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SUBJECT **NASA REAL PROPERTY MANAGEMENT SYSTEM (RPMS) TRANSACTION PROCESS**

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PURPOSE

Creating a single source of physical and financial data associated with National Aeronautics and Space Administration (NASA) facilities is the focus of the Agency's facility accounting system. Known simply as the NASA Real Property Database or Real Property Management System (RPMS), the web-based system contains the official NASA real property records. Each NASA Center or Site has its own set of records tied to the main database. This work instruction provides local guidance for drafting transactions in the RPMS.

SCOPE AND APPLICABILITY

Under the Base Operations Spaceport Services (BOSS) contract, the BOSS Real Property Office is responsible for the preparation and maintenance of accountable records for real property assets owned by NASA that are located on Kennedy Space Center (KSC) and Cape Canaveral Space Force Station (CCSFS), as well as records for assets owned by others that are located on KSC. Record accountability includes establishment and maintenance of paper and electronic files. This work instruction addresses certain aspects of the electronic file process within the RPMS. The system can account for asset capitalization, basic facility utilization, facility inventories, facility transfers and legal agreements. This work instruction focuses on asset capitalization, facility transfers, and basic facility utilization. Throughout the document, there are references to Facility Space Management System (FSMS) updates, which are documented in ENG-I-RP07, Facility Space Management System Process.

PROCESS

1. RPMS UPDATES

Adjustments and updates to the real property accountable records are made in RPMS. Real property transactions are created to document capitalization projects for new construction, acquisitions, modifications, improvements and disposals which affect buildings, structures, utilities/infrastructure and real property installed equipment. Transactions are also created to document facility name, classification code, capacity and facility characteristic changes.

1.1. Capitalization Projects

1.1.1. Verification

Review project, verify all documentation authorizing the construction, acquisition, modification, improvement or disposal is included and project, work order and contract numbers have been assigned and referenced.

1.1.2. Required Documents

The documentation can include, but is not limited to, a signed NASA Form 1046, Transfer and/or Notification of Acceptance of Accountability of Real Property or DD1354, Transfer and Acceptance of Military Real Property for contract work; DD Form

250, Material Inspection and Receiving Report; Schedule of Values; and/or work control financial documents. Final documentation for should be initialed by the KSC Finance office if they have provided additional costs to construction projects.

1.1.3. Analyze Documentation

Analyze the documents and extract costs to be input in the respective building record. Verify the correct classification codes are assigned to each property. Ensure costs are allocated correctly and if any discrepancies are found, notify BOSS Construction Services office and have corrections made.

