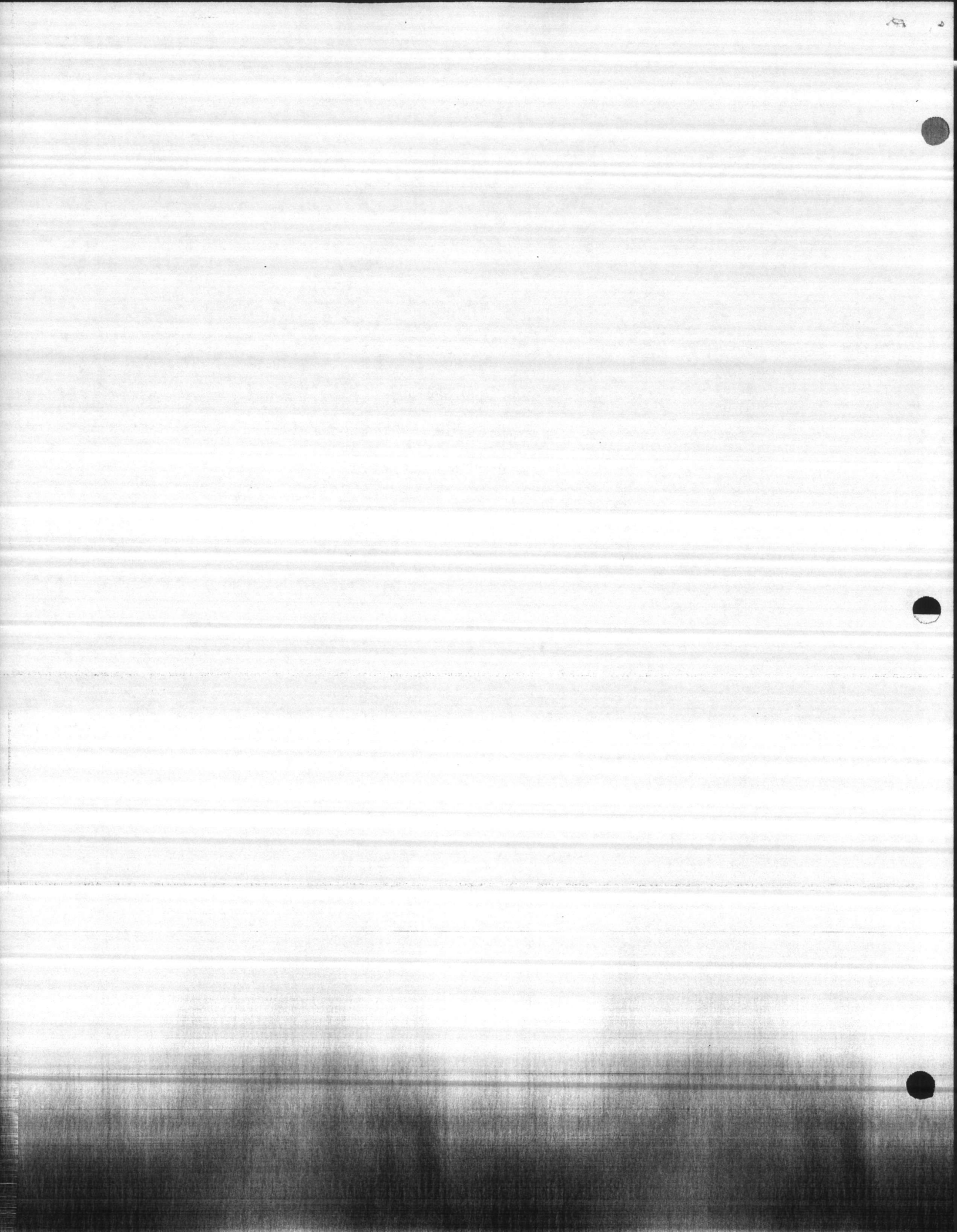


DISPOSAL
OF
REAL PROPERTY



2298

THE PRESIDENT

Sec. 5. The Director of the Office of Management and Budget shall review Federal real property policies and the objectives of the Executive branch of the Government; and shall review the reports made by the Administrator of General Services pursuant to section 4 of this order, as well as other reports relating to Federal real property. The Director shall submit such recommendations and cause such reports to be submitted to the President as may be appropriate.

Sec. 6. Executive Order No. 11724 of June 25, 1973, is hereby superseded.

Gerald R. Ford

THE WHITE HOUSE,
January 7, 1977.

[FR Doc. 77-1100 Filed 1-7-77; 4:45 pm]

Executive Order 11954

January 7, 1977

Federal Property Review

By virtue of the authority vested in me by the Constitution and statutes of the United States of America, including section 205(a) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 486(a)), and as President of the United States of America, it is hereby ordered as follows:

SECTION 1. (a) The Federal Property Council (hereinafter referred to as the Council) is hereby reconstituted in the Executive Office of the President. The Council shall consist of the Director of the Office of Management and Budget, who shall be its Chairman, the Chairman of the Council of Economic Advisers, the Chairman of the Council on Environmental Quality, and such other members as the President may from time to time specify.

(b) Whenever requested by the Administrator of General Services or the Director of the Office of Management and Budget, the Council shall review the reports made by the Administrator of General Services pursuant to section 4 of this order, with particular attention to resolving conflicting claims on, and alternate uses for, any property described in those reports, consistent with laws governing Federal real property. The Council shall submit such recommendations and cause such reports to be submitted to the President as may be appropriate.

SEC. 2. All Executive agencies shall periodically review their real property holdings and conduct surveys of such property in accordance with standards and procedures determined by the Administrator of General Services pursuant to section 206 of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 487), and this order.

SEC. 3. The Administrator of General Services shall issue standards and procedures, conduct surveys, and cause surveys to be conducted, to ensure that the real property holdings of Executive agencies shall continually be evaluated with special emphasis on the identification of properties that are not utilized, are under utilized, or are not being put to optimum use. The Administrator shall consult with appropriate Executive agencies in order to (a) identify real property that is excess or surplus to the needs of the Executive agencies, and (b) make such real property available for its most beneficial use under the various laws of the United States affecting such property.

SEC. 4. The Administrator of General Services shall report to the Director of the Office of Management and Budget with respect to any property or portion thereof which has not been reported excess to the requirements of the holding agency and which, in the judgment of the Administrator, is not utilized, is under utilized, or is not being put to optimum use, and which he recommends should be reported as excess property.

EXECUTIVE ORDERS

No. 12029

Dec. 14, 1977, 42 F.R. 63631

TERMINATION OF A PRESIDENTIAL ADVISORY COMMITTEE

By virtue of the authority vested in me by the Constitution and statutes of the United States of America, and as President of the United States of America, in order to terminate an advisory committee in accordance with the provisions of the Federal Advisory Committee Act (5 U.S.C. App. I), it is hereby ordered as follows:

Section 1. (a) The Quetico-Superior Committee is terminated.

(b) Executive Order No. 11342, as amended, is revoked.

Sec. 2. Subsection (e) of Section 1 of Executive Order No. 11948 of December 20, 1976,⁶⁹ which extended the above advisory committee until December 31, 1978, is superseded.

JIMMY CARTER

THE WHITE HOUSE,
December 14, 1977.

No. 12030

Dec. 15, 1977, 42 F.R. 63633

TERMINATION OF THE FEDERAL PROPERTY COUNCIL

By virtue of the authority vested in me by the Constitution and statutes of the United States of America, including Section 205(a) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 486(a)), and as President of the United States of America, it is hereby ordered as follows:

Section 1. (a) The Federal Property Council is terminated.

(b) Section 1 of Executive Order No. 11954 of January 7, 1977,⁷⁰ which reconstituted the Federal Property Council, is revoked.

(c) Sections 2, 3, 4, 5, and 6 of Executive Order No. 11954 are redesignated as Sections 1, 2, 3, 4, and 5, respectively.

Sec. 2. In order to permit the Director of the Office of Management and Budget to resolve disputes concerning under-utilized real property, the provisions of Executive Order No. 11954 which were redesignated as Section 4 by Section 1(c) of this Order are amended to read as follows:

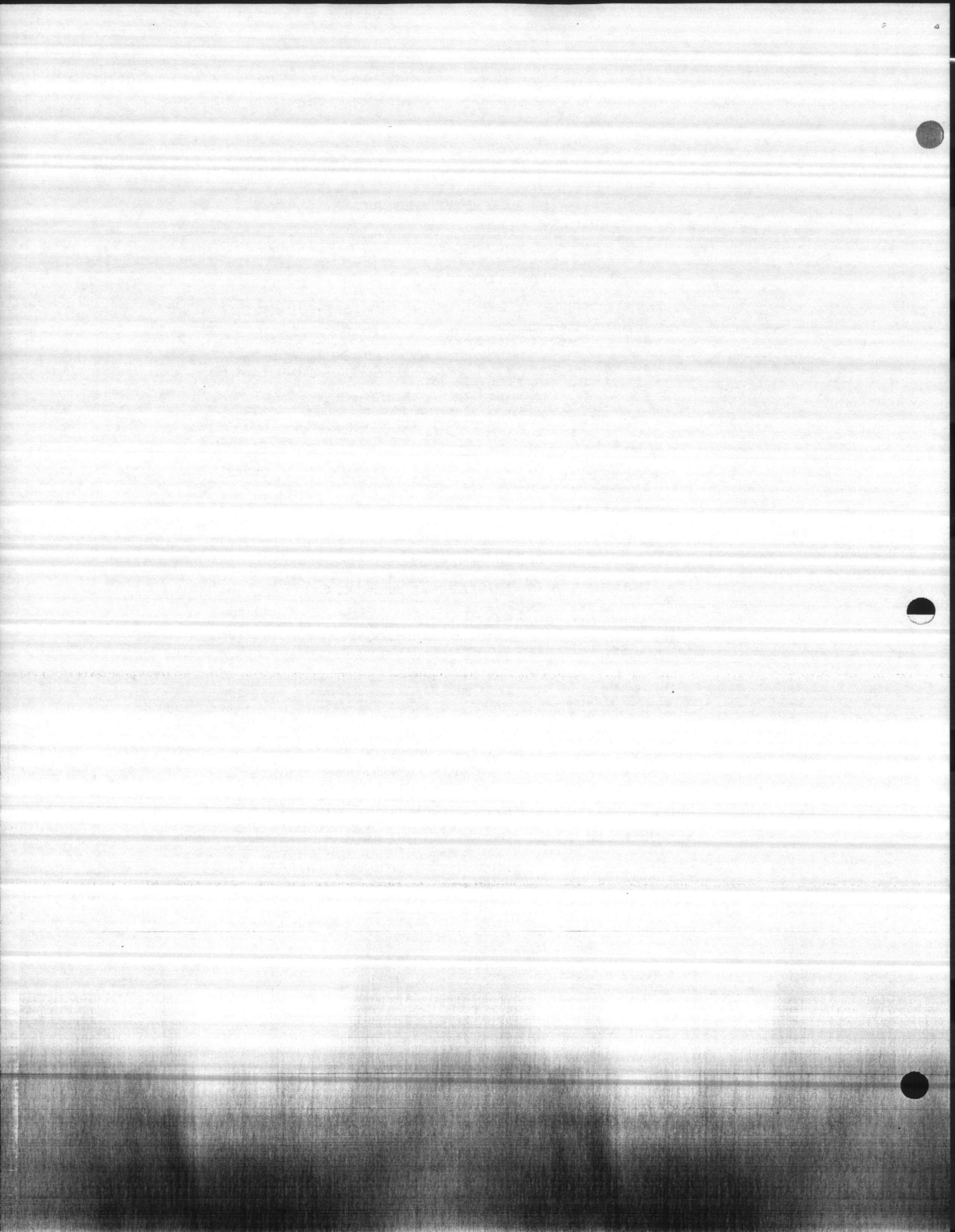
"Sec. 4. The Director of the Office of Management and Budget shall review Federal real property policies and the objectives of the Executive branch of the Government; and, shall review the reports made by the Administrator of General Services pursuant to Section 3 of this Order, as well as other reports relating to resolving conflicting claims on, and alternate uses for, any property described in those reports, consistent with laws governing Federal real property. The Director shall submit such recommendations and cause reports to be submitted to the President as may be appropriate."

