



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:
ASO 11100.1
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AIR STATION ORDER 11100.1

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: REAL PROPERTY INVENTORY OPERATING MANUAL

Ref: (a) SECNAVINST 11011.47D
(b) DODI 4165.14
(c) NAVFAC P-78
(d) DoD FMR Vol 4 Chapter 6
(e) UFC 1-300-08
(f) USMC RPAO Guidebook
(g) ASO 11000.8A
(h) MCO 11011.22B
(i) MCO 5200.24D
(j) Title 10 USC
(k) DODI 8500.1
(l) MCO 11000.25A
(m) ASN FIN OPER MEMO JAN 2011
(n) SECNAV M5210.1

Encl: (1) Standard Operating Procedures for Real Property Inventory
(2) Sample Appointment Letter
(3) Period Review Statement
(4) Real Property Changes
(5) Real Property Disposal
(6) Annual Inspection of Ingrants, Outgrants, and Encroachment
(7) Real Property Audit Inventory Checklist
(8) Interim DD1354 Aging Report
(9) Monthly Geospatial and USMCMMax Update Report
(10) Appendix A

1. Situation. The Marine Corps mission requires significant quantities of real property to support operational readiness activities and to sustain Marines, Sailors and other uniformed and civilian personnel at Marine Corps installations. The Department of Defense (DoD), Department of the Navy (DON) and the United States Marine Corps (USMC) policies addressed in the references (a) through (o) prescribe requirements governing the management of Real Property.

2. Cancellation. ASO 11100.

3. Mission. This Order clarifies Roles and Responsibilities to assure that Marine Corps Air Station, Cherry Point (MCAS CHERPT), complies with the Marine Corps mandate for Real Property Accountability and Financial Audit Readiness.

4. Execution

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

a. Commander's Intent. These instructions constitute a program for management of Real Property Inventories at MCAS CHERPT including its outlying fields and other tenant organizations located aboard the Air Station.

b. Subordinate Elements/Tenant Commands Mission

(1) Commanding Officers, Directors, and Department Heads. Ensure that personnel assigned to duties involving Real Property are familiar with this Order and are in compliance with requirements listed in references (a) through (n).

(2) Commanding Officer, Fleet Readiness Center East (FRCEast). Ensure that personnel assigned to duties involving Real Property are familiar with this Order and are in compliance with requirements listed in references (a) through (n).

(3) Commanding Officer, Naval Health Clinic. Ensure that personnel assigned to duties involving Real Property are familiar with this Order and are in compliance with requirements listed in references (a) through (n).

(4) Commanding General, 2d Marine Air Wing. Ensure that personnel assigned to duties involving Real Property are familiar with this Order and are in compliance with requirements listed in references (a) through (n).

(5) Director, Defense Logistics Agency (DLA) Distribution. Ensure that personnel assigned to duties involving Real Property are familiar with this Order and are in compliance with requirements listed in references (a) through (n).

(6) Director, Defense Logistics Agency (DLA) Disposition. Ensure that personnel assigned to duties involving Real Property are familiar with this Order and are in compliance with requirements listed in references (a) through (o).

5. Administration and Logistics. This Order is available electronically and can be accessed via the Station Adjutant section of the MCAS CHERPT homepage at <http://www.cherrypoint.marines.mil>.

6. Command and Signal

a. Command. This order is applicable to MCAS CHERPT including subordinate and tenant commands and organizations, all staff sections, and contractors.

b. Signal. This Order is effective the date signed.


B. C. BURKS

DISTRIBUTION: A

STANDARD OPERATING PROCEDURES
FOR REAL PROPERTY INVENTORY

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CHAPTER 1

GENERAL INFORMATION

1. Information. The purpose of this document is to provide policy and guidance for the accountability and management of Real Property located at MCAS CP, and its outlying areas under the control of the United States Marine Corps. Specifically, all real property owned, leased, or otherwise acquired and controlled by the Marine Corps including property and improvements acquired from other DOD and Government agencies shall be managed in accordance with this order. This is to include privately owned buildings, structures, and utility systems located on the Marine Corps installations and privately owned facilities leased by the Marine Corps or otherwise under Marine Corps control at locations other than this installation.

a. An inventory of such property will be continuously updated and reported per reference (b) or as otherwise directed by the Commandant of the Marine Corps.

b. Utilize a handbook per reference (f) as a supplemental guide in providing further concepts, procedures, and examples to assist installation Real Property personnel in implementing the actions prescribed in this document.

2. Key Definitions. The definitions below are essential to understanding the policy and guidance presented with regard to real property management.

a. Asset. Something of value. DOD Real Property (RP) asset types are: Land (L), Building (B), Structure (S) and Linear Structure (LS).

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

c. Installation. Consists of a base, camp, post, station, yard, center, or other activity, including leased facilities, under the jurisdiction, custody, or control of the Secretary of Defense

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

d. Land. A portion of the earth's surface distinguishable by boundaries. The types of land assets in the Real Property Inventory (RPI) include everything from unimproved areas to central urban developments. Land will be inventoried, by parcel, when the parcel is transferred into a Military Department's custody and control.

e. Marine Corps Facility Planning and Programming System (MCFPPS). The Marine Corps Facilities Planning and Programming System is the Marine Corps system to plan, program, budget, and execute all facilities' functions. The MCFPPS process is used to acquire facilities for the Marine Corps in accordance with the Future Years Defense Program (FYDP), as well as dispose of excess Class 1 and Class 2 real property.

f. Naval Facilities (NAVFAC) P-73. This document identifies authorities, responsibilities, policies and procedures of the DON regarding real estate management and the maintenance of naval real estate records.

g. Property Record. The property record is the record that is maintained in the internet Naval Facilities Assets Data Store (iNFADS) for each item of real property. The data elements on a property record will vary based on the facility type and legal interest code. This term also applies to a computer-generated record that shows pre-selected data elements for each item of real property.

h. NAVFAC P-78. It is the Real Property Inventory Procedures Manual for the Department of the Navy. It provides descriptions of each data element, as well as business rules and examples for use by individuals involved in real property inventory.

i. Real Property. Land and improvements permanently attached to land (i.e., facilities). It includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (e.g., plant equipment, industrial equipment, buoys). Land rights represent interests and privileges; for example, timber rights, leaseholds, easements, rights-of-away, and mineral rights. As such, land rights are considered Real Property.

j. Site. A physical (geographic) location that is, or was, owned by, leased to or otherwise possessed by a DOD component. Each site is assigned to one, and only one, service and installation.

