

CHAPTER 27

Cadastral Records

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CHAPTER 27

CADASTRAL RECORDS

1. CADASTRAL RECORDS STATUTORY REQUIREMENTS.

Chapter 31 of Title 44 U.S.C., Records Management by Federal Agencies imposes statutory requirements for cadastral records. Section 3101 of Title 44 directs the creation and preservation of adequate and proper records which are designed to furnish information and to protect the legal and financial rights of the Government. Section 3102 of that Title provides that the head of each federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; and (2) application of standards, procedures, and techniques designed to improve the management of records deemed appropriate for preservation and facilitate the segregation and disposal of records of temporary value.

2. DEFINITION OF CADASTRAL RECORDS.

Cadastral Records are those records pertaining to land, interests therein, or rights thereto, of the United States of America and under the administrative control of the Department of the Navy and which evidence the legal title, interests or rights of the United States of America and of other parties, as the case may be, with respect to such land. The following definitions apply to the indicated terms as used in this Chapter:

a. CADASTRAL - a term applied collectively to the records described in this Chapter - monuments, contracts, maps, charts, plats, sketches, registers, real estate summary maps, and other derivative records. For the purposes of the cadastral program, the scope of cadastral has been extended to include evidences of Federal Legislative Jurisdiction over real property controlled by the Department of the Navy (see Chapter 26).

b. MONUMENTS - a term used collectively and connoting any and all of the various instruments authenticating and documenting the estate which the Government has in real property - deeds, condemnation proceedings, Attorney General's or other's title opinions, abstracts, certificates of title, ingrats, licenses, permits, transfer documents and acceptances (DOB Forms 1354), outgrants, reports of excess, and related or referenced plats and sketches.

c. INGRANTS - transactions such as leases, permits or licenses, temporary easements, foreign base rights agreements, and treaties, under which the Department of the Navy acquires less than a permanent interest in or control of real property.

d. OUTGRANTS - transactions such as leases, licenses, temporary and permanent easements, joint use agreements, and other agreements, including use and host-tenant agreements, under which the Government's interest in or control of real property, as exercised through the Department of the Navy, is modified by conferring rights therein to another Government agency, to a non-federal entity such as a state or local government, or to a private party.

- e. LONG TERM - periods of more than five years, renewable or extendible to periods of longer than five years or for an indefinite period of time.
- f. SHORT TERM - periods of five years or less including all rights of renewal.

3. CONTENTS OF CADASTRAL RECORDS.

Cadastral Records maintained by the Engineering Field Divisions (EFDs) will contain the originals or duplicate originals of all muniments, current registers of real estate documents, and up-to-date real estate summary maps of all land holding installations within the geographical area of the Division. Each EFD is the official custodian of the Navy's real estate records for its area of responsibility. NAVFACENCOM Headquarters will maintain a 105 or 35 millimeter film library of all the permanent real estate title papers and real estate documents for which the term is in excess of five years and of all the real estate summary maps.

4. RELEASE OF TITLE DOCUMENTS BY EFDs.

The originals of the title papers will be retained by the EFDs until such time as the property is reported excess to the General Services Administration or is transferred to another Government agency. At that time, appropriate title papers related to the area involved will be assembled and forwarded to GSA with the Report of Excess, or to the Government agency assuming administration, custody, and control over the real property. In the event disposition is made of only a portion of a naval activity, either the originals or reproduced copies of title papers will accompany the disposal instruments, depending upon whether the larger area of the activity is retained or released by the Department of the Navy - the title paper originals to always remain in the custody of the holder of the larger area.

5. FILM RECORDS: DOCUMENTS REQUIRED TO BE FILMED.

In order for NAVFACENCOM Headquarters to maintain a current and complete film library, the EFDs shall forward to Headquarters 105 or 35 millimeter film copies of documents pertinent to real estate transactions as follows:

a. PERMANENT ACQUISITIONS OF TITLE AND EASEMENTS INTERESTS.

(1) By Purchase or Donation.

(a) The final opinion on title together with all related title papers, including the purchase agreement, deed, certificate of inspection and possession, certificate of non-interference, closing instructions, map or drawing, and certificate of title or title insurance policy, but not an abstract of title.

(2) By condemnation.

(a) Navy request to Attorney General for institution of condemnation, Complaint in Condemnation, complete Declaration of Taking, if one is filed, and Attorney General's confirmation opinion of title with documents attached.

(b) Navy request for amendments to the proceeding, if any.

(c) Attorney General's opinion on amendments with all documents attached.

(d) Final Judgment on each parcel.

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- (e) Attorney General's final opinion on each parcel in the proceeding with all attachments except abstracts of title.
- (3) By Transfer from other Government Agencies.
- (a) Navy request to agency for transfer of land or interest affecting land.
- (b) Agency official transfer letter or memorandum with all muniments and related papers except abstracts of title.
- (c) Transfer and Acceptance of Military Real Property, Form DOD-1354.
- (4) ~~By Public Land Orders.~~
- (a) Request to Department of the Interior for permanent or long-term withdrawal of public domain land for use of the Department of the Navy with description and map attached, if any.
- (b) Copy of Public Land Order.
- b. LEASE OF LAND FOR THE USE OF THE GOVERNMENT.
- (1) Leases for a long term and any modifications thereof.
- (2) Renewal Notices for Leases for a long term.
- (3) Releases obtained on leases, the basic of which has been reproduced on film.
- (4) All leasehold condemnations, with requests to extend the term and notices of extension of term, judgments, and opinions.
- (5) Consent Agreements regardless of whether or not they convey any right to the Government.
- c. PERMITS TO GOVERNMENT FOR USE OF LAND.
- Long-term permits issued to the Department of the Navy by private parties, local, county, or state governments, or by other Government agencies, and any modifications thereof.
- d. CONVEYANCE.
- (1) Grants of Easements by the Government across Government-owned land.
- (2) ~~Leases granted by the Government if for a long term.~~
- (3) ~~Licenses and use agreement (including host-tenant real estate agreements) issued by the government for a long term.~~
- e. DISPOSALS (PARTIAL).
- (1) Letters to General Services Administration with Reports of Excess and Attorney's Report on Title (accompanying title documents need not be filmed).
- (2) Letters of transfer to other Government agency.
- (3) Quitclaim Deeds whether granted by the Department of the Navy or whether granted by the General Services Administration or some other Government agency.
- f. REASSIGNMENT FROM ONE NAVAL ACTIVITY TO ANOTHER NAVAL ACTIVITY.
- Reassignment letter with legal description and map.
- g. LEGISLATIVE JURISDICTION.
- (1) Letters of application to State Governors specifying the need for Federal Jurisdiction and/or letters to State Governors accepting jurisdiction.
- (2) Deeds of Cession by States and/or other documentary evidence of cession and acceptance of jurisdiction by the Federal Government.
- (3) Documentary evidence of modifications and retrocessions.

6. PROCEDURE FOR FILMING DOCUMENTS.

The various documents listed above will be filmed by placing two pages of a document up, on one 105 millimeter film, at a reduction of four (4X) or 35 millimeter film, at a reduction of fourteen (14X). The first page of a new document will not be started on the same film with the last page of the preceding document. When a single document consists of more than one page, the pages shall follow in successive order, starting with page one. Maps which are exhibits or attachments to real estate documents may be reproduced at a reduction of eight (8X) on 105 millimeter film, or twenty-eight (28X) on 35 millimeter film, whichever would enable the placement of one map up, on one film. The microfilming procedure is to be consistently followed by each EPD to provide uniformity in the record system, to provide a record that can be read through a standard desk viewer or other viewing equipment, and to enable the reproduction of legible paper copies from the film whenever necessary. When a document or documents have been filmed in accordance with the above procedure, they will be immediately submitted to NAVFACENGCOM Headquarters for retention in its archival film library of real estate documents. Care should be taken to insure that the quality of the film is of the highest possible quality, i.e., the contrast of the film should be black and white, not gray and white, as this has a definite relationship to the quality of the paper reproduction of the film.

