

SUPPLEMENTAL DIRECTIVE

SD 430.1

Approved: 1-18-17

REAL PROPERTY ASSET MANAGEMENT



NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Safety, Infrastructure & Operations

CONTROLLED DOCUMENT

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REAL PROPERTY ASSET MANAGEMENT

1. **PURPOSE.** To implement DOE O 430.1C, *Real Property Asset Management*.
2. **CANCELLATION.** NNSA Manual, *Real Property Management*, dated 04-01-09, and NNSA memorandum, *Implementation of DOE Order 430.1B Real Property Asset Management with the National Nuclear Security Administration*, dated 03-22-04.

Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive. Contractor requirements documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract until the contract or regulatory commitment is modified to eliminate requirements or substitute a new set of requirements.

3. **APPLICABILITY.**

- a. **Federal.** This applies to all NNSA Elements.
- b. **Contractors.** The contractor requirements document (CRD) attached to this SD sets forth requirements that apply to contractors.

The CRD must be included in contracts that involve the acquisition, management, or disposition of real property or interests therein, and indicate when the contractor will be reimbursed for any authorized costs.

- c. **Equivalency.** In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 United States Code sections 2406 and 2511, and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.

4. **SUMMARY OF CHANGES.** Not applicable.

5. **BACKGROUND.** DOE O 430.1C, hereafter referred to as the *Order*, replaced the site-level requirements of the prior order, 430.1B, with requirements for Under Secretaries to meet the unique needs of their program through supplemental directives. The Administrator will implement the Order with clarifications consistent with the needs of NNSA's core scientific, engineering, and manufacturing business lines, protecting the government's investments in real property while that property has potential value to NNSA's mission and while the Government holds a legal interest in the asset, particularly for protecting people and the environment. It also protects the government's financial interest by disposing of excess real property as soon as possible after the excess declaration. Real property is planned to have a 40- to 60-year life cycle, with recurring 15- to 20-year periods of renovation and renewal, and should be managed with a life-cycle perspective.

Decisions to delay real property maintenance and renewal have unavoidable impacts on service life that may continue after the delayed work is performed. Therefore, management decisions, including investments in new construction, maintenance, recapitalization, and disposition, must consider minimizing the total life-cycle costs of real property.

NNSA actions concerning real property will satisfy all requirements of the Order, using the following systems, tools, and programs.

- a. G2 is NNSA's authoritative data source for planning, programming, and execution of infrastructure activities.
 - b. BUILDER™ Sustainment Management System (BUILDER™) is NNSA's authoritative data source for information related to condition and functionality assessments.
 - c. Facilities Information Management System (FIMS) is the Department's Real Property Database of Record.
 - d. Master Asset Plan (MAP) is NNSA's enterprise-wide infrastructure strategic plan. The MAP covers the infrastructure necessary to meet current, planned, and future mission requirements over the next 25 years, through the integration of five-year real property planning and budgeting with longer term goals. It provides an integrated view of NNSA infrastructure and a prioritized infrastructure roadmap to reduce risks to mission execution in the near-, mid-, and long-terms.
 - e. Mission Dependency Index (MDI) is NNSA's risk-based, *consequence to mission* metric that assigns a quantitative score to a real property asset. This score informs decision makers on the potential impact the loss of the asset would have on NNSA's mission.
 - f. Excess Facilities Risk Index (ERI) is NNSA's risk-based, consequence metric for retired facilities. The quantitative score assigned from ERI is used to aid prioritization of disposition projects, based on the risk posed to worker and public safety or mission work.
6. **REQUIREMENTS.** NNSA entities managing real property must keep data in G2, FIMS, and BUILDER™ systems current. For this purpose, *current* means data should be updated at sufficient intervals for the data to be used for NNSA decisions and reports at any time, without requiring sites to review and update the data, and is sufficiently complete and accurate to support decisions concerning funding.
- a. Planning and Budgeting. NNSA shall meet the Order's requirements for real property asset management planning and budgeting, preparation of annual planning guidance, real property planning, and provide five-year real property planning and budgeting documentation.

