

CHANGE }
No. 2 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 March 1982

REAL ESTATE

INVENTORY OF ARMY MILITARY REAL PROPERTY

Effective 15 April 1982

This change reduces the reporting requirement to semiannual, eliminates the requirement to provide installation layout maps to HQDA, and corrects editorial errors throughout.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 405-45, 18 March 1977, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

<i>Remove Pages</i>	<i>Insert Pages</i>
1-1 and 1-2	1-1 and 1-2.1
2-1 and 2-2	2-1 and 2-2.1
2-5 and 2-6	2-5 and 2-6.1
2-11 and 2-12	2-11 and 2-12.1
3-1 and 3-2	3-1 and 3-2
4-1 and 4-2	4-1 and 4-2
C-1 and C-2	C-1 and C-2
E-1 and E-2	E-1 and E-2

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAEN-REP-S) WASH DC 20314.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:
ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

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Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9 requirements for AR, Real Estate—D.

CHAPTER 1 GENERAL

1-1. Purpose. This regulation sets forth the requirements for general information and statistical data and prescribes a uniform procedure for reporting such data so that a central inventory of Army military real property may be maintained. This central inventory is a basic source of information on status, cost, capacity, condition, use, maintenance, and management of the real property overall and by individual installations. It will be used as the basis for the annual publication entitled *Inventory of Army Military Real Property, for the Building Information Schedule (BIS)* as required by AR 210-20, and for supplying information to offices of the Department of Defense (DOD), Congressional committees, General Services Administration (GSA), and other interested Government agencies.

1-2. Applicability. a. This regulation is applicable to all Army installations, commands, and activities, including the Army National Guard and Army Reserve, having accountability for or occupying Department of the Army (DA) real property. Chapter 2 provides instructions for reporting all real property at Army installations. Chapter 3 provides instructions for reporting leaseholdings located in foreign countries that are not all or part of installations.

b. The reporting medium specified in paragraph 2-1a(1) of this regulation is applicable until the Integrated Facilities System (IFS) is fully implemented at an installation. At that time, RPI/BIS data specified herein will be reported through the medium of IFS in accordance with the input instructions contained in the IFS Assets Accounting Module, Users Manual Volume II.

c. Defense agencies using Army property acquired by assignment or permit will provide real property inventory input data required by existing agreements.

1-3. Scope. ★ a. The central inventory will include all real property under the control of the

DA located in the United States, its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries; that is, every item owned, leased, or otherwise acquired and controlled by the DA, including property and improvements acquired from other DOD departments and Government agencies. It will be maintained in a current status by semiannual changes as required.

b. Do not include in these reports—

(1) Property in an officially designated combat zone.

(2) River and harbor and flood control property under jurisdiction of the Secretary of the Army.

(3) Property in the National Industrial Reserve, property disposed of subject to right of recapture, or National Security Clause, unless such property is under Army military control.

(4) Property furnished by GSA.

1-4. Authority. Section 410 of Title IV of the National Security Act of 1947, as amended (10 USC 2701), requires the Secretary of Defense to maintain records of all real property on both a quantitative and monetary basis, and report thereon periodically to the President and to the Congress. DOD Instruction 4165.14 required that each military department establish and maintain a real property inventory to satisfy that reporting requirement. The Chief of Engineers has been assigned staff responsibility for maintaining the central inventory of Army military real property provided for in this regulation. In the execution of real estate inventory management responsibility, direct communication is authorized with organizational elements having accountability for, or occupying, DA real property on matters pertaining to real property inventory.

1-5. Reporting responsibility. a. The responsibility for accuracy, completeness and timeliness of real property information required by this

regulation is assigned to the MACOM in control of the property. This includes responsibility for forwarding adequate implementing instructions to all installations, enforcing compliance with instructions, and insuring that installations maintain the capability for complying with current reporting requirements.

b. Installations in an excess status will be reported by the district or division engineers having accountability or as assigned by DA.

c. Inventories for Army installations licensed to states for sole occupancy by the Army National Guard, which have had property accountability transferred, will be prepared by the US Property and Fiscal Officers in accordance with instructions contained in this regulation and procedures established by the Chief, National Guard Bureau.

1-6. Definitions. *a. Building construction, permanent.* A building suitable and appropriate to serve a specific purpose for a maximum period of time (at least 25 years) and with a minimum of maintenance.

b. Building construction semipermanent. A building suitable and appropriate to serve a specific purpose for limited period of time (less than 25 years and more than 5 years) with a moderate to high degree of maintenance.

c. Building construction, temporary. A building suitable and appropriate to fill a need for a short period of time (5 years or less) without regard to degree of maintenance, the designs and details of which provide minimum facilities with maximum initial economies.

d. Building, portable. A building designed for the continuing purpose of being moved easily intact from one location to another, and usually maintained for a short length of time in one location; e.g., shelters for workers, construction offices, unconnected sanitary facilities, self-contained office and night guard trailers and movable tool sheds. Portable buildings and structures are not items of realty and will not be reported for RPI purposes.

e. Buildings, relocatable. Buildings designed and constructed to be easily dismantled to facili-

tate economical movement from one site to another; e.g., temporary classrooms, offices, storage buildings. Trailers serving as housing will be considered as relocatable buildings. Criteria for determining a relocatable building an item of real property is contained in paragraph 4c, AR 700-112.

f. Cold storage, space volume. The actual cubic space inclosed within the inner surfaces of the outside or inclosing walls and contained between the inner surfaces of the structural members (roof, trusses, rafters or ceiling, whichever is lower) and the finished surfaces of the lowest floors.

g. Condition.

(1) *Usable.* The condition of a facility which indicates it is serviceable for a useful purpose.

(2) *Nonusable.* The condition of a facility which indicates it is unserviceable because it has deteriorated to the extent that it needs extensive restoration, or constitutes a danger to health and safety of personnel or equipment.

h. Construction. The erection, installation or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. Includes equipment installed and made a part of such facilities, and related site preparation, excavation, filling and landscaping, or other land improvements.

i. Facilities. All items of improvements on land. Examples of such items are buildings, roads, parking areas, fences, communication lines, waterlines, railroads, storage tanks, etc. For purposes of this inventory, buildings will be distinguished in the report from other facilities.

j. Gross floor area. The gross floor square footage will be computed as described in appendix C, AR 420-17.

k. Installation. Land and the improvements thereon under the control of the DA at a fixed location at which functions of the Army are or may be carried on, and which has been established by order of the DA or by an oversea command under delegated authority. Such land and

improvements within a common boundary utilized as a post or camp, with functions such as airfield, hospital, depot, arsenal, industrial plant, cemetery, harbor or port, generally will be designated as a single installation. For the purpose of inventory reporting, subinstallations and property at separate locations (other than leaseholdings not part or all of an installation and assigned space in Federal public buildings) accommodating an activity, whether or not established by general order, will be reported as an installation.

l. Installation, active. An installation being utilized regularly in its entirety or in part for its

intended purpose. Land acquired for an intended installation will be reported as an "active" installation whether or not any construction has been completed.

m. Installation, excess. An installation for which there is no foreseeable DA requirement as determined in accordance with procedures set forth in AR 405-90.

n. Installation, inactive. An installation which is not in use, either intermittently or otherwise, by Active Army or Reserve Component organizations other than caretaking detachments. Inactive installations are retained in a non-use status in sup-

CHAPTER 2
INSTALLATION INVENTORY OF ARMY MILITARY REAL PROPERTY
AND BUILDING INFORMATION SCHEDULE
(Requirement Control Symbol ENG-242)

2-1. Scope. This chapter provides instructions for reporting all real property at Army installations located in the United States, its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries. The report will include general information applicable to the installation as a whole and appropriate quantitative and qualitative information on every item of real property owned, leased, or otherwise acquired and controlled by the DA, and considered to be part of the installation. In those cases where another Government department or agency and the Army occupy real property jointly, such property will be included in the Army inventory only if the Army has accountability as established by DD Form 1354 (Transfer and Acceptance of Military Real Property).

★*a. Reporting medium.*

(1) *Input.*

(a) Installation reports will be submitted by magnetic tape or punched cards, whichever is more convenient for the reporting command or installation. Key punch transcripts may be submitted by those reporting commands that do not have capability to prepare tape or to punch cards. Key punch instructions are included in chapter 4.

(b) Negative reports will be submitted semiannually in memorandum form for those installations at which no change occurred during the reporting period.

(c) Initial report on new installations will be so noted at the time of submission.

(d) An installation layout map identifying the location of all structural improvements and pavements will be prepared concurrently with new reports. Copies of existing maps required in connection with property accountability in AR 420-17 may be used. If suitable maps are not already available, they will be prepared. Revised

maps will be prepared annually to reflect changes which have occurred during the year.

(2) *Output.* Magnetic tapes or microfiche reflecting the updated inventory will be prepared by the Office of the Chief of Engineers (OCE) as of the end of each reporting period and distributed to each command or installation that reported for the period. Printouts may be prepared if justification exists to warrant hardcopy.

★*b. When prepared.* Reports will be prepared semiannually as of 31 March, and 30 September. Reports on existing installations will be updated and revised as of the end of each reporting period in which reportable changes have occurred, in order to reflect the real property comprising the installations as of that date. Initial reports for new installations will be prepared as of the end of the reporting period in which the property was acquired. Land acquired for an installation will be reported as an active installation, whether or not any improvements have been completed.

★*c. Routing and review.*

(1) For initial reports of new installations, responsible reporting officers designated under the provisions of paragraph 1-5 will prepare and dispatch, within 5 working days following the end of the reporting period, punched cards to the appropriate DA headquarters, MACOM, or Defense agency for review by qualified personnel for accuracy and completeness. Upon completion of the review, and approval, the punched cards with an 80/80 proof listing will be forwarded to HQDA(DAEN-REP-S) WASH DC 20314 in accordance with paragraph *d* below.

(2) Division and district engineers should transfer to the using service, prior to the end of the reporting period, newly acquired or constructed items of real property. This should be done in the prescribed manner on a DD Form

1354 so as to provide for timely and reliable reporting. If such property has not been so transferred, it must be reported to the using service on a preliminary DD Form 1354 for inclusion in existing reports or for a new installation report. New construction will be transferred or a preliminary report provided when the newly constructed item is ready for beneficial occupancy or is useably complete.

d. Submission.

(1) Reports for installations in the United States must be submitted to reach HQDA (DAEN-REP-S) WASH DC 20314 as soon as possible after the "as of" date, but not later than 15 calendar days after the end of the reporting period.

(2) Reports for installations in possessions

and territories, the Commonwealth of Puerto Rico, and in foreign countries must be submitted to reach HQDA (DAEN-REP-S) WASH DC 20314 as soon as possible after the "as of" date, but not later than 25 workdays after the end of the reporting period.

(3) Submissions that contain initial reports of new installations, will be transmitted within five workdays following the end of the quarter, through the major command to reach HQDA as cited in (1) above. These submissions will be specifically so noted in a letter of transmittal. Disposition will be stated on final disposals.

(4) The installations header and the inventory detail records (cards number 1, 2, and 3) must be kept separated from the BIS detail records (card number 4) when the reports are submitted.

Section II. REAL PROPERTY INVENTORY (RPI)

★2-2. Instructions for reporting RPI. *a. General.*

(1) A complete inventory will be maintained for each existing or newly acquired or activated installation located wholly within a state or country. In those cases when an installation is located in more than one state, the portion located in each state will be treated as a separate installation with a separate installation number and submitted as a separate report.

(2) New acquisitions of land and improvements thereon at an installation become reportable at the end of the reporting period in which any one of the following actions is completed: withdrawal from public domain; transfer from other federal agencies; possession by order of possession; acceptance of options; and execution of lease, license, permit, or other acquisition document. Newly constructed buildings and facilities will be reported at the end of the reporting period in which they become ready for use, as evidenced by transfer on DD Form 1354. Disposals and capital increases and decreases will be reported at the end of the reporting period in which action was completed.

(3) Buildings or facilities scheduled to be demolished or otherwise disposed of as a direct result of replacement by new construction, or

removed in order to clear the site for new construction under any Military Construction Army (MCA) program, will be identified in the report. See paragraph 2-2d(20)(B).

(4) Initial reports on new installations will be made by preparing the two header cards (cards number 1 and 2), followed by an inventory detail record (card number 3) for each reportable item of real property. Report the information applicable to each data field of each card. If no entry is applicable, leave the field blank.

(5) Revisions to existing installation inventories will be made by preparing a card to show all data field changes for any given line item on the installation inventory report. Only those particular data fields to be changed need be reported.

(6) Installations which have been completely disposed of during the reporting period will be reported by submitting a number 1 card with the first seven card columns (cc) completed. See paragraph 2-1d(3) above.

(7) When an installation is reassigned from one command to another, the receiving command will be furnished at the time of transfer of accountability the inventory report, or equivalent listing, for the installation updated to the time of transfer.

b. Specific instructions for header card number 1.

(1) *Change Code (card column 1)*. Enter the appropriate code to reflect the type of action being reported for the installation header of card number 1, as follows:

(a) Enter an "A" when a new installation is reported for the first time.

(b) Enter an "M" when changes are being made to data previously reported on card number 1, or when an additional data entry is being made.

(c) Enter a "D" to indicate the disposal of an entire installation. This code will delete the entire installation inventory report from the master file.

(2) *Card Number (cc 2)*. Enter a "1."

(3) *Installation Number (cc 3-7)*. This is a five-character identifying symbol. Its principal use is to provide continued and positive identification of the installation. Installation numbers for existing installations may be obtained from existing real property inventory reports. Installation numbers for new installations located in the United States and

(5) *Category Code (cc 8-12).*

(a) The numerical codes in AR 415-28 will be used for identifying and classifying each item of real property. Enter the five-digit category code that appropriately describes the designed or permanently converted use of each item.

(b) Space in multipurpose buildings will be reported as follows: Each functional use of 5,000 square feet or more that is identifiable by a specific five-digit category code will be re-

ported under that category code. Space as described above with areas less than 5,000 square feet, and considered by management to be important to the installation mission, may also be reported. Costs and areas will be shown proportionately for each multipurpose use reported.

★(6) *Ownership Code (cc 13).* (Leave this data field blank when reporting land.) Enter the appropriate code representing the type of ownership or tenure for buildings and facilities, as follows:

<i>Code</i>	<i>Type of ownership or tenure</i>
1	<i>Owned.</i> Includes buildings and facilities constructed, purchased, or the title of which is in the US Government, however acquired. (Surplus commodity housing acquired by the Army will be included.)
2	<i>Leased (Inleased).</i> Includes buildings and facilities held under lease agreements including condemnation leaseholds.
3	<i>Other.</i> Includes buildings and facilities acquired for use by license, permit (other than from the Air Force or Navy), temporary public land order, temporary executive land order, or furnished rent-free by a foreign government under treaty or other agreement.
4	<i>Permit—Military.</i> Includes buildings and facilities other than land held under permit (not transfers) from the Air Force or Navy.

(7) *Type of Construction Code (cc 14).* (Leave this data field blank when reporting land.) Enter "P", "S," or "T" to represent the type of construction as permanent, semipermanent, or temporary, respectively, for buildings and facilities. The same general criteria used for classifying buildings will be applied for facilities other than buildings.

(8) *Building/Facility Number (cc 15-19).* Enter the number assigned for property accountability. In those cases where a number has not been assigned to a building, facility, or land, a number must be assigned for inventory purposes. Assignment of numbers to facilities other than buildings and structures, such as parking lots, utility lines, roads, etc., is the responsibility of the facilities engineer and will be accomplished in accordance with AR 420-70. No two buildings or facilities should have the same number. The building/facility number must have five characters for inventory purposes. The makeup of these five characters, if practicable, should be either all numeric, or one alphabetic letter followed by not more than four numbers. It is not necessary to report "P", "S", or "T" as a prefix to the building/facility number because the type of construction ("P", "S", or "T") is required information in cc 14.

(9) *Building Code (cc 20).* (Leave this field blank for facilities other than buildings.)

(a) Enter "B" in this field to indicate a single building used for only one purpose as indicated by the category to which assigned.

(b) Enter "P" in this field to indicate the principal category use of a multipurpose building. Only one primary use will be assigned to a multipurpose building. (See para 2-2d(5)(b) for description of multipurpose building.) The total number of buildings will be the sum of those indicated by "B" and "P"

(c) Enter "M" in this field to indicate secondary category uses (portions) of a multipurpose building. When "M" is used, each line item reported for a multipurpose building will carry the same building number. Costs and area will be shown proportionately.

(10) *Total Area (cc 21-27).* Enter the amount of area for each item according to the applicable unit of measure expressed in the "Area" column of AR 415-28. Use whole numbers. The area of buildings will be the gross area. For land areas less than one-half acre, including rights under license where no area is specified, enter an "L." For leased land report only exclusive use areas.

(11) *Outgrant Area (cc 28-33)*. Enter for each item the amount of area outgranted by lease, easement, license, or permit to others. This area is included in the quantity shown in Total Area (cc 21-27). Outgranted area will not be reported as vacant.

(12) *Planned Disposition Code (cc 34)*. Enter an appropriate code from the table below to show planned disposition of vacant space:

<i>Code</i>	<i>Planned Disposition</i>
A	Mobilization requirement
B	To be disposed of
C	Planned future use
D	To be rehabilitated
E	Disposal under consideration
F	None

(13) *Vacant Area (cc 35-40)*. Enter the amount of vacant area for each item. This area is included in the quantity shown in Total Area (cc 21-27). Out-granted area will not be reported as vacant.

(14) *Total Capacity (Other Measure) (cc 41-47)*. Enter the quantity or number of units according to the applicable unit of measure expressed in the "Other" column of AR 415-28.

(15) *Total Cost to US Government (cc 48-53)*. Entries in this field will be only for costs the US Government expended for the purchase of or construction of items of real property, including construction made available under surplus commodity transactions. Do not enter costs of constructed or modified facilities paid for and owned by a foreign government. If cost to US Government was not incurred by the Army, it will be secured from the appropriate department or agency and reported. The cost for buildings and other improvements will be estimated if actual costs cannot be determined from records. A cost, where applicable, must be shown for each individual item of owned real property. If such cost is not available at reporting level, the appropriate district engineer will furnish or assist in obtaining it upon request.

