



Department of Defense INSTRUCTION

NUMBER 4165.14

March 31, 2006

USD(AT&L)

SUBJECT: Real Property Inventory and Forecasting

- References: (a) DoD Instruction 4165.14, "Inventory of Military Real Property," December 21, 1966 (hereby canceled)
(b) DoD Directive 4165.6, "Real Property," October 13, 2004
(c) DoD Instruction 4165.3, "Department of Defense Facility Classes and Construction Categories," October 24, 1978
(d) UFC 3-701-05, "DoD Facilities Pricing Guide," March 2005¹
(e) through (t), see Enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues and renames Reference (a).

1.2. Implements policy in Reference (b), and requirements in References (c) and (d) and DoD Instruction 4165.70, DoD Instruction 4165.71, DoD Instruction 4715.3, 10 United States Code (U.S.C.) Chapter 159, 10 U.S.C. 2721, 10 U.S.C. Chapter 1803, 16 U.S.C. 470(h)-2, 40 U.S.C. Chapter 5, E.O. 13287, E.O. 13327, DoD 7000.14-R Volume 1, and Volume 4; Federal Real Property Council Guidance for Improved Asset Management, Federal Real Property Council Guidance for Real Property Inventory Reporting, DoD Directive 5015.2, and DoD 8910.1-M (References (e) through (t)).

1.3. Assigns responsibilities and prescribes procedures for collecting, submitting, and forecasting the Department of Defense (DoD) real property inventory (RPI).

2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to:

¹ This document is available at the following website:

http://www.acq.osd.mil/ie/irm/ProgramAnalysis_Budget/ToolAndMetrics/FPG/FPG.htm

2.1.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the “DoD Components”).

2.1.2. All unclassified real property in which the Department of Defense has a legal interest, but does not apply to construction outside the United States in which the United States retains no interest under law or international agreement. Classified RPI data is exempt from the reporting and forecasting requirements.

2.2. The civil works land and facilities of the Department of the Army will be reported to the Deputy Under Secretary of Defense (Installations and Environment) (DUSD(I&E)) separately using the same policies and data structures described in this Instruction.

3. DEFINITIONS

Terms used in this Instruction are defined in Enclosure 2.

4. RESPONSIBILITIES

4.1. The DUSD(I&E), under the authority of the Under Secretary of Defense for Acquisition, Technology, and Logistics, shall:

4.1.1. Recommend policy for inventorying and forecasting real property assets.

4.1.2. Serve as the focal point for all matters related to the inventory of real property in which the Department of Defense has a legal interest.

4.1.3. Establish requirements for the core RPI and forecasting data elements, inventory data collection and data maintenance.

4.1.4. Validate and approve changes to the core RPI and forecasting data elements.

4.1.5. Maintain a consolidated RPI database for planning and programming purposes.

4.1.6. Maintain a current list of data entities, data elements, definitions, business rules, and all other associated metadata.

4.1.7. Publish annual guidance regarding the structure, format, and procedures for the annual submission of RPI and forecasting data by the Military Departments and Washington Headquarters Services (WHS).

4.2. The Secretaries of the Military Departments and the Director, WHS, shall:

4.2.1. Implement the procedures and guidance contained in this Instruction.

4.2.2. Report the core RPI and forecasting real property data elements annually to DUSD(I&E) in the format prescribed herein as modified by DUSD(I&E) annual guidance.

4.2.3. Ensure that a Real Property Accountable Officer (RPAO) is appointed in writing for each installation. The individual assigned to this position must be an employee of the United States Government. The position of the RPAO may not be assigned to a contractor. A single RPAO may be appointed for more than one installation. A RPAO may be appointed at a subordinate site if that subordinate site maintains its own records.

4.2.4. Ensure all state-owned National Guard real property used by the Military Departments is documented by a legal instrument and is recorded in the RPI using the data structures established in this Instruction.

