United States Department of Transportation

Real Property Efficiency Plan

FY 2020–FY 2024

September 2019

1.1. TABLE OF CONTENTS

1.2. PREFACE

This template was designed by the General Services Administration (GSA) specifically to be used for the fiscal year FY2020–FY2024 submittal of the Reduce the Footprint (RTF) policy Real Property Efficiency Plan. It also serves as the real property management template required by Public Law 114-318, the Federal Property Management Reform Act of 2016 (the “Reform Act”). GSA will update this template annually as required by the Reform Act based upon experience, program needs, and agency comments.

2. INTRODUCTION

The United States Department of Transportation (Department or DOT) is a federal Cabinet agency established by an act of Congress in 1966. The Department began operation in 1967 overseeing all modes of transportation. Governed by the Secretary of Transportation, the Department employs a workforce of over 55,000 staff within the Office of the Secretary of Transportation (OST), Office of Inspector General (OIG) and nine Operating Administrations (OA).

The Mission of the DOT is to:
"Ensure our nation has the safest, most efficient and modern transportation system in the world; that improves the quality of life for all American people and communities, from rural to urban, and increases the productivity and competitiveness of American workers and businesses."

The Department's top priorities are to increase safety across the transportation system, invest in infrastructure to ensure access and mobility for American workers and businesses stimulating economic growth, promote innovation for safety and increased performance, and reduce regulatory burden for greater efficiency, effectiveness and accountability.

The OST, OIG and each of the Department's nine OAs have a distinct mission focus that require a specific set of real property assets. While all groups have office and related support spaces, mission specific functions require unique facilities such as air-traffic control facilities, research laboratories, training centers, and inspection stations to support mission objectives. Many facilities are required to be located in defined geographic areas, such as national borders or near transportation facilities, to support mission operations.

DOT Modes and Organizations Personnel Statistics

The DOT modes vary greatly in size, scope, and mission purpose, which drives the real property requirements for each organization. The chart below provides the current number of federal employees on board in each organization as of February 2019 and does not account for vacancies or contractor staff.

Mode or Organization	Permanent Staff	Temporary Staff	Total
Federal Aviation Administration (FAA)	43,809	587	44,396
Federal Highway Administration (FHWA)	2,661	3	2,664

Federal Motor Carrier Safety Administration (FMCSA)	1,116	9	1,125
Federal Railroad Administration (FRA)	924	9	933
Federal Transit Administration (FTA)	541	20	561
Maritime Administration (MARAD)	662	79	741
National Highway Traffic Safety Administration (NHTSA)	570	7	577
Pipeline and Hazardous Materials Safety Administration (PHMSA)	550	11	561
Saint Lawrence Seaway Development Corporation (SLSDC)	126	1	127
Office of Inspector General (OIG)	389	24	413
Office of the Secretary of Transportation (OST)	1,326	116	1,442
Total	**52,674**	**866**	**53,540**

The Department' s real property portfolio includes DOT owned properties and direct leases, and GSA leases. For the DOT's approximately 54,050 real property assets, 48,000 (89%) are owned and 5,800 (11%) are directly leased and 250 (less than 1%) are GSA leased. The FAA is the largest holder of DOT real property, managing roughly 53,600 of the total assets. The FAA assets are primarily either owned or direct leased, while several organization's (FMCSA, FTA, OIG, and PHMSA) assets are GSA leased only. As reported using the required Federal Real Property Profile (FRPP) guidance calculation, owned assets have an estimated replacement value of $14.6 billion. In FY18, the Department spent approximately $298 million in rent for all leased asset types, of which $258 million was for offices and warehouses.

Generally, the portfolio contains three types of assets, buildings, structures, and land as categorized by primary use groups outlined in FRPP Guidelines. Buildings account for approximately 10,500 (19%) of the total assets, of which offices and warehouses comprise 1,400 assets (2%). Structures, which total over 37,000 assets (68%), are mostly owned by the OAs for operational use, with all but 187 of the structures belonging to FAA. Land holdings are a combination of leased and owned totaling nearly 5,900 (11%) of the portfolio assets.

The agency Senior Real Property Officer (SRPO) provides strategic leadership and oversight across the Departmental property portfolio. This is accomplished through application of Department-wide real property policy, engagement with GSA national and regional offices, collaboration with OA headquarter and regional staff, and corporate governance. A key element of Departmental oversight is the Real Property Council (RPC), led by the SRPO delegate, the Director of the Office of Facilities, Information, and Asset Management (M-90). The RPC is comprised of the Senior

Executive M90 Director, Senior Executives from each OA, including FAA and the OIG. The RPC meets quarterly and facilitates Senior Executive guidance for Reduce the Footprint (RTF) initiatives.

The FAA provides management and system oversight for the Department's real estate system of record data base known as the Real Estate Management System (REMS). REMS is used by all DOT modes to view, update and maintain, and provide required reporting for their real property records and overall portfolio. FAA is OSTs partner in the collection, maintenance, and reporting of data throughout the year by supporting the REMS tool for management of the Department's national portfolio. OST provides corporate guidance and oversight to each OA to ensure effective real property management focused on minimizing costs, reducing and consolidating space where possible, and disposing of unused or underutilized assets. The primary collaborative and oversight techniques include:

- Proactive evaluation of workforce changes and collocation opportunities within the Department;
- Leveraging market data to support cost effective lease agreements;
- Monitoring and reporting asset management and maintenance requirements;
- Planning and disposing of decommissioned assets based on functional requirements;
- Planning and consolidating space in response to shifting business requirements;
- Integrating work space designs conducive to collaboration, engaged teams, and positive workplace communities, and;
- Incorporating innovative real estate solutions and facility management practices.

DOT Square Foot (SF) reduction target metrics are based on portfolio oversight and engagement with each mode to confirm that each organization has evaluated their respective portfolio of offices and warehouses. Through FY2019, the OST required use Departmental Policy Utilization Rate (UR) of 150 to 190 Usable Square Feet (USF) per person factored at 90% of peak staff occupancy, modes must review their expiring leases in consideration of changing mission or space requirements to formulate their plan for required office space. For warehouses, modes will monitor property stored to determine the long-term need to retain those items and the potential to reduce space.

Beginning in FY2020, DOT will update its UR standard for all non-FAA modes, per OMB and GSA recommendations, to a 180 USF per person all-in calculation applied to all new or expiring leases.