(a) *Owned*. Enter to the nearest hundreds of US dollars the cost for each item; e.g., from \$450 to \$549 show as "5", from \$550 to \$649 show as "6"; if \$19,954 show as "200", etc. The construction cost of each building or facility other than a building, as applicable, will include the in-

stalled building equipment, administrative overhead costs, and costs of US Government furnished material and labor. Expenditures for capital improvements (see AR 420-17) on owned construction will also be included as costs and distributed as appropriate to the various categories. When both MCA and nonappropriated funds are expended for new construction or capital improvements of a building or facility, appropriate amounts will be entered in Total Cost to Government and Appraised or Estimated Value (cc 48-53 and 68-72) respectively. The cost of land (other than public domain) will be the amount, to the nearest hundreds of dollars, actually paid to the land owner for the land. The cost of purchased land should agree with the current figure maintained by the district or area engineer. For reimbursable transfers the cost will be the cost to the Army; nonreimbursable transfers will be the cost on the books of the transferring agency. For those installations where the total purchase price includes buildings and structures which have been retained as part of the installation and are used by the installation, the total purchase price will be broken down to reflect the estimated cost of each building or structure separate from the land. The cost of removal, relocation, or destruction of buildings and structures from land after acquisition for safety or operational reasons will be charged as expense, not capitalized. Cost for the foregoing operations after acquisition to enable new construction will be charged to construction of such buildings and structures, and not to land. Thus, the land dollar amount will show the estimated naked original land cost. Normally cost of site preparations and excavation, filling, and landscaping are chargeable to associated items of construction. For donated real property the estimated value (at the time of acquisition) will be shown in Appraised or Estimated Value (cc 68-72). For buildings and facilities constructed by nonappropriated funds, the cost (estimated if actual is not known) will be shown in Appraised or Estimated Value (cc 68-72).

(b) *Construction on leased land*. Enter the cost of owned units of real property constructed on leased land. This cost will be the same as that entered in Cost of Improvements

on Leased Land (cc 54-59). However, capital improvements to leased buildings or structures will not be shown as cost to the United States.

(c) *Construction in foreign countries.* Enter the cost of units of real property constructed by or for the United States and paid for by US appropriated funds or foreign currencies made available through surplus commodity transactions. Cost will not be reported for facilities constructed for NATO, SEATO, or other related international type organizations financed from joint allied defense funds and reparations funds or for foreign owned properties made available at no cost to the United States. Costs for struc-

tural changes (capital improvements) to non-US-owned buildings and facilities will not be reported.

(16) *Cost to US Government of Improvements on Leased or Rent-Free Land (cc 54-59).* Enter to the nearest hundreds of US dollars the cost of owned units of real property constructed on leased or rent-free land. Do not include costs of capital improvements to leased or nonowned buildings or structures, nor the cost for land or facilities furnished rent-free by a foreign government. The costs will be the same as entered in Total Cost to Government (cc 48-53).

third code will indicate the material of the roof surface, and the fourth will indicate the fire resistive ratings for the entire structure as defined in the Department of Defense Construction Criteria Manual 4270.1-M (chap. 12). The fire resistive rating will be provided for buildings only. If the first three characters are applicable to a facility, enter an "X" in the fourth position to indicate that the reported facility is not a building. If the first three characters are not applicable, the entire data field should be blank.

1st Character—Type and Material of Roof Support

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
1	Flat truss—concrete, reinforced	CRF
2	Flat truss—steel	STF
3	Flat truss—wood	WDF
4	Gable or arch truss—concrete reinforced	CRG
5	Gable or arch truss—steel	STA
6	Gable or arch truss—wood	WDG
7	Joist or beam—concrete, reinforced	CRJ
8	Joist or beam—concrete, prestressed	CPJ
9	Joist or beam—steel	STJ
Y	Joist or beam—wood	WDJ
Z	Slab—concrete, reinforced	CRS
R	Rafters	RAF
X	Arch—no support required	NSR

2nd Character—Material of Roof Deck

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
1	Cement asbestos	1
2	Asbestos protected metal	2
3	Asphalt protected metal	3
4	Gypsum or light weight concrete	4
5	Masonry arch	5
6	Metal	6
7	Reinforced concrete	7
8	Wood (less than 2 inches thick)	8
9	Wood (2 or more inches thick)	9
0	Wood fiber cement	0
C	Concrete arch	C
S	Steel arch	S
G	Glass, plastic, transparent or translucent material	G
M	No roof decking	M

3rd Character—Material of Roof Surface

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
N	Aluminum, copper or lead	AL
P	Built-up roll roofing without gravel	RBU
B	Built-up roll roofing with gravel	RBG
X	Cement asbestos	CAS

3rd Character—Material of Roof Surface—Continued

Code	Description	Abbreviation used in printout of Building Information Schedule
M	No surface	NS
Q	Roll—building paper	PRB
R	Roll—composition	CPS
S	Shingles—composition	SC
T	Shingles—slate	SL
U	Shingles—wood	SWD
V	Steel, galvanized	STG
L	Tar or silicone	TS
W	Tile	TL
G	Glass, glass fiber, plastic, transparent or translucent material	GL

4th Character—Building Fire Resistive Rating and Degree of Sprinkler Protection

Code				Description	Abbreviation used in printout of Building Information Schedule			
Unsprinkled	Pre-Action or Deluge	Sprinklered wet system	Sprinklered dry system	Description	Unsprinkled	Pre-Action or Deluge	Sprinklered wet system	Sprinklered dry system
2	6	E	R	Unprotected noncombustible	2	6	E	R
3	7	T	Y	Protected/noncombustible (1 hr fire resistance)	3	7	T	Y
4	8	S	P	Fire resistive (2 hrs or more fire resistive)	4	8	S	P

Partially sprinklered buildings should be classified as unsprinkled, combination sprinkler or deluge systems should be coded to the major type system. An "X" in the fourth position indicates that the building has no fire resistive rating; therefore, there will be no entry on the BIS printout.

(9) *MCA Number (line item number) (cc 51-56)*. Enter the temporary or official DA line item number (MCA number) of the project to replace a specific facility. Line item numbers will be assigned to all facilities that must be replaced within the 20-year planning period. This data field will contain an MCA number only when an "R" appears in, or is being added to, the Estimated Life (cc 38-42). The MCA number will be assigned in accordance with AR 415-15. When funding for a replacement building is expected from a source other than MCA, indicate this fact with the letter "N" and five numeric characters assigned by the installation. Normally, when a new facility is accepted by the installation, those facilities having an "R" in Estimated Life and a line item number the same as the accepted facility will be purged with a zero and the date and/or alphabetic character in Estimated Life will be revised as applicable.

(10) *Current Use Description (cc 57-71)*.

(a) Leave this data field blank when the title listed in AR 415-28 for the category code entered in Current Use (cc 28-32) specifically and adequately identifies the current use of the facility. That title will be entered automatically in this field by a machine program. This field must also be left blank if an "X" is in Current Use (cc 28-32). The word "VACANT" will be entered automatically in that instance.

(b) Enter in this data field a brief descriptive phrase of the principal current use for those facilities where the category code entered in Current Use (cc 28-32) ends in 90. An entry may also be made in those instances where the title listed in AR 415-28 for the category code entered in Current Use (cc 28-32) does not specifically or adequately identify the facility. Entries must not exceed 15 spaces. Abbreviations, when required, should be in accordance with AR 310-50.

CHAPTER 3
ARMY LEASEHOLDINGS IN FOREIGN COUNTRIES
SEPARATE FROM INSTALLATIONS
(Requirement Control Symbol ENG-76 (R3))

★3-1. **General.** This chapter provides instructions for reporting all inleas ed property located in foreign countries, within the scope of paragraph 1-3, which is not reported as all or part of an installation. Rent-free property furnished by a foreign government which is not reportable as all or part of an installation will also be included.

3-2. **Reporting responsibility.** The report will be prepared by each command, mission, or other DA element having control of such property in a foreign country. No reports are required of holding or using elements for this type of property in the United States, its possessions and territories, and the Commonwealth of Puerto Rico.

3-3. **Reporting medium.** *a.* Reports will be submitted by punched cards together with an 80/80 double-spaced proof listing. Key punching instructions are included in chapter 4.

b. Notification of terminated leases will be made in letter form.

c. DA Form 2014-R (Army Leaseholdings in Foreign Countries Separate From Installations) fig. 3-1) may be used only by those reporting elements that do not have keypunch capability. DA Form 2014-R will be reproduced locally on paper size 8 by 10½ inches.

3-4. **When prepared.** Reports will be made semiannually as of 31 March and 30 September to indicate changes to the listing that is included in the annual inventory summary publication entitled *Inventory of Army Military Real Property*. Written negative reports are required.

3-5. **Submission.** *a.* Reports will be submitted to reach HQDA(DAEN-REP-S) WASH DC 20314, as soon as possible after the "as of" date, but no later than 25 workdays after the end of the reporting period.

b. Submissions that contain reports for countries that have never reported leases before, or notification of terminated leases, will be specifically so noted in a letter of transmittal.

3-6. **Explanation of terms.** *a. Closed storage*—Includes warehouses, depot closed storage, and closed storage at Army terminals, ports of debarkation, docks, and piers.

b. Special storage—Includes cold and freezer storage, open storage, oil and gasoline storage, mooring space, lumber storage, garages, and hangars.

c. Land—Includes military reservations, campsites, airfields, auxiliary installations, plant and building sites, staging areas, bombing, gunnery and other ranges, maneuver and training areas, proving grounds, tactical installations, parking areas, etc.

d. Office space—Includes space actually being used for office purposes.

e. Building space—Includes auditoriums, theaters, classrooms, messhalls, dispensaries, post exchanges, troop detachments, service clubs, recreation centers, testing laboratories, laundries, etc.

f. Housing space—Includes quarters (family, bachelor officers' and enlisted men's) and space used for housing in buildings such as schools, hospitals, hotels, armories, etc.

g. Inlease—A lease of real property and interest therein, or facilities, by and for the control and use of the United States Army.

h. Outlease—A lease authorizing the use of Army controlled real property or facilities.

3-7. **Instructions for preparation.** *a. General.*

(1) A punched card will be prepared for each

reportable lease. A change to a previously reported lease will require punching a new card containing the changed or corrected information, plus all of the unchanged information on the balance of the card.

(2) When a lease covers 50,000 square feet or more of floor space which is used for more than one purpose, use a separate card to report each type of space having an area of 10,000 square feet or more. Prorate annual rental for each type of space. Areas of multipurpose leases less than 10,000 square feet will be added to the predominant type of space.

b. Specific Instructions.

(1) *Country Code (card column 1-2).* Enter the appropriate code from appendix C to indicate the country where the leased space is located.

(2) *Type of Space Code (cc 4).* Enter the appropriate code from the table below to indicate the type of space being used:

<i>Code</i>	<i>Type of space</i>
1	Closed Storage
2	Special Storage
3	Land
4	Office
5	Building
6	Housing

(3) *Using Service Code (cc 5-6).* Enter the appropriate code from appendix B to indicate the agency or element using the space.

(4) *Unit of Measure (cc 7-8).* Enter "SF" if type of space code is 1, 4, 5, or 6; enter "AC" if type of space code is 3; enter an appropriate unit of measure (CF, GA, etc.) if type of space code is 2.

(5) *Contract Number (cc 9-24).* There is a wide variety of possible forms or sequences of contract numbers. These instructions and the listing printed in the annual inventory summary publication should be followed for the sake of uniformity, and to insure proper contract identification when reporting changes to previously reported leases. Card columns 9 through 24 are used for the contract number, as follows:

(a) Prefix in cc 9-13. Enter the prefix of the contract number if there is one. Entries may be alphabetic or numeric characters.

(b) Alpha Code in cc 14-16. Enter the alphabetic code of the contract number if there is one.

(c) Contract or case number in cc 17-22. An all numeric entry should be made for all leases.

(d) Sequence number in cc 23-24. Enter a sequence number (01, 02, 03, etc.) when reporting each type of space under a multipurpose lease (para 3-7a(2) above).

(6) *Type of Space (cc 25-30).* Enter the appropriate abbreviation from the table below that corresponds with the "type of space" code reported for item (2) above:

<i>If coded</i>	<i>Abbreviation to enter</i>
1	CL STG
2	SP STG
3	LAND
4	OFFICE
5	BLDG
6	HSG

(7) *Other Measure (cc 31-35).* Make entries in this field for housing space only. Enter "FA" and one to three numbers to indicate the number of families occupying the space. Follow the same procedures to indicate the number of men (MN) or women (WN) occupying the space. Examples:

(8) *City (cc 36-50).* Enter the name of the city in which the leased space is located. Entries must not exceed 15 characters including spaces.

(9) *Country (cc 51-64).* Enter the name of the country in which the leased space is located. Entries must not exceed 14 characters including spaces.

(10) *Area (cc 65-73).* Enter the amount of space in cc 65-71. Fractions of an acre will be entered in cc 72 and 73.

(11) *Annual Rental (cc 74-80).* Enter the amount of the annual rental in US dollars. Leave this field blank if the lease is rent-free.

CHAPTER 4 KEYPUNCHING INSTRUCTIONS

4-1. General. *a. Purpose.* This chapter provides instructions for preparing punch card transcripts, for keypunching cards, and for the composition of magnetic tape.

b. Applicability. These instructions are applicable to personnel preparing punch card transcripts, and to all data processing installations or data processing centers providing the data processing services.

★c. Servicing responsibility. Responsibility for providing the required data processing service is assigned to the command with reporting and review responsibility under paragraph 1-5.

4-2. Instructions and formats. *a. Punch cards for RPI/BIS.*

(1) The installation header is punched on cards number 1 and 2. DA Form 4581-R (fig. 4-1) will be used as the punch card transcript. The RPI detail is punched on card number 3. DA Form 4581-1-R (fig. 4-2) will be used as the punch card transcript. A separate card number 3 is required for each individual item of real property at an installation. BIS data is punched on card number 4. DA Form 4581-2-R (fig. 4-3) will be used as the punch card transcript. A separate card number 4 is required for each building or facility for which BIS data is being reported. DA Form 4581-R, DA Form 4581-1-R, and DA Form 4581-2-R, will be reproduced locally on paper size 8½ by 14 inches.

(2) Initial reports on new installations must have cards number 1 and 2 punched, plus as many number 3 and 4 cards as are necessary to report each item of real property or BIS data at the new installation.

(3) Revisions to existing installation inventories will have the appropriate card punched to reflect all data field changes for any given line item on the installation inventory report.

(4) The number of card columns to be punched will depend upon the change code, and on whether a header (card number 1 or 2) or a

detail (card number 3 or 4) is being prepared, as follows:

<i>Change Code</i>	<i>Card Number</i>	<i>Columns to be punched</i>
A or M	1 or 2	1 through 7, and all remaining applicable columns
D	1	1 through 7 only
A or M	3 or 4	1 through 19, and all remaining applicable columns
D or E	3 or 4	1 through 19 only

(5) Keypunch instructions and punch card formats are included in appendix D.

(6) Punched cards that are submitted will be key verified and accompanied by an 80/80 double-spaced proof listing. The cards will be listed in the same order as the line items on the report.

b. Magnetic tape for RPI/BIS. Magnetic tape may be submitted in punch card of master file format. Refer to subparagraphs a(5) and (6) above for punch card format. The following guidelines are furnished for master file format:

(1) The RPI/BIS combined master file consists of two types of records identified by position 6 of the record. The number 1 record contains installation header information. The number 2 record contains RPI and BIS information of a facility within the installation. Therefore, the master file format of the inventory for an installation will consist of a number 1 record, plus a number 2 record for each facility within that installation.

(2) Master file record formats are included as Appendix E.

(3) If magnetic tape is submitted in master file format, it must be a complete command file—records for all installations within the command, whether changed or not, must be on tape. Each new quarterly tape will then be substituted for the one submitted for the previous quarter.

(4) Magnetic tapes that are submitted will be accompanied with information concerning the

specifications of the tape; e.g., which format was used, how blocked, number of channels, type of parity, type of mode, etc.

c. Combination. A combination of card and tape for RPI and BIS may be utilized if it would facilitate reporting. For example, RPI could be submitted on tape and BIS data on cards. If such a method is employed, it must be so indicated when the reports are submitted.

d. Punch cards for oversea leaseholding separate from installations.

(1) A card will be punched for each reportable lease. All applicable data fields will be

punched. DA Form 4580-R (fig. 4-4) will be used as the punch card transcript. DA Form 4580-R will be reproduced locally on paper size 8½ by 14 inches.

(2) Keypunch instructions and punch card format are included in appendix D.

(3) Punched cards that are submitted will be key verified and accompanied by an 80/80 double-spaced proof listing.

(Figures 4-1, 4-2, 4-3, and 4-4 are fold-in pages and are located at the end of the regular-size pages.)

