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AIR FORCE REGULATION }

DEPARTMENT OF THE AIR FORCE WASHINGTON, 20 JUNE 1954

REAL ESTATE Reporting Procedures

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Security Classification

1. Purpose and Scope This Regulation establishes the responsibilities and provides the medium for reporting data concerning the individual real estate interests that comprise an installation for all planned, approved, acquired, outgranted, or disposed-of real estate. The data provided in compliance with the procedures prescribed herein also will be used as a perpetual inventory. This record includes all land areas

A Suides and Trolling at a dark Martin and general or special purpose space, and reflects the degrees and types of interest acquired by the Government or the Department of the Air Force normally classified as contractor-operated facilities for production or modification; and/or research and development of aircraft and related procurement are not considered within the provisions of this Regulation. Standby plants used for this purpose are included herein. Procedures established in this Regulation, and reporting requirements therein, are published for information, guidance, and compliance of all Air Force activities except those located in an officially designated combat zone.

2. Office of Record. Reports required by this Regulation will be retained in the Directorate of Real Property, Headquarters USAF, until they become noncurrent at which time disposition will be effected in accordance with AFM 181-5. The inventory established from these reports will serve as a source for dissemination of real estate data to the Congress, the Department of Defense, the Air Staff, and other Government agencies.

### 3. Background:

a. Under the National Security Act of 1947 the Department of the Air Force was established as a separate service. The Office, Chief of Engineers, was designated the real estate agent for the Department of the Air Force. A bulk transfer of selected installations was effected between the Departments of the Army and the Air Force. In keeping with the economy of the times this transfer was effected without benefit of inventories. A working agreement was reached with the Office, Chief of Engineers, which is general in nature and provides for retention of all title documents by the Office, Chief of Engineers. Documents negotiated subsequent to this work-

b. With the coming of the Korean crisis and the subsequent growth of the Air Force, activities! in the real estate field increased rapidly. Records pertaining to these activities have not kept - ...d. Minerals. Since land extends to the cenabreast of utilization of real estate by Air Force ter of the earth, ordinarily the owner of the land units in the field.

For planning and budgeting command requirements in the acquisition and disposal of real estate in the field, the need for reconciliation of data furnished by the Office, Chief of Engineers, with actual utilization of such real estate in the field, is apparent. 187 N.A-2 18708 1881 med

4. Guides and Rudiments of Real Estate. The procedures in this Regulation are designed to isolate the various real estate interests which collectively make up an Air Force installation. In order that field activities may readily identify the interest to be conveyed in each transaction, basic principles peculiar to commercial real estate practice and definitions applied thereto are outlined below. These principles reflect the many possible combinations which may be encountered by activities in the field and the necessity for proper interpretation of real estate documents.

These guides are not to be construed as firm definitions.

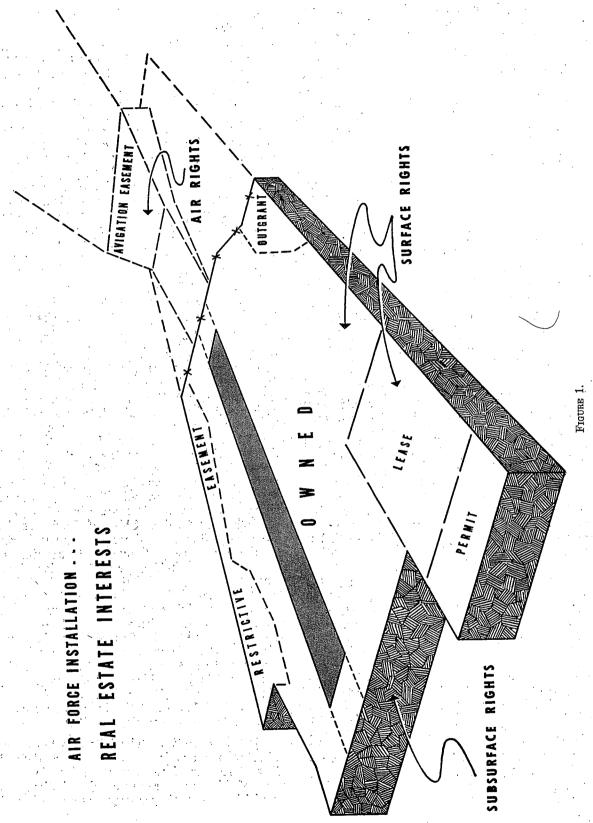
a. Air Force Installation. An Air Force Installation is a separately located and defined area of real property in which the Air Force exercises a real property interest; or where the Air Force has jurisdiction over real property by agreement, expressed or implied, with foreign governments, or by rights of occupation.

b. Sources of Real Estate Law. In each of the States of the United States, two separate systems of law are in force: Federal law and State law. With few exceptions, Federal laws operate uniformly throughout the country. Each State, however, has its own Constitution, laws and court decisions, and it is primarily to these local sources that the Air Force must look for real estate law. Due to differences in local conditions, laws on real estate vary from State to State. These differences must be kept constantly in mind by negotiating activities in the field and by personnel concerned with the reporting requirements presented by this Regulaall ingage

c. Land. Land includes not only the ground or soil, but everything which is naturally attached to the earth, such as trees and herbage: it includes not only the surface of the earth but everything under it and over it. Thus, in theory, a tract or parcel of land consists not only of the ing agreement and not conveying title are furn-portion on the surface of the earth, but is an ished for the files of the Department of the Air inverted pyramid having its tip at the center of Force.

the earth and extending outward through the surface of the earth at the boundary lines of the tract and continuing on upwards to the heavens. (See figure 1.) veilere H. maith and c

ter of the earth, ordinarily the owner of the land also owns the minerals beneath the surface. The land owner of record may sell all or a part of the land and retain the minerals for himself or he may sell the minerals and retain the land for himself. An owner of minerals, though he has not acquired ownership of the surface of the land, unless otherwise restricted, may have certain rights over the surface in order to develop the minerals. This ruling varies throughout the country and care should be exercised in determining the exact interest acquired by the Government or by the Air Force in each instance. The question arises whether the interest acquired consists of the surface acreage of the land or merely of rights to minerals beneath the surface or both. Normally, when a surface area is acquired in fee without mention of the minerals in the document of conveyance, the minerals automatically are transferred or are considered a part of the transaction.



- e. Oil and Gas. Oil and gas beneath the surface of the earth usually are considered to be minerals. They are subject to sale separately and apart from the surface of the earth. This usually is accomplished by means of an "oil lease" which confers upon the lessee the right to capture and extract the oil and gas lying beneath the surface of that tract described in the oil lease. Oil and gas are migratory, therefore the general rule is that the holder of an oil lease does not claim title to these minerals until they actually are pumped to the surface of the ground. In this reporting system, care must be exercised in reporting real estate actions of this type since an oil lease does not convey areas on the surface of the earth. Special instructions relative to treatment of gas and oil under lands used by the Air Force have been issued to acquisition agencies. In general, these instructions provide that gas and oil leases will be negotiated only where seepage of such minerals exists.
- f. Air Rights. Just as an owner may sell the minerals lying beneath the surface of the earth, so he may sell the space above the surface of the earth. The theory that one's land extends to the sky is adequate when dealing with simple questions. With the coming of the airplane, however, common sense repels the notion that the flight of aircraft over one's land creates a trespass over that land. Thus it would seem that the flight of aircraft at high altitudes, without inconvenience to a land owner, is not a violation of his rights. On the other hand it would appear that when an aircraft is flying at low altitudes over one's property, either in taking off or landing, a land owner's rights may be invaded. Thus the need for avigation easements—to acquire the right to fly low over a land owner's property. Such easements do not convey or transfer acreage on the surface of the earth but merely provide for use of a given area of space above the surface of the earth.
- g. Easements. As with an easement to operate aircraft at low altitudes over space above the surface of the earth, so too easements may be obtained or negotiated for other purposes incidental to the operation of an Air Force installation. An easement is a right which one person has to use the lands of another for a special purpose. Thus easements can be negotiated for the removal of hazards, the establishment of building restrictions in areas adjacent to installations, the establishment of safety areas, and so forth. These purposes are numerous and varied; the duration of such easements and the costs incident thereto also vary. Proper interpretation of the interest and status of the easement is necessary prior to reporting the action to Headquarters USAF. Assistance from the

acquisition agencies will be solicited where necessary.

