

U.S. Department of Energy



Facilities Information Management System



FIMS User's Guide

06/25/2025

Summary of Changes Page

The following information is being used to control and track modifications made to this document. All updates are made by the FIMS Support team.

Date	FIMS Release Version	Summary of Changes
5/08/2023	4.0	Initial release
12/14/2023	4.1	Added Multi-factor Authentication instructions
02/29/2024	4.5	Added new Hazard Category to Appendix A and E
04/14/2025	4.10	Renamed Lease Start Date to Lease Signature Date
04/14/2025	4.10	Removed Mission Dependent Program Office
04/14/2025	4.10	Updated Information on Elements Auto Uploaded into FIMS from CAIS
05/02/2025	4.11	Added Daily Occupancy Count

Table of Contents

1.	Getting Started	1
	Welcome.....	1
	Prerequisites.....	1
	How This Manual Is Organized.....	2
	FIMS Web Site	2
	FIMS Documentation	3
	Year End Processing.....	3
2.	FIMS Basics	4
	Accessing FIMS.....	4
	Logging in to FIMS	4
	Multifactor Authentication	5
	Home	8
	Menu.....	10
	Footer.....	13
	Database Organization.....	15
	Data Entry Concepts	16
	Required Versus Optional	16
	Pick list.....	17
	Check Box	17
	Spinner	17
	Radio Button.....	17
	Edit Box.....	17
	System Messages.....	18
	Saving Changes to the Database.....	18
	Navigating Record to Record	18
	Return to Property List.....	18
	Archive.....	19
3.	Site Maintenance	20
	Site Maintenance Overview.....	20
	Adding a Site	20
	Updating a Site	20
	Deleting a Site.....	21
4.	Area Maintenance	22
	Area Overview.....	22
	Adding an Area.....	22
	Updating an Area.....	22
	Deleting an Area	23
5.	Property Maintenance	24
	Property Maintenance Overview	24

Property Navigation.....	24
Property Search.....	25
Special Considerations.....	25
Property Windows	27
Adjustments.....	27
Disposition - Archive	28
Documents.....	28
Ingrant	29
Mission	29
Notes.....	30
O&M / Condition	30
Outgrant.....	34
Property Info.....	35
RPV	36
Size	37
Status	38
Utilization.....	39
Building Maintenance Overview	40
Adding a Building	40
Updating a Building	41
OSF Maintenance Overview.....	41
Adding an OSF.....	41
Updating an OSF	42
Land Maintenance Overview.....	42
Adding Land.....	42
Updating Land.....	43
Trailer Maintenance Overview	44
Adding a Trailer	44
Updating a Trailer	45

6. Anticipated Asset Information Module (AAIM) 46

AAIM Overview.....	46
AAIM Navigation/Search	46
Anticipated Asset Information Module (AAIM)	46
Using the Anticipated Asset Information Module (AAIM) window to Search	47
AAIM Window.....	48
AAIM Asset	48
Adding an Anticipated Asset.....	49
Updating an Anticipated Asset.....	49
Transferring an AAIM asset to FIMS.....	50
Archiving an AAIM Record	50
Navigating Record to Record	50
Return to Anticipated Asset Information Module (AAIM) window	51
AAIM Asset Report.....	51
Using the Anticipated Asset Information Module (AAIM) window to Generate a Report.....	51

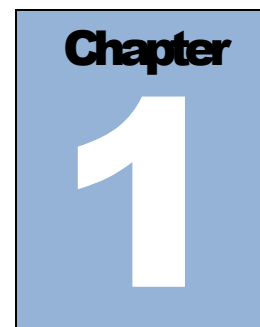
7. User Security 52

Security Overview	52
Security Levels	53
FIMS System Administrator (Headquarters).....	53
Field Office System Administrator.....	53
Field Office User	53
Site User	53

	Guest.....	54
	Request for User ID.....	54
	Request for Reactivating a Suspended User ID.....	54
	User List.....	55
	Modifying Your Profile Information.....	55
	Responsibilities and Authorities.....	55
	FIMS System Administrator (Headquarters).....	55
	Field Office System Administrator.....	56
	Adding a User.....	56
	Updating a User.....	57
	Deleting a User.....	58
8.	FIMS Reporting	59
	Reporting Overview.....	59
	Standard Reports.....	59
	Ad Hoc Reports.....	61
	Creating an Ad Hoc Report.....	61
	Saving an Ad Hoc Report.....	63
	Loading a Saved Ad Hoc Report.....	64
	Deleting a Saved Ad Hoc Report.....	64
	Share/Unshare a Saved Ad Hoc Report.....	65
	Population Reports.....	65
	Creating a Population Report.....	65
	Anomaly Reports.....	66
	Creating the Anomaly Reports.....	66
	Anomaly Report Checks.....	67
9.	FIMS Help	71
	Help Overview.....	71
	FIMS Help – User’s Guide.....	71
	FIMS Help – Data Element Dictionary.....	71
	FIMS Help – Standard Report Samples.....	71
	FIMS Help – HQ Guidance.....	72
	FIMS Help – About FIMS.....	72
10.	Data Upload Processing	73
	Data Upload Overview.....	73
	Upload Template Creation.....	73
	Populate the Upload Template.....	75
	Data Formatting Guidelines.....	75
	Initiating a FIMS Data Upload.....	75
11.	Archive Processing	77
	Archive Overview.....	77
	Archive Guidance.....	77
	Archive Initiation.....	78
12.	Document Module	80
	Document Module Overview.....	80
	Document List.....	80
	Attaching A Document.....	82
	Viewing an Attached Document.....	84

	Editing an Attached Document.....	84
	Deleting an Attached Document.....	85
	Exporting a List of the Attachments	86
A.	FIMS Data Element Dictionary	87
	Overview	87
	FIMS 3.0 Data Element Dictionary	88
B.	Building Usage Codes	142
	Introduction	142
C.	OSF Usage Codes	158
	Introduction	158
D.	Reconciliation Guidance	183
	Selecting Asset Type	183
	Understanding the Capitalized Indicator.....	183
	Entering Initial Acquisition or Betterment Costs for Owned Assets:	184
	Entering Improvements to Assets Owned by Others:	185
	Reconciliation of FIMS Capitalized Values with STARS.....	187
E.	Lookup Table Descriptions	188
	Asset Type	188
	Core Capabilities	188
	Field Office.....	190
	Hazard Category	191
	National Laboratory.....	191
	Ownership.....	191
	Program Office	192
	Reporting Source	192
	Status	193
	Underlying Land Control.....	194
	Uniformat.....	194
	Usage Codes - Building and Trailers.....	194
	Usage Codes - OSF.....	194
	Usage Codes - Land.....	194
	Using Organization.....	195
F.	Frequently Discussed Topics	197
	HQ Program Office Change	197
	Disposal of Trailers.....	197
	Concrete Slabs Remaining After Asset Demolition.....	197
	Cemeteries	198
	Archiving Partial Dispositions/Demolitions in FIMS.....	198
	Difference Between Condition and Functionality and How Does It Apply to Conducting the Respective Assessments	199
G.	AAIM Data Element Dictionary	200
	Overview	200
	AAIM Data Element Dictionary.....	201

H.	Data Gathering Methods	205
	Overview	205
	Adjustment Cost	205
	Annual Actual Maintenance	206
	Annual Required Maintenance	207
	Asset % Utilized	208
	Core Capability.....	208
	Deferred Maintenance	208
	Modernization Cost	209
	Overall Asset Condition.....	209
	Operating Cost.....	209
	Repair Needs.....	211
	Replacement Plant Value (RPV)	212
	Space Type Usable SF - Office.....	212



1. Getting Started

Welcome

Welcome to the Facilities Information Management System (FIMS). FIMS helps you manage real property by providing an intuitive user interface within a browser environment that visually organizes data into specific windows. It has built-in standard and Ad Hoc reporting capabilities. FIMS also provides the capability to upload data extracted from local information sources conforming to a defined Excel template format.

FIMS is the Department of Energy's (DOE) corporate database for real property as required by Real Property Asset Management Order 430.1C. Real Property includes land, improvements on the land, or both, and interests therein. The chief characteristics of real property (real estate) are immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by "human hand". "Nature" includes, trees, the products of land, and natural resources; by "human hand," those objects, buildings, fences, or bridges erected on the land. 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 usually are held to be part of the real property.

FIMS provides DOE and contractor personnel with real time access to DOE facilities information. In addition, FIMS is used to generate the annual submission for the Federal Real Property Profile (FRPP). This submission consists of various data fields as defined by the Federal Real Property Council (FRPC).

The Facilities Data Development Committee (FDDC), composed of DOE-HQ FIMS stakeholders, is the governing body of FIMS. These various headquarter organization representatives recommend/approve enhancements to FIMS. In 1993, the FDDC recommended establishing the FIMS Advisory Committee (FAC). The FAC, comprised of volunteer DOE and contractor personnel, serves as a forum for discussing and evaluating suggestions regarding the development, operation, or administration of FIMS. The FAC provides recommendations to the FDDC based on the results of the FAC's review of proposed changes from individuals submitting suggestions via the change request form.

Prerequisites

It is recommended that before you begin:

- You have a working familiarity with Microsoft Windows and your browser.
- You have taken the DOE-sponsored FIMS training course.
- You have read applicable sections of the FIMS User's Guide, Chapters 1-6, & 8, Getting Started, FIMS Basics, Site Maintenance, Area Maintenance, Property Maintenance, Anticipated Asset Information Module (AAIM) and FIMS Reporting.

FIMS uses several off-the-shelf products to operate. This manual provides information on the FIMS application; it does not provide documentation on the Windows operating environment, your browser, or Microsoft Excel. Documentation for Windows, your browser, and Excel are provided with the respected applications.

How This Manual Is Organized

This manual is organized into the following sections:

- **FIMS Basics** presents accessing the system, contacts, and general procedures for navigating FIMS.
- **Site Maintenance** presents an overview of sites, site maintenance responsibilities, and detailed instructions for adding, updating, and deleting sites.
- **Area Maintenance** presents an overview of areas, area maintenance responsibilities, and detailed instructions for adding, updating, and deleting areas.
- **Property Maintenance** presents an overview of the various property types, and detailed instructions for adding and updating buildings, other structures and facilities (OSF), land, and trailers.
- **Anticipated Asset Information Module (AAIM)** describes the process for tracking anticipated new real property assets or the expansion of existing real property assets.
- **User Security** presents an overview of the FIMS security, defines the FIMS security levels, provides an overview of the system options all users may initiate, instructions for system administrator's responsibilities on adding, updating, and deleting users.
- **FIMS Reporting** describes how to generate standard, Ad Hoc, population and anomaly reports.
- **FIMS Help** defines the available documentation and guidance resources available for FIMS.
- **Data Upload Processing** presents detailed instructions on uploading information from external sources into the FIMS application.
- **Archive Processing** presents detailed instructions on archiving FIMS building, other structures and facilities (OSF), land and trailer records.
- **Document Module** provides detailed instructions on attaching various documents (.docx, .xlsx, .jpg, .pdf, ...) to a FIMS Site and/or asset.
- **FIMS Data Dictionary** presents definitions for all data fields used in the FIMS application along with their appropriate Headquarters Program sponsor, update frequency, and the FIMS processing window(s) where the data field is located.
- **Building Usage Codes** defines the usage codes used by FIMS for buildings and trailers.
- **OSF Usage Codes** defines the usage codes used by FIMS for other structures and facilities (OSF).
- **Reconciliation Guidance** provides detailed steps on reconciling FIMS real property data with the DOE STARS accounting system.
- **Lookup Table Descriptions** provide the codes and descriptions associated with the FIMS pick list.
- **Frequently Discussed Topics** provides procedures for several common topics.
- **AAIM Data Element Dictionary** provides definitions for all the data fields used in the Anticipated Asset Information Module (AAIM).
- **Data Gathering Methods** provides established minimum criteria for gathering the cost, measurement, or assessment data reported in FIMS.

FIMS Web Site

The FIMS informational web site is located at <https://fims.doe.gov/fimsinfo>. This web site contains information on Headquarters guidance, FIMS Management Structure, Excess Screening, system documentation, Change Request, Training registration, System Administrator Points of Contact, year-end schedule, as well as an overview of the FIMS application.

FIMS Documentation

In addition to the *FIMS User's Guide*, the complete set of FIMS documentation includes the following (available from the FIMS web site at <https://fims.doe.gov/fimsinfo/doc.html>):

- **FIMS Standard Report Samples:** Contains one page samples of all the FIMS Standard reports.
- **FIMS Training Workbook (presented at each training session):** Contains course notes and exercises used as part of the FIMS user training class.

Year End Processing

FIMS is used to generate an annual data submission of mandatory data fields for the Federal Real Property Profile (FRPP) as originally directed by EO13327, "Federal Real Property Asset Management" and now mandated by law (114-318), Federal Property Management Reform Act signed December 2016. The Federal Real Property Profile (FRPP) is owned and operated by the General Services Administration (GSA). It is recommended that all FIMS users ensure that the most current data is available for the FRPP annual submission.



Although the fiscal year ends on September 30, all FIMS users are given the opportunity to make year-end adjustments through the beginning of November just prior to the generation of the year-end snapshot which serves as the source of the annual FRPP submission. Data pertaining to the new fiscal year should not be entered until after the FIMS year-end snapshot is generated.

Prior to the FIMS year-end snapshot, an operating cost allocation process is executed. The allocation process takes the amount from the site level operating cost components and allocates values to each of the building and trailer assets based on square footage and hours of operation. Any asset level operating cost values that are input by the Sites will not be overwritten as part of this allocation process. No dollar amounts are allocated to Other Structures and Facilities (OSF's).

FIMS Repair Needs, Deferred Maintenance and Modernization Cost are reported into FIMS by the third week of September each year. The Deferred Maintenance data is reported to the DOE Chief Financial Officer and included on the Department's annual financial statement.

FIMS data is captured by Project Performance Corporation (PPC) around February 1st, May 15th and August 15th of each year for the Office of Chief Financial Policy's Active Facilities Data Collection System (AFDCS).

The FIMS year-end schedule is available on the FIMS informational website at <https://fims.doe.gov/fimsinfo>.

