



Defense Health Agency

TECHNICAL MANUAL

NUMBER 4165.01, Volume 1
July 10, 2017

DHA Facilities Division

SUBJECT: Defense Medical Logistics Standard Support-Facilities Management
(DMLSS-FM) Volume 1: Facilities Inventory Module

References: See Enclosure 1

1. **PURPOSE.** This Defense Health Agency-Technical Manual (DHA-TM), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (w), establishes the Defense Health Agency's (DHA) procedures for managing data in the Military Health System's (MHS) Computer Aided Facility Management/Computerized Maintenance Management System (CAFM/CMMS) of record, DMLSS-FM.
2. **APPLICABILITY.** This DHA-TM applies to OSD, the Military Departments (MILDEPs), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this DHA-TM as the "DoD Components").
3. **POLICY.** It is DHA's instruction, pursuant to References (b), (d), and (e), that the DHA will:
 - a. Implement policy, administer Defense Health Program (DHP) Facilities Operations and Maintenance (O&M) budgets, and perform financial oversight at an enterprise level in order to ensure consistency, optimize performance, and meet strategic priorities across the MHS facility portfolio consistent with guidance from the Assistant Secretary of Defense for Health Affairs (ASD(HA)).
 - b. Develop consistent standards for medical facility management (FM) necessary for programmatic oversight of the DHP.
 - c. Sustain DMLSS-FM as the database of record for all MHS Facility Inventory (FI), maintenance, requirements, and project data including related financial data.
4. **RESPONSIBILITIES.** See Enclosure 2

5. PROCEDURES. See Enclosure 3

6. RELEASABILITY. **Cleared for public release.** This DHA-TM is available on the Internet from the DHA SharePoint site at: <http://www.health.mil/dhapublications>.

7. EFFECTIVE DATE. This DHA-TM:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (c)).


FOR R.E. BONO
VADM, MC, USN
Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, "Assistant Secretary of Defense for Health Affairs (ASD(HA))," September 30, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) DHA-Procedural Instruction (PI) 5025.01, "Publication System," August 21, 2015
- (d) DoD Instruction (DoDI) 6015.17, "Military Health System (MHS) Portfolio Management," January 13, 2012
- (e) Director, DHA, Memorandum, "Defense Medical Logistics Standard Support as Defense Health Agency Accountable Property System of Record," March 27, 2015
- (f) DoD Instruction 4165.14, "Real Property Inventory and Forecasting," January 17, 2014
- (g) DHA-PI 4165.01, "Real Property Asset (RPA) Management," June 22, 2017
- (h) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," as amended through March 15, 2015
- (i) Office of the Deputy Under Secretary of Defense for Installations and Environment (DUSD(I&E)) Business Enterprise Integration (BEI), "Real Property Data Reconciliation," February 16, 2010
- (j) Office of the DUSD(I&E) Business Enterprise Integration, "Real Property Information Model"¹
- (k) DoDI 4165.03, "DoD Real Property Categorization," August 24, 2012; Change 1, February 4, 2015
- (l) Unified Facilities Criteria 3-701-01, "DoD Facilities Pricing Guide," March 2011, Change 7, March 2015, as amended
- (m) Unified Facilities Criteria 1-300-08, "Criteria for Transfer and Acceptance of DoD Real Property," August 2, 2011
- (n) DoDI 4715.16, "Cultural Resources Management," September 18, 2008
- (o) Executive Order 13423 (EO 13423), "Strengthening Federal Environmental, Energy and Transportation Management," January 24, 2007
- (p) Memorandum of Understanding, "Federal Leadership in High Performance and Sustainable Buildings," January 28, 2006
- (q) Energy Independence and Security Act of 2007 (EISA)
- (r) Executive Order 13514 (EO 13514), "Federal Leadership in Environmental, Energy, and Economic Performance," October 5, 2009
- (s) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRs)," Volume 7A, Chapter 1, May 2015
- (t) Joint Publication 4-09, "Distribution Operations," December 19, 2013
- (u) Office of Management and Budget, "Criteria for Determining Compliance with the Guiding Principles Based Upon Type of Building," October 2008
- (v) DoDI 4165.56, "Relocatable Buildings," January 7, 2013
- (w) DoDI 5000.64, "Accountability and Management of DoD Equipment and Other Accountable Property," May 19, 2011

¹ Available at: www.acq.osd.mil/ie/bei/library.shtml

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA, will:

a. Implement policy, guidance, and instructions consistent with the references established in this DHA-TM.

b. Prepare and submit program and budget requirements for sustainment, restoration, and modernization pursuant to guidance of the ASD(HA) for the DoD Planning, Programming, Budgeting, and Execution process in accordance with Reference (b).

c. Provide programmatic oversight of the DHP O&M appropriations in accordance with instructions issued by the ASD(HA), fiscal guidance issued by the Under Secretary of Defense (Comptroller)/Chief Financial Officer, and applicable law.

d. Establish DMLSS-FM data standards for effective CAFM/CMMS management and operation in collaboration with MILDEPS.

e. Monitor medical facilities operations to ensure conformance with established standards in accordance with Reference (d).

2. SECRETARIES OF THE MILDEPS. The Secretaries of the MILDEPS will:

a. Monitor and report the overall condition, readiness, utilization, and functionality of the MHS facility portfolio in accordance with Reference (d).

b. Establish internal controls to ensure compliance with established medical facility data management standards.

c. Execute O&M to maintain facilities.

