

**DOCUMENT NAME: Option/Purchase  
of Real Property  
DOCUMENT TYPE: 24**

1. **Description:** This procedure is utilized for processing Treasury checks to obtain an option for the purchase of real property.

2. **Primary Forms:** DOT F-4200.1, Procurement Request

Copy of authorization from Commandant (G-ECV) citing project number and funding data for obtaining an option for closing the purchase.

Copy of the correspondence appointing the negotiator of this purchase.

Copy of the Statement of Just Compensation established by review appraiser.

3. **Related Forms:** None.

4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 2404904FAB001

| <u>Document Type</u> | <u>FY Funded</u> | <u>Procurement Site Code</u> | <u>FY Contract Originated</u> | <u>Region</u> | <u>Program Element</u> | <u>Document Sequence</u> | <u>Suffix</u> |
|----------------------|------------------|------------------------------|-------------------------------|---------------|------------------------|--------------------------|---------------|
| 24                   | 04               | 90                           | 4                             | F             | AB                     | 001                      |               |

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/3/5G/032/00/0/356200/75130/3211

6. **FINCEN Critical Processing Requirements:**

a. All the Primary forms must be forwarded as a complete package.

b. Procurement request must contain the following:

- (1) Payee's name.
- (2) Check mailing address.
- (3) Accounting data.
- (4) Standard document number.
- (5) Total amount requested.

7. **Other Information:** None.

8. **FPD Information:**

- a. Obligation will transmit electronically via FPD.
- b. A copy of the primary forms will be scanned into WINS and obligated electronically via CIMS/FPD.
- c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent. When transmitting obligations that have related commitments you must reference the commitment number in the Reference Document Number field of FPD for the commitment to be liquidated.
- d. This document is entered into FPD using the standard generic input through Simplified Acquisitions using the Miscellaneous Icon.

9. **Document Flow**

a. Purchase an Option:

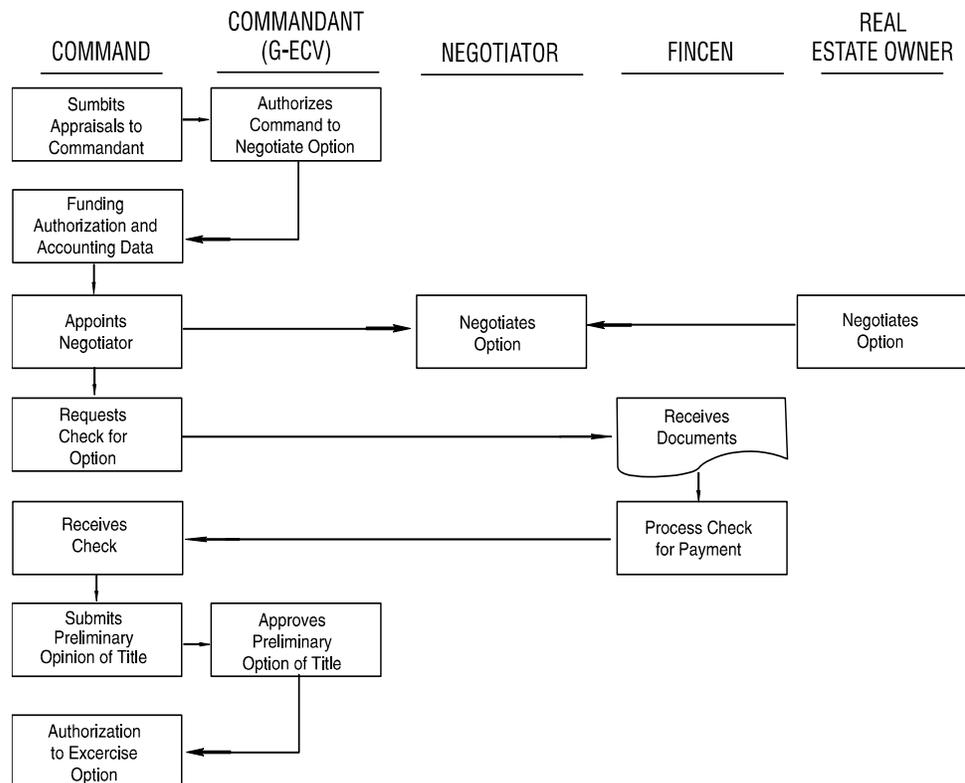
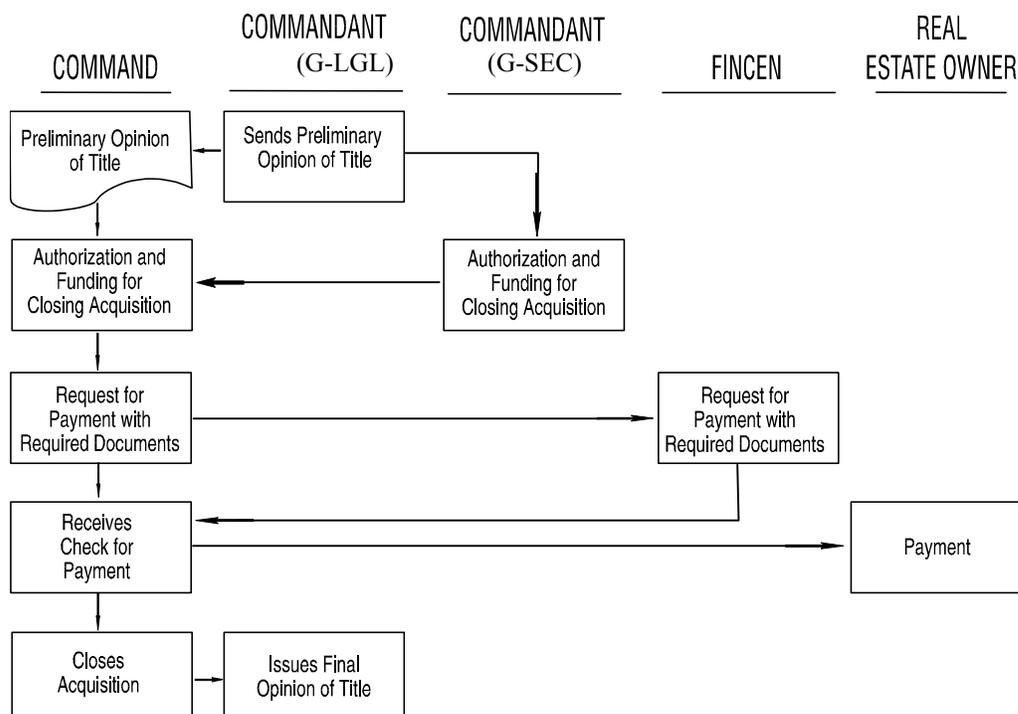


Figure: 12D-22 Purchase an Option on Real Property

9. a. (1) Figure 12D-22 describes the procedures for processing the Purchase Option on Real Property.
- (2) Command submits appraisal(s) for review to Commandant (G-SEC).
- (3) Commandant (G-SEC) sets just compensation and authorizes command to negotiate the option.
- (4) Command receives funding authorization and accounting data for obtaining the option from Commandant (G-SEC).
- (5) Command appoints a negotiator if this has not already been done.
- (6) Negotiator negotiates the option with the owners of the real estate to be purchased.
- (7) The command submits Preliminary Opinion of Title Assembly to Commandant (G-SEC) for approval.
- (8) The command submits authorization from Commandant (G-SEC) to exercise the option.
- (9) Command requests the FINCEN to process a check for the option by forwarding documents to the FINCEN (OPB). The command should allow ten (10) days from the date the FINCEN received the appropriate documents to receive the check.

b. Exercise an Option:



**Figure: 12D-23 Exercise an Option for the Purchase of Real Property**

9. b. (1) Figure 12D-23 describes the procedures for exercising the option to Purchase Real Property.
- (2) Command receives Preliminary Opinion of Title from Commandant (G-LGL).
- (3) Command receives authorization from Commandant (G-SEC) to proceed with closing.
- (4) Command receives authorization and accounting data from Commandant (G-SEC) for closing and acquisition.
- (5) Command forwards documents to the FINCEN requesting a check be processed for the purchase. Command should allow ten (10) days from the date the documents are received at the FINCEN to receive the check.
- (6) Command closes the acquisition.
- (7) Commandant (G-LGL) issues the Final Opinion of Title.

