Search for a Real Property — Criteria

Overview

The Property Accountability module Real Property process provides the ability to receive, update, transfer, and dispose of land, structures, and improvements with the exception of movable machinery and equipment. The key is that land must be involved; structures without land are not typically considered real property in and of themselves.

> **Note**
>
> When adding Real Property assets to the database, only add, transfer, update or dispose of one asset at a time.

There are three ways to receive new RP on the property book:

- New purchase
- Transfer from another UIC
- Construction In Progress (CIP) transfer

DᴏD Financial Management Regulation 7000.14-R (FMR) directs the relationship of CIP to RP. When authorization to construct RP is received, and the CIP project is opened, the sponsoring entity will request and assign a Real Property Unique Identifier (RPUID). This RPUID is recorded in the RP Registry. When the construction is complete and the property is accepted, this RPUID will be assigned to receive the new RP on the property book.

Navigation

Accounting > Real Property > Real Property Search Criteria page

Procedures

Search for a Real Property

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. Use ☑ to select the Type Action. *Everything else depends upon the option chosen.*

Select Receipt.

Search Criteria

*Type Action	Receipt
Instl Nbr	🔍
RP Site Name	🔍
RPSUID	
Fac Nbr	
Land Acq Tract Id	🔍
RPUID	

Reset   Add

A. Enter the INSTL NBR, or use 🔍 to browse for the entry. *This is a 5 alphanumeric character field.*

B. Enter the RP SITE NAME, or use 🔍 to browse for the entry. *This is a 100 alphanumeric character field.*

C. *The FAC NBR automatically populates and is not editable once the RPSUID is entered.*

D. Enter the LAND ACQ TRACT ID, or use 🔍 to browse for the RPUID Asset entry. *This is a 25 alphanumeric character field.*

E. Select Add . *The **Add a Real Property** page appears.*

Select Transfer.

A.   Select [Search]. *The **Real Property Transfer** page appears. Results display in the Search Results grid.*

Select Update.

A.   Select [Search]. *The **Update a Real Property** page appears. Results display in the Search Results grid.*

Select Disposition.

Search Criteria

*Type Action	Disposition ▾
Instl Nbr	
RP Site Name	
RPSUID	
Fac Nbr	
Land Acq Tract Id	
RPUID	

Reset   Search

A.   Select Search . *The **Real Property Disposition** page appears. Results display in the Search Results grid.*
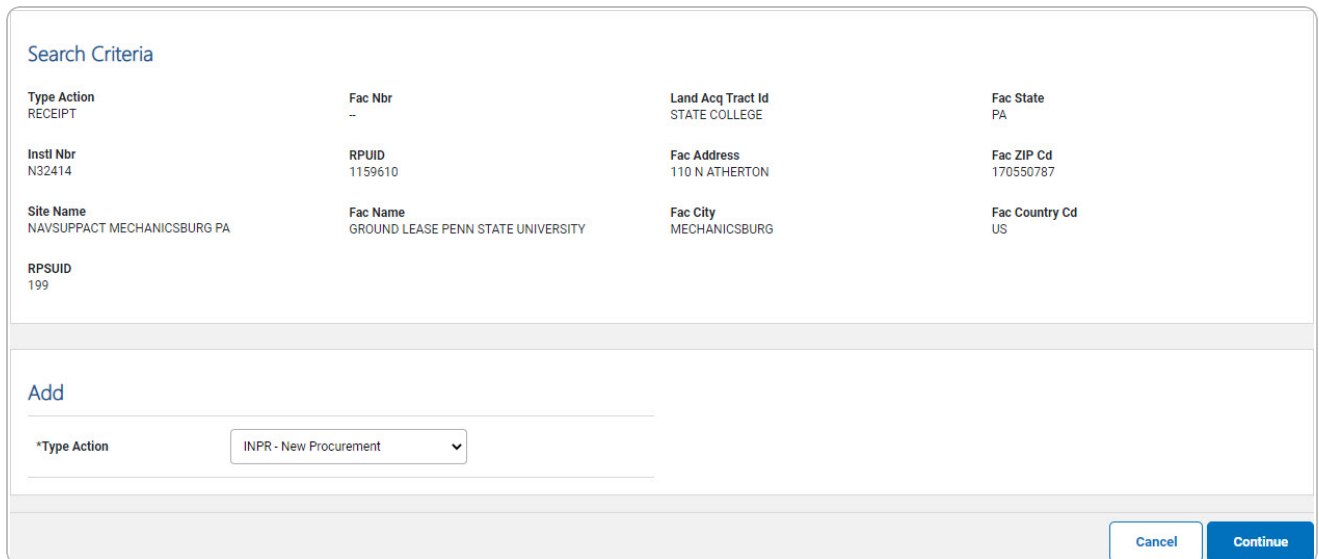
Add a Real Property

Navigation

Accounting > Real Property > Search Criteria > [Add] > Add Type Action > [Continue] > Add a Real Property page

Procedures

Add a Real Property

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Add]. *The* **Search Results — Add a Real Property** *page appears.*

2. Review the Search Criteria panel.

3. Use [∨] to select the Type Action.

4. Select [Continue]. *The* **Add a Real Property** *page appears, open to the Basic tab.*
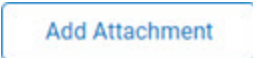
5.   Enter the fields in the Basic tab:

A.   Use ⌄ to select the ACC.

B.   Use ⌄ to select the Asset Cd.

C.   Use ⌄ to select the Cptl Cd.

D.   Use ⌄ to select the Heritage Asset Cd.

E.   Enter the Dollar AMT in the field provided. *This is a 15 numeric character field.*

F. Enter the Doc Nbr, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

G. Use ⌄ to select the Acq Method Cd.

H. Use ⌄ to select the Acq Org Cd.

I. Use ⌄ to select the Acq Fund Cd.

J. Use ⌄ to select the ADA Compliance Cd.

K. Enter the Yr Svc Life in the field provided. *This is a 2 numeric character field.*

L. Use ⌄ to select the Cond Cd.

M. Use ⌄ to select the Replacement Pgm Org Cd.

N. Use ⌄ to select the Replacement Pgm Fnd Cd.

O. *The* [Add Attachment] *is not accessible.*

P. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

Basic	**Accounting**	Agency	Characteristics

Field	Value	Field	Value
Instl Nbr	N32414	Owng Cost Center	🔍
RP Site Name	NAVSUPPACT MECHANICSBURG PA	Owng Cost Center Desc	
Fac Nbr		Fndng Cost Center	🔍
Fac Name	GROUND LEASE PENN STATE UNIVERS	Fndng Cost Center Desc	
RPUID	1159610	Task Cd	
Land Acq Tract Id	STATE COLLEGE	Job Order Nbr	
*Acq Dt		LOA	
*Eff Dt	06/02/2023	Replacement Amount	0
*Fund Cd/ASN	Select an Item	Rest and Mod Pgm Org Cd	
*Oblign Doc Nbr	BROOKS31151000	Rest and Mod Pgm Fnd Cd	

