



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

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3 May 1977


MARINE CORPS ORDER P11000.14 W/CH 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Real Property Facilities Manual, Volume IX

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate guidance and instructions relating to the management of Marine Corps real property, classes 1 and 2.
2. Cancellations. Chapter 5, parts A through L, of MCO P4400.22A; MCO 11000.6; MCO 11000.8A; MCO 11011.20; and MCO 11016.7A.
3. Information. The information and instructions contained in this volume, in conjunction with the other volumes of the Real Property Facilities Manual, are issued for the guidance of personnel in matters concerning the management of Marine Corps property, classes 1 and 2.
4. Recommendations. Recommendations concerning the contents of the Real Property Facilities Manual, Volume IX, are invited and should be submitted via the appropriate chain of command for evaluation.
5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.
6. Certification. Reviewed and approved this date.

  
J. R. JONES  
Deputy Chief of Staff  
for Installations and Logistics

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DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380

MCO P11000.14 Ch 1  
LFF-1-jm  
19 Jun 1978

MARINE CORPS ORDER P11000.14 Ch 1

From: Commandant of the Marine Corps  
To: Distribution List

Subj: Real Property Facilities Manual, Volume IX

Encl: (1) New page inserts to MCO P11000.14

1. Purpose. To transmit new page inserts to the subject Manual.
2. Action
  - a. Remove and destroy present pages iii, iv, and 3-7; and replace them with corresponding pages contained in enclosure (1) hereto.
  - b. Remove and destroy pages C-1 and C-2 and replace them with new page C-1.
3. Summary of Changes. To add a new paragraph on site approval of all class II plant property and to replace Executive Order 11954 with the current Executive Order 12030 dated 15 December 1977.
4. Change Notation. Significant changes contained in the revised pages are denoted by an arrow ( > ) symbol.
5. Filing Instructions. This Change will be filed immediately following the signature page of the basic Manual.
6. Certification. Reviewed and approved this date.

*H. A. Hatch*

H. A. HATCH  
Deputy Chief of Staff  
for Installations and Logistics

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LOCATOR SHEET

Subj: Real Property Facilities Manual, Volume IX

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ENCLOSURE (1)

REAL PROPERTY FACILITIES MANUAL

RECORD OF CHANGES

Log completed change action, as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

REAL PROPERTY FACILITIES MANUAL

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REAL PROPERTY FACILITIES MANUAL

CHAPTER 1

MARINE CORPS SUPPLEMENT TO NAVFAC P-73

0100. GENERAL INFORMATION. NAVFAC P-73 was prepared by the Naval Facilities Engineering Command (NAVFACENGCOM) for use by the Department of the Navy. With a few basic exceptions, the requirements of the Navy and the Marine Corps classes 1 and 2 real property instructions are the same. The primary reason is that the Navy and Marine Corps are governed by the same Department of Defense (DOD) and Secretary of the Navy (SECNAV) regulations. Since the NAVFACENGCOM is the real estate agent for the Marine Corps, it simplifies matters when the Navy and Marine Corps have the same basic orders. The major differences arise when the approval of the Commandant of the Marine Corps is required in NAVFAC P-73. The minor differences are when NAVFAC P-73 refers to the Navy chain of command and does not include the Marine Corps chain of command (or activities). Therefore, in all instances where reference is made to Navy, in the NAVFAC P-73, it should be interpreted to be applicable to the Marine Corps. In instances where approvals are required by the engineering field divisions (EFD's) of NAVFACENGCOM, major claimant, or NAVFACENGCOM, it should also be interpreted to include the Commandant of the Marine Corps (Code LFF).

0101. MARINE CORPS ADJUSTMENTS. Marine Corps activities responsible for classes 1 and 2 real property will observe the instructions contained in paragraph 0100 when referring to NAVFAC P-73.

REAL PROPERTY FACILITIES MANUAL  
CHAPTER 2  
MARINE CORPS SUPPLEMENT TO NAVFAC P-78

0200. GENERAL INFORMATION. NAVFAC P-78 was prepared by the NAVFACENCOM for use by the Navy and Marine Corps. With few exceptions, the actions required by Marine Corps reporting activities are clearly defined. These exceptions relate primarily to those portions addressing related Facilities Planning and Programing Systems (FP&PS) of the Navy and Marine Corps. While both these systems are compatible, the responsibilities for preparation, submission, and formats in the FP&PS vary for the Marine Corps from that of the Navy. Incorporation of variances in the basic document can be accomplished immediately by pen and ink changes for Marine Corps use.

0201. MARINE CORPS ADJUSTMENTS. Marine Corps activities responsible for reporting classes 1 and 2 real property inventory will observe the following in the use of NAVFAC P-78:

1. In all instances where reference is made to "Navy," it should be interpreted to be applicable to the "Marine Corps."
2. In all instances where it states that "The determination is made during an engineering evaluation of existing assets by EFD personnel and must be concurred in by the activity commanding officer," interpret to read "The determination is made during an engineering evaluation of existing assets made by assigned representatives of the commanding officer with assistance from the EFD (if required), and approved by the commanding officer."
3. In all instances where the activity disposal forms (ADF's) are prepared by the "EFD or EFD Code 201," it should be interpreted to read "by the activity concerned."
4. In all instances under sources of data, add "MCO P11000.14."
5. In all instances, "CMC Headquarters (Code COA)" should read "Commandant of the Marine Corps (Code LFF)."
6. In all instances where the Navy uses their prefix letters and numbers in their licenses and leases, use the proper uniform contracting numbering system of the ASPR, appendix N, for all Marine Corps licenses and leases.
7. In all instances where reference is made to the forms and instructions in column "A," it should be interpreted to include the Marine Corps forms and orders in column "B."

Column A

Column B

Navy Forms

Marine Corps Forms

OPNAV FORM 11000/1  
OPNAV FORM 11000/2  
OPNAV FORM 11000/3  
OPNAV FORM 11000/4

NAVMC 10915  
NAVMC 10651  
NAVMC 10801  
NAVMC 10956

Instructions

Instructions

OPNAVINST 11010.1  
OPNAVINST 11011.9  
NAVFACINST 11010.44  
MCO 11016.7

MCO P11000.12  
MCO P11000.14  
MCO P11000.12  
MCO P11000.14

8. In all instances when reference is made to "installation" or "activity," it should be interpreted to read "shore activity." Likewise, all references to "installations/activity commanding officer" are interpreted to read "shore activity commander."



CHAPTER 3

MANAGEMENT OF MILITARY REAL PROPERTY

0300. PURPOSE. To provide guidance and establish procedures for the management of military real property at Marine Corps activities.

