

# 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

<b>Allowable Values</b>	<b>Description</b>
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/>

<b>For STATE</b>	<b>Allowable Values</b>
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>

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**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	

Allowable Values	Description
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> 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> Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
06	<b>Heartland Region</b> Iowa, Kansas, Missouri, Nebraska
07	<b>Greater Southwest Region</b> 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> Hawaii, Nevada
10	<b>Northwest/Arctic Region</b> Alaska, Idaho, Oregon, Washington
11	<b>National Capital Region</b> 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 Abate major health and safety hazards
2	MAINTAIN UNTIL RETIREMENT Maintain only to extend life until retirement, 0-5 years
3	KEEP OPERATIONAL Keep all systems and components operational
4	REPAIR CRITICAL SERVICE Repair critical service within 24 hrs, non-critical within 5 days
5	HIGHEST QUALITY , LIKE NEW 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.

<b>Allowable Values</b>	<b>Description</b>
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)