

# CPAIS RPM LISTS OF VALUES

## Overview Of This Document

This document contains values used in drop-down lists associated with many field on the CPAIS screens. Each table in the document represents one field that requires a user to choose a value from a pre-defined list. Within each table the first row contains the field name in all caps, along with an indication of whether the field is mandatory (must be filled in before the record can be saved), required (should be filled in for reporting purposes), or optional. The first row also includes a definition of the field, if necessary.

The second row of each table contains the reference source for the values listed in the columns labeled "Allowable Values" and "Description." The columns labeled "Allowable Values" and "Description" contain the "official" standard values to be used in CPAIS.

This document has three purposes:

1. To enable end users to review existing values used by several systems and assist them in mapping current values to CPAIS standard values.
2. To assist the data conversion team in identifying issues that must be resolved before data can be successfully converted from current systems to CPAIS.
3. To provide specifications to CPAIS developers for programming the fields that have lists of values associated with them.

## CPAIS LISTS OF VALUES

### ACCESSIBILITY COMPLIANCE– BUILDING, OTHER STRUCTURE – Required

Indicates the extent to which a building or other structure meets the accessibility requirements of the American with Disabilities Act Accessibility Guidelines (ADAAG) (36 CFR Part 36, App. A) and the Uniform Federal Accessibility Standards (UFAS).

**Source: USDA Leasing Handbook – SFO**

| Allowable Values                 | Description  |
|----------------------------------|--|
| Full compliance                  | The structure fully complies with ADAAG and/or UFAS requirements for Parking and Loading Zones, Accessible Route, Entrance and Egress, Ramps, Stairs, Handrails, Doors, Elevators, Telephones, Controls, Signage, Alarms, Drinking Fountains, Storage Facilities, Seating and Work Stations, Assembly Areas, and Toilet Rooms.   |
| Substantial compliance           | The structure fully complies with ADAAG and UFAS requirements for Automobile Parking and Loading Zones, Accessible Route, Entrance and Egress, Doors, Drinking Fountains, Toilet Rooms and the space has at least one elevator where necessary for route.  |
| Less than Substantial Compliance | At least one accessible route is provided from an accessible entrance to the leased space and all required accessible areas. At least one interior means of vertical access shall be provided. Elevators shall have complying Controls and Signage. If parking is provided, then accessible spaces shall be included. Accessible toilet rooms shall be provided as follows: when more than one toilet for each sex is provided on a floor on which the Government leases space, at least one toilet room for each sex on that floor shall be accessible. Where only one toilet room for each sex is provided on a floor on which the Government leased space, either one unisex toilet room or one toilet room for each sex on that floor shall be accessible. Where only one toilet room is provided in a building where the Government leases space, one unisex toilet room shall be accessible. In a qualified historic building where the Advisory Council on Historic Preservation determines that providing the above minimum accessible toilet facilities would threaten or destroy the historic integrity of the space, unisex toilet room(s) in the building shall be accessible. |
| Waiver                           | Structure does not meet the minimum accessibility requirements, but a waiver of accessibility has been granted by the GSA Public Buildings Service Commissioner, or by USDA OPPM for USDA owned and leased property.   |

### ACCESSIBILITY STATUS– BUILDING, OTHER STRUCTURE – Optional

**Source: USDA FS**

| Allowable Values | Description |
|------------------|-------------|
| Accessible       |             |
| Not Accessible   |             |
| Useable          |             |

**ACQUISITION METHOD FOR BUILDINGS, OTHER STRUCTURES -- Required****Source:** JFMIP

| Allowable Values | Description |
|------------------|-------------|
| Constructed      |             |
| Exchanged        |             |
| Leasehold        |             |
| Purchased        |             |
| Transfer         |             |
| Donation         |             |

**ACQUISITION METHOD FOR LAND UNITS -- Required****Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section D: Use Classification Standards, 2.

| Allowable Values | Description  |
|------------------|--|
| 1                | <u>Public domain.</u> Includes all public domain lands including lands withdrawn from the public domain. The term “public domain” refers to land the Federal Government owns by virtue of its sovereignty. The public domain includes land that has never left Federal ownership, land acquired by the Federal Government in exchange for other public land and land reverting to Federal ownership as a result of public land laws. |
| 2                | <u>Purchases, exchanges, donations, etc.</u> Includes any land acquired by purchase, condemnation, donation, exchange, or other acquisition methods.   |
| 3                | <u>Long-term interest.</u> Includes land that the Federal Government has a long-term interest in, such as land acquired by treaty or long-term lease (e.g., 99-year lease), and that your agency considers equivalent to Federally owned land.   |

**ADDRESS TYPE -- Mandatory****Source:**

| Allowable Values | Description |
|------------------|-------------|
| Billing          |             |
| Business         |             |
| Home             |             |
| Mailing          |             |
| Physical         |             |

**AGENCY BUREAU CODES -- Mandatory**

A two-character code used by USDA which is mapped to a four-digit code provided by GSA which identifies the responsible government organization.

**Source:** Email from Karol Sanders to Brenda Mandella, dated 09/17/2003, Subject: NFC gency codes**Sources:** [gsa.gov/graphics/pbs/eRETA\\_Agency\\_Bureau\\_Codes.xls](http://gsa.gov/graphics/pbs/eRETA_Agency_Bureau_Codes.xls), Charles Swinton, USDA OPPM, and Bill King

| <b>USDA Allowable Values</b> | <b>GSA Allowable Values</b> | <b>Description</b>  |
|------------------------------|-----------------------------|---|
| US                           | 1200                        | USDA  |
| FA                           | 1201                        | Farm Service Agency   |
| 20                           | 1202                        | National Agricultural Statistics Service  |
| 02                           | 1203                        | Agricultural Marketing Service  |
| 03                           | 1205                        | Agricultural Research Service   |
| Z1                           | 1207                        | RD Temporary  |
| 22                           | 1210                        | Cooperative State Research, Education, and Extension Service                                |
| 07                           | 1215                        | Rural Development Administration /Rural Housing Service                                     |
| 08                           | 1217                        | Risk Management Agency  |
| 10                           | 1221                        | Foreign Agricultural Service  |
| IT                           | 1222                        | Office of Chief Information Officer - National Information Technology Center                |
| 11                           | 1223                        | Forest Service  |
| 14                           | 1225                        | Office of the General Counsel   |
| 36                           | 1226                        | Federal Grain Inspection, Packers, and Stockyards Administration                            |
| 13                           | 1227                        | Office of Communications  |
| 30                           | 1230                        | Food and Nutrition Service  |
| 15                           | 1231                        | Rural Utilities Services  |
| Z2                           | 1232                        | Office of the Chief Information Officer National Telecommunications Services and Operations |
| 01                           | 1233                        | Office of the Secretary   |
| 34                           | 1234                        | Animal and Plant Health Inspection Service  |
| 16                           | 1235                        | Natural Resources Conservation Service  |
| 37                           | 1237                        | Food Safety and Inspection Service  |
| 42                           | 1241                        | Office of Budget and Program Analysis   |
| 90                           | 1247                        | Office of the Chief Financial Officer   |
| 18                           | 1249                        | Economic Research Service   |
| AS                           | 1250                        | AMS Contractors (ARS)   |
| OP                           | 1251                        | Organization of Professional Employees  |
| GS                           | 1252                        | USDA Graduate School  |
| 23                           | 1255                        | Office of the Inspector General   |
| NA                           | 1256                        | National Appeals Division   |
| 38                           | 1257                        | Office of Chief Economist   |
| VS                           | 1259                        | Vacant Space  |
| EO                           | 1261                        | Office of Civil Rights  |
| NC                           | 1262                        | USDA, National Capital Region   |
| DA                           | 1289                        | Departmental Administration   |
| CE                           | 1293                        | Farm Service Agency - County  |

