U.S. Department of Agriculture

Corporate Property Automated Information System (CPAIS)

Functional Requirements Analysis

June 13, 2003

Final

Version 1.0

Revision Log

The following table provides a log of each revision of the document that has been issued.

Status	Version	Description	Author	Reviewer	Memo #	Issue Date
Draft	1.0	Sections 1.1 – 1.2.1	LAE/DBM	JPG	USDA-3715	04/14/03
Draft	1.1	Draft to date	LAE/DBM	JPG	USDA-3733	04/25/03
Draft	1.2	Draft to date	LAE/DBM	JPG	USDA-3761	05/05/03
Draft	1.3	Draft to date	LAE/DBM	JPG	USDA-3777	05/09/03
Draft	1.4	Draft	LAE/DBM	JPG	USDA-3817	06/05/03
Final	1.0	Final	SCK/DBM	JPG	USDA-3843	06/13/03

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Executive Summary

The United States Department of Agriculture (USDA) reported over 8 billion dollars in assets on the balance sheet in fiscal year 2002. As the second largest landholder in the Federal Government, the USDA owns approximately 192 million acres of land and occupies approximately 51 million square feet of space (owned and leased). The USDA endeavors to implement a Corporate Property Automated Information System (CPAIS).

This document discusses the functional requirements identified in the business process requirements workshops held by the Associate Chief Financial Officer for Financial Systems (ACFO-FS), Forest Service, the Office of Procurement and Property Management (OPPM), and General Services Administration (GSA). The document sets the initial boundaries and scope for the modification of the Infrastructure Real Property Subsidiary (Infra) into CPAIS. The document also discusses the types of property controlled by the USDA, the workflows and data elements necessary to track and report real property, and the property management duties of the Realty Specialist. Additionally, the document outlines the data flows between CPAIS and the Corporate Financial System (Foundation Financial Information System (FFIS)), the GSA System for Tracking and Accounting for Real Property (STAR) Billing System, and the Forest Service Infra system.

Assumptions

- One accounting strip (ACCS) will relate to one and only one real property asset.

- CPAIS will capture all accounting elements that are used by all USDA agencies to record accounting activity related to real property transactions.

- A combination of accounting elements will be used to derive a unique identifier for each real property asset.

- Forest Service can associate an asset number with particular accounting elements on the MJOB table. FFIS will be enhanced to allow all USDA agencies to associate an asset number with specific accounting elements.

  - The FFIS to CPAIS interface will be created to utilize the proposed FFIS enhancement and send the appropriate asset number and accounting information to CPAIS from all FFIS applications.

- CPAIS to FFIS interface will be created to produce SV clone documents that can record appropriate accounting elements for all FFIS agencies.

- An automated process will be identified to load rent bill data from the GSA STAR Billing System to CPAIS.

- Any differences between the GSA STAR bill amount and the amount indicated in the final Occupancy Agreement (OA) will be flagged for adjustment. After the initial comparison of the OA to the GSA STAR bill, on a month-to-month basis, the subsequent bills will be compared to the previous month for identification of any adjustment.

- OPPM will obtain a block of Installation Numbers from GSA and load them into CPAIS. CPAIS will generate the Installation Number as needed for owned property and commercial leases from the block of remaining numbers. OPPM will manage the process. In the instance of GSA Assignments, GSA provides the Installation Number.

- OPPM will provide a distribution list of Federal Site Numbers.

- OPPM will have central control over the source of Federal Site Numbers

- CPAIS shall have the ability to generate USDA-level and agency-level reports.

- CPAIS shall facilitate management of the Central Rent Account at headquarters.

- The only attachments that can be made to a CPAIS property record will be word-processing documents, spreadsheet documents, and .jpg images.

- CPAIS shall replace the Forest Service real property accounting interfaces between Infra and FFIS.

- In order to systematically derive different posting models by using the GL post type, all agencies must use FFIS Job Number as an accounting element for USDA owned property, USDA commercial leases, and GSA Assignments.

- Agencies already using FFIS Job Number will be reviewed and a numbering scheme will be developed that will not impact their current processing.

- Any agency utilizing custom software (e.g., Forest Service Management Code Processing) that populates the FFIS Project Table (PROJ), must analyze the need for modification to that software

- CPAIS will maintain the full FFIS data element lengths.

- A complete physical inventory of real property shall be conducted over a 5 year cycle and the results recorded in CPAIS.

1 CPAIS Functionality

CPAIS will maintain data elements necessary to track and manage USDA owned property, leased property, and GSA Assignments. CPAIS will serve as the subsidiary ledger for USDA owned property and the primary inventory reporting and portfolio management tool for all real property. CPAIS will record the acquisition, accumulated depreciation, and disposal of a real property asset, while the Corporate Financial System and the procurement systems (e.g., IAS, PRCH) will continue to generate the financial transactions associated with the acquisition and use of real property. CPAIS will also track specific data elements necessary to meet external mandatory reporting requirements and ad hoc query requirements, whether the reports are generated from CPAIS or from the data warehouse.

As a subsidiary ledger, CPAIS will interface with the Corporate Financial System on a monthly basis through a two-way interface.

◆ The FFIS to CPAIS interface program will send USDA owned-property accounting transactions from the Corporate Financial System to CPAIS.

◆ The CPAIS to FFIS interface program will send real property transactions from CPAIS to the Corporate Financial System, such as balance sheet transfers (work in progress adjustments), transfers to or from other Federal agencies, depreciation expense, and the write-off of capital values.

CPAIS will interface with the GSA STAR Billing website, and electronically file the 1166 Federal Real Property Profile (1166 FRPP), which was formerly titled "The Worldwide Inventory Report". CPAIS will demonstrate adherence to security, accessibility, and compliance policies governing Federal Government computer systems.

The following sections discuss the specific functional requirements of CPAIS and the types of property controlled by the USDA, the workflows and data elements necessary to track and report real property, and reports the system will produce.

1.1 CPAIS Functional Requirements

The following section summarizes the functional requirements of CPAIS. In order to act as a corporate solution for real property management, CPAIS must:

◆ Maintain data elements required for tracking acquisition of USDA owned or leased property, including land leases, GSA Assignments, and agreements.

◆ Maintain data elements required to calculate asset valuation of USDA owned property.

- Collect and manage data related to purchase cost and Work In Progress (WIP) accounting

- Generate depreciation expense transactions

◆ Maintain data elements required for the management of GSA Assignments, including the Central Rent Account and the National Capital Region.

◆ Capture the source of funds breakdown for a particular space to facilitate management of the Central Rent Account, Lease, Agreement, and GSA Star Billing.

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ Maintain data elements necessary to distinguish land or buildings as 'Heritage' and/or 'Historical' property in accordance with Executive Order 13287 *Preserve America*.

◆ Interface with the Corporate Financial System to post financial transactions for USDA owned property.

- The property can be purchased, donated, exchanged, or transferred.

- The transactions can be manually entered into the Corporate Financial System or generated by the procurement system (e.g., IAS, PRCH).

◆ Interface with the GSA STAR Billing System to facilitate rent comparison.

◆ Interface with the Forest Service Infra system. Forest Service will consolidate field data to facilitate this interface. Forest Service will continue to use Infra to support other business processes.

◆ Maintain data elements necessary to prepare mandatory USDA, GSA, and OPPM reports and various ad-hoc queries on both a USDA level and an agency level.

◆ Maintain data elements necessary to prepare and electronically submit the 1166 FRPP. The annual 1166 FRPP reports property inventory for USDA owned and leased property.

◆ Maintain data elements to facilitate property management requirements.

◆ Accommodate changes to agency space needs over time.

◆ Maintain data elements necessary to track and manage physical security.

◆ Maintain data elements necessary to manage the real property portfolio and perform business management functions.

◆ Allow security levels and controls to facilitate security monitoring from a central site.

◆ CPAIS must accommodate the entire FFIS accounting string.

◆ CPAIS will capture the four-digit GSA Agency Bureau Code and will crosswalk the code to the two-digit USDA Agency Code. CPAIS will display both codes.

◆ CPAIS will track Condition Ratings. Values will be provided during the detailed design phase.

◆ CPAIS must feature a data entry capability to allow for table maintenance (e.g., reference data).

◆ CPAIS must feature a data entry capability to allow for security configuration and maintenance.

1.2   Types of Real Property

CPAIS must maintain data elements required for tracking acquisition of USDA owned or leased property, including GSA Assignments, and agreements. The USDA categorizes real property as follows:

◆ Owned Property

  • Purchase, Donation, Exchange, or Transfer

- Design and Construction (WIP accounting)

◆ GSA Assignments

◆ USDA Commercial Leases and Land Leases

- Agreements

1.2.1   USDA Owned Property

CPAIS must track USDA owned property for WIP accounting, inventory reporting, and depreciation valuation purposes, regardless of whether the property was purchased or constructed by a USDA agency, or received through donation, exchange, or transfer. CPAIS must interface with the Corporate Financial System to receive financial transactions that are either manually entered into the Corporate Financial System or automatically generated by the procurement system (e.g., IAS, PRCH). CPAIS will function as the system of record for USDA owned property.

1.2.1.1   USDA Owned Property Workflow

The following sections describe the process workflow and system requirements for capturing the cost of real property assets, data elements, and reports required for managing USDA owned property (including donations, exchanges, and transfers).

1.2.1.1.1   Purchase

This section describes the CPAIS functional workflow and system requirements for managing the purchase of a real property asset.

◆ The agency acquires the fixed asset and records the real property asset in CPAIS in the form of a shell record, with a status of Work in Progress (WIP). CPAIS must maintain an asset record for real property with a status of WIP when the purchase of a real property asset is made, regardless of the method of acquisition; to collect all costs prior to placing the asset in service (e.g. surveying costs, legal fees).

◆ The agency must also establish the WIP accounting elements in the Corporate Financial System. All WIP accounting activity related to the unique asset must post to General Ledger (GL) account 1720 "Construction in Progress" (also referred to as Work in Progress or WIP).

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ When the agency places the asset in service, CPAIS reclassifies all related accounting activity from GL account 1720 to GL account 1730 "Buildings, Improvements, and Renovations" or 1740 "Other Buildings and Structures." At that time, no additional activity can post to GL account 1720 for that asset.

◆ CPAIS will automatically create depreciation entries that are sent to the corporate financial system through the monthly interface.

◆ FFIS sends back transactions that posted for reconciliation processing.

◆ The agency updates the CPAIS property record, as needed except from accounting fields that are restricted through the role-level access privilege to the end.

1.2.1.1.2 Design and Construction

The USDA manages design services that provide the vision, layout, and look of the space within the approved budget. The design services may be provided internally or externally. This process includes planning projects and developing cost and schedule estimates using systems designed for that purpose, such as CAD engineering systems. CPAIS must capture WIP accounting when construction of the real property asset begins to assure that the value of the asset reflects all construction in progress transactions. This section describes the CPAIS functional workflow and system requirements for managing design and construction of a real property asset.

◆ CPAIS must maintain an asset record for USDA owned property from the start of construction of the real property asset with a status of WIP.

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ The agency must establish the WIP accounting elements in the Corporate Financial System. All WIP accounting activity related to the unique asset must post to General Ledger (GL) account 1720 "Construction in Progress" (also referred to as Work in Progress or WIP).

◆ When the agency places the asset in service, CPAIS reclassifies all related accounting activity from GL account 1720 to GL account 1730 "Buildings, Improvements, and Renovations" or GL account 1740 "Other Buildings and Structures." At that time, no additional activity can post to GL account 1720 for that asset.

◆ CPAIS will automatically create depreciation entries that are sent to the corporate financial system through the monthly interface.

◆ FFIS sends back transactions that posted for reconciliation processing.

◆ The agency must update the CPAIS property record, as needed except for accounting fields that are restricted through the role-level access privilege to the end.

1.2.1.1.3   Donation or Exchange

This section describes the CPAIS functional workflow and system requirements for managing the donation or exchange of a real property asset.

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ The agency must establish the WIP accounting elements in the Corporate Financial System. All WIP accounting activity related to the unique asset must post to General Ledger (GL) account 1720 "Construction in Progress" (also referred to as Work in Progress or WIP).

◆ CPAIS must maintain an asset record for real property with a status of WIP when the transfer of a real property asset begins, regardless of the method of acquisition; to collect all costs prior to placing the asset in service (e.g. surveying costs, legal fees).

◆ When the agency places the asset in service, CPAIS reclassifies all related accounting activity from GL account 1720 to GL account 1730 "Buildings, Improvements, and Renovations" or GL account 1740 "Other Buildings and Structures." At that time, no additional activity can post to GL account 1720 for that asset.

◆ CPAIS will automatically create depreciation entries that are sent to the corporate financial system through the monthly interface.

◆ FFIS sends back transactions that posted for reconciliation processing.

◆ The agency must update the CPAIS property record as needed, except for accounting fields that are restricted through the role-level access privilege to the end.

The following figure illustrates the business process workflow for managing purchased, donated, transferred, or exchanged real property and for managing design and construction services.

Figure 1-1   Owned Real Property Business Process Workflow

USDA Agency

Vendor

OCFO

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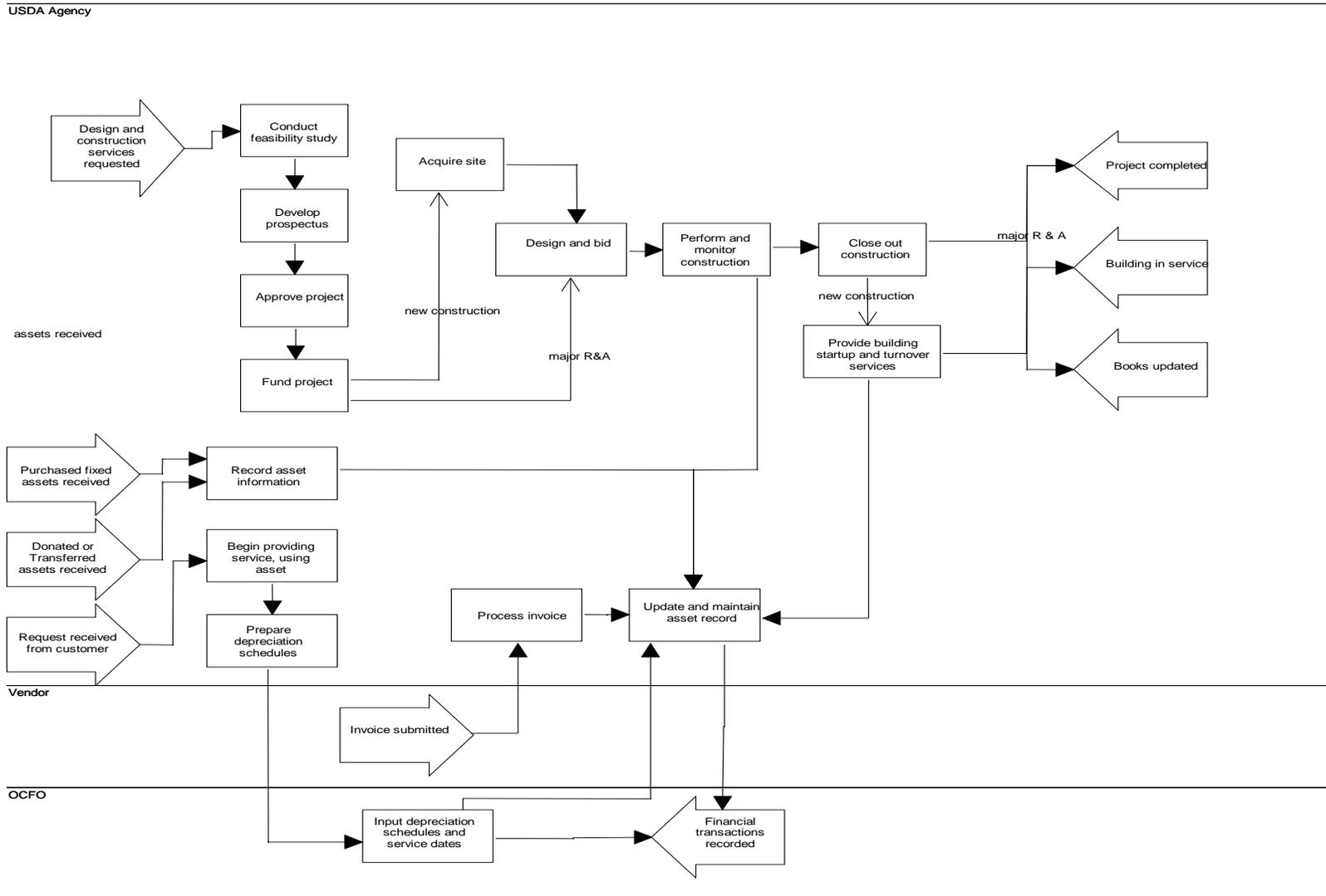
1.2.1.2 Stewardship

'Stewardship Responsibility' refers to the responsibility for accountability for the care and maintenance of government owned property.

The Federal Accounting Standards Advisory Board (FASAB) defines 'Stewardship Property' as property owned by the federal government that meets one of the following three criteria.

◆ Real Property is labeled as a heritage asset because of artistic, cultural, educational, historical, or natural importance or because of significant architectural characteristics (e.g., the Lincoln Memorial or the Washington Monument).

◆ Real Property, known as federal mission property (e.g., weapons system or space exploration equipment) that has specific characteristics identified by FASAB.

◆ Real Property, known as 'stewardship land' is acquired for or in connection with general plant property and equipment (e.g., land in the public domain and national forest land). Some investments, such as national forests, are to be reported as stewardship land (by the number of acres) and as heritage assets (by the number of physical units). Such reporting is not duplicative as the type of information reported is different for each category of stewardship property.

1.2.1.3 USDA Owned Property Data Elements

CPAIS must maintain data elements necessary to track and manage USDA owned property. This section describes categories of data elements maintained by CPAIS.

CPAIS must maintain data elements to identify and track the location of USDA owned real property asset (e.g., building, land unit).

◆ USDA Agency Bureau Code

◆ GSA Region

◆ Federal Installation Site Address, Name, and Number

◆ Physical Address

◆ Mailing Address

◆ Geographic Location Code (GLC)

◆ Congressional District

◆ Historical and/or Heritage Designations

CPAIS must maintain data elements required for tracking acquisition and calculating asset valuation of USDA owned property. Data sources include CPAIS, Corporate Financial System (FFIS), and procurements systems (e.g., PRCH, IAS).