Evaluations for offices and warehouses first focus on cost to assess the action that may provide the best business value for the Department. This evaluation is then balanced against other mission-specific factors, such as geographic constraints, to determine the viability of alternate locations with potential to reduce costs or space. OST monitors the OAs progress throughout the year, requiring each mode to provide status updates on overall plans and specific projects each quarter. This data is monitored and reported at OST Quarterly Performance Management Reviews.

The DOT cumulative FY20-FY24 SF reduction target totals for both office and warehouse are:

	FY2020	FY2021	FY2022	FY2023	FY2024
Planned RTF Target (Office and Warehouse)	52,419	9,590	10,000	66,388	34,257

3. ROLES AND RESPONSIBILITIES OF SENIOR OFFICIALS

Within OST, the Deputy Assistant Secretary for Administration serves as the SRPO for the Department, with responsibility to monitor and report on real property inventories, establish policy to improve operational and financial management, measure and report real property performance, and provide corporate oversight of real property portfolio. The SRPO leads engagement across the OAs, and with GSA, to promote corporate alignment and to identify and facilitate best-value solutions for DOT and the American public.

Reporting to the SRPO, the Director of the Office of Facilities, Information, and Asset Management is responsible to support SRPO corporate responsibilities, establish and implement policy, and to provide guidance and oversight of the Department's real property program.

The Chief Financial Officer (CFO) has direct responsibility for oversight of the Department's financial management budget formulation and execution. In accordance with the Office of Management and Budget (OMB) Management Procedures Memorandum 2015-01 and GSA's 2018 Guidance for Real Property Inventory Reporting, the CFO certifies by letter to GSA that DOT's real property data submitted to the FRPP was accurate and complete and that DOT has instituted effective internal controls to ensure accurate data submission.

The CFO office provides general budgetary guidance to identify and prioritize agency mission and goals. Each OA develops inputs based on mission needs for the upcoming and two successive fiscal years. The CFO office assesses the accuracy and completeness of the OA real property request and provides approval for inclusion in the President's budget.

Each OA has a real property management organization under executive leadership. At FAA, the Director of the Aviation Property Management leads leasing, design and construction, space management, disposal, related policies, and annual development of budgetary business requirements. Nationally, the FAA employs approximately 70 Real Estate Contracting Officers (RECOs) in addition to management and support staff. Similar organizational structures and processes are in place for each DOT OA, although only FAA employs RECOs due to their direct lease authority and number of property assets. MARAD is the other DOT organization with direct lease authority and is in the process of standing up a limited RECO program to award leases which are currently awarded through their standard procurement office.

Each mode determines budget and funding line items for repair, maintenance, or consolidation for future real property needs. As one example, the FHWA's annual real property budget is itemized by business lines with a unique allocation methodology for each item. Rent, the largest line item in FHWA's real property budget, is forecast using historical data and analysis of anticipated lease renewal and relocation costs. FHWA methodology entails the following:

Leased Facilities:

- For Rent and Taxes – Future year estimates are made using Occupancy Agreement annual rates for the year in question. If a lease is expiring prior to, or during, the year being forecast, use projected rates supplied by GSA or create forecast using historical data. Forecasts are updated throughout the year as space reduction projects are completed and reflected in the establishments rent.
- Refresh and Relocation Projects – Future year estimates are made by analyzing lease expiration dates that will fall in the year being estimated and projecting the current space needs for each expiring lease. Then project costs are created by determining the likelihood the office will stay in place, or be relocated; determining the TI allowance; and calculating the cost of construction (as needed), furniture and equipment to refresh or relocate each office.

Owned Facilities:

- For Utilities (Gas, Water, Electricity) – Future year estimates are made using historical averages for the three previous fiscal years plus a one to two percentage point increase to account for rising rates.
- Maintenance and Guard Services – This is a multiple year, FFP contract and rates are known in advance of the year being forecast.

The FHWA and FAA have been using formulas based on FRPP guidance for owned property infrastructure and equipment to estimate annual repair and maintenance costs. These formulas will be revised for FY2019 and beyond for better accuracy. At leased facilities, all the OAs assess office space use against the DOT Policy utilization rates (180 USF/per person for non-FAA modes, 170

USF/per person for FAA) to validate whether space is right-sized and to prioritize funding for identified efficiency projects.

4. BUDGET ASSUMPTIONS AND IMPACT TO REDUCTION TARGETS

During its annual budget process, the Department considers federal objectives to modernize and improve citizen-facing services, eliminate wasteful spending, and to reduce its real property footprint with a goal to promote value and efficiency in the use of taxpayer dollars. However, there are circumstances where mission changes may result in the Department exceeding its RTF baseline in any given year. For example, DOT programs may experience reauthorization changes within the timeframe of this Plan Such statutory program mission changes may increase DOT's risk to achieve property reduction targets as they may drive growth in real property inventory and increase expenditures to operate, maintain, and lease real property.

To reduce risks associated with mission growth in various modes, DOT collaborates with GSA using portfolio analysis to identify opportunities to reduce space and feasibly compensate for moderate increases.

In FY18 FMCSA received $87M from Congress to further develop their Border Infrastructure Program. FMCSA anticipates that as they work to finalize the project prioritization list, and confer with GSA to determine critical projects to obligate this Congressional Funding, FMCSA's presence will continue to grow along the Southern U.S. Border. This is due to FMCSA making improvements to secure permanent facilities to conduct bus and truck inspection operations in the states of Texas, New Mexico, Arizona, and California. While FMCSA is reducing office space where feasible to offset this increase in space and rent, a net increase to total net rent costs is anticipated due to high Return on Investment cost model associated with these Projects.

For GSA leases, DOT receives estimates of rent expenses for the upcoming Fiscal Year (FY) during the annual budget formulation process. GSA's partnering with federal agencies, including DOT, helps identify potential RTF opportunities or rent cost avoidance. GSA Occupancy Agreement changes that may not be captured in GSA rent estimates are also considered, in addition to mission changes that may increase or decrease in space requirements.

DOT has planned for flat real property budgets which consider rent cost increases, rent cost avoidance, and costs associated with efficiency and required operational projects. This trend continues through the years outlined in this Plan.

