Corporate Property Automated Information System

Data Conversion Strategy and Plan

Version 1.3

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Revision History

Date	Version	Description	Author
9/03/03	0.1	Initial outline	RL/SC
9/24/03	0.5	Compiled into single document and added placeholder sections discussed during 9/11/03 pre-draft walkthrough.	RL/SC
11/04/03	0.6	Added comments discussed during 10/17/03 walkthrough and updates from Agency meetings.	RL/SC
12/01/03	1.0	Added remaining placeholder sections, comments received and updates from Agency meetings.	RL/SC
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1/6/04	1.3	Incorporated Comments	GC/CW

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Introduction

BACKGROUND

The United States Department of Agriculture (USDA) reported more than $8 billion in assets in FY02. As the second largest landholder in the federal government, USDA owns approximately 192 million acres of land and occupies approximately 51 million square feet of space (owned and leased).

During FY02, USDA initiated an effort to address its need for a department-wide system for managing both real and personal property assets. Without such a system, USDA cannot comply with applicable laws and regulations for financial management, information security, and internal controls. Such a system is also critical to USDA's ability to improve customer service, organizational productivity, accountability, and performance.

To identify a systematic, long-term solution to its asset management requirements, USDA conducted a business case analysis in accordance with Office of Management and Budget (OMB) requirements for investments. The analysis included a market survey. One of the entities responding to the survey was USDA's Forest Service (FS), which proposed its government off-the-shelf (GOTS) Infrastructure System (INFRA) as a potential solution. INFRA is a mixed system, with a real property component. The real property currently being managed by INFRA represents approximately 85 percent of USDA's owned real property assets. In addition, INFRA substantially meets USDA requirements as well as Joint Financial Management Improvement Program (JFMIP) and other federal requirements.

As a result of the market survey, USDA identified three alternatives for CPAIS: (1) deploy a commercial off-the-shelf (COTS) product, (2) deploy an enhanced GOTS solution, and (3) deploy a hybrid solution that uses INFRA for real property management and a COTS product for personal property management. USDA then evaluated these alternatives using the following criteria: performance (defined as alignment, requirements, interoperability, and scalability); cost; schedule; and risk.

This evaluation resulted in USDA deciding to first implement INFRA department-wide and then decide whether to enhance it to include personal property assets or acquire a COTS product for managing those assets. In either case, the combination of real property and personal property management capability constitutes Corporate Property Automated Information System (CPAIS). Using INFRA as the core for CPAIS would enable USDA to leverage the existing real property management capability and user base.

Purpose

For CPAIS to become operational, the data required to support the existing real property processes must be converted into CPAIS. This document supports that conversion by:

- Identifying the data elements of the real property systems required to support the processes outlined in the functional requirements
- Presenting conversion options for the identified processes
- Recommending a preferred method of converting the data elements, including real property balances, based on the information provided by the various sources, such as real property policy documents, system documentation, and user questionnaires
- Describing technical, data preparation and data reconciliation approaches for loading the required property and financial data into CPAIS.

It also provides the data extract agreements between CPAIS and INFRA; the GSA System for Tracking and Accounting for Real Property (STAR) Billing System; the GSA Federal Real Property Profile (FRPP) for annual reporting; and Foundation Financial Information System (FFIS) for booking converted transactions into the general ledger.

Scope

This document recommends a data conversion strategy and plan for real property and financial data. It also includes non-automated conversions (manual entry) in the data conversion strategy.

STAKEHOLDERS

CPAIS must meet the needs and expectations of several different stakeholders, including the following:

- Departmental Administrative and Staff Offices (DASO), such as
  - Departmental Administration (DA)
  - Office of the Chief Financial Officer (OCFO)
  - Office of the Chief Information Officer (OCIO)
  - Office of General Council (OGC)
  - Office of Procurement and Property Management (OPPM)

- Agricultural Marketing Service (AMS)
- Agricultural Research Service (ARS)
- Animal and Plant Health Inspection Service (APHIS)
- Cooperative State Research, Education, and Extension Service (CSREES)
- Economic Research Service (ERS)
- Foreign Agricultural Service (FAS)
- Farm Service Agency (FSA)
- Food and Nutrition Services (FNS)
- Food Safety and Inspection Service (FSIS)
- Forest Service (FS)
- Grain Inspection, Packers and Stockyards Administration (GIPSA)
- National Agricultural Statistics Service (NASS)
- National Appeals Division (NAD)
- Natural Resources Conservation Service (NRCS)
- Office of the Inspector General (OIG)
- Risk Management Agency (RMA)
- Rural Development (RD).

Other CPAIS stakeholders are agency personnel and real property managers, Chief Financial Officers (CFOs), financial personnel, and the National Information Technology Center (NITC).

ASSUMPTIONS

The CPAIS data conversion activities are based upon the following assumptions:

- Automated conversions for data sources with fewer than 100 property records will far exceed the level-of-effort (LOE) and cost of manual entry.
- Several different versions and releases of the Foundation Information for Real Property Management (FIRM) software are being used by ARS, FSA, NRCS, and RD. However, those versions and releases will have a high percentage of common data elements to support the LOE and cost of

developing routines for an automated data conversion for data that are stored in FIRM. CPAIS developers will need to undertake a source-to-target mapping for each unique occurrence of FIRM.

- Data from FRPP (i.e., federal installation number) does not need to be converted.
- Mapping (or standardizing) the source code values to CPAIS will be a key component of the conversion strategy.
- Conversion will be tied to the system implementation-fielding plan and will occur in the third quarter of FY04 to facilitate user acceptance testing. Training will occur prior to implementation.
- The conversion strategy and plan is dependent on the CPAIS physical data model and codes being documented in order to perform the source-to-target mappings.
- Data conversion depends on the FFIS accounting code structure (ACS), which will provide the subledger detail needed for CPAIS processing. Agencies will provide a valid unique asset identifier (UAI) and a valid FFIS ACS for all capitalized property.
- Conversion materials will be leveraged for user training.
- OIG will review and concur with the data conversion strategy because of CPAIS' subledger details.
- The data converted in Phase I from FIRM to CPAIS will be used to produce the FRPP, but not detailed reports or the Space Budget Justification (Exhibit 54).
- All property will be loaded into CPAIS regardless of the capital value. CPAIS needs to be able to account for property under the $25,000 threshold for inventory and reporting purposes.
- Only leased properties terminated after 10/1/2002 through conversion cut-off will be converted.
- FRPP will not be a source for data conversion because it contains highly summarized data.
- Because of differences in the data between FRPP and FIRM, FRPP will not be a good source for reconciliation after the conversion.
- FRPP will be a good source for data analysis and gap identification between the inventory stored in FIRM (and other systems) and what is being reported.

- Agencies will verify STAR rent baselines with their own data sources and resolve discrepancies prior to conversion; the exception reporting process is only for the operational month-to-month reconciliation process.
- A memorandum of agreement (MOA) will be established for obtaining a monthly extract of STAR rent data.
- A MOA will be established for providing a complete replacement of 1166 data to the FRPP on an annual basis.
- ARS will provide its FIRM data for conversion.
- APHIS will provide its leased property database and owned property data for conversion.
- CPAIS developers will provide help desk support while the agencies are converting/populating their data into CPAIS.
- Accounting transactions for all agencies, with the exception of the Forest Service, will be reestablished manually; no data will be converted from FFIS.
- A complete list of organization (Org) codes will be setup.
- Complete LOVs for various data fields will be defined.
- Agency users will have access to CPAIS accounts so they can verify the conversion.
- At a minimum, disposal processing in Phase 1 of CPAIS will include updating the "Status of Buildings, Other Structures" to "disposed" and storing the date of disposal.
- Funding on space assignment will not be included in Phase 1 of CPAIS.
- Land easements ("Type of Land Unit") will not be tracked in Phase 1 of CPAIS.

ISSUES

The following is a list of open issues related to the data conversion effort. The issues are being discussed at various levels within the CPAIS teams. Decisions made with respect to the items in the list may affect the overall data conversion plan by requiring additional data or a change in the current conversion approach.

- FIRM is missing the Administrative Organization breakout, which is needed to support reporting and database update access. FIRM agencies are required to provide organization codes.

- Where data elements will not be included in Phase 1 (first delivery), the gap will be documented and the agencies will be informed of eligible default values. For example, ARS stores housing detail data elements in its modified FIRM, but these elements will not be converted because this data should be managed in the Department of the Interior system.

- FS has historical transactions where the original source document is assigned to wrong GL Job Code for WIP. FS does not currently use the Fund Code and Program Code in the value stream. However, this is part of the value stream in CPAIS.

Findings and Recommendations

This chapter addresses the issues related to converting data to support the real property processes outlined in the CPAIS functional requirements[1] for leased, owned and GSA-assigned property. We define the conversion options and methods, provide a summary table of the recommended conversion options by property type for each agency. (This document does not address the tracking and maintaining of real property after it is established in CPAIS.)

KEY DEFINITIONS

USDA-Owned Property

CPAIS tracks USDA-owned property for work in progress (WIP) accounting, inventory reporting, and depreciation purposes, whether the property was purchased or constructed by a USDA agency or received through donation, exchange, or transfer. CPAIS interfaces with the Corporate Financial Management System to receive financial transactions that are either manually entered into that system or automatically generated by the procurement system (e.g., IAS or PRCH). CPAIS is the system of record for USDA-owned real property.

GSA Assignments

CPAIS maintains data elements required for managing GSA assignments, including those in the National Capital Region, which is managed by the Departmental Administration Office. Part of GSA's role is to secure space at favorable terms on behalf of federal agencies. Regardless of whether the space is owned by the government or leased to GSA, the space is said to be under GSA assignment to the agency with the terms and conditions spelled out in an occupancy agreement (OA) between GSA and the agency.

Lease

CPAIS maintains data elements for tracking and managing USDA commercial leases. It also creates reports that delineate the leases. Financial data warehouses contain the financial information on these leases. The agency reviews the market and follows the government's bidding process to assure fair competition and competitive terms. After negotiating the final terms and conditions of a commercial lease and coordinating any build out, the agency accepts the space and records the lease details in CPAIS. CPAIS will not capture accounting-related data for leases as it does for owned property.

CPAIS must maintain data elements required for tracking and managing land leases and a data warehouse will maintain data for reporting financial information on land leases.

Agreements

CPAIS maintains data elements required for managing shared space agreements. The term 'agreement' is a broad term applied to an instrument that a third party uses to transfer certain rights to an agency of the federal government, or an agency of the federal government transfers certain rights to a third party, for a specified use and a specified term. Agencies refer to agreements in several different ways, including permit, cooperative agreement, agreement, license, government to government, government to third party, and third party to government. Although these are all unique arrangements, CPAIS' functional workflow and system requirements for agreements are essentially the same.

Conversion Methods

Two methods will be used to convert real property data into CPAIS: manual and automated. The manual method requires data entry directly into CPAIS, while the automated method involves developing conversion routines for extracting data from the source system and importing it into CPAIS. Some automated conversion data may be missing and require manual capture. See Conversion Process for a discussion of data preparation.

Conversion Criteria

Property records for all GSA-assigned properties used by USDA will be created from the latest STAR Rent Bill. Some agencies track property in FIRM, while others use MS Access, Excel spreadsheets, and miscellaneous databases. The following criteria will be used to determine which property data would be converted automatically:

- 100 or more records in FIRM database
- Consistent data values
- Complete mandatory data elements.

Based on a survey performed in July, the following agencies met these criteria:

- Owned property:
  - APHIS, approximately 600 records in spreadsheet
  - ARS, approximately 3,044 records in FIRM

- DA, approximately 6,000 records
- FS, approximately 16,851 records in INFRA
- NRCS, approximately 1,127 records in FIRM at NITC

- Leased property:
  - APHIS, approximately 213 records in Access DB
  - FSA, approximately 1,201 records in FIRM at NITC
  - NRCS, approximately 2,150 records in FIRM at NITC
  - RD, approximately 718 records in FIRM at NITC
  - FS, approximately 498 records in INFRA.

Historical Real Property Inventory Conversion Strategy

This section provides the strategy for converting the historical real property asset records into CPAIS.

The agency will provide all leased and owned inventory records from their source system. All data provided will be stored in a conversion archive file for future reference. Then conversion scripts will select and load into CPAIS all active records and only those disposed records that meet the following disposal selection criteria.

- Convert all owned disposed inventory records from 1/1/02 through the conversion cutoff (which may be 3/31/04).
- Convert all terminated leases from 10/1/2002 through the conversion cutoff date.

For GSA assignments, the latest rent bill, which includes the year to date billing, will be loaded into CPAIS.

Beginning Balances Conversion Strategy

This section presents a high-level discussion on converting mandatory data and beginning balances into CPAIS.

Before converting their data into CPAIS, agencies along with the Controller Operations Division (COD), will be required to reconcile real property as of March 31, 2004. In addition, any single asset that does not meet the threshold for the year placed in service will be written off. This means that in-service items prior to 10/1/2001 will use a $5,000 threshold while in-service items after that date will use a $25,000 threshold. The reconciliation of assets and accumulated deprecia-

tion should occur between the agency's real property source documentation/system and the Foundation Financial Information System (FFIS). The reconciliation should occur at the general ledger account, accounting strip, and budget object class levels.

The following general ledger accounts in FFIS should be used in making the reconciliation: Land (1710)), Land and Land Rights (1711), Improvements to Land (1712), Accumulated Depreciation on Improvements to Land (1719), Buildings, Improvements, and Renovations (1730), Accumulated Depreciation on Building, Improvements, and Renovations (1739), Other Structures and Facilities (1740), Accumulated Depreciation on Other Structures and Facilities (1749), Capital Leases (1810), Accumulated Depreciated Assets under Capital Lease (1819), Leasehold Improvements (1820), Accumulated Depreciation on Leasehold Improvements (1829), and Construction in Progress (1720). All leased and GSA-assigned property will be converted into CPAIS, but they will not require financial reconciliation because these items are expensed.

If differences are identified during the reconciliation process, FFIS should be adjusted to agree with the agency's real property source documentation/system. All FFIS adjustments required to ensure that account balances are fully supported by the source documentation must be prepared and processed prior to March 31, 2004. The reconciliation should take place before conversion of data/balances into CPAIS. After an agreement has been struck and adjustments made to FFIS, agencies are ready to begin converting their real property data, including the asset values and other mandatory elements, into CPAIS. Additionally, all FFIS adjustments required to ensure that account balances are fully supported by the source documentation, must be prepared and processed prior to March 31,2004.

Conversion of real property into CPAIS will be performed in two distinct sessions. Session one will be for the automated conversion of data from the various source files into the CPAIS production environment. All data being converted must be certified by the organization providing the source data. Once the data is converted, the various agencies will run specific reports from CPAIS to certify the data was converted correctly. The reports will be compared to the agency's source data. Adjustments will be made in CPAIS, if necessary, to ensure that the data was accurately converted and equal to the source data. When the agencies are satisfied with their data, they will sign a certified conversion data form indicating consent. (See Conversion Certification Form in Appendix K)

The second conversion session will be for those real property transactions that must be manually converted and will be performed subsequent to the automated conversion. Those agencies that perform manual conversion will enter data directly into the CPAIS production environment including all mandatory data elements. When conversion is completed, they will run specific reports from CPAIS and compare the reports to their source data. Adjustments will be made in CPAIS, if necessary, to ensure that the converted data is in agreement with their source data. When the agencies are satisfied with their data in CPAIS, they will sign a certified

conversion data form indicating consent. (See Conversion Certification Form in Appendix K)

Accumulated Depreciation values will not be converted; they will be calculated by CPAIS and posted to FFIS. Agencies must zero out their FFIS real property general ledger asset and depreciation balances as of March 31,2004, after the reconciliation has been performed and before CPAIS reestablishes the asset and accumulated balance in FFIS. Accumulated Depreciation will be calculated based on the mid-year convention, which means that all property will be depreciated after June 30th of the year that the property is placed in service.

When all certification has been received, CPAIS will become operational and the data will become production data.

Conversion will occur in the third quarter of FY04 and will include all activity through March 31, 2004.

RECOMMENDATIONS BY AGENCY

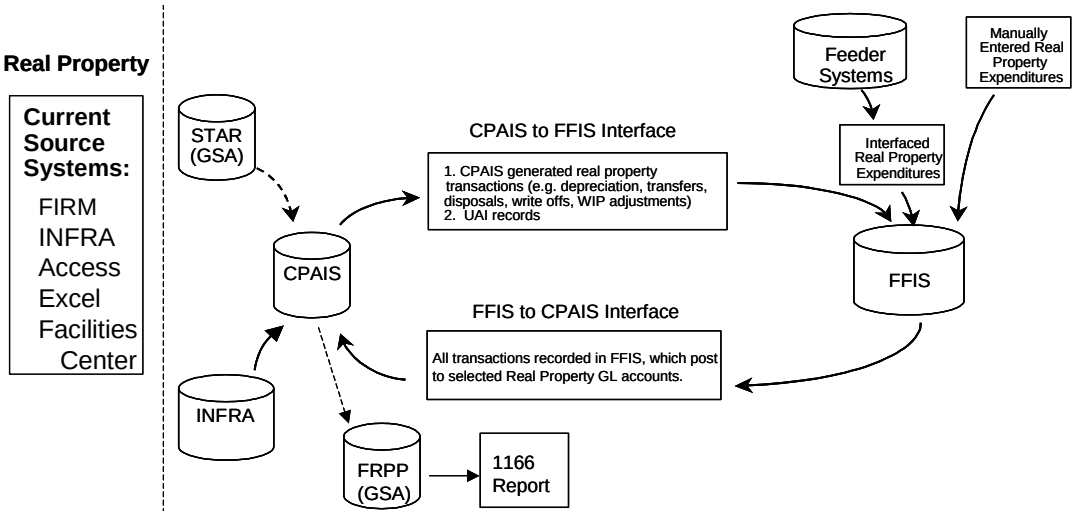
In this section, we provide our recommendations for converting each agency's real property data. For each agency, we provide

- Current volume of open real property
- Recommended conversion option and method

Current Environment

Figure 1 shows CPAIS and the systems with which it will interface. The source systems are depicted on the left of the figure. The real property data within these applications will be converted for use in CPAIS. The arrows represent the flow of information between systems. Solid lines depict an automated interface performs the information exchange. Dotted lines indicate that some manual effort is required to exchange information (i.e., pull data from the GSA STAR web site before loading the GSA assignment data in CPAIS.)

