

For: State Offices

Foundation Information for Real Property Management (FIRM)

Approved by: Deputy Administrator, Management



1 Maintaining Leasing Data in FIRM

A

Background

The FIRM database is the primary information management tool for all FSA office space and budgetary accountability. FIRM stores information on FSA office location, leasing arrangements, rental rates, and space utilization. The system is used to generate responses to Congressional and GAO inquiries, as well as for space management and budgetary purposes.

B

Purpose

This notice reminds State Offices to update leasing information in FIRM.

C

Maintaining and Updating Leasing Information

30-AS, paragraph 98 requires that State Offices maintain and update their leasing information each calendar quarter. Accurate reports are required and must agree with current lease documentation. To ensure the accuracy of the leasing data, each State Office is required to send a copy of FIRM's quarterly leasing report to MSD for confirmation with the data in FIRM.

BUD and MSD use this information for various regulatory reports related to space management and the financial accountability of FSA real property holdings.

Disposal Date	Distribution
November 1, 2002	State Offices