.

Construction Criteria Base

A Compact Disc-Read Only (CD-ROM) system containing the complete text of documents needed for project design and construction.

Depot

For this regulation, depot is defined by the level of maintenance or storage rather than the location where the function is provided. Depot level maintenance and storage is that provided above the organizational, direct support, and general support levels. Depot level maintenance and storage are typically functions performed for two or more installations by an AMC affiliated organization.

Desktop Resource for Real Property

This system is a personal-computer-based real property management tool. DR-REAL prepares the Army Military Real Property Inventory (RPI) and the Building Information Schedule reports. It is a counterpart to the Real Property Module of IFS-M, providing similar reports. DR-REAL automates the task of real property inventory management for installations and users not scheduled to receive IFS-M.

Facility

A real property entity consisting of one or more of the following: a building, a structure, a utility system, a pavement, and underlying land. Also called a real property facility.

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 contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of DOD or a state, the District of Columbia, territory, commonwealth, or possession, controlled by and at which a DOD unit or activity (active or Reserve Component) is permanently assigned. A fixed location together with its land, buildings, structures, utilities, and improvements.

Integrated Facilities System

An automated information evaluation system that encompasses life cycle management of real property resources, and is the only official source of real property information. There are two levels of system: the installation level and the headquarters level. Included under the umbrella of IFS is IFS-M, DR-REAL, and HQIFS.

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 by which Army 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, 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.

Real Property Inventory

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

This system provides planners at the installation and at the headquarters level with an automated tool to assist in determining and analyzing facilities allowances and stationing initiatives. The system allows planners to calculate peacetime facility space allowances and compare them to available real property assets for a wide range of facility types.

USAREUR Space Planning Criteria Manual

This manual contains space and planning criteria allowances for many of the facility types planned and constructed in Europe. Consultation of the SPCM is one of the first steps in determining facility allowances and requirements in Europe.

Section III

Special Abbreviations and Terms

This section contains no entries.

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This index is organized alphabetically by topic and subtopic. Topics and subtopics are identified by paragraph number.

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