2. FIMS Basics

Accessing FIMS

The FIMS application is accessed from the internet. Open your browser and enter the following address:
<https://fims.doe.gov/FIMS>

Logging in to FIMS

After entering the address into your browser, the FIMS login page will appear:

U. S. Department of Energy
Facilities Information Management System

FIMS

User ID

Password

Login

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. **Users (authorized or unauthorized)** have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.**

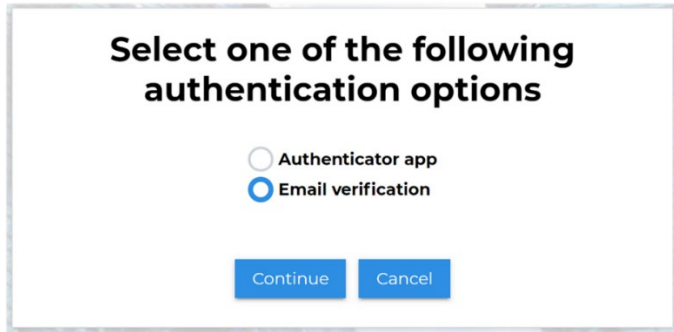
Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. **LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.**

FIMS Informational Website Rules of Behavior Energy.gov Accessibility/Section 508 Privacy Contact Us

To log in to FIMS enter your **User ID** and **Password** and click **Login** (for more information on User IDs and passwords, refer to the [User Security](#) section of this manual). This will launch the Multifactor Authentication application.

Multifactor Authentication

After logging into FIMS through the login page, the multifactor authentication page will appear:

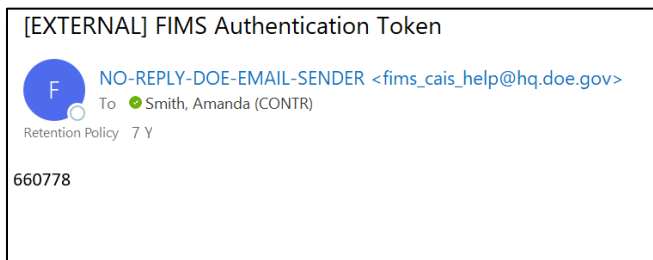


The screenshot shows a web form titled "Select one of the following authentication options". It contains two radio button options: "Authenticator app" (unselected) and "Email verification" (selected). Below the options are two blue buttons labeled "Continue" and "Cancel".

You will have the option of utilizing an authenticator application or email verification.

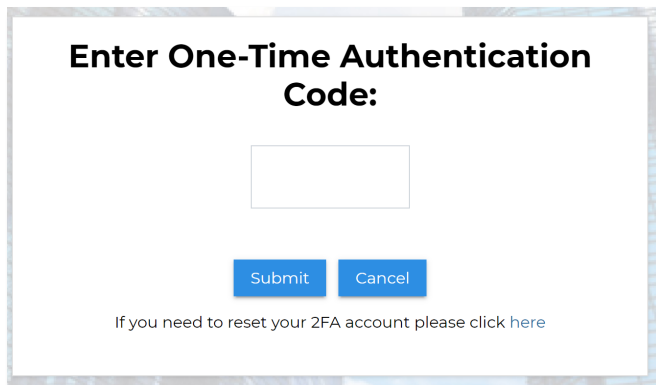
To utilize the email verification, you will select this and then continue.

The FIMS system will generate a one-time code and send to the email address you have on file in your FIMS profile.



The screenshot shows an email interface for an "[EXTERNAL] FIMS Authentication Token". The email is from "NO-REPLY-DOE-EMAIL-SENDER <fims_cais_help@hq.doe.gov>" to "Smith, Amanda (CONTR)". It includes a "Retention Policy 7 Y" and a one-time code "660778".

From here you will see the FIMS website generate a box to input this one-time code. Enter the code and submit:



The screenshot shows a web form titled "Enter One-Time Authentication Code:". It features a large text input box for the code. Below the box are "Submit" and "Cancel" buttons. At the bottom, there is a link: "If you need to reset your 2FA account please click [here](#)".

The system will now direct you to the FIMS Home page.

An alternative method to the email verification is utilizing the Authenticator application.

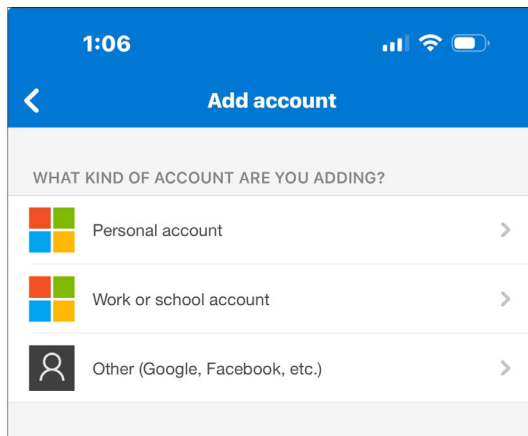
On your phone, download the Microsoft or Google Authenticator app (For demonstration purposes we are using Microsoft).



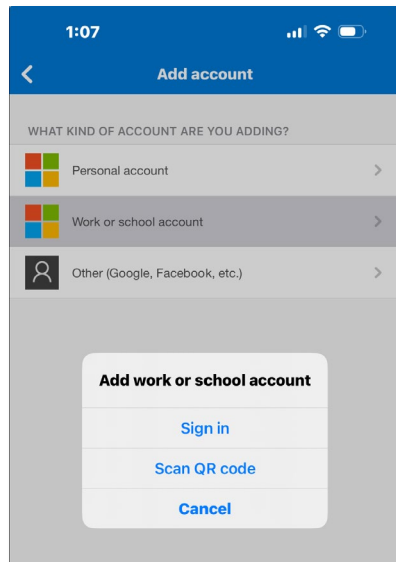
Once you have completed download, open the application, and select the plus icon in the top right corner.



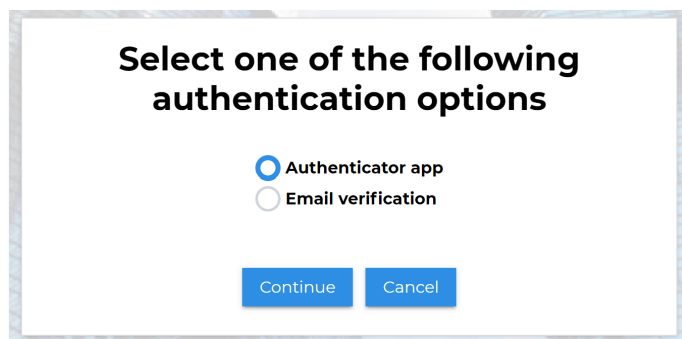
The next screen will give you options for type of account. Choose work or school account.



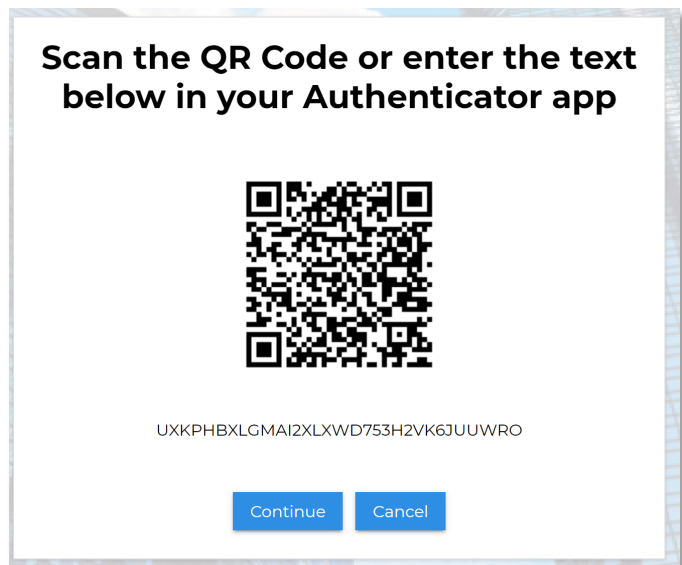
The next screen will allow you to choose a method in which to add account. Choose scan QR Code.



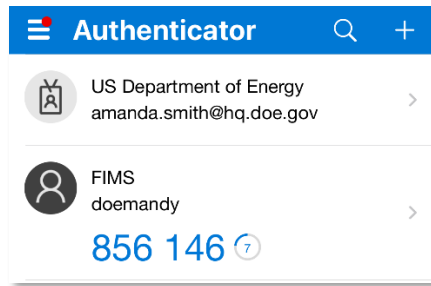
From the FIMS website, login as you normally would. Once logged on you will see the multifactor authentication page appear. Choose authenticator app and continue.



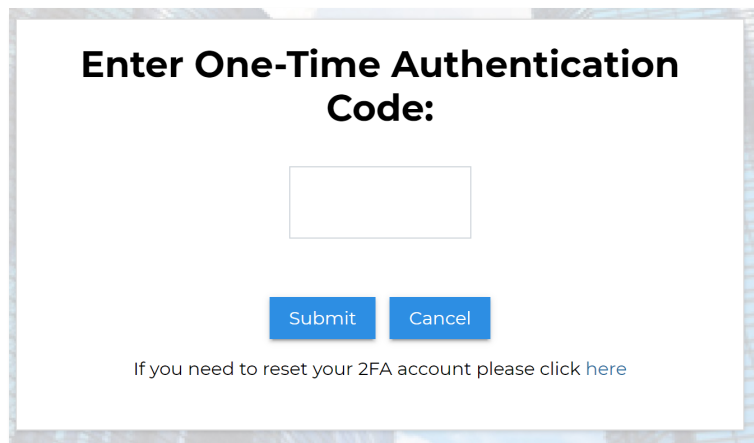
The next screen will give you a QR code. On the previous step, you selected "Scan QR code". Use this to capture the code.



As soon as the QR code is recognized, your phone application will show you a six-digit code for FIMS.



Enter these six digits into the appropriate box on the FIMS website.



The system will now direct you to the FIMS home page.

From this point on, you should not have to scan the QR code again. Upon opening the authenticator app, you will see a six-digit code for FIMS. These codes are only good for 30 seconds at a time. If the code is down to the last few seconds, wait for a new one to populate.

Home

After logging in through Multifactor Authentication, the Home page is displayed.



The Home page provides links to FIMS documentation, HQ issued guidance, the FIMS year-end schedule and Help Desk contact information.

At the bottom you will find a message indicating how many days before your login expires. The messages will display in green text until 10 days before your password expires. When your password is within 10 days of expiring, the text will change to red. Click the [here](#) link to open the User Detail window to manage your password.



To access the Home page, from the menu click

.

Menu

From the Home page you can use the four hot links to navigate within FIMS.



Click to access the Property List.



Click to access the Standard Reports.



Click to access the Ad Hoc Reports.























Click to access the Anticipated Asset Information Module (AAIM).








Click to access the Condition Assessment Information System (CAIS) Portal

Additionally, the menu on the left can be used to navigate within FIMS. The following table defines the function of these icons and the available sub options.

Icon	Sub Menu Option	Accesses
 Home		This option displays the Home page with quick links and password expiration information.
 Anticipated Asset Information Module (AAIM)		This option provides access to the AAIM Asset List window that allows users to perform online searches of the AAIM data and initiate exports of the data to Excel. Users also have the capability to select existing AAIM records for update and to create a New Anticipated Asset.
 Property	 Property List	This option provides access to the Property List window that is the gateway to all FIMS real property information. From here users can query, add or update information depending on your security level.
	 Data Upload	This option provides access to the FIMS data upload capability. The data upload process is an alternative way of updating data in the FIMS database without having to manually input data on the various property windows.
 Reports	 Standard Reports	This option provides access to the standard reports menu that enables the user to generate standard predefined reports in a PDF or Excel format.
	 Ad Hoc Reports	This option provides access to the FIMS Ad Hoc reports tool. This tool provides Ad Hoc reporting capability for current, archive and prior fiscal years data as well as fiscal year data reported to the Federal Real Property Profile (FRPP).
	 Population Reports	This option provides access to an administrative tool that enables user to verify that all fields are 100% populated. The tool also provides exception reports to identify specific records that are not fully populated. This is critical for all Sites to use during the year-end processing.
	 Anomaly Reports	This option provides access to a set of predefined reports that flag potential anomalies in the FIMS data. There are also reports that duplicate anomalies identified by the FRPP during annual submission.

		This option provides access to the document tracking module where files can be attached and stored at the Site level and/or the Asset level.
Documents		
		This option provides access to site level data that was input when a site was initially established in FIMS. With the exception of the operating cost, which must be updated annually, this data is static and does not require periodic updates.
Site & Area Level	Site Level	
		This option provides access to area level data that was input when an area was initially established in FIMS. The data at this level is considered static and does not require periodic updates.
	Area Level	
		This option provides contact information for all users who currently have account access to the system.
Users		
		This option provides access to the FIMS Data field Dictionary (DED). The DED is appendix A of the FIMS User's Guide.
Help	Data Element Dictionary	
		This option provides access to the FIMS User's Guide.
	User's Guide	
		This option provides access all FIMS related guidance documents that are posted on the FIMS informational website.
	HQ Guidance	
		This option provides one page report samples of all the FIMS Standard Reports.
	Standard Report Samples	

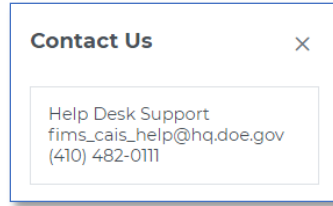
	 <p>About FIMS</p>	This option provides a brief description of FIMS and the current software version number.
 <p>CAIS</p>		Use this icon to gain access to the CAIS Home Page
 <p>Logout</p>		Use this logout icon to end your session. Sessions are automatically terminated if inactive for 30 minutes.
 <p>Scroll to Top</p>		Use this icon to scroll to the top of the active window.
 <p>Scroll to Bottom</p>		Use this icon to scroll to the bottom of the active window.

Footer

FIMS Informational Website	Rules of Behavior	Energy.gov	Accessibility/Section 508	Privacy	Contact Us
----------------------------	-------------------	------------	---------------------------	---------	------------

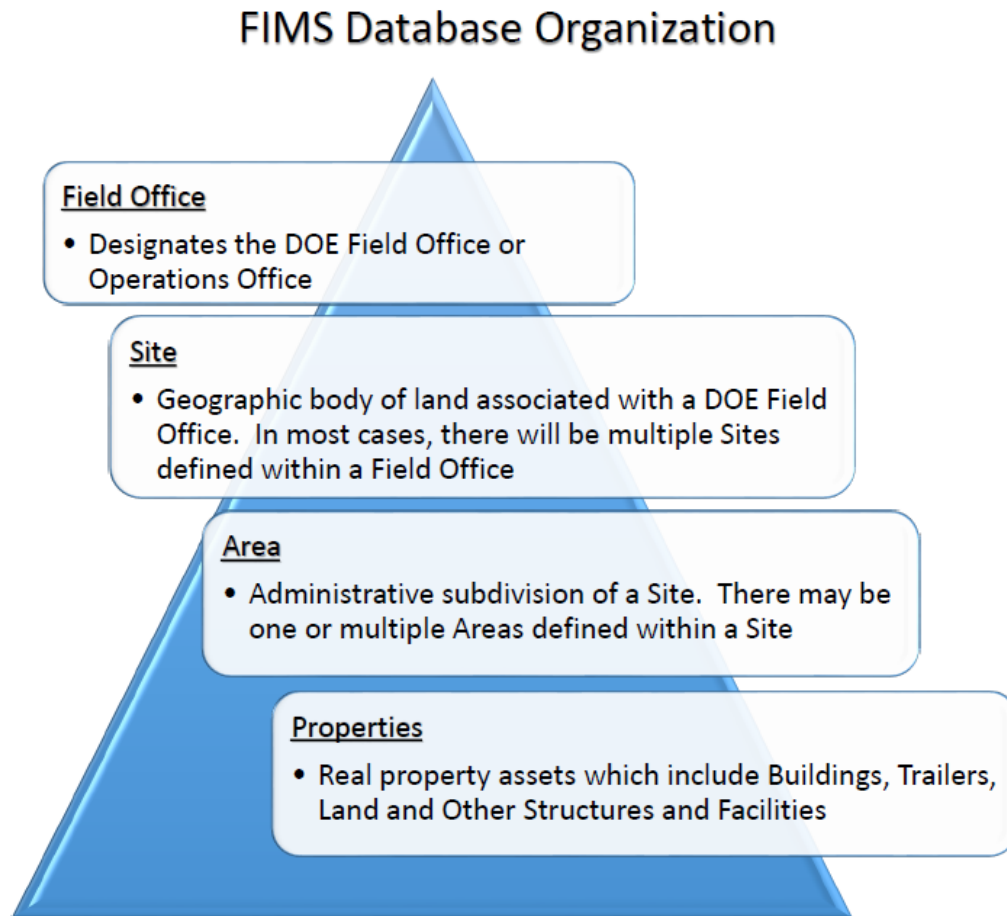
The footer is available from any window within FIMS and contains the following links defined below.

