



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

AFI32-9005_AFGM2016-01

22 March 2016

MEMORANDUM FOR DISTRIBUTION C - MAJCOMs/FOAs/DRUs/PSUs

FROM: HQ AF/A4
1030 Air Force Pentagon
Washington, DC 20330

SUBJECT: Air Force Guidance Memorandum to AFI 32-9005, *Real Property Accountability*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes and additional guidance to AFI 32-9005, *Real Property Accountability*, 4 March 2015. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications; the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The Air Force must continue proactive and focused actions towards Financial Improvement and Audit Readiness (FIAR) responsibilities in accordance with the National Defense Authorization Act (NDAA) for Fiscal Year 2010, Section 1003. This AFGM directs activities that support Corrective Action Plans (CAPs) to meet FIAR compliance. Installation commanders need to understand that CAPs and FIAR compliance actions will require significant focused manpower effort to be successful. Guidance in this memorandum contains targeted dates for CAP completion and enduring processes and procedures for real property accountability. The Base Civil Engineer (BCE) (or Installation Commander (ANG)) must appoint a POC assigned to the squadron (or Wing (ANG)) with sufficient experience (Grade of GS-12 or above, Officer or Senior NCO) and authority to direct RP FIAR compliance actions for the team that is assigned. (T-1) Within the ANG, the POC appointment will be accomplished by each State or Territories' United States Property and Fiscal Officer (USPFO). The USPFO may delegate this role to the Wing Commander with further re-delegation authorized to but not beyond a unit member in AGR status and the limits described above. (T-1) Based on initial CAP reporting metrics, it is encouraged to leverage manpower, contract support and any additional resources available to perform the tasks required by all FIAR CAPs.

A) Real Property Policy Group. As part of the Installation Governance Structure, A4CS is the executive secretary for the Real Property policy group. The Real Property Policy Group is comprised of A4CS, AFCEC/CIT, NGB/A7, AFRC A4, SAF/IEE, SAF/IEI, SAF/FMF, AFIMSC/IZB, and AFIMSC/RMF-SA.

- 1) The Real Property Policy Group will meet monthly and determine updates to the CE Board for decision vectors at least quarterly.
 - 2) The Real Property Policy Group will develop the strategy for directive publications that aligns with AFI 33-360. Oversight is a responsibility of all policy group offices. Oversight will be accomplished IAW AFI 90-201 and Management Internal Control Toolset (MICT) Self-Assessment Communicators (SACs) are to be developed and approved by the publication OPR.
 - 3) The policy group will review oversight results in MICT at least quarterly and make policy updates based on compliance trends.
 - 4) The policy group will include oversight of FIAR compliance and perform Program Management Reviews monthly to include upcoming policy changes, CAP progress and oversight compliance metrics. The policy group will review oversight of institutional CAPs. The policy group will maintain a calendar of milestones and upcoming events and inspections. The policy group will approve the prioritization of CAP completion.
- B) CAP Validation. Installation Real Property Office (RPO) will provide supporting documentation to AFCEC/CIT (or NGB/A7) and HAF/A4C for CAP validation upon request. (T-3) HAF/A4CS, along with AFCEC/CIT (or NGB/A7), will have DIRLAUTH to work directly with the Installation RPO to perform virtual sampling or SAVs when supporting information technology systems cannot support the fidelity needed for remote sampling. Supporting document requests can consist of key supporting documentation and APSR screen shots. AFCEC/CIT will validate 10% of installation completed CAP supporting documents. HAF/A4CS will conduct 2% sampling of AFCEC/CIT sampling. Upon validation completion without error a CAP for an installation will be successfully completed.
- C) Sampling. The BCE must ensure a 5% review of Real Property Unique Identifiers (RPUIDs) for existence, completeness and key supporting documentation is completed annually. (NLT 1 March each year). (T-1)
- 1) The Installation Commander will mandate that the annual review of the RPUIDs is added to the risk-based sampling strategy in accordance with AFI 90-201 (T-1).
 - 2) The annual review findings and corrective actions will be documented via a Memorandum For Record signed by the BCE and maintained as an official record by the RPO. (T-3)
 - 3) The BCE will provide supporting documentation within 48 hours when requested by auditors and inspectors. (T-1) Supporting documentation consists of key supporting documentation and APSR screen shots.
 - 4) AFCEC/CIT (or NGB/A7) will conduct a 2.5% annual review of all RPUIDs for existence, completeness and key supporting documentation (T-1). The annual review by AFCEC/CIT (or NGB/A7) is accomplished in November to align with end of fiscal year.

- 5) AF/A4CS will conduct a 1% annual review of all RPUIDs for existence, completeness and key supporting documentation in May of each year to help prep with end of fiscal year reporting.

D) Linear Structures. Reports indicate that linear structures have not been accounted for properly in the Accountable Property System of Record (APSR). As a result, a new installation baseline to the records will be reconciled using Geographic Information System (GIS) data. The following corrective actions will be performed to establish the reconciled records from GIS records. Installation Real Property Accountable Officer (RPAO) (and/or BCE) and GIS specialist will perform a one-time accountability adjustment. Installations (RPAO or BCE) and GIS specialist will ensure both ACES-RP data and GIS data are reporting the same quantities for the extracted data by Real Property Asset (RPA) type (linear) from APSR. GIS will serve as the baseline for all linear structures. Annual adjustments will occur until such time that full implementation of all Sustainment Management Suites (SMS) is accomplished for linear segmentation.

- 1) Civil Engineer GIS specialists, along with shop foreman and engineers, will perform Common Installation Picture (CIP) updates before reconciliation no later than 1 May 2016. (T-1)
- 2) The installation RPAO (and/or BCE) along with the GIS specialists will perform reconciliation of GIS and ACES-RP to baseline linear structures no later than 1 June 2016 for the following: (T-1)
 - i) Extract data by RPA type (linear) from APSR. Clarify Other UM=LF, area UOM=SY, other QTY/CAT Code.
 - (1) Water Supply System
 - (2) Sanitary Sewerage System
 - (3) Storm Drainage System
 - (4) Electrical Distribution System
 - (5) Central Heating & Cooling Systems
 - (6) Communication
 - (7) Natural Gas Distribution System
 - (8) Airfield Pavements
 - (9) Installation Transportation Network (Non-Airfield pavements)
 - (10) Other linear structures
 - ii) Extract data by RPA type (linear) from GIS
 - (1) Water Supply System
 - (2) Sanitary Sewerage System
 - (3) Storm Drainage System
 - (4) Electrical Distribution System
 - (5) Central Heating & Cooling Systems
 - (6) Communication
 - (7) Natural Gas Distribution System

- (8) Airfield Pavements
 - (9) Installation Transportation Network (Non-Airfield pavements)
 - (10) Other linear structures
- 3) When calculating primary and secondary power, the RPAO will use the following calculation: The total number of linear feet of underground electrical distribution is the total number of feet of primary line (single or 3-phase), plus the total number of feet of secondary line. Three primary systems, or lines, and secondary systems, or lines in the same encasement of ducts, 100 feet long, would equal 300 linear-feet of primary and 200 feet of secondary underground distribution. (T-0)
 - 4) The BCE will develop and sign the reconciliation Memorandum For Record (MFR) no later than 1 June 2016. (T-1) The MFR must include the standard paragraph:

“On *(date)* Installation GIS data was validated by engineers and shop personnel and adjusted by *(specify who completed the interpretation)* on *(identify the Facility Number and Category Code of the linear asset)*. The Interpretation consisted of the adoption of the GIS data from the Common Installation Picture (CIP) as the document of record, in lieu of the previously used Computer Aided Drafting (CAD) installation mapping. Results of the Interpretation indicate facility *(identify the Facility Number and Category Code)* is *(insert quantity as square feet (SF), square yards (SY), linear feet (LF))* the in area. This change is a net *(Increase or Decrease)* of *(insert quantity) SF, SY, or LF* from the existing record. This new value is recorded in Block 15 of the DD Form 1354.” (T-2)

- 5) Installation (RPAO or BCE) will submit reconciliation MFR to MICT and load the supporting information and responses via MICT to comply with the sample testing no later than 1 June 2016. Sample testing submissions will be accomplished twice a year on 1 June and 1 December. (T-0)
 - 6) Validation. AFCEC/CIT (or ANG) (T-1) will conduct 10% sampling to validate completion and HAF/A4C will conduct 2.5% sampling of the AFCEC samples.
 - 7) AFCEC/CIT will provide continual evaluation of the MICT data to evaluate the cause codes for non-compliance and perform a 10% or greater evaluation no later than 1 June 2016.
 - 8) AFCEC/CIT will report results to the installation within 14 days of sampling and AFCEC/CIT will force a reassessment of applicable linear structures. The sampling reports will be made available to the Wing Inspection team at the installation.
 - 9) AFCEC/CIT will provide oversight analysis to brief at the Real Property Policy Group and CE Board PMRs at the first meeting following the sampling validation.
- E) CATEGORY CODES (CATCODES): Currently, the use of CATCODES varies across the Air Force. Active duty programmers use AFMAN 32-1084 as a reference when programming projects; the ANG uses ANGH 32-1084, and the AFRC use AFRCH 32-1001. The CATCODES, including full descriptions are included in the new CATCODE book

update available on the RP FIAR Milbook Suite Link. The CATCODE book does not affect space authorization aspect of these documents. Effective immediately, Category Codes will be used from above site. Due to the nature of category code updates and changes, this guide is a living document; check for updates before creating real property key supporting documents.

- 1) The BCE will use the CATCODE Milbook link to confirm and validate the DD1354 applicable data and ensure all agencies within their organization are using the most recently published version from the site. (T-1)
- 2) The Engineering Flight Chief (or designated representative (ANG)) will use the CATCODE Milbook link to confirm and validate the DD1354 before submitting to the BCE for signature or to approve contracting progress payments. (T-1)
- 3) The Engineering Flight Chief (or designated representative (ANG)) will ensure all projects have an appropriate DD1354 using UFC 1-300-08 and the CATCODE Milbook link. (T-1) The Flight chief will ensure all projects have a DD 1354 submitted for the following milestones:
 - i) Project Programming (T-1)
 - (1) Project design phases (Project Approval per UFC 1-300-08)(T-1)
 - (2) Construction progress payments (Invoice per UFC 1-300-08) (T-1)
 - (3) Placed in service date (Interim per UFC 1-300-08)
 - (4) Construction complete with As builds per UFC 1-300-08
 - (5) Project programmer (or designated representative (ANG)) will use the CATCODE Milbook link to build cost estimates based off category codes. A programming DD1354 must be attached to the project folder.
 - ii) Project Engineers will use the CATCODE Milbook link to complete DD1354s for submission on all phases of project design and construction. Engineers will ensure the Milbook link is mandated for DD1354s and any Performance Work Statements will include DD1354s be submitted as listed in 2.1.1 through 2.1.5.
 - iii) The construction project managers, inspectors, and CORs (or designated representative (ANG)) will use the CATCODE Milbook link to complete and validate DD1354s and other appropriate document preparation. The DD1354 is required as part of the project folder.
 - iv) Architect and Engineer firms will submit a DD1354 developed from the CATCODE Milbook link with each design submission.
- 4) Contracting officers will ensure construction and design contracts mandate the use of the CATCODE Milbook link to develop DD1354s. Contracting officers will ensure Performance Work Statements and submittal registers include DD1354 submission with any progress payment, design or construction milestones.
- 5) The Installation RPO will ensure they have access to the CATCODE Milbook link and are members of the milbook real property site www.milsuite.mil/book/groups/realproperty/overview and subscribe to automatic email

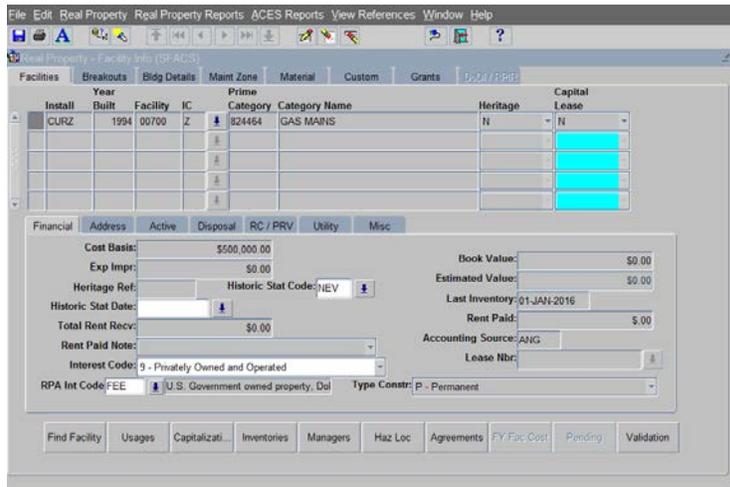
updates. The CATCODE Milbook link will be used to validate real property transactions and to ensure the most current CATCODEs are being used.