**10. Sample Forms:** See Figure 12D-24, 12D-24a, and 12D-24b.

**11. PES Report Sample:**

| DOCUMENT ID      | TRANS<br>CODE | BATCH<br>NUMBER | COST<br>CENTER | OBJ<br>CLASS | COMMIT | UNDELIVERED<br>ORDERS | ACCRUED<br>EXPEND | EXPEND   |
|------------------|---------------|-----------------|----------------|--------------|--------|-----------------------|-------------------|----------|
| 2404904FAB001000 | 103F          | 03310FH6W       | 12345          | 3211         | 0.00   | 0.00                  | 0.00              | 18000.00 |

**12. References:** COMDTINST M11011.9, Real Property Management Manual.

|  |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
|--|--|---|----------|------------------|--|---------------------|-------------|--------------|-----------------|----|-------------|-------------------|
| DEPARTMENT OF TRANSPORTATION<br><b>PROCUREMENT REQUEST</b><br><b>PROCESS RAPIDLY</b>                 |  |   |          |                  | PROCUREMENT REQUEST NO.<br><br>2104904FAB001   |                     |             |              |                 |    |             |                   |
| 1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT<br>John J. James                      |  |   |          |                  | 2. TYPE OF REQUEST (Check one)<br>A <input checked="" type="checkbox"/> NEW REQUEST<br>B <input type="checkbox"/> CHANGE TO PENDING PR NO. _____<br>C <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____ |                     |             |              |                 |    |             |                   |
| 3. ORIGINATING OFFICE DATA<br>CO, USCG MLCPCAC(fcp-4)Coast Guard Island, Alameda, CA.94501           |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| 4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)<br>Sam E. and Sue B. Jones |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| 5. APPROVALS   |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| APPROVING OFFICIALS (A)  |  | ROUTING SYMBOL (B)  | DATE (C) | INTERNAL ROUTING |  |                     |             |              |                 |    |             |                   |
|  |  |   |          | INITIALS (D)     | ROUTING SYMBOL (E)   |                     |             |              |                 |    |             |                   |
| (1) AUTHORIZED REQUISITIONER   |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| Robert T. Brown  |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| (2) ACCOUNTING CERTIFICATION OFFICER   |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| Carolyn K. Cover   |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| (3)  |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| (4)  |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
|  |  |   |          |                  | 6. CONSIGNEE AND DESTINATION   |                     |             |              |                 |    |             |                   |
|  |  |   |          |                  | 7. DATE(S) REQUIRED  |                     |             |              |                 |    |             |                   |
|  |  |   |          |                  | 8. GOVERNMENT FURNISHED PROPERTY<br><input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES" see par. 8 of Instructions on page 2.)  |                     |             |              |                 |    |             |                   |
| 9. DESCRIPTION OF ITEMS OR SERVICES  |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| ITEM NO. (A)   | ITEM OR SERVICE (Include Specifications and Special Instructions) (B)  |   |          | QTY (C)          | UNIT (D)   | ESTIMATED COST      |             |              |                 |    |             |                   |
|  |  |   |          |                  |  | UNIT (E) AMOUNT (F) |             |              |                 |    |             |                   |
|  | Option to Purchase Land; Parcel #75<br>MAP BOOK 17-006-7125; City of Portsmouth, VA.<br><br>Make check payable to:<br>Sam E. & Sue B. Jones<br><br>Check to be mailed to:<br>Commanding Officer<br>CG MLCPCAC (fcp-4)<br>Coast Guard Island Bldg. 54-A<br>Alameda, CA 94501-5100 |   |          |                  |  |                     |             |              |                 |    |             |                   |
| 10. ACCOUNTING DATA  |  |   |          |                  |  |                     |             |              |                 |    |             |                   |
| SYSTEMS DATA   |  | CHECK APPLICABLE QUARTER  |          |                  | TOTAL  |                     |             |              |                 |    |             |                   |
|  |  | <input type="checkbox"/> 1ST <input type="checkbox"/> 2ND <input type="checkbox"/> 3RD <input type="checkbox"/> 4TH |          |                  |  |                     |             |              |                 |    |             |                   |
| AGY  | DSTY   | APPN CODE   | LIM CODE | AFC CODE         | ALIC   | PROGRAM ELEMENT     | COST CENTER | OBJECT CLASS | DOCUMENT NUMBER |    | PROJECT     | ACCOUNTING AMOUNT |
| 2  | 6  | 5T  | 032      | 00               | 0  | 356200              | 75130       | 3211         | TYPE            | FY | P.R. NUMBER | SUFFIX            |
|  |  |   |          |                  |  |                     |             |              | 21              | 04 | 904FAB001   |                   |
|  |  |   |          |                  |  |                     |             |              | 21              |    |             |                   |
|  |  |   |          |                  |  |                     |             |              | 21              |    |             |                   |