3. Real Property Management Functions

a. Functions. Real Property management encompasses every aspect of real property support and some closely related assistance functions at all Marine Corps installations. This management may encompass all of the following operations at any given installation:

(1) Acquisition of title or other lesser interests to lands and improvements

(2) Granting of easements, leases, licenses and similar interests in real property

(3) Disposal of excess DON real property

(4) Processing of Real Property Claims

(5) Establishment of Real Property internal controls

(6) Maintenance of the Real Property Record

(7) Monitoring and Recording of Asset Evaluations

4. Real Property Management Responsibilities

a. Real Estate, Asset Utilization Manager. The Marine Corps Real Estate, Asset Utilization Manager (GF6) is located at Marine Corps Installations Command (MCICOM) and is responsible for the accounting and proper custody, safekeeping, efficient, and effective use of all Marine Corps owned buildings, structures, utilities, and land under the control and/or management of the Marine Corps.

b. Real Property Officer (RPO). The Marine Corps Real Property Officer is the Marine Corps subject matter expert on Real Property Inventory policies, regulations, and laws at the Headquarters, Marine Corps (HQMC) level.

c. Realty Specialist. The Marine Corps regions and installations will each appoint a Realty Specialist. The Realty Specialist will initiate actions to acquire and dispose of real property interests, and manage outgrants. Responsibilities include the following:

(1) Annually inspect outgrants to ensure full compliance with outgrant terms and conditions. An annual report of the inspection shall be transmitted to MCICOM via MCIEAST.

(2) Annually inspect ingrant easement to ensure full compliance with terms and conditions. An annual report of the inspection shall be transmitted to MCICOM via MCIEAST.

(3) Develop and transmit requirements for ingrant and outgrant execution to Naval Facilities Engineering Command (NAVFAC) via Marine Corps Installations Command.

(4) Coordinate with the Real Property Accountability Officer and Installation Geospatial and Information Services manager to ensure ingrants and outgrants are properly documented in iNFADS and GEOFidelis.

d. Real Property Accountability Officer (RPAO). Reference (b) requires that an RPAO be appointed, in writing, for each installation utilizing enclosure (1). The RPAO maintains the installation's real property records and supporting documentation. The RPAO is the subject matter expert on real property inventory for the installation. Responsibilities include the following:

(1) Establish policies and procedures, in accordance with existing directives, to ensure that all real property inventory transactions are properly documented for audit purposes.

(2) Establish internal controls to ensure the accuracy and completeness of the installation real property inventory.

(3) Coordinate with the Comptroller during all financial audit reviews.

(4) Create, edit, and dispose property record cards based on inspections, work orders, projects and other actions that result in changes to the real property inventory. This includes coordinating with Public Works to create DD Forms 1354, and accepting the DD Form 1354 for new construction, capital improvements, and disposals.

(5) Coordinate with the Installation Geospatial Information and Services Manager to reconcile iNFADS and IGI&S data per ref (m).

(6) Coordinate with the Facilities Planning section on new construction, capital improvements, disposals, or other Real Property inventory actions in order to keep the inventory current.

(7) Coordinate with the Facilities Planning section on Unit Information Codes (UIC), special areas, and other inventory data elements that impact the Facility Planning Document.

(8) Coordinate with Installation tenants (non-DOD or other occupants) to ensure that each tenant has a valid real estate instrument, inter-service support agreement or MCCS Space Assignment.

(9) Coordinate with the Real Estate section to ensure that all ingrants and outgrants are properly documented and recorded in iNFADS.

(10) Coordinate with Housing section, and the Public/Private Venture (PPV) contractor, to maintain accurate physical and legal data for on-base housing.

(11) Coordinate with the HQMC Real Property Officer (RPO) when an acquisition requires the creation of a new site and special area. Monitor the status of Physical Inventories and document the inspection in iNFADS.

(12) Identify and record in iNFADS Class 3 property (equipment) that is either occupied or connected to utilities.

CHAPTER 2

POLICY AND STANDARDS

1. Real Property Management Policy. The following broad policies of the Department of the Navy and the Marine Corps govern the conduct of real estate transactions:

a. Acquire and retain only real property that is necessary to meet approved military missions.

b. Actions are taken to ensure that all USMC real property is being fully utilized.

c. Buffer zones are maintained via easements in conjunction with periodic assessments of training range, other installation encroachment and Air Installation Compatible Use Zone (AICUZ) associated with neighboring communities.

d. Take prompt action to dispose of real property that is excess to military requirements.

e. Require the payment of fair market value, in cash or in-kind, for property which is made available to non-federal agencies or private entities under lease, license or other forms of outgrants. In-kind consideration in lieu of cash payment must be approved by MCICOM.

f. Construct buildings or other permanent improvements only on land in which the acquired interest in the land is sufficient for the purposes of the improvements.

g. Maintain the Marine Corps Real Property record consistently in accordance with reference (c).