- h. Lease. A lease is a contract. It conveys from the landlord to the tenant the right to occupy the property described, for a term and for the purposes specified in the lease. It reflects the rent or consideration to be paid by the tenant and cites other provisions peculiar to the contract so made. Lease provisions and local laws pertaining to a lease contract offer many variations. Thus, some states require that leases be recorded while others do not; some provide that leases for a term less than a year need not be in writing; leases may be cancelled, renewed, or may expire by their own terms; a lease may be extended or modified by an amendment to the original lease. In view of the many possible variations, the intent of the lease must be properly interpreted. The assistance of the acquisition agency should be solicited where necessary.
- i. Ownership. Ownership of real estate is transferred from one owner to another by "deed." There are many forms of deeds. The type deed to be used to effect a transfer of property is dictated by the varying facts and conditions surrounding the transaction. All real estate acquired for use by Government agencies is acquired in the name of the Government. Subsequent to such acquisition, the real estate so acquired is in turn "assigned" to the Government agency which initiated or generated the request for the acquisition. Due to the legal aspects involved, the varying opinions of the courts in the individual States, and the language peculiar to this type of document, this Regulation does not require retention and interpretation of deeds in the field. The Office, Chief of Engineers, has been designated the primary acquisition agent for the Air Force. All real estate acquired by that agency on behalf of the Air Force is assigned direct to the using installation on an OCE Form 290, "Transfer of New Construction." A copy of the deed pertaining to such acquisition is retained by the acquisition agent. The original deed is retained in the Records Branch, Lands Division, Office Judge Advocate General, Department of the Army. Installations submitting reports required by this Regulation will ascertain that prior to affixing signatures of acceptance to OCE Form 290 the form is sufficiently complete to make reporting possible.
- j. Condemnation. The following terms, peculiar to the acquisition of land are defined. These terms are interchangeable but for purposes of this report are preferred to indicate the acquisition of real property interest through

court proceeding, as distinguished from acquisition by purchase.

- Eminent Domain—The right or power of the Government to take property for public use upon payment of just compensation therefor.
- 2) Condemnation—The exercise of the right or power of eminent domain by the Government. Acquisition of land by condemnation is authorized by law. This authorization extends to States, municipalities, and certain public utility companies acting in the public interest. This report, however, is concerned only with the institution of condemnation proceedings by the Government. Such condemnation proceeding is filed only as a last resort and usually for the following reasons:
  - (a) Immediate possession of the property may be required for construction purposes.
  - (b) The owners may be unable to convey a good title to the property.
  - (c) The owners may disagree with respect to the price to be paid for the property.
  - (d) The owner cannot be located.
- (3) Condemnation Suit—The proceeding instituted in court to accomplish the taking of property. In order that the requirements of the Federal Government may be met, a petition to con-demn or a "Declaration of Taking" is filed with the court, and just compensation for the property is deposited into the registry of the court. When such a proceeding is filed in court, possession usually is requested and granted by the court. A declaration of taking is merely a proceeding authorized by law which, when filed and when just compensation is deposited into the registry of the court, immediately vests title in the Government. A declaration of taking may be instituted for a lease-hold, an easement, a fee acquisition, or other type of interest desired by the Government.

k. Outgrants. The Air Force, having acquired real estate by fee, lease, easement, or other type of interest, is obligated in the interest of economy to make full use of all such real estate or immediately to take steps to dispose of real estate no longer required. Where real estate necessary to the physical makeup of an Air Force installation has been acquired, but its

utilization or productivity can be increased by allowing private or local governments to sponsor commercial enterprises, this real estate may be "outgranted" for such purposes to insure maximum utilization. Normally, this outgrant is in the form of a short-term lease for such purposes as grazing, fishing, farming, and so forth. Reporting activities must bear in mind that areas involved in outgrants merely reflect utilization being made of the real estate concerned. This real estate will neither be added to nor subtracted from the over-all installation inventory.

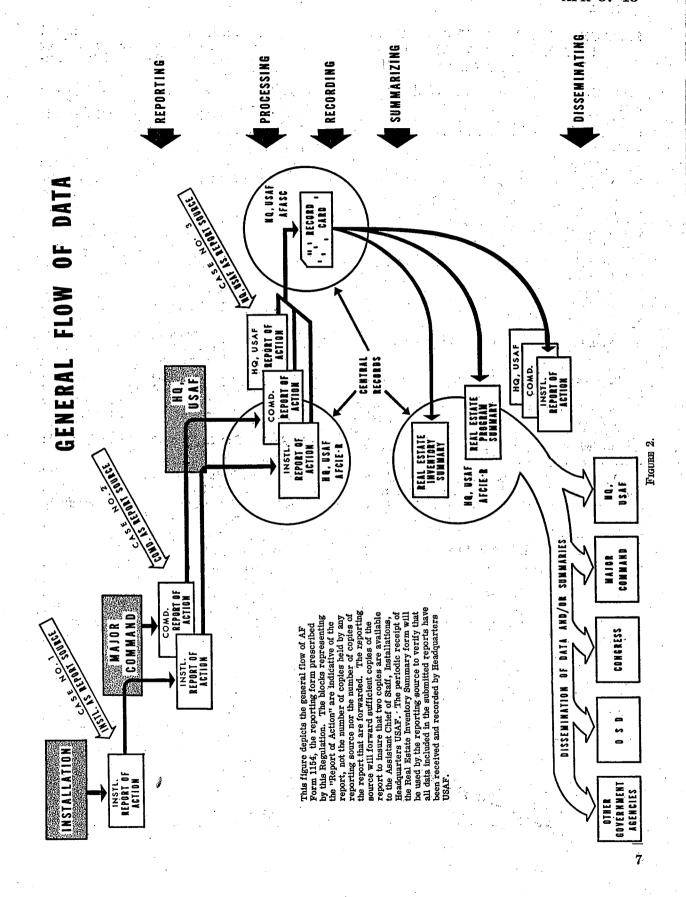
- l. Excess. Air Force real estate which has been determined by Headquarters USAF to be excess to the current or anticipated requirements of the Air Force.
- m. Surplus. Real estate declared excess to the needs of the Air Force, other military services and Government agencies, which no longer is required for retention by the Government, and is reported to the Office, Chief of Engineers, for necessary disposal.
- 5. Report Forms. The basic report forms and responsible initiating activities are:
- a. AF Form 1154, "USAF Real Estate Report of Action," RCS: 1-AF-Z21. This is a multipurpose form on which is reported detailed real estate information for a specified real estate action. These real estate actions range from the budgetary submittals and Congressional approval for the acquisition of real estate interests, to the reporting of such acquisitions, and subsequent outgrants and disposals. Complete columnar instructions for filling out AF Form 1154 and details on WHO, WHEN, WHAT, WHERE, AND HOW to report each type of real estate action are contained in sections B, C, and D of this Regulation.
- b. AF Form 1192, "USAF Installations Characteristics Report," RCS: 2-AF-Z21. This is the medium prescribed herein for collecting and maintaining pertinent vital statistics, related to an installation. Complete instructions for the completion of this form are contained in section E of this Regulation.
- c. Real Estate Inventory Summary. A summary listing, compiled from data submitted on AF Forms 1154 and 1192 will be mechanically prepared in Headquarters USAF. This summary listing will represent the current inventory status of real estate interests for all Air Force installations, and will be distributed to the major air commands periodically—for informational purposes, for use as an aid in monitoring their responsibilities within the scope of this Regulation, and as a guide for planning purposes.

- 6. Flow of Reported Data. Basically, the flow of data evolves around:
- a. The preparation of AF Form 1154 by all echelons concerned with real estate matters.
- b. The submission of two copies of this form to the Real Estate Division, Director of Real Property, Headquarters USAF.
- c. The mechanized recording of the data reported on the forms so submitted.
- d. The compilation of summaries and reports in Headquarters USAF for distribution to Congressional Committees, the Air Staff, other Government agencies and the reporting commands. (See figure 2.)
- 7. Timely Reports. Timely submission of AF Form 1154 to Headquarters USAF is essential. Such submission will be made monthly as of the last day of the month, and submitted within 10 days subsequent thereto. A USAF Real Estate Report of Action is required for each type of action involving a change in the status of any real estate interest in property used by the Air Force. Negative reports are required for those installations at which no real estate actions have been taken during the reporting period.
- 8. Security Classification. Normally, AF Form 1154 as submitted by the major air commands will contain information which has been made a matter of record in books of the jurisdictional political subdivisions. These books are public property and the assignment of a classification would be superfluous. The provisions of paragraph 25, AFR 205-1, 15 December 1953, will be applied in determining the appropriate classification in each instance.
- a. Reports requiring classification will be submitted under separate cover. Unclassified reports will not be attached to classified reports.
- b. Reports concerning projects or installations whose very existence is highly classified will be given the classification assigned the installation or project.

