

CHAPTER 27

CADASTRAL RECORDS

TABLE OF CONTENTS

<u>Paragraph</u>	<u>Title</u>	<u>Page</u>
<u>SECTION I - GENERAL</u>		
1.	<u>Cadastral Records Statutory Requirements</u>	27-1
2.	<u>References</u>	27-1
3.	<u>Definition of Cadastral Records</u>	27-1
4.	<u>Contents of Cadastral Records</u>	27-3
5.	<u>Release of Title Documents by Facilities Engineering Commands (FECs)</u>	27-3
6.	<u>Film Records: Documents Required to be Filmed</u>	27-3
7.	<u>Procedure of Filming Documents</u>	27-6
8.	<u>Legal Status of Film Records</u>	27-7
9.	<u>Completion of Envelope for Transmittal and Storage of Film</u>	27-7
10.	<u>Storage of Envelopes in COMNAVFACENGCOM Headquarters</u>	27-9
11.	<u>Record of Real Estate Documents</u>	27-11
12.	<u>Record of Legislative Jurisdiction</u>	27-12
<u>SECTION II - REAL ESTATE SUMMARY MAPS</u>		
13.	<u>Definition</u>	27-13
14.	<u>Responsibility</u>	27-14
15.	<u>General Requirements</u>	27-14
16.	<u>Format</u>	27-15

CADASTRAL RECORDS

TABLE OF CONTENTS (Continued)

<u>Paragraph</u>	<u>Title</u>	<u>Page</u>
<u>SECTION II - REAL ESTATE SUMMARY MAPS</u>		
17.	<u>Delineation</u>	27-15
18.	<u>Revisions</u>	27-20
19.	<u>Film Records</u>	27-20
20.	<u>Reproduction</u>	27-21
<u>SECTION III - AVAILABILITY OF FORMS</u>		
21.	<u>Yellow 8" X 5" Right-Side Opening Envelope with Printed Format</u>	*
22.	<u>Document and Title Register (NAVFACENGCOM 11011/25)</u>	*
23.	<u>Real Estate Condemnation Record (NAVFACENGCOM 11011/25A)</u>	*
24.	<u>Real Estate Purchase Record (NAVFACENGCOM 11011/25B)</u>	*
25.	<u>Record of Real Estate Contracts (NAVFACENGCOM 11011/26)</u>	*
26.	<u>Title Block and Revision Block</u>	*
27.	<u>Estates Acquired Data Block</u>	*
28.	<u>Encumbrance and Outgrant Data Block</u>	*
29.	<u>Acreage Summary Data Block</u>	*

*See Forms System

CHAPTER 27

CADASTRAL RECORDS

SECTION I - GENERAL

1. CADASTRAL RECORDS STATUTORY REQUIREMENTS

[Reference \(a\)](#), Records Management by Agency Heads, imposes statutory requirements for maintenance of public records of which cadastral records are a part. [Section 3101 of reference \(a\)](#) directs the creation and preservation of adequate and proper documentation to furnish the information necessary to protect the legal and financial rights of the Government. [Section 3102 of reference \(a\)](#) provides that the head of each federal agency shall establish and maintain an active and continuing program for the economical and efficient management of the agency's records. 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) cooperation with the Administration of General Services (GSA) and the Archivist in applying standards, procedures, and techniques designed to improve the management of records deemed appropriate for preservation and to facilitate the segregation and disposal of records of temporary value.

2. REFERENCES

- (a) [Title 44 U.S.C., Chapter 31](#)
- (b) Military Standard Engineering Drawing Practices (MIL-STD-00A or latest issue).
- (c) Design Manual - Drawings and Specifications (COMNAVFACENGCOM DM-6 CH-1 (4-73) or latest issue).

3. DEFINITION OF CADASTRAL RECORDS

a. 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 (DON) and that evidence the legal title, interests or rights of the United States and of

[\(RETURN TO CHAPTER INDEX\)](#)

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:

(1) CADASTRAL. A term applied collectively to the records described in this chapter. These records are muniments, 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 DON.