7. LEGAL STATUS OF FILM RECORDS.

Title 44 U.S.C. 2112 provides that whenever any records that are required by statute to be retained indefinitely have been reproduced by photographic, microphotographic or other processes, the indefinite retention of such photographic, microphotographic or other reproductions will be deemed to constitute compliance with the statutory requirement for the indefinite retention of such original records. Such reproductions, as well as reproductions made in compliance with regulations promulgated to carry out Chapter 31 of the above title, have the same legal status as the originals thereof.

8. COMPLETION OF ENVELOPE FOR TRANSMITTAL AND STORAGE OF FILM.

Each time that an EPD has a film negative prepared, the negative(s) for a single document or closely related documents, as explained below, will be placed in a yellow 8" X 5" right-side opening envelope printed with the format prescribed in Appendix "A" and forwarded to NAVFACENGCOM Headquarters. Since these envelopes are used to establish the NAVFACENGCOM film library, it is essential that the envelopes be legibly and accurately complete. The information required below will be typewritten in the spaces on the lines provided on the envelopes and will be complete by Field Division personnel as follows:

a. State, City, Installation. Indicate in the respective blanks the name of the state in which the property is located, the name of the city in which the property is located (or name or location of the activity, e.g., Chocolate Mountain), and the official name of the naval installation to which the documents are related.

b. Instrument Line. Identify the type of documents enclosed in the envelope, i.e., the Civil Number, Title Papers (the category descriptive of direct purchase acquisitions), or agreement, easement, lease, license, or

permit, with appropriate NOy(R)-; or NP(R)-; N62470-88-PP-00052 or other designation. The latter documents should also be identified as to "In" or "Out" instruments, e.g., "Inlease NP(R)-1234" or "Out-Easement NP(R)-65523." The repetition of the same identification from the Instrument Line on the first envelope to each successive envelope, if more than one, assures the assembly of all envelopes under its particular Civil, Purchase, or Contract identification.

c. Description Lines. On the Description Lines, describe the contents of the envelope more fully as they may relate to particular parcel(s) or give other descriptive information for quick and ready identification of the contents, and list such additional instruments as may be contained in the envelope.

(1) In the preparation of envelopes for Civil Actions, the first envelope should contain and so indicate, "Request for Institution of Condemnation Proceeding" and "Declaration of Taking", with exhibits, schedules, and maps. The second envelope should contain "Confirmation Opinion with Complaint, Order of Possession, Judgment on the Declaration of Taking, and Receipt of Clerk of the Court." The following envelopes should contain final opinions on any one or all parcels included in the proceeding, arranged by date of final opinion. If a final opinion concerns only one parcel, all related documents may be enclosed in the same envelope with the final opinion. If, however, a final opinion concerns more than one parcel, the final opinion should be enclosed in one envelope, and the documents for each parcel, or individual ownerships of parcels, should be enclosed in separate envelopes and marked to indicate that these instruments are enclosures to the final opinion and to give the final opinion date.

(2) In the preparation of envelopes for direct purchase acquisitions (these envelopes are so indicated under the category of "Title Papers"), in most cases all documents for a particular parcel or ownership may be enclosed in a single envelope. All documents which are a part thereof should be enumerated under "Description" on the envelope, with the final opinion and deed as the primary documents.

(3) In the preparation of envelopes for agreements, easements, leases, licenses and permits, the description lines should indicate the name of the person(s) or organization with whom the contract has been executed, and any modifications thereof if contained in the same envelope. After the initial submission of a basic contract, any subsequent modifications would, of course, be placed in separate envelopes.

d. Date Block. In this block indicate the date of the most recent letter/document, or in the event of an agreement, easement, lease, license or permit, the date of the basic instrument. For Civil Actions indicate the date of the final opinion on all envelopes containing a final or any enclosures thereto. When an envelope contains the enclosures to a final opinion, it should be so related to the final opinion as enclosure number _____ to final opinion dated _____. Do not indicate the date of the microfilming job.

e. Total Number of Pages. In this block indicate the total number of document pages in the unit contained in the envelope, plus the number of sheets of a drawing(s).

f. Microfilm Number. Where a system of numbering microfilmed documents has been adopted by the EFD, such number shall be provided in this block.

g. To NAVFACENGCOM. Stamp date of letter of transmittal.

9. STORAGE OF ENVELOPES IN NAVFACENCOM HEADQUARTERS.

a. Arrangement. To assist in the assembly and indexing of film for NAVFACENCOM use, it is explained that the established pattern for the arrangement of film envelopes at NAVFACENCOM is in alphabetical order by name of state, geographical location of the property and the name of the naval installation of which the property is a part. Within the location and installation grouping filmed documents are arranged in the following order: all condemnation proceedings, designated by civil number in numerical order; all direct purchases, donations, and reassignments under the category of Title Papers in chronological order; Temporary In-grants; Temporary Out-grants; and Disposals.

b. Condemnation Breakdown. To further assist in the assembly and indexing of film for NAVFACENCOM use, it is explained that the established pattern for the arrangement of film envelopes at NAVFACENCOM follows rather closely the progressive steps in a civil action from the request for the institution of the proceeding to the receipt of the final opinion on the last parcel remaining open in the case. With this arrangement in mind, the film envelopes are filed upon receipt by NAVFACENCOM by date of request of date of Attorney General's final opinion. To alleviate the bulkiness of any single envelope, additional envelopes may be used at any convenient breaking point. They are filed directly behind the respective request or opinion of which they are a part.

c. Purchase, Donation, and Reassignment Breakdown. In each direct purchase acquisition, the opinion on title, together with the related papers specified in paragraph 5a above, will be included in one envelope. The pattern of arrangement of the film envelopes in NAVFACENCOM is the chronological order of the opinions on title. This date must, therefore, be clearly shown of the envelope.

d. Temporary Ingrants. These filmed documents are arranged in order of contract number, starting with the lowest number through MOY(R)- numbers, continuing through NP(R)- numbers, EPD UIC N62470-88-RP-, and any successive Navy identification system. Documents without contract numbers, or numbers other than those within the Navy Real Estate Identification Numbering System, are arranged by date in front of the Navy-numbered documents.

e. Temporary Outgrants. The arrangement within this category follows the pattern of the temporary ingrats described in (d) of this section.

f. Disposal Breakdown. These records comprise Reports of Excess processed through GSA and any corrections, changes, or withdrawals from excess, as well as transfers to other Government agencies, and quitclaim deeds granted by the Navy or through GSA, all arranged in order of date.

10. RECORD OF REAL ESTATE DOCUMENTS.

In connection with the accumulation, retention, use, and disposition of real estate documents, EPDe will maintain a permanent, uniform recording system in Document and Title Register Books, encompassing a set of one basic register and three related companion forms which are both historical and progressive in nature and serve as permanent reference tools. They are designed to save time and aid in retrieval of information, to assist with the assembly of documents for release with Reports of Excess to GSA or transfers to other Government agencies, and with the preparation of the Real Estate Summary Maps. The four forms used within the Document and Title Register System are more fully described as follows:

a. DOCUMENT AND TITLE REGISTER (NAVFACENGCOM 11011/25 (5-75)). This register records each completed real estate transaction at each given shore station or naval installation within the area of the field division responsibility. It is a record of all appraisal and title evidence contracts, condemnation actions, deeds, agreements, leases, licenses, permits, transfers, and reports of excess at each installation, recorded in chronological order as they arise out of day-to-day operations. (See Appendix "B" to this Chapter as a sample of NAVFACENGCOM Form 11011/25.) Document and Title Registers will be maintained in alphabetical order by state, geographical location of the property within the state, and name of installation, within swing-hinge binders of two-inch capacity, with left side four-hole punch, for sheets 10 1/2" x 16" in size.

