CHAPTER 14

RECORDING AND REPORTING

*

SECTION I. REAL ESTATE SCHEDULE/COST AND PERFORMANCE, RCS DAEN-RE-1O(R5), ENG Form 4564-R

14-1. General. This report is designed to reflect both scheduled and actual performance of real estate activities in Divisions and Districts, thereby providing a quarterly comparison of actual performance against planned activities. It is automated as part of the Performance Analysis of Costs, Units and Manpower System (PACUMS) (see paragraph 14-4). Activity descriptions and work units have been developed for purposes of uniformity in scheduling and reporting and to reflect realistic Corps-wide workload statistics for analysis. They are listed below in the order in which they appear on ENG Form 4564-R (Figure 14-17).

a. Line Item la, Pre-authorization Planning.

(1) Activity Description - Includes all efforts (except appraisal) directly associated with real estate planning during pre-authorization stages of a project including: preparation and review of real estate data in survey reports, feasibility studies, etc.; preparation of real estate planning reports and supplements thereto; preparation of Available Site Identification and Validation (ASIV) reports.

(2) Work Unit - The unit of measurement is each report or supplement completed by the Real Estate Division and each real estate section in reports prepared by others.

b. Line Item lb, Post-authorization Planning.

(1) Activity Description - Includes all effort, except appraisal, directly associated with real estate planning during post-authorization stages of a project, including: preparation of real estate design memoranda and supplements thereto; preparation and review of real estate data in general and feature design memoranda; preparation and review of real estate data in master plans, operational plans, supplements and appendices; preparation of cemetery relocation plans; survey of potential replacement housing (Public Law 91-646); public meetings.

*

*

(2) Work Unit - The unit of measurement is each real estate design memorandum, cemetery relocation plan, survey of potential replacement housing (Public Law 91-646), or supplement completed; also each real estate section in general and feature design memoranda, master plan, supplement or appendix, and each public meeting requiring real estate participation.

c. Line Item 2a, Acquisition - Attorney's Opinions.

(1) Activity Description - Includes all effort directly associated with the preparation of attorney's opinion of compensability incorporated in relocation design memoranda or other reports and preparation of final title opinions.

(2) Work Unit - The unit of measurement is each compensability interest opinion completed and each final title opinion submitted for approval.

d. Line Item 2b, Acquisition - All other.

(1) Activity Description - Acquisition (except leaseholds, local cooperation agreements and temporary permits): Includes all effort (except appraisal), both staff and contractual services, directly incident to acquisition of real property and interests therein by purchase, condemnation, donation, exchange, reassignment, transfer from other Federal agencies, permit, and options, such as:

(a) Mapping, Surveying, and Tract Ownership Data: Effort in connection with tract ownership data, surveys, writing descriptions, and mapping for real estate acquisition purposes.

(b) Title Evidence: Effort in connection with obtaining title evidence.

(c) Negotions and Closing - Effort in connection with all negotiations conducted for acquisition of real property or interests therein by purchase, donation, exchange, reassignment or transfer; closing land purchase cases; title curative work; recording of deeds, delivery of checks to landowners; negotiating relocation agreements; and filing claims for water rights. Also includes work related to acquisition of options.

(d) Pre-condemnation - Effort in connection with preparation of condemnation and assemblies, including declaration of taking and the processing thereof up to and including the filing of the case.

*

*

(2) Work Unit - The unit of measurement is each tract acquired, each subordination or acquisition of an outstanding mineral interest, each tract on which a water right is filed, and each tract on which an option to purchase is acquired. Units will be counted when the offer to sell or exchange is accepted, the check is issued for filing of a declaration of taking, possession is obtained under a relocation agreement, transfer from other Federal agencies is completed, and permits or options are obtained. An additional unit will not be counted when the option is exercised.

e. Line Item 3, Condemnation.

(1) Activity Description - Includes all effort (except preparation or update of appraisals) involved in completing condemnation cases such as court exhibits, preparation for trials, testifying, stipulated settlement proposals, revestment actions, and other assistance to the Department of Justice.

(2) Work Unit - The unit of measurement is each tract on which final judgment is entered.

f. Line Item 4a, Inleasing - Recruiting Facilities Program.

(1) Activity Description - All effort (except appraisal) including contractual services, associated with the recruiting facilities program provided to the Army, Navy, Air Force, and Marine Corps either jointly with the General Services Administration or independently by the Corps of Engineers. Effort includes new leases, renewals, supplements, relocations, expansions, upgrades and service contracts. Also includes preparation of plans, specifications and estimates for initial alterations to leased facilities.

(2) Work Unit - The unit of measurement is each new lease agreement, supplement or renewal, space request to GSA, written agreement for upgrade or initial alteration by other than the lessor; each new service contract; and each restoration agreement.

g. Line Item 4b, Inleasing - Non-Recruiting.

(1) Activity Description - All effort (except appraisal), including contractual services, directly involved in the acquisition of leaseholds by negotiations, condemnation or assignment from GSA (except for recruiting facilities). Includes ownership data, preparation of maps and descriptions, negotiations and related work for new leases; supplemental agreements or renewals; restoration under lease provisions; condemnation petitions and declarations of taking; and space requests to GSA. Also includes preparation of plans, specifications *

*

and estimates for initial alterations to leased facilities.

(2) Work Unit - The unit of measurement is each new lease agreement, supplement or renewal thereof, space request to GSA, condemnation case filed and extensions thereof, agreement for initial alterations or upgrade action by other than lessor, each new service contract and each agreement providing for restoration.

h. Line Item 5a, Appraisal - Staff.

(1) Activity Description - All effort involved in completing in-house appraisal reports and cost estimates, such as: inspecting the subject property, compiling and analyzing market, cost and income data, reviewing court house records, obtaining necessary information from other governmental agencies, preparing appraisal exhibits and appraisal review. Includes appraisals for the following purposes: acquisition disposal, inleasing, outgranting, mineral reports, timber cruises, gross appraisals, damage claims, homeowners assistance, planning, encroachments, market analysis/feasibility reports.

(2) Work Unit - The unit of measurement is each appraisal report, supplement, update, revision, cost estimate, market analysis/ feasibility report and Public Law 91-646 assistance report completed.

i. Line Item 5b, Appraisal - Contract.

(1) Activity Description - All effort by contractor personnel involved in completing appraisal reports. Also includes in-house effort involved in contract appraisal review and each contract or purchase order for appraisal services such as: inspection of property and comparable sales, review and/or inspection of comparative income and cost information, selection of potential contract appraisers, negotiation of contracts and contract administration, and provision of technical assistance and advice to contract appraisers.

(2) Work Unit - The unit of measurement is each appraisal report, supplement, update, revision, and cost estimate completed and each appraisal reviewed under LCA contracts.

j. Line Item 6a; Relocation Assistance (Public Law 91-646).

(1) Activity Description - Includes all effort except appraisal incident to providing relocation assistance and advisory services to

*

*

displaced owners and/or tenants, including processing of applications for relocation payments and processing appeals.

(2) Work Unit - The unit of measurement is each application or appeal processed.

k. Line Item 6b, Homeowners Assistance Program.

(1) Activity Description - Includes all effort (except appraisal) expended under the Homeowners Assistance Program.

(2) Work Unit - The unit of measurement is each application or appeal processed.

l. Line Item 6c, Department of the Army Relocation Services for Employees (DARSE) Program (NAB, ORL, SPK and SWF only).

(1) Activity Description - Includes preliminary data collection, coordination and liaison between employees and contractor, review and appeal or complaint process.

(2) Work Unit - The unit of measurement is each relocation order placed with the contractor and each appeal processed.

m. Line Item 7a, Compliance Inspection, Major.

(1) Activity Description - Includes all effort incident to performing inspections of property granted to others for purposes such as commercial concessions, industrial uses, public park and recreation, quasi-public and group camp use, fish and wildlife habitat management, selected agricultural and grazing uses, complex/extensive outgrants resulting from relocation contracts, and reconveyance clauses/ restrictions in deeds normally requiring at least annual inspections to assure compliance with terms and conditions of the grant. Includes preparation of reports, determination of compliance after vacation of property subsequent to expiration, relinquishment or revocation of grant, and corrective measures where non-compliance is noted.

(2) Work Unit - The unit of measurement is each inspection performed and recorded in writing or noted on prescribed inspection forms.

n. Line Item 7b, Compliance Inspection, Minor.

*

*

(1) Activity Description - Includes all effort incident to performing inspections of property granted or reserved to others for purposes such as roads, streets, water lines, power lines, and communication lines, rights-of-way and other uses covered by easements, licenses, and permits that do not normally require an annual inspection to assure compliance with terms and conditions of the grant. Includes preparation of reports, determination of compliance after vacation of property subsequent to expiration, relinquishment or revocation of grant, and corrective measures where non-compliance is noted.

(2) Work Unit - The unit of measurement is each inspection or survey completed and recorded in writing in prescribed format.

o. Line Item 8a, Utilization Inspection, Major.

(1) Activity Description - Includes all effort incident to performing inspections of real property under control of or subject to service agreements with the Corps of Engineers where changes in utilization are known to occur frequently and substantially so as to require an annual determination of property utilization. Includes EO 12512 and EO 12411 surveys, and BLM withdrawal reviews, as applicable, and preparation of such reports and other reports related to property utilization.

(2) Work Unit - The unit of measurement is each inspection or survey completed and recorded in writing in prescribed format.

p. Line Item 8b, Utilization Inspection, Minor.

(1) Activity Description - Includes all effort incident to performing inspections of recruiting offices, stream gage stations, radio operator sites, and all other real property under the control of the Corps of Engineers, as well as property subject to utilization inspections under memorandums of agreement with other Federal agencies where utilization inspections are normally required on a less than annual basis.

(2) Work Unit - The unit of measurement is each inspection completed and recorded in writing in prescribed format.

q. Line Item 9a, Outgrants, Major.

(1) Activity Description - All efforts (except appraisal), including contractual services, directly related or incident to granting, or denying, the use of real or personal property to others

*

*

for purposes such as commercial concessions, industrial uses, public parks and recreation, quasi-public and group camp use, fish and wildlife management, complex agricultural and grazing uses, military maneuver operations, roads and utilities associated with relocation contracts and situations where availability determinations must be made and mineral lease review. Includes environmental, historical and archaeological review, survey and recommendation; preparation of management plans, review of master plans, supplements and appendices; screening with other Government agencies where appropriate; advertising, preparation and distribution of bids/proposals, mapping, legal descriptions, negotiations, preparation and execution of outgrants, renewals, extensions, and cancellation and termination documents; review of development plans and third party subgrants; responses to requests for use of real or related personal property; review of recreation cost-share, water supply or water storage contracts and applications for mineral leases. Encroachments cured by outgrants will be reported on Line Item 14, Encroachments.

(2) Work Unit - The unit of measurement is each new grant, supplemental agreement, renewal, extension, written denial or cancellation/termination instrument and each application for mineral lease processed.

r. Line Item 9b, Outgrants, Minor.

(1) Activity Description - All efforts (except appraisal) directly related or incident to granting, or denying, the use of real or personal property to others for purposes such as water lines, power lines, communication lines, hay and grazing purposes, roads, streets and any other uses where formal advertising is waived or considered not beneficial to the Government, as well as requests to drill for oil or gas on Government-owned property where no oil or gas lease is required. Includes environmental review unless categorically excluded, survey and recommendation; mapping, legal descriptions, negotiations, preparation and execution of outgrants and renewal, extension, cancellation and termination documents and responses to requests for use of real or related personal property. Encroachments occured by outgrants will be reported on Line Item 14, Encroachments.

(2) Work Unit - The unit of measurement is each new grant, supplemental agreement, renewal, extension, written denial or cancellation or termination instrument, and each consent to drill for oil or gas on Government-owned property where an oil or gas lease is not required.

*

*

s. Line Item 10, Disposals.

(1) Activity Description - All efforts (except appraisals), including contractual services, involved in planning and accomplishing the disposition of real property and components thereof by sale, transfer, etc. Includes environmental, historical, and archaeological review, survey, and recommendation; preparation of maps, screening, advertising or waiver thereof, preparation and distribution of bid documents, negotiations, preparation and execution of disposal documents; sales contract administration; responses to requests for disposal of real property or components thereof. A disposal unit will not be counted where ingrants or outgrants are renewed upon expiration. Encroachments cured by disposals will be reported on Line Item 14, Encroachments.

(2) Work Unit - The unit of measurement is each disposal transaction completed, denied in writing, or rescinded, identified as:

(a) Disposal of parcel (by sale, transfer, exchange, inlease termination, etc.)

(b) Disposal bid item; e.g., buildings, crops, gravel, etc., or groups of these items if included in one disposal transaction.

(c) Each parcel in report of excess to GSA or amendment thereto.

t. Line Item 11, Local Cooperation.

(1) Activity Description - Includes all effort (except appraisal) incident to preparation and processing agreements of local cooperation and rendering assistance to and monitoring the activities of local interests in procuring lands and interests to meet project requirements.

(2) Work Unit - The unit of measurement is each local cooperation agreement negotiated and each tract acquired by local interests and made available for project purposes.

u . Line Item 12, Timber Harvesting.

(1) Activity Description - Includes all effort (except appraisal) incident to sale of forest products under the timber harvesting program including timber cruises, processing invitations for bid, the awarding and administration of contracts, supervision and inspection of production and harvesting of timber, and other forest products.

*

*

(2) Work Unit - The unit of measurement is the number of bid items in each contract. Every twenty-five firewood sales and other small sales will be recorded as one work unit.

v. Line Item 13, Temporary Permits.

(1) Activity Description - Includes all effort (except appraisal) incident to obtaining real estate use rights by permit for conducting military maneuvers, surveys, exploration, obtaining rights of entry for construction, and other short term use. Includes procurement of ownership data, mapping, legal descriptions, negotiations, the filing of condemnation, if necessary, and damage settlements.

(2) Work Unit - The unit of measurement is each permit, right of entry, renewal or other right obtained and each settlement of damages thereunder.

w . Line Item 14, Encroachments.

(1) Activity Description - All effort (except appraisal), including contractual services, involved in resolving encroachment on project lands. An encroachment is defined as a permanent or semi-permanent structure or improvement placed on project lands or easement areas without authority. Efforts include field investigations, surveys associated with individual encroachment cases, negotiating agreements and processing of conveyance instruments for execution, preparation of boundary line agreements, preparation of reports of litigation, providing information to and assisting the Department of Justice and/or the U.S. Attorneys. All resolved encroachments on Government land will be reported on this line, not with the associated method which ultimately cured the encroachment. Any Government encroachment resolved will be reported on other appropriate line items.

(2) Work Unit - The unit of measurement is each action which cures, corrects, or resolves an encroachment on Government lands.

x. Line Item 15, Real Estate Audits.

1) Activity Description - All effort directly involved in the preparation of real estate audit assemblies. Includes verification and Authentication, by tract, of each real estate activity required in connection with acquisition, relocation, extinguishment of outstanding rights, land interchange, acquisition or subordination of third party interest, deficiency awards, disposal, etc.

*

*

(2) Work Unit - The unit of measurement is each tract audited for acquisition or disposal. Units will be counted when each tract audit is completed and recorded under the “audit as you go” concept.

y. Work units are not applicable to the following activities:

(1) Line Item 16, Other Activities. All Real Estate effort of a general nature, not chargeable to Line Items 1 through 15 above, such as replies to Congressional and public inquiries of a general nature; investigating and processing claims for damages; processing permanent change of station applications; evaluations of requests for acquisition of exclusive legislative jurisdiction; participation in mobilization exercises; review of Public Notices; recurring and special reports; maintenance of real estate records; programming (real estate schedules, budgets, manpower projections, cost and performance); office administration; personnel matters; training; time and labor distribution reports; organization and management studies; and other general functions and expenses internal to a District or operating Division Real Estate Office or Real Estate Project Office. Includes all technical indirect costs.

(2) Line Item 17, District Overhead. Pro-rata District office overhead includes general overhead costs but not technical indirect cost.

(3) Line Item 18a, Land Payments. Payments made from Construction, O&M or other funds for negotiated purchase of real property or interest therein; transfer from other Government agencies with reimbursement; payments to U.S. District Courts for acquisition by Declaration of Taking (DT), including deficiency judgments, interest payments, stipulated settlements, and judgments in straight condemnation; costs and expenses arising under Sections 303 and 304, PL 91-646; dollar costs at time negotiated offer (option) accepted; checks issued for filing of DT or payment of deficiency; or reimbursement to other agencies.

(4) Line Item 18b, Relocation Assistance Payments (Public Law 91-646) and Homeowners Assistance Program (HAP) Payments. Payments to owners and tenants for relocation expenses and other losses and damages incurred as a direct result of moving occasioned by acquisition of land; other payments or expenses incurred under Sections 205, 206, and 215 of Public Law 91-646. HAP costs under accounts 2100, 2230 and 2240 will be reported. Dollar costs will be reported when the payments accrue.

*

*

(5) Line Item 18c, Damage Payments for claims arising from use and occupancy of real property in and to which fee, easements, or lesser interests were not acquired; payments for damage settlements under rights of entry. Dollar costs will be reported when the payments accrue.

(6) Line Item 18d, Rents, Initial Alterations, and Restorations. Payments by the Corps to lessors or their legally constituted representatives for use of real property by DA under lease, including Army National Guard, USACE space, GSA costs and rents, or GSA costs for DOD recruiting space. Payments only of predetermined amounts for suspending the rights of third parties, pursuant to Act of Congress approved 9 July 1942, 43 USC 315q, 56 Stat. 654 (rights of ranchers to graze cattle on certain areas of public domain); costs of construction of initial alterations of leased facilities effected by the lessors or their legally constituted representatives to meet the needs of the using service; costs of restoration effected by the Government, payments for the restoration of lease facilities effected by lessors or their legally constituted representatives, or payments in lieu of restoration. Dollar costs will be reported when the payments accrue.

14-2. Real Estate Schedule.

a. Real estate schedules will be prepared for Army, Air Force, Civil Works and other programs for which real estate services are expected to be provided during the projected fiscal year.

b. Divisions and Districts that have Army funded reimbursable programs--timber harvesting and agriculture grazing--should prepare separate schedules for each of these programs. Scheduled units in these programs should not be included in the schedules for the direct Army program.

c. Divisions and Districts that have Air Force Timber Harvesting, Agriculture Grazing, AICUZ or Civil Works Timber Harvesting programs, should prepare separate schedules for any of these programs that require significant real estate resources, or as needed by the Divisions and Districts for management.

d. Divisions and Districts should prepare separate schedules for any other programs that require significant real estate resources, or as needed by the Divisions and Districts for management.

e. Work assigned to other Districts/Divisions by DA Form 2544 will be scheduled and reported by the assigning District/Division.

*

*

f. Reports for Army and Air Force will include, for current year appropriations only, obligations applicable to the current fiscal year; for no-year appropriations include only cost incurred in the current year and exclude refunds of prior fiscal year condemnation payments or other types of credits involving prior year transactions.

g. The schedule will include all current uncompleted directives, including new starts for which funds are expected to be made available during the projected year. Close coordination must be exercised with project planning and construction to produce realistic civil works real estate schedules, recognizing the capability to meet the schedules within the personnel and fund resources available.

h. The civil works report will include the fiscal year costs for all real estate administrative activities expense in Real Estate Administration and for all real estate payments financed from General Investigations; Construction General; Operation and Maintenance General; Flood Control and Coastal Emergencies; Mississippi River and Tributaries; Revolving Fund and all other Civil Works appropriations.

i. Real Estate scheduled units for the upcoming two fiscal years will be entered in PACUMS around April prior to the first fiscal year for which they are being projected. For this submission, PACUMS allows the entry of scheduled units (non-cumulative) for each quarter or for the fourth quarter alone using cumulative information. This information will be used for manpower planning. Updated scheduled units and dollars by quarter (non-cumulative) for the upcoming fiscal year will be entered around September. An additional update for units and dollars will be permitted after the final budget is established. CERE-PR will provide the specific timetable each year for this information.

14-3. Real Estate Cost and Performance.

a. Actual accomplishments in work units and dollars will be entered into PACUMS non-cumulatively each quarter for all activities for which schedules were submitted. Actual information is due at HQUSACE (CERE-PR) WASH DC 20314-1000 not later than the 20th of the month following the reporting period.

b. The actual dollar amounts should correspond to the obligations incurred in connection with performing the specific activities. Cost accounts for real estate activities are outlined in ER 37-2-10 (civil works) and ER 37-345-10 (military).

*

*

14-4. Format.

a. PACUMS provides the option of producing the ENG Form 4564-R report either non-cumulatively or cumulatively from the beginning of the fiscal year.

b. Dollar amounts will be rounded to the nearest thousand dollars. However, PACUMS will accept and report dollar amounts to the nearest tenth of a thousand if required by Divisions/Districts.

c. Real Estate Payments (Line Items 18a-18d). Identifiable amounts for deficiency payments will not be included in the estimated requirements for land payments during the fiscal year but will be footnoted in the "Remarks" section of the PACUMS submission.

14-5. Deviation Report.

a. The purpose of deviation report is to provide a composite of Real Estate performance as well as a District/Division evaluation. Specific and detailed information is absolutely essential for the development of the Quarterly Command Management Review with the CG/DCG and to address off-schedule areas in Program Performance and Budget Execution Review System (PPBERS) and Goals and Objectives. A complete explanation of deviation (over or under) from scheduled activities will be furnished in narrative form to CDR USACE (CERE-P), WASH DC 20314-1000 with the Real Estate Cost and Performance report not later than the 20th of month following close of quarter. This report should include the following information:

(1) Line item and specific work unit that is off-schedule.

(2) Complete explanation.

(3) Action taken to repair schedule, including prognosis.

(4) Impact upon customer/project.

(5) A summary including no more than three or four areas of major concern.

b. Criteria to determine a reportable deviation are: difference between schedule and actual of 25 or more work units for any activity line item or $100,000 or more at any one project for land acquisition payments. Reportable deviation is 25 percent when there are fewer than 100 units scheduled for an activity or when less than $400,000 in payments is scheduled for a project.

14-6 Reserved.

*

*

SECTION II. REAL ESTATE PERSONNEL/REAL ESTATE ADMINISTRATION ACTIVITIES, RCS DAEN-RE-9(R7), ENG Form 1685-R

14-7. General. This report reflects personnel utilized in the performance of real estate administration activities. It constitutes the manpower segment in the integrated management structure established for real estate activities under the general heading of "Real Estate Administration Activities." It is automated as part of the PACUMS.

a. Input to PACUMS will be made quarterly as of the last day of the reporting period and will reflect real estate manpower utilization in the performance of Military (Army, Air Force) and Civil Works real estate administrative activities. The report will also reflect, as appropriate, work done for other agencies, such as NASA, NPS, DOE, etc. and other categories such as Homeowners Assistance Program. Enter the data in PACUMS no later than 20 calendar days after the end of the reporting period.

b. For each of the activities, except District Overhead, in the columns under "Equivalent Personnel of Total Manhours Worked," Division and District Commanders will report the average personnel equivalent expended cumulatively through the reporting period. The average personnel equivalent will be determined by the following formula:

$$\frac{\text{Total hours expended on activity through 1st quarter}}{\text{439 (effective work hours in 1st quarter per employee)}} = \text{Average personnel equivalent through reporting period}$$

Through 2d quarter - the divisor will be 878
Through 3d quarter - the divisor will be 1316
Through 4th quarter - the divisor will be 1755

Personnel equivalent data will be reported to the nearest tenth, e.g., 1.2, 0.1, 0.9, etc. The divisors represent the total hours available for one employee less the hours for leave and holidays.

