



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332 2300

IN REPLY REFER TO

8 September 1997

From: Commander, Naval Facilities Engineering Command

Subj: OUTGRANTS OF DEPARTMENT OF THE NAVY CONTROLLED REAL
PROPERTY

Ref: (a) ASN(I&E) memo of 7 May 1997; same subject
(b) NAVFAC letter of 13 August 1997; same subject
(c) NAVFAC P-73 (Real Estate Procedural Manual)

1. Reference (a) issued procedures for complying with the new policy contained in reference (b). Once we receive your input, our procedure is to route all requests for ASN(I&E) approval through CNO(N44). In the case of easements, Admiral Smith has requested that we insure that there is no objection to the easement by the Activity chain-of-command before we submit the request for his concurrence. Therefore, please use the following procedure for easements, in lieu of the one contained in reference (a):

Easements over 5 years or under 5 years w/improvements over \$5,000-After sending the multiple addressee letter required in paragraph 21-28 of reference (c), send NAVFAC an identical letter, but omit the paragraph which states: "the concurrence of the addressees will presumed unless advice to the contrary is received within 30 days from the date of the letter." Upon expiration of the 30 days, please advise NAVFAC if any contrary advice has been received. Please include a small map that shows the easement in relation to the Navy property and facilities so that ASN can get a clear idea of what effect the easement will have and anything else you believe would be of importance including congressional interest, if appropriate.

2. If there are any questions concerning these procedures please call me at (703) 325-7342.

A handwritten signature in black ink, appearing to read "Charles C. Cocks".

Charles C. Cocks
By direction