APPENDIX C
COUNTRY CODES AND NAMES FOR REPORTING
OVERSEA LEASEHOLDINGS SEPARATE FROM INSTALLATIONS

<i>Code</i>	<i>Country</i>	<i>Code</i>	<i>Country</i>
AD	Aden	EI	Ireland
AF	Afghanistan	IS	Israel
AG	Algeria	IT	Italy
AR	Argentina	IV	Ivory Coast
AU	Austria	JA	Japan
AS	Australia	JO	Jordan
BA	Bangladesh	KH	Khmer Republic
BE	Belgium	KS	Korea
BL	Bolivia	LA	Laos
BR	Brazil	LE	Lebanon
BU	Bulgaria	LI	Liberia
BM	Burma	MA	Malagasy Rep
BY	Burundi	NY	Malawi
CM	Cameroon	MG	Malaysia
CN	Canada	MX	Mexico
PZ	Canal Zone	MO	Morocco
GC	Chad	NP	Nepal
CI	Chile	NE	Netherlands
CO	Columbia	NZ	New Zealand
CS	Costa Rica	NU	Nicaragua
CY	Cyprus	NI	Nigeria
CZ	Czechoslovakia	★MU	Oman
DE	Denmark	PK	Pakistan
DR	Dominican Rep	PN	Panama
EC	Ecuador	PA	Paraguay
EG	Egypt	PE	Peru
ES	El Salvador	PI	Phillippines
ET	Ethiopia	★PL	Portugal
FI	Finland	PO	Poland
FR	France	PR	Puerto Rico
GY	Germany	RU	Romania
GH	Ghana	RA	Rwanda
GR	Greece	RK	Ryukyu Islands
★GQ	Guam	SR	Saudi Arabia
GT	Guatemala	SK	Senegal
HA	Haiti	SI	Singapore
HO	Honduras	SM	Somali Rep
HK	Hong Kong	UA	South Africa
HU	Hungary	SL	Sri Lanka
IN	India	SU	Sudan
ID	Indonesia	★NS	Surinam
IR	Iran	SE	Sweden
IQ	Iraq	SY	Syria

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<i>Code</i>	<i>Country</i>	<i>Code</i>	<i>Country</i>
TW	Taiwan	YE	Yemen
TH	Thailand	YU	Yugoslavia
VS	Vietnam	ZA	Zaire
VI	Virgin Islands		

APPENDIX E
RECORD FORMAT FOR
RPI/BIS COMBINED MASTER FILE

Record Number 1—Header Record

<i>Data element</i>	<i>Record location</i>	<i>Number of Characters</i>
Installation Number	001-005	5
Record ID "1"	006-006	1
Reporting Command	007-007	1
Using Agency	008-009	2
Type of Installation	010-010	1
Status-Kind-Operator Code	011-011	1
Function Code	012-012	1
Function Description	013-042	30
Nearest City	043-057	15
Distance	058-060	3
Direction	061-062	2
County or Political Subdivision	063-082	20
Year of Acquisition	083-086	4
Rural/Urban Code	087-087	1
Operator (if Industrial installation)	088-107	20
State or County Abbreviation	108-111	4
Status	112-119	8
Command Abbreviation	120-124	5
Active/Inactive File	125-125	1
Filler	126-138	13
Installation Name	139-168	30
Filler	169-220	52

Record Number 2—Detail Record

Installation Number	001-005	5
Record ID "2"	006-006	1
Reporting Command	007-007	1
Using Agency	008-009	2
Type of Installation	010-010	1
Status-Kind-Operator Code	011-011	1
Function Code	012-012	1
First 3 digits of category code	013-015	3
Type of Ownership Code	016-016	1
Type of Construction Code	017-017	1
Last 2 digits of category code	018-019	2
Building/Facility Number	020-024	5
Building Code	025-025	1
Planned Disposition Code	026-026	1
Year Built or Acquired	027-029	3
Condition Code	030-030	1
Number of Floors	031-031	1

Record Number 2 (continued)

<i>Data Element</i>	<i>Record Location</i>	<i>Number of Characters</i>
Wall Material	032-032	1
Total Area (or bbbbbbL)	033-040	8
Outgrant Area	041-048	8
Vacant Area	049-056	8
Total Capacity	057-064	8
Total Cost to US Government	065-072	8
Cost of Improvements	073-080	8
Annual Rent Received (or bbbbbbL)	081-088	8
Annual Rent Paid (or bbbbbbL)	089-096	8
Appraised or Est. Value (or bbbbbbL)	097-104	8
Basic 3-digit category code description	105-119	15
5-digit category code description	120-134	15
Unit of Measure—Total Area	135-136	2
Unit of Measure—Total Capacity	137-138	2
Name of Installation	139-168	30
Utilities	169-176	8
Current Use Code	177-181	5
Recommended Use Code	182-186	5
Estimated Life	187-191	5
Foundation Material	192-193	2
Structural Material	194-195	2
Roof Material	196-199	4
MCA Number	200-205	6
Current Use Description	206-220	15

CHANGE }
No. 1 }

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 15 November 1980

REAL ESTATE
INVENTORY OF ARMY MILITARY REAL PROPERTY

Effective 15 December 1980

This change corrects editorial errors throughout, and updates function codes in chapter 2, Commands in appendix A, Using Agencies in appendix B, and Country Codes in appendix C.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 405-45, 18 March 1977, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

<i>Remove Pages</i>	<i>Insert Pages</i>
1-1 through 1-3.....	1-1 through 1-3
2-1 through 2-4.....	2-1 through 2-4.1
2-7 through 2-10.....	2-7 through 2-10.1
A-1.....	A-1
B-1.....	B-1 and B-2
C-1 and C-2.....	C-1 and C-2

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is the Office of the Chief of Engineers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA(DAEN-REP-S) WASH DC 20314

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:
J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:
Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Real Estate—D.

CHAPTER 1 GENERAL

1-1. Purpose. This regulation sets forth the requirements for general information and statistical data and prescribes a uniform procedure for reporting such data so that a central inventory of Army military real property may be maintained. This central inventory is a basic source of information on status, cost, capacity, condition, use, maintenance, and management of the real property overall and by individual installations. It will be used as the basis for the annual publication entitled *Inventory of Army Military Real Property, for the Building Information Schedule* (BIS) as required by AR 210-20, and for supplying information to offices of the Department of Defense (DOD), Congressional committees, General Services Administration (GSA), and other interested Government agencies.

1-2. Applicability. *a.* This regulation is applicable to all Army installations, commands, and activities, including the Army National Guard and Army Reserve, having accountability for or occupying Department of the Army (DA) real property. Chapter 2 provides instructions for reporting all real property at Army installations. Chapter 3 provides instructions for reporting leaseholdings located in foreign countries that are not all or part of installations.

★ *b.* The reporting medium specified in paragraph 2-1a(1) of this regulation is applicable until the Integrated Facilities System (IFS) is fully implemented at an installation. At that time, RPI/BIS data specified herein will be reported through the medium of IFS in accordance with the input instructions contained in the IFS Assets Accounting Module, Users Manual Volume II.

c. Defense agencies using Army property acquired by assignment or permit will provide real property inventory input data required by existing agreements.

1-3. Scope. *a.* The central inventory will include all real property under the control of the DA located in the United States, its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries; that is, every item owned, leased, or otherwise acquired and controlled by the DA, in-

cluding property and improvements acquired from other DOD departments and Government agencies. It will be maintained in a current status by quarterly changes as required.

b. Do not include in these reports—

(1) Property in an officially designated combat zone.

(2) River and harbor and flood control property under jurisdiction of the Secretary of the Army.

(3) Property in the National Industrial Reserve, property disposed of subject to right of recapture, or National Security Clause, unless such property is under Army military control.

(4) Property furnished by GSA.

1-4. Authority. Section 410 of Title IV of the National Security Act of 1947, as amended (10 USC 2701), requires the Secretary of Defense to maintain records of all real property on both a quantitative and monetary basis, and report thereon periodically to the President and to the Congress. DOD Instruction 4165.14 required that each military department establish and maintain a real property inventory to satisfy that reporting requirement. The Chief of Engineers has been assigned staff responsibility for maintaining the central inventory of Army military real property provided for in this regulation. In the execution of real estate inventory management responsibility, direct communication is authorized with organizational elements having accountability for, or occupying, DA real property on matters pertaining to real property inventory.

1-5. Reporting responsibility. *a.* The responsibility for accuracy, completeness and timeliness of real property information required by this regulation is assigned to the MACOM in control of the property. This includes responsibility for forwarding adequate implementing instructions to all installations, enforcing compliance with instructions, and insuring that installations maintain the capability for complying with current reporting requirements.

b. Installations in an excess status will be reported by the district or division engineers having accountability or as assigned by DA.

c. Inventories for Army installations licensed to states for sole occupancy by the Army National Guard, which have had property accountability transferred, will be prepared by the US Property and Fiscal Officers in accordance with instructions contained in this regulation and procedures established by the Chief, National Guard Bureau.

1-6. Definitions. *a. Building construction, permanent.* A building suitable and appropriate to serve a specific purpose for a maximum period of time (at least 25 years) and with a minimum of maintenance.

b. Building construction semipermanent. A building suitable and appropriate to serve a specific purpose for limited period of time (less than 25 years and more than 5 years) with a moderate to high degree of maintenance.

c. Building construction, temporary. A building suitable and appropriate to fill a need for a short period of time (5 years or less) without regard to degree of maintenance, the designs and details of which provide minimum facilities with maximum initial economies.

d. Building, portable. A building designed for the continuing purpose of being moved easily intact from one location to another, and usually maintained for a short length of time in one location; e.g., shelters for workers, construction offices, unconnected sanitary facilities, self-contained office and night guard trailers and movable tool sheds. Portable buildings and structures are not items of realty and will not be reported for RPI purposes.

★*e. Buildings, relocatable.* Buildings designed and constructed to be easily dismantled to facilitate economical movement from one site to another; e.g., temporary classrooms, offices, storage buildings. Trailers serving as housing will be considered as relocatable buildings. Criteria for determining a relocatable building an item of real property is contained in paragraph 4c, AR 700-112.

f. Cold storage, space volume. The actual cubic space inclosed within the inner surfaces of the outside or inclosing walls and contained between the inner surfaces of the structural members (roof, trusses, rafters or ceiling, whichever is lower) and the finished surfaces of the lowest floors.

g. Condition.

(1) *Usable.* The condition of a facility which indicates it is serviceable for a useful purpose.

(2) *Nonusable.* The condition of a facility which indicates it is unserviceable because it has deteri-

orated to the extent that it needs extensive restoration, or constitutes a danger to health and safety of personnel or equipment.

h. Construction. The erection, installation or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. Includes equipment installed and made a part of such facilities, and related site preparation, excavation, filling and landscaping, or other land improvements.

i. Facilities. All items of improvements on land. Examples of such items are buildings, roads, parking areas, fences, communication lines, waterlines, railroads, storage tanks, etc. For purposes of this inventory, buildings will be distinguished in the report from other facilities.

j. Gross floor area. The gross floor square footage will be computed as described in appendix C, AR 420-17.

k. Installation. Land and the improvements thereon under the control of the DA at a fixed location at which functions of the Army are or may be carried on, and which has been established by order of the DA or by an oversea command under delegated authority. Such land and improvements within a common boundary utilized as a post or camp, with functions such as airfield, hospital, depot, arsenal, industrial plant, cemetery, harbor or port, generally will be designated as a single installation. For the purpose of inventory reporting, subinstallations and property at separate locations (other than leaseholdings not part or all of an installation and assigned space in Federal public buildings) accommodating an activity, whether or not established by general order, will be reported as an installation.

l. Installation, active. An installation being utilized regularly in its entirety or in part for its intended purpose. Land acquired for an intended installation will be reported as an "active" installation whether or not any construction has been completed.

m. Installation, excess. An installation for which there is no foreseeable DA requirement as determined in accordance with procedures set forth in AR 405-90.

★*n. Installation, inactive.* An installation which is not in use, either intermittently or otherwise, by Active Army or Reserve Component organizations other than caretaking detachments. Inactive installations are retained in a non-use status in sup-

port of mobilization requirements or are pending disposal or transfer to another Federal agency.

★*o. Installation, semiactive.* An installation which is not in continuous use by Army organizations other than an Active Army Garrison required to support intermittent use of Reserve Component or field exercise requirements. An installation which is in custody of a non-Army agent charged with support of Reserve Component training and/or maintenance of the installation as a mobilization base.

★*p. Installed personal property (building equipment).* Those items of accessory equipment and furnishings, including materials for installation thereof, which are required for operation and affixed as a part of the building or facility, such as fixed overhead crane runways, elevators, lavatories, plumbing, heating, ventilating, cooling, electrical and sprinkler systems, communications systems less handsets, hot water heaters, garbage disposals, built-in furniture and window-type air-conditioning units installed in such a manner that removal would require reconstruction of the realty.

★*q. Real property.* Land and rights therein, ground improvements, utility systems, and buildings and structures excluding plant equipment. Terminology and classification of items of real property to report for inventory purposes are contained in AR 415-28.

★*r. Utility plant.* A utility plant housed separately from the building(s) served and producing a usable utility service will be separately inventoried. Equipment such as generators, air conditioners, etc., furnishing a utility service physically installed in a building and serving only that building will be considered a part of that building and will not be separately inventoried.

★*s. Vacant space.* All completely vacant land, buildings, and facilities that are not programmed or committed for use during the 12 months following the "as of date" of the report. Include all land, buildings, structures, and utilities which are presently

reported "in use" but have been declared as "excess." Also include vacant space of 1,000 square feet or more per building in partially vacant buildings and those areas of vacant land totaling 100 acres or more comprising part of an installation that are not programmed for use during the 12-month period following the "as of date" of the report. All space reported as vacant will be assumed to be available for use by others. Vacant space does not include areas outgranted.

1-7. Source documents. The real property records maintained in accordance with AR 420-17, where available, will be used as the source for inventory reporting. The best records available for property at those installations that do not maintain records under that regulation will be used as a source to prepare the reports. Reliable records pertaining to land holdings and outgranted property in the United States, its possessions and territories, and the Commonwealth of Puerto Rico are maintained by division and district engineers of the Corps of Engineers. Reporting officials should consult the appropriate division or district engineer as necessary to insure the maximum accuracy in inventory reporting of these items.

1-8. Security classification of reports. The instructions contained herein require individual detailed information for each facility or item of real property to—

- a. Describe physical features of a facility;
- b. Report accountability for a facility;
- c. Furnish location information on a facility;
- d. Describe the designed or permanently converted use of a facility.

Inasmuch as this is only obvious physical information such as use, type of construction, construction materials, size, location, etc., it will ordinarily be unclassified. If classified, information will carry the least restrictive classification considered to be consistent with security regulations and will be handled separately from the unclassified portion.

CHAPTER 2
INSTALLATION INVENTORY OF ARMY MILITARY REAL PROPERTY
AND BUILDING INFORMATION SCHEDULE
(Requirement Control Symbol ENG-242)

2-1. Scope. This chapter provides instructions for reporting all real property at Army installations located in the United States, its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries. The report will include general information applicable to the installation as a whole and appropriate quantitative and qualitative information on every item of real property owned, leased, or otherwise acquired and controlled by the DA, and considered to be part of the installation. In those cases where another Government department or agency and the Army occupy real property jointly, such property will be included in the Army inventory only if the Army has accountability as established by DD Form 1354 (Transfer and Acceptance of Military Real Property).

a. Reporting medium.

(1) Input.

(a) Installation reports will be submitted by magnetic tape or punched cards, whichever is more convenient for the reporting command or installation. Key punch transcripts may be submitted to those reporting commands that do not have capability to prepare tape or to punch cards. Key punch instructions are included in chapter 4.

(b) Negative reports will be submitted quarterly in memorandum form for those installations at which no change occurred during the quarter.

(c) Initial report on new installations will be so noted at the time of submission.

(d) An installation layout map identifying the location of all structural improvements and payment will be submitted concurrently with new reports. Copies of existing maps required in connection with property accountability in AR 420-17 may be used. If suitable maps are not already available, they will be prepared. Revised maps will be submitted annually to reflect changes which have occurred during the year. If no such changes have occurred, attach a memorandum negative report to the 30 September inventory report for the installation.

(2) Output. Magnetic tapes or microfiche re-

flecting the updated inventory will be prepared by the Office of the Chief of Engineers (OCE) as of the end of each reporting quarter and distributed to each command or installation that reported for the quarter. Printouts may be prepared if justification exists to warrant hardcopy.

b. When prepared. Reports will be prepared quarterly as of 31 December, 31 March, 30 June, and 30 September. Reports on existing installations will be updated and revised as of the end of each reporting quarter in which reportable changes have occurred, in order to reflect the real property comprising the installations as of that date. Initial reports for new installations will be prepared as of the end of the reporting quarter in which the property was acquired. Land acquired for an installation will be reported as an active installation, whether or not any improvements have been completed.

c. Routing and review.

(1) For initial reports of new installations, responsible reporting officers designated under the provisions of paragraph 1-5 will prepare and dispatch, within 5 working days following the end of the quarter, punched cards and two copies of the installation layout map to the appropriate DA headquarters, MACOM, or Defense agency for review by qualified personnel for accuracy and completeness. Upon completion of the review, and approval, the punched cards with an 80/80 proof listing and a copy of the layout map will be forwarded to HQDA(DAEN-REP-S) WASH DC 20314 in accordance with paragraph *d* below.

(2) Division and district engineers should transfer to the using service, prior to the end of the quarter, newly acquired or constructed items of real property. This should be done in the prescribed manner on a DD Form 1354 so as to provide for timely and reliable reporting. If such property has not been so transferred, it must be reported to the using service on a preliminary DD Form 1354 for inclusion in existing reports or for a new installation report. New construction will be transferred or a preliminary report provided when the newly con-

structed item is ready for beneficial occupancy or is useably complete.

d. Submission.

(1) Reports for installations in the United States must be submitted to reach HQDA (DAEN-REP-S) WASH DC 20314 as soon as possible after the "as of" date, but not later than 15 calendar days after the end of the reporting period.

(2) Reports for installations in possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries must be submitted to reach HQDA(DAEN-REP-S) WASH DC 20314 as soon as possible after the "as of" date, but not later than 25

workdays after the end of the reporting period.

★(3) Submissions that contain initial reports of new installations, will be transmitted within five workdays following the end of the quarter, through the major command to reach HQDA as cited in (1) above. These submissions will be specifically so noted in a letter of transmittal. Disposition will be stated on final disposals.

(4) The installations header and the inventory detail records (cards number 1, 2, and 3) must be kept separated from the BIS detail records (card number 4) when the reports are submitted.

Section II. REAL PROPERTY INVENTORY (RPI)

2-2. Instructions for reporting RPI. *a. General.*

(1) A complete inventory will be maintained for each existing or newly acquired or activated installation located wholly within a state or country. In those cases when an installation is located in more than one state, the portion located in each state will be treated as a separate installation with a separate installation number and submitted as a separate report.

(2) New acquisitions of land and improvements thereon at an installation become reportable at the end of the quarter in which any one of the following actions is completed: withdrawal from public domain; transfer from other federal agencies; possession by order of possession; acceptance of options; and execution of lease, license, permit, or other acquisition document. Newly constructed buildings and facilities will be reported at the end of the quarter in which they become ready for use, as evidenced by transfer on DD Form 1354. Disposals and capital increases and decreases will be reported at the end of the quarter in which action was completed.

(3) Buildings or facilities scheduled to be demolished or otherwise disposed of as a direct result of replacement by new construction, or removed in order to clear the site for new construction under any Military Construction Army (MCA) program, will be identified in the report. See paragraph 2-2d(20)(b).

(4) Initial reports on new installations will be made by preparing the two header cards (cards number 1 and 2), followed by an inventory detail record (card number 3) for each reportable item of real property. Report the information applicable to each data field of each card. If no entry is applicable, leave the field blank.

(5) Revisions to existing installation inventories will be made by preparing a card to show all data field changes for any given line item on the installation inventory report. Only those particular data fields to be changed need be reported.

★(6) Installations which have been completely disposed of during the quarter will be reported by submitting a number 1 card with the first seven card columns (cc) completed. See paragraph 2-1d(3) above.

