



Search for a Real Property Inquiry — Criteria

Overview

The Property Accountability module Real Property Inquiry process provides the ability to search for Real Property records.

Navigation

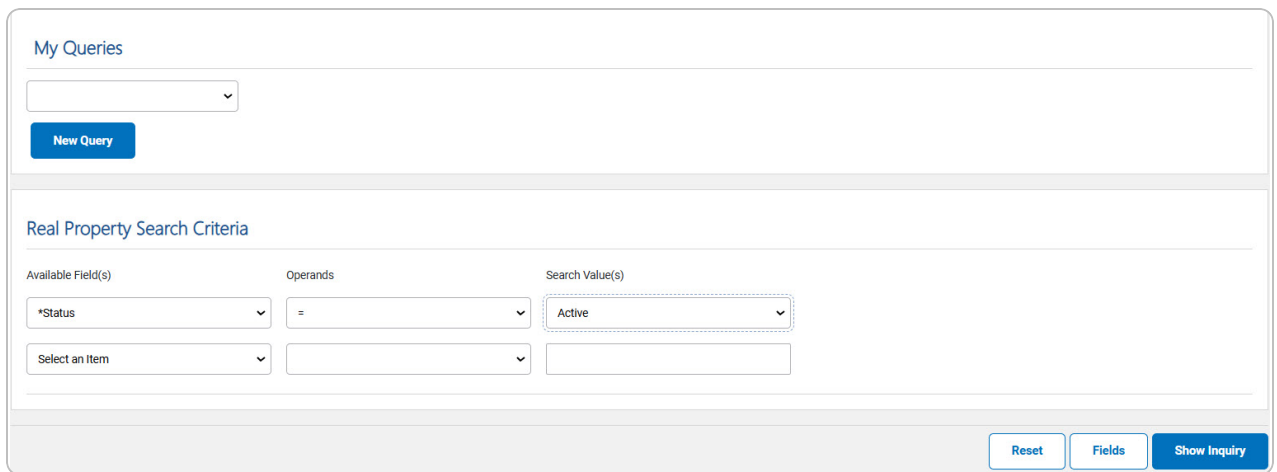
Inquiries > Real Property > Real Property > Real Property Inquiry Search Criteria page

Procedures

Search for a Real Property Inquiry — Criteria

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. In the Search Criteria box, choose which available field to use in the search.



The screenshot shows the 'Real Property Search Criteria' interface. At the top, there is a 'My Queries' section with a dropdown menu and a 'New Query' button. Below this is the 'Real Property Search Criteria' section. It contains three columns: 'Available Field(s)', 'Operands', and 'Search Value(s)'. The 'Available Field(s)' column has a dropdown menu with '*Status' selected. The 'Operands' column has a dropdown menu with '=' selected. The 'Search Value(s)' column has a dropdown menu with 'Active' selected. Below these columns are three empty dropdown menus for further selection. At the bottom right of the form, there are three buttons: 'Reset', 'Fields', and 'Show Inquiry'.

2. Choose which Available Field(s) to use in the search.
 - A. The first Available Field(s) option (Status) automatically populates and is not editable.
 - B. Use  to select the second Available Field.





Note



Adding another Available Field  automatically populates an additional search criteria row.

Note



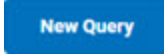
Select  to modify the fields used in the inquiry. *The Fields Selection page opens.*

3. Choose which Operands to use in the search.
 - A. Use  to select the first Operands.
 - B. Use  to select the second Operands.
4. Choose which Search Value(s) to use in the search.
 - A. Use  to select the first Search Value.
 - B. Use  to select the second Search Value.

Remove an Available Field Row

- a. Use  to select desired Available Field.
 - b. Select . *The desired row is removed.*
5. Select . *The **Real Property Inquiry – Results** page appears.*

Add a My Queries Inquiry

1. Select . *The page refreshes, and My Queries changes from a drop-down field to a text field.*





Help Reference Guide

My Queries

Real Property Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

2. Enter the Query Name in the field provided. *This is a 90 alphanumeric character field.*
3. Select . The Query and the information entered in the Search Criteria grid are added to My Queries. Select to disregard the Query.
- Select . The **Real Property Inquiry — Select Fields** page appears.
4. OR
- Select . The **Real Property Inquiry — Results** page appears.

Select a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, and the selected query information appears in the search criteria grid.





Help Reference Guide

My Queries

[New Query](#)

Real Property Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

[Reset](#) [Fields](#) [Show Inquiry](#)

2. Select [Fields](#). The **Real Property Inquiry — Select Fields** page appears.
- OR

Select [Show Inquiry](#). The **Real Property Inquiry — Results** page appears.

Update a My Queries Inquiry

1. Use  to select the desired saved query. The page refreshes, the search criteria fields change, and [New Query](#) is joined by [Update Query](#) and [Delete Query](#). The selected query information appears in the search criteria grid.

My Queries

Test 2

[Delete Query](#) [New Query](#) [Update Query](#)

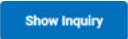
Real Property Search Criteria

Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

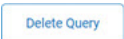
[Reset](#) [Fields](#) [Show Inquiry](#)

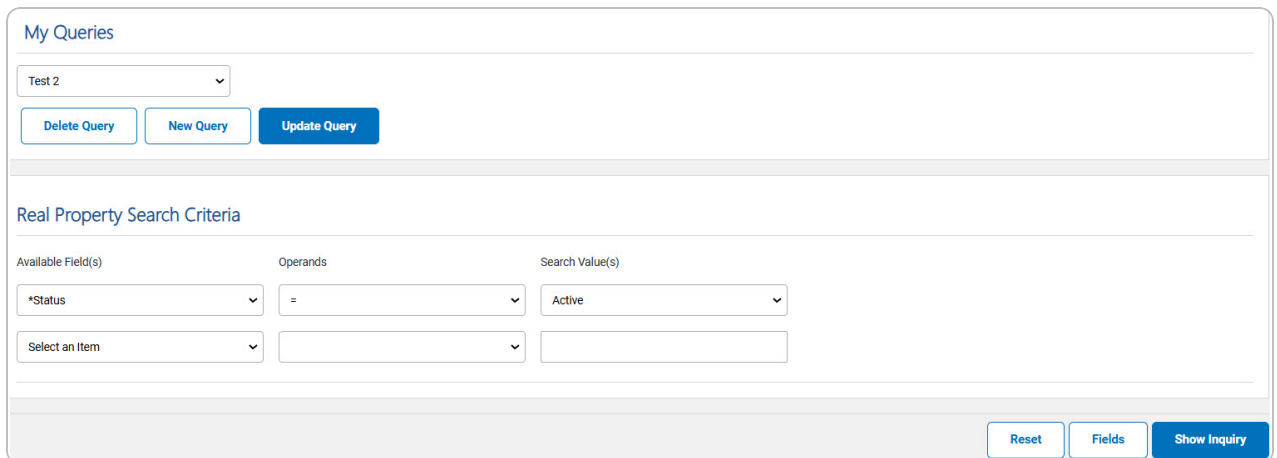




2. Select . *The query information is updated.*
3. Select . *The **Real Property Inquiry — Select Fields** page appears.*
- OR
- Select . *The **Real Property Inquiry — Results** page appears.*

Delete a My Queries Inquiry

1. Use  to select the desired saved query. *The page refreshes, and  is joined by  and .* *The selected query information appears in the search criteria grid.*



Available Field(s)	Operands	Search Value(s)
*Status	=	Active
Select an Item		

Buttons at the bottom: Reset, Fields, Show Inquiry

2. Select . *The query information is removed.*

Revise the Fields for the Inquiry

- Select . *The **Real Property Inquiry — Select Fields** page appears.*





Search for a Real Property Inquiry — Results

Navigation

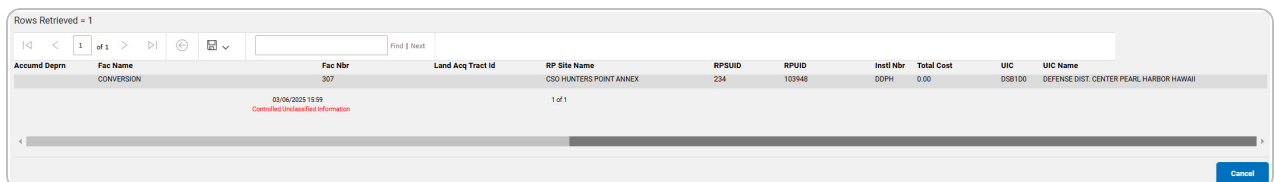
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Real Property Inquiry Search Results page

Procedures

Export the Real Property Inquiry Results

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

1. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.



Note



To reach the optional fields, refer to the Real Property Inquiry — Field Selection page.

2. Select [Cancel](#). The **Real Property Inquiry Search Criteria** page appears.

Search the Results

1. Select the empty field [Find | Next](#).
2. Enter the characters or words to search. Entries are not case sensitive.
3. Select [Find](#) to search for the entry. The entry appears highlighted in the file.





4. Select to find the next matching value. *This feature is available if multiple results are found.*

View the Real Property Inquiry Detail

Select the desired ACCUMD DEPRN row. *The **Real Property Inquiry Detail** page appears.*





Select Fields for the Real Property Inquiry

Navigation

Inquiries > Real Property > Real Property > Search Criteria > > Real Property Inquiry Fields Selection page

Procedures

Choose the Extracted Inquiry File Details

Selecting at any point of this procedure removes all revisions and closes the page, whereas selecting returns all fields to the default "All" setting. **Bold** numbered steps are required.