**APPRAISAL METHOD -- Optional**

Source: ARS FIRM system

| <b>Allowable Values</b> | <b>Description</b>                            |
|-------------------------|---|
| Fed Employee            | Appraised by Federal Employee                 |
| Pro Contract            | Appraised by Professional Contract Appraiser  |
| Employee Commit         | Appraised by Federal Employee Committee       |
| General Estimate        | Appraisal is general estimate of market value |
| Other Method            | Other Appraisal Method used                   |

**BUILDING TYPE – Mandatory**

Source: ARS and FS data

| <b>Predominant Usage</b>      | <b>Building Type Allowable Values</b>    |      |
|-------------------------------|--|------|
| 10 - Office                   | Greenhouse, Office                       | ARS  |
| 10 - Office                   | Laboratory, Office                       | ARS  |
| 10 - Office                   | Administrative and Laboratory, Office    | ARS  |
| 10 - Office                   | Trailer, Office                          | ARS  |
| 10 - Office                   | Office                                   | Both |
| 21 - Hospital                 | Hospital                                 | FS   |
| 23 - School                   | Plant Quarantine                         | FS   |
| 23 - School                   | School                                   | Both |
| 23 - School                   | Educational                              | FS   |
| 23 - School                   | Vocational                               | FS   |
| 29 - Other Institutional Uses | Library                                  | ARS  |
| 29 - Other Institutional Uses | Chapel or other worship-related building | ARS  |
| 29 - Other Institutional Uses | Other Institutional Uses                 | FS   |
| 29 - Other Institutional Uses | Animal Facility                          | FS   |
| 30 - Housing                  | Bunk House                               | ARS  |
| 30 - Housing                  | Barn, Housing                            | ARS  |
| 30 - Housing                  | Housing, residence, bunkhouse            | ARS  |
| 30 - Housing                  | Trailer, Housing                         | ARS  |
| 30 - Housing                  | Crew                                     | FS   |
| 30 - Housing                  | Quarters- Crew                           | FS   |
| 30 - Housing                  | Quarters-Cook House                      | FS   |
| 30 - Housing                  | Residence                                | FS   |
| 30 - Housing                  | Cabin                                    | FS   |
| 30 - Housing                  | Hotel/Motel                              | FS   |
| 40 - Storage                  | Animal Facility, Storage                 | ARS  |
| 40 - Storage                  | Barn/Stable                              | Both |
| 40 - Storage                  | Chemical                                 | Both |
| 40 - Storage                  | Coolers                                  | FS   |
| 40 - Storage                  | Equipment                                | FS   |
| 40 - Storage                  | Explosive                                | FS   |
| 40 - Storage                  | Feed Mill, Storage                       | ARS  |
| 40 - Storage                  | Fertilizer                               | FS   |
| 40 - Storage                  | Fire Cache                               | FS   |

| <b>Predominant Usage</b> | <b>Building Type Allowable Values</b>   |      |
|--------------------------|---|------|
| 40 – Storage             | Flammable                               | FS   |
| 40 – Storage             | Gas/Oil                                 | FS   |
| 40 – Storage             | Greenhouse, Storage                     | ARS  |
| 40 - Storage             | Garage                                  | Both |
| 40 – Storage             | Hangar, Storage                         | ARS  |
| 40 – Storage             | Office, Storage                         | ARS  |
| 40 – Storage             | Other                                   | Both |
| 40 – Storage             | Pesticide                               | FS   |
| 40 – Storage             | Rest Room (separate building), Storage  | ARS  |
| 40 – Storage             | Retardant                               | FS   |
| 40 – Storage             | Shed                                    | Both |
| 40 – Storage             | Shop, Storage                           | ARS  |
| 40 – Storage             | Storage Building, Storage Shed, Storage | ARS  |
| 40 – Storage             | Tool                                    | FS   |
| 40 – Storage             | Trailer, Storage                        | ARS  |
| 40 – Storage             | Tree Process                            | FS   |
| 40 - Storage             | Utility Building, Storage               | ARS  |
| 40 – Storage             | Warehouse                               | FS   |
| 40 - Storage             | Waste Facility, Storage                 | ARS  |
| 50 - Industrial          | Industrial                              | Both |
| 50 - Industrial          | Access Control, Industrial              | FS   |
| 60 – Service             | Amphitheater                            | FS   |
| 60 - Service             | Animal Facility, Service                | ARS  |
| 60 – Service             | Aviation                                | FS   |
| 60 - Service             | Barn, Service                           | ARS  |
| 60 - Service             | Bath House                              | FS   |
| 60 - Service             | Bus Station                             | ARS  |
| 60 - Service             | Cafeteria                               | ARS  |
| 60 - Service             | Changing Facility, Service              | ARS  |
| 60 – Service             | Daycare                                 | FS   |
| 60 – Service             | Dispensary                              | FS   |
| 60 - Service             | Engineering Facility, Service           | ARS  |
| 60 – Service             | Entrance Station                        | FS   |
| 60 – Service             | Feed Mill, Service                      | ARS  |
| 60 – Service             | Fish Cleaning                           | FS   |
| 60 - Service             | Filling Station, Service                | ARS  |
| 60 – Service             | Garage, Service                         | ARS  |
| 60 – Service             | Incinerator Building, Service           | ARS  |
| 60 – Service             | Laboratory (including office), Service  | ARS  |
| 60 – Service             | Laundry                                 | FS   |
| 60 – Service             | Marina                                  | FS   |
| 60 – Service             | Mess Hall                               | FS   |
| 60 – Service             | Office, Service                         | ARS  |
| 60 – Service             | Pavilion                                | FS   |
| 60 – Service             | Pump House, Service                     | ARS  |

| <b>Predominant Usage</b> | <b>Building Type Allowable Values</b>    |      |
|--------------------------|--|------|
| 60 – Service             | Scale House, Service                     | ARS  |
| 60 – Service             | Shed, Service                            | ARS  |
| 60 – Service             | Shelter                                  | FS   |
| 60 – Service             | Shop                                     | Both |
| 60 – Service             | Storage Building, Storage Shed, Service  | ARS  |
| 60 – Service             | Store/Restaurant                         | FS   |
| 60 - Service             | Toilet - Vault                           | FS   |
| 60 - Service             | Toilet – Flush                           | FS   |
| 60 - Service             | Toilet – Pit                             | FS   |
| 60 - Service             | Toilet - Other                           | FS   |
| 60 – Service             | Utility Building, Service                | ARS  |
| 60 – Service             | Visitor Information Service              | Both |
| 60 - Service             | Water System Building, Service           | ARS  |
| 60 - Service             | Waste Facility, Service                  | ARS  |
| 60 – Service             | Waste Treatment Building                 | ARS  |
| 60 - Service             | Waste Water, Service                     | ARS  |
| 60 – Service             | Watchtower (Lookout)                     | FS   |
| 60 – Service             | Other Towers                             | FS   |
| 70 – Research            | Animal Facility, Research                | ARS  |
| 70 – Research            | Animal Quarantine                        | ARS  |
| 70 – Research            | Barn, Research                           | ARS  |
| 70 – Research            | Chemical Storage Building                | ARS  |
| 70 – Research            | Engineering Facility, Research           | ARS  |
| 70 – Research            | Greenhouse                               | Both |
| 70 – Research            | Headhouse                                | Both |
| 70 – Research            | Insect Facility                          | ARS  |
| 70 – Research            | Incinerator Building                     | ARS  |
| 70 – Research            | Laboratory                               | Both |
| 70 – Research            | Library, Research                        | ARS  |
| 70 – Research            | Laboratory Waste Collection Building     | ARS  |
| 70 – Research            | Feed Mill                                | ARS  |
| 70 – Research            | Multipurpose, Research                   | ARS  |
| 70 – Research            | Office, Research                         | ARS  |
| 70 – Research            | Research Office/Laboratory               | Both |
| 70 – Research            | Pump House                               | ARS  |
| 70 – Research            | Plant Quarantine, Research               | ARS  |
| 70 – Research            | Radiological Materials Building          | ARS  |
| 70 – Research            | Scale House, Research                    | ARS  |
| 70 – Research            | Shed, Research                           | ARS  |
| 70 – Research            | Screen House, Research                   | ARS  |
| 70 – Research            | Shop, Research                           | ARS  |
| 70 – Research            | Storage Building, Storage Shed, Research | ARS  |
| 70 – Research            | Trailer, Research                        | ARS  |
| 70 – Research            | Utility Building, Research               | ARS  |
| 70 – Research            | Water System Building, Research          | ARS  |

