AIR FORCE REGULATION
NO. 87-4

DEPARTMENT OF THE AIR FORCE
Washington, *28 December 1959*

Real Estate

amended by chg A

DISPOSAL OF REAL PROPERTY

This regulation fixes the responsibility and establishes procedures for screening and disposing of Air Force real property no longer required for military purposes. It applies to all real property (other than contractor-operated industrial facilities), and interests therein, acquired by the United States Government for the Air Force and occupied and used by the Air Force, the Air Force Reserve, and the Air National Guard.

***This regulation supersedes AFRs 87-4, 6 December 1956, and 87-4A, 5 December 1957.**

OPI: AFOCE
DISTRIBUTION: B

SECTION A—GENERAL

1. Definitions:

a. *Real property.* Defined in paragraph A1.03, AFM 93.1, 1 July 1956.

b. *Excess property.* Air Force real property which has been determined to exceed the requirements of the Air Force and the Department of Defense.

c. *Surplus property.* Excess Air Force real property which has been screened through other military departments and all Federal agencies and determined to be no longer required by the Federal Government.

d. *Screening.* Circulating a notice of availability of property for a determination as to requirement.

e. *Foreign excess property.* Any excess property located outside the United States, Puerto Rico, and the Virgin Islands.

f. *International agreement property.* Real property held under the terms of an agreement between the United States and a foreign country.

g. *Value of property.* Current fair market value (not cost of acquisition), determined by a competent estimate reached without formal appraisal but which considers factors and conditions that would detract from the over-all value of the property (i.e., extensive rehabilitation required, high operating and maintenance costs, etc.).

h. *Major Air Commands.* Includes the Air Force Accounting and Finance Center, U. S. Air Force Academy, and the Air National Guard.

2. When to Dispose of Real Property. All real property will be disposed of which does not meet the retention criteria outlined in AFR 87-22. In addition, improvements which have deteriorated beyond economical repair or restoration, are hazardous, or require more than normal maintenance should be disposed of. International agreement property will be disposed of as outlined in paragraph 27a.

3. How Disposal Will Be Made:

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a. The Deputy Director for Real Property, Directorate of Civil Engineering (AFOCE-~~RO~~ 2), will determine how to dispose of excess real property submitted to Headquarters USAF for approval. The major air commander will determine how to dispose of excess real property within his approval authority.

b. The Chief of Engineers, Department of the Army, normally acts as agent for the Air Force in the disposal of real property, subject to adjustments from time to time as the Secretaries of the two Departments jointly determine to be advantageous or necessary.

c. The disposal procedure for Air Force real property is shown graphically in attachments 1, 2, and 3.

d. The disposal agency will insure retention of recapture or re-use rights for the Government as specified by the Air Force.

4. Who Is Responsible for Custody and Maintenance of Excess Property:

a. When the Corps of Engineers reports Air Force property as excess to the General Services Administration, the Department of the Air Force is responsible for its custody and maintenance for a maximum of 15 months or until the GSA disposes of the property.

b. If requested by the Air Force, the Corps of Engineers may assume custodial and maintenance responsibility for the Air Force if no expense is involved; or, in cases where expense is involved, if funds are furnished by the major air command having jurisdiction.

c. Requests for custodial and maintenance funds will be made by the responsible District Engineer direct to the major air command having jurisdiction.

5. Who Is Custodian of Legal Documents. The Department of the Army acts as custodian of legal documents pertaining to real property of the Air Force and upon request of the Chief of Staff, USAF, will furnish the Air Force copies of instruments relating to acquisition, disposal, or temporary use of real property.

6. How To Classify Information:

a. Correspondence involving disposal of real property will be classified in accordance with AFR 205-1.

b. Information regarding the disposal of real property will be released as prescribed in AFR 87-17.

7. Property Accountability. The real property accountable officer will maintain accountability of real property declared excess until he receives the disposal document from the Corps of Engineers. Examples are: notice of termination of leasehold, transfer agreement, approved AF Form 300, etc.

SECTION B—DISPOSAL OF LAND, WITH OR WITHOUT IMPROVEMENTS

8. How to Submit Requests for Disposal:

a. *Initiating Requests.* The Chief of Staff, USAF, all Air Force commanders, and the Chief of the National Guard Bureau may initiate requests for disposal of real property. These requests will contain the information in paragraph 9.

b. *Submitting Requests:*

(1) When leased property costing $25,000 or less per annum is being declared excess, submit request for disposal in quadruplicate through channels to the appropriate major air command. For the Air National Guard, requests for disposal will be forwarded to the Chief of the National Guard Bureau who in turn will forward the requests to Headquarters USAF (AFOCE–~~RO~~ 2). ch 9

(2) When leased property costing more than $25,000 per annum, or Government-owned property regardless of value, is being declared excess, submit the request for disposal in quadruplicate through channels to Headquarters USAF (AFOCE–~~RO~~ 2) Washington 25, D. C. ch 9

(3) Declarations of excess will be submitted to Headquarters USAF as soon as it is known that real property will become excess, or 6 months before the date it will become excess, whichever is sooner.

9. How to Prepare Declarations of Excess. All declarations of excess will contain the following information where applicable:

a. The location and identification of the real property, including four copies of an appropriately marked map or plot plan. If clearance easements are to be retained over the land being disposed of, the map or plot plan will indicate present and proposed runways.

b. If leased, the lease number, expiration date, and annual rental of each lease involved.

c. A description of real property, including a list of the extent and kind of real estate interests and a list of Government-owned or leased buildings and improvements, as well as the estimated fair market value of the Government-owned land, buildings, and improvements. The estimated fair market value will determine the appropriate level of approval authority and should indicate whether the cost is estimated to be more or less than $25,000. In questionable instances, the appropriate District Engineer may be requested to furnish this estimate. No formal appraisal is required to establish a value.

d. A brief statement of the present condition of the real property.

e. The purpose for which the property is used and the reasons why it is no longer required.

f. The date on which the real property will no longer be required.

g. A statement whether the land has been contaminated by live bombs, artillery projectiles, chemical warfare, radioactive material, etc. If the land has been contaminated, include the following information:

(1) Type of terrain, i.e., flat, mountainous, barren, wooded, etc.

