Department of Energy
Washington, DC 20585

MEMORANDUM FOR DISTRIBUTION

FROM: Juliana Heynes
DIRECTOR, OFFICE OF ASSET MANAGEMENT
SENIOR REAL PROPERTY OFFICER

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SUBJECT: FY 2027 Facilities Information Management System Reporting Deadlines and Validation Guidance

REFERENCE:
(1) DOE Order 430.1C, *Real Property Asset Management*
(2) Office of Management and Budget Policy Memorandum M-20-03
(3) Federal Assets Sale and Transfer Act of 2016 (P.L. 114-287)
(4) 41 CFR § 102-84.30
(5) Federal Real Property Council 2026 Guidance for Real Property Inventory Reporting

Pursuant to section 5.j (6) of reference (1), this memorandum provides implementing guidance for reporting and validating FY 2027 Facilities Information Management System (FIMS) data reported within the General Services Administration's Federal Real Property Profile (FRPP) as required under the Federal Property Management Reform Act and the Department's annual Agency Financial Report. In this guidance, the Office of Asset Management lists the sites that are scheduled for a quality assurance visit. Additionally, FIMS data will be used to prepare the Department of Energy 2029 – 2033 Capital Plan as required by reference (2); respond to the annual data request required by reference (3); respond to data requests from the General Accountability Office, Office of Management and Budget, and Congress; and, to prepare other external reports identified in the attachment.

Reference (4) requires the Department to certify the accuracy of data submitted to the FRPP and reference (5) requires the Department's Senior Real Property Officer to serve as certifying official. In support of these requirements, paragraphs 5.d (7) and (8) of reference (1) requires Program Secretarial Offices validate and certify FIMS data.

Addressees should provide a validation schedule for properties under their cognizance to the Office of Asset Management by December 15th, 2026. Validations should be scheduled between January 1, 2027 and July 31, 2027. Please review the summary of changes for the validation process for this year. Please distribute it to the appropriate elements of your organization.

Questions related to populating or validating the Department's Facilities Information Management System data may be directed to Adam Pugh at (301) 820-2455. Questions on deferred maintenance and repair reporting may be directed to Eric Haukdal at (202)-497-4749. Questions related to the Office of Management and Budget Policy Memorandum M-20-03, *Implementation of Agency-wide Real Property Capital Planning*, may be directed to Eric Haukdal at (202) 497-4749.

Attachment

Distribution:
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FISCAL YEAR 2027
FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)
REPORTING DEADLINES AND VALIDATION GUIDANCE

Section 1: Reporting Deadlines

This guidance provides Fiscal Year (FY) 2027 Facilities Information Management System reporting requirements and due dates for real property assets where the United States Department of Energy (DOE) has a legal interest in, or right to use, such property.

All requested data must be entered into FIMS by the required deadlines.

1. REPORTING REQUIREMENTS

a) Ensure that FIMS contains a complete inventory of land parcels, buildings, real property trailers and structures where DOE has a legal interest in, or right to use, such property.

b) Ensure HQ Program Office planning and budgeting guidance addresses facilities maintenance and repair and Modernization Cost priorities.

c) Define the minimum acceptable level of condition for each real property asset based on engineering/maintenance analysis independent of funding availability or other resource implications. Determine the times in the asset life cycle when maintenance actions should be accomplished on its systems and components to preserve and maximize the useful life of the asset.

d) Develop and document business rules for identifying Repair Needs (RN) that are also Deferred Maintenance (DM). The business rules should determine which deficiencies are past optimum period and unacceptable to management. Deferred Maintenance is known as Deferred Maintenance & Repair to the Chief Financial Officer.

e) When identifying Repair Need deficiencies that are also Deferred Maintenance deficiencies, the person(s) or team should use the documented business rules.

f) Determine strategies for stabilizing and then reducing the Deferred Maintenance backlog.

2. Certification

To enhance the accuracy and completeness of the data reported to the Federal Real Property Profile (FRPP) system, each agency will provide the General Services Administration (GSA) a certification from the Senior Real Property Officer (SRPO) that the FRPP data being reported is accurate and complete. This certification will also document the methodology used to evaluate the accuracy of the data as well as efforts to improve the data.

To support the Department's certification each Site Manager or Headquarters Program Office for their Sites is to provide the SRPO a statement to certify the level of completeness, accuracy and any efforts made to improve FIMS data reported to the FRPP. The certification should be in a memorandum to the SRPO and emailed to Adam Pugh at adam.pugh@hq.doe.gov no later than November 26, 2027.

Sample certification statement: The FIMS data submitted by (Site or Program for their Sites) to support the FRPP submission is (complete or has the following known incomplete data) and (accurate or has the following known deficiencies). If applicable provide a summary of efforts made to improve FIMS data that is reported to the FRPP. Sites with a "Red" or "Yellow" data validation scorecard should include in the certification the progress that has been made to mitigate the data issues that led to the "Red" or "Yellow" scorecard. The certification should be signed by the Site Manager or Headquarters Program Office.