4.2.5. Ensure the accuracy of all RPI data included in the annual submission to DUSD(I&E), as required by paragraph 5.2, including the changes resulting from the periodic physical inventories and the reconciliations with the Defense Agencies and the DoD Field Operating Activities.

4.2.6. Annually, but not later than January 1, provide to each DoD Component a report of real property used by that Component for reconciliation. This report will contain the data prescribed by the annual DUSD(I&E) RPI guidance.

4.2.7. Annually report the amount of new construction, other acquisitions, disposals, and transfers forecasted over the years of the Future Years Defense Plan (FYDP). Include this forecasting data in the annual RPI submission in accordance with this Instruction and the annual guidance provided by the DUSD(I&E).

4.3. The Directors of Defense Agencies and DoD Field Operating Activities shall:

4.3.1. Ensure that the RPIs of the Military Departments and WHS contain all real property occupied or used by their organizations that is located on a Military Department or WHS site.

4.3.2. Annually report to DUSD(I&E) any property leased for, or assigned to, an Agency or Activity and not reflected in a Military Department or WHS RPI. Also report this information to the supporting Military Department or WHS in order for this information to be accounted for in their RPI.

4.3.3. Using the RPI provided by the Military Departments and WHS, annually reconcile all real property data for property occupied or used by their Agency or Activity with their supporting Military Department or WHS as prescribed by the DUSD(I&E)

annual guidance. Reconciliation will be completed and all differences resolved with the appropriate Military Department or WHS not later than 1 September each year.

4.3.4. Provide forecasts of acquisitions, disposals, and excesses of real property to the appropriate Military Department or WHS, to allow these forecasts to be incorporated into the annual RPI report. Data will be provided in accordance with the annual guidance provided by DUSD(I&E). This data will be provided to the Military Departments and WHS not later than 1 October of each year.

5. PROCEDURES

DUSD(I&E) will annually issue guidance as to the specific procedures, data structures, and formats to be used for submitting the core RPI and forecasting data.

5.1. According to Reference (i), the Military Departments and WHS will maintain an accurate and complete RPI for all unclassified real property assets (land and facilities) in which they have a legal interest as set forth in this Instruction (see Enclosure 3). The Military Departments and WHS will reconcile their RPI records with Defense Agencies and DoD Field Operating Activities that are using or funding facilities or land for which the Military Departments or WHS have real property accountability.

5.2. The Military Departments and WHS will annually submit their RPI to DUSD(I&E) as they exist on 30 September. The annual submission to DUSD(I&E) will include a certification that the Military Department or WHS has reconciled its RPI records with the Defense Agencies and DoD Field Operating Activities using or funding the facilities or land for which the Military Department or WHS has reporting responsibility. The annual submission will include each site, including all land and facilities, for which the Military Department or WHS has real property accountability, regardless of the organization using or funding the facility or land.

5.3. The annual RPI submission will consist of the core real property inventory and forecasting data elements identified in Enclosures (4) and (5). It will be provided in electronic format to DUSD(I&E) not later than November 1 of each calendar year. The annual submission will also include forecasted RPI changes (acquisitions, disposals, and excesses) for each year of the FYDP.

5.4. The Military Departments and WHS will report each item of real property at a site as a separate entry except facilities at a single site with the same facility use category code (CATCODE) (Reference (c)), Interest Code, Sustainment Program Fund Code, Construction Type, Construction Material Code, and Replacement Program Fund Code that also have a Facility Analysis Category (Reference (d)) listed in Enclosure 6. These facilities may be consolidated (for reporting only) into a single entry for the annual RPI submission.

5.5. For multiple use facilities that contain more than one facility use CATCODE, such as a 16,000 square foot (SF) administrative building also containing a 2,000 SF cafeteria, the Military Departments and WHS will report all areas with different facility use CATCODEs as separate entries. The sizes of all such entries must sum to the total facility size for a DoD facility or the total DoD usage for a non-DoD facility.