5. PORTFOLIO STATUS

5.1. Overall Agency Building Portfolio

FY 2018 Portfolio Summary per Federal Real Property Profile (FRPP) Submittal

(Includes all buildings, including RTF properties)

	Direct Leased SF*	Owned SF	GSA SF**	Totals
Office	2,672,816	1,560,609	5,069,796	9,303,221
Warehouse	1,410,928	1,115,447	198,912	2,725,287
All Other	1,766,929	17,147,905	0	18,914,834
Totals	5,850,673	19,823,961	5,268,708	30,943,342

* Direct Leased uses a mix of rentable and usable SF; Owned uses gross SF, and GSA reflects usable USF

**GSA SF includes an addition for location that was omitted from the GSA FRPP data (replacement for an expiring lease) therefore the GSA data reflects a 4,875,516 office SF which is incorrect. It also includes a subtraction for the Transportation Safety Board (STB)which is shown in the FY2018 GSA report, but is no longer part of DOT since 2016.

For FY2018 DOT's real property portfolio comprises 30.9 million SF of building, structures, and land, across a variety of usage types and ownership interests. The composition of assets has remained relatively consistent since 2012, with owned space accounting for roughly 64% of the portfolio, direct leases 19%, and the remaining 17% GSA leased. As shown in Appendix A-Chart 1, several organizations do not own or directly lease space, relying solely on GSA leased space to meet business needs. The FAA, FRA, and MARAD own a majority of their space.

The portfolio contains building space across sixteen FRPP usage categories. Of DOT's building footprint, 9.3 million SF (30%) is categorized as Office and 2.7 million SF (9%) as Warehouse. The majority of space, 18.9 million SF (61%), is tied to unique mission or functional requirements. These specialized facilities include Schools/Training (2.7%), Labs (4.7%), Navigation and Traffic Aids (33%), and other types (18%). [See Appendix A-Chart 2)

The Federal Real Property Council (FRPC) Guidance for Real Property Inventory Reporting requires assigning each real property asset a single (predominant) usage type, although many properties house multiple functions such as labs, training facilities, technical space, in addition to offices. This mixed use is common at DOT campus locations, such as FAA's Mike Monroney Aeronautical Center

(MMAC) complex in Oklahoma City, Oklahoma, which supports air traffic and technical operations, training and logistics, internet technology (IT) infrastructure, and accounting, among other functions.

An example of property reported as "Office" yet containing non-office functions is FMCSA's National Training Center in Arlington, Virginia, leased from GSA, which consists of offices for instructors and support personnel, four classrooms, and support space. Another example of space classified as “Office" is the OST’s 314,687 SF Volpe National Transportation Systems Center in Cambridge, Massachusetts. This facility houses research and development laboratories needed to support transportation research for sponsors, which include all DOT OAs as well as federal and state agencies. These laboratories house alcohol counter-measures research and testing, multi-vehicle bays for research of vehicle controls, and simulators for human factors research. Currently, GSA and DOT have partnered on a unique exchange project to develop a new Volpe Center on four acres of the existing 14-acre Volpe Campus. The Exchange Partner, the Massachusetts Institute of Technology, will develop the approximately 400,000 SF New Facility by late 2022.

The FAA has approximately 25.4 million SF of space, including 10.6 million SF across 28,000 mission essential National Airspace System (NAS) facilities. Critical NAS facilities require specific locations at airports, along flight routes, and in unobstructed line-of-site locations such as mountain tops. The owned NAS facilities represent approximately one-half (52%) of Departmental real property assets

DOT will continue to seek opportunities to reduce Office and Warehouse space. To achieve Reduce the Footprint goals, the Department created a Real Property Workgroup, led by OST, comprised of subject matter experts from each OA, including FAA, and the OIG. The cross-corporate team is focused to improve processes and streamline procedures to support efficient management of the real property portfolio. By actively managing the portfolio, DOT has identified the following considerations associated with FY20-FY24 reduction targets:

- OA Executive level engagement;
- Active coordination across all OAs through the Real Property Workgroup;
- Budget considerations within DOT and each OA;
- Coordinating the timing of lease expiration dates;
- Timely completion of pre-disposal activities, and;
- Incorporating national office design standards and flexible workspace options.

As a recent outcome of the Real Property Working Group, FMCSA and FHWA are now moving forward with joint requirements for colocation in Salt Lake City, Utah, Albany, NY, Mattson, IL and the National Training Center currently located in Arlington, VA. This approach will be utilized as well for FMCSA, FTA, and FHWA in Puerto Rico when the commercial leases end and DOT relocates to the GSA owned federal building in San Juan which is currently projected for 2022.

5.2. Status Relative to Reduce the Footprint Baseline Requirement

Since establishment of the RTF effort, the Department has developed initiatives to reduce its Office and Warehouse space and to monitor progress. The Department's continued success is due to Executive engagement, purposeful and effective coordination among subject matter experts in OST, OIG and each OA, and active implementation of internal process and organizational improvements. Establishing and communicating clear national policies and directives has enabled consistent application of space standards in accordance with RTF strategies. The OST is leading the charge, by engaging OA leadership to improve cross-modal decision making, to streamline processes, and to identify innovative solutions to achieve space efficiencies. To enhance these efforts, OST actively collaborates with the OAs and GSA National and Regional staff to plan and implement strategic space reduction projects at GSA leased properties, comprising approximately 44% of DOT's total office and warehouse portfolio of 12 million square feet. With properties located in all of GSA's 11 Regions, the OST works closely with GSA's National Account Manager to foster improved planning across the Department's diverse portfolio.

The results of DOT SF RTF efforts for Office and Warehouse space from the FY2015 baseline through FY2018 are as follows:

DOT	**FY2015 Baseline**	**2015**	**2016**	**2017**	**2018**
SF Results	12,890,094	13,021,425	12,121,377	12,185,127	12,028,508
SF Change from Prior year	Baseline	131,331	*(832,278)	63,800	(156,619)
Forecast Reduction Targets (from FY2016)			*(255,071)*	*(135,458)*	*(10,435)*
Forecast Reduction Targets (from FY2017)				*(41,326)*	*(52,477)*

*See Appendix B, 'Baseline Discrepancies' for important notes regarding the DOT SF changes – this total does not include the removal by FTA for the Transportation Safety Board (STB) SF, even though GSA continues to report STB SF in FTA totals.

5.3. Maintenance of the Reduce the Footprint

The Department continues to implement initiatives to achieve further reduction of its real property footprint. Strategies include regular evaluation of the Portfolio for opportunities, issuing policy in line with RTF goals, and enhancing tools to manage real property data at both the transaction and portfolio levels.