- **FIMS Informational Website:** Link to the FIMS Informational website (<https://fims.doe.gov/fimsinfo>) that contains detailed information associated with FIMS including system documentation, Headquarters' Guidance, Change Requests, training registration and more.
- **Rules of Behavior:** Important information associated with your user account and its use.
- **Energy.gov:** Link to the Department of Energy website.
- **Accessibility/Section 508:** DOE's Policy on electronic and information technologies accessibility.
- **Privacy:** DOE's Security Policy and Privacy Policy related to government computer system use.
- **Contact Us:** FIMS Help Desk contact information.



Database Organization

It is helpful for users to have an understanding of the hierarchical organization of the FIMS database. The diagram below depicts that hierarchy.



Data Entry Concepts

The data entry requirements are defined by the Ownership designation for an asset. Depending on the value selected for the Ownership field, certain windows and specific data fields may be enabled or disabled based on your selection. The table below identifies the specific Ownerships allowed for each Property Type. Definitions for these Ownership types can be found in Appendix A, [Data Element Dictionary](#) under Ownership.

Buildings, Trailers and Other Structures and Facilities (OSF)	Land
DOE Owned	DOE Owned
DOE Leased	DOE Leased
DOE License	DOE License
Contractor Leased	Contractor Leased
Contractor License	Contractor License
Contractor Owned	Contractor Owned
GSA Owned (Buildings and OSF only)	Easement
GSA Leased (Buildings and OSF only)	Federal Permit
Federal Permit	Non-Federal Permit
Non-Federal Permit	Grant Recipient Owned
Grant Recipient Owned	Institutional Control
	Withdrawn Land

Required Versus Optional

FIMS enables and disables/hides data fields/windows based on required categories of information. For example, an owned property would not have Ingrant information, therefore the Ingrant window would be hidden.

FIMS identifies required versus optional fields by the color of the field's label. Fields are identified as follows:

- Required Fields – black label
- Optional Fields - blue label

Alternate Name:	Manzano Learning Center
Usage Code:	230 Traditional Classroom Building

Some fields may be required for one Property Type or Ownership designation and optional for another. In the example above, Usage Code is a required field, while Alternate Name is identified as optional. There are very few optional fields in FIMS.



Note: A required field in FIMS is a field for which information must be entered; however, a site, area, or property may be saved without filling in all required (black labeled) fields.

Pick list

Provides a list of several options for you to choose from. This type of data entry field can be easily identified by the down arrow located at the end of the field. Click on the down arrow to view the pick list and then click on your selection.

Check Box

Used to allow the user to make a selection simply by clicking inside the box.

Spinner

Up and down arrows located at the end of the field allow the user to select a value to populate the field. If the data field is selected, the up and down arrow keys on your keyboard may be used as well to populate the field.

Radio Button

Used to turn mutually exclusive options on and off. Click on the selection of your choice.

Edit Box

Allows entry of data into a field. Tab to or click on the box to enter data. To expedite the data entry process, you do not have to enter any special characters in the edit box field. FIMS will automatically format your input data. Depending on the data field, enter free form text or data in one of the following formats.

Field Types	Data Entered As	Date Formatted As
Currency	1465000	\$1,465,000

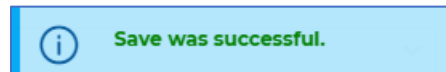
Field Types	Data Entered As	Date Formatted As
Numeric	22500	22,500
Telephone Numbers	3013376019	301-337-6019
Zip Codes	208781114	20878-1114

System Messages


As you begin to input data into the data entry windows, if appropriate, FIMS will display messages on the right side of the window to assist you in the data entry process. Once displayed, hover over the message and you can click the 'X' in the upper right hand corner to delete a message or simply allow FIMS to remove them once the record is saved successfully. It is possible that more than one message will be displayed.



When a record is successfully saved in FIMS, you will receive a confirmation message indicating this.




Saving Changes to the Database

As you navigate through the different links in the FIMS application, you will notice  **Save** on most of the windows. **Save** is visible if your security level and security restrictions allow you to update data on the displayed window.

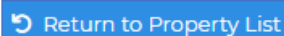


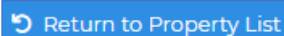
Remember, you must use  **Save** on each window to save changes to the database.

Navigating Record to Record

From any property record in FIMS,  Previous and  Next are available to allow you to page through records on a particular window if that window exists for each record.

Return to Property List



While viewing a property record,  is available for your convenience to navigate back to the Property List window. The Property List window will include all of your filter selections that were made at the beginning of your session.

Archive



is used to move a disposed asset into the FIMS archive. Once this action is taken, the asset will no longer be a part of the FIMS active database.

3. Site Maintenance

Site Maintenance Overview

A site is a geographic area owned or leased by or for the Federal Government for the performance of DOE program activities. The term includes any buildings, trailers, other structures and facilities, and land.

Each Site is assigned a Site Number. The first two characters of the Site Number represent the Field Office code for that Site. The remaining three characters are a sequential identifier.



Access to the various functions of the Site processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **Create New Site** and the **Delete**. For further information on the access rights of users, please refer to *User Security* section, [Security Levels](#).

Adding a Site

To add a new Site, contact the
FIMS Help Desk
(fims_caiss_help@hq.doe.gov)

To request a new site to be added to FIMS, please contact the FIMS Help Desk and supply the Field Office and Site Name. FIMS Support will assign a Site Number.

Updating a Site

To modify a Site, open the Site List from the menu by clicking  then  **Site Level**. The Site List displays all Sites assigned to the default Field Office setting of the logged in user. Change the Field Office pick list, if needed. Click the **Site Name** of the Site you wish to update from the Site List. **The Site Level window appears as shown below.**

Site Level

Field Office:

Site Number:

Site Name:

Operating Cost

Electricity Cost:	<input type="text" value="\$4,107,580"/>	Pest Control Cost:	<input type="text" value="\$24,002"/>
Water/Sewer Cost:	<input type="text" value="\$2,238,367"/>	Refuse Cost:	<input type="text" value="\$22,308"/>
Gas Cost:	<input type="text" value="\$144,030"/>	Recycle Cost:	<input type="text" value="\$147,876"/>
Central Heating Cost:	<input type="text" value="\$99,223"/>	Snow Removal Cost:	<input type="text" value="\$1,095,747"/>
Central Cooling Cost:	<input type="text" value="\$150,253"/>	Janitorial Cost:	<input type="text" value="\$3,332,830"/>
Grounds Cost:	<input type="text" value="\$2,779,458"/>		

If your security level and security restrictions allow you to update the selected Site, **Save** is active.

Request for changes to Site Name should be sent to the FIMS Help Desk (fims_cais_help@hq.doe.gov).

The Operating Cost site level information is required for Federal Real Property Profile (FRPP) reporting. At a minimum, each Site must populate these Operating Cost fields annually prior to the year-end snapshot. Asset level operating costs are populated on the O&M/Condition window, which is discussed in Chapter 5, [Property Maintenance](#)

To return to the Site List, click .

Use Previous and Next to page through the Site records.

Deleting a Site

To delete a Site, contact the FIMS Help Desk
(fims_cais_help@hq.doe.gov)

To request a site to be deleted because there are no longer assets in FIMS for that Site, please contact the FIMS Help Desk and supply the Site Number and Site Name.



Note: It is important to note that deleting a Site will delete **all** associated Areas and Properties (i.e., building, land, OSF, and trailer records).

4. Area Maintenance

Area Overview

An area is an administrative subdivision of the site, established at the convenience of the site or field office. For example, it may be convenient to functionally, geographically, or administratively separate different areas within the same site.

Access to the various functions of the Area processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **Create New Area** and the **Delete**. For further information on the data access rights of users, please refer to *User Security* section, [Security Levels](#).



Adding an Area

To add a new Area, contact the **FIMS Help Desk**
(fims_cais_help@hq.doe.gov)

To request a new area to be added to FIMS, please contact the FIMS Help Desk and supply the Field Office, Site Name, Site Number, Area Name and Area Number.

Updating an Area



To modify an Area, open the Area List from the menu by clicking  then  **Area Level**. The Area List displays all Areas assigned to the default Field Office and Site setting of the logged in user. Change the Field Office and/or Site pick lists, if needed. Click the **Area Name** of the Area you wish to update from the Area list. **The Area Level window displays as shown below.**

Area Level

Site:

Moab Site

Area Number:

001

Area Name:

All

Save

Delete



Return to Area List

←

→

If your security level and security restrictions allow you to update the selected Area, **Save** is active. The information on this window is static and requires little to no updates.

To return to the Area List, click .

Use  Previous and  Next to page through the Area records.

Deleting an Area

To delete an Area, contact the FIMS Help Desk
fims_cais_help@hq.doe.gov

To request an area to be deleted because there are no longer assets in FIMS for that Area, please contact the FIMS Help Desk and supply the Site Number, Area Number and Area Name.



Note: It is important to note that deleting an Area will delete **all** associated properties (i.e., building, land, OSF, and trailer records).

5. Property Maintenance

Property Maintenance Overview

FIMS maintains four types of properties: Buildings, Other Structures and Facilities (OSF), Land and Trailers.

The Property processing buttons displayed on the property windows vary based upon the security level of the user. For example, the New, Save and Archive processing will not be available for FIMS Guest users because they have view-only access to property data. For further information on the data access rights of users, please refer to the *User Security* section, [Security Levels](#).

Property Navigation

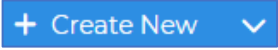
One central menu is used within FIMS to navigate between Buildings, Other Structures and Facilities (OSF), Land and Trailers. This same menu also allows navigating from one Field Office, Site and/or Area to another. This navigation menu is the Property List.



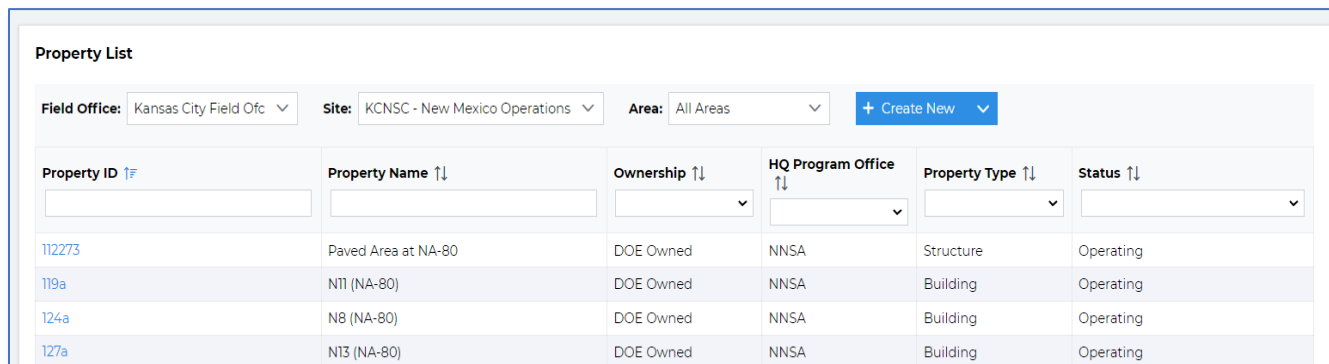
To access the Property List, click the Property List hot link from the Home page or click **Property List** from the menu. The Property List window opens navigated to your default Field Office, Site and Area settings as defined by your User ID. For more information on these default settings, please refer to *User Security*, [Profile](#).

The following will assist with navigating the Property List:


- To change the Field Office, Site and /or Area location, simply use the available pick list on the Property List window.
- The default sort for the Property List window is the Property ID. You may easily sort on any of the columns by clicking the column heading, identifies sorted in ascending order, identifies sorted in descending order.
- To view Buildings, OSF, Land or Trailers specifically, use the column **Property Type** pick list. Select a value from the pick list to display the appropriate list of chosen FIMS assets.
- The capability exists to filter on any of the columns displayed. For Ownership, HQ Program Office, Property Type or Status, use the pick list to select a specific value to filter. For Property ID and Property Name, begin typing in the filter fields below the column name. As you type, the Property List window will automatically filter based on your entry.
- To view the details of a particular record, simply click the **Property ID** value for that record.

- If a user has update rights to the Current Location: Field Office, Site and Area, **Create New** will be available. Click  and select Building, Trailer, Land or OSF from the pick list to initiate the add process.

The following is a sample of the **Property List** window:



Property List

Field Office: Kansas City Field Ofc Site: KCNSC - New Mexico Operations Area: All Areas 

Property ID ↑↓	Property Name ↑↓	Ownership ↑↓	HQ Program Office ↑↓	Property Type ↑↓	Status ↑↓
112273	Paved Area at NA-80	DOE Owned	NNSA	Structure	Operating
119a	NTI (NA-80)	DOE Owned	NNSA	Building	Operating
124a	N8 (NA-80)	DOE Owned	NNSA	Building	Operating
127a	NT3 (NA-80)	DOE Owned	NNSA	Building	Operating

Property Search

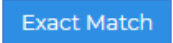
FIMS provides a quick property search feature for locating property records. Property Search can be found on the top left in the FIMS header and is available throughout FIMS.



Enter a search value and press **Enter**. Property ID, Property Name and Real Property Unique ID will be searched for the input value to locate an asset(s).

If a single property record is found, the Property Info window will be opened displaying the property record.