ENCLOSURE 3

PROCEDURES

1. REAL PROPERTY INVENTORY (RPI). RPI is the critical building block of the Facility Life Cycle Management program. The RPI data is essential to the MHS O&M budget. All facilities listed in the DMLSS-FM FI module must be reconciled with the supporting MILDEP's Real Property Records, at least annually, as specified in Reference (f), and in accordance with Reference (g).

a. A Real Property Asset (RPA) is defined by Reference (h) as "Land and improvements to land (i.e., facilities)." An RPA includes equipment affixed and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (e.g., plant equipment, industrial equipment, buoys).

b. RPI contains the data upon which all real property activities and decisions are linked. Decision-makers at all levels of the organization use the data in the RPI to allocate resources, plan for new missions, sustain the assets they steward, and dispose of property when no longer needed for military use. Recent transformational initiatives across the DoD and the Federal Real Property community are focused on further developing, refining, and using installation data for the full range of planning, acquiring, sustaining, and disposing of these assets.

c. The DoD Data Analytics Integration Support (DAIS) is the accountable real property database of record for all DoD real property. The Deputy Under Secretary of Defense for Installations and Environment issues guidance for the specific procedures, data table structures, and formats that DoD Components must use for all submissions of the DoD Enterprise RPI data and DoD Enterprise RPI forecasting data (Reference (i)). This guidance identifies the DoD Enterprise RPI, forecasting data elements, and the Real Property Inventory Model's (RPIM) effective date and version, with which the reported data must be compliant (Reference (j)) and the DoD enterprise facility analysis category (FAC) codes and category codes (CATCODEs) and the Real Property Categorization System's (RPCS) effective date and version, with which the reported data must be compliant (Reference (k)).

d. DAIS is updated annually with data from the MILDEP databases of record for real property (Automated Civil Engineer System, internet Naval Facilities Assets Data Stores, and General Fund Enterprise Business System). The medical FI must be accurate in the supporting MILDEP databases of record for real property for it to allow DoD resource planners to properly budget for O&M to support the MHS's mission.

2. FM INSTALLATION. Before FI Records can be entered in the FI Module, associated installation information must be identified. For each DMLSS-FM Server, FM Installation data records exist. In order to sustain compliance with Reference (j), the following fields must conform:

a. Parent Installation Name. Parent Installation Name is equivalent to the RPIM field, “Installation Name.” It is the official identification or name applied to the entire installation, as used by the DoD and the Services to recognize the installation.

b. Site Unique Identifier. This field is the Real Property Site Unique Identifier (RPSUID) assigned from the DoD RPSUID Registry.

c. Site Name. This field is the site name associated with the RPSUID in the DoD RPSUID Registry.

3. FI MODULE

a. FI Records. In order to effectively reconcile MHS real property data with the supporting MILDEP, the following facilities must have an FI Record in DMLSS-FM:

(1) Permanent structures assigned to the MHS facility portfolio. Must have a valid Real Property Unique Identifier (RPUID) and be updated in the MILDEP Real Property Record database.

(2) Semi-permanent structures assigned to the MHS facility portfolio. Must have a valid RPUID and be updated in the MILDEP Property Record database.

(3) Temporary structures assigned to the MHS facility portfolio. Temporary structures may have a valid RPUID and may be updated in the MILDEP Property Record database as well.

(a) Relocatable buildings assigned to the MHS facility portfolio.

(b) MHS Tenant in a MILDEP building.

(c) Leased facility.

b. Physical Description Tab. The following standards are for data fields under the Physical Description tab in the FI module of DMLSS-FM. Consistent data entry in these fields will ensure compliance with DoD RPI standards and comparable data across the MHS for the enterprise facilities portfolio.

(1) Facility Number. The facility number is a locally developed asset identification that is normally visible, either painted or by signage on the exterior of a real property facility and used for visual identification of the facility. Formatting of the facility number is Service-specific. There must be a facility number recorded for each valid RPA Type Code value of B (Building) or S (Structure) entered. To have an RPUID assigned from the Real Property Unique Identifier Registry (RPUIR), the Service record must contain a value for the facility number. The RPUIR will return an error message to the Service system for any record received with an RPA Type Code value of B or S that has a null facility number.

July 10, 2017

(2) Facility Name. This field is equivalent to the RPIM field, “RPA Name” (Reference (j)). The facility name is the common identification or name which may be taken from legal documents regarding the RPA or from other naming conventions.

(3) Facility Type. This field does not match an RPIM field and may be used for Service-specific requirements.

(4) Facility Built Date. The Facility Built Date is an RPIM field with the same name. It is the calendar date on which the original construction was completed for a facility. Each facility will only have one Facility Built Date. Each Facility Built Date must be obtained from the legal agreement documenting the acquisition for each facility acquired by exchange or transfer. For each facility that is completed in multiple phases, the Facility Built Date for the facility must be equivalent to the RPA Placed in Service Date for the first phase of construction. If the Facility Built Date month is unknown, the default value must be July. If the Facility Built Date day is unknown, then the day value must be defaulted to 01 (one). When the Facility Built Date is exchanged between systems, the date must be transmitted in XML format (YYYY-MM-DD). The Facility Built Date shall not be later than the current date.

(5) Facility Location. This field does not match an RPIM field and may be used for Service-specific requirements.

(6) Facility Measurement. The Facility Measurement field contains two RPIM fields: “RPA Total Unit of Measure (UM) Code” and “RPA Total UM Quantity.” The UM code is defined by the DoD FAC code for that facility. For the majority of MHS assets recorded in DMLSS-FM, the UM Quantity is the gross square footage (SF) as captured in the DD-1354. The DD-1354 should be reconciled with the perimeter measurements calculated within the computer-aided design tool. Please note the RPA total UM quantity is not to be confused with the net SF that is available in the Room Inventory. This measurement should be reconciled with MILDEP Real Property Records. Document any changes in the Notes field.