◆ Acquisition Data

◆ Appraisal Data

◆ Depreciation Data

◆ Disposal Data

◆ Utilization Status

CPAIS must maintain data elements pertinent to features of a real property asset.

◆ Floor and Room Assignments, if applicable

◆ Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage

◆ Property Type, GSA Predominant Usage

◆ Survey and Energy Audit Information

◆ Accessibility Compliance

◆ Security Features

◆ Multi-tenancy

1.2.2 GSA Assignments

CPAIS must maintain data elements required for managing GSA Assignments, including the National Capital Region, which is managed by the Office of Operations. A data warehouse will report financial information for managing GSA Assignments.

Part of the function of GSA 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. The following sections

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describe the process workflows and system requirements for capturing GSA Assignments and the data elements and reports required for managing GSA Assignments.

1.2.2.1 GSA Assignment Workflow

This section describes the CPAIS functional workflow and system requirements for managing GSA Assignments.

◆ The agency approves a request for space and then the agency submits the request for space to GSA for approval.

◆ GSA drafts an OA, which contains identification information, contact information, cost information, and appropriate ad hoc clauses.

◆ The agency accepts the pro forma OA and the agency generates a commitment. Forest Service has the authority to negotiate on its own.

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ The agency updates the OA information and the CPAIS record on an ongoing basis throughout the process, until a final OA is accepted.

◆ GSA negotiates and inspects any built-out space. The agency monitors negotiations and approves the inspection. GSA establishes dates and provides final updates to the OA and lease. Rent begins on the following day.

◆ CPAIS must maintain data elements from the final OA and lease summary to establish a baseline for rent comparisons with GSA.

◆ To accommodate fluctuating space needs, CPAIS must:

- Maintain flexible start and end lease dates.

- Calculate and maintain escalation projections for budgeting purposes.

◆ CPAIS must feature field-locking capabilities to secure data and to allow budget development by the agency and monitoring from headquarters.

◆ CPAIS must facilitate data downloads to facilities managers in the form of MS Excel or MS Word files.

◆ The agency must update the CPAIS property record as needed, except for accounting fields that are restricted through the role-level access privilege to the end.

The following figure illustrates the business process workflow for managing GSA Assignments.

Figure 1-2   GSA Assignment Business Process Workflow
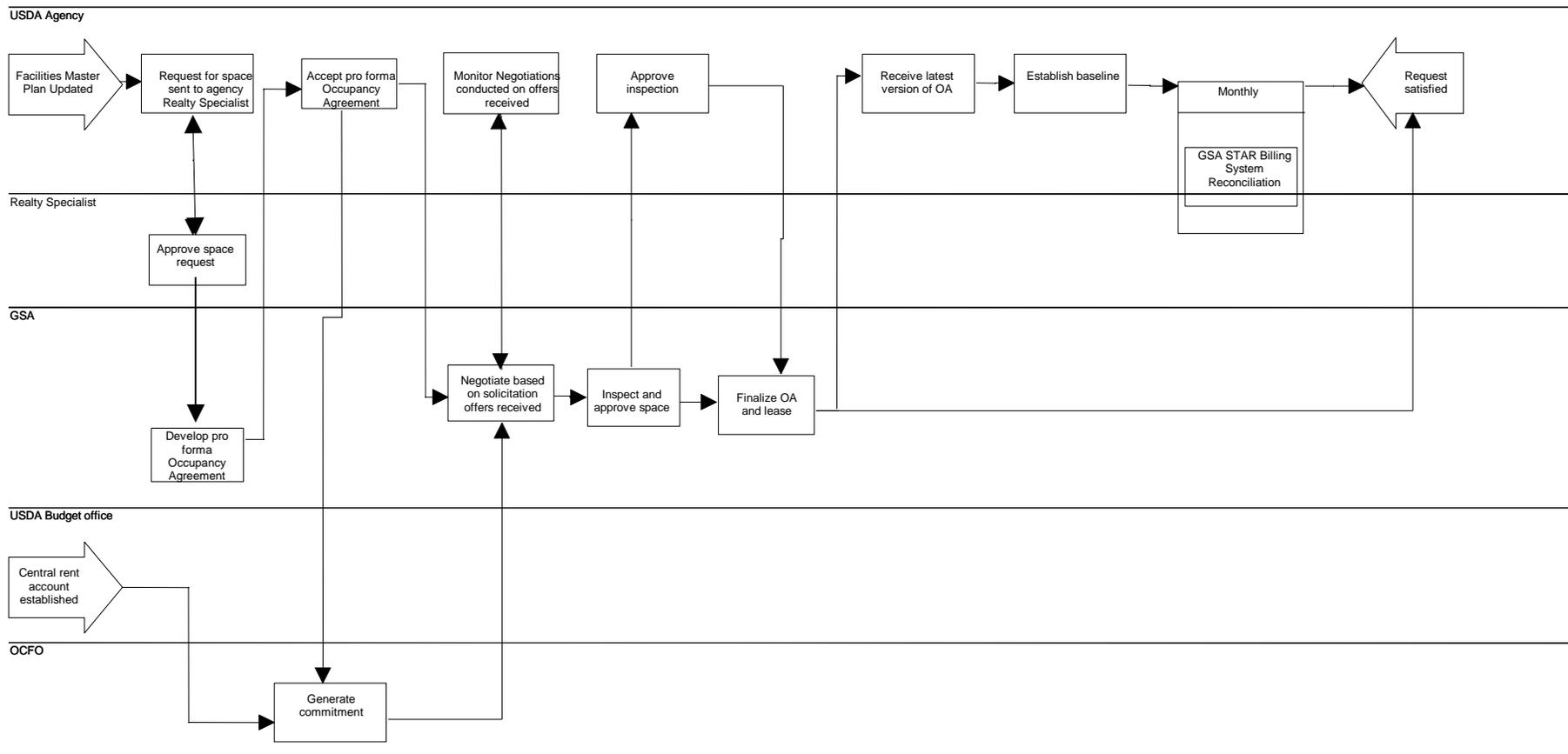
1.2.2.1.1 GSA Rent Comparisons

GSA charges agencies for shared or common space on a prorated basis. Agencies perform monthly rent comparisons to verify the billed amount matches the OA, and to request rent adjustments where unsubstantiated or incorrect differences appear. Legitimate differences may exist where GSA adjusted the rent bill based on events that modify the 'baseline', such as changes in the Consumer Price Index (CPI), real estate taxes, or occupancy.

◆ CPAIS must interface with the GSA STAR Billing System and maintain data elements to facilitate the required monthly comparison between the amount specified in the GSA STAR rent bill and the amount specified in the final OA for each space request. This initial comparison is followed by a month-to-month comparison of what the CPAIS property record reflects against what GSA is billing each bureau account. The difference should provide the agency with a "discrepancy report".

◆ CPAIS must allow the Realty Specialist and GSA to modify the terms of the OA in the system, as changes are made to the OA.

◆ CPAIS must generate form letters to request adjustments. The agency sends these adjustment requests to GSA for approval at the regional level where the billed property is located. If approved by GSA, a subsequent bill reflects the adjustment.

◆ CPAIS must maintain historical rent data to perform monthly reconciliations.

1.2.2.1.2 Central Rent Account

Congress established the Central Rent Account, monitored by the Office of the Chief Financial Officer (OCFO) to pay for GSA assigned space for all real property assets covered by appropriated funds.

◆ CPAIS must capture the percentage of non-appropriated sources of funding agencies receive in order to develop accurate budget projections for the Central Rent Account. The sources of funds indicate how much of the expense should be paid from appropriated, Central Rent Account funds and how much should be charged back to the agency.

◆ CPAIS must allow monitoring of GSA Assignments at the headquarter level.

1.2.2.1.3 National Capital Region

The National Capital Region is a designation given to space in the greater Washington DC area. GSA Assignments in the National Capital Region are

executed between GSA and Office of Operations. Subsequently, Office of Operations executes an agreement with the individual USDA agency. GSA posts Office of Operations rent bills on a department level, which can represent multiple rent agreements between Office of Operations and individual USDA agencies. This summarized posting necessitates comparison between the summarized GSA rent bill and the individual agency assignments.

◆ CPAIS must allow agencies to view amounts charged to the Central Rent Account and allow Office of Operations to view agency property records to allow verification of bills and comparison.

◆ CPAIS must accommodate relationships between GSA and the Office of Operations within the National Capital Region in the form of flexible percentages with role based security controls.

◆ CPAIS must provide MS Word and MS Excel files. Agency facility managers track detailed space usage with PC based AutoCAD programs that require MS Word and MS Excel files.

1.2.2.2 GSA Assignment Data Elements

CPAIS must maintain data elements necessary to track and manage GSA Assignments to the USDA. This section describes categories of data elements maintained by CPAIS.

CPAIS must maintain data elements to track location of property under GSA assignment.

◆ GSA Region

◆ Federal Installation Site Address, Name, and Number

◆ Physical Address

◆ Mailing Address

◆ Geographic Location Code (GLC)

◆ Congressional District

◆ Historical and/or Heritage Designation

CPAIS must maintain data elements pertinent to features of a real property asset.

◆ Floor and Room Assignments, if applicable

◆ Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage

- Parking, (inside/outside) surfaced and covered

- Agency Point of Contact (POC)

- GSA Point of Contact (POC)

- Property Type, GSA Predominant Usage

- Survey and Energy Audit Information

- Accessibility Compliance

- Security Features

- Client Billing Record (CBR) Number

- Hazardous Materials

CPAIS must maintain the terms of the OA between GSA and the agency to facilitate rent comparison, adjustment requests, and reconciliation.

- Pertinent Lease Dates

- Rent Charges and Space Delineations/Types

- Lease Option terms

1.2.3   USDA Commercial Leases

CPAIS must maintain data elements required for tracking and managing USDA commercial leases. A CPAIS data warehouse will maintain data for reporting financial information on USDA commercial leases.

1.2.3.1   USDA Commercial Lease Workflow

This section describes the CPAIS functional workflow and system requirements for managing USDA commercial leases.

The agency reviews the market and follows the government accepted 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. The following list details the workflows associated with USDA commercial leases.

- The agency approves a formal request for new space, designates the lead agency, and initiates a solicitation for offers by gathering mandatory

documents, obtaining contact information, project details, and preliminary budget information.

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ The Realty Specialist manages and administers the CPAIS property record on an ongoing basis.

◆ The agency determines any required development needs to the space, determines options, issues solicitation offers, and negotiates according to client's requirements and price.

◆ The agency determines who will be designated the lead agency for space. The lead is the responsible agency, which contracts for space with a lessor for their own space needs, and those of other agencies.

◆ The agency updates the CPAIS record with final lease information.

◆ CPAIS will maintain data elements related to the leased site for property reporting purposes.

- The agency makes recurring operational lease payments through FFIS.

- The CPAIS data warehouse maintains operational expense history for financial tracking purposes.

◆ The agency updates the CPAIS property record, as needed except for accounting fields that are restricted through the role-level access privilege to the end.

The following figure illustrates the business process workflow for managing USDA commercial leases.

Figure 1-3   *USDA Commercial Lease Business Process Workflows*

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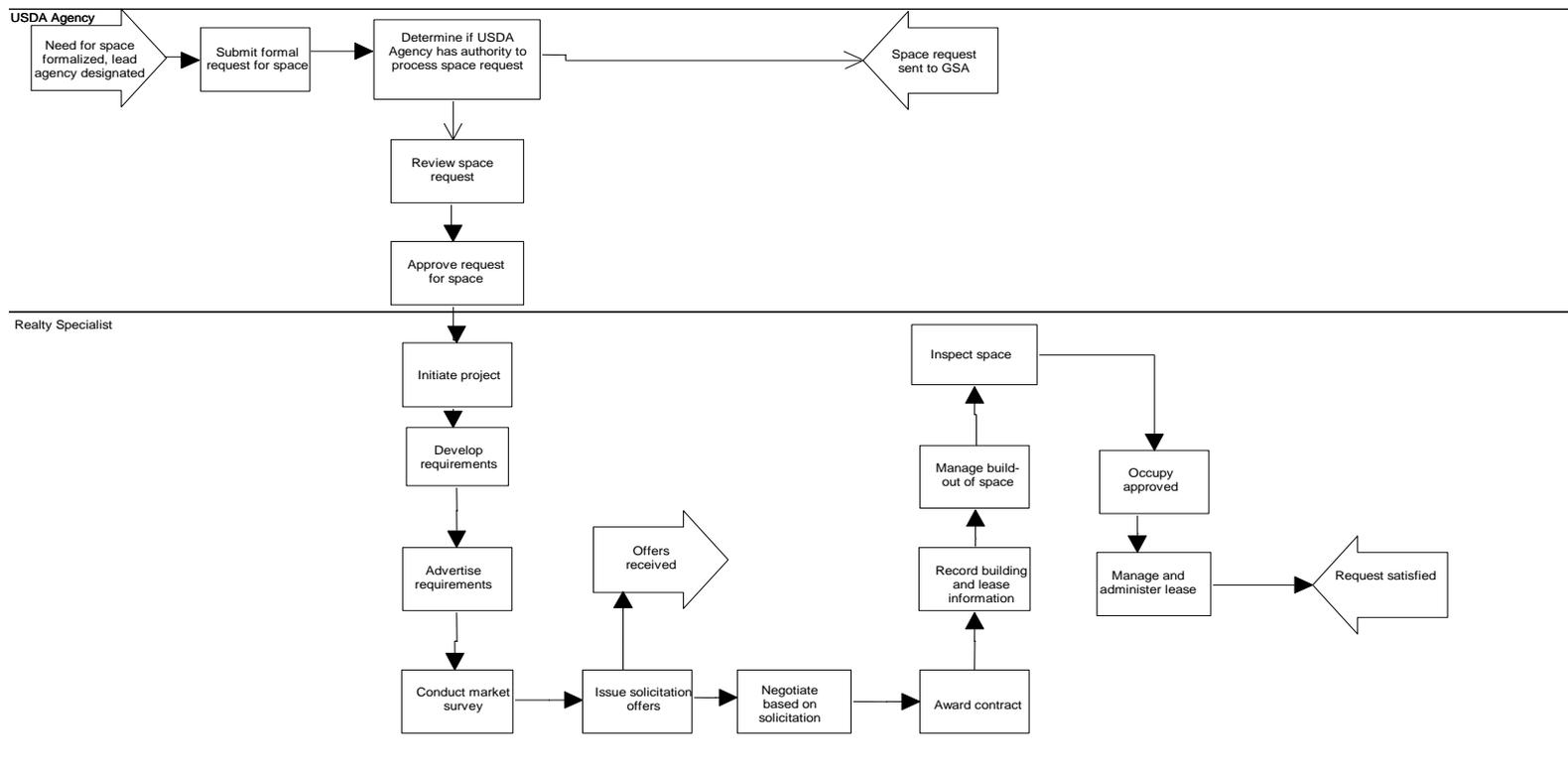
1.2.3.2   USDA Commercial Lease Data Elements

CPAIS must maintain data elements necessary to track and manage USDA commercial leases. This section describes categories of data maintained by CPAIS.

CPAIS must maintain data elements to track location of property leased to the USDA.

◆ GSA Region

◆ Federal Installation Site Address, Name, and Number

◆ Physical Address

◆ Mailing Address

◆ Geographic Location Code (GLC)

◆ Congressional District

◆ Historical and/or Heritage Designation

CPAIS must maintain data elements pertinent to features of a leased real property asset.

◆ Common Agreement Number

◆ Seismic Safety

◆ Hazardous Materials

◆ Rent Charges

◆ Space Delineations

◆ Point of Contact, (Lessor and Agency)

◆ Full or Partial

◆ Utility Services

◆ Designate Lead Agency

◆ Floor and Room Assignments, if applicable

Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage

◆ Property Type, GSA Predominant Usage

◆ Survey and Energy Audit Information

◆ Accessibility Compliance

◆ Security Features

◆ Office Hours

◆ Fair Market Value

◆ Rate Per Square Foot

◆ Parking, (inside/outside) surfaced and covered

CPAIS must maintain the terms of the lease.

◆ Rent Amount

◆ Pertinent Lease Dates (e.g., effective date, end date, award date)

◆ Lease Option Terms (include lease options and termination rights)

1.2.3.3   Capital Leases

A capital lease transfers substantially all the benefits and risks inherent in the
ownership of the property. This transfer occurs at the inception of the lease if
one or more of the following criteria exist:

◆ Ownership of the property will be transferred to the lessee by the end of
the lease term.

◆ The lease contains a bargain purchase option.

◆ The lease term is substantially (i.e., 75% or more) equal to the estimated
useful life of the leased property.

◆ At the beginning of the lease term, the present value of the minimum lease
payments, with certain adjustments, is 90% or more of the fair market
value of the property.

The last two criteria are not applicable when the beginning of the lease term
falls within the last 25% of the total estimated economic life of the leased
property. If a lease does not meet at least one of the above criteria, it should be
classified as an operating lease.

1.2.3.4   Land Lease Workflow

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. This section describes the CPAIS functional
workflow and system requirements for leasing land.

- The USDA agency conducts survey and appraises the site, if necessary, and negotiates the land lease terms and conditions.

- The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

  - 'Required' indicates that full functionality of CPAIS requires that the field be completed.

  - 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

  - 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

- The agency accepts the lease terms and conditions.

- The agency finalizes the CPAIS record and updates the CPAIS property record, as needed.

The following figure illustrates the business process workflow for managing land leases.

