



NASA Procedural Requirements

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COMPLIANCE IS MANDATORY

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Change History

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1	09/1/03	Directive revalidated. Corrections/changes made to P.3. Authorities and P.4 . References. Correction made to OIC title; change is from "Associate" to "Assistant"

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Preface

P.1 PURPOSE

This NPR provides a ready reference to policy and requirements for the management and utilization of NASA Real Property assets. The document is designed to provide uniform and orderly processes for meeting NASA's strategic and infrastructure Real Property needs against a background of reinvention and fundamental changes to management approach.

As the asset management reengineering proceeds, successive revisions to this document will reflect the most current approach to these fundamental processes. To provide NASA procedures and requirements during the transition from past management processes, this NPR contains much of the text from existing implementation manuals, form instructions, and other documents arranged into chapters based on the current understanding of the core process of asset management.

The specific instructions on the recordkeeping forms, the data required for their completion and the codes to be used, have been arranged in appendices to the process oriented chapters. This is to allow more convenient reference and updating of individual appendices as details of the subprocesses and activities evolve.

This NPR also introduces reference to automatic data processing systems to assist in the accurate compilation, analysis, and reporting of Real Property and Facility Utilization data. In general, however, NASA's formal Real Property records will continue to be hard copy documents as required by statutes, regulations, and prudent legal considerations.

P.2 APPLICABILITY

This NPR is applicable to all real estate under NASA ownership or control, including the Jet Propulsion Laboratory and all other contractor-held NASA real property. It is to be implemented by NASA Headquarters, NASA Centers, including Component Facilities, and by the Jet Propulsion Laboratory and other NASA contractors to the extent specified in their contracts. Real estate matters involving foreign locations are to be processed by NASA Senior Management officials through the U.S. Department of State. However, the provisions of this NPR do not apply to property leased by NASA within the District of Columbia, since such property is under the cognizance of the General Services Administration.

P.3 AUTHORITY

- a. 42 U.S.C. 2473 (c), 2476a and 2459, Sections 203(c), 207 and 309 of the National Aeronautics and Space Act of 1958, as amended.
- b. 42 U.S.C. 2473d, Use of abandoned and underutilized buildings, grounds, and facilities.
- c. 40 U.S.C. 319-319c, (authorizing Federal agencies to grant easements under certain conditions).
- d. 40 U.S.C. 483 and 484, Sections 202 and 203 of the Federal Property and Administrative Services Act of 1949, as amended.

e. 7 U.S.C. 2204b-1, (formerly Section 601 of the Rural Development Act (RDA) of 1972, as amended. of 1972, as amended.

f. 42 U.S.C. 4601 et seq., the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

g. Public Law 104-106, Sections 5001-5703, the Information Technology Management Reform Act of 1996.

h. 41 CFR Parts 101-3, 101-17, 101-20, 101-47, General Services Administration, Real Property Management Regulations.

i. 14 CFR Part 1204 Sections 501, 503, and 504, NASA regulations.

j. 14 CFR Part 1208, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.

k. 49 CFR Part 24, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.

P.4 REFERENCES

a. 40 U.S.C. 255, Approval of title prior to Federal land purchases.

b. Financial Management Manual (FMM) 9021-4, Definitions.

c. FMM 9252, Real Property Accounting.

d. NPD 8800.14, Policy for Real Property Management.

e. NPR 8820.2, Facility Project Implementation Handbook.

f. NPD 8500.1, NASA Environmental Management

g. NPR 8580.1, Implementing the National Environmental Policy Act and Executive Order 11214.

P.5 CANCELLATION

a. NHB 7234.2, Facilities Utilization Program Implementation Handbook, dated July 10, 1987.

b. NHB 8800.15, Real Estate Management Program Implementation Handbook dated October 1991.

c. NASA Form 1134, Instructions and Real Property Codes for Completing NASA Forms 844, 845, 846, 847 and 1045.

d. NHB 8811.8, Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.

/s/ Jeffrey E. Sutton
Assistant Administrator for
Institutional and Corporate Management

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CHAPTER 1. Stewardship of Real Property, Physical Accountability Recording, and Reporting

1.1. Introduction

This chapter prescribes the procedures for adequate and consistent controls over all NASA-owned Real Property including that located at tracking stations and that in the possession of contractors. It describes the way in which these stewardship controls will be exercised and the relationships of financial property records with more detailed individual property records maintained by property officers and contractors. It also covers the basic authorities, principles, and procedures under which control and accountability of Real Property will be maintained for the purpose of recording the dollar value of NASA-owned Real Property.

1.2. Definitions

1.2.1. The following key words and their meanings are used in this NPR:

1.2.1.1. Real Property. For the purpose of this NPR, Real Property means land, buildings, structures, utilities systems, and improvements and appurtenances thereto, permanently annexed to land. The term "Real Property" also includes installed collateral equipment (i.e., building type equipment) as defined in NASA Financial Management Manual (FMM) 9021-4 and the end items listed under Facilities Classification Code Group 630. (See appendix C.) Real Property records will be maintained for all property transactions over \$5,000. Only those transactions required by FMM 9252-3 need to be reported to the General Ledger.

1.2.1.2. Leasehold Improvements. Includes NASA-funded costs of long-term capital improvements (more than 3 years) to leases, rights, interests, and privileges relating to land not owned by NASA, such as easements, right-of-ways, permits, use agreements, water rights, air rights, and mineral rights. The cost of short-term (3 years or less) rights, interests, and privileges relating to such land will be charged to the operating cost of a facility project as appropriate. Leasehold improvements also includes NASA-funded costs of improvements (as determined by FMM 9252-3 and determined to be a capital asset in accordance with FMM 9252-3) made to land, buildings, and other structures and facilities not owned by NASA. A single improvement will not be accomplished in increments (as determined by FMM 9252-3) in order to avoid adjustment to the Real Property inventory records. Entries on the respective NASA Form 847 (see Appendix A for sample form) must be susceptible to separate identification of transactions applicable to the following: (1) rights, interests, and privileges relating to land; (2) improvements to buildings; and (3) improvements to other structures and facilities. However, the cost of NASA-owned buildings and other structures and facilities and improvements thereto, (that meet the criteria for capitalization) located on land not owned by NASA will be recorded on the NASA Form 845 or 846, as appropriate. (See appendix A for sample forms.)

1.2.1.3. Leased Property. Property under the control of NASA through lease, administrative agreement, temporary permit, licensee, or other arrangements.

1.2.1.4. Holding Agency. The agency responsible and accountable for property purchased for the United States from its appropriated funds or acquired by transfer from other Government agencies, donations, or otherwise, including reporting responsibilities for such property to GSA.

1.2.1.5. Easement. An acquired privilege or right of use or enjoyment that one may have in the land of another, e.g., an easement for road or highway purposes, construction, and maintenance of utility lines.

1.2.1.6. Real Property Accountable Officer. A Government employee designated by proper authority to be responsible for establishment of records and maintenance of physical accountability for the Real Property charged to the accountable area or jurisdiction.

1.2.1.7. Real Property Under Management Control. The property for which NASA is the holding Agency or for which NASA has custody and control.

1.2.1.8. Excess Real Property. Real Property under NASA control for which there is no current or foreseeable NASA requirement as determined by the reporting Center and approved by the Director, Facilities Engineering Division, Office of Management Systems and Facilities, NASA Headquarters, or designee.

1.3. Real Property Accountability

1.3.1. Center Directors and the Manager, NASA Management Office--JPL signate, in writing, a Real Property Accountable Officer responsible for Real Property matters as set forth in paragraph 1.3.2.

1.3.1.1. Copies of the designations will be furnished to the following: the employee assigned, the financial management office responsible for maintaining general ledger control accounts of the property, and the Facilities Engineering Division, NASA Headquarters.

1.3.2. The Real Property Accountable Officer is responsible for the following:

1.3.2.1. Maintaining detailed inventory records for all Real Property under the management control of the NASA Installation.

1.3.2.2. Establishing controls necessary to ensure that Real Property inventory records are kept current.

1.3.2.3. Advising and assisting operating staff regarding Real Property accountability matters.

1.3.2.4. Directing periodic physical inventory and reconciling property records with applicable fixed asset subsidiary ledger accounts.

1.3.2.5. Preparing Real Property inventory management reports required by local management and NASA policy.

1.3.2.6. Developing and sponsoring the establishment of Center guidance and procedures as required to ensure compliance with applicable laws, regulations, and NASA policy.

1.3.2.7. Maintaining contact and coordination with NASA Headquarters, NASA Centers, Army Corps of Engineers, and other Government agency representatives relative to Real Property accountable transactions and supporting documents, as required.

1.4. Classification of Real Property

1.4.1. For purposes of general classification, NASA Real Property will be identified according to the following four categories that are consistent with the GSA Real Property reporting system and the NASA fixed asset financial accounting system:

1.4.1.1. Land. Includes costs of land, mineral, and water rights when land is acquired in fee simple; the costs incidental to the acquisition and improvement thereto, as outlined in FMM 9252-3, and which meet the criteria for capitalization in FMM 9252-3.

1.4.1.2. Buildings. Includes costs of buildings, improvements to buildings, and the fixed equipment that is normally required for the functional use of the building and becomes permanently attached to and made a part of the building that cannot be removed without cutting into the walls, ceilings, or floors, such as plumbing, heating, and lighting equipment, elevators, central air conditioning systems, and built-in safes and vaults. Also included is all equipment of any type built in, affixed to, or installed in Real Property in such a manner that the installation cost, including special foundations or unique utilities for services, or the facility restoration cost after removal, is substantial.

1.4.1.3. Other Structures and Facilities. Includes costs of acquisitions and improvements of other structures and facilities such as airfield pavements, harbor and port facilities; power production facilities and distribution systems; reclamation and irrigation facilities; flood control and navigation aids, storage, industrial service, and research and development facilities other than buildings; utility systems (heating, sewage, water, and electrical) when they serve several buildings and/or structures; communications systems; traffic aids, roads, and bridges; railroads; monuments and memorials; and other nonstructural improvements such as sidewalks, parking areas, and fences. This also includes all equipment of any type built in, affixed to, or installed in such a manner that the installation cost, including special foundations or unique utilities or services, or the facility restoration cost after removal, is substantial.

1.4.1.4. Leasehold Improvements. Includes improvements made by or on behalf of NASA to leased land, buildings, other structures and facilities, easements, and rights of way.

1.4.2. Facility Classification Codes. The uniform coding system used for the detailed facility classification of NASA Real Property is set forth in the instructions for preparing NASA forms (Appendix A), and in Appendix C. In addition, the instructions provide a cross-reference from the NASA Facility Classification Code to the GSA usage code and to the NASA fixed asset subsidiary account code.

1.5. Real Property Records

1.5.1. Recording of Real Property. All Real Property under the management control of NASA Centers and component facilities will be recorded on the following NASA forms:

844 Real Property Record - Land

845 Real Property Record - Buildings

845A Transactions Completed - Additions/Deletions (Continuation Sheet for Item 26 NASA Form 845)

846 Real Property Record - Other Structures and Facilities

846A Transactions Completed-Additions/Deletions (Continuation Sheet for Item 18 NASA Form 846)

847 Real Property Record - Leasehold Improvements

1045 Real Property Transaction Voucher

Sample forms, detailed instructions for the preparation of these forms, and the Facility Classification Codes are set forth in appendices A and C.

1.5.1.1. Real Property Data System. The Real Property Inventory (RPI), a NASA-wide data system for Real Property, has been established by the NASA Headquarters, Facilities Engineering Division. The RPI serves as an easy-to-use automated method for maintaining and reporting Real Property data using the World Wide Web. The data forms, codes, and procedures used in the RPI generally conform to this NPR. Printed outputs from the RPI can be used instead of printed forms, at the convenience and discretion of the individual Real Property Accountable Officer. Access to the RPI, and current information on its functionality can be obtained from NASA Headquarters, Facilities Engineering Division.

1.5.2. Establishment of Real Property Record Files. Real Property record files will be established according to classification set forth in paragraph 1.4 of this chapter. Copies of all documents pertaining to Real Property transactions, such as acquisition, disposal, leases, permits, will be included in the files. When necessary, the Real Property Accountable Officer will have access to the supporting documents such as maps, plans, blueprints, drawings, specifications, and other documents that relate to the Real Property record files and serve as subsidiary records to the general ledger control account. Close coordination between the fiscal or financial management office and the Real Property Accountable Officer is essential to ensure that records and accounts remain in balance. Pursuant to NASA Financial Management Manual 9252-5, record balances for capitalized Real Property will be reconciled with the financial accounts at least semiannually.

1.5.3. Maintenance of Real Property Record Files. Real Property record files will be maintained on a current basis, i.e., by posting changes as they occur and by incorporating supporting documentation in the files. Examples of transactions involved in establishing and maintaining property records are as follows:

1.5.3.1. Acquisition. The acquisition of Real Property or interests therein, necessitates an addition to the Real Property records.

1.5.3.2. Disposals. The disposal of a Real Property item will require a deletion in the Real Property records when processed and the disposal has been completed.

1.5.3.3. New Construction. The accomplishment of new construction necessitates an addition to the Real Property records. This addition should be made at the time of beneficial occupancy, physical or financial completion of a facility, or when title is vested in NASA, whichever occurs first. FMM 9253 also prescribes the criteria and procedures for closing facility project costs to the fixed asset General Ledger accounts with coordination between the project manager, the

Real Property Accountable Officer, and the Financial Management or Fiscal Officer to ensure that the respective record balances for capitalized Real Property are in agreement.

1.5.3.4. Addition, Extension, or Expansion of an Existing Facility. A physical increase to a Real Property facility which adds to the overall dimensions of the facility necessitates an addition to the Real Property records.

1.5.3.5. Alterations and Modifications. Work required to adjust arrangements or other physical characteristics of an existing facility so that it may be more effectively adapted to, or utilized for, its designated purpose will necessitate an adjustment of the Real Property records when the total cost (as determined by FMM 9352-3) or more where it has been determined that the alteration or modification is a capital improvement.

1.5.3.6. Installation Removal, or Replacement of Collateral Equipment. The installation or removal of a complete item of collateral equipment will necessitate an adjustment to the Real Property records when the acquisition cost of the item is as determined by FMM 9252-3 or more. The replacement of an installed property item will necessitate both debit and credit adjustment to the Real Property records when the acquisition cost of either the item being removed or the replacement item is (as determined by FMM 9252-3) or more. Installation costs are to be excluded in these instances.

1.5.3.7. Real Property Utilized Under Lease, Permit, License, Agreement, and Easement. Real Property records will be prepared for property utilized by NASA in accordance with executed leases, permits, licenses, agreements, and easements. NASA Form 844, 845, or 846 will be prepared as appropriate to document these transactions. NASA-funded improvements made to such property that meet the capitalization criteria set forth in FMM 9252-3 will be recorded as Leasehold Improvements and recorded on NASA Form 847.

1.5.3.8. Outgrants. The Real Property records will be annotated and documented in all cases involving outgrants for the use of NASA property by other parties. Real Property so granted will, during the term of the grant, be considered part of the NASA-owned Real Property and will be reported as such.

1.5.3.9. Adjustments. Any discrepancies revealed as a result of either the semiannual reconciliation with the fiscal accounts or the triennial physical inventory will require an adjustment to the records.

1.5.3.10. A single improvement will not be accomplished in increments of less than \$5,000 in order to avoid adjustment to the Real Property inventory records. Entries on the respective NASA Form 847 must be susceptible to separate identification of transactions applicable to the following: (1) rights, interests, and privileges relating to land; (2) improvements to buildings; and (3) improvements to other structures and facilities. However, the cost of NASA owned buildings and other structures and facilities and improvements thereto, (that meet the criteria for capitalization) located on land not owned by NASA will be recorded on the NASA Form 845 or 846, as appropriate.

1.5.4. Transfer and/or Notification of Acceptance of Accountability of Real Property is as follows:

1.5.4.1. NASA Form 1046, "Transfer and/or Notification of Acceptance of Accountability of Real Property" (see Appendix A for sample form), will be prepared for the transfer and acceptance of

accountability of Real Property. However, when an acquisition or improvement is accomplished by the Army Corps of Engineers or the Naval Facilities Engineering Command for NASA, "Transfer and Acceptance of Military Real Property" DD Form 1354 (see Appendix A for sample form) may be used for such transfer and acceptance of Real Property.

1.5.4.2. These forms (NASA Form 1046 and DD Form 1354) are to be used primarily for the following: (1) effecting transfers of Real Property between NASA Centers, and between NASA Centers and other Government agencies; and (2) providing the Installation Real Property Accountable Officer with documentation of acceptance by the appropriate Center representative of work performed by a contractor or by NASA personnel involving construction (including modification, alteration, or other capital improvement to Real Property). (See FMM 9252-3.)

1.5.4.3. Upon acceptance of the Real Property or the work performed by a contractor or NASA personnel, the NASA representative responsible for monitoring the acquisition or improvement will, within 30 calendar days, complete and forward NASA Form 1046 to the Real Property Accountable Officer.

1.5.4.4. In cases involving acquisition or improvement performed by the Army Corps of Engineers or the Naval Facilities Engineering Command, the NASA representative responsible for monitoring the acquisition or improvement will, prior to acquisition or improvement, and prior to recommending acceptance by NASA, ensure that the data provided on the DD Form 1354 meets the Center requirements to adequately describe the work completed. The executed copy of the DD Form 1354 will be held by the Real Property Accountable Officer.

1.5.4.5. The type of acceptance will be annotated in "Remarks," Item 17 on NASA Form 1046. One of the following three types of acceptance transactions may be used:

a. Accountability Acceptance. This type of acceptance gives complete ownership to NASA and custody of the Real Property to the using Center. All Real Property transferred between Centers, or to a Center, shall be accepted in the following manner: (1) construction was in accordance with the plans and specifications; therefore (2) all construction deficiencies noted and listed on the NASA Form 1046 or DD Form 1354 have been corrected; or (3) the construction agency or contractor acknowledges the listed deficiencies, and assures corrective action within the limits of the contract.

b. Conditional Acceptance. This is less than accountability acceptance and is a limited acceptance subject to any conditions stated on NASA Form 1046 or DD Form 1354 and is to be used when (1) disagreement exists as to the existence of and/or the need for correction of deficiencies which preclude accountability acceptance, or (2) the physical plant and its systems cannot be operationally tested or checked out at the time of inspections under design conditions.

c. Beneficial Occupancy. This is a very limited acceptance and involves the use of facilities by NASA, in whole or in part, before they have been fully completed.

1.5.4.6. Where DD Form 1354 has been executed on the basis of either "Conditional Acceptance" or "Beneficial Occupancy," a supplemental NASA Form 1046 or DD Form 1354 will be executed upon final completion of the facilities and full accountability accepted.

1.5.5. Property Transaction Voucher. The Real Property transactions will be recorded, as appropriate, on NASA Form 1045. The Real Property Accountable Officer will establish each fiscal year a series of numbers which will be assigned consecutively to each Real Property transaction voucher. Each number will be prefixed by the last two digits of the fiscal year. A copy of each transaction voucher will be forwarded to the fiscal or financial management office upon completion of each transaction that affects the general ledger fixed assets subsidiary accounts. A voucher register will be established for recording each voucher number, date, and type of transaction, and any other information determined necessary.

1.6. Physical Inventory

1.6.1. At least once every 3 years, a physical inventory will be taken of all Real Property. Where the Real Property is such as to make a complete inventory at one time a difficult job, the inventory may be taken on a cycle basis, scheduled in such a manner that the complete inventory will be accomplished every 3 years. A yearly statement, setting forth the status of the inventory, will be filed with the Real Property records.

1.6.2. Visual inspections will be made to ensure that items are correctly recorded and that any additions to, or deletions from, the original buildings or structures have been properly recorded. Detailed measurements other than those necessary to correct obvious errors need not be taken during inventories.

1.6.3. As an inventory of a building or structure is completed, the applicable property record (NASA Forms 845, 846, and 847) will be annotated to show the inventory date and any adjustments (i.e., increase or decrease) affecting the capitalized inventory value. A written summary review record will be prepared at the end of a complete inventory of Real Property at a Center. The summary will identify by name and number all buildings and structures inventoried, the date inventoried, and the value of the adjustments resulting from the inventory. The summary record will be retained by the Real Property Accountable Officer as part of the Real Property record documentation.

1.7. Maintenance of a Central Depository for Real Property Documents

1.7. The Facilities Engineering Division, NASA Headquarters, is the central NASA office for maintaining complete records of Real Property acquisition or disposal documents as follows:

1.7.1. Preliminary and final title opinions (and related papers) of the Attorney General (the original).

1.7.2. Ingrant use permits, agreements (the original).

1.7.3. Easements (the original).

1.7.4. Leases (one copy).

1.7.5. Outgrants (the original).

1.7.6. Foreign acquisition (one copy).

Centers will ensure that the required signed originals and signed copies of these Real Property documents are furnished to the Facilities Engineering Division, NASA Headquarters.

1.8. Reporting Requirements

1.8.1 NASA Centers and Component Facilities, reporting directly to an Institutional Associate Administrator at Headquarters, will submit to the Facilities Engineering and Real Property Division, NASA Headquarters, under appropriate letter of transmittal, the following reports for Real Property under their management and accountability control (see appendix A for sample forms).

FORM REPORT TITLE DUE DATE

GSA 1166 Annual Report of Real Property Owned by Nov. 5
(Revised 1-84) or Leased to the United States as of Sept. 30
(RCS 10-0000-00513)

NASA 1515 Report of Real Property Disposal Actions Dec. 1
Accomplished during Fiscal Year ending Sept. 30
(RCS 10-0000-00516)

NASA 1516 Annual Inventory Report of NASA Controlled Nov. 15
Trailers - As of Sept. 30
(RCS 10-0000-00154)

These reports must include all NASA owned Real Property, both in-house and in the possession of contractors. The data contained in these reports will be used to fulfill both congressional and regulatory Agency reporting requirements. Therefore, it is of extreme importance that the reports be accurately prepared. To preclude possible duplication or omissions in reporting, close coordination should be effected between the Center Real Property Accountable Officer, the Industrial Property Specialists, and the appropriate Department of Defense (DoD) or NASA Center representative responsible for property administration at locations involving Real Property jointly owned by the DoD and NASA.

1.8.2. The letter transmitting these reports must include a certification that the monetary values reported on the annual reports (see Appendix A, GSA Form 1166) for capitalized Real Property are in agreement with the general ledger subsidiary Real Property type accounts for each location as of September 30. Both the Real Property Accountable Officer and the Financial Management Officer are responsible for approving these reports.

1.8.3. The Real Property Data System will be used for submission of the GSA Form 1166 Report. The Real Property Accountable Officer needs to certify that the data in the RPI records is fully coordinated and correctly balances with other Center Records no later than September 30 of each year.

1.9. Implementation

1.9.1. Center procedures, properly implemented, will ensure that all property transaction documents affecting Real Property records are processed in accordance with the provisions of this chapter. One copy of the implementing instructions will be furnished to the Facilities

Engineering and Real Property Division, NASA Headquarters. The provisions of paragraph 1.8.1. in this chapter are also applicable to NASA owned Real Property in possession of contractors, the physical accountability and recording of which are set forth in subpart 18-45.5 of the NASA Federal Acquisition Regulation Supplement.

CHAPTER 2. Acquisition of Real Property

2.1. Introduction

The justifiable acquisition of NASA real estate may take the form of many unique real estate instruments. NASA must comply with the provisions of 42 U.S.C. 2473d, which require investigating the use of abandoned and underutilized buildings, grounds, and facilities in depressed communities. The Agency is also required to obtain a Department of Justice title opinion for Federal acquisitions (40 U. S. C. 255). Personnel authorized to take such actions under the provisions of 14 CFR 1204.501, 1204.503, and 1204.504 must first obtain approval from the Director, Facilities Engineering and Real Property Division, Office of Institutional and Corporate Management, NASA Headquarters. Approval is limited to the following acquisition actions:

2.1.1. Signs or accepts delivery of any documents, such as options, deeds (including deeds for assessments and rights of way), transfer instruments, agreements, leases, permits, licenses, rights of entry and amendments, supplements, renewals, or changes thereto, when such signature or acceptance conveys any interest or use rights in Real Property to NASA.

2.1.2. Requests from other Federal agencies to acquire for or transfer to NASA Real Property including any interest and use rights therein.

2.1.3. Submits applications for withdrawals, reservations, and restrictions of public domain lands.

2.1.4. Personnel authorized to take these actions cannot reassign the function except by virtue of succession. This prohibition does not apply to the signing of local receipts for the purpose of accepting custody and accountability of property. However, such receipts are usually signed by the appropriate Installation Real Property Accountable Officer.

2.2. Procedures for Obtaining Approval

2.2.1. Requests for approval to take Real Property acquisition actions will be forwarded to the Director, Facilities Engineering and Real Property Division, NASA Headquarters, by the Center Director. The Director, Facilities Engineering and Real Property Division assumes responsibility for coordinating with and obtaining the concurrence of Strategic Enterprises, Institutional Program Offices, the Capitol Investment Council, and other NASA Senior Management officials as appropriate.

