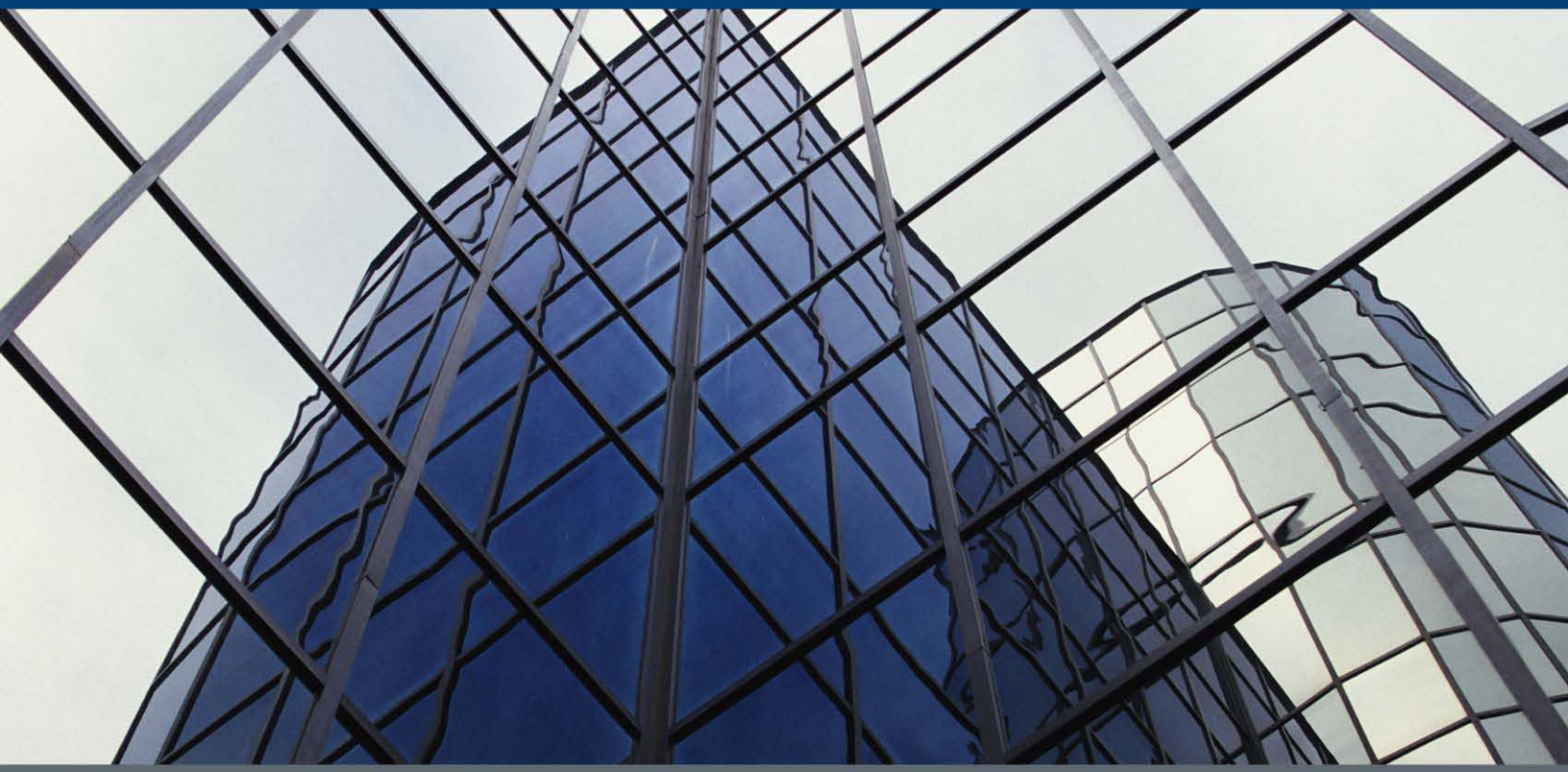
GSA Office of Governmentwide Policy

FEDERAL REAL PROPERTY COUNCIL

2011 Guidance for Real Property Inventory Reporting

Version 2



ISSUE DATE: SEPTEMBER 20, 2011

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A. BACKGROUND: EXECUTIVE ORDER 13327

EO 13327 "Federal Real Property Asset Management" was created to promote efficient and economical use of the Federal Government's real property assets. The EO established the interagency Federal Real Property Council, the role of the Senior Real Property Officer, and the mandated creation of a centralized real property database. This document represents the Federal real property reporting guidelines for agencies. Issued by the Federal Real Property Council (FRPC), pursuant to Executive Order (EO) 13327[1], this 2011 version reflects changes and additions to the data elements as approved by the FRPC.

In June 2010, the President issued a Memorandum, Disposing of Unneeded Federal Real Estate – Increasing Sales Proceeds, Cutting Operating Costs, and Improving Energy Efficiency as part of the Administration's broader effort to cut waste, streamline how government works, and make the federal government more responsive to the American people. The Memo requires federal agancies to achieve $3 billion in real property savings.

There are numerous changes in FY 2011 FRPP reporting requirements developed to support the creation of government-wide policies that will help agencies meet the new requirements of the Memo.

The summary of changes for the 2011 data dictionary for Owned and Otherwise Managed Assets includes:

- 2 separate sections for Owned and Otherwise Managed Assets (Section B) and for Leased Assets (Section C).
- Data element numbers are now preceded by a letter (O for Owned and L for Leased) to differentiate between Owned and Leased data elements.
- Former data element "Utilization" has been changed to "Percent of Space Utilization" with a new data definition.
- Agencies are required to provide additional data elements when reporting a disposed asset. The additional data elements include: Real Property Type, Real Property Use, Legal Interest Indicator, Size, Annual Operating Costs, City, State , Country.
- New data element Total Annual BTU Consumption.
- A composite data element to capture personnel information. New data elements include: Number of Federal Employees, Number of Contractor Employees and Number of Federal Teleworking Employees.
- A composite data element to capture anticipated disposal plans. New data elements include: Anticipated Disposition of Asset, Determination of Excess, and Potential Candidate for Sale.
- Revisions to XML schemas, based on the changes above.

Real Property Reporting: Asset Types

EO 13327 requires agencies to report all owned, leased, and otherwise managed[2] Federal real property assets within and outside the United States, including improvements on Federal land. The agency responsible for reporting the constructed asset-level data is defined by the following:

- For **owned** real property (for which the United States holds title), the Federal agency that exercises real property accountability is responsible for reporting the asset.
- For **otherwise managed** real property, the Federal agency that entered into the agreement with the state or foreign government is responsible for reporting the asset.

Property Reporting Exclusions[3]

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

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

[1] For the full Executive Order, see http://edocket.access.gpo.gov/2004/pdf/04-2773.pdf

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

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

B. FRPC INVENTORY DATA ELEMENTS & DESCRIPTIONS: OWNED AND OTHERWISE MANAGED ASSETS

The FRPC has identified and defined data elements for owned and otherwise managed assets that are to be captured and reported by all executive agencies, as listed in **Table 1** below. These data elements are:

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

Applicable for Owned and Otherwise Managed Assets.

Table 1: FRPC's Data El*ements for Owned and Otherwise Managed Assets*

Data Element #	Data Element Name	Data Element Note
O1	**Real Property Type**	
O 2	**Real Property Use**	
O 3	**Legal Interest**	
O3a	Legal Interest Indicator	
O4	**Status**	
O4a	Status Indicator	
O4b	Outgrant Indicator	
O5	**Historical Status**	
O6	**Reporting Agency**	
O7	**Using Organization**	
O8	**Size**	
O8a	Rural Acres (Land)	
O8b	Urban Acres (Land)	
O8c	Gross Square Feet (Buildings)	
O8d	Structural Unit (Size)	
O8e	Unit of Measure (Structures)	
O9	**Percent of Space Utilization**	**PM* # 1**
O10	**Value**	
O11	**Condition Index**	**PM # 2**
O12	**Mission Dependency**	**PM # 3**
O13	**Annual Operating Costs**	**PM # 4**
O14	**Main Location**	
O14a	Street Address	
O14b	Latitude	
O14c	Longitude	
O15	**Real Property Unique Identifier**	
O16	**City**	
O17	**State**	
O18	**Country**	
O19	**County**	
O20	**Congressional District**	
O21	**ZIP code**	
O22	**Installation/Sub-Installation Identifier**	
O22a	Installation Identifier	
O22b	Sub-Installation Identifier	
O22c	Installation Name	Optional

Data Element #	Data Element Name	Data Element Note
O23	**Restrictions**	
O24	**Disposition**	
O24a	Disposition Method	
O24b	Disposition Date	
O24c	Disposition Value	
O24d	Net Proceeds	
O24e	Recipient	
O25	Sustainability	Required for Buildings >= 5,000 GSF. Optional for Buildings < 5,000 GSF and for Structures.
O26	**Total Annual BTU Consumption**	**Optional For Building and Structures.**
027	**Personnel**	
O27a	Number of Federal Employees	Required For Office and Laboratory Building Assets Only. Optional for other Building Usages and all other Asset Types.
O27b	Number of Contractor Employees	Required For Office and Laboratory Building Assets Only. Optional for other Building Usages and all other Asset Types.
O27c	Number of Federal Teleworking Employees	Optional For All Asset Types
O28	**Anticipated Disposition of Asset**	**Required for All Non-Disposed Assets**
O28a	Anticipated Disposition of Asset (Y/N)	
O28b	Anticipated Disposal Method	Required if 28a is Y
O28c	Anticipated Disposal Year	
O29	**Determination of Excess**	**Required for All Non-Disposed Assets**
O29a	Anticipated Determination of Excess (Y/N)	

O29b	Anticipated Excess Year	Required if O29a is Y
O30	**Potential Candidate for Sale**	**Required for Excess Owned Assets**
O30a	Potential Candidate for Sale (Y/N)	

O30b	Anticipated Sale Year	Required if O30a is Y

*PM = Performance Measure

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

O1. Real Property Type

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

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

O2. Real Property Use

See also Appendix B: Quick Guide - Predominant Use Categories & Codes

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

- Land Predominant Use (24 categories)
- Building Predominant Use (16 categories)
- Structure Predominant Use (22 categories)

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

O3. Legal Interest

a.) Legal Interest Indicator

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

- **Owned (G):** The Federal Government has fee simple interest for the real property asset.

Otherwise Managed:

- **State Government-Owned (S)**: A U.S. state government holds title to the real property asset but rights for use have been granted to a Federal Government entity in a method other than a leasehold arrangement.
- **Foreign Government-Owned (F):** A foreign government holds title to the real property asset but rights for use have been granted to a Federal Government entity in a method other than a leasehold arrangement.
- **Museum Trust (M):** A trust entity holds title to the real property asset predominantly used as a museum, but Federal funds may be received to cover certain operational and maintenance costs.

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

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

O4. STATUS

a.) STATUS INDICATOR

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

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

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

b.) OUTGRANT INDICATOR

In addition to the predominant ***Status*** of the property, each asset where the ***Legal Interest*** equals "owned" will have an ***Outgrant Indicator***. **Outgrant** refers to Federal Government-owned or leased real property in which rights have been conveyed or granted to another entity.

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

O5. HISTORICAL STATUS

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

Each asset where the ***Legal Interest*** equals "owned" will have one of the following ***Historical Status*** attributes (valid codes are in parentheses):

- **National Historic Landmark – NHL (1)**
- **National Register Listed – NRL (2)**
- **National Register Eligible – NRE (3)**
- **Non-contributing element of NHL/NRL district (4)**
- **Not Evaluated (5)**
- **Evaluated, Not Historic (6)**

Note: ***Historical Status*** is reported on all owned buildings, structures, and land assets, except those 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.

O6. REPORTING AGENCY

Refer to Appendix E: Agency Bureau Codes.

Reporting Agency refers to the Federal Government Agency/Bureau reporting the property to the FRPC inventory database. Agencies are required to provide data on assets in which they own directly.

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

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

O7. Using Organization

Using Organization refers to the *predominant* Federal Government Agency/Bureau (or other non-Federal Government entity) occupying the property.

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

O8. Size

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

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

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

a.) Rural Acres (Land)

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

b.) Urban Acres (Land)

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

c.) Gross Square Feet (Buildings)

Provide the total area in gross square feet.

d.) Structural Unit (Structures)

e.) Unit of Measure (Structures)

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

Table 2: Structural Units of Measure for Predominant Use Categories

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

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

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

O9. Percent of Space Utilization (Performance Measure 1)

NOTE: Percent of Space Utilization Must be reported as a number greater than or equal to 0 and less than or equal to 100 representing the percentage of space being utilized. If the actual percent of space utilization is greater than 100, than agencies must provide the numeric value of 100.

This data element replaces the utilization data element from FY 2010 (i.e."under-utilized", "over-utilized", etc.).

Provide the percentage of the space utilized in a building asset. Each building asset will provide a percentage from 0% to 100%. This data element is **REQUIRED** for the following Building Predominant Use categories: Offices, Hospitals, Family Housing, Dormitories and Barracks, Warehouses and Laboratories . Agencies should anticipate reporting **Prisons, Schools and Museums** for the **FY 2012** data collection. This data element is optional for all other building assets as well as land and structure assets.

Utilization rate for the Predominent Use categories is defined as follows:

- **Offices, Hospitals – percentage should be based on ratio of occupancy to current design capacity.**
- **Family Housing, Dormitories and Barracks – percentage should be based on the individual units that are occupied.**
- **Warehouses – ratios of gross square feet occupied to current design capacity.**
- **Laboratories – ratio of lab modules/ stations to current design capacity**.

O10. VALUE

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

Value is defined as the cost of replacing the existing constructed asset at today's building standards, and is also known as Plant Replacement Value (PRV) or Functional Replacement Value (FRV).Value is the amount required to **construct** an asset of similar size and in the same location. The ***Value*** reported must be greater than zero.

Formula: Value = Unit x Unit Cost x Overhead Factor

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

Notes:

- In determining value, agencies are to assume that they will replace the asset with a newly constructed asset of the same size at the same location at today's buildings standards and codes. Agencies are not to consider the current condition or need of an asset.
- The result is adjusted by area cost and inflation, as appropriate.
- For otherwise managed property, ***Unit*** should be based on the area as specified in the agreement.
- ***Overhead Factor*** includes other costs that are associated with construction, such as planning and design, historic factor, supervision, inspection, and other overhead costs. The intent at the moment is for agencies to define their own guidance and regulations for implementing the ***Value*** formula. Agencies such as DoD and GSA have published cost guidance that can be used by other agencies.
- DoD's Facilities Pricing Guide can be found at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_701_01.pdf

O11. CONDITION INDEX (PERFORMANCE MEASURE 2)

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

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

Formula: CI = [1 – ($repair needs/$PRV)] x 100

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

Repair Needs: the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency, or capability. Agencies will initially determine repair needs based on existing processes, with a future goal to further refine and standardize the definition.

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

Notes:

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

O12. Mission Dependency (Performance Measure 3)

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

- **Mission Critical (1) –** without constructed asset or parcel of land, mission is compromised.
- **Mission Dependent, Not Critical (2)** – does not fit into *Mission Critical* or *Not Mission Dependent* categories.
- **Not Mission Dependent (3)** – mission unaffected.
- **Not Rated (9)** – used for DoD/BRAC properties only.

O13. Annual Operating Costs (Performance Measure 4)

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

Note: Excludes federal personnel and security costs.

- ***Annual Operating Costs*** consist of the following:
  - Recurring maintenance and repair costs.
  - Utilities (includes plant operation and purchase of energy).
  - Cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycling operations).
  - Roads/grounds expenses (includes grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields).
  - Agencies are to provide actual costs annually.

O14. Main Location

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

- Street address.

OR

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

Notes:

For assets that do not have a specific street address and there is a security issue associated with reporting the latitude/longitude:

- Report the street address for the main gate or main entrance if the asset is located on an installation or campus.
- If there is no street address available, <u>report the ZIP code in the ***Street Address*** field</u> (as well as in ***ZIP code*** field). For assets in a geographic location that do not have a ZIP code, <u>report the name of the nearest city and country in the ***Street Address*** field</u> (as well as the GLC codes in ***City*** and ***Country*** fields).

a.) Street Address

Provide the *Street Address* in geo-codable format, i.e., an address that can be mapped by Geographic Information System (GIS) software or used by an overnight delivery service to deliver packages. An example of a geo-codable address is “123 Main Street.” Agencies now have the option to report either the asset’s full postal address (including city, state, and five-digit ZIP code) or the asset’s street address.

- Do not use the following:
  - Mailing address that is different than the location's address
  - Building name
  - Street corner (e.g., “Main & 1st”)

- Other description (such as a Post Office Box number)

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

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

b.) LATITUDE

c.) LONGITUDE

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

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

O15. REAL PROPERTY UNIQUE IDENTIFIER

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

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

O16. CITY

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

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

O17. STATE

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

O18. COUNTRY

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

O19. COUNTY

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

O20. CONGRESSIONAL DISTRICT

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

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

Notes:

- When agencies report the ***Congressional District*** for an asset, FRPP cross-references the ***ZIP code*** of the asset and suggests a ***Congressional District*** value, which may be ignored by the agency if it so chooses.
- ***Congressional District*** is a 20-character alpha-numeric field, as assets may be located in multiple ***Congressional Districts***.
- For a state with only one Congressional District, which sometimes is referred to as "At Large", enter the number one (1) for the Congressional District data element. For example: Alaska, Delaware.

O21. ZIP CODE

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

Provide the 5-digit ZIP code associated with the reported ***Main Location*** in which the land, building, or structure is located and, if known, the additional 4-digit ZIP code suffix.

O22. INSTALLATION/SUB-INSTALLATION IDENTIFIER

a.) INSTALLATION ID

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

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

b.) SUB-INSTALLATION ID

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

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

c.) INSTALLATION NAME (OPTIONAL)

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

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

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

O23. RESTRICTIONS

See Section E: Definitions and Codes – Restrictions for legal descriptions.

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

Note: If the response is (13) Non-Applicable, no other restrictions will be allowed.

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

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

O24. DISPOSITION

During the confirmation step of the FRPP data submission process, FRPP will generate the Missing Assets report, which compares the current reporting period to the previous year's reporting to ensure that all disposed property has been properly identified. Agencies will need to correct data or be prepared to explain these missing asset variances to OMB.

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

Agencies are required to provide the following data elements for each disposed asset (new data elements highlighted):

- ***Real Property Type***
- ***Real Property Use***
- ***Legal Interest Indicator***
- ***Status*** = "disposed"
- ***Reporting Agency***
- ***Size***
- ***Annual Operating Costs – Report full year costs***
- ***Real Property Unique Identifier***
- ***City***

- ***State***
- **Country**
- **Disposition**

a.) *DISPOSITION* METHOD

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

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

Provide one of the 2-character codes to indicate the disposition method (valid codes are in parentheses):

(PB) Public Benefit Conveyance

Subcategories (optional):

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

(FT) Federal Transfer

(SL) Sale

Subcategories (optional):

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

(DM) Demolition

(OT) Other

Note: Administrative errors that are corrected by an agency must not be reported as disposed assets. The administrative errors should no longer be reported to FRPP once discovered. These assets would show up in the agency's missing asset report in FRPP and should be noted by the agency.

b.) DISPOSITION DATE

Note: Future dates for planned disposal actions are not accepted for ***Disposition Date***.

Report the date the disposal action was completed in mm/dd/yyyy format. Refer to the examples in the matrix below for the *Disposition Date* to report based on the method of disposal.

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

c.) DISPOSITION VALUE

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

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

Disposition Method	Disposition Value to Report
Public Benefit Conveyance Federal Transfer Demolition	Plant Replacement Value

Other	
Sale (Negotiated or Public)	Sales Price

Note: Numeric values reported for ***Net Proceeds*** may be less than, greater than, or equal to zero.

d.) NET PROCEEDS

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

  Notes:

- The ***Net Proceeds*** represents the total cost avoidance realized by the Government on the remaining term of the lease minus any Government costs associated with terminating the lease before the expiration date in the contract. The ***Net Proceeds*** may in some cases be a negative number.
- An agency must report all of the proceeds to the Federal government from the sale of an asset. This includes any funds that are returned to the U.S. Treasury, as well as any funds that the agency retains. The agency must subtract any costs incurred in the sale of the asset to determine the net proceeds from the sale.

e.) RECIPIENT

- Report either the name of the Federal agency or the name of the non-Federal organization that received the asset. Data reporting is required only for assets disposed through Federal Transfer or Public Benefit Conveyance.
- Notes:
- Use "Private" for recipients covered by the Privacy Act.

Use the 4-digit Agency/Bureau code for Federal Transfers.

O25. SUSTAINABILITY

Reporting on ***Sustainability*** of assets is required for FY 2011 reporting.

Sustainability reporting is required for all building assets greater than or equal to 5,000 GSF. Sustainability may be reported for building assets under 5,000 GSF and structure assets on an optional basis. ***Sustainability*** should not be reported for land assets.

The sustainability goal in Section 2 (g) (iii) of Executive Order 13514 is applicable only to buildings.

Sustainability reflects whether or not an asset meets the sustainability criteria set forth in Section 2 (g) (iii) of Executive Order 13514[4]. **To be considered sustainable and report "Yes," the asset must meet the five Guiding Principles for High Performance and Sustainable Buildings[5]. Note: buildings that were renovated or certified by an by an American National Standards Institute (ANSI)-accredited institution organization prior to the release of the Guiding Principles (FY 2007) can count as sustainable.** Valid codes are in parentheses:

Yes (1) – asset has been evaluated and meets guidelines set forth in Section 2 (g) (iii) of Executive Order 13514

No (2) – asset has been evalUated and does not meet guidelines set forth in Section 2 (g) (iii) of Executive Order 13514

Not yet evaluated (3) – asset has not yet been evalua**ted on w**hether or not it meets guidelines set forth in Section 2 (g) (iii) of Executive Order 13514

Not applicable (4) – guidelines set forth in Section 2 (g) (iii) of Executive Order 13514 do not apply to the asset. **This includes assets that will be disposed of by the end of FY 2015.**

[4] For the full Executive Order, see http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf

[5] For the full text of the Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings http://www1.eere.energy.gov/femp/regulations/eo13514.html

O26. Total Annual BTU Consumption

This data element is **optional** for all Building and Structure assets in FY 2011. Agencies should prepare for reporting this data element for the FY 2012 data collection.

BTU consumption should not be reported for Land. An input for BTU consumption for Land will result in an error in the system.

Agencies will report the total energy consumption of the asset in units of million British thermal units (MBTU's) in terms of energy delivered to the asset (site-delivered BTU). This measure should not include generation and transmission losses for electricity and steam/chilled water. See DOE's reporting guidance for more information related to calculation of this figure: http://www1.eere.energy.gov/femp/regulations/facility_requirements.html

For agencies covered by EISA Section 432, this reporting should be consistent with the asset-level data that is collected by the Energy Star Portfolio manager benchmarking tool and uploaded into the EISA 432 Compliance Tracking System (CTS).

O27. Personnel

O27a. Number of Federal Employees

This data element is **required** for all Office and Laboratory Building assets. It is optional for all other types of Building assets as well as Land and Structure assets.

Agencies are to provide the total number of Federal personnel (including full-time teleworkers) assigned to the building in full time equivalents (FTE's). Agencies should consult OMB Circular A-11 for guidance on defining FTE. Agencies are to coordinate all totals with the personnel office at their agency.

O27b. Number of Contractor Employees

This data element is **required** for all Office and Laboratory Building assets. It is optional for all other types of Building assets as well as Land and Structure assets.

For purposes of submitting data on real property assets, a contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR). Agencies are to coordinate all totals with the personnel office at their agency. Agencies should not report not report those people who are unpaid interns or performing volunteer work.

O27c. Number of Federal Teleworking Employees

This data element is **optional** for all asset types in FY 2011. Agencies should anticipate reporting this data element for Office and Laboratory Building assets for the FY 2012 data collection.

Agencies are to provide the total number of personnel who telework at least one day per week on a regular and recurring basis, pursuant to a signed telework agreement, in FTE's. Agencies should consult OMB Circular A-11 for guidance on defining FTE.

The number of federal teleworking employees should be less than the total number of Federal employees (data element #27a). A number greater than or equal to what was submitted for data element #27a will result in an error.

O28. Anticipated Disposition of Asset

This data element is **required** for all non-disposed assets (active, inactive and excess) in FY 2011.

28a.) Does your agency anticipate disposing of this asset in the future? Agencies should answer Yes or No.

If the response is **No**, do not provide responses to 28b and 28c. If the response is **Yes**, proceed to answer 28b and 28c.

28b.) Anticipated Disposition Method

If the answer to the above question is YES, report one of the following categories for the disposition method as outlined below: Provide one of the 2-character codes to indicate the disposition method (valid codes are in parentheses):

- **(PB) Public Benefit Conveyance**
- **(FT) Federal Transfer**
- **(SL) Sale**

- (DM) Demolition
- (OT) Other – the disposition method is known but is not one of the listed methods.
- (UN) Unknown – the disposition method has not been determined.

28c.) Anticipated Disposal Year: Report the fiscal year (FY) the disposal action is anticipated to be completed. Refer to the examples in the matrix below for the *Anticipated Disposition Date* to report based on the method of disposal. The FY provided must be a current (FY2011) or future reporting FY. Agencies must not report a prior FY.

Disposition Method	Anticipated Disposition Date
Public Benefit Conveyance	Anticipated fiscal year of assignment letter to sponsoring agency and subsequent deed date to grantee
Federal Transfer	Agencies with authority to sell property should provide the anticipated fiscal year the property will be transferred. Agencies without authority to sell property should provide the fiscal year the report of excess was or will be submitted to GSA PBS Office of Real Property Disposal.
Sale	Agencies with authority to sell property should provide the anticipated fiscal year the property will be sold or brought to auction. Agencies without authority to sell property should provide the fiscal year the report of excess was or will be submitted to GSA PBS Office of Real Property Disposal.
Demolition	Anticipated fiscal year of demolition
Other	Anticipated fiscal year the disposition will take place
Unknown	Anticipated fiscal year the disposition will take place

O29. Determination of Excess

This data element is required for all non-disposed assets (active, inactive and excess) in FY 2011.

29a.) Does your agency anticipate reporting this asset as "Excess" in the future? Agencies should answer Yes or No

If the answer to 29a is **No**, do not provide response to 29b. If the answer to 29a is **Yes**, proceed to 29b.

29b.) Provide the anticipated fiscal year (FY) that the property's status was changed or will be changed to "Excess" pursuant to a formal identification that the property is no longer needed to carry out program responsibilities. The FY provided must be a current (FY 2011) or future reporting FY. Agencies must not report a prior FY.

O30. Potential Candidate For Sale

Note: An entry for Otherwise Managed assets will result in an error.

This data element is **required** for owned "Excess" assets only in FY 2011. It is optional for active and inactive assets. Disposed assets are not to report this data element.

An asset is a candidate for sale if it is potentially sellable, severable from a large campus, and accessible.

- **30a.) Is this asset a potential candidate for sale? Agencies should answer Yes or No.**

  If the answer to 30a is **No**, do not provide a response to 30b. If the answer to 30a is **Yes**, proceed to 30b.

- **30b.) Report the fiscal year (FY) of the anticipated sale.** The FY provided must be a current (FY 2011) or future reporting FY. Agencies must not report a prior FY.

C. FRPC INVENTORY DATA ELEMENTS & DESCRIPTIONS: LEASED ASSETS

Summary of Changes for the 2011 Data Dictionary for Leased Assets

- Data element numbers are now preceded by a letter (O for Owned and L for Leased) to differentiate between Owned and Leased data elements.
- Requirement to report leases at the asset and lease level
- Former data element "Utilization" has been changed to "Percent of Space Utilization" with a new data definition.
- Former data element, "Annual Operating Costs" has been changed to "Lease Costs" and consists of 2 subelements: Annual Net Rent to Lessor and Annual Operating and Maintenance Costs.
- Agencies are required to provide additional data elements when reporting a disposed asset. The additional data elements include: Real Property Type, Real Property Use, Legal Interest Indicator, Size, Lease Costs, City, State , Country.
- New data element Total Annual BTU Consumption
- A composite data element to capture personnel information. New data elements include: Number of Contractor Employees , Number of Federal Employees, Number of Federal Teleworking Employees.
- A composite data element to capture anticipated disposal plans. New data elements include: Anticipated Disposition of Asset, and Determination of Excess.
- New Disposition Method Category: Lease Expiration.
- 3 new data elements to capture more specific information at the lease level: Lease Identifier, Lease Expiration Date, Lease Termination Rights.
- Revisions to XML schemas, based on the changes above.

Real Property Reporting: Asset Types

EO 13327 requires agencies to report all owned, leased, and otherwise managed[6] Federal real property assets within and outside the United States, including improvements on Federal land. The agency responsible for reporting the constructed asset-level data is defined by the following:

For **leased** real property, the Federal agency that signed the lease is responsible for reporting the asset.