(7) When an installation is reassigned from one command to another, the receiving command will be furnished at the time of transfer of accountability the inventory report, or equivalent listing, for the installation updated to the time of transfer.

b. Specific instructions for header card number 1.

(1) *Change Code (card column 1).* Enter the appropriate code to reflect the type of action being reported for the installation header of card number 1, as follows:

(a) Enter an "A" when a new installation is reported for the first time.

(b) Enter an "M" when changes are being made to data previously reported on card number 1, or when an additional data entry is being made.

(c) Enter a "D" to indicate the disposal of an entire installation. This code will delete the entire installation inventory report from the master file.

(2) *Card Number (cc 2).* Enter a "1".

(3) *Installation Number (cc 3-7).* This is a five-character identifying symbol. Its principal use is to provide continued and positive identification of the installation. Installation numbers for existing installations may be obtained from existing real property inventory reports. Installation numbers for new installations located in the United States and

those under the jurisdiction of US Army Europe will be obtained by the reporting command from HQDA(DAEN-REP-S) WASH DC 20314. Numbers for new installations located elsewhere will be assigned by the reporting command.

(4) *Installation Name (cc 8-37)*. Enter the name of the installation. The entry cannot exceed 30 characters including spaces. Names should agree with designations published in official orders or be otherwise properly assigned and approved by the commander. To facilitate continuity of records, names applied to new installations in those areas where the command has authority to act should be such as to insure their retention over a long period of time. The use of names of occupying service units as installation names does not insure retention over a long period of time.

(5) *Command Code (cc 38)*. Enter the appropriate code from appendix A for the DA headquarters, Army field command, or Defense agency having reporting responsibility.

(6) *Using Agency Code (cc 39-40)*. Enter the appropriate code from appendix B. This code, in many cases, will be similar to the command code. In other cases the code will be for elements of the Army which do not have accountability, and which are being provided with logistic support by major Army commands.

(7) *Type of Installation (cc 41)*. Enter "P" (permanent) or "T" (temporary). The installation is "temporary" unless officially designated as a "permanent" installation by Department of the Army General Orders No. 60, dated 16 August 1954, or orders subsequent thereto.

(8) *Status, Kind, Operator Code (SKO) (cc 42)*. Enter the appropriate code from the table below to show the status of the installation, the kind of installation, and the operator if it is an industrial installation:

Code	Status, Kind, Operator
A	Active, Nonindustrial
B	Inactive, Nonindustrial
C	Excess, Nonindustrial
★ F	Semiactive, Nonindustrial
D	Active, Industrial, Government operated
E	Active, Industrial, Contractor operated
W	Inactive, Industrial, Government operated
X	Inactive, Industrial, Contractor operated
Y	Excess, Industrial, Government operated
Z	Excess, Industrial, Contractor operated

(9) *Function Code (cc 43)*. Enter the appropriate code from the table below to show the principal function of the installation:

Code	Function
★ <i>Training Installations</i>	
E	Aviation Training
T	Basic/Recruit Training
P	National Guard Training
W	Schools and Centers/Advanced Trng
★ J	Other Training Installations
★ <i>Operational Installations</i>	
A	Airfield
B	Air Defense Site
★ 1	Brigade Station
G	Communications Site
★ 2	Division/Corps Station
K	Harbors and Ports
L	Headquarters and Administration
M	Hospital
V	Reserve Centers
X	Security Site
★ R	Other Operational Installations
★ <i>Production/Logistics Installations</i>	
C	Ammunition Plant
D	Arsenal
H	Depot
S	Proving Ground
N	Missile Plant
U	Research Development and Test
★ 9	Other Production/Logistics Installations
★ <i>Welfare/Morale Installations</i>	
F	Cemetery
Y	Housing
Z	Recreation Site
★ 4	Other Welfare/Morale Installations

(10) *Function Description (cc 44-73)*. Enter word description to match code used above. If "Other" was coded above, enter an appropriate function description. Entries in this data field cannot exceed 30 characters, including spaces.

c. *Specific instructions for header card number 2.*

(1) *Change Code (card column 1)*. Enter the appropriate code to reflect the type of action being reported for the installation header of card number 2, as follows:

(a) Enter an "A" when a new installation is reported for the first time.

(b) Enter an "M" when changes are being made to data previously reported on card number 2, or when an additional data entry is being made.

(2) *Card Number (cc 2)*. Enter a "2".

(3) *Installation Number (cc 3-7)*. This is a five-character identifying symbol, and it must be the same as shown cc 3-7 of card number 1 (para b(3) above).

(4) *Name of Nearest City (cc 8-22)*. Enter the name of the city in which the installation is located. If the installation is not located within a city, name the city generally accepted as the location of the in-

stallation or the nearest sizeable city or town. The entry cannot exceed 15 characters, including spaces.

(5) *Distance (cc 23-25)*. Leave this data field blank if the installation is located in or adjacent to the city named in cc 8-22. (If it is located contiguous to the city limits, it is considered within the city.) If it is not located in the city, enter the distance in miles from the installation to the center of the city named in cc 8-22.

(6) *Direction (cc 26-27)*. Enter the direction (N, NE, E, SE, S, SW, W, NW) from the city or town named in cc 8-22 to the installation.

(7) *County or Political Subdivision (cc 28-47)*. Enter the name(s) of the county or political subdivision in which the installation is located. If more than one county is involved, begin the entry with the name of the county in which the installation headquarters is located. Do not enter the name of a country. Abbreviate as necessary so as not to exceed 20 characters, including spaces.

(8) *Year Acquired (cc 48-51)*. Enter the year of initial occupancy by the military (Army, Navy, Air Force) if the installation has remained continuously

under military control. If it has been disposed of by the Government or transferred to a non-DOD agency and reacquired, the year of such reacquisition will be shown.

(9) *Rural or Urban Code (cc 52)*. Enter "U" (urban) if the installation is located in an incorporated place having population of 2,500 or more, or in a densely settled urban fringe area around cities of 50,000 or more. Enter "R" (rural) for all other installations.

(10) *Operator (cc 53-72)*. Make an entry for industrial installations only. The entry cannot exceed 20 characters, including spaces.

(a) For active industrial installations, enter "Government" or the name of the contractor-operator.

(b) For inactive or excess industrial installations, enter "Government" or the name of the lessee or caretaker.

d. Specific instructions for inventory detail record, card number 3.

(1) *Change Code (card column 1)*. Enter the appropriate code to reflect the type of change being made for each line item of a record, as follows:

<i>Code</i>	<i>Description of change transaction</i>
A	Adds a new line item to reflect additions to the real property inventory. A card with an "A" change code requires the completion of cc 1-19 and all remaining applicable data fields (leave Ownership Code and Type of Construction—cc 13 and 14—blank when reporting land). Do not use an "A" change code in include capital improvements made to existing buildings, structures, or utilities that are presently reported in the inventory.
E	Removes a line item from the master file in order to change information contained in the control field. A card with an "E" change code requires the completion of cc 1-19 only (leave Ownership Code and Type of Construction—cc 13 and 14—blank for land entries). Since an "E" change deletes a line item, an "A" change must be submitted to re-enter all applicable data.
M	Modifies cc 20-78 of an existing line item. A card with an "M" change code requires the completion of cc 1-19 and only those particular remaining data fields where information is being added or changed (leave Ownership Code and Type of Construction—cc 13 and 14—blank when reporting land). An "M" change can be also be used to delete data from individual data fields. To do this, complete the control field and then enter a zero in the particular data field where existing entry is to be deleted.
D	Deletes an entire line item from the inventory. A card with a "D" change code requires the completion of cc 1-19 only (leave Ownership Code and Type of Construction—cc 13 and 14—blank for land entries).

(2) *Card Number (cc 2)*. Enter a "3".

(3) *Control Field*.

(a) Entries covered by paragraphs (4) through (8) below pertain to cc 3-19 of the detail record and are known as the "control field". The control field *must* be punched for each detail record as these columns are the principal means for computer identification of the record in the master file.

(b) No two detail records in the master file can have identical control fields. A new line item (an "A" code in cc 1) will not be added to the file if the control field is identical to that of a detail record already present in the master file. The "A"

change in that instance will be rejected as an error. Similarly, an existing line item cannot be modified, or deleted from the master file, if the data in cc 3-19 does not match the control field of the line item to be modified or deleted. The change or deletion in that instance will be rejected as an error.

(c) The contents of the control field cannot be changed by the submission of a card containing an "M" change code. A change to any data in the control field can only be accomplished by the submission of a card containing an "E" change code with the existing control field data, and the submission of another card containing an "A" change code, the

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new control field, and all of the previously reported applicable data for that line item on the report.

(4) *Installation Number (cc 3-7)*. Enter the

five-character symbol assigned to the installation. It must be the same as shown in the header (para 2-2b(3) above).

(17) *Annual Rental Received (cc 60-63)*. Enter to the nearest hundreds of US dollars the amount of annual rental received for each item (prorate where necessary) of real property outleased or outgranted. When amounts are less than \$50, enter "L". Do not include as annual rental, the rental value or quarters furnished personnel in lieu of quarters allowance or services received in lieu of cash rent.

(18) *Annual Rental Paid (cc 64-67)*. Enter to the nearest hundreds of US Dollars the amount of annual rental paid for each item (prorate where necessary) of inleased, licensed or permitted real property. When amounts are less than \$50, enter "L". Do not include amounts paid under service contracts.

(19) *Appraised or Estimated Value (cc 68-72)*. Enter to the nearest *thousands* of US dollars the appraised or estimated value for each item inleased, donated, or furnished by a foreign government. A value must be reported for each individual item so held. When amounts are less than \$500, enter "L". Costs to the United States for structural changes (capital improvements) will not be included in values shown in this column.

(20) *Year Built or Acquired (cc 73-75)*.

(a) Enter the year of completion for buildings

and facilities constructed by the Army. Enter the year of initial acquisition or reacquisition for land (fee land only), and for buildings and facilities not constructed by the Army. Use only the last three digits of the year; e.g., 1970 will be shown as "970".

(b) This data element will also be used to identify a building or facility that has been scheduled for disposal as a direct result of replacement by new construction, or removed in order to clear the site for new construction, under any authorized MCA program. To do this, enter a "D" and follow it by the last two digits of the fiscal year MCA program authorizing new construction to replace that building or facility.

(21) *Condition Code (cc 76)*. (Leave this field blank when reporting land.) Enter "U" for usable and "N" for nonusable. Refer to definitions in chapter 1.

(22) *Number of Floors (cc 77)*. (Enter the number of usable floors in a building, including full basements and attics. If the number of floors exceeds 9, use the following alphabetic codes: A (10 floors), B (11 floors), C (12 floors), etc.

(23) *Wall Material (cc 78)*. Enter the code from the table below that represents the exterior surface material of the walls of a reported building:

Code	Material	Abbreviation used in printout of Building Information Schedule
A	Wood	Wood
B	Brick (brick veneer)	Brick
C	Concrete	Concr
D	Concrete block or slag block	Block
E	Stone	Stone
F	Structural tile	Tile
G	Steel	Steel
H	Other	Other
J	Adobe	Adobe
K	Combination brick and wood asbestos shingle	Comb
L	Aluminum	Alum
M	Cement asbestos	C Asb
N	Cast Iron	CI
P	Glass, plastic, transparent or translucent material	GL
Q	Roll, Composition	R Comp

Section III. BUILDING INFORMATION SCHEDULE (BIS)

2-3. Instructions for reporting BIS. a. General.

(1) BIS data will be reported only for those installations that are listed in appendix A of AR 210-20 (except for installations located in Puerto Rico and the Canal Zone), and other Army installations that have a mobilization potential expansion capability. Card number 4 will be used for this purpose.

(2) BIS data will be reported for those buildings and facilities identified by facility number on the General Site Map and Reservation Map of the basic information components, AR 210-20.

(3) BIS data (card number 4) cannot be submitted for a building or facility if an RPI record (card number 3) does not exist for the building or facility.

(4) For installations reporting space in multipurpose buildings on an RPI record, a single BIS record will be prepared to reflect the primary use only (those buildings with "P" entered in Building Code (cc 20) of the RPI record). A BIS record will not be prepared for the secondary uses of multipurpose buildings (those with an "M" in Building Code (cc 20) of the RPI record).

(5) The area of a building shown on the BIS printout is the total gross area of the entire building as reported in Total Area (cc 21-27) of the RPI record. In the case of multipurpose buildings, it is the summation for each building of the amount of area reported on the RPI record for the primary and secondary uses (Building Codes "P" and "M"). This summation is accomplished by the computer when the BIS printout is prepared.

b. Specific instructions for BIS record, card number 4.

(1) Identification.

(a) The instructions pertaining to the first 19 columns of the BIS record are identical to those contained in paragraph 2-2d(1) through (8) above, except cc 2 of the BIS record will contain a "4".

(b) The control field information, cc 3-19, for a BIS record (card number 4) *must* be identical to that of its corresponding RPI record (card number 3). Information from either record, or both simultaneously, can be made available through the use of the same control field. An action which changes information in the control field of either record required that an identical change be made to the control field of both records. Failure to update the control field information of both records simultaneously will result in rejected and unmatched records.

(2) *Utilities Available (cc 20-27).* The utilities available in the building or facility will be indicated by entering the appropriate letter designation from the table below for the 8 digit positions of the data field. When any utility or service is not available, enter an "X".

<i>Digit Position</i>	<i>Letter Designation</i>	<i>Meaning of Designation</i>
1	W	Water is available.
	X	Water not available
2	S	Sewer (sanitary) is available
	X	Sewer (sanitary) not available
3	E	Electricity is available
	X	Electricity not available
4	T	Telephone is available
	X	Telephone not available
5	D	Heated by space heaters
	H	Heated by individual heating plant
	M	Heated by plant that serves more than one building
	X	Not heated by any means
<i>Note: If either character in position 5 or 6 is "X", then both should be "X".</i>		
6	C	Major heating fuel is coal
	O	Major heating fuel is oil
	I	Interruptible gas is supplemented with fuel oil for heating
	G	Major heating fuel is a firm supply of natural gas
	L	Major heating fuel is liquefied petroleum gas
	Z	Major heating source is electricity
	★ N	Major heating source is solar
X	No fuel or source of power required	
<i>Note: If either character in position 5 or 6 is "X", then both should be "X".</i>		

<i>Digit Position</i>	<i>Letter Designation</i>	<i>Meaning of Designation</i>
7	Y	Cooled by evaporative cooling
	V	Mechanical ventilation only is available
	U	Cooled by individual direct expansion air-conditioning units
	R	Cooled by chilled water from a reciprocating central units
	P	Cooled by chilled water from a centrifical central unit
	A	Cooled by chilled water from an absorpition central unit
	X	No means employed to cool the building or facility
Cooled air is circulated by—		
8	B	Low velocity air from a single or multiple zone
	F	Fan coil unit
	J	High velocity air utilizing double duct
	K	High velocity air using induction
	★ X	No distribution of cool air required

(3) *Current Use Code (cc 28-32)*. Enter the appropriate five-digit category code from AR 415-28 that best identifies the current use of the facility. When the corresponding RPI record (card number 3) indicates a building is completely vacant, an "X" will be entered in this data field. This will indicate that the building does not have a current use.

(4) *Recommended Use Code (cc 33-37)*.

(a) Enter the appropriate category code from AR 415-28 that best identifies the recommended long range use if the Estimated Life in cc 38-42 is 20 years or more from the current date; if the Estimated Life is less than 20 years and followed by an "E" indicating extension; or if the Estimated Life is followed by an "H".

(b) Enter the word "NONE" if the Estimated Life in cc 38-42 is less than 20 years and followed by a "D" or "R" indicating demolition or replacement.

(c) Enter "HIST" if the facility is to be maintained for historical purposes only.

(5) *Estimated Life (cc 38-42)*. The estimated economic life should be reported for all buildings, and for those facilities for which it is applicable. This estimate must be most realistic since it will be used as a basis for all master planning and programming activities.

(a) Except for designated historic facilities, enter the year the estimated economic life is expected to terminate. For those buildings whose estimated life is less than 20 years from the current date, the year entered will be followed by "R" if replacement is recommended during this period, by "E" if extension of life by rehabilitation is recommended to extend the life of that building to at least 20 years or more from the current date, or by "D" if demolition without replacement is planned. For those facilities listed in the National Register of Historic Places, as published in the *Federal Register*, or those that have been specifically designated by the Army as historic sites, structures, objects or districts, four zeros will be entered in lieu of a date and an "H" will be entered in the fifth position.

(b) In order for the estimated economic life of buildings to be consistent between installations, estimators will use the following guidelines: The foundation material will be the first factor considered; the second factor will be the principal type of building material; the third factor will be the secondary type of building material, if it consists of more than one third of the structure. The length of life will be judged on the shortest life of the material in the first three factors considered and adjusted by special conditions. There may be conditions that have existed, or do now exist, that may shorten or lengthen the life of the facility, such

as one or several major rehabilitations, or gross lack of maintenance. The materials and the ranges for estimating economic life are indicated in figure 2-1. Estimated building life will fall within the range of figure 2-1 unless there is a specific reason to go beyond the limits outlined.

(6) *Foundation Material (cc 43-44)*. Enter two codes from the table below to represent the foundation material. The first code will indicate the foundation form, and the second will indicate the pile or foundation material.

1st Character—Foundation Form

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
1	Pile—all piles will be assumed to be capped with a continuous footing.	PL
2	Pier	PR
3	Continuous footing of various shapes and forms	CON
X	No foundation	NF

2nd Character—Pile or Foundation Material

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
M	Adobe	ADB
B	Clay or concrete brick	BK
C	Concrete	CN
L	Concrete, reinforced	CR
D	Slag, or concrete block	BLK
G	Steel	ST
E	Stone	STN
F	Tile, structural	TST
A	Wood	WD
X	No foundation material	NF

Note. If the first character is an "X", the second character must also be an "X".

(7) *Structural Material (cc45-46)*. Enter two codes from the table below to represent the structural material. The first code will indicate the principal basic structural material, the second code will indicate the secondary basic structural material. In smaller buildings the surface material identified in Wall Material (cc 78) of the RPI record (card number 3) may be the only structural support. However, in larger buildings the principal and secondary structural support may consist of a steel frame and/or some other material not the same as the surface material. If only one basic structural material is in a building, the second code will be the same as the first. For facilities other than buildings, this data field can be blank if not applicable.

