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### Summary of Changes from FY2015 Version 2 to Version 3

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Summary of Changes from Version 1 to Version 2</th>
</tr>
</thead>
</table>
| #25 Sustainability   | The language for Not Applicable (4) has been changed to the following: Not Applicable (4) – buildings that have a status of ROE submitted, ROE accepted, or Determination to Dispose; OR ARE  
  - Unoccupied: The building is occupied 1 hour or less per person per day on average; AND  
  - Low/ No Energy Use: The total building energy consumption from all sources is less than 20.9 BTU/ SF/ YR; AND  
  - Low/ No Water Use: Annual average water consumption is less than 2 gallons per day for the building. |
| #27 Personnel        | Detailed reporting guidance has been added and is included in Appendix H: Fiscal Year 2015 GSA Guidance for Gathering Personnel Data. |

### Summary of Changes from FY2015 Version 1 to Version 2

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Summary of Changes from Version 1 to Version 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>#5A Status Indicator</td>
<td>Adding additional text to recognize that agencies' independent disposal authority may require declaration of Surplus.</td>
</tr>
<tr>
<td>#9C Square Feet Unit of Measure</td>
<td>Adding a business rule that owned building must submit unit of measure as GSF. Leased building may choose between USF or RSF. Otherwise Managed, may choose any of the 3 options.</td>
</tr>
<tr>
<td>#23B Sub-Installation ID</td>
<td>Changing field length from 6 to 24 characters.</td>
</tr>
<tr>
<td>#25 Sustainability</td>
<td>Updating section to include reference to Executive Order 13693, which revoked Executive Order 13514.</td>
</tr>
<tr>
<td>Appendix E, Predominant Use Definition for Structures</td>
<td>Revising definition for Renewable Energy System</td>
</tr>
</tbody>
</table>

### Summary of Changes from FY 2014 to FY 2015

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Summary of Changes to the 2015 Data Dictionary</th>
</tr>
</thead>
<tbody>
<tr>
<td>New: Reduce the Footprint</td>
<td>Adding new data element, Reduce the Footprint (RTF), which will be self-populated by the FRPP.</td>
</tr>
<tr>
<td>New: Net Proceeds</td>
<td>Adding new data element for all assets that are disposed of via Sale.</td>
</tr>
</tbody>
</table>
| #2 Real Property Use | Adding Real Property Use Categories. Land:  
  - Outpatient Healthcare  
  Building: |
| #5A Status Indicator | • Border/ Inspection Station  
|                     | • Facility Security  
|                     | • Land Port of Entry  
|                     | • Aviation Security Related  
|                     | • Public Facing Facility  
|                     | • Child Care Center  
| Structure:          | • Renewable Energy System  
|                     | • Changing the label for Status Indicator category “Active” to “Current Mission Need,” No change in definition.  
|                     | • Changing the label for Status Indicator category “Inactive” to “Future Mission Need.” No change in definition.  
|                     | • Adding “Surplus” as a new category under Status Indicator.  
|                     | • Adding “Surplus Declaration Date” as a new data element to identify when surplus declaration is made.  
|                     | • Adding a new dropdown list under Cannot Currently Be Disposed to identify specific reasons why an asset cannot be disposed.  
|                     |   ➢ Environmental Remediation  
|                     |   ➢ Diplomatic Reasons  
|                     |   ➢ Title/ Legal Disputes  
|                     |   ➢ Campus Location  
|                     |   ➢ Easements  
|                     |   ➢ Protective Structures (levies, breakwaters, or berms)  
|                     |   ➢ Other  
| #9B Size, Square Feet | Adding a new data element for three available options for the unit of measure for Square Feet indicated in #9B. The three new categories of Square Feet Unit of Measure are:  
|                     |   ➢ Usable Square Feet  
|                     |   ➢ Rentable Square Feet  
|                     |   ➢ Gross Square Feet  
| #15B Latitude, #15C Longitude | Revising the definition of latitude and longitude to meet standards of the World Geodetic System (WGS 84) coordinate reference system.  
| #24A Disposition Method | Adding the following additional Disposition Methods to the existing list of options:  
|                     |   • Loss due to disaster  
|                     |   • Abandonment  
|                     |   • Loss due to deterioration  
|                     |   • Return to host nation/ tribe  
|                     |   • Loss due to training exercise  
|                     |   • Reversion to prior owner  
|                     |   • Exchange  
| #24C Disposition Value | Changing the data element label from "Disposition Value" to “Actual Sales Price.”  
| #25 Sustainability | Text updated to include reference to new Executive Order 13963, which revoked previous Executive Order 13514.  
| #27 Personnel | This data element will not be reported to FRPP. It will be reported to OMB MAX.  

A. BACKGROUND: EXECUTIVE ORDER 13327

Executive Order (EO) 13327, “Federal Real Property Asset Management,” was created to promote efficient and economical use of the Federal Government’s real property assets. The EO established the interagency Federal Real Property Council (FRPC), the role of the Senior Real Property Officer (SRPO), and the mandated creation of a centralized real property database. Issued by the FRPC and pursuant to EO 13327,1 the Guidance for Real Property Inventory Reporting represents the Federal real property reporting guidelines for agencies. This 2015 version reflects changes and additions to the data elements as approved by the FRPC.

Certification of Real Property Reporting

To enhance the accuracy and completeness of the data reported to the Federal Real Property Profile (FRPP) system, each agency shall:

1. Submit to GSA a certification letter signed by the agency CFO that characterizes the accuracy of the data being submitted by the FRPP system and the methodology used to evaluate the accuracy of the data. The letter must be provided to GSA by December 31st each year; and
2. Describe 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.

Recommended Certification Language

The real property data submitted by Agency X to the Federal Real Property Profile (FRPP) for FY 2015 has been certified for accuracy and completeness. Agency X has instituted the following processes to ensure that the data submitted to the FRPP accurately and completely reflects what is in the agency’s inventory:

1.  
2.  
3.

Real Property Reporting: Asset Types

EO 13327 requires agencies to report all owned, leased, and otherwise managed2 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:

- 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.

Note: If an agency has a delegation of authority from GSA for operations and maintenance of the asset, known as an O&M delegation, the agency with the delegation does NOT report the asset to FRPP. GSA will report the asset and ask the agency to notify GSA of the O&M costs of the asset so GSA can enter this data in FRPP. If an agency has an Occupancy Agreement with GSA for an asset, GSA will report that asset to the FRPP.

Property Reporting Exclusions3

The following real property assets are excluded from the EO, and reporting is optional.

- 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 Indians or Indian 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.

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1 For the full Executive order, see http://edocket.access.gpo.gov/2004/pdf/04-2773.pdf.
2 “Otherwise managed” properties are State or foreign government-owned properties where a U.S. State or foreign government 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.”
3 These exclusions are specified in Section 2 of EO 13327.
B. FRPP INVENTORY DATA ELEMENTS AND DESCRIPTIONS

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 below. These data elements are:

- To be reported at the constructed asset level for buildings and structures and the parcel level for land.
- Applicable for all Property Types (land, building, structure).

Table 1: 2015 FRPP Data Elements

<table>
<thead>
<tr>
<th>Data Element #</th>
<th>Data Element Name</th>
<th>Data Element Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Real Property Type</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Real Property Use</td>
<td></td>
</tr>
<tr>
<td>3a</td>
<td>Freeze the Footprint</td>
<td>Automatically populated data element, not reported by agencies</td>
</tr>
<tr>
<td>3b</td>
<td>Reduce the Footprint</td>
<td>Automatically populated data element, not reported by agencies</td>
</tr>
<tr>
<td>4</td>
<td>Legal Interest</td>
<td></td>
</tr>
<tr>
<td>4a</td>
<td>Legal Interest Indicator</td>
<td></td>
</tr>
<tr>
<td>4b</td>
<td>Lease Authority Indicator</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>5a</td>
<td>Status Indicator</td>
<td>New category: Surplus</td>
</tr>
<tr>
<td>5b</td>
<td>Report of Excess Submitted Date</td>
<td></td>
</tr>
<tr>
<td>5c</td>
<td>Report of Excess Accepted Date</td>
<td></td>
</tr>
<tr>
<td>5d</td>
<td>Determination to Dispose Date</td>
<td></td>
</tr>
<tr>
<td>5e</td>
<td>Surplus Date</td>
<td></td>
</tr>
<tr>
<td>5f</td>
<td>Outgrant Indicator</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Historical Status</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Reporting Agency</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Using Organization</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Size</td>
<td></td>
</tr>
<tr>
<td>9a</td>
<td>Acres (Land)</td>
<td></td>
</tr>
<tr>
<td>9b</td>
<td>Square Feet (Buildings)</td>
<td></td>
</tr>
<tr>
<td>9c</td>
<td>Square Feet Unit of Measure</td>
<td>New SF Categories</td>
</tr>
<tr>
<td>9d</td>
<td>Structural Unit (Structures)</td>
<td></td>
</tr>
<tr>
<td>9e</td>
<td>Unit of Measure (Structures)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Utilization</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Replacement Value</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Repair Needs</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Condition Index</td>
<td>Automatically calculated data element, not reported by agencies</td>
</tr>
<tr>
<td>14</td>
<td>Annual Operating Costs</td>
<td></td>
</tr>
<tr>
<td>14a</td>
<td>Owned and Otherwise Managed Annual Operating and Maintenance Costs</td>
<td></td>
</tr>
<tr>
<td>14b</td>
<td>Lease Annual Rent to Lessor</td>
<td></td>
</tr>
<tr>
<td>14c</td>
<td>Lease Annual Operating and Maintenance Costs</td>
<td></td>
</tr>
<tr>
<td>14d</td>
<td>O&amp;M Cost Components: Total Recurring Maintenance and Repair</td>
<td></td>
</tr>
<tr>
<td>14e</td>
<td>Elevator</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Main Location</td>
<td></td>
</tr>
<tr>
<td>15a</td>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>15b</td>
<td>Latitude</td>
<td></td>
</tr>
<tr>
<td>15c</td>
<td>Longitude</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Real Property Unique Identifier</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>City</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>State</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>County</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Congressional District</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>ZIP code</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Installation/Sub-Installation Identifier</td>
<td></td>
</tr>
<tr>
<td>23a</td>
<td>Installation Identifier</td>
<td></td>
</tr>
<tr>
<td>23b</td>
<td>Sub-Installation Identifier</td>
<td></td>
</tr>
<tr>
<td>23c</td>
<td>Installation Name</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Disposition</td>
<td></td>
</tr>
<tr>
<td>24a</td>
<td>Disposition Method</td>
<td></td>
</tr>
<tr>
<td>24b</td>
<td>Disposition Date</td>
<td></td>
</tr>
<tr>
<td>24c</td>
<td>Actual Sales Price</td>
<td>Only reported for Sale (which includes negotiated sale and public sale subcategories)</td>
</tr>
<tr>
<td>24d</td>
<td>Net Proceeds</td>
<td>Only reported for Sale disposals (which includes negotiated sale and public sale subcategories)</td>
</tr>
<tr>
<td></td>
<td>Sustainability</td>
<td>Required for Buildings &gt; 5,000 GSF</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Lease Expiration Date</td>
<td></td>
</tr>
</tbody>
</table>

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

*Real Property Type* indicates the asset as 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 D: Definitions and Codes.

3A. **Freeze the Footprint** *(WILL BE AUTOMATICALLY POPULATED – DO NOT REPORT)*

In accordance with OMB Memorandum M-12-12⁴ and Management Procedures Memorandum 2013-02⁵, agencies shall not increase the total square footage of their domestic office and warehouse inventory compared to the FY 2012 baseline. To identify assets that are subject to the Freeze the Footprint (FTF) policy, the FRPP system will populate the FTF data element to determine whether the asset is covered by the FTF policy. The determination of the FTF data element will be made on the following conditions:

- Chief Financial Officer (CFO) Act⁶ Agencies;
- Office and warehouse assets that have: Legal Interest of Owned or Leased, AND Location in the United States or one of the U.S. Territories;

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

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

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⁴ Promoting Efficient Spending to Support Agency Operations can be accessed at: [http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf](http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-12.pdf)


In addition, assets which were monitored by the FTF policy in a previous year will continue to be subject to the FTF 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 real property use changed to lab, the asset remains subject to the FTF policy, and the FRPP system will populate a YES to the FTF data element.

Once a FTF asset is disposed of, the agency will report the asset as disposed in the current reporting year, and the FRPP system will provide YES for the FTF data element.

If an asset was reported as a lab asset in a prior year, and thus not subject to the FTF policy, but the real property use changed to office in the current reporting period, the FTF data element would populate a NO for that asset, as it was not originally subject to the FTF policy.

3. **REDUCE THE FOOTPRINT (WILL BE AUTOMATICALLY POPULATED — DO NOT REPORT**

Consistent with OMB Management Procedures Memorandum 2015-01 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, the FRPP system 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:

- Chief Financial Officer (CFO) Act Agencies;
- Office and warehouse assets that have: Legal Interest of Owned or Leased, AND Location in the United States, the District of Columbia, or one of the U.S. Territories;

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, the FRPP system will populate the RTF data element with a YES (Y).
- If the asset is not covered by the RTF policy, the FRPP system will populate the FTF data element with a 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 real property use changed to lab, the asset remains subject to the RTF policy, and the FRPP system 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 the FRPP system 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 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.

---

4. LEGAL INTEREST

4A. 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.

4B. LEASE AUTHORITY INDICATOR

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

- **(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 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, 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 FMR Bulletin C-2 reporting requirements in the GSA Lease Delegation data system.
- **(PC) General Purpose:** FMR Bulletin C-2 established new requirements for agencies requesting authorization to use the General Purpose lease delegation authority. The Bulletin re-emphasized and modified certain procedures.

Note: Agencies will not be permitted to submit a legal interest of Withdrawn Land (W) for a building or structure asset.

Note: Agencies are not to report an asset located in a foreign country with a legal interest of State Government-Owned. Agencies are not to report an asset located in the United States with a legal interest of Foreign Government-Owned.


Information on Special Purpose Space delegation can be found at http://www.gsa.gov/portal/ext/public/sit e/FMR/file/Part102-73.html/category/21859/

Note: Agencies will not be permitted to submit a legal interest of Withdrawn Land (W) for a building or structure asset.