Section 2: Validation Guidance

This guidance provides direction for complying with the FIMS verification requirements of DOE Order 430.1C, *Real Property Asset Management*.

1. Summary of changes for FY 2027

- In the Subject Matter Expert column of the Source Documentation Worksheet, Sites must identify an individual who is the lead for developing the source document. It is no longer acceptable to document an organization's name or Department as the Subject Matter Expert.

- To support the new Chief Financial Officer auditing requirements for Department of Energy land data, the following changes will be implemented.

  - All land records will now be validated regardless of Ownership. Ownership types to be validated include the following.

Land Ownership Types	
Contractor Leased	Easement
Contractor License	Federal Permit
Contractor Owned	Grant Recipient Owned
DOE Leased	Institutional Control
DOE License	Non-Federal Permit
DOE Owned	Withdrawn from Public Domain

  - All land source documentation must be uploaded into FIMS regardless of Ownership. Each document must include a cover page showing the location in the document for the following data elements: Size, Ownership, Property Type, Lease Start Date, Lease Expiration Date, and Annual Rent. Please ensure that this information is presented clearly and consistently on the cover page for every document.

2. Background

a) **Facilities Information Management System (FIMS):** FIMS is the Department's official repository of real property data.

- FIMS data is used in day-to-day decision-making and to measure the cumulative outcomes of real property decisions on the portfolio inventory, alignment, functionality, condition, utilization, disposition, and management. This data supports the key performance indices included in the Department's Asset Management Plan, the Department's Strategic Plan, and the Capital Planning Report required by the Office of Management and Budget Policy Memorandum M-20-03, *Implementation of Agency-wide Real Property Capital Planning*, of November 06, 2019.

- The quality of the decisions made from FIMS is a function of the accuracy of the underlying data.

- The DOE Office of Asset Management (OAM) is the administrator for FIMS.

b) **Federal Real Property Profile (FRPP):** The Department's FIMS stores the real property asset data submitted annually to the Federal Real Property Profile (FRPP) in accordance with the Federal Property Management Reform Act of 2016. In addition, 41 CFR § 102–84.30 requires that agencies verify the accuracy of each FRPP submission and 41 CFR § 102–84.55 requires annual submission of FRPP data.

c) **Department of Energy Order 430.1C (RPAM):** RPAM requires FIMS data to be accurately populated and annually validated (paragraph 4.f Reporting Systems).

3. Purpose of the Guidance

a) **Roles, Responsibilities and Outcomes:** Identify the roles, responsibilities and expected outcomes of the FIMS validation process.

b) **Standardization:** Standardize the minimum validation criteria.

4. Applicability

a) This guidance is applicable to all Departmental real property holding programs and support offices with responsibility for real property where DOE has a legal interest or right to use such property. It identifies the minimum FIMS data elements to be validated. Programs and support offices may elect to validate other data elements in addition to those identified in this guidance.

5. References and Supporting Information

a) **FIMS Website: https://fims.doe.gov/fimsinfo; FIMS Users Guide, https://fims.doe.gov/fimsinfo/Documents/FIMS/user_gde.pdf**

b) **DOE Order 430.1C Chg 2 (AdminChg) Real Property Asset Management (RPAM) https://www.energy.gov/documents/real-property-asset-management**

c) **DOE Order 437.1A, Bridge and Tunnel Management https://www.energy.gov/documents/doe-o-437-1-bbridge-and-tunnel-management2026-07-23pdf**

6. Desired Outcome of the Validation Program

a) **Confidence Level:** Demonstrate at a 90% confidence level that the validated FIMS data elements are being maintained without variance when compared to source data.

7. Validation Requirement

a) **Real Property Data Validation:** Complete a FIMS data validation at each site each fiscal year, between January 1st and July 31st. Validations should be scheduled to allow ample time to correct data issues prior to the population of data that is reported to the Federal Real Property Profile (FRPP).

8. Roles and Responsibilities

a) **Headquarters, Office of Asset Management (OAM)**

- Develop minimum criteria for validation.
- Establish validation process and associated training class.
- Make standard forms, supporting information and materials readily available.
- Provide overall management of the FIMS system.
- Perform quality assurance visits to review the FIMS data validation process at each Site every five years to verify consistency and to ensure validations are conducted in accordance with this guidance. Coordinate Site visits with Headquarters Program Offices and Sites. FY 2027 visits include:

    1. EM Consolidated Business Center (EM)
    2. Hanford Site (EM)
    3. Pantex Plant (NNSA)
    4. Portsmouth USEC (NE)
    5. Sandia National Laboratory – All Sites (NNSA)
    6. Savannah River Site (NNSA
    7. SLAC National Accelerator Laboratory (SC)

Please note that Sites will need to coordinate validation dates with OAM.

