



**Office of Enterprise Real Property Management
(Formerly the Office for Facilities Management and Policy)**

HHS Guidance for Real Property Inventory Reporting

Version 8 (final)

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SECTION A PURPOSE OF REAL PROPERTY REPORTING

The Office of Enterprise Real Property Management (OERPM) (formerly the Office for Facilities Management and Policy) has prepared this document as guidance to assist HHS entities in reporting on the Real Property which they own, directly lease, occupy as tenants, or otherwise manage. HHS entities that are required to report include:

- Administration for Children and Families (ACF)
- Administration for Community Living (ACL) (*formerly Administration on Aging*)
- Agency for Healthcare Research and Quality (AHRQ)
- Assistant Secretary for Preparedness and Response (ASPR)
- Centers for Disease Control and Prevention (CDC)
- Centers for Medicare and Medicaid Services (CMS)
- Food and Drug Administration (FDA)
- Federal Occupational Health (FOH)
- Health Resources and Services Administration (HRSA)
- Indian Health Service (IHS)
- National Institutes of Health (NIH)
- Office of the Inspector General (OIG)
- Office of the Secretary (OS)
- Program Support Center (PSC)
- Substance Abuse and Mental Health Services Administration (SAMHSA)

HHS is required to report to the U.S. General Services Administration (GSA) on HHS-owned assets and leases signed (executed) by an HHS entity, known as direct leases. However, GSA reports on leases which it executes for space which it then assigns to other agencies, as part of the Federal Real Property Council (FRPC) reporting process. These actions are required to comply with Executive Order (EO) 13327, following guidance developed by the interagency FRPC, which was formed to assist in the implementation of the EO. The EO, which was issued in February 2004, was created to promote efficient and economical use of the Federal Government's real property.

HHS has additional internal needs for real property information, beyond the data collected for FRPC, in order to make day-to-day decisions, to plan to meet mission needs, and to manage its portfolio efficiently.

The collection of real property data at the OPDIV level, and access to this data by HHS, GSA and the Office of Management and Budget, is part of the stewardship responsibility associated with asset management. The ultimate purpose of collecting the data is to use it in making strategically based budget decisions. The ultimate purpose of reporting the data is to provide a link between the data and the budget decision-making process. Reports are generated for review by the HHS Senior Real Property Officer to identify opportunities which will: reduce the number of non-mission dependent assets; increase facility utilization; improve the condition of assets; and reduce or maintain operating costs consistent with industry standards. Examples of the reports include the following:

- Mission Dependency
- Not utilized/Underutilized

- Facility Condition Index less than 90
- Operating Cost per square foot
- Status of Dispositions

This document incorporates guidance for FRPC-required reporting on assets owned and directly leased and for additional HHS reporting requirements for all assets. The following appendices are included:

Appendix A	ACRONYMS & GSA AGENCY BUREAU CODES
Appendix B	DETERMINATION OF STATUS
Appendix C	HHS GUIDANCE FOR REPORTING UTILIZATION
Appendix D	MAXIMUM UTILIZATION RATE FOR OFFICE AND RELATED SPACE
Appendix E	HHS GUIDANCE FOR REPORTING MISSION DEPENDENCY
Appendix F	HHS OPDIV CERTIFICATION STATEMENT
Appendix G	HHS VERIFICATION & VALIDATION FORM

A.1 New Reporting Requirements for 2012

The FRPC added several new data elements required in 2011, and two that were optional in 2011, but would be required in 2012. The FRPC has since rescinded most of the requirement.

The *Federal Real Property Council 2012 Guidance For Real Property Inventory Reporting, Version 3* (issued September 24, 2012) includes the following changes:

- **Data Element 3a - Legal Interest Indicator:** addition of “Withdrawn Land” (W) as a new Legal Interest category
- **Data Element 4a - Status Indicator:** modified categories:
 - Eliminated: **Excess (E)**
 - Added: **Determination to Dispose (F), Report of Excess Submitted (B), Report of Excess Accepted (C), Cannot Currently be Disposed (G)**

In addition, if an asset is coded with Status B, C, or F, **the date that the status is changed** must be reported in:

- **4b: Report of Excess Submitted Date**
- **4c: Report of Excess Accepted Date**
- **4d: Determination to Dispose Date**
- **Data Element 9 - Percent of Space Utilization:** now **REQUIRED** for the following Building Predominant Use categories: **Offices, Hospitals, Family Housing, Dormitories and Barracks, Warehouses and Laboratories**. It is NOT to be reported for any structure assets, land assets, or remaining building uses.
- **Data Element 13b - Annual Net Rent to Lessor** and **13c - Annual Operating & Maintenance Cost:** required for all leased assets.

NOTE: The FRPP will no longer require **Lease Maintenance Indicator, Number of Federal Employees, Number of Contractor Employees, or Number of Federal Teleworkers**, but HHS will collect that data for internal use.

The following fields will no longer be required for ARIS or for the FRPP:

- ARIS Section: **Lease Options; Total Annual Operating Costs, Report to ARIS, and SF-118 Submission**
- FRPC Section: **Recipient**
- Shared Section: **Explain Why Not MD**
- Restrictions Section: all fields
- Legal Section: all fields
- Operating Section: **Total Annual BTU Consumption**
- Disposition Section: all fields

A.2 New Guidance for 2012

In response to suggestions from HHS and other agencies, the FRPC has added three new Predominant Use categories for Building assets:

- **Outpatient Health Care Facility (code 17)**
- **Comfort Stations/Restrooms (code 24)**
- **Data Center (code 25)**

SECTION B HHS's AUTOMATED REAL PROPERTY INVENTORY SYSTEM

The Automated Real Property Inventory System (ARIS) is a software tool used to store OPDIV real property data in a central location. With the data in one place, HHS can easily 1) satisfy FRPC's annual reporting requirements and 2) access the data for analysis purposes. This software tool allows HHS to collect and maintain information on its inventory and to create executive-level reports to manage the portfolio as a whole in a cost effective manner. HHS uses HarborFlex for ARIS. HarborFlex. It is a subscription software service developed by Lease Harbor for the administration of leases and other real property. It has been customized to meet HHS's needs, with fields created to capture the FRPC mandatory data elements/fields and additional fields which HHS has determined are needed to manage its portfolio. There are standard reports, established for HHS within HarborFlex, that are easily run, and users can also create their own special report formats, if needed. An administrator at HHS's OEPRM is responsible for assisting HHS entities and working with HarborFlex. This web-based tool is easily accessible to other HHS entities as well. The data from the four landholding OPDIVs—CDC, IHS, FDA and NIH—is uploaded into HarborFlex and refreshed regularly. HHS entities which do not own land or manage direct leases will update their data manually within HarborFlex.

Non-landholding entities will utilize HarborFlex as their primary system for recording and maintaining accurate real property information, ensuring that it is current and accurate on an ongoing basis. HHS entities shall contact the OERPM administrator to obtain a password in order to gain access to the HarborFlex system. HHS has trained staff throughout HHS in the use of HarborFlex.

To ensure that OPDIV portfolio data for owned, leased and otherwise managed holdings are complete and accurate for daily decision-making purposes, an HHS Certification Statement is required from each of the OPDIV Facility Directors. All Facility Directors must submit this statement each fiscal quarter, to ensure the completeness and accuracy of OPDIV data in ARIS.

To access the system, the user begins at <http://www.leaseharbor.com>. From there, the user clicks on the "Subscriber Login – HarborFlex" button. The user will then be prompted for a user name and password. Once this information has been entered, the user can access HarborFlex and its functions.

B.1 Quality Control

Data should be updated and accuracy ensured on a regular basis. While the data will be used for various HHS purposes throughout the year, significant dates when it will be used are March 1 for the budget cycle and November 1 for the General Services Administration's FRPP data call. The data is analyzed after each quarterly update, and the status of each OPDIV's assets, and HHS's assets as a whole, are summarized and reported back to the OPDIVs.

HHS has established a quality control process to ensure that the data is complete and accurate. The process includes the following steps:

Step 1: Data Entry

OPDIVs enter and regularly update data in accordance with the manual.

Step 2: Error Log

An error log is generated by HHS's data loader when processing the OPDIVs' spreadsheet submissions, and it is generated for other HHS entities data after the data is directly entered into the system. The log is a text file

that HHS generates that documents any errors in the data encountered during the load. For example, the log can indicate:

- Blank fields that are required (missing mandatory data)
- Column headers that do not match previous load instructions
- Field contents that do not match previous load instructions
- Invalid codes for use, location, etc.
- Non-numeric information where numeric information is required.

The log is then distributed to the OPDIVs and other HHS entities to use in correcting any problems so that they can resubmit corrected data. HHS is assured that a clean log after a data load indicates that the data is complete.