| <b>Predominant Usage</b>         | <b>Building Type Allowable Values</b> |     |
|----------------------------------|---------------------------------------|-----|
| 70 – Research                    | Weather Station Building, Research    | ARS |
| 70 – Research                    | Waste Water                           | ARS |
| 72 - Communication Systems       | Communication Systems                 | FS  |
| 73 - Navigation and Traffic Aids | Navigation and Traffic Aids           | FS  |
| 80 - All Other                   | Access Control                        | ARS |
| 80 - All Other                   | Animal Facility, All Other            | ARS |
| 80 - All Other                   | Barn                                  | ARS |
| 80 - All Other                   | Changing Facility                     | ARS |
| 80 - All Other                   | Engineering Facility                  | ARS |
| 80 - All Other                   | Filling Station                       | ARS |
| 80 - All Other                   | Fire Station, related buildings       | ARS |
| 80 - All Other                   | Garage, All Other-                    | ARS |
| 80 - All Other                   | Hangar                                | ARS |
| 80 - All Other                   | Laboratory (including office)         | ARS |
| 80 - All Other                   | Library, All Other                    | ARS |
| 80 - All Other                   | Laboratory Waste Collection           | ARS |
| 80 - All Other                   | Multipurpose                          | ARS |
| 80 - All Other                   | Office, All Other                     | ARS |
| 80 - All Other                   | Administrative Offices and Laboratory | ARS |
| 80 - All Other                   | Pavilion, All Other                   | ARS |
| 80 - All Other                   | Rest Room (separate building)         | ARS |
| 80 - All Other                   | Scale House                           | ARS |
| 80 - All Other                   | Screen House                          | ARS |
| 80 - All Other                   | Shop, All Other                       | ARS |
| 80 - All Other                   | Storage Building, Storage Shed        | ARS |
| 80 - All Other                   | Trailer                               | ARS |
| 80 - All Other                   | Utility Building                      | ARS |
| 80 - All Other                   | Visitors Center                       | ARS |
| 80 - All Other                   | Water System Building                 | ARS |
| 80 - All Other                   | Waste Facility                        | ARS |
| 80 - All Other                   | Weather Station Building              | ARS |
| 80 - All Other                   | All Other                             | FS  |
| 90 - Interim Use                 | Electric                              | FS  |
| 90 - Interim Use                 | Pumphouse                             | FS  |
| 90 - Interim Use                 | Telecom                               | FS  |
| 90 - Interim Use                 | Treatment                             | FS  |
| 90 - Interim Use                 | Utility                               | FS  |
| 90 - Interim Use                 | Water                                 | FS  |
| 90 - Interim Use                 | Sewage                                | FS  |
| 99 - Trust Building              | Trust Buildings                       | FS  |

**CITIES:** Derived from the 3<sup>rd</sup> through 6th characters of the GLC  
**Mandatory for Installation sites; Optional for land, buildings, other structures**  
**Source:** <http://www.gsa.gov/glc>

The Worldwide Geographic Location Codes (GLC) are the number and letter codes Federal agencies should use in designating geographic locations anywhere in the United States or abroad in computer programs. The GLS is a nine-digit GSA-provided code identifying a property's location.

### CONDITION RATING FOR BUILDINGS, OTHER STRUCTURES – Optional

Identifies, in qualitative terms, the physical state of a building, other structure or facility, its ability to perform as planned, and its continued usefulness.

**Source:** JFMIP-SR-00-4 Property Management Systems Requirements

| Allowable Values | Description  |
|------------------|--|
| CRITICAL         | Critical, failed or failure is imminent                |
| GOOD             | Good, like new condition; no repairs needed            |
| POOR             | Poor; repairs/maintenance needed to protect investment |
| REMOVAL          | To be removed  |
| SATISFACTORY     | Satisfactory; very few, if any, repairs needed         |

### CONGRESSIONAL DISTRICTS -- Mandatory

Areas into which a state is divided for electing members of the House of Representatives. The values listed below are for the 108<sup>th</sup> Congress.

**Source:** <http://www.house.gov/representatives/>

| For STATE            | Allowable Values  |
|----------------------|---|
| Alabama              | 01, 02, 03, 04, 05, 06, 07  |
| Alaska               | 01  |
| American Samoa       | 01  |
| Arizona              | 01, 02, 03, 04, 05, 06, 07, 08  |
| Arkansas             | 01, 02, 03, 04  |
| California           | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 9, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53 |
| Colorado             | 01, 02, 03, 04, 05, 06, 07  |
| Connecticut          | 01, 02, 03, 04, 05  |
| Delaware             | 01  |
| District of Columbia | 01  |
| Florida              | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25  |
| Georgia              | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13  |
| Guam                 | 01  |
| Hawaii               | 01, 02  |
| Idaho                | 01, 02  |
| Illinois             | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19  |
| Indiana              | 01, 02, 03, 04, 05, 06, 07, 08, 09  |
| Iowa                 | 01, 02, 03, 04, 05  |
| Kansas               | 01, 02, 03, 04  |
| Kentucky             | 01, 02, 03, 04, 05, 06  |
| Louisiana            | 01, 02, 03, 04, 05, 06, 07  |
| Maine                | 01, 02  |

| <b>For STATE</b> | <b>Allowable Values</b>  |
|------------------|--|
| Maryland         | 01, 02, 03, 04, 05, 06, 07, 08   |
| Massachusetts    | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10   |
| Michigan         | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15   |
| Minnesota        | 01, 02, 03, 04, 05, 06, 07, 08   |
| Mississippi      | 01, 02, 03, 04   |
| Missouri         | 01, 02, 03, 04, 05, 06, 07, 08, 09   |
| Montana          | 01   |
| Nebraska         | 01, 02, 03   |
| Nevada           | 01, 02, 03   |
| New Hampshire    | 01, 02   |
| New Jersey       | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13   |
| New Mexico       | 01, 02, 03   |
| New York         | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29             |
| North Carolina   | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13   |
| North Dakota     | 01   |
| Ohio             | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18   |
| Oklahoma         | 01, 02, 03, 04, 05   |
| Oregon           | 01, 02, 03, 04, 05   |
| Pennsylvania     | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19   |
| Puerto Rico      | 01   |
| Rhode Island     | 01, 02   |
| South Carolina   | 01, 02, 03, 04, 05, 06   |
| South Dakota     | 01   |
| Tennessee        | 01, 02, 03, 04, 05, 06, 07, 08, 09   |
| Texas            | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32 |
| Utah             | 01, 02, 03   |
| Vermont          | 01   |
| Virgin Islands   | 01   |
| Virginia         | 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11   |
| Washington       | 01, 02, 03, 04, 05, 06, 07, 08, 09   |
| West Virginia    | 01, 02, 03   |
| Wisconsin        | 01, 02, 03, 04, 05, 06, 07, 08   |
| Wyoming          | 01   |