(2) Recommended time of year weather is suitable for decontamination.

(3) Real estate maps, in triplicate, with area to be decontaminated outlined in red and impact areas clearly marked.

(4) Number of impact areas and number of acres in each.

(5) Names of Air Force bases or nearby communities where decontamination teams may be billeted.

(6) Summary of use, indicating types of bombs and ammunition used, and record of any previous decontamination.

(7) Additional remarks, indicating accessibility of site, types of vehicles required by decontamination teams, etc.

h. A statement of services currently rendered and obligations of, or to, other Air Force activities, or Army, Navy, or other Federal activities. If military activities housed on the property are to be disposed of, indicate what arrangements have been made to provide other space for these activities, and estimate the cost of leasing or converting the space.

i. Data pertaining to any legal instrument granting an interest in the property, or the temporary use of it, including the name of the lessee, permittee, etc., and the purpose and term covered by the instrument.

j. Recommendation for retaining recapture or re-use rights for the real property and recommendation for disposing of the property subject to any other restrictions required, such as retaining railroad rights-of-way, power line easements, etc. Clearance easements will be recommended for retention over any lands declared excess within the approach and/or lateral clear zone to the present or proposed runways in accordance with Air Force criteria.

k. Recommendations for salvaging unserviceable real property or disposing of serviceable real property under current regulations.

l. A statement of the net annual cost to the

Government to retain the property on an inactive or caretaker status. This cost should be broken down to indicate how such an annual cost was computed. For example, number of personnel and annual salaries, supplies, etc.

m. If leased property, a statement whether funds are available for restoration if required.

n. If other than leased property, a statement that funds are available for custody and maintenance (see paragraph 4).

o. Indicate any expressed interest in acquiring the property.

10. Screening and Disposing of Real Property Declared Excess by the Air Force:

a. *Screening by Major Air Commands:*

(1) Excess leasehold properties acquired by the major air command under the provisions of AFR 87–1 will be screened in writing with other major air command headquarters as appropriate, and with Naval Districts and Army Areas before disposal. The notice of availability will include a physical description of the property, terms of leases, date possession can be surrendered, and date that renewal of contract must be exercised. All other excess property will be reported to Headquarters USAF for screening and disposal.

(2) Screening of leasehold properties declared excess by installations within the command will be initiated upon receipt of the excess declaration.

(3) The type and location of the facility will dictate the type and extent of screening within the Air Force—screen open or closed storage areas with Air Materiel Command, potential Reserve sites with Continental Air Command, etc.

(4) The gaining major air command will report to Headquarters USAF any reassignment of leaseholds made as a result of screening, in accordance with applicable provisions of AFR 87–18 or AFR 93–4, as appropriate.

(5) Screening before disposal is not necessary for excess leaseholds acquired to obtain rights-of-entry, trepass agreements, and temporary use of land for recreation (see AFR 87–1).

(6) Major air commands are authorized to request the District Engineer, Corps of Engineers, to dispose of excess real properties for which the commands have acquisition authority under AFR 87–1. chg a The major air command will send to Headquarters USAF (AFOCE–~~RC~~) two information copies of each disposal request sent to the Corps of Engineers indicating the screening accomplished.

(7) A major air command receiving a notice of availability of an excess leasehold will screen it to determine if pending requirements can be satisfied by assuming the excess leasehold, or if a saving can be realized by canceling an existing lease and moving into the excess space. The command having an interest in acquiring such excess space will continue the leasehold interest.

b. *Screening by Headquarters USAF:*

(1) Headquarters USAF will screen all real property reported as excess by a major air command with other major air commands and the Departments of the Army and the Navy if appropriate. Screening action will be initiated upon receipt of the excess declaration from the major air command.

(2) If the screening reveals no Department of Defense requirement for the excess property and its estimated value does not exceed $25,000, Headquarters USAF will authorize disposal action in accordance with current laws, regulations, and directives.

(3) If the value of the property exceeds $25,000, AFOCE–~~RC~~ will obtain approval from the Office of the Secretary of Defense and the Armed Services Committees before authorizing disposal. 2 chg A

11. Screening Real Property Declared Excess by the Departments of the Army and the Navy:

a. Upon request by the Department of the Army or the Navy, the appropriate USAF Civil Engineer Regions are authorized to screen, through the major air command, Army and Navy excess leasehold properties whose annual rental is $25,000 or less, and Government-owned buildings, improvements, or structures for off-site use. Where there is no Air Force representative serving the area, and in all questionable cases, screening matters will be referred to Headquarters USAF (AFOCE–~~RC~~) for action.

b. Headquarters USAF will initiate screen-

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ing action on all other Department of the Army or Navy excess real properties.

12. Screening Real Property Declared Excess by Federal Agencies Other Than the Department of Defense. The General Services Administration furnishes to the Assistant Secretary of Defense (Properties and Installations) notices of availability of excess real property. These notices are then transmitted to the Air chg A Force, Army, and Navy for screening. AFOCE-2 ~~RG~~ will screen such properties for the Air Force.