Figure 1. Current Environment[1]



SUMMARY OF CONVERSION METHOD RECOMMENDATIONS

Table 1 shows the recommended conversion methods (automated or manual) and the number of properties by data category for each agency. The gray shading indicates the agency does not have that type of property to convert. Details of the findings and alternative considerations are available and will be provided upon request.

Table 1. Summary: Conversion Method Recommendations

Agency	Data category	Automated	Manual
Agricultural Marketing Service	Leased	96	
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	56	
Animal and Plant Health Inspection Service	Leased	324	
	Capital leases		
	Leasehold improvements		
	Owned	600	
	Work in progress	10	
	GSA assigned	303	

[1] Modified from U.S. Department of Agriculture, Corporate Property Automated Information System to Corporate Financial System (CPAIS - FFIS Interface) Detailed Design, August 29, 2003, Version 1.0.

Agency	Data category	Automated	Manual
Agricultural Research Service	Leased	70	
	Capital leases		
	Leasehold improvements		
	Owned	176	
	Work in progress	50	
	GSA assigned	15	
Cooperative State Research, Education, and Extension Service	Leased		
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	1	
Departmental Administration	Leased		
	Capital leases		
	Leasehold improvements		
	Owned	5	
	Work in progress		
	GSA assigned	17	
Economic Research Service	Leased		
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	1	
Foreign Agricultural Service	Leased		
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	1	
Food and Nutrition Service	Leased		1
	Capital leases		
	Leasehold improvements		
	Owned		

Agency	Data category	Automated	Manual
	Work in progress		
	GSA assigned	70	
Forest Service	Leased (including land leases)	643	
	Capital leases	30	
	Leasehold improvements		
	Owned (buildings)	52,285	
	Work in progress		
	GSA assigned	129	
Farm Service Agency (Farm Service Agency County)	Leased	2,392	
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	91 70 (county)	
Food Safety Inspection Service	Leased		4
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	91	
Grain Inspection, Packers and Stockyards Administration	Leased	11	
	Capital leases		
	Leasehold improvements		
	Owned	2	
	Work in progress		
	GSA assigned	13	
National Appeals Division	Leased	2	
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	25	

Agency	Data category	Automated	Manual
National Agricultural Statistics Service	Leased	1	
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	25	
Natural Resources Conservation Service	Leased	2,150	
	Capital leases		
	Leasehold improvements		
	Owned	19	
	Work in progress		
	GSA assigned	153	
Office of Chief Information Officer	Leased		
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	4	
Office of Chief Financial Officer	Leased		
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	2	
Office of General Counsel	Leased		
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	20	
Office of Inspector General	Leased		1
	Capital leases		
	Leasehold improvements		
	Owned		

Agency	Data category	Automated	Manual
	Work in progress		
	GSA assigned	69	
Rural Development	Leased	110	
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	117	
Risk Management Agency	Leased		4
	Capital leases		
	Leasehold improvements		
	Owned		
	Work in progress		
	GSA assigned	13	
Total		60,262	10

Note: The subtotals for automated conversion are 5,799 leases, 60 WIP, 53,087 owned, 30 capital leases, and 1,286 GSA assigned. At this time, the STAR data contain gaps in mandatory data for conversion. Default values will be identified for all mandatory data that are not available from STAR. Each agency will need to resolve these default values after completing their conversion. The leasehold improvement information is still being gathered.

GAPS

In this section, we identify the gaps in source data and suggest ways to mitigate them.

Data Conversion Issues

These issues are based on an analysis of ARS' FIRM database; FSA, RD and NRCS FIRM database from NITC; DA's MS Access database, APHIS' MS Access database and spreadsheet, and the GSA STAR rent bill format from their web site. Also, all data not in the initial conversion of CPAIS will be stored.

The following ARS data is not included in the initial conversion of CPAIS:

- Housing attributes
- Some lease data such as details for next payment term and lessee
- Disposal data (beyond the disposal date)
- Land rights.

The GSA assigned property rent information from GSA STAR contains gaps in the mandatory data for conversion. Default values have been identified for all mandatory data that are not available from STAR. Each Agency will need to resolve these default values after completing their conversion.

Conversion Process

ROLES AND RESPONSIBILITIES

In this section, we describe the roles and responsibilities of the key participants in USDA's real property conversion (see Table 2).

Table 2. Conversion Roles and Responsibilities

Role	Responsibility
OCFO ACFO-FS	Program management
OPPM	♦ Functional Proponent ♦ Final approval of all standard List of Value (LOV) changes
ACFO-FS-CSOB COD-PRB OCFO	♦ Provide guidance for financial data conversion
Agencies COD-PRB	♦ Provide input and support standardizing the List of Values (LOV) ♦ Prepare data for conversion ♦ Reconciliation/Clean-up/Adjustments ♦ Validate converted data
Forest Service ACFO-FS-FSSB	♦ Identify source data issues ♦ Develop and test conversion scripts ♦ Quality Assurance Testing ♦ Provide support during conversion
Data Administrator	Assign global update access to all standard LOV tables
NITC	Provide computer environment.

CONVERSION PROCESS DESCRIPTION

This section describes the data conversion process of data preparation, extraction, transformation, load (including manual entry), test conversion, and reconciliation of real property data.

- Developer – Turn over conversion software (April 04)
- Quality Assurance (QA) – Verify data population (May 04)
  - ACFO – Collect data file from agencies' sources
  - OPPM – Provide Star Rent file

- QA staff – convert data to test environment
- QA and Agency – Review completeness and accuracy of converted data

- Automated Conversion of owned data file (May ’04)
  - ACFO – Obtain data file from agencies
  - OPPM – Provide the latest Star Rent file (March 04 or April 04 file)
  - Production Operations Staff – Convert data to production environment
  - Agency – Review completeness and accuracy of converted data
  - Agency – Make corrections (i.e. update default values, add additional data, etc.)
  - Agency – Certify data
- Manual data entry of lease data (May/June ’04)
  - Agency – Enter any manual data to complete inventory
  - Agency – Review completeness
  - Agency – Certify data

TECHNICAL APPROACH

The technical conversion approach for converting real property data into CPAIS defines the format for data exchange, the data transmission mechanism, and the tools for data extract/transform/load. The logical conversion approach addresses all property types (e.g., leased, owned, and GSA assigned).

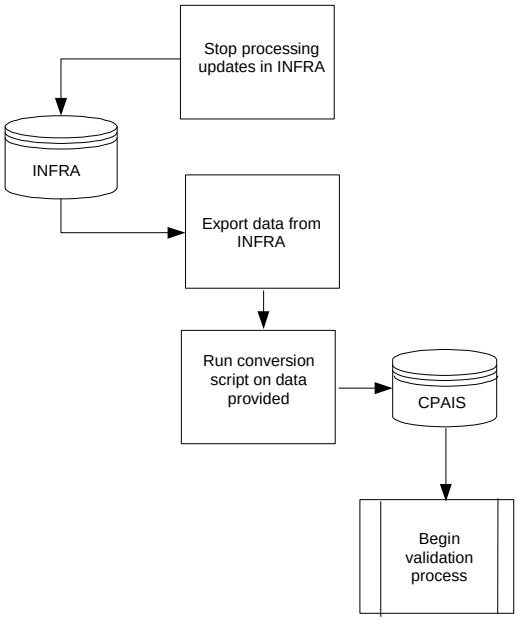
Leased and Owned Property from INFRA

The following approach will be used for converting the FS owned and leased real property data from INFRA:

- FS will stop processing their leased and owned real property updates in INFRA on a specified date.
- The CPAIS developers will import the INFRA data into CPAIS.
- When all real property data has been loaded, FS will begin the validation process for their leased and owned data.

Figure 2 presents the planned approach for automating the FS conversion from INFRA.

Figure 2. INFRA Conversion Approach



Leased and owned property records will be loaded directly from FIRM (for ARS, FSA, NRCS, and RD) into the CPAIS database. Table 3 identifies the mandatory data elements for those records.

Table 3. Mandatory Data Elements: Leased and Owned Property

Type of data	Mandatory data elements for leased and owned	Default assignment
GSA installation		If any of the mandatory elements is missing, the record will be skipped.
	Instl No	
	Installation Name	
	Agency	
	GSA Region	
	Org	A default Org will be identified and entered for each agency.
GSA installation site		
	Geo City	If Geo_City is missing, it will be derived from City.
	Geo County	If Geo_County is missing, it will be derived from County.
	Geo State	If Geo_State is missing, it will be derived from State.
	Street Adr. 1	

Type of data	Mandatory data elements for leased and owned	Default assignment
	City	
	State	
	Zip Code	
	Cong Districts IDs	Can be blank.
Lease		
	Lease No	If Lease No is missing, the record will be skipped.
	Name	If Name is missing, the record will be skipped.
	Expiration Date	Can be blank.
	Admin Org	A default Org will be identified and entered for each agency.
	Managing Org	Default to ADMIN ORG.
	Status	Default to ACTIVE.
	Effective Date	Can be blank.
	Annual $	Default to $1.
Buildings (For owned build-ings only)	Org	A default Org will be identified and entered for each agency.
	ID	If ID is missing, the record will be skipped.
	Name	If Name is missing, the record will be skipped.
	Predominant Usage	Derive from Property Usage in FIRM.
	Property Type	Default to USDA OWNED.
	Status	Default to EXISTING - OPERATIONAL.
Floor/room usage	Floor Name	
	Room Name	
	Space Usage Type	
	Space	
	UOM	
Occupancy (Owned Property only)		No occupancy data will be captured. Data will be manually entered after conversion.
	Agency	
	Personnel Type	
	No of Personnel	
Land units	Org	A default Org will be identified and entered for each agency.
	ID	If ID is missing, the record will be skipped.
	Name	If Name is missing, the record will be skipped.
	Predominant Usage	Derive from Property Usage in FIRM.
	Units	
	UOM	

Type of data	Mandatory data elements for leased and owned	Default assignment
(for owned land units only)	:Price/UOM	
	Property Type	Default to USDA OWNED.
	Type	Derive from govt_owned_leased_trust in FIRM.
	Status	Default to EXISTING-OPERATIONAL.
	Rural	
	Urban	
Other Structures	Org	A default Org will be identified and entered for each agency.
	ID	If ID is missing, the record will be skipped.
	Name	If Name is missing, the record will be skipped.
	Type	
	Predominant Usage	Derive from Property Usage in FIRM.
	Units	
	UOM	
	:Price/UOM	
(For owned build-ings only)	Property Type	Default to USDA OWNED.
	Status	Default to EXISTING - OPERATIONAL.
Mods	Mod Type	
	Effective Date	Default to lease effective date.

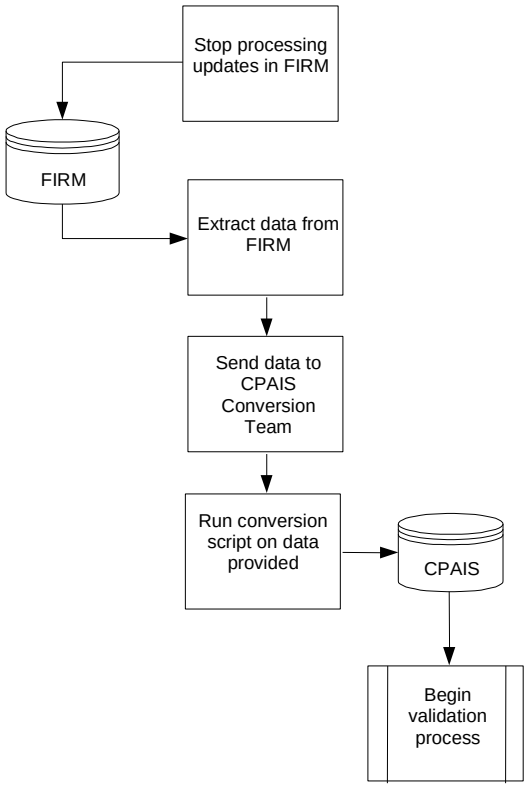
LEASED AND OWNED PROPERTY FROM FIRM

The following approach will be used for converting the ARS, FSA, NRCS, and RD owned and leased real property data from FIRM:

- ARS, FSA, NRCS, and RD will stop processing their leased and owned real property updates in FIRM on a specified date.
- ARS, FSA, NRCS, and RD leased and owned real property will be extracted from FIRM.
- ARS, FSA, NRCS, and RD leased and owned real property data will be sent to the CPAIS developers.
- The CPAIS developers will run the conversion script(s) on the FIRM data collected to load the leased and owned data in CPAIS.
- When all real property data has been loaded, ARS, FSA, NRCS, and RD will begin the validation process for their leased and owned data.

Figure 3 presents the planned approach for automating the conversions from FIRM.

Figure 3. FIRM Conversion Approach



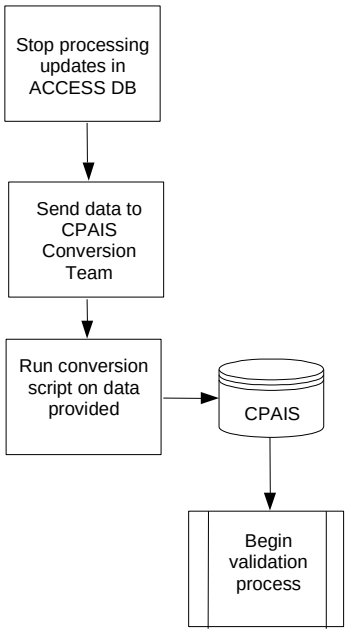
LEASED DATA FROM ACCESS DATABASE

The following approach will be used for converting the APHIS leased real property data from an ACCESS database:

- APHIS will stop processing their leased property updates in their ACCESS database on a specified date.
- APHIS ACCESS database (leased real property data) will be sent to the CPAIS developers.
- The CPAIS developers will run the conversion script(s) on the data collected to load the leased data in CPAIS.
- When the leased real property data has been loaded APHIS will begin the validation process for their leased data.

Figure 4 presents the planned approach for automating the conversions from the ACCESS database.

Figure 4. ACCESS Database Conversion Approach



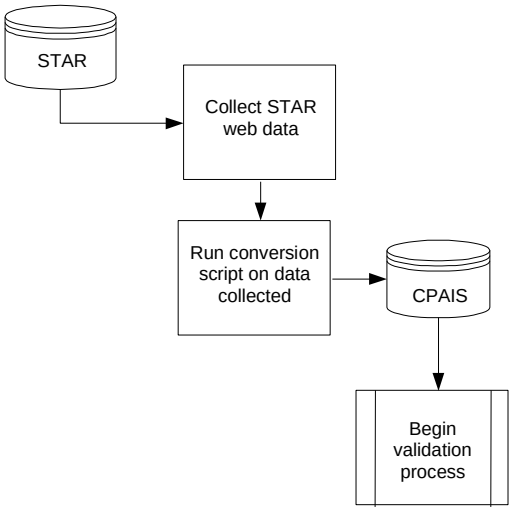
GSA Assigned Property from STAR

The following approach will be used to load all GSA assigned real property data from STAR:

- The CPAIS developers will collect the STAR rent data from the GSA website for all Agencies.
- The CPAIS developers will run the conversion script on the STAR data collected to load the GSA assigned data in CPAIS.
- When all real property data has been loaded, the Agencies will begin the validation process for their GSA assigned data.

Figure 5 presents the planned approach for automating the conversions from STAR.

Figure 5. STAR Conversion Approach



The STAR Rent bill file (FIRM format) is the primary source for loading all GSA assigned properties for USDA. A staging file will be used in the process. (See Appendix G for the format of this file.).

The STAR Rent bill file includes only billing data for the current month. Only GSA assignments on the bill will be loaded. Expired assignments are excluded, which means that property not on the STAR Rent bill file at conversion time will not be migrated to CPAIS.

The conversion consists of two steps:

1. Push STAR Rent file data into the staging table using SQL Loader or a similar tool.

2. Run Scripts to query and insert data into appropriate database tables.

MANDATORY ELEMENTS

Table 4 lists the mandatory data elements to be extracted from the source data, and the default assignment if any data is missing.

Table 4. Mandatory Data Elements: GSA Assigned Property

Type of data	Mandatory data elements for GSA assignments	Default assignment
GSA assignment	Agency Code	The GSA code will be mapped to USDA Agency code.
	Contract No	OA number from the source file or CBR number if the OA number is not available.
	Name	Same as the *Contract No.
	Org	A default Org will be identified and entered for each agency.

