
National Aeronautics and Space Administration
Real Property Inventory/Facility Utilization System
User Guide

NASW-00009 Task Order 1005

For

*National Aeronautics and Space Administration
Facilities Engineering and Real Property Division*

June 6, 2005



National Aeronautics and Space Administration

This page intentionally left blank

TABLE OF CONTENTS

TABLE OF CONTENTS.....	<i>i</i>
FIGURES.....	<i>iii</i>
ACRONYMS	<i>iv</i>
I. Introduction.....	<i>1</i>
Access to the RPI/FUS.....	<i>1</i>
II. Type of Information Available.....	<i>2</i>
A. RPI Information-“The Property Card”	<i>2</i>
1. Information on the Property Card	<i>4</i>
B. Summary Reports	<i>6</i>
1. GSA Aggregate Report.....	<i>7</i>
2. GSA 1166 In-Grant Report.....	<i>8</i>
3. GSA 1166 Annual Data Transfer	<i>8</i>
4. Summary Report by Site.....	<i>8</i>
7. Location Report by Accountable Installations	<i>10</i>
8. Capitalized Value Listing Report.....	<i>11</i>
9. CRV 4-Year Projection.....	<i>11</i>
10. Change Analysis Report	<i>11</i>
11. Property Listing by Site	<i>11</i>
12. In/Out Grant Report	<i>12</i>
13. Floor/Space Age Factor Data	<i>12</i>
14. CRV Region/Index Report	<i>13</i>
C. Maintenance and Repair Metrics Report.....	<i>18</i>
D. Bulletin Board.....	<i>18</i>
III. FUS Information – The “1400 Reports”	<i>19</i>
A. FUS Form 1400 - Building Space Utilization Report.....	<i>19</i>
B. FUS Form 1400A – Major Facilities Utilization Report.....	<i>20</i>
C. FUS Form 1400B – Facilities Not Needed/Underutilized.....	<i>21</i>
D. FUS Form 1400C – Facility Data Summary	<i>22</i>
E. Facility Utilization Reports.....	<i>23</i>
1. Composite Summary Reports.....	<i>23</i>
2. Multi-Year Composite Summary Reports.....	<i>24</i>
3. Major Facility Utilization Report.....	<i>24</i>
4. Underutilized Major Facilities Report	<i>25</i>
6. NASA Property Closure Summary Reports and Property Closure Reports.....	<i>26</i>
IV. How to Get the Information You Want.....	<i>27</i>
A. Searching the RPI Database	<i>27</i>
1. Search by NASA Center	<i>27</i>
2. Search by Site Location	<i>30</i>

3.	Search by NASA Property Class Code.....	31
4.	Search by GSA Usage Codes	33
B.	Searching the FUS System	42
V.	Updates to the RPI.....	47
GLOSSARY.....		49
	Definitions	49

FIGURES

Figure 2-1: Ames Research Center Property Card.....	3
Figure 2-2: Summary Reports.....	6
Figure 2-3: Report by GSA Usage Code.....	7
Figure 2-4: GSA 1166 In-Grant Lease Report	8
Figure 2-5: Ledger Account Summary.....	9
Figure 2-6: NASA Property Class Code Detail	9
Figure 2-7: Johnson Space Center properties that have active status	11
Figure 2-8: Floor Space Average Age-2004 Not Including Trailers	13
Figure 2-9: 2002 GSA 1166 Report Glenn Research Center	14
Figure 2-10: AMES Research Center Voucher Register Report	18
Figure 3-1: Form 1400	19
Figure 3-2: Major Facility Utilization Report for Ames Research Center - FY 2004.....	20
Figure 3-3: Fiscal Year 2004 Facilities Utilization Status Changes Report (1400B).....	21
Figure 3-4: Ames-Moffett Airfield Fiscal Year 2004	22
Figure 3-5: Report for industrial plants in 2002	24
Figure 3-6: Major Facilities Utilization Report Moffett Federal Airfield.....	25
Figure 4-1: RPI Search Screen.....	27
Figure 4-2: Moffett Federal Airfield.....	31
Figure 4-3: GSA Usage Code Report.....	33
Figure 4-4: Key word search	35
Figure 4-5: NASA Summary Reports.....	37
Figure 4-6: Facility Utilization	42
Figure 4-7: Building Space Utilization Report for ARC Camp Parks for 2002.....	44
Figure 4-8: Space Utilization Fiscal Year 2002.....	44

ACRONYMS

ARC	Ames Research Center
BCI	Building Cost Index
CRV	Current Replacement Value
DFRC	Dryden Flight Research Center
EUD	Equivalent Utilization Days
FERPD	Facilities Engineering and Real Property Division
FMM	Financial Management Manual
FUS	Facility Utilization System
GRC	Glenn Flight Research Center
GSA	General Services Administration
GSFC	Goddard Flight Research Center
RPI	Real Property Inventory
JPL	Jet Propulsion Laboratory
JSC	Johnson Space Center
KSC	Kennedy Space Center
LaRC	Langley Research Center
MAF	Michoud Assembly Facility
MSFC	Marshall Space Flight Center
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirements
PAPAC	Provide Aerospace Products and Capabilities
SSC	Stennis Space Center
WFF	Wallops Flight Facility
WSTF	White Sands Test Facility

I. Introduction

The National Aeronautics and Space Administration's (NASA's) Real Property Inventory (RPI) and Facility Utilization System (FUS) provide an easy-to-use automated method for recording, maintaining and reporting real property data using the World Wide Web. Information concerning every real property asset under the agency's management and control can be found in the RPI/FUS. The RPI and FUS were developed to provide an automatic reporting mechanism for NASA real property information to NASA Headquarters and the General Services Administration (GSA). These databases assist in the accurate compilation, analysis, and reporting of real property and facility utilization data. The two systems also catalogue a wealth of information about individual NASA facilities. This information is often used in support of reports and other database systems utilized by the NASA Facilities Engineering and Real Property Division (FERPD).

The RPI contains information on the property asset itself, such as a brief description of the property, a record of inventory dates, and the current replacement value (CRV) for the property for various years and regions. The FUS contains information on how the asset is being used. For example, Site Closure Reports, Property Utilization Reviews, and data on the various classes of personnel using a facility's space can all be found in the FUS. The RPI portion of the database contains information on all real property transactions (acquisitions, alterations, additions or other improvements, demolitions or disposals) that take place or have taken place within the agency.

Although originally intended to comply with NASA's real property recording and reporting requirements (in lieu of "paper" records), the RPI/FUS is now used for many additional purposes. Today, the information in the database is also used to satisfy the agency's financial capital asset reporting requirements and is used in parametric models that estimate the agency's facility sustainment and deferred maintenances costs.

This Users Guide has been written to provide in-depth information and explanations of how the RPI and FUS may be used. It has been developed with the many users of the RPI/FUS information in mind. Though the NASA real property officers can readily utilize the RPI as a data source, the occasional user can become lost in the many menus, screens and reports. This guide presents the numerous screens and reports with an explanation of the data fields used in the databases. It is a roadmap to the real property information, and enables users to determine which report will provide the data needed. However, this guide does not detail the requirements for data collection or data entry. Data requirements may be found in NASA's Real Estate Management Program Implementation Manual (NPR 8800.15A). Data entry is restricted. Only designated NASA Real Property Officers are allowed to enter data into the system.

Access to the RPI/FUS

A user ID and password is required to gain access to the RPI/FUS site. NASA users who wish to obtain a user ID and password should contact the FERPD for detailed instructions.

II. Type of Information Available

Before you begin to use the RPI and FUS databases, it is helpful to know what information can be found within these databases. The following is a preview and description of the data available through the RPI and FUS databases.

A. RPI Information-“The Property Card”

The end result of almost every search in the RPI database is a **Property Card**. The **Property Card** is the basic repository of information concerning each individual real property asset under the management and control of NASA. Each real property facility with an initial cost, or book value¹, of at least \$5,000 should have a **Property Card**. The information on the **Property Card** is not only intended as an “inventory” of NASA’s real property assets but is also intended to satisfy NASA’s GSA reporting requirements for agency real property assets. Thus, each NASA facility receives both a NASA Classification and a GSA Usage Code. In addition, the coding for the location of the facility (site, city/town, county/country and state/continent codes) is all in accordance with a GSA specified coding system.

Throughout both the RPI and the FUS databases there are hyperlinks to the property card of the particular facility that is displayed in the record or report being searched. There is an example of a property card for an Ames Research Center storage facility on the following page.

¹ Many of the Summary Reports use the term “book value” interchangeable with “book cost.” In both cases the term refers to the capitalized value of the real property or properties

Figure 2-1: Ames Research Center Property Card

WAREHOUSE

Property No N127	Property Name WAREHOUSE	Structure Buildings	Construction Permanent	
Installation Name AMES Research Center			Site Location Code 21	
City or Town Moffett Field			City/Town Code 2205	
County/Country Santa Clara			County/Country Code 085	
State/Continent CA			State/Continent Code 06	
Card Date Mar-01-1950	Ledger Account 1730.0100 Buildings			
NASA Classification 630-34 Trailers, Storage use		GSA Usage Code 40 Storage		
Land Area Type Null				
NASA Interest OWNED		Status Active		
Utilization Level Utilized				
Description MAP GRID 31AA. STEEL FRAME BUTLER BUILDINGS ON A CONCRETE SLAB. SIX BUTLER BUILDINGS ADJOINED TOGETHER. SIX PITCHED METAL ROOFS WITH FIVE VALLEYS. CINDER BLOCK DIVIDING WALL BETWEEN DOORS 3 AND 5. UTILITIES: ELECTRICITY, GAS AND WATER.				
Inventory Dates:				
NASA	Jul 15, 2004 PHYSICAL INVENTORY			
NASA	Jun 19, 2003 PHYSICAL INVENTORY			
NASA	Aug 6, 2002 VISUAL INSPECTION			
NASA	May 8, 2000 VISUAL INSPECTION			
NASA	Jul 1, 1994 VISUAL INSPECTION			
Valuations				
Book Cost As Of 2004 \$122,720		Original Capacity 24,600 Square Feet	Original Size 24,600 SF	
CRV As Of 2004, 20 Cities Average \$1,232,665		Current Capacity 24,600 Square Feet	Current Size 24,600 SF	
Transaction Activity(ies):				
Voucher #	Date	Cost (+/-)	Capacity (+/-)	Description
1994-110	Mar 1, 1950	122,720	24,600 Square Feet	MOU BETWEEN NAVY AND NASA, DATED 22 DECEMBER 1992. TRANSFERRED TO NASA, 1 JULY 1994.

1. Information on the Property Card

Reading from the top to the bottom of the card, left to right, the property card contains the following information:

1. *Property Number* - The *Property Number* is the Center assigned facility number. Each NASA Center has adopted its own unique facility numbering system. An individual facility's number generally offers only the specific numerical identifier of the facility. Other system level coding is used to discriminate properties by Center. However, that information is a systems level code and is not shown within the property records themselves. The system level code number is assigned by the system administrator and is unique for that specific facility.
 2. *Property Name* - The *Property Name* is the facility's name-usually a descriptive name assigned by the Center and approved by the FERPD.
 3. *Structure* - The *Structure* cell of the **Property Card** contains one of the following descriptive choices for the subject property: "Land," "Buildings," "Leasehold Improvements," "Other Structures and Facilities," or "Leased Structures or Buildings." The entry of this information drives system selection of the "Ledger Account Number" (see *Ledger Account*, below).
 4. *Construction* - Types of *Construction* include "Permanent," "Semi-Permanent," or "Temporary."
 5. The second through fifth lines of the **Property Card** contain specific location information and coding. The *Site Location Code* is a NASA code. The "*City/Town-County/Country-State/Continent Code*" is a GSA code.
 6. *Card Date* - The *Card Date* is the date on which the **Property Card** was originally filled out.
 7. *Ledger Account* - The *Ledger Account* coding is obtained from NASA's Financial Management Manual, FMM §9252-3. This provision requires that all NASA real property assets receive a ledger account coding of either: *Land* (1711.0000); *Improvements to Land* (1712.0000); *Buildings* (1730.0100); *Other Structures and Facilities* (1740.0100); or *Leasehold Improvements* (1840.0100). This account number is automatically assigned by the system when "structure type is selected (see *Structure*, above).
 8. *NASA Classification* - Every NASA real property asset is assigned one of over five hundred NASA real property classifications. The classification to be assigned depends on the function and/or composition of the asset. For example, there are separate classifications for a concrete or a bituminous runway. A full list of NASA classifications may be found in NASA Form 1134 or in Appendix B to NPR 8800.15A. Selection of a NASA facility classification code drives system selection of the facility unit of measure used for the "capacity" in the valuation section of the **Property card**.
-

9. *GSA Usage Code* - The real property asset is also assigned the appropriate *GSA Usage Code*. The NASA Classification coding system refers the user to the appropriate matching *GSA Usage Code*. GSA Usage Codes may be found in NASA Form 1134.

