



OFFICE OF THE UNDER SECRETARY OF DEFENSE

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ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS,
ENERGY, AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE NAVY (ENERGY,
INSTALLATIONS, AND ENVIRONMENT)
ASSISTANT SECRETARY OF THE AIR FORCE (INSTALLATIONS,
ENVIRONMENT, AND LOGISTICS)
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES
(FACILITIES SERVICES DIRECTORATE)
DIRECTOR, DEFENSE LOGISTICS AGENCY (INSTALLATIONS
SUPPORT)

SUBJECT: Release of Real Property Acceptance Requirements Document, Version 2.0

The attached Real Property Acceptance Requirements (RPAR) document updates guidance for uniform and consistent information required for the acceptance of real property, through any acquisition method, into the Department of Defense (DoD) inventory. It documents acceptance of real property as one of the key events in the lifecycle of real property inventory, as described in the Real Property Inventory Requirements (RPIR) and as included in the DoD Business Enterprise Architecture (BEA).

The RPAR document was developed to record the collaborative effort by DoD Components and the Business Enterprise Integration (BEI) directorate to reengineer DoD's real property acceptance business process. In response to concerns raised by Components, BEI has reviewed and revised the original RPAR document to incorporate updates on the reengineered business processes, data elements, and business rules.

This memo authorizes the release of RPAR version 2.0, with primary changes that include:

- Removal of the requirement to automate standard information required for capture during the acceptance process;
- Realignment of required sub-processes based on acquisition method;
- Deletion of redundant real property inventory data element information; and
- Transition from technical "architecture-speak" to more accessible language throughout the entire document.

If you have any questions, my point of contact is Mr. Bob Coffman at (571) 372-6840, or robert.a.coffman10.civ@mail.mil.

John Conger
Acting Deputy Under Secretary of Defense
(Installations and Environment)

Attachments:

As stated

cc:

Principal Deputy Assistant Secretary of the Army (Installations, Energy, and Environment)

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Principal Deputy Assistant Secretary of the Air Force (Installations, Environment, and Logistics)

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DoD Business Process Reengineering

REAL PROPERTY ACCEPTANCE REQUIREMENTS DOCUMENT



Office of the Deputy Undersecretary of Defense
(Installations & Environment)
Business Enterprise Integration Directorate

DoD Real Property & Installations Lifecycle Management
Core Business Mission Area

May 1, 2014
Version 2.0

Executive Summary

The Real Property Acceptance Requirements (RPAR) document, dated August 29, 2006, was developed to document the collaborative effort by DoD Components and the Deputy Under Secretary of Defense (Installations & Environment) to reengineer DoD's real property acceptance business process. The requirements identified in the 2006 RPAR document were incorporated into the DoD Business Enterprise Architecture (BEA) version 3.0, which was released on September 30, 2005. The RPAR data standards have been maintained through subsequent releases of the BEA.

This document updates the reengineered business processes, data elements, and business rules that were documented in the original RPAR Document. The primary changes are summarized as follows:

- Modify requirement for data collection – no longer a system requirement
- Eliminate data standards associated with system requirements
- Revise overall document from technical “architecture-speak” to more accessible language
- Communicate changes made to conform to modeling requirements for representing “primitives” in RPAR process diagrams in the BEA

The singular purpose of these updates is to facilitate implementation of RPAR. These changes will be addressed in a future update of the BEA.

Table of Contents

| | |
|--|------------|
| EXECUTIVE SUMMARY | III |
| PURPOSE | 4 |
| BACKGROUND | 4 |
| PROBLEM STATEMENT | 5 |
| GOALS AND SCOPE | 5 |
| CONTEXT | 6 |
| SUMMARY OF RESULTS | 9 |
| APPENDIX A. MACRO-PROCESSES AND SUB-PROCESSES | 10 |
| APPENDIX B. BUSINESS PROCESS DIAGRAMS (OV-6C) | 15 |
| APPENDIX C. DATA DICTIONARY | 24 |
| APPENDIX D. DEFINITIONS | 25 |
| APPENDIX E. ACRONYM REFERENCE | 27 |

Purpose

This document provides guidance for uniform and consistent information required for the acceptance of real property, through any acquisition method, into the DoD inventory. It documents acceptance of real property as one of the key events in the lifecycle of real property inventory, as described in the Real Property Inventory Requirements (RPIR) and as included in the DoD BEA.

Background

The Deputy Undersecretary of Defense for Installations and Environment (DUSD(I&E)) represents the Department's interests in real property asset management. The DoD is one of the world's largest real property managers, with a physical plant consisting of 562,600 facilities (buildings, structures and linear structures), distributed among 4,855 sites on nearly 24.7 million acres¹ worldwide. The plant replacement value (PRV) of these assets is estimated to be greater than \$850 billion, and the scope and diversity of these real property assets is unmatched by any other government or private enterprise entity.

As such, accurate, reliable, and timely real property asset data is fundamental to the effective administration, management, forecasting, and financial reporting of assets, as well as the ultimate success of military missions. DoD has an increasing need for reliable data across functional areas and business requirements to provide a structure for information about real property resources to decision makers across DoD.

In November, 2003, the DUSD(I&E) initiated a business process reengineering (BPR) effort to address the real property inventory process; that effort defined the requirements for managing DoD's inventory to meet business enterprise needs and regulatory rules. Existing real property processes, business rules and data models were scrutinized and reengineered, resulting in a comprehensive Real Property Inventory Requirements (RPIR) document that was approved in January 2005, and is now the basis for modernized real property lifecycle inventory business processes that will meet the Department's current and future requirements for asset accountability and valuation.

Also in 2003, the Office of the Secretary of Defense (OSD) and the Military Departments took the first steps toward establishing a timely and consistent manual process for the acceptance of real property, and the tracking of costs for capital projects. The culmination of this effort was the Unified Facilities Criteria (UFC) 1-300-08², Criteria for Transfer and Acceptance of Military Real Property, published June 30, 2004. While the RPIR addressed real property accountability over the lifecycle of an asset, the Real Property Acceptance Requirements (RPAR) BPR established requirements for validating the entire transfer and acceptance process, as it is reflected in the UFC 1-300-08.

¹ Real Property Inventory 2013 FAST Facts Sheet, included in the FY14 Base Structure Report. Excludes USACE civil works assets, defense industrial plants and National Guard Bureau state-owned sites and assets.

² Though this document provides guidance for all real property acquisition methods, the UFC only addresses acquisition by construction, capital improvement, transfer between Services and inventory adjustment.

Problem Statement

The lack of visibility and accountability for real property assets at the point of acceptance results in an inability to adequately support mission requirements. Inconsistency among the Components in acknowledging when an asset is ready for acceptance, and when to execute acceptance, can cause capitalization and depreciation, when appropriate, to begin at different points in the process and result in inaccurate asset valuation. Additionally, the lack of internal controls over the acquisition process can result in duplicate or erroneous reporting of real property assets. Failure to properly record costs for or capitalize real property assets results in erroneous financial statements and distorted financial information. Prior to the BPR effort, the Department lacked a consistent definition of when real property should be accepted into the DoD inventory.

While this document provides guidance for acceptance of real property acquired by DoD through any acquisition method, the UFC 1-300-08 only addresses real property acquisition by construction, transfer between Services, and inventory adjustment. Nonetheless, the UFC provides comprehensive guidance on how to properly transfer and accept real property using Department of Defense Form 1354 (DD Form 1354), "Transfer and Acceptance of Military Real Property." The UFC establishes requirements to solve deficiencies identified by the audit community across all four Services and WHS.

In addition to documenting the transfer and acceptance of real property, UFC 1-300-08:

- Outlines the roles and responsibilities of all parties involved in the process,
- Describes how to fill out the DD Form 1354,
- Identifies sources of input data and required lifecycle support documents, such as equipment lists, as-built drawings, warranties, and maintenance manuals, and
- Identifies the financial data necessary to record or update the asset value in the financial records.