b. REAL ESTATE CONDEMNATION RECORD (NAVFACENGCOM 11011/25A (5-75)). This record is a detailed companion to the Document and Title Register for each condemnation action recorded on the register. It is established for each new civil action instituted for the acquisition of land or interest in land and remains active until the last final opinion is received on the last open parcel in the taking. It is a source of information as to names of former owners of land, the price paid, as well as the area and how and when acquired. It provides timely information in the progressive steps of the acquisition and remains with its related Document and Title Register until the civil action is completed. At this time, the form(s) is removed from the active Register Book to an inactive repository for historical reference purposes. (See Appendix "C" attached to this Chapter as a sample of NAVFACENGCOM Form 11011/25A.)

c. REAL ESTATE PURCHASE RECORD (NAVFACENGCOM 11011/25B (5-75)). This record is also a detailed companion to the Document and Title Register and is used for recording transactions involved in the acquisition of land by direct purchase. It is established when agreement(s) for purchase is executed for one or more parcels or ownerships in a designated project for acquisition by the direct purchase method and records the progressive steps of the acquisition. It is also a source of information as to names of vendors, price paid, as well as the area and how and when acquired. Upon completion of the items of the form for each parcel or ownership in the acquisition project, that form is removed from the active Register Book to an inactive repository for historical reference purposes. (See Appendix "D" attached to this Chapter as a sample of NAVFACENGCOM Form 11011/25B.)

d. RECORD OF REAL ESTATE CONTRACTS (NAVFACENGCOM 11011/26 (5-75)). This is a record of all real estate contracts arranged by contract identification number and is maintained in addition to the register-unit. It is a source of information for each block of numbers assigned for identification purposes to each EPD and accommodates itself to a General Accounting Office audit of real estate contracts. It identifies the naval installation to which the contract is related, name of contractor, kind of contract, use, term, and consideration, and provides modification and termination data. (See Appendix "E" attached to this Chapter as a sample of NAVFACENGCOM Form 11011/26.)

e. SUBMISSION OF FORMS. For purposes of up-dating registers maintained at the Headquarters level, each EPD will submit to NAVFACENGCOM Headquarters on a semi-annual basis copies of those sheets of their basic registers and three related companion forms on which entries have been made since their last

submission. Report NAVFACENGCOM 11011-9 applies to the Completed Real Estate Transaction Document and Title Registers (NAVFACENGCOM Forms 11011/25, 11011/25A, 11011/25B, and 11011/26.) The updates will be mailed in time to reach Headquarters no later than the January 31 and July 31 of each year. If no entries have been recorded at any given installation, a negative report is required. All copies will be reproductions of the original in typewritten form, in a size reduced to 14" X 8 1/2" for storage in stiff cover two-inch capacity loose leaf binders with side openings.

f. AVAILABILITY OF FORMS. A supply of NAVFACENGCOM 11011/25, 11011/25A, 11011/25B, and 11011/26 will be forwarded to the Engineering Field Divisions under separate cover. Future supplies may be obtained by addressing a request to the Naval Facilities Engineering Command (Code 20R).

11. RECORD OF LEGISLATIVE JURISDICTION.

Each EPD will maintain a record of status of legislative jurisdiction for each naval installation within the area of responsibility designed to show the name of the installation, location of the property, how the property was acquired, the date acquired, acreage, letter to Governor of the State accepting jurisdiction and acknowledgment (if required, date of deed of cession or other documented evidence, if any), type of jurisdiction, and the cession statute, or the statute under which jurisdiction was accepted by the Federal Government. If no action has been taken to accept jurisdiction and the Federal Government holds a proprietary interest only in the property, this fact should be recorded.

a. UP-DATING. This record will be updated with the addition of each new acquisition of land and with any subsequent changes, such a retrocession of legislative jurisdiction, or other modifications.

b. DOCUMENTS. Evidences of the acceptance of jurisdiction, changes in status, or retrocession, will be microfilmed in accordance with the procedures for microfilming in paragraph 6 and submitted to Headquarters for retention in its film library. The originals of such documents will be maintained among the permanent document records of the respective field division.

c. ARRANGEMENT OF DOCUMENTS. Documents will be arranged in alphabetical order by state, location of property within the state, and naval installation.

d. REQUIREMENTS FOR JURISDICTION INFORMATION. Information as to the status of jurisdiction is required on the Real Estate Summary Maps. Additional information as to the characteristics and procedures for acceptance of jurisdiction is contained in Chapter 26 under the subject Federal Legislative Jurisdiction over Naval and Marine Corps Areas within States.

REAL ESTATE SUMMARY MAPS

12. DEFINITION.

The Real Estate Summary Map (RESM) illustrates the property lines of an activity, showing its metes and bounds, parcel acquisition data, outgrant and encumbrance data. Tracts of land not contiguous, but carried on the activity's plant account will also be delineated on the RESM. The RESM is a pictorial representation of the data contained in the Cadastral Records, and summarizes the land holdings of each station or activity.

13. RESPONSIBILITY.

Each Engineering Field Division (EPD) is responsible for the preparation, distribution, and the maintenance in an up-to-date status, of an RESM for each land holding within its cognizant area. In the performance of this responsibility, real estate documents, legal instruments, subdivision maps, and record of survey maps will be used as sources of information.

14. GENERAL REQUIREMENTS.

- a. A RESM will be prepared for each land-holding activity.
- b. If the activity being mapped is part of a "COMPLEX", one sheet of the RESM will be a "COMPLEX MAP." This map will show the activity being mapped in relation to the other activities within the "COMPLEX." Metes and bounds, acquisition data, easements, rights-of-way, and leases will not be shown on the "COMPLEX MAP." This map will show the activities within the complex, the boundary lines of each, the name, and the area immediately surrounding the "COMPLEX."
- c. The "COMPLEX MAP" will be sheet no. 1 of the RESM for each activity within the complex. If there are several activities within the "COMPLEX", reproducible polyester film copies of the "COMPLEX MAP" will be made, one for each activity's RESM. The area within the boundary lines of the activity being mapped will be visually reinforced by hatching, cross-hatching or shading.
- d. Two graphic scales will be shown on each map sheet, one in feet and one in meters. Each detail drawing will have graphic scales in addition to the main drawing scales.
- e. A small location and/or vicinity map will be inserted on the Tabulation Sheet of each RESM. In certain instances in which there is a high density of Government activities, both a vicinity map and a location map will be used.
 - (1) The map inserts will be located along the right margin allowing sufficient space for lines to be added to the revision block.
 - (2) State, city, county, and town boundaries will be shown.
 - (3) Identify U.S., state, and county highways, and railroads, and indicate the destination of each along the edge of the map inserts.
 - (4) Harbors, rivers, streams, and bodies of water, either natural or artificial, will be shown.
 - (5) Regional features, such as important ground forms, mountains, and swamps, which may influence future development or affect operating capability, will be shown.

15. FORMAT.

- A real estate summary map of an activity may consist of one or more sheets depending upon the size, shape, complexity, and tabulated data that is required to be shown. Sheet 1 of a series of sheets will be for the tabulated data and the rest of the sheets for the delineation of the activity, including its remote areas. Appendixes "K" and "L" show several different approaches for the delineation and presentation of an RESM. Two basic format sheets will be used in the preparation of an RESM. Each sheet will be prepared in ink, and be on MYLAR(TM). Each sheet shall be 28 inches wide and 40 inches long, trim line to trim line, and will have a 1/2 inch margin along the top, bottom

(40") and right (28") side, and will have a 1 1/4 inch margin along the left (28") side. The "Tabulation Sheet" (see Appendix "F") will also have a title block and revision block (see Appendix "G"), an "Estates Acquired" data block (see Appendix "H"), and an "Encumbrance and Outgrant" data block (see Appendix "I"), and an "Acreage Summary" data block (see Appendix "J"). The "Map Sheet" will have only the title block and revision block.

16. DELINEATION.

a. General. The RESM shall be of a size and quality that permits the drawings to be reduced to 105mm or 35mm microfilm, and to be returned to full or half size without loss of detail.

(1) Lettering shall be 3/32" in height for the smallest letters and numbers on the RESM. Preshand lettering will not be used.