For tenant records, the facility measurement consists of only the gross SF occupied by that tenant. The gross SF for the entire facility is entered in the Asset Configuration Tab.

(7) Statement of Conditions. This field does not match an RPIM field and may be used for Service-specific requirements.

(8) Facility Hazards. This field does not match an RPIM field and may be used for Service-specific requirements.

(9) CATCODE. CATCODE is equivalent to the RPIM field, “RPA Predominant Current Use CATCODE.” CATCODE is the most detailed level of classification for real property. It denotes a specific real property type and function in accordance with the current version of the RPCS and each MILDEP’s specific documentation. The CATCODE field in DMLSS-FM is the Military Service CATCODE that represents the current use of the asset based on the largest quantity utilized for a single purpose. The Services will use their official sources for CATCODE values. If a Service does not have a definitive source for a CATCODE, the

Service will utilize the most current version of the DoD Facilities Pricing Guide (Reference (l)) to obtain the correct CATCODE.

(10) DoD FAC Code. DoD FAC Code is equivalent to the RPIM field, “RPA Predominant Current Use FAC Code.” FAC is a grouping of RPAs that have a common UM and equivalent cost based on the UM. Included in this equivalent cost are costs associated with real property construction, maintenance, sustainment, and repair. Within the DoD, an FAC is represented by a four-digit numerical code, as found in Reference (k) and the current version of the RPCS. The “RPA Predominant Current Use FAC Code” is derived from the “RPA Predominant Current Use CATCODE.” This field is grayed out and automatically updated when the CATCODE is modified.

(11) Construction Type. Construction Type is equivalent to the RPIM field, “Construction Type Code.” The code is used to identify the type of construction for a given real property facility. There must be a Construction Type for all RPA Type Code values of B, S, or Linear Structure (LS). Table 1 contains the only valid entries for the Construction Type field:

Table 1: Construction Type Field Valid Entries

PERM	Permanent Facility (Expected to be used for more than 25 years).
RELO	Relocatable (purchased or leased and maintained as real property per DoDI 4165.56, Relocatable Buildings (Reference (v)). Does not include relocatables inventoried as Personal Property per DoDI 5000.64 (Reference (w)).
SEMI	Semi-permanent Facility (Expected to be used 5–25 years).
TEMP	Temporary Facility (Expected to be used less than 5 years).

(12) Occupancy/National Fire Protection Agency Construction Type. This field does not match an RPIM field and may be used for Service-specific requirements.

(13) Facility RPUID. Facility RPUID is equivalent to the RPIM field, “Real Property Unique Identifier.” The RPUID is a non-intelligent code used to permanently and uniquely identify an RPA. Each RPA in which the DoD has a legal interest must be assigned an RPUID in accordance with Reference (j).

(14) Original Cost. Original Cost is equivalent to the RPIM field, “Acquisition Original Asset Recorded Cost Amount.” It is the acquisition cost plus all material amounts paid to bring the RPA to its form and location suitable for its intended use.

(a) The Acquisition Original Asset Recorded Cost Amount must be obtained from the acquiring document (DD-1354).

July 10, 2017

(b) An Acquisition Original Asset Recorded Cost Amount must be recorded for each asset to which the government has acquired interest. The material amounts must include any reasonable and necessary expenditures such as built-in equipment, site preparation, planning, design, and installation to get the RPA in place and ready for use. Original cost represents the cost of real property acquired under a capital lease that is the lesser of either the fair market value or the present value of the rental and other minimum lease payments during the lease term, excluding that portion of the payments representing executory cost to be paid by the lessor as derived from acquisition. If an RPA has an acquisition date, then the asset must have an Acquisition Original Asset Recorded Cost Amount.

(c) An Acquisition Original Asset Recorded Cost Amount must not be a negative number.

(15) Plant Replacement Value (PRV). PRV is equivalent to the RPIM field, “Facility Plant Replacement Value Amount.” It is the cost to replace a facility using current DoD facility construction standards. There must be a Facility PRV Amount recorded for each valid RPA Type Code value of B, S, or LS. The Facility PRV Amount must be recorded to the nearest dollar. Each facility PRV is recalculated annually. Use the notes feature to document any discrepancies with the PRV.

For tenant records, the PRV should be recorded for only the occupied space. Since PRV is calculated by allocation, the PRV would be for only the space allocated to the MHS activity.

(16) Local Use. Site specific; there is no specific guidance for this field.

(17) Record Type. This field is used to capture the type of DMLSS-FM record. Table 2 contains the only valid entries for the Record Type field:

Table 2: Record Type Field Valid Entries

P	Indicates this is the primary record for data
T	Indicates the record contains tenant data
F	Funded, Not Inventory

(18) Point of Contact Information. Does not match RPIM field. This field may be used for Service-specific requirements.

c. Organization Tab. This tab does not contain corresponding RPIM fields and may be used for Service-specific requirements.

d. Functions Tab. This tab does not contain corresponding RPIM fields and may be used for Service-specific requirements.

e. Key Events Tab

July 10, 2017

(1) Key Historical Event. Important milestones or events should be captured on this tab for each facility. The mandatory items that should be captured are as follows:

(a) RPA Placed in Service Date. The calendar date the RPA is available for use by DoD. On this date, the government assumes liability, and the warranties begin for the asset to which DoD receives legal interest. For all acquisitions governed by Reference (m), this date reflects the date an interim Transfer and Acceptance of Military Real Property document (DD Form 1354) is signed, title for assets listed on the acceptance form is transferred, and the punch list of additional work and certificate of occupancy by local authorities are attached to the acceptance form (Reference (j)).