0301. BACKGROUND. The DOD has established uniform criteria for the identification of significant areas of unused land and space at military activities located within the United States and overseas and has prescribed uniform requirements for reporting such assets. The basic objectives of such are to:

1. Assure the House Armed Services Committee that maximum utilization is being made of existing facilities.
2. Assist all levels of review in preparing and screening military construction (MCON) requests.

0302. POLICY. It is the policy of the Commandant of the Marine Corps that the Marine Corps will acquire, retain, and maintain only those installations, including land, air, and water areas, which are essential to the conduct of required military operations. This policy includes all real property (buildings and other facility improvements) required in the support of current and proposed peacetime missions in consideration of the current authorized force levels and projected mobilization planning requirements.

0303. INFORMATION AND GUIDANCE

1. In implementation of the policy contained in paragraph 0302, a systematic review of Marine Corps real property is required. This will be accomplished by a survey of all structures and land use at each installation under the command and/or control of the Commandant of the Marine Corps to determine their role in support of current and planned peacetime and mobilization missions.
2. The peacetime mission will be as set forth in the cover sheet of the table of organization (T/O) for each activity. The mobilization mission will be as set forth in the Marine Corps capabilities plan. The planning documents submitted in accordance with the Marine Corps FP&PS will be coordinated with this survey.
3. Guidelines for the conduct of the required review are contained in appendixes A and B.
4. Guidelines for the conduct of surveys in cooperation with the General Services Administration (GSA) are contained in appendix B.

0304. ACTION

1. Addressees shall conduct an annual review of classes 1 and 2 real property in accordance with the guidelines contained in appendixes A and B. Each addressee shall also annually update his/her facilities planning and programing documents, in accordance with the current edition of MCO P11000.12.
2. Commanders of all Marine Corps activities in the United States affected by GSA surveys shall take action as provided for in appendix B.

0305. GUIDELINES, GENERAL POLICIES, AND CRITERIA FOR THE RETENTION AND DISPOSAL OF MARINE CORPS FACILITIES. The continued development of Marine Corps activities must be accomplished in a manner which leads to the most effective fulfillment of Marine Corps missions, tasks, and functions at minimum cost. Such development requires careful appraisal of the many factors involved and the effective

utilization of land, buildings, structures, and associated personnel and funds at the activity level and the successive levels in the chain of command. In making determinations as to whether real property should be retained or disposed of, full consideration should be given to all pertinent factors, such as:

1. Is the property required to maintain the capability of the Marine Corps to satisfy current or mobilization requirements?
2. Is the property or any portion thereof (utilizing the definitions contained in paragraph 0306) not being utilized, being underutilized, or not being put to optimum use?
3. Aspects as surrounding neighborhood, zoning, and other environmental factors.
4. Whether present use is compatible with State, regional, or local development plans and program.
5. Does the location, site, physical condition, or excessive operating and maintenance costs cause continued utilization and ownership to be unjustified, operationally or economically?
6. Will contemplated changes to the activity's mission, task, and/or functions alter property requirements?
7. Will zoning by local authorities provide sufficient protection as buffer zones which enable the release of a portion of any property?
8. Are buffer zones kept to an absolute minimum?
9. Is the present property inadequate to serve future plans?
10. Can net savings be realized by the Marine Corps through relocation of certain functions or the activity in its entirety, considering property values, costs of moving, occupancy, and increased efficiency of operations?
11. Have developments on adjoining non-Federally owned land or public access or roads rendered the property or any portion thereof unsuitable or unnecessary to support functional requirements?
12. If there is military family housing associated with the activity, could the local market provide equal and adequate housing and other related services? If so, could military family housing be exceeded at a savings to the Marine Corps?
13. Can any land portions be disposed of if possible future requirements be satisfied by reserving rights and interests to the Government by recapture clauses in the property leases?
14. Is a portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?
15. Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights of way?
16. Is land being retained merely because it is landlocked?
17. Is there land or space in Marine Corps-owned buildings which can be made available for utilization by others on a temporary or permanent basis?
18. Does obsolescence render the property unsuitable and uneconomical for planned utilization or conversion to other uses and remaining economic life does not warrant continued expenditure of funds for maintenance and operation?

19. Has the air installation compatible use zone (AICUZ) plan and/or the respective State's coastal zone management (CZM) plan been given full consideration relative to disposal or retention?

0306 DEFINITION

1. Not Utilized. An entire property or portion thereof, with or without improvements, is not being occupied for current program purposes or occupied in caretaker status only.

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

a. Only a irregular periods or intermittently for current program purposes.

b. For current program purposes which can be satisfied with only a portion of the property.

3. Not Being Put to Optimum Use. An entire property or portion thereof, with or without improvements, which either:

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

b. The costs of occupying are substantially higher than would be applicable for other suitable properties that could be made available to the Marine Corps through transfer, purchase, or lease with total net savings to the Government, after consideration of property values as well as costs of moving, occupancy, and efficiency of operations.

0307. RETENTION CRITERIA

1. Utilization Factors. The factor constituting the basic criteria with respect to retention of facilities from the standpoint of utilization is that holdings will be limited to the land area and the number and types of other facilities which are essential to support:

a. The base master plan as developed from the facility support requirement (FSR).

b. Mobilization planning as contained in the Marine Corps capabilities plan.

c. The current and proposed missions as established for the activities. All real property not essential to such support will be reported as excess to the needs of the Marine Corps as stated in chapter 7 of MCO P11000.12A.

2. Economic Factors. The following additional factors must also be taken into consideration in determining whether retention of facilities is economically feasible:

a. Facilities Currently in Use

(1) The requirement for the facility cannot be met by utilizing other property of less value to the overall economy of the Marine Corps.

(2) The standing life of the facility has not exceeded the economic life for which it was originally designed or the extended life due to major rehabilitation. (Major rehabilitation normally is assumed to increase the life of a facility by less than the original designed life.)

(3) The facility is still serviceable and has not deteriorated beyond economical restoration, or does not constitute a danger to the health or safety of personnel or to equipment housed within.

b. Unused Facilities Earmarked for Mobilization Use

(1) The facility or facilities will not require major rehabilitation at an indefinite future date in order to meet the planned use.

(2) The remaining economic life of the facility or facilities justifies the expenditure of a limited amount of funds for weather protection, security, fire protection, and preservation of utility connections in order to prevent deterioration.

