

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 12/17/2012)

- Subject:** Verification and Validation of Bureau of Reclamation Buildings and Structures (Reclamation B&S) Data Base with the Cost Summary Report (BOR 730)
- Purpose:** The purpose of this Directive and Standard (D&S) is to establish standardized procedures to update the real property asset inventory and to reconcile buildings and structures owned by the Bureau of Reclamation. The benefits of this D&S are to ensure Reclamation populates and maintains an inventory of its buildings and structures, reconciles that inventory with its Cost Summary Report, and for accountability and other purposes.
- Authority:** Executive Order (E.O.) 13327 – Federal Real Property Asset Management, February 4, 2004; Statement of Federal Financial Accounting Standards (SFFAS) Number 3: “Accounting for Inventory and Related Property;” SFFAS Number 6: “Accounting for Property, Plant and Equipment;” SFFAS Number 8: “Supplementary Stewardship Accounting” (as amended by SFFAS Number 11); SFFAS Number 29: “Heritage Asset and Stewardship Land;” Department of the Interior - Real Property Financial Management Policy, April 30, 2003; and Department of the Interior - Real Property Financial Management Policy Guide, May 15, 2003 (Department Policy and Guide)
- Approving Official:** Director, Policy and Program Services (PPS)
- Contact:** PPS, Maintenance Services Office (84-57000)

1. **Introduction.** The Department of the Interior requires each of its bureaus to maintain a current, complete, and accurate inventory of its real property assets and to reconcile its real property and financial records. Reclamation’s inventory of buildings and structures consists of a Microsoft Access®/Excel® database (Reclamation building and structure database), which is reconciled to the Cost Summary Report (BOR 730). The buildings and structures database contains data reported into the Federal Real Property Profile (FRPP) and certified on an annual basis as being current, complete, and accurate. The FRPP is a government-wide real property database of assets at the constructed asset level managed by the General Services Administration and updated, at a minimum, annually. The FRPP does not preclude any agency or bureau of having its own stand-alone real property database for financial reconciliation.

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2. **Applicability.** This D&S applies to regional and area office management personnel (or their designated personnel or analysts) in finance, facility, and property management who are administratively responsible for management and oversight of Reclamation buildings and structures for which title is in the name of the United States. This D&S also applies to buildings and structures, which have been constructed on Federal land by an operating entity, where a written agreement or contract documents ownership of the asset as Reclamation owned. This D&S does not apply to buildings and structures that are owned by others, previously disposed of, or for which the title has been transferred to an operating entity or another party.
3. **Definitions.**
 - A. **Cost Summary Report (BOR 730).** A customized Reclamation report using cost information from the standard general ledgers (SGL) in the Federal Financial System. The BOR 730 is Reclamation's official subsidiary ledger for real property that includes detailed building (SGL 1730) and structure (SGL 1740) data.
 - B. **Constructed Asset.** An improvement (building and/or structure) that was constructed on land owned, leased, or otherwise managed by the Federal government.
 - C. **Executive Order 13327.** E.O. 13327 established responsibilities of the Senior Real Property Officer and the Federal Real Property Council to promote the efficient and economical use of Federal real property resources in accordance with their value as national assets and in the best interest of the Nation.
 - D. **Financial Reconciliation.** Agreement between the BOR 730 and Reclamation's buildings and structures database.
 - E. **Validation.** Assurance that a source document exists for the constructed asset contained in the current buildings and structures asset inventory.
 - F. **Verification.** Confirmation that charges to cost account structures are accurate and the constructed asset still exists.
4. **Responsibilities.**
 - A. **Director PPS.** The Director, PPS, serves as Reclamation's Senior Real Property Officer (SRPO) and is responsible for:

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- (1) coordinating overall asset management activities within Reclamation;
- (2) ensuring the validation of buildings and structures data in the Reclamation's buildings and structures database, including documenting and certifying that the data is current, complete, and accurate; and
- (3) providing oversight to assure compliance with existing policies and procedures for asset management activities within Reclamation.

B. Regional Directors and Area Managers. Regional directors, and area managers delegated responsibility for assets under their jurisdiction, are responsible for:

- (1) ensuring that an inventory of buildings and structures is maintained and that the data in the Reclamation buildings and structures database is current, complete, accurate;
- (2) ensuring that the Reclamation buildings and structures database is financially reconciled with the BOR 730;
- (3) ensuring that adequate controls are in place and financial records and reports are supported by the BOR 730 under Department Policy and Guide and Reclamation Manual (RM) releases; and
- (4) ensuring that additions and disposals/deletions for buildings and structures are properly reported in the Reclamation buildings and structures database and such information is communicated to the Regional Finance Officer.

5. Standard Processes and Procedures.

A. Annual Update of Buildings and Structures Database and Inventory.

- (1) The SRPO will initiate an annual call letter (formal memorandum) to the regions requesting: the annual update of Reclamation's buildings and structures database, a report verifying that asset inventories completed during the year, and certification that the asset inventory is current, complete, and accurate;
- (2) Regional directors and/or area managers will schedule and physically inventory, on an annual basis, approximately 20 percent of the constructed

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assets under their jurisdiction, under the Department Policy (http://www.doi.gov/pfm/finstare/real_property_policy.pdf) and Guide (http://www.doi.gov/pfm/finstare/real_property_guide.pdf) and provide a report verifying the asset inventories to the SRPO based on the call letter described in Paragraph 5.A.(1);

- (3) Regional directors will submit their region's updated portion of the Reclamation buildings and structures database to the SRPO based on the call letter described in Paragraph 5.A.(1); and
 - (4) SRPO will provide the certification of Reclamation buildings and structures to the Department at the end of the fiscal year based on the regional certifications.
- B. Financial reconciliation of buildings and structures data will be in accordance with existing financial requirements in the SFFAS, the Department Policy and Guide, and the RM releases.
- C. Reclamation will expand the current verification and validation of Reclamation buildings and structures to ensure that requirements under the Department Policy and Guide, addressed in Paragraph 5.A.(2), are being applied consistently across Reclamation. The internal controls will ensure that Reclamation complies with the completion of an asset inventory on a 5-year cycle.