2.2.2. Centers requesting approval for Real Property acquisitions will furnish a detailed justification to allow the determination to be made by NASA Senior Management officials. The following information is normally required to support a Real Property acquisition:

2.2.2.1. Identity and location of required Real Property.

2.2.2.2. Detailed description of property. Attach brochures, maps, charts, drawings, or photos needed in support of the acquisition.

2.2.2.3. Complete justification for the acquisition. State whether this is the total acquisition needed to meet the requirement in amount of equipment, space, acreage, and duration of occupancy.

2.2.2.4. Proposed utilization. Give square foot allowances per person and per various items of equipment. Account for utilization of all other space. Explain proposed land use in detail.

2.2.2.5. Availability of other sites, both Government and non-Government owned. Give criteria used in site selection. Compare advantages of requested site over sites rejected.

2.2.2.6. Justification of method of acquisition. Compare method proposed with all possible alternatives. If contractor will use facility, compare advantages of NASA acquisition with contractor acquisition.

2.2.2.7. Adverse consequences. Anticipate possible future disadvantages of this acquisition and any means of amelioration.

2.2.2.8. Attitude of community.

2.2.2.9. Attitude of owner. State whether condemnation is a possibility.

2.2.2.10. Plans for staffing.

2.2.2.11. Costs of acquisition. Breakdown costs to show other charges, if any, included. Explain. Include other costs that may be incurred in the foreseeable future such as rehabilitation, alteration, and repair. Identify source of funds.

2.2.2.12. Projection of estimated annual operation and maintenance costs.

2.2.2.13. Additional material or equipment needed. Identify the type and amount of severable or collateral equipment to be acquired either by transfer or purchase for use in conjunction with the Real Property being proposed for acquisition. Explain whether transfer is on a reimbursable or nonreimbursable basis. Include projection of estimated annual costs for operation and maintenance of the equipment.

2.2.2.14. Significant variations, if any, from standard Government Real Property acquisition document.

2.2.2.15. Explanation of how NASA is meeting the requirement at the present time, e.g., prior to the requested acquisition.

2.2.2.16. Evaluation of effect on NASA programs if request is not approved.

2.2.2.17. Proposed timetable and steps in acquisition process. Justify any requirement to adhere to a particular timetable. Give reasons, if any, for unusual steps in acquisition process.

2.2.2.18. Explain any contingencies that would prevent or delay consummation of the acquisition if approved. Explain contingencies that could require reversal of decision to acquire.

2.2.3. For any Real Property acquisition actions proposed or in process, the Center shall ensure that feedback is provided to keep the Director, Facilities Engineering and Real Property Division, fully and currently informed of significant actions or problems related to the acquisition.

2.3. Environmental Consideration

2.3.1 Real Property acquisitions, particularly those involving real estate transactions, shall be coordinated with the Center Environmental Office as early as possible to ensure that environmental requirements and potential liabilities are addressed in accordance with NPD 8800.16. Environmental documentation should include the following:

2.3.1.1. An Environmental Baseline Survey that reviews the operational history of the Real Property to identify potential environmental issues including, but not limited to, hazardous substance activities, equipment containing polychlorinated biphenyls, asbestos containing materials, underground storage tank systems, wetlands, and floodplains. In many cases, required remediation will need to be completed prior to the actual transfer of the property.

2.3.2.2. National Environmental Policy Act documentation to assess potential environmental impacts of the action in accordance with NPR 8840.1. An Environmental Assessment or Environmental Impact Statement may be required.

2.4. Safety Consideration

2.4.1. Real Property acquisitions shall be coordinated with the Center Safety and Mission Assurance (SMA) office as early as possible to ensure that all safety hazards, issues, and concerns have been identified and addressed. Safety documentation should include a Safety Baseline Survey that reviews the operational safety history of the Real Property to identify potential safety hazards and concerns related, but not limited to, facility safety, fire protection, confined space entry, nuclear safety, radiation protection, explosives and pressurized systems. This may result from reviewing past records of Safety and/or Facility Deficiencies Inspections. In many cases, required abatement actions will need to be completed prior to the actual transfer of the property.

2.5. Consideration of Rural Areas for New Offices and Other Facilities

2.5.1. Section 601 of the Rural Development Act (RDA) of 1972, as amended, 42 U.S.C. 3122 (b), requires Federal agencies to give first priority to the location of new offices and other facilities in rural areas. Rural areas are defined as any areas outside the outer boundary of a city having a population of 50,000 or more and outside that city's immediately adjacent urbanized and urbanizing areas with a population density of more than 100 persons per square mile.

2.5.1.1. The RDA was established to provide for the planning, financing, and development of facilities and services in rural areas that contribute to making these areas desirable places in which to live and make private and business investments; the planning, development, and expansion of business and industry in rural areas to provide increased employment and income;

the planning, development, conservation, and use of land, water, and other natural resources of rural areas to maintain or enhance the quality of the environment for people and business in rural areas; and processes and procedures that have said objectives as their major purpose.

2.5.1.2. The RDA is applicable to NASA offices, buildings, other structures and facilities, and locations assigned to NASA by the General Services Administration where NASA personnel will be housed or perform their official duties on a full-time basis.

2.5.1.3. If new NASA facilities are to be located in an other than rural area, a basis for exclusion or an adequate justification for an exception to the requirement must be provided in the acquisition request. The following circumstances provide a basis for exclusion of consideration from the RDA:

2.5.2.1. Vacant site acquisitions for which no construction contracts are contemplated.

2.5.2.2. Additions to or changes in presently occupied offices or other facilities if program is unchanged.

2.5.2.3. Offices or other facilities acquired for temporary occupancy of less than 1 year.

2.5.2.4. Lease renewals.

2.5.3. In the absence of a basis for exclusion, requests for the acquisition of Real Property or interests therein must include information required to justify an exception to the requirements of the RDA. This information should include the following:

2.5.3.1. Reasons why office or other facility must be located at chosen site. If the chosen site is to be approved, these reasons must be strong enough to override the requirement that first priority be given to locating in rural areas.

2.5.3.2. Efforts made to locate in a rural area.

2.5.3.3. Effects on project or program if location is changed to a rural area.

2.5.3.4. Scheduled date for signature of the lease, contract to buy, or construction contract; for assignment of space by the General Services Administration; or for filing of a condemnation action.

2.5.3.5. Total number of employees expected to be at the new location when fully staffed. Give breakdown to include local hires and contractor personnel.

2.5.4. When information intended to justify an exception is submitted with an acquisition, the Director, Facilities Engineering and Real Property Division, Office of Institutional and Corporate Management, in consultation with other management officials and staff members as may be appropriate, will decide whether considerations are present that will override the requirement to locate in a rural area. The office requesting the exception will then be notified of the decision.

2.6. Consideration of Uniform Relocation Assistance

2.6.1. The Department of Transportation has promulgated the rule entitled "Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs" in 49 CFR Part 24, which is also referenced by NASA regulations in 14 CFR Part 1208. This rule requires that fair, consistent, and equitable treatment be provided to owners of Real Property to be acquired for Federal or federally assisted programs, as well as to persons displaced from their dwellings, businesses, or farms as a result of such acquisition.

2.6.2. Accordingly, if privately held Real Property is proposed to be acquired, then the request for acquisition must be accompanied by a justification of the proposed action, along with supporting documentation, including documentation that NASA legal counsel concurs in the proposed action.

CHAPTER 3. Maintaining Real Property Availability, Facilities Utilization Program

3.1. Introduction

3.1.1. The NASA Facilities Utilization Program (FUP) described in this chapter provides guidelines, procedures, and definitions for the review and reporting of the utilization of NASA facilities. The FUP is intended to ensure, to the extent practicable, that all facilities are put to their highest and best use, consistent with NASA programmatic and institutional priorities. The FUP should provide a timely reference point from which corrective actions may be taken, e.g., consolidation, elimination of duplication, improved utilization, or disposal.

3.1.2. Center Directors should designate an official responsible for coordinating the assignment of building spaces, and implementation of both the facilities utilization reviews and the annual report preparation. The individual designated shall be known as the "Facilities Utilization Officer" (FUO), although the titles used in the implementation of the Facilities Utilization Program may vary among Centers.

3.1.3. The FUP is designed to provide a uniform and orderly process for meeting and addressing the following objectives:

3.1.3.1. The establishment of sound facilities requirements to meet NASA's strategic and core capability needs.

3.1.3.2. The optimum allocation of available facilities and related resources to meet NASA's programmatic and institutional requirements.

3.1.3.3. The early identification of NASA facilities that may be or may become underutilized or excess to NASA needs.

3.1.3.4. The early identification and request for required additional facilities resources.

3.2. Guidelines for Annual Reviews and Reports (See appendix A for instructions and samples of the referenced forms)

3.2.1. The periodic comprehensive utilization reviews will include all Real Property under the cognizance of the installation conducting the reviews. Because of the importance of Real Property, special emphasis will be placed on the utilization review of building spaces, and major facilities utilization. The following special provisions will apply:

3.2.1.1. Buildings Space Utilization Report (NASA Form 1400) will include all NASA building spaces, leased space, and space occupied under permit or agreements with other Government agencies.

3.2.1.2. Major Facilities Utilization Report (NASA Form 1400A) will include only those technical and institutional facilities designated in accordance with paragraph 4.2.3 "Major Facilities." This report will provide a quantitative assessment of the level of use for the past year's reporting period. In addition, it will include a projected level of use for the current year's reporting period. The procedures to be followed in preparing these reports are described in the general instructions for the preparation of NASA Forms 1400A and 1400B. The purpose of this report is to show, in some reasonable measure, that such Real Property is, or will be, utilized regularly for current programs or projects of NASA. Alternatively, the report may indicate that such Real Property is either not needed or is underutilized in accordance with the annual review and reporting requirements of FPMR Subpart 101-47.8, "Identification of Unneeded Federal Real Property."

3.2.1.3. After preparing the NASA Forms 1400, 1400A, and 1400C, a utilization review will be made of the remaining Real Property inventory (land and minor facilities without building space). This report should include a written record of the review to be done in accordance with the guidelines specified in FPMR Subpart 101-47.8.

3.2.1.4. Any facility identified as unneeded or underutilized, as a result of the utilization reviews, will be reported on NASA Form 1400B, to the Director, Facilities Engineering and Real Property Division, NASA Headquarters, for consideration of possible use in other programs or for disposal authorization.

3.2.1.5. The data in NASA Form 1400, Form 1400A, Form 1400B, and Form 1400C reports should be as of the end of each fiscal year, i.e. September 30. Reports are due to the Director, Facilities Engineering and Real Property Division, Office of Institutional and Corporate Management, NASA Headquarters, by the succeeding December 30 of each year.

3.2.1.6. The letter transmitting the reports to NASA Headquarters should include the following: (1) A copy of the review record conducted in accordance with paragraph 4.3.1.3, along with a certification by the Center Director or Deputy, indicating that all NASA-controlled Real Property under the Center's cognizance, including that property that is owned, leased, and held under permit or other use agreement, has been reviewed. (2) Advice as to the action(s) to be taken on any property determined to be excess or underutilized should be included.

3.2.2. Automation of Facility Utilization reporting based on the NASA Form 1400 series is currently underway and is expected to enhance the reporting process described above. No fundamental changes in existing policy or reportable data have been made. A future requirement to break out building utilization by Strategic Enterprise rather than Center organization is contemplated to accommodate full-cost accounting processes. However, the submission of reports will, in general, be supplanted by a requirement to keep an on-line data base updated with periodic certification of accuracy by FUP's and by Center Management at the end of each fiscal year. Transition to the automated FUP data system and full cost accounting will be covered by policy letters and subsequent updates to this NPR.

3.3. Definitions of Terms Used in the NASA FUP

3.3.1. Facilities. For the purpose of the FUP, is defined as land, buildings, structures, utilities systems and improvements, and appurtenances thereto, permanently affixed to land. The term "facilities" is synonymous with "Real Property," which is further defined in NPD 8800.14.

Because "Real Property" as a term is associated more with accountability than usability, the term "facilities" is used in this chapter since it is more in keeping with the context of the FUP.

3.3.2. Buildings Space. The enclosed net usable area of a building, excluding custodial, circulation, mechanical, and construction areas.

3.3.3. Major Facilities. Large, complex technical and otherwise special institutions facilities that are representative of the Center's basic and essential capabilities. The identification process and reporting requirements are further described in paragraph 3.8.

3.3.4. Rooms. Interior spaces enclosed by walls and/or partitions and separate from other similar spaces by walls or partitions.

3.3.5. Offices. Rooms in which desk-type science, management, engineering, administration, design, or business activities are conducted; generally, single-story rooms characterized by desks, tables, chairs, files, bookcases, and small, generally portable office, scientific, or test equipment. This includes circulation space integral with secretarial offices.

3.3.6. Laboratories. Rooms in which electronic, chemistry, life science, medical, bioscience, physics, photographic, or other research, development, evaluation, or test activities are conducted. Laboratories are generally single-story rooms characterized by special utilities and built-in or portable instruments and equipment. Laboratory space may also include small office areas (desk space) incidental to the main laboratory activity.

3.3.7. Technical Space. Rooms in which assembly, instrumentation, test, checkout, launch, control, data reduction, computer, calibration, or similar activities are conducted. Technical space is characterized by large, installed and often sophisticated equipment and frequently by multistory or high bay features. Technical space may also include small, incidental office areas.

3.3.8. Conference Space. Rooms in which periodic or temporary seating or assembly of people is scheduled; includes class, lecture or training rooms, auditoriums, or similar activities. Conference space is characterized by the basic ability to seat personnel, coupled with the required training aids, media, or devices. Conference space integral with supervisory offices will be reported as office space.

3.3.9. Shop-Industrial. Rooms in which carpentry, electrical, plumbing, electronic, welding, metal working, or other trades are conducted. This includes maintenance, fabrication, manufacturing, or repair activities. Shop-industrial space is characterized by conventional machines and equipment peculiar to the shop or industrial environment. Shop-industrial space may also include small, incidental office areas.

3.3.10. Storage Space. Rooms in which files, film, tapes, supplies, or equipment not in use are stored; includes stock, warehousing, shipping, and receiving activities.

3.3.11. Miscellaneous Space. Areas in which activities, other than those previously classified, are conducted; includes visitor information, reception, libraries, banks, cafeterias, concessions, security, fire protection, post office, and similar activities.

3.3.12. Net Usable Area

3.3.12.1. The net usable area will be construed to mean the sum of all areas on all floors of a building comprising every type of space functionally usable by and assignable to, an occupant. In addition to space that obviously falls within this category, net usable area also includes auditoriums, computer rooms, cafeterias, concessions, conference rooms (joint use), credit union offices, garages, health units and first aid rooms, kitchens, loading platforms, telephone operator areas and telegraph operator rooms.

3.3.12.2. The areas excluded from the net usable areas consist of custodial, circulation, mechanical, and construction areas as further defined in paragraph 3.3.14.

3.3.12.3. The net usable area will be computed by measuring from face to face of the walls or partitions enclosing the area. When walls or partitions do not enclose areas of various use, measurements will be taken to an imaginary line that separates the areas.

3.3.12.4. No adjustments shall be made for minor projections or alcoves that would distort the net usable area of the building.

3.3.13. Gross Area

3.3.13.1. Gross area is the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, that have floor surfaces. Although gross areas are not in the FUP, the following bases for measurement are established in the event this type of information is required to support special project needs or to more easily determine net usable areas.

3.3.13.2. Gross area will be computed by measuring from face-to-face of the outside surface of exterior walls, disregarding cornices, pilasters, and buttresses that extend beyond the wall face.

3.3.13.3. Gross areas will include basements (except unexcavated portions), floored attics, garages, enclosed porches, penthouses and mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and main/common corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms will be included whether within or outside the exterior face lines of the building.

3.3.13.4. Open courts and light wells, or portions of upper floors eliminated by rooms or lobbies, that rise above single floor ceiling height, will not be included in the gross area, nor will unenclosed roofed over areas or floored surfaces with less than 6 feet 6 inches clear headroom be included unless they can be designated properly and used as either net usable, mechanical, circulation, or custodial areas.

3.3.14. Gross Area Classifications

3.3.14.1. Custodial Areas

a. Custodial area will be construed to mean the sum of all areas on all floors of a building used for building protection, care, maintenance, and operation.

b. Custodial areas will be computed by measuring from face to face of enclosing walls.

c. Custodial areas will include such areas as janitors' locker rooms, closets and storerooms, and building maintenance and operating engineer control areas.

3.3.14.2. Circulation Areas

a. Circulation areas will be construed to mean that portion of the gross area whether or not enclosed by partitions that is required for physical access to some subdivision of space.

b. Circulation areas will be computed by measuring from the inner faces of the walls or partitions that enclose horizontal spaces used for such purpose. When walls or partitions do not enclose such spaces, measurement will be taken from imaginary lines that conform as nearly as possible to the established circulation pattern of the building.

c. Circulation areas will include, but not be limited to, corridors (access, public, service, also "phantom" for large unpartitioned areas), elevator shafts, escalators, fire towers or stairs, stair wells (area at each floor level) and stair halls, loading platforms (except when required for operational reasons and, thus, included in net usable area), lobbies (elevator, entrance, public, also public vestibules), and tunnels and bridges (not mechanical).

d. When identifying corridor areas, only horizontal spaces required for general access will be included, not aisles that are normally used for circulation within offices or other working areas. No adjustment shall be made for minor projections or alcoves that would distort the actual net usable area of the building.

3.3.14.3. Mechanical Areas

a. Mechanical areas will be construed to mean that portion of the gross areas designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

b. Mechanical areas will be computed by measuring from face-to-face of the walls, partitions, or screens enclosing the area.

c. Mechanical areas will include, but not be limited to, air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public). No adjustment shall be made for minor projections or alcoves, which would distort the net usable area of the building.

3.3.14.4. Construction Areas

a. Construction areas will be construed to mean that portion of the gross area that cannot be put to use because of the presence of structural features of the building.

b. Precise computation of construction areas is not contemplated under these definitions— some construction features are included in the computation of other areas. However, total construction area will generally be determined by assuming it to be the residual area after the net usable, circulation, custodial, and mechanical areas have been subtracted from the gross area.

c. Examples of areas normally classified as construction areas are exterior walls, fire walls, partitions, and unusable areas in attics, basements, or comparable portions of the building.

3.4. Building Quality Code

3.4.1. Building Quality Code is used for improved comparative analysis of space utilization problems, the quality of all space in a center's inventory must be rated. The following criteria are to be employed to distinguish office space of standard quality from that space which is considered to be of lower quality.

3.4.1.1. The ratings are to be made on a three-level scale as follows:

a. S (Standard) is the rating given to those spaces that provide adequate environments for the assigned functions. There is little need for improvement to this space for the functions being carried out and it successfully meets all rating factors outlined in 3.4.2.

b. M (Marginal) is the rating given to those spaces that are not ideally suited to the assigned function. Although the environment in these areas is considered to be less desirable than that in the S classified spaces, functions can continue to be housed there. Such space would fail to meet only one rating factor.

c. X (Substandard) is the rating given to those spaces that do not provide a suitable environment for the assigned function. These areas should be considered for modification, upgrading, or replacement at some time in the future if the planning and financial atmosphere is conducive. Such space would fail to meet two or more rating factors.

3.4.2. The assignment of ratings based on the quality of space provides, at best, a subjective review of the level of the environmental adequacy of building areas in relation to the functions assigned to them. In order to introduce the highest level of validity and reliability to the evaluation of the space, the following series of factors are to be uniformly considered when rating the quality and condition of the space. These factors include the following:

3.4.2.1. Illumination levels, sufficiently high, but with low glare and dispersed to allow for visual comfort.

3.4.2.2. Noise level, both externally and internally produced, within tolerable limits.

3.4.2.3. Temperature and humidity level controlled within normal comfort ranges.

3.4.2.4. Ventilation and air circulation within a space sufficient to eliminate thermal pockets that are not so great as to create uncomfortable draft conditions.

3.4.2.5. Odor levels, either externally or internally produced, within tolerable limits.

3.4.2.6. Vibration level, induced by operating equipment or other sources, sufficiently low as not to intrude on personnel effectiveness.

3.4.2.7. Cleanliness level, both for normal environments and special environments, within acceptable limits.

3.4.2.8. Size and configuration of the space sufficient for space function.

3.4.2.9. Ceiling heights, both for operating equipment and furnishings, as well as for personal comfort at sufficient heights.

3.4.2.10. Occupational safety characteristics that reduce hazards of fire, toxic emission, or other conditions like hazards within required ranges.

3.4.2.11. Building space is onsite and owned by or on permit to NASA as differing from off-site leased space with distance and adjacency detriments.

3.4.3. Well maintained permanent and semipermanent onsite building space would normally fall within the standard category. Offsite leased space and older or unsuitably used space would fall into the marginal category. Trailers and portable buildings as well as obsolete permanent facilities would always be considered substandard space.

3.5. Standard Space Allowance for Office Space

3.5.1. For general office space planning and review purposes, a Centerwide average office density of 110 net square feet per person (nsf/person) is considered to be the optimum office density and assumes the midpoint between an austere density limit of 95 nsf/person and a satisfactory liberal limit of 125 nsf/person.

3.5.2. An average density factor outside the range of 95 nsf/person to 125 nsf/person, however, may be, at times, reasonable. Such factors as the grade structure of the personnel housed and consideration of special office equipment and internal circulation space needs can often support such variances. In addition, ceaseless efforts to conform to rigid density standards can result in continuous and costly adjustments to space allocation.

3.5.3. For additional guidance, Centers should refer to FPMR 101.17.3 for determining space requirements for personnel/organizations. The space allowance standards set forth therein, however, should not be rigidly used for space assignment to individuals or sub-units, as the position space needs of equal grades can vary as affected by functional factors, such as supervisory positions vs. nonsupervisory, or receptionist vs. secretary.

3.6. Basic Density of Office Personnel

3.6.1. It is recognized that the Center's average office density is usually inflated by circulation, reception, special equipment and file space in secretarial office, drafting, and similar areas. If it is necessary to determine the basic density of personnel in office space, such as to relate to the space allowance standards set forth in FPMR Subpart 101.17.3, "Space Standards, Criteria, and Guidelines," then collateral office space must be calculated and then excluded from the density calculation. This collateral office space can be determined by random sample analysis of typical office arrangements. Generally, excluding collateral office space would reduce the average office density by about 10 percent. Other than the allowance for collateral office space for circulation, all space used for offices must be reported as office space and used in the density calculation.

3.7. Space Allowance Standards for Systems Furniture

3.7.1. When using space-efficient systems furniture in open office areas, higher densities must be achieved to justify the acquisition of this higher quality furniture. For general planning purposes, the following standards will be utilized to achieve the optimum systems furniture overall density of 95 square foot/work station. Excluded from this factor are special purpose office support areas, personnel above GS-15 and contractor equivalents, and common/main corridors.

	<u>Avg. SF/Workstation</u>	X	<u>Circulation Factor</u>	=	<u>Total Allowance</u>
General Staff 1 (Engineers, Analysts, Technicians, Clerical)	70	X	1.25	=	88 SF
Supervisors, Senior Staff, GS-13/14	110	X	1.2	=	132 SF
Secretaries to Supervisors	90	X	1.2	=	108 SF
Managers/GS-15	150	X	1.1	=	165 SF
Secretaries to Managers (With Reception Seating)	120	X	1.1	=	132 SF

1 Min 50 SF, Max 80 SF with minimum circulation lane widths of 36" single loaded, 44"

3.8. Major Facilities Designation and Reporting Utilization

3.8.1. Designation of Major Facilities. There are varying parameters by which a facility may be evaluated as being a major technical or institutional facility. Uniqueness, book dollar value, physical size, staffing, operations and maintenance costs, and importance to a specific program, are factors that should be considered in developing a list of such facilities. The sensitive relationship of these and other factors can best be assessed initially by the Center. Accordingly, using the Center's facilities master plan as source documents, the Center will prepare an initial draft list of such facilities that will be coordinated with the Director, Facilities Engineering and Real Property Division, NASA Headquarters, who, in further coordination with concerned Headquarters Offices, may request additions or deletions. If such modifications are satisfactory to the Center's viewpoint, the list would be formalized by the concurrence of the Center Director, and the utilization of these designated facilities would then be reported to Headquarters on an annual basis. When made necessary by facility additions, modifications, disposals, and changes in use, this list should be revised from time to time by repeating the above procedure. The list will be verified every 3 years. To reduce subjective judgment in decisions to include or exclude specific facilities, the following guidelines are provided. NASA Centers, which exclude any facility meeting two or more of the guidelines for major facility reporting, should document the rationale for such exclusions. It is emphasized that these are guidelines and not rigid parameters. The primary emphasis in this evaluation of facilities is to designate those facilities, which are representative of NASA's basic and essential facility capability. Accordingly, include those facilities that represent such capability and meet two or more of the following criteria:

3.8.1.1. Technical facilities that are unique in capability within the agency inventory, e.g., the 80 x 120 foot Wind Tunnel at the Ames Research Center. Any such facility should provide primary support to the Center's assigned programs to such an extent that the Center could not reasonably accomplish its mission, or major segment thereof, without this facility capability.