(Note: OERPM may need to have some fields overwritten or autopopulated through HarborFlex in order to produce an acceptable submission to the FRPP (compliant with the required XML schema). For example, there are cases where a particular field is not permitted to be blank, even if it is inapplicable to the asset record. In other cases, fields are required to be blank or the upload to FRPP will be unsuccessful. These changes will be used to alter the format, not the substance of the data.)

Step 3: Comparison with Prior Year's Data

OERPM maintains a copy of the final ARIS and/or FRPC submission(s) in a spreadsheet so that one year's submission can be compared against the prior year's portfolio data. In this way, variances can be identified and reviewed with the relevant OPDIVs. GSA also conducts data comparisons from year to year (on behalf of the FRPC and OMB). The department is required to explain significant or unexplained variances.

Step 4: Comparison with Data Provided by GSA

GSA inputs data into the FRPP system for properties it owns or leases and makes it available to agencies. As a cross check, OERPM compares data provided by its OPDIVS with the GSA data to identify any discrepancies. It is expected that the data reported in ARIS for a GSA-acquired asset reflects the current Occupancy Agreement.

Step 5: Certification of Complete and Accurate Data

HHS and its OPDIVs share responsibility for ensuring that there is complete and accurate real estate data in the system. Using the tools and process described above, OERPM reviews that data and works with OPDIVs to address variances and correct errors. Once the review is complete, OERPM requires the OPDIV to certify that the data is complete and accurate (see *Appendix F*).

B.2 Verification and Validation of Data

In order to improve every day decision making in the management of HHS's real property assets, it is essential that OERPM has accurate and up-to-date data on those assets. Therefore, it is necessary for the data in the ARIS be verified for accuracy and completeness. The Verification and Validation process, which involves both comprehensive and random checks of real property data, is designed to ensure the quality of the information used in decision making. Real property assets should be re-assessed on a regular basis, and the data updated as needed.

In September 2007, a Verification and Validation Plan was submitted to OMB. The plan had five elements: 1) the use of "desktop" validation methods such as visual checks and metrics; 2) communication of data from the OPDIVs to the ARIS database on, at minimum, a quarterly basis; 3) verification of data uploaded to the FRPP by spot checks and comparison to previously uploaded data; 4) training of OPDIV personnel in data sourcing, data calculation, and validation methods; and 5) validation site visits conducted periodically by OPDIV

personnel and by OERPM. The plan also outlined the roles and responsibilities of OERPM and the OPDIVs, and a schedule of verification activities during the fiscal year.

A form has been developed to help in the verification process (see **Appendix G**). Though the use of the form is optional, it does provide a method of recording pertinent asset information in a clear and consistent fashion.

B.3 ARIS User Security

In order to comply with HHS IT security requirements, ARIS users must meet the following requirements:

- Passwords must have a minimum of eight (8) characters, including both capital and lowercase letters, numbers, and special characters
- Passwords must be changed every 90 days
- Users will be blocked from the system after 10 unsuccessful login attempts

SECTION C HHS INVENTORY DATA FIELDS & DESCRIPTIONS

C.1 Real Property Reporting

In addition to the data required for FRPC reporting, HHS collects additional data for internal management purposes on all assets occupied by HHS entities. This includes owned property; direct leases (leases executed by an HHS entity without GSA); GSA owned and leased properties occupied by HHS entities under an occupancy agreement; and properties occupied under some other form of arrangement, such as an Inter-Agency Agreement.

The HHS landholding OPDIVs (Centers for Disease Control and Prevention, Food and Drug Administration, Indian Health Service, and the National Institutes of Health) are required to report on their owned, leased, and otherwise managed property.

The following non-landholding OPDIVs are required to report on leased property that they occupy: Administration for Children and Families, Administration for Community Living, Agency for Healthcare Research and Quality, Assistant Secretary for Preparedness and Response, Centers for Medicare and Medicaid Services, Health Resources and Services Administration, the Office of the Inspector General, the Office of the Secretary, Program Support Center, and Substance Abuse and Mental Health Services Administration.

The HHS entity that has signed the direct lease or the GSA occupancy agreement, or made similar arrangements with GSA, is responsible for reporting the property. Please note that the Program Support Center is responsible for reporting on property which it occupies, but not for property for which it provides administrative services for other HHS entities.

C.2 HHS Inventory Data

The additional HHS mandatory data elements listed below will be reported, as applicable, for each asset. Detailed definitions for each data element are included in Section C.5.2.

Some of the HHS data elements differ from the FRPP elements. HHS OPDIVs that report direct leases to the FRPC inventory are also required to report the HHS data elements for their leased inventory (both direct leases and GSA occupancies).

Data elements common to the FRPC and HHS ARIS databases do not need to be repeated when reporting for the HHS ARIS database. Only the additional elements listed below are required.

Reporting in the HHS ARIS system is done at the lease level, and each lease must be reported individually. For a single building with multiple leases, report each lease separately. Where there are multiple Occupancy Agreements (OA) under a single GSA lease, information should be aggregated and reported as one lease if the OA's have the same expiration dates. Otherwise, report each separately by expiration dates.

For a single lease that spans multiple buildings, report data at the constructed asset level (i.e., separately for each address), prorating the RSF, USF, Replacement Value, and lease costs over the buildings.

C.3 ARIS Data Fields with Corresponding FRPC Data Elements

The following table shows the location of ARIS data field in the HarborFlex system, and the corresponding FRPC data element. New and revised field names are in **bold**.

<i>ARIS Data Field</i>	Harbor Flex Section	FRPC data element
<i>Division</i>	Record Detail	
<i>Name</i>	Record Detail	
<i>Address</i>	Record Detail	14a. Main Location
<i>Suite</i>	Record Detail	
<i>City State Postal</i>	Record Detail	16. City 17. State 21. Zip Code
<i>Country</i>	Record Detail	18. Country
<i>File ID</i>	Record Detail	15. Real Property Unique Identifier
<i>Status</i>	Record Detail	4a. Status
<i>Type</i>	Record Detail	1. Real Property type
<i>Subtype</i>	Record Detail	2. Real Property Use
<i>Size</i>	Record Detail	8b. Gross Square Feet
<i>Alt Size</i>	Record Detail	8a. Acres
<i>Ownership</i>	ARIS	
<i>Rentable Size</i>	ARIS	
<i># Options Remaining</i>	ARIS	
<i>Usable Size</i>	ARIS	
<i># Occupants</i>	ARIS	
<i>Security Level</i>	ARIS	
<i>Building Name</i>	ARIS	
<i>Tribally Operated</i>	ARIS	
Structure Size	ARIS	8c. Structural Units
<i>Structure UOM</i>	ARIS	8d. Structure UOM
<i>Report to FRPC</i>	ARIS	
<i>Commencement</i>	ARIS	
<i>Expiration</i>	ARIS	26. Lease Expiration Date
<i>Delegated Lease Authority</i>	FRPC	3b. Lease Authority Indicator
<i>Legal Interest</i>	FRPC	3a. Legal Interest Indicator
<i>Lease Maintenance Indicator</i>	FRPC	
<i>Outgrant Indicator</i>	FRPC	4e. Outgrant Indicator
<i>Historical Status</i>	FRPC	5. Historical Status
<i>Using Organization</i>	FRPC	7. Using Organization
<i>Value</i>	FRPC	10. Replacement Value
<i>Condition index</i>	FRPC	11. Condition Index
<i>Latitude</i>	FRPC	14b. Latitude
<i>Longitude</i>	FRPC	14c. Longitude
<i>County</i>	FRPC	19. County
<i>Congressional District</i>	FRPC	20. Congressional District
<i>Installation Identifier</i>	FRPC	22a. Installation Identifier
<i>Installation Name</i>	FRPC	22c. Installation Name
<i>Sub-installation Identifier</i>	FRPC	22b. Sub-installation Identifier
<i>Disposition Method</i>	FRPC	23a. Disposition Method

ARIS Data Field	Harbor Flex Section	FRPC data element
<i>Disposition Date</i>	FRPC	23b. Disposition Date
<i>Disposition Value</i>	FRPC	23c. Disposition Value
<i>Net Proceeds</i>	FRPC	23d. Net Proceeds
<i>Reporting Agency Code</i>	Shared	6. Reporting Agency
<i>Utilization Status</i>	Shared	
<i>Mission Dependency</i>	Shared	12. Mission Dependency
Owned Annual Op and Maint Costs	Shared	13a. Owned Annual Operating & Maintenance Costs
<i>Sustainability</i>	Shared	24. Sustainability
Report of Excess Submitted Date (B)	Shared	4c. Report of Excess Submitted Date
Report of Excess Accepted Date (C)	Shared	4c. Report of Excess Accepted Date
Determination to Dispose Date (F)	Shared	4d. Determination to Dispose Date
<i>Utilization Rate / Waiver</i>	Operating	
<i>Percent of Space Utilized</i>	Operating	9. Percent of Space Utilized
<i>Lease Annual Rent to Lessor</i>	Operating	13b. Lease Annual Rent to Lessor
<i>Lease Annual O&M Cost</i>	Operating	13c. Lease Annual O&M Cost
<i>Number of Federal Employees</i>	Operating	
<i>Number of Contractor Employees</i>	Operating	
<i>Number of Federal Teleworking Employees</i>	Operating	

C.4 HarborFlex Screen Shots

HarborFlex RECORD DETAIL section

The top of every screen shows basic information such as size, subtype and address. The information stored here is common to both FRPP and ARIS reporting, and the section remains visible when you move between sections below. [Note that this screen shot depicts a Real Property Type of 'Building'; if the asset is Land or Structure, it will say Land Detail or Structure Detail.]

