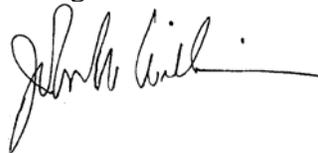


For: State Offices

**Data Entry Requirements for the FY 2007 Federal Real Property Profile (FRPP)
Using the Corporate Property Automated Information System (CPAIS)**

Approved by: Deputy Administrator, Management



1 Overview

A Background

Provisions in 41 CFR 102-84 and Executive Order 13327 of February 4, 2004, require that Federal agencies 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 data on agency commercial leases from CPAIS to the USDA Office of Procurement and Property Management (OPPM) to meet the agency requirement.

B Purpose

This notice:

- instructs State Office CPAIS users to enter into CPAIS the most up-to-date information for their State and County Office leases that will become effective on or before September 30, 2007

Notes: State Offices shall e-mail Steve Jones, MSD, Property and Facilities Management Branch, at steve.jones@wdc.usda.gov by COB September 21 to certify that their updates have been completed.

Steve Jones is the Point of Contact (POC) for all CPAIS real property business.

For the purpose of this report, GSA assignments are excluded.

- provides instructions for completing FRPP.

Disposal Date	Distribution
February 1, 2008	State Offices

Notice AS-2135

2 Instructions for Completing FRPP

A Required Data Entries for FRPP

The mandatory requirements for the FRPP data call have been successfully incorporated into CPAIS; therefore, ensure that the mandatory data fields (titled in red), are populated and updated in both the "Leased Property" and "Maintain Property Records" forms. In addition to the mandatory data fields, a number of other data fields must be populated and updated to fulfill the requirements for FRPP. Those additional fields will be identified in this notice.

B Verify Minimum One CPAIS User per State Office

The Administrative Officer (AO), in State Offices that do not have at least one CPAIS user with an ID and password, shall contact Steve Jones immediately according to subparagraph 1 B to designate a user and receive instructions for applying for CPAIS access. New users who need assistance to login and/or navigate through CPAIS shall also contact Steve Jones.

C New Access Procedure for All Users

A new CPAIS Oracle 10g server upgrade has been completed. Users must make the following changes to use CPAIS after the upgrade:

- download and install the Jinitiator plug-in
- change user password.

Access CPAIS at <https://cpaisprd1.ocfo.usda.gov:8250>.

Setup information for users can be found on the CPAIS Website at <https://www.nfc.usda.gov/corporate/CPAIS.htm>; click the "CPAIS Desktop Setup Procedures" link. Users shall click the "**Download Oracle Jinitiator 1.3.1.22**" link to access and download this plug-in. Users must install the Jinitiator plug to run CPAIS.

If a user does not have the proper privileges, or is having problems with the plug-in installation, contact the local IT Support Staff to complete the installation. This plug-in will not adversely affect the PCMS application.

CPAIS user ID's remain the same but all passwords must be changed. Use the temporary password for your initial logon, using the format "<first name initial><last name initial><underscore symbol><last four digits of phone number><\$>". For example, the temporary password for Bob Jones whose telephone number is 555-515-1234 would be bj_1234\$. If this initial logon is unsuccessful, email cshelp@usda.gov for help.

After completing the logon with your temporary password, you will be prompted to change your password. The restrictions require that a password have a minimum length of 8 characters and a maximum of 14 characters. The password requires at least 2 numeric and 2 alphabetic characters. The password must start with an alpha character and a special character is also required