5.6. Each facility use CATCODE will be assigned to one or more organizations using the Asset Allocation User Organization Code. For single facilities where a given facility use CATCODE is shared by more than one organization, each organization's usage of the facility use CATCODE will be reported as a separate entry. The sizes of all such entries must sum to the total facility size for a DoD facility or the total DoD usage for a non-DoD facility.

5.7. The RPI submission will use U.S. units as described in the Units of Measure (UM) definitions in Reference (d). If metric units are required for other reports, use the conversion factors at Enclosure 7 to convert UM from U.S. to metric.

5.8. For assets subject to References (k) and (m), the Military Departments and WHS will identify and submit information on historic assets using the historic status codes listed in the annual guidance.

5.9. A physical inventory of each item of real property is required not less than every five years; those real property items designated as historic assets shall be inventoried every three years in accordance with Reference (p). In addition, offices, warehouses, hospitals, laboratories, and housing require periodic utilization reviews. All real property is subject to these requirements except facilities not in use, identified as excess, and slated for disposal.

5.10. The RPI maintained on behalf of the Department of Defense by the Military Departments and WHS is the official DoD RPI. If a Military Department, Defense Agency, DoD Field Activity, or the Joint Chiefs of Staff maintains a separate RPI-related database, that organization is responsible for reconciling it with the official RPI.

5.10.1. After the DoD Real Property Unique Identifier (RPUID) registry is operational, all existing real property assets (land parcels or facilities) will be assigned a unique, non-intelligent RPUID from the registry. The RPUID will be assigned to the real property asset, not the organization, owner, or user. The RPUID will be assigned when the Department of Defense initiates an action to acquire interest in a real property asset. The RPUID will remain associated with the asset perpetually. After the Department of Defense has relinquished its interest in the asset, the RPUID will be archived with all of its associated attributes. Until the DoD RPUID registry is operational, the Military Departments and WHS will continue to use their current land and facility identifiers in their submissions.

5.10.2. All real property sites will be assigned a unique, non-intelligent Real Property Site Unique Identifier (RPSUID) from the DoD RPSUID registry. The RPSUID

will be assigned when the Department of Defense acquires a legal interest in the first real property asset (land parcel or facility) assigned to the site. The RPSUID will always remain associated with the site. After the Department of Defense has relinquished its interest in the site, the RPSUID will be archived along with all the associated attributes. Until the DoD RPSUID registry is operational, the Military Departments and Washington Headquarters Services will continue to use their current installation and location identifiers in their submissions.

5.10.3. All DoD systems that relate people or property to any real property attribute, including geographic location, will use the RPUID and RPSUID. Real property systems of record must associate their RPSUIDs with related geospatial information systems. Until the DoD RPUID and RPSUID registries are operational, the Military Departments and WHS will continue to use their current installation, land, and facility identifiers in their submissions.

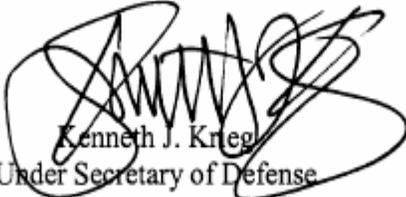
5.11. Accurate and complete real property records for excess real property will be maintained in accordance with this Instruction by the RPAO until transfer of accountability for the site from the Department of Defense has been accomplished and the Department of Defense has relinquished all legal interest in the real property assets assigned to that site. This will require the identification of each affected RPUID or module along with the associated quantity and other metadata. After transfer of accountability from the Department of Defense, all RPI records for these sites will be archived in such a way that the information may be accessed whenever required. Records and supporting documentation shall be maintained according to Reference (s).

6. INFORMATION REQUIREMENTS

The annual RPI data submission has been assigned Report Control Symbol (RCS) DD-AT&L(A)760 in accordance with Reference (t).

7. EFFECTIVE DATE

This Instruction is effective immediately.