1. Select **Fields**. The **Real Property Inquiry Field Selection** page appears.

Field Selection

Extract Excel File ☒

Extract Id

Extract Text, Comma Separated File ☐

Privacy Type Private

My Selections

New Selection List

☐	Field	Field Description
☒	Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒	Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☒	RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒	Tran Cd	This code identifies the type of transaction processed.
☒	UIC	The UIC of the maintenance activity assigned to service the asset.
☒	RPSUID	Real Property Site Unique Identifier
☒	Land Acq Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition.
☐	ACC-SFIS	Pos. 1-2 identifies the accounting class of assets. Remaining positions identify the SFIS code.
☐	Acq Dt	The fund approval/obligation date.
☐	Agency Defined1	Agency set user defined function
☐	Agency Defined2	Agency set user defined function
☐	Agency Defined3	Agency set user defined function
☐	Agency Defined4	Agency set user defined function
☐	Agency Defined5	Agency set user defined function
☐	Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.
☐	Disposition Doc Nbr	A system generated number that is used to track the disposition document.
☐	Disposition Type Action Cd	Code signifying the type of disposition action
☐	Doc Nbr To	Revised Doc Nbr
☐	Eff Dt	Date the transaction being entered occurred. Example: The transfer or receipt of property occurred on 2/15/06 is the effective date even though the date it was input into the computer may have been a later date.





Help Reference Guide

☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Cond Cd	Real Property Condition Code
☐	Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
☐	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by DPAS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	Eff Dt	Date the transaction being entered occurred. Example: The transfer or receipt of property occurred on 2/15/06 is the effective date even though the date it was input into the computer may have been a later date.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fac Address	The address of a real property facility, usually for commemorative or descriptive purposes
☐	Fac City	The city of a real property facility, usually for commemorative or descriptive purposes
☐	Fac Country	The country of a real property facility, usually for commemorative or descriptive purposes
☐	Fac State	The state of a real property facility, usually for commemorative or descriptive purposes
☐	Fac ZIP Cd	The postal service zip code of the real property facility.
☐	Facility Condition Index	Facility Condition Index
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Fndng Cost Center Desc	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)





Help Reference Guide

☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Owng Cost Center	A code that identifies an organization
☐	Owng Cost Center Desc	A description of the Owning Cost Center
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYYYYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Qty	Quantity on hand or transaction quantity
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RPUID Last Dt Valdt	Real Property Unit Identification Description Last Date Validated
☐	Salvage Value Amt	Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Trading Basic Symbol	A 4-position code that identifies the type of funds being used.
☐	Trading Dept Cd	A 3-position alphanumeric code that identifies the Department or Agency used to facilitate the preparation of the Financial Report.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	Trading Subhead	A 4-position alphanumeric code used in financial transactions.
☐	Tran Action Cd	The last visit date for the Real Property site
☐	Tran Action Type Cd	An identifier for the type of transaction processed
☐	Tran Doc Nbr	Unique number either automatically or manually assigned to track a requisition or action through the system from receipt to closing and to post property management actions.
☐	Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☐	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	Status	Record is either Active or Deleted

2. Choose the desired file type:

- Click ☐ to select Extract Excel File. *The extracted file on the **View Inquiry Extract** page is an .XLS file.*

OR





Help Reference Guide

Click ☐ to select Extract Text, Comma Separated File. *The extracted file on the **View Inquiry Extract** page is a .CSV file.*

- Enter an unique identifier in the Extract ID field provided. *This adds the identifier to the link on the **View Inquiry Extract** page, and does not change the file name.*
- Use  to select the Privacy Type.

Add a Selection List

- Select . *The page refreshes, and Selections changes from a drop-down field to a text field.*

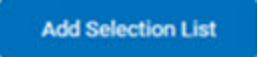
My Selections

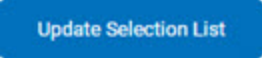
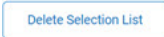
☐	Field	Field Description
☒	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.

Note



Selecting  at any time from this point of the procedure removes all revisions and returns My Selections to a drop-down field.

- Select . *The page refreshes, and the selected list is added.*

 is replaced by  and .

Select  for small volumes of data. *The **Real Property Inquiry — Results** page appears.*

3.

OR





Select  for large volumes of data. The **Real Property Inquiry Transaction Status** page appears.

Use a Predetermined Field Selection List

1. Use  to display the Selection List.

My Selections

New Selection List

☐	Field	Field Description
☒	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.

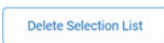
Select  for small volumes of data. The **Real Property Inquiry — Results** page appears.

2.

OR

Select  for large volumes of data. The **Real Property Inquiry Transaction Status** page appears.

Update a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .





Help Reference Guide

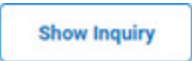
My Selections

Test 2

Delete Selection List
New Selection List
Update Selection List

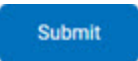
☐	Field	Field Description
☒	Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.

2. Select . The page refreshes.

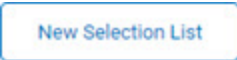
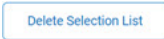
Select  for small volumes of data. The **Real Property Inquiry — Results** page appears.

3.

OR

Select  for large volumes of data. The **Real Property Inquiry Transaction Status** page appears.

Delete a Selection List

1. Use  to select the desired Selection List. The page refreshes, the search criteria fields change, and  is joined by  and .





Help Reference Guide

My Selections

Test 2 ▼

Delete Selection List New Selection List Update Selection List

☐	Field	Field Description
☒	Accum Depn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒	Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.

2. Select . The page refreshes and the list is immediately deleted.

Modify the Fields Used for the Inquiry

Selecting  at any point of this procedure removes all revisions and closes the page.

Bold numbered steps are required.

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





1. Select Fields . The **Real Property Inquiry** page appears.

Field Selection

Extract Excel File ☒

Extract Text, Comma Separated File ☐

Extract Id

Privacy Type Private

My Selections

New Selection List

☐ Field	Field Description
☒ Accumd Deprn	Total depreciation incurred to date. Includes depreciation incurred by the current holder and prior holder(s) of the capital asset.
☒ Fac Name	The name given to a real property facility, usually for commemorative or descriptive purposes.
☒ Fac Nbr	A number assigned to a real property facility within an installation for identification purposes.
☒ Land Acq Tract Id	Land Acquisition Tract Identification. The tract number assigned by the government for each parcel in a land acquisition.
☒ RP Site Name	The Real Property Site Name
☒ RPSUID	A unique identifier that identifies the Real Property site.
☒ RPUID	The Unique Identifier that insures uniqueness of items that are listed in the registry
☒ Instl Nbr	Unique identification number that identifies a specific location of land or real property facility
☒ Total Cost	Total Cost. Cost of individual end item assets including cost of stand-alone components
☒ UIC	The UIC of the maintenance activity assigned to service the asset.
☒ UIC Name	A unit, organization, or activity name
☐ ACC-SFIS	Pos. 1-2 Identifies the accounting class of assets. Remaining positions identify the SFIS code.
☐ Acct Rpt Nbr	Report number assigned when the accounting data is generated
☐ Acq Dt	The fund approval/obligation date.
☐ Activation Dt	The date a Serial Asset was put into use.
☐ Agency Defined1	Agency set user defined function
☐ Agency Defined2	Agency set user defined function
☐ Agency Defined3	Agency set user defined function
☐ Agency Defined4	Agency set user defined function
☐ Agency Defined5	Agency set user defined function
☐ ASN	This number is the revised APPN. This field includes the Appropriation Allotment Serial Number and the Funds Code
☐ Asset Cd	A code used to identify the type of asset purchased/transferred to the property management system and manner of disposition of assets.





Help Reference Guide

☐	Basic Symbol	A four digit number that identifies the type of funds being used.
☐	Cond Cd	Real Property Condition Code
☐	Cptl Cd	Denotes capital asset not in use, or capital asset with a dollar value under the specified dollar threshold or an asset over a specified dollar threshold that is non-capital.
☐	Deprn Cd	Indicates whether the asset is a capital asset and if fiduciary reportable by DPAS. C – Capital/Non-Reportable, N – Non-Capital/Non-Reportable, T - Capital/Reportable.
☐	Deprn Cost Center	A unique identifier for the organization that handles depreciation.
☐	Deprn Cost Center Desc	A description of the organization that handles depreciation.
☐	Deprn Exp Cd	Identifies the depreciation expense as funded or unfunded.
☐	Deprn Job Order Nbr	Job order number where the depreciation expense is charged.
☐	Deprn Period	Number of months depreciation will be expensed. Minimum number allowed is 24. Code values represent the maximum number of allowable months based on applicable directives.
☐	Deprn Sts Cd	A code and description that identifies the depreciation status of the asset/real property/improvement.
☐	Deprn Task Cd	Task Code/Cost Acct Code/Organization Code where the depreciation expense is charged.
☐	Dept Cd	A three position code which identifies the military department of government entity receiving the appropriation. (Also called Agency Cd or Treasury Symbol.)
☐	Eff Dt	Date the transaction being entered occurred. Example: The transfer or receipt of property occurred on 2/15/06 is the effective date even though the date it was input into the computer may have been a later date.
☐	Estbd By	The name of the entity inserting this row.
☐	Estbd Dt	The date this row was inserted into the database.
☐	Fac Address	The address of a real property facility, usually for commemorative or descriptive purposes
☐	Fac City	The city of a real property facility, usually for commemorative or descriptive purposes
☐	Fac Country	The country of a real property facility, usually for commemorative or descriptive purposes
☐	Fac State	The state of a real property facility, usually for commemorative or descriptive purposes
☐	Fac ZIP Cd	The postal service zip code of the real property facility.
☐	Facility Condition Index	Facility Condition Index
☐	Fndng Cost Center	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Fndng Cost Center Desc	Identifies the Cost Control Center/MCLO and Work Center or Code
☐	Fund Cd	Used to identify type funding used in the acquisition of assets/services.
☐	FY Cost	Accumulated monthly depreciation to date, in a fiscal year.
☐	Heritage Asset Cd	Code used to identify the type of heritage asset. (Note: Heritage assets are not depreciated)
☐	Interface Flag	Depending on the action, this flag identifies if UIC has a UIT, Accounting, or Real Property Interface.
☐	Intrf Sys Cd	A code that identifies the Interface System.
☐	Job Order Nbr	Number used to track costs against an asset.
☐	Last Tran Dt	Date when the last transaction took place. Automatically assigned by the system.
☐	Last Updtd By	Last updated by (user id)





