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SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 32-9004

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Civil Engineering

DISPOSAL OF REAL PROPERTY



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This instruction implements Air Force Policy Directive (AFPD) 32-90, Real Property Asset Management; Department of Defense Directive (DoDD) 4165.06, Real Property; Department of Defense Directive (DoDI) 1225.08, Reserve Component Facilities Programs and Unit Stationing, Department of Defense Instruction (DoDI) 4165.69, Realignment of DoD Sites Overseas; Department of Defense Instruction (DoDI) 4165.70 Real Property Management; and Department of Defense Instruction (DoDI) 4165.72, Real Property Disposal. This instruction guides installation commanders and major commands on disposing of Air Force real property that is excess to Air Force mission requirements. This Instruction applies to all Air Force including the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Do not apply this instruction to industrial facilities, storage contracts, contractor-owned garages for maintaining Government vehicles or Base Closure and Realignment property. This publication may be supplemented at any level, but all direct Supplements must be routed to the Office of Primary Responsibility of this publication for coordination prior to certification and approval. The authorities to waive requesting wing/unit/direct reporting unit/field operating agency level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Air Force Instruction 33-360, Publications and Forms Management, Table 1.1 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 Office of Primary Responsibility for non-tiered compliance items. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, Recommendation for Change of Publication; route

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SUMMARY OF CHANGES

This document is substantially revised from the original instruction and must be completely reviewed. This revision updates and replaces Air Force Instruction 32-9004, Disposal of Real Property, 21 July 1994, Incorporating Change 1, 3 May 2007, in its entirety and Air Force Handbook 32-9007, Managing Air Force Real Property, Chapter 4 in its entirety. This rewrite updates office symbols; disposal procedures and approval processes; clarifies roles and responsibilities; and adds tier waiver authority.

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Chapter 1

REAL PROPERTY DISPOSAL

1.1. Overview/Background. Real property should be declared excess to the Air Force and disposed of when the real property is no longer required to support current or projected missions. Do not commit the Air Force to transfers of real property or real property interests outside the government. **(T-0).**

1.1.1. Accountability and Care of Excess Real Property. The Air Force must retain accountability and protect excess property from condition degradation, vandalism and theft until the disposal has been completed at all levels. Installations are authorized to reduce maintenance service levels commensurate with the proposed disposition as long as safety and security risks are properly managed.

1.2. Categories. There are five categories of disposal actions associated with real property:

1.2.1. Temporary Interests. Interests less than fee ownership with a short term.

1.2.2. Facility Disposal. Disposal of a facility without disposing of the underlying land.

1.2.3. Land or Land Interests. Disposal of land or land interests with or without facilities.

1.2.4. Unique Disposals:

1.2.4.1. Real Property Installed Equipment.

1.2.4.2. Mineral Rights.

1.2.4.3. Withdrawn Land.

1.2.4.4. Land with Timber Rights.

1.2.5. Disposal In Foreign Countries and Territories of the United States.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE). SAF/IE has overall responsibility for installations strategy and strategic basing processes; built and natural infrastructure; facility, process and operational energy; environment, safety and occupational health; and to ensure the sustainability and operational readiness of the Department of the Air Force. SAF/IE provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets to ensure the sustainment and protection of the mission from degradation and encroachment. Reference Headquarters Air Force Mission Directive 1-18, *Assistant Secretary of the Air Force (Installations, Environment and Energy)*.

2.2. Deputy Assistant Secretary of the Air Force, Environment, Safety, and Infrastructure (SAF/IEE). Has primary responsibility for the functions related to programming, utilization, maintenance, repair and operations of installations, facilities and utilities (to include military construction and utility privatization; and installation sustainability, security, and operability. The SAF/IE re-delegated authorities to the SAF/IEE are conditioned on the SAF/IEE coordinating with the SAF/IEI where an action relates to subject matter under the purview of the SAF/IEI herein (e.g., force structure, encroachment, basing actions, real property transactions, community partnership programs). Reference Headquarters Air Force Mission Directive 1-18, *Assistant Secretary of the Air Force (Installations, Environment and Energy)*.

2.3. Deputy Assistant Secretary of the Air Force, Installations (SAF/IEI). Has primary responsibility for long-term strategic planning regarding the future of Air Force installations, including without limitation, planning; decisions on base realignment and closure (base realignment and closure or similar) including force structure basing changes; overall installations strategy; the Air Force military housing strategy, the Air Force Environmental Impact Analysis Process; the Air Force Strategic Basing process; and broadly addressing community interface matters and programs to include, for example, the community partnership program, compatible land use planning and economic adjustment, community planning and impact assistance, multiple military service operations and joint land use, public/private partnerships for installation support, the Readiness and Environmental Protection Integration program, joint military-civil airfield usage, changes in legislative jurisdiction of Air Force real property, annexation of installations by local governments, and encroachment management. The SAF/IEI is responsible for all real property transactional activity, including without limitation acquisition (to include withdrawal of public lands), allowing temporary use, and disposal of Air Force real property, privatization of multi-family housing or similar initiatives but excluding real property transactions that are part of a utility privatization transaction. SAF/IE has re-delegated certain real property authorities to the SAF/IEI as related to the above matters. Reference Headquarters Air Force Mission Directive 1-18, *Assistant Secretary of the Air Force (Installations, Environment and Energy)*.

2.3.1. Declares Air Force real property excess to Department of Defense requirements by approving Declarations of Excess (DE).

2.3.2. Provides congressional notification.

2.3.3. Approves retaining property previously declared excess to GSA but still in Government possession and required for the Air Force mission.

2.3.4. Approves transfers to other federal agencies (signs Department of Defense Form 1354, *Transfer and Acceptance of Military Real Property*).

2.4. Air Force General Counsel for Installations, Energy and Environment Law (SAF/GCN). Provides legal counsel for real property disposals.

2.5. Air Force Director of Civil Engineers (AF/A4C). Establishes procedures, controls, and reporting for real property accountability (Integrated Data Call, Office of the Secretary of Defense Facility Sustainment Model, Plant Replacement Value, etc.)

2.6. Air Force Installation and Mission Support Center (AFIMSC). Intermediate level headquarters responsible for resource advocacy for Air Force real property accountability and reporting, acquisition, and divestiture activities.

2.7. Air Force Civil Engineer Center Installations Directorate (AFCEC/CI). Processes final real estate declarations of excess for approval.

2.7.1. Declares Air Force real property excess to Department of Defense requirements within delegated authority.

2.7.2. Staffs Congressional Notification, Notice of Intent to Relinquish and DE for the SAF/IEI approval.

2.7.3. Signs Standard Form 118, *Report of Excess Real Property* prior to forwarding DE package to GSA.

2.7.4. Approves Air Force Form 300, *Facility Disposal* for buildings destroyed by fire.

2.8. Air Force Civil Engineer Center/Real Property Management Division (AFCEC/CIT). Provides guidance to major commands and installations relating to real property disposals. Processes all final actions for approval at delegated authority or higher headquarters authority.