The improved application of the DOT utilization rate policy for office space resulted in the following space reductions in FY18:

- (OIG) A reduction of 1,897 SF in Baltimore was a relocation from the City Crescent Building to the Garmatz Courthouse completed in December 2017.
- (OIG) A reduction of 2,272 SF in the Seattle Henry M. Jackson Federal Building was completed in July of 2018

The application of the DOT utilization rate policy for office space will result in the following space reductions as current projects are completed:

- (FMCSA) A reduction of 1,601 SF space in October 2018 at the Dr. A. H. McCoy Federal Building in Jackson, Mississippi; and
- (FMCSA) In King of Prussia, FMCSA and OIG are now collocated resulting in a 1,385 SF reduction in FMCSA space in December 2018.
- (FMCSA) An estimated reduction of 5,000 SF in commercially leased space for the National Training Center is expected in May 2020 for the joint FMCSA/FHWA space based upon joint requirements;
- (FMCSA, NHSTA, FHWA) Colocation of FMCSA, FHWA, and NHSTA in Mattson, IL in May 2020 will result in a reduction of space, joint requirements are underdevelopment and total reduction amount is still pending; and,
- (FRA) In FY19 FRA realized a reduction of 2,479 SF when a regional office relocated from Crum Lynne, PA, to Wilmington, DE.
- (FAA) FAA is planning two significant footprint reduction efforts that will be complete prior to the end of FY 2024. Specifically, prospectus level projects for FAA's New England (ANE) Regional Office and its Great Lakes (AGL) Regional office. These are projected footprint reductions of approximately 16,000 USF in FY2024 and 60,000 FY2024 USF respectively.
- (FAA) In addition, the FAA is planning a significant space reduction at its Eastern (AEA) Regional Office. The projected footprint reduction is approximately 70,000 USF projected for FY2025 with the current lease extension expiration.

6. REDUCTION TARGETS

6.1. Reduction Targets for Office and Warehouse Space

With over 12 million SF of Office and Warehouse space, strategic planning at the national level is essential to promote continued refinement of a results-based Departmental approach to real estate portfolio management. Active planning encourages focused attention on targets of opportunity. DOT OAs are aligned to develop business cases containing thorough analysis leading to sound decision- making tied to business needs. Although FY19 - FY21 currently show minimum reduction in Warehouse, there is a process underway to identify further opportunities to reduce Warehouse SF.

The Department conducts recurring high-level assessments of real property to identify opportunities for space reduction and cost savings with a goal to achieve space efficiencies across all the OAs.

There are opportunities to improve space efficiencies and several projects are currently underway which will improve UR. This includes a large project for OIG to relocate its ground floor training room and add more workspaces within their seventh-floor space. In addition, NHTSA has identified options to house their increasing workforce within their current space footprint. Most importantly, the OCIO is leading a shared services effort that will share modal IT staff to gain workforce efficiencies.

FAA's five-year plan identifies opportunities to consolidate, gain space efficiencies, and/or save costs. FAA Office space reduction projects are identified with input from portfolio subject matter experts and evaluation of existing lease terms, market rents, and utilization rates. FMSCA and NHWA have established routine analysis for expiring and new leases that ensure their leases either meet UR or establish a business or operational justification when they do not. In some cases, a Line of Business occupant may desire to move or alter a facility, providing opportunity to redesign space to current policy or consolidate with other space. Any request to move or alter a facility goes through an extensive review and approval process to become a funded project that can move forward for implementation under the current space policy.

Domestic Office and Warehouse SF Reduction Targets FY 2020-FY 2024

	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Office Target* **(Net SF Reduction)**	52,419	9,590	10,000	66,388	34,257	172,654
Warehouse Targets* **(Net SF Reduction)**	0	1,800	5,000	5,000	5,000	16,800

*Reductions are reported as a positive value.

6.2. Disposal Targets for Owned Buildings

Disposal Targets for Owned Buildings FY 2020-FY 2024

	FY2020	FY2021	FY2022	FY2023	FY2024	Total
Disposal Target (Net SF Reduction)	17,000	5,000	3,500	1,000	1,000	27,500
Disposal Target (Number of buildings)	60	20	10	5	5	100

DOT's disposal targets for owned non-Office, non-Warehouse space are based on FAA's Air Traffic Organization (ATO) Disposal Plan and result from discontinuation of facilities as NAS becomes obsolete or is replaced by NextGen capabilities. These facilities typically support unstaffed navigation or communications systems and have an equipment shelter of approximately 50 to 500 SF.

FAA's infrastructure portfolio is complex with several facilities located at remote sites requiring unique logistical solutions necessary to complete pre-disposal activities. In addition, pre-disposal and disposal activities can shift with unanticipated events, such as inclement weather conditions that may hinder access to the site or increase pre-disposal requirements.

GSA provided a list of 18 locations consisting of 31 Occupancy Agreement as Potential Lease Cost Avoidance targets. Current DOT plans for each of the 18 locations (by lease) is shown in Chart 4 of the Appendix

6.3. Use of Performance Benchmarks to Identify Reduction Opportunities

DOT utilizes industry best practices to identify and prioritize consolidation and disposal targets. For direct leases and owned locations, local market analysis using comparable rates and costs is performed by the RECO's and facility planners respectively. For GSA leases, DOT collaborates with GSA in reviewing expiring leases to identify potential reduction and consolidation targets. FAA and FHWA have been utilizing models based on FRPP guidance to estimate O&M for owned properties and revised those models in recent years. Both modes will be re-examining their formulas to provide better O&M estimates starting in FY2019.