13. Requesting Deferral of Disposal of Excess Real Property. If screening within a major air command reveals a tentative or firm requirement for the excess real property, the major air commander will immediately advise Headquarters USAF (AFOCE-~~RG~~) as follows:

a. Whether the requirement is tentative or firm. If a requirement exists, the commander will advise Headquarters USAF within 30 days from the date of the notice of availability, and include the following:

(1) Proposed use of the property.

(2) Date complete justification for transfer will be furnished.

(3) A statement that funds are available for custody and maintenance of the property during the time it is withheld from disposal.

b. If a survey of the excess real property is desired, include information required by AFR 87-21.

c. If the major air command has advised Headquarters USAF of a tentative requirement for the excess property, in accordance with a above, notification of a firm requirement must be submitted to Headquarters USAF within 60 days of the date of the notice of availability, with a complete justification of the transfer of the excess real property. The request for transfer will follow the procedures in AFR 87-1 for the acquisition of real property.

d. If a military requirement is known to exist after the screening action expires, major air commanders may ask the General Services Administration Regional Office which holds custody of the excess property for additional time to permit a final determination on the adaptability of the excess property to the military requirement. Mailing addresses of GSA Regional Offices and the areas they serve are listed in attachment 4. If a requirement for Department of Defense property is known to exist after the screening action is completed the appropriate command or military department will be notified as outlined above. Negotiations with the Regional GSA Office to delay disposal action will be undertaken with the knowledge that reimbursement by the command to GSA may be required for the resultant costs as well as care and maintenance costs. An information copy of any request to GSA for a withholding action will be forwarded to: 2 chg A

Headquarters USAF (AFOCE-~~RG~~)
Wash 25, D. C.

14. Responsibility for Decontaminating Land. Headquarters USAF will notify the Air Materiel Command of any excess real property which may have been contaminated by explosives. AMC will perform the necessary decontamination and justify to Headquarters USAF (AFMSS) the expenditure of manpower or funds required to restore the real property. When decontamination is accomplished, AMC will issue a certificate of clearance to the Chief of Engineers or his field representative, and the Corps of Engineers will initiate final disposal action. For planning purposes, major air commands will anticipate as far in advance as possible any proposed disposal which will involve decontamination of land areas and advise Headquarters USAF (AFMSS). Information listed in paragraph 9g, h, and i will be included in the advance notice.

15. Audit. When an installation has been declared excess and reported to a disposal agency, the major air command will request the appropriate district office of the Auditor General to make a terminal audit of real property records. This audit will be as of the date the Air Force transfers its custodial and maintenance responsibilities (see paragraph 7).

SECTION C—DISPOSAL OF BUILDINGS AND IMPROVEMENTS

16. Initiating Disposal Action:

a. Because of frequent revisions in mobilization requirements, excess buildings, structures, and improvements located on nonexcess land will be disposed of only when they meet one or more of the following criteria:

(1) Have deteriorated beyond the point of economical repair or rehabilitation.

(2) Have deteriorated beyond economical restoration.

(3) Occupy or interfere with a site needed for approved and funded construction.

(4) Are dangerous to life, likely to damage adjoining structures, or have become a hazard or a nuisance.

(5) Require more than nominal maintenance and AF Form 800, Installations Facilities Requirements Sum-

mary, indicates no deficiency in the category of buildings, structures, or improvements of the type being reported for disposal.

(6) Are of obsolete design which cannot be economically modified, converted or redesignated, and/or adapted to meet current or future requirements.

b. Requests for disposal of buildings, structures, or improvements will be submitted through channels in quadruplicate on AF Form 300, Request for Approval of Disposal of Buildings and Improvements, in accordance with paragraph 17. Indicate in the space provided on the form the conditions which warrant the action proposed. Each AF Form 300 will provide for only one type of disposal action; i.e., disposal by the installation commander or by the Corps of Engineers. In the case of abandonment check the block "Demolition by the Installation Commander" and make specific comments regarding the reasons for abandonment in the "Remarks" section.

17. Submission and Disposition of AF Form 300:

a. Major air commanders are authorized to approve the disposal of buildings, miscellaneous structures, utility distribution systems, plants, railroads, and pavements which meet the criteria established in paragraph 16. The following conditions will apply:

(1) The total estimated current value of all items listed on AF Form 300 is not more than $25,000. If the original cost, plus cost of later improvements other than maintenance, totals more than $50,000, the appropriate Division or District Engineer will be requested to determine whether the estimated current value is more or less than $25,000. The Division or District Engineer will not be required to give a specific estimate of the current value of excess buildings and improvements. The estimate is used to determine the appropriate level of approval authority and to obtain approval of the Assistant Secretary of Defense (Properties and Installations) when the value exceeds $25,000. In other instances, the sale or salvage value will be established by the Base Civil Engineer. *NOTE:* As used here, estimated current value means the estimated net monetary receipts that may be derived from disposing of buildings and improvements by sale, or the estimated net monetary value of materials derived from salvage if sale is not feasible. No formal appraisal is required to establish a value.

(2) This delegation of authority does not apply to disposal of storage or warehousing facilities, category items 430 through 450 series of AFM 93–2, in excess of 10,000 square feet; nor to hospitals, chapels, family housing, port facilities, munition storage and handling facilities, and aircraft maintenance docks unless the docks are of temporary wood construction. Headquarters USAF must approve the disposal of any facilities falling into these categories.

b. If the buildings, structures, or improvements for which disposal is requested are located on sites of approved and funded new construction and the monetary limitations of a(1) above are not exceeded, the major air commander is authorized to send the approved AF Form 300 to the construction agency directing disposal by sale, or to the base commander directing disposal by salvage. If, under these same conditions, the monetary limitations are exceeded, the major air commander will forward AF Form 300 to Headquarters USAF (AFOCE–~~RC~~) for approval and further action. To permit quick action on new construction, AF Forms 300 may be processed up to the point of final approval. The AF Form 300 should be retained at this point until AF Form 378, USAF Construction Progress, funding the new construction is issued; the form may then be approved and forwarded to the disposal agency. When AF Forms 300 are forwarded to Headquarters USAF (AFOCE–RC) include the following information:

(1) Identify the budget line item covering the item of new construction.

