

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 (OPPM) has directed USDA agencies to keep data in CPAIS current 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 where FSA is leasing lead. 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 2013 FSA-954 for all offices where FSA is the leasing lead according to 33-AS, paragraph 117
- State Offices to submit completed FSA-954 by May 31, 2013
- State Offices to maintain completed FSA-954's on file
- State Offices to maintain CPAIS real property users with current access
- State Offices to send an e-mail by June 3, 2013, to Erica Robinson and Chris Finley when all State FSA-954's have been received
- CPAIS real property users in each State Office to enter required data updates into CPAIS and provide data entry certification by July 31, 2013, from each State Office Administrative Officer (AO).

Note: AO's should certify completion by e-mail to Erica Robinson and Chris Finley, FSA National Leasing Office (NLO), Property and Facilities Management Branch (PFMB).

Disposal Date	Distribution
August 1, 2013	State Offices; State Offices relay to Service Centers

Notice AS-2251

1 Overview (Continued)

C Contact

For all questions and correspondence about this notice, contact either of the following:

- Erica Robinson by either of the following:
 - e-mail at erica.robinson@wdc.usda.gov
 - telephone at 202-720-1544
- Chris Finley by either of the following:
 - e-mail at christopher.finley@wdc.usda.gov
 - telephone at 202-690-2050.

2 Maintaining and Completing CPAIS Procedures

A 33-AS, Paragraph 117

CED's, or designee, shall complete a separate FSA-954 for every County Office (AO for State Office, if applicable) housed under an FSA commercial lease that has a lease action due in the current FY. A lease action would include changes in the Field Office location, personnel, leasing arrangements, square footage, rental rates, and space use for any and all USDA agencies.

B Deadlines for FSA-954 Surveys and CPAIS Data Update Certification

The deadline for completing FSA-954's is May 31 of each FY.

All data updates to CPAIS real property must be completed, correct, and certified to MSD, PFMB, by **COB July 31, 2013**. Offices are encouraged to complete CPAIS updates and certify to MSD as soon as possible so MSD can provide the required report to the Department by the due date. When CPAIS updates are completed AO shall certify completion to Erica Robinson and Chris Finley by e-mail.

C CPAIS User Access and Data Entry Instructions

See the 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 Chris Finley **immediately** if the office does **not** have a CPAIS real property user with current access.

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.