

For: FSA State Offices

**Entering FSA-954 Data into Corporate Property Automated Information System (CPAIS),
Certifying FSA-954 Data for the Annual Federal Real Property Profile (FRPP), and
Using New CPAIS Login Procedure**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

In March 2008, USDA directed agencies to comply with GSA policy and conduct physical inventories of all commercially owned or leased real property assets over a 5-year period. FSA implemented FSA-954 to satisfy this requirement. All FSA commercially leased Field Offices, including FSA County Offices and offices leased for RMA, will be inventoried in FY that their current leases expire. FSA-954 will be the main source for data updates to CPAIS.

The annual FRPP certification is a report to GSA, from Federal agencies, on the status of all owned and commercially leased real property assets at the close of the current FY. FSA certifies its CPAIS data to USDA; USDA uses CPAIS to transmit the FRPP Report to GSA.

CPAIS Version 1.7, implemented in June 2008, features new procedures for CPAIS user login and for requesting CPAIS new user access.

B Purpose

This notice provides the following:

- instructions for the new CPAIS login procedure
- announcement of the deadline for **all** FSA State Offices to certify to MSD that their CPAIS data updates for FY 2008 are complete and correct for FRPP
- instructions for entering data updates into CPAIS.

Disposal Date	Distribution
November 1, 2008	All FSA State Offices

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1 Overview (Continued)

C Contact Information

All contact about this notice shall be directed to Steve Jones, MSD, PFMB, CPAIS Point of Contact, by either of the following:

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

Note: A CPAIS system “walkthrough” is available by request for new users or current users who need a refresher.

2 Instructions

A CPAIS Login Procedure

Previous CPAIS user ID and passwords will no longer be used for CPAIS login. Instead, users will login to CPAIS with their eAuthentication ID and password. Users will continue to access the CPAIS Login Screen as follows:

- go to the USDA Corporate Programs web page at <https://www.nfc.usda.gov/corporate/CPAIS.htm> and CLICK “**CPAIS Application Login**”
- on USDA CPAIS Warning Page, CLICK “**Continue**”
- on blue USDA eAuthentication Warning Page CLICK “**continue**”
- the eAuthentication Login Page will be displayed, ENTER eAuthentication ID and password and CLICK “**Login**”
- if the system:
 - recognizes the user, the new CPAIS Main Menu will be displayed
 - does **not** recognize the user, the User Management Application (UMA) Account Info Page for CPAIS will be displayed.

Current CPAIS users **must** do a test login to CPAIS immediately, if they have **not** done so to date. If users test login does **not** bring the user to the CPAIS Main Menu, or if user needs to apply for new user access, contact Steve Jones, MSD, PFMB, CPAIS Point of Contact, by either of the following:

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

2 **Instructions (Continued)**

B FRPP Certification Deadline

To fulfill the annual FRPP requirement, **all** FSA State Offices **must** certify, by COB **September 30, 2008**, that all of their FY 2008 State and County Office data updates in CPAIS are complete and correct. The certification shall be made by e-mail to Steve Jones, MSD, PFMB, CPAIS, Point of Contact, by e-mail to steve.jones@wdc.usda.gov.

All State Office CPAIS users **must** update data in CPAIS for all offices that:

- completed an FSA-954 in FY 2008
- had data changes in FY 2008, but were **not** included in FSA-954.

C Adding or Removing Offices in CPAIS

If users need to add or close an FSA office in CPAIS for FY 2008, contact Steve Jones immediately for assistance.

D Updating CPAIS Data Fields

To select an office for which to update the data fields, do the following:

- on CPAIS Main Menu, in upper left corner under “All topics”, CLICK “**Real Property Management**”
- from the list that will be displayed, while on the “Installation” tab, CLICK “**Leased Property**”
- to query lease records, DOUBLE-CLICK “**binoculars**” icon
- when a portion of the data field blocks turn yellow, CLICK “**Execute**”
- click a name that is displayed in the “Installation Site” box that will be displayed in the lower left portion of the screen
- while an office name is highlighted, users have access to view or update all the fields for the office.