Note: Agencies are not to report an asset located in a foreign country with a legal interest of State Government-Owned. Agencies are not to report an asset located in the United States with a legal interest of Foreign Government-Owned.


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/

associated with the use of the delegation of General Purpose leasing authority provided by FMR Bulletin 2008-B1. 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 FMR Bulletin C-2. No real estate asset may be reported under General Purpose Delegation without receiving appropriate delegated authority from GSA.

5. Status

5A. 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):

**Owned Inventory Status Categories—**

- **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 is pending acceptance by GSA. For this category, the agency must submit the date the ROE was submitted to GSA in 5b. The universe of these assets will be reviewed in subsequent reporting periods.
- **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 in 5c. The universe of these assets will be reviewed in subsequent reporting periods.
- **Determination to Dispose (F):** Agency has made the final determination to remove the asset from the inventory pursuant to independent statutory authorities. For this category, the agency must submit the date the agency made the determination to dispose in 4d. The universe of these assets will be reviewed in subsequent reporting periods. This category includes demolitions, regardless of authority.
- **Surplus (S):** Consistent with statutory definition cited in 41 C.F.R. § 102-75.1160; accord 45 C.F.R. § 12a.1; 24 C.F.R. § 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.
- **Disposed (D):** Asset has exited the Federal inventory. For the category, the agency must submit the date of asset disposition.
- **Cannot Currently be Disposed (G):** Asset that has no long term need however it “cannot currently be disposed” due to certain circumstances. Agencies must pick one specific circumstance from dropdown list:
  - Environmental Remediation (1)
  - Diplomatic Restrictions (2)

**Exception:** Otherwise managed assets (Legal Interest = State Government-Owned [S] or Foreign Government-Owned [F]) are excluded for Outgrant Indicator reporting. However, otherwise managed assets (Legal Interest = Museum Trust [M]) are required for Outgrant Indicator reporting.

Per the McKinney Vento Act (FMR 102-75.1160 – 102-75.1290), Federal agencies are required to report to HUD information concerning their unutilized, underutilized, excess and surplus properties.

Note: Agencies should ensure that what they report as excess is also submitted to HUD.

Leased 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)**
- **Determination to Dispose (F)**
- **Surplus (S)**
- **Cannot Currently be Disposed (G)**, or
- **Disposed (D)**.

Withdrawn Land Status Categories—
Assets with Status of Withdrawn Land may only have status of:
- **Current Mission Need (A)**
- **Future Mission Need (I)**
- **Surplus (S)** or
- **Disposed (D)**.

### 5B. REPORT OF EXCESS SUBMITTED DATE
This data sub-element is required for all assets with Status Indicator of (B). Agencies are to report the actual date the ROE was submitted to GSA in mm/dd/yyyy format. Agencies may submit past, present, or future date.

### 5C. REPORT OF EXCESS ACCEPTED DATE
This data sub-element is required for all assets with Status Indicator (C). Agencies are to report the actual date the ROE was accepted by GSA in mm/dd/yyyy format. Agencies may submit past, present, or future date.

### 5D. DETERMINATION TO DISPOSE DATE
This data sub-element is required for all assets with Status Indicator of (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 past, present or future date.

### 5E. SURPLUS DECLARATION DATE
This data sub-element is required for all assets with Status Indicator of (S). Agency will report the date the asset has been declared surplus to the Federal government in a
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mm/dd/yyyy format. Agencies may submit past, present or future date.

5F. 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 Yes (Y) or No (N) as to whether rights have been conveyed or granted to another entity.
- Note: 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 (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 with only 1,000 square feet outgranted as “Yes” for Outgrant Indicator.

6. 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 reported on 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 National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).

- National Register Listed – NRL (2): the asset is listed in the National Register of Historic Places (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 National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).

- National Register Eligible – NRE (3): the asset is eligible for listing in the National Register of Historic Places (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 National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).

- Noncontributing element of NHL/NRL district (4): the asset has been determined noncontributing to a National Historic Landmark (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 National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).

- Not Evaluated (5): the asset has not been evaluated by your agency’s cultural resources staff for listing in the National Register of Historic Places 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 National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (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 National Register of Historic Places (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 National Register of Historic Places (NRHP) and/or consensus determinations between your agency and State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).

7. Reporting Agency

- Reporting Agency refers to the Federal Government Agency/Bureau reporting the property to the FRPC inventory database. Agencies are required to provide data on assets they own, lease, or manage directly.

- 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. 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.

8. 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.
9. 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 Acres.
- For buildings, the unit of measure is Square Feet (SF) based on source document (e.g., lease, construction documents, CAD drawings).

9A. Acres (Land)

Provide the total number of acres associated with each land asset record.

9B. Square Feet (Buildings):

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

The total amount of Square Feet in #9B will continue to be used for the reporting and performance measurement of the Freeze the Footprint and Reduce the Footprint policies.

9C. 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 #9B. The three categories of Square Feet Unit of Measure 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, 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).

- **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, 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 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).

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9 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.

10 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.
9D. **Structural Unit (Structures)**

Provide the unit of measure for the structure. **Optional for Structures Assets.**

9E. **Unit of Measure (Structures)**

Provide the unit of measure for the Structure. Table 2 provides the valid units of measure for each predominant use category for structures.

### Table 2: Structural Units of Measure for Predominant Use Categories

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

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)
10. Utilization

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 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.”

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.

11. Replacement Value

This data element may not be submitted for Land or Leased assets.

**Notes:**

- In determining the Replacement Value of 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 [http://www.wbdg.org/ccb/DOD/UFC/ufc_3_701_01.pdf](http://www.wbdg.org/ccb/DOD/UFC/ufc_3_701_01.pdf)
12. REPAIR NEEDS

This data element may not be submitted for Land or Leased assets.

Repair Needs is the objective 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 should exclude any consideration of the likelihood that the repair will actually be performed at any time before the asset’s disposition.

13. 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.

Note: an acceptable calculated value may be negative.

14. ANNUAL OPERATING COSTS

Agencies must submit 14a. for Owned and Otherwise Managed Assets.

14A. OWNED AND OTHERWISE MANAGED ANNUAL OPERATING AND MAINTENANCE COSTS

Owned and Otherwise Managed Annual Operating and Maintenance (O&M) Costs consist of the following:

- Recurring maintenance and repair costs.
- Utilities (includes plant operation and purchase of energy).
- Cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycling operations).
- Roads/grounds expenses (includes grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields).

Agencies are to provide full year costs. Agencies will continue to report total O&M costs required for all assets.

Agencies must submit 14b and 14c for Leased Assets.

Lease Costs for leased assets are comprised of three sub-elements: Lease Annual Rent to Lessor, Lease Annual Operating and Maintenance Costs, and O&M Cost Components. Agencies are to provide full year costs.

Agencies with no ability to account for division between the annual rent and maintenance costs may put entire sum amount in 14b and enter zero in 14c.

14B. LEASE ANNUAL RENT TO LESSOR – Provide the net rent to the lessor. This is the fully serviced rental to the lessor minus the annual operating and maintenance costs.

14C. LEASE ANNUAL OPERATING AND MAINTENANCE COSTS – Provide the reoccurring maintenance and repair costs including: Utilities (includes plant operation and purchase of energy); Cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycling operations). Roads/grounds expenses (includes grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields).

O&M Cost Components (Reporting is Optional for All Assets)

As a first step to initiate a benchmarking process on the most common components, agencies may optionally report O&M Cost Components, if identifiable and allocatable at the asset level. Agencies with the ability to identify any of the following cost components should include those values. Agencies without the ability to identify and allocate individual cost components at the constructed asset level should indicate a NULL value for those components and not zero.
The analysis and benchmarking of these cost components will occur independently of the other cost components. It is not expected or desired for the cost components to add up to the total O&M cost value in 14a or 14b and c. Agencies must continue to report the full costs in 14a or 14b and c.

Example: Agency A has $500,000 in total annual O&M costs. They can identify and allocate the following cost components: $5,000 for 14d.; $10,000 for 14k. and $100,000 for 14m. Agency A would input the total $500,000 of O&M costs in 14a. and input the individual identifiable component costs for 14d., 14k. and 14m. The remaining cost components would be reported with a NULL value as they cannot be identified or allocated at the constructed asset level.

14D. TOTAL RECURRING MAINTENANCE AND REPAIR

- 14e. Elevator
- 14f. HVAC
- 14g. Plumbing

14H. TOTAL UTILITIES

- 14i. Water/Sewage
- 14j. Electricity
- 14k. Gas
- 14l. Steam

14M. CLEANING AND JANITORIAL

14N. ROADS AND GROUNDSKEEPING

15. MAIN LOCATION

Main Location refers to the street/delivery address for the asset or the latitude and longitude coordinates. Either of the following will be provided for the constructed asset or parcel of land:

- Street Address

OR

- Latitude and Longitude (if no security concerns exist). 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.

Agencies need to transform all latitude/longitude values into WGS 84 if currently submitted using another datum. Coordinates are to be submitted in decimal format. The acceptable range for longitude is 180.0 to -180.0. The acceptable range for latitude is 90.0 to -90.0.

15A. 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 5-digit ZIP code) or the asset’s street address. Do not use the following:

- Mailing address that is different than the location’s address
- 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:

<table>
<thead>
<tr>
<th>Special Character</th>
<th>Special Character Name</th>
<th>XML Code to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>Ampersand</td>
<td>&amp;</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
<td>&lt;</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
<td>&gt;</td>
</tr>
<tr>
<td>“</td>
<td>Quote</td>
<td>&quot;</td>
</tr>
<tr>
<td>’</td>
<td>Single quote</td>
<td>'</td>
</tr>
</tbody>
</table>

15B. 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.

15C. 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 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 http://www.fgdc.gov/participation/steering-committee/steering-committee-membership

16. 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.

17. CITY

FRPP has adopted the Geographic Names Information System (GNIS) standard for the GLCs for City, State, and County. GNIS codes can be found at: http://geonames.usgs.gov/domestic/download_data.htm

A GLC is a Geolocation Code. GLCs can be found at: http://www.gsa.gov/glc.

- Provide the 4-digit GLC for the City or town associated with the reported Main Location in which the land, building, or structure is located. City codes remain the same from 2013.
18. 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. State codes remain the same from 2013.

19. Country

In FY 2014, FRPP will adopt Geospatial Entities, Names, and Codes (GENC) standard for the GLC Country Codes. GENC codes can be found at: http://geonames.nga.mil/gns/html/

- FRPP has adopted the Geospatial Entities, Names, and Codes (GENC) standard for the Country GLC. Provide the 3-digit GLC for the Country associated with the reported Main Location in which the land, building, or structure is located.

- See Appendix F for crosswalk.

20. County

- Provide the 3-digit GLC for the County associated with the reported Main Location in which the land, building, or structure is located. County codes remain the same from 2013.

21. Congressional District

The Congressional District database can be found at www.house.gov.

- 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 cross-references the 9-digit 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. An Agency may choose to ignore this suggestion.
- Congressional District is a 20-character alpha-numeric field, because assets may be located in multiple Congressional Districts.

22. ZIP Code

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

- 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.

23. Installation/Sub-Installation Identifier

23A. Installation ID

- Installation – Land, buildings, 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.

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

Note: Data Elements 23a, b, and c are OPTIONAL for Structure Assets.

23B. Sub-Installation ID

- Sub-Installation – 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.

### 23c. Installation Name (Optional)
- Installation Name – 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:

<table>
<thead>
<tr>
<th>Special Character</th>
<th>Special Character Name</th>
<th>XML Code to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>Ampersand</td>
<td>&amp;</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
<td>&lt;</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
<td>&gt;</td>
</tr>
<tr>
<td>&quot;</td>
<td>Quote</td>
<td>&quot;</td>
</tr>
<tr>
<td>'</td>
<td>Single quote</td>
<td>'</td>
</tr>
</tbody>
</table>

### 24. 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.

**Note:** During the confirmation step of the FRPP data submission process, FRPP 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.

- Agencies are required to provide the following data elements for each disposed asset:
  - Real Property Type
  - Real Property Use
  - Legal Interest Indicator
  - Status = “disposed”
  - 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
24A. DISPOSITION METHOD

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

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

(FT) Federal Transfer

(SL) Sale
   - Subcategories (optional):
     - (SN): Negotiated Sale
     - (SP): Public Sale

(LX) Lease Termination

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

(DM) Demolition

(OT) Other

(LD) Loss due to Disaster

(AB) Abandonment*

(DE) Loss due to Deterioration

(RH) Return to Host Nation/ Tribe

(LT) Loss due to Training Exercise

(RO) Reversion to Prior Owner

(EX) Exchange

24B. 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.

<table>
<thead>
<tr>
<th>Disposition Method</th>
<th>Example Event Indicating Disposition Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Benefit Conveyance</td>
<td>Date of assignment letter to sponsoring agency and subsequent deed date to grantee</td>
</tr>
<tr>
<td>Federal Transfer</td>
<td>Date of letter of transfer</td>
</tr>
<tr>
<td>Sale (Negotiated or Public)</td>
<td>Deed date</td>
</tr>
<tr>
<td>Demolition</td>
<td>Demolition date</td>
</tr>
<tr>
<td>Other</td>
<td>Transaction date</td>
</tr>
<tr>
<td>Lease Termination</td>
<td>Lease termination date</td>
</tr>
<tr>
<td>Lease Expiration</td>
<td>Lease expiration date</td>
</tr>
<tr>
<td>Loss due to Disaster</td>
<td>Date of Disaster</td>
</tr>
<tr>
<td>Abandonment</td>
<td>Date of Abandonment</td>
</tr>
<tr>
<td>Loss due to Deterioration</td>
<td>Date of total loss due to Deterioration</td>
</tr>
</tbody>
</table>
24C. Actual Sales Price

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

24D. Net Proceeds

Report the proceeds received as part of the asset disposal less the disposal costs incurred by the agency. Data reporting is required only for assets disposed through Sale (Negotiated or Public).

Notes:

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 proceeds from the sale.

25. Sustainability

Sustainability reporting is required for all building assets greater than 5,000 GSF. Sustainability 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. The sustainability goal in Section 3 (h) (ii) of Executive Order 13693 is applicable only to buildings greater than 5,000 GSF.