2. Real Property Management Objectives. The Marine Corps has adopted the following objectives to support this policy:

a. Only property required to maintain the capability of the Marine Corps to satisfy current or mobilization requirements will be retained.

b. Acquisition of Real Property will only be initiated when existing land and/or facilities cannot support current operations or future plans.

c. After review with installation planning, operational and maintenance organizations:

(1) A facility should be re-categorized or disposed if the location, site, physical condition, or excessive operating and maintenance costs cause continued utilization and ownership of a facility to be unjustified.

(2) A property should be disposed if functional obsolescence renders the property unsuitable or uneconomical for planned utilization or conversion to other uses.

(3) Any underutilized land or space in all Marine Corps owned facilities should be made available for utilization by others on a temporary basis when consistent with the installation readiness mission.

(4) Ensure that adequate real property is available to serve future plans.

d. In accordance with reference (b), a physical inventory of each item of real property is required not less than every five years; those real property items designated as historic assets shall be inventoried every three years.

3. Real Property Standards. All Real Property acquired by the Marine Corps must be recorded for accountability and financial reporting purposes. This recording shall occur when title passes to the Marine Corps at the time the asset is placed in service and the full cost of the asset is recorded in the real property inventory. In addition, internal controls, reference (j) shall be established to ensure that programs operate and resources are used efficiently and effectively to achieve desired objectives. To implement this guidance the following is the established Marine Corps policy:

a. Within 10 days of Marine Corps Acceptance of Real Property, the Transfer and Acceptance of DOD Real Property (DD Form 1354) will be inputted into the property record. The goal - 100% of applicable real property documents will be inputted into the Real Property record within 10 days of Marine Corps acceptance for any acquisition.

b. Real Property Physical Inventory Completion:

(1) Measure - The cumulative quantity of real property

assets that have been inventoried within 5 years of the end of the period, divided by the total number of real property assets recorded at the end of the period.

(2) Goal - Physical inventory of 100% of real property assets over a five year period.

c. Physical Inventory Adjustments For Real Property:

(1) Measure - The total quantity of asset records added or archived by inventory adjustment annually divided by the total quantity of real property assets recorded at the beginning of the period.

(2) Goal - No adjustments

d. Real Property Asset Reconciliation with Tenant Agencies will be effected to comply with reference (b).

(1) Measure - The total quantity of real property assets reconciled divided by the total quantity of real property assets recorded.

(2) Goal - 95% of Defense Agencies' real property assets reconciled.

4. Guidance and Standards. The NAVFAC P-78, reference (c), outlines the responsibilities and procedures for managing Department of Navy Real Property Inventory (RPI) information. The RPAO Handbook, reference (f), provides procedural guidance and requirements for accomplishing various real estate actions related to the acquisition, management and disposal of Real Property. These Documents delineate Marine Corps procedures with regard to real estate actions and the Real Property Record and should be adhered to unless otherwise stipulated in this order.

5. Budgeting and Funding. The Secretary of the Navy holds real property for DON. Real Property records are available in INFADS which is maintained by Naval Facilities Engineering Command (NAVFACENGCOM). The Navy is mission funded to maintain this system. Training costs, data maintenance and physical inventories for Marine Corps real property is the responsibility of the Marine Corps. Installation and region RPAOs shall request sufficient funds in support of local training requirements.

CHAPTER 3

GUIDANCE

1. Asset Management Organization. Typically the Real Property Branch function is found in the Asset Management Division under the Public Works Department. Under Public Works, Real Property personnel should develop a close association with both the Facility Planning and IGI&S workforce in the daily execution of their responsibilities. The Real Property organization will work on all areas of real estate to include property acquisition and disposal, leases, outgrants, internal controls, property record maintenance and audit.
2. General. Marine Corps policy is to acquire, retain, and maintain only those installations, including associated land, air, and water areas, which are essential to conducting required military operations. This includes all Real Property (buildings and other facility improvements) required in the support of current and proposed peacetime missions and which reflect both current authorized force levels and projected mobilization planning requirements.
3. Procedures. Reference (n) establishes the authorities, responsibilities, policies and procedural guidance for accomplishing various real estate actions regarding acquiring, managing and disposing of real property, as well as, the maintenance of naval real estate records within the DON.
 - a. To further implement the policy contained in paragraph 2 herein, a systematic review of Marine Corps Real Property is required. This will be accomplished through procedures delineated in reference (n), regarding the Facilities Planning and Programming process and Master Plan development. Outcomes of these reviews will result in Real Property actions which will cause the property record to be amended. The Marine Corps Property Record, including all changes that have been recorded, will be provided annually to the DOD in the submission of accurate core RPI and forecasting real property data elements per reference (b). These actions are undertaken to:
 - (1) Promote efficient and economical use of Marine Corps Real Property assets.
 - (2) Increase the level of accountability for Asset Management.

(3) Allow for comparing and benchmarking across various types of Real Property assets.

(4) Give Commanders the accurate, reliable data needed to make asset management decisions, including disposing of unneeded Marine Corps assets.

4. Acquisition. Includes any action that brings additional Real Property under the control of the Marine Corps. Acquisitions can be categorized in the Real Property record as construction, condemnation, land withdrawal, donation, environmental liability, exchange, inventory adjustment, joint venture, lease, occupancy agreement, or other Real Property instrument for property that does not meet the previous definitions. Although references (d) and (f) provide specific guidance on acquisitions and record keeping respectively, in allowing Marine Corps policy, when an acquisition is necessary, the following issues may need to be considered:

a. Site Approval. All requests for land use, permanent or temporary must seek Site Approval from the PWO Asset Manager. Such approval is required to ensure general land use compatibility, orderly base development, and conformity to the activity Master Plan. After the PWO Asset Manager has approved the site, minor adjustments may be made during the engineering or construction phases without requesting a new Site Approval. In no case can the size or use be changed without a new Site Approval.

b. Modernization. A facility may be modified during its life cycle by a capital improvement. A project using Operations and Maintenance (O&M) funding may be initiated to increase the size, capacity, efficiency or change the utilization of the facility. The RPAO must be advised of such projects so that the necessary changes may be made in INFADS.