2.8.1. Air Force Civil Engineer Center/Facility Engineering Directorate Europe (AFCEC/CFEE) is the primary point of contact for all Air Force real estate actions in foreign countries within United States Air Forces in Europe and Air Forces in Africa.

2.8.2. Air Force Civil Engineer Center/Facility Engineering Directorate Pacific (AFCEC/CFPE) is the primary point of contact for all Air Force real estate actions in foreign countries within Pacific Air Forces, Alaska and Hawaii.

2.9. Major Command Civil Engineer. Provides mission compatibility and/or operational endorsement of any proposed real estate disposal that exceeds base level authority.

2.9.1. Reserve Component. Provides direct guidance and endorsement to Reserve installations relating to real estate disposals.

2.9.2. National Guard Bureau for Air National Guard. National Guard Bureau (NGB) assumes the Headquarters and the major command roles for Air National Guard installations. National Guard Bureau's Directorate of Logistics and Installations advises the SAF/IE, SAF/IEE, SAF/IEI and Air Force Director of Civil Engineers on environmental; real property and facility disposals; procedures, controls and reporting.

2.9.2.1. United States Property and Fiscal Officer (USPFO) for Air National Guard. Provides concurrence on federal property disposals for Air National Guard.

2.10. Installation Commander. Disposes excess Air Force real property consisting only of buildings, structures or improvements with an estimated value equal to or less than delegated authority from AFCEC/CI. Installation Command must adhere to all limitations specified in delegation of authority to execute disposal. Approves Air Force Form 300, within delegated authority. Recommends proposed DE for submission that require higher headquarters approval.

2.11. Base Civil Engineer (BCE). Reviews all proposed disposals and recommends to the Installation Commander or higher headquarters for disposal approval. Responsible for Installation real property asset management to include mandated compliance with Department of Defense and Congressional requirements as stated in this Air Force Instruction or as subsequently added to or amended by the same.

2.12. Installation Real Property Office. Ensures proper preparation and accountability of all disposal actions in accordance with this Instruction and Air Force Instruction 32-9005, *Real Property Accountability and Reporting*. Coordinates actions with appropriate stakeholders, major command, and other installation offices as necessary and processes those real property actions through to completion. Maintains the official file for all disposal actions to include all executed agreements and all supporting documentation.

2.13. United States Army Corps of Engineers (USACE). Serves as custodian of Air Force real property records in accordance with Air Force Joint Instruction 32-9006, *Army and Air Force Basic Real Estate Agreements*. A copy of all final documentation must be provided to United States Army Corps of Engineers in the continental United States. They also provide support services as needed and may serve as real estate agent for Air Force disposals.

2.14. General Services Administration (GSA). Is the disposal agent for all Government real property in the continental United States. If another federal agency requests the property during the Government screening process, GSA completes a General Services Administration Form 1334, *Request for Transfer of Excess Real and Related Personal Property*. If no interest is expressed, GSA declares the property surplus to Government need and disposes of the property.

2.15. Facilities Board. All proposed disposals of real property or real property interests must be approved by the Facilities Board. Reference: Air Force Instruction 32-10142, *Facilities Board*.

2.16. Environmental Requirements. The real property office initiates the Air Force Form 813, *Request for Environmental Impact Analysis* and coordinates with the appropriate office to ensure that an Environmental Baseline Survey closeout is prepared for all property disposals to comply with the environmental requirements. Reference: Air Force Instruction 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*.

2.17. Accountability and Care of Excess Real Property. The installation retains accountability and care of excess property and/or facilities scheduled for demolition until the disposal or demolition has been finalized and official documentation is received.

2.18. Screening for other Government Use . Federal screening occurs at many levels; therefore, the installation shall prepare a Department of Defense Form 1354 for every disposal action.

2.18.1. The installation real property office screens for other military use within a 50-mile radius.

2.18.2. AFCEC/CIT screens the property within all Department of Defense organizations.

2.18.3. GSA screens throughout Department of Defense and other Federal agencies.

2.19. Congressional Notification. Disposal actions are subject to congressional notification if the disposal exceeds thresholds identified in Title 10 United States Code Section 2662 (10 United States Code § 2662, *Real Property Transactions: Reports to Congressional Committees*). **(T-0)**.

2.20. McKinney-Vento Homeless Assistance Act (McKinney Act). Applies to Federal real property designated as unutilized, underutilized, or excess for use to assist homeless persons in accordance with 42 United States Code § 11411, *Use of Unutilized and Underutilized Public Buildings and Real Property to Assist the Homeless*, and Attachment 3. The United States Department of Housing and Urban Development establishes, oversees, and guides all federal agencies on the procedures required per the McKinney Act. **(T-0)**. NOTE: McKinney Act does not apply in foreign nations.

2.20.1. The McKinney Act does not apply to the following properties:

2.20.1.1. Machinery and equipment.

2.20.1.2. Interest in mineral rights and air space.

2.20.1.3. Easements.

2.20.1.4. Property interest subject to reversion.

2.20.1.5. Title not held by a federal landowner.

2.21. Major Command Endorsement. The installation real property office shall ensure coordination with the appropriate major command office for operational and/or mission impact of the proposed disposal.

2.21.1. Ensure sufficient documentation is provided to the major command functional office to evaluate operational/mission impacts. As a minimum, provide proposed use, term, and location maps/drawings.

2.21.2. Retain the endorsement in the disposal file and provide a copy with the final request package.

2.22. Order of Preference. The following is the order of preference for disposing of Air Force real property to others:

2.22.1. Department of Defense components.

2.22.2. Other Federal agencies providing Installation services, such as the United States Postal Service or Federal Aviation Administration.

2.22.3. Other Federal departments, agencies, or activities.

2.22.4. State and local government agencies.

2.22.5. Non-federal entities to include private organizations or individuals.

2.23. Processing Requests. Processes and required documentation for requests above Installation level are provided in the Real Estate Transaction Playbook located on the Civil

Engineer Portal of the Air Force Portal:

<https://cs2.eis.af.mil/sites/10041/CEPlaybooks/RET/Narrative%20Documents/RET%20Playbook%20V2o2.pdf#search=RET%20Playbook> . See Table 2.1.

Table 2.1. Requirements for Disposals.

	Facilities Board Approval	Air Force Form 813	Air Force Form 300	DoD 50-mile radius	McKinney Act	Major Command Endorsement	DE *	Termination Notice
License	X	X				X ^{1,3}		X
Permit	X	X				X ³		X
Term Easement	X	X				X ³		X
Lease <9 months	X	X		X	X	X ^{1,3}		X
General Services Administration Lease	X					X ³		X
Land (fee) with or without facilities	X	X	X	X	X	X ³	X	
Lease >9 months*	X	X		X	X	X ³	X	X
Perpetual Easement	X	X				X ³		
Facilities only	X	X	X	X	X	X ^{1,3}		
Readiness and Environmental Protection Integration	X							
Minerals	X					X ³		
Returning Withdrawn Land	X	X				X ³		

	Facilities Board Approval	Air Force Form 813	Air Force Form 300	Department of Defense 50-mile radius	McKinney Act	Major Command Endorsement	DE *	Termination Notice
Transferring to Another Federal Agency	X	X	X ²			X ³	X	
¹ Not required if Installation has approval authority.								
² Only if the Real Property to be transferred is facilities only.								
³ For mission and planning purposes only.								
*Continental United States only.								

