

FEDERAL REAL PROPERTY COUNCIL

**2006 GUIDANCE FOR
REAL PROPERTY INVENTORY REPORTING**

AUGUST 4, 2006

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A. BACKGROUND: EXECUTIVE ORDER 13327

This document represents the Federal real property reporting guidelines for agencies. Issued by the Federal Real Property Council (FRPC), pursuant to Executive Order (EO) 13327¹, this 2006 version reflects changes and additions to the data elements and electronic submission process as approved by the FRPC.

The summary of changes from the 2005 data dictionary includes:

- Enhancement of **Legal Interest (#3)** data element.
- Addition of one new data element, **Disposition (#24)**.
- Revisions to **XML schemas**.
- Options for **submitting (overwriting or updating) 2005 data**.

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, the role of the Senior Real Property Officer, and the mandated creation of a centralized real property database.

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 is responsible for reporting the asset.
- For **otherwise managed** real property, the Federal agency that entered into the agreement with the state or foreign government is responsible for reporting the asset.

Property Reporting Exclusions³

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

- Interests in real property assets that have been disposed of for public benefit purposes prior to the current reporting year.
- 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- Public domain land (including lands withdrawn for military purposes) or land reserved or dedicated for national forest, national park, or national wildlife refuge purposes, except for improvements on those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.

¹ For the full Executive Order, see <http://www.whitehouse.gov/news/releases/2004/02/20040204-1.html>.

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.

³ These exclusions are specified in Section 2 of EO 13327.

B. FRPC INVENTORY DATA ELEMENTS & DESCRIPTIONS

The FRPC has identified and defined 24 data elements that are to be captured and reported by all executive agencies, as listed in **Table 1** below. These data elements support the goals of EO 13327.

Unless otherwise noted in the exceptions (refer to [Appendix B: Quick Guide - Exceptions to Mandatory Data Elements](#)), all 24 data elements are:

1. To be reported at the **constructed asset-level** for buildings and structures and the **parcel level** for land.
2. Applicable for all **Property Types** (land, building, structures).
3. Applicable for all **Legal Interests** (owned, leased, otherwise managed).

Table 1: FRPC's 24 Data Elements

Data Element #	Data Element Name	Data Element Note
1	Real Property Type	
2	Real Property Use	
3	Legal Interest	
a	Legal Interest Indicator	
b	Lease Maintenance Indicator	Optional FY06
4	Status	
a	Status Indicator	
b	Outgrant Indicator	
5	Historical Status	
6	Reporting Agency	
7	Using Organization	
8	Size	
a	Rural Acres (Land)	
b	Urban Acres (Land)	
c	Gross Square Feet (Buildings)	
d	Structural Unit (Size)	
e	Unit of Measure (Structures)	
9	Utilization	PM # 1*
10	Value	
11	Condition Index	PM # 2
12	Mission Dependency	PM # 3
13	Annual Operating Costs	PM # 4

Data Element #	Data Element Name	Data Element Note
14	Main Location	
a	Street Address	
b	Latitude	
c	Longitude	
15	Real Property Unique Identifier	
16	City	
17	State	
18	Country	
19	County	
20	Congressional District	
21	ZIP code	
22	Installation/Sub-Installation Identifier	
a	Installation Identifier	
b	Sub-Installation Identifier	
c	Installation Name	Optional
23	Restrictions	
24	Disposition Data	
a	Disposition Method	
b	Disposition Date	
c	Disposition Value	
d	Net Proceeds	Optional FY06
e	Recipient	Optional FY06

*PM = Performance Measure

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)**
- **Structure (40)**

2. REAL PROPERTY USE

See also [Appendix B: Quick Guide - Predominant Use Categories & Codes](#)

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

- Land Predominant Use (24 categories)
- Building Predominant Use (15 categories)
- Structure Predominant Use (21 categories)

Note: Predominant Use means the use to which the greatest portion of real property asset (land, building, or structure) is currently put. 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 must have one predominant use code. Real Property Predominant Use categories, along with descriptions and associated 2-digit codes, can be found in [Section D: Definitions and Codes – Predominant Use](#).

3. LEGAL INTEREST

a.) LEGAL INTEREST INDICATOR

Note regarding GSA leases:

Unchanged from previous years, agencies do not report GSA leases as part of their real property inventory. GSA is the responsible agency for reporting GSA-signed leases.

For delegated leased properties, where GSA delegates its authority to another agency to lease space in which that agency signs a lease, that agency will report the leased property.

Legal Interest Indicator is used to identify a real property asset as being owned by the Federal Government, leased to the Federal Government (i.e., as lessee), 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 government holds title to the real property asset but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.
- **Foreign Government-Owned (F):** A foreign government holds title to the real property asset but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.

Note: For property occupied under a lease agreement where rental payments are zero (\$0), report property's **Legal Interest** as "Leased."

Note: Section 2 of EO 13327 defines Federal real property as including "real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands." The EO excludes other interests in real property as noted on page 3. Therefore, only Federal Government-owned, leased or otherwise managed property is to be reported. For property where the Federal Government occupies the property via easement, the property is not reported, as it is excluded in the EO. For Federal Government-owned property where the Federal Government has issued an easement to another entity, the property should be reported as Federal Government-owned, but the easement should be listed in **Restrictions** (data element #23).

Note: For all leased assets where the agency is responsible for maintaining the condition of the asset, **Condition Index** must be reported.

b.) LEASE MAINTENANCE INDICATOR (OPTIONAL FOR FY06)

The **Lease Maintenance Indicator** will be required for all leased assets (i.e., all assets with **Legal Interest** equal to "Leased") starting in FY07 (optional for FY06 reporting). See also **Condition Index** (data element #11).

- **Lease Maintenance Indicator (Y/N):** Indicate Yes (Y) or No (N) as to whether agency is responsible for maintaining the condition of the asset.

4. STATUS

c.) 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):

- **Active (A):** Currently assigned a mission by the reporting agency.
- **Inactive (I):** Not currently being used but may have a future need. Includes real property in a caretaker status (closed pending disposal; for example, facilities that are pending a BRAC action) and closed installations with no assigned current federal mission or function.
- **Excess (E):** Formally identified as having no further program use of the property by the landholding agency.

d.) OUTGRANT INDICATOR

In addition to the predominant **Status** of the property, each asset where the **Legal Interest** equals "owned" or "leased" 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.

- **Outgrant Indicator (Y/N):** Indicate Yes (Y) or No (N) as to whether rights have been conveyed or granted to another entity.

5. HISTORICAL STATUS

Exception: Otherwise managed assets (Legal Interest = State Government-Owned [S] or Federal Government-Owned [F]) are excluded for **Historical Status** reporting.

Land, buildings and structures (owned and leased) 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)**

Note: **Historical Status** is reported on all buildings, structures, and land assets, except those land assets that have been evaluated and for which disclosure of historic status is restricted based upon EO 13007 and Section 304 of the National Historic Preservation Act.

6. REPORTING AGENCY

Refer to [Appendix E: Agency Bureau Codes](#). The most up-to-date listing of Agency Bureau Codes can be found online in FRPP's "Help" menu.

Reporting Agency is also required when an agency provides the disposition data element (24) for an asset that has exited the inventory.

Reporting Agency refers to the Federal Government Agency/Bureau reporting the property to the FRPC inventory database.

Provide the 4-digit Agency Bureau Code for the agency reporting the property. The agency bureau code is a 4-digit GSA-provided code identifying the agency and bureau. The first two digits identify the agency; the last two digits identify the bureau within the agency.

FRPP URL: <https://www.realpropertyprofile.gov>

7. 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 agency Bureau Code list is maintained by GSA, as noted above for **Reporting Agency**.

FRPP URL: <https://www.realpropertyprofile.gov>

8. SIZE

Note: Numeric values reported for **Gross Square Feet** or **Structural Unit** must be greater than zero. For land, the value for **Urban Acres** OR **Rural Acres** can be "zero," but "zero" cannot be entered in both fields.

Size refers to the size of the real property asset according to appropriate units of measure. The unit of measure used for the three real property types is as follows:

- For land, the unit of measure is *acreage* and is designated as either **Rural Acres** or **Urban Acres**.
- For buildings, the unit of measure is area in *square feet* and designated as **Gross Square Feet (GSF)**.
- For structures, refer to the **Structural Unit** and the **Unit of Measure** for reporting the size of specific types of structures.

a.) RURAL ACRES (LAND)

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

b.) URBAN ACRES (LAND)

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

c.) GROSS SQUARE FEET (BUILDINGS)

Provide the total area in gross square feet.

d.) STRUCTURAL UNIT (SIZE)

e.) UNIT OF MEASURE (STRUCTURES)

Provide both the size (or quantity) and the unit of measure for the structure. **Table 2** on the following page provides the valid units of measure for each predominant use category for structures.

Table 2: Structural Units of Measure for Predominant Use Categories

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

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)

9. UTILIZATION (PERFORMANCE MEASURE 1)

Exception: Utilization is required only for the Building Predominant Use categories listed in Table 3.