### 9. Responsibilities:

- a. Headquarters USAF. Staff offices within Headquarters USAF, will:
  - Initiate, develop, and review detailed instructions for all real estate procedures prescribed herein.
  - (2) Initiate and develop required reporting forms, summaries, and so forth, applicable to procedures prescribed herein.
  - (3) Develop and furnish "K" category data for inclusion in the "USAF In-

- stallations Facilities and Structures Catalog."
- (4) Mechanically record real estate data transmitted on AF Form 1154 reports.
- (5) Prepare summaries, reports, and analyses of recorded real estate data.
- b. Major Air Commands. The fundamental principles and basic procedures prescribed by this Regulation are applicable to all major air commands, including the Air Force Finance Division. Commands not having real estate functions (that is, commands that are tenants on installations of other commands) are exempt from the responsibilities and provisions of this Regulation. The commanders of major air commands will:
  - (1) Develop implementing instructions to insure accurate reporting under procedures prescribed by this Regulation.
  - (2) Review prepared AF Form 1154 reports originating within their respective commands, to insure completeness and compliance with procedures outlined herein.
  - (3) Monitor the reporting of real estate actions, to insure timely submission of reports.
  - (4) Account for all real estate interests assigned to the jurisdiction of their respective command.
  - (5) Insure that all real estate on each installation is properly identified and reported.
  - (6) Insure the establishment and maintenance of real estate files at base level.
  - (7) Insure that base commanders maintain a constant liaison with appropriate District Engineers or other acquisition agencies.
  - (8) Insure that sufficient back-up data is solicited from the acquisition agencies to remove all elements of speculation as to the exact extent and degree of interest on each installation.
  - c. Reporting Static Installations. Installations not assigned to a parent installation, such as shoran stations or bomb scoring sites, will be considered as static installations for reporting purposes. Such installations will be reported by the major air command concerned or as the major air command may direct.
  - 10. Supply of Forms. AF Forms 1154 and 1192 will be requisitioned through supply channels.



### SECTION B—USAF REAL ESTATE REPORT OF ACTION, AF FORM 1154, RCS: 1-AF-Z21

- 11. General. The objectives of this section are:
- a. To furnish instructions for completing the multipurpose report of Action. (AF Form 1154.)
- b. To provide necessary reporting guides as a supplement to these general instructions.
- 12. Areas of the Form. AF Form 1154 has been divided into seven areas for explanatory purposes. (See figure 3.) The identity of the areas on the form are:

Area A. Location.

Area B. Action.

Area C. Justification.

Area D. Real Estate Document.

Area E. Amount.

Area F. Limitations.

Area G. Report Totals. Signature, and Processing Control.

### 13. Location Entries, Area "A" (see figure

- a. Item AA—Parent Installation Number. Enter the code number of the primary or auxiliary installation that is the parent of the installation for which the report is being prepared. To be completed by Headquarters USAF.
- b. Item BB—Parent Installation Name. Enter the parent installation's authorized name, from appropriate General Orders. See guides reflected in AFR 87-5. Indicate name in 40 spaces or less.
- c. Item A—Installation Number. Enter the code assigned to the installation for which the report is being prepared.
- d. Item B—Installation Name. Enter the authorized name of the installation on which the action has been taken or is proposed. See guides reflected in AFR 87-5. Indicate name in 40 spaces or less.
- e. Item C—Command Abbreviation. Enter the official three-digit alphabetical abbreviation for the major air command having jurisdiction over the installation concerned. Also enter the one-digit command code in the bracket provided. (See attachment 1.)
  - f. Item D—Country/State:
    - (1) Zone of Interior Installations. Enter the appropriate State name and code. When the installation for which the report is being prepared covers more than one State, a separate report (for

- acquired, disposed, and outgranted type of actions) will be prepared for each portion of the installation situated in a separate state.
- (2) Oversea Installations. Enter the appropriate country or territory name and code in which the installation is located.
- g. Item E—County/City:
  - Zone of Interior Installations. Enter the appropriate county name. Base headquarters site will determine location if more than one county is involved.
  - (2) Oversea Installations. Enter the appropriate city name. Use the name of the nearest major city or political subdivision in or near which the installation is located.

NOTE: For the initial report required by this Regulation, the codes required in Area "A" will be left blank by the reporting activity. Codes will be temporarily assigned by Headquarters USAF (pending publication of an appropriate code catalog). The reporting major air command will be notified, by means of the Real Estate Inventory Summary listing, of the correct code numbers to be entered on future reports.

### 14. Action Entries, Area "B" (see figure 3):

- a. Item F-Report Source:
  - The installation indicated in item "B" is affected by this real estate action.
  - (2) Check the appropriate box identifying the reporting activity.
- b. Item G—Type of Action:
  - (1) Use a USAF Real Estate Report of Action for each real estate action indicated, regardless of the number of entries for a particular type of action.
  - (2) Check the appropriate box indicating the type of action being reported.
  - (3) Report each different type of action on a separate form.

### 15. Justification Entries, Area "C" (see figure 3):

- a. Column H—Program Year. Indicate the code for the appropriate fiscal year, such as "55" for fiscal year 1955, "56" for fiscal year 1956, and so forth. This is the program fiscal year in which authority to acquire is requested. Code "A5" will identify the initial inventory of 30 June 1950.
- b. Column J—Justification. Indicate the justification item code number. This number

represents the catalog item that generates the requirement for the real estate interest being reported.

c. Column K—Real Estate. Indicate the real estate item code number identified with the justification. (See paragraph 5, attachment 1.) NOTE: The justification (column J) and real estate (column K) catalog item numbers, are the code numbers contained in "USAF Installations Facilities and Structures Catalog."

### 16. Real Estate Document Entries, Area "D" (see figure 3):

a. Column L—Type. Report all documents by a single type of "code." (For a complete list of type document codes see attachment 1.)

### b. Column M—Number:

- (1) Basic. Enter appropriate identification numbers assigned to documents by the acquisition agency, where applicable.
- (2) Sub. Indicate each modification or supplement to a document by a sequence number, starting with "1." This column also will be used to identify the initial or adjusted cost of a lease as a separate line entry, as differing from the annual cost of the lease. The code number "99" will be used for this purpose. (See figure 8.)
- c. Column N—Date. Enter the effective date shown on document being reported. This is the effective date indicated in the document and not the date of the document itself. Where no effective date is indicated the intended date will be entered.

### 17. Amount Entries, Area "E" (see figure 3):

a. Column O—Unit of Measure. Enter the appropriate letter. The letter "A" denotes acreage and "S" square feet.

### b. Column P—Area:

- (1) Area "+" or "-." If the area of the action reported is negative, or is to be subtracted from the total for that type of action, insert a minus sign "-" in the appropriate column. If the area reported is positive or to be added to the total for that type of action, insert a plus sign "+" in the appropriate column.
- (2) Square Feet and Acres. Indicate the number of acres or square feet in the appropriate column. Portions of acres will not appear in this column.

(3) "1/100." Express portions of acres in nearest hundredths of acres in this column.

### c. Column Q—Cost:

- (1) Cost "+" or "-." If the dollar figure is negative or should be subtracted from the total for that type of action, insert a minus sign "-" in the appropriate column. If the cost being reported is positive, or to be added to the total for that type of action, insert a plus sign "+" in the appropriate column.
- (2) Dollars. Enter the monetary consideration to the nearest dollar. Initial or adjusted costs on leases will be separated from the annual or fixed cost and entered as separate line entries. (See figure 7.) In the case of outgrants, costs reflected will be amount received by the Government for such use.

### 18. Limitation Entries, Area "F" (see figure

- a. Column R—Tenure, No. of Years. Indicate the life span of the Government's interest. For indefinite periods, perpetuity, and duration of National Emergency requirements of the Government, the letter "N" will be indicated.
- b. Column S—Tenure, Months Renewal Notice. Indicate the number of months prior notice the United States Government must give the lessor in order to renew a lease. If a lease contains an automatic renewal clause, enter the letter "A."
- c. Column T—Public Law, Authorization. Enter the Authorization Public Law number which authorizes the acquisition of the real estate land item.
- d. Column U—Public Law, Appropriation. Enter the Appropriation Public Law number which finances the acquisition of the real estate land item.