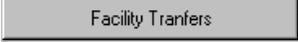
- i) The Real Property officer will review draft and provide comments on DD1354s for design submission, construction progress payments exceeding 50%.
 - ii) The Real Property office will capitalize the real property from the interim DD1354 submitted on the placed in service date. This will help ensure that capitalization is accomplished within the mandatory ten days after placed in service date.
 - iii) The Real Property officer will adjust the real property records (APSR) as needed when the final DD1354 is approved by the BCE.
- 6) The USACE, NAVFAC and AFCEC and other Construction agents will use the most recent CATCODE book as a reference document in the development of the DD1354. These agencies can construct MILCON, minor construction and repairs. The DD1354 is required to be submitted for all phases of design and construction progress payments as required in UFC 1-300-08. All DD1354s will be submitted to the RPO by the engineering flight project manager (or designated representative (ANG)).
 - 7) The Operations Flight Commander (or designated representative (ANG)) will review DD1354s produced from work orders or in-house projects and ensure they are completed using the CATCODE Milbook link.
 - i) Operations superintendents (or designated representative (ANG)) will ensure the CATCODE Milbook link is used as a resource for reviewing DD1354s. Work orders will not be closed until the DD1354 has been approved by the BCE or designated representative.
 - ii) Planners (or designated representative (ANG)) will use the CATCODE Milbook link to develop the DD1354 for in-house work orders and projects.
 - 8) Engineering Specifications. Currently, the programming RPIM data elements are not being populated. RPIM data elements must be populated by the proper business data stewards for a project or work order that requires capitalization.
 - 9) The Installation Engineering Flight and Operations Flight will obtain access to APSR through the ACES-AM module. A4C will issue policy that instructs Installation RPOs to grant the Installation project managers access and edit rights to the Engineering specification fields within the ACES-AM module. This reinforces that the Installation Project managers are the accountable data steward for fields located within the DODI/RPIR tab for Engineering Specifications.
 - 10) Installation Project Manager updates the RPIM Engineering Specifications listed in the below screenshot for all facilities within the APSR.

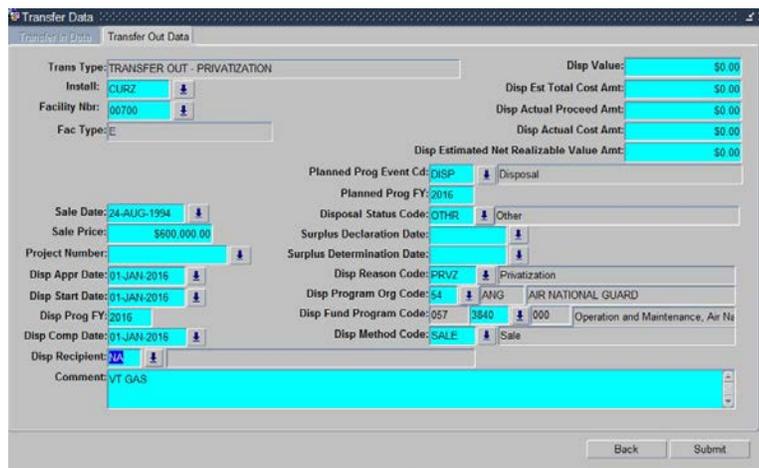
- F) Real Estate Instruments. AF organizations must have a SAF/IE authorized delegation of authority memo to approve and execute real estate instruments.
- 1) Wing Commanders must annually assert all installation managed, to include tenant organizations, real estate instruments are correctly entered into the APSR by 1 September each year.
 - 2) All instruments, CONUS and OCONUS must be entered into the APSR and associated to an RPUID.
 - 3) New real estate instruments must be input within 30 days of execution by the Real Property Office (RPO). Installations must identify and properly recorded all Capital Leases. The BCE will ensure that all fields and TABs are updated in the APSR.
- G) Environmental Wells. Wing Commanders shall ensure all environmental monitoring wells are captured in the APSR IAW the CATCODE Milbook link. This guidance supersedes any previous guidance offered on the subject.
- H) Land and Land Rights. The BCE will ensure appropriate CATCODES from the CATCODE Milbook site for stewardship lands, real estate instruments and deeds are utilized within the APSR.(T-1) The Real Property Office will work with the GIS specialists to create a GIS map for the facility jacket. Each land tract per acquisition must have an associated RPUID. The map will contain enough pertinent information to clearly identify the facility and location in proximity to the installation and or major landmarks or survey markers. (T-3)

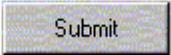
- I) Key Supporting Documents for facility records. The Real Property Office will build and maintain a facility jacket that contains the following (at a minimum) requirements:
 - 1) Original Property Card (AF Form 1430, 1431, etc), if applicable
 - 2) Floor Plans, Maps, As Built, etc
 - 3) Environmental Documentation
 - 4) Transfer Documentation (DD Form 1354)
 - 5) SPACE Occupancy Information
 - 6) DD Form 1354
 - 7) Acquisition Contract with supporting KSD
 - 8) Real Estate Instrument if applicable
 - 9) Asset Review documentation (facility inventory, appraisals)

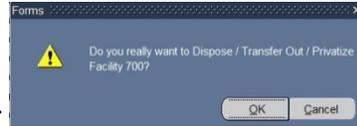
- J) Utility Privatization
 - 1) AFCEC/CNU will provide to AFCEC/CIT an existing utility privatization (UP) bill of sale, including all amendments, aligned with CATCODEs from the Milbook link with current real property standardized asset/RPUID format no later than 30 days after completion of final inventory for the previous year by 1 June.
 - 2) AFCEC/CNU will amend UP bill of sales to reflect adjusted real property inventory changes no later than 90 days after completion of final inventory.
 - 3) AFCEC/CNU will provide to AFCEC/CIT a listing of each installation inventory to include all new construction.
 - 4) Installation (RPAO or BCE) will reconcile RP & UP data for an adjusted real property inventory installation on demarcation locations no later than 30 days after receipt of updated UP inventory from AFCEC/CNU. Installation (RPAO or BCE) will adjust real property records to reflect newly privatized utility systems no later than 60 days after the contract start date.
 - 5) Installation (RPAO or BCE) will create and sign MFR to document adjusted real property inventory no later than 45 days after receipt of updated UP inventory from AFCEC/CN.
 - 6) Installation RPAO must ensure accountability of any UP additions or deletions and update real property inventory within 10 days after receipt of the reconciled inventory. The steps below show how to accomplish this task.
 - i) Navigate to the “Real Property - Facility Info (SFACS)” screen of the desired facility identified as a “Z” record. You will note that the Interest Code is “9”.



- ii) Select Interest Code LOV  and choose the Original Interest Code used prior to change to Privatization. This code can be found in a 7115 prior to privatization allowing for active inventory.
- iii) Press save  or press {F10} to save the transaction. Facility will revert to its original Interest Code moving all asset figures from the 900050 – 900060 GLA back to GLA 1730 and 1739 Depreciation schedule it left off on.
- iv) Make required changes and save .
- v) Return to the main screen and select Facility Transfers .
- vi) Perform partial or full “Disposal/Transfer Out” process, depending on circumstance. Select the Action “Transfer Out” and Transaction Type “Privatization” then press “next.”
- vii) The “Privatization” screen will appear. Enter your installation code and facility number then tab out. The screen will populate the original privatization data. Ensure the inventory matches the adjusted real property inventory in ACES-RP.
- viii) Reenter the original sale date in the “Sale Date” field and new cost, if adjusted.



- ix) Click Submit . A dialog box will appear asking, “Do you really want to Dispose/Transfer Out/ Privatize Facility 700?” Select “OK” and make note of the new Parent Journal.
- x) The installation must report all future UP adjustments to AFCEC/CN no later than 1 AUG of each year.



- K) NAF Facilities. The RPO will document all NAF Facilities in APSR and create a facility jacket for all NAF Facilities using the CATCODE Milbook link. NAF Facilities shall be added into the APSR by following the steps in the ACES Training Guide and ensuring the appropriations are set for NAF no later than 10 June 2016. (T-1)
- L) DLA Sustained Assets.
- 1) The real property officer will identify and correct financial coding of DLA assets within APSR no later than 10 June 2016. (T-1)
 - i) AFCEC/CIT will run a report on DLA fuels/inventory data and provide to installation RPO.
 - ii) CE Resource Advisor or ANG RPO verifies and updates all appropriations in ACES – FM (3S=DLA) no later than 10 May 2016.
 - iii) RPO confirms/verifies DLA coded assets on existing RPI no later than 1 June 2016.
 - iv) RPO reconciles/corrects discrepancies of DLA coded assets in existing RPI 10 June 2016.
 - v) RPO provides updated RPI to AFCEC/CIT no later than 10 June 2016.
 - vi) AFCEC/CIT provides updated RPI to DLA for accurate fuels record keeping between the Air Force and DLA no later than 20 June 2016.
 - 2) The BCE will ensure completion of debundling of real property assets and joint inventory no later than 10 May 2017. (T-1)
 - i) RPO and CE Water and Fuels System Maintenance shop will perform joint inventory of all fuels assets to identify required updates, including existing records and assets found on site (FOS), to the RPI no later than 1 December 2016. (T-1)
 - (1) Physically walk and inventory the installation fuel systems for existing and completeness, including:
 - (a) Facilities not on RPI record but found on site
 - (b) Buildings on RPI but demolished
 - (c) De-bundling – ensure every sustainment earning asset has a separate facility number
 - (2) Verify Org. Codes – Organization Indicators and Appropriation Codes are correct

DETAILS Org Codes

Organization Indicators

Replacement: 3S [Download]

Operational: 54 [Download]

Sustainment: 3S [Download]

Restoration: 3S [Download]

Acquisition: 3S [Download]

Appropriation

Replacement: 097 [0500] [000] [Download]

Operational: 057 [3840] [000] [Download]

Sustainment: 097 [4930] [005] [Download]

Restoration: 097 [4930] [005] [Download]

Acquisition: 097 [0500] [000] [Download]

Operational = MAJCOM

 **Example: Defense Logistics Agency (DLA)
/Defense Energy Support Center (DESC)**

- U.S. AIR FORCE**
- **ORG INDICATOR: Who Pays? APPN: With what fund Source?**
 - DoD Tenants typically pay for all expenses or fully reimburse (DLA/DODEA/DECA, etc.)
 - Refer to host-tenant agreement
 - **Example: Typical DLA customer at AFMC Sites**

User ORG	3S	RPA Financial Reporting ORG Code	Host MAJCOM ORG
Category	Paying ORG	ORG indicator	APPN/Fund Code
Replacement	3S	097 / 0500 / 000	Where used?
Operations	1M	057 / 3400 / 000	
Sustainment	3S	097 / 4930 / 005	FSM & PRV Sust
Restoration	3S	097 / 4930 / 005	PRV Recap
Acquisition	3S	097 / 0500 / 000	

Operational = MAJCOM

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- (3) Installation RPO reconciles Real Property Inventory (RPI) to include acquisition disposal, FOS and occupancy/usage no later than 1 May 2017.
- (4) Air Force Petroleum Agency (AFPET) and AFCEC/CIT will complete the Joint Real Property Analysis Tool (JRAT) to develop the completed DD Form-1354 and submit to installation no later than 24 May 2017.
- (5) CE RA or ANG RPO verifies/updates appropriation in ACES-FM no later than 3 MAR 2017.
 - (a) Validate by providing screen shot of ACES-FM
- (6) RPO updates RPI no later than 10 May 2017.
- (7) AFCEC/CIT provides reconciled fuels inventory to DLA for inclusion in EBS no later than 10 Jun 2017.