Sustainability reflects whether or not an asset meets the sustainability criteria set forth in Section 3 (h) (ii) of Executive Order 13693. To be considered sustainable and report "Yes," the assets must meet the five Guiding Principles for High Performance and Sustainable Buildings. Note: If a building was registered with an American National Standards Institute (ANSI) – accredited organization prior to October 1, 2008, AND subsequently certified by the ANSI – accredited organization, then the asset can count as sustainable. Valid codes are in parentheses.

- **Yes (1)** – asset has been evaluated and meets guidelines set forth in Section 3 (h) (ii) of Executive Order 13693
- **No (2)** – asset has been evaluated and does not meet guidelines set forth in Section 3 (h) (ii) of Executive Order 13693
- **Not Yet Evaluated (3)** – asset has not yet been evaluated on whether or not it meets guidelines set forth in Section 3 (h) (ii) of Executive Order 13693
- **Not Applicable (4)** – buildings that have a status of ROE submitted, ROE accepted, or Determination to Dispose;  

OR ARE

- **Unoccupied**: The building is occupied 1 hour or less per person per day on average; AND
26. LEASE EXPIRATION DATE

26. 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/yy 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, adjust the GSF and rental cost data elements.

27. PERSONNEL – THIS DATA ELEMENT WILL NOT BE REPORTED IN FRPP. IT WILL BE REPORTED IN OMB MAX.

All CFO Act agencies are required to submit personnel data for all assets that are predominantly used as office space. Agencies will use the reporting tool established in the OMB MAX collaboration, information sharing and data collection web based application to submit their personnel data. Detailed reporting guidance is included in Appendix H: Fiscal Year 2015 GSA Guidance for Gathering Personnel Data for the Square Feet per Person Real Property Metric.

The agency reported personnel data will be used for pre-decisional data analysis and will not be distributed outside of the Federal community. The definitions below were developed in coordination with the Chief Human Capital Officer (CHCO) Council and each agency should contact their CHCO to ensure the agency makes the count in a consistent manner.

FEDERAL EMPLOYEES

Agencies are to provide to OMB MAX the total number of Federal personnel (including full-time teleworkers) assigned to the building. Agencies are to coordinate all totals with the personnel office at their agency. Federal employees are defined as:

- The total number of full and part time employees who are permanently assigned to a facility,
- Seasonal hires, interns, and other temporary staff if they predominantly work in the office 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 are counted.

FEDERAL CONTRACTORS

Agencies are to provide to OMB MAX the total number of resident contractors. Resident contractors are those 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”. The agency reported personnel data will be used for pre-decisional data analysis and will not be distributed outside of the Federal community.
C. FRPP 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 the FRPP data is submitted into the application by December 15 of each year. The following section discusses each stage of the FRPP data validation process.

1. **Agency Independent Validation and Verification**

   Agencies that submit data to the FRPP system perform the steps in this first stage of FRPP validation. These steps are performed prior to the start of the FRPP submission, which begins in mid-October of each year. This first stage involves two steps. 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 actually 1 million square feet in its various information systems. During the second step in this first stage, agencies must ensure that the compiled XML file submitted to the FRPP 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 matches the source data from the various information systems.

   To enhance the accuracy and completeness of the data reported to the FRPP, each agency will provide a certification to GSA and OMB that the FRPP data being reported is accurate and complete. Agencies will also note any data and agency efforts to improve the data. This certification will accompany the data submission to FRPP by December 15 of each year.

2. **FRPP Reporting Requirements and Business Rule Validation**

   The FRPP system and agencies that submit FRPP data perform the steps in the second stage of the FRPP validation process. This stage occurs as agencies begin to stage, validate, and correct errors in the XML files, which occurs from mid-October until the submission deadline of December 15 of each year.

   The FRPP System has a robust set of reporting requirements for the data elements agencies are to report for their inventories. These requirements are contained within the annual Guidance for Real Property Inventory Reporting, known as the FRPP Data Dictionary. This document lists, defines, and provides technical guidance for each of the data elements in the FRPP system and ensures that submitted data follows reporting requirements and business rules established in the Data Dictionary. Example: Agencies must submit Outgrant Indicator in an alphanumeric format or a conditional requirement that agencies report square feet for a building asset and not acres.

   In the FRPP system, agencies first stage their XML files and then run a 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 the FRPP system 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 the FRPP system.

3. **FRPP Data Anomaly Review**

   GSA's OGP and reporting agencies perform the final stage of FRPP validation, which occurs after the December 15 deadline of each year. Stage two of FRPP validation ensures that each record is valid according to the requirements in the FRPP Data Dictionary. OGP will run various reports that focus on segments of the inventory which 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 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 value of 100. Individually, the data elements are valid, but, when totals are analyzed at a higher level, these anomalies appear.

   After OGP analyzes the reports and identifies these anomalies, staff will share the anomalies with each agency and ask them to further investigate. Using the previous examples, an agency may have a legitimate reason why operating costs, square feet, or acres had a large variance. If the data is correct, agencies are asked to provide an explanation so OGP and OMB have an understanding of the circumstances that created the large variance.

   Upon further examination, agencies may discover that the data anomalies are the result of incorrect data being provided. Using the prior example of condition index, it would be highly unlikely that 60 percent of an agency's assets have a condition index of 100, which indicates newly constructed assets with no repairs needed. While viewed individually 100 can be an acceptable value for condition index, it would be rare for an agency to turn over that amount of space in the inventory for brand new space. Agencies may discover that an error existed for that data element, which needs to be corrected to get a complete and accurate accounting of their inventory.
D. TECHNICAL REPORTING GUIDANCE

The Federal Real Property Profile (FRPP) 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 system. 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 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.

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.

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 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 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 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 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 for 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 the FRPP main storage area and confirm the data. The deadline for confirmation is December 15, 2015 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 the FRPP confirmation step and the search capability in FRPP, 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 the FRPP. The Confirmation/Variance Report (sample shown in Figure 2) 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. The FRPP 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 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
b.) Data Validation Tools

For the FY 2015 reporting cycle, GSA will place a series of data validation and verification tools into the FRPP system to detect potential errors in data entry prior to data confirmation and to assist with improving the overall data quality. The FRPP’s new data validation tool will send a notice to the agency when specific data elements fall out of specified threshold ranges. These notices will alert the agency of the possible error and gave them an opportunity to re-examine and correct the data before the December 15th deadline.

For FY 2015, these anomaly reports were focused solely on office and warehouse assets.

<table>
<thead>
<tr>
<th>Data Anomaly</th>
<th>Universe of Data Anomaly</th>
<th>Lower Threshold</th>
<th>Upper Threshold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identical SF</td>
<td>Office and Warehouse assets</td>
<td>None</td>
<td>Flag if 2 or more assets have the identical SF</td>
</tr>
<tr>
<td>Owned Operating Cost per SF</td>
<td>Owned and Otherwise Managed Office</td>
<td>&lt;= $1 per SF</td>
<td>&gt;= $15 per SF</td>
</tr>
<tr>
<td>Owned Operating Cost per SF</td>
<td>Owned and Otherwise Managed Warehouse</td>
<td>&lt;= $1 per SF</td>
<td>&gt;= $10 per SF</td>
</tr>
<tr>
<td>Leased Costs (Annual Rent to Lessor plus Leased Operating Cost) per SF</td>
<td>Leased Office</td>
<td>&lt;= $1 per SF</td>
<td>&gt;= $50 per SF</td>
</tr>
<tr>
<td>Leased Costs (Annual Rent to Lessor plus Leased Operating Cost) per SF</td>
<td>Leased Warehouse</td>
<td>&lt;= $1 per SF</td>
<td>&gt;= $25 per SF</td>
</tr>
<tr>
<td>Condition Index</td>
<td>Owned and Otherwise Managed Office and Warehouse</td>
<td>&gt;= 1% of assets with CI &lt; 0</td>
<td>&gt;= 35% of assets with CI = 100</td>
</tr>
<tr>
<td>FTF SF Decrease</td>
<td>FTF Criteria for All Office and Warehouse assets</td>
<td>None</td>
<td>Flag FTF asset where the SF decreased in 2014 compared to 2013</td>
</tr>
<tr>
<td>FTF assets Disappear</td>
<td>FTF Criteria for All Office and Warehouse assets</td>
<td>Explain why a FTF asset (based on the real property unique identifier (RPUID) was not reported (missing asset report)</td>
<td>Explain why a FTF asset (based on RPUID) was not reported (missing asset report)</td>
</tr>
<tr>
<td>Utilization Comparison of Owned Operating Cost per SF</td>
<td>Owned and Otherwise Managed Office and Warehouse</td>
<td>None</td>
<td>Flag if AVG Operating Cost per SF for Underutilized or Unutilized assets is &gt; than AVG Operating Cost per SF of Utilized Assets</td>
</tr>
<tr>
<td>Repair Needs per SF Compared to Replacement Value per SF</td>
<td>Owned &amp; Otherwise Managed Office and Warehouse</td>
<td>None</td>
<td>Flag if Repair Needs per SF is &gt; than Replacement Value per SF</td>
</tr>
<tr>
<td><strong>Cost of Excess Assets</strong></td>
<td><strong>Owned &amp; Otherwise Managed Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if AVG Operating Cost per SF for Excess Assets is &gt; than Operating Cost per SF for Active assets</td>
</tr>
<tr>
<td>--------------------------</td>
<td>---------------------------------------------</td>
<td>--------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Installation ID</strong></td>
<td><strong>All Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if multiple assets within the same installation ID have the same sub-Installation ID</td>
</tr>
<tr>
<td><strong>Comparison of Repair Needs and Owned Operating Cost</strong></td>
<td><strong>Owned &amp; Otherwise Managed Non-Disposed Office and Warehouse assets</strong></td>
<td><strong>None</strong></td>
<td>Flag if Repair Needs &gt; Operating Costs</td>
</tr>
<tr>
<td><strong>Replacement Value = Actual Sales Price</strong></td>
<td><strong>Owned &amp; Otherwise Managed Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if Replacement Value = Actual Sales Price</td>
</tr>
<tr>
<td><strong>Replacement Value = Operating Costs</strong></td>
<td><strong>Owned &amp; Otherwise Managed Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if Replacement Value = Operating Costs</td>
</tr>
<tr>
<td><strong>Repair Needs = Operating Costs</strong></td>
<td><strong>Owned &amp; Otherwise Managed Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if Repair Needs = Operating Costs</td>
</tr>
<tr>
<td><strong>Replacement Value = Repair Needs</strong></td>
<td><strong>Owned &amp; Otherwise Managed Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if Repair Needs = Replacement Value</td>
</tr>
<tr>
<td><strong>Determination to Dispose Date</strong></td>
<td><strong>Owned &amp; Otherwise Managed Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Change in Date From FY 2013</td>
</tr>
<tr>
<td><strong>Lease Expiration Date</strong></td>
<td><strong>Leased Office and Warehouse</strong></td>
<td><strong>None</strong></td>
<td>Flag if the lease expiration date is 2 years in the past from the end of the reporting period. For example FY 2015 reporting. Flag if lease expiration date is prior to 10/1/13.</td>
</tr>
</tbody>
</table>
2. **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 the FRPP application.

The FRPP’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.

**XML Tag Example:**

```
Note:
Tag names are case sensitive!
```

**<HistoricalStatus>5</HistoricalStatus>**

Opening Tag

Historical status for asset (5 for “Not Evaluated”)

Ending Tag (begins with a back slash “/”)

**a) 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 and depicted in **Figure 3**.

- 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
- Do NOT insert dashes in the ZIP code field.
- If using these special characters in text (e.g., Installation Name)—&amp; or &lt;—escape characters must be used in XML as shown below:

<table>
<thead>
<tr>
<th>Special Character</th>
<th>Special Character Name</th>
<th>XML Code to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>Ampersand</td>
<td>&amp;</td>
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</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
<td>&gt;</td>
</tr>
<tr>
<td>“</td>
<td>Quote</td>
<td>&quot;</td>
</tr>
<tr>
<td>’</td>
<td>Single quote</td>
<td>'</td>
</tr>
</tbody>
</table>

**Note:** Tag names are case sensitive!
<?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>
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</Country>840</Country>
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E. 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

<table>
<thead>
<tr>
<th>Code</th>
<th>Land Predominant Use Classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Agriculture: Land under cultivation for food or fiber production.</td>
</tr>
<tr>
<td>04</td>
<td>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.</td>
</tr>
<tr>
<td>07</td>
<td>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.</td>
</tr>
<tr>
<td>08</td>
<td>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.</td>
</tr>
<tr>
<td>09</td>
<td>Wilderness Areas: Land designated by Congress as a part of the National Wilderness Preservation System.</td>
</tr>
<tr>
<td>10</td>
<td>Office Building Locations: Land containing office buildings or future planned office buildings, to include military headquarters buildings.</td>
</tr>
<tr>
<td>11</td>
<td>Miscellaneous Military Land: Department of Defense (DOD) and U.S. Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.</td>
</tr>
<tr>
<td>12</td>
<td>Airfields: Land used for military air bases or air stations, and military or civilian landing fields.</td>
</tr>
<tr>
<td>13</td>
<td>Harbors and Ports: Land used for harbor and port facilities.</td>
</tr>
<tr>
<td>14</td>
<td>Post Offices: Land used in conjunction with a Post Office and used predominately as a general service and access area.</td>
</tr>
<tr>
<td>15</td>
<td>Power Development and Distribution: Land used for power development and distribution projects.</td>
</tr>
<tr>
<td>16</td>
<td>Reclamation and Irrigation: Land used for reclamation and irrigation projects.</td>
</tr>
<tr>
<td>17</td>
<td>Outpatient Healthcare: Land used for Outpatient Healthcare Facilities</td>
</tr>
<tr>
<td>18</td>
<td>Flood Control and Navigation: Land used for flood control and navigation projects.</td>
</tr>
<tr>
<td>19</td>
<td>Vacant: Land not being used.</td>
</tr>
<tr>
<td>20</td>
<td>Institutional: Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.</td>
</tr>
<tr>
<td>30</td>
<td>Housing: Land used primarily for public housing projects, military personnel quarters, and dwellings for other Federal personnel.</td>
</tr>
<tr>
<td>40</td>
<td>Storage: Land used primarily for supply depots and other storage.</td>
</tr>
<tr>
<td>50</td>
<td>Industrial: Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.</td>
</tr>
<tr>
<td>65</td>
<td>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.</td>
</tr>
<tr>
<td>Code</td>
<td>Land Predominant Use Classifications</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>70</td>
<td>Research and Development: Land used directly in basic or applied research, such as science, medicine, and engineering.</td>
</tr>
<tr>
<td>72</td>
<td>Communications Systems: Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.</td>
</tr>
<tr>
<td>73</td>
<td>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.</td>
</tr>
<tr>
<td>80</td>
<td>All Other Land: Land that cannot be classified elsewhere.</td>
</tr>
<tr>
<td>81</td>
<td>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.</td>
</tr>
</tbody>
</table>
## Predominant Use Categories and Codes for Buildings