Help Reference Guide

☐	LOA	Identifies the department code, period of availability, basic symbol, and subhead of the original appropriation.
☐	Mfr Yr	Year an asset was manufactured/built/improved.
☐	Obj Class Cd	Identifies labor and materiel resources utilized in the production processes that apply to accounting transactions.
☐	Oblign Doc Nbr	Number used by accounting to track each obligation record.
☐	Owng Cost Center	A code that identifies an organization
☐	Owng Cost Center Desc	A description of the Owning Cost Center
☐	Pgm Yr	Identifies the beginning/ending year of the appropriation in YYYY format.
☐	Prior Deprn	Total accumulated depreciation incurred by previous holders of the capital asset.
☐	Qty	Quantity on hand or transaction quantity
☐	Rcpt Action Cd	Code signifying the receipt action processed
☐	Rcpt Action Type Cd	Code signifying the type of receipt action
☐	Rcpt Doc Nbr	Doc Nbr used to receive asset
☐	Remarks	A text field available to record local information/reason for change to record.
☐	RPUID Last Dt Valdt	Real Property Unit Identification Description Last Date Validated
☐	Salvage Value Amt	Estimated value remaining at the end of a capital assets useful life or the amount that can be expected to be recovered from the assets disposal when removed from service.
☐	Sub Head	A four digit suffix to the Basic Symbol that identifies a subdivision of funds.
☐	Task Cd	Indicates the function/task code against which costs (including time) are charged. Mandatory if new procurement and a capital asset. The editing of this field depends upon the accounting system the user interfaces with.
☐	Trading Basic Symbol	A 4-position code that identifies the type of funds being used.
☐	Trading Dept Cd	A 3-position alphanumeric code that identifies the Department or Agency used to facilitate the preparation of the Financial Report.
☐	Trading Partner Nbr	This code identifies the intragovernmental trading partner for transfer actions. Used when reporting eliminations in the CFO Accounting Statement Report.
☐	Trading Subhead	A 4-position alphanumeric code used in financial transactions.
☐	Tran Action Cd	The last visit date for the Real Property site
☐	Tran Action Type Cd	An identifier for the type of transaction processed
☐	Tran Doc Nbr	Unique number either automatically or manually assigned to track a requisition or action through the system from receipt to closing and to post property management actions.
☐	Transfer Type Cd	Code to let user know what type of fund the asset has been transferred from or being transferred to.
☐	Type Fund Cd	A code that indicates if assets were purchased with Defense Working Capital Funds (DWCF).
☐	UI	Indicates the measurable amount by which assets are issued. This code shows the smallest amount of an asset that can be requisitioned and issued. For real property this is the primary reporting unit of measure defined as the measure of area.
☐	Yr Svc Life	Number of years of recommended service life based upon applicable directives.
☐	Status	Record is either Active or Deleted

2. Select the fields required for the inquiry. *The first 11 fields are automatically selected.*

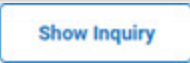
Note

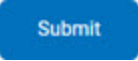


The number of fields selected determines the amount of data returned from the data-base. The more data returned, the longer the inquiry takes.





3. Select  for small volumes of data. The ***Real Property Inquiry — Results*** page appears.
- OR**

Select  for large volumes of data. The ***Real Property Inquiry Transaction Status*** page appears.





View the Real Property Inquiry Basic Detail

Navigation

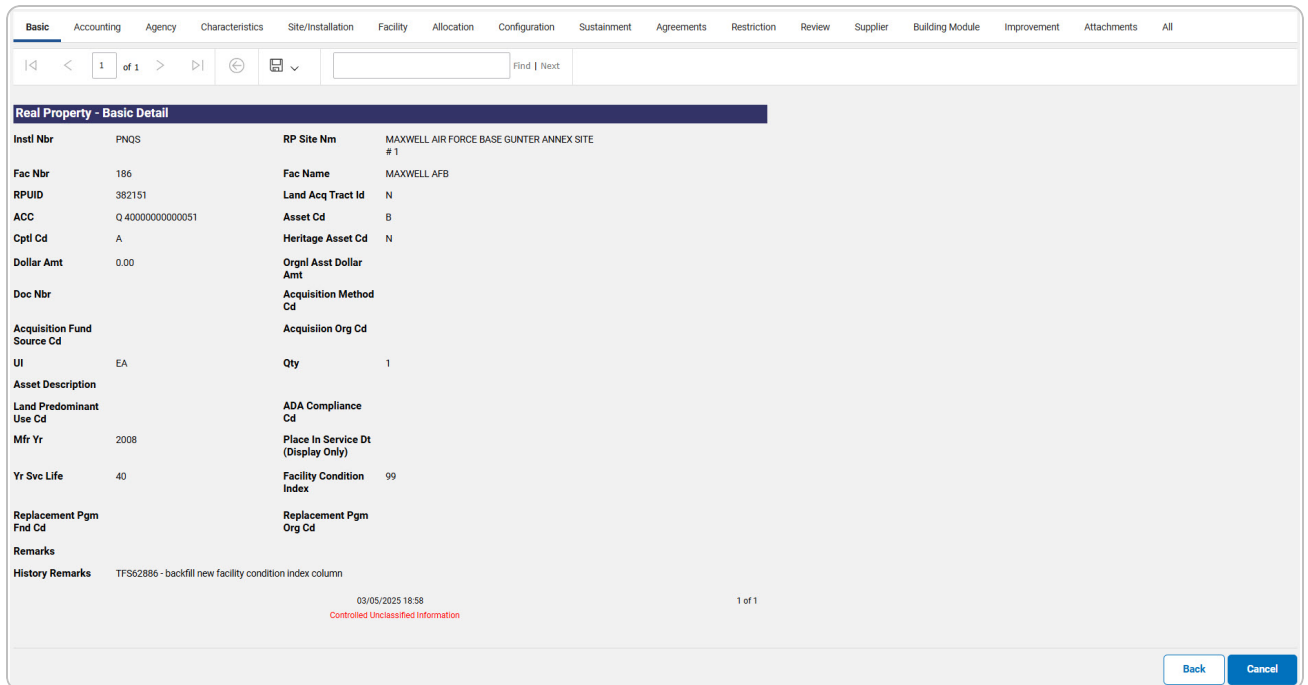
Inquiries > Real Property > Real Prop Activity > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry — Basic Detail page

Procedures

Export the Real Property Inquiry — Basic Detail

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

1. **Verify the Real Property Inquiry — Basic Detail grid.**

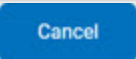


The screenshot shows the 'Real Property - Basic Detail' grid in the ELMS system. The grid displays various fields organized into two columns. The left column includes fields like Instl Nbr, Fac Nbr, RPUID, ACC, Cptl Cd, Dollar Amt, Doc Nbr, Acquisition Fund Source Cd, UI, Asset Description, Land Predominant Use Cd, Mfr Yr, Yr Svc Life, Replacement Pgm Fnd Cd, and Remarks. The right column includes fields like RP Site Nm, Fac Name, Land Acq Tract Id, Asset Cd, Heritage Asset Cd, Orgnl Asst Dollar Amt, Acquisition Method Cd, Acquisition Org Cd, Qty, ADA Compliance Cd, Place In Service Dt (Display Only), Facility Condition Index, and Replacement Pgm Org Cd. The grid shows data for a specific inquiry, including 'MAXWELL AIR FORCE BASE GUNTER ANNEX SITE # 1' and 'MAXWELL AFB'. At the bottom of the grid, there is a 'History Remarks' section with a timestamp '03/05/2025 16:58' and a note 'Controlled Unclassified Information'. The bottom right corner of the grid has 'Back' and 'Cancel' buttons.

2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.





4. Select . The **Real Property Inquiry — Criteria** page appears.
- OR
- Select the Accounting tab. The **Real Property Inquiry Detail — Accounting** page appears.
- OR
- Select the Agency tab. The **Real Property Inquiry Detail — Agency** page appears.
- OR
- Select the Characteristics tab. The **Real Property Inquiry Detail — Characteristics** page appears.
- OR
- Select the Site/Installation tab. The **Real Property Inquiry Detail — Site/Installation** page appears.
- OR
- Select the Facility tab. The **Real Property Inquiry Detail — Facility** page appears.
- OR
- Select the Allocation tab. The **Real Property Inquiry Detail — Allocation** page appears.
- OR
- Select the Configuration tab. The **Real Property Inquiry Detail — Configuration** page appears.





OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears.*

OR





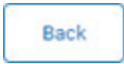
Help Reference Guide

Select the Attachments tab. The **Real Property Inquiry Detail – Attachments** page appears.

