



A. FIMS Data Element Dictionary

Overview

The FIMS Data Element Dictionary contains definitions of all the data fields in FIMS. It also identifies the Headquarters program sponsor for each data field. As an additional aid to FIMS administrators, this dictionary identifies the data entry window that contains the data field.

Under the Window Name/Update Frequency column, the update frequency is provided. The three designations used are Static, As Needed, and Annually. Static data fields are those that are input once and basically never change. As Needed data fields are those that may require updates on a periodic basis. Data fields with a designation of Annually are those that must be updated on a yearly basis to satisfy various Departmental requirements.

The FIMS Data Element Dictionary is presented in alphabetical order by English Names which are the data field names found within the FIMS application.

FIMS 3.0 Data Element Dictionary

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Accept Rules of Behavior Required when a login password is changed	Password Change	CHAR(1)	A Yes (Y) or No (N) indicator to acknowledgment that a FIMS user has read and agrees to the FIMS Rules of Behavior. A link to the FIMS Rules of Behavior is available in the footer of every window when logged in to FIMS.
Account Status	User Detail	CHAR(9)	Available on the User Detail window only to Field Office System Administrators and FIMS System Administrators (Headquarters). Indicates whether a user's account is Active (user may currently access FIMS) or Suspended (user is unable to log in).
Activity Type Optional for all assets	Property Info	CHAR(23) MA	Identifies the approach and funding source for acquisition of real property. For assets transferred from AAIM, this value is input in the AAIM module and transferred to the FIMS asset during the AAIM transfer function. ESPU/UESC - Energy Saving Performance Contract/Utility Energy Services Contract - Energy Savings Performance Contract: A contract which provides for the performance of services for the design, acquisition, installation, testing, operation, and, where appropriate, maintenance and repair, of an identified energy conservation measure or series of measures at one or more locations. [10 CFR § 436.31] Utility Energy Services Contract: A limited-source contract between a federal agency and its serving utility for energy- and water-efficiency improvements and demand-reduction services. [42 USC 8256] FP - Federal Permit from another agency - A right to use real property belonging to another Federal Agency for a certain period of time, but revocable by the custodial agency at any time. FT - Federal Transfer - Transfer of custody and control of real property already in Federal ownership but no longer needed by the transferring agency. G - Gift or Donation - A bequest of property for the purpose of facilitating the work of the Secretary. [Section 107(f) of the Energy Reorganization Act of 1974 (42 U.S.C 5817(f)). GPP - General Plant Project - A minor construction project authorized by law for funds authorized by the national security authorization (i.e., the annual National Defense Authorization Act). These are new construction projects of a general nature, the total estimated costs of which may not exceed the Congressionally established limit. [50 USC 2748]

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			<p>IGPP - Institutional General Plant Project - Follow Chief Financial Officer and Program Office guidance.</p> <p>LI - Line Item - A distinct design, construction, betterment and/or fabrication of real property for which Congress will be requested to authorize and appropriate specific funds. A full-scale test asset or other pilot/prototype asset primarily constructed for experimental or demonstration purposes but planned to become DOE property and continue to operate beyond the experimental or demonstration phase is included in this definition. [DOE O 413.3B]</p> <p>Lease-C/Lease-P/Lease-O - Capital, Purchase, or Operating Lease - A possessory interest in real property that DOE acquired from the owner of the property for a defined period of time in return for rental payments. Includes Alternative Financing, a process whereby DOE and its operational elements obtain the use of privately developed capital assets through lease. [DOE G 430.1-7]</p> <ul style="list-style-type: none"> Capital Lease: Any lease other than a lease-purchase that does not meet the criteria of an operating lease. [OMB A-11, Appendix B] Lease-Purchase: A type of lease in which ownership of the asset is transferred to the Government at or shortly after the end of the lease term. Such a lease may or may not contain a bargain-price purchase option. [OMB A-11, Appendix B] Operating Lease: A lease that meets all six criteria of OMB A-11, Appendix B. [OMB A-11, Appendix B] <p>NOTE: There is different budgetary treatment for the different categories of leases, which may impact funding considerations.</p> <p>O - Other (state funded, university funded, etc.) - Real property funded by a third party with whom the Department has agreements to accomplish a public purpose authorized by Federal statute and who may be in receipt of assistance in the form of a grant, cooperative agreement, or technology investment agreement.</p>
<p>Actual Sales Price</p> <p>Required when DISPOSITION METHOD is update to SP – Sale, Public or SN – Sale, Negotiated (prior to Archiving a Building, OSF, Land or Trailer)</p>	<p><i>Disposition – Archive</i></p> <p>UPDATE: As Needed</p>	<p>NUM(10) MA Reported to FRPP</p>	<p>Report the actual sales price for an asset being disposed of by Sale, Public (SP) or Sale, Negotiated (SN). The Actual Sales Price must be greater than or equal to zero.</p>
Added to FIMS	<i>System Generated</i>	Date	System generated date (mm/dd/yyyy) when the asset record was added to FIMS.
<p>Adjustment Asset Type</p> <p>Optional for all assets</p>	<p><i>Adjustments</i></p> <p>UPDATE: As Needed</p>	<p>CHAR(3) MA</p>	<p>A code that identifies the Standard Accounting and Reporting System (STARS) asset type of the real property being reported. This is different from “Usage Code” which reports current use.</p>
<p>Adjustment Cost</p> <p>Required for all Assets</p>	<i>Adjustments</i>	<p>NUM(14,2) MA</p>	<p>Enter the actual incurred cost of each betterment to an existing real property asset. Values must be greater than zero (\$0),</p>

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	UPDATE: Annually	Reported to FRPP	
Adjustment Date Required for all Assets	<i>Adjustments</i> UPDATE: Annually	DATE MA	Date the adjustment was made.
Adjustment Description Required for all Assets	<i>Adjustments</i> UPDATE: Annually	CHAR(50) MA	Description of the adjustment.
Adjustment Sequence Number	<i>Adjustments</i> <i>System Generated</i>	NUM(3)	System generated number used to uniquely identify each adjustment for an asset.
Agreement Number Required for all Outgrant assets	<i>Outgrant</i> UPDATE: As Needed	CHAR(25) MA	Unique number assigned to each Outgrant on a site-by-site basis.
Alternate Name Optional for Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: As Needed	CHAR(30) Field	The alternate name assigned to a specific property. For OSFs using usage codes 4920, 4921, or 4922, enter the permit number. For GSA Owned and GSA Leased buildings or OSF, enter the GSA Location Code from the Occupancy Agreement and shown as the Real Property ID on the GSA Rent Bill.
Annual Actual Maintenance Required for all Buildings, Trailers, and OSF	<i>O&M/Condition</i> UPDATE: Annually	NUM(10) MA Reported to FRPP	The actual, burdened costs of all maintenance and repair activities in a given fiscal year for a building, real property trailer or other structure and facility (OSF).
Annual Rent Required for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land Required for GSA Owned and GSA Leased Buildings and OSF	<i>Ingrant</i> UPDATE: Annually	NUM(13,2) MA Reported to FRPP	The current annual rent stated in the lease. The annual rent for an ingrant is fixed, typically expressed as a rate (\$/yr, \$/sqft), and is solely reflective of the cost to have possession or use of the property. Annual rent does not include quantifiable expenses like operating & maintenance. For example: common area maintenance, excise tax, local annual tax, and utilities. Annual rent should not be subject to retroactive adjustments based on consumption (i.e. utilities, janitorial, etc.). It is important to note that maintenance cost should be captured under <i>Annual Actual Maintenance</i> , utility cost should be captured under <i>Operating Cost</i> , and all other costs should be captured under <i>Other Cost</i> (for example, excise tax).

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			For GSA Occupancy Agreements, the September (fiscal year end) rent bill total from GSA's Rent on the Web (ROW). Should be updated annually at fiscal year-end with the amount paid for the previous 12 months.
Annual Required Maintenance Required for all Buildings, Trailers, and OSF	<i>O&M/Condition</i> UPDATE: Annually	NUM(10) MA	<p>Include estimated, fully-burdened costs for predictive, preventive, and corrective maintenance or surveillance and maintenance for which the budget year (2 years beyond the current fiscal year)(displayed on the O&M/Condition window) is the optimum period of accomplishment as determined by:</p> <ul style="list-style-type: none"> • Condition assessment surveys, • The site's maintenance management plan, • Vendor maintenance schedules, or • Lifecycle or condition modeling <p>Incorporate in estimated costs the prevailing wage and cost burden rates, and any ancillary services or work necessary to resolve the deficiency.</p> <p>For projects with mixed scope of modernization and maintenance that would provide similar maintenance benefits to multiple assets at a single cost:</p> <ul style="list-style-type: none"> • First deduct any estimated project costs for modernization, • Then allocate the remaining estimated costs to the impacted assets based on size <p>Annually when FIMS and CAIS are updated with the RS Means cost updates, the indexed Life Cycle Cost for the appropriate budget year (as displayed on the O&M/Condition window to the left of the Annual Required Maintenance) will be used to populate any blank Annual Required Maintenance values for owned buildings and trailers where the RPV is FIMS or CAIS generated. Sites may override this populated value if desired.</p>
Annual Required Maintenance Ind	<i>Ad Hoc</i>	CHAR(1)	This indicates whether the Annual Required Maintenance value was input by the 'Site' or input by the 'Life Cycle Cost' annual update process. Reference the Annual Required Maintenance definition for detail on the annual update process.
Anticipated Disposition Method Required when Estimated Disposition Year is populated with a fiscal year (not '8888' nor '9999) for all DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF and DOE Owned, Contractor Leased, Withdrawn from Public Domain, and DOE Leased Land	Status UPDATE: Static	CHAR(2) MA	<p>If an Estimated Disposition Year value is entered in FIMS, select one of the following to indicate the Anticipated Disposition Method of the asset.</p> <p>For DOE owned assets or Withdrawn from Public Domain land choose:</p> <ul style="list-style-type: none"> PB – Public Benefit Conveyance FT – Federal Transfer (transfer to another federal agency, not internal transfers within DOE) SL – Sale DM – Demolition OT – Other (to be converted to personal property) UN – TBD (To be determined)

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			For DOE Leased and Contactor Leased assets choose: LX – Lease Early Termination LE – Lease Expiration UN – TBD (To be determined)
Archived	System generated	CHAR(1)	Indicates 'Y' for archived assets and 'N' for non-archived assets.
Area Default	<i>User Detail</i>	CHAR(3)	Specifies the Area to be active each time the user enters FIMS.
Area Name Required for all assets	<i>Area Level</i> <i>Property Info</i> UPDATE: Static	CHAR(35) MA	A name that is assigned by the Field Office to identify an administrative subdivision of a Site.
Area Number	<i>Area Level</i>	CHAR(3) MA Reported to FRPP	A three-digit number that identifies an administrative subdivision of a Site.
Asset % Utilized Required for all Buildings, Trailers, and OSF	<i>Utilization</i> UPDATE: Annually	NUM(3) MA Reported to FRPP	<p>That portion of an asset in use. Conduct an annual utilization survey of each asset following cognizant HQ Program Office guidance. The Asset % Utilized is independent of Status and must be reported for all FIMS Status designations. Facilities that are fully shutdown will generally have a Utilization of 0 (zero). However, because the reported Status is the predominate status, a facility that is 51 percent shutdown and 49 percent operating would be properly reported as "Shutdown" but the Asset % Utilized would be 49% (if the operating portion is fully utilized).</p> <p>Asset % Utilized is not a reflection of space assignment but rather a measure of how "full" the space is. That is how utilized the space is. As an example, if a building with four floors is fully assigned/charged to an organization but one floor is empty with the other three floors fully utilized, the Asset % Utilized would be 75%.</p> <p>For programmatic real property such as laboratories or accelerators, the Asset % Utilized may be considered to be 100% if the mission requires 100% of the facility, even though there may be times when the facility is not fully utilized, or even unutilized.</p> <p>Asset % Utilized = (Utilized Size of an asset / Total Size of an asset) X 100. Expressed as a percentage (0 to 100) in FIMS.</p>
Asset Age	System generated	NUM MA	Available in the Ad Hoc Reports - Current tool. Asset Age = Current Year – Year Built If Year Built is not populated, Asset Age will be blank.

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Asset Type Required for DOE Owned Buildings, OSF and Land Optional for DOE Leased, DOE License, Contractor Leased, Contractor License, Contractor Owned, Federal Permit, Non-Federal Permit and Grant Recipient Owned Buildings, OSF, and Land Optional for Easement, Withdrawn Land and Institutional Control Land	<i>Property Info</i> UPDATE: As Needed	CHAR(3) MA	A code that identifies the Standard Accounting and Reporting System (STARS) asset type of the real property being reported. This is different from "Usage Code" which reports current use.
Asset Utilization Level	<i>Utilization</i> System generated	CHAR(14) SC	One of the following will be displayed based on the input value of Asset % Utilized <ul style="list-style-type: none"> • Unutilized – Asset % Utilized < 1% • Underutilized – Asset % Utilized between 1% to 39% • Utilized – Asset % Utilized > 39% <p>Unutilized property means an entire property or portion thereof, with or without improvements, not occupied for current program purposes or occupied in caretaker status only (41 CFR § 102-75.1160; accord 45 CFR § 12a.1; 24 CFR § 581.1.).</p> <p>Underutilized means an entire property or portion thereof, with or without improvements, which is used only at irregular periods or intermittently, or which is used for current program purposes that can be satisfied with only a portion of the property (41 CFR § 102-75.1160; accord 45 CFR § 12a.1; 24 CFR § 581.1.).</p> <p>Utilized means anything that is not defined as unutilized or underutilized.</p>
Assigned Contractor Optional for Buildings, Trailers and OSF	<i>Property Info</i> UPDATE: As Needed	CHAR(40) Field	The name of the company/contractor assigned responsibility for managing and maintaining the real property asset. This optional field is available for tracking asset responsibility at sites with multiple contractors.
Basement Required for FIMS generated RPVs for Buildings and Trailers	<i>RPV</i> UPDATE: As Needed	CHAR(1) MA	Identify Yes (Y) or No (N) if the asset has a basement. Used for generating the FIMS RPV.
Cancellation Fee Required for GSA Owned and GSA Leased Buildings and OSF if DOE (the Grantee) has cancellation rights	<i>Ingrant</i> UPDATE: As Needed	NUM(10) MA	For GSA Occupancy Agreements, the lump sum fee incurred by DOE to exercise their rights to cancel the Occupancy Agreement with GSA. If DOE has cancellation rights, the Cancellation Fee is required. Enter zero (0) if there is no fee.
Can't Currently be Disposed	<i>Status</i>	CHAR(25) MA	A pick list indicating the reason an asset cannot currently be disposed. Choices are: <ul style="list-style-type: none"> • Campus Location

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<p>Required (if applicable) when <u>Excess Indicator</u> = Yes</p> <ul style="list-style-type: none"> for DOE Owned Buildings, Trailers and OSF for DOE Owned and Withdrawn from Public Domain Land <p>Required to be populated for records with a Usage Code = 208 In-Situ Closed (buildings) or 2008 In-Situ Closed (OSF)</p>	UPDATE: As Needed	Reported to FRPP	<ul style="list-style-type: none"> Diplomatic Restrictions Easements Environmental Remediation Protective Structures Title/Legal Disputes Statutory/Regulatory Process (An agency has not yet completed processes resulting from a statutory/regulatory requirement and therefore cannot dispose of the asset) <p>Typical choices for In-Situ Closed assets (Usage Code 208 or 2008) are Environmental Remediation or Campus Location.</p> <p>Can't Currently Be Disposed should not be populated for assets that are not being disposed because of lack of funding.</p>
<p>Capitalized – Adjustment</p> <p>Capitalized – Property</p> <p>Required for DOE Owned Buildings, OSF, Land and Trailers and Institutional Land on the Property Info window</p> <p>Required for all assets on the Adjustments window</p>	<p><i>Adjustments</i></p> <p><i>Property Info</i></p> <p>UPDATE: As Needed</p>	<p>CHAR(1)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Indicates Yes (Y) or No (N) whether an asset's Initial Acquisition Cost or Adjustment meet the Chief Financial Officer's capitalization threshold requirements and are similarly recorded in the Standard Accounting and Reporting System (STARS).</p> <p>Capitalization is the process whereby plant and equipment items, costing at least \$500,000 and having an anticipated service life of 2 years or more, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the STARS system by site accounting/finance.</p> <p>Since FIMS is required to maintain both capitalized and uncapitalized assets, this indicator allows FIMS cost data to be totaled for only capitalized assets and provides an achievable balance and reconciliation between FIMS and STARS cost data.</p>
Condition Index	Report Generated	MA	<p>CI is the measure of a real property asset's condition as defined by the Federal Real Property Council. CI reflects the asset's current physical condition. The index is one less than the ratio of repair needs to replacement plant value then multiplied by 100.</p> <p>$CI = [1 - (\text{Repair Needs} / \text{RPV})] \times 100.$</p>
<p>Condition Notes</p> <p>Required for all Buildings, Trailers and OSF</p>	<p><i>O&M/Condition</i></p> <p>UPDATE: As Needed</p>	<p>CHAR(100)</p> <p>SC</p>	<p>Provides a high level overview of how the condition of the asset is impeding the mission. The information can inform funding requests to resolve the most impactful deficiencies. The detail should include what aspect of the asset or system deficiencies is preventing or affecting the ability to execute the current mission.</p> <p>This data element is required when the Overall Asset Condition is 'Substandard' or 'Inadequate' and optional when the Overall Asset Condition is 'Adequate'.</p>
<p>Contamination Category</p> <p>Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes</p>	<p><i>Status</i></p> <p>UPDATE: As Needed</p>	<p>CHAR(25)</p> <p>EM</p>	<p>This is a pick list with the following 3 options that identifies the type of contamination and the possible future route to disposal:</p> <ul style="list-style-type: none"> Process Contaminated - Asset has structural components and/or systems contaminated with hazardous chemical and/or radioactive substances. Exclude