Figure 1-4   *Land Lease Business Process Workflow*

USDA Agency

Land requested → Submit request → Review and approve request → Survey site → Appraise site → Negotiate lease → Accept lease → Request satisfied

USDA Agency

if yes

Approve request → Request denied

if no
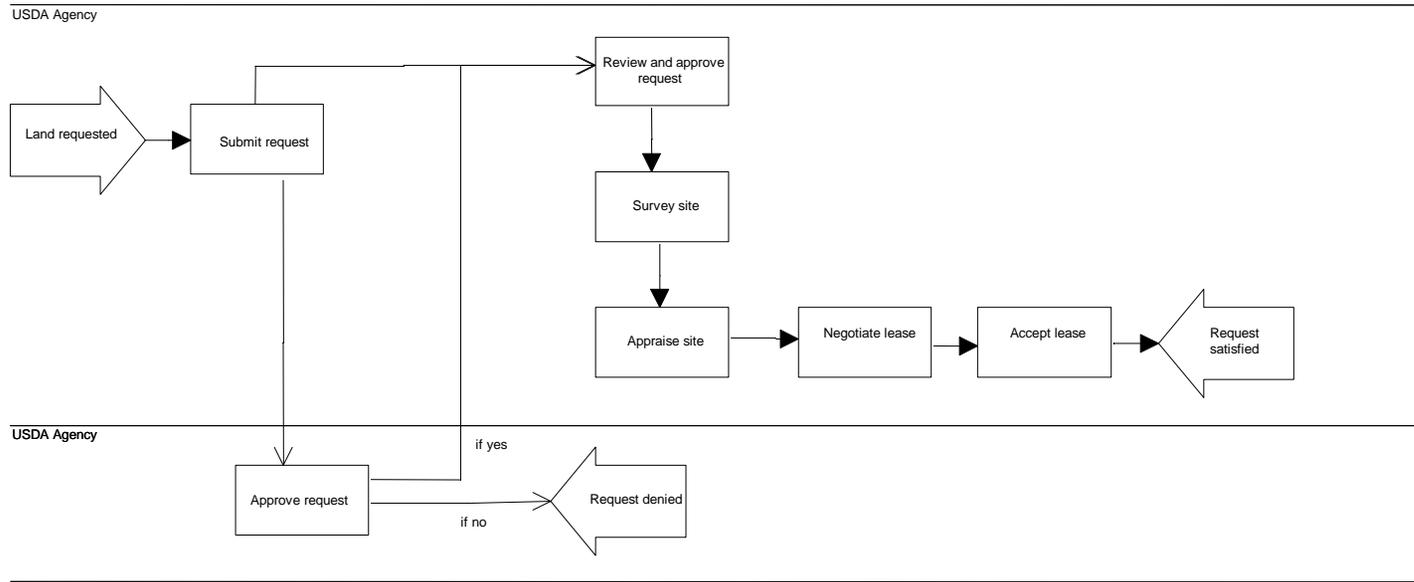
1.2.3.5   CPAIS Land Lease Data Elements

CPAIS must maintain data elements necessary to track and manage land leases. This section describes categories of necessary data elements.

CPAIS must maintain data elements to track the location of USDA controlled land.

◆ GSA Region

◆ Federal Installation Site Address, Name, and Number

◆ Physical Address

◆ Mailing Address

◆ Geographic Location Code (GLC)

◆ Congressional District

◆ Historical and/or Heritage Designation

◆ Property Type, GSA Predominant Usage

◆ Cost Options

◆ Acres

1.2.3.6   Agreements

CPAIS must maintain data elements required for managing shared space agreements. A data warehouse will report financial information associated with agreements. The term 'agreement' is a broad term applied to an instrument whereby a third party transfers 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. Different agencies use different labels to refer to agreements (e.g., permit, cooperative agreement, agreement, license, government to government, government to third party, and third party to government, MOU, MOA, RWA) but the underlying purpose of the agreement is the same. Although these are all unique arrangements, the CPAIS functional workflow and system requirements involved with agreements are essentially the same.

The following list includes a sample of several types of agreements utilized by USDA agencies, but is not intended to be a comprehensive listing.

1.2.3.6.1 Reimbursable/Non-Capitalized Cooperative Agreements

Reimbursable/Non-Capitalized Cooperative Agreements are used to accept funds from outside sources such as other USDA agencies; other Federal agencies; State, county, and municipal agencies and institutions; colleges and universities; scientific societies and foundations; private organizations; and individuals performing research-related or support services. Reimbursable Non-Capitalized Cooperative Agreements are usually only entered into with other government agencies or organizations when the negotiating official determines that payment in arrears for services rendered will not pose an undue risk to the Government. Reimbursable Non-Capitalized Cooperative Agreements do not include the right of first refusal to an exclusive license for the cooperator, to a patent developed under the agreement.

1.2.3.6.2 Cooperative Agreements

A Cooperative Agreement reflects a relationship between the United States Government and an eligible recipient where the principle purpose of the relationship is the transfer of money, property, services, or anything of value to the eligible recipient to carry out research related to cooperatives.

1.2.3.6.3 Revocable Permits

Revocable Permits are to be used to make Federally owned and leased land and facilities under the custody and control of an agency available to non-Federal and Federal entities.

1.2.3.6.4 Memorandum of Understanding

A Memorandum of Understanding (MOU) is a written legal instrument that documents a relationship between the United States Government and a State Department of Agriculture, college, university, other research institution or organization, private agency or organization, or any other party. An MOU does not provide for an exchange of funds, other non-monetary support, including supplies, equipment, chemicals, personnel, etc., from or to a cooperator. In most circumstances, it may be more appropriate to establish a funded or non-funded cooperative agreement. An MOU is appropriate when:

◆ All parties to the MOU have a mutual interest in the objectives of the MOU.

◆ All parties exercise their own authority independently but cooperatively.

◆ All parties maintain control of their own resources, unless stated otherwise in the MOU.

◆ An authorized agency mission is supported. The best evidence (although not the only evidence) of this support is a close relationship between the objectives of the MOU and an approved CRIS Document.

1.2.3.6.5 Easements

An easement is a vested property right granted for a term of years. Easements are to be used to make Federally owned land available for road and utility rights-of-way.

1.2.3.6.6 Free Space

Free Space Agreements are created when state or local government units, universities, or Indian tribes furnish rent-free space to an agency. Some of these arrangements include sharing the cost of other services such as utilities. These arrangements are to be documented in a written agreement.

1.2.3.6.7 Agreement Workflow

The listing below describes the workflows associated with executing agreements:

◆ The agency initiates the agreement and establishes the terms and conditions, according to type of agreement.

◆ The agency establishes fund source.

◆ The agency establishes a shell record with a differentiation between mandatory, required, and optional field designations, defined as follows:

- 'Required' indicates that full functionality of CPAIS requires that the field be completed.

- 'Mandatory' indicates the minimum set of required fields necessary to establish a shell record in CPAIS. Once the mandatory fields are complete, the record will be saved.

- 'Optional' indicates that the field is not required for CPAIS functionality or USDA requirements.

◆ The agency negotiates the terms and conditions and signs the finalized agreement.

◆ The agreement is signed by all partner agencies

- The agency manages and administers the agreement on an ongoing basis.

- The agency updates the CPAIS property record, as needed except for accounting fields that are restricted through the role-level access privilege to the end.

The following figure illustrates the business process workflow for managing agreements.

Figure 1-5   *Agreement Business Process Workflow*
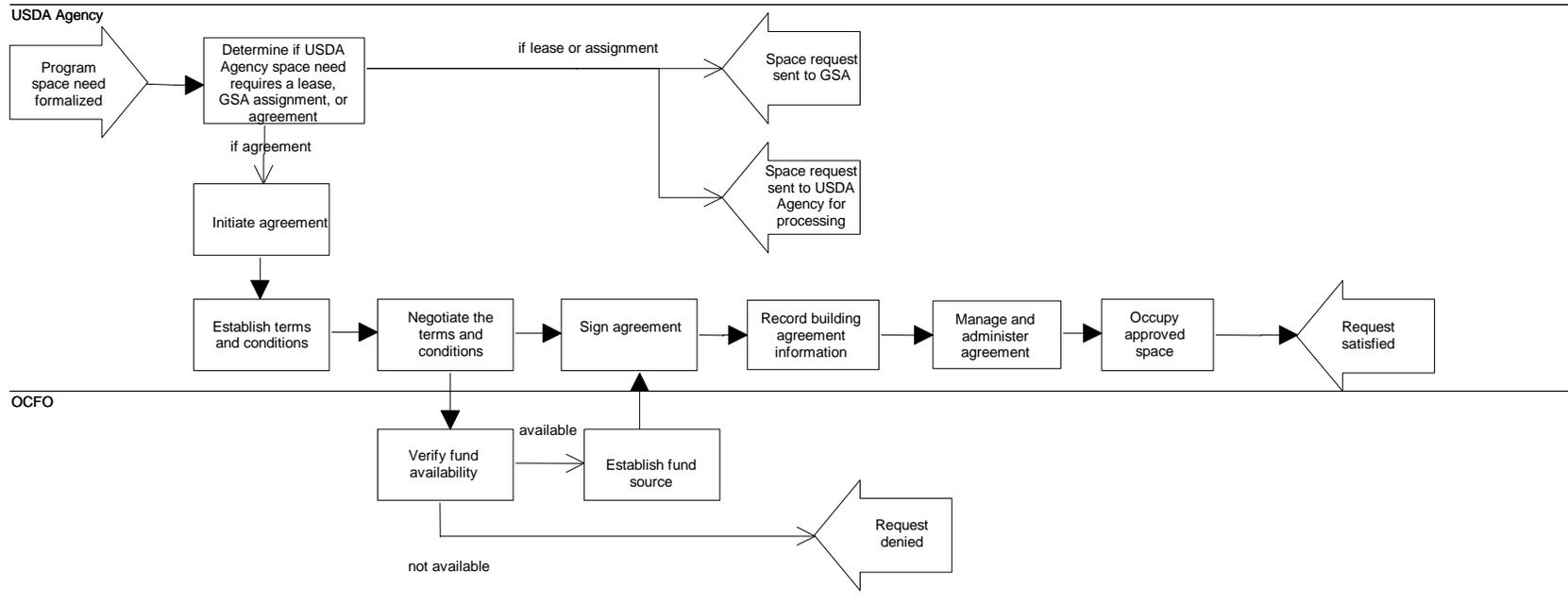
1.2.3.6.8   Agreement Data Elements

CPAIS must maintain data elements necessary to track and manage USDA agreements. This section describes categories of necessary data elements.

CPAIS must maintain data elements necessary to the track location of property leased to the USDA.

◆ GSA Region

◆ Federal Installation Site Address, Name, and Number

◆ Physical Address

◆ Mailing Address

◆ Geographic Location Code (GLC)

◆ Congressional District

◆ Historical and/or Heritage Designation

◆ Common Agreement Number

◆ Point of Contact (POC)

◆ Rent Charges

◆ Usage Codes

CPAIS must maintain data elements pertinent to features of the real property asset used in the agreement.

◆ Cost Options

◆ Floor and Room Assignments, if applicable

◆ Head Counts (i.e., Full Time Equivalent, Peak Permanent, Peak Part-time and Cyclical, Peak Non-Agency) and Space Usage

◆ Property Type, GSA Predominant Usage

◆ Survey and Energy Audit Information

◆ Accessibility Compliance

◆ Security Features

CPAIS must maintain the terms and conditions of the agreement.

◆ Pertinent Agreement Dates (e.g., effective date, end date, award date)

◆ Agreement Option terms

◆ Agreement Identification Elements

1.3   Property Management

CPAIS must maintain data elements to facilitate property management functions and fulfill mandatory reporting requirements.

1.3.1   Manage Real Property

CPAIS must maintain data elements to facilitate property management requirements. The following sections describe process workflows and system requirements associated with property management.

1.3.1.1   Real Property Management Workflow

This section describes the functional process and responsibilities of USDA agencies related to property management. The agencies manage the operations of real property by providing services such as:

◆ Monitoring and evaluating the condition of buildings, tenant needs, and delivery of services.

◆ Determining, prioritizing, and conducting repairs, as needed.

◆ Requesting and coordinating repairs and alterations, including deferred maintenance.

◆ Monitoring contracted services.

◆ Providing other services as applicable (e.g., parking services).

  • The agency provides janitorial, maintenance, utilities, landscaping, incidental repairs, and special emphasis programs (e.g., childcare, fire/life safety, concessions, energy conservation, and recycling) for space.

  • Utilities services require special treatment and reporting as detailed in Executive Order (EO) 13123, titled *Greening the Government Through Efficient Energy Management*.

◆ An agency determines, prioritizes, and provides tenant-funded improvements consistent with USDA policy, as requested.

◆ The agency updates and maintains asset information by

- Calculating depreciation monthly (CPAIS automated function)

- Producing, reconciling, and certifying depreciation schedules

- Updating the CPAIS property record, as needed except for accounting fields that are restricted through the role-level access privilege to the end.

The following figure illustrates the business process workflow for managing real property.

Figure 1-6   Real Property Business Process Workflow
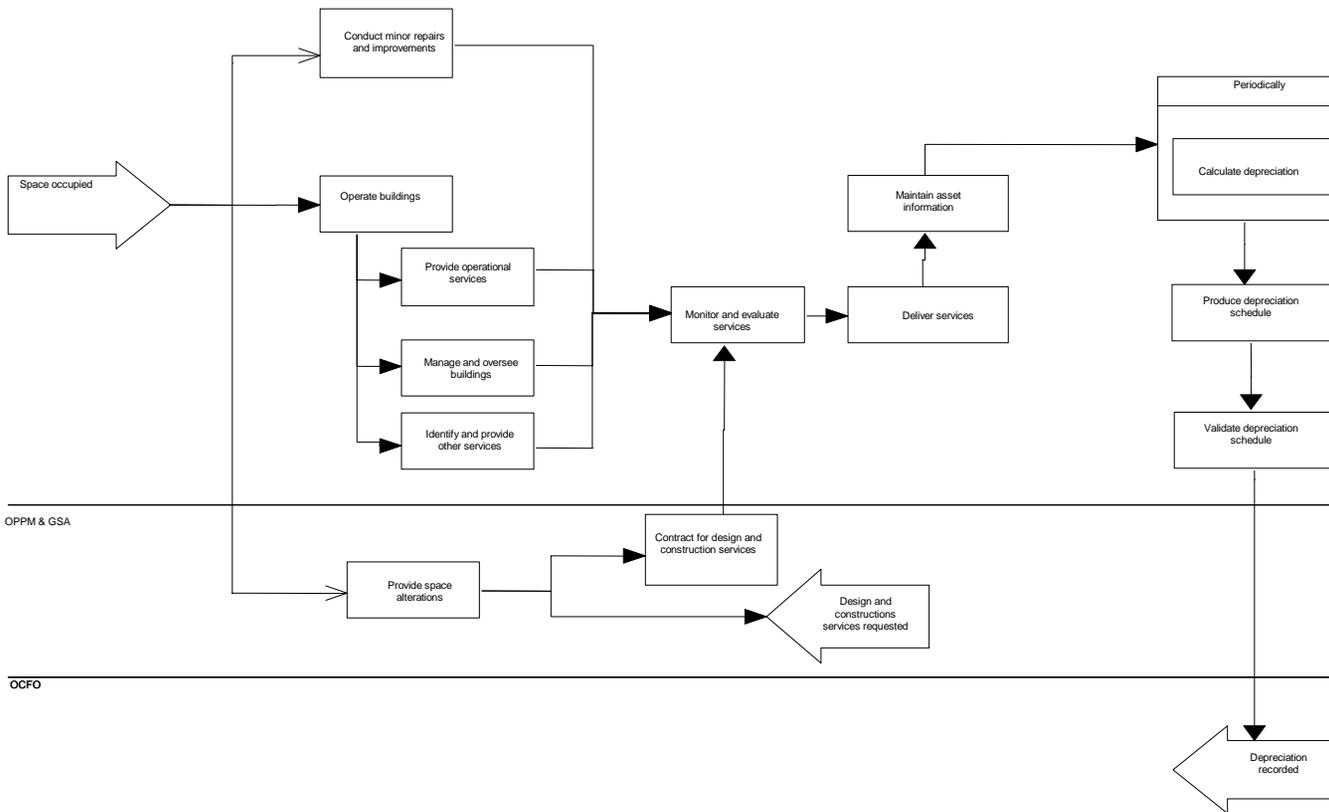
1.3.2　Manage Physical Security

CPAIS must maintain data elements necessary to track and manage physical security.

1.3.2.1　Physical Security Management Workflow

This section describes the management workflow of USDA agencies, regarding management of physical security.

◆ The agency and OPPM will

- Coordinate with law enforcement agencies in areas such as implementing crime prevention programs and managing training as needed

- Request an assessment of security on the property to be leased

◆ The agency assesses the security of the property to be leased, and

- Conducts a pre-move need assessment and risk analysis

- Identifies the security measures that should be implemented

- The security standards for leased space should be included in the Solicitation for Offer (SFO)

◆ Either Federal Protective Services (FPS) or the agency provides on-site security for the property.

◆ The agency monitors and evaluates delivery of services to ensure they meet performance standards (e.g., conducting physical security surveys and testing security systems).

◆ The agency updates the CPAIS property record, as needed to reflect ongoing changes to physical security.

The following figure illustrates the business process workflow for managing physical security.