M) Privatized Housing. The Installation Housing Office and Real Property Office will reconcile privatized housing asset records and ensure that these records are accurately presented in the non-equity assets table of the APSR. The Real Property Officer will sign a memorandum stating, "I certify that the privatized housing facilities have been reconciled with the housing office and are accurate in the non-equity assets table of the APSR." (T-1)

- 1) AFCEC/CIM will provide accurate DD1354s (building, structure, linear structure) to AFCEC/CIT for installation action.
 - i) Installation Real Property Office will insert all assets into ASPR using AFCEC/CIT validated DD1354s no later than 15 May 16. (T-1)
 - ii) Supporting documentation beyond DD 1354 will be held on file at AFCEC/CI.
- 2) Installation Housing Office will provide a list of privatized housing assets that exist at the installation with the Data Elements required to create an RPUID to the Real Property Officer.
- 3) The Installation Housing Office and Real Property Office will reconcile differences between list provided by Installation Housing Office and the APSR. (T-1)
- 4) Real Property Office will add privatized assets to the APSR that exist on the installation with the minimum required data elements and then add to the non-equity assets data table. (T-1)
- 5) For privatized housing assets that no longer exist on the installation, Gunter will run a script to delete all these assets from the APSR.
- 6) For privatized housing assets that no longer exist on the installation, the Real Property Office will transfer the privatized housing assets to an “Active” state and delete the property records from the APSR, utilizing the disposal process, per AFI 32-9004. (T-1)
- 7) The Real Property Officer will create a memorandum certifying that privatized assets are accurately presented in the APSR. The language will state:
 “I certify that the privatized housing facilities have been reconciled with the housing office and are accurate in the non-equity assets table of the APSR.”

N) Landfills. The Air Force Audit Agency published Audit F2014-0009-O20000, Landfill Management, on 15 Sep 14. The audit concluded installation landfills were not correctly documented in the Automated Civil Engineer System-Real Property (ACES-RP) and instructed installations to change the Real Property Asset (RPA) Operational Status Code (OSC) for some of these landfills from Active (ACT) to Closed (CLSD). After review by AFCEC environmental and real property experts, the definitions for proper landfill RPA OSC’s have been determined to be different from what was instructed by the auditors, and will be as follows:

- 1) AF landfills permitted to receive waste will be coded as ACT (active) – receives 100% sustainment;
- 2) AF landfills that have been Resource Conservation and Recovery Act (RCRA)-closed and require post-closure monitoring and maintaining will be coded as CARE (caretaker) – receives 15% sustainment;
- 3) AF RCRA-closed landfills and/or landfill cells in remediation (Defense Environmental Restoration Program (DERP)) will be coded as CLSD (closed) – receives 0% sustainment. The Installation Real Property Office (RPO) must verify the proper identification of each installation landfill referenced in Atch 2 and update ACES-RP appropriately. (T-1) For landfills not currently listed in ACES-RP, the Installation Civil

Engineer must prepare a completed DD Form 1354, *Transfer and Acceptance of Military Real Property*, before adding to ACES-RP. (T-1) The process and correct coding for landfills has been added to the Integrated Solid Waste Management Playbook and Environmental Restoration Guidance. This guidance will also be added to the next version of the Real Property Accountability & Inventory (RPA&I) Playbook. Instructions on how to update ACES-RP RPA OSCs are available on the AFCEC SharePoint site under Landfill Audit – Corrective Action.

O) Real Property Categorization System Changes

- 1) AFCEC/CIT will perform data extract for FY14 End of Year RPI for CAT CODEs: 8929, 8999 and 9999.
- 2) 9999 FAC – Non Real Property, will be removed by the ACES-RP Program Management Office and no installation changes or action required due to the components are already accounted for within the overarching system or are not considered Real Property no later than 1 JUN 2016. (For example: Air conditioning window units).
- 3) 8999 FAC – Miscellaneous Component of Other Facility, will require installation remapping for CAT CODE 851143 – Curbs and Gutters due to scheduled deletion of the CAT CODE 851143 no later than 1 June 2016.
- 4) 8929 FAC – Miscellaneous Utility Facility will require remapping in RPI no later than 1 JUN 2016.
 - i) Installation will remap CAT CODE 851143 – Curbs and Gutters for 8999 FAC in the RPI no later than 31 April 2016.
 - (1) Consult with engineering or GIS specialist on quantities and conversion method
 - (2) Determine appropriate road or parking asset(s) the curbs & gutters should be assigned to
 - (3) Convert from linear feet to square yards
 - (4) Open Curbs and Gutters within the RPI Main Facilities screen, change Inventory control “E” to “X” and assign to the appropriate road or parking area
 - (5) Update to CAT CODE 851147 – Associated Road or Parking
 - ii) Installation will remap the following CAT CODEs for 8929 FAC in the RPI no later than 31 MAY 2016: (T-1). Programmatic Change
 - (1) CAT CODE 842246 – Water Hydrants – no action required by installation
 - (2) CAT CODE 843315 – Fire Hydrants –no action required by installation
 - (3) CAT CODE 890151 – Tramway Aerial- map to 7542 FAC, CAT CODE 750620 – no action required by installation
 - (4) CAT CODE 890153 – Load/Unloading Conveyer –no action required by installation
 - (5) CAT CODE 890161 – Support Structures and CAT CODE 890311 – Non recoverable support facility relocatable:
 - (a) Consult with engineering flight and determine proper CAT CODE for remapping. For example, if all Support Structures are equipment pad(s),

quantities associated will be remapped with 132133 –Pad, Equipment or Support

(b) Determine quantity of UOM, if needed

(c) Update to the appropriate CAT CODE as determined by the RPO and Engineering flight

5) AFCEC/CIT will perform a current RP data extract and ensure CAT CODEs are remapped no later than 10 June 2016.

P) All facilities that are on the National Register of Historic Places (NRHP) and/or have SHPO concurrence on installation determinations of NRHP eligibility must be accurately coded or reflected in the Accountable Property System of Record (APSR) and a copy of the consultation or reference where a copy can be found shall be placed in the facility folder. Currently Cultural Resource Managers (CRM) are documenting heritage assets outside of the APSR. Cultural Resource Managers must utilize the APSR to identify historic/heritage properties. (T-1)

1) The Installation Cultural Resource Manager (CRM) will obtain access to APSR.

HAF/A4C will issue policy that instructs Installation RPOs to grant the Installation CRM access and edit rights to the Heritage Asset fields within the ACES-AM module. This reinforces that the Installation CRM is the accountable data steward for those fields.

2) Installation CRM updates Historic Status Codes for Buildings or Structures.

3) Installation CRM will include Supporting Documentation in jacket folder for Determination on File no later than 1 JUN 16:

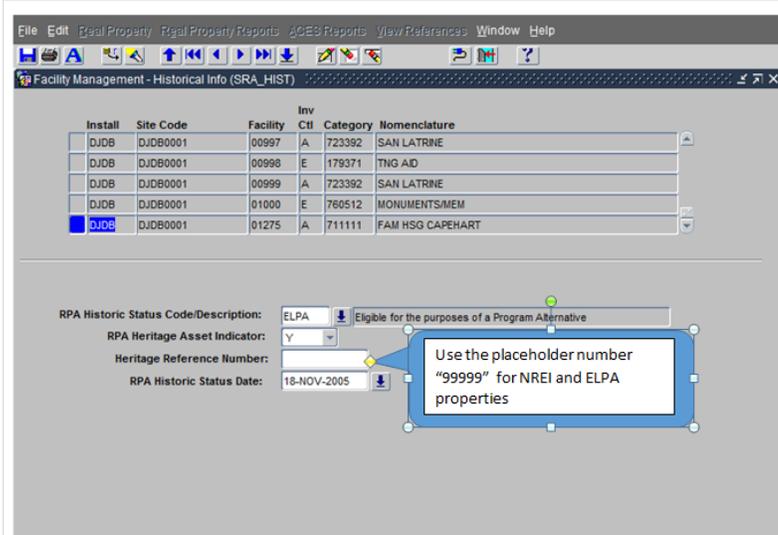
i) For assets subject to References (now codified at 54 U.S.C. §§ 306101(a) and 306102) and (m - Executive Order 13287, “Preserve America,” March 3, 2003), the Military Departments and Washington Headquarters Service will identify and submit information on historic assets using the historic status codes listed in the annual guidance

ii) RPA Historic Status Code - A code used to identify the historic status of a real property asset with respect to placement on the National Register of Historic Places

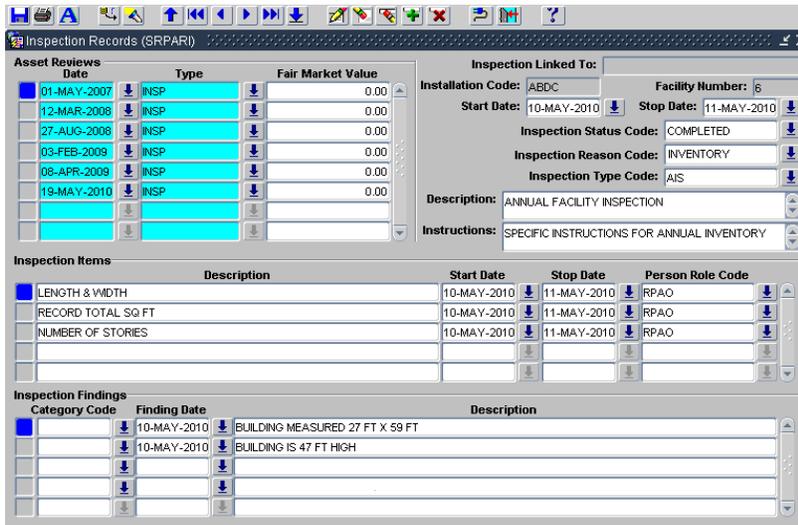
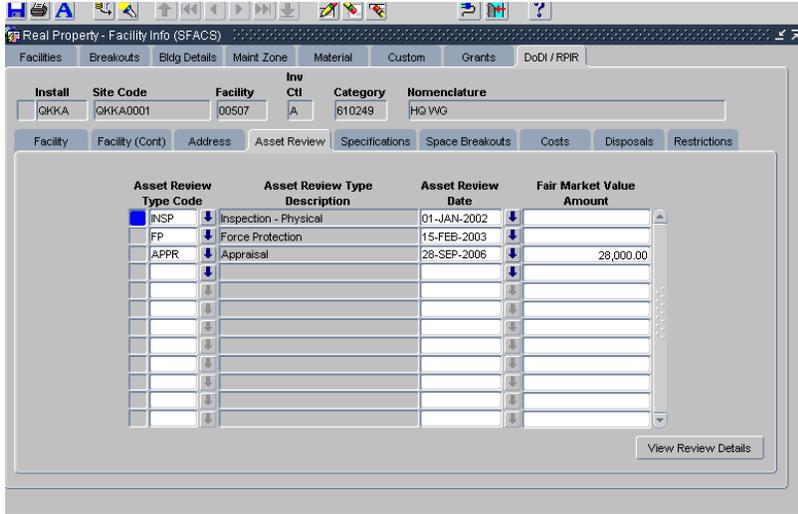
iii) RPA Historic Status Date - The calendar date that the real property asset was added to the National Register of Historic Places

iv) RPA Heritage Reference Number: a number assigned by the Department of the Interior to properties listed on the NRHP. Properties determined eligible for NRHP listing, but not actually listed, shall be designated by the response “99999” Screen shot below.