(b) Real Property Record Reconciliation. Services shall annually reconcile all real property data for property occupied or used by the MHS with their supporting MILDEP as prescribed by References (f), (g), and (i).

(c) Periodic Asset Review and Physical Inventory. A physical inventory of each item of real property is required not less than every 5 years; those real property items designated as historic assets shall be inventoried every 3 years in accordance with References (f), (g), and (n).

(d) Accreditation. Record the last accreditation date.

(e) Energy Audit. Energy Independence and Security Act, Section 432, requires comprehensive energy and water evaluations of covered facilities. Each year, 25 percent of covered facilities should be evaluated, ensuring each facility is audited at least once every 4 years (Reference (q)).

(f) Real Property Installed Equipment (RPIE) Inventory. An RPIE inventory includes the procedures for RPIE validation, addition of new RPIE, and archiving of retired RPIE records. The Facility Manager shall ensure that the inventory and/or validation of all RPIE systems is conducted according to the most current edition of the DHA Real Property Systems Standard. A full RPIE inventory shall also include development of the Maintenance Program associated with the RPIE, including procedures, tasks, and inputting the information into the DMLSS-FM application.

(g) High Performance Sustainable Building Assessment. Reference (o), Section 2(f)(ii) mandates that 15 percent of the existing Federal capital asset building inventory of the agency as of the end of Fiscal Year 2015 incorporates the sustainable practices in the *Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings set forth in the Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding* (Reference (p)). Once a building has been assessed to be in compliance with the Guiding Principles, it can be assumed to be in compliance for no more than 5 years, after which a re-assessment must be conducted in order to determine the compliance status.

(h) Disposal. There are several key events associated with facility disposal. Not all of the following key events may occur for every facility disposal.

July 10, 2017

1. Notification of facility closure. Attach the document to the key event.

2. Finalized closure date. Document date of final closure.

3. Environmental Cleanup. Date environmental cleanup was accomplished.

Attach final acceptance documents.

4. Joint Inventory with Gaining/Losing Organizations. Date joint FI conducted between gaining and losing organizations.

5. DD 1354 Transfer and Acceptance of DoD Real Property. Date of signature on DD 1354.

6. Review/disposition of Installation/Base Support Agreements. Date of support agreement review and expirations.

(2) Key Event Table. A standard list of values should be recorded in the Key Event table in System Services FM Table Maintenance Utility. Ensure the values in the above list appear in the Key Event table. Use The Joint Commission Accreditation in lieu of the Last Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) Survey. The last JCAHO Survey cannot be removed for historical record maintenance.

(3) Key Event Date. The date in which the key event took place.

(4) Key Event ID. This field may be used for Service-specific requirements.

(5) Project Listing. All projects for a facility with a current status or last milestone of “Completed” entered in the Project Module will show on the Key Events tab.

f. Permits Tab. This tab does not contain corresponding RPIM fields and may be used for Service-specific requirements.

g. RPA Tab. All of the fields in this tab are mandatory entry in order to comply with the requirements of References (f), (g), and (i). Additional details and business rules for data may be found in Reference (j).

(1) RPA Type. RPA Type is equivalent to RPIM data field, “RPA Type Code.” It is a code used to identify the type of RPA. Table 3 contains the only valid entries for the RPA Type field:

Table 3: RPA Type Field Valid Entries

B	Building
L	Land
LS	Linear Structure
S	Structure

(2) RPA Interest Type. RPA Interest Type is equivalent to the RPIM data field, “RPA Interest Type Code.” It is a code used to identify the type of interest that DoD holds in an asset. Table 4 contains the only valid entries for the RPA Interest Type field:

Table 4: RPA Interest Type Field Valid Entries

EASE	Easement
ENVL	Retained interest for environmental issues
FEE	U.S. Government owned property
GVPV	Government/Private Agreement
LEAS	Leasehold
LESS	Lesser interest, as defined by a legal instrument
ONFA	Owned by another federal agency
ONFG	Owned by Foreign Government
ONST	Owned by State or Local Government
OTHR	Other
PDOM	Public Domain
PRIV	Owned by private entity (franchise, bank, etc.)
MHPI	Military Housing Private Initiative

(3) RPA Operational Status. RPA Operational Status is equivalent to the RPIM data field, “RPA Operational Status Code.” It is a code used to identify the current operational status of the RPA. This includes consideration of the asset’s capability to support the Service or tenant organizations’ required missions. Table 5 contains the only valid entries for the RPA Operational Status field:

Table 5: RPA Operational Status Field Valid Entries

ACT	Active
CARE	Caretaker
CLSD	Closed
DISP	Disposed
EXCS	Excess
NONF	Non-Functional
OUTG	Outgranted
SEMI	Semi-Active
SURP	Surplus to Government
TBA	To Be Acquired

(4) RPA Utilization Rate. RPA Utilization Rate is an RPIM data field with the same name. It is the utilization rate of the RPA as calculated by Service guidelines.

(5) RPA Command Claimant Code. RPA Command Claimant Code is an RPIM data field with the same name. It is a code used to identify the Service organization that has direct command authority over an RPA. The values for the RPA Command Claimant Code are limited to the holders of RPI.

