GSA Office of Governmentwide Policy

FEDERAL REAL PROPERTY COUNCIL

INTERIM FY 2005 GUIDANCE FOR REAL PROPERTY INVENTORY REPORTING

AS OF OCTOBER 11, 2005

Table of Contents

A BACKGROUND: EXECUTIVE ORDER #13327 3

B FRPC INVENTORY DATA ELEMENTS & DESCRIPTIONS 4

B.1 Real Property Type 5
B.2 Real Property Use 5
B.3 Legal Interest 5
B.4 Status 6
B.4.1 Outgrant Indicator 6
B.5 Historical Status 6
B.6 Reporting Agency 6
B.7 Using Organization 6
B.8 Size 7
B.8.1 Rural Acres 7
B.8.2 Urban Acres 7
B.8.3 Gross Square Feet 7
B.8.4 Structural Unit (Size) 7
B.8.5 Unit of Measure 7
B.9 Utilization (Performance Measure 1) 8
B.10 Value 9
B.11 Condition Index (Performance Measure 2) 9
B.12 Mission Dependency (Performance Measure 3) 9
B.13 Annual Operating Costs (Performance Measure 4) 10
B.14 Main Location 10
B.14.1 Street Address 10
B.14.2 Latitude 10
B.14.3 Longitude 10
B.15 Real Property Unique Identifier 10
B.16 City 11
B.17 State 11
B.18 Country 11
B.19 County 11
B.20 Congressional District 11
B.21 ZIP Code 11
B.22 Installation/ Sub-installation Identifier 11
B.22.1 Installation ID 11
B.22.2 Sub-installation ID 11
B.22.3 Installation Name (Optional) 11
B.23 Restrictions 12

C REPORTING & DATA SUBMISSION GUIDANCE 13

Data Submission Process 13
Data Dictionary 13
Changes from Previous (FY2004) Reporting 13
C.1 Relationship Between Real Property Assets and Installation 14
C.2 Reporting at the Constructed Asset Level 15
C.3 Reporting at the Summarized Assets Level 16
C.4 XML Submission for Federal Real Property Profile - Internet Application (FRPP-IA) 17
C.4.1 XML Template for Asset Level Reporting 18
C.4.2 XML Template for Summary Level Reporting - Installation Node 20

D FREQUENTLY ASKED QUESTIONS – FAQS 21

E RESTRICTIONS – CATEGORIES & CODES 26

F REAL PROPERTY PREDOMINANT USE CATEGORIES & CODES 27

APPENDICES 30

A ACRONYMS 31
B QUICK GUIDE - EXCEPTIONS TO MANDATORY DDATA ELEMENTS 32
C QUICK GUIDE – PREDOMINANT USE CATEGORIES & CODES 33
D QUICK GUIDE – DATA DICTIONARY 34
E AGENCY BUREAU CODES 40

A BACKGROUND: EXECUTIVE ORDER #13327

Executive Order 13327, "Federal Real Property Asset Management" was created to promote efficient and economical use of the Federal Government's real property assets. Agencies can find Executive Order 13327 at the following URL: http://www.whitehouse.gov/news/releases/2004/02/20040204-1.html

As part of the Executive Order, the interagency Federal Real Property Council (FRPC) was formed and is responsible for developing guidance, serving as a clearing house for best practices, and facilitating the efforts of the Senior Real Property Officers (SRPO). The FRPC has established four Committees: Asset Management Planning; Performance Measures; Real Property Inventory; and Systems.

This document is the second set of guidance issued by the FRPC pursuant to Executive Order 13327 that addresses the real property inventory data elements.

Role of GSA's Office of Governmentwide Policy, Office of Real Property Management

- The role of GSA's Office of Governmentwide Policy, Office of Real Property Management is to provide support to the four FRPC Committees in developing asset management baseline data, performance measures reporting, real property inventory database standards, as well as promoting other tools for effective asset management.
- The GSA Office of Real Property, in consultations with the FRPC, is also responsible for establishing and maintaining a single, comprehensive, and descriptive database of all Federal Government real property. GSA Office of Real Property shall collect from each executive branch agency data pertaining to all real property holdings of the Federal Government.

Real Property Reporting

Section 2 of Executive Order (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 general guiding principles are:

- All agencies are expected to report real property at the constructed asset level.
- For Federal Government owned real property (real property to which the United States holds title), the Federal agency that exercises real property accountability should report the property.
- For Federal Government leased real property, the Federal agency that has signed the lease is responsible for reporting the property.
- For real property otherwise managed, the Federal agency that entered into the agreement with the State Government or Foreign Government should report the property.

Property Reporting Exclusions[1]

- Assets disposed of for public benefit and now held in private ownership;
- Land easements or rights of way held by the Federal Government[2] ;
- Public domain land 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[3];
- Land and interests in land that are withheld from the scope of the Executive Order by agency heads for reasons of national security, foreign policy, or public safety.

[1] These exclusions are specified in *Section 2. Definitions and Scope* of Executive Order #13327.
[2] This refers to property where the Federal Government occupies the property via easement, the property is not reported as it is excluded in the EO
[3] Other trust land (i.e., non-Indian trust land) is included in inventory.

B FRPC INVENTORY DATA ELEMENTS & DESCRIPTIONS

The FRPC has identified and defined 23 mandatory data elements that will be captured and reported by all executive agencies, as listed in **Table 1** below. These data elements support the goals of the Executive Order #13327, as well as the first tier requirements of the Performance Measures Committee. The FRPC decided that for FY 2005 data submission the existing Federal Real Property Profile system (FRPP-IA) would be modified to accept these 23 data elements.

Unless otherwise noted[4],[5] all 23 data elements are:

1. To be reported at the constructed asset level (i.e., constructed asset level for buildings and structures and the parcel level for land). If constructed asset level reporting cannot be accomplished, waiver from OMB must be obtained.[6]
2. Applicable for all ***Property Types*** (land, building, structures)
3. Applicable for all ***Legal Interests*** (owned, leased, otherwise managed)

Table 1: FRPC's 23 Data Elements - Hyperlink Table (CTRL + click to follow link)

Data Element #	Data Element Name
1	Real Property Type
2	Real Property Use
3	Legal Interest
4+	Status
5	Historical Status
6	Reporting Agency
7	Using Organization
8+	Size
9 (PM)	Utilization
10	Value
11 (PM)	Condition Index
12 (PM)	Mission Dependency
13 (PM)	Annual Operating Costs

Data Element #	Data Element Name
14+	Main Location
15	Real Property Unique Identifier
16	City
17	State
18	Country
19	County
20	Congressional District
21	ZIP Code
22+	Installation/Sub-installation Identifier
23	Restrictions

'+' indicates composite field;

PM = Performance Measure

[4] There are 5 exceptions to mandatory reporting of all 23 data elements:

1) Otherwise Managed property is excluded for ***Historical Status***
2) ***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.
3) Land is excluded for ***Value***
4) Land is excluded for ***Condition Index***
5) **Utilization** is required for only 5 Building Use Categories (but to all Legal Interests)

[5] A summary table of **Exceptions To Mandatory Reporting** of all 23 data elements can be found in the Appendix

[6] OMB will provide process and standard form for waiver submission. A waiver can be requested if there is a compelling reason why the data will not be available and the agency can provide a reasonable timeframe for when the data will be available for reporting.

B.1 REAL PROPERTY TYPE

See section Reporting at the Summarized Assets Level for additional Record Type and instructions for data submission. Note that a waiver from OMB is required for Summarized Asset Reporting.

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

- Land (20)
- Building (35)
- Structure (40)

Real Property Type was formerly referred to as ***Record Type*** in the FRPP-IA.

B.2 REAL PROPERTY USE

See section Real Property Predominant Use Categories

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

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

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 and only one predominant use code. Real Property Predominant Use Categories along with descriptions and associated two-digit codes can be found in the Appendix.

B.3 LEGAL INTEREST

Note regarding GSA Leases: *Unchanged from previous years' reporting, agencies do not report GSA leases as part of their real property inventory. GSA is the responsible agency for reporting these leases as part of their real property inventory.*

Similarly, for properties where GSA signs the lease and delegates operating authority to the agency, GSA will report the leased property.

However, 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.

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

Legal Interest is used to identify a real property asset as being owned by the Federal Government, leased by the Federal Government (i.e., as lessee), or otherwise managed by the Federal Government (valid codes are in parenthesis)

- **Owned (G):** The Federal Government has fee simple interest for the real property.
- **Leased (L):** The rights to use the real property 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 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 but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.

Note: Section 2 of Executive Order (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 (see section 2 of EO 13327). Therefore, only Federal Government owned, leased or otherwise managed (State owned or Foreign Government owned) 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 data element 23, ***Restrictions***.

B.4 STATUS

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

- **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.

B.4.1 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.

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

B.5 HISTORICAL STATUS

Note: *Otherwise Managed property is not reported for* ***Historical Status****.*

Land, Buildings and structures (owned and leased) will have one of the following ***Historical Status*** attributes (valid codes are in parenthesis):

(1) National Historic Landmark - NHL;

(2) National Register Listed - NRL;

(3) National Register Eligible - NRE;

(4) Non-contributing element of NHL/NRL district;

(5) Not Evaluated;

(6) Evaluated, Not Historic

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.