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Also required for Buildings, Trailers, OSF and Land when the Excess Date is within 10 years of the current year Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No or is blank			facilities that contain no residual hazardous substances other than those present in building materials and components, such as asbestos-containing material, lead-based paint, or equipment containing PCBs and exclude facilities in which bulk or containerized hazardous substances, including radionuclides, have been used or managed if no contaminants remain in or on the structural components and/or systems. <ul style="list-style-type: none"> Industrial contaminated –Facilities that contain no residual hazardous substances other than those present in normal building materials and components, such as asbestos-containing material, lead-based paint, or equipment containing PCBs or ozone depleting substances. Not Contaminated –Asset is neither process nor industrial contaminated. If an asset has BOTH process and industrial contamination, select Process Contaminated.
Contract No Required for all Buildings, Trailers, OSF and Land where Ownership is not equal DOE Owned	<i>Ingrant</i> UPDATE: As Needed	CHAR(27) MA	The number that appears on the lease, permit, agreement, etc. for a lease or in-grant property. For GSA Occupancy Agreements, the Occupancy Agreement Number (OA No.) from the Occupancy Agreement or GSA Rent Bill. For Withdrawn from Public Domain land, the Public Land Order No which originates from the Federal Register Notice by the Department of Interior Bureau of Land Management.
Core Capability – 1 Required for all Buildings, Trailers and OSFs Optional for Land	<i>Mission</i> UPDATE: As Needed	CHAR(5) MA	Identifies the primary programmatic activity associated with the asset. Assess the real property portfolio to determine the optimum set of assets needed to maintain each core capability. Perform assessments according to HQ Program Office guidance once every five (5) years or more frequently if mission requirements change or there are major changes in an asset's physical condition or use. Reference <i>Appendix E Lookup Table Descriptions</i> for a list of Core Capabilities. Core Capabilities are Program Office specific, i.e., EM sites should use EM Core Capabilities.
Core Capability – 2 Required for all Buildings, Trailers and OSFs Optional for Land	<i>Mission</i> UPDATE: As Needed	CHAR(5) MA	Identifies, if applicable, the secondary programmatic activity associated with the asset. Reference <i>Appendix E Lookup Table Descriptions</i> for a list of Core Capabilities. Core Capabilities are provided by each HQ Program Office and are Program Office specific, i.e., EM sites should use EM Core Capabilities.
Core Capability – 3 Required for all Buildings, Trailers and OSFs Optional for Land	<i>Mission</i> UPDATE: As Needed	CHAR(5) MA	Identifies, if applicable, the tertiary programmatic activity associated with the asset. Reference <i>Appendix E Lookup Table Descriptions</i> for a list of Core Capabilities. Core Capabilities are provided by each HQ Program Office and are Program Office specific, i.e., EM sites should use EM Core Capabilities.
Core Capability – 4 Optional for Buildings, Trailers, Land and OSFs	<i>Mission</i>	CHAR(5) MA	Identifies the quaternary programmatic activity associated with the asset.

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	UPDATE: As Needed		Reference <i>Appendix E Lookup Table Descriptions</i> for a list of Core Capabilities. Core Capabilities are provided by each HQ Program Office and are Program Office specific, i.e., EM sites should use EM Core Capabilities.
Core Capability – 5 Optional for Buildings, Trailers, Land and OSFs	<i>Mission</i> UPDATE: As Needed	CHAR(5) MA	Identifies the quinary programmatic activity associated with the asset. Reference <i>Appendix E Lookup Table Descriptions</i> for a list of Core Capabilities. Core Capabilities are provided by each HQ Program Office and are Program Office specific, i.e., EM sites should use EM Core Capabilities.
Critical Mission Need Required for DOE Owned and DOE Leased Buildings and Trailers	<i>Mission</i> UPDATE: As Needed	CHAR(1) MA	A Yes/No picklist field that represents the following. <ul style="list-style-type: none"> Yes – Identifies a real property asset the government needs to own/lease over the long term to house functions directly required by statute or regulations (i.e., code of Federal Regulations). No – Identifies a real property asset that houses functions established solely by agency policy or directive.
Daily Occupancy Count Required for DOE Owned, DOE Leased, GSA Owned and GSA Leased Buildings and Trailers with a 101 Office Usage Code	<i>Utilization</i> UPDATE: Bi-Weekly	NUM(5) MA	Daily Number of occupants entering a building/trailer. Occupancy counts are based on a 10-day government pay period. This data element is used to meet the requirements as outlined in OMB memorandum M-25-25, Implementation of Utilizing Space Efficiently and Improving Technologies Act.
Date Archived	System Generated	Date MA	The date the asset was archived in FIMS.
Deferred Maintenance Required for DOE Owned Buildings, OSF and Trailers	<i>O&M/Condition</i> UPDATE: Annually	NUM(10) CF	Maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period. Maintenance costs and work do not include the following: <ul style="list-style-type: none"> Regularly scheduled janitorial work such as cleaning and preserving facilities and equipment. Work performed in relocating or installing partitions, office furniture, and other associated activities. Work usually associated with the removal, moving, and placement of equipment. Work aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended. Improvement work performed directly by in-house workers or in support of construction contractors accomplishing an improvement. Work performed on special projects not directly in support of maintenance or construction.

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			<ul style="list-style-type: none">Non-maintenance roads and grounds work, such as grass cutting and street sweeping.																						
Disposition Date Required for all assets that are being archived	<i>Disposition - Archive</i> UPDATE: As Needed	DATE <i>MA</i> Reported to FRPP	Identifies the date the disposal action was completed. The Disposition Date should not be beyond the end of the current fiscal year (cfy) and has been limited to 9/30/cfy until after the completion of year-end processing. Provide the date of the selected Disposition Method according to the following table: <table><tr><th>Disposition Method</th><th>Disposition Date Value</th></tr><tr><td>DM– Demolished</td><td>Date demolition is complete</td></tr><tr><td>FT – Federal Transfer</td><td>Date of letter of transfer</td></tr><tr><td>OT – Other (converted to personal property)</td><td>Date real property asset was converted to personal property</td></tr><tr><td>CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance options</td><td>Date of assignment letter to sponsoring agency or deed date to grantee</td></tr><tr><td>LD – Loss Due to Disaster</td><td>Date of Disaster</td></tr><tr><td>LE – Expiration/ Cancellation</td><td>Expiration/ Cancellation date</td></tr><tr><td>LT – Loss Due to Training Exercise</td><td>Date of actual loss due to Training Exercise</td></tr><tr><td>LX – Early Termination/ Cancellation</td><td>Termination/ Cancellation date</td></tr><tr><td>SN, SP – Negotiated and Public Sale</td><td>Deed Date</td></tr><tr><td>XX – Administrative Correction/No Disposal of Asset</td><td>Date of correction entry</td></tr></table>	Disposition Method	Disposition Date Value	DM– Demolished	Date demolition is complete	FT – Federal Transfer	Date of letter of transfer	OT – Other (converted to personal property)	Date real property asset was converted to personal property	CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance options	Date of assignment letter to sponsoring agency or deed date to grantee	LD – Loss Due to Disaster	Date of Disaster	LE – Expiration/ Cancellation	Expiration/ Cancellation date	LT – Loss Due to Training Exercise	Date of actual loss due to Training Exercise	LX – Early Termination/ Cancellation	Termination/ Cancellation date	SN, SP – Negotiated and Public Sale	Deed Date	XX – Administrative Correction/No Disposal of Asset	Date of correction entry
Disposition Method	Disposition Date Value																								
DM– Demolished	Date demolition is complete																								
FT – Federal Transfer	Date of letter of transfer																								
OT – Other (converted to personal property)	Date real property asset was converted to personal property																								
CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance options	Date of assignment letter to sponsoring agency or deed date to grantee																								
LD – Loss Due to Disaster	Date of Disaster																								
LE – Expiration/ Cancellation	Expiration/ Cancellation date																								
LT – Loss Due to Training Exercise	Date of actual loss due to Training Exercise																								
LX – Early Termination/ Cancellation	Termination/ Cancellation date																								
SN, SP – Negotiated and Public Sale	Deed Date																								
XX – Administrative Correction/No Disposal of Asset	Date of correction entry																								
Disposition Fiscal Year	System Generated	Date <i>MA</i>	Fiscal year in which the asset’s disposal action was completed. System generated based on the Disposition Date. Available in the Ad Hoc Reports - Current tool for Archive data only.																						
Disposition Method Required for all assets that are being archived	<i>Disposition - Archive</i> UPDATE: As Needed	CHAR(2) <i>MA</i> Reported to FRPP	Reflects the method in which the real property asset left the Department’s inventory. The selections are as follows:																						

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			<p>CF – Public Benefit Conveyance: Correctional Facility Use (<u>To be used for GSA disposals only</u>) - This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Correctional Facility Use.</p> <p>DM – Demolished – Indicates the building, trailer or OSF has been demolished, torn down. This status is to be used for buildings, trailers, or OSF that no longer physically exists.</p> <p>FT – Federal Transfer – The building, trailer, land, or OSF has been designated for transfer to another federal agency.</p> <p>The Status of Federal Transfer would be used in the event a facility was transferred to another federal agency such as DOI or DOD. It is not intended to reflect internal transfers within programs, contractors, nor to local government or the public.</p> <p>HA – Public Benefit Conveyance: Homeless Assistance (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Homeless Assistance.</p> <p>HE – Public Benefit Conveyance: Health or Educational Use (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Health or Educational Use.</p> <p>HM – Public Benefit Conveyance: Historic Monuments (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Historic Monuments.</p> <p>LD – Loss Due to Disaster - The building, trailer, or OSF has been loss due to a disaster.</p> <p>LE – Expiration/Cancellation – To be used for an expired Lease/Ingrant agreement that is not being renewed.</p> <p>Used when a GSA Owned or a GSA Leased building is returned to GSA on the Occupancy Agreement end date.</p> <p>LT – Loss Due to Training Exercise - The building, trailer, or OSF has been loss due to a training exercise.</p> <p>LW – Public Benefit Conveyance: Law Enforcement and Emergency Management Response (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Law Enforcement and Emergency Management Response.</p> <p>LX – Early Termination/Cancellation – To be used for an early termination of a Lease/ Ingrant agreement.</p> <p>Used when a GSA Owned or a GSA Leased building is returned to GSA prior to the Occupancy Agreement end date.</p> <p>NS – Public Benefit Conveyance: Negotiated Sales to Public Agencies (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer,</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>land or OSF that has permanently left DOE's inventory for PBC Negotiated Sales to Public Agencies.</p> <p>OT – Other (converted to personal property) – This Status is to be used for disposition of real property that has been reclassified by the site to personal property for the purposes of disposition.</p> <p>PA – Public Benefit Conveyance: Public Airports (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Public Airports.</p> <p>PF – Public Benefit Conveyance: Port Facilities (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Port Facilities.</p> <p>PR – Public Benefit Conveyance: Public Parks and Public Recreational Area (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Public Parks and Public Recreational Area.</p> <p>SH – Public Benefit Conveyance: Self-help Housing (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Self-help Housing.</p> <p>SN – Negotiated Sale - Indicates the building, trailer, OSF or land parcel has been sold/transferred (regardless of consideration), via a negotiated sale, to a governmental entity (state or local). This type of sale is non-competitive.</p> <p>SP – Public Sale - Indicates the building, trailer, OSF or land parcel has been sold/transferred (regardless of consideration), via a public open sale, to a private business, community, commercial development group or local governmental development authority. A public sale usually involves public notices and advertisements are made before the sale as a notice to the general public. This process involves competitive bidders where the property is sold to the highest bidder.</p> <p>WC – Public Benefit Conveyance: Wildlife Conservation (<u>To be used for GSA disposals only</u>) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Wildlife Conservation.</p> <p>XX – Administrative Correction/No Disposal of Asset – This code is used to capture records that have been archived but do not represent the actual removal of a real property physical asset from DOE's inventory. This is to be used primarily as a correction for entry errors, etc.</p>
Document Category Required for all Documents	<i>Document List</i> UPDATE: Static	CHAR(15) MA	Identifies the type of document. Pick list choices are: <ul style="list-style-type: none"> • Data Validation • Real Estate • Bridge • Image

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<ul style="list-style-type: none"> Other
Document Name Required for all Documents	<i>Document List</i> UPDATE: Static	CHAR(40) MA	Free form text name to uniquely identify the document.
Document Description Optional for all Documents	<i>Document List</i> UPDATE: Static	CHAR(150)) MA	Free form text description of the document.
Document Year Required for all Documents	<i>Document List</i> UPDATE: Static	NUM(4) MA	Identifies the 4 digit year (YYYY) of the date of the document.
Effective Date Required for all Outgrants	<i>Outgrant</i> UPDATE: As Needed	DATE MA	The commencement date of the current agreement for this property. This is the effective date, the date the asset is available for use. Not the date the agreement was signed.
Email	<i>User Detail</i>	CHAR(40)	Electronic Internet mail address of the FIMS user.
Estimate Required for DOE Owned Buildings, OSF, Land and Trailers and Institutional Control Land	<i>Property Info</i> UPDATE: Static	CHAR(1) MA	Indicates Yes (Y) or No (N) if the Initial Acquisition Cost entered for an owned building, OSF, land, or trailer is an estimate.
Est Cleanup & Disposition Cost Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Also required for Buildings, Trailers, OSF and Land when the Excess Date is within 10 years of the current year Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No or is blank	<i>Status</i> UPDATE: As Needed	NUM(12) EM	Enter a number using either an AFDCS Liability Estimate, EM project cost estimate, or other. This amount is a culmination of costs required to prepare the facility for disposition including stabilization, deactivation, decommissioning, decontamination, dismantlement/demolition, and/or sale.
Estimated Disposition Year Required for all Buildings, Trailers, OSF and Land	<i>Status</i> UPDATE: As Needed	CHAR(4) MA	The estimated fiscal year that disposition of a real property asset will be completed (e.g., for Demolition it would be the estimated year the site determines demolition will be completed; for Transfers outside the Department, the estimated year the property transfer will be completed).

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<ul style="list-style-type: none"> Populate all assets planned to be disposed in the current ten-Fiscal Year (FY) planning and budgeting window (e. g. the current FY plus the following nine FY's) For assets planned for disposition beyond the current ten-Fiscal Year planning and budgeting window, where the Estimated Disposition Year is either known or estimated, populate with the known or estimated fiscal year; Must be updated if mission requirements change For assets planned for disposition beyond the current ten-Fiscal Year planning and budgeting window, where the Estimated Disposition Year is unknown or impractical to develop, populate with "8888" For assets with a Usage Code of 208 In-Situ Closed (buildings) or 2008 In-Situ Closed (OSF), populate with "9999" if an estimated disposition year isn't readily available Shall not reflect a past fiscal year; shall not reflect interagency transfers (program to program)); shall not be left blank
Excess Date Required for DOE Owned Buildings, OSF and Trailers when the Excess Indicator is equal to 'Yes' Required for DOE Owned and Withdrawn Land when the Excess Indicator is equal to 'Yes'	<i>Status</i> UPDATE: As Needed	DATE MA Reported to FRPP	When the Excess Indicator is set to 'Yes', the Excess Date should be entered to reflect the date the asset was screened and declared excess to the Department via an email from MA-50. Once the date is input and saved, it is protected from further updates.
Excess Indicator Required for DOE Owned Buildings, OSF and Trailers Required for DOE Owned and Withdrawn Land	<i>Status</i> UPDATE: As Needed	CHAR(1) MA Reported to FRPP	This field is a Yes (Y) or No (N) indicator. This field can only be set to 'Yes', if no one at the site has a mission need <u>and</u> if excess screening with other DOE programs has been completed by MA-50. DOE Excess Screening procedures can be found on the FIMS informational website, https://fims.doe.gov/fimsinfo/doc.html . Upon completion of the excess screening, an email will be sent from MA-50 indicating that excess screening is complete, and the Excess Indicator can be changed to 'Yes'. The Excess Indicator data field will be protected from any further update when the Excess Indicator = 'Yes'. For assets that are Excess Indicator = 'Yes', if the building/trailer/OSF that is being disposed has underlying land that is being disposed with it, the site will need to create a new land record for the land it intends to dispose. The site will also need to update the existing land record to reflect the portion of the land that is being disposed.
Excess Reference Number	<i>Status</i>	CHAR(8) MA	A number provided with the excess screening approval notification. Must be populated when the Excess Indicator is changed from 'No' to "Yes".

