

**For:** State Office Administrative Officers and State Executive Officers

**Corporate Property Automated Information System (CPAIS)  
Additional Federal Real Property Profile (FRPP) Data Element Required for FY 2011**

**Approved by:** Deputy Administrator, Management



**1 Data Element Requirements for FY 2011**

**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 FRPP to GSA. As a result, Notice AS-2219 was issued.

Subsequently, OPPM issued additional guidance because of recent changes made by GSA to FRPP for FY 2011 that included changes to existing data elements and the addition of several new data elements. As a result, the FY 2011 reporting requirement to GSA has been delayed. The CPAIS development team has started the revision work in CPAIS to accommodate the reporting of the new FY 2011 data elements. According to the new FRPP guidelines, USDA Agencies need to gather personnel data on employees and contractors, and then report the results in CPAIS.

**B Purpose**

This notice instructs State Offices to do the following:

- suspend entering FY 2012 disposals, or entering any new asset records, until notified by the FRPP Administrator that the FY 2011 CPAIS data reporting to GSA is complete

**Note:** FY 2011 reporting date to GSA is **November 30, 2011**.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2011	State Offices

## 1 Data Element Requirements for FY 2011 (Continued)

### B Purpose (Continued)

- compile information on USDA staffing at the end of FY 2011 for each FSA location where FSA is the designated leasing lead and report the number of staff in the following classifications:
  - Federal “GS” employees
  - non-Federal “CO” employees
  - contractors

**Note:** See Exhibit 1 for details on how the data is to be recorded in CPAIS.

- enter required data updates into CPAIS, and for each State Office administrative officer (AO), State Executive Officer (SEO), or Real Property Leasing Officer (RPLO), certify the following by e-mail to Christopher Finley, FSA National Leasing Office (NLO), Property and Facilities Management Branch (PFMB) at **christopher.finley@wdc.usda.gov**:
  - number of contractors present at each location, by location being reported
  - that the requested data has been entered into CPAIS.

### C Contact

Direct all questions and correspondence about this notice to FRPP Administrator, Christopher Finley, NLO, PFMB by either of the following:

- e-mail to **christopher.finley@wdc.usda.gov**
- telephone at 202-690-2050.

## 2 Determining Number of Employees and Contractors

### A Real Property Inventory - User Guidance for FY 2011 Reporting

“Real Property Inventory – User Guidance for FY 2011 Reporting”, paragraph L27A states:

**Agencies are to provide the total number of personnel (including full-time teleworkers) assigned to the building in full time equivalents (FTEs).** Agencies should consult OMB Circular A-11 for guidance on defining FTE. Agencies are to coordinate all totals with the personnel office at their agency.

“Real Property Inventory – User Guidance for FY 2011 Reporting”, paragraph L27B states:

**“For purposes of submitting data on real property assets, a contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR).** Agencies are to coordinate all totals with the personnel office at their agency. Agencies should not report those people who are unpaid interns or performing volunteer work.”

### 3 CPAIS Data Entry

#### A CPAIS User Access

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 and SEO's shall:

- review their current user access status after receiving this notice
- contact Christopher Finley, NLO, PFMB, **immediately** if the office does **not** have a CPAIS real property user with current access.

#### B CPAIS Data Entry Instructions

To satisfy FRPP reporting, personnel data for all existing, owned, leased, or otherwise-managed office and laboratory buildings **must** be entered in the "Maintain Property" form, "Buildings" tab, "Occupancy" block in FTE's and according to Exhibit 1.

According to Notice AS-2219:

"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 and when State Offices may then begin entering data for next FY."

#### C Deadlines for Updating CPAIS

All data updates to CPAIS real property **must** be completed, corrected, and certified to MSD, PFMB by **COB November 1, 2011**; however, **submit as soon as possible** so MSD can work on the data updates continuously. This will allow MSD to timely submit their report to the Department. AO's shall certify by e-mail to Christopher Finley according to subparagraph 1 B.

**FY 2011 FRPP Employee and Contractor Reporting**

**A CPAIS Building Form Screen, “Occupancy” Block**

The total number of employees reported in CPAIS should reflect the total number of staff, **not** including paid interns or volunteers, at a location. Staff should be classed and reported into 2 broad categories to comply with FRPP reporting for FY 2011. Because CPAIS does **not** currently include a “Personnel Type” of “Contractor”, in the current version because of the late guidance from OMB/GSA, the order of the entry in CPAIS is **important**.

Ensure that employees-and contractors are reported in the following order provided in subparagraphs B and C in the CPAIS Building Form Screen, “Occupancy” block.

The screenshot shows the CPAIS Building Form Screen. The 'Occupancy' block is highlighted with a box and an arrow. The table below shows the following data:

*Agency	Name	*Personnel Type	*No. of Personnel	*No. of Work stations
16	1235 Natural Resource Conservation Service	PEAK NON AGENCY	5	4
CE	1293 Farm Service Agency Non-Federal	PEAK PART-TIME & CYCLICAL	1	1

**FY 2011 FRPP Employee and Contractor Reporting (Continued)**

**B Number of Employees**

The number of employees reported to FRPP for office and laboratory buildings will be the total “No. of Personnel” for **all** “Peak Permanent And Peak Part-Time & Cyclical” rows for a building.

Occupancy			*Personnel Type	*No. of Personnel	*No. of Workstations
*Agency		Name			
CE	1293	Farm Service Agency Non-Federal	PEAK PERMANENT	3	4
FA	1201	Farm Service Agency	PEAK PERMANENT	4	4

In this example, the number reported would be 7. If more than 1 “Floor/Room Usage” record has “Occupancy” data in CPAIS, the sum of all “Peak Permanent and Peak Part-Time & Cyclical” personnel numbers will be reported.

**Note:** If no part-time or cyclical employees occupy a building, this personnel type does **not** need to be entered.

**C Number of Contractors**

When reporting data on real property assets, a contractor employee is an employee working under a contract as defined by FAR Part 2.101. If an office has contractors, report them as “Peak Non-Agency” and ensure that, reporting in CPAIS, the contractor number of employees is reported as the **last** entry in the “Occupancy” block.

Report contractors in State Offices under Agency code “FA”.

**Note:** If there are no contractors at a given location, then no data entry is required.

Occupancy			*Personnel Type	*No. of Personnel	*No. of Workstations
*Agency		Name			
FA	1201	Farm Service Agency	PEAK NON AGENCY	2	2
CE	1293	Farm Service Agency Non-Federal	PEAK NON AGENCY	3	3