

**AGRICULTURE PROPERTY MANAGEMENT REGULATIONS  
CHAPTER 110-84 – ANNUAL REAL PROPERTIES INVENTORIES**

**SUPPLEMENTING**

**CHAPTER 102—FEDERAL MANAGEMENT REGULATION  
SUBCHAPTER C—REAL PROPERTY  
PART 102-84—ANNUAL REAL PROPERTY INVENTORIES**

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[Customer Guide to Reporting Real Property Inventory Information](#)

**102-84.5 What is the scope of this part?**

GSA's policies contained in this part apply to all Federal agencies. This part prescribes guidance that you must follow in preparing and submitting annual real property inventory information for real property owned by and leased to the United States. The detailed guidance implementing these policies is contained in separate customer guides issued by the GSA Office of Governmentwide Policy.

**102-84.10 What is the purpose of the Annual Real Property Inventory Program?**

The purpose of the Annual Real Property Inventory program is to:

- (a) Maintain a centralized source of information on Federal real property holdings;

- (b) Track space utilization of reporting agencies;
- (c) Provide support for consolidated Federal financial statements on real property assets; and
- (d) Establish a reference for answering inquiries from the Congress, the press, trade associations, educational institutions, Federal, State and local government agencies, and the general public.

**102-84.15 Why must I provide information for the Annual Real Property Inventory?**

You must provide information for the Annual Real Property Inventory because:

- (a) The Senate Committee on Appropriations requests that the Government maintain an Annual Real Property Inventory.
- (b) Executive Order 12411, Government Work Space Management Reforms, dated March 29, 1983 (3 CFR, 1983 Comp., p. 155), requires that Executive agencies:
  - (1) Produce and maintain a total inventory of work space and related furnishings and declare excess to the Administrator of General Services all such holdings that are not necessary to satisfy existing or known and verified planned programs; and
  - (2) Establish information systems, implement inventory controls and conduct surveys, in accordance with procedures established by the Administrator of General Services, so that a government-wide reporting system may be developed.

**102-84.20 Where should I obtain information to be reported for the Annual Real Property Inventory?**

You should obtain data reported for the Annual Real Property Inventory from the most accurate real property and accounting records maintained by your agency, preferably the same accounting records used to support your agency's financial statements.

**102-84.25 Is it necessary for my agency to designate an official to serve as the point of contact for the real property inventories?**

Yes, you must designate an official to serve as your agency's point of contact for the Annual Real Property Inventories. We recommend that you designate the same point of contact for the Federally-owned and leased real property inventory, although separate points of contact are permitted. You must advise the General Services Administration, Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street, NW., Washington, DC 20405, in writing, of the name(s) of these representative(s) and any subsequent changes. Each agency's point of contact

for the real property inventories can be found at <http://worldwide.gsa.gov>.

***110-84.25 The designated points of contact for USDA.***

***The Central point of contact for the reporting requirement for USDA is in the Office of Procurement and Property Management (OPPM), Property Management Division, Real Property Branch. OPPM will serve as the main point of contact for the Department.***

***Within USDA, each agency with an established Agency Bureau Code and space under its own delegated authority, as described in section 102-84.40, must designate and inform OPPM of their agency contact (and at least one alternate) for their owned and leased properties in writing. These individuals must keep their properties updated on a month-to-month basis in the CPAIS real property database.***

**102-84.30 Is it necessary for my agency to certify the accuracy of its real property inventory submission?**

Yes, your agency's highest ranking real property official must certify the accuracy of the real property information submitted to GSA.

***110-84.30 The highest ranking official for each USDA Agency must certify that the information in their real property inventory submission is accurate.***

**102-84.35 Which agencies must submit a report for inclusion in the Annual Real Property Inventory?**

Each agency that carries real property on its financial statement as of September 30 each year has the responsibility for submitting the real property inventory information. Information provided in these reports related to asset values must be consistent with agency records used for financial reporting in accordance with standards issued by the Federal Accounting Standards Advisory Board (FASAB). For purposes of this part, this requirement shall apply regardless of the method used to acquire the property or which agency is currently using or occupying the property.

**102-84.40 What types of real property must I report for the Annual Real Property Inventory?**

You must report for the Annual Real Property Inventory all land, buildings, and other structures and facilities owned by the United States (including wholly-owned Federal Government corporations) throughout the world and all real property leased by the United States from private individuals, organizations, and municipal, county, State, and foreign governments. These reports must include all real property that a

Federal agency carries on its financial statement and/or in documentation accompanying the financial statement, such as:

- (a) Unreserved public domain lands;
- (b) Public domain lands reserved for national forests, national parks, military installations, or other purposes;
- (c) Real property acquired by purchase, construction, donation, eminent domain proceedings, or any other method;
- (d) Real property in which the Government has a long-term interest considered by the reporting agency as being equivalent to ownership. This would include land acquired by treaty or long-term lease (*e.g.*, 99-year lease), and that your agency considers equivalent to Federally-owned land;
- (e) Buildings or other structures and facilities owned by or leased to the Government whether or not located on Government-owned land;
- (f) Excess and surplus real property;
- (g) Real property held in trust by the Federal Government;
- (h) Leased real property (including leased land, leased buildings, leased other structures and facilities, or combination thereof); and
- (i) Real property leased rent free or for a nominal rental rate if the real property is considered significant by the reporting agency.

**102-84.45 What types of real property must not be reported for the Annual Real Property Inventory?**

You must not report real property that is not carried on your agency's financial statements, such as:

- (a) Properties acquired through foreclosure, confiscation, or seizure to be liquidated in settlement of a claim or debt to the Federal Government;
- (b) Rights-of-way or easements granted to the Federal Government; and
- (c) Lands administered by the United States under trusteeship by authority of the United Nations.

**102-84.50 Can the GSA Form 1166 be used to report information?**

No, GSA Form 1166 may not be used to report information. Agencies must submit

information in an electronic format. For more information on format requirements, contact GSA's Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street NW., Washington, DC 20405, by telephone at (202) 501-0856, or e-mail at [assetmanagement@gsa.gov](mailto:assetmanagement@gsa.gov).

*110-84.50 CPAIS will be the centralized real property system that reports electronically to GSA. This is based on each agencies month-to-month updating of CPAIS so that the information reported and certified by each agency is most up to date and accurate profile of their owned and leased assets.*

#### **102-84.55 When are the Annual Real Property Inventory reports due?**

You must prepare the Annual Real Property Inventory information prescribed in section [102-84.50](#) as of the last day of each fiscal year. This information is due to the General Services Administration, Office of Governmentwide Policy, Office of Real Property (MP), 1800 F Street, NW., Washington, DC 20405, no later than November 15 of each year.

*110-84.55 USDA's Real Property Inventory and report to GSA.*

*USDA requires that agencies keep their owned and leased properties updated on a month-to-month basis in CPAIS. CPAIS will respond electronically to GSA each quarter, as well as during the prescribed reporting phase reflected in 102-84.55, with the most up to date and accurate information.*

Please note: The on-line Federal Management Regulation and the Federal Property Management Regulations are provided for the convenience of users. The official codified FMR and FPMR appear at 41 CFR Chapter 102 and 41 CFR Chapter 101, respectively.