

## **Appendix E - REAL ESTATE SUBPLAN**

### **1. Purpose**

This appendix provides the general policies and procedures for the execution of quality assurance activities in the Real Estate Division, Military and Technical Services Directorate, South Pacific Division (CESPD), and of quality control activities in the Real Estate Divisions of the Districts' functional disciplines within the South Pacific Division. This subplan supplements the main plan.

Main Body	Quality Management (Real Estate Products)
Enclosure #1	Quality Assurance Review Checklist
Attachment #1	Quality Assurance (Standards) – Response
Exhibits 1-4	Functional Products
Attachment #2	Functional Discipline Checklist / Coordination
Enclosure #2	Real Estate Performance Indicators

### **2. Applicability**

2.1. This appendix applies to all activities of the Real Estate Division, and CESPD Districts having real estate responsibilities.

2.2. The quality management process applies to all real estate services and products, including those real estate sub products which are integral parts of decision and implementation documents developed as part of the civil planning and engineering programs, including but not limited to the following:

2.2.1. Real Estate Design Memoranda and Real Estate Planning Reports

2.2.2. Appraisal reports

2.2.3. LERRDs crediting determinations

2.2.4. Last Resort Housing determinations

2.2.5. Acquisition and disposal instruments

2.2.6. In lease and out grant instruments

2.2.7. Utilization and Compliance Inspection reports

2.2.8. Condemnation assemblies

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2.2.9. Attorney's opinions of compensability

2.2.10. Physical takings analysis

2.2.11. Real Estate Appendices to planning and engineering documents

2.2.12. Executive Order Surveys

2.2.13. Title 10

2.2.14. Bill of Sales

2.2.15. Deeds

2.3. Real Estate provides significant input to documents managed by other functional organizations. The technical review processes for these documents are described in the other appendices to this division office memorandum.

### **3. References**

3.1. CECG/AASA(CE) Joint Memorandum, dated 31 March 1995, Subject: Technical Review Process

3.2. CECW-A Policy Memorandum No. 2, dated 6 April 1995, Subject: Civil Works Decision Document Review -- Policy Compliance

3.3. ER 405-1-12, Real Estate Handbook

3.4. HQ USACE Real Estate Policy Guidance Letters

### **4. Definitions**

4.1. Design Checks and Other Internal Review Processes: Detailed review and checking which must be carried out as routine management practices in Real Estate divisions. Such review includes checking to assure basic assumptions are valid, decisions are properly documented, and calculations are error free. These checks are performed by staff responsible for the work and shall be performed prior to conducting independent technical reviews.

4.2. Independent Technical Review: Independent technical review by a qualified realty specialist, appraiser, or attorney. Such reviews are required reports, memoranda, and other documents that are an integral parts of Civil Works project documents.

4.3. Real Estate Manager: The district real estate individual assigned responsibility for guiding the development of the real estate product and coordinating with the district's other technical organizations.

## **5. District Quality Control Responsibilities**

5.1. Objective: District Real Estate Divisions shall be responsible for developing and following quality control management practices and business procedures to insure the quality of real estate products and services. These objectives shall be met by development and execution of District Real Estate Quality Management and Quality Control Plans.

5.2. Quality Management Plan (QMP): District Real Estate Divisions shall establish, and update annually, a Real Estate QMP or the real estate portion of the District's QMP which complies with the policies and principles presented in this memorandum and in applicable USACE regulations. District QMP's will establish the roles, responsibilities and processes of district Real Estate divisions for each major real estate function and activity. The QMP shall be reviewed and approved by CESPD-MT.

5.3. Quality Control Plan (QCP): District Real Estate Divisions shall prepare a Quality Control Plan (QCP) for each of the real estate products listed in paragraph 2b of this appendix. These QCP's shall be updated as warranted. QCP's shall be developed immediately for real estate products currently under development. Single QCP's shall also be developed which encompass all real estate aspects of each major real estate function and activity.

### **5.4. Quality Control Activities:**

5.4.1. Responsibilities: The District Chief of Real Estate shall have overall responsibility for the technical quality of real estate products and services within Real Estate Division. Other subordinate managers, leaders, and individuals within Real Estate Divisions also have significant roles and responsibilities in achieving quality products and services. The roles and responsibilities of these individuals shall be described in the district's Real Estate Quality Management Plan and shall include the responsibilities outlined in this appendix.