B.6 REPORTING AGENCY

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 your agency (i.e., 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.

Refer to Appendix for Agency Code listing.

Online Agency Bureau Code lookup:
http://insite.gsa.gov/travel/bureaucode.htm

B.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. Agency Bureau Code list maintained by GSA, as described above.

B.8 SIZE

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 ***Structure Unit of Measure*** table below for the unit of measure to use in reporting the size for specific types of structures.

B.8.1 RURAL ACRES

Provide the number of rural acres[7] associated with each land parcel record.

B.8.2 URBAN ACRES

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

B.8.3 GROSS SQUARE FEET

Provide the total area in gross square feet.

B.8.4 STRUCTURAL UNIT (SIZE)

B.8.5 UNIT OF MEASURE

Provide both the size (or quantity) and the unit of measure for the structure. The table below provides the valid units of measure for each predominant use category.

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

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

Structure Unit of Measure Table

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

[7] Database will accept a maximum of 9 digits plus 2 decimal places

B.9 UTILIZATION (PERFORMANCE MEASURE 1)

Utilization *will be required only for the five* ***Building Predominant Use*** *categories listed in the table:*
- *Office (code 10)*
- *Hospital (code 21)*
- *Warehouse (code 41)*
- *Laboratory (code 74)*
- *Housing (codes 30,31)*

Note: *For each building or structure report only the utilization category code:*
- *1 (over-utilized)*
- *2 (utilized)*
- *3 (under-utilized)*
- *4 (not utilized)*

Agencies should however 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:

- *Offices* – ratio of occupancy to current design capacity.
- *Hospitals* – ratio of occupancy to current design capacity.
- *Warehouses* – ratio of gross square feet occupied to current design capacity.
- *Laboratories* – ratio of active units to current design capacity
- *Housing* – 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.

Current design capacity is defined as the maximum capacity of which an asset, facility or system can operate, regardless of statutory, regulatory, contractual or other conditions or restrictions.

- Agencies will have flexibility in judgment for determining current design capacity.
- Agencies may use their best judgment for determining utilization of laboratories when the data is not available to calculate utilization in accordance with the definition stated above.

Agencies will capture and maintain ***Utilization*** a percent utilization on a scale of 0% to 100%, but report only the associated category code (1, 2, 3, or 4) as shown in **Table 2**.

Table 2 below identifies the categories and percent utilization used to determine the rate of utilization.

Table 2: Categories & Percent Utilization

Utilization Categories & Codes for Reporting	*Building Use Categories/Codes*				
	Office (10)	**Hospital (21)**	**Warehouse (41)**	**Laboratory (74)**	**Housing (30, 31)**
(1) Over Utilized	>95%	>95%	>85%	>85%	N/A
(2) Utilized	75-95 %	70-95 %	50-85 %	60-85 %	85-100 %
(3) Under Utilized	<75%	25-70 %	10-50 %	30-60 %	< 85%
(4) Not Utilized	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% = (15,000sf / 25,000sf) x 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.

B.10 VALUE

*Note: Land is excluded for **Value**. Only buildings and structures will be required to have a functional/plant replacement value reported in the inventory.*

Value is defined as: The functional/plant replacement value; the cost of replacing the existing constructed asset at today's standards.

Formula: Value = Unit x Unit Cost x Overhead Factor

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.

Note: 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.

B.11 CONDITION INDEX (PERFORMANCE MEASURE 2)

*Note: 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) (also known as functional replacement value).

Formula: CI = (1 - $repair needs/$PRV) x 100

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 the constructed asset is in. The CI will be reported annually on an agency or department-wide basis.

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/departments 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 section *2.10 Value*)

Target CI levels will initially be set by the agencies/departments in consultation with OMB.

Note: If the agency only owns, leases or otherwise manages a portion of the constructed asset only report condition on 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.

B.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 in one of the following categories (valid codes are in parenthesis):

(1) **Mission Critical** – without constructed asset or parcel of land, mission is compromised;

(2) **Mission Dependent, Not Critical** – does not fit into *Mission Critical* or *Not Mission Dependent* categories;

(3) **Not Mission Dependent** – mission unaffected;

(9) **Not Rated** – used for DoD/BRAC properties only.

B.13 ANNUAL OPERATING COSTS (PERFORMANCE MEASURE 4)

Annual Operating Costs (for property other than leased) 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); and
- Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).

Note: For leases, agencies should report annual lease costs plus any additional government operating expenses (as listed above) not covered in the lease.

Agencies are to provide actual costs annually.

B.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).

Note: 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 the asset is not located on an installation or campus, report the ZIP code in this field (as well as in ZIP Code field). For overseas locations where zip codes are not applicable, report the nearest city and country.

B.14.1 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 1800 F Street. **Do not use the following:**

- ⌧ Mailing address that is different than the location's address,
- ⌧ Building name,
- ⌧ Street corner (e.g., 18th & F Streets),
- ⌧ Other description (such as a Post Office Box number), or
- ⌧ Symbols such as double quote (“), underline (_), plus (+), percent (%), and ampersand (&).

B.14.2 LATITUDE

B.14.3 LONGITUDE

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

B.15 REAL PROPERTY UNIQUE IDENTIFIER

Real Property Unique Identifier is a code that is unique to an item of real property 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.

B.16 CITY

Provide the 4 digit GLC for the ***City*** or town associated with the reported ***Main Location*** in which the land parcel, building or structure is located.

GLCs (Geo Location Codes) can be found at:: http://www.gsa.gov/glc

B.17 STATE

Provide the 2 digit GLC for the ***State*** associated with the reported ***Main Location*** in which the land parcel, building or structure is located.

B.18 COUNTRY

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

B.19 COUNTY

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

B.20 CONGRESSIONAL DISTRICT

Provide the value for the ***Congressional District*** associated with the reported ***Main Location*** in which the land parcel, building or structure is located.

B.21 ZIP CODE

Provide the 5 digit ZIP code associated with the reported ***Main Location*** in which the land parcel, building or structure is located and, if known, the additional four-digit zip code suffix. Zip codes can be found at http://www.usps.com.

B.22 INSTALLATION/ SUB-INSTALLATION IDENTIFIER

Type 10-Installation records are now required only if agency has a waiver from OMB for reporting assets at a summary level.

B.22.1 INSTALLATION ID

Headquarters Installations – Land, buildings, other structures, and facilities, or any combination of these. Examples of installations are a national forest, national park, 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. Installation ID was formerly referred to as Installation Number in FRPP-IA

B.22.2 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 Reporting Agency. ***Sub-installation*** was formerly referred to as 'Site Code' in FRPP-IA.

B.22.3 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 a National park. 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 Reporting Agency.

B.23 RESTRICTIONS

See section Restrictions – Categories & Codes 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 parenthesis):

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

C REPORTING & DATA SUBMISSION GUIDANCE

DATA SUBMISSION PROCESS

Figure 1 below provides the process for FRPP-IA data submission. Previously, the file upload, error checking, and validation were done offline and then the file was uploaded in a manual step. With the modified FRPP-IA version that will be released for October 2005, all the manual steps shall be automated and made available for the Agency Administrator.

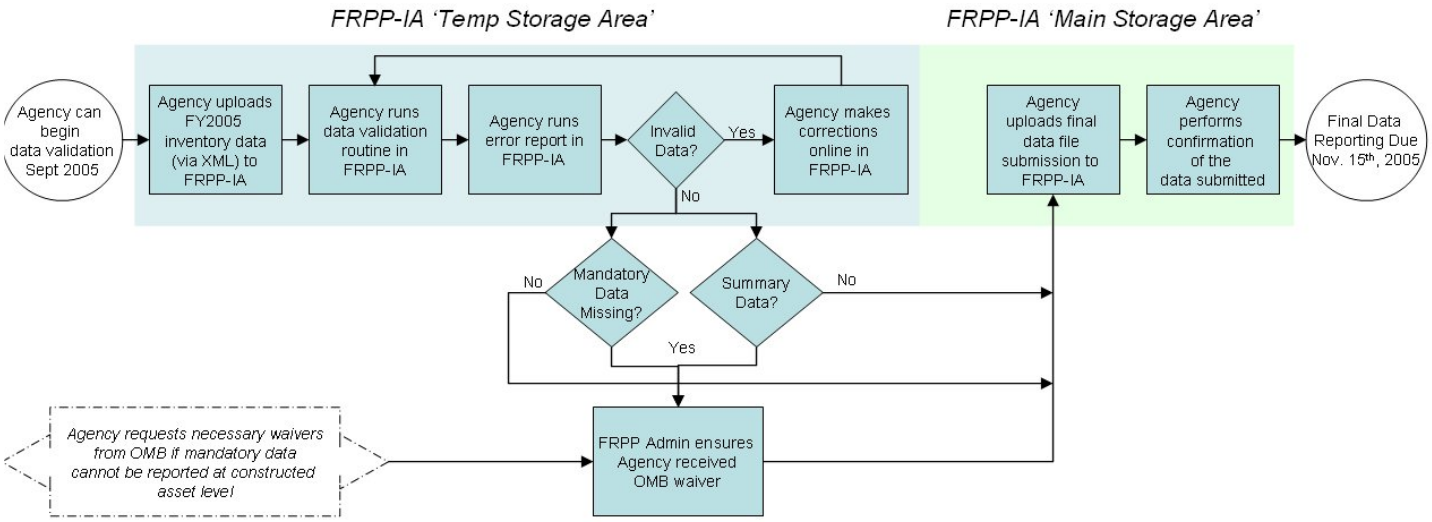


Figure 1: Data Submission Process of Validation and Waiver Authorization

For the upcoming FY2005 reporting cycle, agencies can begin submitting data to the modified FRPP-IA for testing and validation (i.e., in the "Temp Storage Area") in September 2005. Starting October 15th, official data submission/reporting will begin (i.e., "Main Storage Area"). The cut-off date for final data reporting is November 15th.