10. *Land Area Type* – The *Land Area Type* cell contains information on the type of land involved, that is, whether the land is “Rural” or “Urban.” When the **Property Card** is for a facility (as opposed to land), the usual entry is “Null.”

11. *NASA Interest* – This block is used to note the basis of which NASA uses and controls the property. Typical entries found here are “owned,” “leased,” “use permit,” etc.

12. *Status* - A facility may be classified as either “Active,” “Inactive,” “Standby,” “Mothballed,” or “Abandoned.”

13. *Utilization Level* - Facilities may be classified as either “Utilized,” “Under Utilized,” or “Not Utilized.”

14. *Description* - This block should contain both a description of the facility and its location, entered with sufficient detail to allow someone who is unfamiliar with the facility to locate and identify the facility.

15. *Inventory Dates* - This area of the **Property Card** is used to denote who (NASA or GSA) and when an inventory of the facility was last conducted.

16. *Valuations* - The *Valuations* section of the **Property Card** records both cost and size information concerning the facility. The “book cost” of the facility is the cost to acquire or construct the facility. Also included in book cost are all costs necessary to bring the facility to a form and location suitable for its intended purpose (*i.e.*, the total cost to NASA). Book cost represents the original capitalized value of the asset, adjusted for modifications, where appropriate. (The recorded book cost is updated annually by the cost of any additions, modifications, or demolition of \$5, 000 or more).

The “CRV” of the facility is an estimate of the facility’s current replacement value. This value is automatically generated by the database. The database measures the CRV of a facility by escalating the facility’s book value using the Engineering News Record (ENR) annual 20-Cities Average building cost index (BCI) factors. These CRV calculations are made by indexing the construction cost using the BCI value for the year of construction, indexing each change in book value using the BCI value for the year in which the change was made, and mathematically summing the results. By clicking on the [CRV](#) button, the user can also view what the CRV was in past years, or what the CRV would be if one of the individual listed city’s BCI were used instead of using the “20-Cities Average.”

The *Valuations* section also records the facility’s original and current capacity, as measured in the appropriate unit of measure, and the original size and current size of the facility. The database automatically inserts the appropriate unit of measure for the

facility's capacity, depending on the facility's NASA classification. For example, a runway's capacity is measured in square yards, buildings in square feet, liquid storage tanks in gallons, liquid pumping facilities in gallons per minute, electric power plants in kilowatts, and so on. When a Center's real property data administrator enters the correct NASA classification for the facility into the **Property Card**, the database automatically inserts the correct unit of measure for that NASA classification. A click on the unit of measure listed on the **Property Card** converts the measurement, where appropriate, from the English system to the Metric system.

17. *Transaction Activity* – The *Transaction Activity* section of the **Property Card** is used to record transaction activities greater than \$5,000.00 concerning the facility. These transactions activities may include (but are not limited to): modifications or renovations to the facility; adjustments to capitalization costs (*i.e.*, book value); and transfers of management and/or control of the facility.

18. *Facility Photo* - Each property card also contains a photograph of the facility.

B. Summary Reports

In addition to the NASA Property Card information, additional reports are available from the RPI database. Under the Summary Reports tab of the RPI Main Menu, the following list of reports appears:

Figure 2-2: Summary Reports

	GSA Aggregate Report
	GSA 1166 In-Grant Report
	GSA 1166 Annual Data Transfer
	Summary Report By Sites
	NASA Property Class Codes Aggregate Report
	Land Summary By Sites
	Location Report By Accountable Installations
	Capitalized Value Listing Report
	CRV 4 Years Projection
	Change Analysis Report
	Property Listing By Site
	In/Out Grant Report
	Floor/Space Age Factor Data
	CRV Region/Index Values
	Center Reports

1. GSA Aggregate Report

A ledger account summary including property count, book value, and calculated CRV can be found in the GSA Aggregate Report, as shown below. The user must select a year, region and GSA Code. The usage codes are further broken down by site and facility. An example of a GSA Aggregate Report for GSA Usage Code 10 - Office is shown below.

Figure 2-3: Report by GSA Usage Code

			Book Value	2004 CRV (20 Cities Average)
Total Valuation			630,012,903	1,664,168,940
GSA Usage	Type	Count	Book Value	2004 CRV (20 Cities Average)
10 Office	Buildings	407	630,012,903	1,664,168,940
10 Office	Lease	6	0	0
10 Office	Leased Buildings, Facilities or Structures	6	0	0
10 Office	Type	Count	Book Value	2004 CRV (20 Cities)
Ames Research Center	Buildings	66	59,976,376	143,651,370
Dryden Flight Research Center	Buildings	15	5,367,570	8,708,162
Glenn Research Center	Buildings	7	12,455,356	56,315,029
Goddard Space Flight Center	Buildings	25	64,967,180	194,152,425
Jet Propulsion Lab	Buildings	51	136,967,780	265,753,986
Johnson Space Center	Buildings	23	50,323,110	141,008,931
Kennedy Space Center	Buildings	41	76,073,892	161,136,425
Langley Research Center	Buildings	87	83,036,902	260,586,682
Marshall Space Flight Center	Buildings	28	52,101,353	179,588,886
Michoud Assembly Facility (MSFC)	Buildings	4	19,600,372	102,261,055
Stennis Space Center	Buildings	27	57,351,135	114,290,611
Wallops Flight Facility (GSFC)	Buildings	19	9,145,048	27,340,419

2. GSA 1166 In-Grant Report

The In-Grant Report allows RPI users to select a NASA site and year. A list of leased property for the chosen site as of the year selected is displayed. Selecting a specific leased property from the displayed list generates a ledger account for that property. Displayed below is a sample In-Grant Report from Ellington Field:

Figure 2-4: GSA 1166 In-Grant Lease Report

SECTION I - INSTALLATION			
Control Symbol: 0315-GSA-OU		Property Type: L	Transaction Code: C
Agency Code: 8000	State: 48	City: 3280	County: 201
Installation #: 1612500	Agency Name: NASA		Bureau Name: JSC
Report As Of: 10/5/2004			
Installation Name: Ellington Field (JSC)			
Address: Code JA			
City: Houston		State: TX	Zip: 77058
Congressional Districts:			
SECTION II - LAND			
Transaction Code: C	Record Type: 20	Usage Code: 70	
Urban Acres		Rural Acres	
2.34			
SECTION V			
Transaction Code: C	Record Type: 50		
Effective Date: 8/15/1999		Expiration Date: 8/14/2009	
Renewal: 5		Annual Rental Rate: 12226	

3. GSA 1166 Annual Data Transfer

Selection of this tab displays the data, by year, that NASA transferred the information to GSA to satisfy its annual **GSA 1166 Data Transfer** requirement.

4. Summary Report by Site

These summary reports include book value and CRV (by year and region selected by the user) data by NASA Center, as well as facility counts, book cost, and CRV by NASA Site for “Buildings” and “Other Structures and Facilities”. Users should be aware that underlined titles on the report page indicate the system has the capability to download the report into an excel spreadsheet so it can be manipulated by the user.

5. NASA Property Class Code Aggregate Reports

The RPI user must select a CRV region and year in the NASA Property Class Code Aggregate Reports to generate a ledger account summary and a summary report of all NASA real property facilities by NASA Class Code. The ledger account summary

contains facility information by total property count, book value, and calculated CRV for the following categories:

- Land
- Buildings
- Other Structures and Facilities
- Easement
- Leased Buildings, Facilities, Structures
- Other Not Capitalized
- Permit
- Public

Figure 2-5: Ledger Account Summary

Ledger Account Summary			
Ledger Account	Count	Book Value	<u>2005 CRV</u> <u>(20 Cities Average)</u>
1711.0000 Land	33	124,467,382	810,464,796
1730.0100 Buildings	2,721	4,479,547,257	12,723,393,826
1740.0100 Other Structures & Facilities	2,437	2,851,175,758	8,692,395,510
Easement	10	0	0
Lease Leased Buildings, Facilities or Structures	64	14,809,707	40,728,245
Other Not Capitalized	6	222,500	337,175
Permit	28	281,051	503,331
Public	4	0	0
NASA Total		7,470,503,655	22,267,822,884

The **NASA Property Class Aggregate Reports** also includes a list, by class code, of facility count, total capacity, total book value, and total CRV for each NASA classification. The class codes are further broken down by Site and facility. A breakout of facilities, by Center, may be accessed by selecting the underlined NASA Property Classification Code. Note that selecting “Capacity” toggles between metric and standard units. An example of a **NASA Property Class Aggregate Report** is shown below:

Figure 2-6: NASA Property Class Code Detail

NASA Property Class Code Detail	Count	<u>Capacity</u>	Book Value	2005 CRV (20 Cities Average)
<u>111-10 Runway (Concrete)</u>	1740.0100	5 2,351,342 SY	32,003,547	125,613,213
<u>111-11 Runway (Bituminous)</u>	1740.0100	2 402,527 SY	13,865,128	136,414,681
<u>111-12 Runway (Other)</u>	1740.0100	2 9,275 SY	299,776	697,927
<u>111-20 Helicopter Landing Pad (Concrete)</u>	1740.0100	3 1,873 SY	117,069	266,301

6. Land Summary by Sites

Land Summary by Sites offers a breakdown by Center for the year selected by the user of the number of acres of land in the following categories:

- Easement
- Leased
- Permit, Public
- Foreign
- Total

The user can also access this information by NASA Site by selecting the underlined site name.

7. Location Report by Accountable Installations

Standard Reports (includes all property except removed properties), Active Property Reports, Closed Property Reports, and Removed Property Reports can all be accessed through the **Location Report by Accountable Installations** feature. These reports contain data in the following property types:

Active Property Report includes:

- Active
- Active/Heritage
- Standby

Closed Property Report includes:

- Abandoned
- Heritage
- Mothballed
- Out Grant
- Reimbursable
- Standby

Removed Property Report includes:

- Demolished
- Excessed
- Transferred

Information is available by Center and Site for all these reports and by facility for the Active Property Reports, Closed Property Reports, and Removed Property Reports. The data in these reports are broken down into “Total”, “Land”, “Building”, and “Other Structures”. An example of the available data is shown on the following page.

Figure 2-7: Johnson Space Center properties that have active status

Johnson Space Center Properties Having Status of: Active												
As Of 08/05/2004 (Aug 05, 2004 11:23:56)	Total		Land		Building					Other Structure		
Site	CRV	Book Value	Area	Book Value	Count	Closed	Closed SF	Gross SF	Book Value	Count	Book Value	Trailer Count
Ellington Field (JSC)	90,625,461	58,930,592	51	2,968,261	30			516,831	51,438,385	30	4,523,946	
Johnson Space Center	1,403,380,774	474,652,453	1,581	5,598,635	166			3,676,066	337,703,232	165	131,350,586	
Palmdale, NASA Industrial Plant	3,616,860	2,370,743			8			57,032	2,370,743			8
Palmdale, USAF Industrial Plant	34,920,630											
JSC Total	1,532,543,726	535,953,788	1,631	8,566,896	204			4,249,929	391,512,360	195	135,874,532	8

8. Capitalized Value Listing Report

Information on a facility's book cost, capitalization, class code, ledger number, status, when it was acquired, and what its service life is expected to be, can all be found in the **Capitalized Value Listing Report**. The report is broken down by Site. The user can choose the Sites within each Center to be displayed.

9. CRV 4-Year Projection

This report allows the user to calculate the CRV for the next four years for each Site based on CRV Index % Change values inputted by the user. The report is arranged by Code, Center, and Site. This report also allows the system to ignore CRV exclusion. "CRV Exclusion" removes a percentage of CRV from the RPI record based on the percent closure of a facility. If a facility is 80% or any other percentage closed, *i.e.*, mothballed or abandoned, the CRV is automatically reduced by that percentage. If it is 100%, the CRV is taken to zero by the system. By checking the box on this screen to ignore the CRV exclusion, the user can cause the system to ignore that exclusion and show 100% of the facilities' CRV.

10. Change Analysis Report

The **Change Analysis Report** allows the user to calculate the change in book cost, capitalized value, and physical size between two dates. The user can also designate a minimum transaction value when calculating the change in capitalized value. The calculations are given by Code, Center, and Site.