- (1) NNSA must use G2 for planning, programming, and execution of infrastructure activities to fulfill the Order's requirements to manage financial investments in real property.
- (2) NNSA must use the MAP to fulfill the Order's requirements for the following:
 - (a) Annual planning guidance;
 - (b) Real property planning;
 - (c) Five-year real property planning and budgeting;and include:
 - (d) A prioritized list of real property acquisition, sustainment, and disposition activities and projects;
 - (e) Alignment of real property planning with NNSA and DOE strategic plans and program guidance; and
 - (f) Real property meeting the needs of site tenants.
- (3) NNSA must use MDI to fulfill the Order's requirements to do the following:
 - (a) Assess real property against core capabilities;
 - (b) Evaluate the relative importance and contributions of said real property to mission accomplishment; and
 - (c) Determine the optimum set of facilities and infrastructure needed to maintain core capabilities.
- (4) NNSA must develop or use existing programs and policies to address requirements related to the following areas outlined in the Order:
 - (a) Climate change resilience, adaptation, and sustainability;
 - (b) Environment, health, safety, and security;
 - (c) Earthquake risks;
 - (d) Cultural and natural resource preservation;
 - (e) Historical preservation;
 - (f) Surveillance, maintenance, and long-term stewardship (LTS) resource requirements achievements; and

- (g) Reduction or consolidation of space, specifically addressing space policy, program benchmarks for space utilization, and space assignment and utilization standards.
 - (5) NNSA must fulfill the Order's requirements for reporting results of annual utilization surveys to FIMS.
 - (6) NNSA must use BUILDER™ to fulfill the Order's requirements for infrastructure condition and functionality assessments.
- b. Acquisition. NNSA must ensure the acquisition of real property meets applicable federal laws and regulations through the use of the following processes and systems.
- (1) NNSA must establish the authority of and appoint a Certified Realty Specialist (CRS) and Real Estate Contracting Officer (RECO) to fulfill the Order's requirements for real estate business case analysis; life-cycle cost analysis; and space management and utilization requirements. A CRS or RECO must review and approve all planned acquisition and other real estate actions, and implement NNSA real estate practices as identified by the NNSA Real Property Officer (RPO).
 - (2) NNSA must use the MAP to fulfill the Order's requirements that acquisitions are supported by a mission need.
 - (3) NNSA must record required information in the FIMS Anticipated Asset Information Module (AAIM), based on information from G2, BUILDER™, the MAP, and other NNSA RPO guidance, to fulfill the Order's requirements identified in paragraph 4.b(1)b of the Order.
 - (4) NNSA must ensure programs fulfill the Order's requirements to do the following:
 - (a) Ensure construction or renovation of existing DOE-owned assets greater than 5,000 square feet meet federal sustainability guiding principles;
 - (b) Ensure new solicitations for DOE-leased buildings above 10,000 rentable square feet meet building efficiency, performance, and management requirements; and
 - (c) Ensure facilities, regardless of ownership, comply with applicable federal metering requirements.
 - (5) NNSA must fulfill the Order's requirements that new construction of DOE-owned building areas, except at environmental closure sites, is offset

by sale, declaration of excess, or demolition of a building area of an equivalent or greater size.

