

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL NOTICE</b>	NUMBER: DN 5130-001
SUBJECT: Real Property Disposals	DATE: April 1, 2020
OPI: Office of Property and Fleet Management	EXPIRATION DATE: April 1, 2021

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1. PURPOSE

This Departmental Notice (DN) instructs USDA Mission Area, agencies, and staff offices to enter planned disposals of real property assets into the Corporate Property Automated Information System (CPAIS).

2. SCOPE

This DN applies to all USDA Mission Areas, agencies, and staff offices.

3. SPECIAL INSTRUCTIONS/CANCELLATIONS

This DN is effective upon issuance and will expire within 1 year of its issuance date.

4. POLICY

- a. All agencies must enter planned real property asset disposals into CPAIS by April 30, 2020.

- b. Agencies will include disposals of owned property, leased property, and General Services Administration (GSA) Occupancy Agreements that are planned for disposal through fiscal year 2023. Planned disposals that are already in CPAIS will also be updated.
- c. Agencies must update the Status field in the “Maintain Properties” form. The status field for Owned property must be changed to a status with “Excess” in the status name. The status fields for Leased property or GSA Assignments must be changed to a status with “Planned Closure” in the status name.

## 5. ROLES AND RESPONSIBILITIES

- a. The Property Management Division Chief will approve of any policy exceptions.
- b. The USDA Asset Manager will:
  - (1) Provide overall guidance and support to agencies and staff offices; and
  - (2) Serve as the primary point of contact for inquiries.
- c. Mission Area, Agency, and Staff Office Heads will ensure that all planned disposals are properly reported in CPAIS by the due date.

## 6. POLICY EXCEPTIONS

If an agency cannot meet a policy requirement as explicitly stated in the notice, an exception may be requested. Written requests should be directed to Anne Anderson at [anne.anderson@usda.gov](mailto:anne.anderson@usda.gov).

## 7. INQUIRIES

Questions and comments about this DN should be directed to Tony Doxtater, Asset Manager, at 202-239-4560 or at [tony.doxtater@usda.gov](mailto:tony.doxtater@usda.gov).

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