(1) Direct labor hours, regular and overtime, for each activity will be taken from Finance and Accounting elements. In addition hours of borrowed labor from other than Real Estate personnel should be included.

(2) For those offices using pre-determined rate method of distributing Real Estate indirect costs, the "Other Activities" (formerly Administrative Activities) hours worked can be provided by F&A offices.

*

*

14-8 Instructions.

a. Lines 1 through 15 and 17 of ENG Form 1685-R (Figure 14-18) are self-explanatory using the above formula.

b. Line 16 will account for personnel not reflected elsewhere in the report.

c. Line 17 statistics will be the personnel equivalent charged to overhead and will be determined by dividing the average annual labor cost of overhead employees into the salary portion of the overhead dollars charged through the reporting period. Average annual labor cost for overhead employees should be obtained from the local Manpower Control Officer.

d. The "Authorized Spaces and Actual Strength" portions (Sections III and IV) will be completed to reflect actual conditions as of the end of the quarterly reporting period. Only full time permanent (FTP) personnel should be included. Average salary figures will be based on pay and benefits costs of Real Estate personnel.

e. "Remarks" section will be used to explain difference in equivalent personnel vs. authorized spaces (under or over utilization) and differences in actual strengths vs. authorized spaces. This section will include, but is not limited to, the following supplementary information:

(1) Existing vacancies.

(2) Non-effective time (equivalent personnel of total hours not worked, i.e., greater than normal leave usage, LWOP.

(3) Number and type of other than FTP personnel on board.

(4) The workyear equivalents of borrowed labor and overtime included in each category for which labor is reported.

(5) Workyear equivalents of work performed for other USACE FOAs.

f. This report is used for upward reporting and as such its input should have the approval of Chief, Real Estate Division.

*

* SECTION III. INSTALLATION CLOSURE POTENTIAL IMPACT REPORT, RCS DAEN-RE-21

14-9. General. This report is designed to provide information for use in anticipating future Homeowners Assistance program requirements incident to general program administration and development of annual budget and financial plans. Section 1013(d) of the Development Cities and Metropolitan Development Act of 1966, Public Law 89-754 (80 Stat. 1255, 1290), approved 3 November 1966, Public Law 89-754 (80 Stat. shall be in the Treasury a fund which shall be available to the Secretary of Defense for the purpose of extending the financial assistance provided therein. Among other things, the Secretary of Defense delegated to the Secretary of the Army the responsibility to prepare annual budget and financial plans and report on the operation of the Homeowners Assistance Fund, Defense. Pursuant this report has been established to obtain information necessary for preparation of annual cost estimates and other financial data with final review vested in the ASA(IL&FM).

14-10. Applicability. This reporting instruction is applicable to Divisions/Districts having military real estate responsibility.

14-11. Instructions.

a. A narrative letter report will be submitted to HQDA (DAEN-REH-0) WASH DC 20314 within 60 days from the date of public announcement of a new base closure or reduction action.

b. The report will comprise the following information:

(1) Estimated number of military and civilian Personnel affected, segregated by rank or grade level.

(2) Estimated number of homeowners in each category.

(3) Estimated number of personnel involved in routine transfers affected by closure or realignment action.

(4) Real Estate market conditions. *

Next page is 14-15

* SECTION IV. HOMEOWNERS ASSISTANCE SUMMARY REPORT (ACTIVITY UNDER PUBLIC LAW 89-754, AS AMENDED), RCS DAEN-RE-12(R-1), ENG FORM 4153-R.

14-12. Purpose. This report summarizes, by installation, action taken by Division/District offices after receipt of a homeowners assistance application.

14-13. Applicability. These reporting instructions apply to commanders of field operating activities (FOA) with responsibility for military real estate.

14-14. Frequency and Submission. Submit semiannual reports to CDR USACE (DAEN-REP-S) WASH 20314-1000 by the third workday following the end of the reporting period.

14-15. Preparation. ENG Form 4153-R, Homeowners Assistance Summary Report (Activity under Public Law 89-754) (Figure 14-3) will be used to provide summary data for each department and installation for which there is reportable activity.

14-16. Instructions. Complete ENG Form 4153-R as follows:

a. Section I. Base Closure Information: name the bases or installation associated with applications currently being processed.

b. Section II. Application/Payments: report types of applications and payments made.

c. Remarks: Use a separate form for each base or installation closure. Then summarize all bases or installations for each department on one sheet; such summaries will be cumulative for one fiscal year. Report payments to the nearest dollar, report FHA application numbers, and comments.

14-17. Reserved

14-18. Reserved

Next page is 14-17

* SECTION V. RELOCATION ASSISTANCE SUMMARY REPORT (ACTIVITY UNDER PUBLIC LAW 91-646) RCS DAEN-RE-18(R1), ENG FORM 4890-R

14-19. Purposee This report summarizes information on persons displaced from their homes, businesses, or farms by Federal projects of the Department of the Army (military and civil works), the Department of the Air Force, and Federal agencies which use the real estate services of the Corps of Engineers.

14-20. Applicability. These reporting instructions apply to commanders of field operating activities (FOA) with responsibility for real estate.

14.21. Frequency and Submission. Submit semiannual reports to CDR USACE (DAEN-REP-S) WASH DC 2O314-1OOO by the fifth working day following the end of the reporting period.

14-22. Preparation. Summarize data on ENG Form 4890-R, Relocation Assistance Summary Report (Activity under Public Law 91-646) (Figure 14-4). Prepare a form for each department with reportable activity.

14-23. Instructions. The following data will be supplied:

a. Part 1. Applications Processed. This section will report only applications processed during the reporting period. Break out items by type of applicant, number, total amount claimed, and amount paid to new applicants. Report money in dollars only.

b. Part 2. Summary of Payments Made by Type.

(1) In this section, show payments made during the fiscal year, according to type. Include payments made during the current fiscal year for those applications received in a previous year.

(2) If a dwelling applicant chooses a dislocation allowance, show the total amount of the dwelling payment and break out the amount of dislocation allowance. Do not include the figures in brackets in the totals under item 10. *

* Summary of Progress.

(1) Applications Pending. Include applications from previous reporting periods but not yet resolved.

(2) New Applications. Include applications received during the reporting period (Part 1 above).

(3) Applications Completed. Include all applications completed during the reporting period, regardless of when they were received.

(4) Applications Pending. Include all applications not completed by the end of the reporting period, regardless of when received.

14-24. Reserved.

14-25. Reserved.

Next page is 14-49

SECTION VI. RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION ACTIVITIES AT FEDERALLY-ASSISTED PROJECTS, RCS DAEN-RE-22, ENG Form 4660-R

14-26. Purpose. The report required by this section is designed to provide summary statistical data pertaining to land and relocation assistance payments made by local interests at federally-assisted projects under the provisions of Titles II and III of Public Law 91-646.

14-27. Applicability. These reporting instructions are applicable to all Divisions/Districts having real estate responsibility.

14-28. Frequency and Submission. One copy of the report will be dispatched annually in sufficient time to reach HQDA (DAEN-REH-0) WASH DC 20314 by 1 November of each year.

14-29. Reporting Instructions. Detailed instructions for completing ENG Form 4660-R are included on reverse side of the form (Figure 14-6). *

SECTION VII. ACQUISITION PROGRESS REPORT
RCS DAEN-RE-1(R2), ENG FORM 2440

14-30. Purpose. This report provides data on land (and improvements thereon) in the United States, its possessions, and the Commonwealth of Puerto Rico, acquired by the Corps of Engineers for the Department of the Army (military and civil works), Department of the Air Force, Department of Energy (DOE), National Aeronautics and Space Administration (NASA), and other Federal agencies for which the Corps acts as agent.

14-31. Applicability. These reporting instructions apply to commanders of field operating activities (FOAs) having real estate responsibility.

* 14-32. Frequency and Submission. Submit quarterly reports to CDR USACE (DAEN-REP-S) WASH DC 20314-1000 by the eighth day of the month following the end of the reporting period. *

14-33. Preparation.

a. Format.

(1) Acquisition Progress Report, ENG Form 2440, will be furnished. Preparation instructions are included in paragraph 14-35.

(2) Update card images of acquisition data may be transmitted by telecommunication transfer direct to the U.S. Army Engineer Automation Support Activity computer in Washington, D.C. Technical details of the transfer are included at Figure 14-16.

(3) FOAs not using the electronic transmission method above will furnish acquisition data by submission of punched cards accompanied with an 80/80 double-spaced proof listing. Instructions for punch cards are included in paragraph 14-36, and an anotated ENG Form 2440 is included at Figure 14-7.

b. Reportable Actions. The following types of land and methods of acquisition are reportable:

(1) Fee simple title by purchase, condemnation, donation, exchange relocation contract and vacation proceedings.

(2) Federally-owned lands involving transfer of jurisdiction by executive order, public land order or proclamation, or transfer of right by permit, agreements or otherwise.

(3) Easements, regardless of consideration paid or length of term acquired, except that for for local cooperation projects only permanent easements and temporary rights which may be used upon completion of the project, or which involve consideration, are reportable. Exceptions are not required to be reported, audited or mapped.

(4) Licenses and other lesser interests. This includes permits and other use privileges acquired from states, counties, and other political subdivisions, as well as from private landowners.

(5) Leaseholds of land areas by negotiations, condemnation proceedings or transfer from other Federal agencies.

c. Types of Reports. An Initial report will be included in the earliest regular submission after a Real Estate Directive is issued or the first Real Estate Design Memorandum is approved. Thereafter, Recurring reports will be furnished when reportable actions occur during the reporting period, or if a previously submitted report requires correction. However a letter report will be furnished if all reports of a District/Division are negative. When all acquisition has been completed, a Final report will be furnished.

14-34. Data Source and Records Maintenance.

a. Project Offices.

(1) The source record for the data reported on ENG Form 2440 will be the Acquisition Docket Sheet (Field), ENG Form 1069, which shall be used as the official working control record on real property acquisition,

(2) As soon as the individual ownerships have been determined for an authorized acquisition, the basic data relating to each tract will be entered on the Acquisition Docket Sheet.

(3) ENG Form 1069 Will be used for the posting of acquisition progress on all regular (direct Federal) acquisition performed by the Corps of Engineers (i.e., Army-Military, Civil Works, Air Force, DOE, etc). Where local cooperation acquisition is involved (acquisition by local interests in the first instance with subsequent conveyance to the United States), the docket sheet will, be changed or adapted to conform with the action steps taken for the various types of acquisition.

(4) The progress of each transaction for each tract will be recorded chronologically on ENG Form 1069 as each action step is taken.

b. District offices. The only action record required in District offices is the maintenance of a file of all ENG Forms 2440 being currently submitted by the project offices. However, where acquisition is performed directly out of a District office, that office will maintain the record on ENG Form 1069.

*

* c. Division Of Offices. The only action record required in Division offices is the mintenance of a file of all ENG Forms 2440 currently submitted by project and/or District offices. However, where acquisition is performed directly out of a Division office, that office will maintain the record otherwise kept by the project and/or District offices.

14-35. Instructions for ENG Form 2440. For the purpose of these instructions, the terms “installation” and “project” are synonymous and will be used to refer to military installations, civil works projects, and those properties acquired for other Federal agencies.

a. General - Military and Other Agency. ENG Forms 2440 for Army-Military, Air Force, DOE, NASA, and other agencies for which the Corps of Engineers acts as agent will be prepared as follows:

(1) A separate record will be maintained and separate reports will be submitted on each real estate directive issued, except in those cases where directives merely provide additional funds. Where lands in two or more directives are merged in the same court proceeding or option, or where a lesser interest is merged into a greater interest, the records and reports will be combined. However, in those instances where one directive covers more than one installation, a separate report will be prepared for each installation. The funds authorized by the directive will be broken down so that the appropriate funds for each installation will be shown on the applicable report. Appropriate explanation will be made in “Remarks” block.

(2) Where lands in more than one installation are included in one court proceeding or option, separate reports are required for each installation and only the statistics pertinent to each will be reported thereon. If one ownership is involved in more than one installation, the acre and dollar statistics should be prorated and one tract shown for each installation.

(3) When a directive number is succeeded by an alphabetical suffix, such as 1023A, 1023B, etc., it does not necessarily mean it should be entered on the ENG Form 2440 covering the original directive number RE-D 1023. If the directive with the alphabetical suffix amends or supplements the original directive of that number, it should be reported on the same report.

(4) An “X" will be placed in the space provided to designate the status of the report (Initial, Recurring, Final and Revised Final).

(5) The purpose for which the acquisition is being accomplished will be indicated in the “Purpose” block.

(6) The real estate directive number(s) and date(s) thereof will be entered in the blocks provided. Cite directives originating at all *

* levels of authority. The Directive Number block will show the real estate directive number or, if unnumbered, the identification of the authority such as “lst Ind DE”, “1st Ind AFRCE”, or "Letter from OCE". For minor acquisitions where no such specific written authority exists, the term “Del. Auth.” and the date of the acquisition instrument may be cited. If there is more than one instrument, show the date of the first instrument.

(7) An “X” will be placed in the space provided to designate the using agency. When Air Force or Army Materiel Development and Readiness Command (DARCOM) acquisition is involved, the initials of the Air Force or DARCOM command having jurisdiction (such as SAC, ADC, DRC-ARRC, DRC-ERDC, etc.) will be entered in parenthesis. When acquisition for others (as agent) is involved, enter the name of the other Federal agency immediately above the words “Other Federal Agency”.

(8) The number of tracts, acres, and dollars shown on line 2 of Initial and Recurring reports will be as recited in the directive and will equal subsidiary line totals on lines 2A through 2F. The number of tracts, acres, and dollars on line 2 of Final reports will equal subsidiary line totals on lines 2A through 2F, which lines will in turn equal corresponding entries in the Progress to Date section of the report. The dollar entry on line 2 will include only the amounts authorized for land payments, including amounts from construction funds, operations and maintenance funds, funds authorized by Air Force Regional Civil Engineers, and all other authorizations regardless of administrative level of authority. It will not include amounts authorized for administrative and relocation assistance expenses and amounts authorized for restoration of lands occupied by right-of-entry and not actually acquired.

b. General - Civil Works. ENG Forms 2440 for Army Civil Works will be prepared as follows:

(1) When more than one type of acquisition is involved, a separate report will be prepared for each type. Types of acquisition are classified as:

(a) Department of the Army acquisition

(b) Local acquisition- Later conveyance to U.S. - Reimbursement by U.S. *

* (c) Local acquisition - Later conveyance to U.S. - No reimbursement by U.S.

(2) The reports will be prepared on a project basis broken down by type, as indicated in paragraph b(1) above. Where two or more areas (dam site, reservoir area, etc.) have been authorized for acquisition in connection with the same project, they will be consolidated into one report. The report will include all acquisition prior to 1 January 1943 (excepting lands disposed of prior to 1 January 1943) and the cost (estimated, if necessary) thereof, together with all acquisition accomplished after 1 January 1943. In those cases where information is not available for line-by-line reporting on the ENG Form 2440, the report will show an asterisk in the left margin beside line 2 referring to a remark that the report does not include the acres and cost audited under Civil Audit No. _____. The statistics reported in "Remarks" will be included on line 1 (Estimated Total to Complete Project), but will be omitted from all other lines of the report.

(3) If, after an acquisition report becomes Final, an additional acquisition of the same type is authorized, the Final report will be reactivated to include the additional authorization and progress thereof.

(4) In the "Type of Acquisition" block under "Entire project", insert an "X" in appropriate boxes, depending on the number of types of acquisition involved in acquiring the entire project. In the "Type of Acquisition" block under "This Report", insert an "X" only in the block designating the appropriate type of acquisition covered in the report. A separate report will be submitted for each type of acquisition involved (see paragraph b(1) above).

(5) The "Title and Date of Congressional Authority" block of the report will contain the title and date of the Act of Congress authorizing the acquisition.

(6) Date(s) of approval of the design memorandum by the Office of the Chief of Engineers (OCE) or the Division Engineer and identity of the area covered by the design memorandum will be entered in the space provided:

(7) Reports for local acquisition-later conveyance to U.S. will show the date of the Division or District's letter(s) to the local interests accepting the assurance.

(8) Line 1, "Estimated Total to Complete Entire Project", will *

* include all land acquisition requirements estimated for the project as approved in the General Design Memorandum or equivalent report. These requirements will be adjusted periodically to conform to revised or refined total project estimates as determined during the course of acquisition. If more than one type of acquisition is involved, requiring more than one Acquisition Progress Report, total requirements for each type will be shown, as applicable.

(9) Line 2, “Present Acquisition (civil)”, will include all acquisition contained in approved real estate design memorandums and supplements thereto and will equal subsidiary line totals on lines 2A through 2F.

c. General - All Departments. The following general instructions apply to preparation of ENG Form 2440 for all acquisitions.

(1) When reporting acquisition by transfer from military to civil accounts, or vice versa, each will be considered a separate Federal “agency”.

(2) The “Name and Location of Project” block will contain the official name of the project and name of the city(s) and state(s) in which the authorized area is located.

(3) Funds authorized for relocation assistance payments will be entered under “Remarks”.

(4) Records will be maintained on a fractional acreage and dollar basis; however, totals thereof will be rounded to the nearest acre or dollar in preparing the ENG Form 2440 report (0.50 acre will be reported as an additional acre; 50 cents will be reported as an additional dollar). Further, the total acres and cost will be properly rounded out for reporting on line 2. The statistics on lines 2A through 2F, and the statistics reported in the “Progress to Date” section under the purchase, condemnation, lease, permanent transfer, withdrawal from public domain and temporary use blocks, will be adjusted to agree therewith, if necessary, and the appropriate explanation made under “Remarks”. The decision in this matter should be made by the reporting office and be based on the size of the fractions involved.

(5) The sums of the tract and acre statistics on lines 2A through 2F will equal the totals reported on line 2 (except in the case of lesser interests being merged into greater interests -- see paragraph i below).

(6) The sum of the dollar statistics on lines 2A, 2B, and 2C will equal the total dollars reported as authorized on line 2. When the acquisition of one of the estates (fee, easements and other lesser *

* interests, or public domain) is completed, the amounts actually expended will be reported. Where more than one type of interest is being acquired, upon completion of any one type, that portion of the report will be balanced statistically as for a final report. For example, if the directive covers fee and lesser interests, and acquisition of the lesser interests is completed, the dollars on line 2B will be adjusted to agree with the sum of the statistics. on lines 19, 25, and 29 of the lesser interest column, although the fee acquisition is uncompleted. The dollars on line 2 will be adjusted to equal the total of subsidiary lines (2A, 2B, 2C).

d. Line-By-Line Requirements. Following are itemized instructions for line-by-line reporting not explained elsewhere in this Section.

(1) Line 2A - Fee By Purchase, Condemnation or Transfer. Record all tracts authorized for acquisition in fee by purchase, donation, condemnation, exchange or by permanent transfer from other Federal agencies. (When relocation agreements or contracts result in the Government's acquiring fee title, the tracts will be shown on this line and on all other applicable lines in the report).

(2) Line 2B - Lesser Interests By Purchase, Condemnation or Transfer. Record the number of tracts involved in all lesser interests authorized for acquisition by purchase, condemnation, donations exchange or permanent transfer from other Federal agencies. "Lessor Interests" include permanent easements, licenses, permits (including informal permits issued by letter), agreements, resolutions, franchises, glide angle permits, clearance (formerly avigation) easements and temporary easements. Upon acquisition, instruments covering glide angle permits and clearance easements will be carefully reviewed in order to determine whether actual areas are acquired or if merely tree topping or similar rights are involved and the authorized acreage adjusted if entered differently at the time of authorization. Right-of–entry permits taken in connection with acquisition are not to be included under lesser interests.

(3) Line 2C - Public Domain Lands by Withdrawal. Record all lands authorized to be acquired by withdrawal from the public domain or by notation on the public land records, if this is the final acquisition action to be taken.

(4) Line 2D - Public Domain Lands by Temporary Use Permit. Record all public domain lands authorized to be acquired by use permits from other Federal agencies.

(5) Line 2E - Other Public Lands by temporary Use Permit. Record all land (other than public domain lands) authorized to be *

* acquired by use permits from other Federal agencies.

(6) Line 2F - Leaseholds. Record leaseholds authorized to be acquired by the United States, either by voluntary lease, condemnation proceedings or by permanent transfer of leases from other Federal agencies, whether from private parties, states or other political subdivisions. Short term leases for rights-of-entry in connection with acquisition are not to be included. Include all leases for the installation even if they are now disposed of or in process of disposal.

(7) Lines 3 - 17. The data reported on lines 3 through 17 ("Current Period - Estate Acquired") will conform with the requirements set out for lines 18 through 32 ("Progress to Date"), except that current actions, rather than cumulative data, will be reported.

(8) Line 18 - Options Accepted. Enter the total number of tracts, acres and dollars for which options have been accepted, including those acquisitions which do not follow the regular acquisition procedure steps, such as licenses, permits and donations. Include a brief statement in "Remarks" in those instances.

(9) Line 19 - Closings Completed. Include the total number of tracts, acres and dollars for which payments and closing have been completed.

(10) Line 20 - Complaints Filed. Include all tracts and acres for which complaints (condemnation petitions) have been filed.

(11) Line 21 - Order of Possession Entered. Include all tracts and acres for which possession is available by court order. Tracts obtained without court order will not be included on line 21, except for those tracts transferred from purchase to condemnation where possession was obtained while in purchase status.

(12) Line 22 - Declaration of Taking Filed. Include the number of tracts, acres and dollars for all lands covered by declaration of taking filed in Federal court. If amounts originally deposited are reduced because of over deposit, dollar amounts will be reduced accordingly. A statement in "Remarks" will reflect the original amount deposited and identify the amount refunded.

(13) Line 23 - Deficiencies Deposited on Awards and Stipulations for D/T. Include stipulations and/or awards on declarations of taking. The tracts and acres reported on this line will be those also reported on line 22 which require deficiency deposits; the dollars will be the total amount of deficiencies deposited. *

* (14) Line 24 - Awards and Stipulations Deposited for Straight Condemnation. Include those tracts upon which awards have been deposited on straight condemnation cases (no declaration of taking filed). These statistics will not be included on lines 22 or 23.

(15) Line 25 - Final Judgment Entered. Include all tracts, acres and dollars in condemnation on which final judgment has been entered.

