property and (2) whether it can fulfill its current needs by use of any property under its jurisdiction. If the new requirement cannot be met by use of the agency's existing real property, efforts will be made to determine if other satisfactory existing Federal holdings are available.

c. *Notification of planned requirements.*—Each executive agency will notify either the General Services Administration or the Bureau of Land Management, Department of the Interior, or both, as may be appropriate, of its current and future planned requirements prior to the acquisition of real property by purchase, condemnation, construction, or lease. The notification may be formal or informal as appropriate. GSA and the Bureau of Land Management, as appropriate, will advise the agencies if excess, unreserved public domain, or surplus real property is or may be available which might meet the need.

In specific cases where the agency's proposed acquisition of real property is dictated by such factors as exact geographical location, topography, engineering, or similar characteristics which limit the possible use of other available property, the notification will not be required. For example, in the case of a dam site or reservoir area, the construction of a generating plant or a substation, specific lands are needed and ordinarily no purpose would be served by such notification.

d. *Joint use.*—If suitable excess, surplus, or unreserved public domain land is not available, consideration should be given to the possibility of joint use of real property held by other Federal agencies.

e. *Transfer of excess real property.*—As a general rule and where compatible with the general provisions of this Circular, excess real property may be acquired by transfer as provided in General Services Administration's Federal Property Management Regulations, Subchapter H, Subpart 47.2, or as otherwise provided by law.

6. *Permits.*—Permits authorizing the use of property in the custody of an agency by another agency will be issued only when (a) a determination has been made by the accountable agency that the property is not excess, and (b) the proposed use by the requesting agency conforms to the acquisition and use provisions of this Circular. An agency authorized to dispose of real property may make excess or surplus property available for short-term use by permit during the period it is being processed for further use or disposal, providing the requesting agency conforms to the provisions of this Circular.

7. *Financing arrangements and authorizing legislation.*—There may be cases where the application of guidelines 4b and 4c cannot be accomplished without first incurring expenses for which appropriate financing must be obtained or securing the enactment of new authorizing legislation. In these cases appropriate arrangements should be made to complete the necessary studies and to submit such proposals for appropriations or legislation as may be necessary. These proposals should be supported by estimates of replacement costs and ultimate net savings.

8. *Implementation.*—The head of each agency will issue appropriate instructions to assure that:

a. Real property use, retention, and acquisition policies enunciated by this Circular are followed;

b. The guidelines for identification of excess real property are applied in accordance with this Circular;

c. Systematic, thorough reviews of real property holdings are made annually to identify unneeded or uneconomically used properties; and

d. Properties or portions of properties identified as excess are reported or processed as provided in paragraph 3 without delay if continued retention by the agency is not justified under the standards prescribed by this Circular.

9. *Annual report*:

a. *Submission.* The results of the review conducted pursuant to paragraph 8c of this Circular will be summarized in an annual report. The first annual report will be for fiscal year 1968. This report will either be included as an attachment to the agency's annual inventory report or real property owned by the United States, which is submitted to the General Services Administration as of June 30 of each fiscal year, or it may be submitted separately to GSA when the annual inventory report is submitted. When included as part of the annual inventory report, the data concerning the agency's review will be attached to GSA Form 1209, Summary of Number of Installations Owned by the United States.