

# AGPMR ADVISORY

## ADVISORY NO. 12-03

### Title: Five Year Real Property Inventory Certification

#### 1. SUMMARY

Agriculture Property Management Regulation 110-51.106 requires that USDA agencies complete an inventory of all USDA-owned, leased and otherwise managed (ownership interest is held by a state or foreign government) land, buildings, and other structures and facilities must be physically inventoried and the data found in CPAIS for those assets verified.

#### 2. REFERENCES

Agriculture Property Management Regulation 110-51.106 found at <http://www.dm.usda.gov/pmd/docs/AGPMRPart11051PropertyAccountabilityandControl.pdf> and Federal Management Regulation Amendment 2008-01 ([http://www.gsa.gov/graphics/ogp/FMR\\_Amdt\\_2008\\_01\\_Order.pdf](http://www.gsa.gov/graphics/ogp/FMR_Amdt_2008_01_Order.pdf).)

#### 3. ACTIONS

As part of the inventory process, any asset record found in CPAIS that has left USDA's portfolio is to be properly updated with the required disposition data. The requirement is the property data found in CPAIS is identical at all times to the condition in the field. The inventory process is one way to find deficient updates. The five year inventory is done to support accurate annual reporting.

Accomplishment tracking for the real property inventory is conducted using CPAIS. Every asset record has a data field to record the date when the asset was physically visited (Actual Physical Inventory Date) and a data verification checkbox (Physical Inventory Data Verified). The checkbox is to be marked only after every data element for the asset has been verified as accurate. Any inventory date entered that is prior to October 1, 2007, the beginning of the 5-year cycle or after September 30, 2012, is invalid and will not be included in the accomplishment reports. Any record missing a valid physical verification date and/or a blank checkbox will not be included in accomplishment reports.

On or before September 30, 2012, each Agency's Accountable Property Officer and Director of Property Management are required to submit and sign the attached form certifying their Agency has completed the physical inventory and data verification. The signed 5 Year Inventory Certification document must be submitted to the OPPM, PMD Chief.

Agencies should be running their own accomplishment tracking reports per the guidance provided earlier this fiscal year. Each Agency should maintain copies of documentation certifying inventory, in case of questions or audit. The Real Property Inventory Quick Guide is posted on the PMD SharePoint site for reference. It discloses the location of the data fields mentioned above and how to run the accomplishment tracking reports.

On October 1, 2012, OPPM will run a final accomplishment report. Any Agency with Existing asset records missing inventory data will be required to address the variances.

As stewards of one of the largest Federal real property portfolios, it is imperative USDA adhere to the Public Laws, Executive Orders and Federal Management Regulations regarding property management and accountability. These property related directives essentially state all Federal agencies are to know exactly what they have (properties), what those assets cost, and develop internal systems which accurately account for both. CPAIS is USDA's internal system of record that was created to meet this expectation. It is the subsidiary ledger for USDA's owned real property, and it is the inventory reporting and portfolio management tool for all real property assets.

To address the requirement of knowing what USDA holds in public trust, [AGPMR 110-51.106](#) requires all Agencies to complete a physical inventory of all real property assets every five years. While the physical inventory of each asset is conducted every five years, USDA reports these assets and several data elements to the Federal Real Property Profile from CPAIS annually per 41 CFR Part 120-84 – [Annual Real Property Inventories](#) , and FMR Amendment 2008–01 ([http://www.gsa.gov/graphics/ogp/FMR\\_Amdt\\_2008\\_01\\_Order.pdf](http://www.gsa.gov/graphics/ogp/FMR_Amdt_2008_01_Order.pdf).) This regulation requires the information sent about each and every asset sent to GSA's FRPP system each year is accurate and complete. An inventory action is no longer complete until the data pertaining to each physically verified asset has also been validated. The five year inventory is done to support accurate annual reporting.

**EXPIRATION DATE:** Effective upon issue date until canceled.



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Paul Walden, Chief, PMD

### Real Property Inventory Certification – Fiscal Years 2008-2012

Agency _____	Total Existing Assets (count in CPAIS)	Assets Inventoried and Verified	Percent Complete
<b>Owned Buildings</b>			
<b>Owned Land</b>			
<b>Owned Structures</b>			
<b>Leased Buildings</b>			
<b>Leased Land</b>			
<b>Leased Structures</b>			
<b>Otherwise Managed Buildings</b>			
<b>Otherwise Managed Land</b>			
<b>Otherwise Managed Structures</b>			

1. I certify all asset records for the above agency have been physically inventoried at least once between the dates of October 1, 2007 and September 30, 2012.
  
2. I certify all data for the above agency is accurate and complete in CPAIS. Accurate and complete means:
  - All CPAIS records for assets which have left the agency’s portfolio have been properly updated to Disposed and all disposition data has been entered.
  - All existing USDA Owned, USDA Leased and Otherwise Managed assets, whether used on a day-to-day basis, inactive or excess to the agency’s needs but not yet disposed have a record in CPAIS.
  - No asset record with a Status beginning with EXISTING can be found in CPAIS that cannot be found in the field.
  - Asset records with a Status of Planned or Under Construction have never been occupied and are still in the planning or construction phases.
  - No asset record has a Status of Unknown (valid for temporary use only).
  - Records with a Status of Erroneous have a subledger that is also erroneous.
  - Records with a Status of Cancelled have a valid subledger but the asset will no longer be acquired (project cancelled after costs incurred).
  - No record for an asset that has been part the agency’s portfolio has been deleted from CPAIS.
  - Only records created by mistake have been deleted.
  - The data elements for FRPP reporting have been verified.
  - The financial records for all assets with subledgers have been verified: disposed asset subledgers have been written off; completed acquisitions have been placed in service; capitalization criteria have been followed and capitalized values have been verified.

Exceptions to any of the above conditions must be noted and included in an attached document noting the resolution and timeframe to correct, if applicable.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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