Cancel   Reset

a. Use ▣ to select the AcQ DT, or enter the date (MM/DD/YYYY) in the field provided.

b. Use ▣ to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

c. Use ▾ to select the Fund Cd/ASN.

d. Enter the OBLIGN DOC NBR in the field provided. *This is a 15 alphanumeric character field.*

ITRO Only

Basic	**Accounting**	Agency	Characteristics			
Instl Nbr	N32414			Fndng Cost Center Desc		
RP Site Name	NAVSUPPACT MECHANICSBURG PA			Task Cd		
Fac Nbr				Job Order Nbr		
Fac Name	GROUND LEASE PENN STATE UNIVERS			LOA		
RPUID	1159610			*Transfer Type Cd	1 - Within Service - In Fund	▾
Land Acq Tract Id	STATE COLLEGE			*Trading Partner Nbr	DOD	
*Acq Dt		▣		Trading Dept Cd	DOD - Department of Defense	▾
*Eff Dt	06/02/2023	▣		Replacement Amount		
*Fund Cd/ASN	Select an Item	▾		Trading Subhead		
*Oblign Doc Nbr				Trading Basic Symbol		
Owng Cost Center		🔍		Rest and Mod Pgm Org Cd		▾
Owng Cost Center Desc				Rest and Mod Pgm Fnd Cd		▾
Fndng Cost Center		🔍				

Cancel Reset

1. Use ▾ to select the Transfer Type Cd.

2. Enter the TRADING PARTNER NBR in the field provided. *This is a 9 alphanumeric character field.*

e. Select the Agency tab to continue adding information. *The Agency tab displays.*

453 - Agency has no user defined fields.

Basic   Accounting   **Agency**   Characteristics

Instl Nbr	N32414	Fac Name	GROUND LEASE PENN STATE UNIVERS
RP Site Name	NAVSUPPACT MECHANICSBURG PA	RPUID	1159610
Fac Nbr		Land Acq Tract Id	STATE COLLEGE

Cancel   Reset

Note

The Agency tab is customer-specific. There are five fields available for the customer to show information.

ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

1.   Select the Characteristics tab to continue adding information. *The Characteristics tab displays.*

A.   Use ☑ to select the Construction Typ Cd.

B.   Use ☑ to select the Construction Materiel Cd.

C.   Select the Basic tab. *The buttons change to include* [Add] .

D.   Select [Add] . *The* **Real Property Transaction Status** *page appears.*

Update a Real Property

Navigation

Accounting > Real Property > Search Criteria > **Search** > Update hyperlink > Update Type Action > **Continue** > Update a Real Property page

Procedures

Update a Real Property

Selecting **Cancel** *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Search]. *The Search Results — Update a Real Property page appears.*

Search Criteria

Type Action	Site Name	Fac Nbr	RPUID
UPDATE	--	--	--

Instl Nbr	RPSUID	Land Acq Tract Id	
--	--	--	

Search Results

Update	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Update	1005173	42345	5	STORAGE GP INST & ADMIN GEN PURP - INGRANT		No	LETTERKENNY ARMY DEPOT
Update	1005531	42155	M0257	MILL PLAQUE		Yes	CARLISLE BARRACKS
Update	1061558	420NG	00028	WATER STORAGE BUILDING		No	ELIZABETHTOWN READINESS CENTER/FMS 16
Update	16217	M67400	5005	SCHOOL GYM (GOJ)		No	CAMP MCTUREOUS - 6031
Update	261628	42155	968	NAVAIDS BLDG		Yes	Carlisle Barracks
Update	87077	N32414	312	ADMINISTRATION BLDG		Yes	NAVSUPPACT MECHANICSBURG PA
Update	87562	N32414	409	ADMINISTRATION BLDG.		No	NAVSUPPACT MECHANICSBURG PA
Update	96991	N90845	304	STORAGE BUILDING		No	NWIRP BETHPAGE NY

Cancel

2. Review the Search Criteria panel.

3. Review the Search Results panel.

4. Select the desired Update hyperlink. *The Search Results - Update A Real Property page appears.*

Search Results

Instl Nbr	**RPSUID**	**Fac Name**	**RPUID**
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	**Fac Nbr**	**Land Acq Tract Id**	
NAVSUPPACT MECHANICSBURG PA	312		

Update

*Type Action   [CNPR - New Procurement - Price Cc ⌄]

Cancel   Continue

5. Review the Search Results panel.

6. Use ☑ to select the Type Action.

CNPR — New Procurement — Price Correction

Search Results

Instl Nbr	**RPSUID**	**Fac Name**	**RPUID**
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	**Fac Nbr**	**Land Acq Tract Id**	
NAVSUPPACT MECHANICSBURG PA	312		

Update

*Type Action   [CNPR - New Procurement - Price Cc ⌄]

Cancel   Continue

A. Select **Continue** . *The* **Update a Real Property** *page appears.*

Basic

Instl Nbr	N32414	*Acq Org Cd	
RP Site Name	NAVSUPPACT MECHANICSBURG PA	*Acq Fund Cd	
Fac Nbr	312	UM	SF-Square Foot
Fac Name	ADMINISTRATION BLDG	Qty	122512
RPUID	87077	Asset Desc	
Land Acq Tract Id		*ADA Compliance Cd	
*ACC	Q - Building - 45 Yrs	Mfr Yr	2016
*Asset Cd	B - Bldg, Impv, Renovation	Place in Svc Dt	10/11/1979
*Cptl Cd	A-DoD Threshold	*Yr Svc Life	40

*Heritage Asset Cd	N - Not Heritage	Facility Condition Index	99
*Dollar Amt	9700000.00	*Replacement Pgm Org Cd	
Original Asset Dollar Amt		*Replacement Pgm Fnd Cd	
*Doc Nbr		Remarks	
*Acq Method Cd		History Remarks	

Attachments

Attachment	Add Attachment	No Attachments Available
Attachment(s)	No Attachments Available	

Cancel   Reset   Update

B. Update the fields on the Basic Tab:

a. *Verify the ASSET CD.*

b. Update the Cptl Cd, using ☑ to select the desired code.

c. *Verify the Heritage Asset CD.*

d. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

e. Update the DOC NBR, using 🔍 to browse for the revised number. *This is a 14 alphanumeric character field.*

f. Update the Acq Method Cd, using ☑ to select the desired code.

g. Update the Acq Org Cd, using ☑ to select the desired code.