Goals and Scope

RPAR BPR meetings were held from January through July of 2005. The team was comprised of members that represented each Military Service, WHS, key defense agencies, and other subject matter experts. The participants conducted ten workshops, creating "To-Be" processes and data models and identifying supporting documents. The team also focused on the creation of the acceptance business process, while identifying key triggering events and the alignment of the "To-Be" acceptance process with RPIR and the BEA.

The team determined that all real property acquisition methods were within scope, and the following acquisition methods were identified:

- New construction
- Purchase of land – with or without facilities
- Exchange
- Leases
- Transfer between Services
- Transfer from one federal entity to another
- Withdrawal of public domain land

- Condemnation
- Occupancy agreements
- Reversion
- Gifts and donations
- Inventory adjustment

The definitions included in Appendix D provide a broad definition of the acquisition methods developed during the BPR and are depicted in the business process models in Appendix B.

Context

The RPAR BPR effort covered the portion of the real property lifecycle that begins when a designated DoD real property official is notified that a real property asset is ready to be accepted. This most often occurs as a result of the construction of new facilities or the improvement of existing facilities, but can also include purchases, leases, exchanges, transfers, or any other method of acquiring a legal interest in a real property asset.

The real property acceptance process for the acquisition of assets and improvements ends on the calendar date that the real property asset is formally accepted by DoD. On this date, the government assumes liability and warranties begin for the asset. In the case of a purchase, the date of delivery or deed recordation represents the acceptance date. In the case of construction, acceptance occurs on the date that the interim DD Form 1354 is executed. Chart 1 - "RPA Placed in Service Date for Acquisition Methods" defines this key event, the "RPA Placed in Service Date," which triggers the relief of the CIP account and the start of capitalization and depreciation of the real property asset for assets meeting the capitalization threshold.

The documentation that is required for real property acceptance depends upon the method of acquisition or improvement type; this documentation is identified in Charts 1 and 2 below. The charts also illustrate how the RPIR data element, "RPA Placed in Service Date," is populated. Acquisition methods are depicted in the first chart, and improvements to previously acquired facilities are depicted in the second. For the purposes of the RPAR business process models, improvements are included in the new construction method, while leasehold improvements are addressed in the method for real property leases.

RPA Placed in Service Date for Acquisition Methods

Chart 1

| Acquisition Method | Source Document | Acceptance Evidence | Effective Date | Acquisition Date | RPA Placed in Service Date (Depreciation Triggering Event ⁸) | Amortization Triggering Event |
|---|--|--|--|---|--|-------------------------------|
| New construction | DD Form 1354 ³ | Executed interim DD Form 1354 transaction | Date specified in DD Form 1354 transaction | Date interim DD ⁴ Form 1354 transaction is executed | Date interim DD Form 1354 transaction is executed | Not applicable |
| Purchase ⁵ (can include Exchange) | Deed | Deed delivery/recordation | Date of delivery/recordation | Date of delivery/recordation | Acquisition date ⁶ | Not applicable |
| Lease/Grant | Lease/Grant | Signed lease/grant | Grant Start Date ⁹ | Date lease signed | Grant Start Date ⁹ (Not applicable for depreciation) | Grant Start Date |
| Transfer between Services | DD Form 1354 ^{3, 7} | Executed DD Form 1354 transaction | Date specified in transaction | Date of original DD Form 1354 transaction when United States government acquired title or legal interest in the asset (Acquisition Date for the transferring Service) | Original DoD RPA Placed in Service Date as shown by the transferring Service | Not applicable |
| Inventory Adjustment | DD Form 1354 ³ | Executed DD Form 1354 transaction | Date interim DD ⁶ Form 1354 transaction is executed | Date interim DD ⁶ Form 1354 transaction is executed | Date interim DD ⁶ Form 1354 transaction is executed | Not applicable |
| Transfer from one federal entity to another | Transfer letter, SF 1334 or DD Form 1354 ³ | Signed document | Date specified in document | Date the United States government acquired title or legal interest in the asset | Acquisition date ⁶ | Not applicable |
| Withdrawal of public domain land | Public Land Order (PLO) or Congressional Act (update in Law) | Signed PLO) or Congressional Act (update in Law) | Date specified in PLO) or Congressional Act (update in Law) | Date specified in PLO | Date specified in PLO ⁸ | Not applicable |
| Condemnation | Judgment document | Signed judgment | Declaration of Taking is accepted by a court | Declaration of Taking is accepted by a court | Acquisition date ⁶ | Not applicable |
| Reversion | Reversion legal document | Executed reversionary document | Date specified in document | Date reversionary document executed | Re-acquisition date (i.e., date reversionary document executed) | Not applicable |
| Gifts and donations | Executed acquisition document | Deed delivery/recordation | Date of acquisition document | Date of acquisition document | Acquisition date ⁵ | Not applicable |

³ DD Form 1354 or other document specified in policy.

⁴ Changed from Final DD1354 to Interim DD1354; currently in conflict with FMR and are staffing change to FMR.

⁵ Purchase acquisition method is associated to both the land purchase and land purchase with facilities and exchange acquisition scenarios.

⁶ Acquisition Date is a RPIR data element to be populated upon first acceptance by the United States Government. For RPA Placed in Service Date, the term Acquisition Date equals the entry in the column titled Acquisition Date.

⁷ Secretarial Memo is the transfer document.

⁸ Depreciation does not apply to land.

RPA Placed in Service Date for Improvement Methods

Chart 2

| Improvement Method | Source Document | Acceptance Evidence | Effective Date | Acquisition Date | Capital Improvement Placed in Service Date (Depreciation Triggering Event, if applicable) | Amortization Triggering Event |
|-----------------------|----------------------------|---|--|--|---|---|
| Capital improvement | DD Form 1354 | Executed interim DD Form 1354 transaction | Date specified in DD Form 1354 transaction | Date interim ⁹ DD Form 1354 transaction is executed | Date interim DD Form 1354 transaction is executed | Not applicable |
| Leasehold improvement | DD Form 1354 ¹⁰ | Executed interim DD Form 1354 transaction | Date specified in DD Form 1354 transaction | Date final DD Form 1354 transaction is executed | Date final DD Form 1354 transaction is executed | Date interim DD Form 1354 transaction is executed |

The discussion of real property placement in service in RPIR¹¹ included a description of the event in terms of physical and fiscal asset accountability. In RPIR, “placed in service” is viewed as a single event that moves a newly acquired asset into the real property inventory, or updates an existing record with the results of an improvement. RPAR expands that event and describes the process involved.

Prior to acceptance, initial asset information is entered into the Military Department’s official real property inventory to allow for the assignment of a real property unique identifier (RPUID) by the Real Property Unique Identifier Registry (RPUIR). The real property asset record is updated as the acquisition processes progress, and becomes fully activated when the asset is accepted (title or legal interest) by United States government. RPAR requires that supporting documentation be provided, preferably in electronic format, to the organization accepting the real property asset into the DoD real property inventory. In cases where another organization is responsible for stewardship of the asset, copies of the supporting documentation must also be furnished to the stewardship organization, which could include defense agencies or combatant commands. This data can include:

- DD 1354
- As-built drawings
- Building Information Model (BIM) files
- Construction plans and specifications, including submittals and approvals
- Geospatial data
- Operations and maintenance manuals
- Product documents
- Shop drawings
- Warranties

⁹ Changed from Final DD Form 1354 to Interim DD Form 1354; currently in conflict with FMR and are staffing change to FMR.

¹⁰ An AIA G702–1992, Application and Certificate for Payment and G704–2000, Certificate of Substantial Completion may be used in place of a DD Form 1354.

¹¹ The *Real Property Inventory Requirements* document is available for download at <http://www.acq.osd.mil/ie/bei/index.shtml>.

- Sustainability level¹²

This information is critical to the appropriate stewardship of real property. As an example, acceptance requires submission of certain information – such as-built drawings from the construction agent – but does not specify their content or form. In most cases, the documentation required in the acceptance process is satisfied by the submission of supporting documentation to the Component; however, the real property acceptance process should provide an audit chain of documentation.

Summary of Results

The BPR team identified key events that trigger the acceptance process, thus ensuring assets acquired by any method are financially accounted for (e.g., capitalized) at the “RPA Placed in Service Date.” The recordation and reporting of real property assets in a timely manner results in high quality data being available for mission planning and operations, and the reengineered process crosses traditional functional lines and now requires the participation of individuals representing a number of functional communities.