Type of data	Mandatory data elements for GSA assignments	Default assignment
	Expiration Date	A default value of current date (date of conversion) + 60 days.
	Effective Date	A default value of current date (date of conversion).
	Annual Rental Amount	Sum of CBR Total * 12 for all CBRs under the OA.
	Monthly Rental Amount	Sum of CBR Total for all CBRs under the OA.
Property details	Property ID	GSA Property ID from the source file.
	Region	GSA Region Code from the source file.
	CBR	GSA CBR# from the source file.
	Acc't Code	Station Symbol from the source file.
GSA rent charges	Charge Type	GSA Charge Type from the source file.
	Units	Units from the source file.
	Uom	Unit of Measure from the source file.
	Rate/Year	Annual rate from the source file.
	Monthly $	Monthly Charge from the source file.
Adjustments		No records are captured.
Mods		No Mods are captured.
Building	Building ID	GSA Property ID from the source file.
	Property Type	Default to GSA ASSIGNED.
	Predominant Usage	Default to OFFICE.
	Org	A default Org will be identified and entered for each agency.
	Development Status	Default to EXISTING - OPERATIONAL.
Floor/room usage		A default record is created for each GSA assigned building if there is charge type of "10-Shell Rental Rate–General" in the source file for the CBR.
	Floor Name	Default to FLDAR1.
	Room Name	Default to RDAM1.
	Space Usage Type	Default to USABLE - GENERAL OFFICE.
	Space	Units of charge type 10 from the source file.
Occupancy		No Occupancy data will be captured; data will be manually entered after being converted.
Address		Data will be captured from the source file for all buildings.

Owned, WIP, and Accounting Data from Excel

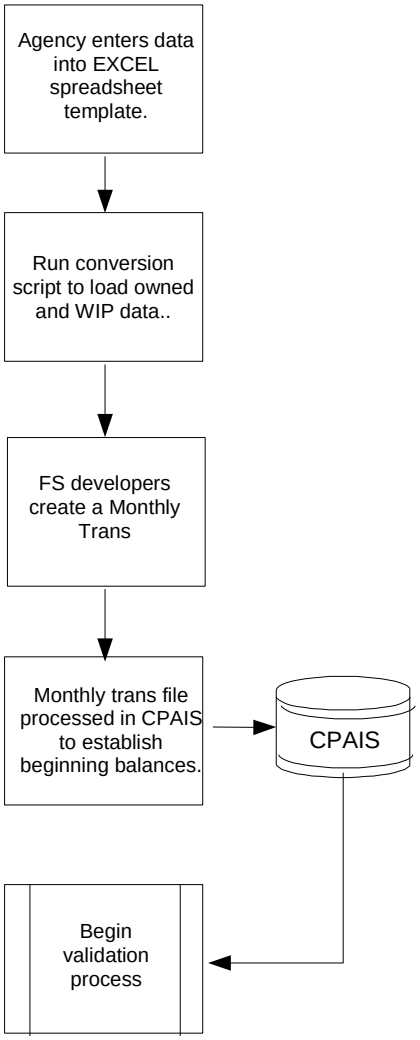
The following approach will be used for converting all owned property data (for APHIS), WIP property records (FS, APHIS, and ARS), and accounting data for owned and WIP properties from Excel spreadsheets:

- Agencies will enter owned property data, WIP transactions, and accounting data into EXCEL spreadsheets. See Appendix I for a sample of the accounting template being used to record subledger and value stream data.
- COD will reconcile to the corresponding 03/31/2004 FFIS Real Property balances.
- COD will verify the values in FUND, PROGRAM, TREASURY SYMBOL, BUDGET ORG, DIVISION, BOC and BEG BUDGET FY to the appropriate FFIS table(s).
- Scripts will be run to create the property records in CPAIS for the owned property and WIP.
- Accounting data will be loaded from spreadsheets into temporary tables.
- Program to create Value Streams and Value Trans (as current period adjustments; utilizing exiting logic) from temp tables will be run.
- Value Trans from current period adjustment (P) type to Beg Bal (B) type will be altered.
- File will be transferred to FFIS using standard FTP.
- Process as normal "AM" monthly trans.
- Agencies will validate the beginning balances in CPAIS with data from their spreadsheets.

Each line of accounting in the spreadsheet must include a Unique Asset Identifier (UAI), which will be used to match the accounting to the asset. See Appendix J for a layout of the UAI for each agency.

Figure 6 depicts the approach for automating the conversion of data from EXCEL spreadsheets.

Figure 6. Owned, WIP, and Accounting Conversion Approach



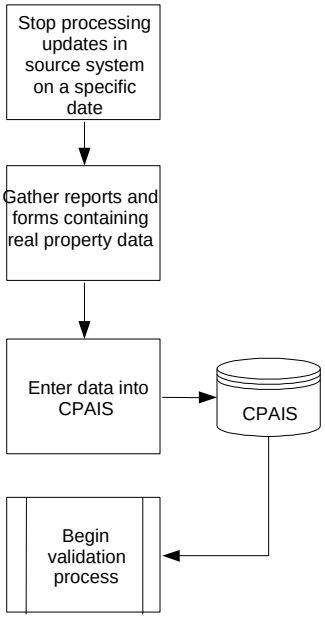
Manual Data Entry

The following approach will be used for manual entry:

- Agency will stop processing real property updates in their source on a specified date.
- Agency will gather all reports and forms that contain real property data for conversion.
- Agency will log into CPAIS and enter their real property data.
- Once all real property data has been entered, the Agency will begin the validation process.

Figure 7 depicts the approach for keying data directly into CPAIS for conversion.

Figure 7. Manual Conversion Approach



DATA PREPARATION APPROACH

Preparing data for conversion into CPAIS is a complex process that will involve several different systems, teams, and approaches. An integrated approach that involves data owners, process experts, and a suite of tools is imperative if the conversion is to be successful.

Data in systems such as an agency's source systems, along with myriad spreadsheets, are prone to numerous preparation issues because of such factors as size (volume) of the data and complexity of the systems. Preparation of the data also depends on the conversion option chosen. Options that require balances to summarize detail activity will need to have the summary balances created and reconciled to verify their accuracy.

Categories of Data Preparation

The ideal strategy for reviewing the data and preparing it to be imported involves both automated procedures as well as the knowledge of the experienced property management and accounting community. Agencies will prepare the data before extracting and sending it to CPAIS. This section outlines the data preparation strategy for both the property management community and the conversion team.

Preparing the legacy data for conversion into CPAIS can be broken into two categories:

1. Source data preparation, which is each agency's responsibility

2. Target data preparation, which is the CPAIS conversion team's responsibility.

SOURCE DATA PREPARATION

Many steps involved in preparing the source data for conversion can begin immediately, while others must wait until the data is in the source data staging area.

Whether data will be converted or manually entered, each agency must:

- Provide its organization structure
- Review the LOV to ensure that the fields required by the agency are on the list.
- Review and adjust capitalized property that does not meet the capitalization threshold according to the in-service date, i.e., prior to 10/1/2001, the threshold is $5,000, after 10/1/2001, the threshold is $25,000.
- Provide a cross check of capitalized property data as described above to accounting records. (i.e. ensure all capitalized property has associated accounting.)
- Provide a point of contact for conversion.
- Ensure consistent use of all codes, such as building status, usage type, and property designation; periodic reviews should be made to check for consistency.
- Ensure consistent use of address lines 1 and 2.
- Ensure correct beginning balance.
- Ensure consistent use of designating a property as disposed, which will mean that the property is designated correctly during conversion.
- Ensure consistent use of free form remarks and description text fields. Some codified data is stored in these free form fields. The Agencies should develop and document a standard method for data entry to facilitate an automated method to derive the codes during conversion. For example, RD enters remarks on the FIRM Site Screen in the format "Office will relocate on 01-01-04."

- Review the records and populate all the mandatory data fields.
- Remove any obsolete records. We recommend that all property that has been inactive for longer than 2 years be removed.
- Generate a list of all property for validation purposes.
- Derive and automatically populate missing source data mandatory for the CPAIS target.
- Run queries/reports to assure the data is stored correctly in the source. If errors are detected, the data must be corrected in the source system. Continue until the data is ready for conversion.

TARGET DATA PREPARATION

Many steps involved in preparing CPAIS for receiving the converted data can begin immediately, while others will need to be taken when the data is ready to be loaded into CPAIS.

Immediate Target Data Preparation

- Develop standard LOV to represent the remaining codified data, such as personnel type.
- Develop standard format for address lines 1 and 2.
- Develop target data element requirements.
- Develop crosswalks from source code values to CPAIS code values.
- Develop conversion code that automatically transforms source code values into CPAIS code values.
- Develop queries/reports to validate conversion.

TEST CONVERSION

Leased and owned property records are independently managed by each agency. Some agencies are tracking property in FIRM, while others use MS Access, Excel spreadsheets and miscellaneous databases. Scripts will be used to automatically load data from FIRM for ARS, FSA, NRCS, and RD. Additionally scripts will be used to load data automatically for APHIS lease data from MS Access database and owned data from Excel spreadsheets, and DA owned data from MS Access. Once the conversion scripts are completed and CPAIS is implemented in a test environment, the entire conversion process must be tested. For details on testing the conversion scripts and test plans, refer to the Test Strategy Document.

VALIDATION APPROACH

The purpose of validation during data conversion is to verify that data extracted from the legacy system for leased, owned and GSA assignments are tracked through to its final disposition. Verification will take place after every step in the conversion process. This section outlines the reports and steps used during real property asset verification.

The following reports are examples of reports to be created from CPAIS and used for data validation (see Appendix K). Agencies should run reports of their property data in the source system at the cut-off for conversion to capture the exact data that they need to validate after conversion.

REPORTS FOR THE VALIDATION OF PROPERTY DATA

- Installation Sites and Addresses
- Inventory–Government Owned and Leased
- Lease Basics
- Lease Details
- GSA Assignment Details
- Subledger Summary
- Value Stream
- Miscellaneous Year-end Reconciliation.

VALIDATION STEPS

- Ensure that the data extracted from the source system is properly loaded in CPAIS.
- Validate the real property asset data stored in CPAIS to the data in the source system.
- Load monthly TRANS File to create subledgers and value streams.
- Validate accounting data in CPAIS to source spreadsheet.

Appendix A
Documents Reviewed

This appendix lists the documents reviewed when developing the CPAIS real property data conversion strategy.

- Rural Development regarding use of the Foundation Information for Real Property Management (FIRM), 1_V11P27_1.doc.
- U.S. Department of Agriculture, Corporate Property Automated Information System to Corporate Financial System (CPAIS - FFIS Interface) Detailed Design, August 29, 2003, Version 1.0.
- U.S. Department of Agriculture, Corporate Property Automated Information System (CPAIS), Functional Requirements Analysis, June 13, 2003, Draft, Version 1.0.
- U.S. Department of Agriculture, Service Level Agreement for USDA's Real Property Management System, April 2003.
- U.S. Department of Agriculture, Workshop and JAD Session Working Papers, March 2003.
- U.S. Department of Agriculture, Leasing Handbook, October 2000.
- CPAIS LOVs version 7.
- FIRM table structures
- CPAIS table structures
- CPAIS screens as of September 9, 2003
- APHIS database table structures
- CPAIS Data Conversion in a Nutshell, November 10, 2003
- CPAIS Property and Lease Data Conversion, Version 1.0, March 4, 2004

Appendix B
Source to Target Mappings

In this appendix, we provide all source-to-target data element mappings.

Table 5. Review of APHIS Data Export From 5/2003

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
leases			accplishment_instruments ai,ii_leases ls, ii_gsa_installation_site gsa, ii_property_addresses addr, land_units lu, ii_lease_line_items lli	
TYPE_OF_ACTION		VARCHAR2(50)	ai.obj_name	
LEASE_NUMBER	NOT NULL	VARCHAR2(6)	ai.id	
STREET_ADDRESS		VARCHAR2(50)	addr.line_1	for gsa?
CITY		VARCHAR2(50)	addr.city_name	for gsa?
STATE		VARCHAR2(2)	addr.state_code	for gsa?
ZIP		VARCHAR2(50)	addr.postal_code	for gsa?
COUNTY		VARCHAR2(50)	addr.county_country_name	for gsa?
CONGRESSIONAL_DIST		VARCHAR2(50)	get cong.cn from lu with this code as id for the state_abbrv	has a list of congressional districts
LESSOR_NAME		VARCHAR2(50)	ii_contacts, etc from lessor_cont_cn	
LESSOR_ADDRESS		VARCHAR2(50)	ii_contacts, etc from lessor_cont_cn	
LESSOR_CITY		VARCHAR2(50)	ii_contacts, etc from lessor_cont_cn	
LESSOR_STATE		VARCHAR2(2)	ii_contacts, etc from lessor_cont_cn	
LESSOR_ZIP		VARCHAR2(50)	ii_contacts, etc from lessor_cont_cn	
LESSOR_PHONE_NUMBER		VARCHAR2(50)	ii_contacts, etc from lessor_cont_cn	
LESSOR_FAX_NUMBER		VARCHAR2(50)	ii_contacts, etc from lessor_cont_cn	
LEASE_START_DATE		VARCHAR2(10)	ls.effective_date	
LEASE_EXPIRATION_DATE		VARCHAR2(10)	ai.exp_expiration_date	

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
LEASE_ADJUSTMENT_DATE		VARCHAR2(10)		
TERMINATION_RIGHTS_DATE		VARCHAR2(10)		
TERMINATION_RIGHTS_DAYS		VARCHAR2(3)	ls.termination_notice_days	
RENEWAL_RIGHTS_DATE		VARCHAR2(50)		
RENEWAL_RIGHTS_DAYS		VARCHAR2(50)	ls.option_period, ls.number_of_options = 1	
TIN		VARCHAR2(9)	ls.tin_number	
DUNS		VARCHAR2(50)	ls.duns_number	
VXP		VARCHAR2(50)		
TYPE_OF_CONTRACTOR		VARCHAR2(50)		
TOTAL_SQUARE_FDAT		NUMBER(11)		
INSTALLATION_NUMBER		VARCHAR2(5)	lu.id for 'GSA_INSTALLATION_SITE'	use lu.cn for ls.gsa-installation_site_cn
ANNUAL_RENT		NUMBER(13,2)	ls.annual_rental_amount	
RATEPSF		NUMBER(13,2)		
BORDER_STATION		VARCHAR2(5)		
UTILITIES		VARCHAR2(50)		
JANITORIAL		VARCHAR2(50)		
CBA		VARCHAR2(50)		
HISTORICAL		VARCHAR2(50)	gsa.historical_indicator	
SPECIALIST_INITIALS		VARCHAR2(50)		
LAND		NUMBER(11)		
ACRES_OR_SF		VARCHAR2(50)	lli.uom_code	
HANDICAP_ACCESSIBLE		VARCHAR2(50)		

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
COLLOCATION		VARCHAR2(50)		
non_leases				
ID		VARCHAR2(34)	ai.id	
TYPE_OF_ACTION		VARCHAR2(50)	ai.obj_name	values FREE, AGREEMENT, CDAPERATIVE AGREEMENT, PERMIT
AGENCY		VARCHAR2(50)		
PROGRAM		VARCHAR2(50)		
REGION		VARCHAR2(50)		
STREET_ADDRESS		VARCHAR2(50)		
CITY		VARCHAR2(50)		
STATE		VARCHAR2(50)		
ZIP		VARCHAR2(50)		
PROGRAM_PHONE_NUM		VARCHAR2(50)		
PROGRAM_FAX		VARCHAR2(50)		
LESSOR_NAME		VARCHAR2(50)		
LESSOR_PHONE_NUM		VARCHAR2(50)		
LESSOR_FAX_NUM		VARCHAR2(50)		
LESSOR_STREET_ADDRESS		VARCHAR2(50)		
LESSOR_CITY		VARCHAR2(50)		
LESSOR_STATE		VARCHAR2(50)		
LESSOR_ZIP		VARCHAR2(50)		
REMARKS		VARCHAR2(255)		
STATUS		VARCHAR2(50)		

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
STATUS_EFFECTIVE_DATE		DATE		
TYPE_OF_CONTRACTOR		VARCHAR2(50)		
EMPLOYEES		VARCHAR2(50)		
OFFICE		NUMBER(11)		
STORAGE		NUMBER(11)		
OTHER		NUMBER(11)		
START_DATE		DATE		
EXPIRATION_DATE		DATE		
SPEC_INTI		VARCHAR2(50)		
TOTAL_SQUARE_FEET		VARCHAR2(50)		
PARKING_SPACES		VARCHAR2(50)		
COLLOCATION		VARCHAR2(50)		
HANDICAPPED_ACCESSIBLE		VARCHAR2(50)		
UTILITIES		VARCHAR2(50)		
JANITORIAL		VARCHAR2(50)		
CBA		VARCHAR2(50)		
HISTORICAL		VARCHAR2(50)		
ANNUAL_RENT		NUMBER(13,2)		
tblprogram			ii_lease_line_items lli, accplish-ment_instruments ai	
ID		VARCHAR2(34)	lli.line_item_no	
FIELD1		VARCHAR2(50)		
LEASE_NUMBER		VARCHAR2(6)	ai.id	
AGENCY		VARCHAR2(50)	ai.agency_code	