h. Update the Acq Fund Cd, using ☑ to select the desired code.

i. Update the ADA Compliance Cd, using ☑ to select the desired code.

j. Update the Yʀ Sᴠᴄ Lɪꜰᴇ, entering the revised amount in the field provided. *This is a 2 numeric character field.*

k. *Verify the Cᴏɴᴅ Cᴅ.*

l. Update the Replacement Pgm Org Cd, using ☑ to select the desired code.

m. Update the Replacement Pgm Fnd Cd, using ☑ to select the desired code.

n. *The* [Add Attachment] *is not accessible.*

C. Select [Update] . *The **Real Property Transaction Status** page appears.*

INPR — New Procurement — Update

Search Results

Instl Nbr	**RPSUID**	**Fac Name**	**RPUID**
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	**Fac Nbr**	**Land Acq Tract Id**	
NAVSUPPACT MECHANICSBURG PA	312		

Update

*Type Action   INPR - New Procurement - Update   ⌄

[Cancel] [Continue]

1. Select [Continue] . *The **Update a Real Property** page appears.*

2. Update the fields on the Basic Tab:

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module

Instl Nbr	N32414		*Acq Org Cd	
RP Site Name	NAVSUPPACT MECHANICSBURG PA		*Acq Fund Cd	
Fac Nbr	312		UM	SF-Square Foot
Fac Name	ADMINISTRATION BLDG		Qty	122512
RPUID	87077		Asset Desc	
Land Acq Tract Id			*ADA Compliance Cd	
*ACC	Q - Building - 45 Yrs		Mfr Yr	2016
*Asset Cd	B - Bldg, Impv, Renovation		Place in Svc Dt	10/11/1979
*Cptl Cd	A-DoD Threshold		*Yr Svc Life	40
*Heritage Asset Cd	N - Not Heritage		Facility Condition Index	99
*Dollar Amt	9700000.00		*Replacement Pgm Org Cd	
Original Asset Dollar Amt			*Replacement Pgm Fnd Cd	
*Doc Nbr			Remarks	
*Acq Method Cd			History Remarks	

Attachments

| Attachment | Add Attachment | | No Attachments Available |
| Attachment(s) | No Attachments Available | | |

Cancel   Reset   Update

A. Update the ACC, using ⌄ to select the desired code.

B. Update the Asset Cd, using ⌄ to select the desired code.

C. Update the Cptl Cd, using ⌄ to select the desired code.

D. Update the Heritage Asset Cd, using ⌄ to select the desired code.

E. *Verify the Dollar AMT.*

F. Update the DOC NBR, using 🔍 to browse for the revised number. *This is a 14 alphanumeric character field.*

G. Update the Acq Method Cd, using ⌄ to select the desired code.

H. Update the Acq Org Cd, using ⌄ to select the desired code.

I. Update the Acq Fund Cd, using ⌄ to select the desired code.

J. Update the ADA Compliance Cd, using ⌄ to select the desired code.

K. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

L. Update the Cond Cd, using ⌄ to select the desired code.

M. Update the Replacement Pgm Org Cd, using ⌄ to select the desired code.

N. Update the Replacement Pgm Fnd Cd, using ⌄ to select the desired code.

O. Select Add Attachment . *The **Attachment Add** page appears.*

P. Select Update . *The **Real Property Transaction Status** page appears.*

OR

Select Accounting. Update the fields on the Accounting tab:

a. Update the Acq Dt, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

b. Update the Eff Dt, using [icon] or entering the date (MM/DD/YYYY) in the field provided.

c. Update the Fund Cd/ASN, using [icon] to select the desired code.

d. Update the Oblign Doc Nbr, entering the revised identification in the field provided. *This is a 15 alphanumeric character field.*

e. Update the Rcpt Doc Nbr, using [icon] to browse for the correct number. *This is a 14 alpha-numeric character field.*

f. Select [Update]. *The Real Property Transaction Status page appears.*

OR

Select Agency. Review the fields on the Agency tab:

453 - Agency has no user defined fields.

Basic   Accounting   **Agency**   Characteristics   Site/Installation   Facility   Allocation   Configuration   Sustainment   Agreement   Restriction   Review   Supplier   Building Module

Instl Nbr	N32414		Fac Name	ADMINISTRATION BLDG
RP Site Name	NAVSUPPACT MECHANICSBURG PA		RPUID	87077
Fac Nbr	312		Land Acq Tract Id	

Cancel   Reset

Note

The Agency tab is customer-specific. There are five fields available for the customer to show information.

ELMS does not contribute to the fields in this tab, nor store the information. It is simply a pass-through space.

1. Select **Update**. *The **Real Property Transaction Status** page appears.*

   OR

   Select Characteristics. Update the fields on the Characteristics tab:

A. Update the Construction Typ Cd, using [⌄] to select the desired code.

B. Update the Construction Materiel Cd, using [⌄] to select the desired code.

C. Select [Update]. *The **Real Property Transaction Status** page appears.*

OR

Select Site/Installation. Review the fields on the Site/Installation tab:

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module

Instl Nbr	N32414	**Fac Name**	ADMINISTRATION BLDG
RP Site Name	NAVSUPPACT MECHANICSBURG PA	**RPUID**	87077
Fac Nbr	312	**Land Acq Tract Id**	

Installation Info

Name	NAVSUPPACT MECHANICSBURG PA	**Reporting Cmpn Cd**	NAVACT
Virtual Ind	N	**Create Dt**	
Operational Sts Cd		**Close Dt**	

Site Info

Primary Activity Cd		**Congressional District Cd**	04
Command Claimant Cd	N00052-CDR NAVY INSTALL CMD	**Metro Statistical Area Cd**	25420
Operational Sts Cd	ACT -Active	**GSA Region Cd**	3
Reporting Cmpn Cd	NAVACT	**EPA Region Cd**	3
Primary Indicator	Y-Yes	**Total Land Area UM**	AC
Leased Indicator	N-No	**Total Land Area (Qty)**	819.00
Create Dt	02/03/1942	**Site Address**	NAVSUPPACT MECHANICSBURG PA JOHNNY HD 5450 CARLISLE PIKE Mechanicsburg PA 170550787 USA -76.983220 40.237800
Closed Dt			
Release Dt		**Site Location Directions Text**	
Rural Urban Cd	U-Urban		

a. Select Facility. Review the fields on the Facility tab:

| Basic | Accounting | Agency | Characteristics | Site/Installation | Facility | Allocation | Configuration | Sustainment | Agreement | Restriction | Review | Supplier | Building Module |

Command Claimant Code	N00052
Financial Reporting Org Cd	06-Navy - Navy Active
Cost Sharing Partner	
Target Asset Owner	
Dept Cd	
Sub Account Cd	
Type Cd	B-Building
Interest Type Cd	FEE-U.S Gov't Owned – DoD Acct

