

January 23, 2017

Mr. Alexander J. Kurien  
Deputy Associate Administrator  
for Asset and Transportation Management  
General Services Administration  
1800 F Street, NW  
Washington, DC 20405

SUBJECT: CERTIFICATION OF THE NUCLEAR REGULATORY COMMISSION'S  
FEDERAL REAL PROPERTY PROFILE DATA

Dear Mr. Kurien:

The purpose of this letter is to characterize the accuracy of the data submitted to the Federal Real Property Profile (FRPP) system by the U.S. Nuclear Regulatory Commission (NRC) and the methodology used to evaluate the accuracy of that data as required by Office of Management and Budget Management, Procedures Memorandum No. 2015-01, "Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint."

The NRC does not directly lease or own any space; the entire 1,314,388 rentable square feet (RSF) (1,134,068 usable square feet (USF)) portfolio is provided via occupancy agreements (OAs) with the General Services Administration (GSA). A portfolio summary is shown below:

Property Address	City/State	RSF	USF	Employees & Contractors
11555 Rockville Pike	Rockville, MD	345,183	275,369	1,127
11545 Rockville Pike	Rockville, MD	347,922	295,734	1,449
11601 Landsdown Street	Rockville, MD	153,160	138,035	448
4930 Boiling Brook Parkway <sup>1</sup>	Rockville, MD	48,235	46,372	N/A <sup>1</sup>
2100 Renaissance Boulevard	King of Prussia, PA	79,764	71,961	188
245 Peachtree Center	Atlanta, GA	109,143	97,014	223
2443 Warrenville Road	Lisle, IL	79,407	71,748	172
1600 East Lamar Boulevard	Arlington, TX	89,421	83,310	173
5746 Marlin Road <sup>1</sup>	Chattanooga, TN	62,153	54,525	N/A <sup>1</sup>
TOTAL		1,314,388	1,134,068	3,780

<sup>1</sup> Not predominately used as office space—submission of employee and onsite contractor data not required.

The NRC has submitted its fiscal year (FY) 2016 space, employee, and onsite contractor data to the FRPP system and certified the data for accuracy and completeness. The NRC has instituted the following processes to ensure that the data submitted to the FRPP accurately and completely reflects the agency's real property inventory.

### **Space Management**

The agency's space portfolio consists of space in nine buildings, located in six geographic areas around the country. All requests for space acquisition, expansion, reduction at the NRC headquarters and the regional offices, or other changes to the portfolio and processes are reviewed and approved by the NRC Space Acquisition Coordinator (SAC) under the guidance of the NRC Senior Real Property Officer.

The SAC verifies the reliability, accuracy, and completeness of space portfolio data by cross-referencing data sets such as the annual FRPP data, the NRC's automated space planning and management system (SPMS) data, and individual OAs issued by GSA. Periodic reviews and exception processing are conducted by the SAC and support contractors while updating utilization metrics and reviewing and approving the rent bill on a monthly basis. Underlying anomalies are identified quickly and addressed.

The NRC uses several verification procedures to check accuracy and reliability of data prior to reporting to the FRPP system. Monthly rent bill data is reviewed and checked against OAs and previous bills. Ongoing space and staffing data is captured within the SPMS. Computer-aided design floor plans are updated to reflect modifications to space and workstations, and updates are entered into the agency SPMS.

### **Personnel Data**

The agency utilizes a variety of independent data sources to collect personnel data on an ongoing basis. Physical verifications (regular walk-throughs) are conducted throughout the NRC headquarters to determine the occupancy status of each workstation and room. Onsite staffing counts and workstation occupancy data are entered into the SPMS by a team that receives, verifies, and schedules personnel moves on a daily basis. In addition, staff arrival/departure and network account information is reviewed bi-weekly. Reporting is provided on the number of Federal employees and onsite contractors assigned to each building. Administrative staff in the regional offices capture and provide the team and SAC staffing data on a monthly basis.

To verify data accuracy, the SAC and the space management team coordinate semi-annually and as needed throughout the year with 1) the Office of Chief Human Capital Officer, the Office of the Chief Financial Officer, and the Office of Chief Information Officer staff to review employee data and reconcile discrepancies between on-board, vacant, and authorized positions, active network accounts, and weekly staffing count and workstation occupancy data; and 2) with the Acquisition Management Division to review onsite contractor staffing data and reconcile discrepancies between authorized positions, active network accounts, and weekly staffing count and workstation occupancy data.

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As part of the agency's independent verification and validation process to improve the accuracy and completeness of the FRPP data, an internal controls review of the FY 2017 data collection process is scheduled to be conducted in 2018. Given the portfolio's central management and the agency's rigorous use of standard processes, procedures, and systems to collect, analyze, and validate space, employee, and onsite contractor data, the NRC has high confidence in the accuracy of the FY 2016 data submitted to the FRPP system.

Sincerely,

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Maureen E. Wylie  
Chief Financial Officer

Enclosure:  
Implementation of OMB Memorandum M-12-12  
Section 3: Reduce the Footprint

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\*Email Concurrence

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DATE	1/09/17	1/10/17	1/11/17	1/10/17	1/11/17
OFFICE	ADM/D	CFO/DPB	CFO/D	DEDM	CFO
NAME	CCarpenter	VVoytko	MMuessle	GTracy (MWeber for)	MEWylie
DATE	1/12/17	1/ /17	1/18/17	1/19/17	1/23/17

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