(2) A note stating the latitude and the longitude of the activity will be included on the RESM. This point will be clearly identified.

(3) A North Arrow will be shown on all map sheets.

(4) Indicate the county or counties in which the activity lies, the Section numbers, Township and Range designations for all lands under the Public Land Survey System.

(5) Bearings and distances will be shown for all exterior and interior property lines. Parcels and tracts within a civil action do not have to be shown. Bearings and distances will be shown for all easements, leases, rights-of-way, and for ties to monuments, property corners, and/or section corners, if available.

(6) Section lines, Township and Range lines, corners, and their numbers will be shown, where applicable. Ties to established corners and other identifiable points will also be shown.

(7) Lot, block, tract and/or subdivision names and numbers will be shown, where applicable.

(8) Details of the area surrounding the activity being mapped such as street names or numbers, alleys, railroads, highways, rivers, and other clearly identifiable features will be shown.

(9) Major structures, main roads, warehouses, piers and dry docks within the boundaries of the activity will be shown. These features will be delineated so they do not detract from the main purpose of the RESM, that of showing the Real Estate Data. An excellent source material for this information is the General Development Maps.

(10) Drawing standards such as symbols, legends, and format shall be in accordance with MIL-STD-00 and NAVFACENGCOM DM-6.

(11) Hazardous Substance (HS) sites or potential HS sites identified in the Installation Restoration (IR) study, the Underground Storage Tanks (UST) program, and other environmental programs will be plotted in the Graphics Engineering and Mapping System (GEMS). If the real estate summary map is not yet included in the GEMS, HS sites or potential HS sites should be plotted directly on the summary map using GEMS coding system. Record potentially contaminated nuclear waste or hazardous material/hazardous waste sites as identified by an Initial Assessment Study (IAS) under the Installation Restoration (IR) program, Leaking Underground Storage Tanks (LUST) study, and other environmental programs, on GEMS layer 248. Annotate site number and contaminate code(s) as shown in exhibit ___ on ___ GEMS layer 249.

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b. Title Block. Each sheet of the RESM will have a title block located in the lower right corner. The data in the title block is a permanent record, and each sheet shall have an appropriate NAVFACENGCOM Drawing Number assigned. Each sheet shall have an appropriate, brief subtitle located beneath the "REAL ESTATE SUMMARY MAP" line (see Appendixes "G", "K" and "L").

(1) Unit Identification Code Block. Enter the Unit Identification Code Number (UIC) in a block to the lower left side of the title block (see Appendixes "G", "K" and "L").

(2) Activity Code Number. Enter the Activity Code in the title block to the left and above the words, REAL ESTATE SUMMARY MAP (see Appendixes "G", "K" and "L").

c. Revision Block. A revision block shall be placed directly on top of the title block (see Appendix "G"). When revising an RESM, enter the appropriate revision number, a brief description, the date of the revision, and the initials of the approving authority. All sheets of an RESM will have the same revision date, unless the sheet is a new drawing being added to the RESM set.

d. Estates Acquired Data Block. The information to be entered in this block will be compiled from the Real Estate Document (see Appendixes "H", "K" and "L").

(1) Item. Enter the appropriate acquisition "ITEM" sequence number. All acquisitions shall be listed in chronological order when preparing a new RESM. When updating a RESM, it is not required to follow the chronological sequence. The acquisition items shall be numbered consecutively, and this number shall be enclosed in an appropriately sized circle. Individual parcels and/or tracts within a civil action are not to be assigned an individual acquisition item number. The civil action shall have one "ITEM" number, which includes all lands acquired in the case.

(2) Estate. Enter the appropriate classification of land which was acquired, e.g., fee, easement, lease.

(3) Acreage. Enter the appropriate acreage for each "ITEM" number. If a RESM is being updated to reflect a partial disposal of the acreage of a previous acquisition, enter the words "SEE FOOTNOTES" beneath the acreage figure. The footnotes should give a brief description of why the acreage shown on the RESM differs from the acquisition documents. The footnotes should be located on the same sheet if possible (see Appendix "K").

(4) Grantor and Record Document. Enter the name of the grantor of the property. Also, enter the county recordation data, or the civil action number, where applicable.

(5) Date Acquired. Enter the date of the deed or filing of condemnation not the document recordation date.

(6) Affected by Items. Enter the appropriate Encumbrance and Outgrant "ITEM" number (see paragraph 16e for explanation) which affects each acquisition "ITEM" (see Appendixes "H", "I", "K" and "L").

(7) Property Record Number. Enter the Property Record Number for each acquisition "ITEM" number found on the plant account records.

(8) Legislative Jurisdiction. Enter the degree of jurisdiction applicable for each acquisition "ITEM" number. Refer to Chapter 26 for explanation of the degrees of legislative jurisdiction.

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e. Encumbrances and Outgrants Block. The data to be entered in this block will be compiled from the Real Estate Document (see Appendixes "I", "K" and "L").

(1) Item. Enter the appropriate Encumbrance and Outgrant "ITEM" sequence number. List all Encumbrances and Outgrants in chronological order when preparing a new RESM. When updating an existing RESM, it is not required to follow the chronological sequence. The Encumbrance and Outgrant "ITEM" shall be numbered consecutively from the number 1 upward, and this number will be enclosed in an appropriately sized Hexagon (see Appendixes "K" and "L").

(2) Estate. Enter the appropriate classification of the estate which was granted or reserved in a deed, e.g., easement, lease, permit, license.

(3) Acres. Enter the appropriate acreage for each "ITEM." If the RESM is being updated to reflect a partial disposal of an Acquisition "ITEM" over which an Encumbrance and Outgrant "ITEM" is being deleted, enter "SEE FOOTNOTES" beneath the acreage figure. Under the "FOOTNOTES" briefly explain why the acreage differs from the acreage listed in the Real Estate Documents (see Appendix "K" for sample of use of footnotes).

(4) Grantee and Record Document. Enter the name of the person or legal entity to whom the property was granted and the identification of the Record Document, for example, number of Civil Action, Contract Identification, or County Recordation Data.

(5) Date Granted. Enter the date of the granting of the Encumbrance and/or Outgrant. The "DATE GRANTED" column is not to be used to enter the Recordation Date of the document.

(6) Affected Items. Enter in this column the Acquisition Item Number which is affected by the Encumbrance or Outgrant being shown (see Appendixes "K" and "L").

(7) Property Record Number. Enter the appropriate Property Record Number for each "Encumbrance and Outgrants Item" number. (Formerly known as Property Record Card Number "PRC".)

f. Acreage Summary Block. The data to be entered in this block is a compilation of the information shown in the "Acres" column in the "Estates Acquired" block, and the compilation of the acres shown in the "Encumbrances and Outgrants" block (see Appendixes "H", "I", "K" and "L").

17. CONTRACTING FOR DIGITIZING REAL ESTATE SUMMARY MAPS.

Appendix N is provided to assist you in contracting for digitizing real estate summary and related information for the Graphics Engineering and Mapping System (GEMS). The specification is designed for flexibility and requires tailoring for each application. Existing RESMs are only provided to the contractor as a guide to graphic composition and possibly for digitizing arbitrary features. Funding for digitizing real estate boundary information for installations requiring natural resources management plans may be funded with agricultural outleasing or forestry funds as appropriate. Digitizing for other installations can be funded with your direct O&M funds. Consider using a term contract which is left open for digitizing services during a given period of time and for payment not to exceed a given amount.

18. REVISIONS.

RESM's shall be reviewed and updated on a yearly basis. Only when completed real estate actions shall be entered on the RESM. When a RESM is being completely redrawn instead of being revised, a note will be placed to the left of the title block, stating: "THIS DRAWING SUPERSEDES NAVFACENGCOM DRAWING NO. 00000000." A new NAVFACENGCOM drawing number will be assigned to each sheet of the RESM. If one or more of the sheets in an RESM is being completely redrawn, a new NAVFACENGCOM drawing number series will be assigned to the entire RESM set.