Chapter 3

TEMPORARY INTERESTS

3.1. Definition. Any interest held by the Air Force with a definite term is considered a temporary interest. It may expire by its own terms or may be terminated in accordance with the provisions within the real estate agreement.

3.1.1. Types of temporary interests:

3.1.1.1. License: Non-exclusive interest, usually for a term of 5 years or less.

3.1.1.2. Permit: Non-exclusive or exclusive interest granted from another Department of Defense component or federal agency.

3.1.1.3. Easement: Easements with a definite or limited term.

3.1.1.4. Lease: A leasehold from a landowner.

3.1.1.5. GSA-leased space.

3.2. Screening. Screen leased property no longer needed by the Air Force for other federal use if:

3.2.1. Transfer is allowed by the real estate instrument (grant is to the United States or otherwise allowed).

3.2.2. More than nine (9) months of beneficial occupancy remains on the leasehold.

3.3. Transfer.

3.3.1. If no interest is expressed during screening, the Installation may proceed with disposal.

3.3.2. If another Department of Defense element requests the property, complete the Department of Defense Form 1354 and submit with Transfer Agreement to document the transfer of real property. Submit the Department of Defense Form 1354 through AFCEC/CIT for the SAF/IEI approval.

3.4. Restoration.

3.4.1. Follow any reasonable restoration requirements of the agreement.

3.4.2. If restoration is not required by the real estate agreement or not feasible, ensure that the Air Force returns real property in good order and condition as agreed by both parties, reasonable wear and tear excepted.

3.5. Congressional Notification. Congressional notification is required to terminate a permit or a license acquired from another federal agency where substantial investment has been made by the Air Force. **(T-0)**. Reference: 10 United States Code § 2662(a)(1)(F).

3.6. Termination/Disposal.

3.6.1. Review the interest agreement to ensure all termination responsibilities have been met (notice of intent to terminate, restoration, etc.).

3.6.2. If the agreement expires by its own terms, prepare a written notice of termination to the grantor to report all obligations required by the agreement have been met. When appropriate,

obtain grantor release of any further restoration requirement or other obligations in writing through a notice of termination signed by both parties.

3.6.3. Early terminations will be fully justified and approved at the current level of delegated authority for acquiring the property. **(T-3)**.

Chapter 4

FACILITY DISPOSAL

4.1. Criteria for Disposing of Buildings on Non-excess Land. Installations may dispose of (demolish) any unneeded or deteriorated building on non-excess land if such buildings meet one or more of the following conditions:

- 4.1.1. Deterioration beyond the point of economical repair.
- 4.1.2. Interference with a site approved for construction.
- 4.1.3. Determined dangerous to the health and safety, likely to damage adjoining structures, or creates a nuisance.
- 4.1.4. Requires more than normal maintenance and its disposal will not create a deficiency.
- 4.1.5. Design is obsolete and it cannot be reasonably altered or economically used.

4.2. Family Housing. All Family Housing facilities will be disposed of in accordance with Air Force Instruction 32-6001, *Family Housing Management*.

4.3. McKinney Act. The real property office will report the facility for McKinney Act screening (refer to paragraph 2.20. of this Air Force Instruction). **(T-0)**.

4.4. Air Force Form 813. The real property office will submit Air Force Form 813 to the Environmental office (refer to paragraph 2.16. of this Air Force Instruction).

4.5. Air Force Form 300. The real property office will also submit Air Form 300 to the Environmental office to certify that all environmental requirements have been cleared. After the Air Force Form 300 has been approved, do not remove any real property installed equipment from the facility. See Attachment 4 for Air Form 300 instructions.

4.6. Department of Defense Form 1354. A Department of Defense Form 1354 is required to transfer the facility off the inventory record. Reference: Air Force Instruction 32-9005 and Uniform Code 1-300-08, *Criteria for Transfer and Acceptance of Department of Defense Real Property*.

4.7. Facilities Board Approval. The real property office ensures facilities board approval for disposal of buildings or other improvements on non-excess land that meet the criteria of paragraph 4.1. **(T-1)**.

4.8. Military Construction Program . A military construction program project can include authorization to construct a replacement building for a substandard building. Identification of that substandard building on a Department of Defense Form 1391, *FY__ Military Construction Program* to Congress commits the Air Force to dispose of that substandard building. Such buildings are identified as disposal commitments. Annotate the Air Force Form 300 with the project number.

- 4.8.1. If the Air Force subsequently needs to retain a committed facility, the base civil engineer may request a waiver, through the military construction program project initiator, for retention or substitution of another facility. The real property office will continue to monitor the disposal of buildings committed to Congress.

4.9. Screening for Other Government Use. Do not screen property if removal from the land is physically impractical:

- 4.9.1. The installation shall screen property with other Department of Defense elements within a 50-mile radius.
- 4.9.2. If no interest is expressed, the installation may proceed with disposal.
- 4.9.3. If another Department of Defense element requests the property, complete and submit Department of Defense Form 1354 through AFCEC/CIT for appropriate approval determination.
- 4.9.4. Screening for Air National Guard installations on leased land is subject to the provisions of the lease.

4.10. Special Processing of Air Force Form 300. Regardless of fair market value and if not an approved military construction program project, disposal of the following facility categories will continue to be submitted on Air Force Form 300 through the appropriate installation and headquarters offices as follows:

- 4.10.1. Chapel Facilities: To the Chief of Chaplains. **(T-1).**
- 4.10.2. Munitions storage and handling facilities. On property exceeding 40,000 square feet, to the Deputy Chief of Staff for Logistics. **(T-1).**
- 4.10.3. Hazardous waste storage, treatment, or disposal facilities: Through Air Force Civil Engineer Center Environmental Directorate (AFCEC/CZ) to the Air Staff Environmental Branch. **(T-1).**
- 4.10.4. Buildings destroyed by fire: To the AFCEC/CI. **(T-1).**
 - 4.10.4.1. In United States Air Forces in Europe: To the AFCEC/CFEE. **(T-1).**
 - 4.10.4.2. In Pacific Air Force: To the AFCEC/CFPE. **(T-1).**

4.11. Donation. When excess facilities and/or improvements on non-excess land have no federal interest, an estimated value less than or equal to \$50K, or the estimated cost of its continued maintenance exceeds any estimated proceeds from its sale, they can be donated to a public body. Reference: 41 Code of Federal Regulations 102-75 Subpart E, *Abandonment, Destruction, or Donation to Public Bodies.*

- 4.11.1. Public body means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, or any political subdivision, agency or instrumentality of the foregoing. Reference: 41 Code of Federal Regulations 102-71.20, *What definitions apply to GSA's real property policies?*
- 4.11.2. Any public body receiving donated improvements on land or related personal property must pay the disposal costs associated with the donation, such as dismantling, removal, and the cleaning up of the premises. Reference: 41 Code of Federal Regulations 102-75 Subpart E.