(1) Reference number of “99999” and the "RP Heritage Asset Indicator Number" value to be "Yes". This triggers a mandatory number to be put in the "Heritage Reference Number" field.



- Q) Facility Numbers. The BCE will insure Facility Numbers are installed or placed on all vertical facilities no later than 30 June 16. (T-1) Assigning number to each facility (building & Structure) which will be used throughout real property records. Facility numbers are assigned by the RPO and the facility must be identified at the usual vehicle approach side of the facility and must be easily read from the street or parking lot. (T-3) Facility numbers should be compatible with installation architecture standards.
- R) BRAC Records - AFCEC/CI will assume accountability responsibility for all BRAC records. AFCEC/CI will assign an RPAO for such records and be granted access.
- S) Asset review tab of ACES RP for physical inventory. Installation RPO will utilize the Asset Review tab to annotate all reviews completed on each facility.
- 1) The Asset Review Type Code must contain a valid value from the predefined pick list available in the Real Property Information Model (RPIM). There may be more than one value assigned for Asset Review Type Code for any real property asset. Values for Asset Review Type Code and the corresponding Asset Review Date value for an asset may only be overwritten by a more recent review of the same type, but never by a review of a different type. Values for Asset Review Date and the corresponding Asset Review Type Code for an asset must be retrievable from a systems history for the life of the asset record. Complete all areas on both screen shots.



This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

JOHN B. COOPER, Lt Gen, USAF
DCS/Logistics, Engineering & Force Protection

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 32-9005

4 MARCH 2015

Civil Engineering

**REAL PROPERTY ACCOUNTABILITY AND
REPORTING**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFH32-9007, 1 May 1999

This instruction implements Chief Financial Officers Act of 1990, Executive Order (EO) 13327, Federal Real Property Asset Management, Air Force Policy Directive (AFPD) 32-90, *Real Property Asset Management*, Department of Defense Instruction (DoDI) 4165.70, *Real Property Management*, and DoDI 4165.14, *Real Property Inventory and Forecasting*. It provides guidance for maintaining real property records and reporting real property assets according to Air Force and Department of Defense (DoD) issued policies, guidance, and procedures. This instruction applies to all unclassified Real Property (RP) under the custody and control of the Department of the Air Force, including Air Force Reserve Command (AFRC) and Air National Guard (ANG) units, and industrial real property that is contractor-operated and under the control of the Deputy Assistant Secretary (Management Policy and Program Integration). This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility (OPR) of this publication for coordination prior to certification approval. The authorities to waive wing/unit level requirement in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN)

33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision updates and replaces Air Force Instruction (AFI) 32-9005, *Real Property Accountability and Reporting*, 14 Aug 08, in its entirety. This revision also supersedes Air Force Handbook (AFH) 32-9007 *Managing Air Force Real Property*, Chapter 5, 1 May 1999 (rescinded).

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Chapter 1

INTRODUCTION

1.1. Purpose. Assign responsibilities and prescribed procedures for:

1.1.1. Air Force Real Property Inventory data requirements and accountability of real property assets.

1.1.2. Submitting appropriate reporting data from Air Force Real Property Inventory systems to the DoD Enterprise real property inventory. DoD Enterprise real property inventory is aggregated in the Real Property Unique Identifier Registry (RPUIR) utilizing the Data Analytics & Integration Support (DAIS) and submitted as the Real Property Assets Database (RPAD).

1.2. Applicability. This instruction applies to RP under the custody and control of the Department of the Air Force (Air Force), owned, leased, or otherwise acquired and controlled by the Air Force, including AFRC, ANG and Government Owned Contractor Operated Plants (GOCO). Real property held for administrative accountability for DoD and other federal agencies is also governed by this policy. The provisions of this instruction apply to all real property in which the DoD, on behalf of the United States, acquires, holds, or will retain a real estate interest under law or international agreement except:

1.2.1. Property in an officially designated combat zone.

1.2.2. Property acquired in support of peacekeeping missions.

1.2.3. Property in the National Industrial Reserve.

1.2.4. Property disposed of subject to right of recapture of National Security Clause, unless such property is under Air Force military control.

1.2.5. Property acquired or constructed for contingency operations.

Chapter 2

RESPONSIBILITIES

2.1. Deputy Assistant Secretary of the Air Force for Environment, Safety and Infrastructure (SAF/IEE). Establish policy for Air Force RP accountability and reporting.

2.2. Air Force Director of Civil Engineers (AF/A4C). Establish guidance to manage the Real Property Inventory (RPI) in accordance with applicable law and Air Force and DoD policies, guidance, and procedures.

2.3. Sustainment Division (AF/A4CS).

2.3.1. Serve as Senior Air Force Real Property Manager to consult on internal and external RP Accountability matters outlined in Chapter 1.

2.3.2. Develop guidance and implement compliance with applicable real property accountability laws, directives and instructions.

2.3.3. Implement real property accountability policy and guidance in accordance with DoDI 4165.14.

2.3.4. Annually report, the core the Real Property Inventory (RPI), to include the amount of new construction, other acquisitions, disposals, and transfers forecasted over the years of the Future Years Defense Plan (FYDP).

2.4. Air Force Civil Engineer Center (AFCEC).

2.4.1. Issue guidance for the specific programs and procedures, data table structures, and formats that Air Force installations must use for submissions of the Air Force Enterprise Real Property Inventory data and annual submissions of Air Force Real Property Inventory. Provide installation-level support for policy clarification. For policy clarification that cannot be resolved at AFCEC, a complete report with recommendation will be generated and sent to AF/A4C for final adjudication. **(T-1)**

2.4.2. Ensure supporting business systems comply with the Business Enterprise Architecture (BEA) and the Real Property Information Model (RPIM), and applicable requirements documents and systems are appropriately funded to meet the implementation and sustainment of these and other requirements. **(T-1)**

2.4.3. Maintain, on behalf of the DoD, an accurate and complete real property inventory in accordance with DoDI 4165.14. A complete real property inventory consists of all sites, including all lands and facilities, for which the Air Force has real property accountability, regardless of the organization using or funding the facility or land. **(T-0)**

2.4.4. Ensure that a Real Property Accountable Officer (RPAO) is appointed in writing for each installation in accordance with DoDI 4165.14, Real Property Inventory and Forecasting. 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. AFCEC will communicate directly

with the RPAO for installation programs and work to resolve policy questions before forwarding to AF/A4C. **(T-0)**

2.4.5. Ensure all real property used by the Air Force, including state-owned Air National Guard real property, is documented by a legal instrument and is recorded in the RPI. **(T-0)**

2.4.6. Ensure the accuracy of all RPI data included in the annual submission to A4C, including the changes resulting from the periodic physical inventories and the reconciliations with the Defense Agencies and the DoD Field Operating Activities. **(T-1)**

2.4.7. Manage and compile ancillary programs related to Real Property accountability, such as the installation characteristics reports; audit reports on Real Property matters; and category code determinations. **(T-1)**

2.5. Installation Commanders or United States Property Fiscal Officers (USPFO) for the ANG.

2.5.1. Appoint a RPAO by special order in accordance with DoDI 4165.14, *Real Property Inventory and Forecasting*, and AFI 33-328, Administrative Orders, to oversee the integrity of the installation RPI activity. The RPAO may be the Base Civil Engineer, an officer, a non-commissioned officer, or a U.S. citizen federal employee, but may not be a contractor. See attachment 4. **(T-0)**

2.5.2. Address official audit reports to mitigate identified deficiencies. **(T-1)**

2.5.3. Continuously monitor the integrity of the base boundaries for encroachment. **(T-1)**

2.6. Base Civil Engineer (BCE).

2.6.1. Manage, oversee, and account for the Air Force Installation's real property inventory. **(T1)**

2.6.2. Ensure RPI data is accurate, complete and up-to-date and source documentation is maintained for audit purposes in accordance with AFMAN 33-363. Initiate internal controls and performance measures on base to monitor compliance with requirements across functions. **(T1)**

2.6.3. Sign or designate appropriate signature authority for DD Forms 1354 as the accepting or transferring official for DoD in accordance with Financial Improvement and Audit Readiness (FIAR) Plan. The RPAO/RPO shall not be a designated authority to sign the DD 1354. The designated appointee shall sign construction acceptance documents for construction projects from construction agents [i.e., United States Army Corps of Engineers (USACE), Naval Facilities Command (NAVFAC) or local contractors], for capital projects. Transfers of property within DoD are signed at the appropriate level IAW the affected transaction. **(T-1)**

2.7. The Installation Real Property Accountable Officer (RPAO) (USPFO for the ANG).

2.7.1. Must be a federal employee of the U.S. Government (not a contractor). **(T-0)**

2.7.2. May be appointed for a single installation or for more than one installation. **(T-1)**

2.7.3. May be appointed at a subordinate site if the subordinate site maintains its own records. **(T-2)**

2.7.4. Real Property Specialists, and Real Property Accountable Officers (RPAO) shall not sign the “Transferred By” or “Accepted By” fields on the DD Form 1354. Acceptable signatures shall be the flight chief managing real property, Deputy Base Civil Engineer (DBCE) or Base Civil Engineer (BCE). Transferred By field shall be signed by the Construction Agent or by a CE representative if the facilities were constructed in prior years with no proper audit trail. Transfers between DoD Agencies are signed by SAF/IEE or SAF/IEE designated authority. **(T-1)**

2.7.5. Execute the Transfer of Accountability Certificate and perform joint inventories. See Attachment 4. **(T-1)**

2.7.6. Maintain, on behalf of the Air Force, an accurate and complete real property inventory in accordance with DoDD 4165.06, DoDI 4165.70, and DoDI 4715.14. A complete real property inventory consists of all sites, including all lands and facilities, for which the Air Force has real property accountability, regardless of the organization using or funding the facility or land. **(T-0)**

2.7.7. Ensure all occupied facilities are assigned to the occupants/users and accurately reflected in the RPI. Review and validate DD Form 1354 information for accuracy before placing the data in the Air Force RPI. Note. Vacant facilities at active, semi-active, inactive, or excess installations or sites will be assigned to the Civil Engineering Squadron and reported as vacant. Vacant facilities at contractor-operated sites will be unassigned. **(T-1)**

Chapter 3

PROCEDURES

3.1. Real Property Site Unique Identifier (RPSUID) and Real Property Unique Identification (RPUID).

3.1.1. All real property sites are assigned a unique, non-intelligent RPSUID from the DoD RPUIR in accordance with DoDI 4165.70. **(T-0)**

3.1.2. All unclassified real property assets in which the DoD, on behalf of the United States, initiates action to acquire a legal interest, or has acquired a legal interest, are assigned a unique, non-intelligent RPUID from the DoD RPUIR in accordance with DoDI 4165.70. When an asset is to be acquired through military construction, the RPUID is assigned when a DoD MILDEP, WHS, or other sponsoring entity has received official authorization to begin work on a real property construction project and requests the RPUID as prescribed in section 060202.B, Volume 4 of chapter 6 of DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*. **(T-0)**

3.1.3. DoD systems that relate people or property to any real property attribute, including geospatial location, associate the appropriate RPUID and RPSUID to that information. Real property systems must associate their RPSUIDs and RPUIDs with related geospatial information systems in accordance with the policy established in OMB Circular A-16 (Reference (A1-1.23)). **(T-0)**

3.2. Data Requirements.

3.2.1. The list of DoD Enterprise data elements and metadata for RPI and forecasting is maintained in the RPIM. **(T-0)**

3.2.2. Upon release of a new version of the RPIM, the DoD Components must, by a date established or mandated by the Installations and Environment (I&E) Functional Business Governance Board (FBGB), Federal Real Property Council (FRPC), OMB, or a new statutory requirement:

3.2.2.1. Implement all changes to existing data elements in all IT systems. **(T-0)**

3.2.2.2. Provide an implementation plan to the Deputy Under Secretary of Defense for Installations and Environment (DUSD [I&E]) for all new data elements, including the name of the IT system, the schedule for implementation, and the data consumer or data producer status of the IT system. **(T-0)**

3.3. Reporting Requirements.

3.3.1. The Air Force submit their Real Property Inventory information to the DUSD (I&E) in accordance with DUSD (I&E) guidance.

