CHAPTER 13

Real Estate
AUDIT

SECTION I. GENERAL

13-1. Purpose. This chapter establishes the criteria and prescribes the procedures on real estate audit activities by the Corps of Engineers field elements in the United States, the Canal Zone, Puerto Rico and the Virgin Islands for Department of the Army-Civil Works projects, Department of the Army-Military, Department of the Air Force, Dartment of Engery, National Aeronautics and Space Administration and such other agencies of the Federal Government, states, political subdivisions thereof, private or quasi-Govemmental organizations for which the Chief of Engineers is assigned or through agreements other arrangements undertakes, real estate acquistion and disposal programs.

13-2. Applicability. This chapter is applicable to all Division and District Engineers having responsibility for real estate.

13-3. General Procedures and Criteria.

a. Real estate audits will be accomplished on an audit-as-you-go-basis. As each tract is acquired, all actions pertaining to verification and authentication of the acquisition of said tract will be completed. As to real estate actions (such as relocations, extinguishing of outstanding rights, land interchanges, acquisition or subordination of third party interests, deficiency awards, disposal actions, etc.), the verification and recordation of such actions as prescribed in this pamphlet will be accomplished as each action is completed. In addition to maintaining the Acquisition Docket Sheet (Field) (ENG Form 1069), a work-copy of the Tract Register (ENG Form 1019) with entries which agree with information contained in the final acquisition instrument(s) should also be maintained. When verification of data is completed, the entry should be annotated to indicate that the tract data has been audited. Concurrently, graphic and statistical data appearing on the Preliminary Project Map (ENG Form 1456a) should be

revised. When this procedure has been applied to all authorized acquisition, the final tract register and the final map can be completed and readied without undue delay for submission to OCE as part of the audit assembly prescribed in section II of this Chapter. These procedures establish the basis for development of permanent realty historical files, compilation of historical records, retirement of residual data and construction of audit assemblies concurrently with completion of the individual actions.

b. Audit assemblies will be prepared by installations or projects and furnished for approval to HQDA (DAEN-REP-S) WASH DC 20314. The assemblies will include all lands acquired for an installation or project comprising the real property estates or interests covering fee, easements, public domain, other lesser interests such as licenses, permits (federal and private) and leaseholds. Military audit assemblies will be prepared and submitted for COE approval when, in accordance with the criteria set forth in the succeeding subparagraphs, the major portion of land for an installation has been acquired pursuant to authorizing directives. Once the major portion of an installation has been audited and approved, supplemental audit assemblies may be submitted in order of completion of directives without regard to chronological sequence of issuance. Also in this connection, when disposal has been accomplished on lands included in an incomplete acquisition directive, a preliminary audit assembly for that directive will be submitted together with a final map reflecting the disposal in order that disposal statistics may be properly shown against the related acquisition statistics. The preliminary assembly will be made “final” when complete information becomes available. Audit assemblies for civil works projects (including audits of real estate acquired for other Federal agencies) will be submitted for COE approval when all authorized acquisition for the project has been completed.

c. Assemblies will be prepared and submitted when the following actions have been accomplished.

(1) All deeds to the United States for lands acquired by purchase (or donation) have been delivered, deeds recorded and consideration paid, and final opinions have been rendered by the Division/District Engineer in compliance with the Delegation of Authority issued by the Assistant Attorney General; or, if applicable, title papers have been submitted to the Department of Justice for a final opinion by the Attorney General.

(2) Awards in condemnation cases have been made and all monies including deficiencies have been deposited and final judgment entered.

(3) Transfers are accomplished by publication of public land orders or Executive orders. In the case of rights-of-way over the public domain, the written acknowledgment is received from the Department of the Interior that a requested withdrawal has been noted on that department’s records.

(4) A copy of memorandum or other communication from the Secretary of the transferring Department, or his delegate, to the Secretary of the receiving Department, or his delegate, has been received; or, when copy of formal transfer papers executed by the Secretary authorized to so transfer has been received. (The “formal transfer papers” is intended to mean transfer of jurisdiction, not accountability.)

(5) A copy of letter permit (use permit) from the permitting agency has been received whether at department level or below.

(6) A copy of the memorandum or other official directive authorizing reassignment is received. Care should be taken to distinquise between the authorizations which merely direct the use of areas at established installations (where the property accountability remains with the host installation) and a bona fide reassignment entailing the transfer of accountability to the command whose jurisdiction extends to the reassigned area. The establishment of U.S. Army Reserve Center facilities at existing installations is particularly susceptible to misinterpretation in this connection.

(7) Authorization is received in the case of transfers between Army-Military and Army-Civil Works. The term “reassigned” used in the authorization is construed as "transferred” for audit purposes.

(8) Leaseholds are acquired by negotiation or condemnation, or by transfer from another Federal agency.

(9) Easements have been reserved in the disposal of fee lands.

(10) Disposal of real estate is accomplished.

d. Installations will be designated in accordance with names assigned and established by General Orders, Directories and or other official publications. In the case of Army National Guard facilities, the geographic location should be shown first, i.e., Shopville Army National Guard Facility. Civil works projects will be designated in accordance with name indicated in the current Annual Report of the Chief of Engineers, Acts of Congress, or other official documents. Minor projects such as cut-offs, bank protection sites, channel rectifications, etc., will be identified with the local geographical name as well as with the
* name of the waterway affected. Designation of real property acquired for *
other Government agencies will be obtained from the project representative of the regional, zone, or other designated office of that agency.

e. Dams and lakes are readily identified as civil works projects. Project designations for audit purposes for extensive waterway improvements will be determined locally, being generally based

on definitive construction phases in the overall development program, or other logical determinations. Lands acquired for other civilian Government agencies, or quasi-Governmental organizations will be considered a project whether acquired in conjunction with existing facilities of such bodies or for the establishment of a new facility.

SECTION II. AUDIT ASSEMBLY

13-4. Assembly Elements. The audit assembly will consist of the following elements:

a. Tract Register, ENG Form 1019 (dupe).

b. Ozalid print of Final Project Map.

c. Resettlement Tract Register, ENG Form 2150 (if applicable), or statement that no relocation costs are involved.

d. Copies of directives or acquisition authorizations issued at field level and other documents pertaining to licenses, permits, leases, etc., as described in Section X, this chapter, will be furnished to complete the realty records maintained in OCE.

e. Summary Statement of the Status of Jurisdiction (in duplicate), if applicable. Negative statements may consist of only the word "negative." * Where the status of jurisdiction cannot be readily ascertained from the summary statement, it is desirable to include a map depicting the Federal legislative jurisdiction with the statement. Additional instructions for * the preparation of statements are contained in paragraph 13-35c.

f. Completed ENG Form 1603, Realty Control File Summary (original and two copies). Submission of this element also applies to reaudit for supplemental acquisition and/or disposal. Examples of the form illustrating the manner of completion under various commonly occurring situations, together with general instructions, are included in Figures 13-1 through 13-10.

SECTION III. TRACT REGISTER

13-5. Form and Source Data. A Tract Register (ENG Form 1019) will be prepared for each military real estate directive issued and each civil works acquisition authorization. In the case of civil works Department of the Army acquisition, the Act of Congress authorizing the project is considered the acquisition authorization. Acquisitions covered by each military directive will be combined when supplemental directives are issued authorizing additional funds; when tracts are included in two or more directives but combined

in a single declaration of taking; when a single tract involving severence as to the remainder of the tract is included in two or more directives, and the latter directives include the remainder of, or a portion of the remainder of, the “parent” tract, and both parcels are acquired in one transaction as a single tract. Aquisition on general directives (signed by the Director of Real Estate, Office of the Chief of Engineers) issued in connection with acquisition of additional tracts will be combined with the data for the related real estate directives. Appurtenant easement, licenses, and permits acquired under the authority delegated by COE will be reflected on the Tract Register enumerating the tracts for which the lesser interests were acquired. Acquisition Docket Sheet (Field), ENG Form 1069, wi11 be the source document in the preparation of the Tract Register. Completed ENG Form(s) 1019 will be reduced by photographic reproduction to 8” X 12 1/2” (trim size) prior to submission to HQDA (DAEN-REP-S). WASH DC 20314.

13-6. Type. The Tract Register submitted will be checked “Final” only when the "Last Action Step Taken" column is complete as to all tracts.

13-7. Project and Purpose. The blocks captioned “Project” (official name) and “Purpose,” which are self-explanatory, will be completed.