- When conducting quality assurance visits, OAM has the authority to correct the Site's validation process if they observe deviations from the FIMS validation guidance.

- Perform quality assurance visits as requested by Programs to aid Sites in developing an acceptable FIMS data validation program.

- Oversee implementation of the overall program and measure success of the FIMS Validation process.

- Monitor Corrective Action Plans and provide additional assistance to Sites in "Red" Status until the data and processes are corrected to achieve a "Yellow" or "Green" Status.

- Upload FIMS data to the Federal Real Property Profile each year.

b) **Headquarters Program Office**

- Ensure each Site conducts a FIMS data validation each year.

- When participating in quality assurance visits, the Headquarters Program Office has the authority to correct the Site's validation process if they observe deviations from the FIMS validation guidance.

- Provide validation schedule to OAM by December 15th of each fiscal year. Provide any date changes as soon as practicable to OAM.

- Maintain validation capability to support Site and/or Field Office and Management and Operations (M&O) contractor-based validations.

- Verify Site and/or Field Office compliance with validation guidance and provide copies of the scorecards, validation worksheets and Source Documentation Worksheet to OAM as the validations are completed.

- Work with the Sites that score a "Red" and oversee execution of the Corrective Action Plan which includes providing additional attention until the data and processes are corrected to a point where a "Yellow" or "Green" Status can be achieved.

- Submit the Site's Corrective Action Plan to OAM. Provide OAM with semi-annual updates until corrective actions are complete.

- Disseminate program guidance and criteria for additional data elements or processes to validate.

- Reviews and certifies FIMS data and plans submitted by the Site and Field Office managers.

- Provides the Office of Asset Management with an explanation of when Deferred Maintenance growth or reduction between the most recent and previous fiscal years equals or exceeds 10% or when implementing changes in systems or policies for estimating Repair Needs and Deferred Maintenance costs.

c) **Federal Field Office and/or Site**

- Multi-program Sites are responsible for coordinating a single validation for the entire Site.

- Responsible for planning, scheduling, coordinating and conducting the FIMS data validation for the entire Site which includes any necessary revalidations.

- Coordinate with the M&O contractor to schedule the annual validation and notify the Headquarters Program Office and OAM by December 15th of each year of the scheduled FIMS validation date(s).

- Schedule and notify the Headquarters Program Office of any required revalidation as a result of a "Red" score.

- Maintain validation scorecards and results for five fiscal years.

- Verify M&O contractor maintains accurate FIMS records. If no M&O contractor is on-site, it is the responsibility of the site to maintain accurate FIMS records and perform all other functions that the M&O contractor would accomplish with respect to FIMS and FIMS data validations. This includes the following.

    - Maintain FIMS real property inventory system complete and current throughout the life cycle of the real property assets.

    - Prepare the Corrective Action Plan and forward to the Site and/or Field Office, the Headquarters Program Office and OAM.

    - Execute Corrective Action Plan to correct deficiencies in data and processes.

    - Provide assistance with Site visit activities, including on Site walkthroughs during the FIMS data validation.

    - Perform quality control of validation efforts and if necessary, establish and track progress on the Corrective Action Plan.

    - Report validation results to the Headquarters Program Office when validation is complete. Provide scorecard, Source Documentation Worksheet and supporting validation backup forms for sampled assets. Results should be reported within 5 business days to the Headquarters Program Office.

9. Validation Process

a) **Support Materials and Resources:** The most recent support materials which include training materials, Source Documentation Worksheet and Sample Size Chart can be found on the FIMS website.

b) **Validation Team**

- The validation team will include the designated Federal Field Office/Site team leader, O&M site lead or contractor lead, who have successfully completed the FIMS Data Validation training. FIMS Data Validation training will be conducted twice a year. Contact OAM or visit the FIMS website for schedule and location of the validation training.

- The team also includes at least one member familiar with the Site's FIMS record keeping (e.g., FIMS administrator). It is strongly recommended the FIMS Administrator be included as part of the validation team. Subject Matter Experts (SME) and other members of the team should also be included on an as needed basis.

c) **FIMS Data Elements and Assets to Validate**

- DOE Sites will validate the following FIMS records on five scorecards:

  - Scorecard 1 (DOE Owned)
    - A random sample of DOE Owned buildings, trailers and OSF's.
    - Site Operating Cost.
    - Planning Documentation Verification (Not Scored).
    - Adjustments.
    - Location.
  - Scorecard 2 (DOE Leased and Contractor Leased/GSA Owned and Leased)
    - A random sample of DOE Leased and Contractor Leased buildings, trailers and OSF's, and GSA leased and owned buildings/OSF's for Sites with more than 25 total records based on this criteria.
    - Sites with 25 or fewer DOE Leased and Contractor Leased buildings, trailers and OSF's, and GSA leased and owned buildings/OSF's will validate all records.
  - Scorecard 3 (DOE Land)
    - DOE Land Records regardless of Ownership.

