

## Real Estate Guidance - (7/2014)

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## 5.9 Appendices Added 10/2005

### 5.9.1 Appendix A - Glossary Revised 4/2009

Term	Definition
Abandon in Place	A method for disposing of excess property that involves leaving the property at its original location and relinquishing ownership to non-FAA entities. Permitted by non-restoration provisions contained in lease agreements, abandonment will be recorded on a Transfer Agreement executed between the FAA and the gaining entity.
Acquisition Cost	The original cost of an operational asset as recorded

	in the FAA property accounting system
Airport	Any land or water that is used as, or is intended for use as, an area for the landing and takeoff of aircraft along with any appurtenant land or water that is used as, or is intended for use as, an area for emplacement of airport buildings, structures or rights-of-way.
Airway property	Any real property, or interest therein, used or useful, directly or indirectly in connection with the administration, operation, or maintenance of any ground installation or facility necessary or desirable for the orderly and safe operation of air traffic, including but not limited to air navigation, air traffic control, airway communications, and meteorological facilities.
Approving Official	The individual designated by a Regional Administrator/Center Direct as having final authority for approval related to the disposal of excess real property.
Buildings	A roofed and walled structure emplaced for permanent administrative, operational, technical or storage purposes.
Component Items	Items of property that are used as integral parts of larger real property assets, systems or structures. When standing alone, such items are accounted for as personal property; when combined with other components in final configuration, such items are accounted for within the larger asset and are no longer distinguishable as individual items. See also Related Personal Property.
Condition Code	A one-character GSA code that describes the physical condition, serviceability, or repairability of an asset.
Conveyance	The formal transfer of property ownership from one entity to another. Instruments of conveyance may take the form of Warranty Deed, Bills of Sale or Transfer Agreements and other published forms used to transfer ownership of property.
Cost Center Code (CCC)	An accounting code used to identify financial and/or physical responsibility for an asset or action.
Decommission	Term used to describe a decision to permanently deactivate and delete a facility from the National Airspace System (NAS). NOTE: Decommissioning and Disposal are separate and distinct actions; facilities are decommissioned, and finally

	disposition occurs.
Destruction	The process by which property is rendered unusable for its original intended purpose.
Disposal	The act by which property is removed from an entity's property and/or financial accounting system(s). Disposal may take the form of, but is not limited to, destruction, disassembly and conversion to personal property, transfer to other entities, and conveyance of ownership in furtherance of government interests or abandonment pursuant to non-restoration provisions contained in a contractual agreement.
Disposal Agency	Any federal agency designated by the Administrator of the GSA to dispose of excess property.
Duplicate Count (DUP or DC) or DUP or DC)	A sequential number assigned to each real property asset. Used in conjunction with the property code and usage code to identify a specific item of real property.
Easement	This term generally means the right of one person to use all or part of the property of another person for some specific purpose. Easements can be permanent or temporary (i.e., limited to a stated period of time). The term may be used to describe either the right itself or the document conferring the right.
Excess Property	Any property that is not required to meet the mission needs of the owning entity. The term may be applied to both real and personal property and to salvageable component items associated with real property that are otherwise referred to as related personal property.
Facility Contraction (FAC)	An identifier assigned to specific facility types established for and engaged in FAA operations.
Fair Market Value (FMV)	The value that would probably be negotiated between a willing seller and a willing buyer within a reasonable time. It is usually determined by reviewing comparable sales in the area and is commonly used measure for the value of real property transaction. Typically, a contract for an appraiser is let and the appraiser determines the rate that is to be used for the basis for negotiation.
Federal Management Regulations (FMR)	This is the Government successor regulation to the FPMR (described below). The FMR contains updated regulatory policies originally found in the