3.8.1.2. Facilities exceeding \$8,000,000 in book value or \$30,000,000 in replacement value.

3.8.1.3. Facilities with operations and maintenance cost exceeding \$600,000 per year.

3.8.1.4. Facilities that house or require a dedicated support staff of over 200 personnel other than office buildings.

3.8.1.5. Facilities, whether unique or not, that are dedicated to a major program; e.g., the Orbiter Processing Facility at the Kennedy Space Center.

3.8.2. Baseline Utilization of Major Facilities. Determination of a specific facility's baseline will be based on that level of use and/or cost effectiveness, stated in compatible technical terms, that could reasonably justify acquisition and retention of the facility. The level of use may be given as a rate, such as hours per month or year; in usable capacity, such as rated population at 300 nsf per/person or occupied net usable cubic feet per year; or in activity, such as Equivalent Utilization Days (EUD), or tests or launches per year as outlined more specifically under Paragraph 3.8.4., Utilization Criteria for Major Facilities.

3.8.3. Threshold of Underutilization for Major facilities. When a facility's level of use (percentage of baseline) falls below 50 percent for the past year's reporting period, or is predicted to fall below 50 percent for the current year's reporting period (excluding the impact of any modification/rehabilitation or similar activity) the facility is to be considered as underutilized and reported as such.

3.8.4. Utilization Criteria for Major Facilities. The units of measure provided for the facility types listed in the Utilization Table (shown on the next page) are to be used in establishing a reasonable baseline utilization factor and in assessing the facility activity during the reporting period. The units should be uniformly applied but can be adjusted for special facility uses in cases where the recommended unit of measure does not seem fully appropriate. It is recognized that these units of measure, in many cases, are not based on a precise methodology; however, every reasonable effort should be made to represent the level of use , of , the facilities correctly. , In cases where the unit of measure does not seem appropriate, it is recommended that the FEO coordinate the proposed unit of measure with the Director, Facilities Engineering and Real Property Division.

3.8.5. Periodic Use Facilities. For most of the facility types outlined in paragraph 3.8.4, the facilities would be used on a continuous basis, and their level of use can be readily indicated. However, some of these facilities fall into "a periodic use" category, such as launch facilities and engine test stands. Additional analysis says that occasionally it may be necessary for such periodic use facilities to demonstrate, in some reasonable manner, that their retention at the current level of readiness is cost effective and/or warranted. Such analyses should be retained at the installation and submitted to the Director, Facilities Engineering and Real Property Division, NASA Headquarters, only when requested.

3.8.5.1. Nationally Unique Facilities. Additionally, it is recognized that periodic use facilities may often have comparatively low use rates, such as one launch per year. However, for retention of those facilities, that are nationally unique in capability and are needed to accomplish approved unique requirements, it is necessary to demonstrate that the facility will be used for this unique national purpose, as required. Therefore, if there is no competing higher use or utilization alternative, the unique facility should not be reported as underutilized because it is accomplishing 100 percent of the Nation's total requirement for such capability. Notation that the facility is nationally unique and is used for unique requirements should be made in the Remarks column.

3.8.6. Facilities Utilization Determined by Observation. The level of use or need for certain laboratories can be readily determined by observation (visual inspection by the FVO). Such laboratories include, for example, electronic, chemical, physics, biological, physiology, and material analysis, which have multiple types of equipment. The individual uses of this equipment may vary according to task objective, but all such equipment is necessary to qualify the particular laboratory for its assigned missions. In these cases the utilization of the laboratory space housing this needed equipment is 100 percent. The use of such visual assessments eliminates the need for costly log/recordkeeping in the interest of program cost effectiveness.

3.8.7. Facilities Limited in Use by Other Factors. Where facilities are limited to lower use rates by the constraints of weather conditions, environmental compliance action, or construction activity, notation should be made to this effect in the Remarks column.

3.9. Facility Activity Policy

3.9.1. Active facility. Any facility that has a specific and present, or near term, program or institutional requirement. Space utilization would normally be at least 50 percent and/or the usage level exceed 50 percent of the available time for use.

3.9.2. Inactive facility. Any facility that has no specific and present, or near-term, program or institutional requirement. The inactive facility may be placed in a "Standby," "Mothballed," or "Abandoned" status. The following generally applies to all levels of inactive facilities:

3.9.2.1. No personnel occupy the facility.

3.9.2.2. Utilities are curtailed, other than as required for fire, security, or safety.

3.9.2.3. Facility is secured to prevent unauthorized access and injury to personnel.

3.9.2.4. Facility does not receive funding for renewal, or other significant improvement.

3.9.2.5. The Current Replacement Value (CRV) of inactive facilities should be removed from the Center's total.

3.9.3. Standby. A facility that is temporarily not in use and appropriate maintenance measures have been taken to maintain its vital or essential operating systems in a state of readiness or availability for future use. Selective life cycle cost effective facilities maintenance and repair is required. Total time to deactivate and then to reactivate the facility, including the standby period, is expected to be less than 12 months.

3.9.3.1. Utility systems and collateral equipment have been secured as may be appropriate and equipment is cycled in operation on a planned basis to prevent deterioration.

3.9.3.2. Facility interior has appropriate environmental control to prevent deterioration.

3.9.4. Mothballed. A condition where a facility has been deactivated and appropriate maintenance measures have been taken to prevent deterioration of its vital or essential systems or placed in protective storage. Higher first year costs would be expected because of preparations for mothballing, but future annual costs should be significantly lower due to reduced maintenance and repair requirements. Total time to deactivate and then to reactivate the facility, including the mothballed period, is expected to exceed 12 months.

3.9.4.1. Utility systems and collateral equipment have been shut down and properly prepared for long term inactivation without significant deterioration. Selected systems should be kept in operation and inspected, such as cathodic protection systems.

3.9.4.2. Facility interior has appropriate environmental control to prevent significant deterioration.

3.9.4.3. The facility exterior envelope is inspected on a planned basis and work is accomplished as required to maintain the integrity of the exterior shell from the elements. The exterior of the facility shall also be kept in an aesthetically acceptable condition.

3.9.5. Abandoned. There are no plans for future reactivation. A condition in which a facility has been "walked away from" or ceasing to maintain any part of the property. Facility systems and collateral equipment should be considered for excess and/or identified for use at other NASA locations where feasible and cost-effective.

3.9.5.1. All utilities have been secured and disconnected at the first service equipment location outside the facility.

3.9.5.2. Facility has been secured to prevent the pilfering of economically salvageable materials.

3.9.5.3. Until the facility is demolished, it may be necessary to maintain the exterior of the facility in a minimally aesthetically acceptable condition.

3.9.5.4. In coordination with the Center Environmental Office, environmental surveys have been completed and any remediation required has been identified and programmed.

3.9.5.5. All personal property and controlled equipment have been removed and accounted for.

3.9.5.6. Plans have been made to demolish or declare the facility excess at the earliest practical date.

3.9.6. Funding. Inactivation or reactivation costs of a technical or support facility should be funded from program appropriation. Multiprogram technical or support facilities should be funded by a multiprogram type account that is consistent with Agency funding policies. Other facilities should be funded from overhead type funds.

3.9.6.1. Environmental surveys and any required remediation (other than Construction of Facilities work) should be funded as outlined in inactivation/reactivation above.

3.9.6.2. Facility fire, security, safety, and required interim facilities maintenance and repair that is required until final disposition action on the facility (reactivation or disposal) should be funded in the same manner as outlined in inactivation/reactivation above, with the exception that technical and technical support facilities should be funded by a multiprogram type account.

3.9.7. Approval. The decision to declare a facility inactive should be approached in a cost effective manner while considering the significant cost required to prepare a facility for some types of inactivation such as mothballing, and the additional costs later for reactivation. Abandonment could also require significant expenditures to identify and correct any past environmental damage.

3.9.7.1. The Real Property Accountable Officer, in consonance with the Facility Utility Officer, shall ensure that all determinations of facilities that will be converted to inactive status, and the reactivation of any facilities, are certified by the Center Director or Deputy. A copy of this determination shall also be provided to the Director, Facilities Engineering and Real Property Division, Office of Institutional and Corporate Management, NASA Headquarters.

3.9.7.2. Actions required on approval of facility inactivation are 1) The Center's Real Property records for the facilities affected, shall be noted as being inactive; 2) The Center's NASA Real Property Database program data files shall be updated to reflect the inactive facilities; and 3) The Center's master plan shall be updated.

CHAPTER 4. Disposition of Real Property

4.1. Introduction

NASA does not have direct authority to dispose of its excess real estate assets and, therefore, must comply with the applicable provisions of the Federal Property and Administrative Services Act of 1949, as amended, 40 U.S.C. 471 et seq. This Act established the General Services Administration as the agency responsible for the disposal of Federal assets and the sole authority to institute regulations for such actions. These regulations are appropriately called "Federal Property Management Regulations (FPMR) FPMR 101-47, titled, "Utilization and Disposal of Real Property," details the procedures and forms required by a Federal agency, requesting the disposition of Federal real estate.

4.2. Prerequisites To Exercise Disposal Actions

4.2.1. Before a disposal action can be initiated, the following criteria must be met

4.2.1.1. Real Property must be excess to the needs of the holding Center.

4.2.1.2. Real Property must have been screened for possible use by other NASA Centers and determined to be not needed.

4.2.1.3. Real Property must have a recorded capitalized value not in excess of \$50,000.

4.2.1.4. Disposal action proposed must have been reviewed for legal sufficiency and concurred in by the Center's Chief Counsel's office.

4.3. Exclusions

Excess Real Property having a recorded capitalized value over \$50,000 will be submitted to Headquarters for review and approval by the Director, Facilities Engineering and Real Property Division, Office of Institutional and Corporate Management.

4.4. Procedures

4.4.1. Centers may dispose of Real Property on behalf of NASA, subject to the conditions and limitations set forth in paragraphs 4.2 and 4.3 in accordance with Federal Property and Administrative Services Act of 1949, and applicable policies and regulations.

4.4.2. Center Directors authorized to dispose of NASA real estate in accordance with the provisions of 14 CFR 1204.503 and 1204.504, may redelagate this authority without the power of further redelegation. Such redelegation shall be in writing and a copy furnished to the Director, Facilities Engineering and Real Property Division, NASA Headquarters.

4.4.3. Center Directors and personnel authorized disposal authority shall ensure that feedback is provided to keep the Director, Facilities Engineering and Real Property Division, NASA

Headquarters, fully and currently informed of significant actions, problems, or other matters of substance related to disposal actions.

4.5. Environmental Considerations

4.5.1. The NASA disposing official shall coordinate with the Center Environmental Office as early as possible to ensure that all environmental requirements, particularly the closure requirements of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Resource Conservation and Recovery Act (RCRA), are addressed in accordance with NPD 8800.16. Environmental documentation should, at a minimum, include the following:

4.5.1.1. An Environmental Baseline Survey that reviews the operational history of the Real Property to identify potential environmental issues including, but not limited to, hazardous substance activities, equipment containing polychlorinated biphenyls, asbestos containing materials, underground storage tank systems, wetlands, and floodplains. In many cases, required remediation will need to be completed prior to the actual transfer of the property.

4.5.1.2. National Environmental Policy Act documentation to assess potential environmental impacts of the action in accordance with NPR 8840.x. An Environmental Assessment or Environmental Impact Statement may be required.

4.6. Safety Considerations

4.6.1. The NASA disposing official shall coordinate with the Center Safety and Mission Assurance (SMA) office as early as possible to ensure that all safety hazards, and issues have been identified and addressed to comply with NASA standards, procedures, and guidelines. Safety documentation should include a Safety Baseline Survey that provides the operational safety history of the Real Property which identifies the potential safety hazards and concerns as related, but not limited to, facility safety, fire protection, confined space entry, nuclear safety, radiation protection, explosives, and pressurized systems. This may result from providing past records of Safety and/or Facility Deficiencies Inspections. In many cases, required abatement actions will need to be completed prior to the actual transfer of the property.

CHAPTER 5. Relocatable Buildings - Authorization, Acquisition, Use, and Disposal

5.1. Introduction

Relocatable buildings may be purchased and used within NASA when they constitute the most feasible and economical means of satisfying interim facility requirements. Buildings used to satisfy such requirements will normally be funded from program or local resources. Relocatable buildings are accounted for as Real Property, except for nonrigid structures such as tents and inflatables, which are to be accounted for as personal property. If acquisition of a relocatable building is by lease, Chapter 2, Real Property Acquisition Actions, applies.

5.2. Definitions

5.2.1. The following key words and their meanings are used in this Chapter.

5.2.1.1. Relocatable Buildings. Buildings or other enclosed structures used as working space, shelter, or to store equipment and other personal property that are designed to be easily erected, dismantled, moved, and reused. This includes office/house trailers, prefabricated modular structures, tents, rigid and nonrigid inflatable structures, and similar structures. Specifically excluded from this definition are built in place, pre-engineered metal buildings, woodframe buildings, and mobile equipment such as communications vans or trailers. Excluded structures and vehicles shall be acquired through the normal facility or equipment approval process, as appropriate.

5.2.1.2. Interim Facility Requirement. A short-term (generally less than 3 years) requirement for facilities caused by peaks in NASA missions, or to satisfy other urgent requirements pending approval and funding via the normal construction of facilities budget cycle.

5.3. Procedures for Acquisition/Disposal of Relocatable Buildings

5.3.1. Acquisition Procedures. When a NASA Center proposes to acquire a relocatable building, a request for approval to take the action will be forwarded to the cognizant Institutional Associate Administrator for concurrence. After concurrence, the request will be forwarded to the Director, Facilities Engineering and Real Property Division, Office of Institutional and Corporate Management, NASA Headquarters. The request must provide the following detailed information:

5.3.1.1. Complete justification for the acquisition, including an evaluation of the effect on NASA programs if the request is not approved. State whether this is the total acquisition needed to meet the requirement considering the amount of equipment, space, and acreage. Provide a utilization schedule for the duration of the requirement.

5.3.1.2. Proposed utilization. Give square foot allowance per person and per various items of equipment. Account for utilization of all other space. Provide a plan depicting sighting and land use factors.

5.3.1.3. Justification of method of acquisition. Compare costs and benefits of methods proposed with all practical alternatives. If contractor will use facility, compare advantages of NASA acquisition with contractor acquisition.

5.3.1.4. Costs of acquisition. Breakdown costs to show site preparation and other Center charges. Include other costs that may be incurred such as rehabilitation, alteration, and repair. Identify type and source of funds.

5.3.1.5. Projection. Estimated annual operation and maintenance costs.

5.3.1.6. Duration. Estimated time in months the facility will be required.

5.3.2. Disposal Procedure. Relocatable buildings that are accounted for as Real Property will be disposed of in accordance with the procedures set forth in chapter 4 of this NPR.

APPENDICES

Appendix A: Forms and Instructions

A-1	NASA Form 844	Real Property Record - Land
A-2	NASA Form 845	Real Property Record - Buildings
	NASA Form 845A	Continuation Sheet, NASA Form 845
A-3	NASA Form 846	Real Property Record - Other Structures & Facilities
	NASA Form 846A	Continuation Sheet, NASA Form 846
A-4	NASA Form 847	Real Property Record - Leasehold Improvements
A-5	NASA Form 1045	Real Property Transaction Voucher
A-6	NASA Form 1046	Transfer and/or Notification of Acceptance of Accountability of Real Property
A-7	NASA Form 1046A	Notification of Real Property Transaction
A-8	NASA Form 1515	Report of Real Property Disposal Actions Accomplished During the Fiscal Year - Disposed of and Removed from the Accountable Records
A-9	NASA Form 1516	Inventory Report of NASA Controlled Trailers
A-10	NASA Form 1400	Building Space Utilization Report - Summary by Building and Organization
A-11	NASA Form 1400A	Major Facilities Utilization Report
A-12	NASA Form 1400B	Report of NASA Facilities Identified During the Past Reporting Period as Being Not Needed or Underutilized
A-13	NASA Form 1400C	Facilities Data Summary
A-14	GSA Form 1166	Quarterly Report of Real Property Owned by or Leased to the United States
A-15	Army, DD Form 1354	Transfer and Acceptance of Military Real Property

Appendix B: Site Location Codes

B-1	Site Location Codes sorted by Site Name-(spreadsheet)
B-2	Site Location Codes sorted by Site Number

Appendix C: Classification Codes

C-1	NASA Codes
C-2	GSA Codes

Appendix A

Real Property and Space Utilization

Forms and Instructions

Appendix A

Form and Instructions

NASA Form 844

REAL PROPERTY RECORD - LAND

1. DATE OF CARD		2. NAME OF PROPERTY		3. GSA USAGE CODE		3A. NASA FACILITY CLASSIFICATION CODE	
4. NAME OF INSTALLATION (or contractor)						4A. SITE LOCATION CODE	
5. CITY OR TOWN						5A. CITY OR TOWN CODE	
6. COUNTY OR COUNTRY						6A. COUNTY OR COUNTRY CODE	
7. STATE OR CONTINENT						7A. STATE OR CONTINENT CODE	
8. NASA INTEREST		9. LEASE TERMS		10. ACQUISITION			
<input type="checkbox"/> A. OWNED <input type="checkbox"/> D. AGREEMENT <input type="checkbox"/> B. LEASED <input type="checkbox"/> E. EASEMENT <input type="checkbox"/> C. PERMIT		A. EFFECTIVE DATE		METHOD		DATE	
		B. EXPIRATION DATE		<input type="checkbox"/> PURCHASED			
		C. PERIOD OF RENEWAL OPTION (Years)		<input type="checkbox"/> BY TRANSFER			
		D. ANNUAL RENTAL RATE		<input type="checkbox"/> OTHER (Specify)			
11. ACQUISITION AUTHORITY				12. FORMER OWNER			
13. RECORD OF LEGISLATIVE JURISDICTION							
A. TYPE OF JURISDICTION		B. ACRES	C. STATE OR FEDERAL STATUTE				
			(1) YEAR OF ENACTMENT	(2) VOLUME NO.	(3) CHAPTER NO.	(4) PAGE NO.	(5) DATES OF LETTERS OF ACCEPTANCE
<input type="checkbox"/> (1) EXCLUSIVE							
<input type="checkbox"/> (2) CONCURRENT							
<input type="checkbox"/> (3) PARTIAL							
<input type="checkbox"/> (4) PROPRIETORIAL							
<input type="checkbox"/> (5) UNKNOWN							
14. AREA (Acres to nearest tenth)			15. INITIAL COST		16. DISPOSITION INFORMATION		
A. URBAN	B. RURAL			A. DISPOSED OF TO		B. DATE OF DISPOSAL	
				C. METHOD CODE		CI. DISPOSAL AUTHORITY	
17. TRANSACTIONS COMPLETED (Additions - Deletions)							
A. DATE	B. VOUCHER NO.	C. DESCRIPTION/ CONTRACT/PROJECT NO.			D. VALUE		E. ACCUMULATIVE COST
					(1) INCREASE	(2) DECREASE	

17. (Continued) TRANSACTIONS COMPLETED (<i>Additions - Deletions</i>)					
A. DATE	B. VOUCHER NO.	C. DESCRIPTION/ CONTRACT/PROJECT NO.	D. VALUE		E. ACCUMU- LATIVE COST
			(1) INCREASE	(2) DECREASE	

18. ACCUMULATIVE ACREAGE	
A. URBAN	B. RURAL

19. REFERENCE DOCUMENTS

20. REMARKS

Instructions for Preparing NASA Form 844--Land

ITEM 1. DATE OF CARD. Enter date initially prepared.

ITEM 2. NAME OF PROPERTY. Enter the commonly used name for the property, building, structure, or facility being recorded as applicable. When a property has no name, use the street address or other local designation.

ITEM 3. GSA USAGE CODE. Enter in this item the present predominant use and related code of the land area or site building, structure, or facility being recorded. Sites acquired for new projects or on which construction is in progress shall be classified for its eventual use.

ITEM 3A. NASA FACILITY CLASSIFICATION CODE. Enter the applicable Facility Classification Code.

ITEM 4. NAME OF INSTALLATION. Enter the official name of the installation reporting land, buildings, or other structures and facilities.

ITEM 4A. SITE LOCATION CODE. Enter the respective installation site location code.

ITEMS 5, 6, AND 7. CITY OR TOWN. COUNTY OR COUNTRY. STATE OR CONTINENT. Enter the name of the city/town, county/country, and State/continent in which the property' is located.

ITEMS 5A, 6A, AND 7A. CITY OR TOWN, COUNTY OR COUNTRY, STATE OR CONTINENT CODES. Enter the appropriate geographical codes in Items 5A, 6A, and 7A respectively, for the location of the property indicated in Items 5, 6, and 7. Codes may be obtained from the publication Geographical Location Codes. If code is not available, enter 9999.

ITEM 8. NASA INTEREST. Enter the applicable NASA interest by placing an X in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

- a. Owned. (Fee Simple or Fee Absolute) land, buildings, other structures or facilities constructed: purchased, or otherwise acquired by the United States Government for which title is invested in NASA.
- b. Leased. A conveyance of an interest in land, buildings, other structures or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.
- c. Permit. Temporary usage permit conferred on one Government agency to use land, buildings, other structures or facilities under the jurisdiction of another Government agency.
- d. Agreement. Land, buildings, other structures or facilities acquired for use through a specified agreement.
- e. Easement. A legally executed document giving the right to use real property for the purpose or

purposes specified therein.

ITEM 9. LEASE TERMS. When the property being reported is determined to be "Leased Property," the following information shall be entered as appropriate:

- a. Effective Date. Enter a numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.
- b. Expiration Date. Enter the numerical designation, using six digits, for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month-to-month or year-to-year lease, enter 99-9999.
- c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an X in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; or (3) The expiration date of the lease is indefinite.
- d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than 1 year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 10. ACQUISITION (METHOD/DATE). Place an X in the appropriate box to indicate the method of acquisition and the date acquired. If an X is placed in the box marked Other, specify under remarks if sufficient space is not available therein.

ITEM 11. ACQUISITION AUTHORITY. Enter the initial authority for acquisition of the property, such as Public Law, Executive Order, Public Land Order or Project Number, etc.

ITEM 12. FORMER OWNER. Enter the name of the person, persons, company, State or Government agency from whom the property was acquired. Include address and any other pertinent information regarding the former owner(s).

ITEM 13. RECORD OF LEGISLATIVE JURISDICTION. Applicable only to the continental United States. Enter the type of jurisdiction as follows by placing an X in the appropriate box.

a. Type of Jurisdiction. In indicating legislative jurisdiction, the reporting installation shall be guided by the following descriptions:

- (1) Exclusive legislative jurisdiction. Is applied to situations wherein the Federal Government has received, by whatever method, all the authority of the State, with no reservation made to the State except of the right to serve process resulting from activities that occurred off the land involved. This term is applied notwithstanding that the State may exercise certain authority over the land, as may other States over land similarly situated, in consonance with the applicable Federal statutes.
- (2) Concurrent Jurisdiction. Is applied to those cases wherein granting to the United States authority that would otherwise amount exclusive legislative jurisdiction over an area, the State concerned has reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

(3) **Partial jurisdiction.** Is applied in those cases wherein the Federal Government has been granted for exercise by it over an area in a State certain of the States authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area (e.g., the right to tax private property).

(4) **Proprietary interest only.** Is applied to those cases wherein the Federal Government has acquired some right or title to an area in a State, but has not obtained any measure of the State's authority over the area. In applying this definition, recognition must be given to the fact that the United States, by virtue of its functions and authority under various provisions of the constitution, has many powers and immunities not possessed by ordinary landowners with respect to areas in which it acquired an interest, and of the further fact that all its properties and functions are held or performed in a governmental rather than a proprietary capacity.

(5) **Unknown.** Land will be reported under this category when there is no data or record to guide the reporting installation.

b. Acres. For each type of legislative jurisdiction noted in Item 13a, enter the total area of the land to the nearest tenth of an acre. The land area reported shall be the total area of the installation without regard to Urban and Rural classification.

c. State or Federal Statute. Enter a complete citation to the applicable State session statute and/or statutes-at-large for the Federal Law under which the legislative jurisdiction over the land was received as follows. Indicate in parentheses SS for State Statute or FS for Federal Statute.

(1) **Year of Enactment.** Enter the year of enactment of the cited statute using four digits; e.g., 1999.

(2) **Volume No.** Enter the volume number of statutes at large containing the cited law.

(3) **Chapter No.** Enter as appropriate.

(4) **Page No.** Enter the page number of the volume of state laws containing the statute cited.

(5) **Dates of Letters of Acceptance.** For acreage reported under Exclusive, Concurrent, or Partial Legislative Jurisdiction under Item 13a, enter the date the Federal Government accepted the legislative jurisdiction. Enter in the appropriate columns for each type of legislative jurisdiction a complete citation, for the month, day and year for the letter or letters of acceptance or other action transferring jurisdiction.