OR

Select the All tab. *All tab fields appear.*

OR

Select . The **Real Property Inquiry – Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Accounting Detail

Navigation

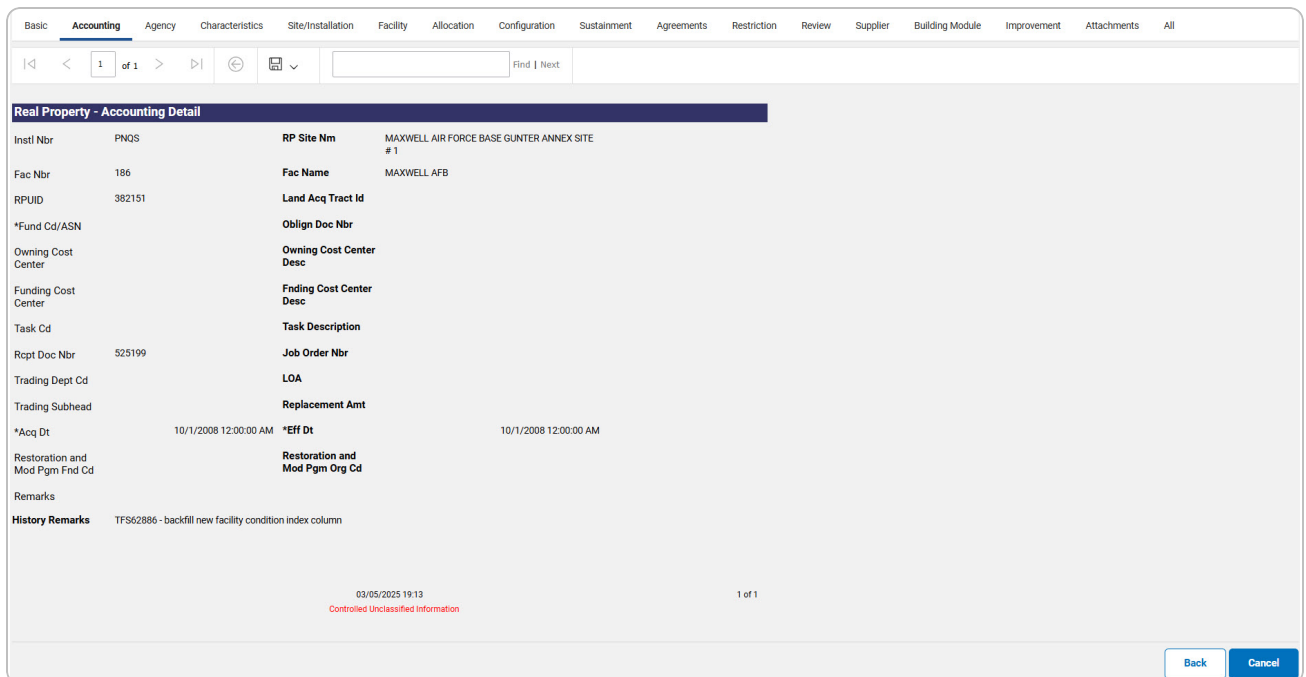
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
 > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Accounting Tab > Real
 Property Inquiry — Accounting Detail page

Procedures

Export the Real Property Inquiry — Accounting Detail

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

1. Select the Accounting tab. The **Real Property Inquiry - Accounting Detail** page appears.



Basic Accounting Agency Characteristics Site/Installation Facility Allocation Configuration Sustainment Agreements Restriction Review Supplier Building Module Improvement Attachments All

1 of 1 Find | Next

Real Property - Accounting Detail

Instl Nbr	PNQS	RP Site Nm	MAXWELL AIR FORCE BASE GUNTER ANNEX SITE #1
Fac Nbr	186	Fac Name	MAXWELL AFB
RPUID	382151	Land Acq Tract Id	
*Fund Cd/ASN		Oblign Doc Nbr	
Owning Cost Center		Owning Cost Center Desc	
Funding Cost Center		Fnding Cost Center Desc	
Task Cd		Task Description	
Rcpt Doc Nbr	525199	Job Order Nbr	
Trading Dept Cd		LOA	
Trading Subhead		Replacement Amt	
*Acq Dt	10/1/2008 12:00:00 AM	*Eff Dt	10/1/2008 12:00:00 AM
Restoration and Mod Pgm Fnd Cd		Restoration and Mod Pgm Org Cd	
Remarks			
History Remarks	TFS62886 - backfill new facility condition index column		

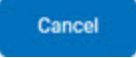
03/05/2025 19:13 1 of 1
 Controlled Unclassified Information

Back Cancel





- A. Verify the *FUND CD/ASN*.
- B. Verify the *ACQ DT*.
- C. Verify the *EFF DT*.

Select . The **Real Property Inquiry — Criteria** page appears.

2.

OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR

Select the Agency tab. The **Real Property Inquiry Detail — Agency** page appears.

OR

Select the Characteristics tab. The **Real Property Inquiry Detail — Characteristics** page appears.

OR

Select the Site/Installation tab. The **Real Property Inquiry Detail — Site/Installation** page appears.

OR

Select the Facility tab. The **Real Property Inquiry Detail — Facility** page appears.

OR

Select the Allocation tab. The **Real Property Inquiry Detail — Allocation** page appears.

OR





Help Reference Guide

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR





Help Reference Guide

Select the Improvement tab. *The **Real Property Inquiry Detail – Improvement** page appears.*

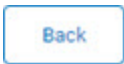
OR

Select the Attachments tab. *The **Real Property Inquiry Detail – Attachments** page appears.*

OR

Select the All tab. *All tab fields appear.*

OR

Select . *The **Real Property Inquiry – Results** page appears.*

3. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
4. Follow the prompts provided by the computer.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Agency Detail

Navigation

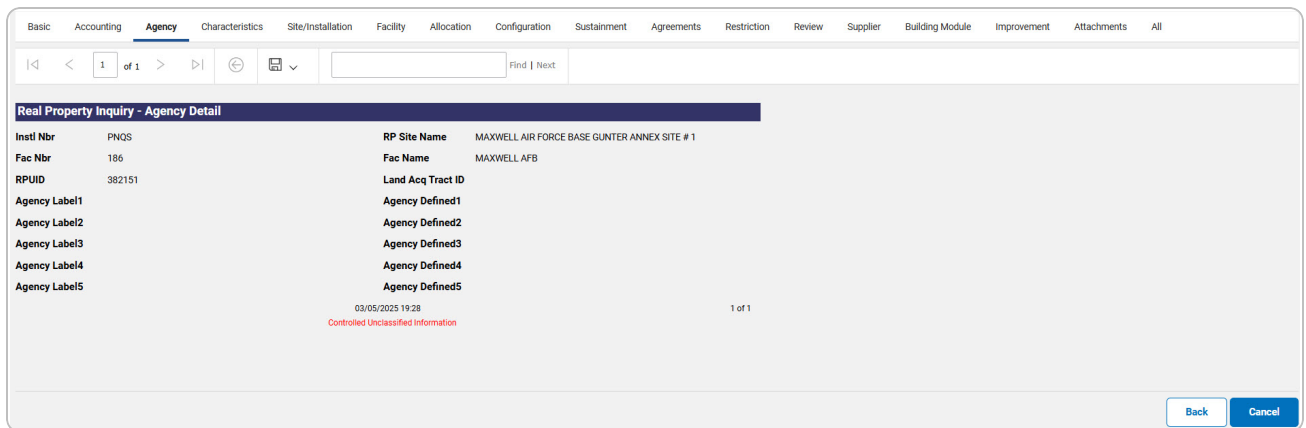
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Agency Tab > Real Property Inquiry — Agency Detail page

Procedures

Export the Real Property Inquiry — Agency Detail

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

1. Select the Agency tab. The **Real Property Inquiry - Agency Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

3. Follow the prompts provided by the computer.

Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.

4. OR





Help Reference Guide

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR

Select the Accounting tab. The **Real Property Inquiry Detail — Accounting** page appears.

OR

Select the Characteristics tab. The **Real Property Inquiry Detail — Characteristics** page appears.

OR

Select the Site/Installation tab. The **Real Property Inquiry Detail — Site/Installation** page appears.

OR

Select the Facility tab. The **Real Property Inquiry Detail — Facility** page appears.

OR

Select the Allocation tab. The **Real Property Inquiry Detail — Allocation** page appears.

OR

Select the Configuration tab. The **Real Property Inquiry Detail — Configuration** page appears.

OR

Select the Sustainment tab. The **Real Property Inquiry Detail — Sustainment** page appears.





OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears.*

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears.*

OR





Select the All tab. *All tab fields appear.*

OR

Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Characteristics Detail

Navigation

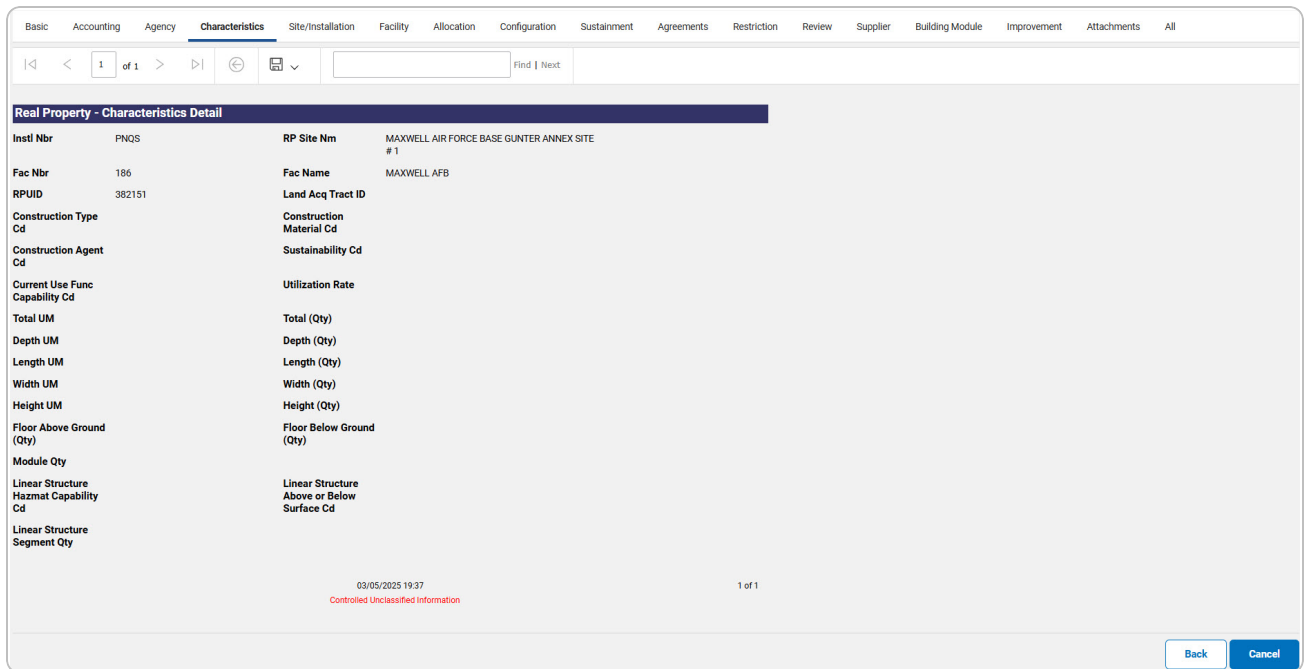
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Characteristics Tab > Real Property Inquiry — Characteristics Detail page

Procedures

Export the Real Property Inquiry Basic Detail

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

1. Select the Characteristics tab. The **Real Property Inquiry - Characteristics Detail** page appears.



The screenshot displays the 'Real Property - Characteristics Detail' page. The page has a navigation bar at the top with tabs: Basic, Accounting, Agency, **Characteristics**, Site/Installation, Facility, Allocation, Configuration, Sustainment, Agreements, Restriction, Review, Supplier, Building Module, Improvement, Attachments, and All. Below the navigation bar is a search bar with a 'Find | Next' button. The main content area is a table with two columns. The first column lists various characteristics, and the second column shows the corresponding values for the selected inquiry.

Real Property - Characteristics Detail	
Instl Nbr	PNQS
Fac Nbr	186
RPUID	382151
Construction Type Cd	
Construction Agent Cd	
Current Use Func Capability Cd	
Total UM	
Depth UM	
Length UM	
Width UM	
Height UM	
Floor Above Ground (Qty)	
Module Qty	
Linear Structure	
Hazmat Capability Cd	
Linear Structure Segment Qty	
RP Site Nm	MAXWELL AIR FORCE BASE GUNTER ANNEX SITE # 1
Fac Name	MAXWELL AFB
Land Acq Tract ID	
Construction Material Cd	
Sustainability Cd	
Utilization Rate	
Total (Qty)	
Depth (Qty)	
Length (Qty)	
Width (Qty)	
Height (Qty)	
Floor Below Ground (Qty)	
Linear Structure Above or Below Surface Cd	

03/05/2025 19:37
Controlled Unclassified Information

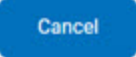
1 of 1

Back Cancel





2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

4. Select . *The **Real Property Inquiry – Criteria** page appears.*

OR

Select the Basic tab. *The **Real Property Inquiry Detail – Basic** page appears.*

OR

Select the Accounting tab. *The **Real Property Inquiry Detail – Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail – Agency** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail – Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail – Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail – Allocation** page appears.*

OR





Help Reference Guide

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR





Help Reference Guide

Select the Improvement tab. The **Real Property Inquiry Detail – Improvement** page appears.

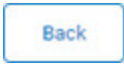
OR

Select the Attachments tab. The **Real Property Inquiry Detail – Attachments** page appears.

OR

Select the All tab. All tab fields appear.

OR

Select . The **Real Property Inquiry – Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Site/Installation Detail

Navigation

Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Site/Installation Tab > Real
Property Inquiry — Site/Installation Detail page

Procedures

Export the Real Property Inquiry — Site/Installation Detail

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

1. Select the Site/Installation tab. The **Real Property Inquiry - Site/Installation Detail** page appears.





Help Reference Guide

Basic Accounting Agency Characteristics **Site/Installation** Facility Allocation Configuration Sustainment Agreements Restriction Review Supplier Building Module Improvement Attachments All

1 of 1 Find | Next

Real Property - Site/Installation Detail

Instl Nbr	PNQS	RP Site Nm	MAXWELL AIR FORCE BASE GUNTER ANNEX SITE # 1
Fac Nbr	186	Fac Name	MAXWELL AFB
RPUID	382151	Land Acq Tract ID	

INSTALLATION INFO

Name	MAXWELL AFB	Virtual Ind	N
Operational Sts Cd		Reporting Cmpn Cd	AFACT
Create Dt		Close Dt	

SITE INFO

Primary Activit Cd		Command Claimant Cd	OJ
Operational Sts Cd	ACT	Reporting Cmpn Cd	AFACT
Primary Indicator	N	Leased Indicator	N
Create Dt	01/01/1929	Closed Date	
Release Dt		Rural Urban Code	U
Congressional District Cd	02	Metro Statistical Area Cd	33860
GSA Region Cd	4	EPA Region Cd	4
Total Land Area UM	AC	Total Land Area (Qty)	157.69

SITE ADDRESS

MAXWELL AIR FORCE BASE GUNTER ANNEX SITE # 1

250 NORTHERN BLVD
Gunter Afb AL 36114
USA

32.400000
-86.250000

Site Location Directions Text

LOCATED 4 MI NE OF MONTGOMERY, AL.

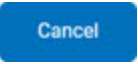
03/05/2025 19:41
Controlled Unclassified Information

1 of 1

Back Cancel

2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*

3. Follow the prompts provided by the computer.

4. Select . *The **Real Property Inquiry — Criteria** page appears.*

OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears.*

OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR





Help Reference Guide

Select the Agency tab. The ***Real Property Inquiry Detail — Agency*** page appears.

OR

Select the Characteristics tab. The ***Real Property Inquiry Detail — Characteristics*** page appears.

OR

Select the Facility tab. The ***Real Property Inquiry Detail — Facility*** page appears.

OR

Select the Allocation tab. The ***Real Property Inquiry Detail — Allocation*** page appears.

OR

Select the Configuration tab. The ***Real Property Inquiry Detail — Configuration*** page appears.

OR

Select the Sustainment tab. The ***Real Property Inquiry Detail — Sustainment*** page appears.

OR

Select the Agreements tab. The ***Real Property Inquiry Detail — Agreements*** page appears.

OR





Help Reference Guide

Select the Restriction tab. The ***Real Property Inquiry Detail — Restriction*** page appears.

OR

Select the Review tab. The ***Real Property Inquiry Detail — Review*** page appears.

OR

Select the Supplier tab. The ***Real Property Inquiry Detail — Supplier*** page appears.

OR

Select the Building Module tab. The ***Real Property Inquiry Detail — Building Module*** page appears.

OR

Select the Improvement tab. The ***Real Property Inquiry Detail — Improvement*** page appears.

OR

Select the Attachments tab. The ***Real Property Inquiry Detail — Attachments*** page appears.

OR

Select the All tab. *All tab fields appear.*

OR

Select . The ***Real Property Inquiry — Results*** page appears.





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Facility Detail

Navigation

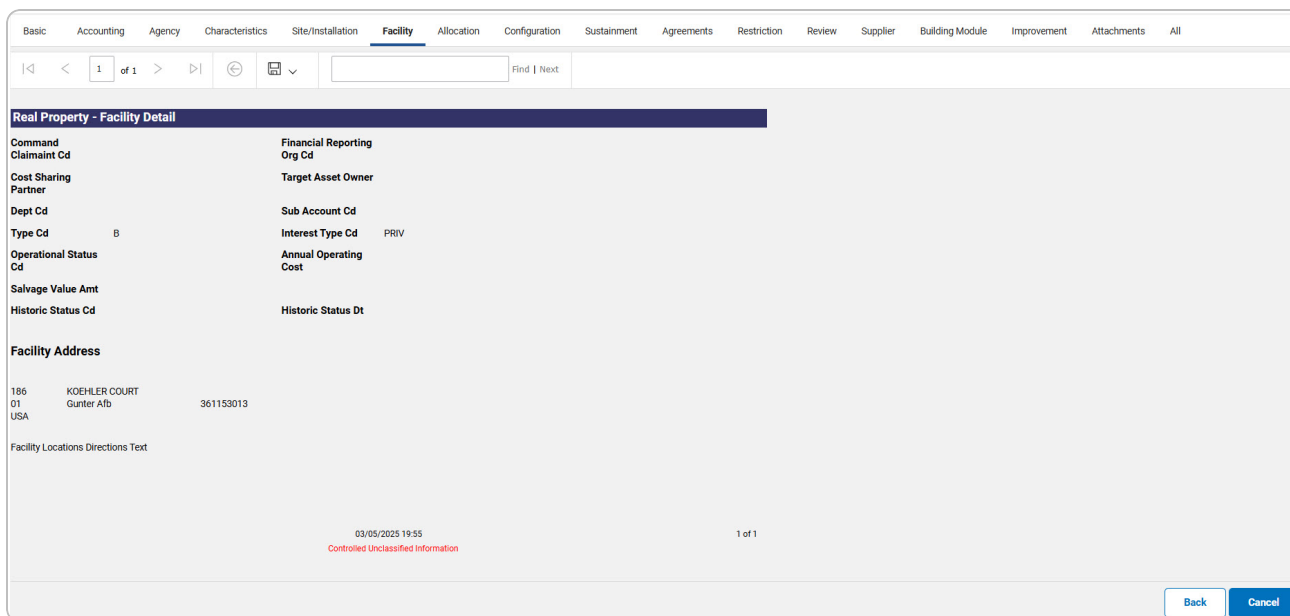
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Facility Tab > Real Property
Inquiry — Facility Detail page

Procedures

Real Property Inquiry — Facility Detail Grid

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

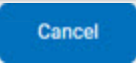
1. Select the Facility tab. The **Real Property Inquiry - Facility Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.