JIMMY CARTER

THE WHITE HOUSE,
December 15, 1977.

69. 5 App. I U.S.C.A. § 14 note.

70. 50 App. U.S.C.A. § 2292 note.





DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, D.C. 20350

IN REPLY REFER TO

OPNAVINST 11011.10C
Op-04E

4 APR 1979

OPNAV INSTRUCTION 11011.10C

From: Chief of Naval Operations

Subj: Utilization of military real property

Ref: (a) Executive Order 11954 of 7 Jan 1977, as modified (R)
by Executive Order 12030 of 15 Dec 1977
(b) Federal Property Management Regulations, Subpart
101-47.8, Amendment H-88, Mar 1975

Encl: (1) Guidelines and Criteria for Determination of
Status of Navy Real Property
(2) Executive Order 11954 Land Utilization Surveys
(3) Activity Utilization Map Preparation Guidelines

1. Purpose. To provide guidance and establish procedures for the review and preparation of the annual utilization of Navy real property and to ensure that this current utilization information is made available for use by the General Services Administration (GSA) during surveys being performed in compliance with reference (a).

2. Cancellation. OPNAVINST 11011.10B.

3. Background

a. Reference (a) directs each federal agency to periodically review its real property holdings and to conduct surveys in order to determine the level of utilization. In addition to these internal review procedures, intermittent surveys by GSA are required, with special emphasis on the identification of properties that are not utilized, are underutilized, or are not being put to optimum use. Properties found to be excess to the requirements of the holding agency are reported for disposal.

b. In addition to its responsibilities for performing surveys, GSA is tasked by reference (a) with developing standards and procedures for use in reviewing real property utilization. These standards and procedures, contained in reference (b), have been established by GSA in response to previous executive orders, and remain in force.

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D) c. In the past, the Department of Defense has been authorized to conduct real property utilization surveys of certain military installations under the provisions of Executive Orders 11508 and 11724, both of which have been superseded. Within this authority, surveys have been performed by both the Office of the Secretary of Defense and the Naval Inspector General. Such surveys were in addition to those performed by GSA. Currently, the level of survey activity is insufficient to justify non-GSA surveys. If, in the future, the level of activities increases, one or both of these survey programs may be reactivated.

d. In response to a specific directive from the Secretary of Defense, there has been established a Navy Real Property Steering Group (NRPSG) which will receive all Navy real property survey results. The NRPSG will review specific survey recommendations in light of review comments by the chain of command, and will determine the official Navy position on the survey recommendations. Once this position is determined, it will be submitted, along with the survey results, to the Secretary of Defense for further staffing and transmittal to GSA, as appropriate. The Chairman of this group is the Assistant Secretary of the Navy (Manpower, Reserve Affairs and Logistics), with the Deputy Chief of Naval Operations (Logistics), the Deputy Chief of Naval Operations (Air Warfare), the Vice Chief of Naval Material, and the Deputy Chief of Staff for Installations and Logistics of the Marine Corps serving as members.

R)

e. Implementation of reference (a) within the Navy shore establishment extends to properties within the states of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam.

4. Discussion

a. Reference (b) constitutes the statement of GSA's standards and procedures, issued in response to previous executive orders on real property utilization. Procedures discussed in detail include those to be followed in (1) the annual review of real property utilization by each federal agency, and (2) the intermittent GSA surveys of real property utilization at specific activities. It should be noted that the same criteria are used in judging property as to utilization under both of the above programs. Reference (b) requires

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that a copy of the most recent annual review record shall be made available to GSA upon request or to the GSA survey representative at the time of the survey at each activity. Annual review data thus serves as a primary input to GSA prior to performance of an actual survey. Its objectivity, accuracy and currency are absolutely essential.

5. Information and Guidance

a. Guidelines contained in Section 101-47.801(a) of reference (b) shall be considered in making utilization category determinations. Enclosure (1) describes these guidelines in detail. (D)

b. Guidelines for use by activities in determining actions to be taken prior to and during GSA real property surveys are included as enclosure (2). If the level of future activities requires reactivation of DOD and NAVINSGEN survey programs, additional guidelines will be promulgated.

c. The results of the annual review must be portrayed on a map of the activity in such a manner that each major functional land use can be identified and correlated to the three utilization categories required by the executive order. The General Development Map (GDM), properly coded and annotated, is the most suitable means to portray the necessary information. Care shall be taken to ensure that duplication or copy methods employed retain sufficient clarity and detail to facilitate review. Enclosure (3) is a detailed description of how to annotate the GDM for this purpose. In addition to the GDM, station master plans and aerial photos can provide supporting documentation for presentation during GSA surveys.

6. Action

a. Commanding officers of each naval activity holding Class I and/or Class II real property shall conduct an annual utilization review in compliance with this instruction. This requirement applies to each naval activity in the geographic areas specified in paragraph 3.e., above, including industrial reserve plants and installations of the naval reserve. (R)

b. All Class I property, and all Class II property with a replacement cost of \$75,000 or more, shall be addressed. (R)

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c. Report preparation

R) (1) The report shall show conditions existing on 31 December of the report year. The activity will prepare all utilization maps, properly coded and annotated, in accordance with enclosure (3). The activity will prepare the required written review, making certain that comments address each of the specific guidelines contained in enclosure (1).

R) (2) Property falling into any of the three categories "not utilized," "underutilized," or "not being put to optimum use" shall either be declared excess or justification for its retention shall be provided.

R) (3) Procedures for declaring Class I property or an entire Class II facility excess are given in NAVFAC P-73, Navy Real Estate Procedural Manual. Procedures for listing portions of Class II facilities excess are given in the current NAVFACINST 11010.44, Shore Facilities Planning Manual.

R) (4) The report shall be coordinated with Shore Facility Planning System documentation described in the current NAVFACINST 11010.44. When the Shore Facility Planning System documentation has been found to be incorrect, actions must be initiated to make corrections where required.

d. Report submission

R) (1) Negative reports. Activities at which no Class I and/or Class II property has been determined to be "not utilized," "underutilized," or "not being put to optimum use" will retain their reports at the activity for use in conjunction with GSA utilization surveys or other uses as required. Negative reports to OPNAV are not required.

R) (2) Positive reports. Activities at which the commanding officer has determined that Class I and/or Class II property is "not utilized," "underutilized," or "not being put to optimum use" will submit their reports to reach the Chief of Naval Operations (OP-04E) by 30 March via their appropriate engineering field division (Code 09P) and the chain of command, with a copy to the naval district commandant/naval base commander.

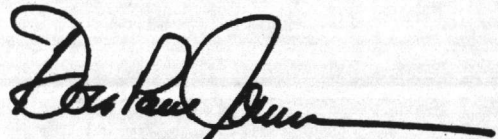
e. Report review

(1) EFD. The EFD shall review the reports for conformance with Shore Facility Planning System documentation and the master plan. Deviations will be coordinated with the activity so that changes are initiated to the Shore Facilities Planning System documentation or the report is corrected to reflect agreed-upon proposals. (R)

(2) Major claimants. Major claimants shall review all submissions objectively and make certain that the intent of reference (a) is complied with and that evaluations of real property utilization conform to the guidelines of enclosure (1). Specific comments and recommendations shall be made by major claimants with regard to property considered excess/required for retention. (R)

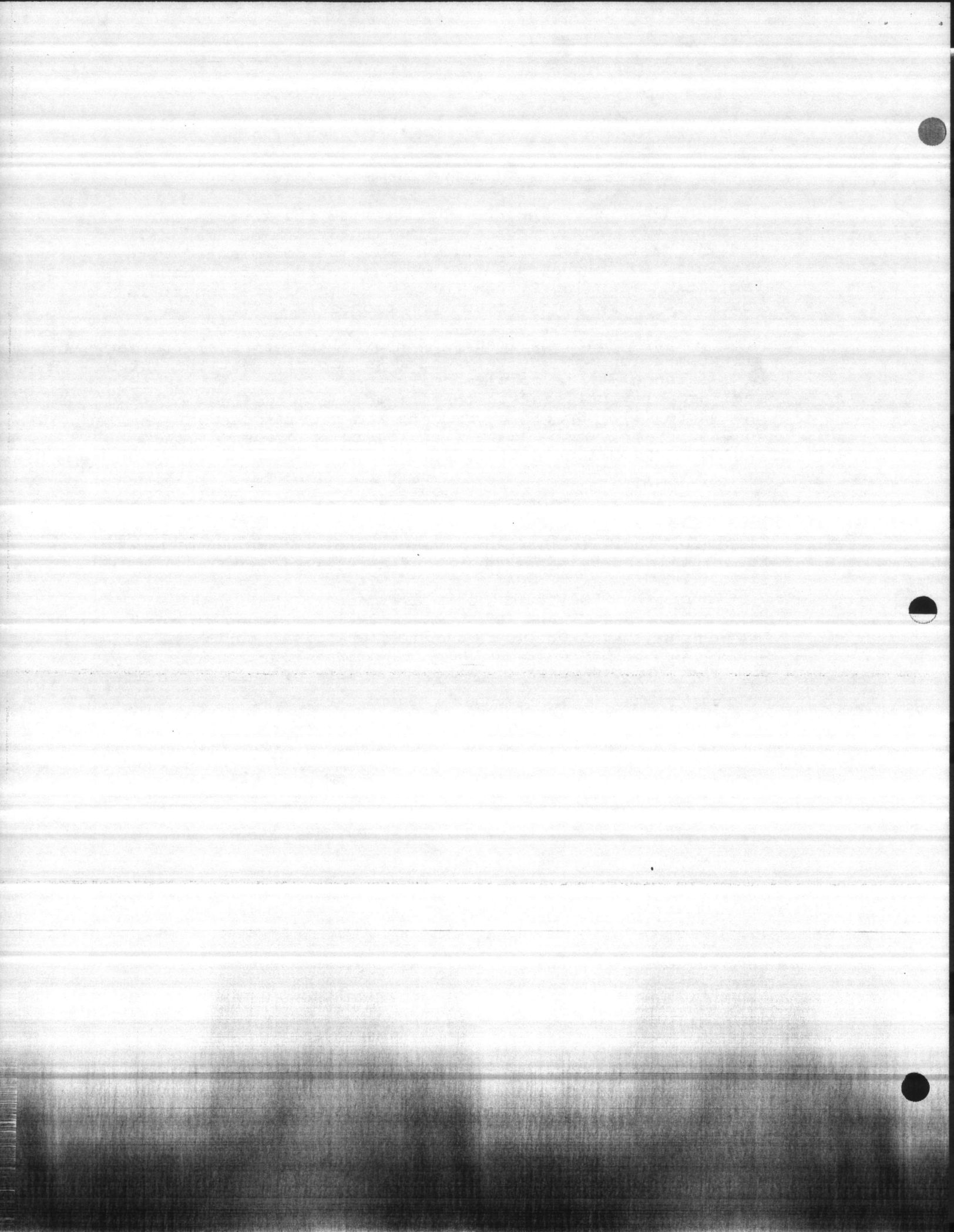
(3) Naval district commandants and/or naval base commanders. Naval district commandants and/or naval base commanders shall review submissions and make any recommendations for facilities which may be required and could be fully utilized by a neighboring federal facility. (R)

7. Reports. OPNAV 11011-2 is assigned to the Annual Utilization Report and OPNAV 11011-2A is assigned to the message notification of a scheduled GSA field survey as discussed in enclosure (2). These reporting requirements are approved for two years only from the date of this directive.