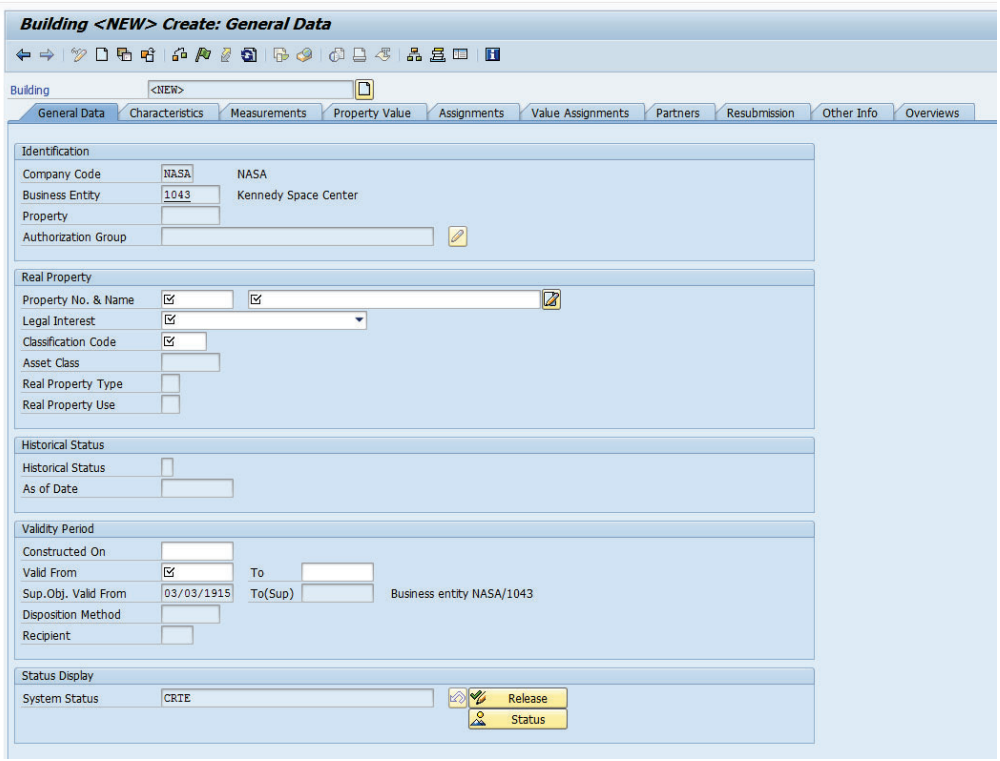
1.1.4. Inventory

An inventory will need to be conducted for newly constructed facilities, facility modifications that have adjusted capacity, and for projects where equipment has been added or replaced. Ensure costs for equipment has been provided and tag any new equipment installed. Enter date of inventory in RPMS. See ENG-I-RP01 Cycled Physical Inventory of Real Property Assets for details.

1.1.5. New Facilities

Before capitalizing a new facility, it must be added to the RPMS. Create a new facility record using the T-code REBDBU. Populate the General Data, Characteristics, Measurements and Other Info tabs. See Figure 1. New facilities are also added to FSMS, and add notices are sent via the FSMS mailing list.

FIGURE 1: Create Building Record



1.1.6. Removing Facilities

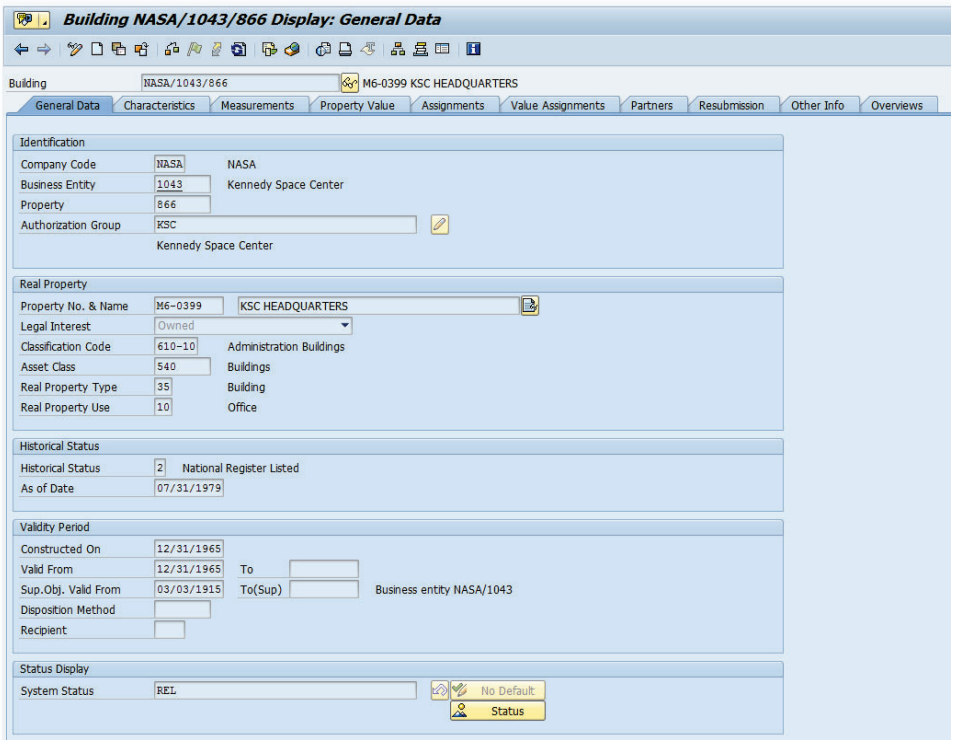
Facilities that are being removed or disposed of via demolition, excess, or transfer have to be removed in RPMS. Create a transaction, but do not remove the dollars. End-date the validity period on the General Data, update the status on the Characteristics tab, enter the final inventory using the one-time occurrence resubmission rule on the Resubmission tab and enter the disposal year and disposition method on the Other Info tab. If the facility status has not been updated in FSMS yet, update it, enter disposal date in the remarks and send a workflow notification.