Note: If the “Installation Site” box lists the name of an office where FSA is **not** currently the lead agency, or is missing an office where FSA is currently the lead agency, contact Steve Jones for assistance.

2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

With the office name for which updates need to be completed highlighted in the “Installation Site” box, on the “Installation” Main Tab, and “Installation Site” Sub Tab, update the following fields, as needed:

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

Note: For these instructions, the set of tabs across the top of the data portion of the screen will be referred to as “Main Tabs”; any tabs below the “Main Tabs” will be referred to as “Sub Tabs”.

2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

When users click Main and Sub Tabs, the screen will display applicable fields. **To update the data in a field, click once inside the field and type over the existing information with new information.** Gray shaded fields are auto-filled and **cannot** be changed.

Before exiting a tab, to **save changes**, do either of the following:

- on the tool bar near the top of the screen, CLICK “File” and CLICK “Save”
- underneath “File”, on the button tool bar, CLICK “Disk” icon when it is blue shaded.

Next, CLICK “Lease” Main Tab and while on the “Lease” Sub Tab, update all red titled 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.

Version: 1.1.3 User: USJOF01@cprd Domain:OCFO.USDA.GOV

Agency FA Inst. ID 01000 ALABAMA Inst. Site 03 BARBOUR COUNTY Lease No. [redacted]

*Lease No.	*Name
[redacted]	BARBOUR COUNTY

Lease Lease Cont. Dates/Options

*Agency FA Farm Service Agency

*Lease No. [redacted] *Name BARBOUR COUNTY

*Expiration Date 12/31/2008 Mod# P.O. #

*Managing Org 01 ALABAMA *Status A

Base Tax Escalator

Base Operating Cost Annual Sum \$ [redacted]

Lease Amount

Monthly \$ [redacted] *Annual \$ [redacted]

Lessor [redacted]

