

**Appendix A**

**Form and Instructions**

**NASA Form 846 and 846A**

# REAL PROPERTY RECORD - OTHER STRUCTURES & FACILITIES

1. DATE OF CARD	2. NAME OF STRUCTURE OR FACILITY		
2A. STRUCTURE OR FACILITY NO.	3. GSA USAGE CODE	3A. NASA FACILITY CLASSIFICATION CODE	
4. NAME OF INSTALLATION <i>(or contractor)</i>		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		11. YEAR BUILT
<input type="checkbox"/> A. OWNED	A. EFFECTIVE DATE	METHOD	DATE	12. INITIAL COST
<input type="checkbox"/> B. LEASED	B. EXPIRATION DATE	<input type="checkbox"/> PURCHASED		
<input type="checkbox"/> C. PERMIT	C. PERIOD OF RENEWAL OPTION <i>(Years)</i>	<input type="checkbox"/> BY TRANSFER		13. DIMENSIONS/CAPACITY
<input type="checkbox"/> D. AGREEMENT	D. ANNUAL RENTAL RATE \$	<input type="checkbox"/> OTHER <i>(Specify)</i>		

14. ADDITIONAL DESCRIPTIVE INFORMATION

---

15. EXPLANATORY REMARKS

16. CONTRACT DATA

A. NAME AND ADDRESS OF CONTRACTOR	B. DATE CONSTRUCTION STARTED
	C. DATE CONSTRUCTION COMPLETED

17. REFERENCE DOCUMENTS

18. TRANSACTIONS COMPLETED - ADDITIONS - DELETIONS

A. DATE	B. VOUCHER NO.	C. DESCRIPTION/ CONTRACT/PROJECT NO.	D. VALUE		E. ACCUMULATIVE TOTAL	F. UNIT OF MEASURE
			(1) INCREASE	(2) DECREASE		

**Instructions for Preparing NASA Form 846--**  
**Other Structures and Facilities**

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 2A. STRUCTURE OR FACILITY NO. Enter the numerical designation or identifying symbol assigned to the structure or facility.

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 the 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, 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. YEAR BUILT. Enter the calendar year of initial completion of the structure or facility. In those cases where the year cannot accurately be determined, an estimated year will be entered.

ITEM 12. INITIAL COST. Enter the total cost (dollars only) of the property acquired. The basis for the cost data will be applicable documents which are available and coordination with the installation Financial Management Office. The initial cost shall also be entered in Item 18,

Column E, under accumulative cost, and used as a base figure prior to entering subsequent transactions.

ITEM 13. DIMENSIONS/CAPACITY. Enter, as appropriate, the dimensions or capacity relating to the structure or facility being reported.

ITEM 14. ADDITIONAL DESCRIPTIVE INFORMATION. Enter in this space such additional standard and non-standard descriptive information, type, unit of measure or other details which relate to the structure or facility being reported.

ITEM 15. EXPLANATORY REMARKS. Enter in this space administrative remarks and/or explanatory notes in connection with the structure or facility being reported.

ITEM 16. CONTRACT DATA. Enter the following information on initial new construction acquisitions:

a. Name and Address of Contractor. Indicate name of contractor who accomplished work and include city and state.

b. Date Construction Started. Indicate the actual date on which construction of the structure or facility started.

c. Date Construction Completed. Indicate the actual date on which the construction of the structure or facility was completed.

ITEM 17. REFERENCE DOCUMENTS. List as appropriate the respective reference documents such as contract number, project number, etc., in connection with the initial acquisition of the property.

ITEM 18. TRANSACTIONS COMPLETED (Additions - Deletions). Enter in this item the supporting data in connection with subsequent real property transactions affecting this property. Items A through F are provided to record additions or deletion transactions as appropriate.