If more than one property records are found, the Property Search List window will open with the search

results. Use  to limit the search results to the exact characters you entered for the property search. To open a specific property record, click the **Property ID** of that record.

Special Considerations

There are special considerations related to some of the critical data elements that are important for you to keep in mind as you work through the data entry process.

- **Property ID** – Must be unique within each FIMS Site/Area for active and archived records. For example, Property ID for an archived record in Site: X / Area: 001 cannot be reused for an active record within Site: X / Area: 001. Property ID is updatable on the Property Info window.
- **Ownership/Property Type** – If you wish to change the Ownership or Property Type designation for an asset, you will need to contact the FIMS Help Desk. Users cannot make these changes.
- **Usage Code / Status** – Keep in mind when populating these fields that the entry should be based on predominance in terms of **Size**.
- **HQ Program Office** – There are specific guidelines that must be followed in order for an asset to be transferred from one Program to another in FIMS. This is accomplished by changing the Program

Office field in FIMS. Only the FIMS Help Desk can make this modification after both the giving and receiving Headquarters Program Offices have agreed to the transfer in FIMS. Having this concurrence documented in an email is sufficient.

- **Real Property Unique Identifier** – This is a system generated field and is used for reporting to the Federal Real Property Profile (FRPP). This value cannot be changed.
- **Dispositions** – Before archiving an asset in FIMS, please confirm the asset has been removed from the Site. If an asset was archived by mistake and needs to be restored, please contact the FIMS Help Desk for further instructions.
- **Operating Cost** – Please keep in mind that if asset level operating cost is available, you are expected to enter those values on an annual basis. For those assets that you do not wish to receive an allocation through the annual operating cost allocation, you may enter \$0 for any specific operating cost component. In addition, you may change the Hours of Operation to 0 which will prevent all operating cost components from receiving an allocation.
- **Excess Indicator / Status** – The Excess Indicator should only be changed to 'Yes' after the Headquarters screening process has been completed and you have received an email notification. Changing the Excess Indicator from 'No' to 'Yes' will required a change to **Status** as well. The Status values are linked to the Excess Indicator, certain Status values are appropriate when the Excess Indicator is 'No' and likewise additional Status values are appropriate when the Excess Indicator is 'Yes'.

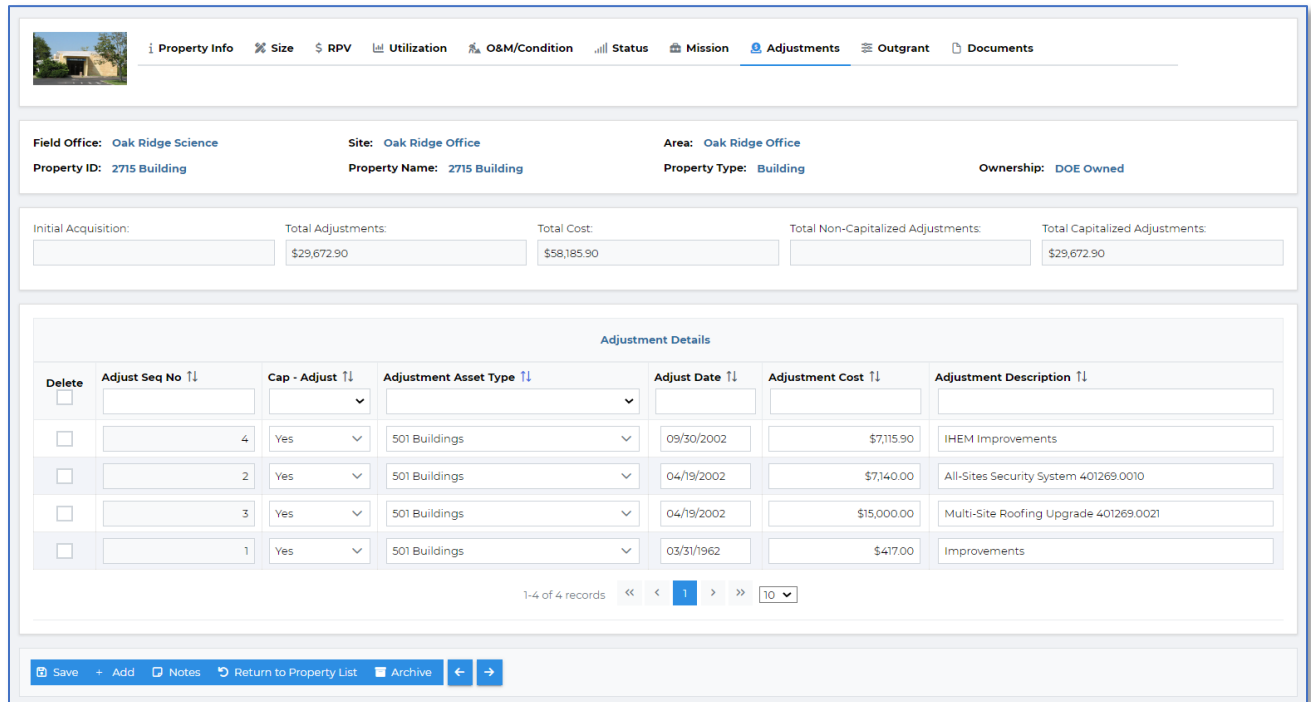
When the Excess Indicator is set to 'Yes' and the Status is updated, the Asset % Utilized, Hours of Operation and Occupants should be updated as appropriate.

- **Estimated Disposition Year** – Disposition reporting is critical to the Department. This field should be updated as often as needed as it is used for projections of future dispositions.
- **Beneficial Occupancy** – No new assets should be added to FIMS until they reach beneficial occupancy.

Property Windows

Adjustments

The Adjustments window is available for buildings, OSF, land, or trailers. **A sample of the Adjustments window is provided below:**



The screenshot shows the 'Adjustments' window for the '2715 Building'. The top navigation bar includes tabs for Property Info, Size, RPV, Utilization, O&M/Condition, Status, Mission, **Adjustments**, Outgrant, and Documents. Below the navigation bar, property details are displayed: Field Office: Oak Ridge Science, Site: Oak Ridge Office, Area: Oak Ridge Office, Property ID: 2715 Building, Property Name: 2715 Building, Property Type: Building, and Ownership: DOE Owned.

Summary statistics are shown in a row of five boxes:

Initial Acquisition:	Total Adjustments:	Total Cost:	Total Non-Capitalized Adjustments:	Total Capitalized Adjustments:
	\$29,672.90	\$58,185.90		\$29,672.90

The main section is titled 'Adjustment Details' and contains a table with the following columns: Delete, Adjust Seq No, Cap - Adjust, Adjustment Asset Type, Adjust Date, Adjustment Cost, and Adjustment Description.

Delete	Adjust Seq No	Cap - Adjust	Adjustment Asset Type	Adjust Date	Adjustment Cost	Adjustment Description
<input type="checkbox"/>		Yes	501 Buildings	09/30/2002	\$7,115.90	IHEM Improvements
<input type="checkbox"/>	2	Yes	501 Buildings	04/19/2002	\$7,140.00	All-Sites Security System 401269.0010
<input type="checkbox"/>	3	Yes	501 Buildings	04/19/2002	\$15,000.00	Multi-Site Roofing Upgrade 401269.0021
<input type="checkbox"/>	1	Yes	501 Buildings	03/31/1962	\$477.00	Improvements

At the bottom of the table, it indicates '1-4 of 4 records' with navigation arrows and a dropdown menu set to '10'.

The bottom of the window features a toolbar with buttons for Save, Add, Notes, Return to Property List, Archive, and navigation arrows.

Disposition - Archive

The Disposition - Archive window is available for buildings, OSF, land or trailers. **A sample of the Disposition - Archive window is provided below:**

Disposition - Archive
×

Disposition data should only be input on this screen prior to archiving the record.

The following scenarios do not qualify as a reason for initiating an Archive as they do not represent the disposal of a DOE asset.

- 1) Asset is being disposed by GSA (asset is DOE property until final disposition)
- 2) Internal transfers between Sites and/or HQ Program Offices (contact FIMS Support)
- 3) Changes to Property Type or Ownership (contact FIMS Support)
- 4) Confirmation has not been received that asset is gone from your Site

Disposition Method: (Changing Disposition Method will clear other values from this screen)

Disposition Date: ✕ Clear Date


Actual Sales Price:

Net Proceeds:

🗑 Archive
✕ Close

Documents

All property types (building, OSF, land, and trailer) have the Documents window available. Reference the [Document Module](#) chapter for processing details. **A sample of the Documents window is provided below:**


Property Info Size RPV Utilization O&M/Condition Status Mission Adjustments Outgrant **Documents**

Field Office: Chicago Site: Argonne National Laboratory Area: All

Property ID: 031 Property Name: Storage Property Type: Building Ownership: DOE Owned

📄 View ✎ Edit 🗑 Delete 📄 Export

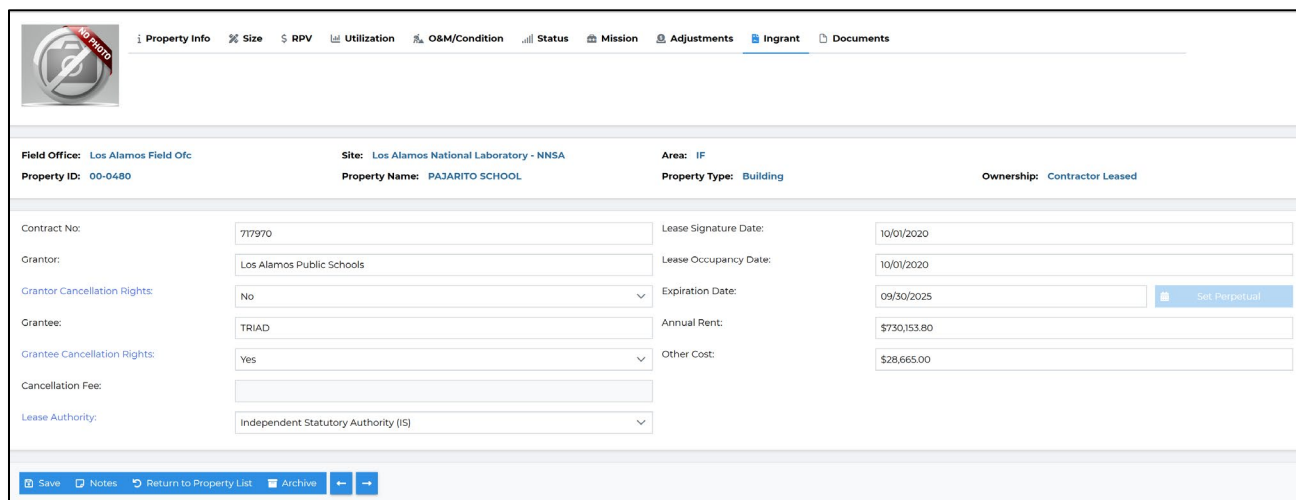
Document Category ↑↓	Document Name ↑↓	Document Year ↑↓	Date Uploaded ↑↓	Document Description ↑↓	Primary Image ↑↓
<input type="radio"/> Image	Bldg 031	2016	12/02/2016	Bldg 031 South View	<input checked="" type="checkbox"/> Y

1-1 of 1 records << < 1 > >> 10

📝 Notes ↶ Return to Property List 🗑 Archive ⬅ ➡

Ingrant

All property types (building, OSF, land, and trailer) designated as DOE Leased, DOE License, Contractor Leased, Contractor License, Contractor Owned, GSA Owned, GSA Leased, Grant Recipient Owned, Federal Permit, Non-Federal Permit, Institutional Control (land only), Withdrawn from Public Domain (land only), and Easement (land only) have the Ingrant window available. Based on the property type, certain fields on the Ingrant window are optional or disabled. **A sample of the Ingrant window is provided below:**



Field Office: Los Alamos Field Ofc
Property ID: 00-0480

Site: Los Alamos National Laboratory - NNSA
Property Name: PAJARITO SCHOOL

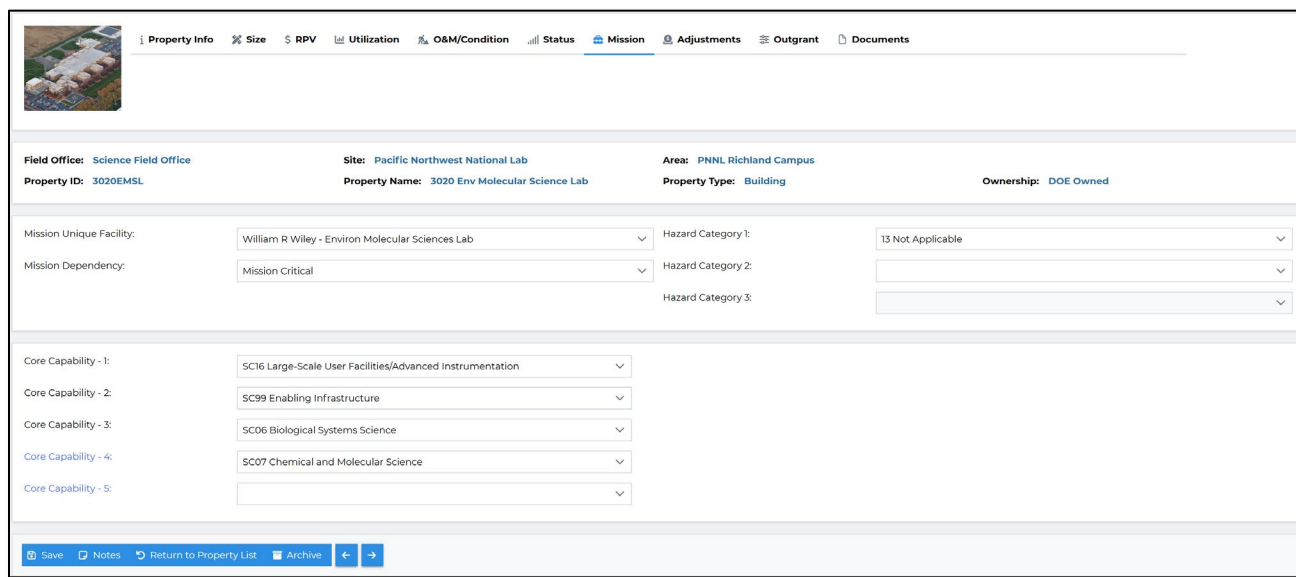
Area: IF
Property Type: Building
Ownership: Contractor Leased

Contract No:	717970	Lease Signature Date:	10/01/2020
Grantor:	Los Alamos Public Schools	Lease Occupancy Date:	10/01/2020
Grantor Cancellation Rights:	No	Expiration Date:	09/30/2025 Set Perpetual
Grantee:	TRIAD	Annual Rent:	\$730,153.80
Grantee Cancellation Rights:	Yes	Other Cost:	\$28,665.00
Cancellation Fee:			
Lease Authority:	Independent Statutory Authority (IS)		