Real property acceptance begins in the asset lifecycle when notification is received that a real property asset is ready for government acceptance, and the process ends when the asset is formally accepted and placed into the Component’s real property inventory. Concepts and business rules relevant to real property inventory were identified in the RPIR and are referenced in this document as needed. The RPAR BPR effort complements and expands the sustainable business processes detailed in the RPIR document as updated by the Real Property Configuration Support Panel (CSP).

The processes identified during this BPR were first included in the DoD BEA Version 3.0, released 30 September 2005, and remain in subsequent releases. Related BPRs, such as the Construction-in-Progress Requirements (CIPR) effort, have further extended these efforts.

Additionally with RPAR, geospatial data objects were included in the data models for the first time. Geospatial data is defined as a collection of one or more geospatial features. As defined in the BEA, geospatial feature is an abstraction of a real world phenomenon that physically places that phenomenon, via implicit or explicit reference, in a specific location relative to the Earth; this information must be accompanied by the applicable coordinate reference system. Geospatial data are commonly captured using geographic information system (GIS) technologies. Geospatial data which represent the location of real property assets should be formatted according to the spatial data standards for facilities, infrastructure, and environment (SDSFIE) which includes a unique link to the associated real property core data elements via the RPUID.

¹² Sustainability information is mandatory for all buildings with a gross area of 5,000 square feet or more. For more information, see “Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings”, Section 2(g), Executive Order 13514, October 5, 2009. This information should be recorded in block 14 on the DD Form 1354.

Appendix A. Macro-processes and Sub-processes

Acquisition Scenarios, Processes, and Objects

RPAR includes ten possible acquisition scenarios, which are comprised of five macro-processes relevant to real property acceptance. These are generic DoD business processes that have already been identified and accepted as part of the DoD BEA. Readers unfamiliar with the BEA are encouraged to learn more at: <http://dcmo.defense.gov/products-and-services/business-enterprise-architecture>.

The five macro-processes are:

- Acknowledge Real Property Services Rendered
- Perform Real Property Inspections and Verifications
- File Real Property Discrepancy Report
- Aggregate Real Property Management Information
- Execute Real Property Acceptance Transactions

Each macro-process was broken down into sub-processes and relevant data objects. The table on the following pages provides a cross-reference of the RPA macro-processes, sub-processes, and data objects, and notes which process is used in each acquisition scenario. Additional information is available on the business process models in Appendix B.

| | | Sub-processes and Data Objects | | | | | | | | | | | | |
|---|--|---|--|-------------------------------|----------------------|--------|---|--------------------------------------|----------------------------------|--------------|---------------------|-----------|---------------------|---|
| | | Acquisition Method | New Construction | Purchase Land with Facilities | Purchase or Exchange | Leases | Transfer Between Services or Inventory Adjustment | Transfer from Another Federal Entity | Withdrawal of Public Domain Land | Condemnation | Occupancy Agreement | Reversion | Gifts and Donations | |
| Acknowledge Goods Tendered and Services Rendered | Processes | Acknowledge Real Property Services Rendered | | | | | | | | | | | | |
| | | 1. Verify Title Search | | ● | | | | ● | ● | | ● | | | ● |
| | | 2. Identify inspection and verification participants | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 3. Schedule inspections and verifications | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● | |
| | 4. Schedule closing or signing with provider | ● | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● | |
| | Objects | 1. Inspection and verification participants | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 2. Interim title opinion | | | ● | ● | | ● | ● | | ● | | | ● |
| | | 3. Inspection and verification schedule | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 4. Closing/signing schedule | | ● | ● | ● | ● | ● | ● | ● | | ● | ● | ● |
| 5. Required inspections and verifications | | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | |
| Perform Inspection and Testing and Verification | Processes | Perform Real Property Inspections and Verifications | | | | | | | | | | | | |
| | | 1. Conduct inspection walkthrough examination and verification of system operation* | ● | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 2. Verify commissioning requirements | ● | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● | |
| | Objects | 1. Real property graphic information | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 2. Property operation and management information | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 3. Required inspections and verifications | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 4. Inspections and verification participants | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 5. Inspection report | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| | | 6. Commissioning requirements list | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 7. Consolidated real property discrepancy list | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 8. Closeout Plan | | ● | ● | | ● | ● | ● | | | ● | ● | ● |
| | | 9. Inspection Report | | ● | ● | ● | ● | ● | ● | | | | ● | ● |
| | File Discrepancy Report | Processes | File Real Property Discrepancy Report | | | | | | | | | | | |
| 1. Define and record discrepancies | | | ● | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| 2. Estimate time and cost of corrective actions | | | ● | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● | |
| Objects | | 1. Real property discrepancy report | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 2. Estimates of corrective actions | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 3. Corrective action plan | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | | 4. Certified real property discrepancy report and plan | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● |
| | 5. Consolidated real property discrepancy list | | ● | ● | ● | ● | ● | ● | | | ● | ● | ● | |

Table A-1

* Based on the reason for the condemnation, an inspection walkthrough may not be required.

| | | Sub-processes and Data Objects | | | | | | | | | | | | |
|--|--|---|------------------|-------------------------------|----------------------|--------|--|--------------------------------------|----------------------------------|--------------|---------------------|-----------|---------------------|---|
| | | Acquisition Method | New Construction | Purchase Land with Facilities | Purchase or Exchange | Leases | Transfer Between Services Inventory Adjustment | Transfer from Another Federal Entity | Withdrawal of Public Domain Land | Condemnation | Occupancy Agreement | Reversion | Gifts and Donations | |
| Aggregate Real Property Management Information | Processes | Aggregate Real Property Management Information | | | | | | | | | | | | |
| | | 1. Confirm receipt of graphic information | • | • | • | • | • | • | • | • | • | • | • | • |
| | | 2. Confirm receipt of acquisition information | • | • | • | • | • | • | • | • | • | • | • | • |
| | | 3. Confirm receipt of operation and maintenance information | • | • | | • | • | • | • | | | • | • | • |
| | | 4. Confirm receipt of regulatory compliance information ¹³ | • | • | • | • | • | • | • | • | • | • | • | • |
| | | 5. Confirm receipt of Uniform Relocations Act (PL91-646) information | | • | | | | | | | • | | • | |
| | 6. Perform quality assurance on aggregated information | • | • | • | • | • | • | • | • | • | • | • | • | |
| | Objects | 1. Real property graphic information | • | • | • | • | • | • | • | • | • | • | • | • |
| | | 2. Real property acquisition documents | • | • | • | • | • | • | • | • | • | • | • | • |
| | | 3. Property operation and management information | • | • | | • | • | • | • | | | • | • | • |
| | | 4. Regulatory requirements documents | • | • | • | • | • | • | • | • | | • | • | • |
| | | 5. Public Law 91-646 acknowledgement | | • | | | | | | | | | • | |
| | | 6. Real Property Acceptance checklist | • | • | • | • | • | • | • | • | • | • | • | • |
| 7. Real Property Acceptance package | | • | • | • | • | • | • | • | • | • | • | • | • | |
| Execute Real Property Acceptance Transaction(s) | Processes | Execute Real Property Acceptance Transaction(s) | | | | | | | | | | | | |
| | | 1. Identify accepting officials | • | • | • | • | • | • | • | • | | • | • | • |
| | | 2. Notify accepting officials | • | • | • | • | • | • | • | • | | • | • | • |
| | 3. Execute acceptance transactions | • | • | • | • | • | • | • | • | • | • | • | • | |
| | Objects | 1. Accepting official(s) list | • | • | • | • | • | • | • | | | • | • | • |
| | | 2. Acceptance readiness notification | • | • | • | • | • | • | • | | | • | • | • |
| | | 3. Closing or signing schedule | • | • | • | • | • | • | • | | • | • | • | • |
| | | 4. Real property placed in service notification | • | • | • | • | • | • | • | • | • | • | • | • |
| 5. Real Property Acceptance evidence | | • | • | • | • | • | • | • | • | • | • | • | • | |

Table A-2

¹³ Confirmation of regulatory compliance information may be required to ensure any potential environmental liabilities are known.