Figure 1-7   Physical Security Business Process Workflow
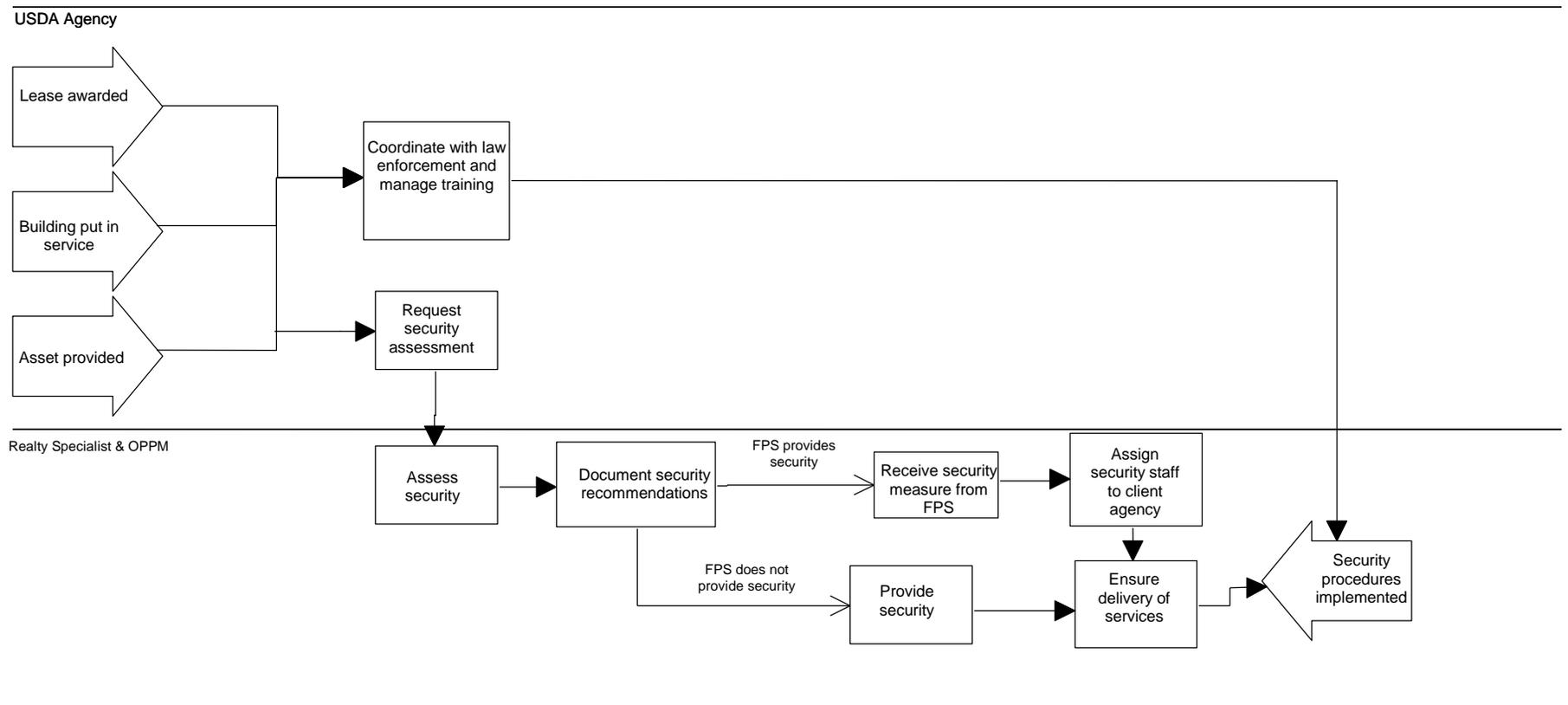
1.3.3 Manage Real Property Portfolio

CPAIS must maintain data elements necessary to manage the Real Property Portfolio.

1.3.3.1 Real Property Portfolio Management Workflow

This section describes the real property management workflow for managing the Real Property Portfolio.

◆ The agency reviews the prior year Facility Master Plan and the budget preparation figures.

◆ The agency performs appraisals on space and analyzes the status of space occupancy, including USDA owned property, GSA Assignments, USDA commercial leases, and agreements.

◆ The agency updates the real property portfolio based on reviews conducted on space.

◆ The agency updates the Facilities Master Plan and the property budget figures.

The following figure illustrates the business process workflow for managing the real property portfolio.

Figure 1-8   *Real Property Portfolio Management Business Process Workflow*
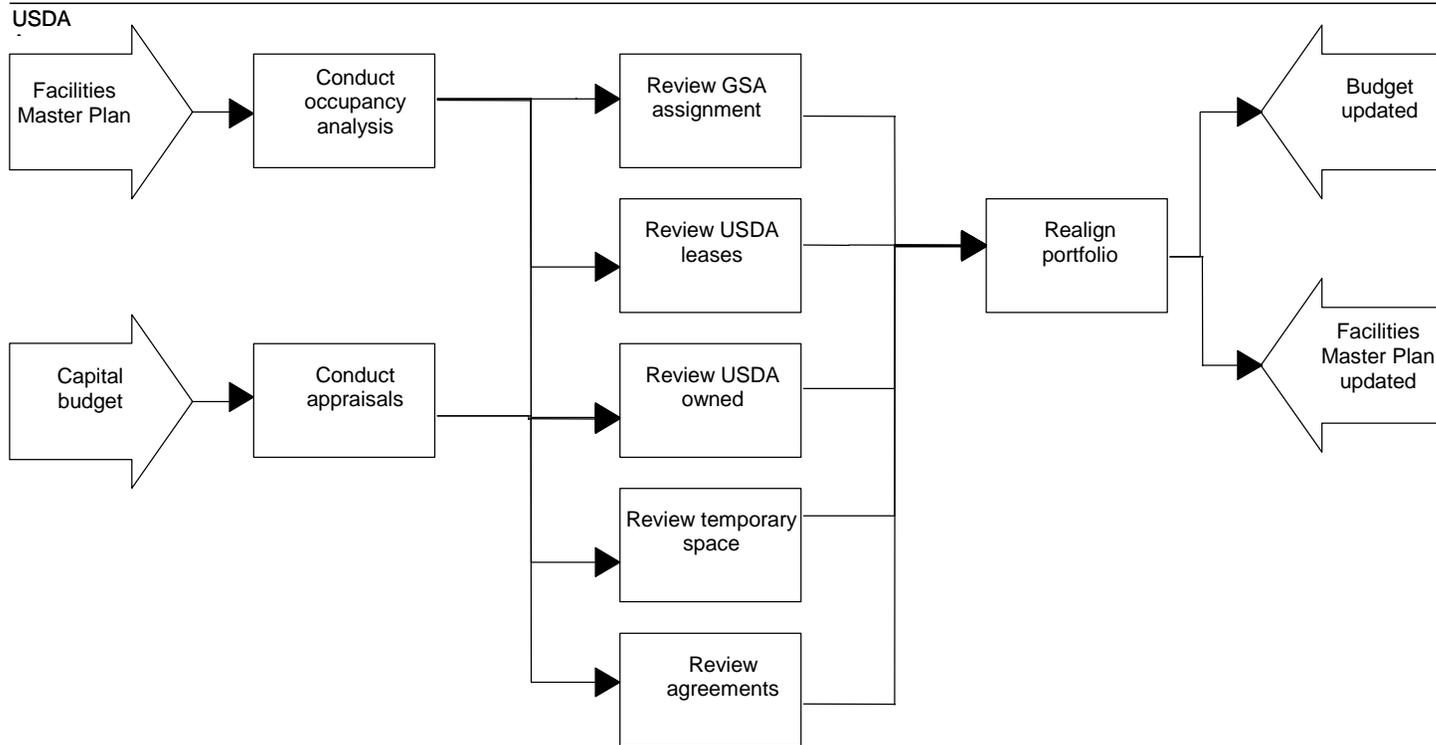
1.3.4　　Manage Business Performance

CPAIS must maintain data elements necessary to perform business management functions, including analysis of lease and option expirations, deferred maintenance, and useful life calculations.

1.3.4.1　　　Business Performance Management Workflow

This section describes the business performance management workflow related to real property. OPPM and the agency perform the majority of these tasks in a coordinated effort.

◆ The agency provides leadership, guidance, and tools to assist central and regional offices in implementing business processes for national programs (e.g., energy programs, environmental programs). This function also involves identifying and providing training and development opportunities for employees.

◆ USDA implements strategies and objectives designed to help achieve its performance metrics.

- The agency coordinates the implementation of the Government Performance and Results Act (GPRA). This includes developing business measures for internal and external use, developing the performance plan, and coordinating input into the strategic plan. The division also manages efforts in order to link budget allocations to performance measures.

- The agency works with OPPM to resolve policy and operational issues in order to promote accurate reporting of performance measures. This function also includes gathering regional data related to reporting accomplishments.

◆ The agency administers and analyzes the customer survey.

◆ The agency updates the CPAIS property record, as needed.

The following figure illustrates the business process workflow for managing business performance.

Figure 1-9   Business Performance Management Workflow

OPPM

```
                    ┌──────────────────┐
                    │ Issue guidance   │
               ┌───▶│ on business      │
               │    │ processes        │
               │    └──────────────────┘
               │
               │    ┌──────────────────┐
               │    │ Issue guidance on│          ╱────────────╲
  ╱─────────╲  │    │ implementing     │──────────│  Guidance  │
  │Congress- │ │───▶│ environmental    │          │  issued    │
  │ional and │─│    │ mandates         │          ╲────────────╱
  │administr-│ │    └──────────────────┘
  │ative     │ │
  │mandates  │ │    ┌──────────────────┐
  │issued    │ │───▶│ Issue guidance on│
  ╲─────────╱  │    │ implementing     │
               │    │ energy mandates  │
               │    └──────────────────┘
               │
               │   ┌──────────┐  ┌──────────┐  ┌────────────┐
               │   │Implement │  │Identify  │  │Coordinate  │   ╱──────────────╲
               │──▶│strategies│─▶│and       │─▶│OPPM input  │──▶│Accomplishments│
               │   │and       │  │develop   │  │on business │   │reported       │
               │   │objectives│  │business  │  │measures    │   ╲──────────────╱
               │   └──────────┘  │measures  │  └────────────┘
               │                 └──────────┘
               │
               │   ┌──────────┐
               │   │Conduct   │                ╱────────────╲
               │──▶│customer  │────────────────│  Survey    │
                   │surveys   │                │  conducted │
                   └──────────┘                ╲────────────╱
```

1.3.5 Manage Property Disposal

CPAIS must maintain data elements necessary to perform business management functions, including property disposal.

1.3.5.1 Property Disposal Management Workflow

Executive Order 12512 requires USDA landholding agencies (Agricultural Research Service (ARS), Forest Service (FS), Animal and Plant Health Inspection Service (APHIS), Natural Resources Conservation Service (NRCS), Grain Inspection, Packers and Stockyards Administration (GIPSA)) to review real property holdings to determine the extent to which each property is utilized.

◆ Agencies use SF-118, Report of Excess Real Property, to report to OPPM that real property is excess to their needs.

◆ OPPM informs other USDA landholding agencies of the available property.

◆ If no USDA agency expresses interest in the property, OPPM reports the excess property to GSA for disposition.

◆ GSA handles the disposition in accordance with the Federal Management Regulations.

The following figure illustrates the business process workflow for managing property disposal.

Figure 1-10   Property Disposal Business Process Workflow

USDA Agency
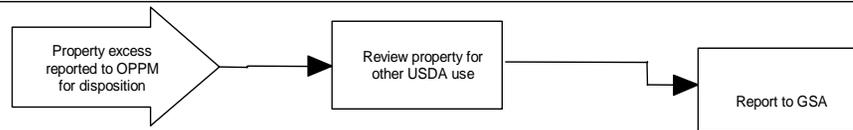
2 Corporate Financial System Specific Processing

Enhancements to the Corporate Financial System are required to accommodate the CPAIS processing model. Three new tables and one additional screen must be added to FFIS.

2.1 Unique Asset Identifier

The following processes and FFIS enhancements will validate the Unique Asset Identifier (Capital Project Number) in FFIS.

◆ General Ledger (GL) Post Type functionality within the FFIS Project Cost Accounting System (PCAS) subsystem and the FFIS Project table (PROJ) will be used to accommodate changes in posting models during the various phases of the asset lifecycle (e.g., 'WIP' changed to 'In Service').

◆ In support of GL Post Type functionality, a new FFIS General Ledger Post Type table (GLPT) will be created to:

- Provide a listing of valid GL Post Types for the USDA.

- Identify which GL Post Types are associated with real property accounting, thereby forcing the presence of a Unique Asset Identifier on the PROJ record.

◆ Create new FFIS Unique Asset Identifier Table (UAIT) to store Unique Asset Identifiers.

◆ The PROJ table will be enhanced to capture Unique Asset Identifier field to:

- Validate GL Post Type against the GLPT table to determine if a Unique Asset Identifier is required.

- Read new UAIT table to ensure validity of the Unique Asset Identifier.

2.2 Interfaces

CPAIS must interface with the Corporate Financial System to post financial transactions for USDA owned property, interface with the GSA STAR Billing System to facilitate rent comparison, and interface with the Forest Service Infra system. The following sections describe each interface. Additional detail on these interfaces will be presented in the detailed design document.

◆ The CPAIS to FFIS Interface

◆ The FFIS to CPAIS Interface

◆ CPAIS to FFIS Unique Asset Identifier Table Edit

◆ GSA STAR Billing System to CPAIS Interface

◆ Forest Service Infra to CPAIS Interface

◆ GSA 1166 FRPP Electronic Filing Interface

2.2.1 The CPAIS to FFIS Interface

CPAIS will generate FFIS documents to record the accounting impact of a variety of property-related transactions, including donations, depreciation, transfers/disposals, and balance sheet transfers for completed work. The following sections address the proposed processing model.

2.2.1.1 Derivation of FFIS Transaction Code

CPAIS will assign a two-digit FFIS transaction code to each document. The trans code will be unique to CPAIS-generated documents to facilitate identification of real property transactions on the FFIS suspense file (SUSF) and inquiry tables.

2.2.1.2 Derivation of FFIS Transaction Type

CPAIS will assign a derived two-digit FFIS transaction type to each accounting transaction. To assign valid transaction types, CPAIS should maintain a reference table containing valid transaction types and associated object codes. CPAIS will use a different transaction type for each type of accounting transaction. These accounting events must be updated in production prior to implementation.

2.2.1.2.1   Modifications and Cancellations

Because all transactions processed by CPAIS will represent original entries, no modifications or cancellations to previously entered transactions will be transmitted.

2.2.1.2.2   Referencing

Because CPAIS does not produce transactions to liquidate open items, CPAIS-generated documents will not reference any other documents in FFIS.

2.2.1.3   Transaction Date and Accounting Period

CPAIS will provide the appropriate transaction date (MMDDYY) and accounting period (MMYY) for each document header. The transaction date on the document will be populated with the CPAIS document creation date and must be a valid date on the FFIS Calendar Date Reference Table (CLDT). The accounting period will be inferred from the transaction date.

2.2.1.4   Input Record Format

CPAIS-generated input will be transmitted in a format that can be processed by the DOCLOAD program.

2.2.1.5   CPAIS Modifications

CPAIS will incorporate all required interface functionality and FFIS will not manipulate or reformat the data transmitted by CPAIS. Specifically, CPAIS will require an FFIS Transaction Type Table to store valid transaction types and associated object codes for each CPAIS-generated accounting transaction. This table must be set up in CPAIS to ensure correct and valid data is sent to FFIS, and will help minimize the amount of rejects in production once the documents are loaded. In addition, CPAIS may require accounting code crosswalk tables to derive valid FFIS accounting elements.

2.2.1.6   Interface Design Approach

The following section details the approach that will be used in creating the CPAIS to FFIS interface.

CPAIS will generate a file of formatted input records for the FFIS DOCLOAD program. The formatted input file will record in FFIS the accounting impact of property transactions including completed work, transfers/disposals, depreciation, donations, balance sheet transfers, and other non-cash transactions.

2.2.1.7   CPAIS-Generated Documents

The following figure describes the documents that will be generated by the CPAIS to FFIS interface.

Figure 2-1   *CPAIS-Generated Documents*

BASELINE TRANS CODE	INTERFACE TRANS CODE	REFERENCING	BATCH MODIFICATION
SV	TBD	No	No

CPAIS-generated documents will record in FFIS two main categories of information:

◆ Accounting data (*i.e.*, accounting event, accounting classification codes, dollar amount, and object code)

◆ Descriptive data elements

2.2.2   Document Identification

The FFIS document ID consists of three components:

◆ Transaction code (2 positions, alphanumeric)

◆ SEC1 code (up to 4 positions, alphanumeric)

◆ Document number (up to 11 positions, alphanumeric)

The transaction code and document number function are key fields on several inquiry tables. The SEC1 code is used for security purposes and does not function as a key field on the FFIS inquiry tables.

Figure 2-2 illustrates the way in which CPAIS will construct FFIS document IDs.

Document Identification

DOCUMENT ID COMPONENT	CPAIS USAGE
Transaction Code	Positions 1-2 of two character field representing the transaction code
SEC1	TBD
Document Number	TBD

2.2.2.1   CPAIS to FFIS Interface Edits

The documents generated by CPAIS will undergo three levels of FFIS edits:

◆   UTHELLO edits

◆   DOCLOAD edits

◆   Document Processor edits

2.2.2.1.1   UTHELLO Edits

The UTHELLO utility will verify the file sent from CPAIS for correct header and trailer formats, record counts, and record types. This process will ensure the "handshake" from CPAIS to FFIS was successful. Should the verification of this file fail, errors will be written to a reject file and the documents will not be loaded to SUSF.

2.2.2.1.2   UTHELLO Requirements

There are only two requirements governing the layout of the data files for UTHELLO. The length of each input record must be 1040 bytes and the last four positions of each data record must contain a record type identifier. The first 1036 bytes of the data record will accommodate any type of record being passed to FFIS. The length of 1036 was chosen because it is the defined length of the largest record accepted by FFIS (i.e., document files).

The first record on the file preceding any data files to FFIS must be a Header Record and the last record on the file following the data files must be a Trailer Record.

The Header Record will contain an identifier for the file, the date and time the file was created, a file description, and a flag indicating whether or not record count validation will occur. Information contained on the Header Record will be used to determine whether or not a file may be a duplicate transmission by comparing the Header Record information to data contained in FTVT.

The Trailer Record will contain a record type identifier and record count for each record type defined on the data files. If record count validation is being performed, these counts will be validated against incremental counts of each record type encountered.

The Trailer Record may contain record counts for up to seventy-three unique record types. The number of Record Type and Count pairs is dependent on the number of individual record types created in a given run of UTHELLO. If Record Count Validation is selected there must be a Trailer Record entry for each data Record Type passed through UTHELLO.

If Record Count validation is not selected the Trailer Record must still exist, but may contain no Record Type and Count pairs.

2.2.2.1.3 DOCLOAD Edits

DOCLOAD will read the formatted input files transmitted by CPAIS and attempt to load the CPAIS documents to the Suspense File (SUSF). To be successfully loaded to SUSF, the documents must pass four edits performed by DOCLOAD:

◆ CPAIS-generated transaction code must exist on the Transaction Code/Category Reference Table (TCAT).

◆ CPAIS-generated transaction code must exist on the Format Definition Reference Table (FORM).

◆ CPAIS-generated SEC1 code must be valid on the SEC1 Reference Table (SEC1).

◆ CPAIS-generated document ID must not exist on SUSF (i.e., FFIS will not create duplicate documents).