(1) Capital improvements are expenditures having the effect of extending the useful life of an existing asset, increasing its normal rate of output, lowering its operating cost, increasing rather than merely maintaining its efficiency, or otherwise adding to the worth of benefits it can yield. Any Capital Improvement project which affects a facility and which meets the criteria expressed in reference (d) must be reported to the RPAO via DD Form 1354. The RPAO will then document the capital improvement and enter the change into INFADS.

(2) Improvements to Real Property (including Multi-use Heritage Assets) that equal or exceed the DON capitalization

threshold are individually capitalized within iNFADS and depreciated over the applicable DOD standard recovery period. Capital improvements less than the current DON threshold are recorded in iNFADS, but are not capitalized, nor do they require a DD Form 1354.

c. Other Acquisitions. Additional acquisition procedures, considerations, thresholds and business process depictions can be found in the Real Property Handbook identified in Chapter 1.

5. Disposal. Disposal consists of any action of permanently divesting the DOD of legal interest in, and control of, a Real Property asset. Methods of disposal are various and include conveyance, transfer, exchange, Grant, Sale, Salvage, Training, return to host nation, etc. Although references (d) and (f) provide specific guidance on disposals, in allowing for the Marine Corps policy, when a disposal is necessary, the following issues may need to be considered:

a. Utilization. The rate at which a particular facility is utilized. This data element is applicable to the following types of facilities: administration, Research and Development, warehouses, hospitals and housing (family housing and bachelor housing). The Real Property Utilization Rate is automatically calculated in accordance with the Marine Corps guidelines in accordance with reference (c).

b. Disposal Criteria. The following factors constitute basic criteria with respect to recommending facilities for disposal as excess:

(1) The overall capacity is greater than the minimum required to accomplish current and proposed mobilization missions, considering the factors of flexibility and mobility of operating forces, geographical dispersion, and national security risk.

(2) The land or improvements comprising the activity exceed the minimum required to accomplish the assigned and programmed mission(s), tasks, and functions of the activity; and excess portions are so located as to be severable.

(3) Current fair market value is greater than the cost of acquiring other acceptable property, including all costs incident to completing the replacement. This matter will only be considered when preliminary cost estimates indicate its possibility. Informed estimates of current fair market value will be made by the

Commander, NAVFACENGCOM, when requested by the Commandant of the Marine Corps (Code LF).

(4) Holdings are inadequate because of changed missions or technological advances, and the character and value of surrounding property make expansion infeasible.

(5) Facilities which have low utilization rates, but are still serviceable and have not deteriorated beyond economical restoration, should be considered for consolidation wherever practicable. Unless the remaining facilities could be economically converted to a new category code they would then be candidates for disposal.

(6) Unless required for future plans or mobilization, facilities not in use should be identified as excess and slated for disposal.

(7) In any reduction of the activities and facilities of the regular establishment, no facilities which are capable of economic utilization by the Reserve components to meet programmed requirements, in lieu of construction, shall be disposed until provision has been made to fulfill the requirements of the Reserve components for facilities in the geographical area concerned.

6. Encroachment Control: The Realty Specialist is responsible to perform annual inspections of parcels that MCAS Cherry Point holds either in whole or with a partner to ensure that there is no encroachment on the rights of the Marine Corps. Each parcel shall be physically inspected annually. Significant changes will be documented by photographic and narrative description. Reports of inspections shall be submitted to MCICOM (LFL3) annually by 1 May. Reports of inspections shall be entered using the form in enclosure (5). Each report shall be entered into the Property Record in INFADS.

7. Real Property Transfers. The responsibility for approval of transfers of excess real property rests with the General Services Administration (GSA). The Administrator of GSA is responsible for prescribing policies and methods to promote the maximum Federal utilization of excess property and for the transfer of such property among Federal agencies.

a. The basic authority given to GSA to dispose of real and related personal property is derived from provisions of Title 40 USC § 472. Provisions of the USC have been implemented by Federal

Management Regulation (FMR) Subpart C of Chapter 102 of Volume 41 to delegate authority from the Administrator of GSA to the Secretary of Defense. Successive re-delegations have been to the Secretary of the Navy and ultimately to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM).

b. Authority for transfers of property between military services is derived from reference (c).

c. It is important that even with delegations that the Marine Corps refrain from making commitments for transfers of Real Property to other agencies prior to GSA approval.

8. Geospatial Information. Installation Geospatial Information Systems (IGI&S, also referred to as GEOFidelis), are critical to provide effective installation management, improve our stewardship of natural resources, protect the environment, and support the training of Operating Forces. Geospatial information must be readily available to support the Marine Corps mission.

a. IGI&S are a core capability to support the mission requirements for installation management. All Marine Corps IGI&S capabilities will provide precise and reliable information at the installation, region and enterprise level and will be based on a common infrastructure foundation that supports inter-operability across the Marine Corps.

b. GEOFidelis will be used to develop, acquire and maintain, at a minimum, all Common Installation Picture (CIP) data layers, with associated metadata. The goal of GEOFidelis is to capture geospatial data in all appropriate facilities, environmental and other related projects, contracts and studies.

c. In support of iNFADS data integrity, since the GEOFidelis Program obtains imagery of the installation at least once every five years, it can be reconciled to the iNFADS database. This allows the RPAO to identify new facilities where there is no property record, or conversely property records where there is no longer a facility. The GEOFidelis Program can also be used to help validate the Stewardship land records.