4.12. Abandonment In-Place on Non-excess Land. Buildings and above-ground structures located on non-excess land are not abandoned in place. Reference: 41 Code of Federal Regulations 102-75 Subpart E.

4.12.1. Facilities such as underground or above-ground utility lines, fuel tanks, roads, sidewalks, and vehicle parking areas, can be left in place in lieu of demolition and/or removal only if they meet these requirements:

4.12.1.1. The facility will be rendered unusable by new construction.

4.12.1.2. Cost of removal would exceed any salvage value.

4.12.1.3. The facility has deteriorated and cannot be repaired, rehabilitated, or removed at reasonable expense.

4.12.1.4. It does not pose or create a hazard to health or safety in accordance with existing state and local environmental laws.

4.12.1.5. It is located under or in such close proximity to existing structures that damage to the structure could occur.

4.12.2. All facilities must be in compliance with federal, state and local requirements. **(T-0)**.

4.12.3. All facilities must meet the requirements in Air Force Instruction 32-7044, *Storage Tank Environmental Compliance* and Air Force Instruction 32-7062, *Comprehensive Planning*. **(T-1)**.

4.12.4. If feasible, mark the location and description of all of facilities abandoned in place on the installation's Geospatial Mapping. Reference: Air Force Instruction 32-10112, *Installation Geospatial Information and Services (Installation GI&S)*

4.12.5. All facilities abandoned in place must be retained and coded accordingly in the Accountable Property System of Record. **(T-2)**.

4.13. Disposing of Property by Sale or Salvage.

4.13.1. The base civil engineer determines facility values. Sale and salvage values determined must be documented on the Air Force Form 300. The estimated value may be reduced by the cost required to restore land. **(T-2)**.

4.13.1.1. An excess facility with an estimated value less than \$50K will be submitted to United States Army Corp of Engineers for sale or salvage; an estimated value exceeding \$50K, to GSA for sale or salvage. **(T-0)**.

4.13.1.2. Facilities exceeding \$50K must be sent to the AFCEC/CIT for GSA submittal. **(T-1)**.

4.13.2. Sites that require extensive restoration, such as removal of slabs, piers, reseeding, or leveling, the base civil engineer may have work accomplished in-house or by separate contract. The extensive restoration does not have to be included as part of the disposal-by-sale contract.

CHAPTER 5

LAND OR LAND INTERESTS, WITH OR WITHOUT IMPROVEMENTS

5.1. Definitions.

5.1.1. Land. Fee simple acreage with or without improvements.

5.1.2. Land Interests. Perpetual term easements.

5.1.2.1. Perpetual easements run with the land and do not necessarily need to be disposed with the land (e.g., line-of-sight easements across farm land, utility easements, etc.). Disposal will be at the discretion of the Air Force or as negotiated with the recipient of the property.

5.2. Screening.

5.2.1. Screen property pursuant to the McKinney Act.

5.2.2. Screen property with Department of Defense installations within a 50-mile radius of the installation for possible use.

5.3. Transfer to another Department of Defense Installation.

5.3.1. If another Department of Defense installation expresses an interest in the property, the property will be conveyed through a Department of Defense Form 1354 and Transfer Agreement. Submit Department of Defense Form 1354 through AFCEC/CIT for the SAF/IEI approval.

5.4. Declaration of Excess (DE). If the screening process produces no interest in the property being disposed, prepare a DE request package and send to AFCEC/CIT. See Attachment 2 for specific requirements.

5.5. Family Housing. Housing will be disposed of in accordance with Air Force Instruction 32-6001. Family housing located on land to be declared excess may not be demolished or otherwise disposed of separately from the land. **(T-1).**

5.6. Continued Responsibilities. Installations will maintain accountability, maintain and protect property, and escort potential recipients until the disposal is complete. Disposal is complete when acceptance of the property by another party is formally documented and the property is removed from the Air Force inventory. **(T-0).**

CHAPTER 6

UNIQUE DISPOSALS

6.1. Real Property Installed Equipment. Installations shall inventory, evaluate, and screen real property installed equipment for removal and reuse. To ensure efficient use of serviceable real property installed equipment, the installation makes the equipment available for possible reuse at other Air Force installations. Real Property Installed Equipment is then removed or held in storage for approved projects. If unserviceable, real property installed equipment is disposed of in accordance with Air Force Instruction 32-1001, *Operations Management*, and Air Force Instruction 32-1062, *Electrical Systems, Power Plants and Generators*. **(T-1)**.

6.2. Mineral Rights. Bureau of Land Management controls all mineral rights. Mineral rights are severable from the land and may be sold separately or disposed with the fee title. Disposing of mineral rights without the fee interest would be an exception to policy. It is the Air Force policy to hold the mineral rights to Air Force owned land to minimize Air Force mission disturbances. **(T-1)**.

6.2.1. Installation must request a waiver from AFCEC/CIT when disposing of mineral rights without disposing of fee ownership title to parcel. A checklist for package requirements is located in the Real Estate Transaction Playbook, see para 2.23. for link to playbook..

6.3. Withdrawn Public Land. The Bureau of Land Management controls all public lands. If the Air Force has no further need for withdrawn public land, SAF/IEI approves and files a Notice of Intent to Relinquish with the state office of the United States Department of Interior (Bureau of Land Management). **(T-0)**.

6.3.1. Installation will prepare and submit a Returning Withdrawn Public Lands package to AFCEC/CIT for SAF/IEI approval. **(T-2)**. A checklist for package requirements is located in the Real Estate Transaction Playbook, see para 2.23. for link to playbook.

6.4. Land with Timber Rights. Consult with the installation Environmental Natural Resources Manager before disposing of land with marketable timber. Planned forest product sales on lands reported as excess may continue until the land is disposed of or transferred. Reference: Air Force Instruction 32-7064, *Integrated Natural Resources Management*.

CHAPTER 7

DISPOSAL OF REAL PROPERTY IN FOREIGN COUNTRIES, THE COMMONWEALTH OF PUERTO RICO, AND TERRITORIAL AREAS ADMINISTERED BY THE UNITED STATES

7.1. Facility Disposal on Non-Excess Land (Demolition). All requests for disposal or demolition of any facility type that falls into one of the categories listed below requires higher headquarters approval via Air Force Form 300 and is sent to AFCEC/CFEE for United States Air Force in Europe – Air Forces Africa installations or AFCEC/CFPE for Pacific Air Force installations. **(T-1)**. See Attachment 4 for Air Force Form 300 instructions.