If a document fails the DOCLOAD edits, DOCLOAD will write the input record to a rejection file.

2.2.2.1.4   Document Processor Edits

If a document passes the DOCLOAD edits, DOCLOAD will load the document to SUSF. Once loaded to SUSF, the documents will be processed by OFFCTL in the regular nightly cycle. In attempting to process CPAIS-generated documents, OFFCTL will invoke the SV Document Processor, which will perform a variety of edits:

◆ Accounting element validity

◆ Transaction type validity

◆ Accounting event compatibility

If CPAIS-generated document does not pass all of the edits required by the SV Document Processor, the document will not update the FFIS application tables or the FFIS General Journal (GENJ). The document will remain on SUSF in rejected status, pending correction by an authorized user or an offline error correction utility.

If CPAIS-generated document passes all of the edits required by the SV Document Processor, the document will be accepted in FFIS and tables will be updated.

2.2.3   The FFIS to CPAIS Interface

USDA agency personnel may modify real property values in CPAIS via non-cash transactions, such as, write-offs, and donations, only via secured access. Such transactions can be initiated in CPAIS and sent to FFIS as SV clone documents. When the documents have processed through FFIS, they will return to CPAIS to update the value of the real property asset.

The FFIS to CPAIS interface will transmit two extract files to CPAIS, the Closed Month General Journal (CMGJYY), and the Year-to-Date General Journal (YTDGJYY). The extract files will contain processed and accepted FFIS records relating to real property, keyed by real property general ledger accounts.

The FFIS to CPAIS interface will select records from the CMGJYY and YTDGJYY that contain parameter-specified General Ledger accounts relating to real property. The FFIS to CPAIS interface will run on a periodic (e.g., monthly) basis to transmit general ledger information relating to real property.

The FFIS to CPAIS interface will transmit to CPAIS an extract file of the Closed Month General Journal (GENJ). The transmitted file will contain records that relate to real property that have been processed and accepted in FFIS. Figure 2-3 depicts the general ledger accounts that will be selected during the file generation process.

2.2.3.1 FFIS to CPAIS Interface Approach

The FFIS to CPAIS interface will read the FFIS Closed Month Journal, and the Year-to-Date General Journal, selecting transactions that meet the selection criteria. The FFIS to CPAIS interface will transmit to CPAIS two files containing:

◆ Selected records from the Closed Month General Journal (CMGJYY).

◆ Selected records from the Year-to-Date General Journal (YTDGJYY).

The FFIS to CPAIS interface will be executed monthly to transmit general ledger information relating to real property.

2.2.3.2 FFIS to CPAIS Interface Mechanics

The FFIS to CPAIS interface will select records from the FFIS Closed Month General Journal based on general ledger account. The file then will be sorted by general ledger account and defined accounting elements. Using the Closed Month Journal offers three advantages:

◆ The FFIS to CPAIS interface will pick up transactions entered into FFIS, as well as transactions provided by an interfaced subsidiary system.

◆ Only accepted transactions will be transmitted to CPAIS.

◆ Only real property transactions for the selected month will be transmitted to CPAIS.

The interface will select records from Closed Month Journal that have a general ledger account number in the 1700 series (except 1750 & 1759) or 1810 or 1820 representing the capitalization of expenditures. The interface will then read the selected records and create an output file for CPAIS.

Figure 2-3

GENERAL LEDGER ACCOUNT	DESCRIPTION
1710	Land
1711	Land and Land Rights
1712	Improvements to Land
1720	Construction in progress
1730	Buildings, Improvements and Renovations
1740	Other Structures and improvements
1810	Assets under capital lease
1820	Leasehold improvements and term easements

2.2.3.3   FFIS to CPAIS Interface Assumptions

The proposed approach for the FFIS to CPAIS interface depends on several assumptions, described in this section. Any change in the assumptions will necessitate a reevaluation of the proposed processing model.

2.2.3.3.1   Record Selection

The FFIS to CPAIS interface will incorporate the select criteria identified during the requirements sessions and will transmit to CPAIS only those transactions which CPAIS will use.

2.2.3.3.2   Unique Asset Codes

The FFIS to CPAIS interface will infer a unique asset code from FFIS, which will be incorporated in the Closed Month Journal records transmitted to CPAIS.

2.2.3.4　　　FFIS to CPAIS Interface Implementation Considerations

This section addresses other considerations related to the development of the FFIS to CPAIS interface.

2.2.3.4.1　　Performance

The interface will minimally impact system performance.

2.2.3.4.2　　Capacity

The FFIS to CPAIS interface requires no capacity-reduction strategies within FFIS, since the interface will not generate records to be maintained in the FFIS application.

2.2.3.4.3　　Maintainability

The FFIS to CPAIS interface may require some maintenance when the Department implements upgrades to the baseline software or modifies the interface program to change the placement of data to be transmitted to CPAIS.

2.2.3.4.4　　Operations

The FFIS to CPAIS interface will run on a monthly basis to transmit Closed Month Journal records that reflect capitalized posting accounts.

2.2.3.4.5　　Security

The FFIS to CPAIS interface requires no additional security measures.

2.2.3.4.6　　System Setup & Documentation

System setup and documentation requirements have not yet been identified.

2.2.3.5　　UTCIAO Utility

The UTCIAO utility will verify the file sent from FFIS for correct header and trailer formats, record counts, and record types. UTCIAO is designed to combine a variety of record types (e.g., document records, table updates, etc.) to be processed into one file. The purpose of this process is to ensure the "handshake" from FFIS to CPAIS and to enable the system to validate record

counts. (For more in-depth information on UTCIAO, please refer to the detailed design delivered on 5/5/00 in Memo USDA-1855).

There is only one requirement governing the input data records for UTCIAO. The length of each input record must be at least 1 byte and cannot exceed 1036 bytes. The 1036 bytes of the data record will accommodate any type of record currently being processed within FFIS. The length of 1036 was chosen because it is the defined length of the largest record accepted by FFIS (i.e., document records).

2.2.4   CPAIS to FFIS UAIT Edit

CPAIS must validate Unique Asset Identifier table within CPAIS to the Unique Asset Identifier table in FFIS.

2.2.5   GSA STAR Billing System to CPAIS Interface

CPAIS must interface with the GSA STAR Billing System to facilitate rent comparison.

2.2.6   Forest Service Infra to CPAIS Interface

Forest Service Infra data will interface with CPAIS at an aggregate level. Data will be collected from the 132 field units in a central repository. The central repository will directly update CPAIS.

2.2.7   GSA 1166 FRPP Electronic Filing Interface

CPAIS must be able to submit an electronic 1166 FRPP file format in order to interface with the GSA 1166 FRPP System and transmit real property inventory information.

3   Application Security Requirements

CPAIS will utilize standard security practices. This chapter provides information on general access issues related to CPAIS and highlights areas that have special security requirements.

Certification and accreditation are required prior to this system being put into production. Controlled Access Protection (C2) is a standard that is applied to operating system software to provide a required minimum level of security. This standard is the highest government rating for business computing products and requires that the system have discretionary resource protection and auditing capability.

3.1   Definitions

◆ **Access**—A specific type of interaction between a subject and an object that results in the flow of information from one to the other.

◆ **Automated Information System (AIS)**—An assembly of computer hardware, software, and firmware configured to collect, create, communicate, compute, disseminate, process, store, or control data or information.

◆ **Audit Trail**—A chronological record of system activities that is sufficient to enable the reconstruction, review, and examination of the sequence of environments and activities surrounding or leading to an operation, a procedure, or an event in a transaction from its inception to final result.

◆ **Availability**—Assurance that information, services, and IT system resources are accessible to authorized users and/or system-related processes on a timely and reliable basis and are protected from denial of service.

◆ **Configuration Management** —A family of security controls in the management class dealing with the control of changes made to hardware, software, firmware, documentation, test, test fixtures, and test documentation throughout the life cycle of an IT system.

◆ **Confidentiality**—Assurance that information in an IT system is not disclosed to unauthorized persons, processes, or devices.

◆ **Controlled Access Protection**—A standard that is applied to operating system software to provide a required minimum level of security. This standard rating for business computing products requires that the system have discretionary resource protection and auditing capability.

◆ **Decryption**—The process of transforming encrypted data into plain or readable information.

◆ **Data Encryption Standard (DES)**—A DES key consists of 64 binary digits of which 567 are randomly generated and used directly by the algorithm.

◆ **Encryption**—The process of transforming readable information into cipher text.

◆ **Exposure**—A measure of the potential risk to an IT system from both external and internal threats.

◆ **IT System**—The set of agency information resources organized for the collection, storage, processing, maintenance, use, sharing, dissemination, disposition, display, or transmission of information. Categories of IT systems are major applications and general support systems.

◆ **Integrity**—Assurance that information in an IT system is protected from unauthorized, unanticipated, or unintentional modification or destruction. System integrity also addresses the quality of an IT system reflecting the logical correctness and reliability of the operating system; the logical completeness of the hardware and software implementing the protection mechanisms; and the consistency of the data structures and occurrence of the stored data.

◆ **Levels of Concern**—An expression of the criticality/sensitivity of an IT system in the areas of confidentiality, integrity, availability, and exposure, expressed qualitatively as high, moderate or low. The level of concern indicates the extent to which security controls must be applied to an IT system based on risk, threat, vulnerability, system interconnectivity considerations, and information assurance needs.

◆ **Need-to-Know**—A determination made in the interest of U.S. national security by the custodian of classified or sensitive unclassified information, which a prospective recipient has a requirement for access to, knowledge of, or possession of the information to perform official tasks or services.

◆ **Plain text**—Unencrypted information or data.

◆ **Object**—AIS resource, such as a record, file, program, or output device.

◆ **Privacy Act Record**—The Privacy Act defines a record as any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment

history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger print, voice print, or photograph.

◆ **Sensitive information**—Information for which unauthorized access to, or the loss or misuse of would adversely affect the national interest or the conduct or federal programs, or the privacy to which individuals are entitled under 5 U.S.C. Section 552a (the Privacy Act), but that has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept classified in the interest of national defense or foreign policy. Systems that are not national security systems, but contain sensitive information, are to be protected in accordance with the requirements of the Computer Security Act of 1987. Some specific categories of sensitive information are protected by statute, regulation, or contract, (e.g., privacy information, proprietary information, export control information, pre-publication academic information).

◆ **Subject**—Person, process, or input device.

◆ **Triple DES**—a key that consists of three DES keys, also referred to as a key bundle.

3.2   Sensitive But Unclassified Information Protection

The United States Department of Agriculture houses and processes all types of sensitive data, including information relating to the privacy of US citizens, payroll and financial transactions, proprietary information and life/mission critical data. It is essential that this information be properly handled, stored and protected from the risk and magnitude of loss or harm that could result from inadvertent or deliberate disclosure, alteration or destruction. The Information Categories Chart in Table 1 gives some examples of different types of Sensitive But Unclassified (SBU) information that is the focus of this section. SBU information also includes Sensitive Security Information (SSI). However the SBU category contains information that is not security related but is still sensitive in terms of its risk of exposure.

Data sensitivity is a measure of the importance and nature of the information processed, stored, and transmitted by an IT system to the organization's mission and day-to-day operations. The sensitivity of information can be addressed by analyzing the system requirements for confidentiality, integrity, and availability. Table 2 defines Levels of Concern for sensitive information.

USDA and agency corporate networks are at risk because sensitive information is relayed across telecommunications service provider networks

where the information can be easily intercepted en route. Key areas of risk to USDA sensitive information include, but are not limited to:

◆ Spoofing - Using the Internet Protocol and web servers to transmit information has become a standard way for the USDA to conduct E-Government initiatives that primarily use World Wide Web technology. It is relatively easy to mimic a legitimate site and fool users into believing that they are making a trusted transaction, when in reality, they are sending information to a false site.

◆ Data alteration -Contents of data packets can be altered so as to falsify information en route. Sensitive information can be compromised, either accidentally or maliciously to provide inaccurate information.

◆ Unauthorized Disclosure -When data packets are traversing an open network (i.e., the INTERNET) prior to being received at the destination address, a hacker can potentially intercept these packets and read them at will. Additional filtering can alert a hacker to specific data packets that look like a series of numbers (potential credit card numbers, or social security numbers), strings that contain an "@" (e-mail addresses), or "$" (cash or monetary information) or prompts for password and user identification combinations.

◆ SBU/SSI information is also at risk because of careless handling and storage of this data. Unauthorized disclosure also occurs when SBU/SSI is handled as routine and not afforded the protection it deserves.

3.2.1   Policy

All USDA agencies and staff offices will identify and provide adequate security protection for Sensitive But Unclassified (SBU)/Sensitive Security Information (SSI). Further, SBU/SSI information will be encrypted when electronically transmitted in accordance with Cyber Security and National Institute of Standards and Technology (NIST) guidance concerning approved encryption standards and digital signatures to prevent disclosure of sensitive information to internal and external users. Each agency and staff office will provide a report to Cyber Security annually that identifies all SBU/SSI systems/information.

◆ Waiver Requirements -Agencies that cannot implement the requirements of the policy defined above are required to obtain a waiver approved by the Associate CIO for Cyber Security. Waivers will be considered for implementation timeframes only. No exceptions will be considered to the requirement that all SBU/SSI information will be identified, encrypted, and protected.

3.2.2   Procedures

The following procedures apply to the processing, handling, and storage of SBU/SSI data:

◆ All agencies and staff offices will analyze their information to determine levels of concern for the data in accordance with OMB A-130 and NIST 800-37 requirements.

◆ All SBU/SSI information transmitted via any media will be encrypted in accordance with the Media Encryption Chart requirements.

◆ Each agency or staff office will establish and implement key recovery procedures for all SBU/SSI information that is stored in an encrypted state.

◆ SBU/SSI information with a high level of concern generally should not be discussed on telephones, pagers, cell phones or other wireless devices as they are not secure and the risk of interception of the transmission is great; using other than Secure telephonic devices to discuss SBU/SSI information shall only be allowed where the degree of risk is understood and accepted.

◆ Secure fax should be used to transmit SBU/SSI with a high level of concern.

◆ Agencies and staff offices will analyze all information available or to be published on public Web pages to ensure that SBU/SSI information is not made available except on a need-to-know basis.

◆ SBU/SSI shall be processed and stored only on systems that meet CS guidance requirements for Controlled Access Protection.

◆ Agencies and staff offices will shred SBU/SSI documents of high-level concern in lieu of disposing of them in the trash to prevent unauthorized disclosure.

◆ Mobil systems, laptops, and Personal Electronic Devices (PED) may be used to house SBU/SSI data only when required by official duties; this information must be encrypted during storage to protect against unauthorized disclosure. When the mobile system or PED is no longer required for official business, the SBU/SSI data must be removed with software to overwrite the sensitive information in accordance with USDA regulations.

◆ Care must be taken by agencies and staff office to avoid leaving SBU/SSI information with a high level of concern readily available at workstations or on personal computer screens; SBU/SSI with a high level of concern

will be stored on a floppy disk or zip drive in a locking desk drawer, file cabinet or locked office.

◆ Access to SBU/SSI will be provided to employees with a Need-To-Know; when SBU/SSI data must be shared with contractors and entities outside USDA a Non-Disclosure Agreement Form must be executed prior to granting access to the data to preclude possible organizational or personal conflicts of interest in accordance with FAR Subpart 9.5.

◆ All Statements of Work (SOW) and Procurement Requests for IT services on systems that contain SBU/SSI information will contain specific security requirements to include background investigations.

◆ SBU/SSI information must be marked in a conspicuous manner with the following notice: "Sensitive But Unclassified/Sensitive Security Information – Disseminate on a Need-To-Know Basis Only" in accordance with agencies regulations; electronic messages will be marked with this notice as well.

◆ All Freedom of Information Act (FOIA) requests for SBU/SSI will be processed in accordance with agency regulations and the Attorney General's memorandum.

3.3 Encryption Security Standards

All USDA agencies and staff offices need to transmit Sensitive But Unclassified (SBU) over open networks. In using IT to continuously improve mission performance, the USDA is becoming more interconnected to open networks and other emergent global networks. The openness of these networks enables malicious cyber attacks against sensitive USDA assets and increases the potential risk to sensitive information. This risk is compounded through the use of the Internet and other non-secure mediums such as Wireless Local Area Network technology, Microwave, and Radio technologies. This technology includes utilizing Laptops and Personal Electronic Devices (such as cellular telephones, pagers and palm pilots) to communicate and process USDA information from any location.

Encryption methods can protect sensitive information during storage and transmission. They provide important functionality to reduce the risk of intentional and accidental compromise and alteration of data. Encryption algorithms use a mechanism called a key, which is used to render the information unreadable during transmission. While the information is encrypted, it is mathematically protected against disclosure because someone who does not have a corresponding decryption key cannot read the information. Encryption methods serve as part of the USDA defense-in-depth

strategy and provide reasonable protection of sensitive information at a comparatively low cost.

Data sensitivity is the key factor that must be considered when determining if encryption is required. Data sensitivity is a measure of the importance and nature of the information processed, stored, and transmitted by an IT system to the organization's mission and day-to-day operations. The sensitivity of information can be addressed by analyzing the system requirements for confidentiality, integrity, and availability.

3.3.1   Policy

It is the policy of the Department of Agriculture that all USDA agencies and offices shall implement encryption algorithms endorsed by the NIST and the U.S. Department of Agriculture on those computing systems that process and store sensitive information to protect this information from disclosure to unauthorized internal and external users. This requirement includes internal and external information systems that process and store sensitive information operated both within the USDA infrastructure and by other parties on behalf of USDA agencies and offices.

◆ Waiver Requirements -Agencies that cannot implement the requirements of the policy defined above are required to obtain a waiver approved by the Associate CIO for Cyber Security. Waivers will be considered for implementation timeframes only. No exceptions will be considered to the requirement that all SBU/SSI information will be identified, encrypted, and protected.

3.3.2   Procedures

This Sensitive Information Transmission Policy sets forth the following requirements:

◆ All telecommunication and network encryption systems will have an encryption plan approved by the agency Information Systems Security Program Manager (ISSPM) or Security Officer.

◆ All sensitive USDA information transmitted will be encrypted in accordance with the Media Encryption Chart requirements.