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(Acquisition, Technology and Logistics)

Enclosures – 7

- E1. References, continued
- E2. Definitions
- E3. Real Property Interest Codes
- E4. Core Real Property Inventory and Federal Data Elements
- E5. Forecasting Data Elements
- E6. Consolidated FAC Table
- E7. U.S. Units to Metric Units Conversions

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD Instruction 4165.70, "Real Property Management," April 6, 2005
- (f) DoD Instruction 4165.71, "Real Property Acquisition," January 6, 2005
- (g) DoD Instruction 4715.3, "Environmental Conservation Program," May 3, 1996
- (h) Chapter 159 of title 10, United States Code
- (i) Section 2721 of title 10, United States Code
- (j) Chapter 1803 of title 10, United States Code
- (k) Section 470h-2 of title 16, United States Code
- (l) Chapter 5 of title 40, United States Code
- (m) Executive Order 13287, "Preserve America," March 3, 2003
- (n) Executive Order 13327, "Federal Real Property Asset Management," February 4, 2004
- (o) DoD 7000.14-R, "Financial Management Regulations," Volume 1, August 2003
- (p) DoD 7000.14-R, "Financial Management Regulations," Volume 4, Chapter 6, August 2000 and Chapter 17, June 2000
- (q) Federal Real Property Council Guidance for Improved Asset Management, December 22, 2004²
- (r) Federal Real Property Council Interim FY 2005 Guidance for Real Property Inventory Reporting, July 15, 2005³
- (s) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (t) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998

² This document is available at the following website:
<http://www.whitehouse.gov/omb>

³ Ibid

E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Building. A roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions.

E2.1.2. Cadastral Survey. A land survey defining boundaries, property lines, and other measurements pertaining to an official register of ownership, known as a cadastre.

E2.1.3. Capital Improvement. An action having the effect of increasing a real property asset's capacity, size, efficiency, useful life, or modifying its function.

E2.1.4. Disposal. Any authorized method (e.g., demolition, transfer, etc.) of permanently divesting the Department of Defense of legal interest in and control of a real property asset.

E2.1.5. Excess. Property under the control of a Federal Agency that the head of the Agency determines is not required to meet the Agency's needs or responsibilities.

E2.1.6. Facility. A building, structure, or linear structure out to an imaginary line surrounding a facility at a distance of five feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is what is commonly referred to as the "five-foot line."

E2.1.7. Facility Analysis Category (FAC). A classification of real property types within a "Basic Category," represented by a four-digit code. DoD FACs aggregate Military Department categories into common groupings based upon commonality of function, unit of measure, and unit costs.

E2.1.8. Forecast. A prediction of future RPI assets.

E2.1.9. Historic Asset. Historic properties, as defined by the National Historic Preservation Act, are those properties listed on, or eligible for listing on, the National Register of Historic Places (National Register). The National Register establishes specific criteria for the identification and evaluation of historic properties (36 CFR 60.4).

E2.1.10. Historic Status. The status of the facility with respect to the National Register of Historic Places.

E2.1.11. Installation. A base, camp, post, station, yard, center, or other activity, including leased facilities, under the jurisdiction, custody, or control of the Secretary of Defense or the Secretary of a Military Department or, in the case of an activity in a foreign country, under the operational control of the Secretary of Defense or the Secretary of a

Military Department, without regard to the duration of operational control. An installation may include one or more sites.

E2.1.12. Land. A portion of the earth's surface distinguishable by boundaries. The types of land assets in the RPI include everything from unimproved wilderness areas to central urban developments. Land will be inventoried by parcel, starting when the parcel was transferred into a Military Department's or the WHS custody and control.

E2.1.13. Land Parcel. A specific area of land whose perimeter is delineated by a cadastral survey.

E2.1.14. Linear Structure. A facility whose function requires that it traverse land (such as a road, rail line, pipeline, fence, pavement). Includes distribution systems that provide a common service or commodity to more than one building or structure.

E2.1.15. Military Department Category. Also known as CATCODE. The most detailed classification of real property that describes a specific real property type and function, represented by a numerical code of five (Departments of the Army and the Navy) or six (Department of the Air Force) digits. Military Department categories are established by the Military Departments.