11. Property Listing by Site

The user can use the **Property Listing by Site Report** to generate a customized report for any site and select information from the following list to be displayed in the report:

- Property Number
- Property Name

- Book Value
- Physical Size
- Acquisition Year
- Active Status
- NASA Classification Code
- Ledger
- GSA Usage Code

The report information can be sorted by property number or another factor selected from the pull down menu, and then can be sorted by two other factors from the list above. The customized report will also display the property count, book value and CRV for each ledger account category found on the designated site. The report can also ignore the CRV exclusion as described above. The report may be downloaded to an excel spreadsheet by clicking on the underlined report title at the top of the page.

12. In/Out Grant Report

This report allows the user to select a NASA site and view the following information for that site:

- Grant In/Out status
- Reference Number
- Document Number
- Property Name
- Party of Instrument
- Effective Date
- Expiration Date
- Status
- Type
- Size (acres)

The user has the option of displaying this data by three of the above factors.

13. Floor/Space Age Factor Data

This report contains three lists. The first is a list of average facility age, average floor space age, relative average age (Center value), and relative average age (property value) for each Center. The second list displays the total floor space and facility count for floors ages 0 to 75. The third list shows the floor space and facility count for each age by Center. An example is displayed on the following page.

Figure 2-8: Floor Space Average Age-2004 Not Including Trailers

	ARC	DFRC	GRC	GSFC	JPL	JSC	KSC	LaRC	MAF	MSFC	SSC	WFF	WSTF
Average Facility Age	42.7	23.0	50.6	31.2	29.9	27.9	24.0	37.0	40.6	38.6	22.7	38.5	24.7
Average Floor Space Age	41.5	22.6	44.9	30.5	28.7	33.8	25.2	36.9	52.4	36.1	22.8	38.4	25.6
Relative Average Age - Center Value	31	22	31	26	25	29	28	30	33	31	27	29	25
Relative Average Age - Property Value	28	21	34	26	24	24	22	26	29	29	21	27	23

14. CRV Region/Index Report

The index values for each of the regions for which CRV values are calculated are listed by year according to the formula below:

$$CRV_{Year 2} = \$BookValue_{Year 1} * INDEX_{Year 2} / INDEX_{Year 1}$$

15. Center Reports

There are thirteen Center Reports available to the user. They are listed below:

- [GSA 1166 Report](#)
- [Summary Report By GSA Usage Code](#)
- [Summary Report By NASA Property Class Codes](#)
- [Land](#)
- [Location Report By Accountable Sites](#)
- [In/Out Grant Report](#)
- [Property Listing By Site](#)
- [Capitalization Reconciliation Report](#)
- [Removed Property Report](#)
- [Inventory Report](#)
- [Real Property Disposal Action Report \(1515\)](#)
- [Inventory Report of NASA Controlled Trailers \(1516\)](#)
- [Voucher Register Report](#)

The user selects a Center for which the above reports will be generated: For example, from the RPI Main Menu, select the **Summary Reports** tab. From the NASA Reports list, the user next selects the last tab, **Center Reports**. The user will then be prompted to choose a Center for which the reports will be generated. Upon selecting a Center, a list of reports similar to those above will be displayed.

a. GSA 1166 Report

This report can be displayed for the Site, year and region of the user's choosing. The report is an annual report required by GSA and it is uploaded directly to GSA by

Headquarters. It is compiled from Center entered information. The report includes information about a Site's land, buildings, and other structures and facilities, broken down by GSA usage code, where applicable. Note that clicking on the underlined text allows the user to drill down to a specific property card. The report may be downloaded to an excel spreadsheet by clicking on the underlined report title at the top of the page. An example of a GSA 1166 Report for Glenn Research Center is shown below:

Figure 2-9: 2002 GSA 1166 Report Glenn Research Center

SECTION I - INSTALLATION					
Control Symbol: 0315-GSA-OU		Property Type: G		Transaction Code: C	
Agency Code: 8000		State: 39	City: 1680	County: 035	
Installation #:0503500		Agency Name: NASA		Bureau Name: GRC	
Report As Of: 8/5/2004					
Installation Name: Glenn Research Center					
Address: 21000 Brookpark Road					
City: Brook Park			State: OH	Zip: 441353191	
Congressional Districts:					
Last Survey Year By GSA:			By NASA: 3/23/1995		
SECTION II - LAND					
Transaction Code: C		Record Type: 20	Usage Code: 70	Acquisition Code: 2	
Acquired From		To	Urban Acres	Rural Acres	Cost
1940		1940	351.32		315,391
SECTION III - BUILDING					
Transaction Code: C		Record Type: 30			
Code/Classification		# of Building	Size	From	To
10 Office		6	345,816 SF	1942	1965
40 Storage		6	34,207 SF	1951	1983
50 Industrial		3	128,391 SF	1943	1988
60 Service		17	170,548 SF	1943	1988
70 Research and Development		59	1,806,358 SF	1942	1997
Total		91	2,485,320 SF		378,724,331
SECTION IV - Other Structures & Facilities					
Transaction Code: C		Record Type: 40			
Code/Classification		Cost			
12 Airfield Pavements		163,480			
40 Storage		5,370,684			
60 Service		131,233			
70 Research and Development		60,810,929			

71 Utility Systems	47,919,593
72 Communications Systems	5,564,916
76 Roads and Bridges	4,919,938
80 All Other	2,960,576
Total	127,841,348
<hr/>	
Total cost for land, buildings, and other structures & facilities	506,881,070

b. Summary Report by GSA Usage Code

The GSA Usage Code Report contains information about GSA Usage Codes that are present on a specific NASA Site. Each GSA Usage Code is listed, along with the structures (either “building” or “other structures and facilities”) on the Site that fall into that code. Also listed is the number of facilities that correspond to each structure type for every GSA Usage Code, and the total book value and CRV for each structure type. A total book value, CRV, and facility count for all of the buildings or other structures and facilities is listed in a separate table.

c. Summary Reports by NASA Property Class Code

This report lists the NASA Classification Codes present at a selected NASA Site, and the ledger number, property count, capacity, book value, and CRV for each code. Also listed in a separate table is the number of facilities on the Site that fall under “buildings” or “other structures and facilities” and the total book value and CRV for each category.

d. Land

The **Land Report** includes a description of each piece of land on a selected Site, along with its status (leased, under permit, etc) and the acreage of the land. Also included in the Land Report is the total acreage of land that falls under each status designation.

e. Location Report by Accountable Sites

Each Site has a corresponding Location Report by Accountable Sites which allows the user to pull up four types of reports:

- **Standard Report**
- **Active Property Report**
- **Closed Property Report**
- **Removed Property Report**

The **Standard Report** covers all Centers and includes the following information for each Center, as well as for individual Sites:

- Total CRV
- Total Book Value
- Land Area
- Land Book Value
- Building Count
- Gross Square Footage

- Building Book Value
- Book Value of Other Structures
- Trailer Count

The NASA total for these categories is also listed.

The **Active Property Report** lists the properties in active use and the heritage properties in active use by Site and facility. The information on each Site includes:

- Total CRV
- Total Book Value
- Land Area
- Land Book Value
- Building Count
- Buildings Closed
- Square Footage of Buildings Closed
- Gross Square Footage
- Building Book Cost
- Book Cost of Other Structures
- Trailer Count

The **Closed Property Report** and the **Removed Property Report** include the same type of information as the Active Property Report. The Closed Property Report contains this information for abandoned, heritage, mothballed, out-grant, reimbursable, and standby properties, while the **Removed Property Report** contains information on demolished, excessed, and transferred properties. The information is listed by Site and by facility.

f. In/Out Grant

The In/Out Grant Report for Center Reports is identical to the report that can be accessed through the NASA Reports. See the section above on In/Out Grant Reports for the NASA Summary Reports for information on the data contained in the reports.

g. Property Listing by Site

The **Property Listing by Site** report is also identical in format and content as the NASA Summary Reports **Property Listing by Site** described previously.

h. Capitalization Reconciliation Report

This report contains two tables – one for capitalized facilities and the other for “Not Capitalized Property.” The user selects the minimum transaction amount and the “as of date” for the report. The report includes the following information:

- Count
 - Facility Number
 - Facility Name
 - Year Acquired
 - Service Life
-

- Book Value
- Capitalization
- Class
- Ledger
- GSA Code
- Status

i. Removed Property Report

This report is by Site and includes two charts: a Site total with the CRV and book value, and a chart by facility that includes:

- Facility Number
- Facility Name
- Status
- Book Value
- CRV Exclusion Year
- % Excluded
- 2004 CRV
- Capacity
- 1st Year
- Class
- Ledger
- GSA Usage Code

The user may select the number of properties to be listed and the user can cause the system to ignore the CRV exclusion and show 100% of the facilities' CRV.

j. Inventory Inspection Report

(All reports are currently pending).

k. Real Property Disposal Action Report (1515)

Information on disposal activities at a Site for a selected year can be found in the **Real Property Disposal Action Report**. The information available includes:

- Disposal Categories
 - Number of Cases
 - Acreage
 - Book Value of Land
 - Building Number
 - Building Square Footage
 - Building Book Value
 - Square Footage of Other Structures and Facilities
 - Number of Other Structures and Facilities
 - Leasehold Improvements
-

l. Inventory Report of NASA Controlled Trailers (1516)

This report contains an inventory of all the trailers at the selected site that are owned leased or used by permit from another agency. The information also includes the total square footage by utilization category (*i.e.*, office, laboratory, technical, etc.), and the total inventory value.

m. Voucher Register Report

The **Voucher Register Report** allows the user to pull up voucher information that occurred between two selected dates for the chosen Site’s facilities. Clicking on the underlined portion allows the user to view a list of vouchers and to drill down to the individual voucher. An example of a Voucher Register Report is shown below:

Figure 2-10: AMES Research Center Voucher Register Report

Between Sep 30, 2004 And Oct 01, 2003

Sort by <u>Voucher Number, Ledger</u>						
NA291 NASA RECREATIONAL AREA						
Count	Voucher #	Date	Transaction Type	Voucher \$	Capacity	Size SF
1	2004-010	Mar 16, 2004	New Acquisition	48,789	1 EA	29,445
T39-A MARSCAPE TRAILER						
Count	Voucher #	Date	Transaction Type	Voucher \$	Capacity	Size SF
2	2004-013	Aug 04, 2004	New Acquisition	7,855	224 SF	224

C. Maintenance and Repair Metrics Report

The **Maintenance and Repair Metrics Report** can be accessed only from the Main Page of the Real Property Inventory. This report is only available for 2002 and is divided into a NASA Summary Report, Code R Report, Code S&Y Report, Code M Report, and Ames Research Center Report. The Ames Report is the only one currently accessible, though information in the report is very limited. A list of sites with no data available is also given.

D. Bulletin Board

Clicking on the **Bulletin Board** tab will take the user to a list of notices, update messages, presentation materials and conference photographs.

III. FUS Information – The “1400 Reports”

The information found in the Facility Utilization System is contained in four separate forms: Form 1400 – *The Building Space Utilization Report*; Form 1400A – *Major Facilities Utilization Report*; Form 1400B – *Facilities Not Needed/Underutilized*; and Form 1400C – *Facility Data Summary*. The information that can be retrieved from each of these forms is discussed below.

A. FUS Form 1400 - Building Space Utilization Report

This report contains basic facility utilization information for the chosen fiscal year and every building at the chosen site, as well as totals for the site. Form 1400 contains information on the number of personnel using each facility, broken down by personnel category (*i.e.*, civil service, contractor and “other;” net usable square footage of space by utilization category (*i.e.*, office, laboratory, technical, conference, etc.); the book value and CRV.

The report allows the user to drill further down to find similar utilization information at a specific facility. For example, the Form 1400 for Building N200 at Ames Research Center provides basic building utilization information, by fiscal year and includes:

1. The number of personnel (Civil Service, Contractor or Other personnel) occupying the facility;
2. The net useable allocated space by type of space (office, lab, technical facility, conference, industrial shop, storage or miscellaneous);
3. The organizations that currently occupy the building.

Figure 3-1: Form 1400

**Space Utilization in FY 2004 for ARC
- N200 ADMINISTRATION BUILDING -**

Personnel							
C/S	Contractor	Other	Total	Req Space	Office Space / (Pers Req Space)		
48	4	3	55	55	260		
Allocated Space							
Office	Lab	Tech Facility	Conf	Shop Indust	Storage	Misc	Total
14,319	0	0	960	0	272	215	15,766
Organization		Personnel		Office		Total Area	
A,C,D,F,I,J,S		55		14,319 SF		15,766 SF	

B. FUS Form 1400A – Major Facilities Utilization Report

Form 1400A lists each of the major facilities found at a particular NASA location (although not all NASA locations have major facilities). This report is updated annually and each year’s report for each NASA site is available in the FUS. The baseline utilization of each major facility² at the selected site is contained on this form. Data is entered into this form by clicking on the underlined Major Facility Utilization Report name in the top left block to pull up an excel spreadsheet containing the major facility information for the selected site.

