

For: State and County Offices

**Foundation Information for Real Property Management (FIRM)
and Property Management Information System (PMIS) Training**

Approved by: Deputy Administrator, Management



1 FIRM and PMIS Training

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Background

FSA is planning training for FIRM and PMIS users.

MSD is working with the software developer to provide training and information necessary to use the FIRM system effectively. Training will be structured to help users perform real estate management functions, including space inventory, lease management, and rent reporting. An upgraded version of FIRM Release 7 was distributed at the Administrative Officers Conference in May.

FSA is converting to PMIS for tracking all personal property. PMIS training will provide each State Office with the knowledge to build and maintain an accurate data base and produce a variety of inventory reports.

FIRM and PMIS training:

- have been approved for each State Office’s primary FIRM and PMIS users
- will be scheduled at KCAO the week of November 13, 2000.

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Disposal Date	Distribution
January 1, 2001	State Offices; State Offices relay to County Offices

Notice AS-2016

1 FIRM and PMIS Training (Continued)

B

Purpose

This notice provides preliminary information:

- on FIRM and PMIS training plans
 - that 1-day training session in both FIRM and PMIS training will occur at series of 2-day training sessions
 - that all attendees will have hands-on training provided by the technical experts in each system.
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Action

Each State Office needs to assign the required maintenance of each system to a member of its administrative staff. If the maintenance of PMIS and FIRM is assigned to different individuals, both individuals need to attend this training session. As this is hands-on training designed for the input of data, the Administrative Officer may not be the appropriate individual for this training. All attendees will receive training in both systems.

State Offices must perform the required maintenance of the FIRM and PMIS systems and use the most current software release. These data bases must be updated on a routine basis to ensure accurate reporting of both real and personal property inventories.

Each State Office needs to identify the employee responsible for each system and provide the names to MSD by September 15, 2000.

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Contact

If additional information is needed about the training, contact Mary Fitzpatrick at 202-720-7005.