7.1.1. Chapel facilities. Approval authority is the Chief of Chaplains (HQ USAF/HC). **(T-1)**.

7.1.2. Military Family housing. Housing will be disposed of in accordance with Air Force Instruction 32-6001. Family housing located on land to be declared excess may not be demolished or otherwise disposed of separately from the land. **(T-1)**.

7.1.3. Munitions storage, maintenance, and handling facilities greater than 40,000 square feet. Approval authority is Deputy Chief of Staff for Logistics (HQ USAF/A4LW). **(T-1)**.

7.1.4. Hazardous waste storage, treatment, or disposal facilities. Approval authority is Air Force Civil Engineer Center Environmental Directorate (AFCEC/CZTQ) to the Air Staff Environmental Branch. **(T-1)**.

7.1.5. Buildings destroyed by fire. **(T-1)**. Approval authority is:

7.1.5.1. In USAFE: To the AFCEC/CFEE.

7.1.5.2. In PACAF: To the AFCEC/CFPE.

7.1.6. North Atlantic Treaty Organization infrastructure [(United States Air Forces in Europe (USAFE) only)]. **(T-0)**.

7.1.7. Host Nation-funded facilities (USAFE only). If required by Status of Forces Agreement or bilateral agreement, notify Host Nation of pending demolition and obtain host nation concurrence. **(T-0)**.

7.1.8. Buildings or infrastructure in which the BCE has placed a current value greater than \$15,000. **(T-1)**.

7.2. Land Disposal (Return to Host Nation/Realignment).

7.2.1. Detailed guidance is provided in Department of Defense Instruction 4165.69 and related references therein, and is also supplemented at the United States European Command and Component Command levels. **(T-0)**.

7.2.1.1. Prepare DE in accordance with Department of Defense Instruction 4165.69, paragraph 7.1.5 and Enclosure 4. Include the Air Force Form 813 and Facilities Board approval.

7.2.2. Status of Forces Agreement and/or host nation (country) bilateral agreements may also need to be reviewed.

7.2.3. Also follow guidance in Air Force Instruction 10-504, *Overseas Force Structure Changes and Host Nation Notification*.

7.2.4. After approval to realign a site, no money shall be spent for new construction or maintenance and repair beyond the minimum necessary to sustain the structure or for environmental remediation.

7.2.5. Small parcels of an installation (less than five percent (5%) of the overall installation land area or infrastructure value) may be realigned by the in-theater Component Commander as reported on the Annual Residual Value Report.

7.3. Residual Value Negotiations.

7.3.1. Residual Value is recovery of United States-funded investments in facilities (i.e., construction and improvements) and is determined in negotiated settlements of present day value from both United States and host nation perspective. **(T-0)**. Reference: Department of Defense Instruction 4165.69.

7.3.2. Payments in kind may be negotiated as a last resort when discussions of cash payments have been unsuccessful or when it is more advantageous to the United States.

7.3.3. The installation shall gather data on the site nominated for realignment including total United States investment, documentation of environmental conditions, and assessment of the current value of United States improvements. **(T-0)**.

7.3.4. Status of Forces Agreement and/or host nation (country) bilateral agreements, as well as local economic and political situations, influence residual value rights and recoupment in each country. **(T-0)**.

7.3.5. Contact AFCEC/CFEE for conducting residual value negotiations for the United States Air Forces in Europe – Air Forces Africa assets.

RICHARD K. HARTLEY
Acting Assistant Secretary of the Air Force
(Installations, Environment & Energy)

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

- AFPD 32-90, *Real Property Asset Management*, 6 August 2007 (currently under revision)
- DoDD 4165.06, *Real Property*, 13 October 2004 certified current 18 November 2008
- DoDI 1225.08, *Reserve Component (RC) Facilities Programs and Unit Stationing*, 16 May 2016 Incorporating Change 1, December 1, 2017
- DoDI 4165.69, *Realignment of DoD Sites Overseas*, 6 April 2005
- DoDI 4165.70, *Real Property Management*, 6 April 2005
- DoDI 4165.72, *Real Property Disposal*, 21 December 2007 Incorporating Change 1, November 9, 2017
- AFI 33-360, *Publications and Forms Management*, 1 December 2015
- 10 USC § 8013, *Secretary of the Air Force*
- 10 USC § 8014, *Office of the Secretary of the Air Force*
- 10 USC § 8015, *Under Secretary of the Air Force*
- 10 USC § 8016, *Assistant Secretaries of the Air Force*
- HAF MD 1-18, *Assistant Secretary of the Air Force (Installations, Environment and Energy)*, 10 July 2014
- AFI 32-9005, *Real Property Accountability and Reporting*, 4 March 2015
- AFJI 32-9006, *Army and Air Force Basic Real Estate Agreements*, 22 February 1995 (currently under revision)
- AFI 32-10142, *Facilities Board*, 14 May 2013 Incorporating Change 2, 6 October 2016
- AFI 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*, 26 January 2015
- 10 USC § 2662, *Real property transactions: reports to congressional committees*
- 42 USC 11411, *Use of Unutilized and Underutilized Public Buildings and Real Property to Assist the Homeless*
- AFI 32-6001, *Family Housing Management*, 21 August 2006 Certified Current 7 October 2013, Incorporating Change 5, 3 September 2013, corrective Actions Applied on 31 May 2016, AFGM2017-2 15 August 2017
- UFC 1-300-08, *Criteria for Transfer and Acceptance of DoD Real Property*, 16 April 2009 change/revision 1 August 2011
- 41 CFR 75.102-75, *Real Property Disposal*
- 41 CFR 102-71.20, *What definitions apply to GSA's real property policies?*
- AFI 32-7044, *Storage Tank Environmental Compliance*, 18 August 2015 Incorporating Change 1, 22 April 2016

AFI 32-7062, *Comprehensive Planning*, 18 December 2015 AFGM2017-01 3 October 2017

AFI 32-10112, *Installation Geospatial Information and Services (Installation GI&S)*,
19 October 2007

AFI 32-1001, *Operations Management*, 16 October 2014

AFI 32-1062, *Electrical Systems, Power Plants and Generators*, 15 January 2015

AFI 32-7064, *Integrated Natural Resources Management*, 18 November 2014 Incorporating
Change 2, 22 November 2016

AFI 10-504, *Overseas Force Structure Changes and Host Nation Notification*, 21 October 2011

AFI 13-212V1, *Range Planning and Operations*, 23 April 2015

Prescribed Forms

None

Adopted Forms

AF Form 300, *Facility Disposal*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 1192, *USAF Installation Characteristics Report*

DD Form 1354, *Transfer and Acceptance of Military Real Property*

DD Form 1391, *FY__ Military Construction Program*

GSA Form 1334, *Request for Transfer of Excess Real and Related Personal Property*

SF 118, *Report of Excess Real Property*

Abbreviations and Acronyms

AF—Air Force

AAFES—Army and Air Force Exchange Service

AFAFRICA—Air Forces Africa

AFCEC—Air Force Civil Engineer

AFCEC/CFEE—Air Force Civil Engineer Center/Facility Engineering Directorate Europe