1.2. Facility Name, Classification Code, Capacity and Status Changes

1.2.1. Facility Name and Classification Code Changes

Facility name and classification code changes have to be approved by the KSC Real Property Accountable Officer (RPAO). BOSS Real Property can suggest changes based on inventory findings. Classification codes and descriptions are listed in the NASA Real Property Classification Guide. Once approved, the RPMS and FSMS can be updated. RPMS updates are made on the Building (T-code REBDBU) module on the General Data page. See Figure 2. FSMS updates are made on the General Data Tab in the facility record. Note that classification code changes may result in capacity changes.

FIGURE 2: General Data Tab

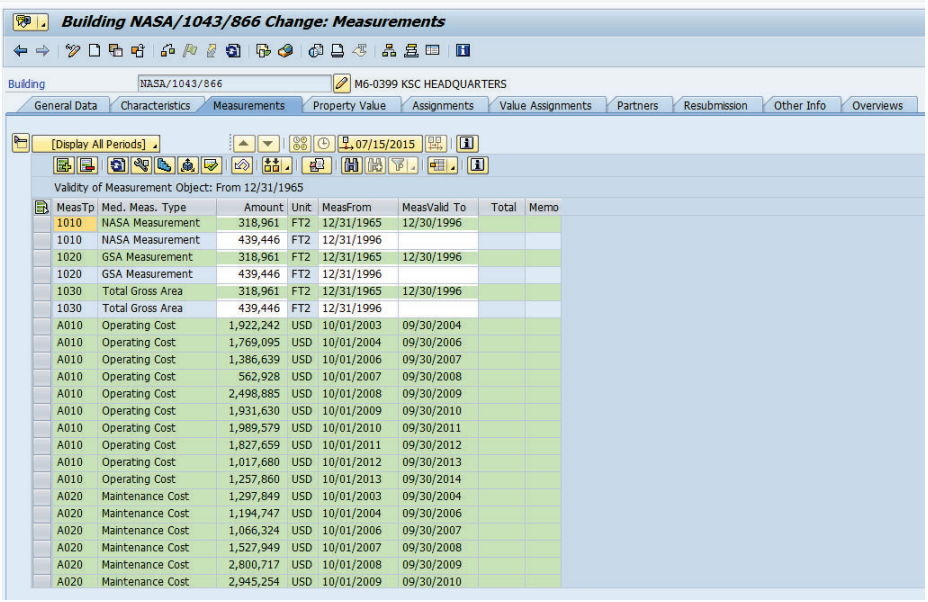


1.2.2. Facility Capacity Changes

Facility capacity changes are sometimes necessary whether it be due to a classification code change, an inventory finding or an error, and will also need to be approved by the

KSC RPAO. To make a capacity change, access the Measurements Tab in the RPMS Building (T-code REBDBU) module. Be sure to add another row for the new measurement and end date the previous capacity. See Figure 3. FSMS updates will also need to be made on the FSMS facility record.

