GSA OFFICE OF GOVERNMENT-WIDE POLICY

FEDERAL REAL PROPERTY COUNCIL

2018 GUIDANCE FOR REAL PROPERTY INVENTORY REPORTING

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SUMMARY OF CHANGES FROM FY 2017 TO FY 2018

Data Element	Summary of Changes to the 2018 Data Dictionary
#4 Field Office Collocation	New data element required by the Federal Property Management Reform Act of 2016 (FPMRA) (Pub. L. 114-318, section 3, 40 U.S.C. § 623(e)(5), December 16, 2016, 130 Stat. 1615).
#14 Replacement Value	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
#15 Repair Needs	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
#19 Annual Operations Costs	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
#20 Annual Maintenance Costs	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
#43 Freedom of Information Act (FOIA) Exemptions	New data element required by the Federal Assets Sale and Transfer Act of 2016 (FASTA) (Pub. L. 114-287, § 21(e), December 16, 2016, 130 Stat. 1464).
Automatically Calculated Data Elements	The calculations and formulas that will be used to determine data elements referenced in the FPMRA and FASTA.
Data Anomaly for #22B Latitude and #22C Longitude	The GSA Geographic Information Systems (GIS) Center of Excellence (COE) will geospatially analyze the agency reported latitude and longitude values and will identify those coordinate latitude and longitude points that are not located within the boundaries of a country. This is a new data anomaly category.
Data Anomaly for #26 Country	New data anomaly category for GIS COE-identified country.
Data Anomaly for #25 State	New data anomaly category for GIS COE-identified state mismatches.
Data Anomaly for #27 County	New data anomaly category for GIS COE-identified county mismatches.
Data Anomaly for #29 Zip Code	New data anomaly category for GIS COE-identified zip code mismatches.

A. BACKGROUND

Executive Order (E.O.) 13327, Federal Real Property Asset Management, was issued on February 4, 2004 to promote the efficient and economical use of the Federal Government's real property assets.[1] E.O. 13327 established the interagency Federal Real Property Council (FRPC) and the role of the Senior Real Property Officer (SRPO) within each agency subject to the Chief Financial Officers Act of 1990. It also mandated creation of a centralized real property database, known as the Federal Real Property Profile Management System (FRPP MS).

To further improve the management of federal real property, the Federal Property Management Reform Act of 2016 (FPMRA) (Pub. L. 114-318) and the Federal Assets Sale and Transfer Act of 2016 (FASTA) (Pub. L. 114-287) were enacted on December 16, 2016.[2] These laws require all executive branch federal agencies, with certain exceptions, to submit current data and recommendations on federal civilian real properties owned, leased, or controlled by a federal agency, and to assess and determine how to dispose of excess and underutilized property.

Issued by the FRPC and pursuant to E.O. 13327 and FASTA and FPMRA, this Guidance for Real Property Inventory Reporting (known as the FRPP Data Dictionary) provides the federal real property reporting requirements for executive agencies. This 2018 version of the FRPP Data Dictionary reflects changes and additions to the data elements to be submitted to FRPP MS, including those required by the two statutes heretofore mentioned. To ensure a comprehensive database with complete information (e.g., all buildings within FRPP MS have the same data elements) from all agencies, the Office of Management and Budget (OMB) is requiring that all data elements be reported as required in this data dictionary regardless of an asset's status relative to FASTA and FPMRA.

Certification of Real Property Reporting

To enhance the accuracy and completeness of the data reported to FRPP MS, each agency that submits data to FRPP MS shall submit to GSA by March 31 of each year a certification letter that meets the following requirements:

1. Signed by the agency Chief Financial Officer;
2. Characterizes the accuracy of the data the agency submitted to FRPP MS and the methodology the agency used to evaluate the accuracy of the data;
3. Describes efforts currently employed or planned as part of the agency's independent verification and validation process to improve the accuracy and completeness of FRPP data;
4. Indicates that the agency has implemented data validation and verification (V&V) as required by OMB Management Procedures Memorandum 2016-01, *Improving Federal Real Property Data Quality – Required Data Validation and Verification Procedures* (January 28, 2016) and *GSA Federal Real Property Data Validation and Verification Guidance* (May 13, 2016); and
5. Reports actions taken by the agency to comply with requirements of the V&V guidance.

Agency certification letters are to be submitted to GSA by email at frppcerts@gsa.gov. Additional information regarding the requirement to submit this certification letter can be found in Office of Management and Budget Management Procedures Memorandum 2015-01, *Implementation of OMB Memorandum M-12-12-Section 3: Reduce the Footprint Policy* (March 25, 2015). Notwithstanding anything to the contrary, all agencies submitting data to FRPP MS must comply with the V&V guidance.

Real Property Reporting – Asset Types

E.O. 13327 requires agencies to report all owned, leased, and otherwise managed[3] federal real property assets within and outside the United States, including improvements on federal land. The agency responsible for reporting the constructed asset-level data is defined by the following:

[1] For the full text of E.O. 13327, 69 Fed. Reg. 5895 (February 6, 2004), see http://edocket.access.gpo.gov/2004/pdf/04-2773.pdf

[2] Federal Property Management Reform Act of 2016 (Pub. L, 114-318, December 16, 2016, 130 Stat.1608) and Federal Assets Sale and Transfer Act of 2016 (Pub. L. 114-287, December 16, 2016, 130 Stat. 1463).

[3] Otherwise managed properties are state or foreign government-owned properties where a U.S. state, city, county, town, other municipality government foreign government, trust, or U.S. territory holds title to the real property, but rights for use have been granted to a Federal Government entity in an arrangement other than a leasehold. Otherwise managed properties also include those properties under Withdrawn Land or Museum Trust.

- For **owned** real property (for which the United States holds title), the federal agency that exercises real property accountability is responsible for reporting the asset.
- For **leased** real property, the federal agency that signed the lease on behalf of the United States Government is responsible for reporting the asset.
- For **otherwise managed** real property, the federal agency that entered into the agreement on behalf of the United States Government is responsible for reporting the asset. In cases where the agreement is between two or more federal agencies, to ensure an accurate accounting of the real property assets, the agencies must agree on which agency has custody and control of the asset and the responsibility of reporting the asset data to FRPP MS.

Notes:

- If GSA has delegated operations and maintenance responsibility for an asset to an agency, the agency with the O&M delegation does NOT report the asset to FRPP MS. GSA will report the asset. GSA will ask the agency for the O&M costs of the asset and then enter that data in FRPP MS.
- If an agency occupies space under an occupancy agreement with GSA, then the agency will NOT report that asset to FRPP MS. GSA will report the asset. To do so, GSA will ask the tenant agency for the number of federal personnel and contractors occupying its space and then report that data to FRPP MS.

Property Reporting Exclusions[4]

The following real property assets are excluded from the E.O. 13327, and reporting is **not required:**

- Land easements or rights-of-way held by the Federal Government.
- Public domain land (including lands withdrawn for military purposes) or land reserved or dedicated for national forest, national park, or national wildlife refuge purposes, except for improvements on those lands.
- Land held in trust or restricted-fee status for individual Native Americans or Native American tribes.
- Land, and interests in land, that are withheld from the scope of this order by agency heads for reasons of national security, foreign policy, or public safety.

FASTA excludes certain property types from its requirements, as identified in data element # 37, Reason for Exclusion. Citing the authority in E.O. 13327, OMB has directed agencies to report real property data for all assets in accordance with this FRPP Data Dictionary regardless of whether an asset is excluded by FASTA. Reporting all data in accordance with E.O. 13327 ensures a comprehensive database and continuity in the data reported by agencies.

[4] These exclusions are specified in section 2 of E.O. 13327 and section 3(5) (B) of FASTA.

B. FRPP INVENTORY DATA ELEMENTS AND DESCRIPTION

The FRPC has identified and defined data elements for assets that are to be captured and reported by all executive agencies, as listed in **Table 1: 2018 FRPP Data Elements** below. These data elements are (1) to be reported at the constructed asset level for buildings and structures and at the parcel level for land, and (2) applicable for all property types (land, building, structure). Shaded rows indicate data elements that have subelements. Yellow highlight indicates a data element change or addition.

Table 1: 2018 FRPP Data Elements

Data Element #	Data Element Name	Data Element Note
1	Real Property Type	
2	Real Property Use	
3	Field Office	Only reported for office buildings
4	Field Office Collocation	Only reported for field office buildings
5	Reduce the Footprint	**Automatically populated data element, not reported by agencies**
6	Legal Interest	
6A	Legal Interest Indicator	
6B	Lease Authority Indicator	
7	Status	
7A	Status Indicator	
7B	Report of Excess Submitted Date	
7C	Report of Excess Accepted Date	
7D	Determination to Dispose Date	
7E	Cannot Currently be Disposed Date	Only reported if the status is Cannot Currently be Disposed
7F	Surplus Declaration Date	
7G	Outgrant Indicator	
7H	Reason Cannot Currently be Disposed	
8	Historical Status	
9	Reporting Agency	
10	Using Organization	
11	Size	

Data Element #	Data Element Name	Data Element Note
11A	Acres (Land)	
11B	Square Feet (Buildings)	
11C	Square Feet Unit of Measure	
11D	Structural Unit (Structures)	
11E	Unit of Measure (Structures)	
12	Utilization	
13	Year Asset Reported Underutilized	Only reported if the status is Unutilized or Underutilized
14	Replacement Value	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
15	Repair Needs	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
16	Historical Capital Expenditures	Only reported for owned buildings and structures
17	Estimated Future Capital Expenditures	Only reported for owned buildings and structures
18	Condition Index	**Automatically calculated data element, not reported by agencies**
19	Annual Operations Costs	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
19A	Owned and Otherwise Managed Annual Operations Costs	Only reported for owned and otherwise managed assets
19B	Lease Annual Operations Costs	Only reported for leased assets
20	Annual Maintenance Costs	Revised definition per the December 1, 2016 memorandum from GSA, *Improving Consistency and Quality of Federal Real Property Profile (FRPP) Data to Support Efficient Resource Allocation*.
20A	Owned and Otherwise Managed Annual Maintenance Costs	Only reported for owned and otherwise managed assets
20B	Lease Annual Maintenance Costs	Only reported for leased assets
21	Lease Annual Rent to Lessor	
22	Main Location	
22A	Street Address	
22B	Latitude	
22C	Longitude	
23	Real Property Unique Identifier	
24	City	

Data Element #	Data Element Name	Data Element Note
25	State	
26	Country	
27	County	
28	Congressional District	
29	ZIP Code	
30	Installation/Sub-Installation Identifier	
30A	Installation Identifier	
30B	Sub-Installation Identifier	
30C	Installation Name	
31	Disposition	
31A	Disposition Method	
31B	Disposition Date	
31C	Actual Sales Price	Only reported for Sale (includes negotiated and public sale subcategories)
31D	Net Proceeds	Only reported for Sale (includes negotiated sale and public sale subcategories)
32	Sustainability	Required for buildings greater than 5,000 gross square feet
33	Lease Start Date	Only reported for leased assets
34	Lease Expiration Date	
35	Lease Occupancy Date	Optional data element for leased assets
36	Is Asset Excluded	
37	Reason for Exclusion	Only reported for “Is Asset Excluded” = YES
38	Year of Asset Construction	Only reported for owned buildings and structures
39	Can the Number of Federal Employees be Determined	Only reported for buildings
40	Number of Federal Employees	Only reported if the data element Can the Number of Federal Employees be Determined = YES
41	Can the Number of Federal Contractors be Determined	Only reported for buildings
42	Number of Federal Contractors	Only reported if the data element Can the Number of Federal Contractors be Determined = YES
43	Freedom of Information Act (FOIA) Exemptions	Reported for all assets

Data Element #	Data Element Name	Data Element Note
43A	Statutory Citation	Only report if FOIA Exemption category is Statutory

Refer to Appendix B: Quick Guides – Data Dictionary for a summarized listing of the data elements, valid codes, pick-lists and other technical notes.

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1. Real Property Type

Real Property Type indicates the asset is one of the following categories of real property (valid codes are in parentheses):

- Land (20)
- Building (35): A building is a constructed asset that is enclosed with walls and a roof that provides space for agencies to perform activities or store materials as well as provides space for people to live or work in.
- Structure (40)

2. Real Property Use

Real Property Use indicates the asset's predominant use in one of the following categories:

- Land predominant use (25 categories)
- Building predominant use (25 categories)
- Structure predominant use (23 categories)

Note:

- Predominant use means the greatest use of the real property asset (land, building, or structure). For example, buildings used primarily for office purposes are classified as office, even though certain portions of them may be used for storage or research. A real property asset may only have one predominant use code. Real property predominant use categories, definitions and associated 2-digit codes can be found in Section E: Definitions and Codes.

3. Field Office

Field office is defined by section 3(6) of FASTA and section 3(a) of FPMRA, 40 U.S. C. § 621(5) as "any office of a Federal agency that is not the headquarters office location for the Federal agency." Accordingly, agencies are required to identify field offices for all worldwide, non-disposed office building assets. It is not to be reported for any other assets. Valid codes in parenthesis.

- **Headquarters (HQ)** - an office building that serves as a federal agency's headquarters
- **Headquarters function (HF)** - an office building that contains a headquarters function that is not housed in the primary headquarters
- **Field Office (FO)** - all other office buildings

The headquarters office of an agency's bureau or component organization shall be reported as a field office. For example, the Robert F. Kennedy Department of Justice Building, which is Justice's headquarters, shall be reported as HQ. Any headquarters-related functions not housed within that building shall be reported as HF; while headquarters of the Federal Bureau of Prisons, a division of Justice, shall be reported as FO.

4. Field Office Collocation

This data element is required for all office building assets reported as field office (FO).

A field office is suitable for collocation if the space could be shared or located in the same building or facility as other federal agencies. Collocation is applicable to the specific space and it is up to each agency to determine whether its mission and function within the building are suitable for such an arrangement, in buildings that the agency directly owns or otherwise controls. Agencies are to report either YES with the associated code (Y) or NO and the code (N).

Note:

- This data element is required by section 3(a) of FPMRA, 40 U.S.C § 623(e)(5).

5. REDUCE THE FOOTPRINT (Will Be Automatically Calculated – DO NOT REPORT)

Consistent with OMB Management Procedures Memorandum 2015-01, *Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint*, dated March 25, 2015, all Chief Financial Officers (CFO) Act executive branch departments and agencies shall move aggressively to dispose of surplus properties held by the Federal Government, make more efficient use of the government's real property assets, and reduce the total square footage of their domestic office and warehouse inventory relative to an established baseline. To identify assets that are subject to the Reduce the Footprint (RTF) policy, FRPP MS will populate the RTF data element to determine whether the asset is subject to monitoring under the RTF policy.

The determination of the RTF data element will be made on the following criteria:

- CFO Act[5] agencies; and
- Office and warehouse assets that have a legal interest of owned or leased, and location in the United States, the District of Columbia, or one of the U.S. territoires.

Reduce the Footprint Asset (YES/NO) is used to identify whether an asset is covered by the Reduce the Footprint policy.

- If the asset is covered by the RTF policy, FRPP MS will populate the RTF data element with YES (Y).
- If the asset is not covered by the RTF policy, FRPP MS will populate the RTF data element with NO (N).

In addition, assets which were monitored by the RTF policy in a previous year will continue to be subject to the RTF policy, even if the predominant use changes to something other than office or warehouse. For instance, if an agency had reported an asset with a real property use of office in a prior year, but this year the predominant real property use changed to lab, the asset remains subject to the RTF policy, and FRPP MS will populate a YES to the RTF data element.

Once a RTF asset is disposed of, the agency will report the asset as disposed in the current reporting year, and FRPP MS will provide YES for the RTF data element. If an asset was reported as a lab asset in a prior year, and thus not subject to the RTF policy, but the predominant real property use changed to office in the current reporting period, the RTF data element would populate a NO for that asset, as it was not originally subject to the RTF policy.

6. LEGAL INTEREST

6A. LEGAL INTEREST INDICATOR

Legal Interest Indicator is used to identify a real property asset as being either owned or leased or otherwise managed by the Federal Government (valid codes are in parentheses):

- **Owned (G)**: The Federal Government has fee simple interest for the real property asset.
- **Leased (L)**: The rights to use the real property asset have been assigned to the Federal Government by a private entity or a non-Federal Government entity for a defined period of time in return for rental payments.
- Otherwise Managed:
    - **State Government-Owned (S)**: A U.S. State, city, county, town, or other municipality government holds title to the real property asset, but rights for use have been granted to a Federal Government entity in a method other than a leasehold arrangement.
    - **Foreign Government-Owned (F)**: A foreign government, trust, or U.S. territory holds title to the real property asset, but rights for use have been granted to a Federal Government entity in a method other than a leasehold arrangement.
    - **Museum Trust (M)**: A trust entity holds title to the real property asset predominantly used as a museum, but federal funds may be received to cover certain operational and maintenance costs.
    - **Withdrawn Land (W)**: Land withdrawn from public domain for another federal entity's specific use.

[5] Chief Financial Officers Act of 1990, 31 U.S.C § 901 (b)(1) can be accessed at: http://www.gpo.gov/fdsys/pkg/USCODE-2011-title31/pdf/USCODE-2011-title31-subtitleI-chap9-sec901.pdf

Notes:

- Agencies will not be permitted to submit withdrawn land as the legal interest for a building or structure asset.
- Agencies are not to submit state-government owned as the legal interest for an asset located in a foreign country. Agencies are not to report foreign-government owned as the legal interest for an asset located in the United States.

6B. Lease Authority Indicator

Lease Authority Indicator is required for leased assets only. Provide one of the following 2-character codes to indicate the authority used to execute the lease (valid codes are in parentheses):

- **Independent Statutory Authority (IS)**: Authority to acquire leased space that originates in a statute enacted into law. This may be an agency wide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a federal agency.
- **Categorical Space – Delegation from GSA (CS)**: A standing delegation of authority from the Administrator of General Services to a federal agency to acquire certain types of space as identified in FMR 41 CFR Part 102-73 Delegation of Authority, sec 102.73-155. All leased real estate assets reported as categorical delegation must comply with GSA FMR Bulletin C-2 Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014) reporting requirements in the GSA Lease Delegations data system.
- **Special Purpose Space – Delegation from GSA (SP)**: A standing delegation of authority from the Administrator of General Services to specific federal agencies to lease their own special purpose space. Restricted to agencies that have special purpose delegation authority for the types of space authorized under FMR 41 CFR §§ 102-73.170 through– 102-73.225. Agencies that have special purpose delegation are Agriculture, Commerce, Defense, Energy, Federal Communications Commission, Health and Human Services, Homeland Security, Interior, Justice, Transportation, Treasury, and Veterans Affairs. All leased real estate assets reported as special purpose delegation must comply with GSA FMR Bulletin C-2 Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014) reporting requirements in the GSA Lease Delegation data system.
- **General Purpose – Delegation from GSA (PC)**: GSA FMR Bulletin C-2, Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014) established new requirements for agencies requesting authorization to use the general purpose lease delegation authorization. The bulletin re-emphasized and modified certain procedures associated with the use of the delegation of general purpose leasing authority as provided by GSA FMR Bulletin 2008-B1, Revised Implementation Requirements for Delegations of Lease Acquisition Authority (72 FR 65026, November 19, 2007). General purpose delegations of lease authority is limited to no more than 19,999 usable square feet of space for terms of up to 20 years and below prospectus-level requirements, regardless of geographic location. General purpose space is defined as office and related space, as well as laboratory and warehouse space. All leased real estate assets reported as general purpose delegation with lease award dates after November 11, 2007, must be approved by GSA in accordance with GSA FMR Bulletin C-2, Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014). No real estate asset may be reported under general purpose delegation without receiving appropriate delegated authority from GSA.

Notes:

- Information on Special Purpose Space Delegation can be found at http://www.gsa.gov/portal/ext/public/site/FMR/file/Part102-_73.html/category/21859/
- Information on General Purpose Space Delegation can be found at http://www.gpo.gov/fdsys/pkg/FR-2014-04-16/pdf/2014-08645.pdf

7. Status

7A. Status Indicator

Status Indicator reflects the predominant physical/operational status of the asset. Buildings, structures, and land assets will have one of the following attributes (valid codes are in parentheses):

- **Current Mission Need (A)**: Asset is currently needed to support agency's mission or function.
- **Future Mission Need (I)**: Asset is not currently needed to support agency's mission or function but will be needed in the future.

- **Report of Excess Submitted (B)**: Agency has submitted a report of excess (ROE) to GSA and the ROE is pending acceptance by GSA. For this category, the agency must submit the date the ROE was submitted to GSA..
- **Report of Excess Accepted (C)**: Agency has received an acceptance of the ROE from GSA Disposal Office. For this category, the agency must submit the date the ROE was accepted by GSA..
- **Disposed (D)**: Asset has exited the federal inventory. For the category, the agency must submit the date of asset disposition.

Notes:

- FRPP MS business rule validation prohibits reporting a disposed asset multiple times. An asset that has been reported disposed cannot be reported disposed in subsequent years. Agencies cannot dispose of the same asset multiple times.
- For example: If an asset was reported disposed by an agency in FY 2014, then the agency should not report the asset as disposed in the current fiscal year. Instead, it should delete the record from its data submission, so that the asset appears in FRPP MS's missing asset report. In the missing asset report, the agency should note that the asset had been reported disposed in a prior fiscal year.

- **Determination to Dispose (F)**: Agency has made the final determination to remove the asset from the inventory pursuant to independent statutory authorities. This status category includes demolitions, regardless of authority; instances where the agency chooses to use its own statutory authority; or instances where the agency has not yet submitted a ROE to GSA. For this category, the agency must submit the date the agency made the determination to dispose.
- **Cannot Currently be Disposed (G)**: Asset for which an agency has no long term need, but the asset "cannot currently be disposed" because of certain circumstances. Agencies must pick one specific circumstance from among the following options in the drop down list (valid codes are in parentheses): See data element 7H.
    - Environmental Remediation (1) – Asset requires environmental remediation such as removal of pollution or contaminants from soil, groundwater, sediment, or surface water.
    - Diplomatic Restrictions (2) – Host government does not provide its consent for the disposal of a property, as is usually required under diplomatic law or via direct treaty between the U.S. and the host country.
    - Title/ Legal Disputes (3) – Agency has to resolve disputes involving encumbrances such as liens, deed restrictions, encroachments, or licenses that restrict the ability to transfer title of the property.
    - Campus Location (4) – Asset is located on a campus and/or behind a secure fence line that limits the ability to access or separate the asset from the rest of the entire installation.
    - Easements (5) – Another entity has a nonpossessory legal right to use the asset for a specified purpose.
    - Protective Structures (6) – Includes levies, breakwaters, or berms.
    - Other (7)
    - Statutory/regulatory process (8) – Agency has not yet completed processes resulting from a statutory/regulatory requirement and therefore cannot dispose of the asset.
- **Surplus (S)**: Consistent with statutory definition cited in 41 CFR § 102-75.1160; accord 45 CFR § 12a.1; 24 CFR § 581.1., surplus property means any excess real property not required by any federal landholding agency for its needs or the discharge of its responsibilities, as determined by the Administrator of GSA. Agencies with independent authority to dispose of assets may also declare assets as "surplus," depending on the processes prescribed in their statutory authorities.
- **Owned Inventory Status Categories –** Owned assets may only have a status of:
    - Current Mission Need (A),
    - Future Mission Need (I),
    - Report of Excess Submitted (B),
    - Report of Excess Accepted (C),
    - Disposed (D),
    - Determination to Dispose (F),
    - Cannot Currently be Disposed (G), or

- Surplus (S).

Leased or Withdrawn Land Inventory Status Categories – Leased assets may only have a status of:

- Current Mission Need (A),
- Future Mission Need (I), or
- Disposed (D).

Museum Trust, State, and Foreign Govt. Owned Inventory Status Categories – Assets with legal interest of museum trust, state government owned, or foreign government owned may only have a status of:

- Current Mission Need (A),
- Future Mission Need (I),
- Disposed (D)
- Determination to Dispose (F),
- Cannot Currently be Disposed (G), or
- Surplus (S).

7B. Report of Excess Submitted date

This data sub-element is required for all assets with status indicator Report of Excess Submitted (B). Agencies are to report the actual date the ROE was submitted to GSA in MM/DD/YYYY format.

Agencies may submit a past or present date, but the date cannot exceed 09/30/2018, for FY 2018 reporting.

7C. Report of Excess Accepted date

This data sub-element is required for all assets with status indicator Report of Excess Accepted (C). Agencies are to report the actual date the ROE was accepted by GSA in MM/DD/YYYY format.

Agencies may submit a past or present date, but the date cannot exceed 09/30/2018, for FY 2018 reporting.

7D. Determination to Dispose date

This data sub-element is required for all assets with status indicator Determination to Dispose (F). An agency with independent statutory authority to dispose of assets (and that therefore will not submit a ROE to GSA) has made the final determination to remove the asset from the inventory. The agency is to report the actual date the agency made the final determination to remove the asset from the inventory in MM/DD/YYYY format.

Agencies may submit a past or present date, but the date cannot exceed 09/30/2018, for FY 2018 reporting.

7E. Cannot Currently be Disposed Date

This data sub-element is required for all assets with status indicator Cannot Currently be Disposed (G). Agencies are to report the actual date that the agency made the determination that an asset cannot currently be disposed in (MM/DD/YYYY) format. Agencies may submit a past or present date, but the date cannot exceed 09/30/2018, for FY 2018 reporting.

Notes:

- As required by FASTA, GSA will calculate the number of days each asset is excess based on the reported status and corresponding date for Report of Excess Submitted, Report of Excess Accepted, Determination to Dispose, or Cannot Currently be Disposed.
- For example, an asset was designated Cannot Currently be Disposed on 05/05/2012:

  Current Date (for example 02/15/2018) - Cannot Currently be Disposed Date (05/05/2012) = Number of Days Excess (2,112 days)

7F. Surplus Declaration date

This data sub-element is required for all assets with status indicator Surplus (S). Agency are to report in a MM/DD/YYYY format the date the asset was declared surplus to the Federal Government.

Agencies may submit a past or present date, but the date cannot exceed 09/30/2018, for FY 2018 reporting.

7G. Outgrant Indicator

In addition to the predominant status of the property, each asset where the legal Interest equals owned, leased, or museum trust will have an outgrant indicator. Outgrant refers to Federal Government-owned or leased real property in which rights have been conveyed or granted to another entity. Please do not report outgrant indicator for onsite retail and food outlease.

Outgrant Indicator (Y/N): Indicate whether rights have been conveyed or granted to another entity by indicating YES (Y) or NO (N).

Notes:

- The percentage of a constructed asset outgranted is not a consideration for reporting "YES" for Outgrant Indicator. If any portion of the asset is outgranted, the agency should report "YES" for Outgrant Indicator. For example, for a 100,000-square foot building with only 1,000 square feet outgranted, an agency would report "YES" for Outgrant Indicator.
- Agencies are not to report Outgrant Indicator for onsite retail or food outlease.

7H. Reason Cannot Currently Be Disposed

This data sub-element is required for all assets with status indicator Cannot Currently be Disposed (G). Agencies must pick one specific circumstance from among the following options in the drop down list (valid codes are in parentheses):

- Environmental Remediation (1) – Asset requires environmental remediation such as removal of pollution or contaminants from soil, groundwater, sediment, or surface water.
- Diplomatic Restrictions (2) – Host government does not provide its consent for the disposal of a property, as is usually required under diplomatic law or via direct treaty between the U.S. and the host country.
- Title/ Legal Disputes (3) – Agency has to resolve disputes involving encumbrances such as liens, deed restrictions, encroachments, or licenses that restrict the ability to transfer title of the property.
- Campus Location (4) – Asset is located on a campus and/or behind a secure fence line that limits the ability to access or separate the asset from the rest of the installation.
- Easements (5) – Another entity has a nonpossessory legal right to use the asset for a specified purpose.
- Protective Structures (6) – Includes levies, breakwaters, or berms.
- Other (7)
- Statutory/regulatory process (8) – Agency has not yet completed processes resulting from a statutory/regulatory requirement and therefore cannot dispose of the asset.

8. Historical Status

This data element may not be submitted for Leased, Withdrawn Land, State, and Foreign Government Owned assets.

Historical status is based on the National Register of Historic Places (NRHP) evaluation by your agency's cultural resources staff; the staff members should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO). It is required for all owned and museum trust building, structure, and land assets. Consult with your agency's cultural resources staff if there are questions about the historical status of assets to be reported.

Each asset where the legal interest equals "owned" or "museum trust" will have one of the following historical status attributes (valid codes are in parentheses):

- National Historic Landmark (NHL) (1)

- National Register Listed (NRL) (2)
- National Register Eligible (NRE) (3)
- Non-contributing element of NHL/NRL district (4)
- Not Evaluated (5)
- Evaluated, Not Historic (6)

National Historic Landmark (NHL) (1): the asset is designated as a National Historic Landmark (NHL) either individually or as a contributing resource to an NHL district. Consult with your agency's cultural resources staff if there are questions about the Historical status of assets to be reported; they should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and SHPO/THPO.

National Register Listed (NRL) (2): the asset is listed in the NRHP either individually or as a contributing resource to a National Register-listed historic district. Consult with your agency's cultural resources staff if there are questions about the historical status of assets to be reported; they should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and SHPO/THPO.

National Register Eligible (NRE) (3): the asset is eligible for listing in the NRHP either individually or as a contributing resource to a National Register-eligible historic district. Consult with your agency's cultural resources staff if there are questions about the historical status of assets to be reported; they should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and SHPO/THPO.

Noncontributing element of NHL/NRL district (4): the asset has been determined noncontributing to an NHL or National Register listed or eligible historic district. Consult with your agency's cultural resources staff if there are questions about the historical status of assets to be reported; they should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and SHPO/THPO.

Not Evaluated (5): the asset has not been evaluated by your agency's cultural resources staff for listing in the NRHP either individually or as part of a larger district or no historical status information is available. This is common and acceptable for assets less than 45 or 50 years old to be unevaluated. Consult with your agency's cultural resources staff if there are questions about the historical status of assets to be reported; they should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and SHPO/THPO.

Evaluated, Not Historic (6): the asset has been evaluated by your agency's cultural resources staff and determined not to be historical, that is, not eligible for listing in the NRHP. Consult with your agency's cultural resources staff if there are questions about the historical status of assets to be reported; they should be aware of formal determinations by the Keeper of the NRHP and/or consensus determinations between your agency and SHPO/THPO.

9. Reporting Agency

Reporting Agency refers to the Federal Government agency/bureau reporting the property to FRPP MS. Agencies are required to report this data element for all assets.

Provide the 4-digit agency/bureau code for the agency reporting the property. The full list of agency/bureau codes may be found in Appendix E: Agency Bureau Codes. The agency bureau code is a 4-digit code identifying the agency and bureau. The first two digits identify the agency; the last two digits identify the bureau within the agency.

Note:

- Reporting Agency is also required for any asset that has been reported as disposed.

10. Using Organization

Using Organization refers to the predominant Federal Government agency/bureau (or other non-Federal Government entity) occupying the property.

Provide the 4-digit agency bureau code of the predominant user of the property. If property is occupied by a non-Federal Government entity (e.g., private sector), provide "9999" for the Using Organization value. The full list of agency bureau codes may be found in Appendix E: Agency Bureau Codes.

Note:

- Optional for structure assets.

11. SIZE

Size refers to the size of the real property asset according to appropriate units of measure. The units of measure used for building and land assets are as follows:

For land, the unit of measure is acreage and is designated as Acres.

For buildings, the unit of measure is area in square feet and based on the source document (e.g., lease, construction documents, CAD drawings).

Notes:

- Numeric values reported for acres or square feet must be greater than zero.
- FRPP MS now compares land and building area to the data reported in the prior year. If there is a statistically significant increase or decrease in acreage or square footage, then FRPP MS will generate a variance warning that requires the agency to confirm data accuracy. For example, if an owned office building is reported as 750,000 SF in the prior year and 100,000 SF in the current year, there is a statisically significant variance of 650,000 SF. The agency will be prompted to confirm 100,000 SF in FRPP MS, in turn.
- GSA determined the statistically significant area variance for each real property type, use, and legal interest according to FY 2015 and FY 2016 data sets. See **Appendix F** for variance thresholds.
- For those real property type, use, and legal interest combinations for which there are no predetermined variance thresholds, FRPP MS applies a 5 percent variance rule. FRPP MS will generate a warning should acreage or square footage increase or decrease 5 percent or greater from the figure reported the previous year.

11A. ACRES (LAND)

Provide the total number of acres associated with each land asset record. This data element is required for all land assets.

11B. SQUARE FEET (BUILDINGS)

Provide the total area in square feet based on a source document (e.g., lease). This data element is required for all building assets.

The total amount of square feet will be used for the reporting and performance measurement of the Reduce the Footprint policy.

11C. SQUARE FEET UNIT OF MEASURE

In addition to reporting the square feet, agencies will provide one of the three available options for the unit of measure for the square feet indicated in data element #11B. The three categories are:

- **Gross Square Feet (G)**: The area of all floors on all levels of a building as determined using an industry standard such as ANSI/BOMA Z65.3-2009[6], *Gross Area of a Building* or IFMA/ASTM E1836-01, *Standard Classification for Building Floor Area Measurements for Facility Management.* All owned buildings must submit Gross Square Feet (G). Otherwise managed buildings must choose Gross Square Feet (G), Rentable Square Feet (R) or Usable Square Feet (U).

[6] The **ANSI/BOMA Standard Z65.3-2009** outlines the industry practice for measuring gross area of a building. This standard applies to buildings containing all types of types of occupancies, including office, retail, industrial, since and multi-unit residential, hospitality, entertainment and institutional buildings. It applies to both new and existing buildings containing single or multiple stories

- **Rentable Square Feet (R)**: The rentable area, SF, as determined using ANSI/BOMA Z61.1-2010, Office Buildings: Standard Methods of Measurement or IFMA/ASTM E1836-01, Standard Classification for Building Floor Area Measurements for Facility Management. It is the area, measured to the inside finished surface of the permanent outer walls, excluding any major vertical penetrations of the floor. Areas of columns and building projects are included in rentable area. Excluded are exterior walls, major vertical penetrations, and interior parking spaces. All leased buildings must choose Rentable Square Feet (R) or Usable Square Feet (U). Otherwise managed buildings must choose Gross Square Feet (G), Rentable Square Feet (R) or Usable Square Feet (U).
- **Usable Square Feet (U)**: The portion of a building that is available for occupants, as determined using ANSI/BOMA Z65.1-2010[7], *Office Buildings: Standard Methods of Measurement*, or IFMA/ASTM E1836-01, *Standard Classification for Building Floor Area Measurements for Facility Management*. The area excludes common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment (that supports the building) rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets. All leased buildings must choose Rentable Square Feet (R) or Usable Square Feet (U). Otherwise managed buildings must choose Gross Square Feet (G), Rentable Square Feet (R) or Usable Square Feet (U).

11D. Structural Unit (Structures)

Provide the corresponding size for the structure based on the unit of measure selected. This is optional for structures assets.

11E. Unit of Measure (Structures)

Provide the unit of measure for the structure. Table 2 Structural Units of Measure for Predominant Use Categories provides the valid units of measure. See also Appendix B: Quick Guide - Predominant Use Categories & Codes.

Table 2: Structural Units of Measure for Predominant Use Categories

Code	Predominate Use Category for Structures	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each, Linear Feet
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
28	Museum	Each
40	Storage (other than buildings)	Each, Linear Feet
50	Industrial (other than buildings)	Each, Linear Feet
60	Service (other than buildings)	Each
65	Space Exploration Structures	Each
66	Parking Structures	Square Yards
70	Research and Development (other than labs)	Each
71	Utility Systems	Each, Linear Feet, Miles
72	Communication Systems	Each, Miles
73	Navigation and Traffic Aids (other than buildings)	Each
75	Recreational (other than buildings)	Each
76	Roads and Bridges	Lane Miles, Square Yards
77	Railroads	Miles
78	Monuments and Memorials	Each
79	Miscellaneous Military Facilities	Each
82	Weapons Ranges	Each
83	Renewable Energy System	Each
80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards

[7] The **ANSI/BOMA Standard Z65.1-2010** outlines the industry practice for measuring different types of spaces commonly found **within** buildings. The standard seems particularly well suited to office buildings.

The unit of measure is reported along with the size of the structure. The database codes for the units of measure are as follows:

- Each (1)
- Lane Miles (2)
- Linear Feet (3)
- Miles (4)
- Square Yards (5)

12. UTILIZATION

This data element is REQUIRED for the following building predominant use categories: offices, hospitals, family housing, dormitories and barracks, warehouses, and laboratories. It is NOT to be reported for any structure assets, land assets, or remaining building uses.

Agencies must report utilization in terms of **Unutilized (5)**, **Underutilized (7)**, or **Utilized (6)** based on the statutory definitions provided below.

Unutilized property means an entire property or portion thereof, with or without improvements, not occupied for current program purposes for the accountable executive agency or occupied in caretaker status only.(41 CFR § 102-75.1160; accord 45 CFR § 12a.1; 24 CFR § 581.1.)

Underutilized means an entire property or portion thereof, with or without improvements, which is used only at irregular periods or intermittently by the accountable landholding agency for current program purposes of that agency, or which is used for current program purposes that can be satisfied with only a portion of the property (41 CFR § 102-75.1160; accord 45 CFR § 12a.1; 24 CFR § 581.1.).