Operational Status Cd	
Annual Operating Cost	$557,164.94
Salvage Value Amt	
Historic Status Cd	DNE-Determined Not Eligible for Listing
Historic Status Dt	
Facility Address	ADMINISTRATION BLDG JOHNNY HD 5450 CARLISLE PIKE MECHANICSBURG PA 170550787 USA
Facility Location Directions Text	

1. Select Allocation. Enter the fields on the Allocation tab:

| Basic | Accounting | Agency | Characteristics | Site/Installation | Facility | Allocation | Configuration | Sustainment | Agreement | Restriction | Review | Supplier | Building Module |

Instl Nbr	N32414		**Fac Name**	ADMINISTRATION BLDG
RP Site Name	NAVSUPPACT MECHANICSBURG PA		**RPUID**	87077
Fac Nbr	312		**Land Acq Tract Id**	

Add Allocation

***Shared Use Cd**	Select an Item		***Current Use Fac Cd**	6100-General Administrative Buildir
***Agreement Nbr**			***Current Use Cat Cd**	61010-ADMINISTRATIVE OFFICE
Reimb. Agrmt. Spt. Cd	Select an Item		***UM**	
Sustainment Org Cd	Select an Item		***Qty**	
Sustainment Fnd Cd			**Remarks**	
***Operational Fnd Org Cd**	Select an Item		**History Remarks**	
***Operational Fnd Src Cd**				

Cancel   Add

A. Use ⌄ to select the Shared Use Cd.

B. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*

C. Use ⬇️ to select the Operational Fnd Org Cd.

D. Use ⬇️ to select the Operational Fnd Src Cd.

E. Use ⬇️ to select the Current Use Fac Cd.

F. Use ⬇️ to select the Current Use Cat Cd.

G. Use ⬇️ to select the UM.

H. Enter the QTY in the field provided. *This is a 6 numeric character field.*

I. Select Add . *The* ***Real Property Transaction Status*** *page appears.*

OR

Select Configuration. Verify the fields on the Configuration tab:

Basic	Accounting	Agency	Characteristics	Site/Installation	Facility	Allocation	Configuration	Sustainment	Agreement	Restriction	Review	Supplier	Building Module

Instl Nbr	N32414	**Fac Name** ADMINISTRATION BLDG
RP Site Name	NAVSUPPACT MECHANICSBURG PA	**RPUID** 87077
Fac Nbr	312	**Land Acq Tract Id**

Update	Delete	Design Use	Desc	Cat Cd	Fac Cd	UoM	Qty	Interior Condition	Remarks
		CRNT - Current Design		61010 - ADMINISTRATIVE OFFICE	6100 - A building equal to, or less than 6 stories above ground, which contains general office and administrative space. Associated space may include conference rooms, storage rooms, restrooms, break/lunch rooms, retail shops, fitness/health center, lockers/shower rooms, elevator banks and escalators, fu	SF	122512.000		
		ORIG - Original Design		61010 - ADMINISTRATIVE OFFICE	6100 - A building equal to, or less than 6 stories above ground, which contains general office and administrative space. Associated space may include conference rooms, storage rooms, restrooms, break/lunch rooms, retail shops, fitness/health center, lockers/shower rooms, elevator banks and escalators, fu	EA	1.000		

Cancel   Add

a. Select Add . *The* ***Real Property Transaction Status*** *page appears.*

OR

Select Sustainment. Enter the fields on the Sustainment tab.

| Basic | Accounting | Agency | Characteristics | Site/Installation | Facility | Allocation | Configuration | Sustainment | Agreement | Restriction | Review | Supplier | Building Module |

Instl Nbr	N32414		Fac Name	ADMINISTRATION BLDG
RP Site Name	NAVSUPPACT MECHANICSBURG PA		RPUID	87077
Fac Nbr	312		Land Acq Tract Id	

Add Sustainment

*Fiscal Year	2030		Deferred Maintenance	
Actual Cost			Restoration Requirement Cost	
*Planned Cost			History Remarks	

Cancel   Add

1. Use ☑ to select the Fiscal Year.

2. Enter the Planned Cost in the field provided. *This is a 12 numeric character field.*

3. Select ⬚Add⬚. *The Real Property Transaction Status page appears.*

    OR

    Select Agreement. Enter the fields on the Agreement tab:

A. Enter the Agreement NBR in the field provided. *This is a 25 numeric character field.*

B. Use ⌄ to select the Agreement Type.

C. Use ⌄ to select the Authority Type Cd.

D. Use ⌄ to select the Status Cd.

E. Use ⌄ to select the Owning Org.

F. Use ⌄ to select the Using Org.

G. Use ⌄ to select the Using Fnd Cd.

H. *Verify the Capital Lease Criteria CD.*

I. *Verify the Lessor.*

Select [Add]. *The **Real Property Transaction Status** page appears.*

J.

OR

Select Restriction. Enter the fields on the Restriction tab:

| Basic | Accounting | Agency | Characteristics | Site/Installation | Facility | Allocation | Configuration | Sustainment | Agreement | **Restriction** | Review | Supplier | Building Module |

Instl Nbr	N32414	
RP Site Name	NAVSUPPACT MECHANICSBURG PA	
Fac Nbr	312	

Fac Name	ADMINISTRATION BLDG	
RPUID	87077	
Land Acq Tract Id		

Add Restriction

*Restriction Type Cd	Select an Item	End Dt		
*Desc		History Remarks		
*Start Dt				

[Cancel] [Add]

a. Use ☑ to select the Restriction Type Cd.

b. Enter the DESC in the field provided. *This is a 250 alphanumeric character field.*

c. Use 📅 to select the START DT, or enter the date (MM/DD/YYYY) in the field provided.

Select [Add]. *The **Real Property Transaction Status** page appears.*

d.

OR

Select Review. Enter the fields on the Review tab:

ODASD (Logistics)
under A&S Sustainment

ELMS Helpdesk
1-844-843-3727

| Basic | Accounting | Agency | Characteristics | Site/Installation | Facility | Allocation | Configuration | Sustainment | Agreement | Restriction | **Review** | Supplier | Building Module |

| Instl Nbr | N32414 | | Fac Name | ADMINISTRATION BLDG |

| RP Site Name | NAVSUPPACT MECHANICSBURG PA | | RPUID | 87077 |

| Fac Nbr | 312 | | Land Acq Tract Id | |

Add Review

| *Review Type | Select an Item | | Remarks | |

| *Review Date | | | History Remarks | |

| Reviewed By | | |

Cancel   Add

1. Use ⌄ to select the Review Type.

2. Use 📅 to select the Review Date, or enter the date (MM/DD/YYYY) in the field provided.

Select [Add]. *The **Real Property Transaction Status** page appears.*

3.

