

Appendix A

Form and Instructions

NASA Form 844

REAL PROPERTY RECORD - LAND

1. DATE OF CARD	2. NAME OF PROPERTY	3. GSA USAGE CODE	3A. NASA FACILITY CLASSIFICATION CODE					
4. NAME OF INSTALLATION (or contractor)			4A. SITE LOCATION CODE					
5. CITY OR TOWN			5A. CITY OR TOWN CODE					
6. COUNTY OR COUNTRY			6A. COUNTY OR COUNTRY CODE					
7. STATE OR CONTINENT			7A. STATE OR CONTINENT CODE					
8. NASA INTEREST		9. LEASE TERMS		10. ACQUISITION				
<input type="checkbox"/> A. OWNED <input type="checkbox"/> D. AGREEMENT <input type="checkbox"/> B. LEASED <input type="checkbox"/> E. EASEMENT <input type="checkbox"/> C. PERMIT		A. EFFECTIVE DATE		METHOD	DATE			
		B. EXPIRATION DATE		<input type="checkbox"/> PURCHASED				
		C. PERIOD OF RENEWAL OPTION (Years)		<input type="checkbox"/> BY TRANSFER				
		D. ANNUAL RENTAL RATE		<input type="checkbox"/> OTHER (Specify)				
11. ACQUISITION AUTHORITY			12. FORMER OWNER					
13. RECORD OF LEGISLATIVE JURISDICTION								
A. TYPE OF JURISDICTION		B. ACRES		C. STATE OR FEDERAL STATUTE				
				(1) YEAR OF ENACTMENT	(2) VOLUME NO.	(3) CHAPTER NO.	(4) PAGE NO.	(5) DATES OF LETTERS OF ACCEPTANCE
<input type="checkbox"/> (1) EXCLUSIVE								
<input type="checkbox"/> (2) CONCURRENT								
<input type="checkbox"/> (3) PARTIAL								
<input type="checkbox"/> (4) PROPRIETORIAL								
<input type="checkbox"/> (5) UNKNOWN								
14. AREA (Acres to nearest tenth)			15. INITIAL COST		16. DISPOSITION INFORMATION			
A. URBAN		B. RURAL		A. DISPOSED OF TO		B. DATE OF DISPOSAL		
				C. METHOD CODE		CI. DISPOSAL AUTHORITY		
17. TRANSACTIONS COMPLETED (Additions - Deletions)								
A. DATE		B. VOUCHER NO.		C. DESCRIPTION/ CONTRACT/PROJECT NO.		D. VALUE		E. ACCUMULATIVE COST
						(1) INCREASE (2) DECREASE		

Instructions for Preparing NASA Form 844--Land

ITEM 1. DATE OF CARD. Enter date initially prepared.

ITEM 2. NAME OF PROPERTY. Enter the commonly used name for the property, building, structure, or facility being recorded as applicable. When a property has no name, use the street address or other local designation.

ITEM 3. GSA USAGE CODE. Enter in this item the present predominant use and related code of the land area or site building, structure, or facility being recorded. Sites acquired for new projects or on which construction is in progress shall be classified for its eventual use.

ITEM 3A. NASA FACILITY CLASSIFICATION CODE. Enter the applicable Facility Classification Code.

ITEM 4. NAME OF INSTALLATION. Enter the official name of the installation reporting land, buildings, or other structures and facilities.

ITEM 4A. SITE LOCATION CODE. Enter the respective installation site location code.

ITEMS 5, 6, AND 7. CITY OR TOWN. COUNTY OR COUNTRY. STATE OR CONTINENT. Enter the name of the city/town, county/country, and State/continent in which the property' is located.

ITEMS 5A, 6A, AND 7A. CITY OR TOWN, COUNTY OR COUNTRY, STATE OR CONTINENT CODES. Enter the appropriate geographical codes in Items 5A, 6A, and 7A respectively, for the location of the property indicated in Items 5, 6, and 7. Codes may be obtained from the publication Geographical Location Codes. If code is not available, enter 9999.

ITEM 8. NASA INTEREST. Enter the applicable NASA interest by placing an X in the appropriate box. In indicating the NASA interest, the reporting installation will be guided by the following descriptions:

- a. Owned. (Fee Simple or Fee Absolute) land, buildings, other structures or facilities constructed: purchased, or otherwise acquired by the United States Government for which title is invested in NASA.
- b. Leased. A conveyance of an interest in land, buildings, other structures or facilities for a specified term of years, revocable as provided by the terms of this instrument, in consideration of payment of a rental fee.
- c. Permit. Temporary usage permit conferred on one Government agency to use land, buildings, other structures or facilities under the jurisdiction of another Government agency.
- d. Agreement. Land, buildings, other structures or facilities acquired for use through a specified agreement.
- e. Easement. A legally executed document giving the right to use real property for the purpose or

purposes specified therein.

ITEM 9. LEASE TERMS. When the property being reported is determined to be “Leased Property,” the following information shall be entered as appropriate:

a. Effective Date. Enter a numerical designation, using six digits, for the month and year that the current lease became effective, e.g., 06-1999 for June 1999.

b. Expiration Date. Enter the numerical designation, using six digits, for the month and year that the current lease will terminate, e.g., 12-1999 for December 1999. When the expiration date of the lease is indefinite, such as in a month-to-month or year-to-year lease, enter 99-9999.

c. Period of Renewal Option. When the agreement provides that the U.S. Government may renew the lease beyond the expiration date of the lease, enter the remaining renewal period to the nearest whole year. Enter an X in this item if one of the following conditions exists: (1) The lease contains no renewal provisions; (2) The renewal option is for less than 6 months; or (3) The expiration date of the lease is indefinite.

d. Annual Rental Rate. Enter the annual rental rate to the nearest whole dollar. When the rental period is less than 1 year or rental is paid on a monthly or other than an annual basis, convert the rate to an annual basis.

