

**Federal Real Property Council
Inventory Guidance
June 30, 2006**

On December 22, 2004, the Federal Real Property Council (FRPC) released *Guidance for Improved Asset Management (Guidance)*. The *Guidance* identifies the 23 data elements that each agency is required to capture and report annually to the Government-wide database. The inventory and performance measure data elements identified support the goals of Executive Order 13327, *Federal Real Property Asset Management* as well as the requirements of the FRPC. The *Guidance* also outlines the expectation that agencies will report the data elements at the constructed asset level. On June 28, 2005, supplemental guidance (Technical Corrections and Clarifications to the December 22nd FRPC Guidance) was issued by the Inventory Committee.

The June 2006 Inventory Guidance document is a supplement to the December 2004 *Guidance* and the June 2005 *Technical Corrections and Clarifications*. This document outlines a minor enhancement to an existing data element established in December 2004 and the establishment of a select number of disposition related data elements for FY 2006 and FY 2007 reporting. The enhancement to the existing data element, and the establishment of new disposition data elements were briefed to the FRPC at the Council meeting on June 7, 2006. The FRPC passed the proposed changes, without objection.

In summary, the FRPC has approved the enhancement to the legal interest data element (data element number three) by expanding the picklist for lease to include the agency maintenance responsibility for leased assets. The FRPC has also approved the establishment of additional data elements to identify key data on disposed assets.

Disposition Data Elements:

FY 2006 Reporting

To meet the goal of rightsizing the Federal inventory of assets, the FRPC, Federal agencies and OMB need a mechanism to track assets that have transferred within or exited the Federal portfolio. Agencies are required to report all assets that have exited the inventory of assets during the reporting fiscal year. This will include, but is not limited to sales, federal transfers, public benefit conveyances, demolitions and lease terminations. The following data elements will be required beginning with FY 2006 reporting:

Data Element	Required Information
Reporting Agency	Report consistent with the December 22, 2004 guidance data element number six.
Real Property Unique Identifier	Report consistent with the December 22, 2004 guidance data element number fifteen.

Disposition Method	Report one of the following categories: sale, federal transfer, public benefit conveyance, demolition, lease termination, or other. A picklist of sub-category option detailing addition information on the method of disposition will be optional for the FY 2006 reporting period.
Disposition Date	Report the date the disposal action was complete in dd/mm/yy format.
Disposition Value	Dependent upon the method, the following value information is to be reported: <ul style="list-style-type: none"> ▪ Federal transfer, public benefit conveyance, demolition and other: report functional/plant replacement value consistent with the December 22, 2004 guidance data element number ten. ▪ Sale: report the sales price. ▪ Lease termination: report the Government's cost avoidance.

FY 2007 Reporting

The following data elements will be required for FY 2007 reporting. The functionality to accept the data will be programmed into the Federal Real Property Profile for optional FY 2006 reporting.

Data Element	Required Information
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.
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 or lease termination.

Lease Maintenance Indicator

To allow for the validation of complete Condition Index performance measures reporting, the Lease Maintenance Indicator picklist item will be required for all leased assets starting in FY 2007. Although required starting in FY 2007, the functionality to accept the data will be programmed into the Federal Real Property Profile for optional FY 2006 reporting.

Data Element	Required Information
Lease Maintenance Indicator	Indicate yes or no as to whether the reporting Federal agency has responsibility for maintaining the condition of the asset.