   OR

   Select Supplier. Enter the fields on the Supplier tab:

| Basic | Accounting | Agency | Characteristics | Site/Installation | Facility | Allocation | Configuration | Sustainment | Agreement | Restriction | Review | **Supplier** | Building Module |

| Instl Nbr | N32414 | | Fac Name | ADMINISTRATION BLDG |

| RP Site Name | NAVSUPPACT MECHANICSBURG PA | | RPUID | 87077 |

| Fac Nbr | 312 | | Land Acq Tract Id | |

Add Supplier

| *Service Category | Select an Item | | *Supplier Name | |

| *Service Desc | | | Remarks | |

| *Supplier Type | Select an Item | | History Remarks | |

Cancel   Add

A. Use ⌄ to select the Service Category.

B. Enter the Service DESC in the field provided. *This is a 2000 alphanumeric character field.*

C. Use ⌄ to select the Supplier Type.

ODASD (Logistics) under A&S Sustainment

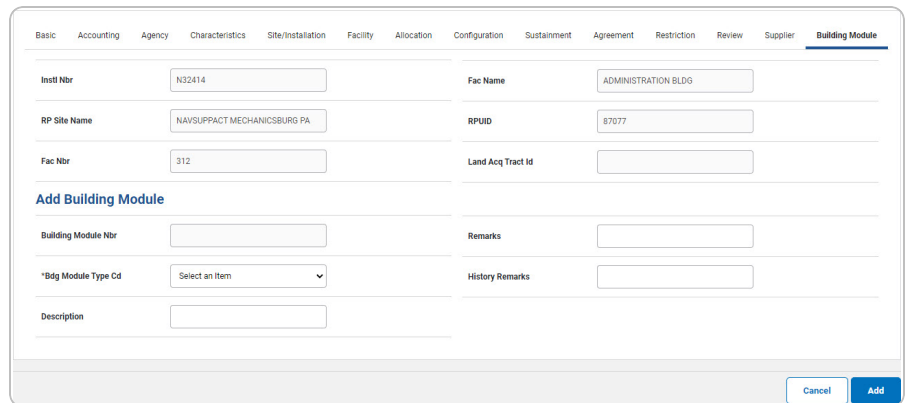ELMS Helpdesk 1-844-843-3727

D. Enter the Supplier Name in the field provided. *This is a 50 alphanumeric character field.*

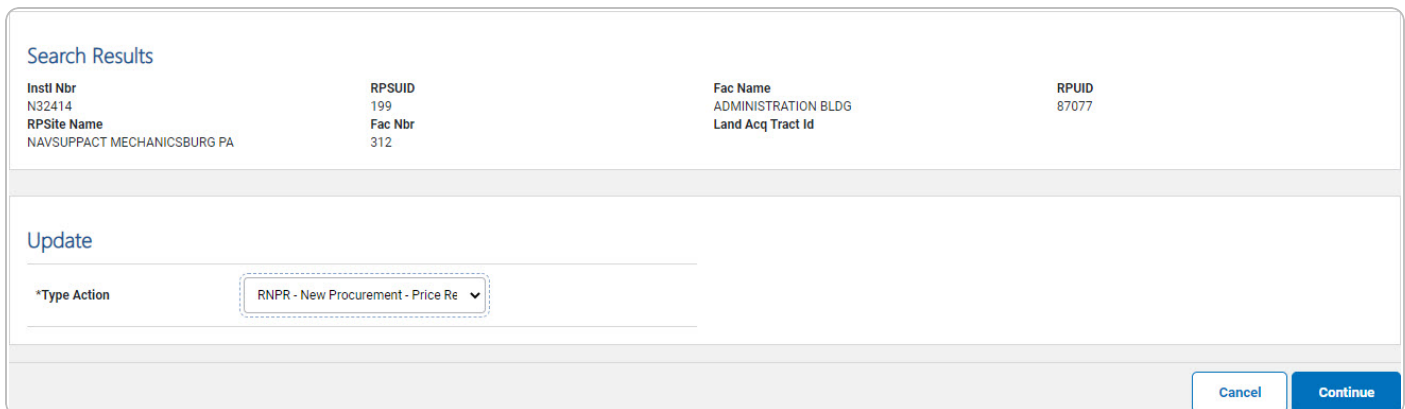Select [Add]. *The **Real Property Transaction Status** page appears.*

E.

OR

Select Building Module. Enter the fields on the Building Module tab:

a. Use [⌄] to select the Bdg Module Type Cd.

b. Select [Add]. *The **Real Property Transaction Status** page appears.*

RNPR — New Procurement — Price Revaluation

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	Fac Nbr	Land Acq Tract Id	
NAVSUPPACT MECHANICSBURG PA	312		

Update

*Type Action   RNPR - New Procurement - Price Re ⌄

[Cancel] [Continue]

A. Select [Continue]. *The **Update a Real Property** page appears.*

Basic			
Instl Nbr	N32414	*Acq Org Cd	▾
RP Site Name	NAVSUPPACT MECHANICSBURG PA	*Acq Fund Cd	▾
Fac Nbr	312	UM	SF-Square Foot ▾
Fac Name	ADMINISTRATION BLDG	Qty	122512
RPUID	87077	Asset Desc	
Land Acq Tract Id		*ADA Compliance Cd	▾
*ACC	Q - Building - 45 Yrs ▾	Mfr Yr	2016
*Asset Cd	B - Bldg, Impv, Renovation ▾	Place in Svc Dt	10/11/1979 📅
*Cptl Cd	A-DoD Threshold ▾	*Yr Svc Life	40
*Heritage Asset Cd	N - Not Heritage	Facility Condition Index	99
*Dollar Amt	9700000.00	*Replacement Pgm Org Cd	▾
Original Asset Dollar Amt		*Replacement Pgm Fnd Cd	▾
*Doc Nbr		Remarks	
*Acq Method Cd	▾	History Remarks	
Attachments			
Attachment	[Add Attachment]	No Attachments Available	
Attachment(s)	No Attachments Available		

[Cancel] [Reset] [Update]

B. Update the fields on the Basic Tab:

    a. *Verify the ACC.*

    b. *Verify the ASSET CD.*

    c. Update the Cptl Cd, using ⌄ to select the desired code.

d. *Verify the Heritage Asset CD.*

e. Update the Dollar AMT, entering the revised amount in the field provided. *This is a 15 numeric character field.*

f. Update the DOC NBR, using 🔍 to browse for the revised number. *This is a 14 alphanumeric character field.*

g. Update the Acq Method Cd, using ☑ to select the desired code.

