

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

August 10, 2005

SECRETARY'S MEMORANDUM 5100-002

IMPLEMENTING EXECUTIVE ORDER 13327
FEDERAL REAL PROPERTY ASSET MANAGEMENT

1 PURPOSE

Executive Order (E.O.) 13327 requires the Department of Agriculture (USDA) to develop and implement an asset management plan (AMP) that adheres to the requirements contained in E.O. 13327. The purpose of this memorandum is to emphasize the importance of internal USDA actions to meet these requirements.

2 BACKGROUND

The E.O. requires that executive branch departments and agencies recognize the importance of real property resources through:

- a Increased management attention;
- b Establishment of clear goals and objectives; and
- c Improved policies and levels of accountability and other appropriate action.

The E.O. establishes a Federal Real Property Council (FRPC) and charges it with disseminating policies, guidelines, and methodologies to:

- a Promote efficient and economical use of America's real property assets; and
- b Assist in the development and implementation of departmental asset management plans.

Federal Real Property Asset Management is also a component of the President's Management Agenda (PMA). Pursuant to E.O. 13327 and the PMA, USDA must develop and implement an AMP, monitor real property performance measures, develop a complete and accurate inventory of real property assets, and dispose of properties that are no longer needed.

USDA's Office of Procurement and Property Management (OPPM), working with the USDA Real Property Council (RPC), will develop internal guidance to comply with E.O. 13327. As ordered by the E.O., USDA has designated a Senior Real Property Officer (SRPO) accountable for the effective management of USDA real property assets. The SRPO is the designated official for all information and communications regarding E.O. 13327 and USDA's responsibilities under the E.O. The SRPO, through the RPC, will develop and implement an asset management planning process that meets the form, content, and other requirements established by the FRPC.

3 EFFECTIVE DATE

The provisions of this memorandum are effective immediately.

4 POLICY

It shall be USDA's policy to comply with the FRPC guidelines consistent with the actions ordered below.

5 ACTIONS ORDERED

The following actions are hereby ordered:

- a The SRPO shall establish and chair a USDA RPC to advise the SRPO, provide internal agency coordination and disseminate information for implementing E.O. 13327 and the PMA within USDA.
- b The SRPO, through the RPC, shall develop a USDA AMP and issue an asset management planning process to USDA agencies as well as monitor and report on the Department's performance in implementing this policy. USDA landholding agencies responsible for real property assets will complete asset management building block plans to augment the USDA AMP.
- c USDA shall establish and implement asset management performance measures and begin data collection to meet FRPC reporting requirements.
- d USDA shall maintain a comprehensive inventory and profile of agency real property and provide timely and accurate information for inclusion in the government-wide real property inventory database.
- e Each landholding agency shall establish a three-year rolling timeline with date certain deadlines that addresses opportunities and determines priorities as identified in the agency's building block plan and demonstrates implementation through compliance with the timeline.

- f USDA agencies shall manage Departmental real property assets consistent with the USDA strategic plan and the AMP.

6 TERMINATION

This memorandum shall remain in effect for twelve months.

/s/

Mike Johanns
Secretary of Agriculture