

Appendix A

Form and Instructions

NASA Form 1400B

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
FACILITIES UTILIZATION PROGRAM

REPORT OF NASA FACILITIES IDENTIFIED DURING THE PAST
REPORTING PERIOD AS BEING NOT NEEDED OR UNDERUTILIZED

A. NOT NEEDED	INSTALLATION				EXPLANATION OF ACTION TAKEN OR PLANNED d			
	REAL PROPERTY ACCOUNTABLE OFFICER							
	a. LAND		b. BUILDING					
CATEGORIES (List property name, description and location. Use additional sheets, if necessary.)	ACRES (1)	BOOK VALUE (2)	NO. (1)	SO. FT. (2)	BOOK VALUE (3)	c. OTHER STRUCTURES AND FACILITIES	FACILITIES UTILIZATION OFFICER	FOR REPORT YEAR ENDING
B. UNDERUTILIZED								

NOTE - Please refer to preparation instructions set forth on reverse

NASA FORM 1400B DEC 76

NEGATIVE REPORT

RCS 101 DPK 00719

General Instructions for Preparing NASA Form 1400B
Report of NASA-Owned Real Property Identified During the
Current Fiscal Year as Being Not Needed or Underutilized
Remaining in the Agency's Inventory

1. Reporting Installation. Enter the name of the NASA installation accountable for the property.
2. Date. Enter the date the report was prepared.
3. Real Property Accountable Officer. Typed name and signature of the Real Property Accountable Officer designated by the Installation Director.
4. Facilities Utilization Officer. Typed name and signature of the Facilities Utilization Officer designated by the Installation Director.
5. For Reporting Year Ending. Complete by entering the last two digits of the Reporting Year involved.
6. Categories. Number consecutively all items under the respective categories those properties identified as such during the reporting year and still being carried on the installation accountable records. (For the definition of terms, see FPMR 101-47.801(a).)
 - a. Land. Enter in columns (1) and (2) the total acres of land and overall book value from the current figures shown on your real property inventory records for the property listed.
 - b. Buildings. Enter in columns (1), (2), and (3) the building number or designation assigned to the building, total square feet involved, and overall book value from the current figures shown on your real property inventory records for the property listed. Enter under col. (2) whether sq. ft. is gross or net (G or N).
 - c. Other Structures and Facilities. Enter in columns (1) and (2) the facility number or designation assigned to the facility structure, and the overall book value from the current figures shown on your real property inventory records for the property listed.
 - d. Explanation of Action Taken or Planned. Enter as appropriate any explanation of action taken or planned in connection with the property listed under the respective categories.