h. Update the Acq Org Cd, using ☑ to select the desired code.

i. Update the Acq Fund Cd, using ☑ to select the desired code.

j. Update the ADA Compliance Cd, using ☑ to select the desired code.

k. Update the YR SVC LIFE, entering the revised amount in the field provided. *This is a 2 numeric character field.*

l. *Verify the COND CD.*

m. Update the Replacement Pgm Org Cd, using ☑ to select the desired code.

n. Update the Replacement Pgm Fnd Cd, using ☑ to select the desired code.

o. *The* Add Attachment *is not accessible.*

p. Select Update *. The* **Real Property Transaction Status** *page appears.*

Transfer a Real Property

Navigation
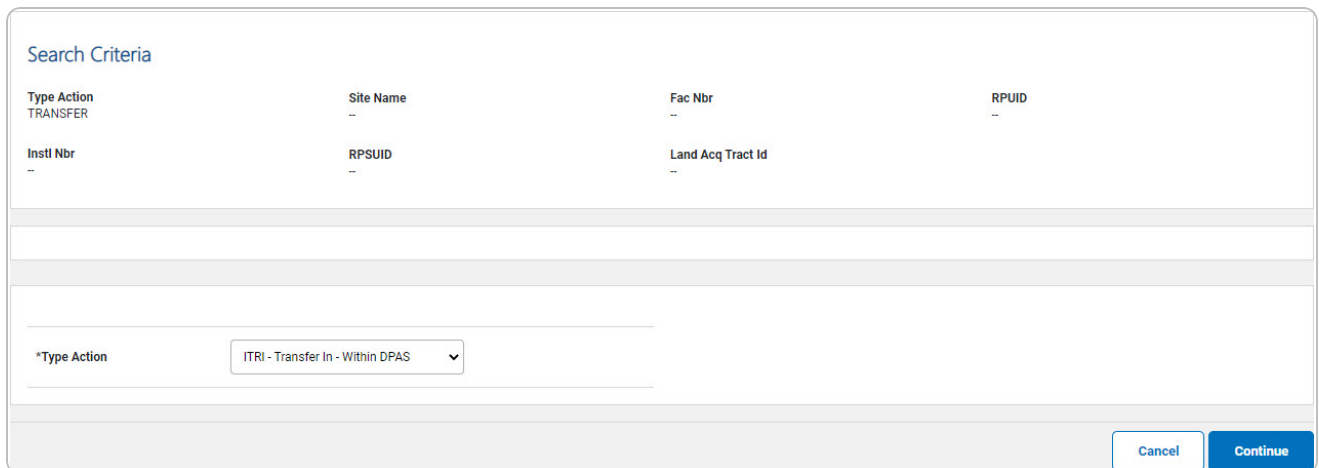
Accounting > Real Property > Search Criteria > [Search] > Transfer Type Action > [Continue] > Update hyperlink > Transfer a Real Property page

Procedures

Transfer a Real Property

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Search]. *The **Search Results — Transfer a Real Property** page appears.*

2. Review the Search Criteria panel.

3. Use [⌄] to select the Type Action.

4. Select [Continue]. *The **Search Results - Transfer A Real Property** page appears.*

Search Criteria

Type Action	Site Name	Fac Nbr	RPUID
TRANSFER	--	--	--

Instl Nbr	RPSUID	Land Acq Tract Id	
--	--	--	

Search Results

Update	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Update		JULIE1	COOPER			No	
Update		LAND	MECHANI			No	
Update		DONNA5	DONNA55	TEST RECORD		No	
Update		DONNA6	DONNA66	TEST FAC 6		No	
Update		D1	D11	TEST		No	
Update		FMRPO	FX3	FX3		No	
Update		FMRPO	9800A	TEST		No	
Update		333333	333333	TRISH'S REAL PROPERTY		No	
Update		565ABB	555555			No	
Update		ABCD2	11			No	
Update		N69214	1766			No	
Update		999999	0000000000	WITMER RETREAT		No	
Update		N6579	233	CARLISLE BARRACKS POST OFFICE		No	
Update		060NG	0987654321			No	
Update		42345	0147258369	NAVSISA		No	
Update		060NG	8888888888			No	
Update		060NG	9876543210	RM FACILITY		No	

1 2 3 4 5 6 7 8 9 10 ...

Cancel

5.   Review the Search Criteria panel.

6.   Review the Search Results panel.

7.   Select the desired Update hyperlink. *The **Transfer A Real Property** page appears, open to the Destination tab.*

Destination Tab

ITRI

| Destination | Accounting | Characteristics |

Instl Nbr		Fac Name	
RP Site Name		RPUID	
Fac Nbr		Land Acq Tract Id	

Site Id	
UIC	
*Site Id To	FUNC-2
*UIC To	BROOKS
*Fund Cd/ASN	Select an Item
*Doc Nbr To	🔍
*Transfer Type Cd To	1 - Within Service - In Fund
*Trading Partner Nbr To	DODBR00KS
Trading Dept Cd To	
Trading Basic Symbol To	
Trading Subhead To	
Remarks	
History Remarks	

Cancel   Reset

A. *The SITE ID TO automatically populates and is not editable.*

B. Use ☑ to select the UIC To.

C. Use ☑ to select the Fund Cd/ASN.

D. Enter the DOC NBR TO, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

E. *The TRANSFER TYPE CD TO automatically populates and is not editable.*

F. *The TRADING PARTNER NBR TO automatically populates and is not editable.*

G. Enter the TRADING DEPT CD To in the field provided. *This is a 2 alphanumeric character field.*

H. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

DTRI

| Destination | Accounting | Characteristics |

Instl Nbr	N32414		Fac Name	ADMINISTRATION BLDG
RP Site Name	NAVSUPPACT MECHANICSBURG PA		RPUID	87077
Fac Nbr	312		Land Acq Tract Id	

Site Id	FUNC-2
UIC	BROOKS
*Site Id To	FUNC-2
*UIC To	BROOKS
*Doc Nbr	🔍
*Fund Cd/ASN	Select an Item

*Doc Nbr To	[ ] 🔍
*Transfer Type Cd To	[1 - Within Service - In Fund ▾]
*Trading Partner Nbr To	[DODBR00KS]
Trading Dept Cd To	[ ]
Trading Basic Symbol To	[ ]
Trading Subhead To	[ ]
Remarks	[ ]
History Remarks	[ ]