0308. DISPOSAL CRITERIA AND PROCEDURES

1. The following factors constitute basic criteria with respect to recommending facilities for disposal as excess:

a. The overall capacity is greater than the minimum required to accomplish current and proposed mobilization missions, considering the factors of flexibility and mobility of operating forces, geographical dispersion, and national security risk.

b. The land or improvements comprising the activity exceed the minimum required to accomplish the assigned and programmed mission(s), tasks, and functions of the activity; and excess portions are so located as to be severable.

c. Current fair market value is greater than the cost of acquiring other acceptable property, including all costs incident to completing the replacement. This matter will only be considered when preliminary cost estimates indicate its possibility. Informed estimates of current fair market value will be made by the Commander, NAVFACENCOM, when requested by the Commandant of the Marine Corps (Code LFF).

d. Holdings are inadequate because of changed missions or technological advances, and the character and value of surrounding property make expansion infeasible.

e. In any reduction of the activities and facilities of the Regular Establishment, no facilities which are capable of economic utilization by the Reserve components to meet programmed requirements, in lieu of construction, shall be disposed of until provision has been made to fulfill the requirements of the Reserve components for facilities in the geographical area concerned.

2. Procedures. Real estate, including buildings, structures, and improvements not meeting retention criteria, will be disposed of in accordance with appendix B. Notwithstanding the following, all proposed excessing and leasing actions not covered by appendix B will continue to be referred to the Commandant of the Marine Corps (Code LFF) for approval prior to taking final action:

a. It will be noted that appendix B institutes procedures whereby Federal agencies are enjoined from making commitment on excess real property to potential transferees. Appendix B advises that GSA is responsible for the approval of such transfers and that deviation from the procedures will interfere with the Government's concerted efforts to generate, administer, and dispose of excess Federal real property in the United States in accordance with appendix C. Appendix B, however, does not change current procedures on the transfer of properties between military departments.

b. In view of the preceding, it is important that all Marine Corps activities note that, henceforth, excessing of real property or commitments to non-DOD activities for real property transfers will no longer be made. In addition, all queries from outside the DOD on the excess of potentially excess DOD property will be referred to and answered only at the Headquarters Marine Corps level and, then, only after coordination by Headquarters Marine Corps with the Office of the Secretary of Defense (Installations and Logistics). These restrictions remain in effect until either a disposal report for property under \$50,000 is forwarded to the GSA or the required Title 10 report for property over \$50,000 has been submitted to the Congress. From this point on, all queries on the excess property in question will be referred to the GSA in accordance with the instructions contained in appendix B.

#### 0309. REAL PROPERTY TRANSFERS

1. Purpose. These paragraphs emphasize that the responsibility for approval of transfers of excess real property rests with the GSA and that holding agencies should refrain from making commitments to other agencies relative to such transfers.

#### 2. Background

a. Transfers of excess real property from one Federal agency to another are accomplished under section 202 of the Federal Property and Administration Services Act of 1949, as amended (40 U.S.C. 483), and implementing regulations. Under that section of the Act, the Administrator of GSA is responsible for prescribing policies and methods to promote the maximum Federal utilization of excess property and for the transfer of such property among Federal agencies.

b. The regulations issued by GSA in implementation of section 202 of the Act concerning transfers of excess real property between agencies are set forth in Federal Property Management Regulations (FPMR) 101-47.203-7 (41 CFR 101-47.203-7). These regulations provide that GSA must first determine, with the concurrence of the Office of Management and Budget (OMB) in instances where the property involved has an appraised fair market value of \$100,000 or more, that the proposed transfer is in the best interest of the Government and that the requesting agency is the appropriate agency to hold the property.

c. Any unauthorized deviation from the prescribed law and regulations can only result in a loss of the centralized control and evaluation of such transfers by GSA envisioned in the Property Act. Further, any such action will interfere with the Government's concerted effort to generate, administer, and dispose of excess Federal real property in accordance with appendix C and the President's memorandum to the heads of departments and agencies dated 24 July 1970.

d. GSA has always carefully reviewed agency requests for transfers of real property. However, because of the added emphasis on proper utilization of property expressed in the President's environmental message of 10 February 1970 and implemented by appendix C, increased efforts are being taken to ensure that transfer requests are fully justified by the requesting agency.

#### 0310. ESTABLISHMENT OF THE ACTIVITY UTILIZATION MAP

1. General Information. Each Marine Corps activity shall maintain an activity utilization map, at whatever scale is adequate to cover the entire activity area, indicating detached areas (shown as inserts on the same sheet or on separate sheets, if necessary). The activity utilization map will be primarily used to identify distinctive area functions at the activity and for briefing purposes.

2. Layout of Utilization Map. The map shall be annotated to show all exterior boundary lines; the total acreage contained; existing land uses of adjoining property, such as residential, public park or forest, commercial, or industrial (name specific industries which may affect activity land use), both on the activity and adjoining woodland, cropland, and grazing lands; and, when available, outlines of areas leased for agricultural purposes. Metes bounds of all lands owned in fee by the Government for military purposes shall be included. The outlines of the following existing areas shall be indicated by appropriate symbol and color code:

a. Built-up land use areas, such as camps, hospitals, concentrated operations, research and development, and warehouse area (color code brown).

b. Explosives, special ammunition, and conventional ammunition storage area, where quantity distances shall be shown in accordance with established criteria. Petroleum, oil, and lubricant (POL) storage safety areas shall be shown in accordance with established criteria, as well as similar areas or facilities requiring such clearance (color code purple).

c. Large land operational areas, such as training areas (color code yellow); maneuver areas (color code orange); firing ranges (color code green), indicating location of firing line and outlines of all impact and danger areas; and airfields (color code pink), with indications of runways and clear zones, airfield clearance easements (on or off the activity), and land ordnance zones (color code red).

d. Water use areas, such as waterfront operational facilities, water recreational facilities, and similar areas (color code blue).

e. Unallocated or underallocated areas falling into three categories (indicate which): not utilized (color code white), underutilized (color code --use color code of specific area, cross-hatched), or not being put to optimum use (color code--use color code of specific area, with diagonal lines).

f. Contaminated areas; i.e., chemical, bomb disposal/impact, ordnance, and radioactive (color code gray).

g. Radiation hazard areas (color code gray) and so marked as "RH."

#### 0311. GSA PROPERTY AND INSPECTION SURVEY

1. General Information. Pursuant to section 3 of appendix C, the Administrator of GSA is required to conduct, on a continuing basis, a survey of real property holdings of all executive agencies, including the DOD, for the purpose of identifying properties which are not utilized, are underutilized, or are not being put to optimum use. As a part of this program, GSA has or will initiate field surveys of all Marine Corps-commanded activities. GSA will be accorded all necessary assistance and privileges (including escort service) incidental to completion of survey tasks assigned to them under the provisions of appendix C.