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
PROGRAM		VARCHAR2(50)		
REGION		VARCHAR2(50)		
ANNUAL_RENT		NUMBER(13,2)		
PROGRAM_PHONE		VARCHAR2(50)		
PROGRAM_FAX		VARCHAR2(50)		
EMPLOYEES		VARCHAR2(50)		
OFFICE		NUMBER(11)		
STORAGE		NUMBER(11)		
OTHER		NUMBER(11)		
PARKING_SPACES		VARCHAR2(50)		
TOTAL_SQUARE_FEET		NUMBER(11)		
FY_APPROPRIATION1		VARCHAR2(3)		
ACCT_PROGRAM1		VARCHAR2(4)		
PROJECT1		VARCHAR2(3)		
PERCENTAGE1		VARCHAR2(50)		
FY2		VARCHAR2(3)		
ACCT_PROGRAM2		VARCHAR2(4)		
PROJECT2		VARCHAR2(3)		
PERCENTAGE2		VARCHAR2(50)		
FY3		VARCHAR2(3)		
ACC_PROGRAM3		VARCHAR2(4)		
PROJECT3		VARCHAR2(3)		
PERCENTAGE		VARCHAR2(50)		
FY4		VARCHAR2(3)		
ACCT_PROGRAM4		VARCHAR2(4)		

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
PROJECT4		VARCHAR2(3)		
PERCENTAGE4		VARCHAR2(50)		
FY5		VARCHAR2(3)		
ACCT_PROGRAM5		VARCHAR2(4)		
PROJECT5		VARCHAR2(3)		
PERCENTAGE5		VARCHAR2(50)		
FY6		VARCHAR2(3)		
ACCT_CODE6		VARCHAR2(4)		
PROJECT6		VARCHAR2(3)		
PERCENTAGE6		VARCHAR2(50)		
REMARKS		VARCHAR2(255)		
RATEPSF		NUMBER(13,2)		
UTILITIZATION_RATE		VARCHAR2(50)		
EMERGENCY		VARCHAR2(5)		
STATUS		VARCHAR2(50)		
EFFECTIVE_DATE		DATE		
aphis_gl			ii_features fea, ii_rpa_value_streams vs	
Sequence No.				don't know how to map this to above tables
Location No.				don't know how to map this to above tables
Site Visit/Desktop				
Control No.				don't know how to map this to above tables
Location				don't know how to map this to above tables
Agency Code			fea.agency_code	
Owned/Leased			fea.property_type	

APHIS tables	APHIS Key	Format	CPAIS tables	Comments
Building No.			fea.id	if id is not null then obj_name = 'BUILDING' else other structure, seq based on control no
QTY				number of properties
Description			fea.remarks	use to determine obj_name for other structures
Account			va.gl_account	different values than FS
Acquisition Code			fea.acquisition_method	
ConditionCode			fea.condition_rating	
Gross S.F./Capacity			fea.gross_sqft	
Date Built			fea.year_constructed	
Date Acquired			fea.acquisition_date	
Cost			vs.amount	
Depreciable Life			vs.life	
Elapsed Life			vs.in_service_date = current date - elapsed life	
Life-To-Date Depreciation			vs.amount for Depreciation GL Account	

Table 6. Review of DA Data Export From 11/2003

DA tables	Format	CPAIS tables	Comments
fcadmin_saclass		ii_codes	space class code, reference table
saclass_code	VARCHAR2(20)	ii_building_floor_rooms.space_usage_type	PERS, SERV, CORE
Description	VARCHAR2(32)		Personnel Space, Service Space, Building Core Space
status	VARCHAR2(1)		
user_name_created	VARCHAR2(12)		
date_created	DATE		
user_name_modified	VARCHAR2(12)		
date_modified	DATE		
group_owned_by	VARCHAR2(12)		
soft_delete_flag	VARCHAR2(1)		
spanlink_num	VARCHAR2(2)		
fcadmin_saclstyp			more detail on space class
saclass_code	VARCHAR2(20)	ii_codes	
saclstyp_code	VARCHAR2(20)	ii_building_floor_rooms.space_usage_type	
description	VARCHAR2(32)		
functional_use	VARCHAR2(32)		
capacity	VARCHAR2(2)		
user_name_created	VARCHAR2(12)		
date_created	DATE		
user_name_modified	VARCHAR2(12)		
date_modified	DATE		

DA tables	Format	CPAIS tables	Comments
group_owned_by	VARCHAR2(12)		
soft_delete_flag	VARCHAR2(1)		
spanlink_num	VARCHAR2(2)		
fcadmin_spbldinf		ii_features fea, ii_property_addresses adr, ii_leases ls, ii_bldg_floors_rooms rm	building data
spbldinf_code	VARCHAR2(16)	fea.id	
splocation_code	VARCHAR2(72)	fea.id	
spproinf_code	VARCHAR2(20)		
pmmntctr_code	VARCHAR2(2)		no data
spcost_code	VARCHAR2(30)		no data
name	VARCHAR2(32)	fea.name	
address_1	VARCHAR2(32)	adr.line_1	
address_2	VARCHAR2(32)	adr.line_2	
phone	VARCHAR2(16)		
own_lease	VARCHAR2(1)	fea.property_type	
tot_usable_area	NUMBER(12,4)	?	
tot_gross_area	NUMBER(12,4)	fea.gross_sqft	
notes	VARCHAR2(12)		no data
tot_const_area	NUMBER(12,4)	?	
tot_rent_area	NUMBER(12,4)	rm.space for space_usage_type 'USABLE - GENERAL OFFICE'	
tot_shaft_area	NUMBER(12,4)	?	
tot_flr_common	NUMBER(12,4)	rm.space for space_usage_type 'JOINT USE _ BUILDING COMMON'	
tot_bldg_common	NUMBER(12,4)	computed	
tot_ten_common	NUMBER(12,4)	computed	

DA tables	Format	CPAIS tables	Comments
tot_prop_common	NUMBER(12,4)	?	
tot_company_common	NUMBER(12,4)	?	
tot_circ_area	NUMBER(12,4)	?	
tot_direct_area	NUMBER(12,4)	?	
calc_flag	VARCHAR2(1)		no data
user_name_created	VARCHAR2(12)		no data
date_created	DATE		no data
user_name_modified	VARCHAR2(12)		no data
date_modified	DATE		no data
group_owned_by	VARCHAR2(12)		no data
soft_delete_flag	VARCHAR2(1)		no data
spanlink_num	VARCHAR2(2)		no data
picture	VARCHAR2(255)		no data
timezone	VARCHAR2(20)		no data
ru_factor	NUMBER(12,4)	?	
annual_rent	NUMBER(12)	ls.annual_rent	
fcadmin_spbldloc		ii_bldg_floors_rooms rm, ii_features fea, ii_ga_tenant_no_sur_space_asn ten	building floor data
spbldinf_code	VARCHAR2(16)	fea.id	
spbldloc_code	VARCHAR2(8)	fea.id	
splocation_code	VARCHAR2(72)	fea.id with floor id	
spfloors_code	VARCHAR2(8)		
sploctyp_code	VARCHAR2(20)		all 'AREA'
description	VARCHAR2(25)	rm.floor_name	
phone	VARCHAR2(16)		no data

DA tables	Format	CPAIS tables	Comments
area	NUMBER(12,4)	rm.gross_sqft	
unit_cost	NUMBER(12,4)		
total_cost	NUMBER(12,4)	ten.monthly_amt	
notes	VARCHAR2(12)		no data
occ_vac	VARCHAR2(1)		all 'O'
rentable_area	NUMBER(12,4)		all 0
flr_common_area	NUMBER(12,4)		all 0
bld_common_area	NUMBER(12,4)		all 0
ten_common_area	NUMBER(12,4)		all 0
shaft_area	NUMBER(12,4)		all 0
usable_area	NUMBER(12,4)		all 0
direct_area	NUMBER(12,4)		all 0
circ_area	NUMBER(12,4)		all 0
location_type	VARCHAR2(4)		all 'CI'
user_name_created	VARCHAR2(12)		no data
date_created	DATE		no data
user_name_modified	VARCHAR2(12)		no data
date_modified	DATE		no data
group_owned_by	VARCHAR2(12)		no data
soft_delete_flag	VARCHAR2(1)		no data
spanlink_num	VARCHAR2(2)		no data
fcadmin_spbldrom		ii_features fea, ii_bldg_floors_rooms rm	building floor rooms and space class data
spbldinf_code	VARCHAR2(16)	fea.id	
spbldrom_code	VARCHAR2(16)	rm.room_name	

DA tables	Format	CPAIS tables	Comments
spfloors_code	VARCHAR2(8)		
splocation_code	VARCHAR2(72)	fea.id with floor id and room id	
spbldloc_code	VARCHAR2(8)		
saclass_code	VARCHAR2(20)	rm.space_usage_type	
saclstyp_code	VARCHAR2(20)	rm.space_usage_type	
description	VARCHAR2(25)		
phone	VARCHAR2(16)		no data
area	NUMBER(12,4)	rm.space	
notes	VARCHAR2(12)		no data
occ_vac	VARCHAR2(1)		O' or 'V'
storageyn	VARCHAR2(1)		
location_code	VARCHAR2(10)		no data
subloc_type	VARCHAR2(18)	?	
user_name_created	VARCHAR2(12)		no data
date_created	DATE		no data
user_name_modified	VARCHAR2(12)		no data
date_modified	DATE		no data
group_owned_by	VARCHAR2(12)		no data
soft_delete_flag	VARCHAR2(1)		no data
spanlink_num	VARCHAR2(2)		no data
haz_mat	VARCHAR2(1)		no data
reservable_flag	VARCHAR2(2)		all 0
fcadmin_spbldrom_attrib		ii_features fea, ii_bldg_floors_rooms rm	building room space attribute (all Building Renovation)
spattrib_code	VARCHAR2(20)		

DA tables	Format	CPAIS tables	Comments
spbldinf_code	VARCHAR2(16)	fea.id	
spbldrom_code	VARCHAR2(16)	rm.room_name	
spattrib_category_code	VARCHAR2(40)		all 'Building Renovation'
spnotes_id	VARCHAR2(12)		no data
string_value	VARCHAR2(40)		no data
num_value	VARCHAR2(2)		
dec_value	NUMBER(12,4)		all 0
date_value	DATE		no data
time_value	DATE		no data
user_name_created	VARCHAR2(12)		no data
date_created	DATE		no data
user_name_modified	VARCHAR2(12)		no data
date_modified	DATE		no data
group_owned_by	VARCHAR2(12)		no data
soft_delete_flag	VARCHAR2(1)		no data
spanlink_num	VARCHAR2(2)		no data
fcadmin_spcharge		ii_features fea, ii_bldg_floors_rooms rm, ii_ga_tenant_no_shr_space_asn ten, ii_contacts co	building floor room area data by ten-ant
sporg_code	VARCHAR2(18)	co.id	
spcharge_seq_num	NUMBER(12,4)		
spbldinf_code	VARCHAR2(16)	fea.id	
spfloors_code	VARCHAR2(8)	flr.id	
spbldrom_code	VARCHAR2(16)	rm.id	
area	NUMBER(12,4)	ten.space	

DA tables	Format	CPAIS tables	Comments
pct	NUMBER(12,4)		all 100
user_name_created	VARCHAR2(12)		no data
date_created	DATE		no data
user_name_modified	VARCHAR2(12)		no data
date_modified	DATE		no data

Table 7. Review of ARS (1205) FIRM Data Export From 5/2003

CPAIS mandatory elements	Total count	Count of ARS records missing data	Action
Installation (Owned and Leased)	156		
*Instl.No.		0	
*Installation Name		0	
*Agency		0	
*GSA Region		156	Derive from Site Geo Code
*Org		156	Derive from property
Site (Owned and Leased)	433		
*Inst. No.		0	
*Geo City		0	
*Geo County		0	
*Geo State		0	
*Street Adr. 1		20	ARS will complete
*City		0	
*County		12	ARS will complete
*State		0	
*Zip Code		2	ARS will complete
Congressional Districts (Owned and Leased)	433		
*Cong Districts IDs		19	ARS will complete
Lease Module Mandatory Elements			
Lease	12		
*Lease No		0	
*Name		0	
*Expiration Date		12	Free space, no action
*Admin Org		12	Assign default
*Managing Org		12	Assign default
*Status		12	Free space, no action
*Effective Date		12	Free space, no action
*Annual $		12	Free space, no action
Building	54		
*Org		54	Derive from ID
*ID		0	
*Name		0	
*Predominant Usage		0	
Floor/Room Usage	no data		
*Floor Name			

CPAIS mandatory elements	Total count	Count of ARS records missing data	Action
*Room Name			
*Space Usage Type			
*Space			
*UOM			
*Price/UOM			
Land Units	115		
*Org		115	Derive from ID
*ID		0	
*Name		0	
*Predominant Usage		0	
*Units		115	Some space data on lease
*UOM		115	Some space data on lease
*Price/UOM		115	
Other Structures	10		
*Org		10	Derive from ID
*ID		0	
*Name		0	
*Type		0	
*Predominant Usage		0	
*Units		10	
*UOM		10	
*Price/UOM		10	
Mods (move to ii_acc_inst_amendments)	0		
*Mod Type			
*Effective Date			
Owned Property Module Mandato-ry Elements			
Building	3570		
*Org		3570	Derive from ID
*Building ID		0	
*Property Type		0	
*Predominant Usage		0	
*Development Status		3570	Assign default EXISTING - OPERATIONAL
Floor/Room Usage	no data		
*Floor Name			
*Room Name			

CPAIS mandatory elements	Total count	Count of ARS records missing data	Action
*Space Usage Type			
*Space			
Occupancy	no data		
*Agency			
*Personnel Type			
*No. of Personnel			
Land Units	178		
*Org		178	Derive from ID
*Land Unit ID		0	
*Property Type		0	
*Predominant Usage		0	
*Type		0	
*Development Status		178	Assign default EXISTING - OPERATIONAL
*Rural/Urban		0	
Other Structures	1645		
*Org		1645	Derive from ID
*Feature ID		0	
*Type		0	
*Property Type		0	
*Predom Usage		0	
*Development Status		1645	Assign default EXISTING - OPERATIONAL
GSA Assignment Module Mandatory Elements	no GSA Assignments		

Table 8. Review of FSA (1201, 1293) FIRM Data Export on NITC FIRM CD

CPAIS mandatory elements	Total count	Count of FSA records missing data	Action
Installation (Owned and Leased)	60		State Offices
*Instl.No.		0	
*Installation Name		0	
*Agency		0	
*GSA Region		60	Derive from Site Geo Code
*Org		60	Derive from property
Site (Owned and Leased)	133		County Offices
*Inst. No.		0	
*Geo City		0	
*Geo County		0	
*Geo State		0	
*Street Adr. 1		98	
*City		98	Derive from Geo City
*County		100	Derive from Geo County
*State		98	Derive from Geo State
*Zip Code		98	
Congressional Districts (Owned and Leased)	101		
*Cong Districts IDs		101	Derive from Geo data
Lease Module Mandatory Elements			
Lease	2483		Should be 2359 commercial leases
*Lease No		0	
*Name		67	
*Expiration Date		67	
*Admin Org		2483	Assign default
*Managing Org		2483	Assign default
*Status		2483	Assign default ACTIVE
*Effective Date		68	
*Annual $		67	
Building	2487		see note
*Org		2487	Assign default
*ID		0	
*Name		0	
*Predominant Usage		0	
Floor/Room Usage	no data		
*Floor Name			

CPAIS mandatory elements	Total count	Count of FSA records missing data	Action
*Room Name			
*Space Usage Type			
*Space			
*UOM			
*Price/UOM			
Land Units	0		
*Org			
*ID			
*Name			
*Predominant Usage			
*Units			
*UOM			
*Price/UOM			
Other Structures	0		
*Org			
*ID			
*Name			
*Type			
*Predominant Usage			
*Units			
*UOM			
*Price/UOM			
Mods (move to ii_acc_inst_amendments)	0		
*Mod Type			
*Effective Date			
Owned Property Module Mandatory Elements			
Building	76		All records are GSA Assigned Rent
*Org		76	Assign default
*Building ID		0	
*Property Type		0	
*Predominant Usage		0	
*Development Status		76	
Floor/Room Usage	no data		
*Floor Name			
*Room Name			

CPAIS mandatory elements	Total count	Count of FSA records missing data	Action
*Space Usage Type			
*Space			
Occupancy	no data		
*Agency			
*Personnel Type			
No. of Personnel			
Land Units	0		
*Org			
*Land Unit ID			
*Property Type			
*Predominant Usage			
*Type			
*Development Status			
*Rural			
*Urban			
Other Structures	0		
*Org			
*Feature ID			
*Type			
*Property Type			
*Predom Usage			
*Development Status			
GSA Assignment Module Mandatory Elements			
will come from GSA Rent Bill			

Note: Not using GSA Assigned indicator on property, only 75 records where GSA Assigned = 'N'. None of the 2487 leased buildings have GSA Assigned detailed data

Table 9. Review of NRCS (1235) FIRM Data Export on NITC FIRM CD

CPAIS mandatory elements	Total count	Count of NRCS records missing data	Action
Installation (Owned and Leased)	4169		
*Instl.No.		0	
*Installation Name		0	
*Agency		0	
*GSA Region		4169	Derive from Site Geo Code
*Org		4169	Derive from property
Site (Owned and Leased)	4175		
*Inst. No.		0	
*Geo City		0	
*Geo County		0	
*Geo State		0	
*Street Adr. 1		52	NRCS will complete
*City		513	NRCS will complete
*County		1875	NRCS will complete
*State		514	NRCS will complete
*Zip Code		518	NRCS will complete
Congressional Districts (Owned and Leased)	2974		
*Cong Districts IDs		1201	NRCS will complete
Lease Module Mandatory Elements			
Lease	2105		
*Lease No		0	
*Name		480	
*Expiration Date		173	
*Admin Org		2105	Assign default
*Managing Org		2105	Assign default
*Status		2105	
*Effective Date		168	
*Annual $		75	
Building	2100		4 are GSA Assignments?
*Org		2100	Derive from ID
*ID		0	
*Name		0	
*Predominant Usage		0	
Floor/Room Usage	no data		
*Floor Name			
*Room Name			