Figure 3-2: Major Facility Utilization Report for Ames Research Center - FY 2004

AMES Research Center		
Page 1 of 1		
Major Facility: 12 Ft. Pressure Wind Tunnel	Baseline Utilization: 75 EUD	<i>FY 2004 Utilization</i> Reported Utilization: 20 EUD 27% Of Baseline Primary Program/Projects Supported: GMC Truck
PAPAC: No		<i>FY 2004 Availability</i> Actual Availability: 0 EUD 0% Of Baseline Down Time Due To Unscheduled Maintenance: 0 EUD 0% Of Baseline Availability Remarks:
<u>N206 12 FT PRESSURE WIND TUN.</u>		<i>FY 2005</i>

² See Appendix A for the definition of “Baseline Utilization” and “NASA Major Facility.”

C. FUS Form 1400B – Facilities Not Needed/Underutilized

Form 1400B identifies those facilities at the selected NASA location and chosen fiscal year that are no longer in service or are substantially underutilized. It also provides the status of the facility (*i.e.*, standby, mothballed or abandoned), the date on which the facility was initially classified as “Not Needed/Underutilized,” as well as the percentage of the facility that is underutilized. Note that clicking on the underlined text allows the user to drill down to a specific property card.

Figure 3-3: Fiscal Year 2004 Facilities Utilization Status Changes Report (1400B)

Installation Site: AMES Research Center									
#	Property Name	Category	Status	effective Date	Portion Affected	Unit of Capacity	% Affected	Book Value	
N208	UNDERGROUND BALLISTIC RANGE	Not Needed	Abandoned	Jul 6, 1979	2,668	Square Feet	100%	100,761	
Remarks:									
N209	PRESSURIZED BALLISTIC RANGE	Not Needed	Mothballed	Jul 6, 1979	1,761	Square Feet	100%	993,924	
Remarks:									
N216	7X10 FT WT No. 2	Not Needed	Abandoned	Jul 6, 1996	0	Square Feet	90%	2,509,512	
Remarks:									
N217A	MAGNETIC TEST FACILITY	Not Needed	Mothballed	Jan 4, 1994	2,000	Square Feet	100%	142,775	
Remarks:									
N222	2X2 FT.TRANSONIC WT.	NOT NEEDED	Abandoned	Jul 6, 1983	4,414	Square Feet	100%	1,858,654	
Remarks:									
N226	6X6 FT.SUPERSONIC WIND TUNNEL LAB	NOT NEEDED	Mothballed	Jul 6, 1997	0	Square Feet	80%	8,342,540	
Remarks:									
N229	EXPER.FLUID DYNAMICS FAC.	NOT NEEDED	Mothballed	Aug 7, 1997	0	Square Feet	80%	27,441,716	
Remarks:									
T10-A	OFFICE TRAILER FILE# T-190	Not Needed	Abandoned	Jan 4, 2002	1,040	Square Feet	100%	0	
Remarks:									
T10-B	OFFICE TRAILER FILE# T-008	Not Needed	Abandoned	Jan 4, 2002	455	Square Feet	100%	0	

D. FUS Form 1400C – Facility Data Summary

Form 1400C contains a brief summary of the utilization data of the chosen NASA location. The form contains information on the available acreage at the NASA location, the total net useable space (in square feet), the total Civil Service, Contractor and Other personnel at the facility, the total recorded capital value of all land and facilities, and the identification, book value and CRV of the Major Facilities at the location. (See below).

Figure 3-4: Ames-Moffett Airfield Fiscal Year 2004

Physical Scope		
Land Area Owned		
Land Area On Permit		0 AC
Buildings (Gross Square Feet)	0	
Buildings Over 30,000 Gross Square Feet	0	
Total Net Useable Space (Net Square Feet)		939,753 SF
Personnel Housing		
Civil Service		67
Contractor		332
Other		1,744
	Total	2,143
	Total Personnel Requiring Space	
		895
	Total Office Space (Square Feet)	
		135,724
	Average Office Space (SF) per Personnel Requiring Space	
		152
Recorded Capital Value		
Description	2004	
	Book Value	CRV
Land		
Buildings		
Other Structures & Facilities		
	Total	0
		0
1 Major Technical Facilities		
Facility	Book Value	2004 CRV (20 Cities)
Moffett Federal Airfield	20,126,040	295,655,121
	Total	20,126,040
		295,655,121

E. Facility Utilization Reports

The Facility Utilization System also contains various other composites of facility utilization reports in addition to the 1400, 1400A, 1400B, and 1400C reports. These reports are compiled for each fiscal year and include a **Composite Summary Report**, **Industrial Plant Reports**, **Major Center Reports** and **Test Site Reports**. These reports each contain the same information found on the Form 1400 report (*i.e.*, number of personnel and their category and allocable net usable area (in square feet) divided by type of space).

1. Composite Summary Reports

Composite Summary Reports differentiate the type of personnel that use industrial plants, major centers, or test sites and provide information on the square footage of space allocated for a specific usage. For any selected year, this information can be viewed in four ways: by a composite summary (of industrial plants, major centers, and test sites), by a summary of just industrial plants by Site, by a summary of major centers by Center, and by a summary of just test sites by Site. The information for each of these reports is shown in two parts:

Number of Personnel

- Fiscal year
- Civil Service
- Contractor
- Other
- Total
- Requiring Space

Allocated Net Useable Area (Sq. Ft.)

- Office
- Laboratory
- Technical
- Conference
- Shop Industrial
- Storage
- Miscellaneous
- Total
- % of Total
- Office (area)/Person

Also included are the totals and percent distributions for the allocated usage area for the selected fiscal year. On the following page is the report for industrial plants in 2002.

Figure 3-5: Report for industrial plants in 2002

 FY 2002 NASA Facility Utilization Program						Industrial Plants								
	Number of Personnel					Allocated Net Usable Area (Sq. Ft.)								Office / Person
	Civil Service	Contractor	Other	Total	Requiring Space	Office	Laboratory	Technical	Conference	Shop Industrial	Storage	Misc.	Total	
Downey		20		20		626,159	136,742	58,411	59,913	101,084	387,230	33,804	1,403,343	
Michoud Assembly Facility	1,264	1,988	172	3,424	2,306	510,504	63,395	1,012,635	41,803	645,478	872,602	177,590	3,324,007	221
Palmdale	9	286	12	307	159	17,691	5,599	5,209	2,027	72,214	3,434	3,096	109,270	111
Total	1,273	2,294	184	3,751	2,465	1,154,354	205,736	1,076,255	103,743	818,776	1,263,266	214,490	4,836,620	468
Space Distribution						24%	4%	22%	2%	17%	26%	4%		

2. Multi-Year Composite Summary Reports

The user can select one or more years to generate a **Multi-Year Composite Summary Report**. This information is presented in four different ways in four separate reports: a composite summary (of industrial plants, major centers, and test sites), a summary of just industrial plants by site, a summary of major centers by Center, and a summary of just test sites by site. The information in each report is presented in the same way as the **Composite Summary Reports** described above with the addition of % change.

3. Major Facility Utilization Report

The user can also access the **Major Facility Utilization Reports** (Form 1400a), by selected NASA Site from this section of the FUS (as described above). This report primarily contains information on the utilization rates of the NASA major facilities at the selected site for each of the selected years. Utilization is measured in terms of the percent of use as compared to baseline utilization availability. A sample **Major Facility Utilization Report** for Moffett Field is depicted below.

Figure 3-6: Major Facilities Utilization Report Moffett Federal Airfield

Major Facilities Utilization Report		
Moffett Federal Airfield		
Page 1 of 1		
Major Facility: Moffett Federal Airfield	Baseline Utilization: 730 EUD	<i>FY 2004 Utilization</i> Reported Utilization: 730 EUD 100% Of Baseline
PAPAC: No		Primary Program/Projects Supported: Moffett Federal Airfield supports NASA/Government Research Programs (such as SOFIA, Earth Science, Army Rotor Craft, and other Federal Agency Research Programs).
		<i>FY 2005</i> Plan Utilization: 100% Of Baseline
		Planning Remarks: Evaluating use of "Enhanced Use Leasing" to possibly increase air field operations for FY04.

4. Underutilized Major Facilities Report

This Report lists underutilized major facilities, based on the established baseline, at the selected Center or Site for a specified year, along with the:

- Baseline Utilization EUD
- Reported Utilization
- % of Baseline
- Primary Programs/Projects Supported
- Planned Utilization
- Planning Remarks

The **Property Card** for each reported underutilized facility is available by clicking on the facility name.

5. Major Facility Availability Summary Report

The user retrieving this report can find cumulative utilization information for major facilities by location. The following information is given by Code, Center, and Site:

- Number of major facilities
- Baseline EUD
- Actual Available EUD
- % Available
- Actual Utilized EUD
- Unscheduled Downtime EUD
- % Unscheduled Downtime

The report may be run for all designated major facilities or for PAPAC (Provide Aerospace Products and Capabilities) facilities only.

6. NASA Property Closure Summary Reports and Property Closure Reports

The **NASA Property Closure Summary Report** summarizes property closures between years (selected by the user) or for all years (1978 to present). Once the years for the search are selected, the **NASA Property Closure Summary Report** is displayed and breaks down by Center all the Sites that have closed properties between the selected years. The list also includes a property count indicating how many properties were closed at each Site, a total book cost value for each Site, and a total 2004 CRV for each Site.

Individual **NASA Property Closure Reports** can be accessed by clicking on the Site names. The reports include the following information:

- Property name and number
- Category (not utilized, utilized, under utilized)
- Status (standby, demolished, abandoned, excessed, out granted, mothballed)
- Effective year
- % Affected
- 2004 CRV
- Capacity
- Unit
- Book Value

By clicking on the individual property name, the **Property Card** will be displayed.

IV. How to Get the Information You Want

The initial choice to be made upon entering the NASA Real Property Database website is whether to enter the Real Property Inventory or the Facility Utilization System. After choosing one or the other, the user is required to insert a user name and password.

A. Searching the RPI Database

If access to the Real Property Inventory is sought and gained, the following screen will appear:

Figure 4-1: RPI Search Screen



Property searches can be carried out by beginning at a NASA Center or discrete NASA location. Alternatively, the user can begin their search by keying in a particular NASA Facility Classification Code or GSA Usage Code.³

In addition, broad categories of property information can be retrieved by using the search features found at the *Key Word, Book Cost & Size* search feature. This feature offers the user the option to search for property or properties that contain a key word or phrase or fall within specified ranges of book cost, CRV, or physical size.

1. Search by NASA Center

The first choice presented to users, once inside the RPI, is to search the database from a list of **NASA Centers**. From the Main Menu, choose the first bar:

³ This page also offers users access to summary reports and a Bulletin Board used by NASA real property personnel. If, at any time after leaving this **Main Page**, the user wishes to return, a click on the **Main** button found at the bottom of each subsequent web page returns the user to the **Main Page**.

From a List of NASA Centers

This menu item provides users the capability of searching property information managed by individual Centers or certain large sub-facilities. Clicking on ***From a List of NASA Centers*** presents a list containing each of NASA's ten Centers and three large facilities (Wallops Flight Facility, White Sands Test Facility and Michoud Assembly Facility), as well as NASA Headquarters. If a particular **NASA Center** does not have multiple installations under its cognizance (*i.e.*, Dryden Flight Research Center, Langley Research Center and Michoud Assembly Facility), then a selection of that site immediately produces a page that allows a property search by property number or name, or by NASA property classification or GSA usage code.