2. Definition. "Executive agency," for purposes of this Manual, will be the activity under the command and/or control of the Commandant of the Marine Corps.

#### 3. Procedures

a. Activity commanders shall implement the following procedures:

(1) Immediately notify the Commandant of the Marine Corps (Code LFF), via electronic means, of a scheduled GSA field survey and any problems anticipated during the survey. (Notice of the survey will be provided by GSA to the activity 30 days in advance of the survey's commencement.)

(2) Notify the Commandant of the Marine Corps (Code LFF) if prevailing conditions and circumstances will delay or preclude admittance of the GSA inspectors.

(3) Make available, to the GSA field survey team, data and general information as required by appendix C.

(4) Present and fully justify, utilizing data as depicted on the activity utilization map, the Marine Corps use and need for the real property under Marine Corps control, existing and programed, to the survey team.

(5) Upon receipt of the completed survey, take the following action. Within 5 calendar days, forward direct to the Commandant of the Marine Corps (Code LFF) the original of the completed survey (provide a copy to the intermediate command), with comments covering the results of the survey, evaluation of the survey team's approach, and any data which will assist Headquarters Marine Corps in making the Marine Corps views concerning the survey known to the Secretary of the Navy and DOD. The following will be provided in the letter of transmittal, along with the original survey report:

(a) Should the activity concerned concur in any GSA recommendations to excess land, the estimated date that the activity would propose to take excessing action.

(b) When funds would be required to implement a GSA recommendation, whether or not the activity concurs, a detailed cost estimate will be developed, including relocation and/or construction costs. In addition, the proposed relocation site and number of personnel affected will be identified.

b. Intermediate commands shall, upon receipt of the copy of the survey from the activity concerned, make appropriate comments, recommendations, and/or concur in the proposals set forth in the basic document; and, as soon as possible, but not later than 5 working days after receipt, take appropriate endorsing action to the Commandant of the Marine Corps (Code LFF).

c. All survey cases shall be handled as "FOR OFFICIAL USE ONLY" because of the unique problems involved.

0312. SITE APPROVAL FOR ACQUISITION OF CLASS II PLANT PROPERTY.

Commanders of Marine Corps shore activities shall request the Commandant of the Marine Corps to approve the site location of all class II plant property. Such approval is required to help ensure general land use compatibility, orderly base development, and conformity to the activity master plan. After the Commandant of the Marine Corps has approved the site, minor adjustments may be made during the engineering or construction phases without requesting a new site approval.

## CHAPTER 4

## INVENTORY OF MILITARY REAL PROPERTY

0400. PURPOSE OF INVENTORY. To provide revised procedures for maintaining real property inventory (RPI) of classes 1 and 2 facilities at Marine Corps installations and for submission of data to the Commandant of the Marine Corps (Code LFF).

0401. BACKGROUNDS

1. The Secretary of the Navy has designated the Commandant of the Marine Corps responsible for assisting in the formulation of policies and procedures for the RPI and for the administration of the inventory within the Marine Corps. Administration of the inventory will be in accordance with the guidelines established for the Department of the Navy.

2. During the past several years, requests from the various branches of the Government for inventory information have placed heavy demands upon the Department of the Navy inventory of military real property. These demands have increased greatly in the areas of facilities planning, MCON, programing, maintenance, housing management, property disposal, and property accounting. Decisions at all echelons of management are continuously being predicated on data furnished by the inventory. Therefore, the importance of complete, current, and accurate inventory reports by each activity cannot be over-emphasized since all echelons of management must have firm confidence in the data furnished by the RPI.

3. To satisfy these demands and to decrease probability of error, the RPI system has been completely redesigned and reprogramed for third generation automated data processing equipment (ADPE). Increased efficiency will, however, be dependent on accuracy of input from the field. The objectives of the revised procedures are to ensure accurate and current reporting of technical information, to reduce workload of the local activity, to expedite the processing of changes to inventory data, and to establish controls so that financial data recorded in the central inventory is in balance with that recorded in the financial records.

4. Approval to change the designated use of a building or structure shall be requested from the Commandant of the Marine Corps (Code LFF). Requests for redesignations shall contain sufficient information to illustrate that the final aggregate of all existing facilities under the specified category code does not exceed the applicable quantities as listed in the activities approved basic facility requirement list described in MCO P11000.12.

0402. RELATED PROGRAMS

1. Marine Corps orders in the 7321 series provide a system of accounting procedures of Marine Corps plant property. The revised RPI does not address the accounting system but will provide a computer edit of classes 1 and 2 property to ensure that opening and closing balances reported on [NAVCOMPT Form 167](#) (Plant Account Data) are in agreement with the master file RPI data. Submission of [NAVCOMPT Form 167](#) will be in accordance with the current edition of MCO 7321.2. NAVFAC P-78 differentiates between these systems by use of the terms "RPI reporting activity" and "authorization accounting activity." The latter is defined as the fiscal office performing the plant property accounting function for the RPI reporting activity. At Marine Corps installations where both functions are performed by the same office, that office shall perform actions required for both the RPI reporting activity and authorization accounting activity.



2. MCO P11000.12 provides for submission of inventory data on form NAVMC 10651 (Evaluation of Existing Shore Facilities Assets). It is anticipated that full implementation and purification of the revised RPI will eliminate the need for this report. In the interim, care should be taken to ensure that data included on form NAVMC 10651 is in agreement with that submitted in accordance with this Manual.

0403. DISCONTINUED REPORT. NAVFAC P-78 discontinued the requirement for NAVCOMPT Form 263 (Activity General Information Card). This data will be provided by the NAVFACENGCOM from available records and will be subject to approval and/or correction by activities in accordance with the current edition of NAVFACINST 5400.4.

0404. DELEGATION OF AUTHORITY

1. The RPI system provides that reports of disposals will be included with the activity's monthly RPI transmittals by attachments of disposal report authorization (DRA) letters the month after disposal action has been completed.

2. Authority to prepare DRA letters in accordance with NAVFAC P-78, paragraph 2.5, is hereby delegated to the activity commander of the reporting activity. It should be noted that this authority relates only to reporting completed disposal/transfer actions which have had prior approvals of higher authority in accordance with standard excessing procedures.

0405. ACTION OF MARINE CORPS ACTIVITIES. Marine Corps activities having management responsibility for classes 1 and 2 plant property inventory shall:

1. Comply with the conversion instructions and in the preparation and distribution procedures contained in NAVFAC P-78, as modified by all provisions of this Manual.