Property Reporting Exclusions[7]

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

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

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

[7] These exclusions are specified in Section 2 of EO 13327.

The FRPC has identified and defined data elements for leased assets that are to be captured and reported by all executive agencies, as listed in **Table 1** below. These data elements are:

- Applicable for all ***Property Types*** (land, building, structure).
- To be reported at the Asset AND Leased Level. See Table 2 for detail.

Scenario 1: Multiple Assets, One Lease

For instances where there are multiple leased assets covered by one lease, report all applicable data elements (L1 – L33) at the Asset Level as a separate record for each leased asset.

Scenario 2: Multiple Leases, One Asset

For instances where there are multiple leases within one leased asset, report the "Asset Level" data elements once. Report the "Lease Level" data elements for each individual lease within the leased asset.

Applicable for all Leased Assets

Table 2: FRPC's Data Elements for Leased Assets

Leased Data Element #	Leased Data Element Name	Leased Data Element Note
L1	**Real Property Type**	**Asset Level**
L2	**Real Property Use**	**Lease Level**
L3	**Legal Interest**	
L3a	Legal Interest Indicator	Asset Level
L3b	Lease Maintenance Indicator	Asset Level
L3c	Lease Authority Indicator	Lease Level
L4	**Status**	
L4a	Status Indicator	Lease Level
L4b	Outgrant Indicator	Lease Level
L5	**Historical Status**	**Asset Level**
L6	**Reporting Agency**	**Asset Level**
L7	**Using Organization**	**Lease Level**
L8	**Size**	
L8a	Rural Acres (Land)	Lease Level
L8b	Urban Acres (Land)	Lease Level
L8c	Gross Square Feet (Buildings)	Lease Level
L8d	Structural Unit (Size)	Lease Level
L8e	Unit of Measure (Structures)	Lease Level
L9	**Percent of Space Utilization**	**PM* # 1,Lease Level**
L10	**Value**	**Lease Level**
L11	**Condition Index**	**PM # 2. Lease Level**
L12	**Mission Dependency**	**PM # 3. Lease Level**
L13	**Lease Costs**	**PM # 4**
L13a	**Annual Net Rent to Lessor**	PM #4. Lease Level
L13b	**Annual Operating & Maintenance Costs**	PM #4. Lease Level
L14	**Main Location**	
L14a	Street Address	Asset Level
L14b	Latitude	Asset Level
L14c	Longitude	Asset Level
L15	**Real Property Unique Identifier**	**Asset Level**
L16	**City**	**Asset Level**

Leased Data Element #	Leased Data Element Name	Leased Data Element Note
L17	**State**	**Asset Level**
L18	**Country**	**Asset Level**
L19	**County**	**Asset Level**
L 20	**Congressional District**	**Asset Level**
L21	**ZIP code**	**Asset Level**
L22	**Installation/Sub-Installation Identifier**	
L22a	Installation Identifier	Asset Level
L22b	Sub-Installation Identifier	Asset Level
L22c	Installation Name	Asset Level
L 23	Restrictions	Asset Level
L24	**Disposition**	
L24a	Disposition Method	Lease Level
L24b	Disposition Date	Lease Level
L24c	Disposition Value	Lease Level
L24d	Net Proceeds	Lease Level
L25	**Sustainability**	**Asset level Required for Buildings >=5,000GSF. Optional for Buildings <5,000GSF and for Structures.**
L26	**Total Annual BTU Consumption**	**Lease Level. Optional for Buildings and Structures.**
L27	**Personnel**	
L27a	Number of Federal Employees	Lease Level. Required for Office and Laboratory Building Assets Only. Optional for All Other Asset Types.

L27b	Number of Contractor Employees	Lease Level. Required for Office and Laboratory Building Assets Only. Optional for All Other Asset Types.
L27c	Number of Federal Teleworking Employees	Lease Level. Optional for All Asset Types
L28	**Anticipated Disposition of Asset**	**Required for All Non-Disposed Assets**
L28a	Anticipated Disposition of Asset (Y/N)	Lease Level
L28b	Anticipated Disposal Method	Lease Level Required if L28a is Y
L28c	Anticipated Disposal Year	Lease Level

L29	**Determination of Excess**	**Required for All Non-Disposed Assets**
L29a	Anticipated Determination of Excess (Y/N)	Lease Level
L29b	Anticipated Excess Year	Lease Level Required if L29a is Y
L31	**Lease Identifier**	**Lease Level Required for All Leases**
L32	**Lease Expiration Date**	**Lease Level Required for All Leases**
L33	**Option to Exercise Early Termination Right**	**Lease Level. Optional for All Leases**

- *PM = Performance Measure

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

L1. Real Property Type – Asset Level Submission

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

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

L2. Real Property Use – Lease Level Submission

See also Appendix B: Quick Guide - Predominant Use Categories & Codes

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

- Land Predominant Use (24 categories)
- Building Predominant Use (16 categories)
- Structure Predominant Use (22 categories)

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

L3. Legal Interest

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

For delegated authority to lease 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."

A.) Legal Interest Indicator – Asset Level Submission

Legal Interest Indicator is used to identify a real property asset as being leased to the Federal Government (i.e., as lessee).

Leased (L): The rights to use the real property asset have been assigned to the Federal Government by a private entity or a non-Federal Government entity for a d**efined peri**od of time in return for rental payments.

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

B.) Lease Maintenance Indicator - Asset Level Submission

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

The ***Lease Maintenance Indicator*** is required for all leased assets (i.e., all assets with ***Legal Interest*** equal to "Leased") . See also ***Condition Index*** (data element #11).

- **Lease Maintenance Indicator (Y/N):** Indicate Yes (Y) or No (N) regarding whether agency is responsible for maintaining the condition of the space being leased..

C.) Lease Authority Indicator – Lease Level Submission

See Section D: Definitions and Codes – Lease Authority Definitions.

Lease Authority Indicator is required for leased assets only.

Provide one of the 2-character codes to indicate the authority used to execute the lease (valid 2-character codes are in parentheses):

- **(IS) Independent Statutory Authority:** Authority to acquire leased space that originates in a statute enacted into law. This may be an agencywide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a Federal agency.
- **(CS) Categorical Space - Delegation from GSA:** A standing delegation of authority from the Administrator of General Services to a Federal agency to acquire a type of space, such as antennas, depots, piers, and greenhouses.
- **(SP) Special Purpose Space - Delegation from GSA:** A standing delegation of authority from the Administrator of General Services to specific Federal agencies to lease their own special purpose space.
- **(PC) Provider of Choice Authority - Delegation from GSA:** Delegation from GSA: The Administrator of General Services has issued a delegation of authority to the heads of all Federal agencies to accomplish all functions relating to leasing of general purpose space. According to FMR Bulletin 2008-B1, dated November 19, 2007, limits lease acquisition delegations to 19,999 rentable square feet or less of general-purpose space. Specific agencies have been granted categorical and special-purpose lease acquisition delegations in the FMR. Agencies must request specific authorization to exercise the special-purpose delegated authority if the requirement is for 2,500 rentable square feet or more. If the requirement is 2,499 rentable square feet or less, then the agency may proceed without specific written authorization from GSA.

L4. STATUS - LEASE LEVEL SUBMISSION

A.) STATUS INDICATOR – LEASE LEVEL SUBMISSION

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

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

B.) OUTGRANT INDICATOR – LEASE LEVEL SUBMISSION

In addition to the predominant ***Status*** of the property, each leased asset where the ***Legal Interest*** equals “owned” or “leased” will have an ***Outgrant Indicator***. **Outgrant** refers to Federal Government-owned or leased real property in which rights have been conveyed or granted to another entity.

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

L5. Historical Status – Asset Level Submission

Each asset where the ***Legal Interest*** equals "leased" will have one of the following ***Historical Status*** attributes (valid codes are in parentheses):

- **National Historic Landmark – NHL (1)**
- **National Register Listed – NRL (2)**
- **National Register Eligible – NRE (3)**
- **Non-contributing element of NHL/NRL district (4)**
- **Not Evaluated (5)**
- **Evaluated, Not Historic (6)**

Note: ***Historical Status*** is reported on all leased buildings, structures, and land assets, except those 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.

L6. Reporting Agency – Asset Level Submission

Refer to Appendix E: Agency Bureau Codes.

Reporting Agency refers to the Federal Government Agency/Bureau reporting the property to the FRPC inventory database. Agencies are required to provide data on leased assets in which they lease directly.

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

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

L7. Using Organization – Lease Level Submission

Using Organization refers to the *predominant* Federal Government Agency/Bureau (or other non-Federal Government entity) occupying thelease.

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

L8. Size – Lease Level Submission

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

Size refers to the size of the real property being leased 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 is designated as ***Gross Square Feet*** *(GSF)*.
- For structures, refer to the ***Structural Unit*** and the ***Unit of Measure*** for reporting the size of specific types of structures.

A.) Rural Acres (Land)

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

B.) Urban Acres (Land)

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

C.) Gross Square Feet (Buildings)

Provide the total area in gross square feet.

D.) Structural Unit (Structures)

E.) Unit of Measure (Structures)

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

Table 2: Structural Units of Measure for Predominant Use Categories

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

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

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

L9. Percent of Space Utilization (Performance Measure 1) – Lease Level Submission

NOTE: Percent of Space Utilization must be reported as a number greater than or equal to 0 and less than or equal to 100 representing the percentage of space being utilized. If the actual percent of space utilization is greater than 100, than agencies must provide the numeric value of 100.

This data element replaces the utilization data element from FY 2010 (i.e."under-utilized", "over-utilized", etc.).

Provide the percentage of the space utilized in each lease. Agencies will provide a percentage from 0% to 100% for each lease. This data element is **REQUIRED** for the following Building Predominant Use categories: Offices, Hospitals, Family Housing, Dormitories and Barracks, Warehouses and Laboratories . Agencies should anticipate reporting Prisons, Schools and Museums for the FY 2012 data collection. This data element is optional for all other building assets as well as land and structure assets.

Utilization rate for the Predominent Use categories is defined as follows:

- **Offices, Hospitals – percentage should be based on ratio of occupancy to current design capacity.**
- **Family Housing, Dormitories and Barracks – percentage should be based on the individual units that are occupied.**
- **Warehouses – ratios of gross square feet occupied to current design capacity.**
- **Laboratories – ratio of lab modules/ stations to current design capacity**.

L10. Value – Lease Level Submission

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

Value is defined as the cost of replacing the existing constructed lease at today's building standards, and is also known as Plant Replacement Value (PRV) or Functional Replacement Value (FRV).Value is the amount required to **construct** an asset of similar size and in the same location of the existing lease. The ***Value*** reported must be greater than zero.

Formula: Value = Unit x Unit Cost x Overhead Factor

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

Notes:

- In determining value, agencies are to assume that they will replace the leased asset with a newly constructed leased asset of the same size at the same location at today's buildings standards and codes. Agencies are not to consider the current condition or need of a leased asset.
- Agencies must not use the lease costs (data element #L13) as the value of a leased asset. In determing the the value of a leased asset, agencies are to base the value on the amount required to **construct** an asset of similar size and in the same location. The rent associated with the lease does NOT equate to the value of leased asset.
- The result is adjusted by area cost and inflation, as appropriate.
- For leased property, ***Unit*** should be based on the area as specified in the lease agreement.
- ***Overhead Factor*** includes other costs that are associated with construction, such as planning and design, historic factor, supervision, inspection, and other overhead costs. The intent at the moment is for agencies to define their own guidance and regulations for implementing the ***Value*** formula. Agencies such as DoD and GSA have published cost guidance that can be used by other agencies.
- DoD's Facilities Pricing Guide can be found at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_701_01.pdf

L11. Condition Index (Performance Measure 2) – Lease Level Submission

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

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

Formula: CI = [1 – ($repair needs/$PRV)] x 100

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

Repair Needs: the amount necessary to ensure that a leased asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency, or capability. Agencies will initially determine repair needs based on existing processes, with a future goal to further refine and standardize the definition.

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

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

Notes:

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

L12. Mission Dependency (Performance Measure 3) – Lease Level Submission

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

- **Mission Critical (1) –** without constructed asset or parcel of land, mission is compromised.
- **Mission Dependent, Not Critical (2)** – does not fit into *Mission Critical* or *Not Mission Dependent* categories.
- **Not Mission Dependent (3)** – mission unaffected.
- **Not Rated (9)** – used for DoD/BRAC properties only.

L13. Lease Costs (Performance Measure 4) – Lease Level Submission

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

Lease Costs is comprised of two sub elements. Lease Annual Rent to Lessor and Lease Annual Operating and Maintenance Costs. Agencies are to provide actual costs annually.

13 a.Annual Rent to Lessor – Provide the net rent to the lessor. This is the fully serviced rental to the lessor minus the annual operating and maintenance costs.

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

13 b.Annual Operating and Maintenance Costs – Provide the reoccurring maintenance and repair costs including: Utilities (includes plant operation and purchase of energy); Cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycling operations). Roads/grounds expenses (includes grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields).

Note: Excludes federal personnel and security costs.

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

L14. Main Location – Asset Level Submission

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

- Street address.

OR

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

Notes:

For leased assets that do not have a specific street address and there is a security issue associated with reporting the latitude/longitude:

- Report the street address for the main gate or main entrance if the asset is located on an installation or campus.
- If there is no street address available, report the ZIP code in the ***Street Address*** field (as well as in ***ZIP code*** field). For assets in a geographic location that do not have a ZIP code, report the name of the nearest city and country in the ***Street Address*** field (as well as the GLC codes in ***City*** and ***Country*** fields).

A.) Street Address

Provide the*Street Address* in geo-codable format, i.e., an address that can be mapped by Geographic Information System (GIS) software or used by an overnight delivery service to deliver packages. An example of a geo-codable address is “123 Main Street.” Agencies now have the option to report either the asset’s full postal address (including city, state, and five-digit ZIP code) or the asset’s street address.

- Do not use the following:
  - Mailing address that is different than the location's address
  - Building name
  - Street corner (e.g., “Main & 1st”)
  - Other description (such as a Post Office Box number)

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

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

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

B.) Latitude

C.) Longitude

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

L15. Real Property Unique Identifier – Asset Level Submission

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

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

L16. City – Asset Level Submission

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

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

L17. State - Asset Level Submission

Provide the 2-digit GLC for the ***State*** or District of Columbia associated with the reported ***Main Location*** in which the leased land, building, or structure is located.

L18. Country – Asset Level Submission

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

L19. County - Asset Level Submission

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

L20. Congressional District - Asset Level Submission

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

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

Notes:

- When agencies report the ***Congressional District*** for an asset, FRPP cross-references the ***ZIP code*** of the asset and suggests a ***Congressional District*** value, which may be ignored by the agency if it so chooses.
- ***Congressional District*** is a 20-character alpha-numeric field, as assets may be located in multiple ***Congressional Districts***.
- For a state with only one Congressional District, which sometimes is referred to as "At Large", enter the number one (1) for the Congressional District data element. For example: Alaska, Delaware.=

L21. ZIP code- Asset Level Submission

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

Provide the 5-digit ZIP code associated with the reported ***Main Location*** in which the leased land, building, or structure is located and, if known, the additional 4-digit ZIP code suffix.

L22. Installation/Sub-Installation Identifier – Asset Level Submission

A.) Installation ID

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

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

B.) Sub-Installation ID

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

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

C.) Installation Name (Optional)

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

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

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

L23. Restrictions – Asset Level Submission

See Section E: Definitions and Codes – Restrictions for legal descriptions.

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

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

Note: If the response is (13) Non-Applicable, no other restrictions will be allowed.

reported (e.g., easement granted on part of the land parcel).

- **Mineral Interests (9)**
- **Water Rights (10)**
- **Air Rights (11)**
- **Other (12)**
- **Non-Applicable (13)**

L24. Disposition – Lease Level Submission

During the confirmation step of the FRPP data submission process, FRPP will generate the Missing Assets report, which compares the current reporting period to the previous year's reporting to ensure that all disposed property has been properly identified. Agencies will need to correct data or be prepared to explain these missing asset variances to OMB.

Agencies are required to report all leases that have exited the Federal portfolio of assets during the reporting fiscal year. This includes, lease expirations and lease terminations. ***Disposition*** data is reported only in the year the leased asset has exited the Federal portfolio of assets.

Agencies are required to provide the following data elements for each lease that is disposed of (new data elements highlighted):

- ***Real Property Type***
- ***Real Property Use Legal Interest Indicator***
- ***Status*** = "disposed"
- ***Reporting Agency***
- ***Size***
- **Annual Net Rent to Lessor – Report full year costs**
- **Annual Operating and Maintenance Costs – Report full year costs**
- ***Real Property Unique Identifier***
- ***City***
- ***State***
- ***Country***
- ***Disposition***
- ***Lease Identifier***

Note: Lease Expiration and Lease Termination may only be reported for assets with legal interest of "leased." Reporting an asset with legal interest of leased and any disposition method other than lease expiration or lease termination will result in an error.

A.) Disposition Method

Report one of the following categories for the disposition method as outlined below: , Lease Termination, Lease Expiration or Other.

Provide one of the 2-character codes to indicate the disposition method (valid codes are in parentheses):

(LX) Lease Termination

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

(OT) Other

Note: Administrative errors that are corrected by an agency must not be reported as disposed assets. The administrative errors should no longer be reported to FRPP once discovered. These assets would show up in the agency's missing asset report in FRPP and should be noted by the agency.

B.) Disposition Date

Report the date the disposal action was completed in mm/dd/yyyy format.

Note: Future dates for planned disposal actions are not accepted for ***Disposition Date***.

Disposition Method	Example Event Indicating Disposition Date
Lease Termination	Lease termination date
Lease Expiration	Lease expiration date

C.) Disposition Value

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

Disposition Value is to be reported for Lease Termination only. If disposition value is reported for a Lease Expiration, an error will occur. The following ***Disposition Value*** information is to

be reported:

Disposition Method	Disposition Value to Report
Lease Termination	Government's Cost Avoidance

D.) Net Proceeds

Note: Numeric values reported for ***Net Proceeds*** may be less than, greater than, or equal to zero.

Report the proceeds received as part of the asset disposal less the disposal costs incurred by the agency. Net Proceeds is to be reported for Lease Termination only. If Net Proceeds is reported for Lease Expiration, an error will occur.

Notes:

- The ***Net Proceeds*** represents the total cost avoidance realized by the Government on the remaining term of the lease minus any Government costs associated with terminating the lease before the expiration date in the contract. The ***Net Proceeds*** may in some cases be a negative number.
- An agency must report all of the proceeds to the Federal government from the sale of an asset. This includes any funds that are returned to the U.S. Treasury, as well as any funds that the agency retains. The agency must subtract any costs incurred in the sale of the asset to determine the net proceeds from the sale.

L25. Sustainability – Asset Level Submission

Sustainability reporting is required for leased building assets greater than or equal to 5,000 GSF. Sustainability may be reported for leased building assets under 5,000 GSF and structure assets on an optional basis. ***Sustainability*** should not be reported for leased land assets.

The sustainability goal in Section 2 (g) (iii) of Executive Order 13514 is applicable only to buildings.

Sustainability reflects whether or not an asset meets the sustainability criteria set forth in Section 2 (g) (iii) of Executive Order 13514[8]. To be considered sustainable and report "Yes," the asset must meet the five Guiding Principles for High Performance and Sustainable Buildings[9]. Note: buildings that were renovated or certified by an by an American National Standards Institute (ANSI)-accredited institution organization prior to the release of the Guiding Principles (FY 2007) can count as sustainable. Valid codes are in parentheses:

Yes (1) – asset has been evaluated and meets guidelines set forth in Section 2 (g) (iii) of Executive Order 13514

No (2) – asset has been evalUated and does not meet guidelines set forth in Section 2 (g) (iii) of Executive Order 13514

Not yet evaluated (3) – asset has not yet been evalua**ted on w**hether or not it meets guidelines set forth in Section 2 (g) (iii) of Executive Order 13514

Not applicable (4) – guidelines set forth in Section 2 (g) (iii) of Executive Order 13514 do not apply to the asset. **This includes assets that will be disposed of by the end of FY 2015.**

L26. Total Annual BTU Consumption – Lease Level Submission

This data element is **optional** for all Building and Structure leases for FY 2011. Agencies should prepare for reporting this data element for the FY 2012 data collection.

Note: BTU consumption should not be reported for Land. An input for BTU consumption for Land will result in an error in the system.

Agencies will report the total energy consumption of the asset in units of million British thermal units (MBTU's) in terms of energy delivered to the asset (site-delivered BTU). This measure should not include generation and transmission losses for electricity and steam/chilled water. See DOE's

[8] For the full Executive Order, see http://edocket.access.gpo.gov/2009/pdf/E9-24518.pdf

[9] For the full text of the Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings http://www1.eere.energy.gov/femp/regulations/eo13514.html

reporting guidance for more information related to calculation of this figure:
http://www1.eere.energy.gov/femp/regulations/facility_requirements.html

For agencies covered by EISA Section 432, this reporting should be consistent with the asset-level data that is collected by the Energy Star Portfolio manager benchmarking tool and uploaded into the EISA 432 Compliance Tracking System (CTS).

For leased facilities not covered under the EISA requirements, but which have achieved Energy Star ratings, energy use data uploaded into the FRPP should be consistent with data uploaded into the Energy Star Portfolio manager.

L27. Personnel

L27A. Number of Federal Employees– Lease Level Submission

This data element is **required** for all Office and Laboratory Building leases. It is optional for all other types of leased Building assets as well as Land and Structure assets.

Agencies are to provide the total number of Federal personnel (including full-time teleworkers) assigned to the building in full time equivalents (FTE's). Agencies should consult OMB Circular A-11 for guidance on defining FTE. Agencies are to coordinate all totals with the personnel office at their agency.

L27B. Number of Contractor Employees – Lease Level Submission

This data element is **required** for all Office and Laboratory Building leases. It is optional for all other types of leased Building assets as well as Land and Structure assets.

For purposes of submitting data on real property assets, a contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR). Agencies are to coordinate all totals with the personnel office at their agency. Agencies should not report not report those people who are unpaid interns or performing volunteer work.

L27C. Number of Federal Teleworking Employees– Lease Level Submission,

This data element is **optional** for all leases in FY 2011. Agencies should anticipate reporting this data element for Office and Laboratory Building leases for the FY 2012 data collection.

Agencies are to provide the total number of personnel who telework at least one day per week on a regular and recurring basis, pursuant to a signed telework agreement, in FTE's. Agencies should consult OMB Circular A-11 for guidance on defining FTE.

The number of federal teleworking employees should be less than the total number of Federal employees (data element #27a). A number greater than or equal to what was submitted for data element #27a will result in an error.

L28. Anticipated Disposition of Asset – Lease Level Submission

This data element is **required** for all non-disposed assets (active, inactive and excess) in FY 2011.

28a.) Does your agency anticipate disposing of this asset in the future? Agencies should answer Yes or No.

Answer Yes if your agency *plans to vacate* the premises at some point in the future subsequent to a lease expiration, termination, or other unknown disposition. If the response is Yes, proceed to answer 28b and 28c.

Answer No if you agency *has no plans to vacate* at any time in the future after a lease expiration, termination, or other unknown disposition method. If the response is No, do not provide responses to 28b and 28c.

28b.) Anticipated Disposition Method

If the answer to 28a. is **Yes**, provide one of the 2-character codes to indicate the disposition method (valid codes are in parentheses):

- (LX) Lease Termination
- (LE) Lease Expiration
- (UN) Unknown – the disposition method has not been determined.

28c.) Anticipated Disposal Year: Report the fiscal year (FY) the disposal action is anticipated to be completed. Refer to the examples in the matrix below for the *Anticipated Disposition Date* to report based on the method of disposal. The FY provided must be a current (FY2011) or future reporting FY. Agencies must not report a prior FY.

Disposition Method	Example Event Indicating Anticipated Disposition Date
Lease Termination	Anticipated fiscal year of terminating the lease
Lease Expiration	Anticipated fiscal year of lease expiration
Unknown	Anticipated fiscal year the disposition will take place

L29. Determination of Excess – Lease Level

This data element is required for all non-disposed leases (active, inactive and excess) FY 2011.

Note: excess is only a determination of whether an asset is excess to the programmatic needs of the agency – the date of the lease expiration or termination should not play a role in the decision to declare something excess.

29a.) Does your agency anticipate reporting this lease as "Excess" in the future? Agencies should answer Yes or No

If the answer is to 29a is No, do not provide response to 29b. If the answer to 29a is Yes, proceed to 29b.

29b.) Provide the anticipated fiscal year (FY) that the property's status was changed or will be changed to "Excess" pursuant to a formal identification that the lease is no longer needed to carry out program responsibilities. The FY provided must be a current (FY2011) or future reporting FY. Agencies must not report a prior FY.

L31. Lease Identifier - Lease Level Submission

This data element is **required** for all leases in FY 2011. Agencies are to provide the unique identifier the agency uses to track and monitor a lease. Identifier should be unique to each individual lease.

L32. Lease Expiration Date - Lease Level Submission

This data element is **required** for all leases in FY 2011. Agencies are to report the latest expiration date of the current lease in mm/dd/yyyy format. This date represents the expiration of the current lease term, regardless of termination rights and renewal options. Once a renewal option is formally exercised, then that date will be the new expiration date.

L33. Option to Exercise Early Termination Right - Lease Level Submission

This data element is **optional** for all leases (active, inactive or excess) for FY 2011. Agencies should prepare for reporting this data element for the FY 2012 data collection. An early termination right is a bargained for, agreed-upon provision in a leasing contract that grants the government the option to exit a lease early with little or no penalty.

Does your agency possess early termination rights for this lease? Agencies should answer YES or No

D. TECHNICAL REPORTING GUIDANCE

The Federal Real Property Profile (FRPP) is the online system that houses the Federal real property inventory data. Agencies must report data annually by either submitting an XML file in a predetermined format or by entering the data manually into the online FRPP system. It is important that the inventory data is updated in a consistent manner across the agency and bureaus – the SRPO is responsible for coordinating the agency/bureau activities, ensuring consistency and accuracy.

1. OPTIONS FOR UPDATING LAST YEAR'S INVENTORY DATA

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

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

Regardless of how agencies decide to update their data, the overall FRPP data submission process is the same (see Figure 1 on page 19). The two updating options, "Overwrite Existing Inventory" and "Update Existing Inventory," are described below.

a.) Overwrite Existing Inventory

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

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

b.) Update Existing Inventory

Using this method, the agency's owned inventory is automatically copied over from the previous year to the new fiscal year. Due to the significant restructuring of the leased reporting requirements in FY 2011, the FY 2010 leased data will not be copied over in the FRPP system. Agencies must add all leased records for FY 2011 reporting. After lease records have been added, agencies can refer to the schemas in Appendix A for modifying their leased records.

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

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

i) Modify Existing Assets

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

ii) Delete Existing Assets

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

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

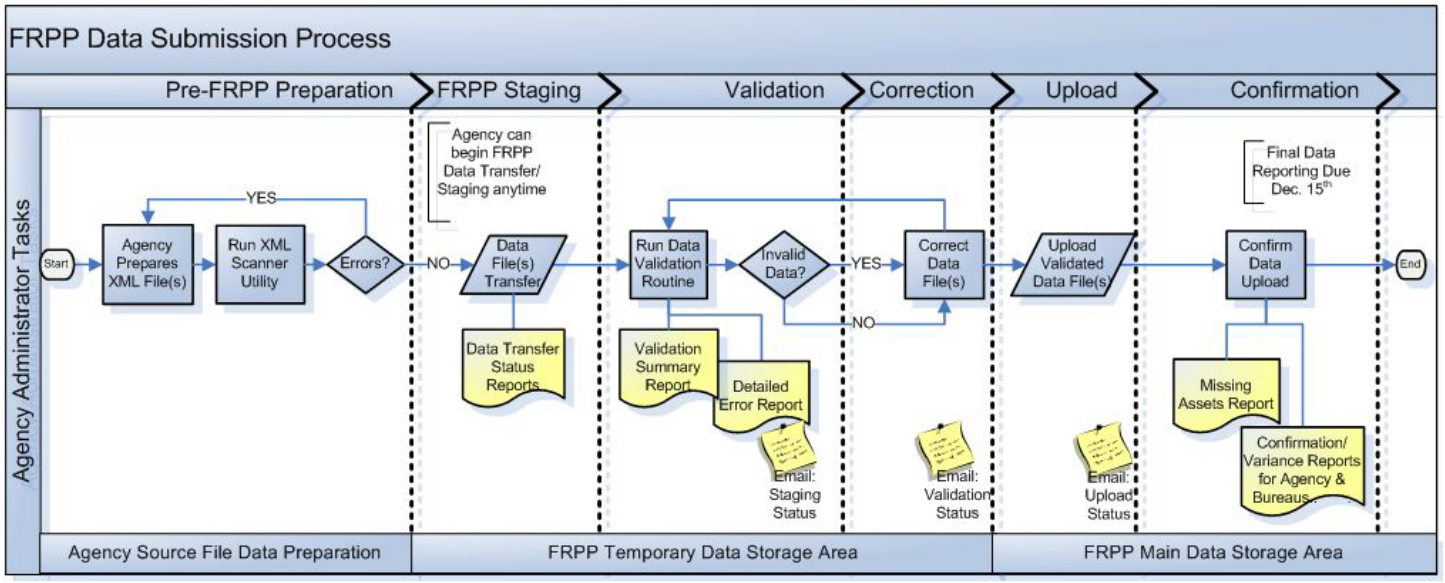
iii) Add New Assets

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

2. DATA SUBMISSION PROCESS

Figure 1 below outlines the process for FRPP data submission. An agency must first decide if it will "overwrite" or "update" the existing inventory data. Next, the agency prepares the XML data file(s) accordingly (see Appendix A for XML schemas). An agency administrator then runs a data validation routine and error checking report in FRPP. After the agency has corrected invalid data, it is ready to upload final data file to the FRPP main storage area and confirm the data. The deadline for confirmation is December 15, 2011. Data can be updated at anytime throughout the year.