19. FILM RECORDS.

Real Estate Summary Maps shall be placed on 105mm microfilm at an 8X reduction or 35mm microfilm at a twenty-eight (28X) reduction. The microfilming system procedure shall be followed by each EPD to provide uniformity. Each EPD shall insure that the quality of the microfilm is acceptable. Microfilms which are sent to NAVFACENGCOM Headquarters and are of poor quality will be returned to the EPD for reprocessing. Each EPD will forward to NAVFACENGCOM Headquarters, a microfilm of each sheet of a RESM enclosed individually in a yellow, right-side opening 8 inch by 5 inch envelope printed with the format prescribed in appendix "A". The information required on the envelope will be as follows:

- a. State, City, Station. Indicate in the respective blanks, the name of the state and city, and the official name of the activity.
- b. Instrument Line. Type in "REAL ESTATE SUMMARY MAP" only.
- c. Description Line. Type in "NAVFACENGCOM DRAWING NUMBER 00000000" on the first line only. Type in a brief description of the contents of the enclosed drawing on the following lines.
- d. Date Line. Type in the date of the drawing, and if the enclosed drawing has been revised, its revision date. Also, type in the sheet number, the microfilm number, if any, and the date the RESM was forwarded to NAVFACENGCOM.

20. REPRODUCTION.

- a. Each EPD shall retain a full-sized reproducible of each RESM, and forward, enfolded, a full-size reproducible of each RESM to the cognizant activity for its use. The 105mm or 35mm microfilm shall be forwarded to NAVFACENGCOM Headquarters and the sepia copies shall be forwarded to the cognizant activities and/or stations as soon as the EPD processing has been completed.
- b. A system of quality control shall be set up to insure that the microfilms and reproducibles are of the best usable quality.

21. REFERENCES.

- (a) 44 U.S.C. Chapter 31, Records Management by Federal Agencies
- (b) 44 U.S.C. section 3101
- (c) 44 U.S.C. section 3102
- (d) Military Standard Engineering Drawing Practices (MIL-STD-00A or latest issue)
- (e) Design Manual - Drawings and Specifications (NAVFACENGCOM DM-6 CH-1 (4-73) or latest issue)

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REAL ESTATE SUMMARY									
PROPERTY & INTEREST					REAL ESTATE SUMMARY				
NO.	DESCRIPTION	ACRES	EST. VALUE	EST. TAXES	NO.	DESCRIPTION	ACRES	EST. VALUE	EST. TAXES
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
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92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

REAL ESTATE SUMMARY MAP
 PREPARED BY
 J. H. ...
 ...
 ...

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NO.	AMENDMENT, REVISION OR CORRECTION			DATE	APPROVED
WESTDIV DWG. NO.	DEPT. OF THE NAVY NAVAL FACILITIES ENGINEERING COMMAND				
DRAWN BY:	PUGET SOUND NAVAL SHIPYARD BREMERTON			WASHINGTON	
CHECKED BY:	ACTIVITY CODE NO. 5867-150			COMMAND: NAVSHIPS	
APPROVED BY:	REAL ESTATE SUMMARY MAP				
CADASTRAL ENGINEERING	EASTPARK HOUSING				
SATISFACTORY TO:	NAVY FAC DWG. NO.				
DIRECTOR, REAL ESTATE DIVISION	DATE:				
SUBMITTED BY:	SCALE:				
FOR COMMANDING OFFICER, WESTNAVFACEBSCOM	SHEET ____ OF ____				
APPROVED:					
FOR COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND					

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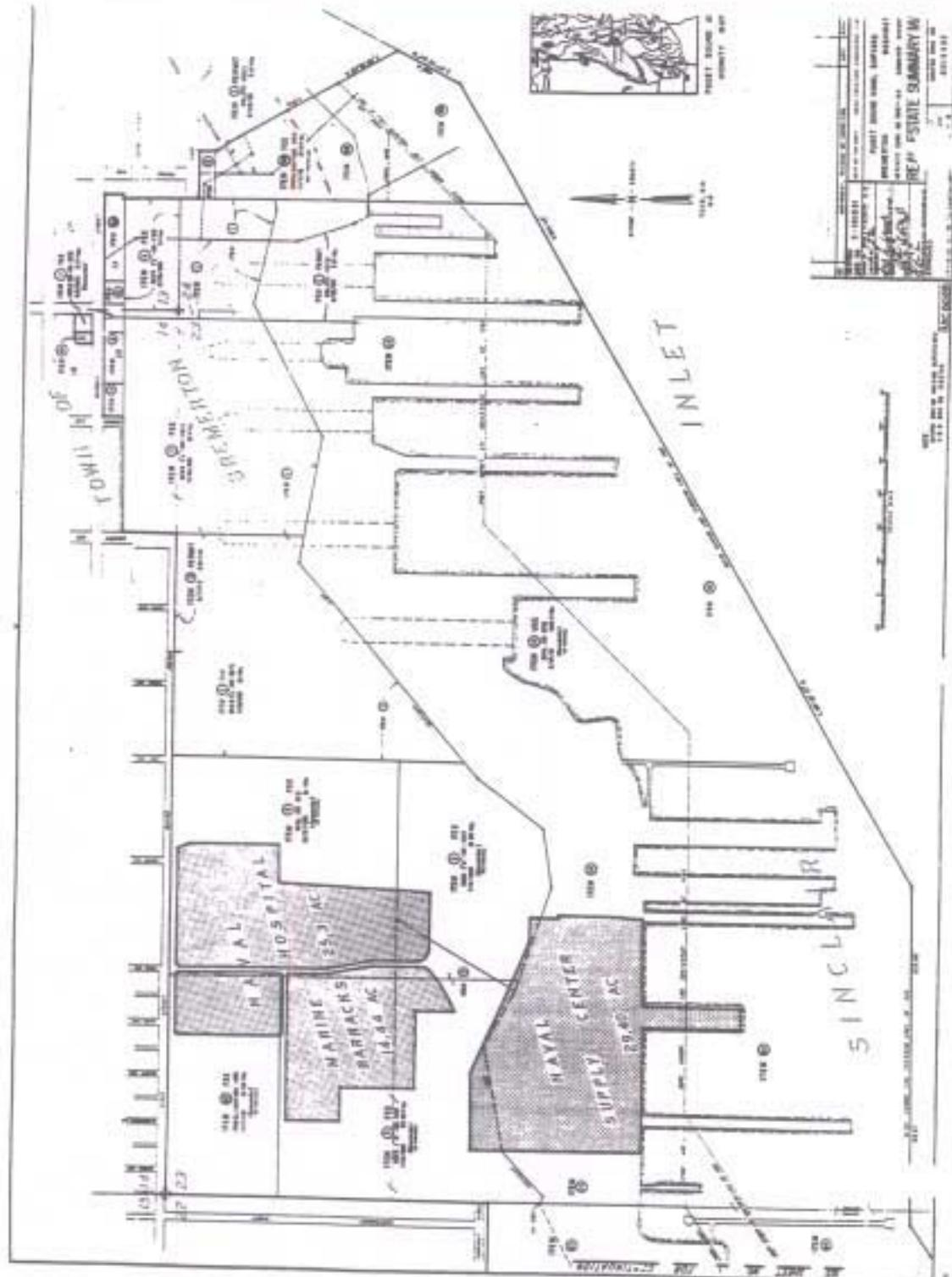
REAL ESTATE ACREAGE SUMMARY

ESTATE	A C Q U I S I T I O N S					E N C U M B R A N C E S A N D O U T G R A N T S	
	PURCHASE	CONVEYANCE	EXCHANGE	TRANSFER	TOTAL	LEASES	EASEMENTS
FEE							
EASEMENT							
LEASE							
TOTAL							TOTAL