- c. Sustainment. NNSA must achieve the sustainment of real property assets maintenance, repair, and renovation activities to ensure mission readiness; operational safety; worker health, environmental protection and compliance; security; and property preservation to cost-effectively meet program missions through the following:
- (1) NNSA must ensure programs fulfill the Order's requirements to maintain real property assets, including mechanical and electrical systems, and to ensure real property availability for planned use or disposition using preventive and predictive maintenance and repairs.
 - (2) NNSA must use the BUILDER™ Sustainment Management System to fulfill the Order's requirements to establish a master equipment list and conduct infrastructure condition and functionality assessments.
 - (3) NNSA must follow NNSA RPO guidance to fulfill the Order's requirements to establish technical and management processes to align the performance, functional, and physical attributes of real property assets, systems and components in the maintenance program with associated requirements, design, and operations information, and to comply with applicable DOE maintenance management directives for nuclear facilities.
 - (4) NNSA must use G2 to fulfill the Order's requirements to do the following:
 - (a) Track direct and indirect funded expenditures for maintenance, repair, and renovation at the site level;
 - (b) Manage planning and budgeting for known future cyclical maintenance, repair, and renovations requirements for major building component or infrastructure systems based on the information in BUILDER™; and
 - (c) Develop a five-year forecast and update annually to identify financial investments for sustainment of real property assets to support DOE strategic plans, program guidance, Departmental performance targets, and NNSA RPO guidance.
 - (5) NNSA's Sustainability program must fulfill the Order's requirements to do the following:
 - (a) Perform comprehensive energy and water assessments for each operating covered facility at least once during any four-year period; and

- (b) Recommission covered facilities at least once during any four-year period, tailored to the size and complexity of the building and its system components, and to optimize and verify performance of existing building systems.
 - (6) NNSA must submit information in FIMS to fulfill the Order's requirements to report asset level annual required maintenance for the upcoming fiscal year, including the estimated fully burdened costs of predictive and preventive maintenance and repair activities and to record annually the results of condition and functionality assessments and real property utilization assessments.
- d. Disposition. NNSA must ensure the disposition or long-term stewardship of real property assets is carried out in accordance with applicable Federal laws and regulations and compliance with applicable Federal laws and regulations for excess real property assets at defense nuclear facilities, using the following systems and processes:
- (1) NNSA must use the MAP and ERI to fulfill the Order's requirements to identify real property assets that are no longer needed to meet mission needs and may be candidates for reuse and disposition and to inform prioritization of asset disposition.
 - (2) NNSA must use G2 to fulfill the Order's requirements to track the annual cost of maintaining excess facilities, at the asset level as directed, once the asset is declared excess and until final disposition.
 - (3) NNSA must use FIMS to fulfill the Order's requirements to record planned disposition of real property.
 - (4) NNSA must appoint CRS and RECOs to review and approve a Request for Disposition (RFD) form before any action to dispose of real property begins to fulfill the Order's disposition real estate requirements.
 - (5) NNSA must establish a disposition program to fulfill the Order's requirements to:
 - (a) Screen real property assets in accordance with federal laws, regulations, and the Department's internal process for screening real property assets prior to declaration of excess;
 - (b) Dispose of excess real property assets via demolition or other DOE-approved methods;
 - (c) Dispose of excess contaminated real property assets in accordance with applicable federal laws and regulations, DOE directives, and NNSA RPO guidance; and

- (d) Ensure physical controls, institutional controls, and other mechanisms to protect people and the environment are in place while performing disposition activities.
 - e. Performance Measurement. NNSA shall report performance measures using FIMS, G2, and other systems as identified by the NNSA RPO.
 - f. Reporting Systems. NNSA shall maintain accurate data in both NNSA-internal and DOE systems including, but not limited to, the following systems:
 - (1) FIMS is the Department's corporate real property inventory system, which stores real property data. The Department is required to verify and validate the accuracy of the Federal Real Property Profile (FRPP) annual submission. NNSA will ensure that site's data is entered into FIMS to support the FRPP, and other requirements outlined in the Order.
 - (2) G2 is NNSA's authoritative data source for planning, programming, and execution of infrastructure activities.
 - (3) BUILDER™ is NNSA's authoritative data source for information related to condition and functionality assessments.
- 7. RESPONSIBILITIES AND AUTHORITIES. These responsibilities are in addition to those outlined in the Order.
 - a. Administrator (NA-1):
 - (1) Ensures accountability for the stewardship of NNSA real property assets.
 - (2) Approves documented program-specific or location/site-specific exemptions, exclusions, or deviations from requirements of the Order based on mission needs, efficiency, or efficacy of execution without disregarding Federal laws and regulations.
 - (3) Executes real estate transactions to acquire, manage, and dispose of real property, to include the acceptance of donations and the initiations of condemnation actions or executions of declarations of takings.
 - (4) Delegates transactional real estate execution authorities to acquire, manage, and dispose of real property, with the exception of accepting donations and initiations on condemnation actions or executions of declaration of takings.
 - (5) Provides direct appointments for the NNSA Real Estate Contracting Officers (RECOs).