Figure 1: FRPP Data Submission Process



a.) Data Confirmation

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

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

- Total number of assets (broken down by asset type)
- Total number of assets (broken down by legal interest)
- Total number of assets (broken down by status, which includes number of assets reported as excess)
- Total acreage (broken down by rural and urban acres)
- Total square footage
- Total value (broken down by asset type)
- Total annual operating costs
- Number of constructed assets (broken down by asset type and usage code)
- Number of dispositions reported (broken down by disposal method)
- Number of Real Property Unique Identifiers reported in the current and prior reporting fiscal years (i.e., Missing Asset Report).

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

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

Figure 2: Sample FRPP Confirmation/Variance Report

Agency Report

Summary Report		Variance Report		
	Fiscal Year: 2009	Fiscal Year: 2008	Variance	Variance%
Total Number of assets by Legal Interest:				0.00 %
Building:				0.00 %
Owned:				0.00 %
Leased:				N/A
Otherwise Managed:				N/A
Missing Legal Interest:				N/A
Land:				N/A
Owned:				N/A
Leased:				N/A
Otherwise Managed:				N/A
Missing Legal Interest:				N/A
Structure:				N/A
Owned:				N/A
Leased:				N/A
Otherwise Managed:				N/A
Missing Legal Interest:				N/A
Total Number of assets by Status:				0.00 %
Building:				0.00 %
Active:				0.00 %
Inactive:				N/A
Excess:				N/A
Missing Status:				N/A
Land:				N/A
Active:				N/A
Inactive:				N/A
Excess:				N/A
Missing Status:				N/A
Structure:				N/A
Active:				N/A
Inactive:				N/A
Excess:				N/A
Missing Status:				N/A

Total Acreage:				N/A
Total Rural Acreage:				N/A
Total Urban Acreage:				N/A
Total Acreage By Legal Interest:				N/A
Owned:				N/A
Leased:				N/A
Otherwise Managed:				N/A
Total Square Footage:				0.00 %
Owned:				0.00 %
Leased:				N/A
Otherwise Managed:				N/A
Total Value:				0.00 %
Building:				0.00 %
Land:				N/A
Structure:				N/A
Total Annual Operating Costs:				0.00 %
Total Disposed Assets:				N/A
Building:				N/A
Land:				N/A
Structure:				N/A

Predominant Use Summary

Summary Report					Variance Report					
	Fiscal Year:2009				Fiscal Year:2008				Variance	Variance%
Asset Type - Usage Code	Number of Assets	Total Value	Total Square Footage	Total Acres	Number of Assets	Total Value	Total Square Footage	Total Acres	Number of Assets	Variance %
Land									**0**	**0.00 %**
Agriculture (01) :									0	0.00 %
Airfields (12) :									0	0.00 %
All Other (80) :									0	0.00 %
Communications Systems (72) :									0	0.00 %
Forest and Wildlife (07) :									0	0.00 %
Grazing (04) :									0	0.00 %
Housing (30) :									0	0.00 %
Institutional (20) :									0	0.00 %
Office Building Locations (10) :									0	0.00 %
Parks and Historic Sites (08) :									0	0.00 %
Research and Development (70) :									0	0.00 %
Storage (40) :									0	0.00 %
Building									**0**	**0.00 %**
All Other (80) :									0	0.00 %
Communications Systems (72) :									0	0.00 %
Dormitories/Barracks (31) :									0	0.00 %
Family Housing (30) :									0	0.00 %
Industrial (50) :									0	0.00 %
Laboratories (74) :									0	0.00 %
Office (10) :									0	0.00 %
Other Institutional Uses (29) :									0	0.00 %
School (23) :									0	0.00 %
Service (60) :									0	0.00 %
Warehouses (41) :									0	0.00 %
Structure									**0**	**0.00 %**
Airfield Pavements (12) :									0	0.00 %
All Other (80) :									0	0.00 %
Communications Systems (72) :									0	0.00 %
Flood Control and Navigation (18) :									0	0.00 %
Monuments and Memorials (78) :									0	0.00 %
Parking Structures (66) :									0	0.00 %
Power Development and Distribution (15) :									0	0.00 %
Railroads (77) :									0	0.00 %
Reclamation and Irrigation (16) :									0	0.00 %
Recreational (other than buildings) (75) :									0	0.00 %
Research and Development (other than Laboratories) (70) :									0	0.00 %
Roads and Bridges (76) :									0	0.00 %
Service (other than buildings) (60) :									0	0.00 %
Storage (other than buildings) (40) :									0	0.00 %

Disposition Summary

Summary Report			Variance Report					
	Fiscal Year:2009		Fiscal Year:2008		Variance		Variance%	
Disposition Method	Number of Assets	Disposition Value	Number of Assets	Disposition Value	Number of Assets Variance	Disposition Value Variance	Number of Assets Variance %	Disposition Value Variance %
Demolition (DM):								
Federal Transfer (FT):								
Health or Educational Use (HE):								
Lease Termination (LX):								
Negotiated Sale (SN):								
Other (OT):								
Public Benefit Conveyance (PB):								
Public Sale (SP):								
Sale Subcategories (SL):								

b.) Data Anomalies

The FRPC has focused on anomalies in data submitted by agencies. While these anomalies do comply with the reporting requirements for FRPP, it is important that agencies review data – prior to submission – to ensure that the following responses are in fact accurate:

- Reporting "All Other" for ***Real Property Use (#2)***
- Reporting either 0 or 100 for ***Condition Index (#11)***
- Reporting $0 for ***Annual Operating Costs (#13)***

c.) Data Range/Distribution and Relationship Considerations

The following data ranges/distributions and relationships explain data conditions that will be accepted by the FRPP. However, agencies should take note of the following ranges/distributions and relationships when submitting data to the FRPP, as they may indicate unusual data conditions.

The example ranges shown below are illustrative only. While the ranges shown below may be used when reviewing data, agencies comparing data relationships are advised to set their own ranges.

	Data Range/Distribution Review	Range/Distribution may indicate unusual data conditions if:
1.	• **Size (#8)** - *gross square feet (GSF): buildings only*	a) Buildings are smaller or larger than a pre-defined range (e.g. smaller than 5 GSF or larger than 10 million GSF).
2.	• **Condition Index (#11)**	a) A large proportion of assets have a single **Condition Index** score (e.g. over 60% of assets have a **Condition Index** score of exactly 90%). b) There are few unique **Condition Index** scores in the overall data across an agency/bureau. (Maximum possible **Condition Index** unique scores is 101.)
3.	• **Mission Dependency (#12)**	a) A large proportion of assets are either "Mission Critical," "Mission Dependent - Not Critical," or "Not Mission Dependent" (e.g. over 90% of assets have the same **Mission Dependency** rating).

	Data Relationship Review	Relationship may indicate unusual data conditions if:
1.	• **Agency/Bureau** • **Annual Operating Costs (#13)** • **Size (#8)** - *gross square feet (GSF): buildings only*	a) **Annual Operating Costs** per GSF for an individual asset falls outside of a pre-defined range (e.g. **Annual Operating Costs** are less than $0.50/GSF or are greater than $50/GSF). b) Dividing **Annual Operating Costs** by GSF for each asset produces few unique results in the overall data across an agency/bureau. c) There is a substantial difference between the average (i.e. mean) **Annual Operating Costs** per GSF result and the median **Annual Operating Costs** per GSF result for the overall data across an agency/bureau.
2.	• **Agency/Bureau** • **Value (#10)** • **Size (#8)** - *gross square feet (GSF): buildings only*	a) **Value** per GSF for an individual asset falls outside of a pre-defined range (e.g. Value is less than $50/GSF or is greater than $500/GSF). b) Dividing **Value** by GSF for each asset produces few unique results in the overall data across an agency/bureau. c) There is a substantial difference between the average (i.e. mean) **Value** per GSF result and the median **Value** per GSF result for the overall data across an agency/bureau.
3.	• **Annual Operating Costs (#13)** • **Status (#4)** • **Size (#8)** - *gross square feet (GSF): buildings only*	a) Average **Annual Operating Costs** per GSF for "Inactive" buildings exceeds average **Annual Operating Costs** per GSF for active buildings (e.g. average **Annual Operating Costs** for active buildings is $4/GSF while average for "Inactive" buildings is $6/GSF).
4.	• **Annual Operating Costs (#13)** • **Value (#10)**	a) **Annual Operating Costs** to **Value** ratio for an individual asset falls outside of a pre-defined range (e.g. **Annual Operating Costs** are less than 0.1% or are greater than 10% of **Value**). b) Dividing **Annual Operating Costs** by **Value** for each asset produces few unique results in the overall dataset. c) There is a substantial difference between the average (i.e. mean) **Annual Operating Costs** to **Value** ratio and the median **Annual Operating Costs** to **Value** ratio for the overall dataset.
5.	• **Condition Index (#11)** • **Mission Dependency (#12)**	a) A large proportion of assets that have high **Condition Index** scores are "Not Mission Dependent" (e.g. over 90% of the assets with a **Condition Index** score of 95% are "Not Mission Dependent"). b) A large proportion of assets that have low **Condition Index** scores are "Mission Critical" (e.g. over 90% of the assets with a **Condition Index** score of 5% are "Mission Critical"). c) The average **Condition Index** score for "Not Mission Dependent" assets exceeds the average **Condition Index** score for "Mission Critical" assets.

6.	• **Condition Index (#11)** • **Status (#4)**	a) A large proportion of assets with a single **Condition Index** score have the same **Status** (e.g. over 90% of the assets with a **Condition Index** score of 95% are "Inactive").
7.	• **Status (#4)** • **Mission Dependency (#12)**	a) A majority of "Inactive" assets (e.g. over 50%) are "Mission Critical" or "Mission Dependent, Not Critical". b) "Excess" assets are "Mission Critical" or "Mission Dependent, Not Critical".

3. XML OVERVIEW

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

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

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

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

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

XML Tag Example:

Note:

Tag names are case sensitive!

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

Opening Tag

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

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

a) Common XML Errors in FRPP Data File

Preparing the XML data file requires diligent attention to detail. It typically takes several iterations to produce an error-free file. The most common XML errors are listed below and depicted in **Figure 3**.

- Case sensitivity of tag names:
- XML is case sensitive!
- ZIP code has a lowercase "c."
- **Invalid tag-names or misplaced ending tags**: Make sure all the tags are named correctly
- Invalid special characters in the data elements:
- Do NOT insert dashes in the ZIP code field.
- If using these special characters in text (e.g., Installation Name): &, <, >, ", ' , escape characters must be used in XML as shown below:

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

The FY="2011" attribute is required.

- Please make sure that the XML document can be correctly loaded and viewed in Internet Explorer browser before staging the file. The XML file should be compliant with the schema provided in the Appendix.
- An Excel spreadsheet saved as XML will NOT work!
- Questions? Contact FRPP Help Desk (866) 509-1800 or frpp@3ht.com

XML Name Tags are Case Sensitive!


```
<?xml version="1.0" ?>
- <FRPPData FY="2011">
  - <Type20Land action="add">
      <RealPropertyType>20</RealPropertyType>
      <RealPropertyUse>10</RealPropertyUse>
    - <LegalInterest>
        <LegalInterestIndicator>O</LegalInterestIndicator>
      </LegalInterest>
    - <Status>
        <StatusIndicator>A</StatusIndicator>
        <OutgrantIndicator>Y</OutgrantIndicator>
      </Status>
      <HistoricalStatus>5</HistoricalStatus>
      <ReportingAgency>4711</ReportingAgency>
      <UsingOrganization>4711</UsingOrganization>
    - <Size>
        <RuralAcres>50</RuralAcres>
        <UrbanAcres>150</UrbanAcres>
      </Size>
      <MissionDependency>1</MissionDependency>
      <AnnualOperatingCosts>5000</AnnualOperatingCosts>
    - <MainLocation>
        <StreetAddress>123 Main Street</StreetAddress>
        <Latitude />
        <Longitude />
      </MainLocation>
      <RealPropertyUniqueIdentifier>ABC123</RealPropertyUniqueIdentifier>
      <City>1234</City>
      <State>50</State>
      <Country>926</Country>
      <County>423</County>
      <CongressionalDistricts>01</CongressionalDistricts>
      <Zipcode>220901245</Zipcode>
    - <InstallationAndSubInstallationIdentifier>
        <InstallationName>Parcel 4352</InstallationName>
        <InstallationIdentifier>ABC123-1</InstallationIdentifier>
        <SubInstallationIdentifier>ZZ</SubInstallationIdentifier>
      </InstallationAndSubInstallationIdentifier>
      <Restrictions>13</Restrictions>
    - <AnticipatedDisposal>
        <DoesAnticipateDisposal>N</DoesAnticipateDisposal>
        <AnticipatedDisposalMethod />
        <AnticipatedDisposalYear />
      </AnticipatedDisposal>
    - <DeterminationOfExcess>
        <DoesAgencyAnticipateExcess>Y</DoesAgencyAnticipateExcess>
        <AnticipatedExcessYear>2015</AnticipatedExcessYear>
      </DeterminationOfExcess>
    - <CandidateForSale>
        <IsCandidateForSale>Y</IsCandidateForSale>
        <AnticipatedSaleYear>2018</AnticipatedSaleYear>
      </CandidateForSale>
      <PercentUtilization />
    - <Personnel>
        <TotalContractors>1.5</TotalContractors>
        <TotalFedPersonnel>3.5</TotalFedPersonnel>
        <TotalFedPersonnelTeleworking />
      </Personnel>
    - <DispositionData>
        <DispositionMethod />
        <DispositionDate />
        <DispositionValue />
        <NetProceeds />
        <Recipient />
      </DispositionData>
    </Type20Land>
  </FRPPData>
```


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

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

Use geo-codable format for Street Address, i.e., can be mapped by GIS software or used by an overnight delivery service to deliver packages.

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

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

Congressional District should NOT have State Abbreviations.

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

E. DEFINITIONS AND CODES

1. RESTRICTIONS

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

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

2. PREDOMINANT USE

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

Predominant Use Categories and Codes for Land

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

Code	Land Predominant Use Classifications
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 and Codes for Buildings

Code	Building Predominant Use Classifications
10	*Office:* Buildings primarily used for office space or military headquarters.
14	*Post Office:* Buildings or portions of buildings used as a Post Office.
21	*Hospital:* Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
22	Prisons and Detention Centers
23	*School:* Buildings used primarily for formally organized instruction, such as schools for dependent children of Federal employees, Indian schools, and military training buildings including specialized training facilities.
28	*Museum:* Buildings used for the housing and/or display of tangible objects or collections for the purpose of displaying said objects or collections for public view and benefit on a regular basis.
29	*Other Institutional Uses:* Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, chapels, 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, and Units of Measure for Structures

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

Code	Structure Predominant Use Classifications	Valid Units of Measure
77	*Railroads:* Tracks, bridges, tunnels, and fuel or water stations servicing railroads.	Miles
78	*Monuments and Memorials:* Federal monuments, memorials, and statues.	Each
79	*Miscellaneous Military Facilities:* Structures and facilities of DoD and USCG used for military functions that are not included in any other classification.	Each
82	*Weapons Ranges*: Ranges where weapons are fired and areas where explosives are detonated.	Each
80	*All Other:* Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.	Each, Lane Miles, Linear Feet, Miles, Square Yards

3. PUBLIC CONVEYANCE DISPOSITION METHODS

The following table provides standard definitions for each of the public conveyance disposition methods, as described for ***Disposition*** data element #24. For purposes of reporting the ***Disposition*** data element to the FRPP, only include those assets that have been deeded or permanently transferred to an organization. Do NOT include those assets under the Public Benefit Conveyance that were leased or made available on an interim basis, as these assets remain in the agency's inventory. FRPP ***Disposition*** data element only tracks assets that have permanently left the Federal portfolio of assets.

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

4. LEASE AUTHORITY DEFINITIONS

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

Code	Lease Authority Indicator Categories and Definitions
IS	*Independent Statutory Authority:* Authority to acquire leased space that originates in a statute enacted into law. This may be an agencywide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a Federal agency.
CS	*Categorical Space - Delegation from GSA:* As specified in Federal Management Regulation (FMR) 102-73.145 through 102-73.155, a categorical space delegation is a standing delegation of authority from the Administrator of General Services to a Federal agency to acquire a type of space, such as antennas, depots, piers, and greenhouses. The full list of space included in the categorical space delegation can be found at FMR 102-73.155.
SP	*Special Purpose Space - Delegation from GSA:* As specified in FMR 102-73.160 through 102-73.255, an agency special purpose space delegation is a standing delegation of authority from the Administrator of General Services to specific Federal agencies to lease their own special purpose space. The full list of agencies that have special purpose space delegations and the types of special purpose space they may lease can be found at FMR 102-73.170 through FMR 102-73.225.
PC	*Provider of Choice Authority - Delegation from GSA:* As specified in FMR 102-72.30 (b.), the Administrator of General Services has issued a standing delegation of authority (under a program formerly known as “Can’t Beat GSA Leasing,” now referred to as “Provider of Choice”) to the heads of all Federal agencies to accomplish all functions relating to leasing of general purpose space for terms of up to 20 years and below prospectus level requirements, regardless of geographic location. General purpose space is defined as office and related space, as well as warehouse space.

APPENDIX A: XML SCHEMAS

XML SCHEMA FOR OVERWRITING AND ADDING NEW ASSETS

Notes:

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

1. OWNED AND OTHERWISE MANAGED ASSETS

a.) Opening XML File Tag

```
<?xml version="1.0"?>
<FRPPData FY="2011">
```

b.) XML Schema for Adding Owned and Otherwise Managed Land Records

```
<Type20Land action="add">
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <RuralAcres></RuralAcres>
    <UrbanAcres></UrbanAcres>
  </Size>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
```

```
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
  <AnticipatedDisposal>
         <DoesAnticipateDisposal></DoesAnticipateDisposal>
         <AnticipatedDisposalMethod></AnticipatedDisposalMethod>
         <AnticipatedDisposalYear></AnticipatedDisposalYear>
  </AnticipatedDisposal>
   < DeterminationOfExcess>
         <DoesAgencyAnticipateExcess></DoesAgencyAnticipateExcess>
         <AnticipatedExcessYear></AnticipatedExcessYear>
  </ DeterminationOfExcess>
   < CandidateForSale>
         <IsCandidateForSale></IsCandidateForSale>
         <AnticipatedSaleYear></AnticipatedSaleYear>
  </CandidateForSale>
   <PercentUtilization></PercentUtilization>
  <Personnel>
      <TotalContractors></TotalContractors>
      <TotalFedPersonnel></TotalFedPersonnel>
      <TotalFedPersonnelTeleworking></TotalFedPersonnelTeleworking>
  </Personnel>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type20Land>
```

c.) XML Schema for Adding Owned and Otherwise Managed Building Records

```
<Type35BuildingDetail action="add">
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <GrossSquareFeet></GrossSquareFeet>
  </Size>
  <Value></Value>
  <ConditionIndex></ConditionIndex>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
```

```
  <Personnel>
      <TotalContractors></TotalContractors>
      <TotalFedPersonnel></TotalFedPersonnel>
      <TotalFedPersonnelTeleworking></TotalFedPersonnelTeleworking>
  </Personnel>
  <PercentUtilization></PercentUtilization>
   <AnticipatedDisposal>
         <DoesAnticipateDisposal></DoesAnticipateDisposal>
         <AnticipatedDisposalMethod></AnticipatedDisposalMethod>
         <AnticipatedDisposalYear></AnticipatedDisposalYear>
  </AnticipatedDisposal>
   < DeterminationOfExcess>
         <DoesAgencyAnticipateExcess></DoesAgencyAnticipateExcess>
         <AnticipatedExcessYear></AnticipatedExcessYear>
  </ DeterminationOfExcess>
   < CandidateForSale>
         <IsCandidateForSale></IsCandidateForSale>
         <AnticipatedSaleYear></AnticipatedSaleYear>
  </CandidateForSale>
  <TotalAnnualBTU></TotalAnnualBTU>
  <IsSustainable></IsSustainable>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type35BuildingDetail>
```

d.)XML Schema for Adding Owned and Otherwise Managed Structure Records

```
<Type40Structure action="add">
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
```

```
</Status>
<HistoricalStatus></HistoricalStatus>
<ReportingAgency></ReportingAgency>
<UsingOrganization></UsingOrganization>
<Size>
  <StructuralUnit></StructuralUnit>
  <UnitOfMeasure></UnitOfMeasure>
</Size>
<Value></Value>
<ConditionIndex></ConditionIndex>
<MissionDependency></MissionDependency>
<AnnualOperatingCosts></AnnualOperatingCosts>
<MainLocation>
  <StreetAddress></StreetAddress>
  <Latitude></Latitude>
  <Longitude></Longitude>
</MainLocation>
<RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
<City></City>
<State></State>
<Country></Country>
<County></County>
<CongressionalDdistricts></CongressionalDistricts>
<Zipcode></Zipcode>
<InstallationAndSubInstallationIdentifier>
  <InstallationName></InstallationName>
  <InstallationIdentifier></InstallationIdentifier>
  <SubInstallationIdentifier></SubInstallationIdentifier>
</InstallationAndSubInstallationIdentifier>
<Restrictions></Restrictions>
 <AnticipatedDisposal>
       <DoesAnticipateDisposal></DoesAnticipateDisposal>
       <AnticipatedDisposalMethod></AnticipatedDisposalMethod>
       <AnticipatedDisposalYear></AnticipatedDisposalYear>
</AnticipatedDisposal>
 < DeterminationOfExcess>
       <DoesAgencyAnticipateExcess></DoesAgencyAnticipateExcess>
       <AnticipatedExcessYear></AnticipatedExcessYear>
</ DeterminationOfExcess>
 < CandidateForSale>
```

```
            <IsCandidateForSale></IsCandidateForSale>
            <AnticipatedSaleYear></AnticipatedSaleYear>
    </CandidateForSale>
    <TotalAnnualBTU></TotalAnnualBTU>
    <PercentUtilization></PercentUtilization>
    <Personnel>
        <TotalContractors></TotalContractors>
        <TotalFedPersonnel></TotalFedPersonnel>
        <TotalFedPersonnelTeleworking></TotalFedPersonnelTeleworking>
    </Personnel>
    <IsSustainable></IsSustainable>
    <DispositionData>
      <DispositionMethod></DispositionMethod>
      <DispositionDate></DispositionDate>
      <DispositionValue></DispositionValue>
      <NetProceeds></NetProceeds>
      <Recipient></Recipient>
    </DispositionData>
  </Type40Structure>
```

2. LEASED ASSETS

Due to the significant restructuring of the leased requirements in FY 2011, the order of the leased data elements for the XML schemas differ from the numerical order on Page 21, Table 2: FRPC's Data Elements for Leased Assets.

Scenario 1: Multiple Assets, One Lease

For instances where there are multiple leased assets covered by one lease, report all applicable data elements (L1 – L33) at the Asset Level as a separate record for each leased Asset.

Scenario 2: Multiple Leases, One Asset

For instances where there are multiple leases within one leased asset, report the "Asset Level" data elements once. Report the "Lease Level" data elements for each individual lease within the leased asset.

The following table illustrates the order of the leased data elements for the XML schemas.

Data Element #	Data Element Name	Data Element Note
L1	**Real Property Type**	**Asset Level**
L3	**Legal Interest**	
L3a	Legal Interest Indicator	Asset Level
L3b	Lease Maintenance Indicator	Asset Level
L5	**Historical Status**	**Asset Level**
L6	**Reporting Agency**	**Asset Level**
L14	**Main Location**	
L14a	Street Address	Asset Level
L14b	Latitude	Asset Level
L14c	Longitude	Asset Level
L15	**Real Property Unique Identifier**	**Asset Level**
L16	**City**	**Asset Level**
L17	**State**	**Asset Level**
L18	**Country**	**Asset Level**
L19	**County**	**Asset Level**
L20	**Congressional District**	**Asset Level**
L21	**ZIP code**	**Asset Level**
L22	**Installation/Sub-Installation Identifier**	
L22a	Installation Identifier	Asset Level
L22b	Sub-Installation Identifier	Asset Level
L22c	Installation Name	Asset Level
L25	**Sustainability**	**Asset level Required for Buildings >=5,000GSF. Optional for Buildings <5,000GSF and for Structures. Must not be reported for land.**
L2	**Real Property Use**	**Lease Level**
L3c	Lease Authority Indicator	Lease Level
L4	**Status**	
L4a	Status Indicator	Lease Level
L4b	Outgrant Indicator	Lease Level
L 7	**Using Organization**	**Lease Level**
L8	**Size**	
L8a	Rural Acres (Land)	Lease Level
L8b	Urban Acres (Land)	Lease Level
L8c	Gross Square Feet (Buildings)	Lease Level