13-8. Dirrectives or Authorizations. The blocks pertaining to directive and dates thereof will be completed as follows:

a. Military. Cite numbered or unnumbered specific directives and dates thereof, originating at all levels of authority including those written pursuant to the authority delegated in Chapter 2. For minor acquisitions accomplished pursuant to delegated authority for which no specific written directives exists, cite "Del. Auth." and the date of the instrument acquired thereunder. If more than one instrument, cite the date of the earliest instrument.

b. Army Civil Works--Department of the Army Acquisition. Enter the title and date of the Act of Congress authorizing the acquisition, the date(s) of approval of the design memoranda by the Chief of Engineers and the Division Engineer, if applicable under the provisions of Chapter 2, and the dat(s) of indorsements(s) from the Assistant Secretary of the Army approving exchanges of land. Also report in this category, those lands acquired for local interests. In such cases, the authority for the acquisition will be the OCE letter and date there of, transmitting an executed copy of the declaration

of taking to the District or Division Engineer for filing in the court.

c. Army Civil Works--Local Acquisition Projects--Later Conveyance to the U.S. Where lands are furnished by local interests for Civil works projects, enter the term "Del. Auth." and the date of the Division or District's letter to the local interest accepting the assurance A copy of such letter should accompany the audit assembly in each instance. Include the title and date of the Act(s) of Congress authorizing the acquisition.

d. Army Military--Army Civil Works (Transfers). The directive for acquisition of lands by transfer between Army military and Army civil works is the memorandum or other formal paper signed by the Assistant Secretary of the Army approving the transfer from military account to civil account or vice versa. This document is also the excess authority for the transferor, and the date thereof should be cited as the effective date of the transfer unless another date is stated in the text. For audit purposes, Army military and Army civil works are treated as if separate agencies.

e. Military-Civil Works--Retention of Lesser Interests in Fee Disposals. The authorization for "acquisition" of lesser interests reserved in the disposal of fee lands for the same Department will be the document and date thereof declaring the fee land excess to the needs of the Department having control of the land or, in the absence thereof, the disposal document and date thereof conveying the fee land. The authorization for "acquisition" of lesser interests reserved in the disposal of fee lands for another Department will be the reply to the screening letter from the Department having control of the land or, in the absence thereof, the disposal document and date thereof conveying the fee land. General instructions pertaining to mapping of reserved easements, etc. are illustrated by Figures 3-2 and 3-2a, Chapter 3.

f. Court Action Instituted by Landowners. For lands or interest therein acquired as a result of court action instituted by landowners, cite the Act of Congress under which the claim is allowed and the acquisition completed as the directive and the date of judgment as the directive date.

13-9. Tract Numbering. Tracts will be numbered in accordance with procedure outlined in Chapter 3 except as provided in paragraph 13-13b below. In a Tract Register showing all real property acquisitions, tracts, alphabetically designated, covering lands acquired by transfer from other Government agencies or by reassignment from other installations or projects will be listed first. Leased tracts will be listed last.

13-10 Landowner's Name. The name of the vendor will be shown as the former owner of record. In instances where several persons have an

interest in the same land, the Tract Register will show the first person named in the deed of conveyance followed by “et al,” "et ux," or “et vir,” as applicable. In condemnation cases the name of the owner(s) of record will likewise be indicated. Where lands are reassigned from one installation or project to another within the same Department, show that Department as the vendor. The specific installation or project from which acquired will be noted in the “Remarks” Column. Lands acquired from other Government agencies will reflect the transferring department name and bureau, if known, as the landowner (vendor). Transferred leases are an exception to the foregoing in that the lessor’s (landowners's) name will be shown. The landowner’s name for reserved easements or other rights will be the name of the party to whom fee title was conveyed.

13-11. Acreage.

a. Determination and reporting of accurate tract areas in the acreage column is essential. Before reaching the final determination to list the required tract acreage, all source material such as surveys (if available), maps, and instruments of conveyance should be examined.

b. In computing and reporting public domain lands acquired by Executive Orders, public land orders, etc., care should be taken that only the Government-owned land acreage is reported. Perimeter descriptions of such transferred acres often include nonpublic (as well as Federally-owned) lands, the acreage of which should be deleted from the gross area described. When variations between the published acreages (Federal Register) and the actual acreages acquired occur, explanations should be made in the “Remarks” column.

13-12. Price.

a. The actual amount of money paid for a tract will be shown in the "Price” column. Option contract, deeds, or other instruments of conveyance, Attorney’s Payment and Closing Sheets and related papers should be referred to in arriving at the proper cost of a tract. Allowance made involving deductions at the time of closing, wherein value of crops or salvage of buildings is withheld from original option contract price, should be taken into consideration in arriving at the net cost. Appropriate notes concerning such items will appear in the “Remarks” column opposite the tracts. In condemnation proceeding, where interest is included as part of the cost of a tract, the amount thereof should be noted in the “Remarks” column opposite the tract. If exact costs of fee and lesser interest areas acquired by a single option, declaration of taking, etc., are not stated in the acquisition instrument, estimated costs based on best available information will be shown in the “Price” column.

b. Tracts for which nominal consideration is set forth and no payment is made, will show the word "nominal" in the "Price" column. If payment is made, the amount actually disbursed will be shown.

c. The per annum rental for leased tracts will be shown in the "Price" column.

d. The cost of tracts acquired by the United States with funds furnished by other Government agencies, states, or other political subdivisions will be recorded in the "Remarks" column only, opposite the appropriate tracts. The cost, if determinable, of transferred tracts or areas will be treated likewise unless the transferring agency is reimbursed, in which case normal procedure will be followed. In connection with involuntary acquisitions, where the judgment provides for payment of interest in addition to the amount of the award, the amount of interest will be obtained by the District offices by direct correspondence with the Director, Transportation and Claims Division, U.S. General Accounting Office, Washington, DC 20548.

e. The original cost of tracts or areas acquired by reassignment will be shown in the "Price" column and explained in the "Remarks" that price represents cost of the land when acquired for the reassigning installation.

f. No cost will be shown for lands acquired by an exchange unless in addition to the lands conveyed, the Government pays a sum of money. This amount will then be shown in the "Price" column, and the tract conveyed identified in the "Remarks" column. Where portions of tracts are conveyed, the proportionate original costs of the severed tracts will be tabulated and identified in the "Remarks" column opposite the acquired tract(s). Exception: Where lands aquired in an exchange are for another project, show the cost in the "Price" column, the amount being the cost of the lands conveyed in the exchange.

g. The cost of extinguishing third-party interests will be shown in the price column and explained in the remarks.

13-13. Estate.

a. The applicable symbol indicated in footnote 1/ of the tract Register (ENG Form 1019) will be used to denote the estate acquired. Where the estate may not be specifically mentioned in the amended judgment on tracts acquired by court action, the final judgment should be carefully examined to determine the title, interest or temporary use decreed by the court. Provisions of the use specified in the decree may indicate the estate to be lease, or merely refer to it as

"for damages only." In either instance, the "estate" will be considered a "leasehold" and be so recorded with brief notation on the nature of the action shown in the "Remarks" column. In those cases where title is revested in former owners (as of the date of taking) and no damages are awarded or payment, made, the tracts(s) and landowner(s) will be identified in the usual manner but all other columns left blank except that the circumstances concerning the revestment will be set out briefly in the "Remarks" column.

b. The actual estate acquired will be shown in the "Estate" column for lands acquired by permanent transfer from other Federal Government departments or agencies, reassigned from one installation to another within the same department, or transferred from military to civil account or vice versa within the Department of the Army. Where mixed interests are acquired, all fee interests included in the reassignment or transfer will be consolidated and assigned a single alphabetical designation. Each easement tract will be considered a parcel and assigned an alphabetical designation with a numeric suffix. Licenses, permits (not use permits) and other lesser interests will be treated in the same manner. For example, should a transfer include several fee tracts, and more than one easement, license and permit, the fee tracts should be considered one tract and designated as Tract A; the easement tracts would be designated BE-1, BE-2, BE-3, etc.; the license tracts would be designated CL-1, CL-2, CL-3, etc.; and the permit tracts would be designated DP-1, DP-2, etc. Single alphabetical tract designations (preferably the same as assigned when acquired for the transferring installation) will be assigned to lands acquired by use permit and withdrawal and later reassigned or transferred to another installation. If the original tract identification cannot be used (because the letter has been previously assigned to another tract at the installation) the "Remarks" column will identify the designation by which the tract was formerly known. "F" would be shown in the "Estate" column for the fee tracts, "E" for the easement tracts, "PE" for the permit tracts, and "LI" for the license tracts. The "Method" column for all tracts would show "T", and the remarks for each easement, license, and permit tract would reflect the date of transfer and describe the purpose for which the tract was originally acquired, the original tract number and the term of the easement, permit, or license. The landowner's name for lesser interest tracts would be the transferring agency with parenthetical reference to the owner of the fee (such as "Department of the Army (Fred L. Jones)"). The above is not applicable to transferred leased tracts which will be numbered in accordance with Chapter 3. Statistics for transferred leased tracts will not be combined. The estate will be shown as "Leasehold" and the method as "T".

c. Transfer of a portion of the public domain by Executive Orders, public land orders, use permits, agreements, etc., whether permanent or temporary, will be indicated by the use of the symbols "PD" in the

"Estate" column of the Tract Register (ENG Form 1019). On the final map, such lands will be shown in the "Transferred" column of the Tract Register and in the appropriate line of the "Acquisition" block of the "Statistical" column. No estate will be shown for the temporary use of Government lands by use permit not involving the public domain. However, such lands will be shown in the line indicated in the "Statistical" column of the Final Project Map.

d. When the public domain land, over which a right-of-way has been noted on the public land records, is patented reserving an easement, there will be no disposal of public domain, but the necessary changes in landowners name, estate, method, last action step taken, and remarks will be made to the original tract. Renumbering of the tract will not be required as reference to the original acquisition by notation will be included under "Remarks."

e. In the past, it has been the policy not to show permits between the Department of the Army and the Department of the Air Force as acquisition. However, in order that the full scope of an installation may be correctly depicted, all use permits involving land from any Federal agency will be treated as an acquisition for the receiving agency and so reported and mapped. Although the area will be shown as an acquisition for the permitted agency, it will not be shown as a disposal for the permitter agency.

f. Acquisitions concerning nonexclusive use will be in accordance with instructions prescribed in Chapters 3 and 12.

g. Agreements (including easements, licenses, and permits), which have recurring renewals or recurring rental will be listed as leases (Section _____,Chapter 12.