3.3.2. The DUSD (I&E) issues guidance for the specific procedures, data table structures, and formats that DoD Components must use for all submissions of the DoD Enterprise Real Property Inventory data. This guidance identifies:

3.3.2.1. The Air Force must report at least one DUSD (I&E) FAC code , Air Force CATCODE, Command Tenant Code and Customer Code for each real property asset. **(T-0)**

3.3.2.2. The Air Force must report each space assignment with the appropriate Air Force CATCODE, utilizing the current Real Property Categorization System (RPCS) and Command Tenant/Organization Codes. **(T-0)**

3.3.2.3. In a multi-use facility, the space break out use must equal 100 percent of the total facility gross size for every Air Force real property asset or the total DoD usage for Non-DoD RP assets. **(T-0)**

3.4. Reconciliation and Certification.

3.4.1. The Air Force will reconcile, at least annually, their real property records with all other DoD Components that occupy, operate, or maintain facilities or land for which the Air Force has real property accountability. **(T-0)**

3.4.2. The Air Force annually certifies to the DUSD (I&E) that it has reconciled real property records where it occupies, operates, or maintains the facilities or land with the DoD Components having accountability. **(T-0)**

3.5. Periodic Asset Review and Physical Inventory.

3.5.1. A review of each real property asset record, including a physical inventory of each real property asset, is required every 5 years; except, in accordance with Reference DoDI 4715.16, those real property assets designated as heritage assets, which must be reviewed and physically inventoried every 3 years. **(T-0)** At a minimum, the data specified in the Table 3.1. must be verified as being accurate in the RPI and supported by proper documentation. Proper documentation includes results of the physical inventory.

Table 3.1. Minimum Asset Information to be Validated During Physical Inventory.

General
Asset Review Date (For Physical Inspection)
Asset Review Type Code (For Physical Inspection)
What do I have?
Installation Code
RPSUID
RPUID
Facility Number
Construction Material Code
Construction Type Code
RPA Command Claimant Code
RPA Type Code
RPA Interest Type Code
RPA Total UM Quantity
RPA Total UM Code(s)
RPA Operational Status Code
RPA Placed In Service Date

RPA Predominant Current Use CATCODE Code
RPA Historic Status Code
RPA Historic Status Date
Building Module Quantity (Bedroom, Bathroom)
Grantee/Grantor
Where is it located?
Address Street Direction Code
Address Street Name
Address Street Number
Address Street Type Code
Country Code
County Code
City Code
Location Directions Text
State or Country Primary Subdivision Code
Postal Code
Geospatial Feature

3.6. Maintenance of Real Property Records.

3.6.1. The RPAO must ensure the accuracy and completeness of the real property records for all real property in accordance with DoDI 4165.70, until the Air Force has relinquished all legal interest in the real property assets. After relinquishment of the Air Force's legal interest, all RPI records for these assets and sites are archived in accordance with section 090202, chapter 9 of Volume 1 of DoD 7000.14-R and Air Force Instruction 33-360 records management manuals. **(T-0)**

3.6.2. Records and supporting documentation are maintained in accordance with AFMAN 33-363. **(T-1)**

Chapter 4

REAL PROPERTY INSTALLED EQUIPMENT (RPIE)

4.1. RPIE. Those items of government-owned or leased accessory equipment, apparatus and fixtures that is essential to the function of the facility. Excluded is organizational or collateral equipment reflected in the equipment authorization inventory data (EAID). Items that are on a Table of Allowance are not RPIE, but EAID through Base Supply.

4.2. Other Exclusions. Also excluded are other technical, medical, commissary, aircraft installed, fixed laundry and dry cleaning, MARS, cryptographic, automatic data processing, rental equipment, research and development, communications equipment.

4.3. References.

4.3.1. Reference [Attachment 2, Table A2.1](#), for examples of property that meet the definition of “RPIE.” The list is not comprehensive but examples of ‘types’ of property that meet the RPIE definition.

4.3.2. Reference [Attachment 3, Table A3.1](#), for examples of Non-RPIE items. The property listed does not meet the criteria for RPIE. The list is not all-inclusive.

4.4. Additional Considerations. Items which would normally be funded as construction (construction pads, foundations, supporting utilities, facilities, fences etc.) become RPIE regardless of initial fund source. Maintenance, repair and replacement funding of all real property is the responsibility of the BCE. **(T-1)** Modification of the real property is funded as repair or construction unless included as part of a subsequent equipment modification/replacement program (e.g. sound suppression equipment replace) done as a turn-key procurement in accordance with para 8.19, Air Force Instruction 65-601 Volume 1. **(T-1)**

4.5. Relocatable Buildings. By definition, are used to fulfill a temporary requirement (less than five years). A structure physically capable of being moved does not alone qualify it as a “relocatable building”. See AFI 32-1021, Ch. 6; AFI 32-1032, Paragraph 3.5.9., *Planning and Programming Appropriated Fund Maintenance, Repair, and Construction Projects*; and DoDI 4165.56, *Relocatable Buildings*, for further guidance, including fire, safety, and antiterrorism requirements. Current DoD and Air Force policy is to keep temporary facilities to an absolute minimum; as short-term as possible, and only in use until the permanent facility is built or no longer requires their use. **(T-0)** Relocatable buildings may be acquired as personal property (equipment) or real property. When converting equipment-procured temporary facilities to real property the BCE shall secure SAF/IEE approval. **(T-1)**

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-90, *Real Property Asset Management*, 6 August 2007

DoDI 4165.70, *Real Property Management*, 6 April 2005

DoDI 4165.14, *Real Property Inventory (RPI) and Forecasting*, 17 January 2014

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

DoDD 4165.06, *Real Property*, 13 October 2004

DoD 7000.14-R, *Department of Defense Financial Management Regulations (FMRs)*, June 2011

AFI 32-1021, *Planning and Programming Military Construction (MILCON) Projects*, 14 June 2010

AFI 32-1032, *Planning and Programming Appropriated Fund Maintenance, Repair, and Construction Projects*, 17 October 2014

DoDI 4165.56, *Relocatable Buildings*, 7 January 2013

Real Property Categorization System (RPCS), released annually by OSD.

Abbreviations and Acronyms

A&E—Architectural and Engineering Firm

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AICUZ—Air Installation Compatible Use Zone

BCE—Base Civil Engineer

BEA—Business Enterprise Architecture

CATCODE—Category Code

DAIS—Data Analytics and Integration Support

DFAS—Defense Finance Accounting Service

DGB—Domain Governance Board

DoDD—DoD Directive

DoDI—DoD Instruction

DUSD (I&E)—Deputy Under Secretary of Defense for Installations and Environment

FAC—Facility Analysis Category

FBGB—Functional Business Governance Board
FRPC—Federal Real Property Council
FSM—Facilities Sustainment Model
FUB/FB—Facility Utilization Board or Facility Board
FYDP—Future Years Defense Program
GSA—General Services Administration
AF/A4C—Director of Civil Engineers
I&E—Installations and Environment
IBE—Installed Built Equipment
IT—Information Technology
MAJCOM—Major Command
MC—Minor Construction
MCP—Military Construction Project
MFH—Military Family Housing
MILDEP—Military Department
MIPR—Military Interdepartmental Purchase Request
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MWR—Morale, Welfare and Recreation (Services)
NAF—Non-Appropriated Funds
NARA—National Archives & Records Administration
NAVFAC—Naval Facilities Command
NEPA—National Environment Protection Act
O&M—Operations and Maintenance
OASD—Office of the Assistant Secretary of Defense
PP&E—Property, Plant and Equipment
PRV—Plant Replacement Value
RP—Real Property
RPA—Real Property Asset
RPAO/RPO—Real Property Accountable Officer/Real Property Officer/Real Property Office
RPAR—Real Property Acceptance Requirement
RPAD—Real Property Assets Database

RPAO—real property accountable officer
RPCS—Real Property Categorization System
RPI—real property inventory
RPI—Real Property Inventory
RPIE—Real property installed equipment
RPIM—Real Property Information Model
RPIR—Real Property Inventory Requirements
RPUID—Real property unique identifier
RPSUID—Real property site unique identifier
RPUIR—Real Property Unique Identifier Registry
RV—Replacement Value
SAF/IE—Assistant Secretary of the Air Force (Installations and Environment)
SAF/IEE—Deputy Assistant Secretary of the Air Force (Environment, Safety and Infrastructure)
SAF/IEI—Deputy Assistant Secretary of the Air Force (Installations)
SFFAS—Statement of Federal Financial Accounting Standards
SJA—Staff Judge Advocate
SRM—Sustainment, Restoration, and Modernization
UM—Unit of Measure
USACE—United States Army Corps of Engineers
USD (AT&L)—Under Secretary of Defense for Acquisition, Technology, and Logistics
USPFO—United States Property Fiscal Officer
OMB—Office of Management and Budget
WHS—Washington Headquarters Services

Terms

Acquisition Cost—The amount, net of both trade and cash discounts, paid for the property, plus any ancillary costs.

Acquisition—The original use or control of RP or an interest in RP by purchase, condemnation, donation, exchange, leasing, or recapture.

Activation—Establishing an Air Force function at a current Air Force installation or facility or the activation of a new installation.

Air Force Real Property Interest Code—A code that indicates the degree of Air Force ownership (interest) in land or facilities.

Air Installation Compatible Use Zone (AICUZ) Easement—An estate of ownership conveying to the holder certain rights pertaining to aviation specified in an easement (e.g., the right to over fly lands, height restrictions and noise generation) for the right to control the fee owners' use of the surface, by prohibiting uses which would result in aviation safety hazards (generation of smoke or dust, bird attraction ponds, crops, or height obstructions.)

Amortization—Gradual reduction, redemption, or liquidation (paying off) of an account according to a specified schedule of times and amounts.

Annexation—A procedure by which a city, town, or village incorporates Air Force land within the corporate limits of the municipality. Procedures vary depending on state law.

Appraisal—Determining the value of an asset or liability in the market place at a particular time.

Area Amount—The capacity or size of a facility in gross measurement.

Asset—Anything having monetary value. A DoD asset is any item of economic value owned by a DoD Component or held in a fiduciary capacity under the control of a DoD Component. The item may be physical in nature (tangible) or a DoD Component may have a right to control the item (intangible). The value of a DoD asset is expressed in terms of its acquisition cost and control of the asset by particular DoD Component must be the result of a past transaction or event.