Other use categories are optional to report for **Utilization** and are based on agency-specific definitions.

Note: For each asset, report only the utilization category code:

- Over-utilized (1)
- Utilized (2)
- Under-utilized (3)
- Not utilized (4)

Agencies should maintain the actual percentage for audit purposes.

Utilization is defined as the state of having been made use of, i.e., the rate of utilization.

Utilization rate for each of the five Building Predominant Use categories is defined as follows (valid codes are in parentheses):

- **Office (10)** – ratio of occupancy to current design capacity.
- **Hospital (21)** – ratio of occupancy to current design capacity.
- **Warehouse (41)** – ratio of gross square feet occupied to current design capacity.
- **Laboratory (74)** – ratio of active units to current design capacity.
- **Housing (30, 31)** – percent of individual units that are occupied.

Note: The housing utilization rate does not need to be reported at the individual housing unit level; however, the manner in which it is measured and reported by the agency should be determined in consultation with OMB.

Notes:

- **Current design capacity** is defined as the maximum capacity at which an asset, facility or system can operate, regardless of statutory, regulatory, contractual or other conditions or restrictions.
 - Agencies will have flexibility for determining current design capacity.
 - Agencies may use their best judgment in determining utilization of laboratories when the data is not available to calculate utilization in accordance with the definition stated above.

Table 3 below identifies the categories and percent utilization used to determine the rate of utilization.

Table 3: Categories and Percent Utilization

Utilization Categories and Codes for Reporting	Building Use Categories/Codes				
	Office (10)	Hospital (21)	Warehouse (41)	Laboratory (74)	Housing (30, 31)
Over-utilized (1)	>95%	>95%	>85%	>85%	N/A
Utilized (2)	75-95 %	70-95 %	50-85 %	60-85 %	85-100 %
Under-utilized (3)	<75%	25-70 %	10-50 %	30-60 %	< 85%
Not utilized (4)	N/A	<25%	<10 %	<30%	N/A

Example: An owned office building is 25,000 GSF (design capacity) but only 15,000 square feet are occupied (occupancy).

The formula is as follows: $60\% = (15,000\text{sf} / 25,000\text{sf}) \times 100$.

For this utilization rate of 60% for the Office category, the **Utilization** value of 3 (for under-utilized) would be reported.

Note: In this example, office utilization is based on square feet; however, it is up to each agency to determine the most appropriate unit of measure for occupancy and design capacity.

10. VALUE

Exception: Land is excluded for **Value**. Only buildings and structures will be required to have **Value** reported in the inventory.

Value is defined as the cost of replacing the existing constructed asset at today's standards. The **Value** reported must be greater than or equal to zero.

Formula: $Value = Unit \times Unit\ Cost \times Overhead\ Factor$

Note: Numeric values reported for **Value** must be greater than or equal to zero.

Notes:

- The result is adjusted by area cost and inflation, as appropriate.
- For leased and otherwise managed property, **Unit** should be based on the area as specified in the lease 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 **Value** formula. Agencies such as DoD and GSA have published cost guidance that can be used by other agencies.

11. CONDITION INDEX (PERFORMANCE MEASURE 2)

Exception: Land is excluded for **Condition Index**. Only buildings and structures will be required to have a **Condition Index**.

Condition Index (CI) is a general measure of the constructed asset's condition at a specific point in time. **CI** is calculated as the ratio of **Repair Needs** to **Plant Replacement Value (PRV)**.

Formula: $CI = (1 - \text{\$repair needs}/\text{\$PRV}) \times 100$

Note: Numeric values reported for **Condition Index** must be greater than or equal to zero.

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.

Plant Replacement Value (or functional replacement value): the cost of replacing an existing asset at today's standards (see data element #10 **Value**).

Notes:

- The **CI** will be reported as a "percent condition" on a scale of 0% to 100% (positive whole numbers; for cases in which the calculation results in a negative number, the percentage should be reported as zero).
- The higher the **CI**, the better the condition of the constructed asset.
- If the agency only owns, leases, or otherwise manages a portion of the constructed asset, only report condition of the owned, leased or otherwise managed portion of the inventory.

For leased assets, only report condition for leases where the Government is responsible for maintaining the condition of the asset (see data element #3b *Lease Maintenance Indicator*).

12. MISSION DEPENDENCY (PERFORMANCE MEASURE 3)

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency (valid codes are in parentheses):

- **Mission Critical (1)** – without constructed asset or parcel of land, mission is compromised.
- **Mission Dependent, Not Critical (2)** – does not fit into *Mission Critical* or *Not Mission Dependent* categories.
- **Not Mission Dependent (3)** – mission unaffected.
- **Not Rated (4)** – used for DoD/BRAC properties only.

13. ANNUAL OPERATING COSTS (PERFORMANCE MEASURE 4)

Note: Numeric values reported for **Annual Operating Costs** must be greater than or equal to zero.

For properties where GSA signs the lease and delegates authority for operations and maintenance to the agency, GSA will report the leased property.

Annual Operating 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).

Notes:

- **For leases, agencies should report the full annual lease costs, including base and operating rent, plus any additional government operating expenses (as listed above) not covered in the lease contract.**
- 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 annual operating costs for the asset.
- Agencies are to provide actual costs annually.

14. 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).

Notes:

For assets that do not have a specific street address and there is 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 do not have a Zip code, report the name of the nearest city and country in the **Street Address** field (as well as the GLC codes in **City** and **Country** fields).

a.) 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."

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)
- Symbols such as double quote ("), underline (_), plus (+), percent (%), and ampersand (&)

b.) LATITUDE

c.) LONGITUDE

Note: If **Street Address** is provided **Latitude** and **Longitude** are not required.

Indicate both the **Latitude** and **Longitude** coordinates of the asset's physical address. Report **Latitude** and **Longitude** in either decimal format or degrees, minutes, seconds and direction.

15. REAL PROPERTY UNIQUE IDENTIFIER

Real Property Unique Identifier is also required when an agency provides the disposition data element (24) for an asset that has exited the inventory.

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.

16. CITY

GLCs (*Geo Location Codes*) 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.

17. 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.

18. COUNTRY

Provide the 3-digit GLC for the **Country** associated with the reported **Main Location** in which the land, building, or structure is located.

19. COUNTY

Provide the 3-digit GLC for the **County** associated with the reported **Main Location** in which the land, building, or structure is located.

20. 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 **ZIP code** of the asset and suggests a **Congressional District** value, which may be ignored by the agency if it so chooses.
- **Congressional District** is a 20-character alpha-numeric field, as assets may be located in multiple **Congressional Districts**.

21. 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.

22. INSTALLATION/SUB-INSTALLATION IDENTIFIER

a.) INSTALLATION ID

Installation – Land, buildings, other structures, or any combination of these. Examples of installations are a hydroelectric project, office building, warehouse building, border station, base, post, camp, or an unimproved site.

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

b.) 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 6-digit alpha-numeric code for the **Sub-Installation ID** assigned by the reporting agency.

c.) INSTALLATION NAME (OPTIONAL)

Installation Name – Installation Name is an optional data element. An installation name can be the building name in the case of a single building installation or the name of the entire installation as in the case of an agency campus. You may not use symbols such as quotes (“), underline (_), plus (+), percent (%), and ampersand (&).

Provide up to 100 alpha-numeric digits for the **Installation Name** assigned by the reporting agency.

23. RESTRICTIONS

See [Section D: Definitions and Codes – Restrictions](#) for legal descriptions.

Note: More than one restriction value is acceptable; if a property has multiple restrictions associated with it, agency should report them all. Partial restrictions should also be reported (e.g., easement granted on part of the land parcel).

Restrictions are limitations on the use of real property. Provide one or more of the following values for each building, structure, and parcel of land (valid codes are in parentheses):

- **Environmental Restrictions (1):** cleanup-based restrictions, etc.
- **Natural Resource Restrictions (2):** endangered species, sensitive habitats, floodplains, etc.
- **Cultural Resource Restrictions (3):** archeological, historic, Native American resources, except those excluded by EO 13007, Section 304 of the National Historical Preservation Act, etc.
- **Developmental (improvements) Restrictions (4)**
- **Reversionary Clauses from Deed (5)**
- **Zoning Restrictions (6)**
- **Easements (7):** including access for maintenance rights, etc.
- **Rights-of-Way (8)**
- **Mineral Interests (9)**
- **Water Rights (10)**
- **Air Rights (11)**
- **Other (12)**
- **Non-Applicable (13)**

24. DISPOSITION

During the confirmation step of the FRPP data submission process, FRPP will generate a report of missing **Real Property Unique Identifiers** in the current reporting period compared to the previous year's reporting to ensure that all disposed property has been properly identified. Agencies will receive a report of the missing **Real Property Unique Identifiers** and will need to correct data or be prepared to explain these variances to OMB.

To meet the goal of rightsizing the Federal inventory of assets, the FRPC, Federal agencies, and OMB will use **Disposition** data as a mechanism to track assets that have transferred within or exited the Federal portfolio. Agencies are required to report all assets that have exited the inventory of assets during the reporting fiscal year. This will include, but is not limited to, sales, federal transfers, public benefit conveyances, demolitions, and lease terminations.