- b. Associate Administrator for Safety, Infrastructure and Operations (NA-50):
- (1) Acts as the Program Secretarial Officer (PSO), as identified in 5.d. of the Order fulfilling all the responsibilities outlined therein.
 - (2) Acts as the NNSA RPO, responsible for:
 - (a) Overseeing NNSA stewardship of real property;
 - (b) Fulfilling all RPO responsibilities issued in the Order and other DOE policy, with authority to issue guidance and direction to ensure consistent implementation of the Order and this Supplemental Directive across all NNSA sites and the Office of Secure Transportation (OST);
 - (c) Working in consultation with the Order's Office of Primary Interest where NNSA's practices are equivalencies to the requirements of the Order;
 - (d) Delegating internal NNSA actions, while maintaining direct responsibility for external actions; and
 - (e) Issuing RPO working-level implementation plans for this Supplemental Directive including, but not limited to, the NA-50 Program Management Plan (PMP) and other Real Property Management requirements.
 - (3) Measures and reports real property asset performance; also measures real property asset management performance.
 - (4) Prepares and submits real property asset information in response to external requests.
 - (5) Tracks directly and indirectly funded real property acquisitions, operations, maintenance, recapitalization, and disposition to ensure a holistic view of NNSA's real property holdings and expenditures.
 - (6) Establishes transparent, consistent, repeatable real property practices across NNSA sites and OST.
 - (7) Issues the MAP, covering an enterprise-wide perspective of the infrastructure requirements necessary to meet mission needs.
 - (8) Charters working groups to manage ad hoc and ongoing real property issues and challenges and to provide vertical and horizontal channels for innovations to NNSA real property practices.

- (9) Reviews and certifies DOE real property inventory for accuracy and completeness to support DOE's certification of the annual Federal Real Property Council data submission.
- (10) Ensures the interests and needs of NNSA's federal and contractor infrastructure workforces are represented in NNSA policies and practices; alerts the Administrator when the infrastructure workforce may be evolving away from sufficient capability to meet all obligations.
- (11) Represents NNSA real property issues in Department venues, including the Laboratory Operating Board (LOB), the Excess Contaminated Facilities Working Group (ECFWG), and the Infrastructure Executive Committee (IEC). As appropriate, this responsibility may be delegated.
- (12) Reviews Departmental guidance and directives, including those related to the FIMS, tailors the guidance and directives to meet NNSA's requirements, and transmits the tailored guidance to NNSA field offices and OST for incorporation into contract requirements.
- (13) Issues process-oriented, operational-level guidance annually, or as needed, integrating guidance and direction necessary to ensure consistent management of NNSA infrastructure across all programs, sites, and OST, supplementing the annual guidance with memoranda as necessary to meet evolving requirements.
- (14) Oversees the NNSA real estate program and ensures that CRS support is available to all programs within NNSA. Ensures that all Preliminary Real Estate Plans are reviewed and approved by an NNSA CRS. Ensures CRS personnel are qualified and recommends the level of RECO warrant to request from the Administrator (NA-1) for each CRS.
- (15) Establishes policies and guidance for NNSA compliance with the *Federal Building Personnel Training Act*, ensuring effective oversight of the field and contractor infrastructure workforce.
- (16) Ensures clear demarcation between accountability for maintenance of real and personal property consistent with the different requirements for and funding support of the two types of property in cooperation with other Deputy and Associate Administrators.
- (17) Ensures NNSA's active participation for sustainability and long-term stewardship, in support of the Order and other applicable regulations and statutory requirements.