### 19. Control Totals, Signature, and Processing Control Entries, Area "G" (see figure 3):

- a. Item V—Voucher Number and Date. To be inserted by Headquarters USAF.
- b. Items W and X—Control Totals. The various items included in each USAF Real Estate Report of Action will be supported by its respective area and cost. The reporting source will strike a balance of these columns and enter the net totals for both the area and cost columns, regardless of the fact the control totals may represent both acres and square feet. These totals are used for control purposes only.

### 9 CONTROL TOTALS JUSTIFICATION REAL ESTATE AF 1 MAY 54 1154

FIGURE 3.

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- c. Signature. The signature block will be completed by or in behalf of commanders or staff officers concerned.
- d. Remarks. This column will be used for: brief clarifying notes where necessary; to reflect the name of vendor as indicated on lease or easement document; to explain provisions peculiar to joint use of airports or facilities; to reflect the appraised or estimated round figure value of the land and every building acquired under each lease; the building number of each leased building; and so forth.

### SECTION C—REPORTING GUIDES

### 20. Field Records:

a. As a general policy, the following documents are desired as a component part of installation real property records:

Type of Interest	Type of Instrument
Fee	OCE Form 290
Transfer	Copy of Transfer
Lease	Copy of Lease
$\mathbf{Permit}$	Copy of Permit
Easement	Copy of Easement
License	Copy of License
Condemnation	Letter of Notice
	from OCE

- b. A current, audited real estate map is essential for each installation. In the absence of an audited map, a final project map should be obtained from the acquisition agency concerned. OCE Form 290, "Transfer of New Construction," should adequately describe the real property being transferred and should reflect the cost breakdown incident to acquisition of the property so described. In addition, such information as may be necessary to make reporting possible under this reporting requirement should be contained thereon prior to acceptance by base commanders.
- c. Air Force requirements to support installation real property records in the field have been outlined to the Office, Chief of Engineers. Instruments furnished by that agency need not necessarily be the originals of such instruments.

### 21. Leases-In:

- a. To Be Reported:
  - (1) All numbered leases, with changes thereto.
  - (2) All unnumbered leases, with changes thereto.
  - (3) All condemnation leases, with changes thereto.
  - (4) The duration of the lease.

- (5) The purpose or justification for the lease.
- (6) The annual costs indicated in the lease.
- (7) The initial costs of a lease, where applicable.
- (8) The renewal notice required in each case.
- (9) The cancellation or termination of a lease. (Report as a disposal.)
- (10) Land leased, that is subject to recapture (K515-200) and National Security clause, will be reported under that real estate catalog number. Any leased land reported under this number will not be duplicated by reporting it under leased land from Private Enterprise (K515-400) or leased land from State or Local Government (K515-600), that is not subject to recapture. All other leased land will be reported as (K515-400) Private Enterprise, or (K515-600) State and Local Government.
- (11) All General Services Administration (GSA) assigned space. See special instructions in paragraph 28.

### b. Not To Be Reported:

- (1) Amendments or modifications to leases changing provisions not affecting items reflected in a above, such as changes in finance officer, maintenance provisions, and so forth. These do not affect the surface land or space area being leased.
- (2) Oil, water, and mineral leases. Report the lease but not the area since this type of lease does not affect the surface or space area.
- (3) Unwritten leases.
- (4) On-base housing.
- (5) Leases negotiated subsequent to June 1950 and terminated prior to the effective date of this Regulation.

### 22. Leases-Out:

- a. To Be Reported:
  - (1) All outgrants for grazing, agriculture, fish and wild life, timber, and so forth.
  - (2) Mineral leases, reflecting data in all columns, with the exception of columns O and P.
  - (3) Wherry housing area.
- b. Not To Be Reported: Do not report outleases as inleases.

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FIGURE 4. Example No. 1. Basic Lease

NOTE: The above example reflects a lease, already in existence and reported, which has been modified to reflect an increase to 17.52 acres at a cost of \$2,172. This modification did not affect the remaining provisions of the lease. (See figure 5 for appropriate change entries.)

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FIGURE 5. Example No. 2. Amended Lease

### 23. Easements (Ingrants):

- a. To Be Reported:
  - (1) All easements.
  - (2) The duration of the easement.
  - (3) The purpose or justification for the easement.
  - (4) The costs indicated in the easement.
  - (5) The acreage comprising the easement, where applicable. This includes avigation easements.
  - (6) All easements undergoing condemnation proceedings.
  - (7) All amendments affecting the above.
- b. Not To Be Reported. Do not report easements outgranted by the Air Force.

### 24. Licenses and Permits:

a. To Be Reported (do not complete column P):

- (1) Licenses and permits to Air National Guard.
- (2) Licenses and permits to Civil Air Patrol.
- (3) Licenses and permits to Reserve Training Units.
- (4) Licenses and permits to and from other services.
- (5) Licenses and permits to and from other Government agencies.
- (6) Licenses and permits from private individuals, corporations, and political subdivisions.
- b. Not To Be Reported:
  - (1) Licenses and permits for on-base housing.
  - (2) Licenses and permits for on-base community services, such as banks, post offices, trailers, transportation, and so forth.

(3) Licenses and permits to commercial air carriers.

### 25. Fee. To be reported:

- a. All fee lands transferred from other United States military services.
- b. All Public Domain land transferred from other Government agencies. Permanent and temporary withdrawals will be reported separately.
- c. All lands acquired by donation. Donation of funds will be included herein.
  - d. All lands acquired by purchase.
- e. All lands having public law authorization and currently undergoing condemnation proceedings where right-of-entry has been granted.
- f. All acquisition costs as reflected on the transfer documents (OCE Form 290), or from other documents furnished by the acquisition agency.
- 26. Condemnation. All condemnation actions regardless of the interest to be acquired by the Government are to be reported. Acreages and costs will be those reflected as of a right-of-entry, or at the time of filing of the declaration of taking in the Courts. This information will be solicited from the acquisition agency.

### 27. Space Reporting:

- a. GSA Space. Space obtained by General Services Administration for assignment to the Air Force will be reported as follows:
  - (1) Complete item BB if space is under control of a parent installation.
  - (2) Reflect city and address in column B, such as "Baltimore/315 Fallsway Rd."
  - (3) Complete all other columns except H, T, and U.
  - (4) Show the name of lessor in the Remarks column.
  - (5) Use GSA-assigned lease number for entry in column M. This number will be obtained from GSA Regional Office where necessary.
- b. Non-GSA Space. All combined leases reflecting combinations of land and buildings or groups of buildings under lease, other than GSA-assigned space, and having a lump sum cost will be reported as a group. Each building will be assigned a building number for positive identification for the duration of the lease.
  - (1) In land and building combinations, list the land data first. Complete all columns except columns H, T, and U.

Apply total cost of entire lease to the land entry in column Q.

- (2) List each building as an individual line entry. Complete all columns except H, T, and U. Enter an asterisk in column Q to indicate costs charged to land entry.
- (3) Enter assigned building number in left-hand portion of the Remarks column followed by the estimated appraised value of the building being reported. (Example: #314—\$15,000.) (See note.)
- (4) In building combinations reflected in a lease without land items, indicate the main building as the first line item. Cost shown in this lease will be charged to this entry in column Q. List additional buildings in order and enter an asterisk in column Q. Enter the building number and estimated appraised value in the Remarks column. (See note.)

NOTE: The land and buildings included in a lease will reflect the appraised value as of the time of negotiation of a lease, except leases obtained for \$1 a year, nominal cost, donation, or similar circumstances amounting to a donation, wherein the appraised value or costs of making an appraisal far exceed the cost to the Government. All leases negotiated subsequent to 30 June 1954 will be appraised at time of negotiation.

28. Special Reporting Instructions. Real Estate in which the Air Force does not have a real estate interest is not to be reported in compliance with this Regulation. Therefore, for an Air Force organization or unit that operates as a tenant on an airport or jointly uses facilities of another service without benefit of a formal permit or agreement, a report will be made on only that portion of the airfield or base over which the Air Force maintains a real estate interest.