For assets that exit the inventory during the current reporting period, agencies will be required to provide:

- **Reporting Agency** (see data element #6)
- **Real Property Unique Identifier** (see data element #15)
- **Disposition** (data element 24)

The following **Disposition** sub-data elements will be required beginning with FY06 reporting:

- **Disposition Method**
- **Disposition Date**
- **Disposition Value**

The following two additional **Disposition** sub-data elements will be required for FY07 reporting (although functionality to accept the data will be programmed into the FRPP for FY06):

- **Net Proceeds**
- **Recipient**

Notes:

- A waiver from OMB will be required for agencies that cannot report required **Disposition** data for FY06. Agencies with an approved waiver will be required to report data for this element using an OMB-provided format.
- **Disposition** data is reported only in the year the asset has exited the agency's inventory.

a.) DISPOSITION METHOD

Report one of the following six categories for the disposition method as outlined below: Public Benefit Conveyance, Federal Transfer, Sale, Demolition, Lease Termination, or Other.

Provide 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
 - **(LE):** Law Enforcement and Emergency Management Response
- **(FT) Federal Transfer**
- **(SL) Sale**
Subcategories (optional):
 - **(SN):** Negotiated Sale
 - **(SP):** Public Sale
- **(DM) Demolition**

Note: The definitions of the sub-categories of disposition methods for Public Benefit Conveyance can be found in [Section D: Definitions and Codes - Public Benefit Conveyance Methods](#).

- (LX) Lease Termination
- (OT) Other

b.) 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.

Disposition Method	Example Event Indicating Disposition Date
Public Benefit Conveyance	Date of assignment letter to sponsoring agency and subsequent deed date to grantee
Federal Transfer	Date of letter of transfer
Sale (Negotiated or Public)	Deed date
Lease Termination	Lease termination date

Note: Numeric values reported for **Disposition Value** must be greater than or equal to zero.

c.) DISPOSITION VALUE

Reported **Disposition Value** is dependent upon the disposition method. The following **Disposition Value** information is to be reported:

Disposition Method	Disposition Value to Report
Public Benefit Conveyance Federal Transfer Demolition Other	Plant Replacement Value
Sale (Negotiated or Public)	Sales Price
Lease Termination	Government's Cost Avoidance

d.) NET PROCEEDS (OPTIONAL FOR FY06)

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 or Lease Termination.

e.) RECIPIENT (OPTIONAL FOR FY06)

Report either the name of the Federal agency or the name of the non-Federal organization that received the asset. Data reporting is required only for assets disposed through Federal Transfer or Public Benefit Conveyance.

Notes:

- Use "Private" for recipients covered by the Privacy Act.
- Use the 4-digit Agency/Bureau code for Federal Transfers.

C. TECHNICAL REPORTING GUIDANCE

The Federal Real Property Profile (FRPP) is the online system that houses the Federal real property 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 2006 data is updated in a consistent manner across the agency and bureaus – the SRPO is responsible for coordinating the agency/bureau activities, ensuring consistency and accuracy.

1. OPTIONS FOR UPDATING 2005 INVENTORY DATA

Agencies can update their 2005 real property data by:

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

Regardless of how agencies decide to update their data, the overall FRPP data submission process is the same (see Figure 1). 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, similar to the 2005 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**. 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 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.

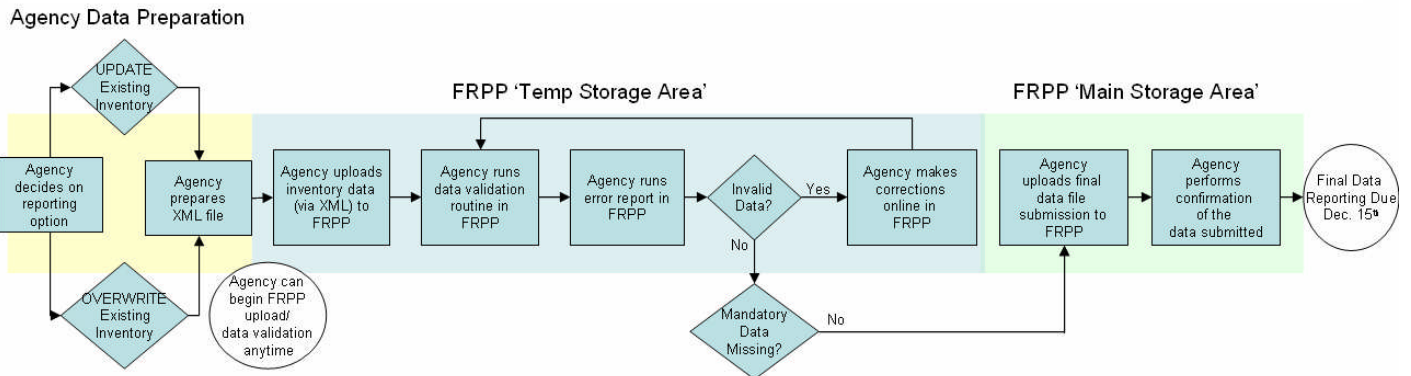
iii) Add New Assets

In order to add a new asset record, the record should not 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. As depicted, an agency must first decide if it will “overwrite” or “update” the existing 2005 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, 2006. Data can be updated at anytime throughout the year.

Figure 1: FRPP Data Submission Process



3. XML OVERVIEW

XML is the industry-standard format for transferring data to Internet applications. XML is currently the only acceptable format for electronically submitting mass data to 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*, *Type 35BuildingDetail*, and *Type 40Structure*). These are referred to as record type “nodes.”

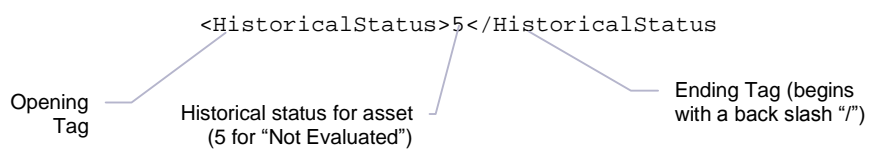
The **optional fields** are depicted with *italicized font* in the XML templates (see [Appendix A](#)). Optional fields with blank values do not need to be included in the file.

Some of the 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!



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. The most common XML errors are listed below and depicted in **Figure 2**.

1. **Case sensitivity of tag names:**
 - XML is case sensitive!
 - Note ZIP code has a lowercase "c."
2. **Invalid tag-names or misplaced ending tags:** Make sure all the tags are named correctly
3. **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): &, <, >, ", ' , escape characters must be used in XML as shown below:

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

Figure 2: FRPP Common XML Errors

```

<?xml version="1.0" ?>
- <FRPPData FY="2006">
- <Type20Land>
  <RealPropertyType>20</RealPropertyType>
  <RealPropertyUse>11</RealPropertyUse>
  - <LegalInterest>
    <LegalInterestIndicator>L</LegalInterestIndicator>
    <LeaseMaintenanceIndicator>Y</LeaseMaintenanceIndicator>
  </LegalInterest>
  - <Status>
    <StatusIndicator>E</StatusIndicator>
    <OutgrantIndicator>Y</OutgrantIndicator>
  </Status>
  <HistoricalStatus>5</HistoricalStatus>
  <ReportingAgency>4700</ReportingAgency>
  <UsingOrganization>9999</UsingOrganization>
  - <Size>
    <RuralAcres>3280.31</RuralAcres>
    <UrbanAcres>0</UrbanAcres>
  </Size>
  <MissionDependency>1</MissionDependency>
  <AnnualOperatingAndMaintenanceCosts>0</AnnualOperatingAndMaintenanceCosts>
  - <MainLocation>
    <StreetAddress>1800 F Street, WASHINGTON, DC 20393-5450</StreetAddress>
  </MainLocation>
  <RealPropertyUniqueIdentifier>GSA100000022049</RealPropertyUniqueIdentifier>
  <City>3660</City>
  <State>06</State>
  <Country>926</Country>
  <County>097</County>
  <CongressionalDistricts>01</CongressionalDistricts>
  <Zipcode>203935450</Zipcode>
  - <InstallationAndSubInstallationIdentifier>
    <InstallationName>GSA Central Office Land</InstallationName>
    <InstallationIdentifier>N00849</InstallationIdentifier>
    <SubInstallationIdentifier>ABCXYZ</SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions>01,02,06</Restrictions>
  - <DispositionData>
    <DispositionMethod>HM</DispositionMethod>
    <DispositionDate>01/01/2006</DispositionDate>
    <NetProceeds>54232221</NetProceeds>
    <Recipient>Private</Recipient>
  </DispositionData>
</Type20Land>
  
```

The FY="2006" attribute is required.

- Please make sure that the XML document can be correctly loaded and viewed in Internet Explorer browser before staging the file. The XML file should be compliant with the schema provided in the Appendix.
- An Excel spreadsheet saved as XML will NOT work!
- Questions? Contact McDonald Peoples at (202) 501-1785 or mcdonald.peoples@gsa.gov

XML tag names are Case Sensitive!