Auxiliary Installation—An installation with an aircraft-operating area that provides operational activities in support of a primary installation and depends upon a primary installation for administrative and logistical support.

Book Value—The recorded cost of a RP asset and capital improvements less its accumulated depreciation.

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 and that protects human beings and their properties from direct harsh effects of weather such as rain, wind, sun, etc.

Cadastral—A public record, survey, or map of the value, extent, and ownership of land as a basis of taxation.

Capital Improvement—Acquisition or improvement to Real Property that increases the asset's unit of measure, efficiency, or useful life regardless of financial threshold.

Capitalized Improvement—A Capital Improvement that meets the minimum financial threshold.

Capital Lease—A lease is classified as a capital lease if one of the following four criteria is met.

- (1) The lease transfers ownership of the property to the lessee by, or at, the end of the lease term;
- (2) The lease contains an option to purchase the leased property at a bargain price;
- (3) The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property; and
- (4) The present value of rental and other minimum lease payments, excluding that portion representing executory costs to be paid by the lessor, equals or exceeds 90 percent of the fair value of the leased property. All other leases are classified as operating leases.

CATCODE—The most detailed level of classification for real property. Denotes a specific real property type and function in accordance with the current version of the RPCS and each MILDEP’s specific documentation.

Civil Works—Tasks undertaken by the Directorate of Civil Works, U.S. Army Corps of Engineers that include water resource development activities including flood risk management, navigation, recreation, infrastructure and environmental stewardship and also includes emergency response.

Disposal—Any authorized method (e.g., demolition, transfer) of permanently divesting the DoD of accountability for, and control of, a real property asset of the United States.

Estimated Useful Life Adjustment Quantity—The number of years by which the life of a RP facility is extended through the completion of a capital improvement.

Estimated Useful Life—The total number of service years expected from a long-term RP facility. In other words, the amount of time that the facility is expected to be in use.

Facility Analysis Code—(FAC). A grouping of real property assets that have a common UM and equivalent cost based on the UM. Included in this equivalent cost are costs associated with real property construction, maintenance, sustainment, and repair. Within the Department, a FAC is represented by a four- digit numerical code, as found in DoDI 4165.03 and the current version of the RPCS.

Facility—A building, structure, or linear structure whose footprint extends to an imaginary line surrounding a facility at a distance of 5 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 commonly referred to as the “5-foot line.” A facility will have an RPUID received from the RPUIR and is entered into a Service RPI system as a unique real property record.

Functional Business Governance Board (FBGB)—An authoritative governance body supporting the DUSD (I&E) in carrying out the functional responsibilities and authorities assigned to the Department in accordance with Title 10, United States Code, and documented in both the Defense Installations Strategic Plan and the I&E Functional Business Strategy. This includes supporting roles and responsibilities of the USD (AT&L) at the Defense Business Council and Investment Review Board under the investment management processes established by the Deputy Chief Management Officer in accordance with section 2222 of Title 10, United States Code.

Forecast—A prediction of future real property assets, including acquisitions, transfers, and disposals, to support the DoD mission.

Facility Sustainment Model (FSM). A model used to determine funding levels for sustainment and restoration and modernization. Projects annual facility sustainment costs for the DoD facilities inventory.

FYDP—Program and financial plan for the DoD, as approved by the Secretary of Defense. The FYDP arrays cost data, manpower, and force structure over a 6-year period (force structure for an additional 3 years), portraying this data by major force program for DoD internal review for the program and budget review submission. It is also provided to the Congress in conjunction with the President’s budget.

Geospatial feature—An abstraction of a real-world phenomenon that physically places the phenomenon, via an implicit or explicit reference, to a specific location relative to the Earth. This information must be accompanied by the applicable coordinate reference system, as defined in the geospatial standards maintained by the International Organization for Standardization. Real property geospatial features are typically expressed as a point, line, or polygon. Commonly known as geographic information system data.

Geospatial location—An expression (see geospatial feature) of where a real-world phenomenon exists, relative to the Earth. All real property assets have a geospatial location; data which represent real-world phenomena are not complete without a correct expression of geospatial location.

Historic Status—The status of a facility with respect to the National Register of Historic Places.

Installed Building Equipment (IBE)—Synonymous with RPIE.

Installation—A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense, including any leased facility, which is located within any of the States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, or Guam. Such term does not include any facility used primarily for civil works, rivers and harbors projects, or flood control projects. In the case of an activity in a foreign country, an installation is any property under the operational control of the Secretary of a MILDEP or the Secretary of Defense, without regard to the duration of operational control. For real property accountability, an installation must consist of one or more real property sites.

Interest—The type and extent of ownership of property or for the use of property, including an easement to pass over an adjacent parcel, mineral rights, outright title, or a possibility of acquiring title should a specified event occur. DoD real property interest types are defined in the RPIM.

Internal control—An integral component of an organization's management that provides reasonable assurance that the following objectives are being achieved:

- Effectiveness and efficiency of operations.
- Reliability of financial reporting.
- Compliance with applicable laws and regulations.

Synonymous with management control, helps government program managers achieve desired results through effective stewardship of public resources.

International Organization for Standardization—Defined in Joint Publication 4-09

Land—A portion of the Earth's surface distinguishable by boundaries. Land must be accountable by parcel starting when the parcel was transferred into a MILDEPs' or the WHS' custody and control.

Land parcel—A real property asset identified as a specific area of land having a unique acquisition document and a legal description of its boundaries and whose perimeter is delineated by a cadastral survey, as recorded in the land records of the government entity having appropriate jurisdiction.

Linear structure—A facility whose function requires that it traverse land (e.g., runway, road, rail line, pipeline, fence, pavement, electrical distribution line) or is otherwise managed or reported by a linear UM at the CATCODE level.

Portable Structure—A building or structure (except vehicular equipment) designed to be moved intact from one location to another. Portable structures are not accounted for as RP.

Property, Plant, and Equipment (PP&E): —Tangible assets that:

- (1) have an estimated useful life of 2 or more years,
- (2) are not intended for sale in the ordinary course of business, and
- (3) have been acquired or constructed with the intention of being used, or being available for use by the DoD.

There are three PP&E categories:

- (1) General PP&E (including land acquired for or in connection with other general PP&E).
- (2) heritage assets; and
- (3) stewardship land.

General PP&E will be disclosed on the financial statements in the General PP&E account when the cost of the asset exceeds the capitalization threshold established for the DoD. General PP&E includes assets acquired through capital lease and land acquired for or in connection with other general PP&E.

Primary Installation—A self-supporting installation, with or without an aircraft operating area that has facilities for administrative and operational activities to carry out a given mission. For recording and reporting RP, this is normally the parent or host installation.

Programmed Installation—An installation for which the Air Force does not have RP jurisdiction, control, or accountability but that an Air Force organization occupies or programs for use. The Joint Chiefs of Staff assign such installations their programmed installation indicators.

Public Domain—Land originally acquired by the United States that has never left U. S. ownership. The Department of the Interior (Bureau of Land Management) administers it.

Purchase By fee simple acquisition. The Air Force has full, absolute dominion over the property to sell or dispose of at will.

Real Property—Land and improvements to land (e.g., buildings, structures, and linear structures (see facility)).

Real Property Accountable Officer (RPAO)—An individual (government employee) who, based on his or her training, knowledge, and experience in real property management, accountability, and control procedures, is appointed by proper authority to be responsible for the establishment of records and maintenance of physical accountability for the real property charged to the accountable area or installation.

Real Property Categorization System (RPCS)—A hierarchical scheme of real property types and functions that serves as the framework for identifying, categorizing, and analyzing the DoD's inventory of land and facilities around the world. An updated table of FAC and CATCODES is published at least annually.

Real Property Inventory (RPI)—A detailed record (listing, system) of real property lands, buildings, structures, and linear structures.

Real Property Installed Equipment (RPIE)—An item of equipment that is affixed and built into a facility as an integral part of that facility. To qualify as RPIE, the equipment must be necessary to make the facility complete, and if removed, would destroy or severely reduce the designed usefulness and operation of the facility. RPIE costs are included as a funded initial construction or renovation cost. RPIE may be accounted for as a real property equipment asset record, but not as a separate facility record in the real property inventory. RPIE includes such items as control systems, heating, cooling, electrical, emergency lighting, etc., and is synonymous with IBE.

Relocatable Structure— A habitable prefabricated structure that is designed and constructed to be readily moved (transportable over public roads), erected, disassembled, stored, and reused. Also included in the definition are tension fabric structures assembled from modular components and air supported domes, both of which can be easily disassembled, moved, and reused. For the purpose of this Instruction, this definition excludes mobile military equipment such as communications vans, emergency management and command post trailers. Also excluded are tents, modular sheds less than 500 square feet, temporary contractor trailers, and temporary government construction administration trailers that are located on or in the vicinity of a construction site.

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

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

Site—Physical (geographic) location that is, or was owned by, leased to, or otherwise possessed by a DoD Component on behalf of the United States. Each site (except for leased) is assigned to a single installation. A site may exist in one of three forms:

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.

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.

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

Stewardship PP&E—Property owned by the Federal Government and meeting the definition of one of the following:

Heritage Assets— property, plan, and equipment of historical, natural, cultural, educational, or artistic significance.

Stewardship Land—land other than that acquired for or in connection with general PP&E. Stewardship PP&E is expensed and has no book value. (Stewardship PP&E is presented in a stewardship statement and includes those items whose physical properties resemble general PP&E but whose value in terms of dollars:

- (1) may be indeterminate or
- (2) would have little meaning (e.g., museum collections and monuments), or whose cost cannot be allocated meaningfully to accounting periods (e.g., military

avionics and weapons systems and space exploration assets). Stewardship PP&E includes stewardship land, heritage assets, and federal mission PP&E.

Structure—A facility, other than a building or linear structure, that is constructed on or in the land.

Surplus Real Property—Real property that GSA has screened through all federal agencies and officially determined as not needed by the Federal Government.

System of Record—The current system used by civil engineering personnel to account for and manage Air Force assets. It is the original ‘book of entry’ for financial accounting in terms of original acquisition cost and cost of any major improvements over the statutory threshold under the Chief Financial Officers Act of 1990.

Temporary Construction—A facility suitable and appropriate to fill a need for a short period of time (5 years or less).

Tenant—An organization or other entity occupying Air Force RP.

Tenant Code—Used to denote an organization or tenant on the base

Transfer of Accountability—The transfer of accountability of all assigned RP from one accountable officer to another.

Transfer—Real estate action that conveys the custody and control of RP and its related RPIE from one Air Force activity to another or to another military department or federal agency.

Useful Life—See "Estimated Useful Life."

Utility—A distribution system, commodity source, or commodity collection point that provides a common service or commodity to more than one building or structure.

Withdrawn Land—Public land set aside or designated for a specific public purpose, such as a national park, wildlife refuge or national defense use. Withdrawal of public lands generally has the effect of segregating such land from lease, sale, settlement or other disposition under the public land laws. The Air Force reports all withdrawn land as a Stewardship Asset on its annual Financial Report.

Attachment 2

RPIE

RPIE Definition. RPIE is permanently attached RP generally installed as a part of a construction project, that cannot be removed from the structure without physically damaging the structure and without which the facility (structure) would be unable to operate as designed. When RPIE is changed (updated, replaced, fixed), the appropriate ACES record should be updated to reflect the new capacity and date of installation.

