

REAL PROPERTY MANAGEMENT PROGRAM

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) Real Property Management Program.

II. Scope

This Directive applies to all real property in the custody and control of DHS including owned, leased, under easement, permit, license, MOA or other types of authority. Real property includes all land, buildings, and structures, as specified by the Federal Real Property Council (FRPC) provisions under Executive Order (E.O.) 13327, "Federal Real Property Asset Management", dated February 4, 2004.

This directive applies to all Components and organizations within DHS. The provisions of this directive are not intended to interfere with or impede the authorities or independence of the DHS Inspectors General.

Management Directive 0560, "Real Property Management Program," is rescinded.

III. Authorities

- A. 6 U.S.C. § 341, "Under Secretary for Management"
- B. DHS Delegations of Authority:
 - 1. DHS Delegation 00002, Delegation to the Under Secretary for Management
- C. DHS Delegation 00500, Delegation for Administrative Services Statutes:
 - 1. Title 41, C.F.R., Subtitle C, § 102 Federal Management Regulations, Subchapter C "Real Property", Parts 102-71 to 102-86, as amended

D. E.O.:

1. E.O. 12411, "Government Work Space Management Reforms," dated March 29, 1983
2. E.O. 13327, "Federal Real Property Asset Management", as amended, dated February 4, 2004.
3. E.O. 13423, "Strengthening Federal Environmental, Energy, and Transportation Management", dated January 24, 2007

IV. Responsibilities

The ***Chief Readiness Support Officer (CRSO)***, as delegated by the Under Secretary for Management, is responsible for acquisition, utilization, operations and management, and disposal of DHS real property consistent with delegated authority under Delegation Order 00500, including: re-delegation of General Services Administration (GSA) Delegations of Authority; and making any determinations and findings required of the Head of the Agency, in accordance with statute or regulation with respect to real property matters.

Component heads, as delegated by the Under Secretary for Management, are required to exercise leadership to assure that acquisition, utilization, operations and management, and disposition of real property conforms to Office of Management and Budget (OMB), GSA and DHS policies and requirements.

V. Policy and Requirements

A. Real property and interests therein are to be acquired in accordance with applicable authorities, only as necessary and no longer than necessary, to carry out effective mission and program operations.

1. Components submit business cases for review and approval to acquire leasehold interests in or conduct alterations to real property with a cost at or above the prospectus thresholds (40 U.S.C. § 3307).
2. Components seeking to acquire ownership interest in or to dispose of DHS owned real property submit business cases to CRSO for review and approval.

B. Property prices or contract rental rates, as well as costs of moving/occupancy, efficiency of operations, regional planning, effective use of public transportation, telework and alternative workspace arrangements, and criteria that support sustainable design and high performance building requirements should be considered in real property portfolio and financial

planning.

C. Real property is to be managed to maintain an appropriate level of utilization. Systematic, real property portfolio reviews are required to identify property which is underutilized, or misaligned with mission/usage. Underutilized assets are identified for development of alternatives and consideration for adaptive reuse or excess. Following periodic review, underutilized assets are classified as excess or plans developed to improve utilization.

D. In addition, Components are required to:

1. Designate an employee at a suitably high level in the organization who has the necessary training and experience to serve as the Component Real Property Officer who will represent and exercise Component decision-making authority with respect to DHS real property asset management planning and program compliance matters;
2. Establish Component-level policies, procedures and systems of accountability to ensure effective planning, use, management (e.g. economy and efficiency) and disposal of real property assets in support of mission-related activities, such as:
 - a. establishment of annual real property management improvement goals and plans consistent with FRPC guidance as amplified by the DHS Asset Management Plan;
 - b. provide, upon request, records of annual surveys, cost and operational information, to the CRSO to facilitate periodic reviews/evaluations and for making cyclical and/or periodic reports to OMB, GSA, Congress, and other agencies, as required;
3. Report real property identified as excess to the CRSO for disposition in accordance with OMB, GSA and DHS guidance;
4. Ensure real property acquisitions are consistent with OMB Circular A-11 (Planning, Budgeting, Acquisition, and Management of Capital Assets) and Treasury Office of Performance Budgeting Supplemental Guidance for Non-Information Technology (Non-IT) Capital Investments (e.g. conduct a Total Life Cycle Cost Analysis) and ensure compliance with the scorekeeping guidelines and budget treatment for leases, capital leases, and lease-purchases identified in OMB Circular A-11, appendices A and B;
5. Provide listing and description of DHS Component real property assets, as required, to the OCRSO for submission to the Federal Real Property Profile (FRPP) and other information OMB or GSA may request

for inclusion in the Government-wide listing of all real property assets;

6. Maintain the capability to provide real property related data (e.g. property location, address, emergency contact information for the facility, # of occupants, # of floors occupied, etc.) as requested for purposes of emergency incident reporting, impact assessment, and agency-level action response/continuity of operations support;

7. Make the provisions of any contract with private sector real property services providers conform to the policies of 41 CFR, § 102 Federal Management Regulations, parts 102-71 to 102-86, as amended, and this directive;

8. Include criteria encouraging lease provisions that support sustainable design and development, energy efficiency, and verification of building performance requirements set forth by E.O. 13423, "Strengthening Federal Environmental, Energy, and Transportation Management, dated January 24, 2007".

VI. Questions

Address any questions or concerns regarding this Directive to the Chief Readiness Support Officer.



Rafael Boras
Under Secretary for Management

12/10/12

Date