The Reporting Agency and the Agency selected in File Stage options should be the same. You cannot stage data for another Agency.

The value for Urban Acres OR Rural Acres can be "Zero" - but "Zero" cannot be entered in both fields

Use GLC codes for City, State (no abbreviations), Country and County.

The Country code for USA is 926, **NOT** US.

Congressional District should NOT have State Abbreviations.

Sub Installation ID is a required field, please refer to Data Dictionary for definition.

D. DEFINITIONS AND CODES

1. RESTRICTIONS

The following restriction categories and associated codes are used for the **Restrictions** data element. Report all restrictions that apply to each building, structure, and land asset.

Code	Restriction Category
1	Environmental Restrictions (clean-up based restrictions, etc.): Legally enforceable restrictions placed on the use of real property or any of its natural resources (e.g., surface water or ground water) due to the presence of hazardous substances, pollutants, or contaminants (terms that are defined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. 9601 (14) and (33)), and the need to protect human health and the environment from exposure to such hazardous substances, pollutants, or contaminants. These restrictions could also be necessary due to the presence of petroleum, which is a type of contaminant that is not regulated by CERCLA but instead, typically, by the Solid Waste Disposal Act, 42 U.S.C. 6991, et seq. These restrictions can be temporary, such as in the case where a cleanup of the contamination is being undertaken and limitations on the use of the property are required to allow the cleanup to safely proceed. These restrictions can also be permanent, such as in the case where the cleanup is complete but at a level that allows for low levels of contamination to continue to be present as long as the full use of the property is curtailed (e.g., the property is cleaned to allow commercial or industrial uses, but not residential).
2	Natural resource restrictions: Legally enforceable restrictions placed on the use of real property or any of its natural resources to protect a given resource from harm (e.g., an endangered species or its habitat), or to protect activities on the real property or the use of any of its natural resources from the harms caused by outside, natural forces (e.g., floodplains). In either case, the need to restrict the use of the property may be compelled either by a determination that such restrictions are necessary to achieve the purpose compelled by the applicable law, regulation or Executive Order (e.g., the Endangered Species Act), or due to a written agreement with other federal agencies or state or local government, that compel such restrictions (e.g., the terms of any authorization from the U. S. Army Corps of Engineers to build in a certain wetlands).
3	Cultural resource restrictions (archeological, historic, Native American resources, etc.): Legally enforceable restrictions placed on the use of real property by the owner of the property to protect and preserve historic or Tribal resources deemed worthy of preservation giving a government agency or preservation organization the right to review and approve changes to the historically or culturally significant property before they are undertaken.
4	Developmental (improvements) restrictions: Legally enforceable restrictions on land use to protect the health, safety, and welfare of the community, such as the kind of buildings that can be built on the property, what size the buildings may be, and which materials can be used in their construction.
5	Reversionary clauses from deed: Interest that exists when the grant is limited such that it may possibly terminate on the occurrence of a condition subsequent and title to the property returns to the original owner.
6	Zoning restrictions: Municipal regulations having to do with structural and architectural designs of buildings and prescribing the use to which buildings within designated districts may be put.
7	Easements (including access for maintenance rights, etc.): A nonpossessory interest in the land of another that gives the party a right of use over the other person's property for a designated purpose.
8	Rights of way: A right belonging to a party to pass over land of another. The interest is the same as an easement with the owner of the soil retaining all other rights and benefits of ownership consistent with the easement. The phrase is also used to describe that strip of land upon which railroad companies construct their road bed and, when so used, the term refers to the land itself, not just the right of passage over it.
9	Mineral interests: An interest in minerals in land, with or without ownership of the surface of the land, and the right to take minerals or a right to receive a royalty.
10	Water rights: A legal right to use the water of a natural stream or water furnished through a ditch or canal, for general or specific purposes, such as irrigation, mining, power, or domestic use, either to its full capacity or to a measured extent or during a defined period of time.
11	Air rights: The right to use all or a portion of the air space above real property. Such right is vested by grant (e.g., fee simple, lease or other conveyance).
12	Other: All other restrictions that cannot be classified elsewhere.
13	Non-applicable: Restrictions are non-applicable to the real property asset.

2. 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 & Codes for Land

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

Code	Land Predominant Use Classifications
81	<i>Training Land:</i> Land containing training buildings, or land that is used to conduct outdoor training, such as firefighting, weapons training, or other military training activities.
80	<i>All Other Land:</i> Land that cannot be classified elsewhere.

Predominant Use Categories & Codes for Buildings

Code	Building Predominant Use Classifications
10	<i>Office:</i> Buildings primarily used for office space or military headquarters.
14	<i>Post Office:</i> Buildings or portions of buildings used as a Post Office.
21	<i>Hospital:</i> Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
22	<i>Prisons and Detention Centers</i>
23	<i>School:</i> 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.
29	<i>Other Institutional Uses:</i> Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, chapels, museums, and out-patient clinics. This category also includes food preparation and dining facilities, buildings housing entertainment and recreational activities, and visitor's centers.
30	<i>Family Housing:</i> Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and housing for institutional personnel.
31	<i>Dormitories/Barracks:</i> Buildings primarily used as dwellings for housing individuals (without families/dependents).
41	<i>Warehouses:</i> Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.
50	<i>Industrial:</i> Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, fish production, chemicals, aluminum, and magnesium. Included are buildings that house utility plants or utility system components such as pump stations or valves.
60	<i>Service:</i> Buildings used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and buildings primarily used for vehicle maintenance and repair.
72	<i>Communications Systems:</i> Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
73	<i>Navigation and Traffic Aids:</i> Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
74	<i>Laboratories:</i> 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.
80	<i>All Other:</i> Buildings that cannot be classified elsewhere.

Predominant Use Categories, Codes & Units of Measure for Structures

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

Code	Structure Predominant Use Classifications	Valid Units of Measure
82	<i>Weapons Ranges:</i> Ranges where weapons are fired and areas where explosives are detonated.	Each
80	<i>All Other:</i> Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.	Each, Lane Miles, Linear Feet, Miles, Square Yards

3. PUBLIC CONVEYANCE DISPOSITION METHODS

The following table provides standard definitions for each of the public conveyance disposition methods, as described for **Disposition** data element #24. 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 inventory.

Code	Public Conveyance Disposition Method Categories & Definitions
HA	Homeless Assistance: Title V of the Stewart B. McKinney Homeless Assistance Act, as amended (42 U.S.C. 11411), authorizes the identification and use of underutilized property for use as facilities to assist the homeless and expands the meaning of Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 550(d)).
HE	Health or Educational Use: Section 203 (k)(1) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(1)).
PR	Public Parks and Public Recreational Areas: Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 550(c) and (d)).
HM	Historic Monuments: Section 203 (k)(3) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(3)).
CF	Correctional Facility and Emergency Management Use: Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002, as amended (40 U.S.C. (1))).
PF	Port Facilities: Title 40, U.S. Code, Section 554.
PA	Public Airports: Section 13 (g) of the Surplus Property Act of 1944 (49 U.S.C. 47151), which is continued in effect by Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 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)).
WC	Wildlife Conservation: Public Law 537, 80th Congress (16 U.S.C. 667b-d).
NS	Negotiated Sales to Public Agencies Without Use Restrictions: Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 545(b)(8)).
SH	Self-help Housing: Public Law 105-50 (HR 680), commonly referred to as the "Self-Help Housing Law" was signed by the President on October 6, 1997. This law amends Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002) (40 U.S.C. 550(e)) by adding paragraph (6).
LE	Law Enforcement and Emergency Management: Law Enforcement and Emergency Management: Public Law 105-119 (HR 2267-DOJ Appropriations Act, 1998) was signed by the President on November 26, 1997. This law amends section 203(p)(1) of the '49 Act.