(2) MUNIMENTS. A term used collectively and connoting any and all of the various instruments authenticating and documenting the estate the Government has in real property. The instruments are deeds, condemnation proceedings, Attorney General's or other's title opinions, abstracts, certificates of title, ingrants, licenses, permits, transfer and acceptance documents ([DOD Forms 1354](#)), outgrants, reports of excess, and related or referenced plats and sketches.

(3) INGRANTS. Transactions such as leases, permits or licenses, temporary easements, foreign base rights agreements, and treaties, under which the DON acquires less than a permanent interest in or control of real property.

(4) 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 DON 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.

(5) 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.

(6) SHORT TERM. Periods of five years or less including all rights of renewal.

[\(RETURN TO CHAPTER INDEX\)](#)

4. CONTENTS OF CADASTRAL RECORDS

Cadastral Records maintained by the Facilities Engineering Commands (FECs) 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 FEC. Each FEC is the official custodian of the Navy's real estate records for its area of responsibility. COMNAVFACENGCOM 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 more than five years and of all the real estate summary maps.

5. RELEASE OF TITLE DOCUMENTS BY FECs

The FECs will retain the originals of the title papers until the property is reported excess to GSA 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 DON. The title paper originals are always to remain in the custody of the holder of the larger area.

6. FILM RECORDS: DOCUMENTS REQUIRED TO BE FILMED

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

(1) Permanent Acquisitions of Fee and Easement Interests:

(a) By Purchase or Donation

[\(RETURN TO CHAPTER INDEX\)](#)

(1) 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.

(b) By Condemnation

(1) 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.

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

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

(4) Final Judgment on each parcel.

(5) Attorney General's final opinion on each parcel in the proceeding with all attachments except abstracts of title.

(c) By Transfer from other Government Agencies

(1) Navy request to agency for transfer of land or interest affecting land.

(2) Agency official transfer letter or memorandum with all muniments and related papers except abstracts of title.

(3) Transfer and Acceptance of Military Real Property, [Form DOD-1354](#) (See P-73, Chapter 23).

(d) By Public Land Orders.

(1) Request to Department of the Interior for permanent or long-term withdrawal of public domain land for use of the DON with description and map attached, if any.

[\(RETURN TO CHAPTER INDEX\)](#)

(2) Copy of Public Land Order.

(2) LEASE OF LAND FOR THE USE OF THE GOVERNMENT

(a) Leases for a long term and any modifications thereof.

(b) Renewal Notices for Leases for a long term.

(c) Releases obtained on leases, the basic of which has been reproduced on film.

(d) All leasehold condemnations, with requests to extend the term and notices of extension of term, judgments, and opinions.

(e) Consent Agreements regardless of whether or not they convey any right to the Government.

(3) PERMITS TO GOVERNMENT FOR USE OF LAND

(a) Long-term permits issued to the DON by private parties, local, county, or state governments, or by other Government agencies, and any modifications thereof.

(4) OUTGRANTS

(a) Grants of Easements by the Government across Government-owned land.

(b) Long term leases granted by the Government.

(c) Licenses and use agreements (including host-tenant real estate agreements) issued by the government for a long term.

(5) DISPOSALS (PARTIAL)

(a) Letters to GSA with Reports of Excess and Attorney's Report on Title (accompanying title documents need not be filmed).

(b) Letters of transfer to other Government agency.

[\(RETURN TO CHAPTER INDEX\)](#)

(c) Quitclaim Deeds whether granted by the DON or whether granted by GSA or some other Government agency.

(6) REASSIGNMENT FROM ONE NAVAL ACTIVITY TO ANOTHER NAVAL ACTIVITY

(a) Reassignment letter with legal description and map.