◆ Sufficient redundancy and capacity needs to be incorporated into departmental or agency mission critical and essential communication systems to prevent transmission of SBU/SSI information in clear text

◆ SBU/SSI will be processed and store as required by Cyber Security guidance on C2 Controlled Access Protection

◆ Agencies and staff offices will exercise control over keys used in any encrypted transmissions.

3.3.3   Approved Protocols and Protection Techniques

All protocols must deploy either the Triple DES or the Advanced Encryption Standard approved by NIST. Encryption products used to protect sensitive information will conform to the NIST Cryptographic Module Validation Program validated listing. All encryption implementations will conform to the Level 2 Security requirements as specified in FIPS-140-2 unless otherwise identified in this policy. These requirements aid in providing a trusted computing base for encryption services which is essential for maintaining the confidentiality, integrity and non-repudiation of the sensitive information that these systems process. The Encryption Algorithms shown below can be used to protect sensitive information:

◆ IPSEC - A suite of authentication and encryption protocols, suitable for all types of Internet Protocol traffic and is used to create virtual private networks (VPN) which allow sensitive information to be sent securely between two end stations or networks over an un-trusted communications medium. IPSEC technology should be considered as a technology to secure world-wide-web and other IP communications within the USDA and agency corporate networks and to connect to authorized external customers at defined locations.

◆ Secure Shell (SSH) – May be deployed solely for the remote administration of sensitive systems.

◆ Secure Sockets Layer (SSL) – The secure sockets layer specification may be deployed to provide secured access to sensitive information on Web servers. When SSL is used to protect USDA sensitive information, the latest version (currently SSLv3) should be used with 128-bit encryption

◆ Virtual Private Networks (VPN) – Should be deployed in environments where data-link layer encryption would not be a practical solution to maintain and operate. VPN technology using IPSEC encryption allows it to be implemented independent from a particular link layer communications technology (e.g., HDLC, Frame Relay, FDDI, Ethernet, Gigabit Ethernet, ATM, etc.) As such, this policy strongly encourages the use of VPN technology to secure departmental and agency sensitive communications.

◆ Data-Link (symmetrical) Encryption – May be used in environments where Virtual Private Network management would not be a reasonable

encryption implementation to maintain and operate and where the use and management of VPN technology would not be warranted.

◆ Pretty Good Privacy (PGP) – May be used to protect sensitive information transmitted via e-mail using a minimum key size of 2048. Public key information may be maintained on public or internal PGP key servers.

◆ Public Key Infrastructure (PKI) – These implementations are suitable for all environments and must follow Cyber Security Interim Guidance on the Use of Public Key Infrastructure (PKI) Technology in USDA.

◆ Secure /Multipurpose Internet Mail Extension (S/MIME) – Like PGP, S/MIME is a standards-based security enhancement to secure message attachments and provides strong authentication through digital signatures, message confidentiality, integrity and non-repudiation.

3.4 Federal Systems Security Requirements

This section presents security requirements for federal computing systems. These requirements were gathered through conversations with USDA representatives, as well as through the review of federal standards regarding system security.

3.4.1 Security Classification

CPAIS will have a security classification of Sensitive but Unclassified (SBU). The classification of C2, Controlled Access Protection, further enforces discretionary access, making users individually accountable for their actions through login procedures, auditing of security-relevant events, and resource isolation. CPAIS will secure the systems environment with physical controls to protect system and data integrity. The requirements for systems assigned a class C2 rating include the following:

◆ **Security Policy** — The system will possess discretionary access control, defining and controlling access between named users and named objects. These access controls will include or exclude access to the granularity of a single user. Only authorized users will assign access to other users (i.e., the security administrator). Authorized users may only assign authorization for access. The system will follow object reuse protection to avoid reallocation of secure deleted objects.

◆ **Accountability** — The system requires an identification and authorization procedure for users (e.g., username and password). The system will protect authentication data and identify each individual system user. The

system will identify and maintain a log of all auditable actions taken by each individual user. The system will be able to create, maintain, and protect from modification or unauthorized access through an audit trail of accesses to the objects it protects.

◆ **Assurance** — The system architecture will consist of a protected operating system and system operations mode. USDA will periodically perform testing through the use of appropriate hardware and software in order to ensure system integrity. The security mechanisms will require no obvious bypasses.

◆ **Documentation** — A Security Features User's Guide will describe the protection mechanisms provided by the system. A Trusted Facility Manual will present cautions about functions and privileges that require control when running a secure facility. The documentation also will include procedures for examining and maintaining the audit information. Test Documentation will provide a description of the test plan, and results of the security mechanisms' functional testing. Design Documentation will provide a description of the manufacturer's philosophy of protection and how this philosophy is translated into the system.

3.5 USDA Security Requirements

CPAIS is required to follow the USDA policy that agencies implement USDA's C2 Level of Trust on all servers storing, processing or maintaining mission critical information. The following list the five principles of this platform.

3.5.1 Identification and Authentication

All authorizations to access and IT resources will be granted based on official business need. The agency individual responsible for managing and controlling the IT resources will authorize accesses. Each access must be identified to an individual and must not be shared.

CPAIS must accommodate a minimum password length of 6-8 alphanumeric characters. To comply with C2, password for CPAIS shall be changed every 60 days for general users. Passwords issued to system administrators, system managers and software engineers shall be changed every 30-45 days. They must be encrypted and dictionary words shall not be used for passwords.

3.5.2   Need-To-Know

All accesses for CPAIS shall be limited to only the resources that a user needs to complete or facilitate official duties. Need-to-Know shall be determined by the individual agency.

In addition to Need-to-Know, USDA's C2 requires implementation of least privilege, which is defined as, "the security objective of granting users only those accesses required to perform their duties. Least privilege may mean that some employees have significant access while other employees with the same Need-to-Know have less access. The most restrictive set of privilege is granted to a user to perform authorized tasks.

3.5.3   Discretionary Access Control

Discretionary Access Control (DAC) is an access policy in which the agency restricts access to system objects such as files, directories, devices, databases, and programs, based on the identity of the users and/or groups to which they belong. "Discretionary" means that CPAIS must control access permissions to those resources. The DAC mechanism shall, either by explicit user action or documented default, provide that objects are protected from unauthorized access. The access permission to an object by users not already possessing permission to access sensitive information shall be granted only by the agency. The documentation and implementation of DAC is necessary to maintain USDA's C2 Level of Trust.

DAC can include the construction of access control lists or modification of system/object parameters. Access Control Lists shall be documented by the agency and updated each time there is a change in an object's accessibility or when accesses are no longer needed.

Another important element in access control is separation of duties. This refers to dividing roles and responsibilities so that a single individual cannot subvert a critical system. DAC's will be implemented in compliance with separation of duties.

3.5.4   Object Reuse

CPAIS must follow the requirements regarding Object Reuse. Object Reuse is capability and assurance that storage object/device (e.g., memory, disk, tape, cartridge/cassette, and CD-ROM) storing sensitive data has been cleared of the information before it is used for other purposes. C2 security requires

operating systems to clear memory locations before using those locations to process another function.

3.5.5   Audit Trails

CPAIS must have valid audit trail capabilities. An audit trail is a series of records of computer events, about an operating system, application, or user activities. A computer system may have several audit trails, each devoted to a particular type of activity. Auditing is a review and analysis of management, operational, and technical controls. It is considered valid if the records of detailed transactions provide:

◆ Who completed the transaction

◆ What did the transaction accomplish or attempt

◆ Where did the transaction take place

◆ When did it occur

Audit trails maintain a record of activity both by the system/application processes and track user activity on the systems and applications. In conjunction with appropriate tools and procedures, audit trails can assist in detecting security violations, performance problems, and flaws in applications.

CPAIS must provide an audit trail for system users, time/date of logon or logoff, and the workstations/IP address used. CPAIS must allow read-only access to the audit log. The audit log should indicate usage of communication parts within the system

The following figure provides USDA requirements for CPAIS system security concerning user accounts, passwords, and system access.

Figure 3-1   *USDA Security Requirements*

Security Requirement	USDA Standard
User IDs	To be determined
Password	6-8 alphanumeric characters Change password every 60 days
Encryption	Inherent password encryption
Access History	Maintain a history of who logged into the system and when

Security Requirement	USDA Standard
Warning Banner	The Warning Banner will appear prior to system LOGON in order to provide fair notice on proper use to those attempting to access USDA systems and networks
Report header labeling	Report headers must display "FOR OFFICIAL USE ONLY"

4 508 Compliance

Section 508 requires that Federal employees who are individuals with disabilities have access to and use of information and data that is comparable to the access to and use of information and data by Federal employees who are not individuals with disabilities. CPAIS must incorporate these standards to make their electronic and information technology accessible to individuals with disabilities. This chapter provides information on 508 Compliance issues.

The following sections provide technical specifications and performance-based requirements, in which CPAIS must comply.

4.1 Software Applications and Operating Systems (1194.21)

◆ When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.

◆ Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.

◆ A well defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track changes.

◆ Sufficient information about a user interface element including the identity, operation, and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.

- When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.

- Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.

- Applications shall not override user selected contrast and color selections and other individual display attributes.

- When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.

- Color-coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

- When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.

- Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.

- When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

4.2 Web-based Intranet and Internet Information and Applications (1194.22)

- A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).

- Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

- Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

- Documents shall be organized so they are readable without requiring an associated style sheet.

- Redundant text links shall be provided for each active region of a server-side image map.

- Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

- Row and column headers shall be identified for data tables.

- Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

- Frames shall be titled with text that facilitates frame identification and navigation.

- Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

- A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

- When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

- When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

- When electronic forms are designed for on-line completion, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

- A method shall be provided that permits users to skip repetitive navigation links.

- When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

4.3　　Functional Performance Criteria (1194.31)

- At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.

- At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for

assistive technology used by people who are visually impaired shall be provided.

◆ At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.

◆ Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.

◆ At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.

◆ At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.

5 JFMIP Requirements Matrix

The following table lists JMFIP requirements for real property accounting systems and references source documentation.

Figure 5-1   *JFMIP Requirements Matrix*

8.0 Real Property Function Level 1

Reqmt No.	Description	Priority	Source and Source Reference
8	Real Property Function Level 1		
8.1	Real Property General Requirements Process		
08.1.1	Comply with requirements contained in SFFAS 6, Accounting for Property, Plant and Equipment, and SFFAS 8, Supplementary Stewardship Reporting	Mandatory	SFFAS No. 6 and No. 8
08.1.2	Record beginning balances, acquisitions, withdrawals, and calculate ending balances expressed in values and physical units, except for heritage assets and stewardship land for which all end of period balances are expressed in physical units only.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.3	Capture the condition of the asset for heritage assets, stewardship land, national defense PP&E, and general PP&E for which a condition assessment survey was performed.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.4	Provide an audit trail for: (a.) entries to a property record, including the identification of the individual(s) entering or approving the information and/or data, (b.) all adjustments to quantities and units, (c.) all adjustments to property values, (d.) amortization, depletion, and depreciation expense, (e.) transfer, disposal, and retirement actions.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.5	Identify the type of transaction affecting the property item, e.g., initial acquisition, change in location, and disposal.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.6	Enable the transfer of responsibility for property from one authorized manager to another authorized manager.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.7	Capture real property information for GSA's Worldwide Inventory system as directed in Federal Property Management Regulation (FPMR) 102-84.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000

Reqmt No.	Description	Priority	Source and Source Reference
	(property management only).		
08.1.8	Capture the fact that an environmental or hazardous substance is located on or contained within a property item in accordance with 41 CFR 101-42.202.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.9	Distinguish between capitalized property and expensed property tracked in the property management system.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.10	Capture and prioritize the estimated cost of repairs.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.11	Accumulate data from multiple appropriations.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.1.12	Provide for a linkage tying real property building to site or land if tracked separately	Desired	
8.2	Real Property General Requirements Process		
08.2.1	Provide the ability to receive real property (Capitalized, Construction-in-progress and other forms) from field representatives for real property purchased, under construction contract, and as capital leases. (BPM step 10)	Desired	
08.2.2	Receive data from the manual form 1310-11, Construction Project Completion Report	Desired	
08.2.3	For new construction only, process SV documents to remove accumulated cost from GL 1720 (construction-in-progress Account) before establishing cost in GL1730 (Building) and GL1740 (Other Structures) and GL1711 (Improvements to Land Account) to avoid double posting to costs. (BPM step 13 (revised))	Desired	

Reqmt No.	Description	Priority	Source and Source Reference
08.2.4	Create a skeletal property record or other mechanism for capturing information on property in-trans it from the providing entity (e.g., vendor, donator, loaner, grantor, etc.). The skeletal property record or other mechanism is required only for property for which the Government has taken title. For example, the skeletal property record or other mechanism may identify the following on newly acquired property: Name and address of the shipper/vendor; Estimated date of delivery; Shipping address ("ship to" address); Item identification (e.g., nomenclature, quantity, description, year of manufacture, make/model/serial number, Federal stock classification or national stock number) Requisition information (e.g., contract/purchase order, or other requisition document number; name and address of requisitioning organization); and Order Date.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.5	Complete the skeletal property record, or create a property record for items with no skeletal property record, upon assuming possession of the item, placing the real property asset in service, or initiation of real estate instrument/grant.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.6	Capture data in the property record required by the financial system: (a.) Transaction Code, (b.) Document number, (c.) Transaction Type, (d.) Document Total, (e.) Vendor Code, (f.) Vendor Name, (g.) Vendor address, (h.) Invoice Number, (I.) Invoice Date, (j.) Acceptance Date, (k.) Log Date, (l.) Line Number, (m.) Budget Organization, (n.) Job Number, (o.) Budget Object Class, (p.) Line Amount, (q.) Budget fiscal year(s), (r.) Fund, (s.) Program, (t.) Fixed assets Type, (u.) Fixed Assets Number, (v.) Betterment Number, (w,) Acquisition Method, (x.) Date of Record, (y.) Schedule Category, (z.) Discount Terms, (aa.) Acquisition Date, (ab.) General Ledger Flag, (ac.) Division Code, (ad.) In-service Date, (ae,) Useful Life, (Purchase Authority, (ag.) Depreciation Method, (ah.) Catalog Code, (ai.) Item Description, (aj.) Group, (ak.) Location of Property, (al.) Vehicle Class, (am.) Custodial Organization, (an.) Custodial Property Officer, (ao.) Accountable Property Officer, (ap.) Property Administrative Cognizant	Desired	
08.2.7	Capture the method of acquiring each property item or bulk property items (e.g., direct purchase, completed work-in-process, capital lease, donation, non-reciprocal transfer or reciprocal transfer), and the date of acquisition.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000

Reqmt No.	Description	Priority	Source and Source Reference
08.2.8	Capture quantity, date of physical receipt or date real property is available for use or placed into service, and condition of item received when a condition assessment was made.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.9	Provide information on the status of upgrades and overhauls to property.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.10	Capture warranty/guarantee information, including terms and period of coverage.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.11	Classify PP&E by asset type (e.g., general, heritage, stewardship land, and national defense as specified by JFMIP and include DOI requirements for tracking Administrative Real Property and recreational Real Property (BPM step 11)).	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.12	Distinguish between heritage assets and multi-use heritage assets.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.13	Capture the acquisition cost of an asset and any changes in the valuation, where applicable for reporting purposes.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.14	Capture the estimated value of donated assets for capitalized property.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.15	Classify PP&E according to the Standard General Ledger Accounts (e.g., buildings, land, equipment, assets under capital lease, software).	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.16	Generate data for the journal entries necessary for recording changes in the valuation including any associated gains or losses.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.17	Capture property identification number.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.18	Capture location.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.19	Capture an item's current ownership status (e.g., owned by the Government, leased to the Government under a capital lease, leased to the Government under an operating lease, loaned to the Government).	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.20	Capture the current user (e.g., the agency, contractor, grantee, etc.).	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.21	Capture an item's current use status whether in-use, in storage, in-transit, etc.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000

Reqmt No.	Description	Priority	Source and Source Reference
08.2.22	Capture identity of property custodian and/or the accountable organization.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.23	Capture space utilization information.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.24	Record the stratification of critical and non-critical maintenance.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.25	Record detailed information regarding known flood hazard or flooding of real property.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.26	Calculate and allocate interest expense for lease payments and apply the balance to reduce capital lease liability.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.27	Identify the type of cost recorded (e.g., acquisition cost, estimated fair market value, revaluation, present value).	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.2.28	Capture the cost of capitalizable improvements separate from the original cost, the estimated change in asset's life as a result of the improvement, and the date of improvement.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
8.3	*Real Property Depreciation/Amortization Process*		
08.3.1	Real Property shall be recorded at cost in a manner consistent with SFFAS #6 (especially paragraph 26) and capitalized and depreciated accordingly.	Mandatory	SFFAS No. 6
08.3.2	Capture the estimated useful life, depreciation/amortization/depletion method, and salvage/residual value for each asset or group of assets, when applicable.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.3.3	Calculate depreciation/amortization/depletion based on a management prescribed method (e.g., straight line, physical usage) and the net book value of capitalized assets.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.3.4	Provide ability to use these methods of depreciation: Straight line, Sum-of-the-Years'-Digits, declining Balance, Double Declining Balance as determined by type of property and accounting standards.	Desired	
08.3.5	Depreciation expense and amortization are to be recorded as a contra asset account.	Mandatory	SFFAS No. 6
08.3.6	Automatically calculate and utilize a "composite life" for certain property.	Desired	
08.3.7	Accumulate amortization, depletion, and depreciation expense.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000