Below is a brief description of each of the processes listed in Tables A-1 and A-2 as they appear in the BEA.

| Process | Definition |
|---|---|
| Certify Discrepancies | This process certifies acceptable and unacceptable discrepancies. |
| Conduct Inspection Walkthrough Examination and Verification of System Operation | This process conducts the inspection walk through examination and verifies systems operation. It may also include testing facility systems compliance to standards law and functional status. |
| Confirm Receipt of Acquisition Information | This process confirms receipt of acquisition information. |
| Confirm Receipt of Graphic Information | This process confirms receipt of real property graphic information. |
| Confirm Receipt of Operation and Maintenance Information | This process confirms receipt of operation and maintenance information. |
| Confirm Receipt of Regulatory Compliance Information | This process confirms receipt of applicable regulatory compliance information (Federal, State, and Local as required). |
| Confirm Receipt of Uniform Relocations Act (PL91-646) Information | This process confirms receipt of information regarding compliance with Public Law 91-646 as required. |
| Consolidate Discrepancies | This process consolidates all discrepancies identified in prior sub-processes. |
| Define and Record Discrepancies | This process records and defines the discrepancies in terms of the contract(s) and recommends corrective actions as required. |
| Estimate Time and Cost of Corrective Actions | This process estimates the time and resources required to execute a corrective course of action to alleviate real property acceptance discrepancies. |
| Execute Acceptance Transactions | This process officially authorizes acceptance of Real Property. |
| Identify Accepting Officials | This process identifies accepting official(s) to execute the Real Property Acceptance Transaction(s). |
| Identify Inspection and Verification Participants | This process identifies key organizations to inspect and verify the status of real property based on services rendered. |
| Notify Accepting Officials | This process notifies the Accepting Official(s) to execute acceptance of Real Property. |
| Perform Quality Assurance on Aggregated Information | This process reviews the completeness and accuracy of information gathered. |
| Schedule Inspections and Verifications | This process organizes the schedule of inspections and verifications and confirms the agreement among the participants. |
| Schedule Closing or Signing with Provider | This process schedules the closing/signing date with the provider and other interested parties. |
| Verify Commissioning Requirements | This process includes verifying that commissioning requirements such as testing training and certifications are completed or scheduled. |

| Process | Definition |
|---------------------|---|
| Verify Title Search | This process verifies the title search of the real property to guarantee clear title such as encumbrances, restrictions and omissions with regard to the title and the right to sell or transfer title. |

Appendix B. Business Process Diagrams (OV-6c)

Presented in this appendix are the DoDAF OV-6c diagrams as depicted in the BEA for the receipt and acceptance. An Operational View (OV) diagram is a description of the tasks, activities, operational elements, and information exchanges required to accomplish DoD missions. DoD missions include both warfighting missions and supporting business processes. The OV contains graphical and textual products that identify the operational nodes and elements, assigned tasks and activities, and information flows required between nodes. It defines the types of information exchanged, the sequence of the exchanges, which tasks and activities are supported by the information exchanges, and the nature of information exchanges. An OV-6c or an Event-Trace Description is a high-level view that is useful for representing key performance parameters, thresholds, and objectives, and for building conceptual operational threads throughout the process lifecycle. Operationally significant information forms the building blocks that are used to describe significant operational flows through the use cases.

Management Process and the Operational View (OV-6c)

The tables below illustrate the relationship between the processes at each level. These processes are then shown on the DoDAF OV-6c diagrams, and represent the individual process at the transaction level. Taking each of the ten real property acquisition methods and stepping through each process diagram provides the “To-Be” business process, and shows what information (represented on the diagrams as data objects) is needed for each method. Appendix A is a cross reference between the acquisition method listed below and the respective macro-processes and sub-processes.

| | Macro-Process | Sub-Process |
|---------|--|---|
| Receipt | Acknowledge Goods Tendered and Services Rendered | Verify Title Search |
| | | Identify Inspection and Verification Participants |
| | | Schedule Inspections and Verifications |
| | | Schedule Closing or Signing with Provider |
| | Perform Inspection and Testing and Verification | Conduct Inspection Walkthrough Examination and Verification of System Operation |
| | | Verify Commissioning Requirements |
| | | Consolidate Discrepancies |
| | File Discrepancy Report | Define and Record Discrepancies |
| | | Estimate Time and Cost of Corrective Actions |
| | | Certify Discrepancies |

Table B-1. RPA Process Model (OV-6c) Decomposition for Receipt

| | Macro-process | Sub-Process |
|------------|--|---|
| Acceptance | Aggregate Real Property Management Information | Confirm Receipt of Graphic Information |
| | | Confirm Receipt of Acquisition Information |
| | | Confirm Receipt of Operation and Maintenance Information |
| | | Confirmation Receipt of Regulatory Compliance Information |
| | | Confirm Receipt of Uniform Relocations Act Information |
| | | Perform Quality Assurance on Aggregated Information |
| | Execute Real Property Acceptance Transactions | Identify Accepting Officials |
| | | Notify Accepting Officials |
| | | Execute Acceptance Transactions |

Table B-2. RPA Process Model (OV-6c) Decomposition for Acceptance

Acknowledge Real Property Services Rendered Macro-Process

The Acknowledge Real Property Services Rendered macro process is triggered when information is received indicating that a real property asset has been acquired and is ready for official acceptance in the real property inventory. For the acquisition methods *Withdrawal of Public Domain Land, Construction, Reversion, Occupancy Agreement, or Lease*, the process is initiated when participants are identified to have completed the inspection and verification process (*Identify Inspection and Verification Participants*). Subsequent processes include the scheduling of inspections and verification and the scheduling of the signing and closing of the acceptance with the provider. This macro-process concludes with the acknowledgement of the goods and services, which triggers the ‘Perform Real Property Inspections and Verifications’ macro-process.

For the acquisition methods *Gifts or Donation, Condemnation, Transfer between Services, Transfer from Another Federal Entity, or Purchase Land with or without Facilities*, the process includes the verification of title. If the title is not clear, the process will either end at this point or will loop back to legal for further review. Once there is a clear title, the process will continue with identification of inspection and verification participants, the scheduling of all required inspections and verifications, and the scheduling of the closing and signing of documents with providers. If the acquisition method is *Condemnation*, the sub-processes conclude after scheduling of all required inspections and verifications.

Perform Real Property Inspections and Verifications Macro-Process

The *Perform Real Property Inspections and Verifications* macro process is triggered by the receipt of an acknowledgement of goods and services. Each acquisition method begins with conducting an inspection walkthrough examination and the verification of system operations. For all acquisition methods except for *Condemnation, Land Purchase, and Withdrawal of Public Domain Land*, the macro-process continues with the verification of commission requirements. With the exception of the acquisition method *Condemnation*, the macro-process continues with the consolidation of discrepancies. The macro-process ends by linking of the reporting of inspected goods and services with discrepancies to the *File Real Property Discrepancy Report* macro-process, and the reporting of inspected goods and services with no discrepancies to the

Aggregate Real Property Management Information macro-process. When the acquisition method is *Condemnation*, the macro-process follows the inspected goods and services with no discrepancies path.

File Real Property Discrepancy Report Macro-Process

The *File Real Property Discrepancy Report* macro-process is triggered by the receipt of evidence of inspected goods and services with discrepancies. With the exception of *Condemnation*, the receipt and acceptance process continues through the processes of defining and recording discrepancies, the estimation of time and cost of corrective actions and the certification of discrepancies. This macro-process links to the aggregation of real property management information and the contracting process by the forwarding of a discrepancy report.