2. Process, in accordance with NAVFAC P-78 and this chapter, all property acquisitions, dispositions, and corrections, including those withheld during the suspensions period (1 September 1976 to 28 February 1977).

3. Take the necessary action to complete property record data (ommissions flagged by \*\*\*\* in data element space or field) as soon as possible.

4. Establish procedures to ensure coordination of data submitted in accordance with this Manual and the appropriate portions of that submitted in accordance with MCO P11000.12.

5. The directors of Marine Corps districts will be responsible for actions required in paragraphs 0405.1 through 3, preceding, for appropriate training centers under their control.

0406. FORMS UTILIZED. The forms utilized in reporting and maintaining the facility inventory of military real property are shown in NAVFAC P-78. Additional forms may be procured through normal supply channels.

GENERAL SERVICES ADMINISTRATION

OFFICE OF FEDERAL MANAGEMENT POLICY

FEDERAL MANAGEMENT CIRCULAR

FMC 73-5 : Utilization, disposition, and acquisition of  
Federal real property

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

December 17, 1973

1. Purpose. This circular states the general policy with respect to utilization, disposition, and acquisition of Federal real property in the United States and in foreign countries; provides guidelines for identifying real property that is not needed, is underutilized, or is not put to its optimum use; prescribes an annual report to be submitted by each agency on the results of implementation of this circular; and reflects the role of the Federal Property Council, established by Executive Order 11724 of June 25, 1973.
2. Supersession. This circular replaces Office of Management and Budget Circular No. A-2, dated August 30, 1971.
3. Background. This circular has been prepared pursuant to Executive Order 11717 of May 9, 1973, which transferred real property management functions from the Office of Management and Budget to the General Services Administration.
4. Policy intent. This circular is intended to enunciate a uniform policy regarding the identification of excess real property and to ensure the prompt identification and release of real property holdings which are no longer needed by executive agencies to meet their program requirements.
5. Scope. The provisions of this circular apply to all Federal real property under the jurisdiction of the executive branch except those categories of real property specifically excluded in subparagraph 5b.
  - a. For purposes of this circular, Federal real property includes:
    - (1) Land, buildings, structures, and facilities (including Government-owned buildings, structures, and

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facilities located on other than Government-owned land) acquired by purchase, condemnation, donation, construction, lease, or other methods; and

(2) Public domain land withdrawn or reserved and assigned to Federal agencies for use within the Federal Government for such purposes as military installations, airfields, and research facilities.

b. In this circular, Federal real property excludes:

(1) Unreserved public domain (except as indicated in subparagraph 8c);

(2) Real property which is to be sold or otherwise disposed of and which was acquired through (a) foreclosure, confiscation, or seizure in settlement of a claim of the Federal Government or (b) conveyance to the Federal Government in connection with an indemnity or loan insurance or guarantee program;

(3) Rights-of-way or easements granted to the Government;

(4) Real property held in trust by the Federal Government;

(5) Oregon and California revested lands and reconveyed Coos Bay Wagon Road Land Grants (43 U.S.C. 1181a);

(6) Land administered by the National Park Service, Department of the Interior, other than administrative sites outside the established boundaries of a national park;

(7) Land administered by the Forest Service, Department of Agriculture, other than administrative sites outside the established boundaries of a national forest;

(8) Land on Indian reservations within consolidation areas approved by the Secretary of the Interior;

(9) Land within the National Wildlife Refuge System;

(10) Real property located in the Panama Canal Zone; and

(11) Bank head-Jones lands being administered under a land conservation and utilization program in accordance with the Taylor Grazing Act of 1934 (48 Stat. 1269).

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6. Utilization and disposition policy.

a. Federal agencies shall ensure that real property holdings under their control are being fully utilized and are being put to optimum use. Agencies shall conduct systematic, thorough reviews of their real property holdings, at least annually, to categorize and identify property which is not needed, is underutilized, or is not being put to optimum use. When other needs for the property are identified or recognized, the agency shall determine whether continuation of the existing use or another Federal or other use would better serve the public interest, considering both the agency's needs and the property's location.

b. In conducting each review, agencies shall be guided by paragraph 7 of this circular, applicable General Services Administration regulations, and such criteria as may be established by the Federal Property Council.

(1) Utilization standards.

(a) Agencies shall promptly identify and release real property holdings or portions of those holdings that are no longer essential to their activities and not required for the discharge of the agencies' responsibilities.

(b) Federal real property shall be identified as being under-utilized whenever a portion or all of the property, with or without improvement, is used only for irregular periods or intermittently for current programs of the holding agency, or when current programs can be satisfied with a portion of the property.

(c) Even though utilized for current programs of the holding agency, Federal real property shall be identified as not being put to optimum use if (1) a portion or all of the property, with or without improvement, is of such nature or value or is in such a location that it is suitable for a significantly higher and better purpose or (2) the cost of using such property (operation, maintenance, and other incidental costs) is substantially higher than those costs for other suitable property that could be made available to the holding agency through transfer, purchase, or lease with total net savings to the Nation. Property prices or lease rates as well as costs of moving, occupancy, efficiency of operations, environmental effects, regional planning, and employee morale factors should be considered in making the identification.

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(2) Procedures for improved utilization or disposition.

(a) When an agency identifies a portion or all of a real property holding as underutilized or as not being put to optimum utilization of the property or to arrange for its release unless the holding agency's current program requirements cannot be met elsewhere at lesser Federal cost. Consideration should be given to possible relocation of agency programs to permit release of a portion or all of the property. If foreseeable future programs require retention of such property, efforts shall be made to arrange for temporary use of unused portions, including lease to non-Federal parties.

(b) When property is identified as not being put to optimum use and replacement property must be acquired before the property can be released, the agency shall initiate action, when such action is determined to be economically feasible under the acquisition procedures in paragraph 8. If appropriate financing must be obtained or if it will be necessary to secure the enactment of new authorizing legislation, appropriate arrangements shall be made to complete any necessary supporting studies and to submit proposals for necessary appropriations or legislation. These proposals shall be supported by estimates of the cost of replacing the real property and of the ultimate net savings to the Nation resulting from more efficient use of the property.

(3) Property identified as not needed. Real property or a portion thereof identified as not needed shall be reported to the General Services Administration, to the Department of the Interior, or for other disposition as prescribed below.

(a) Real property except properties in foreign countries within the term "property," as defined in section 3 (d) of the Federal Property and Administrative Services Act of 1949, as amended, which is not needed by the holding agency to discharge its responsibilities shall be promptly reported as excess to the General Services Administration.