**CONTACT TYPE -- Mandatory**

**Source:**

| <b>Allowable Values</b>          | <b>Description</b> |
|----------------------------------|--------------------|
| Building Manager                 |                    |
| Building Owner                   |                    |
| Engineer                         |                    |
| Facilities Management Specialist |                    |
| GSA Realty Specialist            |                    |

| <b>Allowable Values</b>                     | <b>Description</b>                        |
|---|---|
| Real Estate Warrant Officer                 |   |
| Real Property Lease Specialist              |   |
| Space Management Specialist                 |   |
| Person                                      |   |
| Association                                 |   |
| Churches                                    | Churches, Youth Groups, Civic Groups      |
| Commercial                                  |   |
| DBA   | Doing business as                         |
| Educational And Research                    | Schools, Societies                        |
| Estate                                      |   |
| Federal Government                          |   |
| FS Organization                             |   |
| Husband And Wife Common Property            |   |
| Incorporated                                |   |
| Joint Ownership                             |   |
| Joint Ownership with Rights of Survivorship |   |
| Limited Liability Corporation               |   |
| Limited Partnership                         |   |
| Local Government                            |   |
| Military                                    |   |
| Non Profit Org                              |   |
| Pending Estate                              |   |
| S Corporation                               |   |
| Sole Owner                                  |   |
| State Government                            |   |
| Trust                                       |   |
| Unincorporated                              | Commercial - Individuals and Partnerships |

**COUNTIES:** Derived from the 7th through 9th characters of the GLC

**Mandatory for Installation Sites; Optional for land, buildings, other structures**

**Source:** <http://www.gsa.gov/glc>

The Worldwide Geographic Location Codes (GLC) are the number and letter codes Federal agencies should use in designating geographic locations anywhere in the United States or abroad in computer programs. The GLS is a nine-digit GSA-provided code identifying a property's location.

**DATUM/ZONE -- Optional**

A component of the definition of a map projection

**Source:** Ethan Bodin, GIS Specialist

| <b>Allowable Values</b> | <b>Description</b> |
|-------------------------|--------------------|
| 11                      | UTM Zone 11        |
| 12                      | UTM Zone 12        |
| 13                      | UTM Zone 13        |

| Allowable Values | Description                 |
|------------------|-----------------------------|
| NAD27            | North American Datum - 1927 |
| NAD83            | North American Datum - 1983 |
| WGS84            | WGS84                       |

### DISPOSAL METHOD - Optional

Source: ARS FIRM system

| Allowable Values                                 | Description |
|--|-------------|
| Transfer to GSA                                  |             |
| Transfer to a Unit within ARS                    |             |
| Transfer to another Federal Agency               |             |
| Sale   |             |
| Exchange   |             |
| Property donated by ARS                          |             |
| Demolition/Destruction                           |             |
| Inventory Shortage                               |             |
| Loss by disaster, natural causes, etc.           |             |
| Return to former owner (reversion)               |             |
| Abandonment of improvement on public domain land |             |
| Deactivation of installation                     |             |
| Return of installation to public domain          |             |
| Other not specified above                        |             |

### ELEVATION UNITS – Optional

Source: Ethan Bodin, GIS Specialist

| Allowable Values | Description                    |
|------------------|--------------------------------|
| Feet             | Abbreviation: Feet Symbol: ft  |
| Meters           | Abbreviation: Meters Symbol: m |

### FEATURE TYPE – Mandatory

Identifies the nature of a particular constructed feature, which GSA calls “other structures and facilities.”

Source: Agency-specific; used for property management and reporting

| Allowable Values         | Description |
|--------------------------|-------------|
| Aboveground Storage Tank |             |
| Airplane Hanger          |             |
| Air Strip/Runway         |             |
| Animal Pen               |             |
| Antenna                  |             |
| Barrier                  |             |
| Bird Flight Pen          |             |
| Boating                  |             |
| Boat Dock                |             |
| Bridge                   |             |

| <b>Allowable Values</b>           | <b>Description</b> |
|-----------------------------------|--------------------|
| Bus Stop Structure                |                    |
| Cage                              |                    |
| Car Port                          |                    |
| Cattleguard                       |                    |
| Cattle Ramps/Chutes               |                    |
| Chemical Storage Structure        |                    |
| Communication_System              |                    |
| Concrete Pad                      |                    |
| Construction Debris Disposal Site |                    |
| Corral, Lot, Pen                  |                    |
| Culvert                           |                    |
| Dam                               |                    |
| Detonation Site                   |                    |
| Digester                          |                    |
| Dock                              |                    |
| Dog Kennel                        |                    |
| Drainage Str/Crossing             |                    |
| Drainage System                   |                    |
| Dry Well, Dry Hole                |                    |
| Electrical System                 |                    |
| Engineer Structure                |                    |
| Equestrian OHV                    |                    |
| Erosion_Control_Device            |                    |
| Feed Tank                         |                    |
| Fence                             |                    |
| Flag Pole                         |                    |
| Fire_Device                       |                    |
| Fire Protection System            |                    |
| Firing Range                      |                    |
| Frame                             |                    |
| Fuel Tank                         |                    |
| Fumigation Chamber                |                    |
| Gate                              |                    |
| Generator                         |                    |
| Grain Bin                         |                    |
| Grain Elevator                    |                    |
| Guardrail                         |                    |
| Handling_Facility                 |                    |
| Hazardous Waste Disposal Site     |                    |
| HVAC System                       |                    |
| Incinerator                       |                    |
| Interpretive_Equipment            |                    |
| Irrigation System                 |                    |
| Landfill, Dump                    |                    |
| Landscaping                       |                    |

| <b>Allowable Values</b>                   | <b>Description</b> |
|---|--------------------|
| Loading Dock                              |                    |
| Major_Culvert                             |                    |
| Misc_Equipment                            |                    |
| Misc_Recreation                           |                    |
| Misc_Recreation Unit                      |                    |
| Misc_Storage                              |                    |
| Misc_Trail                                |                    |
| Misc_Transportation                       |                    |
| Natural Gas Line, related structure       |                    |
| Observation Tower                         |                    |
| Oil Tank                                  |                    |
| Oil Well                                  |                    |
| Other_Utility                             |                    |
| Parking_Facility                          |                    |
| Patio                                     |                    |
| Pedestrian_Route                          |                    |
| Picnic_Table                              |                    |
| Planting                                  |                    |
| Play Equipment                            |                    |
| Power_System                              |                    |
| Property                                  |                    |
| Pump House                                |                    |
| Radioactive Waste Burial Site             |                    |
| Rail Road Tank                            |                    |
| Rain Shelter                              |                    |
| Range Improvement                         |                    |
| Recording_Site                            |                    |
| Reservoir                                 |                    |
| Retaining_Str                             |                    |
| Road, Driveway                            |                    |
| Sanitation_Facility                       |                    |
| Scale House, Scales                       |                    |
| Security System                           |                    |
| Septic System                             |                    |
| Sewage Lagoon                             |                    |
| Sewage System, Sewage Treatment Structure |                    |
| Shape                                     |                    |
| Shelter                                   |                    |
| Sidewalk                                  |                    |
| Sign                                      |                    |
| Silo                                      |                    |
| Storage Tank                              |                    |
| Structure, No Other Information Available |                    |
| Surface Impoundment                       |                    |
| Swimming                                  |                    |

| Allowable Values                | Description |
|---------------------------------|-------------|
| Table                           |             |
| Tar Pit                         |             |
| Telephone System                |             |
| Tower                           |             |
| Traffic_Control_Device          |             |
| Trail_Bridge                    |             |
| Trail_Marker                    |             |
| Trail_Structure                 |             |
| Trailway                        |             |
| Trailhead_Facility              |             |
| Trailside_Structure             |             |
| Transformer                     |             |
| Tunnel                          |             |
| Utility_Meter                   |             |
| Underground Storage Tank        |             |
| Walk-in Cooler                  |             |
| Wareyard                        |             |
| Waste Facility                  |             |
| Wastewater_System               |             |
| Waste Water Treatment structure |             |
| Water_Storage                   |             |
| Water_System                    |             |
| Water Well                      |             |
| Watercraft Swim                 |             |
| Watertower                      |             |
| Weather Station                 |             |
| Weir                            |             |
| Windmill                        |             |
| Winter_Sports_Facility          |             |