This search method involves a two-step process. The user first selects a Center (or listed facility location). The user now has a choice to search for information at that Center by:

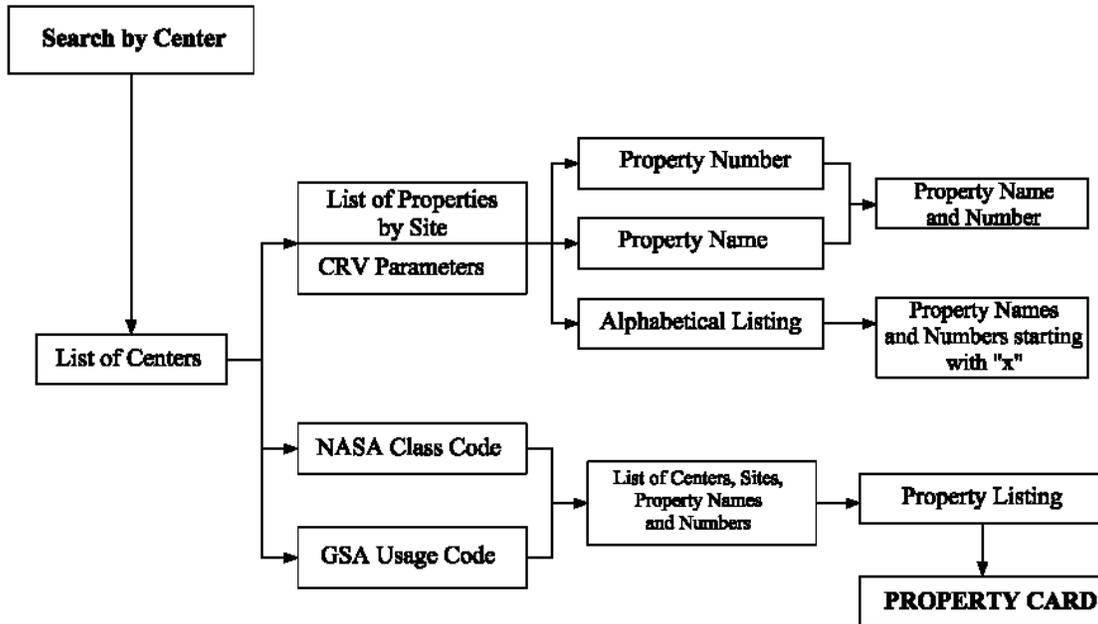
- Site and CRV Parameters
- NASA Class Codes, or
- GSA Usage Codes

By choosing a year and region in which the property's CRV will be calculated, and then selecting a Site, a list will be generated of facilities at that site. (See the example of searching Ames Research Center property records below for an explanation of how this works).

Once a Center/facility is selected, a list of site(s) within the management of the selected Center/facility is then presented for selection. Also offered at this second step of the search is the opportunity to search the property information of the selected Center/facility by NASA Property Class Code or GSA Usage Code.

Search by either NASA Property Class Code or GSA Usage Code and a list including Center, Site, property name, and property number will be displayed. The user then selects a property to pull up its **Property Card**. Chart 1, on the next page is a flow chart illustrating this process.

Chart 1: Search by NASA Center



a. Searching for Property at Ames Research Center

The first displayed page after selecting Ames Research Center from the list of NASA Centers offers the RPI user five choices that may be made in continuing the property record search. The first two choices involve selecting the year and region in which the CRV of facilities will be measured. The default settings for these selections are the most current year and the 20-Cities Average for CRV. If the default settings are selected, then each property record subsequently searched will display the CRV of the facility as of the current year, and as measured by the 20-Cities Average. If, however, the year 2003 is selected along with, for example, the Atlanta region, then the property record will display CRV of the facility as measured in 2003 in the Atlanta region.

Also at this stage, the RPI user is presented with three more options to search for real property data under the management and control of Ames Research Center. The first option allows the user to go directly to the property records of each of the installations that are included in the Ames Research Center. These installations include Crows Landing, Moffett Field and Camp Parks, as well as Ames Research Center itself. The CRV values for these installations will be calculated based on the year and region selected as parameters. Alternatively, a search may be carried out from this web page by searching the Ames Research Center’s property information sorted by their NASA Property Class Code or GSA Usage Code.

2. Search by Site Location

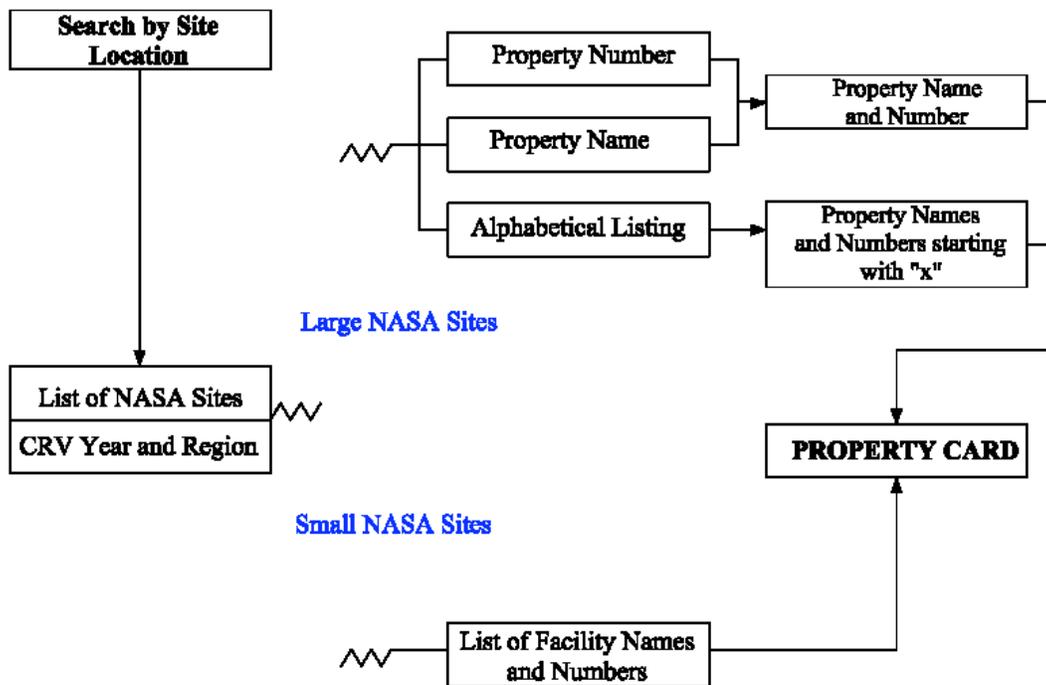
By clicking on the **From a List of Site Locations** button on the main page, the RPI user can access RPI data from an expanded list of 101 different NASA sites. Here also, the user must choose the year and region (or 20-Cities Average) for the CRV determinations. Here also, the current year and the 20-Cities Average are the default settings.

The user begins his or her search using this method by selecting a year and region for the CRV parameters, followed by a selection of the desired NASA site. For a small site, a list of property names and their numbers will be displayed. Select one to pull up its property card. For large sites, the user will have to search by:

- Property number
- Property name, or
- Alphabetical listing

The user may enter a property name or number to get to the **Property Card** for a specific facility. The user may prefer to see a list of properties with names beginning with a particular number or letter. To do so, click on one of the number or letter buttons displayed. Select a facility from the list presented and go to its **Property Card**. The diagram below illustrates this process.

Chart 2: Search by NASA Site Locations



3. Search by NASA Property Class Code

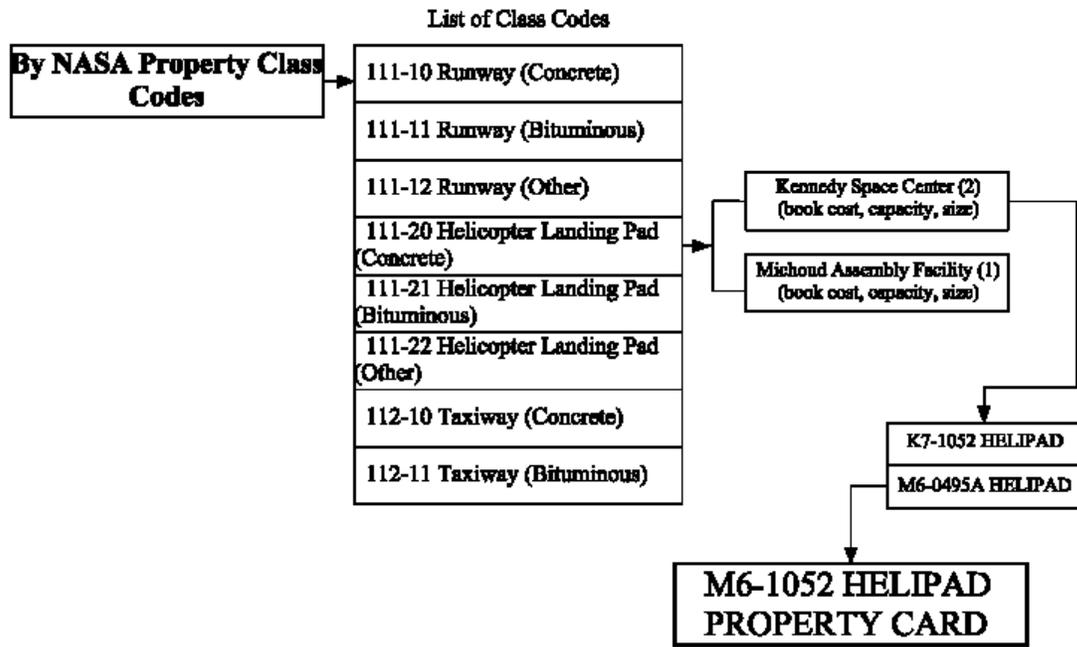
An RPI user can search from a list of NASA property class codes by choosing the third bar on the main menu, **By NASA Property Class Codes**. This selection displays a list of NASA Property Class Codes from which the user can generate a list of all NASA properties classified under the chosen code. The displayed list of properties is sorted by Center. This list includes the number of facilities at each site that fall under the classification code selected, the total book cost of those facilities, the total capacity of the facilities, and the total square footage of the facilities. For example, displayed below is the list generated of facilities classified under NASA Class Code 111-10 Runway (Concrete) at Moffett Field.:

Figure 4-2: Moffett Federal Airfield

Moffett Federal Airfield											
NASA Class Code: 111-10 Runway (Concrete)											
As Of 07/26/2004											
Property	Status	Book Cost	CRV Exclusion Year	% Excluded	2004 CRV (20 Cities Average)	Capacity	Size (SF)	1st Year	Class	Ledger	GSA
MF1000 RUNWAY 32L/14R	Active	866,703			13,891,958	180,533 SY	1,624,800	1944	111-10	1740.0100	12
MF1001 INSTRUMENT RUNWAY 32R/14L	Active	2,327,512			36,682,173	204,444 SY	1,840,000	1945	111-10	1740.0100	12

One further click on the facility name and you will be taken to its **Property Card**. The flow chart on the following page depicts this process.

Chart 3: Searching by NASA Property Class Codes



4. Search by GSA Usage Codes

The user may also search using the **By GSA Usage Codes** tab in a manner very similar to the search method described for searching **By NASA Property Class Codes**. The list of GSA Codes is far more limited and general in their description of facilities. If the user selects a GSA Usage Code (for example, GSA Code 13 “Harbors and Port Facilities”), as well as the desired CRV year and CRV Region Index parameters, the following screen appears:

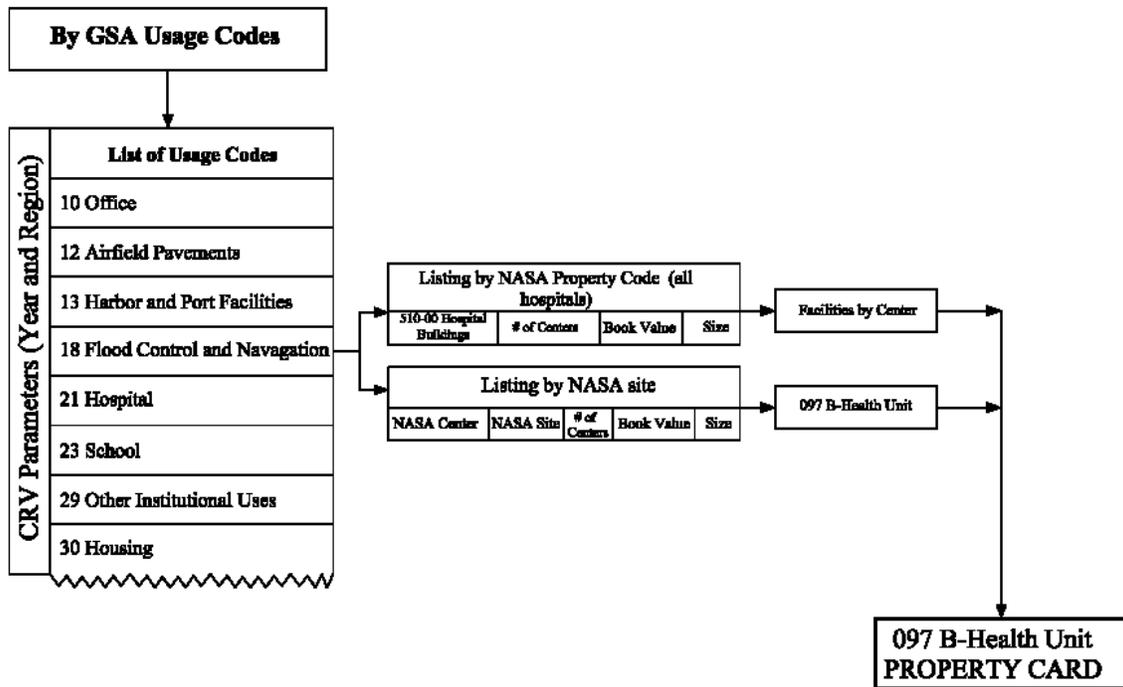
Figure 4-3: GSA Usage Code Report

Listing by NASA Property Class Code				
13 Harbor and Port Facilities		Count	Book Cost	Size
152-20 Berthing Wharf		4	2,616,973	892 SF
152-40 Fueling Wharf		1	78,118	4,151 SF
152-60 Supply Wharf		1	286,362	
152-90 Waterfront Operational Facilities (Other)		3	2,479,964	392 SF
153-10 Cargo Handling Facility		3	32,890	5,841 SF
153-90 Cargo Handling Facilities (Other)		1	2,959,156	2,775 SF
154-10 Bulkheads		1	16,080	
154-30 Seawalls		1	14,215,768	0 SF
154-90 Shore Protective Structures (Other)		1	2,389,613	0 SF
163-10 Mooring Dolphin		1	228,503	
163-20 Mooring Platform		1	3,000	173 SF
163-90 Moorings (Other)		4	22,145,999	1,006 SF
164-30 Levees		1	554,731	36,000 SF
164-90 Marine Improvements (Other)		2	1,842,017	
Total		25	49,849,174	51,230 SF
Listing by NASA Site				
13 Harbor and Port Facilities		Count	Book Cost	Size
ARC	Moffett Federal Airfield	4	642,739	40,820 SF
JSC	Johnson Space Center	1	163,523	0 SF
KSC	CAPE	2	2,446,560	396 SF
KSC	Kennedy Space Center	4	2,992,046	8,616 SF
MAF	Michoud Assembly Facility	1	1,956,931	
SSC	Stennis Space Center	9	26,309,384	1,006 SF
SSC	Stennis Space Center (Tenants)	2	1,106,143	392 SF
WFF	Wallops Flight Facility	2	14,231,848	0 SF
Total		25	49,849,174	51,230 SF

The user will then have the option of searching by a NASA Property Class Code that matches the chosen GSA Usage Code or by any of the NASA locations that contain facilities classified under the chosen GSA Usage Code. By clicking on the properties displayed the user generates the property card for that facility.

If the user chooses a NASA site, a listing of the properties that fall under the GSA Usage Code previously selected will be listed. Select a property to see its property card. If the user opts to search by NASA Property Class Code, a list of all properties that fall under both the previously selected GSA Usage Code and NASA Property Class Code selected will be listed by Center. The diagram below illustrates this process.

Chart 4: Search by GSA Usage Codes



5. Searching by Key Word, CRV, Book Cost, or Size

The RPI also offers users the opportunity to search for facilities by certain key words or selected parameters of book cost, CRV or building square foot size. (See following page).

Figure 4-4: Key word search

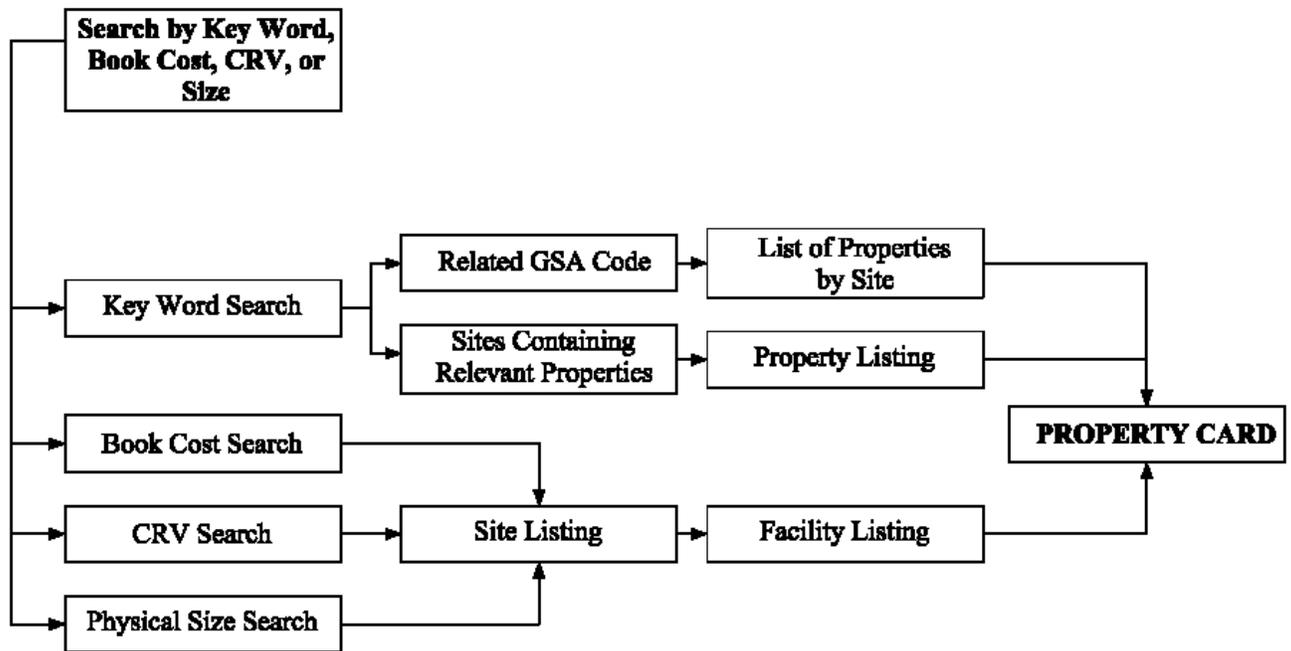
<p>Key Word Search:</p> <input type="text"/> <p>Enter a key word or a phrase. The key word/phrase is searched in NASA property class, GSA usage code and property name.</p> <p>The percent sign, %, can be used as wild card. For example:</p> <ul style="list-style-type: none"> • If you are searching for properties that has a phrase begins with Communication then you type in "Communication%". • If you are searching for properties that has a phrase containing Communication then you type in %Communication%. • If you are searching for properties that has a phrase ending with ing then you type in %ing. 	<input type="button" value="Search"/>
<p>Book Cost Search:</p> <p>Between \$ <input type="text"/> And \$ <input type="text"/></p> <p>Search properties that has book cost within the given range of value. Enter value without \$ sign and comma separators.</p> <p>Transaction As Of Date: <input type="text" value="07/26/20"/></p> <p>All transaction after this date will not be included in the report.</p>	<input type="button" value="Search"/>
<p>CRV Search:</p> <p>Between \$ <input type="text"/> And \$ <input type="text"/></p> <p>Check here to ignore CRV exclusion factor <input type="checkbox"/></p> <p>Search properties that have book cost within the given range of value. Enter value without \$ sign and comma separators.</p> <p>Transaction As Of Date: <input type="text" value="07/26/20"/></p> <p>All transaction after this date will not be included in the report.</p>	<input type="button" value="Search"/>
<p>Physical Size Search:</p> <p>Between <input type="text"/> SF And <input type="text"/> SF</p> <p>Search properties that has physical size within the given range of value. Enter value without comma separators.</p> <p>Transaction As Of Date: <input type="text" value="07/26/20"/></p> <p>All transaction after this date will not be included in the report.</p>	<input type="button" value="Search"/>

The user inserts the parameters within which he or she wishes to search and a screen appears that presents the Center, site, number of facilities per site, the total book cost, the total CRV, and the total size of all the facilities at each site, as well as the totals for all the

sites on this screen. By clicking on a site, a list of facilities on that site will be displayed that fall within the specified CRV parameters. Clicking on the facility name will pull up its **Property Card**. Searches for properties within a **book cost** or **size** range follow similar steps.

The user can also search for properties by key word if the facility number is not known. The advantage to using a key word search is being able to find a facility without having to know its exact facility number. One important step in using the keyword search is the use of the wild card symbol: “%”. If the user is searching for a facility that starts with the word Airport, then the user should enter “Airport%” into the search engine. In this case, “%” indicated that other terms appear after the word “Airport” in the facility name the user is searching for. If the word “Airport” appears in the middle of a facility name, “%Airport%” should be entered into the search engine. In this example, “%” indicates that terms appear before and after the word “Airport” in the facility name the user is searching for. A flow chart of this process is depicted below.

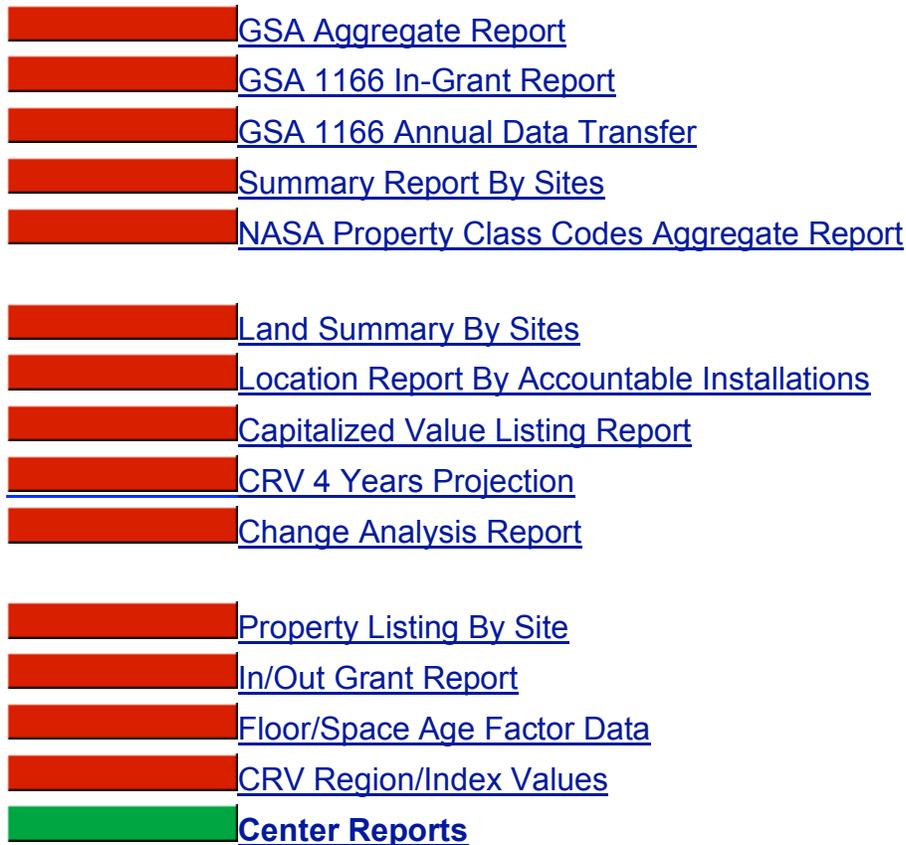
Chart 5: Search by Key Word, Book Cost, CRV, or Size



6. Search by Summary Reports

The RPI user may also search for data compiled in various reports. By clicking on the **Summary Reports** tab on the main RPI page, the following screen appears:

Figure 4-5: NASA Summary Reports



The data and information contained in these reports is described in the **Type of Information Available** section previously discussed. The first three tabs contain information compiled for the annual GSA report. By clicking on the **GSA Aggregate Report** tab, a ledger account summary including property count, book value, and calculated CRV can be generated. The user must select a year, region and GSA Usage Code. The usage codes are further broken down by site and facility.

a. GSA Aggregate Report

For any GSA Usage Code, this report will allow the user to pull up property types, property counts by Center, book values by GSA Usage Code and Center, and a CRV value for a selected year and region. By clicking on the GSA Aggregate Report tab, the user will be prompted to select a CRV year and region, and one or more GSA usage codes. The report will feature totals for each usage code selected, as well as totals for each Center by usage code.

b. GSA 1166 In-Grant Report

The user can easily pull up information on leased properties at each Center with this feature. After selecting **GSA 1166 In-Grant Report** from the menu, the user must select a Center and an “as of” year for the report. A list of leased properties will appear, and clicking on the property of interest will generate the GSA 1166 Report.

c. GSA 1166 Annual Data Transfer

This is primarily a tool for transferring information and does not generate information in the form of reports.

d. Summary Reports by Site

If the user seeks CRV, book values, and/or facility counts for “Buildings” and “Other Structures and Facilities”, the user should go to the **Summary Reports by Sites** tab under the **Summary Reports** main tab. Once this tab is selected, the user must also select a CRV year and region parameters before generating the report.

e. NASA Property Class Codes Aggregate Report

Similarly, the RPI user may obtain facility data for each NASA Class Code listed by Center, Site and facility under the **NASA Property Class Codes Aggregate Report**. From the RPI Main Menu, select Summary Reports. Select the NASA Property Class Code Aggregate Report tab. Select the CRV year and region parameters to bring up the report.

f. Land Summary by Sites

After clicking on the **Land Summary by Sites**, the use must select an “As of” year. A table will be generated listing all of the Centers, and the acreage, number of easements, leased properties, permits, public properties, foreign properties, and total properties for each Center. A brief description of the land for each site is available by clicking on the Center.

g. Location Report by Accountable Installations

By clicking on this tab, the user has the option of generating four different kinds of reports: a **Standard Report**, an **Active Property Report**, a **Closed Property Report**, and a **Removed Property Report**. Each of these reports can be generated for different installations. For each type of report the user must first select a “transaction as of” date.