(16) Lines 26 and 27 - Lease - Acquired by Negotiation and Acquired by Condemnation. As the lands are acquired by lease, the number of tracts and acres will be entered on line 26 or 27, as applicable. Those leased lands acquired by permanent transfer from another Federal agency will be reported on lines 28 and 29 in the "Lease - Use Permit" columns.

(17) Line 28 Permanent Transfer - Possession Obtained. Include all lands to which right-of-entry has been obtained pending permanent transfer from another Federal agency. The date right-of-entry was obtained and the name of the transferring agency will be noted in "Remarks". When permanent transfer is completed, the pertinent statistics will not be deleted from this line.

(18) Line 29 - Permanent Transfer - Acquisition Completed. Include all lands acquired by permanent transfer from another Federal agency. If reimbursement is made to the transferring agency, the amount will be reported in the "Dollars" column. The original cost of land to the transferring agency will be determined and entered in "Remarks" together with the effective date of transfer and the name of the transferring agency. When an effective date of transfer is not specifically indicated, the date of the transfer instrument executed by the transferring agency will be used.

(19) Line 30 - Withdrawal from Public Domain - Possession Obtained. As soon as a notation of withdrawal has been entered on the public land records, the pertinent statistics will be reported. The date of notation on the public land records will be entered in "Remarks". When the withdrawal has been accomplished, the pertinent statistics will not be deleted from this line. If the request for withdrawal is cancelled prior to the accomplishment of the withdrawal, the pertinent statistics will be deleted from line items 15 and 30 with a remark explaining the action taken and the number of tracts and acres involved.

(20) Line 31 - Withdrawal from Public Domain - Acquisition Completed. When the withdrawal is accomplished, the pertinent data will be reported. If the notation on the public land records is the *

* final acquisition action to be taken, this will be considered as acquisition completed for reporting on this line. The " Dollars" column will show the amount expended for third party interest, if applicable. The effective date of withdrawal and the agency from which acquired will be entered in “Remarks”, together with an explanation of any third party interests acquired. For report purposes, all lands withdrawn by one document will be considered one tract. A single document withdrawing lands for more than one installation will be reported as one tract for each installation involved. State lands, if described in the withdrawal document, will not be included on this line.

(21) Line 32 - Temporary Use Obtained. Include all lands acquired by use permit from another Federal agency. All lands, except public domain lands, will be reported in the “Lease-Use Permit” columns. The public domain lands will be reported in the “Public Domain” columns. The effective date of temporary use will be entered in “Remarks”, together with the agency from which acquired. A use permit involving both public domain land and non-public domain land will be considered as two tracts, one tract being the public domain lands and one tract for the remaining lands.

e. Active Reports. An active report (Initial or Recurring) will be prepared as follows:

(1) Lines 18 through 32 will be increased progressively as the acquisition action is accomplished. The “Current Period” statistics (lines 3 through 17), when added to the corresponding lines of the previous “Progress to Date” statistics (lines 18 through 32), should equal the current “Progress to Date” cumulative entries. Any variance should be explained in “Remarks”.

(2) The number of tracts, acres, or dollars reported in the “Progress to Date” section will not exceed the authorized amounts shown on lines 2A through 2F, as follows:

(a) Data appearing on lines 18, 22, 24, and 28 of ENG Form 2440 will not exceed the authorized amounts appearing on lines 2A and B.

(b) Data on line 30 of ENG Form 2440 will not exceed the authorized amount on line 2C.

(c) Data on line 32 of ENG Form 2440 will not exceed the authorized amount on lines 2D or E.

(d) Data on line 26 of ENG Form 2440 will not exceed the authorized amount on line 2F. *

*

(3) Care will be taken so that unacquired acreage will be accompanied by tract statistics. If such is the circumstances, an explanation will be noted in “Remarks". Unaquired acreage is the difference between the authorized and the possession obtained statistics.

(4) Every effort will be made to report the acquisition action in the “Current Period" portion of the report covering the period in which the action was taken. However, if the action is initially reported in a later report, and if that later report covers the same fiscal year in which the action was taken, the statistics will be reported in the "Current Period" column of that report with an asterisk referring to a remark stating: “Includes action on (No.) tracts, (No.) acres and (dollars) taken in the _____ quarter of the fiscal year”. If the action is not reported until the next fiscal year after the action was taken, the entire action, including number of tracts, acres and dollars, will be reported under "Remarks". The explanation will also identify the fiscal year in which the action was taken.

(5) Additions or deletions necessitated by corrections or other adjustments will be explained under "Remarks", along with the words “This fiscal year” or "Prior to this fiscal year”, which will serve to indicate the date the original data affected was reported. For example, order of possession was entered on one tract consisting of 300 acres and reported as current action on the report covering the fourth quarter of fiscal year 1978. During the second quarter of fiscal year 1979, a resurvey was completed, and it was determined that the acreage should be 310 acres. The 10-acre increase would be reported in the second quarter of fiscal year 1979 and explained in “Remarks” with the words “Prior to this fiscal year” since the order of possession on that tract was entered in a prior fiscal year.

(6) Minus figures will not be reported in the “Current Period” portion.

(7) All tracts transferred from purchase to condemnation will be deducted from the affected “Purchase" lines 18 and 19 and reported on the applicable "Condemnation” lines 5 through 10 and 20 through 25. All tracts transferred from condemnation to purchase will be deducted from the affected "Condemnation” lines 20 through 25 and reported on "Purchase” lines 3 and 4 and 18 and 19.

(8) If exact costs of fee and lesser interest areas acquired by a single option, declation of taking, etc., are not stated in the acquisition instrument, estimated cost based on best available information (appraisals, where possible) will be entered in appropriate cost columns of the report. At the time of real estate audit *

* (Chapter 13), cost data on ENG Form 2440, the Acquisition Tract Register (ENG Form 1019) and the Realty Control File Summary (ENG Form 1603) must be in agreement.

(9) The tracts under lease will be identified in “Remarks” by contract numbers, tract numbers and acreages.

(10) Completed transactions not involving condemnation which do not follow regular acquisition procedure steps (such as license, permits and donations) will, for report purposes, be shown on purchase lines 18 and 19, and will be identified by appropriate footnote showing interest acquired and number of tracts. Where no actual acreage is involved, as in the case of informal agreements to top trees, only tract and dollar data will be reported.

(11) Only costs borne by the Departments of the Army (military and civil works) and Air Force, DOE, NASA, and others for which the Corps of Engineers acts as agent will be entered on the reports. Funds furnished by cities, states, etc., will be shown under “Remarks” with an appropriate note including the source of the funds.

(12) The nominal amount of one dollar as cost of land will not be entered on the report unless actually paid.

(13) Cumulative refunds, broken down into amounts refunded on fee acquisition and amount refunded on lesser interest acquisition, will be included in “Remarks” each reporting period.

(14) Refunds are not applicable to the “Purchase” block of the report. If the option provides for removal of improvements or crops by the vendor, the cost thereof will be excluded from all lines of the “Purchase” block. If the option did not provide for this removal, the option cost will be entered on all lines of the “Purchase” block, in which case the removal of improvements or crops will be considered a disposal and will be reported on the appropriate disposal report. If, after an option has been accepted, certain lands are excepted from the areas covered in the option, the acreage and dollars pertaining thereto will be deleted from the “Purchase” block. These dollars will not be considered as a refund since this represents return of land rather than reduction in cost of land actually acquired.

(15) Accreted lands will be reported on the ENG Form 2440 which includes the tract to which the accreted land attaches. Place an asterisk in the right margin beside line 2 and in “Remarks” show “*Does not include _(No.)_ acres increased to accretion”. *

f. Acquisition by "Reassignment".

(1) The tracts, acres and the original cost of real estate reassigned from one installation to another within the jurisdiction of the same Department (Army-Military, Army-Civil Works, Air Force, DOE, NASA, etc.) will be reported on lines 2 through 2F, 13, 14, 28 and 29. A statement will be entered in "Remarks" showing the date of reassignment and the name of the installation from which the property was withdrawn. The date of reassignment will be the effective date indicated in the memorandum, disposition form or other document authorizing the reassignment. If no effective date is cited, the date of the authorization will be the date of reassignment.

(2) Areas made available for use by the Reserves or National Guard on installations are not considered as having been reassigned unless reassignment is specifically indicated in a formal document from higher authority. These areas should be considered as on-post activities of the host installation as long as the installation on which they are located exists. In the event of complete disposal of the installation, the on–post activities such as Reserve Corps, National Guard or other miscellaneous activities, including Post Cemeteries, will be considered as "reassigned" in order to close out the records of the host installation and facilitate identification of the newly created installation. The date of reassignment will be the effective date recited in the general order discontinuing the host installation or, in the absence thereof, date of disposal of the last remaining excess area. ENG Form 2440 will be prepared on the Reserve or National Guard activity when the reassignment becomes effective.

g. Reservations of Easements in Fee Disposals. Reports will be furnished for easements reserved in disposal deeds and transfer documents. Reservations in deeds will be reported on lines 2, 2B, 3, 4, 18 and 19 as if acquired through negotiation. Lesser interests reserved in transfers to another Federal agency will be considered as acquisition by permit from that agency and reported on lines 2, 2E, 17 and 32. Tract and acreage data will be reported. Cost will not be reported. The excess authority for disposal will be considered the authority for these "acquisitions".

h. Revestment of Title. Where title to land is revested in former owner by judgment in a condemnation case, the following procedures will apply:

(1) When damages and/or rental is paid to the owner, the tracts and acreage on which the damages and/or rental was paid will be *

* considered as leased land, and the pertinent tracts acreage and rental statistics will be included on lines 2, 2F, 12 and 27 only. The dollar amount paid for damages will be noted in "Remarks".

(2) If no damage or rental is paid to the owner, the pertinent statistics will be deleted from the body of the report with a remark explaining the action taken and the number of tracts, acres and dollars involved.

i. Merger of Interests. Lesser interests merged into a greater interest, such as leases merged into lesser interests or fee; lesser interest merged into fee; or temporary use permit merged into permanent transfer or withdrawal from the public domain, will be reported as follows:

(1) When a directive is issued authorizing acquisition of a greater interest in land already under control of the Department of the Army (military and civil works) and Air Force, DOE, NASA or other Federal agencies, the directive will be combined on the acquisition progress report with the directive which authorized the original acquisition of the lesser interest. If the report covering the original acquisition has been made "Final," the report will be reactivated.

(2) The statistics pertinent to the area being acquired will be added to totals on lines 1 and/or 2, and on lines 2A, 2B, or 2C, as applicable.

(3) The statistics pertaining to the lesser interest will remain on all appropriate lines of the report until such time as options are accepted or order of possession is entered in condemnation (or declaration of taking filed, if no order of possession is entered) for the greater interest. At that time, the tract and acreage statistics will be deleted. The cost of the lesser interest will be transferred from the "lesser interest" column to the equivalent line of the "fee" column, regardless of the method of acquisition of the fee. To illustrate, if the lesser interest has been acquired by purchase and the fee by condemnation, the total cost will be divided since cost of the lesser interest will be transferred to the fee purchase lines and cost of the fee will be shown under the condemnation lines. If the estates were taken by reverse methods, the same procedure would apply. Where both estates are taken by the same method, the cost of the fee would be combined on the appropriate method line.

(4) In cases where a portion of a lesser interest tract is merged into a greater interest, instructions in preceding subparagraphs (2) and (3) will also apply. However, the cost of the area so merged may be determined on a pro rata basis. The area and cost of the lesser interest will be reduced and the greater interest increased accordingly. *

* (5) If, subsequent to obtaining a temporary use permit, a permanent transfer or a withdrawal from the public domain is to follow, the statistics should not be reported on line 13 or 15 as possession obtained during the current period. The statistics should be included on line 28 or 30 and deleted from line 32 with an explanation of the action shown in "Remarks". When the action has been completed, the statistics should be reported on lines 14 and 29, or lines 16 and 31, as applicable,

j. Exchange of Land. Report exchange of land as follows:

(1) For an even exchange, where no monetary consideration is involved, show the tracts and acres but no cost in all purchase steps. An explanation will be made in "Remarks" by stating: "Acquisition of (No.) tracts of (No.) acres (estate) accomplished by exchange for (No.) acres (estate) which cost the Government (dollars) ".

EXCEPTION: Where lands acquired in an exchange are for another project, tracts, acres and dollars will be reported in the line item purchase steps for that project. The dollars will be the cost of the lands conveyed.

(2) For an exchange where the Government gave land and money, show the tracts, acres and actual money expended. An explanation will be made in "Remarks" by stating: "Acquisition of (No.) tracts of (No.) acres (estate) was accomplished by payment of (dollars) and transfer to vendor of (No.) acres (estate) which cost the Government (dollars) ".

(3) For an exchange where the Government received land and money, show the tracts and acres but no cost. An explanation will be made in "Remarks" by stating: " (No.) tracts of (No.) acres (estate) plus a consideration of (dollars) were acquired in exchange for (No.) acres (estate) which cost the Government (dollars) ".

(4) When applicable, the aforementioned explanation(s) will be entered on each report, including the Final report.

k. Joint Use. Report joint use lands as follows:

(1) Where Federal lands are occupied under use permit, memorandums of understanding or agreements (other than leases), etc., which provide for joint use with others, report the total statistics covered by the instrument in the appropriate line items of the *

* report and explain in “Remarks” that the area is used jointly with others. If the instrument provides that certain areas are for exclusive use and other areas are to be used jointly, report the total statistics in the appropriate line items but explain in “Remarks” the area under each type of use.

(2) Where joint use only is acquired in leased land, show the number of tracts in the appropriate line items and cite the acreage in “Remarks”. If the lease provides for both exclusive and joint use, report the exclusive use tracts and acres and joint use tracts in the line items and cite the additional joint use area in “Remarks".

l. Court Action By Landowner. Court action instituted by landowners will be reported as follows:

(1) Show the Act Of Congress under which the court action was instituted by the landowner in the “Directive Numbers” block.

(2) Show the date of the judgment in the “Directive Dates” block.

(3) The money paid pursuant to the judgment will be reported in “Remarks”. The source of the funds will be indicated, together with a clarifying remark of the action taken.

(4) The acquisition action will be reported similar to a straight condemnation action.

m. Reacquisition. Report reacquisition as follows:

(1) The statistics pertaining to a reacquired area will be reported on an ENG Form 2440 covering the directive authorizing the reacquisition.

(2) The statistics pertaining to the original acquisition will remain on the original ENG Form 2440, and the disposal thereof will remain on the Real Property Disposal Report, ENG Form 0–836 (RCS: DAEN-RE-6).

(3) Since the ENG Forms 2440 for civil works projects are prepared on a project basis rather than by directive, the statistics pertinent to the reacquired area will be included on all appropriate line items. A remark will be made indicating the number of tracts and acres reacquired and cost thereof, if applicable. *

* n. Overlapping of Interests. Report overlapping of real estate interests as follows:

(1) When an overlapping interest is acquired, a tract will be shown but only the acreage, if any, extending beyond the limits of the underlying tract(s) will be reported.

(2) Acreage will not be duplicated even when more than one installation is involved unless one installation is of a different department.

o. Wherry Housing Acquisitions.

(1) ENG Form 2440 will be submitted for each named Wherry Housing development, e.g., Rose Terrace (which may contain one or more numbered project), covered in a directive which authorizes acquisition of a sponsor's equity by the Department of the Army or the Department of the Air Force. However, only that portion of the ENG Form 2440 above the caption "Complete Project Requirements" and "Remarks" section will be completed in cases involving on-base acquisitions (where title to the underlying land previously has been vested in the U.S.). The "Remarks" section will be used to indicate the following information for each numbered project within a named development:

(a) The amount authorized to acquire the former sponsor's equity in the project (as recited in the directives or in the case of directives covering multi-housing acquisition, in the planning report).

(b) The total indebtedness assumed by the United States (unpaid balance on the mortgage).

(c) When the report becomes Final, the amount actually paid to acquire the sponsor's equity in the project.

(d) The method of acquisition (purchase or condemnation).

(e) The number of units in each numbered project.

(f) Date acquisition of each numbered project is completed.

(2) On-base and off-base Wherry projects acquired by and for the Air Force will not be reported on ENG Form 2440 until receipt of acquisition documents from OCE. At that time an "Initial and Final" report will be submitted. *

(3) In the case of acquisition of off-base Wherry projects (which include the acquisition of land and construction), applicable lines of the report will be completed. However, only tracts and acres will be reported, since the cost of land is generally inseparable from the gross sum paid the former sponser. Information pertaining to the buildings, as required by subparagraph (a) through (f) above, will be furnished in “Remarks”.

p. Final Reports. Prepare Final reports as follows:

(1) A Final report will show the last action steps taken in the “Current Period” section. The report will be dated to correspond with the ending date of the regular reporting period in which the last reportable action was taken, regardless of the date of submission of the report to OCE. The renewal or extension of a use permit, lease, or other temporary use is not considered additional acquisition and does not require a revised ENG Form 2440.

(2) If the report becomes Final due to a cancellation of the remaining acquisition, no entry is required in the “Current Period” section. However, a note in “Remarks” should explain the cancellation. The report will be dated for the reporting period in which the acquisition was cancelled.

(3) A Final report will be balanced statistically by tracts, acres, and dollars as follows:

(a) The “Progress To Date” section of line 2 will equal the sum of lines 2A through 2F.

(b) Line 2A will equal the sum of lines 19, 25 and 29 in the “fee” columns.

(c) Line 2B will equal the sum of lines 19, 25 and 29 in the “lesser interest” columns.

(d) Line 2C will equal the statistics on lines 29 and 31 in the “public domain” columns.

(e) Line 2D will equal line 32 in the “public domain” columns,

(f) Line 2E will equal line 32 in the “lease-use permit” columns.

(g) Line 2F will equal the sum of lines 26, 27 and 29 in the “lease-use permit” column. *

* (h) The statistics reported on lines 18 and 19 will be identical.

(i) The tracts and acres reported on line 20 will equal the sum of the tracts and acres reported on lines 22 and 24. Also, the tracts and acres on line 20 will equal the tracts and acres reported on line 25.

(j) The sum of the dollars reported on lines 22, 23 and 24 will equal the dollars on line 25.

q. Revised Final Report.

(1) A Revised Final report may be submitted to correct a reporting error or to correct statistics due to review or audit. The report will show the last reportable action in the "Current Period" section if such information was previously reported or is readily available, and will continue to show the same date as the original Final report. The date of revision should be shown directly under the date of report and be so identified.

(2) If, at the time of audit of an installation or project, it is necessary to revise a Final report, the aforementioned instructions will be followed, but the report will be furnished separately through regular reporting channels (not as part of the audit assembly) as soon as practicable, rather than holding it until submission of the quarterly reports.

14-36. Instructions for Punch Cards. ENG Form 4605 (an annotated copy is at Figure 14-8) will be used as the key punch transcript, and will be completed as follows:

a. Keyword:

(1) Data contained in card columns (cc) 1 through 24 constitute the "keyword". The keyword must be punched in every card submitted as this is the principal means of computer identification of a record on the ADP master file.

(2) No two records on the master file can have the same keyword. Once a keyword is established, the data associated with it in cc 25-79 can be changed as often as circumstances dictate. The contents of the keyword itself cannot be altered by the submission of a change action. That will require a delete action and a plus action. (Change code descriptions are covered in Figure 14-9.)

b. Division/District: Enter in cc 1-2 the appropriate code from the division/district code table at Figure 14-1. *

* c. Department: Enter in cc 3 the appropriate code from the table at Figure 14-9 to represent the department for whom the Corps is acting as real estate agent.

d. State: Enter in cc 4-5 the appropriate code from the state code table at Figure 14-2 to represent the state where the area authorized for acquisition is located. In cases where the authorized area is located in two or more states, enter the code for the state that is generally considered to be the project location.

e. Installation Number: Enter the installation number in cc 6-8. Installation numbers for existing installations or projects may be obtained from the ADP print-out entitled "Acquisition Control Listing." Numbers for installations or projects that have never been reported will be assigned as follows:

(1) Army Military--Use the last three digits of the installation number in the annual "Inventory of Army Military Real Property" publication if the installation has been established. If it is a new installation, obtain a number from DAEN-REP-S.

(2) All Other Departments--Assign any three position number in the Acquisition Control Listing in such a fashion as to arrange projects alphabetically within states for each department.

f. Directive Number: Enter the number of the real estate directive in cc 9-12 for Army-Military and Air Force projects. If the number is three digits in length, precede the entry with a zero. Leave this field blank for civil works projects and other agency acquisitions unless a directive number has been assigned. If the directive number has an alphabetical suffix, do not punch the suffix if it amends or supplements the original directive number. If the suffix has no connection with the original directive number, enter the number and suffix in cc 9-13. Treat the action as a new directive and report an authorized line item (paragraph i below).

g. Directive Date: The date of the real estate directive or date of approval of real estate design memorandum (REDM) will be entered in day-month-year order in cc 14. For civil works projects, the date of the original REDM will continue to be reported regardless of any supplemental directives that may be issued.

h. Type of Estate: Enter in cc 20 a code from the table at Figure 14-9 to represent the type of estate or interest being acquired. A separate card must be punched for each type of estate or interest being acquired at an installation or project. *

* i. Method of Acquisition: Enter in cc 21-22 a code from the table at Figure 14-9 to represent the method of acquisition. A separate card must be punched with code ØØ in cc 21-22 to report the amount of tracts, acres, or dollars authorized for each type of estate or interest to be acquired as shown the "progress to date" portion of lines 2A through F of ENG Form 2440 as follows:

Form 2440 Line Number	Types of Estate Code (cc 20)	Method of Acquisition Code (cc 21-2)
2A	1	ØØ
B	6 (or 5)	ØØ
C	2	ØØ
D	3	ØØ
E	4	ØØ
F	7	ØØ

Separate cards must also be punched for each method of acquisition (purchase, condemnation, lease, etc.) within each type of estate or interest (fee, lesser interest) if tracts, acres, or dollars are reported on lines 3, 7, 8, 9, 11, 12, 13, 15 or 17 of ENG Form 2440. Entries on those lines will require the following Method of Acquisition Code:

Form 2440, Line Number	Method of Acquisition Code (cc 21-22)
3	Ø1
7	Ø2
8	Ø4
9	Ø3
11	Ø1
12	Ø2
13	Ø5 or Ø6
15	Ø7 or Ø8
17	Ø8

j. Fiscal Year: Enter in cc 23-24 the last two digits of the fiscal year in which the acquisition occurred. If the acquistiion occurred prior to June 1966, enter ØØ. When amounts authorized for acquisition are being reported (Method of Acquisition code ØØ) , enter ØØ for the fiscal year. *

* k. Number of Tracts: Enter the number of tracts in cc 25-30. See paragraph r below for guidance. Right justify entries. Do not zero fill if the entry does not take all spaces.

l. Number of Acres: Enter the number of acres in cc 31-37. See paragraph r below for guidance. Right justify entries. Do not zero fill if the entry does not take all spaces.

m. Option Price, Deposit,or Deficiency Award: Enter in cc 38-46 the dollar amount of the accepted option, the amount deposited in court if a declaration of taking was filed, or the amount of an award or deficiency in a condemnation proceeding. See paragraph r below for guidance. Right justify entries. Do not zero fill if the entry does not take all spaces.

n. Agency From Which Acquires: Make an entry in cc 47-49 only when the Method of Acquisition code in cc 21-22 is Ø5 or Ø6 (transfers), Ø7 (withdrawal), or Ø8 (use permit). Enter a three-character abbreviation to indicate the agency from which the property is being acquired.

o. Installation/Project Name: Make an entry in cc 50-73 only when reporting amounts authorized for acquisition (Method of Acquisition code ØØ in cc 21-22). Enter the name of the installation or project. Left justify entries. Do not zero fill if the entry does not take all spaces.

p. State(s) or Country: Make an entry in cc 74-79 only when reporting amounts authorized for acquisition (Method of Acquisition ØØ in cc 21-22). Enter an alphabetic abbreviation for the state where the installation or project is located. This entry must correspond with the state code reported in cc 4-5. Left justify entries. Do not zero fill if the entry does not take all spaces.

q. Change Code: Enter in cc 80 a code from the table at Figure 14-9 to indicate the type of action being taken to a record on the computer master file.

r. Guidance: Punch card entries for paragraphs k, l, and m above (tracts, acres, and dollars) will be determined as follows:

(1) ENG Form 2440 is to be used in conjunction with the ADP report entitled “Acquisition Master Listing”. The Master Listing reflects acquisition activity at projects by fiscal year for each method of acquisition; it is the output product from the punched cards.