<table>
<thead>
<tr>
<th>Code</th>
<th>Building Predominant Use Classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td><strong>Office</strong>: Buildings primarily used for office space or military headquarters.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Post Office</strong>: Buildings or portions of buildings used as a Post Office.</td>
</tr>
<tr>
<td>17</td>
<td><strong>Outpatient Healthcare Facility</strong>: Buildings used primarily for outpatient diagnosis, treatment, and therapy. Includes medical, dental, mental health, and substance abuse treatment facilities</td>
</tr>
<tr>
<td>21</td>
<td><strong>Hospital</strong>: 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.</td>
</tr>
<tr>
<td>22</td>
<td><strong>Prisons and Detention Centers</strong></td>
</tr>
<tr>
<td>23</td>
<td><strong>School</strong>: 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.</td>
</tr>
<tr>
<td>24</td>
<td><strong>Comfort Station/Restrooms</strong>: Asset with toilet and lavatory facilities for public use. May include showering facilities.</td>
</tr>
<tr>
<td>25</td>
<td><strong>Data Center</strong>: an asset that stores and/or manages server, network, and computer or telecommunications equipment.</td>
</tr>
<tr>
<td>28</td>
<td><strong>Museum</strong>: 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.</td>
</tr>
<tr>
<td>29</td>
<td><strong>Other Institutional Uses</strong>: 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.</td>
</tr>
<tr>
<td>30</td>
<td><strong>Family Housing</strong>: 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.</td>
</tr>
<tr>
<td>31</td>
<td><strong>Dormitories/Barracks</strong>: Buildings primarily used as dwellings for housing individuals (without families/dependents).</td>
</tr>
<tr>
<td>41</td>
<td><strong>Warehouses</strong>: 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.</td>
</tr>
<tr>
<td>50</td>
<td><strong>Industrial</strong>: 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.</td>
</tr>
<tr>
<td>60</td>
<td><strong>Service</strong>: 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.</td>
</tr>
<tr>
<td>72</td>
<td><strong>Communications Systems</strong>: Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.</td>
</tr>
<tr>
<td>73</td>
<td><strong>Navigation and Traffic Aids</strong>: Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.</td>
</tr>
<tr>
<td>Code</td>
<td>Building Predominant Use Classifications</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>74</td>
<td><strong>Laboratories</strong>: 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.</td>
</tr>
<tr>
<td>80</td>
<td><strong>All Other</strong>: Buildings that cannot be classified elsewhere.</td>
</tr>
<tr>
<td>84</td>
<td><strong>Border/Inspection Station</strong>: 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.</td>
</tr>
<tr>
<td>85</td>
<td><strong>Facility Security</strong>: 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.</td>
</tr>
<tr>
<td>86</td>
<td><strong>Land Port of Entry</strong>: 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.</td>
</tr>
<tr>
<td>87</td>
<td><strong>Aviation Security Related (e.g., airport space, airport terminal support)</strong>: 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.</td>
</tr>
<tr>
<td>88</td>
<td><strong>Public Facing Facility</strong>: Public Facing Facility: primary mission is to service and interact with the public conducting personal business (e.g., applying for benefits, passports, licenses)</td>
</tr>
<tr>
<td>89</td>
<td><strong>Child Care Center</strong>: Stand-alone facility that provides child care services. The Center cannot be part of a larger building.</td>
</tr>
</tbody>
</table>
## Predominant Use Categories, Codes, and Units of Measure for Structures

<table>
<thead>
<tr>
<th>Code</th>
<th>Structure Predominant Use Classifications</th>
<th>Valid Units of Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td><strong>Airfield Pavements:</strong> Runways, helicopter landing pads, taxiways, and aprons.</td>
<td>Square Yards</td>
</tr>
<tr>
<td>13</td>
<td><strong>Harbors and Ports:</strong> Docks, piers, wharves, jetties and breakwaters, and other harbor, port, or coastal facilities.</td>
<td>Square Yards</td>
</tr>
<tr>
<td>15</td>
<td><strong>Power Development and Distribution:</strong> 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.</td>
<td>Each, Linear Feet</td>
</tr>
<tr>
<td>16</td>
<td><strong>Reclamation and Irrigation:</strong> Canals, laterals, pumping stations, storage, and diversion dams.</td>
<td>Each, Linear Feet</td>
</tr>
<tr>
<td>18</td>
<td><strong>Flood Control and Navigation:</strong> River improvements, revetments, dikes, dams, and docks.</td>
<td>Each, Linear Feet</td>
</tr>
<tr>
<td>28</td>
<td><strong>Museum:</strong> 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.</td>
<td>Each</td>
</tr>
<tr>
<td>40</td>
<td><strong>Storage (other than buildings):</strong> Storage tanks, silos, igloos, underground vaults, and open storage improved areas. This category includes water reservoirs and POL storage tanks.</td>
<td>Each, Linear Feet</td>
</tr>
<tr>
<td>50</td>
<td><strong>Industrial (other than buildings):</strong> Structures and facilities (other than buildings) used for production or manufacturing, such as sliding shipways, retaining basins, and pipelines.</td>
<td>Each, Linear Feet</td>
</tr>
<tr>
<td>60</td>
<td><strong>Service (other than buildings):</strong> 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.</td>
<td>Each</td>
</tr>
<tr>
<td>65</td>
<td><strong>Space Exploration Structures:</strong> Structures used in direct support of space exploration and testing, including test structures and specialized associated structures that cannot be classified elsewhere.</td>
<td>Each</td>
</tr>
<tr>
<td>66</td>
<td><strong>Parking Structures:</strong> Independent structures for non-residential parking of more than two vehicles.</td>
<td>Square Yards</td>
</tr>
<tr>
<td>70</td>
<td><strong>Research and Development (other than laboratories):</strong> 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.</td>
<td>Each</td>
</tr>
<tr>
<td>71</td>
<td><strong>Utility Systems:</strong> 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.</td>
<td>Each, Linear Feet, Miles</td>
</tr>
<tr>
<td>72</td>
<td><strong>Communications Systems:</strong> Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.</td>
<td>Each, Miles</td>
</tr>
<tr>
<td>73</td>
<td><strong>Navigation and Traffic Aids (other than buildings):</strong> 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.</td>
<td>Each</td>
</tr>
<tr>
<td>75</td>
<td><strong>Recreational (other than buildings):</strong> Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.</td>
<td>Each</td>
</tr>
<tr>
<td>Code</td>
<td>Structure Predominant Use Classifications</td>
<td>Valid Units of Measure</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>76</td>
<td><em>Roads and Bridges</em>: 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.</td>
<td>Lane Miles, Square Yards</td>
</tr>
<tr>
<td>77</td>
<td><em>Railroads</em>: Tracks, bridges, tunnels, and fuel or water stations servicing railroads.</td>
<td>Miles</td>
</tr>
<tr>
<td>78</td>
<td><em>Monuments and Memorials</em>: Federal monuments, memorials, and statues.</td>
<td>Each</td>
</tr>
<tr>
<td>79</td>
<td><em>Miscellaneous Military Facilities</em>: Structures and facilities of DOD and USCG used for military functions that are not included in any other classification.</td>
<td>Each</td>
</tr>
<tr>
<td>80</td>
<td><em>All Other</em>: 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.</td>
<td>Each, Lane Miles, Linear Feet, Miles, Square Yards</td>
</tr>
<tr>
<td>82</td>
<td><em>Weapons Ranges</em>: Ranges where weapons are fired and areas where explosives are detonated.</td>
<td>Each</td>
</tr>
<tr>
<td>83</td>
<td><em>Renewable Energy System</em>: 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.</td>
<td>Each</td>
</tr>
</tbody>
</table>
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 #23. For purposes of reporting the Disposition data element to the FRPP, 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. FRPP Disposition data element only tracks assets that have permanently left the Federal portfolio of assets.

<table>
<thead>
<tr>
<th>Code</th>
<th>Public Conveyance Disposition Method Categories and Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA</td>
<td><strong>Homeless Assistance</strong>: 42 U.S.C. 11411</td>
</tr>
<tr>
<td></td>
<td>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 Public Law 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.</td>
</tr>
<tr>
<td>HE</td>
<td><strong>Public Health Including Research</strong>: 40 U.S.C. 550(d)</td>
</tr>
<tr>
<td></td>
<td>Educational Use: 40 U.S.C. 550(c)</td>
</tr>
<tr>
<td></td>
<td>Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Public Law 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.</td>
</tr>
<tr>
<td>PR</td>
<td><strong>Public Parks and Public Recreational Areas</strong>: 40 U.S.C. 550(e)</td>
</tr>
<tr>
<td></td>
<td>Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Public Law 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.</td>
</tr>
<tr>
<td>HM</td>
<td><strong>Historic Monuments</strong>: 40 U.S.C. 550(h)</td>
</tr>
<tr>
<td></td>
<td>Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Public Law 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.</td>
</tr>
<tr>
<td>CF</td>
<td><strong>Correctional Facility</strong>: 40 U.S.C. 553 (b)(1)</td>
</tr>
<tr>
<td></td>
<td>Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Public Law 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.</td>
</tr>
<tr>
<td>PF</td>
<td><strong>Port Facilities</strong>: 40 U.S.C. 554</td>
</tr>
<tr>
<td></td>
<td>Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Public Law 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.</td>
</tr>
<tr>
<td>PA</td>
<td><strong>Public Airports</strong>: 49 U.S.C. 47151-47153</td>
</tr>
<tr>
<td></td>
<td>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 Public Law 311, 81st Congress (50 U.S.C. App. 1622(a)-(c)).</td>
</tr>
<tr>
<td>WC</td>
<td><strong>Wildlife Conservation</strong>: 16 U.S.C. 667b-d</td>
</tr>
<tr>
<td></td>
<td>Public Law 537, 80th Congress.</td>
</tr>
<tr>
<td>NS</td>
<td><strong>Negotiated Sales to Public Agencies Without Use Restrictions</strong>: 40 U.S.C. 545(b)(8)</td>
</tr>
<tr>
<td></td>
<td>Section 203 of the Federal Property and Administrative Services Act of 1949, as amended, which was repealed by Public Law 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.</td>
</tr>
<tr>
<td>SH</td>
<td><strong>Self-Help Housing</strong>: 40 U.S.C. 550(f)(3)</td>
</tr>
<tr>
<td></td>
<td>Public Law 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 Public Law 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.</td>
</tr>
<tr>
<td>LW</td>
<td><strong>Law Enforcement</strong>: 40 U.S.C. 553(b)(2)</td>
</tr>
</tbody>
</table>
3. **LEASE AUTHORITY DEFINITIONS**

The following table provides definitions for each lease authority category, as described for *Lease Authority Indicator* data element #3b. Lease Authority Indicator is required for leased assets only.

<table>
<thead>
<tr>
<th>Code</th>
<th>Lease Authority Indicator Categories and Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS</td>
<td><em>Independent Statutory Authority:</em> 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.</td>
</tr>
<tr>
<td>CS</td>
<td><em>Categorical Space - Delegation from GSA:</em> 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 FMR Bulletin C-2 reporting requirements in the GSA Lease Delegations data system.</td>
</tr>
<tr>
<td>SP</td>
<td><em>Special Purpose Space - Delegation from GSA:</em> 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 FMR Bulletin C-2 reporting requirements in the GSA Lease Delegation data system.</td>
</tr>
<tr>
<td>PC</td>
<td><em>General Purpose Space:</em> FMR Bulletin C-2(^1) 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 FMR Bulletin 2008-B1. 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 FMR Bulletin C-2. No real estate asset may be reported under General Purpose Delegation without receiving appropriate delegated authority from GSA.</td>
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</tbody>
</table>

APPENDIX A: XML SCHEMAS

XML SCHEMA FOR OVERWRITING AND ADDING NEW ASSETS

A. INTRODUCTION

The Federal Real Property Profile (FRPP) 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 the FRPP application.

B. CHANGES TO THE SCHEMA

Changes made since the last published XML structure in 2014 are listed in the section below:

The Data Elements listed below have been modified in FRPP:

Real Property Use

1. New Usage Codes for Building Assets:
   - Border/Inspection Station (Value to use in XML: 84)
   - Facility Security (Value to use in XML: 85)
   - Land Port of Entry (Value to use in XML: 86)
   - Aviation Security Related (Value to use in XML: 87)
   - Public Facing Facility (Value to use in XML: 88)
   - Child Care Center (Value to use in XML: 89)

2. New Usage Code for Land Assets:
   - Outpatient Healthcare (Value to use in XML: 17)

3. New Usage Code for Structure Assets:
   - Renewable Energy System (Value to use in XML: 83)

Status Indicator

1. New pick list value for Status Indicator: Surplus (S)
2. Status value of Surplus (S) cannot be reported for Leased Assets.
3. Status Indicator values “Active” and “Inactive” are replaced with “Current Mission Need” and “Future Mission Need”.