(b) Portions of withdrawn public domain which are no longer required for effective conduct of the program for which they were withdrawn shall be reported initially to the Bureau of Land Management, Department of the Interior. Property that the Secretary of the Interior determines is suitable for return to the public domain shall be promptly restored to the public domain. Property that the Secretary of the Interior with the concurrence of the Administrator of General Services in accordance with section 3 (d) of the

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Federal Property and Administrative Services Act of 1949, as amended, determines to be not suitable for return to the public domain shall be reported promptly as excess to the General Services Administration.

(c) All other real property covered by this circular, as described in subparagraph 5a, which is not needed shall be screened for use for other programs of the agency and made available for those other purposes if the tests of subparagraph 6a are met, or disposed of in accordance with applicable law.

7. Guidelines for identifying not needed and underutilized real property and real property not being put to optimum use. The following general questions shall be considered by each agency in reviewing its real property holdings:

a. Is the property being put to its highest and best use?

(1) Consider such aspects as surrounding neighborhood, zoning, and other environmental factors;

(2) Consider whether present use is compatible with State, regional, or local development plans and programs; and

(3) Consider whether Federal use of the property would be justified if rental charge equivalent to commercial rates were added to the program costs for the function it is serving.

b. Are operating and maintenance costs excessive compared to those of other similar facilities?

c. Will contemplated program changes alter property requirements?

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

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

f. Are buffer zones kept to a minimum?

g. Is the present property inadequate for approved future programs?

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h. Can net savings to the Nation be realized through relocation considering property prices or rentals, costs of moving, occupancy, and increase in efficiency of operations?

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

j. If Federal employees are housed in Government-owned residential property, is the local market willing to acquire Government-owned housing or can it provide the necessary housing and other related services that will permit the Government-owned housing area to be released? (Provide statistical data on cost and availability of housing on the local market.)

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

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

m. Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights-of-way or because it is believed to be not disposable?

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

o. Is there land or space in Government-owned buildings that can be made available for utilization by others within or outside Government on a temporary basis?

### 8. Acquisition policy.

a. Restriction. Real property and interests therein shall be acquired, within applicable authorities, only as necessary for effective program operation. Agencies shall not acquire, by any method, areas of real property larger than needed for approved programs.

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b. Use of existing property. Prior to the acquisition of any real property, each agency shall review its existing holdings as prescribed in paragraph 6 to determine whether the new requirement can be met through improved utilization. If the new requirement cannot be met by use of the agency's existing real property, efforts shall be made to determine if other suitable existing Federal holdings are available, including the possibility of joint use agreement. All utilization shall be for purposes that are consistent with the highest and best use of the property under consideration.

c. Notification of planned requirements.

(1) Before real property is acquired, agencies shall notify either the General Services Administration; the Bureau of Land Management, Department of the Interior; or the Office of Foreign Buildings, Department of State, as may be appropriate, of their current and future planned requirements. The General Services Administration, the Bureau of Land Management, and the Office of Foreign Buildings, as appropriate, shall inform agencies whether excess, unreserved public domain, surplus, or other real property is or may be available which might meet the need.

(2) In specific instances in which the agency's proposed acquisition of real property is dictated by such factors as exact geographical location, topography, engineering, or similar characteristics which limit the possible use of other available property, the notification shall not be required. For example, in the case of a dam site or reservoir area, or the construction of a generating plant or a substation, specific lands are needed and, ordinarily, no purpose would be served by such notification.

d. Transfer of excess real property.

(1) As a general rule and where compatible with the general provisions of this circular, excess real property may be acquired by transfer as provided in FPMR 101-47.2 or as otherwise provided by law.

(2) Federal agencies holding excess real property pending possible transfer shall refrain from making commitments to other agencies relative to that transfer. When inquiries from potential transferees are received by agencies holding excess property, they shall be referred to the General Services Administration. Agencies seeking property by



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transfer shall make no plans for occupancy until a transfer request is approved by the General Services Administration and, where appropriate, by the Office of Management and Budget. Agencies may request special review of proposed transfer actions where program considerations are compelling. The provisions of this paragraph do not apply to excess real property in foreign countries.

e. Requirements preceding real property acquisition.

(1) Federal agencies may acquire real property by purchase, condemnation, construction, or lease only after the agency head or his designee determines that the requirement (a) cannot be satisfied by better use of existing property and (b) suitable excess or surplus property or unreserved public domain land is not available.

(2) Agency determinations to acquire real property by purchase, condemnation, construction, or lease shall be supported by complete documentation of the efforts the agency has made to satisfy its requirement as prescribed in this paragraph. The determination shall include either a statement that the acquisition is limited to the real property necessary for effective program operation and is not larger than needed for approved programs or an explanation of the circumstances which preclude such limited acquisition.

(3) Budget requests for real property acquisition by purchase, condemnation, construction, or lease shall satisfy the justification requirements in OMB Circular No. A-11.

(4) With each request for apportionment of funds or within 30 days thereafter, each agency shall furnish to the Office of Management and Budget a list of individual properties costing \$100,000 or more that are covered by the apportionment. This list (in an original and one copy) shall include a brief description and the estimated cost of the properties to be acquired. When a request is made for reapportionment of funds, the list submitted shall be limited to changes from previous lists. In addition, before any commitment or obligation is made with respect to each such proposed acquisition, the agency shall reexamine the availability of alternative real property not requiring the expenditure of funds. A statement shall be submitted to the Office of Management and Budget confirming that the reexamination was made and indicating the results. Similar reexaminations shall be made for properties valued at less than \$100,000, but reports on these proposed acquisitions shall be furnished to the Office of Management and Budget only upon request.

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9. Permits and outleases. Permits authorizing an agency the use of property held in the custody of another agency shall be issued only when (a) a determination has been made by the holding agency that the property is not excess and (b) the proposed use by the requesting agency conforms to the acquisition and use provisions of this circular. Outleases of such property to State and local governments, corporations, organizations, or private parties shall be effected only after a similar determination has been made that the property is not excess. Any proposed permit or outlease by holding agency except for property in foreign countries shall be cleared first with the General Services Administration pursuant to FPMR 101-47.802. An agency authorized to dispose of real property may make excess or surplus property available to another agency for short-term use by permit during the period it is being processed for further use or disposal, provided the requesting agency conforms to the provisions of this circular.