The **Standard Report** will generate a list of site information broken down by Center. The other three reports provide information listed by Center that the user can then click on for information by site. The sites can be clicked on to obtain information about individual properties.

Under **Active Report**, the user must first select whether he/she wishes to generate a report for “Active” properties, “Active/Heritage” properties, or “Standby” properties.

Similarly, when seeking **Closure Property Reports**, the user must first choose between “Abandoned,” “Heritage,” “Mothballed,” “Outgrant,” “Reimbursable,” or “Standby,” before generating a Closure Report. The user can also check a “100% closure” box under the Closed Property Report that filters the report for only those types of properties.

To generate a **Removed Property Report**, the user must first select either “Demolished,” “Excessed,” or “Transferred” properties.

h. Capitalized Value Listing Report

The **Capitalized Value Listing Report** can be generated for all NASA Centers, or for individual Centers. From the **Capitalized Value Listing Report** tab, the user can select all NASA Centers or pick an individual Center. The next screen will allow the user to *exclude* sites from their selection, and to pick a minimum transaction amount and an “as of” date for the report. The report can be downloaded or opened directly.

i. CRV 4 Years Projection

This feature allows the user to select an index year and out year percentage values for the next four years. A box can also be checked so that CRV exclusions are ignored. After these values are selected and the “Report” button is clicked, two reports will be generated: the MSFC CRV Projection and the Current Replacement Values by Headquarters Management Structure. These reports can be downloaded or opened directly.

j. Change Analysis Report

Upon clicking the **Change Analysis Report** tab, the user has the option of generating two different types of reports: a Book Cost Change Analysis, or a Capitalized Value Change Analysis. For either report, the user must specify the period for which it will be generated. A minimum transaction amount can be designated for the Capitalized Value Change Analysis. Both reports will be generated by Code and Center. Clicking on the Centers will pull up site-specific information.

k. Property Listing by Site Report

To customize a report, go to **RPI Summary Reports** in the Main Menu then select the **Property Listing by Site** report. The user must select the CRV year and region parameters, then select a Site. The report will be listed according to facility numbers, but the user may pick up to two additional factors to sort by. Next, the user can select or deselect eleven different categories of information to be displayed in the report. The user also has the option to ignore the CRV selection factor, and to display the report in an MS Excel spreadsheet.

l. In/Out Grant Report

The **Summary Reports** tab also provides RPI users the opportunity to generate an **In/Out Grant Report** for any site. The information in the report may be sorted by up to three different factors. After selecting the **In/Out Grant Reports** the user first chooses a Site, and then selects among various sorting factors to generate the report. Examples of

sorting factors includes: Reference number; property number; document number; property name; instrument type; etc.

m. Floor/Space Age Factor Data

By selecting the **Floor/Space Age Factor Data** tab, reports will be displayed by Center, floor age, and Center and age without any input from the user.

n. CRV Region/Index Values

A list of CRV Index values by year can be found for any of the nine regions for which the RPI database generates CRV values. Choose the **CRV Region/Index Values** tab. Select a region from the list or the 20 Cities Average option to pull up the list of CRV index values from 1913 to the present.

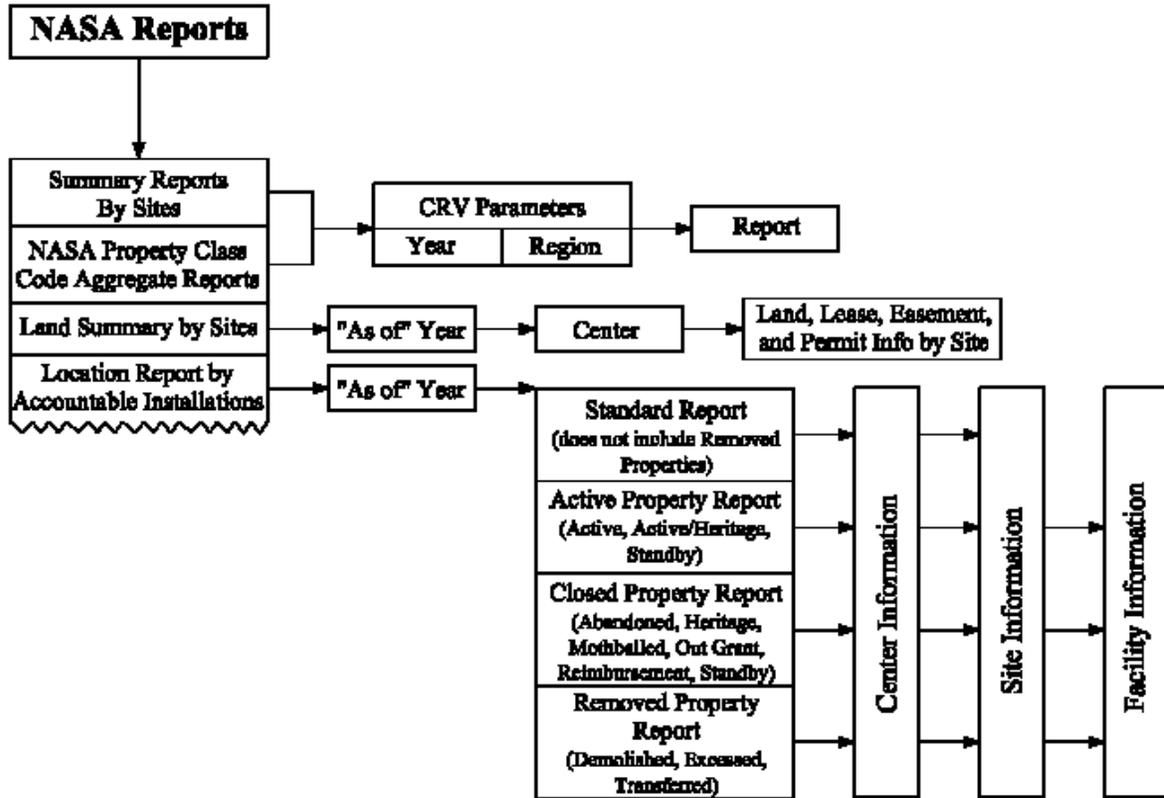
o. Center Reports

An RPI user can generate identified reports by Center by selecting the **Center Reports** tab. The user will then be prompted to choose a Center for which the reports will be generated. Upon selecting a Center, a list of reports similar to those above will be displayed. For example, once the user has selected a Center from the **Center Reports** menu, the Summary Report by GSA Usage Code can be generated for the selected Center. Other Center reports available through this search option include:

- **Land Summary Report by NASA Property Class Code**
- **Land**
- **Location by Accountable Sites**
- **In/Out Grant Report**
- **Property Listing by Site**
- **Capitalization Reconciliation Report**
- **Removed Property Report**
- **Inventory Report**
- **Real Property Removal Action Report (1515)**
- **Inventory Report of NASA-Controlled Trailers (1516)**
- **Voucher Register Report**

A flow chart displaying some of the possibilities for searching by **Summary Reports** is depicted on the following page.

Chart 6: Searching by Summary Reports



B. Searching the FUS System

Although the RPI database contains some information concerning the utilization of the facilities in the database, the FUS database contains comprehensive facility utilization information that is used to comply with NASA's facility utilization reporting requirements.

If access to the FUS database is sought and gained, the following menu will appear:

Figure 4-6: Facility Utilization

Facility Utilization System	
1400	<u>Building Space Utilization Report</u>
1400A	<u>Major Facilities Utilization Report</u>
1400B	<u>Facilities Not Needed/Underutilized</u>
1400C	<u>Facility Data Summary</u>
Narrative	<u>View Narrative Document</u>
Reports	<u>Reports</u>

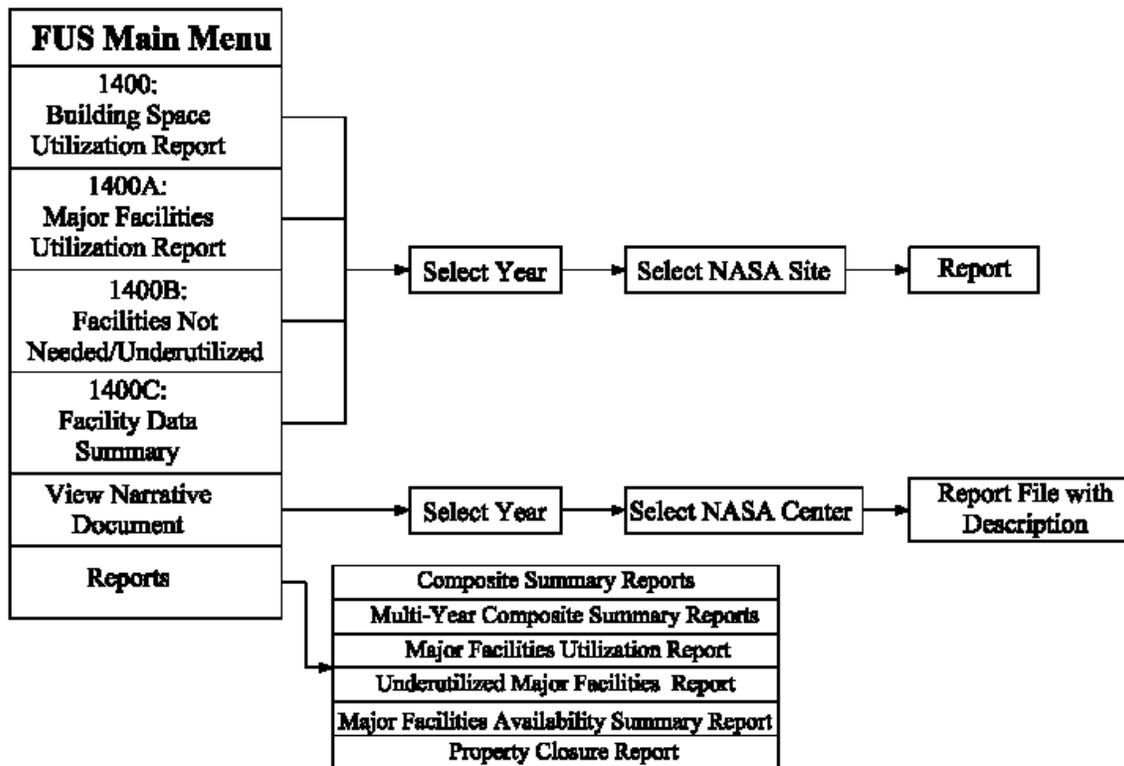
1. Search by Report Type

The first four menu bars give the user access to the four “1400” type of reports:

- Form 1400 - Building Space Utilization Report
- Form 1400A -Major Facilities Utilization Report
- Form 1400B -Facilities Not Needed/Underutilized
- Form 1400C -Facility Data Summary

A flow chart depicting how the user can find the information they want using these reports is shown below:

Chart 7: Search by Report Type



For any of the four “Form 1400” reports, the user selects a report from the main menu, then chooses a report year and site to gain access to the desired report. Selection of the Form 1400 Building Space Utilization Report for ARC Camp Parks for 2002 yields a chart that looks similar to Figure 4-7.

Figure 4-7: Building Space Utilization Report for ARC Camp Parks for 2002

FY 2002 Building Space Utilization Report (1400)														Camp Parks		
Page 1 of 1 Detail														Book Value	CRV	
Building	Number of Personnel				Requiring Space	Allocated Net Usable Area (Sq. Ft.)							Office / Person			
	Civil Service	Contractor	Other	Total		Office	Laboratory	Technical	Conference	Shop Industrial	Storage	Misc.				Total
Site Total	0	0	0	0	0	0	0	0	0	0	0	120,264	0	120,264		
Total Substandard Space						0	0	0	0	0	0	0	0	0		
Site Total Corrected For Substandard Space					0	0	0	0	0	0	0	120,264	0	120,264		
N-121 WAREHOUSE												120,264		120,264	576,596	4,703,208

On the same screen that displays the above report, a side bar on the left side of the screen contains links to Forms 1400A, B and C (Major **Facilities Utilization Report**, **Facilities Not Needed/Underutilized Report** and the **Facility Data Summary Report for Camp Park**). If Camp Parks had a major facility, the Major Facilities Utilization Report will also appear in the side bar. Thus, while viewing the currently displayed site and year, the user can also readily select any of the other “1400 reports” for the same site and year.