9. Organizational Relationships. Real Property Inventory and accountability accuracy affects everyone who works at the installation or uses the installation facilities. As noted previously, communication with installation Public Works organizations, in particular Planning and IGI&S, are necessary to

produce desired outcomes. In addition, coordination with tenant agencies is necessary to ensure that proper documentation in regard to Real Property has been properly reconciled.

CHAPTER 4

REPORTS

1. Reports: Headquarters, Marine Corps recognizes that reporting can be a resource intensive process. As such, reports should be produced only when required by regulation, directive or when the benefit is determined to justify the resource investment.
2. Internal Management Reports: Periodic Review of Transactions Report by the RPAO to assure that iNFADS transactions are internally correct per enclosure (2). In particular, the Internal Management Reports that have been established are:
 - a. Internal Management Reports shall be established to assure the Management Control Points (MCP) noted in Management Internal Controls is being addressed per reference (g) and enclosures (3) and (4).
 - b. Inspection of Encroachment Report by the Realty Specialist to assure that encroachment of Marine Corps property is noted per enclosure (5).
 - c. Quinquennial Property Inventory Report by the Realty Inspector to comply with Physical Inventory requirements in accordance with reference (b), and enclosure (6).
 - d. Interim DD1354 Aging Report by the RPAO to be sent to ROICC in the format utilizing enclosure (7).
 - e. Monthly GEOspatial and USMC Maximo Update Report by the Realty Property Staff to be sent to the Facilities Systems Services Office in the format utilizing enclosure (8).
3. Periodic Review of Transactions: Periodically, the RPAO will review all iNFADS transactions for the period to assure that the recorded information is properly recorded.
 - a. This Review shall be performed quarterly at a minimum but may be done at lesser intervals.
 - b. The Real Property Staff will access iNFADS between the first and fifth day of each period and generate the Transaction Ledger along with each changed Property Record and any financial documents attached to those records.
 - c. The entire Transaction Review Package will be transmitted to the RPAO electronically.

d. Between the 11th and 16th day of the reporting period, the RPAO will generate and sign the Periodic Review Statement in enclosure (2) for submission to the Real Property Staff. If there are deficiencies noted in the report, the Real Property Staff will make corrections to the Real Property Records in iNFADS. Corrections do not need to be recorded in the "Discrepancy Section" because these changes are automatically recorded in the Audit Trail.

e. The Real Property Staff will:

- (1) make corrections to all property records as required
- (2) attach the Period Review Statement to each affected property.

4. Quinquennial Property Inventory Report: The Realty Inspector is responsible to perform annual inspections of Class 2 Real Property. Each property shall be physically inspected at least every five years. The Property Record will be verified and will be documented by photographic and narrative description. Reports of inspections shall be entered using the form in enclosure (5). Each report shall be entered into the Property Record in iNFADS.

5. Interim DD Form 1354 Aging Report: This report will be generated by the RPAO to delineate all Interim DD 1354 Forms in iNFADS. It will be sent to the ROICC for action in obtaining the Final DD 1354 Forms. See enclosure (7).

6. Monthly Geospatial and USMCMax Update Report. This report will be generated by the Real Property Staff and provided to the Facilities Systems Services Office. The report will consist of every Property Record created or changed during the previous month and will be available between the 1st and the 5th of the month. See enclosure (8).

7. Annual RPI Submittal. In accordance with reference (b), the Marine Corps must annually submit its Real Property Inventory (RPI) to the Deputy Under Secretary of Defense for Installations and Environment (DUSD (I&E)) as it exists on 30 September. The annual submission to DUSD (I&E) will include a certification that the Marine Corps has reconciled its RPI records with the Defense Agencies and DOD Field Operating Activities using or funding the facilities or land for which the Marine Corps has reporting responsibility. The annual submission will include each site, including all land and facilities, for which the Marine Corps has real property accountability, regardless of the organization using

or funding the facility or land. This report will be submitted as part of the overall DON. However, it is the installation responsibility that all information is complete and accurate. Reference (g) establishes 1 September for this goal.

8. Headquarters, Marine Corps Reports (HQMC). Headquarters, Marine Corps (Code LF) requires an annual report on outgrants and ingrant easements to ensure all terms and conditions of outgrants and ingrant easements are being met. Other special reports may be requested on a case-by-case basis and Item-of-Interest Reports may be submitted when appropriate.

CHAPTER 5

PROPERTY, PLANT, AND EQUIPMENT (PP&E) ACCOUNTABILITY

1. General

a. As previously discussed, maintaining the Marine Corps Real Property Record is a mandatory requirement. Additional guidance in reference (c), requires that all general PP&E assets acquired by DOD must be recognized for accountability and financial reporting purposes. Recognition requires the proper accounting treatment (expense or capitalization with depreciation or amortization) and the reporting of capitalized amounts and accumulated depreciation or amortization on the appropriate DOD Component's financial statements.

b. PP&E examples include but are not limited to:

(1) Real Property including Land, Land Rights, and Facilities (includes buildings; structures, and linear structures)

(2) Construction in progress

(3) Assets under capital lease and leasehold improvements

(4) Land, other than Stewardship Land with an identifiable cost that was specifically acquired for, or in connection with, the construction of General PP&E; and

(5) Land rights, which are interests and privileges held by an entity in land owned by others, such as leaseholds, easements, water and water power rights, diversion rights, submersion rights, rights-of-way, mineral and timber rights and other like interests in land.

2. Supporting Documentation

a. Entries to record financial transactions in accounting system general ledger accounts and/or the supporting subsidiary accountable property records and/or systems must be supported by source documents that reflect all transactions affecting the Component's investment in the PP&E.

b. Consistent and complete accounting records must be maintained for all real property acquisitions (whether by purchase, transfer from other services/agencies, exchange, donation, or other means) as of the date the DOD Component takes custody of the real

property asset. Consistent and complete accounting records must also be maintained for all disposals or retirements of real property assets relinquished from the custody of the DOD Component.