13-14. Method. The applicable symbols indicated in footnote 2 / of the Tract Register (ENG Form 1019) will be used to indicate the method by which lands were acquired. In this connection, for donations, tracts acquired for nominal consideration and not actually paid will be designated by "D" for donation; if payment was made, such tracts will be designated by "P" for purchase; or, in the event of $1.00 deposit in court, they will be shown by "D/T" for declaration of taking. The symbol "T" is to be used to designate all rights, temporary or otherwise, transferring from other Federal agencies, civil works projects or military installations. The symbol "RES" is to be used to designate easements and other rights reserved in disposals of fee. In connection with tracts acquired as a result of court action instituted by landowners, enter an asterisk in the "Method" column reference to the directive citation and explain the circumstances of the acquisition, including the source of the funds, in the "Remarks" column.

13-15. Last Action Step Taken.

a. For tracts acquired from other Federal agencies, military installations or civil works projects, indicate (whether by use permit, public land order, Executive order, or other form of agreement) the number involved and date of action.

b. For fee tracts acquired by direct purchase and condemnation, indicate the final title opinion by: "Final Opinion dated_____."

c. For lesser interests acquired by direct purchase and condemnation, indicate the final title opinion by: "Final Opinion dated_____."

d. For all lesser interests and those low-cost easement tracts acquired prior to June 1944 by direct purchase, indicate the type of instrument and date thereof.

e. For low-cost easement tracts acquired subsequent to June 1944, indicate: "Low Cost Easement Title Opinion dated _____." "Attorney's Memorandum Opinion dated_____" "Attorney's Final Certificate of Title dated _____" or "Final Certificate of Title," whichever is applicable.

f. For easements reserved in disposal actions, cite the deed and date thereof.

* g. It is recognized that when an installation or project is eligible for audit completion as prescribed in paragraph 13-3c above, certain "Last Action Steps" will not have been accomplished. Particularly, tracts in condemnation may be awaiting final title opinions by the Attorney General. The dates of final title opinions not available at the time of the audit completion will be furnished as supplemental information as it becomes available and will so continue to be furnished until all "Last Action Steps" for all tracts have been accounted for. At that time, the Tract Register (ENG Form 1019) will be marked "Final." *

13-16. Remarks. Indicate in this column:

a. Any clarifying information or other explanations deemed significant.

b. Terms of easements, leases and lesser interests.

c. Descriptive items, such as types of easements, licenses, etc.

d. Brief statement, opposite each fee or permanent easement tract, indicating specific type(s) of outstanding right(s), if acquired subject

thereto. This applies to permanently-transferred areas except those involving the public domain.

e. Notations as to amounts of interests, refunds, or deficiencies in excess of initial deposits.

f. Citation of civil action numbers opposite tracts, when applicable.

g. For fee tracts, date of deed, date of filing of Declaration of Taking, and for tracts taken by straight condemnation, date of final judgment.

h. For reserved easements: "__(type)____ easement reserved over entire area of __(tracts(s))," or __(type)____ easement reserved over __(number)__ acres of __(tract)____ and __(number)__ acres of __(tract)," etc. Similar cross-reference remarks may be shown opposite the fee tracts.

13-17. Total. At the end of the individual listing of tracts on the Tract Register (ENG Form 1019) for each military real estate directive and civil works authorization, totals will be shown for tract, acreages and price. Rental payments (leases) will be excluded from the price total. Do not include in the tract count those tracts where title is revested in former owners as of the date of taking and no damages are awarded or payments made. For civil works projects involving more than one county, a recapitulation of the statistics for each county will be made, and the grand total will be shown for tracts, acreages and price (other than rentals) in the space provided.

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SECTION IV. RESETTLEMENT TRACT REGISTER

13-18. Resettlement Act, 10 U.S.C. 2680. When applicable, a Resettlement Tract Register, ENG Form 2150, will be prepared for each directive or authorization issued. Where two or more directives have been combined, pursuant to circumstances as outlined in Section III, this chapter, the Resettlement Tract Register will be submitted on the same basis as ENG Form 1019. The data required by this form are indicated by the self-explanatory captions of the various blocks and columns.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646). Payments to landowners and tenants pursuant to Title II, Public Law 91-646 will be recorded on ENG Form 2150, Resettlement Tract Register. Such payments may be recorded on the same ENG Form 2150 as is used for Resettlement Act payments but will be identified as payments under Public Law 91-646 by asterisk with footnote at the end of the register. Where tract entries contain both owner and tenant or tenant only, identification will be made by (0) or (T) after the name, as appropriate. Dollar amounts paid to individual claimants will be combined into one sum regardless of the type or purpose of payments. *

SECTION V. OUTSTANDING RIGHTS

13-19. Recording of Outstanding Rights. Examination should be made to determine whether individual fee or permanent easement tracts were taken subject to any outstanding rights. If so, such facts should be briefly noted in the "Remarks" column on the Tract Register (ENG Form 1019) opposite each tract affected. To eliminate repetition where numerous tracts within an installation or project are subject to the same outstanding

right or rights, the outstanding rights may be listed at the end of the Tract Register (ENG Form 1019) keyed to a symbol such as 1/, 2/, etc., which symbol would also be entered in the "Remarks" Column opposite each tract subject to that particular outstanding right.

13-20. Recording of Extinguishment of Outstanding Right. Where tracts acquired subject to outstanding rights that are later extinguished pursuant to the terms of a relocation contract, note such action by a brief explanation in the "Remarks" column of the Tract Register, ENG Form 1019. For example, should a power line easement that traverses a tract (or several tracts) be extinguished by a quitclaim deed from the power company, merely note: "Power line easement ext. by QCD dated _____." Extinguishments involving the use of real estate funds should also be noted in the aforesaid "Remarks" Column with the additional information that the cost of the tract includes the amount of the cost of the extinguishment. In instances where extinguished easement or right traversed several tracts and the cost cannot be determined on a tract basis, the lump-sum cost for all tracts should be placed in the "Price" column of the Tract Register, ENG Form 1019 (as one of the last items), and statement inserted in the "Remarks" column enumerating the tracts involved. Where mineral rights have been subordinated or extinguished, instruments relating thereto will be identified and the recordation data included in the statement.

SECTION VI. RELOCATIONS

13-21. Review of Conveyances. A careful review of conveyances by the Government to others should be made for the purpose of determining that the interest conveyed is the same as the interest acquired. That is, that an easement conveyed pursuant to a relocation contract was the sole interest acquired over that same land. An easement conveyed for purposes of relocation over lands acquired in fee is merely an outgrant, not a true disposal.

13-22. Acquisition for Later Conveyance. The acquisition of lands or interests therein by the United States, although for the purpose of later conveyance, will be reported, mapped, and otherwise treated as an orthodox acquisition.

SECTION VII. MERGER OF ESTATES

13-23. Merger of Easements in Fee Taking. Where subsequent directives are issued authorizing this greater taking of tracts in which lesser interest were previously taken, the directives relating to the same tracts

should be combined and all adjustments made on the tract register reflecting the greater interest when prepared for audit purposes. Should this type of action occur subsequent to the approval of the earlier acquisition, the tract register for that acquisition will be revised to include the later taking. The Realty Control File Summary (ENG Form 1603) and first sheet of the final project map will likewise be adjusted to reflect the net lesser taking, if any, finally acquired. The tract register on the final map will be adjusted by the deletion of the lesser taking acreage where the entire tract was merged in the greater taking or the reduction of the lesser taking tract area by that much of the acreage merged into the greater interest. A brief explanation will be entered in the "Remarks" column of the map tract register as well as on the revised ENG Form 1019. Care should be taken that the cost of the lesser taking is included with the cost of the greater interest tract and explained on that Tract Register, ENG Form 1019.

13-24. Merger of Leasehold Interests Into Greater Estate. Where leasehold interests merge into a greater estate, the annual rental is not to be included in the cost of the greater taking except where lands are leased with the option to purchase and the contract provides for rental to be applied to purchase price when option is exercised.