(2) Include an approved site plan, showing location of existing facilities and proposed location of new items of construction.

(3) Indicate whether new or additional facilities will be required in the future to replace the facilities recommended for disposal.

c. Major air commanders may approve the disposal of all buildings and improvements which are completely destroyed by fire or acts of nature (storm, flood, and earthquake). For partial destruction when the remainder of the building or improvement is to be disposed of, major air commanders are authorized to take immediate emergency action necessary to eliminate a hazard caused by fire or acts of nature, regardless of the current value of the remainder of the structure involved. In this latter instance, and when otherwise required under the provisions of this section, AF Form 300 will be sent to Headquarters USAF immediately and will include:

(1) Photographs showing the condition of buildings and improvements recommended for disposal.

(2) A detailed statement of the general over-all condition of buildings or structures not evident from the photographs submitted.

(3) A statement indicating whether new or additional facilities will be required to replace those recommended for disposal.

d. AF Form 300 will indicate whether DD Form 200, Report of Survey, has been initiated when required in accordance with paragraph 3d, section 2, volume VI, AFM 67-1. DD Form 200 will be initiated only when preliminary investigation indicates that the individuals concerned may be liable for loss or damage; it need not be submitted with the request for disposal. However, the approval of AF Form 300 by Headquarters USAF will not relieve an individual of any pecuniary liability which may be determined later as a result of an approved report of survey.

e. Where individual disposal actions are to be made a part of a disposal project and the over-all current value exceeds $25,000, AF Form 300 must be submitted in accordance with paragraph 16b.

f. Buildings, structures, or improvements by sale will be disposed of by the Division or District Engineer; salvage will be disposed of by the base commander.

g. Major air commanders will expedite the sale or salvage of real property approved for disposal. Facilities approved for disposal must be released by the installation concerned to the disposal agency, or disposal action initiated by the installation, within 120 days from date of approval of the AF Form 300. If the facilities have not been released or disposal action initiated within 120 days, AF Form 300 must be reapproved by the approving authority, except where prior approval has been granted to dispose of real property on an incremental basis, such as family housing as vacated, etc. Under normal conditions disposal actions should be completed within six to eight months from date of approval of AF Form 300. Commanders will exert every effort to expedite disposal actions.

18. Delegation of Disposal Authority. Within the approval authority established in paragraph 17, major air commanders may delegate to intermediate commanders or installation commanders final approval authority for disposal of buildings and improvements when the total estimated current value of all items entered on AF Form 300 does not exceed $5,000. Division or District Engineers may be requested to determine whether the estimated value is less than $5,000. If this delegation has not been effected, requests to the Division or District Engineers will be limited to determining whether the value of the excess property is less than $25,000. Where the estimated current value exceeds $25,000, a rough estimate of the value of the excess property in round figures should be obtained and submitted to Headquarters USAF with the AF Form 300. No formal appraisal is required to establish a value.

19. Screening Excess Buildings and Improvements. Before submitting requests for disposal of buildings and improvements located on non-excess land to AFOCE-~~RC~~ or before approving disposal actions as authorized in paragraph 17, major air commands will screen the buildings and improvements with other Air Force installations in the area and with Army Area and Naval District Commanders. The following procedure will apply:

a. Excess buildings and improvements that have deteriorated beyond economical repair and maintenance, or that are not movable, need not be screened.

b. AF Form 300, whether submitted to Headquarters USAF or submitted direct to the District Engineer, will contain the following statement: "The availability of these facilities has been screened with ____________________; there is no known Department of Defense requirement." or "The facilities are not movable (or have deteriorated beyond economical repair and maintenance) and have therefore not been screened."

c. All screening will be in writing. However, verbal screening will be acceptable in emergencies, to be confirmed in writing at the earliest possible date.

d. Notices of availability will be screened by the receiving command to determine if pending requirements can be satisfied by assuming accountability of the excess buildings and improvements.

e. If screening within a major air command reveals a tentative or firm requirement for excess buildings or improvements within another command, and the value of such buildings or improvements does not exceed $25,000, the major air commanders concerned will effect a transfer between the two commands using ENG Form

290, Transfer of New Construction. If the value of the buildings or improvements exceeds $25,000, then the procedure outlined in paragraph 13 will be followed. Excess buildings and improvements may also be transferred to the Departments of the Army and Navy in accordance with the above procedure, in coordination with appropriate Division or District Engineers.

20. Disposal of Buildings and Improvements on Land Being Acquired. The following procedure will govern the disposal of buildings and improvements on land being acquired for the Air Force under military construction programs:

a. The District Engineer or the Air Force construction agency, through the Air Force Civil Engineer Region, will determine whether the installation commander has a requirement to use the buildings and improvements at the original or a new location on the installation.

b. If the installation commander does not have any use for the buildings and improvements, the District Engineer will determine whether the owner desires to retain and move them off-site or whether they should be disposed of before the land is transferred to the Air Force.

c. After the determinations in a and b above are made, the District Engineer will proceed with the acquisition.

d. If neither the owner nor the installation commander has a requirement for the buildings and improvements, the District Engineer will obtain approval, through Corps of Engineers channels, to dispose of them before filling out ENG Form 290, to transfer the land to the Air Force.