(1) Records should validate the acquisition cost, acquisition date, the cost and dates of any improvements made to the original real property asset, and the disposal date.

(2) All supporting documentation should be retained as original documents or hard or electronic copies in a readily available location.

3. Audit Preparation. In preparing for an audit of real property, there are five relevant financial reporting assertions that apply:

a. Existence or Occurrence. Recorded assets, at a given date, exist and are supported by appropriate detailed records. Recorded transactions represent events that actually occurred and are properly classified.

b. Completeness. All submitted financial information is properly recorded and classified. All economic events occurring in the current period are recorded. The summarization of recorded transactions is not understated or overstated.

c. Rights and Obligations. Transactions are reported in the proper period and authorized. Assets are the entities' rights and obligations, respectively, at a given date. Transactions recorded in the current period represent economic events that occurred during the current period. Recorded assets are owned by the entity.

d. Valuation and Allocation. Financial information is accurate and reliable. Transactions are recorded at correct amounts. Assets included are valued on an appropriate valuation basis.

e. Presentation and Disclosure. Financial information is properly exhibited in the financial statements in accordance with applicable laws and regulations. Accounts are properly classified and described in the financial statements. The financial statements or footnotes disclose all information.

4. Document Retention. NAVFACENGCOM as the DON agent for Real Property will ensure real property documents delineated in reference (e) will be managed in accordance with references (n) and (o).

5. Training. Realty Specialists must be trained on federal real estate acquisition, disposal and management procedures. RPAOs must be trained on the property record prior to edit access being granted. Refresher training should be attended by the RPAO and Realty Staff no less than every three years. Initial training and refresher training on iNFADS will be supported by HQMC and training schedules published as required.



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:

11100

Office Code

dd Mmm yy

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Appointee's Name, Unit/Directorate

Subj: APPOINTMENT AS THE REAL PROPERTY ACCOUNTABILITY OFFICER
(RPAO)

Ref: (a) DOD 7000.14-R Financial Management Regulations (FMR),
Volume 4, Chapter 6, (Property, Plant, and Equipment)
(b) DODI 4165.14, Real Property Inventory and Forecasting of
2 Oct 2008
(c) NAVFAC P-78, Real Property Inventory (RPI), Procedures
Manual

1. You are appointed as the Real Property Accountability Officer for this installation. In order to carry out these duties, you are directed to familiarize yourself with references (a) through (c).

2. This appointment will continue in force for the duration of your tour of duty, unless otherwise directed by this Command.

STATION COMMANDING OFFICER

dd Mmm yy

RECEIVING ENDORSEMENT

From: Appointee's Name, Unit/Directorate
To: Commanding Officer, Marine Corps Air Station, Cherry Point

1. Returned.

2. I assume the duties as the Real Property Accountability Officer. I have read and understand the references pertaining to this appointment.

APPOINTEE'S SIGNATURE

Copy to:
CMC (LFL-3)
Files

Enclosure (2)

PERIOD REVIEW STATEMENT

Review Statement for _____.
(Month/Year)

The undersigned has reviewed the Transaction Report for this period and compared the Report with the Property Records and Financial Documents.

I find the following:

_____ All Property Records are correctly recorded with proper Financial Documentation and information was entered within 10 days of receipt of the DD Form 1354.

_____ The following discrepancies were noted:

- 1.
- 2.
- 3.