SECTION VIII. RETENTION OF LANDS AT FORMER AIR FORCE FACILITIES

13-25. Background. The Department of the Air Force was established as a separate Department in 1947. Subsequently, Joint Army and Air Force Bulletin No. 17 dated 4 June 1948 was issued. This bulletin, resulting from the Secretary of Defense's Transfer Order 14, transferred, effective 1 July 1948, from the Department of the Army to the Department of the Air Force, all real property (except industrial real property previously transferred) used by the Air Force. By this action all active (and inactive) installations designated Air Force property were so declared and the realty records of such in the District and Division Engineer offices as well as those in the Office of the Chief of Engineers were automatically considered Air Force records. At the same time, all surplus Air Force installations (whether completely disposed of or in the process of disposal) were also considered Air Force property, and jurisdiction, where any existed, was also transferred as of the effective date of the Transfer Order 14, namely, 1 July 1948. The withdrawal from the disposal agency (then War Assets Administration) by the Air Force of all or a portion of an installation was treated as though it had never been surplus but was transferred along with the other active or inactive installations.

13-26. Audit Requirement. A withdrawal of a portion of a former Air Corps installation (declared surplus prior to 1 July 1948 and withdrawn prior to 1 July 1948) for Army use was considered a reassignment within

the Department of the Army effective as of 1 July 1948. The retention of a portion of a former Army Air Corps installation for Army use has a similar effect. In either instance, the withdrawl or retention has the effect of establishing a new Army installation, and if the interest retained (or withdrawn) is an auditable one, a separate Army audit assembly is required.

SECTION IX. REACQUISITION

13-27. Background. Many installations have been disposed of and subsequently reacquired in whole or in part. In some instances, the Government has exercised rights of repossession included in provisions contained in disposal deeds. In other instances, the property was reacquired even though the disposal documents did not provide for repossession by the Government. Occasionally, the reacquisition was by the retransfer of title to the Government. Frequently, leasehold or other agreements were entered into which allowed the Government the reuse of the property.

13-28. Audit Requirement. Where an auditable installation has been disposed of and reacquired by any method, a supplement to the original audit, or a completely new audit, is required. The use made of the reacquired areas will be the controlling factor in deciding whether to reaudit or submit a new audit. If reacquired for the same purpose as the original acquisition and for use by the same Department, a reaudit will be submitted. If the area is reacquired, and used for purposes other than that for which originally acquired, or by another department, a new audit will be submitted. The assembly will include as many of the audit elements as may be necessary. A reacquisition, whether in the form of a reaudit or new audit, will require the submission of all audit elements. In most instances, the original existing map may be utilized to form the basis of the map reflecting the recaptured or reacquired area. Upon submission and approval of the assembly reflecting the reacquisition, the original map should be marked: "See subsequent map No. _____ dated _____ showing (recapture or reacquisition)." and retained in the map exhibit of the audited realty historical file. The revision box of the new map should indicate that it was prepared to show reacquisition of the installation and refer to the original map by date and number for information on original tract data. The audited installation number originally assigned will apply, unless a new audit is established, in which case a new audit number will be assigned. In those instances where portions of installations have been disposed of and reacquired, the reacquisition should be audited in the same manner as any supplemental acquisition.

SECTION X. OTHER MATERIAL TO BE FURNISHED

13-29. Lesser Interest Instruments. Copies (one each) of licenses, permits, franchises, etc., together with copies of use permits and other forms of agreements except leases acquired at field level are required for the realty historical file maintained in the Office of the Chief of Engineers and should accompany the audit assembly when submitted.

13-30. Directives and Authorizations. Copies of leasing directives for wholly-leased installations and copies of directives or acquisition authorizations issued at field level and not previously furnished should accompany the audit assembly. Copies of superseding instruments should be furnished HQDA (DAEN-REP-S) WASH DC 20314 as acquired, together with updated audit elements.

SECTION XI. OFF-BASE AIR FORCE INSTALLATIONS

13-31. Special Instructions. Along with major Air Force installations listed in U.S. Air Force Installations Directory are many off-base facilities which have been designated "Installations." Separate audits are not required for these operational facilities where overlapping of real estate interests or other considerations make such action infeasible. Generally, such facilities as marker sites, beacon sites, radar and radio annexes will be audited with the parent base. Such facilities when so audited will be listed in the "Title" block of the final project map under the parent base name, using small scale lettering. Inserts drawn to larger scale and properly identified will be used to indicate detail when necessary. If the parent base is drawn to scale, adequately showing detail, the facility name will be indicated opposite the appropriate tracts on the tract register. However, if a facility contiguous to or abutting a parent base is under the jurisdiction of a different command from the main base, it will be audited as a separate installation. Rent-free leased building space provided by General Services Administration and occupied by Air Force elements, although designated installations in a Directory, will not be audited.

13-32. Off-Base Facilities Previously Audited. Off-base facilities heretofore audited and approved as separate installations need not conform to the above instructions. However, district offices are authorized to combine previously audited off-base facilities with the main base where expansion of land holdings cause overlapping of interests or,if for other reasons determined advisable. Cancellations of previously assigned audit numbers should be reported to HQDA (DAEN-REP-S) WASH DC 20314 and revised audit elements submitted for approval to assure uniformity of land records.

SECTION XII. REALTY HISTORICAL FILE

13-33. Establishment. Upon approval of an audit assembly, permanent realty historical file folder(s) will be established in the office of

record and all papers, maps, documents, and related items will be
* identified by the assigned audit number. It will not be necessary to affix the audit number to every sheet of multiple page documents, except for maps and ENG Form 1603. *

13-34. Realty Control File Summary. The contents of the file folder(s) will be separated into exhibits by dividers designated alphabetically A thru F. The exact number of divisions or exhibits will depend upon the scope in each case. The contents of the entire record will be indexed and the statistics and data summarized on the Realty Control File Summary (ENG Form 1603). The captions of the various blocks and boxes above "Land Ownership and Cost Data" indicate the type of information to be inserted therein (Figures 13-11 and 13-lla). Other information concerning the ENG Form 1603 is as follows:

a. The first block under the heading "Land Ownership and Cost Data" will contain the gross acreage acquired, broken down by the various estates in tabular form, and totaled under the subheading “Area." The applicable modified Department of Defense land Category code numbers, (Figures 13-11a) will be inserted opposite the statistics for each separate estate, under the subheading "DOD" Category Code." The gross cost of each estate will be tabulated opposite the "Area" and "Code" entry to which applicable, and totaled. Except for Air Force, codes will not be entered on ENG Forms 1603 covering lands acquired for other Federal agencies.

b. The second block will contain the disposal data similar to that outlined above. In some cases, a discrepancy exists between an acreage as acquired (and/or the cost thereof) and that cited in a report of excess on Standard Form 118 for the same area. If the discrepancy is not of sufficient magnitude to have warranted the submission of a corrected report of excess, a statement should be signed by a responsible Real Estate officer. This statement should affirm that the disposal of area is substantially the same as acquired (or explain the differences in calculating the cost) and should accompany the audit assembly.

c. Third block will be completed by deducting the area and costs shown in block 2 from the area and costs in block 1. The “Net" area should again be reflected in tabular form identified with the applicable modified DOD Land Category Code.

d. The "Remarks" section of the form will be used for notes pertinent to acquisition and disposal actions such as from whom transferred land was acquired and the disposal notations outlined in Chapter 3.

13-35. Exhibits in the Realty Historical File.

a. Acquisition Documents, Exhibit A. A tab or labeled sheet marked "Exhibit A" will be inserted in the folder as the second item,

and there will be filed thereunder copies of acquisition papers and instruments of permanent value. Such papers are:

(1) Real Estate directives establishing military necessity and authorizing acquisition; Acts of Congress authorizing specific acquisitions; OCE authorizations to proceed with civil works acquisitions; agreements with local bodies relating to local cooperation in civil works projects and assurances relating thereto; and other authorizations or directives which form the basis for acquisition.

(2) Final Acquisition Progress Report, ENG Form 2440, RCS DAEN-RE-1(R2).

(3) Tract Register (ENG Form 1019) and, where applicable, Resettlement Tract Register (ENG Form 2150).

(4) Reference sheet for civil works projects stating where the definite project report or general design memorandum may be found upon retirement, and the citation of Act(s) under which the acquisition was financed.

(5) Real Estate planning Report (Real Estate Design Memo), or in lieu thereof, a reference sheet indicating where such a report is maintained in the office of record.

(6) Executive orders, public land orders, Presidential proclamations, and use permits relating to the acquisition of land from other Government agencies.

(7) Deeds of fee and easements (all types), declarations of taking with judgments thereon and any amendments thereto; deficiency judgments on excess awards; final judgments; orders of distribution; final title opinions; Department of the Army Attorney's certificate of title, final certificates of title obtained from commercial title companies, and other documents of conveyance to the United States, including all lesser interests except leases.