APPENDIX A: XML SCHEMAS

1. XML SCHEMA FOR OVERWRITING AND ADDING NEW ASSETS

Notes:

- Prior to staging data to overwrite the existing inventory in FRPP, the agency administrator must issue the FRPP menu command to clear out the agency's existing inventory. The XML file for adding new records can then be uploaded to FRPP for validation. For instructions on adding new records, see "Add New Assets" on page 17.
- The XML file should be compliant to the schema provided below (XML file opening and closing tags are required). To verify that the XML file can be correctly loaded, preview the file in Internet Explorer browser before staging the file.
- The sub-data elements of the composite fields are indented.
- Optional fields are indicated with *italics* font.

a.) Opening XML File Tag

```
<?xml version="1.0"?>
<FRPPData FY="2006">
```

b.) XML Schema for Adding Land Records

```
<Type20Land [action="add"]>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <RuralAcres></RuralAcres>
    <UrbanAcres></UrbanAcres>
  </Size>
  <Utilization></Utilization>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
```

```

    <DispositionData>
      <DispositionMethod></DispositionMethod>
      <DispositionDate></DispositionDate>
      <DispositionValue></DispositionValue>
      <NetProceeds></NetProceeds>
      <Recipient></Recipient>
    </DispositionData>
  </Type20Land>

```

c.) XML Schema for Adding Building Records

```

<Type35BuildingDetail [action="add"]>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <GrossSquareFeet></GrossSquareFeet>
  </Size>
  <Utilization></Utilization>
  <Value></Value>
  <ConditionIndex></ConditionIndex>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type35BuildingDetail>

```

d.) XML Schema for Adding Structure Records

```

<Type40Structure [action="add"]>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <StructuralUnit></StructuralUnit>
    <UnitOfMeasure></UnitOfMeasure>
  </Size>
  <Utilization></Utilization>
  <Value></Value>
  <ConditionIndex></ConditionIndex>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type40Structure>

```

e.) Closing XML File Tag

```

</FRPPData>

```

2. XML SCHEMA FOR UPDATING EXISTING INVENTORY

Notes:

- Updating the existing inventory consists of specific XML schema for **modifying existing asset records, deleting existing asset records, and adding new asset records**. The agency's inventory for the new fiscal year is copied over from the previous year and any updates to the inventory are made by a file transfer process using the XML schema provided below that handles these "delta" updates (data can also be updated manually using FRPP menu commands).
- The XML file should be compliant to the schemas provided below. To verify that the XML file can be correctly loaded, preview the file in Internet Explorer browser before staging the file.
- The sub-data elements of the composite fields are indented.
- Optional fields are indicated with *italics* font.

a.) Modifying Existing Asset Records

Note: When modifying data, the only required fields are the **Reporting Agency** 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 **Real Property Unique Identifier** and the **Reporting Agency** to check if the asset record exists. If the record exists, the user will then be prompted to confirm modification.

XML Schema for Modifying Land Records

```
<Type20Land action="modify">
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <RuralAcres></RuralAcres>
    <UrbanAcres></UrbanAcres>
  </Size>
  <Utilization></Utilization>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
```

```

    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type20Land>

```

XML Schema for Modifying Building Records

```

<Type35BuildingDetail action="modify">
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <GrossSquareFeet></GrossSquareFeet>
  </Size>
  <Utilization></Utilization>
  <Value></Value>
  <ConditionIndex></ConditionIndex>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type35BuildingDetail>

```

XML Schema for Modifying Structure Records

```

<Type40Structure action="modify">
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <Status>

```

```

        <StatusIndicator></StatusIndicator>
        <OutgrantIndicator></OutgrantIndicator>
    </Status>
    <HistoricalStatus></HistoricalStatus>
    <ReportingAgency></ReportingAgency>
    <UsingOrganization></UsingOrganization>
    <Size>
        <StructuralUnit></StructuralUnit>
        <UnitOfMeasure></UnitOfMeasure>
    </Size>
    <Utilization></Utilization>
    <Value></Value>
    <ConditionIndex></ConditionIndex>
    <MissionDependency></MissionDependency>
    <AnnualOperatingCosts></AnnualOperatingCosts>
    <MainLocation>
        <StreetAddress></StreetAddress>
        <Latitude></Latitude>
        <Longitude></Longitude>
    </MainLocation>
    <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
    <City></City>
    <State></State>
    <Country></Country>
    <County></County>
    <CongressionalDistricts></CongressionalDistricts>
    <Zipcode></Zipcode>
    <InstallationAndSubInstallationIdentifier>
        <InstallationName></InstallationName>
        <InstallationIdentifier></InstallationIdentifier>
        <SubInstallationIdentifier></SubInstallationIdentifier>
    </InstallationAndSubInstallationIdentifier>
    <Restrictions></Restrictions>
    <DispositionData>
        <DispositionMethod></DispositionMethod>
        <DispositionDate></DispositionDate>
        <DispositionValue></DispositionValue>
        <NetProceeds></NetProceeds>
        <Recipient></Recipient>
    </DispositionData>
</Type40Structure>

```

b.)Deleting Existing Asset Records

Notes:

- When deleting an asset record, the only required fields are the **Reporting Agency** and the **Real Property Unique Identifier**. 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, the user will then be prompted to confirm deletion.
- Note for disposed assets:** If the asset has transferred to another agency or exited the Federal inventory, the Disposition 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.

XML Schema to Delete a Land Record

```

<Type20Land action="delete">
    <ReportingAgency></ReportingAgency>
    <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
</Type20Land>

```

XML Schema to Delete a Building Record

```
<Type35BuildingDetail action="delete">
  <ReportingAgency></ReportingAgency>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
</Type35BuildingDetail>
```

XML Schema to Delete a Structure Record

```
<Type40Structure action="delete">
  <ReportingAgency></ReportingAgency>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
</Type40Structure>
```

c.) Adding New Asset Records

Notes:

- In order to add a new asset record, the record should not exist in the current FRPP database. FRPP will perform a search for the **Real Property Unique Identifier** and the **Reporting Agency** to check for this condition. If the record already exists in the database, the user will be prompted with options to either modify the asset or cancel the "add" operation. For more information on adding new records, see "Add New Assets" on page 17.
- For adding new assets [action="add"] the parameter is optional (as indicated by the brackets in XML schema below), i.e., the system will add all assets without the "action" parameter explicitly included, along with all assets that have the [action="add"] parameter specified. For the applicable data elements to report for new land, building, and structure assets, refer to XML schema provided in [Appendix A: XML Schema for Adding New Assets](#).

XML Schema to Add New Land Record

```
<Type20Land [action="add"]>
  ...<Report all applicable data elements here>
</Type20Land>
```

XML Schema to Add New Building Record

```
<Type35BuildingDetail [action="add"]>
  ...<Report all applicable data elements here>
</Type35BuildingDetail>
```

XML Schema to Add New Structure Record

```
<Type40Structure [action="add"]>
  ...<Report all applicable data elements here>
</Type40Structure>
```


APPENDIX B: QUICK GUIDES

1. QUICK GUIDE – PREDOMINANT USE CATEGORIES & CODES

Predominant Use Code	Building - Predominant Use Category	Predominant Use Code	Land - Predominant Use Category	Predominate Use Code	Structure - Predominate Use Category	Valid Units of Measure
10	Office	1	Agriculture	12	Airfields Pavements	Square Yards
14	Post Office	4	Grazing	13	Harbors and Ports	Square Yards
21	Hospital	7	Forest and Wildlife	15	Power Development and Distribution	Each, Linear Feet
22	Prisons and Detention Centers	8	Parks and Historic Sites	16	Reclamation and Irrigation	Each, Linear Feet
23	School	9	Wilderness Areas	18	Flood Control and Navigation	Each, Linear Feet
29	Other Institutional Uses	10	Office Building Locations	40	Storage (other than buildings)	Each, Linear Feet
30	Family Housing	11	Miscellaneous Military Land	50	Industrial (other than buildings)	Each, Linear Feet
31	Dormitories/Barracks	12	Airfields	60	Service (other than buildings)	Each
41	Warehouses	13	Harbors and Ports	65	Space Exploration Structures	Each
50	Industrial	14	Post Office	66	Parking Structures	Square Yards
60	Service	15	Power Development and Distribution	70	Research and Development (other than Labs)	Each
72	Communication Systems	16	Reclamation and Irrigation	71	Utility Systems	Each, Linear Feet, Miles
73	Navigation and Traffic Aids	18	Flood Control and Navigation	72	Communication Systems	Each, Miles
74	Laboratories	19	Vacant	73	Navigation and Traffic Aids (other than buildings)	Each
80	All Other	20	Institutional	75	Recreational (other than buildings)	Each
		30	Housing	76	Roads and Bridges	Lane Miles, Square Yards
		40	Storage	77	Railroads	Miles
		50	Industrial	78	Monuments and Memorials	Each
		65	Space Exploration	79	Miscellaneous Military Facilities	Each
		70	Research and Development	82	Weapons Ranges	Each
		72	Communication Systems	80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards
		73	Navigation and Traffic Aids			
		81	Training Land			
		80	All Other			