E2.1.16. Predominant Use. The primary use of a real property asset based upon the largest quantity of usage for a specific activity or function.

E2.1.17. Real Property. Land and improvements to land (i.e., facilities). It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (e.g., plant equipment, industrial equipment, buoys). In many instances this term is synonymous with real estate.

E2.1.18. Real Property Accountable Officer (RPAO). An individual who, based on his or her training, knowledge, and experience in real property management, accountability, and control procedures, is appointed by proper authority, and shall:

E2.1.18.1. Establish and maintain an organization's formal property records, systems, and financial records, in connection with Government real property, irrespective of whether the property is in the individual's possession;

E2.1.18.2. Ensure that all transactions can be audited in their entirety; and

E2.1.18.3. Implement and adhere to associated internal controls.

E2.1.19. Real Property Asset. An individual facility or land parcel.

E2.1.20. Real Property Unique Identifier (RPUID). A non-intelligent code used to permanently and uniquely identify a DoD real property asset.

E2.1.21. Real Property Site Unique Identifier (RPSUID). A non-intelligent code used to permanently and uniquely identify a DoD real property site.

E2.1.22. Site. Physical (geographic) location that is or was owned by, leased to, or otherwise possessed by a DoD Component. Each site is assigned to a single installation. A site may exist in one of three forms:

E2.1.22.1. Land only, where there are no facilities present and where the land consists of either a single land parcel or two or more contiguous land parcels.

E2.1.22.2. Facility or facilities only, where the underlying land is neither owned nor controlled by the government. A stand-alone facility can be a site. If a facility is not a stand-alone facility, it must be assigned to a site.

E2.1.22.3. Land and all the facilities thereon, where the land consists of either a single land parcel or two or more contiguous land parcels.

E2.1.23. Structure. A facility, other than a building or linear structure, which is constructed on or in the land.

E2.1.24. Sustainment. The maintenance and repair activities necessary to keep a typical inventory of facilities in good working order over their expected service life. It includes regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the facility service life. This includes regular roof replacement, refinishing wall surfaces, repairing and replacing electrical, heating, and cooling systems, replacing tile and carpeting, and similar types of work.

E3. ENCLOSURE 3REAL PROPERTY INTEREST CODES

Owned	Real property asset where a fee simple ownership interest is held by the United States and a Military Department or WHS exercises real property accountability.
Leasehold	Real property asset where a leasehold has been granted to a Military Department or WHS.
Easement	An easement is a non-possessory real estate interest that grants a Military Department or WHS the right to use a real property asset for a specific purpose.
Owned by Other Federal Agency	Another Federal agency exercises real property accountability for the real property asset but certain rights for use have been granted to a DoD Component.
Owned by Foreign Government	A Foreign Government holds title to the real property asset and has granted the U.S. Government certain rights for use by a DoD Component.
Owned by State or Local Government	A state or one of its political subdivisions holds title to the real property asset and has granted the U.S. Government certain rights for use by a Military Department or WHS.
Owned by Private Entity	Real property facilities on DoD sites that are owned and operated by the private sector; i.e., Burger King, credit union.
Joint Venture Ownership	A Joint Venture is a mutually beneficial partnership between a Military Department or WHS and a private entity. Ownership, operations, and management rights of the real property asset are typically held by the private entity who guarantees certain use rights to the Military Department or WHS.
Other	Any other type of interest that is not covered by one of the other categories.

E4. ENCLOSURE 4

CORE REAL PROPERTY INVENTORY AND FEDERAL DATA ELEMENTS

The following page provides the structure of the core RPI data required for the annual data submission to ODUSD (I&E). The structure is followed by an alphabetized listing of the data elements. The DUSD(I&E) will annually issue guidance as to the specific procedures, data structures, and formats to be used for submitting the core RPI and forecasting data. As this guidance changes, it is not part of the enclosures.