(8) These papers will be arranged by groups commencing with the earliest directive or authorization followed by the ENG Form 2440 and ENG Form 1019 pertaining thereto. For civil works projects, the consolidated ENG Form 2440 will be filed as the first item in the Exhibit. Directly beneath the ENG Form 1019 will be filed the papers and instruments relating to the individual tracts in the same order as they are listed on the ENG Form 1019. In condemnation cases, it is authorized to file suit files intact in separate volumes, with locator reference sheets inserted in Exhibit A in lieu of acquisition documents. The groups will be arranged so that the group pertaining to the earliest "area" acquisition will be at the bottom of the exhibit and latest at

the top. Upon reacquisition of a disposed of installation, the papers relating to the reacquisition will be filed as above, under a new acquisition exhibit to be designated "Exhibit A-l." This exhibit, relating to the latest acquisition, will be filed on top of Exhibit A.

b. Disposal Documents, Exhibit B. The makeup of Exhibit B will also be on a chronological basis, filed from bottom to top, by authorization, and all papers concerning a given disposal action will be grouped beginning with the earliest disposal authorization and continuing until that specific disposal has been consummated. That is, a second disposal authorization even though issued prior to the consummation of the disposal action under the first authorization, will be the nucleus for a succeeding segment of the disposal exhibit and all papers pertaining thereto will be grouped together chronologically culminating with the last action document, such as quitclaim deeds or transfer papers. Disposal records of a permanent nature are set forth below:

(1) Real property Disposal Report, ENG Form O-836, as furnished by OCE, representing final status.

(2) Classification papers such as directives, general orders, etc., placing an installation in inactive, or surplus (excess) status.

(3) Orders of reassignment, letters of relinquishment, together with letters of intent to relinquish and/or letters of retransfer, letters of transfer, revoking public land orders, SF 118 or equivalent, transfer documents of custody and accountability assumption by disposal agency.

(4) Letters of assignment by General Services Administration to other agencies for disposal; copies of Transfer and Acceptance of Military Real Property, DD Form 1354; copies of quitclaim deeds, grants, or other instruments of conveyance.

(5) Upon completion of all disposal actions for an installation or project, OCE will furnish the office of record a copy of the final ENG Form O-836 itemizing the disposal actions for that installation or project. This report will be filed immediately under the tab or labeled sheet marked “Exhibit B.” Upon the disposal of a reaquired installation, a newly established Exhibit B-1 will contain all papers (as above) relating thereto.

c. Jurisdiction, Exhibit C. Under this exhibit will be filed copies of all papers relating to the extent of Federal jurisdiction over the lands acquired by the United States for military purposes or for civil works purposes within the several states. This will include

such documents as deeds of cession, letters of notice to the state of acceptance of jurisdiction by the United States, approved annexation documents,retrocession documents, and related papers. Offices of record will prepare and submit to HQDA (DAEN-REP-S) WASH DC 20314 a current Summary Statement of the Status of Jurisdiction as part of the audit assembly. The summary will be in the style of those previously furnished by this headquarters except that negative statements need consist of simply the word "negative." Where jurisdiction to any extent has been ceded to the United States, cite the general or specific state statute rather than codified identification. In connections with the acquisitions of transferred fee lands, where jurisdictional information cannot be obtained locally from the transferring agency, OCE should be advised prior to submission of the audit in order that such information may be obtained at department level. In order that the summary may be kept current, in cases where Federal jurisdiction has been acquired for an installation, the jurisdiction summary should be revised after each acquisition or disposal action. The revised summary should be submitted concurrently with the revised audit assembly.

d. Relocation, Exhibit D. This exhibit will contain copies of all papers of a permanent value relating to relocation such as utilities relocation contracts or agreements (quitclaim deed (s) related thereto), road relocation closing or vacation documents, and cemetery relocation final reports. They will be filed in an orderly fashion, chronologically segregated.

e. Miscellaneous, Exhibit E. This exhibit will contain extract sheets relating to all claims arising out of the use and occupancy of real property showing the name of claimant, officer's recommendation, regulations under which processed, and final disposition. There will also be included in this exhibit a copy of any unusual or clarifying papers or documents which do not clearly belong under any of the preceding exhibits.

f. Final Project Map, Exhibit F. Under this exhibit there should be included a folded print of the audit-approved final Project Map. If bulk makes this impracticable, the prints may be kept in a flat file separate from the realty historical file with a reference sheet inserted under this exhibit indicating where prints are located. At the discretion of the District or Division Engineer, ENG Forms 3861 with microfilm attached may be substituted for the folded print of the approved final Project Map.

13-36. Deviation Authority. Authority is granted to the District or Division Engineer to deviate from strict adherence to the filing system outlined above if, in his judgment, the substituted procedure materially simplifies record maintenance and/or facilities locating the desired items. This applies to rearrangement of items within the separate exhibits and does not authorize acquisition papers (Exhibit A), for example, to be filed in another exhibit.

13-37. Division Office Historical Files. A skeleton realty historical file may be maintained in the division offices where the responsibility for real estate has been decentralized to district offices. This file will be limited to copies of documents listed below:

a. Realty Control File Summary, ENG Form 1603.

b. Copy of documents listed in subparagraphs 13-35a(l), (2), (3), (6), b (l), c and f above.

13-38. Disposition of Real Estate Files. Disposition of real estate files will be in accordance with AR 340-18-15.

SECTION XIII. DREDGING, EROSION, AND ACCRETION

13-39. Method of Treatment--Dredged and Eroded Areas. Land dredged away will not be treated as a disposal. Land lost due to erosion will not be treated as a disposal unless adjacent fast lands are disposed of by normal methods. In such circumstances:

a. The eroded acreage, even though omitted from the disposal document, will be considered as having been included therein.

b. If the adjacent fast land is transferred between military departments or to a civil works project, the total area, including the eroded portion, will be considered as having been acquired by the receiving installation. The ENG Form 1019 and ENG Form 1603 will explain that a certain portion of the area involves eroded lands.

13-40. Method of Treatment--Accreted Areas. Accreted areas will be treated as acquisitions. However, audited records will not be revised to reflect this type of "acquisition" until circumstances arise that necessitate a revision of the records for other purposes. The accreted area will be considered part of the tract to which it attaches.

SECTION XIV. WHERRY HOUSING PROJECTS

13-41. On-Base Acquisitions. Upon completion of directives authorizing the acquisition of sponsor's equity in Wherry Housing projects built on Government-owned land (on base), the documents relating thereto, together with the final ENG Form 2440, prepared in accordance with Chapter 14, will be made a part of the permanent historical record (realty historical file) as a segment of the acquisition Exhibit A and filed in the manner prescribed in paragrbph 13-35a above.

13-42. Off-Base Acquisitions. Upon completion of directives authorizing the acquisition of the sponsor's equity in Wherry Housing projects

together with the underlying land, audit assemblies will be prepared and submitted in accordance with procedures outlined in this chapter. Since the cost of land is generally inseparable from the gross sum paid the former sponsor, the price column will remain blank, and the gross cost (to acquire the land and the sponsor's equity in the building(s)) will be reflected in the "Remarks" column of the ENG Form 1019.

13-43. Directives. The authorization for the acquisition of Air Force Wherry Housing, both off-base and on-base, is contained in applicable memorandum to the Under Secretary of the Air Force from the Assistant Secretary of Defense specifically authorizing acquisition in each instance. OCE will furnish District offices copies of these directives together with acquisition documents and related papers. Issuance and distribution of Army directives will follow established procedure.

SECTION XV. ACCOUNTABILITY

13-44. Accountability Document--Prior to Audit Approval. ER 735-2-1 prescribes Acquisition Docket Sheet (Field), ENG Form 1069, as the accountability document for civil works lands prior to approval of real estate audits by Office of the Chief of Engineers.

13-45. Accountability Document--Subsequent to Audit Approval. ER 735-2-1 prescribes Tract Register, ENG Form 1019, as the accountability document for civil works lands subsequent to the approval of real estate audits by Office of the Chief of Engineers.

SECTION XVI. PROCEDURAL INQUIRIES

13-46. To Office of the Chief of Engineers. Due to the varied and numerous transactions, as well as legal and regulatory complexities, inherent in land acquisition and disposal programs, circumstances not specifically covered in this chapter may be encountered in the real estate audit process. Such specific or unusual circumstances, problems, or inquiries should be referred through the Division Engineer for determination and supplemental instructions by HQDA (DAEN-REP-S) WASH DC 20314.

13-47. To Office of the Division Engineer. Inquiries or problems relating to priority, timing, local procedures, and implementation of land audit activities should be referred to the Division Engineer for guidance, recommendations, or interpretation. Where the Division Engineer determines that the inquiry falls within the categories referred to in paragraph 13-46 above, the matter will be referred for resolution as indicated therein.

