

Appendix A

Form and Instructions

NASA Form 1515

INSTRUCTIONS

- **REPORTING INSTALLATION.** - Enter the name of the NASA installation accountable for the property.
- **DATE.** - Enter the date the report was prepared.
- **REAL PROPERTY ACCOUNTABLE OFFICER.** - Typed name and signature of the Real Property Accountable Officer designated by the Installation Director.
- **FOR FY ENDING.** - Complete by entering the last two digits of Fiscal Year involved.
- **DISPOSAL CATEGORIES.** - Enter in each line item as appropriate (*i.e., By Transfer, By Sale, etc.*) the following information:
 - **No. of Cases.** - Enter in column a the number of cases completed in the Fiscal Year;
 - **Land.** - Enter in columns b and c the total acres of land disposed of and overall book value;
 - **Buildings.** - Enter in columns d, e and f the number of buildings disposed of, total square feet involved and overall book value. Under col. e indicate whether sq. ft. is gross or net (G or N)
 - **Other Structures and Facilities.** - Enter in columns g and h the number of other structures and facilities disposed of and the overall book value.
- **LEASEHOLD IMPROVEMENTS.** - Enter in column i the overall book value of all improvements made on property owned by others and disposed of.
- **REMARKS/EXPLANATION.** - Enter in item 10 any qualifying statements or clarifications pertinent to line items and columns entered above.

NOTE: - On a separate sheet provide the description of each case reported by "Disposal Category" and cite the authority for the disposal action, examples of which are set forth as follows:

	Description and Location of Property	Book Value	Authority
● Category 2 (By Abandonment)			
Case No. 1	Bldg. No. 1240 (Quonset Building), Link Fence, Gravel Road, Tracking Tower, Plum Tree Island, Virginia	\$ 90,477	NASA Hdqts ltr dated 6/25/71
● Category 3 (By Demolition)			
Case No. 1	Bldg. No. 1224, Lumber Storage Building - Hampton, Virginia	\$ 8,829	NASA Hdqts ltr dated 1/4/71
Case No. 2	Bldg. No. 1290, Space Science Laboratory - Pasadena, California	\$ 24,761	NASA Hdqts ltr dated 3/6/71

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
**REPORT OF REAL PROPERTY DISPOSAL ACTIONS ACCOMPLISHED
 DURING THE FISCAL YEAR - DISPOSED OF AND REMOVED
 FROM THE ACCOUNTABLE RECORDS**

R. CRITING INSTALLATION

DATE

REAL PROPERTY ACCOUNTABLE OFFICER

FOR F.Y. ENDING
 June 30, 19

DISPOSAL CATEGORIES	NO. OF CASES a.	LAND			BUILDINGS			OTHER STRUCTURES AND FACILITIES		LEASEHOLD IMPROVEMENTS (Book Value) i.
		ACRES b.	BOOK VALUE c.	NO. d.	SQ. FT. e.	BOOK VALUE f.	NO. g.	BOOK VALUE h.		
1. BY TRANSFER										
2. BY ABANDONMENT										
3. BY DEMOLITION										
4. BY DONATION										
5. BY SALE										
OTHER (Specify)	6.									
	7.									
	8.									
9. TOTAL										

10. REMARKS/EXPLANATION

NOTE: - Please refer to preparation instructions on reverse of this form.

CHECK IF NEGATIVE REPORT