GSA

GSA Office of Governmentwide Policy

Sixth Annual

GSA Achievement Award for Real Property Innovation

a call for entries

"Top cash prize of $10,000 available for best innovative policy and best innovative practice"

Attachment 1-5

The Sixth Annual
GSA Achievement Award for Real Property Innovation

The U.S. General Services Administration (GSA) is proud to continue its tradition of honoring "the best and the brightest" in Federal real property policy and management practices. Six years ago we established the GSA Achievement Award for Real Property Innovation to recognize role models in the best policy and best practice areas.

So far this program has generated over 200 ideas. Recipients of last year's award included Department of the Army, U.S. Army Corps of Engineers "Sustainable Army Communities" and GSA's Public Buildings Service's "Linking Budget to Performance." Additionally, the category honorable mention was initiated with the first honorees being the Department of Transportation's U.S. Coast Guard for "Shore Facilities Capital Asset Management," the U.S. Postal Service for "First Straw Bale Post Office" and a team comprising of the U.S. Environmental Protection Agency, U.S. General Services Administration, and U.S. Army Corps of Engineers for "Sustainable Campus." Winners from previous years spanned many diverse agencies such as the Department of Transportation's U.S. Coast Guard, the National Aeronautics and Space Administration, the Administrative Office of the United States Courts, and the Department of Energy.

Please enter your innovators as candidates for the 2002 awards. Innovations may cover any area – from real property management to acquisition, construction, sustainable development, renovation, disposal, security, planning, integrated workplace, and telework. Your participation is essential. We urge you to share your practices and policies, and we, in turn, will share them Governmentwide and worldwide.

An independent panel of public and private industry experts will judge the entries, and GSA will award substantial cash prizes to the top winners.

Perpetual change and constant innovation are essential components of effective real property management. By listening to, learning from and sharing with other federal agencies we seek to promote the best ideas thereby facilitating change. This award program is for YOU: to celebrate and share your success stories. We look forward to your entries.

Stephen A. Perry
Administrator
U.S. General Services Administration

The Office of Governmentwide Policy, Office of Real Property, is pleased to request nominations for the Sixth Annual GSA Achievement Award for Real Property Innovation. This award recognizes outstanding accomplishments in two categories:

GSA will present a minimum of two cash prizes for $5,000, for an individual entry, or $10,000 for a team entry of 2 or more.

Federal government employees only. Contractors are not eligible for this award. Policies or practices initiated or completed within three years of the entry deadline are eligible. Non-winning submissions from previous years may be resubmitted but must comply with the new submission requirements set forth in this Call for Entries.

None.

Your application must include a completed entry form signed by the agency's authorizing official, plus narrative responses to the six items listed below. Responses should be typed, single-spaced, in 10-point or larger type. An agency may submit more than one policy or practice, but a separate entry form is required for each submission. Attach the entry form to the narrative and submit the original package plus five complete copies. The completed application package, including the entry form, should not exceed 5 pages of text, charts, graphs, etc. on 8-1/2 x 11 inch paper. In addition, all applications must include a one-page summary of the entry which may be made available to interested parties. (Total package: 6 pages) Please note: packages exceeding these limits may be returned for revision. Each package should be stapled in the upper left-hand corner. Please do not submit packages in binders or folders. If you wish to submit the application electronically, please contact Ron Whitley at (202) 501-1505, ron.whitley@gsa.gov, or Robert Carey at (202) 208-7042, robert.carey@gsa.gov or access the application at www.gsa.gov/realpropertypolicy

Please respond to each item. The items should guide but not limit your response. Please include the text of each item, as provided below, immediately before each of your responses.

1. Describe the policy or practice. Emphasize its creativity and explain how it demonstrates originality, and innovation. Tell how the innovation is manifested and how it was or can be validated.
2. Explain the background of the organization and the circumstances that led to development of your best policy or best practice.
3. List the most significant achievements of the policy or practice. Explain the benefits or results, especially cost to implement vs. cost savings, if data are available. Provide substantive documentation as well as examples (cost and/or time saving, organizational efficiencies, customer satisfaction, employee productivity, sustainability, etc.).
4. Identify the problem(s) or challenge(s) your innovative policy or practice addresses. Were there challenges to be overcome during its development and/or implementation?
5. Show how replicable the policy or practice is. Describe its transferability or the degree to which it shows promise of inspiring successful replication by other federal agencies and governments.
6. Summarize how your policy or practice is consistent with the "Federal Asset Management Principles" (printed on the back cover).

