

CHANGE REQUEST COVER SHEET

Change Request Number: 09-90A

Date Received: 9/4/2009

Title: AMS Real Property Update

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Policy OR Guidance: Policy

Section/Text Location Affected: AMS Real Property Policy Sections 4.2.3.2.2.1, 4.2.3.2.2.1.1, and 4.2.3.12.2

Summary of Change: Addition of new Standard Operating Procedures (SOP) for Administrative Space and Real Estate Management System.

Reason for Change: New regulations effecting the real estate contracting officer's job requires a new SOP.

Development, Review, and/or Concurrence: ARC, ATO, AVS, ASH, CFO, ABA, AGC, ALO-200, and ALO-100

Target Audience: Real Estate Contracting Officers

Potential Links within FAST for the Change: N/A

Briefing Planned: No

ASAG Responsibilities: None

Potential Links within FAST for the Change: N/A

Links for New/Modified Forms (or) Documents (LINK 1) [Need to link to SOP section in Guidance 2.4.1.1](#)

Links for New/Modified Forms (or) Documents (LINK 2) [null](#)

Links for New/Modified Forms (or) Documents (LINK 3) [null](#)

SECTIONS EDITED:

Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

Section 4.2.3.13.2 : REMS [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request [\[Old Content\]](#) [\[New Content\]](#) [\[RedLine Content\]](#)

SECTIONS EDITED:

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request

Old Content: Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request

The RECO and the requesting office must use the guidelines for administrative space standards ([2.4.1 Administrative Space Standards](#)) when developing administrative space requirements in FAA owned, leased or GSA-controlled facilities. **New Content:** Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request

The RECO and the requesting office must use the guidelines for administrative space standards ([2.4.1 Administrative Space Standards](#)) and Administrative Spaceholder's Management Council Standard Operating Procedures for Administrative Space when developing administrative space requirements in FAA owned, leased or GSA-controlled facilities. **Red Line Content:**

Acquisition Management Policy:

Section 4.2.3.3.2.1 : Administrative Space Standards and GSA-Controlled Space Request

The RECO and the requesting office must use the guidelines for administrative space standards ([2.4.1 Administrative Space Standards](#))- ***and Administrative Spaceholder's Management Council Standard Operating Procedures for Administrative Space*** when developing administrative space requirements in FAA owned, leased or GSA-controlled facilities.-

Section 4.2.3.13.2 : REMS

Old Content: Acquisition Management Policy:

Section 4.2.3.13.2 : REMS

All real property assets must be recorded in Real Estate Management System (REMS) in accordance with the REMS User Guide (<http://rems.faa.gov/UserGuide.htm>). Land and space ownership should be recorded in REMS after the title passes to the Federal Government. Land, structure and space leases should be recorded in REMS after the lease is fully executed. Other real estate assets, purchased by procurement contracting officers (i.e. structures), should be recorded in REMS after completion of the Joint Acceptance and Inspection (JAI), as part of the regular close out process. The program office with management responsibility that authorizes a change of location of a structure must notify the RECO with that changed location information. The RECO will make the change in REMS following notification by the program office. Logistics personnel must ensure accurate and complete real property asset data entry into FAST Version 01/2010

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REMS. All lines of business must assist logistics personnel in the annual inventory to validate required data elements in accordance with Federal Real Property Council (FRPC) and the DOT Asset Management Plan (AMP).

New Content: Acquisition Management Policy:
Section 4.2.3.13.2 : REMS

All real property assets must be recorded in Real Estate Management System (REMS) in accordance with the [REMS User Guide](#) (FAA only). Land and space ownership must be recorded in REMS after the title passes to the Federal Government. Land, structure and space leases must be recorded in REMS after the lease is fully executed. Other real estate assets (i.e. structures) purchased by procurement contracting officers must be recorded in REMS after completion of the Joint Acceptance and Inspection (JAI), as part of the regular close out process.

The program office with management responsibility that authorizes a change of location of a structure must notify the Real Estate Contracting Officer (RECO) with the changed location information. The RECO will make the change in REMS following notification by the program office. Logistics personnel must ensure accurate and complete real property asset data entry into REMS. All lines of business must assist logistics personnel in the annual inventory to validate required data elements in accordance with Federal Real Property Council (FRPC) and the DOT Asset Management Plan (AMP).

Lease Scanning in REMS:

As of July 1, 2007, all new and renewal lease documents must be scanned at the point of origin (i.e., region-level, etc.) once the lease has been activated. The lease must be uploaded to the REMS server, and attached to the respective lease number. The lease document will be available for viewing from REMS screens. See Real Estate Guidance 3.1.7.1 for scanning instructions.

Red Line Content: Acquisition Management Policy:
Section 4.2.3.13.2 : REMS

All real property assets must be recorded in Real Estate Management System (REMS) in accordance with the REMS User Guide ([-http://rem.faa.gov/UserGuide.htm](http://rem.faa.gov/UserGuide.htm)).- Land and space ownership ~~should~~**must** be recorded in REMS after the title passes to the Federal Government.- Land, structure and space leases ~~should~~**must** be recorded in REMS after the lease is fully executed.- Other real estate assets, ~~(i.e. structures)~~ purchased by procurement contracting officers ~~(i.e. structures)~~, ~~should~~**must** be recorded in REMS after completion of the Joint Acceptance and Inspection (JAI), as part of the regular close out process.