TABLE 13-1

TABLE OF REFERENCES

AR 340-18-15

AR 405-10

AR 405-80

AR 405-90

ER 405-1-1015

ER 735-2-1

Next page is 13-25

Sample - Preparation of ENG Form 1603
(Acquisition and Disposal)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT: 20 October 1970
AUDIT NO.: BALT-3-0002

RESERVATION NAME: BENTON AIR FORCE STATION (Z-30)

LOCATION: PENNSYLVANIA. In Sullivan County, 20 miles N of Benton and 3 miles SE of Lopez

DISTRICT: Baltimore

DIVISION: North Atlantic

OFFICIALLY DESIGNATED BY: DAF S.O. G-82 dated 3 July 1963

TYPE: ☐ ARMY MIL ☒ AF ☐ ARMY-CIVIL ☐ OTHER (specify)

PURPOSE: Air Force Station

JURISDICTION: Exhibit "C"

MAP: Exhibit "F"

RELOCATIONS:

MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibit A)	645.78 Fee	911	$119,679.12	
	0.00 Li(11)	913b	0.00	
	0.00 Pe	913b	0.00	
	3.17 E	921	850.00	
	6.95 Lease	922		$240.00
	655.90 Total Acres		$120,529.12	$240.00
DISPOSAL (Exhibit B)	49.57 Fee	911	$ 9,103.73	
	0.00 Li(7)	913b	0.00	
	0.00 Pe	913b	0.00	
	0.45 E	921	0.00	
	6.95 Lease	922		$240.00
	56.97 Total Acres 1/		$ 9,103.73	$240.00
NET	596.21 Fee	911	$110,575.39	
	0.00 Li(4)	913b	0.00	
	2.72 E	921	850.00	
	598.93 Total Acres		$111,425.39	

REMARKS

1/ Disposal Actions:
6.95 Acres, Lease, terminated 30 June 1955.
8.87 Acres, Fee, reported excess to GSA (SF 118) 26 September 1956 who conveyed to George Smith by Quitclaim Deed dated 30 September 1957.
40.70 Acres, Fee, reported excess to GSA (SF 118) 16 December 1957, who conveyed to Myra Williams by Quitclaim Deed dated 10 February 1958.
0.45 of an Acre, Easement, reported excess to GSA (SF 118) 23 September 1958 who conveyed to former owner by Quitclaim Deed dated 16 December 1958.
0.00 of an Acre, Licenses, terminated 16 January 1959.
0.00 of an Acre, Permit, terminated 2 February 1959.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-1

Next page is 13-27

Sample - Preparation of ENG Form 1603
(Acquisition, Complete Disposal and Reacquisition)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT:
AUDIT NO.:

RESERVATION NAME:
LOCATION:
DISTRICT:
DIVISION:
OFFICIALLY DESIGNATED BY:
TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER ☐ (specify)
PURPOSE:
JURISDICTION:
MAP:
RELOCATIONS:
MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

ACQUISITION (Exhibits A)

AREA		DOD CATEGORY CODE	COST	RENTAL
2,595.77	Fee	911	$545,455.00	
1,280.00	P.D. 1/	912	0.00	
26.40	E	921	3,318.27	
3,902.17	Total Acres		$548,773.27	

DISPOSAL (Exhibits B)

2,595.77	Fee	911	$545,455.00	
1,280.00	P.D.	912	0.00	
26.40	E	921	3,318.27	
3,902.17	Total Acres 2/		$548,773.27	

NET

REMARKS

1/ Acquisitions (Transfers/Reassignments):
1,280.00 Acres, P.D., transferred from Department of the Interior by PLO No. 910 dated 7 August 1952.

2/ Disposal Actions:
2,595.77 Acres, Fee, reported excess to GSA (SF 118) 15 September 1955 who conveyed to John Brown by Quitclaim Deed dated 1 May 1956.
1,280.00 Acres, P. D., relinquished to Department of the Interior 15 August 1955, PLO 910 revoked by PLO 1820 10 June 1957.
26.40 Acres, Easements, terminated 30 June 1955.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 59, WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-2

REALTY CONTROL FILE SUMMARY (Land Acquisitions and Disposals)	DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION
DISTRICT	DIVISION
OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)_____ PURPOSE
JURISDICTION / MAP	RELOCATIONS / MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	2,155.00 Fee (REACQUIRED)	911	$484,875.00	
DISPOSAL (Exhibits B)				
NET				

REMARKS

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 59, WHICH IS OBSOLETE. (ER 405-1-1050) * U.S. GOVERNMENT PRINTING

Figure 13-2a

Sample - Preparation of ENG Form 1603
(Acquisition, Partial Disposal and Reacquisition of Same Estate,

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT:
AUDIT NO.:

RESERVATION NAME:
LOCATION:

DISTRICT:
DIVISION:

OFFICIALLY DESIGNATED BY:
TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)
PURPOSE:

JURISDICTION:
MAP:
RELOCATIONS:
MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	20,000.00 P.D. 1/	912	$0.00	
DISPOSAL (Exhibits B)	1,000.00 P.D. 2/	912	$0.00	
NET	19,000.00 P.D.	912	$0.00	

REMARKS

1/ Acquisitions (Transfers/Reassignments):
20,000.00 Acres, P.D., transferred from the Department of the Interior by PLO No. 810 dated 17 August 1952.

2/ Disposal Actions:
1,000.00 Acres, P.D., relinquished to the Department of the Interior 20 December 1952, retransferred by PLO No. 891 dated 25 August 1953.

ENG FORM JAN 68 1603 REPLACES EDITION OF 1 MAY 59 WHICH IS OBSOLETE. (ER 405-1-1050) * U.S. GOVERNMENT PRINTING

Figure 13-3

REALTY CONTROL FILE SUMMARY (Land Acquisitions and Disposals)	DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION	
DISTRICT	DIVISION	
OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)_____	PURPOSE
JURISDICTION / MAP	RELOCATIONS	MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibit A)	Brought Forward: 19,000.00 P.D.	912	$0.00	
	26.24 P.D. 3/	913a	0.00	
	19,026.24 Total Acres			
DISPOSAL (Exhibit B)				
NET				

REMARKS

3/ 26.24 Acres, P.D., transferred from the Department of the Interior by Use Permit dated 28 September 1955. (This is a portion of Tract "A" which had been retransferred to the Department of the Interior by PLO No. 891 dated 25 August 1953.)

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050) * U.S. GOVERNMENT PRINTING OFFICE: 1968 [illegible] (247)

Figure 13-3a

Sample - Preparation of ENG Form 1603
(Acquisition, Partial Disposal and Reacquisition of Different Estate):

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT:
AUDIT NO.:

RESERVATION NAME:
LOCATION:
DISTRICT:
DIVISION:
OFFICIALLY DESIGNATED BY:
TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)
PURPOSE:
JURISDICTION:
MAP:
RELOCATIONS:
MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	1,307.75 Fee	911	$752,461.00	
	0.00 Li(1)	913b	0.00	
	511.78 E	921	79,270.00	
	1,819.53 Total Acres		$831,731.00	
DISPOSAL (Exhibits B)	170.00 E 1/	921	$ 26,420.00	
NET	1,307.75 Fee	911	$752,461.00	
	0.00 Li(1)	913b	0.00	
	341.78 E	921	52,850.00	
	1,649.53 Total Acres		$805,311.00	

REMARKS

1/ Disposal Actions:
170.00 Acres, Easement, conveyed to fee title owner by Quitclaim Deed dated 15 March 1955.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050) * U.S. GOVERNMENT PRINTING OFFICE

Figure 13-5

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION	
DISTRICT	DIVISION	
OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)	PURPOSE
JURISDICTION / MAP	RELOCATIONS	MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE		COST	RENTAL
ACQUISITION (Exhibits A)					
Brought Forward:	1,307.75	Fee	911	$752,461.00	
	0.00	Li(1)	913b	0.00	
	341.78	E	921	52,850.00	
	170.00	Lease 2/	922		$2,500.00
	1,819.53	Total Acres		$805,311.00	$2,500.00
DISPOSAL (Exhibits B)					
NET					

REMARKS

2/ Covers same area previously acquired and disposed of as easements.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-4a

Sample - Preparation of ENG Form 1603
(Acquisition, Partial Disposal with Retention of Easements over Fee Land Disposed of)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION

DISTRICT	DIVISION

OFFICIALLY DESIGNATED BY.	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)	PURPOSE

JURISDICTION	MAP	RELOCATIONS	MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibit A)	1,880.00 Fee	911	$26,870.00	
	40.00 E	921	1,220.00	
	2,320.00 Total Acres		$28,090.00	
DISPOSAL (Exhibit B)	120.00 Fee 1/	911	$ 1,800.00	
NET	1,760.00 Fee	911	$25,070.00	
	480.00 E	921	1,220.00	
	2,240.00 Total Acres		$26,290.00	

REMARKS

1/ Disposal Actions:
120.00 Acres, Fee, reported excess to GSA (SF 118) 9 April 1955 who conveyed to Fred Smith by Quitclaim Deed dated 10 August 1955 reserving to U. S. an easement over 40 acres, which is included in the "Net" easement acreage.