ITEM 10. ACQUISITION (METHOD/DATE). Place an X in the appropriate box to indicate the method of acquisition and the date acquired. If an X is placed in the box marked Other, specify under remarks if sufficient space is not available therein.

ITEM 11. ACQUISITION AUTHORITY. Enter the initial authority for acquisition of the property, such as Public Law, Executive Order, Public Land Order or Project Number, etc.

ITEM 12. FORMER OWNER. Enter the name of the person, persons, company, State or Government agency from whom the property was acquired. Include address and any other pertinent information regarding the former owner(s).

ITEM 13. RECORD OF LEGISLATIVE JURISDICTION. Applicable only to the continental United States. Enter the type of jurisdiction as follows by placing an X in the appropriate box.

a. Type of Jurisdiction. In indicating legislative jurisdiction, the reporting installation shall be guided by the following descriptions:

(1) Exclusive legislative jurisdiction. Is applied to situations wherein the Federal Government has received, by whatever method, all the authority of the State, with no reservation made to the State except of the right to serve process resulting from activities that occurred off the land involved. This term is applied notwithstanding that the State may exercise certain authority over the land, as may other States over land similarly situated, in consonance with the applicable Federal statutes.

(2) Concurrent Jurisdiction. Is applied to those cases wherein granting to the United States authority that would otherwise amount exclusive legislative jurisdiction over an area, the State concerned has reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

(3) **Partial jurisdiction.** Is applied in those cases wherein the Federal Government has been granted for exercise by it over an area in a State certain of the States authority, but where the State concerned has reserved to itself the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area (e.g., the right to tax private property).

(4) **Proprietary interest only.** Is applied to those cases wherein the Federal Government has acquired some right or title to an area in a State, but has not obtained any measure of the State's authority over the area. In applying this definition, recognition must be given to the fact that the United States, by virtue of its functions and authority under various provisions of the constitution, has many powers and immunities not possessed by ordinary landowners with respect to areas in which it acquired an interest, and of the further fact that all its properties and functions are held or performed in a governmental rather than a proprietary capacity.

(5) **Unknown.** Land will be reported under this category when there is no data or record to guide the reporting installation.

b. Acres. For each type of legislative jurisdiction noted in Item 13a, enter the total area of the land to the nearest tenth of an acre. The land area reported shall be the total area of the installation without regard to Urban and Rural classification.

c. State or Federal Statute. Enter a complete citation to the applicable State session statute and/or statutes-at-large for the Federal Law under which the legislative jurisdiction over the land was received as follows. Indicate in parentheses SS for State Statute or FS for Federal Statute.

(1) **Year of Enactment.** Enter the year of enactment of the cited statute using four digits; e.g., 1999.

(2) **Volume No.** Enter the volume number of statutes at large containing the cited law.

(3) **Chapter No.** Enter as appropriate.

(4) **Page No.** Enter the page number of the volume of state laws containing the statute cited.

(5) **Dates of Letters of Acceptance.** For acreage reported under Exclusive, Concurrent, or Partial Legislative Jurisdiction under Item 13a, enter the date the Federal Government accepted the legislative jurisdiction. Enter in the appropriate columns for each type of legislative jurisdiction a complete citation, for the month, day and year for the letter or letters of acceptance or other action transferring jurisdiction.

ITEM 14. AREA (acres to nearest tenth). Enter the area of the land to the nearest tenth of an acre under A Urban or B Rural. Reporting installations shall be guided by the following criteria in classifying the land as Urban or Rural:

a. **Urban.** Land shall be classified as urban when: (1) Located in an incorporated place of 2,500 or more; or (2) In a densely settled unincorporated place of 2,500 or more; or (3) In a densely settled urban fringe area around cities of 50,000 or more.

b. **Rural.** Classify as rural all property not classified as urban.

ITEM 15. INITIAL COST. Enter the total initial cost (dollar only of the property acquired). The basis for the cost data will be applicable supporting documents that are available and coordination with the installation financial management office. The initial cost shall also be entered in Item 17, Column E, under accumulative cost and used as a base figure prior to entering subsequent transactions. When the cost is not available, the appraised value will be entered and noted as such.

ITEM 16. DISPOSITION INFORMATION. Enter the data specified below in connection with the disposal of the property.

a. Disposed of To. Enter the name of the individual, private industry, State or local government, Army, Air Force, Navy, or other Federal Government agency.

b. **Date of Disposal.** Enter the date title passes from the United States Government or, in the case of reassignment of transfer, the date on which jurisdiction, administration, and control passes.

c. **Method Code.** Insert the appropriate code to indicate the method of disposition in accordance with the following:

Code 1 - Reassigned to other NASA Installations

Code 2 - Transferred to the Army

Code 3 - Transferred to the Air Force

Code 4 - Transferred to the Navy

Code 5 - Transferred to other Government Agency

Code 6 - Sale

Code 7 - Donation

Code 8 - Return to Public Domain

d. Disposal Authority. Enter the authorization under which the disposition is made.

ITEM 17. TRANSACTIONS COMPLETED (Additions - Deletions). Enter the supporting data in connection with subsequent real property transactions affecting this property. Items A through E are provided to record additions or deletion transactions as appropriate.

ITEM 18. ACCUMULATIVE ACREAGE. Enter, as appropriate, under A Urban or B Rural, the accumulative acreage resulting from additions or deletion transactions in Item 17.

ITEM 19. REFERENCE DOCUMENTS. List as appropriate the respective reference documents in connection with the recording of this property.

ITEM 20. REMARKS. Enter any notation necessary to clarify or expand any entry that has been made. This space may also be used for administrative remarks, pending actions, etc.