5.4.2. Independent Technical Review: Independent technical review is applicable to only those reports, memoranda, and other documents prepared by real estate that are an integral part of a Civil or Military Works decision or implementation document. Key to the successful execution of the quality control process for the products developed by Real Estate Division and its contractors is the independent technical review of a product. This review shall be accomplished by real estate individuals having expertise in disciplines involved in the type of product being developed and reviewed, and who were not involved in the product development.

5.4.3. Qualifications of Technical Reviewers: District real estate personnel who perform technical reviews must possess the knowledge, skills, and abilities to be able to identify shortcomings and deficiencies in real estate products and services, and to determine the appropriate corrective actions. Supervisory personnel may perform technical reviews, but are not authorized to perform technical review of the work of their subordinates. A copy of the technical capability profile, with a statement that the individual performing the technical review has been approved to do so, will be part of the district's QC plans. Developmental plans and training plans of technical reviewers will be reviewed during annual Command Assistance Visits and other staff visits.

5.4.4. Dispute Resolution: The District Chief of Real Estate shall facilitate resolution of disagreements between technical reviewers and subordinate supervisors within the Real Estate Division. If this interaction does not resolve the issue, the District Chief of Real Estate will make the final decision. The District Chief of Real Estate may consult with the CESPD Chief of Real Estate, who may serve as an unbiased sounding board; or major real estate issues may be forwarded to CESPD-MT-R for resolution or clarification.

5.4.5. Products Developed by Contractors: Some real estate products may be developed by other than in-house staff, noted herein as contractors. For real estate products developed by contractors, the quality control activities noted in this sub plan, including development of a quality control plan, shall be the responsibility of the contractor. Quality assurance activities, including development of a quality assurance plan for a contractor's product, shall be responsibility of the District Real Estate Division. The Chief of Real Estate, CESPD will exercise oversight of the District's quality assurance activities and the contractor's quality control activities.

5.4.6. Final Documentation and QC Certification: Real estate quality control processes must be fully documented. Significant comments, issues, and decisions must be recorded to ensure a clear audit trail. Documentation of real estate technical review activity and other quality control processes prescribed in the district's Quality Control Plan for specific Civil or Military Works studies or products shall be included with studies or products submitted to CESPD.

5.4.7. Updating of Quality Control Plans: Real Estate quality control plans shall be updated whenever significant changes to any element of a plan occur.

5.4.8. Use of Checklists: Checklists shall be used to guide the real estate technical review and ensure that critical items are not overlooked. Checklists may also be used to simplify the documentation of the review. Note: the use of checklists in the documentation would not, however, eliminate the requirement to document specific comments or decisions.

## **6. CESPD Quality Assurance Responsibilities**

6.1. Responsibilities: The Chief Real Estate Division at CESPD shall be responsible for reviewing and approving districts' Real Estate Quality Management Plans, for the conduct of quality assurance activities to ensure district compliance with this plan and for recommending changes in district real estate divisions' quality management and quality control processes, as needed, to assure that:

6.1.1. Mechanisms and procedures are in place to enable district real estate divisions and their contractors to produce quality real estate products.

6.1.2. District real estate divisions and their contractors develop quality control plans that are at appropriate levels of detail, are consistent with guidance, and provide for documentation of quality control actions including reviews, comments, and resolution of issues.

6.2. Quality Assurance Activities: At CESP, the Chief, Real Estate Division is responsible for the following quality assurance activities:

6.2.1. Providing technical guidance concerning the district's real estate programs and activities.

6.2.2. Developing procedures and guidelines for accomplishing interdisciplinary real estate activities.

6.2.3. Assuring quality of district technical review programs for real estate studies, reports and activities.

6.2.4. Approving the district's QMPs for real estate services and products, and certifying the adequacy of real estate components of other district QCPs.

6.2.5. Providing technical and real estate support to the districts, as requested, and providing assistance to districts in resolving major technical issues.

6.2.6. Assuring existing policies are implemented and adhered to in developing district real estate products and conducting real estate procedures. Facilitating resolution of policy issues with HQUSACE and others.

6.2.7. Participating in issue resolution conferences.

6.2.8. Forwarding district real estate documents to HQUSACE for policy review and processing, and providing oversight of the Washington-level review.