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
<p>When the Excess Indicator is changed from "No" to "Yes"</p> <ul style="list-style-type: none"> Required for DOE Owned Buildings, Trailers, and OSF Required for DOE Owned and Withdrawn Land 	UPDATE: As Needed		
<p>Expiration Date</p> <p>Required for all Buildings, Trailers, OSF and Land where Ownership is not equal DOE Owned</p> <p>Required for all Outgrant assets</p>	<p><i>Ingrant</i></p> <p><i>Outgrant</i></p> <p>UPDATE: As Needed</p>	<p>DATE</p> <p>MA</p> <p>Reported to FRPP</p>	<p>This date represents the expiration of the current ingrant/outgrant term regardless of termination rights and renewal options. Once a renewal option is formally exercised, then that date will be the new expiration date.</p> <p>For land Easements, Institutional Control land, Contactor Owned or Grant Recipient Owned assets that do not have a contractual end date and are perpetual, enter 01/01/9999 or click Set Perpetual to populate the field.</p> <p>For Withdrawn from Public Domain land, enter the date when renewal is required or if agreement is perpetual, enter 01/01/9999 or click Set Perpetual to populate the field.</p> <p>For Outgrants that do not have a contractual end date and are perpetual, enter 01/01/9999 or click Set Perpetual to populate the field.</p>
<p>FASTA Agency Recommendation</p> <p>Required for DOE Owned Buildings, Trailers, OSF and Land</p>	<p><i>Property Info</i></p> <p>UPDATE: As Needed</p>	<p>CHAR(1)</p> <p>MA</p>	<p>This data element identifies real property assets that no longer meet the needs of the agency and can be sold for proceeds or otherwise disposed of (excludes demolition and internal DOE transfers) to reduce operating costs and create the highest value for the taxpayer in accordance with P.L. 114-287, Federal Asset Sale and Transfer Act (FASTA), Section 11 (a) (2).</p> <p>Set the data element to "Yes" once the asset is determined to no longer meet the needs of DOE, the Anticipated Disposition Method is NOT demolition, and the asset is not planned for transfer to another DOE program. Setting the data element to "Yes" identifies the asset as a candidate for the annual Agency Recommendation submission under FASTA.</p> <ul style="list-style-type: none"> Applies to all FIMS Status values Must be either "Yes" (Y) or "No" (N), shall not be left blank, will default to "No" for new assets May be set to "Yes" at any time May be changed back to "No" at any time if mission requirements change Is independent of the Excess Indicator (e.g., may be "Yes" for FASTA Agency Recommendation and "No" for Excess Indicator) Is independent of fiscal year (e.g., does not reset with a new fiscal year) Shall remain "No" for assets with an Anticipated Disposition Method of Demolition Shall remain "No" for internal Department transfers

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Field Office	Site Level	CHAR(2)	Code used to identify the DOE Operations/Field Office. The first two digits of the Site Number identify the Field Office.
Field Office Default	User Detail	CHAR(2)	Specifies the Field Office to be active each time the user enters FIMS.
Field Office Collocation Required for DOE Owned and DOE Leased Buildings and Trailers and GSA Owned and GSA Leased Buildings where Usage Code = 101 Office	Property Info UPDATE: Annually	CHAR(20) MA Reported to FRPP	Identifies DOE office assets as a potential candidate for collocation with another federal agency. The pick list choices are: <ul style="list-style-type: none"> • Yes • No – Condition - asset beyond service life or cost of repairs for collocation is uneconomical • No – Configuration – asset's unique characteristics make collocation impractical • No – Security/Access – security requirements make collocation impractical • No – Safety – proximity to health and safety hazards prohibit collocation • No – Status – asset is in the disposition process • No – Utilization – asset is fully utilized, or planned for a future mission need Setting the indicator to 'Yes' means the DOE office asset has capacity and may be considered by other federal agencies to share the DOE space. When setting the choice to 'No', select a value that represents the reason the DOE office asset should not be made available to other federal agencies for collocation. Pick the value that most closely reflects the circumstances for each asset. New office assets are defaulted to No – Utilization . Must be reviewed annually but may be updated at any time as mission requirements change.
Field Office Restriction	User Detail	CHAR(2)	Specifies the Field Office that a user with Field Office Administrator, Field Office User or Site User level security may access.
Floor Height Required for FIMS generated RPVs for Buildings and Trailers	RPV UPDATE: As Needed	NUM(4) MA	The measurement from the floor to the ceiling in linear feet. Used for generating the FIMS RPV.
Functionality Assessment Date Required for all Buildings, Trailers and OSF when Status = 1 Operating, 2 Standby or 3 Outgranted	O&M/Condition UPDATE: As Needed	DATE MA	The date of the most recent completed review to determine the difference between the asset's mission and its capability to meet mission requirements to serve a designated function or use. Reference Appendix F, Frequently Discussed Topics, for additional information related to Functionality Assessments. Functionality Assessments must occur at a minimum on a reoccurring 5 calendar year cycle, not more than 1,826 days between assessments. For new assets, the date of beneficial occupancy can be used.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>Future dates are not permissible.</p> <p>Do not enter a date unless a formal assessment has been performed based on Program Office guidance.</p> <p>If the Functionality Assessment Date was updated in FIMS, the label will display "FIMS" on the O&M/Condition window. If the date was loaded from CAIS, the label will display "CAIS" on the O&M/Condition window.</p> <p>Functionality Assessment Date is blank when Status is not 1 Operating, 2 Standby or 3 Outgranted.</p>
Grantee Required for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land Required for GSA Owned and GSA Leased Buildings and OSF Required for all Outgrant assets	<i>Ingrant</i> <i>Outgrant</i> UPDATE: As Needed	CHAR(30) MA	Name of the party to whom an interest in the real property is conveyed. If the Grantee does not appear in the pick list, the name should be typed in.
Grantee Cancellation Rights Optional (NNSA Sites Required) for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land Optional for GSA Owned and GSA Leased Buildings and OSF Optional for all Outgrant assets	<i>Ingrant</i> <i>Outgrant</i> UPDATE: As Needed	CHAR(1) MA	Indicates Yes (Y) or No (N) whether the grantee has the right to cancel the ingrant/outgrant before the expiration date. For GSA Owned or GSA leased buildings, indicates DOE's right to return the property to the General Services Administration before the Occupancy Agreement end date.
Grantor Required for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land Required for GSA Owned and GSA Leased Buildings and OSF	<i>Ingrant</i> UPDATE: As Needed	CHAR(30) MA	Name of the grantor (landlord) as it appears on the lease.
Grantor Cancellation Rights Optional (NNSA Sites Required) for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land	<i>Ingrant</i> <i>Outgrant</i> UPDATE: As Needed	CHAR(1) MA	Indicates Yes (Y) or No (N) whether the grantor has the right to cancel the ingrant/outgrant before the expiration date.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Optional for GSA Owned and GSA Leased Buildings Optional for all Outgrant assets			
GSA Notification Accepted Required (if applicable) when <u>Excess Indicator</u> = Yes and <u>Can't Currently be Disposed</u> is blank <ul style="list-style-type: none"> for DOE Owned Buildings, Trailers and OSF for DOE Owned and Withdrawn from Public Domain Land 	<i>Status</i> UPDATE: As Needed	DATE MA Reported to FRPP	<p>The date (MM/DD/YYYY) on the GSA disposal office memo to DOE accepting the Report of Excess Real Property (ROE) (SF118) submittal.</p> <p>The GSA acceptance of the Report of Excess Real Property (SF118) is not a disposal, DOE retains custody and control until GSA completes the disposal.</p> <p>This field is only available when <u>Can't Currently be Disposed</u> is blank (null).</p> <p><u>GSA Notification – Submitted</u> date must exist before this date can be entered. <u>GSA Notification – Accepted</u> date can be equal to or later than the <u>GSA Notification – Submitted</u> date.</p> <p>Date entered cannot be removed, only updated.</p> <p>This field is protected, and entry needs to be coordinated with the FIMS Helpdesk.</p>
GSA Notification Submitted Required (if applicable) when <u>Excess Indicator</u> = Yes and <u>Can't Currently be Disposed</u> is blank <ul style="list-style-type: none"> for DOE Owned Buildings, Trailers and OSF for DOE Owned and Withdrawn from Public Domain Land 	<i>Status</i> UPDATE: As Needed	DATE MA Reported to FRPP	<p>The date (MM/DD/YYYY) on the DOE memo that submits the Report of Excess Real Property (ROE) (SF118) to GSA. The memo must reference the SF118 submittal. The GSA disposal process begins with the Report of Excess Real Property (SF118).</p> <p>This field is only available when <u>Can't Currently be Disposed</u> is blank (null).</p> <p>Date entered cannot be removed, only updated.</p> <p>GSA disposal authority must be used by EE, FE, Western Area Power Administration (WAPA), and Southwestern Area Power Administration (SWPA) because they do not have independent authority. All remaining HQ Program Offices and Power Administrations may use DOE's disposal authority and/or optionally use the GSA disposal option.</p> <p>This field is protected, and entry needs to be coordinated with the FIMS Helpdesk.</p>
Hazard Category 1 Hazard Category 2 Hazard Category 3 Required for DOE Owned Buildings, OSF, and Trailers	<i>Mission</i> UPDATE: As Needed	CHAR(2) SC	<p>Identifies the hazard category associated with a building, trailer, or OSF. The valid selections are:</p> <ol style="list-style-type: none"> 01 Nuclear Facility Category 1 – Hazard analysis shows the potential for significant <i>off-site</i> consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Advanced Test Reactor at INL. 02 Nuclear Facility Category 2 - Hazard analysis shows the potential for significant <i>on-site</i> consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Defense Waste Processing Plant at Savannah River. 03 Nuclear Facility Category 3 - Hazard analysis shows the potential for significant <i>localized</i> consequences during an accident. (Pg 7, DOE Std 1027-92,

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			<p>Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) A facility, which contains or handles quantities of nuclear material less than the threshold limits (e.g., 160 grams for Co-60) for Category 2 but greater than those (e.g., .25 grams for Co-60) for Radiation Facility. An example is the Transuranium Research Lab at ORNL.</p> <ol style="list-style-type: none"> 4. 04 Radiological Facility – Facility which handles or contains nuclear materials, but at levels below the threshold (e.g., .25 grams for Co-60) for a Nuclear Category 3 facility as defined in DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports. An example is the National Tritium Labeling Facility at LBNL. 5. 05 Chemical Hazard Facility – The quantity of chemicals contained in the facility exceeds the threshold quantity for those chemicals covered under OSHA's Chemical Process Safety regulation 29 CFR 1910.119, Appendix A. An example is a chemical storage facility that exceeds 10,000 pounds for anhydrous ammonia. 6. 06 Nanoparticle Facility – A facility containing activities involving unbound engineered nanoscale particles as defined in DOE O 456. 7. 07 Beryllium Hazard Facility – A facility containing activities involving beryllium materials and is subject to a 10CFR850 chronic beryllium disease prevention program. 8. 08 BSL-1 Facility – A facility containing activities that require BioSafety Level 1 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851. 9. 09 BSL-2 Facility – A facility containing activities that require BioSafety Level 2 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851. 10. 10 BSL-3 Facility – A facility containing activities that require BioSafety Level 3 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851. 11. 11 BSL-4 Facility – A facility containing activities that require BioSafety Level 4 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851. (DOE P 434.1A prohibits BSL4 operations at DOE facilities/sites.) 12. 12 Accelerator Facility – The facility which contains an accelerator and its components which employ electrostatic or electromagnetic fields to impart kinetic energy to molecular, atomic, or sub-atomic particles and capable of creating a radiological area as defined by 10 CFR Part 835, Occupational Radiation Protection and covered in DOE O 420.2D. 13. 13 Not Applicable – Facility does not fall into any of the above categories.

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Historic Designation Required for DOE Owned Buildings, OSF, Trailers and Land	<i>Property Info</i> UPDATE: As Needed	CHAR(38) MA Reported to FRPP	<p>Identify the building, land, trailer, or OSF as:</p> <ol style="list-style-type: none"> National Historic Landmark (NHL) – The asset is designated as a National Historic Landmark (NHL) either individually or as a contributing resource to an NHL district. Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO). National Register Listed (NRL) – The asset is listed in the National Register of Historic Places (NRHP) either individually or as a contributing resource to a National Register listed historic district. Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO). National Register Eligible (NRE) – The asset is eligible for listing in the National Register of Historic Places (NRHP) either individually or as a contributing resource to a National Register eligible historic district. Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO). Non-contributing element of NHL/NRL District – The asset has been determined non-contributing to a National Historic Landmark (NHL) or National Register listed or eligible historic district. Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO). Not Evaluated – The asset has not been evaluated by the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO) for listing in the National Register of Historic Places either individually or as part of a larger district or no Historical Status information is available. This is common and acceptable for assets less than 45 or 50 years old to be unevaluated. Evaluated, Not Historic – The asset has been evaluated by the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO) and determined not to be historical, that is, not eligible for listing in the National Register of Historic Places (NRHP). Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO). <p>Reference the definition for Status for further reporting details on Historical assets.</p>