Cancel   Reset

A. Use ☑ to select the Site Id To.

B. Use ☑ to select the UIC To.

C. Enter the DOC NBR, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

D. Use ☑ to select the Fund Cd/ASN.

E. Enter the DOC NBR TO, or use 🔍 to browse for the number. *This is a 14 alphanumeric character field.*

F. Use ☑ to select the Transfer Type Cd To.

G. Enter the TRADING PARTNER NBR TO To in the field provided. *This is a 9 alphanumeric character field.*

H. Select the Accounting tab to continue adding information. *The Accounting tab displays.*

Accounting Tab

a. *The ACQ DT automatically populates and is not editable.*

b. Use ![calendar icon] to select the EFF DT, or enter the date (MM/DD/YYYY) in the field provided.

c. Select **Update** . *The **Real Property Transaction Status** page appears.*

    OR

    Select Characteristics. Update the fields on the Characteristics tab:

Characteristics Tab

Destination   Accounting   **Characteristics**

Instl Nbr		Total (Qty)	0
RP Site Name		Depth UM	
Fac Nbr		Depth (Qty)	
Fac Name		Length UM	
RPUID		Length (Qty)	
Land Acq Tract Id		Width UM	
*Construction Typ Cd		Width (Qty)	
*Construction Material Cd		Height UM	
Construction Agent Cd		Height (Qty)	
Sustainability Cd		Floor Above Ground (Qty)	
Curr Use Func Cap Cd	Select an Item	Floor Below Ground (Qty)	
Utilization Rate		Module Qty	
Total UM	AC-Acre		

Cancel   Add

1.   Use ☑ to select the Construction Typ Cd.

2.   Use ☑ to select the Construction Materiel Cd.

3.   Select [Add]. *The* **Real Property Transaction Status** *page appears.*

Dispose of a Real Property

Navigation

Accounting > Real Property > Search Criteria > [Search] > Delete hyperlink > Delete Type Action > [Continue] > Delete a Real Property page

Procedures

Dispose of a Real Property

Selecting [Cancel] *at any point of this procedure removes all revisions and closes the page.* **Bold** *numbered steps are required.*

1. Select [Search]. *The* **Search Results — Dispose of a Real Property** *page appears.*

Search Criteria

Type Action	Site Name	Fac Nbr	RPUID
DISPOSITION	--	--	--
Instl Nbr	**RPSUID**	**Land Acq Tract Id**	
--	--	--	

Search Results

Delete	RPUID	Instl Nbr	Fac Nbr	Fac Name	Land Acq Tract Id	Impvs	Site Nm
Delete	1005173	42345	5	STORAGE GP INST & ADMIN GEN PURP - INGRANT		No	LETTERKENNY ARMY DEPOT
Delete	1005531	42155	M0257	MILL PLAQUE		Yes	CARLISLE BARRACKS
Delete	1061558	420NG	00028	WATER STORAGE BUILDING		No	ELIZABETHTOWN READINESS CENTER/FMS 16
Delete	16217	M67400	5005	SCHOOL GYM (GOJ)		No	CAMP MCTUREOUS - 6031
Delete	261628	42155	968	NAVAIDS BLDG		Yes	Carlisle Barracks
Delete	87077	N32414	312	ADMINISTRATION BLDG		Yes	NAVSUPPACT MECHANICSBURG PA
Delete	87562	N32414	409	ADMINISTRATION BLDG.		No	NAVSUPPACT MECHANICSBURG PA
Delete	96991	N90845	304	STORAGE BUILDING		No	NWIRP BETHPAGE NY

[Cancel]

2.   Review the Search Criteria panel.

3.   Review the Search Results panel.

4.   Select the desired Delete hyperlink. *The **Search Results - Delete A Real Property** page appears.*

5.   Review the Search Results panel.

6.   Use to select the Type Action.

- **DSPL — Disposal**

A.   Select **Continue**. *The **Delete a Real Property** page appears.*

To complete delete action, click Delete. Alternatively, click Update to save the Disposition state.

Delete

Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
Land Acq Tract Id	
RPUID	87077
*Disp Status Cd	
*Disp Reason Cd	
*Disp Method Cd	
Estimated Disp Cost	
Actual Disp Cost	
Approval Dt	
Planned Fiscal Yr	

*Disp Pgm Org Cd	[dropdown]
*Disp Pgm Fund Cd	[dropdown]
*Disp Start Dt	05/31/2023
Disp Cmpltn Dt	
*Doc Nbr	
Total Cost	9700000.00
Impv Cost	500000.00
Accumd Deprn Amt	2839490.76
Write Off Amt	7360509.24
Write Off	☑
Attachment	Add Attachment
Attachment(s)	No Attachments Available.

No Attachments Available

Remarks	
*History Remarks	

Cancel   Delete   Update

B.   Enter the fields:

a.   Use ☑ to select the Disp Status Cd.

b.   Use ☑ to select the Disp Reason Cd.

c. Use ☑ to select the Disp Method Cd.

d. Use ☑ to select the Disp Pgm Org Cd.

e. Use ☑ to select the Disp Pgm Fund Cd.

f. Use ☑ to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the DOC NBR, or use 🔍 to browse for the entry. *This is a 14 numeric character field.*

h. Select [Add Attachment]. *The **Attachment Add** page appears.*

i. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select [Update] to save and continue. *The **Real Property Transaction Status** page appears.*

C.

    OR

Select [Delete] to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTNI — Turn In**

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	Fac Nbr	Land Acq Tract Id	
NAVSUPPACT MECHANICSBURG PA	312		

Delete

*Type Action	DTNI - Turn In ⌄

[Cancel] [Continue]

A.   Select **Continue**. *The **Delete a Real Property** page appears.*

To complete delete action, click Delete. Alternatively, click Update to save the Disposition state.

Delete

Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
Land Acq Tract Id	
RPUID	87077
*Disp Status Cd	
*Disp Reason Cd	
*Disp Method Cd	
Estimated Disp Cost	
Actual Disp Cost	
Approval Dt	
Planned Fiscal Yr	

*Disp Pgm Org Cd	[dropdown]
*Disp Pgm Fund Cd	[dropdown]
*Disp Start Dt	05/31/2023
Disp Cmpltn Dt	
*Doc Nbr	
Total Cost	9700000.00
Impv Cost	500000.00
Accumd Deprn Amt	2839490.76
Attachment	Add Attachment
Attachment(s)	No Attachments Available.

No Attachments Available

Remarks	
*History Remarks	

Cancel   Delete   Update

B.   Enter the fields:

   a.   Use ⌄ to select the Disp Status Cd.

   b.   Use ⌄ to select the Disp Reason Cd.

   c.   Use ⌄ to select the Disp Method Cd.

   d.   Use ⌄ to select the Disp Pgm Org Cd.

e. Use ☑ to select the Disp Pgm Fund Cd.

f. Use 📅 to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the DOC NBR, or use 🔍 to browse for the entry. *This is a 14 numeric character field.*

h. Select [Add Attachment] . *The **Attachment Add** page appears.*

i. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select [Update] to save and continue. *The **Real Property Transaction Status** page appears.*

C.