ITEM 14. AREA (acres to nearest tenth). Enter the area of the land to the nearest tenth of an acre under A Urban or B Rural. Reporting installations shall be guided by the following criteria in classifying the land as Urban or Rural:

a. Urban. Land shall be classified as urban when: (1) Located in an incorporated place of 2,500 or more; or (2) In a densely settled unincorporated place of 2,500 or more; or (3) In a densely settled urban fringe area around cities of 50,000 or more.

b. Rural. Classify as rural all property not classified as urban.

ITEM 15. INITIAL COST. Enter the total initial cost (dollar only of the property acquired). The basis for the cost data will be applicable supporting documents that are available and coordination with the installation financial management office. The initial cost shall also be entered in Item 17. Column E. under accumulative cost and used as a base figure prior to entering subsequent transactions. When the cost is not available, the appraised value will be entered and noted as such.

ITEM 16. DISPOSITION INFORMATION. Enter the data specified below in connection with the disposal of the property.

a. Disposed of To. Enter the name of the individual, private industry, State or local government, Army, Air Force, Navy, or other Federal Government agency.

b. **Date of Disposal.** Enter the date title passes from the United States Government or, in the case of reassignment of transfer, the date on which jurisdiction, administration, and control passes.

c. **Method Code.** Insert the appropriate code to indicate the method of disposition in accordance with the following:

Code 1 - Reassigned to other NASA Installations

Code 2 - Transferred to the Army

Code 3 - Transferred to the Air Force

Code 4 - Transferred to the Navy

Code 5 - Transferred to other Government Agency

Code 6 - Sale

Code 7 - Donation

Code 8 - Return to Public Domain

d. Disposal Authority. Enter the authorization under which the disposition is made.

ITEM 17. TRANSACTIONS COMPLETED (Additions - Deletions). Enter the supporting data in connection with subsequent real property transactions affecting this property. Items A through E are provided to record additions or deletion transactions as appropriate.

ITEM 18. ACCUMULATIVE ACREAGE. Enter, as appropriate, under A Urban or B Rural, the accumulative acreage resulting from additions or deletion transactions in Item 17.

ITEM 19. REFERENCE DOCUMENTS. List as appropriate the respective reference documents in connection with the recording of this property.

ITEM 20. REMARKS. Enter any notation necessary to clarify or expand any entry that has been made. This space may also be used for administrative remarks, pending actions, etc.

Appendix A

Form and Instructions

NASA Form 845 and 845A

REAL PROPERTY RECORD - BUILDINGS						1. DATE OF CARD	
2. NAME OF BUILDING				2A. BLDG. NO.	3. GSA USAGE CODE	3A. NASA FACILITY CLASSIFICATION CODE	
4. NAME OF INSTALLATION (or contractor)					4A. SITE LOCATION CODE		
5. CITY OR TOWN					5A. CITY OR TOWN CODE		
6. COUNTY OR COUNTRY					6A. COUNTY OR COUNTRY CODE		
7. STATE OR CONTINENT					7A. STATE OR CONTINENT CODE		
8. NASA INTEREST		9. LEASE TERMS		10. ACQUISITION		11. YEAR BUILT	12. CONSTRUCTION
<input type="checkbox"/> A. OWNED		A. EFFECTIVE DATE		METHOD	DATE		<input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> T
<input type="checkbox"/> B. LEASED		B. EXPIRATION DATE		<input type="checkbox"/> PURCHASED		13. ESTIMATED LIFE	
<input type="checkbox"/> C. PERMIT		C. PERIOD OF RENEWAL OPTION (Years)		<input type="checkbox"/> BY TRANSFER		14. TOTAL GROSS FLOOR AREA (Sq. Ft.)	
<input type="checkbox"/> D. AGREEMENT		D. ANNUAL RENTAL RATE \$		<input type="checkbox"/> OTHER		15. CUBIC FEET (Vol.)	
16. INITIAL BUILDING COST				20. UTILITY CONNECTIONS			
17. HEATING SYSTEM				TYPE	NUMBER	SIZE	CAPACITY
A. SOURCE		B. TYPE FUEL		A. WATER			
				B. SEWER			
18. AIR CONDITIONING				C. ELECTRIC			
A. TYPE		B. CAPACITY		D. GAS			
				E. STEAM			
19. FIRE PROTECTION FACILITIES				F. OTHER			
A. NO. OF UNITS		B. TYPE					
21. BUILDING MATERIALS				22. BUILDING DIMENSIONS			
A. FOUNDATION		B. FLOOR		A. MAIN BLDG. (Length x width)		B. BASEMENT (Length x width)	
C. WALLS		D. ROOF		C. WINGS (No., length x width)			
23. BUILDING CAPACITY				24. CONTRACT DATA			
A. FLOOR NO.	B. SQUARE FEET	C. FLOOR LOAD		A. NAME & ADDRESS OF CONTRACTOR			
				B. DATE CONSTRUCTION BEGAN		C. DATE CONSTRUCTION COMPLETED	
25. REFERENCE DOCUMENTS							
A. PROJECT NO.		B. JOB ORDER NO.		C. INVOICE NO.			
D. DRAWING NO.		E. CONTRACT NO.					
26. TRANSACTIONS COMPLETED - ADDITIONS - DELETIONS							
A. DATE	B. VOUCHER NO.	C. DESCRIPTION/ CONTRACT/PROJECT NO.	D. VALUE		E. ACCUMULATIVE TOTAL COST	F. ACCUMULATIVE TOTAL SQ. FT.	
			(1) DECREASE	(2) INCREASE			

Instructions for Preparing NASA Form 845--Buildings

ITEM 1. DATE OF CARD. Enter date initially prepared.

ITEM 2. NAME OF PROPERTY. Enter the commonly used name for the property, building, structure, or facility being recorded as applicable. When a property has no name, use the street address or other local designation.

ITEM 2A. BUILDING NO. Enter the numerical designation or identifying symbol assigned to the building.

ITEM 3. GSA USAGE CODE. Enter the present predominant use and related code of the land area or site building, structure, or facility being recorded. Sites acquired for new projects or on which construction is in progress shall be classified for its eventual use.

ITEM 3A. NASA FACILITY CLASSIFICATION CODE. Enter the applicable Facility Classification Code.

ITEM 4. NAME OF INSTALLATION. Enter the official name of the installation reporting land, buildings, or other structures and facilities.

ITEM 4A. SITE LOCATION CODE. Enter the respective installation site location code.

ITEMS 5, 6 AND 7. CITY OR TOWN, COUNTY OR COUNTRY. STATE OR CONTINENT. Enter the name of the city/town, county/country. and State/continent in which the property is located.

ITEMS 5A, 6A, AND 7A. CITY OR TOWN, COUNTY OR COUNTRY, STATE OR CONTINENT CODES. Enter the appropriate geographical codes in Items 5A, 6A, and 7A, respectively, for the location of the property indicated in Items 5, 6, and 7. Codes may be obtained from the publication "Geographical Location Codes." If code is not available, enter 9999.

ITEM 8. NASA INTEREST. Enter the applicable NASA interest by placing an "X" in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

- a. **Owned.** (Fee Simple or Fee Absolute) Land, buildings, other structures, or facilities constructed, purchased, or otherwise acquired by the United States Government for which title is invested in NASA.
- b. **Leased.** A conveyance of an interest in land, buildings, other structures or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.

- c. Permit. Temporary usage permit conferred on one Government agency to use land, buildings, other structures or facilities under the jurisdiction of another Government agency.
- d. Agreement. Land, buildings, other structures, or facilities acquired for use through a specified agreement.
- e. Easement. A legally executed document giving the right to use real property for the purpose or purposes specified therein.

ITEM 9. LEASE TERMS. When the property being reported is determined to be "Leased Property," the following information shall be entered as appropriate:

- a. Effective Date. Enter the numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.
- b. Expiration Date. Enter the numerical designation, using six digits, for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month-to-month or year-to-year lease, enter 99,9999.
- c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an "X" in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; (3) The expiration date of the lease is indefinite.
- d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than one year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 10. ACQUISITION (Method/Date). Place an "X" in the appropriate box to indicate the method of acquisition and the date acquire. If an "X" is placed in the box marked "Other," specify under remarks if sufficient space is not available therein.

ITEM 11. YEAR BUILT. Enter the calendar year of initial completion of the building. When the year cannot accurately be determined, an estimated year will be entered.

ITEM 12. CONSTRUCTION. Enter an "X" in the applicable box to indicate the designed type of construction of the item of real property. For purposes of determining the type of construction, the following criteria will be applied:

- a. P = Permanent Construction. Permanent construction embodies the incorporation of the quality and type of material and equipment, and the details and methods of construction that will be appropriate for use in a building or facility intended to serve a specific purpose for a period of 25 years.

b. S = Semipermanent Construction (Modified Permanent). Modified permanent construction embodies the use of materials and construction methods appropriate for a building intended for use for a period of 15 years. It shall be used when there is a need for economical facilities for programs having short-term functional requirements. Modified permanent construction should be designed to provide a basic building that is sound structurally and easily maintained, without appreciably compromising fire safety, at a cost lower than that of permanent construction.

c. T = Temporary Construction. Temporary construction embodies the use of materials and construction methods appropriate for a building intended for a maximum period of 5 years.

ITEM 13. ESTIMATED LIFE. Enter the estimated designed life (in years) of the item of real property. If it was designed as a temporary building the designed period of time is to be 5 years or less; If it was designed as semipermanent, the period of life is to be less than 15 years and more than 5 years; If designed as a permanent building, the estimated life would be 25 years or more.

ITEM 14. TOTAL GROSS FLOOR AREA (Sq. Ft.). Enter the total interior gross floor area arrived at by the summation of the individual floor area.

ITEM 15. CUBIC FEET (Vol.). Enter the total gross volume of the building. The gross volume is the cubic content of the actual space enclosed within the outer surfaces of the outside walls and contained between the outside of the roof (ridge and eaves) and the bottom of the basement or lowest floor. It includes the full volume of bays, halls, dormers, chimneys, elevator shafts, vaults, and pits. It does not include the volume of outside steps, terraces, light shafts, footings, piles, deep foundations, exterior garden walls, special foundations, etc.

ITEM 16. INITIAL BUILDING COST. Enter the total cost (dollar only) of the property acquired. The basis for the cost data will be applicable documents that are available and coordination with the installation financial management office. The initial cost shall also be entered in Item 26, Column E, under accumulative cost, and used as a base figure prior to entering subsequent transactions.

ITEM 17. HEATING SYSTEM. Enter the following information:

a. Source. Give the source of space heating, such as central heating plant, individual heating plant, etc.

b. Type Fuel. Enter the type of fuel used to generate heat, such as oil, electricity, gas, or coal.

ITEM 18. AIR CONDITIONING. Enter the following information:

a. Type. Enter the type of air conditioning, such as Central.

b. Capacity. Enter the capacity in tons, such as 1 ton, 3 tons, etc.

ITEM 19. FIRE PROTECTION FACILITIES. Enter the following information:

- a. Number of Units. Show the number of fire protection units.
- b. Type. Enter the type, such as sprinkler system, automatic fire alarm system, foam systems, etc.

ITEM 20. UTILITY CONNECTIONS. Enter the number, size and capacity of utility connections to the building from outside main lines in Items A through F, as appropriate. Indicate voltage, phase, and ampere rating of electric current.

ITEM 21. BUILDING MATERIALS. Enter the type of construction material used as follows:

- a. Foundation. Such as concrete, brick, concrete piling, stone, creosoted wood, or any combination.
- b. Floor. Such as concrete, wood, or tile.
- c. Walls. (Exterior) Such as reinforced concrete, stone, brick veneer, or wood.
- d. Roof. Such as composition, shingle, wood shingle, slate, or gravel.

ITEM 22. BUILDING DIMENSIONS. Enter the following information:

- a. Main Building. Enter length and width in feet (outside dimensions) of the main building.
- b. Basement. Enter length and width in feet (inside dimensions).
- c. Wings. Indicate number, length, and width in feet of wings and offsets.

ITEM 23. BUILDING CAPACITY. Enter the following information:

- a. Floor. Enter the floor number, such as 1st, 2d, 3d, etc.
- b. Square Feet (Floor Area). Enter the total gross inside area of each floor.
- c. Floor Load. Enter the allowable load (lbs. per sq. ft.) for the floor area.

ITEM 24. CONTRACT DATA. Enter the following information on new construction acquisitions:

- a. Name and Address of Contractor. Indicate name of contractor who accomplished work and include city and state.

b. Date Construction Started. Indicate the actual date on which construction of the building was started.

c. Date Construction Completed. Indicate the actual date on which the construction of the building was completed.

ITEM 25. REFERENCE DOCUMENTS. List in the space provided (A through E) the documents in connection with the recording of this property. .

ITEM 26. TRANSACTIONS COMPLETED (Additions-Deletions). Enter in this item the supporting data in connection with subsequent real property transactions affecting this property. Items A through F are provided to record additions or deletions, as appropriate.

Appendix A

Form and Instructions

NASA Form 846 and 846A

Instructions for Preparing NASA Form 846--
Other Structures and Facilities

ITEM 1. DATE OF CARD. Enter date initially prepared.

ITEM 2. NAME OF PROPERTY. Enter the commonly used name for the property, building, structure, or facility being recorded as applicable. When a property has no name, use the street address or other local designation.

ITEM 2A. STRUCTURE OR FACILITY NO. Enter the numerical designation or identifying symbol assigned to the structure or facility.

ITEM 3. GSA USAGE CODE. Enter in this item the present predominant use and related code of the land area or site building, structure, or facility being recorded. Sites acquired for new projects or on which construction is in progress shall be classified for its eventual use.

ITEM 3A. NASA FACILITY CLASSIFICATION CODE. Enter the applicable Facility Classification Code.

ITEM 4. NAME OF INSTALLATION. Enter the official name of the installation reporting land, buildings, or other structures and facilities.

ITEM 4A. SITE LOCATION CODE. Enter the respective installation site location code.

ITEMS 5, 6, AND 7. CITY OR TOWN, COUNTY OR COUNTRY, STATE OR CONTINENT. Enter the name of the city/town, county/country, and state/continent in which the property is located.

ITEMS 5A, 6A, AND 7A. CITY OR TOWN, COUNTY OR COUNTRY, STATE OR CONTINENT CODES. Enter the appropriate geographical codes in Items 5A, 6A, and 7A, respectively, for the location of the property indicated in Items 5, 6, and 7. Codes may be obtained from the publication "Geographical Location Codes." If code is not available, enter 9999.

ITEM 8. NASA INTEREST. Enter the applicable NASA interest by placing an "X" in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

a. Owned. (Fee Simple or Fee Absolute) Land, buildings, other structures or facilities constructed, purchased or otherwise acquired by the United States Government for which title is invested in NASA.

- b. Leased. A conveyance of an interest in land, buildings, other structures or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.
- c. Permit. Temporary usage permit conferred on one government agency to use land, buildings, other structures or facilities under the jurisdiction of another government agency.
- d. Agreement. land, buildings, other structures or facilities acquired for use through a specified agreement.
- e. Easement. A legally executed document giving the right to use Real Property for the purpose or purposes specified therein.

ITEM 9. LEASE TERMS. When the property being reported is determined to be iLeased Property, the following information shall be entered as appropriate:

- a. Effective Date. Enter the numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.
- b. Expiration Date. Enter the numerical designation using six digits for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month to month, enter 99-9999.
- c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an iX in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; or (3) The expiration date of the lease is indefinite.
- d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than 1 year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 10. ACQUISITION (Method/Date). Place an iX in the appropriate box to indicate the method of acquisition and the date acquired. If an iX is placed in the box marked iOther, specify under remarks if sufficient space is not available therein.

ITEM 11. YEAR BUILT. Enter the calendar year of initial completion of the structure or facility. In those cases where the year cannot accurately be determined, an estimated year will be entered.

ITEM 12. INITIAL COST. Enter the total cost (dollars only) of the property acquired. The basis for the cost data will be applicable documents which are available and coordination with the installation Financial Management Office. The initial cost shall also be entered in Item 18,

Column E, under accumulative cost, and used as a base figure prior to entering subsequent transactions.

ITEM 13. DIMENSIONS/CAPACITY. Enter, as appropriate, the dimensions or capacity relating to the structure or facility being reported.

ITEM 14. ADDITIONAL DESCRIPTIVE INFORMATION. Enter in this space such additional standard and non-standard descriptive information, type, unit of measure or other details which relate to the structure or facility being reported.

ITEM 15. EXPLANATORY REMARKS. Enter in this space administrative remarks and/or explanatory notes in connection with the structure or facility being reported.

ITEM 16. CONTRACT DATA. Enter the following information on initial new construction acquisitions:

- a. Name and Address of Contractor. Indicate name of contractor who accomplished work and include city and state.
- b. Date Construction Started. Indicate the actual date on which construction of the structure or facility started.
- c. Date Construction Completed. Indicate the actual date on which the construction of the structure or facility was completed.

ITEM 17. REFERENCE DOCUMENTS. List as appropriate the respective reference documents such as contract number, project number, etc., in connection with the initial acquisition of the property.

ITEM 18. TRANSACTIONS COMPLETED (Additions - Deletions). Enter in this item the supporting data in connection with subsequent real property transactions affecting this property. Items A through F are provided to record additions or deletion transactions as appropriate.

Appendix A

Form and Instructions

NASA Form 847

REAL PROPERTY RECORD - LEASEHOLD IMPROVEMENTS

1. DATE OF CARD	2. REPORTING INSTALLATION (<i>Leasee</i>)		
3. NAME AND ADDRESS OF LESSOR			
4. NASA INTEREST			
<input type="checkbox"/> A. LEASED (<i>Indicate Lease No.</i>)	<input type="checkbox"/> B. PERMIT		<input type="checkbox"/> C. AGREEMENT
5. LEASE TERMS			
A. EFFECTIVE DATE	B. EXPIRATION DATE	C. PERIOD OF RENEWAL OPTION (<i>Years</i>)	D. ANNUAL RENTAL RATE \$
6. LOCATION OF IMPROVEMENT			
A. NAME AND ADDRESS OF PROPERTY			
B. CITY OR TOWN		C. COUNTY OR COUNTRY	D. STATE OR CONTINENT
7. IMPROVEMENTS DESCRIPTIVE DATA			B. COST OF IMPROVEMENT \$
9. CONTRACT DATA (<i>Installation/Construction</i>)			
A. NAME AND ADDRESS OF CONTRACTOR			
B. DATE INSTALLATION/CONSTRUCTION BEGAN		C. DATE INSTALLATION/CONSTRUCTION COMPLETED	
10. REFERENCE DOCUMENTS			
11. DISPOSITION DATA			
12. REMARKS			

Instructions for Preparing NASA Form 847--
Leasehold Improvements

ITEM 1. DATE OF CARD. Enter the date initially prepared.

ITEM 2. REPORTING INSTALLATION (Lessee). Enter the official name of the installation reporting the leasehold improvement.

ITEM 3. NAME AND ADDRESS OF LESSOR. Enter the name and address of the agency, organization, or individual(s) having title to the property.

ITEM 4. NASA INTEREST. Enter the applicable NASA interest by placing an ☐ in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

- a. Leased. A conveyance of an interest in land, buildings, other structures, or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.
- b. Permit. Temporary usage permit conferred on one Government agency to use land, buildings, other structures, or facilities under the jurisdiction of another Government agency.
- c. Agreement. Land, buildings, other structures, or facilities acquired for use through a specified agreement.

ITEM 5. LEASE TERMS. When the property being reported is determined to be ☐ LEASED property, the following information shall be entered as appropriate:

- a. Effective Date. Enter the numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.
- b. Expiration Date. Enter the numerical designation, using six digits, for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month to month, enter 99-9999.
- c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an ☐ in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; or (3) The expiration date of the lease is indefinite.
- d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than 1 year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 6. LOCATION OF IMPROVEMENT

- a. Name and Address of Property. Enter the property name or designation and address in which the improvement was made.
- b. City or Town. Enter the city or town in which the property is located.
- c. County or Country. Enter the county or country in which the property is located.
- d. State or Continent. Enter the state or continent in which the property is located.

ITEM 7. IMPROVEMENT DESCRIPTIVE DATA. Enter the description, type, or other details that relate to the leasehold improvement being recorded.

ITEM 8. COST OF IMPROVEMENT. Enter the cost of the completed leasehold improvement based on cost document, e.g., work orders, contracts, project orders, and coordination with the installation Financial Management Office.

ITEM 9. CONTRACT DATA (Installation/Construction). Enter in the space provided the following information in connection with installation and/or construction of leasehold improvements made to the property:

- a. Name and Address of Contractor. Indicate name of contractor who accomplished the work and include city and state.
- b. Date Installation/Construction Began. Enter the actual date on which installation or construction started.
- c. Date Installation/Construction Completed. Enter the actual date on which installation or construction was completed.

ITEM 10. REFERENCE DOCUMENTS. List as appropriate the respective documents that are pertinent in connection with the leasehold improvements.

ITEM 11. DISPOSITION DATA. Enter the respective disposition data that are pertinent in connection with the disposal of the leasehold improvements.

ITEM 12. REMARKS. Enter in this space administrative remarks and/or explanatory notes in connection with the leasehold improvement being reported.

**Instructions for Preparing NASA Form 1045--Real Property
Transaction Voucher**

ITEM 1. NAME OF INSTALLATION. Enter the official name of the installation recording the Real Property Transaction.

ITEM 2. SITE LOCATION CODE. Enter the respective installation site location code. Applicable site location codes are set forth in Part VI, Section I.

ITEM 3. DATE. Enter the date initially prepared.

ITEM 4. VOUCHER NO. Enter the locally assigned voucher number.

ITEM 5. TYPE OF TRANSACTION. Place an *ixi* in the applicable box to indicate the type of transaction recorded.

ITEM 6. DESCRIPTION OF PROPERTY. Enter in this item the pertinent data in connection with the transaction being recorded.

a. Building Facility No. Enter the numerical designation or identifying symbol assigned to the building or facility being recorded.

b. NASA Facility Classification Code. Enter the applicable facility classification code set forth in Part VI, Section II, Column 4.

c. Descriptive Data. Enter the pertinent data available in connection with describing the property in this transaction.

ITEM 7. CLASSIFICATION OF PROPERTY. Place an *ixi* in the applicable box to indicate the classification of property being recorded in this transaction.

ITEM 8. REFERENCE DOCUMENTS. List as appropriate the respective reference documents in connection with recording the property transaction.

ITEM 9. DATE OF TRANSFER/ACCEPTANCE. Enter the date that the transfer or acceptance of the property was completed.

ITEM 10. CONTRACT/PROJECT NO. Enter as appropriate the contract/ project number or other significant reference number in connection with the transaction.

ITEM 11. DESCRIPTION OF ACTION OR WORK PERFORMED. Enter in this item the description of the project accomplished or in the case of newly acquired property such historical information including cross referencing to title documents, maps, plates, etc.

ITEM 12. CHANGE IN ASSET VALUE. Enter as appropriate in the respective item (1) increase or (2) decrease, the total dollar value in connection with real property transaction being recorded.

ITEM 13. REMARKS. Enter in this space any notation necessary to clarify or expand any entry that has been made. This space may also be used for administrative remarks, etc.

ITEM 14. CERTIFICATION. The Real Property Accountable Officer will certify that the Real Property Inventory Records were updated in accordance with the entries on the transaction voucher. A copy of this voucher will be sent to the installation Financial Management Office having the installation General Ledger fixed asset accounts.

ITEM 15. TYPED NAME OF REAL PROPERTY ACCOUNTABLE OFFICER. Enter in this space the name of the respective designated installation Real Property Accountable Officer.

ITEM 16. SIGNATURE. This space is for the signature of the certifying Real Property Accountable Officer.

ITEM 17 DATE. Enter the date certified.

Appendix A

Form and Instructions

NASA Form 1045

NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION

Real Property Transaction Voucher

1. NAME OF INSTALLATION		2. SITE LOCATION CODE	3. DATE	4. VOUCHER NO.
5. TYPE OF TRANSACTION <i>(Check only one.)</i>				
<input type="checkbox"/> NEW ACQUISITION	<input type="checkbox"/> DISPOSAL	<input type="checkbox"/> IMPROVEMENT		
<input type="checkbox"/> TRANSFER IN	<input type="checkbox"/> TRANSFER OUT	<input type="checkbox"/> OTHER <i>(Specify)</i>		
6. DESCRIPTION OF PROPERTY				
A. BUILDING/FACILITY NO.		B. NASA FACILITY CLASSIFICATION CODE		
C. DESCRIPTIVE DATA				
7. CLASSIFICATION OF PROPERTY				
<input type="checkbox"/> LAND		<input type="checkbox"/> BUILDING		
<input type="checkbox"/> OTHER STRUCTURE AND FACILITIES		<input type="checkbox"/> LEASEHOLD IMPROVEMENT		
8. REFERENCE DOCUMENTS				
9. DATE OF TRANSFER/ ACCEPTANCE	10. CONTRACT/ PROJECT NO.	11. DESCRIPTION OF ACTION OR WORK PERFORMED	12. CHANGE IN ASSET VALUE	
			(1) INCREASE	(2) DECREASE
13. REMARKS				
14. CERTIFICATION				
<p>Entries of Adjustment were made in the Real Property Inventory Records. A copy of this voucher was submitted to the Financial Management Office for use as appropriate in pasting to the Asset Accounts.</p>				
15. TYPED NAME OF REAL PROPERTY ACCOUNTABLE OFFICER		16. SIGNATURE		17. DATE

Appendix A

Form and Instructions

NASA Form 1046

25. CONSTRUCTION DEFICIENCIES

26. EXPLANATORY NOTES (Continue on separate sheet)

INSTRUCTIONS

The page number and the total number of pages comprising each transaction shall be shown in the space provided at the top right-hand part of the form.

