

**FISH AND WILDLIFE SERVICE
FACILITY MANAGEMENT**

3.1 What is the purpose of this chapter? This chapter establishes the U.S. Fish and Wildlife Service’s (Service) policy for maintaining a complete and accurate inventory of all constructed real property facilities (i.e., assets).

3.2 What are the objectives of this chapter? Our objectives are to:

A. Maintain current and accurate inventories of constructed real property assets and their attributes sufficient to allow us to understand the nature, extent, and location of our holdings and the relative importance of each asset to our mission; and

B. Ensure that accuracy and completeness of inventory information on assets and their attributes is verified and validated each year in preparation for sending the mandatory Governmentwide Federal Real Property Profile (FRPP) to the Department.

3.3 What is the scope of this chapter? This chapter applies to all constructed real property assets that the Service owns, leases, or manages.

3.4 What are the authorities and terms you need to know to understand this chapter? See 372 FW 1 for the authorities and definitions of terms for all the chapters in Part 372.

3.5 Who is responsible for maintaining a complete and accurate inventory of assets? See 372 FW 1, Table 1-3 for the overall responsibilities of Service management for constructed real property. Table 3-1 below is specific to the content of this chapter.

| Table 3-1: Responsibilities for Maintaining a Complete and Accurate Inventory of Assets | |
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| These employees... | Are responsible for... |
| A. The Chief – National Wildlife Refuge System (NWRS) | Coordinating the Service’s annual FRPP and sending it to the Department. See section 3.7 for more information about the FRPP. |
| B. Assistant Director – Fish and Aquatic Conservation and Assistant Director – Business Management and Operations | Working in coordination with the Chief – NWRS to develop and implement the policy in this chapter. |
| C. Regional Directors and Assistant Regional Directors who manage constructed real property | Ensuring that, for all constructed real property assets within their jurisdiction: (1) A current and accurate inventory of all owned, leased, and managed assets and their attributes is maintained in the Financial and Business Management System (FBMS); (2) Each asset has an accurate and current Asset Priority Index (API) score to assist in prioritizing budget projects; (3) Staff accurately and completely verify inventory data and |

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| These employees... | Are responsible for... |
| | <p>associated attributes each year prior to submitting the mandatory Governmentwide FRPP report; and</p> <p>(4) Realty personnel coordinate with Regional facility management personnel during the pre-acquisition planning phase of land acquisition to ensure there's an exchange of information related to any constructed real property associated with the land.</p> |
| D. Regional Facilities Program Supervisors | <p>(1) Completing FRPP and real property inventory data quality reviews at least quarterly, and coordinating with Field Station Managers to collect, verify, and input data to ensure a complete and accurate inventory; and</p> <p>(2) Coordinating with:</p> <p style="padding-left: 40px;">(a) Field Station Managers to ensure all asset acquisitions and disposals are fully and promptly documented and processed in FBMS and the Service Asset and Maintenance Management System (SAMMS),</p> <p style="padding-left: 40px;">(b) The Division of Financial Management and Field Station Managers to ensure that additions to the inventory are processed promptly and accurately in FBMS and SAMMS, and</p> <p style="padding-left: 40px;">(c) Field Station Managers and staff on annual assessments to ensure inventories are complete and accurate.</p> |
| E. Field Station Managers | <p>(1) Maintaining a current and accurate inventory, including associated attributes, in FBMS and SAMMS for all constructed real property for which they are responsible;</p> <p>(2) Verifying and validating the accuracy and completeness of real property inventory data each year in preparation for mandatory Governmentwide FRPP reporting; and</p> <p>(3) Coordinating with the Regional facilities program before the acquisition of any new real property.</p> |

3.6 Where is the inventory of constructed real property assets maintained? The official database of record for real property inventory information is FBMS. We must document all acquisitions, modifications that affect real property inventory accuracy, FRPP data elements (such as predominant use, size, and current replacement value), and disposals of assets in FBMS as they occur.

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3.7 What is the Federal Real Property Profile (FRPP), and how is it used?

A. Executive Order 13327 established the FRPP as the Federal Government's database of real property. It includes summary data for the Government's inventory of land, building, and structure assets around the world, as of September 30th of each year. For us, the land portion of this report includes lands we classify as administrative sites, but excludes stewardship and heritage lands in the NWRS and the National Fish Hatchery System.

B. FRPP reporting for the Service consists of three components:

(1) Administrative lands,

(2) Leases, and

(3) Constructed real property assets the Service owns or manages.

C. Because Congress, the Office of Management and Budget (OMB), the Department of the Interior, the General Services Administration (GSA), and others use FRPP data to guide decisions on asset management and budgeting, it can have far reaching impacts on our operations.

3.8 What data does the inventory include?

A. Each individual constructed real property asset is assigned a unique identification number.

B. We also collect attributes of an asset to form a complete record. Attributes of an asset include descriptions, measurements, geospatial location, congressional district, extent of use, etc. One of the more critical attributes for an asset is the API, which reflects the relative importance of an asset to mission accomplishment. The API score is an important consideration in many phases of asset management and budgeting (see 372 FW 2 for more information on APIs). The complete list of FRPP-relevant attributes associated with an individual asset includes approximately 25 data elements that are required for the annual FRPP. The Department issues guidance on this annually during FRPP validation.

C. Non-FRPP elements in the inventory include additional measures, construction year, predominant construction material, public use, disability access, etc. We also include cross-references to other information systems specific to roads, parking lots, bridges, dams, and quarters.

3.9 How is the real property inventory verified and validated each fiscal year? To develop the FRPP, each fiscal year Field Station Managers verify the accuracy of all items for the constructed real property for which they are responsible, and certify that a physical onsite inventory has been conducted. Regional offices check the field stations' work for quality and verify that the inventory information for their Region is complete and accurate. Headquarters facilities personnel in the NWRS Division of Information Technology and Management perform a final quality control check, submit the data to the Department, and certify accuracy and completeness of the data. The Department then reviews the bureaus' reports before submitting them to the OMB, through GSA.

FISH AND WILDLIFE SERVICE
FACILITY MANAGEMENT

Facility Management

Part 372 Management of Constructed Real Property Assets

Chapter 3 Maintaining a Complete and Accurate Inventory of Assets

372 FW 3

3.10 What other guidance is available on the detailed procedures for maintaining a complete and accurate inventory of assets?

A. This is a complex program with many recordkeeping, reporting, and budgeting components. We provide detailed guidance in the *Constructed Real Property Management Handbook*.

B. Service Manual chapter 260 FW 7, Plant, Property, and Equipment Financial Management Guidance Handbook, and the associated *Real Property Financial Management Handbook* provide detailed guidance on the financial aspects of managing real property.

C. FBMS Technical Bulletins for real property describe business procedures and standards in FBMS for recording acquisitions and disposals to ensure that our inventory is complete.

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