ENG FORM JAN 68 1603 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-5

Next page is 13-35

Sample - Preparation of ENG Form 1603
(Acquisition and Partial Disposal with Retention of Easements Over Disposed of Fee Land and Which Easements are Later Disposed of)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT:
AUDIT NO.:

RESERVATION NAME:
LOCATION:
DISTRICT:
DIVISION:
OFFICIALLY DESIGNATED BY:
TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)
PURPOSE:
JURISDICTION:
MAP:
RELOCATIONS:
MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	940.00 Fee	911	$13,435.00	
	220.00 E	921	610.00	
	1,160.00 Total Acres		$14,045.00	
DISPOSAL (Exhibits B)	60.00 Fee 1/	911	$ 900.00	
NET	880.00 Fee	911	$12,535.00	
	240.00 E	921	610.00	
	1,120.00 Total Acres		13,145.00	

REMARKS

1/ Disposal Actions:

60.00 Acres, Fee, reported excess to GSA (SF 118) 10 May 1955 who conveyed to Adam Smith by Quitclaim Deed dated 21 June 1956, reserving to U. S. an easement over 20 acres, which is included in the "Net" easement acreage.

ENG FORM JAN 68 1603 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-6

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION

DISTRICT	DIVISION

OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)_____	PURPOSE

JURISDICTION	MAP	RELOCATIONS	MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA		DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	Brought Forward: 880.00	Fee	911	$12,535.00	
	240.00	E	921	610.00	
	1,120.00	Total Acres		$13,145.00	
DISPOSAL (Exhibits B)	20.00	F 2/	921	$ 0.00	
NET	880.00	Fee	911	$12,535.00	
	220.00	E	921	610.00	
	1,100.00	Total Acres		$13,145.00	

REMARKS

2/ 20 Acres, Easement, reserved to U. S. in Quitclaim Deed dated 21 June 1956 to Adam Smith, conveyed to fee title owner by Quitclaim Deed dated 6 May 1959.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-6a

Sample - Preparation of ENG Form 1603
(Civil Works Prior and Subsequent Acquisition, with Third party Disposal to Numerous Grantees)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT:
AUDIT NO.:

RESERVATION NAME: (A CIVIL WORKS PROJECT)
LOCATION:
DISTRICT:
DIVISION:
OFFICIALLY DESIGNATED BY:
TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)
PURPOSE:
JURISDICTION:
MAP:
RELOCATIONS:
MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	2,541.52 Fee	911	$10,422.83	
	3,043.33 P.D. 1/	912	0.00	
	5,316.09 E	921	9,250.00	
	10,900.94 Total Acres as of 1-1-43		$19,672.83	
	0.40 P.D. 1/ Total Acres after 1-1-43		0.00	
	10,901.34 Total Acres		$19,672.83	
DISPOSAL (Exhibits B)	1,425.22 Fee 2/	911	$ 2,341.10	
NET	1,116.30 Fee	911	$ 8,081.73	
	3,043.73 P.D.	912	0.00	
	6,741.31 E	921	9,250.00	
	10,901.34 Total Acres		$17,331.73	

REMARKS

1/ Acquisitions (Transfers/Reassignments):
3,043.33 Acres, P.D., transferred from Department of Interior for flowage purposes by E.O.'s dated 3 April 1891, 2 April 1899, 19 December 1901, and 22 March 1905.
0.40 of an Acre, P.D., transferred from Department of Interior by PLO No. 1592 dated 28 February 1958.

2/ Disposal Actions:
1,425.22 Acres, Fee, reported excess to GSA (SF 118) on 1 July 1955, who conveyed 1,425.22 acres, fee, to various grantees (attached sheet) by Quitclaim Deeds, reserving perpetual flowage easements over fee disposal, which is included in the "Net" easement acreage.

Sheet 1 of 2

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 59 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-7

Audit No. C-615

(NAME OF CIVIL WORKS PROJECT)

REMARKS: (Disposal Actions (Cont.))

ACREAGE	GRANTEE	DATE OF SALE	FLOWAGE EASEMENT RESERVATION AREA
5.00 Fee	Luther H. & Florence M. Todd	29 OCT 1958	5.00 acres
29.00 Fee	Luther H. & Florence M. Todd	16 DEC 1958	29.00 acres
10.00 Fee	Ruth M. Sather	16 DEC 1958	10.00 acres
158.00 Fee	Earl M. & Florence L. Smith	16 DEC 1958	158.00 acres
5.00 Fee	Carl F. Ekelund	16 DEC 1958	5.00 acres
358.55 Fee	Ignatius J. & Hattie Suchovsky	16 DEC 1958	358.55 acres
28.00 Fee	Paul R. & Margret G. Knutson	16 DEC 1958	28.00 Acres
66.00 Fee	John Peter & George Peter Boosalis	16 DEC 1958	66.00 acres
9.00 Fee	Clark O. & Mabel M. Wotring	22 DEC 1958	9.00 acres
101.75 Fee	John A. Sweeney	22 DEC 1958	101.75 acres
32.00 Fee	Jerome Francis Peplinski, et al	22 DEC 1958	32.00 acres
3.00 Fee	Elmer A. Gelhar	22 DEC 1958	3.00 acres
5.00 Fee	Jessee & Ingo T. Markeson	9 JAN 1959	5.00 acres
13.00 Fee	Ted J. & Ellen D. Staib	9 JAN 1959	13.00 acres
55.00 Fee	Charles H. Whitney	28 JAN 1958	55.00 acres
399.76 Fee	John P. Boosalis, et al	12 FEB 1959	399.76 acres
7.00 Fee	Ted J. & Ellen D. Staib	23 APR 1959	7.00 acres
21.25 Fee	Ruth M. Sather	17 NOV 1959	21.25 acres
20.00 Fee	Richard Gordon Johnson	30 NOV 1959	20.00 acres
18.00 Fee	Oliver H. & Clemance B. Carrier	30 NOV 1959	18.00 acres
2.00 Fee	M. J. Ward & Earl P. Lambert	4 MAY 1959	2.00 acres
78.91 Fee	State of Minnesota	8 DEC 1959	78.91 acres
1,425.22 Fee			1,425.22 acres 2

Sheet 2 of 2

Figure 13-7a

Sample - Preparation of ENG Form 1603
(Prior and Subsequent Acquisition with Numerous Acquisition and Disposal Notations, Including Exchange of Lands)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT:
AUDIT NO.:

RESERVATION NAME:
LOCATION:
DISTRICT:
DIVISION:
OFFICIALLY DESIGNATED BY:
TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)
PURPOSE:
JURISDICTION:
MAP:
RELOCATIONS:
MISCELLANEOUS:

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibit A)	2,233.08 Fee, as of 7-1-40	911	$280,000.00	
	434.83 Fee 1/	911	$ 16,750.00	
	0.01 Li (1)	913b	0.00	
	117.81 UP 1/	913b	0.00	
	0.01 E	921	0.00	
	552.66 Total Acres After 7-1-40		$ 16,750.00	
	2,785.74 Total Acres		$296,750.00	
DISPOSAL (Exhibit B)	277.99 Fee	911		
	0.01 UP	913b		
	278.00 Total Acres 2/			
NET	2,389.92 Fee	911	$296,750.00	
	0.01 Li (1)	913b	0.00	
	117.80 UP	913b	0.00	
	3.28 E	921	0.00	
	2,511.00 Total Acres		$296,750.00	

REMARKS

1/ Acquisitions (Transfers/Reassignments):
77.29 Acres, Fee, transferred from Federal Works Agency by letter dated 2 March 1942, original cost to FWA: $9,625.00 not included above.
200.70 Acres, Fee, transferred from Department of Army by Memo dated 9 March 1956, original cost to Department of Army: $25,000.00 not included in above.

Sheet 1 of 2

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58 WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-8

(NAME OF MILITARY INSTALLATION AND LOCATION)

REMARKS: (Acquisitions (Transfers/Reassignments)(Cont.)):

0.01 of an Acre, Use Permit, from Department of Navy dated 17 July 1944.
0.01 of an Acre, Use Permit, from Department of Navy dated 16 November 1960.
0.01 of an Acre, Use Permit, from Department of Navy dated 15 March 1961.
0.05 of an Acre, Use Permit, from Department of Navy dated 14 November 1961.
0.17 of an Acre, Use Permit, from Department of Army dated 28 March 1957, as amended 6 February 1962.
7.33 Acres, Use Permit, from Department of Army, dated 25 February 1958, as amended 10 April 1959, 28 March 1960 and 17 November 1960.
0.16 of an Acre, Use Permit, from Department of Army, dated 28 October 1958
30.00 Acres, Use Permit, from Department of Army, dated 16 June 1959.
57.01 Acres, Use Permit, from Department of Army, dated 28 March 1960, as amended 4 December 1961 and 11 June 1962.
0.11 of an Acre, Use Permit, from Department of Army, dated 24 May 1961.
22.95 Acres, Use Permit, from Department of Army, dated 16 March 1962.

2/ Disposal Actions:

97.13 Acres, Fee, conveyed to the Territory of Hawaii by Quitclaim Deed dated 5 February 1942 in exchange for Territorial lands for use of five (5) installations.
9.87 Acres, Fee, transferred to the Department of Army by Memo dated 5 March 1956.
170.99 Acres, Fee, conveyed to the State of Hawaii by Quitclaim Deed dated 12 May 1960, reserving Rights of Way over 3.27 Acres (which is included in the “Net” easement acreage) in fee disposal, in exchange for 156.84 Acres, Fee, which cost the Government $31,804.82.
0.01 of an Acre, Use Permit, deleted by Amendment No. 1 dated 4 December 1961 to revocable permit from Department of Army dated 28 March 1960.