CPAIS mandatory elements	Total count	Count of NRCS records missing data	Action
*Space Usage Type			
*Space			
*UOM			
*Price/UOM			
Land Units	9		
*Org		9	Derive from ID
*ID		0	
*Name		0	
*Predominant Usage		0	
*Units		0	33
*UOM		0	
*Price/UOM		9	Derive from lease?
Other Structures	3		
*Org		3	Derive from ID
*ID		0	
*Name		0	
*Type		0	
*Predominant Usage		0	
*Units		3	Not on lease?
*UOM		3	Not on lease?
*Price/UOM		3	Derive from lease?
Mods (move to ii_acc_inst_amendments)	0		
*Mod Type			
*Effective Date			
Owned Property Module Mandatory Elements			
Building	594		
*Org		594	Derive from ID
*Building ID		0	
*Property Type		0	
*Predominant Usage		0	
*Development Status		594	Assign default EXISTING - OPERATIONAL
Floor/Room Usage	no data		
*Floor Name			
*Room Name			
*Space Usage Type			

CPAIS mandatory elements	Total count	Count of NRCS records missing data	Action
*Space			
Occupancy	no data		
*Agency			
*Personnel Type			
*No. of Personnel			
Land Units	548		
*Org		548	Derive from ID
*Land Unit ID		0	
*Property Type		0	
*Predominant Usage		0	
*Type		0	
*Development Status		548	Assign default EXISTING - OPERATIONAL
*Rural/Urban		0	
Other Structures	8		
*Org		8	Derive from ID
*Feature ID		0	
*Type		0	
*Property Type		0	
*Predom Usage		0	
*Development Status		8	Assign default EXISTING - OPERATIONAL
GSA Assignment Module Mandato-ry Elements			
will come from GSA Rent Bill			

Table 10. Review of RD (1215) FIRM Data Export on NITC FIRM CD

CPAIS mandatory elements	Total count	Count of RD records missing data	Action/comment
Installation (Owned and Leased)	1553		
*Instl.No.		0	
*Installation Name		0	
*Agency		0	
*GSA Region		1553	Assign default
*Org		1553	
Site (Owned and Leased)	1616		
*Inst. No.		0	
*Geo City		0	
*Geo County		0	
*Geo State		0	
*Street Adr. 1		29	Need from RD
*City		15	Derive from geo city
*County		246	Derive from geo county
*State		14	Derive from geo state
*Zip Code		14	Need for RD
Congressional Districts (Owned and Leased)	1055		
*Cong Districts IDs		1055	RD will complete
Lease Module Mandatory Elements			
Lease	1368		
*Lease No		0	
*Name		7	
*Expiration Date		485	
*Admin Org		1368	
*Managing Org		1368	
*Status		1368	Assign default Active
*Effective Date		53	
*Annual $		6	
Building	1564		241 are GSA Assigned property

CPAIS mandatory elements	Total count	Count of RD records missing data	Action/comment
*Org		1564	Derive from ID (2 chars for state||0||2 chars for county
*ID		0	
*Name		0	
*Predominant Usage		0	
Floor/Room Usage	no data		
*Floor Name			
*Room Name			
*Space Usage Type			
*Space			
*UOM			
*Price/UOM			
Land Units	0		
*Org			
*ID			
*Name			
*Predominant Usage			
*Units			
*UOM			
*Price/UOM			
Other Structures	0		
*Org			
*ID			
*Name			
*Type			
*Predominant Usage			
*Units			
*UOM			
*Price/UOM			
Mods (move to ii_acc_inst_amendments)	0		
*Mod Type			
*Effective Date			

CPAIS mandatory elements	Total count	Count of RD records missing data	Action/comment
Owned Property Module Mandatory Elements			
Building	272		245 are GSA Assigned property
*Org		272	Derive from ID (2 chars for state||0||2 chars for county
*Building ID		0	
*Property Type		0	
*Predominant Usage		0	
*Development Status		272	Assign default EXISTING - OPERATIONAL
Floor/Room Usage	no data		
*Floor Name			
*Room Name			
*Space Usage Type			
*Space			
Occupancy	no data		
*Agency			
*Personnel Type			
*No. of Personnel			
Land Units	0		
*Org			
*Land Unit ID			
*Property Type			
*Predominant Usage			
*Type			
*Development Status			
*Rural			
*Urban			
Other Structures	0		

CPAIS mandatory elements	Total count	Count of RD records missing data	Action/comment
*Org			
*Feature ID			
*Type			
*Property Type			
*Predom Usage			
*Development Status			
GSA Assignment Module Mandatory Elements			
will come from GSA Rent Bill			

Appendix C
Conversion Work Breakdown Structure

In this appendix, we provide the WBS for the data conversion activities.

We assume that CPAIS implementation will occur during May and list the activities, durations, start and end date, and responsibilities for each activity. This plan needs to be revised with the detailed conversion execution steps by the group with input from the agencies.

Table 11. Data Conversion WBS Activities

Task name	Dura-tion	Start	End	Resource
Prepare environment for conversion	**15**	**10/13/03**	**10/31/03**	**NITC, FS, INFRA Team**
Develop and Test Conversion Code for other FIRM users, (RD, FSA, NRCS)	34 days	11/03/03	12/19/03	FS, Infra Team
Develop and Test Conversion Code for NCR co-location	18 days	12/29/03	1/23/04	FS, INFRA Team
Develop and Unit Test Conversion Code for APHIS data	10 days	1/26/04	2/6/04	FS, INFRA Team
Receive Department Agency Codes		10/27/03	11/7/03	OPPM, Agencies
Receive Administrative Organization from each agency		10/27/03	11/7/03	OPPM, Agencies
Complete consolidation of LOV		11/10/03	11/24/03	OPPM
Develop and Unit Test Conversion Code		8/20/03	2/16/04	FS, INFRA Team
Execute Conversion				
Collect Agency Data (some agencies will not complete their data clean-up in FIRM until end of Jan)	10 days	01/16/04	01/30/04	FS, INFRA Team, Agencies
Customize conversion code as necessary after agencies perform data clean-up.	6 days	02/09/04	02/16/04	FS, INFRA Team
Perform Mock Conversion	5 days	02/17/04	02/24/03	FS, INFRA Team
Perform Mock Conversion Data Valida-tion/Quality Assurance/Reconciliation	10 days	02/25/04	03/10/04	FS, INFRA Team

Task name	Dura-tion	Start	End	Resource
Resolve Conversion Issues	5 days	03/11/04	03/17/04	FS, INFRA Team
Update Conversion Procedures	5 days	03/18/04	03/26/04	FS, INFRA Team
Obtain Final Conversion Go/No Go Decision	3 days	03/29/04	03/31/04	FS, INFRA Team
Collect Agency Data	10 days	03/31/04	03/31/04	FS, INFRA Team, Agencies
Perform Final Conversion	5 days	04/05/04	04/09/04	FS, INFRA Team
Perform Data Validation/Quality Assur-ance/Reconciliation	15 days	04/12/04	04/30/04	FS, INFRA Team, Agencies
Obtain Conversion Acceptance Approval	1 day	05/03/04	05/03/04	FS, INFRA Team, OCFO
Perform Post Conversion Lessons Learned Review	5 days	05/04/04	05/10/04	FS, INFRA Team

Appendix D
Conversion Problem Resolution and Escalation Procedures

In this appendix, we provide the problem resolution and escalation procedures to be used during the real property data conversion.

PURPOSE OF A CONVERSION PROBLEM REPORT

The CPAIS Data Conversion Team will conduct daily meetings during the conversion process to discuss problems and issues. A problem report will be prepared for each error or issue that is identified. The purpose of the problem report is to document, for tracking purposes, defects/issues with CPAIS or its interface with FFIS and INFRA during conversion. Examples include:

- Reports appear to be incorrect—subtotals incorrect, wrong sort sequence, etc.
- An attempt to process a transaction resulted in the receipt of a fatal error.
- While processing a document, the subsystem abended and returned an error code causing the user to be forced from the application.
- User received error code that cannot be interpreted.
- Source system issues.
- Telecommunications problems.

PREPARER

Who should prepare a problem report? Agency CPAIS users, personnel at the NITC who are monitoring CPAIS in accordance with the Service Level Agreement, reports users, personnel in the CPAIS QA team, telecommunications personnel, and others.

The problem report process is open to anyone to document a defect or issues with the CPAIS application, the reports, the interface to INFRA, or functional accounting issues with the interface to FFIS during conversion.

CONVERSION PROBLEM REPORT PROCESS

All problem reports are entered into the Customer Service tool for tracking purposes and analyzed to identify trends. If entry via the Web is not possible, the report should be faxed to the CPAIS Help Desk or sent via GroupWise to:

Brenda.Mandella@USDA.gov

Wendy.Snow@USDA.gov

Appendix E
Financial Reconciliation

COD will work with the individual agencies to determine the process for reconciliation during data conversion. Accounting information for owned properties will be developed at this time.

Appendix F
GSA STAR Rent Conversion File

This appendix contains the file format for the GSA STAR Rent Bill source data.

Table 12. GSA STAR Rent Bill Source Data

Source field name	STAR table.field	Data type
Region	Tbiltran.c_region	A2
Location Code/Building Number	Tbiltran.c_loc	A6
Building Name	tbldg.n_bldg	A30
Address 1	tbldg.t_addr1	A35
Address 2	tbldg.t_addr2	A35
City	tblg.t_bldg_cty	A23
County	tbldg.t_bldg_cnty	A25
State	tbldg.c_sta	A2
Zip Code	tbldg.t_bldg_zip	A10
Billing Agency Code	Tbiltran.c_bill_ab_code	A4
Station Symbol	Tbiltran.c_station_symbol	A8
Agency/Bureau Code	Tbiltran.c_ab_code	A4
Current Billing Period	Tbiltran.q_bill_period	Integer
Document Reference Number	Tbiltran.t_docno	A10
CBR Number	Tbiltran.i_agmt	A9
OA Number	Tbiltran.c_oa_no	A8
Facility Code (third and fourth characters)	Tbiltran.c_facility	A2
Record Type	tbiltran.c_rectype	A3
Billable Item Category	tbiltran.t_category	A55
Billable Item Description	tbiltran.t_desc	A35
Unit Quantity	tbiltran.a_quantity	Number (N13,2)
Type of Unit	tbiltran.c_unit	A2
Annual Rate	tbiltran.a_rate	Number(N13,2)
Monthly Charge	tbiltran.a_bill	Number(N13,0)
GSA Contact	templ.t_email	A30
Telephone Number	templ.t_wk_ph	A14
Rebill Flag	tbiltran.f_rebill	A1
Occupancy Right	tbiltran.c_occup_rt	A2
Year to Date Bill Amount	sum(tbiltran.a_bill)	Number(N13,0)
Adjustment Start Date	tbiladj.q_adj_rec_st	Integer

Source field name	STAR table.field	Data type
Adjustment End Date	tbiladj.q_adj_rec_end	Integer
CBR R/U Factor	tcbbrru.a_ru_factor	Number(N13,5)
Reason for Charge	tbiltran.t_reason	A125

Appendix G
GSA STAR Rent Staging Table

This appendix contains the file format for the GSA STAR Rent Bill staging table.

Table 13. GSA STAR Rent Bill

Source field name	Staging table field	Data type
Region	REGION	A2
Location Code/Building Number	BUILDING_ID	A6
Building Name	BUILDING_NAME	A30
Address 1	ADDRESS1	A35
Address 2	ADDRESS2	A35
City	CITY	A23
County	COUNTY	A25
State	STATE	A2
Zip Code	ZIP_CODE	A10
Billing Agency Code	BILLING_AGENCY_CODE	A4
Station Symbol	STATION_SYMBOL	A8
Agency/Bureau Code	AGENCY_CODE	A4
Current Billing Period	BILLING_PERIOD	Integer
Document Reference Number	DOCUMENT_REF_NO	A10
CBR Number	CBR#	A9
OA Number	OA_NUMBER	A8
Facility Code (third and fourth characters)	FACILITY_CODE	A2
Record Type	CHARGE_TYPE	A3
Billable Item Category	CHARGE_TYPE_DESC	A55
Billable Item Description	CHARGE_TYPE_DESC2	A35
Unit Quantity	UNITS	Number (N13,2)
Type of Unit	UOM	A2
Annual Rate	ANNUAL_RATE	Number(N13,2)
Monthly Charge	MONTHLY_CHARGE	Number(N13,0)
GSA Contact	GSA_CONTACT	A30
Telephone Number	PHONE_NUMBER	A14
Rebill Flag	REBILL_FLAG	A1
Occupancy Right	OCCUPANCY_RIGHT	A2
Year to Date Bill Amount	Y_TO_D_BILL_AMOUNT	Number(N13,0)
Adjustment Start Date	ADJ_START_DATE	Integer
Adjustment End Date	ADJ_END_DATE	Integer
CBR R/U Factor	CBR_R_U_FACTOR	Number(N13,5)
Reason for Charge	CHARGE_REASON	A125

Appendix H
FIRM Data Mapping

This appendix contains the mapping of FIRM tables to CPAIS tables.