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
M	Adobe	ADB
N	Aluminum	AL
S	Cement asbestos	CA
I	Cast iron	CI
B	Clay or concrete brick	BK
C	Concrete	CN
L	Concrete, reinforced	CR
P	Glass, plastic, transparent or translucent material	GL
D	Slag or concrete block	BLK
G	Steel	ST

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
E	Stone	STN
F	Tile, structural	TST
A	Wood	WD

(8) *Roof Material (cc 47-50)*. Enter four codes from the table below to represent the roof material. The first code will indicate the type and material of roof support, and the second will indicate the roof deck material. For BIS report purposes, the roof deck is defined as solid surface supporting the roof surface. The

APPENDIX A

CODES AND ABBREVIATIONS IDENTIFYING
DA HEADQUARTERS, FIELD COMMANDS,
AND DEFENSE AGENCIES

<i>Code</i>	<i>Abbreviation</i>	<i>Name</i>
V	BMDSC	Ballistic Missile Defense System Command
K	SPTS	Casualty and Memorial Affairs Directorate, OTAG
A	CE	Corps of Engineers
B	DNA	Defense Nuclear Agency
C	DLA	Defense Logistics Agency
W	EUSA	Eighth US Army
F	MTMC	Military Traffic Management Command
G	NG	National Guard Bureau
H	NSA	National Security Agency
U	ACC	US Army Communications Command
M	AREUR	US Army, Europe and Seventh Army
J	FCOM	US Army Forces Command
D	HSCOM	US Army Health Services Command
S	ARJ	US Army, Japan
P	DARCM	US Army Materiel Development and Readiness Command
E	MDW	US Army Military District of Washington
T	INSCOM	US Army Intelligence and Security Command
Q	TDOC	US Army Training and Doctrine Command
★N	WESCOM	US Army Western Command
R	USMA	US Military Academy

APPENDIX B

CODES AND ABBREVIATIONS IDENTIFYING
USING AGENCIES

<i>Code</i>	<i>Abbreviation</i>	<i>Name</i>
VA	BMDSC	Ballistic Missile Defense Systems Command
KA	SPTC	Casualty and Memorial Affairs Directorate, OTAG
AA	CE	Corps of Engineers
BA	DNA	Defense Nuclear Agency
CA	DLA	Defense Logistics Agency
SG	EUSA	Eighth US Army
CM	IAGS	Inter-American Geodetic Survey
CT	MA	Military Attache
EM	MMSN	Military Missions
FA	MTMC	Military Traffic Management Command
GA	NG	National Guard Bureau
HA	NSA	National Security Agency
HM	PM	Provost Marshal
HT	SPS	Special Services
UA	ACC	US Army Communications Command
MA	AREUR	US Army, Europe and Seventh Army
★MV	VC	AREUR—HQ V Corps
★MS	VIIC	AREUR—HQ VII Corps
★MN	NSSG	AREUR—NATO/SHAPE Support Group (US)
★MT	VIITC	AREUR—Seventh Army Training Command
★MB	XXISC	AREUR—Twenty-First Support Command
★MF	USAB	AREUR—US Army, Berlin
★MK	SETAF	AREUR—US Army Southern European Task Force
ML	FCOM	US Army Forces Command
DA	HSCOM	US Army Health Services Command
SE	ARJ	US Army, Japan
PA	DARCM	US Army Materiel Development and Readiness Command
★PJ	ARRCM	DARCM—Armament Materiel Readiness Command
★PK	ARRDC	DARCM—Armament Research and Development Com- mand
★PC	CERCM	DARCM—Communications and Electronics Materiel Readiness Command
★PG	DESCM	DARCM—Depot System Command
★PM	ERADC	DARCM—Electronic Research and Development Com- mand
★PL	ILCOM	DARCM—International Logistics Command
★PD	MICOM	DARCM—Missile Materiel Readiness Command
★PN	NARDC	DARCM—Natick Research and Development Command
★PE	TARCM	DARCM—Tank-Automotive Materiel Readiness Command
★PH	TECOM	DARCM—Test and Evaluation Command
★PB	TSARC	DARCM—Test Support and Aviation Materiel Readiness Command

<i>Code</i>	<i>Abbreviation</i>	<i>Name</i>
EA	MDW	US Army Military District of Washington
SM	USAR	US Army Reserve
TA	INSCOM	US Army Intelligence and Security Command
SC	ARHAW	US Army Support Command, Hawaii
TD	TDOC	US Army Training and Doctrine Command
★NW	WESCOM	US Army Western Command
RA	USMA	US Military Academy

APPENDIX C

**COUNTRY CODES AND NAMES FOR REPORTING
OVERSEA LEASEHOLDINGS SEPARATE FROM INSTALLATIONS**

<i>Code</i>	<i>Country</i>	<i>Code</i>	<i>Country</i>
AD	Aden	★EI	Ireland
AF	Afghanistan	IS	Israel
AG	Algeria	IT	Italy
AR	Argentina	IV	Ivory Coast
AU	Austria	JA	Japan
★AS	Australia	JO	Jordan
★BA	Bangladesh	KH	Khmer Republic
BE	Belgium	KS	Korea
BL	Bolivia	LA	Laos
BR	Brazil	★LE	Lebanon
BU	Bulgaria	LI	Liberia
BM	Burma	MA	Malagasy Rep
BY	Burundi	NY	Malawi
CM	Cameroon	MG	Malaysia
CN	Canada	MX	Mexico
PZ	Canal Zone	MO	Morocco
GC	Chad	NP	Nepal
CI	Chile	NE	Netherlands
CO	Columbia	NZ	New Zealand
CS	Costa Rica	NU	Nicaragua
CY	Cyprus	NI	Nigeria
CZ	Czechoslovakia	PK	Pakistan
DE	Denmark	PN	Panama
DR	Dominican Rep	PA	Paraguay
EC	Ecuador	PE	Peru
EG	Egypt	PI	Phillippines
ES	El Salvador	PO	Poland
ET	Ethiopia	PR	Puerto Rico
FI	Finland	RU	Romania
FR	France	RA	Rwanda
GY	Germany	RK	Ryukyu Islands
GH	Ghana	SR	Saudi Arabia
GR	Greece	SK	Senegal
GT	Guatemala	SI	Singapore
HA	Haiti	SM	Somali Rep
HO	Honduras	UA	South Africa
HK	Hong Kong	SL	Sri Lanka
HU	Hungary	SU	Sudan
IN	India	SE	Sweden
ID	Indonesia	SY	Syria
IR	Iran	TW	Taiwan
IQ	Iraq	TH	Thailand

<i>Code</i>	<i>Country</i>	<i>Code</i>	<i>Country</i>
TU	Tunisia	VS	Vietnam
TK	Turkey	VI	Virgin Islands
UK	United Kingdom	★WB	West Berlin
UY	Uruguay	YE	Yemen
UR	USSR	YU	Yugoslavia
VE	Venezuela	ZA	Zaire

ARMY REGULATION }
 No. 405-45 }

HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, DC, 18 March 1977

REAL ESTATE
INVENTORY OF ARMY MILITARY REAL PROPERTY

Effective with reports prepared as of 31 December 1977

This revision changes the method of reporting Real Property Inventory (RPI) and Building Information Schedule (BIS) data. DA Forms 2541, 3640, and 3641 have been discontinued. Reports will be made via magnetic tape or punched cards. Local supplementation of this regulation is permitted, but is not required. If supplements are issued. Army staff agencies and major Army commands will furnish one copy of each to HQDA (DAEN-REP-S) WASH DC 20314; other commands will furnish one copy of each to the next higher headquarters.

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*On 1 October 1977 this regulation will supersede AR 405-45 dated 3 August 1973, and will cancel Reports Control Symbols ENG-205 and ENG-75(R3); it will rescind DA Form 2541, 1 Sep 66, DA Form 3640, 1 Jul 71, and DA Form 3641, 1 Jul 71.

CHAPTER 1 GENERAL

1-1. Purpose. This regulation sets forth the requirements for general information and statistical data and prescribes a uniform procedure for reporting such data so that a central inventory of Army military real property may be maintained. This central inventory is a basic source of information on status, cost, capacity, condition, use, maintenance, and management of the real property overall and by individual installations. It will be used as the basis for the annual publication entitled *Inventory of Army Military Real Property*, for the *Building Information Schedule* (BIS) as required by AR 210-20, and for supplying information to offices of the Department of Defense (DOD), Congressional committees, General Services Administration (GSA), and other interested Government agencies.

1-2. Applicability. *a.* This regulation is applicable to all Army installations, commands, and activities, including the Army National Guard and Army Reserve, having accountability for or occupying Department of the Army (DA) real property. Chapter 2 provides instructions for reporting all real property at Army installations. Chapter 3 provides instructions for reporting leaseholdings located in foreign countries that are not all or part of installations.

b. The reporting procedures specified in chapter 2 of this regulation are applicable until the Integrated Facilities System (IFS) is fully implemented at an installation. At that time, RPI/BIS data will be reported in accordance with IFS reporting procedures.

c. Defense agencies using Army property acquired by assignment or permit will provide real property inventory input data required by existing agreements.

1-3. Scope. *a.* The central inventory will include all real property under the control of the DA located in the United States, its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries; that is, every item owned, leased, or otherwise acquired and controlled by the DA, including property and improvements acquired from other DOD departments and Government agencies.

It will be maintained in a current status by quarterly changes as required.

b. Do not include in these reports—

(1) Property in an officially designated combat zone.

(2) River and harbor and flood control property under jurisdiction of the Secretary of the Army.

(3) Property in the National Industrial Reserve, property disposed of subject to right of recapture, or National Security Clause, unless such property is under Army military control.

(4) Property furnished by GSA.

1-4. Authority. Section 410 of Title IV of the National Security Act of 1947, as amended (10 USC 2701), requires the Secretary of Defense to maintain records of all real property on both a quantitative and monetary basis, and report thereon periodically to the President and to the Congress. DOD Instruction 4165.14 requires that each military department establish and maintain a real property inventory to satisfy that reporting requirement. The Chief of Engineers has been assigned staff responsibility for maintaining the central inventory of Army military real property provided for in this regulation. In the execution of real estate inventory management responsibility, direct communication is authorized with organizational elements having accountability for, or occupying, DA real property on matters pertaining to the real property inventory.

1-5. Reporting responsibility. *a.* The responsibility for accuracy, completeness and timeliness of real property information required by this regulation is assigned to the military command in control of the property. This includes responsibility for forwarding adequate implementing instructions to all installations, enforcing compliance with instructions, and insuring that installations maintain the capability for complying with current reporting requirements.

b. Installations in an excess status will be reported by the district or division engineers having accountability or as assigned by DA.

c. Inventories for Army installations licensed to states for sole occupancy by the Army National Guard, which have had property accountability transferred, will be prepared by the US Property and Fiscal Officers in accordance with instructions contained in this regulation and procedures established by the Chief, National Guard Bureau.

1-6. Definitions. *a. Building construction, permanent.* A building suitable and appropriate to serve a specific purpose for a maximum period of time (at least 25 years) and with a minimum of maintenance.

b. Building construction semipermanent. A building suitable and appropriate to serve a specific purpose for limited period of time (less than 25 years and more than 5 years) with a moderate to high degree of maintenance.

c. Building construction, temporary. A building suitable and appropriate to fill a need for a short period of time (5 years or less) without regard to degree of maintenance, the designs and details of which provide minimum facilities with maximum initial economies.

d. Building, portable. A building designed for the continuing purpose of being moved easily intact from one location to another, and usually maintained for a short length of time in one location; e.g., shelters for workers, construction offices, unconnected sanitary facilities, self-contained office and night guard trailers and movable tool sheds. Portable buildings and structures are not items of realty and will not be reported for RPI purposes.

e. Buildings, relocatable. Buildings designed and constructed to be easily dismantled to facilitate economical movement from one site to another; e.g., temporary classrooms, offices, storage buildings. Trailers serving as housing will be considered as relocatable buildings.

f. Cold storage, space volume. The actual cubic space inclosed within the inner surfaces of the outside or inclosing walls and contained between the inner surfaces of the structural members (roof, trusses, rafters or ceiling, whichever is lower) and the finished surfaces of the lowest floors.

g. Condition.

(1) *Usable.* The condition of a facility which indicates it is serviceable for a useful purpose.

(2) *Nonusable.* The condition of a facility which indicates it is unserviceable because it has deteriorated to the extent that it needs extensive restoration, or constitutes a danger to health and safety of

personnel or equipment.

h. Construction. The erection, installation or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing facility; or the relocation of a facility from one installation to another. Includes equipment installed and made a part of such facilities, and related site preparation, excavation, filling and landscaping, or other land improvements.

i. Facilities. All items of improvements on land. Examples of such items are buildings, roads, parking areas, fences, communication lines, waterlines, railroads, storage tanks, etc. For purposes of this inventory, buildings will be distinguished in the report from other facilities.

j. Gross floor area. The gross floor square footage will be computed as described in appendix C, AR 420-17.

k. Installation. Land and the improvements thereon under the control of the DA at a fixed location at which functions of the Army are or may be carried on, and which has been established by order of the DA or by an oversea command under delegated authority. Such land and improvements within a common boundary utilized as a post or camp, with functions such as airfield, hospital, depot, arsenal, industrial plant, cemetery, harbor or port, generally will be designated as a single installation. For the purpose of inventory reporting, subinstallations and property at separate locations (other than leaseholdings not part or all of an installation and assigned space in Federal public buildings) accommodating an activity, whether or not established by general order, will be reported as an installation.

l. Installation, active. An installation being utilized regularly in its entirety or in part for its intended purpose. Land acquired for an intended installation will be reported as an "active" installation whether or not any construction has been completed.

m. Installation, excess. An installation for which there is no foreseeable DA requirement as determined in accordance with procedures set forth in AR 405-90.

n. Installation, inactive. An installation at which the major DA operation has ceased but where operations of a temporary nature or those assigned to the installation on an interim basis may continue.

o. Installed personal property (building equipment). Those items of accessory equipment and

furnishings, including materials for installation thereof, which are required for operation and affixed as a part of the building or facility, such as fixed overhead crane runways, elevators, lavatories, plumbing, heating, ventilating, cooling, electrical and sprinkler systems, communications systems less handsets, hot water heaters, garbage disposals, built-in furniture and window-type air-conditioning units installed in such a manner that removal would require reconstruction of the realty.

p. Real property. Land and rights therein, ground improvements, utility systems, and buildings and structures excluding plant equipment. Terminology and classification of items of real property to report for inventory purposes are contained in AR 415-28.

q. Utility plant. A utility plant housed separately from the building(s) served and producing a usable utility service will be separately inventoried. Equipment such as generators, air conditioners, etc., furnishing a utility service physically installed in a building and serving only that building will be considered a part of that building and will not be separately inventoried.

r. Vacant space. All completely vacant land, buildings, and facilities that are not programmed or committed for use during the 12 months following the "as of date" of the report. Include all land, buildings, structures, and utilities which are presently reported "in use" but have been declared as "excess." Also include vacant space of 1,000 square feet or more per building in partially vacant buildings and those areas of vacant land totaling 100 acres or more comprising part of an installation that are not programmed for use during the 12-month period

following the "as of date" of the report. All space reported as vacant will be assumed to be available for use by others. Vacant space does not include areas outgranted.

1-7. Source documents. The real property records maintained in accordance with AR 420-17, where available, will be used as the source for inventory reporting. The best records available for property at those installations that do not maintain records under that regulation will be used as a source to prepare the reports. Reliable records pertaining to land holdings and outgranted property in the United States, its possessions and territories, and the Commonwealth of Puerto Rico are maintained by division and district engineers of the Corps of Engineers. Reporting officials should consult the appropriate division or district engineer as necessary to insure the maximum accuracy in inventory reporting of these items.

1-8. Security classification of reports. The instructions contained herein require individual detailed information for each facility or item of real property to—

- a. Describe physical features of a facility;
- b. Report accountability for a facility;
- c. Furnish location information on a facility;
- d. Describe the designed or permanently converted use of a facility.

Inasmuch as this is only obvious physical information such as use, type of construction, construction materials, size, location, etc., it will ordinarily be unclassified. If classified, information will carry the least restrictive classification considered to be consistent with security regulations and will be handled separately from the unclassified portion.

CHAPTER 2
INSTALLATION INVENTORY OF ARMY MILITARY REAL PROPERTY
AND BUILDING INFORMATION SCHEDULE
(Requirement Control Symbol ENG-242)

Section I. GENERAL

2-1. Scope. This chapter provides instructions for reporting all real property at Army installations located in the United States, its possessions and territories, the Commonwealth of Puerto Rico, and in foreign countries. The report will include general information applicable to the installation as a whole and appropriate quantitative and qualitative information on every item of real property owned, leased, or otherwise acquired and controlled by the DA, and considered to be part of the installation. In those cases where another Government department or agency and the Army occupy real property jointly, such property will be included in the Army inventory only if the Army has accountability as established by DD Form 1354 (Transfer and Acceptance of Military Real Property).

a. Reporting medium.

(1) Input.

(a) Installation reports will be submitted by magnetic tape or punched cards, whichever is more convenient for the reporting command or installation. Key punch transcripts may be submitted to those reporting commands that do not have capability to prepare tape or to punch cards. Key punch instructions are included in chapter 4.

(b) Negative reports will be submitted quarterly in memorandum form for those installations at which no change occurred during the quarter.

(c) Initial reports on new installations will be so noted at the time of submission.

(d) An installation layout map identifying the location of all structural improvements and payments will be submitted concurrently with new reports. Copies of existing maps required in connection with property accountability in AR 420-17 may be used. If suitable maps are not already available, they will be prepared. Revised maps will be submitted annually to reflect changes which have occurred during the year. If no such changes have occurred, attach a memorandum negative report to the 30 September inventory report for the installation.

(2) Output. Magnetic tapes or microfiche reflecting the updated inventory will be prepared by the Office of the Chief of Engineers (OCE) as of the end of each reporting quarter and distributed to each command or installation that reported for the quarter. Printouts may be prepared if justification exists to warrant hardcopy.

b. When prepared. Reports will be prepared quarterly as of 31 December, 31 March, 30 June, and 30 September. Reports on existing installations will be updated and revised as of the end of each reporting quarter in which reportable changes have occurred, in order to reflect the real property comprising the installations as of that date. Initial reports for new installations will be prepared as of the end of the reporting quarter in which the property was acquired. Land acquired for an installation will be reported as an active installation, whether or not any improvements have been completed.

c. Routing and review.