DATA DICTIONARY

Refer to the **Quick Guide - Data Dictionary** in the Appendix for a summarized listing of the data elements, valid codes/"pick lists", field lengths and formats and notes that include a summary of changes from FY2004 FRPP-IA data fields.

CHANGES FROM PREVIOUS (FY2004) REPORTING

- Many of the 23 data elements existed previously. Some have been renamed, some are new, however most were either optional or reported at the installation level rather than at the constructed asset/land parcel level. Constructed asset level reporting is one of the most significant changes from the previous year. In addition, the "pick lists" (i.e., valid codes) for most all of the previously existing data elements have undergone changes.
- Installation Type 10 records are no longer required and are only to be submitted for data that cannot be provided at the constructed asset level (OMB waiver is required for summary reporting). Previously the Installation Type 10 records were required in order to accomplish roll-up reporting; now the required Installation/Sub-installation ID provided for each asset record will provide the linkages to perform roll-up reporting.
- Building Summary Type 30 records are no longer reported.
- Lease Type 50 records are no longer reported (although the 23 data elements are now required for leased property).
- Occupant Agencies Type 31 records are no longer reported (however ***Using Organization*** is now reported as a data element for each asset).
- Latitude/Longitude Type 11 records are no longer reported.
- Real Property Unique ID is required for each land, building and structure record.

Table 3 provides a list of the previous FRPP-IA data fields no longer supported for FY2005 data submission.

Table 3: FRPP-IA Data Fields No Longer Supported

Installation, Land, Building, Structure Records Types 10, 20, 30, 35, 40		Lease Records Type 50
▪ Fair value	▪ GSA assistance needed	▪ Effective date
▪ Highest and best use	▪ Acquisition code (Land only)	▪ Expiration Date
▪ Excess indicator	▪ Date acquired from	▪ Annual Rental Amount
▪ Last survey date	▪ Date acquired to	▪ Renewal Option Years
▪ Baseline	▪ Acquisition cost	▪ Other Structures and Facilities Indicator
▪ Deferral	▪ Negligible cost indicator	▪ Number of leases reported
▪ Next survey	▪ Anticipated excess date	
▪ Change in mission		

C.1 RELATIONSHIP BETWEEN REAL PROPERTY ASSETS AND INSTALLATION

Each real property asset record requires an ***Installation/Sub-installation ID*** and therefore all assets that are part of the same installation should have the same ***Installation ID*** but a unique ***Real Property ID.*** **Figure 2** below provides a schematic of the relationship between real property asset records (each with a Real Property Unique ID) and the Installation/Sub-installation hierarchy. Although the installation hierarchy is the same from previous years, Installation Type 10 records are no longer required, however ***Installation/Sub-installation IDs*** are required for each asset record.

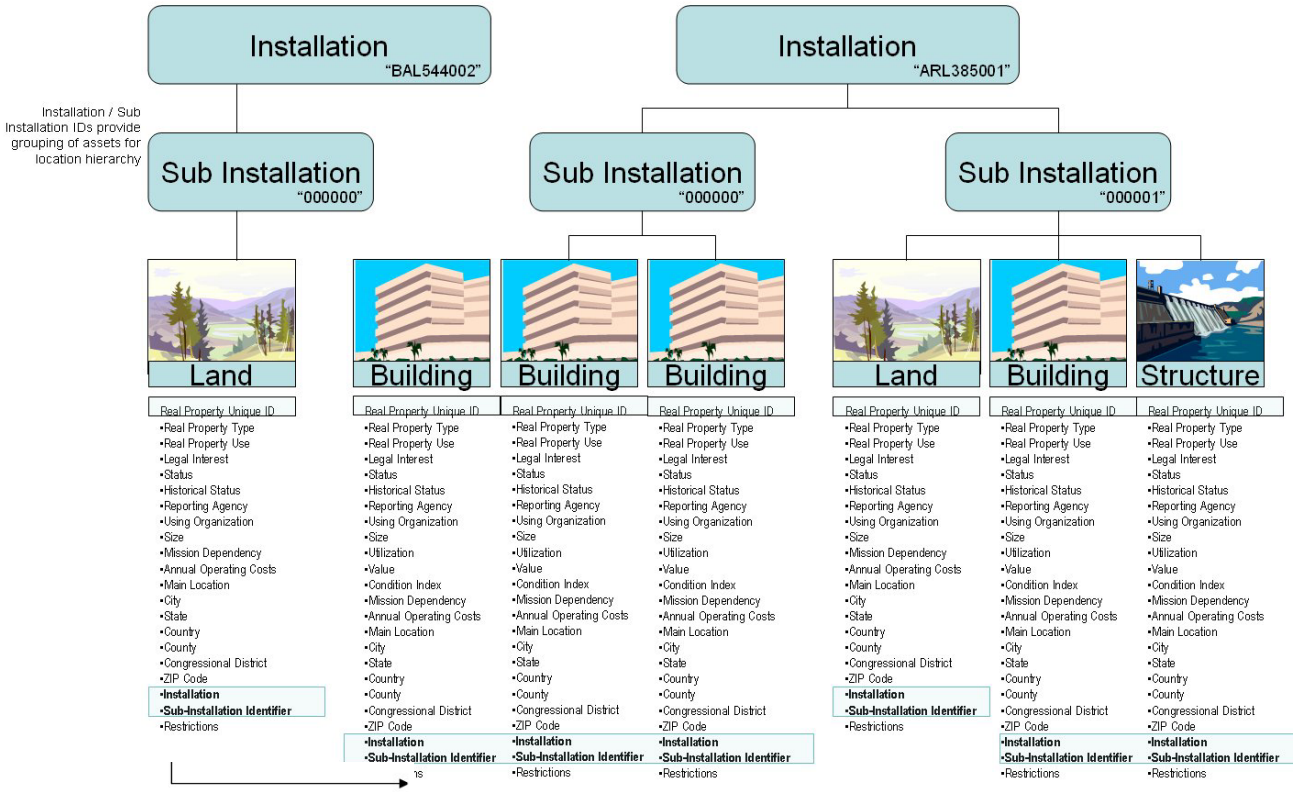


Figure 2: Relationship of Installation/Sub Installation Hierarchy to Real Property Unique ID (each asset record)

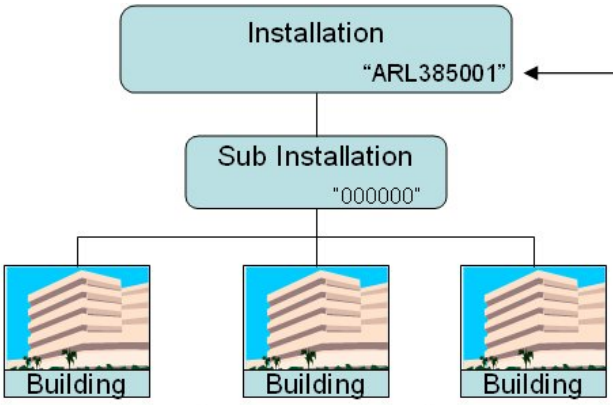
Note: A waiver from OMB is required for any data that cannot be reported at the constructed asset level.

C.2 REPORTING AT THE CONSTRUCTED ASSET LEVEL

Example 1: Constructed Asset Level Reporting with Allocated Annual Operating Costs

There are 3 buildings on a campus. All data elements except for ***Annual Operating Costs*** can be reported at an individual building level. For this particular situation, the agency may decide to report information at the constructed asset level by devising a formula that can best represent information for each asset. For example, if annual operating and maintenance costs are only available at the campus level then allocating the total O&M costs amongst the three buildings (based on a prorata methodology) and providing this number in each Type 35 building record would be a suitable formula. **Figure 3** below provides an illustration of this example.

Note: The methodology for capturing this data should be addressed with OMB with the waiver process.



Installation / Sub Installation IDs provide grouping of buildings for location hierarchy

Real Property Unique ID	1360B001	1360B002	1360B003
Real Property Type	35	35	35
Real Property Use	10	10	10
Legal Interest	O	O	O
Status Outgrant Indicator	A N	A N	A N
Historical Status	6	6	6
Reporting Agency	8670	8670	8670
Using Organization	8670	8670	8670
Size	32000	25000	25000
Utilization	2	2	2
Value	15000000	12000000	12000000
Condition Index	2	2	2
Mission Dependency	2	2	3
Annual Operating Costs	**380000**	**285000**	**285000**
Main Location	1190 Greenville Avenue	1190 Greenville Avenue	1190 Greenville Avenue
City	1360	1360	1360
State	24	24	24
Country	US	US	US
County	013	013	013
Congressional District	031	031	031
ZIP Code	20850	20850	20850
Installation **Sub-Installation Identifier**	**ARL385001** **000000**	**ARL385001** **000000**	**ARL385001** **000000**
Restrictions	13	13	13

Note:
Allocated costs are based on prorata methodology

Figure 3: Example of Constructed Asset Level Reporting with Allocated Annual Operating Costs.