For more information about the [N-121 Warehouse](#) in the above table, the user can click on the facility name to get the following table:

Figure 4-8: Space Utilization Fiscal Year 2002

N-121 WAREHOUSE							
Personnel							
C/S	Contractor	Other	Total	Req Space	Office Space / (Pers Req Space)		
0	0	0	0	0	0		
Allocated Space							
Office	Lab	Tech Facility	Conf	Shop Indust	Storage	Misc	Total
0	0	0	0	0	120,264	0	120,264
Organization		Personnel		Office	Total Area		
J		0		0 SF	120,264 SF		

2. View Narrative Document

The **Annual Real Property Inventory Utilization Review** can be found by selecting **View Narrative Document** from the FUS Main Menu. The user must then select a year and Center to bring up the Review. The Review can be downloaded or opened directly from the website.

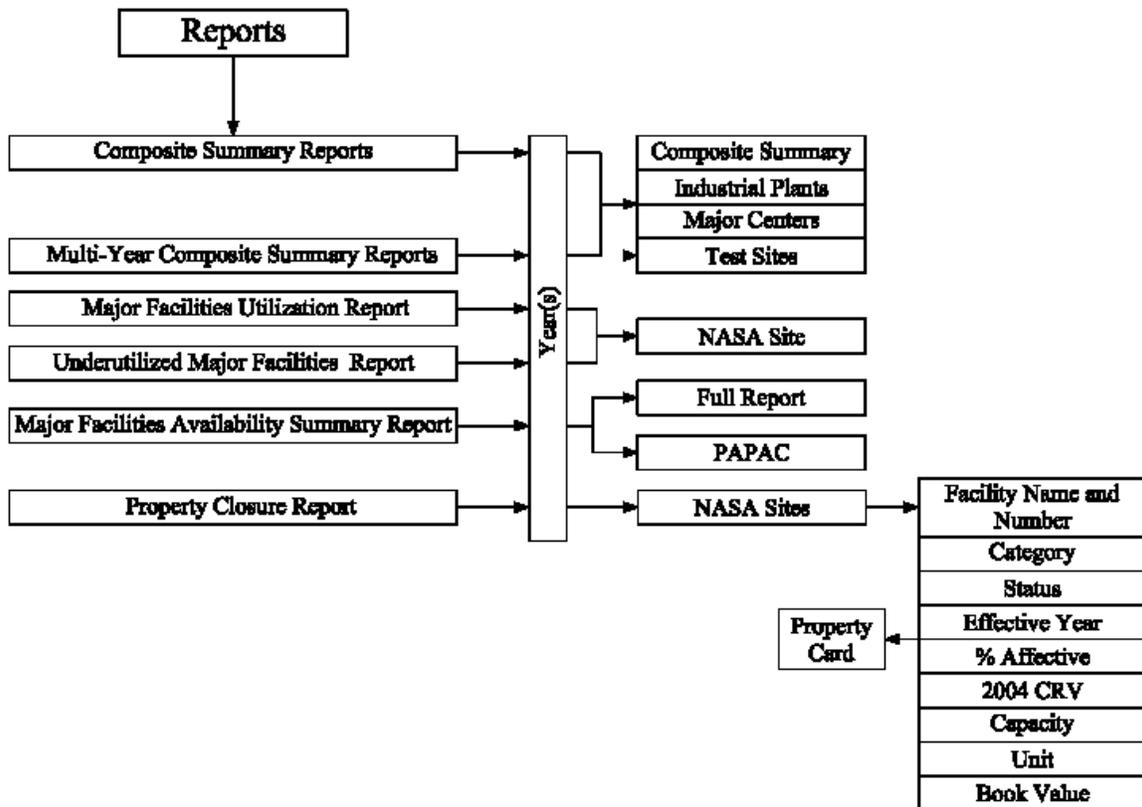
3. Reports

Under the **Reports** tab in Main Menu, the user can readily access six different types of reports (the contents of these reports is discussed in the **What Information is Available** section of this User Guide):

- **Composite Summary Reports**
- **Multi-Year Composite Summary Reports**
- **Major Facilities Utilization Report**
- **Underutilized Major Facilities Report**
- **Major Facilities Availability Summary Report**
- **Property Closure Report**

Below is a flow chart showing how the user can access information from these reports:

Chart 8: Search by FUS Reports



A **Composite Summary Report** can be pulled up by entering the desired year for the report. Once the year is selected, the user will have the option of selecting one of four reports:

- a composite summary report of industrial plants, major facilities, and test sites
- a summary report of industrial sites by site
- a summary report of major centers by site

- a summary report of test sites by site

Multi-Year Composite Summary Reports follow a similar process and four similar reports to the Composite Summary Report, but instead of entering one year, the user will be prompted to select one or more years before the Report is generated.

Major Facilities Utilization Reports can be accessed from the **Reports** tab of the FUS Main Menu, as well as directly from the 1400A: Major Facilities Utilization Report tab if the FUS Main Menu. The only difference in the information presented, is that through the Reports tab, before getting to the actual Report, a list of sites is displayed along with the number of major facilities at each site and the number of underutilized major facilities at each site.

Underutilized Major Facilities Reports can easily accessed by entering a report year and then selecting a Site from the list displayed.

Only one **Major Facilities Availability Summary Report** is generated per year. Therefore, by selecting a year, the user need only choose to see the Full Report or the PAPAC Report.

Property Closure Reports cover a range or years. Thus, instead of selecting one year, the user will be prompted to select two years or the *All Years Report* option. A list of all Centers and Sites with properties that were closed within the years selected will be displayed. Clicking on a Site will bring up the information for specific properties. **Property Cards** can me accessed by clicking on the facility name.

V. Updates to the RPI

The RPI is maintained on a current basis. That is, the data in the RPI is updated as changes occur. The following transactions trigger a requirement for updating the RPI:

a. *Acquisition.* The acquisition of real property or interests therein, necessitates an addition to the real property records.

b. *Disposals.* The disposal by sale or transfer of a real property item will require a deletion in the real property records when the disposal process has been completed.

c. *Demolition.* The demolition or deconstruction of a real property item requires that a deletion is made in the real property records when the demolition has been completed. This also includes recording the loss of a real property item by fire or other destructive means.

d. *New Construction.* The accomplishment of new construction necessitates an addition to the real property records by either updating an existing property card or completing a new property card for a new facility. This addition is made at the time of beneficial occupancy, physical or financial completion of a facility, or when title is vested in NASA, whichever occurs first.

e. *Addition, Extension, or Expansion of an Existing Facility.* A physical increase to a real property facility that adds to the overall dimensions of the facility requires an addition to the property card for that facility.

f. *Alterations and Modifications.* Work required to adjust arrangements or other physical characteristics of an existing facility so that it may be more effectively adapted to, or utilized for its designated purpose, when the total cost is greater than \$5,000, necessitates including pertinent new information on the property card for that facility.

g. *Installation Removal or Replacement of Collateral Equipment.* The installation or removal of a complete item of collateral equipment requires an adjustment to the book cost for that facility whenever the acquisition cost of the item is greater than \$5,000. The replacement of an installed property item necessitates both a debit and a credit adjustment to the book cost when the acquisition cost of either the item being removed or the replacement item is greater than \$5000. Installation costs are excluded in these instances.

h. *Real Property Utilized Under Lease, Permit, License, Agreement, and Easement.* Entries are made in the Real Property Inventory for property utilized by NASA in accordance with executed leases, permits, licenses, agreements, and easements. NASA-funded improvements made to such property that meet the capitalization criteria set forth in the NASA Financial Management Manual (FMM 9252-3) are recorded in the RPI as leasehold improvements.

i. *Out-grants*. The RPI is annotated and documented in all cases involving out-grants, by lease, easement, permit or license, for the use of NASA property by other parties.

j. *Real Property Held by Contractors and Others*. Real property information is annotated and documented in all cases involving transfer of responsibility for part or all of a facility, whether by contract, lease, Space Act Agreement or other means, to contractors or other non-federal parties where the term of the transfer is for one year or more.

k. *RPI Adjustments*. Any discrepancies revealed as a result of either the semiannual reconciliation with the fiscal accounts or the triennial physical inventory requires an adjustment to the data in the RPI.

GLOSSARY

Definitions

The following definitions apply to the data found in the Real Property Inventory and Facility Utilization System.

RPI

Current Replacement Value (CRV) - The “CRV” of a facility is an estimate of the facility’s current replacement value. This value is automatically generated by the database. The CRV of a facility is obtained by escalating the facility’s book value by using the Engineering News Record (ENR) annual 20-Cities Average building cost index (BCI) factors. The CRV calculations are made by indexing the construction cost using the BCI value for the year of construction, indexing each change in book value using the BCI value for the year in which the change was made, and mathematically summing the results. The CRV in past years of a particular facility can also be viewed in the RPI. In addition, the CRV of a facility in any of the twenty cities used in the “20-Cities Average” can also be obtained in the database.

Easement – An easement is an acquired privilege or right of use or enjoyment that one may have in the land of another, *e.g.*, an easement for road or highway purposes, construction, and maintenance of utility lines.

Excess Real Property – Excess real property is property that is under NASA control for which there is no current or foreseeable NASA requirement (as determined by the reporting Center and approved by the Director, Facilities Engineering Division, Office of Management Systems and Facilities, NASA Headquarters, or designee).

In-grant/Out-grant – In-grants and out-grants are the transfer of real property into the agency or from NASA by means of sale, donation, lease, easement, permit, or license.

Leased Property - Leased Property is property under the control of NASA through lease, administrative agreement, temporary permit, licensee, or other arrangements.

Leasehold Improvements – Leasehold Improvements include NASA-funded costs of long-term capital improvements (more than 3 years) to leases, rights, interests, and privileges relating to land not owned by NASA, such as easements, right-of-ways, permits, use agreements, water rights, air rights, and mineral rights. The cost of short-term (3 years or less) rights, interests, and privileges relating to such land will be charged to the operating cost of a facility project, as appropriate. Leasehold improvements also includes NASA-funded costs of improvements (as determined by FMM 9252-3 and determined to be a capital asset in accordance with FMM 9252-3) made to land, buildings, and other structures and facilities not owned by NASA. The total cost of an improvement is recorded in the Real Property Inventory. Entries in the RPI must be susceptible to separate identification of transactions applicable to the following: (1)

rights, interests, and privileges relating to land; (2) improvements to buildings; and (3) improvements to other structures and facilities.

Property Card – The basic repository of all real property information on a NASA facility. The RPI *Property Card* is the equivalent of NASA Forms 844, 845, 846, 847 and 1045.

Real Property - Real property means land, buildings, structures, utilities systems, and improvements and appurtenances thereto, permanently annexed to land. The term "Real Property" also includes installed collateral equipment (*i.e.*, building type equipment) as defined in NASA Financial Management Manual, (FMM) 9021-4. Real property records will be maintained for all property transactions over \$5,000.

Real Property Accountable Officer - A NASA employee designated by proper authority to be responsible for establishment of records and maintenance (by entries made in the RPI) of the physical accountability for the real property charged to the accountable area or jurisdiction.

FUS

Actual Available – The amount of baseline utilization time minus scheduled down time for a NASA major facility.

Actual Utilized – The actual available utilization time minus unscheduled down time for a NASA major facility.

Baseline Utilization – The baseline utilization is the level of use of a major facility that could reasonably justify acquisition and/or retention of the facility.

Equivalent Utilization Days (EUD) – The equivalent of one 8 hour shift, with no more than 3 EUDs per day.

Major Facility - Major Facilities are large, complex technical and otherwise special institutions facilities that are representative of the Center's basic and essential capabilities. NASA's Major Facilities include technical facilities that are unique in capability within the agency inventory, *e.g.*, the 80 x 120 foot Wind Tunnel at the Ames Research Center. Major facilities provide primary support to the Center's assigned programs to such an extent that the Center could not reasonably accomplish its mission, or major segment thereof, without this facility capability. Major. Facilities, whether unique or not, are those dedicated to a major program; *e.g.*, the Orbiter Processing Facility at the Kennedy Space Center. They typically exceed \$15,000,000 in book value or \$50,000,000 in replacement value and have operations and maintenance cost exceeding \$600,000 per year. They also include facilities that house or require a dedicated support staff of over 200 personnel other than office buildings, as well as any facility which the Center designates as a "PAPAC" facility in the Center's list of Major Facilities.