Disposition Value

1. Disposition Value label will be changed to “Actual Sales Price”
Disposition Method

1. New Pick list Values for Disposition Method
   - Loss due to Disaster (Value to use in XML: LD)
   - Abandonment (Value to use in XML: AB)
   - Loss due to Deterioration (Value to use in XML: DE)
   - Return to Host Nation/Tribe (Value to use in XML: RH)
   - Loss due to Training Exercise (Value to use in XML: LT)
   - Reversion to Prior Owner (Value to use in XML: RO)
   - Exchange (Value to use in XML: EX)

The Data Elements listed below have been added to FRPP:

Size:
Square Feet Unit Of Measure:

1. Required for Building – Office and Warehouse Assets
2. Owned building assets must submit unit of measure as Gross Square Feet (G).
3. Leased building assets may choose between Usable Square Feet (U) or Rentable Square Feet (R).
4. Otherwise managed assets may choose any of the 3 options - Gross Square Feet (G), Rentable Square Feet (R) or Usable Square Feet (U).
5. Optional for all other assets and Usage codes.
6. Valid values for Square Feet Unit Measure are:
   a. Gross Square Feet (Value to use in XML: G)
   b. Rentable Square Feet (Value to use in XML: R)
   c. Usable Square Feet (Value to use in XML: U)

Reduce the Footprint (RTF)

1. RTF field will be auto-populated.
2. The data element is not part of the required or optional fields used in the XML template or upload process

Surplus Declaration Date

1. Can only be submitted if the corresponding status is Surplus
2. Required for all assets with status indicator (S)
3. Data field of the format MM/DD/YYYY
4. Can be past present or future date.
**Cannot Currently be Disposed**

1. Can only be submitted if the status is “Cannot Currently be Disposed”.
2. Pick list values for Cannot Currently be Disposed are:
   - Environmental Remediation (Value to use in XML: 1)
   - Diplomatic Restrictions (Value to use in XML: 2)
   - Title/Legal Disputes (Value to use in XML: 3)
   - Campus Location (Value to use in XML: 4)
   - Easements (Value to use in XML: 5)
   - Protective Structures (Value to use in XML: 6)
   - Other (Value to use in XML: 7)

**Net Proceeds**

1. Can only be reported for Disposed assets with Disposition method of Sale(Negotiated or Public)
2. Cannot be reported for Leased assets.

**XML Template for Adding Assets**

Note: If the action attribute for a file is specified as “Add” then the system validates only the data provided in the file.

Even if the record exists with Reporting Agency and Real Property Unique Identifier combination system will not get the missing data from the existing record.

**Opening XML File Tag**

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**XML Schema for Adding Land Assets**

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XML Schema for Adding Building Assets

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Closing XML File Tag
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="2015" ACTION="MODIFY" AGENCYCODE="2 digit Agency Code">

XML Schema for Modifying Land Assets

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XML Schema for Modifying Structure Assets

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A. 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 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="2015" ACTION="DELETE" AGENCYCODE="2 digit Agency Code">

XML Schema for Deleting Land Assets

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XML Schema for Deleting Building Assets

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XML Schema for Deleting Structure Assets

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Closing XML File Tag

</FRPPData>
### Quick Guide – Predominant Use Categories and Codes

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<td>Hospital</td>
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<td>Prisons and Detention Centers</td>
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<td>School</td>
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<td>Comfort Station/ Restrooms</td>
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<td>Each</td>
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<td>Roads and Bridges</td>
<td>Lane Miles, Square Yards</td>
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<td>77</td>
<td>Railroads</td>
<td>Miles</td>
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<td>78</td>
<td>Monuments and Memorials</td>
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<tr>
<td>79</td>
<td>Miscellaneous Military Facilities</td>
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<tr>
<td>80</td>
<td>All Other</td>
<td>Each, Lane Miles, Linear Feet, Miles, Square Yards</td>
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<td>Weapons Ranges</td>
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<tr>
<td>83</td>
<td>Renewable Energy System</td>
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## Quick Guide: Data Dictionary

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<td>Navigation and Traffic Aids</td>
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<td>Border/Inspection Station</td>
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<td>Facility Security</td>
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<td>86</td>
<td>Land Port of Entry</td>
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<td>87</td>
<td>Aviation Security Related (e.g., airport space, airport terminal support)</td>
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<td>Public Facing Facility</td>
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<td>89</td>
<td>Child Care Center</td>
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</tbody>
</table>

**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 - Communications Systems
73 - Navigation and Traffic Aids (other than buildings)
75 - Recreational (other than buildings)
76 - Roads and Bridges
77 - Railroads
78 - Monuments and Memorials
<table>
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<td>Miscellaneous Military Facilities</td>
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<td>80 - All Other</td>
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<tr>
<td>82</td>
<td>Weapons Ranges</td>
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<td></td>
<td>83 – Renewable Energy System</td>
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<tr>
<td>3a</td>
<td>Freeze The Footprint</td>
<td>Alphanumeric</td>
<td></td>
<td>(Y/N): Indicate Yes (Y) or No (N) as to indicate that an agency can or cannot increase the asset.</td>
<td>None</td>
<td>No Changes to FY 2015 Data Element</td>
</tr>
</tbody>
</table>

NOTE: This data element is not reported by the agency.

The FTF 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 or one of the U.S. Territories

Freeze the Footprint Asset (YES/NO) is used to identify whether an asset is monitored by the Freeze the Footprint policy or not.

If the asset is monitored by the FTF policy, the FRPP system will populate the FTF data element with a YES (Y).

If the asset is not monitored by the FTF policy, the FRPP system will populate the FTF data element with a NO (N).

In addition, assets which were monitored by the FTF policy in a previous year will continue to be subject
<table>
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<tr>
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<td>3b</td>
<td>Reduce The Footprint</td>
<td>Alphanumeric</td>
<td></td>
<td>(Y/N): Indicate Yes (Y) or No (N) as to indicate that an agency can or cannot increase the asset.</td>
<td>None</td>
<td>New Data Element</td>
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<td>NOTE: This data element is not reported by the agency.</td>
<td></td>
<td>The Reduce the Footprint indicator is searchable based on new FRPP business rules for this data element.</td>
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<tr>
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<td></td>
<td>The RTF data element Y/N indicator is populated based on the following conditions:</td>
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<td></td>
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<td></td>
<td>Chief Financial Officer (CFO) Act Agencies</td>
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<td></td>
<td></td>
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<td>Office and warehouse assets that have:</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Legal Interest of Owned or Leased, AND</td>
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<td></td>
<td></td>
<td>Location in the United States, District of Columbia or one of the U.S. Territories</td>
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<td></td>
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<td></td>
<td></td>
<td>Reduce the Footprint Asset (YES/ NO) is used to identify whether an asset is monitored by the Reduce the Footprint policy or not.</td>
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<td></td>
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<td></td>
<td>If the asset is monitored by the RTF policy, the FRPP system will populate the RTF data element with a YES (Y).</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>If the asset is not monitored by the RTF policy, the FRPP system will populate the RTF data element with a NO (N).</td>
<td></td>
<td></td>
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</tbody>
</table>
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.

Once a RTF asset is disposed, the agency will report the asset as disposed in the current reporting year and the FRPP system will provide YES for the RTF data element.

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<th>Data Element #</th>
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<td>4a</td>
<td>Legal Interest Indicator</td>
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<td>1</td>
<td>Owned (G): The Federal Government has fee simple interest for the real property asset.</td>
<td>LegalInterestIndicator</td>
<td>No changes to FY 2015 Data Element</td>
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<tr>
<td></td>
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<td></td>
<td>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</td>
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<td></td>
<td>Otherwise Managed:</td>
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<td></td>
<td>• 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.</td>
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<td>• Foreign Government-Owned (F): A foreign government, U.S. territory or other 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.</td>
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<td>• Museum Trust (M): A trust entity holds title to the real property asset predominantly used as a museum, but Federal funds may be used for the property.</td>
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</tbody>
</table>
be received to cover certain operational and maintenance costs.

- Withdrawn Land (W): Land Withdrawn from public domain for another Federal entity's specific use

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<th>Data Element #</th>
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</table>
| 4b             | Lease Authority Indicator | Alphanumeric | 2      | • (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 a type of space, such as antennas, depots, piers, and greenhouses.  
• (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.  
• (PC) General Purpose Space - Delegation from GSA: The Administrator of General Services has issued a delegation of authority to the heads of all Federal agencies to | LeaseAuthorityIndicator     | No changes to FY 2015 Data Element |
accomplish all functions relating to leasing of general purpose space. According to FMR Bulletin 2008-B1, dated 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.

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<tr>
<td>5a</td>
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<td>OWNED INVENTORY STATUS CATEGORIES</td>
<td>StatusIndicator</td>
<td>Change the labels for “Active” and “Inactive” to “Current Mission Need” and “Future Mission Need.” No change in definition proposed.</td>
</tr>
</tbody>
</table>

1. Current Mission Need (A)-Asset currently supports agency mission or function.
2. Future Mission Need (I)-Asset not currently supporting agency mission or function.
3. Report of Excess Submitted (B)-Agency has submitted a report of excess to GSA and is pending acceptance by GSA (only Asset subject to Title 40 GSA Authority)
4. Report of Excess Accepted (C)-Agency has received an acceptance of the ROE from GSA Disposal office (only Asset subject to Title 40 GSA Authority)
5. Disposed(D)-Asset has exited the Federal Inventory
6. Determination to Dispose (F)-Agency has made final determination to remove the asset from the inventory, pursuant to independent statutory authorities.
7. Cannot currently be Disposed (G)-Asset that has no long term need however it “cannot currently be disposed” due to certain circumstances, such as environmental remediation, historical status, etc. Agencies must pick one special circumstance from the dropdown list:

Add “Surplus” as a new category under Status Indicator.
Add “Date of Surplus” as a new data element to identify when that declaration is made.
Add a new dropdown list under Cannot Currently Be Disposed to identify specific
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<td>- Environmental Remediation (1)</td>
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<td>reasons why an asset cannot be disposed.</td>
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<td>- Environmental Remediation</td>
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<td>- Title/ Legal Disputes (3)</td>
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<td>- Diplomatic Restrictions</td>
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<td>- Title/ Legal Disputes</td>
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<td>- Easements (5)</td>
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<td>- Campus Location</td>
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<td>- Protective Structures (levies, breakwaters or berms) (6)</td>
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<td>- Easements</td>
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<td>- Other (7)</td>
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<td>- Protective Structures (levies, breakwaters or berms)</td>
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<td></td>
<td>8. Surplus (S) - Asset which has not further need by the agency and may be made available for other uses through public benefit conveyances, negotiated sales or public sales.</td>
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<td>Other</td>
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<td>2. Future Mission Need (I)</td>
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<td>3. Disposed (D)</td>
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<tr>
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<td>MUSEUM TRUST, STATE AND FOREIGN GOVT. OWNED INVENTORY STATUS CATEGORIES</td>
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<td></td>
<td>Assets with legal interest of museum trust, state government owned, or foreign government owned may only have a status of :</td>
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<td>2. Future Mission Need (I)</td>
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<td>3. Disposed (D)</td>
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<td>4. Determination to Dispose (F)</td>
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<td>5. Cannot Currently be Disposed (G)</td>
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<td>6. Surplus (S)</td>
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<td>WITHDRAWN LAND (W)</td>
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<td>1. Current Mission Need (A)</td>
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<td></td>
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</tr>
<tr>
<td>Data Element #</td>
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<td>Data Type</td>
<td>Length</td>
<td>Valid Values</td>
<td>XML Tag</td>
<td>Notes</td>
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<td></td>
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<td></td>
<td>2. Future Mission Need (I)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3. Disposed (D)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4. Surplus (S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5b</td>
<td>Report of Excess Submitted Date</td>
<td>Date</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>ReportOfExcessSubmittedDate</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>5c</td>
<td>Report of Excess Accepted Date</td>
<td>Date</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>ReportOfExcessAcceptedDate</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>5d</td>
<td>Determination to Dispose Date</td>
<td>Date</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>DeterminationToDisposeDate</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>5e</td>
<td>Surplus Declaration Date</td>
<td>Date</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>DateOfSurplus</td>
<td>New Data Element</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>May be a past, present or future date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Submitted if the corresponding status is Surplus (S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Required for all assets with a status indicator of (S)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5f</td>
<td>Outgrant Indicator</td>
<td>Alphanumeric</td>
<td>1</td>
<td>(Y/N): Indicate Yes (Y) or No (N) as to whether rights have been conveyed or granted to another entity.</td>
<td>OutgrantIndicator</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>Data Element #</td>
<td>Data Element Name</td>
<td>Data Type</td>
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<td>XML Tag</td>
<td>Notes</td>
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<td>-------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 6             | Historical Status         | Numeric   | 1      | Each asset where the Legal Interest equals “owned” and 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) | HistoricalStatus       | No changes to FY 2015 Data Element |
| 7             | Reporting Agency          | Numeric   | 4      | 4-digit Agency Bureau Code - first 2 digits identify agency, last 2 digits identify bureau.  
Broadcasting Board of Governors moved to new agency bureau code.                                                                                                                      | ReportingAgency  | No changes to FY 2015 Data Element |
<p>| 8             | Using Organization        | Numeric   | 4      | Agency Bureau Code for predominant user; if main user is non-Federal Gov entity use '9999'. Broadcasting Board of Governors moved to new agency bureau code. |
| 9             | Size                      |           |        |                                                                                                                                                                                                             | Size             | No changes to FY 2015 Data Element |
| 9a            | Acres (Land)              | Numeric   | 12, 3  | Must be &gt; 0                                                                                                                                                                                                  | Acres            | No changes to FY 2015 Data Element |
| 9b            | Square Feet (Buildings)   | Numeric   | 12,3   | Must be &gt; 0                                                                                                                                                                                                  | SquareFeet       | Total amount of square feet will be used for reporting and performance measurement of Freeze the Footprint and Reduce the |</p>
<table>
<thead>
<tr>
<th>Data Element #</th>
<th>Data Element Name</th>
<th>Data Type</th>
<th>Length</th>
<th>Valid Values</th>
<th>XML Tag</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9c</td>
<td>Square Feet Unit Measure</td>
<td>Alphanumeric</td>
<td>1</td>
<td>Values are: Gross (G), Rentable (R), Usable (U) Required for all Building Assets</td>
<td>SquareFeetUnitMeasure</td>
<td>Add new data element with 3 dropdown list selection options: Gross(G), Rentable (R), Usable (U)</td>
</tr>
<tr>
<td>9d</td>
<td>Structural Unit (Structure s)</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt; 0</td>
<td>StructuralUnit</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>9e</td>
<td>Unit of Measure (Structure s)</td>
<td>Numeric</td>
<td>1</td>
<td>Values are: 1 (Each), 2 (Lane Miles), 3 (Linear Feet), 4 (Miles), 5 (Square Yards).</td>
<td>UnitOfMeasure</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>10</td>
<td>Utilization</td>
<td>Numeric</td>
<td>1</td>
<td>Utilization element becomes:</td>
<td>Utilization</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Utilized (6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Underutilized (7)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Unutilized (5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Utilized – 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).