ITEM 1. - Self-explanatory.

ITEM 2. - DATE. Enter date of preparation.

ITEM 3. - JOB NO. Enter NASA job number, if applicable.

ITEM 4. - CONTRACT NO. Enter NASA contract number, if applicable.

ITEM 5. - PROJECT NO. Enter the number assigned to identify the project with appropriate construction or capital improvement.

ITEM 6. - Self-explanatory.

ITEM 7. - TYPE OF TRANSACTION. Enter an "x" in the appropriate box in block 7a to indicate whether the transfer and/or notification of acceptance of accountability covers new construction, existing facilities or capital improvements to existing facilities. If the "other" category is used, explain in item 26, "Explanatory Notes." In addition, insert an "x" in the appropriate box of block 7b to indicate whether acceptance is being made at time of beneficial occupancy, physical completion or financial completion (*with respect to new construction and capital improvements*). If the "other" category is used, explain in item 26, "Explanatory Notes." If the transaction involves a transfer to another NASA installation or from NASA to another Government agency, indicate by placing an "X" in the appropriate box in block 7c.

ITEM 8 - ITEM NO. Each single entry will be identified as an item number, and this item number will be shown in this column.

ITEM 9. - FACILITY CLASSIFICATION CODE. Enter the applicable classification code set forth in NASA Form 1134, part VI, section 2, column 4.

ITEM 10. - FACILITY DESCRIPTION. Enter the descriptive nomenclature of the facility.

ITEM 11. - NO. OF UNITS. Enter the number of units in terms of buildings or other structures.

ITEM 12. - TYPE. Enter the type of construction; i.e., "P" for permanent, "S" for semi-permanent or "T" for temporary.

ITEM 13. - UNIT OF MEASURE. Enter as appropriate "SF" for square feet, or "Acres," etc.

ITEM 14. - TOTAL QUANTITY. Enter the total quantity applicable (*i.e., acres, square feet, etc.*) for the line item.

ITEM 15. - COST. Indicate by item number and description the appropriate cost. In these instances where a document is prepared which lists items carrying costs which in some cases may be final, and in others may be preliminary, each cost figure by line item will carry an alphabetical suffix of "P" for preliminary or "F" for final.

ITEMS 16 & 17. Self-explanatory.

ITEMS 18, 19 & 20. Enter the signature and title of the person authorizing the transaction and the date.

ITEMS 21, 22, 23 & 24. Enter the signature and title of the person authorized to accept accountability of the real property, including date and voucher number.

ITEMS 25 & 26. Self-explanatory.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

TRANSFER AND/OR NOTIFICATION OF ACCEPTANCE OF ACCOUNTABILITY OF REAL PROPERTY

INSTALLATION USE ONLY

1. FROM: (Installation/Activity)		2. DATE		3. JOB NO.					
		4. CONTRACT NO.		5. PROJECT NO.					
6. TO: (Installation/Activity)		7. TYPE OF TRANSACTION							
		a. FACILITIES DATA <input type="checkbox"/> (1) NEW CONSTR. <input type="checkbox"/> (2) EXISTING FAC. <input type="checkbox"/> (3) CAPITAL IMP. <input type="checkbox"/> (4) OTHER (Specify)				b. OCCUPANCY AND COMPLETION DATA <input type="checkbox"/> (1) BENEF. OCCUP. <input type="checkbox"/> (2) PHYSICAL COM. <input type="checkbox"/> (3) FINANCIAL COM. <input type="checkbox"/> (4) OTHER (Specify)			
						c. TRANSFER <input type="checkbox"/> (1) BETWEEN INSTALL. <input type="checkbox"/> (2) OTHER GOVT. AGENCY			
ITEM NO. 8.	FACILITY CLASS. CODE 9.	FACILITY DESCRIPTION 10.	NO. OF UNITS 11.	TYPE 12.	UNIT OF MEAS. 13.	TOTAL QUANTITY 14.	COST 15.	DRAWING NUMBER(S) 16.	REMARKS 17.
CERTIFICATION (The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the owning agency except for the deficiencies listed on the reverse side)									
18. AUTHORIZED BY (Signature)			19. TITLE				20. DATE		
21. ACCEPTED BY (Signature)			22. TITLE				23. DATE		24. PROPERTY VOUCHER NO.

Appendix A

Form and Instructions

NASA Form 1046A

NATIONAL AERONAUTICS AND
SPACE ADMINISTRATION

Notification of Real Property Transaction.

1. FROM <i>(Preparing Installation/Activity)</i>					2. TO <i>(Installation/Activity)</i>				
3. DATE		4. CONTRACT NO.			5. VOUCHER NO.			6. MODIFICATION NO.	
7. TYPE OF TRANSACTION									
a. FACILITIES DATA (1) <input type="checkbox"/> NEW CON- STRUCTION (2) <input type="checkbox"/> EXISTING FACILITY (3) <input type="checkbox"/> CAPITAL IM- PROVEMENT (4) <input type="checkbox"/> OTHER <i>(Specify)</i> _____					b. OCCUPANCY AND COMPLETION DATA (1) <input type="checkbox"/> BENEFICIAL OCCUPATION (2) <input type="checkbox"/> PHYSICAL COMPLETION (3) <input type="checkbox"/> FINANCIAL COMPLETION (4) <input type="checkbox"/> OTHER <i>(Specify)</i> _____			c. TRANSFER (1) <input type="checkbox"/> BETWEEN INSTALA- TIONS (2) <input type="checkbox"/> OTHER GOVERNMENT AGENCY	
ITEM NO.	FACILITY CLASS. CODE	FACILITY DESCRIPTION	NO. OF UNITS	TYPE	UNIT OF MEAS.	TOTAL QUANTITY	COST	DRAWING NUMBER(S)	REMARKS
9.	9.	10.	11.	12.	13.	14.	15.	16.	17.
CERTIFICATION <i>(The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the owning agency except for the deficiencies listed on the reverse side)</i>									
18. PREPARED BY <i>(Signature)</i>			19. TITLE					20. DATE	
21. ACCEPTED BY <i>(Signature)</i>			22. TITLE				23. DATE	24. PROPERTY VOUCHER NO.	

5. CONSTRUCTION DEFICIENCIES**16. EXPLANATORY NOTES** *(Continue on Separate Sheet)***INSTRUCTIONS**

The page number and the total number of pages comprising each transactions shall be shown in the space provided at the top right-hand part of the form.

ITEM 1. - Self-explanatory.

ITEM 2. - Self-explanatory.

ITEM 3. - DATE. Enter date of preparation.

ITEM 4. - CONTRACT NO. Enter NASA contract number, if applicable.

ITEM 5. - VOUCHER NO. Enter Voucher No. in accordance with instructions in the Manual.

ITEM 6. - MODIFICATION NO. Enter the number assigned to identify the modification of item 4.

ITEM 7. - TYPE OF TRANSACTION. Enter an "x" in the appropriate box in block 7a to indicate whether the transfer and/or notification of acceptance of accountability covers new construction, existing facilities or capital improvements to existing facilities. If the "other" category is used, explain in item 26, "Explanatory Notes." In addition, insert an "x" in the appropriate box of block 7b to indicate whether acceptance is being made at time of beneficial occupancy, physical completion or financial completion *(with respect to new construction and capital improvements)*. If the "other" category is used, explain in item 26, "Explanatory Notes."

ITEM 8. - ITEM NO. Each single entry will be identified as an item number, and this item number will be shown in this column.

ITEM 9. - FACILITY CLASSIFICATION CODE. Enter the applicable classification code as cited in the Manual.

ITEM 10. - FACILITY DESCRIPTION. Enter the descriptive nomenclature of the facility.

ITEM 11. - NO. OF UNITS. Enter the number of units in terms of buildings or other structures.

ITEM 12. - TYPE. Enter the type of construction; i.e., "P" for permanent, "S" for semi-permanent or "T" for temporary.

ITEM 13. - UNIT OF MEASURE. Enter as appropriate "SF" for square feet, or "Acres," etc.

ITEM 14. - TOTAL QUANTITY. Enter the total quantity applicable *(i.e., acres, square feet, etc.)* for the line item.

ITEM 15. - COST. Indicate by item number and description the appropriate cost. In these instances where a document is prepared which lists items carrying costs which in some cases may be final, and in others may be preliminary, each cost figure by line item will carry an alphabetical suffix of "P" for preliminary or "F" for final.

ITEMS 16 & 17. Self-explanatory.

ITEMS 18, 19, & 20. Enter the signature and title of the person preparing the transaction and the date.

ITEMS 21, 22, 23 & 24. Enter the signature and title of the person authorized to accept accountability of the real property, including date and voucher number.

ITEMS 25 & 26. Self-explanatory.

Appendix A

Form and Instructions

NASA Form 1515

INSTRUCTIONS

- **REPORTING INSTALLATION.** – Enter the name of the NASA installation accountable for the property.
- **DATE.** – Enter the date the report was prepared.
- **REAL PROPERTY ACCOUNTABLE OFFICER.** – Typed name and signature of the Real Property Accountable Officer designated by the Installation Director.
- **FOR FY ENDING.** – Complete by entering the last two digits of Fiscal Year involved.
- **DISPOSAL CATEGORIES.** – Enter in each line item as appropriate (*i.e., By Transfer, By Sale, etc.*) the following information:
 - **No. of Cases.** – Enter in column a the number of cases completed in the Fiscal Year;
 - **Land.** – Enter in columns b and c the total acres of land disposed of and overall book value;
 - **Buildings.** – Enter in columns d, e and f the number of buildings disposed of, total square feet involved and overall book value. Under col. e indicate whether sq. ft. is gross or net (G or N)
 - **Other Structures and Facilities.** – Enter in columns g and h the number of other structures and facilities disposed of and the overall book value.
- **LEASEHOLD IMPROVEMENTS.** – Enter in column i the overall book value of all improvements made on property owned by others and disposed of.
- **REMARKS/EXPLANATION.** – Enter in item 10 any qualifying statements or clarifications pertinent to line items and columns entered above.

NOTE: – On a separate sheet provide the description of each case reported by "Disposal Category" and cite the authority for the disposal action, examples of which are set forth as follows:

	Description and Location of Property	Book Value	Authority
● Category 2 (<i>By Abandonment</i>)			
Case No. 1	Bldg. No. 1240 (Quonset Building), Link Fence, Gravel Road, Tracking Tower, Plum Tree Island, Virginia	\$ 90,477	NASA Hdqts ltr dated 6/25/71
● Category 3 (<i>By Demolition</i>)			
Case No. 1	Bldg. No. 1224, Lumber Storage Building – Hampton, Virginia	\$ 8,829	NASA Hdqts ltr dated 1/4/71
Case No. 2	Bldg. No. 1290, Space Science Laboratory – Pasadena, California	\$ 24,761	NASA Hdqts ltr dated 3/6/71

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
**REPORT OF REAL PROPERTY DISPOSAL ACTIONS ACCOMPLISHED
 DURING THE FISCAL YEAR - DISPOSED OF AND REMOVED
 FROM THE ACCOUNTABLE RECORDS**

DISPOSAL CATEGORIES		NO. OF CASES a.	LAND		BUILDINGS			OTHER STRUCTURES AND FACILITIES		LEASEHOLD IMPROVEMENTS (Book Value) i.
			ACRES b.	BOOK VALUE c.	NO. d.	SQ. FT. e.	BOOK VALUE f.	NO. g.	BOOK VALUE h.	
1. BY TRANSFER										
2. BY ABANDONMENT										
3. BY DEMOLITION										
4. BY DONATION										
5. BY SALE										
6.										
OTHER (Specify)										
7.										
8.										
9. TOTAL ▲										

10. REMARKS/EXPLANATION

NOTE: - Please refer to preparation instructions on reverse of this form.

CHECK IF NEGATIVE REPORT ☐

Appendix A

NASA Form 1516

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION INVENTORY REPORT OF NASA CONTROLLED TRAILERS (Owned, Leased, and on Loan from Other Government Agencies)												REPORTING INSTALLATION		DATE				
REAL PROPERTY ACCOUNTABLE OFFICER												FOR FY ENDING June 30, 19						
LOCATION SITE (Number Items in each section)	a. OFFICE						b. LABORATORY		c. TECHNICAL FACILITY		UTILIZATION CLASSIFICATION (Net area in square feet)				UNITS**	SQUARE FEET	INVENTORY VALUE	
	NO. (1)	SQ. FT. (2)	NO. (1)	SQ. FT. (2)	NO. (1)	SQ. FT. (2)	NO. (1)	SQ. FT. (2)	NO. (1)	SQ. FT. (2)	d. CONFERENCE	e. SHOP	f. STORAGE	g. MISCELLA- NEOUS*				h.
A. OWNED																		
TOTAL																		
B. LEASED																		
TOTAL																		
C. ON LOAN																		
TOTAL																		
GRAND TOTAL																		

*Indicate utilization classification under the heading "Explanatory Remarks," using the reverse side of this form for that purpose.
 **Indicate the number of units that are Contractor-held under "Explanatory Remarks" on reverse.
 NOTE: ... Additional space remaining on reverse is to be used for "Trailers Planned to be Reported Excess," as well as any additional remarks or explanation deemed necessary.

Appendix A

Form and Instructions

NASA Form 1400

NASA NATIONAL AERONAUTICS AND SPACE ADMINISTRATION		Facilities Utilization Program Buildings Space Utilization Report - Summary by Building and Organization										INSTALLATION		DATE	PAGE	OF	PAGES
BUILDING 1.	ORGANIZATION 2.	NUMBER OF PERSONNEL						PER- SONNEL REQUIRING OFFICE SPACE 7.	OFFICE 8.	LABOR- ATORY 9.	TECHNICAL FACILITY 10.	CON- FERENCE INDUSTRIAL 11.	SHOP- STORAGE 12.	MISCEL- LANE- OUS 14.	TOTAL 15.	OFFICE SPACE AVAIL./PERS REQUIRING OFFICES 16.	
		CIVIL SERVICE 3.	CON- TRACTOR 4.	OTHER 5.	TOTAL 6.												

General Instructions for Preparing NASA Form 1400
Buildings Space Utilization Report Summary by Building and Organization

ASSIGNED SPACE

Building (Col. 1). Provide building, structure, complex, trailer, etc., name or number. If alphanumeric, provide a separate key showing names and titles of buildings. Lump minor buildings exclusive of trailers in a miscellaneous category when small in area and utilized by only 2-3 personnel.

Organizations (Col. 2). List (separately) organization(s) at office or division level occupying the building.

Number of Personnel (Col. 3-6). Show number of personnel by types occupying the building. Show subtotals by organizations, i.e., NASA and non-NASA.

Personnel Requiring Office Space (Col. 7). List the number of personnel by building and organization(s) occupying or requiring office space.

Allocated Net Usable Area in Square Feet (Col. 8-15). See iDefinitions of Termsî for net usable area and various types of space.

Office Space Available Per Person Requiring Office Space (Col. 16). Computed by dividing net square feet of office area by number of personnel in the building and organization requiring office space.

UNASSIGNED OR VACANT SPACE

Only columns 1 and 8-15 should be completed, if unassigned or vacant space exists.

BUILDING QUALITY CODE

See definitions for description of building quality categories and code symbols to be entered, if applicable, preceding the net area figures in Col. 8-14. This code is optional and to be used only if considered necessary to clarify complex space utilization problems.

TOTALS

A summary line with installation total for Col. 3-15 should complete the report. Indicate average space available per person requiring office space (density) in Col. 16. Summarize separate total for Col. 3-15 for NASA Civil Service Employees and NASA Contractor/Tenant occupied space. Note that tenant activities, leased space, and trailers are summarized separately.

Appendix A

Form and Instructions

NASA Form 1400A


 NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
 SPACE ACTIVITY REPORT

Major Facilities Utilization Report

		INSTALLATION		DATE		PAGE OF PAGES	
		CHAIRMAN, FACILITIES UTILIZATION REVIEW BOARD		FACILITIES UTILIZATION OFFICER			
FACILITY NUMBER AND NAME 1.	BASELINE UTILIZATION 2.	FOR REPORTING PERIOD ENDING MARCH 31, 19 ____			FOR CURRENT REPORTING PERIOD ENDING MARCH 31, 19 ____		
		REPORTED UTILIZATION 3.	PERCENT OF BASELINE 4.	PRIMARY PROGRAMS/PROJECTS SUPPORTED (if applicable) 5.	PLANNED UTILIZATION 6.	REMARKS 7.	

NASA FORM 1400A AUG 84 PREVIOUS EDITION MAY BE USED.

KCS 101 UPR 00718

General Instructions For Preparing NASA Form 1400A

Major Facilities Utilization Report

Facility Number and Name (Col. 1). Provide facility name and number as carried on the Real Property Accountability Records. (Note: A listing of separate capabilities within a single facility should be made if more meaningful and accurate data can be provided thereby. If this alternative is desired, the cognizant Program Office and the Facilities Engineering Division should concur prior to displaying the data in this manner.)

Baseline Utilization (Col. 2). Provide that quantitative factor that could reasonably justify acquisition and retention of the facility, consistent with the Utilization Criteria.

Reported Utilization (Col. 3). Enter the utilization level experienced in the past year's reporting period, using the same unit of measure reported in Column 2 of the sample form.

Percentage of Baseline (Col. 4). This percentage is computed by dividing the Reported Utilization (column 3) by the Baseline Utilization (column 2). See example form.

Primary Programs/Projects Supported, if Applicable (Col. 5). List two or three of the primary programs/projects, such as by Unique Project Number (UPN), supported during the past year and/or reference the testing or operation scheduled for the year, if appropriate.

Planned Utilization (Col. 6). Enter the utilization level planned for current year's reporting period or, if a utilization percentage is considered more appropriate, divide the planned utilization by the same baseline used for the past year's reporting period.

Remarks (Col. 7). Provide any pertinent utilization remarks, especially those indicating remedial actions for improved future utilization or disposal, or identifying constraints restricting greater use.

Appendix A

Form and Instructions

NASA Form 1400B

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION FACILITIES UTILIZATION PROGRAM		INSTALLATION		DATE				
REPORT OF NASA FACILITIES IDENTIFIED DURING THE PAST REPORTING PERIOD AS BEING NOT NEEDED OR UNDERUTILIZED		REAL PROPERTY ACCOUNTABLE OFFICER		FACILITIES UTILIZATION OFFICER				
CATEGORIES (List property name, description and location. Use additional sheets, if necessary.)	a. LAND		b. BUILDING		c. OTHER STRUCTURES AND FACILITIES			
	ACRES (1)	BOOK VALUE (2)	NO. (1)	SQ. FT. (2)	BOOK VALUE (3)	NO. (1)	BOOK VALUE (2)	EXPLANATION OF ACTION TAKEN OR PLANNED d.
A. NOT NEEDED								
B. UNDERUTILIZED								

NOTE - Please refer to preparation instructions set forth on reverse.

☐ NEGATIVE REPORT

NASA FORM 1400B DEC 76

RCS 101 UPR 00719

General Instructions for Preparing NASA Form 1400B
Report of NASA-Owned Real Property Identified During the
Current Fiscal Year as Being Not Needed or Underutilized
Remaining in the Agency's Inventory

1. Reporting Installation. Enter the name of the NASA installation accountable for the property.
2. Date. Enter the date the report was prepared.
3. Real Property Accountable Officer. Typed name and signature of the Real Property Accountable Officer designated by the Installation Director.
4. Facilities Utilization Officer. Typed name and signature of the Facilities Utilization Officer designated by the Installation Director.
5. For Reporting Year Ending. Complete by entering the last two digits of the Reporting Year involved.
6. Categories. Number consecutively all items under the respective categories those properties identified as such during the reporting year and still being carried on the installation accountable records. (For the definition of terms, see FPMR 101-47.801(a).)
 - a. Land. Enter in columns (1) and (2) the total acres of land and overall book value from the current figures shown on your real property inventory records for the property listed.
 - b. Buildings. Enter in columns (1), (2), and (3) the building number or designation assigned to the building, total square feet involved, and overall book value from the current figures shown on your real property inventory records for the property listed. Enter under col. (2) whether sq. ft. is gross or net (G or N).
 - c. Other Structures and Facilities. Enter in columns (1) and (2) the facility number or designation assigned to the facility structure, and the overall book value from the current figures shown on your real property inventory records for the property listed.
 - d. Explanation of Action Taken or Planned. Enter as appropriate any explanation of action taken or planned in connection with the property listed under the respective categories.

Appendix A

Form and Instructions

NASA Form 1400C



Facilities Data Summary

INSTALLATION NAME AND LOCATION		YEAR ESTABLISHED
DIRECTOR	MAIL CODE	TELEPHONE
FACILITIES UTILIZATION OFFICER	MAIL CODE	TELEPHONE
REAL PROPERTY ACCOUNTABLE OFFICER	MAIL CODE	TELEPHONE

PROGRAM AREAS

PHYSICAL SCOPE (Center proper)		
DESCRIPTION		TOTAL
LAND AREA OWNED (Acres)		
LAND AREA ON PERMIT (Acres)		
BUILDINGS AND STRUCTURES (Gross square feet)	NUMBER OF BUILDINGS AND STRUCTURES	
BUILDINGS OVER 30,000 SQ. FT. (Gross square feet)	NUMBER OF BUILDINGS AND STRUCTURES	
BUILDINGS AND STRUCTURES OWNED (Net square feet)		
BUILDINGS OCCUPIED AND/OR CONTROLLED (Net square feet)*		

PERSONNEL HOUSING		
DESCRIPTION	NUMBER OF PERSONNEL REQUIRING HOUSING (Prime shift only)	CENTER POPULATION (Including pers. not requiring housing & sec. shifts)
CIVIL SERVICE		
CONTRACTOR		
OTHER		
TOTAL		

RECORDED CAPITAL VALUES (Center property only) **		
DESCRIPTION	CAPITALIZED BOOK VALUE AS OF _____	ESTIMATED REPLACEMENT VALUE AS OF _____
REAL PROPERTY		
PLANT EQUIPMENT		
FIXED ASSETS IN PROGRESS		
TOTAL		

* Includes owned NSF, plus that leased, held under permit, or other use agreement

** Excludes real property and plant equipment and fixed assets in progress at remote off site locations, such as tracking stations.

Instructions Preparing NASA Form 1400C Facilities Data Summary

1. Reporting Installation. Enter the name of the NASA installation accountable for the property.
2. Installation Director. Typed name of Installation Director.
3. Facilities Utilization Officer and Real Property Accountable Officer. Typed names and signatures of the Facilities Utilization Officer and the Real Property Accountable Officer designated by the Installation Director.
4. Categories
 - a. Physical Scope. Self-explanatory. Enter data shown on Installations property accountable records.
 - b. Personnel Housing. Self-explanatory. Enter data shown on installations building space utilization report and available human resources analysis report.
 - c. Recorded Capital Value. Self-explanatory. Enter data shown on installation's real property accountable records and estimated replacement value.
 - d. Major Technical Facilities. Self-explanatory. Enter installations major technical facilities designated in accordance with guidelines established in Chapters 4.2 and 4.3 of the NPG.

Appendix A

GSA Form 1166

QUARTERLY REPORT OF REAL PROPERTY OWNED BY
OR LEASED TO THE UNITED STATES (Continued)

Repeat from
items 8 and 10
on front

AGENCY BUREAU
CODE

INSTALLATION NUMBER

SECTION IV - OTHER STRUCTURES AND FACILITIES

43. TRANS. CODE (2)	44. REC. TYPE (23-24)	45. USAGE		46. ACQUISITION COST (In thousands) (54-60)	47. ESTIMATED COST INDICATOR (61)	48. NEGLIGIBLE COST INDICATOR (62)
		A. CODE (25-26)	B. CLASSIFICATION			
4	0	1	2			
			AIRFIELD PAVEMENTS			
4	0	1	3			
			HARBOR AND PORT FACILITIES			
4	0	1	5			
			POWER DEVELOPMENT AND DISTRIBUTION			
4	0	1	6			
			RECLAMATION AND IRRIGATION			
4	0	1	8			
			FLOOD CONTROL AND NAVIGATION			
4	0	4	0			
			STORAGE (Other than buildings)			
4	0	5	0			
			INDUSTRIAL (Other than buildings)			
4	0	6	0			
			SERVICE (Other than buildings)			
4	0	7	0			
			RESEARCH AND DEV. (Other than buildings)			
4	0	7	1			
			UTILITY SYSTEMS			
4	0	7	2			
			COMMUNICATIONS SYSTEMS			
4	0	7	3			
			NAVIGATION AND TRAFFIC AIDS			
4	0	7	6			
			ROADS AND BRIDGES			
4	0	7	7			
			RAILROADS			
4	0	7	8			
			MONUMENTS AND MEMORIALS			
4	0	7	9			
			MISCELLANEOUS MILITARY FACILITIES			
4	0	8	0			
			ALL OTHER (Specify in remarks)			
TOTAL						

19. TOTAL COST FOR LAND, BUILDINGS, AND OTHER STRUCTURES AND FACILITIES

SECTION V - COMPLETE FOR LEASED PROPERTY ONLY

50. TRANS. CODE (2)	51. REC. TYPE (23-24)	52. NUMBER OF LEASES REPORTED (28-31)	53. EFFECTIVE DATE (32-37)	54. EXPIRATION DATE (38-43)	55. RENEWAL OPTION YEARS (44-45)	56. ANNUAL RENTAL RATE (46-53)	57. OTHER STRUCTURES AND FACILITIES INDICATOR (54)
5	0						

58. REMARKS

59. PREPARED BY (Print or type name and title)

60. SIGNATURE

61. DATE

QUARTERLY REPORT OF REAL PROPERTY OWNED BY OR LEASED TO THE UNITED STATES

INSTRUCTIONS - For LEASED property, complete only the shaded items. For OWNED property, complete all items, including shaded, except for Section V.