Aggregate Real Property Management Information Macro-Process

The *Aggregate Real Property Management Information* macro-process is triggered by the receipt of evidence of inspected goods and services with no discrepancies, or a report of acceptable discrepancies from prior macro-processes. As noted below, the sub-process path followed differs based on the acquisition method as noted below. All acquisition methods continue through processes that confirm the receipt of graphic, acquisition information, regulatory compliance information and the performance of quality assurance. This macro-process ends with forwarding of acceptance results to the *Execute Real Property Acceptance Transactions* macro-process. Exceptions to the sub-processes in this macro-process are:

The *Confirm Receipt of Operation and Maintenance Information* is not used by the *Withdrawal of Public Domain Land* or *Land Purchase* acquisition methods; and

The *Confirm Receipt of Uniform Relocations Act Information* is only utilized by the *Condemnation*, *Reversion*, and *Purchase Land with Facilities* acquisition methods.

Execute Real Property Acceptance Transactions Macro-Process

The *Execute Real Property Acceptance Transactions* macro-process is triggered by the receipt of acceptance results from the *Aggregate Real Property Management Information* macro-process. With the exception of the acquisition method of *Condemnation*, all acquisitions continue along the processes of identifying accepting officials, the notification to accepting officials and the execution of the acceptance transaction. The macro-process ends with forwarding of the notification of real property being placed in service and the asset record being updated. For an acquisition method of *Condemnation*, the only process needed to be executed in this macro-process is the execution of the acceptance transaction, which includes the forwarding of the notification of real property being placed in service and the asset record being updated.

The following pages display the macro and subordinate processes discussed above.