272-1

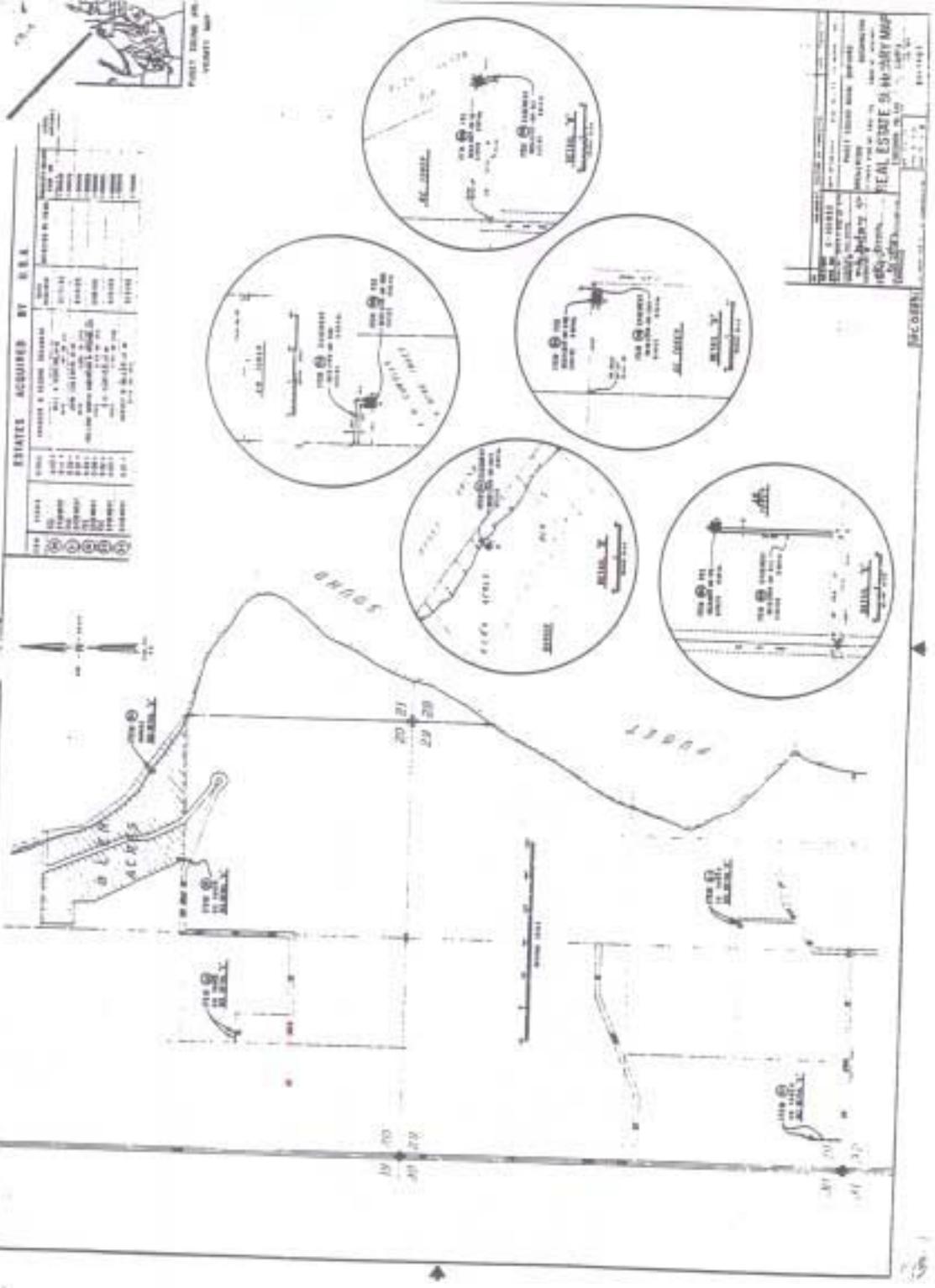
737

1/2/68



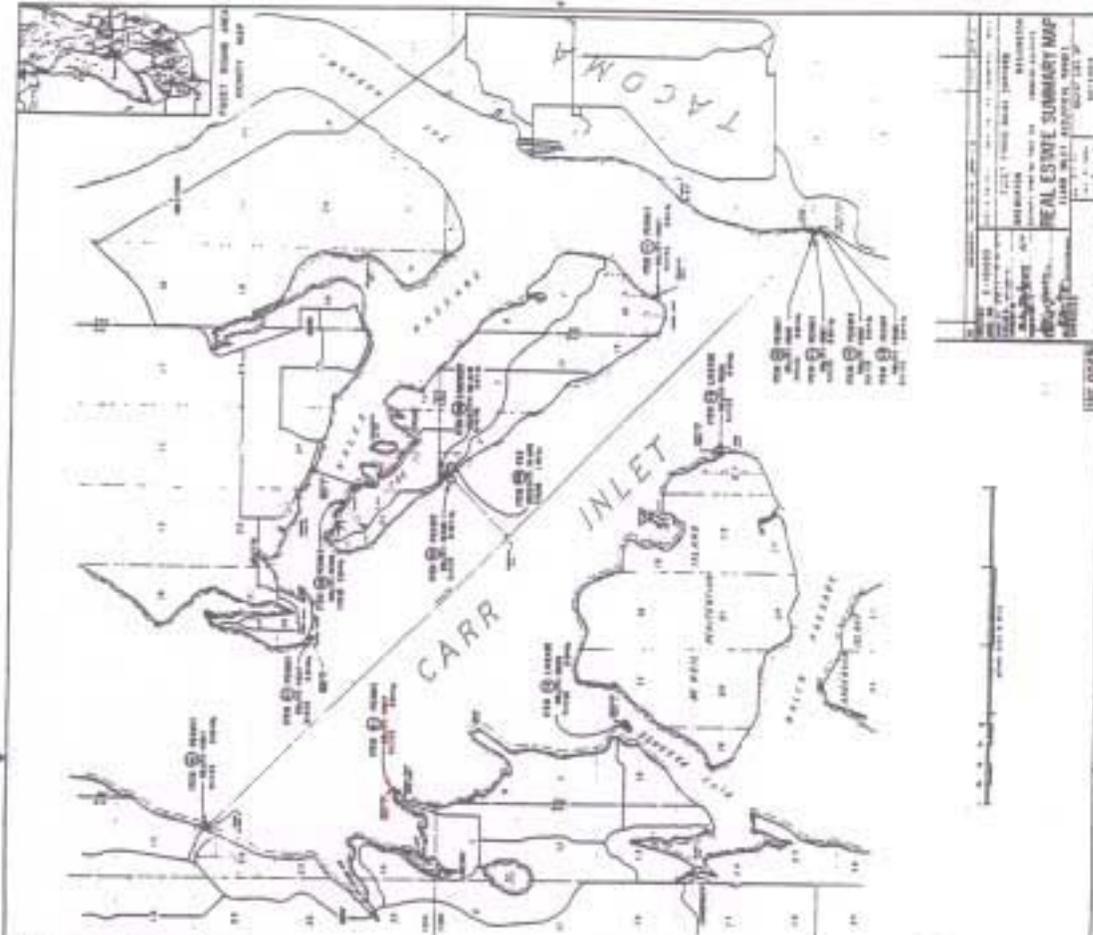
PROPERTY MAP	
DATE OF SURVEY	1954
SCALE	1" = 100'
PROJECT NO.	100-100-100-100
SECTION	100-100-100-100
DATE OF PLOTTING	1954
BY	100-100-100-100
CHECKED BY	100-100-100-100
APPROVED BY	100-100-100-100
REMARKS	100-100-100-100
RE: ESTATE SUMMARY W	

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ESTATES ACQUIRED BY U.S.A.