Utilized means anything that is not defined as unutilized or underutilized.

Agencies report utilization based on the programmatic purpose for which the asset is used.

Per the McKinney –Vento Homeless Assistance Act of 1987 (Pub. L. 100-77, July 22, 1987, 101 Stat.482, 42 U.S.C. §11301 *et.seq*. (FMR 41 CFR §§102-75.1160 through 102-75.1290), federal agencies are required to report to the U.S. Department of Housing and Urban Development (HUD) information concerning their unutilized, underutilized, excess, and surplus properties.

Notes:

- Agencies should ensure that any building asset they report in FRPP MS as unutilized or underutilized is also reported to HUD. Refer to FMR 41 CFR §§ 102-75.1160 through 102-75.1290 at: http://www.gsa.gov/portal/ext/public/site/FMR/file/Part102-75.html/category/21859/.
- If an asset has a legal interest of leased and the lease occupancy date is greater than 10/01/2018, then the Utilization data element must be NULL.

13. YEAR ASSET REPORTED UNDERUTILIZED

Agencies shall report a 4-digit numeric value that represents the fiscal year the asset was most recently designated as underutilized.

FRPP MS will then add September 30 to the year and subtract this date from the current date to determine the number of days an asset is designated as underutilized. Underutilized assets have a reported utilization of underutilized or unutilized.

For example, an asset is first reported underutilized in FY 2015. The agency submits 2015 for this data element. The system will make the underutilized date 09/30/2015.

Current Date (for example, 02/15/2018) - Underutilized Date (09/30/2015) = Number of Days Underutilized (869 days)

Notes:

- FRPP MS will calculate the number of days an asset is designated as underutilized, per FASTA.
- This data element shall be reported for the following building predominant use categories: offices, hospitals, family housing, dormitories and barracks, warehouses, and laboratories.
- If an asset has a legal interest of leased and the lease occupancy date is greater than 10/01/2018, then the Year Asset Reported Underutilized data element must be NULL.

14. REPLACEMENT VALUE

This data element may not be submitted for land or leased assets.

Replacement Value is defined as the cost required to design, acquire and construct an asset to replace an existing asset of the same functionality, size, and in the same location using current costs, building codes, and standards. Neither the current condition of the asset nor the future need for the asset is a factor in the replacement value estimate.

- Numeric values reported for replacement value must be greater than zero.
- Failure to follow this guidance will result in inaccurate information on the FRPP condition index (CI), since CI is estimated based on replacement value.
- Replacement value must be reported for all owned and otherwise managed buildings and structures regardless of facility condition, type, or whether it has been identified for disposal. For otherwise managed property, the "unit" should be be based on the size (square feet of space) as specified in the agreement. Replacement Value for building assets must be a numeric value greater than or equal to the asset's square feet.

Estimation Method

Agencies are to report actual totals when they can be determined. If the actual totals cannot be determined, to ensure consistency, the agency must develop a standardized methodology for estimated totals. To esimate replacement value, agencies may use government or industry tools, methodoligies, and indices, but they must include the following costs in their estimates: labor, equipment, and materials; planning and design; overhead; location; and historic adjustment (historic adjustment is used in rare instances where buildings and structures are located in historic districts and have regulations which increase costs).

Inflation Index and Time Period

Replacement value must be inflated to current year dollars each year. Appropriate sources for inflation indices and geographic location adjustment must be widely used and recognized.

Replacement value excludes land, site preparation, earthworks, and landscaping.

Notes:

- Formula: Replacement Value = Unit x Unit Cost x Overhead Factor
- In determining the replacement value of an asset, agencies are to assume that they will replace the asset with a newly constructed asset of the same size at the same location at today's buildings standards and codes. Agencies are not to consider the current condition or need of an asset.
- The result is adjusted by area cost and inflation, as appropriate.
- For otherwise managed property, unit should be based on the area as specified in the agreement.
- Overhead Factor includes other costs that are associated with construction, such as planning and design, historic factor, supervision, inspection, and other overhead costs. The intent at the moment is for agencies to define their own guidance and regulations for implementing the Replacement Value of Asset formula. Agencies such as DOD and GSA have published cost guidance that can be used by other agencies. DOD's Facilities Pricing Guide can be found at https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3-701-01.
- FRPP MS now compares replacement value to the value reported in the prior year. If there is a statistically significant increase or decrease in replacement value, then FRPP MS will generate a warning that requires the agency to confirm data accuracy. For example, if an owned office building has a reported replacement value of $356 million, yet its previous year's reported value was $1 million, there is a statistically significant variance of $355 million and the agency will be prompted to confirm the current $356 million figure.
- GSA determined the statistically significant area variance for each real property type, use, and legal interest according to FY 2015 and FY 2016 data sets. See Appendix F for variance thresholds.
- For those real property type, use, and legal interest combinations for which there are no predetermined variance thresholds, FRPP MS applies a 5 percent variance rule. FRPP MS will generate a warning should replacement value increase or decrease 5 percent or greater from the figure reported the previous year. The agency will be prompted to confirm the amount for the curent year in FRPP MS.

15. REPAIR NEEDS

This data element may not be submitted for land or leased assets. Additionally this data element may not be submitted for building or structure assets with a status indicator of ROE Submitted, ROE Accepted, Determination to Dispose, Cannot Currently be Disposed, or Surplus.

Repair Needs is defined as the non-recurring costs that reflect the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency, or capability. This includes deferred maintenance, but excludes the actual repair expenditures reported under the FRPP "maintenance" data element. The total repair needs should be those documented at the time of the condition survey or parametric modeling exercise. Additionally, repair needs should exclude any consideration of the likelihood that the repair will actually be performed at any time before the asset's disposition. The amount must be adjusted for geographic location and reported in current year dollars (see below for appropriate inflation indices).

- Numeric values reported for repair needs must be greater than or equal to zero.
- Failure to follow this guidance will result in inaccurate information on the FRPP condition index (CI), since CI is estimated based on repair needs.
- Repair needs must be reported for owned and otherwise managed buildings and structures regardless of facility condition, type, or disposition. For example, repair needs must be estimated for building and structure marked for disposal or demolition and reported in the agency's annual FRPP submission, even if doing so is not required by agency policy.
- Repair needs exclude capital costs associated with an increase in the capacity of an asset from its original design.
- The FRPP definition of repair must be used for FRPP reporting. The Federal Accounting Standards Advisory Board definition (Standard 42) for deferred maintenance and repair cannot be used as a substitute for the FRPP definition.

Estimation Method

Agencies are to report actual costs when they can be determined. If the actual costs cannot be determined, to ensure consistency, the agency must develop a standardized methodology for estimated costs. To estimate repair needs, agencies may use either condition assessments or parametric modeling. If an agency uses condition assessments, it must assess each facility at least once every 5 years. If parametric modeling is used, agencies must confirm and document the accuracy of their cost model curves at least once every 5 years.

- A condition assessment is a physical inspection of an asset that analyzes its condition to identify needed repairs and the estimated cost of implementing the repairs.
- Parametric modeling uses established cost relationships and mathematical models to develop repair estimates for individual assets. Some parametric models require the visual inspection of an asset to set the model parameters, while others use data on the age of individual asset systems (e.g., plumbing for a building) and documented repair cost data for similar systems to develop estimates.

Inflation Index and Time Period

Repair needs estimates must be updated each year when reported to FRPP MS, adjusted for geographic location, and inflated to current year dollars. Appropriate sources for inflation indices and geographic location adjustment must be widely used and recognized within the construction industry.

Both the Department of Defense and the National Aeronautics Space Administration (NASA) have developed and implemented mature approaches and tools for parametric modeling:

- Under Secretary of Defense Memorandum: Standardizing Facility Condition Assessments, September 10, 2013, requiring adoption of a solution developed by the US Army Corps of Engineer Research and Development Center called Sustainment Management System (SMS) or Builder. (https://www.acq.osd.mil/eie/Downloads/FIM/DoD%20Facility%20Inspection%20Policy.pdf)
- The *NASA Deferred Maintenance Parametric Estimating Guide*, Version 2, April 21, 2003 which contains a detailed approach to parametric modeling. (https://www.hq.nasa.gov/office/codej/codejx/Assets/Docs/DMParametricEstimatingGuideApr03.pdf)

Notes:

- FRPP MS now compares repair needs to the data reported in the prior year. If there is a statistically significant increase or decrease in the repair needs amount, then FRPP MS will generate a variance warning for that requires the agency to confirm data accuracy. For example, if the repair needs for an owned office building are reported as $1 million in the prior year and $356 million in the current year, there is a statistically significant variance of $355 million. The agency will be prompted to confirm $356 million in FRPP MS, in turn.
- GSA determined the statistically significant variance for each real property type, use, and legal interest based on comparing FY 2015 and FY 2016 data. See **Appendix F** for variance thresholds.
- For those real property type, use and legal interest combinations for which there are no predetermined thresholds, FRPP MS applies a 5 percent variance rule. FRPP MS will generate a warning should the repair needs amount increase or decrease 5 percent or greater from the figure reported the previous year. The agency will be prompted to confirm the amount for the curent year in FRPP MS.
- This data element may not be submitted for building or structure assets with a status of ROE Submitted, ROE Accepted, Determination to Dispose, Cannot Currently be Disposed, or Surplus.
- The total repair needs should be those documented at the time of the condition survey or parametric modeling exercise.

16. Historical Capital Expenditures

Agencies are to submit the asset's history of capital expenditures which is defined by section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(vi) as "the total cost of capital expenditures incurred by the Federal Government associated with the property." Capitalized expenditures as defined by the Federal Accounting Standards Advisory Board are:

- Costs which either extend the useful life of existing general PP&E, or enlarge or improve its capacity shall be capitalized and depreciated/amortized over the remaining useful life of the associated general PP&E[8].

This data element is required for all worldwide, non-disposed building and structure assets that are federally owned. Agencies are to report the capital expenditures for an asset over the last five fiscal years (FY 2014 through FY 2018). The range of valid values is a numeric value that is greater than or equal to zero. For example, if the agency spent the following in capital expenditures on an asset—

Fiscal Year	Total Capital Expenditures
2014	$1.2M
2015	$500K
2016	$800K
2017	$2.6M
2018	$0
History of Capital Expenditures	**$5.1M**

—then the user would enter 5100000 as a numeric data field for the historical capital expenditures for this asset.

17. Estimated Future Capital Expenditures

Agencies are to submit estimated future capital expenditures, which is defined by section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(x) as "the estimated amount of capital expenditures projected to maintain and operate the property during the 5-year period beginning on the date of enactment of this paragraph." Capitalized expenditures use the same FASAB definition for historical capital expenditures.

This data element is required for all worldwide, non-disposed building and structure assets that are federally owned. Agencies are to report the estimated capital expenditures projected to maintain and operate the property during the next five fiscal years (FY 2019

[8] Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards 6: Accounting for Property, Plant and Equipment http://files.fasab.gov/pdffiles/2016_fasab_handbook.pdf.

through FY 2023). The range of valid values is greater than or equal to zero. Amounts reported for future capital expenditures should be consistent with the agency's five-year capital plan. For example, if the agency estimates the following capital expenditures for an asset—

Fiscal Year	Total Capital Expenditures
2019	$1.0M
2020	$400K
2021	$900K
2022	$0
2023	$3.8M
Estimated Future Capital Expenditures	**$6.1M**

—then the user would enter 6100000 as a numeric data field for the future capital expenditures for this asset.

18. CONDITION INDEX (Will Be Automatically Calculated – DO NOT REPORT)

This data element will be automatically calculated. Agencies will not submit a value for this data element

Notes:

- An acceptable calculated value may be negative.
- For reference purposes, the Condition Index (CI) formula is CI = [1 – ($repair needs/$replacement value)] x 100

19. ANNUAL OPERATIONS COSTS

Operations is defined as the costs for services related to the normal performance of functions for which the facility is used (include contracted services when applicable but exclude federal personnel costs). Examples include but are not limited to:

- Utilities: Plant operation and purchase of energy with specific categories including, but not limited to electricity, natural gas, fuel oil, purchased steam, purchased chilled water, coal and water/sewer.
- Cleaning and/or Janitorial: Includes but is not limited to window washing, carpet and floor cleaning, pest control, trash and waste removal, recycling, hazardous material, supplies and miscellaneous cleaning expenses.
- Roads/Grounds: Includes but is not limited to: grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields.

Agencies are to report actual costs when they can be determined. If the actual costs cannot be determined, to ensure consistency, the agency must develop a standardized methodology for estimated costs. The methodology used will be documented (e.g., whether rentable or gross square foot is used) and be consistent agency-wide for all operations costs reported to FRPP MS.

Notes:

- For owned and otherwise managed assets, FRPP MS now compares the sum of owned and otherwise managed operations costs and owned and otherwise managed maintenance costs to the combined data element reported in the prior year.
- For leased assets, FRPP MS now compares the sum of lease annual rent to lessor, leased operations costs, and leased maintenance costs to the combined data element reported in the prior year.
- If there is a statistically significant increase or decrease, then FRPP MS will generate a variance warning that requires the agency to confirm data accuracy.
- GSA determined the statistically significant variance for each real property type, use, and legal interest based on comparing FY 2015 and FY 2016 data. See **Appendix F** for variance theresholds.

Notes continued:

- For those real property type, use, and legal interest combinations for which there are no predetermined variance theresholds, FRPP MS applies a 5 percent variance rule. FRPP MS will generate a warning should operating costs increase or decrease 5 percent or greater from the amount reported the previous year. The agency will be prompted to confirm the figure for the current year in FRPP MS.

19A. Owned and Otherwise Managed Annual Operations Costs

Agencies must submit 19A for Owned and Otherwise Managed Assets.

Agencies are to provide full year costs.

19B. Lease Annual Operations Costs

Agencies must submit 19B for Leased Assets.

Agencies are to provide full year costs.

20. Annual Maintenance Costs

Maintenance is defined as the recurring annualized costs for planned activities needed to maintain an asset's functionality and capacity over its expected life. This includes, but is not limited to planned and scheduled activities such as inspections, preventive maintenance, refinishing, painting, weatherproofing, and parts replacement. This also includes costs for contracted maintenance services, but is not limited to the following: elevator/escalator, heating, ventilation, and air conditioning (HVAC), electrical and switchgear, structural/roof, plumbing, general interior/exterior repair and maintenance, fire and life safety and other expenses and supplies required to perform recurring activities to maintain the asset. Actual repair expenditures are included in the annual maintenance costs. Maintenance costs do not include operations costs.

Agencies are to report actual costs when they can be determined. If the actual costs cannot be determined, to ensure consistency, the agency must develop a standardized methodology for estimated costs. The methodology used will be documented and be consistent agency-wide for all maintenance costs reported to FRPP MS.

20A. Owned and Otherwise Managed Annual Maintenance Costs

Agencies must submit 20A for Owned and Otherwise Managed Assets.

Agencies are to provide full year costs.

20B. Lease Annual Maintenance Costs

Agencies must submit 20B for Leased Assets.

Agencies are to provide full year costs.

21. Lease Annual Rent to Lessor

Agencies must submit 21 for Leased Assets.

Provide the net rent to the lessor. This is the fully serviced rental to the lessor minus the annual operating and maintenance costs.

22. Main Location

Main Location refers to the street/delivery address for the asset or the latitude and longitude coordinates. Agencies are to provide either of the following for the constructed asset or parcel of land:

- Street address, or
- Latitude and longitude (if no security concerns exits). To standardize this data element, agencies will report latitude and longitude using the World Geodetic System (WGS 84) coordinate reference system. WGS 84 is used for GPS navigation systems. The link to the National Geospatial Intelligence Agency, which maintains WGS 84, is http://earth-info.nga.mil/GandG/wgs84/index.html.

Note:

- Reporting 22A, 22B and 22C is optional for structure assets.

22A. Street Address

Provide the street address in geo-codable format (i.e., an address that can be mapped by Geographic Information System (GIS) software or used by an overnight delivery service to deliver packages). An example of a geo-codable address is "123 Main Street." Agencies now have the option to report either the asset's full postal address (including city, State, and ZIP code) or the asset's street address. Do **not** use the following:

- Mailing address that is different than the asset's location
- Building name
- Street corner (e.g., "Main & 1st")
- Other description (such as a Post Office Box number)

If using special characters in text (&, <, >, ", '), escape characters must be used in XML as shown below:

Special Character	Special Character Name	XML Code to Use
&	Ampersand	&
<	Less than	<
>	Greater than	>
"	Quote	"
'	Single quote	&#39 ;

22B. Latitude

The measure of the angular distance on a meridian north or south of the equator. The latitude of the Equator is 0°; the latitude of the South Pole is −90°; the latitude of the North Pole is 90°. Positive latitude values correspond to the geographic locations north of the Equator. Negative latitude values correspond to the geographic locations south of the Equator. An example is 048.421220. Acceptable values range from 90.0 to -90.0.

22C. Longitude

The measure of the angular distance between the plane of a meridian east or west from the plane of the meridian of Greenwich (Prime meridian). Positive longitude values correspond to the geographic locations east of the prime meridian. Negative longitude values correspond to the geographic locations west of the prime meridian. An example is -122.3340500. Acceptable values range from 180.0 to -180.0.

Senior Agency Officials for Geospatial Information (SAOGI)

Agencies should coordinate with their senior agency officials for geospatial information (SAOGI). The SAOGI is responsible per *OMB Circular A-16*, *Coordination of Geographic Information Related Spatial Data Activities* and *OMB Memorandum M-06-07: Designation of a*

SAOGI, for promoting the allocation of agency resources to fulfill the responsibility of effective spatial data collection, production and stewardship.

A list of the current senior agency officials can be found at https://www.fgdc.gov/organization/steering-committee/steering-committee-membership.

23. Real Property Unique Identifier

Real Property Unique Identifier is a code that is unique to a real property asset that will allow for linkages to other information systems. The Real Property Unique Identifier is assigned by the reporting agency and can contain up to 24 alpha-numeric digits.

Note:

- The Real Property Unique Identifier must remain the same for each asset from year to year.

24. City

Provide the 4-digit geolocation code (GLC) for the city or town associated with the reported main location in which the land, building, or structure is located.

25. State

Provide the 2-digit GLC for the state or District of Columbia associated with the reported main location in which the land, building, or structure is located.

26. Country

Provide the 3-digit GLC for the country associated with the reported main location in which the land, building, or structure is located.

27. County

Provide the 3-digit GLC for the county associated with the reported main location in which the land, building, or structure is located.

Note:

- In FY 2014, to improve data accuracy, FRPP MS formally adopted the use of GLC county and state codes from the Geographic Names Information System (GNIS) maintained by the U.S. Geological Service and country codes from the GeoNet Names Server (GNS) registry maintained by the National Geospatial-Intelligence Agency GSA maintains downloadable lists of city, state, country and county geolocation codes for the convenience of FRPP MS users. These lists can be found on the home tab of FRPP MS. Please visit https://www.gsa.gov/glc for more information on GLCs.

28. Congressional District

Provide the value for the congressional district associated with the reported main location in which the land, building, or structure is located.

Notes:

- When agencies report the congressional district for an asset, FRPP MS cross-references the ZIP code of the asset and suggests a congressional district value only if the congressional district value entered does not match what is in FRPP MS. An agency may choose to ignore this suggestion.
- OPTIONAL for structure assets.
- Congressional District is a 20-character alpha-numeric field, because assets may be located in multiple congressional districts.
- The congressional district database can be found at https://www.census.gov/geo/maps-data/data/cd_state.html.

29. ZIP CODE

Provide the 5-digit ZIP code associated with the reported main location in which the land, building, or structure is located and, if known, the additional 4-digit ZIP code suffix. If the suffix is provided, the four digits must be entered after a dash, i.e., 12345-6789.

ZIP codes can be found at http://www.usps.com.

30. INSTALLATION/SUB-INSTALLATION IDENTIFIER

An installation is land, buildings, structures, or any combination of these. Examples of installations are a hydroelectric project, office building, warehouse building, border station, base, post, camp, or an unimproved site.

Note:

- Data Elements 30A, 30B, and 30C are OPTIONAL for structure assets.

30A. INSTALLATION ID

Provide a 24-digit alpha-numeric code for the installation ID assigned by the reporting agency

30B. SUB-INSTALLATION ID

A sub-installation is part of an installation identified by a different geographic location code than that of the headquarters installation. An installation must be separated into sub-installations (and reported separately) when the installation is located in more than one State or county. However, an agency may elect to separate an installation into sub-installations even if the installation is not located in more than one State or county.

Provide a 24-digit alpha-numeric code for the sub-installation ID assigned by the reporting agency.

30C. INSTALLATION NAME (OPTIONAL)

Installation Name is an optional data element. An installation name can be the building name (as in the case of a single building installation) or the name of the entire installation (as in the case of an agency campus).

Provide up to 100 alpha-numeric digits for the Installation Name assigned by the reporting agency. If using special characters in text (&, <, >, “, ‘), escape characters must be used in XML as shown below:

Special Character	Special Character Name	XML Code to Use
&	Ampersand	&
<	Less than	<
>	Greater than	>
"	Quote	"
'	Single quote	'

31. DISPOSITION

Agencies are required to report all assets that have exited the federal portfolio of assets during the reporting fiscal year. This includes, but is not limited to, sales, federal transfers, public benefit conveyances, and demolitions. Disposition data is reported only in the year the asset has exited the federal portfolio of assets.

Agencies are required to provide the following data elements for each disposed asset:

- Real Property Type
- Real Property Use
- Legal Interest Indicator
- Status = “disposed”
- Historic Status
- Reporting Agency
- Size
- Annual Operating Costs/Lease Costs – Report full year costs
- Real Property Unique Identifier
- City
- State (Required for U.S. assets only)
- County (Required for U.S. assets only)
- Country
- Disposition Data Elements

31A. Disposition Method

Report one of the following categories for the disposition method using the appropriate 2-character codes below (valid codes are in parentheses):

Public Benefit Conveyance (PB)

Subcategories (optional):

- Homeless Assistance (HA)
- Health or Educational Use (HE)
- Public Parks and Public Recreational Area (PR)
- Historic Monuments (HM)
- Correctional Facility Use (CF)
- Port Facilities (PF)
- Public Airports (PA)
- Wildlife Conservation (WC)
- Negotiated Sales to Public Agencies (NS)
- Self-help Housing (SH)
- Law Enforcement and Emergency Management Response (LW)

Federal Transfer (FT)

Sale (SL)

Subcategories (optional):

- Negotiated Sale (SN)
- Public Sale (SP)

Lease Termination (LX)

Lease Expiration (LE): applies to the actual end of the lease or the end of the lease holdover period

Demolition (DM)

Other (OT)

Loss due to Disaster (LD)

Abandonment[9] (AB)

Loss due to Deterioration (DE)

Return to Host Nation/ Tribe (RH)

Loss due to Training Exercise (LT)

Reversion to Prior Owner (RO)

Exchange (EX)

Notes:

- Demolition cannot be selected as a disposition method for land assets.
- During the confirmation step of the FRPP MS data submission process, FRPP MS will generate the missing assets report, which compares the current reporting period to the previous year's reporting. This comparison is to ensure that all disposed property has been properly identified. Agencies will need to correct data or be prepared to explain any missing asset variances.
- The definitions of the sub-categories for Public Benefit Conveyance can be found in Section D: Definitions and Codes - Public Benefit Conveyance Methods.
- Lease expiration and lease termination may only be reported for assets with legal interest of leased. Reporting any disposition method other than lease expiration or lease termination for an asset with legal interest of leased will result in an error. Reporting an asset with a legal interest of owned or otherwise managed, and a disposition method of lease expiration or lease termination will result in an error.
- Agencies may only submit Withdrawn Land, with one of the following 12 disposition methods: Federal Transfer (FT), Other (OT), and Sale (SL) including subcategories: Negotiated Sale (SN) and Public Sale (SP), Loss due to Disaster (LD), (AB) Abandonment* (AB), Loss due to Deterioration (LE), Return to Host/ Tribe (RH), Loss due to Training Exercise (LT), (RO) Reversion to Prior Owner (RO), Exchange (EX).
- Administrative errors that are corrected by an agency must not be reported as disposed assets. The administrative errors should no longer be reported to FRPP MS once discovered. These assets would show up in the agency's missing asset report in FRPP MS and should be noted by the agency.

[9] Abandonment - 41 CFR §102-75.1025 When can a federal agency abandon or destroy improvements on land or related personal property in lieu of donating it to a public body?

A federal agency may not abandon or destroy improvements on land or related personal property unless a duly authorized official of that agency finds, in writing, that donating the property is not feasible. This written finding is in addition to the determination prescribed in §§102-75.1000, 102-75.1005, and 102-75.1010. If donating the property becomes feasible at any time prior to actually abandoning or destroying the property, the federal agency must donate it.

31B. Disposition Date

Report the date the disposal action was completed in MM/DD/YYYY format. Refer to the examples in the matrix below for the disposition date to report based on the method of disposal.

Note:

- The disposition date must fall within FY 2018. Allowable dates are 10/01/2017 to 09/30/2018. Any date prior to 10/01/2017 or after 09/30/2018, is not allowed and will generate a validation error.

Disposition Method	Example of Event Indicating Disposition Date
Public Benefit Conveyance	Date of assignment letter to sponsoring agency and subsequent deed date to grantee
Federal Transfer	Date of letter of transfer
Sale (Negotiated or Public)	Deed date
Demolition	Demolition date
Other	Transaction date
Lease Termination	Lease termination date
Lease Expiration	Lease expiration date
Loss due to Disaster	Date of disaster
Abandonment	Date of abandonment
Loss due to Deterioration	Date of total loss due to Deterioration
Return to Host Nation/ Tribe	Date of return to host nation/ tribe
Loss due to Training Exercise	Date of actual loss due to training exercise
Reversion to Prior Owner	Date of reversion to the prior owner
Exchange	Date of exchange completion

31C. Actual Sales Price

Actual Sales Price is only to be reported for Sale and for the subcategories of negotiated or public sale. The amount reported should represent the asset's actual sales price.

Numeric values reported for Actual Sales Price must be greater than or equal to zero.

31D. Net Proceeds

Report the proceeds received as part of the asset disposal costs incurred by the agency. Data reporting is required only for assets disposed through sale (negotiated or public).

Note:

- An agency must report all of the proceeds to the Federal Government from the sale of an asset. This includes any funds that are returned to the U.S. Treasury, as well as any funds that the agency retains. The agency must subtract any costs incurred in the sale of the asset to determine the net procees from the sale.

32. Sustainability

FPMRA and E.O. 13834 require agencies to annually assess and report on sustainability metrics associated with agency property.

Criteria to determine sustainability status are set forth in the Guiding Principles for Sustainable Federal Buildings ("Guiding Principles") issued February 2016. For questions about determining a building's status, consult with your agency's sustainability staff or the Department of Energy Federal Energy Management Program, which provides technical support in this area.

This data element is required for all newly constructed and existing buildings that meet the following:

- Greater than 5,000 gross square feet (GSF).
- Located in the United States and U.S. territories.
- Legal interest of owned (G) or museum trust (reporting is optional for leased or state government-owned building assets).

Valid codes are in parentheses:

- **Yes (1)**: The building has been evaluated and meets criteria for a sustainable Federal building as outlined in the Guiding Principles.
- **No (2)**: The building has been evaluated and does not qualify as a sustainable building.
- **Not Yet Evaluated (3)**: The building has not yet been evaluated.
- **Not Applicable (4)**: The building it is excluded because it meets all of the following conditions:
  - Unoccupied: The building is occupied 1 hour or less per person per day on average.
  - Low/ No Energy Use: Total energy consumption from all sources is less than 12.7 kBtu/GSF/year.[10]
  - Low/ No Water Use: Water consumption is less than 2 gallons per day on average.

The Sustainability data element should not be reported for non-building assets and buildings that are less than 5,000 GSF, located outside the United States and U.S. territories, or have status indicator ROE submitted, ROE accepted, Determination to Dispose, or Surplus.

Notes:

- Sustainability reporting is required for owned building assets greater than 5,000 GSF that are located in the United States and U.S. territories. **Sustainability reporting may be optionally reported for leased and otherwise managed buildings over 5,000 GSF. These optionally reported assets will not be used in assessing agency performance for the agency Sustainability Scorecard. Sustainability reporting may not be reported for the following real property types: land assets, structures assets, or building assets less than or equal to 5,000 GSF.**
- Buildings over 5,000 GSF with a status indicator of ROE Submitted, ROE Accepted, Determination to Dispose, or Surplus must not report the Sustainability data element.
- Sustainability must not be reported for land or structure assets.
- Sustainability must not be reported for building assets located in foreign countries.

33. Lease Start Date

Agencies are to submit the lease start date, which is defined by section 3(a) of FPMRA, 40 U.S.C. § 624(a)(1) as “the date on which each lease was executed.” Agencies should report the date the lease was awarded. This data element is required for all worldwide, non-disposed leased assets in MM/DD/YYYY format. The lease start date must be less than the lease expiration date and cannot be a date after 09/30/2018 (the close of the most recent FRPP MS reporting period).

Note:

- In reporting the lease start date, agencies are to report the date the lease was awarded. Agencies must not report the occupancy date if that date is different from the award date.

34. Lease Expiration Date

This data element is required for all leased assets. If the leased asset has multiple leases with different expiration dates, agencies are to report the expiration date with the latest date in MM/DD/YYYY format. This date represents the expiration of the current lease term, regardless of termination rights and renewal options. Once a renewal option is formally exercised, then that date will be the new expiration date.

Lease expiration dates may be submitted as a past, present, or future date. As leases expire, agencies should adjust the GSF and lease annual cost data elements, as appropriate.

[10] National average for vacant buildings, U.S. Energy Information Administration.

35. Lease Occupancy Date

Lease occupancy date, the date the agency begins to occupy the asset, is an optional data element applicable only to leased assets. Agencies should report this data element when the lease occupancy date will occur after September 30, 2018. This data element is being added to ensure proper identification of occupied space in accordance with the RTF policy.

For instance, if a lease was awarded on August 1, 2018, but build out will take two years, the agency should report August 1, 2020, as the lease occupancy date. Space that will be occupied on a date that is after September 30, 2018, the end of the period for which data will be reported for FY 2018, will not be included in the agency's annual RTF totals.

Any date reported for this data element must be in MM/DD/YYYY format and be greater than or equal to 10/01/2018. This data element does not apply to owned or otherwise managed asset.

36. Is Asset Excluded

Agencies are to identify whether the asset meets one of the reporting exclusions provided in section 3(5)(B) of FASTA. Select YES (Y) if the asset is excluded and NO (N) if the asset is not excluded.

Note:

- Despite property type exclusions identified in FASTA, OMB, citing authority in E.O. 13327, requires agencies to submit data for these real property assets. For example, while real property on military installations is excluded, OMB requires agencies to submit this data to FRPP MS.

37. Reason for Exclusion

If an asset is eligible for exclusion, select one of the exclusion categories noted in Table 3 below:

Table 3: Property Use Exclusion

Property Use Exclusion	FASTA Reference
Agency/Bureau	§ 3 (5)(B)
On Military Installation	§ 3 (5)(B)(i)
Public Domain as defined by 40 U.S.C. § 102	§ 3 (5)(B)(iv)
National Forest as defined by 40 U.S.C. § 102	§ 3 (5)(B)(iv)
National Park as defined by 40 U.S.C. § 102	§ 3 (5)(B)(iv)
Withdrawn Land as defined by 40 U.S.C. § 102	§ 3 (5)(B)(iv)
Indian and Native Alaskan	§ 3 (5)(B)(v)
Agriculture	§ 3 (5)(B)(viii)
Recreational	§ 3 (5)(B)(viii)
Conservation	§ 3 (5)(B)(viii)
River	§ 3(5)(B)(ix)
Harbor	§ 3 (5)(B)(ix)
Flood Control	§ 3 (5)(B)(ix)

Property Use Exclusion	FASTA Reference
Reclamation	§ 3 (5)(B)(ix)
Power Project	§ 3 (5)(B)(ix)

Note:

- Air Force, Army, Corps of Engineers, Defense/Washington Headquarters Service, Navy, Tennessee Valley Authority, and U.S. Coast Guard within Homeland Security are the only agencies that can select the Agency/Bureau category for reason for exclusion. Any other agency selecting the category will generate an error.

38. Year of Asset Construction

The year of asset construction is required for all worldwide, non-disposed building and structure assets that are federally owned. Agencies shall report a 4-digit numeric value no greater than 2018, to represent the year the asset was constructed. If there is no documentation to support the year of asset construction, enter 9999.

FRPP MS will use this date to calculate the age of the asset to fufill the data requirement for “the age of the property” by section 11(a)(1) of FASTA and section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(i).

For example, if the user enters a value of 1977 for the year of construction:

Current year (2018) – Year of Construction (1977) = Age (41 years old)

If 9999 is entered, then the system will display “Year of Asset Construction Cannot be Determined”

Note:

- FRPP MS will calculate the age the property per FASTA and FPMRA.

39. Can the Number of Federal Employees be Determined

Section 11(a)(1) of FASTA and section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(viii) require agencies to submit “the number of federal employees housed at the property.” This data element is required for all worldwide, non-disposed building assets. Select either YES (Y) if the number can be determined or NO (N) if it cannot.

If there is no method to determine the number of Federal employees housed in the building (such as HR systems, badge swipes, computer logins, etc.), and the agency responds “NO,” then the corresponding data element 40, Number of Federal Employees should remain blank.

40. Number of Federal Employees

Section 11(a)(1) of FASTA and section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(viii) require agencies to submit “the number of federal employees housed at the property.” This data element is required for all building assets where the data element, Can the Number of Federal Employees be Determined equals yes. The range of valid values is a numeric value that is greater than or equal to zero.

Federal employees are defined as:

- The total number of full and part time employees who are permanently assigned to a building asset,
- Seasonal hires, interns, and other temporary staff if they predominantly work in the building and are employed for three months or longer, and
- Individuals who telework less than five days a week but are permanently assigned to the location should be counted.

Notes:

- All agencies/bureaus excluded by section 3(5)(B) of FASTA are still required to report the number of federal employees and federal contractors for **domestic** building assets**.** This information is required per OMB's Management Procedures Memorandum 2015-02, "*Collection of Personnel Data for Real Property Metric*."
- Agencies are to submit federal employee and contractor data only to FRPP MS. Do not submit this data to OMB MAX Collect.

41. Can the Number of Federal Contractors be Determined

Section 11(a)(1) of FASTA and section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(viii) require agencies to submit "the number of federal contractors housed at the property." This data element is required for all worldwide, non-disposed buildings. Select either YES (Y) if the number can be determined or NO (N) if it cannot.

If there is no method to determine the number and the agency responds NO, then the corresponding data element 42 Number of Federal Contractors blank.

42. Number of Federal Contractors

Section 11(a)(1) of FASTA and section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(viii) require agencies to submit "the number of federal contractors housed at the property." This data element is required for all building assets where the data element, Can the Number of Federal Contractors be Determined equals yes. The range of valid values is zero or greater.

For buildings reported with a predominant use of office, agencies should report only resident contractors whose primary work location is the facility in question. The term "resident contractor" excludes janitorial staff, construction workers, movers, security guards, and all other contractors who do not work from a desk and are not typically considered office workers.

For non-office buildings, agencies should report all federal contractors who work in the facility.

Federal contractors are defined as:

- The total number of full and part time contract employees who are permanently assigned to a building asset,
- Seasonal hires, interns, and other temporary staff if they predominantly work in the building and are employed for three months or longer, and
- Individuals who telework less than five days a week but are permanently assigned to the location should be counted.

43. Freedom Of Information Act (FOIA) Exemptions

This data element is required for all assets.

FASTA allows real property data to be withheld from public disclosure in cases when the data is exempt under section 552(b) of the Freedom of the Information Act (FOIA) (5 U.S.C. §552(b)). The full list of FOIA exemption categories includes:

- **National Defense/Foreign Policy (1)** – (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified pursuant to such Executive order.
- **Internal Personnel Rules (2)** – Related solely to the internal personnel rules and practices of an agency.
- **Statutory (3)** – Specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute (A) requires that the matters be withheld from the public in such a manner as to leave no discretion on the issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld.
- **Trade Secrets (4)** – Trade secrets and commercial or financial information obtained from a person and privileged or confidential.
- **Inter/Intra Agency Memo (5)** – Inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency.
- **Personnel/Medical Files (6)** – Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.
- **Law Enforcement (7)** – Records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could reasonably be expected to

constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of a confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual.

- **Supervision Financial Institutions (8)** – Contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions.
- **Geological Information (9)** – Geological and geophysical information and data, including maps, concerning wells.
- **No FOIA Exemption (10)** – No exemption applies to this asset and it will be included in the publicly accessible FRPP data set.

Agencies must identify those assets that should be excluded from the public FRPP data set because they meet FOIA exemption criteria.

43A. Statutory Citation

This data element is required for Statutory FOIA Exemption (3).

Agencies should identify the specific statute that exempts the data from public disclosure.

Automatically Calculated Data Elements

This section describes the various calculations and formulas that will be used to determine data elements referenced in FPMRA and FASTA.

Age of Property

Section 11(a)(1) of FASTA and section 6(a) of FPMRA, 40 U.S.C. § 524(a)(11)(B)(i) require agencies to submit “the age of the property.” The agency will submit the year of asset construction, and FRPP MS will calculate the age, in turn.