- Sites with 25 or fewer land records will validate all land records. Sites with more than 25 land records will validate 25 land records from a random sample of their land records.

- Scorecard 4 (DOE Disposition)
  - Archived records with an Archive Date between October 1, 2025 and September 30, 2026.

  - If 25 or fewer assets were disposed of during this period, validate all of the disposed assets. If more than 25 assets were disposed of during this period, perform a random sample of 25 assets.

  - Administrative Corrections/No Disposal will not be validated.

- Scorecard 5 (DOE Bridge)
  - DOE Bridge assets with a Status of Operating, Standby, and Outgranted that contain the following Usage Codes:
    - 1468 Public Access Bridge (Railroad)
    - 1469 Controlled Access Bridge (Railroad)
    - 1768 Public Access Bridge (Vehicular)
    - 1769 Controlled Access Bridge (Vehicular)

- The data elements to be validated are listed in the table below. The DOE performance measures are in bold type and are held to a higher standard of reliability by weighting them more in the scoring process.

#	Data Elements	DOE Owned B & T	DOE Owned OSF	DOE, Contractor Leased B,T&S	GSA Owned & Leased Buildings	DOE Owned, Ingrant Land, Withdrawn Land
1	Ownership	X	X	X	X	X
2	Usage Code	X	X	X	X	X
3	Property Type	X	X	X	X	X
4	Status(A)	X	X	X	X	X
5	**Size**	X	X	X	X	X
6	Space Type Usable SF - Office	X		X Buildings and Trailers only	X	
7	Office Workstations(A)	X		X DOE Leased Buildings and Trailers only	X	
8	No of Floors	X Buildings only				
9	**Repair Needs**(A)	X	X	X	X	
10	**Deferred Maintenance (DM)**(A)	X	X			
11	Inspection Date(A)	X	X	X	X	
12	**Asset % Utilized**(A)	X	X	X	X	
13	Total No of Federal Employees(A)	X		X	X	
14	Total No of Contractor Employees(A)	X		X	X	
15	**Replacement Plant Value (RPV)**(A)	X	X	X		

#	Data Elements	DOE Owned B & T	DOE Owned OSF	DOE, Contractor Leased B,T&S	GSA Owned & Leased Buildings	DOE Owned, Ingrant Land, Withdrawn Land
16	**Annual Actual Maintenance*(A)**	X	X	X	X	
17	Annual Required Maintenance(A)	X	X	X	X	
18	Functionality Assessment Date(A)	X Status options 1, 2 and 3 only	X Status options 1, 2 and 3 only	X Status options 1, 2 and 3 only	X Status options 1, 2 and 3 only	
19	Modernization Cost(A)	X	X	X	X	
20	Overall Asset Condition(A)	X Status options 1, 2 and 3 only	X Status options 1, 2 and 3 only	X Status options 1, 2 and 3 only	X Status options 1, 2 and 3 only	
21	Historic Designation	X	X			X DOE Owned Land only
22	Excess Indicator (Current and Archived Data)	X	X			X DOE Owned and Withdrawn only
23	Excess Date (Current and Archived Data)	X	X			X DOE Owned and Withdrawn only
24	Estimated Disposition Year	X	X	X	X	X
25	GSA Notification – Submitted	X	X			X DOE Owned and Withdrawn only
26	GSA Notification - Accepted	X	X			X DOE Owned and Withdrawn only
27	Outgrant Indicator	X	X	X DOE Leased only		X DOE Owned, DOE Leased and Withdrawn only
28	Sustainability	X		X DOE Leased Buildings & Trailers only		
31	Year Built	X	X			
32	Critical Mission Need	X		X DOE Leased buildings and trailers only		
33	Adjustment Cost	X	X			
34	Capitalized - Adjustment	X	X			
35	**Operating Cost (Site Level)**(A)	X	X	X	X	X
36	Lease Signature Date			X		X DOE and Contractor Leased, DOE and Contractor License, Federal & Non-Federal Permit, and Easements only
37	Expiration Date - Lease			X	X	X DOE and Contractor

#	Data Elements	DOE Owned B & T	DOE Owned OSF	DOE, Contractor Leased B,T&S	GSA Owned & Leased Buildings	DOE Owned, Ingrant Land, Withdrawn Land
						Leased, DOE and Contractor License, Contractor Owned, Easement, Federal & Non-Federal Permit, Grant Recipient Owned, and Institutional Control only
38	**Annual Rent[(A)] - Lease**			X	X	X DOE and Contractor Leased, DOE and Contractor License, Federal and Non-Federal Permit only
39	Disposition Date (Archived data)	X	X	X	X	X
40	Disposition Method (Archived data)	X	X	X	X	X
41	Actual Sales Price (Archived data)	X	X	X	X	X
42	Net Proceeds (Archived data)	X	X	X	X	X
43	Beneficial Occupancy Year	X		X	X	X

***Sites must have evidence of recording asset-level maintenance costs, typically through the Site's Computerized Maintenance Management System required by DOE Order 430.1C and/or thru the Site's financial management systems.**

[(A)] Designates data elements that must have source documents updated annually

- DOE Bridge validation includes the following.