Building Detail COPY EDIT DEL

Division:	OS	File Id:	OH2152-OS
Name:	BP Tower	Status:	Active
Address:	200 Public Square	Type:	Building
Suite:	1300	Subtype:	Office
City State Postal:	Cleveland, OH 44114-2316	Size:	74,345.00 SF
Country:	United States	Alt Size:	

ARIS | [FRPC](#) | [Shared](#) | [Key Dates](#) | [Map](#) | [Reporting](#) | [Operating](#) EDIT

HarborFlex ARIS section

This section contains data fields that are required for ARIS reporting.

ARIS EDIT

Ownership:	GSA Leased	Tribally Operated:	No
Rentable Size:	74,345 SF	Report to FRPC:	No
# of Options Remaining:		Commencement:	
Usable Size:	66,783 SF	Expiration:	04/30/2016
# of Occupants:	162	Structure Size:	
Security Level:		Structure UOM:	
Building Name:	BP Tower		

Comment

OS/ OMHA Midwestern Field Office
 OA: AOH04669 for 43,234 RSF, 38,836 USF, 26 parking spaces
 OA: AOH05294 for 27,263 RSF, 24,490 USF, 10 parking spaces
 Billed to 7500
 OA AOH05816 for 3,848 RSF, 3,457 USF billed to 7501

HarborFlex FRPC section

This section contains data fields that are required for FRPC reporting.

The screenshot displays the HarborFlex FRPC section. On the left is a tree view of buildings, including BP Tower : OH2152-OS, Capital Place : DC0326-OS, Dirksen Federal Building : ILC MD1248 : MD1248, Montoya Federal Building : N PCSBI : DC0385-OS, Region IX Office : CA0305-OS, Region IX office : CA0305A-O, Region V Office : IL2409-OS, Region VII Office : MO0127-O, Region VIII Office : CO1569-O, Region X Office : WA7593-OS, Rosslyn Metro Center : VA035, Sam Nunn Atlanta Federal Ce, Sam Nunn Atlanta Federal Ce, Technology Drive : CA7683-O, Tower Building : MD0774-OS, and Tower Building : MD0774a-OS. Below the list are 'ADD RECORD' and 'ADD GROUP' buttons. The main area shows a data entry form with the following fields:

Delegated Lease Authority:	GSA-PCA	County:	Cuyahoga
Legal Interest:	Fed Government Leased	Congressional District:	11
Lease Maintenance Indicator:	No	Installation Identifier:	OH2152
Outgrant Indicator:	No	Installation Name:	BP Tower
Historical Status:	Not Evaluated	Sub-Installation Identifier:	00
Using Organization:	7501	Disposition Method:	
Replacement Value:		Disposition Date:	
Condition Index:		Disposition Value:	
Latitude:		Net Proceeds:	
Longitude:			

HarborFlex SHARED section

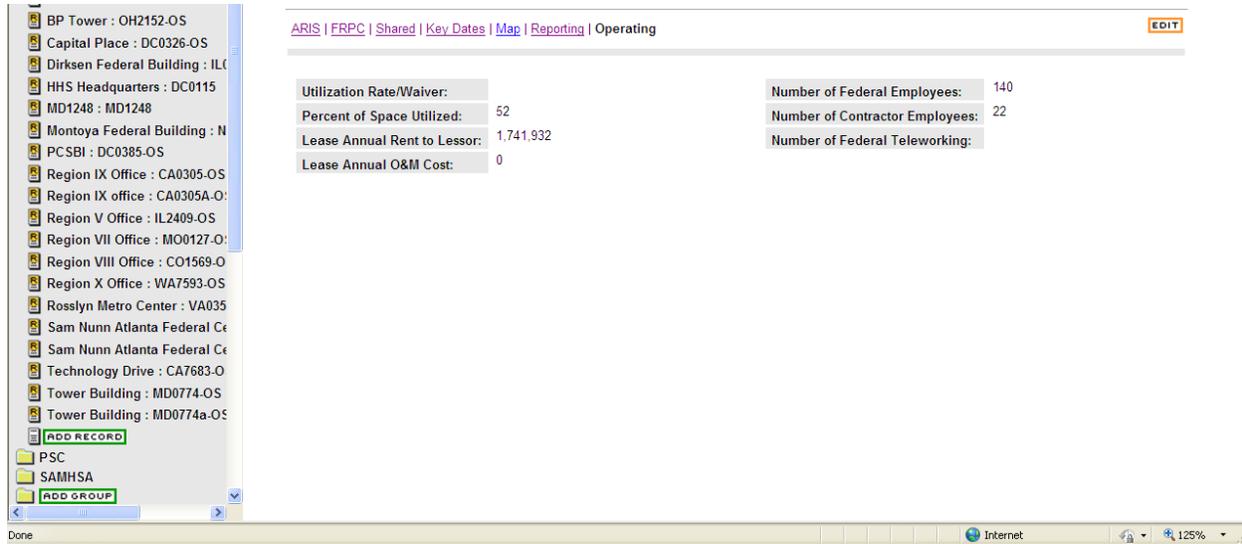
This section contains fields that are common to both ARIS and FRPC reporting.

The screenshot displays the HarborFlex SHARED section. On the left is a tree view of buildings, including BP Tower : OH2152-OS, Capital Place : DC0326-OS, Dirksen Federal Building : ILC MD1248 : MD1248, Montoya Federal Building : N PCSBI : DC0385-OS, Region IX Office : CA0305-OS, Region IX office : CA0305A-O, Region V Office : IL2409-OS, Region VII Office : MO0127-O, Region VIII Office : CO1569-O, Region X Office : WA7593-OS, Rosslyn Metro Center : VA035, Sam Nunn Atlanta Federal Ce, Sam Nunn Atlanta Federal Ce, Technology Drive : CA7683-O, Tower Building : MD0774-OS, and Tower Building : MD0774a-OS. Below the list are 'ADD RECORD' and 'ADD GROUP' buttons. The main area shows a data entry form with the following fields:

Reporting Agency Code:	7501	Sustainability:	3 - Not Yet Evaluated
Utilization Status:	Under Utilized	Report of Excess Submit Date:	
Mission Dependency:	Mission Dependent	Report of Excess Accepted Date:	
Owned Annual Op and Maint Cost:		Determination to Dispose Date:	

HarborFlex OPERATING section

This section contains fields that are common to both ARIS and FRPC reporting.



C.5 HHS ARIS Data Fields Discussion

C.5.1 Record Detail section

DIVISION The HHS OPDIV reporting the asset. Use the acronyms listed in *Appendix A*.

NAME The file name - this can be either the primary function of the asset (e.g., “Midwest Regional Office”) or the name by which it is commonly referred (e.g., “Storage Building 14”). The Building Name (see below) or the address can also be used.

ADDRESS (14a) The street address - do NOT use an intersection, building name, Post Office box, or other mailing address. Spell out the name of the street completely, and use standard abbreviations, such as Ave., St., or Rd., but do not spell out address numbers. Don’t forget quadrants. (For example, enter “1 Massachusetts Ave., NW”, not “One Mass Av.”)

SUITE Suite number or room number, if any.

CITY (16) The city or town where the asset is located; do not abbreviate.

STATE (17) Use the 2-letter postal abbreviation (e.g., MD for Maryland).

POSTAL (21) The 5 or 9 digit zip code.

COUNTRY (18) Choose the country from the drop-down list. Note that US territories such as Guam and Puerto Rico are treated as other countries.

FILE ID (15) The *Real Property Unique Identifier* (RPUI), which is unique to an item of real property that will allow linkages to other information systems. The RPUI is assigned by the reporting agency or OPDIV, and is limited to **20 characters**.