(6) RPA Current Use Functional Capability Code. RPA Current Use Functional Capability Code is an RPIM data field with the same name. It is the code designating the overall capability of the RPA to perform its mission or function given its current configuration, function, condition, and siting at the time of the inventory or asset review. Table 6 contains the only valid entries for the RPA Current Use Functional Capability Code field:

Table 6: RPA Current Use Functional Capability Code Field Valid Entries

F1	An asset which meets the function for which it is used with reasonable maintenance and without a need for a restoration and modernization project.
F2	There will be a minimal requirement for restoration and modernization funds to make the asset capable of meeting the function for which it is used.
F3	There will be a significant requirement for restoration and modernization funds to make the asset capable of meeting the function for which it is used.
F4	The asset will require major restoration and modernization money to make it capable of meeting the function for which it is used.

(7) Design Use CATCODE. Design Use CATCODE is equivalent to the RPIM data field, “RPA Predominant Design Use CATCODE.” It is the designator representing the original intended use of the RPA as shown on the original planning documents unless the physical characteristics have been altered through an improvement project to accommodate a new design use, based on the largest quantity utilized.

(8) Design Use FAC Code. Design Use FAC Code is equivalent to the RPIM data field, “RPA Predominant Design Use FAC Code.” It is the designator representing the original intended use of the RPA unless the physical characteristics have been altered through an improvement project to accommodate a new design use, based on the largest quantity utilized.

(9) Construction Material. Construction Material is equivalent to the RPIM data field, “Construction Material Code.” It is the primary building material used to construct a given real property facility. Table 7 contains the only valid entries for the Construction Material field:

Table 7: Construction Material Field Valid Entries

ABV	Anchored brick veneer
ASPH	Asphalt
BLCK	Concrete Block
BV	Brick veneer
COMB	Combination of wood and masonry frame
CONC	Concrete moment frames, concrete shear walls, concrete frame with infill shear walls, precast/tilt-up concrete walls with lightweight flex, precast concrete frame with concrete shear walls, and pavement
CW	Curtain walls to include aluminum, glass, stone, and metal panel, precast concrete
EARS	Earth (Stabilized)
EARU	Earth (untreated)
GRAV	Gravel
LIME	Limestone
MET	Metal (steel, aluminum, copper, or other metal, e.g., Quonset Hut)
MEW	Reinforced masonry bearing walls with wood or metal, reinforced masonry bearing walls with precast concrete, and unreinforced masonry bearing walls
NA	Does not apply
OLIM	Other Local Indigenous Materials (reed, branches, ice, etc.)
OTHP	Other than steel or PVC piping
OTHR	Other
PFAB	Prefabricated/Modular
PLSY	Plastics, synthetic materials, etc.
PVC	PVC piping
ROCK	Rock
SFG	Includes steel moment frame, steel braced frame, steel light frame, steel frame with concrete shear walls, and steel frame with infill shear walls
STP	Steel Piping
TIMB	Wood light frame and wood
WIRE	Copper, aluminum, fiber optics

(10) RPA Mission Dependency Code. RPA Mission Dependency Code is an RPIM data field with the same name. It is the code that defines the value an asset brings to the performance of the mission as determined by the governing agency. Table 8 contains the only valid entries for the RPA Mission Dependency Code field:

Table 8: RPA Mission Dependency Code Field Valid Entries

MC	Mission Critical	Without constructed asset, or parcel of land, mission is compromised.
MDNC	Mission Dependent, Not Critical	Does not fit into Mission Critical or not Mission Dependent categories.
NMD	Not Mission Dependent	Mission unaffected
NR	Not Rated	Used for DoD/Base Realignment and Closure properties only

(11) Sustainability Code. Sustainability Code is equivalent to the RPIM data field, “Facility Sustainability Code.” This is a code that reports whether or not a facility meets the *Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings* in Section 2(g) of Reference (r). The default value for Facility Sustainability Code is 3, meaning the building has not yet been evaluated for compliance with the Reference (p).

(a) Facility Sustainability Code must be populated with a value from Table 9 when the RPA Type Code equals “B,” the RPA Total UM Code equals “SF,” and the RPA Total UM Quantity is greater than 5,000.

(b) Facility Sustainability Code shall have a Facility Sustainability Code value equal to “4” (Not Applicable) when the RPA Total UM Code equals “SF” and the RPA Total UM Quantity is less than or equal to 5,000.

(c) Facility Sustainability Code shall have a Facility Sustainability Code value equal to “4” (Not Applicable) when the RPA Total UM Code does not equal “SF.”

(d) Facility Sustainability Code shall have a Facility Sustainability Code value equal to “4” (Not Applicable) when the RPA Type Code equals “S” or “LS.”

(e) Facility Sustainability Code shall equal “1” if the facility meets the criteria established in Reference (u).

(f) Facility Sustainability Code is applicable to facilities located in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, and the Northern Mariana Islands, and associated territorial waters and airspace only. There must be a Facility Sustainability Code value reported for all DoD-owned and leased building assets greater than 5,000 Gross Square Feet (GSF). There may be a Facility Sustainability Code value reported for all DoD-owned and leased building assets less than or equal to 5,000 GSF (References (j), (o), and (r)).