	FPMR.
Federal Property Management Regulations (FPMR)	The Government regulation issued by the GSA to govern and guide federal agencies in the management of property.
General Services Administration (GSA)	The Government agency responsible for real property utilization and disposal services.
GSA Control Number (GSA CN)	The General Services Administration Control Number is a five-digit number formerly assigned by the GSA to identify a specific facility. Although GSA no longer assigns these numbers, they remain in use as a component of the three-element identification line used in the Real Estate Management System.
Hazardous materials	Property that is deemed hazardous material, chemical substances or mixtures, or hazardous waste under the Hazardous Materials Transportation Act (HMTA), the Resource Conservation and Recovery Act (RCRA), and the Toxic Substances Control Act (TSCA).
Holding Agency	The entity maintaining care and custody of reported excess property on behalf of the disposal agency pending a determination of final disposition.
Improvement	Any modification of an asset that results in an increase in the asset's performance or capacity or which increases the asset's service life by two or more years.
Improvement Cost	Cost incurred over and above original acquisition cost to enhance the capacity or performance of an asset or to extend the life of the asset by two or more years.
Leasehold Improvement	Improvements (as defined above) made to leased buildings or structures (or portions thereof) that enhance the operational usefulness, safety or security of the assets or which converts, modifies or adapts the buildings or structures to different uses.
Location Identifier (LOC ID)	A three or four character alphanumeric code assigned by the National Flight Data Center  to identify a specific airport, navigation aid, weather station or manned air traffic control facility.
Maintenance	The upkeep of real property only to the extent necessary to offset serious deterioration. The operation of utilities (water, sewage, HVAC,

	plumbing) as is necessary for the fire protection, needs of interim occupancy, and preservation of installed equipment.
Memorandum of Agreement (MOA)	A formal agreement between two or more entities to delineate the responsibilities or actions of each party and obligating the signatories to faithfully execute the terms of the agreement.
Net Book Value	A financial term used to describe from an accounting standpoint, the residual value of a specific asset after deduction of accumulated depreciation from the recorded value of the asset.
No Commercial Value	This term is used to describe real property, including related personal property that has no reasonable prospect of being disposed of for a financial consideration.
Non-Permanent Building	A building that is more or less affixed to the land but which can be separated from the land and transported without rendering it unserviceable.
Permanent Building	A building that is permanently affixed to the land and which cannot be separated from the land and transported without rendering it unserviceable.
Personal Property	Property with the ability to stand alone and be accounted for as a complete asset and which is not permanently attached to or made an inseparable part of any building, structure or system. Personal property items may be incorporated as components of real property assets, lose their identities and later be separated to reacquire personal property accounting status.
Property Code (PROP or PC)	A code that identifies an asset as Land (1), Building (2) or Other Structure (3). Used in conjunction with the usage code and duplicate count to identify a specific item of real property.
Project Material	Property and material acquired for use in the construction of real property assets on a per-project basis.
Public Domain Land	Land that is reserved by the federal government for public use.
Real Property	Land and rights over or under the land along with buildings and structures affixed to the land that possess characteristics of physical or operational permanence and which at the time of construction or emplacement are not intended to be dismantled or removed.
Real Property	A report prepared on FAA Form 4800-3 to correct

Account Adjustment Report (RPAAR)	property account balances found to be incorrect due to administrative oversight or error.
Real Property Management Officer (RPMO)	An official at the FAA Headquarters who is appointed to oversee property management activities and ensure compliance with all applicable legal and regulatory requirements throughout the FAA. This person also serves as liaison between the FAA and all other agencies in matters pertaining to property management and utilization.
Related Personal Property	Personal property affixed to or made a part of a building, structure or system that is integral to the functioning of the larger asset but which may be removed and transported without becoming unserviceable. See also Component Items.
Repairs	Those additions or changes necessary for the protection and maintenance of property to deter or prevent excessive or rapid deterioration or obsolescence, and to restore property damaged by storm, flood, fire, accident, earthquake, riots, or negligence.
Report of Survey (ROS)	A report of administrative action to remove assets from property and financial accounting systems, thereby relieving the accountable individual from further responsibility over the property. The Report describes the findings of a Report of Survey Officer or Board, is supported by evidence and may or may not include a finding of pecuniary liability arising from negligence on the part of one or more parties.
Reutilization	The act of transferring property from a location where it is excess to another location where a need for the property exists. Screening for utilization takes place progressively within the FAA and DOT and then Government-wide until a requirement is identified or the property is declared surplus.
Screening	A process through which a holder of excess property advertises that property's availability for transfer to new ownership. Typically, this is a sequential process beginning at the user level and progressing upward through succeeding levels of management.
Structures	Other structures are any structures (other than buildings) that possess characteristics of physical or operational permanence, are permanently affixed or attached to the land or a building by foundation or