GSA assigns an identifier to properties occupied under a GSA lease. This identifier, which is usually the two letter state abbreviation plus four digits (e.g., DC0115 for the Humphrey Building) can be used **provided an OPDIV identifier** is added (e.g., DC0115-OS) to distinguish it from other occupancies in the same building. If an OPDIV has more than one OA in the same building, each OA must have a unique RPUI (e.g., DC0115-OSa and DC0115-OSb).

To support meaningful data analysis over time, the **RPUI must never be changed** after it is entered in ARIS. The RPUI may not be changed without approval from HHS/OERPM.

STATUS (4) The physical or operational status of the asset. Choose from:

- **Active (A)**: Under HHS control, and in use.
- **Inactive (I)**: Under HHS control, but not currently in use; however, the asset is being held for future use. (If possible, explain in the Comment section why the asset is inactive and when it is expected to return to Active status.)
- **Report of Excess Submitted (B)**: HHS has submitted a Report of Excess (ROE) to GSA, but it has not yet been accepted.* Owned assets only.
- **Report of Excess Accepted (C)**: HHS has received an acceptance of the ROE from GSA, but it has not yet been disposed.* Owned assets only.
- **Determination to Dispose (F)**: HHS has decided to dispose of the asset under its Independent Statutory Authority.* Owned assets only.
- **Cannot Currently Be Disposed (G)**: No longer needed, but cannot be disposed due to tribal considerations, environmental remediation, historical status, etc. Owned assets only.
- **Disposed (D)**: No longer in the inventory, and disposed of during the current fiscal year.
- **Archived** : Disposed of in a previous fiscal year.

*Note: For this status, the date must also be reported; see **SHARED** Section, page 17. For further guidance, see **Appendix B**.

TYPE (1) Choose Building, Land or Structure from the drop-down list.

SUBTYPE (2) Choose the asset's Predominant Use from the drop-down menu. An asset can have only one predominant use; choose the greatest use of the asset. For space occupied in a portion of a building, choose the predominant use of the space, not of the building as a whole. (For example, a lease for warehouse space in a building mainly used as offices would be categorized as 'Warehouse'.)

For a comprehensive list of subtypes and their definitions, see Appendix B in the *FRPP 2012 Guidance for Real Property Inventory Reporting*.

SIZE (8b) *Owned Buildings*: enter the gross square feet (GSF). GSF is the total constructed area of a building, and includes atriums, mezzanines, finished basements and subbasements, interstitial spaces, mechanical areas, penthouses, and structured parking and ramps. *Leased Buildings*: enter the rentable square feet. Leave blank for Land and Structures (which are reported elsewhere).

ALT SIZE (8a) *Land assets:* Enter the size of the asset in Acres. Leave blank for Buildings and Structures.

C.5.2 ARIS section

OWNERSHIP The legal status of the asset. Choose from:

- **Direct Owned:** Owned by HHS
- **Direct Leased:** Leased by HHS without GSA control
- **GSA Leased:** GSA leases the asset, and HHS has an occupancy agreement
- **GSA Owned:** GSA owns the asset, and HHS has an occupancy agreement
- **Inter-Agency Agreement:** Another Federal agency owns or leases the asset, and HHS has an occupancy agreement
- **Capital Lease:** Generally, a type of lease that transfers the benefits and risks of ownership to the lessee. If a lease meets one or more of the following criteria, it should be considered a capital lease:
 - Ownership is transferred to the lessee at the end of the lease term
 - The lease contains an option to purchase the asset at a bargain price
 - The lease term is equal to or greater than 75% of the estimated economic life of the asset
 - The present value of lease payments (excluding executor costs) equals or exceeds 90% of the fair value of the asset

RENTABLE SIZE *Owned Buildings:* enter the gross square feet. *Leased Buildings:* enter the square footage for which rent is charged. Leave blank for Land and Structures.

OF OPTIONS REMAINING Enter the number of options remaining on the lease; enter 0 if there are none remaining or if the lease had no options.

USABLE SIZE *Owned Buildings:* enter the square footage of the portions of the building available to use for program operations; exclude common or shared space that cannot be reasonably assigned for program purposes. *Leased Buildings:* enter the secured square footage occupied exclusively by the tenant within the leased space. Usable Size includes a pro-rata share of joint use spaces, and excludes common spaces such as restrooms, stairwells, elevator lobbies and shafts, electrical and mechanical rooms, janitorial rooms, etc. For a more extensive definition, see **Appendix C**. Leave blank for Land and Structures.

NOTE: *As a rule, gross square feet (the Size field) should be greater than or equal to rentable square feet (Rentable Size), and rentable square feet should be greater than usable square feet (Usable Size).*

#OF OCCUPANTS Enter the number based on the most recent annual census, usually taken on June 30. Include HHS staff, contractors and volunteers; part time workers are counted as full time.

SECURITY LEVEL If known, enter the number between 1 and 5 assigned to the asset.

BUILDING NAME If the building has a name other than the address, such as a “Sam Nunn Federal Center” or “Parklawn Building”, enter it; if not, enter the address. Do not abbreviate.

TRIBALLY OPERATED For IHS assets that are operated by a tribe, but owned by the Federal Government, enter ‘Yes’.

STRUCTURE SIZE [formerly ‘Other Size’] Enter the numeric size or units. Leave blank for Buildings and Land.

STRUCTURE UOM Choose the Unit of Measure for Structure Size above. NOTE: Make sure that the UOM is valid for that particular type of structure. Some common subtypes and their valid UOMs:

- Airfields/Pavements: Square Yards
- Parking: Square Yards
- R&D: Each
- Roads/Bridges: Lane Miles *or* Square Yards
- Storage: Each *or* Linear Feet
- Utility System: Each *or* Linear Feet *or* Miles
- Other: Each, Lane Miles, Linear Feet, Miles, *or* Square Yards

Leave blank for Buildings and Land.

REPORT TO FRPC If the asset is owned by HHS, or leased directly (and not tribally operated), enter 'Yes'. If the Asset was acquired through a GSA Occupancy Agreement, or a direct lease operated by the tribes, enter 'No'.

COMMENCEMENT Enter the start date of the lease, in the mm/dd/yyyy format.

EXPIRATION (26) Enter the end date of the lease, in the mm/dd/yyyy format. If a lease expires and is renewed under a new lease number (essentially a new lease), the old lease should be disposed using Disposition Method LE (lease expiration) and the new lease entered as a new record. If there are multiple leases or occupancy agreements at the asset, use the **latest** expiration date.

C.5.3 FRPC Section

DELEGATED LEASE AUTHORITY (3b) Choose the authority used to execute the lease; report for leased assets only.

- **ISA:** Independent Statutory Authority
- **GSA-CS:** Categorical Space – delegation from GSA
- **GSA-SPS:** Special Purpose Space – delegation from GSA (For HHS, only lab space can be acquired this way.)
- **GSA-PCA:** Provider of Choice authority – delegation from GSA

LEGAL INTEREST (3a) Like OWNERSHIP above, indicate whether the asset is owned or leased, either by HHS or GSA, or owned by other entities.

- **Federal Government Owned (G):** Either HHS or GSA has a fee-simple interest in the asset
- **Federal Government Leased (L):** The rights to the asset have been assigned to HHS by a private entity or by another government entity (e.g., GSA) for a defined period of time, in return for rental payments
- **State Government Owned (S):** A U.S. state government holds title to the property, but rights for use have been granted to HHS in an arrangement other than a leasehold arrangement
- **Foreign Government Owned (F):** A foreign government holds title to the property, but rights for use have been granted to HHS in an arrangement other than a leasehold arrangement
- **Museum Trust (M):** A trust entity holds title to the property predominantly used as a museum
- **Withdrawn Land (W):** Land withdrawn from public domain for another Federal entity's specific use

LEASE MAINTENANCE INDICATOR Indicate whether HHS has responsibility to maintain a leased asset. (If 'Yes', make sure the maintenance cost is reflected in the LEASE ANNUAL O&M COST (13c) field in the **OPERATING** section.)

OUTGRANT INDICATOR (4e) Indicate whether property rights have been conveyed or granted to another entity.

HISTORICAL STATUS (5) This refers to the designation made by the National Park Service, not to any state or local designation. Leave blank for leased assets.

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

USING ORGANIZATION (7) The 4-digit code of the predominant user of the property (see **Appendix A**).

REPLACEMENT VALUE (10) [Formerly 'Value'] The cost of replacing the existing asset with a newly-constructed asset of the same size, at the same location, and at **today's** building standards and codes. Leave blank for leased assets and for Land assets.

