

DEPARTMENT OF THE ARMY  
Office of the Chief of Engineers  
Washington, D. C. 20314

ER 405-1-1020

DAEN-REP-S

Regulation  
No. 405-1-1020

30 August 1974

Real Estate  
RECORDS AND REPORTS - LEASEHOLDS  
(REPORTS CONTROL SYMBOL DAEN-RE-8 (R4))

1. Purpose. This regulation prescribes real estate records and reports pertaining to real estate leases, allocations and rent-free space and contains instructions for the preparation thereof.

2. Applicability. This regulation is applicable to all Division and District Engineers having responsibility for real estate.

3. References.

- a. AR 18-12-10
- b. AR 340-18-15
- c. AR 405-1
- d. AR 405-10
- e. ER 18-1-18
- f. ER 405-1-660

4. General.

a. The instructions in this regulation apply to all full-time and part-time leasehold interests (including flag stops) acquired by the Corps of Engineers, permits and allocations covering real property provided by General Services Administration (GSA), and rent-free allocations provided by other agencies by the following methods:

(1) Voluntary leases on ENG Form 527, Lease Between \_\_\_\_\_ and the United States of America; ENG Form 856, Land Lease Between \_\_\_\_\_ and the United States of America; Standard Forms 2, 2A and 2B, U. S. Government Lease for Real Property; or other lease instrument forms used in lieu of these forms.

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(2) Leasehold condemnation proceedings, with or without a declaration of taking.

(3) Agreements involving recurring renewals or recurring rental payments.

(4) Permits from other federal agencies for the use of space in buildings.

(5) Permits and other instruments from states, counties, political subdivisions, firms and individuals providing for the use of space by the Army, Air Force, etc.

b. The instruments in this regulation do not apply to contracts which are primarily service in nature and do not involve an interest in real estate, except those service contracts for the National Guard paid from real estate funds and the service contracts and other agreements for utilities, parking, etc., under the Recruiting Program. All GSA space assignments for parking (inside and outside) will be reported and are not considered service contracts.

5. Records and Reports from Division/District Offices.

a. Marked-up automatic data processing (ADP) listings, punched cards for additions, deletions and changes and an 80/80 proof listing of the punched cards will be furnished quarterly (as of the last day of March, June, September and December) to HQDA (DAEN-REP-S) WASH D.C. 20314. The report should be forwarded in sufficient time to arrive by close of business on the 5th work day of the month following the as-of date.

b. Punched cards must be accompanied by an 80/80 double-spaced proof listing. To insure that the punched card data is accurate, a review of the marked-up ADP listings and the 80/80 proof listing of punched cards should be made prior to transmission of the punched cards.

c. Electronic transmission of punched cards by DCS AUTODIN is authorized and procedures outlined in Chapter 4 of ER 18-1-18 should be followed. "REP" should be punched in card columns 6-8 of the Data Header Card and "DAEN-RE-8" should be punched in card columns 25-34 of the Text Header Card.

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## 6. General Instructions for Preparation of Punched Cards.

a. All reporting offices will submit punched cards to report the modified, deleted or new leases. Data posted to the marked-up ADP listing or the ENG Form 4477-R, "80 Column Key Punch Transcript Layout Sheet" may serve as a source document for keypunching.

b. Data contained in cc 1-26 is considered the "Keyword" of the record. The Keyword must be punched in every card furnished. If the change code "P" (new lease) is used, at least a number 1 and a number 2 card with all appropriate fields punched are required. A number 3 "P" card must be submitted with cc 69-74 punched if the lease covers housing space (type of space codes F, G, H and S) or cc 29-68 punched as applicable if the lease covers recruiting space. If the change code "M" (modification) is used, the Keyword, the card number, the "M" change code and only those particular data fields in cc 29-80 to be changed need be punched. If the change code "D" (deletion) is used, only the Keyword, the card number "1" and the "D" change code are punched. The "D" card deletes all cards previously reported for the Keyword and removes the record from the OCE master file.

## 7. Detailed Instructions for Preparation of Key Punched Cards.

Punched cards are required to report each new instrument (hereafter referred to as "lease"), or renewed lease, or portion thereof if the leased space is used by more than one using service or reported in more than one type of space. Key punch instructions are included as Appendix E.

a. Program Category. Report space in one of the following categories.