L8d	Structural Unit (Size)	Lease Level
L8e	Unit of Measure (Structures)	Lease Level
L9	**Percent of Space Utilization**	**PM* # 1,Lease Level**
L10	**Value**	**Lease Level**
L11	**Condition Index**	**PM # 2. Lease Level**
L12	**Mission Dependency**	**PM # 3. Lease Level**
L13	**Lease Costs**	**PM # 4**
L13a	Annual Net Rent to Lessor	PM #4. Lease Level
L13b	Annual Operating & Maintenance Costs	PM #4. Lease Level
L23	Restrictions	Lease level
L24	**Disposition**	
L24a	Disposition Method	Lease level
L24b	Disposition Date	Lease level
L24c	Disposition Value	Lease level
L24d	Net Proceeds	Lease level
L26	**Total Annual BTU Consumption**	**Lease Level. Optional for Buildings and Structures.**
L27	**Personnel**	
L27a	Number of Contractor Employees	Lease Level. Required for Office and Laboratory Building usage codes. Optional for All Other types of Building usage codes as well as Land and Structure assets.
L27b	Number of Federal Employees	Lease Level. Required for Office and Laboratory Building usage codes. Optional for All Other types of Building usage codes as well as Land and Structure assets.
L27c	Number of Federal Teleworking Employees	Optional for all asset types
L28	**Anticipated Disposition of Asset**	**Required for All Non-Disposed Assets.**
L28a	Anticipated Disposition of Asset	Lease level
L28b	Anticipated Disposal Method	Lease level
L28c	Anticipated Disposal Date	Lease level
L29	**Determination of Excess**	**Required for all active, inactive and excess leases.**
L29a	Determination of Excess	Lease Level
L29b	Anticipated Fiscal Year of Reporting Asset as Excess	Lease Level
L31	**Lease Identifier**	**Lease Level. Required for All Leases**
L32	**Lease Expiration Date**	**Lease Level. Required for All Leases.**
L33	**Option to Exercise Early Termination Right**	**Lease Level. Optional for All Leases.**

e.) XML Schema for Adding Leased Land Records

```
<Type20Land action="add">
    <RealPropertyType></RealPropertyType>
    <LegalInterest>
         <LegalInterestIndicator></LegalInterestIndicator>
         <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
    </LegalInterest>
  <ReportingAgency></ReportingAgency>
  <LeaseData action="add">
    <LeaseRealPropertyUse></LeaseRealPropertyUse>
    <LeaseID></LeaseID>
    <LeaseUsingOrganization></LeaseUsingOrganization>
    <LeaseExpirationDate></LeaseExpirationDate>
    <LeaseOptionToTerminateEarly></LeaseOptionToTerminateEarly>
         <LeaseAuthorityIndicator></LeaseAuthorityIndicator>
    <LeaseStatus>
               <LeaseStatusIndicator></LeaseStatusIndicator>
      <LeaseOutgrantIndicator></LeaseOutgrantIndicator>
    </LeaseStatus>
    <LeaseSize>
         <LeaseUrbanAcres></LeaseUrbanAcres>
         <LeaseRuralAcres></LeaseRuralAcres>
    </LeaseSize>
    <LeaseMissionDependency></LeaseMissionDependency>
    <LeaseCosts>
      <LeaseAnnualRent></LeaseAnnualRent>
      <LeaseAnnualOAndMCosts></LeaseAnnualOAndMCosts>
    </LeaseCosts>
    <LeaseAnticipatedDisposal>
               <LeaseDoesAnticipateDisposal></LeaseDoesAnticipateDisposal>
               <LeaseAnticipatedDisposalMethod></LeaseAnticipatedDisposalMethod>
               <LeaseAnticipatedDisposalYear></LeaseAnticipatedDisposalYear>
    </LeaseAnticipatedDisposal>
         < LeaseDeterminationOfExcess>
               <LeaseDoesAgencyAnticipateExcess></LeaseDoesAgencyAnticipateExcess>
               <LeaseAnticipatedExcessYear></LeaseAnticipatedExcessYear>
    </LeaseDeterminationOfExcess>
         <LeasePercentUtilization></LeasePercentUtilization>
    <LeasePersonnelInfo>
         <LeaseTotalContractors></LeaseTotalContractors>
```

```
        <LeaseTotalFedPersonnel></LeaseTotalFedPersonnel>
        <LeaseTotalFedPersonnelTeleworking></LeaseTotalFedPersonnelTeleworking>
    </LeasePersonnelInfo>
    <LeaseDispositionData>
      <LeaseDispositionMethod></LeaseDispositionMethod>
      <LeaseDispositionDate></LeaseDispositionDate>
      <LeaseDispositionValue></LeaseDispositionValue>
      <LeaseNetProceeds></LeaseNetProceeds>
    </LeaseDispositionData>
  </LeaseData>
  <HistoricalStatus></HistoricalStatus>
  <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>
```

f.) XML Schema for Adding Leased Building Records

```
<Type35BuildingDetail action="add">
  <RealPropertyType></RealPropertyType>
  <ReportingAgency></ReportingAgency>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
  </LegalInterest>
  <LeaseData action="add">
```

```
<LeaseRealPropertyUse></LeaseRealPropertyUse>
<LeaseID></LeaseID>
<LeaseUsingOrganization></LeaseUsingOrganization>
<LeaseExpirationDate></LeaseExpirationDate>
     <LeaseOptionToTerminateEarly></LeaseOptionToTerminateEarly>
<LeaseAuthorityIndicator></LeaseAuthorityIndicator>
<LeaseStatus>
           <LeaseStatusIndicator></LeaseStatusIndicator>
  <LeaseOutgrantIndicator></LeaseOutgrantIndicator>
</LeaseStatus>
<LeaseSize>
  <LeaseSquareFeet></LeaseSquareFeet>
</LeaseSize>
<LeaseConditionIndex></LeaseConditionIndex>
<LeaseMissionDependency></LeaseMissionDependency>
<LeaseValue></LeaseValue>
<LeasePercentUtilization></LeasePercentUtilization>
<LeaseTotalAnnualBTU></LeaseTotalAnnualBTU>
<LeaseCosts>
  <LeaseAnnualRent></LeaseAnnualRent>
  <LeaseAnnualOAndMCosts></LeaseAnnualOAndMCosts>
</LeaseCosts>
<LeasePersonnelInfo>
  <LeaseTotalContractors></LeaseTotalContractors>
  <LeaseTotalFedPersonnel></LeaseTotalFedPersonnel>
           <LeaseTotalFedPersonnelTeleworking>
                 </LeaseTotalFedPersonnelTeleworking>
</LeasePersonnelInfo>
<LeaseAnticipatedDisposal>
           <LeaseDoesAnticipateDisposal></LeaseDoesAnticipateDisposal>
           <LeaseAnticipatedDisposalMethod></LeaseAnticipatedDisposalMethod>
           <LeaseAnticipatedDisposalYear></LeaseAnticipatedDisposalYear>
</LeaseAnticipatedDisposal>
     < LeaseDeterminationOfExcess>
           <LeaseDoesAgencyAnticipateExcess></LeaseDoesAgencyAnticipateExcess>
           <LeaseAnticipatedExcessYear></LeaseAnticipatedExcessYear>
</LeaseDeterminationOfExcess>
<LeaseDispositionData>
  <LeaseDispositionMethod></LeaseDispositionMethod>
  <LeaseDispositionDate></LeaseDispositionDate>
```

```
        <LeaseDispositionValue></LeaseDispositionValue>
        <LeaseNetProceeds></LeaseNetProceeds>
      </LeaseDispositionData>
    </LeaseData>
    <HistoricalStatus></HistoricalStatus>
    <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>
    <IsSustainable></IsSustainable>
  </Type35BuildingDetail>
```

g.) XML Schema for Adding Leased Structure Records

```
<Type40Structure action="add">
      <RealPropertyType></RealPropertyType>
    <ReportingAgency></ReportingAgency>
    <LegalInterest>
      <LegalInterestIndicator>L</LegalInterestIndicator>
      <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
      </LegalInterest>
    <LeaseData action="add">
      <LeaseRealPropertyUse></LeaseRealPropertyUse>
      <LeaseID></LeaseID>
      <LeaseUsingOrganization></LeaseUsingOrganization>
      <LeaseExpirationDate></LeaseExpirationDate>
      <LeaseOptionToTerminateEarly></LeaseOptionToTerminateEarly>
```

```
        <LeaseAuthorityIndicator></LeaseAuthorityIndicator>
    <LeaseStatus>
            <LeaseStatusIndicator></LeaseStatusIndicator>
      <LeaseOutgrantIndicator></LeaseOutgrantIndicator>
    </LeaseStatus>
    <LeaseSize>
      <LeaseStructuralUnit></LeaseStructuralUnit>
      <LeaseUnitOfMeasure></LeaseUnitOfMeasure>
    </LeaseSize>
    <LeaseConditionIndex></LeaseConditionIndex>
    <LeaseMissionDependency></LeaseMissionDependency>
    <LeaseValue></LeaseValue>
    <LeaseCosts>
      <LeaseAnnualRent></LeaseAnnualRent>
      <LeaseAnnualOAndMCosts></LeaseAnnualOAndMCosts>
    </LeaseCosts>
    <LeaseAnticipatedDisposal>
            <LeaseDoesAnticipateDisposal></LeaseDoesAnticipateDisposal>
            <LeaseAnticipatedDisposalMethod></LeaseAnticipatedDisposalMethod>
            <LeaseAnticipatedDisposalYear></LeaseAnticipatedDisposalYear>
    </LeaseAnticipatedDisposal>
        < LeaseDeterminationOfExcess>
            <LeaseDoesAgencyAnticipateExcess></LeaseDoesAgencyAnticipateExcess>
            <LeaseAnticipatedExcessYear></LeaseAnticipatedExcessYear>
    </LeaseDeterminationOfExcess>
    <LeasePercentUtilization></LeasePercentUtilization>
    <LeaseTotalAnnualBTU></LeaseTotalAnnualBTU>
    <LeasePersonnelInfo>
        <LeaseTotalContractors></LeaseTotalContractors>
        <LeaseTotalFedPersonnel></LeaseTotalFedPersonnel>
        <LeaseTotalFedPersonnelTeleworking></LeaseTotalFedPersonnelTeleworking>
    </LeasePersonnelInfo>
      <LeaseDispositionData>
      <LeaseDispositionMethod></LeaseDispositionMethod>
      <LeaseDispositionDate></LeaseDispositionDate>
      <LeaseDispositionValue></LeaseDispositionValue>
      <LeaseNetProceeds></LeaseNetProceeds>
    </LeaseDispositionData>
  </LeaseData>
  <HistoricalStatus></HistoricalStatus>
```

```
  <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>
  <IsSustainable></IsSustainable>
 </Type40Structure>
```

h.) Closing XML File Tag

```
 </FRPPData>
```

XML SCHEMA FOR UPDATING EXISTING INVENTORY

Notes:

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

Modifying Existing Asset Records

Note: When modifying data, the only required fields are the ***Reporting Agency*** and the ***Real Property Unique Identifier***, in addition to any other data elements that need to be updated***.*** Prior to modifying an existing asset, FRPP will perform a search for the ***Real Property Unique Identifier*** and the ***Reporting Agency*** to check if the asset record exists. If the record exists, the user will then be prompted to confirm modification.

3. OWNED AND OTHERWISE MANAGED ASSETS

i.) Opening XML File Tag

```
<?xml version="1.0"?>
<FRPPData FY="2011">
```

j.) XML Schema for Modifying Owned and Otherwise Managed Land Records

```
<Type20Land [action="modify"]>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <RuralAcres></RuralAcres>
    <UrbanAcres></UrbanAcres>
```

```
</Size>
<MissionDependency></MissionDependency>
<AnnualOperatingCosts></AnnualOperatingCosts>
<MainLocation>
  <StreetAddress></StreetAddress>
  <Latitude></Latitude>
  <Longitude></Longitude>
</MainLocation>
<RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
<City></City>
<State></State>
<Country></Country>
<County></County>
<CongressionalDistricts></CongressionalDistricts>
<Zipcode></Zipcode>
<InstallationAndSubInstallationIdentifier>
  <InstallationName></InstallationName>
  <InstallationIdentifier></InstallationIdentifier>
  <SubInstallationIdentifier></SubInstallationIdentifier>
</InstallationAndSubInstallationIdentifier>
<Restrictions></Restrictions>
<AnticipatedDisposal>
       <DoesAnticipateDisposal></DoesAnticipateDisposal>
       <AnticipatedDisposalMethod></AnticipatedDisposalMethod>
       <AnticipatedDisposalYear></AnticipatedDisposalYear>
</AnticipatedDisposal>
 < DeterminationOfExcess>
       <DoesAgencyAnticipateExcess></DoesAgencyAnticipateExcess>
       <AnticipatedExcessYear></AnticipatedExcessYear>
</ DeterminationOfExcess>
 < CandidateForSale>
       <IsCandidateForSale></IsCandidateForSale>
       <AnticipatedSaleYear></AnticipatedSaleYear>
</CandidateForSale>
 <PercentUtilization></PercentUtilization>
<Personnel>
    <TotalContractors></TotalContractors>
    <TotalFedPersonnel></TotalFedPersonnel>
    <TotalFedPersonnelTeleworking></TotalFedPersonnelTeleworking>
</Personnel>
```

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

k.) XML Schema for Modifying Owned and Otherwise Managed Building Records

```
<Type35BuildingDetail [action="modify"]>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <GrossSquareFeet></GrossSquareFeet>
  </Size>
  <Value></Value>
  <ConditionIndex></ConditionIndex>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
```

```
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
    <SubInstallationIdentifier></SubInstallationIdentifier>
  </InstallationAndSubInstallationIdentifier>
  <Restrictions></Restrictions>
  <Personnel>
      <TotalContractors></TotalContractors>
      <TotalFedPersonnel></TotalFedPersonnel>
      <TotalFedPersonnelTeleworking></TotalFedPersonnelTeleworking>
  </Personnel>
  <PercentUtilization></PercentUtilization>
   <AnticipatedDisposal>
         <DoesAnticipateDisposal></DoesAnticipateDisposal>
         <AnticipatedDisposalMethod></AnticipatedDisposalMethod>
         <AnticipatedDisposalYear></AnticipatedDisposalYear>
  </AnticipatedDisposal>
   < DeterminationOfExcess>
         <DoesAgencyAnticipateExcess></DoesAgencyAnticipateExcess>
         <AnticipatedExcessYear></AnticipatedExcessYear>
  </ DeterminationOfExcess>
   < CandidateForSale>
         <IsCandidateForSale></IsCandidateForSale>
         <AnticipatedSaleYear></AnticipatedSaleYear>
  </CandidateForSale>
  <TotalAnnualBTU></TotalAnnualBTU>
  <IsSustainable></IsSustainable>
  <DispositionData>
    <DispositionMethod></DispositionMethod>
    <DispositionDate></DispositionDate>
    <DispositionValue></DispositionValue>
    <NetProceeds></NetProceeds>
    <Recipient></Recipient>
  </DispositionData>
</Type35BuildingDetail>
```

l.) XML Schema for Modifying Owned and Otherwise Managed Structure Records

```
<Type40Structure [action="modify"]>
  <RealPropertyType></RealPropertyType>
  <RealPropertyUse></RealPropertyUse>
  <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
  </LegalInterest>
  <Status>
    <StatusIndicator></StatusIndicator>
    <OutgrantIndicator></OutgrantIndicator>
  </Status>
  <HistoricalStatus></HistoricalStatus>
  <ReportingAgency></ReportingAgency>
  <UsingOrganization></UsingOrganization>
  <Size>
    <StructuralUnit></StructuralUnit>
    <UnitOfMeasure></UnitOfMeasure>
  </Size>
  <Value></Value>
  <ConditionIndex></ConditionIndex>
  <MissionDependency></MissionDependency>
  <AnnualOperatingCosts></AnnualOperatingCosts>
  <MainLocation>
    <StreetAddress></StreetAddress>
    <Latitude></Latitude>
    <Longitude></Longitude>
  </MainLocation>
  <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
  <City></City>
  <State></State>
  <Country></Country>
  <County></County>
  <CongressionalDistricts></CongressionalDistricts>
  <Zipcode></Zipcode>
  <InstallationAndSubInstallationIdentifier>
    <InstallationName></InstallationName>
    <InstallationIdentifier></InstallationIdentifier>
```

```
      <SubInstallationIdentifier></SubInstallationIdentifier>
    </InstallationAndSubInstallationIdentifier>
    <Restrictions></Restrictions>
     <AnticipatedDisposal>
            <DoesAnticipateDisposal></DoesAnticipateDisposal>
            <AnticipatedDisposalMethod></AnticipatedDisposalMethod>
            <AnticipatedDisposalYear></AnticipatedDisposalYear>
    </AnticipatedDisposal>
     < DeterminationOfExcess>
            <DoesAgencyAnticipateExcess></DoesAgencyAnticipateExcess>
            <AnticipatedExcessYear></AnticipatedExcessYear>
    </ DeterminationOfExcess>
     < CandidateForSale>
            <IsCandidateForSale></IsCandidateForSale>
            <AnticipatedSaleYear></AnticipatedSaleYear>
    </CandidateForSale>
    <TotalAnnualBTU></TotalAnnualBTU>
    <PercentUtilization></PercentUtilization>
    <Personnel>
        <TotalContractors></TotalContractors>
        <TotalFedPersonnel></TotalFedPersonnel>
        <TotalFedPersonnelTeleworking></TotalFedPersonnelTeleworking>
    </Personnel>
    <IsSustainable></IsSustainable>
    <DispositionData>
      <DispositionMethod></DispositionMethod>
      <DispositionDate></DispositionDate>
      <DispositionValue></DispositionValue>
      <NetProceeds></NetProceeds>
      <Recipient></Recipient>
    </DispositionData>
  </Type40Structure>
```

4. LEASED ASSETS

Due to the significant restructuring of the leased reporting requirements in FY 2011, the FY 2010 leased data will not be copied over in the FRPP system. Agencies must add all leased records for FY 2011 reporting. After lease records have been added, agencies can refer to the below schemas for modifying their leased records.

a.) XML Schema for Modifying Leased Land Records

```
<Type20Land [action="modify"]>
   <RealPropertyType></RealPropertyType>
   <LegalInterest>
         <LegalInterestIndicator></LegalInterestIndicator>
         <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
   </LegalInterest>
   <ReportingAgency></ReportingAgency>
  <LeaseData [action="modify"]>
    <LeaseRealPropertyUse></LeaseRealPropertyUse>
    <LeaseID></LeaseID>
    <LeaseUsingOrganization></LeaseUsingOrganization>
    <LeaseExpirationDate></LeaseExpirationDate>
    <LeaseOptionToTerminateEarly></LeaseOptionToTerminateEarly>
         <LeaseAuthorityIndicator></LeaseAuthorityIndicator>
    <LeaseStatus>
               <LeaseStatusIndicator></LeaseStatusIndicator>
      <LeaseOutgrantIndicator></LeaseOutgrantIndicator>
    </LeaseStatus>
    <LeaseSize>
         <LeaseUrbanAcres></LeaseUrbanAcres>
         <LeaseRuralAcres></LeaseRuralAcres>
    </LeaseSize>
    <LeaseMissionDependency></LeaseMissionDependency>
    <LeaseCosts>
      <LeaseAnnualRent></LeaseAnnualRent>
      <LeaseAnnualOAndMCosts></LeaseAnnualOAndMCosts>
    </LeaseCosts>
    <LeaseAnticipatedDisposal>
               <LeaseDoesAnticipateDisposal></LeaseDoesAnticipateDisposal>
               <LeaseAnticipatedDisposalMethod></LeaseAnticipatedDisposalMethod>
               <LeaseAnticipatedDisposalYear></LeaseAnticipatedDisposalYear>
    </LeaseAnticipatedDisposal>
```

```
        < LeaseDeterminationOfExcess>
              <LeaseDoesAgencyAnticipateExcess></LeaseDoesAgencyAnticipateExcess>
              <LeaseAnticipatedExcessYear></LeaseAnticipatedExcessYear>
    </LeaseDeterminationOfExcess>
        <LeasePercentUtilization></LeasePercentUtilization>
    <LeasePersonnelInfo>
        <LeaseTotalContractors></LeaseTotalContractors>
        <LeaseTotalFedPersonnel></LeaseTotalFedPersonnel>
        <LeaseTotalFedPersonnelTeleworking></LeaseTotalFedPersonnelTeleworking>
    </LeasePersonnelInfo>
    <LeaseDispositionData>
      <LeaseDispositionMethod></LeaseDispositionMethod>
      <LeaseDispositionDate></LeaseDispositionDate>
      <LeaseDispositionValue></LeaseDispositionValue>
      <LeaseNetProceeds></LeaseNetProceeds>
        </LeaseDispositionData>
  </LeaseData>
  <HistoricalStatus></HistoricalStatus>
  <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>
```

b.)XML Schema for Modifying Leased Building Records

```
<Type35BuildingDetail [action="modify"]>
   <RealPropertyType></RealPropertyType>
  <ReportingAgency></ReportingAgency>
   <LegalInterest>
    <LegalInterestIndicator></LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
   </LegalInterest>
  <LeaseData [action="modify"]>
    <LeaseRealPropertyUse></LeaseRealPropertyUse>
    <LeaseID></LeaseID>
    <LeaseUsingOrganization></LeaseUsingOrganization>
    <LeaseExpirationDate></LeaseExpirationDate>
         <LeaseOptionToTerminateEarly></LeaseOptionToTerminateEarly>
    <LeaseAuthorityIndicator></LeaseAuthorityIndicator>
    <LeaseStatus>
               <LeaseStatusIndicator></LeaseStatusIndicator>
      <LeaseOutgrantIndicator></LeaseOutgrantIndicator>
    </LeaseStatus>
    <LeaseSize>
      <LeaseSquareFeet></LeaseSquareFeet>
    </LeaseSize>
    <LeaseConditionIndex></LeaseConditionIndex>
    <LeaseMissionDependency></LeaseMissionDependency>
    <LeaseValue></LeaseValue>
    <LeasePercentUtilization></LeasePercentUtilization>
    <LeaseTotalAnnualBTU></LeaseTotalAnnualBTU>
    <LeaseCosts>
      <LeaseAnnualRent></LeaseAnnualRent>
      <LeaseAnnualOAndMCosts></LeaseAnnualOAndMCosts>
    </LeaseCosts>
    <LeasePersonnelInfo>
      <LeaseTotalContractors></LeaseTotalContractors>
      <LeaseTotalFedPersonnel></LeaseTotalFedPersonnel>
               <LeaseTotalFedPersonnelTeleworking>
                     </LeaseTotalFedPersonnelTeleworking>
    </LeasePersonnelInfo>
    <LeaseAnticipatedDisposal>
               <LeaseDoesAnticipateDisposal></LeaseDoesAnticipateDisposal>
```

```
                <LeaseAnticipatedDisposalMethod></LeaseAnticipatedDisposalMethod>
                <LeaseAnticipatedDisposalYear></LeaseAnticipatedDisposalYear>
      </LeaseAnticipatedDisposal>
           < LeaseDeterminationOfExcess>
                <LeaseDoesAgencyAnticipateExcess></LeaseDoesAgencyAnticipateExcess>
                <LeaseAnticipatedExcessYear></LeaseAnticipatedExcessYear>
      </LeaseDeterminationOfExcess>
      <LeaseDispositionData>
        <LeaseDispositionMethod></LeaseDispositionMethod>
        <LeaseDispositionDate></LeaseDispositionDate>
        <LeaseDispositionValue></LeaseDispositionValue>
        <LeaseNetProceeds></LeaseNetProceeds>
      </LeaseDispositionData>
    </LeaseData>
    <HistoricalStatus></HistoricalStatus>
    <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>
    <IsSustainable></IsSustainable>
  </Type35BuildingDetail>
```

c.) XML Schema for Modifying Leased Structure Records

```
<Type40Structure [action="modify"]>
    <RealPropertyType></RealPropertyType>
  <ReportingAgency></ReportingAgency>
  <LegalInterest>
    <LegalInterestIndicator>L</LegalInterestIndicator>
    <LeaseMaintenanceIndicator></LeaseMaintenanceIndicator>
    </LegalInterest>
  <LeaseData [action="modify"]>
    <LeaseRealPropertyUse></LeaseRealPropertyUse>
    <LeaseID></LeaseID>
    <LeaseUsingOrganization></LeaseUsingOrganization>
    <LeaseExpirationDate></LeaseExpirationDate>
    <LeaseOptionToTerminateEarly></LeaseOptionToTerminateEarly>
    <LeaseAuthorityIndicator></LeaseAuthorityIndicator>
    <LeaseStatus>
              <LeaseStatusIndicator></LeaseStatusIndicator>
      <LeaseOutgrantIndicator></LeaseOutgrantIndicator>
    </LeaseStatus>
    <LeaseSize>
      <LeaseStructuralUnit></LeaseStructuralUnit>
      <LeaseUnitOfMeasure></LeaseUnitOfMeasure>
    </LeaseSize>
    <LeaseConditionIndex></LeaseConditionIndex>
    <LeaseMissionDependency></LeaseMissionDependency>
    <LeaseValue></LeaseValue>
    <LeaseCosts>
      <LeaseAnnualRent></LeaseAnnualRent>
      <LeaseAnnualOAndMCosts></LeaseAnnualOAndMCosts>
    </LeaseCosts>
    <LeaseAnticipatedDisposal>
              <LeaseDoesAnticipateDisposal></LeaseDoesAnticipateDisposal>
              <LeaseAnticipatedDisposalMethod></LeaseAnticipatedDisposalMethod>
              <LeaseAnticipatedDisposalYear></LeaseAnticipatedDisposalYear>
    </LeaseAnticipatedDisposal>
         < LeaseDeterminationOfExcess>
              <LeaseDoesAgencyAnticipateExcess></LeaseDoesAgencyAnticipateExcess>
              <LeaseAnticipatedExcessYear></LeaseAnticipatedExcessYear>
    </LeaseDeterminationOfExcess>
    <LeasePercentUtilization></LeasePercentUtilization>
```

```
      <LeaseTotalAnnualBTU></LeaseTotalAnnualBTU>
      <LeasePersonnelInfo>
           <LeaseTotalContractors></LeaseTotalContractors>
           <LeaseTotalFedPersonnel></LeaseTotalFedPersonnel>
           <LeaseTotalFedPersonnelTeleworking></LeaseTotalFedPersonnelTeleworking>
      </LeasePersonnelInfo>
        <LeaseDispositionData>
        <LeaseDispositionMethod></LeaseDispositionMethod>
        <LeaseDispositionDate></LeaseDispositionDate>
        <LeaseDispositionValue></LeaseDispositionValue>
        <LeaseNetProceeds></LeaseNetProceeds>
           </LeaseDispositionData>
   </LeaseData>
   <HistoricalStatus></HistoricalStatus>
   <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>
   <IsSustainable></IsSustainable>
 </Type40Structure>
```

d.)Closing XML File Tag

```
 </FRPPData>
```

e.) Deleting Existing Asset Records

- When deleting an asset record, the only required fields are the ***Reporting Agency*** and the ***Real Property Unique Identifier***. FRPP will perform a search for the ***Real Property Unique Identifier*** and the ***Reporting Agency*** to check if the asset record exists. If the record exists, the user will then be prompted to confirm deletion.
- **Note for disposed assets:** If the asset has transferred to another agency or exited the Federal inventory, the Disposition sub-data elements must be reported in addition to the ***Real Property Unique Identifier*** and the ***Reporting Agency*** with the "modify" action instead of the "delete" action.

1. Owned and Otherwise Managed Assets

XML Schema to Delete an Owned and Otherwise Managed Land Record

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

XML Schema to Delete an Owned and Otherwise Managed Building Record

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

XML Schema to Delete an Owned and Otherwise Managed Structure Record

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

2. Leased Assets

XML Schema to Delete a Leased Land Record

```
<Type20Land action="delete">
        <ReportingAgency></ReportingAgency>
        <RealPropertyUniqueIdentifier></RealPropertyUniqueIdentifier>
   <LeaseData action="delete">
      <LeaseID></LeaseID>
        </LeaseData>
</Type20Land>
```

XML Schema to Delete a Leased Building Record

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

```
      <LeaseID></LeaseID>
        </LeaseData>
</Type35BuildingDetail>
```

XML Schema to Delete a Leased Structure Record

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

f.) Adding New Asset Records

Notes:

- In order to add a new asset record, the record should not exist in the current FRPP database. FRPP will perform a search for the ***Real Property Unique Identifier*** and the ***Reporting Agency*** to check for this condition. If the record already exists in the database, the user will be prompted with options to either modify the asset or cancel the "add" operation. For more information on adding new records, see "Add New Assets" on page 18.
- For adding new assets [action="add"] the parameter is optional (as indicated by the brackets in XML schema below), i.e., the system will add all assets without the "action" parameter explicitly included, along with all assets that have the [action="add"] parameter specified. For the applicable data elements to report for new land, building, and structure assets, refer to XML schema provided in Appendix A: XML Schema for Adding New Assets.

XML Schema to Add New Land Record

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

XML Schema to Add New Building Record

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

XML Schema to Add New Structure Record

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

APPENDIX B: QUICK GUIDES

1. QUICK GUIDE – PREDOMINANT USE CATEGORIES AND CODES

Predominant Use Code	Building - Predominant Use Category
10	Office
14	Post Office
21	Hospital
22	Prisons and Detention Centers
23	School
28	Museum
29	Other Institutional Uses
30	Family Housing
31	Dormitories/Barracks
41	Warehouses
50	Industrial
60	Service
72	Communication Systems
73	Navigation and Traffic Aids
74	Laboratories
80	All Other

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

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

2. QUICK GUIDE – DATA DICTIONARY FOR OWNED AND OTHERWISE MANAGED ASSETS

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Opening File Tag							<?xml version="1.0"?> <FRPPData FY="YYYY">	Opening File Tag	XML file must have this opening tag, e.g., for 2011 reporting: <?xml version="1.0"?><FRPPData FY="2011">
Opening Record Tag							Type20Land, Type35BuildingDetail, Type40Structure,	Opening Record Tag	XML tag precedes each record based on asset's type.
	O1	**Real Property Type**	Numeric	2	20, 35, 40	20, 35, 40	RealPropertyType		
	O2	**Real Property Use**	Numeric	2	60 values	20, 35, 40	RealPropertyUse		Use category codes for land (24 codes), buildings (16 codes) and structures (22 codes).
	O3	**Legal Interest**					LegalInterest	Main Tag - No Values	
	O3a	Legal Interest Indicator	Alpha Numeric	1	G, S, F, M	20, 35, 40	LegalInterestIndicator		G (Federal Gov-owned), S (Otherwise Managed: State Gov-owned), F (Otherwise Managed: Foreign Gov-owned), M (Museum Trust).
	O4	**Status**					Status	Main Tag - No Values	Predominant physical / operational status of the asset.
	O4a	Status Indicator	Alpha Numeric	1	A, I, E, D	20, 35, 40	StatusIndicator		A (Active), I (Inactive), E (Excess), D (Disposed) - main physical / operational status / use.
	O4b	Outgrant Indicator	Alpha Numeric	1	Y, N	20, 35, 40	OutgrantIndicator		For Legal Interest G (Owned) - Y (Yes), N (No). Otherwise managed assets (Legal Interest = S, or F) are excluded. Otherwise managed assets (Legal Interest = M) are required.
	O5	**Historical Status**	Numeric	1	1, 2, 3, 4, 5, 6	20, 35, 40	HistoricalStatus		Historical Status is reported on all owned buildings, structures, and land assets, except those 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. Otherwise managed assets (Legal Interest = S, or F) are excluded. Otherwise managed assets (Legal Interest = M) are required.