c. Deputy Administrators and Associate Administrators:

- (1) Ensure personal property supported by their programs is inventoried and maintained with responsibility clearly demarcated from the real property containing the personal property in cooperation with Associate Administrator for Safety, Infrastructure and Operations.
- (2) Coordinate program-driven real property investments with the Office of Safety, Infrastructure and Operations to ensure balanced investment across programmatic and enabling infrastructure.
- (3) Ensure all personal property and materials are removed from facilities when the asset is excessed; personal property must be properly relocated or stored for future use, properly transferred or moved to an institutional entity that will be using the space, or disposed of if no future use exists.
- (4) Ensure federal offices responsible for planning, construction, operations, maintenance, and disposition of real property assets meet the requirements outlined in Attachment 1.

d. Associate Administrator for Acquisition and Project Management (NA-APM):

- (1) Ensures future new line item construction and renovation projects under their cognizance provide BUILDER™ ASTM-E1557-09 Uniformat II inventory data down to Level 5, including specific equipment detail information, in an electronic format determined in coordination with the NA-50 BUILDER™ Program Manager and the site-specific BUILDER™ lead. Project acceptance practices must ensure this data is complete and sufficient to support management of the facility in BUILDER™, with no further inventory or condition and functionality assessment actions required, at least 30 days prior to final project closeout. Explore to what extent data can be provided at no additional cost for current projects in progress. The condition rating for new construction must meet a *green plus* or *green* condition assessment.
- (2) Ensures all new construction and renovation results in components that are accessible for preventive and corrective maintenance, to support maintainability of real property assets throughout the lifetime of the asset.


e. Field Office Managers:

- (1) Perform all duties outlined in Section 5.h. of the Order.
- (2) Ensure accountability for all aspects of federal oversight of real property is assigned to their staff, including maintaining an accurate inventory of real property under their control. May divide responsibility between direct reports as necessary to match local needs.

- (3) Ensure BUILDER™, G2, MDI, ERI, and FIMS data is accurate, consistent, and in agreement with the NNSA RPO's guidance, and certify the accuracy of the data to the NNSA RPO at the end of the fiscal year to support NNSA certification of data to the Department.
 - (4) Ensure federal offices responsible for planning, construction, operations, maintenance, and disposition of real property assets meet the requirements outlined in Attachment 1 (the CRD).
 - (5) Ensure that the Contracting Officer incorporates the CRD and all other applicable real property requirements identified by the NNSA RPO into M&O contracts.
- f. Assistant Deputy Administrator for OST:
 - (1) Implement this Supplemental Directive through a Memorandum of Agreement with the NNSA RPO, with consideration of the statutory requirements of OST's authorization and appropriation.
 - (2) Determine all expenditures of OST funds for OST property and facilities.
8. REFERENCES. The following references are useful or necessary to perform the functions covered by this Supplemental Directive. Additional references are available in the Order.
 - a. *Federal Building Personnel Training Act of 2010, Public Law 111-308, December 14, 2010.*
 - b. 41 U.S.C. § 102 *Federal Management Regulation.*
 - c. 42 U.S.C. § 8523 *Energy Management Requirements.*
 - d. GSA Acquisition Regulation (GSAR) Part 570, *Acquiring Leasehold Interests in Real Property.*
 - e. DOE, *Asset Management Plan.*
 - f. DOE O 433.1 (series) *Maintenance Management Program for DOE Nuclear Facilities.*
 - g. DOE O 430.1(series), *Real Property Asset Management (RPAM).*
 - h. DOE O 580.1(series) *Personal Property Management Program.*
 - i. DOE Real Estate Desk Guide, the primary source of information and guidance for planning, acquiring, managing, and disposing of DOE real property or interests therein.