Reqmt No.	Description	Priority	Source and Source Reference
08.3.8	Allow authorized users system access to change the estimated useful life of an asset, the depreciation method, and estimated salvage value, and make adjustments to PP&E asset and contra-asset accounts on an exception basis.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.3.9	Calculate depreciation on asset pools.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.3.10	Separately calculate depreciation on capital improvements.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.3.11	Costs that extend useful life or enlarge capacity of an asset, shall be capitalized and depreciated over the remaining useful life of the asset.	Mandatory	SFFAS No. 6
8.4	*Real Property Transfer Process*		
08.4.1	Identify excess property or property held for disposal/retirement.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.2	Capture the Sale/Revenue of property at time of sale, either Sales/Proceeds or Exchange/Sale	Mandatory	SFFAS No. 6
08.4.3	Provide the ability to track disposal of property though GSA process, Exchange, Trade-in or Donations.	Desired	
08.4.4	Capture transfer information required by the DOI Excess Property System: SF 120 form, Description of item, Manufacturer, Model Number, Year Manufactured, Property number, Serial Number, repairs required (y/n), Agency address, Agency Contact Name, Net book value, historical cost-depreciation	Desired	
08.4.5	In a property exchange, the fair-value at time of exchange is used if available, otherwise use the cost shall be the fair-value of the asset acquired. If neither fair-value is determinable, the cost of the asset shall be the cost recorded for the asset surrendered net of any accumulated depreciation or amortization.	Mandatory	SFFAS No. 6
08.4.6	Transfer property record data to the property disposal organization or receiving entity. Capture date of transfer, transferring entity, and recipient organization (disposal organization or recipient entity).	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.7	For property donations and transfers, system should be compliant with the Stevenson-Wydler Technology Innovation Act of 1980.	Mandatory	Stevenson-Wydler Technology Innovation Act

Reqmt No.	Description	Priority	Source and Source Reference
08.4.8	Property transferred from other federal agencies is posted at the net value of the asset on the books of the transferring agency. If this cannot be determined, use fair market value.	Mandatory	SFFAS No. 6
08.4.9	Capture all essential information related to excess property and disposal as required by Federal Management Regulation (FMR) 102-36 for applicable agencies.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.10	Capture type of disposal action (e.g., retirement, exchange, sale, donation, etc.), final disposition, and date of disposal.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.11	Capture property retirement or disposal status.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.12	Capture deletions and additions such as betterments.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.13	Calculate gain or loss at time of disposal or retirement, sale, exchange, donation.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.4.14	Capture estimated cost to demolish property or otherwise dispose of property.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
8.5	*Real Property Maintenance and Clean-up Process*		
08.5.15	Capture management's estimate of deferred maintenance. This may be accomplished through a process or system other than in a property system.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.16	Capture management's assessment of property condition. This may be accomplished through a process or system other than in a property system.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.17	Capture the fact that an environmental or hazardous substance is located on or contained within a property item in accordance with 41 CFR 101-42.202.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.18	Capture the total estimated clean-up cost when the item is placed in service if the PP&E meets the criteria established in paragraph 88 of SFFAS No. 6. This may be accomplished through a process or system other than in a property system.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.19	Capture environmental liabilities associated with PP&E when an event has occurred and the liability is probable and estimable (see Technical Release 2). This may be accomplished through a process or system other than in a property system.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.20	For general PP&E, calculate the annual amortization of estimated material, clean-up costs, and the un-amortized balance	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000

Reqmt No.	Description	Priority	Source and Source Reference
08.5.21	Provide analytic tools to support analysis and evaluation of annual maintenance status, needs, and costs for effective program planning and budgeting.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.22	Capture property maintenance, upgrade, and overhaul schedules.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.23	Capture actual maintenance, upgrade, and overhaul data.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.5.24	Provide the capability to forecast or schedule maintenance requirements for future periods.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
8.6	*Real Property Data Exchange Process*		
08.6.1	Receive Real property information from the Acquisition of Goods and Services Process and Interagency agreement Business Process, and from the financial system; and receive property transferred from other Federal entities through donation and exchange. (BPM step 10)	Desired	
08.6.2	Receive data on capitalized real property into the Accounting System Fixed Asset Subsystem or the Bureau designated Property System. (BPM step 12)	Desired	
08.6.3	Forward physical receipt information, including quantity and date of physical receipt, to the acquisition system and Core Financial System.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.6.4	Interface electronically with GSA's Worldwide Inventory.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.6.5	For capitalized property, transmit the generated data for the journal entries necessary for recording changes in the valuation including any associated gains or losses.	Desired	
08.6.6	Transfer the asset's acquisition cost, accumulated depreciation/amortization, and the amount of gain or loss to the Core Financial System at the time of asset transfer, disposal, or retirement.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.6.7	Provide capability to electronically transfer property records between interfacing systems for the gaining and losing property custodians within the agency.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.6.8	Promote a single point of entry to populate the property management database and all databases with which the property management system interfaces at the same time.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.6.9	Ensure that audit trails of all system transactions are captured.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October

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Reqmt No.	Description	Priority	Source and Source Reference
			2000
08.6.10	Facilitate ease of reconciliation between systems to ensure data accuracy.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
8.7	*Real Property Reports Process*		
08.7.1	Produce reports in accordance with user defined criteria. Such reports may provide property information to allow appropriate users to conduct an inventory of current holdings or any subset of those holdings at any time	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.7.2	Produce reports in accordance with user defined criteria. Such reports may allow a user to access both summary data and more detailed data.	Mandatory	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.7.3	Provide for on-line search capability based on user-defined parameters.	Desired	JFMIP, Property Management Systems Requirements, JFMIP-SR-00-4, October 2000
08.7.4	Provide the capability for agency real property management systems to interface on-line through Internet with other real property management systems external to the agency to facilitate the identification, location, or transfer of property Federal Government-wide.	Desired	

6   Reports

The following section lists the reports currently utilized by USDA agencies. An analysis is required to determine which of these reports CPAIS will generate and which reports the data warehouse will generate.

6.1   1166 FRPP Report

CPAIS must maintain data elements necessary to prepare and electronically submit the 1166 FRPP, which is an annual report of property inventory for USDA owned and leased property. GSA Assignments are not reported in the 1166 FRPP. GSA reporting requirements have changed. The previous requirement for the 1166 Worldwide Inventory was to report changes in property holdings during the reporting year, whereas the new 1166 FRPP reporting requirement is to include the entire property inventory.

The 1166 FRPP must contain an installation record and at least one additional record per installation. Listed below are the multiple record types used to create the report.

◆ Installation, record type 10 – Mandatory record contains information related to the installation including: property type, address, and agency bureau code.

◆ Latitude/Longitude, record type 11 – This record can be used when an agency elects to provide latitude and longitude information for their installations. While the record type is optional, if used, the data elements within the record type are mandatory. This record type is especially useful if you have an installation in a location that has no valid physical address. This would most often occur for structures, but could be a remote land or building location.

◆ Land, record type 20 - Record contains information related to the land including: usage code, urban acres, rural acres, and acquisition cost.

◆ Buildings, record type 30 – Summary record contains information related to the buildings in an installation including: number of buildings, square footage, and acquisition cost.

◆ Buildings, record type 35 – Building detail. This record type allows reporting of individual buildings at an installation regardless of usage code. The record requires assignment of a building ID for individual buildings being reported. Building ID number must be unique for each building with each usage code in the installation's property. The record type 35 may be used in place of record type 30. DO NOT use record type 30 and 35 for the same installation. Agencies must choose to use only one of the building record types for a given installation. The 1166 application will default the Number of Buildings to 1 for this record type. This is a companion record type for record type 36.

◆ Occupant, record type 31 – Use type 31 records when reporting the summary of square footage for an agency/bureau. This is a companion record for record type 30.

◆ Occupant, record type 36 – Detail Occupant Agency. This is an optional record type, however, it the record type is used, all data elements within the record type are mandatory. Beginning with the FY 2003 reporting cycle, agencies are being asked to provide the agency/bureau codes and occupied square footage for any agency occupying building space at their installations. This is a companion record type for the existing record type 35 – detail buildings. Buildings in record type 35 are reported separately using a building ID. Record type 36 also has building Ids as part of the occupant agency record.

◆ Other Structures and facilities, record type 40 – Record contains information related to any other structures and/or facilities that are part of an installation that are not described in one of the records listed above. Contains information including: installation number, usage code, and acquisition cost.

◆ Lease, record type 50 – Record contains information regarding commercial leases including: installation number, number of leases, effective date, expiration date, renewal option years, and annual rental amount. One and only one record type 50 is created per leased installation.

6.2 Space Management Plan (DR 1620-2)

CPAIS must maintain data elements necessary to prepare mandatory USDA, GSA, and OPPM reports and various ad-hoc queries on both a USDA level and an agency level. Listed below are the reporting requirements detailed in DR 1620-2, the USDA Space Management Policy, as directed by OPPM.

6.2.1　Master Space Plan/Strategy

Annual report outlining the amount of square footage and number of personnel housed in USDA owned property, GSA Assignments and commercial leases, and utilization rate for each type of property. The report outlines plans for space reduction required to bring the agency's total square footage in line with staffing and utilization rate. The report displays a list of exceptions requested and granted for exceeding the utilization rate and that exceed the GSA tenant improvement allowance.

6.2.2　Annual Baseline Report

The Annual Baseline Report displays the calculated baseline of total square footage and space costs paid for each USDA agency from the Central Rent Account.

6.2.3　Verification of Distribution of Space Costs Report

The Verification of Distribution of Space Costs Report is a report verifying the percentage for the total funding received from non-appropriated sources, which is submitted to OPPM.

6.3　Space Budget Justification Report

Federal Agencies (Departments) that obligate more than $5 million annually for rental payments to GSA or to others for rental of space, structures and facilities, and land and building services must submit a space budget justification in the format specified in OMB Circular No. A-11 Section 54 – Rental Payments for Space and Land. OMB uses this information to evaluate budget requests for rent in the context of personnel and program changes. GSA uses this information to refine its estimates for rental costs.

The Space Budget Justification Report is a summary report made up of completed worksheets as described in OMB Circular No. A-11 Section 54 – Rental Payments for Space and Land.

◆ Part 1 of the Space Budget Justification Report includes information on rental payments to GSA, including:

- GSA rent estimates for prior year, calendar year, budget year, and budget year + 1

- Adjustments to the GSA bill for adjustments

- Planned changes to inventory

- Requested program changes

- Other adjustments

- Statutorily imposed rent caps

- Funding sources for rental payments to GSA – direct appropriation

- Funding sources for rental payments to GSA's other sources

- Total net rental payments to GSA

◆ Part 2 of the Space Justification Report includes information on rental payments to entities other than GSA, including:

- Non Federal sources

- Federal sources other than GSA

- Total rent payments to entities other than GSA

6.4   Accessibility Certification

CPAIS must maintain real property data used to report on accessibility compliance. All offers received in response to the solicitation for offers must be evaluated to determine whether the offers fully meet the accessibility requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Uniform Federal Accessibility Standards (UFAS).

Each property must be evaluated based on the following levels of compliance:

◆ Full Compliance denotes that the property fully complies with the ADAAG and/or UFAS requirements for Automobile Parking and Loading Zones, Accessible Route, Entrance and Egress, Ramps, Stairs, Handrails, Doors, Elevators, Telephones, Controls, Signage, Alarms, Drinking Fountains, Storage Facilities, Seating and Work Stations, Assembly Areas, and Toilet Rooms.

◆ Substantial Compliance denotes that the property substantially complies with the ADAAG and/or UFAS requirements for Automobile Parking and Loading Zones, Accessible Route, Entrance and Egress, Doors,

Drinking Fountains, Toilet Rooms, and the space has at least one elevator where necessary for route.

◆ Less Than Substantial Compliance denotes that the property must meet the following minimum requirements:

- At least one accessible route shall be provided from an accessible entrance to the leased space and all required accessible areas. At least one interior means of vertical access shall be provided. Elevators shall have complying Controls and Signage.

- If parking is provided, then accessible spaces shall be included.

- Accessible toilet rooms shall be provided.

◆ CPAIS must track Waivers of Accessibility Requirements and Exceptions to Accessibility Requirements for reporting purposes.

6.5   Energy Reporting

The USDA OPPM Energy and Environment Staff uses several reports to help determine compliance with the National Energy Conservation Policy Act (NECPA), Energy Policy Act of 1992 (EPACT), and Executive Order 13123 *Greening the Government Through Efficient Energy Management*. These reports must be completed at the individual agency level and at the department level.

6.5.1   Energy Program Report

The Energy Program report contains data regarding energy usage in USDA owned and leased properties (excluding GSA Assignments) for standard use and lab/industrial use. Neither CPAIS nor the Data Warehouse will generate these reports, but the data must be available, via query or canned report, to assist in completion of the Energy Program Reports.

Below are the data elements required for the Energy Program Report that shows the types of utilities and fuel used in installations and the square footage. This report should be completed for each agency then rolled up into a summary report for the department.

◆ Total number of government owned and leased buildings and total square footage.

◆ Total number and square footage of USDA owned standard use and lab/industrial use buildings.

- Standard use buildings include office and administrative buildings and any other building that does not specifically fit the criteria for an industrial, laboratory, research or other energy-intensive facility or exempt facility.

- Lab/Industrial use buildings include buildings and facilities that by their nature have much higher energy consumption than standard office buildings.

◆ Total number of USDA owned standard use and lab industrial use buildings and square footage by fuel type: electricity, natural gas, LPG/propane, fuel oil, coal, purchased steam, other.

◆ Total number and square footage for USDA owned standard use and lab/industrial use buildings by check box items.

- Energy conservation plan

- Water conservation plan

- Water best management practices used

- Recycling program in place

- Energy/Utility savings performance contract

- Designated energy showcase

- Energy Star rated building

- Sustainable building design principles used

- Infiltration blocked

◆ Total number of and square footage for USDA owned standard use and lab industrial use buildings by renewable energy: renewable electric – purchased, renewable electric – self generated, wind turbine power, photovoltaic, gas from landfill/biomass, other.

◆ Total number of and square footage of USDA owned standard use and lab/industrial use buildings with the energy audit checked 'Yes'.

◆ Total number of and square footage of standard use and lab/industrial use leased buildings.

◆ Total number of and square footage of standard use and lab/industrial use leased buildings with utilities included.

◆ Total number of and square footage of standard use and lab/industrial use leased buildings with no utilities included

- By fuel type

- By check box items

6.5.2   Energy Improvement Report

The Energy Improvement report contains information regarding energy improvements to USDA owned and leased properties (excluding GSA Assignments). The following data elements support preparation of the report:

◆ Building ID and Name, Predominant Usage, Rentable Square Footage

◆ Land Type

◆ Enhancement Type

◆ Improvement Type and Program

◆ Cost and Date of Utilities Enhancement

◆ Energy Consumption Reduction (relative to 1990) and Energy Star Building Rating.

6.6   Historical Property Report

According to Executive Order 13287 dated March 3, 2003, CPAIS must maintain real property data used to report on historical and heritage property.

"Historic property" means any prehistoric or historic district, site, building, structure, and object included on or eligible for inclusion on the National Register of Historic Places

Each agency with real property management responsibilities shall, by September 30, 2005, and every third year thereafter, prepare a report on its progress in identifying, protecting, and using historic properties in its ownership and make the report available to the Chairman of the Advisory Council on Historic Preservation and the Secretary of the Interior.

6.7   ARS Reports

ARS provided the following reports. The figure below lists the FIRM Report Name and a brief description or title of the report.

Figure 6-1   *ARS Report Name and Descriptions*

FIRM Report Name	Description
FIRM RPR DeprS	Depreciation Report (Government Owned)
FIRM RPR 162A	Capitalized Improvement Report
FIRM RPR 162	Improvement Report
FIRM RPR 083	Structures Report (Government Owned and Leased)
FIRM RPR 063	Building Report (Government Owned and Leased)
FIRM RPR 053	Land Report (Government Owned with Acquisition Cost $1 or less)
FIRM RPR 040	Disposal Report (Sorted by Area and Location)
FIRM RPR 025G	Inventory Report (Government-Owned)
FIRM RPR 025	Inventory Report (Government-Owned and Leased)
FIRM RPR 024YB	Building Inventory Report (Animal Facility (AF), Greenhouse (GH), HeadHouse (HH), Laboratory (LB), and Office/Laboratory (OL)) (Built Between 1990 and 2001)
FIRM RPR 024SY	Structure Inventory Report (Government Owned) Structures Acquired in the last 10 Years
FIRM RPR 024S	Structure Inventory Report (Government Owned)
FIRM RPR 024LY	Land Inventory Report (Government Owned)
FIRM RPR 024LX	Land Inventory Report (Government Owned and Acquired Date Oct 1, 1991 - Sept 30, 1992)
FIRM RPR 024L	Land Inventory Report
FIRM RPR 024BY	Building Inventory Report; Government Owned Building Constructed Since 1983
FIRM RPR 024BX	Building Inventory Report (Government Owned and Acquisition Cost is $2 Million or More)
FIRM RPR 024BV	Building Inventory Report (Government Owned and Acquisition Cost is $1 Million or More)
FIRM RPR 024BO	Building Inventory Report (Government Owned Other Buildings excluding Laboratory (LB), Office/Laboratory (OL), and Office (OF) Facilities, Headhouse (HH))
FIRM RPR 024BL	Building Inventory Report (Government Owned Laboratory (LB), Office/Laboratory (OL), and Office (OF) Facilities) (Constructed Between 1986 and 2003)
FIRM RPR 024BHP	Building Inventory Report (Government Owned) Heritage Property
FIRM RPR 024BG	Building Inventory Report (Government Owned Headhouse (HH), Greenhouse (GH) Facilities) (Constructed Between 1986 and 2003)

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FIRM Report Name	Description
FIRM RPR 024B2	Building Inventory Report (Government Owned) Heritage Property
FIRM RPR 024B	Building Inventory Report (Government Owned, Leased, and Trust)
FIRM RPR 024HP	Heritage Property Inventory Report (Government-Owned); Unused Property Awaiting Evaluation to Determine Historical Significance
FIRM RPR 024HPD	Heritage Property Inventory Report (Government-Owned); Unused Property Awaiting Evaluation to Determine Historical Significance
FIRM RPR 024	Inventory Report (Government-Owned)
FIRM RPR 023	Physical Inventory List
FIRM RPR 010	Location Site List
FIRM RPR 003	Location List

The following figure lists the FIRM Report Name and the Data Elements that CPAIS must maintain in order to generate the required reports or to transfer the data to the warehouse for reporting purposes.