Signature of Real Property
Accountability Officer

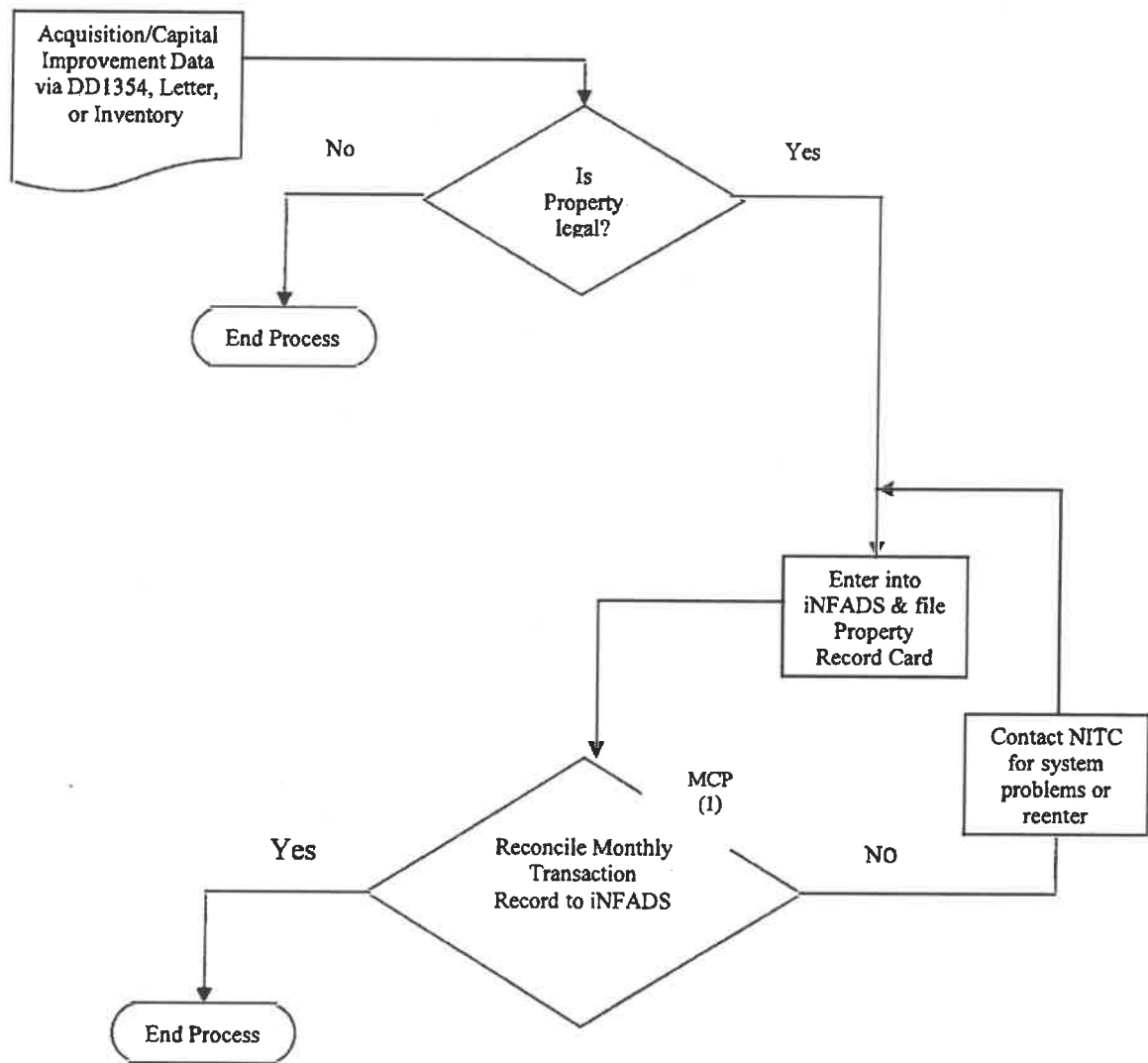
Date Signed

Copy to:
Each property in INFADS
Files

Enclosure (3)

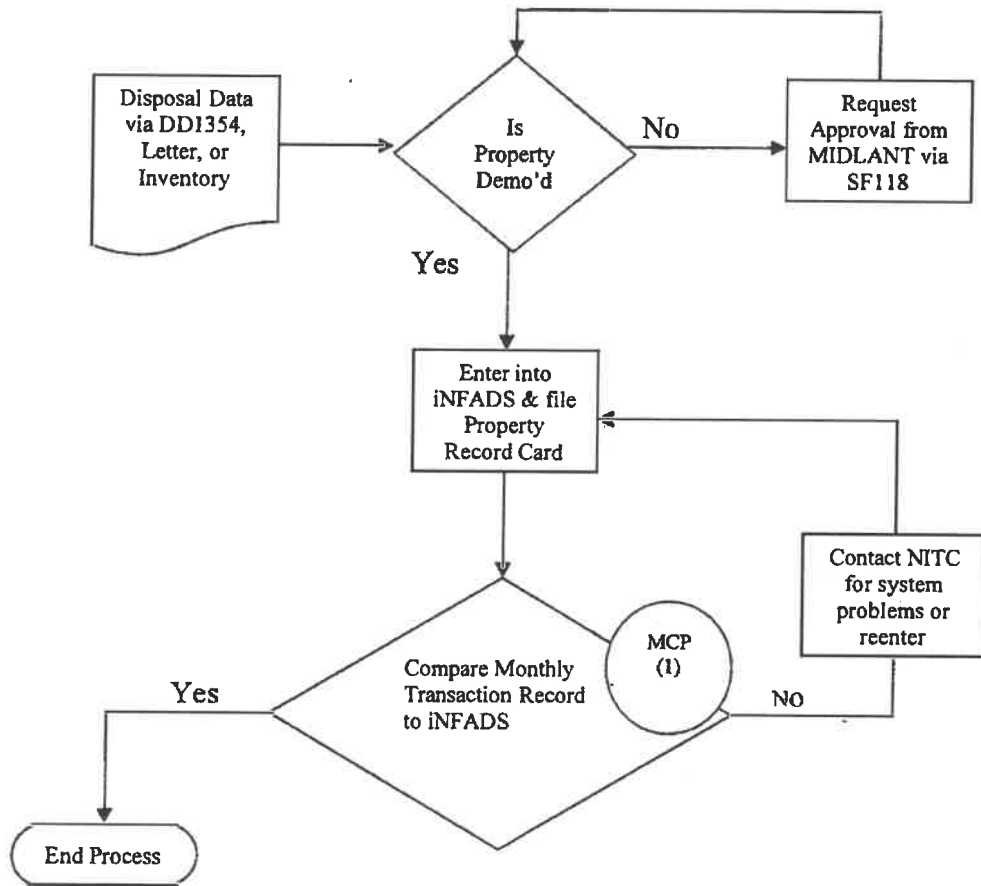
REAL PROPERTY CHANGES

Including all forms of Acquisition and Capital Improvement



REAL PROPERTY DISPOSAL

MCAS CHERRY POINT FACILITIES DEVELOPMENT REALTY DIVISION



**MCAS CHERRY POINT ANNUAL INSPECTION RECORD OF INGRANTS,
OUTRANTS, AND ENCROACHMENT**

Property Name:			
Insp Date:	Inspector:	Tel #:	
Refs: (a) DODI 4165.14 (b) 10 USC 2684(a) (c) DOD Readiness and Environmental Protection Initiative Program Guide of Apr 2001			
In accordance with references (a) through (c), each parcel shall be physically inspected annually. Significant changes will be documented by photographic and narrative description. Reports shall be submitted to HQMC (LFL3) annually, by 1 May.			
Restricted Usage and Development Rights	Pass	Fail	Comments
No dumping, trash or garbage			
Approved surface pits no larger than 1 acre			
No permanent human habitation			
No structure within 20 feet of Installation except fencing			
No structure or tree exceeding 150 feet			
Any lighting will not emit above horizontal line of treetops			
No operations shall pass permit visual hazards to aircraft			
Natural origin forest strands shall not be converted to plantation strands			
Maximum of 10 campsites on property, not to exceed 5 acres per site			
No activity resulting in attracting additional waterfowl			
Signature:			
** Attach additional sheets for commentary - File with each Property in INFADS **			

