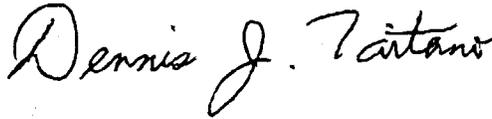


For: State Offices and Caribbean Area Office

**Data Entry Requirements for the FY 2006 Federal Real Property Profile (FRPP)
Using the Corporate Property Automated Information System (CPAIS)**

Approved by: Acting Deputy Administrator, Management



1 FRPP Instructions

A Purpose

41 CFR 102-84 and Executive Order 13327 of February 4, 2004, require Federal agencies to submit an annual report of owned and leased properties to FRPP maintained by GSA. USDA will meet the annual reporting requirement through an electronic transmission created out of CPAIS. FSA will transmit its data from CPAIS to the USDA Office of Procurement and Property Management to meet the agency requirement.

B Instructions

CPAIS user-managers at the State Office level need to enter into CPAIS the most up-to-date information for their State and County Office leases no later than COB October 17, 2006.

The mandatory requirements for the FRPP data call have been successfully incorporated into CPAIS; therefore, ensure that the mandatory fields are populated and updated. For the purpose of this report, GSA assignments are excluded.

On the Maintain Property Records form, give special attention to the following fields.

- **Office “Physical Address” field.** This field is now mandatory in 2 locations. Last year, the field was required only in the Leased Property form on the “Installation” tab. This year, CPAIS user-managers must enter the address information into the 2nd location in the Maintain Property Records form, under the “Physical Address” heading on the “Address” tab. This is the most crucial data needed for FSA to meet the FY 2006 requirement.

Note: The physical address must be a street address (**no** PO Boxes or intersections), and must **not** contain **any** punctuation marks.

Disposal Date	Distribution
March 1, 2007	State Offices and Caribbean Area Office

Notice AS-2115

1 FRPP Instructions (Continued)

B Instructions (Continued)

- **“Occupancy” field.** Under the “Occupancy” heading on the “Buildings” tab, check all of the counts for “No. of Personnel” and “No. of Workstations” to ensure that they are the correct numbers. Last year, some States with active users did not fill these fields. Steve Jones, MSD, filled in the counts for these States with estimated numbers only.
- **“Congressional District” field.** There is a new “Congressional District” field under the “Details Cont.” tab. This field has been auto-filled, but data can be updated here.
- **“Annual Operating Cost” field.** There is a new “Annual Operating Cost” field under the “Acquisition” tab. This field has been auto-filled with the Annual Rent Amount, which is the Annual Operating Cost for a full-service lease. If there are any non-full-service leases, add the extra costs to the annual rent, and enter this amount in the “Annual Operating Cost Override” field.

Update other mandatory (red coded) fields as needed, such as “Expiration Date”, “Effective Date”, “Annual \$”, etc. These fields are mostly located in the Leased Property form.

Note: If there are any leases for building space not classified as “Office”, such as a “Warehouse”, contact Steve Jones according to subparagraph C.

C Contact

If there are questions about this notice, contact Steve Jones, MSD, Property Operations Branch by either of the following:

- e-mail to steve.jones@wdc.usda.gov
- telephone at 202-720-8729.