RPIE Sustainment. Real Property assets generate sustainment funding through models overseen by the DUSD (I&E) and in accordance with the *DODD Unified Facilities Pricing (UFC 3-701-04) Guide*. These models use the RPI to develop programmatic goals that underpin facilities' plant replacement value (PRV). A facility component must qualify as RPIE before it is considered for inclusion in the models. A tri-service facility sustainment working group reviews all requirements periodically to add cost factors of new RPIE components to the model. Unless approved for inclusion, the component will not earn sustainment funding for the equipment. Therefore, life cycle costs associated with non-RPIE components cannot be funded from these accounts. The using organization is responsible to budget and fund the acquisition, maintenance, repair, and replacement of non-RPIE items.

RPIE Maintained by Contractors. In rare instances, the activity or contractor may retain accountability (and fiscal responsibility) for installed property (i.e., an HVAC system with a 20-year service contract). AF and the requesting activity will execute a license or memorandum of understanding to the contractor to enable him or her to perform the required maintenance and have access to the equipment. The BCE will not fund maintenance of the equipment because the contractor is or has been paid and it does not generate sustainment funding otherwise.

RPIE in Foreign Countries. Title to all U.S. Government-constructed facilities plus any installed equipment in foreign countries remains U.S. Government property, unless agreements state otherwise. Record only the following in the Inventory: (a) Direct expenditures by military departments from DoD construction and capital improvements appropriations, and (b) Direct investments of U.S. dollars (NAF or donations).

Table A2.1. RPIE Property Types.

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Above Ground Fuel Storage Tanks	Only if assigned a RP facility number, are permanently identified on the base comprehensive plan, and the "intent" is to support a RP facility.	Nov 1996
Air dryers/compressors	Permanently installed for other than communication lines and essential to the operation of the facility.	various
Air handling units	The warm air and ventilating units are permanently installed and typically installed during construction.	

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Appliances	Only if installed in Military Family Housing. MFH is the only area in which appliances are essential to the function of the facility. 24/7 Operation (such as Fire Stations) where the appliances are considered RPIE.	
Automated Fuel Dispensing System	Essential to the function of the airport when fully installed and permanently integrated into the RP	Dec 1981
Auditorium curtains	Large stage curtains that are opened electrically or mechanically. Typically, these are built-in as a part of the facility. However, they are usually found in a NAF or AAFES structure. ¹	
Aircraft arresting systems	Only the pad or structure that is permanently installed; relocatable portions are EIAD ² .	Apr 2001 Oct 1971
Bowling Equipment	Permanently installed lanes, approaches and ball returns that are essential to the function of the bowling alley	Jun 1975
Cathodic protection systems	Essential to the reliability and function of the utility system.	Oct 1974
Central vacuum cleaner system	If installed at the time of building construction with all components enclosed in the structure (walls, floor, etc.). However, any piping not encased in the walls is regular equipment.	Apr 1977
Chalkboards	Only if fully integrated into the building. Portable chalkboards do not meet these criteria.	Oct 1972
Chapel equipment	Pews, altars, built-in lecterns and pulpits. Without these, the chapel would be unable to function as a chapel.	Oct 1972
Chlorinators	Typically installed during MILCON and essential to the function/health of the system.	
Comprehensive Interior Design (CID)	Structure related only.	Nov 1984
Comm. Manholes and Ducts Systems	If installed in support of communications-electronics equipment. (cables & equipment are not RPIE)	
Compressors	Only those permanently installed at time of construction and required for the essential operation of the power system for the facility...	AFI 32-1063, 3.2

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Dehumidifiers	Only those built-in, but not an integral part of an air conditioning system.	
Elevators	Elevators are RP and including auxiliary parts.	
Electronic air cleaners	Provided they are permanently attached and integrated into the facility. Removable, re-locatable equipment does not meet the criteria.	Nov 1984
Electronic baseball scoreboard	This is typically on an outside structure, unless the baseball field is an enclosed dome. Essential to the function of the property being used as a ball park. There should not be advertising on the scoreboards.	
Electric power generators	Those generators that aid in the function of RP and are permanently attached to, installed into, or built in or on government owned or leased RP.	AFI 65-601 V 1 Para 8.20
Electronic Marquee	RP will be accounted for under Air Force Category Code 690-252, Billboard	
Emergency lighting	Typically emergency lighting used in theaters in addition to the regular light distribution system.	Apr 1958
Evaporative coolers	If permanently installed only; portable window units do not meet the criteria.	
Fans	Only those permanently installed induced draft ventilating fans.	
Fire shutters	Those installed in the theater projection room. Others are not essential to the function of the building.	Apr 1958
Force Protection Equipment	Permanently installed bollards, drop-arm barriers, tire shredders, and pop-up barriers are RPIE but not alarms, cameras, radar, scanners, card readers, mobile/ repositionable tire shredders and barriers	Apr 2006
Forward fold ceiling mounted backstop	Essential for the operation of the gymnasium if permanently installed.	Oct 1977
Garbage disposal unit	Only when built into military family housing.	
Generators, electrical	Fixed, non-portable, electric power generating units, 50-60 cycles necessary to satisfy power system requirements.	Apr 1981

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Gym divider curtain	Only permanently installed dividers. Removable or portable curtains do not meet the criteria.	Oct 1977
Heat pumps	Heat pumps and other heating units permanently connected to a utility line typically meet the criteria.	
Heating/Boiler Plant	Meters, valves, controls, tanks, pumps, gauges, instruments, etc., necessary for functional operation	
Heat Distribution System	If built in and fully integrated into the facility, these meet the criteria for RPIE. This includes manholes and pump enclosures.	
Helium Control Center	Essential for operation of the function.	
Helium Control Cubicle	Essential for operation of the function.	
Helium Compressor Skid	Essential for operation of the function.	
Hydraulic Skid	If fully integrated into the structure, it meets criteria.	
Hydraulic Lifts	Fixed automotive lifts in an automotive-related facility.	
Hyperbaric chamber	This facility is RP because the only purpose of the building is to house the entire operation.	Dec 2001
Hoists	Only monorail and bridge crane hoists that are permanently attached to the building (built-in) and are NOT removed for service or repair. This includes the rolling mechanism (the lifting device).	Oct 1973
Intrusion Alarm Systems	Various types of alarm systems. i.e., burglary, alert etc. meet the criteria. Will be accountable under appropriate category code.	Mar 1964
JP-8+100 Injection Equipment	Only if it is permanently installed at a fixed fuel facility and additive storage tank is 1000 gallons or larger.	
Latrine Equipment	Lavatories, closet bowls, urinals, and other miscellaneous latrine facilities, equipment or fixtures meet the RPIE criteria.	
K-Spans	Real Property that is constructed permanently which is not relocatable, nor portable.	
Launcher Erector	Essential to the operation of the launch facility.	

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Lifeguard Stands	All lifeguard stands, (except wooden ones), exit ladders and diving board stands. These are permanently mounted and are essential in the function of the facility. Public pools cannot function without lifeguards.	
Line Isolation Monitor (LIM)	These are essential to the operation of the facility. Use is not optional.	Jan 1983
Mass Notification Systems	System is fully integrated into the fire alarm system and provides facility occupant notification. The integration makes the system essential to the operation of the facility. The integral portions of the fire alarm system, these speakers should be captured as a component of this system.	24 Sep 2014
Master Clock Systems	Essential to the operation of the facility. Typically built in during construction.	Mar 1994
Master Lock Systems	Essential to the operation of the facility and typically purchased during construction for the building.	
Medical Vacuum and Piped Gas System	Only vacuum/piped gas system outlets and associated monitoring panels meet the criteria. Portable gas and vacuum and gas equipment is not RPIE.	
Mechanized material handling systems	If the structure is: 1) permanently installed, 2) not temporary in nature, and 3) not relocatable in practice, it is real property.	Feb 2014
Microwave Ovens	Only when built-into Military Family Housing or other technical equipment (not used in the break room).	
Missile Facility	a. Power Supply and Distribution Systems b. Water Supply and Distribution Systems c. HVAC Systems	AFH 32-9007, Attachment 12
Monitoring systems	(Electrical Signal, Alarm and Call, Klaxon Alarms, Electronic Locking Devices). Only if built into facility at the time of construction.	
Oil/Water separator	Only if an integral part of the facility and system and necessary for the function of that structure.	
Pantograph fueling arms	Provided they are permanently installed as an integral part of types III and IV fueling systems.	Feb 1984

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Plants - air conditioning	Built-in air conditioning units, including cooling towers, pumps, controls, etc., air handling units, water chillers, chilled water handling units, chilled water circulating pumps, piping and valves; and all other equipment necessary for the plant functional operation.	
Playground equipment	Equipment permanently sited and installed in concrete foundations. Includes slides, swings, seesaws, and similar equipment. 3 NOTE: Playground within a Child Development Center is not RPIE. The playground equipment is considered EAID, regardless of being constructed in concrete	Nov 1964
Prefabricated partitions	Prefabricated floor to ceiling partition walls using ceiling and floor channels (tracks) such as the Hauserman Privacy Panel System. However, the attached or unattached work surfaces (tables, deck and credenzas); storage (shelves and drawers) lighting and electrical accessories are EAID.	Feb 1984
Pumping stations	Pumps, piping valves, control tanks, etc., necessary for functional operation of the equipment to which they are attached.	
Projection screens	Only those projection screens permanently installed as an integral part of the wall and/or electrically wired to circuits in the building (other than plug-in) are RPIE.	Apr 1973
Postal lock boxes	Essential in postal facilities and typically built in during the construction phase.	Apr 1971
Pull-out seating	Seating that is fastened to the wall and/or floor and cannot be typically removed and relocated with common hand tools.	Oct 1977
Range canopies	With exhaust systems are essential in kitchens in military family housing.	
Rear projection screens	Only if integrated into the building; portable screens are not RPIE.	Apr 1977
Saunas	Only those built in and integrated into the building. Portable saunas that are re-locatable are not RPIE.	1980
Scoreboards (Inside)	Only those installed with a control cable and remote control panel. Portable scoreboards do not meet the criteria.	Oct 1977

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Satellite Antenna (Single Point)	Only those placed on top of buildings with a receiver, drive control and terminator.	
Scales	Only those built-into a facility.	
Sewage/Industrial Treatment Plant	Pumps, piping valves, control tanks, etc, necessary for the functional operation of the plant.	
Small Arms Ranges	All ranges classified as RP unless it meets the definition of temporary construction.	
Spray Paint Booth	The fixed equipment that forms the booth and conforms it to Code if it is located in a single purpose corrosion control facility.	
Stadium Seats	Only if permanently affixed to the structure.	Jun 1996
Storage Plant	Cold storage equipment, such as refrigeration, compressors, pipes, valves, tanks, controls, etc., and all equipment necessary for functional operation.	
Transformers	Typically for street or other lighting, complete with switch. Part of the electrical distribution system.	Sep 1983
Telephone Poles	If AF owned, they are RPIE. Often, the local utility company has installed and owns them.	
Theatre Chairs	Only if permanently affixed to the floor by screws or bolts. Typically only located in NAF facilities.	Apr 1958
Underground Compressed Air Lines	Only those lines that support the centralized aircraft support system (890-144).	
Underground Electrical Ducts	Only ducts that support the centralized aircraft support system (812-226).	
Underground Sprinkler System	Essential if fully integrated into the facility at the time of construction with permanent controls.	Jun 1981
Utility Meters	Essential if fully integrated into the facility.	Dec 1977
Water Hydrants	Essential to the safety of the facility.	
Water Treatment Plants	Pumps, piping valves, control tanks, etc, necessary for functional operation of the treatment plant.	
Wardrobes/Lockers	Only those built-in as an integral part of the facility.	

