



STATE PROPERTIES COMMISSION

47 Trinity Avenue, S.W., Suite G02 Atlanta, Georgia 30334

POLICY

TITLE: SPC 14 – Land Management: Executive Orders

ADOPTED: June 29, 2015 (Effective: July 1, 2015)

REVISED:

1. Definitions

- (a) State Properties Commission: The State's real estate portfolio manager responsible for all acquisitions and dispositions of State owned real property interests as created by O.C.G.A. 50-16-32. The members of the governing body thereof are collectively referred to as the "Commission".
- (b) Executive Order: For the Commission's purposes, an order or instruction from the Governor, in regard to State-owned real property which does not require the approval of the General Assembly.
- (c) Agency: The State agency having custody of a State-owned real property; which may also be the current or previous user.
- (d) Property: Any State of Georgia-owned real property as defined in O.C.G.A. 50-16-31 (8A-8F).

2. Purpose

To provide an administrative process for handling Executive Order requests from an Agency for either:

- the transfer of custody of Property between Agencies, or
- the demolition of structures located on any Property.

3. Policy Statement

- (a) Executive Order requests require the Governor's signature and Commission staff shall follow the respective process for an Agency's Executive Order request, which is outlined in the Commission's Standard Operating Procedures.

4. Attachments

Attachment 1: Standard Operating Procedure for Executive Orders

STANDARD OPERATING PROCEDURES (INTERNAL)

SPC-LM-07	Executive Orders	Effective: July 1, 2015
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Definitions

- (a) State Properties Commission (SPC): The State's real estate portfolio manager responsible for all acquisitions and dispositions of State owned real property interests and is created by O.C.G.A. 50-16-32. The members of the governing body thereof are collectively referred to as the "SPC".
- (b) Executive Order: For SPC's purposes, an order or instruction from the Governor, in regard to State-owned real property which does not require the approval of the General Assembly.
- (c) Action Request: Any required board resolutions or constitutional officer letters, instructions, forms, documents, and checklists which each agency must provide or complete to request a real property action of SPC.
- (d) Agency: The State agency having custody of a State-owned real property; which may also be the current or previous user.
- (e) Property: Any State of Georgia-owned real property as defined in O.C.G.A. 50-16-31 (8A-8F).

Purpose

To provide an administrative process for handling Executive Order requests from an Agency for either:

- the transfer of custody of Property between Agencies, or
- the demolition of structures located on any Property.

Procedure

1. An Agency initiates an Executive Order request through submission of a completed Action Request to SPC. For custody transfer requests, both the giving and receiving Agencies must submit the required Action Request information.
2. Upon receipt of a completed Action Request(s), SPC staff will review submitted material and draft the Executive Order for submittal to the Governor's office for the Governor's signature.
3. After receipt and inventory of the executed Executive Order, SPC staff will forward a copy of the final document to the requesting Agency(ies).