For example, if the user enters a value of 1977 for the year of construction:

Current year (2017) - Year of Construction (1977) = Age (40 years old)

If 9999 is entered, then the system will display, “Year of Asset Construction Cannot be Determined”

Number of Days Excess or Surplus

Section 21(b)(5) of FASTA requires agencies to submit “the number of days a property is designated as excess or surplus.” If the agency submits dates for one of the following—

- Report of Excess Submitted Date
- Report of Excess Accepted Date
- Determination to Dispose Date
- Cannot Currently be Disposed Date
- Surplus Declaration Date

—then FRPP MS will calculate the number of days, in turn.

For example, an asset is first reported as Cannot Currently be Disposed on 05/05/2012:

Current Date (for example 02/15/2017) - Cannot Currently be Disposed Date (05/05/2012) = Number of Days Excess (1,747 days)

Number of Days Underutilized

Section 21(b)(5) of FASTA requires agencies to submit “the number of days a property is designated as underutilized.” The agency submits the Year Asset Reported Underutilized data element, and FRPP MS subsequently calculates the number of days underutilized.

For example, an asset is first reported underutilized in FY 2015:

Current Date (for example, 02/15/2017) - Underutilized Date (09/30/2015) = Number of Days Underutilized (504 days)

ESTIMATED NET PRESENT VALUE

Section 3(a) of FRPMA, 40 U.S.C. § 624(a)(7) requires agencies to submit "the net present value of all leased assets." FRPP MS will calculate an estimated net present value of rental payments under the lease term, which is based on the following data elements:

- Lease Start Date
- Lease Expiration Date
- Annual Net Rent to Lessor
- Lease Operating and Maintenance Costs

The formula applies the following additional data elements:

- Standard Discount Rate—for 2016 the discount rate will be 2.9% based on the 10-year Nominal Treasury Interest Rates for Different Maturities

The formula for net present value is:

$$NPV = \sum_{t=1}^{T} \frac{C_t}{(1+r)^t}$$

The NPV formula takes the sum of a series of cash flows (annual lease costs, which is the sum of annual rent to lessor and lease O&M costs) over a given time period, C(t), and dividing each of those by the number 1 + the discount rate, which is raised to the power of the lease term.

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C. FRPP MS DATA VALIDATION

Three Stages of FRPP Validation

Three stages of FRPP data validation occur from the time that information on an asset is entered into an agency's various information systems until after that data is submitted into FRPP MS by December 15 of each year. These stages are discussed below.

1. Agency Independent Validation and Verification

The first stage of FRPP validation begins with the agencies and involves two steps that are performed prior to the start of the annual FRPP submission process. First, agencies must ensure that the data in their various information systems accurately represents the characteristics of the assets in their inventories. For example: An agency with a building asset of 1 million square feet must ensure that the size of the building is accurately reflected as 1 million square feet in its various information systems. Next, agencies must ensure that the compiled XML file submitted to the FRPP MS matches the data in their internal systems. Agencies will need to ensure that the data compiled and generated into an XML file for submission to FRPP MS matches the source data from the various information systems.

2. FRPP Reporting Requirements and Business Rule Validation

The second stage of the FRPP validation process involves both the agencies and FRPP MS. It occurs as agencies begin to stage, validate, and correct errors in their XML files, between mid-October and the submission deadline of December 15 of each year. This stage ensures that the data contained in an agency's files complies with the very robust set of reporting requirements FRPP MS has for each of the data elements reported.

To begin, agencies will first stage their XML files and then run an automated validation routine on each file. This validation routine ensures that the reporting requirements are being followed for each asset in a given XML file. If FRPP MS discovers an error during this validation routine, a detailed listing of the error is provided indicating which data element for a specific asset contains the error. The report also indicates what type of error exists. Examples of common errors are numbers that are out of range (e.g., reporting a negative number for the operating cost data element, which cannot have a value less than zero), improper date format (the acceptable FRPP date format is MM/DD/YYYY), and not providing a value for a required data element (e.g., leaving the real property unique ID data element blank). Agencies must correct all errors found in an XML file before that file may be finally uploaded into FRPP MS.

3. FRPP Data Anomaly Review

The final stage of FRPP validation occurs after the December 15 deadline of each year and involves GSA's OGP and the reporting agencies. Once agencies have submitted their files to FRPP MS, OGP will run various reports that focus on segments of the inventory which may indicate anomalies in the data that require further investigation by reporting agencies. These reports check for unusual trends and variances in the data. Examples of such anomalies include large increases or decreases from one year to the next in an agency's operating cost, square footage, or acreage; and a large percentage of assets with a condition index (CI) value of 100. Individually, the data elements are valid, but when totals are analyzed at a higher level, these anomalies appear.

Upon further examination, agencies may discover that such data anomalies are the result of incorrect data being providing. Still using the prior example, it is unlikely that fifty percent of an agency's assets would have a CI of 100, which indicates newly constructed assets with no repair needs. Rarely would an agency have such a large inventory of brand new assets. By reviewing anomalies, an agency may discover erroneous data that needs to be corrected to get a complete and accurate accounting of its inventory.

To aid in the review and resolution of data anomalies, which is now a mandatory requirement for all CFO Act agencies, as outlined in OMB *Management Procedures Memorandum 2016-01, Improving Federal Real Property Data Quality – Required Data Validation and Verification Procedures* and GSA *Federal Real Property Data Validation and Verification Guidance* (May 13, 2016). FRPP MS now provides automated tools for agencies to use. Please refer to Section D. Technical Reporting Guidance, 2B Data Validation Tools for additional information.

D. CSV TECHNICAL REPORTING GUIDANCE

The Federal Real Property Profile Management System (FRPP MS) is the online system that houses the federal real property inventory data. Agencies must report data annually by either submitting an XML file in a predetermined format or by entering the data manually into the online FRPP MS.

Beginning in FY 2018, agencies may submit data to FRPP MS using a Comma Separate Value (CSV) file format. GSA will provide additional instructions on submitting data via CSV in version 2 of the FY 2018 Data Dictionary.

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E. XML TECHNICAL REPORTING GUIDANCE

Agencies must report data annually by either submitting an XML file in a predetermined format, a CSV file in a predetermined format, or by entering the data manually into the online FRPP MS. It is important that the inventory data is updated in a consistent manner across the agency and bureaus – the SRPO is responsible for coordinating the agency/bureau activities and ensuring consistency and accuracy.

1. Options for Updating Last Year's Inventory Data

Agencies can update last year's real property data by:

- Overwriting all existing data; or
- Updating existing data (modify, delete, or add new record).

Regardless of how agencies decide to update their data, the overall FRPP data submission process is the same (see Figure 1: FRPP Data Submission Process). The two updating options, "Overwrite Existing Inventory" and "Update Existing Inventory," are described below.

A) Overwrite Existing Inventory

This method involves issuing a system command that clears out the agency's entire existing inventory. The agency essentially starts from scratch, creating a new inventory from their host system(s), and using the XML template for adding new records. Once the XML file is generated, the agency goes through the process of staging the data into the FRPP MS application, validating it, and then confirming it—which is similar to last year's reporting process.

The XML schema for adding all new records to the inventory (after clearing out existing data) can be found in Appendix A: XML Schemas.

B) Update Existing Inventory

Using this method, the agency's inventory is automatically copied over from the previous year to the new fiscal year.

Any modifications, additions, or deletions to the inventory can be made either manually or by the XML file transfer process (as discussed below).

The XML schema for revising the existing inventory – consisting of modifying, deleting, or adding new assets – for land, buildings, and structures is provided in Appendix A: XML Schemas.

i) Modify Existing Assets

When modifying data, the only required fields are the Reporting Agency code and the Real Property Unique Identifier, in addition to any other data elements that need to be updated. Prior to modifying an existing asset, FRPP MS will perform a search for the Reporting Agency code and the Real Property Unique Identifier to check if the asset record exists. If the record exists, the user will then be prompted to confirm modification. If the record does not exist, the system will allow the user to add it.

ii) Delete Existing Assets

When deleting an asset record, the only required fields are the Reporting Agency code and the Real Property Unique Identifier. FRPP MS will perform a search for the Reporting Agency code and the Real Property Unique Identifier to check if the asset record exists. If the record exists, the user will then be prompted to confirm deletion.

Note for disposed assets: If the asset has transferred to another agency or has exited the federal inventory, the Disposition data elements must be reported in addition to the Reporting Agency code and the Real Property Unique Identifier. An analysis of the Disposition data element should be completed for any assets that are deleted from an agency's inventory.

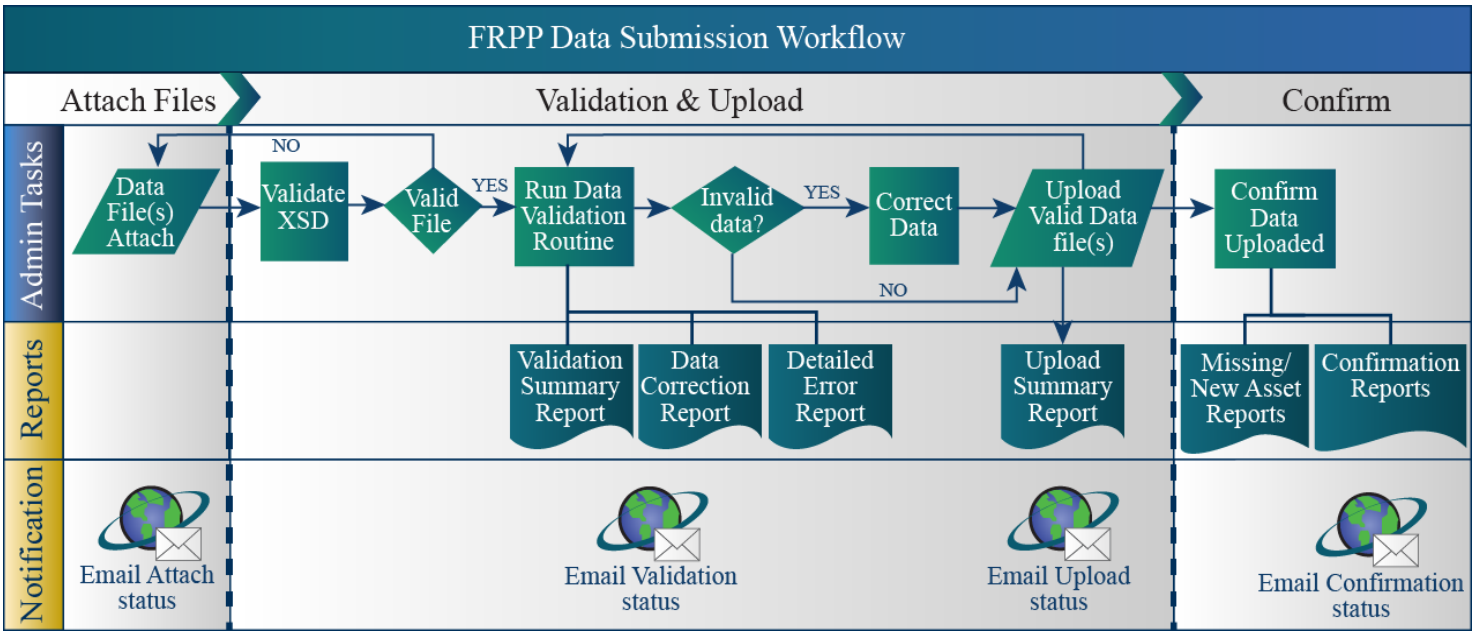
iii) Add New Assets

In order to add a new asset record, the record should not already exist in the current FRPP database. FRPP MS will perform a search for the Reporting Agency code and Real Property Unique Identifier to check for this condition. If the record already exists in the database, the user will be prompted to either modify the asset or cancel the "add" operation.

2. Data Submission Process

Figure 1 FRPP Data Submission Workflow below outlines the process for FRPP data submission. An agency must first decide if it will "overwrite" or "update" the existing inventory data. Next, the agency prepares the XML data file(s) accordingly (see Appendix A: XML Schemas). An agency administrator then runs a data validation routine and error checking report in FRPP. After the agency has corrected invalid data, it is ready to upload final data file to FRPP MS main storage area and confirm the data. The deadline for confirmation is December 15 of each calendar year. Data can be updated at any time throughout the year.

Figure 1: FRPP Data Submission Workflow



A) Data Confirmation

The FRPP confirmation step provides several reports and graphs at the final stage of data submission that are designed to assist agencies with their data validation process to identify potential errors. Agencies are expected to utilize the information available in FRPP MS confirmation step and the search capability in FRPP MS, in combination and consultation with internal agency validation and verification processes, to ensure that the agency submissions to FRPP accurately and completely represent the data in the agency's internal asset management systems.

The confirmation step provides both numerical and graphical representations comparing a key set of data elements from last year's inventory data to the current year agency data entered in FRPP MS. The Confirmation/Variance Report (sample shown in **Figure 2 Sample FRPP Confirmation/Variance Report**) provides the variance in both numerical and percentage form between current data and last year's data. The data compared at the confirmation step includes:

- Total number of assets (broken down by legal interest and asset type)
- Total number of assets (broken down by status and asset type)
- Total acreage (broken down by legal interest)
- Total square footage (broken down by legal interest)
- Total replacement value (broken down by asset type)
- Total repair needs (broken down by asset type)
- Total owned and otherwise managed annual operating and maintenance costs
- Total lease costs
- Total disposed assets (broken down by asset type)
- Predominant use summary (broken down by asset type and usage code)

- Disposition summary (broken down by disposition method)

Agency Administrators may generate these reports at the agency level and at the bureau level.

Agencies are responsible for ensuring that data being submitted for all data elements – not just those data elements examined by the FRPP confirmation step – is accurate and complete. FRPP MS provides a robust search capability that allows agencies to compare the totals for those data elements not included in the confirmation reports. Agency administrators should compare the results from internal asset management systems with the FRPP MS reports (both confirmation and search reports) and make necessary corrections. Agencies are expected to utilize the information available in this phase in combination and consultation with internal agency validation and verification processes to ensure that the agency submissions are accurate and complete.

Figure 2: Sample FRPP Confirmation/Variance Report

Agency Report

Summary Report	Variance Report			
	Fiscal Year: 2012	Fiscal Year: 2011	Variance	Variance%
Total Number of assets by Legal Interest:	298	298	0	0.00 %
Building:	125	125	0	0.00 %
Owned:	125	125	0	0.00 %
Leased:	0	0	0	N/A
Otherwise Managed:	0	0	0	N/A
Land:	7	7	0	0.00 %
Owned:	7	7	0	0.00 %
Leased:	0	0	0	N/A
Otherwise Managed:	0	0	0	N/A
Structure:	166	166	0	0.00 %
Owned:	166	166	0	0.00 %
Leased:	0	0	0	N/A
Otherwise Managed:	0	0	0	N/A
Total Number of assets by Status:	298	298	0	0.00 %
Building:	125	125	-20	0.00 %
Active:	105	105	0	0.00 %
Inactive:	0	0	0	N/A
Excess:	20	20	0	0.00 %
Report of Excess Submitted:	0	0	0	N/A
Report of Excess Accepted:	0	0	0	N/A
Determination to Dispose:	0	0	0	N/A
Cannot Currently be Disposed:	0	0	0	N/A
Land:	7	7	0	0.00 %
Active:	3	3	0	0.00 %
Inactive:	0	0	0	N/A
Excess:	4	4	0	0.00 %
Report of Excess Submitted:	0	0	0	N/A
Report of Excess Accepted:	0	0	0	N/A
Determination to Dispose:	0	0	0	N/A
Cannot Currently be Disposed:	0	0	0	N/A
Structure:	166	166	0	0.00 %
Active:	151	151	0	0.00 %
Inactive:	0	0	0	N/A
Excess:	15	15	0	0.00 %
Report of Excess Submitted:	0	0	0	N/A
Report of Excess Accepted:	0	0	0	N/A
Determination to Dispose:	0	0	0	N/A
Cannot Currently be Disposed:	0	0	0	N/A
Total Acreage By Legal Interest:	0.000		-34,333.500	-100.00 %
Owned:	0.000	34,333.500	-34,333.500	-100.00 %
Leased:	0.000	0.000	0.000	N/A
Otherwise Managed:	0.000	0.000	0.000	N/A
Total Square Footage By Legal Interest:	550,574.000	550,574.000	0.000	0.00 %
Owned:	550,574.000	550,574.000	0.000	0.00 %
Leased:	0.000	0.000	0.000	N/A
Otherwise Managed:	0.000	0.000	0.000	N/A
Total Disposed Assets:	0	6	-6	-100.00 %
Building:	0	1	-1	-100.00 %
Land:	0	0	0	N/A
Structure:	0	5	-5	-100.00 %

Predominant Use Summary

Summary Report				Variance Report				
			Fiscal Year:2012			Fiscal Year:2011	Variance	Variance%
Asset Type - Usage Code	Number of Assets	Total Square Footage	Total Acres	Number of Assets	Total Square Footage	Total Acres	Number of Assets	Variance %
Land	**7**	**0.000**	**0.000**	**7**	**0.000**	**34,333.500**	**0**	**0.00 %**
Communications Systems (72) :	7	0.000	0.000	7	0.000	34,333.500	0	0.00 %
Building	**125**	**550,574.000**	**0.000**	**125**	**550,574.000**	**0.000**	**0**	**0.00 %**
All Other (80) :	4	1,688.000	0.000	4	1,688.000	0.000	0	0.00 %
Communications Systems (72) :	86	465,555.000	0.000	86	465,555.000	0.000	0	0.00 %
Dormitories/Barracks (31) :	4	8,628.000	0.000	4	8,628.000	0.000	0	0.00 %
Family Housing (30) :	3	3,345.000	0.000	3	3,345.000	0.000	0	0.00 %
Industrial (50) :	7	9,334.000	0.000	7	9,334.000	0.000	0	0.00 %
Office (10) :	7	17,919.000	0.000	7	17,919.000	0.000	0	0.00 %
Service (60) :	2	1,583.000	0.000	2	1,583.000	0.000	0	0.00 %
Warehouses (41) :	12	42,542.000	0.000	12	42,542.000	0.000	0	0.00 %
Structure	**166**	**0.000**	**0.000**	**166**	**0.000**	**0.000**	**0**	**0.00 %**
All Other (80) :	12	0.000	0.000	12	0.000	0.000	0	0.00 %
Communications Systems (72) :	55	0.000	0.000	55	0.000	0.000	0	0.00 %
Industrial (other than buildings) (50) :	3	0.000	0.000	3	0.000	0.000	0	0.00 %
Parking Structures (66) :	7	0.000	0.000	7	0.000	0.000	0	0.00 %
Power Development and Distribution (15) :	4	0.000	0.000	4	0.000	0.000	0	0.00 %
Recreational (other than buildings) (75) :	1	0.000	0.000	1	0.000	0.000	0	0.00 %
Roads and Bridges (76) :	7	0.000	0.000	7	0.000	0.000	0	0.00 %
Service (other than buildings) (60) :	1	0.000	0.000	1	0.000	0.000	0	0.00 %
Storage (other than buildings) (40) :	29	0.000	0.000	29	0.000	0.000	0	0.00 %
Utility Systems (71) :	47	0.000	0.000	47	0.000	0.000	0	0.00 %

Disposition Summary

Summary Report			Variance Report					
		Fiscal Year:2012		Fiscal Year:2011		Variance		Variance%
Disposition Method	Number of Assets	Disposition Value	Number of Assets	Disposition Value	Number of Assets Variance	Disposition Value Variance	Number of Assets Variance %	Disposition Value Variance %
	0	**$0.000**	**6**	**$300,000.000**	**-6**	**-$300,000.000**	**-100.00 %**	**-100.00 %**
Negotiated Sale (5N):	0	$0.000	6	$300,000.000	-6	-$300,000.000	-100.00 %	-100.00 %

B) Data Validation Tools

The Office of Management and Budget (OMB), released *Management Procedures Memorandum 2016-01, Improving Federal Real Property Data Quality – Required Data Validation and Verification Procedures* informing agencies that implementation of new validation and verification (V&V) would begin with the FY 2016 annual FRPP submission. In accordance with this memorandum, GSA issued Federal Real Property Data Validation and Verification Guidance on May 13, 2016, which includes several new requirements:

- Mandates resolution of data anomalies automatically detected by FRPP MS (hereafter referred to as "anomaly resolution")
- Prescribes actions for anomaly resolution
- Standardizes V&V across government
- Establishes deadlines by which agencies will implement V&V
- Defines V&V compliance and outcomes for individual agencies

GSA has developed in FRPP MS a series of data validation and verification (V&V) tools to detect data anomalies. Agencies must review the data anomalies that exist based on the criteria shown in Table 4 below. These agencies will use the V&V tool to indicate that the data anomalies have been resolved, either by (1) affirming that the underlying data elements that created the anomaly are correct, or (2) indicating that the data contains an error that will be fixed. The anomalies flagged by FRPP MS will be based solely on an agency's non-disposed inventory. Please refer to GSA Federal Real Property Data Validation and Verification Guidance for additional detail regarding this mandatory V&V process. Notwithstanding anything to the contrary, all agencies reporting to FRPP MS must complete the V&V process.

Note:

- Certain data anomaly category thresholds have changed slightly based on FY 2017 FRPP data.

Table 4: FRPP Data Anomaly Thresholds for FY 2018 Reporting Cycle

FRPP Data Element	Data Anomaly	Universe of Data Anomaly	Anomaly Criteria	Lower Threshold	Upper Threshold
Condition Index	Condition Index Above Threshold for Agency	Owned and Otherwise Managed Buildings	If more than 50% of an agency's building assets have a condition index of 100, all of the agency's building assets with a condition index of 100 will be flagged as an anomaly.		>50% of assets with CI = 100
Repair Needs and Replacement Value	Repair Needs Exceeds Replacement Value	Owned and Otherwise Managed Buildings	If an asset's repair needs are greater than its replacement value, then it will be flagged as an anomaly.	N/A	N/A
Legal Interest Indicator	Change in Legal Interest	All Buildings	If an asset's legal interest indicator in the current year is different from the prior year's indicator, then it will be flagged as an anomaly.	N/A	N/A
Status Indicator	Change in Status Indicator	Owned and Otherwise Managed Buildings	An asset whose status was "Report of Excess Submitted" (B), "Report of Excess Accepted" (C), or "Determination to Dispose" (F) in a prior year should have the same status in the current year. If, in the current year, the asset's status has changed to "Current Mission Need" (A) or "Future Mission Need" (I), then it will be flagged as an anomaly.	N/A	N/A

FRPP Data Element	Data Anomaly	Universe of Data Anomaly	Anomaly Criteria	Lower Threshold	Upper Threshold
Historical Status	Change in Historical Status	All Buildings	If an asset had a historical status of (1) National Historic Landmark, NHL or (2) National Register Listed, NRL in the prior year, but its current status is (3) National Register Eligible, NRE, (4) Non-contributing element of NHL/NRL district, (5) Not Evaluated, or (6) Evaluated, Not Historic, then the asset will be flagged as an anomaly.	N/A	N/A
Square Feet	Square Feet Below Threshold[11]	All Office Buildings	If an asset's square footage is less than the lower threshold, then it will be flagged as an anomaly.	< 400 SF	N/A
Square Feet	Square Feet Below Threshold	All Warehouse Buildings	If an asset's square footage is less than the lower threshold, then it will be flagged as an anomaly.	< 56 SF	N/A
Square Feet	Square Feet Below Threshold	All Service Buildings	If an asset's square footage is less than the lower threshold, then it will be flagged as an anomaly.	< 56 SF	N/A
Square Feet	Square Feet Below Threshold	All Laboratory Buildings	If an asset's square footage is less than the lower threshold, then it will be flagged as an anomaly.	< 100 SF	N/A
Square Feet	Square Feet Below Threshold	All Dormitories and Barracks Buildings	If an asset's square footage is less than the lower threshold, then it will be flagged as an anomaly.	< 256 SF	N/A
Annual Operating and Maintenance Costs	Operation +Maintenance per Square Foot Equal to or Above Threshold[12]	Owned and Otherwise Managed Office Buildings	If the sum of an asset's annual operation and maintenance costs per square foot are equal to the lower threshold number, or greater than or equal to the upper threshold number, then the asset will be marked as an anomaly.	= $0.00 per SF	>= $20.75 per SF

[11] This threshold uses the 3rd percentile of FY 2017 FRPP data as its minimum. Values that fall below the threshold will be flagged as an anomaly. This methodology applies to all anomaly categories labeled "Square Feet Below Threshold."

[12] Cost-per-square-foot thresholds are based upon analysis of FY 2017 data reported to FRPP MS for the following asset categories: leased offices; leased warehouses; owned and otherwise managed offices; owned and otherwise managed warehouses. Acceptable cost per square foot ranges between the 3rd (minimum) and the 97th (maximum) percentile of data. Values that fall outside this range will be flagged as an anomaly. This range parallels industry benchmarks, such as office and warehouse operating cost data reported in the 2015 BOMA Experience Exchange Report, as well as leased office and warehouse rental rates reported in Jones Lang LaSalle Research's United States Office and Industrial Statistics Reports. This methodology applies to all data anomaly categories labeled "Operation + Maintenance Costs Above or Below Threshold."

FRPP Data Element	Data Anomaly	Universe of Data Anomaly	Anomaly Criteria	Lower Threshold	Upper Threshold
Annual Operating and Maintenance Cost	Operation +Maintenance per Square Foot Equal to or Above Threshold	Owned and Otherwise Managed Warehouse Buildings	If the sum of an asset's annual operation and maintenance costs per square foot are equal to the lower threshold number, or greater than or equal to the upper threshold, then the asset will be marked as an anomaly.	= $0.00 per SF	>= $16.29 per SF
Total Lease Costs[13]	Total Lease Costs Below or Above Threshold[14]	Leased Office Buildings	If the asset's total lease costs per square foot are less than or equal to the lower threshold number, or greater than or equal to the higher threshold number, then it will be marked as an anomaly.	<= $0.63 per SF	>= $51.94 per SF
Total Lease Costs	Total Lease Costs Equal to or Above Threshold	Leased Warehouse Buildings	If an asset's total lease costs per square foot are equal to the lower threshold number, or greater than or equal to the higher threshold number, then it will be flagged as an anomaly.	= $0.00 per SF	>= $33.94 per SF
Sustainability	Change in Sustainability	All Buildings	If the asset's sustainability code in the prior year was (1) Yes, (2) No, or (4) Not Applicable, but its sustainability code for the current year is (3) Not Yet Evaluated, then it will be marked as an anomaly.	N/A	N/A
RTF	RTF Assets Disappear	RTF Criteria for all Office and Warehouse Assets	If an RTF asset is not reported in a subsequent year, then it will be marked as an anomaly.	N/A	N/A
Latitude and Longitude	Assets Located in a Body of Water	All Assets with reported Latitude and Longitude	The GSA Geographic Information Systems (GIS) Center of Excellence (COE) will geospatially analyze the agency reported latitude and longitude values. GIS COE will identify those coordinate latitude and longitude points that are not located within the boundaries of a country, such as those that are in a body of water.	N/A	N/A

[13] Total Lease Costs equals the sum of Annual Rent to Lessor, Lease Operations, and Lease Maintenance.

[14] Cost-per-square-foot anomaly thresholds are based upon analysis of FY 2017 data reported to FRPP MS for the following asset categories: leased offices; leased warehouses; owned and otherwise managed offices, and owned and otherwise managed warehouses. Acceptable cost per square foot ranges are between the 3rd (minimum) and the 97th (maximum) percentile of the data. Values that fall outside this range will be flagged as an anomaly. This range parallels industry benchmarks such as office and warehouse operating cost data reported in the 2015 BOMA Experience Exchange Report, as well as leased office and warehouse rental rates reported in Jones Lang LaSalle Research's United States Office and Industrial Statistics Reports. This methodology applies to all data anomaly categories labeled "Operations + Maintenance Costs Above or Equal to Threshold."

FRPP Data Element	Data Anomaly	Universe of Data Anomaly	Anomaly Criteria	Lower Threshold	Upper Threshold
Country	Geospatial Country Mismatch	All Assets with reported Latitude and Longitude	The GIS COE will use the latitude and longitude points to identify mismatches between the agency submitted data element for country and the value identified through the geospatial analysis. For example, GIS COE's review will flag an instance where the agency reports an asset in Jamaica, but the latitude and longitude point shows the location to be in the Bahamas.	N/A	N/A
State	Geospatial State Mismatch	All Assets with reported Latitude and Longitude	The GIS COE will use the latitude and longitude points to identify mismatches between the agency submitted data element for state and the value identified through the geospatial analysis.	N/A	N/A
County	Geospatial City Mismatch	All Assets with reported Latitude and Longitude	The GIS COE will use the latitude and longitude points to identify mismatches between the agency submitted data element for county and the value identified through the geospatial analysis.	N/A	N/A
Zip Code	Geospatial City Mismatch	All Assets with reported Latitude and Longitude	The GIS COE will use the latitude and longitude points to identify mismatches between the agency submitted data element for zip code and the value identified through the geospatial analysis.	N/A	N/A

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3. XML Overview

XML is the industry-standard format for transferring data to internet applications. XML is currently the only acceptable format for electronically submitting mass data to FRPP MS.

FRPP MS's XML format is organized by the Real Property Types of land, buildings, and structures. (The XML tags are indicated as: *Type 20Land, Type35BuildingDetail*, and *Type40Structure*). These are referred to as record-type "nodes."

Optional fields with blank values do not need to be included in the file.

Some data elements are composite fields with sub-data elements. Legal Interest, Status, Size, Main Location, Installation/Sub-Installation Identifier, and Disposition are the composite fields which contain sub-data elements. The composite fields are easily identified in the XML template by the sub-data elements tags indented on the lines following the data element name.

As shown in the XML example below, each data element is represented with a "tag." The tag name (or data element name) is displayed between the brackets "< >"; the value for that data element is placed between the opening tag and ending tag.

Note:

- Tag names are case sensitive.

XML Tag Example:

```
<HistoricalStatus>5</HistoricalStatus>
```

Opening Tag

Historical status for asset (5 for "Not Evaluated")

Ending Tag (begins with a back slash "/")

Common XML Errors in FRPP Data File

Preparing the XML data file requires diligent attention to detail. It typically takes several iterations to produce an error-free file. Notes on the most common XML errors are listed below.

- Tag names are case sensitive.
- XML is case sensitive.
- ZIP "code" should have a lowercase "c."
- Invalid tag-names or misplaced ending tags: Make sure all the tags are named correctly.
- Do not use invalid special characters in the data elements.
- If using 10 characters in the ZIP code field, a dash must be inserted, i.e., 12345-6789.
- If using these special characters in text (e.g., Installation Name)—&, <, >, ", or '—escape characters must be used in XML as shown below:

Special Character	Special Character Name	XML Code to Use
&	Ampersand	&
<	Less than	<
>	Greater than	>

Special Character	Special Character Name	XML Code to Use
"	Quote	&quot ;
'	Single quote	&#39 ;


```
<?xml version="1.0" encoding="UTF-8"?>
<FRPPData FY="”2014”>
<RealPropertyType>35</RealPropertyType>
<RealPropertyUse>22</RealPropertyUse>
<LegalInterest>
<LegalInterestIndicator>L</LegalInterestIndicator>
<LeaseAuthorityIndicator>1</LeaseAuthorityIndicator>
</LegalInterest>
<Status>
<StatusIndicator>A</StatusIndicator>
<OutgrantIndicator>1</OutgrantIndicator>
</Status>
<HistoricalStatus>1</HistoricalStatus>
<ReportingAgency>7211</ReportingAgency>
<UsingOrganization>7211</UsingOrganization>
<LeaseExpirationDate>04/30/2017</LeaseExpirationDate>
<Size>
<SquareFeet>45123.000</SquareFeet>
</Size>
<ReplacementValue>3213212.000</ReplacementValue>
<RepairNeeds>23232.000</RepairNeeds>
<AnnualOperatingCosts>
<LeaseAnnualOAndMCosts>123122.000</LeaseAnnualOAndMCosts>
<LeaseAnnualRent>23232.0000</LeaseAnnualRent>
<ComponentCosts>
<TotalRecurringMaintRepairCost>4500.000</TotalRecurringMaintRepairCost>
<ElevatorCost>2000.000</ElevatorCost>
<HVACCost>1000.000</HVACCost>
<PlumbingCost>500.000</PlumbingCost>
<TotalUtilitiesCost>2500.000</TotalUtilitiesCost>
<WaterSewageCost>1200.000</WaterSewageCost>
<ElectricityCost>500.000</ElectricityCost>
<GasCost>1000.000</GasCost>
<SteamCost>200.000</SteamCost>
<CleaningJanitorialCost>450.000</CleaningJanitorialCost>
<RoadsGroundsKeepingCost>300.000</RoadsGroundsKeepingCost>
</ComponentCosts>
</AnnualOperatingCosts>
<MainLocation>
<StreetAddress>123 Main St</StreetAddress>
</MainLocation>
```


XML Name Tags are Case Sensitive!

```
<RealPropertyUniqueIdentifier>AssetUnique1</RealPropertyUniqueIdentifier>
<City>4523</City>
<State>50</State>
<Country>840</Country>
<County>334</County>
<CongressionalDistricts>01</CongressionalDistricts>
<Zipcode>220901234</Zipcode>
<InstallationAndSubInstallationIdentifier>
<InstallationName>Insta2</InstallationName>
<InstallationIdentifier>InstaID2</InstallationIdentifier>
<SubInstallationIdentifier>Sub1</SubInstallationIdentifier>
</InstallationAndSubInstallationIdentifier>
<IsSustainable>1</IsSustainable>
</Type35BuildingDetail>
```


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F. DEFINITIONS AND CODES

1. PREDOMINANT USE

Real property predominant use categories (along with descriptions and associated 2-digit codes) are listed below for each Real Property Record Type (Land-20, Building-35, Structure-40). A real property asset must have only one predominant use code.

Predominant Use Categories and Codes for Land

Code	Land Predominant Use Classifications
01	*Agriculture:* Land under cultivation for food or fiber production.
04	*Grazing:* Conservation lands primarily administered to preserve, protect, manage, or develop grass and other forage resources suitable for livestock. Exclude Wilderness Areas from this classification.
07	*Forest and Wildlife:* Conservation lands primarily administered to preserve, protect, manage, or develop timber, wildlife, watershed, and recreational resources. Exclude Wilderness Areas from this classification.
08	*Parks and Historic Sites:* Land administered for cemeteries, memorials, monuments, parks (national, historical, military, memorial, and national capital), sites (battlefield and historic), parkways, and recreation areas. Exclude Wilderness Areas from this classification.
09	*Wilderness Areas:* Land designated by Congress as a part of the National Wilderness Preservation System.
10	*Office Building Locations:* Land containing office buildings or future planned office buildings, to include military headquarters buildings.
11	*Miscellaneous Military Land:* Department of Defense (DOD) and U.S. Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.
12	*Airfields:* Land used for military air bases or air stations, and military or civilian landing fields.
13	*Harbors and Ports:* Land used for harbor and port facilities.
14	*Post Offices:* Land used in conjunction with a Post Office and used predominately as a general service and access area.
15	*Power Development and Distribution:* Land used for power development and distribution projects.
16	*Reclamation and Irrigation:* Land used for reclamation and irrigation projects.
17	*Outpatient Healthcare:* Land used for Outpatient Healthcare facilities
18	*Flood Control and Navigation:* Land used for flood control and navigation projects.
19	*Vacant:* Land not being used.
20	*Institutional:* Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	*Housing:* Land used primarily for public housing projects, military personnel quarters, and dwellings for other federal personnel.
40	*Storage:* Land used primarily for supply depots and other storage.
50	*Industrial:* Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.
65	*Space Exploration*: Land used in direct support of space exploration and utilization, including launch and test sites, emergency landing sites (not airfield), and astronaut training.
70	*Research and Development:* Land used directly in basic or applied research, such as science, medicine, and engineering.

Code	Land Predominant Use Classifications
72	*Communication Systems:* Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.
73	*Navigation and Traffic Aids:* Land used for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
80	*All Other:* Land that cannot be classified elsewhere.
81	*Training Land*: Land containing training buildings, or land that is used to conduct outdoor training, such as firefighting, weapons training, or other military training activities.

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Predominant Use Categories and Codes for Buildings

Code	Building Predominant Use Classifications
10	*Office:* Buildings primarily used for office space or military headquarters.
14	*Post Office:* Buildings or portions of buildings used as a Post Office.
17	*Outpatient Healthcare Facility:* Buildings used primarily for **outpatient** diagnosis, treatment, and therapy. Includes medical, dental, mental health, and substance abuse treatment facilities
21	*Hospital:* Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
22	*Prisons and Detention Centers*
23	*School:* Buildings used primarily for formally organized instruction, such as schools for dependent children of federal employees, Indian schools, and military training buildings including specialized training facilities.
24	*Comfort Station/Restrooms:* Asset with toilet and lavatory facilties for public use. May include showering facilities.
25	*Data Center:* An asset that stores and/or manages server, network, and computer or telecommunications equipment.
28	*Museum:* Buildings used for the housing and/or display of tangible objects or collections for the purpose of displaying said objects or collections for public view and benefit on a regular basis.
29	*Other Institutional Uses:* Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, and chapels. This category also includes food preparation and dining facilities, buildings housing entertainment and recreational activities, and visitor's centers.
30	*Family Housing***:** Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and housing for institutional personnel.
31	*Dormitories/Barracks*: Buildings primarily used as dwellings for housing individuals (without families/dependents).
41	*Warehouses***:** Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.
50	*Industrial:* Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, fish production, chemicals, aluminum, and magnesium. Included are buildings that house utility plants or utility system components such as pump stations or valves.
60	*Service:* Buildings used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and buildings primarily used for vehicle maintenance and repair.
72	*Communication Systems:* Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
73	*Navigation and Traffic Aids*: Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
74	*Laboratories***:** Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing.