Benchmark Metric Summary for Department of Transportation

Metric	Units	FY2015	FY2018	% Change ((FY15 - FY18)/FY18)	Government -wide Average
O&M/SF Owned Warehouse	$/ SF	$0.89	$4.49	401.98	$2.66
O&M/SF Owned Office	$/ SF	$3.88	$6.83	76.25	$6.12
Rent per SF Direct Lease Office	$/ SF	$21.76	$24.60	13.05	$30.26
Rent per SF Direct Lease Warehouse	$/ SF	$8.28	$9.12	10.15	$9.66
Rent per SF GSA OA Office	$/ SF	$35.05	$31.31	-10.67	$28.01
*Rent per SF GSA OA Warehouse	$/ SF	$3.10	$ 9.39	203.05	$10.87

*DOT unable to validate this GSA provided metric

Metric	Units	FY2015	FY2018	% Change ((FY15 - FY18)/FY18)	Government -wide Average
SF per person Owned Office	SF /Person	263.87	314.06	19.02	420.4
SF per person Direct Lease Office	SF /Person	310.22	311.58	0.44	223.24

Metric	Units	FY2017	FY2018	% Change ((FY17 - FY18)/FY18)	Government-wide Average
% of Owned Square Footage with Condition Index >= 85	%	82.91	82.48	-0.51	74.06
% of Owned Buildings with Condition Index >= 85	%	80.59	81.78	1.48	71.04

6.4. Space Design Standard for Future Reductions

DOT's Policy for Office Space Design Standards issued effective May 2016 establishes metrics and standards to determine and allocate workspace size. The OST, OIG, and each OA have developed Policy Implementation Guidelines that align with Collective Bargaining Agreement responsibilities.

The Policy encourages a design with limited walls and offices with the goal of increased collaboration resulting from an open-plan workspace, leading to more innovation and creativity. In addition, an open-plan layout can benefit DOT economically by reducing costs associated with construction, utilities, and office equipment. For instance, fewer walls requires less time and materials to create, or reconfigure, the office environment. Open work environments also reduce heating, cooling, and electricity expenses due to improved flow of air and increased natural light. This design concept should promote economic equipment investment as well, maximizing communal spaces that promote shared use of resources such as printers and copiers. An open-plan provides greater flexibility to accommodate evolving personnel needs and better supports individual work styles.

In order to strengthen knowledge and application of the current Policy, M-90 is in the process of drafting a guidance document. The guidance will provide detailed explanations, do’s and don’ts, example scenarios and templates that will be required for use by all of the OAs in the efficiency decision making process. Planned training accompanying the guidance will include change management strategies that will also be disseminated through the RPC and the Real Property Workgroup to address the challenges in implementing the Departmental space standards that go beyond funding. Across the workforce, ongoing reinforcement is necessary to promote the cultural change toward the new office environments. These efforts must also consider the constraints to satisfy specialized space requirements tied to mission functions and/or union agreements across all DOT entities.

6.5. Utilization Rates

In May 2016, the DOT issued its Policy for Office Space Design Standards. This Policy establishes DOT's utilization rate standard for owned and leased domestic office space as an 'all-in' UR range of 150 to 190 useable square feet (USF) per person. "All -in" UR includes all spaces within the office building structure within the direct control of DOT OA's. The "all -in" UR is calculated by dividing the Total USF by the factored Total Personnel Count. The factored Total Personnel Count is the peak number of occupants multiplied by 0.90 (90%). Personnel, for purposes of this calculation, refers to peak use occupants and is meant to include (but not be limited to) federal employees, interns, temporary hires, and on-site contract support.

Per OMB and GSA recommendation, DOT will simplify its UR calculation starting in FY2020, using the GSA all-in UR of 180 SF per person. As OST conducts its semi-annual portfolio reviews, the data reviewed will include updated staffing for each location, working towards generating UR rates by location and for the entire portfolio. DOT can use this information to work with each of the modes to continue to identify locations for potential efficiency projects and consolidation efforts.

Department of Transportation Required Utilization Rates (UR)

Headquarters/Bureaus	Office UR
DOT Policy	150-190

*****DOT UR will change to 180 USF per person starting FY2020

***UR calculated for the entire Department using FRPP data is:**

DOT Office UR (USF/ Per Person) = 289*	Total Office Space 9,259,876(USF) / 32,006 Total Headcount (FY2017)

*The total Administrative Office Space (USF) reported of 9,259,876 is based on assets with a predominant usage code of "Office" as reported to FRPP by GSA and DOT. With 32,006 employees residing in these buildings, the resulting utilization rate (UR) is 289 USF/person. The granularity of the data available for this calculation does not allow for the full isolation of administrative office space at "office" buildings that also house laboratories, classrooms, conference centers, work rooms or similar, nor the isolation of the personnel working in just that portion of these spaces.

DOT Headquarters using GSA Utilization calculation:

DOT HQ Office UR (USF/Person) 234	=	Total Office Space 1,299,545 (USF) (The total SF includes over 300,000 of Joint Use space like the Event Center) ――――――――――― 5,539 Total Headcount

7. GSA CONSOLIDATION PROGRAM

No projects are currently identified that meet the funding program requirements.

GSA Consolidation Program Funding Request FY 2020–FY 2024

Consolidation Project Building Name and Number	FY Submission (e.g., FY 2020, 2021, 2022, 2023 or 2024)	Consolidation Type (e.g., Leased to Owned, Owned Contraction, or Owned to Owned Consolidation)	Consolidation Impact (Net SF Reduction)	Total Consolidation Funds Requested
N/A	N/A	N/A	N/A	N/A

8. COLLOCATION OPPORTUNITIES

Currently underway in Kanas City, MO, the OST is leading consolidation efforts across five modes (FAA, FTA, FRA, NHTSA, PHMSA). These OA's have shared 157,000 SF of leased GSA office space for nearly 20 years. With focused corporate oversight, each of the OAs committed to alignment with UR of less than 190. The new lease, anticipated to be less than 80,000 SF, will result in a decrease of over 50% SF. Occupancy was targeted for not later than FY23 but a recent change in leasing strategy for the new lease from FAA Direct to GSA may have a schedule impact.

9. OPERATIONAL EFFICIENCIES

The Department has initiated several shared services efforts that should result in space efficiencies. An initial effort is focused on IT shared services that could lead to workforce efficiencies and reduced need for work space. Anticipating that more space will be available in the DOT Headquarters complex, DOT is evaluating consolidation opportunities across its National Capital Region portfolio. In addition, initial work is underway to improve efficiencies across DOT data centers. Initial planning on this effort is underway with a goal to improve forecasting of resulting SF decreases in future RTF Plans.

10. COMPLIANCE INTERNAL CONTROLS

The DOT leadership is actively engaged to manage the Department's property portfolio to achieve targets. Specifically, OST has included corporate space reduction metrics at Quarterly Performance Management Reviews. At FAA, processes are in place to monitor lease renewals and to acquire new space. The detailed process to procure additional GSA space is ISO-9001 certified. All requests are reviewed by FAA Logistics Service Areas, Headquarters and the Regions and Center Operations Deputy Assistant Administrator is involved in the approval process to acquire space over $1M. For lower cost leases, approval authority is delegated to FAA Real Property Officers. In addition, the FAA SRPO, CFO or a designee must approve all requests for new or additional space.