Table 14. FIRM Data Mapping

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
installation			land_units lu, ii_gsa_installations gsa	use valid_installation table
AGENCY_CODE	NOT NULL	VARCHAR2(2)	lu.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	lu.agency_code	
INST_SEQ_NO	NOT NULL	NUMBER	lu.cn, gsa.lu_cn	
INSTALLATION_NUMBER	NOT NULL	VARCHAR2(5)	lu.id	
INSTALLATION_NAME	NOT NULL	VARCHAR2(30)	lu.name	
DATE_REC_ADDED	NOT NULL	DATE	lu.created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	lu.modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	lu.modified_by	
INSTALLATION_DESC		VARCHAR2(30)		only 2 records with data
PROGRAM_CODE		VARCHAR2(5)		no data, see FIRM appendix
REGION_CODE		VARCHAR2(5)		alpha code
DISTRICT_CODE		VARCHAR2(5)		no data
IDENTIFICATION_CODE		VARCHAR2(5)		
EST_CURRENT_VALUE_INST_THOUS		NUMBER(8)	gsa.estimated_current_value	
HIGHEST_BEST_USE_CODE		VARCHAR2(2)	gsa.highest_best_use	
EXCESS_IND_CODE		VARCHAR2(1)	gsa.excess_indicator	
HISTORICAL_IND_INST_CODE		VARCHAR2(2)	gsa.historical_indicator	
SURVEY_YEAR_GSA		NUMBER(4)	gsa.last_survey_year_by_gsa	
SURVEY_YEAR_AGENCY		NUMBER(4)	gsa.last_survey_year_by_agency	
FIELD_1		VARCHAR2(4)		
FIELD_2		VARCHAR2(8)		no data
FIELD_3		VARCHAR2(16)		no data
NOTES		VARCHAR2(512)	lu.remarks	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
site			land_units lu, ii_gsa_installation_sites site, ii_property_addresses addr, ii_gsa_nstlln_cngrss_dstrcts cong	use valid_site table
AGENCY_CODE	NOT NULL	VARCHAR2(2)	lu.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	lu.agency_code	
SITE_SEQ_NO	NOT NULL	NUMBER	lu.cn, site.lu_cn	
INST_SEQ_NO	NOT NULL	NUMBER	site.gsa_installation_mcn	
SITE_NUMBER	NOT NULL	VARCHAR2(2)	lu.id	
SUMMARY_DETAIL_INDICATOR	NOT NULL	VARCHAR2(1)		S' for summary, 'D' for detail record
GEO_LOC_STATE_CODE	NOT NULL	VARCHAR2(2)	site.geo_loc_state, site.gsa_region	
GEO_LOC_COUNTY_CODE	NOT NULL	VARCHAR2(3)	site.geo_loc_county	
GEO_LOC_CITY_CODE	NOT NULL	VARCHAR2(4)	site.geo_loc_city	
DATE_REC_ADDED	NOT NULL	DATE	lu.created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	lu.modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	lu.modified_by	
SITE_NAME		VARCHAR2(30)	lu.name	
ADDRESS_1		VARCHAR2(30)	addr.line_1	type_of_adr = 'L'
ADDRESS_2		VARCHAR2(30)	addr.line_2	
CITY_TOWN		VARCHAR2(23)	addr.city_name	
STATE_ABBRV		VARCHAR2(2)	addr.state_code	
ZIP_CODE		VARCHAR2(10)	addr.postal_code	
COUNTY_COUNTRY		VARCHAR2(23)	addr.county_country_name	
CONG_DISTRICT1_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT2_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT3_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT4_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT5_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT6_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT7_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT8_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
CONG_DISTRICT9_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
CONG_DISTRICT10_SITE_CODE		NUMBER(2)	id for congressional district land unit linked to this site	
SURVEY_YEAR_GSA		NUMBER(4)	site.last_survey_year_by_gsa	
SURVEY_YEAR_AGENCY		NUMBER(4)	site.last_survey_year_by_agency	
REMARKS_1166		VARCHAR2(700)		no data
FIELD_1		VARCHAR2(4)		
FIELD_2		VARCHAR2(8)		no data
FIELD_3		VARCHAR2(16)		
NOTES		VARCHAR2(512)	lu.remarks	
property			land_units lu, ii_property_addresses addr, ii_features fea, ii_buildings bld	use valid_property table
AGENCY_CODE	NOT NULL	VARCHAR2(2)	fea.agency_code, lu.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	fea.agency_code, lu.agency_code	
PROP_SEQ_NO	NOT NULL	NUMBER	fea.cn, lu.cn	
SITE_SEQ_NO	NOT NULL	NUMBER	fea.gsa_installation_site_cn, lu.gsa_installation_site_cn	
PROPERTY_ID	NOT NULL	VARCHAR2(10)	fea.id, lu.id	
PROPERTY_NAME	NOT NULL	VARCHAR2(30)	fea.name, lu.name	
GOVT_OWNED_LEASED_TRUST	NOT NULL	VARCHAR2(1)	lu.obj_name, lu.property_type	
GSA_ASSIGNED	NOT NULL	VARCHAR2(1)		only 'N' in data
PENDING_INDICATOR	NOT NULL	VARCHAR2(1)		
REPORTED_ON_1166	NOT NULL	VARCHAR2(1)	fea.exclude_1166, lu.exclude_1166	
NO_OF_PROPERTY	NOT NULL	NUMBER(4)		
GEO_LOC_STATE_CODE	NOT NULL	VARCHAR2(2)		
GEO_LOC_COUNTY_CODE	NOT NULL	VARCHAR2(3)		
GEO_LOC_CITY_CODE	NOT NULL	VARCHAR2(4)		
PROPERTY_TYPE_CODE	NOT NULL	VARCHAR2(1)	fea.sub_type	defined in mt_property_type
PROPERTY_TYPE_SUFFIX	NOT NULL	VARCHAR2(2)	bld.subcategory	defined in mt_property_type
PROPERTY_PREDOM_USAGE_CODE	NOT NULL	VARCHAR2(2)	fea.gsa_predom_usage, lu.gsa_predom_usage	
DATE_REC_ADDED	NOT NULL	DATE	fea.created_date, lu.created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	fea.modified_date, lu.modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	fea.modified_by, lu.modified_by	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
PROPERTY_NAME_ABBRV		VARCHAR2(15)		
MAIL_ADDRESS_1		VARCHAR2(30)	addr.line_1	type_of_adr = 'M'
MAIL_ADDRESS_2		VARCHAR2(30)	addr.line_2	
MAIL_CITY_TOWN		VARCHAR2(23)	addr.city_name	
MAIL_STATE_ABBRV		VARCHAR2(2)	addr.state_code	
MAIL_ZIP_CODE		VARCHAR2(10)	addr.postal_code	
MAIL_COUNTY_COUNTRY		VARCHAR2(23)	addr.county_country_name	
ADDRESS_1		VARCHAR2(30)	addr.line_1	type_of_adr = 'L'
ADDRESS_2		VARCHAR2(30)	addr.line_2	
CITY_TOWN		VARCHAR2(23)	addr.city_name	
STATE_ABBRV		VARCHAR2(2)	addr.state_code	
ZIP_CODE		VARCHAR2(10)	addr.postal_code	
COUNTY_COUNTRY		VARCHAR2(23)	addr.county_country_name	
HISTORICAL_IND_PROP_CODE		VARCHAR2(2)	fea.historical_status	
DELEGATION_CODE		VARCHAR2(1)		B' - building, 'L' - leased, 'N' - not delegated
AGENCY_INTEREST_CODE		VARCHAR2(1)		from mt_agency_interest
PRIMARY_FACILITY_TYPE_CODE		VARCHAR2(5)		no data
UTILIZATION_STATUS_CODE		VARCHAR2(2)	fea.development_status	from mt_code_2
CONG_DIST_PROPERTY_CODE		NUMBER(2)		
STAT_METRO_AREA_CODE		VARCHAR2(2)		no data
MCKINNEY_ACT_IND		VARCHAR2(2)		no data
SURVEY_DATE_GSA		DATE		
SURVEY_DATE_AGENCY		DATE		
CO_LOCATION		VARCHAR2(30)		no data
RESPONSIBLE_PERSON		VARCHAR2(23)		
REAL_ESTATE_SPECIALIST		VARCHAR2(23)		no data
FIELD_1		VARCHAR2(4)		
FIELD_2		VARCHAR2(8)		
FIELD_3		VARCHAR2(16)		
NOTES		VARCHAR2(512)	lu.remarks	
property_usage				only 5 records
AGENCY_CODE	NOT NULL	VARCHAR2(2)		
BUREAU_CODE	NOT NULL	VARCHAR2(2)		

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
PROP_SEQ_NO	NOT NULL	NUMBER		
PROP_USAGE_CODE	NOT NULL	VARCHAR2(5)		
ORG_CODE	NOT NULL	VARCHAR2(5)		
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
USAGE_UNITS		NUMBER(14,4)		
USAGE_PERCENTAGE		NUMBER(5,2)		
NOTES		VARCHAR2(512)		
acquisition			ii_features fea, land_units lu	
AGENCY_CODE	NOT NULL	VARCHAR2(2)	fea.agency_code, lu.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	fea.agency_code, lu.agency_code	
PROP_SEQ_NO	NOT NULL	NUMBER	fea.cn, lu.cn	
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
ESTIMATED_ACQUISITION_DATE		DATE		
ACQUISITION_DATE		DATE	fea.acquisition_date, lu.acquisition_date	
ACQUISITION_METHOD_CODE		VARCHAR2(2)	fea.acquisition_method, lu.acquisition_method	
ACQUISITION_AUTHORITY_CODE		VARCHAR2(2)	fea.acquisition_authority, lu.acquisition_authority	
ACQUISITION_COST_INITIAL		NUMBER(12,2)	fea.initial_acquisition_cost, lu.initial_acquisition_cost	
APPRAISAL_METHOD_CODE		VARCHAR2(2)	fea.current_value_method, lu.current_value_method	
APPRAISAL_DATE		DATE	fea.appraisal_date, lu.appraisal_date	
APPRAISAL_FAIR_MARKET_VALUE		NUMBER(13,2)	fea.appraisal_fair_market_value, lu.appraisal_fair_market_value	
ACQUIRED_FROM		VARCHAR2(20)	fea.acquired_from_cn, lu.acquired_from_cn	
ESTIMATED_CURRENT_VALUE		NUMBER(13,2)	fea.current_value, lu.current_value	
COST_IND_CODE		VARCHAR2(1)		
FIELD_1		VARCHAR2(4)		1 record with data
FIELD_2		VARCHAR2(8)		1 record with data
FIELD_3		VARCHAR2(16)		no data
NOTES		VARCHAR2(512)	fea.remarks, lu.remarks	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
building			ii_features fea, ii_buildings bld, ii_rps_value_streams vs	
AGENCY_CODE	NOT NULL	VARCHAR2(2)	fea.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	fea.agency_code	
PROP_SEQ_NO	NOT NULL	NUMBER	fea.cn, bld.fea_cn	
GROSS_SQ_FT_BLDG	NOT NULL	NUMBER(10)	fea.gross_sqft	
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
SQ_FT_NET_OCCUPIABLE		NUMBER(10)		
CONDITION_ADEQUACY_CODE		VARCHAR2(2)		from mt_code_2
BUILDING_YEAR_BUILT		NUMBER(4)	fea.year_constructed, vs.start_date	
BUILDING_LIFE_EXPECTANCY		NUMBER(3)	vs.life	
SEISMIC_SAFETY_CODE		VARCHAR2(2)	ii_bldg_siesmic.siesmic_evaluation	
NUMBER_OF_ELEVATORS		NUMBER(3)		
NUMBER_OF_FLOORS		NUMBER(3)		
NUMBER_OF_FLOORS_OCCUPIED		NUMBER(3)		
SUPERSTRUCTURE_TYPE_CODE		VARCHAR2(2)		no data
WALL_CONSTRUCTION_TYPE_CODE		VARCHAR2(2)	ii_bldg_walls.wall_material	
ROOF_CONSTRUCTION_TYPE_CODE		VARCHAR2(2)	ii_bldg_roof.type_of_roof	
COOLING_SYSTEM_TYPE_CODE		VARCHAR2(2)		no data
HEATING_SYSTEM_TYPE_CODE		VARCHAR2(2)		no data
FIRE_PROTECTION_TYPE_CODE		VARCHAR2(2)		no data
ESTIMATED_REPLACEMENT_COST		NUMBER(12,2)		
SECURITY_LEVEL		NUMBER(1)		no data
NOTES		VARCHAR2(512)		
housing			ii_features fea	
AGENCY_CODE	NOT NULL	VARCHAR2(2)	agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	agency_code	
PROP_SEQ_NO	NOT NULL	NUMBER	cn	
HOUSING_ID	NOT NULL	VARCHAR2(5)	id	
DATE_REC_ADDED	NOT NULL	DATE	created_date	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
DATE_REC_LAST_CHG	NOT NULL	DATE	modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	modified_by	
HOUSING_TYPE		VARCHAR2(2)		no data
HOUSING_STATUS		VARCHAR2(1)		
HOUSING_CURRENTLY_ASSIGNED		NUMBER(4)		
HOUSING_LIVING_UNITS		NUMBER(3)		
HOUSING_CAPACITY		NUMBER(4)		
HOUSING_NUM_OF_BEDROOMS		NUMBER(3)		
CONDITION_OF_QUARTERS_EXT		NUMBER(1)		no data
CONDITION_OF_QUARTERS_INT		NUMBER(1)		no data
RATE_OF_QUARTERS		NUMBER(8,2)		no data
RATE_FREQUENCY		VARCHAR2(1)		no data
HOUSING_COST_CENTER_CODE		VARCHAR2(5)		no data
HOUSING_FACILITY_TYPE		VARCHAR2(5)		no data
HOUSING_FACILITY_CONTRACTION		VARCHAR2(5)		no data
HOUSING_HISTORICAL_IND		VARCHAR2(1)		
AT_ID_CODE		VARCHAR2(5)		no data
CO_LOCATED_FACILITY		VARCHAR2(30)		no data
HOUSING_UNIT_OFF_ON_AIRPORT		VARCHAR2(1)		
HOUSING_UNIT_ORG_CODE		VARCHAR2(6)		no data
HOUSING_UNIT_ORG_DESC		VARCHAR2(30)		no data
GSA_CONTROL_NUMBER		VARCHAR2(5)		no data
HOUSING_USAGE_CODE		VARCHAR2(5)		no data
DUP_COUNT_CODE		VARCHAR2(3)		no data
FACILITY_CONG_DISTRICT		VARCHAR2(2)		
FIELD_1		VARCHAR2(4)		no data
FIELD_2		VARCHAR2(8)		no data
FIELD_3		VARCHAR2(16)		no data
NOTES		VARCHAR2(512)	fea.remarks	
land			land_units	
AGENCY_CODE	NOT NULL	VARCHAR2(2)	agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	agency_code	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
PROP_SEQ_NO	NOT NULL	NUMBER	cn	
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
ACREAGE_RURAL		NUMBER(14,4)	rural_acres	
ACREAGE_URBAN		NUMBER(14,4)	urban_acres	
NATIONAL_ENVIRONMENTAL_PROTECT		VARCHAR2(1)		
PRINCIPAL_MERIDIAN_NUMBER		NUMBER(2)		
COUNTY_PLAT_BOOK		VARCHAR2(10)		
TOWNSHIP_NUMBERS		VARCHAR2(5)		
COUNTY_PLAT_PAGE		NUMBER(5)		
RANGE_NUMBERS		VARCHAR2(5)		
LEGISLATIVE_JURISDICTION_CODE		VARCHAR2(2)		no data
ENDANGERED_SPECIES		VARCHAR2(1)		no data
WET_LAND		VARCHAR2(1)		no data
NOTES		VARCHAR2(512)	remarks	
land_rights			land_units	only 2 records
AGENCY_CODE	NOT NULL	VARCHAR2(2)	agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	agency_code	
PROP_SEQ_NO	NOT NULL	NUMBER	cn	
RIGHTS_ENCUM_CODE	NOT NULL	VARCHAR2(5)		
DATE_REC_ADDED	NOT NULL	DATE	created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	modified_by	
ACQUIRED_OR_NOT		VARCHAR2(1)		
RIGHTS_ENCUM_ACRES		NUMBER(11,1)		
RIGHTS_ENCUM_PCT		NUMBER(5,2)		
NOTES		VARCHAR2(512)		
structure			ii_features, obj_name <> 'BUILDING', ii_rpa_value_streams vs	
AGENCY_CODE	NOT NULL	VARCHAR2(2)	agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	agency_code	
PROP_SEQ_NO	NOT NULL	NUMBER	cn	
DATE_REC_ADDED	NOT NULL	DATE	created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	modified_by	
STRUCTURE_YEAR_BUILT		NUMBER(4)	year_constructed	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
STRUCTURE_LIFE_EXPECTANCY		NUMBER(3)	vs.life	
STRUCTURE_UNITS		NUMBER(12,1)		
STRUCTURE_UNIT_TYPE		VARCHAR2(5)		
LAST_INSPECT_DATE		DATE	date_last_inspected	
NOTES		VARCHAR2(512)		
lease_detail			accplishment_instruments ai, ii_leases ls, ii_contacts co	
AGENCY_CODE	NOT NULL	VARCHAR2(2)	ai.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	ai.agency_code	
SITE_SEQ_NO	NOT NULL	NUMBER	ls.gsa_installation_site_cn	
LEASE_CONTRACT_NUMBER	NOT NULL	VARCHAR2(27)	ai.id with site_seq_no and mod_no	
MOD_NO	NOT NULL	VARCHAR2(2)		amendment_no from ii_acc_ins_amendments?
AGENCY_LESSEE_INDICATOR	NOT NULL	VARCHAR2(1)		
DATE_REC_ADDED	NOT NULL	DATE	ai.created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	ai.modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	ai.modified_by	
LEASE_PROJECT_NUMBER		VARCHAR2(10)		
LEASE_NAME		VARCHAR2(30)	ai.name	
LEASE_TYPE_CODE		VARCHAR2(2)	ls.lease_type	
INITIAL_LEASE_DATE		DATE		
LEASE_EFFECTIVE_DATE		DATE	ls.effective_date	
LEASE_EXPIRATION_DATE		DATE	ai.exp_expiration_date	
LEASE_TERMINATION_DATE		DATE		no data
LEASE_TERMINATION_DAYS_NOTICE		NUMBER(3)	ls.termination_notice_days	
LEASE_DELEGATION_CODE		VARCHAR2(2)		
FTE_TOTAL		NUMBER(3)		compute from line items
LEASE_SUPPLEMENTAL_DATE		DATE		
LEASE_PAYMENT_CURRENT		NUMBER(10,2)	ls.montly_rental_amount	
LEASE_SPACE_SQ_FT_CURRENT		NUMBER(12,2)		
LEASE_RATE_PER_SQFT_CURRENT		NUMBER(5,2)		

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
LEASE_SPACE_ACRES_CURRENT		NUMBER(14,4)		
LEASE_RATE_PER_ACRES_CURRENT		NUMBER(6,2)		no data
LEASE_PAYMENT_NEXT		NUMBER(10,2)		
LEASE_SPACE_SQ_FT_NEXT		NUMBER(12,2)		
LEASE_RATE_PER_SQFT_NEXT		NUMBER(5,2)		
LEASE_SPACE_ACRES_NEXT		NUMBER(14,4)		no data
LEASE_RATE_PER_ACRES_NEXT		NUMBER(6,2)		no data
MO_TO_MO_YR_TO_YR		VARCHAR2(1)		
FULLY_SERVICED		VARCHAR2(1)	ls.service_code	
LUMP_SUM_PYMT		NUMBER(7)		no data
LEASE_RENEWAL_OPTION_YEARS		NUMBER(2)		
LEASE_RENEWAL_DAYS_NOTICE		NUMBER(3)		
RENEWAL_YEARS_PER_OPTION		NUMBER(2)	ls.option_period	
RENEWAL_OPTIONS		NUMBER(2)	ls.number_of_options	
EXPENSES_UTILITIES		NUMBER(7)		no data
EXPENSES_TAXES		NUMBER(7)		no data
EXPENSES_SERVICES		NUMBER(7)		no data
EXPENSES_OTHER		NUMBER(7)		no data
ESCALATION_FACTOR		NUMBER(4,3)	ls.escalator	
APPROPRIATION_CODE		VARCHAR2(13)		no data
LESSOR_CONTACT_POINT		VARCHAR2(30)		
LESSOR_CONTACT_TITLE		VARCHAR2(30)		
LESSOR_NAME		VARCHAR2(30)	create contact record and link to this lease	generated lessor if for ii_contacts
LESSOR_TAX_ID_NUMBER		NUMBER(9)		
LESSOR_PHONE		VARCHAR2(12)	create contact record and link to this lease	
LESSOR_PHONE_EXTENSION		NUMBER(4)	create contact record and link to this lease	
LESSOR_FAX		VARCHAR2(12)	create contact record and link to this lease	
LESSOR_EMAIL		VARCHAR2(30)	create contact record and link to this lease	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
LESSOR_ADDRESS_1		VARCHAR2(30)	create contact record and link to this lease	
LESSOR_ADDRESS_2		VARCHAR2(30)	create contact record and link to this lease	
LESSOR_CITY		VARCHAR2(23)	create contact record and link to this lease	
LESSOR_STATE		VARCHAR2(2)	create contact record and link to this lease	
LESSOR_ZIP_CODE		VARCHAR2(10)	create contact record and link to this lease	
LESSEE_CONTACT_POINT		VARCHAR2(30)		
LESSEE_CONTACT_TITLE		VARCHAR2(30)		no data
LESSEE_NAME		VARCHAR2(30)		no data
LESSEE_TAX_ID_NUMBER		NUMBER(9)		no data
LESSEE_PHONE		VARCHAR2(12)		
LESSEE_PHONE_EXTENSION		NUMBER(4)		no data
LESSEE_FAX		VARCHAR2(12)		no data
LESSEE_EMAIL		VARCHAR2(30)		no data
LESSEE_ADDRESS_1		VARCHAR2(30)		no data
LESSEE_ADDRESS_2		VARCHAR2(30)		no data
LESSEE_CITY		VARCHAR2(23)		no data
LESSEE_STATE		VARCHAR2(2)		no data
LESSEE_ZIP_CODE		VARCHAR2(10)		no data
NO_GARAGE_SPACES_CURRENT		NUMBER(4)		no data
GARAGE_DOLLARS_CURRENT		NUMBER(7)		no data
NO_GARAGE_SPACES_NEXT		NUMBER(4)		no data
GARAGE_DOLLARS_NEXT		NUMBER(7)		no data
NO_SURFACE_SPACES_CURRENT		NUMBER(4)		no data
SURFACE_DOLLARS_CURRENT		NUMBER(7)		no data
NO_SURFACE_SPACES_NEXT		NUMBER(4)		no data
SURFACE_DOLLARS_NEXT		NUMBER(7)		no data
EXPENSES_BASE_RENT		NUMBER(10,2)		
FIELD_1		VARCHAR2(4)		
FIELD_2		VARCHAR2(8)		no data
FIELD_3		VARCHAR2(16)		no data
NOTES		VARCHAR2(512)		no data