D. P. JOHNSON
By direction

Distribution
See page 6



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GUIDELINES AND CRITERIA FOR DETERMINATION OF
STATUS OF NAVY REAL PROPERTY

1. General. The continued development of naval activities must be accomplished in a manner which leads to the most effective fulfillment of their missions, tasks, and functions at minimum cost. Such development requires careful appraisal of the many factors involved and effective utilization of land, buildings, structures, associated personnel, and funds at the activity level and at successive levels in the chain of command. Executive Order 11954 requires that the Navy identify and release real property holdings that are no longer essential to its activities and responsibilities. The executive order also requires that uniform procedures be established to facilitate its own implementation. As such, the definitions and guidelines listed in this enclosure shall be used to identify nonessential property.

2. Definitions

a. Not utilized. An entire property, or portion thereof, with or without improvements, which is not being occupied for current program purposes or is occupied in caretaker status only. (A portion of land which provides necessary separation for aviation safety or explosive quantity distance is considered to be utilized; however, such distance must be clearly specified by written Navy directive.)

b. Underutilized. An entire property, or portion thereof, with or without improvements, which is being used:

(1) At regular periods, or intermittently, for current program purposes.

(2) For current program purposes that can be satisfied with only a portion of the property.

c. Not being put to optimum use. An entire property, or portion thereof, with or without improvements, which:

(1) Even though utilized for current program purposes, is of such nature or value, or is in such a location, that it could be utilized for a different, significantly higher and better purpose.

(2) The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the Navy through transfer, purchase, or lease, with total net savings to the government, after consideration of property values as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning and employee morale.

3. Guidelines. The following general guidelines, along with mission fulfillment shall be considered in the annual review:

a. Is the property being put to its highest and best use? Consider such aspects as:

(1) Surrounding neighborhood, zoning, and other environmental factors;

(2) Whether all use is compatible with state, regional, or local development plans and programs;

(3) Whether Navy use of the property would be justified if an equivalent commercial rental charge for its use were added to the program costs for the function it is serving.

b. Are operating and maintenance costs excessive? Do the location, site, physical condition, or excessive operating and maintenance costs cause continued utilization and ownership to be unjustified, operationally or economically?

c. Will contemplated changes to the activity's mission, task and/or functions alter property requirements?

d. Is all the property absolutely essential for program requirements?

e. Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?

f. Are buffer zones kept to an absolute minimum?

g. Is present property inadequate to serve contemplated future plans?

h. Can net savings be realized by the Navy through relocation considering property values, cost of moving, occupancy, and increased efficiency of operations?

i. Have developments on adjoining nonfederally-owned land or public access of road rights-of-way granted across government-owned land rendered the property, or any portion thereof, unsuitable or unnecessary for program requirements?

j. If federal employees and/or military personnel are housed in government-owned residential property, is the local market willing to acquire government-owned housing, or can it provide the necessary housing and other related services, thereby enabling the government-owned housing area to be released?

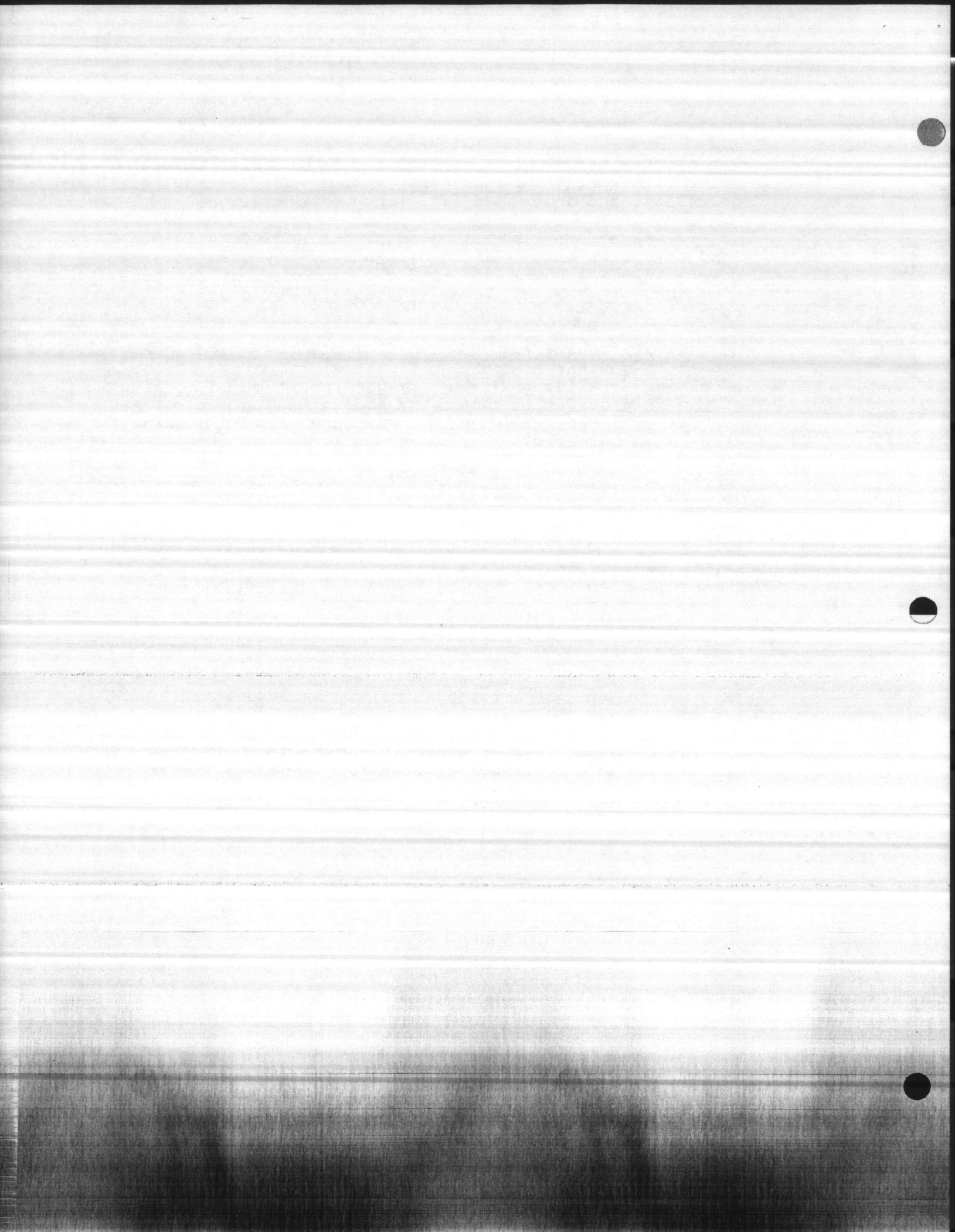
k. Can the land be disposed of and program requirements satisfied through reserving rights and interests to the government in the property if it is released?

l. Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads and utility systems?

m. Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights of way?

n. Is land being retained merely because it is land-locked?

o. Is there land or space in Navy-owned buildings which can be made available for utilization by others within or outside the federal government on a temporary basis?



EXECUTIVE ORDER 11954 LAND UTILIZATION SURVEYS

1. General. Every naval activity within the geographic area discussed in the basic instruction with significant Class I or II real property holdings should expect a GSA real property utilization survey or resurvey under authority of Executive Order 11954 at some time in the future. Survey procedures for GSA involve an on-site survey of real property. These surveys consist of formal command briefings, ground level and aerial tours to view land holdings, discussions with responsible officials, and provision of detailed information related to land utilization. Results of all surveys are revealed via reports to the Secretary of the Navy. To avoid possibility of misunderstanding or premature publicity, preliminary findings are not normally discussed at the time of survey. Prior to the actual survey, detailed guidance will be provided the activity commanding officer by the Office of the Chief of Naval Operations, in the form of official letter, message and field visit by Op-04E personnel, if appropriate.

2. Background

a. GSA Surveys. Commanding officers will receive written notice 30 days prior to a GSA survey. Reference (b) provides the following direction relative to GSA surveys:

"Surveys by GSA of the real property holdings of all executive agencies will be conducted by officials of the regional offices of GSA for the property within the geographic area of each region.

"The head of the field office of the agency having accountability for the facility will be notified in advance of a scheduled GSA survey and furnished at that time with copies of these regulations.

"The head of that field office shall arrange for an appropriate official of the executive agency having necessary authority, and who is sufficiently knowledgeable concerning the property and current and future program uses of the property, to be available to assist the GSA representative in his survey.

"To facilitate the GSA survey, executive agencies shall:

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4. Procedures

a. Activity commanding officers shall implement the following procedures:

(1) Immediately notify the Chief of Naval Operations (Op-04E), via electronic means, of a scheduled GSA field survey (either formal or informal) listing any problems anticipated during the survey.

(2) Notify the Chief of Naval Operations (Op-04E) if prevailing conditions and circumstances will delay or preclude admittance of the survey team.

(3) Make available to the GSA field survey teams data and general information, as required, and accord them necessary assistance and privileges (including escorts) incidental to effective completion of the survey tasks assigned to them.

(4) Present and fully justify to the GSA survey teams the Navy's use and need for the real property under present control or planned for future use. The data depicted on the activity's land utilization map shall be utilized to the fullest extent.

(5) Provide information as necessary for SECNAV reply in concurrence or reclamation of a survey recommendation that land be declared excess.

(6) Following final DOD decision regarding utilization, initiate appropriate disposal procedures. The Navy must submit a disposal report to the appropriate Congressional committees within 30 days of this DOD decision.

b. Major claimants shall provide planning and programming guidance to their activities to support their utilization studies and should provide comment/information as necessary for SECNAV reply to a GSA or DOD survey report.

c. The engineering field divisions of the Naval Facilities Engineering Command may be called upon for planning and technical assistance related to Executive Order 11954 matters. However, it is incumbent upon each activity to prepare its own utilization reports and to represent the Navy's interest during the survey.

OPNAVINST 11011.10C

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d. The Chief of Naval Operations will provide activity commanding officers with information and assistance in preparation for a GSA survey, will act as focal point for survey coordination within the Navy Department, and will provide a recorder for the Navy Real Property Steering Group.