Table 9: Sustainability Code Field Valid Entries

1	Yes; asset has been evaluated and complies with all <i>Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings</i> as specified in Section 2(g) of Executive Order (EO) 13514 (Reference (r))
2	No; asset has been evaluated and does not comply with all of the <i>Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings</i> as specified in Section 2(g) of EO 13514 (Reference (r))
3	Not Yet Evaluated; asset has not yet been evaluated on whether or not it meets the <i>Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings</i> as specified in Section 2(g) of EO 13514 (Reference (r))
4	Not Applicable; the <i>Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings</i> specified in Section 2(g) of EO 13514 (Reference (r)), do not apply to the asset. The <i>Guiding Principles</i> do not apply to assets that are not buildings (such as structures or LSs); they do not apply to buildings that are 5,000 SF or smaller; and they do not apply to buildings built to temporary construction standards.

(12) Floor Above Ground. Floor Above Ground is equivalent to the RPIM data field, “Floor Above Ground Quantity.” It is the number of useable/occupiable floors/stories within a facility, measured from the ground floor elevation (wherever the main entrance is) up, including the ground level, mezzanine and attic, the ceiling height of which is at or greater than the minimum specified in the Unified Facilities Criteria (UFC) above the flooring.

(13) Floor Below Ground. Floor Below Ground is equivalent to the RPIM data field, “Floor Below Ground Quantity.” It is the number of useable/occupiable floors/stories within a facility, measured from the ground floor elevation (wherever the main entrance is) down, excluding the ground level, including the basement; the ceiling height of which is at or greater than the minimum specified in the UFC above the flooring.

(14) Estimate Useful Life Quantity. Estimated Useful Life Quantity is equivalent to the RPIM data field, “Facility Estimated Useful Life Quantity.” It is the total number of service years expected from a long-term real property facility. In other words, the amount of time that the facility is expected to be in use. The original value for the Facility Estimated Useful Life Quantity must be taken from Facility Estimated Service Life in Reference (1) and based upon the RPA Predominant Design Use FAC Code value. There must be a Facility Estimated Useful Life Quantity recorded for each valid RPA Type Code value of B, S, or LS entered.

(15) Estimated Useful Life Adjustment Quantity. Estimated Useful Life Adjustment Quantity is equivalent to the RPIM data field, “Facility Estimated Useful Life Adjustment Quantity.” It is the number of years by which the life of a real property facility is extended following the completion of a capital improvement. The engineering community must determine if a capital improvement extends the useful life of a facility and, if so, the number of years the life is extended. This is typically done during the project planning and design phase.

(16) Americans with Disabilities Act (ADA) Compliancy Code. The ADA Compliancy Code is equivalent to the RPIM data field, “Facility ADA Compliance Code.” It is a code that indicates if the real property facility adheres to the standards in the ADA to accommodate persons with disabilities. Table 10, contains the only valid entries for the ADA Compliancy Code field:

Table 10: ADA Compliancy Code Field Valid Entries

FULL	In full compliance
NAPP	Not Applicable to Disabilities Act
NEVL	Not evaluated
NONC	Not in compliance
PART	In partial compliance

(17) RPA Neighborhood Name. RPA Neighborhood Name is an RPIM data field with the same name.

(18) RPA Description. RPA Description is equivalent to the RPIM data field, “RPA Description Text.” It is a brief narrative describing an asset specific function (e.g., building headquarters, base library). The RPA Description Text must use the description in the legal document used to acquire the RPA.

(19) Handicapped Accessible. Handicapped Accessible is equivalent to the RPIM data field, “Building Module Unit Handicapped Accessible Indicator.” It is a flag to indicate if the real property building module has been constructed or converted to be accessible by persons with physical disabilities. The Building Module Unit Handicapped Accessible Indicator shall be checked only when the module is 100 percent handicapped accessible. A value is mandatory for the Building Module Unit Handicapped Accessible Indicator for each RPA that contains a housing unit.

(20) Construction in Progress (CIP) Phase Indicator. The CIP Phase Indicator is an RPIM data field with the same name. It is a flag to indicate if there are multiple placed in service dates for the construction of the real property facility (i.e., multiple construction phases).

h. Asset Allocation Tab

(1) User Organization. User Organization is equivalent to the RPIM data field, “Asset Allocation User Organization Code.” It is a code used to identify the organization using a specific portion of an RPA. Each RPA may sustain multiple tenants. Each tenant must be recorded in the Asset Allocation User Organization Code field.

(2) Sustainment Fund. Sustainment Fund is equivalent to the RPIM data field, “Asset Allocation Sustainment Fund Code.” It is a code used to identify the fund type(s) that will pay for sustainment of the assigned portion of the real property facility.

(3) Sustainment Organization. Sustainment Organization is equivalent to the RPIM data field, “Asset Allocation Sustainment Organization Code.” It is a code used to identify the organization(s) responsible for funding sustainment of the assigned portion of the real property facility.

(4) Current Use CATCODE. Current Use CATCODE is equivalent to the RPIM data field, “Asset Allocation Current Use CATCODE.” It is the CATCODE that represents the current use by the assigned user of a specific portion of an RPA.

(5) Current Use FAC Code. Current Use FAC Code is equivalent to the RPIM data field, “Asset Allocation Current Use FAC Code.” It is an Office of the Secretary of Defense-level designator that represents the current use by the assigned user of a specific portion of the RPA. The Asset Allocation Current Use FAC Code is automatically populated based on Asset Allocation Current Use CATCODE.

(6) Size. Size is equivalent to the RPIM data field, “Asset Allocation Size Quantity.” It is the quantity in terms of the associated UM granted to the using organization associated with each assigned area use and user combination.

(7) UM. UM is equivalent to the RPIM data field, “Asset Allocation UM Code.” It is the UM code used for the measurement of the assigned area size.