<table>
<thead>
<tr>
<th>Data Element #</th>
<th>Data Element Name</th>
<th>Data Type</th>
<th>Length</th>
<th>Valid Values</th>
<th>XML Tag</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Replacement Value</td>
<td>Numeric</td>
<td>12,3</td>
<td>Keep for owned and otherwise managed Must be &gt; 0</td>
<td>ReplacementValue</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>12</td>
<td>Repair Needs</td>
<td>Numeric</td>
<td>12,3</td>
<td>Repair Needs: 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. Agencies will initially determine repair needs based on existing processes, with a future goal to further refine and standardize the definition.</td>
<td>RepairNeeds</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
</tbody>
</table>
### Federal Real Property Council

#### 2015 Guidance for Real Property Inventory Reporting

<table>
<thead>
<tr>
<th>Data Element #</th>
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<th>Length</th>
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<th>XML Tag</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>Condition Index</td>
<td>Numeric</td>
<td>12,3</td>
<td>Calculated Data Element - <strong>NO LONGER REPORTED BY AGENCIES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Condition Index (CI) is a general measure of the constructed asset’s condition</td>
<td></td>
<td><strong>Condition Index is no longer an entered data element. It is calculated based on Repair Needs and Plant Replacement Value.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>at a specific point in time. Condition Index is calculated as the ratio of</td>
<td></td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Repair Needs to Plant Replacement Value (PRV).</td>
<td></td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td>14</td>
<td>Annual Operating Cost</td>
<td></td>
<td></td>
<td></td>
<td>AnnualOperatingCosts</td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td>14a</td>
<td>Owned and Otherwise Managed Annual Operating and</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;=0</td>
<td>OAndOMOperatingCost</td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td></td>
<td>Maintenance Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14b</td>
<td>Lease Annual Rent to Lessor</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>LeaseAnnualRent</td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td>14c</td>
<td>Lease Annual Operating and Maintenance Costs</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>LeaseAnnualOAndMCosts</td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td>14d</td>
<td>Total Recurring Maintenance and Repair</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>TotalRecurringMaintRepai rcost</td>
<td><strong>No changes to FY 2015 Data Element</strong></td>
</tr>
<tr>
<td>Data Element #</td>
<td>Data Element Name</td>
<td>Data Type</td>
<td>Length</td>
<td>Valid Values</td>
<td>XML Tag</td>
<td>Notes</td>
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</tr>
<tr>
<td>14e</td>
<td>Elevator</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>ElevatorCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14f</td>
<td>HVAC</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>HVACCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14g</td>
<td>Plumbing</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>PlumbingCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14h</td>
<td>Total Utilities</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>TotalUtilitiesCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14i</td>
<td>Water/Sewage</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>WaterSewageCost</td>
<td>No changes to FY 2015 Data Element</td>
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<tr>
<td>14j</td>
<td>Electricity</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>ElectricityCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14k</td>
<td>Gas</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>GasCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14l</td>
<td>Steam</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>SteamCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>14m</td>
<td>Cleaning and Janitorial</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>CleaningJanitorialCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>Data Element #</td>
<td>Data Element Name</td>
<td>Data Type</td>
<td>Length</td>
<td>Valid Values</td>
<td>XML Tag</td>
<td>Notes</td>
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</tr>
<tr>
<td>14n</td>
<td>Roads and Groundskeeping</td>
<td>Numeric</td>
<td>12,3</td>
<td>Must be &gt;= 0</td>
<td>RoadsGroundsKeepingCost</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>15</td>
<td>Main Location</td>
<td></td>
<td></td>
<td>MainLocation</td>
<td>MainLocation</td>
<td></td>
</tr>
<tr>
<td>15a</td>
<td>Street Address</td>
<td>Alphanumeric</td>
<td>100</td>
<td>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.</td>
<td>StreetAddress</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>15b</td>
<td>Latitude</td>
<td>Alphanumeric</td>
<td>20</td>
<td>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.</td>
<td>Latitude</td>
<td>Agencies need to transform all latitude/longitude values WGS 84.</td>
</tr>
<tr>
<td>15c</td>
<td>Longitude</td>
<td>Alphanumeric</td>
<td>20</td>
<td>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</td>
<td>Longitude</td>
<td>Agencies need to transform all latitude/longitude values WGS 84.</td>
</tr>
<tr>
<td>16</td>
<td>Real Property Unique Identifier</td>
<td>Alphanumeric</td>
<td>24</td>
<td>Reporting agency assigns this identifier for links to other information systems.</td>
<td>RealPropertyUniqueId</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>17</td>
<td>City</td>
<td>Alphanumeric</td>
<td>4</td>
<td>GLC City Code (Refer to FRPP homepage for “Quick Links” to locate codes)</td>
<td>City</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
</tbody>
</table>

Note: There is no change to the data element although FRPP has adopted the GNIS as the...
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<thead>
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<th>Data Element Name</th>
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<th>Length</th>
<th>Valid Values</th>
<th>XML Tag</th>
<th>Notes</th>
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<tr>
<td>18</td>
<td>State</td>
<td>Alphanumeric</td>
<td>2</td>
<td>GLC State Code(Refer to FRPP homepage for “Quick Links” to locate codes)</td>
<td>State</td>
<td>No changes to FY 2015 Data Element Note: There is no change to the data element although FRPP has adopted the GNIS as the standard for GLC city, state and county codes.</td>
</tr>
<tr>
<td>19</td>
<td>Country</td>
<td>Alphanumeric</td>
<td>3</td>
<td>GLC Country Code(Refer to FRPP homepage for “Quick Links” to locate codes)</td>
<td>Country</td>
<td>No changes to FY 2015 Data Element Note: There is no change to the data element although FRPP has adopted the GENC as the standard for GLC country codes.</td>
</tr>
<tr>
<td>20</td>
<td>County</td>
<td>Alphanumeric</td>
<td>3</td>
<td>GLC County Code(Refer to FRPP homepage for “Quick Links” to locate codes)</td>
<td>County</td>
<td>No changes to FY 2015 Data Element Note: There is no change to the data element although FRPP has adopted the GNIS as the standard for GLC city, state and county codes.</td>
</tr>
<tr>
<td>21</td>
<td>Congressional District</td>
<td>Alphanumeric</td>
<td>20</td>
<td>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., &quot;1, 5, 14&quot;.</td>
<td>CongressionalDistricts</td>
<td>No changes to FY 2015 Data Element Optional for structure assets</td>
</tr>
<tr>
<td>Data Element #</td>
<td>Data Element Name</td>
<td>Data Type</td>
<td>Length</td>
<td>Valid Values</td>
<td>XML Tag</td>
<td>Notes</td>
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</tr>
<tr>
<td>22</td>
<td>ZIP code</td>
<td>Alphanumeric</td>
<td>9</td>
<td>5-digit ZIP code and if known the 4-digit suffix. ZIP codes from USPS</td>
<td>Zipcode</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not required for foreign assets.</td>
</tr>
<tr>
<td>23</td>
<td>Installation/Sub-Installation Identifier</td>
<td>Alphanumeric</td>
<td></td>
<td></td>
<td>InstallationAndSubInstallationIdentifier</td>
<td>Field length changed from 6 to 24</td>
</tr>
<tr>
<td>23a</td>
<td>Installation Identifier</td>
<td>Alphanumeric</td>
<td>24</td>
<td>Headquarters installation code as assigned by the reporting agency.</td>
<td>InstallationIdentifier</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Optional for structure assets</td>
</tr>
<tr>
<td>23b</td>
<td>Sub-Installation Identifier</td>
<td>Alphanumeric</td>
<td>24</td>
<td>Part of installation identified by a different Main Location than headquarters installation.</td>
<td>SubInstallationIdentifier</td>
<td>Field length changed from 6 to 24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Optional for structure assets</td>
</tr>
<tr>
<td>23c</td>
<td>Installation Name</td>
<td>Alphanumeric</td>
<td>100</td>
<td>Name of the installation (e.g., building name or campus name).</td>
<td>InstallationName</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Optional for structure assets</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>This is an optional field.</td>
</tr>
<tr>
<td>24</td>
<td>Disposition</td>
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<td></td>
<td>DispositionData</td>
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<td>Valid Values</td>
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<tr>
<td>n</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td><em>Addition of the following additional Disposition Methods to the existing list of options:</em></td>
</tr>
<tr>
<td>24a</td>
<td>Disposition Method</td>
<td>Alphanumeric</td>
<td>2</td>
<td>(PB) Public Benefit Conveyance</td>
<td>DispositionMethod</td>
<td>- Loss due to Disaster&lt;br&gt;- Abandonment&lt;br&gt;- Loss due to Deterioration&lt;br&gt;- Return to Host Nation/ Tribe&lt;br&gt;- Loss due to Training Exercise&lt;br&gt;- Reversion to Prior Owner&lt;br&gt;- Exchange</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (HA) Homeless Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (HE) Health or Educational Use</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (PR) Public Parks &amp; Public Recreational Area</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- (HM) Historic Monuments</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (CF) Correctional Facility Use</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- (PF) Port Facilities</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>- (PA) Public Airports</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>- (WC) Wildlife Conservation</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (NS) Negotiated Sales to Public Agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (SH) Self-help Housing</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- (LW) Law Enforcement &amp; Emergency Management Response</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(FT) Federal Transfer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(SL) Sale</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>- (SN) Negotiated Sales</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>- (SP) Public Sale</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(LX) Lease Termination</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(LE) Lease Expiration</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(DM) Demolition</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(OT) Other</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(LD) Loss due to Disaster</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AB) Abandonment</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(DE) Loss due to Deterioration</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(RH) Return to Host Nation/ Tribe</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(LT) Loss due to Training Exercise</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(RO) Reversion to Prior Owner</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(EX) Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Element #</td>
<td>Data Element Name</td>
<td>Data Type</td>
<td>Length</td>
<td>Valid Values</td>
<td>XML Tag</td>
<td>Notes</td>
</tr>
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<td>-----------</td>
<td>--------</td>
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<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>24b</td>
<td>Disposition Date</td>
<td>Date</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>DispositionDate</td>
<td>No changes to FY 2015 Data Element</td>
</tr>
<tr>
<td>24c</td>
<td>Actual Sales Price</td>
<td>Numeric</td>
<td>12,3</td>
<td>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 &gt;= 0</td>
<td>DispositionValue</td>
<td>Change the current label from “Disposition Value” to “Actual Sales Price.”</td>
</tr>
<tr>
<td>24d</td>
<td>Net Proceeds</td>
<td>Numeric</td>
<td>12,3</td>
<td>Amount without $ symbol Data reporting is required only for assets disposed through Sale (Negotiated or Public). May not report for Leased Assets</td>
<td>NetProceeds</td>
<td>Addition of a new data element for all assets that are disposed of via Sale.</td>
</tr>
<tr>
<td>25</td>
<td>Sustainability</td>
<td>Numeric</td>
<td>1</td>
<td>1: Yes 2: No 3: Not yet evaluated 4: Not applicable</td>
<td>IsSustainable</td>
<td>No changes to FY 2015 Data Element Required for Buildings &gt; 5,000 GSF.</td>
</tr>
<tr>
<td>Data Element #</td>
<td>Data Element Name</td>
<td>Data Type</td>
<td>Length</td>
<td>Valid Values</td>
<td>XML Tag</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------</td>
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<td>---------------</td>
<td>-------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>26</td>
<td>Lease Expiration Date</td>
<td>Date</td>
<td>10</td>
<td>MM/DD/YYYY</td>
<td>LeaseExpirationDate</td>
<td>No changes to FY 2015 Data Element Used Only for Leased Assets</td>
</tr>
</tbody>
</table>
## Appendix C: Frequently Asked Questions (FAQS)

<table>
<thead>
<tr>
<th>Data Element/Keyword</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Real Property Type</strong></td>
<td></td>
</tr>
<tr>
<td>Real Property Type; Land</td>
<td>(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 the FRPP? The agency that owns the land should report the land to GSA.</td>
</tr>
<tr>
<td>Real Property Type; Buildings; Structures</td>
<td>(2) Are trailers considered buildings or structures? This would depend on an individual agency’s internal regulations. If the trailer is considered personal property within the agency, then it is not reported. If it is considered to be real property, then it should be reported to the FRPP inventory system.</td>
</tr>
<tr>
<td><strong>Real Property Use</strong></td>
<td></td>
</tr>
<tr>
<td>Real Property Use</td>
<td>(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.</td>
</tr>
<tr>
<td>Real Property Use</td>
<td>(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.”</td>
</tr>
<tr>
<td>Real Property Use</td>
<td>(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).”</td>
</tr>
<tr>
<td><strong>Legal Interest</strong></td>
<td></td>
</tr>
<tr>
<td>Legal Interest; Leased Properties</td>
<td>(6) Which data elements are required for leased properties (e.g., Replacement Value, Condition Index, etc.)? For the FY 2012 reporting cycle, leased assets will revert back to being reported at the Asset level as it was in years past. Starting in FY 2012, the following data elements are no longer required for leased assets: Status Indicator, Replacement Value, Condition Index, Disposition Value, and Net Proceeds.</td>
</tr>
<tr>
<td>Lease Authority Indicator; Lease Maintenance Indicator</td>
<td>(7) Is the data element Lease Authority Indicator required for outgrants? Lease Authority Indicator (sub-data element of Legal Interest) is not required for outgrants unless the asset being outgranted is a leased asset.</td>
</tr>
<tr>
<td>Legal Interest; GSA delegated authority</td>
<td>(8) If an agency has a delegation of authority from GSA to acquire leased space, which agency is responsible for reporting the asset to the FRPP? The agency that signs the lease document is responsible for reporting that asset to FRPP. If an agency leases space under a delegation of authority from GSA, that agency must report the asset to the FRPP and specify the appropriate Lease Authority Indicator.</td>
</tr>
<tr>
<td>Legal Interest; Concessions</td>
<td>(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.</td>
</tr>
<tr>
<td>Legal Interest; Partially occupied</td>
<td>(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.</td>
</tr>
</tbody>
</table>
### Status