- j. DOE, *Real Property Efficiency Plan*, September 2015.
 - k. DOE, *Strategic Sustainability Performance Plan*, September 2010.
 - l. DOE, Federal Energy Management Program, *Facility Energy Management Guidelines and Criteria for Energy and Water Evaluations in Covered Facilities*, 11-28-08.
 - m. Facilities Information Management System (FIMS) *User's Guide, Training Workbook, and Reporting Guide*, November 2016.
 - n. Office for Safety, Infrastructure and Operations (NA-50), *Program Management Plan*, October 2016
9. DEFINITIONS/ACRONYMS. See Attachment 2.
10. CONTACT. Director, Office of Infrastructure Planning and Analysis (NA-521), Office of Safety, Infrastructure & Operations, at 202-586-4134.

BY ORDER OF THE ADMINISTRATOR:


Frank G. Klotz
Administrator

Attachments:

- 1. Contractor Requirement Document (CRD)
- 2. Acronyms and Definitions

ATTACHMENT 1: CONTRACTOR REQUIREMENTS DOCUMENT NNSA SD 430.1

This contractor requirements document (CRD) applies to the National Nuclear Security Administration (NNSA) contractors whose contracts involve the acquisition, management, maintenance, or disposition of real property assets. Contractors are expected to meet these functional requirements by tailoring their business and management practices, and using standard industry practices.

Regardless of who performs the work, the contractor is responsible for complying with the requirements of this CRD. The contractor is responsible for flowing down the requirements of this CRD to subcontracts at any tier to the extent necessary to ensure the subcontractor's compliance with the requirements.

The DOE Order 430.1C and this CRD lay out performance-based outcomes. Where specific guidance is not given in the Order, this CRD, the Office of Safety, Infrastructure and Operations (NA-50) *Program Management Plan* (PMP), or NNSA Real Property Officer (RPO) guidance, contractors have the latitude to accomplish the required outcomes via their own processes.

1. **PLANNING.** Based on NNSA-furnished program planning guidance, the contractor must—
 - a. Assess the current real property assets against program mission projections;
 - b. Identify the specific real property asset projects and activities required to meet program mission projections; and
 - c. Propose a 25-year planning horizon through the development of a Master Asset Plan (MAP).

2. **INFRASTRUCTURE DATA MANAGEMENT.** The contractor must maintain G2 data and records, Facilities Information Management System (FIMS) data and records, and data and records to support BUILDER™ and other data systems specified by NNSA and DOE policy. Data quality and timeliness of data should support NNSA decisionmaking without request for data updates. FIMS data must be verified annually.

3. **FACILITY UTILIZATION.** Contractors must manage the utilization of their facilities using industry best practices and applicable government standards, and in accordance with NNSA RPO guidance. Each contractor must have a space management system, completely accessible to federal oversight and field office staff. The space management system must satisfy Department, regulatory, and statutory requirements for determining utilization rates, including the requirement to produce annual reports. The data collected by the contractor must be sufficient for NNSA and the contractor to reach agreement on the optimum size of the site for current and future mission needs. The data must be sufficient for NNSA's use to justify the results to Congress, the Office of Management

and Budget, and other external stakeholders, and to meet the Laboratory Operating Board (LOB) assessment requirement for utilization.

The contractor must have a space management system that tracks the current program users of all facilities and ensures all users fit within DOE, NNSA, and local standards for space usage. The system must also:

- a. Ensure vacating users are not relieved of their responsibility for a space until all programmatic equipment and personal property has been removed; personal property must be properly relocated or stored for future use, properly transferred or moved to an institutional entity that will be using the space, or disposed of if no future use exists.
- b. Support DOE and NNSA reporting requirements, including FIMS utilization data.
- c. Be available to field office personnel and other federal oversight personnel for review.

Contractors must ensure optimum performance of a facility, in accordance with design or current operating needs, over the useful life of the facility, while meeting building occupancy and mission requirements.

A subset of these data elements, or others determined by the NNSA RPO, may be reported through G2. Further guidance and requirements will be provided by the NNSA RPO.

