

**PROPERTY REVIEW RECORD**  
**And**  
**CERTIFICATION STATEMENT**  
Utilization of Government-Owned and DHEW Leased Real Property

1. Name & Address of Reporting Activity (use Zip Code)	2. Date of Report
	3. Installation No.

4. The following applicable general guidelines have been considered in making the annual review of the real property holdings of this installation.

	YES	NO		YES	NO
(1) Is the property being put to its highest and best use?  Consider such aspects as surrounding neighborhood, zoning, and other environmental factors.	_____	_____	(10) Have developments on adjoining nonfederally owned land, public access, or road rights-of-way granted across the Government-owned land rendered the property or any portion thereof unsuitable or unnecessary for program requirements?	_____	_____
(2) Is present use compatible with State, regional, or local development plans and programs?  Consider whether Federal use of the property would be justified if an equivalent commercial rental charge for its use was added to the program costs for the function it is serving.	_____	_____	(11) If Federal employees are housed in Government-owned residential property, is the local market willing to acquire Government-owned housing, or can it provide the necessary housing and other related services, thereby enabling the government-owned housing area to be released?	_____	_____
(3) Are operating and maintenance costs excessive?	_____	_____	(12) Can the land be disposed of and program requirements satisfied through reserving rights and interest to the Government in the property if it is released?	_____	_____
(4) Will contemplated program changes alter property requirements?	_____	_____	(13) Is the portion of any property being retained primarily because the present boundaries are marked by the existence of fences, hedges, roads, and utility systems?	_____	_____
(5) Is all of the property absolutely essential for program requirements?	_____	_____	(14) Is any land being retained merely because it is considered undesirable property due to topographical features or encumbrances for rights-of-way?	_____	_____
(6) Will local zoning provide sufficient protection for necessary buffer zones if a portion of the property is released?	_____	_____	(15) Is land being retained merely because it is landlocked?	_____	_____
(7) Are buffer zones kept to an absolute minimum?	_____	_____	(16) Is there land or space in Government-owned buildings which can be made available for utilization by others within or outside Government on a temporary basis?	_____	_____
(8) Is the present property inadequate to serve contemplated future programs?	_____	_____			
(9) Can net savings be realized through relocation considering property values or rentals, cost of moving, occupancy, and increased efficiency of operations?	_____	_____			

5. Description of Real Property not in use or underutilized:

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6. Recommendation for further utilization, disposal, or justification for retention based upon approved plans or Legislative Authorization as stated below:

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7. I certify that the real property holdings comprising the land, building(s), or structures and facilities, under my jurisdiction and control, are being fully utilized in accordance with the provisions of Chapter 3-253, FEC Manual, and any operating agency implementation thereto, except as cited above.

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Name and Title of Real Property Unit Manager	Signature
Name and Title of Responsible Agency Headquarters Official	Signature

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