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Hours of Operation Per Week Required for all Buildings and Trailers	<i>O&M/Condition</i> UPDATE: As Needed	NUM(3) MA Reported to FRPP	<p>This field is initially system defaulted to 60 hours per week. This is an approximation of the "lights on" hours for a building that operates a single shift, five days per week.</p> <p>This field should be updated if the hours of operation differ substantially from the norm.</p> <p>Setting the Hours of Operation to 0 (zero) for an asset will cause \$0 (zero) to be allocated to all asset level Operating Cost components for that asset. Reference the <u>Allocation</u> topic in the Operating Cost definition.</p>
HQ Program Office Required for all assets	<i>Property Info</i> UPDATE: As Needed	CHAR(5) EM	<p>The DOE headquarters program office responsible for the building, trailer, land, or OSF and its operations (SC, EM, etc.).</p> <p>HQ Program Office is entered when creating a new record in FIMS. Once entered for the new record, it is not updatable on the Property Info window.</p> <p>To change the value in the HQ Program Office data field, the Site with ownership of the asset(s) must email an official request to both the HQ Program Office FIMS leads. For example, if the asset(s) is transferring from EM to NNSA, both the EM and NNSA HQ Program Office FIMS leads are to be emailed for concurrence. The HQ Program Office contacts can be obtained from the Facility Data Development Committee link on the FIMS Website (https://fims.doe.gov/fimsinfo/Documents/fims_fddc_fac.pdf). The email should contain supporting documentation such as Property ID, Property Name, RPUID, the Site/Area the asset(s) is transferring from, the Site/Area the asset(s) will transfer to and any additional site concurrences/memos. After both HQ Program Office FIMS leads concur on the change by email, forward the concurrence email to the FIMS Help Desk to request FIMS to be updated.</p>
IFI Site Tracked for DOE owned and Federal Permit Buildings, Trailers and OSF	<i>Property Info</i> UPDATE: Static	CHAR(50) MA	<p>Represents a single or multiple FIMS sites that a DOE Headquarters Program Office has grouped for purposes of monitoring sustainment investments and execution.</p>
Initial Acquisition Cost Required for DOE Owned Buildings, OSF and Trailers Required for DOE Owned and Institutional Control Land	<i>Property Info</i> UPDATE: Static	NUM(14,2) MA	<p>Purchase price plus all support costs for land. Total final project cost for buildings, trailers, and OSFs.</p>
Inspection Date Required for all Buildings, Trailers, and OSF	<i>O&M/Condition</i> UPDATE: As Needed	DATE MA	<p>The date of the final Condition Assessment Survey (CAS) during the fiscal year. CAS inspections must occur at a minimum on a reoccurring 5 calendar year cycle, not more than 1,826 days between inspections.</p> <p>Do not enter an Inspection Date when no inspection compliant with required guidance has occurred.</p> <p>When multiple inspections covering all of an asset's components systems have occurred within a single fiscal year, record the date of the final inspection.</p> <p>Do not enter future dates.</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>Inspection Date is left blank for OSF identified as Physical Barriers Preventing Inspection (PBPI) = Yes.</p> <p>For new assets, the date of beneficial occupancy can be used for the Inspection Date until it is CAS inspected within the 5 year cycle.</p>
Last Logon Date	User List	Date	System generated date when a user last logged in to FIMS.
Latitude/Longitude	Property Info	Num(9,7) Num(10,7)	<p>System generated coordinates based on asset address or zip code.</p> <p>Coordinates will be generated when the year-end snapshot is created by FIMS HQ.</p>
<p>Lease Authority</p> <p>Required for DOE Leased Buildings, Trailers, OSF and Land and GSA Owned and GSA Leased Buildings and OSF</p> <p>Optional for DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, OSF and Land</p>	<p>Ingrant</p> <p>UPDATE: Static</p>	<p>CHAR (2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The Lease Authority is used to indicate the authority used to execute a lease. This is a pick list field that contains the following options.</p> <p>Independent Statutory Authority (IS) – Authority to acquire leased space that originates in a statute enacted into law. This may be an agency wide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a Federal agency.</p> <p>Contractor Leases (where the contractor is reimbursed for the lease by DOE) would fall under this category.</p> <p>Categorical Space – Delegation from GSA (CS) – A standing delegation of authority from the Administrator of General Services to a Federal agency to acquire certain types of space as identified in FMR 102.73-155. All leased real estate assets reported as Categorical Delegation must comply with FMR Bulletin C-2 reporting requirements in the GSA Lease Delegations data system.</p> <p>Special Purpose Space – Delegation from GSA (SP) – A standing delegation of authority from the Administrator of General Services to specific Federal agencies to lease their own special purpose space. Restricted to agencies that have Special Purpose delegation authority for the types of space authorized under FMR 102-73.170 – 102-73.225. Agencies that have Special Purpose delegation are Agriculture, Commerce, Defense, Energy, Federal Communications Commission, Health and Human Services, Homeland Security, Interior, Justice, Office of Thrift Supervision, Transportation, Treasury, and Veterans Affairs. All leased real estate assets reported as Special Purpose Delegation must comply with FMR Bulletin C-2 reporting requirements in the GSA Lease Delegation data system.</p> <p>General Purpose – Delegation from GSA (PC) – FMR Bulletin C-2 established new requirements for agencies requesting authorization to use the General Purpose lease delegation authorization. The Bulletin re-emphasized and modified certain procedures associated with the use of the delegation of General Purpose leasing authority provided by FMR Bulletin 2008-B1. General Purpose delegations of lease authority is limited to no more than 19,999 usable square feet of space for terms of up to 20 years and below prospectus level requirements, regardless of geographic location. General purpose space is defined as office and related space, as well as laboratory and warehouse space. All leased real estate assets reported as General Purpose Delegation with lease</p>

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			award dates after November 11, 2007, must be approved by GSA in accordance with FMR Bulletin C-2. No real estate asset may be reported under General Purpose Delegation without receiving appropriate delegated authority from GSA. GSA Occupancy Agreement (OA) – a written agreement descriptive of the financial terms and conditions under which GSA assigns and DOE occupies the GSA-controlled space.						
Lease Occupancy Date Required for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land Required for GSA Owned and GSA Leased Buildings and OSF	<i>Ingrant</i> UPDATE: As Needed	DATE <i>MA</i>	The date possession (occupancy) of the asset is taken by the Lessee. For example, the Lease Signature Date is 9/1/2019, it will take one year to build out the space, therefore the Lease Occupancy Date would be 9/1/2020. If the lease has been renewed, enter the Lease Signature Date.						
Lease Signature Date Required for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land as well as Land Easements	<i>Ingrant</i> UPDATE: As Needed	DATE <i>MA</i> Reported to FRPP	The date on which the current lease, permit, license, easement or other ingrant agreement was executed (signed). Do not enter the date of an Amendment to the existing lease.						
Load Rating Date Required for OSF (all Ownerships) where Status = 1 Operating, 2 Standby, or 3 Outgranted AND Posted Load Rating/Restrictions = A,B,D,E,G,K,L,P, or R	<i>Size</i> Update: As Needed	DATE <i>MA</i>	Date of the current load rating report. Review existing load rating at least once every five (5) years to ensure conditions and assumptions are still valid, or when recommended by inspectors, or when concern for reduced structural capacity is caused by unexpected events. The Load Rating Date field must be changed to represent the most current load rating date within thirty (30) days of completing the evaluation.						
Location City Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(4) <i>MA</i> Reported to FRPP	The 4-digit Geographic Location Code (GLC) for the City or town associated with the reported Main Location in which the land, building, trailer or OSF is located.						
Location Congressional District Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(2) <i>MA</i> Reported to FRPP	The value for the Congressional District associated with the reported Main Location in which the land, building, trailer or OSF is located. For assets located in one of the following ‘At Large’ Congressional Districts, please choose 0 (zero) from the pick list. <table><tr><td>Alaska</td><td>North Dakota</td></tr><tr><td>Delaware</td><td>South Dakota</td></tr><tr><td>District of Columbia</td><td>Vermont</td></tr></table>	Alaska	North Dakota	Delaware	South Dakota	District of Columbia	Vermont
Alaska	North Dakota								
Delaware	South Dakota								
District of Columbia	Vermont								

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<div> <div>Montana</div> <div>Wyoming</div> </div> <p>If the DOE Owned property is located in a foreign country, this field is to be left blank.</p>
Location County Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(3) MA Reported to FRPP	The 3-digit Geographic Location Code (GLC) for the County associated with the reported Main Location in which the land, building, trailer or OSF is located.
Location State Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(2) MA Reported to FRPP	The 2-digit Geographic Location Code (GLC) for the State or District of Columbia associated with the reported Main Location in which the land, building, trailer or OSF is located.
Location Zip Code Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(10) MA Reported to FRPP	The 5 or 9 digit zip code associated with the reported Main Location in which the land, building, trailer or OSF is located. Nine digit zip codes should be entered without the hyphen on the data entry window and through the Data upload process. The Main Location Zip code is used to determine the RPV Geographic Adjuster using the RS Means data.
Main Location Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(30) MA Reported to FRPP	Main Location refers to the street/delivery address for the real property asset. For assets with no street address, report the street address of the main gate. For records not located at a site, report the zip code. For linear assets that span multiple zip codes, report the zip code at the beginning or end point of the asset. Do not use the following in this field: <ul style="list-style-type: none"> • Mailing address that is different than the location address • Building Name • Street corner (e.g., 19th & F Streets) • Other Descriptions (such as a Post Office box number) • Symbols such as a double quote ("), underline (_), plus (+), percent (%), and ampersand (&). For GSA Owned and GSA Leased buildings and OSF, the street address from the Occupancy Agreement.
Mission Dependency Required for all Buildings, Trailers, OSF and Land	<i>Mission</i> UPDATE: As Needed	CHAR(1) MA	The value an asset brings to the performance of the mission as determined by DOE in one of the following categories: <ol style="list-style-type: none"> 1. Mission Critical – Land or constructed assets deemed necessary to perform the primary missions assigned to a particular Site. This would encompass any facility or infrastructure primarily used to perform scientific, production, environmental

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>restoration or stockpile stewardship and without which, operations would be disrupted or placed at risk.</p> <p>2. Mission Dependent, Not Critical – Land or constructed assets that play a supporting role in meeting the primary missions assigned to a particular Site. Loss of Mission Dependent, Not Critical assets would not immediately disrupt operations and can be reasonable restored or otherwise addressed prior to impacting operations.</p> <p>3. Not Mission Dependent – Land or constructed assets that are not in support of the primary missions assigned to a particular Site but support secondary missions and/or quality of workplace initiatives. Loss of a Not Mission Dependent asset results in inconvenience and indirectly impacts operations if unavailable for an extended period. Further, assets determined to be excess to the site mission fall under this category.</p>
<p>Mission Impact</p> <p>Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes</p> <p>Also required for Buildings, Trailers, OSF and Land when the Excess Date is within 10 years of the current year</p> <p>Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No or is blank</p>	<p><i>Status</i></p> <p>UPDATE: As Needed</p>	<p>CHAR(20) EM</p>	<p>This is an adjectival pick list that provides insight into potential impacts if the asset were to remain. Based on current known mission requirements, select the most appropriate response. Consider potential impacts to the missions of other programs that may be located at the site/lab or within the vicinity of the facility. The following are the pick list choices as defined in the <i>Assessment Guide for Prioritization</i> in attachment B of the <i>Guidance for Evaluating DOE's Excess Facilities (March 13, 2017)</i>.</p> <ol style="list-style-type: none"> 1. No Impact – Retention of the facility has no impact on Site mission. 2. Minor Impact – Retention of the facility has minor impact on Site mission. Mission can be achieved with minor adjustments to scientific/programmatic schedule and cost operations. 3. Moderate Impact – Retention of the facility has major impact on Site mission. Mission can be achieved with some adjustments to schedules and operational costs. 4. Significant Impact – Retention of the facility has significant impact and is preventing or will prevent the achievement/progress of Site mission goals.
<p>Mission Unique Facility</p> <p>Required for all Buildings, OSF and Trailers</p>	<p><i>Mission</i></p> <p>UPDATE: Static</p>	<p>CHAR(50) SC</p>	<p>Mission Unique Facilities are defined as one-of-a kind, physically unique, large-scale, technically complex, long-lived operations that are critical resources to the mission of the DOE and to the nation. These facilities are essential to the development of the innovative, breakthrough technologies required for DOE to deliver on its core mission. They each were specifically designed, constructed, and are being operated to provide mission-essential, unique capabilities and are not easily reconfigurable for alternate use.</p> <p>These Mission Unique Facilities include the following:</p> <ul style="list-style-type: none"> • Accelerators (Particle and Light Sources) • High Performance Computing Facilities • Fission Reactors (e.g., Advanced Test Reactor, High Flux Isotope Reactor) • Fusion Research Devices (e.g., NSTX)

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			<ul style="list-style-type: none"> High Performance Lasers (e.g., NIF) Other Large, Unique Production and Waste Processing Facilities (e.g., MESA Semiconductor Facility. DWPF)
Modernization Cost Required for all Buildings, Trailers, and OSF	<i>O&M/Condition</i> UPDATE: Annually	NUM(10) MA Reported to FRPP	<p>Estimated cost representing improvements to the asset that result in better quality work, increased capacity, extended useful life as well as enhancing the value of the asset. These improvements are associated with mission deficiencies identified during the reoccurring five year Functionality Assessment.</p> <p>Update Modernization Cost to reflect new mission gaps identified and mission gaps previously identified that are no longer needed in years where a Functionality Assessment is out of the five year cycle.</p> <p>CAIS automatically recalculates Modernization Cost annually.</p> <p>For sites not using CAIS, third-party vendor and non-standard construction material estimates must be re-estimated every 5 years. In the years between the 5 year re-estimates, inflate to current year dollars for reporting.</p> <p>Zero (\$0) is an acceptable value.</p>
National Laboratory/Park Required for all National Laboratory and Manhattan Project National Park Buildings, Trailers, OSF and Land	<i>Property Detail</i> UPDATE: Static	CHAR(5) MA	<p>Identifies assets that belong or are the responsibility of a DOE national laboratory for the purpose of advancing science and technology to fulfill the DOE mission.</p> <p>And assets that have been designated as part of the Manhattan Project National Park (MAPR).</p> <p>Choices are:</p> <ul style="list-style-type: none"> Ames Laboratory Argonne National Laboratory Brookhaven National Laboratory Fermi National Accelerator Laboratory Idaho National Laboratory Lawrence Berkeley National Laboratory Lawrence Livermore National Laboratory Los Alamos National Laboratory MAPR – East Tennessee Technology Park MAPR – Los Alamos National Laboratory MAPR – Oak Ridge National Laboratory MAPR – Richland Operations Office MAPR – Y-12 National Security Complex National Energy Technology Laboratory National Renewable Energy Laboratory Oak Ridge National Laboratory Pacific Northwest National Laboratory Princeton Plasma Physics Laboratory

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			<ul style="list-style-type: none"> Sandia National Laboratory Savannah River National Laboratory SLAC National Accelerator Laboratory Thomas Johnson National Accelerator Laboratory <p>This field is to be left blank for assets that are not part of a national lab or the Manhattan Project National Park.</p>
NBI Structure Number	<i>Size (display only)</i> UPDATE: Static	CHAR(15) MA	<p>Unique DOE-assigned identification number (usually the FIMS Real Property Unique ID) used to identify a structure in the National Bridge Inventory (NBI). Once established, this number should not be changed.</p> <p>Only assigned to DOE owned bridges with Usage Code 1768 Public Access Bridges, Vehicular that are identified by the NBI.</p> <p>This value is display only and input by FIMS Support upon request.</p>
Net Proceeds Required for DOE Owned Buildings, Trailers and OSF when DISPOSITION METHOD is SP or SN Required for DOE Owned and Withdrawn Land when DISPOSITION METHOD is SP or SN	<i>Disposition - Archive</i> UPDATE: As Needed	NUM(10) MA Reported to FRPP	<p>For assets with a Disposition Method set to SP – Sale Public or SN – Sale Negotiated, subtract any costs incurred in the sale of the asset (disposal cost) from the Actual Sales Price to determine the Net Proceeds from the sale.</p> <p>Net Proceeds can be zero or negative in cases where the disposal costs exceed proceeds.</p>
No of Floors Required for all Buildings <u>except</u> GSA Owned and GSA Leased Trailers will default to one floor	<i>Size</i> UPDATE: Static	NUM(2) MA Reported to FRPP	<p>The number of floors in a building including below grade floors.</p> <p>A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the building footprint. Catwalks, mezzanines, lofts, mechanical vaults, and partial basements/attics are typically not counted as a floor unless they meet the stated 40% requirement.</p> <p>For buildings with wings/sections of varying heights, consider the footprint of the individual wing when calculating the percentage of the footprint to determine if it should be counted as a floor. For example, a building with 3 wings/sections has one 3 floor wing and two 2 floor wings. The 3rd floor of the 3 floor wing only covers 40% of the footprint of the 3 floor wing. This would be counted as a floor for this asset because it meets the stated 40% requirement of the footprint of the 3 floor wing. This asset would have 3 floors.</p> <p>Trailers will be defaulted to one floor. This value is used for the RPV calculation using the RS Means.</p>
No of Lanes on Structure Required for OSF's (all Ownerships) with Usage Code 1768 (Public Access Bridges, Vehicular), 1769 (Controlled Access Bridges, Vehicular) and 2629 (Culverts)	<i>Size</i> UPDATE: As Needed	NUM(2) MA	<p>Represents the number of lanes being carried by the structure including all lanes carrying highway traffic (i.e., cars, buses and trucks) which are striped or otherwise operated as a full width traffic lane for the entire length of the structure. This includes any full width merge lanes and ramp lanes independent of directionality of usage (i.e., one-lane bridge carrying two-directional traffic is still considered to carry only one lane on the structure).</p>

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Notes Optional for all assets	<i>Notes</i> UPDATE: As Needed	CHAR(5000) <i>Field</i>	Free form text field to accommodate any special comments about a property.
Office Workstations Applies only to DOE owned and DOE leased Buildings and Trailers and GSA Owned and GSA Leased Buildings	<i>Utilization</i> UPDATE: Annually	NUM(4) MA	<p>Count the number of workstations within the reported Space Type Usable Sqft – Office square footage. Workstations are desk-like areas where people perform their work (with or without computers).</p> <p>Applies to:</p> <ul style="list-style-type: none"> Buildings and trailers, and portions of buildings and trailers, that are subject to the DOE office space standard and includes: <ul style="list-style-type: none"> All office space acquisitions and major renovations that reached Critical Decision (CD-1), for line-item projects, or non line-item projects where the design phase started after December 27, 2016 (Note: Major renovations include projects that change the amount, or configuration, of an area for administrative office space and/or changes the number of offices and administrative workstations.) All office space used, or available for use, by DOE employees, support services contractors and Management and Operating (M&O) contractors Office (space fully enclosed by a combination of walls, windows, partitions, panels or dividers) and administrative workstations, such as cubicles, shared desk (e.g., hoteling), and any other type of workstation configured for administrative work; and Offices and administrative workstations occupied by or available for use by full-time, part-time, and temporary personnel, visitors, and short-term guest (e.g., visiting researchers, summer interns, project teams, etc.) regardless of duration. (Note: The count of offices and administrative workstations is irrespective of whether the space is occupied at any given time. Therefore, the count includes all administrative office spaces that are being used or available for use.) <p>Excludes:</p> <ul style="list-style-type: none"> Offices and administrative workstations in non-office areas that are incidental to that area, such as a single desk in a laboratory or a desk in a machine shop or shipping/receiving area; Short-term/temporary conversion of non-office areas to offices and administrative workstations to support temporary fluctuations in personnel, such as using a laboratory for office space for summer interns;

