APPENDIX B
TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY

This exhibit sets forth the essential information required for the transfer and acceptance of military real property and should be completed to support entries into the real property accounts.

A. GENERAL INFORMATION ON THE TRANSFER AND ACCEPTANCE FORMAT

      1. The page number and the total number of pages comprising each transfer transaction shall be shown in the space provided at the top right-hand part of the format.

      2. When two or more pages are required, items 27 through 29 shall be completed only on the final page. In such cases, the bottom portion of the format (blocks 27 through 29) shall be excluded from each page except the final page.

B. PROCEDURES FOR COMPLETING THE TRANSFER AND ACCEPTANCE FORM

ITEM 1   Self-explanatory

ITEM 2   To be assigned in accordance with DoD Component implementation.

ITEM 3   Identify Intermediate Command, as necessary.

ITEM 4   Primarily for Navy use.

ITEM 5   Enter the date the transfer and acceptance document is prepared.

ITEM 6   For Army use, enter appropriate Army job and directive number. For Air Force use, enter base job number, as appropriate, when form is used for transfer within the Air Force.

ITEM 7   For Army use, or for transfer of construction to the Air Force, identify the fiscal year, and sequence number for each installation to which real property is being transferred; for example, for FY 1988, show 88-1, 88-2, etc. For the Navy, the serial number shall be assigned by the area or district public works office and shall represent the numerical sequence of submissions by respective contract number.

ITEM 8   Insert appropriate contract number.

ITEM 9   Self-explanatory.

ITEM 10-12   Same as instructions for Items 2, 3 and 4. To be used by the gaining activity. (Not applicable for Air Force use.)

ITEM 13   For Navy use only. Insert the accounting number assigned to, or used by, the activity in Item 9.

ITEM 14   For Navy use only. Insert the accounting number assigned to the activity performing the official property accounting for the activity shown in item 9.

ITEM 15A   Indicate whether the transfer is new construction, existing facilities, capital improvements to existing facilities, other. Additional remarks should be entered on a separate schedule if "other" is specified.

ITEM 15B   Indicate whether transfer is being made at time of beneficial occupancy, physical completion, financial completion (with respect to new construction), or "other." Additional remarks should be entered on a separate schedule if "other" is specified.

ITEM 16   Enter the code number assigned to identify the project with the statutory authority appropriate for the construction.

ITEM 17   A separate item number will be assigned for each category code. Item numbers will be shown in column 17 and assigned sequentially starting with the number one.

ITEM 18-19   Enter the category code and description that appropriately describes the primary use for which the facility (building, structure, utility) is designed. Not more than one category code (Item 18) will be listed per line item (Item 17). Category codes and descriptions should be consistent with DoD Instruction 4165.3, "Department of Defense Facility Classes and Construction Categories," and enclosure 1 to DoD Instruction 4165.14, "Inventory of Military Real Property."

ITEM 20   Show number of units in terms of buildings or other structures.

ITEM 21   Enter the type of construction; use "P" for permanent, "S" for semipermanent, or "T" for temporary, as appropriate.

ITEM 22   Enter the unit of measure. Abbreviate such as "M2" for square feet, etc.

ITEM 23   Enter total quantity for measure identified in Item 22.

ITEM 24   Indicate cost for each item number, category code, and description. When a document includes some estimates, annotate each cost figure with an alphabetical suffix of "P" for preliminary or "F" for final.

ITEM 25-29   Self-explanatory.