(1) GSA Leases (Code 1). Space leased by GSA and provided for use by the Army, Air Force, etc.

(2) Corps of Engineers Leased Space (Code 2). Space obtained by the Corps.

(3) GSA/Government-Owned Space (Code 3). Space furnished by GSA in Government-owned buildings. Also included USPS Government-owned space if assigned by USPS to GSA and in turn by GSA to the Army, Air Force, etc. Space provided on a reimbursable basis by Federal agencies other than GSA in Government-owned buildings should be included.

(4) Other Space (Code 4).

(a) Government-owned space furnished without reimbursement of rental. Include space at military installations which is used as a recruiting Main Station, Recruiting Office, or an Armed Forces Examining and Entrance Station (AFEES) in this category.

(b) Space furnished by the US Postal Service without reimbursement of rental.

(c) Space furnished without reimbursement of rental by states, counties, other political subdivisions, organizations, individuals, etc.

b. Division/District Codes. Obtain from Appendix D.

c. Using Service Codes. Obtain from Appendix A.

d. Status Code. Obtain from Appendix B.

e. Type of Space Codes. Classify space and code as indicated below. Program Categories 1 and 3 (GSA) space will be coded separately from Program Categories 2 and 4 (Corps and Other) space. If the total space allocation under one lease or space assignment is reportable in more than one type of space classification, separate cards will have to be prepared to report each type.

(1) Corps of Engineers Leased Space (Program Category 2) and Other Space (Program Category 4).

(a) Closed Storage (Code A). Includes warehouses, depot storage, ports of embarkation and debarkation, records storage, docks and piers. Area is reportable in square feet.

(b) Special Storage (Code B). Includes cold storage, freezer storage, open storage, oil and gasoline storage, lumber storage, mooring space, inside parking and hangars. Area is reportable in square feet, gallons, acres or other applicable units of measure.

(c) Land (Code C). Includes military reservations, camp sites, airfields, auxiliary installations, plant and building sites, staging areas, bombing, gunnery and other ranges, maneuver and training areas, proving grounds, tactical installations, outside parking areas, etc. Area is reportable in acres.

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(d) Office Space (Code D). Includes space actually being used for office purposes. Area is reportable in square feet.

(e) Building Space (Code E). Includes auditoriums, theaters, classrooms, mess halls, dispensaries, prophylactic stations, post exchanges, troop detachments, service clubs, recreation centers, testing laboratories, laundries, etc. Area is reportable in square feet.

(f) Housing (Codes F, G and H). Includes quarters in hotels, apartments, homes, buildings, schools, hospitals, armories, etc. Tactical Family Housing (Code F) includes defense site family housing. Area is reportable in square feet, and the number of families will be reported in Card 3, cc 69-72. Nontactical Family Housing (Code G) includes all other family housing. Area is reportable in square feet and the number of families will be reported in Card 3, cc 69-72. Troop and Other Housing (Code H) includes all other leased housing space. Area is reportable in square feet, and the number of men or women will be reported in Card 3, cc 69-72.

(2) GSA Leases (Program Category 1) and GSA/Government-Owned (Program Category 3). GSA space categories are defined in the Federal Property Management Regulations, Chapter 101, Subchapter D - Public Buildings and Space.

(a) Office Space (Code P). Includes general purpose office space, private corridors, conference rooms (without special equipment and additional heating, ventilation, and air-conditioning - HVAC), training rooms (without special equipment and HVAC), libraries (without extensive built-in stacks and special floor loading), dry laboratories, storage in office space, credit unions, lounges (other than toilet areas), reception areas, hearing rooms (without special equipment and HVAC), telephone switchboard rooms, mail rooms, health rooms (without special equipment). Area is reportable in square feet.

(b) Storage Space (Code R). Includes storage in general purpose buildings, basements, attics, closets, supply rooms, store rooms, file rooms not finished to office standards, and warehouse areas. Area is reportable in square feet.