Remarks

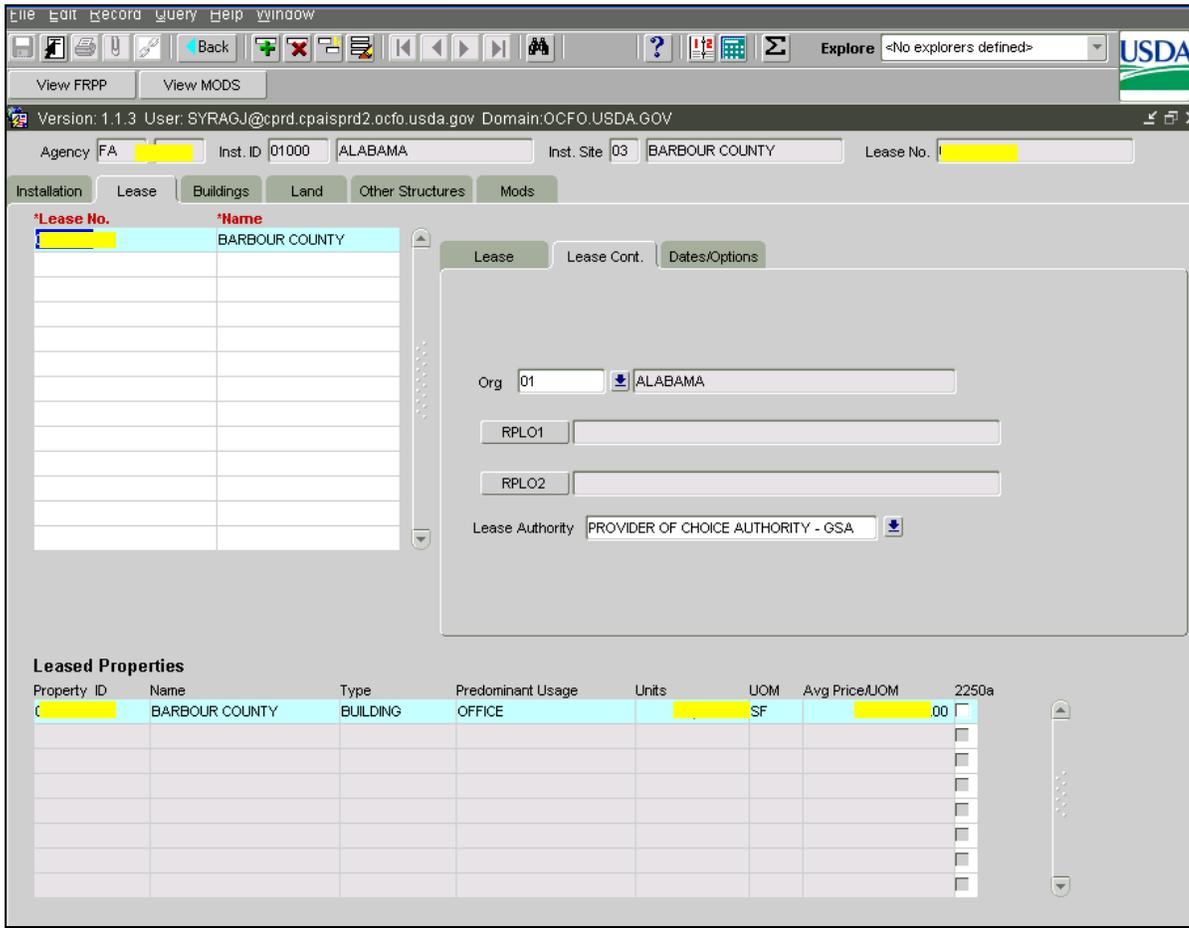
Leased Properties

Property ID	Name	Type	Predominant Usage	Units	UOM	Avg Price/UOM	2250a
[redacted]	BARBOUR COUNTY	BUILDING	OFFICE	[redacted]	SF	[redacted]	

2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

Next, while on the “Lease” Main Tab, CLICK “Lease Cont.” Sub Tab to view the “Lease Authority” field. This field has been pre-filled and should **always** show, “PC/Provider of Choice Authority – GSA.”



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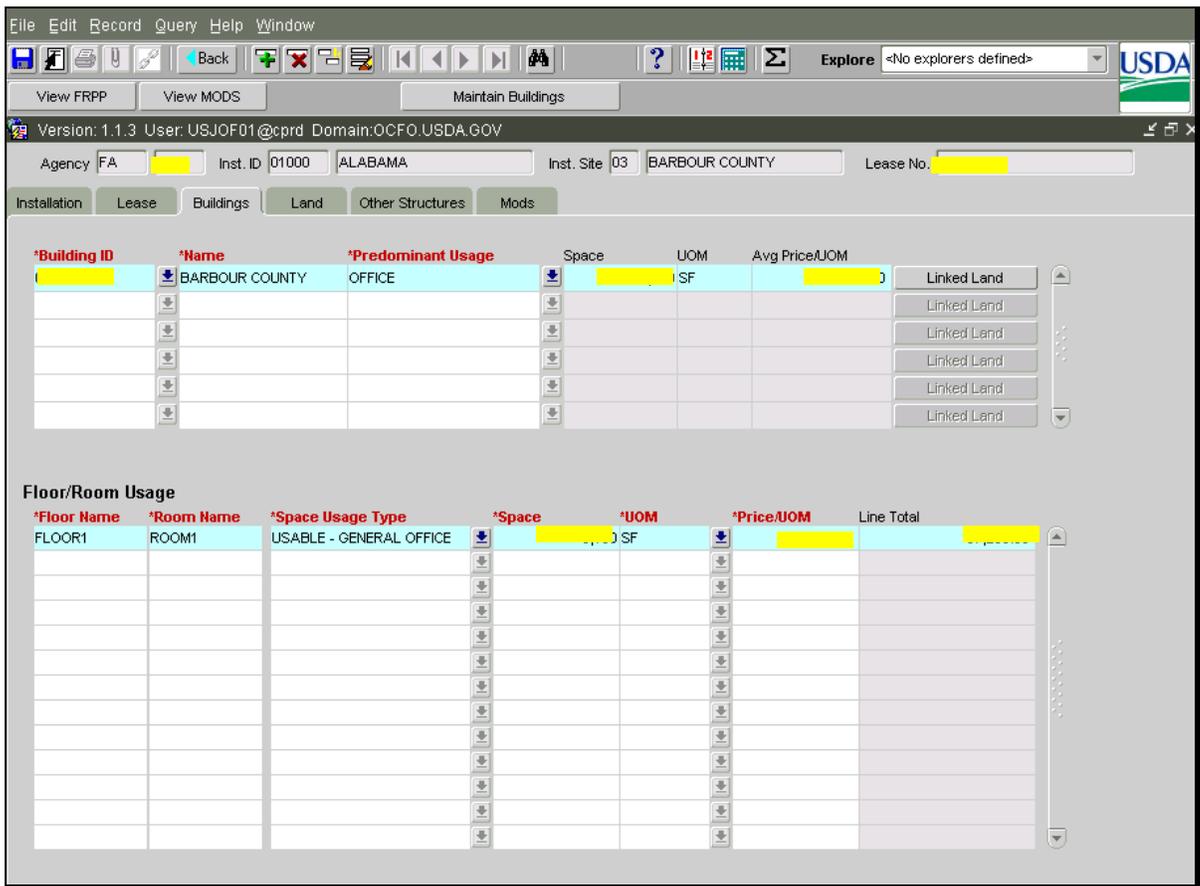
2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