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			<ul style="list-style-type: none"> Offices and administrative workstations in buildings and building spaces that are subject to security measures that are greater than "Property Protection Areas (PPA)" and "Limited Areas (LA)", as defined in DOE Order 473.3A. <p>Values must be reviewed and updated annually for FIMS year-end reporting.</p>
<p>Operating Cost -</p> <p>Electricity Cost</p> <p>Water/Sewer Cost</p> <p>Gas Cost</p> <p>Central Heating Cost</p> <p>Central Cooling Cost</p> <p>Pest Control Cost</p> <p>Refuse Cost</p> <p>Recycle Cost</p> <p>Snow Removal Cost</p> <p>Janitorial Cost</p> <p>Grounds Cost</p> <p>Required for all Sites at the Site level.</p> <p>Required for Buildings, Trailers and OSF if actual asset level costs or engineering estimates exists</p> <p>Grounds Cost only is required for all Land if actual asset level costs or engineering estimates exists</p>	<p><i>O&M/Condition</i></p> <p><i>Site Level</i></p> <p>UPDATE: Annually</p>	<p>NUM(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Operating Cost includes the following:</p> <ul style="list-style-type: none"> Utilities (include plant operations and purchase of energy) Cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycle operations) Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers, and airfields) <p>Sites need to:</p> <ul style="list-style-type: none"> Populate site level costs for each Operating Cost component (i.e., Electricity, Gas, Refuse, ...). The site level costs must include Operating Cost for all Ownerships (DOE owned, DOE leased, Contractor leased, ...). Update the Hours of Operation per Week for buildings and trailers that operate other than normal operating hours. Ensure asset level Operating Cost are populated where available. <p>The allocation routine will be run at fiscal year-end and the system will generate values for reporting of asset level operating costs where they are not populated by the site. These asset level operating costs are required for reporting annually to the Federal Real Property Profile (FRPP).</p> <p>Asset level Operating Cost that are allocated by FIMS at year-end are designated on the <i>O&M/Condition</i> window with an asterisk (*) to the left of the Operating Cost value.</p> <p>Site Level</p> <p>Each component of Operating Cost MUST be entered at the site level (total cost at the site for each component). If a component cost does not exist at the site level, a \$0 (zero) should be entered for that site level component cost.</p> <p>NOTE: The site level total should not be decremented to account for consumption entered at the asset level. The site level costs must include Operating Cost for all Ownerships (DOE owned, DOE leased, Contractor leased, ...).</p> <p>NOTE: Site level totals WILL include costs attributable to programmatic assets. In many cases programmatic assets will consume large amounts of utilities (especially electricity). The allocation model accommodates this by requiring an actual or calculated cost to be entered at the asset level (e.g., OSF 3000).</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p><u>Asset Level</u></p> <p>Data fields are available at the asset level for sites to use if they have actual asset level costs or engineering estimates. If a DOE owned building or trailer asset level component cost does not exist, leave the field blank for that asset level component cost for it to receive an allocation (see below). Enter a \$0 (zero) into an asset level component cost field to prevent a cost from being allocated to that component for the asset.</p> <p><u>Allocation</u></p> <p>NOTE: Cost are only allocated to DOE Owned buildings and trailers. No allocations are made to OSFs. The allocation will populate OSFs with \$0 (zero) if no asset level Operating Cost values have been entered by the site.</p> <p>At fiscal year-end for each Operating Cost component,</p> <ul style="list-style-type: none"> FIMS will sum up the manually entered asset level costs, Subtract that from the total cost entered at the site level, Then allocate the remainder, on the basis of gross square feet (and Hour of Operation per Week in the case of utilities), among DOE owned buildings and trailers where no manual entry was made at the asset level. <p>The allocation for utility (Electric, Water/Sewer, Gas, Central Heating, and Central Cooling) costs will be further refined by Hours of Operation per Week. This field defaults to 60 hours per week and need be changed only if the hours of operation differ substantially. Setting the Hours of Operation to 0 (zero) for an asset will cause \$0 (zero) to be allocated to all asset level Operating Cost components for that asset.</p> <p><u>Non-DOE owned assets</u></p> <p>For a fully-serviced lease, operating and maintenance cost is defined as total contract cost which correspond to the Annual Rent. For these types of leases, Annual Actual Maintenance and the asset level Operating Cost fields should be reported as \$0 (zero).</p> <p>For a non-fully serviced lease, Annual Rent is reported while any additional maintenance or operating contracts should be reported in the respective Annual Actual Maintenance and/or asset level Operating Cost fields.</p> <p>For non-DOE owned assets located outside the site perimeter (off-site), Operating Costs are expected to be input at the asset level. Non-DOE owned assets do not receive an asset level allocation at fiscal year-end and are defaulted to \$0 (zero) by the allocation process if no asset level entry is made.</p>
Organization	User Detail	CHAR(50)	Organization to which the user belongs.

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Other Cost Required for DOE Leased, DOE License, Contractor Leased, Contractor License, Federal Permit and Non-Federal Permit Buildings, Trailers, OSF and Land Required for GSA Owned and GSA Leased Buildings and OSF	<i>Ingrant</i> UPDATE: As Needed	NUM(11,2) <i>MA</i>	Indicates any cost, other than maintenance or any other defined operating cost, for which the tenant is responsible but not included in the Annual Rent. A 0 (zero) should be entered if there are no other expenses.						
Outgrant DOE Receipts Required for all Outgrant assets	Outgrant UPDATE: As Needed	NUM(10) <i>MA</i>	Revenue received by DOE as a result of the Outgrant agreement.						
Outgrant Indicator Required for DOE Owned and DOE Leased Buildings, OSF, and Trailers Required for DOE Owned, DOE Leased, and Withdrawn Land	<i>Property Info</i> UPDATE: As Needed	CHAR(1) <i>MA</i> Reported to FRPP	Indicates Yes (Y) or No (N) the right to use DOE property by means of a lease, easement, license, or permit. DOE, the “grantor”, grants to federal, state, and non-governmental entities (known as “grantees”) the right to enter upon government owned or leased land, property and/or facilities for the purpose of conducting grantee business. All outgrants that are 12 months or greater in length should be captured even if only a portion of the property is outgranted. If the Outgrant indictor is set to Yes (Y), the data on the Outgrant window must be provided.						
Outgrant Receipt Type Required for all Outgrant assets	<i>Outgrant</i> UDPATE: As Needed	CHAR(20) <i>MA</i>	Identifies the DOE receipts of the outgrant as: <table><tr><td>Annual Amount</td><td>No Fee</td></tr><tr><td>One Time Fee</td><td>Other(Use Notes Tab)</td></tr></table>	Annual Amount	No Fee	One Time Fee	Other(Use Notes Tab)		
Annual Amount	No Fee								
One Time Fee	Other(Use Notes Tab)								
Outgrant Size Required for all Outgrant Building, Trailer, OSF and Land	<i>Outgrant</i> UPDATE: As Needed	NUM(16,3) <i>MA</i>	The total area in square feet of a building or trailer that is outgranted. For Other structure and facility (OSF) the unit of measure will vary depending on the asset’s Usage Code. The unit of measure is displayed in parenthesis following the label ‘Outgrant Size’. Record the appropriate area in accordance with the displayed unit of measure for OSF that are outgranted. For land, number of acres outgranted. Do not subtract the acres outgranted from the land Size (acreage).						
Outgrant Type Required for all Outgrant assets	<i>Outgrant</i> UPDATE: As Needed	CHAR(8) <i>MA</i>	Identifies the Outgrant document used to describe the terms and conditions of an agreement granted by DOE for the use of government-owned real property as: <table><tr><td>Easement</td><td>License</td><td>Other</td></tr><tr><td>Lease</td><td>Permit</td><td></td></tr></table>	Easement	License	Other	Lease	Permit	
Easement	License	Other							
Lease	Permit								
Overall Asset Condition Required for all Buildings, Trailers and OSF when Status = 1 Operating, 2 Standby or 3 Outgranted	<i>O&M/Condition</i> UPDATE: As Needed	CHAR(11) <i>MA</i>	Based on a Condition Assessment Survey, Functionality Assessment, and other real property indicators, select one of the following: ADEQUATE						

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition			
			<p><u>Buildings/Trailers</u> - Asset is fully capable of performing its current mission, meets all ES&H and/or security requirements, meets stated DOE objectives or goals, and has only minor deficiencies that can be corrected within normal operating budgets.</p> <p><u>OSF's</u> - Asset is fully capable of performing its current mission, meets all ES&H and/or security requirements, meets reliability goals, has adequate capacity, meets stated DOE requirements, and has only minor deficiencies that can be corrected within normal operating budgets.</p> <p>SUBSTANDARD</p> <p><u>Buildings/Trailers</u> - Asset has deficiencies that limit performance of the mission including attracting and maintaining key staff, poses added ES&H and/or security risk, or affects DOE requirements. Asset requires refurbishment to bring to adequate condition.</p> <p><u>OSF's</u> - Asset has deficiencies including reliability issues or capacity that limits performance or capacity of the mission, poses added ES&H and/or security risk, or affects DOE requirements. Asset requires refurbishment to bring to adequate condition.</p> <p>INADEQUATE</p> <p><u>Buildings/Trailers</u> - Asset has major deficiencies that significantly impair or put performance of the mission at risk, poses significant ES&H and/or security risk, or is unable to meet DOE requirements. Asset requires major refurbishment or replacement to bring it to adequate condition.</p> <p><u>OSF's</u> - Asset is unable to meet DOE requirements or has major deficiencies including reliability or capacity, which significantly impair or put performance of the mission at risk or pose significant ES&H or security risks. Asset requires major refurbishment or replacement to bring it to adequate condition.</p> <p>Overall Asset Condition is blank when Status is not 1 Operating, 2 Standby or 3 Outgranted.</p>			
Ownership Required for all Buildings, OSF, Trailers and Land assets	<i>New Building</i> <i>New Land</i> <i>New OSF</i> <i>New Trailer</i> UPDATE: Static	CHAR(1) <i>MA</i> Reported to FRPP	Identifies DOE's legal interest in or right to use real property, including outright title. Choices are: <table><tr><td>DOE OWNED (O) (BUILDING, TRAILER, OSF, AND LAND) – Fee title to real property acquired through purchase or condemnation or donation.</td></tr><tr><td>DOE LEASED (D) (BUILDING, TRAILER, OSF, AND LAND) – A possessory interest in real property that DOE acquired from the owner of the property for a defined period of time in return for rental payments.</td></tr><tr><td>DOE LICENSE (B) (BUILDING, TRAILER, OSF, AND LAND) – Gives permission, generally revocable by the owner, for DOE or its contractors to use the owner's real property for a specified purpose.</td></tr></table>	DOE OWNED (O) (BUILDING, TRAILER, OSF, AND LAND) – Fee title to real property acquired through purchase or condemnation or donation.	DOE LEASED (D) (BUILDING, TRAILER, OSF, AND LAND) – A possessory interest in real property that DOE acquired from the owner of the property for a defined period of time in return for rental payments.	DOE LICENSE (B) (BUILDING, TRAILER, OSF, AND LAND) – Gives permission, generally revocable by the owner, for DOE or its contractors to use the owner's real property for a specified purpose.
DOE OWNED (O) (BUILDING, TRAILER, OSF, AND LAND) – Fee title to real property acquired through purchase or condemnation or donation.						
DOE LEASED (D) (BUILDING, TRAILER, OSF, AND LAND) – A possessory interest in real property that DOE acquired from the owner of the property for a defined period of time in return for rental payments.						
DOE LICENSE (B) (BUILDING, TRAILER, OSF, AND LAND) – Gives permission, generally revocable by the owner, for DOE or its contractors to use the owner's real property for a specified purpose.						

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>GSA OWNED (G) (BUILDING and OSF) – Space in buildings or OSF, and land incidental thereto, the title to which is vested, or which will become vested, pursuant to existing agreement in the General Services Administration (GSA) or other Government-owned space in building and land incidental thereto titled in the name of the United States of America but where GSA has custody or control. DOE obtains a right of occupancy through an Occupancy Agreement with GSA.</p> <p>GSA LEASED (L) (BUILDING and OSF) – Space in buildings or OSF, and land incidental thereto, for which the General Services Administration (GSA) has a right of occupancy by virtue of having acquired a leasehold interest. DOE obtains a right of occupancy through an Occupancy Agreement with GSA.</p> <p>FEDERAL PERMIT (P) (BUILDING, TRAILER, OSF, AND LAND) – A right to use real property belonging to another Federal Agency for a certain period of time, but revocable by the custodial agency at any time.</p> <p>NON-FEDERAL PERMIT (N) (BUILDING, TRAILER, OSF, AND LAND) – A right to use real property belonging to another non-Federal governmental entity (i.e., local municipality, state government) for a certain period of time, but revocable by the custodial entity at any time.</p> <p>CONTRACTOR OWNED (T) (BUILDING, TRAILER, OSF, AND LAND) – Real property owned by the contractor where</p> <ul style="list-style-type: none"> • work on behalf of the Department takes place or supports Departmental initiatives • the contractor is reimbursed for its costs (Operating and Maintenance, etc.) under the contract <p>CONTRACTOR LEASED (C) (BUILDING, TRAILER, OSF, AND LAND) – A possessory interest in real property that a contractor acquires from the owner of the property where</p> <ul style="list-style-type: none"> • work on behalf of the Department takes place or supports Departmental initiatives • the contractor is reimbursed for its costs (rent, Operating and Maintenance, etc.) under the contract <p>CONTRACTOR LICENSE (E) (BUILDING, TRAILER, OSF, AND LAND) – A nonexclusive interest in real property that a contractor acquires from the property owner where</p> <ul style="list-style-type: none"> • work on behalf of the Department takes place or supports Departmental initiatives

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<ul style="list-style-type: none"> the contractor is reimbursed for its costs (rent, Operating and Maintenance, etc.) under the contract <p>GRANT RECIPIENT OWNED (R) (BUILDING, TRAILER, OSF, AND LAND) - Real property owned by the recipient of DOE financial assistance. Assistance could result from the transfer of money or property from DOE to accomplish a public purpose authorized by federal statute. Assistance may be in the form of a grant, cooperative agreement, or technology investment agreement.</p> <p>INSTITUTIONAL CONTROL (I) (LAND) – Land not owned by DOE but upon which DOE imposes/enforces administrative or legal controls (e.g., easements or use restrictions), physical barriers or markers, and other methods to preserve information and data to inform current and future generations of hazards and risks.</p> <p>EASEMENT (A) (LAND) – Gives DOE the right to use real property belonging to another for a specific purpose on a permanent or temporary basis, with the owners retaining title but restricting the owner's use to activities that do not interfere with DOE's use.</p> <p>WITHDRAWN LAND (W) (LAND) - Land withdrawn from the public domain and reserved for DOE's use, generally via a Public Land Order from the Bureau of Land Management of the Department of Interior.</p>
Password (New Password) (Confirm New Password)	User Detail	CHAR(20)	A sequence of characters used to log in to the FIMS application. The password may consist of eight to twenty alphanumeric characters. It must start and end with a nonnumeric character. It must contain at least one number and one of the following special characters within the first seven positions. ! # \$ % & () *
Perimeter Required for FIMS generated RPVs for Buildings and Trailers	RPV UPDATE: As Needed	NUM(5) MA	The exterior linear feet of the asset's footprint. Used for generating the FIMS RPV. This value is initially calculated by FIMS using the following formula but can be updated by the site. $\text{Perimeter} = (\sqrt{\text{Size} / \text{No of Floors}}) * 4$
Phone Number	User Detail	CHAR(14)	Telephone number and extension of the FIMS user.
Physical Barriers Preventing Inspection (PBPI) Required for DOE Owned OSF	O&M/Condition UPDATE: As Needed	CHAR(1) MA	Indicates Yes (Y) or No (N) if a condition assessment for an Other Structure and Facility (OSF) is not appropriate to determine Repair Needs/Deferred Maintenance because of physical barriers. Defaults to 'No' for new DOE owned OSF. For example, underground storage tanks or underground pipe systems generally cannot be visually inspected. The accepted practice in this case is to use engineering data such as studies, test results, ultrasound results or other auditable data sources to determine if repair or replacement is necessary. For OSFs not conducive to inspection, i.e., those with Physical Barriers Preventing Inspection (PBPI), and lack existing sources of auditable deficiency data, in FIMS PBPI

