



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

THE DIRECTOR

July 12, 2018

M-18-21

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: Mick Mulvaney
Director

SUBJECT: Designation and Responsibilities of Agency Senior Real Property Officers

To improve the efficiency and effectiveness of the Federal government in managing real property and implementing reforms that save taxpayer dollars, this memorandum expands the responsibilities of agency Senior Real Property Officers (SRPOs) and requires the designation of a SRPO by each Federal agency. These reforms are driven by significant changes in the law since December 2016 with the enactment of both the Federal Assets Sale and Transfer Act of 2016 (FASTA) (Pub. L. No. 114-287), and the Federal Property Management Reform Act of 2016 (FPMRA) (Pub. L. No. 114-318).

Designation of the SRPO

Each Federal agency, including an executive department, an independent establishment in the Executive Branch, and a wholly owned government corporation (other than the U.S. Postal Service), shall designate or re-designate a Senior Real Property Officer. The SRPO's role and responsibilities shall be governed by the following requirements:

- **Position.** The SRPO shall be a senior official at the Deputy Assistant Secretary or equivalent level who serves in a central leadership position at the agency, has responsibility for overall coordination of the agency's real property program, and is positioned high enough within the agency to regularly engage agency senior leadership.
- **Expertise.** The SRPO shall have the necessary skills and knowledge to lead and direct the agency's real property program and implement real property functions provided in law, regulation, and Administration policy.
- **Authority.** The SRPO shall have the necessary authority at the agency to lead and direct the agency's real property program and implement real property functions provided in law, regulation, and Administration policy.

Responsibilities of the SRPO

The SRPO shall lead the agency's real property program to ensure an appropriately sized real property portfolio efficiently provides full mission support.

- ***Policy and Planning.*** The SRPO shall have a central policy-making role for all policy that has real property implications. The SRPO shall also coordinate all real property program planning activities for the agency and its components, and ensure department-wide planning requirements are implemented by all agency components.
- ***Coordination.*** The SRPO shall be responsible for coordinating all real property program elements for the agency and its components, including real property planning, budget formulation and execution in support of the agency Chief Financial Officer, and management functions. The SRPO shall be a member of the agency's core leadership team.
- ***Data Quality.*** In accordance with Appendix A to OMB Circular A-123, *Management of Reporting and Data Integrity Risk*, the SRPO shall establish and maintain a real property data quality program to ensure the accuracy, completeness, and continual improvement of the data the agency annually submits to the government's real property database of record, the Federal Real Property Profile (FRPP) database. In addition, agencies may consider including real property data quality in the assurance statement of their annual financial report if that data quality is identified and linked to agencies' risk profile per the requirements of A-123, including Appendix A. The program shall ensure accurate and complete data are available to drive agency management decisions, and increase confidence in the quality of FRPP data. Every three years, the SRPO shall enlist an entity outside of the SRPO organization to conduct an independent data validation and verification of the agency's data and data quality program to assess performance and identify necessary improvements. The SRPO shall be responsible for implementation of any necessary corrective action plan.
- ***Federal Real Property Council.*** The SRPO shall represent his/her agency at the Federal Real Property Council (FRPC) meetings, which will occur as frequently as the chairperson deems necessary.. The FRPC's focus will be to develop a long-term strategy to ensure mission capability is maintained and to right-size the government-wide portfolio to ensure cost effectiveness and efficiency. Due to the size of their real property portfolios and the nature of their missions, the SRPOs of the Chief Financial Officers Act agencies and the National Archives and Records Administration will meet quarterly to develop recommendations to OMB on behalf of the Council. SRPOs not participating in quarterly meetings will receive summaries and have opportunities to provide written comment. The SRPOs shall also designate a technical representative to participate in technical working groups formed by the FRPC on an as-needed basis. The working groups will meet approximately once per month.

Implementation

Within 30 days of the issuance of this memorandum, the Deputy Secretary (or equivalent) for each agency covered by this memorandum must designate the agency's SRPO and the agency shall provide that official's name and contact information to the Office of Management and Budget via email to Bill Hamele at whamele@omb.eop.gov.