Diagram 1: Perform Receipt, Acceptance, and Return: RPILM Pool

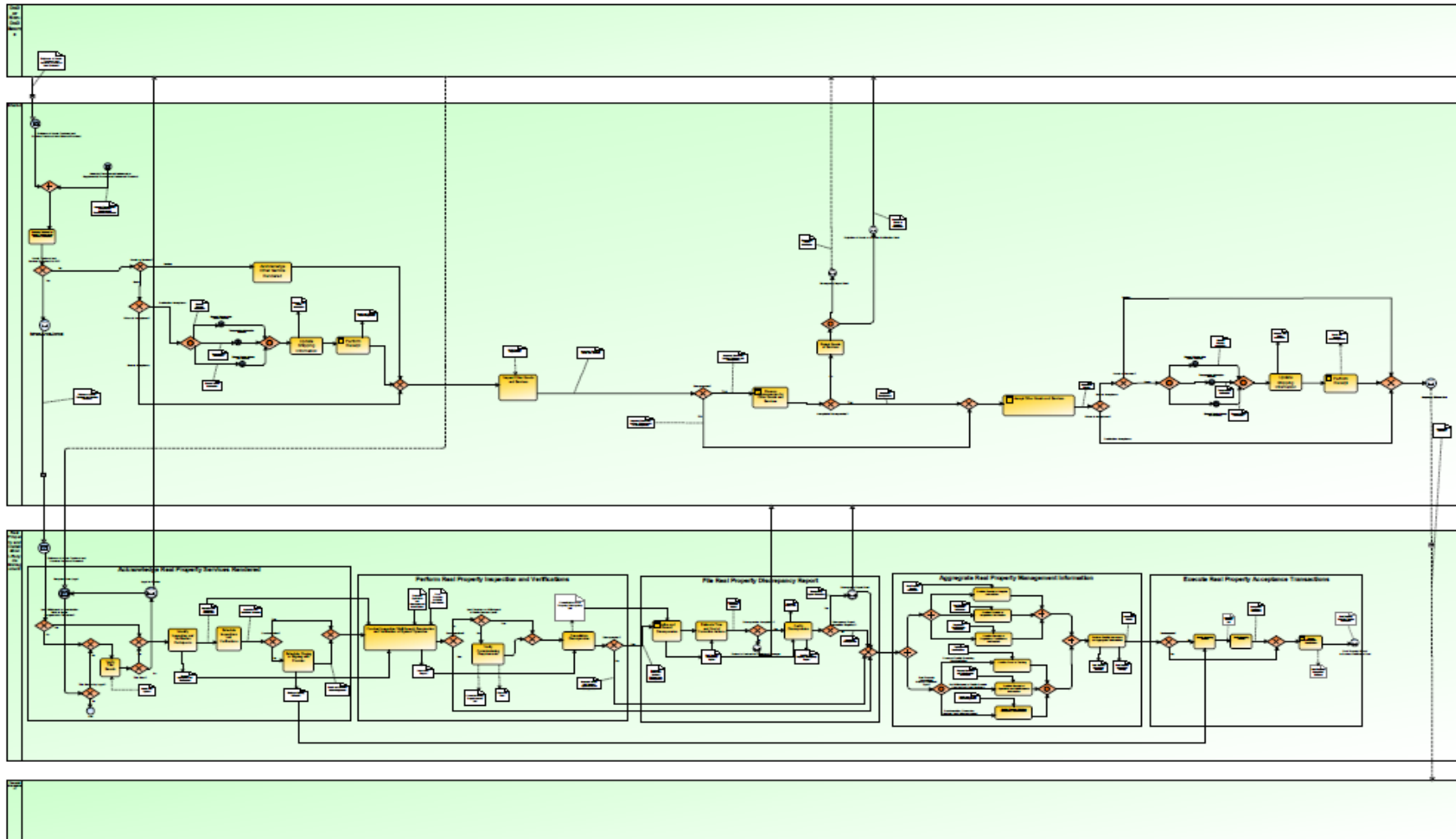


Diagram 2: Acknowledge Real Property Services Rendered

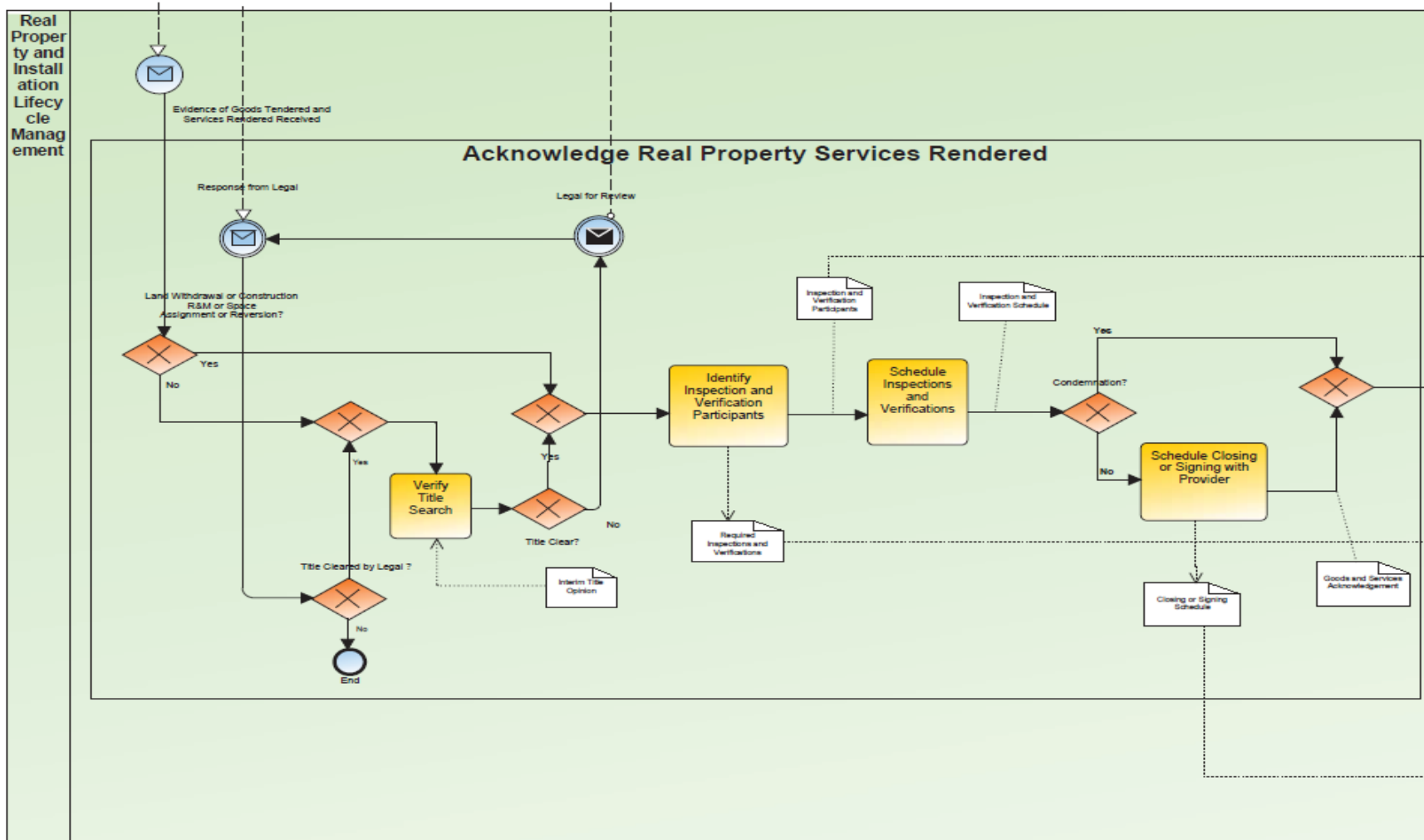


Diagram 3: Perform Real Property Inspections and Verifications