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ACTIVITY UTILIZATION MAP

1. General. Each naval activity shall maintain an activity land utilization map indicating all real property on the plant account, including in-leases, out-leases, permits, licenses, easements, etc. (show as inserts on the same sheet or on separate sheets, if necessary). The activity utilization map will be used primarily to identify distinctive area functions at the activity and for briefing purposes.
2. Layout. The map shall be annotated to show the following: (a) highlight all exterior boundary lines; (b) the total acreage contained; (c) existing land uses on the activity; (d) existing zoning or major land uses of adjoining property, such as residential, public park, or forest, woodland, cropland, grazing lands and commercial or industrial areas (name specific industries that may affect activity land use); (e) outline of area utilized by non-Navy parties and their utilization, such as agricultural leases; (f) aircraft clear zones, accident potential zones, flight safety zones and aviation easements required by specific criteria; (g) noise impact zone contours surrounding airfields; (h) Air Installations Compatible Use Zones (AICUZ); (i) explosive safety distances around storage and handling areas and facilities; and (j) Radio Frequency Interference (RFI) zones around receiver facilities, and radiation hazardous zones around transmitting facilities.
3. Color Coding. Functional areas shall be shaded with the following color codes, based on NAVFACINST 11010.63. These colors differ from those required by previous editions of this instruction, to provide some consistency with station master plans. Resubmission of annual review maps is not required if solely to update color scheme. However, only this color scheme shall be used for required updates:
 - a. Orange - station boundaries shall be outlined with an outer black line, with a parallel inner orange band.
 - b. Pale blue - all water areas, whether or not within Navy property, shall be shaded pale blue to facilitate interpretation of the map.
 - c. Pale olive - land recreation areas.
 - d. Cadmium red - built up land use areas, including administrative, hospital, berthing and messing, shops, research and development, warehouse, waterfront and airfield operations.

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e. Cadmium yellow - all family housing areas.

f. Brick beige - all operationally constrained or contaminated land, including:

(1) ESQD requirements - Explosive quantity safety distance requirements shall be shown based on the actual, allowable explosive capacity of the structure as governed by existing railroads, public highways or station boundaries as opposed to the design capacity. The inhabited structure arc should be indicated, even though the allowable capacity of the magazine (or other facility) is limited by other factors, such as public highways, station boundaries and railroads.

(2) POL storage - Petroleum, oil and lubricant storage safety areas shall also be identified and shown, as well as other areas of facilities requiring similar clearances.

(3) RFI and radiation hazards - Radio frequency interference and radiation hazardous zones should be identified and shown. Radio shall be indicated in feet. If the ESQD, safety or RFI arc falls outside the activity property line, the area should be cross-hatched purpose and the waiver authority cited. If the arc falls upon another color coded area such as water (pale blue) or recreation (pale olive), apply purpose cross hatching over the other color.

(4) Clear zones, accident potential zones, noise zones and airfield clearance easements required by airfield safety criteria shall be identified. If this color falls upon another color coded function, apply red cross hatching over the other color. The extent of each aircraft noise and accident potential zone (AICUZ) shall be outlined with a solid dark red line.

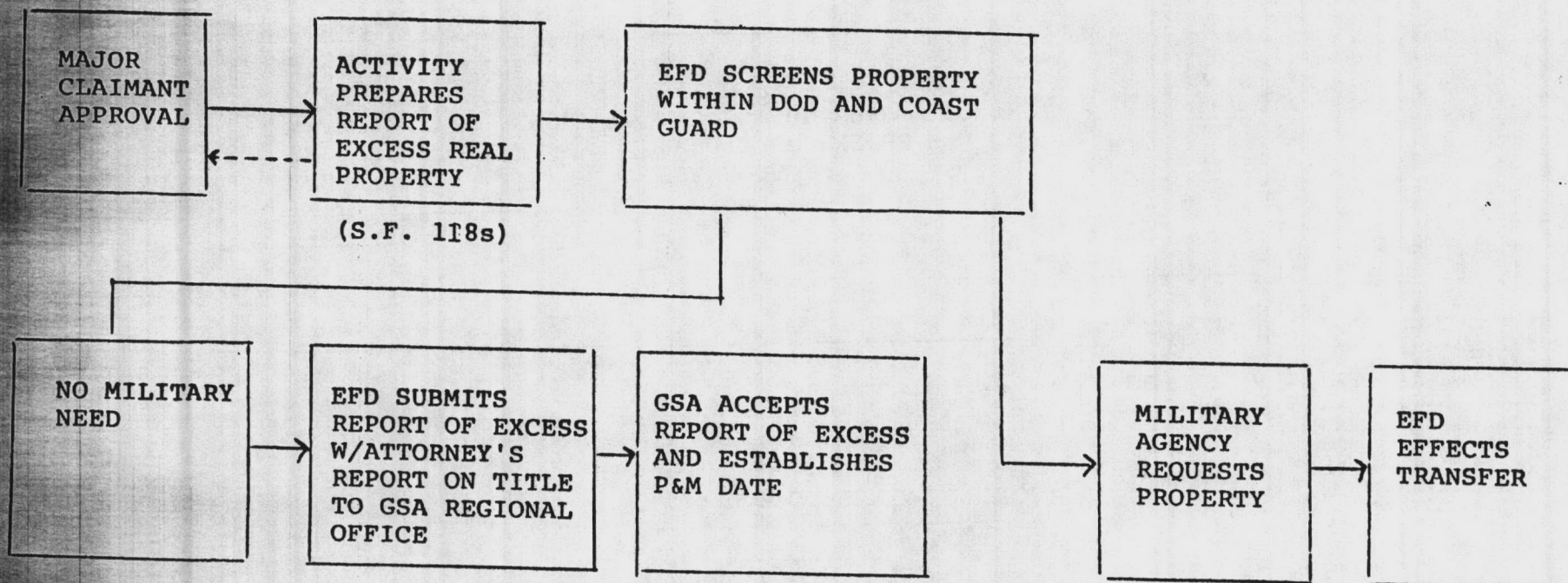
(5) Firing ranges - Firing ranges, including indications of the firing line and all impact and danger areas, shall be shown.

(6) Contaminated areas - Areas considered contaminated because of chemicals, bomb disposal or impact, ordnance or radioactive material shall be shown.

g. Pale red - Large land operational areas, such as training areas, maneuver areas or large drill fields.

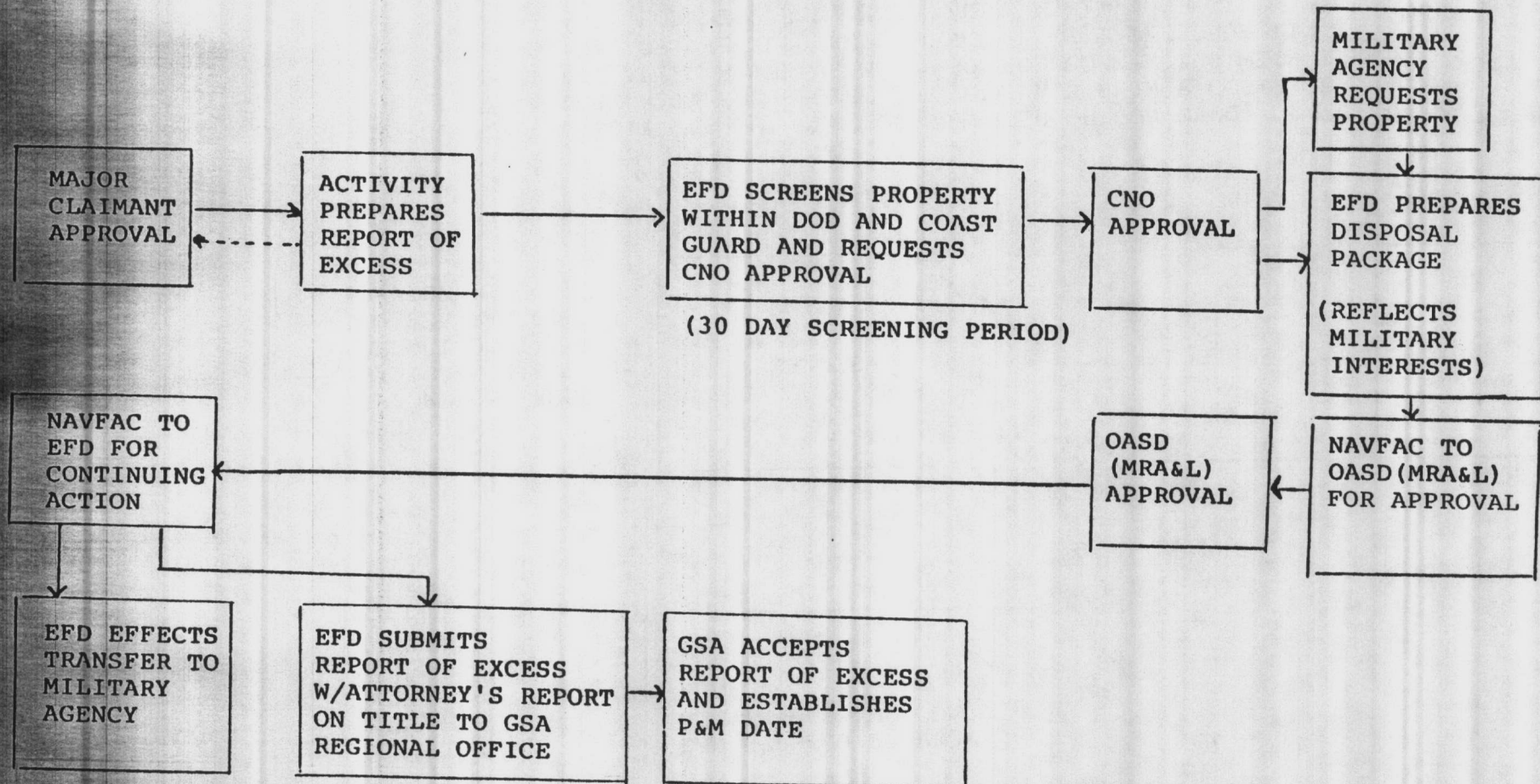
4. Utilization. If the land is not utilized, is underutilized, or is not being put to optimum use as defined in enclosure (1), so indicate as follows: a. Not Utilized - color code white; b. Underutilized - use color code of specific area, cross hatch in black; c. Not being put to optimum use - use color code of specific area with explanatory note.

