



Department of Energy  
Washington, DC 20585

MEMORANDUM FOR DISTRIBUTION

4/15/2016  
*[Handwritten Signature]*

FROM: CARMELO MELENDEZ  
SENIOR REAL PROPERTY OFFICER AND  
DIRECTOR, OFFICE OF ASSET MANAGEMENT

SUBJECT: Facilities Information Management System, Population of the Anticipated  
Acquisition Information Module

REFERENCE: Office of Management and Budget's Management Procedures Memorandum  
No. 2015-01 Dated March 25, 2015

The referenced memorandum states that Executive Branch departments and agencies shall report and track net reduction targets for their domestic office, warehouse and other owned buildings compared to a Fiscal Year (FY) 2015 baseline. This new policy supersedes Freeze the Footprint and is referred to as Reduce the Footprint (RTF).

Since July 2013 the Department's official real property inventory, Facilities Information Management System (FIMS) has included the Anticipated Acquisition Information Module (AAIM). AAIM captures planning data on proposed real property assets that can later be easily transitioned to the active inventory of FIMS. AAIM also reduces the need for regular data calls and provides valuable information necessary for projecting the Department's compliance with RTF and is required to fully meet the Department's Real Property Efficiency Plan (RPEP), as prescribed in the referenced memorandum.

By June 30, 2016, real property owning programs are requested to ensure each of their sites populate AAIM with all known real property building and trailer assets anticipated to come on line in FY 2017 thru FY 2021. AAIM data will be included as part of the FIMS snapshot that will be included in the FY 2017 thru FY 2021 RPEP in the July 2016 timeframe and reported to the Office of Management and Budget (OMB).

Going forward, AAIM will remain part of the annual year-end snapshot process and should be updated throughout the year as new or additional information becomes available. The projected time period required for reporting will be a rolling five year period.

Detailed instruction for populating AAIM can be found in Chapter 6 and Appendix H of the FIMS Users Guide: <https://fimsweb.doe.gov/fimsinfo/documentation>. If you have questions regarding RTF guidance please contact Mr. Gordon Clark at (202) 287-1304, or for populating AAIM, please contact Mr. Adam Pugh at (202) 287-1397.



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