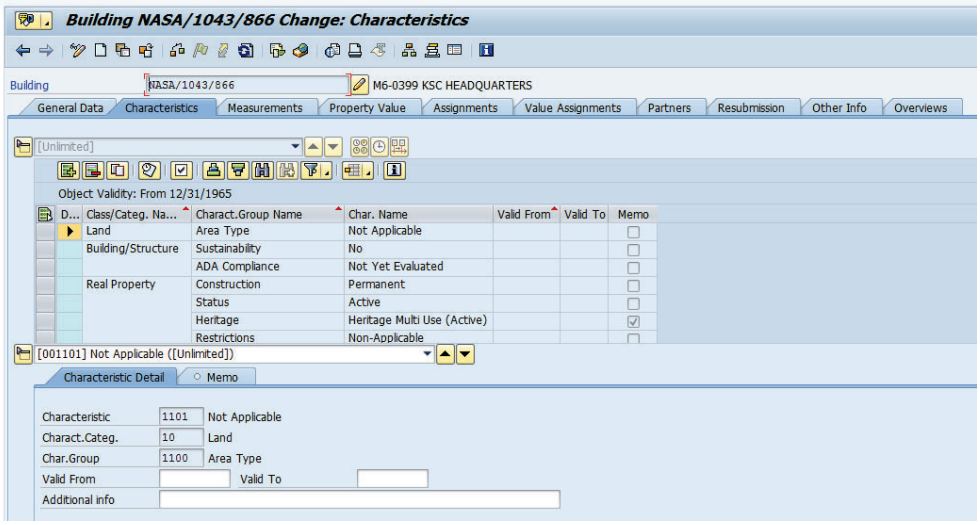
FIGURE 3: Measurements Tab



1.2.3. Facility Status Changes

Facility status changes also have to be approved by the RPAO. Once notification is received from the KSC RPAO, RPMS and FSMS updates can be made. RPMS updates are made on the Building (T-code REBDBU) module under the Characteristics tab. See Figure 4. FSMS updates are made in the facility record.

FIGURE 4: Characteristics Tab



1.2.4. Notifications

Notifications of facility name, classification code and status changes are made via the FSMS mailing list. Once the RPMS and FSMS are updated, send out a workflow notification of the changes made on the following business day.

1.3. NASA Voucher Log

Once the change has been analyzed, identified for record update and ready to be accounted for in RPMS, access the NASA Voucher log file on the BOSS Real Property shared drive, NASA Real Property, NASA Voucher Log and FYXX folder. Access the FYXX Voucher Log Excel file. Enter the RPMS transaction number once transaction is completed, start date, completed date, number of the facility affected, project description, Contract Number, Project Control Number (PCN) or Work Order Number (WON), and check if the project is for new construction or excess of materials. Enter any cost data or square footage under the respective Asset Classes. Add your initials under Analyst, a “1” if this transaction involves a 1046, and a “1” under Transaction. If multiple facilities are included on the same project, create separate entries for each, but only count 1 1046 on the first line entered.

2. CREATING A TRANSACTION

2.1. Property Value Tab

As stated earlier, RPMS transactions document adjustments and updates to the real property records. To create a transaction, log into RPMS. Utilizing T-Code REBDBU, access the facility record and go to the Property Value tab.

Note: Best practice is to utilize the “Check” icon  in RPMS to check and ensure there are no errors before saving the transaction.

2.2. Capitalization Projects

For capitalization projects, enter the current date under Trans Date, input the dollar amount under Value for capitalization projects, enter the contract number and add a short memo explaining the transaction.

2.3. Other Updates

For other updates, such as facility name, classification code, capacity and status changes, access the Property Value tab, enter the Trans Date, enter $0 under Value, enter a Contract No if applicable and add a short memo explaining the transaction.

3. MODIFYING, CORRECTING AND DELETING EXISTING TRANSACTIONS

3.1. Modifying and Correcting

Some entries in RPMS may be updated. If the fields are not accessible after previously being saved, the transaction may have to be deleted and a new transaction with the correct data entered. Make necessary changes and ensure updates are explained in the Memo fields. Utilize the “Check” icon to ensure there are no errors before saving.