2 **Instructions for Completing FRPP (Continued)**

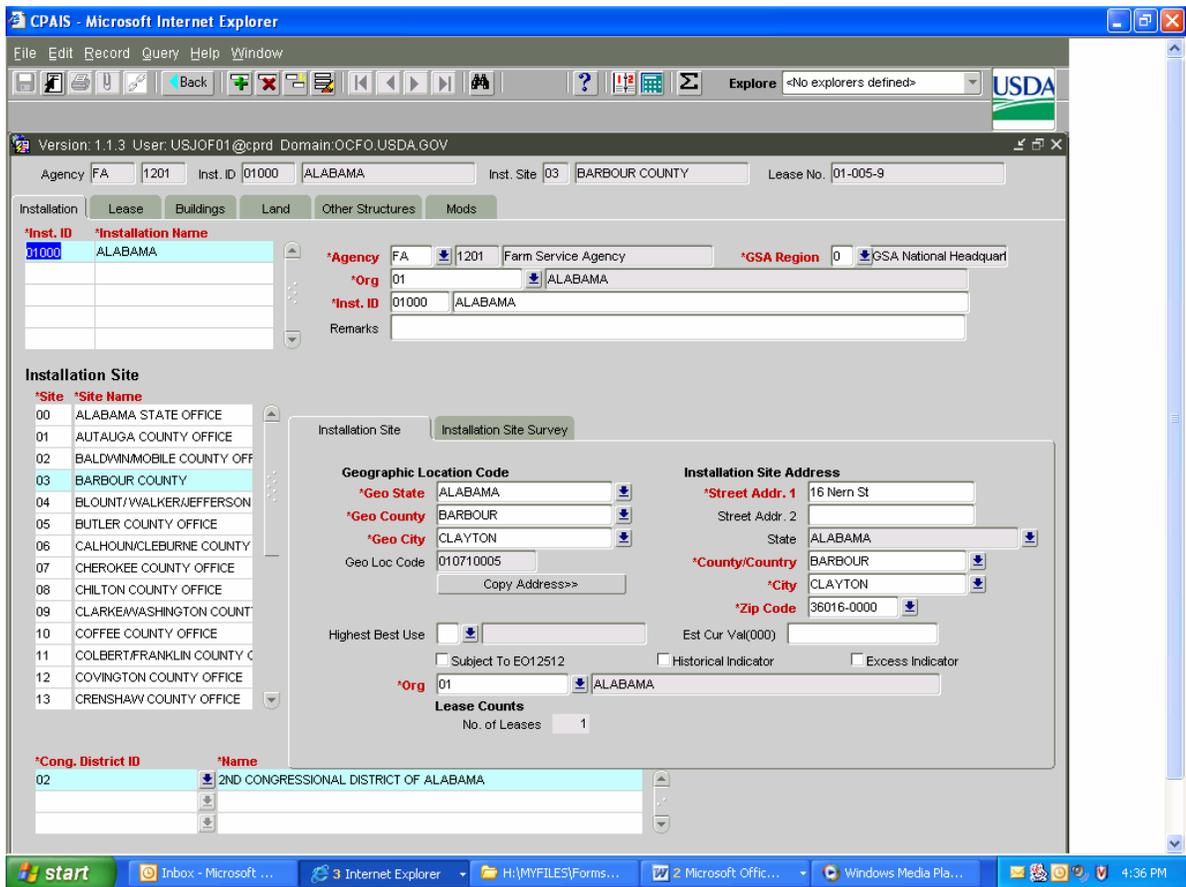
D Routine for Updating the Data Fields

After successfully completing the logon procedure by entering user ID and password on the “CPAIS Secure Authentication Login” Screen, the CPAIS Main Menu will be displayed and the user is ready to update the data fields for their State and County Office lease records.

In the upper left-hand corner box of the Main Menu screen, under “All topics”, **click “Real Property Management”** and the forms list will be displayed. From this list, find and **click “Leased Property”** to open this form at the "Installation" tab. To query lease records, **double click the binoculars icon**, and when a portion of the data field blocks turns yellow, **click on the “Execute” button** and the FSA lead agency offices will be displayed in the "Installation Site" box at the lower left of the screen. **Choose an office to work on by clicking once on the name in the "Installation Site" box** to highlight the name. While an office name remains highlighted, the user will have access to view or update all the data fields for this office. If the "Installation Site" box contains the name of an office where FSA is not currently the lead agency or the list is missing an office name where FSA is currently the lead agency, then contact Steve Jones for assistance.

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)



After highlighting the office name in the "Installation Site" box, **update the data fields as needed.** The user is still on the "Installation" tab screen.

Note: For the purpose of these instructions, the set of tabs across the top of the data portion of the screen will be referred to as **main tabs**, and any tabs within the data area below will be referred to as **sub tabs**.

Clicking on a tab displays a data field screen. **To update a data field, click once inside the field and type over the existing information with new information.** Gray shaded data fields are auto-filled and cannot be changed. Before exiting a tab screen, **save changes by clicking "File" and then "Save"** on the command tool bar near the very top of the screen (may also save by clicking the disk icon on the button tool bar directly below "File", when it is blue shaded).

