

CONTROLLER ALERT: Personnel Data Collection

This Controller Alert is designed to bring your attention to emerging financial management issue that may require agency attention or action. These Alerts are designed to make sure that the CFO community is aware of key issues where OMB believes further action may be warranted, but do not constitute official guidance or include specific tasks for agencies beyond consideration of appropriate steps to address the issue.

In October of 2015 the OMB Controller signed and issued Management Procedures Memorandum (MPM) No. 2015-2 “Collection of Personnel Data for Real Property Metric”. The purpose of the MPM was to require the collection of personnel data for all CFO Act agency office locations to support the calculation of office utilization rates. Specifically, the MPM noted that the “Square Feet per Person” (SF/person) metric has proven to be an invaluable resource to assess real property efficiency and identify consolidation and disposal opportunities since it was first collected in May 2014. The SF/person metric became a required Federal Real Property Profile (FRPP) data element in fiscal year 2015 and it now must be reported annually.

To populate the FRPP personnel data element for this reporting cycle, the CFO Act agencies will report personnel data from December 2016 through February 3, 2017. The data collection will follow the same procedures used last year to ensure this valuable metric is available to the agencies for creating their Real Property Efficiency Plans required by the Reduce the Footprint policy. The data will benefit Chief Human Capital Officers by providing employee location data at a more detailed level than duty station.

Close coordination and support among agencies’ Chief Human Capital Officers, Senior Real Property Officers, and Chief Financial Officers is critical to collect a complete and accurate personnel data set. Your agency should begin internal coordination now to identify the most efficient and cost effective method(s) to collect and report this data into the MAX Collect exercise that will open for data input in December 2016.

GSA will send detailed collection and reporting instruction to each CFO Act agency and to each of the Councils in the coming weeks to ensure the agencies are prepared for data reporting.

If you have any questions regarding this alert please contact William Hamele (202-395-7583, whamele@omb.eop.gov).