### SECTION D—REPORTING AND CONTROL PROCEDURES

### 29. Acquisition Reporting:

- a. Initial Inventory as of 30 June 1950 (see figure 7):
  - (1) Requirement. The status of real estate interests in effect on 30 June 1950 will be submitted to Headquarters USAF as an initial submission. (See figure 6.) This initial submission will serve as the basic Air Force real estate inventory. The report will be

submitted not later than 31 July 1954. Reporting will be by individual instrument in each interest acquired, except as indicated in b below.

- (2) Current Instruments. All current real estate instruments which were in effect on 30 June 1950 but which subsequently were modified or amended will be reported individually to reflect the real estate interest applicable on 30 June 1950. Changes thereto will be reported by subsequent reports to reflect current status.
- (3) Disposals and Cancellations. Real estate interests in effect on 30 June 1950 and subsequently disposed of or cancelled prior to 30 June 1954 will be reconstructed and reported by the disposing command. (See figure 6.) Disposition made of this real estate will be reported by subsequent reports to reflect current status. (See paragraph 31.)
- (4) Interim Acquisitions and Disposals.
  Real estate interests not on hand on 30 June 1950 but acquired and disposed of during period 30 June 1950 to 30 June 1954 will not be reported. (See figure 6.)
- (5) Condemnation Cases. Real estate interests undergoing condemnation proceedings on 30 June 1950 will be reported to reflect the interest, if any,

- entertained by the Government on that date. Subsequent reports will reflect appropriate changes in all such proceedings.
- (6) Fee Lands. For the Initial Inventory all fee-owned lands will be reported as one lump sum in columns P and Q for each installation.
- (7) Public Domain Lands. Such lands will be reported by individual instrument in order to reflect the:
  - (a) Temporary or permanent withdrawals. (Column K)
  - (b) Type document. (Column L)
  - (c) Land order number. (Column M)
  - (d) Acreage. (Column P)

b. Inventory Subsequent to 30 June 1950 (see figure 8):

(1) Continuation of Inventory. Subsequent to the submission of the initial inventory, each command will submit, within 30 days thereafter, necessary AF Form 1154 reports to reflect the step-by-step acquisition of each individual interest from the date of the initial inventory to 30 June 1954. (See figure 6.) Thereafter, real estate interests will be reported within 10 days subsequent to the end of each month. This will be a continuing process. Negative reports are required.

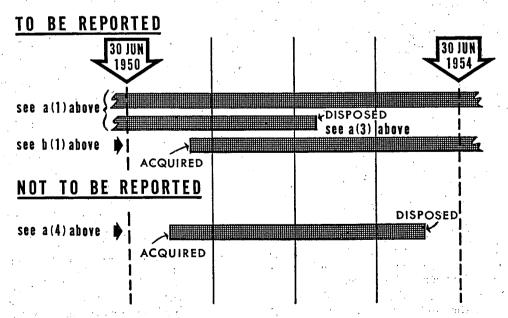


FIGURE 6.

(2) Supporting Documents. All data reported will be supported in field activity files by recognized and authenticated documents furnished by the acquisition agency, as listed in paragraph 20.

### 30. Public Works Program Reporting:

- a. Reporting Phases. Contained herein are instructions for reporting data concerning the phases of a Public Works Program cycle indicated below:
  - (1) The original submittal of an "Estimate of Requirements" by the major air commands. (See figure 9.)
  - (2) The coordination and issuance of real estate directives to the acquisition agent. (See figure 10.)
- b. Purpose of Reporting. The real estate portion of the Public Works Program has been incorporated herein to provide:
  - The means for presenting a composite picture of the planned and programmed real estate land requirements of the Air Force.
  - (2) Data for correlation of the real estate requirements with the construction requirements for any fiscal year.

### 31. Disposal Reporting:

- a. Scope of Disposal Reporting. All disposals of real estate interests, maintained by the Air Force or its components, will be reported whether disposal is by request or by the instruments' own terms. Disposal actions will be reported as they occur. Incremental disposals will be reported as indicated by figure 12. Real estate reported on hand as of 30 June 1950 and subsequently disposed of will be reconstructed by the disposing command and the report submitted by 30 June 1954. Disposal reporting thereafter will be submitted within 10 days subsequent to the end of each month, reflecting all final disposal actions transacted.
- b. Disposal Reporting Phases. The disposal phases requiring a USAF Real Estate Report of Action are:
  - (1) Phase A. The final declaration of excess by the Air Force after clearance with other Government agencies as to their requirement for the excess real estate interests; and the issuance of a directive authorizing the disposal agent to proceed with appropriate disposal actions. (See figure 11.)
  - (2) Phase B. The report of the final dis-

position of the surplus real estate interest. (See figure 12.)

### 32. Outgrant Reporting:

- a. Scope. The reporting of all outgrant actions will not be back dated to 30 June 1950. Reporting will start as of 30 June 1954. The 30 June 1954 report will reflect the outgrants then in effect by individual documents. Thereafter outgrant actions negotiated or terminated will be reported within 10 days subsequent to the end of each month. All negotiated outgrants will be plus (+) entries. All terminated outgrants are complete minus (-) entries. Any modification in either area or cost, while an outgranted interest is in effect, will be reported as a plus (+) or minus (-) to the previously reported amount.
- b. Effect on Inventory. The acreage or square feet reported will not be subtracted from the installation's current inventory status, since an outgrant is only a utilization of acquired land or building space.
- c. Building Outgrants. All building or parts of a building that are outgranted by negotiated lease will be reported. A separate entry is required for each building outgranted, with the building numbers entered in the Remarks column. (See figure 13.) When an outgrant conveys both land and building rights, both will be shown, and the cost will be indicated in the manner specified in paragraph 27 for non-GSA leased space.
- d. Costs. All outgrant costs reflected in column Q on the reporting form will be the amount received by the Government for such

### 33. Headquarters USAF Control Procedures:

- a. Responsibilities. The Real Estate Division, Director of Real Property, has been designated as the processing center, within Headquarters USAF, for all AF Form 1154 reports submitted by reporting activities.
- b. Processing Instructions. Detailed processing instructions for the effective control and processing of reports in Headquarters USAF, are published separately from this Regulation.

### SECTION E—QUARTERLY REPORT OF USAF INSTALLATIONS CHARACTER-ISTICS DATA—RCS: 2-AF-Z21

34. General. This section provides for the collection of general data characteristic of and peculiar to an Air Force installation. Reports required herein will be prepared for each installa-

tion defined under the provisions of AFR 87-5 and will be submitted to Headquarters USAF within 10 days subsequent to the end of the calendar quarter.

- 35. Responsibility. Commanders of major air commands will issue implementing instructions to insure:
  - a. Timely submission of reports.
- b. Completion of reports for each installation assigned to the major air command.
- 36. Submission of Reports. Report required will be completed on AF Form 1192, "USAF Installations Characteristics Report." Initial reports will be made as of 30 June 1954 and will be submitted within 10 days subsequent thereto to the Director of Real Property, Headquarters USAF, ATTENTION: Real Estate Division, Washington 25, D. C. Change reports will be made at the end of each subsequent calendar quarter and will be submitted to Headquarters USAF within 10 days. Change reports will be accomplished by completing that portion of the reporting form requiring a change. Items 1 and 3 will be completed on all reports. Negative reports are required and may be consolidated by the major air command. One copy of all reports will be routed by the preparing activity to the statistical services unit of the major air command concerned. Procedures for mechanically processing characteristics reports by command statistical services units will be in accordance with AFM 171-5.
- 37. Security Classification. Reports prepared in accordance with these instructions will be classified in compliance with the provisions of AFR 205-1. Classified reports will not be submitted with unclassified reports.
- 38. USAF Installations Characteristics Report, AF Form 1192, RCS: 2-AF-Z21. The report will be prepared as follows:
- a. Item 1—Installation Number. To be left blank on all initial reports. This item will be completed by Headquarters USAF for the initial report, and the reporting major air command will be notified by means of the Real Estate Inventory Summary listing of the correct installation number to be entered on future change reports. (See paragraph 5c.)
- b. Item 2—Installation Sequence Code (SC 25). This item will be completed by the statistical services unit at the major air command.
- c. Item 3—Installation Name. Indicate installation name in 40 spaces or less. Information to be obtained under guides reflected in AFR 87-5. Urban installations not designated under