[Save](#) [Notes](#) [Return to Property List](#) [Archive](#) [←](#) [→](#)

Mission

The Mission window is available for buildings, OSF, land, or trailers. Based on the Ownership designation, certain fields on the Mission window may be optional or disabled. **A sample of the Mission window is provided below:**



Field Office: Science Field Office
Property ID: 3020EMSL

Site: Pacific Northwest National Lab
Property Name: 3020 Env Molecular Science Lab

Area: PNNL Richland Campus
Property Type: Building
Ownership: DOE Owned

Mission Unique Facility:	William R Wiley - Environ Molecular Sciences Lab	Hazard Category 1:	13 Not Applicable
Mission Dependency:	Mission Critical	Hazard Category 2:	
		Hazard Category 3:	

Core Capability - 1:	SC16 Large-Scale User Facilities/Advanced Instrumentation
Core Capability - 2:	SC99 Enabling Infrastructure
Core Capability - 3:	SC06 Biological Systems Science
Core Capability - 4:	SC07 Chemical and Molecular Science
Core Capability - 5:	

[Save](#) [Notes](#) [Return to Property List](#) [Archive](#) [←](#) [→](#)

Notes

The Notes window is available for buildings, OSF, land or trailers. The Notes window contains miscellaneous information about the property in a free text format. **A sample of the Notes window is provided below:**

The screenshot shows a window titled "Notes" with a close button (X) in the top right corner. Below the title bar, it says "Notes: (limit 5000 characters)". The main area contains a list of 9 numbered notes:


1. Initial Acquisition and Cap Adj data from MARS (Cap Acctng) 11/15/01.
2. RM and AM values from USEC data 11/15/01.
3. Entered '02 RM figure. 3/27/02
4. Validated during walkdown on 04/05/11. The facility has mold and those concerns is the driver for abandoning the building and relocating the staff to XT104B and XT104C, new trailers located behind X-100 a very large T-Shaped building. 05/09/11 - TFP
5. Trailers are being installed on the X-102 Pad to house people from the X-104. Operating status changed to "Operating Pending D&D". 10/24/14 AM
6. Building deemed unsafe, shut down. Personnel moved to XT-104D.
7. Excess screening completed with no interest. 4/25/16
8. GSF is an estimation validated by document "SF Estimate" 5/24/17
9. Due to Contamination Category Industrial Contamination - Public Health and Environ Stewardship set to Major.

At the bottom of the window, there are two buttons: "Save" (with a floppy disk icon) and "Close" (with an X icon).

n

O&M / Condition

The O&M / Condition window is available for buildings, OSF, land or trailers. Based on the Ownership designation, certain fields on the O&M / Condition window may be optional or disabled. **A sample of the O&M / Condition window is provided below:**


Property Info Size RPV Utilization **O&M/Condition** Status Mission Adjustments Outgrant Documents

Field Office: **Carlsbad Office**
Property ID: **247**

Site: **Waste Isolation Pilot Plant**
Property Name: **North Maintenance Shop**

Area: **All**
Property Type: **Building**
Ownership: **DOE Owned**

Operating Cost

Electricity Cost:	*	\$9,978	Pest Control Cost:	*	\$349
Water/Sewer Cost:	*	\$0	Refuse Cost:	*	\$1,085
Gas Cost:	*	\$0	Recycle Cost:	*	\$0
Central Heating Cost:	*	\$0	Snow Removal Cost:	*	\$0
Central Cooling Cost:	*	\$0	Janitorial Cost:	*	\$5,176
Hours of Operation Per Wk:		60	Grounds Cost:	*	\$0
Total Operating Cost:		\$16,588	Total Operating and Maintenance Cost:		\$16,867

* Indicates value is allocated by FIMS

Maintenance Cost

Annual Required Maintenance (FY25):	\$19,612	(Life Cycle Cost)	Life Cycle Cost Estimate
Annual Actual Maintenance:	\$279		

Condition

Repair Needs:	\$2,568	Modernization Cost:	\$2,588
Deferred Maintenance:	\$0	Functionality Assessment Date:	03/03/2022
Inspection Date:	08/24/2020	Overall Asset Condition:	Adequate
Physical Barriers Preventing Inspection:			
Condition Notes:	1/20/2020: A Statement of Work is being prepared to install fume hoods when welding so the occupants can have a climate controlled facility. Ben Batchelder is working the SOW per Bruce Jeffress.		

Repair Needs By Uniformat II

Delete	Uniformat	Uniformat Rating	Uniformat Repair Needs
<input type="checkbox"/>	B20 Exterior Enclosure		\$2,568

Save + Add Notes Return to Property List Archive ← →

If the following fields are updated in CAIS, they will be disabled in FIMS:

- Repair Needs
- Deferred Maintenance
- Modernization Cost
- Inspection Date
- Physical Barriers Preventing Inspection (PBPI)
- Functionality Assessment Date
- Overall Asset Condition

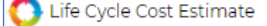
Life Cycle Cost Estimate

Life Cycle cost offers many benefits. It can identify long term maintenance and repair activities needed to keep facilities in good working order which helps to eliminate a backlog of repairs. It can also be beneficial for the planning/budgeting of facility preventive maintenance, repair costs, and replacement costs. FIMS Life Cycle Cost Estimating provides preventive maintenance, maintenance and repair, and replacement Life Cycle Cost for building or trailer assets with a FIMS generated RPV.

Preventive maintenance is defined as periodic and planned actions to maintain a piece of equipment or assets within design operating conditions. Preventive maintenance keeps assets running and prevents unplanned downtime from unexpected equipment failure.

Maintenance and repair cost include scheduled maintenance items as well as cost associated with repairing building components that have failed but are necessary to maintain operations.

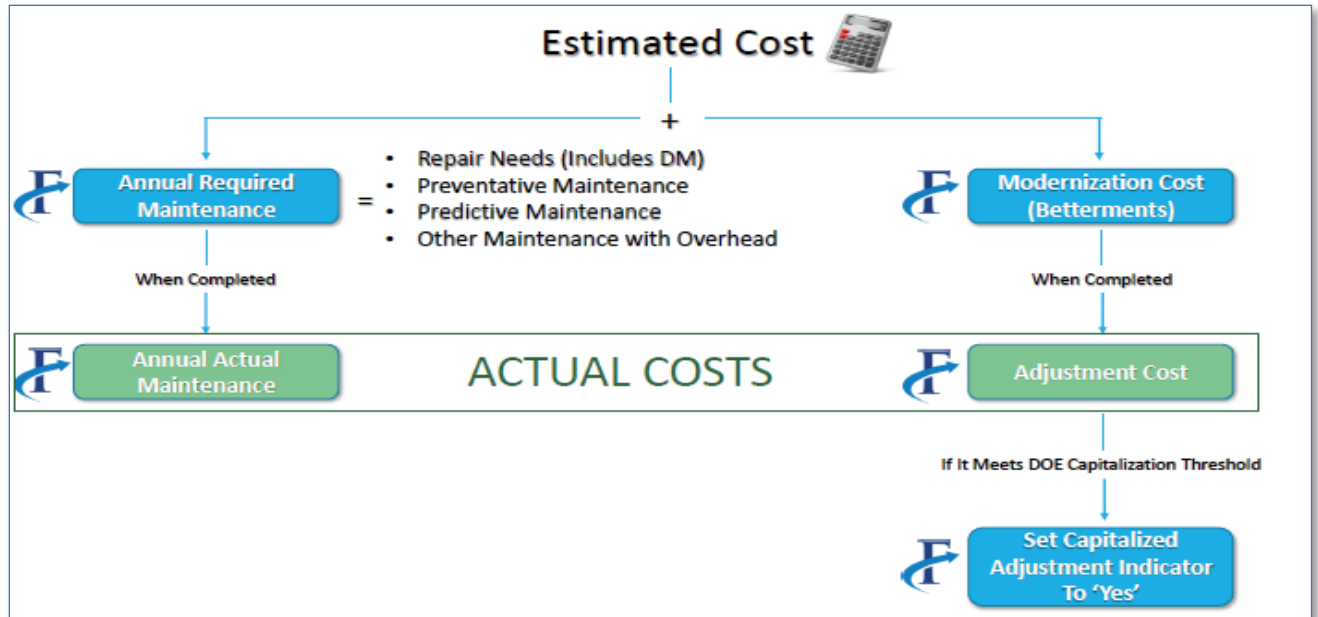
Replacement cost represents the replacement of building components that have failed or beyond their useful life and the frequency in which these actions need to occur.

To generate the Life Cycle Cost Estimate for a specific asset, click the  icon below the Annual Required Maintenance. This icon is only available for building and trailer with FIMS generated RPVs. The Life Cycle Cost Estimate spreadsheet includes both a detailed and summary sheet.

- The detailed sheet, **Life Cycle Cost Estimate**, includes asset and RPV Model information, model assembly list which includes Preventive, Maintenance and Repair, and Replacement costs as well as Life Cycle cost projections for 50 years. The 50 year cost projections are based on the Year Built of the asset. There is a column in the Life Cycle Cost Estimate spreadsheet called Last R&R (Repair & Replace). The user can enter the four-digit year of the repair or replacement for a particular line item which will readjust the 50 year cost projections for that line item.
- The summary sheet, **Life Cycle Cost Summary**, summarizes the Life Cycle cost by year and includes indexed cost based on a user entered inflation percentage. The default inflation percentage is 3.5% but the value can be updated in the spreadsheet and the costs on the sheet will automatically recalculate.

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 with the Annual Required Maintenance label) will be used to populate any blank Annual Required Maintenance values for owned buildings and trailers where the RPV is FIMS or CAIS generated. These values will be identified with an Annual Required Maintenance Ind of 'Life Cycle Cost' displayed to the right of the Annual Required Maintenance. Sites may override this populated value if desired. The label to the right of Annual Required Maintenance will display 'Site' for site entered values.

The following diagram depicts costs tracked in FIMS and how they are reported:



Outgrant

All property types designated as DOE Owned or DOE Leased, or land designated as Withdrawn from Public Domain will have the Outgrant window available if the Outgrant Indicator on the Property Info window is set to 'Yes'.

If the Outgrant Indicator is set to 'No', the Outgrant window displays a message that the Outgrant Indicator has to be set to 'Yes' to add Outgrants. **A sample of the Outgrant window is provided below:**



Note: The Outgrant Size (Unit of Measure) will changing depending on the Property Type and Usage Code of the asset for which the Outgrant is beign added.

Property Info

The Property Info window is available for buildings, OSF, land and trailers. Based on both the Property Type and the Ownership designation, certain fields on the Property Info are optional or disabled. The Property Info window will display the Primary Image picture of an asset if the site has loaded the picture to FIMS. **A sample of the Property Info window is provided below:**

Facilities Information Management System Amanda Smith

Search & Press Enter

Property Info Size RPV Utilization O&M/Condition Status Mission Adjustments Ingrant Documents

Field Office: Los Alamos Field Ofc **Site:** Los Alamos National Laboratory - NNSA **Area:** IF **Property Type:** Building **Ownership:** Contractor Leased

Property ID: 00-0480 **Property Name:** PAJARITO SCHOOL **Alternate Name:** PAJARITO COMPLEX

HQ Program Office: National Nuclear Security Administration **Usage Code:** 101 Office

Real Property Unique ID: 84450 **Using Organization:** Department of Energy

Area Name: IF **Outgrant Indicator:** No

IFI Site: **Underlying Land Control:** Contractor Leased

Year Built: **National Laboratory/Park:** Los Alamos National Laboratory

Year Acquired: 1974 **Sustainability:**

Historic Designation: **Sustainability - System Used:**

FASTA Agency Recommendation: **Sustainability - Date Certified:**

Field Office Collocation: **Activity Type:**

Site Program Code: **Assigned Contractor:**

Accounting

Initial Acquisition Cost: **Asset Type:** 501 Buildings

Is it Capitalized?: **Reporting Source:** NSL Triad National Security, LLC (NSLA)

Is it an Estimate?:

Location

Location State: NM **Main Location:** 3400 Arizona St.

Location City: Los Alamos **Location Congressional District:** 3

Location County: Los Alamos **Location Zip Code:** 87544

Latitude/Longitude: 35.2549648, -106.7223601

Save Notes Return to Property List Archive

FIMS Informational Website Rules of Behavior Energy.gov Accessibility/Section 508 Privacy Contact Us

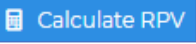

RPV


The RPV window is available for buildings, OSF, and trailers. Based on the RPV designation (FIMS, CAIS and Other) certain fields on the RPV window will be removed. **A sample of the RPV window is provided below:**

Select an RPV Model from the pick list or use the pick list Filter capability to locate a model. The default RPV Model parameters will be displayed for Floor Height, Wall/Framing Type and Basement. These parameters are updatable to further refine your RPV along with RPV Factor and Perimeter.

Size and No of Floors are displayed but may be updated on the Size window.

RPV Geographic Adjuster is system generated from RS Means data based on the Location Zip Code.

Enter any parameters and click  to recalculate the RPV. This may be repeated as many times as you like. When ready, click  to commit the changes to the database. This calculated RPV value will be labelled as **RPV – FIMS**.

FIMS allows for a Site generated RPV to be entered. Select the blank RPV Model from the pick list and enter the site-derived RPV value. Click  to commit the changes to the database. This site entered RPV value will be labelled as **RPV – Other**.

RPV – CAIS values will also be seen in FIMS. This identifies RPVs that were generated by CAIS. CAIS allows for further customization of the existing RPV Models or the creation of RS Means line item RPVs.