NO.	NAME	DATE	ACQUISITION	ACQUISITION	ACQUISITION	ACQUISITION
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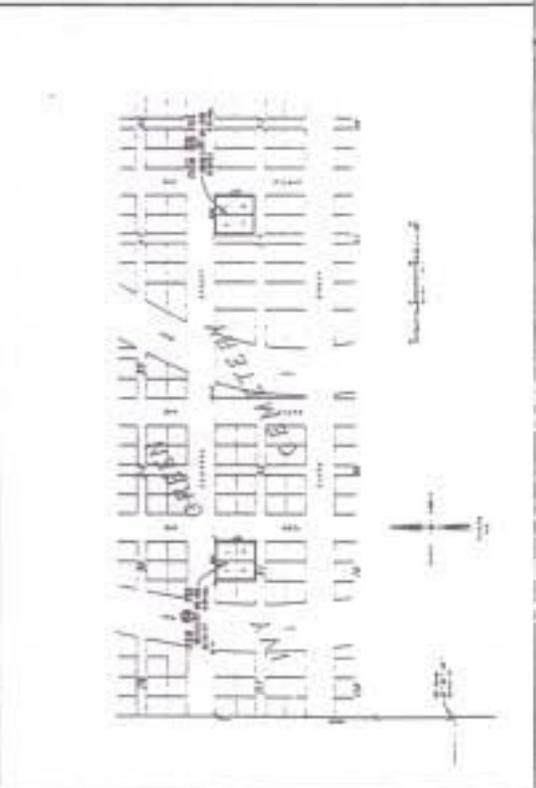
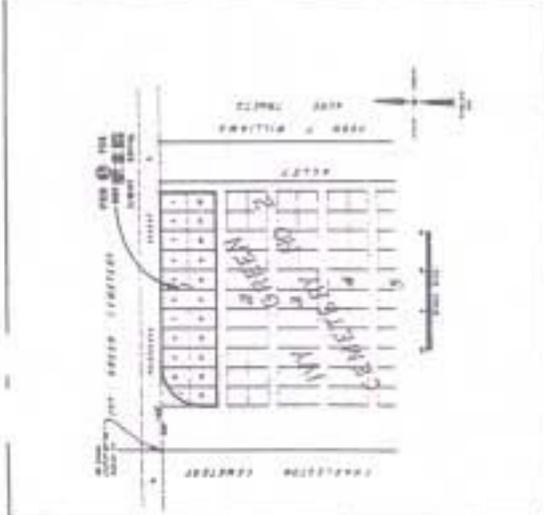
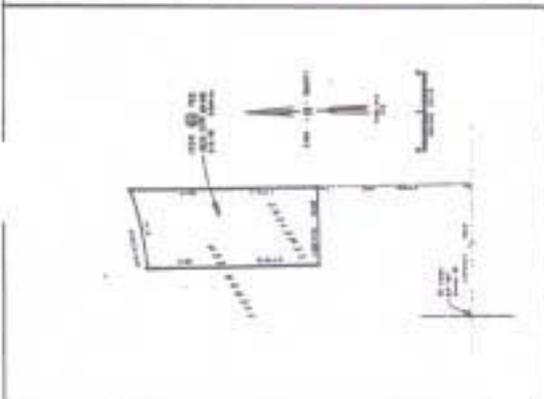
1/18



PLANT INDEX AND
VEGETATION MAP

ESTATES ACQUIRED BY U.S.A.

NO.	DATE	DESCRIPTION	ACQUISITION
1	1941
2	1942
3	1943
4	1944
5	1945



NO.	DATE	DESCRIPTION	ACQUISITION
1	1941
2	1942
3	1943
4	1944
5	1945

PLANT INDEX AND
VEGETATION MAP

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ENCUMBRANCES & COVENANTS

NO.	DATE	DESCRIPTION	REMARKS
1	1951
2	1952
3	1953

ESTATES ACQUIRED BY U.S.A.

NO.	DATE	DESCRIPTION	REMARKS
1	1951
2	1952
3	1953
4	1954
5	1955
6	1956
7	1957
8	1958
9	1959
10	1960

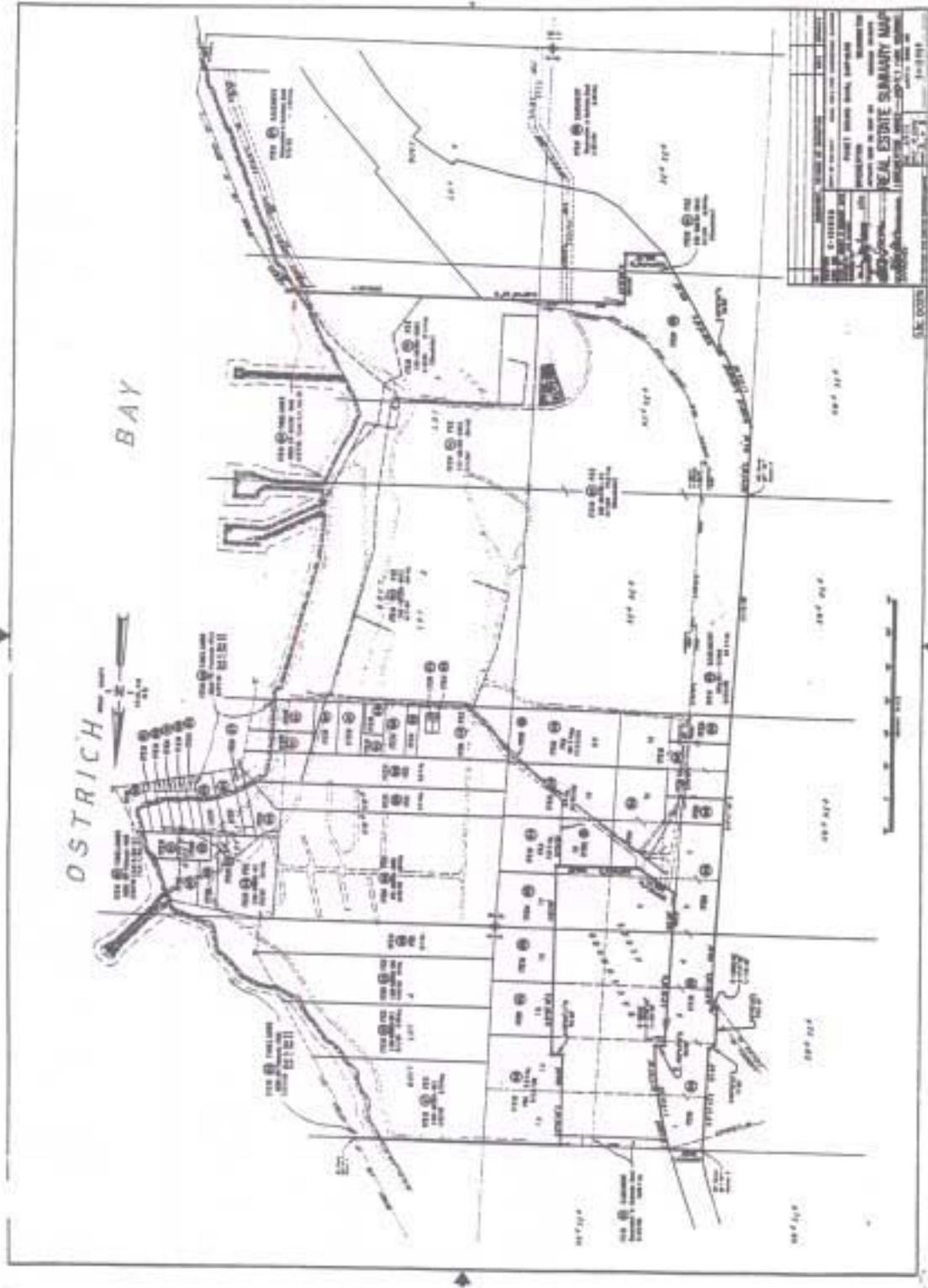


STATE SUMMARY

NO.	DATE	DESCRIPTION	REMARKS
1	1951
2	1952
3	1953

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PROPOSED PROJECT SCOPE WHEN CONTRACTING
FOR
REAL ESTATE SUMMARY MAP DIGITIZING SERVICES

A. PROJECT IDENTIFICATION. Digitizing Real Estate Summary and related information for installations in the geographical area of cognizance of the _____ Division, Naval Facilities Engineering Command.