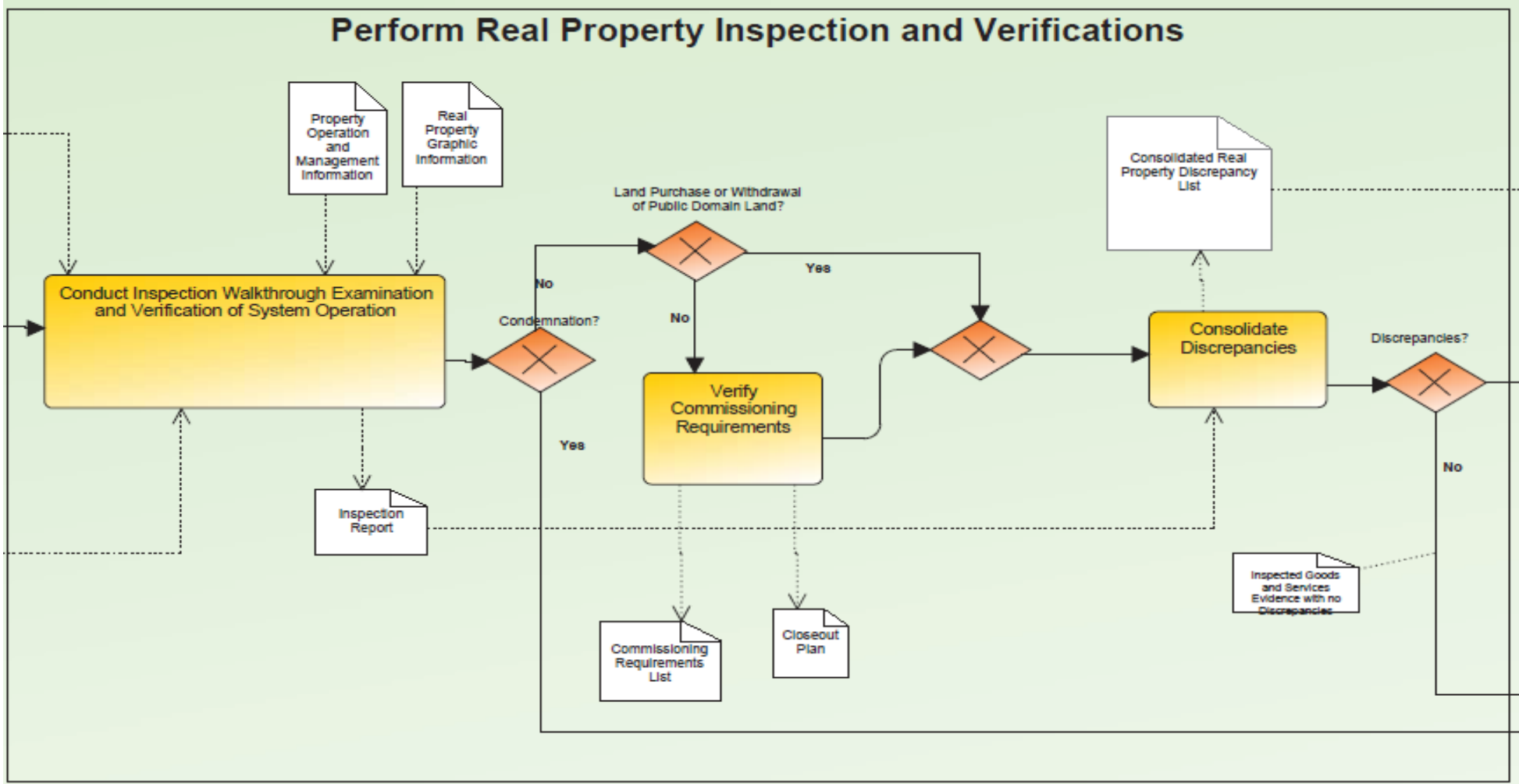


Diagram 4: File Real Property Discrepancy Report

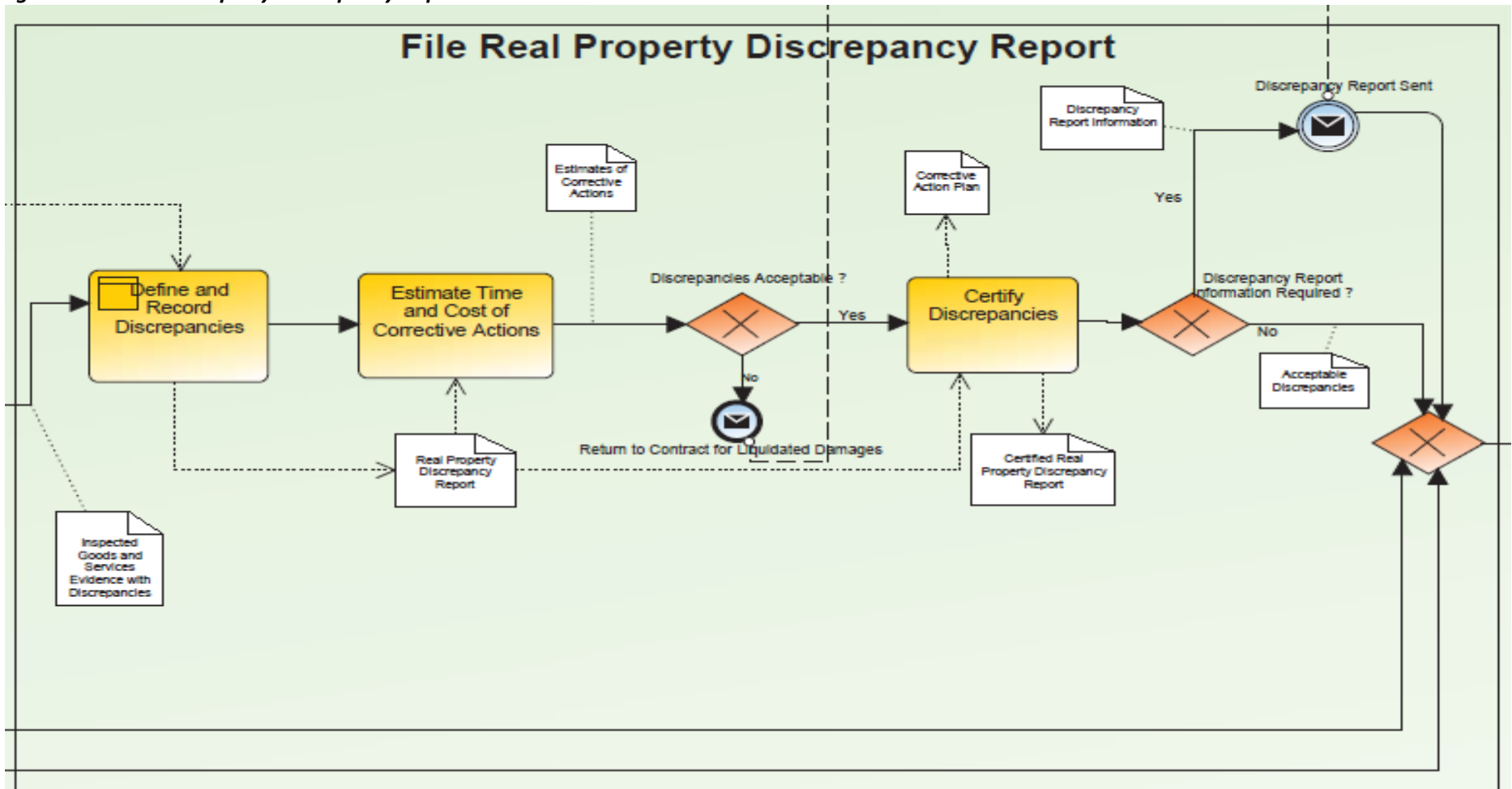


Diagram 5: Aggregate Real Property Management Information

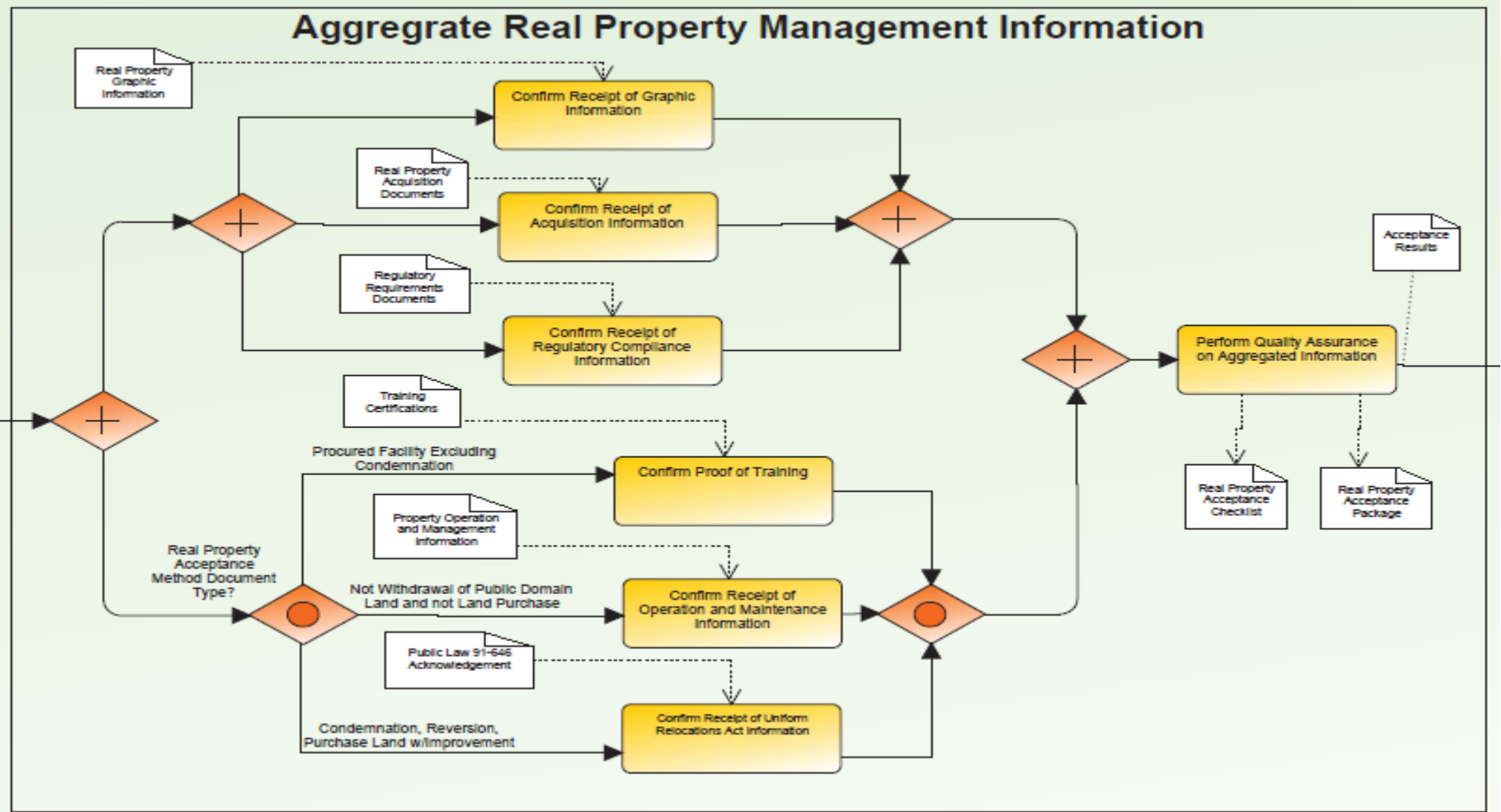
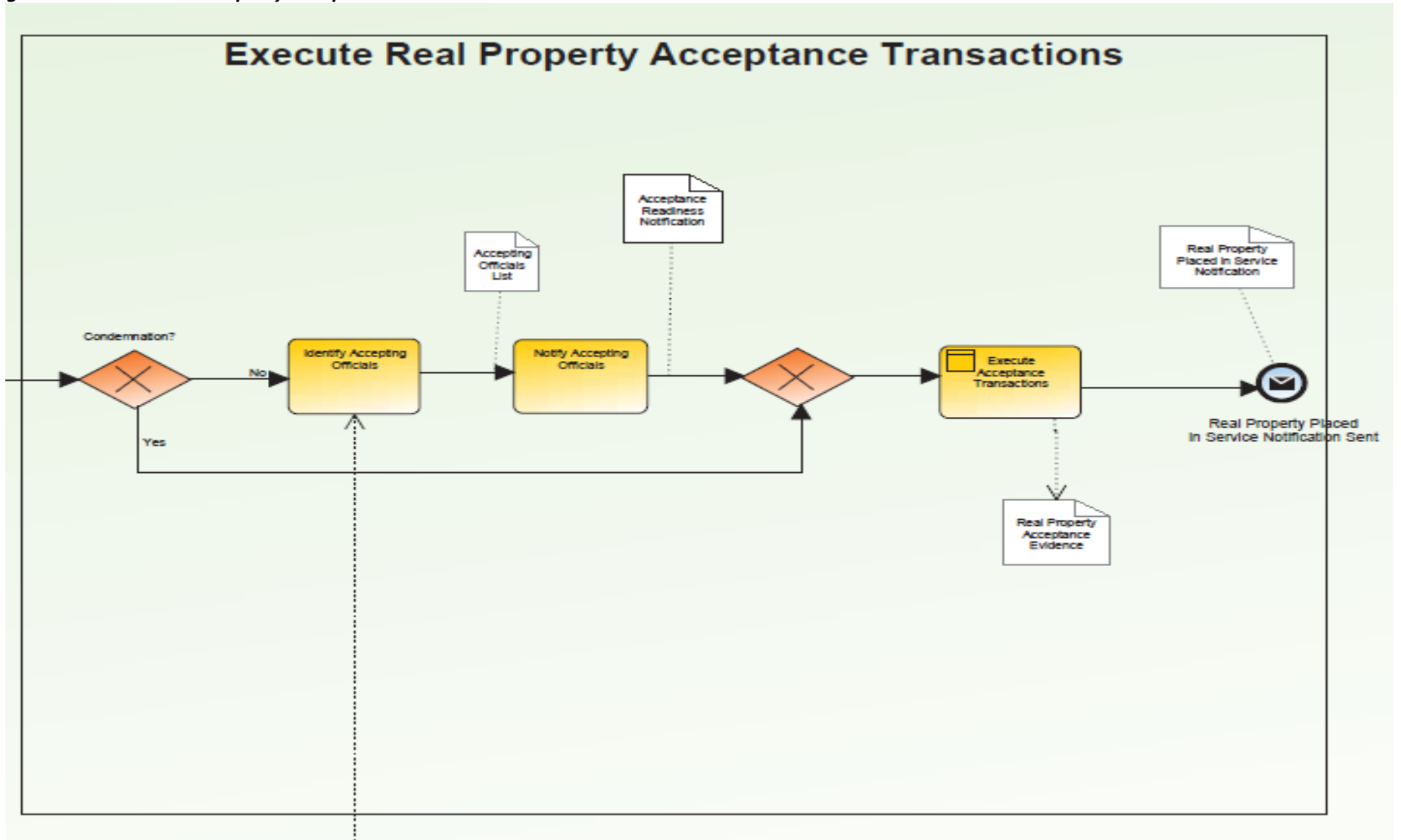