Data Elements			
1	Routine Inspection Date	**10**	Scour Critical Plan of Action
2	Routine Inspection Frequency	**11**	Seismic Vulnerability Evaluation
3	Special Inspection Date	**12**	Traffic Volume Date
4	Special Inspection Frequency	**13**	No of Lanes on Structure
5	Underwater Inspection Date	**14**	Size
6	Underwater Inspection Frequency	**15**	Status
7	Posted Load Rating/Restrictions	**16**	Usage Code
8	Load Rating Date	**17**	Year Built
9	Scour Evaluation	**18**	Note: All bridge source documents must be stored in the FIMS Document module

- Location verification includes the following.

Data Elements			
1	Main Location	**3**	Location - State
2	Location – City	**4**	Location – Zip Code

d) **Source Data**

- Subject Matter Expert (SME): The individual who is responsible for collecting, managing, and ensuring the data is sent to the FIMS Administrator in a reasonable time so the real property data for a particular FIMS data element can be updated.

- Source documentation is authoritative data that the FIMS administrator would receive from the SME to enter or update data in FIMS. Source data must have an owner, be managed, dated, and updated at appropriate intervals.

- Site processes/procedures for collecting source data should be documented and available for the validation team to review during the scheduled validation.

- The Source Documentation Worksheet, found on the FIMS website provides criteria for acceptable source data for each data element. This document should be updated on an as needed bases to ensure all information is accurate and up to date for each data element.

- If a FIMS value is zero, the source document must reflect a zero value. Lack of a source document for a zero or 'No' value will cause a variance for that data element.

- For assets where the Outgrant Indicator is equal to 'Yes', Sites will be required to present the proper real estate instrument for Outgrant Types of Easement, Lease, License, Permit and Other. Failure to provide this real estate instrument will result in a forced "Red" data element rating for Outgrant Indicator for that specific asset.

- For DOE Owned assets, each unique location address at a Site will be validated to verify they are GPS locatable. If the address is not GPS locatable, the result will be a forced "Red" score for that particular address. The data elements used as part of this verification process include Main Location, Location City, Location State and Location Zip Code. Reference the FIMS Data Element Dictionary for a list of values that are not acceptable for the Main Location data element.

- For Repair Needs, Deferred Maintenance, RPV and Modernization Cost, values that are the same as the previous year, excluding zero, are not acceptable. These values must be regenerated every five (5) years. In the years when the estimate is not regenerated, the values must be inflated to current year dollars. Any of these data elements that contain a value that is the same as the previous year (excluding zero), will cause a variance for all assets for that particular data element.

    - If a Site has assets that fall into this category that are not included in the sample set, this will result in a variance for all assets in the sample set for that particular data element. Use the FIMS Anomaly Reports to identify these assets.

    - All land sources documents must be stored in the FIMS Documents module regardless of Ownership. Each document must include a cover page showing the

location in the document for the following data elements: Size, Ownership, Property Type, Lease Start Date, Lease Expiration Date and Annual Rent.

- For Disposition assets:
  - Assets must have an archive date within 1 year of the Disposition Date. If not, all data elements for that specific asset will be forced to a "Red" data element rating.
  - The excess screening log cannot be used as a source document for the Excess Indicator and Excess Date. The excess screening log is available for assistance only. Source Documentation for Excess Indicator and Excess Date must be obtained by following the screening real property assets procedures provided by OAM.
- Sites must have planning documentation for the Beneficial Occupancy Year from the Anticipated Asset Information Module (AAIM). Criteria for the AAIM module includes building, trailer and land assets that Sites are planning to take beneficial occupancy of within the next three (3) fiscal years that have an Initial Acquisition Cost/Annual Rent of $300,000 or greater, $0, $1 or blank.
- All bridge source documents must be stored in the FIMS Documents module.
- Source data for bridge inspection and evaluation is expected to be updated with the same frequency as the required inspection as stated in DOE Order 437.1, Bridge and Tunnel Management.
- Downloading or printing FIMS data with multiple signatures on a single source document representing that the FIMS data is valid, is not acceptable source documentation.
- Recreating source documents annually from FIMS is not acceptable. If a source document was generated from FIMS in the past, that document becomes a living document that must be maintained annually moving forward. The Subject Matter Expert is the owner of the source data and is therefore responsible for collecting and maintaining the information provided to the FIMS administrator.

e) **Validation Steps:** Validation is a process for assuring the accuracy of FIMS data by comparing FIMS data against its source data and confirming reliance on standard processes.