2 Instructions for Completing FRPP (Continued)

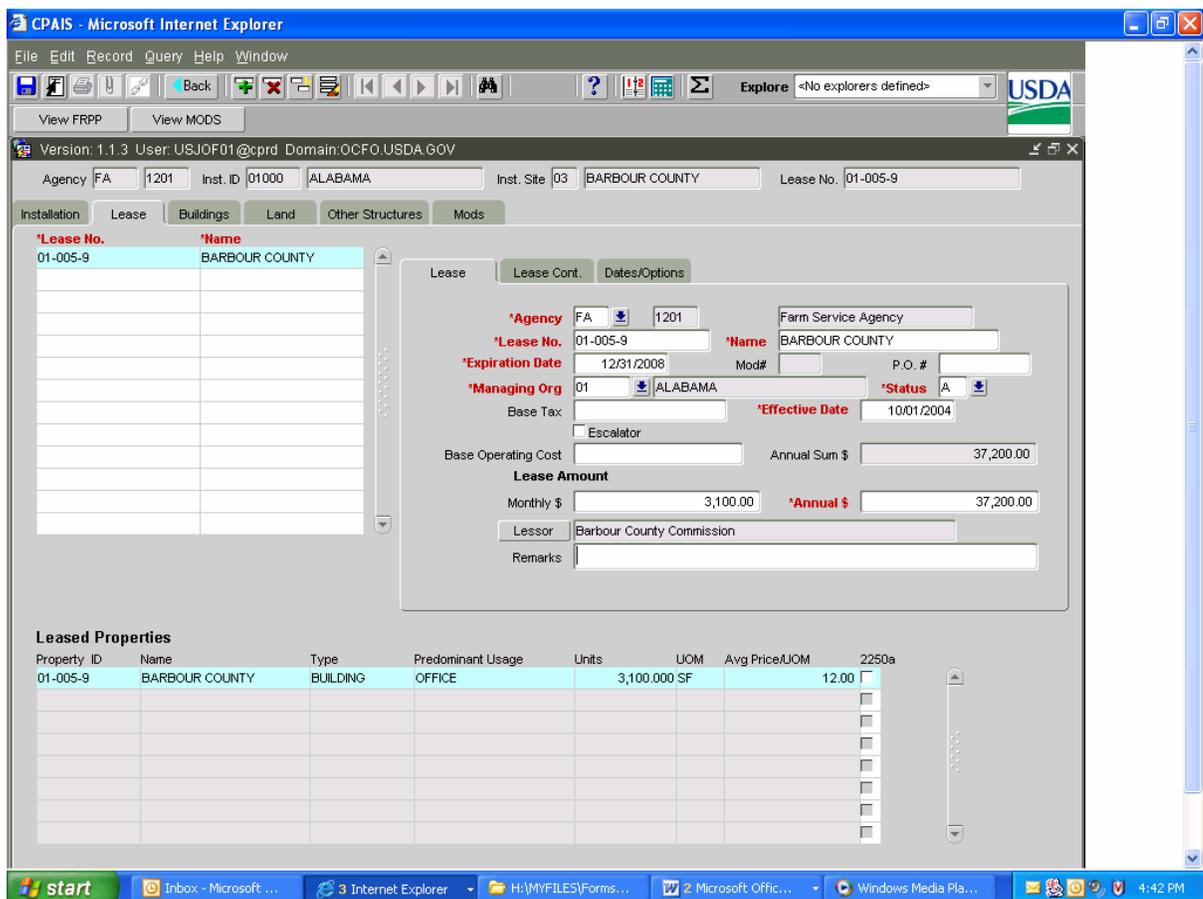
D Routine for Updating the Data Fields (Continued)

On the "Installation" main tab update the following data fields as needed:

- Geo State
- Geo County
- Geo City
- Street Addr.1
- County/Country
- City
- ZIP Code
- Cong. District ID and Name.

Next, click on the "Lease" main tab and update all the red titled data fields, as needed.

Note: Only the "Expiration Date", "Effective Date", and "Annual \$" fields will generally need to be changed. Use the effective date of the most current lease action.



Notice AS-2135

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)

Click on the "Buildings" main tab and update all of the red titled data fields.

Note: Generally, only the "Space", "UOM", and "Price/UOM" fields under the "Floor/Room Usage" section will need to be changed. "Building ID and Lease Number are already filled and they match.