FLOWCHART OF EXCESS PROPERTY HAVING ESTIMATED
FAIR MARKET VALUE UNDER \$50,000



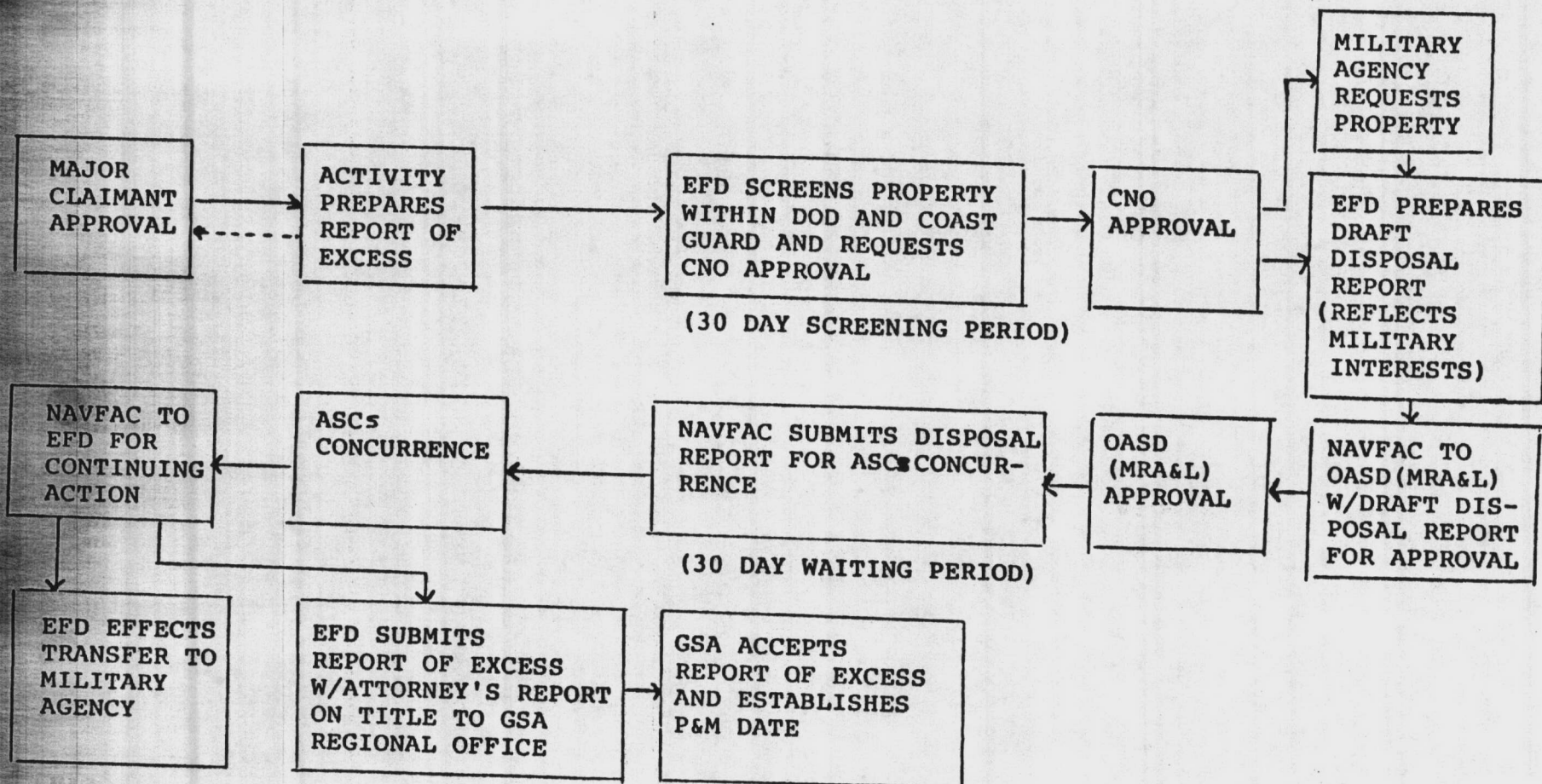
NOTE: IF PROPERTY HAS NOT BEEN TRANSFERRED OR CONVEYED, GSA WILL REIMBURSE NAVY FOR PROTECTION AND MAINTENANCE COSTS OF THE PROPERTY AFTER A TWELVE MONTH PERIOD COMMENCING WITH THE FIRST DAY OF THE SUCCEEDING QUARTER THAT THE PROPERTY IS AVAILABLE FOR DISPOSAL (NOT MORE THAN 15 MONTHS).

**FLOWCHART OF EXCESS PROPERTY HAVING ESTIMATED
FAIR MARKET VALUE OVER \$50,000**



NOTE: IF PROPERTY HAS NOT BEEN TRANSFERRED OR CONVEYED, GSA WILL REIMBURSE NAVY FOR PROTECTION AND MAINTENANCE COSTS OF THE PROPERTY AFTER A TWELVE MONTH PERIOD COMMENCING WITH THE FIRST DAY OF THE SUCCEEDING QUARTER THAT THE PROPERTY IS AVAILABLE FOR DISPOSAL. (NOT MORE THAN 15 MONTHS)

**FLOWCHART OF EXCESS PROPERTY HAVING ESTIMATED
FAIR MARKET VALUE OVER \$100,000**



NOTE: IF PROPERTY HAS NOT BEEN TRANSFERRED OR CONVEYED, GSA WILL REIMBURSE NAVY FOR PROTECTION AND MAINTENANCE COSTS OF THE PROPERTY AFTER A TWELVE MONTH PERIOD COMMENCING WITH THE FIRST DAY OF THE SUCCEEDING QUARTER THAT THE PROPERTY IS AVAILABLE FOR DISPOSAL. (NOT MORE THAN 15 MONTHS)

NAVFAC TO
EFD FOR
CONTINUING
ACTION

STEPS INVOLVED IN EXCESSING CLASS II
PROPERTY (IMPROVEMENTS) ON NON-EXCESS LAND

1. ACTIVITY DETERMINES THAT IMPROVEMENT IS NO LONGER NEEDED.
2. ACTIVITY OBTAINS MAJOR CLAIMANT APPROVAL.
3. DISPOSAL PACKAGE, WITH MAJOR CLAIMANT APPROVAL, IS FORWARDED TO EFD (REAL ESTATE).
4. DISPOSAL PACKAGE CONSISTS OF REPORT OF EXCESS (S.F. 118 AND S.F. 118a), JUSTIFICATION FOR DISPOSAL, MAP, PHOTO AND THE RECOMMENDED METHOD OF DISPOSAL. METHOD OF DISPOSAL COULD BE - DEMOLITION BY STATION FORCES, CONTRACTOR, OR REMOVAL BY SALE FOR OFF-SITE USE.
5. JUSTIFICATION COULD BE THAT PROPERTY SHOULD BE DEMOLISHED DUE TO DETERIORATION BEYOND ECONOMICAL REPAIR, FUNCTIONAL OBSOLESCENCE, SAFETY HAZARD, ETC.
6. BASED ON SUBMITTAL, EFD DETERMINES PROPERTY TO BE SURPLUS TO GOVERNMENT, AND NOTIFIES ACTIVITY TO PROCEED WITH DISPOSAL.

REPORT OF EXCESS REAL PROPERTY
NAVFAC 11011/18 (PROPOSED)

(Instructions on Reverse Side)

From:

Via:

To (EFD)

Enclosures
(1) SF 118a
(2) SF 118c
(3)
(4)

DELETE OR ADD ENCLOSURES AS APPLICABLE

1. Property Identification (Activity)

2. Date Property will become excess to local needs

3. Present Use

4. Former Use

5.			6.	
USE	NUMBER OF BUILDINGS	FLOOR AREA (SQ. FT.)	ACQUISITION COST TO GOVERNMENT	
			Item	Cost
A. OFFICE			A. Buildings, Structures Utilities and Miscellaneous Facilities	\$
B. STORAGE			B. Related Personal Property	\$
C. OTHER			C. Total	\$
D. TOTAL				

7. NATURE OF LAND INTEREST HELD BY GOVERNMENT

Interest	Ac. or Sq. Ft.
A. Fee	
B. Easement	
C. Leased	
D. Other	
E. Total	

8. Estimated Annual Protection and Maintenance Cost

\$ _____

9. Property Description (Property Record No. (s))

10. Names and Addresses of Interested Federal Agencies and Other Interested Parties

11. Remarks (attach add'l sheet if nec.)

I CERTIFY THAT THE ABOVE DESCRIBED PROPERTY IS EXCESS TO THE NEEDS OF THIS ACTIVITY AND IS INDICATED AS SUCH ON THE ACTIVITY'S FACILITY PLANNING DOCUMENT.

Report Authorized by (type name and title)	Signature	Date

Instructions for the Preparation of NAVFAC 11011/18 (PROPOSED)

REPORT OF EXCESS REAL PROPERTY

General Instructions

This Form shall be used by activities to report to the NAVFAC EFD excess real property and related personal property in accordance with Chapters 23 and 24 of NAVFAC P-73 "Real Estate Procedural Manual". The form should be submitted to the NAVFAC EFD via the major claimant or Commandant of the Marine Corps as appropriate.

Heading - Self-explanatory.

Block 1 - Enter the official title or name used by the Navy to identify the property.

Block 2 - Self-explanatory.

Block 3 - Specify the use being made of the property, if any, at the present time. For example, if the property is used for storage, specify the type of property stored. If not used, enter "unused".

Block 4 - If the property is unused, enter the last use made of it by the activity. If currently in use, show any different former uses. Include other uses for which the property may be suitable.

Block 5 - Item A. Office. Enter total number of buildings and total square feet of floor area for buildings coded "a" in column (f) of SF 118a.

Item B. Storage. Enter total number of buildings and total square feet of floor area for buildings coded "b" in column (f) of SF 118a.

Item C. Other. Enter total number of buildings and total square feet of floor area for buildings coded "c" in column (f) of SF 118a.

Item D. Total. Enter total number of buildings as shown on SF 118a. This figure may not be the total of Items A, B, and C above if a building is multi-purpose. The total square footage should be the total of Items A, B, and C above and should agree with the total in column (f) of SF 118a.

Block 6 - Enter totals from column (d) of SF 118a and column (h) of SF 118c.

Block 7 - Show the Government interest in the excess land and indicate the amounts being excessed. If other than Government owned or leased, indicate the specific interest held. If only improvements are excess, place an "X" in the appropriate column to indicate the Government interest in the underlying land.

Block 8 - Enter the estimated direct annual cost to the Navy to protect and maintain the property while it is excess. A breakdown of this figure should be submitted as an enclosure.

Block 9 - Enter the complete address and sufficient data for positive identification of the property by the NAVFAC EFD. Also, enter any additional data such as the purpose for which it was acquired, and any special circumstance not covered elsewhere. Attach a map showing the property location and the surrounding area. If land, briefly identify and attach legal description. Easements and leases should be identified by contract number and date.

Block 10 - Indicate any known interested Federal agencies or other interested parties and attach any written requests for the property. Special action to determine if there are interested agencies or other parties is not required.

Block 11 - List any restrictions which should be placed on future use of the property and any known restrictions on the Government's rights to reassign, transfer, or dispose of the property. If property consists of improvements only, include a "Finding" containing the rationale/justification for the disposal and the proposed disposal method i.e. abandonment, destruction or donation to a public body. Any additional pertinent data should also be listed in this block.

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(b) Page 2 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Block 6 - Enter the name and address of the custodian of the reported property.

Block 7 - Enter the official title or name used by the holding agency to identify the reported property. Enter also the number assigned by GSA for the purpose of the annual report on Federal real property holdings, using the number shown on the machine listing of the latest inventory supplied by GSA to the holding agency (use all nine digits, e.g. 1413 - 07984).

Block 8 - Enter the street address, city, county, and State for urban property, or the RFD address, county and State for rural property. Attach a map showing the property location and surrounding area.

Block 9 - Item A - Office.

Column 1. Number of buildings. Enter the total number of buildings which are being reported in whole or in part and which contain excess office space. (Count of buildings coded "a" in Column (f) on Schedule A.)

Column 2. Floor Area. Enter the gross floor area (in terms of square feet) of all this excess office space in all buildings reported in column 1. (Sum of all entries coded "a" in column (f) on Schedule A.)

Column 3. Number of floors. Enter the total number of floors which contain excess office space in all of the buildings reported (Sum of all entries coded "a" in column (g) on Schedule A.)