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	O6	**Reporting Agency**	Numeric	4	Agency Bureau Code	20, 35, 40	ReportingAgency		4-digit Agency Bureau Code - first 2 digits identify agency, last 2 digits identify bureau.
	O7	**Using Organization**	Numeric	4	Agency Bureau Code 9999	20, 35, 40	UsingOrganization		Agency Bureau Code for predominant user; if main user is non-Federal Gov entity use '9999'.
	O8	**Size**					Size	Main Tag - No Values	Size of the real property asset according to appropriate Unit of Measure.
	O8a	Rural Acres	Numeric	12, 3	(rural or urban must be >0)	20	RuralAcres		For land records
	O8b	Urban Acres	Numeric	12, 3	(rural or urban must be >0)	20	UrbanAcres		For land records
	O8c	Gross Square Feet	Numeric	12, 3	(must be > 0)	35	GrossSquareFeet		For building records
	O8d	Structural Unit	Numeric	12, 3	(must be > 0)	40	StructuralUnit		For structure records - report Structural Unit (size) along with Unit of Measure.
	O8e	Unit of Measure	Numeric	1	1, 2, 3, 4, 5	40	UnitOfMeasure		Report Unit of Measure along with Structural Unit (size) for each structure record, refer to the Unit of Measure table. Values are: 1 (Each), 2 (Lane Miles), 3 (Linear Feet), 4 (Miles), 5 (Square Yards).
Performance Measure # 1	**O9**	**Percent of Space Utilization**	Numeric	3, 3	Valid Percent value, Percent Utilized >=0, Percent Utilized <=100	20, 35, 40	PercentUtilization		Required for Building assets (offices, hospitals, prison, schools, museums, family housing and dormitories and barracks, warehouses and laboratories) only. Optional for all other asset and usage types.
	O10	**Value**	Numeric	12, 3	Amount without $ Symbol (must be >0)	35, 40	Value		Land is excluded for Value. It is the constructed asset replacement cost at today's standards.
Performance Measure # 2	**O11**	**Condition Index**	Numeric	3	0 ~ 100 (without the % symbol), >=0	35, 40	ConditionIndex		Land is excluded for CI. CI reflects condition of the constructed asset and is reported as percentage in whole numbers with negative values reported as 0. Starting FY07,
Performance Measure # 3	**O12**	**Mission Dependency**	Numeric	1	1, 2, 3, 9	20, 35, 40	MissionDependency		1 (Mission Critical), 2 (Mission Dependent, Not Critical), 3 (Not Mission Dependent); also 9 (Not Rated) for DoD / BRAC use only.

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Performance Measure # 4	**O13**	**Annual Operating Costs**	Numeric	12, 3	Amount without $ Symbol (must be >= 0)	20, 35, 40	AnnualOperatingCosts		For owned and otherwise managed properties - all expenses for maintenance/repair, utilities, cleaning, roads/grounds.
	O14	**Main Location**					MainLocation	Main Tag - No Values	Street delivery address for the asset OR the Latitude and Longitude coordinates.
	O14a	Street Address	Alpha Numeric	100		20, 35, 40	StreetAddress		GIS format Street Address of the asset. Street Address of at least main gate or main entrance (if security issue in reporting Lat / Long) if located on installation or campus ELSE report ZIP code in this field. For overseas locations with no ZIP code, report nearest city and country in this field.
	O14b	Latitude	Alpha Numeric	20		20, 35, 40	Latitude		In decimals or degree, minutes, seconds (Lat/Long optional if Street Address is reported).
	O14c	Longitude	Alpha Numeric	20		20, 35, 40	Longitude		In decimals or degree, minutes, seconds (Lat/Long optional if Street Address is reported).
	O15	**Real Property Unique Identifier**	Alpha Numeric	24		20, 35, 40	RealPropertyUniqueIdentifier		Reporting agency assigns this identifier for links to other information systems.
	O16	**City**	Alpha Numeric	4	GLC City Code	20, 35, 40	City		GLC for the city or town associated with the Main Location.
	O17	**State**	Alpha Numeric	2	GLC State Code	20, 35, 40	State		GLC for the state associated with the Main Location. Not required for foreign assets.
	O18	**Country**	Alpha Numeric	3	GLC Country Code	20, 35, 40	Country		GLC for the country associated with the Main Location.
	O19	**County**	Alpha Numeric	3	GLC County Code	20, 35, 40	County		GLC for the county associated with the Main Location. Not required for foreign assets.
	O20	**Congressional District**	Alpha Numeric	20		20, 35, 40	CongressionalDistricts		Congressional District associated with the Main Location. Not required for foreign assets. More than one value can be provided separated by a comma, e.g., "1, 5, 14".
	O21	**Zip code**	Alpha Numeric	9	USPS ZIP code	20, 35, 40	Zipcode		5-digit ZIP code and if known the 4-digit suffix. ZIP codes from USPS. Not required for foreign assets.
	O22	**Installation/Sub-Installation Identifier**					InstallationAndSubInstallationIdentifier	Main Tag - No Values	An installation may have one or multiple assets. All assets part of an installation has same Installation ID but a Unique Real Property ID.
	O22a	Installation Identifier	Alpha Numeric	24		20, 35, 40	InstallationIdentifier		Headquarters installation code as assigned by the reporting agency.
	O22b	Sub Installation Identifier	Alpha Numeric	6		20, 35, 40	SubInstallationIdentifier		Part of installation identified by a different Main Location than headquarters installation.

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Optional	O22c	Installation Name	Alpha Numeric	100		20, 35, 40	InstallationName		Name of the installation (e.g., building name or campus name). This is an optional field.
	O23	**Restrictions**	Alpha Numeric	40	1 ~ 13	20, 35, 40	Restrictions		Limitations/restrictions on use of the asset. More than one value can be provided separated by a comma.
	O24	**Disposition Data**					DispositionData	Main Tag - No Values	Track assets that have transferred within or exited the Federal portfolio of assets, a onetime entry into FRPP to indicate that the asset has left the agency's inventory.
	O24a	Disposition Method	Alpha Numeric	2	PB, FT, SL, DM, OT (subcategory reporting is optional: HA, HE, PR, HM, CF, PF, PA, WC, NS, SH, and SN, SP).	20, 35, 40	DispositionMethod		Report 2-character values for one of the 6 main disposition categories: PB, FT, SL, DM, OT. Reporting sub-category codes for Public Conveyance Benefit (HA, HE, PR, HM, CF, PF, PA, WC, NS, SH,) or Sale (SN, SP) is optional.
	O24b	Disposition Date	Date	10	mm/dd/yyyy	20, 35, 40	DispositionDate		Date the disposal action was completed.
	O24c	Disposition Value	Numeric	12, 3	Amount without $ Symbol (must be >= 0)	20, 35, 40	DispositionValue		Reported value is dependent on method of disposal.
	O24d	Net Proceeds	Numeric	12, 3	Amount without $ Symbol	20, 35, 40	NetProceeds		Proceeds received from the disposition of property less disposal costs. Required for all disposed assets with SN and SP (Sales).
	O24e	Recipient	Alpha Numeric	30	Agency Bureau Code or Name of Federal Agency or Private	20, 35, 40	Recipient		Required for all disposed assets with Federal Transfer or Public Benefit Conveyance disposition methods. Report valid Agency/Bureau code or name of the non-Federal entity receiving the property; report "Private" for recipients covered by privacy act.
	O25	**Sustainability**	Numeric	1	1: Yes 2: No 3: Not yet evaluated 4: Not applicable	35, 40	IsSustainable		Required for all building assets greater than or equal to 5,000 GSF. May be reported for building assets under 5,000 GSF and structure assets on an optional basis. Optional for structures. Must not be reported for land.
	O26	**Total Annual BTU Consumption**	Numeric	12 ,3	Valid Numeric Value	35	TotalAnnualBTU		Optional for all Building and Structure assets. Error if reported for Land Assets. BTU – British Thermal Unit. Heat value of fuels, used to describe the power of heating and cooling systems.

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	O27	**Personnel**					Personnel	Main Tag- No Values	
	O27a	Number of Federal Employees	Numeric	6, 3	Valid numeric value	20,35,40	TotalFedPersonnel		Required for Office and Laboratory Building usage codes. Optional for all other types of Building assets as well as Land and Structure assets.
	O27b	Number of Contractor Employees	Numeric	6, 3	Valid numeric value	20,35,40	TotalContractors		Required for Office and Laboratory Building usage codes. Optional for all other types of Building assets as well as Land and Structure assets.
	O27c	Number of Federal Teleworking Employees	Numeric	6, 3	Valid numeric value	20,35,40	TotalFedPersonnelTeleworking		Optional for all asset types.
	O28	**Anticipated Disposition of Asset**				20, 35,40	AnticipatedDisposal	Main Tag - No Values	Required for all active, inactive, and excess land, building and structure assets.
	O28a	Does Agency Anticipate Disposing of This Asset in the Future?	Text	1	Y, N (Yes/ No)	20,35,40	DoesAnticipateDisposal		Required for all active, inactive and excess land, building, and structure assets.
	O28b	Anticipated Disposal Method	Alpha numeric	2	PB, FT, SL, DM, OT, UN	20, 35, 40	AnticipatedDisposalMethod		If answer to 28a is Yes, required for all active, inactive and excess land, building, and structure assets; else this data element is optional. Provide disposition method 2 character code: (PB) Public Benefit Conveyance, (FT) Federal Transfer, (SL) Sale, (DM) Demolition, (OT) Other, Unknown (UN).
	O28c	Anticipated Disposal Year	Numeric	4	YYYY	20, 35, 40	AnticipatedDisposalYear		If answer to 28a is Yes, required for all active, inactive and excess land, building, and structure assets; else this data element is optional. Report Fiscal Year the disposal action is anticipated to be completed. The fiscal year provided must be a current (FY2011) or future reporting fiscal year. Agencies must not report a prior fiscal year. Agencies must not report a prior FY. See chart on Page 19 for specific examples.

Data Element Type	Data Element #	Data Element Name	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	O29	**Determination of Excess**					DeterminationOfExcess	Main Tag - No Values	Required for all active, inactive, and excess land, building, and structure assets.
	O29a	Does your agency anticipate reporting this lease as "Excess" in the future?	Text	1	Y, N (Yes/ No)	20, 35, 40	DoesAgencyAnticipateExcess		Required for all active, inactive, and excess land, building, and structure assets.
	O29b	Anticipated Excess Year	Numeric	4	YYYY	20, 35, 40	AnticipatedExcessYear		Provide only if answer to 29a is Yes. Required for all active, inactive and excess land, building, and structure assets; else this data element is optional. The Year can be in present or future reporting year. Provide anticipated FY that the property status was or will be changed to "Excess" pursuant to a formal identification that the property is no longer needed to carry out program responsibilities.
	O30	**Potential Candidate for Sale**					CandidateForSale	Main Tag - No Values	Required for all excess land, building, and structure assets. Optional for Active, Inactive assets. Disposed assets are not to report this data element.
	O30a	Potential Candidate for Sale	Text	1	Y, N (Yes. No)	20, 35, 40	IsCandidateForSale		Required for all excess land, building, and structure assets. Optional for Active, Inactive assets. Disposed assets are not to report this data element.
	O30b	Anticipated Sale Year	Numeric	4	YYYY	20, 35, 40	AnticipatedSaleYear		Provide if answer to 30a is Yes. The fiscal year provided must be a current (FY2011) or future reporting fiscal year. Agencies must not report a prior fiscal year.
Closing Record Tag							/Type20Land, /Type35BuildingDetail, /Type40Structure	Closing Record Tag	XML tag follows each record based on asset's type.
Closing File Tag							/FRPPData	Closing File Tag	XML file must have this ending tag.

3. Quick Guide – Data Dictionary for Leased Assets

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Opening File Tag								<?xml version="1.0"?> <FRPPData FY="YYYY">	Opening File Tag	XML file must have this opening tag, e.g., for 2011 reporting: <?xml version="1.0"?><FRPPData FY="2011">
Opening Record Tag								Type20Land, Type35BuildingDetail, Type40Structure,	Opening Record Tag	XML tag precedes each record based on asset's type.
	L1	**Real Property Type**	Asset	Numeric	2	20, 35, 40	20, 35, 40	RealPropertyType		
	L2	**Real Property Use**	Lease	Numeric	2	Refer to FRPC Elements section for a list of values.	20, 35, 40	LeaseRealPropertyUse		Use category codes for land (24 codes), buildings (16 codes) and structures (22 codes).
	L3	**Legal Interest**	Asset					LegalInterest	Main Tag - No Values	
	L3a	Legal Interest Indicator	Asset	Alpha Numeric	1	L	20, 35, 40	LegalInterestIndicator		L (Federal Gov-leased), For leased, only the portion managed by the Federal Gov is to be reported.
	L3b	Lease Maintenance Indicator	Asset	Alpha	1	Y, N	20, 35, 40	LeaseMaintenanceIndicator		Applicable only if the agency is responsible for maintaining the condition of the leased asset. If this flag is set to "Y" the Condition Index field for all leases is required.
	L3c	Lease Authority Indicator	Lease	Alpha	2	IS, CS, SP, PC	20, 35, 40	LeaseAuthorityIndicator		Required for leased assets only. IS (Independent Statutory Authority), CS (Categorical Space-GSA Delegation), SP (Special Purpose Space-GSA Delegation), PC (Provider of Choice Authority-GSA Delegation).
	L4	**Status**	Lease					LeaseStatus	Main Tag - No Values	Predominant physical / operational status of the asset.

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	L4a	**Status Indicator**	Lease	Alpha	1	A, I, E, D	20, 35, 40	LeaseStatusIndicator		A (Active), I (Inactive), E (Excess), D (Disposed) - main physical / operational status / use.
	L4b	**Outgrant Indicator**	Lease	Alpha	1	Y, N	20, 35, 40	LeaseOutgrantIndicator		For Legal Interest L (Leased) - Y (Yes), N (No).
	L5	**Historical Status**	Asset	Numeric	1	1, 2, 3, 4, 5, 6	20, 35, 40	HistoricalStatus		Historical Status is reported on all leased buildings, structures, and land assets, except those 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.
	L6	**Reporting Agency**	Asset	Numeric	4	Agency Bureau Code	20, 35, 40	ReportingAgency		4-digit Agency Bureau Code - first 2 digits identify agency, last 2 digits identify bureau.
	L7	**Using Organization**	Lease	Numeric	4	Must be valid agency/bureau per FRPP table. Bureau must be within agency or bureau file being validated	20, 35, 40	LeaseUsingOrganization		Agency bureau code must match to all related record type. Agency Bureau Code for predominant user; if main user is non-Federal Gov entity use '9999'.
	L8	**Size**	Lease					LeaseSize	Main Tag - No Values	Size of the real property asset according to appropriate Unit of Measure.
	L8a	Rural Acres	Lease	Numeric	12, 3	(rural or urban must be >0)	20	LeaseRuralAcres		For land records
	L8b	Urban Acres	Lease	Numeric	12, 3	(rural or urban must be >0)	20	LeaseUrbanAcres		For land records
	L8c	Gross Square Feet	Lease	Numeric	12, 3	(must be > 0)	35	LeaseSquareFeet		For building records
	L8d	Structural Unit	Lease	Numeric	12, 3	(must be > 0)	40	LeaseStructuralUnit		For structure records - report Structural Unit (size) along with Unit of Measure.
	L8e	Unit of Measure	Lease	Numeric	1	1, 2, 3, 4, 5	40	LeaseUnitOfMeasure		Report Unit of Measure along with Structural Unit (size) for each structure record, refer to the Unit of Measure table. Values are: 1 (Each), 2 (Lane Miles), 3 (Linear Feet), 4 (Miles), 5 (Square Yards).

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
Performance Measure # 1	**L9**	**Percent of Space Utilization**	Lease	Numeric	3,3	Valid Percent value, Percent Utilized >=0, Percent Utilized <=100	35	LeasePercentUtilization		Required for Building assets (offices, hospitals, prison, schools, museums, family housing and dormitories and barracks, warehouses, and laboratories) only. Optional for all other asset and usage types.
	L10	**Value**	Lease	Numeric	12,3	Amount without $ Symbol (must be >0)	35, 40	LeaseValue		Land is excluded for Value. It is the constructed asset replacement cost at today's standards.
Performance Measure # 2	**L11**	**Condition Index**	Lease	Numeric	3	0 ~ 100 (without the % symbol), >=0	35, 40	LeaseConditionIndex		Land is excluded for CI. CI reflects condition of the constructed asset and is reported as percentage in whole numbers with negative values reported as 0. CI is required if Lease Maintenance Indicator of Legal Interest is "Y".
Performance Measure # 3	**L12**	**Mission Dependency**	Lease	Numeric	1	1, 2, 3, 9	20, 35, 40	LeaseMissionDependency		1 (Mission Critical), 2 (Mission Dependent, Not Critical), 3 (Not Critical/ Not Mission Dependent); also 9 (Not Rated) for DoD / BRAC use only.
Performance Measure # 4	**L13**	**Lease Costs**						LeaseCosts		Required for all leased assets. Leased Costs = Annual Net Rent+Annual O&MCosts>=0
	L13a	Annual Net Rent to Lessor	Lease	Numeric	12,3	Amount without $ Symbol (must be >= 0)	20, 35, 40	LeaseAnnualRent		Required for all leased assets. Provide fully serviced rental to lessor minus Annual O&M costs.
	L13b	Annual Operating and Maintenance Costs	Lease	Numeric	12,3	Amount without $ Symbol (must be >= 0)	20, 35, 40	LeaseAnnualOandMCosts		Agencies with no ability to account for the division between the annual rent and maintenance costs may input 0 in 13b and put entire sum in 13a. Required for all leased assets. For leased assets, AOC = Annual Net Rent to Lessor + Annual O&M Costs->=0

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	L14	**Main Location**	Asset					MainLocation	Main Tag - No Values	Street delivery address for the asset OR the Latitude and Longitude coordinates.
	L14a	Street Address	Asset	Alpha Numeric	100		20, 35, 40	StreetAddress		GIS format Street Address of the asset. Street Address of at least main gate or main entrance (if security issue in reporting Lat / Long) if located on installation or campus ELSE report ZIP code in this field. For overseas locations with no ZIP code, report nearest city and country in this field.
	L14b	Latitude	Asset	Alpha Numeric	20		20, 35, 40	Latitude		In decimals or degree, minutes, seconds (Lat/Long optional if Street Address is reported).
	L14c	Longitude	Asset	Alpha Numeric	20		20, 35, 40	Longitude		In decimals or degree, minutes, seconds (Lat/Long optional if Street Address is reported).
	L15	**Real Property Unique Identifier**	Asset	Alpha Numeric	24		20, 35, 40	RealPropertyUniqueIdentifier		Reporting agency assigns this identifier for links to other information systems.
	L16	**City**	Asset	Alpha Numeric	4	GLC City Code	20, 35, 40	City		GLC for the city or town associated with the Main Location.
	L17	**State**	Asset	Alpha Numeric	2	GLC State Code	20, 35, 40	State		GLC for the state associated with the Main Location. Not required for foreign assets.
	L18	**Country**	Asset	Alpha Numeric	3	GLC Country Code	20, 35, 40	Country		GLC for the country associated with the Main Location.
	L19	**County**	Asset	Alpha Numeric	3	GLC County Code	20, 35, 40	County		GLC for the county associated with the Main Location. Not required for foreign assets.
	L20	**Congressional District**	Asset	Alpha Numeric	20		20, 35, 40	CongressionalDistricts		Congressional District associated with the Main Location. Not required for foreign assets. More than one value can be provided separated by a comma, e.g., "1, 5, 14".
	L21	**Zip code**	Asset	Alpha Numeric	9	USPS ZIP code	20, 35, 40	Zipcode		5-digit ZIP code and if known the 4-digit suffix. ZIP codes from USPS. Not required for foreign assets.

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	L22	**Installation/Sub-Installation Identifier**	Asset					InstallationAndSubInstallationIdentifier	Main Tag - No Values	An installation may have one or multiple assets. All assets part of an installation has same Installation ID but a Unique Real Property ID.
	L22a	Installation Identifier	Asset	Alpha Numeric	24		20, 35, 40	InstallationIdentifier		Headquarters installation code as assigned by the reporting agency.
	L22b	Sub Installation Identifier	Asset	Alpha Numeric	6		20, 35, 40	SubInstallationIdentifier		Part of installation identified by a different Main Location than headquarters installation.
Optional	L22c	Installation Name	Asset	Alpha Numeric	100		20, 35, 40	InstallationName		Name of the installation (e.g., building name or campus name). This is an optional field.
	L23	Restrictions	Asset	Alpha Numeric	40	1 ~ 13	20, 35, 40	Restrictions		Limitations/restrictions on use of the asset. More than one value can be provided separated by a comma.
	L24	**Disposition**	Lease					LeaseDispositionData	Main Tag - No Values	Track assets that have transferred within or exited the Federal portfolio of assets, a onetime entry into FRPP to indicate that the asset has left the agency's inventory.
	L24a	Disposition Method	Lease	Alpha Numeric	2	LX, LE, OT	20, 35, 40	LeaseDispositionMethod		Report 2-character values for one of lease disposition categories: LX, LE, OT
	L24b	Disposition Date	Lease	Date	10	mm/dd/yyyy	20, 35, 40	LeaseDispositionDate		Date the disposal action was completed.
	L24c	Disposition Value	Lease	Numeric	12, 3	Valid numeric value without $ Symbol (must be >= 0)	20, 35, 40	LeaseDispositionValue		Report if Disposition Method is Lease Termination (LX). If disposition value is reported for a lease expiration, an error will occur. Disposition value to report is defined as the Government's cost avoidance.
	L24d	Net Proceeds	Lease	Numeric	12, 3	Valid numeric value without $ Symbol	20, 35, 40	LeaseNetProceeds		Proceeds received from the disposition of property less disposal costs. Required for disposed assets LX (Lease Termination) disposition methods. Error if Lease Disposition method is reported as Lease Expiration.

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	L25	**Sustainability**	Asset	Numeric	1	1: Yes 2: No 3: Not yet evaluated 4: Not applicable	35, 40	IsSustainable		Required for all building assets greater than or equal to 5,000 GSF. May be reported for building assets under 5,000 GSF and structure assets on an optional basis. Optional for structures. Must not be reported for land.
	L26	**Total Annual BTU Consumption**	Lease	Numeric	12, 3	Valid numeric value	35	LeaseTotalAnnualBTU		Optional for all Building and Structure leases. Error if reported for Land Assets. BTU – British Thermal Unit. Heat value of fuels. Used to describe power of heating and cooling systems.
	L27	**Personnel**	Lease					LeasePersonnelInfo	Main Tag – No Values	
	L27a	Number of Federal Employees	Lease	Numeric	6	Valid numeric value	20,35,40	LeaseTotalFedPersonnel		Required for Office and Laboratory building usage codes. Optional for all other types of Building usage codes as well as Land and Structure assets.
	L27b	Number of Contractor Employees	Lease	Numeric	6	Valid numeric value	20,35,40	LeaseTotalContractors		Required for Office and Laboratory building usage codes. Optional for all other types of Building usage codes as well as Land and Structure assets.
	L27c	Number of Federal Teleworking Employees	Lease	Numeric	6	Valid numeric value	35, 35, 40	LeaseTotalFedPersonnelTeleworking		Optional for all asset types
	L28	**Anticipated Disposition of Asset**	Lease				20,35,40	LeaseAnticipatedDisposal	Main Tag – No Values	Required for all non-disposed (active, inactive, and excess) assets.

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	L28a	Does your agency anticipate disposing of this asset in the future?	Lease	Text	1	Y, N (Yes/ No)	20,35,40	LeaseDoesAgencyAnticipateExcess		Required for all active, inactive and excess land, building and structure assets.
	L28b	Anticipated Disposal Method	Lease	Alpha numeric	2	LX, LE, UN	20,35,40	LeaseAnticipatedDisposalMethod		If answer to L28a is Yes, required for all active, inactive and excess land, building and structure assets; else this data element is optional. Provide the 2 character disposition method code. (LX) Lease Termination, (LE) Lease Expiration, (UN) Unknown.
	L28c	Anticipated Disposal Year	Lease	Numeric	4	YYYY	20,35,40	LeaseAnticipatedDisposalYear		If answer to 28a is Yes, required for all active, inactive and excess land, building and structure assets; else this data element is optional. Provide year of anticipated disposition, For LX = anticipated FY of terminating the lease For LE =Anticipated FY of lease expiration. The FY provided must be a current or future FY.
	L29	**Determination of Excess**	Lease				20,35,40	LeaseDeterminationOfExcess	Main Tag – No Values	Required for all active, inactive and excess land, building and structure leases.
	L29a	Does your agency anticipate reporting this lease as Excess in the future?	Lease	Text	1	Y, N (Yes/ No)	20,35,40	LeaseDoesAgencyAnticipateExcess		Required for all active, inactive and excess land, building and structure leases.
	L29b	Anticipated Excess Year	Lease	Numeric	4	YYYY	20,35,40	LeaseAnticipatedExcessYear		Provide only if answer to 29a is Yes. Provide anticipated FY that the property status was or will be changed to “Excess” pursuant to a formal identification that the property is no longer needed to carry out program responsibilities. Disposal action is anticipated to be completed. The fiscal year provided must be a current (FY2011) or future reporting fiscal year. Agencies must not report a prior fiscal year. Agencies must not report a prior FY. See chart on Page 19 for specific examples.

Data Element Type	Data Element #	Data Element Name	Submission Level	Data Type	Length	Values	Applicable Real Property Type	XML Tag	XML Format Remarks	Remarks
	L31	**Lease Identifier**	Lease	Alpha Numeric	24	Must be unique identifier for a given leased asset	20,35,40	LeaseID		Required for all leases. Value should be unique to each individual lease
	L32	**Lease Expiration Date**	Lease	Date	Date	mm/dd/yyyy	20,35,40	LeaseExpirationDate		Required for all leases. Latest expiration date of current lease.
	L33	**Option to Exercise Early Termination Right**	Lease	Alpha	1	Y, N (Yes/ No)	20,35,40	LeaseOptionToTerminateEarly		Optional for all leases (active, inactive or excess).
Closing Record Tag								/Type20Land, /Type35BuildingDetail, /Type40Structure	Closing Record Tag	XML tag follows each record based on asset's type.
Closing File Tag								/FRPPData	Closing File Tag	XML file must have this ending tag.

APPENDIX C: FREQUENTLY ASKED QUESTIONS (FAQs)

Data Element/ Keyword		Question
1. Real Property Type		
1. Real Property Type; Land	**(1)**	**Our agency is using land on a permit-basis from another Federal agency that owns the land. Which agency should report the land to the FRPP?** The agency that owns the land should report the land to GSA.
1. Real Property Type; Buildings; Structures	**(2)**	**Are trailers considered buildings or structures?** This would depend on an individual agency's internal regulations. If the trailer is considered personal property within the agency, then it is not reported. If it is considered to be real property, then it should be reported to the FRPP inventory system.
2. Real Property Use		
2. Real Property Use	**(3)**	**Can more than one land use classification code be reported for one land record?** No, only one predominant land use classification code can be used for each land record.
2. Real Property Use	**(4)**	**How should I report a structure, such as the Vietnam Memorial, that is located on Government-owned land?** The land and the structure are separate records. The agency should report information on the structure itself (Vietnam Memorial) and the land on which the structure is located. For the structure, using the Use Categories, identify the Vietnam Memorial with the use code "78 – Monuments and Memorials." Identify the land the Vietnam Memorial is located on with the predominant use code "08 – Parks and Historic Sites."
2. Real Property Use	**(5)**	**How would I report structures such as antennas and water towers?** Antennas are reported as use code "73- "Navigation and Traffic Aids (Other than Buildings)", and water towers as use code "71 - "Utility Systems (Heating, Sewage, Water, and Electrical Systems)."
3. Legal Interest		
3. Legal Interest; Leased Properties	**(6)**	**Which data elements are required for leased properties (e.g., *Value, Condition Index*, etc.)?** The FRPC's required data elements for Leased Assets can be found in Table 2 on Page 21 of the User Guidance. Leased assets have the following data elements that owned assets do not: Leased Costs, Lease Identifier, Lease Expiration Date, Option to Exercise Early Termination Right. Leased assets do have to report data element O30, Potential Candidate or Sale. ***Condition Index*** is reported for leased assets when the Government is responsible for maintaining the condition of the asset. Numeric values reported for ***Condition Index*** must be greater than or equal to zero.
3. Lease Authority Indicator; Lease Maintenance Indicator	**(7)**	Are the data elements ***Lease Authority Indicator*** and ***Lease Maintenance Indicator*** required for outgrants? ***Lease Authority Indicator*** and ***Lease Maintenance Indicator*** (sub-data elements of ***Legal Interest***) are not required for outgrants, unless the asset being outgranted is a leased asset.
3. Legal Interest; GSA delegated authority	**(8)**	**If an agency has a delegation of authority from GSA to acquire leased space, which agency is responsible for reporting the asset to the FRPP?** The agency that signs the lease document is responsible for reporting that asset to FRPP. If an agency leases space under a delegation of authority from GSA, that agency must report the asset to the FRPP, and specify the appropriate ***Lease Authority Indicator***.
3. Legal Interest; Easement	**(9)**	**An option for easements is not included in *Legal Interest*. How are easements reported?** 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.
3. Legal Interest; Easement	**(10)**	**If the Government occupies a property via an easement, does the property need to be reported in the inventory?** If the Government occupies a non-Federally owned property via an easement, the property is not reported in the inventory. If it is Government-owned property and the agency has given an easement to another entity to occupy/use the property, then the property does get reported in the inventory as follows: the property should be reported with the ***Legal Interest Indicator*** as "owned" and easement should be reported in the ***Restrictions*** field.