OR

Select [Delete] to delete the record. *The **Real Property Transaction Status** page appears.*

- **DTRO — Transfer Out**

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	Fac Nbr	Land Acq Tract Id	
NAVSUPPACT MECHANICSBURG PA	312		

Delete

*Type Action   [DTRO - Transfer Out - Outside DPAS ▾]

[Cancel] [Continue]

A. Select [Continue]. *The* **Delete a Real Property** *page appears.*

To complete delete action, click Delete.

Delete

Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
Land Acq Tract Id	
RPUID	87077
*Disp Status Cd	⌄
*Disp Reason Cd	⌄
*Disp Method Cd	⌄
Estimated Disp Cost	
Actual Disp Cost	
Approval Dt	
Planned Fiscal Yr	
*Disp Pgm Org Cd	⌄

*Disp Pgm Fund Cd	⌄
*Disp Start Dt	05/31/2023 📅
Disp Cmpltn Dt	📅
*Doc Nbr	🔍
Total Cost	9700000.00
Impv Cost	500000.00
Accumd Deprn Amt	2839490.76
*Transfer Type Cd To	1 - Within Service - In Fund ⌄
*Trading Partner Nbr To	
Trading Dept Cd To	021
Trading Basic Symbol To	
Trading Subhead To	
Attachment	Add Attachment
Attachment(s)	No Attachments Available.

No Attachments Available

Remarks	
*History Remarks	

Cancel   Delete

B.   Enter the fields:

a.   Use ☑ to select the Disp Status Cd.

b.   Use ☑ to select the Disp Reason Cd.

c.   Use ☑ to select the Disp Method Cd.

d.   Use ☑ to select the Disp Pgm Org Cd.

e.   Use ☑ to select the Disp Pgm Fund Cd.

f.   Use 📅 to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

g.   Enter the DOC NBR, or use 🔍 to browse for the entry. *This is a 14 numeric character field.*

h.   Use ☑ to select the Transfer Type Cd To.

i.   Select [Add Attachment]. *The **Attachment Add** page appears.*

j.   Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

C.   Select [Delete]. *The **Real Property Transaction Status** page appears.*

- **DSAL — Sales**

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	**Fac Nbr**	**Land Acq Tract Id**	
NAVSUPPACT MECHANICSBURG PA	312		

Delete

*Type Action   DSAL - Sales ▼

Cancel   Continue

A. Select [Continue]. *The **Delete a Real Property** page appears.*

To complete delete action, click Delete. Alternatively, click Update to save the Disposition state.

Delete

Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
Land Acq Tract Id	
RPUID	87077
*Disp Status Cd	
*Disp Reason Cd	
*Disp Method Cd	
Estimated Disp Cost	
Actual Disp Cost	
Approval Dt	
Planned Fiscal Yr	
*Disp Pgm Org Cd	

*Disp Pgm Fund Cd	
*Disp Start Dt	05/31/2023
Disp Cmpltn Dt	
*Doc Nbr	
Total Cost	9700000.00
Impv Cost	500000.00
Accumd Deprn Amt	2839490.76
Book Value	7360509.24
*Selling Price	
Estimated Selling Price	
Attachment(s)	No Attachments Available.

No Attachments Available

Remarks	
*History Remarks	

Cancel   Delete   Update

B.   Enter the fields:

a.   Use ☑ to select the Disp Status Cd.

b.   Use ☑ to select the Disp Reason Cd.

c.   Use ☑ to select the Disp Method Cd.

d.   Use ☑ to select the Disp Pgm Org Cd.

e. Use ☑ to select the Disp Pgm Fund Cd.

f. Use 📅 to select the DISP START DT, or enter the date (MM/DD/YYYY) in the field provided.

g. Enter the DOC NBR, or use 🔍 to browse for the entry. *This is a 14 alphanumeric character field.*

h. Enter the Selling Price in the field provided. *This is a 15 numeric character field.*

i. Select [Add Attachment]. *The **Attachment Add** page appears.*

j. Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric character field.*

Select [Update] to save and continue. *The **Real Property Transaction Status** page appears.*

C.

OR

Select [Delete] to delete the record. *The **Real Property Transaction Status** page appears.*

- **DAAR — Administrative Adjustment Report**

Search Results

Instl Nbr	RPSUID	Fac Name	RPUID
N32414	199	ADMINISTRATION BLDG	87077
RPSite Name	Fac Nbr	Land Acq Tract Id	
NAVSUPPACT MECHANICSBURG PA	312		

Delete

*Type Action	DAAR - AAR ▾

[Cancel] [Continue]

A.   Select [Continue] . *The **Delete a Real Property** page appears.*

To complete delete action, click Delete.

Delete

Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
Land Acq Tract Id	
RPUID	87077

Attachment	[Add Attachment]

Attachment(s)	No Attachments Available.

No Attachments Available

Remarks	
*History Remarks	

[Cancel] [Delete]

B.   Enter the fields:

   a.   Select [Add Attachment] . *The **Attachment Add** page appears.*

   b.   Enter any History Remarks in the field provided. *This is a 1,024 alphanumeric char-
      acter field.*

C.   Select [Delete] . *The **Real Property Transaction Status** page appears.*

View the Details of a Real Property

Navigation

Accounting > Real Property > Search Criteria > **Search** > RPUID hyperlink > Real Property Details page

Procedures

Review the Real Property Details

Selecting **Cancel** at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Select the desired RPSUID hyperlink. *The Real Property Details page appears.*

Details

RPUID	87077
Instl Nbr	N32414
Fac Nbr	312
Fac Name	ADMINISTRATION BLDG
UI	SF
Qty	122512
Total Cost	9700000.00
Acq Dt	2/10/2016
Asset Cd	B
Fund Cd/Asn	99-
ACC-SFIS Cd	Q / Q 40000000000051
Cond Cd	99
Tran Doc Nbr	BR00KS60421000
Tran Action Cd	INPR

Rcpt Doc Nbr	BR00KS60421000
Rcpt Action Cd	INPR
Dsp Doc Nbr	
Dsp Action Cd	
Heritage Asset Cd	N
Mfr Yr	2016
Eff Dt	2/10/2016
Deprn Cd	T
Acct Rpt Nbr	BROOKS201602110001
Cptl Cd	A
Cost Center	ENGINE
Deprn Cost Center	5H122
Task Cd	5657278227356
Deprn Task Cd	0002
Job Order Nbr	5265727256
Deprn Job Order Nbr	1JOB2

Accumd Deprn	2839490.76
Prior Deprn	0.00
Activation Dt	4/30/2016
Deprn Period	240
Cntr/PO Nbr	
Trading Partner Nbr	

Cancel

2.   Review the available fields.