- AFR 87-5 will be shown as follows: City/Street Address/State. Example: Balto/315 Fallsway Rd/Md.
- d. Item 4—State-Country-Territory Code. To be left blank. This item will be completed by the statistical services unit at the major air commands.
- e. Item 5—State-Country-Territory Name. For zone of interior installations, indicate name of State. For oversea installations, indicate name of country or territory, as appropriate.
- f. Item 6—County Code. This item will be completed by the statistical services unit at the major air command.
- g. Item 7—County-Major Political Subdivision Name. For zone of interior installations, indicate name of county or parish. Use 20 spaces or less. For oversea installations, indicate name of major political subdivision. Use 20 spaces or less. Example: Phil, Luzon Island, Canada, B. C. When an installation is situated in more than one county or parish, data required in items 4, 5, 6, and 7 will be shown on the back of the reporting form for each county or parish in which the installation is located.
- h. Item 8—Nearest City or Town. Indicate name of nearest city or town irrespective of population, in 20 spaces or less.
- i. Item 9—Distance and Direction to Nearest City or Town. Applicable to rural installations only. Indicate distance from installation to city or town in air miles. Installations less than 1 mile will be shown as 1 mile. Show direction in compass bearing. Example: 3 SSW 40 NNE.
- j. Item 10—Street Address. Applicable to urban installations only. Indicate street address in 23 spaces or less.
- k. Item 11—Nearest City or Town of 10,000 or More. Indicate name of nearest city or town with a population of 10,000 or more. Use 20 spaces or less.
- 1. Item 12—Distance and Direction to Nearest City or Town of 10,000 or More. Indicate distance from installation to city or town in air miles. Installations less than 1 mile will be shown as 1 mile. Show direction in compass bearing from the installation. Example: 3 SSW 40 NNE.
- m. Item 13—Primary Installation Number. This item will be completed by the statistical services unit at the major air command.
- n. Item 14—Primary Installation Name. Applicable to auxiliary and off-base installations only. Indicate the name of the primary instal-

lation to which assigned. Installations not directly or indirectly assigned to a primary will reflect the name of the command to which assigned. Use 40 spaces or less.

- o. Item 15—Distance and Direction to Primary Installation. Indicate distance from installation shown in item 3 to its primary installation in air miles. Installations less than 1 mile will be shown as 1 mile. Show direction in compass bearing.
- p. Item 16—Latitude and Longitude. Indicate latitude and longitude. Approximate center of installation. Example: Latitude 52 25 N Longitude 02 30 W.
- q. Item 17—Elevation. Indicate mean average elevation of area in feet.
- r. Item 18—Auxiliary Installation Number. This item will be completed by the statistical services unit at the major air command.
- s. Item 19—Auxiliary Installation Name. Applicable to off-base installation assigned to auxiliary. Indicate name in 40 spaces or less.
- t. Item 20—Installation Classification (Primary, Auxiliary, Off-Base, and so forth). Check appropriate box. (For definition see AFR 87-5.)
- u. Item 21—Major Command of Assignment. Indicate appropriate code abbreviation of major air command to which installation shown in item 1 is assigned.
- v. Item 22—Subcommand Assignment. Indicate appropriate code abbreviation of subordinate command, or Air Materiel area of assignment.
- w. Item 23—Agency Performing M&R. Indicate name of subordinate command, if applicable, or command performing maintenance and repairs. Use 20 spaces or less. If maintenance and repairs are performed by other than Air Force, indicate the name of other agency.
- x. Item 24—Agency Supplying Logistical Support:
  - For Nonindustrial Installation. Indicate name of Air Force installation supplying logistical support. Use 40 spaces or less. If other than Air Force indicate agency concerned.
  - (2) For Industrial Installation. Indicate name of contractor operator.
- y. Item 25—Permanency of Installation. To be completed by Headquarters USAF to show permanent or nonpermanent status.
- z. Item 26—Installation Construction Category. Check appropriate box. (For definition see AFR 85-1.)

aa. Item 27—Installation Status. Check appropriate box. (For definition see AFR 85-1.)

ab. Item 28—Climatic Zone. Indicate appropriate climatic zone code. (See T/A 1-21A.)

Code	Type Climatic Zone
(1)	Tropical
(2)	Semitropical
(3)	Warm Temperate
<b>(4)</b>	Mild Temperate
(5)	Cool Temperate
(6)	Cold Temperate
(7)	Arctic

- ac. Item 29—Currently Assigned Primary Mission. Indicate, in 27 spaces, the currently assigned mission being performed by the major unit assigned the installation. Refer to appropriate "USAF Program Guidance" documents for nonindustrial installations. For industrial installations indicate major product of manufacture or assembly. Example: "Fighter Interceptor," "Depot."
- ad. Item 30—Activation Date as a Military Establishment. Show the generally accepted date of commencement of the installation as a military major operation by any service.
- ae. Item 31—Activation Date. Show the generally accepted date of commencement of a major Air Force or Army Air Corps operation on the installation.
- af. Item 32—Inactivation Date. Show the generally accepted date of ending of a major Air Force or Army Air Corps operation on this installation.
- ag. Item 33—Reactivation Date. Applicable to former military installations. Show information similar to item 31, giving the date of this later activation of the installation.
- ah. Item 34—Installation Function Code. To be assigned by statistical services unit at major air command.

Tan comin	auu.
Code	Function
${f A}$	Airfields
В	Nonairfields, Major
C	AC&W Stations
D .	Navigational Aids
${f E}$	Communications
${f F}$	Air Procurement
G	Depots
${f H}$	Depot W/Airfield
I	Air Force Ranges!
J	Air Reserve
K	Hospital

Code	Function
${f L}$	Miscellaneous
M	Industrial, Government Operated
N	Industrial, Contractor Operated
0	Nonindustrial, Government Controlled
P	Nonindustrial, Contractor Owned

ai. Item 35—Installation Function. Indicate the principal function of the installation, utilizing one of following function types.

- (1) Airfields. Include all installations with aircraft operational areas, except depots with airfields, included under code H.
- (2) Nonairfields, Major. Include all installations which do not have aircraft operational areas and are capable of supporting one or more Air Force activities of squadron size or larger, except depots and AC&W installations.
- (3) AC&W Stations. Include all permanent, mobile, semi-mobile and automatic AC&W stations with or without liaison landing strips.
- (4) Navigation Aids. Include all beacons, radar ranges, markers, and so forth.
- (5) Communications. Include all radio, teletype, telephone, globecom, repeater stations, and so forth.
- (6) Air Procurement. Include all district and field offices.
- (7) Depots. Include all Air Force installations having as a primary mission petroleum, oil and lubricants; ammunition; general; and specialized storage depot operations, except those with airfields, included under code H.
- (8) Depot W/Airfield. Include all installations having a depot function with an airfield operational area, except those included under codes A or G.
- (9) Air Force Ranges. Include all areas used for bombing, gunnery, instrument testing, missile testing, and rocketry.
- (10) Air Reserve. Include all Reserve and training facilities and centers not listed in (1) above.
- (11) Hospital. Designed and/or operated as a hospital.

- (12) Miscellaneous. Include all installations not described above, such as administrative areas, recreation sites, parking areas, and so forth.
- (13) Industrial. Government controlled and operated plants, modification centers, and so forth.
- (14) Industrial. Government controlled and contractor operated plants and modification centers.
- (15) Nonindustrial. Government controlled and contractor operated airfields, schools, and so forth.
- (16) Nonindustrial. Contractor owned and contractor operated airfields, schools, and so forth.
- aj. Item 36—Number (Quantity) of Usable Runways. Indicate quantity of usable runways.

ak. Item 37—Joint Users (Major Air Commands and Non-AF Agencies). Indicate appropriate abbreviation as shown in paragraph 4, attachment 1 to this Regulation.

al. Item 38—Air Force Control of Installation. Check appropriate box.

- (1) Complete. Check this box where the Air Force has complete administrative control of the installation and is the lone user.
- (2) Partial. Check this box where the Air Force has complete administrative control of the installation, but is not the sole user.
- (3) Joint Use. Check this box where the Air Force uses the installation on a tenant status and is not in administrative control of the installation.
- (4) Landing Rights. Check this box where the Air Force merely has landing rights on the installation by permit or agreement.

am. Item 39—Installation Classification Code. Insert appropriate code. (See paragraph 3, AFR 85-1, 30 June 1953.)