Sheet 2 of 2

Figure 13-8a

Sample - Preparation of ENG Form 1603
(Disposal by Reassignment and Acquisition by Reassignment)

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION

DISTRICT	DIVISION

OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)	PURPOSE

JURISDICTION	MAP	RELOCATIONS	MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	2,247.00 Fee	911	$450,665.00	
DISPOSAL (Exhibits B)	2,247.00 Fee 1/	911	$450,665.00	
NET				

REMARKS

1/ Disposal Actions:
2,242.00 Acres, Fee, reported excess to GSA (SF 118) on 10 June 1955 who conveyed to Smith-Brown Co. by Quitclaim Deed dated 12 August 1955.
5.00 Acres, Fee, reassigned to U.S.A.R.C., Johnstown, on 6 April 1955.

ENG FORM JAN 68 1603 REPLACES EDITION OF 1 MAY 58, WHICH IS OBSOLETE. (ER 405-1-1050) * U.S. GOVERNMENT PRINTING OFFICE

Figure 13-9

REALTY CONTROL FILE SUMMARY
(Land Acquisitions and Disposals)

DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION
(A MILITARY INSTALLATION) (ESTABLISHED BY REASSIGNMENT)	
DISTRICT	DIVISION
OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)_____ / PURPOSE
JURISDICTION / MAP	RELOCATIONS / MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	5.00 Fee 1/	911	$1,002.80 2/	
DISPOSAL (Exhibits B)				
NET				

REMARKS

1/ Acquisitions (Transfers/Reassignments):
5.00 Acres, Fee, reassigned from Johnstown Ordnance Plant on 6 April 1955.

2/ Represents cost of land when acquired for Johnstown Ordnance Plant.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 58, WHICH IS OBSOLETE. (ER 405-1-1050)

Figure 13-9a

Sample - Preparation of ENG Form 1603
(Acquisition and Partial Disposal - Wholly
Leased Installation)

REALTY CONTROL FILE SUMMARY (Land Acquisitions and Disposals)	DATE OF (RE)AUDIT	AUDIT NO.

RESERVATION NAME	LOCATION
DISTRICT	DIVISION
OFFICIALLY DESIGNATED BY:	TYPE: ☐ ARMY MIL ☐ AF ☐ ARMY-CIVIL ☐ OTHER (specify)_____ / PURPOSE
JURISDICTION / MAP	RELOCATIONS / MISCELLANEOUS

LAND OWNERSHIP AND COST DATA

	AREA	DOD CATEGORY CODE	COST	RENTAL
ACQUISITION (Exhibits A)	208.00 Lease	922		$600.00
DISPOSAL (Exhibits B)	100.00 Lease *	922		$100.00
NET	108.00 Lease	922		$500.00

REMARKS

* Lease No. DACA-27-5-69-17, 100.00 acres lease terminated 31 October 1973.

ENG FORM 1603 JAN 68 REPLACES EDITION OF 1 MAY 59, WHICH IS OBSOLETE. (ER 405-1-1030)

Figure 13-10

Next page is 13-45

General Instructions and Modified DOD Category Code
(ENG Form 1603)

1. Date of (Re)Audit. Enter date the file was audited or revised due to supplemental acquisition or disposal.

2. Audit No. Enter the audit number previously assigned by OCE or a number assigned in accordance with paragraph 3-53, Chapter 3.

3. Reservation Name. Fill in name of installation or project.

4. Location. Insert state(s) name(s) first, in upper case, followed by county (parish or judicial division where applicable) and vicinity location. Examples:

a. MICHIGAN. In Wayne County, in the City of Detroit.

b. ALASKA. In the Fourth Judicial Division, 50 miles SE of Big Delta.

c. LOUISIANA. In Rapides Parish, 10.5 miles SW of Alexandria.

d. INDIANA AND ILLINOIS. In Vigo County, Indiana, and Clark County, Illinois, 13.5 miles SW of Terre Haute, Indiana.

5. District. Fill in the name of current district having real estate responsibility. It is not necessary to repeat the word "District."

6. Division. Fill in the name of division. It is not necessary to repeat the word "Division."

7. Officially Designated By.

a. Military. Cite the general or special order officially naming the installation. Use the order, by date, citing current designation. If no general or special order designates current installation name, leave space blank. Abbreviations should be used due to space limitations, such as:

(1) Department of the Army: DA G.O. #10 dated 2 March 1961.

(2) Department of the Air Force:

(a) Headquarters, United States Air Force: DAF G.O. #10 dated 10 January 1962.

(b) Strategic Air Command: SAC S.0. #G-27 dated 12 March 1962.

(c) Alaskan Air Command: AAC S.0. #G-22 dated 19 April 1962.

Figure 13-11

b. Civil. Cite the Act of Congress naming the entire project. Otherwise, leave space blank.

8. Type. An “X” will be placed in the appropriate block provided to designate the using agency (not using service).

9. Purpose.

a. Military. Insert a brief description of the general use of the installation, such as Cemetery, Recreation Center, Army Reserve Center, SAC Base, Depot, Aircraft Plant, Air Force Station, Training Site, etc. Do not attempt to show all the purposes carried on a series of Tract Registers, ENG Forms 1019.

b. Civil. In most instances, the purpose will be either Flood Control or Rivers and Harbors. However, there may be other purposes, such as Office, Casting Plant, etc.

c. Other. Use insertion similar to military above.

10. "Exhibit" Blocks. Enter "Exhibit F" in the “Map” block. All other exhibit blocks (Jurisdiction, Relocations, and Miscellaneous) will be completed, if applicable.

11. Land Ownership and Cost Data.

a. When there are no disposals, do not fill in the "Net" block.

b. Although reassignments are not true disposals, the area, estate, and cost will be shown in the "Exhibit B" block, with an explanation under "Remarks."

c. Modified DOD Category Code. The code should be shown for Army, Civil Works, and Air Force installations only. Do not enter codes for installations acquired for other Federal agencies. However, the footnotes 1/, 2/, and 3/ may be applicable to all installations.

CODE	ESTATE
911	Fee by purchase, condemnation, donation, reassignment or transfer. (Footnotes 1/ and 3/ following.)
912	Public Domain withdrawn by public land order, Act of Congress, or Executive Order, or by notation on the Public Land Records under provisions of 44 LD 513. (Footnotes 2/ and 3/ following.)
913a	Public Domain by use permit from the Department of the Interior or other Federal government agencies. (Footnote 3/ following.)

Figure 13-lla

CODE	ESTATE
913b	Use Permit. Government lands other than Public Domain. Includes "licenses" from the Department of the Navy, Tennessee Valley Authority, Memorandum of Agreements, etc. (Footnote 3/ following.)
913b	Licenses from other than Federal government agencies. (Footnote 3/ following.)
913b	Permits from other than Federal government agencies. (Footnote 3/ following.)
914	This code to be used only for the audit of Hawaii Territorial lands acquired and disposed of prior to statehood.
921	Easements by purchase, condemnation, reservation, reassignment by permanent transfer. Does not include rights of way granted by other Federal agencies. (Footnote 3/ following.)
922	Leasehold acquisition by purchase, condemnation, reassignment or permanent transfer. (Footnote 3/ following.)

1 / The original cost of transferred land is to be included in the acquisition note under "Remarks" only, unless the transferring agency is reimbursed. The cost of purchased or condemned lands paid for with funds furnished by cities, states, other government agencies, etc., will also be included under "Remarks" only. The cost of reassigned lands will be included in the "Exhibit A" block of the ENG Form 1603 with appropriate explanation under "Remarks."

2 / The cost of extinguishing third-party interests, such as mining claims, etc., will be shown under "Cost" and explained briefly in the acquisition note under "Remarks."

3 / Although the gross acreage broken down by estate is required under the heading "Land Ownership and Cost Data," each acquisition of an estate(s) by a single action is reportable under "Remarks" for all estates acquired by transfer or reassignment, all public domain lands, and all use permits from other Federal government agencies. The exclusion of joint-use leases with total acreage should also be noted under "Remarks." When footnotes are required, the 1/, 2/, etc., system will be used.

Figure 13-llb

d . Reports of Excess Real Property, Standard Forms 118, often include, in addition to fee, permanent easements, etc., certain lesser interests that automatically terminate after a specified period of non-use. If General Services Administration has disposed of and/or assumed custody and accountability of all land interests except the lesser interests with non-use termination conditions, such rights will be presumed to have expired at the end of the non-use period running from the date of the Report of Excess Real Property. In addition, any non-assignable licenses, permits, etc., reported to GSA together with fee, etc., are considered terminated effective the date the land which they serve is conveyed by GSA or their designated disposal agency.

Figure 13-llc