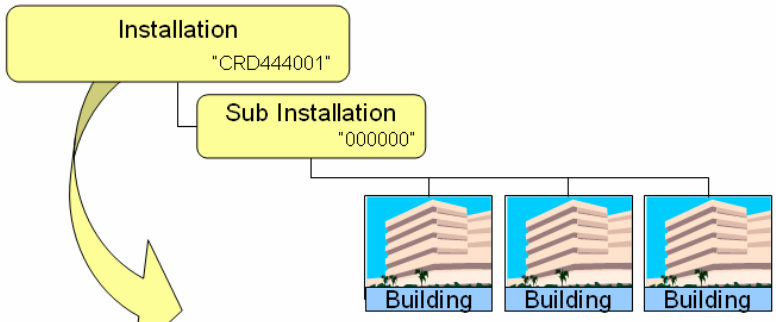
C.3 REPORTING AT THE SUMMARIZED ASSETS LEVEL

- All data should be provided at a constructed asset level, however when certain data elements are available only at the summary level, then the Type 10 installation record is used in conjuction with at least one constructed asset record (Type 20, Type 35, Type 40) to report just the summary information. The data element containing the summarized data provided in the Type 10 installation record should be blank in the associated constructed asset record
- The constructed asset record(s) (Type 20, Type 35, Type40) associated with the Type 10 installation record must have the same ***Installation/Sub-installation ID.***
- To report summarized assets a waiver from OMB is required. Again, a waiver from OMB is required for each data element that cannot be reported at the constructed asset level, along with the reason why the data will not be available and a reasonable timeframe for when the data will be available for reporting.

The example below in **Figure 4** provides an illustration of a scenario for summarized asset level reporting.

Example 2: Summarized Asset Level Reporting

There are 3 leased buildings on a campus. ***Utilization, Value, Condition Index, Mission Dependency*** and the ***Annual Operating Costs*** can only be provided as a single value. One Type 10 installation record and three Type 35 building records should be reported. The Type 10 record will hold the ***Installation/Sub-installation Identifier*** and the ***Utilization, Value, Condition Index, Mission Dependency*** and the ***Annual Operating Costs***, and the Type 35 records will hold data specific to the buildings. Permission to report at summary level can be granted only by OMB in consultation with the Senior Real Property Officer.



Mandatory Data Elements	Installation Record nstallation Type 10	Building Record 1 Building Type 35	Building Record 2 Building Type 35	Building Record 3 Building Type 35
Real Property Type	10	35	35	35
Real Property Use		10	10	10
Legal Interest		L	L	L
Status		A	A	A
Outgrant Indicator		N	N	N
Historical Status		6	6	6
Reporting Agency		8670	8670	8670
Using Organization		8670	8670	8670
Size: Gross Square Feet		32000	25000	25000
Total Number of Buildings				
Utilization	2			
Value	7120000			
Condition Index	75			
Mission Dependency	2			
Annual Operating Costs	1114000			
Main Location		15 Fairview Rd.	15 Fairview Rd.	15 Fairview Rd.
Real Property Unique ID		44401	44402	44403
City		1360	1360	1360
State		24	24	24
Country		US	US	US
County		013	013	013
Congressional District		031	031	031
ZIP Code		20850	20850	20850
Installation	CRD444001	CRD444001	CRD444001	CRD444001
Sub-Installation Identifier	000000	000000	000000	000000
Restrictions		13	13	13

In this example, agency received a waiver to report summary data for these data elements for the 3 leased buildings. Summary data is submitted on the Installation Type 10 record

Installation / Sub Installation IDs are always required for Installation-Type 10 Records (as well as all other Record Types)

Figure 4: Example of Summarized Asset Level Reporting for Buildings

C.4 XML Submission for Federal Real Property Profile - Internet Application (FRPP-IA)

The Federal Real Property Profile - Internet Application (FRPP-IA) holds the Federal real property inventory. Agencies report their real property inventory annually by submitting a file in a predetermined format or by entering the data online.

Up until 2004, XML format along with the 1166 format were accepted. The 1166 format - the ASCII format with positional interpretations of data fields - proved to very difficult to work with, as error detection and debugging were very convoluted and manual. The XML format is the industry standard for transferring data for Internet applications, and is easy for error detection and correction. Currently XML is the only acceptable format for data submission to the FRPP-IA application.

New XML Schema

With the latest guidance provided by the FRPC, only the 23 mandatory data elements shall be collected from the agencies. Some of the data elements are composite fields, i.e. made up of sub elements. The composite fields are: ***Status, Size, Main Location, Installation/Sub-installation Identifier***. The composite fields are easily identified in the XML Template below, with the associated sub-elements tags indented on the lines following the composite fields.

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

Note:
Tag names are case sensitive.

```
<LegalInterest>L</LegalInterest>
```

Opening Tag

Value for asset (L for leased)

Ending Tag

As shown in the XML Templates in the following section, the XML format is organized according to the ***Real Property Types*** (or Record Type) of Land, Buildings, and Structures (the XML tags are indicated as: *Type 20Land, Type35BuildingDetail*, and *Type40Structure*). These are referred to as record type "nodes". Each record type node has the same data element name tags, except for the sub elements for Size. Size sub elements are dependent on the record type, e.g., Land requires Urban/Rural Acres, Buildings require GSF, and Structures are based on the unit of measure particular to the structure itself.

The optional fields are represented in *blue italicized font* in the XML Templates. Optional fields with blank values do not need to be included in the file. ***Latitude and Longitude*** are represented as optional fields, however, agencies have the option of reporting either ***Latitude and Longitude*** or ***Street Address***. If ***Latitude and Longitude*** values are reported, then ***Street Address*** is optional.

If an agency is reporting some assets at the summary level, these assets will require the XML schema for the Installation Node listed in the following section, *C.4.2 XML Template for Summary Level Reporting - Installation Node*. For summarized reporting, provide the Type 10 installation record and the associated constructed asset level records in the same file.

Common Errors

Six agencies reported their annual inventory in XML format last year; the common errors encountered were as follows:

- Invalid tag names or misplaced ending tags
- Case sensitivity of tag names
- Invalid special characters in the data elements

C.4.1 XML Template for Asset Level Reporting

Be sure to include these tag lines at beginning of file

```
<?xml version="1.0"?>
<FRPPData FY="2005">
```

Type 20 Land Node Schema

Each of the 23 data elements is represented with an opening tag and an ending tag. The value goes in between.

```
    <Type20Land>
        <RealPropertyType></RealPropertyType>
        <RealPropertyUse></RealPropertyUse>
        <LegalInterest></LegalInterest>
        <Status>
            <StatusIndicator></StatusIndicator>
            <OutgrantIndicator></OutgrantIndicator>
        </Status>
        <HistoricalStatus></HistoricalStatus>
        <ReportingAgency></ReportingAgency>
        <UsingOrganization></UsingOrganization>
        <Size>
            <RuralAcres></RuralAcres>
            <UrbanAcres></UrbanAcres>
        </Size>
        <Utilization></Utilization>
        <Value></Value>
        <ConditionIndex></ConditionIndex>
        <MissionDependency></MissionDependency>
        <AnnualOperatingAndMaintenanceCosts></AnnualOperatingAndMaintenanceCosts>
        <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>
    </Type20Land>
```

Type 35 Building Node Schema

(continued on next page)

```
    <Type35BuildingDetail>
        <RealPropertyType></RealPropertyType>
        <RealPropertyUse></RealPropertyUse>
        <LegalInterest></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>
        <AnnualOperatingAndMaintenanceCosts></AnnualOperatingAndMaintenanceCosts>
```

Note: All data fields are required except optional fields as indicated with *blue italicized font*

Type 35 Building Node Schema *(continued from previous page)*

```
        <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>
    </Type35BuildingDetail>
```

*Note that **Size** requires two values. **Structural Unit** represents the size or quantity (numeric value). **Unit of Measure** should be the numeric code that represents one of the valid units of measure (e.g., 1=each, 2=lane miles, etc.) which is based on structure's Predominant Use.*

Type 40 Structure Node Schema

```
    <Type40Structure>
        <RealPropertyType></RealPropertyType>
        <RealPropertyUse></RealPropertyUse>
        <LegalInterest></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>
        <AnnualOperatingAndMaintenanceCosts></AnnualOperatingAndMaintenanceCosts>
        <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>
    </Type40Structure>
</FRPPData>
```

Be sure to include this ending tag at end of file

Note: All data fields are required except optional fields as indicated with *blue italicized font*

C.4.2 XML Template for Summary Level Reporting - Installation Node

Note: *The XML schema listed below for Type 10 installation records are* ***applicable only for summary level reporting of constructed assets****. A Type 10 installation record is used in conjunction with at least one constructed asset record (Type 20, Type 35, Type 40) to report just the summary information. The data element containing the summarized data provided in the Type 10 installation record should be blank in the associated constructed asset record. Provide the Type 10 installation record and the associated constructed asset level records in the same file. Optional fields with blank values do not need to be included in the file.*

Permission to report at summary level can be granted only by OMB in consultation with the agency's Senior Real Property Officer.