3.2. Deleting Transactions

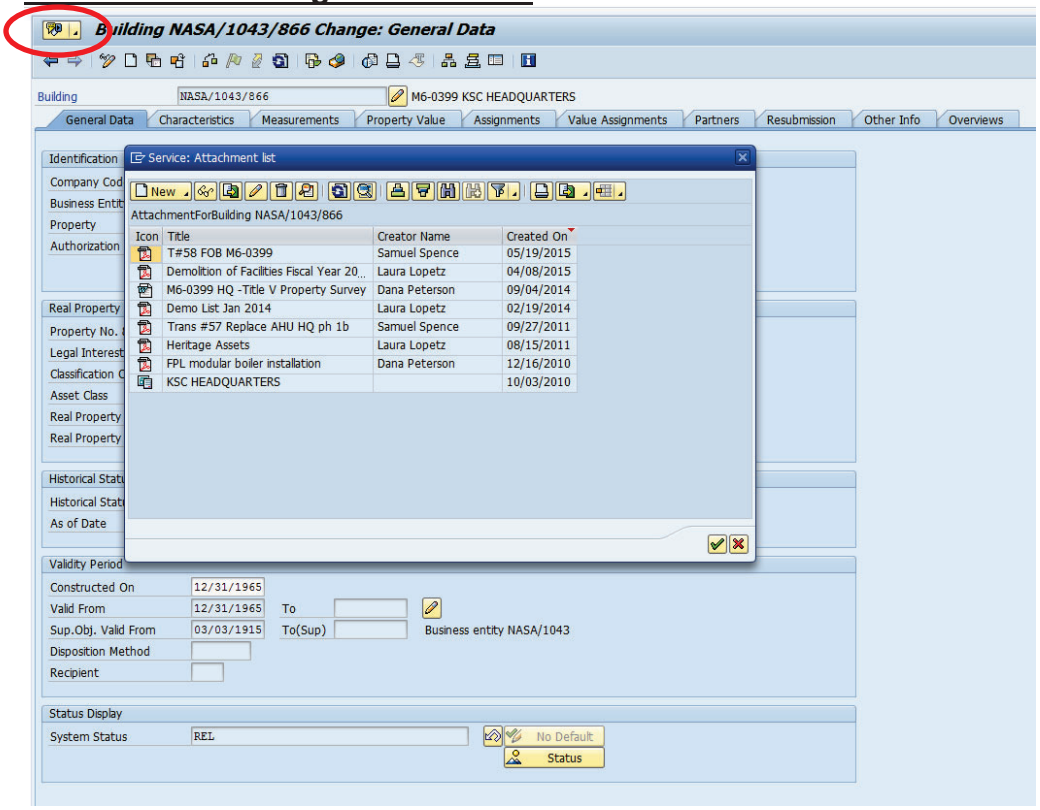
Transactions may be “deleted” by checking the “Delete” box. The data will remain in RPMS but will not appear in reports or on the facility record. Ensure any deletions are explained in the Memo field before deleting the transaction. If a new transaction has to be created to correct data, ensure a memo is created and explain the reason for the deletion and creation of a new transaction. Utilize the “Check” icon to ensure there are no errors before saving.

4. CLOSING ACTIONS

4.1. Attachments

Attach any backup documentation used to create the transaction in RPMS. Access the Services for Objects icon to import the files. Choose Create, then Create Attachment. See Figure 5. Name attachment, starting with the transaction number.

FIGURE 5: Creating Attachments



4.2. Update NASA Voucher Log

As stated in Section 1.3., ensure the transaction number has been added to the NASA Voucher log and is identical to transaction data. The electronic voucher package also needs to be saved and then hyperlinked to the NASA Voucher Log.

4.2.1. Naming File

After attaching backup documentation in RPMS, save the file again to the Vouchers File, but name it with the facility number and transaction number, exactly as follows for ease in searching: K6-1096 – T25

4.2.2. Additional Facilities

If there are more than one facility included in the project, save a file for each facility, including utilities.

4.2.3. Hyperlink

Once the backup documentation file has been saved, go to the transaction number on the NASA Voucher Log, and hyperlink it to the file in the Vouchers file.

4.3. Master Date Sheet (Facility Card)

For major projects, access the Master Data Sheet icon  on the facility record. Review and print a copy of the master data sheet and attach it to the final voucher/transaction package, emails or other backup documentation. Place it with the current fiscal year transaction packages which are maintained in the current NASA Real Property Voucher/Transaction folder.

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Facility Space Management System Records	BOSS Real Property
BOSS Real Property Voucher/Transaction Log	BOSS Real Property
NASA Real Property Management System Records	BOSS Real Property
NASA Real Property Voucher/Transaction Folders	BOSS Real Property

ROLES AND RESPONSIBILITIES

Approver: Marc Dixon

Author: Laura Lopetz

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
NASW – 00009	NASA Real Property Classification Guide
NNK18619079R	Base Operations and Spaceport Services Contract
NPR 8800.15	NASA Real Estate Management Program Procedural Req
ENG-I-RP01	Cycled Physical Inventory of Real Property Assets
ENG-I-RP07	Facility Space Management System Process

ACRONYMS

BOSS– Base Operations Spaceport Services
CCSFS – Cape Canaveral Space Force Station
FIC – Facility Information Center
FSMS – Facility Space Management System
GSA – General Services Administration
KSC – Kennedy Space Center
NASA – National Aeronautics and Space Administration
OMEU – Operator, Maintenance, Engineer and User
PCN – Project Control Number
RPAO – Real Property Accountable Office
RPIE – Real Property Installed Equipment
RPMS – Real Property Management System
WON – Work Order Number

DEFINITIONS

Acquisition: Acquiring facilities, systems, and/or equipment by purchase, lease, and by transfer from contractors, other NASA installations, or other Government agencies.