- **Prepare for the Validation:** Complete the Source Documentation Worksheet prior to the scheduled FIMS data validation and have available for the validation team.
- **Determine Sample Size:** Use the Sample Size Chart from the FIMS website to identify the number of buildings, trailers and OSF's to include in the DOE Owned random sample set. These numbers are based on providing a 90% confidence level that the sample taken will reflect the Sites entire FIMS data base for the data elements validated.

- **Generate the DOE Owned Validation Reporting Form:** Report #016 (DOE Owned Data Validation Reporting Form) generates the DOE Owned Data Validation Reporting Form for a random sample of DOE Owned buildings, trailers and OSF's. The random sample will not be generated before the kick-off meeting. At multi-program Sites, the random sample will be pulled from all assets regardless of Program ownership. This report will also generate the following additional sheets which are also part of the validation process.
  - Adjustments
  - Daily Occupancy
  - Location
  - Planning Documentation
  - Site Operating Cost

- **Select Outliers (optional):** Use the FIMS Ad Hoc reporting tool to identify outliers that should be included in the sample set. Suggested areas of focus might include those buildings with a high RPV, Repair Needs, Deferred Maintenance or Gross Square footage. Once outliers have been identified, Report #020 (DOE Owned Data Validation Outlier Report) can be used to generate the record(s) to copy to the DOE Owned Data Validation Reporting Form.

- **Generate the DOE/Contractor Leased and GSA Validation Form:** Report #017 (DOE Leased, Contractor Leased and GSA Data Validation Reporting Form) generates a random sample of the DOE Leased, Contractor Leased and GSA Data Validation Reporting Form for DOE Leased, Contractor Leased, GSA Owned and GSA Leased assets.

- **Generate the DOE Land Validation Form:** Report #018 (DOE Land Data Validation Reporting Form) generates the DOE Land Data Validation Reporting Form for land records to be validated.

- **Generate the DOE Disposition Validation Form:** Report #019 (DOE Disposition Data Validation Reporting Form) generates the DOE Disposition Validation Reporting Form for archived records to be validated.

- **Generate the DOE Bridge Validation Form:** Report #024 (DOE Bridge Data Validation Reporting Form) generates the DOE Bridge Validation Reporting Form for bridge assets to be validated.

- **Compare FIMS Data with Source Data:** For each real property asset being validated, compare the Sites' source data to the extracted FIMS data on the Data Validation Reporting Forms. In addition, the documented processes/procedures for collecting the FIMS source data should be reviewed/discussed by the validation team. Reference the Force Variance sheet on the Data Validation Reporting Forms for more information.

- **Walkthroughs:** To cross-check source data and FIMS data against the actual asset a facility visit is required. This is not a detailed facility inspection, but an overview to verify that the actual conditions of the real property assets are consistent with source data and FIMS data. The purpose of the walkthrough is to provide a check on the source data. If source data errors are found, they should be noted on the Data Validation Reporting Forms and data element(s) rescored. Walkthroughs consist of the following activities.

    - Conduct a walkthrough of approximately 30% of the buildings, trailers and OSF's validated (e.g., for 30 validated assets, walkthrough eight to nine buildings, trailers or OSF's).

    - Drive by as many of the remaining validated assets as practical.

    - If practical, drive by the previous location of all of the disposed assets that are being validated to confirm they are no longer on the Site.

    - To help confirm that all existing real property assets are recorded in FIMS, conduct an existing asset check. During the walkthroughs, record 10 Property ID's (five buildings/trailers and 5 OSF's) of assets not currently being validated. Following the walkthroughs, confirm that each noted asset is in FIMS.

    - Drive by every train bridge, vehicle bridge, pedestrian bridge, tunnel and culvert to verify Usage Code and Status. Utilize the Verification tab from the Bridge Validation Reporting Form for a list of these assets. Bridges with shutdown Status codes require some combination of barrier, signage, flagging or other means of preventing bridge access.

f) **Data Correction during Validation:** Discrepancies discovered during the validation may be corrected during the scheduled validation period to improve the score. The process to do this is to complete the entire validation without making any data corrections to preserve the original score. This scorecard will be provided to OAM as the original scorecard. Any discrepancies to be corrected during the validation will only occur through a revalidation of a particular data element. This revalidation scorecard will also need to be provided to OAM at the same time as the original scorecard.

IMPORTANT: Before a particular data element can be revalidated, all records for the Site for that particular data element must be reviewed and corrected. Only reviewing and correcting the assets that had variances is not sufficient to improve the score for the data element.

10. Preparing Scorecards

For all scorecards, the Federal Field Office/Site lead for conducting the data validation will be documented.

a) **Scoring FIMS Data Elements:** Site FIMS data is scored based on a "Red", "Yellow", and "Green" methodology. Each data element included in the validation will be automatically

scored by the validation forms based on the frequency of variance between the data in FIMS and the source data as noted below.