*Building ID	*Name	*Predominant Usage	Space	UOM	Avg Price/UOM	Linked Land
01-005-9	BARBOUR COUNTY	OFFICE	3,100 SF		12.00	Linked Land
						Linked Land
						Linked Land
						Linked Land
						Linked Land
						Linked Land

*Floor Name	*Room Name	*Space Usage Type	*Space	*UOM	*Price/UOM	Line Total
FLOOR1	ROOM1	USABLE - GENERAL OFFICE	3,100 SF		12.00	37,200.00

The user is now finished with the "Leased Property" form portion of the data updates. The remaining main tabs will not be used. **Click on the "Maintain Buildings" button** below the binoculars icon. This links the user to the "Maintain Property Records" form to perform the second portion of the data updates for the same office.

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)

In the "Maintain Property Records" form only the "Buildings" main tab will be used, and 5 of the 6 sub tabs. When the form opens from the link, the "Buildings" main tab and "Details" sub tab screens will be displayed. The other sub tabs will be opened while remaining on the "Buildings" main tab.

On the "Buildings" main tab, update the following data fields, as needed:

- Building ID and Name at the top
- Floor, Room, Space Usage Type, Space, UOM (under "Floor/Room Usage")
- Agency, Name, Personnel Type, No. of Personnel, No. of Workstations (under "Occupancy")

Note: For "Occupancy" data fields, the user must enter FSA data, but also the data for each collocated agency occupying space under the FSA lease. Create a separate line for each agency code and personnel type. There are 2 FSA agency codes for occupancy, "FA" for federal and "CE" for non-federal. RD, NRCS, IT and other agencies have 1 agency code each. There are 3 personnel types: "Peak non-agency" for contract or other non-USDA employees, "Peak permanent" for FTE's, and "Peak part-time" for temporary and part-time employees. "No. of Workstations" calls for a count of physical desk cubicles or offices, with or without an employee currently residing there. If 2 part-time employees share a desk, count 2-employees and 1-workstation. For a Shared Management Office, count CED as an employee at each location.

On the "Details" sub tab, the mandatory data fields will generally not need to be updated:

- Agency (always "FA"), Building ID and Name, Property Type (always "USDA LEASED"), Org, Predominant Usage (always "OFFICE-OFFICE")
- Status (always "EXISTING-OPERATIONAL" unless office has closed/consolidated)
- Exclude on FRPP (blank unless Steve Jones has checked to exclude a record from the report), Gross SqFt (update as needed)
- Mission Dependency (currently all "MISSION DEPENDENT, NOT CRITICAL").