**FUEL TYPE -- Mandatory**

**Source:** Sharon Holcombe, Chief, Energy & Environment Staff/ OPPM/USDA, email to Brenda Mandella *et al*, dated 4/25/03

| Allowable Values | Description             |
|------------------|-------------------------|
| Coal             |                         |
| Electricity      |                         |
| Fuel Oil         |                         |
| LPG/Propane      | Liquefied Petroleum Gas |
| Natural Gas      |                         |
| Other            |                         |
| Purchased Steam  |                         |

**GSA CHARGE TYPES -- Mandatory**

**Source:** GSA, Attachment to email from Bill Olvaney to Charles Swinton, cc to Sam Mundy, dated 9/5/03

| <b>Allowable Values</b> | <b>Description</b>  |
|-------------------------|---|
| 010                     | Shell Rental Rate - General                                     |
| 011                     | Shell Rental Rate - Warehouse                                   |
| 012                     | Shell Rental Rate - Unique                                      |
| 020                     | Amortized Tenant Improvement Used / General                     |
| 030                     | Operating Costs   |
| 040                     | Real Estate Taxes   |
| 050                     | Amortized Tenant Improvement Used / Customization               |
| 060                     | GSA Installed Building Improvements                             |
| 070                     | Security services - Basic Charges                               |
| 080                     | Security services - Patrol & Response                           |
| 090                     | Security services - Building Specific                           |
| 100                     | Security services - Building Specific Amortized Capital         |
| 110                     | Extra Services - Operation Delegation                           |
| 120                     | Parking - Structured (Number of spaces)                         |
| 130                     | Parking - Surface (Number of spaces)                            |
| 140                     | Rent Charges for Other Spaces                                   |
| 150                     | GSA Fee   |
| 160                     | Pro Rata Joint Use Charges - Building Amenities                 |
| 170                     | Pro Rata Joint Use Charges - Structured Parking                 |
| 180                     | Pro Rata Joint Use Charges - Surface Parking                    |
| 190                     | Billing Adjustments & Corrections -Current Year                 |
| 200                     | Billing Adjustments & Corrections - Prior Year                  |
| 210                     | Billing Adjustments & Corrections - Rent Exemption              |
| 220                     | Billing Adjustments & Corrections - Administrative Adjustment   |
| 230                     | Billing Adjustments & Correction - Trust Fund Agency Adjustment |
| 240                     | One-Time Payments - Rent Rebate                                 |
| 250                     | Antenna   |
| 260                     | Reimbursable Services - Overtime Utilities                      |
| 270                     | Reimbursable Services - Enhanced Custodial Services             |
| 280                     | Reimbursable Services - Mechanical O&M - HVAC                   |
| 290                     | Reimbursable Services - Mechanical O&M - Others                 |
| 300                     | Reimbursable Services - Overtime Guard Services                 |

**GSA REGION CODES - Mandatory**

**Source:** GSA

| <b>Allowable Values</b> | <b>Description</b>   |
|-------------------------|--|
| 00                      | <b>GSA National Headquarters</b>   |
| 01                      | <b>New England Region</b> Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont |
| 02                      | <b>Northeast &amp; Caribbean Region</b> New Jersey, New York, Puerto Rico, U.S. Virgin Islands       |

| <b>Allowable Values</b> | <b>Description</b>   |
|-------------------------|--|
| 03                      | <b>Mid-Atlantic Region</b><br>Delaware, Maryland (except Prince George's and Montgomery Counties), Pennsylvania, Virginia (except Arlington, Fairfax, Loudoun, and Prince William Counties and the city of Alexandria), West Virginia                  |
| 04                      | <b>Southeast Sunbelt Region</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee  |
| 05                      | <b>Great Lakes Region</b><br>Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin   |
| 06                      | <b>Heartland Region</b><br>Iowa, Kansas, Missouri, Nebraska  |
| 07                      | <b>Greater Southwest Region</b><br>Arkansas, Louisiana, New Mexico, Oklahoma, Texas  |
| 08                      | <b>Rocky Mountain Region</b> Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming  |
| 09                      | <b>Pacific Rim Region</b><br>Hawaii, Nevada  |
| 10                      | <b>Northwest/Arctic Region</b><br>Alaska, Idaho, Oregon, Washington  |
| 11                      | <b>National Capital Region</b><br>District of Columbia and the Washington, DC, metropolitan area: in Maryland Montgomery and Prince George's Counties; in Virginia Arlington, Fairfax, Loudoun, and Prince William Counties and the city of Alexandria |

### **HAZARDS – Mandatory**

Captures the fact that an environmental or hazardous substance is located on or contained within a property item in accordance with 41 CFR 101-42.202

**Source:** JFMIP-SR-00-4 Property Management Systems Requirements

| <b>Allowable Values</b>        | <b>Description</b> |
|--------------------------------|--------------------|
| Asbestos Matrix                |                    |
| Asbestos, Friable              |                    |
| Asbestos, Non-Friable          |                    |
| Biocontainment1                |                    |
| Biocontainment2                |                    |
| Biocontainment3                |                    |
| Biocontainment4                |                    |
| Biological                     |                    |
| Chemical Petroleum             |                    |
| Chemical Other                 |                    |
| Chemical Pesticides/Herbicides |                    |
| Design                         |                    |
| Electrical                     |                    |
| Environmental                  |                    |
| Explosion                      |                    |
| Fire Safety                    |                    |

| Allowable Values                  | Description                                      |
|-----------------------------------|--|
| Flammable                         |  |
| Flood Plain                       |  |
| Fuel Leak                         | Fuel leak from under/above ground fuel container |
| Industrial                        |  |
| Lead or lead paint hazard present |  |
| Location                          |  |
| Mechanical                        |  |
| Noise                             |  |
| Nuclear                           |  |
| PCB                               |  |
| Radiological hazard present       |  |
| Radon >200pci/1                   |  |
| Radon >20,<200                    |  |
| Radon>4,<20                       |  |
| Radon<4pci/1                      |  |
| Structural                        |  |
| USTs                              | Underground Storage Tanks                        |
| Ventilation                       |  |
| Wetlands                          |  |
| No hazard apparent                |  |
| No hazard determined              |  |

### HIGHEST BEST USE – Optional

The most likely use to which a property can be put, so as to produce the highest monetary return from the property, promote its maximum value, or serve a public or institutional purpose. The highest and best use determination must be based on the property's economic potential, qualitative values (social and environmental) inherent in the property itself, and other utilization factors controlling or directly affecting land use (e.g. zoning, physical characteristics, private and public uses in the vicinity, neighboring improvements, utility services, access, roads, location, and environmental and historical considerations). Projected highest and best use should not be remote, speculative, or conjectural. This determination may come from a professional appraisal or other reasonable source.

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section D: Use Classification Standards, 1.

| Allowable Values | Description                             |
|------------------|---|
| A                | Agriculture                             |
| B                | Residential – High Density              |
| C                | Residential - Low Density               |
| D                | Commercial                              |
| E                | Industrial - Heavy                      |
| F                | Industrial - Light                      |
| G                | Institutional                           |
| H                | Multiple Use - Large Installations Only |
| I                | Transportation                          |

| Allowable Values | Description                            |
|------------------|--|
| J                | Historic monument                      |
| K                | Recreation/park                        |
| L                | Health                                 |
| M                | Education or related institutional use |
| N                | Airport                                |
| O                | Wildlife Conservation                  |
| P                | Public Utility                         |
| Q                | Other                                  |

### **HISTORICAL INDICATOR – Mandatory**

This term refers to an installation or any portion of an installation listed on or eligible for inclusion on the National Register of Historic Places or are considered Heritage Assets – assts that have historical or natural significance; cultural (i.e., artifacts, educational or aesthetic value), or significant architectural characteristics.