DOT has instituted a corporate portfolio approach to manage new leases, acquisitions, expansions, or growth to review the entire portfolio on semi-annual cadence. As the largest mode with the most real property, FAA is developing a new approval process to better coordinate and manage growth and provide data to support decision-making.
Further, DOT will use its FRPP submission to monitor progress against the RTF baseline target when acquiring new leases.

In-house tools and procedures are used to document, monitor, and track space solution projects. Projects are analyzed across established metrics and strategic goals prior to approval. Cost evaluation includes net present value analysis, breakeven analysis, or payback periods to assess cost recovery points. Based on analysis, it can be determined if the standard office space design requirement is cost effective for a given project or current design. In instances where the standard design is not applied, documentation must provide sound justification for the decision and the project must be approved at the Departmental level per Policy.

Owned properties that have been vacated are noted with a status of "Excess" in Delphi, DOT's accounting system, and REMS, DOT's Real Property Inventory System. This status results in these assets being reported to FPRP with a "Determination to Dispose" status indicating planned disposal and counted as an agency offset. Leased assets are reported as active until termination occurs.

The analysis phase of FAA's strategic planning process was developed to ensure customer requirements are documented; identified alternatives are thorough and appropriate; and cost-benefit analysis of one-time and ongoing costs are conducted. Proposed projects go through quantitative and qualitative analysis using transaction-specific factors to justify each proposed project. The assessment evaluates utilization, transfer costs, and strategic planning. These steps help determine if the recommended solution is in the best interest of the Department.

In January 2003, Government Accountability Office (GAO) High-Risk Series: Federal Real Property report, GAO 03 -122, identified Federal Real Property Management as a high-risk area. As a result, the Office of Management and Budget (OMB) is leading several initiatives and issued guidance to improve the management of federal real property, specifically targeting office and warehouses. In an effort to confirm the efficiency of DOT's use of office space, OIG recently completed auditing samples of Departmental "Office" property assets from all OAs, except FAA which was completed ahead of the current audit. The OIG is focused on utilization rates, policies, procedures, strengths and weakness within the departments management and oversights of leases and has provided recommendations to strengthen Departmental oversight to ensure compliance OST M90 has undertaken several measures to comply with the OIG recommendations including drafting a guidance document to improve consistency in implementation of DOT’s Space Design Policy which enforces RTF mandates, as well as beginning internal reviews with each mode to document planning for expiring leases and utilization rates for office spaces.

11. FRPP DATA QUALITY IMPROVEMENT

1) Data Verification of Asset Data Entered into the Real Estate Management System (REMS)

To ensure accuracy of DOT's real property assets in REMS, logistics personnel confirm information that includes: verifying lease records and land ownership documents, validating square footage, confirming against operational databases, and contacting maintenance personnel. FAA is in the initial requirements development stage for a REMS replacement that will help to better manage the dataset and the overall portfolio space.

2) Data Validation Processes After Entry into REMS

The Department is focused to ensure accurate REMS data through several processes. One method is the REMS " Invalid Data Module" that checks asset information against a set of business rules. When data errors are identified, they are queued for validation and correct, if needed, by property operations personnel. Inaccuracies are reported monthly to ensure no systemic trends arise.

Additionally, the Real Property Management Office performs periodic checks, such as reviewing high-level SF totals reported against a subset of facility types. While this approach may not indicate a specific issue, it can identify inconsistencies that require further data evaluation. In some instances, comparing data may identify miscoding in one of the systems. High-level metrics are produced monthly, quarterly, and annually to identify portfolio-wide trends and verify that changes are a result of real property initiatives.

3) Analysis of Ongoing Data Quality Improvement

The DOT looks at trends based on prior FRPP submissions to ensure changes can be supported by specific real property activities, general real property strategies, or data quality improvement efforts. FAA's Bureau Variance Report is produced from the FRPP submission and supports this review while also identifying obvious anomalies. Since DOT reports on roughly 54,000 assets, this review is completed at a portfolio level by OA and focuses on quantifiable measures such as total number of assets by type, acreage, SF, replacement value, repair needs, and operating costs. Since establishment of the RTF initiative, DOT has conducted an asset level review of office and warehouse facilities, with sensitivity to any reported changes year over year.

4) Identification of Anomalies for Further Analysis

The REMS system has several built-in invalid data checks to:

- Confirm asset size is not less than 500 SF for staffed buildings.
- Validate location information such as zip code, city, and state combinations.
- Confirm owned assets with low replacement value.
- Update owned assets with the correct size (e.g., SF, linear feet, etc.) verses a 0.
- Perform a validation scrub to ensure all data meets FRPP guidelines prior to submission.
- Restrict user input for most data fields to only allow values per FRPP and DOT guidelines.
- Perform additional checks that are completed on a periodic basis.
- Verify a staffed building is recorded for addresses listed in employee directory database. This information is the primary source of headcount data reported to 0MB.
- Validate asset location using latitude/longitude data compared that to facility Geographic Information System.
- Cross-reference facility status with program office information, facility condition index (based on repair needs and replacement value), SF, source data in engineering reports, accounting, and facility maintenance scheduling system.

12. CHALLENGES AND IMPROVEMENT OPPORTUNITIES

With a commitment to the RTF goal across its Portfolio, the DOT strives to improve processes, engage stakeholders, and work closely with OMB and GSA to identify opportunities for improvement. The mission requirements for each OA place a variety of constraints with respect to developing projections for significant footprint reductions. Many buildings and infrastructure must be physically located in specific locations across the country to support safe and effective transportation. This constraint makes it difficult to consistently identify real property operational economies of scale every year. DOT will continue its efforts to maintain a trend below the FYl5 baseline to reduce Office and Warehouse space over the next five years.

In FY18, the Department focused on a goal to improve national coordination and accountability in real property management. Within specific OAs, the opportunities for improvement include providing more training on real property management, building stronger relationships between OA headquarters and regional staff, establishing collaborative cross-corporate relationships to maximize opportunities to collocate, and implementing strategic performance management evaluation against objectives and goals.