(c) Special Space (Code S). Includes tactical and nontactical family housing and troop and other housing. Area is reportable in square feet, and the number of families, men or women will be reported in Card No. 3, cc 69-72. Also includes laboratory and clinic areas, food service areas, structurally changed areas, e.g., auditoriums or gymnasiums; automatic data processing areas, conference and training

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areas (with special equipment and supplemental HVAC), light industrial areas, e.g., records storage (with humidity control), printing plants, motor pool service areas, shops. Area is reportable in square feet.

(d) Inside Parking Space (Code T). Includes garages, parking areas and motor pool parking that is part of a building or in a structure specifically designed for vehicle parking. Area is reportable in square feet.

(e) Outside Parking Space (Code U). Parking space not included in the inside parking space category, such as uncovered ground level parking areas or parking lots either paved or unpaved. Area is reportable in square feet.

f. Contract or Condemnation Case Number.

(1) Report the lease contract number, GSA allocation number, etc., or in the case of condemnation leaseholds, the civil case number. Punched cards are required in each case where possession has been obtained. Also, punched cards are required for each lessor in a condemnation proceeding. If a contract number is not to be assigned, a control number will be assigned. Zero-fill as necessary and right-justify each of the five parts of the Contract-Condemnation Case Number. When reporting condemnation case numbers, print "C" in column 16 and the case number in column 19-23. Assign a sequence number (e.g., 01, 02, etc.) if there is more than one lessor, and report it in column 24-25. (The sequence number assigned to column 24-25 is for ADP purposes only. It is required because all other data in the control area of the punched card (Col. 1-23) for leases is identical and a sequence number is required to facilitate ADP.) Occasionally, the area and/or rental of a lease exceeds the punch space provided to record the data. In such cases, the procedure as described above for reporting condemnation leaseholds will be followed to report the area or rental which exceeds the authorized punch space. Also, if the space under one contract number is reported in more than one type of space category or using service, the consecutive sequence numbers will be assigned.

(2) Joint use space is required to be reported separately, with sequence numbers assigned. Joint use space is common space available for use by all occupants of the building such as cafeterias, conference rooms, credit unions, and snack bars. It does not include mechanical, custodial or circulation areas. Area is reportable in square feet. An "X" should be reported in column 26 of the Contract Number if joint use. If not joint use, a numeric zero should be punched.

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(3) Over the years contract numbers have been written in various forms. For the sake of uniformity and to prevent computer printout complications, numbers should be written and punched as follows:

SAMPLE CONTRACT NUMBER	Column No.						
	10-11	12-15	16*	17-18	19-23	24-25	26
DACW69-1-67-1	DA	CW69	5	67	00001	00	0
DA 29-005 Civ Eng 66-125	29	0005	C	66	00125	00	0
Condemnation Leasehold	00	0000	C	00	00001	00	0
Noy (R) 3397	00	0000	N	00	03397	00	0
DA 25-066 Eng 1234	25	0066	E	00	01234	00	0
Control number assigned to an instrument (not lease)	DA	CA69 CW69	9	67	00002	00	0
GSA Space Allocation	00	GS10	B	00	00001	00	X
GSA Space Allocation	00	TC00	B	00	09645	00	0

\*The entry (code) in column 16 will depend on the type of instrument.

g. Card Number and Change Code. Must be Card Number "1", "2" or "3" (cc 27) and Change Code "P", "M" or "D" (cc 28).

h. Real Property Inventory (RPI) Code. Report one of the following codes in column 29, Card No. 1.

(1) Code 1 - Any GSA Space (Program Categories 1 and 3).

(2) Code 2 - Any Corps of Engineer (Program Category 2) Army Civil Works or Air Force lease which is not all or part of an Army Civil Works project or Air Force installation.

(3) Code 3 - Any Corps of Engineer (Program Category 2) Army military, or Other Agency lease assigned using service code 77, 81 thru 85, 87, 91 and 98, which is not all or part of an installation or project.

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(4) Code 4 - Any Corps of Engineer (Program Category 2) Army military, or Other Agency lease assigned using service code 77, 81 thru 85, 87, 91 and 98, which is all or part of an installation or project.

(5) Code 5 - Any Corps of Engineer (Program Category 2) Air Force lease which is all or part of an installation.