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>should equal 'Yes', enter 0 (zero) for Deferred Maintenance and Repair Needs and leave the Inspection Date blank.</p> <p>If auditable data indicates the existence and quantity of Repair Needs/Deferred Maintenance, a value should be entered in Repair Needs and Deferred Maintenance for PBPI = 'Yes' assets and the Inspection Date left blank.</p>
<p>Posted Load Rating/Restriction</p> <p>Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, 1771, 1772, and 2629</p> <p>Optional for OSF (all Ownerships) where Usage Code = 1171 or 1471</p>	<p><i>Size</i></p> <p>Update: Concurrent with update of data field Load Rating Date</p>	<p>CHAR(1) MA</p>	<p>Indicates the implementation of controls where load posting or other operational or access restrictions are necessary at a bridge, tunnel, or culvert to ensure appropriate and safe use or to prevent use. This is a picklist field with the following options:</p> <p><u>Pick list values and definitions:</u></p> <p>A Open, no restriction</p> <p>B Open, REQD posting or restrictions NOT in place - posting or operational restrictions recommended but not implemented (for example, all signs not in place or improper signage installed)</p> <p>D Open, w/TEMP shoring - would be posted or closed except for temporary shoring, etc. to allow for unrestricted traffic</p> <p>E Open, w/TEMP structure - temporary structure in place to carry traffic while original structure is closed and awaiting replacement or rehabilitation</p> <p>G New, not yet open - structure not yet open to traffic</p> <p>K Closed, barriers IN place – closed to all traffic (barriers/signage in place to prevent access)</p> <p>L Closed, barriers NOT in place - closed to all traffic (barriers/signage to prevent access not in place)</p> <p>P Posted for load</p> <p>R Posted or load-capacity restrictions issued - posted or operational instructions issued for other load-capacity restrictions (for example, speed; number of vehicles, railroad cars, or pedestrians; no stopping, etc.)</p> <p>X PSO exemption - Documented, PSO-established exemption</p> <p>Y At grade tunnel exemption - vehicular tunnel at grade, exempt</p>
<p>Primary Image</p> <p>Required for all Asset Level Documents</p>	<p><i>Document List</i></p> <p>UPDATE: Static</p>	<p>CHAR(10) MA</p>	<p>Identifies Yes (Y) or No (N) if the document is designated as the primary photo for the building, trailer, OSF or land asset.</p> <p>Only .jpg, .png or .gif file types may be designated as the Primary Image.</p> <p>An asset may only have one photo designated as the Primary Image. When a photo exists with a Primary Image designation of 'Yes' and a second photo is designated with a Primary Image of 'Yes', the first photo will be changed to Primary Image equal 'No' automatically.</p>
Property ID	<i>Property Info</i>	CHAR(20)	A unique control number assigned to a property.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Required for all assets	UPDATE: Static	MA	Must be unique within each FIMS Site/Area for active and archived records. For GSA Owned and GSA Leased buildings and OSF, use the Occupancy Agreement number (OA No.) from the GSA Occupancy Agreement or the GSA Rent Bill. Property ID will be protected from updates once input on the creation of the record for GSA Owned and GSA Leased buildings and OSF.
Property Name Required for all assets	<i>Property Info</i> UPDATE: Static	CHAR(40) MA	The name assigned to a specific property.
Property Type	<i>New Building</i> <i>New Land</i> <i>New OSF</i> <i>New Trailer</i>	CHAR(1) MA Reported to FRPP	Identifies the type of real property asset. The choices are: <div> <p>Building (B) - A building is a constructed asset that is enclosed with walls and a roof that provides space for agencies to perform activities or store materials as well as provides space for people to live or work. Fully enclosed tents should also be recorded in this category. Assembled modular units (triple wide or larger) should be recorded in FIMS with a Property Type of Building.</p> <p>OSF (S) - Other structures and facilities (OSF) include any fixed real property improvements to land that are not classifiable as a building or real property trailer, e.g., bridges, towers, roads, and fences. It also includes site utility systems used to generate or distribute any services such as heat, electricity, sewage, gas, and water. Tents that are not fully enclosed should be recorded in this category. If an OSF is designed solely to house utilities and meets building criteria, the entire system is to be tracked in FIMS as a building.</p> <p>Land (L) - A parcel of the earth's surface that has specific boundaries which allows legal interest to be held.</p> <p>Trailer (T) - The attribute that distinguishes real property trailers from personal property trailers is permanence. A trailer that is permanently affixed to the ground is properly classified as real property and should be entered into FIMS. Trailers which are not permanently attached to the ground are properly classified as personal property and therefore not entered into FIMS. In making the real vs. personal property decision, sites should consider how permanent is the trailer. Indicators of permanence include one or more of the following:</p> <ul style="list-style-type: none"> • Permanent utility connection(s) • Attachment to the ground in such a way that does not facilitate quick or easy relocation <p>Assembled modular units (triple wide or larger) should be recorded in FIMS with a Property Type of Building.</p> </div>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Public Health & Environmental Stewardship Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Also required for Buildings, Trailers, OSF and Land when the Excess Date is within 10 years of the current year Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No or is blank	<i>Status</i> UPDATE: As Needed	CHAR(20) EM	This is an adjectival pick list that provides insight into potential impacts if the asset were to remain. Based on current known mission requirements and receptors, select the most appropriate response. Consider potential impacts to other tenants and programs that may be located at the site/lab or within the vicinity of the facility. The following are the pick list choices as defined in the <i>Assessment Guide for Prioritization</i> in attachment B of the <i>Guidance for Evaluating DOE's Excess Facilities (March 13, 2017)</i> . <ol style="list-style-type: none"> No Impact – The facility and its contents are not expected to pose radiological, chemical, or hazardous material release to the environment. Compliant with all environmental requirements. Minor Impact – If not actively managed, the facility and its contents could present minor radiological, chemical, or hazardous material release that could impact local employee health. Possibility of occasional minor deviation of environmental compliance requirements. Moderate Impact – If not actively managed, the facility and its contents could present a radiological, chemical, or hazardous material release that could impact site employees and visitors, along with local employee health. Possibility of frequent minor violations of environmental compliance requirements. Significant Impact – If not actively managed, the facility and its contents could present a radiological, chemical, or hazardous material release that could impact off-site public, site employees and visitors, along with local employee health. Possibility of serious frequent violations of environmental compliance requirements.
Public Road Location Required for OSF Usage Codes 1729 (Primary Roads), 1739 (Secondary Roads) and 1749 (Tertiary Roads) where Roads-Public Access Miles > 0	<i>Size</i> UPDATE: Static	CHAR(100) MA	For OSF records with a Usage Code of 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 – Tertiary Roads and with Roads-Public Access Miles greater than zero (0), include the unique identifier for a given roadway inventory route using the State's linear referencing system, global positioning system coordinates as pure decimal numbers, or other local procedure for determining and retaining a record of specific points along a highway. Typical methods used are milepoint, milepost, reference point and link-node. For example, County Road 11 or milepost 11 to milepost 14 on State Route 14. An example of a global positioning system coordinate is 38.88952, -77.03527.
Real Property Unique ID (Property Sequence Number) (RPUID)	<i>Property Info</i>	NUM(12) MA Reported to FRPP	System generated number used to uniquely identify a property.
Reduce the Footprint	<i>Populated annually as identified by the FRPP</i>	CHAR(1) MA	A value of 'Y' (Yes) identifies assets that are subject to monitoring under the Reduce the Footprint (RTF) policy as determined by the Federal Real Property Profile (FRPP). Once the asset is subject to monitoring under the RTF policy, it will continue to do so until it is disposed of even if the usage code changes.
Repair Needs	<i>O&M/Condition</i>	NUM(10) MA	The estimated cost to restore all deficiencies identified, for a real property asset during a condition assessment survey, to a state substantially equivalent to the most recently

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Required for all Buildings, Trailers, and OSF	UPDATE: Annually	Reported to FRPP	<p>configured capacity, efficiency, or capability as required by the mission. The “needs” originate from the real property asset, not necessarily management.</p> <p>Repair Needs will always equal or exceed Deferred Maintenance; the difference between the two depends on each noted deficiency’s optimum period and acceptability to management.</p> <p>CAIS automatically recalculates Repair Needs annually.</p> <p>For site not using CAIS, third-party vendor and non-standard construction material estimates must be re-estimated every 5 years. In the years between the 5 year re-estimates, inflate to current year dollars for reporting.</p>
Reporting Source Required for DOE Owned Buildings, OSF, Land and Trailers	<i>Property Info</i> UPDATE: As Needed	CHAR(3) MA	A code that identifies the Standard Accounting and Reporting System (STARS) institution or contract group who has financial management responsibility for the property.
Roads–Non-Public Access Lane Miles Required for OSF where the Usage Code is (1729,1739, or 1749)	<i>Size</i> UPDATE: As Needed	NUM(16,3) MA	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads.</p> <p>Lane Miles = miles of road X number of lanes</p> <p>Record the number of non-publicly accessible lane miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no non-public accessible roads, then populate the “Non-Public Access Lane Miles” data field with 0 (zero).</p>
Roads–Non-Public Access Miles Required for OSF where the Usage Code is (1729,1739, or 1749)	<i>Size</i> UPDATE: As Needed	NUM(16,3) MA	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads.</p> <p>Record the subset of the OSF Size (miles) that are non-public access. Public Access Miles plus Non-Public Access Miles should total to the OSF Size (miles).</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no non-public accessible roads, then populate the “Non-Public Access Miles” data field with 0 (zero).</p>
Roads–Public Access Lane Miles Required for OSF where the Usage Code is (1729,1739, or 1749)	<i>Size</i>	NUM(16,3) MA	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads.</p> <p>Lane Miles = miles of road X number of lanes</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
	UPDATE: As Needed		Record the number of publicly accessible lane miles. The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates. If the record contains no publicly accessible roads, then populate the "Public Access Lane Miles" data field with 0 (zero).
Roads--Public Access Miles Required for OSF where the Usage Code is (1729,1739, or 1749)	Size UPDATE: As Needed	NUM(16,3) MA	Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads. Record the subset of the OSF Size (miles) that are public access. Public Access Miles plus Non-Public Access Miles should total to the OSF Size (miles). The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates. If the record contains no publicly accessible roads, then populate the "Public Access Miles" data field with 0 (zero).
Routine Inspection Date (Bridge) Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, 1771, 1772, and 2629 Optional for OSF (all Ownerships) where Usage Code = 1171 or 1471	Size Update: Concurrent with each routine inspection (see Routine Inspection Frequency data field)	DATE MA	The date of the most recent Routine Inspection conducted in accordance with DOE O 437.1, Bridge and Tunnel Management, or documented PSO-established equivalencies. The Routine Inspection Date field must be changed to represent the most current inspection date within thirty (30) days of inspection completion. POC for bridge, culvert, and tunnel management requirements: Bill Seifert, 202-586-2566, William.Seifert@hq.doe.gov
Routine Inspection Frequency (Bridge) Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, 1771, 1772, and 2629 Optional for OSF (all Ownerships) where Usage Code = 1171 or 1471	Size Update: As Needed, confirm no change concurrent with each routine inspection	NUM(2) MA	The number of months between routine inspections. The Routine Inspection Frequency field must be changed to represent the most current inspection interval within thirty (30) days of new determination. Enter '0' for an asset in "Shutdown" status if no longer inspected IAW DOE O 437.1, Bridge and Tunnel Management. Enter 'X' for assets with a documented, PSO-established exemption.
RPV (Replacement Plant Value) Required for all Buildings, OSF and Trailers (except GSA Owned and GSA	RPV UPDATE: Annually	NUM(14) MA Reported to FRPP	BUILDINGS – <u>RPV - FIMS</u> - Current cost to replace an existing building with a new building based on comparable size and current usage using current technology, codes, standards and materials. This value does not include the cost of the underlying land, personal

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Leased Ownerships)			<p>property (furnishings) within the building, site work, D&D cost, demolition, contamination and any production equipment. RPV is dependent on a standardized building model based on RS Means square foot building models. The RPV is automatically calculated within FIMS. The resulting RPV is intended for macro analysis and not as a substitute for a detailed cost estimate such as a bid price for a particular building.</p> <p><u>RPV - Other</u> – The site's estimated value for replacing a building. All equipment or fixtures (such as plumbing, electrical, heating, built-in cabinets, and elevators) that are installed in a building in a more or less permanent manner or that are essential to its primary purpose are considered to be part of the building. The estimated value of the land and the value to demolish or decontaminate a building will not be included. <u>'Other' generated RPVs must be regenerated every five (5) years. In years when the estimate is not regenerated, inflate the estimate to current year dollars.</u></p> <p><u>RPV - CAIS</u> – If a site desires to further customize an RPV Model or to build a specific RS Means line item RPV, the CAIS Estimating module can be used. When using the CAIS estimating module to build an RPV, the Property ID is linked to the estimate. This allows CAIS to automatically update the RPV – CAIS value in FIMS when the value is saved in CAIS.</p> <p>Current Plant Value (CPV) is not acceptable for buildings.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>Neither the current condition of the asset nor the future need for the asset is a factor in the RPV estimate.</p> <p>TRAILERS -</p> <p><u>RPV – FIMS</u> - Current cost to replace an existing trailer with a new trailer based on comparable size and current usage using current technology, codes, standards and materials. This value does not include the cost of the underlying land.</p> <p><u>RPV – Other</u> - Each site has the option to input a site/contractor derived RPV, if desired. <u>Contractor generated RPVs must be regenerated every five (5) years. In years when the estimate is not regenerated, inflate the estimate to current year dollars.</u></p> <p><u>RPV - CAIS</u> – If a site desires to further customize an RPV Model or to build a specific RS Means line item RPV, the CAIS Estimating module can be used. When using the CAIS estimating module to build an RPV, the Property ID is linked to the estimate. This allows CAIS to automatically update the RPV – CAIS value in FIMS when the value is saved in CAIS</p> <p>Current Plant Value (CPV) is not acceptable for trailers.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>Neither the current condition of the asset nor the future need for the asset is a factor in the RPV estimate.</p>