The DOT OAs each have unique missions and business needs. As such, the physical presence of regional offices, divisional offices in each state, and in specific locations promotes the efficient and safe operation of various business areas. Mission-specific requirements often limit opportunities to consolidate operations across state lines or to centralize operations regionally. Further, as a large portion of the portfolio includes FAA technical facilities which support the National Airspace System (NAS), prioritizing efforts and funding toward the safe and efficient operation of the NAS often take precedence over all FAA's real property initiatives.

In addition to mission constraints, other challenges must be considered as DOT strives to meet space reduction targets. These include:

- **Effective communication and coordination**: DOT continues to develop and refine processes to identify and champion new space solutions, consolidations, or co-locations across individual OAs. This includes coordinating and implementing a consistent process with dedicated sponsors to foster active communication and achieve stakeholder agreement on location and space configuration across the nine OAs. As stakeholders negotiate new space requirements and lease terms, they must be aware of DOT's national real property goals and held accountable to meet national objectives, specifically as they relate to RTF initiatives. For example, as FMCSA continues to strengthen their presence along the Southern US Border, they endeavor to collaborate with Ports of Entry stakeholders such as GSA and DHS CBP to ensure they are positioned to fully operate on-port commercial truck and bus inspection operations.

- **Budget considerations**: Each of DOT's OAs must seek to enhance budget management methods to incorporate funding for beneficial space solution projects that require one-time, unplanned cost adjustments.
- **Coordinating timing of lease expirations**: Trying to consolidate multiple leases with varying expiration dates across different fiscal years presents significant challenges within the current budgeting process.
- **Timely completion of pre-disposal activities**: Disposal of DOT-owned buildings, which are primarily technical space, requires completing multiple steps and approvals. This complex and lengthy process frequently delays final disposal of assets. Specific tasks include ensuring communication and navigation systems have been decommissioned, confirming the systems pass environmental reviews, securing funding, and executing site deconstruction.
- **Incorporating mobility options within OAs**: In May 2016, DOT developed a National Policy for Office Space Design Standards and OAs have each developed Implementation Plans. Most of the OAs have a 10% mobility goal for eligible employees. FAA is also in the early stages of evaluating the use of mobility among its large technical workforce and incorporating guidance into its technical space standards.

To foster collaborative improvement toward RTF goals, the DOT has identified the following actions that support dimensional assessment of its real property portfolio and will improve national coordination and accountability managing real property assets.

- **Strategic communication and accountability**: OST's leadership of monthly portfolio review meetings with the Real Property Work Group will focus on active communication tied to specific metrics and project status. Further, enhanced engagement at quarterly RPC meetings, will ensure that senior executives within each OA are accountable to reduction targets.
- **Strategic evaluation and planning**: Two actions will frame DOT's process improvements to enhance national engagement, improve corporate planning, and improve the utilization rate (UR) of existing office space to meet DOT policy.
    - Continue development of Departmental national portfolio strategy to identify opportunities for improving real property efficiencies by focusing on target cities where modal consolidations will achieve footprint reductions for FAA and the non-FAA modes. The portfolio strategy process began early stages of development in FY2019 and will continue to mature into FY2020 and beyond as DOT leverages information sharing, best practices for requirements development and consistent implementation of existing policy. DOT also plans to update its current space policy to strengthen oversight and streamline implementation of space management procedures.

- Currently, OST is providing oversight to five modes that are currently housed through a GSA lease that is currently being extended to 2024 in Kansas City, Mo. The modes working with OST have scrubbed their requirements to comply with UR standards, resulting in reducing requirements from 157,000 SF to 76,000 SF, which is over 50% SF planned reduction.

APPENDIX A: CHARTS

CHART 1

DOT OA's Percentage of Space Leased and Owned for All Property Types for FY2018 (percentages rounded to whole numbers)

DOT	Square Feet	Owned	Direct Leased	GSA Leased *
FAA	25,416,750	67%	22%	11%
FHWA	978,992	25%	-	75%
FMCSA	313,380	-	-	100%
FRA	986,692	86%	-	14%
FTA	160,231	-	-	100%
MARAD	1,532,919	84%	8%	7%
NHTSA	321,510	-	24%	76%
OIG	108,212	-	-	100%
*OST	810,101	45%	-	55%
PHMSA	172,457	-	-	100%
SLSDC	142,116	100%	-	-
Total Percentage	100%	64%	19%	17%
Total SF	30,943,360			

*GSA SF includes an addition for location that was omitted from the GSA FRPP data (replacement for an expiring lease) therefore the GSA data reflects a 4,875,516 office SF which is incorrect. It also includes a subtraction for the Transportation Safety Board (STB)which is shown in the FY2018 GSA report, but is no longer part of DOT since 2016

CHART 2

DOT Modes and Organizations Federal Real Property Profile Submission Office and Warehouse SF FY2012 – FY2018

DOT	2012 (FTF)	2013 (FTF)	2014 (FTF)	2015 (FTF)	2016 (RTF)	2017 (RTF)	2018 (RTF)
FAA	9,292,314	9,199,252	9,041,223	9,306,349	8,567,073	8,637,263	8,372,718
FHWA	845,427	838,011	845,832	842,951	828,900	821,636	836,338
FMCSA	301,366	321,593	320,962	325,977	316,167	314,749	313,380
FRA	227,938	228,461	224,959	222,592	222,368	219,335	246,378
FTA	163,296	163,887	163,887	165,522	160,118	160,625	160,610
MARAD	690,218	688,677	688,677	686,279	684,528	684,528	683,759
NHTSA	248,015	260,975	261,199	251,662	188,663	188,662	245,446
OIG	125,468	125,102	118,746	118,746	113,789	112,134	108,212
OST	826,253	758,377	802,223	802,223	802,223	802,223	810,101
PHMSA	120,453	151,105	151,105	152,195	158,399	164,813	172,457
SLSDC	67,177	67,177	67,609	79,109	79,109	79,159	79,109
*STB	67,820	67,820	67,820				
Total SF	12,975,744	12,870,436	12,754,242	13,021,425	12,121,327	12,185,127	12,028,508

CHART 3

DOT Modes and Organizations Building Space SF by FRPP Space Type

DOT	School (23)	Lab (74)	Navigation/ Traffic Aids (73)	Office (10)	Warehouse (41)	* All Other	Total
FAA	671,762	1,291,853	10,691,072	6,190,378	2,182,340	4,395,075	25,422,480
FHWA	-	159,942	-	811,637	24,701	-	996,280
FMCSA	-	-	-	313,380	-	-	313,380
FRA	-	-	-	203,888	42,490	725,517	971,895
FTA	-	-	-	160,610	-	-	160,610
MARAD	256,027	-	-	248,977	434,782	593,133	1,532,919
NHTSA	-	67,446	-	245,446	-	-	312,892
OIG	-	-	-	108,212	-	-	108,212
**OST	-	-	-	810,101	-	-	810,101
PHMSA	-	-	-	172,457	-	-	172,457
SLSDC			6,680	38,135	40,974	56,327	142,116
TOTAL	**927,789**	**1,519,241**	**10,697,752**	**9,303,221**	**2,725,287**	**5,770,052**	**30,943,342**

*Includes FRPP Usage codes for non-Office and Warehouse: Communication Systems (72), Industrial (50), Navigation and Traffic Aids (73), Housing (30), Laboratories (74), Family Housing (30), Schools (23) and Child Care Centers (89) .