(2) Data appearing in the “current period” section of ENG Form 2440 on lines 3, 7, 8, 9, 11, 12, 13, 15, or 17 will be added to the corresponding line item on the Master Listing for the method *

* of acquisition for that fiscal year. That new total will be entry to report on the punched card.

Hypothetical Case:

A recurring ENG Form 2440 dated 31 March 1980 reflects the following fee acquisition on line 3: 5 tracts, 100 acres, $156,340.

The corresponding line item in the Master Listing for negotiated fee acquisition in FY 1980 is: DOD Category 1; Acquisition Method 01; FY 1980. The hypothetical entry reflects 241 tracts, 3,586 acres, $7,773,458,

The tracts, acres, and dollars to report on the punch card in cc 25-46 would be: 246 tracts, 3,686 acres, $7,929,798.

(3) The new entry reported on the punch card plus the total of all prior year amounts for that method of acquisition on the Master Listing must agree with the amount reflected in the appropriate "progress to date" section of ENG Form 2440.

s. Key Punch Instructions are as follows: *

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
* Acquisition of Real Estate	

CARD IDENTIFICATION	SOURCE

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS To	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Division/District Code	1	2	2	A/N		Obtain from Figure 14-1
	Department Code	3	-	1	A/N		Obtain from Figure 14-9
	State Code	4	5	2	A/N		Obtain from Figure 14-2
	Installation Number	6	8	3	N	R	
	Directive Number	9	13	5	A/N		
	Directive Date	14	19	6	N		Day/Month/Year Order
	Type of Estate	20	-	1	N		Obtain from Figure 14-9
	Method of Acquisition	21	22	2	N	R	Obtain from Figure 14-9
	Fiscal Year	23	24	2	N		
	Number of Tracts	25	30	6	N	R	
	Number of Acres	31	37	7	N	R	
	Option Price, Deposit, or Deficiency Award	38	46	9	N	R	
	Agency From Which Acquired	47	49	3	A	L	
	Installation/Project Name	50	73	24	A/N	L	
	State/Country Name	74	79	6	A	L	
	Change Code	80	-	1	A		Obtain from Figure 14-9 *

* *A = ALPHA, N = NUMERIC* ** *L = LEFT, R = RIGHT*

SECTION VIII. GSA PERRIODIC REPORT OF FEDERAL REAL PROPERTY RCS GSA-1005, GSA FORMS l166 and 1209

14-37. Purpose. This report provides real property inventory data on civil works installations required by the General Services Administration (GSA) as set forth in Subpart 101-3.2 of the Federal Property Management Regulations (41 (CFR 101-3.2).

14-38. Applicability. These instructions apply to commanders of field operating agencies having accountability for civil works real property.

* 14-39. Frequency and Submission. Reports will be forwarded to CDR USACE (DAEN-REP-S) WASH DC 20314-1000 NLT 20 October each year. *

14-40. Preparation. GSA Form 1166, Annual Report of Real Property Owned by the United States, will be used to provide the required data for each new civil works installation or changes to previously reported installations. Summary data will be provided on GSA Form I209, Summary of Number of Installations Owned by the United States.

14-41. General Instructions for GSA Form 1166.

a. The reporting entity will be a civil works project (hereinafter referred to an as "installation"). A single report will include all land and owned improvements at a specific location, usually within a common boundary, under the control of the Corps of Engineers for civil works functions. Where an installation is located in more than one state, the portion located in each state will be treated as a separate installation with a separate installation number and submitted as a separate report. (NOTE: Where land records have been audited, the owned land identified under a single audited installation number, within each state, together with the improvements thereon, will be reported as an installation.) Reports will also be prepared for installations comprised solely of easements, permits, licenses, leases, etc.

b. A complete report covering the entire installation will be submitted for: (1) each newly acquired or previously omitted installation, (2) each installation transferred from another Federal agency which is not merged with an existing installation, (3) each installation declared excess or surplus, (4) each previously reported installation having any change in cost of $1,000 or more for any item, and (5) each previously reported installation having any change in data, such as a name change or a change in date or method of acquisition of the property, in acreage in any category of land, in the number or area of buildings, the predominant use of land, buildings, structures, or facilities. The revised report will be a complete restatement reflecting all realty changes at the installation,

* such as acquisitions, disposals, new construction, and corrections of errors or omissions from the previous report.

c. New acquisitions of land and improvements thereon are reportable at the end of the reporting period in which the following actions are completed (1) acreage is withdrawn from public domain, (2) transfers from other federal agencies are completed, (3) possession is obtained in a condemnation proceeding by a declaration of taking or by an order of possession, (4) options are accepted, or (5) leases, licenses, permits, or other acquisition documents are executed.

d. A report without entries in Blocks 11 through 25 of GSA Form 1166 will be submitted for the disposal of a complete installation or the transfer of a complete installation to another Federal agency. (Accountability will be retained and reports submitted until disposal is completed or property is transferred to another Federal agency.) An appropriate notation for the foregoing transactions or revisions will be made in Block 26, “Remarks”.

e. Reports are not required for previously reported installations in which no changes have occurred.

14-42. Specific Instructions for GSA Form 1166.

a. Heading.

(1) Block 1 - Report as of. Enter the effective date of the report.

(2) Block 2 - Agency Control No. Enter the audited installation number where assigned or “None” if the installation has not been audited.

(3) Block 3 - GSA Control No. The GSA Control Number consists of two parts, separated by a dash. The first four digits - 9600 - are constant and identify the Army as the holding agency. The second part, comprised of five digits, is the installation number assigned by GSA for all new installations. For previously reported installations, numbers should be entered by the reporting office, if known. For new installations, reported for the first time, this block will not be filled in by the reporting office.

(4) Block 4 - Name of Installation. Enter the official designation. Use the name approved on audit, if available. For machine processing purposes, abbreviate so that this entry will not exceed 23 spaces, including spaces between letters and words.

(5) Block 5 - Reporting Agency. Enter "DA CofE - Civil”.

(6) Block 6 - Bureau or Other Major Organization. Enter the name of Division and District. *

*

b. Location.

(1) Block 7 - State or Continent. Enter the name of the state, possession, territory, or commonwealth.

(2) Block 8 - City or Town. Enter the name of the city or town in which, or near which, the installation is located, provided: (a) the installation is located in one county only, (b) the designed city or town is in the same county as the headquarters of the installation. When these circumstances do not apply, enter “No City Identification".

(3) Block 9 - County or Parish. Enter the name of the county or counties (or parish or parishes) in which the installation is located. If necessary, the county or parish listing may be continued in Block 26, “Remarks”.

(4) Block 10 - Street Address. Enter the street address, RFD, Route No., or other local designation.

(5) Geographical Code Block. Enter the appropriate numerical code for the location of the installation in the following sequence: state (two digits), city or town (four digits), and county (three digits). Codes will be obtained from the publication “Worldwide Geographical Location Codes” issued by GSA. When the location cannot be identified with the city reported in Block 8, the code “9999” will be entered. When the installation is located in more than one county (Block 9), code “999” will be entered under "County”.

c. Land. Report all acreage under the control of the Corps of Engineers for civil works purposes as of the inventory date. In Blocks 11 through 16 include data on all land for which title is vested in the United States for Department of the Army civil works purposes. Report area, cost and other data on land held under easement, lease, license, permit or other temporary agreement in Block 26, “Remarks”. All donated fee and easement acres should be reported separately. Acres in all instances should be reported to the nearest tenth of an acre.

(1) Block 11 - Usage Code and Classification.

(a) In the (A) portion of this block (“Code”) enter the numeric code, selected from the list below, which best describes the present predominant use of the land. (Entire list as shown in GSA Regulations is included - use applicable codes.) Significant secondary usages may be listed in Block 26, “Remarks”.

(b) In the (B) portion of Block 11 enter the classification (written out) which corresponds with the numeric code listed in (A). For example, if the entry in (A) is “18”, enter “Flood Control (Land)” in part (B). If applicable, also show in the (B) portion of Block 11 a line entry to indicate *

* the type of costs incidental to acquisition such as appraisals, surveys, removal and relocation of property of others, removal of structures purchased but not used, legal fees, etc. There will be a separate line item for each of these three land categories: public domain, fee (purchase, condemnation, exchange or transfer), fee donation.

Code	Classification
01	Agricultural. Land under cultivation for production of food and fiber.
04	Grazing. Lands primarily administered for the Preservation, protection, management and development of grass and other forage resources suitable for livestock.
07	Forest and Wildlife. Land administered for the preservation, Protection, management and development of timber, wildlife, watershed, and recreation resources.
08	Parks and Historic Sites. Land administered for national parks, historical parks, monuments, military parks, battlefield sites, historical sites, memorials, cemeteries, parkways, recreation areas, and national capital parks.
10	Office Building Locations. Land on which office buildings are located or are to be constructed.
11	Military (Except Airfields). Land under the control of the Department of Defense (military functions) which cannot be classified elsewhere.
12	Airfields. Land used for military air bases or stations and military or civilian land fields.
13	Harbor and Port Terminals. Land used for harbor and port facilities.
15	Power Development and Distribution. Land used for power development and distribution projects.
16	Reclamation and Irrigation. Land used for reclamation and irrigation projects.
18	Flood Control and Navigation. Land used for flood control and navigation projects.
19	Vacant. Land not being utilized. *

* Code	Classification
20	Institutional. Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	Housing. Land used primarily for public housing project, military personnel quarters, and dwellings for other Federal personnel.
40	Storage. Land used primarily for supply depots and other storage areas.
50	Industrial. Land used for industrial plants engaged in the production and manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.
70	Research and Development. Land used directly in basic or applied research in the sciences (including medicine) and in engineering.
80	Other Land. Land which cannot be classified elsewhere.
90	Trust Land. All land held in trust by the reporting Agency.

(2) Block 12 - Method of Acquisition. Enter the code number for each method of acquisition as shown in the list below:

Code	Method of Acquisition
1	Reservation or transfer from public domain (withdrawals) by Executive Order, Act of Congress, Public Land Order, or notation on land records.
2	Purchase, donation, exchange, transfer, or other method of acquisition, where title is vested in the United States.

(3) Block 13 - Date(s) Acquired. Enter the year in which the land was originally acquired by the Department of the Army for each method of acquisition set forth in Block 12. If various portions were acquired at different dates, indicate the range thereof, such as “1910 - 1921”, if breakdown with appropriate date is not feasible. *

* (4) Blocks 14 and 15 - Area -- Urban and Rural. For each item in Block 11, enter the area of land to the nearest tenth of an acre. If acreage to be reported is a whole number, enter "0" to the right of the decimal point, e.g., 10.0. If acreage to be reported is less than a whole number enter "0" to the left of the decimal point, e.g., 0.4. If acreage to be reported is less than 0.1 of an acre, enter the letter "N" (negligible).

(a) Block 14 - Urban. Land will be classified as urban when: (1) located in an incorporated place of 2,500 inhabitants or more; (2) in a densely settled unincorporated place of 2,500 inhabitants or more; or (3) in a densely settled urban fringe area around a city of 50,000 inhabitants or more. Enter in this block the area of urban land, to the nearest tenth of an acre, acquired by each method of acquisition reported in Block 12.

(b) Block 15 - Rural. Classify as rural all properties not classified as urban. Enter in this block the area of rural land to the nearest tenth of an acre for each method of acquisition reported in Block 12.

(5) Block 16 - Cost. Land costs will be reported to the nearest thousands of dollars on all items of land in Block 11 in Acquisition Code "2" (purchase, donation, exchange, etc.). If cost is less than $500, enter "N" (negligible). A cost will be reported for each land category shown in Block 11. The cost will be entered on the first line and will be the amount actually paid to the landowner for the land. If costs of transferred or exchanged lands are not of record, enter an estimated cost followed by an "E". Show also an estimated cost for donated land followed by "DE". The estimated cost should represent the amount the government would have had to pay for the property at the time of acquisition.

(a) For "Costs Incidental to Acquisition" enter on the second or subsequent lines the total cost of all appraisals, surveys, plats, damage payments, removal and relocation of property of others, removal of structures purchased but not used, legal fees, etc.

(b) For public domain land (code 1 in Block 12), enter a zero. Costs of land improvements to public domain land will be reported under "Other Structures and Facilities - All Other" (code 80), Blocks 23 and 24 identified as such in "Remarks", Block 26. Do not report in Block 16 the cost for extinguishment of rights on public domain areas. Report this cost under usage code 80 in Block 24, and make an explanatory footnote in Block 26.

(c) Do not report in Block 16 the cost of buildings acquired with land. Prorate the cost of land and that of the buildings and other improvements. Report the land cost as prescribed above. Report the prorated cost of the buildings in Block 22 and that of other improvements in Block 24. Make an explanatory footnote in Block 26. *

* d. Buildings. Report all Federally–owned buildings completed and available for service as of the inventory date. A temporary building (not demountable) on a concrete foundation will be reported as real property. However, temporary buildings set up for purposes related to construction will not be reported. Do not report portable buildings. For purposes of this inventory, include buildings being acquired under the Public Buildings Purchase Contract Program or Lease–Purchase Agreements, Public Law 519, 83rd Congress, (68 Stat 518) approved 22 July 1954, as amended. Buildings will be reported upon completion of construction.

(1) Block 17 - Usage Code and Classification. The present predominant use of a building will govern its classification. The various usage categories are shown in this block. Select the applicable code from the following list (entire GSA list is included use only applicable code). Significant secondary usages may be listed in Block 26, "Remarks",

Code	Classification
10	Office. Buildings used primarily for office space.
21	Hospital. Buildings used primarily for furnishing in-patient diagnosis and treatment under the supervision of physicians and which have 24-hour-a-day registered graduate nursing services. Include medical laboratories used in routine testing. Exclude buildings used directly in basic or applied research in medicine which should be reported as Research and Development.
22	Prison. Buildings under the jurisdiction of the Department of Justice used for the confinement of Federal prisoners.
23	School. Buildings used primarily for formally organized instruction; such as, schools for dependent children of Federal employees, Indian schools, and military training buildings.
29	Other Institutional Uses. Buildings used for institutional purposes other than schools, hospitals, and prisons. Include libraries, chapels, museums, out-patient clinics, etc.
30	Housing. Buildings used primarily for dwelling purposes; such as, apartment houses, single or row houses, and barracks. Includes public housing, housing for military personnel, housing for personnel in various Federal agencies, and housing for institutional personnel. *

* Code	Classification
40	Storage. Buildings used for storage purposes; such as, warehouses, ammunition storage and covered sheds. Also include in this category, garages used primarily for storage of vehicles or materials. Do not include such facilities as water reservoirs and oil storage tanks, which are to be reported as Other Structures and Facilities, Blocks 23 and 24.
50	Industrial. Buildings specifically designed and used primarily for production or manufacturing. Include buildings used for the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, and magnesium. Also, include laboratories used for routine testing of industrial products.
60	Service. Buildings used in connection with service activities; such as, maintenance and repair shops, laundry and dry cleaning plants, post exchanges, stores, and airport hangars. Also include garages used primarily for vehicle maintenance and repair.
70	Research and Development. Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering. Include buildings used in the design, development, and testing of prototypes and processes such as chemistry, physics, and medical laboratories and observatories for meteorological research. Do not include medical or industrial laboratories used in routine testing which should he reported as Hospital and Industrial, respectively.
80	All Other. Buildings which cannot be classified elsewhere. Whenever this classification is utilized, give a brief description of usage in Block 26, “Remarks”.
99	Trust Building. All buildings held in trust by the reporting agency. Whenever this classification is utilized, give a brief description of usage in Block 26, “Remarks”.

(2) Block 18 - Number of Buildings. Enter the number of buildings for each applicable usage classification printed in Block 17. *

(3) Block 19 - Date(s) Acquired. Enter the year the building was originally acquired by the Federal Government. When several buildings of the same classification were acquired in different years and are being reported as a single line item, enter the range of years, e.g., "1930-1942". When a building previously reported has undergone a major expansion, e.g., the addition of a new wing, both the year of the original acquisition and the year of expansion should be included in the range of years.

(4) Block 20 - Gross Floor Area - Total Square Feet. Enter the total gross floor area (applies to outer dimensions of the building) in square feet for each class of building reported. Include the total floor area of the building(s) regardless of any secondary usage or occupancy by another agency.

(5) Block 21 - Gross Floor Area - Percent Occupied. Enter the estimated percentage of occupancy or use by the Federal-Government for each applicable class of building reported in Block 17. For buildings which are out leased 100 percent, enter the letters "0L" in this column. When only a portion of a building is outleased or granted to non-federal entities, the percent occupied will be the percentage used by the Federal Government. A brief statement regarding the outlease should be included in Block 26, "Remarks".

(6) Block 22 - Cost. Enter in this block the total cost to the Federal Government for each classification of building reported. Costs of $500 and over should be rounded to the nearest thousands of dollars. If cost is less than $500, enter the letter "N" (negligible).

(a) For purposes of reporting Federally-owned real property, the cost of each building will include the cost of such fixtures and equipment as is normally required for its functional use. For example, include plumbing, heating and lighting fixtures, elevators, air conditioning systems, as well as safes and vaults which are built into the building or are permanently affixed thereto, the removal of which would materially damage the structure. However, the cost of machinery and processing equipment, as well as furniture, laboratory equipment, and special use items which are not part of the realty, will not be included.

(b) The cost of buildings will include the cost of all capital improvements incurred subsequent to date of original acquisition by the Government. Capital improvements, as prescribed in the GSA Policy and Procedures Manual, Section 7030, paragraph 30, are defined as: "Betterments or improvements to realty are capitalized when they: (a) constitute an enlargement of a structure, (b) provide additional or enlarged facilities, or (c) constitute a major renovation or other substantial improvement which materially increases the usefulness, productivity or other value of real property, or substantially extends the useful life of the real property." *

* (c) Cost of Federally-owned buildings located on land not owned by the Government; e.g., land under lease or other right of occupancy, will be reported. In the absence of any recorded data as to cost, it will be estimated and noted by the letter "E" after the amount. Estimates will be based on cost at date of original acquisition by the Government, adjusted for subsequent capital changes.

(d) Estimate, if not known, the cost of the buildings acquired through donation, exchange, devise, forfeiture, or judicial process. The estimated cost should represent the amount the Government would have had to pay for the buildings if purchased at the date of original acquisition. Enter "DE" after the cost of donated buildings and an explanation in Block 26, "Remarks".

(e) The cost of any buildings being acquired under the Public Buildings Purchase Contract Program or Lease-Purchase Agreements, Public Law 519, 83rd Congress (68 Stat 518) approved 22 July 1954, as amended, will be recorded at purchase price (total amount of principal payments), plus all other capitalized costs, such as: drawings and specifications; architectural, engineering and inspection fees; and miscellaneous project costs. For identification purposes, the letter "P" should be inserted after the amount and a brief explanation given in Block 26, "Remarks".

(f) Report the prorated cost of buildings acquired with land on the appropriate usage line in Block 22, "Cost". Furnish an explanatory footnote in Block 26, "Remarks".

e. Other Structures and Facilities. Include only owned structures and facilities completed and available for service as of the reporting date. Do not include buildings in this portion of the report.

(1) Block 23 - Usage Code and Classification. The various usage categories are shown in this block. The coverage of each of these usage categories is described in the following list (most of the GSA list is included - use only applicable code):

Code	Classification
12	Airfield Pavements. Include runways, helicopter landing pads, taxiways, and aprons.
13	Harbor and Port Facilities. Include docks, piers, jetties, and breakwaters.
15	Power Development and Distribution. Include hydroelectric and other power development projects which produce power for resale (generally consisting of dams and powerhouses). Transmission lines which are an integral part of Federal power development systems will also be included even though the power is produced by another Federal agency. *

* Code	Classification
16	Reclamation and Irrigation. Include canals, pumping stations, storage, and diversion dams.
18	Flood Control and Navigation. Include river improvements, revetments, dikes, dams and locks.
40	Storage (Other than Buildings). Include storage tanks, silos, igloos, underground vaults, and open storage areas (improved only).
50	Industrial (Other than Buildings). Include structures and facilities (other than buildings) used for production or manufacturing; such as, sliding shipways, retaining basins, and pipelines.
	Service (Other than Buildings). Include structures used for maintenance and repair; such as, underground fueling systems, vehicle washing and greasing facilities, aircraft boresight ranges, guided missile maintenance facilities and ship repair.
	Research and Development (Other than Buildings. Include structures and facilities used directly in basic or applied research in the sciences (including medicine) and in engineering; such as, facilities used in design, development, and testing of prototypes and processes. Do not include facilities used in routine testing which should be reported as Hospital and Industrial respectively.
71	Utility Systems (Heating, Sewage, Water and Electrical Systems). Including heating, sewage, water and electrical systems when they serve several buildings and/or other structures of an installation. When they serve a single building which is reported separately, the cost of such utility systems will be included in the cost of the buildings. The usage category for "utility systems" include heating plants and related steam and gas lines; sewage disposal plants, storm and sanitary sewer lines; water treatment plants, wells, pump houses, reservoirs, and pipelines; and electrical sub-stations, standby and auxiliary power plants, lighting structures, and conduits. Structures and facilities utilized by an installation in the production of its own power requirements (not for resale) will be included in this category. Report actual buildings and data *

* Code	Classification
	pertaining thereto in Blocks 17 through 22. If a building is a segment of a system, report the building in Blocks 17 through 22 and the remainder of the system in Blocks 23 and 24.
72	Communications Systems. Include telephone and telegraph lines and radio towers.
73	Navigation and Traffic Aids. Include structures, other than buildings, which provide for aircraft and ship navigation and traffic aids; such as, beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
76	Roads and Bridges. Include Federally-owned highways, roads, related culverts, and connecting bridges. Also include roads within national parks and forests and other Federal installations.
77	Railroads. Include tracks and bridges, tunnels, and fuel and Water stations servicing railroads.
78	Monuments and Memorials. Include all Federal monuments, memorials, and statues.
79	Miscellaneous Military Facilities. Not applicable to civil works installations.
80	All Other. Include sidewalks, parking areas, fences, and trails, which cannot be readily classified under the above categories. Include also, improvements to public domain lands, such as, drainage, grading and landscaping, and the cost of extinguishment of rights on public domain lands.