CONDITION INDEX (11) The ratio of the asset's repair needs (BMAR) to its Replacement Value, expressed as a number between 0 and 100. Calculate using the formula:

$$CI = 100 \times (1 - [BMAR / Replacement Value])$$

BMAR (backlog of maintenance and repairs) = the amount needed to restore the asset to a condition substantially equivalent to the originally intended and designed capacity, efficiency, or capability

Leave blank for leased assets and for Land assets.

LATITUDE (41b) / LONGITUDE (14c) If no street address is available, latitude and longitude may be reported instead.

COUNTY (19) The county where the asset is located. Do not abbreviate.

CONGRESSIONAL DISTRICT (20) The 2-digit number of the congressional district where the asset is located. If there is only one district or an At-Large seat, use '01'.

INSTALLATION IDENTIFIER (22a) An installation can be any land, buildings or structures, or any combination of them. Use an alpha-numeric code up to 24 characters.

INSTALLATION NAME (22c) Enter the installation name.

SUB-INSTALLATION IDENTIFIER (22b) A sub-installation is a part of an installation which has a different geographic code from the headquarters installation. Use an alpha-numeric code up to 6 characters. (Use '00' if no sub-installation exists.)

DISPOSITION METHOD (23a) For assets with status 'Disposed', choose the method of disposal from the drop-down menu.

DISPOSITION DATE (23b) Enter the date on which the asset was disposed, using *mm/dd/yyyy* format, based on the disposition method:

- Lease Expiration: lease expiration date
- Lease Termination: lease termination date
- Demolition: date demolition was completed
- Federal Transfer: Date of **acceptance** (not submission) of letter of transfer

(For other disposition methods, refer to the FRPP Guidance.)

C.5.4 SHARED section

REPORTING AGENCY CODE (6) The 4-digit code of the OPDIV reporting the property (see *Appendix A*).

UTILIZATION STATUS [Formerly 'Utilization'] Choose from the following:

- **Over Utilized:** the asset is occupied or being used beyond its designed capacity
- **Utilized:** the asset is occupied or used at its designed capacity
- **Under Utilized:** the asset is occupied or used at less than its designed capacity
- **Not Utilized:** the asset is not being occupied or used

For detailed guidance, see *Appendices C and D*.

MISSION DEPENDENCY (12) Indicate the value the asset brings to the mission being performed there. NOTE: report whether the **asset** is critical to the mission, not whether the mission taking place there is critical to HHS.

- **Mission Critical:** without the asset, the mission would be compromised
- **Mission Dependent:** neither Mission Critical nor Not Mission Dependent
- **Not Mission Dependent:** the mission would be unaffected by the loss of the asset

For detailed guidance, see *Appendix E*.

OWNED ANNUAL OP AND MAINT COSTS (13a) Report the annual operating cost of Owned assets, including:

- Recurring maintenance and repair costs
- Utilities, including plant operation and purchase of energy
- Cleaning and/or janitorial costs, including pest control, refuse collection and recycling
- Roads & grounds costs, including grounds maintenance, landscaping, and snow & ice removal

Security costs are excluded. Report here for Owned assets only; costs for Leased assets are reported in the **OPERATING** section (see page 18).

SUSTAINABILITY (24) Indicate whether the asset meets the sustainability goals set forth in Executive Order 13514 {§2 (g)(iii)}. To be considered Sustainable, the asset must meet the five Guiding Principles, **or** be registered with an ANSI-accredited organization prior to October 1, 2008 and subsequently certified. EnergyStar certification does **not** qualify. Choose:

- **Yes (1):** The asset has been evaluated, and it meets the requirement.

- **No (2):** The asset has been evaluated, and does not meet the requirement.
- **Not Yet Evaluated (3):** The asset has not been evaluated for Sustainability.
- **Not Applicable (4):** The guidelines do not apply to the asset. This includes assets that will be disposed of by the end of FY2015.

Do not report for Land, Structures, or Building assets of less than or equal to 5,000 GSF.

REPORT OF EXCESS SUBMITTED DATE - B (4b) If the asset is Status 'B', enter the date the Report of Excess (ROE) was submitted to GSA in *mm/dd/yyyy* format. If the asset is not status B, leave blank.

REPORT OF EXCESS ACCEPTED DATE - C (4c) If the asset is Status 'C', enter the date the ROE was accepted by GSA in *mm/dd/yyyy* format. If the asset is not status C, leave blank.

DETERMINATION TO DISPOSE DATE - F (4d) If the asset is Status 'F', enter the date HHS determined that the asset would be disposed in *mm/dd/yyyy* format. If the asset is not status F, leave blank.

C.5.5 OPERATING section

UTILIZATION RATE / WAIVER If the office asset meets the 170 USF/occupant standard, choose:

- Meets 170 UR

If the asset does not meet the standard and is coded Utilized (see UTILIZATION STATUS field in **SHARED** section), choose the reason from the following:

- Meets 215 UR – prior to 2010
- Pre 215 UR – prior to 2003
- Fewer than 5 occupants or under 3,000 USF
- Utilized per approved standard by OERPM
- Waiver approved

For detailed guidance, see *Appendices C and D*.

PERCENT OF SPACE UTILIZED (9) Enter the percentage of the building space which is being utilized; use whole numbers between 0 and 100. Report **only** for the six Building subtypes below; leave blank for other Building subtypes, and for Land and Structures.

Percent of Space Utilized is defined as follows:

- **Dorms/Barracks, Family Housing:** percent of individual units which are occupied
- **Hospitals, Offices:** ratio of occupancy to current design capacity
- **Labs:** ratio of lab modules/stations to current design capacity
- **Warehouses:** ratio of GSF occupied to current design capacity

For detailed guidance, see *Appendices C and D*.

LEASE ANNUAL RENT TO LESSOR (13b) Report the annual fully serviced rent paid to the lessor for leased assets, minus any operations and maintenance costs. Security costs are excluded.

LEASE ANNUAL O&M COST (13c) Report the annual recurring maintenance and repair costs for leased assets, including utilities, plant operations, energy purchases, cleaning and/or janitorial, grounds maintenance, and snow/ice removal. If the O&M cost cannot be separated from the rent, enter '0' in this field, and report the entire rent amount in the LEASE ANNUAL RENT TO LESSOR field.

NOTE: The sum of the two fields above must equal the total rent paid to the lessor or GSA. Report here for Leased assets only; costs for Owned assets are reported in the **SHARED** section (see page 17).

NUMBER OF FEDERAL EMPLOYEES (25a) Report the number of Federal personnel (in FTE's), including full-time teleworkers, assigned to the building. Reporting is optional for Buildings; do not report for Land or Structures.

NUMBER OF CONTRACTOR EMPLOYEES (25b) Report the number of employees working under a contract, as defined by Part 2.101 of the Federal Acquisition Regulations (FAR). Do **not** report unpaid interns or unpaid volunteer workers. Reporting is optional for Buildings; do not report for Land or Structures.

NUMBER OF FEDERAL TELEWORKING EMPLOYEES (25c) Report the number of Federal personnel (in FTE's) who telework at least one day per week on a regular and recurring basis. Reporting is optional for Buildings; do not report for Land or Structures.

SECTION D FRPC DATA COLLECTION

D.1 Real Property Reporting

HHS reports on 1) its owned inventory and 2) properties where HHS has signed the lease. The GSA Office of Government-Wide Policy, in consultation with the Federal Real Property Council (FRPC), is responsible for establishing and maintaining a single, comprehensive, and descriptive database of all Federal Government real property. The federal database is known as the Federal Real Property Profile (FRPP). The GSA Office of Government-Wide Policy collects from each executive branch agency data pertaining to all real property holdings of the Federal Government. Section 2 of Executive Order 13327 defines Federal real property as including real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands. The general guiding principles are:

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

D.1.1 Property Reporting Exclusions

- Land held in trust or restricted fee status for individual Indians or Indian tribes.¹ In addition, based on Public Law 93-638, entitled "The Indian Self-Determination and Education Assistance Act," which gave Indian tribes the authority to contract with the Federal government to operate programs and facilities serving their tribal members, HHS is not responsible for costs associated with the operation of said programs and annual operating costs in HHS owned and leased facilities. In these instances, the Department enters the designation TO (i.e., Tribally operated) for annual operating costs for reporting purposes.
- Assets disposed of for public benefit and now held in private ownership
- Land easements or rights of way held by the Federal Government²
- Public domain land or land reserved or dedicated for National Forest, National Park, or National Wildlife Refuge purposes (except for improvements on those lands)
- Land and interests in land that are withheld from the scope of the Executive Order by agency heads for reasons of national security, foreign policy, or public safety

D.2 FRPC Reporting Requirements

Detailed instructions concerning reporting requirements to the FRPP are contained in the *Federal Real Property Council 2012 Guidance For Real Property Inventory Reporting*, issued on June 15, 2012.