6.2.9. Assuring the adequacy of real estate input into environmental impact statements and other documents, which demonstrate MSC compliance with environmental statutes.

6.2.10. Monitoring customer satisfaction with district real estate products and services.

6.2.11. Leading the real estate portion of the command assistance program.

## **7. Quality Assurance Process**

In addition to the oversight of the real estate technical review process as indicated above, quality assurance by the Division will include the following:

7.1. Informal Consultation: The cornerstone of CESP-MT-R's role in quality assurance is to provide informal consultation regarding technical and policy issues. Such consultations will serve to ensure that district real estate activities are in compliance with approved quality control plans and to resolve quickly technical and policy issues.

7.2. In-Progress Conferences: Real estate participation in these conferences will be a significant element of the division's quality assurance program. This will serve to ensure the following that the appropriate coordination is occurring between district real estate divisions and other

technical divisions, the district's real estate efforts are timely, appropriate, and in compliance with the real estate quality control plan.

7.3. Review of Sample Products: CESPDMT-R will conduct oversight reviews of selected real estate products produced by the district real estate divisions. These reviews are for the purpose of identifying systemic problems, trends and possible improvements to the process, and assure compliance with current policy.

7.4. Issue Resolution Conferences: CESPDMT-R will participate in issue resolution conferences when district real estate divisions request technical assistance or policy guidance, to address issues raised as a result of real estate quality assurance activities, and at mandatory issue resolution conferences.

7.5. Technical Workshops: Training, technology transfer, and promotion of innovation often do not get the attention that is required because of the press of ongoing work. These activities can be addressed in technical workshops that can be arranged on a recurring basis by the Division Real Estate Chief.

7.6. Monitoring/Fostering Technical Competency: CESPDMT-R quality assurance role includes evaluating the technical competency of district real estate division's staff charged with technical review responsibilities. Should real estate technical review support be required from another district, CESPDMT-R will coordinate efforts to obtain such support.

7.7. Command Assistance Visits: During command assistance visits, reviews will be made to ensure that district real estate divisions comply with the provisions of this sub plan and of district real estate quality control plans.

**ENCLOSURE 1**

**QUALITY ASSURANCE REVIEW CHECKLIST**

1. Disciplines/areas involved in specific item reviews are identified as:
  - Real estate management
  - Acquisition
  - Legal
  - Management and Disposal
  - Planning and Control
  - Appraisal
  - Base Realignment and Closure
  - Homeowners Assistance Program
2. District:
3. Dates of Review:
4. Reviewers:
5. Persons Contacted:
6. Functional disciplines:
7. Contents

Quality Assurance Process Review

Attachment 1: Quality Assurance Review - Response

Attachment 2: Coordination Checklist – Other Disciplines

**ATTACHMENT #1  
Quality Assurance Review  
RESPONSE**

**REAL ESTATE MANAGEMENT**

The District Real Estate Division has a current, approved Quality Management Plan (QMP) approved by SPD.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

The District Real Estate Division has established guidelines for implementation of internal, external training, and continuing education for all staff personnel.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

The District Real Estate Division has an accepted procedure for filing and documentation of all real estate files.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

The District Real Estate Division has regularly scheduled meetings for strategic planning, project progress updates, dissemination of information, future initiatives.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

The District Real Estate Division fosters teamwork with other disciplines

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

District has a current Mission Essential Task List (METL) that assesses current and future capabilities i.e. manpower, training etc.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Established training criteria/curriculum with standards that reflect minimum "core" requirements associated with each corresponding grade. Projected timeframes for implementation and 100% completion.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Annual assessment of organizational structure, staffing and course of action for meeting goals/objectives.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Internal measurable evaluation from other functional elements whom Real Estate regularly coordinates efforts i.e. Planning, Project Management etc

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Established criteria for re-delegation of delegated authorities internally to reach the lowest reasonable common denominator within the organizational structure.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**ACQUISITION / LEGAL (Applications)**

The District Real Estate Division has approved Quality Control Plans (QCP), including checklists for products listed in Exhibit #1: Acquisition Products.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

