

**REAL ESTATE PERSONNEL AND ADMINISTRATION ACTIVITIES**

For use of this form, see ER 405-1-12; the proponent agency is CERE-PR.

RCS: DAEN-RE-9(R7)

1. QUARTER ENDING DATE (YYYYMMDD)

2. TO

3. FROM (Division or District)

**SECTION I - ACTIVITIES AND MANHOURS**

**SECTION I AND II NOTES:** \* INSERT AGENCY OF WHOM WORK IS BEING PERFORMED.

<sup>1</sup> PERSONNEL NOT ACCOUNTED FOR ELSEWHERE IN THE REPORT.

\*\* INSERT NAME OF OFFICE AND STRENGTH IN "REMARKS" BLOCK

ITEM NUMBER	a. ACTIVITY	b. EQUIVALENT PERSONNEL OF TOTAL MANHOURS WORKED (Cumulative)							
		(1) ARMY	(2) AIR FORCE	(3) SUB-TOTAL	(4) CIVIL WORKS	*(5)	*(6)	<sup>1</sup> *(7)	(8) GRAND TOTAL
1	PROJECT PLANNING								
1.1	PRE-AUTHORIZATION								
1.2	POST-AUTHORIZATION								
2	ACQUISITION								
2.1	ATTORNEY'S OPINIONS								
2.2	ALL OTHER								
3	CONDEMNATION								
4	INLEASING								
4.1	RECRUITING								
4.2	NON-RECRUITING								
5	APPRAISALS								
5.1	STAFF								
5.2	CONTRACT								
6	RELOCATION ASSISTANCE								
6.1	PUBLIC LAW - PL 91-646								
6.2	HOMEOWNERS ASSISTANCE PROGRAM								
6.3	EMPLOYEE RELOCATION ASSISTANCE								
7	COMPLIANCE INSPECTIONS								
7.1	MAJOR								

**SECTION I - ACTIVITIES AND MANHOURS** *(Continuation)*

ITEM NUMBER	a.  ACTIVITY	b. EQUIVALENT PERSONNEL OF TOTAL MANHOURS WORKED <i>(Cumulative)</i>							
		(1) ARMY	(2) AIR FORCE	(3) SUB-TOTAL	(4) CIVIL WORKS	*(5)	*(6)	1*(7)	(8) GRAND TOTAL
7.2	MINOR								
8	UTILIZATION INSPECTIONS								
8.1	MAJOR								
8.2	MINOR								
9	OUTGRANTS								
9.1	MAJOR								
9.2	MINOR								
10	DISPOSAL								
11	LOCAL COOPERATION								
12	TIMBER HARVESTING								
13	TEMPORARY PERMITS								
14	ENCROACHMENTS								
15	REAL ESTATE AUDITS								
16	OTHER ACTIVITIES								
17	DISTRICT OVERHEAD								
	(9) COLUMN TOTALS								

**SECTION II - AUTHORIZED SPACES AND ACTUAL STRENGTH**

ITEM NUMBER	a.  AUTHORIZED SPACES	b. ACTUAL STRENGTH								
		(1) REAL ESTATE EXEC. OFF.	(2) ACQUISITION BRANCH	(3) APPRAISAL BRANCH	(4) LEASING BRANCH	(5) MANAGEMENT AND DISPOSAL BRANCH	(6) PLANNING AND CONTROL	(7) FIELD AND OR PROJECT OFFICES**	(8) TOTAL	(9) AVERAGE SALARY
1	ARMY, DIRECT <i>(O&amp;MA)</i>									
2	ARMY, REIMBURSEMENT <i>(Timber-O&amp;MA)</i>									
3	AIR FORCE <i>(MCA)</i>									
4	CIVIL WORKS									
5	OTHER <i>(Specify)</i>									
	(10) COLUMN TOTALS									

6. REMARKS