Score	Green	Yellow	Red
Data Element	No more than a 5% frequency of variance	Greater than 5% but no more than 10% frequency of variance	Greater than 10% frequency of variance

b) **Status Score:** This score is generated as a result of the compilation of data element scoring based on the frequency of variance within each of the data elements as indicated below. The Status score is included on the DOE Owned, DOE Leased, Contractor Leased/GSA Owned and Leased, and DOE Land scorecards.

- DOE Performance Measures are Annual Actual Maintenance, Operating Cost, Asset Percent Utilized, Deferred Maintenance, Repair Needs, Replacement Plant Value and Size.

FIMS Scorecard Status Score	Performance Measures	Remainder of Validated Data Elements	Notes
Green	All Performance Measures are "Green" and....	No more than two of the remaining data elements are "Yellow"	Preferred level of data quality
Yellow	One or more Performance Measures are "Yellow" or….	No more than one of the remaining data elements are "Red"	Minimal acceptable level of data quality
Red	One or more Performance Measures are "Red" or….	More than one of the remaining data elements are "Red"	Unacceptable data quality

c) **Corrective Action Plan Progress Score:** This rating of "Green", "Yellow" or "Red" is developed based on the Site's efforts to implement improvements to the FIMS data as outlined in their previous year Corrective Action Plan. The Corrective Action Plan Progress score is included on the DOE Owned, DOE Leased and Contractor Leased/GSA Owned and Leased, DOE Land and Disposition scorecards.

FIMS Scorecard Corrective Action Plan Progress Score	Improvement of Data	Goals of the Corrective Action Plan	Notes
Green	Significant improvement since last validation	Goals established are being met	
Yellow	Some improvement in data quality since last validation	Progress is slipping	

Red	Minimal improvement in data quality since last validation	Goals for improvement are not being met	
N/A			This rating to be used if no existing previous Corrective Action Plan

d) **<u>Scoring Existing Asset Check</u> (DOE Owned assets only)**

- This score is a separate score on the DOE Owned scorecard. If all ten assets are in FIMS, a "Green" score is given. If one or more assets are not in FIMS, a "Red" score is given.

- Missing assets will impact the Status score on the DOE Owned scorecard based on the following scale:

Current Status Score	Number of Missing Assets	Revised Status Score
Green	1 or 2	**Yellow**
Yellow	1 or 2	**Red**
Green or Yellow	3 or More	**Red**

- Sites having knowledge of assets that are missing from FIMS should disclose this at the beginning of the validation. A Site revealing this would still receive a "Red" for the missing assets portion of the scorecard which would ultimately impact the Status score. It is important to reveal this at the beginning of the validation so the validation team can understand the severity of the issue and plan for getting the assets added into FIMS.

e) **<u>Disposition Scorecard Rating</u>**

- Status scoring for the Disposition Scorecard is identified below.

Disposition Scorecard Status Score	Disposition Data Elements
Green	All Disposition data elements are "Green", and all assets have been excess screened as well as confirmed as being disposed.
Yellow	If any disposition data element is "Yellow" and no data element is "Red".

Red	If any disposition data element is "Red" or an asset is found to still be on the Site, or an asset was not excessed screened.

f) **Bridge Scorecard Rating**

- Status scoring for the Bridge Scorecard is identified below.

Bridge Scorecard Status Score	Bridge Data Elements
Green	All DOE Bridge required data elements are "Green" and verified for accuracy. All Bridge source documents are stored in the FIMS Document module.
Yellow	All DOE Bridge required data elements are "Green", but the Status score is adjusted based on Bridge Verification Check and/or FIMS Document module "Red" Score.
Red	Any DOE Bridge required data element is not "Green". Data elements are determined to be inaccurate and/or Bridge source documents are not stored in the FIMS Document Module.

- **Scoring For Bridge Verification Check**
  - If all assets are in FIMS, the Usage Code and Status are correct, a "Green" score is given. If one or more assets are not in FIMS or the Usage Code or Status is incorrect, a "Red" score is given.

- **Scoring for FIMS Document Module**
  - All bridge source documents should be stored in the FIMS Document module. The FIMS Document module is verified for accuracy. If all bridge source documents are stored in the FIMS Document module, a "Green" score is given, otherwise a "Red" score is given.

- **Status Score Adjustment**
  - If a "Red" score is received for the Bridge Verification check and/or the FIMS Document module verification, a "Green" score will become "Yellow" for the Bridge Scorecard Status Score.

11. Record Keeping and Scorecard Submittal

a) **Records:** Site and/or Field Offices will maintain validation documentation (validation forms, scorecards, corrective action plans, Source Documentation Worksheet, etc.) for at least five fiscal years.

- Documentation is necessary to simplify quality assurance, spot trends and identify areas for improvement.