(2) Block 24 - Cost. Enter in this block the total cost to the United States for each classification of "Other Structures and Facilities" reported. Cost of $500 and over should be rounded to the nearest thousands of dollars. If cost is less than $500, enter the letter "N" (negligible). Costs will include any capital improvements (as defined under Block 22) incurred subsequent to the date of acquisition. The cost of Government-owned structures and facilities located on land not owned by the Government, e.g., leased land, will be included.

(a) In the absence of any recorded data, costs will be estimated and noted by the letter "E" after the amount. Estimates will be based on costs at date of original acquisition by the Government, adjusted for subsequent capital changes.

* (b) Estimate, if not known, the cost of structures and facilities acquired through donation, exchange, devise, forfeiture, or judicial process. The estimated cost should represent the amount the government would have had to pay for the structures or facilities if purchased at the date of original acquisition. Enter "DE" after the cost of donated structures and facilities and an explanation in Block 26.

f. Block 25 - Total Cost: Land, Buildings, and Other Sructures and Facilities. Enter the sum of the totals of Blocks 16, 22 and 24.

g. Block 26 - Remarks.

(1) Enter in this block any notation necessary to clarify or expand any entry in the report such as: from whom property was acquired, to whom property was sold (public, state, city, etc.), any unusual or significant feature regarding acquisition, omission, transfer, disposal or revision. Reasons for changes in a report for an installation previously reported should be especially noted, e.g., capital improvements, correction of error, refinement of data, etc. Explain any significant change in cost or area.

(2) Indicate in this block when an installation is excess to the needs of the reporting agency, in whole or in part. Include the GSA control number assigned to Standard Form 118, Report of Excess Real Property, where applicable.

(3) Also enter in Block 26 acreage and costs or annual rental (if leased) of all lands leased or acquired for use by easement, license or permit. A separate entry should be made for each type of acquisition. If easement or permit land has been donated, so indicate, and enter estimated costs.

(4) Identify donated fee area by acreage and tract number.

(5) Report cost of extinguishment of rights on public domain land.

(6) Report acquisitions and disposals subsequent to previous report. Do not go beyond the previous report unless it is necessary to clarify a correction.

(7) If there is insufficient space in Block 26, continue entries on the reverse of the form.

h. Block 27 - Type of Transaction. Check the appropriate box to reflect the nature of the real property change between the current and the prior inventory report. When practicable, include in "Remarks", Block 26, a short notation giving an explanation of the change. Descriptions of the various types of transactions follow: *

Code	Descriptions
1	New Acquisition. Include newly acquired installations obtained by purchase, construction, or other means. Do not include transfers from other Federal agencies or additions to installations previously reported.
2	Omission. Include only complete installations erroneously omitted from the inventory for the prior fiscal year.
3	Transfer-In. Include only installations transferred from other Federal agencies or major organizational units within the agency which are not merged with existing installations. (Transfers-in which become part of an existing installation shall be coded 6).
4	Disposal. Include only complete installations disposed of by the Federal Government through sale, donation, exchange, or other disposition to private citizens and organizations or to state and local governments. Do not include transfers to other Federal agencies or major organizational units within the agency.
5	Transfer-Out. Include only complete installations transferred to other Federal agencies or major organizational units within the agency.
6	Revision. Include all changes not covered by one of the above codes. These changes include additions to installations previously reported, capital improvements, write-offs, and corrections to prior years reports.

i. Block 28 - Prepared By. Type in the name and title of the official responsible for the preparation of this report.

j. Block 29 - Signature. The official designated in Block 28 will sign in this block.

k. Block 30 - Date. Enter the date on which the report was prepared.

14-43. Instructions for GSA Form 1209.

a. General Instructions. Each commander of a division or district having accountability for civil works real property will prepare and furnish a summary on GSA Form 1209 of the number of installations whether or not inventory changes occurred since the pervious report. *

* b. Specific Instructions.

(1) Summary Identification. Enter the effective date of the report. Place a check in the appropriate box to indicate geographic coverage.

(2) Reporting Agency. Enter in this block "DA CofE - Civil"

(3) Bureau or Other Major organizational Element. Enter the name of the Division and District.

(4) Item A - Instalations ay End of Prior Year. Enter the number of installations previously reported as of the end of the prior fiscal year.

(5) Item B - New Installations Acquired Since Prior Report. Enter in columns c and d the number of installations acquired since the prior report. Do not include omissions (Item C) or transfers from other Federal agencies or major organizational units of the same agency (Item D).

(6) Item C - Complete Installations Omitted from Prior Reports. Enter in columns c and d the number of complete installations erroneously omitted from the inventory in the prior fiscal year.

(7) Item D - Installations Transferred from Other Federal Agencies. Enter in columns c and d the number of reports representing transfers of either complete or partial installations from other Federal agencies.

(8) Item E - Complete Installations Disposed of Since Prior Report. Enter in columns c and d the number of complete installations disposed of by the Federal Government since the prior report. Transfers to other Federal agencies or major organizational units of the same agency will be reported separately in Item F.

(9) Item F - Complete Installations Transferred to Other Federal Agencies. Enter in columns c and d the number of reports representing the transfer of complete installations to other Federal agencies or major organizational units of the same agency.

(10) Item G - Reports Adjusting Those Submitted in Prior Years. Enter the number of reports affecting installations previously reported and still in the inventory for which changes have occurred during the fiscal year. Include all revised reports not specifically provided for in Items B through F, above.

(11) Item H - Installations at End of Current Year. Enter the sum of Items A, B, C, and D less the sum of Items E and F. This figure represents the total number of installations controlled by the reporting agency as of the inventory date. *

* (12) Item I - Total Number of GSA Forms 1166 Submitted. Enter the sum of Items B, C, D, E, F, and G. This figure represents the total number of GSA Forms 1166 currently being submitted.

(13) Remarks. Enter a brief summary statement of all major or significant changes in the division or district real property inventory during the fiscal year. Summary may include changes in acreage, buildings, floor area, costs, predominate usages of land, buildings, and other structures and facilities. Cite examples of changes and identify by GSA control numbers.

(14) Prepared By Signiature and date. Type in the name and title of the official responsible for the preparation of the report. Report is required to be signed and dated. *

SECTION IX. INVENTORY OF ARMY MILITARY REAL PROPERTY RCS ENG-242

14-44. Purpose. This report provides real property inventory (RPI) data of Army military installations to meet the requirements of DOD Instruction 4165.14.

14-450 Applicability. These reporting instructions apply to commanders of field operating agencies having custody and accountability for entire Army installations.

14-46. Frequency and Submission. The reporting requirement is found in
* AR 405-45. Semiannual reports will be forwarded in sufficient time to reach CDR USACE (DAEN-REP-S) WASH DC 20314-1000 not later than 15 * calendar days after the end of the reporting period.

14-47. Instructions. Detailed instructions for reporting the installation inventory of Army military real property are in Chapter 2 of AR 405-45. The following additional instructions apply:

a. To provide for orderly continuation of reported data, commanders will, upon assuming accountability of an installation, request the former using service or command to provide a copy of the RPI for the installation showing all changes since the previous report. Conversely, when an installation held by the Corps of Engineers in a management status is transferred to another command, the commander will furnish the RPI for the installation, updated to the time of transfer, to the gaining command. (See paragraph 2-2a(7), AR 405-45.)

b. Excess portions of installations under custody of the Corps of Engineers in a management status for transfer or for disposal will be included in separate RPI reports only when the commander was required to assume accountability for the excess portion and it is not desirable to continue reporting the property with the installation from which it was excessed. Any such reports will be initially submitted for the reporting period during which accountability was assumed, and will be updated semiannually as changes occur. A new installation number will be obtained for the excess portion being separately reported (see paragraph 2-2b(3), AR 405-45). The commander should coordinate reporting actions with the command of the installation from which the portion was excessed to assure that areas are not duplicated in their respective reports.

SECTION X. REAL PROPERTY DISPOSAL REPORT
RCS DAEN-RE-6 ENG Forms 836 and 836a

14-48. Purpose. This report provides data on the disposal of inactive, excess and surplus real property at military installations (Army and Air Force) and civil works projects in the United States, its possessions and the Commonwealth, of Puerto Rico, and installation of the Department of Energy (DOE), National Aeronautics and Space Administration (NASA) and other Federal agencies for which the Corps of Engineers acts as real estate agent.

14-49. Applicability. These reporting instructions apply to commanders of field operating activities (FOAs) having real estate responsibility.

* 14-50. Frequency and Submission. Submit quarterly reports to CDR USACE (DAEN-REP-S), WASH DC 20314-1000 by the fifth day of the month following the end of the reporting period. *

14-51. Preparation.

a. Format.

(1) Real Property Disposal Report, ENG Forms 836 and 836a, will be furnished. Preparation instructions are included in paragraph 14-53.

(2) Update card images of disposal data may be transmitted by telecommunication transfer direct to the U.S. Army Engineer Automation Support Activity computer in Washington, D.C. Technical details of the transfer are included at Figure 14-16.

(3) FOAs not using the electronic transfer method mentioned above will furnish disposal data by submission of punched cards accompanied with an 80/80 double-spaced proof listing. Instructions for punched cards are included in paragraph 14-55.

b. Reportable Actions. The following types of real property disposal actions are reportable:

(1) Sale by Department of the Army of surplus real property, excluding buildings and other improvements. (This includes sales made under authority delegated by the General Services Administration (GSA) or its predecessors.)

(2) Reporting to the GSA or assignment to the Department of Health and Human Services (HHS) of excess real property. The Preliminary Report of Excess Real Property, Standard Form (SF) 118, is not reportable on ENG Form 836. When the SF 118 is finalized, the ENG Form 836. When the SF 118 is finalized the ENG Form 836 then will show the property reported to GSA as of the date the SF 118 is finalized.

* (3) Retransfer of Federally-owned lands to the Government department or agency from which originally transferred.

(4) Permanent transfer of excess real property to another Government department or agency, including transfer with rights of reversion.

(5) Termination or disposal of easements, licenses, and permits.

(6) Cancellation, termination, or expiration of leasehold interests, including condemnation leaseholds, covering land areas which comprise all or part of an installation or project.

(7) Placing installations, or portions thereof, in an inactive status.

14-52. General Instructions.

a. Date of report will be the current reporting period date, not necessarily the date of the last disposal action.

b. Acres and dollars will be rounded to the nearest acre or dollar (.50 acre will be reported as one acre and 50 cents will be reported as one dollar). Less than half an acre will be reported with no acreage shown as will land interests acquired involving no area.

c. Entries in Total Acreage at Installation will be rounded to the nearest acre for each estate even though this may result in the total acreas for all estates to be an acre or two off from the actual installation total. If acquisition is still in progress at the installation, report the acreage of the entire installation when possession is obtained by order of possession entered or title vested by filing declaration of taking in condemnation and acceptance of option in cases of direct purchase.

d. Transfers between Army–Military and Army-Civil Works will be considered as disposals. The date of approval of transfer by the Secretary of the Army will be the date of disposal.

e. An installation which is partically command and partially industrial will be reported as two installations, one command and one industrial.

f. If an installation is completely disposed of and a reacquisition is effected, the second disposal thereof will be shown as an initial action on a report for the reacquired installation. The installation name will be followed by an (R) to designate recapture or reacquisition. However, if an installation is not disposed of in its entirety and a reacquisition is accomplished, the reacquired area will be added to the total acreage on the already established report. In this case, the installation name will be followed by a (D) to designate a duplication of acreage. This method of reporting will not be adverse to audit reporting since the net area in each instance will be in agreement.

* g. When reporting disposal of reacquired area, only additional cost of the land, if any, and cost of improvements consructed on the land after the reacquisition will be reported.

h. Inactive or excess items will be listed on the ENG Form 836 in chronological sequence, by effective date, and assigned reference numbers in numerical and/or alphabetical sequence.

i. Reassignments.

(1) The date of assignment of lands from one installation to another within the same Department will be the effective date indicated in the Memorandum Disposition Form or other document authorizing the reassignment. If no effective date is cited, the date of the authorization will be the date of reassignment. Reassignments will be reported even though no other part of the installation or project is excess or inactive. *

(2) Entries pertaining to areas reassigned will show the following:

(a) Status column will show an “R”.

(b) Reference Number will show a single alphabetical designation.

(c) Effective date will be the date of reassignment.

(d) Acreages will be shown in the appropriate columns.

(e) No entry will be made in the Disposal Unit column.

(f) Number of Buildings will be entered.

(g) Cost will be entered.

(h) The name of the installation to which the reassignment was made will be printed in the last six columns of the report form.

(3) Reassigned properties will be the last entries on the report form and will be printed three lines below the last inactive or excess entry. Any additional inactive or excess entries will be added in the spaces above the reassignment entry.

j. SF 118, without the accompanying schedules A, B, and C, furnished to GSA for information purposes only in accordance with Section 101-47.202-2(a) of the Federal Property Management Regulation, will not be shown on the ENG Form 836 as “reported to GSA”. However, the disposal action employed by the Corps of Engineers to dispose of this property will be reported. In those instances where GSA is requested to perform the disposal function and a statement of this fact is included in block 18 of the SF 118, the pertinent data will be reported on the ENG Form 836.

k. When a “Withdrawal”, “Correction” or “Amendment” to the SF 118 is reported to GSA, the acreage, cost and/or number of buildings previously reported will be revised accordingly. The original date reported and number of disposal units will remain unchanged. However, if the withdrawal covers the entire property reported, the disposal unit will be deleted from the “GSA/HHS” column and the “In Process” column will be revised accordingly. If the entire property is withdrawn from excess, as well as being withdrawn from GSA, the line item will be deleted. If, after the disposal has been completed, it is determined that an error in area and/or cost to the Government was made on the SF 118, and a corrected form is unnecessary, a statement explaining the discrepancy will be entered on the reverse of the Report of Change copy of ENG Form 836. *

* 1. Transfers to GSA or to HHS for use of these agencies, rather than for further disposal, will be reported as disposed of by transfer.

m. On relinquishments, there is usually a considerable time lapse between the relinquishment date and the custody date and frequently the receiving agency does not assume custody formally. Therefore, the effective date cited in the relinquishment letter, or the date of the letter if no effective date is cited, will be shown as the date of transfer. When a letter of intent to relinquish is written to the Department of the Interior, the effective date or date of the letter will be reported as the disposal date.

n. On transfers, the effective date will be entered as the disposal date. If there is no effective date shown, the date of the document issued by the transferring agency will be reported.

o. In reporting disposal of cottage sites at civil works projects, a tabulation will be prepared and attached to the ENG Form 836 showing the following for each deed:

(1) Acreage (showing the acreage rounded off to the nearest whole acre)

(2) Cost to the Department of the Army

(3) Date of disposal

(4) Lot number, if applicable.

p. The date of execution of a deed will be used for the disposal completed date rather than the date the deed is delivered.

q. The cost of leased area cancelled will include only the cost of improvements transferred to the lessor in lieu of restoration. Improvements removed from the leased area and disposed of separately from the land will be reported as a separate disposal unit(s). Restoration costs will not be reported.

r. When land under control of the Department of the Army, Air Force, or DOE through acquisition of a lease or lesser interest is subsequently merged into acquisition of a greater interest (lease merged into fee or a lesser interest, or a lesser interest merged into fee), the “termination” of the original interest will not be reported as a disposal. However, the total area in “total acres at installation” will be revised by deleting the merged area from the lesser interest previously held and by adding it to the greater interest acquired. However, if the lesser interesr is merged into a greater interest in another installation of the same department, the lesser interest will be reported as a reassignment, and not added to “total acreage at installation”. If the lesser interest is merged into a greater interest in another installation of a different department, the lesser *

* interest will be reported as a disposal by transfer, and not added to "total acreage at installation". An explanation of this action will be entered on the reverse of the report form.

s. If upon disposal of a lesser interest, a lesser interest for a different purpose is retained over the entire area, the report will show a disposal unit, cost (if applicable), and date of disposal. No additional area will be added to the total lesser interest in "total acreage at installation". An explanation of this action will be reported.

t. If upon the disposal of a lesser interest, a lesser interest for a different purpose is retained over a portion of the area, the report will show a disposal unit, the net area disposed of, cost (if applicable), and date of disposal. No additional area will be added to the total lesser interests in the "total acreage at installation". An explanation of this action will be reported.

u. If upon disposal of fee land a lesser interest is retained, disposal of the fee area will be shown. The area retained will be added to the total lesser interests in "total acreage at installation". An explanation of this action will be reported.

v. If upon disposal, a lesser interest is reserved for another installation, the entire area will be reported as a disposal with an explanation that_____acres lesser interest were reserved for (name of installation). The lesser interests will not be reported as a reassignment or transfer. The reserved area will be added to the total acreage of the installation for which it was reserved.

w. An area within an installation which is made available for use of the Reserves, the National Guard, or for NIKE purposes is considered an on-post activity. These on-post activities will be considered as "reassigned" upon complete disposal of the host installation. The date of reassignment will be the date of the General Order, or the effective date therein, discontinuing the host installation. In the absence of a discontinuing General Order, the date of disposal of the last remaining area of the host installation will be used.

x. Data pertaining to two or more disposal dates will not be combined in a single entry.

y. Decreases in acreage due to abandonment will be reported as a disposal. Such a decrease will be considered as having no disposal unit. The effective date and disposal date will be shown as the date of abandonment. The acreage involved and cost to Government will be reported.

z. Erosion is not considered a method of disposal and will not be reported as such. However, decreases to land areas resulting from erosion will be reported at the time the adjacent fast land is determined to be *

* excess. For reporting purposes, the eroded area will be considered as disposed of with the adjacent fast land, even though ommited from the disposal document, and the statistics will be adjusted accordingly. An explanation of the adjustment will be reported on the reverse of the report form.

aa. When the disposal of easements is suspended by the Corps of Engineers for reasons set out in paragraph 11-128e of this EP, or by GSA for similar reasons, report the action on ENG Form 836 as follows:

(1) Disposal Suspended by CE: Action Code, 33; Method of Disposal, DORM; Date of Disposal, N/A

(2) Disposal Suspended by GSA: Action Code, 40; an entry in Date Reported or Assigned; Method of Disposal, CUST; Agency or Transferee, GSA; Date of Disposal, this will be the date of advice from GSA that the easements have been recalled from surplus and placed in their inactive inventory.

ab. Exchange of Lands.

(1) To report a disposal of land by exchange, show the disposal unit and acres but no cost to the Government.

(2) Upon disposal of land which was acquired through exchange, the cost of the land which was released in exchange for the presently held land will be reported as the cost to the Government.

ac. Disposals of sand, gravel, crops and timber will not be reported on ENG Form 836.

ad. Revestment of title to land in former owner by judgment in a condemnation case does not constitute a disposal action unless damages and/or rental is paid. If damage and/or rental is paid, the land is considered leased and the lease will be shown as cancelled. The damages paid will not be considered as cost to the Army, Air Force or DOE. The date of disposal will be the date the land is returned to the former owner.

14-53. Preparation Instructions.

a. Initial Reports. Initial reports will be established for installations when notice is received that real property has been placed in an inactive or excess status. Once a report is established for an installation it will be updated as other excessing and disposal actions occur. The initial report for the installation will be prepared on ENG Form 836a showing the information in subparagraphs (1) through (7) below:

(1) Key Word: This is a series of codes showing the Division and District (obtained from Figure 14-1), the installation number (assign the next available 3–digit number since the last initial report), the state

code (obtain from Figure 14-2), and the department and status code (obtain from Figure 14-10).

(2) Complete the following blocks: Division Name, Installation Name, Audit Number, District Name, and City and State in which the installation is located.

(3) Kind of Report. Enter “Initial”.

(4) Department Type. Place an “X” in the appropriate blocks to indicate the Federal agency responsible for the reported installation: Army or Air Force (also “X” in the Command or Industrial block as applicable); Civil Works; or DOE. If another department applies, use the DOE block-cross out “DOE” and enter the name.

(5) Installation Status. Place an “X” in the appropriate blocks to indicate whether the entire installation or a portion has been placed in an inactive or excess status. If a portion of an installation has been declared excess and a portion inactive, the report should so reflect.

(6) Total Acreage at Installation. Enter the amount of acreage, by estate, at the installation.

(7) Enter the appropriate columns across the form the data pertaining to the real property placed in an inactive or excess status. Status and action codes are listed in the Legend along the right-hand edge of the form.

b. Recurring Reports. Reports already established for installations will be updated as excessing and, disposal actions occur, as follows:

(1) Additions, corrections and deletions will be annotated on the “Report of Change” copy of ENG Form 836, furnished by DAEN-REP-S. Statistics being revised will be lined out and the revised figure entered directly above. The date of the report will be revised to show the current reporting period. The Installation Master Listing provided periodically by DAEN-REP-S should be checked to assure that the current, correct keyword is on the Report of Change copy being updated. If the Master Listing differs from the key word on the Report of Change copy, always use the key word from the Master Listing.

(2) Kind of Report. Indicate one of the following:

(a) Recurring - A report showing property in process of disposal. *

* (b) Suspended - A report covering an installation which is partially excess and/or partially inactive where disposal of the excess area has been completed.

(c) Final - A report covering an installation which is entirely excess and the disposal of the entire area has been completed.

(3) Revise action codes as required.

(4) Status. If an excess authorization is being reported enter “E” in the Status column; enter "I" for inactive athorities; enter "R" for reassignment authorities. If more than one line is required for a single authorization, repeat the status code on the second and succeeding line.

(5) Reference Number. Use four spaces to report Reference Numbers. The first two spaces are used to identify inactive and excess authorities; the last two spaces are used to break out disposal actions thereunder. A numeric system is used for this purpose except where the number of authorities exceed 99, in which case double alphabetical designations will be used in sequence as AA, AB thru AZ, BA, BB thru BZ, etc. Thus, the first excess or inactive authority will be numbered “01”, the second “02”, the ninety-ninth “99”, the one-hundredth "AA”, etc., followed by “01” if all disposal action associated with that authority is shown on one line. If an excess authority results in more than one disposal action, consecutive numbering will be used. Each reassignment (regardless of effective date) will be given a single alphabetic symbol beginning with “A”. Sample coding shown below:

Status	Ref. No.	Eff. Date	Status	Ref. No.	Eff. Date
E	0101	011581	E	AA0l	121281
E	0201	021881	E	AB0l	122281
E	0202	021881	R	A	010181
I	0301	021881	R	B	010181
E	0401 thru 9901	040181 120281	R	C	050681

(6) Effective Date. Report the effective date of inactive or excess status or the effective date of reassignment. If more than one line item is required for a single authority, the date will be repeated on each line.