(7) LEGISLATIVE JURISDICTION

(a) Letters of application to State Governors specifying the need for Federal Jurisdiction and/or letters to State Governors accepting jurisdiction.

(b) Deeds of Cession by States and/or other documentary evidence of cession and acceptance of jurisdiction by the Federal Government.

(c) Documentary evidence of modifications and retrocessions.

7. 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 that 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 FEC 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 as needed. A document or documents that have been filmed according to the above procedure should be promptly submitted to COMNAVFACENGCOM for retention in its archival

[\(RETURN TO CHAPTER INDEX\)](#)

film library of real estate documents. Take care 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.

8. LEGAL STATUS OF FILM RECORDS

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 issued to carry out [Chapter 31 of reference \(a\)](#), have the same legal status as the originals thereof.

9. COMPLETION OF ENVELOPE FOR TRANSMITTAL AND STORAGE OF FILM

a. Each time that an FEC 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 the form referenced in [Paragraph 21](#) below and forwarded to COMNAVFACENGCOM. Since these envelopes are used to establish the COMNAVFACENGCOM film library, it is essential that the envelopes be legibly and accurately completed. The information required below will be typewritten in the spaces on the lines provided on the envelopes and will be complete by FEC personnel as follows:

(1) STATE, CITY, INSTALLATION. Indicate in the respective blanks the name of the state, the city (or name or location of the activity, e.g., Chocolate Mountain) where the property is located, and the official name of the naval installation to which the documents are related.

(2) INSTRUMENT LINE. Identify the type of documents enclosed in the envelope, e.g., the Civil Number, Title Papers (the category description, e.g., direct purchase acquisitions, or agreement, easement, lease,

[\(RETURN TO CHAPTER INDEX\)](#)

license, or permit), with appropriate numbers or other designation. The latter documents should also be identified as to "In" or "Out" instruments, e.g., "Inlease - 1234" or "Out-Easement - 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.

(3) 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.

(a) In the preparation of envelopes of 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 proceedings, 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, enclose the final opinion in one envelope, and enclose the documents for each parcel, or individual ownerships of parcels in separate envelopes and mark to indicate that these instruments are enclosures to the final opinion and to give the final opinion date.

(b) 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 that are a part thereof should be enumerated under "Description" on the envelope, with the final opinion and deed as the primary documents.

(c) In the preparation of envelopes for agreements, easements, leases, licenses and permits, the

[\(RETURN TO CHAPTER INDEX\)](#)

description line 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.

(4) DATE BLOCK. In this block indicate the date of the most recent letter/document or if there is 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 related to the final opinion as enclosure number _____ to final opinion dated _____. Do not indicate the date of the microfilming job.

(5) 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).

(6) MICROFILM NUMBER. Where an FEC adopts a system of numbering microfilmed documents, such number shall be provided in this block.

(7) TO COMNAVFACENGCOM. Stamp date of letter of transmittal.

10. STORAGE OF ENVELOPES IN COMNAVFACENGCOM HEADQUARTERS

a. Arrangement. To assist in the assembly of indexing of film for COMNAVFACENGCOM use, the established pattern for the arrangement of film envelopes at COMNAVFACENGCOM 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:

(1) All condemnation proceedings, designated by civil number in numerical order;

(2) All direct purchases, donations, and reassignments under the category of Title Papers in

[\(RETURN TO CHAPTER INDEX\)](#)

chronological order;

- (3) Temporary Ingrants;
- (4) Temporary Outgrants; and
- (5) Disposals.

b. Condemnation breakdown. The arrangement of film envelopes at COMNAVFACENGCOM 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, COMNAVFACENGCOM files the film envelopes upon receipt by date of request or date of Attorney General's final opinion. To alleviate the bulkiness of any single envelope, use additional envelopes 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, include the opinion on title, together with the related papers specified in [Paragraph 6 .a.\(1\)](#) above in one envelope. The pattern of arrangement of the film envelopes in COMNAVFACENGCOM is the chronological order of the opinions on title. Therefore show this date clearly on the envelope.

d. TEMPORARY INGRANTS. These filmed documents are arranged in order of contract number, starting with the lowest number and continuing through the FEC UIC number and any successive Navy identification system. Arrange the documents without contract numbers, or numbers other than those within the Navy Real Estate Identification system by date in front of the Navy-numbered documents.

e. TEMPORARY OUTGRANTS. The arrangement within this category follows the pattern of the temporary ingrants described in Paragraph 10.d above.