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section D: Use Classification Standard

| Allowable Values | Description                       |
|------------------|-----------------------------------|
| H                | Property is a historical site     |
| <blank>          | Property is not a historical site |

### **HISTORICAL STATUS FOR BUILDINGS, OTHER STRUCTURES – Optional**

Identifies a property’s standing with respect to the National Register of Historic Places, as authorized under the National Historic Preservation Act of 1966.

**Source:** National Historic Preservation Act, section 106

| Allowable Values | Description  |
|------------------|--|
| DOES NOT MEET    | Does not meet age or other eligibility criteria          |
| IN/PENDING       | Included in National Register or on a Pending Register   |
| AT LEAST 1 PROP  | At least 1 property meets National Register Age Criteria |
| EVALUATED/MEETS  | Evaluated – Meets National Register criteria             |
| MEETS AGE/FRTHR  | Meets age criterion – needs further evaluation           |
| EVAL’D/NOT ELIG  | Evaluated – Found not eligible for National Register     |
| ARCHEOLOGICAL    | Archaeological values present                            |
| NOT EVALUATED    | Not Evaluated  |

### **LEASE, LEVEL OF SERVICE -- Optional**

**Source:** Email from Ed C. Campbell, OPPM, USDA, to Denise Hayes *et al*, dated 10/9/03

| Allowable Values | Description  |
|------------------|--|
| F                | Fully – Type of lease where the lessor (landlord) pays the following: utilities, sewer, water, garbage, landscaping, property taxes, insurance, janitorial, and other maintenance. |
| P                | Partial - Type of lease where Lessee (Government) pays for some of the operating   |

| Allowable Values | Description  |
|------------------|--|
|                  | expenses while the Lessor pays for other operating expenses.   |
| U                | Unserviced – aka Net Lease – Type of lease where Lessee (Government) pays for all of the operating expenses which may include utilities, sewer, water, garbage, property management, property insurance, and janitorial. |

### LEASE STATUS -- Optional

Source: USDA agencies per data conversion meetings

| Allowable Values | Description |
|------------------|-------------|
| A                | Active      |
| E                | Expired     |
| T                | Terminated  |

### LOCATION COORDINATES TYPE -- Mandatory

The type of coordinate system being used to identify the location of a building, structure or other facility

Source: Ethan Bodin, GIS Specialist

| Allowable Values | Description                   |
|------------------|-------------------------------|
| LL               | Latitude-Longitude            |
| UTM              | Universal Transverse Mercator |

### LOCATION TYPE -- Optional

Source: Ethan Bodin, GIS Specialist

| Allowable Values | Description                            |
|------------------|--|
| Centroid         | Centroid of a polygonal feature        |
| Perimeter Point  | Perimeter point of a polygonal feature |

### MAINTENANCE LEVEL FOR BUILDINGS, OTHER STRUCTURES – Optional

Capture data to support analysis and evaluation of annual maintenance status and needs.

Source: JFMIP-SR-00-4 Property Management Systems Requirements

| Allowable Values | Description   |
|------------------|---|
| 1                | ABATE MAJOR HAZARDS<br>Abate major health and safety hazards                                  |
| 2                | MAINTAIN UNTIL RETIREMENT<br>Maintain only to extend life until retirement, 0-5 years         |
| 3                | KEEP OPERATIONAL<br>Keep all systems and components operational                               |
| 4                | REPAIR CRITICAL SERVICE<br>Repair critical service within 24 hrs, non-critical within 5 days  |
| 5                | HIGHEST QUALITY , LIKE NEW<br>Utilize highest quality materials/workmanship-, custodial staff |

**MAINTENANCE RESPONSIBILITY FOR BUILDINGS, OTHER STRUCTURES -- Optional**

Identifies the entity that has responsibility for repairs and upkeep of a building or other structure. Used in conjunction with OWNERSHIP OF BUILDINGS, OTHER STRUCTURES, because in some cases, one organization owns the property, but a different organization has the responsibility for maintaining it.

**Source:** USDA Forest Service

| <b>Allowable Values</b>        | <b>Description</b> |
|--------------------------------|--------------------|
| Buildings And Other Structures |                    |
| Communications And Electronics |                    |
| Cooperator                     |                    |
| County                         |                    |
| Engineering                    |                    |
| Environmental Engineering      |                    |
| Fire Control                   |                    |
| Forest Insect And Disease Mgmt |                    |
| Forest Service                 |                    |
| Joint                          |                    |
| Land Uses                      |                    |
| Minerals Management            |                    |
| Multifunctional                |                    |
| Municipal                      |                    |
| Other Federal                  |                    |
| Private                        |                    |
| Range Management               |                    |
| Recreation Management          |                    |
| Research                       |                    |
| State                          |                    |
| Timber Management              |                    |
| Transportation System          |                    |
| User (Permitee)                |                    |
| Volunteer                      |                    |
| Water Storage And Transmission |                    |
| Watershed Management           |                    |
| Wildlife Management            |                    |

**METHOD OF PAYMENT FOR UTILITIES -- Optional**

**Source:** Sharon Holcombe, Chief, Energy & Environment Staff/OPPM/USDA, email to Ed Campbell, dated 1/14/2003

| <b>Allowable Values</b>  | <b>Description</b> |
|--------------------------|--------------------|
| Government Purchase Card |                    |
| Other                    |                    |
| Purchase Order           |                    |
| UTVN                     | Utility Vendor     |

**ORG CODES – Mandatory**

Identifies the lowest level of organizational units to which an agency assigns responsibility for managing real property.

**Source: Each Agency provides its own list of organization codes, based on how it assigns and tracks responsibility for its property.**

The org codes for all USDA agencies have been placed in a separate document because there are almost 1700 codes in all. (See file ‘org codes – all agencies.xls’)

**OWNERSHIP OF BUILDINGS, OTHER STRUCTURES – Optional**

Identifies the entity that owns a property. Used in conjunction with MAINTENANCE RESPONSIBILITY FOR BUILDINGS, OTHER STRUCTURES, because in some cases, one organization owns the property, but a different organization has the responsibility for maintaining it.

**Source:** USDA Forest Service

| <b>Allowable Values</b>     | <b>Description</b> |
|-----------------------------|--------------------|
| County, Parish, Borough     |                    |
| Forest Research             |                    |
| International Forestry (FS) |                    |
| Job Corps                   |                    |
| Leased Assets (FS)          |                    |
| Municipal                   |                    |
| National Forest (FS)        |                    |
| Other Federal               |                    |
| Other Local                 |                    |
| Private - Pro               |                    |
| Private Other               |                    |
| Quasi Profit                |                    |
| Quasi Public                |                    |
| Rental/Occupancy Property   |                    |
| Research                    |                    |
| State                       |                    |
| State And Private Forestry  |                    |
| Trust Funds (FS)            |                    |
| User - NFS Land             |                    |
| Working Capital Fund        |                    |

**PERSONNEL TYPES -- Mandatory**

**Source:** E-mail from Charles Swinton to Ann Kronenberger, dated 9/15/03

| <b>Allowable Values</b> | <b>Description</b>  |
|-------------------------|---|
| Peak Permanent          | Peak season/Full time employment which represents any person who is housed in USDA space regardless of whether it is office space or not. Also includes budgeted vacancies. |

| <b>Allowable Values</b>   | <b>Description</b>  |
|---------------------------|---|
| Peak Part-time & Cyclical | This includes temporary employees, part-time, and seasonal employees.   |
| Peak Non Agency           | This includes contractual and employees of other agencies and Federal organizations who are housed in USDA space assignments. |

**PHONE TYPE -- Mandatory**

**Source:**

| <b>Allowable Values</b> | <b>Description</b> |
|-------------------------|--------------------|
| Authorized Agent        |                    |
| Billing                 |                    |
| Billing 2               |                    |
| Business                |                    |
| Camp                    |                    |
| Car                     |                    |
| Cellular                |                    |
| Certification           |                    |
| Day                     |                    |
| Evening                 |                    |
| Fax                     |                    |
| Home                    |                    |
| Pager                   |                    |
| Summer                  |                    |
| Winter                  |                    |