Code	Building Predominant Use Classifications
80	*All Other:* Buildings that cannot be classified elsewhere.
84	*Border/ Inspection Station:* Stand-alone building used primarily for inspection of persons, baggage, vehicles, or goods entering the United States via land, sea, or air, or goods produced or grown in the U.S. Includes (but is not limited to) medical examinations, inspection and/or testing of equipment, foodstuffs, agricultural products, animals, drugs, and other regulated commodities.
85	*Facility Security:* Stand-alone building used primarily to house security personnel that inspect persons, baggage, vehicles, or goods entering a campus, facility, or installation. This building is stand-alone, not part of another building, and dedicated to housing security staff only.
86	*Land Port of Entry:* The terms “port” and “port of entry” refer to any place designated by Executive Order of the President, by order of the Secretary of the Treasury, or by Act of Congress, at which a Customs officer is authorized to accept entries of merchandise to collect duties, and to enforce the various provisions of the Customs and navigation laws. The terms “port” and “port of entry” incorporate the geographical area under the jurisdiction of a port director. Any stand-alone building included within this geographical area that is dedicated to receiving merchandise rather than providing administrative office space.
87	*Aviation Security Related (e.g., airport space, airport terminal support):* Stand-alone facility located on airport/field locations related to security operations and the continuous security required training including support of specialized functions such as behavior detection and explosive appraisal and other non-administrative functions.
88	*Public Facing Facility:* Facility in which an agency’s primary mission is to service and interact with the public conducting personal business (e.g., applying for benefits, passports, licenses).
89	*Child Care Center:* Stand-alone facility that provides child care services. The center cannot be part of a larger building.

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Predominant Use Categories, Codes, and Units of Measure for Structures

Code	Structure Predominant Use Classifications	Valid Units of Measure
12	*Airfield Pavements:* Runways, helicopter landing pads, taxiways, and aprons.	Square Yards
13	*Harbors and Ports:* Docks, piers, wharves, jetties and breakwaters, and other harbor, port, or coastal facilities.	Square Yards
15	*Power Development and Distribution*: Hydroelectric and other power development projects that produce power for resale (generally consisting of dams and powerhouses). Include transmission lines that are an integral part of federal power development, even if the power is produced by another federal agency.	Each, Linear Feet
16	*Reclamation and Irrigation*: Canals, laterals, pumping stations, storage, and diversion dams.	Each, Linear Feet
18	*Flood Control and Navigation*: River improvements, revetments, dikes, dams, and docks.	Each, Linear Feet
28	*Museum:* Structures used for the housing and/or display of tangible objects or collections for the purpose of displaying said objects or collections for public view and benefit on a regular basis.	Each
40	*Storage (other than buildings):* Storage tanks, silos, igloos, underground vaults, and open storage improved areas. This category includes water reservoirs and POL storage tanks.	Each, Linear Feet
50	*Industrial (other than buildings):* Structures and facilities (other than buildings) used for production or manufacturing, such as sliding shipways, retaining basins, and pipelines.	Each, Linear Feet
60	*Service (other than buildings):* Structures used for maintenance and repair, such as underground fueling systems, vehicle washing and greasing facilities, aircraft bore sight ranges, guided missile maintenance facilities, and ship repair structures.	Each
65	*Space Exploration Structures*: Structures used in direct support of space exploration and testing, including test structures and specialized associated structures that cannot be classified elsewhere.	Each
66	*Parking Structures:* Independent structures for non-residential parking of more than two vehicles.	Square Yards
70	*Research and Development (other than laboratories):* Structures and facilities used directly in basic or applied research in science, medicine, and engineering, such as facilities used in the design, development, and testing of prototypes and processes and space and aeronautics research and development. Excludes facilities used for routine testing.	Each
71	*Utility Systems:* Heating, sewage, water, and electrical systems that serve several buildings or other structures of an installation. When these systems serve a single building that is reported separately, include the utility systems' cost in the cost of the building. Includes heating plants and related steam and gas lines, sewage disposal plants, storm and sanitary sewer lines, water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations, standby or auxiliary power plants, lighting structures, and conduits.	Each, Linear Feet, Miles
72	*Communication Systems:* Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.	Each, Miles
73	*Navigation and Traffic Aids (other than buildings):* Structures for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting. Includes demarcation lighting along runways, taxiways, and other airfield pavements.	Each
75	*Recreational (other than buildings):* Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.	Each
76	*Roads and Bridges:* Federally-owned highways, roads, related culverts, and connecting bridges. Includes surfaced and unsurfaced roads within national parks and forests, military installations, and other federal installations.	Lane Miles, Square Yards

Code	Structure Predominant Use Classifications	Valid Units of Measure
77	*Railroads:* Tracks, bridges, tunnels, and fuel or water stations servicing railroads.	Miles
78	*Monuments and Memorials:* Federal monuments, memorials, and statues.	Each
79	*Miscellaneous Military Facilities:* Structures and facilities of DOD and USCG used for military functions that are not included in any other classification.	Each
80	*All Other:* Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.	Each, Lane Miles, Linear Feet, Miles, Square Yards
82	*Weapons Ranges*: Ranges where weapons are fired and areas where explosives are detonated.	Each
83	*Renewable Energy System:* Stand-alone, agency owned renewable energy systems that serve several buildings and/or other structures of an installation. When renewable energy systems serve a single building, which is reported separately, such as a roof-mounted solar photovoltaic system or geothermal heat pump, include the renewable energy systems' cost in the cost of the building. Renewable energy systems may include: biomass power; geothermal; landfill gas; solar power; solar thermal; wind; wave; tidal; and micro-hydropower. Hydroelectric power plants are included under Predominant use code 15 and should not be included under renewable energy systems.	Each

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2. Public Conveyance Disposition Methods

The following table provides standard definitions for each of the public conveyance disposition methods as described for Disposition data element. For purposes of reporting the Disposition data element to FRPP MS, only include those assets that have been deeded or permanently transferred to an organization. Do NOT include those assets under the public benefit conveyance that were leased or made available on an interim basis, as these assets remain in the agency's inventory. The FRPP Disposition data element only tracks assets that have permanently left the federal portfolio of assets.

Code	Public Conveyance Dispostion Method Categories and Definitions
HA	Homeless Assistance: 42 U.S.C. 11411 Title V of the Stewart B. McKinney Homeless Assistance Act, as amended, authorizes the identification and use of underutilized property for use as facilities to assist the homeless and expands the meaning of Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 Stat.1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
HE	Public Health Including Research: 40 U.S.C. 550 (d) Educational Use: 40 U.S.C. 550(c) Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
PR	Public Parks and Public Recreational Areas: 40 U.S.C. 550 (e) Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
HM	Historic Monuments: 40 U.S.C. 550 (h) Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
CF	Correctional Facility: 40 U.S.C. 553 (b)(1) Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
PF	Port Facilities: 40 U.S.C. 554 Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
PA	Public Airports : 49 U.S.C. 47151-47153 Section 13 (g) of the Surplus Property Act of 1944 , which is continued in effect by Title 40, U.S. Code, Chapter 5, Property Management (P.L. 107-217, 116 STAT 1062, enacted August 21, 2002) 40 U.S.C. 113 and amended by Pub. L. 311, 81st Congress (50 U.S.C. App. 1622(a)-(c)).
WC	Wildlife Conservation: 16 U.S.C. 667 b-d Pub. L. 537, 80th Congress.
NS	Negotiated Sales to Public Agencies Without Use Restrictions: 40 U.S.C. 545 (b)(8) Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
SH	Self-Help Housing: 40 U.S.C. 550 (f)(3) Pub. L. 105-50, October 6, 1997 (enacted HR 680), referred as the "Self-Help Housing Law". This law amended Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.
LW	Law Enforcement: 40 U.S.C. 553 (b)(2) Emergency Management Response: 40 U.S.C. 553(b)(3) Pub. L. 105-119, November 26, 1997 (HR 2267-DOJ Appropriations Act, 1998). This law amended Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Pub. L. 107-217, 116 STAT 1062, August 21, 2002, and recodified into positive law in Title 40, U.S.C., Chapter 5, Property Management without substantive changes.

3. LEASE AUTHORITY DEFINITIONS

The following table provides definitions for each lease authority category, as described for Lease Authority Indicator data element. Lease Authority Indicator is required for leased assets only.

	Lease Authority Indicator Categories and Definitions
IS	*Independent Statutory Authority:* Authority to acquire leased space that originates in a statute enacted into law. This may be an agency wide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a federal agency.
CS	*Categorical Space - Delegation from GSA:* A standing delegation of authority from the Administrator of General Services to a federal agency to acquire certain types of space as identified in FMR 102.73-155. All leased real estate assets reported as categorical delegation must comply with GSA FMR Bulletin C-2 reporting requirements in the GSA Lease Delegations data system.
SP	*Special Purpose Space - Delegation from GSA:* A standing delegation of authority from the Administrator of General Services to specific federal agencies to lease their own special purpose space. Restricted to agencies that have special purpose delegation authority for the types of space authorized under FMR 102-73.170 – 102-73.225. Agencies that have special purpose delegation are Agriculture, Commerce, Department of Defense, Energy, Federal Communications Commission, Health and Human Services, Homeland Security, Interior, Justice, Office of Thrift Supervision, Transportation, Treasury, and Veterans Affairs. All leased real estate assets reported as special purpose delegation must comply with GSA FMR Bulletin C-2 reporting requirements in the GSA Lease Delegation data system.
PC	*General Purpose Space:* GSA FMR Bulletin C-2, Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014)[15] established new requirements for agencies requesting authorization to use the general purpose lease delegation authorization. The Bulletin reemphasized and modified certain procedures associated with the use of the delegation of general purpose leasing authority provided by GSA FMR Bulletin 2008-B1, Delegations of Lease Acquisition Authority. General purpose delegations of lease authority is limited to no more than 19,999 usable square feet of space for terms of up to 20 years and below prospectus-level requirements, regardless of geographic location. General purpose space is defined as office and related space, as well as laboratory and warehouse space. All leased real estate assets reported as general purpose delegation with lease award dates after November 11, 2007, must be approved by GSA in accordance with GSA FMR Bulletin C-2, Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014). No real estate asset may be reported under general purpose delegation without receiving appropriate delegated authority from GSA.

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[15] GSA FMR Bulletin C-2, Delegations of Lease Acquisition Authority (79 FR 2164, April 16, 2014) can be accessed at: http://www.gpo.gov/fdsys/pkg/FR-2014-04-16/pdf/2014-08645.pdf

APPENDIX A: XML SCHEMAS

FRPP MS - XML TEMPLATE

1. Introduction

The Federal Real Property Profile Management System (FRPP MS) holds the federal real estate inventory. Agencies report their real estate inventory annually by submitting a file in a predetermined format or by entering the data through the website.

The XML schema as published in the latest version of the Data Dictionary is the only standard for the mass transfer of data into FRPP MS.

Opening XML File Tag

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XML Schema for Adding Building Assets:

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XML Schema for Adding Land Assets:

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XML Schema for Adding Structure Assets:

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      <PlumbingCost></PlumbingCost>
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      <ElectricityCost></ElectricityCost>
      <GasCost></GasCost>
      <SteamCost></SteamCost>
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    </ComponentCosts>
  </AnnualOperatingCosts>
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  </DispositionData>
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  <StatutoryCitation></StatutoryCitation>
 </Type40Structure>
```

Closing XML File Tag

```
</FRPPData>
```

XML Template for Modifying Assets

Note: When modifying data, the only required fields are the Reporting Agency and the Real Property Unique Identifier for each asset, in addition to any other data elements that need to be updated.

If the action attribute for a file is specified as Modify then the system updates the missing data in the file with the data from the existing record for the

Reporting Agency and Real Property Unique Identifier specified in the file.

Opening XML File Tag

`<FRPPData FY="2018"` **ACTION ="MODIFY" AGENCYCODE="2 digit Agency Code">**

XML Schema for Modifying Building Assets:

```
<Type35Building>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <FieldOffice></FieldOffice>
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  <LegalInterest>
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    <LeaseAuthorityIndicator></LeaseAuthorityIndicator>
  </LegalInterest>
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    <StatusIndicator></StatusIndicator>
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</Type35Building>
```

XML Schema for Modifying Land Assets:

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  <RealPropertyUse></RealPropertyUse>
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          alMaintenanceCosts>
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```

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```

XML Schema for Modifying Structure Assets:

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        rwiseManagedAnnualOperatingCosts>
```

```
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    <ComponentCosts>
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      <ElevatorCost></ElevatorCost>
      <HVACCost></HVACCost>
      <PlumbingCost></PlumbingCost>
      <TotalUtilitiesCost></TotalUtilitiesCost>
      <WaterSewageCost></WaterSewageCost>
      <ElectricityCost></ElectricityCost>
      <GasCost></GasCost>
      <SteamCost></SteamCost>
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      <RoadsGroundsKeepingCost></RoadsGroundsKeepingCost>
    </ComponentCosts>
  </AnnualOperatingCosts>
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  <Country></Country>
  <County></County>
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  </InstallationAndSubInstallationIdentifier>
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  </DispositionData>
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  <FOIAExemption></FOIAExemption>
  <StatutoryCitation></StatutoryCitation>
 </Type40Structure>
```

Closing XML File Tag

```
</FRPPData>
```

XML Template for Deleting Existing Assets

- When deleting asset records in a file, the only required fields are the ***Reporting Agency*** and the ***Real Property Unique Identifier*** *for each asset*. FRPP MS will perform a search for the ***Real Property Unique Identifier*** and the ***Reporting Agency*** to check if the asset record exists. If the record exists, system will mark the record as deleted.

- If action attribute is specified as DELETE, system will delete all the records in the file.
- **Note for disposed assets:** If the asset has transferred to another agency or exited the federal inventory, the Disposition sub-data elements must be reported in addition to the ***Real Property Unique Identifier*** and the ***Reporting Agency*** with the "modify" action instead of the "delete" action.

Opening XML File Tag

```
<FRPPData FY="2018" ACTION="DELETE" AGENCYCODE="2 digit Agency Code">
```

XML Schema for Deleting Land Assets

```
<Type20Land>
<ReportingAgency></ReportingAgency>
<RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
</Type20Land>
```

XML Schema for Deleting Building Assets

```
<Type35Building>
<ReportingAgency></ReportingAgency>
<RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
</Type35Building>
```

XML Schema for Deleting Structure Assets

```
<Type40Structure>
<ReportingAgency></ReportingAgency>
<RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
</Type40Structure>
```

Closing XML File Tag

```
</FRPPData>
```

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APPENDIX B: QUICK GUIDES

QUICK GUIDE – PREDOMINANT USE CATEGORIES AND CODES

Predominant Use Code	Building - Predominant Use Category
10	Office
14	Post Office
17	Outpatient Healthcare Facility
21	Hospital
22	Prisons and Detention Centers
23	School
24	Comfort Station/ Restrooms
25	Data Center
28	Museum
29	Other Institutional Uses
30	Family Housing
31	Dormitories/Barracks
41	Warehouses
50	Industrial
60	Service
72	Communication Systems
73	Navigation and Traffic Aids
74	Laboratories
80	All Other
84	Border/ Inspection Station
85	Facility Security
86	Land Port of Entry
87	Aviation Security Related
88	Public Facing Facility
89	Child Care Center

Predominant Use Code	Land - Predominant Use Category
1	Agriculture
4	Grazing
7	Forest and Wildlife
8	Parks and Historic Sites
9	Wilderness Areas
10	Office Building Locations
11	Miscellaneous Military Land
12	Airfields
13	Harbors and Ports
14	Post Office
15	Power Development and Distribution
16	Reclamation and Irrigation
17	Outpatient Healthcare
18	Flood Control and Navigation
19	Vacant
20	Institutional
30	Housing
40	Storage
50	Industrial
65	Space Exploration
70	Research and Development
72	Communication Systems
73	Navigation and Traffic Aids
80	All Other
81	Training Land

Predominant Use Code	Structure - Predominate Use Category	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each, Linear Feet
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
28	Museum	Each
40	Storage (other than buildings)	Each, Linear Feet
50	Industrial (other than buildings)	Each, Linear Feet
60	Service (other than buildings)	Each
65	Space Exploration Structures	Each
66	Parking Structures	Square Yards
70	Research and Development (other than Labs)	Each
71	Utility Systems	Each, Linear Feet, Miles
72	Communication Systems	Each, Miles
73	Navigation and Traffic Aids (other than buildings)	Each
75	Recreational (other than buildings)	Each
76	Roads and Bridges	Lane Miles, Square Yards
77	Railroads	Miles
78	Monuments and Memorials	Each
79	Miscellaneous Military Facilities	Each
80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards
82	Weapons Ranges	Each
83	Renewable Energy System	Each

QUICK GUIDE: DATA DICTIONARY

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
1	Real Property Type	Numeric	2	Land (20) Building (35) Structure (40)	RealPropertyType	No changes to FY 2018 Data Element
2	Real Property Use	Numeric	2	Land Values: 1 – Agriculture 4 - Grazing 7 - Forest and Wildlife 8 - Parks and Historic Sites 9 - Wilderness Areas 10 - Office Building Locations 11 - Miscellaneous Military Land 12 - Airfields 13 - Harbors and Portss 14 - Post Offices 15 - Power Development and Distribution 16 - Reclamation and Irrigation 17 – Outpatient Healthcare 18 - Flood Control and Navigation 19 - Vacant 20 - Institutional 30 - Housing 40 - Storage 50 - Industrial 65 - Space Exploration 70 - Research and Development 72 - Communication Systems	RealPropertyUse	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
				73 - Navigation and Traffic Aids 80 - All Other 81 – Training Land Building Values: 10 - Office 14 - Post Office 17- Outpatient Healthcare Facility 21 - Hospital 22 – Prisons and Detention Centers 23 - School 24- Comfort Station/Restrooms 25- Data Center 28 - Museum 29 - Other Institutional Uses 30 - Family Housing 31 - Dormitories/Barracks 41 - Warehouses 50 - Industrial 60 - Service 72 - Communication Systems 73 - Navigation and Traffic Aids 74 - Laboratories 80 - All Other84 - Border/Inspection Station 85 - Facility Security 86 - Land Port of Entry 87 - Aviation Security Related (e.g., airport space, airport terminal support)		

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
				88 - Public Facing Facility 89 - Child Care Center Structure Values: 12 - Airfields Pavements 13 - Harbors and Ports 15 - Power Development and Distribution 16 - Reclamation and Irrigation 18 - Flood Control and Navigation 28 - Museum 40 - Storage (other than buildings) 50 - Industrial (other than buildings) 60 - Service (other than buildings) 65 - Space Exploration Structures 66 - Parking Structures 70 - Research and Development (other than Labs) 71 - Utility Systems 72 - Communication Systems 73 - Navigation and Traffic Aids (other than buildings) 75 - Recreational (other than buildings) 76 - Roads and Bridges 77- Railroads 78 - Monuments and Memorials 79 - Miscellaneous Military Facilities 80 - All Other 82 - Weapons Ranges 83 – Renewable Energy System		

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
3	Field Office	Alphanumeric		Headquarters (HQ) Headquarters Function (HF) Field Office (FO)	FieldOffice	Required for all worldwide, non-disposed office building assets
4	Field Office Collocation	Alphanumeric		(Y/N): Indicate Yes (Y) or No (N) to indicate suitability for collocation.	FieldOfficeCollocation	New data element required for office building assets reported as field office (FO)
5	Reduce The Footprint (RTF)	Alphanumeric		(Y/N): Indicate Yes (Y) or No (N) to indicate that an agency can or cannot increase the asset. **NOTE:** This data element is not reported by the agency. The RTF data element Y/N indicator is populated based on the following conditions: Chief Financial Officer (CFO) Act Agencies Office and warehouse assets that have: Legal Interest of Owned or Leased, AND Location in the United States, District of Columbia or one of the U.S. Territories Reduce the Footprint Asset (YES/ NO) is used to identify whether an asset is monitored by RTF policy. If the asset is monitored by RTF policy, then FRPP MS will populate the RTF data element with a YES (Y). If the asset is not monitored by RTF policy, then FRPP MS will populate the RTF data element with a NO (N). In addition, assets monitored by RTF in a previous year will continue to be subject to RTF, even if the predominant use is no longer under the policy's purview. Once a RTF asset is disposed, the agency will report the asset as disposed in the current reporting year and FRPP MS will provide YES for the RTF data element.	None	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
6	Legal Interest				LegalInterest	No changes to FY 2018 Data Element
6A	Legal Interest Indicator	Alphanumeric	1	Owned (G): The Federal Government has fee simple interest for the real property asset. Leased (L): The rights to use the real property asset have been assigned to the Federal Government by a private entity or a non-federal entity for a defined period in return for rental payments Otherwise Managed: • State Government-Owned (S): A U.S. state government holds title to the real property asset, but rights for use have been granted to a Federal Government entity in a method other than a leasehold arrangement. • Foreign Government-Owned (F): A foreign government, U.S. territory or similar interest holds title to the real property asset, but rights for use have been granted to a Federal Government entity in a method other than a leasehold arrangement. • Museum Trust (M): A trust entity holds title to the real property asset predominantly used as a museum, but federal funds may be received to cover certain operational and maintenance costs. • Withdrawn Land (W): Land Withdrawn from public domain for another federal entity's specific use	LegalInterestIndicator	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
6B	Lease Authority Indicator	Alphanumeric	2	• Independent Statutory Authority (IS): Authority to acquire leased space that originates in a statute enacted into law. This may be an agency-wide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a federal agency. • Categorical Space - Delegation from GSA (CS): A standing delegation of authority conveyed by the Administrator of GSA to a federal agency to acquire a type of space, such as antennas, depots, piers, and greenhouses. • Special Purpose Space - Delegation from GSA (SP): A standing delegation of authority conveyed by the Administrator of GSA to specific federal agencies to lease their own special-purpose space. • General Purpose Space - Delegation from GSA (PC): The Administrator of GSA has issued a delegation of authority to the heads of all federal agencies to accomplish all functions relating to leasing of general-purpose space. GSA FMR Bulletin 2008-B1, *Revised Implementation Requirements for Delegations of Lease Acquisition Authority* (72 FR 65026, November 19, 2007), limits lease acquisition delegations to 19,999 rentable square feet or less of general-purpose space. Specific agencies have been granted categorical and special-purpose lease acquisition delegations in the FMR. Agencies must request specific authorization to exercise the special-purpose delegated authority if the requirement is for 2,500 rentable square feet or more. If the requirement is 2,499 rentable square feet or less, then the agency may proceed without specific written authorization from GSA.	LeaseAuthorityIndicator	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
7	Status				Status	
7A	Status Indicator	Alphanumeric	1	OWNED INVENTORY STATUS CATEGORIES • Current Mission Need (A)-Asset currently supports agency mission or function. Future Mission Need (I)-Asset not currently supporting agency mission or function. • Report of Excess Submitted (B)-Agency has submitted a report of excess to GSA, which is pending acceptance (only asset subject to Title 40 GSA authority). • Report of Excess Accepted (C)-Agency has received ROE acceptance from GSA Disposal office (only asset subject to Title 40 GSA authority). • Disposed (D)-Asset has exited the federal inventory. • Determination to Dispose (F)-Agency has made final determination to remove the asset from the inventory, pursuant to independent statutory authorities. • Cannot currently be Disposed (G)-Asset for which agency has no long-term need, but the asset "cannot currently be disposed" because of certain circumstances. Agencies must pick one special circumstance from the dropdown list: - Environmental Remediation (1) - Diplomatic Restrictions (2) - Title/ Legal Disputes (3) - Campus Location (4) - Easements (5) - Protective Structures (levies, breakwaters or berms) (6)	StatusIndicator	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
				- Other (7) - Statutory/regulatory process (8) • Surplus (S) - Asset is no longer needed by the agency and may be made available for other uses through public benefit conveyances, negotiated sales, or public sales. LEASED INVENTORY STATUS CATEGORIES • Current Mission Need (A) • Future Mission Need (I) • Disposed (D) MUSEUM TRUST, STATE- AND FOREIGN-GOVT. OWNED INVENTORY STATUS CATEGORIES Assets with legal interest of museum trust, state-government owned, or foreign-government owned may only have a status of : • Current Mission Need (A) • Future Mission Need (I) • Disposed (D) • Determination to Dispose (F) • Cannot Currently be Disposed (G) • Surplus (S) WITHDRAWN LAND (W) • Current Mission Need (A) • Future Mission Need (I) • Disposed (D)		
7B	Report of Excess Submitted Date	Date	10	MM/DD/YYYY	ReportOfExcessSubmittedDate	No changes to FY 2018 Data Element
7C	Report of Excess Accepted Date	Date	10	MM/DD/YYYY	ReportOfExcessAcceptedDate	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
7D	Determination to Dispose Date	Date	10	MM/DD/YYYY	DeterminationToDispose Date	No changes to FY 2018 Data Element
7E	Cannot Currently be Disposed Date	Date	10	MM/DD/YYYY Less than or equal to 09/30/2016	CannotCurrentlybeDispo sedDate	Required for all worldwide, non-disposed assets with a status of cannot currently be disposed
7F	Surplus Declaration Date	Date	10	MM/DD/YYYY May be a past, present or future date Submitted if the corresponding status is Surplus (S) Required for all assets with a status indicator of Surplus (S)	SurplusDeclarationDate	No changes to FY 2018 Data Element
7G	Outgrant Indicator	Alphanumeric	1	(Y/N): Indicate Yes (Y) or No (N) as to whether rights have been conveyed or granted to another entity.	OutgrantIndicator	No changes to FY 2018 Data Element
7H	Reason Cannot Currently Be Disposed	Numeric	1	This data sub-element is required for all assets with Status Indicator of (G). Agencies must pick one specific circumstance from among the following options in the drop down list (valid codes are in parentheses): • Environmental Remediation (1) • Diplomatic Restrictions (2) • Title/ Legal Disputes (3) • Campus Location (4) • Easements (5) • Protective Structures (levies, breakwaters, or berms) (6) • Other (7) • Statutory/regulatory process (8)	CannotCurrentlyBeDispo sed	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
8	Historical Status	Numeric	1	Each asset with an Owned or Museum Trust legal interest will have one of the following Historical Status attributes (valid codes are in parentheses): • National Historic Landmark – NHL (1) • National Register Listed – NRL (2) • National Register Eligible – NRE (3) • Non-contributing element of NHL/NRL district (4) • Not Evaluated (5) • Evaluated, Not Historic (6)	HistoricalStatus	No changes to FY 2018 Data Element
9	Reporting Agency	Numeric	4	4-digit Agency Bureau Code - first two digits identify agency, last two digits identify bureau.	ReportingAgency	No changes to FY 2018 Data Element
10	Using Organization	Numeric	4	Agency Bureau Code for predominant user; if main user is non-Federal government entity use '9999'.	UsingOrganization	No changes to FY 2018 Data Element
11	Size				Size	
11A	Acres (Land)	Numeric	12, 3	Must be greater than zero	Acres	No changes to FY 2018 Data Element
11B	Square Feet (Buildings)	Numeric	12,3	Must be greater than zero	SquareFeet	No changes to FY 2018 Data Element
11C	Square Feet Unit Measure	Alphanumeric	1	Gross (G), Rentable (R), Usable (U) Required for all Building Assets	SquareFeetUnitMeasure	No changes to FY 2018 Data Element Required for all Building Assets
11D	Structural Unit (Structures)	Numeric	12,3	Must be greater than zero	StructuralUnit	No changes to FY 2018 Data Element
11E	Unit of Measure (Structures)	Numeric	1	1 (Each), 2 (Lane Miles), 3 (Linear Feet), 4 (Miles), 5 (Square Yards).	UnitOfMeasure	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
12	Utilization	Numeric	1	Values are: • Unutilized (5) • Utilized (6) • Underutilized (7) With the following definitions: "Unutilized property means an entire property or portion thereof, with or without improvements, not occupied for current program purposes for the accountable Executive agency or occupied in caretaker status only." 41 C.F.R. § 102-75.1160; accord 45 C.F.R. § 12a.1; 24 C.F.R. § 581.1. "Underutilized means an entire property or portion thereof, with or without improvements, which is used only at irregular periods or intermittently by the accountable landholding agency for current program purposes of that agency, or which is used for current program purposes that can be satisfied with only a portion of the property." 41 C.F.R. § 102-75.1160; accord 45 C.F.R. § 12a.1; 24 C.F.R. § 581.1. Utilized means anything that is not defined as "unutilized" or "underutilized" Utilization is REQUIRED for the following Building Predominant Use categories: Offices, Hospitals, Family Housing, Dormitories and Barracks, Warehouses, and Laboratories. It is NOT to be reported for any structure assets, land assets, or remaining building uses (Communication Systems, Industrial, Museum, Navigation and Traffic Aids, Other Institutional Use, Post Office, Prison and Detention Centers, School, Service, Outpatient Healthcare Facility, Comfort Station/Restroom, Data Center, Border/ Inspection Station, Facility Security, Land Port of Entry, Aviation Security Related, Public Facing Facility, Child Care Center, and All Other)	Utilization	If asset has legal interest of leased and lease occupancy date is greater than 10/01/2018, then Utilization data element must be NULL.

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
13	Year Asset Reported Underutilized	Numeric	4	Less than or equal to current year	YearAssetReported Underutilized	Required for all worldwide, non-disposed building assets with a utilization of underutilized or unutilized. If asset has legal interest of leased and lease occupancy date is greater than 10/01/2018, then Year Asset Reported Underutilized data element must be NULL.
14	Replacement Value	Numeric	12,3	Numeric values reported for replacement value must be greater than zero. Replacement Value for building assets must be a numeric value greater than or equal to the asset's square feet.	ReplacementValue	
15	Repair Needs	Numeric	12,3	Numeric values reported for repair needs must be greater than zero.	RepairNeeds	
16	Historical Capital Expenditures	Numeric	12,3	Greater than or equal to zero	HistoricalCapitalExpenditures	Required for all worldwide, non-disposed owned building and structure assets
17	Estimated Future Capital Expenditures	Numeric	12,3	Greater than or equal to zero	EstimatedFutureCapEx	Required for all worldwide, non-disposed owned building and structure assets
18	Condition Index	Numeric	12,3	Calculated Data Element - NO LONGER REPORTED BY AGENCIES Condition Index (CI) is a general measure of the constructed asset's condition at a specific point in time. Condition Index is calculated as the ratio of repair needs to plant replacement value (PRV).		No changes to FY 2018 Data Element Condition Index is no longer an entered data element. It is calculated based on Repair Needs and Plant Replacement Value.
19	Annual Operations Cost					

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
19A	Owned and Otherwise Managed Annual Operations Costs	Numeric	12,3	Must be greater than or equal to zero	OwnedandOtherwiseManagedAnnualOperatingCosts	New required field for Owned and Otherwise Managed assets
19B	Lease Annual Operations Costs	Numeric	12,3	Must be greater than or equal to zero	LeasedAnnualOperatingCosts	New required field for leased assets
20	Annual Maintenance Costs					
20A	Owned and Otherwise Managed Annual Maintenance Costs	Numeric	12,3	Must be greater than or equal to zero	OwnedandOtherwiseManagedAnnualMaintenanceCosts	New required field for Owned and Otherwise Managed assets
20B	Lease Annual Maintenance Costs	Numeric	12,3	Must be greater than or equal to zero	LeasedAnnualMaintenanceCosts	New required field for leased assets
21	Lease Annual Rent to Lessor	Numeric	12,3	Must be greater than or equal to zero	LeaseAnnualRent	No changes to FY 2018 Data Element
22	Main Location				MainLocation	
22A	Street Address	Alphanumeric	100	GIS format Street Address of the asset. Street Address of at least main gate or main entrance (if security issue in reporting lat / long) if located on installation or campus report ZIP code in this field. For overseas locations with no ZIP code, report nearest city and country in this field.	StreetAddress	No changes to FY 2018 Data Element
22B	Latitude	Alphanumeric	20	Able to report in decimal format up to seven decimal places (latitude/longitude is optional if Street Address is reported) Allow latitude ranging from -90 to 90.	Latitude	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
22C	Longitude	Alphanumeric	20	Able to report in decimal format up to seven decimal places (latitude/longitude is optional if Street Address is reported) Allow longitude ranging from -180 to 180	Longitude	No changes to FY 2018 Data Element
23	Real Property Unique Identifier	Alphanumeric	24	Reporting agency assigns this identifier for links to other information systems.	RealPropertyUniqueIdentifier	No changes to FY 2018 Data Element
24	City	Alphanumeric	4	GLC City Code (Refer to FRPP MS homepage for “Quick Links” to locate codes)	City	No changes to FY 2018 Data Element
25	State	Alphanumeric	2	GLC State Code(Refer to FRPP MS homepage for “Quick Links” to locate codes)	State	No changes to FY 2018 Data Element
26	Country	Alphanumeric	3	GLC Country Code(Refer to FRPP MS homepage for “Quick Links” to locate codes)	Country	No changes to FY 2018 Data Element
27	County	Alphanumeric	3	GLC County Code(Refer to FRPP MS homepage for “Quick Links” to locate codes)	County	No changes to FY 2018 Data Element
28	Congressional District	Alphanumeric	20	Congressional District associated with the Main Location. Not required for foreign assets. More than one value can be provided separated by a comma, e.g., "1, 5, 14."	CongressionalDistricts	No changes to FY 2018 Data Element Optional for structure assets
29	ZIP code	Alphanumeric	10	5-digit ZIP code, and if known, the 4-digit suffix. ZIP codes from USPS 5 characters, i.e., 12345 OR 10 characters, i.e., 12345-6789	Zipcode	Field length changed from 9 to 10 Not required for foreign assets.

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
30	Installation/Sub-Installation Identifier				InstallationAndSubInstallationIdentifier	
30A	Installation Identifier	Alphanumeric	24	Headquarters installation code as assigned by the reporting agency.	InstallationIdentifier	No changes to FY 2018 Data Element Optional for structure assets
30B	Sub-Installation Identifier	Alphanumeric	24	Part of installation identified by a different Main Location than headquarters installation.	SubInstallationIdentifier	Field length changed from 6 to 24 Optional for structure assets
30C	Installation Name	Alphanumeric	100	Name of the installation (e.g., building name or campus name).	InstallationName	No changes to FY 2018 Data Element This is an optional field for all assets.
31	Disposition				DispositionData	

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
31A	Disposition Method	Alphanumeric	2	Public Benefit Conveyance (PB) - Homeless Assistance (HA) - Health or Educational Use (HE) - Public Parks & Public Recreational Area (PR) - Historic Monuments(HM) - Correctional Facility Use (CF) - Port Facilities (PF) - Public Airports (PA) - Wildlife Conservation (WC) - Negotiated Sales to Public Agencies (NS) - Self-help Housing (SH) - Law Enforcement & Emergency Management Response (LW) Federal Transfer (FT) Sale (SL) - Negotiated Sales (SN) - Public Sale (SP) Lease Termination (LX) Lease Expiration (LE) Demolition (DM) Other (OT) Loss due to Disaster (LD) Abandonment (AB) Loss due to Deterioration (DE) Return to Host Nation/ Tribe (RH) Loss due to Training Exercise (LT) Reversion to Prior Owner (RO) Exchange(EX)	DispositionMethod	No changes to FY 2018 Data Element

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
31B	Disposition Date	Date	10	MM/DD/YYYY	DispositionDate	No changes to FY 2018 Data Element Clarified the business rule that disposition date must fall within FY 2018. Allowable dates are October 1, 2017 to September 30, 2018. Any date prior to October 1, 2017 or after September 30, 2018, is not allowed and will generate a validation error.
31C	Actual Sales Price	Numeric	12,3	*Actual Sales Price* is only to be reported for Sale and subcategories Negotiated or Public Sale and should represent the asset's actual Sales Price. Must be Greater than or equal to zero	DispositionValue	No changes to FY 2018 Data Element
31D	Net Proceeds	Numeric	12,3	Amount without $ symbol Report the proceeds received as part of the asset disposal minus the disposal costs incurred by the agency. Data reporting is required only for assets disposed through sale (Negotiated or Public). May not report for leased assets	NetProceeds	No changes to FY 2018 Data Element
32	Sustainability	Numeric	1	1: Yes 2: No 3: Not yet evaluated 4: Not applicable	IsSustainable	Required for Owned Buildings greater than 5,000 GSF that are located in the United States and U.S. territories. Reporting is not required for the following real property types: land assets, structures assets, leased buildings or building assets less than or equal to 5,000 GSF. Clarified the business rule that sustainability must not be reported for assets located in foreign countries.