Type 10 Installation Node

```
<Type10Installation>
      <RealPropertyType></RealPropertyType>
      <RealPropertyUse></RealPropertyUse>
      <LegalInterest></LegalInterest>
      <Status>
            <StatusIndicator></StatusIndicator>
            <OutgrantIndicator></OutgrantIndicator>
       </Status>
      <HistoricalStatus></HistoricalStatus>
      <ReportingAgency></ReportingAgency>
      <UsingOrganization></UsingOrganization>
      <Size>
            <GrossSquareFeet></GrossSquareFeet>
            <NumberOfBuildings></NumberOfBuildings>
      </Size>
      <Utilization></Utilization>
      <Value></Value>
      <ConditionIndex></ConditionIndex>
      <MissionDependency></MissionDependency>
      <AnnualOperatingAndMaintenanceCosts></AnnualOperatingAndMaintenanceCosts>
      <MainLocation>
            <StreetAddress></StreetAddress>
            <Latitude></Latitude>
            <Longitude></Longitude>
      </MainLocation>
      <City></City>
      <State></State>
      <Country></Country>
      <County></County>
      <CongressionalDistricts></CongressionalDistricts>
      <Zipcode></Zipcode>
      <InstallationAndSubInstallationIdentifier>
            <InstallationName></InstallationName>
            <InstallationIdentifier></InstallationIdentifier>
            <SubInstallationIdentifier></SubInstallationIdentifier>
      </InstallationAndSubInstallationIdentifier>
      <Restrictions></Restrictions>
</Type10Installation>
```

Note: Summarized size is optional for buildings records only.

Note: Real Property Unique Indentifier is not included for Installation Node schema.

Note: Installation/Sub Installation IDs are required for Summary Level Reporting

Note: All data fields are required except optional fields as indicated with *blue italicized font*

D FREQUENTLY ASKED QUESTIONS – FAQS

The following are frequently asked questions from agencies are grouped by data element number. Questions related to data submission can be found at the end of the list.

Data Element/ Keyword		Question
1. Real Property Type		
1. Real Property Type;	**(1)**	**What types of real property must be reported for the annual real property Inventory, and how is this different from last year's reporting requirement?** Agencies must report all land, buildings, and other structures owned, leased or otherwise managed. Refer to EO 13327 for additional information.
1. Real Property Type; Land	**(2)**	**Our agency is using land on a permit-basis from another Federal agency that owns the land. Which agency should report the land to GSA for the purposes of reporting real property inventory information?** The agency that owns the land should report the land to GSA.
1. Real Property Type; Buildings; Structures;	**(3)**	**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 FY2005 inventory system.
2. Real Property Use		
2. Real Property Use	**(4)**	**Can more than one land use classification code be reported for one land record?** No. Unlike previous reporting years, only one predominant land use classification code can be used for each land record.
2. Real Property Use	**(5)**	**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. 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	**(6)**	**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	**(7)**	**Are all 23 data elements required for leased and otherwise managed properties, specifically does Plant Replacement *Value, Historical Status,* and *Condition Index* apply to leased and otherwise managed properties?** All data elements will apply to owned, leased and otherwise managed property (with exception of Historical Status which is not required for otherwise managed properties).
3. Legal Interest	**(8)**	**Does a record for Government owned property contain the same information as a record for leased or otherwise managed property?** Yes, all 23 data elements apply to owned, leased and otherwise managed property (although Historic Status is not required for otherwise managed property)
3. Legal Interest; Leased Properties	**(9)**	**What data elements are required for leased properties (e.g., *Value, Condition Index*, etc.)? Are the previous lease fields optional?** All 23 data elements are required for leased assets; other leased related data fields previously in the FRPP-IA have been dropped. For leased asset, only report condition for leases where the government is responsible for maintaining the condition of the asset.
3. Legal Interest; Easement	**(10)**	**An option for easements is not included in *Legal Interest*. Where does an easement get indicated?** If the property is Federally-owned and an easement is granted, the property should be reported with the ***Legal Interest*** as "owned" and easement should be reported in the ***Restrictions*** field. If the Federal Government has an easement onto non-Federally owned property, the property should not be reported.

Data Element/ Keyword		Question
3. Legal Interest; Easement;	**(11)**	**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 does not need to be reported in the inventory. If it is Government-owned property and we have 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 ***Legal Interest*** as "owned" and easement should be reported in the ***Restrictions*** field.
3. Legal Interest; Concessions;	**(12)**	**How does an agency handle reporting data on concession-operated facilities?** For concession-operated facilities, the agency should first identify the ***Legal Interest***, i.e., either Government-owned or Government-leased. If it is an owned property, the agency would then address the concession component in the ***Using Organization*** field.
3. Legal Interest; Partially occupied;	**(13)**	**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.
4. Status		
4. Status; Outgrant;	**(14)**	**How is the *Status* field handled in cases where the property is an outgrant or outlease?** An outgrant is reported within the ***Status*** fields, under the ***Outgrant Indicator***. The ***Outgrant Indicator*** is applicable to owned and leased property only. Within the ***Status*** field, the agency should first identify if the asset is active, inactive, or excess, then provide a "yes/no" as to whether or not the property is outgranted.
4. Status; Outgrant; Using Organization	**(15)**	**What values for *Status* and *Outgrant Indicator* should be provided for the following situations:** **Q: If the owned property is outgranted outside of the Reporting Agency but still within the Government,** a) If the owned property is outgranted outside of the Reporting Agency, but still within the Government, "yes" would be provided for ***Outgrant Indicator***, with the Agency Bureau Code reported for the predominant ***Using Organization***. **Q: If the owned property is outgranted to a non-Federal Government entity?** **a)** If the owned property is outgranted to a non-Federal Government entity, "yes" would be provided for ***Outgrant Indicator***, with "9999-Non-Federal Government Entity" reported for ***Using Organization***.
4. Status;	**(16)**	**How should the information be entered if there is more than one *Status*?** Agencies should report the predominant status of the property.
4. Status; Outgrant;	**(17)**	**What percentage of constructed asset should be outgranted for a "Yes" response?** Using the predominant status guideline, if less than 51% is not outgranted, then report "No" for ***Outgrant Indicator***.
5. Historical Status		
5. Historical Status	**(18)**	**If the asset is located in a historical district but not on the registry, how is this reported?** If asset is in an historical district and is not applicable to other values the ***Historical Status*** should be indicated as "4-Non-contributing element of NHL/NRL district".
5. Historical Status	**(19)**	**Would properties that have been designated as historical to the foreign country in which they are located be identified as historical?** No, the intent is to capture only those that fall under US Historic Preservation guidelines.
6. Reporting Agency		
6. Reporting Agency; Restriction;	**(20)**	**If Federal Government owned property is occupied via a Memorandum of Understanding (MOU) with another agency, who would report the facility?** If the property is owned by the Federal Government and granted to another Federal agency via an MOU, the property is reported by the agency holding the title. All 23 data elements, including ***Restrictions*** are reported by the agency holding the title.
7. Using Organization		
7. Using Organization;	**(21)**	**How should the information be entered if there is more than one *Using Organization*?** Agencies should report the predominant user of the property.

Data Element/ Keyword		Question
8. Size		
8. Size; Structure Unit of Measure	**(22)**	**We anticipate a problem if the same Real Property Use category code is used for structures that have different units of measure, e.g., roads and bridges.** The FRPC category codes are broad categories; therefore, internal agency systems should allow for more detailed units of measures.
9. Utilization		
9. Utilization	**(23)**	**How do agencies report information for Utilization?** 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. Agencies have the option of reporting ***Utilization*** for remaining assets other than the 5 categories specified in the definition of ***Utilization***; see section *B.9 Utilization (Performance Measure 1).*
9. Utilization;	**(24)**	**For Utilization, what does design capacity mean for hospitals, laboratories, warehouses, etc.? Can you provide examples of formulas?** For FRPC's definition of ***Utilization*** refer to section *B.9 Utilization (Performance Measure 1).*
11. Condition Index		
11. Condition Index;	**(25)**	**Will the FRPP-IA be able to accept negative values for *Condition Index*?** No, the condition index must be reported as a percentage (whole number – not a decimal) and cannot be negative. In cases in which the agency's calculation results in a negative number, the percentage should be reported as zero.
13. Annual Operating Costs		
13. Annual Operating Costs	**(26)**	**Are *Annual Operating Costs* reported for the past or current fiscal year?** Operating costs should be reported for past fiscal year (i.e., data represents FY2005, but it is submitted in Q1 of FY2006).
13. Annual Operating Costs	**(27)**	**For categories of operating costs, should any additional costs be included beyond those indicated in the definition?** For owned and otherwise managed properties, agencies are required to include only those components that are in the data element definition: 1) Recurring maintenance and repair costs; 2) Utilities; 3) Cleaning and/or janitorial costs; and 4) Roads and grounds expenses. For leased properties agencies should report annual lease costs plus any additional government operating expenses (as defined above) not covered in the lease.
13. Annual Operating Costs	**(28)**	**How should agencies report *Annual Operating Costs* when a building is not metered? For instance, one meter exists for a number of connected buildings/structures.** Each agency will need to report operation and maintenance costs at the constructed asset level. In the example mentioned, the agency might decide to allocate the costs amongst the buildings. The agency needs to obtain a waiver/agreement from OMB if there are any gaps in required data.
13. Annual Operating Costs	**(29)**	**How are *Annual Operating Costs* reported to GSA/PBS for buildings in which agency has Delegated Authority status?** Agencies that lease space from GSA/PBS do not report this information to the inventory. GSA/PBS will be responsible for obtaining the required information from the agency and reporting the ***Annual Operating Costs*** for delegated buildings.
14. Main Location		
14. Main Location; Street address; Latitude/ Longitude	**(30)**	**For *Main Location*, do agencies fill out both *Street Address* and *Latitude/Longitude* information?** Agencies must report *Street Address* **OR** *Latitude/Longitude* information. If they chose to report both, the system will accept this.
14. Main Location;	**(31)**	**If there is a security concern limited to reporting *Main Location* information, how is the information reported?** If there is a security concern with provide <u>either</u> street address information <u>or</u> latitude/longitude information, the agency should report the street address for the main gate or entrance. If the asset is not located on a campus or installation, report the ZIP Code.
14. Main Location;	**(32)**	**How should an agency identify the *Main Location* for a linear structure, such as a road or fence?** Until a more developed Federal wide geospatial capability is available, an asset which 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.