2. QUICK GUIDE – EXCEPTIONS TO MANDATORY DATA ELEMENTS

Data Element Note	Data Element #	Data Element Name	Exception Remarks (in addition to those specified in Section 2 of EO#13327, see page 3)
	1	Real Property Type	
	2	Real Property Use	
Composite Field	3	Legal Interest	
	a	Legal Interest Indicator	
<i>Optional for FY06; Required for FY07</i>	b	Lease Maintenance Indicator	Optional for FY06; required starting FY07. If this flag is set to "Y" the Condition Index field will be required.
Composite Field	4	Status	
	a	Status Indicator	
	b	Outgrant Indicator	
	5	Historical Status	Not required for otherwise managed property (Legal Interest Indicator = S or F). Also not required for evaluated land assets for which disclosure is restricted upon EO 13007 and Section 304 of the National Historic Prevention Act.
	6	Reporting Agency	
	7	Using Organization	
Composite Field	8	Size	
	a	Rural Acres	Applicable for Land Records only
	b	Urban Acres	Applicable for Land Records only
	c	Gross Square Feet	Applicable for Building Records only
	d	Structural Unit	Applicable for Structure Records only
	e	Unit of Measure	Applicable for Structure Records only
Performance Measure # 1	9	Utilization	Required only for five building categories (codes = 10, 21, 41, 74, 30, 31); reporting Utilization for all other uses is optional.
	10	Value	Land is excluded for Value.
Performance Measure # 2	11	Condition Index	Land is excluded for CI. For leased assets, report CI only when Government is responsible for maintenance of asset (see Lease Maintenance Indicator #3b). Numeric values reported for CI must be greater than or equal to zero.
Performance Measure # 3	12	Mission Dependency	
Performance Measure # 4	13	Annual Operating Costs	Numeric values reported for Annual Operating Costs must be greater than or equal to zero.
Composite Field	14	Main Location	
	a	Street Address	
	b	Latitude	If Street Address is reported Latitude/Longitude are not required.
	c	Longitude	If Street Address is reported Latitude/Longitude are not required.
	15	Real Property Unique Identifier	
	16	City	
	17	State	Not required for foreign assets or outlying US territories.
	18	Country	
	19	County	Not required for foreign assets or outlying US territories.
	20	Congressional District	Not required for foreign assets.
	21	Zip Code	Not required for foreign assets.
Composite Field	22	Installation and Sub-Installation Identifier	
	a	Installation Identifier	
	b	Sub Installation Identifier	
<i>Optional</i>	c	Installation Name	Optional sub-data element.
	23	Restrictions	
Composite Field	24	Disposition Data	Starting FY06, sub-elements a, b and c required for disposed assets.
	a	Disposition Method	
	b	Disposition Date	
	c	Disposition Value	
<i>Optional for FY06; Required for FY07</i>	d	Net Proceeds	Optional for FY06; required starting FY07 only for assets disposed through sale or lease termination methods.
<i>Optional for FY06; Required for FY07</i>	e	Recipient	Optional for FY06; required starting FY07 only for assets disposed through federal transfer or public benefit conveyance methods.

3. QUICK GUIDE – DATA DICTIONARY

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Opening File Tag							<?xml version="1.0"?> <FRPPData FY="YYYY">	Opening File Tag	XML file must have this opening tag, e.g., for 2006 reporting: <?xmlversion="1.0"?><FRPPData FY="2006">.
Opening Record Tag							Type20Land, Type35BuildingDetail, Type40Structure, Type10Installation	Opening Record Tag	XML tag precedes each record based on asset's type.
	1	Real Property Type	Numeric	2	10, 20, 35, 40	10, 20, 35, 40	RealPropertyType		Type 10 is only used for reporting at summarized level along with other Type records. A Type 10 installation record is used in conjunction with at least one Type 20, 35 or 40 record to report the summary information.
	2	Real Property Use	Numeric	2	60 values	10, 20, 35, 40	RealPropertyUse		Use category codes for land (24 codes), buildings (15 codes) and structures (21 codes).
	3	Legal Interest					LegalInterest	Main Tag - No Values	
	3 a	Legal Interest Indicator	Alpha Numeric	1	G, L, S, F	10, 20, 35, 40	LegalInterestIndicator		G (Federal Gov-owned), L (Federal Gov-leased), S (Otherwise Managed: State Gov-owned), F (Otherwise Managed: Foreign Gov-owned). For leased and otherwise managed assets, only the portion managed by the Federal Gov is to be reported.
Optional for FY06	3 b	Lease Maintenance Indicator	Alpha Numeric	1	Y, N	10, 20, 35, 40	LeaseMaintenanceIndicator		Applicable only if the agency is responsible for maintaining the condition of the leased asset. Starting in FY 07 (optional FY 06), if this flag is set to "Y", the Condition Index field is required.
	4	Status					Status	Main Tag - No Values	Predominant physical / operational status of the asset.
	4 a	Status Indicator	Alpha Numeric	1	A, I, E	10, 20, 35, 40	StatusIndicator		A (Active), I (Inactive), E (Excess) - main physical / operational status / use.
	4 b	Outgrant Indicator	Alpha Numeric	1	Y, N	10, 20, 35, 40	OutgrantIndicator		For Legal Interest G (Owned) or L (Leased) - Y (Yes), N (No).
	5	Historical Status	Numeric	1	1, 2, 3, 4, 5, 6	10, 20, 35, 40	HistoricalStatus		Historical Status is not reported or otherwise managed or land assets. Disclosure is restricted upon EO 13007 and Section 304 of the National Historic Prevention Act.
	6	Reporting Agency	Numeric	4	Agency Bureau Code	10, 20, 35, 40	ReportingAgency		4-digit Agency Bureau Code - first 2 digits identify agency, last 2 digits identify bureau.
	7	Using Organization	Numeric	4	Agency Bureau Code 9999	10, 20, 35, 40	UsingOrganization		Agency Bureau Code for predominant user; if main user is non-Federal Government entity, use '9999'.
	8	Size					Size	Main Tag - No Values	Size of the real property asset according to appropriate Unit of Measure.
	8 a	Rural Acres	Numeric	12, 3	(rural or urban must be >0)	20	RuralAcres		For land records
	8 b	Urban Acres	Numeric	12, 3	(rural or urban must be >0)	20	UrbanAcres		For land records
	8 c	Gross Square Feet	Numeric	12, 3	(must be > 0)	35	GrossSquareFeet		For building records
	8 d	Structural Unit	Numeric	12, 3	(must be > 0)	40	StructuralUnit		For structure records - report Structural Unit (size) along with Unit of Measure.
	8 e	Unit of Measure	Numeric	1	1, 2, 3, 4, 5	40	UnitOfMeasure		Report Unit of Measure along with Structural Unit (size) for each structure Record; refer to the Unit of Measure table. Values are: 1 (Each), 2 (Lane Miles), 3 (Linear Feet), 4 (Miles), 5 (Square Yards).

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Performance Measure # 1	9	Utilization	Numeric	1	1, 2, 3, 4	10, [20] 35, [40]	Utilization		Required only for building use categories of 10, 21, 41, 74, 30, 31. Report values: 1 (Over-utilized), 2 (Utilized), 3 (Under-utilized), 4 (Not Utilized).
	10	Value	Numeric	12, 3	Amount without \$ Symbol (must be >= 0)	10, 35, 40	Value		Land is excluded for Value. It is the constructed asset replacement cost at today's standards.
Performance Measure # 2	11	Condition Index	Numeric	3	0 - 100 (without the % symbol), >=0	10, 35, 40	ConditionIndex		Land is excluded for CI. CI reflects condition of the constructed asset and is reported as a percentage in whole numbers with negative values reported as 0. Optional in FY 06 and starting FY 07, A required value if Lease Maintenance Indicator of LegalInterest is Y.
Performance Measure # 3	12	Mission Dependency	Numeric	1	1, 2, 3, 9	10, 20, 35, 40	MissionDependency		1 (Mission Critical), 2 (Mission Dependent, Not Critical), 3 (Not Mission Dependent); also 9 (Not Rated) for DoD / BRAC use only.
Performance Measure # 4	13	Annual Operating Costs	Numeric	12, 3	Amount without \$ Symbol (must be >= 0)	10, 20, 35, 40	AnnualOperatingCosts		For owned and otherwise managed properties - all expenses for maintenance/repair, utilities, cleaning, roads/grounds. For leased property - full annual lease costs including base and operating rent + any add. govt. operating expenses (as listed above) not covered in lease contract.
Composite Field	14	Main Location					MainLocation	Main Tag - No Values	Street delivery address for the asset OR the Latitude and Longitude coordinates.
	14 a	Street Address	Alpha Numeric	100		10, 20, 35, 40	StreetAddress		GIS format Street Address of the asset. Street Address of at least main gate or main entrance (if security issue exists in reporting Lat / Long) if Located on Installation or campus ELSE report ZIP code in this field. For Overseas locations with no ZIP code, report nearest city and country in this field.
	14 b	Latitude	Alpha Numeric	20		10, 20, 35, 40	Latitude		In decimals or degrees, minutes, seconds (Lat/Long optional if Street Address is reported).
	14 c	Longitude	Alpha Numeric	20		10, 20, 35, 40	Longitude		In Decimals or Degree, Minute, Second (Lat/Long optional if Street Address is reported).
	15	Real Property Unique Identifier	Alpha Numeric	24		20, 35, 40	RealPropertyUniqueIdentifier		Reporting agency assigns this identifier and it links it to other Information systems.
	16	City	Alpha Numeric	4	GLC City Code	10, 20, 35, 40	City		GLC for the city or town associated with the main location.
	17	State	Alpha Numeric	2	GLC State Code	10, 20, 35, 40	State		GLC for the state associated with the main location. Not required for foreign assets.
	18	Country	Alpha Numeric	3	GLC Country Code	10, 20, 35, 40	Country		GLC for the country associated with the main location.
	19	County	Alpha Numeric	3	GLC County Code	10, 20, 35, 40	County		GLC for the county associated with the main location. Not required for foreign assets.
	20	Congressional District	Alpha Numeric	20		10, 20, 35, 40	CongressionalDistricts		Congressional District associated with the main location. Not required for foreign assets. More than one value can be provided separated by a comma, e.g., "1, 5, 14".
	21	Zip code	Alpha Numeric	9	USPS ZIP code	10, 20, 35, 40	Zipcode		5-digit ZIP code and, if known, the 4-digit suffix. ZIP codes from USPS. Not required for foreign assets.
Composite Field	22	Installation/Sub-Installation Identifier					InstallationAndSubInstallationIdentifier	Main Tag - No Values	An installation may have one or multiple assets. All assets part of an installation have same Installation ID but a Unique Real Property ID.
	22 a	Installation Identifier	Alpha Numeric	24		10, 20, 35, 40	InstallationIdentifier		Headquarters Installation Code as assigned by the reporting agency.
	22 b	Sub Installation Identifier	Alpha Numeric	6		10, 20, 35, 40	SubInstallationIdentifier		Part of installation identified by a different main location than Headquarters Installation.
Optional	22 d	Installation Name	Alpha Numeric	100		10, 20, 35, 40	InstallationName		Name of the installation. This is an optional field.
	23	Restrictions	Alpha Numeric	40	01 ~ 13	10, 20, 35, 40	Restrictions		Limitations/restrictions on use of the asset. More than one value can be provided when separated by a comma.