AFCEC/CFPE—Air Force Civil Engineer Center/Facility Engineering Directorate Pacific

AFCEC/CI—Air Force Civil Engineer Installations Directorate

AFCEC/CIT—Air Force Civil Engineer/Real Property Management Division

AFH—Air Force Handbook

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command
ANG—Air National Guard
APSR—Accountable Property System of Record
BCE—Base Civil Engineer
CONUS—Continental United States
DE—Declaration of Excess
DD Form—Department of Defense Form
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
GSA—General Services Administration
HUD—Housing and Urban Development
NAF—Nonappropriated Funds
NEPA—National Environmental Policy Act
NGB—National Guard Bureau
OCONUS—Outside the Continental United States
OPR—Office of Primary Responsibility
PACAF—Pacific Air Forces
PCB—Polychlorinated Biphenyls
RPAO—Real Property Accountable Officer
RPIE—Real Property Installed Equipment
RPO—Real Property Office
SAF/IE—Assistant Secretary of the Air Force for Installations, Environment and Energy
SAF/IEE—Deputy Assistant Secretary of the Air Force, Environment, Safety, and Infrastructure
SAF/IEI—Deputy Assistant Secretary of the Air Force for Installations
SECAF—Secretary of the Air Force
SF—Standard Form
SOFA—Status of Forces Agreement
USACE—United States Army Corps of Engineers
USAFE—United States Air Forces in Europe
U.S.C.—United States Code
USFPO—United States Property and Fiscal Officer

Terms

Acquired Land—Land obtained from any private or public source. Land withdrawn from the public domain is not considered acquired land.

Beneficial Occupancy—In the context of disposing of leased property before the end of the lease term, beneficial occupancy is the remaining term on the obligation for the property for which the Air Force will not have to pay or has already paid a non-refundable amount.

Bureau of Land Management—Agency with oversight of public lands and Government mineral rights.

Contaminated Real Property—Property contaminated by live ordnance, chemical or biological warfare agents, radioactive material, or other hazardous substances.

Declaration of Excess (DE)—A narrative description of real property that the Air Force no longer needs for current or programmed missions.

Disposal—For purposes of this instruction, any authorized method of permanently relinquishing Air Force control of, responsibility for, or any real property interest in, real property.

District Engineer—A member of the US Army Corps of Engineers, who, under Air Force Instruction 32-9006, Army and Air Force Basic Real Estate Agreements (Joint), may act as the Air Force real estate agent for an assigned geographic area (for example, Baltimore District Engineer).

Estimated Current Value—The estimated current fair market value of buildings or improvements is established by the base civil engineer (BCE); the estimate is not established by a formal appraisal. The BCE adjusts this value to allow for the cost of site restoration.

Excess Real Property—Air Force real property that is not required for any federal government mission requirements.

Historic Real Property—Real property having significant characteristics relating to American history, architecture, archeology, engineering, or culture that, under 16 United States Code § 470 et seq., make it eligible for listing in the National Register of Historic Places.

Department of Housing and Urban Development (HUD)—Oversees the McKinney Act screening process.

Improvement—Any real property permanently attached to the land; e.g., facility, building, real property installed equipment, etc.

Industrial Facility—Any Air Force -owned, -leased, or -controlled real property facility that a contractor uses to fulfill government research, development, test, evaluation, production, maintenance, or modification contracts, or to store production machinery and equipment in support of such activity.

Ingrants—Real estate agreements (such as licenses, leases, permits, easements, foreign base rights agreements, and treaties) that give the Air Force an interest in or control of real property in less-than-fee ownership.

International Agreement Property—Real property held under the terms of an agreement between the United States and another country.

Land Interest—Land interest may be (1) an ingrant leasehold with more than nine months remaining on the term with an annual rental value at or above \$750,000 or with improvements valued over \$50,000, (2) withdrawn land for Air Force use, or (3) a perpetual ingrant easement.

Leasehold—A leased interest in real property.

Mineral Rights—Entitles a person or organization to explore and produce rocks, sand, gravel, oil and gas at or above the surface level.

Non-Federal entity—A self-sustaining organization, incorporated or unincorporated, that is not an agency or instrumentality of the Federal government.

Notice of Intent to Terminate—A notice required by most real estate agreements to notify the landowner of the intent to terminate.

Notice of Termination—An official notice to the landowner that all obligations to terminate a real estate agreement have been met.

Outgrants—Leases, licenses, easements, and permits which change the Government's interest in or control of real property by conferring property rights to another Government agency, non-Federal entity (such as a State or local government), or a private party. This Air Force Instruction does not address terminating outgrants.

Perpetual Easement—An easement granted without a term ending date.

Public Lands—Any land and interest in land owned by the United States within its boundaries and administered by the Secretary of the Interior through the Bureau of Land Management regardless of how the United States acquired ownership. The term does not include lands located on the Outer Continental Shelf or lands held for the benefit of Indians, Aleuts, and Eskimos (43 United States Code § 1702 [e]). (See "Withdrawn Land.")

Real Estate—A right in real property (fee simple, leasehold, etc.) as well as the property itself.

Real Property (RP)—Lands and anything permanently attached to the land such as buildings, structures, utilities systems, improvements, and appurtenances. Includes real property installed equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

Real Property Installed Equipment—Those items of government-owned or leased accessory equipment, apparatus, and fixtures that are essential to the function of the real property and are permanently attached to, integrated into, or on government-owned or leased property.

Residual Value—The negotiated monetary or non-monetary compensation DoD receives from host nations for DoD-funded facilities or other capital improvements returned to the host nation under a realignment action. The applicability or terms of residual value will vary depending on the host nation, affected by such factors as the applicable international agreement, and the extent of environmental effects and reuse potential of the property.

Restoration—Restoration may include environmental remediation, demolition of facilities, or any other type of mitigation to return the property to its original state or to the satisfaction of the landowner.

Screening—Providing a notice of availability of real property to other federal agencies to determine whether they need the property.

Site Restoration—Returning the land to a usable condition. This includes removing unnecessary sidewalks, withdrawing surface foundations, filling excavations, mitigating hazardous substance contamination, and reseeded or resodding the affected ground area.

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

Transfer—As used in this instruction, a real estate action that transfers the custody and control of RP and its related personal property from one Air Force activity to another or to another military department or federal agency.

Wetlands—Areas that are inundated by surface or ground water often enough to support, and under normal circumstances do or would support, a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil for growth and reproduction. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, potholes, wet meadows, river overflows, mud flats, and natural ponds.

Withdrawn Land—Public land that has been 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 segregates them from lease, sale, settlement, or other dispositions under the public land laws.

Attachment 2**FORMAT FOR DECLARATION OF EXCESS (DE) REAL PROPERTY (LAND AND LAND INTERESTS)****A2.1. Declaration of Excess (DE).** The DE package must include:

A2.1.1. Request memorandum. Include the following items in the memorandum narrative:

A2.1.1.1. Justification. Explain why the property was determined to be excess to current mission, programmed mission requirements, and future mobilization requirements. Include a statement that the installation does not plan to acquire any property at or near this location in the foreseeable future.