(8) Shared Use Indicator. Shared Use Indicator is equivalent to the RPIM data field, “Asset Allocation Share Use Indicator.” It is a value indicating whether an entity is a primary or secondary user of a specific space of an RPA (e.g., the space has more than one user, but at different times, i.e., timesharing). Each RPA space may be used by multiple users. The Asset Allocation Shared Use Indicator must be populated with either Primary (P) or Secondary (S). The Asset Allocation Shared Use Indicator default value must be P.

(9) Reimbursable Agreement Support. Reimbursable Agreement Support is an RPIM data field with the same name. It is a code used to identify a mission or category of facilities related to an agreement for cost share of sustainment and operations support, e.g., Federal and State support for Army National Guard facilities.

i. Asset Configuration Tab

(1) Design Use CATCODE. Design Use CATCODE is equivalent to the RPIM data field, “Asset Configuration Design Use CATCODE.” It is the designator representing the original intended use of the RPA as shown on the original planning documents, unless the physical characteristics have been altered through an improvement project to accommodate a new design use.

(2) Design Use FAC Code. Design Use FAC Code is equivalent to the RPIM data field, “Asset Configuration Design Use FAC Code.” It is the designator representing the original intended use of the RPA, unless the physical characteristics have been altered through an improvement project to accommodate a new design use.

(3) Design Use Size. Design Use Size is equivalent to the RPIM data field, “Asset Configuration Design Use Size Quantity.” It is the quantity that is the sum of all space by CATCODE for an RPA as designed. RPAs acquired prior to September 30, 2006, are not required to have a value for Asset Configuration Design Use Size Quantity.

(4) Design Use UM. Design Use UM is equivalent to the RPIM data field, “Asset Configuration Design Use Total Size Unit of Measure Code.” It is the UM code used for the measurement of the asset as designed.

j. Funding Tab

(1) Financial Reporting Organization. Financial Reporting Organization is equivalent to the RPIM data field, “RPA Financial Reporting Organization.” It is a code used to identify the organization(s) responsible to report and depreciate the original asset or capital improvement or both on its financial statements. RPA Financial Reporting Organization Code shall be the DoD entity that funds the acquisition of an RPA and records associated depreciation on their financial statement.

(2) Annual Operating Cost. Annual Operating Cost is equivalent to the RPIM data field, “RPA Annual Operating Cost Amount.” It is the annual operating costs, including recurring maintenance and repair costs, utilities (includes plant operation and purchase of energy), cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycling operations) and roads/grounds expenses (includes grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields). For ingranants, the RPA Annual Operating Cost Amount shall equal the Grant Annual Cost Amount plus any additional government operating expenses not covered in the lease contract, including recurring maintenance, utilities (including plant operation and purchase of energy), cleaning and/or janitorial costs (including pest control, refuse collection; and disposal including recycling operations) and roads/grounds expenses (including grounds maintenance, landscaping, and snow and ice removal from roads, piers, and airfields).

(3) Acquisition Organization Code. Acquisition Organization Code is an RPIM data field with the same name. It is a code used to identify the organization responsible for funding the acquisition of the RPA.

(4) Acquisition Fund Source. Acquisition Fund Source is an RPIM data field with the same name. It is a code used to identify the fund type(s) that paid for acquisition of the RPA.

(5) Replacement Funding Organization. Replacement Funding Organization is equivalent to the RPIM data field, “Facility Replacement Program Organization Code.” It is a code used to identify the organization responsible for replacement of the entire real property facility.

(6) Replacement Fund. Replacement Fund is equivalent to the RPIM data field, “Facility Replacement Program Fund Code.” It is a code used to identify the fund type for replacement of the entire real property facility.

(7) Restoration and Modernization Organization. Restoration and Modernization Organization is equivalent to the RPIM data field, “Facility Restoration and Modernization Program Organization Code.” It is a code used to identify the organization responsible for funding restoration and/or modernization projects to the facility.

(8) Restoration and Modernization Fund. Restoration and Modernization Fund is equivalent to the RPIM data field, “Facility Restoration and Modernization Program Fund Code.” It is a code used to identify the primary fund type used to restore degraded facilities to working condition or to upgrade (modernize) facilities to new standards or functions.

k. Condition Assessment Tab. This tab does not contain corresponding RPIM fields and may be used for Service-specific requirements.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ADA	Americans with Disabilities Act
ASD(HA)	Assistant Secretary of Defense for Health Affairs
B	Building
CAFM	Computer Aided Facility Management
CATCODE	category code
CIP	Construction in Progress
CMMS	Computerized Maintenance Management System
DAIS	Data Analytics Integration Support
DHA	Defense Health Agency
DHA-TM	Defense Health Agency Technical Manual
DHP	Defense Health Program
DM	Deferred Maintenance
DMLSS-FM	Defense Medical Logistics Standard Support – Facilities Management
DoDI	Department of Defense Instruction
EO	Executive Order
FAC	facility analysis category
FI	Facility Inventory
FM	Facility Management
FYDP	Future Year Defense Plan
JCAHO	Joint Commission on the Accreditation of Healthcare Organizations
LS	Linear Structure
MHS	Military Health System
MILDEP	Military Department
O&M	Operations and Maintenance
PRV	Plant Replacement Value
RPA	Real Property Asset
RPCS	Real Property Categorization System

RPI	Real Property Inventory
RPIE	Real Property Installed Equipment
RPIM	Real Property Inventory Model
RPSUID	Real Property Site Unique Identifier
RPUID	Real Property Unique Identifier
RPUIR	Real Property Unique Identifier Registry
S	Structure
SF	square feet
UFC	Unified Facilities Criteria
UM	Unit of Measure

PART II. DEFINITIONS

building. A roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions and that protects human beings and their properties from direct harsh effects of weather such as rain, wind, sun, etc.