Data Element/ Keyword		Question

15. Real Property Unique Identifier

15. Real Property Unique Identifier; Installation/Sub-installation Identifier	**(33)**	**What is the distinction between the Real Property Unique Identifier versus the Installation/Sub-installation Identifier (noncontiguous)?** ***Real Property Unique Identifier*** provides a unique code for each asset (similar to a person's Social Security Number). The ***Installation/Sub-installation ID*** provided for each asset record will allow the grouping of asset by installations/Sub-installations for roll-up reporting.

16-19. City, State, Country

16. Location; GLC;	**(34)**	**Are the Geo Location Codes (GLCs) for domestic and/or overseas properties?** The GLCs are for both domestic and overseas properties.

20. Congressional District

20. Congressional District	**(35)**	**How should *Congressional District* data be handled for overseas locations?** The value "999" for oversees locations. The validation process alerts you if the Congressional District submitted by the agency is different than the system generated value.

21. ZIP Code

21. ZIP Code	**(36)**	**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?** For real property located in a United States territory or a foreign country without a ZIP Code, the value "99999" should be entered.

23. Restrictions

23. Restrictions;	**(37)**	**How should the information be entered if there is more than one *Restriction*?** If a property has multiple restrictions associated with it, agency should report all restrictions that apply. Partial restrictions should also be reported.

Data Submission

Data Submission	**(38)**	**What do you include in a field if you don't have a value?** A waiver from OMB must be requested for any gaps in data. In this situation, a waiver validation will be compared to any missing data.
Data Submission	**(39)**	**Is submission of any of the data elements optional?** Submission of the 23 data elements is not an option (except where noted). Agencies must make every effort to submit the data as accurately as possible beginning in October 2005. OMB recognizes that agencies may have difficulty collecting this data within the agency and that this is a business process issue that must be addressed by the SRPO with OMB. In cases where the data cannot be collected at the constructed asset/land parcel level, the agency SRPO needs to request a waiver from OMB.
Data Submission	**(40)**	**How must our agency submit real property information? When does the official FRPP-IA reporting cycle begin?** Each agency must submit real property information annually as follows: a) Data for agencies' real property inventory is as of last day of each fiscal year. The fiscal year ends September 30th. b) Agencies can begin uploading data to the Federal Real Property Profile Internet Application (FRPP-IA), via XML, for testing and validation beginning in September 2005. Starting October 15th, official data submission and certification will begin. The cut-off date for data submission ends November 15th. Federal agencies electing to update on the FRPP-IA (rather than using XML data submission) should also use these instructions as guidance.
Data Submission	**(41)**	**If agencies upload data using the XML format, will they still need to go through the validation and certification process in FRPP-IA?** Yes, the users will be required validation and certify the data online. Earlier, the file upload, error checking, and validation were done offline and then the file was uploaded in a manual step. With the modified FRPP-IA, all the manual steps will be automated and made available for the Agency Administrator.
Data Submission	**(42)**	**Can agencies have multiple data submissions to the system and then upload it once?** Yes, the agencies shall be allowed to import files from different regions, but only one official data submission shall be permitted.

Data Element/ Keyword		Question
Data Submission	(43)	**Is there the potential for new data elements for FY2005 data submission? Will data elements be changing for FY2006?** The 23 data elements are set for FY 2005. However, for FY 2006, the FRPC may decide to further refine the existing 23 data elements and to develop additional ones.
Data Submission; Summary Level Reporting	(44)	**Can agencies provide some data elements at the summary (installation) level and others at the constructed asset level?** Agencies must make every effort to report data element information at the constructed asset level. In instances where this is not possible for the FY 2005 inventory report, each agency's SRPO must communicate this to OMB via the waiver process.
Data Submission; Field Length;	(45)	**Last year we needed to pad field size to maximum length, will this be required for FY2005 data submission?** No padding necessary, the length specified in the Data Dictionary is the maximum length allowed.
GIS	(46)	**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-IA?** Yes, the FRPC is aware of this issue, as there has been limited discussion regarding GIS standards and the Federal Geographic Data Committee. This issue is not being addressed for the FY 2005 inventory system; however, it will be dealt with for the future inventory system to be further developed.

E RESTRICTIONS – CATEGORIES & CODES

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

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 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.

F REAL PROPERTY PREDOMINANT USE CATEGORIES & CODES

Real Property Predominant Use Categories along with its description and associated two-digit code are listed below for each ***Real Property Record Type*** (Land-20, Building-35, Structure-40). A real property asset must have one and only one predominant use code.

Predominant Use Categories & Codes Associated With Land

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

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

Predominant Use Categories & Codes Associated with Buildings

Code	Building Predominant Use Classifications
10	*Office:* Buildings primarily used for office space or military headquarters.
14	*Post Office:* Buildings or portions of buildings used as a Post Office.
21	*Hospital:* Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
22	*Prison (Government-owned only):* Buildings under the jurisdiction of the Department of Justice or Department of Defense, used for the confinement of federal or military prisoners.
23	*School:* Buildings used primarily for formally organized instruction, such as schools for dependent children of federal employees, Indian schools, and military training buildings including specialized training facilities.
29	*Other Institutional Uses:* 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	*Family Housing*: Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and housing for institutional personnel.
31	*Dormitories/Barracks*: Buildings primarily used as dwellings for housing individuals (without families/dependents).
41	*Warehouses*: Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.
50	*Industrial:* Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, fish production, chemicals, aluminum, and magnesium. Included are buildings that house utility plants or utility system components such as pump stations or valves.
60	*Service:* Buildings used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and buildings primarily used for vehicle maintenance and repair.
72	*Communications Systems:* Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
73	*Navigation and Traffic Aids*: Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
74	*Laboratories*: Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing.
80	*All Other*: Buildings that cannot be classified elsewhere.

Predominant Use Categories & Codes Associated with Structures

Code	Structure Predominant Use Classifications
12	*Airfield Pavements:* Runways, helicopter landing pads, taxiways, and aprons.
13	*Harbors and Ports:* Docks, piers, wharves, jetties and breakwaters, and other harbor, port, or coastal facilities.
15	*Power Development and Distribution***:** Hydroelectric and other power development projects that produce power for resale (generally consisting of dams and powerhouses). Include transmission lines that are an integral part of federal power development, even if the power is produced by another federal agency.
16	*Reclamation and Irrigation***:** Canals, laterals, pumping stations, storage, and diversion dams.
18	*Flood Control and Navigation***:** River improvements, revetments, dikes, dams, and docks.
40	*Storage (other than buildings):* Storage tanks, silos, igloos, underground vaults, and open storage improved areas. This category includes water reservoirs and POL storage tanks.
50	*Industrial (other than buildings):* Structures and facilities (other than buildings) used for production or manufacturing, such as sliding shipways, retaining basins, and pipelines.
60	*Service (other than buildings):* Structures used for maintenance and repair, such as underground fueling systems, vehicle washing and greasing facilities, aircraft bore sight ranges, guided missile maintenance facilities, and ship repair structures.
65	*Space Exploration Structures***:** Structures used in direct support of space exploration and testing, including test structures, and specialized associated structures that cannot be classified elsewhere.
66	*Parking Structure:* Independent structures for non-residential parking of more than two vehicles.
70	*Research and Development (other than Laboratories):* Structures and facilities used directly in basic or applied research in science, medicine, and engineering, such as facilities used in the design, development, and testing of prototypes and processes and space and aeronautics research and development. Excludes facilities used for routine testing.
71	*Utility Systems:* Heating, sewage, water, and electrical systems when they 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.
72	*Communications Systems:* Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.
73	*Navigation and Traffic Aids (other than buildings):* Structures for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting. Includes demarcation lighting along runways, taxiways, and other airfield pavements.
75	*Recreational (other than buildings):* Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.
76	*Roads and Bridges:* Federally-owned highways, roads, related culverts, and connecting bridges. Includes surfaced and unsurfaced roads within national parks and forests, military installations, and other federal installations.
77	*Railroads:* Tracks, bridges, tunnels, and fuel or water stations servicing railroads.
78	*Monuments and Memorials:* Federal monuments, memorials, and statues.
79	*Miscellaneous Military Facilities:* Structures and facilities of DoD and USCG used for military functions that are not included in any other classification.
82	*Weapons Ranges*: Ranges where weapons are fired, and areas where explosives are detonated.
80	*All Other:* Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.