Next, CLICK “**Buildings**” Main Tab and update red titled fields, as needed.

Notes: “Building ID” field has been pre-filled with the lease number and matches the “Lease” Main Tab lease number.

Generally, under the Floor/Room Usage Section, only the “Space”, “UOM”, and “Price/UOM” fields will need to be changed.



The user is now finished with the “Leased Property” portion of the data updates. The remaining Main Tabs will **not** be used.

2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

Underneath the “binoculars” icon, CLICK “**Maintain Buildings**”. This links users to the “Maintain Property Records” portion to perform the second portion of the data updates for the originally highlighted office.

On the “**Buildings**” Main Tab, update the following fields, as needed:

- Building ID
- Name
- under Floor/Room Usage:
 - Floor
 - Room
 - Space Usage Type
 - Space
 - UOM
- under Occupancy:
 - Agency
 - Name
 - Personnel Type
 - No. of Personnel
 - No. of Workstations.

Notes: For “**Occupancy**” fields, the user **must** enter FSA data, and also 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. For “No. of Personnel” there are **3 personnel types**, as follows:

- “**Peak Non Agency**” for contract or other non-USDA employees
- “**Peak Permanent**” for FTE’s
- “**Peak Part-Time & Cyclical**” for temporary and part-time employees.

The definition for counting the “Peak” number of employees is, “For each category of employee in each agency at each office, count the highest number of employees residing in that office at any 1 time during FY.”

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2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

Example: In FY 2008, Barbour County Office housed:

- 1 CE temporary employee in November and December
- 3 CE temporary employees in April and May
- 0 CE temporary employees in the remaining months.

The CPAIS count for FY 2008 should be 3 CE temporary employees. This is the “Peak” number.

“**No. of Workstations**” requires a count of physical desk cubicles or private offices. The following conditions apply in matching “No. of Personnel” with “No. of Workstations”:

- for Shared Management Offices where CED has a workstation at more than 1 county, count CED as an employee with a workstation at each location
- count budgeted vacancies for “Peak Permanent” employees only, 1-budgeted employee slot per vacant workstation at the assigned county or State
- for a workstation used by rotating employees, where DD may sit 1 day, a program specialist may sit another day, and a temporary employee may sit another day, etc., count 1-employee and 1-workstation **only**
- if a county or State reserves 2 (or more) workstations for rotating employees, but at no time are both workstations filled on the same day, count 1-employee **only** and 2-workstations; adjust accordingly if more than 1-workstation remains vacant
- a workstation occupying less than 150 square feet still counts as 1 full workstation
- employees who perform field assignments **only** and **never** work at the office are **not** to be counted for CPAIS occupancy.