(6) Code 6 - Any Corps of Engineer (Program Category 2) Army Civil Works lease which is all or part of a project.

(7) Code 7 - Any Corps of Engineer (Program Category 2) lease with using service code 80, 86, 88, 89, 90, 95, 96, 97 and 99. Also, using service Codes 12 and 27 for Program Categories 1, 2 or 3 with an "S" appearing in column 76 (Card No. 2).

(8) Code 0 - Any Other Space (Program Category 4).

i. State and GSA Location (City and County) Codes.

(1) Report the state or country code appearing in AR 18-12-10 in column 30-31 of Card No. 1, and the city and county code appearing in the GSA publication "Geographical Location Codes" in columns 32-35 and 36-38 respectively of Card No. 1. Leave the county code blank (do not zero-fill) if the space is located in a foreign country or U. S. possession.

(2) The city code will be the published code for the city or town in or near which the leased space is located, provided that the leased space is in only one county and both the leased space and the nearest city are in the same county, and the leased space is not all or part of an installation for which a "city" code is provided by GSA. If the leased space and the nearest city are not in the same county, or if the leased space is located in more than one county and is not all or part of an installation, print "9999" as the city code. (The GSA publication contains "city" codes for major Army and Air Force installations which are to be used in lieu of the code for the nearest city to the installation. Use that code for all leases for the installation, including leases for nontactical family and troop housing leases acquired for the use of installation personnel.)

(3) Report the actual city code for leases for tactical family housing, defense areas, or for small installations, such as reserve centers, NIKE sites, AF stations, annexes, etc., including separately



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audited off-base facilities, if a code is not provided by GSA.

(4) Report "999" in column 36-38 of Card No. 1 for county code if the leased space is located in more than one county and does not comprise all or part of an installation to which GSA has assigned a "city" code. If the leased space comprises all or part of an installation for which GSA has assigned a "city" code, and is located in more than one county, print the actual county code in which the leased area is located, regardless of which county code GSA shows opposite the "city". (County codes in the GSA book pertain to the county in which the installation headquarters is located.)

(5) If the space is in or near a city not shown in the GSA publication, leave column 32-35, Card No. 1 blank (do not zero-fill). OCE will obtain the city code from GSA. Request OCE to complete this portion of the record.

(6) Examples for coding city locations are as follows:

(a) A lease is acquired for Fort Sheridan, Ill. (Chicago, Ill., is nearest city). Report 3125, the Fort Sheridan city code, in column 32-35 and CHICAGO in column 55-69 of Card No. 1.

(b) A tactical family housing lease is acquired in Rockville, Md., for the Washington-Baltimore Defense Area. Report 1360, the city code for Rockville, in column 32-35 and ROCKVILLE in column 55-69 of Card No. 1.

(c) Leased space is acquired near Toledo for the U. S. Army Reserve Center, Toledo, Ohio. Both Toledo and leased space are in the same county. Report 8120, the city code for Toledo, in column 32-35 and TOLEDO in column 55-69 of Card No. 1. (If the leased space and the nearest city are in different counties, report 9999 in column 32-35 and the name of the nearest city in column 55-69 of Card No. 1.)

(d) Leased space is acquired in San Juan, Puerto Rico. Report PR in column 30-31 and 0930 in columns 32-35. Leave column 36-38 blank.

j. Installation Name/Street Address.

(1) Report the name of the installation for leased space comprising all or part of an installation; the name of the defense area for tactical family housing leases; and the street address or building name for other leases. (If the space is used for recruiting purposes, report the street address.)

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(2) When a leased location is reported in more than one type of space under the same contract number, all pertinent information (street address, city, state, zip code and purpose) must be written the same way in each record. For example, do not show the street address as 100 3rd Street in one record and 100 Third Street in the other. Particular care should be exercised to insure that all corresponding data for each multiple entry is in complete agreement.

k. City/County Name. In column 55-69 of Card No. 1 report the nearest city to the leased space.

l. Cancel Clause. Report the number of days notice required by the Government to cancel the lease. If the lease provides that the Government can cancel only at the end of the fiscal year, report "F" in column 70, Card No. 1, and the number of days notice required in column 71-73. Use this field for all Program Category instruments.