A2.1.1.2. A brief description of the excess property indicating the land area and a list of buildings and other facilities that are recommended for excess with an estimated value.

A2.1.1.3. Describe how the installation has screened for possible military use within a 50-mile radius of the property.

A2.1.1.4. Recommended disposal date. Give desired date for disposal and identify any known obstacles to disposal.

A2.1.1.5. Caretaker costs. Describe security and maintenance needs and estimated cost.

A2.1.1.6. Restoration. Describe restoration needs and estimated cost. Explain whether major command or installation funds are available for this purpose.

A2.1.1.7. Brief history. Indicate when the property was first acquired, how it was most recently used, and any subsequent significant events related to the disposal property.

A2.1.1.8. Future use. Identify any real estate interest that the Air Force plans to retain (for example, clearance, road, or avigation easement or for environmental restoration). Include whether local interest has been expressed in the future use of the property.

A2.1.1.9. Jurisdiction. Provide the current level of legislative jurisdiction.

A2.1.1.10. Provide HUD property number from the McKinney Act screening requirements and screening completion date.

A2.1.2. Include the following attachments:

A2.1.2.1. Copy of Facilities Board approval of the project.

A2.1.2.2. Installation Legal review.

A2.1.2.3. MAJCOM endorsement that the project does not interfere with current or future mission requirements and that fiscal responsibility is programmed.

A2.1.2.4. Vicinity map showing the relationship of the property to the remaining installation and/or local community.

A2.1.2.5. Map from a survey of the property by a licensed surveyor with a legal description.

A2.1.2.6. Real property inventory listing (7115 report).

A2.1.2.7. Proof of ownership. Include copy of deed(s) or other documentation that conveyed the property to the Air Force.

A2.1.2.8. Air Force Form 813, *Request for Environmental Impact Analysis*, and any associated environmental impact analysis documents.

A2.1.2.9. Environmental Baseline Survey prepared in accordance with Air Force Instruction 32-7066, *Environmental Baseline Surveys in Real Estate Transactions*.

A2.1.2.10. Land recommended for disposal that has potential ordnance contamination (primarily Air Force ranges) also requires a Certificate of Clearance prepared in accordance with Air Force Instruction 13-212V1, *Range Planning and Operations*.

A2.1.2.11. Air Force Form 1192, *USAF Installation Characteristics Report*, in accordance with Air Force Instruction 32-9005, if an entire installation or site is being recommended for disposal.

A2.1.2.12. Attach a list of all outgrant leases, easements, permits, and similar legal agreements. This list should include the document number, beginning and ending date of agreement, and general description of property. If available, attach a copy of the initial outgrant document and any supplemental agreements.

A2.1.2.13. Minerals. List the Government-owned mineral rights that are recommended to be disposed with the property. If applicable, include separately:

A2.1.2.13.1. Bureau of Land Management Mineral Report.

A2.1.2.13.2. Bureau of Land Management Mineral Rights Appraisal.

A2.1.2.13.3. Bureau of Land Management recommendations on the disposal.

A2.1.2.14. Identify personal property of the Army and Air Force Exchange Service (AAFES) and Nonappropriated Fund (NAF) facilities and state whether the owner wants to remove or dispose to the receiver. Sell these items either by direct negotiation between AAFES or NAF and the receiver or under special sales conditions and values that the owner includes in the DE.

A2.1.2.15. Congressional notification. Include a Disposal Report on all DE's with a current value at or above \$750,000.

A2.1.2.16. GSA Report of Excess. Prepare the GSA Excess RP Checklist for BCE signature and associated Standard Form (SF) 118, *Report of Excess Real Property* to include 118A, B, and/or C, as appropriate, for AFCEC/CI signature. Report Property Excess Forms can be located at <https://propertydisposal.gsa.gov/FAA>.

A2.1.2.16.1. SF 118A, *Buildings, Structures, Utilities, and Miscellaneous Facilities*.

A2.1.2.16.2. SF 118B, *Land (Used only by Contiguous United States (CONUS), Alaska, and Hawaii)*.

A2.1.2.16.3. SF 118C, *Related Personal Property*. (Note: Use a separate SF 118C to list AAFES abandoned-in-place personal property)

A2.1.2.17. Transfer Document:

A2.1.2.17.1. To Military: Department of Defense Form 1354 and Transfer Agreement; or

A2.1.2.17.2. To Federal Agency: Transfer Memorandum; or

A2.1.2.17.3. To non-Federal parties: Draft deed.

Attachment 3

TITLE V PROPERTY SURVEY FEDERAL PROPERTY INFORMATION CHECKLIST

Table A3.1. TITLE V PROPERTY SURVEY FEDERAL PROPERTY INFORMATION CHECKLIST.

TITLE V PROPERTY SURVEY FEDERAL PROPERTY INFORMATION CHECKLIST (REV. 11/89)	
INSTRUCTIONS: 1) Use this form. 2) Complete all items below or the checklist will be returned.	
Date: _____	Property ID # [_____] (HUD will assign)
1. FEDERAL LANDHOLDING AGENCY: AIR FORCE	
2. PROPERTY (name): _____ (installation name, if applicable): _____	
3. ADDRESS (street and number, or if none, a brief description of how to locate property)	
4. GSA INVENTORY CONTROL NO. (if available):	
5. PREVIOUSLY REPORTED TO HUD? Yes No Determination by HUD (date: _____): Suitable Unsuitable	
6. PROPERTY DESCRIPTION: Building Vacant Land Other (improved land)	
A. Current status: Unutilized Underutilized Excess Surplus If excess or surplus, GSA Disposal Control No.:	
B. If underutilized, type of underutilization (describe): Portion Seasonal Intermittent Other (describe):	
C. Predominant surrounding land use:	
D. Unusual physical features or impediments:	
E. Legal constraints (right of entry, covenants, permits, licenses, etc.):	
F. Other (comments):	
7. BUILDING DESCRIPTION:	
A. Age:	
B. Structure type:	
C. Size (usable square feet per floor):	
D. Number of floors:	
E. Current or most recent use (storage, residential, office, etc.):	
F. If currently occupied or leased, indicate:	
i. Percentage of total space occupied or otherwise in use: _____ %.	
ii. Expiration date(s) of any existing lease(s) or renewal period(s):	
G. If currently vacant, indicate number of months vacant: _____	
8. BUILDING CONDITION: Meets or has the potential to meet the following criteria:	