B. PROJECT SCOPE. The work consists of the digitizing of data from existing survey data and legal descriptions and digitizing of associated features from existing map documents. The work will involve construction of an interactive data base consisting of digitized graphic data to be totally compatible with Computervision CADDS 4X, Revision 4.0 or later software. The work shall include the following items.

1. Digitizing legal descriptions and survey information to construct a Real Estate Summary Map (RESM) data base. The content of the graphic data base and the appearance of digital maps shall be as described in Paragraphs 12 through 17 of this Chapter. The boundaries are to be tied into the State Plane Coordinate System and coordinate values identified for boundary turning points. For areas where there is no U.S. State Plane Coordinate System, Universal Transverse Mercator grid coordinates will be used.

2. The work will also include digitizing of features from existing maps for watershed areas, soil classification, forestry, wetlands, endangered species and critical habitats, outdoor recreation, grounds maintenance, and agricultural outleasing.

3. For each activity Real Estate Summary Map to be digitized, the Engineering Field Activity (EFD) will furnish the following data to the A/E:

a. Station boundary and interior parcel legal descriptions, and information sufficient to determine a coordinate starting point for the station boundary.

b. Legal descriptions of in- and out-easements, right-of-ways, and in- and out-grants.

c. Legal descriptions of federal legislative jurisdiction including acquisition dates, type of jurisdiction, authority, acceptance dates, and method of acquisition (fee, condemnation and civil number, and other types of acquisition)

d. All recent real estate transactions.

e. The current Real Estate Summary Map, if one is available.

However, legal descriptions, not existing Real Estate Summary Maps, are the source for the contractor to digitize boundary information. Existing RESMs are only provided to the contractor as a guide to graphic composition and possibly for digitizing arbitrary features (i.e., those features that, unlike boundary descriptions, are not mathematically defined).

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- f. Any maps showing natural resource features to be digitized.
- g. Additionally, the EFD will furnish those items listed in Section E.

C. COMPUTER COMPATIBILITY AND DATA BASE STRUCTURE.

1. Equipment. Map data base building efforts on this project shall EITHER be performed on a Computervision system, utilizing CADD5 4X Revision 5.0 or later software; OR on a system or systems capable of providing an equivalent CADD5 4X compatible data base. If other than a Computervision system is to be used, the A/E shall provide the EFD with a test tape produced from data entered on his equipment that demonstrates the required compatibility. Compatibility means that CADD5 4X binary part files (files with name extension & PD) and associated files are delivered on tapes readable by Computervision file utility (PUTIL) software.
2. Data Base Conversion. Conversion of other than CADD5 4X data bases to CADD5 4X shall be the contractor's responsibility. Conversion shall include all appropriate graphical and non-graphical type data.
3. Digital Deliverables. The contractor shall deliver all CADD5 4X part data bases, temporary view files (TVPs), figure files, line font definitions, non-graphic property files, extract data definition files, computer programs, text files, and plotting instructions developed as part of this contract. Map part data bases and other files shall be delivered on 9-track, 1600 BPI magnetic tape.
4. Data Base Format. The prepared data base shall be consistent with references (a) and (b) of Section G with respect to:
 - a. File naming conventions. All map files delivered shall use the following naming convention:

site-user-code.state/region.location.activity-type-abbrev.copy/partition. For example, the Real Estate Summary Map for Naval Air Development Center, Warminster, Pennsylvania, would be N20M.PA.WARMINSTER.NADC.RESM.
The naming convention is more fully described in reference (a) of Section G.
 - b. Layering conventions and color codes. These shall match Appendix E in reference (a) of Section G.
 - c. Non-graphic properties. These shall not normally be required. However, any non-graphic properties used shall be in accordance with non-graphic property addresses and definitions provided in text files in the catalog H20L.PROP from the library H20L.
 - d. Map projections. The map projection and grid coordinate system shall be the projection of the U.S. State Plane Coordinate System for all activities within the U.S. In all other cases, the Universal Transverse Mercator projection and grid will be used. The map projection geographic and

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grid parameters shall be defined and stored in the Part Parameter Entity (PPE) of the data base. State coordinate grid lines shall be stored in the data base on the appropriate layer and shown on each plot. The values of the State coordinate grid lines shall be indicated.

e. Data base units. For maps of areas within the U.S., the data base model units shall be feet. For maps of areas outside the U.S., the data base model units shall be meters. The drawing units shall be inches.

f. Standard symbols. The map data base shall reference appropriate figure symbols from the NAVFACENCOM standard symbol library in the catalog NLIB. For those cases in which there is no applicable symbol in NLIB, the A/E may create, with EIC approval, a figure file. The figure file shall be in the same file catalog as other files for the activity data base.

g. Digitizing procedures.

h. Line fonts and line weights.

5. Digitizing Existing Maps. Digitizing from source documents shall be performed on a digitizing tablet with resolution and repeatability of less than or equal to 0.001 inch and a maximum absolute error of 0.005 inch or less. Digitizing shall be accomplished so that map features are represented with 0.010 inch of their locations on the original source documents. String entities will be filtered to store only the minimum number of coordinates needed to represent a feature position to the nearest 0.01 inches on the drawing at the largest plotted scale. For features with elevations indicated on the source document, z coordinates shall be stored in addition to x, y coordinates. Features for which the elevation cannot be determined shall be assigned a z value of zero.

6. Navy Supplied Equipment. One computervision CADDS 4X color workstation and associated CADDS peripherals (magnetic tape unit, disk drive) will be made available by (cognizant EPD) for in-house acceptance testing and for familiarization of Navy personnel with use of the data base.

7. Data Base Partitioning. The data base for any given activity may not be divided into multiple part files except for the following purposes:

a. To store data for non-contiguous annexes or special areas that would be plotted on a separate map sheet. Maps for these areas may be submitted as separate part files, or as a series of part files.

b. To separate generalized vicinity maps from detailed activity map information.

c. To increase processing speed. The number of entities in a part file should not exceed 50,000.

if proposed by the contractor, a data base partitioning scheme shall be submitted to the PIC for approval. Nesting of subfigures shall be limited to two levels, i.e., the composite data base may include subfigures which include subfigures, but the latter may not reference additional subfigures.

C. COMMUNICATION. All conferences, including telephone conversations, decisions, etc., which have an impact on the contract, shall be recorded in writing by the A/E and one copy of the record sent to the EPD within 7 days of the conference, etc.

D. GOVERNMENT PROPERTY. The computations, and supporting survey data, other data collected, and all data bases, programs, and files developed under this contract shall become the property of the Government on completion of the work prior to final payment of the contract.

E. GOVERNMENT FURNISHED MATERIALS. The Government shall provide the following data and material to the A/E:

1. NAVFACENGCOM Computer-Aided Mapping Applications Manual.
2. Computervision compatible tapes of the NAVFACENGCOM symbol and pattern library (NLIB), along with hard-copy documentation for NLIB.
3. A Computervision compatible tape of library H20L.
4. NAVFACENGCOM P-73, Real Estate Procedural Manual.

F. SUBMITTALS AND PRODUCTS

1. Plots. One set of ink on mylar plots of all maps, overlays, and composites reflecting all government review comments and resulting A/E revisions shall be submitted to the EPD for review and approval.
2. Data Base. The data base shall be provided to the EPD on one or more 9-track, 1600 RPI magnetic tapes and shall be compatible with CADDS 4X. Revision 4.0 or later software. Copies of all figure files or other data required for map generation shall be included on the tape(s). All figures used to generate the map(s) shall be taken from reference (b), unless they have been specifically approved by the EPD. Any subsequent use of the data base must be specifically approved by the EPD.

G. REFERENCES

1. NAVFACENGCOM Computer-Aided Mapping Application Manual.
2. NAVFACENGCOM Standard Symbol Library (NLIB), magnetic tape and hard copy documentation, current version.
3. NAVFACENGCOM P-73, Real Estate Procedural Manual.