

Appendix A

Form and Instructions

NASA Form 1046

INSTRUCTIONS

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

ITEM 1. - Self-explanatory.

ITEM 2. - DATE. Enter date of preparation.

ITEM 3. - JOB NO. Enter NASA job number, if applicable.

ITEM 4. - CONTRACT NO. Enter NASA contract number, if applicable.

ITEM 5. - PROJECT NO. Enter the number assigned to identify the project with appropriate construction or capital improvement.

ITEM 6. - Self-explanatory.

ITEM 7. - TYPE OF TRANSACTION. Enter an "x" in the appropriate box in block 7a to indicate whether the transfer and/or notification of acceptance of accountability covers new construction, existing facilities or capital improvements to existing facilities. If the "other" category is used, explain in item 26, "Explanatory Notes." In addition, insert an "x" in the appropriate box of block 7b to indicate whether acceptance is being made at time of beneficial occupancy, physical completion or financial completion (*with respect to new construction and capital improvements*). If the "other" category is used, explain in item 26, "Explanatory Notes." If the transaction involves a transfer to another NASA installation or from NASA to another Government agency, indicate by placing an "X" in the appropriate box in block 7c.

ITEM 8 - ITEM NO. Each single entry will be identified as an item number, and this item number will be shown in this column.

ITEM 9. - FACILITY CLASSIFICATION CODE. Enter the applicable classification code set forth in NASA Form 1134, part VI, section 2, column 4.

ITEM 10. - FACILITY DESCRIPTION. Enter the descriptive nomenclature of the facility.

ITEM 11. - NO. OF UNITS. Enter the number of units in terms of buildings or other structures.

ITEM 12. - TYPE. Enter the type of construction; i.e., "P" for permanent, "S" for semi-permanent or "T" for temporary.

ITEM 13. - UNIT OF MEASURE. Enter as appropriate "SF" for square feet, or "Acres," etc.

ITEM 14. - TOTAL QUANTITY. Enter the total quantity applicable (*i.e., acres, square feet, etc.*) for the line item.

ITEM 15. - COST. Indicate by item number and description the appropriate cost. In these instances where a document is prepared which lists items carrying costs which in some cases may be final, and in others may be preliminary, each cost figure by line item will carry an alphabetical suffix of "P" for preliminary or "F" for final.

ITEMS 16 & 17. Self-explanatory.

ITEMS 18, 19 & 20. Enter the signature and title of the person authorizing the transaction and the date.

ITEMS 21, 22, 23 & 24. Enter the signature and title of the person authorized to accept accountability of the real property, including date and voucher number.

ITEMS 25 & 26. Self-explanatory.

TRANSFER AND/OR NOTIFICATION OF ACCEPTANCE OF ACCOUNTABILITY OF REAL PROPERTY

1. FROM: (Installation/Activity)		2. DATE		3. JOB NO.		4. CONTRACT NO.		5. PROJECT NO.	
6. TO: (Installation/Activity)		7. TYPE OF TRANSACTION		8. FACILITIES DATA		9. OCCUPANCY AND COMPLETION DATA		10. TRANSFER	
<input type="checkbox"/> (1) NEW CONSTR. <input type="checkbox"/> (2) EXISTING FAC. <input type="checkbox"/> (3) CAPITAL IMP. <input type="checkbox"/> (4) OTHER (Specify)		<input type="checkbox"/> (1) BENEF. OCCUP. <input type="checkbox"/> (2) PHYSICAL COM. <input type="checkbox"/> (3) FINANCIAL COM. <input type="checkbox"/> (4) OTHER (Specify)		<input type="checkbox"/> (1) BETWEEN INSTALL. <input type="checkbox"/> (2) OTHER GOVT. AGENCY		ITEM NO. 8.		FACILITY CLASS. CODE 9.	
FACILITY DESCRIPTION 10.		NO. OF UNITS 11.		TYPE 12.		UNIT OF MEAS. 13.		TOTAL QUANTITY 14.	
COST 15.		DRAWING NUMBERS 16.		REMARKS 17.		AUTHORIZED BY (Signature) 18.		TITLE 19.	
ACCEPTED BY (Signature) 21.		TITLE 22.		DATE 23.		DATE 20.		PROPERTY VOUCHER NO. 24.	

CERTIFICATION (The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the owning agency except for the deficiencies listed on the reverse side)