The FRPC guidance contains detailed instructions and includes:

- FRPC Inventory Data Elements & Descriptions

¹ Other trust land (i.e. non-Indian trust land) is included in the inventory.

² This refers to property where the Federal Government occupies the property via easement; the property is not reported as it is excluded from the Executive Order.

- Technical Reporting Guidance
- Quick Guide - FRPC Predominant Use Categories and Codes
- Quick Guide - FRPC Data Dictionary

D.3 FRPC Inventory Data Elements

The FRPC has identified one optional and 25 mandatory data elements; these include 45 fields that are reported for owned property, and 41 for directly leased property.

Under no circumstances are HHS entities to vary what they report from these FRPC elements, their associated descriptions or coding structure.

Unless otherwise noted, data elements are to be reported at the constructed asset level (i.e., constructed asset level for buildings and structures and the parcel level for land). If constructed asset level reporting cannot be accomplished, a waiver from OMB must be obtained. OMB will provide a process and standard form for waiver submission. A waiver can be requested if there is a compelling reason why the data will not be available, and the agency can provide a reasonable timeframe for when the data will be available for reporting.

D.4 FRPC Data Elements with Corresponding Harbor Flex Location

The following table shows the FRPC data elements and the corresponding locations in Harbor Flex. New and revised field names are in **bold**.

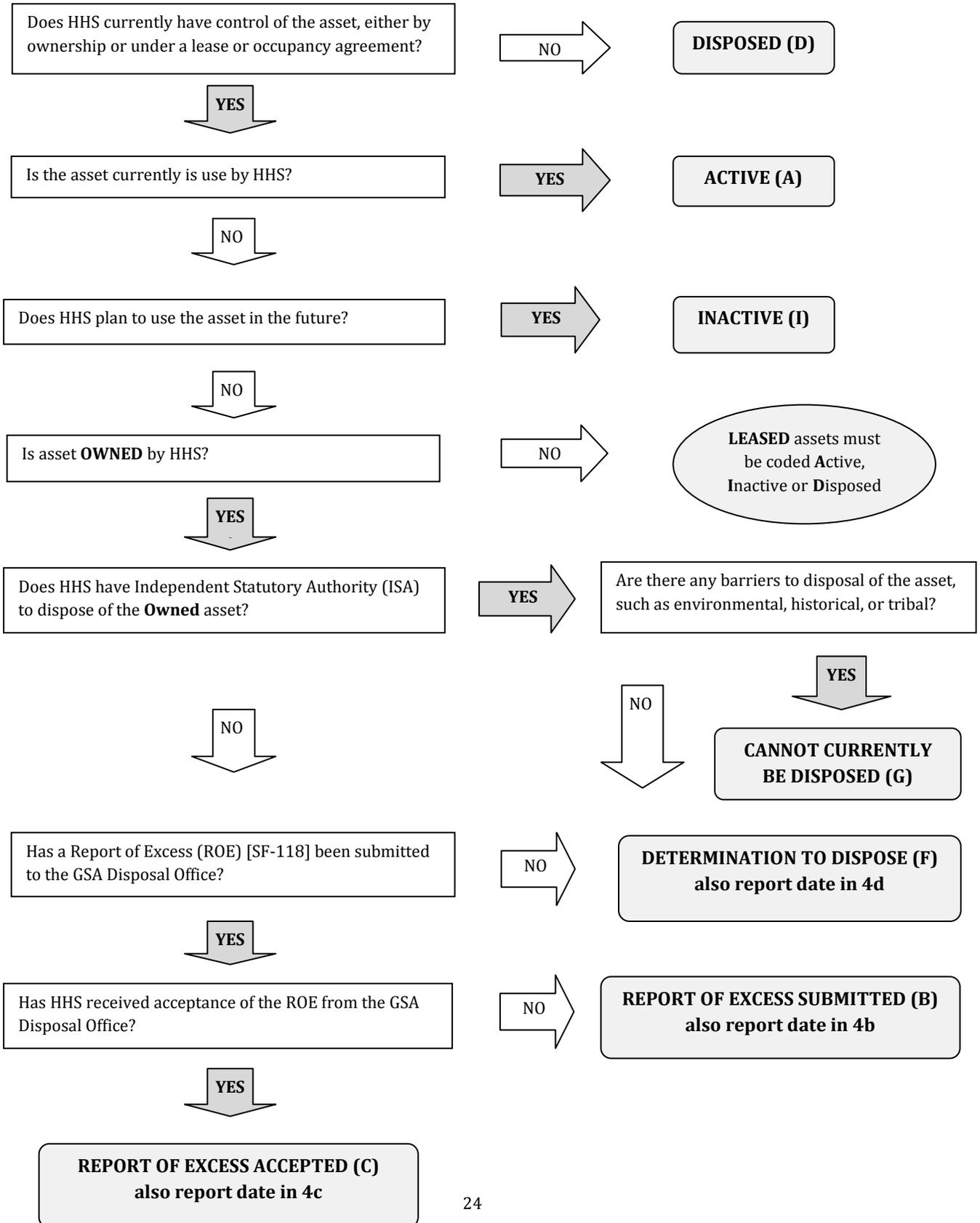
FRPC data element	ARIS Data Field	ARIS Section	Notes
1. Real Property type	Type	Record Detail	
2. Real Property Use	Subtype	Record Detail	3 new Building subtypes
3a. Legal Interest Indicator	Legal Interest	FRPC	
3b. Lease Authority Indicator	Delegated Lease Authority	FRPC	
4a. Status	Status	Record Detail	3 new Status types
4c. Report of Excess Submitted Date	Report of Excess Submitted Date (B)	Shared	Required if Status (4a) is B
4c. Report of Excess Accepted Date	Report of Excess Accepted Date (C)	Shared	Required if Status (4a) is C
4d. Determination to Dispose Date	Determination to Dispose Date (F)	Shared	Required if Status (4a) is F
4e. Outgrant Indicator	Outgrant Indicator	FRPC	
5. Historical Status	Historical Status	FRPC	Report for Owned assets ONLY
6. Reporting Agency	Reporting Agency Code	Shared	
7. Using Organization	Using Organization	FRPC	
8a. Acres	Alt Size	Record Detail	
8b. Gross Square Feet	Size	Record Detail	
8c. Structural Units	Structure Size	ARIS	
8d. Structure UOM	Structure UOM	ARIS	
9. Percent of Space Utilized	Percent of Space Utilized	Operating	Report for 5 major building types ONLY
10. Replacement Value	Replacement Value	FRPC	Report for Owned assets ONLY
11. Condition Index	Condition Index	FRPC	Report for Owned assets ONLY
12. Mission Dependency	Mission Dependency	Shared	
13a. Owned Annual Operating & Maintenance Costs	Owned Annual Op and Maint Costs	Shared	Report for Owned assets ONLY
13b. Lease Annual Rent to Lessor	Lease Annual Rent to Lessor	Operating	Report for Leased assets ONLY
13c. Lease Annual O&M Cost	Lease Annual O&M Cost	Operating	Report for Leased assets ONLY

14a. Main Location	Address	Record Detail	
14b. Latitude	Latitude	FRPC	
14c. Longitude	Longitude	FRPC	
15. Real Property Unique Identifier	File ID	Record Detail	
16. City	City State Postal	Record Detail	
17. State	City State Postal	Record Detail	
18. Country	Country	Record Detail	
19. County	County	FRPC	
20. Congressional District	Congressional District	FRPC	
21. Zip Code	City State Postal	Record Detail	
26. Lease Expiration Date	Expiration	ARIS	Report for Leased assets ONLY
22a. Installation Identifier	Installation Identifier	FRPC	
22b. Sub-installation Identifier	Sub-installation Identifier	FRPC	
22c. Installation Name	Installation Name	FRPC	
23a. Disposition Method	Disposition Method	FRPC	Required if Status (4a) is D
23b. Disposition Date	Disposition Date	FRPC	Required if Status (4a) is D
23c. Disposition Value	Disposition Value	FRPC	Required if Status (4a) is D; Owned assets ONLY
23d. Net Proceeds	Net Proceeds	FRPC	Required if Status (4a) is D; Owned assets ONLY
24. Sustainability	Sustainability	Shared	Buildings over 5,000 GSF ONLY
25a. Number of Federal Employees	Number of Federal Employees	Operating	Optional - report for Buildings ONLY
25b. Number of Contractor Employees	Number of Contractor Employees	Operating	Optional - report for Buildings ONLY
25c. Number of Federal Teleworking Employees	Number of Federal Teleworking Employees	Operating	Optional - report for Buildings ONLY