REPORTS CONTROL SYMBOL 1. PAGE OF

SECTION I -- INSTALLATION

6. PROPERTY TYPE (1)	7. TRANS. CODE (2)	8. AGENCY BUREAU CODE (3-6)	9. GEOGRAPHIC LOCATION CODE			10. INSTALLATION NUMBER (16-22) (SUF.)	2. AGENCY CONTROL NO.	3. REPORT AS OF	
			A. STATE OR CONTINENT (7-8)	B. CITY OR TOWN (9-12)	C. COUNTRY OR COUNTRY (13-15)				
12. INSTALLATION NAME (28-57)						13. INSTALLATION STREET ADDRESS (58-87)			

11. REC. TYPE (23-24)	14. CITY OR TOWN										15. COUNTY OR COUNTRY										16. STATE OR CONTINENT									
--------------------------	------------------	--	--	--	--	--	--	--	--	--	-----------------------	--	--	--	--	--	--	--	--	--	------------------------	--	--	--	--	--	--	--	--	--

17. ZIP CODE (88-96) (SUF.)	18. CONGRESSIONAL DISTRICT(S) (97-116)										19. ESTIMATED CURRENT VALUE (In thousands) (117-125)	20. HIGHEST AND BEST USE (124)	21. EXCESS INDICATOR (125)	22. HISTORICAL INDICATOR (126)	23. LAST SURVEY YEAR A. BY GSA (127-130) B. BY AGCY (131-134)
	1	2	3	4	5	6	7	8	9	10					

SECTION II -- LAND

24. TRANS. CODE (2)	25. REC. TYPE (23-24)	26. USAGE CODE (25-26)	27. ACQUISITION CODE (27)	28. DATE(S) ACQUIRED		29. URBAN ACRES (In tenths) (36-43)	30. RURAL ACRES (In tenths) (44-53)	31. ACQUISITION COST (In thousands) (54-60)	32. ESTIMATED COST INDICATOR (61)	33. NEGLIGIBLE COST INDICATOR (62)
				A. FROM (28-31)	B. TO (32-35)					
2	0									
2	0									
2	0									

TOTALS

SECTION III -- BUILDINGS

34. TRANS. CODE (2)	35. REC. TYPE (23-24)	36. USAGE		37. DATE(S) ACQUIRED		38. NUMBER OF BUILDINGS (36-40)	39. GROSS SQUARE FOOTAGE (41-48)	40. ACQUISITION COST (In thousands) (54-60)	41. ESTIMATED COST INDICATOR (61)	42. NEGLIGIBLE COST INDICATOR (62)
		A. CODE (25-26)	B. CLASSIFICATION	A. FROM (28-31)	B. TO (32-35)					
3	0	1	0							
3	0	1	4							
3	0	2	1							
3	0	2	2							
3	0	2	3							
3	0	2	9							
3	0	3	0							
3	0	4	0							
3	0	5	0							
3	0	6	0							
3	0	7	0							
3	0	8	0							
3	0	9	9							

TOTALS

Appendix A

Army, DD Form 1354

<div>30.</div> <div>CONSTRUCTION DEFICIENCIES</div>	
<div>31. REMARKS</div>	
<div>INSTRUCTIONS</div>	
<div><p>This form has been designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies. It supersedes ENG Forms 290 and 290B (formerly used by the Army and Air Force) and NAVDOCKS Form 2317 (formerly used by the Navy).</p><p>Existing instructions issued by the military departments relative to the preparation of the three superseded forms are applicable to this form to the extent</p></div>	<div><p>that the various items and columns on the superseded forms have been retained. Additional instructions, as appropriate, will be promulgated by the military departments in connection with any new items appearing hereon.</p><p>With the issuance of this DD form, it is not intended that the departments shall revise and reprint manuals and directives simply to show the number of this DD form. Such action can be accomplished through the normal course of revision for other reasons.</p></div>

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

Form Approved
OMB No. 0704-0188

PAGE OF

PAGES

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. FROM (Installation/Activity/Service and Zip code)		2. OPERATING UNIT	3. DISTRICT CODE	4. OPERATING AGENCY	5. DATE	6. JOB NUMBER	7. SERIAL NUMBER	8. CONTRACT NUMBER	
9. TO (Installation/Activity/Service and Zip code)		10. OPERATING UNIT	11. DISTRICT CODE	12. OPERATING AGENCY	13. ACCOUNTING NUMBER	14. ACCOUNTING TABLE OFFICE NUMBER	15. TYPE OF TRANSACTION A. <input type="checkbox"/> NEW CONSTR. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input type="checkbox"/> OTHER (Specify) B. <input type="checkbox"/> BENFID <input type="checkbox"/> PHYSICAL COM. <input type="checkbox"/> FINAN COM. <input type="checkbox"/> OTHER (Specify)		16. PROJECT NUMBER
ITEM NO.	CATEGORY CODE	FACILITY (Category description)	NO. OF UNITS	TYPE	UNIT OF MEAS.	TOTAL QUANTITY	COST	DRAWING NUMBERS	REMARKS
17	18	19	20	21	22	23	24	25	26
27. STATEMENT OF COMPLETION: The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.									
TRANSFERRED BY (Signature)									
DATE									
TITLE (Area Engr./Base Engr./DPW/CI)									
28. ACCEPTED BY (Signature)									
DATE									
TITLE (Post Engr./Base Civ. Engr./Nav. Rep.)									
29. PROPERTY VOUCHER NUMBER									

TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

Form Approved
OMB No. 0704-0188

PAGE OF PAGES

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1. FROM (Installation/Activity/Service and Zip code)		2. OPERATING UNIT		3. DISTRICT CODE		4. OPERATING AGENCY		5. DATE		6. JOB NUMBER		7. SERIAL NUMBER		8. CONTRACT NUMBER	
9. TO (Installation/Activity/Service and Zip code)		10. OPERATING UNIT		11. DISTRICT CODE		12. OPERATING AGENCY		13. ACCOUNTING NUMBER		14. ACCOUNTING OFFICE NUMBER		15. TYPE OF TRANSACTION A. <input type="checkbox"/> NEW CONSTR. <input type="checkbox"/> EXISTING FAC. <input type="checkbox"/> CAPITAL IMP. <input type="checkbox"/> OTHER (Specify) B. <input type="checkbox"/> BENF/O <input type="checkbox"/> PHYSICAL COM. <input type="checkbox"/> FINAN. COM. <input type="checkbox"/> OTHER (Specify)		16. PROJECT NUMBER	
ITEM NO.	CATEGORY CODE	FACILITY (Category description)	NO. OF UNITS	TYPE	UNIT OF MEAS.	TOTAL QUANTITY	COST	DRAWING NUMBERS	REMARKS						
17	18	19	20	21	22	23	24	25	26						
27. STATEMENT OF COMPLETION: The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.										28. ACCEPTED BY (Signature)		DATE			
TRANSFERRED BY (Signature)				DATE				TITLE (Post Engr./Base Civ. Engr./Navy Rep.)				29. PROPERTY VOUCHER NUMBER			
TITLE (Area Engr./Base Engr./DPWO)															

30.		CONSTRUCTION DEFICIENCIES	
31. REMARKS			
INSTRUCTIONS			
<p>This form has been designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies. It supersedes ENG Forms 290 and 290B (<i>formerly used by the Army and Air Force</i>) and NAVDOCKS Form 2317 (<i>formerly used by the Navy</i>).</p> <p>Existing instructions issued by the military departments relative to the preparation of the three superseded forms are applicable to this form to the extent</p>		<p>that the various items and columns on the superseded forms have been retained. Additional instructions, as appropriate, will be promulgated by the military departments in connection with any new items appearing hereon.</p> <p>With the issuance of this DD form, it is not intended that the departments shall revise and reprint manuals and directives simply to show the number of this DD form. Such action can be accomplished through the normal course of revision for other reasons.</p>	

Appendix B

Site Location Codes

(Sorted by Site Name)

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
100	OPERATIONAL INCLUDING TRACKING & DATA ACQUISITION & TRAINING FACILITIES						
110	AIRFIELD PAVEMENTS - All necessary cut, fill, and grading in addition to base and surface materials, and necessary appurtenances such as tie-downs. For airfield pavement lighting, see Code 136.						
111	AIRFIELD PAVEMENTS - RUNWAYS						
111-10	Runway (Concrete)	SY	Square Yards	Other	1531	12	Airfield Pavements
111-11	Runway (Bituminous)	SY	Square Yards	Other	1531	12	Airfield Pavements
111-12	Runway (Other)	SY	Square Yards	Other	1531	12	Airfield Pavements
111-20	Helicopter Landing Pad (Concrete)	SY	Square Yards	Other	1531	12	Airfield Pavements
111-21	Helicopter Landing Pad (Bituminous)	SY	Square Yards	Other	1531	12	Airfield Pavements
111-22	Helicopter Landing Pad (Other)	SY	Square Yards	Other	1531	12	Airfield Pavements
112	AIRFIELD PAVEMENTS - TAXIWAYS						
112-10	Taxiway (Concrete)	SY	Square Yards	Other	1531	12	Airfield Pavements
112-11	Taxiway (Bituminous)	SY	Square Yards	Other	1531	12	Airfield Pavements
112-12	Taxiway (Other)	SY	Square Yards	Other	1531	12	Airfield Pavements
113	AIRFIELD PAVEMENTS - APRONS						
113-20	Aircraft Parking, Access or Maintenance Apron (Concrete)	SY	Square Yards	Other	1531	12	Airfield Pavements
113-21	Aircraft Parking, Access or Maintenance Apron (Bituminous)	SY	Square Yards	Other	1531	12	Airfield Pavements
113-22	Aircraft Parking, Access or Maintenance Apron (Other)	SY	Square Yards	Other	1531	12	Airfield Pavements
116	AIRFIELD PAVEMENTS - OTHER						
120	LIQUID FUELING & DISPENSING FACILITIES						
121	AIRCRAFT DISPENSING						
121-10	Aircraft Direct Fueling Station	GM	Gallons per Minute	Other	1531	60	Service
121-20	Aircraft Truck Fueling Facility	GM	Gallons per Minute	Other	1531	60	Service
121-90	Aircraft Fuel Dispensing (Other)	GM	Gallons per Minute	Other	1531	60	Service
122	MARINE FUEL DISPENSING - Covers all ships and small boats. When located on pier, not to be coded as part of pier.						
122-10	Marine Fueling Facility	GM	Gallons per Minute	Other	1531	60	Service
122-20	Small Craft Fueling Station	GM	Gallons per Minute	Other	1531	60	Service
122-90	Marine Fuel Dispensing (Other)	GM	Gallons per Minute	Other	1531	60	Service
123	LAND VEHICLE DISPENSING - Official vehicles and equipment only.						
123-10	Filling Station	GA	Gallons	Other	1531	60	Service
123-90	Land Vehicle Fuel Dispensing (Other)	GA	Gallons	Other	1531	60	Service

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
126	LIQUID FUELING AND DISPENSING - OTHER - Ready liquid fuel storage and dispensing facilities other than those covered by Codes 121-123 inclusive. For bulk storage, see Code 410.						
126-10	Drum and Can Loading Facility	GA Gallons		Other	1531	60	Service
126-30	Tank Truck Loading Facility	GA Gallons		Other	1531	60	Service
126-40	Tank Car Loading Facility	GA Gallons		Other	1531	60	Service
126-90	Miscellaneous Fueling and Dispensing	GA Gallons		Other	1531	60	Service
130	COMMUNICATIONS						
131-10	Cable House	SF Square Feet		Building	1521	60	Service
131-15	Communications Center	SF Square Feet		Building	1521	60	Service
131-20	Communications Control Link Building	SF Square Feet		Building	1521	60	Service
131-25	Direction Finder Building	SF Square Feet		Building	1521	60	Service
131-30	Helix House	SF Square Feet		Building	1521	60	Service
131-35	Receiver Building	SF Square Feet		Building	1521	60	Service
131-40	Telephone Exchange Building	SF Square Feet		Building	1521	60	Service
131-45	Terminal Equipment Building	SF Square Feet		Building	1521	60	Service
131-50	Transmitter Building	SF Square Feet		Building	1521	60	Service
131-90	Other Communications Buildings	SF Square Feet		Building	1521	60	Service
132	COMMUNICATIONS - OTHER THAN BUILDINGS						
132-10	Antenna - Tower Supported	EA Each		Other	1531	72	Communications Systems
132-20	Antenna - Vertical Radiator	EA Each		Other	1531	72	Communications Systems
132-30	Antenna - Pole and Wire	EA Each		Other	1531	72	Communications Systems
132-40	Switching Stations - Outdoor Antenna	EA Each		Other	1531	72	Communications Systems
132-50	Public Address System - Outdoor	EA Each		Other	1531	72	Communications Systems
132-90	Communication (Other)	EA Each		Other	1531	72	Communications Systems
136	AIRFIELD PAVEMENT LIGHTING - Lighting both sides and approaches for all airfield pavements. For airfield perimeter lighting, street lighting, and other general illumination, see Code 812.						
136-10	Approach Lighting	LF Linear Feet		Other	1531	73	Navigation and Traffic Aids
136-20	Parking and Service Area Lighting	LF Linear Feet		Other	1531	73	Navigation and Traffic Aids
136-30	Runway Lighting	LF Linear Feet		Other	1531	73	Navigation and Traffic Aids
136-50	Taxiway Lighting	LF Linear Feet		Other	1531	73	Navigation and Traffic Aids
136-90	Airfield Pavement Lighting (Other)	LF Linear Feet		Other	1531	73	Navigation and Traffic Aids

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
140	TRACKING STATIONS - Buildings used in data acquisition and tracking of manned and unmanned spacecraft and satellites, classified as follows:						
140-10	Operations Buildings (Tracking Stations)	SF	Square Feet	Building	1521	60	Service
140-20	Administrative Buildings (Tracking Stations)	SF	Square Feet	Building	1521	10	Office
140-30	Support Buildings - Personnel (Tracking Stations)	SF	Square Feet	Building	1521	60	Service
140-40	Support Buildings - Material (Tracking Stations)	SF	Square Feet	Building	1521	50	Industrial
140-50	Support Buildings - Mechanical (Tracking Stations)	SF	Square Feet	Building	1521	60	Service
140-90	Other Tracking Station Buildings	SF	Square Feet	Building	1521	60	Service
141	TRACKING STATIONS - Other Structures and Facilities used in data acquisition and tracking of manned and unmanned spacecraft and satellites, classify as follows:						
141-10	Roads and Paving (Tracking Stations)	SY	Square Yards	Other	1531	76	Roads and Bridges
141-20	Grounds Improvements (Tracking Stations)	SF	Square Feet	Other	1531	80	All Other
141-30	Communications (Tracking Stations)	EA	Each	Other	1531	72	Communications Systems
141-40	Utilities (Tracking Stations)	LF	Linear Feet	Other	1531	71	Utility Systems
141-50	Engineering Services Facilities (Tracking Stations)	SF	Square Feet	Other	1531	60	Service
141-90	Other Structures and Facilities (Tracking Stations)	EA	Each	Other	1531	80	All Other
150	WATERFRONT OPERATIONAL FACILITIES						
151	PIERS--All piers regardless of function served, protective dolphins at pier heads, original dredging performed specifically for the purpose of providing the pier facility, and supporting utilities and services.						
152	WHARVES - Same general coverage as Code 151.						
152-20	Berthing Wharf	FB	Feet of Berthing	Other	1531	13	Harbor and Port Facilities
152-40	Fueling Wharf	FB	Feet of Berthing	Other	1531	13	Harbor and Port Facilities
152-60	Supply Wharf	FB	Feet of Berthing	Other	1531	13	Harbor and Port Facilities
152-90	Waterfront Operational Facilities (Other)	FB	Feet of Berthing	Other	1531	13	Harbor and Port Facilities
153	CARGO HANDLING FACILITIES						
153-10	Cargo Handling Facility	SY	Square Yards	Other	1531	13	Harbor and Port Facilities
153-90	Cargo Handling Facilities (Other)	SY	Square Yards	Other	1531	13	Harbor and Port Facilities
154	SEAWALLS, BULKHEADS, QUAYWALLS - Shore protective structures not intended primarily for berthing vessels.						
154-10	Bulkheads	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
154-20	Quaywalls	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
154-30	Seawalls	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
154-90	Shore Protective Structures (Other)	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
160	HARBOR AND COASTAL FACILITIES						
163-10	Mooring Dolphin	EA	Each	Other	1531	13	Harbor and Port Facilities
163-20	Mooring Platform	EA	Each	Other	1531	13	Harbor and Port Facilities
163-30	Stake Pile Mooring	EA	Each	Other	1531	13	Harbor and Port Facilities
163-90	Moorings (Other)	EA	Each	Other	1531	13	Harbor and Port Facilities
164	MARINE IMPROVEMENTS - Structures for protecting the harbor, land area, or coastline from current or wave action and from flood conditions.						
164-10	Breakwater	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
164-20	Groins or Jetties	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
164-30	Levees	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
164-90	Marine Improvements (Other)	LF	Linear Feet	Other	1531	13	Harbor and Port Facilities
165							
	DREDGING - ORIGINAL - Dredging, such as channel and turning basin dredging not directly related to the specific construction of an item. Dredging performed primarily to provide fill shall be Code 932.						
165-10	Dredging	CY	Cubic Yards	Other	1531	13	Harbor and Port Facilities
170	TRAINING FACILITIES						
171	TRAINING BUILDING - Buildings used in flight or mission simulation and training						
171-00	Training Buildings	SF	Square Feet	Building	1521	23	School
179	TRAINING FACILITIES OTHER THAN BUILDINGS - Structures and facilities, other than buildings, used in flight or mission simulation and training.						
179-00	Training Facilities Other Than Buildings	EA	Each	Other	1531	80	All Other
200	MAINTENANCE AND PRODUCTION FACILITIES						
210	MAINTENANCE						
212	MAINTENANCE - LAUNCH VEHICLES						
212-10	Launch Vehicle Maintenance Facility	SF	Square Feet	Building	1521	60	Service
212-20	Maintenance Shop - Component (Launch Vehicle Maintenance)	SF	Square Feet	Building	1521	60	Service
212-30	Maintenance Shop - Component (Launch Vehicle Maintenance)	SF	Square Feet	Building	1521	60	Service
212-40	Maintenance Shop - Component (Launch Vehicle Maintenance)	SF	Square Feet	Building	1521	60	Service
212-50	Maintenance Shop - Component (Launch Vehicle Maintenance)	SF	Square Feet	Building	1521	60	Service

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
219	MAINTENANCE - INSTALLATION, REPAIR AND OPERATION - Facilities & shops for maintenance, repair, & overhaul of installation facilities (Bldgs & Utils) & of installed shop & other equipment used in support of the maintenance/repair operation function.						
219-10	Public Works or Maintenance Shop	SF	Square Feet	Building	1521	60	Service
219-11	Maintenance Shop (Installation Facilities)	SF	Square Feet	Building	1521	60	Service
219-20	Maintenance Structure	EA	Each	Other	1531	60	Service
220	FABRICATION AND ASSEMBLY SHOPS						
220-10	Metal Shop	SF	Square Feet	Building	1521	50	Industrial
220-11	Model Shop	SF	Square Feet	Building	1521	50	Industrial
220-12	Tool Fabrication Shop	SF	Square Feet	Building	1521	50	Industrial
220-13	Instrument Fabrication Shop	SF	Square Feet	Building	1521	50	Industrial
220-14	Vehicle Assembly Buildings (Other than at Launch Sites)	SF	Square Feet	Building	1521	50	Industrial
300	RESEARCH, DEVELOPMENT, AND TEST FACILITIES						
310	RESEARCH, DEVELOPMENT AND TEST BUILDINGS - Buildings used directly in theoretical or applied research and development and test operations. For test buildings or facilities that are used for maintenance, repair and overhaul, see Code 219.						
310-10	Physical Science (R&D & Test Buildings)	SF	Square Feet	Building	1521	70	Research and Development
310-15	Data Collection and Reduction Building	SF	Square Feet	Building	1521	70	Research and Development
310-20	Space Science (R&D & Test Buildings)	SF	Square Feet	Building	1521	70	Research and Development
310-21	Spacecraft and Vehicle R&D Test Buildings	SF	Square Feet	Building	1521	70	Research and Development
310-22	Propulsion Buildings	SF	Square Feet	Building	1521	70	Research and Development
310-30	Life Science Buildings	SF	Square Feet	Building	1521	70	Research and Development
310-40	Aeronautical (R&D & Test Buildings)	SF	Square Feet	Building	1521	70	Research and Development
310-41	Aerodynamics (R&D & Test Buildings)	SF	Square Feet	Building	1521	70	Research and Development
310-50	Materials (R&D & Test Buildings)	SF	Square Feet	Building	1521	70	Research and Development
310-60	Tracking and Data Acquisition Buildings	SF	Square Feet	Building	1521	70	Research and Development
320	RESEARCH, DEVELOPMENT AND TEST - OTHER THAN BUILDINGS. Includes structures and facilities used directly in theoretical or applied research and development and test operations.						
320-10	Physical Science (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-20	Space Science (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-21	Spacecraft and Vehicle Systems (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-22	Propulsion (Structures and Facilities)	EA	Each	Other	1531	70	Research and Development

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
320-30	Life Science (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-40	Aeronautical (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-41	Aerodynamics (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-50	Materials R&D & Test (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-60	Tracking and Data Acquisition (Structures and Facilities)	SF	Square Feet	Other	1531	70	Research and Development
320-70	Radiation Research Facility	SF	Square Feet	Other	1531	70	Research and Development
330	WIND TUNNELS-Buildings included storage vessels an evacuator-Compressor Systems, used in studies, basic and applied research, development and test, and in simulation of piloting problems, and atmospheric and space flight. Classify separately as follows:						
330-10	Conventional Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
330-20	Hypersonic Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
330-30	Pressure Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
330-40	Supersonic Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
330-50	Helium Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
330-60	Transonic Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
330-70	Icing Research Wind Tunnels (Buildings)	SF	Square Feet	Building	1521	70	Research and Development
331	WIND TUNNELS - Other than Buildings. Includes Structures & Facilities (Storage vessels & evacuator -compressor systems used in studies, basic & applied research, development & test, & in simulation piloting problems & atmospheric & space flight.						
331-10	Conventional Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
331-20	Hypersonic Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
331-30	Pressure Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
331-40	Supersonic Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
331-50	Helium Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
331-60	Transonic Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
331-70	Icing Research Wind Tunnels (Other than Buildings)	EA	Each	Other	1531	70	Research and Development
340	ENGINE TEST COMPLEX - Buildings used in research development and production acceptance static testing of engines for space vehicles.						
340-10	Control Center Buildings (Engine Test)	SF	Square Feet	Building	1521	70	Research and Development
340-20	Pre-Test Buildings (Engine Test)	SF	Square Feet	Building	1521	70	Research and Development
345	ENGINE TEST COMPLEX - Structures and facilities used in research, development and production, acceptance static testing of engines for space vehicles.						