(1) For initial reports of new installations, responsible reporting officers designated under the provisions of paragraph 1-4 will prepare and dispatch, within 5 working days following the end of the quarter, punched cards and two copies of the installation layout map to the appropriate DA headquarters, Army field command, or Defense agency for review by qualified personnel for accuracy and completeness. Upon completion of the review, and approval, the punched cards with an 80/80 proof listing and a copy of the layout map will be forwarded to HQDA (DAEN-REP-S) WASH DC 20314 in accordance with paragraph *d* below.

(2) Division and district engineers should transfer to the using service, prior to the end of the quarter, newly acquired or constructed items of real property. This should be done in the prescribed manner on a DD Form 1354 so as to provide for timely and reliable reporting. If such property has not been so transferred, it must be reported to the using service on a preliminary DD Form 1354 for inclusion in existing reports or for a new installation

report. New construction will be transferred or a preliminary report provided when the newly constructed item is ready for beneficial occupancy or is useably complete.

d. Submission.

(1) Reports for installations in the United States must be submitted to reach HQDA (DAEN-REP-S) WASH DC 20314 as soon as possible after the "as of" date, but not later than 15 calendar days after the end of the reporting period.

(2) Reports for installations in possessions and territories, the Commonwealth of Puerto Rico, and

in foreign countries must be submitted to reach HQDA (DAEN-REP-S) WASH DC 20314 as soon as possible after the "as of" date, but not later than 25 workdays after the end of the reporting period.

(3) Submissions that contain initial reports of new installations, or reports of final disposals of installations, must be specifically so noted in a letter of transmittal.

(4) The installations header and the inventory detail records (cards number 1, 2, and 3) must be kept separated from the BIS detail records (card number 4) when the reports are submitted.

Section II. REAL PROPERTY INVENTORY (RPI)

2-2. Instructions for reporting RPI. *a. General.*

(1) A complete inventory will be maintained for each existing or newly acquired or activated installation located wholly within a state or country. In those cases when an installation is located in more than one state, the portion located in each state will be treated as a separate installation with a separate installation number and submitted as a separate report.

(2) New acquisitions of land and improvements thereon at an installation become reportable at the end of the quarter in which any one of the following actions is completed: withdrawal from public domain; transfer from other federal agencies; possession by order of possession; acceptance of options; and execution of lease, license, permit, or other acquisition document. Newly constructed buildings and facilities will be reported at the end of the quarter in which they become ready for use, as evidenced by transfer on DD Form 1354. Disposals and capital increases and decreases will be reported at the end of the quarter in which action was completed.

(3) Buildings or facilities scheduled to be demolished or otherwise disposed of as a direct result of replacement by new construction, or removed in order to clear the site for new construction under any Military Construction Army (MCA) program, will be identified in the report. See paragraph 2-2d(20)(b).

(4) Initial reports on new installations will be made by preparing the two header cards (cards number 1 and 2), followed by an inventory detail record (card number 3) for each reportable item of real property. Report the information applicable to each data field of each card. If no entry is applicable, leave the field blank.

(5) Revisions to existing installation inventories will be made by preparing a card to show all data field changes for any given line item on the installation inventory report. Only those particular data fields to be changed need be reported.

(6) Installations which have been completely disposed of during the quarter will be reported by submitting a number 1 card with the first seven card columns (cc) completed. Final disposal will be so noted in a letter of transmittal and the specific disposition stated.

(7) When an installation is reassigned from one command to another, the receiving command will be furnished at the time of transfer of accountability the inventory report, or equivalent listing, for the installation updated to the time of transfer.

b. Specific instructions for header card number 1.

(1) *Change Code (card column 1).* Enter the appropriate code to reflect the type of action being reported for the installation header of card number 1, as follows:

(a) Enter an "A" when a new installation is reported for the first time.

(b) Enter an "M" when changes are being made to data previously reported on card number 1, or when an additional data entry is being made.

(c) Enter a "D" to indicate the disposal of an entire installation. This code will delete the entire installation inventory report from the master file.

(2) *Card Number (cc 2).* Enter a "1".

(3) *Installation Number (cc 3-7).* This is a five-character identifying symbol. Its principal use is to provide continued and positive identification of the installation. Installation numbers for existing installations may be obtained from existing real property inventory reports. Installation numbers for

new installations located in the United States and those under the jurisdiction of US Army Europe will be obtained by the reporting command from HQDA (DAEN-REP-S) WASH DC 20314. Numbers for new installations located elsewhere will be assigned by the reporting command.

(4) *Installation Name (cc 8-37)*. Enter the name of the installation. The entry cannot exceed 30 characters including spaces. Names should agree with designations published in official orders or be otherwise properly assigned and approved by the commander. To facilitate continuity of records, names applied to new installations in those areas where the command has authority to act should be such as to insure their retention over a long period of time. The use of names of occupying service units as installation names does not insure retention over a long period of time.

(5) *Command Code (cc 38)*. Enter the appropriate code from appendix A for the DA headquarters, Army field command, or Defense agency having reporting responsibility.

(6) *Using Agency Code (cc 39-40)*. Enter the appropriate code from appendix B. This code, in many cases, will be similar to the command code. In other cases the code will be for elements of the Army which do not have accountability, and which are being provided with logistic support by major Army commands.

(7) *Type of Installation (cc 41)*. Enter "P" (permanent) or "T" (temporary). The installation is "temporary" unless officially designated as a "permanent" installation by Department of the Army General Orders No. 60, dated 16 August 1954, or orders subsequent thereto.

(8) *Status, Kind, Operator Code (SKO) (cc 42)*. Enter the appropriate code from the table below to show the status of the installation, the kind of installation, and the operator if it is an industrial installation:

<i>Code</i>	<i>Status, Kind, Operator</i>
A	Active, Nonindustrial
B	Inactive, Nonindustrial
C	Excess, Nonindustrial
D	Active, Industrial, Government operated
E	Active, Industrial, Contractor operated
W	Inactive, Industrial, Government operated
X	Inactive, Industrial, Contractor operated
Y	Excess, Industrial, Government operated
Z	Excess, Industrial, Contractor operated

(9) *Function Code (cc 43)*. Enter the appropriate code from the table below to show the principal function of the installation:

<i>Code</i>	<i>Function</i>
A	Airfield
B	Air Defense Site
C	Ammunition Plant
D	Arsenal
E	Aviation Training
F	Cemetery
G	Communications
H	Depot
J	Division Training
K	Harbors and Ports
L	Headquarters and Administration
M	Hospital
N	Missile Plant
P	National Guard
R	Other
S	Proving Ground
T	Recruit Training
U	Research, Development and Test
V	Reserve Training
W	Schools and Centers
X	Security Station
Y	Housing
Z	Recreation

(10) *Function Description (cc 44-73)*. Enter word description to match code used above. If "Other" was coded above, enter an appropriate function description. Entries in this data field cannot exceed 30 characters, including spaces.

c. Specific instructions for header card number 2.

(1) *Change Code (card column 1)*. Enter the appropriate code to reflect the type of action being reported for the installation header of card number 2, as follows:

(a) Enter an "A" when a new installation is reported for the first time.

(b) Enter an "M" when changes are being made to data previously reported on card number 2, or when an additional data entry is being made.

(2) *Card Number (cc 2)*. Enter a "2".

(3) *Installation Number (cc 3-7)*. This is a five-character identifying symbol, and it must be the same as shown in cc 3-7 of card number 1 (para b(3) above).

(4) *Name of Nearest City (cc 8-22)*. Enter the name of the city in which the installation is located. If the installation is not located within a city, name the city generally accepted as the location of the installation or the nearest sizeable city or town. The entry cannot exceed 15 characters, including spaces.

(5) *Distance (cc 23-25)*. Leave this data field blank if the installation is located in or adjacent to the city named in cc 8-22. (If it is located contiguous to the city limits, it is considered within the

city.) If it is not located in the city, enter the distance in miles from the installation to the center of the city named in cc 8-22.

(6) *Direction (cc 26-27)*. Enter the direction (N, NE, E, SE, S, SW, W, NW) from the city or town named in cc 8-22 to the installation.

(7) *County or Political Subdivision (cc 28-47)*. Enter the name(s) of the county or political subdivision in which the installation is located. If more than one county is involved, begin the entry with the name of the county in which the installation headquarters is located. Do not enter the name of a country. Abbreviate as necessary so as not to exceed 20 characters, including spaces.

(8) *Year Acquired (cc 48-51)*. Enter the year of initial occupancy by the military (Army, Navy, Air Force) if the installation has remained continuously under military control. If it has been disposed of by the Government or transferred to a non-DOD agency and reacquired, the year of such reacquisition will be shown.

(9) *Rural or Urban Code (cc 52)*. Enter "U" (urban) if the installation is located in an incorporated place having population of 2,500 or more, or in a densely settled urban fringe area around cities of 50,000 or more. Enter "R" (rural) for all other installations.

(10) *Operator (cc 53-72)*. Make an entry for industrial installations only. The entry cannot exceed 20 characters, including spaces.

(a) For active industrial installations, enter "Government" or the name of the contractor-operator.

(b) For inactive or excess industrial installations, enter "Government" or the name of the lessee or caretaker.

d. Specific instructions for inventory detail record, card number 3.

(1) *Change Code (card column 1)*. Enter the appropriate code to reflect the type of change being made for each line item of a record, as follows:

<i>Code</i>	<i>Description of change transaction</i>
A	Adds a new line item to reflect additions to the real property inventory. A card with an "A" change code requires the completion of cc 1-19 and all remaining applicable data fields (leave Ownership Code and Type of Construction—cc 13 and 14—blank when reporting land). Do not use an "A" change code to include capital improvements made to existing buildings, structures, or utilities that are presently reported in the inventory.
E	Removes a line item from the master file in order to change information contained in the control field. A card with an "E" change code requires the completion of cc 1-19 only (leave Ownership Code and Type of Construction—cc 13 and 14—blank for land entries). Since an "E" change deletes a line item, an "A" change must be submitted to re-enter all applicable data.
M	Modifies cc 20-78 of an existing line item. A card with an "M" change code requires the completion of cc 1-19 and only those particular remaining data fields where information is being added or changed (leave Ownership Code and Type of Construction—cc 13 and 14—blank when reporting land). An "M" change can also be used to delete data from individual data fields. To do this, complete the control field and then enter a zero in the particular data field where the existing entry is to be deleted.
D	Deletes an entire line item from the inventory. A card with a "D" change code requires the completion of cc 1-19 only (leave Ownership Code and Type of Construction—cc 13 and 14—blank for land entries).

(2) *Card Number (cc 2)*. Enter a "3".

(3) *Control Field*.

(a) Entries covered by paragraphs (4) through (8) below pertain to cc 3-19 of the detail record and are known as the "control field". The control field *must* be punched for each detail record as these columns are the principal means for computer identification of the record in the master file.

(b) No two detail records in the master file can have identical control fields. A new line item (an "A" code in cc 1) will not be added to the file if the control field is identical to that of a detail record already present in the master file. The "A" change in that instance will be rejected as an error. Similarly, an existing line item cannot be modified, or deleted from the master file, if the data in cc

3-19 does not match the control field of the line item to be modified or deleted. The change or deletion in that instance will be rejected as an error.

(c) The contents of the control field cannot be changed by the submission of a card containing an "M" change code. A change to any data in the control field can only be accomplished by the submission of a card containing an "E" change code with the existing control field data, and the submission of another card containing an "A" change code, the new control field, and all of the previously reported applicable data for that line item on the report.

(4) *Installation Number (cc 3-7)*. Enter the five-character symbol assigned to the installation. It must be the same as shown in the header (para 2-2b(3) above).

(5) *Category Code (cc 8-12).*

(a) The numerical codes in AR 415-28 will be used for identifying and classifying each item of real property. Enter the five-digit category code that appropriately describes the designed or permanently converted use of each item.

(b) Space in multipurpose buildings will be reported as follows: Each functional use of 5,000 square feet or more that is identifiable by a specific five-digit category code will be reported under that

<i>Code</i>	<i>Type of ownership or tenure</i>
1.	<i>Owned.</i> Includes buildings and facilities constructed, purchased, or the title of which is in the US Government, however acquired. (Surplus commodity housing acquired by the Army will be included.)
2.	<i>Leased (Inleased).</i> Includes buildings and facilities held under lease agreements including condemnation leaseholds.
3.	<i>Other.</i> Includes buildings and facilities acquired for use by license, permit (other than from the Air Force or Navy), temporary public land order, temporary executive land order, or furnished rent-free by a foreign government under treaty or other agreement.
4.	<i>Permit—Military.</i> Includes buildings and facilities other than land held under permit (not transfers) from the Air Force or Navy.

(7) *Type of Construction Code (cc 14).* (Leave this data field blank when reporting land.) Enter "P", "S", or "T" to represent the type of construction as permanent, semipermanent, or temporary, respectively, for buildings and facilities. The same general criteria used for classifying buildings will be applied for facilities other than buildings.

(8) *Building/Facility Number (cc 15-19).* Enter the number assigned for property accountability. In those cases where a number has not been assigned to a building, facility, or land, a number must be assigned for inventory purposes. Assignment of numbers to facilities other than buildings and structures, such as parking lots, utility lines, roads, etc., is the responsibility of the facilities engineer and will be accomplished in accordance with AR 420-70. No two buildings or facilities should have the same number. The building/facility number must have five characters for inventory purposes. The makeup of these five characters, if practicable, should be either all numeric, or one alphabetic letter followed by not more than four numbers. It is not necessary to report "P", "S", or "T" as a prefix to the building/facility number because the type of construction ("P", "S", or "T") is required information in cc 14.

(9) *Building Code (cc 20).* (Leave this field blank for facilities other than buildings.)

(a) Enter "B" in this field to indicate a single building used for only one purpose as indicated by the category to which assigned.

(b) Enter "P" in this field to indicate the principal category use of a multipurpose building. Only one primary use will be assigned to a multipurpose

category code. Space as described above with areas less than 5,000 square feet, and considered by management to be important to the installation mission, may also be reported. Costs and areas will be shown proportionately for each multipurpose use reported.

(6) *Ownership Code (cc 13).* (Leave this data field blank when reporting land.) Enter the appropriate code representing the type of ownership or tenuse for buildings and facilities, as follows:

(c) Enter "M" in this field to indicate secondary category uses (portions) of a multipurpose building. When "M" is used, each line item reported for a multipurpose building will carry the same building number. Costs and area will be shown proportionately.

(10) *Total Area (cc 21-27).* Enter the amount of area for each item according to the applicable unit of measure expressed in the "Area" column of AR 415-28. Use whole numbers. The area of buildings will be the gross area. For land areas less than one-half acre, including rights under license where no area is specified, enter an "L". For leased land report only exclusive use areas.

(11) *Outgrant Area (cc 28-33).* Enter for each item the amount of area outgranted by lease, easement, license, or permit to others. This area is included in the quantity shown in Total Area (cc 21-27). Outgranted area will not be reported as vacant.

(12) *Planned Disposition Code (cc 34).* Enter an appropriate code from the table below to show planned disposition of vacant space:

<i>Code</i>	<i>Planned Disposition</i>
A.	Mobilization requirement
B.	To be disposed of
C.	Planned future use
D.	To be rehabilitated
E.	Disposal under consideration
F.	None

(13) *Vacant Area (cc 35-40).* Enter the amount

of vacant area for each item. This area is included in the quantity shown in Total Area (cc 21-27). Out-granted area will not be reported as vacant.

(14) *Total Capacity (Other Measure) (cc 41-47)*. Enter the quantity or number of units according to the applicable unit of measure expressed in the "Other" column of AR 415-28.

(15) *Total Cost to US Government (cc 48-53)*. Entries in this field will be only for costs the US Government expended for the purchase of or construction of items of real property, including construction made available under surplus commodity transactions. Do not enter costs of constructed or modified facilities paid for and owned by a foreign government. If cost to US Government was not incurred by the Army, it will be secured from the appropriate department or agency and reported. The cost for buildings and other improvements will be estimated if actual costs cannot be determined from records. A cost, where applicable, must be shown for each individual item of owned real property. If such costs is not available at reporting level, the appropriate district engineer will furnish or assist in obtaining it upon request.

(a) *Owned*. Enter to the nearest hundreds of US dollars the cost for each item; e.g., from \$450 to \$549 show as "5"; from \$550 to \$649 show as "6"; if \$19,954 show as "200", etc. The construction cost of each building or facility other than a building, as applicable, will include the installed building equipment, administrative overhead costs, and costs of US Government furnished material and labor. Expenditures for capital improvements (see AR 420-17) on owned construction will also be included as costs and distributed as appropriate to the various categories. When both MCA and nonappropriated funds are expended for new construction or capital improvements of a building or facility, appropriate amounts will be entered in Total Cost to Government and Appraised or Estimated Value (cc 48-53 and 68-72) respectively. The cost of land (other than public domain) will be the amount, to the nearest hundreds of dollars, actually paid to the land owner for the land. The cost of purchased land should agree with the current figure maintained by the district or area engineer. For reimbursable transfers the cost will be the cost to the Army; non-reimbursable transfers will be the cost on the books of the transferring agency. For those installations where the total purchase price includes buildings and structures which have been retained as part of

the installation and are used by the installation, the total purchase price will be broken down to reflect the estimated cost of each building or structure separate from the land. The cost of removal, relocation, or destruction of buildings and structures from land after acquisition for safety or operational reasons will be charged as expense, not capitalized. Cost for the foregoing operations after acquisition to enable new construction will be charged to construction of such buildings and structures, and not to land. Thus, the land dollar amount will show the estimated naked original land cost. Normally cost of site preparations and excavation, filling, and landscaping are chargeable to associated items of construction. For donated real property the estimated value (at the time of acquisition) will be shown in Appraised or Estimated Value (cc 68-72). For buildings and facilities constructed by nonappropriated funds, the cost (estimated if actual is not known) will be shown in Appraised or Estimated Value (cc 68-72).

(b) *Construction on leased land*. Enter the cost of owned units of real property constructed on leased land. This cost will be the same as that entered in Cost of Improvements on Leased Land (cc 54-59). However, capital improvements to leased buildings or structures will not be shown as cost to the United States.

(c) *Construction in foreign countries*. Enter the cost of units of real property constructed by or for the United States and paid for by US appropriated funds or foreign currencies made available through surplus commodity transactions. Cost will not be reported for facilities constructed for NATO, SEATO, or other related international type organizations financed from joint allied defense funds and reparations funds or for foreign owned properties made available at no cost to the United States. Costs for structural changes (capital improvements) to non-US-owned buildings and facilities will not be reported.