Note: For this year’s FY 2008 occupancy data counts, enter into CPAIS the numbers that have already been collected on FSA-954. Use the guidelines in this subparagraph for collecting future occupancy data.

2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

On the “**Buildings**” Main Tab, “**Details**” Sub Tab, the following mandatory 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, should be:
 - blank for an existing office
 - checked for a closed office to exclude office from the report
- Gross SqFt, update as needed
- Total Space SqFt, update as needed
- Mission Dependency, currently all “MISSION DEPENDENT, NOT CRITICAL”.

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2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

Version: 1.1.3 User: SYRAGJ@cprd.cpaiprd2.ocfo.usda.gov Domain:OCFO.USDA.GOV

Buildings | Land Acquisitions | Land Use | Other Structures and Facilities

*Building ID Name

- ALABAMA STATE
- AUTAUGA COUNTY
- BALDWIN/MOBILE CO
- BALDWIN/MOBILE CO
- BARBOUR COUNTY
- BLOUNT/WALKER/JEF
- BUTLER COUNTY
- CALHOUN/CLEBURNE
- CHEROKEE COUNTY
- CHILTON COUNTY
- CLARKE/WASHINGTON
- COFFEE COUNTY
- COLBERT/FRANKLIN C
- BALDWIN/MOBILE CO
- CONECUH COUNTY
- CONECUH COUNTY

Details | Details Cont. | Address | Operation/Energy | Acquisition | Accessibility

Installation ID: 01000 Site: [C] *Agency: FA [v] Farm Service Agency

*Building ID: [v] BARBOUR COUNTY

*Property Type: USDA LEASED *Org: 01

*Predominant Usage: OFFICE OFFICE GSA Code: [v]

Status: EXISTING - OPERATIONAL Status: [v]

Ownership: [v] Exclude on FRPP:

Gross SqFt: [v] Total Space SqFt: [v] Collocated:

Excluded from FRPC: Dev Rec Site: Outgrant Indicator: [N]

Mission Dependency: MISSION DEPENDENT, NOT CRITICAL Mission Dep: [v] Using Org: [v]

Remarks: [v]

Linked Land Restrictions

Floor/Room Usage

*Floor	*Room	*Space Usage Type	*Space	*UOM	Shared?	No. of Scientists
FLOOR1	ROOM1	USABLE - GENERAL OFFICE	[v]	SF	<input type="checkbox"/>	Scientists [v]
					<input type="checkbox"/>	Scientists [v]
					<input type="checkbox"/>	Scientists [v]

Occupancy

*Agency	Name	*Personnel Type	*No. of Personnel	*No. of Workstations
16 [v]	1235 Natural Resource Conservation Service	PEAK PERMANENT [v]	3	3
CE [v]	1293 Farm Service Agency Non-Federal	PEAK PART-TIME & CYCLICAL [v]	3	3

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2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

CLICK “**Details Cont.**” Sub Tab and update the Historical Status field, as needed.

Notes: “Evaluated, Not Historic” is the default answer. Use the default unless user knows the building is a landmark, is registered, or is eligible.

Utilization % and Unique Feature ID fields are pre-filled by the system.

For offices that have completed FSA-954 this FY:

- enter “Planned Phy. Inventory Date”
- enter “Actual Phy. Inventory Date”
- CHECK (✓) “Phy. Inventory Data Verified” box.

The screenshot shows the CPAIS web application in Microsoft Internet Explorer. The browser title is "CPAIS - Microsoft Internet Explorer". The address bar shows "Version: 1.1.3 User: SYRAGJ@cprd.cpaissprd2.ocfo.usda.gov Domain: OCFO.USDA.GOV". The main content area is divided into several tabs: "Details", "Details Cont.", "Address", "Operation/Energy", "Acquisition", and "Accessibility". The "Details Cont." tab is selected, displaying the following fields:

- Historical Status: EVALUATED, NOT HISTORIC (dropdown)
- Year Constructed: (empty)
- Maintenance Level: (empty)
- Design Capacity SqFt: (empty)
- Utilization %: 86
- Planned Phy. Inventory Date: 06/2008
- Actual Phy. Inventory Date: 06/2008
- Unique Feature ID: (pre-filled)

Below the main form, there are two sections:

Floor/Room Usage

*Floor	*Room	*Space Usage Type	*Space	*UOM	Shared?	No. of Scientists
FLOOR1	ROOM1	USABLE - GENERAL OFFICE		SF	<input type="checkbox"/>	Scientists

Occupancy

*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

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2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

CLICK “Address” Sub Tab and update the following fields, as needed:

- Physical Address blocks are all **mandatory** except as follows:
 - Street Addr. 2, optional
 - Geo Loc Code, system pre-filled
- Mailing Address blocks are all optional
- CLICK “**Congressional District**” and update ID and Name as needed, and CLICK “Close”.

The screenshot shows the USDA CPAIS software interface. The top menu bar includes File, Edit, Record, Query, Help, and Window. The toolbar contains various icons for navigation and editing. The main window title is "Version: 1.1.3 User: USJOF01@cprd Domain:OCFO.USDA.GOV". The interface is divided into several sections:

- Navigation Tabs:** Buildings, Land Acquisitions, Land Use, Other Structures and Facilities.
- Sub-Tabs:** Details, Details Cont., Address (selected), Operation/Energy, Acquisition, Accessibility.
- Physical Address Section:**
 - Street Addr. 1: 16 Nern Street
 - Street Addr. 2: (empty)
 - State Name: ALABAMA
 - County/Country: BARBOUR
 - City Name: CLAYTON
 - Zip Code: 36016
 - Geo Loc Code: 010710005
- Mailing Address Section:**
 - Street Addr. 1: (empty)
 - Street Addr. 2: (empty)
 - State: AL
 - County/Country: (empty)
 - City Name: Clayton
 - 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		SF	<input type="checkbox"/>	Scientists
					<input type="checkbox"/>	Scientists
					<input type="checkbox"/>	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

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2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

Skip the “Operation/Energy” Sub Tab.

CLICK “Acquisition” Sub Tab and CLICK “Annual Operating Cost”.

The screenshot shows the CPAIS software interface. The top menu bar includes File, Edit, Record, Query, Help, and Window. Below the menu bar is a toolbar with various icons and a 'Go back to the previous screen' button. The main window title is 'Version: 1.1.3 User: SYRAGJ@cprd.cpaissprd2.ocfo.usda.gov Domain:OCFO.USDA.GOV'. The interface is divided into several sections:

- Buildings:** A table with columns for Building ID and Name. The first row is highlighted in yellow and contains 'BARBOUR COUNTY'.
- Sub-tabs:** Details, Details Cont., Address, Operation/Energy, Acquisition, and Accessibility. The 'Acquisition' sub-tab is selected.
- Acquisition Form:** A form with the following fields:
 - Acquired From: [Text Input]
 - Acquisition Authority: [Text Input]
 - Acquisition Date: [Text Input]
 - Acquisition Method: [Dropdown Menu]
 - Initial Acquisition Cost: [Text Input]
 - Appraisal Method: [Dropdown Menu]
 - Current Value: [Text Input]
 - Appraisal Date: [Text Input]
 - Fair Market Value: [Text Input]
 - Annual Operating Cost: [Text Input]
- Floor/Room Usage:** A table with columns for Floor, Room, Space Usage Type, Space, UOM, Shared?, and No. of Scientists. The first row is highlighted in yellow and contains 'FLOOR1', 'ROOM1', 'USABLE - GENERAL OFFICE', and 'SF'.
- Occupancy:** A table with columns for Agency, Name, Personnel Type, No. of Personnel, and No. of Workstations. The first row is highlighted in yellow and contains '16', '1235', 'Natural Resource Conservation Service', 'PEAK PERMANENT', '3', and '3'.