Column 4. Floor load capacity. Enter the range of the load capacity (in terms of pounds per square foot) of all floors containing excess office space as shown in column (i) on Schedule A. For example, "30 - 40" where the lowest capacity is 30 and the highest is 40.

Column 5. Clear head room. Enter the range of the clear head room of the excess office space as shown in column (h) on Schedule A.

Item B - Storage.

Enter the information for excess storage space in the appropriate columns, in accordance with instructions set forth in 9A above.

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(c) Page 3 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Item C - Other.

Enter the information for other types of space formally used for such purposes as manufacturing, etc., but which are now excess, in the appropriate columns, in accordance with the instructions set forth in 9A above. Enter the "floor load capacity" only if available. Specify "other uses" in Block 9F provided for this purpose.

Item D - Total.

Enter the total number of buildings reported excess in whole or in part and the total excess floor area, in columns 1 and 2 respectively. The figure for the total number of buildings shall represent an unduplicated count of the buildings reported excess on Schedule A, and shall not be the total of the figures entered on lines A, B, and C, which may contain duplications, if one building is used for more than one purpose. The figure for the total floor area shall equal the total of column (f) on Schedule A and will also be the sum of the figures entered directly above on lines A, B, and C of Standard Form 118.

Item E - Government Interest.

Indicate the number of buildings and total excess gross floor area where the Government's interest in the property is as:

- (1) Owner
- (2) Tenant

Note: The sum of the excess floor areas in each category shall equal the total excess gross floor area reported in Item 9D.

Block 10 - Enter the number of excess acres or square feet of land owned or controlled by the Government as follows, indicating the unit of measure used:

- A. Fee
- B. Leased
- C. Other
- D. Total - this figure shall equal the total of column (e) on Schedule B.

Block 11 - Enter in block 11 the detailed cost data for each category of the excess Government-owned property shown on the schedules as follows:

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(d) Page 4 of Instructions for the Preparation of Standard Form 118,
and Attachments, Standard Forms 118a, 118b, and 118c.

Schedule A (Standard Form 118A) - Buildings, Structures,
Utilities, and Miscellaneous
Facilities.

Schedule B (Standard Form 118B) - Land.

Schedule C (Standard Form 118C) - Related Personal Property
(Include installed machinery
and equipment).

Cost Column - Enter the total cost of the different types of
excess property on lines A to C as follows:

The cost shall include the original cost plus the costs of
installation, improvements, betterments, etc. If the cost
is not available, please estimate. (If portions of prop-
erties are being reported excess, report only the cost of
the excess portion.)

Item A - Buildings, Structures, Utilities, and Miscellaneous
Facilities. This figure shall equal the total reflected
in column (d) of Schedule A.

Item B - Land. This figure shall equal the total of column
(f) of Schedule B.

Item C - Related Personal Property. This figure shall equal
the total of column (h) of Schedule C.

Item D - Total of Items A, B, and C.

Item E - Enter the total estimated direct annual cost to the
holding agency of protecting and maintaining the property
reported herein while it is excess. Attach a sheet giving a
breakdown of such cost, as follows:

<u>Item</u>	<u>Annual Cost</u>
Personnel (number and types of positions)	\$
Water	
Electricity	
Gas	
Sewage disposal	
Telephone	
Heating	

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(e) Page 5 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

<u>Item (Cont'd)</u>	<u>Annual Cost</u>
Automatic protection devices	\$
Vehicles	
Other (specify)	_____
	\$

Block 12 - Where the Government's interest is that of a lessee, enter the following data:

- A. Total amount of rent paid annually. This figure shall equal the sum of block 3 on Schedule A and the total of column (g) on Schedule B. (If the annual rent includes services, enter an "S" after the amount.)
- B. Annual rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- C. Date lease(s) expires.
- D. Notice required for renewal.
- E. Termination date of renewal rights.
- F. Annual renewal rent per square foot or acre, whichever is most applicable. Indicate the unit of measure used.
- G. Number of days within which the Government and lessor are privileged to exercise cancellation rights.

Note: If different rents apply to different buildings, parts of buildings, etc., compute average rent per square foot or acre for Items B and F. Use separate sheet if necessary, when more than one lease is reported, to indicate data for items C, D, E, and G with respect to each lease.

Block 13 - If the net proceeds in the sale or transfer of the property are reimbursable, give the symbol and title of appropriation to be credited, or the name and address of the Government Corporation to receive the proceeds.

Block 14 - Enter a brief description of the construction of the building, as for example, brick, frame, metal, and combinations thereof. Do not complete this section if more than one building is

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(f) Page 6 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

involved. Instead, this information will be shown in column (c), Schedule A. Indicate where complete plans and official specifications may be examined.

Block 15 - Specify use made by the holding agency of the property reported. For example, if the property is used for storage, specify the type of property stored; if used for manufacture, specify the product, etc.

Block 16 - Specify any possible uses of the property other than shown in blocks 9 and 15, where applicable. For example, if suitable for storage, give the range of the types of commodities which could be stored; or if used for manufacture, what other products could be made in addition to those reported in block 15.

Block 17 - Specify the names and addresses of any Federal or other governmental agencies or private parties known to be interested in the property reported as excess.

Block 18 - Insert a concise but adequate general description of the property, and state the general types of properties in the vicinity, such as "farmland," "residential," "industrial," etc. Give a brief history of the use of the property, including the purpose for which it was acquired by the Government. State if there is any indication of mineral development in the vicinity of the property, giving sources of information. Also, state any special circumstances affecting the property not elsewhere covered.

Block 19 - Self-explanatory.

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(g) Page 7 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE A

BUILDINGS, STRUCTURES, UTILITIES AND MISCELLANEOUS FACILITIES STANDARD FORM 118a

General Instructions.

Schedule A shall be used by holding agencies to report to the General Services Administration the details concerning each of the buildings, structures, utilities and miscellaneous facilities reported as excess on Standard Form 118. Exclude installed machinery and equipment which shall be reported on Schedule C as related personal property. Schedule A shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

All figures on this schedule shall be shown in terms of whole numbers, without the use of fractions, decimals, etc.

Buildings such as office, institutional, housing, storage, industrial and service shall be listed first on the schedule. Include such fixtures and equipment as are normally required for the functional use of the building reported and are built into or permanently affixed thereto; the removal of which would materially damage the building (e.g., plumbing, heating and lighting fixtures, elevators, and built-in safes and vaults).

Structures, utilities and miscellaneous facilities which lend themselves to separate reporting and delineation shall be listed on the schedule after buildings. These shall include items such as railroad trackage, communication systems, storage tanks, wash racks, silos, docks, piers, fences, and heating, sewage and electrical systems which serve more than a single building.

This schedule, conspicuously stamped "correction", shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule A shall be reported in the manner prescribed in these instructions except that: (a) the totals for column (d) and column (f) on the previous Schedule A shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) subtotals shall be provided for column (d) and column (f); and (d) the resulting totals for column (d) and column (f) shall be entered.

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(h) Page 8 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Specific Instructions.

Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.

Block 2 - Self-explanatory.

Block 3 - Where the Government is a tenant, enter the actual rental cost to the Government of the buildings, structures, utilities and miscellaneous facilities. If the annual rental includes services, enter an "s" after the amount. Where the annual rental for land and buildings, etc., cannot be separated, the total annual rental for land, buildings, etc., will be shown in this block and the entry "NS" for not separable made in column (g) on Schedule B.

Column (a) - Self-explanatory.

Column (b) - Enter the number assigned in the official general layout plan, identifying the specific building, structure, utility, or miscellaneous facility. Attach, where applicable, a copy of the official general layout plan of the installation, and a copy of the building layout plan for office or storage space.

Column (c) - Describe the property, indicating:

- (1) Type of building or structure such as office, hospital, prison, school, housing, storage, industrial and service;
- (2) Type of construction, such as brick, steel, frame, concrete, or combination thereof;
- (3) Date of construction; and
- (4) Enter a general description of the utilities and miscellaneous facilities connected with the excess real property. Attach map showing the location of utilities.

Column (d) - Where the Government is the owner, enter the actual cost to the Government, if known, (if not known enter estimated cost) for each excess building, structure, utility and miscellaneous facility.

- (1) A subtotal of the cost of all buildings reported shall be shown immediately following the listing thereof.

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(i) Page 9 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- (2) A subtotal of the cost of all structures, utilities and miscellaneous facilities reported shall also be shown immediately following the listing thereof.
- (3) The total of this column will be the amount reported in Item A, Block 11 of Standard Form 118.

Column (e) - Enter the over-all outside dimensions of rectangular building or structure described in column (c), excluding buildings of irregular shape. Enter "IR" for irregular shaped buildings.

Column (f) - Enter gross excess floor area for each building, and in appropriate instances, enter such area for each structure, utility or miscellaneous facility reported.

- (1) A subtotal of the floor area of all buildings reported shall be shown immediately following the listing thereof.
- (2) A subtotal of the floor area given for the structures, utilities and miscellaneous facilities reported shall also be shown immediately following the listing thereof.
- (3) The total of this column shall equal the total figure reported in the column "Floor Area," Item D, Block 9, Standard Form 118.

Column (g) - Indicate number of floors (excess) in the building or structure excluding the basement. If the building has a basement, indicate by entering the letter "B".

Column (h) - Enter the range of clear head room in the excess building or structure. For example, "10 to 15 feet".

Column (i) - Enter the range of the floor load capacity of the excess building or structure, by type of building or structure, if available and if significant.

Column (j) - Describe any known or desired restrictions on the use or transfer of the Government's interests, including legal and zoning restrictions, contamination, national security clause, etc., in the items reported on the schedule.

Note: For columns (f), (g), (h), and (i) prefix figures with symbols to denote type of space as follows:
(a) for office; (b) for storage; and (c) for other.

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(j) Page 10 of Instructions for the Preparation of Standard Form 118,
and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE B

LAND
STANDARD FORM 118b

General Instructions.

Schedule "B" shall be used by holding agencies to report to the General Services Administration the details concerning land reported as excess on Standard Form 118. This schedule shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

This schedule, conspicuously stamped "correction," shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule "B" shall be reported in the manner prescribed in these instructions except that: (a) the total for columns (d), (e), (f), and (g) on the previous Schedule "B" shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) subtotals shall be provided in columns (d), (e), (f), and (g); and (d) the resulting totals for columns (d), (e), (f), and (g) shall be entered.

Specific Instructions.

- Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.
- Block 2 - Self-explanatory.
- Block 3 - Check the appropriate boxes to indicate the Government's interest in the land detail reported on each sheet.
- Column (a) - Self-explanatory.
- Column (b) - Enter the tract number(s) of the land under which the tract was acquired. Attach a copy of the original land acquisition map, identifying the individual tracts reported excess.
- Column (c) - Self-explanatory.