(16) *Cost to US Government of Improvements on Leased or Rent-Free Land (cc 54-59)*. Enter to the nearest hundreds of US dollars the cost of owned units of real property constructed on leased or rent-free land. Do not include costs of capital improvements to leased or nonowned buildings or structures, nor the cost for land or facilities furnished rent-free by a foreign government. The costs will be the same as entered in Total Cost to Government (cc 48-53).

(17) *Annual Rental Received (cc 60-63)*. Enter to the nearest hundreds of US dollars the amount of annual rental received for each item (prorate where necessary) of real property outleased or outgranted. When amounts are less than \$50, enter "L". Do not include as annual rental, the rental value or quarters furnished personnel in lieu of quarters allowance or services received in lieu of cash rent.

(18) *Annual Rental Paid (cc 64-67)*. Enter to the nearest hundreds of US Dollars the amount of annual rental paid for each item (prorate where necessary) of inleased, licensed or permitted real property. When amounts are less than \$50, enter "L". Do not include amounts paid under service contracts.

(19) *Appraised or Estimated Value (cc 68-72)*. Enter to the nearest *thousands* of US dollars the appraised or estimated value for each item inleased, donated, or furnished by a foreign government. A value must be reported for each individual item so held. When amounts are less than \$500, enter "L". Costs to the United States for structural changes (capital improvements) will not be included in values shown in this column.

(20) *Year Built or Acquired (cc 73-75)*.

(a) Enter the year of completion for buildings

and facilities constructed by the Army. Enter the year of initial acquisition or reacquisition for land (fee land only), and for buildings and facilities not constructed by the Army. Use only the last three digits of the year; e.g., 1970 will be shown as "970".

(b) This data element will also be used to identify a building or facility that has been scheduled for disposal as a direct result of replacement by new construction, or removed in order to clear the site for new construction, under any authorized MCA program. To do this, enter a "D" and follow it by the last two digits of the fiscal year MCA program authorizing new construction to replace that building or facility.

(21) *Condition Code (cc 76)*. (Leave this field blank when reporting land.) Enter "U" for usable and "N" for nonusable. Refer to definitions in chapter 1.

(22) *Number of Floors (cc 77)*. Enter the number of usable floors in a building, including full basements and attics. If the number of floors exceeds 9, use the following alphabetic codes: A (10 floors), B (11 floors), C (12 floors), etc.

(23) *Wall Material (cc 78)*. Enter the code from the table below that represents the exterior surface material of the walls of a reported building:

<i>Code</i>	<i>Material</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
A	Wood	Wood
B	Brick (brick veneer)	Brick
C	Concrete	Concr
D	Concrete block or slag block	Block
E	Stone	Stone
F	Structural tile	Tile
G	Steel	Steel
H	Other	Other
J	Adobe	Adobe
K	Combination brick and wood asbestos shingle	Comb
L	Aluminum	Alum
M	Cement asbestos	C Asb
N	Cast Iron	CI
P	Glass, plastic, transparent or translucent material	GL
Q	Roll, Composition	R Comp

Section III. BUILDING INFORMATION SCHEDULE (BIS)

2-3. Instructions for reporting BIS. a. General.

(1) BIS data will be reported only for those installations that are listed in appendix A of AR 210-20 (except for installations located in Puerto Rico and the Canal Zone), and other Army installations that have a mobilization potential expansion capability. Card number 4 will be used for this purpose.

(2) BIS data will be reported for those buildings and facilities identified by facility number on the General Site Map and Reservation Map of the basic information components, AR 210-20.

(3) BIS data (card number 4) cannot be submitted for a building or facility if an RPI record (card number 3) does not exist for the building or facility.

(4) For installations reporting space in multipurpose buildings on an RPI record, a single BIS record will be prepared to reflect the primary use only (those buildings with "P" entered in Building Code (cc 20) of the RPI record). A BIS record will not be prepared for the secondary uses of multipurpose buildings (those with an "M" in Building Code (cc 20) of the RPI record).

(5) The area of a building shown on the BIS printout is the total gross area of the entire building as reported in Total Area (cc 21-27) of the RPI record. In the case of multipurpose buildings, it is the summation for each building of the amount of area reported on the RPI record for the primary and secondary uses (Building Codes "P" and "M"). This summation is accomplished by the computer when the BIS printout is prepared.

b. Specific instructions for BIS record, card number 4.

(1) Identification.

(a) The instructions pertaining to the first 19 columns of the BIS record are identical to those contained in paragraph 2-2d (1) through (8) above, except cc 2 of the BIS record will contain a "4".

(b) The control field information, cc 3-19, for a BIS record (card number 4) must be identical to that of its corresponding RPI record (card number 3). Information from either record, or both simultaneously, can be made available through the use of the same control field. An action which changes information in the control field of either record requires that an identical change be made to the control field of both records. Failure to update the control field information of both records simultaneously will result in rejected and unmatched records.

(2) *Utilities Available (cc 20-27).* The utilities available in the building or facility will be indicated by entering the appropriate letter designation from the table below for the 8 digit positions of the data field. When any utility or service is not available, enter an "X".

<i>Digit</i>	<i>Letter</i>	<i>Meaning of Designation</i>
<i>Position</i>	<i>Designation</i>	
1	W	Water is available.
	X	Water not available
2	S	Sewer (sanitary) is available
	X	Sewer (sanitary) not available
3	E	Electricity is available
	X	Electricity not available
4	T	Telephone is available
	X	Telephone not available
5	D	Heated by space heaters
	H	Heated by individual heating plant
	M	Heated by plant that serves more than one building
	X	Not heated by any means
<i>Note. If either character in position 5 or 6 is "X", then both should be "X".</i>		
6	C	Major heating fuel is coal
	O	Major heating fuel is oil
	I	Interruptible gas is supplemented with fuel oil for heating
	G	Major heating fuel is a firm supply of natural gas
	L	Major heating fuel is liquefied petroleum gas
	Z	Major heating source is electricity
	X	No fuel or source of power required
<i>Note. If either character in position 5 or 6 is "X", then both should be "X".</i>		
7	Y	Cooled by evaporative cooling
	V	Mechanical ventilation only is available
	U	Cooled by individual direct expansion air-conditioning units
	R	Cooled by chilled water from a reciprocating central units

Digit Position	Letter Designation	Meaning of Designation
	P	Cooled by chilled water from a centrifical central unit
	A	Cooled by chilled water from an absorption central unit
	X	No means employed to cool the building or facility
<hr/>		
		Cooled air is circulated by—
8	B	Low velocity air from a single or multiple zone
	F	Fan coil unit
	J	High velocity air utilizing double duct
	K	High velocity air using induction
	Z	No distribution of cool air required

(3) *Current Use Code (cc 28-32)*. Enter the appropriate five-digit category code from AR 415-28 that best identifies the current use of the facility. When the corresponding RPI record (card number 3) indicates a building is completely vacant, an "X" will be entered in this data field. This will indicate that the building does not have a current use.

(4) *Recommended Use Code (cc 33-37)*.

(a) Enter the appropriate category code from AR 415-28 that best identifies the recommended long range use if the Estimated Life in cc 38-42 is 20 years or more from the current date; if the Estimated Life is less than 20 years and followed by an "E" indicating extension; or if the Estimated Life is followed by an "H".

(b) Enter the word "NONE" if the Estimated Life in cc 38-42 is less than 20 years and followed by a "D" or "R" indicating demolition or replacement.

(c) Enter "HIST" if the facility is to be maintained for historical purposes only.

(5) *Estimated Life (cc 38-42)*. The estimated economic life should be reported for all buildings, and for those facilities for which it is applicable. This estimate must be most realistic since it will be used as a basis for all master planning and programming activities.

(a) Except for designated historic facilities, enter the year the estimated economic life is expected to terminate. For those buildings whose estimated life is less than 20 years from the current date, the year entered will be followed by "R" if replacement is recommended during this period, by "E" if extension of life by rehabilitation is recommended to extend the life of that building to at least 20 years or more from the current date, or by "D" if demolition without replacement is planned. For those facilities listed in the National Register of Historic Places, as published in the *Federal Register*, or those that have been specifically designated by the Army as historic sites, structures, objects or districts, four zeros will be entered in lieu of a date and an "H" will be entered in the fifth position.

(b) In order for the estimated economic life of buildings to be consistent between installations, estimators will use the following guidelines: The foundation material will be the first factor considered; the second factor will be the principal type of building material; the third factor will be the secondary type of building material, if it consists of more than one third of the structure. The length of life will be judged on the shortest life of the material in the first three factors considered and adjusted by special conditions. There may be conditions that have existed, or do now exist, that may shorten or lengthen the life of the facility, such as one or several major rehabilitations, or gross lack of maintenance. The materials and the ranges for estimating economic life are indicated in figure 2-1. Estimated building life will fall within the range of figure 2-1 unless there is a specific reason to go beyond the limits outlined.

(6) *Foundation Material (cc 43-44)*. Enter two codes from the table below to represent the foundation material. The first code will indicate the foundation form, and the second will indicate the pile or foundation material.

1st Character—Foundation Form

Code	Description	Abbreviation used in printout of Building Information Schedule
1	Pile—all piles will be assumed to be capped with a continuous footing.	PL
2	Pier	PR
3	Continuous footing of various shapes and forms	CON
X	No foundation	NF

2nd Character—Pile or Foundation Material

Code	Description	Abbreviation used in printout of Building Information Schedule
M	Adobe	ADB
B	Clay or concrete brick	BK
C	Concrete	CN
L	Concrete, reinforced	CR
D	Slag, or concrete block	BLK
G	Steel	ST
E	Stone	STN
F	Tile, structural	TST
A	Wood	WD
X	No foundation material	NF

Note. If the first character is an "X", the second character must also be an "X".

(7) *Structural Material (cc 45-46)*. Enter two codes from the table below to represent the structural material. The first code will indicate the principal basic structural material, the second code will indicate the secondary basic structural material. In smaller buildings the surface material identified in Wall Material (cc 78) of the RPI record (card number 3) may be the only structural support. However, in larger buildings the principal and secondary structural support may consist of a steel frame and/or some other material not the same as the surface material. If only one basic structural material is in a building, the second code will be the same as the first. For facilities other than buildings, this data field can be blank if not applicable.

Code	Description	Abbreviation used in printout of Building Information Schedule
M	Adobe	ADB
N	Aluminum	AL
S	Cement asbestos	CA
I	Cast iron	CI
B	Clay or concrete brick	BK
C	Concrete	CN
L	Concrete, reinforced	CR
P	Glass, plastic, transparent or translucent material	GL
D	Slag or concrete block	BLK
G	Steel	ST
E	Stone	STN
F	Tile, structural	TST
A	Wood	WD

(8) *Roof Material (cc 47-50)*. Enter four codes from the table below to represent the roof material. The first code will indicate the type and material of roof support, and the second will indicate the roof deck material. For BIS report purposes, the roof deck is defined as solid surface supporting the roof surface. The

third code will indicate the material of the roof surface, and the fourth will indicate the fire resistive ratings for the entire structure as defined in the Department of Defense Construction Criteria Manual 4270.1-M (chap 12). The fire resistive rating will be provided for buildings only. If the first three characters are applicable to a facility, enter an "X" in the fourth position to indicate that the reported facility is not a building. If the first three characters are not applicable, the entire data field should be blank.

1 st Character—Type and Material of Roof Support

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
1	Flat truss—concrete, reinforced	CRF
2	Flat truss—steel	STF
3	Flat truss—wood	WDF
4	Gable or arch truss—concrete reinforced	CRG
5	Gable or arch truss—steel	STA
6	Gable or arch truss—wood	WDG
7	Joist or beam—concrete, reinforced	CRJ
8	Joist or beam—concrete, prestressed	CPJ
9	Joist or beam—steel	STJ
Y	Joist or beam—wood	WDJ
Z	Slab—concrete, reinforced	CRS
R	Rafters	RAF
X	Arch—no support required	NSR

2nd Character—Material of Roof Deck

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
1	Cement asbestos	1
2	Asbestos protected metal	2
3	Asphalt protected metal	3
4	Gypsum or light weight concrete	4
5	Masonry arch	5
6	Metal	6
7	Reinforced concrete	7
8	Wood (less than 2 inches thick)	8
9	Wood (2 or more inches thick)	9
0	Wood fiber cement	0
C	Concrete arch	C
S	Steel arch	S
G	Glass, plastic, transparent or translucent material	G
M	No roof decking	M

3rd Character—Material of Roof Surface

<i>Code</i>	<i>Description</i>	<i>Abbreviation used in printout of Building Information Schedule</i>
N	Aluminum, copper or lead	AL
P	Built-up roll roofing without gravel	RBV
B	Built-up roll roofing with gravel	RBG
X	Cement asbestos	CAS
M	No surface	NS
Q	Roll—building paper	PRB
R	Roll—composition	CPS
S	Shingles—composition	SC
T	Shingles—slate	SL
U	Shingles—wood	SWD
V	Steel, galvanized	STG
L	Tar or silicone	TS
W	Tile	TL
G	Glass, glass fiber, plastic, transparent or translucent material	GL

4th Character—Building Fire Resistive Rating and Degree of Sprinkler Protection

Code				Description	Abbreviation used in printout of Building Information Schedule			
Unsprinkled	Pre-Action or Deluge	Sprinklered wet system	Sprinklered dry system		Unsprinkled	Pre-Action or Deluge	Sprinklered wet system	Sprinklered dry system
1	5	W	D	Combustible	1	5	W	D
2	6	E	R	Unprotected noncombustible	2	6	E	R
3	7	T	Y	Protected/noncombustible (1 hr fire resistance)	3	7	T	Y
4	8	S	P	Fire resistive (2 hrs or more fire resistive)	4	8	S	P

Partially sprinklered buildings should be classified as unsprinkled, combination sprinkler or deluge systems should be coded to the major type system. An "X" in the fourth position indicates that the building has no fire resistive rating; therefore, there will be no entry on the BIS printout.

(9) *MCA Number (line item number) (cc 51-56)*. Enter the temporary or official DA line item number (MCA number) of the project to replace a specific facility. Line item numbers will be assigned to all facilities that must be replaced within the 20-year planning period. This data field will contain an MCA number only when an "R" appears in, or is being added to, the Estimated Life (cc 38-42). The MCA number will be assigned in accordance with AR 415-15. When funding for a replacement building is expected from a source other than MCA, indicate this fact with the letter "N" and five numeric characters assigned by the installation. Normally, when a new facility is accepted by the installation, those facilities having an "R" in Estimated Life and a line item number the same as the accepted facility will be purged with a zero and the date and/or alphabetic character in Estimated Life will be revised as applicable.

(10) *Current Use Description (cc 57-71)*.

(a) Leave this data field blank when the title listed in AR 415-28 for the category code entered in Current Use (cc 28-32) specifically and adequately identifies the current use of the facility. That title will be entered automatically in this field by a machine program. This field must also be left blank if an "X" is in Current Use (cc 28-32). The word "VACANT" will be entered automatically in that instance.

(b) Enter in this data field a brief descriptive phrase of the principal current use for those facilities where the category code entered in Current Use (cc 28-32) ends in 90. An entry may also be made in those instances where the title listed in AR 415-28 for the category code entered in Current Use (cc 28-32) does not specifically or adequately identify the facility. Entries must not exceed 15 spaces. Abbreviations, when required, should be in accordance with AR 310-50.

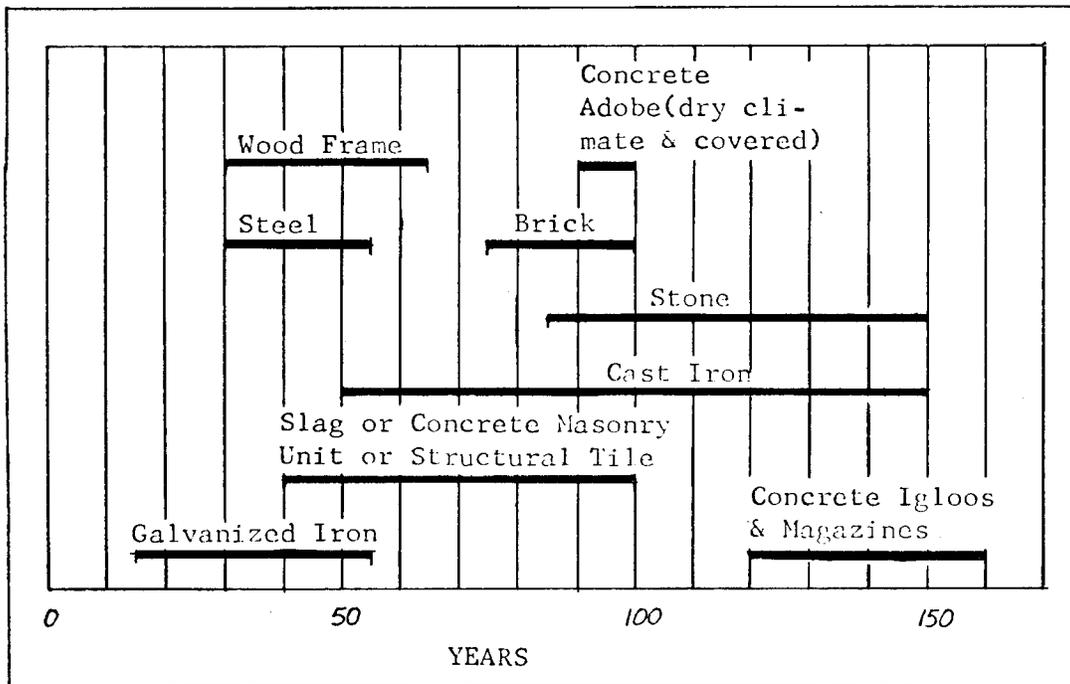


Figure 2-1.

CHAPTER 3
ARMY LEASEHOLDINGS IN FOREIGN COUNTRIES
SEPARATE FROM INSTALLATIONS
(Requirement Control Symbol ENG-76 (R3))

3-1. General. This chapter provides instructions for reporting all inleased property located in foreign countries, within the scope of paragraph 1-2, which is not reported as all or part of an installation. Rent-free property furnished by a foreign government which is not reportable as all or part of an installation will also be included.

3-2. Reporting responsibility. The report will be prepared by each command, mission, or other DA element having control of such property in a foreign country. No reports are required of holding or using elements for this type of property in the United States, its possessions and territories, and the Commonwealth of Puerto Rico.

