

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Real Property Manual

Number: 245.1

Date: 1/9/95

Originating Office: Facilities Division, Real Property Management Branch

This Replaces: 245.1 Dated 8/22/89

Distribution: Headquarters, Areas, and Locations

This DIRECTIVE states the responsibilities regarding the control and maintenance of the ARS Real Property Management Manual (MANUAL 245.1) and general responsibilities for personnel other than Real Estate Warrant Officers concerning the accountability and control of real property.

1. Background

The Real Property Management MANUAL contains procedures and policies for the acquisition, leasing, disposal, and management of ARS Real Property.

2. Distribution of Manual

The distribution of the MANUAL is limited to those employees who: (1) have been warranted to perform real property activities and exercise delated real property authorities, and (2) have a special need for the MANUAL.

3. Authorities

40 U.S.C. 471 et. seq., Federal Property and Administrative Services Act of 1949

7 CFR 2.76 (iv)

41 CFR 101, Federal Property Management Regulations

4. Policy

It is the policy of ARS to acquire only such interests in real property as is needed to carry out its authorized programs in accordance with applicable laws, policies, and procedures.

Real Estate holdings in the custody and control of ARS shall be limited to the minimum required to accomplish authorized programs and that these properties be utilized in an economical, efficient, and practical manner.

5. Responsibilities

The Facilities Division will:

- Make distribution of the MANUAL to employees who have received an interim or a permanent real estate warrant.
- Make and distribute changes and additions to the MANUAL.

- Receive and process special requests for the MANUAL.

NOTE: Employees with a special need should send a memorandum to the Real Property Management Branch, Facilities Division, explaining the need.

- Maintain a current distribution list of all employees who receive the MANUAL.

The Location Coordinator/Center Director/Research Leader will:

- Be responsible for the accountability and control of all real property at his/her location.
- Will designate an Accountable Property Officer to maintain accountability over all real property assigned to the location. The APMO will provide real property accountability training to reach APO.

The Accountable Property Officer, under the general direction of the Real Estate Warrant Officer in the Area office, will:

- Maintain real property records in accordance with Chapter IX of MANUAL 245.1.
- Perform physical inventories and make adjustments to the official real property records.
- Ensure the prevention of encroachments onto ARS lands.
- Keep construction projects within legal limitations.
- Participate in the performance of Real Property Utilization Surveys.
- Complete and forward to the Real Estate Warrant Officer, Form AD-107, **Report of Transfer or Other Disposition or Construction of Property**.

Each Employee shall be held responsible for the proper use and protection of any property that may come into his/her custody or control.

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Administrative and Financial Management