4. MAINTENANCE AND MODERNIZATION. The contractor must maintain real property assets in a manner that promotes operational safety, worker health, environmental compliance, property preservation, and cost-effectiveness while meeting the program missions and protecting the government's investment in real property. This requires a balanced approach that not only sustains the assets, but also provides for their recapitalization and includes the following:

- a. Integrated computer systems that include condition and functionality assessment information for real property assets, a work control system, management of deferred maintenance, a method to prioritize, and systems to budget and track maintenance expenditures.
- b. Identification of five-year maintenance and repair requirements (sustainment) and funding for deferred maintenance reduction.
- c. Identification of five-year recapitalization and capital construction requirements to replace or modernize existing facilities.
- d. Condition and functionality assessments of real property assets according to the frequency dictated by the NNSA RPO. At least once within a five-year period, verify that all of the required inspections are completed and ensure BUILDER™ reflects all outstanding and completed maintenance work orders for repairs and

overhauls. The condition and functionality assessment program shall use a tailored approach based on facility status, mission and importance, and the magnitude of the hazards associated with facilities and infrastructure.

Inspection methodology shall be consistent with industry best practices, and shall include identification of safety and health hazards. Deferred maintenance estimates will be based on BUILDER™ output. The condition and functionality assessment program will support the reporting requirements of G2 and FIMS. Until BUILDER™ is fully populated, each site's current condition and functionality assessment process must be consistent, auditable, and current by regularly updating the site's BUILDER™ database with outstanding and completed work orders.

5. DISPOSITION. Contractors must ensure vacating users are not relieved of their responsibility for a space until all programmatic equipment and personal property has been removed; personal property must be properly relocated or stored for future use, properly transferred or moved to an institutional entity that will be using the space, or disposed of if no future use exists. Contractors must also manage disposition of their facilities to meet requirements identified by the NNSA RPO.
6. WORKFORCE. Contractors must maintain a trained workforce, sufficient to achieve the NNSA mission. Contractors must monitor their workforce and ensure NNSA RPO is aware of developing workforce-related issues and concerns that could create risks for infrastructure management.
7. DOCUMENTATION. The contractor must document its real property management activities, including (a) the site's plan to meet program missions, (b) budgets and planning estimates, and (c) performance outcomes via the MAP deep-dive process.
8. REAL ESTATE. The contractor must —
 - a. Follow the procedures specified by the NNSA RPO;
 - b. Prepare Preliminary Real Estate Plans (PREPs) and Requests for Disposition (RFDs), obtaining all required approvals and concurrences before proceeding with a real estate action; and
 - c. Submit all PREPs and RFDs to acquire, manage, and dispose of real property assets to their field office and to the NNSA Headquarters (HQ) Certified Realty Specialist (CRS) through their Field Office Manager or designee for review and approval.
9. LONG-TERM STEWARDSHIP (LTS). LTS activities must be consistent with requirements dictated by statutory, regulatory, and other Department policies transmitted through or established by the NNSA RPO.

10. SUSTAINABILITY. Sustainability activities must be consistent with requirements dictated by statutory, regulatory, and other Department policies transmitted through or established by the NNSA RPO. Contractors must provide annual reports to the NNSA RPO or designee on the accomplishment of requirements.

ATTACHMENT 2: REAL PROPERTY ASSET MANAGEMENT DEFINITIONS AND ACRONYMS

NOTE: All attachments, except Attachment 1 (which applies to contractors only), apply to both Federal and contractor employees.