	otherwise, and that at the time of construction are not designed to be dismantled and moved for use elsewhere.
Transfer Agreement	An instrument used to transfer ownership of real property, or interest therein, between the FAA and other entities, public or private, for direct or indirect consideration in order to secure an operational or financial benefit to the Government.
Usage Code (USAGE or UC)	A code that identifies an asset's principal use. Used in conjunction with the property code and duplicate count to identify a specific item of real property.

### 5.9.2 Appendix B- Acronyms Revised 4/2012

AIP - Abandon in Place

ANI - Office of NAS Implementation

ATID - Air Traffic Identifier

BLM - Bureau of Land Management

CCC – Cost Control Center

CERCLA - Comprehensive Environmental Response, Compensation and Liability Act

DOT - Department of Transportation

DEMO – Condition code used to describe property to be demolished

DUP CT (also shown as DUP or DC) – Duplicate Count

EDDA - Environnemental Due Diligence Audit

FAA - Federal Aviation Administration

FAC – Facility Contraction

FMR - Federal Management Regulation

FMV - Fair Market Value

FPMR - Federal Property Management Regulation



GSA - General Services Administration

GSA CN - General Services Administration Control Number

HAZ – Condition code used to describe a safety hazard.

HAZMAT - Hazardous Material

HMTA - Hazardous Materials Transportation Act

IFAS - Interim Fixed Asset System

IRO - Internal Review Officer

LIMS - Lease Information Management System

LIS - Logistics Inventory System

LOC ID – Location Identifier. Sometimes referred to as ATID (Air Traffic Identifier)

LPC - Logistics Program Coordinator (SMO-level)

MOA - Memorandum of Agreement

NAS - National Airspace System

NBV - Net Book Value

NEPA - National Environmental Policy Act

PPDO - Personal Property Disposal Officer

PROP CODE (also shown as PROP or PC) – Property Code

Prop - Usage Code – Dup Ct – Property Usage Code and Duplicate Counter

PL - Public Law

RECO - Real Estate Contracting Officer

REMS - Real Estate Management System

ROS - Report of Survey

RPC - Real Property Custodian

RPDO - Real Property Disposal Officer

RPAAR - Real Property Account Adjustment Report

RPMO - Real Property Management Officer

RPM - Real Property Manager

RPR – Condition code used to describe Repairable property

SCR – Condition code used to describe property that is determined to be Scrap Only

SMO - System Management Office

SO - Survey Officer

SSC - System Support Center

SVC – Condition code used to describe property that is Serviceable

TRFR – Condition code used to describe property that is to be transferred

TSCA - Toxic Substances Control Act

USD - Utilization, Screening and Disposal

UNR – Condition code used to describe property Uneconomical to Repair

UNS – Condition code used to describe Unserviceable property(ies)

USAGE CODE (also shown as USAGE or UC) – Usage Code

### **5.9.3 Appendix C - Forms** Revised 4/2012

#### **5.9.3.1 LIS/USD Excess Personal Property Report** Revised 7/2010

- [Blank Form](#)
- [Sample Form](#)

Note: This form is only to be used in the LIS system. There is no form available in the Real Estate Template Library.

PREPARATION NOTES: FAA FORM 4800-1, LIS / UTILIZATION SCREENING AND DISPOSITION EXCESS PERSONAL PROPERTY REPORT

This form is embedded in the LIS / USD software as an integral feature of the reporting and screening process for excess personal property. Instructions for the preparation and uses of this form are contained in FAA Order 4800-2c (Utilization and Disposal of Excess and Surplus Personal Property). The following notes apply to reporting available excess component items (also referred to as related personal property) formerly accounted for as real property.