4. Select . The **Real Property Inquiry — Criteria** page appears.
- OR
- Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.
- OR
- Select the Accounting tab. The **Real Property Inquiry Detail — Accounting** page appears.
- OR
- Select the Agency tab. The **Real Property Inquiry Detail — Agency** page appears.
- OR
- Select the Characteristics tab. The **Real Property Inquiry Detail — Characteristics** page appears.
- OR
- Select the Site/Installation tab. The **Real Property Inquiry Detail — Site/Installation** page appears.
- OR
- Select the Allocation tab. The **Real Property Inquiry Detail — Allocation** page appears.
- OR
- Select the Configuration tab. The **Real Property Inquiry Detail — Configuration** page appears.





OR

Select the Sustainment tab. The **Real Property Inquiry Detail — Sustainment** page appears.

OR

Select the Agreements tab. The **Real Property Inquiry Detail — Agreements** page appears.

OR

Select the Restriction tab. The **Real Property Inquiry Detail — Restriction** page appears.

OR

Select the Review tab. The **Real Property Inquiry Detail — Review** page appears.

OR

Select the Supplier tab. The **Real Property Inquiry Detail — Supplier** page appears.

OR

Select the Building Module tab. The **Real Property Inquiry Detail — Building Module** page appears.

OR

Select the Improvement tab. The **Real Property Inquiry Detail — Improvement** page appears.

OR





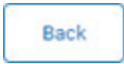
Help Reference Guide

Select the Attachments tab. The **Real Property Inquiry Detail – Attachments** page appears.

OR

Select the All tab. *All tab fields appear.*

OR

Select . The **Real Property Inquiry – Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Allocation Detail

Navigation

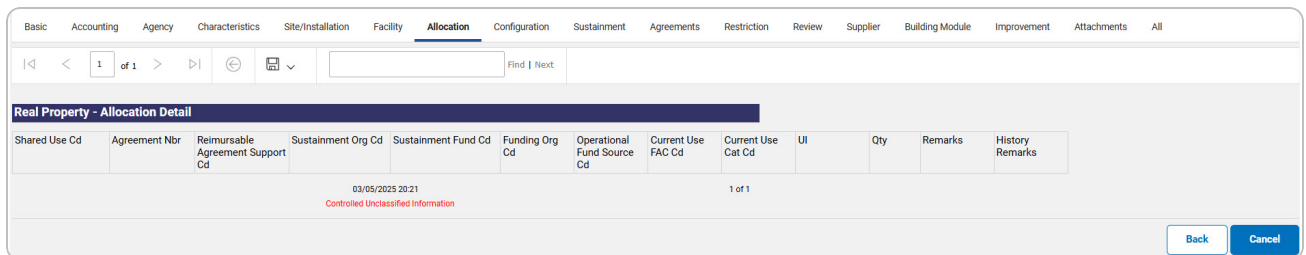
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Allocation Tab > Real Property Inquiry — Allocation Detail page

Procedures

Export the Real Property Inquiry — Allocation Detail

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

1. Select the Allocation tab. The **Real Property Inquiry - Allocation Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

3. Follow the prompts provided by the computer.

Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.

4. OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR





Help Reference Guide

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears.*

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*





OR

Select the Restriction tab. The **Real Property Inquiry Detail — Restriction** page appears.

OR

Select the Review tab. The **Real Property Inquiry Detail — Review** page appears.

OR

Select the Supplier tab. The **Real Property Inquiry Detail — Supplier** page appears.

OR

Select the Building Module tab. The **Real Property Inquiry Detail — Building Module** page appears.

OR

Select the Improvement tab. The **Real Property Inquiry Detail — Improvement** page appears.

OR

Select the Attachments tab. The **Real Property Inquiry Detail — Attachments** page appears.

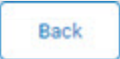
OR

Select the All tab. *All tab fields appear.*

OR





Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Configuration Detail

Navigation

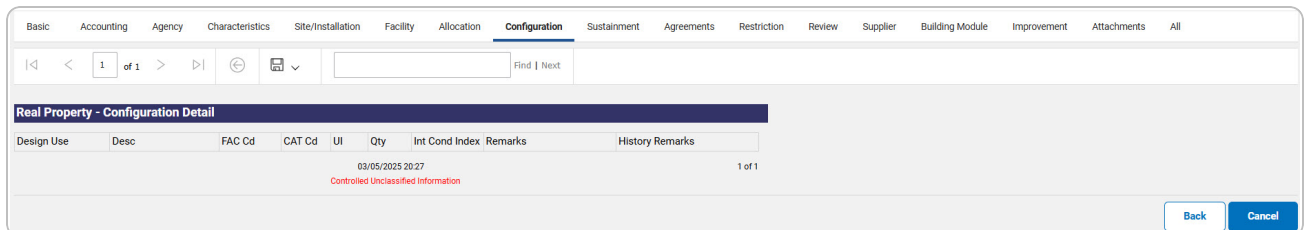
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Configuration Tab > Real
Property Inquiry — Configuration Detail page

Procedures

Export the Real Property Inquiry — Configuration Detail

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

1. Select the Configuration tab. The **Real Property Inquiry - Configuration Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR





Help Reference Guide

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*





OR

Select the Restriction tab. The ***Real Property Inquiry Detail — Restriction*** page appears.

OR

Select the Review tab. The ***Real Property Inquiry Detail — Review*** page appears.

OR

Select the Supplier tab. The ***Real Property Inquiry Detail — Supplier*** page appears.

OR

Select the Building Module tab. The ***Real Property Inquiry Detail — Building Module*** page appears.

OR

Select the Improvement tab. The ***Real Property Inquiry Detail — Improvement*** page appears.

OR

Select the Attachments tab. The ***Real Property Inquiry Detail — Attachments*** page appears.

OR

Select the All tab. *All tab fields appear.*

OR





Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Sustainment Detail

Navigation

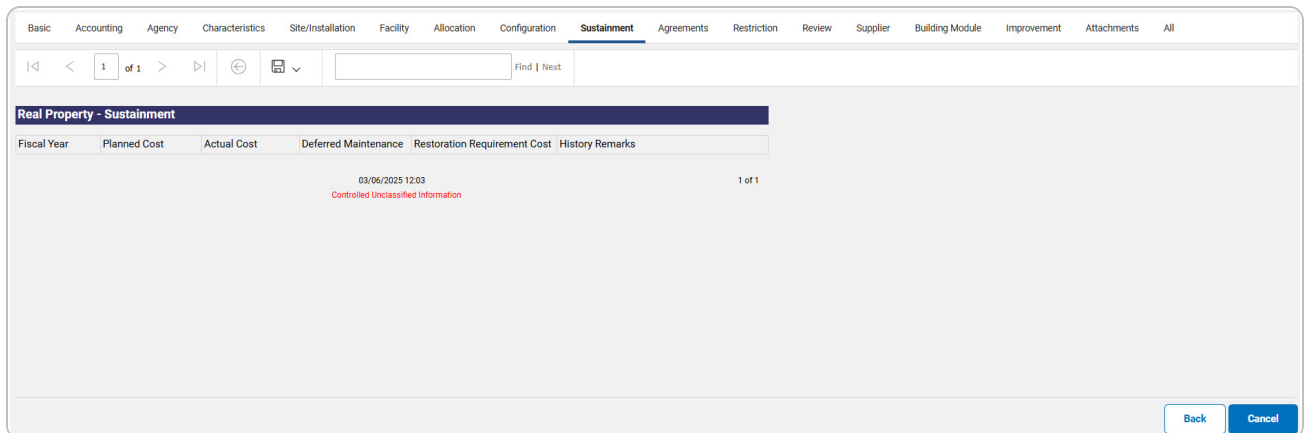
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Sustainment Tab > Real
Property Inquiry — Sustainment Detail page

Procedures

Export the Real Property Inquiry — Sustainment Detail

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

1. Select the Sustainment tab. The **Real Property Inquiry - Sustainment Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.
- OR





Help Reference Guide

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR

Select the Accounting tab. The **Real Property Inquiry Detail — Accounting** page appears.

OR

Select the Agency tab. The **Real Property Inquiry Detail — Agency** page appears.

OR

Select the Characteristics tab. The **Real Property Inquiry Detail — Characteristics** page appears.