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
33	Lease Start Date	Date	10	MM/DD/YYYY Less than or equal to 09/30/2017	LeaseStartDate	Required for all worldwide, non-disposed leased assets
34	Lease Expiration Date	Date	10	MM/DD/YYYY	LeaseExpirationDate	No changes to FY 2018 Data Element Used Only for Leased Assets
35	Lease Occupancy Date	Date	10	MM/DD/YYYY Greater than or equal to 10/01/2017	LeaseOccupancyDate	Optional for leased assets
36	Is Asset Excluded	Alphanumeric		(Y/N): Indicate Yes (Y) or No (N)	IsAssetExcluded	Required for all worldwide, non-disposed assets
37	Reason for Exclusion	Alphanumeric		Agency/Bureau (ABE) Agriculture (AGR) All Agency Related (AAR) Conservation (CON) Flood Control (FLC) Harbor (HAR) Indian and Native Alaskan (INA) National Forest (NFO) National Park (NPA) On Military Installation (MIL) Power Project (POW) Public Domain (PDO) Reclamation (RCL) Recreational (REC) River (RIV) Withdrawn Land (WLA)	ReasonforExclusion	Required for all worldwide, non-disposed assets where Is Asset Excluded = Yes

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
38	Year of Asset Construction	Numeric	4	Less than or equal to current year (i.e., 2016) or 9999	YearofAssetConstruction	Required for all worldwide, non-disposed owned building and structure assets
39	Can the Number of Federal Employees be Determined	Alphanumeric		(Y/N): Indicate Yes (Y) or No (N)	CanNumberOfFederalEmployeesBeDetermined	Required for all worldwide, non-disposed building assets
40	Number of Federal Employees	Numeric	9	Greater than or equal to zero	NumberofFedEmployees	Required for all worldwide, non-disposed building assets where Can the Number of Federal Employees be Determined = Yes If Can the Number of Federal Employees be Determined is reported as “No” then this field should remain blank.
41	Can the Number of Federal Contractors be Determined	Alphanumeric		(Y/N): Indicate Yes (Y) or No (N)	CanNumberContractorDetermined	Required for all worldwide, non-disposed building assets
42	Number of Federal Contractors	Numeric	9	Greater than or equal to zero	NumberofContractorEmployee	Required for all worldwide, non-disposed building assets where Can the Number of Federal Contractors be Determined = Yes If Can the Number of Federal Contractors be Determined is reported as “No”, then this field should remain blank.

Data Element #	Data Element Name	Data Type	Length	Valid Values	XML Tag	Notes
43	Freedom of Information Act (FOIA) Exemptions	Numeric		National Defense/Foreign Policy (01) Internal Personnel Rules (02) Statutory (03) Trade Secrets (04) Inter/Intra Agency Memo 05) Personnel/Medical Files (06) Law Enforcement (07) Supervision Financial Institutions (08) Geological Information (09) No FOIA Exemption (10)	FOIAExemption	New data element required for all assets
43A	Statutory Citation	Text			StatutoryCitation	This data element is required if Statutory (03) is selected for FOIA Exemption

APPENDIX C: FREQUENTLY ASKED QUESTIONS (FAQS)

Data Element/ Keyword		Question
Real Property Type		
Real Property Type; Land	**(1)**	**Our agency is using land on a permit basis from another federal agency that owns the land. Which agency should report the land to FRPP MS?** The agency that owns the land should report the land to GSA.
Real Property Type; Buildings; Structures	**(2)**	**Are trailers considered buildings or structures?** Whether a trailer is a building or structure depends on the agency's internal regulations. If the trailer is considered personal property within the agency, then it is not reported as real property. If it is considered real property, then it should be reported to FRPP MS.
Real Property Use		
Real Property Use	**(3)**	**Can more than one land use classification code be reported for one land record?** No, only one predominant land use classification code can be used for each land record.
Real Property Use	**(4)**	**How should I report a structure, such as the Vietnam Memorial, that is located on government-owned land?** The land and the structure are separate records. The agency should report information on the structure itself (Vietnam Memorial) and the land on which the structure is located. For the structure, using the ***Use Categories***, identify the Vietnam Memorial with the use code "78 – Monuments and Memorials." Identify the land the Vietnam Memorial is located on with the predominant use code "08 – Parks and Historic Sites."
Real Property Use	**(5)**	**How would I report structures such as antennas and water towers?** Antennas are reported as use code "73- Navigation and Traffic Aids (Other than Buildings)," and water towers as use code "71 - Utility Systems (Heating, Sewage, Water, and Electrical Systems)."
Legal Interest		
Legal Interest; Leased Properties	**(6)**	**Which data elements are required for leased properties (e.g., Replacement Value, Condition Index, etc.)?** The following data elements are not required for leased assets: ***Replacement Value, Condition Index, Disposition Value, and Net Proceeds***.
Lease Authority Indicator; Lease Maintenance Indicator	**(7)**	**Is the data element *Lease Authority Indicator* required for outgrants?** ***Lease Authority Indicator*** (sub-data element ***Legal Interest***) is not required for outgrants unless the asset being out granted is a leased asset.
Legal Interest; GSA delegated authority	**(8)**	**If an agency has a delegation of authority from GSA to acquire leased space, which agency is responsible for reporting the asset to FRPP MS?** The agency that signs the lease document is responsible for reporting that asset to FRPP MS. If an agency leases space under a delegation of authority from GSA, that agency must report the asset to FRPP MS and specify the appropriate ***Lease Authority Indicator***.
Legal Interest; Concessions	**(9)**	**How does an agency handle reporting data on concession-operated facilities?** For concession-operated facilities, the agency should first identify the ***Legal Interest***, i.e., either government-owned or government-leased. If it is an owned property, the agency would then address the concession component in the ***Using Organization*** field.

Legal Interest; Partially occupied

(10) How is a facility handled if it is only partially occupied by the government?

For owned assets and otherwise managed (Legal Interest = Museum Trust [M]) assets, report on the entire asset. For leased and otherwise managed (Legal Interest = State Government-Owned [S] or Foreign Government-Owned [F]) assets, report on the portion addressed through the lease or other agreement.

Status

Status; Outgrant

(11) How is the *Status* field handled in cases where the property is an outgrant or outlease?

An outgrant is reported within the ***Status*** fields, under the ***Outgrant Indicator***. The ***Outgrant Indicator*** is applicable to owned and leased property only. Within the ***Status*** field, the agency should first identify if the asset is current mission need, future mission need, or excess, then provide a "yes/no" as to whether or not the property is outgranted.

Status; Outgrant; Using Organization

(12) What values for *Status* and *Outgrant Indicator* should be provided for the following situations?

Q: If the owned property is outgranted outside of the Reporting Agency but still within the government?

a) If the owned property is outgranted outside of the Reporting Agency, but still within the government, "yes" would be provided for ***Outgrant Indicator***, with the Agency Bureau Code reported for the predominant ***Using Organization***.

Q: If the owned property is outgranted to a non-Federal Government entity?

a) If the owned property is outgranted to a non-Federal Government entity, "yes" would be provided for ***Outgrant Indicator***, with "9999-Non-Federal Government Entity" reported for ***Using Organization***.

Status

(13) How should the information be entered if there is more than one *Status*?

Agencies should report the predominant status of the property.

Status; Outgrant

(14) What percentage of constructed asset should be outgranted for a "Yes" response?

The percentage of a constructed asset outgranted is not a consideration for reporting "Yes" for data element Outgrant Indicator. If any portion of the asset is outgranted (excluding onsite retail and food outlease), the agency should report "Yes" for Outgrant Indicator. For example, an Agency would report a 100,000-square-foot office building asset with only 1,000 square feet outgranted as "Yes" for Outgrant Indicator.

Status; "Disposed"

(15) If I report "Disposed" as the Status of an asset, am I required to provide all FRPP data elements?

The new pick-list item for the **Status** of a disposed asset, "D", will indicate that the asset has left the federal portfolio of assets. If you report "D" for **Status** you must provide the following FRPP data elements:
Real Property Type
Real Property Use
Legal Interest Indicator
Reporting Agency/Bureau
Size
Annual Operating Costs (Annual Net Rent to Lessor and Annual Operating and Maintenance Costs for Leases)
Real Property Unique Identifier
Historic Status*
City
State
County
Country
Disposition sub-data elements:

- **Disposition Method**
- **Disposition Date**
- **Disposition Value**
- **Net Proceeds**
- **Recipient**

Refer to data element 31A. Disposition Method for further details on certain disposal methods.

*Disposed assets report historic status when legal interest is owned or museum trust.

Historical Status

Historical Status

(16) If the asset is designated as a National Historic Landmark (NHL) either individually or as a contributing resource to a NHL district, how is it reported?

The Historical Status of each individual asset should be indicated as "1 – National Historic Landmark – NHL (1)." Individually listed NHLs and contributing resources to NHLs are indicated in the same manner. Consult with your agency's cultural resources staff if there are questions about the Historical Status of assets to be reported; they should be aware of formal determinations by the Keeper of the National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO) or Tribal Historic Preservation Officer(s) (THPO). If an asset is listed on the National Register of Historic Places (NRHP) and is also an NHL, it should be reported as "1-National Historic Landmark – NHL (1)." Note that some NHLs do not have full documentation.

If the asset is listed in the NRHP either individually or as a contributing resource to a NRHP listed district, but isn't an NHL nor a contributing resource to a NHL district, how is it reported?

The Historical Status should be indicated as "2 – National Register Listed – NRL (2)." Individually listed and contributing resources are indicated in the same manner. Consult with your agency's cultural resources staff if there are questions about the Historical Status of assets to be reported; they should be aware of formal determinations by the Keeper of the National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO) or Tribal Historic Preservation Officer(s) (THPO).

If the asset is determined to be eligible for listing in the NRHP either individually or as a contributing element to a NRHP eligible district, how is it reported?

The Historical Status of an asset should be indicated as "National Register Eligible – NRE (3)" if your agency's cultural resources staff determined, either through a formal process or via the consensus process, it meets the National Register eligibility criteria. Consult with your agency's cultural resources staff if there are questions about the Historical Status of assets to be reported; they should be aware of formal determinations by the Keeper of the National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO) or Tribal Historic Preservation Officer(s) (THPO).

If the asset is located within a NHL or NRHP-listed district but is not contributing to that district, how is it reported? Or if the asset is located within a district that is determined eligible for listing in the NRHP but is not a contributing element to that district, how is it reported?

Whether a historical district is a NHL, listed on the NRHP, or determined eligible for the NRHP, an asset that is non-contributing to that district should be coded with the Historical Status "4 – Non-contributing element of NHL/NRL district (4)" if your agency's cultural resources staff determined, either through a formal process or via the consensus process, that it does not meet the National Register eligibility criteria. Consult with your agency's cultural resources staff if there are questions about the Historical Status of assets to be reported; they should be aware of formal determinations by the Keeper of the National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO) or Tribal Historic Preservation Officer(s) (THPO).

If the asset has not been evaluated by your agency's cultural resources staff for listing in the NRHP either individually or as a part of a larger district, how is it reported? What if no Historical Status information is available?

For both situations, the Historical Status should be indicated as "5 – Not Evaluated (5)." It is common and acceptable for assets less than 45-50 years old to be unevaluated and therefore coded as "5 – Not Evaluated (5)." Consult with your agency's cultural resources staff if there are questions about the Historical Status of assets to be reported; they should be aware of formal determinations by the Keeper of the National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO) or Tribal Historic Preservation Officer(s) (THPO).

If the asset has been evaluated by your agency's cultural resources staff and determined not to be historic, i.e., not eligible for listing in the NRHP, how is it reported?

The Historical Status should be indicated as "6 – Evaluated, Not Historic (6)." An asset can be determined as "6 – Evaluated, Not Historic (6)" by either a formal process, or consensus between a Federal agency and the applicable State Historic Preservation Officer (SHPO) or Tribal Historic Preservation Officer (THPO). Consult with your agency's cultural resources staff if there are questions about the Historical Status of assets to be reported; they should be aware of formal determinations by the Keeper of the National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO) or Tribal Historic Preservation Officer(s) (THPO).

Reporting Agency

Reporting Agency; Restriction	(17)	**If Federal Government-owned property is occupied via a Memorandum of Understanding (MOU) with another agency, who would report the facility?** If the property is owned by the Federal Government and granted to another federal agency via a MOU, the property is reported by the agency holding the title. All data elements, including ***Restrictions***, are reported by the agency holding the title.

Using Organization

Using Organization	(18)	**How should the information be entered if there is more than one *Using Organization*?** Agencies should report the predominant user of the property.

Size

Size; Structure Unit of Measure	(19)	**We anticipate a problem if the same *Real Property Use* category code is used for structures that have different units of measure, e.g., roads and bridges.** The FRPP MS use categories are broad. Internal agency systems should allow for more detailed units of measure.
Size; Structure Unit of Measure	(20)	**Can an agency provide a negative number or a zero for *Size*?** The numeric value reported for ***Size*** must be greater than zero.

Utilization

Utilization	(21)	**Should the agency report the year corresponding to the first time an asset was reported as underutilized or the most recent year it was reported as underutilized? If an asset is underutilized in a prior fiscal year (e.g., 2011), becomes utilized in a subsequent year (e.g., 2012), and then becomes underutilized again (e.g., 2014 through 2016), which year should be reported? 2011 or 2014?** Where an asset's utilization has changed from year-to-year, report the most recent year the asset became underutilized. In this example, the agency should report 2014.

Replacement Value

Replacement Value	(22)	**Can an agency provide a negative number or a zero for Replacement *Value*?** The numeric value reported for **Replacement *Value*** must be greater than zero.

Annual Operating Costs/Lease Costs

Annual Operating Costs	(23)	**Are *Annual Operating Costs* reported for the past or current fiscal year?** ***Annual Operating Costs*** should be reported for past fiscal year (e.g., data represents FY 2009, but it is submitted in Q1 of FY 2010).
Annual Operating Costs	(24)	**Can an agency provide a negative number or a zero for *Annual Operating Costs*?** The numeric value reported for ***Annual Operating Costs*** must be greater than or equal to zero.
Annual Operating Costs/ Lease Cost	(25)	**For categories of operating costs, should any additional costs be included beyond those indicated in the definition?** For owned and otherwise managed properties, agencies are required to include only those components that are in the data element definition: 1) recurring maintenance and repair costs; 2) utilities; 3) cleaning and/or janitorial costs; and 4) roads and grounds expenses. Agencies are to exclude associated costs for Federal personnel and security. For leased assets, agencies are required to separate lease costs into "18B. Lease Annual Rent to Lessor" and "18C. Lease Annual Operating and Maintenance Costs."
Lease Cost	(26)	**What if agencies are unable to separate their Lease Annual Rent to Lessor (18B) and Lease Annual Operating and Maintenance Costs (18C)?** Agencies with no ability to account for division between the annual rent and maintenance costs may input zero in 18C and put the entire sum amount in 18B.
Annual Operating Costs	(27)	**How should agencies report *Annual Operating Costs* when a building is not metered? For instance, one meter exists for a number of connected buildings/structures.** Each agency will need to report operation and maintenance costs at the constructed asset level. In the example mentioned, the agency will need to decide how to allocate the costs amongst the buildings.

Annual Operating Costs	**(28)**	**How are *Annual Operating Costs* reported to GSA/PBS for buildings in which agency has Delegated Authority for operation and maintenance?** For properties where GSA signs the lease and delegates operating authority to the agency, agencies should provide GSA with operating and maintenance cost data. (GSA will report the leased property.) The agency-reported costs will be added to the full annual lease costs captured by GSA, and GSA will report the total operating costs for the asset.

Main Location

Main Location; Street address; Latitude/ Longitude	**(29)**	**For *Main Location*, do agencies fill out both *Street Address* and *Latitude/Longitude* information?** Agencies must report ***Street Address* OR *Latitude/Longitude*** information. If they choose to report both fields, the system will accept this.
Main Location	**(30)**	**If there is a security concern limited to reporting *Main Location* information, how is the information reported?** For assets that do not have a specific street address and do have a security issue associated with reporting the latitude/longitude, report the street address for the main gate or main entrance if the asset is located on an installation or campus. If there is no street address available, report the ZIP code in the ***Street Address*** field (as well as in ***ZIP code*** field). For assets in a geographic location that does not have a Zip code, report the name of the nearest city and country in the ***Street Address*** field (as well as the GLC code in ***City*** and ***Country*** fields).
Main Location	**(31)**	**How should an agency identify the *Main Location* for a linear structure, such as a road or fence?** Until a more developed federal-wide geospatial capability is available, an asset that does not have a street address or a lat/long should use the street address or lat/long of the main gate. If there is no main gate, the agency should provide the ZIP code. For assets in a geographic location that does not have a ZIP code, report the nearest city and country in the ***Street Address*** field (as well as in ***City*** and ***Country*** fields).

Real Property Unique Identifier

Real Property Unique Identifier; Installation/Sub -Installation Identifier	**(32)**	**What is the distinction between the *Real Property Unique Identifier* versus the *Installation/Sub-Installation Identifier* (noncontiguous)?** ***Real Property Unique Identifier*** provides a unique code for each asset (similar to a person's Social Security Number). The ***Installation/Sub-Installation ID*** provided for each asset record will allow the grouping of assets by installations/sub-installations for roll-up reporting.

City, State, Country, County

Location; GLC	**(33)**	**Are the *Geolocation Codes* (GLCs) required for city, state, country, and county?** The GLCs for ***City, State, Country,*** and ***County*** are required for assets in the United States and District of Columbia. The GLCs for ***City*** and ***Country*** are required for foreign assets and assets in U.S. territories. GLCs for ***City, State,*** and ***County*** may be found at http://geonames.usgs.gov/domestic/download_data.htm. GLCs for ***Country*** may be found at http://geonames.nga.mil/gns/html/.

Congressional District

Congressional District	**(34)**	**How should *Congressional District* data be handled for an asset in a foreign country?** ***Congressional District*** is not applicable for foreign assets and therefore need not be reported.

ZIP code

ZIP code	**(35)**	**What value for ZIP code (or a postal code) do I provide for real property located in a United States territory or a foreign country?** The ***ZIP code*** data element is not required for assets located in a United States territory or foreign country that does not have a ZIP code.

Disposition

Disposition	**(36)**	**If an agency disposes of an asset during the reporting period, is it required to report the asset to FRPP MS?** Yes, the agency must identify the asset as disposed by providing the required information for the disposition data element. See data element #31 Disposition.

Disposition

(37) If an agency disposes of an asset during the reporting period, does the agency have to report all FRPP data elements for the asset?

No, if an asset has been disposed, the agency is required to submit the following data elements, which are:

- *Real Property Type*
- *Real Property Use*
- *Legal Interest Indicator*
- Hisstoric Indicator
- *Status* = "disposed"
- *Reporting Agency*
- *Size*
- *Annual Operating Costs (Annual Net Rent to Lessor and Annual Operating and Maintenance Costs for Leases)*
- *Real Property Unique Identifier*
- *City*
- *State*
- *County*
- Country
- Disposition
  - "Disposition Value" can only be submitted for Sale or subcategories, Negotiated or Public Sale.

Disposition

(38) Should an agency report a lease expiration as a disposed asset under the *Disposition Method* of Lease Termination (LX)?

No, agencies should not report a lease expiration as a disposition under Lease Termination. Assets whose lease expires during the reporting year should report a disposition method of **Lease Expiration** (LE).

Disposition

(39) Are agencies required to report the sub-category of Public Benefit Conveyance or Sale in the *Disposition Method* sub-data element?

No, agencies are only required to report the two-digit code for one of the six main categories for ***Disposition Method***, i.e., Public Benefit Conveyance (PB), Federal Transfer (FT), Sale (SL), Demolition (DM), Lease Termination (LX), or Other (OT). If an agency knows the specific category of Public Benefit Conveyance or Sale, the agency may report that sub-category (the two-digit code) instead of the main category.

Disposition

(40) Can an agency provide a negative number or a zero for *Disposition Value*?

The numeric value reported for ***Disposition Value*** must be greater than or equal to zero.

Disposition

(41) For dispositions; do agencies report the Annual Operating Costs of when the asset was disposed of?

Agencies are to report the **full year** of annual operating costs for the asset/lease, regardless of when the asset/lease was disposed of.

Disposition

(42) If an agency reports *Disposition*, is it required to report the *Real Property Unique Identifier* and *Reporting Agency*?

Yes, if an asset has left the inventory, an agency must report the ***Real Property Unique Identifier*** and ***Reporting Agency***, as well as ***Disposition*** data element #31.

Disposition

(43) Why does an agency receive a list of missing Real Property Unique Identifiers during the confirmation step of the FRPP MS data submission process?

Before an agency completes the confirmation step, FRPP MS will generate the Missing Assets report, listing missing Real Property Unique Identifiers in the current reporting period compared to the previous year's reporting. Agencies will need to correct data or be prepared to explain these variances to OMB.

Sustainability

Sustainability

(44) Do I report the *Sustainability* data element on all assets in my inventory?

Reporting is required for owned buildings greater than 5,000 gross square feet (GSF) located in the United States and U.S. territories.

Sustainability

(45) How do I determine if an asset is sustainable?

The asset must meet the criteria established in the Guiding Principles for Sustainable Federal Buildings ("Guiding Principles") issued February 2016.

Sustainability

(46) Who reports on leased buildings?

The agency that is the signatory to the lease reports sustainability status. Note that reporting is optional, but not required, for leased buildings.

Lease Expiration Date

Lease Expiration Date	**(47)**	**Does this date include any renewal options in the lease?** No. The lease expiration date represents the expiration of the current lease term. Once a renewal option is formally exercised, the date will be the new expiration date.

Data Submission

Data Submission	**(48)**	**What do you include in a field if you don't have the information for one of the data elements?** Agencies must make every effort to provide current and accurate data for all data elements that were approved by the FRPC.
Data Submission	**(49)**	**How must our agency submit real property information? When does the official FRPP reporting cycle begin?** Each agency must submit real property information annually as follows: a) Data for agencies' real property inventory is as of the last day of each fiscal year. The fiscal year ends on September 30. b) Agencies can begin uploading data to FRPP MS for testing and validation at any time. The cut-off date for data submission is December 15.
Data Submission	**(50)**	**If agencies upload data using the XML format, will they still need to go through the validation and certification process in FRPP MS?** Yes, the authorized users will be required to validate and certify the data online.
Data Submission	**(51)**	**Can agencies have multiple data submissions to FRPP MS and then upload it once?** Yes, agencies may stage and upload multiple files in agency inventory of FRPP MS. However, the agency administrator for FRPP MS must confirm the inventory at the entire agency level after all the files have been uploaded to the main area of the database.

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APPENDIX D: ACRONYMS

BRAC	Base Realignment and Closure
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CI	Condition Index
CFO	Chief Financial Officer
DOD	Department of Defense
DOJ	Department of Justice
E.O.	Executive Order
FEMA	Federal Emergency Management Agency
FMR	Federal Management Regulation
FRPC	Federal Real Property Council
FRPP	Federal Real Property Profile (the online Federal real property inventory software application)
FRV	Functional Replacement Value
FY	Fiscal Year
GENC	Geopolitical Entities, Names, and Codes
GLC	Geo Location Codes
GSA	General Services Administration
HR	House Resolution
HUD	Housing and Urban Development
ID	Identifier
Lat	Latitude
Long	Longitude
NHL	National Historic Landmark
NRL	National Register Listed
NRE	National Register Eligible
OGP	Office of Government wide Policy
OMB	Office of Management and Budget
PBS	Public Buildings Service
PL	Public Law
PM	Performance Measure
POL	Petroleum, Oil and Lubricant (as in POL Pipelines)
PP&E	Property, Plant and Equipment
PRV	Plant Replacement Value
SF	Square Feet
SRPO	Senior Real Property Officer
USC	United States Code
USCG	U.S. Coast Guard
USPS	U.S. Postal Service
XML	Extensible Markup Language

APPENDIX E: AGENCY BUREAU CODES

The Agency Bureau Codes listed below are used for the ***Reporting Agency*** and ***Using Organization*** data elements.

Agency Code	Bureau Code	Abbreviated Title	Title
00	00	Congress	United States Congress
00	03	Congressional Committees	Congressional Committees and Subcommittees
00	05	House of Representatives	House of Representatives
00	09	Financial Oversight	Temporary Comm on Financial Oversight of Dist of Col.
00	19	Senate	Senate
00	20	Presidential Transition	Presidential Transition
00	22	Tribal Organizations	Tribal Organizations
00	51	Inaugural Committee	Inaugural Committee
00	52	Food and Agriculture Org	Food and Agriculture Organization of the United Nations
00	53	Inter-American Defense B	Inter-American Defense Board
00	54	Inter-American Developme	Inter-American Development Bank
00	55	Intergovernmental Commit	Intergovernmental Committee for European Migration
00	56	International Atomic Ene	International Atomic Energy Agency
00	57	International Bank for	International Bank for Reconstruction and Development
00	58	International Civil Avia	International Civil Aviation Organization
00	59	International Finance Co	International Finance Corporation
00	60	International Monetary F	International Monetary Fund
00	61	International Telecommun	International Telecommunications Union
00	62	National Academy of Scie	National Academy of Sciences
00	63	Organization of American	Organization of American States (Pan American Union)
00	64	Pan American Health Orga	Pan American Health Organization
00	65	Statue of Liberty/Ellis	Statue of Liberty/Ellis Island Foundation
00	66	South Pacific Commission	South Pacific Commission
00	67	United Nations	United Nations
00	68	UN Educational Scientifi	United Nations Educational Scientific, and Cultural Organization
00	69	Universal Postal Union	Universal Postal Union
00	70	World Health Organizatio	World Health Organization
00	71	World Meteorological Org	World Meteorological Organization
00	72	American Freedom from Hu	American Freedom from Hunger Society
00	73	Army and Air Force Excha	Army and Air Force Exchange Service
00	74	Interagency Comm on Mari	Interagency Committee on Marine Research, Education, and Facilities
00	75	North Atlantic Treaty Or	North Atlantic Treaty Organization
00	76	Army and Air Force Motio	Army and Air Force Motion Picture Service
00	77	National Trust for Histo	National Trust for Historical Preservation
00	78	Federal Reserve System	Federal Reserve System
00	79	American National Red Cr	American National Red Cross
00	80	Caribbean Organization	Caribbean Organization
00	81	Miscellaneous Government	Miscellaneous Government Non-Appropriated Fund Activities
00	82	United Nations-Internati	United Nations-International Labor Office
00	83	National Alliance of Bus	National Alliance of Businessmen
00	84	National Building Museum	National Building Museum
00	85	National Consumer Cooper	National Consumer Cooperative Bank
00	86	United Nations Informati	United Nations Information Service
00	87	Miscellaneous Non-Govern	Miscellaneous Non-Government Accounts
00	88	Organization for Economi	Organization for Economic Cooperation and Development
00	89	Navy Resale and Services	Navy Resale and Services (Non-Appropriated)
00	90	Washington Metropolitan	Washington Metropolitan Area Transit Commission
00	91	UN World Food Program	United Nations World Food Program
01	00	Architect Capitol	Architect of the Capitol
01	01	Capitol Buildings	Capitol Buildings
01	03	Capitol Grounds	Capitol Grounds
01	05	Capitol Power Plant	Capitol Power Plant

Agency Code	Bureau Code	Abbreviated Title	Title
01	09	House Office Buildings	House Office Buildings
01	11	Library of Congress Buil	Library of Congress Building
01	13	Senate Office Buildings	Senate Office Buildings
01	15	Supreme Court	Supreme Court
03	00	Library of Congress	Library of Congress
04	00	Government Printing Offiice	Government Printing Office
04	10	Census Monitoring Board,	census monitoring board,
04	11	Census Monitoring Board,	census monitoring board,
05	00	Government Accountability Office	Government Accountability Office
09	00	Legislative, All Other	Legislative, All Other
09	01	United States Botanic Ga	United States Botanic Garden
09	02	Office of Technology Ass	Office of Technology Assessment
09	03	National Commission on C	National Commission on Children
09	04	Biomedical Ethics Board	Biomedical Ethics Board
09	05	Copyright Royalty Tribun	Copyright Royalty Tribunal
09	06	Office of Compliance	Office of Compliance
09	07	HELP Commission	Helping Enhance the Livelihood of People Around the Globe
09	18	Natl Commission on Terro	National Commission on Terrorist Attacks Upon the United States
10	00	Judiciary	Judiciary
10	01	Administrative Office of	Administrative Office of U.S. Courts
10	02	Public Defender Service	Public Defender Service
10	03	Courts of the District o	Courts of the District of Columbia
10	04	Bicentnnal Comm of the J	Bicentennial Commission of the Judicial Conference of the U.S.
10	05	District Courts of the U	District Courts of the United States
10	07	United States Bankruptcy	United States Bankruptcy Court
10	08	Judiciary,US Sentencing	United States Sentencing Commission
10	09	Territorial Courts	Territorial Courts
10	11	United States Courts of	United States Courts of Appeals
10	13	United States Claims Cou	United States Claims Court
10	14	Bankruptcy Judge Courtro	Bankruptcy Judge Courtrooms
10	15	United States Customs Co	United States Court of International Trade
10	16	Bankruptcy Clerk	Bankruptcy Clerk
10	17	United States Court of A	United States Court of Appeals for the Federal Circuit
10	18	Bankruptcy Administration	Bankruptcy Administration
10	19	United States Supreme Court	United States Supreme Court
10	20	Federal Judicial Center	Federal Judicial Center
10	21	Judicial Panel on Multi-	Judicial Panel on Multi-District Legislation
10	22	Community Defenders	Community Defenders
10	30	off of indepndnt council	Court of Appeals Judges Chambers
10	31	Court Of Appeals Courtro	Court of Appeals Courtrooms
10	32	Court Of Appeals Clerk	Court of Appeals Clerk
10	33	Circuit Executive	Circuit Executive
10	35	Court Of Appeals Cntl Le	Court of Appeals Central Legal Staff
10	37	Circuit Libraries	Circuit Libraries
10	40	District Judge Chambers	District Judge Chambers
10	41	District Judge Courtroom	District Judge Courtrooms
10	42	Magistrate Judge Chamber	Magistrate Judge Chambers
10	43	Magistrate Judge Courtro	Magistrate Judge Courtrooms
10	44	District Clerk	District Clerk
10	46	Probation	Probation
10	47	Pretrial Services for DC	Pretrial Services Agency for the District of Columbia
10	90	State Courts	State Courts
10	91	Courts, Joint Use Federa	Courts, Joint Use Federal and State
11	00	Executive Office of the President	Executive Office of the President
11	01	Office of Management and	Office of Management and Budget
11	02	Council on Environmental	Council on Environmental Quality
11	03	CIA Office of Finance	CIA Office of Finance

Agency Code	Bureau Code	Abbreviated Title	Title
11	04	President's Commission o	President's Commission on Medical Ethics
11	05	Commission on CIA Activi	Commission on CIA Activities Within U.S.
11	06	Inter-American Foundatio	Inter-American Foundation
11	07	Council of Economic Advi	Council of Economic Advisers
11	08	U.S. Japan Economic Rela	U.S. Japan Economic Relations Group
11	09	Commission on World Hung	Commission on World Hunger
11	10	Native Hawaiian Commissi	Native Hawaiian Commission
11	11	National Security Counci	National Security Council
11	12	Commission on Executive,	Commission on Executive, Legislative and Judicial Salaries
11	13	Peace Corps	Peace Corps
11	14	Property Review Board	Property Review Board
11	15	Office of Policy Develop	Office of Policy Development
11	16	Special Assistance to th	Office of the Vice President
11	17	The White House Office	The White House Office
11	18	African Development Foun	African Development Foundation
11	19	Reform 88	Executive Office of the President - Reform 88
11	20	Task Force on Combatting	Task Force on Combatting Terrorism
11	21	Office of the United Sta	Office of the United States Trade Representative
11	22	Points of Light Foundati	Points of Light Foundation
11	23	Office of Consumer Affai	Office of Consumer Affairs
11	25	White House Conference f	White House Conference for a Drug Free America
11	26	Office of Administration	Office of Administration
11	31	Commission on Pension Po	Commission on Pension Policy
11	32	National Advisory Counci	National Advisory Council on Economic Opportunity
11	33	National Space Council	National Space Council
11	34	offce of natl aids plcy	Office of National AIDS Policy
11	35	eo millennium group	White House Millennium Group
11	36	eo whte house athl cntr	White House Athletic Center
11	37	eo wh clm cntrl frce	White House Climate Control Task Force
11	41	Office of Science and Te	Office of Science and Technology Policy
11	46	Council on Wage & Price	Council on Wage & Price Stability
11	47	Office of National Drug	Office of National Drug Control Policy
11	48	U.S. Trade and Developme	U.S. Trade and Development Agency
11	50	Comm. on WMD	Commission on U.S. Intelligence Capabilities Regulating Weapons of Mass Destructions
12	00	Agriculture	Department of Agriculture
12	01	Farm Service Agency	Farm Service Agency
12	02	National Agricultural St	National Agricultural Statistics Service
12	03	Agricultural Marketing S	Agricultural Marketing Service
12	05	Agricultural Research Se	Agricultural Research Service
12	06	Office of Small and Disa	Office of Small and Disadvantaged Business Utilization
12	07	Rural Development Admini	Rural Development Administration
12	09	Office of the Chief Info	Office of the Chief Information Officer
12	10	Cooperative State Resear	Cooperative State Research, Education, and Extension Service
12	11	Office of Administrative	Office of Administrative Systems (Exp. Code)
12	14	Office of the CIO - Wash	Office of the Chief Information Officer - Washington Telecommunications Services and Operations
12	15	Rural Housing Service	Rural Housing Service
12	17	Dept Agriculture,Risk Mg	Risk Management Agency
12	21	Foreign Agricultural Ser	Foreign Agricultural Service
12	22	National Information Technology Center	National Information Technology Center
12	23	Forest Service	Forest Service
12	25	Office of the General Co	Office of the General Counsel
12	26	Federal Grain Inspection	Federal Grain Inspection, Packers, and Stockyards Administration
12	27	Office of Communications	Office of Communications
12	30	Food and Nutrition	Food and Nutrition
12	31	Rural Utilities Services	Rural Utilities Services

Agency Code	Bureau Code	Abbreviated Title	Title
12	32	National Telecommunications Services and Operations	National Telecommunications Services and Operations
12	33	Office of the Secretary	Office of the Secretary
12	34	Animal and Plant Health	Animal and Plant Health Inspection Service
12	35	Natural Resources Conser	Natural Resources Conservation Service
12	36	Grain Insp Packrs/Stkyd	grain insp packrs/stkyd
12	37	Food Safety and Inspecti	Food Safety and Inspection Service
12	38	Office of the CIO NITC -	office of the cio nitc -
12	39	Office of Administrative	office of administrative
12	40	Civil Rights Enforcement	Civil Rights Enforcement and Adjudication
12	41	Office of Budget and Pro	Office of Budget and Program Analysis
12	42	Human Resources Management	Human Resources Management
12	44	Office of Operations	office of operations
12	46	External Services	External Services
12	47	Office of the Chief Fina	Office of the Chief Financial Officer
12	49	Economic Research Servic	Economic Research Service
12	50	AMS Contractors	AMS Contractors
12	51	Organization of Professi	Organization of Professional Employees
12	52	USDA Graduate School	USDA Graduate School
12	53	International Cotton Adv	International Cotton Advisory Commission
12	55	Office of the Inspector	Office of the Inspector General
12	56	National Appeals Divisio	National Appeals Division
12	57	Office of Chief Economis	Office of Chief Economist
12	58	Board of Contract Appeal	Board of Contract Appeal
12	59	USDA Vacant Space	USDA Vacant Space
12	60	Office of Procurement	Office of Procurement
12	61	Office of Civil Rights	Office of Civil Rights
12	62	USDA, National Capital R	USDA, National Capital Region
12	89	Dept Of Agriculture,Depa	Departmental Administration
12	90	State Conservation Servi	State Conservation Service
12	91	State Forestry Commissio	State Forestry Commission
12	92	State Extension Service	State Extension Service
12	93	Fram Service Agency - Co	Farm Service Agency – County
12	94	DHHS,Milk Marketing Asso	Milk Marketing Association
12	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
13	00	Commerce	Department of Commerce
13	01	Office of the Secretary	Office of the Secretary
13	02	Minority Business Develo	Minority Business Development Agency
13	04	Bureau of the Census	Bureau of the Census
13	05	National Telecommunicati	National Telecommunications and Information Administration
13	06	National Institute of St	National Institute of Standards and Technology, Gaithersburg, MD
13	07	U.S. Travel and Tourism	U.S. Travel and Tourism Administration
13	08	National Technical Infor	National Technical Information Services
13	09	National Institute of St	National Institute of Standards and Technology, Boulder, CO
13	10	Patent and Trademark Off	Patent and Trademark Office
13	12	International Trade Admi	International Trade Administration
13	13	CD OIG	Office of Inspector General
13	14	National Oceanic Atmosph	National Oceanic and Atmospheric Administration
13	15	Economic Affairs	Economic Affairs
13	16	Bureau of Industry and Security	Bureau of Industry and Security
13	17	Technology Administratio	Technology Administration
13	18	Expired Code - Do Not As	Post Regional Task Force (Exp. Code)
13	19	CD Bur Econ Analy Expire	Bureau of Economic Analysis (Exp. Code)
13	20	Economic Development Adm	Economic Development Administration
13	21	Expired Code - Use ABC 1	Office of the Secretary (Exp. Code - Use Code 1301)
13	22	Expired Code - Do Not As	United States Travel Service (Exp. Code)
13	25	CD EDA Expired Code -	Economic Development Administration (Exp. Code - Use Code 1320)