1. DEFINITIONS/ACRONYMS. NNSA will rely on the original source documentation for interpretation of all definitions, drawing on and using the definitions in the Order except where the NNSA Real Property Office (RPO) determines additional clarification is needed or where the source documentation provides latitude beyond that within the definition provided in the Order. The following definitions are provided in addition to those in the Order:
 - a. Area is a portion of a site. This term is applicable at larger sites that have been segmented into *areas* for facilities planning or other purposes as opposed to a *special area*, which is off-site. Example: The *Area 23* at the Nevada Nuclear Security Site (NNS), is a portion of NNS devoted primarily to administrative functions.
 - b. BUILDER™ is a knowledge-based, sustainment management system, which includes condition and functionality assessments.
 - c. Condemnation is a judicial proceeding, initiated by the Government under its right of eminent domain, to take private property for public use.
 - d. Certified Realty Specialist (CRS) is a DOE employee, in the realty specialist series, who is certified in one or more of the three specialty realty areas: acquisition, leasing, and land management and disposal. Employees so certified are authorized to prepare and implement real estate actions within certified specialty areas, and to provide the required review and approval prior to execution by a DOE official with a delegation of authority for real estate actions. Detailed guidance and procedures for becoming a CRS are found in the DOE Acquisition Certifications Program Handbook. An NNSA CRS must be an NNSA employee.
 - e. Declaration of Taking is a pleading filed in a court with a condemnation proceeding, whereby, with the deposit of just compensation, the interest in the property, as stated in the pleading, is vested at once in the Government.
 - f. Disposition is the demolition of a real estate asset or the permanent or temporary transfer of NNSA control and custody of real property assets to another who thereby acquires rights to control, use, or relinquish the property.
 - g. Donation (Gift) is the voluntary transfer or conveyance of an interest in real property without payment or consideration of any kind.
 - h. Enabling Infrastructure are land, roads, walkways, utilities, and support facilities that are required for the programmatically focused facilities to complete their mission needs.

- i. Excess Risk Index (ERI) is NNSA's risk-based, consequence metric for retired facilities. The quantitative score assigned by ERI is used to aid prioritization of disposition projects, based on the risk posed to worker and public safety or mission work.
- j. Facilities Information Management System (FIMS) is the DOE corporate real property asset database for all real property owned, leased, or managed by DOE.
- k. G2 is the National Nuclear Security Administration's G2 Program Management System used to track infrastructure planning, programming, and execution efforts.
- l. Lease is a contractual agreement that gives exclusive possessory interest in the property for a specified time, in exchange for payment of rent to the owner.
- m. Master Asset Plan (MAP) is NNSA's enterprise-wide infrastructure strategic plan, covering a 25-year timeline. The MAP covers the infrastructure necessary to meet current, planned, and future mission requirements over the next 25 years. It provides an integrated view of NNSA infrastructure and a prioritized infrastructure roadmap to reduce risks to mission execution in the near, mid-, and long-terms.
- n. Mission Dependency Index (MDI) is NNSA's risk-based, *consequence to mission* metric that assigns a quantitative score to a real property asset. This score informs decision makers on the potential impact the loss of the asset would have on NNSA's mission.
- o. Original Source Documentation are the records and reports that support the data collection efforts. This information is usually compiled firsthand, by program subject matter experts in the field.
- p. Personal Property includes all equipment, material, and supplies not classified as real property (Refer to DOE O 580.1A and to 41 CFR Chapter 102-71).

NNSA also considers personal property to be items that are not permanently affixed to the real property asset and can be removed without serious impact either to the real property or to the items themselves. Personal property may include items necessary for the course of normal administrative or business operations, such as office furniture, as well as science and engineering equipment.

- q. Preliminary Real Estate Plan (PREP) is a decision document affecting all future site-selection activity which includes a description of the program or project and an analysis of all viable options and alternatives considered, along with the advantages and disadvantages of each.
- r. Real Estate Contracting Officer (RECO) is a Certified Realty Specialist who has been issued a contracting officer warrant to execute real estate actions, within prescribed limits. An NNSA RECO must be an NNSA employee.

- s. Request for Disposition (RFD) is the decision document affecting the disposition of an asset, which includes a description of the facility; the annual surveillance, operations, and maintenance costs associated with the facility; a condition and functionality assessment of the facility and the associated maintenance backlog; and the estimated demolition costs and date.

- t. Retired Asset is any asset that has a *shutdown* status in FIMS.