1. Real property assets are constructed by assembling components that become integral parts of the parent asset. In doing so, these components lose their individual identities as accountable property items.
2. Real property assets are frequently dismantled and lose their individual identities as parent assets while leaving on-hand component items suitable for reutilization by other FAA entities.
3. The residual component items, no longer associated with a particular real property asset, revert to their original personal property classification and are reportable as excess personal property through the electronic LIS / USD system.
4. In such instances the provisions of FAA Order 4800-2c govern the reporting, tracking and final disposition of the affected components.

#### **5.9.3.2 Real Property Disposition Report** Revised 7/2010

##### [Real Property Disposition Report](#)

Note: This form is also available in the Real Estate Template Library.

#### **PREPARATION NOTES: FAA REAL PROPERTY DISPOSITION REPORT**

##### **INTRODUCTION**

This form replaces the FAA Form 4800. This form is entitled “Real Property Disposition Report”, (RPDR), avoiding any reference to an FAA Order Number.

The purpose of this form is as follows:

- Reporting requirements as per Executive Order 13327, Real Property Asset Management and OMB compliance.
- Reporting items as ACTIVE, INACTIVE, EXCESS, and DISPOSED OF as status codes and as part of the above requirements.

##### **MODIFICATIONS TO THE REPORT**

Status Codes and Disposition Codes are new to this form. Condition Codes remain the same. Action Codes and the Personal Property check boxes have been eliminated. Remarks remains the same. The form is prepared as follows:

1. Header Information (blocks 1 - 6): Self-explanatory. Block 6 is now Cost Center Code/Doc Number. Please note, that the Point of Contact (block 5) need not be the initiator - the preferred POC is the person most familiar with the Property and the circumstances.

2. Property Description and Disposition Section:

- REMS ASSET NUMBER: available from REMS

- DELPHI NUMBER: available from REMS or Delphi

- ITEM NAME: available from REMS

- STATUS CODE: the Status of the Property as ACTIVE, INACTIVE, EXCESS or DISPOSED OF. Select ACTIVE if the Property is being reinstated or found on base.

- STATUS DATE: Date the Property changed Status between ACTIVE - INACTIVE - EXCESS – DISPOSED OF

- DISPOSITION METHOD: use the code that best describes the way the Property is going to be Disposed.

- CONDITION CODE: use the code that best describes the condition of the Property.

- ACQUISITION COST: the cost recorded in REMS.

- DISPOSITION VALUE: for owned Properties that are Disposed Of through Sale, enter the Sale Price. For the rest of the owned Properties, enter the Plant Replacement Value (from REMS). For Leased Properties, enter either the Annual Rental or the Annual Operations Cost (if the Annual Rental is \$0).

- TRFR ASSET TO LOC ID-FAC: The new ATID and Facility Contraction to where the Asset is being transferred.

3. Property Custodian Remarks: this section is used to further describe the affected Property or to add disposition recommendations.

4. Real Property Disposal Officer Remarks (RPDO): this section is used to provide the initiator item-by-item disposition instructions.

The RPDO will provide the initiator a signed copy of the completed form for local property records and a copy will be placed with the property records maintained at the Regional Office or LSA.

### **5.9.3.3 Real Property Account Adjustment Report** Revised 7/2010

- [Blank Form](#)

- [Sample 1 Form](#)
- [Sample 2 Form](#)

Note: This form is also available in the Real Estate Template Library

#### PREPARATION NOTES: FAA FORM 4800-3, REAL PROPERTY ACCOUNT ADJUSTMENT REPORT

This form will be used by property managers to adjust property account balances when discrepancies related to administrative error or oversight are discovered. It will not be used in situations where negligence or misconduct is suspected to have resulted in the loss of government property.