Code	i de i	${\it Classification}$
0		Operational
$\mathbf{T}$		Training
R	•	Research and Test
L		Logistical
$\mathbf{M}$		Industrial
A		Ancillary
S		Tenant on Other Services

an. Item 40—Former Names. Insert former known designations of the installation shown in item 3. Indicate former municipal, Army, or

Air Force designations in known order of assignment.

By Order of the Secretary of the Air Force:

### Official:

N. F. TWINING Chief of Staff, United States Air Force

K. E. THIEBAUD Colonel, USAF Air Adjutant General

### 2 Attachments:

- Codes
   Instructions for Reporting, Figures 7 through 13

### DISTRIBUTION:

E; F

Code

### CODES

- 1. General. All reports to be submitted in accordance with the reporting procedures contained in this Regulation will be coded, where codes are applicable, prior to being forwarded to the Headquarters USAF. To facilitate the acceptance and processing of reports, this attachment includes the necessary codes, or a reference to the authorized Air Force document containing the codes, for use in accurate preparation of AF Form 1154.
- 2. Catalog Item Codes. For a complete list of all catalog item codes to be used in completing columns J and K on the USAF Real Estate Report of Action, refer to the "USAF Installations Facilities and Structures Catalog." (See paragraph 5.)
- 3. Type Document Codes. The type-of-document codes for use in completing column L of the USAF Real Estate Report of Action are:

Document.

A	Agreement
D	Deed—OCE Form 290
${f E}$	Easement
G	GSA Assignment
${f L}$	Lease
P	Permit
${f R}$	Requisition
$\mathbf{S}$	License
${f T}$	Transfer, Public Land Order, and Executive Order
V	No Document Applicable
$\mathbf{w}$	Declaration of Taking
$\mathbf{x}$	Right of Entry (Condemnation)

4. Command Codes. The codes for use in completing item C of the USAF Real Estate Report of Action and item 37 of the USAF Installations Characteristics Report are:

Abbreviation (	Code	Name
ADC	O	Air Defense Command
CNC	. <b>A</b>	Continental Air Command
MTC	В	Military Air Transport Service
$\mathbf{A}\mathbf{U}$	$^{\rm C}$	Air University
HQC	D	Headquarters Command USAF
$\mathbf{SAC}$	${f E}$	Strategic Air Command
$\mathbf{TAC}$	P	Tactical Air Command
$\mathbf{AMC}$	${f F}$	Air Materiel Command
$\mathbf{TC}$	$\mathbf{G}$	Air Training Command
$\mathbf{HAF}$	$\mathbf{H}$	Headquarters USAF

Abbreviation		Name
APG	Ι	Air Proving Ground Command
ARD	M	Air Research and Develop- ment Command
USS	${f R}$	USAF Security Service
MTO	S	Military Air Transport Service—Overseas
AFE	T	United States Air Forces in Europe
$\mathbf{FEA}$	U	Far East Air Force
$\mathbf{AAC}$	$\mathbf{W}$	Alaskan Air Command
CAC	$\mathbf{Y}$	Caribbean Air Command
NEA	$\mathbf{v}$	Northeast Air Command
SAO	X	Strategic Air Command— Overseas
AFN	$\mathbf{L}_{\parallel}$	Air Finance Division
USA		United States Army
USN	2	United States Navy
ANG	٠.,	Air National Guard (for airfields only)
P/S		Political Subdivision
C/C		Commercial Carriers
JUS	. •	Joint U.S. Military Group

5. Category "K" Extracts. Listed below are category "K" extracts from the USAF Installations Facilities and Structures Catalog. Pending publication of new revised Catalog, these items will be used to complete column K of AF Form 1154 reports.

	,
K000-000	Real Estate
K150-000	Air Rights
K153-000	Easement
K153-200	Avigation
K210-000	Building Rights
K212-000	Assignment
K212-400	GSA
K212-440	General Purpose
K212-470	Special Purpose
K215-000	Lease
K215-500	$\mathbf{Non\text{-}GSA}$
K215-540	General Purpose
K215-570	Special Purpose
K217-000	Owned
K510-000	Land Rights
K511-000	Agreement
K511-200	Diplomatic Note
K511-400	Executive
K511-600	Military
K511-700	Reciprocal Aid
K511-800	Service
K511-900	Use
K512-000	Commandeered
K513-000	Easement
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K513-400 Access K517-620 Exec	cutive Order
K513-600 Obstruction K517-660 Pub	lic Land Order
K513-700 Restrictive K517-680 Ten	ritorial Order
K513-800 Right of Way K517-700 Public	Domain—Temporary
K515-000 Lease K517-720 Exe	cutive Order
K515-200 Subject to Recapture K517-760 Pub	lic Land Order
K515-400 Private Enterprise K517-780 Terr	ritorial Order
K515-600 State and Local Government K517-800 Transf	fer—Permanent
K516-000 License K517-810 Arm	ıy
K516-200 Air National Guard K517-840 Nav	/ <b>y</b>
K516-600 General K517-860 Oth	er Government
K517-000 Owned A	gencies
K517-200 Donation K518-000 Permit	
K517-240 Private K518-800 Use	
	neral
ment K518-850 Lan	nding Rights
K517-400 Fee K810-000 Sub-Surface	e Rights
K517-420 Condemnation K815-000 Lease	
K517-460 Purchase K815-400 Miner	
K517-600 Public Domain—Permanent K815-600 Oil an	nd Gas

# INSTRUCTIONS for ACQUISITION REPORTING ·· INITIAL INVENTORY

WHO REPORTS: MAJOR AIR COMMAND



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1111	4	G. DISPOSAL G. DIRECTIVE ISSUED M. DISPOSED	OUTGRANTED			
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installation's current name designations reflected in pertinent General Orders, not the installation names applicable on 30 June 1950.

c. Show in item C the major air command presently assigned the real estate regardiess of the holding command on 30 June 1950.

 a. Enter data in all items and columns of the form that are shown with a check (4).
 b. Complete items BB and B to show the

Initial Inventory.

d. Enter the code "AS" in column If in all initial inventory reports. Subsequent corrections of data submitted in this report will carry this same "AS" designation.

As a special requirement the appraised or estimated round figure value of the land and every building acquired under each lease will be entered in the Remarks column. This is a one-time entry when the lease is initially reported and applies to all inleases, for land and buildings.

Note: The land and buildings included in a lease will reflect the appraised value as of the time of negotiation of a lease, except leases obtained for \$1 a year, nominal cost, donation, or similar crircumstances amounting to a donation, wherein the appraised value or costs of making an appraisal far exceeds the cost to the Government. All leases negotiated subsequent to 30 June 1984 will be appraised at time of negotiation.

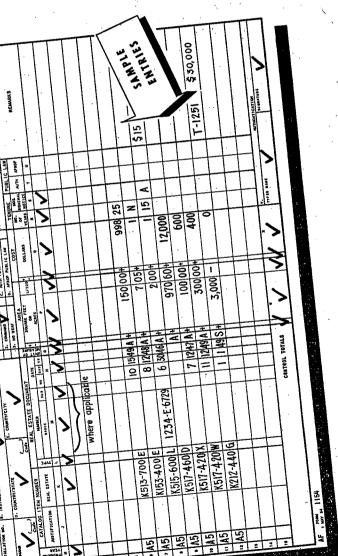


FIGURE 7.

## · SUBSEQUENT to 30 JUNE 1950 INSTRUCTIONS for ACQUISITION REPORTING .

WHO REPORTS: MAJOR AIR COMMAND

	<ol> <li>Outlined below are the instructions for pre- paring a report for acquisitions subsequent to 30 June 1950.</li> </ol>	<ul> <li>a. Enter data in all items and columns of the form that are shown with a check (4).</li> </ul>	b. Enter the words "Increment" or "Final" in the Remarks column to indicate that the land them resorted is either a nar-	tial or a completed parcel of an approved
ACTION	THE OF MATION O. DISTORM. ISSUE C. DISTORM. ISSU	DELIC LAW 10 ACQUIRED PUBLIC LAW 1005 ACCUIRED PUBLIC LAW 1005 ACCUIRED AND AND APPLICATION AN		where applicants
	USI	2. COMMAND 3. NO USAFA	1	

"right of entry" has been obtained, show the letter "Y" in column L. Where a "Declaration of Taking" has been filed, enter the letter "W." In condemnation cases the "fenure" of the Government's interest will be reflected it column R. Example 1 on the form illustrates how the report is stated an interest to report a change in status of an interest to report a change in status of an interest to report a change in status of an interest. Other interests will be similarly reported. Show the decrease to the "X" (Right of Entry) type of interest, previously reported; and indicate the increase to the "W" (Declaration of Taking) type of interest. Example 2 illustrates how to report a lease where there is both an initial cost and an annual cost.

