

Appendix A

Form and Instructions

NASA Form 1400C



Facilities Data Summary

INSTALLATION NAME AND LOCATION	YEAR ESTABLISHED	
DIRECTOR	MAIL CODE	TELEPHONE
FACILITIES UTILIZATION OFFICER	MAIL CODE	TELEPHONE
REAL PROPERTY ACCOUNTABLE OFFICER	MAIL CODE	TELEPHONE

PROGRAM AREAS

PHYSICAL SCOPE <i>(Center proper)</i>		TOTAL
DESCRIPTION		
LAND AREA OWNED <i>(Acres)</i>		
LAND AREA ON PERMIT <i>(Acres)</i>		
BUILDINGS AND STRUCTURES <i>(Gross square feet)</i>	NUMBER OF BUILDINGS AND STRUCTURES	
BUILDINGS OVER 30,000 SQ. FT. <i>(Gross square feet)</i>	NUMBER OF BUILDINGS AND STRUCTURES	
BUILDINGS AND STRUCTURES OWNED <i>(Net square feet)</i>		
BUILDINGS OCCUPIED AND/OR CONTROLLED <i>(Net square feet)*</i>		

PERSONNEL HOUSING		
DESCRIPTION	NUMBER OF PERSONNEL REQUIRING HOUSING <i>(Prime shift only)</i>	CENTER POPULATION <i>(Including pers. not requiring housing & sec. shifts)</i>
CIVIL SERVICE		
CONTRACTOR		
OTHER		
TOTAL		

RECORDED CAPITAL VALUES <i>(Center property only)**</i>		
DESCRIPTION	CAPITALIZED BOOK VALUE AS OF _____	ESTIMATED REPLACEMENT VALUE AS OF _____
REAL PROPERTY		
PLANT EQUIPMENT		
FIXED ASSETS IN PROGRESS		
TOTAL		

* Includes owned NSF, plus that leased, held under permit, or other use agreement
 ** Excludes real property and plant equipment and fixed assets in progress at remote off site locations, such as tracking stations.

Instructions Preparing NASA Form 1400C Facilities Data Summary

1. Reporting Installation. Enter the name of the NASA installation accountable for the property.
2. Installation Director. Typed name of Installation Director.
3. Facilities Utilization Officer and Real Property Accountable Officer. Typed names and signatures of the Facilities Utilization Officer and the Real Property Accountable Officer designated by the Installation Director.
4. Categories
 - a. Physical Scope. Self-explanatory. Enter data shown on Installations property accountable records.
 - b. Personnel Housing. Self-explanatory. Enter data shown on installations building space utilization report and available human resources analysis report.
 - c. Recorded Capital Value. Self-explanatory. Enter data shown on installation's real property accountable records and estimated replacement value.
 - d. Major Technical Facilities. Self-explanatory. Enter installations major technical facilities designated in accordance with guidelines established in Chapters 4.2 and 4.3 of the NPG.