21. Disposal of Buildings and Improvements on Leased Land. The instructions in this section apply to all Government-owned buildings and improvements located on leased land. However, the lease must contain authority for the Government to dispose of the buildings and improvements. If the lease does not contain this authority, the District Engineer will be requested to contact the lessor for approval. Copies of the lessor's approval will be submitted with AF Form 300. Leased buildings will be disposed of by supplemental agreement to the lease.

22. Donating Excess Buildings and Improvements. All proposals for donating excess buildings and improvements to any agency or person will be submitted through channels to Headquarters USAF (AFOCE-~~RC~~2). The major air commands will make specific recommendations concerning such proposals.

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23. Disposal of Chapels, Hospitals, and Installed Property:

a. Chapels or hospital buildings will not be disposed of without prior approval of the Chief of Air Force Chaplains or the Surgeon General, USAF. Requests for such disposals will be submitted to Headquarters USAF (AFPCH and AFCSG-36).

b. Disposal of any installed property under the control of another Government agency will be coordinated with that agency by AFOCE-~~RC~~2. Chg A

24. Disposal of Coastal Waterport Facilities. AFOCE-~~RC~~2 will coordinate proposals to dispose of coastal waterport facilities acquired for storage purposes with the Air Force member of the Interagency Committee on Port Utilization. Coastal waterport facilities include land or water facilities at ports, or contiguous thereto, within the local traffic network, which are incident to or affect the transfer or interchange of cargo between ocean-going watercraft and other media of transportation.

25. Disposal of Munition Storage and Handling Facilities or Storage and Warehousing Facilities. AFOCE-~~RC~~2 will coordinate proposals to dispose of storage and warehousing facilities exceeding 10,000 square feet and all munition storage and handling facilities with Headquarters USAF (AFMSS). Disposal of these facilities exceeding 40,000 square feet will be coördinated with the Assistant Secretary of Defense (Properties and Installations).

SECTION D—DISPOSAL OF REAL PROPERTY IN AREAS OTHER THAN THE UNITED STATES

26. Submitting Excess Reports and AF Forms 300. The policy and procedures for submitting an excess report and processing AF Form 300 (see sections B and C) also apply to areas outside the United States where they do not conflict with theater policies and are within the limits of any existing international agreements. Excess reports and AF Forms 300 for property located in territories, possessions, and oversea areas submitted to Headquarters USAF for approval will include the following additional information:

a. Comments and recommendations of the local Army and Navy commanders on the proposed disposal.

b. Recommendations of the theater commander if the estimated value of the property is more than $25,000.

27. Who Is Responsible for Disposal:

a. The major air commander having jurisdiction in areas outside the United States and the territories and possessions is responsible for disposing of excess Air Force real property in these areas, including all excess Air Force facilities constructed with appropriated funds, but not including real property (including leaseholds) under the jurisdiction of air attaches. Major air commanders will inform Headquarters USAF of plans for disposal of major installations such as air bases, depots, AC&W stations, large communications stations, housing areas, related support facilities, etc. Final action to dispose of the installations will not be taken without specific authority from Headquarters USAF. Information regarding disposal plans will be sent to Headquarters USAF as far in advance of a planned release as possible and before entering any formal arrangements with authorities of the host nation. This information should include:

(1) Summary of proposed disposal actions, including a schedule showing dates on which action will be taken.
(2) Screening action with other U. S. agencies.
(3) Preliminary estimate of residual value of the excess facilities constructed with appropriated funds.
(4) Possible future use, such as use by host nation for military or other public purpose, use by private parties for commercial or other purposes, demolition for off-site use, or other possible uses (specify).
(5) Estimate of local economic impact of closing Air Force installation.
(6) Plans for local publicity concerning the disposal.
(7) Recommendations for maintaining installations in standby status or seeking re-entry rights and possible arrangements for upkeep and maintenance.
(8) Views of U. S. diplomatic representatives regarding the disposal plans, and
(9) If appropriate, plans for any actions required by applicable Governmental agreements regarding the facilities. In the Mediterranean Area, Caribbean Area, and other areas where the Chief of Engineers has real estate representatives, the services of these representatives will be used whereever possible.

b. In foreign countries where disposals may be governed or affected by the terms of existing international agreements, close coordination with Department of State representatives will be maintained. International agreement property may be disposed of before the term set forth in the agreement when there is no longer a foreseeable need for retention, unless:

(1) The property can be retained at no significant cost to the Government, and
(2) It would be necessary to negotiate a new agreement to reacquire the same or additional property.

c. The Assistant Chief of Staff, Intelligence, Headquarters USAF, will prescribe the procedure for disposing of real property (including leaseholds) originally acquired by and for the use of air attaches.

28. How Documents Will Be Distributed. Documents pertaining to the relinquishment of leaseholds or other interests in real estate in foreign areas will be distributed as prescribed in AFR 87-1 for acquisition documents.

29. How Surplus Buildings and Improvements May Be Abandoned, Destroyed, or Donated to a Public Body. In foreign areas, surplus buildings and improvements having no commercial value, or for which the estimated cost of continued care and handling would exceed the estimated proceeds from their sale, may be abandoned, destroyed, or donated to a public body. Such disposal action may be taken only after the command concerned determines that the property fulfills these conditions.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

THOMAS D. WHITE
Chief of Staff

J. L. TARR
Colonel, USAF
Director of Administrative Services

4 Attachments:
1. Flow Chart—Disposal of Government-Owned Land With or Without Improvements.
2. Flow Chart—Disposal of Buildings and Improvements on Government-Owned Land.
3. Flow Chart—Termination of Leasehold Interests.
4. List of GSA Regional Offices.