(7) Disposal Acreage. Show the amount of acreage, by estate, included in the action being reported.

(8) Disposal Units. This is a count of the number of final disposal transactions involved in disposing of excess properties. Each report to GSA (excluding corrections to original report), each letter of assignment to HHS, each relinquishment letter or each transfer letter or instrument reducing the area in a lease, each lesser interest terminated, each bid item *

* in an invitation for bid, and each contract of sales will be considered a disposal unit. Disposal units will be reported as follows:

(a) In the "GSA/HHS" column, show the number of units applicable to action by the Corps through a disposal agency. Do not show number of actions by the disposal agency.

(b) In the "CE" column, show the disposal actions by the Corps, other than reporting to a disposal agency.

(c) When property is reported to a disposal agency and the Corps of Engineers is designated disposal agent for the entire property reported, one disposal unit will be shown in the "GSA/HHS column, and one disposal unit will be shown in the "CE" column for each final disposal action taken by the Corps.

(d) When property is reported to a disposal agency and the Corps of Engineers is designated disposal agent for a portion of the property reported, break out that portion on one or more additional lines, as required, and enter a disposal unit in the "CE" column for each action to be taken. The remaining portion for which the Corps has not been delegated disposal agent will continue to show the disposal unit in the "GSA/HHS" column.

(e) When the exact number of disposal actions to be taken is unknown, an estimated number will be shown. The number of disposal units may be revised as the disposal action progresses.

(f) Each completed disposal action will be reported as it occurs. This will, in many instances, require an established entry to be broken down into additional line items. In cases where property is reported to a disposal agency and only one disposal unit is applicable, leave the disposal unit with the portion still in process of disposal.

(g) Areas or portions of areas which are excess on more than one date will not be combined when reporting the disposal actions taken. If one disposal unit covers properties excess by more than one authority, thereby involving more than one reference number, enter the date of disposal on each applicable line entry; show one disposal unit for the entry with the earliest excess date and leave the disposal unit column blank for the remaining line entries involved in that disposal unit.

(9) Number of Buildings. Report the number of buildings included in the disposal action. Water towers, bridges and other miscellaneous structures are not considered buildings, even though they may be identified by a designated number. Buildings and/or improvements demolished, included in a construction contract, returned to the installation commander for disposal, abandoned, or destroyed by fire or wind will be excluded from the report. *

* (10) Cost to Army, AF, or DOE. Report only those costs borne by the present controlling agency. The costs will include both land and improvements but not related personal property. If there was no cost to the Army, AF, or DOE, leave the column blank. Costs of buildings and improvements which were acquired with the land, thereby being included in the land cost, will not be separately reported. If the exact cost is unknown, an estimated cost, based on the best available information, will be reported. Headquarters, U.S. Air Force, has directed all major commands to enter the cost to the Government for each item listed on the AF Form 300 in the “Nomenclature" column. If the AF Form 300 does not show the cost, it should be returned to the preparing office requesting the cost be entered.

(11) Use of the Property. Identify the use of the property. Do not use the words LAND or BLDGS since the entries in the “Acreage” and “No. of Bldgs.” columns will indicate this. Enter HOUSING if the reported property was used for housing. This column may remain blank if the property has no specific identity.

(12) In Process--Method of Disposal, and Completed--Method of Disposal. Show the methods as indicated in the Legend printed on the report form. Do not report the method as “undetermined” unless that is the situation.

(13) In Process--Date Reported or Assigned. Show the date the action is reported or assigned to a disposal agency. If it becomes necessary to break an entry down into more than one line entry, this date will be repeated for each entry.

(14) Agency or Transferee. Show the disposal agency or, if transferred by the Corps, the name of the transferee. The name of the transferee will be entered as soon as it is know even though the transfer has not been completed. Refer to Figure 14-11 for agency identifications.

(15) Completed--Date of Disposal. Show date of final disposal by the disposal agent or by the Corps, as applicable.

14-54. Records in District and Division Offices. A complete file of ENG Forms 836, compiled and published quarterly by DEAN-REPS-S from data reported on the Report of Change copy, will be maintained in District and Division offices. These offices will also maintain a current copy of the Report of Real Property in Process of Disposal and the Report of Disposals Completed for the current fiscal year prepared and distributed by DAEN-REP-S.

14-55. Instructions for Punch Cards.

a. General.

(1) There are six 80-column update card formats in the Real propertY Disposal system. The cards are identified by numbers Ø, 1, 2, 3, 4, and 5.

*

(2) Cards Ø, 1 and 2 are used to update header (general information) records in the master file. Card Ø is used to change only department and/ or status code(s) of the key word. Data contained in card columns (cc) 1 through 9 constitute the key word. The key word must be punched in every card submitted as this is the principal means of computer identification of a record on the ADP master file.

(3) Cards 3, 4, and 5 are used to update detail records on the master file.

(4) There are three change categories in the Disposal System:

(a) Additions -- Change Code P.

1. To add a new header record to the master file, cards 1 and 2 must be used. Entries must be made in all fields except those acreage fields where amounts are less than an acre. Enter "P" in cc 79 of both cards and the applicable card number in cc 8Ø.

2. To add a detail item to the master file, two cards must be used. For detail items with status code “E” (excess) or "I" (inactive) in cc 77, cards 3 and 4 are necessary. For detail items with status code “R” (reassigned), cards 3 and 5 are necessary. Make entries in all fields in both cards. Enter “P” in cc 79 of both cards and the applicable card number in cc 8Ø.

(b) Modifications -- Change code M.

1. To change the department or status codes in the key word, card Ø is used. Enter the old key word in cc 1-9 as it appears on the printed listing. Enter the new key word in cc 14-22, “A” in cc 79 and Ø in cc 8Ø. All other fields are blank. Do not submit an “Ø” card because the key word on the Report of Change copy does not agree with the key word on the Master Installation Listing. Update using the key word as shown on the Installation Listing.

2. To change the key word and other header or detail data, card Ø and the additional applicable card(s) are used. Prepare card Ø as described above, and enter the old key word on the additional applicable cards. To change header information other than the key word, cards 1 or 2 (or both) will be used depending on what data is to be modified on an existing record. Select the card(s) containing the field to be altered. Enter the modified data as well as all other fields as they appear in the printed listing regardless of whether they are to be changed or not. Enter “M” in cc 79 of each card used and the applicable card number in cc 8Ø.

3. To change individual detail information (other than reference number) card 3, 4, or 5, or a combination of cards 3 or 4 or cards 3 and 5, will be used. Select the card(s) containing the field to be altered. *

* Enter all fields as they are to appear in the printed listing. Enter "M" in cc 79 of each card used and the applicable card number in cc 8Ø.

4. To change the reference number of a detail record, delete the present record and add a new record with the new reference number.

(c) Deletion -- Change Code D.

1. To delete an entire installation from the master file, use card 1. Enter the key word in cc 1-9, change code “D” in cc 79, and “1” in cc 8Ø. All other columns are left blank.

2. To delete a single detail line item, use card 3. Enter the keyword in cc 1-9, the reference number of the detail line item to be deleted in cc 10–13, change code “D” in cc 79, and “3” in cc 8Ø. Deletion of a reference number followed by an addition of the same reference number to correct the detail information during the same quarter will produce an error. Do not delete if a modification will suffice.

(5) ENG Form 4782-R (Keypunch Transcript For Real Property Disposal Report) (Figure 14-12) may be used as the keypunch transcript.

b. Keypunch Instructions are as follows: *

*

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Property Disposal Report	

CARD IDENTIFICATION	SOURCE
Card Ø	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Key Word:						
	Division/District Code	1	2	2	A/N		Obtain from Figure 14-1
	Disposal Installation Number	3	5	3	N		Obtain from Installation Master Listing or existing reports
	State Code	6	7	2	A/N		Obtain from Figure 14-2
	Type of Installation	8	-	1	N		Obtain from Figure 14-10
	Status of Installation	9	-	1	N		Obtain from Figure 14-10
	Blank	1Ø	13	4			
	New Key Word:						
	Division/District Code	14	15	2	A/N		Obtain from Figure 14-1
	Disposal Installation Number	16	18	3	N		Obtain from Installation Master Listing or existing reports
	State Code	19	2Ø	2	A/N		Obtain from Figure 14-2
	Type of Installation	21	-	1	N		Obtain from Figure 14-10
	Status of Installation	22	-	1	N		Obtain from Figure 14-10
	Blank	23	78	56			
	Change Code	79	-	1	A		Enter "A"
	Card Number	8Ø	-	1	N		Enger "Ø"

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

*

*

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Property Disposal Report	

CARD IDENTIFICATION	SOURCE
Card Number 1	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS—INSTRUCTIONS
	KEY WORD	1	9	9	A/N		See instructions for Card Ø
	Blank	1Ø	13	4			
	Using Service Code	14	15	2	N		Obtain from Figure 14-13
	Installation Name	16	51	36	A/N		
	Blank	52	54	3			
	Audit Number	55	58	4	N	R	Obtain from real estate audit assembly or enter ØØØØ
	City	59	73	15	A		
	Kind of Report Code	74	-	1	A		Enter "3" for Recurring; "2" for Suspended; "1" for Final
	Real Property Inventory Number	75	77	3	N		Obtain from RPI publication; use last 3 digits of number or "999" if not known
	Blank	78	-	1			
	Change Code	79	-	1	A		Enter "P", "M", or "D"
	Card Number	8Ø	-	1	N		Enter "1"

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

*

*

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Property Disposal Report	

CARD IDENTIFICATION	SOURCE
Card Number 2	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Key Word	1	9	9	A/N		See instructions for Card Ø
	Blank	1Ø	13	4			
	Total Acreage at Installation:						
	Fee	14	2Ø	7	N	R	
	Easement	21	26	6	N	R	
	PD-Withdrawal	27	33	7	N	R	
	PD-Use Permit	34	4Ø	7	N	R	
	Lic/Per-Private	41	46	6	N	R	
	Lic/Per-Federal	47	53	7	N	R	
	Inlease	54	6Ø	7	N	R	
	Blank	61	78	18			
	Change Code	79	-	1	A		Enter "P" or "M"
	Card Number	8Ø	-	1	N		Enter "2"

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

*

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Property Disposal Report	

CARD IDENTIFICATION	SOURCE
Card Number 3	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Key Word	1	9	9	A/N		See instructions for Card Ø
	Reference Number	1Ø	13	4	A/N		
	Effective Date	14	19	6	N		Enter in MMDDYY order
	Disposal Acreage:						
	Fee	2Ø	26	7	N	R	
	Easement	27	32	6	N	R	
	PD-Withdrawal	33	39	7	N	R	
	PD-Use Permit	4Ø	46	7	N	R	
	Lic/Per--Private	47	52	6	N	R	
	Lic/Per--Federal	53	59	7	N	R	
	Inlease	6Ø	66	7	N	R	
	Blank	67	76	1Ø			
	Status Code	77	-	1	A		Enter "E" for excess; "I" for inactive; "R" for reassigned
	Blank	78	-	1			
	Change Code	79	-	1	A		Enter "P", "M", or "D"
	Card Number	8Ø	-	1	N		Enter "3"

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

*

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Property Disposal Report	

CARD IDENTIFICATION	SOURCE
Card Number 4	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Key Word	1	9	9	A/N		See instructions for Card Ø
	Reference Number	1Ø	13	4	A/N		
	Blank	14	18	5			
	Disposal Units:						
	GSA	19	-	1	N		
	CE	2Ø	23	4	N	R	
	Number of Buildings	24	27	4	N	R	
	Cost to Army, Air Force or DOE	28	36	9	N	R	
	Use of the Property	37	44	8	A/N	L	
	Action Code	45	46	2	N		Obtain from legend on ENG Forms 836 or 836a
	In Process of Disposal; Date Reported	47	52	6	N		Enter in MMDDYY order
	Disposal Completed:						
	Blank	53	56	4			
	Agency	57	6Ø	4	A		Obtain from Figure 14-11
	Date	61	66	6	N		Enter in MMDDYY order
	Blank	67	76	1Ø			
	Status Code	77	-	1	A		Enter "E" for excess or "I" for inactive
	Blank	78	-	1			
	Change Code	79	-	1	A		Enter "P" or "M"
	Card Number	8Ø	-	1	N		Enter "4"

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

*

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Property Disposal Report	

CARD IDENTIFICATION	SOURCE
Card Number 5	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS—INSTRUCTIONS
	Key Word	1	9	9	A/N		See instructions for Card Ø
	Reference Number	1Ø	13	4	A		
	Blank	14	23	1Ø			
	Number of Buildings	24	27	4	N	R	
	Cost to Army, Air Force or DOE	28	36	9	N	R	
	Installation to Which Reassigned	37	67	31	A/N		
	Blank	68	76	9			
	Status Code	77	-	1	A		Enter "R"
	Blank	78	-	1			
	Change Code	79	-	1	A		Enter "P" or M""
	Card Number	8Ø	-	1	N		Enter "5"

* A = ALPHA. N = NUMERIC ** L = LEFT, R = RIGHT

*

SECTION XI. REAL ESTATE OUTGRANT REPORT (RCS: DAEN-RE-3(R3))

14-56. Purpose. This report provides data on land outgranted to federal, state or local government agencies, private organizations, and individuals.

14-57. Coverage. Includes land outgranted at Army and Air Frce installations and civil works projects in the United Staes, its possessions and the Commonwealth of Puerto Rico, and installations of the Department of Energy, National Aeronautics and Space Administration and other federal agencies for which the Corps of Engineers acts as a real estate agent.

14-58. Definition. Outgrant is a general term covering rights and uses made available to others over real property of the Government in the following manner:

a. Leases for agricultural, grazing, industrial, commercial, housing and other purposes.

b. Easements and licenses over lands owned by the Government and under the jurisdiction of the granting agency including those outstanding at the time real estate was acquired.

c. Permits granted to another Federal department or agency for the temporary use of real property owned or inleased by the granting agency.

14-59. Applicability. These instructions apply to commanders of field operating activities (FOA) having real estate responsibilities.

* 14-60. Frequency and Submission. Submit quarterly reports to CDR USACE (DAEN-REP-S) WASH DC 20314-1000 by the l0th day of the month following the end of the reporting period. *

14-61. Preparation.

a. Update card images of outgrant data may be transmitted by telecommunication transfer direct to the U.S. Army Engineer Automation Support Activity computer in Washington, D.C. Technical details of the transfer are included at Figure 14-16.

* b. FOAs not using the electronic transfer method mentioned above will furnish outgrant data by submission of punched cards accompanied with an 80/80 double-spaced proof listing. Real Estate Outgrant Punch Card Format, ENG Form 4476-R, Figure 14-15, may be used as the key punch transcript.

c. Grant Record Card, ENG Form 364, may be prepared for each new or renewed outgrant if such an individual record card is desired by FOA's. This card may also be used as a source document for the preparation of punched cards.

14-62. Special Reporting Procedures for Wherry Acquisition. The Federal Government does not cancel the leases or easements to the sponsor by reason of the Wherry acquisition, but rather, acquires the interest of the sponsor. The three-part agreement between the Federal Housing Administration, the mortgagee and the military provides as follows: "That, notwithstanding the operation of law with respect to merger of the aforesaid leasehold. *

* interest with the fee, the leasehold interest will be treated as not having merged with the fee so long as the mortgagee has any interest in the mortgage property under the mortgage above referred to; provided however, that the Department shall not be required to comply with any terms of said lease where the obligation thereunder is not applicable." Therefore, these leases and easements are in force and effect, and will be retained in the outgrant records until the mortgage is satisfied. The grantee will be shown as "Army-Wherry" or "Air Force Wherry", as applicable, and the annual rental will be deleted. The following grants will also be considered in effect, and will also be retained for record purposes and reported as outgrants: permits, easements or leases issued by the former sponsor will be reported as licenses. Capehart leases will be reported in a similar manner. When the housing project is completed and turned over to the Government for operation, the name of the grantee will be changed to "Army-Capehart" or Air Force-Capehart" as appropriate.

14-63. Instructions for Punch Cards.

a. General.

(1) There are two 80-column punch card formats in the Real Estate Outgrant System. Card number 1 is for installation or project header information and card number 2 is for detail information on each outgrant at the installation.

(2) The only time card number 1 need be submitted is to report an installation or project not on the current master file or to modify installation header data now appearing on the master file.

(3) Once an installation header is established on the current master file, submit as many number 2 cards as are necessary to report data on each outgrant at the installation.

b. Key Word. Data contained in card columns (cc) 1 through 47 of each card are the key word. The key word must be punched in every card submitted as this is the principal means of computer identification of a record on the computer master file. Data for subparagraphs (1) through (3) below are key word data common to both cards number 1 and 2.

(1) Department Code. Enter in cc 1 the appropriate code from Figure 14-14 to represent the department in control of the land.

(2) Division/District Code. Enter in cc 2 and 3 the appropriate code from the table at Figure 14-1.

(3) Installation or Project Number. Enter the installation or project number in cc 9-13. If a number has not been assigned, obtain one from DAEN-REP-S. *

* c. Card Number. Enter the appropriate card number (1 or 2) in cc 14.

d. Change Code. Enter in cc 48 the appropriate code from Figure 14-14 to indicate the kind of action being taken to a record on the computer master file.

e. Card Number 1.

(1) Installation or Project Name. Enter the official name of the installation or project in cc 15– 47. Do not use the "+" or "&" symbols; the hyphen is acceptable.

(2) Type of Installation. This field is applicable for outgrants at all installations except civil projects. Enter in cc 49 a code from Figure 14-14 to indicate whether the installation is command or industrial.

(3) Using Service. Enter in cc 50-51 a code from Figure 14-13 to represent the using service of the installation or project.

f. Card Number 2.

(1) Name of Grantee. Enter the name of the grantee in cc 15-33. Abbreviate if necessary, but do not use punctuation. The most prominent noun should be shown first. Examples:

SMITH JOHN L
BEXAR COUNTY
TEXAS STATE OF
MISS CONSV DEPT
BLUE LIGHT CAB CO

(2) Contract Number. Enter the contract number in cc 34-47 according to the following samples:

Sample Contract Number	Column No.				
	34-35	36-39	40	41-42	43-47
DACW69-1-67-1	DA	CW69	1	67	00001
DA 29-005 Civ Eng 66-125	29	0005	c	66	00125
NOy (R) 3397	00	0000	N	00	03397
DA 25-066 Eng 1234	25	0066	E	00	01234
Control number assigned to an instrument (not a lease)	DA	CA69 CW69	9*	00	00002

*A 9 in the column will indicate a consent. *

* (3) Type of Grant. Enter in cc 49 a code from Figure 14-14 to indicate the type of outgrant as designated by the outgrant instrument.

(4) State or Country Code. Enter in cc 50-51 a code from Figure 14-2 for the state or country where the outgranted property is located.

(5) Purpose. Enter in cc 52 a code from Figure 14–14 to indicate the purpose for which the land was outgranted.

(6) Effective and Termination Dates. Enter the effective date of the outgrant in cc 53–58 and the termination date in cc 59–64. Entries must be in YYMMDD order. If the outgrant is perpetual or runs for an indefinite term, enter IDEF as the termination date, beginning in cc 59, leaving cc 64 blank.

(7) Acres. Enter in cc 65–72 the number of acres outgranted. Zero fill any unused columns; e.g., 758.7 acres would be entered as ØØØØ7587 and ØØØØl12Ø would be entered for 112.0 acres.

(8) Annual Rental Received. Enter in cc 73–78 the amount of the annual or term rental specified in the outgrant. Zero fill any unused columns; e.g., ØØØ18Ø would be entered for $180.

(9) Recreation Code. If recreational leases (purpose codes K, L, M, or N) include a cost–sharing clause, enter “6” in cc 79.

(10) Payment Code. If the outgrant specifies a term rental or a one–time payment, enter “T” in cc 80. If the outgrant specifies that a benefit other than rental will pass to the government, enter “B” in cc 80.

g. Key Punch Instructions are as follows: *

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Estate Outgrant Report	

CARD IDENTIFICATION	SOURCE
Card Number 1	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Key Word:						
	Department Code	1	-	1	N		Obtain from Figure 14-14
	Division/District Code	2	3	2	A/N		Obtain from Figure 14-1
	Blank	4	8	5			
	Installation or Project Number	9	13	5	N	L	
	Card Number	14	-	1	N		Enter "1"
	Installation or Project Name	15	47	33	A/N	L	
	Change Code	48	-	1	A		Obtain from Figure 14-14
	Type of Installation Code	49	-	1	N		Obtain from Figure 14-14
	Using Service Code	50	51	2	N		Obtain from Figure 14-13
	Blank	52	80	29			

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

KEY PUNCH INSTRUCTIONS

JOB TITLE	JOB NO.
Real Estate Outgrant Report	

CARD IDENTIFICATION	SOURCE
Card Number 2	

SOURCE BLOCK	NAME OF FIELD	COLUMNS FROM	COLUMNS TO	NO. COLS.	TYPE DATA *	JUSTIFY **	REMARKS-INSTRUCTIONS
	Key Word:						
	Department Code	1	-	1	N		Obtain from Figure 14-14
	Division/District Code	2	3	2	A/N		Obtain from Figure 14-1
	Blank	4	8	5			
	Installation or Project Number	9	13	5	N	L	
	Card Number	14	-	1	N		Enter "2"
	Name of Grantee	15	33	19	A/N	L	
	Contract Number	34	47	14	A/N		
	Change Code	48	-	1	A		Obtain from Figure 14-14
	Type of Grant Code	49	-	1	N		Obtain from Figure 14-14
	State or Country Code	50	51	2	A/N		Obtain from Figure 14-2
	Purpose Code	52	-	1	A		Obtain from Figure 14-14
	Effective Date	53	58	6	N		Enter in YYMMDD order
	Termination Date	59	64	6	A/N	L	Enter in YYMMDD order, or enter "INDEF"
	Acres-whole number	65	71	7	N	R	
	Acres-Tenths of an acre	72	-	1	N		
	Annual Rental Received	73	78	6	N	R	
	Recreation Category	79	-	1	N		Obtain from Figure 14-14
	Payment Code	80	-	1	A		Obtain from Figure 14-14.