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SUBPART 101-47.49 ILLUSTRATIONS

101-47.4902-4

(k) Page 11 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

- Column (d) - Enter the total amount of land in square feet or acres in which the Government has an interest, either as owner or tenant, with respect to the tract(s) which includes the property being reported.
- Column (e) - Enter the total number of acres or square feet of land being reported herein as excess. The total of this column shall equal the figure reported on Item D, Block 10, in Standard Form 118.
- Column (f) - Where the land is Government-owned, enter the cost of the excess land to the Government. The total of this column will be the amount reported on Item B, Block 11, on Standard Form 118 (rounded to the nearest dollar).
- Column (g) - Where the Government is a tenant, enter the annual rental cost to the Government of the excess land, where the lease covers land only, or where the annual rental of land and buildings can be separated. Where the lease covers land and buildings and the annual rental for the land and the buildings cannot be separated enter "NS".
- Column (h) - Describe the method whereby the land was acquired, such as condemnation, purchase, lease, etc.
- Column (i) - Describe any reservations or exceptions running with the land or imposed by the holding agency, such as outstanding mineral rights, easements, roads, rights-of-way, railroads, and contamination. Attach a report on the Government's legal title to the excess property (§ 101-47.202-2(b)).

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101-47,4902-4

- (1) Page 12 of Instructions for the Preparation of Standard Form 118,
and Attachments, Standard Forms 118a, 118b, and 118c.

SCHEDULE C

RELATED PERSONAL PROPERTY
STANDARD FORM 118c

General Instructions.

Schedule "C" shall be used by the holding agencies to report to the General Services Administration the details concerning the excess personal property, including installed machinery and equipment, which is related to the excess real property (Government-owned and leased) reported on Standard Form 118. This schedule shall be submitted in the original and first four copies as attachments to Standard Form 118, to be filed with the appropriate GSA regional office.

All figures shown on this report shall be in terms of whole numbers, except column (g), "unit cost".

Related personal property consisting of installed machinery and equipment shall be listed first on the schedule.

Other related personal property such as consumable materials, supplies, and other expendable items shall be listed on the schedule after installed machinery and equipment.

This schedule, conspicuously stamped "correction," shall be used to support withdrawals or corrections on Standard Form 118. Additions to or deletions from the original or previously corrected Schedule C shall be reported in the manner prescribed in these instructions, except that: (a) the total for column (h) on the previous Schedule C shall be entered on line (1); (b) additions and/or deletions shall be listed separately and captioned as such; (c) a subtotal shall be provided in column (h); and (d) the resulting total for column (h) shall be entered.

Specific Instructions.

Block 1 - Enter the number assigned by the holding agency to identify the report. This number should be identical with the number reported in Block 1 of Standard Form 118.

Block 2 - Self-explanatory.

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(m) Page 13 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

Block 3 - Enter the code number of the single major group (2 digits) of the Standard Commodity Classification in which the items listed on the report are classified. Use separate sheets for each 2-digit commodity classification.

Column (a) - Enter consecutive numbers for each line item, starting with "1".

Column (b) - The holding agency shall describe the property in sufficient detail to furnish an adequate basis for utilization and disposal, including manufacturer's part number, standard catalog reference number, etc.

Column (c) - Whenever practicable, enter the detailed classification numbers, for each item according to the Standard Commodity Classification.

Column (d) - Indicate condition of property by the following combination letter - number code:

Means

N - New
E - Used, reconditioned
O - Used, usable without repairs
R - Used, repairs required
X - Items of no further value for use as originally intended, but of possible value other than as scrap

Means

1. Excellent
2. Good
3. Fair
4. Poor

In stating the condition of consumer goods (excluding food) use only the letter code. For capital and producer goods, a letter - number combination must be used, except in the case of Code "X". For example, N-4 means new but in poor condition.

Where the condition code does not provide an accurate description of the property condition, leave this column blank and in appropriate language describe the condition of the property in Column (b) "Description". If any legal restrictions exist (including patent restrictions) as to the power of holding agencies to transfer or dispose of property reported as excess, report shall include a statement truly indicating such restrictions.

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(n) Page 14 of Instructions for the Preparation of Standard Form 118,
and Attachments, Standard Form 118a, 118b, and 118c.

Column (e) - Indicate unit of measure for the container package or
other applicable customary sales unit, such as pounds,
tons, dozens, gross, thousands, etc. Distinguish between
long, short and metric ton.

Column (f) - Specify the quantities of each item reported excess in
terms of the "unit" used in Column (e).

Column (g) - Insert the recorded procurement cost per unit or, in its
absence, the estimated original cost per unit (in dollars
and cents), including the transportation or installation
costs.

Column (h) - Compute total costs, that is "number of units" multiplied
by "unit costs" equals "total cost".

- (1) A subtotal of the cost of all related personal
property reported as installed machinery and equip-
ment shall be shown immediately following the listing
thereof.
- (2) A subtotal of the cost of all other reported related
personal property shall be shown immediately follow-
ing the listing thereof.
- (3) The total cost of all items reported in Schedule C
shall equal the figure reported in Item C, Block 11,
on Standard Form 118.

Column (i) - DO NOT FILL IN.

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§ 101-47.4902-4 Instructions for the preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

(a) Page 1 of Instructions for the Preparation of Standard Form 118, and Attachments, Standard Forms 118a, 118b, and 118c.

REPORT OF EXCESS REAL PROPERTY STANDARD FORM 118

General Instructions.

Standard Form 118 shall be used by holding agencies to report to the General Services Administration excess real property and related personal property therein as defined by § 101-47.103. Each report shall cover excess property at a single location only. The original and first four copies, with supporting schedules, shall be filed with the GSA regional office for the region in which the excess property is located.

All figures of this report shall be shown in terms of whole numbers, without the use of fractions, decimals, etc., except for blocks 10 and 12.

This form, conspicuously stamped "correction", shall be used to withdraw or correct reports of excess previously filed with the Administration. Blocks 1 through 12, 18 and 19 shall be completed in the manner prescribed in the Specific Instructions, below, except that blocks 9 through 12 shall pertain to the property remaining after the correction. Block 18, Remarks, shall indicate in summary form the nature of the correction. Each such corrected report shall reflect the same holding agency identifying number in block 1 as the original report.

Specific Instructions.

- Block 1 - Enter the number assigned by the holding agency to identify the report.
- Block 2 - Enter the date on which the report is forwarded by the holding agency to the General Services Administration.
- Block 3 - Enter the address of the appropriate office of the General Services Administration to which the excess property is being reported.
- Block 4 - Enter the name and address of the office transmitting the report. Show department and bureau, or other subdivision involved.
- Block 5 - Enter the name and address of the holding agency's representative to be contacted for further information about the reported property.

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PART 101-47 UTILIZATION AND DISPOSAL OF
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101-47.402

§ 101-47.402 Care and handling.

§ 101-47.402-1 Responsibility.

The holding agency shall retain custody and accountability for excess and surplus real property including related personal property and shall perform the physical care, handling, protection, maintenance, and repairs of such property pending its transfer to another Federal agency or its disposal. Guidelines for protection and maintenance of excess and surplus real property are in § 101-47.4913. The holding agency shall be responsible for complying with the requirements of the National Oil and Hazardous Substances Pollution Contingency Plan, initiating or cooperating with others in the actions prescribed for the prevention, containment, or remedy of hazardous conditions.

§ 101-47.402-2 Expense of care and handling.

(a) The holding agency shall be responsible for the expense of physical care, handling, protection, maintenance, and repair of such property pending transfer or disposal for not more than 12 months, plus the period to the first day

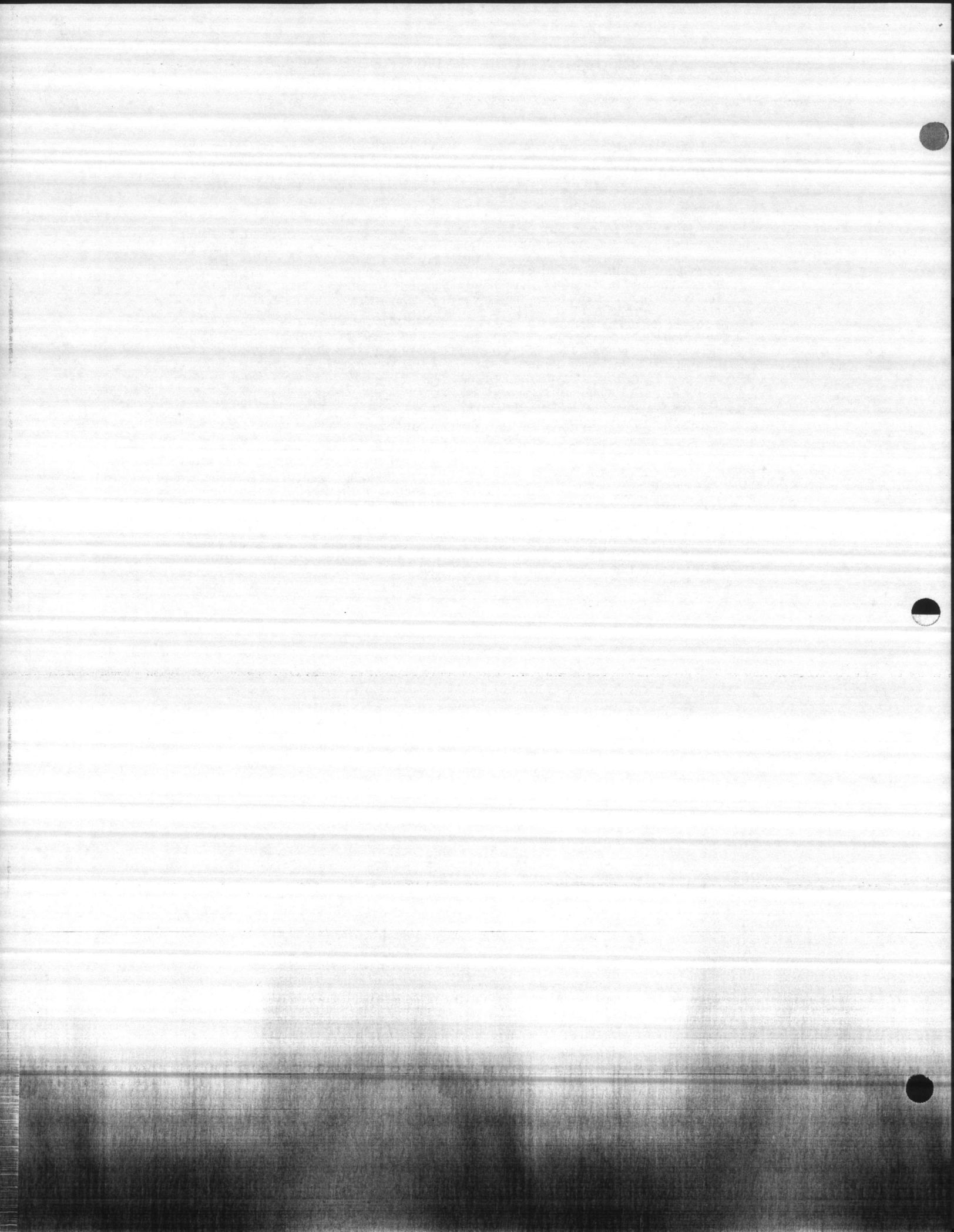
of the succeeding quarter of the fiscal year after the date that the property is available for immediate disposition. If the holding agency requests deferral of the disposal, continues to occupy the property beyond the excess date to the

detriment of orderly disposal, or otherwise takes actions which result in a delay in the disposition, the period for which that agency is responsible for such expenses shall be extended by the period of delay. (See § 101-47.202-9.)

(b) In the event the property is not transferred to a Federal agency or disposed of during the period mentioned in § 101-47.402-2(a), the expense of physical care, handling, protection, maintenance, and repairs of such property from and after the expiration date of said period shall be reimbursed to the holding agency by the disposal agency.