Figure 6-2 *FIRM Report Name and Required Data Elements*

Data Element Name Report Name

Data Element Name	FIRM RPR DeprS	FIRM RPR 162A	FIRM RPR 162	FIRM RPR 083	FIRM RPR 063	FIRM RPR 053	FIRM RPR 040	FIRM RPR 025G	FIRM RPR 025	FIRM RPR 024YB	FIRM RPR 024SY	FIRM RPR 024S	FIRM RPR 024LY	FIRM RPR 024LX	FIRM RPR 024L	FIRM RPR 024BY	FIRM RPR 024BX	FIRM RPR 024BV	FIRM RPR 024BO	FIRM RPR 024BL	FIRM RPR 024BHP	FIRM RPR 024BG	FIRM RPR 024B2	FIRM RPR 024B	FIRM RPR 024HP	FIRM RPR 024HPD	FIRM RPR 024	FIRM RPR 023	FIRM RPR 010	FIRM RPR 003
Acquisition Code						x																								
Acquisition Cost, Total (Bldg, Other Struct, and Prop)	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Address																													x	
Appraisal Date						x																								
Area							x																							
Building Accumulated Depreciation	x																													
Building Acquisition Cost	x	x	x	x	x	x		x	x	x					x		x			x	x	x	x	x	x	x	x	x		
Building Construction Date	x	x	x		x			x	x	x					x		x			x	x	x	x	x	x	x	x	x		
Building Depreciated Value	x																	x												
Building Notes					x																									
Building Total Annual Depreciation	x																													
Building Use Code		x	x																											
City								x			x	x			x			x											x	x
Cond Adeq Code (?)				x																										
Date (of Improvement)		x	x																											
Date Last Inspected				x																										

	FIRM RPR DeprS	FIRM RPR 162A	FIRM RPR 162	FIRM RPR 083	FIRM RPR 063	FIRM RPR 053	FIRM RPR 040	FIRM RPR 025G	FIRM RPR 025	FIRM RPR 024YB	FIRM RPR 024SY	FIRM RPR 024S	FIRM RPR 024LY	FIRM RPR 024LX	FIRM RPR 024L	FIRM RPR 024BY	FIRM RPR 024BX	FIRM RPR 024BV	FIRM RPR 024BO	FIRM RPR 024BL	FIRM RPR 024BHP	FIRM RPR 024BG	FIRM RPR 024B2	FIRM RPR 024B	FIRM RPR 024HP	FIRM RPR 024HPD	FIRM RPR 024	FIRM RPR 023	FIRM RPR 010	FIRM RPR 003
Disposal Date							x																							
Disposal Method/Authority							x																							
Disposal Proceeds							x																							
ENDG THRT SPEC						x																								
ENV PRO ACT						x																								
Est. Cost Ind (??)						x																								
Estimated Current Value						x																								
EXCE Code (??)							x																							
Excess Date							x																							
Exp Code (?)		x																												
Gov't Owned Lease	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
HA (?)					x																									
Historical Code				x	x																				x	x				
Historical Code																									x	x				
Improvement Cost		x	x																											
Improvement Description		x	x																											
Land Acquisition Cost	x	x	x	x	x	x		x	x	x		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
Life Expect Years			x		x																									
Location Name																													x	

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	FIRM RPR DeprS	FIRM RPR 162A	FIRM RPR 162	FIRM RPR 083	FIRM RPR 063	FIRM RPR 053	FIRM RPR 040	FIRM RPR 025G	FIRM RPR 025	FIRM RPR 024YB	FIRM RPR 024SY	FIRM RPR 024S	FIRM RPR 024LY	FIRM RPR 024LX	FIRM RPR 024L	FIRM RPR 024BY	FIRM RPR 024BX	FIRM RPR 024BV	FIRM RPR 024BO	FIRM RPR 024BL	FIRM RPR 024BHP	FIRM RPR 024BG	FIRM RPR 024B2	FIRM RPR 024B	FIRM RPR 024HP	FIRM RPR 024HPD	FIRM RPR 024	FIRM RPR 023	FIRM RPR 010	FIRM RPR 003
Location Number							x			x	x				x			x											x	x
Other Structure Construction Date	x			x				x	x	x					x		x	x	x	x	x	x	x	x	x	x	x			
Other Structure Unit Type (Unit of Measure LOV)				x				x	x	x					x		x	x	x	x	x	x	x	x	x	x	x			
Other Structure Units (capacity)				x				x	x	x					x		x	x	x	x	x	x	x	x	x	x	x			
Other Structure Acquisition Cost	x	x	x	x	x	x		x	x	x	x	x			x		x	x	x	x	x	x	x	x	x	x	x			
Property Acquisition Date (reportable by year and date)	x			x				x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x			
Property ID Number	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Property Name	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Property Type Code	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Property Type Suff (??)										x																				
Property Use Code				x	x			x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Site Name																		x	x	x	x	x	x	x	x	x	x	x		
Site Number	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
Stat Code										x	x	x	x				x	x	x	x	x	x	x	x	x	x	x	x		
State							x			x	x				x			x											x	x
Structure Notes				x																										
Structure Use Code				x																										
Total Acres				x				x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x	x			
Total Amount of Improvements	x																													

	FIRM RPR DeprS	FIRM RPR 162A	FIRM RPR 162	FIRM RPR 083	FIRM RPR 063	FIRM RPR 053	FIRM RPR 040	FIRM RPR 025G	FIRM RPR 025	FIRM RPR 024YB	FIRM RPR 024SY	FIRM RPR 024S	FIRM RPR 024LY	FIRM RPR 024LX	FIRM RPR 024L	FIRM RPR 024BY	FIRM RPR 024BX	FIRM RPR 024BV	FIRM RPR 024BO	FIRM RPR 024BL	FIRM RPR 024BHP	FIRM RPR 024BG	FIRM RPR 024B2	FIRM RPR 024B	FIRM RPR 024HP	FIRM RPR 024HPD	FIRM RPR 024	FIRM RPR 023	FIRM RPR 010	FIRM RPR 003
Total Occupiable Space (= General SqFt + Unique SqFt + Warehouse SqFt)	x	x		x			x	x	x	x				x		x		x	x	x	x	x	x	x	x	x	x			
Transferred To							x																							
Wetland (Indicator ?)						x																								
ZIP Code																													x	

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6.8 APHIS Reports

The following figure lists the reports required by APHIS and the data elements required to generate the reports. CPAIS will generate some of the reports and the data warehouse will generate the remainder of the reports.

Figure 6-3   *APHIS Reports and Data Elements*

Data Element Name   Report Name

Data Element Name	Agency LE	Agency W	AO Report	AO Report~1	GSA Border	GSA WLSE
Annual Rent		x			x	x
City	x	x	x	x	x	x
Headcount		x	x	x	x	x
Land		x	x			
Lease #	x		x			
Lease Exp Date	x	x	x	x	x	x
Lease Start Date	x					
Monthly Rent				x		x
Office		x	x			
Other (than Land, Office, or Storage)		x	x			
Program	x		x	x	x	x
Region			x	x	x	x
Specialist Initials	x					
State	x	x	x	x	x	x
Storage		x	x			
Street Address	x	x	x	x	x	x
Total SqFt		x	x	X	x	x

6.9   NCR Reports

The Office of Operations requires the reports listed in the following figure to help manage property use in the National Capital Region (NCR). CPAIS will generate some of the reports and the data warehouse will generate the remainder of the reports.

Figure 6-4   *NCR Reports and Required Data Elements*

	Building Report	Comprehensive Headcount and Space Report	USDA / NCR Budget Estimate Report (2 years out)	FY03 Rent Tracking Report	NCR Leased Facilities	Agency Building Space Report	Building Charge Backs	Organizational Summary Analysis Report
Actual GSA FY03 Budget Estimate multiplied by 3.4% Escalation Factor			x					
Actual GSA FY03 Budget Estimate multiplied by 3.4% Escalation Factor, (Explanation)			x					
Address					x			
Agency	x				x	x		
Agency POC					x			
Annual GSA Fee	x							
Annual Market Rate	x							
Annual Rent					x			
Annual Sec Charge	x							
Annual Total Rate	x							
Average SqFt per Occupant								x
Assigned Space (by building and Cost Center)							x	x
Building		x				x	x	
Building SqFt							x	
Construction							x	x
Gross							x	x
Vertical Penetration							x	x

	Building Report	Comprehensive Headcount and Space Report	USDA / NCR Budget Estimate Report (2 years out)	FY03 Rent Tracking Report	NCR Leased Facilities	Agency Building Space Report	Building Charge Backs	Organizational Summary Analysis Report
Building & Lease #					x			
Circulation							x	x
Class	x					x		
Common Area (by Building and Cost Center)							x	x
Floor Common							x	x
Building Common							x	x
Company Common Tenant Common							x	x
Comments				x				
Coordinator								x
Cost Center Code							x	x
Cost Center Name							x	x
Cost Per SqFt							x	
Current Discrepancies				x				
Date-Last-Changed	x							
Emergency Generators /Shelters/PA Systems					x			
Explanation (Additional SF will be acquired in FY03)			x					
Floor	x						x	
FTE, by Fiscal Year		x						
GSA Bldg Mgr					x			
GSA Budget Estimate, by Fiscal Year			x					
GSA Budget Estimate, by Fiscal Year (Explanation)			x					
GSA Class	x							
GSA Cost Estimate/RSF (rounded up to 2 decimal pts.)			x					

	Building Report	Comprehensive Headcount and Space Report	USDA / NCR Budget Estimate Report (2 years out)	FY03 Rent Tracking Report	NCR Leased Facilities	Agency Building Space Report	Building Charge Backs	Organizational Summary Analysis Report
GSA Response /Correction				x				
GSA/FPS Security Assessment					x			
Headcount					x			x
Headcount, by Fiscal Year		x						
Notes (History)	x							
Identifier	x							
Lease			x					
Lease Period					x			
Lessor's Bldg Mgr					x			
Notification of Discrepancy to GSA				x				
OEP					x			
Ongoing Discrepancies				x				
OO Space POC					x			
Options					x			
Other (than FTE), by Fiscal Year		x						
Parking	x				x			
Pending Lease Activity					x			
Percent of Usable								x
Projected Annual Rent				x				
Recommended Action				x				
Rentable SqFt			x		x		x	x
Resolution & Date				x				
Room	x					x		
Senior Executive					x			
Space/Site Status					x			

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	Building Report	Comprehensive Headcount and Space Report	USDA / NCR Budget Estimate Report (2 years out)	FY03 Rent Tracking Report	NCR Leased Facilities	Agency Building Space Report	Building Charge Backs	Organizational Summary Analysis Report
Staffing	x							
Total Cost							x	
Total Occupiable, General		x						
Total Occupiable, Unique		x						
Total Occupiable, Warehouse		x						
Total SqFt		x					x	x
Usable SqFt	x						x	
USDA Channel 6					x			
Useable SqFt					x	x		

6.10   Space Budget Justification Report

The Figure below lists the data elements required for the space justification report. This report is a summary report made up of completed worksheets as described in OMB Circular No. A-11 Section 54 – Rental Payments for Space and Land. For more information on this report and the required worksheets please see this circular on www.omb.gov.

This report will include data maintained in CPAIS and the Data Warehouse, as well as data maintained in the Corporate Financial System.

Figure 6-5   *Space Budget Justification Report Data Elements*

Data Element Name   Description

Agency Code	USDA defined agency code
Bureau Code	Code for the principal organization with in the agency.

GSA Bureau Code	Agency/Bureau code recorded on the GSA rent bills or GSA estimates.
GSA Rent Estimate PY	Estimated rent for PY.
GSA Rent Estimate CY	Estimated rent for CY.
GSA Rent Estimate BY	Estimated rent for BY.
GSA Rent Estimate BY+1	Estimated Rent for BY+1
Adjustments to Bill Chargebacks	Adjustments to rent bill for chargebacks. Chargebacks are the process by which customers contest a GSA billing.
Other Adjustments	Any other adjustments not included in the any of the other adjustment sections.
Statutorily Imposed Rent Caps	Rental payments to GSA considered strained for legal reasons.
Planned Changes to Inventory PY	Net amount of approved and planned changes in the inventory and adjustments from the base month (reflected in GSA rent estimate) to the end of the fiscal year.
Planned Changes to Inventory CY	Net amount of approved and planned changes in the inventory and adjustments from the base month (reflected in GSA rent estimate) to the end of the fiscal year.
Planned Changes to Inventory BY	Net amount of approved and planned changes in the inventory and adjustments from the base month (reflected in GSA rent estimate) to the end of the fiscal year.
Planned Changes to Inventory BY+1	Net amount of approved and planned changes in the inventory and adjustments from the base month (reflected in GSA rent estimate) to the end of the fiscal year.
Planned Changes to Inventory BY+2	Net amount of approved and planned changes in the inventory and adjustments from the base month (reflected in GSA rent estimate) to the end of the fiscal year.
Requested Program Changes CY	Requested program changes that will result from changes in programs that have been enacted by law.
Requested Program Changes BY	Requested program changes that will result from changes in programs that have been enacted by law.
Requested Program Changes BY+1	Requested program changes that will result from changes in programs that have been enacted by law.
Requested Program Changes BY+2	Requested program changes that will result from changes in programs that have been enacted by law.
Total Net Rental Payments to GSA	Sum of amounts paid to GSA Federal building fund for all funding sources for a year.
Funding Sources For Rental Payments	
Account Title and ID Code	Funding Sources For Rental Payments funded by direct appropriations.

Subtotal Direct Appropriations	Sum of the amounts of direct appropriations for the year.
Other Sources Account Title and ID Code	Funding Sources For Rental Payments funded by other sources
Subtotal other funding sources	Sum of the amounts for other funding sources for a year.
Rental Payments to Others Non-Federal sources	Include obligations for possession and use of space, land, and structures leased from non-Federal sources.
Rental Payments to others Federal Sources	Include obligations for payments to agencies other than GSA for space, land, and structures that are subleased or occupied by permits, regardless of whether the space is owned or leased.
Total Rental Payments to Others	Amount or rental payments to non-Federal sources and other agencies other than GSA.

6.11   OPPM Summarization Reports

The following data elements are required for OPPM Summarization Reports. CPAIS or the data warehouse will generate the reports.

◆ Agency

◆ Leased Property

- Number of Records

- Leased SqFt

- Total Annual Lease Rents

◆ Owned Property

- Number of Records

- Owned SqFt

- Urban Acreage

- Rural Acreage

◆ GSA Assignments

- Number of Assignments

- Annual Rent Bill

◆ % of Total USDA Property Records (by Agency)

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7   Outstanding Issues

The following outstanding issues have been identified:

◆ The requirements of a CPAIS data warehouse will be determined at a later date.

◆ ACFO-FS will define a unique SV clone document to use in the CPAIS to FFIS interface. This will be articulated in the detailed design.

◆ Policy Decisions

- OCFO will determine the structure of the Unique Asset Identifier during the detailed design phase.

- OCFO will determine a corporate approach for establishing the unique asset identifier and the utilization of FFIS Job Number to account for real property assets in the Corporate Financial System and CPAIS during the detailed design phase.

- OPPM will determine if condition ratings are usable for all USDA agencies. Condition ratings are engineering standards required to determine deferred maintenance and aid in budgeting.

- OPPM and OCFO will determine the criteria for operating and capital leases.

- OPPM will provide policy for updating data (e.g., head count changes, 1166 FRPP reporting timeline).

◆ In Figure 1-5, "Manage Agreements" the flow of this chart is not accurate for Rural Developments processes however; no additional information was received as of the June 11, 2003 walkthrough.

◆ A review of the Commodity Credit Corporation (CCC) leasing authority is being conducted and a determination will be made regarding the need for any additional CPAIS requirements.

8   Requirements Traceability Matrix

The following matrix of requirement and cross-reference section verifies that the requirements addressed in this specification have been met.

Figure 8-1   *CPAIS Requirements Traceability Matrix*

No.	Requirement Description	Cross Reference Section
1	Maintain data elements required for tracking acquisition of USDA owned or leased property, including land leases, GSA Assignments, and agreements	1.1, 1.2.1, 1.2.2, 1.2.3
2	Maintain data elements required to calculate asset valuation of USDA owned property	1.1, 1.2.1
3	Collect and manage data related to purchase cost and Work In Progress (WIP) accounting	1.1, 1.2.1
4	Generate depreciation expense transactions	1.1, 1.2.1
5	Maintain data elements required for the management of GSA Assignments, including the Central Rent Account and the National Capital Region	1.1, 1.2.2
6	Capture the source of funds breakdown for a particular space to facilitate management of the Central Rent Account	1.1, 1.2.2
7	Allow creation of a shell record, in support of Joint Financial Management Improvement Program (JFMIP) requirements, distinguishing between mandatory, required, and optional fields	1.1, 1.2.1, 1.2.2, 1.2.3
8	Maintain data elements necessary to distinguish land or buildings as 'Heritage' and/or 'Historical' property in accordance with Executive Order 13287	1.1, 6.6
9	Interface with the Corporate Financial System to post financial transactions for USDA owned property	1.1, 2.2.1, 2.2.3
10	Interface with the GSA STAR Billing System to facilitate rent comparison	1.1, 2.2.5
11	Interface with the Forest Service Infra system. Forest Service will consolidate field data to facilitate this interface	1.1, 2.2.6

No.	Requirement Description	Cross Reference Section
12	Maintain data elements necessary to prepare mandatory USDA, GSA, and OPPM reports and various ad-hoc queries on both a USDA level and an agency level	1.1, 6
13	Maintain data elements necessary to prepare and electronically submit the 1166 FRPP. The 1166 FRPP reports property inventory for USDA owned and leased property over a reporting year	1.1, 6.1
14	Maintain data elements to facilitate property management requirements	1.1, 1.3
15	Accommodate changes to agency space needs over time	1.1, 1.2.1, 1.2.2, 1.2.3
16	Maintain data elements necessary to track and manage physical security	1.1, 1.3.2
17	Maintain data elements necessary to manage the real property portfolio and perform business management functions	1.1, 1.3.3, 1.3.4
18	Allow role based access levels to facilitate monitoring from headquarters	1.1, 1.2.2
19	CPAIS must accommodate the entire FFIS accounting string.	1.1, 2.2
20	CPAIS will capture the four-digit GSA Agency Bureau Code and will crosswalk the code to the two-digit USDA Agency Code. CPAIS will display both codes.	1.1
21	CPAIS will track Condition Ratings. Values will be provided during the detailed design phase.	1.1
22	CPAIS must feature a data entry capability to allow for table maintenance (e.g., reference data).	1.1
23	CPAIS must feature a data entry capability to allow for security configuration and maintenance.	1.1