Data Element/ Keyword		Question
3. Legal Interest; Concessions	**(11)**	**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	**(12)**	**How is a facility handled if it is only partially occupied by the Government?** For owned assets and otherwise managed (Legal Interest = Museum Trust [M]) assets, report on the entire asset. For leased and otherwise managed (Legal Interest = State Government-Owned [S] or Foreign Government-Owned [F]) assets, report on the portion addressed through the lease or other agreement.
4. Status		
4. Status; Outgrant	**(13)**	**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	**(14)**	**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	**(15)**	**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	**(16)**	**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***.
4. Status; "Disposed"	**(17)**	**If I report "Disposed" as the *Status* of an asset, am I required to provide all FRPP data elements?** The new pick-list item for the ***Status*** of a disposed asset, "D", will indicate that the asset has left the Federal portfolio of assets. If you report "D" for ***Status*** you must provide the following FRPP data elements: ***Real Property Type*** ***Real Property Use*** ***Legal Interest Indicator*** ***Reporting Agency/Bureau*** ***Size*** ***Annual Operating Costs*** *(Annual Net Rent to Lessor and Annual Operating and Maintenance Costs for Leases)* ***Real Property Unique Identifier*** **City** **State** **Country** ***Disposition*** sub-data elements: - ***Disposition Method*** - ***Disposition Date*** - ***Disposition Value*** - ***Net Proceeds*** - ***Recipient*** Refer to page 16 for further details on certain disposal methods.
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".
6. Reporting Agency		

Data Element/ Keyword		Question
6. Reporting Agency; Restriction;	**(19)**	**If Federal Government-owned property is occupied via a Memorandum of Understanding (MOU) with another agency, who would report the facility?** If the property is owned by the Federal Government and granted to another Federal agency via a MOU, the property is reported by the agency holding the title. All 25 data elements, including ***Restrictions***, are reported by the agency holding the title.

7. Using Organization

7. Using Organization;	**(20)**	**How should the information be entered if there is more than one *Using Organization*?** Agencies should report the predominant user of the property.

8. Size

8. Size; Structure Unit of Measure	**(21)**	**We anticipate a problem if the same Real Property Use category code is used for structures that have different units of measure, e.g., roads and bridges.** The FRPC category codes are broad categories; therefore, internal agency systems should allow for more detailed units of measure.
8. Size; Structure Unit of Measure	**(22)**	**Can an agency provide a negative number or a zero for *Size*?** The numeric value reported for ***Size*** must be greater than zero.

9. Percent of Space Utilization

9. Percent of Space Utilization	**(23)**	*Can an agency provide a negative number for Percent of Space Utilization* *The numeric value for Percent of Space Utilization must be greater than or equal to zero and less than or equal to 100.*
9. Percent of Space Utilization;	**(24)**	*Can an agency provide a number greater than 100 for Percent of Space Utilization?* *If the actual percent of space utilization is greater than 100, than agencies must provide the numeric value of 100.*

10. Value

10. Value	**(25)**	**Can an agency provide a negative number or a zero for *Value*?** The numeric value reported for ***Value*** must be greater than or equal to zero.

11. Condition Index

11. Condition Index	**(26)**	**Will the FRPP 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 must be greater than or equal to zero. In cases in which the agency's calculation results in a negative number, the percentage should be reported as zero.
11. Condition Index	**(27)**	**Is the reporting agency required to submit the *Condition Index* for leased assets?** ***Condition Index*** must be reported for all leased assets where the agency is responsible for maintaining the asset's condition.

13. Annual Operating Costs/ Lease Costs

13. Annual Operating Costs	**(28)**	**Are *Annual Operating Costs* reported for the past or current fiscal year?** ***Annual Operating Costs*** should be reported for past fiscal year (i.e., data represents FY2009, but it is submitted in Q1 of FY2010).
13. Annual Operating Costs	**(29)**	**Can an agency provide a negative number or a zero for *Annual Operating Costs*?** The numeric value reported for ***Annual Operating Costs*** must be greater than or equal to zero.
13. Annual Operating Costs/ Lease Cost	**(30)**	**For categories of operating costs, should any additional costs be included beyond those indicated in the definition?** For owned and otherwise managed properties, agencies are required to include only those components that are in the data element definition: 1) recurring maintenance and repair costs; 2) utilities; 3) cleaning and/or janitorial costs; and 4) roads and grounds expenses. Agencies are to exclude associated costs for federal personnel and security. For leased assets, agencies are required to separate lease costs into 13a. Lease Annual Rent to Lessor and 13b. Lease Annual Operating and Maintenance Costs.

Data Element/ Keyword		Question
13. Lease Cost	**(31)**	**What if agencies are unable to separate their Lease Annual Rent to Lessor (13a) and Lease Annual Operating and Maintenance Costs (13b)** Agencies with no ability to account for division between the annual rent and maintenance costs may input zero in 13b and out the entire sum amount in 13a.
13. Annual Operating Costs	**(32)**	**How should agencies report *Annual Operating Costs* when a building is not metered? For instance, one meter exists for a number of connected buildings/structures.** Each agency will need to report operation and maintenance costs at the constructed asset level. In the example mentioned, the agency will need to decide how to allocate the costs amongst the buildings.
13. Annual Operating Costs	**(33)**	**How are *Annual Operating Costs* reported to GSA/PBS for buildings in which agency has Delegated Authority for operation and maintenance?** For properties where GSA signs the lease and delegates operating authority to the agency, agencies should provide GSA with operating and maintenance cost data (GSA will report the leased property). The agency-reported costs will be added to the full annual lease costs captured by GSA and GSA will report the total operating costs for the asset.

14. Main Location

14. Main Location; Street address; Latitude/ Longitude	**(34)**	**For *Main Location*, do agencies fill out both *Street Address* and *Latitude/Longitude* information?** Agencies must report ***Street Address* OR *Latitude/Longitude*** information. If they choose to report both fields, the system will accept this.
14. Main Location	**(35)**	**If there is a security concern limited to reporting *Main Location* information, how is the information reported?** For assets that do not have a specific street address and there is a security issue associated with reporting the latitude/longitude, report the street address for the main gate or main entrance if the asset is located on an installation or campus. If there is no street address available, report the ZIP code in the ***Street Address*** field (as well as in ***ZIP code*** field). For assets in a geographic location that do not have a Zip code, report the name of the nearest city and country in the ***Street Address*** field (as well as the GLC code in ***City*** and ***Country*** fields).
14. Main Location	**(36)**	**How should an agency identify the *Main Location* for a linear structure, such as a road or fence?** Until a more developed Federal-wide geospatial capability is available, an asset that does not have a street address or a lat/long should use the street address or lat/long of the main gate. If there is no main gate, agency should provide the ZIP code. For assets in a geographic location that do not have a ZIP code, report the nearest city and country in the ***Street Address*** field (as well as in ***City*** and ***Country*** fields).

15. Real Property Unique Identifier

15. Real Property Unique Identifier; Installation/Sub -Installation Identifier	**(37)**	**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, County

16. Location; GLC	**(38)**	**Are the Geo Location Codes (GLCs) required for city, state, country, and county?** The GLCs for ***City, State, Country,*** and ***County*** are required for assets in the United States and District of Columbia. The GLCs for ***City*** and ***Country*** are required for foreign assets and assets in U.S. territories. GLCs may be found at http://www.gsa.gov/glc.

20. Congressional District

20. Congressional District	**(39)**	**How should *Congressional District* data be handled for an asset in a foreign country?** ***Congressional District*** is not applicable for foreign assets and therefore need not be reported.

21. ZIP code

21. ZIP code	**(40)**	**What value for ZIP code (or a postal code) do I provide for real property located in a United States territory or a foreign country?** The ***ZIP code*** data element is not required for assets located in a United States territory or foreign country that do not have a ZIP code.

23. Restrictions

Data Element/ Keyword		Question
23. Restrictions	**(41)**	**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.

24. Disposition

24. Disposition	**(42)**	**If an agency disposes of an asset during the reporting period, is it required to report the asset to the FRPP?** Yes, the agency must identify the asset as disposed by providing the required information for the disposition data element. See ***Disposition*** on page 15.
24. Disposition	**(43)**	**If an agency disposes of an asset during the reporting period, does the agency have to report all FRPP data elements for the asset?** No, if an asset has been disposed, the agency is required to submit the following data elements, which are: • *Real Property Type* • *Real Property Use* • *Legal Interest Indicator* • *Status* = "disposed" • *Reporting Agency* • *Size* • *Annual Operating Costs (Annual Net Rent to Lessor and Annual Operating and Maintenance Costs for Leases)* • *Real Property Unique Identifier* • *City* • *State* • Country • Disposition
24. Disposition	**(44)**	**Should an agency report a lease expiration as a disposed asset under the *Disposition Method* of Lease Termination (LX)?** No, agencies should not report a lease expiration as a disposition under Lease Termination. Assets whose lease expires during the reporting year should report disposition method of Lease Expiration (LE).
24. Disposition	**(45)**	**Are agencies required to report the sub-category of Public Benefit Conveyance or Sale in the *Disposition Method* sub-data element?** No, agencies are only required to report the 2-digit code for one of the six main categories for ***Disposition Method***, i.e., Public Benefit Conveyance (PB), Federal Transfer (FT), Sale (SL), Demolition (DM), Lease Termination (LX), or Other (OT). If an agency knows the specific category of Public Benefit Conveyance or Sale, the agency may report that sub-category (the 2-digit code) instead of the main category.
24. Disposition	**(46)**	**Can an agency provide a negative number or a zero for *Disposition Value*?** The numeric value reported for ***Disposition Value*** must be greater than or equal to zero.
24. Disposition	**(47)**	**Can an agency provide a negative number or a zero for *Net Proceeds*?** The numeric value reported for ***Disposition Value*** may be less than, greater than, or equal to zero.
24. Disposition	**(48)**	**For dispositions; do agencies report the Annual Operating Costs of when the asset was disposed of?** Agencies are to report the **full year** of annual operating costs for the asset/ lease, regardless of when the asset/ lease was disposed of.
24. Disposition	**(49)**	**If an agency reports *Disposition* data element 24, is it required to report the *Real Property Unique Identifier* and *Reporting Agency*?** Yes, if an asset has left the inventory, an agency must report the ***Real Property Unique Identifier*** and ***Reporting Agency***, as well as ***Disposition*** data element #24.
24. Disposition	**(50)**	**Why does an agency receive a list of missing Real Property Unique Identifiers during the confirmation step of the FRPP data submission process?** Before an agency completes the confirmation step, FRPP will generate the Missing Assets report, listing missing Real Property Unique Identifiers in the current reporting period compared to the previous year's reporting. Agencies will need to correct data or be prepared to explain these variances to OMB.

Data Element/ Keyword		Question
24. Disposition; Net Proceeds; Lease Termination	**(51)**	**How do you determine the net proceeds from a lease termination?** The *Net Proceeds* represents the total cost avoidance realized by the Government on the remaining term of the lease minus any Government costs associated with terminating the lease before the expiration date in the contract. The *Net Proceeds* may in some cases be a negative number, where the costs for terminating the lease exceed the cost avoidance on the remaining term of the lease.
24. Disposition; Net Proceeds; Sale	**(52)**	**Does it matter which Government entity received the proceeds when reporting *Net Proceeds* as part of the *Disposition* data element?** No. The total net proceeds received by the Federal government are to be reported under the *Net Proceeds* sub-data element of the *Disposition* data element. This includes any funds that are returned to the U.S. Treasury, as well as any funds that the agency retains. The agency must subtract any costs incurred in the sale of the asset to determine the net proceeds from the sale.
25. Sustainability	**(53)**	**Do I report the *Sustainability* data element on all assets in my inventory?** Reporting is required for all buildings. Agencies have the flexibility to voluntarily report ***Sustainability*** data on their structure assets. The data element must not be reported for land.
25. Sustainability	**(54)**	**How do I determine if an asset is sustainable?** To be considered sustainable and report "Yes", the asset must meet the five Guiding Principles for High Performance and Sustainable Buildings that can be found at http://www1.eere.energy.gov/femp/regulations/eo13514.html
25. Sustainability	**(55)**	**Who reports on leased buildings?** Agency reporting responsibilities for ***Sustainability*** data is consistent with the methodology for reporting leases. The agency that is a signatory to the lease agreement is responsible for reporting on the ***Sustainability*** data element.
26. Annual BTU Consumption	**(56)**	**Is this data element required for all assets in FY 2011?** This data element is optional for Building and Structure assets only in FY 2011.
27a. Number of Federal Employees	**(57)**	**Is this data element required for all assets in FY 2011?** This data element is only required for Office and Laboratory Building Assets in FY 2011. It is optional for all other types of Building asset as well as Land and Structure assets.
27b. Number of Contractor Employees	**(58)**	**Is this data element required for all assets in FY 2011?** This data element is only required for Office and Laboratory Building Assets in FY 2011. It is optional for all other types of Building asset as well as Land and Structure assets.
27b. Number of Contractor Employees	**(59)**	**Should agencies report unpaid interns and volunteers as "Contractors"?** Agencies should not report those people who are unpaid interns or performing volunteer work.
27c. Number of Teleworking Employees	**(60)**	**Can you report a number equal to Number of Federal Employees?** No. The number of Federal Teleworking Employees should be less than the total number of Federal Employees (#27a). A number great than or equal to what was submitted in data element #27a will result in an error.
28. Anticipated Disposition of Asset	**(61)**	**Does this data element also need to be reported for Disposed assets?** No. This data element is required for all non-disposed assets (active, inactive and excess) in FY 2011.
29. Determination of Excess	**(62)**	**Can you provide a prior Fiscal Year for the anticipated date of determination of excess?** No, agencies must report either a current (FY2011) or future reporting fiscal year.
30. Potential Candidate for Sale	**(63)**	**Is this data element required for all assets in FY 2011?** This data element is only required for "Excess" assets in FY 2011.
L31. Lease Identifier	**(64)**	**Is this the same as the Real Property Unique Identifier?** No. The Lease Identifier is unique to each individual lease and is used to track and monitor a lease.
L32. Lease Expiration Date	**(65)**	**Does this date include any renewal options in the lease?** No. The lease expiration date represents the expiration of the current lease term. Once a renewal option is formally exercised, the date will be the new expiration date.
L33. Option to Exercise Early Termination Right	**(66)**	**Is this the same as the Lease Expiration Date?** No. A right for early termination is a bargained for, agreed-upon provision in a leasing contract that grants the government the option to exit a lease early with little or no penalty. If this provision does not exist in the lease, the response to this question would be No.

Data Element/ Keyword		Question

Data Submission

Data Submission	**(67)**	**What do you include in a field if you don't have the information for one of the data elements?** Agencies must make every effort to provide current and accurate data for all data elements that were approved by the FRPC.
Data Submission	**(68)**	**How must our agency submit real property information? When does the official FRPP reporting cycle begin?** Each agency must submit real property information annually as follows: a) Data for agencies' real property inventory is as of the last day of each fiscal year. The fiscal year ends September 30th. b) Agencies can begin uploading data to the Federal Real Property Profile (FRPP) for testing and validation at any time. The cut-off date for data submission ends December 15th.
Data Submission	**(69)**	**If agencies upload data using the XML format, will they still need to go through the validation and certification process in FRPP?** Yes, the authorized users will be required to validate and certify the data online.
Data Submission	**(70)**	**Can agencies have multiple data submissions to the FRPP and then upload it once?** Yes, agencies may stage and upload multiple files in agency inventory of the FRPP. However, the Agency Administrator for FRPP must confirm the inventory at the entire agency level after all the files have been uploaded to the main area of the database.

APPENDIX D: ACRONYMS

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

APPENDIX E: AGENCY BUREAU CODES

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

Agency Code	Bureau Code	Abbreviated Title	Title
00	00	United States Congress	Congress
00	03	Congressional Committees	Congressional Committees and Subcommittees
00	05	House of Representatives	House of Representatives
00	09	Financial Oversight	Temporary Comm on Financial Oversight of Dist of Col.
00	19	Senate	Senate
00	20	Presidential Transition	Presidential Transition
00	22	Tribal Organizations	Tribal Organizations
00	51	Inaugural Committee	Inaugural Committee
00	52	Food and Agriculture Org	Food and Agriculture Organization of the United Nations
00	53	Inter-American Defense B	Inter-American Defense Board
00	54	Inter-American Developme	Inter-American Development Bank
00	55	Intergovernmental Commit	Intergovernmental Committee for European Migration
00	56	International Atomic Ene	International Atomic Energy Agency
00	57	International Bank for 5	International Bank for Reconstruction and Development
00	58	International Civil Avia	International Civil Aviation Organization
00	59	International Finance Co	International Finance Corporation
00	60	International Monetary F	International Monetary Fund
00	61	International Telecommun	International Telecommunications Union
00	62	National Academy of Scie	National Academy of Sciences
00	63	Organization of American	Organization of American States (Pan American Union)
00	64	Pan American Health Orga	Pan American Health Organization
00	65	Statue of Liberty/Ellis	Statue of Liberty/Ellis Island Foundation
00	66	South Pacific Commission	South Pacific Commission
00	67	United Nations	United Nations
00	68	UN Educational Scientifi	United Nations Educational Scientific, and Cultural Organization
00	69	Universal Postal Union	Universal Postal Union
00	70	World Health Organizatio	World Health Organization
00	71	World Meteorological Org	World Meteorological Organization
00	72	American Freedom from Hu	American Freedom from Hunger Society
00	73	Army and Air Force Excha	Army and Air Force Exchange Service
00	74	Interagency Comm on Mari	Interagency Committee on Marine Research, Education, and Facilities
00	75	North Atlantic Treaty Or	North Atlantic Treaty Organization
00	76	Army and Air Force Motio	Army and Air Force Motion Picture Service
00	77	National Trust for Histo	National Trust for Historical Preservation
00	78	Federal Reserve System	Federal Reserve System
00	79	American National Red Cr	American National Red Cross
00	80	Caribbean Organization	Caribbean Organization
00	81	Miscellaneous Government	Miscellaneous Government Non-Appropriated Fund Activities
00	82	United Nations-Internati	United Nations-International Labor Office
00	83	National Alliance of Bus	National Alliance of Businessmen
00	84	National Building Museum	National Building Museum
00	85	National Consumer Cooper	National Consumer Cooperative Bank
00	86	United Nations Informati	United Nations Information Service
00	87	Miscellaneous Non-Govern	Miscellaneous Non-Government Accounts
00	88	Organization for Economi	Organization for Economic Cooperation and Development
00	89	Navy Resale and Services	Navy Resale and Services (Non-Appropriated)
00	90	Washington Metropolitan	Washington Metropolitan Area Transit Commission
00	91	UN World Food Program	United Nations World Food Program
01	00	Architect Capitol	Architect of the Capitol
01	01	Capitol Buildings	Capitol Buildings
01	03	Capitol Grounds	Capitol Grounds
01	05	Capitol Power Plant	Capitol Power Plant

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

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

Agency Code	Bureau Code	Abbreviated Title	Title
12	33	Office of the Secretary	Office of the Secretary
12	34	Animal and Plant Health	Animal and Plant Health Inspection Service (DHS Code 7053)
12	35	Natural Resources Conser	Natural Resources Conservation Service
12	36	Grain Insp Packrs/Stkyd	grain insp packrs/stkyd
12	37	Food Safety and Inspecti	Food Safety and Inspection Service
12	38	Office of the CIO NITC -	office of the cio nitc -
12	39	Office of Administrative	office of administrative
12	40	Civil Rights Enforcement	Civil Rights Enforcement and Adjudication
12	41	Office of Budget and Pro	Office of Budget and Program Analysis
12	42	Human Resources Manageme	human resources manageme
12	44	Office of Operations	office of operations
12	46	External Services	External Services
12	47	Office of the Chief Fina	Office of the Chief Financial Officer
12	49	Economic Research Servic	Economic Research Service
12	50	AMS Contractors	AMS Contractors
12	51	Organization of Professi	Organization of Professional Employees
12	52	USDA Graduate School	USDA Graduate School
12	53	International Cotton Adv	International Cotton Advisory Commission
12	55	Office of the Inspector	Office of the Inspector General
12	56	National Appeals Divisio	National Appeals Division
12	57	Office of Chief Economis	Office of Chief Economist
12	58	Board of Contract Appeal	board of contract appeal
12	59	USDA Vacant Space	USDA Vacant Space
12	60	Office of Procurement an	office of procurement an
12	61	Office of Civil Rights	Office of Civil Rights
12	62	USDA, National Capital R	USDA, National Capital Region
12	89	Dept Of Agriculture,Depa	Departmental Administration
12	90	State Conservation Servi	State Conservation Service
12	91	State Forestry Commissio	State Forestry Commission
12	92	State Extension Service	State Extension Service
12	93	Fram Service Agency - Co	Farm Service Agency - County
12	94	DHHS,Milk Marketing Asso	Milk Marketing Association
13	00	Department of Commerce	Department of Commerce
13	01	Office of the Secretary	Office of the Secretary
13	02	Minority Business Develo	Minority Business Development Agency
13	04	Bureau of the Census	Bureau of the Census
13	05	National Telecommunicati	National Telecommunications Information Administration
13	06	National Institute of St	Nat'l Inst. Standards & Technology, Gaithersburg, MD
13	07	U.S. Travel and Tourism	U.S. Travel and Tourism Administration
13	08	National Technical Infor	National Technical Information Services
13	09	Commerce, Natl Inst of S	Nat'l Inst. Standards & Technology, Boulder, CO
13	10	Patent and Trademark Off	Patent and Trademark Office
13	12	International Trade Admi	International Trade Administration
13	13	CD OIG	Office of Inspector General
13	14	National Oceanic Atmosph	National Oceanic and Atmospheric Administration
13	15	Economic Affairs	Economic Affairs
13	16	Bur Of Industry & Securi	Bureau of Industry and Security
13	17	Technology Administratio	Technology Administration
13	18	Expired Code - Do Not As	Post Regional Task Force (Exp. Code)
13	19	CD Bur Econ Analy Expire	Bureau of Economic Analysis (Exp. Code)
13	20	Economic Development Adm	Economic Development Administration
13	21	Expired Code - Use ABC 1	Office of the Secretary (Exp. Code - Use Code 1301)
13	22	Expired Code - Do Not As	United States Travel Service (Exp. Code)
13	25	CD EDA Expired Code -	Economic Development Administration (Exp. Code - Use Code 1320)
13	28	CD OFF MIN BUS ENT Expi	Office of Minority Business Enterprise (Exp. Code - Use Code 1302)
13	30	CD UP G LAK REG COMM	Upper Great Lakes Regional Commission (Exp. Code)
13	31	CD New Engl Reg Comm (Ex	New England Regional Commission (Exp. Code)

Agency Code	Bureau Code	Abbreviated Title	Title
13	33	Pacific-NW Reg Comm Exp	Pacific-Northwest Regional Commission (Exp. Code)
13	34	CD OP/ADP MGMTExpired Co	OP/ADP Management (Exp. Code)
13	35	CD Four Cor Reg Comm Ex	Four Corner Regional Commission (Exp. Code)
13	36	CD Coast Pl Reg Comm Exp	Coastal Plains Regional Commission (Exp. Code)
13	37	CD Ozark Reg Comm Expir	Ozark Regional Commission (Exp. Code)
13	38	CD Old West Reg Comm Ex	Old West Regional Commission (Exp. Code)
13	39	CD Brdr Reg Comm Expired	Southwest Border Region Commission (Exp. Code)
13	51	Government Contractors E	Government Contractors (Exp. Code - Use Code 1399)
14	00	Department of the Interi	Department of the Interior
14	06	Office of Surface Mining	Office of Surface Mining and Regulation Enforcement
14	07	Geological Survey	Geological Survey
14	08	Office of Hearing and Ap	Office of Hearing and Appeals
14	09	Bureau of Indian Affairs	Bureau of Indian Affairs
14	10	Bureau of Minerals Manag	Bureau of Minerals Management Service
14	11	Bureau of Land Managemen	Bureau of Land Management
14	12	Office of the Special Tr	Office of the Special Trustee for American Indians
14	15	Bureau of Mines	Bureau of Mines
14	17	National Park Service	National Park Service
14	21	Office of Aircraft Servi	Office of Aircraft Services
14	23	Bureau of Reclamation	Bureau of Reclamation
14	24	National Business Center	National Business Center
14	25	Office of the Secretary	Office of the Secretary
14	26	ID OWRT Expired Code -	Office of Water Resources Research (Exp. Code - Use Code 1411)
14	27	Office of the Solicitor	Office of the Solicitor
14	28	DOI- OHTA	Department of Interior-Offc. Historical Trust Accounting
14	45	DOI - ESC	Department of Interior-Enterprise Serv Cntr
14	33	Office of Insular Affair	Office of InsularAffairs
14	36	United States Fish and W	Fish and Wildlife Service
14	41	Office of Inspector Gene	Office of Inspector General
14	42	Construction Management	Construction Management
14	43	National Indian Gaming C	National Indian Gaming Commission
14	44	Nat Biolgcl Survy	National Biological Survey
14	50	DOI-BIA Education	Department of Interior-Bureau of Indian Affairs Education
15	00	Department of Justice	Department of Justice
15	01	United States Trustees	United States Trustees
15	02	Justice Management Divis	Justice Management Division
15	03	Antitrust Division	Antitrust Division
15	04	Office of Professional R	Office of Professional Responsibility
15	05	Office of the Attorney G	Office of the Attorney General
15	06	Office of Associate Atto	Office of Associate Attorney General
15	07	Civil Division	Civil Division
15	08	INTERPOL - United States	INTERPOL - United States National Central Bureau
15	09	Civil Rights Division	Civil Rights Division
15	10	Office of Legislative Af	Office of Legislative Affairs
15	11	Criminal Division	Criminal Division
15	12	Office of the Deputy Att	Office of the Deputy Attorney General
15	13	Federal Bureau of Invest	Federal Bureau of Investigation
15	14	Federal Prison Industrie	Federal Prison Industries, Inc.
15	15	Immigration and Naturali	Immigration and Naturalization Service
15	16	National Institute of Co	National Institute of Corrections
15	17	Environment and Natural	Environment and Natural Resources Division
15	18	Office of Legal Counsel	Office of Legal Counsel
15	19	Bureau of Prisons	Bureau of Prisons
15	20	Office of the Solicitor	Office of the Solicitor General
15	21	Tax Division	Tax Division
15	22	Office of Public Affairs	Office of Public Affairs
15	23	Telecommunications Servi	Telecommunications Services and Computer Services Staffs