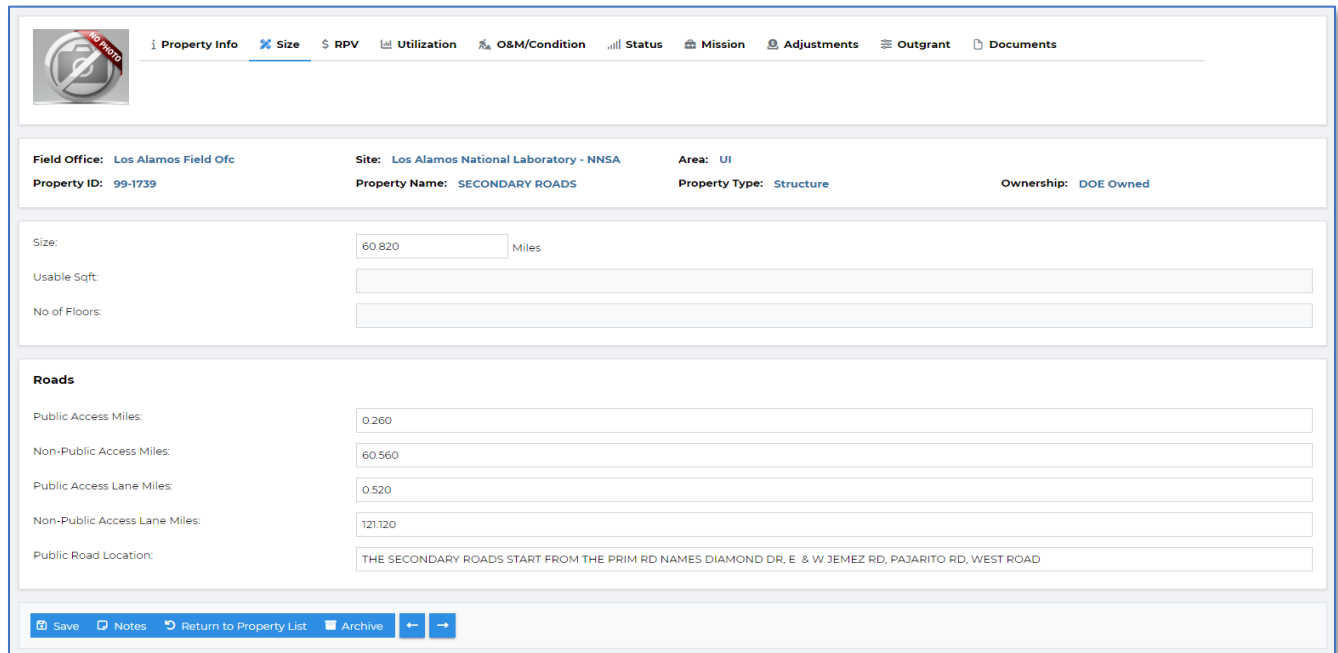
Note: CAIS allow for the addition and removal of RS Means line items from the existing RPV Models as well as updates to line item quantities. For example, you could add or removal bathrooms, elevators, hvac, stairwells and more. If your site intends to only change the parameters as provided in FIMS, there is no need for your RPVs to be developed in CAIS. FIMS and CAIS provide the same basic RPV calculation process.

All RPV – FIMS and RPV –CAIS values are headquarters recalculated on an annual basis, typically during the month of February.

Size

The Size window is available for buildings, OSF, land or trailers. Based on the Property Type and Usage Code certain fields on the Size window will be removed. The Roads section is only available for OSF road assets and the Bridge Information section is only available for OSF bridge, tunnel and culvert assets.

Samples of the Size window for roads and a bridge are provided below:



The screenshot shows the 'Size' window for a road asset. The top navigation bar includes tabs for Property Info, Size (selected), RPV, Utilization, O&M/Condition, Status, Mission, Adjustments, Outgrant, and Documents. The main content area displays property information and size-related fields.

Property Information:

- Field Office: Los Alamos Field Ofc
- Site: Los Alamos National Laboratory - NNSA
- Area: UI
- Property ID: 99-1739
- Property Name: SECONDARY ROADS
- Property Type: Structure
- Ownership: DOE Owned

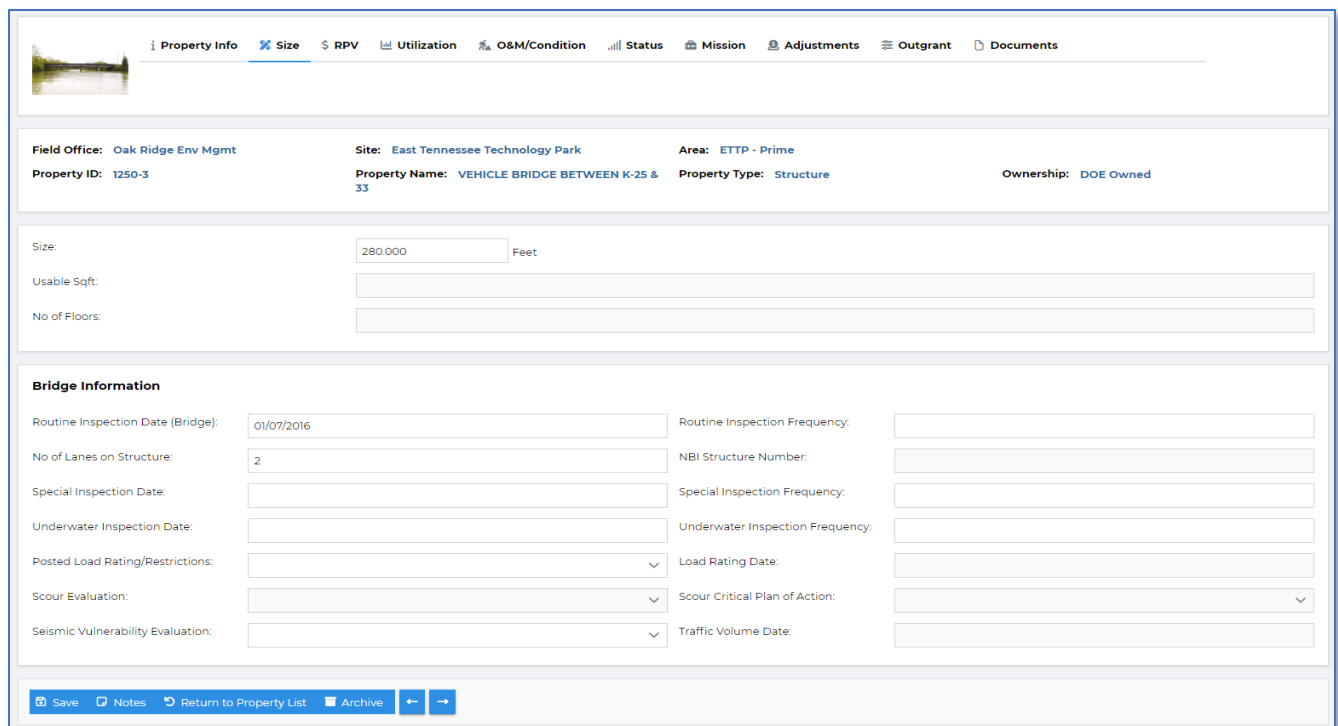
Size Fields:

- Size: 60.820 Miles
- Usable Sqft:
- No of Floors:

Roads Section:

- Public Access Miles: 0.260
- Non-Public Access Miles: 60.560
- Public Access Lane Miles: 0.520
- Non-Public Access Lane Miles: 121.120
- Public Road Location: THE SECONDARY ROADS START FROM THE PRIM RD NAMES DIAMOND DR, E & W JEMEZ RD, PAJARITO RD, WEST ROAD

Footer: Save, Notes, Return to Property List, Archive, and navigation arrows.



The screenshot shows the 'Size' window for a bridge asset. The top navigation bar includes tabs for Property Info, Size (selected), RPV, Utilization, O&M/Condition, Status, Mission, Adjustments, Outgrant, and Documents. The main content area displays property information and size-related fields.

Property Information:

- Field Office: Oak Ridge Env Mgmt
- Site: East Tennessee Technology Park
- Area: ETPP - Prime
- Property ID: 1250-3
- Property Name: VEHICLE BRIDGE BETWEEN K-25 & 33
- Property Type: Structure
- Ownership: DOE Owned

Size Fields:

- Size: 280.000 Feet
- Usable Sqft:
- No of Floors:

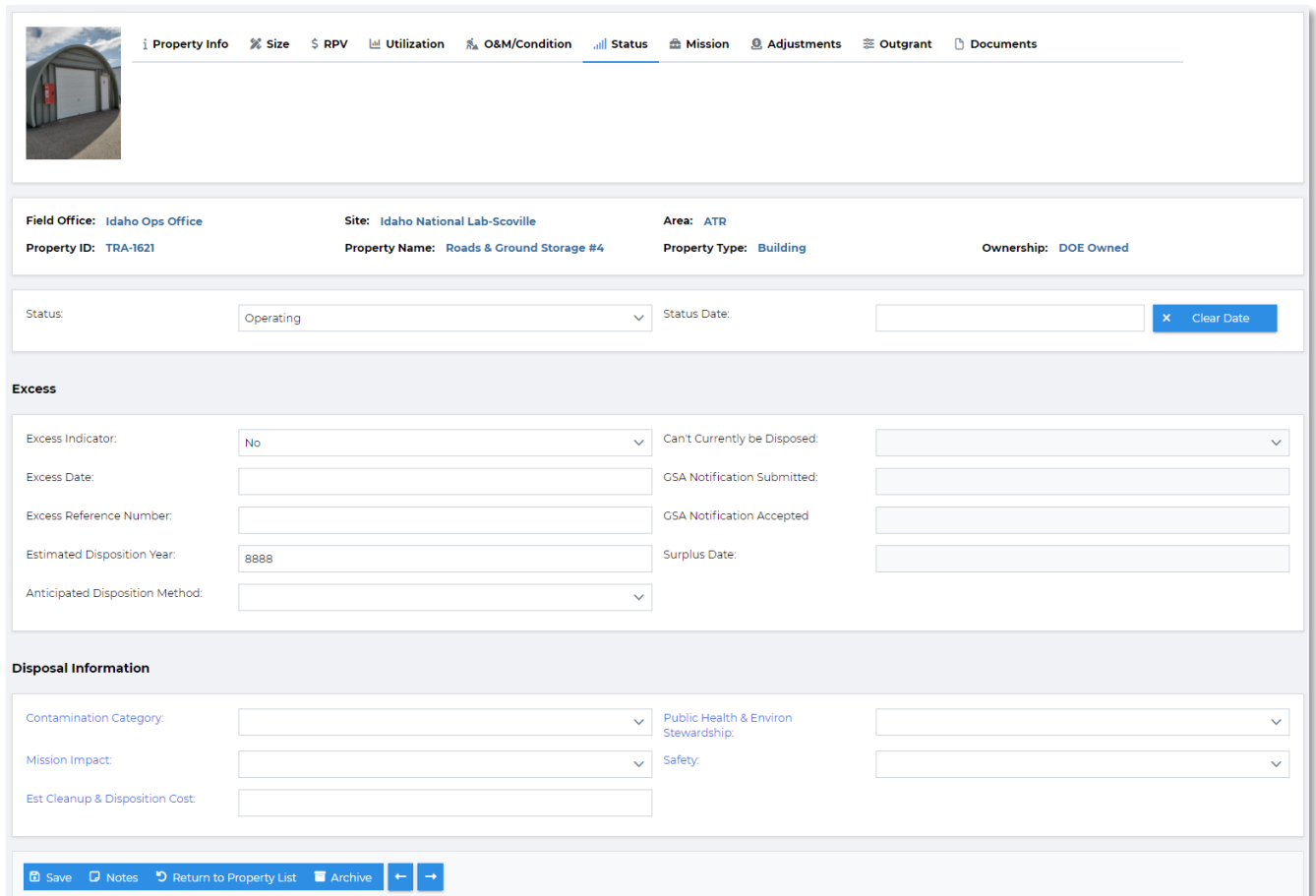
Bridge Information Section:

- Routine Inspection Date (Bridge): 01/07/2016
- Routine Inspection Frequency:
- No of Lanes on Structure: 2
- NBI Structure Number:
- Special Inspection Date:
- Special Inspection Frequency:
- Underwater Inspection Date:
- Underwater Inspection Frequency:
- Posted Load Rating/Restrictions:
- Load Rating Date:
- Scour Evaluation:
- Scour Critical Plan of Action:
- Seismic Vulnerability Evaluation:
- Traffic Volume Date:

Footer: Save, Notes, Return to Property List, Archive, and navigation arrows.

Status

The Status window is available for buildings, OSF, land or trailers. Based on the Ownership designation, certain fields on the Status window are disabled. **A sample of the Status window is provided below:**



The screenshot shows the 'Status' window in the FIMS application. At the top, there is a navigation bar with tabs: Property Info, Size, RPV, Utilization, O&M/Condition, **Status**, Mission, Adjustments, Outgrant, and Documents. Below the navigation bar is a header section with property details: Field Office: Idaho Ops Office, Site: Idaho National Lab-Scoville, Area: ATR, Property ID: TRA-1621, Property Name: Roads & Ground Storage #4, Property Type: Building, and Ownership: DOE Owned. The main section is titled 'Status' and contains a dropdown menu for 'Status' (currently set to 'Operating') and a 'Status Date' field with a 'Clear Date' button. Below this is the 'Excess' section, which includes fields for Excess Indicator (No), Excess Date, Excess Reference Number, Estimated Disposition Year (8888), Anticipated Disposition Method, Can't Currently be Disposed, GSA Notification Submitted, GSA Notification Accepted, and Surplus Date. The 'Disposal Information' section includes fields for Contamination Category, Mission Impact, Est Cleanup & Disposition Cost, Public Health & Environ Stewardship, and Safety. At the bottom, there is a footer bar with buttons for Save, Notes, Return to Property List, Archive, and navigation arrows.

Property Info **Size** **RPV** **Utilization** **O&M/Condition** **Status** **Mission** **Adjustments** **Outgrant** **Documents**

Field Office: Idaho Ops Office **Site:** Idaho National Lab-Scoville **Area:** ATR
Property ID: TRA-1621 **Property Name:** Roads & Ground Storage #4 **Property Type:** Building **Ownership:** DOE Owned

Status: Operating Status Date: [Clear Date](#)

Excess

Excess Indicator: No Can't Currently be Disposed:
 Excess Date: GSA Notification Submitted:
 Excess Reference Number: GSA Notification Accepted:
 Estimated Disposition Year: 8888 Surplus Date:
 Anticipated Disposition Method:


Disposal Information

Contamination Category: Public Health & Environ Stewardship:
 Mission Impact: Safety:
 Est Cleanup & Disposition Cost:

[Save](#) [Notes](#) [Return to Property List](#) [Archive](#) [←](#) [→](#)

Utilization

The Utilization window is available for buildings, OSF, or trailers. **A sample of the Utilization window is provided below:**



- Property Info
- Size
- RPV
- Utilization**
- O&M/Condition
- Status
- Mission
- Adjustments
- Outgrant
- Documents

Field Office: Science Field Office Site: Argonne National Laboratory Area: All

Property ID: 431 Property Name: APS Lab/Office Module Property Type: Building Ownership: DOE Owned

Daily Occupancy Count

Mon 05/05/25	Tue 05/06/25	Wed 05/07/25	Thu 05/08/25	Fri 05/09/25	Mon 05/12/25	Tue 05/13/25	Wed 05/14/25	Thu 05/15/25	Fri 05/16/25
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Size: Gross Sqft:

Usable Sqft: Total No of Federal Employees:

 Total No of Contractor Employees:

 Total No of Occupants:

 Office Workstations:

% Utilized: Utilization Level:

Asset:

Utilization Notes:

Space Types	Space Type Usable SF	Space Type Utilization %	Space Type Utilized SF
Office	<input type="text" value="8,744"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
General Dry Lab	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
General Wet Lab	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
High Bay	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Power Intensive	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Storage	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ventilation Intensive	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



Building Maintenance Overview

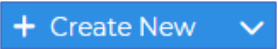
Adding a Building

A record should be established in FIMS for each building in which DOE holds a legal interest in or right to use. A new building record should be established when any of the following criteria is met:


- When beneficial occupancy is assumed
- When purchase is paid in full
- When a new Occupancy Agreement (OA) is executed
- When a new lease, license or permit is executed
- When financial assistance is provided



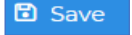
To add a new Building, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed and the new Building will be created within this location. Use the Field Office, Site and/or Area pick list to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.

