

Chapter 34

PROCEDURES

**34-1. Maintenance of Real Property Accounts:**

- a. ACA posts increases or decreases to GLA 171XX and 93XXX from the monthly summary of AF Forms 1441, Real Property Voucher, and the three part monthly Real Property Control Ledger received from the BCE. The AFO/OPLOC prepares JVs to record separate amounts for:
  - (1) Completed local construction by element of cost.
  - (2) Transfers in.
  - (3) Transfers out.
  - (4) Changes in prior quarter reported detail inventory.
  - (5) Charges to expense from GLA 172 by element of cost.
- b. Adjustment procedures for the real property accounts of both host and tenants are in paragraph 34-3.
- c. separate real property accounts are maintained for DBOF industrial fund activity in accordance with DoDFMR 7000.14, volume 2 (former AFR 170-10).

**34-2. Maintenance of construction in Progress Account (GLA 172).** The cost of all construction financed by appropriations for which the Air Force acts as construction agent is recorded in the Construction in Progress (CIP) account. Construction costs include direct labor, direct materiel, and overhead incurred in the construction of plant and equipment. The value of completed construction projects being transferred to another military department, are also included in the CIP account. For other than MFH, the ACA obtains construction cost increases from the 80000, 83000, 84000 series Base Civil Engineer (BCE) cost accounts (excluding BCE cost accounts 80020, unless it is for RDT&E and the construction is nontemporary, and 80030) shown on the monthly BCE current month cost report furnished by the BCE. For Military Family Housing (MFH) construction costs, the AFO/OPLOC obtains the data from the cost data reflected in the allotment ledger for projects 722.91, 722.92, 722.96 and 722.97. The AFO/OPLOC prepares JVs from this data to post the value of all base-administered capital construction. Upon completion of the construction project, these construction costs are cleared from the CIP account and capitalized in the appropriate real property account (GLA 171XX) based on the summary data shown on AF Form 1441, Real Property Voucher, provided to the ACA by BCE (real property section). From these summaries, the AFO/OPLOC prepares a JV to record the value of completed construction. See paragraph 34-1a(1). JV entries, and their explanations, to post completed construction are as follows:

- a. (1) Debit GLA 171, Real Property--Host (applicable subsidiaries)
- (2) Credit GLA 172, Construction in Progress

To record completed construction costs being capitalized in real property accounts.

- b. (1) Debit GLA 171XX, Real Property Accounts - Host
- (2) Credit GLA 633, Real Property - Transfers In

To record the cost of real property transferred in from other Air Force organizations and construction agents.

- c. (1) Debit GLA 962XX, Buildings--Tenants
- (2) Credit GLA 967XX, Statistical--Tenants--Contra

To record the value of real property owned by tenants of other commands.

- d. (1) Debit GLA 31121, BCE Construction Capitalized
- (2) Credit GLA 172, Construction in Progress

To reverse the amount of CIP costs for completed construction costs designated as expense rather than capitalized real property.

- e. (1) Debit GLA 171XX, Real Property Accounts - Host
- (2) Credit GLA 172, Construction-in-Progress
- (3) Credit GLA 318, Other Unfunded Costs Capitalized

To record completed construction and other unfunded costs being capitalized.

- f. (1) Debit GLA 935, Leased Property - Annual Rental - Host
- (2) Credit GLA 951, Statistical Account - Contra

To record the annual rental value of Air Force leased real property of host such as land, buildings and other real property.

- g. (1) Debit GLA 934, Statistical Account - MFH

(2) Credit GLA 951, Statistical Account - Contra

To record Military Family Housing status of obligations from the allotment ledger.

- h. (1) Debit GLA 951, Statistical Account - Contra
- (2) Credit GLA 937, Donated Real Property - Host
- (3) Credit GLA 31179, Other Operating Gains and Losses Adjustments
- (4) Credit GLA 967XX, Statistical Accounts - Tenants
- (5) Debit GLA 171XX, Real Property Accounts - Host

To record minor adjustments to GFGL accounts cited above due to rounding incurred to produce RCS:

HAF-LEE(AR)7115 report. (See this regulation, paragraph 34-3 below and 35-3, and DFAS-DE 7400.1-R (former AFP 177-31) for further information.)

**34-3. Adjustments.** Real property accounts are adjusted monthly, quarterly, and annually.

**a. Monthly.** AF Forms 1441 are analyzed and summarized monthly, and posted to real property accounts.

**b. Quarterly.** Adjust the balances in GLAs 171, 935, 936, and 937 (host) and 961XX, 962XX, 963XX, 964XX, 965XX, and 966XX (tenants) as of 30 Sep and 31 Mar to agree with corresponding values shown on the Real Property Control Ledger. For differences, due to rounding on the Real Property Control Ledger to the nearest thousand dollars, use GLA 31179 for host and GLA 967 for tenants as the contra. For identifiable differences, use GLAs 172, 311, 318, 618, and 633 (as applicable) for host and GLAs 172, 311, 318, 618, 961XX, 962XX, 963XX, 964XX, 965XX, 966XX, 967XX (as applicable) for tenants as the contra.

**c. Annually.** When differences exist between the base records and the MAJCOM's special reconciliation listing (see paragraph 35-3), research base-level records and work with BCE to resolve differences. Make necessary adjustments.

**34-4. Sale or Donation of Real Property.** When:

a. Real property (GLA 171--Host) is sold or donated to other than US Government agencies or transferred to a DoD or US Government agency, make these entries:

- (1) Debit GLA 731 (73109), Sale or Donation of Real Property-- Other Than to US Government agencies.
- (2) Credit GLA 171, Real Property--Host (appropriate subsidiaries).

b. Donated real property (GLA 937--Host) is sold or donated to others, make these entries:

- (1) Debit GLA 951, Statistical Accounts--Contra.
- (2) Credit GLA 937, Donated Real Property--Host (Statistical).

c. Real property (GLAs 961XX, 962XX, and 963XX--Tenants) is sold, donated, or transferred to other MAJCOMs or other government agencies, make these entries:

- (1) Debit GLA 967XX, Statistical Accounts--Tenants--Contra.
- (2) Credit GLA 961XX, 962XX, and 963XX, as applicable.

d. Donated real property (GLA 966XX--Tenants) is sold or donated by others, make these entries:

- (1) Debit GLA 961XX, Statistical Accounts--Tenants--Contra.
- (2) Credit GLA 966XX, Donated Real Property--Tenants (Statistical).