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	24	Disposition Data					DispositionData	Main Tag - No Values	Track assets that have transferred within or exited the Federal portfolio of assets, a one time entry into FRPP to indicate that the asset has left the agency's inventory.
	24 a	Disposition Method	Alpha Numeric	2	PB, FT, SL, DM, LX, OT (subcategory is optional)	20, 35, 40	DispositionMethod		Report 2-character values for one of the 6 main disposition categories. Reporting detail (sub-category codes) for Public Conveyance Benefit (HA, HE, PR, HM, CF, PF, PA, WC, NS, SH, LE) or Sale (SN, SP) is optional.
	24 b	Disposition Date	Date	10	mm/dd/yyyy	20, 35, 40	DispositionDate		Date the disposal action was completed.
	24 c	Disposition Value	Numeric	12, 3	Amount without \$ Symbol (must be >= 0)	20, 35, 40	DispositionValue		Reported value is dependent on method of disposal.
Optional for FY06	24 d	Net Proceeds	Numeric	12, 3	Amount without \$ Symbol	20, 35, 40	NetProceeds		Proceeds received from the disposition of property less disposal costs. Required only for disposed assets with SN and SP (Sales) and LX (Lease Termination) disposition methods. Reporting is optional for FY06, required starting FY07.
Optional for FY06	24 e	Recipient	Alpha Numeric	30	Agency Bureau Code or Name of Federal Agency or Private	20, 35, 40	Recipient		Reporting is optional for FY06, required starting FY07. Required only for disposed assets with Federal Transfer or Public Benefit Conveyance disposition methods. Report valid Agency/Bureau code or name of the non-Federal entity receiving the property; report "Private" for recipients covered by privacy act.
Closing Record Tag							/Type20Land, /Type35BuildingDetail, /Type40Structure, /Type10Installation	Closing Record Tag	XML tag follows each record based on asset's Type.
Closing File Tag							/FRPPData	Closing File Tag	XML file must have this ending tag.

APPENDIX C: FREQUENTLY ASKED QUESTIONS (FAQs)

Data Element/ Keyword	Question
1. Real Property Type	
1. Real Property Type; Land	(1) Our agency is using land on a permit-basis from another Federal agency that owns the land. Which agency should report the land to the FRPP? The agency that owns the land should report the land to GSA.
1. Real Property Type; Buildings; Structures	(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 FY2006 inventory system.
2. Real Property Use	
2. Real Property Use	(3) Can more than one land use classification code be reported for one land record? No, only one predominant land use classification code can be used for each land record.
2. Real Property Use	(4) How should I report a structure, such as the Vietnam Memorial, that is located on Government-owned land? The land and the structure are separate records. The agency should report information on the structure itself (Vietnam Memorial) and the land on which the structure is located. For the structure, using the Use Categories, identify the Vietnam Memorial with the use code "78 – Monuments and Memorials." Identify the land the Vietnam Memorial is located on with the predominant use code "08 – Parks and Historic Sites."
2. Real Property Use	(5) How would I report structures such as antennas and water towers? Antennas are reported as use code "73- "Navigation and Traffic Aids (Other than Buildings)", and water towers as use code "71 - "Utility Systems (Heating, Sewage, Water, and Electrical Systems)."
3. Legal Interest	
3. Legal Interest; Leased Properties	(6) Which data elements are required for leased properties (e.g., <i>Value, Condition Index</i>, etc.)? All 24 data elements are required for leased assets. Condition Index is reported for leased assets when the Government is responsible for maintaining the condition of the asset. Numeric values reported for Condition Index must be greater than or equal to zero.
3. Legal Interest; GSA delegated authority	(7) 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? If an agency leases space under a delegation of authority, that agency must report the asset to the FRPP. The agency that signs the lease document is responsible for reporting that asset to FRPP.
3. Legal Interest; Easement	(8) An option for easements is not included in <i>Legal Interest</i>. How are easements reported? If the property is Federally-owned and an easement is granted, the property should be reported with the <i>Legal Interest</i> as "owned" and easement should be reported in the <i>Restrictions</i> field. If the Federal Government has an easement onto non-Federally owned property, the property should not be reported.
3. Legal Interest; Easement	(9) If the Government occupies a property via an easement, does the property need to be reported in the inventory? If the Government occupies a non-Federally owned property via an easement, the property is not reported in the inventory. If it is Government-owned property and the agency has given an easement to another entity to occupy/use the property, then the property does get reported in the inventory as follows: the property should be reported with the <i>Legal Interest Indicator</i> as "owned" and easement should be reported in the <i>Restrictions</i> field.
3. Legal Interest; Concessions	(10) How does an agency handle reporting data on concession-operated facilities? For concession-operated facilities, the agency should first identify the <i>Legal Interest</i> , i.e., either Government-owned or Government-leased. If it is an owned property, the agency would then address the concession component in the <i>Using Organization</i> field.
3. Legal Interest; Partially occupied	(11) How is a facility handled if it is only partially occupied by the Government? For owned assets, report on the entire asset. For leased and otherwise managed assets, report on the portion addressed through the lease or other agreement.

Data Element/ Keyword	Question
4. Status	
4. Status; Outgrant	<p>(12) How is the <i>Status</i> field handled in cases where the property is an outgrant or outlease?</p> <p>An outgrant is reported within the <i>Status</i> fields, under the <i>Outgrant Indicator</i>. The <i>Outgrant Indicator</i> is applicable to owned and leased property only. Within the <i>Status</i> 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.</p>
4. Status; Outgrant; Using Organization	<p>(13) What values for <i>Status</i> and <i>Outgrant Indicator</i> should be provided for the following situations?</p> <p>Q: If the owned property is outgranted outside of the Reporting Agency but still within the Government?</p> <p>a) If the owned property is outgranted outside of the Reporting Agency, but still within the Government, "yes" would be provided for <i>Outgrant Indicator</i>, with the Agency Bureau Code reported for the predominant <i>Using Organization</i>.</p> <p>Q: If the owned property is outgranted to a non-Federal Government entity?</p> <p>a) If the owned property is outgranted to a non-Federal Government entity, "yes" would be provided for <i>Outgrant Indicator</i>, with "9999-Non-Federal Government Entity" reported for <i>Using Organization</i>.</p>
4. Status	<p>(14) How should the information be entered if there is more than one <i>Status</i>?</p> <p>Agencies should report the predominant status of the property.</p>
4. Status; Outgrant	<p>(15) What percentage of constructed asset should be outgranted for a "Yes" response?</p> <p>Using the predominant status guideline, if less than 51% is not outgranted, then report "No" for <i>Outgrant Indicator</i>.</p>
5. Historical Status	
5. Historical Status	<p>(16) If the asset is located in a historical district but not on the registry, how is this reported?</p> <p>If asset is in an historical district and is not applicable to other values, the <i>Historical Status</i> should be indicated as "4-Non-contributing element of NHL/NRL district".</p>
6. Reporting Agency	
6. Reporting Agency; Restriction;	<p>(17) If Federal Government-owned property is occupied via a Memorandum of Understanding (MOU) with another agency, who would report the facility?</p> <p>If the property is owned by the Federal Government and granted to another Federal agency via an MOU, the property is reported by the agency holding the title. All 24 data elements, including <i>Restrictions</i> are reported by the agency holding the title.</p>
7. Using Organization	
7. Using Organization;	<p>(18) How should the information be entered if there is more than one <i>Using Organization</i>?</p> <p>Agencies should report the predominant user of the property.</p>
8. Size	
8. Size; Structure Unit of Measure	<p>(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.</p> <p>The FRPC category codes are broad categories; therefore, internal agency systems should allow for more detailed units of measure.</p>
8. Size; Structure Unit of Measure	<p>(20) Can an agency provide a negative number or a zero for <i>Size</i>?</p> <p>The numeric value reported for <i>Size</i> must be greater than zero.</p>