Diagram 6: Execute Real Property Acceptance Transactions



Appendix C. Data Dictionary

In addition to the RPIR data requirements utilized during the RPAR processes, the following information has been identified as being appropriate to capture. While this information is not required to be maintained in a system, it is key and should be maintained as support of the real property acceptance and auditability. The data contained here are current as of publication of this document. The RPIR data and associated business rules is included in the Real Property Information Model (RPIM) and should be utilized as required in the functional business process.

| RPAR Business Processes Information | |
|---------------------------------------|--|
| Information | Information Description |
| Document Calendar Date | The calendar date stated on a document. |
| Document Category | The category that represents a classification of a document. |
| Document Description | The text that describes a document. |
| Document Identifier | The designator that distinguishes one document from another. |
| Document Name | The name of a document. |
| Inspection Description | A statement providing details about the inspection. |
| Inspection Finding Category | The name for the effect of the asset's condition upon operations. |
| Inspection Finding Date | The date of an inspection finding. |
| Inspection Finding Description | A statement providing details about an inspection finding. |
| Inspection Identifier | A unique identifier for the specific instance of an inspection. |
| Inspection Instruction | Instructions about the general nature or purpose of an inspection. |
| Inspection Item Description | A statement providing details about the inspection item. |
| Inspection Item Identifier | An identifier that distinguishes one inspection item from all other inspection items in the same inspection. |
| Inspection Item Inspection Start Date | The date inspection of the inspection item begins. |
| Inspection Item Inspection Stop Date | The date inspection of the inspection item ends. |
| Inspection Item Person Role | The role of the person with respect to the inspection item. |
| Inspection Reason | The reason that an inspection of the property was required. |
| Inspection Start Date | The date of the start of the inspection. |
| Inspection Stop Date | The date of the stop of the inspection. |
| Inspection Type | The type of inspection. |
| Person Name | The first and last name of a person. |
| Property Action Organization Role | The role of the organization with respect to all property actions in the real property acceptance process. |
| Property Action Person Role | The functional or operational role of the person with respect to the property action. |

Appendix D. Definitions ¹⁴

| Item | Definition |
|---------------------|---|
| Capital Improvement | <p>Any improvement that increases the useful life, efficiency, capacity, size of an existing asset or modifies the functionality or use of the asset, regardless of the source of funding or capitalization threshold.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Increases the useful life: major replacements or reconstruction to restore facilities damaged by a natural disaster (i.e., reconstruction of a new building on an existing foundation) • Increases efficiency: install building insulation • Increases capacity: raising the roof on a warehouse to increase cubic feet • Increases size: build an addition, expansion, or extension to the building, i.e., increase footprint • Modifies functionality: convert an office to a warehouse or upgrade architectural elements that has not or is not failing, e.g., upgrade a flat roof to a pitched roof <p>Restoration means the restoration of real property to such a condition that it may be used for its designated purpose. Restoration includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes. Repair work is not subject to acceptance into the real property inventory, and is not considered a capital improvement. Modernization means the alteration or replacement of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years (such as the framework or foundation). If the restoration or modernization improvement extends the useful life, increases the efficiency, capacity, or size of an existing asset, or modifies the functionality or use of the effected asset, the improvement is subject to the acceptance.</p> |
| Condemnation | <p>The taking of non-Federal (generally private) property for Federal public use, with the required payment of just compensation, through the use of judicial proceedings rather than direct purchase. A condemnation can be of any property interest including fee, servitudes such as easements, or leaseholds.</p> |
| Gifts and donations | <p>A voluntary transfer of property. A gift may be a conditional (e.g., for military use) or unconditional contribution, donation, or bequest of property including real estate or facilities to be constructed on Department lands.</p> |

¹⁴ The definitions in this appendix provide a broad definition of methods and other items defined during the BPR and depicted in the process models.

| Item | Definition |
|---|---|
| Fixture | In the law of real property, fixtures are anything that would otherwise be a chattel [personal] that have, by reason of incorporation or affixation, become permanently attached to the real property. At law, fixtures are treated in the same manner as real property, particularly under the law of security for debt. A classic case of a fixture is a building, which in the absence of language to the contrary in a contract of sale is considered to be part of the land itself and not a separate piece of property. |
| Land purchase | The Department acquires the right of ownership of land that is generally transferable and includes some aspect of control over the property. The level of control will depend on the nature of the interest acquired. For example, an easement will allow control for the purposes of the easement while a fee will generally include total control of the property. |
| Land purchase with or without facilities | The Department acquires the right of ownership of land which is generally transferable and includes some aspect of control over the property including facilities. A purchase of the fee generally includes all fixtures (e.g., structures) on the land, but can, if the purchase is so ordered, exclude certain fixtures. |
| Lease/Grant | An agreement by which an owner of real property (lessor/grantor) gives the right of possession to another (lessee/grantee), for a specified period of time (term) for a specified consideration (rent). The leasehold estate must include the right of possession. |
| New construction | New construction is the acquisition of buildings or structures through construction that results in a new "footprint." |
| Occupancy agreement (OA) | The financial terms and conditions under which GSA assigns and an agency occupies GSA-controlled space are documented in a written OA. An OA is required for each agency space assignment. |
| Reversion | The right to possession of an estate previously conveyed to the original grantors or its successors or assigns upon the occurrence of a qualifying event. The reversion may be automatic or it may require the action of the hold of the reversionary interest to affirmatively enforce the reversion. Example: A grants a life estate to B; the estate reverts back to A on B's death. |
| Transfer between Services | A real estate action which changes the custody and control of real property and its related personal property to or from one military department to another without compensation. |
| Transfer from one federal entity to another | A real estate action which changes the custody and control of real property to or from another federal entity with or without compensation pursuant to Title 40, United States Code. |
| Withdrawal of public domain land | Public lands that have been set aside or designated for a specific public purpose such as a national park, wildlife refuge, or national defense use. Withdrawal of public lands generally segregates such lands from lease, sale, settlement, or other uses or dispositions under the public land laws. |

Appendix E. Acronym Reference

| Acronym | Definition | Acronym | Definition |
|-----------|--|---------|--|
| ADA | Americans with Disabilities Act | GIS | Geographic Information System |
| BEA | Business Enterprise Architecture | GLC | Geographic Locator Code |
| BEI | Business Enterprise Integration | GSA | General Services Administration |
| BEP | Business Enterprise Priority | I&E | Installations & Environment |
| BPR | Business Process Reengineering | OA | Occupancy Agreement |
| BRAC | Base Realignment and Closure | OMB | Office of Management and Budget |
| BTA | Business Transformation Agency | OSD | Office of the Secretary of Defense |
| CADD | Computer-aided Design & Drafting | OV | Operational View |
| CATCODE | Category Code | PL | Public Law |
| CBMA | Core Business Mission Area | RPA | Real Property Acceptance |
| CFOA | Chief Financial Officers Act | RPAR | Real Property Acceptance Requirements |
| CIP | Construction in Progress | RPIM | Real Property Information Model |
| CONOPS | Concept of Operations | RPIR | Real Property Inventory Requirements |
| CSE | Common Supplier Engagement | RPN | Real Property Network |
| DD | Department of Defense | RPSUID | Real Property Site Unique Identifier |
| DoD | Department of Defense | RPUID | Real Property Unique Identifier |
| DoDAF | Department of Defense Architectural Framework | RPUIR | Real Property Unique Identifier Registry |
| DoDI | Department of Defense Instruction | SF | Standard Form |
| DUSD | Deputy Undersecretary of Defense | TAFS | Treasury Appropriation Fund Symbol |
| DUSD(I&E) | Deputy Undersecretary of Defense (Installations & Environment) | UFC | Unified Facilities Criteria |
| EO | Executive Order | UID | Unique Identifier |
| EPA | Environmental Protection Agency | US | United States |
| FAC | Facility Analysis Category | WHS | Washington Headquarters Services |