* A = ALPHA, N = NUMERIC ** L = LEFT, R = RIGHT

Next page is 14-199

TABLE 14-1. REGULATORY REFERENCES

* SECTION I

43 USC 315q
PL 91-646
EO 12512
EO 12411
ER 37-2-10
ER 37-345-10

SECTION III

80 Stat. 1255, 1290 (PL 89-745)

SECTION IV

PL 89-754

SECTION V

PL 91-646

SECTION VI

PL 91-646

SECTION VIII

Federal Property Management Regulations, Subpart 101-3.2 (41 CFR 101.3-2)

SECTION IX

DOD Instruction 4165.14
AR 405-45

SECTION X

Federal Property Management Regulations, 101-47

SECTION XI

PL 86-423

Next page is 14-201

*

*

DIVISION AND DISTRICT CODES

CODE	ABBREVIATION	DIVISION/DISTRICT
BØ	LMVD	LOWER MISSISSIPPI VALLEY DIVISION
B1	MEMP	Memphis District
B2	NORL	New Orleans District
B3	ST L	St. Louis District
B4	VICK	Vicksburg District
CØ	MRD	MISSOURI RIVER DIVISION
Cl	K C	Kansas City District
C2	OMAH	Omaha District
DØ	NED	NEW ENGLAND DIVISION
EØ	NAD	NORTH ATLANTIC DIVISION
El	BALT	Baltimore District
E3	N Y	New York District (CONUS)
E4	NORF	Norfolk District
E5	PHIL	Philadelphia District
E6	NFDL	New York District (Outside CONUS)
FØ	NCD	NORTH CENTRAL DIVISION (CONUS)
F4	R IS	Rock Island District
F6	NCCA	North Central Division (Outside CONUS)
GØ	NPD	NORTH PACIFIC DIVISION
G1	ALS	Alaska District
G2	PORT	Portland District
G3	SEAT	Seattle District
G4	WAWA	Walla Walla District
HØ	ORD	OHIO RIVER DIVISION
H1	HUNT	Huntington District
H2	LOW	Louisville District
H3	NASH	Nashville District
H4	PITT	Pittsburgh District
JØ	POD	PACIFIC OCEAN DIVISION
J1	FE	Far East District
J2	JAP	Japan District
KØ	SAD	SOUTH ATLANTIC DIVISION
K2	CHAR	Charleston District
K3	JAX	Jacksonville District (CONUS)
K5	MOBL	Mobile District (CONUS)
K6	SAV	Savannah District
K7	WILM	Wilmington District
K8	J/SJ	Jacksonville District (San Juan)
K9	M/CP	Mobile District (Canal Zone and Panama) *

Figure 14-1

*

CODE	ABBREVIATION	DIVISION/DISTRICT
LØ	SPD	SOUTH PACIFIC DIVISION
L1	LOSA	Los Angeles District
L2	SACR	Sacramento District
MØ	SWD	SOUTHWESTERN DIVISION
Ml	ALB	Albuquerque District
M2	FT W	Fort Worth District
M3	GALV	Galveston District
M4	L RK	Little Rock District
M5	TULS	Tulsa District

NOTE: The "Ø" character appearing in the Division/District code(s) must be numeric. *

Figure 14-la

*

STATE AND COUNTRY CODES AND ABBREVIATIONS
For Real Estate Reporting Systems

Name	Abbreviation	Code	Name	Abbreviation	Code
Alabama	AL	Ø1	Missouri	MO	29
Alaska	AK	Ø2	Montana	MT	3Ø
Arizona	AZ	Ø3	Nebraska	NE	31
Arkansas	AR	Ø4	Nevada	NV	32
California	CA	Ø5	New Hampshire	NH	33
Colorado	CO	Ø6	New Jersey	NJ	34
Connecticut	CT	Ø7	New Mexico	NM	35
Delaware	DE	Ø8	New York	NY	36
District of Columbia	DC	Ø9	North Carolina	NC	37
Florida	FL	1Ø	North Dakota	ND	38
Georgia	GA	11	Ohio	OH	39
Hawaii	HI	12	Oklahoma	OK	4Ø
Idaho	ID	13	Oregon	OR	41
Illinois	IL	15	Pennsylvania	PA	42
Indiana	IN	16	Rhode Island	RI	44
Iowa	IA	17	South Carolina	SC	45
Kansas	KS	18	South Dakota	SD	46
Kentucky	KY	19	Tennessee	TN	47
Louisiana	LA	2Ø	Texas	TX	48
Maine	ME	21	Utah	UT	49
Maryland	MD	22	Vermont	VT	5Ø
Massachusetts	MA	23	Virginia	VA	51
Michigan	MI	24	Washington	WA	53
Minnesota	MN	25	West Virginia	WV	54
Mississippi	MS	26	Wisconsin	WI	55
		27	Wyoming	WY	56
		28			

OUTSIDE THE UNITED STATES

Name	Abbreviation	Code
Canada	CN	CA
Canal Zone	CZ	PQ
Guam	GU	GQ
Japan	JA	JA
Puerto Rico	PR	RQ
Samoa	SM	AQ
Virgin Islands	VI	VQ

*

Figure 14-2

HOMEOWNERS ASSISTANCE SUMMARY REPORT *(ER 405-1-12)*	REPORTING PERIOD FOR FY _____ _____ MARCH _____ SEPTEMBER	RCS: DAEN-RE-12(R1)

THRU	TO CDR, USACE (DAEN-REP-S) 20 MASSACHUSETTS AVE, NW WASH DC 20314-1000	FROM	DATE

DEPARTMENT

☐ ARMY ☐ NAVY ☐ DSA
☐ AIR FORCE ☐ MARINE CORPS ☐ OTHER _____ *(Specify)*

SECTION I – BASE CLOSURE INFORMATION

NAME OF BASE	STATE	BASE CLOSURE DATE	DATE OF ECONOMIC IMPACT STUDY	APPLICATIONS IN PROCESS

SECTION II – APPLICATIONS/PAYMENTS

PRIVATE SALE CASE	NUMBER OF APPLICANTS	NUMBER OF PAYMENTS	T PAID
GOVERNMENT PURCHASE CASES	EQUITY PAYMENTS NUMBER OF APPLICANTS	NUMBER OF	AMOUNT PAID $
	MORTGAGES ASSUMED NUMBER	UMED	TOTAL TRFRD TO FHA $
	MORTGAGE NUMBER O	NUMBER OF PAYMENTS	AMOUNT PAID $
FORECLOSURES	ICANTS	NUMBER OF PAYMENTS	AMOUNT PAID $

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized - blank masters available from local FMO)

TION III – STATUS OF APPLICATIONS

NUMBER OF APPLIC START OF PERIOD _____

NUMBER OF A RECEIVED DURING PERIOD _____

TOTAL APPLICATIONS TO BE ACCOUNTED FOR: _____

NUMBER OF APPLICATIONS FINALIZED WITH PAYMENT _____

NUMBER OF APPLICATIONS FINALIZED WITHOUT PAYMENT _____

NUMBER OF REJECTIONS _____

NUMBER OF APPLICATIONS PENDING *(not including appeals)* _____

NUMBER OF APPEALS IN PROCESS _____

TOTAL APPLICATIONS ACCOUNTED FOR: _____

REMARKS

ENG FORM 4153-R, Apr 85 EDITION OF 1 OCT 78 IS OBSOLETE. REPLACES ENG O-4153A DATED 1 OCT 78 WHICH IS OBSOLETE

Figure 14-3

DATA REQUIRED

GENERAL: A separate form is required for each department and for each installation. (Explanation- If there is more than one base closure reported, each base or installation will be reported on a separate sheet, then one sheet will be summarized by the department of the installations.)

Report payments to the nearest dollar.

These summaries will be cumulative for a Fiscal Year only.

SECTION I – Base Closure Information: Name the bases associated with current applications being processed.

SECTION II – Status of Applications/Payments: Report type of applications and payments made.

SECTION Ill – Status of Applications.

REMARKS – Report FHA application numbers, comments, etc.

Figure 14-3

RELOCATION ASSISTANCE SUMMARY REPORT *(Activity Under Public Law 91-646)* *(ER 405-1-12)*	REPORT PERIOD ENDING ☐ MARCH ☐ SEPTEMBER FOR FISCAL YEAR _____	*RCS: DAEN-RE-18(R1)*

SEE INSTRUCTIONS ON REVERSE

THRU:	TO: CDR USACE (DAEN-REP-S) WASH DC 20314-1000	FROM:

THIS REPORT COVERS: ☐ ARMY *(Military)* ☐ ARMY *(Civil)* ☐ AIR FORCE ☐ DOE ☐ NPS ☐ NASA ☐ OTHER _____ *(Specify)*

PART I – APPLICATION PROCESSED

TYPE OF APPLICANTS	NEW APPLICATIONS CURRENT PERIOD			REMARKS
	NO. OF APPLICANTS	AMOUNT CLAIMED	AMOUNT PAID	
1. RESIDENTIAL				
2. BUSINESS W/DWELLING				
3. BUSINESS W/O DWELLING				
4. FARM W/DWELLING				
5. FARM W/O DWELLING				
6. BUSINESS & FARM W/DWELLING				
7. BUSINESS & FARM W/O DWELLING				
TOTALS				

PART II – SUMMARY OF PAYMENTS MADE BY TYPE
(Cumulative for Fiscal Year)

	NO. OF PAYMENTS		AMOUNT PAID
1. MOVING PAYMENTS *(Actual)*			
a. DWELLING			
b. BUSINESS			
c. FARM			
2. MOVING PAYMENTS *(Fixed)*			
a. DWELLING			
b. DISLOCATION ALLOWANCE	( )	( )	( )
c. BUSINESS			
d. FARM			
3. DIRECT LOSS			
a. BUSINESS			
b. FARM			
4. SEARCHING P			
a. BUSINESS			
b. FARM			
5. REPLACEMENT HOUSING PAYMENTS			
6. INCREASED INTEREST COSTS			
7. CLOSING COSTS			
8. RENTAL PAYMENTS			
9. DOWN PAYMENTS			
10. TOTAL NUMBER OF APPLICANTS PAID			

PART III – SUMMARY OF PROGRESS

1. _____ NUMBER OF APPLICATIONS PENDING FROM PREVIOUS REPORTING PERIODS.
2. _____ NUMBER OF NEW APPLICATIONS RECEIVED THIS REPORTING PERIOD *(from Part I above)*
3. _____ NUMBER OF APPLICATIONS COMPLETED THIS REPORTING PERIOD.
4. _____ NUMBER OF APPLICATIONS PENDING AT END OF THIS REPORTING PERIOD.

TYPED NAME AND TITLE	SIGNATURE	DATE

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized - blank masters available from local FMO)

ENG FORM 4890-R, Jun 86 (Proponent: DAEN REP S)

Figure 14-4

EXPLANATION OF REQUIRED DATA

General Instructions: 1. A separate form is needed for each department.
2. Report monies in dollars only.

Part 1, Applications Processed: This section will show only those applications processed during the reporting period. Breakout will be by type of applicant, by number, total amount claimed, and amount paid to the new applicants during the reporting period.

Part 2, Summary of Payments Made By Type: This section will show payments made during the fiscal year summarized by type. Monies paid to applicants during the fiscal year will be shown whether the application was received during the fiscal year or in a prior year,

Part 3, Summary of Progress:

1, Applications Pending, Including those on hand from previous reporting periods,

2. New Applications. Include those received during the reporting period (from Part 1 above).

3. Applications Completed, Include all applications finalized during the reporting period regardless of when the application was received.

4. Applications Pending. Include all applications regardless of when received, that have not been finalized by the end of the reporting period,

Figure 14-4

*

ANNUAL REPORT ON RELOCATION AND REAL PROPERTY ACQUISITION ACTIVITIES—FEDERALLY ASSISTED PROJECTS (UNDER THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970—PL 91-646) **For use of this form, see ER 405—1—11 and EP 405—1—2.**	REQUIREMENTS CONTROL SYMBOL DAEN-RE-22 REPORT FOR FY 19_____

THRU:	TO: HQDA (DAEN-REH-O) WASH DC 20314	FROM:

SECTION I – RELOCATION ASSISTANCE PAYMENTS AND EXPENSES

	ITEM		NUMBER OF CLAIMS PAID (a)	AMOUNT PAID (b)
1	Payments for expenses of moving individuals and families.	Actual expenses (Sec. 202(a))		$
2		Fixed payment including dislocation allowance (Sec. 202(b))		
3	Payments for searching and moving expenses for displaced businesses, farms and non-profit organizations.	Actual expenses (Sec. 202(a))		
4		Payment in lieu of actual expenses (Sec. 202(c))		
5	Replacement housing payments for homeowners (Sec. 203)			
6	Rental assistance payments (Tenants and certain others)(Sec. 204(1))			
7	Down payment assistance (Tenants and certain others)(Sec. 204(2))			
8	Last resort housing (Sec. 206(a))			
9	Subtotal (Sum of lines 1 thru 8)			
10	Administrative costs in carrying out relocation program (Including cost of relocation advisory services provided under Section 205 of the Act)			
11	TOTAL (Sum of lines 9 and 10, column (b) only)			
12	TOTAL AMOUNT PAID FROM FEDERAL FUNDS THIS FISCAL YEAR			
13	TOTAL AMOUNT PROJECTED FOR NEXT FISCAL YEAR			
14	TOTAL AMOUNT PROJECTED FOR NEXT FISCAL YEAR TO BE PAID FROM FEDERAL FUNDS			

SECTION II – REAL PROPERTY ACQUISITION SETTLEMENTS COMPLETED

	ITEM	NUMBER OF PARCELS (a)	COMPENSATION PAID (b)
15	Acquired by negotiation[1/]		$
16	Acquired by condemnation[2/]		
17	TOTAL (Sum of lines 15 and 16)		
18	TOTAL AMOUNT PAID FROM FEDERAL FUNDS		$

[1/] Negotiated tracts include all tracts acquired by any method other than condemnation for reason of price disagreement.

[2/] Include only tracts condemned because of price disagreement.

REMARKS

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized – blank masters available from local FMO)

ENG FORM 1 OCT 78 4660-R (See instructions on reverse) *

Figure 14-6

*

INSTRUCTIONS

Section I - Relocation Assistance Payments and Expenses. For each of the types of assistance or payments shown in lines 1 through 8, report the total number of claims paid in column (a) and the amounts thereof in column (b). Descriptions for lines 1 through 5 and 7 through 9 are considered adequate for completion without further instructions. For line 6, report total rental assistance claims paid including rental assistance to former homeowners who elect to rent in lieu of receiving a replacement housing payment authorized by Section 203 of the Act. In the case of claimants who elect to have their rental assistance payment in installments, the total amount of the rental assistance entitlement should be reported during the reporting year in which the first installment is paid. In line 10, report the total amount of Administrative costs incurred in carrying out the relocation program including the cost of relocation assistance advisory services provided under Section 205 of the Act. Descriptions in lines 11 through 14 are considered to be adequate without further instructions.

Section II - Real Property Acquisition Settlements Completed. Report the number of parcels column (a) and the compensation paid column (b) for real property acquired and paid for during the reportable year. On line 15, report the total number of parcels and compensation paid for real property acquired by any method other than condemnation for reason of price disagreement. On line 16, report in the appropriate columns only tracts condemned because of price disagreement. Line descriptions for lines 17 and 18 are adequate for completion without further instructions. It is understood that this section will only include settlements completed. It excludes the reporting of parcels acquired by condemnation where settlements have not been completed. Such parcels should be reported when settlement has been completed.

*

Figure 14-6a

ACQUISITION PROGRESS REPORT
(ER 405-1-11 and EP 405-1-2)

TO: HQDA (DAEN-REP-S)
WASH DC 20314

DIVISION: CC 1
DISTRICT: CC 2
REQUIREMENTS CONTROL SYMBOL (DAEN-RE-1(R1))
AS OF DATE: CC 23-24

TYPE OF REPORT: ☐ MILITARY ☐ CIVIL
☐ INITIAL ☐ REV FINAL ☐ RECURRING ☐ FINAL ← CC 80

NAME AND LOCATION OF PROJECT: CC 4-5, 50-73, AND 74-79

MILITARY ACQUISITION

DIRECTIVE NUMBERS: CC 9-13
DIRECTIVE DATES: CC 14-19

PURPOSE:

ACQUISITION FOR: CC 3 ☐ ARMY _____ *Command* ☐ AIR FORCE _____ *Command* ☐ _____ *Other Federal Agency*

CIVIL ACQUISITION

TYPE OF ACQUISITION: CC 3

	ENTIRE PROJECT	THIS REPORT
DA ACQUISITION	☐	☐
LOCAL ACQUISITION—LATER CONVEYANCE TO U.S.—REIMBURSEMENT BY U.S.	☐	☐
LOCAL ACQUISITION—LATER CONVEYANCE TO U.S.—NO REIMBURSEMENT BY U.S.	☐	☐

TITLE AND DATE OF CONGRESSIONAL AUTHORITY:

DESIGN MEMORANDA

DATE	AREA AUTHORIZED *(Dam site, Reservoir Area)*	DATE	AREA AUTHORIZED *(Dam site, Reservoir Area)*

DATE OF LETTER TO LOCAL INTEREST ACCEPTING ASSURANCE *(Local coop only)*

COMPLETE PROJECT REQUIREMENTS

	CURRENT PERIOD			PROGRESS TO DATE		
	TRACTS	ACRES	DOLLARS *(Land only)*	TRACTS	ACRES	DOLLARS *(Land only)*
1. ESTIMATED TOTAL TO COMPLETE ENTIRE PROJECT *(Civil)*						
2. TOTAL AUTHORIZED *(Military)*—PRESENT ACQUISITION *(Civil)*						
A. FEE BY PURCHASE, CONDEMNATION OR TRANSFER				100 00		
B. LESSER INTERESTS BY PURCHASE, CONDEMNATION OR TRANSFER				600 00		
C. PUBLIC DOMAIN LANDS BY WITHDRAWAL				200 00		
D. PUBLIC DOMAIN LANDS BY TEMPORARY USE PERMIT				300 00		
E. OTHER PUBLIC LANDS BY TEMPORARY USE PERMIT				400 00		
F. LEASEHOLDS				700 00		

CC 21-22 ↓ CC 25-46 →

	CURRENT PERIOD—ESTATE ACQUIRED										
	FEE CC 20			LESSER INTEREST CC 20			LEASE—USE PERMIT		CC 20 PUBLIC DOMAIN		
	TRACTS	ACRES	DOLLARS	TRACTS	ACRES	DOLLARS	TRACTS	ACRES	TRACTS	ACRES	DOLLARS
PURCHASE											
3. OPTIONS ACCEPTED	101 80			601 80							
4. CLOSINGS COMPLETED											
CONDEMNATION											
5. COMPLAINTS FILED											
6. ORDER OF POSSESSION ENTERED											
7. DECLARATION OF TAKING FILED	102 80			602 80							
8. DEFICIENCIES DEPOSITED ON AWARDS AND STIP. FOR D/T	104 80			604 80							
9. AWARDS AND STIP. DEPOSITED FOR STRAIGHT CONDEMNATION	103 80			603 80							
10. FINAL JUDGMENT ENTERED											
LEASE											
11. ACQUIRED BY NEGOTIATION							701 80				
12. ACQUIRED BY CONDEMNATION							702 80				
PERMANENT TRANSFER											
13. POSSESSION OBTAINED	105 80										
14. ACQUISITION COMPLETED											
WITHDRAWAL FROM PUBLIC DOMAIN											
15. POSSESSION OBTAINED									207 80		
16. ACQUISITION COMPLETED											
TEMPORARY USE											
17. TEMPORARY USE OBTAINED							408 80		308 80		

PROGRESS TO DATE

PURCHASE											
18. OPTIONS ACCEPTED	101			601							
19. CLOSINGS COMPLETED											
CONDEMNATION											
20. COMPLAINTS FILED											
21. ORDER OF POSSESSION ENTERED											
22. DECLARATION OF TAKING FILED	102			602							
23. DEFICIENCIES DEPOSITED ON AWARDS AND STIP. FOR D/T	104			604							
24. AWARDS AND STIP. DEPOSITED FOR STRAIGHT CONDEMNATION	103			603							
25. FINAL JUDGMENT ENTERED											
LEASE											
26. ACQUIRED BY NEGOTIATION							701				
27. ACQUIRED BY CONDEMNATION							702				
PERMANENT TRANSFER											
28. POSSESSION OBTAINED	105-WITHIN DOD		106-OUTSIDE	605-WITHIN DOD		606-OUTSIDE		05 OR 06			
29. ACQUISITION COMPLETED											
WITHDRAWAL FROM PUBLIC DOMAIN											
30. POSSESSION OBTAINED									207		
31. ACQUISITION COMPLETED											
TEMPORARY USE											
32. TEMPORARY USE OBTAINED							408		308		

REMARKS:

Annotations above indicate the following:

1. Numbers reflect codes for the type of estate and method of acquisition; i.e., 10180 means a fee estate being acquired by negotiation in FY 1980.

2. "cc" numbers correspond to the data element card column location on the punch card.

ENG FORM 2440 *(Translucent)*
1 Jun 80

EDITION OF 1 JUN 65 IS OBSOLETE.

Figure 14-7

ACQUISITION OF REAL ESTATE ADP TRANSCRIPT
(ER 405-1-11 and EP 405-1-2)

DATE:

SOURCE: ENG 2440 (RCS: DAEN-RE-1(R1))

JOB NO.: 560-000

DIVISION/ DISTRICT	DEPARTMENT	STATE	INSTALLATION NUMBER	DIRECTIVE NUMBER	DIRECTIVE DATE DA	DIRECTIVE DATE MO	DIRECTIVE DATE YR	TYPE OF ESTATE	METHOD OF ACQUISITION	FISCAL YEAR	NUMBER OF TRACTS	NUMBER OF ACRES	OPTION PRICE, DEPOSIT OR DEFICIENCY AWARD	AGENCY FROM WHICH ACQUIRED	INSTALLATION/PROJECT NAME	STATE(S) OR COUNTRY	CHANGE CODE
E	1	3	9	7 4 7 8	9 8 5	2 6	0 6 7 5	1	0 1	8 0	2 4 6	3 5 8 6	7 9 2 7 7 8		RAVENNA ARMY AMMO PLANT	OHIO	C

ENG FORM 1 JUN 80 4605 REPLACES ENG FORM 0-4605, 1 OCT 76, WHICH IS OBSOLETE.

Note: The entries in this example correspond with the hypothetical case mentioned in paragraph 14-36r.