10. Implementation. The head of each agency or his designee shall:

a. Evaluate program needs for real property and develop criteria to achieve effective and economical use of the property in meeting program requirements consistent with the Federal Property Management Regulations and such guidelines as may be prescribed by the Federal Property Council;

b. Issue appropriate instructions to ensure that criteria and guidelines are understood and uniformly applied when determining whether real property is needed, is fully utilized, or is being put to optimum use, and that properties not needed, underutilized, or not being put to optimum use are identified and corrective action taken;

c. Issue appropriate instructions to ensure the conduct of systematic and thorough reviews of all real property holdings annually in accordance with established criteria and guidelines; and

d. Give full cooperation to representatives of the General Services Administration responsible for collecting data and for conducting surveys of agency real property holdings under current authorities and take appropriate action with respect to reports issued by the General Services Administration.

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11. Annual report.

a. Preparation. Each agency shall prepare a report as of the end of each fiscal year summarizing the action taken by the agency to implement the provisions of this circular. The first report under this revised circular shall be for fiscal year 1974.

b. Coverage. The report shall include the following:

(1) A narrative statement describing, in general, the actions taken during the fiscal year to comply with the provisions of this circular. This statement shall include a description of the analytical methods used to determine that properties not reported under (2) and (3), below, are being put to optimum use;

(2) A list of federally owned real properties remaining in the agency's inventory and identified during the past fiscal year as being not needed, underutilized, or not being put to optimum use. For each property listed the agency shall furnish an explanation of the action taken or planned in compliance with this circular;

(3) A list of federally owned real properties remaining in the agency's inventory which were identified in years prior to the past fiscal year as not needed, underutilized, or not being put to optimum use. For each property listed the agency shall include information concerning the status of disposition plans and the prospects for remedial action;

(4) A narrative summary describing the agency's acquisition activities. This summary shall describe the volume of all real property acquired. In those instances where real property was acquired by means other than the expenditure of funds, estimates shall be made of the funds that would have had to be expended if the agency had not taken this action. These latter properties shall be identified separately;

(5) A description of any problems which the agency is encountering in the management of its real properties;

(6) Recommendations with respect to actions that might be taken by the General Services Administration; the Office of Foreign Buildings, Department of State; or the Federal Property Council, as appropriate, to improve the management of Federal real property; and

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(7) A copy of any new or revised instructions or criteria developed and issued by the agency in implementation of this circular. The reports for FY 1974 shall include present criteria for achieving effective and economical use of real property in meeting program requirements.

c. Submission. The original and four copies of the report shall be submitted by the head of each agency, including the Department of State, to the Administrator of General Services (A), attention Office of Federal Management Policy (AM), no later than October 1 of each year. The General Services Administration will forward one copy of each agency report to the Office of Management and Budget and to the Federal Property Council.

12. Inquiries. Further information concerning this circular may be obtained by contacting:

General Services Administration (AMP)  
Washington, DC 20405

Telephone: IDS 183-7528  
FTS 202-343-7528

A handwritten signature in black ink, appearing to read 'A. F. Sampson', with a long horizontal flourish extending to the right.

**ARTHUR F. SAMPSON**  
**Administrator of General Services**

(Note: This circular will be codified in the Code of Federal Regulations as 34 CFR Part 231.)

## APPENDIX B

SUBPART 101-47.8 IDENTIFICATION OF UNNEEDED  
FEDERAL REAL PROPERTY

101-47.801 (b)(9)

Subpart 101-47.8--Identification of  
Unneeded Federal Real Property101--47.800 Scope of subpart.

This subpart is designed to implement section 3(a) of Executive Order 11724 (see 101-47.4914), which provides, in part, that the Administrator of General Services shall (a) conduct surveys of real property holdings of executive agencies on a continuing basis and in a manner consistent with the needs of the Federal Property Council to identify properties which are not utilized, are underutilized, or are not being put to their optimum use and (b) make reports to the President, through the Federal Property Council, describing any property or portion thereof which has not been reported excess to the requirements of the holding agency and which, in the judgment of the Administrator is either not utilized, is underutilized, or is not being put to optimum use, and which he recommends should be reported as excess property. The terms "executive agency," "property," and "excess property" as used in this subpart are defined in Executive Order 11724. The provisions of this subpart are presently limited to fee-owned properties and supporting leaseholds and lesser interests located within the States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands. The scope of this subpart may be enlarged at a later date to include properties in additional geographical areas and other interests in property.

101-47.801 Standards.

Each executive agency shall use the following standards in identifying unneeded Federal property.

(a) Definitions.--(1) Not utilized. "Not utilized" means an entire property or portion thereof, with or without improvements, not occupied for current program purposes of the accountable executive agency, or occupied in caretaker status only.

(2) Underutilized. "Underutilized" means an entire property or portion thereof, with or without improvements: (i) Which is used only at irregular periods or intermittently by the accountable executive agency for current program purposes of that agency; or (ii) Which is used for current program purposes that can be satisfied with only a portion of the property.

(3) Not being put to optimum use: "Not being put to optimum use" means an entire property or portion thereof, with or without improvements, which:

(i) Even though utilized for current program purposes of the accountable executive agency is of such nature or value, or is in such a location that it could be utilized for a different significantly higher and better purpose; or

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

(b) Guidelines. The following general guidelines shall be considered by each executive agency in its annual review (see 101-47.802):

(1) Is the property being put to its highest and best use?

(i) Consider such aspects as surrounding neighborhood, zoning, and other environmental factors;

(ii) Is present use compatible with State, regional, or local development plans and programs?

(iii) Consider whether Federal use of the property would be justified if rental charge equivalent to commercial rates were added to the program costs for the function it is serving.

(2) Are operating and maintenance costs excessive compared with those of other similar facilities?

(3) Will contemplated program changes alter property requirements?

(4) Is all of the property essential for program requirements?

(5) Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?

(6) Are buffer zones kept to a minimum?

(7) Is the present property inadequate for approved future programs?

(8) Can net savings to the Nation be realized through relocation considering property prices or rentals, costs of moving, occupancy, and increase in efficiency of operations?

(9) Have developments on adjoining nonfederally owned land or public access or road rights-of-way granted across

PART 101-47 UTILIZATION AND DISPOSAL OF  
REAL PROPERTY

101-47.801 (b) (9)

the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?

(10) If Federal employees are housed in Government-owned residential property, is the local market willing to acquire Government-owned housing or can it provide the necessary housing and other related services that will permit the Government-owned housing area to be released? (Provide statistical data on cost and availability of housing on the local market.)

(11) Can the land be disposed of and program requirements satisfied through reserving rights and interests to the Government in the property if it is released?

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

(13) Is any land being retained merely because it is considered undesirable property due to topographical features or to encumbrances for rights-of-way or because it is believed to be not disposable?