APPENDIX A ACRONYMS & GSA AGENCY BUREAU CODES

ACF	Administration for Children and Families
ACL	Administration for Community Living (formerly <i>Administration on Aging</i>)
AHRQ	Agency for Healthcare Research and Quality
ASPR	Office of the Assistant Secretary for Preparedness and Response
CDC	Centers for Disease Control and Prevention
CMS	Centers for Medicare and Medicaid Services
FDA	Food and Drug Administration
FOH	Federal Occupational Health
HRSA	Health Resources and Services Administration
IHS	Indian Health Service
NIH	National Institutes of Health
OIG	Office of the Inspector General
OS	Office of the Secretary
PSC	Program Support Center
SAMHSA	Substance Abuse and Mental Health Services Administration
7500	Department of Health and Human Services
7501	Office of the Secretary
7503	Health Resources and Services Administration
7505	Centers for Medicare and Medicaid Services
7506	Food and Drug Administration
7508	National Institutes of Health
7509	Centers for Disease Control and Prevention
7510	Indian Health Service
7511	Program Support Center
7513	Substance Abuse and Mental Health Services Administration
7517	Administration for Children and Families
7518	Agency for Healthcare Research and Quality
7519	Administration for Community Living
7520	Departmental Management (OIG)

APPENDIX B DETERMINATION OF STATUS



APPENDIX C HHS GUIDANCE FOR REPORTING UTILIZATION (FRPC Performance Measure 1)

To ensure right-sizing of HHS properties, OPDIVs are required to report data on utilization of five major property types, including Office, Laboratory, Hospital, Warehouse and Housing properties. This appendix includes guidance on reporting three data fields: **Utilization Status** (located in the Shared section), **Utilization Rate/Waiver** (Operating section) and **Percent of Space Utilized** (Operating section). **Percent of Space Utilized** is FRPP Performance Measure 1.

UTILIZATION STATUS

This field applies to all HHS building assets; it also applies to all properties leased and/or owned and operated by HHS, but not properties owned by the HHS and operated by others, such as the IHS properties operated by tribes.

Exceptions: If a property meets any of the three definitions described below, the **Utilization Status** will be reported as 'Utilized':

- Asset with five (5) or fewer occupants **or** less than 3,000 useable square feet.
- Asset listed as Historic Eligible or Historic Registered.
- Security asset (e.g. guard shack, visitors center) or COOP location

OPDIVs are required to have the appropriate documentation in place to support compliance with the HHS Utilization Policy and to support 'Utilized' status for any of the three (3) exceptions above.

Each OPDIV will base its measurement on an annual census. The census will count each staff person who both holds an HHS (or OPDIV) ID and occupies HHS (OPDIV) facilities. "Staff" includes HHS (OPDIV) employees (FTEs), contractors, guest researchers, research fellows, tenants (such as day care centers and retail spaces), and volunteers. No distinction is made between part-time and full-time employees, each of whom is counted as a whole number. The census counts people in all facilities, leased or owned.

Though Utilization is based on the principle of usable square feet per occupant, it is calculated differently for each of the five major building types, as outlined below. Usable square feet is defined as those portions of the facility available to use for program operations, and a **pro-rata share** of joint use spaces, i.e., spaces and amenities shared by more than one building tenant. Joint use space **includes** cafeterias, vending areas, auditoriums, day care facilities, health units, data centers, fitness centers, travel offices, credit unions, conference centers, training centers, libraries, and printing and reproduction units. It **excludes** common spaces that cannot be reasonably assigned for program purposes, such as restrooms, elevator shafts, fire escapes, stairwells, electrical and mechanical rooms, janitorial rooms, elevator lobbies, security desks, main egress corridors or public corridors, hazardous waste marshaling areas on the loading dock, and other non-programmable space. [For more detailed guidance, see the *HHS Facilities Program Manual, Volume II*, Section 2-4.]

Offices

The utilization status for offices and related space is based on the usable square footage (USF) currently being occupied relative to the total number of occupants in the space.

<i>HHS Office standard</i>	Utilization Status
< 128 USF / Occupant	Over Utilized
128 – 170 USF / Occupant	Utilized
> 170 USF/ Occupant	Under Utilized
0 Occupants	Not Utilized

In accordance with HHS Policy (see **Appendix D**), any Office UR that exceeds 170 usf/occupant requires a waiver from the Deputy Assistant Secretary (DAS) for Facilities Management and Policy.

Laboratories

The utilization status for laboratories is based on the USF currently occupied relative to the total number of scientists occupying the space.

<i>HHS Lab standard</i>	Utilization Status
< 200 USF / Scientist	Over Utilized
200 – 460 USF / Scientist	Utilized
> 460 USF / Scientist	Under Utilized
0 Scientists	Not Utilized

In the laboratory calculation USF includes laboratory, laboratory support, and laboratory related offices. It does *not* include the following specialized lab spaces:

Centralized Support: Centralized laboratory stand alone support facilities, such as centralized freezers, glass wash facilities, and computer centers, are determined by use of appliances, equipment and instruments to support research on a centralized basis. Net assignable square feet per person will not be employed to determine the utilization rate for shared and centralized support laboratory spaces. Centralized support space exists to support research; therefore, they are utilized so long as there is research.

Instrument or Special Purpose Laboratories, High Containment Laboratories and Clinical Research: Special purpose and instrument laboratories are determined by size of equipment and instruments. Net assignable square feet per person will not be employed to determine the utilization of special purpose or instrument laboratories. Special purpose laboratories are utilized or not utilized; likewise high containment laboratories (BLS-4) and clinical research space will be utilized or not utilized.

Animal Research Facilities (Vivaria): Utilization of animal housing is based on the requirements in the *Guide for the Care and Use of Laboratory Animals*. Utilization of the related animal research facility support functions are determined by research protocols and species housed, including: necropsy, surgery, procedure room, cage wash, quarantine area, sterilizer room, isolation, locker room, feed and bedding storage, X-ray, treatment room, behavioral testing room, microinjection room, transgenic lab suite, diagnostic lab suite,

environmental experiment room, cage decontamination area, surge cage storage, field equipment room, material decontamination/entry, incinerator, tissue digester, food preparation kitchen, automatic watering system room, CVAC system support room shared space for records, locker rooms, animal irradiator, analgesic inhaler device, and waste disposal are determined by research protocols and species housed. Animal research facility support spaces are either utilized or not utilized.

Hospitals

The utilization status for hospitals is based on current use relative to designed capacity.

<i>HHS Hospital standard</i>	Utilization Status
> 120%	Over Utilized
80 - 120%	Utilized
< 80%	Under Utilized
0	Not Utilized

Warehouses

The utilization status for warehouses is based on current use relative to designed capacity (either floor plate (USF) or number of stacks). *Exception:* Any warehouse or storage asset under 10,000 GSF will be reported as 'Utilized' if currently in use, or 'Not Utilized' if currently not in use.

<i>HHS Warehouse standard</i>	Utilization Status
> 85%	Over Utilized
50 - 85%	Utilized
10 - 50%	Under Utilized
< 10%	Not Utilized

Housing

The utilization status for housing (which includes both Family Housing and Dorms/Barracks) is based on the number of individual units occupied. A garage or storage shed which is associated with a housing asset (i.e., free-standing, but on the same property) should be coded the same as the housing asset. In addition, an individual housing asset is considered occupied if it is being held for an anticipated hire.

<i>HHS Housing standard</i>	Utilization Status
Not Applicable	Over Utilized
85 - 100%	Utilized
< 85%	Under Utilized
0%	Not Utilized

UTILIZATION RATE / WAIVER

This field applies only to building assets classified as Office. In addition to reporting **Utilization Status** and **Percent of Space Utilized** for office assets, OPDIVs are required to report their status in meeting the 170 USF per occupant standard. If an office asset meets the 170 standard, choose 1 from the list below; if it does not meet the standard and is coded 'Utilized', choose from numbers 2 through 6 below to describe its status.

Utilization Rate / Waiver
(1) Meets 170 UR
(2) Meets 215 UR – prior to 2010
(3) Pre 215 UR – prior to 2003
(4) Fewer than 5 occupants or under 3,000 USF
(5) Utilized per approved standard by OERPM
(6) Waiver approved

PERCENT OF SPACE UTILIZED

This field applies to all HHS building assets classified as Office, Warehouse, Laboratory, Hospital or Housing (Family Housing or Dorms/Barracks); it also applies to all properties direct leased or owned and operated by HHS, but not properties owned by the HHS and operated by others, such as the IHS properties operated by tribes. Percent of Space Utilized must be reported as a whole number (no decimals) between zero and 100 (e.g., 95% utilization is reported as '95', *not* .95) If the actual percentage is greater than 100, it is reported as 100. It is *not* to be reported for Land, Structures, or any building types other than the six previously listed.