3-3. Reporting medium. *a.* Reports will be submitted by punched cards together with an 80/80 double-spaced proof listing. Key punching instructions are included in chapter 4.

b. Notification of terminated leases will be made in letter form.

c. DA Form 2014-R (Army Leaseholdings in Foreign Countries Separate From Installations) (fig. 3-1) may be used only by those reporting elements that do not have keypunch capability. DA Form 2014-R will be reproduced locally on paper size 8-by 10½-inches.

3-4. When prepared. Reports will be made semi-annually as of 31 March and 30 September to indicate changes to the listing that are included in the annual inventory summary publication entitled *Inventory of Army Military Real Property*. Written negative reports are required.

3-5. Submission. *a.* Reports will be submitted to reach HQDA (DAEN-REP-S) WASH DC 20314, as soon as possible after the "as of" date, but not later than 25 workdays after the end of the reporting period.

b. Submissions that contain reports for countries that have never reported leases before, or notification of terminated leases, will be specifically so noted in a letter of transmittal.

3-6. Explanation of terms. *a. Closed storage*—Includes warehouses, depot closed storage, and closed

storage at Army terminals, ports of debarkation, docks, and piers.

b. Special storage—Includes cold and freezer storage, open storage, oil and gasoline storage, mooring space, lumber storage, garages, and hangars.

c. Land—Includes military reservations, campsites, airfields, auxiliary installations, plant and building sites, staging areas, bombing, gunnery and other ranges, maneuver and training areas, proving grounds, tactical installations, parking areas, etc.

d. Office space—Includes space actually being used for office purposes.

e. Building space—Includes auditoriums, theaters, classrooms, messhalls, dispensaries, post exchanges, troop detachments, service clubs, recreation centers, testing laboratories, laundries, etc.

f. Housing space—Includes quarters (family, bachelor officers' and enlisted men's) and space used for housing in buildings such as schools, hospitals, hotels, armories, etc.

g. Inlease—A lease of real property and interest therein, or facilities, by and for the control and use of the United States Army.

h. Outlease—A lease authorizing the use of Army controlled real property or facilities.

3-7. Instructions for preparation. *a. General.*

(1) A punched card will be prepared for each reportable lease. A change to a previously reported lease will require punching a new card containing the changed or corrected information, plus all of the unchanged information on the balance of the card.

(2) When a lease covers 50,000 square feet or more of floor space which is used for more than one purpose, use a separate card to report each type of space having an area of 10,000 square feet or more. Prorate annual rental for each type of space. Areas of multipurpose leases less than 10,000 square feet will be added to the predominant type of space.

b. Specific Instructions.

(1) *Country Code (card column 1-2).* Enter the appropriate code from appendix C to indicate the country where the leased space is located.

(2) *Type of Space Code (cc 4)*. Enter the appropriate code from the table below to indicate the type of space being used:

<i>Code</i>	<i>Type of Space</i>
1.....	Closed Storage
2.....	Special Storage
3.....	Land
4.....	Office
5.....	Building
6.....	Housing

(3) *Using Service Code (cc 5-6)*. Enter the appropriate code from appendix B to indicate the agency or element using the space.

(4) *Unit of Measure (cc 7-8)*. Enter "SF" if type of space code is 1, 4, 5, or 6; enter "AC" if type of space code is 3; enter an appropriate unit of measure (CF, GA, etc.) if type of space code is 2.

(5) *Contract Number (cc 9-24)*. There is a wide variety of possible forms or sequences of contract numbers. These instructions and the listing printed in the annual inventory summary publication should be followed for the sake of uniformity, and to insure proper contract identification when reporting changes to previously reported leases. Card columns 9 through 24 are used for the contract number, as follows:

(a) *Prefix in cc 9-13*. Enter the prefix of the contract number if there is one. Entries may be alphabetic or numeric characters.

(b) *Alpha Code in cc 14-16*. Enter the alphabetic code of the contract number if there is one.

(c) *Contract or case number in cc 17-22*. An all numeric entry should be made for all leases.

(d) *Sequence number in cc 23-24*. Enter a sequence number (01, 02, 03, etc.) when reporting each type of space under a multipurpose lease (para 3-7a(2) above).

(6) *Type of Space (cc 25-30)*. Enter the appropriate abbreviation from the table below that corresponds with the "type of space" code reported for item (2) above:

<i>If coded</i>	<i>Abbreviation to enter</i>
1.....	CLSTG
2.....	SPSTG
3.....	LAND
4.....	OFFICE
5.....	BLDG
6.....	HSG

(7) *Other Measure (cc 31-35)*. Make entries in this field for housing space only. Enter "FA" and one to three numbers to indicate the number of families occupying the space. Follow the same procedures to indicate the number of men (MN) or women (WN) occupying the space. Examples:

(8) *City (cc 36-50)*. Enter the name of the city in which the leased space is located. Entries must not exceed 15 characters including spaces.

(9) *Country (cc 51-64)*. Enter the name of the country in which the leased space is located. Entries must not exceed 14 characters including spaces.

(10) *Area (cc 65-73)*. Enter the amount of space in cc 65-71. Fractions of an acre will be entered in cc 72 and 73.

(11) *Annual Rental (cc 74-80)*. Enter the amount of the annual rental in US dollars. Leave this field blank if the lease is rent-free.

<p>ARMY LEASE HOLDINGS IN FOREIGN COUNTRIES SEPARATE FROM INSTALLATIONS (Leases Not Reported as Part of an Installation) For use of this form, see AR 405-45; proponent agency is The Office of the Chief of Engineers</p>		<p>REPORTS CONTROL SYMBOL EVC-76(R3)</p>
<p>TO:</p> <p>HODA (DAEN-REP-S) WASH DC 20314</p>	<p>FROM: (Command)</p>	<p>PERIOD ENDING</p>
<p>USING AGENCY AND LOCATION e</p>	<p>LEASE OR CONTRACT NO. b</p>	<p>COUNTRY</p>
	<p>TYPE OF SPACE c</p>	<p>AREA d</p>
		<p>ANNUAL RENTAL e</p>
<p>DATE</p>	<p>TYPED NAME OF REPORTING OFFICER</p>	<p>SIGNATURE</p>

DA FORM 1 JAN 77 2014-R EDITION OF 1 DEC 66 IS OBSOLETE. (Paper size 8 X 10 1/2, Image size 6-3/8 X 8-3/4)

Figure 3-1.

CHAPTER 4 KEYPUNCHING INSTRUCTIONS

4-1. General. *a. Purpose.* This chapter provides instructions for preparing punch card transcripts, for keypunching cards, and for the composition of magnetic tape.

b. Applicability. These instructions are applicable to personnel preparing punch card transcripts, and to all data processing installations or data processing centers providing the data processing services.

c. Servicing responsibility. Responsibility for providing the required data processing service is assigned to the command with reporting and review responsibility under paragraph 1-4.

4-2. Instructions and formats. *a. Punch cards for RPI/BIS.*

(1) The installation header is punched on cards number 1 and 2. DA Form 4581-R (fig 4-1) will be used as the punch card transcript. The RPI detail is punched on card number 3. DA Form 4581-1-R (fig 4-2) will be used as the punch card transcript. A separate card number 3 is required for each individual item of real property at an installation. BIS data is punched on card number 4. DA Form 4581-2-R (fig 4-3) will be used as the punch card transcript. A separate card number 4 is required for each building or facility for which BIS data is being reported. DA Form 4581-R, DA Form 4581-1-R, and DA Form 4581-2-R, will be reproduced locally on paper size 8½- by 14-inches.

(2) Initial reports on new installations must have cards number 1 and 2 punched, plus as many number 3 and 4 cards as are necessary to report each item of real property or BIS data at the new installation.

(3) Revisions to existing installation inventories will have the appropriate card punched to reflect all data field changes for any given line item on the installation inventory report.

(4) The number of card columns to be punched will depend upon the change code, and on whether a header (card number 1 or 2) or a detail (card number 3 or 4) is being prepared, as follows:

Change Code	Card Number	Columns to be punched
A or M	1 or 2	1 thru 7, and all remaining applicable columns
D	1	1 thru 7 only
A or M	3 or 4	1 thru 19, and all remaining applicable columns
D or E	3 or 4	1 thru 19 only

(5) Keypunch instructions and punch card formats are included in appendix D.

(6) Punched cards that are submitted will be key verified and accompanied by an 80/80 double-spaced proof listing. The cards will be listed in the same order as the line items on the report.

b. Magnetic tape for RPI/BIS. Magnetic tape may be submitted in punch card or master file format. Refer to subparagraphs *a*(5) and (6) above for punch card format. The following guidelines are furnished for master file format:

(1) The RPI/BIS combined master file consists of two types of records identified by position 6 of the record. The number 1 record contains installation header information. The number 2 record contains RPI and BIS information of a facility within the installation. Therefore, the master file format of the inventory for an installation will consist of a number 1 record, plus a number 2 record for each facility within that installation.

(2) Master file record formats are included as Appendix E.

(3) If magnetic tape is submitted in master file format, it must be a complete command file—records for all installations within the command, whether changed or not, must be on the tape. Each new quarterly tape will then be substituted for the one submitted for the previous quarter.

(4) Magnetic tapes that are submitted will be accompanied with information concerning the specifications of the tape; e.g., which format was used, how blocked, number of channels, type of parity, type of mode, etc.

c. Combination. A combination of card and tape for RPI and BIS may be utilized if it would facilitate reporting. For example, RPI could be submitted on

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tape and BIS data on cards. If such a method is employed, it must be so indicated when the reports are submitted.

d. Punch cards for oversea leaseholdings separate from installations.

(1) A card will be punched for each reportable lease. All applicable data fields will be punched. DA Form 4580-R (fig 4-4) will be used as the punch

card transcript. DA Form 4580-R will be reproduced locally on paper size 8½- by 14 inches.

(2) Key punch instructions and punch card format are included in appendix D.

(3) Punched cards that are submitted will be key verified and accompanied by an 80/80 double-spaced proof listing.

Locate figures 4-1, 4-2, 4-3, and 4-4, fold-in pages, at the end of the regular size printed pages and insert following this page.

**APPENDIX A
CODES AND ABBREVIATIONS IDENTIFYING
DA HEADQUARTERS, FIELD COMMANDS,
AND DEFENSE AGENCIES**

<i>Code</i>	<i>Abbreviation</i>	<i>Name</i>
V	BMDSC	Ballistic Missile Defense System Command
K	SPTS	Casualty and Memorial Affairs Directorate, OTAG
A	CE	Corps of Engineers
B	DNA	Defense Nuclear Agency
C	DLA	Defense Logistics Agency
W	EUSA	Eighth US Army
F	MTMC	Military Traffic Management Command
G	NG	National Guard Bureau
H	NSA	National Security Agency
U	ACC	US Army Communications Command
M	AREUR	US Army, Europe and Seventh Army
J	FCOM	US Army Forces Command
D	HSCOM	US Army Health Services Command
S	ARJ	US Army, Japan
P	DARCM	US Army Materiel Development and Readiness Command
E	MDW	US Army Military District of Washington
T	INSCOM	US Army Intelligence and Security Command
Q	TDOC	US Army Training and Doctrine Command
R	USMA	US Military Academy

APPENDIX B
CODES AND ABBREVIATIONS IDENTIFYING
USING AGENCIES

<i>Code</i>	<i>Abbreviation</i>	<i>Name</i>
VA	BMDSC	Ballistic Missile Defense Systems Command
KA	SPTS	Casualty and Memorial Affairs Directorate, OTAG
AA	CE	Corps of Engineers
BA	DNA	Defense Nuclear Agency
CA	DLA	Defense Logistics Agency
SG	EUSA	Eighth US Army
CM	IAGS	Inter-American Geodetic Survey
CT	MA	Military Attache
EM	MMSN	Military Missions
FA	MTMC	Military Traffic Management Command
GA	NG	National Guard Bureau
HA	NSA	National Security Agency
HM	PM	Provost Marshal
HT	SPS	Special Services
UA	ACC	US Army Communications Command
MA	AREUR	US Army, Europe and Seventh Army
MB	SPBDE	AREUR—First Support Brigade
MN	NSSG	AREUR—NATO/SHAPE Support Group (US)
MF	USAB	AREUR—US Army, Berlin
MK	SETAF	AREUR—US Army Southern European Task Force
MV	VC	AREUR—V Corps
MS	VIIC	AREUR—VII Corps
ML	FCOM	US Army Forces Command
DA	HSCOM	US Army Health Services Command
SE	ARJ	US Army, Japan
PA	DARCM	US Army Materiel Development and Readiness Command
PJ	ARCOM	DARCM—Armaments Command
PB	AVCOM	DARCM—Aviation Materiel Command
PG	DSCOM	DARCM—Depot System Command
PC	AECOM	DARCM—Electronics Command
PD	MICOM	DARCOM—Missile Command
PE	TACOM	DARCM—Tank-Automotive Materiel Readiness Command
PH	TECOM	DARCM—Test and Evaluation Command
PF	TRCOM	DARCM—Troop and Support Command
EA	MDW	US Army Military District of Washington
SM	USAR	US Army Reserve
TA	INSCOM	US Army Intelligence and Security Command
SC	ARHAW	US Army Support Command, Hawaii
SI	ARTAI	US Army, Taiwan
SJ	ARTHI	US Army, Thailand
TD	TDOC	US Army Training and Doctrine Command
RA	USMA	US Military Academy

APPENDIX C
COUNTRY CODES AND NAMES FOR REPORTING
OVERSEA LEASEHOLDINGS SEPARATE FROM INSTALLATIONS

<i>Code</i>	<i>Country</i>	<i>Code</i>	<i>Country</i>
AD	Aden	JA	Japan
AF	Afghanistan	JO	Jordan
AG	Algeria	KH	Khmer Republic
AR	Argentina	KS	Korea
AU	Austria	LA	Laos
BE	Belgium	LI	Liberia
BL	Bolivia	MA	Malagasy Rep
BR	Brazil	NY	Malawi
BU	Bulgaria	MG	Malaysia
BM	Burma	MX	Mexico
BY	Burundi	MO	Morocco
CM	Cameroon	NP	Nepal
CN	Canada	NE	Netherlands
PZ	Canal Zone	NZ	New Zealand
GC	Chad	NU	Nicaragua
CI	Chile	NI	Nigeria
CO	Columbia	PK	Pakistan
CS	Costa Rica	PN	Panama
CY	Cyprus	PA	Paraguay
CZ	Czechoslovakia	PE	Peru
DE	Denmark	PI	Phillippines
DR	Dominican Rep	PO	Poland
EC	Ecuador	PR	Puerto Rico
EG	Egypt	RU	Romania
ES	El Salvador	RA	Rwanda
ET	Ethiopia	RK	Ryukyu Islands
FI	Finland	SR	Saudi Arabia
FR	France	SK	Senegal
GY	Germany	SI	Singapore
GH	Ghana	SM	Somali Rep
GR	Greece	UA	South Africa
GT	Guatemala	SL	Sri Lanka
HA	Haiti	SU	Sudan
HO	Honduras	SW	Sweden
HK	Hong Kong	SY	Syria
HU	Hungary	TW	Taiwan
IN	India	TH	Thailand
ID	Indonesia	TU	Tunisia
IR	Iran	TK	Turkey
IQ	Iraq	UK	United Kingdom
IS	Israel	UY	Uruguay
IT	Italy	UR	USSR
IV	Ivory Coast	VE	Venezuela

<i>Code</i>	<i>Country</i>		
VS	Vietnam	YU	Yugoslavia
VI	Virgin Islands	ZA	Zaire
YE	Yemen		

**APPENDIX E
RECORD FORMAT FOR
RPI/BIS COMBINED MASTER FILE**

Record Number 1 — Header Record

<i>Data element</i>	<i>Record location</i>	<i>Number of characters</i>
Installation Number	001-005	5
Record ID "1"	006-006	1
Reporting Command	007-007	1
Using Agency	008-009	2
Type of Installation	010-010	1
Status-Kind-Operator Code	011-011	1
Function Code	012-012	1
Function Description	013-042	30
Nearest City	043-057	15
Distance	508-060	3
Direction	061-062	2
County or Political Subdivision	063-082	20
Year of Acquisition	083-086	4
Rural/Urban Code	087-087	1
Operator (if Industrial installation)	088-107	20
State or County Abbreviation	108-111	4
Status	112-119	8
Command Abbreviation	120-124	5
Active/Inactive File	125-125	1
Filler	126-138	13
Installation Name	139-168	30
Filler	169-220	52

Record Number 2 — Detail Record

Installation Number	001-005	5
Record ID "2"	006-006	1
Reporting Command	007-007	1
Using Agency	008-009	2
Type of Installation	010-010	1
Status-Kind-Operator Code	011-011	1
Function Code	012-012	1
First 3 digits of category code	013-015	3
Type of Ownership Code	016-016	1
Type of Construction Code	017-017	1
Last 2 digits of category code	018-019	2
Building/Facility Number	020-024	5
Building Code	025-025	1
Planned Disposition Code	026-026	1
Year Built or Acquired	027-029	3
Condition Code	030-030	1

Record Number 2 (continued)

<i>Data Element</i>	<i>Record Location</i>	<i>Number of Characters</i>
Number of Floors	031-031	1
Wall Material	032-032	1
Total Area (or bbbbbbL)	033-040	8
Outgrant Area	041-048	8
Vacant Area	049-056	8
Total Capacity	057-064	8
Total Cost to US Government	065-072	8
Cost of Improvements	073-080	8
Annual Rent Received (or bbbbbbL)	081-088	8
Annual Rent Paid (or bbbbbbL)	089-096	8
Appraised or Est. Value (or bbbbbbL)	097-104	8
Basic 3-digit category code description	105-119	15
5-digit category code description	120-134	15
Unit of Measure - Total Area	135-136	2
Unit of Measure - Total Capacity	137-138	2
Name of Installation	139-168	30
Utilities	169-176	8
Current Use Code	177-181	5
Recommended Use Code	182-186	5
Estimated Life	187-191	5
Foundation Material	192-193	2
Structutral Material	194-195	2
Roof Material	196-199	4
MCA Number	200-205	6
Current Use Description	206-220	15

The proponent agency of this regulation is the Office of the Chief of Engineers.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAEN-REP-S) WASH DE 20314.

By Order of the Secretary of the Army:

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

BERNARD W. ROGERS
General, United States Army
Chief of Staff

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