

For: State Office Administrative Officers and CED's

**Completing FSA-954's, Maintaining Current User Access to the Corporate Property Automated Information System (CPAIS), and Completing Required Updates to CPAIS**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

The USDA Office of Procurement and Property Management has directed Departmental Agencies to conduct a cyclical physical inventory of all real property owned and leased assets, once every 5 years for each asset. Agencies must also certify inventories and enter data updates within 5 workdays of completing the leasing action that caused the revision. This information is required for accurate reporting for the annual Federal Real Property Profile (FRPP) report to GSA.

**B Purpose**

This notice informs:

- State and County Offices to complete FY 2010 FSA-954 according to 33-AS, paragraph 117
- State Offices to maintain CPAIS real property users with current access

**Note:** County Offices shall **not** request access to CPAIS real property.

- CPAIS real property users at each State Office to enter required data updates into CPAIS and for each State Office Administrative Officer (AO) to certify completion by e-mail to Steve Jones, at MSD, Property and Facilities Management Branch (PFMB).

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2010 7-15-10	State Offices; State Offices relay to County Offices

## Notice AS-2205

### 1 Overview (Continued)

#### C Contact

For all questions and correspondence on this notice, contact Steve Jones, MSD, PFMB by either of the following:

- e-mail at [steve.jones@wdc.usda.gov](mailto:steve.jones@wdc.usda.gov)
- telephone at 202-720-8729.

### 2 Maintaining and Completing CPAIS

#### A Addendum to 33-AS, Subparagraph 117 C

33-AS, subparagraph 117 C instructs CED, or designee, to complete a separate FSA-954 for each County Office (AO for State Office, if applicable) housed under an FSA commercial lease that has a lease action due in the current FY. For lease actions due that were pending as of June 30, 2010, do the following:

- complete FSA-954, items 1A, 1B, and 2A through 2H only
- across the top of FSA-954, write “FY 2010 Lease Action Pending”
- complete remaining 33-AS, subparagraph 117 C instructions for “pending” surveys along with all fully completed surveys.

**Note:** “A lease action due in the current FY” is now defined as “a lease that becomes effective in the current FY.” Any lease agreement with an effective date occurring from October 1, 2009, through September 30, 2010, is a lease action due in FY 2010.

#### B CPAIS User Access and Data Entry Instructions

See 33-AS, Exhibit 40 for instructions on requesting access and for entering data updates to CPAIS real property. State Office AO’s shall:

- review their current user access status upon receiving this notice
- contact Steve Jones, MSD, PFMB immediately if the office does **not** have a CPAIS real property user with current access.

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### 2 Maintaining and Completing CPAIS (Continued)

#### B CPAIS User Access and Data Entry Instructions (Continued)

The following data update addendums shall also apply.

- All changes to lease data during FY must be updated within 5 workdays of completing the leasing action that caused the revision, and certified in CPAIS. If a particular office does not have a revision in the current FY, changes to the Occupancy Data Module may still occur.
- For pending lease actions and month-to-month leases, do the following. In the CPAIS Leased Property Form, on the “Lease” Main Tab, for the “Expiration Date”, ENTER “9/30/2010”.
- There is 1 new required data element beginning in FY 2010, for “Sustainability”. This field is currently populated with the default value “Not Yet Evaluated” and can remain as such until further instructions are available.
- For GSA FRPP annual reporting integrity, do **not** enter any data into CPAIS that becomes effective on or after October 1, 2010. MSD, PFMB:
  - will notify State Offices when GSA has certified the report
  - may then begin entering data for next FY.

#### C Deadlines for FSA-954 Surveys and CPAIS Data Update Certification

The 33-AS, subparagraph 117 E deadline for completing FSA-954's has been extended for this year. State Offices shall collect their completed County Office FSA-954's by **COB July 26, 2010**.

All data updates to CPAIS real property must be completed, correct, and certified to MSD, PFMB by **COB August 23, 2010**. State Office AO's shall certify by e-mail to Steve Jones according to subparagraph 1 C.