2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

On the Annual Operating Cost Screen, update the following fields, as needed:

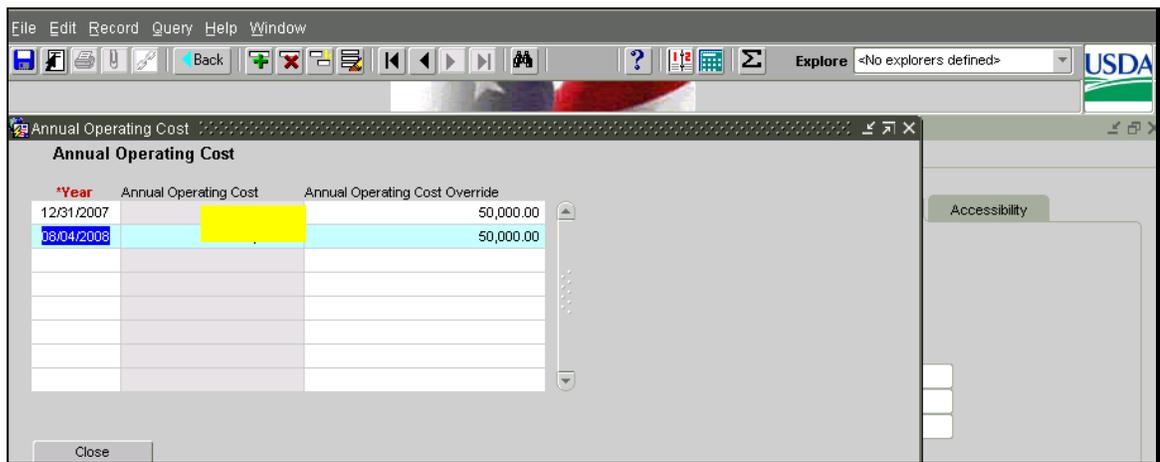
- “**Annual Operating Cost Override**”; for a fully serviced lease, annual rent equals annual operating cost
- “**Year**”, automatically rolls over each day until December 31; around January 1 the middle block, “**Annual Operating Cost**”, is system auto-copied on a new line with the annual rent amount from the “**Leased Property**” portion, “**Lease**” Main Tab; when a lease action changes the annual rent amount, “**Annual Operating Cost Override**” field **must** be used to manually copy the new annual rent.

Note: “**Annual Operating Cost Override**” field is also used when there is a partially or nonserviced lease, to add separately paid operating costs to annual rent amount.

Example: Barbour County Office has a partially serviced lease in which janitorial service and utilities are paid separately from the rent. Add the annual rent of \$40,000 to the combined janitorial service and utilities cost of \$10,000 to get the “**Annual Operating Cost**” of \$50,000 and enter this total in “**Annual Operating Cost Override**” field.

Note: When entering data in the “**Annual Operating Cost Override**” field, be certain to use the lowest line containing data. Once each year the system will auto-copy the middle block, “**Annual Operating Cost**”, to a new line. If the Annual Operating Cost amount does **not** reflect the total annual operating cost for the current year, then users **must** again manually enter the correct total in the “**Annual Operating Cost Override**” field.

After completing updates, **save changes**, and CLICK “**Close**”.



2 Instructions (Continued)

D Updating CPAIS Data Fields (Continued)

CLICK “**Accessibility**” Sub Tab and update the following fields, as needed:

- Accessibility Status
- Accessibility Compliance.

E Exiting Data Fields and Selection Other Offices

After all of the **mandatory** data field updates for the County Office have been completed in both the “**Leased Property**” and “**Maintain Property Records**” portions, to exit the “**Maintain Property Records**” portion and return to the “**Leased Property**” portion, underneath “**Help**” on the button tool bar, CLICK “**Back**”.

Note: At this time, if the user has forgotten to “**Save**” any data updates, the system will prompt users “**Save**”.

When users CLICK “**Back**”, the system will return the user to the “**Buildings**” Main Tab on the “**Leased Property**” portion. CLICK “**Installation**” Main Tab to return to the beginning screen displaying the list of Installation Sites for user’s State. **Users may CLICK and highlight another office** and update data fields for the new site, continuing until the data updates for all users offices have been completed.