APPENDICES

A. ACRONYMS

B. QUICK GUIDE – EXCEPTIONS TO MANDATORY DATA ELEMENTS

C. QUICK GUIDE – PREDOMINANT USE CATEGORIES & CODES

D. QUICK GUIDE – DATA DICTIONARY

E. AGENCY BUREAU CODES

A ACRONYMS

CI	Condition Index
FRPC	Federal Real Property Council
FRPP-IA	Federal Real Property Profile – Internet Application
FRV	Functional Replacement Value
FY	Fiscal Year
GSA	General Services Administration
ID	Identifier
OGP	Office of Government wide Policy
OMB	Office of Management & Budget
PBS	Public Buildings Service
POL	Petroleum, Oil and Lubricant (as in POL Pipelines)
PP&E	property, plant and equipment
PRV	Plant Replacement Value
SRPO	Senior Real Property Officer
XML	Extensible Markup Language

B QUICK GUIDE - EXCEPTIONS TO MANDATORY DATA ELEMENTS

			Real Property (Record) Type			Legal Interest		
			Land	Building	Structure	Owned	Leased	Otherwise Managed
Data Element #		Data Element Name	Y	Y	Y	Y	Y	Y
1		Real Property Type	Y	Y	Y	Y	Y	Y
2		Real Property Use	Y	Y	Y	Y	Y	Y
3		Legal Interest	Y	Y	Y	Y	Y	Y
4	+	Status	Y	Y	Y	Y	Y	Y
		Outgrant Indicator	Y	Y	Y	Y	Y	NA
5		Historical Status	Y	Y	Y	Y	Y	NA
6		Reporting Agency	Y	Y	Y	Y	Y	Y
7		Using Organization	Y	Y	Y	Y	Y	Y
8	+	Size						
		Urban/Rural Acres	Y	NA	NA	Y	Y	Y
		Gross Square Feet	NA	Y	NA	Y	Y	Y
		Structure/ Unit of Measure	NA	NA	Y	Y	Y	Y
9	(PM)	Utilization	NA	Y*	NA	Y	Y	Y
10		Value	NA	Y	Y	Y	Y	Y
11	(PM)	Condition Index	NA	Y	Y	Y	Y*	Y
12	(PM)	Mission Dependency	Y	Y	Y	Y	Y	Y
13	(PM)	Annual Operating Costs	Y	Y	Y	Y	Y	Y
14	+	Main Location (either)	Y	Y	Y	Y	Y	Y
		Street Address						
		Latitude/Longitude						
15		Real Property Unique Identifier	Y	Y	Y	Y	Y	Y
16		City	Y	Y	Y	Y	Y	Y
17		State	Y	Y	Y	Y	Y	Y
18		Country	Y	Y	Y	Y	Y	Y
19		County	Y	Y	Y	Y	Y	Y
20		Congressional District	Y	Y	Y	Y	Y	Y
21		ZIP Code	Y	Y	Y	Y	Y	Y
22	+	Installation/Sub-Installation Identifier	Y	Y	Y	Y	Y	Y
23		Restrictions	Y	Y	Y	Y	Y	Y

Summary of Exceptions:

- ***Historical Status*** is not reported for "Otherwise Managed" property. ***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.
- ***Value*** is not reported for Land.
- ***Condition Index*** is not reported for Land. For leased assets, only report ***Condition Index*** for leases where the Government is responsible for maintaining the condition of the asset.
- ***Utilization*** is only required for 5 Building Use Categories; optional for all other assets

Legend:
Y: Data is reported to inventory (however it may be dependent on ***Real Property Record Type*** or ***Legal Interest*** value)
NA: Not Applicable/not reported to inventory
'+' Indicates composite field
'*' Refer to exception notes
PM: Performance Measure

C QUICK GUIDE – PREDOMINANT USE CATEGORIES & CODES

LAND PREDOMINANT USE CATAGORIES

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

BUILDING PREDOMINANT USE CATAGORIES

Code	Predominate Use Category
10	Office
14	Post Office
21	Hospital
22	Prison (Government Owned only)
23	School
29	Other Institutional Uses
30	Family Housing
31	Dormitories/Barracks
41	Warehouses
50	Industrial
60	Service
72	Communications Systems
73	Navigation and Traffic Aids
74	Laboratories
80	All Other

STRUCTURE PREDOMINANT USE CATAGORIES & UNITS of MEASURE

Code	Predominate Use Category	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each, Linear Feet
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
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

D QUICK GUIDE – DATA DICTIONARY

The following valid codes for the "picklists" associated with the 23 data elements (and additional composite fields) are to be used for XML data submission. Unless otherwise noted all 23 data elements are:

1. To be reported as the constructed asset level (i.e., constructed asset level for buildings and structures and the parcel level for land). If constructed asset level reporting cannot be accomplished, waiver from OMB must be obtained.
2. Applicable for all ***Property Types*** (land, building, structures)
3. Applicable for all ***Legal Interests*** (owned, leased, otherwise managed)

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
1.	Real Property Type			Numeric	2	"Record Type"	
		Land	20	numeric	2	same	
		Building	35	numeric	2	same	
		Structure	40	numeric	2	same	
	**With OMB waiver*	*Installation**	*10*	*numeric*	*2*	*same*	*Type 10 installation records are **applicable only for summary level reporting of constructed assets** (OMB waiver is required). A Type 10 installation record is used in conjunction with at least one constructed asset record (Type 20, Type 35, Type 40) to report just the summary information.*
2.	Real Property Use			Numeric	2	"Usage Code"	*Use code used is based on Real Property Type.*
2A.	A. Land (Type 20) Usage Categories					Land "Usage Code"	*Omitted from former list: Trust Land (90), Interim Use (95)* *Note: only one predominant use code for each parcel/land record*
		Agriculture	01	numeric	2	same	
		Grazing	04	numeric	2	same	
		Forest and Wildlife	07	numeric	2	same	
		Parks and Historic Sites	08	numeric	2	same	
		Wilderness Areas	09	numeric	2	same	
		Office Building Locations	10	numeric	2	same	
		Miscellaneous Military Land	11	numeric	2	renamed	*Renamed and differentiated from former "Military -11"*
		Airfields	12	numeric	2	same	
		Harbor and Port	13	numeric	2	same	
		Post Office	14	numeric	2	same	
		Power Development and Distribution	15	numeric	2	same	
		Reclamation and Irrigation	16	numeric	2	same	
		Flood Control and Navigation	18	numeric	2	same	
		Vacant	19	numeric	2	same	
		Institutional	20	numeric	2	same	
		Housing	30	numeric	2	same	
		Storage	40	numeric	2	same	
		Industrial	50	numeric	2	same	
		Space Exploration	65	numeric	2	new	*New Usage Code*
		Research and Development	70	numeric	2	same	
		Communications Systems	72	numeric	2	same	
		Navigation and Traffic Aids	73	numeric	2	same	
		Training Land	81	numeric	2	new	*New Usage Code, differentiated from former "Military -11"*
		All Other	80	numeric	2	same	
2B.	B. Building (Type 35, 30) Usage Categories					Building "Usage Code"	*Omitted from former Building Usage list: Storage (40), Interim Use (90), Trust Building (99)*
	*	Office	10	numeric	2	same	** Utilization Field value Required*
		Post Office	14	numeric	2	same	
	*	Hospital	21	numeric	2	same	**Utilization Field value Required*