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

[\(RETURN TO CHAPTER INDEX\)](#)

other Government agencies, and quitclaim deeds granted by the Navy or through GSA all arranged in order of date.

11. RECORD OF REAL ESTATE DOCUMENTS

a. In connection with the accumulation, retention, use, and disposition of real estate documents, FECs will maintain a permanent, uniform recording system. This system is 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:

(1) DOCUMENT AND TITLE REGISTER. This register records each completed real estate transaction at each given shore station or naval installation within the FEC area of responsibility ([Paragraph 22](#) below). 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. Maintain Document and Title Registers 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.

(2) REAL ESTATE CONDEMNATION RECORD. This record ([Paragraph 23](#) below) 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 and 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

[\(RETURN TO CHAPTER INDEX\)](#)

time, the appropriate form(s) ([Paragraph 23](#) below) is removed from the active Register Book to an inactive repository for historical reference purposes.

(3) REAL ESTATE PURCHASE RECORD. This record ([Paragraph 24](#) below) 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 and price paid, as well as the area and how and when acquired. Upon completion of the items of information for each parcel of ownership in the acquisition project, the form is removed from the active Register Book to an inactive repository for historical reference purposes.

(4) RECORD OF REAL ESTATE CONTRACTS. This is a record ([Paragraph 25](#) below) of all real estate contracts arranged by contract identification number and is maintained along with the register-unit. It is a source of information 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.

(5) SUBMISSION OF FORMS. For purposes of updating registers maintained at the Headquarters level, each FEC will submit to COMNAVFACENGCOM 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 ([Paragraphs 22 through 25](#) below). Mail the updates in time to reach COMNAVFACENGCOM by 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.

12. RECORD OF LEGISLATIVE JURISDICTION

a. Each FEC will maintain a record of status of legislative jurisdiction for each naval installation within [\(RETURN TO CHAPTER INDEX\)](#)

its area of responsibility. Design the record to show (1) the name of the installation; (2) location of the property; (3) how the property was acquired; (4) the date acquired; (5) acreage; (6) letter to Governor of the State accepting jurisdiction; (7) acknowledgment (if required, date of deed of cession or other documented evidence, if any); and (8) 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, record this fact.

(1) UP-DATING. Update this record with the addition of each new acquisition of land and with any subsequent changes, such as retrocession of legislative jurisdiction, or other modifications.

(2) DOCUMENTS. Microfilm evidences of the acceptance of jurisdiction, changes in status, or retrocession, according to the procedures for microfilming in [Paragraph 19](#) below and submit to Headquarters for retention in its film library. Maintain the originals of such documents among the permanent document records of the respective FEC.

(3) ARRANGEMENT OF DOCUMENTS. Arrange documents in alphabetical order by state, location of property within the state, and naval installation.

(4) REQUIREMENTS FOR JURISDICTION INFORMATION. Information as to the status of jurisdiction is required on the Real Estate Summary Maps. P-73, Chapter 26 contains additional information as to the characteristics and procedures for acceptance of jurisdiction.

SECTION II - REAL ESTATE SUMMARY MAPS

13. 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 date. Tracts of land not contiguous, but carried on the activity's plant account will also be delineated on the RESM. The RESM

[\(RETURN TO CHAPTER INDEX\)](#)

is a pictorial representation of the data contained in the Cadastral Records, and summarizes the land holdings of each station or activity.