The program office with management responsibility that authorizes a change of location of a structure must notify the ~~Real Estate Contracting Officer~~ (RECO) with ~~that~~**the** changed location information.- The RECO will make the change in REMS following notification by the program office.- Logistics personnel must ensure accurate and complete real property asset data entry into REMS.- All lines of business must assist logistics personnel in the annual inventory to validate required data elements in accordance with Federal Real Property Council (FRPC) and the DOT Asset Management Plan (AMP).

Lease Scanning in REMS:

As of July 1, 2007, all new and renewal lease documents must be scanned at the point of origin (i.e., region-level, etc.) once the lease has been activated. The lease must be uploaded to the REMS server, and attached to the respective lease number. The lease document will be available for viewing from REMS screens. See Real Estate Guidance 3.1.7.1 for scanning instructions.

Section 4.2.3.3.2.1.1 : GSA Space Request

Old Content: Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : GSA Space Request

The RECO or servicing office must obtain prior approval for space requests from the Washington Area Facilities Management Division (ALO-100) by submitting a Space Request Package which contains the following: a completed SF-81/SF-81A or a written document with space request, justification/reason for request, complete staffing and workstation patterns, floor plans (if applicable), office space per person, support space, special space by type, number of parking spaces required for government owned vehicles. Initial or Expansion requests for Air Traffic Organization (ATO) facilities and offices require prior written approval from AFJ-61 (See attachment 3) and must be included in the Space Request Package.

For all new, renewal and lease expiration for GSA controlled space, the RECO must notify ALO-100 for prospectus projects at a minimum of 36 months and non-prospectus projects at a minimum of 18 to 24 months, prior to execution of a General Services Administration (GSA) Occupancy Agreement (OA). Prior to making any commitment to the Regional GSA regarding prospectus level projects, the Point of Contact (POC) for the National GSA Rent Program must notify the Washington Area Facilities Management Division, ALO-100. Notification must take place at a minimum of 36 to 60 months prior to execution of a GSA OA.

The RECO or servicing office must ensure that administrative space for Washington Headquarters, Service Area Center and Legacy Regional and field offices is managed and used in accordance with space utilization standards and to maximize the use of available Government-owned space before leasing or otherwise acquiring space.

New Content: Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request

The RECO or servicing office must obtain prior approval for space requests from the Headquarters Area Facilities Management Division (ALO-100) by submitting a Space Request Package which contains the following: a completed SF-81/SF-81A or a written document with space request, justification/reason for request, complete staffing and workstation patterns, floor plans (if applicable), office space per person, support space, special space by type, number of parking spaces required for government owned vehicles. Initial or Expansion requests for Air Traffic Organization (ATO) facilities and offices require prior written approval from Corporate Real Estate, AJF-15, and must be included in the Space Request Package.

For all new, renewal and lease expiration for General Services Administration (GSA) controlled space, the RECO must notify ALO-100 for prospectus projects at a minimum of 36 months and non-prospectus projects at a minimum of 18 to 24 months, prior to execution of a GSA Occupancy Agreement (OA). Prior to making any commitment to the Regional GSA regarding prospectus level projects, the point of contact (POC) for the National GSA Rent Program must notify ALO-100. Notification must take place at a minimum of 36 to 60 months prior to execution of a GSA OA.

The RECO or servicing office must ensure that administrative space for Headquarters (ALO-100), Service Area Center and Legacy Regional and field offices is managed and used in accordance with space utilization standards and to maximize the use of available Government-owned space before leasing or otherwise acquiring space. The RECO must follow the guidance for "Chief Financial Officer Review of GSA Space Request over \$10 Million" for all GSA controlled space.

Red Line Content: Acquisition Management Policy:

Section 4.2.3.3.2.1.1 : General Services Administrative (GSA) Space Request

The RECO or servicing office must obtain prior approval for space requests from the Washington Headquarters Area Facilities Management Division (ALO-100) by submitting a Space Request Package which contains the following: a completed SF-81/SF-81A or a written document with space request, justification/reason for request, complete staffing and workstation patterns, floor plans (if applicable), office space per person, support space, special space by type, number of parking spaces required for government owned vehicles. Initial or Expansion requests for Air Traffic Organization (ATO) facilities and offices require prior written approval from AFJ-61 Corporate (See Real attachment Estate, 3) AJF-15, and must be included in the Space Request Package.

For all new, renewal and lease expiration for GSA General Services Administration (GSA) controlled space, the RECO must notify ALO-100 for prospectus projects at a minimum of 36 months and non-prospectus projects at a minimum of 18 to 24 months, prior to execution of a General Services Administration (GSA) Occupancy Agreement (OA). – Prior to making any commitment to the Regional GSA regarding prospectus level projects, the Pointpoint of Contactcontact (POC) for the National GSA Rent Program must notify the Washington Area Facilities Management Division, ALO-100. Notification must take place at a minimum of 36 to 60 months prior to execution of a GSA OA.

The RECO or servicing office must ensure that administrative space for Washington Headquarters (ALO-100), Service Area Center and Legacy Regional and field offices is managed and used in accordance with space utilization standards and to maximize the use of available Government-owned space before leasing or otherwise acquiring space. **The RECO must follow the guidance for "Chief Financial Officer Review of GSA Space Request over \$10 Million" for all GSA controlled space.**