

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: Acting Deputy Administrator, Management

1 Overview

A Background

The USDA Office of Procurement and Property Management (OPPM) has directed USDA Agencies to keep the data current in CPAIS by entering data and updates on all commercial leases within 5 workdays of completing the leasing action. A physical inventory of all owned and leased real property assets **must** be conducted annually for each asset. This information is required for accurate reporting for the annual Federal Real Property Profile (FRPP) to GSA.

B Purpose

This notice instructs:

- State Offices to compile FY 2011 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) or Real Property Leasing Officer (RPLO), to certify completion by e-mail to Julius M. Byrd, FSA National Leasing Office (NLO), Property and Facilities Management Branch (PFMB).

C Contact

For all questions and correspondence about this notice, contact Julius M. Byrd, NLO, PFMB by either of the following:

- e-mail to julius.byrd@wdc.usda.gov
- telephone at 202-401-0010.

Disposal Date	Distribution
October 1, 2011	State Offices; State Offices relay to County Offices

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2 Maintaining and Completing CPAIS

A 33-AS, Subparagraph 117 C

33-AS, subparagraph 117 C states:

“USDA, OPPM has directed Agencies to conduct a cyclical physical inventory of all real property owned and leased assets, once every 5 years for each asset. This directive is in conjunction with GSA real property management policy. A survey will be conducted to record lease data.”

Accordingly, CED’s, or designee, shall 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 33-AS, subparagraph 117 C instructions for “pending” surveys along with all fully completed surveys.

Note: Lease action due in the current FY means a lease that becomes effective in the current FY.

Example: Any lease agreement with an effective date occurring from October 1, 2010, through September 30, 2011, is a lease action due in FY 2011.

B CPAIS User Access and Data Entry Instructions

See CPAIS User Management Application (UMA) Quick Guide that is available on the CPAIS web site at <https://www.nfc.usda.gov/Corporate/CPAIS.htm>, for instructions on requesting access and for entering data updates to CPAIS real property. AO’s shall:

- review their current user access status upon receiving this notice
- contact Julius M. Byrd, NLO, 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 also apply.

- All changes to lease data during the current FY **must** be updated in CPAIS 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 for leases that have expired and month-to-month leases, in the online CPAIS Leased Property Form, on the “Lease” tab, Enter “**9/30/2011**” or a later date in the “Expiration Date” field.
- Sustainability is a new **required** data element beginning in FY 2010. The “Sustainability” 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, 2011. 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 G deadline for completing FSA-954’s was extended for this year. State Offices shall collect their completed County Office FSA-954’s that were due by COB July 26, 2010.

All data updates to CPAIS real property **must** be completed, correct, and certified to MSD, PFMB by **COB September 9, 2011**; however submit as soon as possible so MSD can work on them continuously. This will allow MSD to timely submit their report to the Department. AO’s shall certify by e-mail to Julius M. Byrd according to subparagraph 1 C.