FLOW CHART

DISPOSAL OF GOVERNMENT-OWNED LAND WITH OR WITHOUT IMPROVEMENTS

1 BASE MAKES DETERMINATION OF EXCESS AND TRANSMITS DECLARATION TO MAJ. CMD.

2 MAJ. CMD. APPROVES DECLARATION AND FORWARDS 4 COPIES TO HQ.USAF

3 HQ. USAF SCREENS ITEM WITHIN AIR FORCE AND OTHER MIL. DEPTS. IF VALUE IS LESS THAN $25,000, REQUESTS OCE TO EFFECT DISPOSAL. IF OVER $25,000 REQUESTS OSD APPROVAL

4 HQ. USAF TRANSMITS TO OCE FOR DISPOSAL

4a OCE TRANSMITS DIRECTIVE TO DIV. ENGR.

4b DIV. ENGR. TRANSMITS TO DIST. ENGR. WHO EFFECTS DISPOSAL THRU GSA

4c GSA EFFECTS DISPOSAL

5 OSD SEND APPROVAL TO HQ. USAF

6 HQ. USAF SENDS TO HASC AND SASC

7 HOUSE ASC APPROVAL

8 SENATE ASC APPROVAL

9 HQ. USAF REQUESTS OCE TO EFFECT DISPOSAL

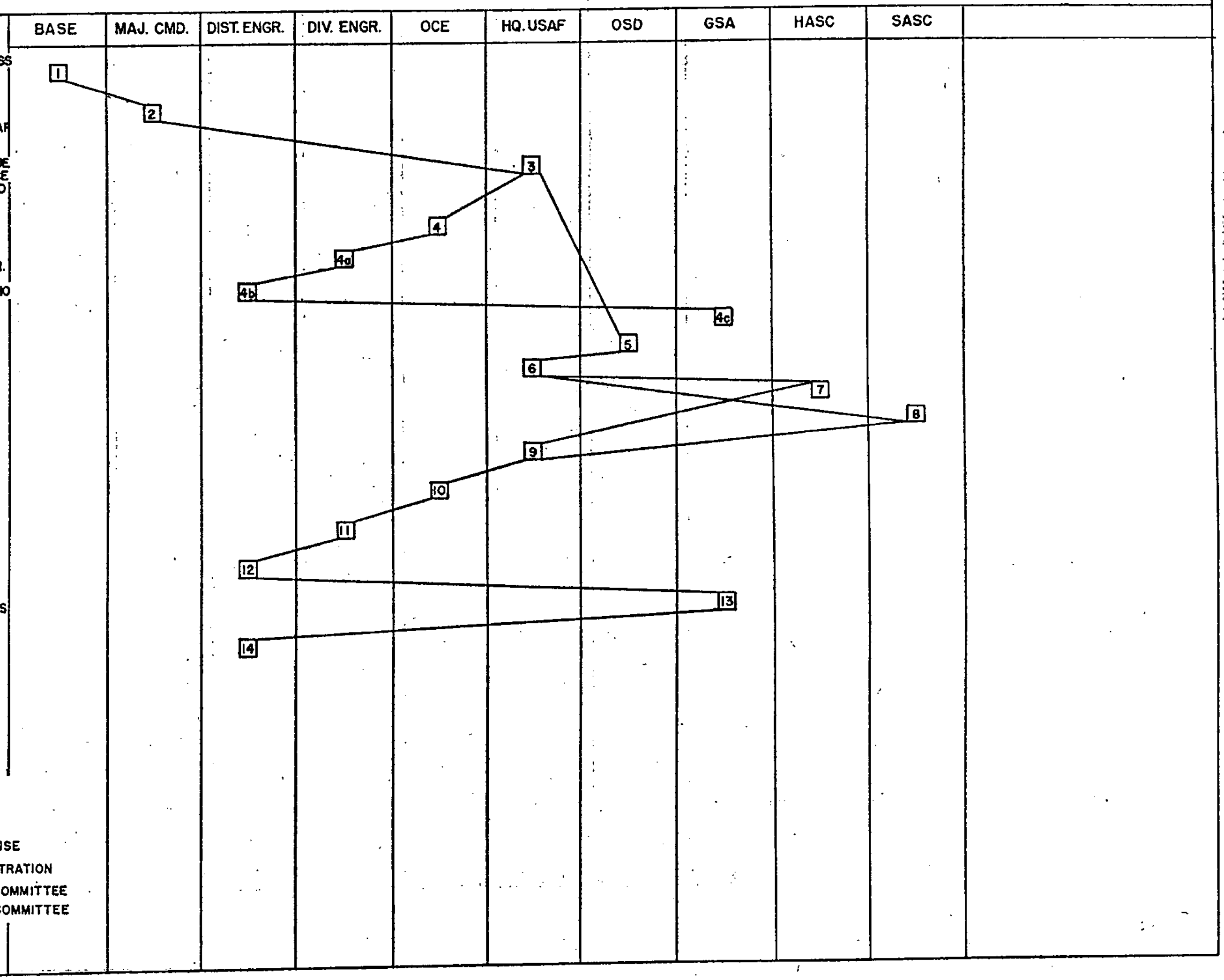
10 OCE REQUESTS DIV. ENGR. TO EFFECT DISPOSAL

11 DIV. ENGR. REQUESTS DIST. ENGR. TO EFFECT DISPOSAL

12 DIST. ENGR. REPORTS PROPERTY TO GSA FOR DISPOSAL

13 GSA EFFECTS DISPOSAL OR DESIGNATES DOD AS AGENT

14 DIST. ENGR. AS AGENT FOR AIR FORCE MAY EFFECT DISPOSAL



LEGEND:

OCE – OFFICE, CHIEF OF ENGINEERS DEPARTMENT OF ARMY

OSD – OFFICE, SECRETARY OF DEFENSE

GSA – GENERAL SERVICES ADMINISTRATION

HASC – HOUSE ARMED SERVICES COMMITTEE

SASC – SENATE ARMED SERVICES COMMITTEE

FLOW CHART

DISPOSAL OF BLDGS. AND IMPROVEMENTS ON GOVERNMENT-OWNED LAND

1 BASE DETERMINES EXCESS AND TRANSMITS REQUEST(AF FORM 300)TO MAJ CMD

2 MAJ. CMD. APPROVES AND RETURNS TO BASE FOR DISPOSAL BY SALVAGE OR TO DIST. ENGR. FOR DISPOSAL BY SALE OR SALVAGE. IF NOT SO AUTHORIZED BY AFR FORWARDS AF FORM 300 TO HQ. USAF

2a BASE EFFECTS DISPOSAL

2b DIST. ENGR. EFFECTS SALE OR SALVAGE

3 IF NET SALE OR SALVAGE VALUE EXCEEDS $25,000, HQ. USAF REQUESTS OSD APPROVAL. IF LESS THAN $25,000, HQ. USAF APPROVES AND FORWARDS TO OCE OR RETURNS TO MAJ. CMD.

3a MAJ. CMD. TRANSMITS TO BASE

3b BASE EFFECTS DISPOSAL

3c OCE FORWARDS TO DIV. ENGR.

3d DIV. ENGR. FORWARDS TO DIST. ENGR.

3e DIST. ENGR. EFFECTS DISPOSAL BY SALE OR SALVAGE

4 OSD APPROVES ITEMS OVER $25,000 AND RETURNS TO HQ. USAF

5 HQ. USAF RETURNS TO MAJ. CMD. OR TRANSMITS TO OCE

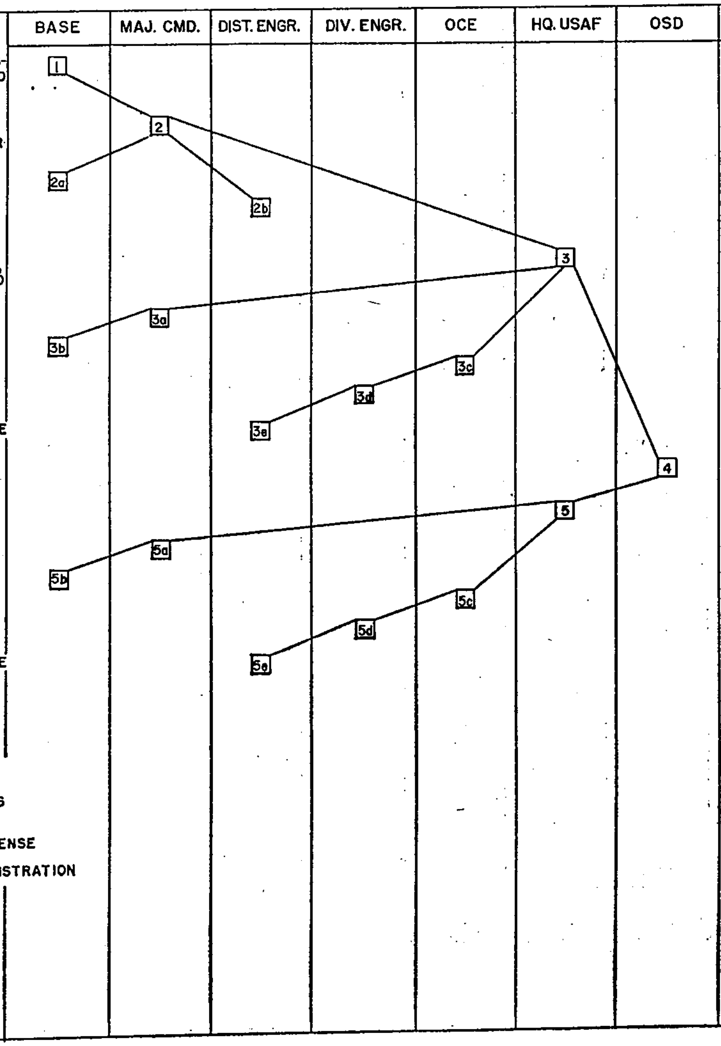
5a MAJ. CMD. RETURNS TO BASE

5b BASE EFFECTS DISPOSAL

5c OCE TRANSMITS TO DIV. ENGR.

5d DIV. ENGR. FORWARDS TO DIST. ENGR.

5e DIST. ENGR. EFFECTS DISPOSAL BY SALE OR SALVAGE AND ADVISES BASE



LEGEND:

OCE—OFFICE, CHIEF OF ENGINEERS DEPARTMENT OF ARMY

OSD—OFFICE, SECRETARY OF DEFENSE

GSA—GENERAL SERVICES ADMINISTRATION

FLOW CHART

TERMINATION OF LEASEHOLD INTERESTS

1 BASE DETERMINES COMPLETION OF REQUIREMENT AND ADVISES MAJ.CMD.

2 MAJ. CMD. APPROVES, SCREENS WITHIN AF AND WITH OTHER MIL. DEPTS. AND TRANSMITS TO DIST. ENGR. OR DUE TO LIMITATIONS PRESCRIBED IN AF DIRECTIVES FORWARDS TO HQ. USAF