Agency Code	Bureau Code	Abbreviated Title	Title
13	28	CD OFF MIN BUS ENT Expi	Office of Minority Business Enterprise (Exp. Code - Use Code 1302)
13	30	CD UP G LAK REG COMM	Upper Great Lakes Regional Commission (Exp. Code)
13	31	CD New Engl Reg Comm (Ex	New England Regional Commission (Exp. Code)
13	33	Pacific-NW Reg Comm Exp	Pacific-Northwest Regional Commission (Exp. Code)
13	34	CD OP/ADP MGMTExpired Co	OP/ADP Management (Exp. Code)
13	35	CD Four Cor Reg Comm Ex	Four Corner Regional Commission (Exp. Code)
13	36	CD Coast Pl Reg Comm Exp	Coastal Plains Regional Commission (Exp. Code)
13	37	CD Ozark Reg Comm Expir	Ozark Regional Commission (Exp. Code)
13	38	CD Old West Reg Comm Ex	Old West Regional Commission (Exp. Code)
13	39	CD Brdr Reg Comm Expired	Southwest Border Region Commission (Exp. Code)
13	51	Government Contractors E	Government Contractors (Exp. Code - Use Code 1399)
14	00	Interior	Department of the Interior
14	06	Office of Surface Mining	Office of Surface Mining and Regulation Enforcement
14	07	Geological Survey	Geological Survey
14	08	Office of Hearing and Ap	Office of Hearing and Appeals
14	09	Bureau of Indian Affairs	Bureau of Indian Affairs
14	10	Bureau of Minerals Manag	Bureau of Minerals Management Service
14	11	Bureau of Land Managemen	Bureau of Land Management
14	12	Office of the Special Tr	Office of the Special Trustee for American Indians
14	15	Bureau of Mines	Bureau of Mines
14	17	National Park Service	National Park Service
14	21	Office of Aircraft Servi	Office of Aircraft Services
14	23	Bureau of Reclamation	Bureau of Reclamation
14	24	Interior Business Center	Interior Business Center
14	25	Office of the Secretary	Office of the Secretary
14	26	ID OWRT Expired Code -	Office of Water Resources Research (Exp. Code - Use Code 1411)
14	27	Office of the Solicitor	Office of the Solicitor
14	28	DOI- OHTA	Department of Interior-Offc. Historical Trust Accounting
14	45	DOI – ESC	Department of Interior-Enterprise Serv Cntr
14	33	Office of Insular Affairs	Office of Insular Affairs
14	36	United States Fish and W	Fish and Wildlife Service
14	41	Office of Inspector Gene	Office of Inspector General
14	42	Construction Management	Construction Management
14	43	National Indian Gaming C	National Indian Gaming Commission
14	44	Nat Biolgcl Survy	National Biological Survey
14	50	DOI-BIA Education	Department of Interior-Bureau of Indian Affairs Education
15	00	Justice	Department of Justice
15	01	United States Trustees	United States Trustees
15	02	Justice Management Divis	Justice Management Division
15	03	Antitrust Division	Antitrust Division
15	04	Office of Professional R	Office of Professional Responsibility
15	05	Office of the Attorney G	Office of the Attorney General
15	06	Office of Associate Atto	Office of Associate Attorney General
15	07	Civil Division	Civil Division
15	08	INTERPOL - United States	INTERPOL - United States National Central Bureau
15	09	Civil Rights Division	Civil Rights Division
15	10	Office of Legislative Af	Office of Legislative Affairs
15	11	Criminal Division	Criminal Division
15	12	Office of the Deputy Att	Office of the Deputy Attorney General
15	13	Federal Bureau of Invest	Federal Bureau of Investigation
15	14	Federal Prison Industries	Federal Prison Industries, Inc.
15	15	Immigration and Naturali	Immigration and Naturalization Service
15	16	National Institute of Co	National Institute of Corrections
15	17	Environment and Natural	Environment and Natural Resources Division
15	18	Office of Legal Counsel	Office of Legal Counsel
15	19	Bureau of Prisons	Bureau of Prisons
15	20	Office of the Solicitor	Office of the Solicitor General

Agency Code	Bureau Code	Abbreviated Title	Title
15	21	Tax Division	Tax Division
15	22	Office of Public Affairs	Office of Public Affairs
15	23	Telecommunications Servi	Telecommunications Services and Computer Services Staffs
15	24	Pardon Attorney	Pardon Attorney
15	25	United States Marshals S	United States Marshals Service
15	26	Executive Office for Imm	Executive Office for Immigration Review
15	27	Office of Policy Develop	Office of Policy Development
15	28	Office of Justice Progra	Office of Justice Programs
15	29	Community Relations Serv	Community Relations Service
15	30	Information Systems Staf	Information Systems Staff
15	31	United States Parole Com	United States Parole Commission
15	32	Drug Enforcement Adminis	Drug Enforcement Administration
15	33	Office of Intelligence P	Office of Intelligence Policy and Review
15	34	Office of the Special Pr	Office of the Special Prosecutor
15	35	Office of the U.S. Attorneys	Office of the U.S. Attorneys
15	36	Foreign Claims Settlemen	Foreign Claims Settlement Commission
15	37	Ofc of Special Counsel f	Office of Special Counsel Related to Unfair Employment Practices
15	38	Office of Intergovernmen	Office of Intergovernmental Affairs
15	39	Office of Inspector Gene	Office of Inspector General
15	40	Civil Liberties Public E	Civil Liberties Public Ed. Fund Board of Dir.
15	41	JD Counsel on Communicat	Consolidated Communications Network
15	42	DOJ,Drug Intelligence Ce	National Drug Intelligence Center
15	43	DOJ,Court Svc&Offendr Su	Court Services & Offender Supervision Agency (CSOSA)
15	44	Violence Against Women	Office on Violence Against Women
15	46	NPREC	National Prison Rape Elimination Commission (NPREC)
15	51	Government Contrators Ex	Government Contractors (Exp. Code - Use Code 1599)
15	93	Bur Of Alcohol,Tobacco,F	Bureau of Alcohol, Tobacco, Firearms, and Explosives
15	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
16	00	Labor	Department of Labor
16	02	Assistant Secretary for	Assistant Secretary for Administration and Management
16	03	Mine Safety and Health A	Mine Safety and Health Administration
16	04	Office of Inspector Gene	Office of Inspector General
16	05	Pension and Welfare Benefits	Pension and Welfare Benefits Adminsitration
16	06	Pension Benefit Guaranty	Pension Benefit Guaranty Corporation
16	07	Bureau of Labor Mgmt Rel	Bureau of Labor Mgt Relation and Cooperative Programs
16	08	Office of the American W	Office of Labor Management Standards
16	09	Bureau of International	Bureau of International Labor Affairs
16	10	Office of the Chief Fina	Office of the Chief Financial Officer
16	11	Dol Land Mgmt Expired Co	Labor-Management Services Administration (Exp. Code)
16	12	Lab Dept, Ofc Adudctry S	Office of Adjudicatory Services
16	13	Department of Labor	Office of Public Affairs National Call Center
16	14	Occupational Safety and	Occupational Safety and Health Administration
16	15	Bureau of Labor Statisti	Bureau of Labor Statistics
16	16	Employment and Training	Employment and Training Administration
16	17	Office of the Secretary	Office of the Secretary of Labor
16	18	Employment Standards Adm	Employment Standards Administration
16	19	Office of the Solicitor	Office of the Solicitor
16	20	Veterans Employment and	Veterans Employment and Training Service
16	21	LD Public Affairs	Office of Public Affairs
16	22	LD Congressnl & Intergov	Office of Congressional & Intergovernmental Affairs
16	23	LD Assist Secretary For	Office of the Assistant Secretary for Policy
16	24	LD Women's Bureau	Women's Bureau
16	25	LD Benefits Review Board	Benefits Review Board
16	26	LD Employ Comp Appeals B	Employees Compensation Appeals Board
16	27	LD Administrative Review	Administrative Review Board
16	28	OASAM/ITC Data Network	Office of Financial and Management Service
16	29	Office of Administrative	Administrative Law Judges

Agency Code	Bureau Code	Abbreviated Title	Title
16	30	Employ. Standards Admin.	Office of Workmans' Compensation Programs
16	31	Employment Standards Adm	Wage and Hour Division
16	32	Employ. Standards Admin.	Office of Federal Contract Compliance Programs
16	33	Employ. and Train. Admin	Bureau of Apprenticeship and Training
16	34	Employment and Training	Office of Job Corps
16	35	Mine Sfety and Health Ad	Mine Safety and Health Administration, Office of the Assistant Secretary
16	36	Mine Sfety and Health Ad	Mine Safety and Health Administration, Administration and Management
16	37	Mine Safety and Health A	Mine Safety and Health Administration, Office of Assessments
16	38	Mine Sfty and Health Adm	Mine Safety and Health Administration, Coal Mine Safety and Health
16	39	Mine Sfty and Hlth Admin	Mine Safety and Health Administration, Metal and NonMetal Mine Safety and Health
16	40	Mine Sfty and Hlth Admin	Mine Safety and Health Administration, Educational Policy and Development
16	41	Mine Sfty and Hlth Admin	Mine Safety and Health Administration, Office of Standards, Regulations, and Variances
16	42	Mine Safety and Health A	Mine Safety and Health Administration, Technical Support
16	43	LD Offc Of Small Busines	Office of Small Business Programs
16	44	LD, ESO	DOL Enterprise Services Office
16	45	LD, WCF	DOL Working Capital Funds Components
16	46	LD Consolidated	DOL OASAM Consolidated Services
16	49	Anti-Poverty Programs (F	Anti-Poverty Programs (FSS use only)
16	51	Government Contractors	Government Contractors (Exp. Code - Use Code 1699)
16	52	LD Natl Skills Standards	National Skills Standards Board
16	53	LD Natl Occuptnl Info Co	National Occupational Information Coordinating Committee
16	54	LD Pres Comm On Emp Of P	President's Committee on Employment of People with Disabilities
16	55	LD Natl Task For Emp Adu	National Task Force on Employment of Adults with Disabilities
16	80	Employment and Training	Employment and Training Administration, Job Corps Centers
17	00	Navy	Department of the Navy
17	01	Secretary of the Navy	Secretary of the Navy
17	02	Chief of Naval Research	Chief of Naval Research
17	03	Commander in Chief Pacif	Commander in Chief Pacific Fleet
17	04	Comptroller of the Navy	Comptroller of the Navy
17	05	Commander in Chief Atlan	Commander in Chief Atlantic Fleet
17	06	Chief of Naval Operation	Chief of Naval Operations
17	07	USN NAV Sea Sys Com	Naval Sea Systems Command
17	08	Chief of Naval Education	Chief of Naval Education and Training
17	09	Commander, Naval Air Atl	Commander, Naval Air Atlantic Fleet
17	10	Chief of Naval Personnel	Chief of Naval Personnel
17	11	Commander, Naval Facilit	Commander, Naval Facilities Engineering Command
17	12	Bureau of Medicine and S	Bureau of Medicine and Surgery
17	13	Commander, Naval Air Pac	Commander, Naval Air Pacific Fleet
17	14	Naval Material Command	Naval Materiel Command
17	15	Commander, Naval Electro	Space and Naval Warfare Systems Command
17	16	Oceanographer of the Nav	Oceanographer of the Navy
17	17	Commander, Naval Supply	Commander, Naval Supply Systems Command
17	18	Naval Telecommunications	Naval Telecommunications Command
17	19	Commander, Naval Air Sys	Commander, Naval Air Systems Command
17	20	Naval Security Group Act	Naval Security Group Activity
17	21	Naval Recruiting Area On	Naval Recruiting Area One
17	22	Naval Intelligence Comma	Naval Intelligence Command Headquarters
17	23	Commanding General, 4th	Commanding General, 4th Marine Division
17	24	Commander, Naval Weather	Commander, Naval Weather Service Command
17	25	NAV RES RCRUT AR PAC	Naval Reserve Recruiting Command Area Pacific
17	26	Cmdr, Mil Slft Wash HQ	Commander Military Sealift Command, Wash HQ
17	28	Chief of Naval Reserve	Chief of Naval Reserve
17	29	Navy Resale Systems Offi	Navy Resale Systems Office
17	30	Commandant of the Marine	Commandant of the Marine Corps
17	31	Naval Recruiting Area Th	Naval Recruiting Area Three
17	32	Naval Recruiting Area Fo	Naval Recruiting Area Four
17	33	Chief of Naval Air Train	Chief of Naval Air Training

Agency Code	Bureau Code	Abbreviated Title	Title
17	34	Naval Recruiting Area Fi	Naval Recruiting Area Five
17	35	Naval Recruiting Area Se	Naval Recruiting Area Seven
17	36	Commander, Naval Recruit	Commander, Naval Recruiting Command
17	37	Marine Corps Air Bases -	U.S. Marine Corps, Air Bases - Eastern Area
17	38	Marine Corps Air Bases -	U.S. Marine Corps, Air Bases - Western Area
17	39	Marine Air Reserve Train	U.S. Marine Corps, Air Reserve Training Command
17	40	6th Marine Corps Distric	U.S. Marine Corps, 6th Marine Corps District
17	41	1st Marine Corps Distric	U.S. Marine Corps, 1st Marine Corps District
17	42	9th Marine Corps Distric	U.S. Marine Corps, 9th Marine Corps District
17	43	8th Marine Corps Distric	U.S. Marine Corps, 8th Marine Corps District
17	44	4th Marine Corps Distric	U.S. Marine Corps, 4th Marine Corps District
17	45	12th Marine Corps Distri	U.S. Marine Corps, 12th Marine Corps District
17	46	Chief of Naval Technical	Chief of Naval Technical Training
17	48	Chief of Information	Chief of Information
17	49	Naval Recruiting Area Ei	Naval Recruiting Area Eight
17	51	Government Contractors	Government Contractors (Exp. Code - Use Code 1799)
17	52	USMC,Quantico Dependent	U.S. Marine Corps, Quantico Dependent School System
17	53	Commander Naval Installations	Commander Naval Installations
17	54	Cmdr, Mil Slft Pacf	Commander Military Sealift Command, Pacific
17	55	Cmdr, Mil Slft Atlantc	Commander Military Sealift Command, Atlantic
17	56	Cmdr, Mil Slft Europe	Commander Military Sealift Command, Europe
17	57	Cmdr, Mil Slft Cntrl	Commander Military Sealift Command, Central
17	58	Cmdr, Mil Slft Far East	Commander Military Sealift Command, Far East
17	75	U.S. Marine Corps, Chief	U.S. Marine Corps, Chief Information Officer
17	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
18	00	United States Postal Service	United States Postal Service
18	01	Chief Postal Inspector	Chief Postal Inspector
18	03	Facilities	Facilities
18	04	Office of the Inspector General	Office of the Inspector General
18	05	Finance and Administrati	Finance and Administration
18	07	Operations	Operations
18	09	Personnel	Personnel
18	10	Postal Supply Depots	Postal Supply Depots
18	11	Office of Postmaster Gen	Office of Postmaster General
18	12	Postmasters	Postmasters
18	13	Regional Comptroller	Regional Comptroller
18	14	Bureau of Planning and M	Bureau of Planning and Marketing
18	15	Transportation and Inter	Transportation and International Service
18	16	District Managers	District Managers
18	17	Commission on Postal Ser	Commission on Postal Service
18	31	Postal Rate Commission	Postal Rate Commission
18	51	Government Contractors	Government Contractors (Exp. Code - Use Code 1899)
19	00	State	Department of State
19	01	Bureau of Administration	Bureau of Administration
19	02	Office of the Under Secr	Office of the Under Secretary for Management
19	03	African Affairs	African Affairs
19	04	Politico - Military Affa	Politico - Military Affairs
19	05	Economic Affairs and Bus	Economic Affairs and Business Affairs
19	06	Cuban Haitian Task Force	Cuban Haitian Task Force
19	07	European and Eurasian Affairs	European and Eurasian Affairs
19	08	Bureau of International	Bureau of International Narcotics Matters
19	09	East Asian and Pacific A	East Asian and Pacific Affairs
19	10	Multinational Force and	Multinational Force and Observers
19	11	Intelligence and Researc	Intelligence and Research
19	12	Bureau of Refugee Progra	Bureau of Refugee Programs
19	13	Western Hemisphere Affairs	Western Hemisphere Affairs
19	15	International Boundary a	International Boundary and Water Commission, U.S. and Mexico

Agency Code	Bureau Code	Abbreviated Title	Title
19	17	International Boundary C	International Boundary Commission, U.S. and Canada
19	19	International Joint Comm	International Joint Commission, U.S. and Canada
19	21	International Organizati	International Organization Affairs
19	22	Ocean and International	Ocean and International Environmental Scientific Affairs
19	23	Near Eastern Affairs	Near Eastern Affairs
19	24	Human Rights and Humanit	Human Rights and Humanitarian Affairs
19	25	Public Affairs	Public Affairs
19	27	Office of the Secretary	Office of the Secretary
19	28	Information Systems Offi	Information Systems Office
19	29	Consular Affairs	Consular Affairs
19	30	Office of Foreign Missio	Office of Foreign Missions
19	31	United States Mission to	United States Mission to the United Nations
19	34	Office of Communications	Office of Communications
19	35	Deputy Assistant Secreta	Deputy Assistant Secretary for Budget and Finance
19	36	Overseas Buildings Operations	Overseas Buildings Operations
19	37	Foreign Service Institut	Foreign Service Institute
19	38	Inspector General	Inspector General
19	39	Legal Adviser	Legal Adviser
19	40	Office of Management	Office of Management
19	41	Deputy Assistant Secreta	Deputy Assistant Secretary for Operations
19	42	Bureau of Personnel	Bureau of Personnel
19	43	Deputy Assistant Secreta	Deputy Assistant Secretary for Security
19	49	No Bureau Identification	No Bureau Identification
19	61	SD Dplmtc Telecomm Svc	Diplomatic Telecommunications Service - Program Office
19	62	South and Central Asian Affairs	South and Central Asian Affairs
20	00	Treasury	Department of the Treasury
20	01	Bureau of Government Fin	Financial Management Service
20	03	Office of the Comptrolle	Office of the Comptroller of the Currency
20	05	U.S. Customs Service	U.S. Customs Service (DHS Code 7051)
20	06	Treas,US Cust Svc,Natl L	Nat'l Law Enforcement Communications Center, Orlando (DHS Code 7052)
20	07	Assistant Secretary for	Assistant Secretary for International Affairs
20	09	Bureau of Engraving and	Bureau of Engraving and Printing
20	11	Internal Revenue Service	Internal Revenue Service National Office
20	12	United States Mint - Den	United States Mint - Denver
20	13	United States Mint-Washi	United States Mint - Washington, DC
20	14	United States Mint-San F	United States Mint - San Francisco
20	15	Alcohol and Tobacco Tax and Trade Bureau	Alcohol and Tobacco Tax and Trade Bureau
20	17	Bureau of Public Debt	Bureau of Public Debt
20	18	Bureau Of Public Debt	Bureau of Public Debt
20	19	Office of the Secretary	Office of the Secretary
20	20	Treas Communications Sys	Treasury Communications System
20	21	TD FINCEN	Financial Crimes Enforcement Network (FinCEN)
20	25	United States Savings Bo	United States Savings Bond Division
20	29	Consolidated Federal Law	Consolidated Federal Law Enforcement Training Center
20	30	Office of the Inspector	Office of the Inspector General
20	31	Office of Thrift Supervi	Office of Thrift Supervision
20	32	Internal Revenue Service	Internal Revenue Service - Southeast Region
20	33	Internal Revenue Service	Internal Revenue Service - Western Region
20	34	Internal Revenue Service	Internal Revenue Service - Midstates Region
20	35	Internal Revenue Service	Internal Revenue Service - Northeast Region
20	38	TD TIGTA	Office of the Inspector General for Tax Administration (TIGTA)
20	39	Dept Of Treas,Wireless A	Treasury Department Wireless Activities
20	41	Alcohol & Tobacco & Trade	Alcohol & Tobacco Tax & Trade Bureau
20	50	Community Devel Inst Fnd	Community Development Financial Institutions Fund
20	55	DHS,Offic Inspector Gene	DHS, Office of the Inspector General
21	00	Army	Department of the Army
21	01	Communications Command	Communications Command

Agency Code	Bureau Code	Abbreviated Title	Title
21	02	U.S. Army, Washington, D	U.S. Army, Washington, DC
21	03	U.S. Army Information Sy	U.S. Army Information Systems Command
21	04	Army Reserve	Army Reserve
21	05	U.S. Army Intelligence A	U.S. Army Intelligence Agency
21	06	Surgeon General	Surgeon General
21	07	US Army,Recreation Machin	U.S. Army Recreation Machine Program
21	08	Corps of Engineers	Corps of Engineers
21	09	U.S. Army Dental Command	U.S. Army Dental Command
21	10	U.S. Army,Def Telecomm Sys	Defense Telecommunication System - Washington (FTS Only)
21	11	Adjutant General	Adjutant General
21	12	Army Intelligence and Se	Army Intelligence and Security Command
21	14	Criminal Investigation C	Criminal Investigation Command
21	16	U. S. Army Med Commd(MEDCOM)	U. S. Army Medical Command
21	18	Nat'l Guard Bureau, Army INF. Systems	National Guard Bureau, Army Information Systems (Arlington, VA)
21	19	STATE N.G. OFFICES	Army Nat'l Guard, State Offices
21	20	The Judge Advocate Gener	The Judge Advocate General
21	22	Military Police Corps	Military Police Corps
21	24	Civilian Appellate Revie	Civilian Appellate Review Agency
21	25	U.S. Army. IMA	U. S. Army Installation Management Agency
21	26	Military Review Boards	Military Review Boards
21	27	USAR,US Army Recruiting Command	Army Recruiting Command, Employee Parking Areas (PBS)
21	28	Army Dist Learning Sys,	Army Distributed Learning System, Newport News, VA
21	29	Miscellaneous Department	Miscellaneous Department of the Army Activities
21	30	Community & Family Suppo	Community & Family Support Cntr NAF Contract Directorate
21	31	U.S. Army,Hq,Recruit Comm-F	HQ, U.S. Army Recruiting Command, Fort Knox, KY
21	33	Audit Agency	Audit Agency
21	35	Military Traffic Managem	Military Traffic Management Command
21	36	Ballistic Missile Defens	Ballistic Missile Defense Communications Activity
21	37	Training and Doctrine Co	Training and Doctrine Command
21	38	Material Development and	U.S. Army, Army Materiel Command
21	39	U.S. Army Personnel Center	U.S. Army Personnel Center
21	40	Army Forces Command	Army Forces Command
21	41	Army Recruiting Command	Army Recruiting Command
21	42	Military Enlistment Proc	Military Enlistment Processing Command
21	43	Alaska Command	Alaska Command
21	46	US Army Simulation Training and Instramentation	U.S. Army Simulation Training and Instramentation
21	47	U.S. Army Research Lab	U.S. Army Research Lab
21	48	Army Comm Elect Cmnd	Army Communications Electronics Command
21	49	Army Test & Eval Cmnd	U.S. Army Test & Evaluation Command
21	51	Army PM LIS	Army Project Manager, Logistics Information Systems
21	53	Army North	Department of Army, Army North
21	54	U.S. Army USASAC	U.S. Army Security Assistance Command
21	74	Department of the Army	Community Based Health Care Organization CBHCO
21	90	State/Local DOD/DOJ Law	State/Local DOD/DOJ Law Enforcement Support Program
22	00	Resolution Trust Corporation	Resolution Trust Corporation
23	00	United States Tax Court	United States Tax Court
24	00	Office of Personnel Management	Office of Personnel Management
24	01	Office of Budget and Management	Office of Budget and Management
24	05	Expired Code - Do Not As	Bureau of Inspections (Exp. Code)
24	07	Expired Code - Do Not As	Bureau of Management Services (Exp. Code)
24	08	Expired Code - Do Not As	Bureau of Manpower Information Systems (Exp. Code)
24	09	Expired Code - Do Not As	Bureau of Policies and Standards (Exp. Code)
24	11	Expired Code - Do Not As	Bureau of Personnel Investigations (Exp. Code)
24	13	Expired Code - Do Not As	Bureau of Recruiting and Examining (Exp. Code)
24	15	Expired Code - Do Not As	Bureau of Retirement, Insurance, & Occupational Health (Exp. Code)

Agency Code	Bureau Code	Abbreviated Title	Title
24	16	President's Commission o	President's Commission on White House Fellows
24	17	President's Committee on	President's Committee on Personnel Interchange
25	00	National Credit Union Adminsitration	National Credit Union Administration
26	00	Federal Retirement Thrif Investment Board	Federal Retirement Thrift Investment Board
27	00	Federal Communications Commission	Federal Communications Commission
28	00	Social Security Administration	Social Security Administration
28	04	Social Security Administ	Social Security Administration
28	05	Social Security Admin,OI	SSA Office of the Inspector General (FTS Only)
29	00	Federal Trade Commission	Federal Trade Commission
29	01	Call Center for Consumer	Call Center for Consumer Protection
30	00	Peace Corps	Peace Corps
31	00	Nuclear Regulatory Commission	Nuclear Regulatory Commission
32	00	Synthetic Fuels Corporation	Synthetic Fuels Corporation
32	03	Commerce,Ofc Of Computer	commerce,ofc of computer
33	00	Smithsonian	Smithsonian Institution
33	01	Archives of American Art	Archives of American Art
33	03	Smithsonian Astrophysica	Smithsonian Astrophysical Observatory
33	05	Board of Trustees	Board of Trustees
33	07	Smithsonian Tropical Res	Smithsonian Tropical Research Institute
33	09	Freer Gallery of Art	Freer Gallery of Art
33	11	International Exchange S	International Exchange Service
33	13	National Museum of Histo	National Museum of History and Technology
33	15	National Museum of Natur	National Museum of Natural History
33	17	National Air and Space M	National Air and Space Museum
33	19	National Collection of F	National Collection of Fine Arts
33	20	National Portrait Galler	National Portrait Gallery
33	22	Marine Science Center	Marine Science Center
33	23	National Zoological Park	National Zoological Park
33	24	Radiation Biology Labora	Radiation Biology Laboratory
33	27	United States National M	United States National Museum
33	28	Joseph H. Hirshhorn Muse	Joseph H. Hirshhorn Museum and Sculpture Garden
33	29	Office of Public Affairs	Office of Public Affairs
33	30	Division on Performing A	Division on Performing Arts
33	31	Smithsonian Museum Shops	Smithsonian Museum Shops
33	32	Office of Contracting	Office of Contracting
33	58	Smithsonian,W Wilson Int	Woodrow Wilson International Center for Scholars
34	00	International Trade Commission	International Trade Commission
35	00	DC Pre-trial Services	DC Pre-trial Services
36	00	Veterans Affairs	Department of Veterans Affairs
36	01	Inspector General	Inspector General
36	03	Office of Acquisiton and Material Management	Office of Acquisiton and Material Management
36	05	Office of Facilities	Office of Facilities
36	07	VA OIS&T (Expired Code -	Office of Information Systems and Telecommunications
36	09	Veterans Health Administration	Veterans Health Administration
36	10	National Cemetary Administration	National Cemetary Administration
36	11	Veterans Benefits Administration	Veterans Benefits Administration
36	13	Office of Controller	Office of Controller
36	14	Administrative Service	Administrative Service
36	15	Training Academy (Expir	Training Academy
36	16	VA EASAC (Expired Code	Eastern Area Service and Assistance Center
36	20	National Ees Program	National EES Program
36	99	Subcontractors/Private S	Subcontractors/Private Sector with Federal Agencies
41	00	Merit Systems Protection Board	Merit Systems Protection Board
41	01	Office of Administration	Office of Administration
45	00	Equal Employment Opportunity	Equal Employment Opportunity Commission
45	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies

Agency Code	Bureau Code	Abbreviated Title	Title
46	00	Regional Commissions	Regional Commissions
46	01	Delaware River Basin Com	Delaware River Basin Commission
46	02	Appalachian Regional Com	Appalachian Regional Commission
46	04	Washington Metropolitan	Washington Metropolitan Area Transit Authority
46	17	Martin Luther King Jr. F	Martin Luther King Jr. Federal Holiday Commission
47	00	General Services Administration	General Services Administration
47	01	Office of Administrator	Office of Administrator
47	02	Office of Acquisition Policy	Office of Acquisition Policy
47	03	Office of the Chief Financial Officer	Office of the Chief Financial Officer
47	04	Office of Inspector General	Office of Inspector General
47	05	Office of Ethics and Civil Rights	Office of Ethics and Civil Rights
47	06	Office of Government wide Policy	Office of Government wide Policy
47	07	Federal Acquisition Service, OE	Federal Acquisition Service, OE
47	08	Office of Citizen Services and Communications	Office of Citizen Services and Communications
47	09	Federal Acquisition Service, All Other	Federal Acquisition Service, All Other
47	10	Office of the Chief Financial Officer, Indian Tribal Claims	Office of the Chief Financial Officer, Indian Tribal Claims
47	11	Office of General Counsel	Office of General Counsel
47	12	Board of Contract Appeal	Board of Contract Appeals
47	13	National Archives and Re	National Archives and Records Administration
47	14	Public Buildings Service	Public Buildings Service, All Other
47	15	Public Buildings Service	Public Buildings Service - FBF
47	16	Community Services Admin	Community Services Administration Closeout
47	17	Pennsylvania Avenue Acti	Pennsylvania Avenue Activities
47	18	Federal Property Resources	Federal Property Resources Service
47	19	Federal Acquisition Service , Central Office Facilities	Federal Acquisition Service , Central Office Facilities
47	20	Presidential Transition	Presidential Transition
47	22	Special Projects (Presid	Special Projects (Presidential)
47	23	Federal Acquisition Service - Data Processing {P	Federal Acquisition Service, IT Solutions Facilities
47	24	Federal Acquisition Service - Telecom. Facilitie	Federal Acquisition Service, Network Services Facilities
47	25	CO Combined Use Faciliti	Central Office Combined Use Facilities
47	26	Allowance to Former Pres	Allowance to Former Presidents
47	27	OFC Enterprise Develop	Office of Enterprise Development (E)
47	28	Transition - Outgoing Pr	Transition - Outgoing President
47	29	Transition - Outgoing Vi	Transition - Outgoing Vice President
47	30	Office of Management Ser	Office of Management Services and Human Resources
47	31	Office of the Chief Info	Office of the Chief Information Officer
47	32	Regional Administrator's	Regional Administrator's Office
47	33	Office of Citizen Svcs &	Office of Citizen Services and Communications, Federal Citizen Information Center
47	36	Ofc of Admin. Financial	Office of Administration Financial Management
47	37	GMA, Working Capital Fun	GMA, Working Capital Fund
47	38	Office of General Counse	Regional Office of General Counsel (PBS Space Rental Only)
47	39	Office of Operations	Regional Offices of Operations
47	42	Regional Federal Acquisition Service	Regional Federal Acquisition Service
47	43	OFC Performance Improvement	Office of Performance Improvement (R)
47	44	NARA (All billings exept	Regional National Archives and Records Administration (All billings exept Rent and FTS2000)
47	46	Public Buildings Service	Regional Public Buildings Service (PBS Space Rental Only)
47	47	PBS, Delegated Buildings	Public Buildings Service, Delegated Buildings Only
47	48	Federal Acquisition Service, Regional OE Facilit	Federal Acquisition Service, IT Solutions, ISTS Facilities
47	49	Federal Acquisition Service IT Soln, Fast Fac	Federal Acquisition Service, IT Solutions, FAST Facilities
47	50	Federal Acquisition Service, Regional ADP Facili	Federal Acquisition Service, IT Solutions, Regional ADP Facilities
47	51	Federal Acquisition Service, Federal Information	Federal Acquisition Service , Federal Information Center

Agency Code	Bureau Code	Abbreviated Title	Title
47	52	GSA REG GM& A Personal	GSA Regional General Management and Administration - Personnel
47	53	Federal Acquisition Service, Customer Supply Cen	Federal Acquisition Service, Customer Supply Centers
47	54	PBS - &CM Warehousing Op	Regional FPRS Warehousing Operations
47	55	Federal Acquisition Service, Laboratory	Federal Acquisition Service, Laboratory
47	56	Federal Acquisition Service, Supply Distrib. Warehousing	Federal Acquisition Service, Supply Distribution Warehousing Operations
47	57	Federal Acquisition Service, Personal Prop. Center	Federal Acquisition Service, Personal Property Centers/State Agencies for Surplus Property
47	58	Federal Acquisition Service, Self-Service Stores	Federal Acquisition Service, Self-Service Stores
47	59	Federal Acquisition Service, Material Returns Program	Federal Acquisition Service, Material Returns Program
47	62	PBS, Maint. and Custodia	Regional PBS, Maintenance and Custodial Operations
47	64	PBS, District Offices	Public Buildings Service, District Offices
47	66	PBS, Field Offices	Public Buildings Service, Field Offices
47	68	Federal Acquisition Service, Interagency Motor P	Federal Acquisition Service, Interagency Motor Pool
47	69	Federal Acquisition Service, Transportation	Federal Supply Service, Transportation
47	70	Federal Acquisition Service, Regional Local Tele	Federal Acquisition Service, Regional Local Telecommunications Facilities
47	71	Agency Liaison Division	Agency Liaison Division - Rll only
47	72	Federal Acquisition Service, Utilization Offices	Federal Acquisition Service, Utilization Offices
47	74	Regional Common Use Faci	Regional Common Use Facilities
47	75	Federal Acquisition Service, Info. Security {PBS	Federal Acquisition Service, Information Security Management Facilities
47	76	Federal Acquisition Service , Info.Techlgy Interg	Federal Acquisition Service, Federal Systems Integration and Management Center (FEDSIM)
47	78	GSA Federal Acquisition Service, Info Tech Sol Fi	Federal Acquisition Service, IT Solutions Financial Srvc Cntr, Phila, PA
47	79	GSA Federal Acquisition Service, Ntwk Svcs Fin Ct	Federal Acquisition Service, Network Services Financial Srvc Cntr, Atlanta, GA
47	80	Federal Acquisition Service Professional SVCS	GSA Federal Acquisition Service, Professional Services Fund (Fund 295X)
47	81	Chief Acquisition Officer	Office of the Chief Acquisition Officer
47	86	GSA Outleased Hist	GSA Outleased Hist
47	87	Outleased	Outleased
47	88	Joint Use Space	Joint Use Space
47	89	Vacant Unassigned Space	Vacant Unassigned Space
47	90	DC Financial Responsibil	District of Columbia Financial Responsibility and Management Assistance Authority
47	91	Public Defender's Office	District of Columbia Public Defender's Office
47	92	Women's Progress Commemo	Women's Progress Commemoration Commission
48	00	Miscellaneous Commission	Miscellaneous Commissions
48	01	National Commission to P	National Commission to Prevent Infant Mortality
48	02	Comm for the Stdy of Int	Commission for the Study of International Migration and Cooperative Economic Development
48	03	International Cultural a	International Cultural and Trade Center Commission
48	04	National Economic Commis	National Economic Commission
48	05	National Bankruptcy Revi	National Bankruptcy Review Commission
48	06	Nat. Comm on Restructuri	National Commission on Restructuring the IRS National Commission on Restructuring the IRS
48	07	National Alcohol Fuels C	National Alcohol Fuels Commission
48	08	Commission on Railroad R	Commission on Railroad Retirement Reform
48	09	Commission on Agricultur	Commission on Agricultural Workers
48	10	Nuclear Waste Technical	Nuclear Waste Technical Review Board
48	11	Presidential Commission	Presidential Commission on Catastrophic Nuclear Accidents
48	12	Office of Nuclear Waste	Office of Nuclear Waste Negotiator
48	13	Interagency/Council for	Interagency/Council for the Homeless
48	14	National Commission on S	National Commission on Severely Distressed Public Housing
48	15	Nat Comm on Amer Indian,	National Commission on American Indian, Alaska Native, and Native Hawaiian