QCP are reviewed and updated in accordance with the provisions of Appendix E, Real estate Sub Plan, CESPD Regulation 11-10-1-8, and Quality Management Plan.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Actual technical production is conducted in accordance with approved QCP, project QCP plans are readily available, checklists on file, products appear to conform, etc.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Quality assurance operations include sufficient focus on customer needs/concerns/satisfaction. District implements procedures for monitoring customer satisfaction and implementing changes as deemed necessary.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

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Real Estate team members named in Project Management Plans are the same individuals attending associated meetings. Team members are assigned to projects or activity development stages to insure proper coordination with other functional elements.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Within the Real Estate Division, an assessment of sponsor capabilities are performed and documented for the files.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Exhibit #1**

**Acquisition Products**

The following products shall be subject to review: *(associated checklists on file where appropriate).*

- a. Recruiting program\_\_\_\_\_
- b. Reserve program\_\_\_\_\_
- c. In leasing activities\_\_\_\_\_
- d. Fee/easement acquisition activities\_\_\_\_\_
- e. Project & planning document input (RES, etc.)\_\_\_\_\_
- f. Sponsor capability assessments\_\_\_\_\_
- g. Row certification\_\_\_\_\_
- h. Negotiations/acquisition documentation\_\_\_\_\_
- i. Support for others activities\_\_\_\_\_
- j. Attorney's Opinion of Compensability \_\_\_\_\_
- k. Takings Analyses\_\_\_\_\_
- l. Real estate claims\_\_\_\_\_
- m. Closings \_\_\_\_\_
- n. Final title opinions/assemblies\_\_\_\_\_
- o. Litigation reports\_\_\_\_\_

**MANAGEMENT AND DISPOSAL**

The District has approved Quality Control Plans (QCP) for all M&D related real estate products and programs.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Quality Control Plans (QCP's) are reviewed and updated annually in accordance with the provisions of Appendix E, Real estate Sub Plan, CESPD Regulation 11 10-1-8, and Quality Management Plan.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

All Revenue Generating Accounts (RGA) have in-house audit checklists completed annually and maintained in permanent RGA real estate files.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Quality assurance operations include sufficient focus on customer needs/concerns and satisfaction.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Is performance enhancement counseling and mentoring being accomplished within the District?

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Exhibit #2**

**Management & Disposal Products**

The following products shall be subject to review: *(associated checklists on file where appropriate)*

- a. Out-grant activities\_\_\_\_\_
- b. Fee/easement disposal activities\_\_\_\_\_
- c. Other disposal activities (sand and gravel, etc.)\_\_\_\_\_
- d. Deeds \_\_\_\_\_
- e. Utilization/FO 12512 program\_\_\_\_\_
- f. Compliance inspection program\_\_\_\_\_
- g. Authorities\_\_\_\_\_
- h. Rental payment oversight\_\_\_\_\_
- i. Disposal/leasing activities\_\_\_\_\_

**PLANNING AND CONTROL**

The District has approved Quality Control Plans (QCP) for all planning related real estate products and programs.

YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

Quality Control Plans (QCP's) are reviewed and updated annually in accordance with the provisions of Appendix E, Real estate Sub Plan, CESPD Regulation 11 10-1-8, and Quality Management Plan.

YES\_\_\_\_\_ NO\_\_\_\_\_ N/A\_\_\_\_\_

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All LEERDS (lands/easements/rights of way/relocations/disposals) crediting activities  
Are properly documented with supported claims within the allowable timeframes.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

District provides performance enhancement counseling and mentoring to promote staff  
development and training.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

District performs periodic assessment of performance indicators for substance and overall  
effectiveness.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Exhibit #3**

**Planning & Control Products**

*The following products shall be subject to review (available associated checklists on file where appropriate)*

- 1. Real Estate Accountability (CFO) \_\_\_\_\_
- 2. Receipt Coordination \_\_\_\_\_
- 3. Mapping/Survey/Title Contracts \_\_\_\_\_
- 4. REMIS \_\_\_\_\_
- 5. Utilization/FO 12512 Program \_\_\_\_\_
- 6. Compliance Inspections Program \_\_\_\_\_
- 7. Real Estate Relocation Program (91-646) \_\_\_\_\_
- 8. Rental Payment Oversight \_\_\_\_\_
- 9. Budget Activities \_\_\_\_\_

**APPRAISAL**

The District Real Estate Division has approved Quality Control Plan (QCP) for all real estate related appraisal products and programs.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

QCP is reviewed and updated in accordance with the provisions of Appendix E, Real Estate Sub plan, CESPD Regulation 11 10-1-8, and Quality Management Plan.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Actual technical production is conducted in accordance with approved QCP and Uniform Standards of Professional Appraisal Practice (USPAP).