Data Element/ Keyword	Question
9. Utilization	
9. Utilization	<p>(21) How do agencies report information for Utilization?</p> <p>Agencies should use the methodology provided for the utilization calculation. It is up to the agency in determining the specifics of design capacity and units of measure in their formula. The agency should report only by category code (1,2,3,4), not the specific percentage. While not required to be submitted to the FRPP, agencies should maintain the percentage of utilization for internal purposes. Agencies have the flexibility to report Utilization for assets other than the five categories specified in the definition of Utilization. The definitions for utilization for usage codes other than those defined in the FRPP are agency-specific.</p>
9. Utilization;	<p>(22) For Utilization, what does design capacity mean for hospitals, laboratories, warehouses, etc.? Can you provide examples of formulas?</p> <p>For FRPC's definition of Utilization, refer to section B.9, page 9.</p>
10. Value	
10. Value	<p>(23) Can an agency provide a negative number or a zero for Value?</p> <p>The numeric value reported for Value must be greater than or equal to zero.</p>
11. Condition Index	
11. Condition Index	<p>(24) Will the FRPP be able to accept negative values for Condition Index?</p> <p>No, the condition index must be reported as a percentage (whole number – not a decimal) and must be greater than or equal to zero. In cases in which the agency's calculation results in a negative number, the percentage should be reported as zero.</p>
11. Condition Index	<p>(25) Is the reporting agency required to submit the Condition Index for leased assets?</p> <p>Condition Index must be reported for all leased assets where the agency is responsible for maintaining the asset's condition.</p>
13. Annual Operating Costs	
13. Annual Operating Costs	<p>(26) Are Annual Operating Costs reported for the past or current fiscal year?</p> <p>Operating costs should be reported for past fiscal year (i.e., data represents FY2006, but it is submitted in Q1 of FY2007).</p>
13. Annual Operating Costs	<p>(27) Can an agency provide a negative number or a zero for Annual Operating Costs?</p> <p>The numeric value reported for <i>Annual Operating Costs</i> must be greater than or equal to zero.</p>
13. Annual Operating Costs	<p>(28) For categories of operating costs, should any additional costs be included beyond those indicated in the definition?</p> <p>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. For leases, agencies should report the full annual lease costs, including base and operating rent, plus any additional government operating expenses (as listed above) not covered in the lease contract.</p>
13. Annual Operating Costs	<p>(29) 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.</p> <p>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.</p>
13. Annual Operating Costs	<p>(30) How are Annual Operating Costs reported to GSA/PBS for buildings in which agency has Delegated Authority for operation and maintenance?</p> <p>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.</p>
14. Main Location	
14. Main Location; Street address; Latitude/ Longitude	<p>(31) For Main Location, do agencies fill out both Street Address and Latitude/Longitude information?</p> <p>Agencies must report <i>Street Address</i> OR <i>Latitude/Longitude</i> information. If they choose to report both fields, the system will accept this.</p>

Data Element/ Keyword	Question
14. Main Location	<p>(32) If there is a security concern limited to reporting <i>Main Location</i> information, how is the information reported?</p> <p>For assets that do not have a specific street address and there is 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, <u>report the ZIP code in the Street Address field</u> (as well as in ZIP code field). For assets in a geographic location that do not have a Zip code, <u>report the name of the nearest city and country in the Street Address field</u> (as well as the GLC code in City and Country fields).</p>
14. Main Location	<p>(33) How should an agency identify the <i>Main Location</i> for a linear structure, such as a road or fence?</p> <p>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 <u>main gate</u>. If there is no main gate, agency should provide the ZIP code. For assets in a geographic location that do not have a Zip code, <u>report the nearest city and country in the Street Address field</u> (as well as in City and Country fields).</p>

15. Real Property Unique Identifier

15. Real Property Unique Identifier; Installation/Sub-Installation Identifier	<p>(34) What is the distinction between the Real Property Unique Identifier versus the Installation/Sub-Installation Identifier (noncontiguous)?</p> <p>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 asset by installations/sub-installations for roll-up reporting.</p>
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16-19. City, State, Country, County

16. Location; GLC	<p>(35) Are the Geo Location Codes (GLCs) required for city, state, country and county?</p> <p>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.</p>
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20. Congressional District

20. Congressional District	<p>(36) How should <i>Congressional District</i> data be handled for an asset in a foreign country?</p> <p>Congressional District is not applicable for foreign assets and therefore need not be reported.</p>
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21. ZIP code

21. ZIP code	<p>(37) 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?</p> <p>The Zip code data element is not required for assets located in a United States territory or foreign country that do not have a Zip code.</p>
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23. Restrictions

23. Restrictions	<p>(38) How should the information be entered if there is more than one <i>Restriction</i>?</p> <p>If a property has multiple restrictions associated with it, agency should report all restrictions that apply. Partial restrictions should also be reported.</p>
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24. Disposition

24. Disposition	<p>(39) If an agency disposes of an asset during the reporting period, is it required to report the asset to the FRPP?</p> <p>Yes, the agency must identify the asset as disposed by providing the required information for the disposition data element. See Disposition on page 15.</p>
24. Disposition	<p>(40) If an agency disposes of an asset during the reporting period, does the agency have to report all 24 FRPP data elements for the asset?</p> <p>No, if an asset has been disposed, the agency is only required to submit five data elements, which are:</p> <ol style="list-style-type: none"> 1. Real Property Unique Identifier 2. Reporting Agency 3. Disposition Method 4. Disposition Date 5. Disposition Value <p>There are two additional data elements that are optional for FY06 but will be mandatory for FY07:</p> <ol style="list-style-type: none"> 6. Net Proceeds 7. Recipient

Data Element/ Keyword	Question
24. Disposition	<p>(41) Are agencies required to report the sub-category of Public Benefit Conveyance or Sale in the disposition method sub-data element?</p> <p>No, in FY06 agencies are only required to report the 2-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 2-digit code) <u>instead</u> of the main category, but it is not required.</p>
24. Disposition	<p>(42) Can an agency provide a negative number or a zero for <i>Disposition Value</i>?</p> <p>The numeric value reported for <i>Disposition Value</i> must be greater than or equal to zero.</p>
24. Disposition	<p>(43) Are the assets that have been disposed during the current reporting year included in the agencywide totals?</p> <p>No, any asset that was disposed of during the current reporting year will not be included in the agencywide total.</p>
24. Disposition	<p>(44) If an agency reports disposition data element 24, is it required to report the RPUID/reporting agency?</p> <p>Yes, if an asset has left the inventory, an agency must report the RPUID/reporting agency, as well as disposition data element 24.</p>
24. Disposition	<p>(45) Why does an agency receive a list of missing Real Property Unique Identifiers during the confirmation step of the FRPP data submission process?</p> <p>Before an agency completes the confirmation step, FRPP will generate a report of missing Real Property Unique Identifiers in the current reporting period compared to the previous year's reporting. Agencies will receive a report of the missing Real Property Unique Identifiers and will need to correct data or be prepared to explain these variances to OMB.</p>
24. Disposition	<p>(46) Can an agency provide a negative number or a zero for <i>Net Proceeds</i>?</p> <p>Yes, the numeric value reported for <i>Net Proceeds</i> can be greater than, less than, or equal to zero.</p>
Data Submission	
Data Submission	<p>(47) What do you include in a field if you don't have the information for one of the 24 data elements?</p> <p>Agencies must make every effort to provide current and accurate data for all 24 data elements that were approved by the FRPC. The ability to report data at the constructed asset level is one consideration that OMB uses in its scorecard rating for the President's Management Agenda for Real Property Asset Management.</p>
Data Submission	<p>(48) Is submission of any of the data elements optional?</p> <p>Submission of the 24 data elements is not an option (except where noted). Agencies must make every effort to submit the data as accurately as possible for 2006 reporting.</p>
Data Submission	<p>(49) How must our agency submit real property information? When does the official FRPP reporting cycle begin?</p> <p>Each agency must submit real property information annually as follows:</p> <ul style="list-style-type: none"> a) Data for agencies' real property inventory is as of the last day of each fiscal year. The fiscal year ends September 30th. 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 ends December 15th.
Data Submission	<p>(50) If agencies upload data using the XML format, will they still need to go through the validation and certification process in FRPP?</p> <p>Yes, the authorized users will be required to validate and certify the data online.</p>
Data Submission	<p>(51) Can agencies have multiple data submissions to the FRPP and then upload it once?</p> <p>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.</p>
GIS	<p>(52) Has there been discussion on how the GIS standards developed by the Federal Geographic Data Committee (established as a result of another EO) will relate to the GIS standards used for the modified FRPP?</p> <p>Yes, the FRPC is aware of this issue, as there has been discussion regarding GIS standards and the Federal Geographic Data Committee. This issue is not being addressed for the FY 2006 inventory system.</p>

APPENDIX D: ACRONYMS

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

APPENDIX E: AGENCY BUREAU CODES

Agency Bureau Codes are provided in a separate document. For the most up-to-date Agency Bureau Code listing, refer to the "Help" section in the online FRPP system at: <https://www.realpropertyprofile.gov>



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