(14) Is land being retained merely because it is landlocked?

(15) Is there land or space in Government-owned buildings that can be made available for utilization by others within or outside Government on a temporary basis?

101-47.802 Procedures.

(a) Executive agency annual review. Each executive agency shall make an annual review of its property holdings, which review, to the extent of the properties covered by the review also shall constitute compliance with the annual review requirements of Federal Management Circular FMC 73-5 (34 CFR Part 231).

(1) In making such annual reviews, each executive agency shall use the standards set forth in 101-47.801 in identifying property that is not utilized, is underutilized, or is not being put to its optimum use.

(2) A written record of the review of each individual facility shall be prepared. The written review record shall contain comments relative to each of the above

guidelines and an overall map of the facility showing property boundaries, major land uses, improvements, safety zones, proposed uses, and regulations or other authorizations that sanction the requirement for and usage made of or proposed for individual parcels of the property. A copy of the review record shall be made available to GSA upon request or to the GSA survey representative at the time of the survey of each individual facility.

(3) Each executive agency shall, as a result of its annual review, determine, in its opinion, whether any portion of its property is not utilized, is underutilized, or is not being put to optimum use. With regard to each property, the following actions shall be taken:

(i) When the property or a portion thereof is determined to be not utilized, the executive agency shall:

(A) Initiate action to release the property; or

(B) Hold for a foreseeable future program use upon determination by the head of the executive agency. Such determination shall be fully and completely documented and the determination and documentation kept available

for GSA review (see (\*)101-47.802(b) (3) (ii) (B)). If property of this type which is being held for future use can be made available for temporary use by others, the executive agency shall notify the appropriate regional office of GSA before any permit or license for the use is issued to another Federal agency or before any out-lease is granted by the executive agency. GSA will advise the executive agency whether the property should be permitted to another Federal agency for temporary use and will advise the executive agency the name of the Federal agency to whom the permit shall be granted.

(ii) When the property is determined to be underutilized, the executive agency shall:

(A) Limit the existing program to a reduced area and initiate action to release the remainder; or

(B) Shift present use imposed on the property to another property so that release action may be initiated for the property under review.

(iii) When, based on indepth study and evaluation, it is determined that the property is not being put to its optimum use, the executive agency shall relocate the current program whenever a suitable alternate site, necessary funding, and legislative authority are available to

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101-47.802(b)(5)

accomplish that purpose. When the site, funding, or legislative authority are not available, a special report shall be made to the appropriate regional office of GSA for its consideration in obtaining possible assistance in accomplishing relocation.

(b) GSA survey. Pursuant to section 3 (a) of Executive Order 11724, GSA will conduct, on a continuing basis, a survey of real property holdings of all executive agencies to identify properties which, in the judgment of the Administrator of General Services, are not utilized, are underutilized, or are not being put to their optimum use.

(1) Surveys by GSA of the real property holdings of all executive agencies will be conducted by officials of the regional offices of GSA for the property within the geographical area of each region.

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

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

(2) [Reserved]

(3) To facilitate the GSA survey, executive agencies shall:

(i) Cooperate fully with GSA in its conduct of the surveys; and

(ii) Make available to the GSA survey representative records and information pertinent to the description and to the current and proposed use of the property such as:

(A) Brief description of facilities (number of acres, buildings, and supporting facilities);

(B) The most recent utilization report or analysis made of the property including the written record of the annual review made by the agency, pursuant to 101-47.802(a), together with any supporting documents;

(C) Detail maps which show property boundaries, major land uses, improvements, safety zones, proposed uses, and regulations or other authorizations that sanction the

usage made or proposed for individual parcels or the entire property; drawings; and layout plans.

(D) [Reserved.]

(E) [Reserved.]

(4) Upon receipt of notification of the pending GSA survey, the executive agency shall initiate action immediately to provide the GSA representative with an escort into classified or sensitive areas or to inform that representative of steps that must be taken to obtain necessary special security clearances or both.

(5) Upon completion of the field work for the survey:

(i) The GSA representative will so inform the executive agency official designated pursuant to 101-47.802(b)(1). To avoid any possibility of mis-understanding or premature publicity, conclusions and recommendations will not be discussed with this official. However, survey teams should discuss the facts they have obtained with local officials at the end of the survey to ensure that all information necessary to conduct a complete survey is obtained. The GSA regional office will evaluate and incorporate the results of the field work into a survey report and forward the survey report to the GSA Central Office.

(ii) The GSA Central Office will notify the head of the executive agency or his designee, in writing, of the survey recommendation. A copy of the survey report will be enclosed when a recommendation is made that some or all of the property should be reported excess, and the comments of the executive agency will be requested thereon. The executive agency will be afforded a period of 30 workdays from the date of the notice in which to submit such comments. If the case is resolved, GSA Central Office will notify the head of the executive agency or his designee, in writing, of the resolution, and the case will be completed at such time as the agency completes all resolved excess and/or disposal actions. The agency will be afforded a period of 90 calendar days from the date of the notice to complete such actions.

(iii) If the case is not resolved, GSA Central Office will submit the case to the Office of Management and Budget (OMB) for review. If the case is resolved as a result of the submission to OMB, the GSA Central Office will notify the

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101-47.802 (b) (5)

head of the executive agency or his designee, in writing, of the resolution, and the case will be completed at such time as the agency completes all resolved excess and/or disposal actions. The agency will be afforded a period of 90 calendar days from the date of the notice to complete such actions.

(iv) If the case is not resolved, the GSA Central Office will notify the head of the executive agency or his designee, in writing. A copy of a draft action paper will be enclosed and the position of the executive agency will be requested thereon. The executive agency will be afforded a period of 20 calendar days from the date of the notice in which to submit its position. If the case is resolved, the GSA Central Office will notify the head of the executive agency or his designee, in writing, of the resolution, and the case will be

completed at such time as the agency completes all resolved excess and/or disposal actions. The agency will be afforded a period of 90 calendar days from the date of the notice to complete such actions.

(v) If the case is not resolved, the GSA Central Office will submit a report on the case to the Federal Property Council for submission by the Council of appropriate reports and recommendations to the President as prescribed in section 3(2) of Executive Order 11724. The head of the executive agency or his designee will be notified of the resolution, and the case will be completed at such time as the agency completes all resolved excess and/or disposal actions. The agency will be afforded a period of 90 calendar days from the date of the notice to complete such actions.



**THE PRESIDENT**

Executive Order 12030

December 15, 1977

**Termination of the Federal Property Council**

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

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

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

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

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

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

THE WHITE HOUSE,  
December 15, 1977.

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