CATCODE. The most detailed level of classification for real property. Denotes a specific real property type and function in accordance with the current version of the RPCS and each MILDEP's specific documentation.

civil works. Tasks undertaken by the Directorate of Civil Works, U.S. Army Corps of Engineers, which include water resource development activities, including flood risk management, navigation, recreation, infrastructure, environmental stewardship, and also emergency response.

disposal. Any authorized method (e.g., demolition, transfer) of permanently divesting the DoD of accountability for, and control of, an RPA of the United States.

DM. DM is the value of maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period (Reference (s)).

FAC. A grouping of RPAs that have a common UM and equivalent cost based on the UM. Included in this equivalent cost are costs associated with real property construction, maintenance, sustainment, and repair. Within the DoD, an FAC is represented by a four-digit numerical code, as found in Reference (k) and the current version of the RPCS.

facility. A B, S, or LS whose footprint extends to an imaginary line surrounding a facility at a distance of 5 feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is commonly referred to as the "5-foot line." A facility will have an RPUID received from the RPUIR and entered into a Service RPI system as a unique Real Property Record.

Facility Sustainment Model. A model used to determine funding levels for sustainment, restoration, and modernization. Projects annual facility sustainment costs for the DoD facilities inventory.

forecast. A prediction of future RPAs, including acquisitions, transfers, and disposals, to support the DoD mission.

FYDP. Program and financial plan for the DoD, as approved by the Secretary of Defense. The FYDP arrays cost data, manpower, and force structure over a 6-year period (force structure for an additional 3 years), portraying this data by major force program for DoD internal review for the program and budget review submission. It is also provided to Congress in conjunction with the President's budget.

historic status. The status of a facility with respect to the National Register of Historic Places. Synonymous with RPIE.

installation. A base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the DoD, including any leased facility, which is located within any of the States, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, or Guam. Such term does not include any facility used primarily for civil works, river and harbor projects, or flood control projects. In the case of an activity in a foreign country, an installation is any property under the operational control of the Secretary of a MILDEP or the Secretary of Defense, without regard to the duration of operational control. For real property accountability, an installation must consist of one or more real property sites.

interest. The type and extent of ownership of property or for the use of property, including an easement to pass over an adjacent parcel, mineral rights, outright title, or a possibility of acquiring title should a specified event occur. DoD real property interest types are defined in the RPIM.

internal control. An integral component of an organization's management that provides reasonable assurance that the following objectives are being achieved:

Effectiveness and efficiency of operations.

Reliability of financial reporting.

Compliance with applicable laws and regulations.

Synonymous with management control, helps government program managers achieve desired results through effective stewardship of public resources.

land. A portion of the Earth's surface distinguishable by boundaries. Land must be accountable by parcel starting when the parcel was transferred into the custody and control of a MILDEP or Washington Headquarters Services.

land parcel. An RPA identified as a specific area of land having a unique acquisition document and a legal description of its boundaries and whose perimeter is delineated by a cadastral survey, as recorded in the land records of the government entity having appropriate jurisdiction.

LS. A facility whose function requires that it traverse land (e.g., runway, road, rail line, pipeline, fence, pavement, electrical distribution line) or is otherwise managed or reported by a linear UM at the CATCODE level.

predominant current use. The primary use of an RPA based on the largest quantity of usage for an activity or function as described by the appropriate FAC or CATCODE.

real property. Land and improvements to land (e.g., buildings, structures, and linear structures (see facility)).

Real Property Accountability Officer. An individual (government employee) who, based on his or her training, knowledge, and experience in real property management, accountability, and control procedures, is appointed by proper authority to be responsible for the establishment of records and maintenance of physical accountability for the real property charged to the accountable area or installation.

repair. The term “repair project” means a project to restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose. It includes repair or replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire accident, or other causes (Reference (s)).

RPCS. A hierarchical scheme of real property types and functions that serves as the framework for identifying, categorizing, and analyzing the DoD’s inventory of land and facilities around the world (see Reference (k) for more information). An updated table of FAC and CATCODEs is published at least annually.

RPI. A detailed record (listing, system) of real property lands, buildings, structures, and LSs.

RPIE. An item of equipment that is affixed and built into a facility as an integral part of that facility. To qualify as RPIE, the equipment must be necessary to make the facility complete, and if removed, would destroy or severely reduce the designed usefulness and operation of the facility. RPIE costs are included as a funded initial construction or renovation cost. RPIE may be accounted for as a real property equipment asset record, but not as a separate facility record in the RPI. RPIE includes such items as control systems, heating, cooling, electrical, emergency lighting, etc.

RPSUID. A non-intelligent code used to permanently and uniquely identify a DoD real property site.

RPUID. A non-intelligent code used to permanently and uniquely identify a DoD RPA.

site. Physical (geographic) location that is, or was owned by, leased to, or otherwise possessed by a DoD Component on behalf of the United States. Each site (except for leased) is assigned to a single installation. A site may exist in one of three forms:

Land only, where there are no facilities present and where the land consists of either a single land parcel or two or more contiguous land parcels.

Facility or facilities only, where the underlying land is neither owned nor controlled by the government. A stand-alone facility can be a site. If a facility is not a stand-alone facility, it must be assigned to a site.

Land, and all the facilities thereon, where the land consists of either a single land parcel or two or more contiguous land parcels.

structure. A facility, other than a B or LS, that is constructed on or in the land.