From the Property List window, click  and select **Building**. **The Building window will display and contains the following fields that are required to add a new building:**

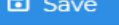
Property ID	Size (Gross or Rentable Sqft)
Property Name	No of Floors
Usage Code	Year Built
Ownership	Location Zip Code
Initial Acquisition Cost	RPV Factor
Capitalized	RPV Model
Estimate	RPV
Status	Contract No
HQ Program Office	Annual Rent
Asset Type	Expiration Date
Reporting Source	

Based on the Ownership designation, certain fields on the Building window may be optional or protected from entry. To establish a new Building, enter the requested Building information. Clicking  on the Building window will provide informational messages as to which fields are required to add the new building.

If you wish to cancel out of the new Building process without saving the record, click .



After you have finished entering all requested Building information, click  to add the record to the database. You will be directed to the Property Info window where you can continue to add Building information for the newly added building.

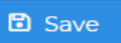


Note: Remember to click  **Save** on each window after you finish entering information.

Updating a Building



To modify a Building, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area pick lists to navigate to a different Field Office, Site, and/or Area, if necessary.

From the Property List, click the **Property ID** of the Building you wish to update. Information displayed on the various Building processing windows may be modified. Click  **Save** on each window after you finish entering information for that window.

OSF Maintenance Overview



Adding an OSF

A record should be established in FIMS for an OSF in which DOE holds a legal interest in or right to use. A new OSF record should be established when any of the following criteria is met:

- When beneficial occupancy is assumed
- When purchase is paid in full
- When a new lease, license or permit is executed
- When financial assistance is provided

OSFs may be created as either a detail level record or a summary level record. Detail level records contain an individual/single OSF input as a single FIMS OSF record, e.g., one water treatment plant. Summary level records allow like OSFs to be grouped together in a single FIMS OSF record, e.g., a group of cooling towers. Summary level records are appropriate when the individual/single OSFs are managed as a system. Summary level records are inappropriate when detailed information for each individual/single OSFs is needed for management insight, e.g., all pedestrian bridges in summary level record.




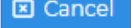
To add a new OSF, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed and the new OSF will be created within this location. Use the Field Office, Site and/or Area pick list to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.

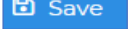
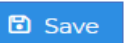
From the Property List window, click  **+ Create New** and select **OSF**. **The OSF window will display and contains the following fields that are required to add a new OSF:**

Property ID	Asset Type
Property Name	Reporting Source
Usage Code	Size
Ownership	Year Built

Initial Acquisition Cost	Location Zip Code
Capitalized	RPV - Other
Estimate	Contract No
Status	Annual Rent
HQ Program Office	Expiration Date



Based on the Ownership designation, certain fields on the OSF window may be optional or protected from entry. To establish a new OSF, enter the requested OSF information. Clicking  on the OSF window will provide informational messages as to which fields are required to add the new OSF.


If you wish to cancel out of the new OSF process without saving the record, click .

After you have finished entering all requested OSF information, click  to add the record to the database. You will be directed to the Property Info window where you can continue to add OSF information for the newly added OSF. Click  on each window after you finish entering information for that window.

Updating an OSF



To modify an OSF, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area pick lists to navigate to a different Field Office, Site, and/or Area, if necessary.

From the Property List, click the **Property ID** of the OSF you wish to update. Information displayed on the various OSF processing windows may be modified. Click  on each window after you finish entering information for that window.



Land Maintenance Overview

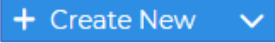
Adding Land

A record should be established in FIMS for land parcels in which DOE holds a legal interest in or right to use. A new land record should be established when any of the following criteria is met:

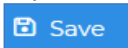
- When purchase is paid in full
- When declaration of taking is filed
- When a new lease, license, permit or easement is executed
- When financial assistance is provided
- When institutional controls are established
- When withdrawal from the public domain for DOE's use is executed



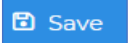
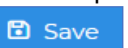
To add a new Land record, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed and the new land record will be created within this location. Use the Field Office, Site and/or Area pick list to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.

From the Property List window, click  and select **Land**. **The Land window will display and contains the following fields that are required to add new land:**

Property ID	Asset Type
Property Name	Reporting Source
Usage Code	Size (Acres)
Ownership	Year Built
Initial Acquisition Cost	Location Zip Code
Capitalized	Contract No
Estimate	Annual Rent
Status	Expiration Date
HQ Program Office	



Based on the Ownership designation, certain fields on the Land window may be optional or protected from entry. To establish new Land, enter the requested Land information. Clicking  on the Land window will provide informational messages as to which fields are required to add the new Land.

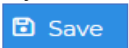
If you wish to cancel out of the new Land process without saving the record, click .

After you have finished entering all requested Land information, click  to add the record to the database. You will be directed to the Property Info window where you can continue to add Land information for the newly added Land. Click  on each window after you finish entering information for that window.

Updating Land



To modify Land, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area pick lists to navigate to a different Field Office, Site, and/or Area, if necessary.

From the Property List, click the **Property ID** of the Land record you wish to update. Information displayed on the various Land processing windows may be modified. Click  on each window after you finish entering information for that window.



Trailer Maintenance Overview

Adding a Trailer

A record should be established in FIMS for each trailer in which DOE holds a legal interest in or right to use. If the trailer qualifies as real property, a new trailer record should be established when any of the following criteria is met:


- When beneficial occupancy is assumed
- When purchase is paid in full
- When a new lease, permit or license is executed



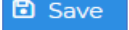
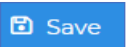
To add a new Trailer, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed and the new Trailer will be created within this location. Use the Field Office, Site and/or Area pick list to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.

From the Property List window, click  and select **Trailer**. **The Trailer window will display and contains the following fields that are required to add a new trailer:**

Property ID	Size (Gross or Rentable Sqft)
Property Name	No of Floors (defaults to 1)
Usage Code	Year Built
Ownership	Location Zip Code
Initial Acquisition Cost	RPV Factor
Capitalized	RPV Model
Estimate	RPV
Status	Contract No
HQ Program Office	Annual Rent
Asset Type	Expiration Date
Reporting Source	



Based on the Ownership designation, certain fields on the Trailer window may be optional or protected from entry. To establish a new Trailer, enter the requested Trailer information. Clicking  on the Trailer window will provide informational messages as to which fields are required to add the new trailer.


If you wish to cancel out of the new Trailer process without saving the record, click .

After you have finished entering all requested Trailer information, click  to add the record to the database. You will be directed to the Property Info window where you can continue to add Trailer information for the newly added trailer. Click  on each window after you finish entering information for that window.

Updating a Trailer



To modify a Trailer, open the Property List by clicking  then  **Property List** from the menu. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area pick lists to navigate to a different Field Office, Site, and/or Area, if necessary.

From the Property List, click the **Property ID** of the Trailer you wish to update. Information displayed on the various Trailer processing windows may be modified. Click  on each window after you finish entering information for that window.

6. Anticipated Asset Information Module (AAIM)

AAIM Overview

The FIMS Anticipated Asset Information Module (AAIM) tracks anticipated acquisitions of real property before they reach beneficial occupancy. These acquisitions should be tracked in the AAIM module at least 5 years prior to beneficial occupancy. AAIM processing is required for all anticipated building, OSF, land, and trailer assets which includes the expansion of existing real property assets.

The AAIM data is stored separate from the FIMS real property data. It is accessible through the AAIM only.

AAIM Navigation/Search

Anticipated Asset Information Module (AAIM)

The Anticipated Asset Information Module (AAIM) is available for searching, adding and generating a report of existing anticipated assets. To access the Anticipated Asset Information Module (AAIM), click the AAIM hot



link from the Home page or click from the menu. The Anticipated Asset Information Module (AAIM) displays the default Field Office, Site and Area setting of the logged in user. **A sample of the Anticipated Asset Information Module (AAIM) window is provided below:**

Anticipated Asset Information Module (AAIM)

HQ Program Office:

All

Field Office:

Chicago

Site:

Fermi Natl Accelerator

Area:

Fermilab

Property ID:

AAIM Unique ID:

PARS Project ID:

Ownership:

All

Property Type:

All

DOE Project Number:

Property Name:

Beneficial Occupancy Year:

Search

Run Report

Fuzzy Search

New Anticipated Asset

Program Office ↑↓	Site Name ↑↓	Area Name ↑↓	Property ID ↑↓	Property Name ↑↓	Property Type ↑↓	Ownership ↑↓	Ben Occ Year ↑↓	DOE Proj Num ↑↓
SC	Fermi Natl Accelerator	Fermilab	010	Welcome and Access Center	Building	DOE Owned	2024	2-9-1
SC	Fermi Natl Accelerator	Fermilab	325101	Linac Tunnel	Structure	DOE Owned	2024	4-3-5



Using the Anticipated Asset Information Module (AAIM) window to Search

To perform a search using the Anticipated Asset Information Module (AAIM) window, input values in any of the following fields:

HQ Program Office		Field Office
Site		Area
Property ID		AAIM Unique ID
PARS Project ID		Ownership
Property Type		DOE Project Number
Property Name		Beneficial Occupancy Year

The ☐ Fuzzy Search checkbox can be used to perform a search using a partial character string. For example, type **lab** in the **Property Name** field to find all anticipated assets that have the characters “lab” within the **Property Name**.

Click to retrieve qualifying records.

The columns in the list of retrieved anticipated assets may be sorted by clicking the column heading,  reflects sorted in ascending order,  reflects sorted in descending order.

Page 47

06/25/2025

AAIM Window

AAIM Asset

The AAIM Asset window is available for adding, updating, transferring and archiving an anticipated asset. The AAIM Asset window is accessed from the Anticipated Asset Information Module (AAIM) window by

clicking [+ New Anticipated Asset](#) or by clicking a **Property ID** from the list of retrieved anticipated assets. **A sample of the AAIM Asset window is provided below:**

AAIM Asset

HQ Program Office:

SC

Field Office:

Oak Ridge Science

Site:

Oak Ridge National Laboratory - SC

Area:

ORNL Partner Facilities

Category:

New

Select Property ID:

Existing Asset:

Asset Info

AAIM Unique ID:

82179

PARS Project ID:

DOE Project Number:

X2022-034

Property Type:

Building

Ownership:

DOE Owned

Property ID:

6009

Property Name:

6000 Area Support Facility

Usage Code:

791 Laboratory, General (Non-Nuclear)

Initial Acquisition Cost / Annual Rent:

\$155,000,000.00

Beneficial Occupancy Year:

2024

Activity Type:

Capital, Purchase, or Operating Lease

Record Creation Date:

12/15/2022

Core Capability - 1:

SC25 Enabling Infrastructure

Size

Size:

14,350

Usable Sqft:

14,000

Square Feet

Location

State:

TN

City:

Oak Ridge

County:

Roane

Zip Code:

37830-8050

Main Location:

1 Bethel Valley Road

Congressional District:

3

Notes

Notes: (limit 1000 characters)

Save

Transfer Asset

Save and Archive


Return to AAIM List

←

→

Adding an Anticipated Asset



To add a new anticipated asset, click from the menu and then click .

Your default Field Office, Site, and Area will be displayed and the new anticipated record will be created within this location. Use the Program Office, Field Office, Site and/or Area pick list to navigate to a different Program Office, Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.


The **Category** field must be populated. Select either **New** or **Existing**, it will default to New.

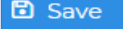
If Existing is selected the **Select Property ID** field becomes available. Select the Property ID of the existing FIMS asset that will be enlarged. Upon selecting a Property ID, the FIMS **Real Property Unique ID** of the existing asset will be displayed in the **Existing Asset** field.

The following fields will be populated with data from the existing FIMS asset:

Property Type	Ownership
Property ID	Property Name
Usage Code	State
City	County
Zip Code	Main Location
Congressional District	



Note: Clicking  will provide informational messages as to which fields are required to add the new anticipated asset.

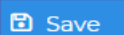
After you have finished entering all requested anticipated asset information, click  to add the record to the database.

Updating an Anticipated Asset



To modify an anticipated asset, click from the menu. Your default Field Office, Site and Area are displayed. Use the Program Office, Field Office, Site and/or Area pick lists to navigate to a different Program Office, Field Office, Site, and/or Area, if necessary. From the Anticipated Asset Information Module (AAIM) window, click the **Property ID** of the anticipated asset you wish to update.

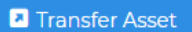
The AAIM Asset window will open displaying the selected record for update.

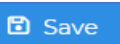
Click  after you finish updating to save the information.

Click  to return to the AAIM Asset List window.

Transferring an AAIM asset to FIMS

An AAIM asset can be transferred to FIMS using the AAIM transfer option when the AAIM asset receives beneficial occupancy.

Click  to transfer the AAIM record to FIMS. The asset will be transferred in one of the following ways:

1. If the **Category** field of the AAIM record is *New*, a new record will be initiated in FIMS. The AAIM asset values will transfer and prepopulate either the FIMS new Building, OSF, Land or Trailer window respectively depending on the Property Type. Click  and populate the required information to create the new FIMS record. The AAIM record will be archived to the AAIM archive.
2. If the **Category** field of the AAIM record is *Existing*, the AAIM asset will be merged with the corresponding existing FIMS asset.

The following actions will occur for the fields identified:

AAIM Usage Code – will replace the FIMS Usage Code value

AAIM Initial Acquisition Cost/ Annual Rent – a new Adjustment record will be created using this value as the Adjustment Cost, the date transferred will be used as the Adjustment Date, the Capitalized – Adjustment will be set to 'No', the Adjustment Description will be populated with "Transferred from AAIM", and the Adjustment Asset Type will be left blank.

AAIM Size – will be added to the existing Size (gross/rentable sqft) value for buildings and trailers, or will be added to the existing Size (quantity) for OSFs, or will be added to the existing Size (acreage) value for land

AAIM Usable Sqft – will be added to the existing FIMS Usable Sqft value for buildings only

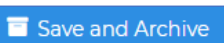
AAIM Core Capability - 1 – will be transferred to the asset if no Core Capability – 1 value exists for the asset

AAIM Activity Type – will be transferred to the asset if no Activity Type value exists for the asset



AAIM Notes – will be transferred to the Notes field of the existing asset

The Property Info window will open for the existing FIMS record. All related information should be reviewed and updated, such as RPV and/or the Adjustment record created. For OSF assets, review the Size and Size Unit of Measure for accuracy. The AAIM record will be archived to the AAIM archive.