**POSITION CATEGORIES - Optional**

**Source:** ARS requirement

| <b>Allowable Values</b> | <b>Description</b>  |
|-------------------------|---|
| 1                       | Research Scientist  |
| 2                       | Nonpermanent Research/Service Scientist                                 |
| 3                       | Support Scientist   |
| 4                       | Service Scientist   |
| 5                       | Technician/Aid/Assistant (Non-engineering and Non-scientific)           |
| 6                       | Specialist  |
| 7                       | Technician/Aid/Assistant positions (Engineering and Scientific Support) |
| 8                       | Trade and Craft Occupations   |
| 9                       | Administrative Support Occupations (Clerical/Secretarial/Other)         |
| 0                       | All Other   |
| G                       | Intergovernmental Personnel Act (IPA)                                   |

## PREDOMINANT USAGE OF BUILDINGS – Mandatory

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section D: Use Classification Standards, 4.

| Allowable Values | Description   |
|------------------|---|
| 10               | <u>Office</u> . Buildings primarily used for office space.  |
| 14               | <u>Post Office</u> . Buildings or portions of buildings used as a Post Office.  |
| 21               | <u>Hospital</u> . Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.   |
| 22               | <u>Prison (Government-owned only)</u> . Buildings under the jurisdiction of the Department of Justice used for the confinement of Federal prisoners.  |
| 23               | <u>School</u> . Buildings used primarily for formally organized instruction, such as schools for dependent children of Federal employees, Indian schools, and military training buildings.  |
| 29               | <u>Other Institutional Uses</u> . Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, chapels, museums, and out-patient clinics.   |
| 30               | <u>Housing</u> . Buildings primarily used as dwellings, such as apartment houses, single houses, row houses, barracks, public housing, military personnel housing, Federal employee housing, and housing for institutional personnel.   |
| 40               | <u>Storage</u> . Buildings used for storage, such as warehouses, ammunition storage, cover sheds, garages primarily used for storage of vehicles or materials. This category excludes water reservoirs and oil storage tanks.   |
| 50               | <u>Industrial</u> . Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, and magnesium.   |
| 60               | <u>Service</u> . Buildings used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and garages primarily used for vehicle maintenance and repair.  |
| 70               | <u>Research and Development</u> . Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing. |
| 72               | <u>Communication Systems</u> . Buildings used for telephone and telegraph systems and/or associated with radio towers.  |
| 73               | <u>Navigation and Traffic Aids</u> . Includes buildings that house aircraft/ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.  |
| 80               | <u>All Other</u> . Buildings that cannot be classified elsewhere.   |
| 90               | <u>Interim Use</u> . Buildings that have been outgranted to another entity (such as Federal, State and local government, private, or non-profit organization) for an interim period to defray protection and maintenance costs pending excessing of property or until mission has been reactivated.   |
| 99               | <u>Trust Buildings</u> . All buildings held in trust by your agency. Provide a brief description  |

| Allowable Values | Description                                |
|------------------|--|
|                  | of the building's use in the Remarks area. |

**PREDOMINANT USAGE OF LAND UNITS – Mandatory**

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section D: Use Classification Standards, 3.

| Allowable Values | Description  |
|------------------|--|
| 01               | <u>Agriculture</u> . Land under cultivation for food and/or fiber production.  |
| 04               | <u>Grazing</u> . Conservation lands primarily administered to preserve, protect, manage, or develop grass and other forage resources suitable for livestock. Exclude Wilderness Areas from this classification.  |
| 07               | <u>Forest and Wildlife</u> . Conservation lands primarily administered to preserve, protect, manage, or develop timber, wildlife, watershed, and recreational resources. Exclude Wilderness Areas from this classification.  |
| 08               | <u>Parks and Historic Sites</u> . Land administered for cemeteries, memorials, monuments, parks (national, historical, military, memorial, and national capital), sites (battlefield and historic), parkways, and recreation areas. Exclude Wilderness Areas from this classification. |
| 09               | <u>Wilderness Areas</u> . Land designated by Congress as a part of the National Wilderness Preservation System.  |
| 10               | <u>Office Building Locations</u> . Land containing office buildings or future planned office buildings.  |
| 11               | <u>Military (except airfields)</u> . Department of Defense and US Coast Guard controlled land used for military functions that cannot be classified elsewhere.   |
| 12               | <u>Airfields</u> . Land used for military air bases or air stations and military or civilian landing fields.   |
| 13               | <u>Harbor and Port Facilities</u> . Land used for harbor and port facilities.  |
| 14               | <u>Post Office</u> . Land used in conjunction with a Post Office and used predominately as a general service and access area.  |
| 15               | <u>Power Development and Distribution</u> . Land used for power development and distribution projects.   |
| 16               | <u>Reclamation and Irrigation</u> . Land used for reclamation and irrigation projects.   |
| 18               | <u>Flood Control and Navigation</u> . Land used for flood control and navigation projects.   |
| 19               | <u>Vacant</u> . Land not being used.   |
| 20               | <u>Institutional</u> . Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.  |
| 30               | <u>Housing</u> . Land used primarily for public housing projects, military personnel quarters, and dwellings for other Federal personnel.  |
| 40               | <u>Storage</u> . Land used primarily for supply depots and other storage.  |
| 50               | <u>Industrial</u> . Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.   |
| 70               | <u>Research and Development</u> . Land used directly in basic or applied research in the sciences (including medicine) and in engineering.   |

| <b>Allowable Values</b> | <b>Description</b>  |
|-------------------------|---|
| 72                      | <u>Communication Systems</u> . Land used for telephone and telegraph lines and radio towers.  |
| 73                      | <u>Navigation and Traffic Aids</u> . Land used for structures that provide for aircraft/ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.  |
| 80                      | <u>Other Land</u> . Land that cannot be classified elsewhere.   |
| 90                      | <u>Trust Land</u> . All land held in trust by your agency.  |
| 95                      | <u>Interim Use</u> . Land that has been outgranted to another entity (such as Federal, State and local government, private, or non-profit organization) for an interim period to defray protection and maintenance costs pending excessing of property or until mission has been reactivated. |

### **PREDOMINANT USAGE OF OTHER STRUCTURES AND FACILITIES – Mandatory**

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section D: Use Classification Standards, 5.

| <b>Allowable Values</b> | <b>Description</b>  |
|-------------------------|---|
| 12                      | <u>Airfield Pavements</u> . Includes runways, helicopter landing pads, taxiways, and aprons.  |
| 13                      | <u>Harbor and Port Facilities</u> . Includes docks, piers, jetties, and breakwaters   |
| 15                      | <u>Power Development and Distribution</u> . Includes hydroelectric and other power development projects that produce power for resale (generally consisting of dams and powerhouses). Include transmission lines, which are an integral part of Federal power development, in this category even though the power is produced by another Federal agency.  |
| 16                      | <u>Reclamation and Irrigation</u> . Includes canals, laterals, pumping stations, storage, and diversion dams.   |
| 18                      | <u>Flood Control and Navigation</u> . Includes river improvements, revetments, dikes, dams, and docks.  |
| 40                      | <u>Storage (Other than Buildings)</u> . Includes storage tanks, silos, igloos, underground vaults, and open storage improved areas.   |
| 50                      | <u>Industrial (Other than Buildings)</u> . Includes structures and facilities (other than buildings) used for production or manufacturing, such as sliding shipways, retaining basins, and pipelines.   |
| 60                      | <u>Service (Other than Buildings)</u> . Includes structures used for maintenance and repair, such as underground fueling systems, vehicle washing and greasing facilities, aircraft boresight ranges, guided missile maintenance facilities, and ship repair.   |
| 70                      | <u>Research and Development (Other than Buildings)</u> . Includes structures and facilities used directly in basic or applied research in the sciences (including medicine) and in engineering, such as facilities used in the design, development, and testing of prototypes and processes. This category excludes facilities used for routine testing.  |
| 71                      | <u>Utility Systems (Heating, Sewage, Water, and Electrical Systems)</u> . Includes heating, sewage, water, and electrical systems when these systems serve several buildings and/or other structures of an installation. When these systems serve a single building that is reported separately, include the utility systems cost in the cost of the building. Report structures and facilities used in the production of its own power requirements. |