FORM DOT F 4200.1.2CG (Rev. 2-94)  
 PREVIOUS EDITIONS ARE OBSOLETE

Figure 12D-24 DOT F-4200.1.2CG, Procurement Request

## INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

**GENERAL-** Leave upper righthand corner blank. These spaces are for procurement office use. Complete all applicable blanks. If additional space is needed, use blank paper or Form DOT F 4200.2CG, Procurement Request Continuation Sheet.

**ITEM 1-NAME, PHONE NUMBER, AND ROUTING SYMBOL** of person to contact concerning the request.

**ITEM 2-TYPE OF REQUEST**

A. Check "New Request" if this is an initial request. B. If this is a change to a pending PR, check box, and enter PR number assigned by procurement office. C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.

**ITEM 3-ORIGINATING OFFICE DATA.** Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number, etc.

**ITEM 4-ADDITIONAL INFORMATION.** Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data. If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.

**ITEM 5-APPROVALS.**

**COL. A-APPROVING OFFICIALS.** Enter typed name and title for approving officials as indicated below:

(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.

(2) Accounting Certification Officer. Signature of accounting representative having authority to certify that funds are available for the procurement.

(3) and (4) For use as may be required by local instructions.

**COL. B-ROUTING SYMBOL.** Self-explanatory.

**COL. C-DATE.** Give date of approval.

**COL. D AND COL. E-INTERNAL ROUTING.** Use these blocks only if internal review and intermediate approvals are required by approving officials.

**ITEM 6-CONSIGNEE AND DESTINATION.** Enter the name of consignee and address location where requested items are to be delivered or services are to be performed. If shipments are to be made to more than one destination, enter the words "Multiple Destinations" in this block and attach a list of the consignee addresses where shipments are to be made.

**ITEM 7- DATE(S) REQUIRED.** Enter the date(s) that items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.

**ITEM 8-GOVERNMENT FURNISHED PROPERTY.** If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.

**ITEM 9-DESCRIPTION OF ITEMS OR SERVICES.**

**COL. A-ITEM NO.** Enter item numbers in numerical sequence.

**COL. B-ITEM OR SERVICE.** Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs. Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements.

**COL. C-QUANTITY.** Enter quantity of each item requested.

**COL. D-UNIT.** The measure, such as "each" or "set".

**COL. E-ESTIMATED UNIT COST.** Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like. If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

**COL. F-ESTIMATED TOTAL COST.** Enter the total estimated cost for each item, and grand total cost

**ITEM 10-ACCOUNTING DATA.** Enter the appropriation(s) under which funds have been made available, and any other accounting data required. Reference Finance Center S.O.P. M7000.1.

**Figure 12D-24a DOT F-4200.1.2CG, Procurement Request (con't)**

| DEPARTMENT OF TRANSPORTATION<br>PROCUREMENT REQUEST - CONTINUATION SHEET |   |            |             | PAGE OF PAGES<br>PROCUREMENT REQUEST NO. |               |
|--|---|------------|-------------|--|---------------|
| 9. DESCRIPTION OF ITEMS OR SERVICES                                      |   |            |             |  |               |
| ITEM NO.<br>(A)  | ITEM OR SERVICE <i>(Include Specifications and Special Instructions)</i><br>(B) | QTY<br>(C) | UNIT<br>(D) | ESTIMATED COST                           |               |
|  |   |            |             | UNIT<br>(E)                              | AMOUNT<br>(F) |
|  |   |            |             |  |               |

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Figure 12D-24b DOT F-4200.1.2CG, Procurement Request (con't)