OR

Select the Site/Installation tab. The **Real Property Inquiry Detail — Site/Installation** page appears.

OR

Select the Facility tab. The **Real Property Inquiry Detail — Facility** page appears.

OR

Select the Allocation tab. The **Real Property Inquiry Detail — Allocation** page appears.

OR

Select the Configuration tab. The **Real Property Inquiry Detail — Configuration** page appears.





OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears.*

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears.*

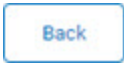
OR





Select the All tab. *All tab fields appear.*

OR

Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Agreements Detail

Navigation

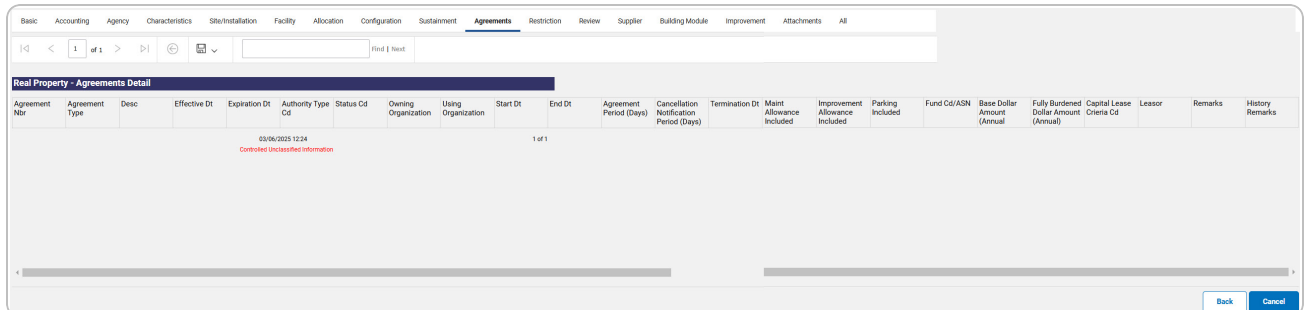
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Agreements Tab > Real Property Inquiry — Agreements Detail page

Procedures

Export the Real Property Inquiry — Agreements Detail

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

1. Select the Agreements tab. The **Real Property Inquiry - Agreements Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.
- OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.





OR

Select the Accounting tab. The ***Real Property Inquiry Detail — Accounting*** page appears.

OR

Select the Agency tab. The ***Real Property Inquiry Detail — Agency*** page appears.

OR

Select the Characteristics tab. The ***Real Property Inquiry Detail — Characteristics*** page appears.

OR

Select the Site/Installation tab. The ***Real Property Inquiry Detail — Site/Installation*** page appears.

OR

Select the Facility tab. The ***Real Property Inquiry Detail — Facility*** page appears.

OR

Select the Allocation tab. The ***Real Property Inquiry Detail — Allocation*** page appears.

OR

Select the Configuration tab. The ***Real Property Inquiry Detail — Configuration*** page appears.

OR





Help Reference Guide

Select the Sustainment tab. *The **Real Property Inquiry Detail – Sustainment** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail – Restriction** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail – Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail – Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail – Building Module** page appears.*

OR

Select the Improvement tab. *The **Real Property Inquiry Detail – Improvement** page appears.*

OR

Select the Attachments tab. *The **Real Property Inquiry Detail – Attachments** page appears.*

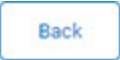
OR

Select the All tab. *All tab fields appear.*





OR

Select . The **Real Property Inquiry – Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Restriction Detail

Navigation

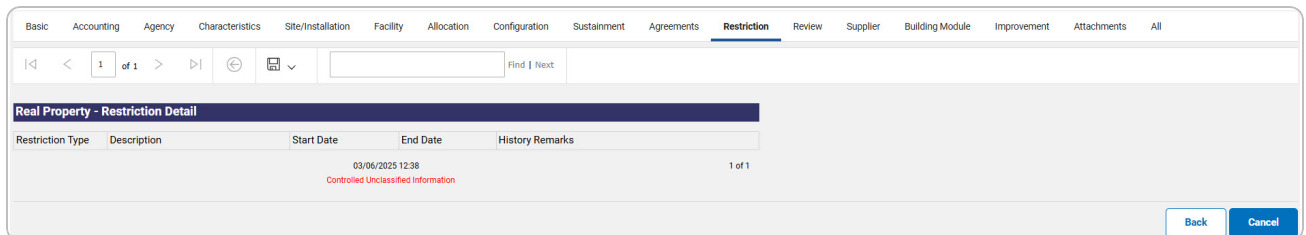
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Restriction Tab > Real Property Inquiry — Restriction Detail page

Procedures

Export the Real Property Inquiry — Restriction Detail

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

1. Select the Restriction tab. The **Real Property Inquiry - Restriction Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.

3. Follow the prompts provided by the computer.

Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.

4. OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR





Help Reference Guide

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears.*

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*





OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR

Select the Improvement tab. *The **Real Property Inquiry Detail — Improvement** page appears.*

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears.*

OR

Select the All tab. *All tab fields appear.*

OR





Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Review Detail

Navigation

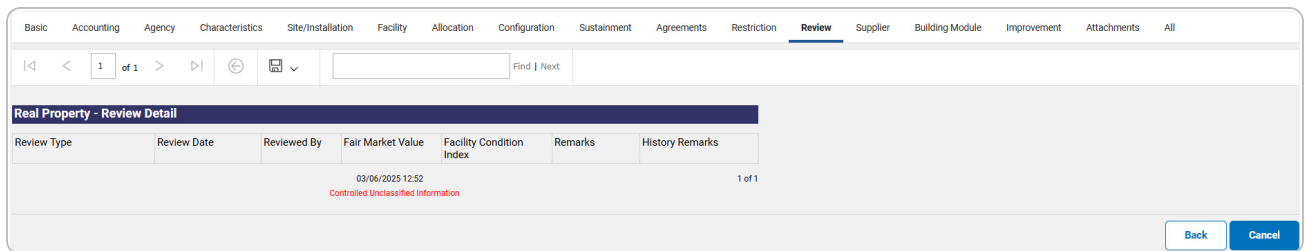
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Review Tab > Real Property Inquiry — Review Detail page

Procedures

Export the Real Property Inquiry — Review Detail

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

1. Select the Review tab. The **Real Property Inquiry - Review Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR





Help Reference Guide

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears.*

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*





OR

Select the Agreements tab. The ***Real Property Inquiry Detail — Agreements*** page appears.

OR

Select the Restriction tab. The ***Real Property Inquiry Detail — Restriction*** page appears.

OR

Select the Supplier tab. The ***Real Property Inquiry Detail — Supplier*** page appears.

OR

Select the Building Module tab. The ***Real Property Inquiry Detail — Building Module*** page appears.

OR

Select the Improvement tab. The ***Real Property Inquiry Detail — Improvement*** page appears.

OR

Select the Attachments tab. The ***Real Property Inquiry Detail — Attachments*** page appears.

OR

Select the All tab. *All tab fields appear.*





OR

Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Supplier Detail

Navigation

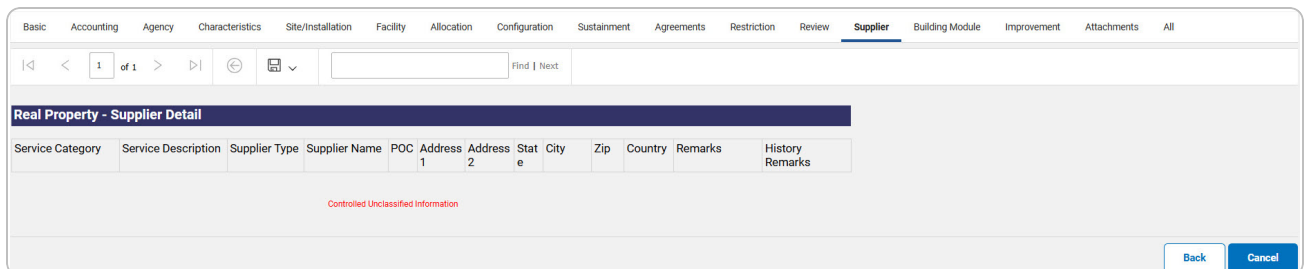
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Supplier Tab > Real Property Inquiry — Supplier Detail page

Procedures

Export the Real Property Inquiry — Supplier Detail

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

1. Select the Supplier tab. The **Real Property Inquiry - Supplier Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR





Help Reference Guide

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears.*

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*





OR

Select the Agreements tab. The ***Real Property Inquiry Detail — Agreements*** page appears.

OR

Select the Restriction tab. The ***Real Property Inquiry Detail — Restriction*** page appears.

OR

Select the Review tab. The ***Real Property Inquiry Detail — Review*** page appears.

OR

Select the Building Module tab. The ***Real Property Inquiry Detail — Building Module*** page appears.

OR

Select the Improvement tab. The ***Real Property Inquiry Detail — Improvement*** page appears.

OR

Select the Attachments tab. The ***Real Property Inquiry Detail — Attachments*** page appears.