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

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Quality assurance operations include sufficient focus on customer needs/concerns/ satisfaction. District employs procedures for monitoring customer satisfaction and implementing changes as deemed necessary.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

District promotes state license certification and continuing education necessary for meeting prescribed training standards and competency. All staff has current Individual Development Plan (IDP) on file.

YES \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Internal measurable evaluation from other functional elements whom Real Estate regularly coordinates efforts i.e. Planning, Project Management, Acquisition, M & D etc.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Established criteria for re-delegation of delegated authorities internally to reach the lowest reasonable common denominator within the organizational structure.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**Exhibit #4**

**Appraisal Products**

*The following products shall be subject to review: (available associated checklists on file where appropriate)*

General Appraisal Products

- a. Tract appraisals \_\_\_\_\_
- b. Gross appraisals \_\_\_\_\_
- c. Brief appraisals \_\_\_\_\_
- d. Appraisal reviews \_\_\_\_\_
- e. Government housing rental updates/activities \_\_\_\_\_
- f. Opinions of value oversight \_\_\_\_\_

Base Realignment and Closure (Appraisal Activities)

- g. Tract appraisals \_\_\_\_\_
- h. Gross appraisals \_\_\_\_\_
- i. Brief appraisals \_\_\_\_\_
- j. Appraisal reviews \_\_\_\_\_
- k. Government housing rental updates/activities \_\_\_\_\_
- l. Opinions of value oversight \_\_\_\_\_
- m. BRAC appraisal activities \_\_\_\_\_

Homeowners Assistance Program (HAP)

- h. PIR/MIS/MIR activities \_\_\_\_\_
- i. Timeliness of benefit payments \_\_\_\_\_
- j. HAP disposal activities \_\_\_\_\_

Property management activities

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Internal measurable evaluation from other functional elements whom Real Estate regularly coordinates efforts i.e. Planning, Project Management, Acquisition, M & D etc.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Established criteria for re-delegation of delegated authorities internally to reach the lowest reasonable common denominator within the organizational structure.

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

**ATTACHMENT #1**

**QUALITY ASSURANCE REVIEW (Standards)**

RESPONSE            YES \_\_\_\_ NO \_\_\_\_ N/A \_\_\_\_

**ATTACHMENT #2**

**COORDINATION CHECKLIST**

ENG - Engineering  
Civil Works & Mgmt - Planning  
Civil Works & Mgmt – Project Management  
CON - Construction - Operations  
RM - Resource Management  
OC - Office of Counsel

**REAL ESTATE COORDINATION WITH OTHER ELEMENTS**

(Indicate by check mark which elements Real Estate coordinates with)

ENG   CIVIL WORKS/ MGMT   RESOURCE MGMT   OFFICE OF COUNSEL

Outgrants (new, renewals, and major modification)  
Rental receipts/status  
Fee disposals  
Endorsement management & disposal  
Release of HHR  
Timber/building sales  
Sand, gravel, crops, etc.  
Utilization/EO 12512 activities  
Compliance inspections  
Real Property Accountability Activities  
Lease planning reports  
Cost-shared project negotiations  
Right of Way Certification  
Real Estate Design Memorandum  
Atty. Reports of Compensability  
Takings Analyses  
Real estate claims  
Closings  
Litigation reports  
Lease protests  
Sponsor Real Estate capability assessments  
RES' to project planning reports

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**COORDINATION BY OTHER ELEMENTS WITH REAL ESTATE**

(District organizations coordinate the following activities with Real Estate)

Master Plans  
Quality Management Plan  
Project Cooperative Agreement  
Planning/project reports  
Budget requests/activities  
Cost-share Right of Way Drawings  
Rental receipts/status  
Real Property Accountability Activities  
Requests for Right of Entry  
Support For Others  
Installation support activities

## ENCLOSURE 2

### REAL ESTATE PERFORMANCE INDICATORS

#### 1. Recruiting Facilities Program

A program in which the District Real Estate Division leases facilities to meet the needs of the DOD Recruiting Commands. Reference ER 405-1-12.