#### Block Note

1. Region: Self-explanatory.
2. Adjustment Type: One type of adjustment per form submitted.
3. Justification: "Found on Facility" refers to assets physically present but not shown on the facility record. "Asset Not Present" refers to recorded property that is not present at the facility. "Other" covers all other circumstances (quantitative errors, discrepant shipment documents, unrecorded transfers, undocumented demolition, etc).
4. Submitted By / Routing Symbol / Date: Self explanatory.
5. Point of Contact: The person most familiar with the circumstances that justify the requested action.
6. Facility Identification: Self-explanatory.
7. Local Document Number: Optional.
8. Facility Address: Self-explanatory.
9. Add to Inventory: Descriptive remarks must be as complete as possible. The information provided will be used when items are added to the property accounting system.
10. Reconfigure Assets: Use this section to correct descriptive data (dimensions, composition, etc.) asset identification information (Property Codes, Usage Codes, etc.), Facility information (GSA Control Number, Fac Cont, Fac Type, etc.). Enter information recorded in REMS in the "As Reads" portion; enter correct information in the "Is Amended To Read" portion.
11. Remove From Inventory: Self-explanatory.

12. Narrative: The narrative will explain the research done by the preparer to identify the error, when it may have originated and what may have caused it. The narrative will describe corrective actions to be taken. Continuation pages will be used to extend a narrative if necessary. Copies of supporting documents will be attached and they will be listed in the narrative. Signed statements from persons having knowledge of events described in the narrative should be attached whenever possible.

13. Regional Office Review: The person appointed as Approving Official must not be in the direct property accountability/responsibility chain of the facility affected by the action. The Approving Official may concur or non-concur with the action as presented. If the Approving Official fails to concur, comments will be entered to explain the reasons for non-concurrence and to direct corrective measures to finalize the action.

14. Approving Official -Name / Routing Symbol / Date: Self Explanatory.

15. Signature of Approving Official: Self Explanatory.

#### **5.9.3.4 Report Survey** Revised 7/2010

- [Blank Form](#)
- [Sample Form](#)
- [Memorandum - Notice of Financial Liability](#)
- [Report of Survey Roles Chart](#)

Note: This form is also available on the Real Estate Template Library

#### PREPARATION NOTES FAA FORM 4800-4 REAL PROPERTY REPORT OF SURVEY

<u>Block</u>	<u>Note</u>
1.	Date. Self-explanatory
2.	Regional Office Control Number. This number is assigned by the RO for tracking purposes.
3.	Initiator's Name. The name of the person initiating the ROS (normally the Real Property Custodian).
4.	Title. Initiator's duty position.
5.	Property Described Below Has Been. Check one or more applicable boxes.

6. Organization. Organization to which the initiator is assigned.
7. Location. City and state.
8. Item No. Self explanatory
9. GSA CN - Prop/Usage - Dup Ct. Property identification line as it appears in the property account. Example: 48143 - 373 - 001.
10. Qty. Number of items lost, damaged or destroyed.
11. Item Description. The item name as it appears in the property account.
12. Unit Cost. The cost recorded for the item in the property account.
13. Total Cost. The extended cost arrived at by multiplying the number of items by the unit cost.
14. Loc ID. Location identifier for the property account.
15. Facility. The facility where the item was in use.
16. CCC. Cost Center Code for the property account.
17. Point of Contact. The name and title of the person most knowledgeable of the circumstances surrounding the Report of Survey.
18. Phone / FAX. Point of contact phone and FAX number.
19. Narrative. A detailed account of circumstances surrounding the loss, damage or destruction of the property shown on the ROS. The initiator will identify (by name and duty position) all persons involved in or having knowledge of events leading up to the ROS or who have provided information contained in or appended to the ROS. When dates and times used, they should be as precise as possible. If the initiator has documentary evidence bearing on the property, to include written

statements provided by individuals, such documents will be appended to the ROS and identified as Exhibit A, Exhibit B, etc. Contact information (phone, fax, address, etc.) will be provided for any person identified in the ROS. The intent of the narrative is to give the Survey Officer a complete account of events that led to the loss, damage or destruction of property to facilitate his or her investigation.