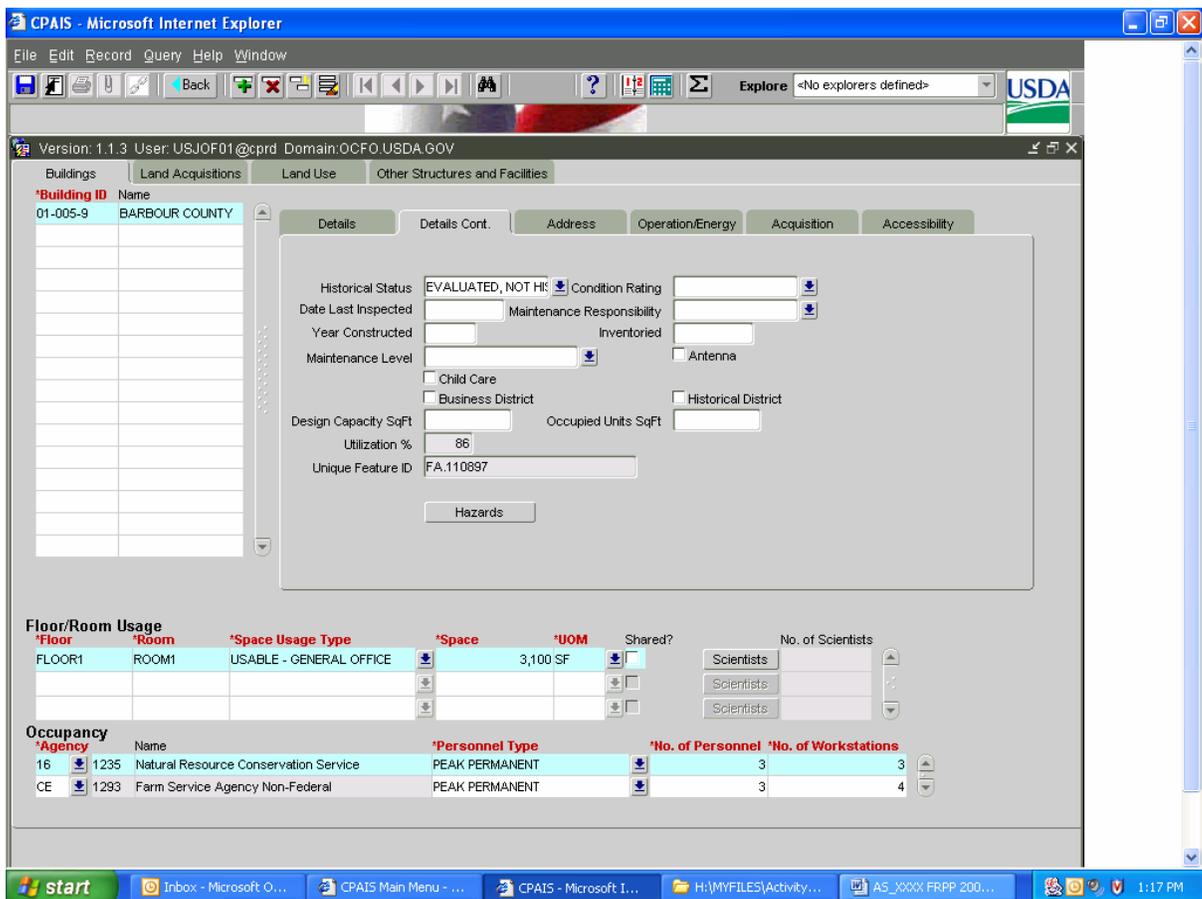
Notice AS-2135

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)

Click on the "Details Cont." sub tab and update the following data fields, as needed:

- Historical Status (use "Evaluated, Not Historic" as the default answer unless you know the building is a landmark or is registered or is eligible)
- Utilization % and Unique Feature ID (system auto filled).



Notice AS-2135

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)

Click on the "Address" sub tab and update the following data fields, as needed:

- All Physical Address blocks (mandatory except "Street Addr. 2" optional)
- Geo Loc Code (system auto filled)
- Click the "Congressional District" button, update ID and Name as needed, click the "Close" button
- Optional – Mailing Address.

The screenshot displays the CPAIS web application interface. The main window is titled "CPAIS - Microsoft Internet Explorer". The application version is 1.1.3, and the user is USJOF01@cprd. The domain is OCF0.USDA.GOV. The interface is divided into several sections:

- Navigation:** Buildings, Land Acquisitions, Land Use, Other Structures and Facilities.
- Building List:** A table with columns for Building ID and Name. The first row is highlighted: 01-005-9 BARBOUR COUNTY.
- Address Tab:** Contains two main sections:
 - Physical Address:** Fields for Street Addr. 1 (16 Nern Street), Street Addr. 2, State Name (ALABAMA), County/Country (BARBOUR), City Name (CLAYTON), Zip Code (36016), and Geo Loc Code (010710005).
 - Mailing Address:** Fields for Street Addr. 1, Street Addr. 2, State (AL), County/Country, City Name (Clayton), and Zip Code (36016-0000).
- Buttons:** Building Contacts, Lat/Long, Congressional District.
- Floor/Room Usage Table:**