Standards: (A) Leasing actions comply with all legal and regulatory requirements, including the documentation, in files, of market surveys and preliminary assessment screenings/environmental baseline surveys; and, (B) at least 95% of scheduled actions are completed.

Does Not Meet Standards: (A) Less than 100% compliance with legal and regulatory Requirements, and (B) less than 95% completion of scheduled actions.

#### 2. Direct Federal Acquisition Program

A program whereby the District Real Estate Divisions acquire fee and easement interests in real estate to meet federal real property acquisition requirements for civil (non cost-shared), military (Army and Air Force), and SF0 projects. Reference ER 40--1-12.

Standard: Acquisition actions fully comply with all legal and regulatory requirements. Acquisitions are completed on schedule and within budget.

Does Not Meet Standard: Less than 100% compliance with legal and regulatory requirements and less than 90% schedule and cost variance.

#### 3. Encroachments

Districts must resolve encroachments, which involve the illegal use of Government real property by adjoining landowners, through removal, out granting, or disposing of the underlying property. Reference ER 405-1-12.

Standard: All encroachments resolved by out grant or disposal must have documentation in the files indicating proper consideration was assessed and collected, disposal/disposal documents were legally sufficient, and environmental compliance was performed and documented.

Does Not Meet Standard: Less than 100% compliance with the rating criteria does not meet the standard.

#### 4. Agricultural and Grazing Leases

A management practice whereby suitable lands are out leased for agricultural crop production or livestock grazing. Reference ER 405-1-12.

Standards: (A) Proper regulatory requirements are followed, to include preparation of Reports of Availability, when required. Compliance inspections are conducted with required frequency and fully documented. (B) Appropriate rental consideration is assessed, with all revenues due collected or under collection action and actual rental receipts/offsets are within ranges established at the beginning of the FY.

Does Not Meet Standards: (A) Less than 100% compliance with regulatory/ROA requirements or less than 80% compliance with inspection criteria; and, (B) less than 100% compliance with rental collection criteria or less than 89% accomplishment of projected receipts/offsets targets.

### **5. Commercial Concession Audits**

A management practice involving the audit of receipts from property out leased for commercial operation of marinas and campgrounds. Reference ER 405-1 - 12

Standard: At least one commercial concession is audited annually.

Does Not Meet Standard: Less than 100% compliance with the rating criteria does not meet the standard.

### **6. Quality Control Plans (QCP)**

QCP developed to ensure District real estate products/reports are completed-Wd technically correct. Reference ER 405 - 1 - 12 - Appendix F).

Standard: Approved and current QC Plans, either generic or project specific, are being used for all real estate products, and include, as a minimum, a brief process description, checklist, and a list of production and reviewing employees.

Does Not Meet Standard: Less than 100% compliance with the rating criteria.

### **7. Real Property Accountability/Reconciliation**

A CFO item involving reconciliation of the Real Property Subsidiary Ledger data/cost records with the General Ledger records through REMIS/CEFMS interface. Reference Chief Financial Officers Act.

Standard: An initial 100% inventory of real property at each project has been completed, with subsequent physical inventories scheduled/performed on 3-year cycles; subsidiary and general ledgers remain updated, and SOP for maintaining reconciliation are in place and operational.

Does Not Meet Standard: Less than 100% compliance with the rating criteria.

### **8. Crediting for Real Estate**

The process involving Real Estate Division review and approval of real estate credits claimed by project sponsors. Reference ER 405-1-12.

Standard: Properly documented credit requests received during the FY are approved within 60 days of receipt for projects in the construction phase. Project files demonstrate approvals were based on approved appraisals, proper documentation, and reasonable administrative costs.

Does Not Meet Standard: Less than 100% compliance with the rating criteria.

### **9. Regional Teamwork/Coordination**

A process in which the District Chief of Real Estate, in coordination with SPD-MT-R, actively pursues opportunities for performing work for other Districts or for providing work to other Districts in SPD to assist in balancing Division resources, workload, and priorities.

Standard: Districts coordinate with SPD regarding the availability or need load balance/ provide real estate support and services.

Does Not Meet Standard: The District does not coordinate as described in the standard.