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
lease_parameters			ii_lease_line_items lli	no new data, this table is used to assign multiple properties to a lease or multiple leases to a property, in this data lease to property is one-to-one
AGENCY_CODE	NOT NULL	VARCHAR2(2)	ai.agency_code	
BUREAU_CODE	NOT NULL	VARCHAR2(2)	ai.agency_code	
SITE_SEQ_NO	NOT NULL	NUMBER	ls.gsa_installation_site_cn	
PROP_SEQ_NO	NOT NULL	NUMBER	lli.fea_cn, lli.lu_cn	
LEASE_CONTRACT_NUMBER	NOT NULL	VARCHAR2(27)	ai.id	
MOD_NO	NOT NULL	VARCHAR2(2)		amendment_no from ii_acc_ins_amendments?
DATE_REC_ADDED	NOT NULL	DATE	ai.created_date	
DATE_REC_LAST_CHG	NOT NULL	DATE	ai.modified_date	
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)	ai.modified_by	
REMARK		VARCHAR2(2)		no data
e_lease_parameters				no new data, leases with errors?
AGENCY_CODE		VARCHAR2(2)	ai.agency_code	
BUREAU_CODE		VARCHAR2(2)	ai.agency_code	
INSTALLATION_NUMBER		VARCHAR2(5)	lu.id from lu.parent_cn for ls.gsa_installation_site_cn	
SITE_NUMBER		VARCHAR2(2)	lu.id from ls.gsa_installation_site_cn	
PROPERTY_ID		VARCHAR2(10)	fea.id or lu.id from lli.fea_cn or lli.lu_cn	
SITE_SEQ_NO		VARCHAR2(8)	lu cn from ls.gsa_installation_site_cn	
PROP_SEQ_NO		VARCHAR2(8)	lli.fea_cn, lli.lu_cn	
LEASE_CONTRACT_NUMBER		VARCHAR2(27)	ai.id with site_seq_no and mod_no	
MOD_NO		VARCHAR2(2)		
DATE_REC_ADDED		VARCHAR2(8)	ai.created_date	
DATE_REC_LAST_CHG		VARCHAR2(8)	ai.modified_date	
LAST_OPERATOR_ID		VARCHAR2(30)	ai.modified_by	
MESSAGE		VARCHAR2(100)		
disposal				
AGENCY_CODE	NOT NULL	VARCHAR2(2)		
BUREAU_CODE	NOT NULL	VARCHAR2(2)		
PROP_SEQ_NO	NOT NULL	NUMBER		

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
EXCESS_IND_CODE		VARCHAR2(1)		
DISPOSAL_REASON_CODE		VARCHAR2(2)		
EXCESS_DATE		DATE		
DISPOSAL_DATE		DATE		
DISPOSAL_METHOD_CODE		VARCHAR2(2)		
DISPOSAL_AUTHORITY_CODE		VARCHAR2(2)		
DISPOSAL_AMOUNT		NUMBER(11)		
DISPOSAL_COST		NUMBER(12,2)		
TRANSFER_TO		VARCHAR2(20)		
DISPOSAL_PROCEEDS_CODE		VARCHAR2(2)		
DISPOSAL_STATUS_CODE		VARCHAR2(2)		no data
ESTIMATED_EXCESS_DATE		DATE		
ESTIMATED_VALUE		NUMBER(11)		
EXCESS_SQFT		NUMBER(10)		
EXCESS_ACRES		NUMBER(14,4)		
REPORTED_TO_GSA_DATE		DATE		no data
GSA_RESPONSE_DATE		DATE		no data
GSA_ACCEPT_FLAG		VARCHAR2(1)		
ACCEPTED_BY_HUD		VARCHAR2(1)		
FIELD_1		VARCHAR2(4)		no data
FIELD_2		VARCHAR2(8)		no data
FIELD_3		VARCHAR2(16)		
NOTES		VARCHAR2(512)		
expense			ii_rpa_value_streams vs, ii_rpa_subledgers sub	
AGENCY_CODE	NOT NULL	VARCHAR2(2)		
BUREAU_CODE	NOT NULL	VARCHAR2(2)		
PROP_SEQ_NO	NOT NULL	NUMBER	sub.fea_cn, sub.lu_cn	
EXPENSE_DATE	NOT NULL	DATE	vs.start_date	
EXPENSE_CODE	NOT NULL	VARCHAR2(6)	vs.gl_account	
ORG_CODE	NOT NULL	VARCHAR2(5)		

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
EXPENSE_DOLLAR_AMOUNT	NOT NULL	NUMBER(13,2)	vs.amount	
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
OBJECT_CLASS		VARCHAR2(4)		
NOTES		VARCHAR2(512)		
handicap_code			ii_features	
AGENCY_CODE	NOT NULL	VARCHAR2(2)		
BUREAU_CODE	NOT NULL	VARCHAR2(2)		
PROP_SEQ_NO	NOT NULL	NUMBER		
HANDICAP_CODE	NOT NULL	VARCHAR2(2)	accessibility_compliance	
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
NOTES		VARCHAR2(512)		
hazard_code			ii_bldg_hazards	
AGENCY_CODE	NOT NULL	VARCHAR2(2)		
BUREAU_CODE	NOT NULL	VARCHAR2(2)		
PROP_SEQ_NO	NOT NULL	NUMBER	fea_cn	
HAZARD_CODE	NOT NULL	VARCHAR2(2)	type_of_hazard	
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
NOTES		VARCHAR2(512)		
security_code			ii_bldg_security	
AGENCY_CODE	NOT NULL	VARCHAR2(2)		
BUREAU_CODE	NOT NULL	VARCHAR2(2)		
PROP_SEQ_NO	NOT NULL	NUMBER		
SECURITY_CODE	NOT NULL	VARCHAR2(2)		
DATE_REC_ADDED	NOT NULL	DATE		
DATE_REC_LAST_CHG	NOT NULL	DATE		
LAST_OPERATOR_ID	NOT NULL	VARCHAR2(30)		
NOTES		VARCHAR2(512)		
user_info			ii_rpa_user_access rpau, ii_contacts co, ii_phone_numbers pn	
USER_ID	NOT NULL	VARCHAR2(30)	co.id	
USER_TYPE	NOT NULL	VARCHAR2(1)	co.obj_name	
USER_NAME		VARCHAR2(40)	rpau.user_name	

ARS-FIRM tables	FIRM Key	Format	CPAIS tables	Comments
USER_PHONE		VARCHAR2(12)	pn.international_code||pn.area_code||pn.phone_number where phone_number_type = 'BUSINESS'	
USER_PHONE_EXTENSION		NUMBER(4)	pn.extension	
USER_EMAIL		VARCHAR2(30)		
USER_FAX		VARCHAR2(12)	pn.international_code||pn.area_code||pn.phone_number where phone_number_type = 'FAX'	
AGENCY_ACCESS	NOT NULL	VARCHAR2(2)	rpau.agency_code	
BUREAU_ACCESS	NOT NULL	VARCHAR2(2)	rpau.agency_code	
SYSTEM_ADMIN_MODULE	NOT NULL	VARCHAR2(1)	done by role	
INVENTORY_MODULE	NOT NULL	VARCHAR2(1)	done by role	
LEASE_MODULE	NOT NULL	VARCHAR2(1)	done by role	
RENT_MODULE	NOT NULL	VARCHAR2(1)	done by role	
WORKSPACE_PLANNING_MODULE	NOT NULL	VARCHAR2(1)	done by role	
INCOME_EXPENSE_MODULE	NOT NULL	VARCHAR2(1)	done by role	
SUMMARY_MODULE	NOT NULL	VARCHAR2(1)	done by role	
BUDGET_MODULE	NOT NULL	VARCHAR2(1)	done by role	
AUTOCAD_MODULE	NOT NULL	VARCHAR2(1)	done by role	
PROJ_TRACK_MODULE	NOT NULL	VARCHAR2(1)	done by role	

Appendix I
Accounting Template

IN SERVICE DATE	UAI	PROJECT GROUP	GL ACCOUNT	FUND	PROGRAM	TREASURY SYMBOL	BUDGET ORG	SUB ORG	AMOUNT	DESCRIPTION	DIVISION	COST ORG	COST SUB ORG	BOC	SUB BOC	BEG BUDGET FY	END BUDGET FY	REPORTING CATEGORY	JOB CODE

Appendix J
Unique Asset Identifier (UAI) Format

This appendix contains the format for the Unique Asset Identifier (UAI).

1.0 Agency Specific Formats

ARS:	Agency	Proj Grp	Admin Org	Property ID
	(2)	(2)	(up to 7)	(10)
FS:	Agency	Proj Grp	Admin Org	CPN
	(2)	(2)	(6)	(5)
APHIS:	Agency	Proj Grp	Admin Org	Asset ID
	(2)	(2)	(up to 7)	(up to 10)
NRCS:	Agency	Proj Grp	Admin Org	Asset ID
	(2)	(2)	(up to 7)	(up to 10)

2.0 CPAIS Screen Formats and Syntax

	Agency	Project Group	Location ID	Asset ID	UAI Parts	UAI Total
ARS	(2)	(2)	Default Admin Org (7)	"Prop ID" (10)	2+2+7+10	22
FS	(2)	(2)	Default Admin Org (6)	"CPN" (5)	2+2+6+5	16
APHIS	(2)	(2)	Default Admin Org (7)	"Asset ID" (10)	2+2+4+10	19
NRCS	(2)	(2)	Default Admin Org (7)	"Asset ID" (10)	2+2+7+10	22
DA						

3.0 Generic UAI

Agency	Project Group	Location ID	Asset ID	[5 characters held in reserve for "SeqNo."]
(2)	(2)	(7)	(10)	

Appendix K
Data Validation Reports

This appendix contains the following sample CPAIS Reports for use in validating the data conversion:

Reports for the validation of property data

1. Installation Sites and Addresses
2. Inventory–Government Owned and Leased
3. Lease Basics
4. Lease Details
5. GSA Assignment Details

Reports for the validation of accounting data

1. Subledger Summary
2. Value Stream
3. Miscellaneous year end reconciliation (see attachment: reconclt samples.xls)

A.1. Installation Sites and Addresses

Agency: <All> | GSA Region: <All> | Admin Org: <All> | State: <All> | Address Type: L

Installation #	Site ID	Name	Geo Locator	Geo Location	Address	County/Country
01000	00	R1, NORTHERN REGION	300830063	MISSOULA, MISSOULA, MONTANA	200 East Broadway., MISSOULA, MT, 59801	MISSOULA
	01	FORT LOLO SITE	300830063	MISSOULA, MISSOULA, MONTANA	8 COTTONWDAD DRIVE, MISSOULA, MT, 59801	MISSOULA
	02	AFD SITE	300830063	MISSOULA, MISSOULA, MONTANA	3467 WILLOW ROAD, MISSOULA, MT, 59801	MISSOULA
	03	BROADWAY SITE	300830063	MISSOULA, MISSOULA, MONTANA	1000 Broadway, MISSOULA, MT, 59801	MISSOULA
01500	00	BUTTE SITE	300180001	BUTTE, BEAVERHEAD, MONTANA	Butterfly street, BUTTE, MT, 59001	BEAVERHEAD
01606	00	LBJ JCCC	371710113	FRANKLIN, MACON, NORTH CAROLINA	Route 1, Box 447, FRANKLIN, NC, 28734	MACON
01608	00	SCHENCK JCCC	373655175	PISGAH FOREST, TRANSYLVANIA, NORTH CAROLINA	P.O. Box 98, PISGAH FOREST, NC, 28768	TRANSYLVANIA
02000	00	R2, ROCKY MOUNTAIN REGION	08	LAKEWDAD, JEFFERSON, COLORADO	740 Simms Street, LAKEWDAD, CO, 80225	JEFFERSON
03000	00	R3, SOUTHWESTERN	350030001	ALBUQUERQUE, BERNALILLO, NEW MEXICO	333 Broadway SE, ALBUQUERQUE, NM, 87102	BERNALILLO

Installation #	Site ID	Name	Geo Locator	Geo Location	Address	County/Country
		REGION				
04000	00	R4, INTERMOUNTAIN REGION	49	OGDEN, WEBER, UTAH	324 25th street, OGDEN, UT, 84401	WEBER
07322	00	MAIN LOCATION, BRDAKSVILLE, FL	120390053	BRDAKSVILLE, HERNANDO, FLORIDA	US 41, County Road 581, Brooksville, FL, 33512	HERNANDO
07323	00	MAIN LOCATION, DUBOIS, IDAHO	160430033	DUBOIS, CLARK, IDAHO	US Sheep Experiment Station, Dubois, ID, 83423	CLARK
	01	HUMPHREY RANGE	160430033	DUBOIS, CLARK, IDAHO	US Sheep Experiment Station, Dubois, ID, 83423	CLARK
	02	HENNINGER RANGE	160430033	DUBOIS, CLARK, IDAHO	US Sheep Experiment Station, Dubois, ID, 83423	CLARK
	03	SUMMER RANGE	160430033	DUBOIS, CLARK, IDAHO	US Sheep Experiment Station, Dubois, ID, 83423	CLARK
	04	MUD LAKE FEEDLOT	160430033	DUBOIS, CLARK, IDAHO	US Sheep Experiment Station, Dubois, ID, 83423	CLARK
	05	LEASED LAND-RADAR HILL .1	160430033	DUBOIS, CLARK, IDAHO	US SHEEP EXPERIMENT STATION, Dubois, ID, 83423	CLARK
	07	GENETIC RESEARCH CENTER	999999999			NOT IN LIST

Installation #	Site ID	Name	Geo Locator	Geo Location	Address	County/Country
	08	LAKE RED BLUFF RECREATION AREA	999999999			NOT IN LIST
	09	ELK CREEK BLUFF	999999999			NOT IN LIST
	51	MENDOCINO SO & S/W	064230021	WILLOWS, GLENN, CALIFORNIA	825 N. Humboldt Avenue, WILLOWS, CA, 95988	GLENN
	52	GRINDSTONE RD	060840103	CORNING, TEHAMA, CALIFORNIA	22000 Corning Road, CORNING, CA, 96021	TEHAMA
	53	PROGENY FENCE	060840103	CORNING, TEHAMA, CALIFORNIA	Not Applicable, CORNING, CA, 96021	TEHAMA
07638	00	MODOC NATIONAL FOREST	060050049	ALTURAS, MODOC, CALIFORNIA	ALTURAS, CA, 96101	MODOC
	04	SO FORK EQUIP SHOP	060050049	ALTURAS, MODOC, CALIFORNIA	ALTURAS, CA, 96101	MODOC
	07	DEVILS GARDEN RD	060050049	ALTURAS, MODOC, CALIFORNIA	ALTURAS, CA, 96101	MODOC
	08	BIG VALLEY RD	999999999			NOT IN LIST
	09	CEDARVILLE COMPOUND	060050049	ALTURAS, MODOC, CALIFORNIA	ALTURAS, CA, 96101	MODOC

Installation #	Site ID	Name	Geo Locator	Geo Location	Address	County/Country
	10	DANHAUSER HOUSE	060050049	ALTURAS, MODOC, CALIFORNIA	ALTURAS, CA, 96101	MODOC
	11	WARM SPRINGS	999999999			NOT IN LIST
	51	MODOC SO	060050049	ALTURAS, MODOC, CALIFORNIA	800 W. 12th Street, ALTURAS, CA, 96101	MODOC
	52	WARNER MTN RD	060615049	CEDARVILLE, MODOC, CALIFORNIA	Main & Washington, CEDARVILLE, CA, 96104	MODOC
	53	DOUBLEHEAD RD	063930093	TULELAKE, SISKIYOU, CALIFORNIA	Hwy 139 & Main Street, TULELAKE, CA, 96134	SISKIYOU