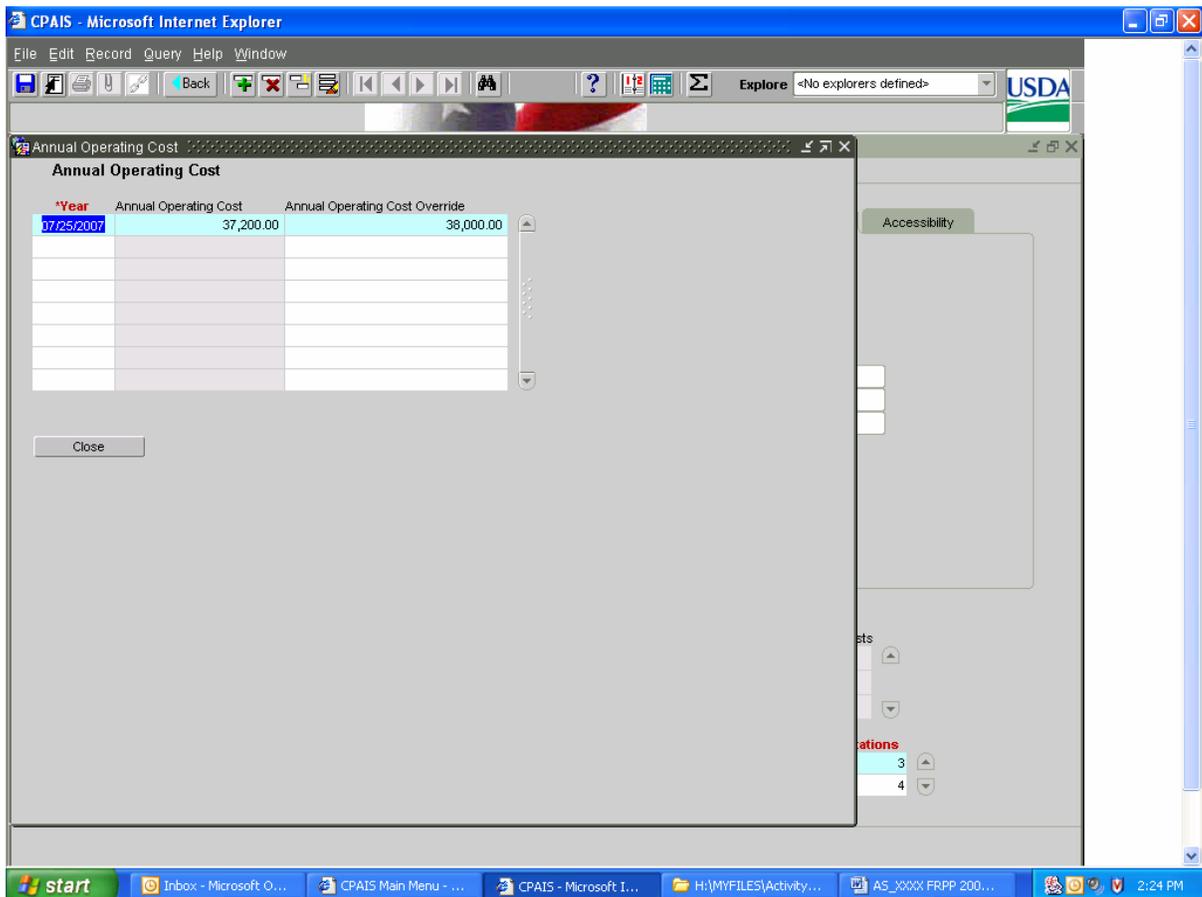
*Floor	*Room	*Space Usage Type	*Space	*UOM	Shared?	No. of Scientists
FLOOR1	ROOM1	USABLE - GENERAL OFFICE		3,100 SF		Scientists
						Scientists
						Scientists
- Occupancy Table:**

*Agency	Name	*Personnel Type	*No. of Personnel	*No. of Workstations
16	1235 Natural Resource Conservation Service	PEAK PERMANENT	3	3
CE	1293 Farm Service Agency Non-Federal	PEAK PERMANENT	3	4

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)

Skip the "Operation/Energy" sub tab, **click the "Acquisition" sub tab** and update only the "Annual Operating Cost" data field, if needed. **Click the "Annual Operating Cost" button** and update the "Annual Operating Cost Override" block, as needed. The middle block, "Annual Operating Cost" is system auto-filled with the end of FY 2006 annual rent amount. **When the annual rent changes, the "Override" block must be used to update the amount.** Also, use the "Override" block when there is a non-full service lease, to add separately paid operating costs to the rent amount. After completing the update, **save and click the "Close" button.**



Notice AS-2135

2 Instructions for Completing FRPP (Continued)

D Routine for Updating the Data Fields (Continued)

Click the "Accessibility" sub tab and update the following data fields, as needed:

- Accessibility Status
- Accessibility Compliance.

All of the mandatory data field updates for the County Office have been completed in both the "Leased Property" and the "Maintain Property Records" forms.

To exit the "Maintain Property Records" form and return to the "Leased Property" form, **click the "Back" button** near the middle of the icon tool bar towards the top of the main screen. At this time, if the user has forgotten to "Save" any data updates the system will prompt the user to "Save". Clicking the "Back" button will return the user to the "Buildings" main tab on the "Leased Property" form. **Click the "Installation" main tab** to return to the beginning screen displaying the list of installation sites for your State. **The user may click and highlight another office** and performing the same routine, continuing until the data updates for all your offices have been completed.

Note: A "Lease Authority" data field is being added to CPAIS which will need to be filled. This field shall always be filled with the choice "PC/Provider of Choice Authority – GSA." This data field is scheduled to appear in CPAIS on or about September 7.

E Contact

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

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