* * Includes space reported in FRPP as OST, OST Working Capital Fund (WCF), and RITA (formerly Research Innovation Technology Administration now OST-R).

CHART 4

GSA Lease Cost Avoidance Targets showing DOT Planned Actions

Expiring Lease Number	DOT Planned Space Action	Project Effective FY	Expiring USF	MODE	City	State	Building Name	FRPC Real Property Use
LCT04327	*Planned relocation/reduction March 2020*	2020	1,800	FMSCA	GLASTONBURY	CT	628 HEBRON AVE	Office
LCT04328	*Planned relocation/reduction March 2020*	2020	5,200	FHWA	GLASTONBURY	CT	628 HEBRON AVE	Office
LMA04672	*Termination*	2023	2,139	FMSCA	BURLINGTON	MA	RJKELLY BUILDING	Office
LRI04903	*Renew in place*	2022	4,264	FHWA	PROVIDENCE	RI	380 WESTMINSTER MALL	Office
LNY22921	*Renew in place*	2023	147,726	FAA	QUEENS	NY	ONE AVIATION PLAZA	Office
LPA09306	*relocation/reduction project will be completed in Sept 2019*	2020	6,903	FTA	PHILADELPHIA	PA	1760 MARKET ST.	Office
LFL47855	*TBD - assessing requirements*	2022	67,110	FAA	MIRAMAR	FL	SW 145TH AVE BLDG	Office
LGA30123	*Renew in place*	2024	217,313	FAA	ATLANTA	GA	GOVERNMENT BUILDING	Office
LIL16200	*Planned reduction*	2022	155,612	FAA	DES PLAINES	IL	O'HARE LAKE 2300-A LLC	Office
LIL16200	*TBD - assessing requirements*		2,525	FMSCA	DES PLAINES	IL	O'HARE LAKE 2300-A LLC	Office
LIL16200	*TBD - assessing requirements*		4,835	PHMSA	DES PLAINES	IL	O'HARE LAKE 2300-A LLC	Office
LMO90122	*Planned reduction/relocation*	2020	137,876	FAA	KANSAS CITY	MO	FAA BUILDING	Office
LOK17080	*Renew in place, training center operational requirement*		37,062	PHMSA	OKLAHOMA CITY	OK	Airport Business Center	Office

LTX15042	*Renew in place land port of entry (LPOE), canopy included in OA, no change operational requirement*	2022	3,572	FMSCA	PRESIDIO	TX	USBS PRESIDIO FMCSA BUILDING	Office
LTX17312	*Renew in place*	2021	5,966	FMSCA	RIO GRANDE CITY	TX	USBS RIO GRANDE CITY ADMINISTRATION BUILDING	**All Other Land**
LCA02341	*Planned relocation/reduction May 2020*	2020	4,288	FMSCA	SACRAMENTO	CA	1325 "J" STREET	Office
LDC01477	*Renew in place*	2022	102,222	FRA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	213,060	FHWA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	90,424	FMSCA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	99,821	FTA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	100,063	MARAD	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	151,953	NHTSA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	70,392	DOT IG	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	144,794	DOT OFF OF SEC WCF	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	82,370	PHMSA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	57,821	DOT/RITA	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC01477	*Renew in place*	2022	186,624	DOT OFF SECTY	WASHINGTON	DC	1200 NEW JERSEY AVE	Office
LDC12523	*TBD - assessing requirements*	2021	55,707	DOT FAA	WASHINGTON	DC	470/490 LENFANT PLAZA	Office

LVA02114	*Planned relocation/reduction May 2020*		24,695	FHWA	ARLINGTON	VA	1310 N. COURTHOUSE	Office
LVA02114	*Planned relocation/reduction May 2020*		14,127	FMSCA	ARLINGTON	VA	1310 N. COURTHOUSE	Office
LVA02142	*Planned reduction*		48,995	FHWA	STERLING	VA	CABOT PARK I	Office

APPENDIX B: BASELINE DISCREPANCIES

Important notes regarding the reported SF: During FY17 validation of REMS and GSA data sets, the following facts that influence reporting of Departmental progress were identified:

- Increased Warehouse SF: A warehouse in Hawaii previously reported as a 22,000 structure was not included in the RTF baseline. The 2017 GSA Guidance states that once an asset is assigned a use code in the 2105 baseline, it cannot be changed in the RTF data set. During 2017 revalidation, the use code was corrected from 'structure' to 'warehouse'. However, this correction is now shown as an increase in DOT's warehouse SF. The DOT requests that GSA adjust the Department's baseline to the previous total (per Guidelines) or to appropriately adjust the Warehouse SF baseline to reflect no net growth.
- External Agency SF: The STB's 67,820 SF of GSA leased space is still included in DOT's baseline data. As the STB is a separate agency effective January 6, 2016 by an act of Congress, this SF should be removed from the Department's baseline.
- Accurate Reporting:
  a) The 2015 RTF baseline SF contains 136,000 SF of Office and Warehouse assets that reflect incorrect real property use codes. These assets are now correctly identified as navigational aids, communication facilities, storage, etc. While current Guidance does not allow for corrected assets to be removed from the baseline, this data presents that the DOT's Office and Warehouse SF is 1.1% greater than the true total.
  b) A data entry error removed 53,038 SF from an office in Georgia. During FYl7 review, the error was identified and corrected. This correction appears as an increase in DOT's Office SF.
  c) In 2017, a Warehouse in Illinois was converted from GSA lease to FAA direct lease. The data incorrectly listed the rentable SF, not useable SF. Correction of this error results in an increase of 1,950 SF.