14. RESPONSIBILITY

Each FEC is responsible for the preparation, distribution, and the maintenance in an up-to-date status, of a 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.

15. 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, right-of-way, and leases will not be shown on the "COMPLEX MAP." This map will show 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. Show two graphic scales on each map sheet, one in feet and one in meters. Each detail drawing will have graphic scales besides the main drawing scales.

[\(RETURN TO CHAPTER INDEX\)](#)

e. Insert a small location and/or vicinity map on the Tabulation Sheet of each RESM. In certain instances in which there is a high density of Government activities, use both a vicinity map and a location map.

(1) Locate the map inserts along the right margin allowing sufficient space for lines to be added to the revision block.

(2) Show state, city, county, and town boundaries.

(3) Identify Interstate, U.S., state, and county highways, and railroads, and indicate the destination of each along the edge of the map inserts.

(4) Show harbors, rivers, streams, and bodies of water, either natural or artificial.

(5) Show regional features, such as important ground forms, mountains, and swamps, that may influence future development or affect operating capabilities.

16. FORMAT

A RESM 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. In the preparation of an RESM, use two basic format sheets. Prepare each sheet in ink on MYLAR™. Each sheet shall be 28 inches wide and 40 inches long, trim line to trim line. It 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" will contain a title block and revision block ([Paragraph 26](#) below), an "Estates Acquired" data block ([Paragraph 27](#) below), an "Encumbrance and Outgrant" data block ([Paragraph 28](#) below), and an "Acreage Summary" data block ([Paragraph 29](#) below). The "Map Sheet" will have only the title block and revision block ([Paragraph 26](#) below).

[\(RETURN TO CHAPTER INDEX\)](#)

17. 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. Freehand lettering will not be used.

(2) Include a note stating the latitude and the longitude of the activity on the RESM. Identify this point clearly.

(3) Show a North Arrow 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. Show bearings and distances for all easements, leases, rights-of-way, and for ties to monuments, property corners, and/or section corners, if available.

(6) Show Section lines, Township and Range lines, corners, and their numbers where applicable. Also show ties to established corners and other identifiable points.

(7) Where applicable show lot, block, tract and/or subdivision names and numbers.

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

(9) Show major structures, main roads, warehouses, piers and dry docks within the boundaries of the activity. Delineate these features so they do not detract from the main purpose of the RESM, that of showing the Real Estate Data. The General Development Maps are an excellent source material for this information.

[\(RETURN TO CHAPTER INDEX\)](#)

(10) Drawing standards such as symbols, legends, and format shall be according to references (b) and (c).

(11) Plot the 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 in the electronic mapping system. If the RESM is not yet included in the electronic mapping system, plot HS sites or potential HS sites directly on the summary map using the electronic mapping 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 the electronic mapping system as the electronic mapping coding system dictates.

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 NAVFACENGCOR Drawing Number assigned. Each sheet shall have an appropriate, brief subtitle located beneath the "REAL ESTATE SUMMARY MAP" line.

(1) UNIT IDENTIFICATION CODE BLOCK. Enter the Unit Identification Code Number (UIC) in a block to the lower left side of the title block.

(2) ACTIVITY CODE NUMBER. Enter the Activity Code in the title block to the left and above the words; REAL ESTATE SUMMARY MAP.

c. REVISION BLOCK. Place a revision block directly on top of the title block. When revising a RESM, enter the appropriate revision number, a brief description, the date of the revision, and the initials of the approving authority. All sheets of a 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.

(1) ITEM. Enter the appropriate acquisition "ITEM" sequence number. List all acquisitions in

[\(RETURN TO CHAPTER INDEX\)](#)

chronological order when preparing a new RESM. It is not necessary to follow the chronological sequence when updating a RESM. Number the Acquisition items consecutively, and enclose this number 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, that includes all lands acquired in the case.

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

(3) ACRES. 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. Locate the footnotes on the same sheet if possible.