	MEETS		POTENTIAL	
	Yes	No	Yes	No
A. Operating sanitary facilities				
B. Potable water				
C. Electric power				
D. Indicate (if known) distance to nearest utility hook-up(s):				
E. Heating facilities adequate for climate				
F. Structurally sound				
i. Foundation				
ii. Floors				
iii. Roofs				
iv. Exterior walls				
v. Interior walls				
vi. Describe general condition or extent of repairs needed				
9. VACANT LAND:				
A. Size (acres, square footage):				
B. Description of improvements (i.e. paved, etc.):				
C. Current or most recent use:				
D. If occupied, indicate:				
i. Percentage of total land area occupied or otherwise in use: _____ %.				
ii. Expiration date of any existing lease or renewal period:				
10. VACANT LAND CONDITION: Meets or has the potential to meet the following criteria:				
	MEETS		POTENTIAL	
	Yes	No	Yes	No
A. Operating sanitary facilities				
B. Potable water				
C. Electric power				
D. Indicate (if known) distance to nearest utility hook-up(s):				
11. ACCESS:				
A. Does this property have public access? Yes No				
If yes, how (road, other):				
If no, indicate:				
i. Distance to the nearest road:				
ii. Type of terrain:				
iii. Miles to nearest town/city:				
Accessible by public transportation: Yes No				
Type of transportation:				
B. Indicate any restrictions on access (hours, etc.)				
12. ENVIRONMENTAL SUITABILITY:				
A. Is the property subject to contamination by toxic or hazardous materials or waste?				
Yes No				
Identify the basis for determination (submit documents):				
If yes, also identify:				
i. Nature of contaminants:				

- ii. Location of contaminants:
- iii. Extent (percentage of building or number of acres affected) of contaminants:
- iv. Any scheduled cleanup plans (include projected date of completion and estimate of cost, if known):

B. Is an industrial/commercial Federal facility handling flammable or explosive material (excluding underground storage) located on the property or within 2,000 feet of its boundary (exclude underground storage, gasoline stations, tank trucks, and any above-ground container(s) with a capacity of 100 gallons or less of such materials)?

Yes No

If yes, indicate:

- i. Number of acres (herein being determined for possible use by the homeless) located **more than** 2,000 feet from such facility:
- ii. Nature of the facility and material:

C: Is any portion of the property located within an airport runway clear zone?

Yes No

If yes, indicate the portion (percentage) of the property which is so located: _____ %.

D. Is any portion of the property located within a 100 year floodplain? (note that the fact that a Federal property is not included in an existing floodplain map or study does not, by itself, justify a "No" answer.)

Yes No

E. Is the property impacted by any other environmental condition which might jeopardize the safety of occupants of the property (e.g., friable asbestos, PCBs, radon, periodic flooding)?

Yes No

Indicate:

- i. Basis for determination (submit document):
- ii. Nature of condition:
- iii. Extent of condition:
- iv. Location of condition:

F. Are there any other known environmental conditions which could affect or be impacted by the occupancy of the property (e.g., endangered species, wild and scenic rivers, wetlands, historic properties, storm water runoff; etc.)?

Yes No Undetermined

If yes, for each:

- i. Describe the environmental condition:
- ii. Describe the potential impact:
- iii. Basis for the determination (submit document):

13. SECURITY:

A. Is the property located in a secure facility to which the general public is denied access?

Yes No

B. If the answer above is yes, can alternative access be provided for the general public without compromising security requirements?

Yes No

Indicate method of providing access:

14. LIMITATIONS ON USE:

A. Are there now, or are there anticipated to be, any other limitations not previously described on the use of this property to assist the homeless for a period of one year or more?

Yes No

If yes, describe the limitation:

B. Does the limitation currently exist?

Yes No

If no, when will any limitation take effect? _____
(date of effect)

15. CHECKLIST CONTACT PERSON(name):

(title):

(phone number):

(email):

(date prepared):

Yes No PHOTOS (not required) are attached?

Yes No Additional amplifying information documents (not required) are attached?

ADDITIONAL REMARKS (if any):

NOTE: This reporting requirement is exempt from licensing according to Air Force Instruction 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

Attachment 4**AIR FORCE FORM 300 INSTRUCTIONS****A4.1. AF Form 300:** Instructions to complete Air Force Form 300:

A4.1.1. **Date:** Date form initially filled out YYYYMMDD

A4.1.2. **Name and Location of Installation:** Name of installation and location where facility is located (i.e. Dyess Air Force Base, Texas)

A4.1.3. **Command:** MAJCOM of installation.

A4.1.4. **Installation Code:** 4-letter installation code.

A4.1.5. **Facility Number:** Facility/Asset number from Accountable Property System of Record (APSR).

A4.1.6. **Category Code:** Predominate use Cat Code from APSR.

A4.1.7. **Nomenclature:** Predominate use Cat Code description from APSR.

A4.1.8. **UofM:** Predominate use unit of measure from APSR.

A4.1.9. **Quantity:** Predominate use quantity.

A4.1.10. **Cost:** Cost to the government from APSR. Cost to government equals acquisition cost plus cost of improvements.

A4.1.11. **Disposal Value:** If disposal by destruction or donation to a public body, enter "\$0," but explain in item 11 "Remarks". If other than destruction or donation, enter (in US dollars) either the estimated gross receipt from sale or the BCE determined facility value. The value may be reduced by the cost required to restore the land.

A4.1.12. **Conditions Prompting Disposal:** Enter the condition(s) constituting the basis for disposal.

A4.1.12.1. Examples can be found in Chapter 3.

A4.1.12.2. Include a statement identifying the program, (i.e., 'In Way of New Construction FY 19 MCP: DORM AMN', 'Disposal Project W/O#99999', 'unprogramed')

A4.1.12.3. **I Certify Disposal Action has cleared all environmental requirements:** Name and Grade of Environmental Engineer:

A4.1.12.3.1. Final Disposal Key Supporting Document: Environmental signature required.

A4.1.12.3.2. Environmental cannot certify all the requirements of Air Force Instruction 32-7066, National Environmental Policy Act (NEPA) and other facility assessments are completed. Environmental will not undertake this action until the demolition project has been funded. NOTE: Many assets on the demolition list are removed from the list or reused for years before actual demolition. Therefore this is not required until the demolition project is completed.

A4.1.13. **Actions by Installation's Facilities Board:** Facilities Board action documented by the Facilities Board recorder. Attach signed Facilities Board minutes to AF Form 300.

A4.1.14. **Actions by Approving Command:** If above installation facility board approval authority the installation will send the form to Air Force Civil Engineer Center/Real Property Management Division for processing, except to AFCEC/CFEE for USAFE-AFAFRICA installations or AFCEC/CFPE for PACAF installations, for further approval signatures.

A4.1.15. **Actions by HQ USAF:** Higher Headquarters approval authority will annotate and sign this section.

A4.1.16. **Disposal Action Accomplished by:** Real Property Accountability Officer signs the form when the disposal action is complete.

A4.1.17. **Remarks:**

A4.1.17.1. Remarks section is used to annotate various notes as needed.

A4.1.17.2. For all facilities that are congressionally committed for disposal (i.e., Department of Defense Form 1391 or congressional testimony), their Air Force Forms 300 must contain the following statement, "This disposal was congressionally obligated and approved by FY MCP Project, (project name), authorized by Public Law , (date), with funding provided by Appropriation Public Law , (date). No additional approval action is required."