Mail or hand carry your submissions to the Innovation Award Team, Office of Real Property (MPE), Office of Governmentwide Policy, U.S. General Services Administration, 1800 F Street, NW, Room 6207, Washington, DC 20405. To submit electronically, see submission requirements.

May 30, 2002. Entries must be received by the Innovation Award Team no later than this date. All entries become the property of the Office of Real Property and will not be returned.

An independent panel of government and industry experts from the real estate community will evaluate all applications and select the winners. The winners may be selected from one or both categories.

We will notify the winners by mail and/or electronically. GSA will present the awards in a ceremony in Washington, DC, in October 2002.

GSA will award a cash prize totaling $5,000, for individuals, or $10,000 for teams of two or more, for top selections. A minimum of two cash prizes will be awarded. A plaque will be presented to the agency responsible for the top selections; the individuals who participated in the projects will receive certificates of recognition. If any entries are given the designation "Honorable Mention," plaques will be presented to the responsible agencies; the individual(s) who participated in the project(s) will receive certificates of recognition.

Contact Pat Rubino at 202-501-1457 or Internet e-mail at pat.rubino@gsa.gov.

The Call for Entries is also available on our website at www.gsa.gov/realpropertypolicy

Attachment 3 -5

GSA *Smarter Solutions*

Asset Management Principles

The Asset Management Principles (AMP's) are a guide for federal agencies to use in managing their portfolio of real property assets. The AMP's assist in making sound asset management decisions, reducing costs, providing incentives for asset management improvement, and maximizing portfolio performance.

Real property assets under the custody and control of the federal government should be considered first when accommodating federal agency mission requirements.

The amount of interest in federal real property assets should be the minimum necessary to effectively support a federal agency's mission.

Real property assets of the federal government should be utilized among agencies with the use of instruments of agreement that follow the best practices of the industry.

Reinvestment in a real property asset is essential to maintain its fair market value, its ability to benefit from advancements in business practices and technologies, and to support the federal mission and enhance employee productivity.

Any income realized by a real property asset during its useful life should approximate that generated by a comparable commercial property; while any expense by such an asset during its life cycle should approximate that incurred by a comparable commercial property.

The maximum utility of a real property asset can be realized if it is continuously transferred among agencies having mission needs while it is under the control of the federal government.

A federal real property asset that has no further mission support use by the federal government should be disposed of timely and in a manner that best serves the public interest.

The proceeds gained from the disposal of a federal real property asset, or from outleasing, should be available for use by the agency having custody, control and use of the asset.

Federal employees should be given the training needed to perform their jobs at the highest level of professionalism, and in order to utilize models and other analytical tools for optimizing their real property asset management decisions.

Attachment 4-5

2002 GSA Achievement Award for Real Property Innovation

Entry Form

Submission Date:_____

1. **Award Category:** Innovative Policy_____ Innovative Practice_____

2. **Entry Title:**_____

(Please limit title to five words describing policy or practice)

3. **Contact Information:** The person listed below has active responsibility for the development and/or implementation of this nomination. If it is a team entry, the contact person will share in the cash prize. If it is an individual entry, the contact person is the sole entrant. All correspondence related to this entry will be directed to this individual.

Name:_____
Title:_____
Department/Agency:_____
Office/Service/Division:_____
Address:_____
City:_____State:_____Zip Code:_____
Telephone:_____Fax:_____E-mail:_____

4. **Authorizing Official's Certification and Signature:** Agency official sponsoring the nomination.

Name:_____
Title:_____
Department/Agency:_____
Office/Service/Division:_____
Address:_____
City:_____State:_____Zip Code:_____
Telephone:_____Fax:_____E-mail:_____

Signature:_____Date:_____

Credits:

If it is a team submission, in addition to the person identified in item 3 above, list the other team members responsible for the project (if applicable). These individuals will share in the cash prize. If additional space is required, please type on white paper and attach to the Entry Form. Additional credit pages do not count toward the six page limit of the total package.

Name:_____
Title:_____
Department/Agency:_____
Office/Service/Division:_____
Address:_____
City:_____
State:_____Zip Code:_____
Telephone:_____Fax:_____
E-Mail:_____

Name:_____
Title:_____
Department/Agency:_____
Office/Service/Division:_____
Address:_____
City:_____
State:_____Zip Code:_____
Telephone:_____Fax:_____
E-Mail:_____

Attachment 5-5