(4) GRANTOR AND RECORD DOCUMENT. Enter the name of the grantor of the property. Also, enter the count 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 that affects each acquisition "ITEM".

(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 P-73, Chapter 26 for explanation of the degrees of legislative jurisdiction.

e. ENCUMBRANCES AND OUTGRANTS BLOCK. The data to be entered in this block will be compiled from the Real Estate Document.

[\(RETURN TO CHAPTER INDEX\)](#)

(1) ITEM. Enter the appropriate Encumbrance and Outgrant "ITEM" sequence number. List all Encumbrances and Outgrants in chronological order when preparing a new RESM. It is not required to follow the chronological sequence when updating an existing RESM. Number the Encumbrance and Outgrant "ITEM" consecutively from the number 1 upward. Enclose this number in an appropriately sized Hexagon.

(2) ESTATE. Enter the appropriate classification of the estate that 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" are 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.

(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.

(7) PROPERTY RECORD NUMBER. Enter the appropriate Property Record Number for each "Encumbrance and Outgrants Item" number (formally 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

[\(RETURN TO CHAPTER INDEX\)](#)

compilation of the acres shown in the "Encumbrances and Outgrants" block.

18. REVISIONS

Review and update RESM's on a yearly basis. Enter real estate actions on the RESM only when the actions are completed. When a RESM is being completely redrawn instead of being revised, place a note to the left of the title block, stating: "THIS DRAWING SUPERSEDES NAVFACENGCOM DRAWING NO. 00000000." Assign a new NAVFACENGCOM drawing number to each sheet of the RESM. If one or more of the sheets in a RESM are being completely redrawn, assign a new NAVFACENGCOM drawing number series to the entire RESM set.

19. FILM RECORDS

a. Place Real Estate Summary Maps on 105mm microfilm at an 8X reduction or 35mm microfilm at a twenty-eight (28X) reduction. Each FEC shall follow the microfilming system procedure to ensure uniformity. Each FEC shall insure that the quality of the microfilm is acceptable. COMNAVFACENGCOM will return microfilms of poor quality to the FEC for reprocessing. Each FEC will forward a microfilm of each sheet of a RESM to COMNAVFACENGCOM. Enclose each sheet individually in a yellow, right-side opening 8 inch by 5 inch envelope. Print the format prescribed in [Paragraph 21](#) above on the envelope. The information required on the envelope will be as follows:

(1) STATE, CITY, STATION. Indicate in the respective blanks, the name of the state and city, and the official name of the activity.

(2) INSTRUMENT LINE. Type in "REAL ESTATE SUMMARY MAP" only.

(3) 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.

(4) 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,

[\(RETURN TO CHAPTER INDEX\)](#)

if any, and the date the RESM was forwarded to COMNAVFACENGCOM.

20. REPRODUCTION

a. Each FEC 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. Forward the 105mm or 35mm microfilm to COMNAVFACENGCOM and forward the sepia copies to the cognizant activities and/or stations when the FEC processing has been completed.

b. Set up a system of quality control to insure that the microfilms and reproducibles are of the best usable quality.

SECTION III - AVAILABILITY OF FORMS

- 21. Yellow 8" X 5" Right-Side Opening Envelope with Printed Format..... *
- 22. Document and Title Register (NAVFACENGCOM 11011/25)..... *
- 23. Real Estate Condemnation Record (NAVFACENGCOM 11011/25A)..... *
- 24. Real Estate Purchase Record (NAVFACENGCOM 11011/25B)..... *
- 25. Record of Real Estate Contracts (NAVFACENGCOM 11011/26)..... *
- 26. Title Block and Revision Block..... *
- 27. Estates Acquired Data Block..... *
- 28. Encumbrance and Outgrant Data Block..... *
- 29. Acreage Summary Data Block..... *

*See Forms System

[\(RETURN TO CHAPTER INDEX\)](#)