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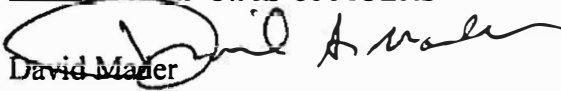
THE CONTROLLER

January 28, 2016

MANAGEMENT PROCEDURES MEMORANDUM NO. 2016-01

MEMORANDUM FOR: SENIOR REAL PROPERTY OFFICERS
CHIEF FINANCIAL OFFICERS

FROM:


David Mazer
Controller
Office of Management and Budget

SUBJECT: Improving Federal Real Property Data Quality – Required Data
Validation and Verification Procedures

OMB CONTACT: William Hamele (202-395-7583; whamele@omb.eop.gov)

Complete and accurate real property data is essential to fully implement the National Strategy for the Efficient Use of Real Property¹ (Strategy) and its companion policy, the Reduce the Footprint² (RTF) policy. The purpose of this memorandum is to alert agencies that beginning in Fiscal Year (FY) 2017, all 24 Chief Financial Officer (CFO) Act agencies will be required to implement standard data validation and verification (V&V) checks when submitting their annual Federal Real Property Profile (FRPP) data.

Background

GSA will be issuing forthcoming guidance that outlines these standard V&V procedures required for all agencies. The guidance was reviewed by the Federal Real Property Council before it was finalized. Beginning with the FY2016 FRPP annual submission³ and for each annual FRPP submission thereafter, a revised data V&V validation process will be integrated into the FRPP submission process. This will improve data accuracy, promote data consistency among the agencies, and enable us to measure data quality improvement over fiscal years.

The GSA guidance will institute several new requirements, namely: 1) Mandate identification and reconciliation of data anomalies in agencies' annual FRPP submission through implementation of a new FRPP MS tool; 2) prescribe actions for anomaly reconciliation; 3) establish deadlines by which agencies will implement the new V&V process; 4) define V&V

¹ <https://www.whitehouse.gov/sites/default/files/omb/financial/national-strategy-efficient-use-real-property.pdf>

² <https://www.whitehouse.gov/sites/default/files/omb/financial/memos/implementation-reduce-the-footprint.pdf>

³ Agencies' FY16 FRPP data submission are due to GSA on December 15, 2016.

compliance measures; and, 5) require Chief Financial Officer certification of reconciliation results. Over the last year, the Administration has focused on providing agencies with the policy support and technical tools that they need to identify priority real property efficiency improvement investments through data driven decision-making. The GSA guidance provides another tool that agencies will use to ensure the quality of their FRPP data. GSA will also provide a detailed user guide no later than August 31, 2016, to ensure the agencies have detailed instruction well in advance of the December 15, 2016, FRPP data submittal.

Our success in implementing data driven decision-making within the Strategy's framework is dependent upon accurate, complete, and consistent FRPP data. It is critical that the V&V guidance be deployed to ensure the highest quality data is used to provide agency decision-makers with the accurate measures and analysis needed to make fully informed and effective decisions.

The General Services Administration, in coordination with the Office of Management and Budget, will issue the data V&V guidance described in this memo by April 30, 2016. If you have questions regarding this Memorandum, please contact Bill Hamele (202-395-7583; whamele@omb.eop.gov).