<table>
<thead>
<tr>
<th>Data Element/Keyword</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status; Outgrant</td>
<td>(11) How is the Status field handled in cases where the property is an outgrant or outlease?</td>
</tr>
<tr>
<td></td>
<td>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 active, inactive, or excess, then provide a “yes/no” as to whether or not the property is outgranted.</td>
</tr>
<tr>
<td>Status; Outgrant; Using Organization</td>
<td>(12) What values for Status and Outgrant Indicator should be provided for the following situations?</td>
</tr>
<tr>
<td></td>
<td>Q: If the owned property is outgranted outside of the Reporting Agency but still within the Government?</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Q: If the owned property is outgranted to a non-Federal Government entity?</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Status</td>
<td>(13) How should the information be entered if there is more than one Status?</td>
</tr>
<tr>
<td></td>
<td>Agencies should report the predominant status of the property.</td>
</tr>
<tr>
<td>Status; Outgrant</td>
<td>(14) What percentage of constructed asset should be outgranted for a “Yes” response?</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Status; &quot;Disposed&quot;</td>
<td>(15) If I report “Disposed” as the Status of an asset, am I required to provide all FRPP data elements?</td>
</tr>
<tr>
<td></td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>Real Property Type</td>
</tr>
<tr>
<td></td>
<td>Real Property Use</td>
</tr>
<tr>
<td></td>
<td>Legal Interest Indicator</td>
</tr>
<tr>
<td></td>
<td>Reporting Agency/Bureau</td>
</tr>
<tr>
<td></td>
<td>Size</td>
</tr>
<tr>
<td></td>
<td>Annual Operating Costs (Annual Net Rent to Lessor and Annual Operating and Maintenance Costs for Leases)</td>
</tr>
<tr>
<td></td>
<td>Real Property Unique Identifier</td>
</tr>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>County</td>
</tr>
<tr>
<td></td>
<td>Country</td>
</tr>
<tr>
<td></td>
<td>Disposition sub-data elements:</td>
</tr>
<tr>
<td></td>
<td>- Disposition Method</td>
</tr>
<tr>
<td></td>
<td>- Disposition Date</td>
</tr>
<tr>
<td></td>
<td>- Disposition Value</td>
</tr>
<tr>
<td></td>
<td>- Net Proceeds</td>
</tr>
<tr>
<td></td>
<td>- Recipient</td>
</tr>
<tr>
<td></td>
<td>Refer to data element 23a. Disposition Method for further details on certain disposal methods.</td>
</tr>
</tbody>
</table>

### Historical Status
### Data Element/Keyword

<table>
<thead>
<tr>
<th>Historical Status</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>(16)</td>
<td>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?</td>
</tr>
</tbody>
</table>

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

(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 25 data elements, including Restrictions, are reported by the agency holding the title.

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

(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 FRPC category codes are broad categories; therefore, internal agency systems should allow for more detailed units 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.

Replacement Value

(21) 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

(22) 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).

(23) 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.

(24) 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 “13b. Lease Annual Rent to Lessor” and “13c. Lease Annual Operating and Maintenance Costs.”

(25) What if agencies are unable to separate their Lease Annual Rent to Lessor (13b) and Lease Annual Operating and Maintenance Costs (13c)?

Agencies with no ability to account for division between the annual rent and maintenance costs may input zero in 13c and out the entire sum amount in 13b.

(26) 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.

(27) 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:**

1. **(28)** 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.

2. **(29)** 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).

3. **(30)** 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:**

1. **(31)** 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:**

1. **(32)** Are the Geo Location 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 may be found at [http://www.gsa.gov/glc](http://www.gsa.gov/glc).

### Congressional District

**Congressional District:**

1. **(33)** 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:**

1. **(34)** 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:**

1. **(35)** If an agency disposes of an asset during the reporting period, is it required to report the asset to the FRPP?
   
   Yes, the agency must identify the asset as disposed by providing the required information for the disposition data element. See data element 23. Disposition.
Disposition (36) 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
- 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

   o “Disposition Value” can only be submitted for Sale or subcategories, Negotiated or Public Sale.

Disposition (37) 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 (38) 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 (39) 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 (40) 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 (41) 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 #23.

Disposition (42) Why does an agency receive a list of missing Real Property Unique Identifiers during the confirmation step of the FRPP data submission process?

Before an agency completes the confirmation step, FRPP 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 (43) Do I report the Sustainability data element on all assets in my inventory?

Reporting is required for all buildings greater than 5,000 gross square feet (GSF). The data element must not be reported for land assets, structures, or building assets less than or equal to 5,000 GSF.

Sustainability (44) How do I determine if an asset is sustainable?

To be considered sustainable and report “Yes”, the asset must meet the five Guiding Principles for High Performance and Sustainable Buildings that can be found at https://www.federalregister.gov/articles/2015/03/25/2015-07016/planning-for-federal-sustainability-in-the-next-decade

Sustainability (45) Who reports on leased buildings?

Agency reporting responsibilities for Sustainability data is consistent with the methodology for reporting leases. The agency that is a signatory to the lease agreement is responsible for reporting on the Sustainability data element.
**Lease Expiration Date**

<table>
<thead>
<tr>
<th>Lease Expiration Date</th>
<th>(46) Does this date include any renewal options in the lease?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

**Data Submission**

<table>
<thead>
<tr>
<th>Data Submission</th>
<th>(47) What do you include in a field if you don’t have the information for one of the data elements?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agencies must make every effort to provide current and accurate data for all data elements that were approved by the FRPC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Submission</th>
<th>(48) How must our agency submit real property information? When does the official FRPP reporting cycle begin?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each agency must submit real property information annually as follows:</td>
</tr>
<tr>
<td></td>
<td>a) Data for agencies' real property inventory is as of the last day of each fiscal year. The fiscal year ends on September 30.</td>
</tr>
<tr>
<td></td>
<td>b) Agencies can begin uploading data to the Federal Real Property Profile (FRPP) for testing and validation at any time. The cut-off date for data submission is December 15.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Submission</th>
<th>(49) If agencies upload data using the XML format, will they still need to go through the validation and certification process in FRPP?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, the authorized users will be required to validate and certify the data online.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Data Submission</th>
<th>(50) Can agencies have multiple data submissions to the FRPP and then upload it once?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes, agencies may stage and upload multiple files in agency inventory of the FRPP. However, the Agency Administrator for FRPP must confirm the inventory at the entire agency level after all the files have been uploaded to the main area of the database.</td>
</tr>
</tbody>
</table>
# APPENDIX D: ACRONYMS

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

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

<table>
<thead>
<tr>
<th>Agency Code</th>
<th>Bureau Code</th>
<th>Abbreviated Title</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>00</td>
<td>00</td>
<td>Congress</td>
<td>United States Congress</td>
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<tr>
<td>00</td>
<td>03</td>
<td>Congressional Committees</td>
<td>Congressional Committees and Subcommittees</td>
</tr>
<tr>
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<td>05</td>
<td>House of Representatives</td>
<td>House of Representatives</td>
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<tr>
<td>00</td>
<td>09</td>
<td>Financial Oversight</td>
<td>Temporary Comm on Financial Oversight of Dist of Col.</td>
</tr>
<tr>
<td>00</td>
<td>19</td>
<td>Senate</td>
<td>Senate</td>
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<tr>
<td>00</td>
<td>20</td>
<td>Presidential Transition</td>
<td>Presidential Transition</td>
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<tr>
<td>00</td>
<td>22</td>
<td>Tribal Organizations</td>
<td>Tribal Organizations</td>
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<td>00</td>
<td>51</td>
<td>Inaugural Committee</td>
<td>Inaugural Committee</td>
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<tr>
<td>00</td>
<td>52</td>
<td>Food and Agriculture Org</td>
<td>Food and Agriculture Organization of the United Nations</td>
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<tr>
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<td>53</td>
<td>Inter-American Defense B</td>
<td>Inter-American Defense Board</td>
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<td>54</td>
<td>Inter-American Developme</td>
<td>Inter-American Development Bank</td>
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<tr>
<td>00</td>
<td>55</td>
<td>Intergovernmental Commit</td>
<td>Intergovernmental Committee for European Migration</td>
</tr>
<tr>
<td>00</td>
<td>56</td>
<td>International Atomic Ene</td>
<td>International Atomic Energy Agency</td>
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<td>00</td>
<td>57</td>
<td>International Bank for</td>
<td>International Bank for Reconstruction and Development</td>
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<td>International Civil Avia</td>
<td>International Civil Aviation Organization</td>
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<td>International Finance Co</td>
<td>International Finance Corporation</td>
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<td>International Monetary Fund</td>
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<td>International Telecommun</td>
<td>International Telecommunications Union</td>
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<td>00</td>
<td>62</td>
<td>National Academy of Scie</td>
<td>National Academy of Sciences</td>
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<tr>
<td>00</td>
<td>63</td>
<td>Organization of American</td>
<td>Organization of American States (Pan American Union)</td>
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<td>00</td>
<td>64</td>
<td>Pan American Health Org</td>
<td>Pan American Health Organization</td>
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<td>65</td>
<td>Statue of Liberty/Ellis</td>
<td>Statue of Liberty/Ellis Island Foundation</td>
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<td>South Pacific Commission</td>
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<td>United Nations</td>
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<td>UN Educational Scientifi</td>
<td>United Nations Educational Scientific, and Cultural Organization</td>
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<td>69</td>
<td>Universal Postal Union</td>
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<td>Amy and Air Force Excha</td>
<td>Army and Air Force Exchange Service</td>
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<td>Interagency Comm on Mari</td>
<td>Interagency Committee on Marine Research, Education, and Facilities</td>
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<td>75</td>
<td>North Atlantic Treaty Or</td>
<td>North Atlantic Treaty Organization</td>
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<td>00</td>
<td>76</td>
<td>Army and Air Force Moto</td>
<td>Army and Air Force Motion Picture Service</td>
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<td>00</td>
<td>77</td>
<td>National Trust for Histo</td>
<td>National Trust for Historical Preservation</td>
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<tr>
<td>00</td>
<td>78</td>
<td>Federal Reserve System</td>
<td>Federal Reserve System</td>
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<td>79</td>
<td>American National Red Cr</td>
<td>American National Red Cross</td>
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<td>80</td>
<td>Caribbean Organization</td>
<td>Caribbean Organization</td>
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<td>81</td>
<td>Miscellaneous Government</td>
<td>Miscellaneous Government Non-Appropriated Fund Activities</td>
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<td>United Nations-Internati</td>
<td>United Nations-International Labor Office</td>
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<td>83</td>
<td>National Alliance of Bus</td>
<td>National Alliance of Businessmen</td>
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<td>National Building Museum</td>
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<td>National Consumer Cooper</td>
<td>National Consumer Cooperative Bank</td>
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<td>86</td>
<td>United Nations Informati</td>
<td>United Nations Information Service</td>
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<td>87</td>
<td>Miscellaneous Non-Govern</td>
<td>Miscellaneous Non-Government Accounts</td>
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<td>Organization for Econom</td>
<td>Organization for Economic Cooperation and Development</td>
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<tr>
<td>00</td>
<td>89</td>
<td>Navy Resale and Services</td>
<td>Navy Resale and Services (Non-Appropriated)</td>
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<td>90</td>
<td>Washington Metropolitan</td>
<td>Washington Metropolitan Area Transit Commission</td>
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<td>UN World Food Program</td>
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<td>Architect Capitol</td>
<td>Architect of the Capitol</td>
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<td>01</td>
<td>Capitol Buildings</td>
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<tr>
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<td>03</td>
<td>Capitol Grounds</td>
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<td>05</td>
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<td>Agency Code</td>
<td>Bureau Code</td>
<td>Abbreviated Title</td>
<td>Title</td>
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<td>09</td>
<td>House Office Buildings</td>
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<tr>
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<td>Library of Congress Bull</td>
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<tr>
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<td>Senate Office Buildings</td>
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<td>00</td>
<td>Library of Congress</td>
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<tr>
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<td>United States Botanic Ga</td>
<td>United States Botanic Garden</td>
</tr>
<tr>
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<td>02</td>
<td>Office of Technology Ass</td>
<td>Office of Technology Assessment</td>
</tr>
<tr>
<td>09</td>
<td>03</td>
<td>National Commission on C</td>
<td>National Commission on Children</td>
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<td>04</td>
<td>Biomedical Ethics Board</td>
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<td>05</td>
<td>Copyright Royalty Tribunal</td>
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<td>06</td>
<td>Office of Compliance</td>
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<tr>
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<td>07</td>
<td>HELP Commission</td>
<td>Helping Enhance the Livelihood of People Around the Globe</td>
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<td>Natl Commission on Terro</td>
<td>National Commission on Terrorist Attacks Upon the United States</td>
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<td>03</td>
<td>Courts of the District of</td>
<td>Courts of the District of Columbia</td>
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<td>Bicentennial Commission of the Judicial Conference of the U.S.</td>
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<td>United States Court of International Trade</td>
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<td>Bankruptcy Clerk</td>
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<td>Community Defenders</td>
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<tr>
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<td>30</td>
<td>off of indepdnt council</td>
<td>Court of Appeals Judges Chambers</td>
</tr>
<tr>
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<td>31</td>
<td>Court Of Appeals Courtro</td>
<td>Court of Appeals Courtrooms</td>
</tr>
<tr>
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<td>32</td>
<td>Court Of Appeals Clerk</td>
<td>Court of Appeals Clerk</td>
</tr>
<tr>
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<td>Circuit Executive</td>
<td>Circuit Executive</td>
</tr>
<tr>
<td>10</td>
<td>35</td>
<td>Court Of Appeals Cntl Le</td>
<td>Court of Appeals Central Legal Staff</td>
</tr>
<tr>
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<td>37</td>
<td>Circuit Libraries</td>
<td>Circuit Libraries</td>
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<td>District Judge Chambers</td>
<td>District Judge Chambers</td>
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<td>41</td>
<td>District Judge Courtroom</td>
<td>District Judge Courtrooms</td>
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<tr>
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APPENDIX F: GLC COUNTRY CODE CROSSWALK

In FY 2014, FRPP adopted Geospatial Entities, Names, and Codes (GENC) standard for the GLC Country Codes. The following table provides a crosswalk of the old Country Codes to the new Country Codes.