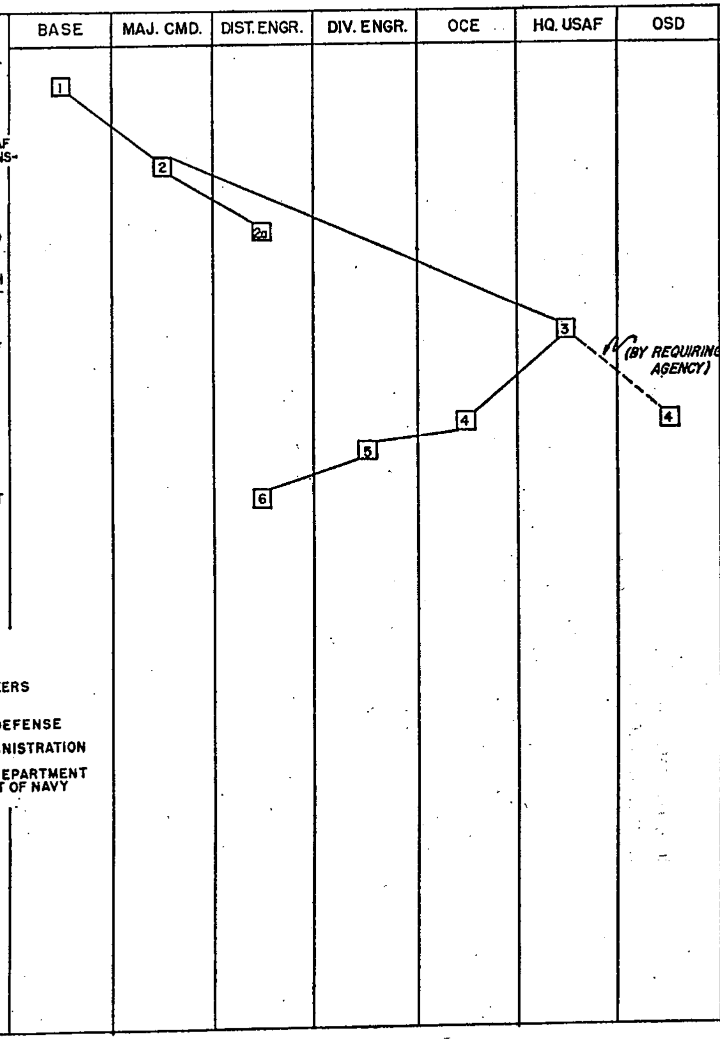
2a DIST. ENGR. TERMINATES LEASE OR IN CASE OF GSA LEASE, ADVISES GSA TO CANCEL LEASE

3 HQ. USAF SCREENS WITHIN AF AND WITH OTHER MIL. DEPTS. AND IF NO REQUIREMENT EXISTS, TRANSMITS TO OCE. IF REQUIREMENT EXISTS FOR PROPERTY LEASED AT A COST UNDER $25,000 PER ANNUM, OCE REASSIGNS LEASE. IF REQUIREMENT EXISTS FOR PROPERTY LEASED AT A COST OVER $25,000, DEPT. REQUIRING PROPERTY OBTAINS OSD APPROVAL FOR REQUIREMENT.

4 OCE TRANSMITS TO DIV. ENGR.

5 DIV. ENGR. TRANSMITS TO DIST. ENGR.

6 DIST. ENGR. TERMINATES LEASE (OR IF GSA LEASE, REQUESTS GSA TO EFFECT REASSIGNMENT,) AND SO ADVISES BASE



LEGEND:

OCE—OFFICE, CHIEF OF ENGINEERS DEPTMENT OF ARMY

OSD—OFFICE, SECRETARY OF DEFENSE

GSA—GENERAL SERVICES ADMINISTRATION

REQUIRING AGENCY—EITHER DEPARTMENT OF ARMY OR DEPARTMENT OF NAVY

GSA REGIONAL OFFICES

GSA Region	*Area Served*	*Mailing Address*
1	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island	General Services Administration 620 Post Office & Court House Boston 9, Massachusetts
2	New York, Pennsylvania, New Jersey, and Delaware	General Services Administration 250 Hudson Street New York 13, New York
3	District of Columbia, Maryland, West Virginia, Virginia, Puerto Rico, and the Virgin Islands	General Services Administration Regional Office Building 7th and D Streets, S. W. Washington 25, D. C.
4	North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida	General Services Administration Peachtree-Seventh Building 50 Seventh Street, N. E. Atlanta 23, Georgia
5	Kentucky, Illinois, Wisconsin, Michigan, Indiana, and Ohio	General Services Administration U. S. Courthouse 219 South Clark Street Chicago 4, Illinois
6	Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	General Services Administration 2306 East Bannister Road GSA Building Kansas City 14, Missouri
7	Texas, Louisiana, Arkansas, and Oklahoma	General Services Administration 1114 Commerce Street Dallas 2, Texas
8	Colorado, Wyoming, Utah, and New Mexico	General Services Administration Building 41 Denver Federal Center Denver 2, Colorado
9	California, Arizona, Nevada, and Hawaii	General Services Administration 49 Fourth Street San Francisco 3, California
10	Washington, Oregon, Idaho, Montana, and Alaska	General Services Administration Federal Office Building 909 First Avenue Seattle 4, Washington

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CHANGE **AFR 87-4A**

AIR FORCE REGULATION
NO. 87-4A

DEPARTMENT OF THE AIR FORCE
Washington, *12 January 1960*

Real Estate

DISPOSAL OF REAL PROPERTY

AFR 87-4, 28 December 1959, is changed as follows:

In paragraphs 3a, 8b(1), 8b(2), 10a(6), 10b(3), 11a, 12, 13, 13d, 17b, 19, 22, 23b, 24, and 25, where "AFOCE-RC" appears, change to read "AFOCE-2."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

THOMAS D. WHITE
Chief of Staff

J. L. TARR
Colonel, USAF
Director of Administrative Services

Sup by AFR 87-4 4 Nov 60

DISTRIBUTION: B

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