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			<p>OSF –</p> <p><u>RPV – Other</u> - Cost to replace the existing OSF with a new OSF of comparable size using current technology, codes, standards, and materials based on the current usage. This value is a manual entry that is developed at the Field Office/Site. <u>These generated RPVs must be regenerated every five (5) years. In years when the estimate is not regenerated, inflate the estimate to current year dollars.</u></p> <p><u>RPV - CAIS</u> – If a site desires to further customize an RPV Model or to build a specific RS Means line item RPV, the CAIS Estimating module can be used. When using the CAIS estimating module to build an RPV, the Property ID is linked to the estimate. This allows CAIS to automatically update the RPV – CAIS value in FIMS when the value is saved in CAIS</p> <p>Current Plant Value (CPV) is acceptable for OSFs, but sites should minimize its use. For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>Neither the current condition of the asset nor the future need for the asset is a factor in the RPV estimate.</p> <hr/> <p>For new assets (buildings, trailers, or OSF), it is acceptable to use the final Acquisition Cost for the RPV. This value may be used for up to five years but must be escalated every year to bring to current dollars.</p>
RPV Description			Description associated with the RPV Model.
RPV Factor Required for FIMS generated RPVs for Buildings and Trailers	<i>RPV</i> UPDATE: As Needed	NUM(5,4) MA	<p>A single number that is applied to the RS Means calculated RPV. It is calculated from other multipliers or add-on percentages such as Architect and Engineering fees, project management fees, site requirements, general requirements, contingency and escalation factors.</p> <p>The FIMS default generic value is 2.01.</p> <p>FIMS administrators should contact their site project estimators or engineering staffs for a site specific number to calculate the RPV.</p>
RPV Geographic Adjuster	<i>RPV</i> System Generated	NUM(4,2) MA	<p>This factor, a component of the FIMS generated RPVs, is used to adjust for local material and labor costs at a DOE site. The geographic adjuster data is supplied by RS Means. It is based on the Location Zip Code for each FIMS real property asset.</p>
RPV Model Required for FIMS generated RPVs for Buildings and Trailers	<i>RPV</i> UPDATE: As Needed	CHAR(4) MA	<p>Each model represents a typical building/trailer that would be built to replace an existing building based on its current usage using today's construction techniques, materials and current building codes. The models use costs and engineering statistics compiled by RS Means.</p>
Safety	<i>Status</i>	CHAR(20)	<p>This is an adjectival pick list that provides insight into potential impacts if the asset were to remain. Based on current known mission requirements and operations, select the</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
<p>Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes</p> <p>Also required for Buildings, Trailers, OSF and Land when the Excess Date is within 10 years of the current year</p> <p>Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No or is blank</p>	UPDATE: As Needed	EM	<p>most appropriate response. Consider potential impacts to other tenants and programs that may be located at the site/lab or within the vicinity of a facility. The following are the pick list choices as defined in the <i>Assessment Guide for Prioritization</i> in attachment B of the <i>Guidance for Evaluating DOE's Excess Facilities (March 13, 2017)</i>.</p> <ol style="list-style-type: none"> No Impact – Facility condition poses no safety concerns to Site employees. Minor Impact – Facility condition poses minor safety concerns to Site employees due to deterioration/deferred maintenance. Moderate Impact – Facility condition poses moderate safety concerns to Site employees due to deterioration/deferred maintenance. Significant Impact – Facility condition poses significant safety concerns or is unsafe for any access as a result of deterioration/deferred maintenance.
<p>Scour Critical Plan of Action</p> <p>Required for OSF (all Ownerships) where Status = 1 Operating, 2 Standby, or 3 Outgranted AND Usage Code = 1168, 1169, 1468, 1469, 1768, 1769, or 2629 AND Scour Evaluation is 1, 2, 3, 4, 6, 7, T, or U</p>	<p>Size</p> <p>Update: Concurrent with update of Scour Evaluation data field</p>	CHAR(1) MA	<p>When Scour Evaluation is 1, 2, 3, 4, 6, 7, T, or U, indicates Yes (Y) or No (N) that the site has a written Scour Critical Plan of Action (POA) describing the measures in place to make a bridge or culvert less vulnerable to damage or failure due to scour.</p>
<p>Scour Evaluation</p> <p>Required for OSF (all Ownerships) where Status = 1 Operating, 2 Standby, or 3 Outgranted AND Usage Code = 1168, 1169, 1468, 1469, 1768, 1769, or 2629</p>	<p>Size</p> <p>Update: Concurrent with each routine inspection (see Routine Inspection Frequency data field)</p>	CHAR(1) MA	<p>Current evaluation of vulnerability to scour or stream instability from floods.</p> <p><u>Pick list values and definitions:</u></p> <p>0 SC, closed, failed - Scour Critical – Bridge failed and closed to traffic</p> <p>1 SC, closed, substructure failure imminent - Scour Critical – Failure of piers/abutments is imminent and bridge closed to traffic; Scour Critical Plan of Action required</p> <p>2 SC, unstable, scour at foundations - Scour Critical – Extensive scour has occurred at bridge foundations which are determined to be unstable; Scour Critical Plan of Action required</p> <p>3 SC, unstable for assessed or calculated scour – Scour Critical – Foundations unstable for assessed or calculated scour; Scour Critical Plan of Action required</p> <p>4 Stable, action REQD protect exposed foundations - Stable – Action required to protect exposed foundations; Scour Critical Plan of Action required</p> <p>5 Stable – Stable for assessed or calculated scour condition (within the limits of footing or piles) or by installation of properly designed countermeasures</p> <p>6 NO eval - Eval Not Made; Plan of Corrective Action required</p> <p>7 Countermeasures installed - Countermeasures Installed; documentation of an implemented Scour Critical Plan of Action required</p> <p>8 Stable, for assessed or calculated scour – Stable for assessed or calculated scour condition (above top of footing) or by installation of properly designed countermeasures</p> <p>9 Foundation on dry land - Foundation on dry land well above flood water elevations</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>N Not over waterway - Not over waterway</p> <p>T Tidal, NO eval - Tidal Waters - Eval Not Made; Plan of Corrective Action required</p> <p>U Unknown Foundation, No eval - Unknown Foundation - Eval Not Made; Plan of Corrective Action required</p> <p>X PSO exemption - Documented, PSO-established exemption</p> <p>The Scour Evaluation field must be changed to represent the most current evaluation within thirty (30) days of completing the evaluation.</p>
Security Level	User Detail	CHAR(1)	Determines the Add and Update capability of the user. The levels of FIMS security are FIMS System Administrator (Headquarters), Field Office System Administrator, Field Office User, Site User, and Guest.
Seismic Vulnerability Evaluation Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, or 1769	Size Update: Once every 5 years, or following a change in configuration, or following a seismic retrofit	CHAR(1) MA	<p>Current evaluation of vulnerability to seismic events and the need for seismic retrofitting. Seismic Retrofit Categories are used to recommend minimum screening requirements, evaluation methods and retrofitting measures for deficient bridges. There are four categories, A through D, in increasing order of rigor and complexity. The Seismic Retrofit Category of a bridge is a function of the anticipated service life, bridge importance, and the seismic and geotechnical hazards at the bridge site.</p> <p><u>Pick list includes:</u></p> <ul style="list-style-type: none"> A Seismic Retrofit Category A B Seismic Retrofit Category B C Seismic Retrofit Category C D Seismic Retrofit Category D E Exempt from seismic retrofitting U Eval Not Made X Documented, PSO-established exemption <p>The Seismic Vulnerability Evaluation field must be changed to represent the most current evaluation within sixty (60) days of completing the evaluation.</p>
Site Default	User Detail	CHAR(5)	Specifies the Site to be active each time the user enters FIMS.
Site Name	Site Level	CHAR(50) MA Reported to FRPP	<p>Name assigned to a Site. A site is a geographic location that is a subdivision of the Field Office.</p> <p>Site Name may be changed by sending a request to the FIMS Help Desk (fims_cais_help@hq.doe.gov).</p>
Site Number	Site Level	CHAR(5)	Five-digit number assigned by DOE headquarters that uniquely identifies the Site.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
		MA Reported to FRPP	
Site Program Code Optional for all Buildings, Trailers, OSF or Land	<i>Property Info</i> UPDATE: As Needed	CHAR(12) <i>Field</i>	Site-developed program and/or funding codes.
Site Restriction	<i>User Detail</i>	CHAR(5)	Specifies the Site that a user with Site User level security may access.
Size Required for all Buildings, Trailers, OSF and Land	<i>Size</i> <i>Utilization (display only)</i> UPDATE: As Needed	NUM(16,3) MA Reported to FRPP	<p><u>Buildings and Trailers:</u></p> <p>Gross Sqft (recorded for DOE owned)</p> <p>Preferred Method: The area of all floor areas on all levels of a building or trailer in square feet as determined by using an industry standard methodology such as ANSI/BOMA Z65.3-2009, <i>Gross Area of a Building: Standard Methods of Measurement</i>.</p> <p>Secondary Method: The total floor area of a building or trailer in square feet measured between exterior finished surfaces and multiplied by the number of floors.</p> <p>Rentable Sqft (recorded for all Ownerships except DOE owned)</p> <p>The rentable area, in SQFT, ingrant under the current agreement as determined using ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement. It is the area, measured to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor. Areas of columns and building projections are included in rentable area. Excluded are exterior walls, major vertical penetrations, and interior parking spaces.</p> <p>If the ingrant is based on Gross Sqft, the rentable area is determined using ANSI/BOMA Z65.3-2009, Gross Areas of a Building: Standard Methods of Measurement.</p> <p>For GSA owned and GSA leased buildings, the ANSI rentable area assigned by the Occupancy Agreement.</p> <p><u>OSF:</u></p> <p>A numeric value representing the measurement for an OSF based upon the Size Unit of Measure generated by FIMS from the OSF usage code.</p> <p>For GSA owned and GSA leased OSF, the Size from the Occupancy Agreement.</p> <p><u>Land:</u></p> <p>The total number of acres associated with the land parcel.</p>
Size Unit of Measure	<i>Size (display only)</i> <i>Utilization (display only)</i>	CHAR(15)	The unit in which the data element Size is measured, i.e., Acres, Square Feet. The label displayed is based on the Usage Code.
Space Type Usable SF	<i>Utilization</i>	NUM(10)	Represents the amount of usable square footage of a space (e.g., a room).

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Office Space Type Usable SF – Office is <u>required</u> for all Buildings and Trailers, and portions of Buildings and Trailers with administrative offices and workstations regardless of predominant use. See Appendix H, <i>Data Gathering Methods</i> for approved methods for calculating Space Type Usable SF – Office.	UPDATE: Office – Annually	Office – MA All others – SC Reported to FRPP	<p>Collected for the following defined Space Types:</p> <p>Office - The portion of a building used to house personnel, equipment, fixtures, furniture, supplies, goods or merchandise, used for the performance of administrative functions.</p> <p>Population is <u>required</u> for all buildings and trailers. Zero must be entered if no Office space exists within the asset.</p> <p>General Dry Lab - Dry space without hoods or a minimal amount compared to room size. Differentiable as dry lab or similar space not meeting the Power Intensive standard. This includes dry laboratories, laboratory or production support spaces, instrument laboratories, assembly, electronic shops, manufacturing, visualization suites, etc.</p> <p>General Wet Lab - Wet laboratory, chemistry, biology, light process, waste management, or multipurpose space, and may have fume hood space. Examples include greenhouses, gas-processes, and occupational medical.</p> <p>High Bay - Laboratory, manufacturing, assembly/disassembly, production, pilot testing, R&D, space with at least 12-foot ceilings and one or more of the following typical attributes: large doors, cranes, and high-floor loading. Could include hot cells, pilot plants, large-scale process operations/processing (including waste management), specialty shops, service facilities, and vehicle maintenance bays. Differentiable from storage by its height and research, development, or production attributes.</p> <p>Power Intensive - Includes high-power computational/data center, accelerator labs, physics labs, and high-power laser labs, voltages above 480V, are typical. May include raised flooring and environmental controls. Differentiable from multipurpose control rooms and other spaces without the special environmental requirements, and other power intensive capabilities.</p> <p>Storage - Lowest capable space, not generally occupied; used for programmatic, general or other storage; typically, dry and/or controlled space. May be suited to hazardous or nonhazardous items.</p> <p>Ventilation Intensive- Facility space with substantive hood use or ventilation-intensive environmental controls, typically with at least six air changes per hour and averaging at least approximately one hood per 150 ft² at the room level. Includes spaces requiring negative pressure such as hot cells, high performance chemistry or biology, vivarium, medical research, specialized manufacturing/shops, and high performance cleanrooms, Nanoparticle labs, BSL, wet labs or research space with high-air change coupled with once-through air requirements also align to this space type.</p>
General Dry Lab General Wet Lab High Bay Power Intensive Storage Ventilation Intensive These remaining Space Type Usable SF fields are optional for Buildings and Trailers	UPDATE: General Dry Lab General Wet Lab High Bay Power Intensive Storage Ventilation Intensive - As Needed		

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			The sum of the Space Type Usable SF of the identified space types will never exceed the asset level Usable Sqft for Buildings or Size (Gross Sqft) for Trailers.
Space Type Utilization % Office General Dry Lab General Wet Lab High Bay Power Intensive Storage Ventilation Intensive Optional for Building and Trailers	<i>Utilization</i> UPDATE: As Needed	NUM(3) SC	The utilization percentage of the Space Types defined under Space Type Usable Sqft.
Space Type Utilized SF Office General Dry Lab General Wet Lab High Bay Power Intensive Storage Ventilation Intensive	<i>Utilization</i> System Generated	NUM(10) SC	Calculated using the following equation: Space Type Usable SF * Space Type Utilization %
Special Inspection Date (Bridge) Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, 1771, 1772, and 2629 Optional for OSF (all Ownerships) where Usage Code = 1171 or 1471	<i>Size</i> UPDATE: Concurrent with each special inspection (see Special Inspection Frequency data field)	DATE MA	The date of the most recently conducted Fracture Critical Inspection, In-Depth Inspection, Interim Inspection, or Special Inspection. For required inspections, the Special Inspection Date field must be changed to represent the most current inspection date within thirty (30) days of inspection completion.
Special Inspection Frequency (Bridge) Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, 1771, 1772, and 2629 Optional for OSF (all Ownerships) where Usage Code = 1171 or 1471	<i>Size</i> UPDATE: As Needed	NUM(2) MA	The number of months between Fracture Critical, In-Depth, Interim, or Special Inspections. When Special Inspections are not required, 'N/A' should be entered into this field.
Status Required for all Buildings, Trailers, OSF and Land	<i>Status</i> UPDATE: As Needed	CHAR(2) MA	Reflects programmatic intentions as well as the predominant physical/operational status of an asset based on size. The selections are as follows:

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
		Reported to FRPP	<p>1 - Operating – A building, trailer or OSF that is in use, independent of mission need.</p> <p>Historical assets that are currently utilized should be reported as Operating (Status) and are typically considered 100% utilized (Asset % Utilized).</p> <p>Assets in use should have an Excess Indicator Flag set to “No”.</p> <p>2 - Standby - A building, trailer or OSF that is temporarily shut down.</p> <p>The asset should have an Excess Indicator Flag set to “No”.</p> <p>The asset is in one of the following situations:</p> <ol style="list-style-type: none"> 1. Undergoing modification (renovation, betterment, alteration, etc.) to meet a current need, 2. Awaiting an expected future need, or 3. Awaiting transfer to another PSO in order to accommodate a current or future need. (Note: This does not include the transfer of process-contaminated to EM for the purpose of deactivation and decommissioning.) 4. Awaiting excess screening to shutdown <p>Historical assets that are currently not utilized and have no disposition plan should be reported as Standby (Status) with an Asset % Utilized of 0%.</p> <p>3 - Outgranted - A building, trailer or OSF being used by another party through means of a lease, easement, license, or permit. Use of this Status reflects that more than 50% of the asset based on size is outgranted.</p> <p>The asset should have an Excess Indicator Flag set to “No”.</p> <p>4 – Shutdown - A building, trailer or OSF that is no longer in use (and there is no potential for its use) and is awaiting Disposition regardless of when actual disposition is slated to occur.</p> <p>This Status designation is used with assets where Usage Code = 208 In-Situ Closed (buildings) or 2008 In-Situ Closed (OSF).</p> <p>Historical assets that are currently not utilized and that have a disposition plan (regardless of when it may occur), would be Excess screened and then reported as Shutdown (Status) with an Asset % Utilized of 0%.</p> <p>The process to report the building, trailer or OSF as excess to the Department's needs has been completed.</p> <p>The Excess Indicator Flag should be set to Yes in accordance with DOE's Excess Screening Procedures found on the FIMS website, https://fims.doe.gov/fimsinfo/doc.html.</p> <p>5 – Undergoing Stabilization/Deactivation – A building, trailer or OSF that is process-contaminated (contaminated from nuclear or chemical processes), is no longer</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<p>in use, declared excess, and has undergone or is undergoing stabilization or deactivation.</p> <p>The asset should have an Excess Indicator Flag set to "Yes".</p> <p>Stabilization/Deactivation is an interim process where the facility is placed in a stable known condition including removal of hazardous and radioactive materials to ensure adequate protection of workers, public and environment, thereby limiting the long term surveillance, stabilization, and maintenance costs, while awaiting ultimate decommissioning. This includes facilities that are no longer needed for mission, are excess and awaiting D&D, but where systems and processes must remain operational in order to ensure safe/stable conditions and to ensure safe efficient execution of ongoing and future stabilization, deactivation, and decommissioning work.</p> <p>6 – Undergoing Decommissioning – A building, trailer or OSF that is process contaminated (contaminated from nuclear or chemical processes), is no longer in use, declared excess according to DOE's procedures, and is being actively decommissioned (i.e., being placed in its final end state which could include demolition).</p> <p>The asset should have an Excess Indicator Flag set to "Yes".</p> <p>Decommissioning The final process of closing and securing a nuclear, radiologically contaminated, or radioactive material storage facility consistent with the established end state that provides adequate protection from radiation exposure and to isolate radioactive contamination from the human environment. It takes place after deactivation and includes surveillance, maintenance, decontamination, and/or dismantlement or entombment. These actions are taken at the end of the life of a facility to retire it from service with adequate regard for the health and safety of workers and the public and protection of the environment. The ultimate goal of decommissioning is unrestricted release or restricted use of the site.</p> <p>7 – Undergoing Disposition - A building, trailer or OSF that is non-process contaminated (<u>not</u> contaminated from nuclear or chemical processes), is no longer in use, has been declared excess according to DOE's procedures, and is being actively disposed of (i.e., demolition, sale, etc.)</p> <p>The asset should have an Excess Indicator Flag set to "Yes".</p> <p>13 – Active – Land currently assigned a mission by DOE.</p> <p>The asset should have an Excess Indicator Flag set to "No".</p> <p>14 – Inactive – Land not currently being used but may have a future need. Includes real property in a caretaker status (closed pending disposal, for example facilities that are pending a BRAC action) and closed installations with no assigned current federal mission or function.</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition																				
			The Excess Indicator Flag should be set to “Yes” in accordance with DOE’s Excess Screening Procedures found on the FIMS website, https://fims.doe.gov/fimsinfo/doc.html .																				
Status Date Required for all Buildings, Trailers and OSF when the Status is not = ‘1 – Operating’ .	<i>Status</i> UPDATE: As Needed	DATE <i>EM</i> Reported to FRPP	Provide the date of the selected Status field according to the following table: <table><tr><th>Status</th><th>Status Date value:</th></tr><tr><td>1 - Operating</td><td>no Status Date entered</td></tr><tr><td>2 – Standby</td><td>Date of Status change</td></tr><tr><td>3 – Outgranted</td><td>Date of Status change</td></tr><tr><td>4 – Shutdown</td><td>Date of Status change</td></tr><tr><td>5 – Undergoing Stabilization/Deactivation</td><td>Date of Status change</td></tr><tr><td>6 – Undergoing Decommissioning</td><td>Date of Status change</td></tr><tr><td>7 – Undergoing Disposition</td><td>Date of Status change</td></tr><tr><td>13 – Active Land</td><td>no Status Date entered</td></tr><tr><td>14 – Inactive Land</td><td>no Status Date entered</td></tr></table>	Status	Status Date value:	1 - Operating	no Status Date entered	2 – Standby	Date of Status change	3 – Outgranted	Date of Status change	4 – Shutdown	Date of Status change	5 – Undergoing Stabilization/Deactivation	Date of Status change	6 – Undergoing Decommissioning	Date of Status change	7 – Undergoing Disposition	Date of Status change	13 – Active Land	no Status Date entered	14 – Inactive Land	no Status Date entered
Status	Status Date value:																						
1 - Operating	no Status Date entered																						
2 – Standby	Date of Status change																						
3 – Outgranted	Date of Status change																						
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6 – Undergoing Decommissioning	Date of Status change																						
7 – Undergoing Disposition	Date of Status change																						
13 – Active Land	no Status Date entered																						
14 – Inactive Land	no Status Date entered																						
Surplus Date Required (if applicable) for DOE Owned and DOE Leased Buildings, OSF and Trailers	<i>Status</i> UPDATE: As Needed	DATE <i>MA</i> Reported to FRPP	The date (mm/dd/yyyy) the asset was declared surplus to the Federal Government. Surplus property means any excess real property not required by any Federal landholding agency for its needs or the discharge of its responsibilities, as determined by the Administrator of GSA. This field is protected and updated with data from GSA annually.																				
Sustainability Required for DOE Owned Buildings with Size greater than or equal to 25,000. Optional for Buildings and Trailers with a Size of less than 25,000. Optional for DOE Leased Buildings and Trailers regardless of Size.	<i>Property Info</i> UPDATE: As Needed	CHAR(45) <i>MA</i> Reported to FRPP	Pick list choices are: 1) Yes - The building has been evaluated and qualifies as a sustainable Federal building 2) No - The building has been evaluated and does not qualify as a sustainable Federal building 3) Not Yet Evaluated - The building has not yet been evaluated 4) Not Applicable - The building is excluded because it meets all of the following conditions: a. Unoccupied : The building is occupied 1 hour or less per person per day on average b. Low/No Energy Use : Total energy consumption from all sources is less than 12.7 kBtu/GSF/year c. Low/No Water Use : Total water consumption is less than 2 gallons per day on average																				