(Estimated Value-\$10,000 Previously Reported Final 155 254 25 A 500 25 A 3000 3000 212 121 4500 K515-400 L 7869-E-4529 99 12 1052 A H K515-400 L 7869-E-4529 12 1052 A H CONTROL TOTALS 3 1555A-K515-400 L 7869-E-4529 K517-420 X X517-420 X K517-420 W 52 A612 k 8 996 A612 TON STANKS LYMBIE NO.

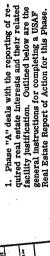
FIGURE 8.

A CONTRACTOR AND A CONT

### INSTRUCTIONS for .. PUBLIC WORKS PROGRAM REPORTING .. ESTIMATE OF REQUIREMENTS

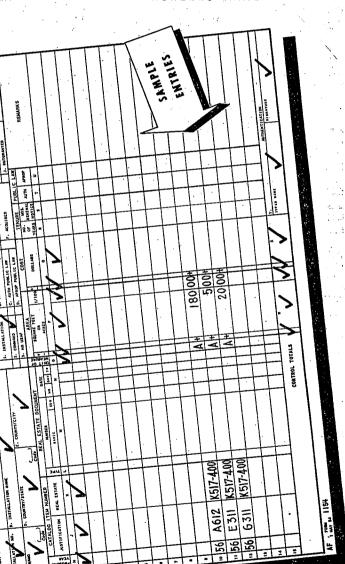
WHO REPORTS: MAJOR AIR COMMAND Starting with the FY 56 Program Request

USAF REAL ESTATE REPORT OF ACTION



- a. Enter data in all items and columns of the form that are shown with a check  $(\checkmark)$ .
- b. Do not put any entries in columns L, M,
  N, R, S, T, and U.
  c. If a request for one kind of real estate
- c. If a request for one kind of real estate covers several construction eategory items or facilities (that is, ruwrays, hangars, atmen dormitories) each basic construction item should be separately identified in column J as the example indicates.
- 2. Additions, revisions and deletions to the originally submitted Program Request will be reported by the major air command on a separate USAF Real Estate Report of Action, as necessary. Such changes will be shown as a "plus (+)" or "minus (-)" in columns P and Q, to the previously submitted amounts.

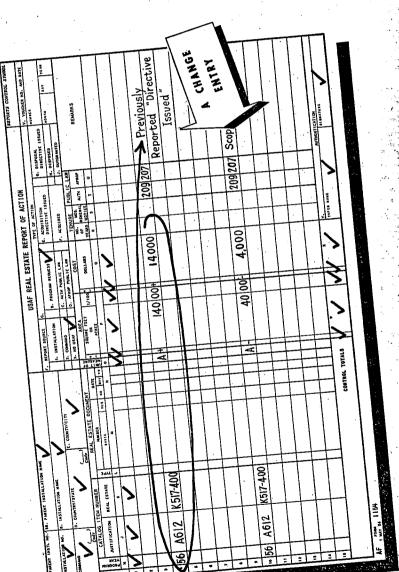
Note: Submit as an increment of the annual Public Works Requirement Program (Call for Estimates) and in accordance with submitted schedules reflected therein.



# INSTRUCTIONS for PUBLIC WORKS PROGRAM REPORTING

### · REAL ESTATE DIRECTIVE ISSUED

WHO REPORTS: HEADQUARTERS, USAF



laws and the subsequent apportionment of funds, a real estate directive is developed, coordinated and issued to the acquisition agency by Headquarters USAF. Upon issuance of each directive the real estate interests that have been directed will be reported.

1. Following the enactment of appropriate

 Enter data in all items and columns of the form that are shown with a check (4). 3. Report changes and deletions to an initial directive as a "plus (+)" or "minus (-)" to the previously reported amounts, as the example on the form indicates. Appropriate explanatory notations will be entered in the Remarks column.

FIGURE 10.

# INSTRUCTIONS for DISPOSAL REPORTING -- DIRECTIVE ISSUED

WHO REPORTS: HEADQUARTERS, USAF

1. When a real estate interest has been declared excess by a major air command, and is referred to the disposing agency as excess to the needs of the Air Force, a USAF Real Estate Report of Action will be prepared. Outlined below are the instructions for completing this report. USAF REAL ESTATE REPORT OF ACTION

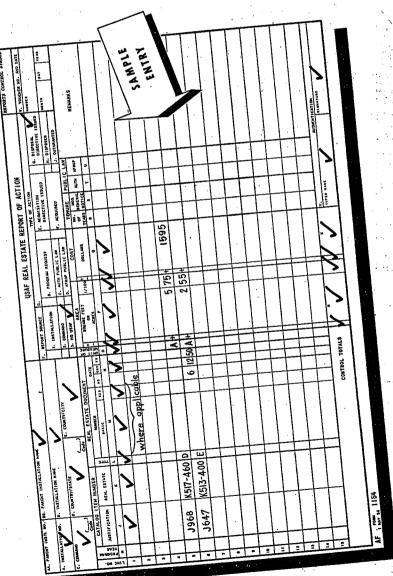
Enter data in all items and columns of the form that are shown with a check (4).

Indicate in column J the "Catalog" item number for the facility that the excess real seatle interest was used for, such as Salvage Open Storage, Small Arms Range, and so forth. ۵

If the real estate instrument contains an identification number, enter this number in column M, and the acquisition date in column N. ပ

Cost shown in column Q will be the original acquisition cost. j.

been issued, prepare a USAF Real Estate Report of Action reflecting only the increased or decreased entries (not the resultant net amount). When a directive is cancelled show a complete minus (-) entry and explain in the "Remarks" column. To adjust the area of a directive that has



INSTRUCTIONS for DISPOSAL REPORTING -- FINAL DISPOSAL WHO REPORTS: MAJOR AIR COMMAND 1. Upon relief of accountability by notification from OCE or other disposal agent, a USAF Real Estate Report of Action will be prepared indicating the following data:

Complete all items and columns of the form shown with a check (4). Enter the document number (s) where applicable in column M, and show the date of disposal in column N, which is the ġ.

The reporting of this type of action is applicable to all real estate interests, including leased land, buildings, feeland, easements; and so forth.

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HEAL ESTATE

Vacous ENTRY

AUTH APROP

INSTALLATION NAME

USAF REAL ESTATE REPORT OF ACTION

Enter the words "Increment" or "Final" in the Remarks column to indicate that the item reported is either a partial or a complete disposal of an approved disposal project.

Note: When a lease covering both land and buildings; or just buildings, as terminated, each building will be listed as a separate entry with the building number in the Remarks column.

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FIGURE 12.

## INSTRUCTIONS for OUTGRANT REPORTING

WHO REPORTS: MAJOR AIR COMMAND

El more

1. When an Outgrant is negotiated.

a. Enter data in all items and columns of the form that are shown with a check (v).

USAF REAL ESTATE REPORT OF ACTION

Show in column 'K' the real estate category code number for the type of interest 'being outgranted' such as fee land, leased land, and 30 forth. The indicate in column I the purpose of the congrant, such as grazing, agriculture, minerals, and so forth. ೈ

d. Enfer in column L'the type of document for infertument/lessed to outgrant the real seared inferest. Sinciples in column R the tenure of the outgrant;

e. VEnter the hame of the grantee in the Remarks columny for both building and Eland rights, navel many at (2) and

same entries as shown in paragraph. I above with the exception of the minus (-) and plus (columns, PAII termination entries are completely minus entries of that which has been Termination of an Outgrant requires the

Note: Where an Outgrant is for both land and buildings, separate entries for each will be reflected. seconday ithis of

County County 1 BLDG-T1251 BLDG. T1250 Macomp Macomp FIGURD 13. 037774 83 01 011 42,000 - 1 1911/1 - 17 16 5,250 6 3054 S # CONTROL TOTALS 6 3054 A t 2 11555A K217-000 L K217-000 L K517-400 L K517-400 REAL ESTATE AFA LINE IN 1154 A BOAN HOST BIOS OUISERNI LHHABING GHT IMMAIN MA CHANASI ON THEODY. Con Thunks TOW THANKS TION THANK!