

For: State Offices and KCAO

Announcing Corporate Property Automated Information System (CPAIS) Training

Approved by: Deputy Administrator, Management



1 Overview

A Background

On May 24, 2004, USDA placed into production a new department-wide automated asset management system for real property management. This new system is named the Corporate Property Automated Information System (CPAIS). Every USDA agency is required to use CPAIS to track and report all real property data, including owned, agency leased, and GSA assigned, as applicable. CPAIS replaces all previous real property management systems as of May 24, 2004, including the Foundation Information for Real Property Management. FFAS representatives have participated in the CPAIS design and development process to ensure that the agency's real property management needs have been met.

B Purpose

This notice provides requirements for CPAIS maintenance and training.

Disposal Date	Distribution
October 1, 2004	State Offices and KCAO

Notice AS-2078

2 Action

A State Office and KCAO Action

Each State Office and KCAO must assign 1 primary and 1 backup user of CPAIS from their administrative staffs. These 2 employees are required to complete a formal CPAIS real property management training class to gain security clearance to access CPAIS. Both the primary and backup users who will attend the training class must be employees that will actually input and track data in CPAIS. This will be an intensive hands-on course designed for the input, maintenance, and reporting of FFAS leases, GSA assignments, and collocation data. Attendees should prepare to bring current samples of real work data to class.

Each State Office and KCAO must:

- identify their primary and backup CPAIS users who will attend the training class
- submit these names by FAX to Steve Jones, MSD, Property Operations Branch, 202-690-4790, no later than **COB July 1, 2004**.

B Followup

CPAIS training is tentatively planned for late July or early August. The training class will run 3-1/2 days. Travel arrangements will be coded to Washington Control Travel for State Offices. MSD will issue a subsequent notice detailing the training locations and schedule dates.