m. Action Code. Report an "N" for a new first-time lease or an "R" for a renewed lease in column 74 of Card No. 1. Report the last two digits of the fiscal year in which the lease was executed in column 75-76 of Card No. 1. Examples: N71 for a new first-time lease in FY 1971; R72 for a lease renewed in FY 1972.

n. Type of Federal Building Code. Report the appropriate code from Appendix B in column 77 of Card No. 1 if the space is Government or privately owned and used for recruiting purposes (applicable to Program Categories 3 and 4, Using Service 27 only).

o. Area and Rental. If the space has been classified in more than one type of space category (paragraph 7e above), report that portion of the area and rental applicable to each category.

(1) Right justify and zero-fill the area block as necessary. Note that column 35 of Card No. 2 is reserved for reporting fractional acreage. Otherwise, zero-fill this column. For troop and family housing leases, report the number of square feet in the housing unit. Show "SF" as the unit of measure.

(2) Rental will be reported as follows:

(a) Report the rental cited in the lease instrument covering Corps of Engineers leases (Program Category 2).

(b) Report the annual amount for GSA furnished space (Program Categories 1 and 3).

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(c) Report the estimated annual savings in rental for all Other Space (Program Category 4).

p. Lessor/GSA Building Number and Quality Rating.

(1) For Program Categories 2 and 4, report the surname followed by the first name and middle initial, or the agency name. Do not punctuate.

(2) For all GSA provided space (Program Categories 1 and 3), report the GSA building number in columns 44-49, left justified. The building quality rating assigned by GSA will be reported in columns 51-53, right justified.

q. Effective and Termination Date. Report the effective date and the termination date of the lease in year, month, day order. For example, report "710102" for 2 January 1971. The termination date may also be "INDEF".

r. Purpose. Report the use made of the leased space in abbreviated form in column 67-75 of Card No. 2. If the space is used for recruiting purposes, report the combination alphabetical code from Appendix C and the postal ZIP code.

s. Funding Code. Report an "R" in column 76, Card No. 2, if the rental is paid from RDT&E funds. Report an "S" if for a NG or recruiting service contract (applicable to Program Categories 1, 2 and 3 only). Otherwise, leave blank.

t. Armed Services Committees Code. If acquisition of the space covered by the reported lease was approved by the Armed Services Committees of the Congress, report "1" in column 77, No. 2 card. Otherwise, report "2".

u. Recruiting Space. For all space which is used for recruiting purposes, report in card 3 the portion of the area and rental which is assigned to each Service. If the lease does not cover space for a collocated facility, report under the appropriate Service the same area and rental as reported in Card No. 2, cc 29-34 and cc 38-43 respectively.

v. Other Measure. Report in card 3 the number of families, men or women as applicable for all housing types of space (Codes F, G, H and S). Right justify and zero-fill as necessary. Report "FA" as the unit of measure for types F, G and S space; "MN" for types H and S space.

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**8. Modification of Existing Leases by Markup of ADP Listings.**

The ADP listing (Appendix F) may be used as a source document from which to punch cards. ENG Form 4477-R, 80 Column Key Punch Transcript Layout Sheet with card columns added as shown in Appendix G, may also be used for key punch purposes. The numbers in each page heading of the ADP listing represent punched card column numbers to assist key punch personnel. Each line entry represents two punched cards. The Program Category and Division/District codes are shown at the top of each page. The Using Service, Status, and Type of Space codes are printed above each group of leases. The balance of the Keyword is the contract number which begins at the left margin of the listing. The remainder of data from Card No. 1 follows the contract number and continues through the column captioned "NRT". The balance of the line entry is derived from data punched in Card No. 2. The second line entry is derived from information punched in Card No. 3. Leases which terminate on the last day of the reporting period will not be reported until the following report period, when the superseding (if any) lease is reported. Mark up the ADP listing in red pencil as follows:

a. Addition. New leases need not be added to the ADP listing. Punched cards may be prepared from ENG Form 4477-R (APP G).

b. Modification. Modification of an existing record will be made by drawing a line through the field to be changed and printing new data in the blank space above. Two different procedures must be used, depending on which data fields are being modified.