A.2. Inventory - Government Owned and Leased

Installation No: 07516 | Installation Name: BIGHORN NATIONAL FOREST

Site No	Property ID	Property Name	Property Type	Property Use	Status	Govt Own Leas	Bldg Year Constructed	Building Gross Sqft	Total Acres	Strc Year Constructed	Struc Units	Struc Unit Type	Acquisition Date	Acquisition Cost
00	1	SUPERVISOR'S OFFICE	B		EXISTING - OPERATIONAL	G	10/01/2000	11,198						
00	103019	COW CAMP			EXISTING - OPERATIONAL	G	09/01/1956							
00	107015	FRENCH CRK COW CAMP			EXISTING - OPERATIONAL	G	09/01/1945							
00	107016	ROCK CREEK COW CAMP			EXISTING - OPERATIONAL	G	09/01/1940							
00	108008	SOURDOUGH COW CAMP			EXISTING - OPERATIONAL	G	09/01/1952							
00	1111	BUFFALO LEASED OFFICE			EXISTING - OPERATIONAL	G	01/01/1997	4,368						
00	1112	BUFFALO LEASED WAREHOUSE #1			EXISTING - OPERATIONAL	G	06/01/1997	4,287						
	Count:							Sum:	Sum:		Sum:			Sum:

Site No	Property ID	Property Name	Property Type	Property Use	Status	Govt Own Leas	Bldg Year Constructed	Building Gross Sqft	Total Acres	Strc Year Constructed	Struc Units	Struc Unit Type	Acquisition Date	Acquisition Cost
	7							19,853						

A.3. Lease Basics

Agency: 11 | Managing Org: 01 | Status Code: A

Lease #	Name	Effective Date	Expiration Date	Annual Rental Amount	Number Of Options	Option Period Years	Option Notice Days	Option Notice Date	Termination Notice Days	Escalator	Capital Lease	Total Sqft	Total Acres	Lessor	Phone Number	Address	LCO	LCO Phone Number	LCOR	Lcor Phone Number
5-REVIEW	REVIEW	09/30/2004	12/31/2025	$1.00	5	3	90	10/02/2025	120	N	N	10,000	35	AHM PROPERTIES, LTD	(865)637-3770X28	3658 WOODLAND DRIVE, KNOXVILLE, TN, 37919				
57-0343-0-0019	BOZEMAN SO LAB	03/01/2000	07/31/2002	$4,800.00	0	0	30	07/01/2002	30	N	N	355	0	City of Bozeman	(406)582-2308	P. O. Box 1230, Bozeman, MT, 59771				
57-0343-0-0020	AFD SMOKEJUMPER SITE	08/16/2000	08/15/2005	$1.00	1	5	30	07/16/2005	30	N	N	0	1,280	Circle H. Development Co.	(406)549-0434	c/o Jay C. Raser, 2435 Mullan Road, Missoula, MT, 59802				
57-0343-0-LE02	JUDITH RD	01/01/2000	12/31/2004	$14,500.00	1	5	30	12/01/2004	30	N	N	3,976	0	Pat Kirby						
57-0343-0-LE03	MUSSELSHELL RD	10/01/2000	09/30/2010	$75,109.50	2	5	180	04/03/2010	180	N	N	31,341	0	Ronald Fischer						
57-0343-0-NE094	CLEARWATER RD	11/14/1990	11/13/2005	$82,844.64	1	5	365	11/13/2004	60	Y	N	6,496	0	Blewett, Blewett, & Profitt	(208)983-2933	P. O. Box 356, Grangeville, ID, 83530				
57-0343-0-NE17	RED RIVER PASTURE	05/02/2000	11/30/2001	$4,410.00	0	1	0	11/30/2001	60	N	N	0	115	Edith Mullins	(208)842-2455					

57-0343-1-BE127	B-D SUPERVISORS OFFICE	01/01/1992	12/30/2006	$324,676.32	1	5	60	10/31/2006	180	N	N	52,607	0	Mountain States Leasing/Dillon						
57-0343-1-BI120	BITTERROOT SO	09/13/1991	09/12/2006	$324,451.58	1	5	30	08/13/2006	60	Y	N	40,903	0	Mildenberger Enterprises	(406)363-4100	P. O. Box 633, Hamilton, MT, 59840				
57-0343-1-CL02	CLEARWATER RADIO SITE	10/01/2000	09/30/2005	$50.00	3	5	30	08/31/2005	90	N	N	0	0	City of Pierce	(208)464-2222	PO Box 356, Pierce, ID, 83456				
57-0343-1-CU143	GRAND RIVER RD	04/01/1991	03/31/2002	$16,245.36	1	5	60	01/30/2002	90	Y	N	5,592	0	Donald Even	(605)374-3771	501 2nd Street West, Lemmon, SD, 57638				
57-0343-1-HE03	HELENA SO ANNEX	05/01/2001	04/30/2003	$7,135.80	4	1	30	03/31/2003	30	N	N	1,010	0	Helena Regional Airport Authority	(406)442-2821	Helena Regional Airport, 2850 Skyway Drive, Helena, MT, 59602				
57-0343-1-HE165	HELENA SO	05/01/1992	04/30/2007	$184,552.97	1	5	30	03/31/2007	60	Y	N	12,931	0	Helena Regional Airport Authority	(406)442-2821	Helena Regional Airport, 2850 Skyway Drive, Helena, MT, 59602				
57-0343-1-LE22	L&C COMMUNICATION SITE	10/01/2001	09/30/2002	$100.00	3	1	30	08/31/2002	30	N	N	8	0	Marlow TV Association						

A.4. Lease Details

Agency: 11 | Managing Org: 01 | Status Code: A

Lease #	Name	Lease Originator	Effective Date	Expiration Date	Annual Rental Amount	Property Type	Site ID	Property Name	Area Of Space	UOM	Usage	Price Per Uom	Land Unit 2250a
57-0343-0-0019	BOZEMAN SO LAB		03/01/2000	07/31/2002	$4,800.00	BUILDING	L115	GALLATIN NF LAB	355	SF	OTHER-BUILDING	$11.67	N
57-0343-0-0020	AFD SMOKEJUMPER SITE		08/16/2000	08/15/2005	$1.00	PARKING_LOT	L004	AFD SMOKEJUMPER SITE	1,280	A	OTHER-BUILDING		N
57-0343-0-LE02	JUDITH RD		01/01/2000	12/31/2004	$14,500.00	BUILDING	L154	JUDITH RD OFFICE	3,018	SF	OTHER-BUILDING		N
						MISC_STORAGE	L155`	JUDITH RD WAREHOUSE	955	SF	OTHER-BUILDING		N
						PARKING_LOT	L155A	JUDITH RD PARKING SPACES	3	SF	OTHER-BUILDING		N

Lease #	Name	Lease Originator	Effective Date	Expiration Date	Annual Rental Amount	Property Type	Site ID	Property Name	Area Of Space	UOM	Usage	Price Per Uom	Land Unit 2250a
57-0343-0-LE03	MUSSELSHELL RD		10/01/2000	09/30/2010	$75,109.50	BUILDING	L151	MUSSELSHELL RD OFFICE	5,351	SF	OTHER-BUILDING		N
						MISC_STORAGE	L156	MUSSELSHELL RD STORAGE	5,525	SF	OTHER-BUILDING		N
						MISC_STORAGE	L151A	MUSSELSHELL RD BASEMENT STORAGE	1,110	SF	OTHER-BUILDING		N
						PARKING_LOT	L156B	MUSSELSHELL PARKING SPACES	55	SF	OTHER-BUILDING		N
						WAREYARD	L156A	MUSSELLSHELL WAREYARD	19,300	SF	OTHER-BUILDING		N
57-0343-0-NE094	CLEARWATER RD		11/14/1990	11/13/2005	$82,844.64	BUILDING	L173	CLEARWATER RD OFFICE	6,496	SF	OFFICE BUILDING LOCATIONS-BUILDING		N
57-0343-0-NE17	RED RIVER PASTURE		05/02/2000	11/30/2001	$4,410.00	LEASED LAND	L175	RED RIVER RD PASTURE	115	A	GRAZING-LAND		N

Lease #	Name	Lease Originator	Effective Date	Expiration Date	Annual Rental Amount	Property Type	Site ID	Property Name	Area Of Space	UOM	Usage	Price Per Uom	Land Unit 2250a
57-0343-1-BE127	B-D SUPERVISORS OFFICE		01/01/1992	12/30/2006	$324,676.32	BUILDING	L026	BEAVERHEAD NF SUPERV. OFFICE	22,289	SF	OFFICE BUILDING LOCATIONS-BUILDING		N
						BUILDING	L027	BEAVERHEAD NF WAREHOUSE	9,318	SF	STORAGE-BUILDING		N
						PARKING_LOT	L027C	PARKING SPACES	0	SF	OTHER-BUILDING	$0.00	N
						WAREYARD	L027A	WAREYARD	21,000	SF	OTHER-BUILDING	$0.98	N
57-0343-1-BI120	BITTERRDAT SO		09/13/1991	09/12/2006	$324,451.58	BUILDING	L031	BITTERRDAT SUPERVISOR'S OFFICE	16,993	SF	OTHER-BUILDING		N
						MISC_STORAGE	L032	SHOP/WAREHOUSE/STORAGE	4,910	SF	OTHER-BUILDING		N
						PARKING_LOT	L032B	PARKING SPACES			OTHER-BUILDING		N
						WAREYARD	L032A	WAREYARD	19,000	SF	OTHER-BUILDING		N

A.5. GSA Assignment Details

Agency Code: 00 | Managing Org:

CBR #	Effective Date	Expiration Date	Annual Rental Amount	Building ID	Building Name	Charge Type	Units	UOM
CA0062441		12/12/2003	$28,260	CA7079	5TH&”G” STREET	GSA Fee	910	
						Operating Costs	671	
						Pro Rata Joint Use Charges - Building Amenities	239	SF
						Security services - Basic Charges	910	SF
						Security services - Building Specific Amortized Capti-al	910	SF
						Shell Rental Rate - General	671	SF
DC0018427		12/12/2003	$218,664	DC0274	PRKG LOT 12TH ST S	Parking - Surface (Number of spaces)	113	SP
DC0018507		12/12/2003	$745,764	DC0361	501 SCHDAL ST S.W	GSA Fee	21,877	
						Operating Costs	21,877	

CBR #	Effective Date	Expiration Date	Annual Rental Amount	Building ID	Building Name	Charge Type	Units	UOM
						Security services - Basic Charges	21,877	SF
						Shell Rental Rate - General	21,877	SF
DC0018617	12/12/2003		$1,164,132	DC0399	2101 L ST N W	GSA Fee	40,688	
						Operating Costs	40,688	
						Parking - Structured (Number of spaces)	6	SP
						Security services - Basic Charges	40,688	SF
						Shell Rental Rate - General	40,688	SF
DC0018706		12/12/2003	$4,207,920	DC0501	SIDNEY YATES (AUDITORS)	Operating Costs	152,329	
						Parking - Surface (Number of spaces)	16	SP
						Security services - Basic Charges	152,329	SF
						Shell Rental Rate - General	152,329	SF
DC0052208		12/12/2003	$4,952,592	DC0506	1800 M ST NW	GSA Fee	192,050	

CBR #	Effective Date	Expiration Date	Annual Rental Amount	Building ID	Building Name	Charge Type	Units	UOM
						Operating Costs	192,050	
						Security services - Basic Charges	192,050	SF
						Security services - Building Specific	192,050	SF
						Shell Rental Rate - General	192,050	SF
DC0052256		12/12/2003	$1,093,044	DC0343	370 L'ENFANT PROMENADE	GSA Fee	27,629	
						Operating Costs	27,629	
						Real Estate Taxes	0	
						Security services - Basic Charges	27,629	SF
						Security services - Building Specific	27,629	SF
						Shell Rental Rate - General	27,629	SF
DC0052425		12/12/2003	$3,369,804	DC1128	REPORTERS	GSA Fee	124,850	
						Operating Costs	124,850	

CBR #	Effective Date	Expiration Date	Annual Rental Amount	Building ID	Building Name	Charge Type	Units	UOM
						Real Estate Taxes	0	
						Security services - Basic Charges	124,850	SF
						Security services - Building Specific	124,850	SF
						Shell Rental Rate - General	124,850	SF

B.1 Subledger Summary

RPA100L - Subledger Summary

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Admin Org	PG	CPN	Asset Type	Asset Subtype	Asset ID	Asset Name	Cap Value ($)	Accumulated Depreciation ($)
020601	01	23516	BUILDING		23516	YAMPA DISTRICT OFFICE	187,578.32	118,402.28
		Total:					**187,578.32**	**118,402.28**
020601	02	23517	BUILDING		23517	YAMPA RESIDENCE	16,537.08	16,537.08
		23518	BUILDING		23518	LYNX PASS CABIN	5,402.59	5,402.59
		23595	BUILDING		23595	YAMPA CREWHOUSE	167,940.86	20,634.85
		Total:					**189,880.53**	**42,574.52**
020601	03	23560	BUILDING		23560	YAMPA FLAMMABLE STORAGE	35,000.00	20,633.18
		Total:					**35,000.00**	**20,633.18**
020601	04	23532	BUILDING		23532	YAMPA SHOP AND STORAGE	6,174.62	6,174.62
		Total:					**6,174.62**	**6,174.62**
020601	06	10102	BUILDING		10102E1	EAST FORK TOILET BLDG	14,840.54	2,317.59
		10124	BUILDING		10124E1	GARDNER PARK TOILET BLDG	0.00	0.00
		10126	BUILDING		10126E1	STILLWATER TOILET BLDG	33,194.05	5,184.11
		Total:					**48,034.59**	**7,501.70**
020601	10	3708	ADMINISTRATIVE_SITE	DISTRICT OFFICE/COMPOUND	3708	YAMPA	29,321.30	28,491.76
		3721	ADMINISTRATIVE_SITE	REMOTE WORK CENTER	3721	LYNX PASS	11,077.05	11,077.05
		3733	ADMINISTRATIVE_SITE	REMOTE WORK CENTER	3733	PYRAMID	9,679.79	9,679.79
		Total:					**50,078.14**	**49,248.60**
020601	24	11007	BRIDGE		0206011007	TROUT CREEK	8,308.02	7,091.78
		C1074	MAJOR_CULVERT		0206011074	POOSE CREEK	22,845.57	8,994.60
		C1075	MAJOR_CULVERT		0206011075	ROCK CREEK	13,559.97	5,066.71
		C1077	MAJOR_CULVERT		0206011077	COAL CREEK	16,796.10	5,939.93
		Total:					**61,509.66**	**27,093.02**
020601	26	R0120	DAM		R0120	CRATER LAKE	8,410.00	8,410.00
		Total:					**8,410.00**	**8,410.00**
020601	30	10100	DEV_REC_SITE	FAMILY CAMPGROUND	10100	CHAPMAN RESERVOIR CG	18,664.81	9,771.51
		3600	DEV_REC_SITE	FAMILY	10112	GORE PASS CG	14,304.31	14,304.31

B.2 Value Streams

RPA102L - Value Streams

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Report run on: October 27, 2003 3:24 PM Database: w o.fs.fed.us

Admin Org	PG	CPN	Asset Type	Asset Subtype	Asset ID	Asset Name	Serial No	GI	TSymbol	Life	Start Date	Amount ($)	Accum Depr ($)
020601	10	3708	ADMINISTRATIVE_SITE	DISTRICT OFFICE/COMPOUND	3708	YAMPA	1.0	1740	12X1103	20	06/30/1937	6,887.61	6,887.61
							2.0	1740	12X1103	18	06/30/1939	2,567.18	2,567.18
							3.0	1740	12X1103	16	06/30/1941	13,750.25	13,750.25
							4.0	1740	12X1103	10	06/30/1976	3,616.26	3,616.26
							5.0	1740	12X1103	10	06/30/1996	2,500.00	1,816.42
			Total:									**29,321.30**	**28,637.72**
		3721	ADMINISTRATIVE_SITE	REMOTE WORK CENTER	3721	LYNX PASS	1.0	1740	12X1103	20	06/30/1934	1,585.00	1,585.00
							2.0	1740	12X1103	10	06/30/1953	2,387.93	2,387.93
							3.0	1740	12X1103	10	06/30/1964	1,546.00	1,546.00
							4.0	1740	12X1103	10	06/30/1981	2,550.12	2,550.12
							5.0	1740	12X1103	10	06/30/1986	3,008.00	3,008.00
			Total:									**11,077.05**	**11,077.05**
		3733	ADMINISTRATIVE_SITE	REMOTE WORK CENTER	3733	PYRAMID	1.0	1740	12X1103	20	06/30/1934	2,442.00	2,442.00
							2.0	1740	12X1103	18	06/30/1936	7,237.79	7,237.79
			Total:									**9,679.79**	**9,679.79**
Total:												**50,078.14**	**49,394.56**

Appendix L
Conversion Certification Form

This appendix contains the sample form for certifying the source data file to be used for conversion into CPAIS.

CPAIS Input File Certification Document Form

Instructions: This form was created to assist with the documentation of the conversion process. The form must be completed and signed by the responsible parties noted below.

	Owned	**Leased**	**GSA Assigned**
Source/Input File Description:			
File Requirements:			
Data Set/Database Name:			
Timestamp:			
Date Loaded in CPAIS:			
Record Count:			

Certification

We hereby certify that the report meets all requirements as defined above.

Preparer: _____
(Print Name/Title/Branch/Section)

Signature/Date: _____

Supervisor: _____
(Print Name/Title/Branch/Section)

Signature/Date: _____

Notes: _____