20. Date. Date signed by the initiator.
21. Report of Survey Officer Findings and Recommendations. Complete the "negligence" statement by lining out the terms that do not apply. Using the information provided by the initiator, documentary evidence gathered during the investigation, and written statements secured from involved parties, the Survey Officer arrives at a specific set of findings and records them in this space. Based on these findings, the Survey Officer formulates recommendations for consideration by the Internal Review Officer and also records them in this space. The Survey Officer will prepare a cost assessment of the damages suffered by the government attendant to the loss, damage or destruction of the property shown on the ROS. This assessment will be included in the Findings and Recommendations section. Refer to Section H of this document for detailed guidance on these tasks particularly as regards the requirements to support a finding of negligence or willful misconduct.
22. Internal Review Officer Comments. Complete the "negligence" statement by lining out the terms that do not apply. Check the appropriate boxes.



Note that if no negligence or willful misconduct is involved and the IRO concurs with the SO's findings and recommendations, the ROS is closed and no further action is necessary. The IRO also has the option to non-concur and return the ROS for amendment or further investigation. If the ROS is to be forwarded to the Real Property Manager for review of negligence or willful misconduct findings, the IRO will comment on his or her reasons for doing so.

23. Real Property Manager Review. The RPM is the final authority on ROSs that include a finding of negligence or willful misconduct leading to a recommendation of financial liability. In this section, the RPM will indicate his agreement or disagreement with the findings and, when necessary, specify any further action on the part of the IRO or the SO.

#### **5.9.4 Appendix D - GSA Headquarters and Regional Offices** Added 10/2005

GSA is headquartered in Washington, DC. There are 11 regional offices. Below is a listing for states and territories. GSA Central Office, Public Buildings Service, 18 and F Streets, NW, Washington, DC 20405, 202-501-1100.

##### **GSA Regional Offices**

##### **GSA Northwest/Arctic Region**

400 15th Street  
Auburn, WA 92001  
253-931-7000  
Serving Alaska, Idaho, Oregon, and Washington

##### **GSA Pacific Rim Region**

450 Golden Gate Avenue  
San Francisco, CA 94102  
415-522-3001  
Serving Arizona, California, Hawaii, Nevada, the territories of Guam and American Samoa

GSA Rocky Mountain Region  
Bldg. 41, Denver Federal Center  
Denver, CO 80225  
303-236-7329  
Serving Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming

GSA National Capital Region  
7th & D Sts, SW  
Washington, DC 20407  
202-708-9100  
Serving the District of Columbia, Montgomery and Prince George's Counties in Maryland, Alexandria City and the counties of Arlington, Fairfax, Loudon, and Prince William in Virginia.

GSA Greater Southwest Region  
819 Taylor Street  
Ft. Worth, TX 76102  
817-978-2321  
Serving the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

GSA New England Region  
10 Causeway Street  
Boston, MA 02222  
617-565-7648

GSA Heartland Region  
1500 East Bannister Road  
Kansas City, MO 64131  
816-926-7201  
Serving the states of Iowa, Kansas, Missouri, Nebraska

GSA Great Lakes Region  
230 South Dearborn Street  
Chicago, IL 60604  
312-331-3200  
Serving the states of Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

GSA Mid-Atlantic Region  
1000 Penn Square East  
Philadelphia, PA 19107  
215-656-5501  
Serving the state of Delaware, Pennsylvania, Maryland and Virginia excluding the counties of Montgomery, Prince George in Maryland and Alexandria City, Arlington, Fairfax, and Loudon in Virginia.

GSA Northeast and Caribbean Region  
26 Federal Plaza  
New York, NY 10278  
212-264-2600

Serving the states of New Jersey, New York, the territories of Puerto Rico, and the US Virgin Islands

**5.9.5 Appendix E - Other Useful References** Added 10/2005

GSA – Publications	<a href="http://www.gsa.gov/attachments/gsa_publications">www.gsa.gov/attachments/gsa_publications</a>
Federal Highway Administration	<a href="http://www.fhwa.dot.gov">www.fhwa.dot.gov</a>
FAA Acronyms	<a href="http://employees.faa.gov/library/acronyms">employees.faa.gov/library/acronyms</a> (FAA only)