OR

Select the All tab. *All tab fields appear.*





OR

Select . The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field  .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Building Module Detail

Navigation

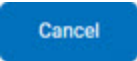
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Building Module Tab > Real
Property Inquiry — Building Module Detail page



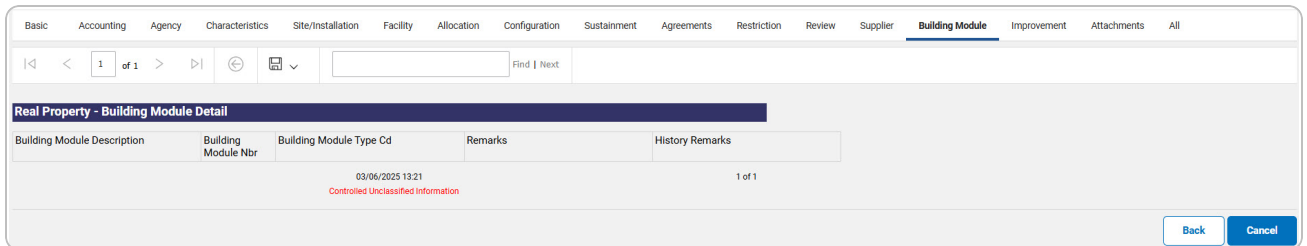


Procedures

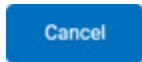
Export the Real Property Inquiry — Building Module Detail

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

1. Select the Building Module tab. *The **Real Property Inquiry - Building Module Detail** page appears.*



2. Select  to choose the print format (Excel, PDF, or Word). *The procedure leaves the application based on the selection made.*
3. Follow the prompts provided by the computer.

4. Select . *The **Real Property Inquiry — Criteria** page appears.*
- OR

Select the Basic tab. *The **Real Property Inquiry Detail — Basic** page appears.*

OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR





Help Reference Guide

Select the Characteristics tab. *The **Real Property Inquiry Detail – Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail – Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail – Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail – Allocation** page appears.*

OR

Select the Configuration tab. *The **Real Property Inquiry Detail – Configuration** page appears.*

OR

Select the Sustainment tab. *The **Real Property Inquiry Detail – Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail – Agreements** page appears.*

OR





Help Reference Guide

Select the Review tab. The **Real Property Inquiry Detail — Review** page appears.

OR

Select the Supplier tab. The **Real Property Inquiry Detail — Supplier** page appears.

OR

Select the Restriction tab. The **Real Property Inquiry Detail — Restriction** page appears.

OR

Select the Improvement tab. The **Real Property Inquiry Detail — Improvement** page appears.

OR

Select the Attachments tab. The **Real Property Inquiry Detail — Attachments** page appears.

OR

Select the All tab. All tab fields appear.

OR

Select [Back](#). The **Real Property Inquiry — Results** page appears.

Search the Results

1. Select the empty field [Find](#) | [Next](#).
2. Enter the characters or words to search. *Entries are not case sensitive.*





Help Reference Guide

3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Improvement Detail

Navigation

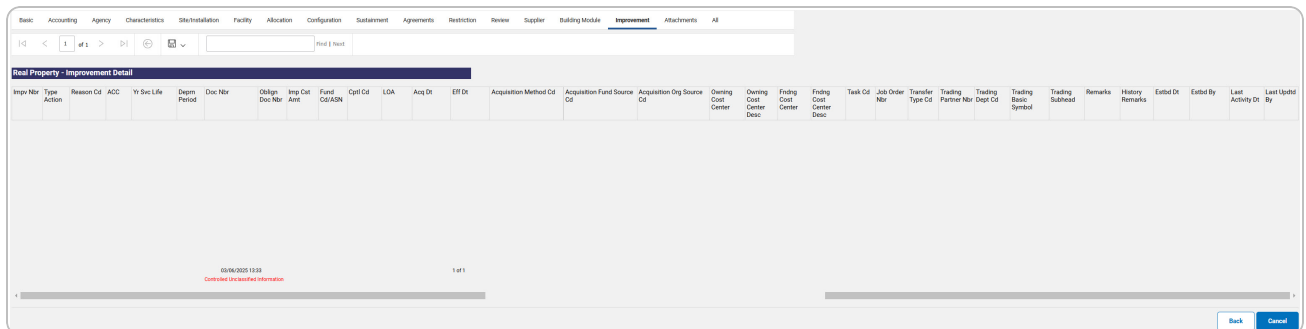
Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results > Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Improvement Tab > Real Property Inquiry — Improvement Detail page

Procedures

Export the Real Property Inquiry — Improvement Detail

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

1. Select the Improvement tab. The **Real Property Inquiry - Improvement Detail** page appears.



2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
3. Follow the prompts provided by the computer.

4. Select [Cancel](#). The **Real Property Inquiry — Criteria** page appears.
- OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.





OR

Select the Accounting tab. *The **Real Property Inquiry Detail — Accounting** page appears.*

OR

Select the Agency tab. *The **Real Property Inquiry Detail — Agency** page appears.*

OR

Select the Characteristics tab. *The **Real Property Inquiry Detail — Characteristics** page appears.*

OR

Select the Site/Installation tab. *The **Real Property Inquiry Detail — Site/Installation** page appears.*

OR

Select the Facility tab. *The **Real Property Inquiry Detail — Facility** page appears.*

OR

Select the Allocation tab. *The **Real Property Inquiry Detail — Allocation** page appears.*

OR

Select the Configuration tab. *The **Real Property Inquiry Detail — Configuration** page appears.*

OR





Help Reference Guide

Select the Sustainment tab. *The **Real Property Inquiry Detail — Sustainment** page appears.*

OR

Select the Agreements tab. *The **Real Property Inquiry Detail — Agreements** page appears.*

OR

Select the Review tab. *The **Real Property Inquiry Detail — Review** page appears.*

OR

Select the Supplier tab. *The **Real Property Inquiry Detail — Supplier** page appears.*

OR

Select the Restriction tab. *The **Real Property Inquiry Detail — Restriction** page appears.*

OR

Select the Building Module tab. *The **Real Property Inquiry Detail — Building Module** page appears.*

OR

Select the Attachments tab. *The **Real Property Inquiry Detail — Attachments** page appears.*

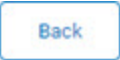
OR

Select the All tab. *All tab fields appear.*





OR

Select . The **Real Property Inquiry – Results** page appears.

Search the Results

1. Select the empty field .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select  to search for the entry. *The entry appears highlighted in the file.*
4. Select  to find the next matching value. *This feature is available if multiple results are found.*





View the Real Property Inquiry Attachments Detail

Navigation

Inquiries > Real Property > Real Property > Search Criteria > [Show Inquiry](#) > Search Results
> Inquiry Row hyperlink > Real Property Inquiry Basic Detail > Attachments Tab > Real
Property Inquiry — Attachments Detail page



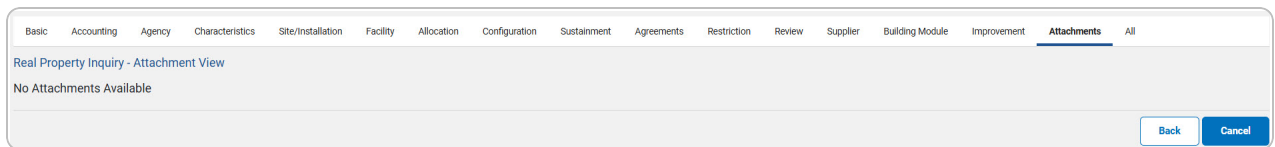


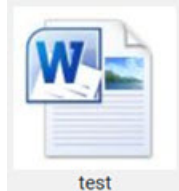
Procedures

Export the Real Property Inquiry — Attachments Detail

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

1. Select the Attachments tab. The **Real Property Inquiry - Attachment View** page appears.



- a. Select . The Attachment Viewer/Delete pop-up window opens. The procedure leaves the application.
 - b. Follow the prompts provided by the computer.
2. Select  to choose the print format (Excel, PDF, or Word). The procedure leaves the application based on the selection made.
 3. Follow the prompts provided by the computer.

4. Select . The **Real Property Inquiry — Criteria** page appears.

OR

Select the Basic tab. The **Real Property Inquiry Detail — Basic** page appears.

OR

Select the Accounting tab. The **Real Property Inquiry Detail — Accounting** page appears.

OR





Help Reference Guide

Select the Agency tab. The **Real Property Inquiry Detail — Agency** page appears.

OR

Select the Characteristics tab. The **Real Property Inquiry Detail — Characteristics** page appears.

OR

Select the Site/Installation tab. The **Real Property Inquiry Detail — Site/Installation** page appears.

OR

Select the Facility tab. The **Real Property Inquiry Detail — Facility** page appears.

OR

Select the Allocation tab. The **Real Property Inquiry Detail — Allocation** page appears.

OR

Select the Configuration tab. The **Real Property Inquiry Detail — Configuration** page appears.

OR

Select the Sustainment tab. The **Real Property Inquiry Detail — Sustainment** page appears.

OR





Help Reference Guide

Select the Agreements tab. The ***Real Property Inquiry Detail — Agreements*** page appears.

OR

Select the Review tab. The ***Real Property Inquiry Detail — Review*** page appears.

OR

Select the Supplier tab. The ***Real Property Inquiry Detail — Supplier*** page appears.

OR

Select the Restriction tab. The ***Real Property Inquiry Detail — Restriction*** page appears.

OR

Select the Building Module tab. The ***Real Property Inquiry Detail — Building Module*** page appears.

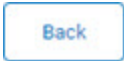
OR

Select the Improvement tab. The ***Real Property Inquiry Detail — Improvement*** page appears.

OR

Select the All tab. *All tab fields appear.*

OR

Select . The ***Real Property Inquiry — Results*** page appears.





Search the Results

1. Select the empty field Find | Next .
2. Enter the characters or words to search. *Entries are not case sensitive.*
3. Select to search for the entry. *The entry appears highlighted in the file.*
4. Select to find the next matching value. *This feature is available if multiple results are found.*