| <b>Allowable Values</b> | <b>Description</b>   |
|-------------------------|--|
|                         | This category also includes heating plants and related steam and gas lines; sewage disposal plants, storm and sanitary sewer lines; water treatment plants, wells, pump houses, reservoirs, and pipelines; and electrical substations, standby or auxiliary power plants, lighting structures, and conduits.           |
| 72                      | <u>Communication Systems</u> . Includes telephone and telegraph lines and radio towers.  |
| 73                      | <u>Navigation and Traffic Aids (Other than Buildings)</u> Includes structures that provide for aircraft/ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.   |
| 76                      | <u>Roads and Bridges</u> . Includes Federally-owned highways, roads, related culverts, and connecting bridges. This category also includes roads within national parks/forests and other Federal installations.  |
| 77                      | <u>Railroads</u> . Includes tracks, bridges, tunnels, and fuel/water stations servicing railroads.   |
| 78                      | <u>Monuments and Memorials</u> . Includes all Federal monuments, memorials, and statues.   |
| 79                      | <u>Miscellaneous Military Facilities</u> . Includes all structures and facilities of the Department of Defense and US Coast Guard used for military functions and that aren't included in any other classification.  |
| 80                      | <u>All Other</u> . Includes sidewalks, parking areas, fences, and trails, which cannot be readily classified under the above areas. This category also includes improvements to public domain lands, such as drainage, grading, and landscaping.   |
| 90                      | <u>Interim Use</u> . Structures and/or facilities that have been outgranted to another entity (such as Federal, State and local government, private, or non-profit organization) for an interim period to defray protection and maintenance costs pending excessing of property or until mission has been reactivated. |

### **PROPERTY TYPE FOR BUILDINGS, OTHER STRUCTURES – Mandatory**

Identifies buildings, other structures and facilities as Government-owned, leased or trust property (to be reported on the GSA Form 1166) or as GSA assigned or Other (not reported on GSA Form 1166)

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section C. 5.

| <b>Allowable Values</b> | <b>Description</b>   |
|-------------------------|--|
| GSA Assigned            |  |
| Trust                   | Real property whose title is held in trust by the United States for the benefit of an individual person or group of people (e.g., an Indian tribe).  |
| USDA Leased             |  |
| USDA Owned              |  |
| Other                   | Real property which is not owned or held in trust by or leased or GSA-assigned to the USDA, but whose space is used by a USDA agency under an agreement, such as a Cooperative Agreement or a Memorandum of Understanding. |

**PROPERTY TYPE FOR LAND UNITS – Mandatory**

Identifies land as Government-owned, leased or trust property (to be reported on the GSA Form 1166) or as GSA assigned or Other (not reported on the GSA Form 1166)

**Source:** GSA Customer Guide to Reporting Real Property Inventory Information, Section C. 5.

| Allowable Values | Description  |
|------------------|--|
| GSA Assigned     |  |
| Trust            | Real property whose title is held in trust by the United States for the benefit of an individual person or group of people (e.g., an Indian tribe).  |
| USDA Leased      |  |
| USDA Owned       |  |
| Other            | Real property which is not owned or held in trust by or leased or GSA-assigned to the USDA, but whose space is used by a USDA agency under an agreement, such as a Cooperative Agreement or a Memorandum of Understanding. |

**RENEWABLE ENERGY -- Mandatory**

**Source:** Sharon Holcombe, Chief, Energy & Environment Staff/OPPM/USDA, email to Brenda Mandella *et al*, dated 4/25/03

| Allowable Values                | Description   |
|---------------------------------|---|
| Renewable Elec - purchased      |   |
| Renewable Elec – self generated | Self-generated: "green power" produced at the facility for its own use                              |
| Wind turbine power              | Grid energy generated by wind turbines  |
| Photovoltaics                   | Off-grid solar electric systems   |
| Gas from landfill/biomass       | Natural gas produced from landfill gas, biomass gasifiers, or wood furnaces using biomass           |
| Other                           | Includes geothermal energy steam or power production; passive solar power and water heating systems |

**SPACE USAGE TYPE – Mandatory**

The principal purpose of a particular room or outdoor area.

**Source:** National Capital Region

| Allowable Values                 | Description  |
|----------------------------------|--|
| Joint Use – Auditorium           |  |
| Joint Use – Building Common      |  |
| Joint Use – Cafeteria            |  |
| Joint Use – Child Care           |  |
| Joint Use – Credit Union         |  |
| Joint Use – Employee Association | Includes deli, ESRA store, barber shop, dry cleaners, fitness center |
| Joint Use - Graduate School      |  |
| Joint Use - Randolph-Sheppard    |  |
| Mechanical Room                  |  |
| Mail Room                        |  |
| Parking                          | Includes inside and outside parking                                  |
| Storage                          |  |

| <b>Allowable Values</b>       | <b>Description</b> |
|-------------------------------|--------------------|
| Useable – Computer Room       |                    |
| Useable – Conference Room     |                    |
| Useable – General Office      |                    |
| Useable – Training Facilities |                    |
| Useable – Law Library         |                    |
| Useable – Evidence Room       |                    |
| Useable – Secure Room         |                    |
| Warehouse                     |                    |
| Other                         |                    |
| Laboratory                    |                    |
| Laboratory/Office             |                    |
| Greenhouse                    |                    |
| Headhouse/ Greenhouse         |                    |

**STATES: Derived from the first two characters of the GLC**

**Source:** <http://www.gsa.gov/glc>

**Mandatory**

The Worldwide Geographic Location Codes (GLC) are the number and letter codes Federal agencies should use in designating geographic locations anywhere in the United States or abroad in computer programs. The GLS is a nine-digit GSA-provided code identifying a property's location.

**STATUS OF BUILDINGS, OTHER STRUCTURES -- Mandatory**

**Source:** JFMIP-SR-00-4 Property Management Systems Requirements

| <b>Allowable Values</b> | <b>Description</b>   |
|-------------------------|--|
| Disposed                |  |
| Existing - Operational  |  |
| Existing - Abandoned    |  |
| Existing - Excess       | Any property under the control of a Federal agency, which the head of the agency determines is not required for the needs and discharge of the responsibilities of the agency. |
| Planned                 |  |
| Under Construction      |  |
| Unknown                 |  |

**STATUS OF LAND UNITS -- Mandatory STATUS OF LAND UNITS -- Mandatory**

**Source:** JFMIP-SR-00-4 Property Management Systems Requirements

| <b>Allowable Values</b> | <b>Description</b>   |
|-------------------------|--|
| Disposed                |  |
| Existing - Operational  |  |
| Existing - Abandoned    |  |
| Existing -Excess        | Any property under the control of a Federal agency, which the head of the agency determines is not required for the needs and discharge of the responsibilities of the agency. |
| Planned                 |  |

**TYPE OF LAND UNIT -- Mandatory**

**Source:** JFMIP

| <b>Allowable Values</b> | <b>Description</b> |
|-------------------------|--------------------|
| Easement                |                    |
| General PP&E Land       |                    |
| Public Domain Land      |                    |
| Stewardship Land        |                    |
| Trust Land              |                    |
| Leased Land             |                    |

**UOM CODES -- Optional**

**Source:**

| <b>Allowable Values</b> | <b>Description</b> |
|-------------------------|--------------------|
| A                       | Acreage            |
| SF                      | Square Feet        |
| SP                      | Parking Spaces     |

**ZIP CODES -- Mandatory**

**Source:** USPS ZIP+4 State Directory on CD-ROM -- see [www.usps.com](http://www.usps.com)