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

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

Agency Code	Bureau Code	Abbreviated Title	Title
17	38	Marine Corps Air Bases -	U.S. Marine Corps, Air Bases - Western Area
17	39	Marine Air Reserve Train	U.S. Marine Corps, Air Reserve Training Command
17	40	6th Marine Corps Distric	U.S. Marine Corps, 6th Marine Corps District
17	41	1st Marine Corps Distric	U.S. Marine Corps, 1st Marine Corps District
17	42	9th Marine Corps Distric	U.S. Marine Corps, 9th Marine Corps District
17	43	8th Marine Corps Distric	U.S. Marine Corps, 8th Marine Corps District
17	44	4th Marine Corps Distric	U.S. Marine Corps, 4th Marine Corps District
17	45	12th Marine Corps Distri	U.S. Marine Corps, 12th Marine Corps District
17	46	Chief of Naval Technical	Chief of Naval Technical Training
17	48	Chief of Information	Chief of Information
17	49	Naval Recruiting Area Ei	Naval Recruiting Area Eight
17	51	Government Contractors	Government Contractors (Exp. Code - Use Code 1799)
17	52	USMC,Quantico Dependent	U.S. Marine Corps, Quantico Dependent School System
17	53	DIRFAC CNI	Commander Naval Intallations
17	54	Cmdr, Mil Slft Pacf	Commander Military Sealift Command, Pacific
17	55	Cmdr, Mil Slft Atlantc	Commander Military Sealift Command, Atlantic
17	56	Cmdr, Mil Slft Europe	Commander Military Sealift Command, Europe
17	57	Cmdr, Mil Slft Cntrl	Commander Military Sealift Command, Central
17	58	Cmdr, Mil Slft Far East	Commander Military Sealift Command, Far East
17	75	U.S. Marine Corps, Chief	U.S. Marine Corps, Chief Information Officer
18	00	United States Postal Ser	United States Postal Service
18	01	Chief Postal Inspector	Chief Postal Inspector
18	03	Facilities	Facilities
18	04	USPO, Ofc Of Inspector G	Office of the Inspector General
18	05	Finance and Administrati	Finance and Administration
18	07	Operations	Operations
18	09	Personnel	Personnel
18	10	Postal Supply Depots	Postal Supply Depots
18	11	Office of Postmaster Gen	Office of Postmaster General
18	12	Postmasters	Postmasters
18	13	Regional Comptroller	Regional Comptroller
18	14	Bureau of Planning and M	Bureau of Planning and Marketing
18	15	Transportation and Inter	Transportation and International Service
18	16	District Managers	District Managers
18	17	Commission on Postal Ser	Commission on Postal Service
18	31	Postal Rate Commission	Postal Rate Commission
18	51	Government Contractors	Government Contractors (Exp. Code - Use Code 1899)
19	00	Department of State	Department of State
19	01	Bureau of Administration	Bureau of Administration
19	02	Office of the Under Secr	Office of the Under Secretary for Management
19	03	African Affairs	African Affairs
19	04	Politico - Military Affa	Politico - Military Affairs
19	05	Economic Affairs and Bus	Economic Affairs and Business Affairs
19	06	Cuban Haitian Task Force	Cuban Haitian Task Force
19	07	European and Eurasian Affairs	European and Eurasian Affairs
19	08	Bureau of International	Bureau of International Narcotics Matters
19	09	East Asian and Pacific A	East Asian and Pacific Affairs
19	10	Multinational Force and	Multinational Force and Observers
19	11	Intelligence and Researc	Intelligence and Research
19	12	Bureau of Refugee Progra	Bureau of Refugee Programs
19	13	Western Hemisphere Affairs	Western Hemisphere Affairs
19	15	International Boundary a	International Boundary and Water Commission, U.S. and Mexico
19	17	International Boundary C	International Boundary Commission, U.S. and Canada
19	19	International Joint Comm	International Joint Commission, U.S. and Canada
19	21	International Organizati	International Organization Affairs
19	22	Ocean and International	Ocean and International Environmental Scientific Affairs
19	23	Near Eastern Affairs	Near Eastern Affairs

Agency Code	Bureau Code	Abbreviated Title	Title
19	24	Human Rights and Humanit	Human Rights and Humanitarian Affairs
19	25	Public Affairs	Public Affairs
19	27	Office of the Secretary	Office of the Secretary
19	28	Information Systems Offi	Information Systems Office
19	29	Consular Affairs	Consular Affairs
19	30	Office of Foreign Missio	Office of Foreign Missions
19	31	United States Mission to	United States Mission to the United Nations
19	34	Office of Communications	Office of Communications
19	35	Deputy Assistant Secreta	Deputy Assistant Secretary for Budget and Finance
19	36	Overseas Buildings Operations	Overseas Buildings Operations
19	37	Foreign Service Institut	Foreign Service Institute
19	38	Inspector General	Inspector General
19	39	Legal Adviser	Legal Adviser
19	40	Office of Management	Office of Management
19	41	Deputy Assistant Secreta	Deputy Assistant Secretary for Operations
19	42	Bureau of Personnel	Bureau of Personnel
19	43	Deputy Assistant Secreta	Deputy Assistant Secretary for Security
19	49	No Bureau Identification	No Bureau Identification
19	61	SD Dplmtc Telecomm Svc	Diplomatic Telecommunications Service - Program Office
19	62	South and Central Asian Affairs	South and Central Asian Affairs
20	00	Department of the Treasu	Department of the Treasury
20	01	Bureau of Government Fin	Financial Management Service
20	03	Office of the Comptrolle	Office of the Comptroller of the Currency
20	05	U.S. Customs Service	U.S. Customs Service (DHS Code 7051)
20	06	Treas,US Cust Svc,Natl L	Nat'l Law Enforcement Communications Center, Orlando (DHS Code 7052)
20	07	Assistant Secretary for	Assistant Secretary for International Affairs
20	09	Bureau of Engraving and	Bureau of Engraving and Printing
20	11	Internal Revenue Service	Internal Revenue Service National Office
20	12	United States Mint - Den	United States Mint - Denver
20	13	United States Mint-Washi	United States Mint - Washington, DC
20	14	United States Mint-San F	United States Mint - San Francisco
20	15	ATF	Alcohol, Tobacco, Firearms, & Explosives
20	17	Bureau of Public Debt	Bureau of Public Debt
20	18	Bureau Of Public Debt	Bureau of Public Debt
20	19	Office of the Secretary	Office of the Secretary
20	20	Treas Communications Sys	Treasury Communications System
20	21	TD FINCEN	Financial Crimes Enforcement Network (FinCEN)
20	25	United States Savings Bo	United States Savings Bond Division
20	27	United States Secret Ser	United States Secret Service (DHS Code 2027)
20	29	Consolidated Federal Law	Consolidated Federal Law Enforcement Training Center
20	30	Office of the Inspector	Office of the Inspector General
20	31	Office of Thrift Supervi	Office of Thrift Supervision
20	32	Internal Revenue Service	Internal Revenue Service - Southeast Region
20	33	Internal Revenue Service	Internal Revenue Service - Western Region
20	34	Internal Revenue Service	Internal Revenue Service - Midstates Region
20	35	Internal Revenue Service	Internal Revenue Service - Northeast Region
20	38	TD TIGTA	Office of the Inspector General for Tax Administration (TIGTA)
20	39	Dept Of Treas,Wireless A	Treasury Department Wireless Activities
20	41	Alcohol & Tobacco & Trade	Alcohol & Tobacco Tax & Trade Bureau
20	50	Community Devel Inst Fnd	Community Development Financial Institutions Fund
20	55	DHS,Offic Inspector Gene	DHS, Office of the Inspector General
21	00	Department of the Army	Department of the Army
21	01	Communications Command	Communications Command
21	02	U.S. Army, Washington, D	U.S. Army, Washington, DC
21	03	U.S. Army Information Sy	U.S. Army Information Systems Command
21	04	Army Reserve	Army Reserve
21	05	U.S. Army Intelligence A	U.S. Army Intelligence Agency

Agency Code	Bureau Code	Abbreviated Title	Title
21	06	Surgeon General	Surgeon General
21	07	USArmy,Recreation Machin	U.S. Army Recreation Machine Program
21	08	Corps of Engineers	Corps of Engineers
21	10	US Army,Def Telecomm Sys	Defense Telecommunication System - Washington (FTS Only)
21	11	Adjutant General	Adjutant General
21	12	Army Intelligence and Se	Army Intelligence and Security Command
21	14	Criminal Investigation C	Criminal Investigation Command
21	16	U. S. Army Med Commd(MEDCOM)	U. S. Army Medical Command
21	18	Nat'l Guard Bureau, Army INF. Systems	Nat'l Guard Bur, AIS
21	19	STATE N.G. OFFICES	Army Nat'l Guard, State Offices
21	20	The Judge Advocate Gener	The Judge Advocate General
21	22	Military Police Corps	Military Police Corps
21	24	Civilian Appellate Revie	Civilian Appellate Review Agency
21	25	U.S. Army. IMA	U. S. Army Installation Management Agency
21	26	Military Review Boards	Military Review Boards
21	27	USAR,Army Recruiting Com	Army Recruiting Command, Employee Parking Areas (PBS)
21	28	Army Dist Learning Sys,	Army Distributed Learning System, Newport News, VA
21	29	Miscellaneous Department	Miscellaneous Department of the Army Activities
21	30	Community & Family Suppo	Community & Family Support Cntr NAF Contract Directorate
21	31	USArmy,Hq,Recruit Comm-F	HQ, US Army Recruiting Command, Fort Knox, KY
21	33	Audit Agency	Audit Agency
21	35	Military Traffic Managem	Military Traffic Management Command
21	36	Ballistic Missile Defens	Ballistic Missile Defense Communications Activity
21	37	Training and Doctrine Co	Training and Doctrine Command
21	38	Material Development and	U.S. Army, Army Materiel Command
21	39	US Army Personnel Center	US Army Personnel Center
21	40	Army Forces Command	Army Forces Command
21	41	Army Recruiting Command	Army Recruiting Command
21	42	Military Enlistment Proc	Military Enlistment Processing Command
21	43	Alaska Command	Alaska Command
21	48	Army Comm Elect Cmnd	Army Communications Electronics Command
21	49	Army Test & Eval Cmnd	US Army Test & Evaluation Command
21	51	Army PM LIS	Army Project Manager, Logistics Information Systems
21	53	Army North	Department of Army, Army North
21	54	US Army USASAC	US Army Security Assistance Command
21	74	Department of the Army	Community Based Health Care Organization CBHCO
21	90	State/Local DOD/DOJ Law	State/Local DOD/DOJ Law Enforcement Support Program
22	00	Resolution Trust Corporation	Resolution Trust Corporation
23	00	United States Tax Court	United States Tax Court
24	00	Office of Personnel Mana	Office of Personnel Management
24	01	Office of Budget and Man	Office of Budget and Management
24	05	Expired Code - Do Not As	Bureau of Inspections (Exp. Code)
24	07	Expired Code - Do Not As	Bureau of Management Services (Exp. Code)
24	08	Expired Code - Do Not As	Bureau of Manpower Information Systems (Exp. Code)
24	09	Expired Code - Do Not As	Bureau of Policies and Standards (Exp. Code)
24	11	Expired Code - Do Not As	Bureau of Personnel Investigations (Exp. Code)
24	13	Expired Code - Do Not As	Bureau of Recruiting and Examining (Exp. Code)
24	15	Expired Code - Do Not As	Bureau of Retirement, Insurance, & Occupational Health (Exp. Code)
24	16	President's Commission o	President's Commission on White House Fellows
24	17	President's Committee on	President's Committee on Personnel Interchange
25	00	National Credit Union Ad	National Credit Union Administration
26	00	Federal Retirement Thrif	Federal Retirement Thrift Investment Board
27	00	Federal Communications C	Federal Communications Commission
28	00	Social Security Administ	Social Security Administration
28	04	Social Security Administ	Social Security Administration
28	05	Social Security Admin,OI	SSA Office of the Inspector General (FTS Only)

Agency Code	Bureau Code	Abbreviated Title	Title
29	00	Federal Trade Commission	Federal Trade Commission
29	01	Call Center for Consumer	Call Center for Consumer Protection
31	00	Nuclear Regulatory Commi	Nuclear Regulatory Commission
32	00	Synthetic Fuels Corporat	Synthetic Fuels Corporation
32	03	Commerce,Ofc Of Computer	commerce,ofc of computer
33	00	Smithsonian Institution	Smithsonian Institution
33	01	Archives of American Art	Archives of American Art
33	03	Smithsonian Astrophysica	Smithsonian Astrophysical Observatory
33	05	Board of Trustees	Board of Trustees
33	07	Smithsonian Tropical Res	Smithsonian Tropical Research Institute
33	09	Freer Gallery of Art	Freer Gallery of Art
33	11	International Exchange S	International Exchange Service
33	13	National Museum of Histo	National Museum of History and Technology
33	15	National Museum of Natur	National Museum of Natural History
33	17	National Air and Space M	National Air and Space Museum
33	19	National Collection of F	National Collection of Fine Arts
33	20	National Portrait Galler	National Portrait Gallery
33	22	Marine Science Center	Marine Science Center
33	23	National Zoological Park	National Zoological Park
33	24	Radiation Biology Labora	Radiation Biology Laboratory
33	27	United States National M	United States National Museum
33	28	Joseph H. Hirshhorn Muse	Joseph H. Hirshhorn Museum and Sculpture Garden
33	29	Office of Public Affairs	Office of Public Affairs
33	30	Division on Performing A	Division on Performing Arts
33	31	Smithsonian Museum Shops	Smithsonian Museum Shops
33	32	Office of Contracting	Office of Contracting
33	58	Smithsonian,W Wilson Int	Woodrow Wilson International Center for Scholars
34	00	International Trade Comm	International Trade Commission
36	00	Department of Veterans A	Department of Veterans Affairs
36	01	Inspector General	Inspector General
36	03	Procurement and Supply	Procurement and Supply
36	05	Office of Facilities	Office of Facilities
36	07	VA OIS&T (Expired Code -	Office of Information Systems and Telecommunications
36	09	Department of Medicine a	Department of Medicine and Surgery
36	10	Department of Memorial A	Department of Memorial Affairs
36	11	Veterans Benefits Administration	Veterans Benefits Administration
36	13	Office of Controller	Office of Controller
36	14	Administrative Service	Administrative Service
36	15	Training Academy (Expir	Training Academy
36	16	VA EASAC (Expired Code	Eastern Area Service and Assistance Center
36	20	National Ees Program	National EES Program
36	99	Subcontractors/Private S	Subcontractors/Private Sector with Federal Agencies
41	00	Merit Systems Protection	Merit Systems Protection Board
41	01	Office of Administration	Office of Administration
45	00	Equal Employment Opportu	Equal Employment Opportunity Commission
46	00	Regional Commissions	Regional Commissions
46	01	Delaware River Basin Com	Delaware River Basin Commission
46	02	Appalachian Regional Com	Appalachian Regional Commission
46	04	Washington Metropolitan	Washington Metropolitan Area Transit Authority
46	17	Martin Luther King Jr. F	Martin Luther King Jr. Federal Holiday Commission
47	00	GSA	General Services Administration
47	01	Office of Administrator	Office of Administrator
47	02	Office of Acquisition Po	Office of Acquisition Policy
47	03	Office of the Chief Fina	Office of the Chief Financial Officer
47	04	Office of Inspector Gene	Office of Inspector General
47	05	Office of Ethics and Civ	Office of Ethics and Civil Rights
47	06	Office of Policy, Planni	Office of Governmentwide Policy

Agency Code	Bureau Code	Abbreviated Title	Title
47	07	Federal Supply Service,	Federal Supply Service, OE
47	08	Ofc Citizen Svcs & Commu	Office of Citizen Services and Communications
47	09	Federal Supply Service,	Federal Supply Service, All Other
47	10	Ofc of the CIO, Indian T	Office of the Chief Financial Officer, Indian Tribal Claims {PBS space (Rent) only}
47	11	Office of General Counse	Office of General Counsel
47	12	Board of Contract Appeal	Board of Contract Appeals
47	13	National Archives and Re	National Archives and Records Administration
47	14	Public Buildings Service	Public Buildings Service, All Other
47	15	Public Buildings Service	Public Buildings Service - FBF
47	16	Community Services Admin	Community Services Administration Closeout
47	17	Pennsylvania Avenue Acti	Pennsylvania Avenue Activities
47	18	Federal Property Resourc	Federal Property Resources Service
47	19	FTS - Central Office Fac	Federal Technology Service - Central Office Facilities {PBS space (Rent) only}
47	20	Presidential Transition	Presidential Transition
47	22	Special Projects (Presid	Special Projects (Presidential)
47	23	FTS - Data Processing {P	FTS, IT Solutions Facilities
47	24	FTS - Telecom. Facilitie	FTS, Network Services Facilities
47	25	CO Combined Use Faciliti	Central Office Combined Use Facilities {PBS space (Rent) only}
47	26	Allowance to Former Pres	Allowance to Former Presidents
47	27	OFC Enterprise Develop	Office of Enterprise Development (E)
47	28	Transition - Outgoing Pr	Transition - Outgoing President
47	29	Transition - Outgoing Vi	Transition - Outgoing Vice President
47	30	Office of Management Ser	Office of Management Services and Human Resources
47	31	Office of the Chief Info	Office of the Chief Information Officer
47	32	Regional Administrator's	Regional Administrator's Office
47	33	Office of Citizen Svcs &	Office of Citizen Services and Communications, Federal Citizen Information Center
47	36	Ofc of Admin. Financial	Office of Administration Financial Management {PBS space (Rent) only}
47	37	GMA, Working Capital Fun	GMA, Working Capital Fund {PBS space (Rent) only}
47	38	Office of General Counse	Regional Office of General Counsel (PBS Space Rental Only)
47	39	Office of Operations	Regional Offices of Operations
47	42	Federal Supply Service	Regional Federal Supply Service
47	43	OFC Performance Improvement	Office of Performance Improvement (R)
47	44	NARA (All billings exept	Regional National Archives and Records Administration (All billings exept Rent and FTS2000)
47	46	Public Buildings Service	Regional Public Buildings Service (PBS Space Rental Only)
47	47	PBS, Delegated Buildings	Public Buildings Service, Delegated Buildings Only {PBS space (Rent) only}
47	48	FTS, Regional OE Facilit	FTS, IT Solutions, ISTS Facilities
47	49	FTS IT Soln, Fast Fac	FTS, IT Solutions, FAST Facilities
47	50	FTS, Regional ADP Facili	FTS, IT Solutions, Regional ADP Facilities
47	51	FTS, Federal Information	Federal Technology Service, Federal Information Center {PBS space (Rent) only}
47	52	GSA REG GM& A Personal	GSA Regional General Management and Administration - Personnel
47	53	FSS, Customer Supply Cen	Federal Supply Service, Customer Supply Centers {PBS space (Rent) only}
47	54	PBS - &CM Warehousing Op	Regional FPRS Warehousing Operations
47	55	Federal Supply Service,	Federal Supply Service, Laboratory {PBS space (Rent) only}
47	56	FSS, Supply Distrib. War	Federal Supply Service, Supply Distribution Warehousing Operations {PBS space (Rent) only}
47	57	FSS, Personal Prop. Cent	Federal Supply Service, Personal Property Centers/State Agencies for Surplus Property
47	58	FSS, Self-Service Stores	Federal Supply Service, Self-Service Stores {PBS space (Rent) only}
47	59	FSS, Material Returns Pr	Federal Supply Service, Material Returns Program {PBS space (Rent) only}
47	62	PBS, Maint. and Custodia	Regional PBS, Maintenance and Custodial Operations
47	64	PBS, District Offices {P	Public Buildings Service, District Offices {PBS space (Rent) only}
47	66	PBS, Field Offices {PBS	Public Buildings Service, Field Offices {PBS space (Rent) only}
47	68	FSS, Interagency Motor P	Federal Supply Service, Interagency Motor Pool {PBS space (Rent) only}
47	69	FSS, Transportation {PBS	Federal Supply Service, Transportation {PBS space (Rent) only}
47	70	FTS, Regional Local Tele	FTS, Regional Local Telecommunications Facilities
47	71	Agency Liaison Division	Agency Liaison Division - Rll only {PBS space (Rent) only}
47	72	FSS, Utilization Offices	Federal Supply Service, Utilization Offices {PBS space (Rent) only}

Agency Code	Bureau Code	Abbreviated Title	Title
47	74	Regional Common Use Faci	Regional Common Use Facilities {PBS space (Rent) only}
47	75	FTS, Info. Security {PBS	FTS, Information Security Management Facilities
47	76	FTS, Info.Techlgy Interg	FTS, Federal Systems Integration and Management Center (FEDSIM)
47	78	GSA FTS Info Tech Sol Fi	FTS IT Solutions Financial Srvc Cntr, Phila, PA
47	79	GSA FTS Ntwk Svcs Fin Ct	FTS Network Services Financial Srvc Cntr, Atlanta, GA
47	80	FTS Professional SVCS	GSA FTS Professional Services Fund (Fund 295X)
47	81	Chief Acquisition Officer	Office of the Chief Acquisition Officer
47	87	Outleased {PBS space (Re	Outleased {PBS space (Rent) only}
47	88	Joint Use Space {PBS spa	Joint Use Space {PBS space (Rent) only}
47	89	Vacant Unassigned Space	Vacant Unassigned Space {PBS space (Rent) only}
47	90	DC Financial Responsibil	District of Columbia Financial Responsibility and Management Assistance Authority
47	91	Public Defender's Office	District of Columbia Public Defender's Office
47	92	Women's Progress Commemo	Women's Progress Commemoration Commission
48	00	Miscellaneous Commission	Miscellaneous Commissions
48	01	National Commission to P	National Commission to Prevent Infant Mortality
48	02	Comm for the Stdy of Int	Commission for the Study of International Migration and Cooperative Economic Development
48	03	International Cultural a	International Cultural and Trade Center Commission
48	04	National Economic Commis	National Economic Commission
48	05	National Bankruptcy Revi	National Bankruptcy Review Commission
48	06	Nat. Comm on Restructuri	National Commission on Restructuring the IRS National Commission on Restructuring the IRS
48	07	National Alcohol Fuels C	National Alcohol Fuels Commission
48	08	Commission on Railroad R	Commission on Railroad Retirement Reform
48	09	Commission on Agricultur	Commission on Agricultural Workers
48	10	Nuclear Waste Technical	Nuclear Waste Technical Review Board
48	11	Presidential Commission	Presidential Commission on Catastrophic Nuclear Accidents
48	12	Office of Nuclear Waste	Office of Nuclear Waste Negotiator
48	13	Interagency/Council for	Interagency/Council for the Homeless
48	14	National Commission on S	National Commission on Severely Distressed Public Housing
48	15	Nat Comm on Amer Indian,	National Commission on American Indian, Alaska Native, and Native Hawaiian Housing
48	16	National Commission on J	National Commission on Judicial Discipline and Removal
48	17	Jnt Fed-State Comm on Pl	Joint Federal-State Commission on Policies and Programs Affecting Alaska Natives
48	18	US Comm on Improving the	United States Commission on Improving the Effectiveness of the United Nations
48	19	National Commission on M	National Commission on Manufactured Housing
48	20	Thomas Jefferson Commemo	Thomas Jefferson Commemoration Commission
48	21	John F. Kennedy Assassin	John F. Kennedy Assassination Records Review Board
48	22	Commission Rail Road Ret	Commission Rail Road Retirement
48	44	National Commission on S	National Commission on Student Financial Assistance
48	45	Commission on the Ukrain	Commission on the Ukraine Famine
48	46	State Justice Institute	State Justice Institute
48	47	Commission on Education	Commission on Education of the Deaf
48	48	Aviation Safety Commissi	Aviation Safety Commission
48	49	Nat. Comm. on Fin. Insti	National Commission on Financial Institution Reform, Recovery and Enforcement
48	50	National Grambling Impac	National Gambling Impact Study Commission
48	51	National Commission on C	National Commission on Cost of Higher Education
48	52	Nat. Comm on Advancement	National Commission on Advancement of Federal Law Enforcement
48	53	Medicare Payment Advisor	Medicare Payment Advisory Commission
48	54	Comm Hlcst Assets In US	President's Advisory Commission on Holocaust Assets in the United States
48	77	Commission On Ocean Poli	Commission on Ocean Policy
48	78	Comm On On-Line Child Pr	Commission on On-Line Child Protection
48	82	Comm On Affor Hsng & Hlt	Commission on Affordable Housing and Health Care Facility Needs in the 21st Century
48	83	Dwight Eisenhower Memori	Dwight D. Eisenhower Memorial Commission
48	92	U.S. China Sec. Revw. Comm.	U.S. China Security Review Commission
48	95	Comm For Intenatl Religi	Commission for International Religious Freedom
48	96	Trade Deficit Review Com	Trade Deficit Review Commission

Agency Code	Bureau Code	Abbreviated Title	Title
48	99	Millennial Housing Commi	Millennial Housing Commission
49	00	National Science Foundat	National Science Foundation
49	51	Nat Sci Found,Natl Radio	National Radio Astronomy Observatory
49	52	NSF,Natl Ctr Atmosprc`1 Re	National Center for Atmospheric Research
49	53	NSF,US Arctic Resrch Com	United States Arctic Research Commission
50	00	Securities and Exchange	Securities and Exchange Commission
51	00	Federal Deposit Insuranc	Federal Deposit Insurance Corporation
52	00	Perm. and Enforcement Fe	Permitting and Enforcement Federal Inspector for the Alaska Gas Pipeline
54	00	Federal Labor Relations	Federal Labor Relations Authority
55	00	Advisory Commission on I	Advisory Commission on Inter-governmental Relations
56	00	Central Intelligence Age	Central Intelligence Agency
57	00	Department of the Air Fo	Department of the Air Force
57	02	Headquarters	Headquarters, Air Staff (Not for Fleet Lease)
57	04	Air Force District of Wa	Air Force District of Washington (Not for Fleet Lease)
57	06	Space Command	Air Force Space Command (Not for Fleet Lease)
57	08	Accounting and Finance C	Accounting and Finance Center (Historical, Not for Fleet Lease)
57	10	Air Force Communications	Air Force Communications Command (Historical, Not for Fleet Lease)
57	12	Air Force Reserve Servic	Air Force Reserve Service (Not for Fleet Lease)
57	14	Electronic Security Comm	Electronic Security Command (Not for Fleet Lease)
57	15	Air Training Command	Air Training Command, Recruiting Service (Historical, Not for Fleet Lease)
57	16	Air University	Air University (Historical, Not for Fleet Lease)
57	17	Air Force Logistics Comm	Air Force Logistics Command (Historical, Not for Fleet Lease)
57	18	Military Airlift Command	Military Airlift Command (Historical, Not for Fleet Lease)
57	19	Strategic Air Command	Strategic Air Command (Historical, Not for Fleet Lease)
57	20	Air Force Systems Comman	Air Force Systems Command (Historical, Not for Fleet Lease)
57	21	Tactical Air Command	Air Combat Command (Not for Fleet Lease)
57	22	Manpower Personnel Cente	Manpower Personnel Center (Not for Fleet Lease)
57	23	Appellate Review	Appellate Review (Not for Fleet Lease)
57	24	Regional Civil Engineer	Regional Civil Engineer (Not for Fleet Lease)
57	25	Air Force Publication Di	Air Force Publication Distribution Center (Not for Fleet Lease)
57	26	Office of Special Invest	Office of Special Investigations (Not for Fleet Lease)
57	27	Alaskan Air Command	Alaskan Air Command (Historical, Not for Fleet Lease)
57	28	Pacific Air Forces	Pacific Air Forces (Not for Fleet Lease)
57	29	U.S. Air Force Academy	U.S. Air Force Academy (Not for Fleet Lease)
57	30	U.S. Air Force Europe	U.S. Air Force Europe (Not for Fleet Lease)
57	31	Standard Systems Center	Standard Systems Center (Not for Fleet Lease)
57	32	Air National Guard	Air National Guard (Not for Fleet Lease)
57	33	USAF,ROTC Programs	Air Force Reserve Officers Training Corps (ROTC) Program (Not for Fleet Lease)
57	34	USAF,AF Civil Air Patrol	Air Force Civil Air Patrol (Not for Fleet Lease)
57	35	RCS/RSSF	Air Force, Recruiting Squadron, Recruit Suppt Section Finance
57	61	Air Comb Command (CENTCO	Air Combat Command (Incl. CENTCOM) (For Fleet Lease)
57	62	Air Mobility Comd, Def C	Air Mobility Comd., Incl. Def. Courier Srv., (Fleet Lse)
57	63	Air Educ & Training Comm	Air Educ. & Training Cmd., Excl. Recruit Srv. (Flt Lse)
57	64	AF Recruiting Service -	AF Recruiting Service - AETC (For Fleet Lease)
57	65	Air Force Reserve Comman	Air Force Reserve Command (For Fleet Lease)
57	66	Air Force Material Comma	Air Force Material Command (For Fleet Lease)
57	67	Air National Guard Burea	Air National Guard Bureau (For Fleet Lease)
57	68	US Air Force Acad,Dir Rp	U.S. Air Force Academy, Dir. Reporting Unit (Flt Lse)
57	69	Air Force Space Command	Air Force Space Command (For Fleet Lease)
57	70	Bolling AFB, Dir Rptng U	Bolling AFB, Direct Reporting Unit (For Fleet Lease)
57	71	Air Force Ofc Spec Inves	Air Force Off. Of Spec. Investigations (Fleet Lease)
57	72	Pacific Air Forces	Pacific Air Forces (For Fleet Lease)
57	73	US Air Forces Europe	U.S. Air Forces Europe (For Fleet Lease)
57	74	Joint Communctns Sppt El	Joint Communications Support Element (For Fleet Lease)
57	75	Air Force Spec Ops Comma	Air Force Special Operations Command (For Fleet Lease)
59	00	National Foundation on t	National Foundation on the Arts and the Humanities
59	01	National Endowment for H	National Endowment for Humanities (PBS and FTS Long Dist.)