ASO 11100
22 AUG 2014

UNITED STATES MARINE CORPS
REAL PROPERTY AUDIT INVENTORY CHECKLIST (Class II Buildings and Structures)

RPUID: _____

1	Real Property Site Unique Identifier, Real Property Unique Identifier (RPUID), Facility Number	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
2	Real Property Asset Type Code; Real Property Asset Predominant Current Use CATCODE Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
3	Address Street Direction Code, Address Street Name, Address Street Number, Address Street Type Code, Country Code, County Code, City Code, Location Directions, State or Country Primary Subdivision Code, Postal Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
4	Real Property Total Unit of Measure Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
5	Real Property Total Unit of Measure Quantity	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
6	RPA Description Text	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
7	Real Property Asset Command Claimant Code; Real Property Asset Financial Reporting Org Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
8	Asset Allocation User Organization Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
9	Real Property Asset Interest Type Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
10	Real Property Asset Operational Status Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
11	Real Property Asset Placed In Service Date	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
12	Real Property Asset Historic Status Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code HIST Historical	COMPLETE <input type="checkbox"/>

Enclosure (7)

UNITED STATES MARINE CORPS
REAL PROPERTY AUDIT INVENTORY CHECKLIST (Class II Buildings and Structures)

RPUID: _____

Item	Real Property Element	Reference/Standard	Asset Review Type Code	Completion
13	Real Property Asset Historical Status Date	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code HIST Historical	COMPLETE <input type="checkbox"/>
14	Asset Review Date	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Update this field with the date of the specific Asset Review Type	COMPLETE <input type="checkbox"/>
15	Asset Review Type Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Update this field with the type of the Asset Review conducted	COMPLETE <input type="checkbox"/>
Facility Physical Quality Rate				
16	Facility Physical Quality Rate	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code COND Facility Condition Assessment Inspection. Until the COND code is implemented (RIPR 7.0 Sept 2014), use INSP Inspection - Physical	COMPLETE <input type="checkbox"/>
17	Facility Plant Replacement Value Amount	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	This field will be automatically updated.)	COMPLETE <input type="checkbox"/>
18	Real Property Asset Utilization Rate	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code UTIL Utilization Inspection	COMPLETE <input type="checkbox"/>
19	Asset Allocation Size Quantity	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
20	Asset Allocation Size Unit of Measure Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
21	Grantee Organization Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
22	Grantor Organization Code	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
23	Grant Start Date	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
24	Grant End Date	P-78 RPI Procedures Manual, 5-1; RPIM 6.0; MCO 11000.26 Handbook	Asset Review Type Code INVQ Inventory - Quantitative	COMPLETE <input type="checkbox"/>
25	Geo-spatial Feature	DODI 4165.14	Ensure the facility is shown and linked by Facility ID in GEOFidelis	COMPLETE <input type="checkbox"/>
Inventory Validation				
Name (Printed)		Name (Printed)		
Signature:		Signature:		
Date:		Date:		

INTERIM DD1354 AGING REPORT FOR _____

(Date)

From: Real Property Accountability Officer, Marine Corps Air
Station, Cherry Point

To: Resident Officer-In-Charge, Marine Corps Air Station, Cherry
Point

Subj: INTERIM DD1354 FORMS

Ref: (a) USMC RPAO Handbook

1. The following Interim DD 1354 Forms are awaiting conversion to
Final DD1354 Forms.

Project Number	Facility Number	Interim Date	Status	Expected Date

2. Point of contact is _____ at
_____.

Enclosure (8)

MONTHLY GEOSPATIAL AND USMCMAX UPDATE REPORT FOR

(Date)

From: Real Property Accountability Officer, Marine Corps Air
Station, Cherry Point
To: Facilities Systems Services Office, Facilities Directorate,
Marine Corps Air Station, Cherry Point

Subj: ADDED/CHANGED PROPERTY RECORDS

Ref: (a) MCO 11000.26

Encl: (1) Property Records

1. In accordance with the reference, the enclosure have been created or changed during the previous month.
2. Please use these records to update the GIS maps and USMCMAX System. Completion of updates must be reported to the RPAO within two weeks.

RPAO Signature

APPENDIX A

ACRONYMS

AICUZ - Air Installation Compatible Use Zone

CIP - Common Installation Pictures

COMNAVENGCOM - Commander, Naval Engineering Command

CMC - Commandant of the Marine Corps

DLA - Defense Logistics Agency

DOD - Department of Defense

DON - Department of the Navy

DUDSD (I&E) - Deputy Under Secretary of Defense for Installations & Environment

FMR - Federal Management Regulations

FYDP - Future Years Defense Program

GEOFidelis - Geospatial Information & Services Program

GSA - General Services Administration

HQMC - Headquarters, Marine Corps

IGI&S - Installation Geospatial Information & Services

iNFADS - internet Naval Facilities Assets Data Store

MCAS CP - Marine Corps Air Station, Cherry Point

MCFPPS - Marine Corps Facility Planning & Programming System

MCICOM - Marine Corps Installations Command

MCP - Management Control Points

NAVFAC - Naval Facilities

NAVFACENGCOM - Naval Facilities Engineering Command

O&M - Operations & Maintenance

PP&E - Property, Plant, & Equipment

RP - Real Property

RPAO - Real Property Accountability Officer

RPO - Real Property Officer

RPI - Real Property Inventory

UIC - Unit Identification Code

USMC - United States Marine Corps