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
345-10	Test Stand (Engine Test)	EA	Each	Other	1531	70	Research and Development
345-20	Propellant & Fuel Storage & Transfer Systems (Engine Test)	EA	Each	Other	1531	70	Research and Development
345-30	Pressurizing Systems (Engine Test)	EA	Each	Other	1531	70	Research and Development
345-40	Water Systems (Engine Test)	EA	Each	Other	1531	70	Research and Development
345-50	Electrical Systems (Engine Test)	EA	Each	Other	1531	70	Research and Development
350	VEHICLE STATIC TEST COMPLEX - Buildings used in acceptance static testing of stage boosters for space vehicles.						
350-10	Control Center (Vehicle Static Test)	SF	Square Feet	Building	1521	70	Research and Development
350-20	Test Support Buildings (Vehicle Static Test)	SF	Square Feet	Building	1521	70	Research and Development
355	VEHICLE STATIC TEST COMPLEX - Structures and Facilities used in acceptance static testing of stage boosters for space vehicles.						
355-10	Observation Bunkers (Vehicle Static Test)	SF	Square Feet	Other	1531	70	Research and Development
355-20	Propellant/Fuel Stg. Transfer Systems (Vehicle Static Test)	EA	Each	Other	1531	70	Research and Development
355-30	Electrical Systems (Vehicle Static Test)	EA	Each	Other	1531	70	Research and Development
355-40	Water Systems (Vehicle Static Test)	EA	Each	Other	1531	70	Research and Development
355-50	Pressurizing Systems (Vehicle Static Test)	EA	Each	Other	1531	70	Research and Development
360	LEASED RESEARCH, DEVELOPMENT AND TEST FACILITIES						
361	LEASED R&D FACILITIES - Include all building, facilities, and other structures leased for the primary purpose of directly conducting a NASA research, development, or test program. Also include R&D facilities used by NASA via intergovernmental						
361-10	R&D Facilities leased from GSA	SF	Square Feet	Other	Lease	70	Research and Development
361-20	R&D Facilities leased from Government Agencies, not GSA	SF	Square Feet	Other	Lease	70	Research and Development
361-30	R&D Facilities Leased from Private Sector	SF	Square Feet	Other	Lease	70	Research and Development
361-40	Improvements to Leased R&D facilities	SF	Square Feet	Other	1541	70	Research and Development
380	LAUNCH FACILITIES						
381	LAUNCH COMPLEX - Building used in the launching of manned and unmanned space vehicles and spacecraft.						
381-10	Launch Control Center Buildings (Launch Complex)	SF	Square Feet	Building	1521	70	Research and Development
381-20	Data Collection & Reduction Center Bldgs (Launch Complex)	SF	Square Feet	Building	1521	70	Research and Development
381-30	Assembly and Checkout Buildings (Launch Complex)	SF	Square Feet	Building	1521	70	Research and Development
381-40	Instrumentation Buildings (Launch Complex)	SF	Square Feet	Building	1521	70	Research and Development
381-50	Service Buildings (Launch Complex)	SF	Square Feet	Building	1521	70	Research and Development
381-60	Remote Air Intake Buildings (Launch Complex)	SF	Square Feet	Building	1521	70	Research and Development

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
382	LAUNCH COMPLEX - Structures and facilities used in the launching of manned and unmanned space vehicles and spacecraft.						
382-10	Launch Pad (Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-11	Crawlerways (Launch Complex)	EA	Each	Other	1531	60	Service
382-12	Umbilical Tower (Launch Complex)	EA	Each	Other	1531	60	Service
382-13	Camera Pads & Structures (Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-14	Trackways (Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-15	Blockhouses (Launch Complex)	SF	Square Feet	Other	1531	70	Research and Development
382-30	Propellant and Fuel Systems + Storage Tanks (Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-31	High Pressure Gas Systems (Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-60	Water Systems plus (Towers, Tanks & Wells)(Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-70	Electrical Systems (Launch Complex)	EA	Each	Other	1531	70	Research and Development
382-80	Transfer Systems (Launch Complex)	EA	Each	Other	1531	70	Research and Development
390	OTHER RESEARCH, DEVELOPMENT AND TEST FACILITIES - All other structures and facilities used in studies and basic and applied research, development and test not properly identifiable under categories 300 through 382 above. Use local description.						
390-00	Other Research, Development and Test Facilities	EA	Each	Other	1531	70	Research and Development
400	SUPPLY FACILITIES						
410	LIQUID FUEL STORAGE						
411	LIQUID FUEL STORAGE - BULK- Depot, terminal, and bulk type storage for POL, fuel oil, aviation gas, and other liquid fuel (other than launch vehicle) including accessory piping, fire protection, and berms. For ready liquid fuel storage, see Code 126.						
411-10	Ship Fuel Storage	GA	Gallons	Other	1531	40	Storage
411-20	Aviation Gasoline Storage	GA	Gallons	Other	1531	40	Storage
411-30	Diesel Oil Storage	GA	Gallons	Other	1531	40	Storage
411-40	Motor Gasoline Storage	GA	Gallons	Other	1531	40	Storage
411-50	Jet Engine Fuel Storage	GA	Gallons	Other	1531	40	Storage
411-60	Liquefied Petroleum Fuel Gas Storage	GA	Gallons	Other	1531	40	Storage
411-80	Lubricant Storage	GA	Gallons	Other	1531	40	Storage
411-90	Liquid Fuel Storage - Bulk (Other)	GA	Gallons	Other	1531	40	Storage
420	PROPELLANT STORAGE						

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
421	SOLID FUEL STORAGE - Igloos, magazines (above & underground) & storage pads, storehouses for propellants storage, under explosive safety distances criteria for support of research, development, test, & other operations. Incl assoc. explosion barriers.						
421-30	Inert Storehouse - Bulk	SF	Square Feet	Other	1531	40	Storage
421-90	Solid Fuel Storage - Bulk (Other)	SF	Square Feet	Other	1531	40	Storage
422	EXPLOSIVE STORAGE - INSTALLATION AND READY ISSUE - Igloos, magazines (above and underground), storage pads for day-to-day storage of ordnance and explosives such as retro-rockets, separation devices, escape rockets, and other pyrotechnic devices.						
422-15	Fuse and Detonator Magazine - Ready Issue	SF	Square Feet	Other	1531	40	Storage
422-20	Inert Storehouse - Ready Issue	SF	Square Feet	Other	1531	40	Storage
422-30	Small Arms and/or Pyrotechnics Magazine	SF	Square Feet	Other	1531	40	Storage
422-90	Explosive Storage (Other)	SF	Square Feet	Other	1531	40	Storage
423	LIQUID FUEL STORAGE - Facilities for receipt of bulk storage in tanks, and dispensing from storage of liquid propellants.						
423-10	Liquid Propellant Storage	GA	Gallons	Other	1531	40	Storage
423-20	Liquid Propellant Pumping Facility	GM	Gallons per Minute	Other	1531	40	Storage
423-90	Liquid Fuel Storage - Dispensing (Other)	GA	Gallons	Other	1531	40	Storage
424	GASEOUS STORAGE						
424-10	Helium Storage Facility	GA	Gallons	Other	1531	40	Storage
424-20	Nitrogen Storage Facility	GA	Gallons	Other	1531	40	Storage
424-30	Oxygen Storage Facility	GA	Gallons	Other	1531	40	Storage
424-40	Argon Storage Facility	GA	Gallons	Other	1531	40	Storage
430	COLD STORAGE						
432	COLD STORAGE - INSTALLATION AND READY ISSUE - Freeze and chill plants, cold and refrigerated warehouses, and normal processing facilities combined therewith for day-to-day storage in the support of the installation mission.						
432-10	Cold Storage Warehouse - Ready Issue	SF	Square Feet	Building	1521	40	Storage
432-90	Cold Storage (Other)	SF	Square Feet	Building	1521	40	Storage
440	STORAGE - COVERED						

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
442	STORAGE - COVERED - WAREHOUSE, including loading platforms, storehouse, and garage type of storage completely enclosed by walls and with heating, sprinkler, and alarm systems; shed storages not completely enclosed by walls.						
442-10	General Warehouse - Ready Issue	SF	Square Feet	Building	1521	40	Storage
442-20	Dehumidified Warehouse - Ready Issue	SF	Square Feet	Building	1521	40	Storage
442-30	Flammables Storehouse - Ready Issue	SF	Square Feet	Building	1521	40	Storage
442-40	Underground Storage - Ready Issue	SF	Square Feet	Other	1531	40	Storage
442-50	Transit Shed	SF	Square Feet	Building	1521	40	Storage
442-60	Hazardous Waste Storage Facility	SF	Square Feet	Building	1521	40	Storage
442-90	Covered Storage (Other)	SF	Square Feet	Other	1531	40	Storage
450	STORAGE - OPEN						
452	STORAGE - OPEN - INSTALLATION AND ORGANIZATION - Open storage such as paved, prepared surface and stabilized areas for day-to-day storage in support of installation mission.						
452-10	Open Storage Area - Ready Issue (Concrete)	SY	Square Yards	Other	1531	40	Storage
452-11	Open Storage Area - Ready Issue (Bituminous)	SY	Square Yards	Other	1531	40	Storage
452-12	Open Storage Area - Ready Issue (Other)	SY	Square Yards	Other	1531	40	Storage
461	CRYOGENIC TANK FARM FOR TEST FLUIDS (helium, argon, nitrogen, oxygen etc.) and related facilities (pumps, control consoles and transfer piping).						
461-10	Cryogenic Fluids Tank	GA	Gallons	Other	1531	40	Storage
461-20	Pumps and Transfer Piping Facilities (Cryogenic Fluids)	GM	Gallons per Minute	Other	1531	60	Service
461-30	Control Console Facilities (Cryogenic Fluids)	SF	Square Feet	Other	1531	40	Storage
461-90	Cryogenic Fluid Storage (Other)	GA	Gallons	Other	1531	80	All Other
470	LEASED SUPPLY STORAGE FACILITIES						
471	LEASED STORAGE - Include all warehouses, open storage and other specialized storage facilities that are leased or used by NASA via similar intergovernmental agreement.						
471-10	Storage Space Leased from GSA	SF	Square Feet	Other	Other	40	Storage
471-20	Storage Space Leased from Government Agencies other than GSA	SF	Square Feet	Other	Other	40	Storage
471-30	Storage Space Leased from Private Sector	SF	Square Feet	Other	Other	40	Storage
471-40	Improvements to Leased Storage Space	SF	Square Feet	Other	1541	40	Storage
500	HOSPITAL AND MEDICAL FACILITIES						
510	HOSPITAL BUILDINGS - Include all separate facilities used for medical care: hospitals, infirmaries, dispensaries, and health units.						

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
510-00	Hospital Buildings	SF	Square Feet	Building	1521	21	Hospital
600	ADMINISTRATIVE FACILITIES						
610	ADMINISTRATIVE BUILDINGS - Include all Headquarters and office type buildings used exclusively for general administration purposes, program direction and administration, engineering and etc.						
610-10	Administration Buildings	SF	Square Feet	Building	1521	10	Office
610-20	Photo Laboratory	SF	Square Feet	Building	1521	60	Service
610-30	Receiving and Shipping Buildings	SF	Square Feet	Building	1521	60	Service
610-90	Administrative Buildings (Other)	SF	Square Feet	Building	1521	10	Office
620	ADMINISTRATIVE STRUCTURES - UNDERGROUND						
620-10	Underground Administration Structure	SF	Square Feet	Other	1531	10	Office
620-90	Administrative Structures - Underground (Other)	SF	Square Feet	Other	1531	10	Office
630	MANUFACTURED END ITEMS - Include Movable/relocatable structures as prefabricated buildings, commercial packaged accommodations, trailers (with or without undercarriages) and other like items used as facility substitutes.						
630-10	Prefabricated Buildings, General use	SF	Square Feet	Building	1521	80	All Other
630-11	Prefabricated Buildings, Offices use	SF	Square Feet	Building	1521	10	Office
630-12	Prefabricated Buildings, Institutional	SF	Square Feet	Building	1521	29	Other Institutional Uses
630-14	Prefabricated Buildings, Storage use	SF	Square Feet	Building	1521	40	Storage
630-16	Prefabricated Buildings, Service use	SF	Square Feet	Building	1521	60	Service
630-17	Prefabricated Buildings, R&D use	SF	Square Feet	Building	1521	70	Research and Development
630-20	Commercial Packaged Accommodations	SF	Square Feet	Building	1521	80	All Other
630-21	Commercial Packaged Accommodations, Office use	SF	Square Feet	Building	1521	10	Office
630-22	Commercial Packaged Accommodations, Institutional use	SF	Square Feet	Building	1521	29	Other Institutional Uses
630-24	Commercial Packaged Accommodations, Storage use	SF	Square Feet	Building	1521	40	Storage
630-26	Commercial Packaged Accommodations, Service use	SF	Square Feet	Building	1521	60	Service
630-27	Commercial Packaged Accommodations, R&D use	SF	Square Feet	Building	1521	70	Research and Development
630-30	Trailers (with or without undercarriages)	SF	Square Feet	Building	1521	80	All Other
630-31	Trailers, Office use	SF	Square Feet	Building	1521	10	Office
630-32	Trailers, Institutional use	SF	Square Feet	Building	1521	29	Other Institutional Uses
630-34	Trailers, Storage use	SF	Square Feet	Building	1521	40	Storage
630-36	Trailers, Service use	SF	Square Feet	Building	1521	60	Service
630-37	Trailers, R&D use	SF	Square Feet	Building	1521	70	Research and Development

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
631	LEASED RELOCATABLE STRUCTURES - Include all leased Manufactured End Items (Per Code 630). Also include such items used by NASA via intergovernmental agreements similar to a lease.						
631-10	Relocatables Leased from GSA	SF	Square Feet	Other	Lease	80	All Other
631-20	Relocatables Leased from Government Agencies other than GSA	SF	Square Feet	Other	Lease	80	All Other
631-30	Relocatables Leased from Private Sector	SF	Square Feet	Other	Lease	80	All Other
631-40	Installation/Improvements to Relocatables	SF	Square Feet	Other	Lease	80	All Other
640	LEASED ADMINISTRATIVE FACILITIES						
641	LEASED ADMINISTRATIVE FACILITIES - Includes all office type buildings used for housing of personnel engaged in various activities. These buildings can include technical, storage and other types of space to support the office activities.						
641-10	Administrative Building Leased from GSA	SF	Square Feet	Building	Lease	10	Office
641-20	Administrative Building Leased from Government, but not GSA	SF	Square Feet	Building	Lease	10	Office
641-30	Administrative Building Leased from Private Sector	SF	Square Feet	Building	Lease	10	Office
641-40	Improvements to Leased Administrative Buildings	SF	Square Feet	Building	Lease	10	Office
690	ADMINISTRATIVE STRUCTURES - OTHER - For gatehouses, see Code 739; for guard towers, gates and fencing, see Code 872.						
690-10	Flagpole	EA	Each	Other	1531	80	All Other
690-20	Monument or Memorial	EA	Each	Other	1531	78	Monuments and Memorials
690-90	Miscellaneous Administrative Structures	EA	Each	Other	1531	80	All Other
700	HOUSING AND COMMUNITY FACILITIES						
710	FAMILY HOUSING						
711	FAMILY HOUSING - DWELLING - Buildings to be as living quarters including attached private garages.						
711-00	Family Housing - Dwellings	SF	Square Feet	Building	1521	30	Housing
712	FAMILY HOUSING-TRAILERS - Include trailers used for living quarters.						
712-00	Family Housing - Trailers	SF	Square Feet	Building	1521	30	Housing
730	COMMUNITY FACILITIES - PERSONNEL SUPPORT AND SERVICE - Facilities for support of the personnel complement.						
730-10	Fire Station	SF	Square Feet	Building	1521	60	Service
730-20	Police Station	SF	Square Feet	Building	1521	60	Service
730-25	Gatehouse (Buildings)	SF	Square Feet	Building	1521	60	Service
730-40	Laundry and Dry Cleaning Plant	SF	Square Feet	Building	1521	60	Service
730-65	Personnel Shelter	SF	Square Feet	Other	1531	60	Service

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
730-70	Decontamination Facility	SF	Square Feet	Other	1531	60	Service
730-90	Community Facilities - Personnel Support and Service (Other)	SF	Square Feet	Other	1531	60	Service
740	COMMUNITY FACILITIES - MORALE, WELFARE AND RECREATIONAL						
740-14	Vending Machine Building	SF	Square Feet	Building	1521	60	Service
740-18	Bank	SF	Square Feet	Building	1521	60	Service
740-26	Cafeteria - Restaurant	SF	Square Feet	Building	1521	60	Service
740-30	Filling Station	SF	Square Feet	Building	1521	60	Service
740-33	Post Office	SF	Square Feet	Building	1521	60	Service
740-40	Bowling Alley	SF	Square Feet	Building	1521	60	Service
740-43	Gymnasium and Physical Conditioning Building	SF	Square Feet	Building	1521	60	Service
740-46	Skating Rink	SF	Square Feet	Building	1521	60	Service
740-53	Indoor Swimming Pool	GA	Gallons	Building	1521	60	Service
740-54	Recreation Building	SF	Square Feet	Building	1521	60	Service
740-56	Theatre	SF	Square Feet	Building	1521	60	Service
740-73	Museum	SF	Square Feet	Building	1521	60	Service
740-76	Library	SF	Square Feet	Building	1521	60	Service
740-83	Bus Station	SF	Square Feet	Building	1521	60	Service
740-88	Education Center	SF	Square Feet	Building	1521	60	Service
740-90	Community Facilities-Morale, Welfare & Recreational (Other)	SF	Square Feet	Building	1521	60	Service
740-95	Non-Appropriated Fund Building	SF	Square Feet	Building	1521	60	Service
750	COMMUNITY - MORALE, WELFARE, AND RECREATIONAL, EXTERIOR - Outdoor athletic and recreational facilities.	SF	Square Feet	Building	Other	--	Not Reported to GSA
750-10	Playing Court	EA	Each	Other	1531	60	Service
750-20	Playing Field and Facilities	EA	Each	Other	1531	60	Service
750-30	Outdoor Swimming Pool	GA	Gallons	Other	1531	60	Service
750-40	Golf Course	HO	Holes (Golf Course)	Other	1531	60	Service
750-50	Outdoor Theatre	SE	Seats	Other	1531	60	Service
750-60	Recreational Dock or Basin (Marina)	EA	Each	Other	1531	60	Service
750-90	Community-Morale, Welfare & Recreational - Exterior (Other)	EA	Each	Other	1531	60	Service
750-95	Non-Appropriated Fund Structure	EA	Each	Other	1531	60	Service
800	UTILITIES AND GROUND IMPROVEMENTS	EA	Each	Other	Other	--	Not Reported to GSA
810	ELECTRICITY						

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
811	ELECTRICITY - SOURCE - Generation plant (principal and emergency) and appurtenances, including connected fuel storage for plant operation, auxiliary power in same building, switching stations (exclude portable generating plants).						
811-10	Electric Power Plant - Diesel	KV	Kilowatts	Other	1531	71	Utility Systems
811-20	Electric Power Plant - Coal-Fired	KV	Kilowatts	Other	1531	71	Utility Systems
811-30	Electric Power Plant - Oil-Fired	KV	Kilowatts	Other	1531	71	Utility Systems
811-40	Electric Power Plant - Gas-Fired	KV	Kilowatts	Other	1531	71	Utility Systems
811-50	Electric Power Plant - Nuclear	KV	Kilowatts	Other	1531	71	Utility Systems
811-60	Stand-by Generator Plant	KV	Kilowatts	Other	1531	71	Utility Systems
811-70	Electric Power Plant - Hydro	KV	Kilowatts	Other	1531	71	Utility Systems
811-80	Power Station	KV	Kilowatts	Other	1531	71	Utility Systems
811-90	Electricity - Source (Other)	KV	Kilowatts	Other	1531	71	Utility Systems
812	ELECTRICITY - DISTRIBUTION AND TRANSMISSION LINES - Power distribution, transmission lines, and transformers, including street lighting, general illumination and airfield perimeter lighting. For airfield pavement lighting, see code 136.						
812-10	Substation	KV	Kilovolt-Amperes	Other	1531	71	Utility Systems
812-20	Street Lighting	EA	Each	Other	1531	71	Utility Systems
812-30	Distribution Systems	LF	Linear Feet	Other	1531	71	Utility Systems
812-35	Electrical and Communications Duct System	LF	Linear Feet	Other	1531	71	Utility Systems
812-40	Airfield Perimeter Lighting	LF	Linear Feet	Other	1531	71	Utility Systems
812-50	Flood Lighting	LF	Linear Feet	Other	1531	71	Utility Systems
812-60	Distribution Transformers	KV	Kilovolt-Amperes	Other	1531	71	Utility Systems
812-70	Security Lighting	EA	Each	Other	1531	71	Utility Systems
812-80	Traffic Control Lighting	EA	Each	Other	1531	71	Utility Systems
812-90	Electricity - Distribution and Transmission Lines (Other)	LF	Linear Feet	Other	1531	71	Utility Systems
820	HEAT						
821	HEAT, STEAM-SOURCE - Boiler or powerhouse, central plant including connected fuel storage for plant operations, facilities for generation or supply of hot water, low or high pressure steam for heat, processing, or power.						
821-10	Heating Plant and Other Related Facilities - Coal-Fired	MB	Millions of BTUs	Other	1531	71	Utility Systems
821-20	Heating Plant and Other Related Facilities - Oil-Fired	MB	Millions of BTUs	Other	1531	71	Utility Systems
821-30	Heating Plant and Other Related Facilities - Gas-Fired	MB	Millions of BTUs	Other	1531	71	Utility Systems
821-40	Heating Plant and Other Related Facilities - Nuclear	MB	Millions of BTUs	Other	1531	71	Utility Systems

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
821-50	Steam Plant - Power and Other Related Facilities	MB	Millions of BTUs	Other	1531	71	Utility Systems
822	HEAT, STEAM - TRANSMISSION - Exterior transmission and distribution line and mains for central steam and hot water heating systems.						
822-10	Steam and Condensate Lines	LF	Linear Feet	Other	1531	71	Utility Systems
822-20	Hot Water Lines	LF	Linear Feet	Other	1531	71	Utility Systems
822-30	Pump Stations	GM	Gallons per Minute	Other	1531	71	Utility Systems
823							
	HEAT, GAS - SOURCE - Central plant facilities and appurtenances, including connected fuel storage for plant operation, for generation and storage of gas for direct heating or as fuel for central plants.						
823-10	Gas Generating Plant	MB	Millions of BTUs	Other	1531	71	Utility Systems
823-20	Gas Storage Tanks	CF	Cubic Feet	Other	1531	71	Utility Systems
823-30	Gas Meter Shelter	SF	Square Feet	Other	1531	71	Utility Systems
823-40	Gas Compressor Facility	SF	Square Feet	Other	1531	71	Utility Systems
823-50	Gas Vaporizer Facility	SF	Square Feet	Other	1531	71	Utility Systems
824							
	HEAT, GAS - TRANSMISSION - Exterior lines, mains, and systems for transmission of gas for direct heating or as fuel for central plants.						
824-10	Gas Pipe Line	LF	Linear Feet	Other	1531	71	Utility Systems
824-20	Gas Mains	LF	Linear Feet	Other	1531	71	Utility Systems
824-30	Gas Valve Facility	SF	Square Feet	Other	1531	71	Utility Systems
824-40	Gas Odorizer Facility	SF	Square Feet	Other	1531	71	Utility Systems
830	SEWAGE AND WASTE						
831	SEWAGE AND INDUSTRIAL WASTE - TREATMENT AND DISPOSAL - Treatment plant, septic tanks and drain fields, outfall lines, and facilities required for treatment and disposal of sewage and industrial waste.						
831-10	Sewage Treatment Plant	GA	Gallons	Other	1531	71	Utility Systems
831-20	Outfall Sewer Line	GA	Gallons	Other	1531	71	Utility Systems
831-30	Septic Tank and Drain Field	GA	Gallons	Other	1531	71	Utility Systems
831-40	Contaminated Waste Storage	GA	Gallons	Other	1531	50	Industrial
831-50	Radioactive Waste Handling Facility	GA	Gallons	Other	1531	71	Utility Systems
831-90	Sewage and Waste (Other)	GA	Gallons	Other	1531	71	Utility Systems

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
832	SEWAGE AND INDUSTRIAL WASTE - COLLECTION - Collection systems and lines including pumping stations for sewage and industrial waste, and collection of storm drainage in combined storm and sanitary sewer system. For storm water sewer systems, see Code 871.						
832-10	Sanitary Sewer	LF	Linear Feet	Other	1531	71	Utility Systems
832-20	Combined Sewer	LF	Linear Feet	Other	1531	71	Utility Systems
832-30	Sewage Pumping Station	GM	Gallons per Minute	Other	1531	71	Utility Systems
832-40	Industrial Waste Systems	LF	Linear Feet	Other	1531	71	Utility Systems
832-90	Sewage and Industrial Waste - Collection (Other)	LF	Linear Feet	Other	1531	71	Utility Systems
833	REFUSE AND GARBAGE - Collection, processing and disposal facilities such as stands and incinerators.						
833-10	Incinerator	GA	Gallons	Other	1531	71	Utility Systems
833-20	Garbage Grinder Facility	GA	Gallons	Other	1531	71	Utility Systems
833-30	Garbage Stand	GA	Gallons	Other	1531	71	Utility Systems
833-40	Garbage House	SF	Square Feet	Building	1521	80	All Other
833-90	Refuse and Garbage (Other)	GA	Gallons	Other	1531	71	Utility Systems
840	WATER						
841	WATER -SUPPLY, TREATMENT, AND STORAGE - Wells, pretreatment supply mains, pumping, treatment, filtration plants, plant buildings, tanks, and storage for potable and nonpotable water. For separate fire-protection systems, see Code 843.						
841-10	Water Treatment Facilities	KG	Thousands of Gallons	Other	1531	71	Utility Systems
841-20	Supply Mains and Pumping Facilities	LF	Linear Feet	Other	1531	71	Utility Systems
841-30	Storage Tanks - Elevated - Potable	GA	Gallons	Other	1531	71	Utility Systems
841-35	Storage Tanks - Elevated - Nonpotable	GA	Gallons	Other	1531	71	Utility Systems
841-40	Storage Tanks - Ground Level - Potable	GA	Gallons	Other	1531	71	Utility Systems
841-45	Storage Tanks - Ground Level - Nonpotable	GA	Gallons	Other	1531	71	Utility Systems
841-50	Wells, Reservoirs, and Other Facilities - Potable	KG	Thousands of Gallons	Other	1531	71	Utility Systems
841-55	Wells, Reservoirs, and Other Facilities - Nonpotable	KG	Thousands of Gallons	Other	1531	71	Utility Systems
841-60	Nuclear Reactor Water Treatment Facility	KG	Thousands of Gallons	Other	1531	71	Utility Systems
841-70	Chlorinator Building	SF	Square Feet	Building	1521	60	Service
842	WATER DISTRIBUTION SYSTEM - Distribution lines and systems for potable water, and fire hydrant and fire protection systems combined with potable water system.						
842-10	Water Distribution Pipeline (Potable)	LF	Linear Feet	Other	1531	71	Utility Systems