Agency Code	Bureau Code	Abbreviated Title	Title
59	02	National Foundation for	National Endowment for the Arts
59	03	National Foundation on t	National Endowment for the Humanities (FTS Local Service)
59	04	Institute of Museum Serv	Institute of Museum Services
59	12	National Endowment for t	national endowment for t
60	00	Railroad Retirement Boar	Railroad Retirement Board
60	01	Washington Liaison Offic	Washington Liaison Office
60	02	District Office	District Office
61	00	Consumer Product Safety	Consumer Product Safety Commission
62	00	U.S. Office of Special C	U.S. Office of Special Counsel
63	00	National Labor Relations	National Labor Relations Board
64	00	Tennessee Valley Authori	Tennessee Valley Authority
65	00	Federal Maritime Commiss	Federal Maritime Commission
68	00	Environmental Protection	Environmental Protection Agency
68	01	Office of Water Programs	Office of Water Programs
68	02	Office of Pesticides Pro	Office of Pesticides Programs
68	03	Office of Air Programs	Office of Air Programs
68	04	Regional Offices	Regional Offices
68	05	Solid Waste Programs	Solid Waste Programs
68	06	Radiation Programs	Radiation Programs
68	07	Office of Administrator	Office of the Administrator
69	00	Department of Transporta	Department of Transportation
69	01	Office of the Secretary	Office of the Secretary
69	04	Office of Inspector Gene	Office of Inspector General
69	05	Federal Aviation Adminis	Federal Aviation Administration
69	06	Working Capital Fund	Working Capital Fund
69	07	Federal Highway Administ	Federal Highway Administration
69	08	AMTRAK	AMTRAK
69	09	Federal Railroad Adminis	Federal Railroad Administration
69	10	Maritime Administration	Maritime Administration
69	11	St. Lawrence Seawy Deve Corp	St. Lawrence Seaway Development Corporation
69	12	National Highway Traffic	National Highway Traffic Safety Administration
69	13	Alaska Railroad	Alaska Railroad
69	14	Surface Transportation B	Surface Transportation Board
69	15	Federal Transit Administ	Federal Transit Administration
69	17	Bureau of Transportation	Bureau of Transportation Statistics
69	18	National Highway Institu	Federal Motor Carrier Safety Administration
69	20	Trans Admin Srvc Center	Transportation Administrative Service Center
69	49	Transportation System Ce	Transportation Systems Center
69	57	PHMSA	Pipeline Hazardous Materials and Safety Administration
69	90	State Highway Department	State Highway Departments
70	00	Department of Homeland S	Department of Homeland Security
70	01	United States Secret Ser	United States Secret Service
70	02	United States Coast Guar	United States Coast Guard
70	03	Dept Operations (Imm Ofc	Departmental Operations (Immediate Office of the Secretary)
70	04	Bureau Citizenship & Imm	Bureau of Citizenship and Immigration Services
70	06	Office Of Inspector Gene	Office of the Inspector General
70	10	Ofc Undersecretary For M	Office of the Under Secretary for Management
70	11	FAMS	Federal Air Marshal Service
70	21	Undersec Infor Anl & Inf	Office of the Under Secretary for Information Analysis and Infrastructure Protection
70	22	Critical Infrastruct Ass	Critical Infrastructure Assurance Office (Commerce - NOAA)
70	23	Natl Infrastruc Simltn &	National Infrastructure Simulation and Analysis Center (DOE)
70	24	Enrgy Sec & Assurance Pr	Energy Security and Assurance Program (DOE)
70	25	Natl Communctns Sys (DFA	National Communications System (DFAS)
70	26	Natl Infrastruc Protecti	National Infrastructure Protection Center (FBI)
70	27	Fed Computr Incidnt Resp	Federal Computer Incident Response Center (GSA)
70	31	Ofc Undersec For Science	Office of the Under Secretary for Science and Technology
70	32	Environmntl Msrmnts Lab	Environmental Measurements Laboratory (DOE)

Agency Code	Bureau Code	Abbreviated Title	Title
70	33	Nat Bio-Weap Defense Ana	National Bio-Weapons Defense Analysis Center
70	41	Fema Headquarters	Federal Emergency Management Agency (FEMA) Headquarters
70	42	Disaster Finance Ctr, Be	Disaster Finance Center, Berryville, VA
70	43	Working Capital Fund	Working Capital Fund
70	44	Natl Emer Traing Ctr - E	National Emergency Training Center, Emmitsburg, MD
70	45	Federal Insurance Admini	Federal Insurance Administration
70	46	Natl Disaster Med Sys,Me	National Disaster Medical System, Metropolitan Medical Response System
70	47	Strategic Natl Stockpile	Strategic National Stockpile (HHS)
70	48	Fire Satellite Sys (FIRE	Fire Satellite System (FIRESAT - NOAA)
70	49	Undersec, Emergency Prep	Office of the Under Secretary, Emergency Preparedness and Response
70	50	DHS US VISIT	U.S. VISIT Program Office
70	51	DHS,Cust&Bor Prot,Bor an	DHS, Customs and Border Protection
70	52	DHS,Natl Law Enfor Comm	DHS, National Law Enforcement Communications Center, Orlando, FL
70	53	Animal & Plant Health&In	Animal and Plant Health Inspection Service (APHIS)
70	54	Transportation Security	Transportation Security Administration
70	55	Immigration & Customs En	Immigration and Customs Enforcement
70	56	Federal Protective Servi	Federal Protective Service (GSA)
70	57	Fed Law Enforcement Trai	Federal Law Enforcement Training Center, Glynco, GA
70	58	Office Of Domestic Prepa	Office of Domestic Preparedness (DOJ)
70	59	Undersec,Border & Transp	Office of the Under Secretary for Border and Transportation Security
71	00	Overseas Private Investm	Overseas Private Investment Corporation
72	00	Agency for International	Agency for International Development
72	02	Office of Inspector Gene	Office of Inspector General
73	00	Small Business Administr	Small Business Administration
74	00	American Battle Monument	American Battle Monuments Commission
75	00	Department of Health and	Department of Health and Human Services
75	01	Office of the Secretary	Office of the Secretary
75	03	Health Resources and Ser	Health Resources and Services Administration
75	04	Expired Code - Do Not As	Social Security Administration (Exp. Code)
75	05	Ctr For Medicare&Medicai	Center for Medicare and Medicaid Services
75	06	Food and Drug Administra	Food and Drug Administration
75	07	Expired Code - Do Not As	Health Resources Administration (Expired Code)
75	08	National Institute of He	National Institute of Health
75	09	Center for Disease Contr	Center for Disease Control
75	10	Indian Health Service	Indian Health Service
75	11	Office of the Assistant	Program Support Center
75	13	Alcohol/Drug Abuse and M	Substance Abuse and Mental Health Services Admin.
75	15	DHHS, Pres Councl on Bio	President's Council on Bio-Ethics
75	16	Expired Code - Do Not As	White House Conference on Aging (Exp. Code)
75	17	Administration for Child	Administration for Children and Families
75	18	Agency for Health Care P	Agency for Health and Research Quality
75	19	Administration on Aging	Administration on Aging
75	20	Departmental Management	Departmental Management (IG)
75	50	State Agency for Surplus	State Agency for Surplus Property
75	51	American Printing House	American Printing House for the Blind
75	52	Gallaudet College	Gallaudet College
75	53	Howard University (Inclu	Howard University (Including Hospital)
75	96	Expired Code - Do Not As	Pediatric Vaccination Program (Exp. Code)
76	00	Commemorative Commission	Commemorative Commissions
76	07	Franklin Delano Roosevel	Franklin Delano Roosevelt Memorial Commission
76	08	Christopher Columbus Qui	Christopher Columbus Quincentenary Jubilee Commission
76	09	Bicentennial of the U. S	Bicentennial Constitution Commission
76	10	James Madison Memorial C	James Madison Memorial Commission
76	12	Lewis and Clark Trial Co	Lewis and Clark Trial Commission
76	13	Dwight David Eisenhower	Dwight David Eisenhower Centennial Commission
76	15	US Territory Expansion M	US Territorial Expansion Memorial Commission
76	16	Woodrow Wilson Memorial	Woodrow Wilson Memorial Commission

Agency Code	Bureau Code	Abbreviated Title	Title
76	17	Martin Luther King, Jr.,	Martin Luther King, Jr., Federal Holiday Commission
76	18	Christopher Columbus Fel	Christopher Columbus Fellowship Foundation
77	00	United States Holocaust	United States Holocaust Memorial Council (Holocaust Museum)
78	00	Farm Credit Administrati	Farm Credit Administration
78	01	Banks for Cooperatives	Banks for Cooperatives
78	03	Federal Intermediate Cre	Federal Credit Banks
78	05	Federal Land Banks	Federal Land Banks
78	07	Farm Credit Administrati	Farm Credit Administration
79	00	Expired Agency Code - Do	Foreign Claims Settlement Comm. Of the U.S. (Exp. Code)
80	00	National Aeronautics and	National Aeronautics and Space Administration
80	01	Headquarters	Headquarters
80	02	Ames Research Center	Ames Research Center
80	03	Dryden Flight Research Center	Dryden Flight Research Center
80	04	Goddard Space Flight Cen	Goddard Space Flight Center
80	05	Jet Propulsion Laborator	Jet Propulsion Laboratory
80	06	Johnson Space Center	Johnson Space Center
80	07	Kennedy Space Center	Kennedy Space Center
80	08	Langley Research Center	Langley Research Center
80	09	Lewis Research Center	Lewis Research Center
80	10	Marshall Space Flight Ce	Marshall Space Flight Center
80	11	Michoud Assembly Facilit	Michoud Assembly Facility
80	12	National Space Technolog	John C. Stennis Space Center
80	13	Pasadena Office	Pasadena Office
80	14	Wallops Flight Center	Wallops Flight Center
80	15	Western Launch Operation	Western Launch Operations
80	16	White Sands Test Facilit	White Sands Test Facility
80	17	Gladstone Tracking Stati	Gladstone Tracking Station
80	18	Canoga Park Industrial P	Canoga Park Industrial Plant {PBS space (Rent) only}
80	19	Downey Industrial Plant	Downey Industrial Plant {PBS space (Rent) only}
80	20	Edwards Test Station {PB	Edwards Test Station {PBS space (Rent) only}
80	21	Plum Brook Station {PBS	Plum Brook Station {PBS space (Rent) only}
80	22	Santa Susana Industrial	Santa Susana Industrial Plant {PBS space (Rent) only}
80	23	Slidell Computer Complex	Slidell Computer Complex {PBS space (Rent) only}
80	26	Expired Code - Do Not As	Slidell Computer Complex (Exp. Code)
80	30	Nasa Mission Comm Svcs -	NASA Mission Communications Services (FTS Only)
80	31	Nasa Mission Support Com	NASA Mission Support Communications Services (FTS Only)
80	32	Nasa Reimbursable Comm S	NASA Reimbursable Communications Services (FTS Only)
80	33	Nasa Internatl Comm Svcs	NASA International Communications Services (FTS Only)
80	34	NASA Integ Srvcs Ntwk	NASA Integrated Service Network (FTS Only)
81	00	John F. Kennedy Center f	John F. Kennedy Center for the Performing Arts
82	00	Federal Home Loan Bank B	Federal Home Loan Bank Board
83	00	Export-Import Bank of th	Export-Import Bank of the United States
84	00	Armed Forces Retirement	Armed Forces Retirement Home
84	01	United States Soldiers'	United States Soldiers' and Airmen's Home
84	02	United States Naval Home	United States Naval Home
85	00	Water Resources Council	Water Resources Council
85	01	Great Lakes Basin Commis	Great Lakes Basin Commission
85	03	Pacific Northwest Basin	Pacific Northwest Basin Commission
85	05	Ohio River Basin Commiss	Ohio River Basin Commission
85	06	New England Basin Commis	New England Basin Commission
85	07	Water Resources Council	Water Resources Council Headquarters
85	08	Missouri River Basin Com	Missouri River Basin Commission
85	09	Upper Mississippi River	Upper Mississippi River Basin Commission
86	00	Department of Housing an	Department of Housing and Urban Development
86	01	Office of the Secretary	Office of the Secretary
86	02	Office of General Counse	Office of General Counsel
86	03	Assistant Sec. for Metro	Assistant Secretary for Metropolitan Planning and Development

Agency Code	Bureau Code	Abbreviated Title	Title
86	04	Assistant Secretary for	Assistant Secretary for PD&R
86	05	Asst Sec for Hsing Prd.	Assistant Secretary for Housing Production and Mortgage Credit and Federal Housing Commissioner
86	06	Assistant Secretary for	Assistant Secretary for EO
86	07	Government National Mort	Government National Mortgage Association
86	08	Office of Personnel-Unio	Office of Personnel-Union Conference Calls
86	11	Assistant Secretary for	Assistant Secretary for Housing Management
86	12	Field Offices	Field Offices
86	13	Assistant Secretary for	Assistant Secretary for Administration
86	14	National Commission on N	National Commission on Neighborhoods
87	00	National Gallery of Art	National Gallery of Art
88	00	NARA {PBS space (Rent) a	National Archives and Records Administration {PBS space (Rent) and FTS2000 only}
88	01	NARA {PBS space (Rent) a	Central Office and Presidential Libraries
88	02	NARA - Regional {PBS spa	National Archives and Records Administration - Regional {PBS space (Rent) and FTS2000 only}
88	03	NARA - Records Depositin	National Archives and Records Administration - Records Depositing Operations (PBS rent and FTS2000)
89	00	Department of Energy	Department of Energy
89	01	Richland Operations Offi	Richland Operations Office {PBS space (Rent) only}
89	02	Federal Energy Regulator	Federal Energy Regulatory Commission
89	03	Strat. Petro. Reserve Pr	Strategic Petroleum Reserve Project Management Office {PBS space (Rent) only}
89	04	Nevada Operations Office	Nevada Operations Office {PBS space (Rent) only}
89	05	NNSA Service Center	NNSA Service Center
89	06	Oakland Operations	Oakland Operations
89	07	Schenectady Naval Reacto	Schenectady Naval Reactors Office {PBS space (Rent) only}
89	08	Idaho Operations Office	Idaho Operations Office {PBS space (Rent) only}
89	09	Chicago Operations Offic	Chicago Operations Office {PBS space (Rent) only}
89	10	Savannah River Operation	Savannah River Operations Office {PBS space (Rent) only}
89	11	Pittsburgh Naval Reactor	Pittsburgh Naval Reactors Office {PBS space (Rent) only}
89	12	Western Area Power Admin	Western Area Power Administration {PBS space (Rent) only}
89	13	Naval Petroleum and Oil	Naval Petroleum and Oil Shale Reserves
89	14	Bonneville Power Adminis	Bonneville Power Administration
89	15	Southeastern Power Admin	Southeastern Power Administration
89	16	Southwestern Power Admin	Southwestern Power Administration
89	17	Alaska Power Administrat	Alaska Power Administration
89	18	Oak Ridge Operations Off	Oak Ridge Operations Office {PBS space (Rent) only}
89	20	Golden CO Fld Off	Golden, CO Field Office
89	21	ETS MEO	Enterprise Training Services MEO (ETS MEO)
89	22	EOTA	Emergency Operations Training Academy (EOTA)
89	23	NTC	National Training Center (NTC)
89	38	Various (FSS Billing onl	Various (FSS Billing only)
89	41	Office of Energy Researc	Office of Energy Research
89	42	Rocky Flats Office	Rocky Flats Office
89	43	Chiquita Center	Department of Energy Chiquita Center
89	45	Various (FSS Billing onl	Various (FSS Billing only)
89	48	Various (FSS Billing onl	Various (FSS Billing only)
89	49	Various (FSS billing onl	Various (FSS billing only)
89	50	Comm On US Nuclr Weapns	Commission on U.S. Nuclear Weapons
90	00	Selective Service System	Selective Service System
91	00	Department of Education	Department of Education
92	00	CSOSA	DC Court Services & Offender Supervision Agency
93	00	Federal Mediation and Co	Federal Mediation and Conciliation Service
95	00	Independent U.S. Governm	Independent U.S. Government Offices
95	02	National Capital Plannin	National Capital Planning Commission
95	03	Physician Payment Review	Physician Payment Review Commission
95	04	Federal Mine Safety and	Federal Mine Safety and Health Review Commission
95	05	Eisenhower Exchange Fell	Eisenhower Exchange Fellowship Program Trust Fund
95	06	Federal Election Commiss	Federal Election Commission

Agency Code	Bureau Code	Abbreviated Title	Title
95	07	Commodity Futures Tradin	Commodity Futures Trading Commission
95	08	National Transportation	National Transportation Safety Board
95	09	Appraisal Subcomm of the	Appraisal Subcommittee of the Federal Financial Institutions Examination Council
95	10	Harry S Truman Scholarsh	Harry S Truman Scholarship Foundation
95	11	Federal Housing Finance	Federal Housing Finance Board
95	12	Japan-United States Frie	Japan-United States Friendship Commission
95	13	Marine Mammal Commission	Marine Mammal Commission
95	14	Occupational Safety and	Occupational Safety and Health Review Commission
95	15	Administrative Conferenc	Administrative Conference of the United States
95	16	Advisory Committee on Fe	Advisory Committee on Federal Pay
95	17	Commission on Civil Righ	Commission on Civil Rights
95	18	Committee for Purchase f	Comm. For Purchase From Blind & Other Severely Hndcpd.
95	19	Intelligence Community O	Intelligence Community Oversight
95	20	Commission of Fine Arts	Commission of Fine Arts
95	21	Panama Canal Commission	Panama Canal Commission
95	22	Architectural and Transp	Architectural and Transportation Barriers Compliance Board
95	23	Prospective Payment Asse	Prospective Payment Assessment Commission
95	24	National Mediation Board	National Mediation Board
95	25	President's Crime Preven	President's Crime Prevention Council
95	26	White House Conference o	White House Conference on Library and Information Services
95	28	National Commission on L	National Commission on Libraries and Information Science
95	29	National Council on Disa	National Council on Disability
95	30	United States Institute	United States Institute of Peace
95	31	National Afro-American H	National Afro-American History and Culture Commission
95	32	Inst. of Amer. Indian an	Institute of American Indian Arts
95	33	Barry Goldwater Scholars	Barry Goldwater Scholarship and Excellence in Education Foundation
95	34	National Commission on M	National Commission on Migrant Education
95	35	Prescription Drug Paymen	Prescription Drug Payment Review Commission
95	36	Nat. Comm. on Acquired I	National Commission on Acquired Immune Deficiency Syndrome
95	37	Commission for the Prese	Commission for the Preservation of America's Heritage Abroad
95	38	Defense Nuclear Faciliti	Defense Nuclear Facilities Safety Board
95	39	United States Court of V	United States Court of Appeals for Veterans Claims
95	40	Neighborhood Reinvestmen	Neighborhood Reinvestment Corporation
95	41	James Madison Memorial F	James Madison Memorial Fellowship Foundation
95	42	Office of Government Eth	Office of Government Ethics
95	43	Federal Financial Instit	Federal Financial Institutions Examination Council
95	44	Competitiveness Policy C	Competitiveness Policy Council
95	45	Commission on National a	Corporation for National and Community Service
95	46	National Advisory Counci	National Advisory Council on the Public Service Act of 1990
95	47	Commission on Immigratio	Commission on Immigration Reform
95	48	United States Enrichment	United States Enrichment
95	49	M.K. Udall Schlrshp and	Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation
95	50	Chemical Safety Board	Chemical Safety Board
95	51	DNI	Director of National Intelligence
95	55	Presidio-San Francisco	Presidio-San Francisco
95	57	Cong Exec Comm China	Congressional Executive Commission on China
95	62	Election Assistance Commission	Election Assistance Commission
95	64	PDS D.C.	Public Defenders Service for the District of Columbia
95	65	Fed. Cordntr. AK Nat Gas Trans Proj	Federal Coordinator Alaska Natural Gas Transportation Projects
95	67	Denali Commission	Denali Commission
95	68	Broadcasting Board of Go	Broadcasting Board of Governors
95	74	Com Natl Mom of Rememb	Commission on the National Moment of Remembrance
95	76	Vietnam Education Founda	Vietnam Education Foundation
95	77	Millenium Challenge Corporation	Millenium Challange Corporation
95	95	D.C. Superior Court	D.C. Superior Court
96	00	Corps of Engineers, Civi	Corps of Engineers, Civil
96	01	US Army Corps of Enginee	US Army Corps of Engineers - Head Quarters

Agency Code	Bureau Code	Abbreviated Title	Title
96	02	US Army Corps of Enginee	US Army Corps of Engineers Automation Program
96	03	US Army Corps of Enginee	US Army Corps of Engineers Video Teleconference System
96	04	Humphreys Engineer Cente	Humphreys Engineer Center Support Activity
96	05	US Army Corps of Eng. Pr	US Army Corps of Engineers Programming Installation & Execution
96	06	US Army Topographic Engi	US Army Topographic Engineering Center
96	07	US Army Engineering and	US Army Engineering and Support Center
96	08	US Army Corps of Enginee	US Army Corps of Engineers Division, Mississippi Valley
96	09	US Army Corps of Enginee	US Army Corps of Engineers District, Memphis
96	10	US Army Corps of Enginee	US Army Corps of Engineers District, New Orleans
96	11	US Army Corps of Enginee	US Army Corps of Engineers District, St. Louis
96	12	US Army Corps of Enginee	US Army Corps of Engineers District, Vicksburg
96	13	US Army Corps of Enginee	US Army Corps of Engineers District, Rock Island
96	14	US Army Corps of Enginee	US Army Corps of Engineers District, St. Paul
96	15	US Army Corps of Enginee	US Army Corps of Engineers Division, North Atlantic
96	16	US Army Corps of Enginee	US Army Corps of Engineers District, Baltimore
96	17	US Army Corps of Enginee	US Army Corps of Engineers District, New York
96	18	US Army Corps of Enginee	US Army Corps of Engineers District, Norfolk
96	19	US Army Corps of Enginee	US Army Corps of Enginners District, Philadelphia
96	20	US Army Corps of Enginee	US Army Corps of Engineers District, New England
96	21	US Army Corps of Enginee	US Army Corps of Engineers Division, North Western
96	22	US Army Corps of Enginee	US Army Corps of Engineers District, Portland
96	23	US Army Corps of Enginee	US Army Corps of Engineers District, Seattle
96	24	US Army Corps of Enginee	US Army Corps of Engineers District, Walla Walla
96	25	US Army Corps of Enginee	US Army Corps of Engineers District, Kansas City
96	26	US Army Corps of Enginee	US Army Corps of Engineers District, Omaha
96	27	US Army Corps of Enginee	US Army Corps of Engineers Regional Office, Missouri River
96	28	US Army Corps of Eng. Di	US Army Corps of Engineers Division, Great Lakes and Ohio River
96	29	Corps of Engineers, Civi	US Army Corps of Engineers District, Huntington
96	30	US Army Corps of Enginee	US Army Corps of Engineers District, Louisville
96	31	US Army Corps of Enginee	US Army Corps of Engineers District, Nashville
96	32	US Army Corps of Enginee	US Army Corps of Engineers District, Pittsburgh
96	33	US Army Corps of Enginee	US Army Corps of Engineers District, Buffalo
96	34	US Army Corps of Enginee	US Army Corps of Engineers District, Chicago
96	35	US Army Corps of Enginee	US Army Corps of Engineers District, Detroit
96	36	US Army Corps of Enginee	US Army Corps of Engineers Regional Office, Great Lakes
96	37	US Army Corps of Enginee	US Army Corps of Engineers District, Alaska
96	38	US Army Corps of Enginee	US Army Corps of Engineers Division, South Atlantic
96	39	US Army Corps of Enginee	US Army Corps of Engineers District, Charleston
96	40	US Army Corps of Enginee	US Army Corps of Engineers District, Jacksonville
96	41	US Army Corps of Enginee	US Army Corps of Engineers District, Mobile
96	42	US Army Corps of Enginee	US Army Corps of Engineers District, Savannah
96	43	US Army Corps of Enginee	US Army Corps of Engineers District, Wilmington
96	44	US Army Corps of Enginee	US Army Corps of Engineers Transatlantic Program Center
96	45	US Army COE Div Sth Pac	US Army Corps of Engineers Division, South Pacific
96	46	us army coe dist la	US Army Corps of Engineers District, Los Angeles
96	47	us army coe dist scrmnto	US Army Corps of Engineers District, Sacramento
96	48	US Army COE Dist Sf	US Army Corps of Engineers District, San Francisco
96	49	US Army COE Dist Albqrqe	US Army Corps of Engineers District, Albuquerque
96	50	US Army COE Div SW	US Army Corps of Engineers Division, Southwestern
96	51	US Army COE Dist Ft Wort	US Army Corps of Engineers District, Fort Worth
96	52	US Army COE Dist Galvstn	US Army Corps of Engineers District, Galveston
96	53	US Army COE Dist Lr	US Army Corps of Engineers District, Little Rock
96	54	US Army COE Dist Tulsa	US Army Corps of Engineers District, Tulsa
96	55	US Army Cnst Eng Rsch La	US Army Construction Engineering Research Laboratory
96	56	US Army Cold Eng Rsch La	US Army Cold Regions Research and Engineering Laboratory
96	57	US Army Eng Ww Expr Stn	US Army Engineers Waterways Experiment Station
96	58	COE Dist Far East	US Army COE, Pacific Ocean Division, Far East District

Agency Code	Bureau Code	Abbreviated Title	Title
96	59	COE Dist Honolulu	US Army COE, Pacific Ocean Division, Honolulu District
96	60	COE Dist Japan	US Army COE, Pacific Ocean Division, Japan District
97	00	Office of the Secretary	Office of the Secretary of Defense
97	01	Joint-Brazil-United Stat	Joint-Brazil-United States Defense Commission
97	03	Joint-Mexican-United Sta	Joint-Mexican-United States Defense Commission
97	05	National Security Agency	National Security Agency
97	07	Permanent Joint Board on	Permanent Joint Board on Defense United States and Canada
97	09	Office of the Secretary	Office of the Secretary of Defense
97	10	Board of Contract Appeal	Board of Contract Appeals
97	11	United States Court of M	United States Court of Military Appeals
97	12	Inspector General	Inspector General
97	13	Dept of Defense Educatio	Department of Defense Education Activity
97	14	Defense Nuclear Agency	Defense Nuclear Agency
97	15	Defense Logistics Agency	Defense Logistics Agency
97	16	DOD GEOINT	National Geospatial- Intelligence Agency
97	17	Defense Intelligence Age	Defense Intelligence Agency
97	18	Defense Investigative Se	Defense Investigative Service
97	20	DOD,Jnt Ntl Integ Ct,Shr	Joint National Integration Center (Shriever AFB, CO)
97	21	Defense Information Syst	Defense Information Systems Agency
97	22	Defense Contract Audit A	Defense Contract Audit Agency
97	23	DOD,Def Cont Mgmt Agency	Defense Contract Management Agency - National
97	24	DOD,Def Cont Mgmt Agency	Defense Contract Management Agency - Local
97	25	Campaign Management Cont	Campaign Management Control Activity
97	26	Defense Research and Eng	Defense Research and Engineering Test and Evaluation
97	27	Defense Finance and Acco	Defense Finance and Accounting Service
97	28	Joint Interagency Task F	Joint Interagency Task Force West
97	29	Defense Commissary Agenc	Defense Commissary Agency - Information Technology Communications
97	30	Department of Defense-Co	Department of Defense - Consolidatd Switches
97	31	DOD, Ballistic Missile D	Ballistic Missile Defense Organization
97	32	DOD,Joint Technology Off	Dept. of Defense Joint Technology Office (Albuquerque)
97	33	DOD,Tri-Svc Infrastr Mgm	Tri-Service Infrastructure Management Program Office (TIMPO)
97	34	DOD,Armed Forces Info Se	Armed Forces Information Service, Air Reserve, March AFB, CA
97	35	DOD,Defense Acquistn Uni	Defense Acquisition University (Ft. Belvoir, VA)
97	36	DOD Def Adv Resrch Proj	Defense Advanced Research Projects Agency
97	37	DOD Depend Schools-Europ	Department of Defense Dependent Schools - Europe
97	38	DOD - TRICARE	Department of Defense - TRICARE
97	39	US JOINT FOR COM J9	US Joint Forces Command J9
97	40	US JOIN FOR COM J7	US Joint Forces Command J7
97	41	USNORTH	US Joint Forces Command War Fighting CTR J7
97	43	Office of the Secretary of Defense	Tricare Management Activities
97	52	DOD USSOCOM	Office of the Secretary of Defense, US Special Operations Command
97	53	USTRANSCOM	U.S. Transportation Command
97	98	DOD, Washington Headqtrs	Department of Defense, Washington Headquarters Service
98	00	United States Railway As	United States Railway Association

Published by:

U.S.General Services Administration
Office of Governmentwide Policy
Office of Real Property Management
1275 First Street, NE
Washington, DC 20002

www.gsa.gov