Percent of Space Utilized is generally the ratio of a space's occupied area to its designed capacity; the exact definition depends on the building type. FRPC defines it as follows:

- **Dorms/Barracks, Family Housing:** percent of individual units which are occupied
- **Hospitals, Offices:** ratio of occupancy to current design capacity
- **Labs:** ratio of lab modules/stations to current design capacity
- **Warehouses:** ratio of GSF occupied to current design capacity

If the design capacity of an office space is not known, an alternate method of calculation can be used:

$$\text{Percent of Space Utilized} = ((\text{Policy Utilization Rate} * \text{Occupants}) / \text{actual USF}) \times 100$$

*Policy UR is 170 for assets acquired after 9/13/2010, or 215 for assets acquired before 9/13/2010

For further guidance, refer to *Federal Real Property Council 2012 Guidance for Real Property Inventory Reporting*, issued on June 15, 2012.

**APPENDIX D HHS POLICY: MAXIMUM UTILIZATION RATE FOR OFFICE
AND RELATED SPACE**



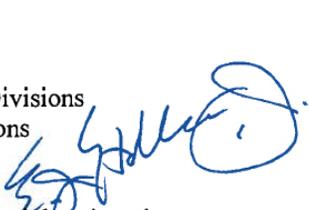
DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Administration
Washington, D.C. 20201

MEMORANDUM

TO: Heads of Operating Divisions
 Heads of Staff Divisions

FROM: E.J. Holland, Jr.  5/20/11
 Assistant Secretary for Administration

SUBJECT: Policy Issuance – Maximum Utilization Rate for Office and Related Space

The Presidential Memorandum, *Disposing of Unneeded Federal Real Estate*, dated June 10, 2010, calls on Federal agencies to reevaluate efforts to reduce costs and maximize utilization of the Federal real property inventory. Consistent with the Administration's initiative, this memorandum finalizes a maximum utilization rate (UR) for office and related space at 170 useable square feet (usf) per person on average, which was issued on an interim basis September 13, 2010. This policy is effective immediately.

The maximum space allowable for planning and occupancy purposes is 170 useable square feet (usf) per person on average, which is defined as the office area assigned to a specific tenant, including a pro-rata share of any joint use space. Joint use space is defined as shared space that is used by more than one tenant such as conference rooms, copy rooms and break rooms, for which a pro-rata share is included in each tenant's assigned useable square feet. This standard refers to total space and applies to all lease acquisitions, new construction and improvement projects without a Housing Plan previously approved by the Department's Office for Facilities Management and Policy (OFMP) and Office of the Assistant Secretary for Financial Resources (ASFR). Implementation guidance will be issued by OFMP and will be incorporated into the HHS Facilities Program Manual.

Please forward copies of this memorandum to those in your agencies who are responsible for space acquisition and assignments for their use beginning immediately. This memorandum supersedes the HHS Utilization Policy for Office and Related Space issued by the Assistant Secretary for Administration and Management (now known as the Assistant Secretary for Administration) on July 14, 2003. All previously issued HHS directives, policies, or issuances on this subject are hereby superseded.

cc: Deputy Secretary
 Chief of Staff
 Assistant Secretary for Financial Resources (ASFR)

APPENDIX E HHS GUIDANCE FOR REPORTING MISSION DEPENDENCY (FRPC Performance Measure 3)

In reporting Mission Dependency in the ARIS database, Operating Divisions shall consider the following guidance. The examples provided are not intended to be all inclusive, but rather each asset shall be evaluated on a case-by-case basis in determining the appropriate level of dependency.

Mission Critical

The asset is essential for the performance of the mission or program(s) taking place on the site such that without the real property asset the operation(s) would be disrupted or placed at risk for an unacceptable period of time; and there are no alternate means or backup facilities readily available from which operations could continue. Generally, these would be assets providing scientific research, supporting the delivery of health care or similar services. Examples would include:

- Hospitals, health centers, and clinics where no alternate services sites are available within 50 miles, or the nearby site within 50 miles could not absorb the additional workload.
- Assets in a remote or isolated location where alternative facilities are not readily available; e.g., housing on a reservation located over 50 miles from the nearest town with suitable housing.
- Assets that include BSL 3 or 4 laboratories, vivariums, insectaries or specialty labs with no alternate sites available to support the research activities.
- Central Utility Plants (CUP), major data centers or similar supporting structures that provide services to mission critical assets.
- Assets that include Emergency Operations Centers or Continuity of Operations (COOP) sites. *[A COOP site is defined by FEMA as: The place where key personnel (usually senior leadership) meet to organize, arrange and notify personnel about the continuity facility so that Emergency Relocation Group (ERG) members may begin performing essential functions. This is usually set up within 12 hours of a COOP emergency so that the ERG members can start performing their functions within 12 hours and for up to 30 days. This is not necessarily where the ERG personnel work.]*

Mission Dependent

The asset is used for the performance of a mission or program, but the loss of the asset would not immediately disrupt or place at risk the program's operations; operations could be restored within a reasonable time; and backup facilities are in place or could be acquired before operations were impacted. Generally these would be assets supporting the overall mission but more generic in use, such as office buildings. Temporary replacement of these assets can be accomplished timely or alternate means of accomplishing the work, such as telecommuting, are quickly available.

Not Mission Dependent

The asset is not necessary for the performance of the mission or program(s) taking place on the site; without it the operation(s) would not be disrupted or placed at risk; and there is no need for backup facilities. [All assets which are coded Excess are Not Mission Dependent.]

Factors to consider in categorizing an asset:

1. The mission criticality of the **function** ongoing within the asset does not determine the categorization of the asset. A mission critical function can be performed in a mission dependent building.
2. Land assets would generally be categorized consistent with the structures or buildings on the land.
3. Supporting assets such as Central Utility Plants that serve mission critical assets, and which without the services provided by the supporting asset would have their operations compromised, would be categorized as mission critical.
4. Remoteness to alternate service locations may be considered in classifying an asset. Those within a reasonable distance of established communities should consider resources within the community before categorizing an asset as mission critical.
5. Type of asset alone does not determine mission dependency.

On an annual basis as part of the end-of-year reporting all HHS components in conjunction with OERPM will review the building categorizations and update the building inventory system with any changes.



Real Property Asset Management
OVERSIGHT OF THE HHS PORTFOLIO

HHS OPDIV Certification Statement

[Quarter, Fiscal Year]

In accordance with Departmental reporting requirements that HHS OPDIVs maintain a complete and accurate inventory of owned, leased and otherwise managed holdings, I certify that data regarding space controlled by [ENTER OPDIV NAME] provided to the Department for upload in the HHS *Automated Real Property Inventory System* (ARIS) is complete and accurate as of this date. I also certify that this data is used to make daily decisions on asset management actions and that all portfolio holdings have undergone the HHS *Performance Assessment Tool* (PAT) analysis as applicable to ensure appropriate right-sizing, condition and cost requirements.

Further, consistent with the HHS AMP Three-year Rolling Timeline real property strategic goals and management guiding principles please find attached Tables 1-7 reporting completed, adjusted, or new targets for demolitions, disposals, repair/renovation/modernization projects, capital construction projects, HHS leased space – planned consolidations, OPDIV milestones, and disposal by termination for the reporting period. The identified actions focus on both the immediate needs and long term desired results of efficient and effective portfolio management through appropriate application and consideration of the FRPC measures in daily decision making.

[Print OPDIV Facility Director’s Name]

Date

Attachments:
[List attachments]

APPENDIX G ARIS VERIFICATION & VALIDATION FORM



**Real Property Asset Management
OVERSIGHT OF THE HHS PORTFOLIO**

**ARIS
Verification & Validation Form**

OPDIV	
File ID	
Asset Name	
Address	
Type	
Subtype	
Status	

Verified by	
Date	
Updated in ARIS?	
Update date	

<i>Data Element</i>	<i>Original data</i>	<i>Updated data</i>	<i>Data source / Verification method¹</i>
Gross SF			
Rentable SF			
Usable SF			
# Occupants			
# Fed Employees			
# Contractors			
Mission Dependency			
Utilization status			
% Space Utilized			
Condition Index			
Replacement Value			
Op Cost (owned)			
Rent to Lessor (lease)			
Lease O&M (lease)			

Updated
July 2012

Expiration (lease)			
Sustainability			

¹ For example: Occupancy agreement, desk audit, field verification, GSA data confirmation

<i>Data Element</i>	<i>Notes</i>

A copy of the completed Verification & Validation form should be submitted with the OPDIV's next quarterly Certification Statement.