

For: State Office Administrative Officers and CED's

Completing FSA-954's and Maintaining Corporate Property Automated Information System (CPAIS) Users With Current Access for FY 2009

Approved by: Deputy Administrator, Management



1 Completing FSA-954 and Maintaining CPAIS

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 annual data updates into CPAIS.

B Purpose

This notice:

- directs State and County Offices to complete FY 2009 FSA-954's according to the instructions in 33-AS, paragraph 117
- directs State Offices to maintain CPAIS users with current access according to the FSA CPAIS User Guide (33-AS, Exhibit 40)

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

- obsoletes Notice AS-2171.

C Contact

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

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

Disposal Date	Distribution
September 1, 2009	State Offices; State Offices relay to County Offices

Notice AS-2177

1 Completing FSA-954 and Maintaining CPAIS (Continued)

D Deadline for Completing FSA-954's

All FSA-954 physical inventory surveys that are due for FY 2009 lease actions **must** be completed and submitted no later than **June 30, 2009**. This is an extension of the regular deadline stated in 33-AS, subparagraph 117 E.

E 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 are still pending (or expected to be pending) as of June 30, 2009, do the following:

- complete FSA-954, items 1A, 1B, and 2A through 2H only
- across the top of FSA-954, write "FY 2009 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 fiscal year" is now defined as "a lease action that becomes effective in the current fiscal year." So, any lease agreement with an effective date occurring from October 1, 2008, through September 30, 2009, is a lease action due in FY 2009. A lease agreement that expires on September 30, 2009, is a lease action due in FY 2010.

F CPAIS User Access Review Deadline for State Offices and Data Entry Requirements

State Offices must complete their review of current CPAIS user access by June 30, 2009, so that they can request access to CPAIS for new users, if needed. Current CPAIS access is essential for State Offices to enter the data updates from the completed FSA-954's into CPAIS during July and August 2009 (or earlier if desired). The deadline for certifying CPAIS data updates as complete will be announced in July 2009. County Offices do **not** need to use CPAIS.

Also concerning CPAIS data updates for FY 2009, State Office CPAIS data entry personnel shall do the following for all pending FY 2009 lease actions and all month-to-month lease agreements.

- In the CPAIS Leased Property Form, on the "Lease" Main Tab, verify or change the "Expiration Date" field to read "9/30/2009" for the purpose of certifying the data for the FY 2009 annual report.
- For the FY 2009 annual report, **do not** enter any data into CPAIS that becomes effective on or after October 1, 2009. Instead, hold this data for next year's report.