Equipment Type	Definition and Qualification as RPIE	Decision Issued
Wall Finishings (Bumpers) (Hospital Only)	Hospital Wall Finishings (Bumpers) are considered Real Property (not RPIE or equipment). The facility requires protective wall finishings for the mission functions performed for the primary facility use. This determination covers all protective wall finishings within facilities covered by UFC 4-510-01, Military Medical Facilities.	2 Dec 2014
Walk-in Refrigerators	Only those built-in, complete with operating unit, typically at time of construction.	
Window Air Conditioners	If not funded with 3400 O&M funds, units must be transferred to CE on a DD Form 1354, before being considered RPIE.	

1. The Air Force has some qualifications for maintaining or improving buildings constructed with other than appropriated funding. A building of this type is typically NAF and typically not eligible for appropriated fund maintenance.
2. The cables and other equipment are only essential for some aircraft types, and therefore not essential to the function of the runway.
3. These may be provided with MWR funds that might constrain spending of appropriated funds for maintenance and repair. Playground within a Child Development Center is not RPIE. The playground equipment is considered EAID.

Real Property Similar Equipment (RPSE) – Equipment that can be repaired by the BCE if resources are available and owning unit reimburses costs.

Attachment 3

NON-RPIE

Non-RPIE. Property or equipment that is easily removed without physical damage to the facility (or not essential to its function) is not classified as RPIE and is not capitalized and recorded in the RPI; i.e., automatic teller machines, automatic fryers, trademarked signage, etc. When moving non-RPIE, the “owner” must restore the public structure or land to which the equipment was affixed to its original existing condition at installation. Exceptions are central plants that provide general heating, air conditioning, dehumidification, and similar services for a facility through a system of connecting ducts or distribution lines. Title for such plants, when installed, must be transferred to, and remain with, the government. Deduct the cost of all non-RPIE equipment from the DD Form 1354 or BCE work order when capitalizing costs in RP records.

Table A3.1. Non-RPIE Property Types.

Equipment Type	Qualification for Decision as Non-RPIE	Decision Issued
Above Ground Fuel Storage Tanks	If the “intent” is for these tanks to be mobile and re-locatable, they are EAID.	
Aircraft arresting systems AFI 65-601 Volume 1 paragraph 8.20.8	The cable and other equipment are not essential for the operation of the airfield and can be relocated.	Oct 71; Apr 01
Aircraft sun shades	Temporary structures, even though bolted down and serviced with utilities. Not essential for operation of the airfield.	Jun & Nov 02
Airfield lighting computer used to control and monitor the airfield lighting system.	The computer is not communication equipment, so is not RPIE. It can be relocated and replaced.	
Air dryers/compressors for other than communication lines	Not essential to the function of any other facilities/lines than communication (which are RPIE).	Dec 2001
Appliances	Refrigerators, washers, dryers, etc. for VOQs and BOQs are EIAD.	
Auto-center air compressor/distribution system	Compressed air is not a utility; and system is not essential to the function of the facility.	Apr 2001
Bicycle storage lockers	These are EIAD, not essential, and typically re-locatable.	Apr 1996
Biometric System/Card Reader	Not essential to function of a facility	Apr 2004
Bowling pin spotters.	These are not essential to function of the bowling alley.	Jun 1977

Equipment Type	Qualification for Decision as Non-RPIE	Decision Issued
Chemical/Biological/Radiological (CBR) filters	These are not RPIE because they are expendable, replaceable and are not there in support of CE equipment.	Apr 1983
Chapel organs (Only the Academy Organ is RPIE)	Not essential to the operation of the facility, typically can be relocated.	Aug 2001
Chemical fume scrubber system and associated filter pads	These are not essential to the function, typically optional, and filter pads are expendable.	Aug 1981
Civil defense sirens	The alert can be sounded in a number of ways, so the siren is not essential to the function of the base.	
Compressed air system and water cooling/recycling system	Typically not essential to the operation of the facility.	May 1976
Compressed natural gas dispensing systems	Supporting facilities (paving, utilities shelters) are RPM minor construction. CNG equipment is non-RP equipment. Typically skid-mounted.	Feb 1996
Composters	These are generally equipment in food areas. Even though built into the facility, they are not essential to the operation of the building.	Apr 2001
Centralized aircraft support system (CASS)	This is collateral equipment and designated as EAID. ¹	Sep 1983
Curtain - air device	An air curtain is one method to provide a barrier to the weather. It is optional and not essential to the operation of the facility.	Feb 1977
Digital Airport Surveillance Radars (DASR)	Frequency converter is not required for the function of the facility and should be purchased with equipment. The Frequency converter solely supports the DASR and not the facility thus is non-RPIE. This type of equipment does not earn sustainment, restoration, and modernization (SRM) funding.	28 Sep 2014
Document disintegration system	Even if built in, the equipment isn't essential to the operation of the building.	Oct 1975
Dive Tanks	Not essential to the operation of the facility	

Equipment Type	Qualification for Decision as Non-RPIE	Decision Issued
Emergency power systems (EPS)	This enhancement is a back-up to the base electrical system and not essential to the functioning of the facility in typical time periods.	Jul 1980
Environmental systems which perform functions similar to flight simulator	The system is not essential to the operation of the facility.	
Environmental Vapor Barriers	Not essential to the operations of the facility.	
Floating marina type facilities held in place by chains or pilings on piers	These are moveable facilities and neither RPIE nor RP.	Dec 1982
Hush-houses AFI 65-601 Volume 1 paragraph 8.20.8.4.	This is equipment	
Heavyweight bag	This is recreational or fitness equipment that is not essential to the operation of the facility.	Apr 2001
HEMP/TEMPEST shielding equipment	This equipment is used for protection of other equipment and not essential to the operation of the facility.	
Horizontal Bar with floor plates	This is recreational or fitness equipment that is not essential to the operation of the facility.	Oct 1977
Ice making machines	Appliances other than in military family housing are EIAD.	
Intercom Equipment	Although built in, this equipment is not essential to the operation of the building.	
Joint Services Interior Intrusion Detection Systems (JSIIDS)	Moveable	Dec 1978
Line isolation monitors (Medical)	These are medical equipment and not essential to the function of the building.	
Lockers - metal	These are typically re-locatable.	Apr 1980
Maintenance hangar compressors	These are not essential to the function of the building.	Apr 2001
Metal structure towers (USAFE) that support a nationwide communication system & can't be moved without affecting the others	These are RP not RPIE and the equipment hung on the towers is not RPIE, either.	Jul 2001

Equipment Type	Qualification for Decision as Non-RPIE	Decision Issued
Mezzanine, modular	These are re-locatable and not typically built in.	May 1982
Noise (Sound) suppressors system	These are not essential to the function of the building. ³	Nov 1995
Nurse call stations	These are not essential to the function of the building.	
Parking Guidance System	Not essential to the function of the facility. System keeps track of the available number of parking spaces on LED signage at the garage entrance.	Apr 2014
Prewired workstations	These are not essential to the function of the building.	Nov 1995
Power Conditioning Continuation Interfacing Equipment (PCCIE)	These are not essential to the function of the building and should be purchased with equipment funds.	Nov 1995
Public Address Equipment	These are not essential to the function of the building.	
Portable re-locatable or removable hoists	These are portable and do not meet the criteria for RPIE.	Oct 1973
Portable buildings (also known as re-locatable and temporary facilities)	These are portable and do not meet the criteria for RPIE. ⁴ These facilities are purchased or leased as equipment and remain within the control of the user.	
Portable air conditioners	If strictly portable and easily relocated.	
Portable water chillers	These are portable and not essential to the function of the building.	
Projection Screens that are attached to the ceiling by screws	These are not 'built in' and can be relocated with common tools.	Apr 1983
Raised Flooring	Not essential to the function of the building.	
Runway Ice Detection Systems (RIDS)	These are not essential to the function of the building.	Aug 1989
Satellite Cable Television antennas	These are not essential to the function of the building.	
Sawdust collector	Shop equipment that is not essential to the function of the building.	Mar 1990

Equipment Type	Qualification for Decision as Non-RPIE	Decision Issued
Sound control rooms that can be dismantled and reassembled with common hand tools	Portable and not essential to the function of building.	Aug 1981
Speed bag	Recreational equipment. Not essential to the function of the building.	Oct 77
Steam tables	Kitchen/dining room equipment. These are EIAD.	
Stationary acetylene generators	Portable. Not essential to the function of the facility.	Aug 1981
Systems furniture	By definition, removable and not essential to the function of the building.	
Stress Tension Structures		
Swimming Pool Slides	By definition, removable and not essential to the function of the pool.	Dec 2003
Traverse drapery rods	Moveable and not essential to the function of the facility.	May 1978
Venetian blinds	Moveable and not essential to the function of the building.	Jul 2001
Volleyball poles with floor plates	Recreational equipment. Not essential to the function of the building.	Oct 1977
Walk-in coolers - if free standing	Not built in or an essential part of the facility.	
Window shades	Not essential to the functioning of the building.	
WISS camera tower	Recast, so moveable	Jul 2001
Weight chest pulleys	Recreational equipment. Not essential to the function of the building.	Oct 1977

Items which would normally be funded as construction and accounted for as RPIIE (construction pads, foundations, supporting utilities, facilities, fences etc.) become RPIE regardless of initial fund source.

Maintenance, repair and replacement funding of all real property is the responsibility of the BCE. Modification of the real property is funded as construction unless included as part of a subsequent equipment modification/replacement program (e.g. sound suppression equipment replace) done as a turn-key procurement in accordance with para 8.19, AFI 65-601 Vol 1.

4. The temporary facility-use (re-locatable) authority was a concession from Congress to provide DoD a way to satisfy (for very short periods with unsubstantial buildings) requirements that were so urgent they could not wait for normal processes to obtain construction. Over time, temporary structures were erected that were more like permanent facilities than austere, relocatable structures. Current DoD and AF policy is to keep temporary facilities to an absolute minimum;

as short-term as possible, and only in use until the permanent facility is built or the mission no longer requires their use. See AFI 32-1021 Chapter 6.

Attachment 4

REAL PROPERTY ACCOUNTABLE OFFICER DESIGNATION AND SUPPORTING DOCUMENTATION

APPOINTMENT OF REAL PROPERTY ACCOUNTABLE OFFICER (RPAO)

G-Series Special Order
SPECIAL ORDER _____

I hereby appoint_ (name, grade/rank organization) as the Real Property Accountable Officer for this Installation/site (___ __ __) and all sites on the attached list), effective _____.

Authority: AFI 32-9005, *Real Property Accounting and Reporting*.

Signed _____ Date _____

Installation Commander

TRANSFER OF ACCOUNTABILITY CERTIFICATE

I certify that the accountable data shown on the RP accountable record, installation/site code ___ __ ___ (and those on the attached list) are true and correct to the best of my knowledge and belief and agree with a mutually acceptable inventory conducted by my successor and me before this transfer of accountability. The property has been transferred this date to my successor (name, and grade/rank) as certified below.

Signed _____
 Title (relinquishing the duties) Date

I certify that I have this date received from my predecessor (name and grade/rank) all documentation pertaining to the RP accountable record, installation/site code ___ __ ___ (and those on the attached list) as shown by the last audit of the account and a mutually acceptable inventory taken by my predecessor and me, and I have this date assumed accountability for the property.

Signed _____
 Title (assuming the duties) Date

**ACCOUNTABILITY FOR BRAC HOST BASE
MEMORANDUM FOR THE RECORD**

Subject: Real Property Procedures and Responsibilities for AFB,

We, the undersigned, agree and understand the following RP procedures and responsibilities will be used between the AFB, Real Property Accountable Officer and the AFCEC site manager for _____ (OL-). These RP procedures and responsibilities are effective on the date the AFB RP records officially become a detached installation/site of (accountable installation).