§ 101-47.403 Assistance in disposition.

The holding agency is expected to cooperate with the disposal agency in showing the property to prospective transferees or purchasers. Unless extraordinary expenses are incurred in showing the property, the holding agency shall absorb the entire cost of such actions. (See § 101-47.304-5.)



Sample

Breakdown of estimated annual Protection
and Maintenance Costs

<u>Item</u>	<u>Annual Cost</u>
Personnel (number and types of positions)	\$
Water	
Electricity	
Gas	
Sewage disposal	
Telephone	
Heating	
Automatic protection devices	
Vehicles	
Other (specify)	<hr/>
	\$

§ 101-47.4913 Outline for protection and maintenance of excess and surplus real property.

A. *General.* In protecting and maintaining excess and surplus properties, the adoption of the principle of "calculated risk" is considered to be essential. In taking what is termed a "calculated risk," the expected losses and deteriorations in terms of realizable values are anticipated to be less in the overall than expenditures to minimize the risks. In determining the amount of protection to be supplied under this procedure, a number of factors should be considered; such as, the availability of, and the distance to, local, public, or private protection facilities; the size and value of the facility; general characteristics of structures; physical protection involving fencing, number of gates, etc.; the location and availability of communication facilities; and the amount and type of activity at the facility. Conditions at the various excess and surplus properties are so diverse that it is impracticable to establish a definite or fixed formula for determining the extent of protection and main-

tenance that should be applied. The standards or criteria set forth in B and C, below, are furnished as a guide in making such determinations.

B. *Protection Standards.* The following standards are furnished as a guide in determining the amount and limits of protection.

1. *Properties not Requiring Protection Personnel.* Fire protection or security personnel are not needed at:

(a) Facilities where there are no structures or related personal property;

(b) Facilities where the realizable or recoverable value of the improvements and related personal property subject to loss is less than the estimated cost of protection for a one-year period;

(c) Facilities of little value located within public fire and police department limits, which can be locked or boarded up;

(d) Facilities where the major buildings are equipped with automatic sprinklers, supervised by American District Telegraph Company or other central station service, which do not contain large quantities of

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readily removable personal property, and which are in an area patrolled regularly by local police; and

(e) Facilities where agreements can be made with a lessee of a portion of the property to protect the remaining portions at nominal, or without additional cost.

2. Properties Requiring a Resident Custodian. A resident custodian or guard only is required at facilities of the following classes:

(a) Facilities containing little removable personal property but having a considerable number of buildings to be sold for off-site use when (a) the buildings are of low realizable value and so spaced that loss of more than a few buildings in a single fire is improbable, or (b) the buildings are so located that water for firefighting purposes is available and municipal or other fire department services will respond promptly;

(b) Small, inactive industrial and commercial facilities which must be kept open for inspection and which are so located that public fire and police protection can be secured by telephone;

(c) Facilities where the highest and best use has been determined to be salvage; and

(d) Facilities of little, or salvage, value but potentially dangerous and attractive to children and curiosity seekers where the posting of signs is not sufficient to protect the public.

3. Properties Requiring Continuous Guard Service. One guard on duty at all times (a total of 5 guards required) is required at facilities of high market value which are fenced; require only one open gate which can be locked during patrols; all buildings of which can be locked; and where local police and fire protection can be secured by telephone.

4. Properties Requiring High Degree of Protection. More than one firefighter-guard will be required to be on duty at all times at facilities of the classes listed below. The number, and the assignment, of firefighter-guards in such cases should be determined by taking into consideration all pertinent factors.

(a) Facilities of high market value which are distant from public assistance and require an on-the-site firefighting force adequate to hold fires in check until outside assistance can be obtained.

(b) Facilities of high market value which can obtain no outside assistance and require an on-the-site firefighting force adequate to extinguish fires.

(c) Facilities of high market value at which the patrolling of large areas is necessary.

(d) Facilities of high market value not fenced and containing large quantities of personal property of a nature inviting pilferage.

(e) Facilities of high market value at which several gates must be kept open for operating purposes.

5. Standards for All Protected Properties.

(a) All facilities within the range of municipal or other public protection, but outside the geographic limits of such public body, should be covered by advance arrangements with appropriate authorities for police and fire protection service, at a monthly or other service fee if necessary.

(b) Patrolling of all facilities with large areas to be protected should be accomplished by use of automotive vehicles.

(c) At fenced facilities, a minimum number of gates should be kept open.

6. Firefighter-Guards. Firefighters and guards are the normal means for carrying out the fire protection and security programs at excess and surplus real properties where both such programs are required. The duties of firefighters and guards should be combined to the maximum extent possible in the interest of both economy and efficiency. Such personnel would also be available in many cases for other miscellaneous services, such as, removing grass and weeds or other fire hazards, servicing fire extinguishers, and other activities related to general protection of property.

7. Operating Requirements of Protection Units. Firefighter-guards or guards, should be required to make periodic rounds of facilities requiring protection. The frequency of these rounds would be based upon a number of factors; such as, location and size of the facility, type of structures and physical barriers, and the amount and type of activity at the facility. There may be instances where some form of central station supervision, such as American District Telegraph Company, will effect reduction in costs by reducing the number of firefighter-guards, or guards, required to adequately protect the premises.

8. Watchman's Clock. To insure adequate coverage of the entire property by the guards, or firefighter-guards, an approved watchman's clock should be provided, with key stations strategically located so that, in passing from one to the other, the guards will cover all portions of the property.

9. Protection Alarm Equipment. Automatic fire detection devices and allied equipment and services may materially assist in minimizing protection costs. However, use of devices of this type, like guards, are purely secondary fire protection and are primarily a means of obtaining fire and police protection facilities at the property in an emergency. There are various types of devices, each of which can be considered separately or in combination as supplementing guard patrols, which may assist in reduction of costs and, in some instances, it may be possible to eliminate all guards.

10. Sentry Dogs. Frequently there are facilities of high market value, or which cover large areas, or are so isolated that they invite intrusion by curiosity seekers, hunt-

ers, vagrants, etc., which require extra or special protection measures. This has usually been taken care of by staffing with additional guards so that the "buddy system" of patrolling may be used. In such cases, the use of sentry dogs should be considered in arriving at the appropriate method of offsetting the need for additional guards, as well as possible reductions in personnel. If it is determined to be in the Government's interest to use this type of protection, advice should be obtained as to acquisition (lease, purchase, or donation), training, use, and care, from the nearest police department using sentry dogs. When sentry dogs are used, the property should be clearly posted "Warning—This Government Property Patrolled by Sentry Dogs."

C. Maintenance Standards. The following standards or criteria are furnished as a guide in connection with the upkeep of excess and surplus real properties:

1. Temporary Type Buildings and Structures. Temporary buildings housing personal property which cannot be readily removed to permanent type storage should be maintained only to the extent necessary to protect the personal property. Vacant temporary structures should not be maintained except in unusual circumstances.

2. Permanent Type Buildings and Structures.

(a) No interior painting should be done. Where exterior wood or metal surfaces require treatment to prevent serious deterioration, spot painting only should be done when practicable.

(b) Carpentry and glazing should be limited to: work necessary to close openings against weather and pilferage; making necessary repairs to floors, roofs, and sidewalls as a protection against further damage; shoring and bracing of structures to preclude structural failures; and similar operations.

(c) Any necessary roofing and sheet metal repairs should, as a rule, be on a patch basis.

(d) Masonry repairs, including brick, tile, and concrete construction, should be undertaken only to prevent leakage or disintegration, or to protect against imminent structural failure.

(e) No buildings should be heated for maintenance purposes except in unusual circumstances.

3. Mechanical and Electrical Installations. These include plumbing, heating, ventilating, air conditioning, sprinkler systems, fire alarm systems, electrical equipment, elevators, and similar items.

(a) At facilities in inactive status, maintenance of mechanical and electrical installations should be limited to that which is necessary to prevent or arrest serious deterioration. In most cases, personnel should not be employed for this work except on a temporary basis at periodic intervals when it is determined by inspections that the work is necessary. Wherever possible electrical systems should be deenergized, water drained from all fixtures, heat turned off, and buildings secured against unauthorized entry. Sprinkler systems should be drained during freezing weather and reactivated when danger of freezing has passed.

(b) At facilities in active status, such as multiple-tenancy operations, equipment should be kept in reasonable operating condition. Operation of equipment to furnish services to private tenants, as well as the procurement of utility services for distribution to tenants, should be carried on only to the extent necessary to comply with lease or permit conditions, or in cases where it is impracticable for tenants to obtain such services directly from utility companies or other sources.

(c) At facilities where elevators and/or high-pressure boilers and related equipment are in operation, arrangements should be made for periodic inspections by qualified and licensed inspectors to insure that injury to personnel, loss of life, or damage to property does not occur.

(d) Individual heaters should be used, when practicable, in lieu of operating heating plants.

4. Grounds, Roads, Railroads, and Fencing.

(a) Maintenance of grounds should be confined largely to removal of vegetation where necessary to avoid fire hazards and to control poisonous and noxious plant growth in accordance with local and State laws and regulations; plowing of fire lanes where needed; and removal of snow from roads and other areas only to the extent necessary to provide access for maintenance, fire protection, and similar activities. Wherever practicable, hay crops should be sold to the highest bidders with the purchaser performing all labor in connection with cutting and removal. Also, agricultural and/or grazing leases may be resorted to, if practicable, as other means of reducing the cost of grounds maintenance. Any such leases shall be subject to the provisions of § 101-47.203-9 or § 101-47.312.

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(b) Only that portion of the road network necessary for firetruck and other minimum traffic should be maintained. The degree to which such roads are to be maintained should be only that necessary to permit safe passage at a reasonable speed.

(c) Railroads should not be maintained except as might be required for protection and maintenance operations, or as required under the provisions of a lease or permit.

(d) Ditches and other drainage facilities should be kept sufficiently clear to permit surface water to run off.

(e) Fencing, or other physical barrier, should be kept in repair sufficiently to afford protection against unauthorized entry.

5. Utilities.

(a) At inactive properties, water systems, sewage disposal systems, electrical distribution systems, etc., should be maintained only to the extent necessary to provide the minimum services required. Buildings or areas not requiring electrical service or water should be deenergized electrically and the water valved off. Utilities not in use, or which are serving dismantled or abandoned structures, should not be maintained.

(b) At active properties, water supply, electrical power, and sewage disposal facilities frequently must be operated at rates

much below designed capacities. Engineering studies should determine the structural and operating changes necessary for maximum economy. Where leakage is found in water distribution lines, such lines may be valved off rather than repaired, unless necessary for fire protection or other purposes.

(c) Where utilities are purchased by contract, such contracts should be reviewed to determine if costs can be reduced by revision of the contracts.

6. Properties to be Disposed of as Salvage. No funds should be expended for maintenance on properties where the highest and best use has been determined to be salvage.

D. Repairs. Repairs should be limited to those additions or changes that are necessary for the preservation and maintenance of the property to deter or prevent excessive, rapid, or dangerous deterioration or obsolescence and to restore property damaged by storm, flood, fire, accident, or earthquake only where it has been determined that restoration is required.

E. Improvements. No costs should be incurred to increase the sales value of a property, and no costs should be incurred to make a property disposable without the prior approval of GSA. (See § 101-47.401-5.)