Agency Code	Bureau Code	Abbreviated Title	Title
			Housing
48	16	National Commission on J	National Commission on Judicial Discipline and Removal
48	17	Jnt Fed-State Comm on Pl	Joint Federal-State Commission on Policies and Programs Affecting Alaska Natives
48	18	US Comm on Improving the	United States Commission on Improving the Effectiveness of the United Nations
48	19	National Commission on M	National Commission on Manufactured Housing
48	20	Thomas Jefferson Commemo	Thomas Jefferson Commemoration Commission
48	21	John F. Kennedy Assassin	John F. Kennedy Assassination Records Review Board
48	22	Commission Rail Road Ret	Commission Rail Road Retirement
48	44	National Commission on S	National Commission on Student Financial Assistance
48	45	Commission on the Ukrain	Commission on the Ukraine Famine
48	46	State Justice Institute	State Justice Institute
48	47	Commission on Education	Commission on Education of the Deaf
48	48	Aviation Safety Commissi	Aviation Safety Commission
48	49	Nat. Comm. on Fin. Insti	National Commission on Financial Institution Reform, Recovery and Enforcement
48	50	National Grambling Impac	National Gambling Impact Study Commission
48	51	National Commission on C	National Commission on Cost of Higher Education
48	52	Nat. Comm on Advancement	National Commission on Advancement of Federal Law Enforcement
48	53	Medicare Payment Advisor	Medicare Payment Advisory Commission
48	54	Comm Hlcst Assets In US	President's Advisory Commission on Holocaust Assets in the United States
48	77	Commission On Ocean Poli	Commission on Ocean Policy
48	78	Comm On On-Line Child Pr	Commission on On-Line Child Protection
48	82	Comm On Affor Hsng & Hlt	Commission on Affordable Housing and Health Care Facility Needs in the 21st Century
48	83	Dwight Eisenhower Memori	Dwight D. Eisenhower Memorial Commission
48	92	U.S. China Sec. Revw. Comm.	U.S. China Security Review Commission
48	95	Comm For Intenatl Religi	Commission for International Religious Freedom
48	96	Trade Deficit Review Com	Trade Deficit Review Commission
48	99	Millennial Housing Commi	Millennial Housing Commission
49	00	National Science Foundation	National Science Foundation
49	51	Nat Sci Found,Natl Radio	National Radio Astronomy Observatory
49	52	NSF,Natl Ctr Atmosprc`1 Re	National Center for Atmospheric Research
49	53	NSF,US Arctic Resrch Com	United States Arctic Research Commission
50	00	Securities and Exchange Commission	Securities and Exchange Commission
51	00	Federal Deposit Insurance Corporation	Federal Deposit Insurance Corporation
52	00	Perm. and Enforcement Fe	Permitting and Enforcement Federal Inspector for the Alaska Gas Pipeline
54	00	Federal Labor Relations Authority	Federal Labor Relations Authority
55	00	Advisory Commission on Inter-governmental	Advisory Commission on Inter-governmental Relations
56	00	Central Intelligence Agency	Central Intelligence Agency
57	00	Air Force	Department of the Air Force
57	02	Headquarters	Headquarters, Air Staff (Not for Fleet Lease)
57	04	Air Force District of Wa	Air Force District of Washington (Not for Fleet Lease)
57	06	Space Command	Air Force Space Command (Not for Fleet Lease)
57	08	Accounting and Finance C	Accounting and Finance Center (Historical, Not for Fleet Lease)
57	10	Air Force Communications	Air Force Communications Command (Historical, Not for Fleet Lease)
57	12	Air Force Reserve Servic	Air Force Reserve Service (Not for Fleet Lease)
57	14	Electronic Security Comm	Electronic Security Command (Not for Fleet Lease)
57	15	Air Training Command	Air Training Command, Recruiting Service (Historical, Not for Fleet Lease)
57	16	Air University	Air University (Historical, Not for Fleet Lease)
57	17	Air Force Logistics Comm	Air Force Logistics Command (Historical, Not for Fleet Lease)
57	18	Military Airlift Command	Military Airlift Command (Historical, Not for Fleet Lease)
57	19	Strategic Air Command	Strategic Air Command (Historical, Not for Fleet Lease)
57	20	Air Force Systems Comman	Air Force Systems Command (Historical, Not for Fleet Lease)
57	21	Tactical Air Command	Air Combat Command (Not for Fleet Lease)
57	22	Manpower Personnel Cente	Manpower Personnel Center (Not for Fleet Lease)
57	23	Appellate Review	Appellate Review (Not for Fleet Lease)
57	24	Regional Civil Engineer	Regional Civil Engineer (Not for Fleet Lease)
57	25	Air Force Publication Di	Air Force Publication Distribution Center (Not for Fleet Lease)

Agency Code	Bureau Code	Abbreviated Title	Title
57	26	Office of Special Invest	Office of Special Investigations (Not for Fleet Lease)
57	27	Alaskan Air Command	Alaskan Air Command (Historical, Not for Fleet Lease)
57	28	Pacific Air Forces	Pacific Air Forces (Not for Fleet Lease)
57	29	U.S. Air Force Academy	U.S. Air Force Academy (Not for Fleet Lease)
57	30	U.S. Air Force Europe	U.S. Air Force Europe (Not for Fleet Lease)
57	31	Standard Systems Center	Standard Systems Center (Not for Fleet Lease)
57	32	Air National Guard	Air National Guard (Not for Fleet Lease)
57	33	USAF,ROTC Programs	Air Force Reserve Officers Training Corps (ROTC) Program (Not for Fleet Lease)
57	34	USAF,AF Civil Air Patrol	Air Force Civil Air Patrol (Not for Fleet Lease)
57	35	RCS/RSSF	Air Force, Recruiting Squadron, Recruit Suppt Section Finance
57	61	Air Comb Command (CENTCO	Air Combat Command (Incl. CENTCOM) (For Fleet Lease)
57	62	Air Mobility Comd, Def C	Air Mobility Comd., Incl. Def. Courier Srv., (Fleet Lse)
57	63	Air Educ & Training Comm	Air Educ. & Training Cmd., Excl. Recruit Srv. (Flt Lse)
57	64	AF Recruiting Service -	AF Recruiting Service - AETC (For Fleet Lease)
57	65	Air Force Reserve Comman	Air Force Reserve Command (For Fleet Lease)
57	66	Air Force Material Comma	Air Force Material Command (For Fleet Lease)
57	67	Air National Guard Burea	Air National Guard Bureau (For Fleet Lease)
57	68	US Air Force Acad,Dir Rp	U.S. Air Force Academy, Dir. Reporting Unit (Flt Lse)
57	69	Air Force Space Command	Air Force Space Command (For Fleet Lease)
57	70	Bolling AFB, Dir Rptng U	Bolling AFB, Direct Reporting Unit (For Fleet Lease)
57	71	Air Force Ofc Spec Inves	Air Force Off. Of Spec. Investigations (Fleet Lease)
57	72	Pacific Air Forces	Pacific Air Forces (For Fleet Lease)
57	73	US Air Forces Europe	U.S. Air Forces Europe (For Fleet Lease)
57	74	Joint Communctns Sppt El	Joint Communications Support Element (For Fleet Lease)
57	75	Air Force Spec Ops Comma	Air Force Special Operations Command (For Fleet Lease)
57	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
59	00	National Foundation on the Arts and the Humanities	National Foundation on the Arts and the Humanities
59	01	National Endowment for H	National Endowment for Humanities (PBS and FTS Long Dist.)
59	02	National Foundation for	National Endowment for the Arts
59	03	National Foundation on t	National Endowment for the Humanities (FTS Local Service)
59	04	Institute of Museum Serv	Institute of Museum Services
59	12	National Endowment for t	National Endowment for the Arts
60	00	Railroad Retirement Board	Railroad Retirement Board
60	01	Washington Liaison Offic	Washington Liaison Office
60	02	District Office	District Office
61	00	Consumer Product Safety Commission	Consumer Product Safety Commission
62	00	U.S. Office of Special Counsel	U.S. Office of Special Counsel
63	00	National Labor Relations Board	National Labor Relations Board
64	00	Tennessee Valley Authority	Tennessee Valley Authority
65	00	Federal Maritime Commiss	Federal Maritime Commission
66	00	Broadcasting Board of Governors	Broadcasting Board of Governors
68	00	Environmental Protection Agency	Environmental Protection Agency
67	00	Commodity Futures Tradin	Commodity Futures Trading Commission
68	01	Office of Water Programs	Office of Water Programs
68	02	Office of Pesticides Pro	Office of Pesticides Programs
68	03	Office of Air Programs	Office of Air Programs
68	04	Regional Offices	Regional Offices
68	05	Solid Waste Programs	Solid Waste Programs
68	06	Radiation Programs	Radiation Programs
68	07	Office of Administrator	Office of the Administrator
69	00	Transportation	Department of Transportation
69	01	Office of the Secretary	Office of the Secretary
69	02	Research and Innovation Technology Administration (RITA)	Research and Innovation Technology Administration (RITA)
69	04	Office of Inspector Gene	Office of Inspector General
69	05	Federal Aviation Adminis	Federal Aviation Administration

Agency Code	Bureau Code	Abbreviated Title	Title
69	06	Working Capital Fund	Working Capital Fund
69	07	Federal Highway Administ	Federal Highway Administration
69	08	AMTRAK	AMTRAK
69	09	Federal Railroad Adminis	Federal Railroad Administration
69	10	Maritime Administration	Maritime Administration
69	11	St. Lawrence Seawy Deve Corp	St. Lawrence Seaway Development Corporation
69	12	National Highway Traffic	National Highway Traffic Safety Administration
69	13	Alaska Railroad	Alaska Railroad
69	14	Surface Transportation B	Surface Transportation Board
69	15	Federal Transit Administ	Federal Transit Administration
69	17	Bureau of Transportation	Bureau of Transportation Statistics
69	18	National Highway Institu	Federal Motor Carrier Safety Administration
69	20	Trans Admin Srvc Center	Transportation Administrative Service Center
69	49	Transportation System Ce	Transportation Systems Center
69	57	PHMSA	Pipeline Hazardous Materials and Safety Administration
69	90	State Highway Department	State Highway Departments
70	00	Homeland Security	Department of Homeland Security
70	01	United States Secret Service (USSS)	United States Secret Service (USSS)
70	02	United States Coast Guard (USCG)	United States Coast Guard (USCG)
70	04	U.S. Citizenship and Immigration Services (USCIS)	U.S. Citizenship and Immigration Services (USCIS)
70	06	Office of the Inspector General	Office of the Inspector General
70	10	Office of the Under Secretary for Management	Office of the Under Secretary for Management
70	11	FAMS	Federal Air Marshal Service
70	21	Undersec Information Analysis and Infrastructure Protection	Office of the Under Secretary for Information Analysis and Infrastructure Protection
70	23	National Infrastructure Simulation and Analysis Center (DOE)	National Infrastructure Simulation and Analysis Center (DOE)
70	31	Science and Technology (S&T)	Office of the Under Secretary for Science and Technology (S&T)
70	32	Environmental Measurements Laboratory (DOE)	Environmental Measurements Laboratory (DOE)
70	41	Federal Emergency Management Agency (FEMA)	Federal Emergency Management Agency (FEMA)
70	43	Working Capital Fund	Working Capital Fund
70	46	Natl Disaster Med Sys,Metropolitan	National Disaster Medical System, Metropolitan Medical Response System
70	49	National Protection and Programs Directorate (NPPD)	National Protection and Programs Directorate (NPPD)
70	50	DHS US VISIT	U.S. VISIT Program Office
70	51	Customs and Border Protection (CBP)	Customs and Border Protection (CBP)
70	52	DHS,Natl Law Law Enforcement Communications	National Law Enforcement Communications Center
70	54	Transportation Security Administration (TSA)	Transportation Security Administration (TSA)
70	55	U.S. Immigration and Customs Enforcement (ICE)	U.S. Immigration and Customs Enforcement (ICE)
70	56	Federal Protective Service (DHS)	Federal Protective Service DHS
70	57	Federal Law Enforcement Training Center (FLETC)	Federal Law Enforcement Training Center (FLETC)
70	58	Office of Domestic Preparedness (DOJ)	Office of Domestic Preparedness (DOJ)
70	59	Undersec,Border & Transportation	Office of the Under Secretary for Border and Transportation Security
71	00	Overseas Private Investment Corporation	Overseas Private Investment Corporation
72	00	United States Agency for International Development	Agency for International Development
72	02	Office of Inspector Gene	Office of Inspector General
73	00	Small Business Administration	Small Business Administration
74	00	American Battle Monuments	American Battle Monuments Commission
75	00	Health and Human Services	Department of Health and Human Services
75	01	Office of the Secretary	Office of the Secretary

Agency Code	Bureau Code	Abbreviated Title	Title
75	03	Health Resources and Ser	Health Resources and Services Administration
75	04	Expired Code - Do Not As	Social Security Administration (Exp. Code)
75	05	Ctr For Medicare&Medicai	Center for Medicare and Medicaid Services
75	06	Food and Drug Administra	Food and Drug Administration
75	07	Expired Code - Do Not As	Health Resources Administration (Expired Code)
75	08	National Institute of He	National Institute of Health
75	09	Center for Disease Contr	Center for Disease Control
75	10	Indian Health Service	Indian Health Service
75	11	Office of the Assistant	Program Support Center
75	13	Substance Abuse and Mental Health	Substance Abuse and Mental Health Services Administration
75	15	DHHS, Pres Councl on Bio	President's Council on Bio-Ethics
75	16	Expired Code - Do Not As	White House Conference on Aging (Exp. Code)
75	17	Administration for Child	Administration for Children and Families
75	18	Agency for Health Care P	Agency for Health and Research Quality
75	19	Administration on Aging	Administration on Aging
75	20	Departmental Management	Departmental Management (IG)
75	50	State Agency for Surplus	State Agency for Surplus Property
75	51	American Printing House	American Printing House for the Blind
75	52	Gallaudet College	Gallaudet College
75	53	Howard University (Inclu	Howard University (Including Hospital)
75	96	Expired Code - Do Not As	Pediatric Vaccination Program (Exp. Code)
75	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
76	00	Commemorative Commission	Commemorative Commissions
76	07	Franklin Delano Roosevel	Franklin Delano Roosevelt Memorial Commission
76	08	Christopher Columbus Qui	Christopher Columbus Quincentenary Jubilee Commission
76	09	Bicentennial of the U. S	Bicentennial Constitution Commission
76	10	James Madison Memorial C	James Madison Memorial Commission
76	12	Lewis and Clark Trial Co	Lewis and Clark Trial Commission
76	13	Dwight David Eisenhower	Dwight David Eisenhower Centennial Commission
76	15	US Territory Expansion M	US Territorial Expansion Memorial Commission
76	16	Woodrow Wilson Memorial	Woodrow Wilson Memorial Commission
76	17	Martin Luther King, Jr.,	Martin Luther King, Jr., Federal Holiday Commission
76	18	Christopher Columbus Fel	Christopher Columbus Fellowship Foundation
77	00	United States Holocaust Council	United States Holocaust Memorial Council (Holocaust Museum)
78	00	Farm Credit Administration	Farm Credit Administration
78	01	Banks for Cooperatives	Banks for Cooperatives
78	03	Federal Intermediate Cre	Federal Credit Banks
78	04	Farm Credit System Insurance	Farm Credit System Insurance Corporation
78	05	Federal Land Banks	Federal Land Banks
78	07	Farm Credit Administrati	Farm Credit Administration
79	00	Expired Agency Code – Do Not Use	Foreign Claims Settlement Comm. Of the U.S. (Exp. Code)
80	00	National Aeronautics and and Space Administration	National Aeronautics and Space Administration
80	01	Headquarters	Headquarters
80	02	Ames Research Center	Ames Research Center
80	03	Armstrong Flight Research Center	Armstrong Flight Research Center
80	04	Goddard Space Flight Cen	Goddard Space Flight Center
80	05	Jet Propulsion Laborator	Jet Propulsion Laboratory
80	06	Johnson Space Center	Johnson Space Center
80	07	Kennedy Space Center	Kennedy Space Center
80	08	Langley Research Center	Langley Research Center
80	09	Lewis Research Center	Lewis Research Center
80	10	Marshall Space Flight Ce	Marshall Space Flight Center
80	11	Michoud Assembly Facilit	Michoud Assembly Facility
80	12	National Space Technolog	John C. Stennis Space Center
80	13	Pasadena Office	Pasadena Office
80	14	Wallops Flight Center	Wallops Flight Center

Agency Code	Bureau Code	Abbreviated Title	Title
80	15	Western Launch Operation	Western Launch Operations
80	16	White Sands Test Facilit	White Sands Test Facility
80	17	Gladstone Tracking Stati	Gladstone Tracking Station
80	18	Canoga Park Industrial P	Canoga Park Industrial Plant
80	19	Downey Industrial Plant	Downey Industrial Plant
80	20	Edwards Test Station	Edwards Test Station
80	21	Plum Brook Station	Plum Brook Station
80	22	Santa Susana Industrial	Santa Susana Industrial Plant
80	23	Slidell Computer Complex	Slidell Computer Complex
80	26	Expired Code - Do Not As	Slidell Computer Complex (Exp. Code)
80	30	NASA Mission Comm Svcs -	NASA Mission Communications Services
80	31	NASA Mission Support Com	NASA Mission Support Communications Services
80	32	NASA Reimbursable Comm S	NASA Reimbursable Communications Services
80	33	NASA Internatl Comm Svcs	NASA International Communications Services
80	34	NASA Integ Srvcs Ntwk	NASA Integrated Service Network
80	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
81	00	John F. Kennedy Center	John F. Kennedy Center for the Performing Arts
82	00	Federal Home Loan Bank Board	Federal Home Loan Bank Board
83	00	Export-Import Bank of the United States	Export-Import Bank of the United States
84	00	Armed Forces Retirement Home	Armed Forces Retirement Home
84	01	United States Soldiers'	United States Soldiers' and Airmen's Home
84	02	United States Naval Home	United States Naval Home
85	00	Water Resources Council	Water Resources Council
85	01	Great Lakes Basin Commis	Great Lakes Basin Commission
85	03	Pacific Northwest Basin	Pacific Northwest Basin Commission
85	05	Ohio River Basin Commiss	Ohio River Basin Commission
85	06	New England Basin Commis	New England Basin Commission
85	07	Water Resources Council	Water Resources Council Headquarters
85	08	Missouri River Basin Com	Missouri River Basin Commission
85	09	Upper Mississippi River	Upper Mississippi River Basin Commission
86	00	Housing and Urban Development	Department of Housing and Urban Development
86	01	Office of the Secretary	Office of the Secretary
86	02	Office of General Counse	Office of General Counsel
86	03	Assistant Sec. for Metro	Assistant Secretary for Metropolitan Planning and Development
86	04	Assistant Secretary for	Assistant Secretary for PD&R
86	05	Asst Sec for Hsing Prd.	Assistant Secretary for Housing Production and Mortgage Credit and Federal Housing Commissioner
86	06	Assistant Secretary for	Assistant Secretary for EO
86	07	Government National Mort	Government National Mortgage Association
86	08	Office of Personnel-Unio	Office of Personnel-Union Conference Calls
86	11	Assistant Secretary for	Assistant Secretary for Housing Management
86	12	Field Offices	Field Offices
86	13	Assistant Secretary for	Assistant Secretary for Administration
86	14	National Commission on N	National Commission on Neighborhoods
87	00	National Gallery of Art	National Gallery of Art
88	00	National Archives and Records Administration	National Archives and Records Administration
88	01	National Archives and Records Administration	Central Office and Presidential Libraries
88	02	NARA - Regional	National Archives and Records Administration - Regional
88	03	NARA - Records Depositin	National Archives and Records Administration - Records Depositing Operations
89	00	Energy	Department of Energy
89	01	Richland Operations Office	Richland Operations Office
89	02	FERC	Federal Energy Regulatory Commission
89	03	SPRO	Strategic Petroleum Reserve Project Management Office

Agency Code	Bureau Code	Abbreviated Title	Title
89	04	Nevada Operations Office	Nevada Operations Office
89	05	NNSA Service Center	NNSA Service Center
89	06	MA	Office of Management
89	07	Schenectady Naval Reacto	Schenectady Naval Reactors Office
89	08	Idaho Operations Office	Idaho Operations Office
89	09	Chicago Operations Offic	Chicago Operations Office
89	10	Savannah River Operation	Savannah River Operations Office
89	11	Pittsburgh Naval Reactor	Pittsburgh Naval Reactors Office
89	12	Western Area Power Administration	Western Area Power Administration
89	13	Naval Petroleum and Oil	Naval Petroleum and Oil Shale Reserves
89	14	Bonneville Power Adminis	Bonneville Power Administration
89	15	Southeastern Power Admin	Southeastern Power Administration
89	16	Southwestern Power Admin	Southwestern Power Administration
89	17	NETL	National Energy Technology Laboratory
89	18	Oak Ridge Operations Off	Oak Ridge Operations Office
89	19	Kansas City	Kansas City Field Office
89	20	Golden CO Fld Off	Golden, CO Field Office
89	21	ETS MEO	Enterprise Training Services MEO (ETS MEO)
89	22	EOTA	Emergency Operations Training Academy (EOTA)
89	23	NTC	National Training Center (NTC)
89	24	Legacy Management	Office of Legacy Management
89	25	Sandia	Sandia Field Office
89	26	Counter Intelligence	Office of Counter Intelligence
89	38	Various (FSS Billing onl	Various (FSS Billing only)
89	41	Carlsbad	Carlsbad Office
89	42	Rocky Flats Office	Rocky Flats Office
89	43	EMCBC	Environmental Management Consolidated Business Center
89	45	Various (FSS Billing onl	Various (FSS Billing only)
89	48	Various (FSS Billing onl	Various (FSS Billing only)
89	49	Various (FSS billing onl	Various (FSS billing only)
89	50	Comm On US Nuclr Weapns	Commission on U.S. Nuclear Weapons
90	00	Selective Service System	Selective Service System
91	00	Education	Department of Education
92	00	DC Court Services & Offender Supervision Agency	DC Court Services & Offender Supervision Agency
93	00	Federal Mediation and Conciliation	Federal Mediation and Conciliation Service
95	00	Independent U.S. Government Offices	Independent U.S. Government Offices
95	02	National Capital Plannin	National Capital Planning Commission
95	03	Physician Payment Review	Physician Payment Review Commission
95	04	Federal Mine Safety and	Federal Mine Safety and Health Review Commission
95	05	Eisenhower Exchange Fell	Eisenhower Exchange Fellowship Program Trust Fund
95	06	Federal Election Commiss	Federal Election Commission
95	08	National Transportation	National Transportation Safety Board
95	09	Appraisal Subcomm of the	Appraisal Subcommittee of the Federal Financial Institutions Examination Council
95	10	Harry S Truman Scholarsh	Harry S Truman Scholarship Foundation
95	11	Federal Housing Finance	Federal Housing Finance Board
95	12	Japan-United States Frie	Japan-United States Friendship Commission
95	13	Marine Mammal Commission	Marine Mammal Commission
95	14	Occupational Safety and	Occupational Safety and Health Review Commission
95	15	Administrative Conferenc	Administrative Conference of the United States
95	16	Advisory Committee on Fe	Advisory Committee on Federal Pay
95	17	Commission on Civil Righ	Commission on Civil Rights
95	18	Committee for Purchase f	Comm. For Purchase From Blind & Other Severely Hndcpd.
95	19	Intelligence Community O	Intelligence Community Oversight
95	20	Commission of Fine Arts	Commission of Fine Arts
95	21	Panama Canal Commission	Panama Canal Commission
95	22	Architectural and Transp	Architectural and Transportation Barriers Compliance Board

Agency Code	Bureau Code	Abbreviated Title	Title
95	23	Prospective Payment Asse	Prospective Payment Assessment Commission
95	24	National Mediation Board	National Mediation Board
95	25	President's Crime Preven	President's Crime Prevention Council
95	26	White House Conference o	White House Conference on Library and Information Services
95	28	National Commission on L	National Commission on Libraries and Information Science
95	29	National Council on Disa	National Council on Disability
95	30	United States Institute	United States Institute of Peace
95	31	National Afro-American H	National Afro-American History and Culture Commission
95	32	Inst. of Amer. Indian an	Institute of American Indian Arts
95	33	Barry Goldwater Scholars	Barry Goldwater Scholarship and Excellence in Education Foundation
95	34	National Commission on M	National Commission on Migrant Education
95	35	Prescription Drug Paymen	Prescription Drug Payment Review Commission
95	36	Nat. Comm. on Acquired I	National Commission on Acquired Immune Deficiency Syndrome
95	37	Commission for the Prese	Commission for the Preservation of America's Heritage Abroad
95	38	Defense Nuclear Faciliti	Defense Nuclear Facilities Safety Board
95	39	United States Court of V	United States Court of Appeals for Veterans Claims
95	40	Neighborhood Reinvestmen	Neighborhood Reinvestment Corporation
95	41	James Madison Memorial F	James Madison Memorial Fellowship Foundation
95	42	Office of Government Eth	Office of Government Ethics
95	43	Federal Financial Instit	Federal Financial Institutions Examination Council
95	44	Competitiveness Policy C	Competitiveness Policy Council
95	45	Commission on National a	Corporation for National and Community Service
95	46	National Advisory Counci	National Advisory Council on the Public Service Act of 1990
95	47	Commission on Immigratio	Commission on Immigration Reform
95	48	United States Enrichment	United States Enrichment
95	49	M.K. Udall Schlrshp and	Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation
95	50	Chemical Safety Board	Chemical Safety Board
95	51	DNI	Director of National Intelligence
95	55	The Presidio Trust	The Presidio Trust
95	57	Cong Exec Comm China	Congressional Executive Commission on China
95	59	Consumer Financial Protection Board	Consumer Financial Protection Board
95	60	Chemical Safety and Hazard	Chemical Safety and Hazard Investigation Board
95	62	Election Assistance Commission	Election Assistance Commission
95	64	PDS D.C.	Public Defenders Service for the District of Columbia
95	65	Fed. Cordntr. AK Nat Gas Trans Proj	Federal Coordinator Alaska Natural Gas Transportation Projects
95	67	Denali Commission	Denali Commission
95	74	Com Natl Mom of Rememb	Commission on the National Moment of Remembrance
95	76	Vietnam Education Founda	Vietnam Education Foundation
95	77	Millenium Challenge Corporation	Millenium Challenge Corporation
95	78	Delta Regional Authority	Delta Regional Authority
95	80	Office of Navajo and Hopi Indian	Office of Navajo and Hopi Indian Relocation
95	95	D.C. Superior Court	D.C. Superior Court
95	99	Federal Energy Regulatory Commission	Federal Energy Regulatory Commission
96	00	Corps of Engineers	Corps of Engineers
96	01	US Army Corps of Enginee	US Army Corps of Engineers - Head Quarters
96	02	US Army Corps of Enginee	US Army Corps of Engineers Automation Program
96	03	US Army Corps of Enginee	US Army Corps of Engineers Video Teleconference System
96	04	Humphreys Engineer Cente	Humphreys Engineer Center Support Activity
96	05	US Army Corps of Eng. Pr	US Army Corps of Engineers Programming Installation & Execution
96	06	US Army Topographic Engi	US Army Topographic Engineering Center
96	07	US Army Engineering and	US Army Engineering and Support Center
96	08	US Army Corps of Enginee	US Army Corps of Engineers Division, Mississippi Valley
96	09	US Army Corps of Enginee	US Army Corps of Engineers District, Memphis
96	10	US Army Corps of Enginee	US Army Corps of Engineers District, New Orleans
96	11	US Army Corps of Enginee	US Army Corps of Engineers District, St. Louis
96	12	US Army Corps of Enginee	US Army Corps of Engineers District, Vicksburg

Agency Code	Bureau Code	Abbreviated Title	Title
96	13	US Army Corps of Enginee	US Army Corps of Engineers District, Rock Island
96	14	US Army Corps of Enginee	US Army Corps of Engineers District, St. Paul
96	15	US Army Corps of Enginee	US Army Corps of Engineers Division, North Atlantic
96	16	US Army Corps of Enginee	US Army Corps of Engineers District, Baltimore
96	17	US Army Corps of Enginee	US Army Corps of Engineers District, New York
96	18	US Army Corps of Enginee	US Army Corps of Engineers District, Norfolk
96	19	US Army Corps of Enginee	US Army Corps of Enginners District, Philadelphia
96	20	US Army Corps of Enginee	US Army Corps of Engineers District, New England
96	21	US Army Corps of Enginee	US Army Corps of Engineers Division, North Western
96	22	US Army Corps of Enginee	US Army Corps of Engineers District, Portland
96	23	US Army Corps of Enginee	US Army Corps of Engineers District, Seattle
96	24	US Army Corps of Enginee	US Army Corps of Engineers District, Walla Walla
96	25	US Army Corps of Enginee	US Army Corps of Engineers District, Kansas City
96	26	US Army Corps of Enginee	US Army Corps of Engineers District, Omaha
96	27	US Army Corps of Enginee	US Army Corps of Engineers Regional Office, Missouri River
96	28	US Army Corps of Eng. Di	US Army Corps of Engineers Division, Great Lakes and Ohio River
96	29	Corps of Engineers, Civi	US Army Corps of Engineers District, Huntington
96	30	US Army Corps of Enginee	US Army Corps of Engineers District, Louisville
96	31	US Army Corps of Enginee	US Army Corps of Engineers District, Nashville
96	32	US Army Corps of Enginee	US Army Corps of Engineers District, Pittsburgh
96	33	US Army Corps of Enginee	US Army Corps of Engineers District, Buffalo
96	34	US Army Corps of Enginee	US Army Corps of Engineers District, Chicago
96	35	US Army Corps of Enginee	US Army Corps of Engineers District, Detroit
96	36	US Army Corps of Enginee	US Army Corps of Engineers Regional Office, Great Lakes
96	37	US Army Corps of Enginee	US Army Corps of Engineers District, Alaska
96	38	US Army Corps of Enginee	US Army Corps of Engineers Division, South Atlantic
96	39	US Army Corps of Enginee	US Army Corps of Engineers District, Charleston
96	40	US Army Corps of Enginee	US Army Corps of Engineers District, Jacksonville
96	41	US Army Corps of Enginee	US Army Corps of Engineers District, Mobile
96	42	US Army Corps of Enginee	US Army Corps of Engineers District, Savannah
96	43	US Army Corps of Enginee	US Army Corps of Engineers District, Wilmington
96	44	US Army Corps of Enginee	US Army Corps of Engineers Transatlantic Program Center
96	45	US Army COE Div Sth Pac	US Army Corps of Engineers Division, South Pacific
96	46	us army coe dist la	US Army Corps of Engineers District, Los Angeles
96	47	us army coe dist scrmnto	US Army Corps of Engineers District, Sacramento
96	48	US Army COE Dist Sf	US Army Corps of Engineers District, San Francisco
96	49	US Army COE Dist Albqrqe	US Army Corps of Engineers District, Albuquerque
96	50	US Army COE Div SW	US Army Corps of Engineers Division, Southwestern
96	51	US Army COE Dist Ft Wort	US Army Corps of Engineers District, Fort Worth
96	52	US Army COE Dist Galvstn	US Army Corps of Engineers District, Galveston
96	53	US Army COE Dist Lr	US Army Corps of Engineers District, Little Rock
96	54	US Army COE Dist Tulsa	US Army Corps of Engineers District, Tulsa
96	55	US Army Cnst Eng Rsch La	US Army Construction Engineering Research Laboratory
96	56	US Army Cold Eng Rsch La	US Army Cold Regions Research and Engineering Laboratory
96	57	US Army Eng Ww Expr Stn	US Army Engineers Waterways Experiment Station
96	58	COE Dist Far East	US Army COE, Pacific Ocean Division, Far East District
96	59	COE Dist Honolulu	US Army COE, Pacific Ocean Division, Honolulu District
96	60	COE Dist Japan	US Army COE, Pacific Ocean Division, Japan District
97	00	Defense/WHS	Office of the Secretary of Defense
97	01	Joint-Brazil-United Stat	Joint-Brazil-United States Defense Commission
97	03	Joint-Mexican-United Sta	Joint-Mexican-United States Defense Commission
97	05	National Security Agency	National Security Agency
97	07	Permanent Joint Board on	Permanent Joint Board on Defense United States and Canada
97	09	Office of the Secretary	Office of the Secretary of Defense
97	10	Board of Contract Appeal	Board of Contract Appeals
97	11	United States Court of M	United States Court of Military Appeals
97	12	Inspector General	Inspector General

Agency Code	Bureau Code	Abbreviated Title	Title
97	13	Dept of Defense Educatio	Department of Defense Education Activity
97	14	Defense Nuclear Agency	Defense Nuclear Agency
97	15	Defense Logistics Agency	Defense Logistics Agency
97	16	DOD GEOINT	National Geospatial- Intelligence Agency
97	17	Defense Intelligence Age	Defense Intelligence Agency
97	18	Defense Security Service	Defense Security Service
97	20	DOD,Jnt Ntl Integ Ct,Shr	Joint National Integration Center (Shriever AFB, CO)
97	21	Defense Information Syst	Defense Information Systems Agency
97	22	Defense Contract Audit A	Defense Contract Audit Agency
97	23	DOD,Def Cont Mgmt Agency	Defense Contract Management Agency - National
97	24	DOD,Def Cont Mgmt Agency	Defense Contract Management Agency - Local
97	25	Campaign Management Cont	Campaign Management Control Activity
97	26	Defense Research and Eng	Defense Research and Engineering Test and Evaluation
97	27	Defense Finance and Acco	Defense Finance and Accounting Service
97	28	Joint Interagency Task F	Joint Interagency Task Force West
97	29	Defense Commissary Agenc	Defense Commissary Agency - Information Technology Communications
97	30	Department of Defense-Co	Department of Defense - Consolidated Switches
97	31	DOD, Ballistic Missile D	Ballistic Missile Defense Organization
97	32	DOD,Joint Technology Off	Dept. of Defense Joint Technology Office (Albuquerque)
97	33	DOD,Tri-Svc Infrastr Mgm	Tri-Service Infrastructure Management Program Office (TIMPO)
97	34	DOD,Armed Forces Info Se	Armed Forces Information Service, Air Reserve, March AFB, CA
97	35	DOD,Defense Acquistn Uni	Defense Acquisition University (Ft. Belvoir, VA)
97	36	DOD Def Adv Resrch Proj	Defense Advanced Research Projects Agency
97	37	DOD Depend Schools-Europ	Department of Defense Dependent Schools - Europe
97	38	DOD – TRICARE	Department of Defense - TRICARE
97	39	US JOINT FOR COM J9	US Joint Forces Command J9
97	40	US JOIN FOR COM J7	US Joint Forces Command J7
97	41	USNORTH	US Joint Forces Command War Fighting CTR J7
97	43	Office of the Secretary of Defense	Tricare Management Activities
97	52	DOD USSOCOM	Office of the Secretary of Defense, US Special Operations Command
97	53	USTRANSCOM	U.S. Transportation Command
97	99	Subcontractors/Private sector with Federal Agencies	Subcontractors/Private sector with Federal Agencies
97	98	DOD, Washington Headqtrs	Department of Defense, Washington Headquarters Service
98	00	United States Railway Association	United States Railway Association
99	99	Non Federal Governement Entity	Non Federal Government Entity

APPENDIX F: VARIANCE THRESHOLDS

Introduction

To further enhance the quality of FRPP data, FRPP MS now has a business rule validation that compares numeric data to the data reported in the prior year. This validation applies to the following data elements:

- Square Feet
- Acres
- Lease Annual Rent to Lessor
- Lease Annual O&M Costs
- Owned and Otherwise Management O&M Costs
- Repair Needs
- Replacement Value

If there is a statistically significant variance in amounts (increase or decrease by two standard deviations from the mean), FRPP MS will generate a warning that requires the agency to confirm data accuracy for that asset. For example, if an owned office building is reported as 750,000 SF in the prior year and 100,000 SF in the current year, there is a statisticsally significant variance of 650,000 SF. The agency will be prompted to confirm 100,000 SF in FRPP MS, in turn. Data cannot be fully uploaded until the agency indicates that the current year amount is correct.

GSA determined the statistically significant variance for each real property type, use, and legal interest based on the FY 2015 and FY 2016 data sets.

For those real property type, use, and legal interest combinations that had an insufficient sample size, FRPP MS will apply a 5 percent variance rule. FRPP MS will generate a warning should the current year figure increase or decrease 5 percent or greater from the amount reported the prior year. For example, if land was reported as 100 acres in the prior year, and 120 acres in the current year, FRPP MS will generate a warning requiring the agency to indicate that the 120 acres is the correct.