- Maintaining validation documentation for five fiscal years aligns with quality assurance goals and inspection periods identified in DOE Order 430.1C.

b) **Scorecards**

- Sites will provide all validation forms, which include the scorecards and the Source Documentation Worksheet to their Headquarters Program Offices consistent with guidance and timeframes noted previously under 8 – Roles and Responsibilities.

- Programs will forward all validation forms, which include the scorecards and the Source Documentation Worksheet to OAM within 5 days after completion of each Site FIMS validation or required revalidation.

12. Corrective Action Plan (CAP)

a) Sites with a "Red" Status score on any scorecard must develop a CAP within 15 calendar days of the validation and report progress toward implementation of the plan. All Sites must utilize the standard CAP template provided on the FIMS website.

- In the event that a multi-program Site receives a "Red" Status score due to the faulty data of a single Program Secretarial Office (PSO), that PSO will prepare and implement a (CAP).

- If the "Red" score is due to data from more than one program, then the Site and/or Field Office submits a joint CAP.

- If a CAP from the previous year is still open, the Site will need to include these items into the new CAP. A Site cannot have two open CAPs.

b) Until the items outlined in the CAP have been fully implemented and completed, the Sites Status score will remain "Red". Once those items outlined in the CAP are fully implemented and completed, the Site may then revalidate.

c) The Site is required to provide a schedule/date to the Site and/or Field Office, HQ Program Office and OAM for a revalidation as a result of the "Red" Status score.

- If a Site chooses to revalidate, only those data elements that scored either "Red" or "Yellow" need to be revalidated. Revalidations must be completed before July 31st of the current fiscal year.

- If "Red" or "Yellow" scored data elements cannot be corrected, this must be justified in the CAP. In these cases, revalidation will not be required, however yearly validations must continue to be conducted. Example: If a Site has not fully implemented a Condition Assessment Survey (CAS) program, it may take several years to get all the assets inspected.

Appendix A - Reporting Deadlines

Milestone Date	Task	Notes
02/11/2027	Recalculate FIMS-generated building and trailer **Replacement Plant Values (RPV)** using 2027 building model cost updates. Sites are required to inflate 'Other' source **RPV** values which also includes OSF RPV values that are generated outside of FIMS.	*Building/Trailer contractor RPVs must be regenerated every five (5) years. In years when the estimate is not regenerated, inflate the estimate to current year dollars.* *Cost inflation and Escalation Factors provided at: https://powerpedia.energy.gov/wiki/Facilities_Information_Management_System_Reporting_Deadlines_and_Validation_Guidance*
08/02/2027	Begin population of the following for FY 2027: 1. **Repair Needs** 2. **Deferred Maintenance** 3. **Modernization Cost** 4. **UNIFORMAT II Repair Needs (Optional)** 5. **Annual Actual Maintenance** 6. **Operating Cost**	*Previous year Repair Needs, Deferred Maintenance, Modernization Cost, Uniformat II Repair Needs, Annual Actual Maintenance, and Operating Cost values will be removed prior to Sites entering current data.*
09/01/2027	Excess Screening requests for FY 2027 processing must be submitted prior to this date.	*OAM will use a short-cycle, 1 week, review period to screen these assets.*
09/22/2027	The conclusion of all FY 2027 updates must be completed prior to this date. The only exceptions will be Annual Actual Maintenance and Operating Cost. Ensure the population of these important data elements. 1. **Anticipated Disposition Method** where the Estimated Disposition Year is FY 2028 – FY 2033 and Excess Indicator is set to "Y." 2. **Anticipated Asset Information Module (AAIM)** for FY 2028 - FY 2033 planned real property acquisitions or expansions. The process for adding new assets will be locked down. HQ Program Offices to provide OAM an explanation of Deferred Maintenance variance.	*This data supports the Annual Financial Report input due 10/01/2027.* *This data supports the DOE FY 2029 - FY 2033 Capital Planning Report, IAW OMB Memorandum M-20-03.*

Milestone Date	Task	Notes
11/01/2027	The population of the following data elements must be completed prior to this date. 1. Annual Actual Maintenance 2. Operating Cost FIMS will be in a read-only state while the following year-end processing is performed. 3. Operating Cost allocation performed for FY 2027. 4. Generate FY 2027 year-end snapshot. 5. Unlock all previously locked data elements. Upon completion of the year-end processing, FIMS will be available for FY 2028 processing. At this time, the following will occur. 1. Begin adding assets acquired. 2. Begin archiving records for new FY 2028 disposed assets. 3. Begin Excess Screening Process. 4. Prior year Annual Required Maintenance values will be removed.	*This data supports the Federal Real Property Profile submission due on 12/15/2027.*
11/26/2027	Submit HQ Program Office FIMS data certification statement to the SRPO.	
02/03/2028	The FY 2027 year-end snapshot will be available in FIMS.	