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
		Prison (Government Owned only)	22	numeric	2	same	
		School	23	numeric	2	same	
		Other Institutional Uses (such as Libraries, Chapels, Museums)	29	numeric	2	same	
	*	Family Housing	30	numeric	2	renamed	**Utilization Field value Required; Renamed and differentiated from former "Housing-30"*
	*	Dormitories/Barracks	31	numeric	2	new	**Utilization Field Required; NEW Usage Code, differentiated from former "Housing-30"*
	*	Warehouses	41	numeric	2	new	**Utilization Field Required; New Usage Code, differentiated from former "Storage - 40"*
		Industrial	50	numeric	2	same	
		Service	60	numeric	2	same	
		Communications Systems	72	numeric	2	same	
		Navigation and Traffic Aids	73	numeric	2	same	
	*	Laboratories	74	numeric	2	new/rename	**Utilization Field Required; New Usage Code, differentiated from former "R&D - 70"*
		All Other	80	numeric	2	same	
2C.	C. Structure (Type 40) Usage Categories					Structure "Usage Code"	*Omitted from former Structure Usage list: Interim Use (90)*
		Airfields Pavements	12	numeric	2	same	
		Harbors and Ports	13	numeric	2	same	
		Power Development and Distribution	15	numeric	2	same	
		Reclamation and Irrigation	16	numeric	2	same	
		Flood Control and Navigation	18	numeric	2	same	
		Storage (other than buildings)	40	numeric	2	same	
		Industrial (other than buildings)	50	numeric	2	same	
		Service (other than buildings)	60	numeric	2	same	
		Space Exploration Structures	65	numeric	2	new	*New Usage Code*
		Parking Structures	66	numeric	2	new	*New Usage Code*
		Research and Development (other than Labs)	70	numeric	2	same	
		Utility Systems	71	numeric	2	same	
		Communications Systems	72	numeric	2	same	
		Navigation and Traffic Aids (other than buildings)	73	numeric	2	same	
		Recreational (other than buildings)	75	numeric	2	new	*New Usage Code*
		Roads and Bridges	76	numeric	2	same	
		Railroads	77	numeric	2	same	
		Monuments and Memorials	78	numeric	2	same	
		Miscellaneous Military Facilities	79	numeric	2	same	
		Weapons Ranges	82	numeric	2	new	*NEW Usage Code, differentiated from former "Miscellaneous Military Facilities -79"*
		All Other	80	numeric	2	same	
3.	Legal Interest			Alpha	1	"Property Type"	
		Federal Government Owned Property	G	alpha	1	same	
		Federal Government Leased Property (lessee)	L	alpha	1	same	
		Otherwise Managed: State Government Owned Property	S	alpha	1	new	
		Otherwise Managed: Foreign Government Owned Property	F	alpha	1	new	
4.	Status (composite field)			Alpha	1	**New Data Element**	
		Active	A	alpha	1	new	

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
		Inactive	I	alpha	1	new	
		Excess	E	alpha	1	new	
4.1	Outgrant Indicator	Is property outgranted /outleased?	Y, N	alpha	1	new	*Applicable for owned and leased property only*
5.	Historical Status			Numeric	1	**New Data Element**	*Otherwise managed property is excluded for Historical Status. 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.*
		National Historic Landmark (NHL);	1	numeric	1	new	
		National Register Listed (NRL);	2	numeric	1	new	
		National Register Eligible (NRE);	3	numeric	1	new	
		Non-contributing element of NHL/NRL district;	4	numeric	1	new	*If asset is in Historic District and other values do not apply, then use 4.*
		Not Evaluated	5	numeric	1	new	
		Evaluated, Not Historic	6	numeric	1	new	
6.	Reporting Agency			Numeric	4	"Agency Code"	
		Agency/Bureau Code	*	numeric	4		**See Agency/Bureau Code list maintained by GSA*
7.	Using Organization			Numeric	4	"Occupant Agency" (for Buildings)	*Expanded to Land and Structures for asset level reporting*
		Agency/Bureau Code	*	numeric	4		**See Agency/Bureau Code list maintained by GSA*
		Non-Federal Government Entity	9999	numeric	4		*Non-Federal Government Entity includes private sector and concession-operated entities*
8.	Size (Composite Field)			Numeric	9 + 2 decimal places	(see below)	*New element for structures.*
8A.	Land Records (20)						
		Rural Acres		numeric	9 + 2 decimal places	"Rural Acres"	*Provide the number of acres, preferably to the nearest tenth acre (one decimal). Database will accept up to two decimals.*
		Urban Acres		numeric	9 + 2 decimal places	"Urban Acres"	*Same as above.*
8B.	Building Records (35)						
		Gross Square Feet		numeric	9 + 2 decimal places	"Gross Square Feet"	
	For Summary Level Reporting	*Number of Buildings*		*numeric*	*9*	*"Number of Buildings"*	*Use with Installation (Record Type 10) to report buildings at a summary level. OMB waiver is required.*
8C.	Structure Records (40)					**New Data Element**	*Size of structure should be reported according to the units of measure table below, based on the structure's predominant use (Real Property Use - Data Element #2)*
		Structural Unit (Size)		numeric	9 + 2 decimal places	new	*Provide the size or quantity of the structure.*
		Unit of Measure:		numeric	1	new	*Provide the code associated with the appropriate unit of measure. Refer to the Unit of Measure Table below.*
		Each	1	numeric	1	new	
		Lane Miles	2	numeric	1	new	
		Linear Feet	3	numeric	1	new	
		Miles	4	numeric	1	new	
		Square Yards	5	numeric	1	new	

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes

Unit of Measure Table

Code	Predominate Use Category	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each, Linear Feet
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
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

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
9.	Utilization (Performance Measure #1)			Numeric	1	**New Data Element**	*Land is excluded for Utilization; Refer to Categories & Percent Utilization Table 2. Utilization will be captured as a percent utilization on a scale of 0 to 100%, mapped to the Categories & Percent Utilization Table, and be reported by category code.*
		Over Utilized	1	numeric	1	new	
		Utilized	2	numeric	1	new	
		Under Utilized	3	numeric	1	new	
		Not Utilized	4	numeric	1	new	
10.	Value			Numeric	9 + 2 decimal places	**New Data Element**	*Land is excluded for Value (for Buildings and Structures only)*
11.	Condition Index (CI) (Performance Measure #2)		0 through 100	Numeric	3	**New Data Element**	*Land is excluded for Condition Index. The CI must be reported as a percentage (a whole number, not a decimal) and cannot be negative. In cases in which the Agency's calculation results in a negative number, the percentage should be reported as zero.*
12.	Mission Dependency (Performance Measure #3)			Numeric	1	**New Data Element**	
		Mission Critical	1	numeric	1	new	
		Mission Dependent, Not Critical	2	numeric	1	New	
		Not Mission Dependent	3	numeric	1	new	
		*Not Rated	9	numeric	1	new	**Note: this value (9) is used for DoD/BRAC properties only*

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
13.	Annual Operating Costs (Performance Measure #4)			Numeric	9 + 2 decimal places	**New Data Element**	*Annual operating and maintenance costs to include for owned and otherwise managed property are:* *1. Recurring maintenance and repair costs* *2. Utilities* *3. Cleaning and/or janitorial costs* *4. Roads and ground expenses* *For leased properties, report annual contract costs only.*
14	Main Location (Composite Field)			Alpha	140 total	**New Data Element**	*Agencies must report Street Address OR Lat/Long. System will accept both if Agency reports both. Waiver from OMB is required if there are security concerns.*
14.1	Street Address			Alpha	100	"Installation Street Address"	*Asset level Street Address is now required, refer to Guidance for unacceptable Street Address values.* *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 the asset is not located on an installation or campus, report the ZIP code in this field (as well as in ZIP Code field.)*
14.2	Latitude			Alpha	20	"Latitude"	*Formerly Record Type 11; report in either decimal format or degrees, minutes, seconds*
14.3	Longitude			Alpha	20	"Longitude"	*Formerly Record Type 11; report in either decimal format or degrees, minutes, seconds*
15.	Real Property Unique Identifier	Real Property Unique Identifier		Alpha	24	**New Data Element**	*assigned by the Reporting Agency*
16.	City	Name of the City	*GLC City Code	Alpha	4	"City or Town"	**Use GLCs maintained by GSA (www.gsa.gov/glc)*
17.	State	Name of the State	*GLC State Code	Alpha	2	"State"	**Use GLCs maintained by GSA (www.gsa.gov/glc)*
18.	Country	Name of the Country	*GLC Country Code	Alpha	3	"County or Country"	**Use GLCs maintained by GSA (www.gsa.gov/glc)*
19.	County	Name of the County	*GLC County Code	Alpha	3	"County or Country"	**Use GLCs maintained by GSA (www.gsa.gov/glc)*
20.	Congressional District	Congressional District Code		Alpha	20	"Congressional District"	**Use GLCs maintained by GSA (www.gsa.gov/glc)*
21.	Zip code	U.S Postal Zip code		Alpha	9	"Zip code/suffix"	*Provide 5 digit ZIP Code plus 4 digit suffix if known*
22.	Installation / Sub-Installation (Composite Field)			Alpha	130 total	(see below)	
22.1	*Installation Name*			*Alpha*	*100*	*"Installation Name"*	*Provided by agency; optional data element*
22.2	Installation Identifier			Alpha	24	"Installation Number"	*Provided by agency*
22.3	Sub-Installation Identifier			Alpha	6	"Site code"	*Provided by agency*
23.	Restrictions			Numeric	2	**New Data Element**	*Multiple Restriction values can be provided for each asset and are to be separated by a comma.*
		Environmental Restrictions	01	numeric	2	new	
		Natural Resource Restrictions	02	numeric	2	new	
		Cultural Resource Restrictions	03	numeric	2	new	
		Developmental Restrictions	04	numeric	2	new	

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		Reversionary Clauses from Deed	05	numeric	2	new	
		Zoning Restrictions	06	numeric	2	new	
		Easements	07	numeric	2	new	
		Rights-of-way	08	numeric	2	new	
		Mineral Interests	09	numeric	2	new	
		Water Rights	10	numeric	2	new	
		Air Rights	11	numeric	2	new	
		Other	12	numeric	2	new	
		Not Applicable	13	numeric	2	new	

E AGENCY BUREAU CODES

Agency Bureau Codes are provided in a separate document.

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