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Sustainability – Date Certified Required when Sustainability is equal to 'Yes'	<i>Property Info</i> UPDATE: As Needed	NUM(4) MA Reported to FRPP	The most recent calendar year (YYYY) when the building was deemed sustainable after the completion of an assessment or reassessment using the criteria from Appendix A, B, C, or D in the guiding principles for Sustainable Federal Buildings and Associated Instructions.
Sustainability – System Used Required when Sustainability is equal to 'Yes'	<i>Property Info</i> UPDATE: As Needed	CHAR(40) MA Reported to FRPP	Populated when Sustainability is equal to "Yes". Pick list choices are: Guiding Principles Third-Party Green Building Rating System
Total Adjustments	<i>Adjustment</i>	NUM(14,2)	A calculated total of all Adjustments for the property.
Total Capitalized Adjustments	<i>Adjustment</i>	NUM(14,2)	A calculated total of all capitalized (Capitalized = Yes) Adjustments for the property.
Total Costs	<i>Adjustment</i>	NUM(14,2)	A calculated total of all Adjustments for the property plus the Initial Acquisition Cost.
Total Non-Capitalized Adjustments	<i>Adjustment</i>	NUM(14,2)	A calculated total of all non-capitalized (Capitalized = No) Adjustments for the property.
Total No of Contractor Employees Required for all Buildings and Trailers	<i>Utilization</i> UPDATE: Annually	NUM(4) MA Reported to FRPP	Report the number of contractor employees assigned to the building/trailer. Contractors are defined as: <ul style="list-style-type: none"> • Employees that are not federal employees • The total number of full and part time contract employees who are permanently assigned to a building/trailer asset • Seasonal hires, interns, and other temporary staff if they predominantly work in the building/trailer and are employed for three months or longer
Total No of Federal Employees Required for all Buildings and Trailers	<i>Utilization</i> UPDATE: Annually	NUM(4) MA Reported to FRPP	Report the number of Federal employees assigned to a building/trailer. Federal employees are defined as: <ul style="list-style-type: none"> • The total number of full and part time employees who are permanently assigned to a building/trailer asset • Seasonal hires, interns, and other temporary staff if they predominantly work in the building/trailer and are employed for three months or longer
Total No of Occupants	<i>Utilization</i> UPDATE: Annually	NUM(4) MA	System generated sum of the Total No of Federal Employees and Total No of Contractor Employees.
Total Operating Cost	<i>O&M/Condition</i> <i>Site Level</i>	NUM(10)	Calculated total of the asset-level Operating Cost – Electricity, Water/Sewer, Gas, Central Heating, Central Cooling, Pest Control, Refuse, Recycle, Snow Removal, Janitorial, and Grounds.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition														
Total Operating and Maintenance Cost	O&M/Condition	NUM(10)	Calculated total of the asset-level Operating Cost – Electricity, Water/Sewer, Gas, Central Heating, Central Cooling, Pest Control, Refuse, Recycle, Snow Removal, Janitorial, and Grounds plus the Annual Actual Maintenance.														
Traffic Volume Date Required for OSF (all Ownerships) where Status = 1 Operating, 2 Standby, or 3 Outgranted AND Usage Code = 1768,1769,1771 or 1772 Optional for OSF (all Ownerships) where Status = 1 Operating, 2 Standby, or 3 Outgranted AND Usage Code = 1171 or 1471	Size Update: Once every 5 years	Date MA	The date the vehicle traffic volume data collection was completed. The Traffic Volume Date field must be changed to represent the most current evaluation within sixty (60) days of completing the evaluation. Enter 01/01/8888 when a PSO-established exemption exists.														
Underlying Land Control Required for all Buildings and OSF	Property Info UPDATE: Static	CHAR (21) MA	<p>The type of ownership or means of control of the land beneath the asset. Consider the following based on the existence/nonexistence of a Real Estate Agreement for the <u>land</u>.</p> <p>1. Where the land beneath the asset has no Real Estate Agreement, the underlying land beneath the building or OSF inherits the Ownership of the asset.</p> <p>For example, no Real Estate Agreement exist for the land beneath contractor leased <u>Building A</u>. The Underlying Land Control for <u>Building A</u> would be recorded in FIMS as Contractor Leased (the same as the asset).</p> <p>2. Where a Real Estate Agreement exists for the land beneath the asset, the Underlying Land Control for the building or OSF should match the FIMS land record Ownership.</p> <p>For example, DOE owned <u>Building B</u> sits upon land recorded in FIMS as a Federal Permit (identified by the existing Real Estate Agreement). The Underlying Land Control for <u>Building B</u> would be recorded in FIMS as Federal Permit.</p> <p>Valid choices are:</p> <table><tr><td>DOE Owned</td><td>GSA Leased</td></tr><tr><td>DOE Leased</td><td>GSA Owned</td></tr><tr><td>DOE License</td><td>Federal Permit</td></tr><tr><td>Contractor Leased</td><td>Non-Federal Permit</td></tr><tr><td>Contractor License</td><td>Institutional Control</td></tr><tr><td>Contractor Owned</td><td>Easement</td></tr><tr><td>Grant Recipient Owned</td><td>Withdrawn Land</td></tr></table> <p>Reference Ownership in this DED for definitions of each Underlying Land Control choice.</p>	DOE Owned	GSA Leased	DOE Leased	GSA Owned	DOE License	Federal Permit	Contractor Leased	Non-Federal Permit	Contractor License	Institutional Control	Contractor Owned	Easement	Grant Recipient Owned	Withdrawn Land
DOE Owned	GSA Leased																
DOE Leased	GSA Owned																
DOE License	Federal Permit																
Contractor Leased	Non-Federal Permit																
Contractor License	Institutional Control																
Contractor Owned	Easement																
Grant Recipient Owned	Withdrawn Land																

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition																																												
Underwater Inspection Date (Bridge) Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, and 2629	<i>Size</i> UPDATE: Concurrent with each underwater inspection (see Underwater Inspection Frequency data field)	DATE MA	The date of the most recently conducted inspection of the underwater portion of a bridge substructure and the surrounding channel. For required inspections, the Underwater Inspection Date field must be changed to represent the most current inspection date within thirty (30) days of inspection completion.																																												
Underwater Inspection Frequency (Bridge) Required for OSF (all Ownerships) where the Usage Code is 1168, 1169, 1468, 1469, 1768, 1769, and 2629	<i>Size</i> UPDATE: As Needed	NUM(3) MA	The number of months between Underwater Inspections. When Underwater Inspections are not required, 'N/A' should be entered into this field.																																												
Uniformat Optional for Buildings, Trailers and OSF	<i>O&M/Condition</i> UPDATE: As Needed	CHAR(3) SC	Represents the major components of an asset based on the Uniformat level 2 standard. Valid selections include the following. <table border="1"> <tr><td>A10</td><td>Foundations</td><td>D40</td><td>Fire Protection</td></tr> <tr><td>A20</td><td>Basement Constructions</td><td>D50</td><td>Electrical</td></tr> <tr><td>B10</td><td>Super Structure</td><td>E10</td><td>Equipment</td></tr> <tr><td>B20</td><td>Exterior Closure</td><td>E20</td><td>Furnishings</td></tr> <tr><td>B30</td><td>Roofing</td><td>F10</td><td>Special Construction</td></tr> <tr><td>C10</td><td>Interior Construction</td><td>F20</td><td>Selective Bldg Demo</td></tr> <tr><td>C20</td><td>Stairs</td><td>G10</td><td>Site Preparation</td></tr> <tr><td>C30</td><td>Interior Finishes</td><td>G20</td><td>Site Improvements</td></tr> <tr><td>D10</td><td>Conveying</td><td>G30</td><td>Site Mechanical Util</td></tr> <tr><td>D20</td><td>Plumbing</td><td>G40</td><td>Site Electrical Util</td></tr> <tr><td>D30</td><td>HVAC</td><td>G90</td><td>Other Site Construction</td></tr> </table>	A10	Foundations	D40	Fire Protection	A20	Basement Constructions	D50	Electrical	B10	Super Structure	E10	Equipment	B20	Exterior Closure	E20	Furnishings	B30	Roofing	F10	Special Construction	C10	Interior Construction	F20	Selective Bldg Demo	C20	Stairs	G10	Site Preparation	C30	Interior Finishes	G20	Site Improvements	D10	Conveying	G30	Site Mechanical Util	D20	Plumbing	G40	Site Electrical Util	D30	HVAC	G90	Other Site Construction
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Uniformat Rating Optional for Buildings, Trailers and OSF	<i>O&M/Condition</i> UPDATE: As Needed		A rating associated with the Uniformat Code. Valid options are Adequate, Substandard, Inadequate, and N/A.																																												
Uniformat Repair Needs Optional for Buildings, Trailers and OSF	<i>O&M/Condition</i> UPDATE: As Needed	NUM(10) SC	Repair Needs associated with the Uniformat Code.																																												
Usable Sqft Required for all buildings	<i>Size</i> <i>Utilization (display only)</i>	NUM(10) MA	The portion of a building, regardless of the building's predominate use, that is available for occupants to use in the performance of their work-related duties and/or take advantage of work-related amenities. This area is the total area that is occupied by the																																												

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
	UPDATE: As Needed		<p>mission (the space in a building that is available to house personnel, equipment, fixtures, furniture, supplies, goods or merchandise or for industrial¹ activities) to include the building amenity area (the portion of the building that adds convenience for all occupants, e.g., conference rooms, lounges, food services areas, health or fitness areas, daycare, etc.) as determined using an industry-standard method of measurement:</p> <ul style="list-style-type: none"> • ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement, • ANSI/BOMA Z65.1-2012, Industrial Buildings: Standard Methods of Measurement, or • IFMA/ASTM E1836-01, Standard Classification for Building Floor Area Measurements for Facility Management. <p>Generally, the area excludes common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment (that supports the building) rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets.</p> <p>For GSA Owned and GSA Leased buildings, the Usable Sqft is the Assigned Usable square feet shown in the Occupancy Agreement.</p> <p>¹ ANSI/BOMA Z65.1-2012, Industrial Buildings: Standard Methods of Measurement is appropriate for use in: warehouses, storage buildings, factories (manufacturing & assembly) labs, data centers, flex space, maintenance buildings, and utility plants.</p>
Usage Code Required for all Buildings, OSF, Trailers and Land	<i>Property Info</i> UPDATE: As Needed	CHAR(4) MA Reported to FRPP	<p>Code which designates the predominant current use based on percentage of size of a real property asset. For example, buildings used for office purposes are classified as office even though certain smaller portions of them may be used for storage or research.</p> <p>Land usage codes consist of 2 characters, see Appendix E for a list. Building/Trailer usage codes consist of 3 characters, see Appendix B for a list. OSF usage codes consist of 4 characters, see Appendix C for a list.</p>
User ID	<i>User Detail</i>	CHAR(8)	Uniquely identifies the user to FIMS. The User ID may consist of a minimum of four up to eight alphanumeric characters. The User ID must begin with an alphabetic character.
User First Name	<i>User Detail</i>	CHAR(35)	First name of the FIMS user.
User Last Name	<i>User Detail</i>	CHAR(35)	Last name of the FIMS user.
Using Organization Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: As Needed	CHAR(4) MA Reported to FRPP	<p>Using Organization refers to the predominant (based on size) Federal Government Agency or other non-Federal Government entity occupying the property.</p> <p>If DOE or DOE's contractors occupy the property, the code "8900 Department of Energy" should be selected.</p> <p>If the property is occupied by a non-Federal Government entity, then code "9999 Non-Federal Entities (Private Sector)" should be selected for the Using Organization value.</p>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
Utilization Notes Optional for Buildings and Trailers	<i>Utilization</i> UPDATE: As Needed	CHAR(250) SC	Brief explanation to justify entries or capture rationale.
Wall/Framing Type Required for FIMS generated RPVs for Buildings and Trailers	<i>RPV</i> UPDATE: As Needed	CHAR(2) MA	Pick list with applicable wall or framing construction components. Used for generating the FIMS RPV.
Year Acquired Required for all Buildings, Trailers, OSF and Land	<i>Property Info</i> UPDATE: Static	CHAR(4) MA	<p>Identifies the fiscal year (YYYY) when a building or trailer was acquired rather than built by DOE. For new construction, the Year Built and the Year Acquired could be the same.</p> <p>For OSFs, represents the fiscal year the OSF was acquired. If the facilities are grouped together, use the fiscal year that signifies when the largest sections/additions were acquired.</p> <p>For Land, the year will represent the fiscal year of the earliest land parcel acquisition. The Year Acquired edit allows years to be input from 1800 through the current fiscal year.</p>
Year Built Required for all DOE Owned Buildings, Trailers and OSF	<i>Property Info</i> UPDATE: Static	CHAR(4) MA Reported to FRPP	<p>For DOE construction, the calendar year (YYYY) that a building/trailer is accepted for beneficial occupancy. If acquiring an existing building/trailer, it is the calendar year the building/trailer was constructed (best estimate if unknown).</p> <p>For OSFs, the calendar year (YYYY) construction of the structure was completed. For OSFs that are grouped together, use the calendar year that signifies when the largest sections/additions were built.</p> <p>Year Built allows years to be input from 1800 through the current calendar year.</p>