(1) Modification of Card Columns 1-26. This will result in a repositioning of the affected record in the OCE master file and must be accomplished by deleting the "old" record and adding a "new" record. To indicate addition of a new record (such as a change in program category from 3 to 4; a change in status from code 1 to 4; reassignment to another using service or department; change in contract number, etc.), write "P/D" in the left margin and correct data above that printed in the listing. The "D" is notice to the key punch operator to punch the Keyword in column 1-26, "1" in cc 27 and "D" in cc 28 of the card. The "P" is notice to punch new cards, which are required to correct or add the affected record in the appropriate Program Category, etc.

(2) Modification of Card Columns 29-80. This will not reposition the affected record in the OCE master file since there are no changes in columns 1-26. If Card No. 1 only is being modified, print "M1" in the left margin of the listing. If Card No. 2 or 3 only is being modified, print "M2" or "M3" in the left margin. If all three cards are being modified, print "M1-2-3" in left margin. Print the corrected data above

that printed in the listing. If the area and/or the rental is to be deleted (not changed), print a zero in the right-most card column of the particular field. This is notice to the key punch operator to punch the Keyword in card columns 1-26, the appropriate card number in cc 27, an "M" in cc 28, and only the corrected data in the balance of the card. Columns not being changed need not be punched.

c. Deletion. If a line item is to be deleted, this will be indicated by printing a "D" in the left margin. This is notice to the key punch operator to punch the Keyword in card columns 1-26; "1" in cc 27 and "D" in cc 28.

d. Posting Information. Information posted to the ADP listing may be transferred to ENG Form 4477-R, "80 Column Key Punch Transcript Layout Sheet" (APP G). Either the marked-up ADP listing or the ENG Form 4477-R may be used to punch cards.

#### 9. Recruiting Space.

a. Every report of recruiting space (using service 27) must identify the use (Main Station and/or Recruiting Office); all users; full-time users; and the ZIP code for the location of the space. This information will be entered in card columns 67-75 (Purpose block) in Card No. 2 as follows:

##### Card Column

67 Enter code from APP C identifying all users of main station space.

68 Enter code from APP C identifying all users of recruiting office space.

69 Enter code from APP C identifying all full-time users of main station space.

70 Enter code from APP C identifying all full-time users of recruiting office space.

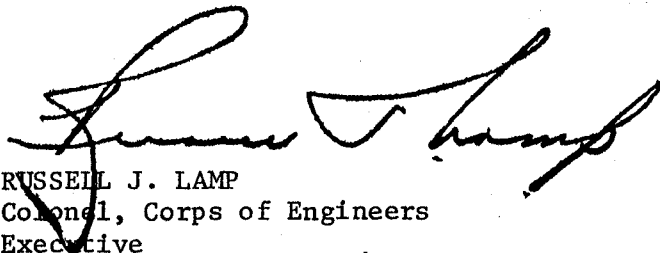
71-75 Enter the ZIP code for the space.

b. All service contracts, or other agreements for utilities and services, parking, etc, under the Recruiting Program will be reported. These will be identified by punching "XXXX" in cc 67-70 of Card No. 2 and

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"S" in cc 76 of Card No. 2. GSA parking space is not considered a service contract. All types of space except office will have "XXXX" reported in column 67-70. The street address for contracts covering multiple locations will be shown as "Various" in the ADP listing. In such cases, also show the GSA location code as "9999999". Annual payments for utility service contracts may be estimated. In addition, if the space is reported in Program Category 3 or 4, punch the appropriate "Fed Bldg Code" (APP B) in cc 77 of Card No. 1 and the address, not the building name, in cc 39-54 of the same card. Other applicable data for all such contracts will be included.

FOR THE CHIEF OF ENGINEERS:



RUSSELL J. LAMP  
Colonel, Corps of Engineers  
Executive

7 Appendixes

- APP A - Using Svcs Abbrev and Codes
- APP B - Misc. Abbrev and Codes and Units of Measure
- APP C - DOD Rctg Fac Codes
- APP D - Dist/Div Codes
- APP E - Key punch Instructions
- APP F - Sample ADP Listing
- APP G - ENG Form 4477-R