Asset Class Codes: Identifies the type of real property asset being classified. Includes 500 Land, 515 Other Structures and Facilities, and 540 Buildings. Also known as ledger accounts.

Capitalization: Process that captures costs for capital facility improvements. Captured costs are accumulated and used for book costs, depreciation, and replacement values.

Classification Codes: Part of a uniform coding system used to identify the function of NASA Real Property. Depending on the classification code, the RPMS automatically generates the unit of measure and Asset Class code that is assigned to that property.

Disposal: The sale, destruction or transfer of a real property asset.

Facility: Structure or system identified by a numbering system and accounted for in the real property records. Facility numbers are assigned to, but not limited to, buildings, sewer and water mains, electrical distribution systems, sidewalks and roads.

Facility Information Center (FIC): Data viewer which provides searchable facility information maintained in FSMS and made available to most organizations at KSC. The FIC also contains links to other systems including GIS, KSC/BOSS Floor Plan Report and (OMEU).

Facility Number: A unique number assigned by the BOSS Real Property Office to real property including buildings, structures and land for identification, tracking and reporting purposes.

Facility Space Management System (FSMS): Also known as TRIRIGA. Unofficial database of all real property located on KSC and NASA real property located on CCSFS. The database contains general facility information, facility manager contact information, facility functions, facility costs, construction data and location. Information maintained in FSMS can be viewed in the Facility Information System (FIC).

Facility Status: Statuses include, but are not limited to, Active, Standby, Mothballed, Abandoned, Excessed or Demolished. Detailed descriptions can be found in NPR 8800.15.

Improvement: The work required to change, adjust, or modernize an existing facility, so that it can be more effectively adapted or used for its designated purpose. Improvements do not include day to day maintenance of a facility.

Inventory: Physical inspection of a facility, usually completed after construction and triennially thereafter, which includes verification of facility measurements, classification code, status and real property installed equipment. Inspections ensure the accuracy of real property records.

Master Data Sheet: The facility card that contains information about a facility.

NASA Real Property Management System (RPMS): Official database listing all NASA owned Real Property. The BOSS Real Property Office uses this database to update KSC Real Property records.

Real Property: Land, buildings, structures, utilities systems, improvements and appurtenances, such as real property installed equipment, permanently annexed to planet Earth.

Real Property Accountable Officer (RPAO): Person responsible for real property accountability, including the recording and reporting of the NASA real property inventory. The RPAO plans, directs, coordinates and manages the activities of all the Center's real property including signing documents for KSC to transfer, accept, and dispose of all federal real property.

Real Property Installed Equipment (RPIE): Also, known as collateral equipment. It includes building-type equipment, built-in equipment, and large substantially affixed equipment normally acquired and installed as a part of a facility project. The removal of such equipment would impair the usefulness, safety, or environment of the facility and would involve substantial cost because of the special or unique services required for the initial installation.

REDBDU: RPMS transaction code used to process a building record.

T-Codes: Codes used in the RPMS to describe different types of transactions.

Transaction: Method in RPMS used to record transactions made to facility records in RPMS. Formerly known as a “voucher.”

Voucher: Former NASA Form 1045, used to record real property transactions.

Voucher/Transaction Folder: Folder that houses hard copies of the final voucher/transaction packages.

NASA Voucher Log: Log used by BOSS Real Property to track entries into RPMS.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release to replace PLP-I-RP11	09/30/09
1	Minor Revisions; Update Template & Records Table. No Formal Review Required per QPO	08/30/11
2	Revised in its entirety to include RPMS vs. RPI system information	05/12/14
3	Updated Figures with screenshots of new RPMS tabs	07/29/15
4	BOSS release	10/16/19
5	Revision to change all references of Cape Canaveral Air Force Station (CCAFS) to Cape Canaveral Space Force Station (CCSFS), updates to 1.3 NASA Voucher Log and 4.2 Update NASA Voucher Log	02/09/21

DOCUMENT APPROVALS

2/11/2021

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Lead, Real Property
Signed by: cards

2/11/2021

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