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
842-12	Central Chilled Water Plant and Distribution System	GA	Gallons	Other	1531	71	Utility Systems
842-15	Other Potable Water Distribution Pipeline Facilities	LF	Linear Feet	Other	1531	71	Utility Systems
842-30	Water Distribution Pipeline (Nonpotable)	LF	Linear Feet	Other	1531	71	Utility Systems
842-35	Other Nonpotable Water Distribution Pipeline Facilities	LF	Linear Feet	Other	1531	71	Utility Systems
843	WATER - FIRE PROTECTION - Fire hydrants, mains, lines, pumps, and systems for fire protection not combined with potable water system, usually using salt or nonpotable water.						
843-10	Fire Protection Pipeline	LF	Linear Feet	Other	1531	71	Utility Systems
843-20	Fire Protection Pumping Station	GM	Gallons per Minute	Other	1531	71	Utility Systems
843-30	Water Storage Tank	GA	Gallons	Other	1531	71	Utility Systems
843-40	Fire Protection System Nonpotable	GM	Gallons per Minute	Other	1531	60	Service
843-50	Fire Protection Pond or Reservoir	MG	Millions of Gallons	Other	1531	80	All Other
843-60	Water Well Nonpotable with Pumping Station	GM	Gallons per Minute	Other	1531	60	Service
850	ROADS AND STREETS						
851	Roads (concrete)						
851-10	Roads (Concrete)	SY	Square Yards	Other	1531	76	Roads and Bridges
851-11	Roads (Bituminous)	SY	Square Yards	Other	1531	76	Roads and Bridges
851-12	Roads (Other)	SY	Square Yards	Other	1531	76	Roads and Bridges
851-20	Vehicular Bridges (Concrete)	SY	Square Yards	Other	1531	76	Roads and Bridges
851-21	Vehicular Bridges (Bituminous)	SY	Square Yards	Other	1531	76	Roads and Bridges
851-22	Vehicular Bridges (Other)	SY	Square Yards	Other	1531	76	Roads and Bridges
851-90	Curbs/Gutters/Culverts/Stabilized Area (Other) (Concrete)	LF	Linear Feet	Other	1531	76	Roads and Bridges
851-91	Curbs/Gutters/Culverts/Stabilized Area (Other) (Bituminous)	LF	Linear Feet	Other	1531	76	Roads and Bridges
851-92	Curbs/Gutters/Culverts/Stabilized Area (Other) (Other)	LF	Linear Feet	Other	1531	76	Roads and Bridges
852	SIDEWALKS AND OTHER PAVEMENT - Walks and steps for pedestrian traffic including pedestrian bridges, separate parking lots, and paved or stabilized areas for pedestrian use.						
852-10	Parking Area (Concrete)	SY	Square Yards	Other	1531	80	All Other
852-11	Parking Area (Bituminous)	SY	Square Yards	Other	1531	80	All Other
852-12	Parking Area (Other)	SY	Square Yards	Other	1531	80	All Other
852-20	Sidewalk (Concrete)	SY	Square Yards	Other	1531	80	All Other
852-21	Sidewalk (Bituminous)	SY	Square Yards	Other	1531	80	All Other
852-22	Sidewalk (Other)	SY	Square Yards	Other	1531	80	All Other
852-30	Pedestrian Bridges (Concrete)	SY	Square Yards	Other	1531	80	All Other
852-31	Pedestrian Bridges (Bituminous)	SY	Square Yards	Other	1531	80	All Other
852-32	Pedestrian Bridges (Other)	SY	Square Yards	Other	1531	80	All Other

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
852-90	Paved/Stabilized Area for Pedestrians (Other) (Concrete)	SY	Square Yards	Other	1531	80	All Other
852-91	Paved/Stabilized Area for Pedestrians (Other) (Bituminous)	SY	Square Yards	Other	1531	80	All Other
852-92	Paved/Stabilized Area for Pedestrians (Other) (Other)	SY	Square Yards	Other	1531	80	All Other
860	RAILROAD TRACKS - All two-rail tracks including spurs, sidings, yards, turnouts, with accessories and appurtenances including barricades. Exclude trackage covered by Code 151 and 213.						
860-10	Railroad Trackage	LF	Linear Feet	Other	1531	77	Railroads
860-20	Railroad Barricades	EA	Each	Other	1531	77	Railroads
860-30	Railroad Bridge and Trestle	LF	Linear Feet	Other	1531	77	Railroads
860-40	Crane Trackage	LF	Linear Feet	Other	1531	77	Railroads
860-50	Railroad Scales	LF	Linear Feet	Other	1531	80	All Other
860-90	Other Railroad Trackage Facilities	EA	Each	Other	1531	77	Railroads
870	GROUND IMPROVEMENT STRUCTURES						
871	GROUPS DRAINAGE - Drainage and Storm sewer system including appurtenant dykes, dams, and retaining walls. For combined store and sanitary sewer systems, see Code 831 and 832.						
871-10	Storm Sewer	LF	Linear Feet	Other	1531	80	All Other
871-20	Drainage Ditch	LF	Linear Feet	Other	1531	80	All Other
871-30	Irrigation Facility	LF	Linear Feet	Other	1531	80	All Other
871-40	Dykes or Dams	LF	Linear Feet	Other	1531	18	Flood Control and Navigation
871-50	Retaining Walls	LF	Linear Feet	Other	1531	80	All Other
871-60	Storm Drainage Pumping Station	EA	Each	Other	1531	18	Flood Control and Navigation
871-90	Ground Improvement Structures (Other)	LF	Linear Feet	Other	1531	80	All Other
872	GROUPS, FENCING, GATES, AND GUARD TOWERS - Boundary fence including walls, fencing gates, watch towers, guard walls, and security guard shelters and stations, dog kennels and facilities used in security, other than buildings.						
872-10	Security Fencing and Walls	LF	Linear Feet	Other	1531	80	All Other
872-20	Guard and Watch Towers	EA	Each	Other	1531	80	All Other
872-30	Sentry Station	EA	Each	Other	1531	80	All Other
872-40	Kennel	SF	Square Feet	Other	1531	80	All Other
872-50	Entrance Gate	EA	Each	Other	1531	80	All Other
872-60	Fire Tower	EA	Each	Other	1531	80	All Other
872-90	Security Structures (Other)	EA	Each	Other	1531	80	All Other

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
880	FIRE AND OTHER ALARM SYSTEMS - Separate fire alarm systems, watch reporting other alarm systems, both local and control reporting types. For systems using normal telephone or telegraph installation, see Code 130.						
880-10	Fire Alarm System	BX	Boxes	Other	1531	80	All Other
880-20	Watch Reporting System	BX	Boxes	Other	1531	80	All Other
880-30	Air Raid Alarm System	EA	Each	Other	1531	80	All Other
880-40	Intrusion Alarm System	EA	Each	Other	1531	80	All Other
880-50	Air Raid Alarm System	EA	Each	Other	1531	80	All Other
880-90	Alarm Systems (Other)	EA	Each	Other	1531	80	All Other
890	MISCELLANEOUS - Central plants, systems and exterior lines and appurtenances including oxygen, acetylene, compressed air, and other exterior systems not reportable under any other category (other than Buildings - 1521).						
890-10	Acetylene Plant	CF	Cubic Feet	Other	1531	50	Industrial
890-15	Acetylene Distribution System	LF	Linear Feet	Other	1531	50	Industrial
890-20	Nitrogen Plant	CF	Cubic Feet	Other	1531	50	Industrial
890-25	Compressed Air Plant	CF	Cubic Feet	Other	1531	71	Utility Systems
890-30	Compressed Air Distribution System	LF	Linear Feet	Other	1531	71	Utility Systems
890-35	Carbon Dioxide Plant	CF	Cubic Feet	Other	1531	50	Industrial
890-40	Chilled Water Plant	TR	Tons (Refrigeration)	Other	1531	71	Utility Systems
890-45	Industrial Oxygen Plant	CF	Cubic Feet	Other	1531	50	Industrial
890-50	Oxygen Distribution System	LF	Linear Feet	Other	1531	50	Industrial
890-55	Air Conditioning Plant	TR	Tons (Refrigeration)	Other	1531	71	Utility Systems
890-60	Valve Station	SF	Square Feet	Other	1531	71	Utility Systems
890-65	Ice Plant	TR	Tons (Refrigeration)	Other	1531	71	Utility Systems
890-70	Utility Tunnel	LF	Linear Feet	Other	1531	71	Utility Systems
890-75	Cooling Tower	EA	Each	Other	1531	71	Utility Systems
890-80	Combined Air Conditioning and Heating Plant	CF	Cubic Feet	Other	1531	71	Utility Systems
890-85	Air Dryer System	CF	Cubic Feet	Other	1531	71	Utility Systems
890-90	Helium Processing Plant	CF	Cubic Feet	Other	1531	50	Industrial
890-95	Vehicle Scales	EA	Each	Other	1531	80	All Other
900	REAL ESTATE						
910	LAND						

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
911	LAND-HELD -- Land within the continental United States or its possessions, owned in fee by the Federal Government and under custody and accountability of NASA.						
911-10	Land - Purchase	AC	Acres	Land	1511	70	Research and Development
911-20	Land - Donation (Private)	AC	Acres	Land	1511	70	Research and Development
911-21	Land - Donation (State and Local Government)	AC	Acres	Land	1511	70	Research and Development
911-22	Land - Donation (Federal Government)	AC	Acres	Land	1511	70	Research and Development
911-30	Land - Transfer from Air Force	AC	Acres	Land	1511	70	Research and Development
911-31	Land - Transfer from Army	AC	Acres	Land	1511	70	Research and Development
911-32	Land - Transfer from Navy	AC	Acres	Land	1511	70	Research and Development
911-33	Land - Transfer from other Federal Agencies	AC	Acres	Land	1511	70	Research and Development
911-40	Land - Condemnation	AC	Acres	Land	1511	70	Research and Development
911-50	Land - Exchange	AC	Acres	Land	1511	70	Research and Development
912	LAND - PUBLIC DOMAIN WITHDRAWAL -- Land within the continental United States acquired by temporary or permanent withdrawal from public domain under jurisdiction of Department of the Interior by NASA.						
912-10	Land - Public Domain Withdrawal (Executive Order)	AC	Acres	Land	Public	70	Research and Development
912-11	Land - Public Domain Withdrawal (Public Land Order)	AC	Acres	Land	Public	70	Research and Development
912-13	Land - Public Domain Withdrawal (Permit)	AC	Acres	Land	Public	70	Research and Development
912-20	Land - Public Domain Withdrawal (Temporary)	AC	Acres	Land	Public	70	Research and Development
913	LAND - TEMPORARY USE -- Land acquired for temporary use under permit or license.						
913-10	Land - Public Domain -- Use Permit (Dept. of Interior)	AC	Acres	Land	Permit	70	Research and Development
913-20	Land - Public Domain -- Use Permit (Air Force)	AC	Acres	Land	Permit	70	Research and Development
913-30	Land - Public Domain -- Use Permit (Other Agencies)	AC	Acres	Land	Permit	70	Research and Development
913-40	Land - License from Air Force	AC	Acres	Land	Permit	70	Research and Development
913-50	Land - License from Army	AC	Acres	Land	Permit	70	Research and Development
913-60	Land - License from Navy	AC	Acres	Land	Permit	70	Research and Development
913-61	Land - Permit from Air Force	AC	Acres	Land	Permit	70	Research and Development
913-62	Land - Permit from Army	AC	Acres	Land	Permit	70	Research and Development
913-63	Land - Permit from Navy	AC	Acres	Land	Permit	70	Research and Development
913-70	Land - License or Permit from Private Ownership	AC	Acres	Land	Permit	70	Research and Development

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
914	LAND - PUBLIC - POSSESSIONS - Public Land of Possessions acquired for either temporary or long-term use by Executive Order, Permits, etc. This includes all public lands that would revert to the local government such as Organic Act Land.						
914-10	Land - Public - Temporary or Long Term	AC Acres		Land	Permit	70	Research and Development
914-20	Land - Temporary Permit	AC Acres		Land	Permit	70	Research and Development
920	OTHER RIGHTS						
921	EASEMENT - All easements in force and under control of the National Aeronautics and Space Administration. This includes clearance, utility access, obstruction navigation, restrictive, right-of-way, etc.						
921-10	Land - Easement (by Purchase)	AC Acres		Land	Esmnt	70	Research and Development
921-20	Land - Easement (by Condemnation)	AC Acres		Land	Esmnt	70	Research and Development
921-30	Land - Easement (by Transfer from Air Force)	AC Acres		Land	Esmnt	70	Research and Development
921-40	Land - Easement (by Transfer from Army)	AC Acres		Land	Esmnt	70	Research and Development
921-50	Land - Easement (by Transfer from Navy)	AC Acres		Land	Esmnt	70	Research and Development
921-60	Land - Easement (By Transfer from other Federal Agency)	AC Acres		Land	Esmnt	70	Research and Development
921-90	Land - Other Rights of Way	AC Acres		Land	Esmnt	70	Research and Development
922	LAND-IN-LEASED - Land-in-leased by National Aeronautics and Space Administration. Exclude from private enterprise and local government all land under long-term lease. Long-term signifies a term of 25 years or more.						
922-10	Land - In-Lease - Private Enterprise	AC Acres		Land	Other	70	Research and Development
922-20	Land - In-Lease - State and Local Governments	AC Acres		Land	Other	70	Research and Development
922-30	Land - In-Lease - Long Term	AC Acres		Land	Other	70	Research and Development
923	LAND - FOREIGN RIGHTS - All land under custody and accountability of National Aeronautics and Space Administration, comprising an installation in a foreign country or trust area, except land included in Code 921 and 922.						
923-10	Land - Foreign, 99-Year Lease	AC Acres		Land	Other	70	Research and Development
923-20	Land - Foreign, Base Rights	AC Acres		Land	Other	70	Research and Development
923-30	Land - Foreign, Reciprocal Aid	AC Acres		Land	Other	70	Research and Development
923-40	Land - Foreign, Occupied Areas	AC Acres		Land	Other	70	Research and Development
932-50	Land - Foreign, In-Lease	AC Acres		Land	Other	70	Research and Development
923-60	Land - Foreign, Miscellaneous	AC Acres		Land	Other	70	Research and Development

NASA FACILITY CLASSIFICATION CODES FOR REAL PROPERTY

NASA Code	Description	Unit	Name	Property Type	Ledger Code	GSA Code	GSA Code Description
932	SITE IMPROVEMENT - Include site clearing, grading, cut and fill, landscaping, etc.						
932-10	Land - Site Improvement	AC	Acres	Land	1511	70	Research and Development
932-20	Land - Site Clearing	AC	Acres	Land	1511	70	Research and Development
932-30	Land - Site Grading	AC	Acres	Land	1511	70	Research and Development
932-40	Land - Site Cut and Fill	AC	Acres	Land	1511	70	Research and Development
932-50	Land - Site Landscaping	AC	Acres	Land	1511	70	Research and Development
932-60	Land - Site Dredging	AC	Acres	Land	1511	70	Research and Development
932-90	Non-Structural improvements to land not owned	AC	Acres	Land	1541	70	Research and Development

Appendix B

Site Location Codes

(Sorted by Site Number)

NASA SITE LOCATION CODES

(Sorted by: Site #)

Site #	Site Name	
0051	GODDARD SPACE FLIGHT CENTER/GSFC	
0063	Slidell Computer Complex/SCC	Deleted
1651	BERMUDA MOBLAS/GSFC	
1653	OTAY MOUNTAIN MOBLAS/GSFC	
1654	QUINCY MOBLAS/GSFC	
1655	BEAR LAKE MOBLAS/GSFC	
1656	HAWAII KAUAI MOBLAS/GSFC	
1657	KWAJALEIN MOBLAS/GSFC	
1658	HAYSTACK MOBLAS/GSFC	
1659	YARRAGADEE MOBLAS/GSFC	
1660	AMERICAN SAMOA MOBLAS/GSFC	Deleted
1661	FT. DAVIS MOBLAS/GSFC	
1662	OWENS VALLEY MOBLAS/GSFC	
1664	EASTER ISLAND MOBLAS/GSFC	
1665	HAWAII MAUI MOBLAS/GSFC	
1666	PLATTEVILLE MOBLAS/GSFC	
1667	MONUMENT PEAK MOBLAS/GSFC	
1669	MAZATLAN VLBI LASER SITE/GSFC	
1670	TAHITI MOBLAS/GSFC	
1671	OAK MOUNTAIN MOBLAS/GSFC	
1672	CABO SAN LUCAS VLBI SITE/GSFC	
1673	ENSENADA VLBI SITE/GSFC	
1674	SCORRO ISLAND VLBI SITE/GSFC	
1675	POINT ARGUELLO VLBI SITE/GSFC	
1676	SANTIAGO STDN VLBI SITE/GSFC	
1677	IQUIQUE VLBI LASER SITE/GSFC	
1678	CERRO TOLOLO VLBI SITE/GSFC	
2020	GOLDSTONE STDN/GSFC	
2030	HAWAII STDN/GSFC	
21	AMES Research Center/ARC	
2101	Camp Parks/ARC	
2102	NALF Crows Landing/ARC	
2103	Moffett Federal Airfield/ARC	
22	Lewis Research Center/LeRC	
23	Langley Research Center/LaRC	
2330	ASCENSION BRT FACILITY/GSFC	
2350	BERMUDA STDN/GSFC	
24	Dryden Flight Research Center/DFRC	

NASA SITE LOCATION CODES

(Sorted by: Site #)

Site #	Site Name	
253001	WHITE SANDS - 1ST TDRSS/GSFC	
253002	WHITE SANDS - 2ND TDRSS/GSFC	
2550	PONCE DE LEON STDN/GSFC	
2552	SHILOH (NEAR PONCE DE LEON)/GSFC	
2560	AMERICAN SAMOA BRT FACILITY/GSFC	
28	Yellow Creek Facility/MSFC	Deleted
2810	YARRAGADEE STS FACILITY/GSFC	
2830	DAKAR SENEGAL STDN/GSFC	Deleted
300	Poker Flats Research RGE/WFF	
40	NASA Industrial Plant/NIP	
53	Wallops Flight Facility/WFF	
5340	Palestine, TX/WFF	
5511	JPL/Goldstone DSS-11/JPL	
5512	JPL/Goldstone DSS-12/JPL	
5513	JPL/Goldstone DSS-13/JPL	
5514	JPL/Goldstone DSS-14/JPL	
5515	JPL/Goldstone DSS-15/JPL	
5542	JPL/Australia DSS-42/JPL	
5543	JPL/Australia DSS-43/JPL	
5545	JPL/Australia DSS-45/JPL	
5561	JPL/Spain DSS-61/JPL	
5563	JPL/Spain DSS-63/JPL	
5566	JPL/Spain DSS-66/JPL	
5590	Jet Propulsion Laboratory/JPL	
5591	JPL/Edwards Test Facility/JPL	
5592	JPL/Table Mtn Observatory/JPL	
62	Marshall Space Flight Center/MSFC	
62TW	BRIGHAM CITY, UT/MSFC	
63	Michoud Assembly Facility/MAF	
64	Stennis Space Center/SSC	
64RE	SSC Tenants/SSC	
72	Lyndon B. Johnson Space Center/JSC	
72E	Ellington Field (JSC)/JSC	
73	NASA/JSC/White Sands Test Facility/W	
73S	NASA/JSC/WSTF Space Harbor/WSTF	
73W	White Sands Testing Facility (WFF)/W	
76	Kennedy Space Center/KSC	
76-1	CAPE/KSC	

NASA SITE LOCATION CODES

(Sorted by: Site #)

Site #	Site Name
82	Plum Brook Station/LeRC
91	SSFL/MSFC
91S	Ft. Sumner/WFF

Appendix C

Classification Codes

(NASA and GSA)

Appendix C

Classification Codes

NASA Codes

NASA Facility Classification Codes For Real Property

Column 4 of the table (see next page) sets forth the NASA Codes for Real Property. Column 6 sets forth applicable GSA Usage Codes. Applicable Fixed Asset General Ledger Account Numbers for NASA-owned Real Property under the control of and use by a NASA installation are as follows:

1511	Land
1521	Buildings
1531	Other Structures and Facilities
1541	Leasehold Improvements

Appendix C

Classification Codes

GSA Codes

GSA LAND CLASSIFICATION AND USAGE CODES

On NASA Form 844, Item 3, GSA Usage Code, enter the applicable code from the following list:

<u>Code</u>	<u>Classification</u>
01	<u>Agricultural</u> . Land under cultivation for production of food and fiber.
04	<u>Grazing</u> . Those conservation lands primarily administered for the preservation, protection, management, and development of grass and other forage resources suitable for livestock.
07	<u>Forest and Wildlife</u> . Those conservation lands primarily administered for the preservation, protection, management, and development of timber, wildlife, watershed and recreational resources.
08	<u>Parks and Historical Sites</u> . Land administered for National parks, historical parks, monuments, military parks, memorial cemeteries, parkways, recreational areas, and National Capital parks.
10	<u>Office Building Locations</u> . Land on which office buildings are located or are to be constructed.
11	<u>Military (Except Airfields)</u> . Land under the control of the Department of Defense (Military functions) that cannot be classified elsewhere.
12	<u>Airfields</u> . Land used for Military air bases or stations and Military Civilian Landing fields.
13	<u>Harbor and Port Terminals</u> . Land used for Harbor and Port facilities.
15	<u>Power Development and Distribution</u> . Land used for power development and distribution.
16	<u>Reclamation and Irrigation</u> . Land used for reclamation and irrigation projects.
18	<u>Flood Control and Navigation</u> . Land used for flood control and navigation projects.
19	<u>Vacant</u> . Land not being utilized.
20	<u>Institutional</u> . Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.

- 30 Housing. Land used primarily for public housing projects, 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 Sciences (including medicine) and in engineering.
- 80 Other Land. Land that cannot be classified elsewhere.
- 99 Trust Land. All land in trust by the reporting installation.

GSA BUILDING CLASSIFICATION AND USAGE CODES

On NASA Form 845, Item 3, GSA Usage Code, enter the applicable code from the following list:

<u>Code</u>	<u>Classification</u>
10	<u>Office.</u> Buildings used primarily for office space.
21	<u>Hospital.</u> Buildings used primarily for furnishing in-patient diagnosis and treatment under the supervision of physicians and that have 24-hour-a-day registered graduate nursing services. Includes medical laboratories used in routine testing. Excludes buildings used directly in basic or applied research in medicine that should be reported as Research and Development.
22	<u>Prison.</u> Buildings under the jurisdiction of the Department of Justice used for the confinement of Federal prisoners.
23	<u>School.</u> Buildings used primarily for formally organized instruction, such as, schools for dependent children of Federal employees, Indian schools, and military training buildings.
29	<u>Other Institutional Uses.</u> Buildings used for institutional purposes other than schools, hospitals, and prisons. Includes libraries, chapels, museums, out-patient clinics, etc.
30	<u>Housing.</u> 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.
40	<u>Storage.</u> Buildings used for storage purposes, such as, warehouses, ammunition storage, and cover sheds. Also includes garages used primarily for storage of vehicles or materials. Does 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	<u>Industrial.</u> Buildings specifically designed and used primarily for production or manufacturing. Includes buildings used for the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, and magnesium. Also includes laboratories used for routine testing of industrial products.
60	<u>Service.</u> 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 includes 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. Includes buildings used in the design, development, and testing of prototypes and processes such as chemistry, physics, and medical laboratories and observatories for meteorological research. Does not include medical or industrial laboratories used in routine testing, which should be reported as Hospital and Industrial, respectively.
- 80 All Other. Buildings that cannot be classified elsewhere. Whenever this classification is utilized, give a brief description of use in Remarks block.
- 99 Trust Buildings. All buildings held in trust by the reporting agency. Whenever this classification is utilized, give a brief description of use in Remarks block.