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**APPENDIX G: CFO ACT AGENCIES**

The following agencies are required to submit data to the FRPP under EO 13327 and sections 901(b)(1) and (b)(2) of title 31, United States Code.
- Department of Agriculture
- Department of Commerce
- Department of Defense (includes Air Force, Army, Corps of Engineers, and Navy)
- Department of Education*
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development*
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of the Treasury
- Department of Veterans Affairs
- Environmental Protection Agency
- General Services Administration
- National Aeronautics and Space Administration
- National Science Foundation
- Nuclear Regulatory Commission*
- Office of Personnel Management
- Small Business Administration*
- Social Security Administration*
- United States Agency for International Development

*The following agencies obtain and use real estate through GSA: Department of Education, Department of Housing and Urban Development, Nuclear Regulatory Commission, Small Business Administration, and Social Security Administration. Consequently, those agencies did not report any real property assets to the FRPP in FY 2009; these assets are reported by GSA.
APPENDIX G: FY 2015 GSA GUIDANCE: GATHERING PERSONNEL DATA

Fiscal Year 2015 GSA Guidance
Gathering Personnel Data for the Square Feet per Person
Real Property Metric

Introduction

The Administration has developed metrics to measure and benchmark the performance of the Federal Government’s work in key administrative areas to include real property. To implement the real property element of the President’s Management Agenda (PMA), four real property performance metrics have been developed and issued.

- Current Portfolio Square Feet as a Percent of Freeze the Footprint Baseline
- Rent per Square Foot
- Operation and Maintenance Cost per Square Foot
- Square Feet per Person

The metric “Square Feet per Person” requires that all Chief Financial Officer (CFO) Act agencies count federal and contractor personnel down to the asset level for all assets categorized as predominant use “Office” in the Federal Real Property Profile (FRPP). The purpose of this guidance document is to provide strategies and methodologies that agencies can use to count and report federal and contractor personnel at the asset level. Information on personnel location must be collected at the asset level to provide accurate data to assess how efficiently agencies are using their office space.

Requirement for Agencies

All CFO Act agencies are required to submit fiscal year (FY) 2015 personnel data for all assets that are predominantly used as office space. The data is to be reported on or before February 5, 2016. Personnel data includes both the number of federal employees and resident contractors and shall be reported at the individual asset level. Agencies will use the reporting tool established in the OMB MAX collaboration, information sharing and data collection web based application to submit their personnel data. Personnel counts for federal employees and resident contractors are the only data elements agencies must report. All other fields in the MAX templates will be pre-populated with data from the FY 2015 FRPP data submission files and the General Services Administration’s (GSA) occupancy agreement (OA) databases.

General Services Administration Data Analysis

GSA will pair each agency’s submitted personnel data with the applicable data reported in the FY 2015 FRPP to develop a square foot per person metric. 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 timeline for completion is February 15, 2016. 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.
Definition of Personnel Metric

The “Square Feet per Person” metric will be calculated by dividing the numerator “Current office space SF by asset” by the denominator “Personnel as whole number counts of federal employees and contractors in office space,” using the definition below.

In consultation with the Chief Human Capital Officer (CHCO) Council, each agency should contact their CHCO to ensure the agency makes the count in a consistent manner. The reporting tool described in this guidance shall be used to report the data for this metric.

Personnel Definition:

- The total number of full and part time employees who are permanently assigned to a facility;
- Seasonal hires, interns, and other temporary staff if they predominantly work in the office 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 are counted.
- The total number of resident contractors. Resident contractors are those 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.”

Agency reported personnel data will be used for pre-decisional data analysis and will not be distributed outside of the federal community.

Methodologies for Personnel Data Gathering

The Square Feet per Person metric will provide agencies with the ability to compare their space utilization across all the office buildings within their portfolio and against other benchmark data. Calculating this metric requires knowing the square footage occupied by your agency in each office building and the number of people working in them.

The square feet needed for this metric will be provided from existing data sources including the FRPPP and GSA occupancy agreement databases. Agencies will be required to submit personnel numbers for each building asset into the pre-loaded spreadsheets in MAX. There will be two separate columns in each row to populate personnel numbers. The first column will be populated with the total number of federal employees and the second column will be populated with the total number of resident contractors occupying each building asset.

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 CFO Act 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 office 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 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 office space 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 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.

**Agency Examples of Current Processes to Collect Personnel Data**

Some agencies have human resources systems that track employees to the asset level. Others have developed systems based upon Microsoft Active Directory or email systems that track employees to individual buildings for emergency management purposes. Examples of current agency practices are provided in the Appendices to provide insight into methods that can be used to collect personnel data.

- Appendix A: Department of Treasury, Shared Services
- Appendix B: Department of Interior, Microsoft Active Directory

**Data Reporting**

To assist agencies in this collection effort, OMB has developed the PMA Federal Office Building Personnel Homepage in MAX under the Financial Management Community. This is the landing page for the collection of Federal asset-based personnel data to support the Administration’s goals on benchmarking real estate data.

To access the PMA Federal Office Building Personnel Homepage, click on the following link to log in: [https://max.omb.gov/community/x/9IuBKg](https://max.omb.gov/community/x/9IuBKg)

If you do not have a MAX ID go to: [https://max.omb.gov/maxportal/](https://max.omb.gov/maxportal/)

At the top of the page click on “Don't Have a MAX ID Yet?” and then click on the “Register Now” tab to obtain an ID. Once you have obtained a MAX ID click the first link provided above to reach the real property data collection home page.

Upon reaching the home page you will have the option of selecting from the following under the Application Link:

- **2015 PMA--Owned and Direct Leased Properties Collection Tool**
- **2015 PMA--Personnel Data for GSA Occupancy Agreement Collection Tool**

The two links are provided to allow for reporting agency personnel data by asset - one for agency owned properties and direct leases identified in the FRPP and the other for assets leased in GSA buildings through OAs.
Upon clicking on either link you will be presented with a new screen. On the left hand side you will find a list of agencies and bureau components. Clicking on your organization will present a spreadsheet listing the applicable assets.

Both collection templates will be partially pre-populated. The only two fields that need to be populated with a numeric value are # Federal Personnel and # Contractor Personnel. These values can be added directly into the MAX spreadsheet by clicking the edit button or the spreadsheet can be downloaded into Excel, populated and then uploaded to the MAX tool for submission. If you choose to update the spreadsheets online, be sure to save your work often!

It is important to note that while agency owned assets and direct leases may house more than one agency bureau, the asset will only appear in the spreadsheets under the predominate using organization, as reported in the FRPP. In order to produce accurate metrics, agencies must ensure that the spreadsheet is populated with the total number of personnel and contractors for the entire asset, not just the primary bureau occupant (Agencies should ONLY report zero (0) in the spreadsheets if the asset truly has no personnel associated with it. If the agency knows that the building does house people but does not know how many, then the field should be left BLANK. Buildings with missing/blank personnel data will not be included in the space utilization metric calculation.).

Assets that are occupied under GSA OAs, on the other hand, may be listed in the spreadsheets multiple times and under multiple organizations. In these cases, agencies should make every effort to report personnel data for each of the OAs. If the agency does not track personnel data at the OA level, every attempt should be made to distribute the total number of federal personnel and contractors in a manner consistent with the square feet reported (Agencies should ONLY report zero (0) in the spreadsheets if the OA truly has no personnel associated with it. If the agency knows that the OA does house people but does not know how many, then the field should be left BLANK. OAs with missing/blank personnel data will not be included in the space utilization metric calculation.).

Once you have completed adding the number of federal personnel and contractor personnel assigned to each asset or OA, you must save the data and submit. Agencies are to complete the data entry process no later than February 5, 2016.

For questions on the GSA guidance, please contact Stephanie Klodzen at (202) 501-1376 or stephanie.klodzen@gsa.gov. Questions regarding PMA Policy, metrics and the MAX data collection tool may be directed to Anthony O’Farrell at (571) 241-1072 or anthony.ofarrell@gsa.gov.

Appendices

Appendix A: Department of the Treasury, Shared Services

Appendix B: Department of the Interior, Microsoft Active Directory

APPENDIX A:

DEPARTMENT OF TREASURY, SHARED SERVICES

Treasury Shared Services customers have a variety of tools available for consumption. One such tool is Workforce Analytics. Workforce Analytics contains several predefined standard reports as well as the ability to create custom reports. The datasets contained within Workforce Analytics include NFC Paypers, NFC Perhis and HR Connect.

The Enterprise Data Management team has created a report to identify buildings utilized by Treasury Shared Services customers. The report will display a headcount and FTE count of employees by agency, building state, building address and office name. This FTE count is calculated by the following: Full-time = 1, Part-time = 0.5

It is important to note that the information is updated by personnel. The information will only be accurate if the agency personnel update the HR Connect information in a timely and accurate manner.

Please follow these steps to access the report.

Step 1: Authenticate to Workforce Analytics
The Workforce Analytics tool is available here: Workforce Analytics.

The username and password will be the user’s HR Connect username and password. Contractors not managed through HR Connect will need to contact the HR Connect helpdesk for assistance.

The first time accessing the system the user will be prompted to enter credentials twice. This is expected. The second processing of credentials may take several minutes. Please be patient. After successful login the user will see the home screen.

Step 2: Access the report

Select the ‘Current’ page from the menu

Locate the report Current Headcount By Org Building Location listed under ‘Demographics’

Click the link to launch the report.

The user’s department and agency will automatically populate as available values in the parameter fields. Select the desired values and click ‘View Report’ to run the report.

After the report output displays the user will have the option to drill down the organization to the state, address and office.
APPENDIX B:

DEPARTMENT OF THE INTERIOR MICROSOFT ACTIVE DIRECTORY

The Department of the Interior (DOI) developed an information technology application that enables all 70,000 DOI employees to update their location information in MyAccount, an application contained within Active Directory, an application within DOI’s IT system. Active Directory is a Microsoft tool used by the CIO for employee rights, permissions and authentication. MyAccount prompts employees to enter their physical location (Postal address and Latitude/Longitude) through direct data entry of these values or with the help of a map feature.

Employees are prompted to enter this data once a year through issuance of a Department-wide memo to all employees. The data entered into MyAccount then updates each employee’s Active Directory information in the IT system. A future effort will align these employee locations/buildings with the Real Property Unique Identification (RPUID) number contained in the Federal Real Property Profile database.

The design of the MyAccount application allows an employee to enter their data within two minutes. To implement the PMA personnel data collection process, DOI plans to provide two months for all 70,000 employees to enter their information. The OCIO and the bureaus will then compile the information and associate each address/location with the correct RPUID to identify employees to the appropriate building. Future enhancements to MyAccount will allow DOI to pre-populate the RPUID in MyAccount to enable employees to more readily identify (in the system) the specific buildings in which they work.

The next five Appendix pages display the information screen and instruction for using MyAccount.

The My Account application was originally created in response to Federal Real Property Profile guidance to count and report personnel in each facility in 2011 and the need of DOI Emergency Management program to account for DOI employees in facilities impacted by fires, earthquakes, hurricanes, and tornadoes. Two other benefits My Account provides are it enables DOI security staff to document each facility’s security level and it allows the DOI real property program to characterize space utilization to identify collocation and consolidation opportunities.
Dear employee,

We are pleased to announce a new BisonConnect tool called MyAccount.

This new tool is designed to help you locate your colleagues and make it easier for others to find you by ensuring your directory information is correct! Now you can update your directory profile, including your work location, and identify group distribution list members.

How to update your directory profile

It’s now easy to update your contact information in the BisonConnect Directory, so please update your info today! Here’s how:

1. Open MyAccount through the new BisonConnect App Launcher (the "Google Grid"), or Visit https://myaccount.doi.gov/ and enter your user name (note: your username is what you use to login to your network computer, plus your @bureau.gov at the end, e.g. jsmith@ios.doi.gov or Jean_smith@ios.doi.gov - use the same password you use to login to your network computer).
2. Click on the “My Profile” icon.
3. Click any field to enter or edit information (fields are automatically saved after pressing Enter or clicking out of a field).
4. Your updated directory profile will be available the following business day.

What you need to do

- Update your directory profile by March 31, 2014.
- When updating your address information, make sure to use the lookup tool (a magnifying glass) to add the longitude and latitude for your work location.

If you have any questions or comments, please contact your help desk.
MyAccount is designed to help you locate others and make it easier for others to find you. All DOI employees can now easily update your directory profile and lookup group distribution list members.

Getting Started

- Open MyAccount through the new BisonConnect App Launcher (the “Google Grid”), or Visit https://myaccount.doi.gov/ and enter your user name (note: your username is what you use to login to your network computer, plus your @bureau.gov at the end, e.g. jsmith@ios.doi.gov or John_Smith@ios.doi.gov - use the same password you use to login to your network computer).

- Log in to myaccount.fws.gov using the same username and password you use to login to your computer credentials

- You should see the following screen:

![MyAccount](image)

**Update My Profile**

Here's how to update your directory profile

- Click on the “My Profile” icon to edit your directory information
- Enter information for all of the appropriate fields including title, supervisor and organization code (org code)
- Your updated directory profile will be available the following business day

**Add address, latitude and longitude**

- Street Address: 755 parfet st
- City: Lakewood
- State: CO
- ZIP: 80215
- Latitude: 39.7283959
- Longitude: -105.1204650
Here's what you need to know

- If you have an address populated in the directory, MyAccount will automatically populate the latitude and longitude based on that address however
- If you don’t have an address populated in the directory, you have the option to add one
- Click on the magnifying glass icon to the right to enter an address
- Once you choose an address from the suggestion, (pressing enter or clicking the address), a dialog to populate latitude and longitude will appear
Group Lookup

If you want to know who’s in a specific email distribution list across all Bureaus, and which lists you are in, then use our new Group lookup. Here’s how:

- Log into [https://myaccount.doi.gov](https://myaccount.doi.gov) using the same username and password you use to login to your computer
- Click on “Distribution Groups” icon
- See the list of email distribution groups in which you are a member
- Click on the group name to see the members
- To search for a group, use the search box to find a group and then hit ‘Enter’ to submit

If you are a manager of a group, you will be allowed to make changes to that group’s membership.