1. Square Feet

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Leased	All Other	5,320.69
Building	Leased	Aviation Security Related	3,763.57
Building	Leased	Border/Inspection Station	41,950.22
Building	Leased	Child Care Center	5% Rule
Building	Leased	Comfort Station/Restrooms	5% Rule
Building	Leased	Communication Systems	313.27
Building	Leased	Data Centers	1,339.20
Building	Leased	Dormitories/Barracks	1,145.92
Building	Leased	Facility Security	27.43
Building	Leased	Family Housing	752.52
Building	Leased	Hospital	5% Rule
Building	Leased	Industrial	1,302.56
Building	Leased	Laboratories	10,935.55
Building	Leased	Land Port of Entry	10,462.61
Building	Leased	Museum	1,374.74
Building	Leased	Navigation and Traffic Aids	618.53
Building	Leased	Office	20,796.58
Building	Leased	Other Institutional Uses	5,352.42
Building	Leased	Outpatient Healthcare Facility	850.29
Building	Leased	Post Office	5% Rule
Building	Leased	Public Facing Facility	3,352.43
Building	Leased	School	3,283.24
Building	Leased	Service	11,506.15
Building	Leased	Warehouses	10,074.45
Building	Otherwise Managed	All Other	330.42
Building	Otherwise Managed	Child Care Center	5% Rule
Building	Otherwise Managed	Comfort Station/Restrooms	7.85
Building	Otherwise Managed	Communication Systems	344.45
Building	Otherwise Managed	Data Centers	5% Rule
Building	Otherwise Managed	Dormitories/Barracks	380.07
Building	Otherwise Managed	Facility Security	48.09

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Otherwise Managed	Family Housing	0.10
Building	Otherwise Managed	Hospital	5% Rule
Building	Otherwise Managed	Industrial	1,625.80
Building	Otherwise Managed	Laboratories	5% Rule
Building	Otherwise Managed	Museum	27,644.24
Building	Otherwise Managed	Navigation and Traffic Aids	5% Rule
Building	Otherwise Managed	Office	237.33
Building	Otherwise Managed	Other Institutional Uses	153.77
Building	Otherwise Managed	Post Office	5% Rule
Building	Otherwise Managed	Prisons and Detention Centers	5% Rule
Building	Otherwise Managed	School	4,250.53
Building	Otherwise Managed	Service	2,599.29
Building	Otherwise Managed	Warehouses	970.10
Building	Owned	All Other	1,981.44
Building	Owned	Aviation Security Related	6,597.59
Building	Owned	Border/Inspection Station	1,342.87
Building	Owned	Child Care Center	1,075.38
Building	Owned	Comfort Station/Restrooms	133.27
Building	Owned	Communication Systems	1,709.28
Building	Owned	Data Centers	1,427.46
Building	Owned	Dormitories/Barracks	5,356.05
Building	Owned	Facility Security	1,180.87
Building	Owned	Family Housing	191.48
Building	Owned	Hospital	16,088.01
Building	Owned	Industrial	946.55
Building	Owned	Laboratories	6,684.32
Building	Owned	Land Port of Entry	2,505.47
Building	Owned	Museum	1,930.85
Building	Owned	Navigation and Traffic Aids	5,122.32
Building	Owned	Office	7,586.73
Building	Owned	Other Institutional Uses	3,010.98
Building	Owned	Outpatient Healthcare Facility	6,672.29
Building	Owned	Post Office	1,432.87
Building	Owned	Prisons and Detention Centers	189.93
Building	Owned	Public Facing Facility	8,112.81
Building	Owned	School	15,254.36
Building	Owned	Service	3,136.78
Building	Owned	Warehouses	1,494.18

2. Acres

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Land	Leased	Agriculture	5% Rule
Land	Leased	Airfields	0.66
Land	Leased	All Other	1.29
Land	Leased	Communication Systems	12.59
Land	Leased	Family Housing	5% Rule
Land	Leased	Flood Control and Navigation	5% Rule
Land	Leased	Forest and Wildlife	5% Rule
Land	Leased	Grazing	5% Rule
Land	Leased	Harbors and Ports	0.02
Land	Leased	Industrial	1.78
Land	Leased	Institutional	0.53
Land	Leased	Miscellaneous Military Land	262.97
Land	Leased	Navigation and Traffic Aids	9.51
Land	Leased	Office	5% Rule
Land	Leased	Parks and Historic Sites	5% Rule
Land	Leased	Power Development and Distribution	5% Rule
Land	Leased	Reclamation and Irrigation	5% Rule
Land	Leased	Research and Development	3.79
Land	Leased	Space Exploration	5% Rule

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Land	Leased	Storage	5% Rule
Land	Leased	Training Land	57.74
Land	Leased	Vacant	90.05
Land	Leased	Wilderness Areas	5% Rule
Land	Otherwise Managed	Agriculture	5% Rule
Land	Otherwise Managed	Airfields	5% Rule
Land	Otherwise Managed	All Other	5% Rule
Land	Otherwise Managed	Communication Systems	5% Rule
Land	Otherwise Managed	Family Housing	5% Rule
Land	Otherwise Managed	Flood Control and Navigation	5% Rule
Land	Otherwise Managed	Forest and Wildlife	5% Rule
Land	Otherwise Managed	Harbors and Ports	5% Rule
Land	Otherwise Managed	Industrial	5% Rule
Land	Otherwise Managed	Institutional	5% Rule
Land	Otherwise Managed	Miscellaneous Military Land	0.01
Land	Otherwise Managed	Navigation and Traffic Aids	0.02
Land	Otherwise Managed	Office	2.66
Land	Otherwise Managed	Parks and Historic Sites	5% Rule
Land	Otherwise Managed	Power Development and Distribution	5% Rule
Land	Otherwise Managed	Reclamation and Irrigation	5% Rule
Land	Otherwise Managed	Research and Development	5% Rule
Land	Otherwise Managed	Storage	5% Rule
Land	Otherwise Managed	Training Land	19.89
Land	Otherwise Managed	Vacant	5% Rule
Land	Owned	Agriculture	5% Rule
Land	Owned	Airfields	3.94
Land	Owned	All Other	169.64
Land	Owned	Communication Systems	4.53
Land	Owned	Family Housing	11.59
Land	Owned	Flood Control and Navigation	22.13
Land	Owned	Forest and Wildlife	0.09
Land	Owned	Grazing	1.23
Land	Owned	Harbors and Ports	29.86
Land	Owned	Industrial	196.95
Land	Owned	Institutional	3.44
Land	Owned	Miscellaneous Military Land	625.33
Land	Owned	Navigation and Traffic Aids	9.46
Land	Owned	Office	2.59
Land	Owned	Outpatient Healthcare Facility	5% Rule
Land	Owned	Parks and Historic Sites	31.17
Land	Owned	Power Development and Distribution	0.99
Land	Owned	Reclamation and Irrigation	0.23
Land	Owned	Research and Development	7.37
Land	Owned	Space Exploration	5% Rule
Land	Owned	Storage	1.23
Land	Owned	Training Land	321.73
Land	Owned	Vacant	4.53
Land	Owned	Wilderness Areas	5% Rule
Land	Withdrawn Land	Agriculture	5% Rule
Land	Withdrawn Land	Airfields	5% Rule
Land	Withdrawn Land	All Other	0.8
Land	Withdrawn Land	Communication Systems	1.36
Land	Withdrawn Land	Family Housing	5% Rule
Land	Withdrawn Land	Flood Control and Navigation	5% Rule
Land	Withdrawn Land	Forest and Wildlife	5% Rule
Land	Withdrawn Land	Grazing	5% Rule
Land	Withdrawn Land	Harbors and Ports	5% Rule
Land	Withdrawn Land	Industrial	73.43
Land	Withdrawn Land	Institutional	5% Rule
Land	Withdrawn Land	Miscellaneous Military Land	10871.05
Land	Withdrawn Land	Navigation and Traffic Aids	5% Rule
Land	Withdrawn Land	Office	5% Rule
Land	Withdrawn Land	Parks and Historic Sites	0.68
Land	Withdrawn Land	Power Development and Distribution	5% Rule
Land	Withdrawn Land	Reclamation and Irrigation	39

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Land	Withdrawn Land	Research and Development	234.93
Land	Withdrawn Land	Storage	5% Rule
Land	Withdrawn Land	Training Land	5% Rule
Land	Withdrawn Land	Vacant	5% Rule

3. Lease Annual Rent to Lessor

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Leased	All Other	$2,377,818.35
Building	Leased	Aviation Security Related	$2,367,331.09
Building	Leased	Border/Inspection Station	$1,977,379.27
Building	Leased	Child Care Center	5% Rule
Building	Leased	Comfort Station/Restrooms	5% Rule
Building	Leased	Communication Systems	$988,232.11
Building	Leased	Data Centers	$360,155.33
Building	Leased	Dormitories/Barracks	$111,387.40
Building	Leased	Facility Security	$1,665.81
Building	Leased	Family Housing	$398,900.34
Building	Leased	Hospital	$11,670,172.16
Building	Leased	Industrial	$4,998,872.24
Building	Leased	Laboratories	$29,254,855.68
Building	Leased	Land Port of Entry	$3,558,500.26
Building	Leased	Museum	$140,003.02
Building	Leased	Navigation and Traffic Aids	$170,327.71
Building	Leased	Office	$8,213,941.66
Building	Leased	Other Institutional Uses	$4,129,306.91
Building	Leased	Outpatient Healthcare Facility	$4,997,580.60
Building	Leased	Post Office	5% Rule
Building	Leased	Public Facing Facility	$1,682,535.46
Building	Leased	School	$56,891.09
Building	Leased	Service	$1,945,409.64
Building	Leased	Warehouses	$2,834,462.24
Land	Leased	Agriculture	$183,265.31
Land	Leased	Airfields	$8,923.87
Land	Leased	All Other	$694,390.46
Land	Leased	Communication Systems	$73,988.21
Land	Leased	Family Housing	$166,320.07
Land	Leased	Flood Control and Navigation	5% Rule
Land	Leased	Forest and Wildlife	5% Rule
Land	Leased	Grazing	$46,380.94
Land	Leased	Harbors and Ports	$11,732.13
Land	Leased	Industrial	$35.21
Land	Leased	Institutional	$78.75
Land	Leased	Miscellaneous Military Land	$3,015.32
Land	Leased	Navigation and Traffic Aids	$22,437.98
Land	Leased	Office	$12,915.24
Land	Leased	Parks and Historic Sites	5% Rule
Land	Leased	Power Development and Distribution	5% Rule
Land	Leased	Reclamation and Irrigation	$47,467.55
Land	Leased	Research and Development	$4,076,349.38
Land	Leased	Space Exploration	5% Rule
Land	Leased	Storage	$4,668.95
Land	Leased	Training Land	$0.01
Land	Leased	Vacant	5% Rule
Land	Leased	Wilderness Areas	5% Rule
Structure	Leased	Airfields Pavements	$4.02
Structure	Leased	All Other	$253,977.32
Structure	Leased	Communication Systems	$428,592.30
Structure	Leased	Flood Control and Navigation	$31,681.83
Structure	Leased	Harbors and Ports	$197,560.82
Structure	Leased	Miscellaneous Military Facilities	$14,559.14

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Structure	Leased	Monuments and Memorials	5% Rule
Structure	Leased	Navigation and Traffic Aids (other than buildings)	$35,834.61
Structure	Leased	Parking Structures	$2,453,935.36
Structure	Leased	Power Development and Distribution	5% Rule
Structure	Leased	Railroads	5% Rule
Structure	Leased	Reclamation and Irrigation	$10.78
Structure	Leased	Recreational (other than buildings)	5% Rule
Structure	Leased	Research and Development (other than Labs)	$18,512.08
Structure	Leased	Roads and Bridges	$11,790.12
Structure	Leased	Service (other than buildings)	$275,236.30
Structure	Leased	Storage (other than buildings)	$132,796.95
Structure	Leased	Utility Systems	$13,006.90
Structure	Leased	Weapons Ranges	5% Rule

4. Lease Annual O&M Costs

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Leased	All Other	$95,537.02
Building	Leased	Aviation Security Related	$65,308.55
Building	Leased	Border/Inspection Station	$43,552.53
Building	Leased	Child Care Center	$557.00
Building	Leased	Comfort Station/Restrooms	$8,248.71
Building	Leased	Communication Systems	$148,546.12
Building	Leased	Data Centers	$1,107,585.43
Building	Leased	Dormitories/Barracks	$455,908.40
Building	Leased	Facility Security	$40,860.71
Building	Leased	Family Housing	$25,750.34
Building	Leased	Hospital	$56,120.06
Building	Leased	Industrial	$104,997.34
Building	Leased	Laboratories	$115,468.55
Building	Leased	Land Port of Entry	$161,908.06
Building	Leased	Museum	$414,036.75
Building	Leased	Navigation and Traffic Aids	$2,300.54
Building	Leased	Office	$205,419.20
Building	Leased	Other Institutional Uses	$177,993.35
Building	Leased	Outpatient Healthcare Facility	$58,022.96
Building	Leased	Post Office	5% Rule
Building	Leased	Public Facing Facility	$54,091.61
Building	Leased	School	$189,004.67
Building	Leased	Service	$209,949.56
Building	Leased	Warehouses	$87,852.63
Land	Leased	Agriculture	$12,392.47
Land	Leased	Airfields	$2,277.24
Land	Leased	All Other	$17,449.69
Land	Leased	Communication Systems	$0.14
Land	Leased	Family Housing	$0.42
Land	Leased	Flood Control and Navigation	5% Rule
Land	Leased	Forest and Wildlife	5% Rule
Land	Leased	Grazing	$1,383.79
Land	Leased	Harbors and Ports	$1,534.86
Land	Leased	Industrial	5% Rule
Land	Leased	Institutional	$12,371.50
Land	Leased	Miscellaneous Military Land	$56.70
Land	Leased	Navigation and Traffic Aids	5% Rule
Land	Leased	Office	$0.28
Land	Leased	Parks and Historic Sites	$0.01
Land	Leased	Power Development and Distribution	$6.62
Land	Leased	Reclamation and Irrigation	5% Rule
Land	Leased	Research and Development	$13,337.71

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Land	Leased	Space Exploration	5% Rule
Land	Leased	Storage	$0.62
Land	Leased	Training Land	5% Rule
Land	Leased	Vacant	5% Rule
Land	Leased	Wilderness Areas	5% Rule
Structure	Leased	Airfields Pavement	$97,646.51
Structure	Leased	All Other	$2,323.07
Structure	Leased	Communication Systems	$1,796.49
Structure	Leased	Flood Control and Navigation	$181.55
Structure	Leased	Harbors and Ports	$20,347.13
Structure	Leased	Miscellaneous Military Facilities	$7,504.26
Structure	Leased	Monuments and Memorials	$114.00
Structure	Leased	Navigation and Traffic Aids (other than buildings)	$1,883.72
Structure	Leased	Parking Structures	$51,091.23
Structure	Leased	Power Development and Distribution	5% Rule
Structure	Leased	Railroads	$12,830.39
Structure	Leased	Reclamation and Irrigation	$84.66
Structure	Leased	Recreational (other than buildings)	$4,370.97
Structure	Leased	Research and Development (other than Labs)	5% Rule
Structure	Leased	Roads and Bridges	$8,434.53
Structure	Leased	Service (other than buildings)	$84,857.52
Structure	Leased	Storage (other than buildings)	$4,078.88
Structure	Leased	Utility Systems	$2,821.17
Structure	Leased	Weapons Ranges	$4,072.83

5. Owned & Otherwise Managed O&M Costs

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Otherwise Managed	All Other	$48,104.86
Building	Otherwise Managed	Child Care Center	$3,276.23
Building	Otherwise Managed	Comfort Station/Restrooms	$10,908.59
Building	Otherwise Managed	Communication Systems	$12,365.19
Building	Otherwise Managed	Data Centers	$21,805.09
Building	Otherwise Managed	Dormitories/Barracks	$55,695.26
Building	Otherwise Managed	Facility Security	$40,931.09
Building	Otherwise Managed	Family Housing	$6,096.24
Building	Otherwise Managed	Hospital	$110,232.53
Building	Otherwise Managed	Industrial	$125,936.73
Building	Otherwise Managed	Laboratories	$659,953.69
Building	Otherwise Managed	Museum	$339,194.34
Building	Otherwise Managed	Navigation and Traffic Aids	$4,317.62
Building	Otherwise Managed	Office	$77,664.94
Building	Otherwise Managed	Other Institutional Uses	$50,800.70
Building	Otherwise Managed	Post Office	$15,467.23
Building	Otherwise Managed	Prisons and Detention Centers	5% Rule
Building	Otherwise Managed	School	$348,786.51
Building	Otherwise Managed	Service	$231,135.84
Building	Otherwise Managed	Warehouses	$305,908.98
Building	Owned	All Other	$73,059.79
Building	Owned	Aviation Security Related	$4,933.98
Building	Owned	Border/Inspection Station	$29,109.97
Building	Owned	Child Care Center	$55,647.84
Building	Owned	Comfort Station/Restrooms	$15,677.20
Building	Owned	Communication Systems	$65,225.35
Building	Owned	Data Centers	$729,775.85
Building	Owned	Dormitories/Barracks	$183,271.56
Building	Owned	Facility Security	$46,253.25
Building	Owned	Family Housing	$14,201.14
Building	Owned	Hospital	$1,261,927.25

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Owned	Industrial	$275,407.73
Building	Owned	Laboratories	$470,757.54
Building	Owned	Land Port of Entry	$88,245.71
Building	Owned	Museum	$127,569.61
Building	Owned	Navigation and Traffic Aids	$86,340.54
Building	Owned	Office	$713,131.00
Building	Owned	Other Institutional Uses	$123,106.89
Building	Owned	Outpatient Healthcare Facility	$145,799.10
Building	Owned	Post Office	$27,338.72
Building	Owned	Prisons and Detention Centers	$68,932.69
Building	Owned	Public Facing Facility	$66,289.05
Building	Owned	School	$268,252.34
Building	Owned	Service	$217,573.72
Building	Owned	Warehouses	$163,261.01
Land	Otherwise Managed	Agriculture	5% Rule
Land	Otherwise Managed	Airfields	5% Rule
Land	Otherwise Managed	All Other	5% Rule
Land	Otherwise Managed	Communication Systems	5% Rule
Land	Otherwise Managed	Family Housing	5% Rule
Land	Otherwise Managed	Flood Control and Navigation	5% Rule
Land	Otherwise Managed	Forest and Wildlife	5% Rule
Land	Otherwise Managed	Harbors and Ports	5% Rule
Land	Otherwise Managed	Industrial	5% Rule
Land	Otherwise Managed	Institutional	$4,303.93
Land	Otherwise Managed	Miscellaneous Military Land	5% Rule
Land	Otherwise Managed	Navigation and Traffic Aids	5% Rule
Land	Otherwise Managed	Office	5% Rule
Land	Otherwise Managed	Parks and Historic Sites	5% Rule
Land	Otherwise Managed	Power Development and Distribution	5% Rule
Land	Otherwise Managed	Reclamation and Irrigation	5% Rule
Land	Otherwise Managed	Research and Development	$710.25
Land	Otherwise Managed	Storage	5% Rule
Land	Otherwise Managed	Training Land	5% Rule
Land	Otherwise Managed	Vacant	5% Rule
Land	Owned	Agriculture	5% Rule
Land	Owned	Airfields	5% Rule
Land	Owned	All Other	$111,496.67
Land	Owned	Communication Systems	$1,804.54
Land	Owned	Family Housing	$4,590.80
Land	Owned	Flood Control and Navigation	$0.40
Land	Owned	Forest and Wildlife	5% Rule
Land	Owned	Grazing	$8,465.32
Land	Owned	Harbors and Ports	$15.09
Land	Owned	Industrial	$520.77
Land	Owned	Institutional	$100,796.88
Land	Owned	Miscellaneous Military Land	5% Rule
Land	Owned	Navigation and Traffic Aids	5% Rule
Land	Owned	Office	$21,972.91
Land	Owned	Outpatient Healthcare Facility	5% Rule
Land	Owned	Parks and Historic Sites	$234,227.63
Land	Owned	Power Development and Distribution	$414.19
Land	Owned	Reclamation and Irrigation	5% Rule
Land	Owned	Research and Development	$125,177.69
Land	Owned	Space Exploration	5% Rule
Land	Owned	Storage	$4,444.01
Land	Owned	Training Land	$15,694.73
Land	Owned	Vacant	$9,968.17
Land	Owned	Wilderness Areas	5% Rule
Land	Withdrawn Land	Agriculture	5% Rule
Land	Withdrawn Land	Airfields	5% Rule
Land	Withdrawn Land	All Other	$1,982.54
Land	Withdrawn Land	Communication Systems	5% Rule
Land	Withdrawn Land	Family Housing	5% Rule
Land	Withdrawn Land	Flood Control and Navigation	5% Rule
Land	Withdrawn Land	Forest and Wildlife	5% Rule

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Land	Withdrawn Land	Grazing	5% Rule
Land	Withdrawn Land	Harbors and Ports	5% Rule
Land	Withdrawn Land	Industrial	$214.51
Land	Withdrawn Land	Institutional	5% Rule
Land	Withdrawn Land	Miscellaneous Military Land	5% Rule
Land	Withdrawn Land	Navigation and Traffic Aids	5% Rule
Land	Withdrawn Land	Office	5% Rule
Land	Withdrawn Land	Parks and Historic Sites	5% Rule
Land	Withdrawn Land	Power Development and Distribution	5% Rule
Land	Withdrawn Land	Reclamation and Irrigation	$21.60
Land	Withdrawn Land	Research and Development	5% Rule
Land	Withdrawn Land	Storage	5% Rule
Land	Withdrawn Land	Training Land	5% Rule
Land	Withdrawn Land	Vacant	$100.33
Structure	Otherwise Managed	Airfields Pavement	$59,459.10
Structure	Otherwise Managed	All Other	$9,829.32
Structure	Otherwise Managed	Communication Systems	$2,264.46
Structure	Otherwise Managed	Flood Control and Navigation	$6,545.22
Structure	Otherwise Managed	Harbors and Ports	$86,836.80
Structure	Otherwise Managed	Industrial (other than buildings)	$17,281.27
Structure	Otherwise Managed	Miscellaneous Military Facilities	$7,502.41
Structure	Otherwise Managed	Monuments and Memorials	$1,494.43
Structure	Otherwise Managed	Museum	$46,202.00
Structure	Otherwise Managed	Navigation and Traffic Aids (other than buildings)	$42,693.71
Structure	Otherwise Managed	Parking Structures	$59,679.83
Structure	Otherwise Managed	Railroads	$87,972.04
Structure	Otherwise Managed	Reclamation and Irrigation	$832.16
Structure	Otherwise Managed	Recreational (other than buildings)	$6,678.23
Structure	Otherwise Managed	Research and Development (other than Labs)	5% Rule
Structure	Otherwise Managed	Roads and Bridges	$62,787.24
Structure	Otherwise Managed	Service (other than buildings)	$108,593.16
Structure	Otherwise Managed	Storage (other than buildings)	$19,509.52
Structure	Otherwise Managed	Utility Systems	$20,233.05
Structure	Otherwise Managed	Weapons Ranges	$15,715.69
Structure	Owned	Airfields Pavement	$252,380.39
Structure	Owned	All Other	$135,824.80
Structure	Owned	Communication Systems	$87,180.60
Structure	Owned	Flood Control and Navigation	$7,826,770.12
Structure	Owned	Harbors and Ports	$86,552.28
Structure	Owned	Industrial (other than buildings)	$120,073.05
Structure	Owned	Miscellaneous Military Facilities	$106,832.38
Structure	Owned	Monuments and Memorials	$3,412.48
Structure	Owned	Navigation and Traffic Aids (other than buildings)	$42,823.56
Structure	Owned	Parking Structures	$1,441,693.87
Structure	Owned	Power Development and Distribution	$1,373,549.74
Structure	Owned	Railroads	$160,963.02
Structure	Owned	Reclamation and Irrigation	$1,029,240.63
Structure	Owned	Recreational (other than buildings)	$115,936.44
Structure	Owned	Renewable Energy System	$9,058.27
Structure	Owned	Research and Development (other than Labs)	$2,317,192.13
Structure	Owned	Roads and Bridges	$711,017.78
Structure	Owned	Service (other than buildings)	$633,688.56
Structure	Owned	Space Exploration	$648,867.23
Structure	Owned	Storage (other than buildings)	$170,608.20
Structure	Owned	Utility Systems	$11,482,702.10
Structure	Owned	Weapons Ranges	$36,700.08

6. Repair Needs

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Otherwise Managed	All Other	$339,822.66
Building	Otherwise Managed	Child Care Center	$50,887.18
Building	Otherwise Managed	Comfort Station/Restrooms	$103,223.58
Building	Otherwise Managed	Communication Systems	$137,934.48
Building	Otherwise Managed	Data Centers	$520,006.99
Building	Otherwise Managed	Dormitories/Barracks	$325,338.70
Building	Otherwise Managed	Facility Security	$205,433.91
Building	Otherwise Managed	Family Housing	$185,687.52
Building	Otherwise Managed	Hospital	$39,126.21
Building	Otherwise Managed	Industrial	$372,413.88
Building	Otherwise Managed	Laboratories	$40,113.26
Building	Otherwise Managed	Museum	$15,887,698.09
Building	Otherwise Managed	Navigation and Traffic Aids	$733,959.42
Building	Otherwise Managed	Office	$1,016,591.19
Building	Otherwise Managed	Other Institutional Uses	$760,263.47
Building	Otherwise Managed	Post Office	$35,680.07
Building	Otherwise Managed	Prisons and Detention Centers	5% Rule
Building	Otherwise Managed	School	$2,104,385.10
Building	Otherwise Managed	Service	$1,197,629.13
Building	Otherwise Managed	Warehouses	$647,725.05
Building	Owned	All Other	$1,690,867.70
Building	Owned	Aviation Security Related	$339,637.18
Building	Owned	Border/Inspection Station	$1,040,286.67
Building	Owned	Child Care Center	$1,979,950.08
Building	Owned	Comfort Station/Restrooms	$180,987.44
Building	Owned	Communication Systems	$1,143,908.30
Building	Owned	Data Centers	$1,996,005.02
Building	Owned	Dormitories/Barracks	$3,282,599.76
Building	Owned	Facility Security	$474,719.83
Building	Owned	Family Housing	$256,068.58
Building	Owned	Hospital	$24,212,093.61
Building	Owned	Industrial	$5,761,671.40
Building	Owned	Laboratories	$7,760,849.66
Building	Owned	Land Port of Entry	$303,000.42
Building	Owned	Museum	$2,147,158.67
Building	Owned	Navigation and Traffic Aids	$250,638.87
Building	Owned	Office	$4,865,520.42
Building	Owned	Other Institutional Uses	$2,444,520.80
Building	Owned	Outpatient Healthcare Facility	$1,677,429.89
Building	Owned	Post Office	$510,012.63
Building	Owned	Prisons and Detention Centers	$3,334,982.95
Building	Owned	Public Facing Facility	$399,979.66
Building	Owned	School	$3,816,991.07
Building	Owned	Service	$3,985,669.61
Building	Owned	Warehouses	$2,985,466.13
Structure	Otherwise Managed	Airfields Pavement	$972,590.05
Structure	Otherwise Managed	All Other	$239,819.48
Structure	Otherwise Managed	Communication Systems	$729,551.91
Structure	Otherwise Managed	Flood Control and Navigation	$464,442.77
Structure	Otherwise Managed	Harbors and Ports	$403,486.38
Structure	Otherwise Managed	Industrial (other than buildings)	$123,534.61
Structure	Otherwise Managed	Miscellaneous Military Facilities	$248,753.16
Structure	Otherwise Managed	Monuments and Memorials	$50,599.49
Structure	Otherwise Managed	Museum	$70,773.00
Structure	Otherwise Managed	Navigation and Traffic Aids (other than buildings)	$618,990.42
Structure	Otherwise Managed	Parking Structures	$164,468.63
Structure	Otherwise Managed	Railroads	$4,107,455.32
Structure	Otherwise Managed	Reclamation and Irrigation	$71,417.57
Structure	Otherwise Managed	Recreational (other than buildings)	$217,354.42
Structure	Otherwise Managed	Research and Development (other than Labs)	5% Rule
Structure	Otherwise Managed	Roads and Bridges	$876,176.23

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Structure	Otherwise Managed	Service (other than buildings)	$121,063.94
Structure	Otherwise Managed	Storage (other than buildings)	$146,254.58
Structure	Otherwise Managed	Utility Systems	$188,640.37
Structure	Otherwise Managed	Weapons Ranges	$816,079.57
Structure	Owned	Airfields Pavement	$8,153,583.36
Structure	Owned	All Other	$23,473,883.00
Structure	Owned	Communication Systems	$37,640,540.82
Structure	Owned	Flood Control and Navigation	$2,099,101.60
Structure	Owned	Harbors and Ports	$7,350,154.12
Structure	Owned	Industrial (other than buildings)	$5,127,138.93
Structure	Owned	Miscellaneous Military Facilities	$1,222,208.71
Structure	Owned	Monuments and Memorials	$818,477.91
Structure	Owned	Navigation and Traffic Aids (other than buildings)	$586,985.75
Structure	Owned	Parking Structures	$1,092,613.79
Structure	Owned	Power Development and Distribution	$41,525,739.00
Structure	Owned	Railroads	$5,039,458.40
Structure	Owned	Reclamation and Irrigation	$23,605,550.61
Structure	Owned	Recreational (other than buildings)	$694,379.14
Structure	Owned	Renewable Energy System	$120,920.10
Structure	Owned	Research and Development (other than Labs)	$2,362,326.21
Structure	Owned	Roads and Bridges	$9,305,937.58
Structure	Owned	Service (other than buildings)	$7,079,182.77
Structure	Owned	Space Exploration	$257,222.39
Structure	Owned	Storage (other than buildings)	$2,562,426.15
Structure	Owned	Utility Systems	$11,553,291.93
Structure	Owned	Weapons Ranges	$1,776,243.80

7. Replacement Value

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Otherwise Managed	All Other	$358,507.51
Building	Otherwise Managed	Child Care Center	$39,622.67
Building	Otherwise Managed	Comfort Station/Restrooms	$10,435.52
Building	Otherwise Managed	Communication Systems	$453,076.79
Building	Otherwise Managed	Data Centers	$537,223.04
Building	Otherwise Managed	Dormitories/Barracks	$281,369.50
Building	Otherwise Managed	Facility Security	$227,226.33
Building	Otherwise Managed	Family Housing	$126,083.60
Building	Otherwise Managed	Hospital	$423,111.77
Building	Otherwise Managed	Industrial	$900,805.35
Building	Otherwise Managed	Laboratories	$440,984.68
Building	Otherwise Managed	Museum	$17,724,312.85
Building	Otherwise Managed	Navigation and Traffic Aids	$443,296.35
Building	Otherwise Managed	Office	$410,235.12
Building	Otherwise Managed	Other Institutional Uses	$729,802.26
Building	Otherwise Managed	Post Office	$218,380.69
Building	Otherwise Managed	Prisons and Detention Centers	5% Rule
Building	Otherwise Managed	School	$3,203,864.55
Building	Otherwise Managed	Service	$1,553,410.74
Building	Otherwise Managed	Warehouses	$602,102.47
Building	Owned	All Other	$2,849,768.98
Building	Owned	Aviation Security Related	$1,731.14
Building	Owned	Border/Inspection Station	$207,950.96
Building	Owned	Child Care Center	$842,403.10
Building	Owned	Comfort Station/Restrooms	$237,265.44
Building	Owned	Communication Systems	$6,331,090.93
Building	Owned	Data Centers	$2,925,707.87
Building	Owned	Dormitories/Barracks	$3,955,154.27
Building	Owned	Facility Security	$895,120.81

Real Property Type Name	Legal Interest Name	Real Property Use Name	Variance Value
Building	Owned	Family Housing	$2,094,696.58
Building	Owned	Hospital	$163,661,905.36
Building	Owned	Industrial	$11,173,025.74
Building	Owned	Laboratories	$5,332,054.60
Building	Owned	Land Port of Entry	$3,300,175.66
Building	Owned	Museum	$7,380,771.28
Building	Owned	Navigation and Traffic Aids	$19,130,948.68
Building	Owned	Office	$30,453,751.11
Building	Owned	Other Institutional Uses	$8,037,432.67
Building	Owned	Outpatient Healthcare Facility	$33,883,071.79
Building	Owned	Post Office	$781,544.13
Building	Owned	Prisons and Detention Centers	$368,206.93
Building	Owned	Public Facing Facility	$2,188,953.17
Building	Owned	School	$6,591,864.24
Building	Owned	Service	$4,447,049.00
Building	Owned	Warehouses	$4,759,991.02
Structure	Otherwise Managed	Airfields Pavement	$973,730.85
Structure	Otherwise Managed	All Other	$397,301.37
Structure	Otherwise Managed	Communication Systems	$920,500.51
Structure	Otherwise Managed	Flood Control and Navigation	$2,308,436.49
Structure	Otherwise Managed	Harbors and Ports	$2,467,577.65
Structure	Otherwise Managed	Industrial (other than buildings)	$63,280.35
Structure	Otherwise Managed	Miscellaneous Military Facilities	$1,508,498.35
Structure	Otherwise Managed	Monuments and Memorials	$13,388.18
Structure	Otherwise Managed	Museum	$126,427.00
Structure	Otherwise Managed	Navigation and Traffic Aids (other than buildings)	$2,328,656.48
Structure	Otherwise Managed	Parking Structures	$173,041.67
Structure	Otherwise Managed	Railroads	$688,663.08
Structure	Otherwise Managed	Reclamation and Irrigation	$1,339,434.70
Structure	Otherwise Managed	Recreational (other than buildings)	$374,203.80
Structure	Otherwise Managed	Research and Development (other than Labs)	5% Rule
Structure	Otherwise Managed	Roads and Bridges	$852,791.44
Structure	Otherwise Managed	Service (other than buildings)	$111,272.32
Structure	Otherwise Managed	Storage(other than buildings)	$436,487.53
Structure	Otherwise Managed	Utility Systems	$495,805.07
Structure	Otherwise Managed	Weapons Ranges	$3,296,582.19
Structure	Owned	Airfields Pavement	$29,840,119.08
Structure	Owned	All Other	$11,467,950.21
Structure	Owned	Communication Systems	$126,750,233.82
Structure	Owned	Flood Control and Navigation	$510,725,110.58
Structure	Owned	Harbors and Ports	$6,519,224.95
Structure	Owned	Industrial (other than buildings)	$2,603,389.71
Structure	Owned	Miscellaneous Military Facilities	$5,023,756.82
Structure	Owned	Monuments and Memorials	$8,087,404.02
Structure	Owned	Navigation and Traffic Aids (other than buildings)	$4,000,989.26
Structure	Owned	Parking Structures	$12,341,446.41
Structure	Owned	Power Development and Distribution	$276,079,125.43
Structure	Owned	Railroads	$7,319,739.97
Structure	Owned	Reclamation and Irrigation	$74,258,516.00
Structure	Owned	Recreational (other than buildings)	$12,878,404.25
Structure	Owned	Renewable Energy System	$336,433.25
Structure	Owned	Research and Development (other than Labs)	$4,457,188.21
Structure	Owned	Roads and Bridges	$10,096,922.93
Structure	Owned	Service (other than buildings)	$3,799,561.94
Structure	Owned	Space Exploration	$3,311,384.70
Structure	Owned	Storage (other than buildings)	$3,593,553.76
Structure	Owned	Utility Systems	$26,074,689.96
Structure	Owned	Weapons Ranges	$4,816,719.44

APPENDIX G: GATHERING PERSONNEL DATA

INTRODUCTION

Strategies and methodologies that agencies can use to count and report federal and contractor personnel at the asset level are provided below. Information on personnel location must be collected at the asset level to provide accurate data that will enable an assessment of how efficiently agencies are using their space, as required under the President's Management Agenda (PMA), FPMRA, and FASTA.

GENERAL SERVICES ADMINISTRATION DATA ANALYSIS

GSA will analyze the data submitted to FRPP MS for each agency on an annual basis to develop a square foot per person metric for all space that is reported with a predominant use of "office." Data will be calculated at the asset level and each agency's data will be summarized at the agency portfolio level. The results of the analysis will be provided to each agency upon completion. The results of this analysis will demonstrate the effectiveness of the metrics and the systems and/or methods agencies use to collect data to determine whether they require revision or enhancement. Combining metric values with standard real property data elements will facilitate identification of assets within agency portfolios that need additional review with regard to cost or space utilization and provide opportunities for cost and efficiency improvements.

METHODOLOGIES FOR PERSONNEL DATA GATHERING

Due to the large number of variations in systems and agency collection methods, it is not possible to provide a single methodology to collect personnel data that would apply across all Federal agencies. Each organization submitting data for this metric will be required to develop an internal methodology for collecting the information according to their unique environment. The directions below are provided as a guide to assist in thinking through the types of resources and processes that could aid in developing your agency's data collection methodology:

A. Determine where in the organization work location information is available. The key is to identify the work location for employees and contractors resident in federally owned or leased buildings.

B. Create business rules describing the systems, processes, definitions and constraints that apply to personnel data collected.

C. Identify who owns the data systems. Coordinate with the business owners of the systems or data to discuss data collection requirements. At a minimum, meet with the chief human capital officer (CHCO) or human resource (HR) representative and the chief information officer (CIO). Others may include the chief acquisition officer (CAO), administrative services and the security office.

D. Catalog where the data can be found and identify what systems currently house the data. A list of potential data sources for collecting federal employee counts could include:

- Human Resources Management System - The HR system will contain employee personnel data. A work location field may already be included in the database. An indicator to identify area for locality pay may also help in matching personnel records with the building data.
- Agency Specific Data Systems - Agencies may have developed their own method for capturing who is assigned to each building location. These systems should be updated on a regular basis to provide accurate data and account for employee and contractor churn.
- HR Connect - Customers of Treasury's HR Connect can access a report "Current Headcount by Org Building Location." This predefined standard report is available in the Workforce Analytics tool.
- Active Directory - This product provides authentication and authorization into computer systems and is tied to data that has been collected to determine who is actively using agency systems. Some agencies may have developed a method for determining the location of users and to identify users who are no longer accessing their computer systems.
- Identity Credentialing and Access Management System/Personal Identity Verification (PIV) Card - An agency's identity credentialing and access management system is the central system the agency uses to provide security clearances and could provide access verification credentials for both physical access to the buildings and logical access to computer systems.
- Information Technology (IT) Help Desk System - Help desk protocols often require employees or contractors to update contact information to include building location each time a request is made for IT support.

- Finance System - The agency finance system may provide payroll information that would include a physical building work address as part of the data that is merged with the HR system data.

- Data Calls to appropriate agency staff - A more manual intensive approach to data collection is to put out a data call to the lead people in the organization responsible for facility management or administration and require a template be completed by building to count personnel in each asset.

A list of potential data sources for collecting resident contractor counts could include:

- Identity Credentialing and Access Management System/PIV Card
- Active Directory
- IT Help Desk
- Data Call to appropriate agency staff
- Poll of agency contracting officers - Contracting officers who have conducted acquisitions for professional services, may be a good source of contract terms and conditions to identify contracts that include federal workspace or "onsite rates" in the price proposal

E. If the above systems or sources do not produce a data set that has employees and contractors by work location, it will be necessary to examine the data sources and determine how they can be merged. This can be done with any common field that exists between the data sources and complies with the business rules. Merging data based on address or an asset's real property unique identifier that already exists in FRPP MS will be essential to providing the requested data.

F. Verify and validate the accuracy of the data. Check against the business rules to ensure consistency.

G. Begin planning and implementation of a long term solution to accurately report personnel on an annual basis at the asset level. Design a process to create a repeatable data collection methodology to ensure that each agency can report personnel data by asset with a high level of confidence in the accuracy of the data.

The goal is for each agency to have a permanent system for aligning personnel with real property assets. This data increases an agency's responsibility to determine adequate and efficient space requirements, allow data analysis for policy formulation and impact studies, and develop accurate data for emergency management efforts.

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