Figure 14-8

*

CODES USED FOR ACQUISITION PROGRESS REPORT

Element	Term	Code
Department Code (cc 3)	Army - Military	1
	Army - Civil Works:	
	Corps Acqusition	2
	Local Acquisition, Later Conveyance to US, Reimbursement by US	3
	Local Acquisition, Later Conveyance ,to US, No Reimbursement by US	4
	Air Force	5
	Energy Research and Development Administration (ERDA)	6
	National Aeronautics and Space Administration (NASA)	7
	National Science Foundation	8
	Other Agencies	Ø
	Department of Energy	A
	Department of Defense	B
Type of Estate (cc 20)	Fee	1
	Public Domain Lands by Withdrawal	2
	Public Domain Lands by Temporary Use Permit	3
	Temporary Use (other Federal land)	4
	Temporary Use (private land)	5
	Easement	6
	Inlease	7

Figure 14-9a

Element	Term	Code
Method of Acquisition (cc 21-22)	Authorized for Acquisition	ØØ
	Negotiated Purchase	Ø1
	Condemnation/Declaration of Taking Filed	Ø2
	Condemnation/Straight	Ø3
	Condemnation/Deficiency Payment Involved	Ø4
	Transferred from within DOD	Ø5
	Transferred from outside DOD	Ø6
	Withdrawal from Public Domain	Ø7
	Use Permit	Ø8
	Reassignment within same Department	Ø9
	Reservation of Easement	1Ø
Change Code (cc 80)	Plus. Used to add a new installation or project (a new keyword) to the master file. Punch all applicable data fields on the card.	F
	Change. Used to change data in cc 25-27 on a record (line item) for an installation or project already on the master file. Punch the keyword in cc 1-24, all of the remaining applicable data fields on the balance of the card, and the "C" change code in cc 80.	C
	Delete. Used to delete records (line items) from the master file. Punch the keyword in cc 1-24 and the "D" change code in cc 80.	D
	Final. Used to finalize reporting when all acquisition activity is completed (including closings completed and final judgments rendered) at an installation or project. Punch a card containing the keyword in cc 1-24 and the "F" change code in cc 80 for each record (line item) on the master file for that installation or project.	F *

Figure 14-9b

*

DISPOSAL REPORT CODES FOR KEY WORD

Department Code	Department Type
1	Army Industrial
2	Army Command
4	Civil Works
5	Air Force Industrial
6	Air Force Command
8	Department of Energy
9	National Aeronautics and Space Administration

Status Code	Installation Status
1	Entire Installation Inactive
2	Portion of Installation Inactive
3	Entire Installation Excess
4	Portion of Installation Excess
5	Portion of Installation Inactive and a Portion Excess

Examples:

An Army industrial report showing a portion inactive will be coded 12.

An Army command report showing a portion of the installation inactive and a portion excess will be coded 25.

*

Figure 14-10

*

Agency - Transferee Identification for Disposal Reporting

AC/W - Department of Army, Civil Works

AF – Department of the Air Force

AGRI - Department of Agriculture

ARMY - Department of the Army, Military

COMM - Department of Commerce

DC – District of Columbia

DOE - Department of Energy

FAA – Federal Aviation Administration

FHA – Federal Housing Administration

GSA – General Services Administration

HHS – Department of Health and Human Services

INT – Department of the Interior

JUST - Department of Justice

NASA – National Aeronautics and Space Administration

NAVY - Department of the Navy

ST – Department of State

TREA - Department of the Treasury

TVA – Tennessee Valley Authority

USCG - United States Coast Guard

USMC - United States Marine Corps

VA – Veterans Administration

Figure 14-11 *

KEYPUNCH TRANSCRIPT FOR REAL PROPERTY DISPOSAL REPORT *(ER 405-1-11 and EP 405-1-2)*

RCS: DAEN-RE-6

Card No.	Columns 1–9	Columns 10–13	Columns 14–22	Columns 23–78	Columns 79–80
	KEYWORD: DIV/DIST; DISPOSAL INSTL. NO.; INSTL. STATE, TYPE, STATUS	BLANK	NEW KEYWORD: DIV/DIST; DISPOSAL INSTL. NO.; INSTL. STATE, TYPE, STATUS	BLANK	CHG. CODE
					A
		BLANK	USING SVC CODE	INSTALLATION NAME; BLANK; AUDIT NUMBER; CITY; KIND OF REPORT; RPI INSTL. NO.	BLANK; CHG. CODE
1					
		BLANK	TOTAL ACREAGE AT INSTALLATION: FEE; EASEMENT; PUBLIC DOMAIN (WITHDRAWAL, USE PERMIT); LICENSE OR PERMIT (PRIVATE, FEDERAL); INLEASE	BLANK	CHG. CODE
2					
		REFERENCE NO.	EFFECTIVE DATE	DISPOSAL ACREAGE: FEE; EASEMENT; PUBLIC DOMAIN (WITHDRAWAL, USE PERMIT); LICENSE OR PERMIT (PRIVATE, FEDERAL); INLEASE	BLANK; STATUS; BLANK; CHG. CODE
3					
3					
		REFERENCE NO.	BLANK	DISPOSAL UNITS: GSA, CE; NUMBER OF BLDGS.; COST TO ARMY, AIR FORCE OR DOE; USE OF PROPERTY; ACTION CODE; IN PROCESS OF DISPOSAL; DATE REPORTED; DISPOSAL COMPLETED: BLANK, AGENCY, DATE	BLANK; STATUS; BLANK; CHG. CODE
4					
4					
		REFERENCE NO.	BLANK; NUMBER OF BLDGS.; COST TO ARMY, AIR FORCE OR DOE	INSTALLATION TO WHICH REASSIGNED	BLANK; STATUS; BLANK; CHG. CODE
5					R
5					R

ENG FORM 4782-R
Mar 82
(Proponent: DAEN-REP-S)

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized - blank masters available from local FMO)

Figure 14-12

USING SERVICE CODES AND ABBREVIATIONS
FOR REAL ESTATE REPORTING SYSTEMS -- LEASE AND ALLOCATIONS, OUTGRANT, DISPOSAL

DEPARTMENT OF THE ARMY

CODE	ABBREVIATION	NAME
33	ABMDO	Ballistic Missile Defense Systems Command
15	HQDA	Department of the Army, Headquarters
38	DCSP-MP	Deputy Chief of Staff for Personnel, Military Police Operating Agency
21	DCSP-LEM	Deputy Chief of Staff for Personnel, Office of Army Law Enforcement
24	MTMC	Military Traffic Management Command
12	ARMY NG	National Guard Bureau - Army
13	ARMY RES	Office Chief of Army Reserve
40	S/GEN	Surgeon General
01	ADJ GEN	The Adjutant General
25	AG-MEM	The Adjutant General, Casualty and Memorial Affairs Directorate
29	IG-AAA	The Inspector General and the U.S. Army Audit Agency
20	JAGC	The Judge Advocate General
42	CARA	U.S. Army Civilian Appellate Review Agency
22	USACC	U.S. Army Communications Command
31	USACSC	U.S. Army Computer Systems Command
17	ENGR-CIV	U.S. Army Corps of Engineers, Civil Works
30	USACER	U.S. Army Corps of Engineers, Coastal Engineering Research Center
18	ENGR-MIL	U.S. Army Corps of Engineers, Military
41	CIC	U.S. Army Criminal Investigation Command
32	FORSCOM	U.S. Army Forces Command
23	HSCOM	U.S. Army Health Services Command
34	INSCOM	U.S. Army Intelligence and Security Command
* 04	AMC-HQ	U.S. Army Materiel Command
08	AMC-ARRC	AMC, Armament Materiel Readiness Command
02	AMC-ARDC	AMC, Armament Research and Development Command
36	AMC-ALMS	AMC, Automated Logistics Management Systems Agency
37	AMC-AVRD	AMC, Aviation Research and Development Command
05	AMC-CERC	AMC, Communications and Electronics Materiel Readiness Command
11	AMC-DESC	AMC, Depot System Command
03	AMC-ERDC	AMC, Electronic Research and Development Command

Figure 14-13

CODE	ABBREVIATION	NAME
* 16	AMC-ILCM	AMC, International Logistics Command
06	AMC-MICR	AMC, Missile Materiel Readiness Command
28	AMC-NRDC	AMC, Natick Research and Development Command
07	AMC-TARC	AMC, Tank Automotive Materiel Readiness Command
10	AMC-TEC	AMC, Test and Evaluation Command
09	AMC-TSAR	AMC, Test Support and Aviation Materiel Readiness Command
26	MEPCOM	U.S. Army Enlistment Processing Command
14	USMA	U.S. Army Military Academy
19	MDW	U.S. Army Military District of Washington
27	RC-DOD	U.S. Army Recruiting Command, DOD Recruiting
35	TRADOC	U.S. Army Training and Doctrine Command
39	WESTCOM	U.S. Army Western Command *

DEPARTMENT OF THE AIR FORCE

CODE	ABBREVIATION	NAME
52	AFC	Accounting and Finance Center
51	ADC	Air Defense Tactical Air Command
62	AFRC	Air Force Reserve
63	ROTC	Air Force Reserve, Officers' Training Corps
56	ANG	Air National Reserve
57	ATC-GEN	Air Training Command, Other than Recruiting Housing
58	ATC-R/HS	Air Training Command, Recruiting Family Housing
60	AAC	Alaskan Air Command
53	AFCS	Communications Center
71	SEC	Electronic Security Command
54	AFLC	Logistics Command
65	MAC	Military Airlift Command
72	PAF	Pacific Air Forces
68	SAC	Strategic Air Command
55	AFSC	Systems Command
73	IND	Systems Command - Industrial
66	TAC	Tactical Air Command
69	AFAC	USAF Academy
70	AFHQ	USAF Headquarters - General
67	AFS	USAF Space Command

Figure 14-13

* OTHER DEPARTMENTS AND AGENCIES

Code	Abbreviation	Name
81	DCA	Defense Communications Agency
85	DCAA	Defense Contract Audit Agency
83	DIA	Defense Intelligence Agency
77	DIS	Defense Investigative Service
84	DLA	Defense Logistics Agency
82	DNA	Defense Nuclear Agency
98	DOD-MISC	Department of Defense, Miscellaneous
8Ø	DOE	Department of Energy
9Ø	STATE	Department of State
88	NASA	National Aeronautics and Space Administration
89	NSF	National Science Foundation
87	NSA	National Security Agency
99	NWS	National Weather Service
95	USCG	U.S. Coast Guard
96	USMC	U.S. Marine Corps
97	NAVY	U.S. Navy

*

Figure 14-13 - Continued

* CODES USED FOR REAL ESTATE OUTGRANT REPORT

Department Code (cc 1, cards #l and #2)

1	Army - Military
2	Army - Civil Works
3	Air Force
4	Department of Energy
5	National Aeronautics and Space Administration
6	Other

Change Code (cc 48, cards #l and #2)

P — Addition. This code is used to add a new header or a new detail record to the file of active outgrants. When change code "P" is used, all applicable data fields in the card must be punched.

M — Modification. This code is used to modify data on active outgrants previously reported in cc 15–51 of card number 1 and cc 49–80 of card number 2 only. When change code "M" is used, all applicable data fields in the card must be punched.

T — Termination. This code is used to transfer a number 2 card entry from the active to the terminated file when an outgrant expires according to its own terms. When change code "T" is used, data cannot be changed; the code merely drops an entry from the active file and places it in the terminated file. When change code "T" is used, only cc 1–48 need be punched.

W — Withdrawal. This code is used to change data in cc 49–80 of card number 2 and to simultaneously transfer the corrected entry to the terminated file. The termination date should reflect when the outgrant was terminated. When change code "W" is used, all applicable data fields in the card must be punched.

D — Deletion. This code is used to delete a detail entry or an entire installation from the active or terminated file. This code is used only with card number 2. If an entire installation is to be deleted, each individual detail entry under the installation must be deleted. This will automatically delete the installation header record. When change code "D" is used only cc 1–48 need be punched. *

Tvpe of Installation Code (cc 49. card #l)

1	Command installation
2	Industrial installation

Figure 14-14

* Type of Grant Code (cc 49, card #2)

1	Lease
2	Easement
3	License (also includes consents)
4	Permit (to another government agency)

Purpose Code (cc 52, card #2)

A	Agriculture. Grants for agricultural use including the growth of hay.
R	Banking. Grants issued in connection with the operation of a bank, branch bank, or banking facility.
B	Education. Grants for educational purposes.
C	Fish and Wildlife. Grants to federal or state agencies for fish and wildlife conservation.
D	Grazing. Grants of grazing rights.
E	Housing. Grants for housing.
F	Industrial–Private Manufacturing. Grants of industrial facilities for industrial or manufacturing purposes.
G	National Guard. Grants to states for National Guard training, activities.
M	Public Park and Recreation. Grants to the government, states, counties, or other political subdivision that permit the public to use the granted area for public park and recreation purposes (Priority 1, ER 405-2-835).
K	Recreation, Commercial. Grants to profit making organizations for commercial recreation purposes (Priority 1, ER 405-2-835).
L	Recreation, Private. Grants for private recreation (Priority 4, ER 405-2-835).
N	Recreation, Quasi-Public. Grants for recreational purposes to nonprofit organizations, such as the Boy Scouts, Girl Scouts, Camp Fire Girls, churches, etc., that restrict the use of the granted area to the grantee or members of the grantee's organization.
H	Rights-of-Way. Grants of easements and licenses permitting the use of federally-controlled land for road, utility, and other rights-of-way. *

Figure 14-14 - continued

* P Storage. Grants for storage purposes.

Z Other. All other grants.

Recreation Code (cc 79, card #2)

6 A recreation lease that includes a cost-sharing clause.

Payment Code (cc 80, card #2)

T The outgrant specifies a term rental or a one-time payment.

B A benefit other than rental will pass to the government. *

Figure 14-14 - continued

REAL ESTATE OUTGRANT PUNCH CARD FORMAT — *(ER 405-1-11 and EP 405-1-2)*

RCS: DAEN—RE—3(R3)

DATA COMMON TO CARDS 1 & 2

Card	Columns	Field
	1–3	DEPT. CODE
	4–7	DIVISION/ DISTRICT CODE
	8–13	INSTL. OR PROJECT NUMBER
CARD 1	14–47	INSTALLATION OR PROJECT NAME
CARD 2	14–47	NAME OF GRANTEE
	34–40	CONTRACT NUMBER: IDENTIFIER
	41	CONTRACT NUMBER: TYPE
	42–43	CONTRACT NUMBER: FY
	44–47	CONTRACT NUMBER: CASE NO.
	48	CHANGE CODE
	49	GRANT TYPE
	50	INSTL.
	51	STATE OR COUNTRY CODE
	52	USING SERVICE
	53	PURPOSE
	54–58	EFFECTIVE DATE (Y Y M M D D)
	59–63	TERMINATION DATE (Y Y M M D D)
	64–71	ACRES
	72	TENTHS
	73–78	ANNUAL RENTAL RECEIVED
	79	RECR CODE
	80	PAYMT CODE

FOR ILLUSTRATION PURPOSES ONLY

(Local reproduction authorized - blank masters available from local FMO)

ENG FORM 4476-R, Oct 82

EDITION OF 1 APR 73 S OBSOLETE.

(Proponent: DAEN—REP—S)

Figure 14-15

* REAL ESTATE REPORTING BY ELECTRONIC DATA TRANSFER

1. The periodic changes to each HQUSACE Real Estate status reporting system may be submitted electronically to the U.S. Army Engineer Automation Support Activity (EASA) computer.

2. Coordination between each Real Estate reporting office and its associated computer center will be required to establish local procedures to accomplish the data transfer. Since FOA computer centers have previously sent files to EASA for other HQUSACE systems, the procedure should be familiar. However, a sample JCL (Job Control Language) is shown at paragraph 5. Techniques for creating the files to be sent should be determined locally, but use of an appropriate text-editing routine for direct data entry is recommended.

3. A listing of the card images transmitted should be printed at the sending office. EASA will print a copy of the file received for HQ USACE. Each transmission must have a header card containing the Division or District code; Quarter Date, (YYMMDD); System Abbreviation; and the Transmission Date, (YYMMDD). See sample below.

4. Files have been established at EASA to store the input for the five systems. The system names, abbreviations, and catalog file streams are:

System	System Abbreviation	Catalog File Stream
Real Estate Outgrants	GR	P5GRPD/DATA/xx
Acquisition Progress Report	AC	P5AcPD/DATA/xx
Real Property Disposal	DP	P5DPPD/DATA/xx
Homeowners Assistance Program	HA	P5HAPD/DATA/xx
Relocation Assistance Payments	RE	P5REPD/DATA/xx

Replace XX with the appropriate reporting Division or District Code as shown in Figure 14-1.

Figure 14-16 *

* 5. A sample JCL for accomplishing the file transfer follows:

```
$       SNUMB
$       USERID  PASSWORD
$       IDENT   PASSWORD,REALESTAT,  OUTGRANTS JAN 82
$       CONVER
$       DATA  IN
*HEADER* /Bl/821231/GR/830105
FIRST UPDATE CARD IMAGE
SECOND UPDATE CARD IMAGE
THIRD UPDATE CARD IMAGE, ETC.
$       FILE    OT,D1S,5L
$       UTL2
$       FILE    D1,DIR
$       FILE    D3,D3R,10L
$       PRMFL   D2,W,SP5,GRPD/DATA/B1
FDEF D1,GFRC.
FDEF D2,GFRC.
FDEF D3,GFRC.
PROC REW D1 AND D2 AND D3.
PROC MCOPY D1 TO D3 IF. MCOPY D2 TO D3 1F.
PROC REW D1 AND D2 AND D3.
PROC COPY D3 TO D2 IF. REW D3.
PROC SDUMP D1 1F.
PROC CLOSE D1 AND D2 AND D3.
$       SYSOUT P*
$       ENDJOB
```

Change the underlined entries to your office codes, the system abbreviation, and date.

*

Figure 14-16
Continued

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized - blank masters available from local FMO)

*

REAL ESTATE SCHEDULE/COST AND PERFORMANCE - FISCAL YEAR 19
(ER 405-1-12)

REQUIREMENTS CONTROL SYMBOL
DAEN-RE-10(R5)

TO: CDR USACE (CERE-PR)
WASH DC 10314-1000

FROM:

CHECK ONE: ☐ ARMY ☐ AIR FORCE ☐ CIVIL WORKS ☐ OTHER *(Specify)*

AS OF DATE:

NOTE: Report UNITS and DOLLARS on Cumulative Basis
DOLLARS in THOUSANDS

ITEM NO	ACTIVITY	1st QUARTER				2nd QUARTER				3rd QUARTER				4th QUARTER			
		UNITS		DOLLARS		UNITS		DOLLARS		UNITS		DOLLARS		UNITS		DOLLARS	
		SCHED	ACTUAL	SCHED	ACTUAL	SCHED	ACTUAL	SCHED	ACTUAL	SCHED	ACTUAL	SCHED	ACTUAL	SCHED	ACTUAL	SCHED	ACTUAL
1	PROJECT PLANNING																
a	PRE-AUTHORIZATION																
b	POST-AUTHORIZATION																
2	ACQUISITIONS																
a	ATTORNEY'S OPINIONS																
b	ALL OTHER																
3	CONDEMNATION																
4	INLEASING																
a	RECRUITING																
b	NON-RECRUITING																
5	APPRAISAL																
a	STAFF																
b	CONTRACT																
6	RELOCATION ASSISTANCE																
a	PL91-646																
b	HOMEOWNERS ASSISTANCE PROGRAM																
c	EMPLOYEE RELOCATION ASSISTANCE																
7	COMPLIANCE INSPECTIONS																
a	MAJOR																
b	MINOR																
8	UTILIZATION INSPECTIONS																
a	MAJOR																
b	MINOR																
9	OUTGRANTS																
a	MAJOR																
b	MINOR																
10	DISPOSALS																
11	LOCAL COOPERATION																
12	TIMBER HARVESTING																
13	TEMPORARY PERMITS																
14	ENCROACHMENTS																
15	REAL ESTATE AUDITS																
16	OTHER ACTIVITIES																
17	DISTRICT OVERHEAD																

ENG FORM 4564-R, Oct 88 EDITION OF AUG 86 IS OBSOLETE. Page 1 of 2 Pages (Proponent CERE-PR)

Figure 14-17

*

*

REAL ESTATE SCHEDULE/COST AND PERFORMANCE - FISCAL YEAR 19

ITEM NO	ACTIVITY	1st QUARTER		2nd QUARTER		3rd QUARTER		4th QUARTER	
		UNITS	DOLLARS	UNITS	DOLLARS	UNITS	DOLLARS	UNITS	DOLLARS
		SCHEDULED	ACTUAL	SCHEDUALED	ACTUAL	SCHEDULED	ACTUAL	SCHEDULED	ACTUAL
18	PAYMENTS								
a	LAND								
b	RELOCATION ASSISTANCE								
c	DAMAGES								
d	RENTS								

REMARKS

(Reverse of ENG FORM 4564-R)

Page 2 of 2 Pages

Figure 14-17 (Cont'd)

*

FOR ILLUSTRATION PURPOSES ONLY
(Local reproduction authorized - blank masters available from local FMO)

REAL ESTATE PERSONNEL
REAL ESTATE ADMINISTRATION ACTIVITIES
(ER 405-1-12)

RCS: DAEN-RE-9(R7)
QUARTER ENDING:

TO: CDR USACE (CERE-PR)
WASH DC 20314-1000

FROM: *(Division or District)*

ITEM NO.	SECTION I - ACTIVITY	SECTION II - EQUIVALENT PERSONNEL OF TOTAL MANHOURS WORKED (CUMULATIVE)							
		ARMY	AIR FORCE	SUB-TOTAL	CIVIL WORKS	*	*	*	GRAND TOTAL
1	PROJECT PLANNING								
a	PRE-AUTHORIZATION								
b	POST-AUTHORIZATION								
2	ACQUISITION								
a	ATTORNEY'S OPINIONS								
b	ALL OTHER								
3	CONDEMNATION								
4	INLEASING								
a	RECRUITING								
b	NON-RECRUITING								
5	APPRAISAL								
a	STAFF								
b	CONTRACT								
6	RELOCATION ASSISTANCE								
a	PL 91-646								
b	HOMEOWNERS ASSISTANCE PROGRAM								
c	EMPLOYEE RELOCATION ASSISTANCE								
7	COMPLIANCE INSPECTIONS								
a	MAJOR								
b	MINOR								
8	UTILIZATION INSPECTIONS								
a	MAJOR								
b	MINOR								
9	OUTGRANTS								
a	MAJOR								
b	MINOR								
10	DISPOSALS								
11	LOCAL COOPERATION								
12	TIMBER HARVESTING								
13	TEMPORARY PERMITS								
14	ENCROACHMENTS								
15	REAL ESTATE AUDITS								
16	OTHER ACTIVITIES								
17	DISTRICT OVERHEAD								
	(CONTINUED ON REVERSE) TOTAL								

*Insert agency for whom work is being performed
**Insert name of office and strength in "Remarks" on reverse.

[1] *Personnel not accounted for elsewhere in the report.*

ENG FORM 1685-R, Oct 88 EDITION OF JAN 87 IS OBSOLETE. Page 1 of 2 Pages (Proponent: CERE-PR)

Figure 14-18

REAL ESTATE PERSONNEL
REAL ESTATE ADMINISTRATION ACTIVITIES
(Continued)

SECTION III - AUTHORIZED SPACES			SECTION IV - ACTUAL STRENGTH								
			REAL ESTATE EXEC OFFICE	ACQUISITION BRANCH	APPRAISAL BRANCH	LEASING BRANCH	MANAGEMENT & DISPOSAL BRANCH	PLANNING & CONTROL BRANCH	FIELD AND/ OR PROJECT OFFICES **	TOTAL	AVERAGE SALARY
18.	ARMY, DIRECT (O&MA)										
19.	ARMY, REIMB (TIMBER-O&MA)										
20.	AIR FORCE (MCA)										
21.	CIVIL WORKS										
22.	OTHER										

REMARKS

(Reverse of ENG FORM 1685 R)

(Page 2 of 2 Pages)

Figure 14-18 (Cont'd)