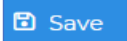
Archiving an AAIM Record

An AAIM record may be archived by clicking . Any changes made to the record will be saved and the record will be archived to the AAIM archive.

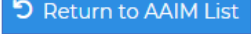
Navigating Record to Record

On the AAIM Asset window,  Previous and  Next are available to allow you to page through records. This enables you to easily review several records without having to return to the AAIM Asset List window to make a selection.



Remember, you must use  to save changes prior to navigating to another record.


Return to Anticipated Asset Information Module (AAIM) window

While viewing a particular AAIM record, click  to navigate back to the Anticipated Asset Information Module (AAIM) window.

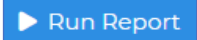
AAIM Asset Report

Using the Anticipated Asset Information Module (AAIM) window to Generate a Report



Click  from the menu. The Anticipated Asset Information Module (AAIM) window displays the default Field Office, Site and Area setting of the logged in user.

Use the  feature to retrieve a list of assets.

Click  to generate a Microsoft Excel report of the retrieved assets. The Excel report contains all the AAIM anticipated asset data fields.

7. User Security

Security Overview

FIMS is an unclassified computer system owned and operated by the Department of Energy. The FIMS user must adhere strictly to the security measures and internal controls that have been established. Access to FIMS is granted based on certain expectations. These expectations are referred to as FIMS Rules of Behavior. When you log in to FIMS and establish/modify your password, you will need to accept that you have read and agree to these guidelines. FIMS is protected from unauthorized access through the use of passwords. Each FIMS user is assigned a User ID and password by their Field Office System Administrator. **When changing your password, you must adhere to these guidelines.**

- Password contains between 8 and 20 non-blank characters
- Password contains at least one number
- Password must contain a non-numeric in the first and last position
- Password must contain at least one special character
- Password does not contain the User ID
- Password does not include the user's own or to the best of his/her knowledge, close friends or relatives' names, employee serial number, Social Security Number, birth date, phone number, or any information about him/her that the user believes could be readily learned or guessed.
- Password does not, to the best of the user's knowledge, include common words that would be in an English dictionary, or from another language which the user has familiarity
- Password does not, to the best of the user's knowledge, employ commonly used proper names, including the name of any fictional character or place
- Password does not contain any simple pattern of letters or numbers, such as "qwertyxx" or "xyz123xx".
- Password employed by the user on his/her unclassified system is different than the passwords employed on his/her classified systems.

Additionally, you agree to protect your password in the following manner:

- Must not share the password except in emergency circumstances or when there is an overriding operational necessity
- Must not leave clear-text passwords in a location accessible to others or secured in a location whose protection is less than that required for protecting the information that can be accessed using the password
- Must not enable applications to retain passwords for subsequent reuse

- Password must be changed at least every 60 days, immediately after sharing, on direction from management, and as soon as possible, but within 1 business day after a password has been compromised, or after one suspects that a password has been compromised.

Upon logging in to FIMS, a message will display with the days remaining before your password will expire. This message will change to **red** when your password is within 10 days of expiring. FIMS will notify you through an email 7 days prior to your password expiring. If your password expires which automatically suspends your login account, FIMS will generate one additional email with the appropriate FIMS Administrator to contact to have your User ID reactivated.

If your password has expired and you remember your password and are within 60 days of your last log in, you can log in and FIMS will prompt you to change your password. If FIMS does not prompt you to change your password, you will need to contact your FIMS Administrator to have your account reactivated.

FIMS also utilizes a suspend feature for individual with 3 invalid log in attempts. Once the account has been suspended, you will need to contact your Field Office System Administrator to have the account reactivated.

For any accounts that have been inactive for a period of 60 days, those accounts will automatically be suspended as well. Your Field Office System Administrator can be contacted to reactive suspended accounts.

In addition to your password, your system access is also control by the security level assigned to your User ID. Add and update access to all FIMS records is controlled by the assigned security level. All users, regardless of security level, have view access to all FIMS information.

Security Levels

Add and update access to FIMS is controlled by the security level assigned when the User ID/password is established. It is necessary to specify the security access level when requesting a FIMS User ID and password. **The access levels are described below:**

FIMS System Administrator (Headquarters)

- Add, Update, and Delete access to all records.
- Authority to establish the security records for all other FIMS users.

Field Office System Administrator

- Update access to all sites and areas within the specified field office.
- Add and Update access to all Property records within the specified field office.
- Authority to establish security records for field office, site, and Guest level users within the specified field office.

Field Office User

- Update access to all sites and areas within the specified field office.
- Add and Update access to all Property records within the specified field office.

Site User

- Update access to the site and all area records within the specified site.
- Add and Update access to all Property records within the specified site.

Guest

- View only access to all FIMS data.

Request for User ID

To request a FIMS User ID an email should be sent to the appropriate cognizant System Administrator. **The email should include the following information for the individual requesting the User ID:**

Name (first and last)	Security Level requested
DOE Organization or Contractor Name	Email
Phone Number	Site/Area login defaults

The email should be sent to the appropriate cognizant System Administrator as identified in the table below. The cognizant System Administrator will acknowledge the request by assigning a User ID or denying the request.

If you are requesting security level:	Submit FIMS User ID request to:
Field Office System Administrator	FIMS System Administrator (Headquarters)
Field Office User	Field Office System Administrator
Site User	Field Office System Administrator
Guest	Field Office System Administrator

After receiving notification that your User ID has been created, you will log in to FIMS with the User ID and password supplied to you.

After logging in to the FIMS login page, another page will popup requesting you to enter a **New Password**, **Confirm New Password** (re-enter new password again) and to **Accept the Rules of Behavior**. After entering the requested information, click **Save**. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to log in again. Click **here** and enter your FIMS User ID and the New Password you just created to access the system.

Request for Reactivating a Suspended User ID

If your User ID becomes suspended and you can no longer access FIMS, you must send an email to the cognizant System Administrator as defined in the previous section requesting reactivation.

After receiving notification that your User ID has been reactivated, you will log in to FIMS with your User ID and the new password supplied to you.

After logging in to the FIMS login page, another page will popup requesting you to enter a **New Password**, **Confirm New Password** (re-enter new password again) and to **Accept the Rules of Behavior**. After entering the requested information, click **Save**. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to log in again. Click [here](#) and enter your FIMS User ID and the New Password to access the system.

User List

Field Office Users, Site Users, and Guest have view only access to all FIMS user records. To browse the



FIMS users, click from the menu. **The User List window appears:**

User List

Field Office: EM LA Field Office
Site: All
+ Create New User

User ID ↑↓	User First Name ↑↓	User Last Name ↑↓	Organization ↑↓	Security Level ↑↓	Account Status ↑↓	Logon Date ↑↓
lanlal	Anthony	Lucero	EM LANL	Field Office User	Suspended	03/18/2022
lanldh	DeAngelo	Holt	EM LANL	Field Office User	Suspended	09/19/2022
lanllk	Larry	Kelly	DOE - EMCBC	Field Office System Admin	Suspended	09/23/2021

To view a user record, click the desired User ID from the User List.

Modifying Your Profile Information

The FIMS application allows you to modify your personal information associated with your User ID. To view and modify your user information, click your name in the upper right hand corner then click Profile.

The User Detail window will open and allow modifications to the following information:

User First Name	Phone Number
User Last Name	Field Office Default (default logon location)
Organization	Site Default (default logon location)
Email	Area Default (default logon location)

Responsibilities and Authorities

FIMS System Administrator (Headquarters)

- Authorizes the DOE Field Office System Administrator to manage the request for access to FIMS through the assignment of User IDs and passwords.
- Adds, deletes, updates or reactivates the User ID and password of the Field Office System Administrator.

- Adds, deletes, updates, and reactivates any User ID and password in the event the Field Office System Administrator is unavailable.

Field Office System Administrator

- Reviews and approves the request for User IDs and passwords from individuals under the purview of the specified field office.
- Adds, deletes, updates or reactivates field office, site, and guest users under the purview of the field office.
- Maintains a current record of all FIMS users under the purview of the field office.

Adding a User

The FIMS System Administrator (Headquarters) and the Field Office System Administrator are the only FIMS users that can add new users to the system.

If you are a FIMS System Administrator (Headquarters) or a Field Office



System Administrator, you can add a new user by clicking [+ Create New User](#) from the menu. From the User List, click [+ Create New User](#). The User Detail window appears as follows to add a new user:

User ID:

Field Office Restriction:

EMCBC

User First Name:

Site Restriction:

Moab Site

User Last Name:

Field Office Default:

EMCBC

Security Level:

Guest

Site Default:

Moab Site

Organization:

Area Default:

All

Email:

Phone Number:

Password:

Update Password

Account Status:

Active

Save

To establish a new user, enter the requested information and click [Save](#).

Updating a User

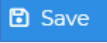
The FIMS System Administrator (Headquarters) and the Field Office System Administrator are the only FIMS users that can update user information.

If you are a FIMS System Administrator (Headquarters) or a Field Office




System Administrator, you can update user information by clicking from the menu. From the User List, click the User ID associated with the user information you wish to modify. **The User Detail opens and the following information may be updated:**

User First Name	Account Status
User Last Name	Field Office Restriction
Security Level	Site Restriction
Organization	Field Office Default
Email	Site Default
Phone Number	Area Default
Password	

Click  to save the updates to the data base.


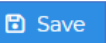
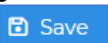
When a user that the Field Office System Administrator does not have security rights to modify is selected, **Save** is protected allowing the Administrator to only view the User Detail information.

Click  to return the the User List. Use  Previous and  Next to page through the user records.

Reactivating a Suspended User ID

If a user's User ID becomes suspended and they can no longer log in to FIMS, the FIMS System Administrator (Headquarters) or the Field Office System Administrator can reactivate the User ID.

To reactivate the User ID, on the User Detail window:

- 1) Click  to change the password.
 - a. Input a **New Password**
 - b. Re-input the New Password value in the **Confirm New Password** field
 - c. Click 
- 2) Change the **Account Status** pick list to "Active"
- 3) Click 


Deleting a User

The FIMS System Administrator (Headquarters) and the Field Office System Administrator are the only FIMS users that can delete a user from the system.

If you are a FIMS System Administrator (Headquarters) or a Field Office



System Administrator, you can delete a user by clicking from the menu. From the User List, click the **User ID** of the user you wish to delete.

The User Detail window will open for that user. Click  to delete the user record. A message appears confirming the delete operation.

8. FIMS Reporting

Reporting Overview

The Facilities Information Management System (FIMS) provides a set of standard reports. These standard reports include detailed and summary level information on Buildings, Land, OSF, and Trailers. These reports can be previewed and printed directly from your desktop within the FIMS application.

The FIMS application also has a FIMS Ad Hoc Reporting tool. This tool can be used to extract FIMS data to an Excel spreadsheet based on user defined criteria and column selection. Excel can then be used to further format these Ad Hoc reports.

FIMS provides Population reports that will identify missing or incomplete data. These reports create an Excel workbook that contains a summary page as well as more detailed data on additional Excel sheets.

The FIMS Anomaly reports identify possible issues with FIMS data. These reports also create an Excel workbook that contains a summary page as well as more detailed data on additional Excel sheets.

Standard Reports

Reference the **FIMS Standard Report Samples** document available at <https://fims.doe.gov/fimsinfo/doc.html> for one page samples of each report.

To access the standard reports, click the Standard Reports hot link from



the Home page or click



, then **Standard Reports** from the menu. The Standard Reports window will display as shown here.

Standard Reports					
Title ↑↓	Category ↑↓	Building ↑↓	Trailer ↑↓	OSF ↑↓	Land ↑↓
001-Owned Building Complete Information Report	Basic Report	Yes	No	No	No
002-Ingrant Building Complete Information Report	Basic Report	Yes	No	No	No
003-Owned Trailer Complete Information Report	Basic Report	No	Yes	No	No
004-Ingrant Trailer Complete Information Report	Basic Report	No	Yes	No	No
005-Owned OSF Complete Information Report	Basic Report	No	No	Yes	No
006-Ingrant OSF Complete Information Report	Basic Report	No	No	Yes	No



The Standard Reports window has filtering capabilities. The filtering can be used individually or in combination. The following describes the filtering capabilities.

- The **Title** column has a filter option where you can type in a key word(s) of the report name, i.e., owned or owned trailer, to refine the list of reports.

- The **Category** column has a pick list of values to choose from to refine the list of displayed reports. The pick list values are defined as follows:

Admin/Audit	Provides FIMS/STARS reconciliation reports, Expired Ingrant, and a User Report
Basic Report	Detail and Summary level reports of current and archive data by specific property types (buildings, land, OSFs, and trailers)
Data Validation	Reports used for the FIMS Data Validation process

- Use the **Building, Trailer, OSF** and/or **Land** columns to include “Yes” or exclude “No” each property type by choosing the appropriate Yes/No value from the pick list for each column.

The columns in the Standard Reports window may also be sorted by clicking the column heading,  reflects sorted in ascending order,  reflects sorted in descending order.

To generate a report, select a report from the Standard Reports window by clicking a **Title**.

The majority of the FIMS reports will prompt you to supply criteria that will allow the system to refine your report to meet your specific needs. Use the available pick list to specify the criteria you wish to use to generate the report. The table below defines the prompts in alphabetical order that you may encounter during the report generation process.

Report Prompts	Response
Active or Archive	Select Active to generate the report with current active data or Archive to generate the report with archive – disposed data
Area	Select a specific Area or All Areas to be included for a specific Site.
Estimated Cost	Select Estimates to report only estimated acquisition cost, select No Estimates to report actual acquisition costs, or select All to include both estimates and actual acquisition costs on the report.
Expiration Date	Input a date for lease expirations to check for leases that have expired prior to and up to the selected date by selecting a date from the popup calendar
Field Office	Select a specific Field Office(s) from the pick list of available Field Offices
HQ Program Office	Select a specific Program Office(s) from the pick list or choose All from the pick list to include all Program Offices
NBI Bridges Only	Select Yes to include NBI Bridges only on the report, No to exclude NBI Bridges on the report or All to include all bridges on the report
Ownership	Select from the available pick list values. Or choose All from the pick list to include all listed Ownership types.
Property ID	Select a specific Property Id(s) or All from the pick list
Property Type	Select the available Building, Land, Trailer, or OSF option from the pick list

Report Prompts	Response
Sample Size	Select the appropriate sample size from the list for your Validation. Use the Sample Size Chart found on the FIMS website under the Data Validation topic at https://fims.doe.gov/fimsinfo/doc.html .
Site	Select a specific Site(s) from the pick list.



Note: Reports run for the entire database may be very large; you may wish to check the number of pages before printing.

Reports may be generated in Adobe Acrobat PDF or Microsoft Excel formats. The PDF format will provide a formal formatted report output. The Excel format outputs the data used to produce the report into a Microsoft Excel spreadsheet.

Select your Report Format using either  PDF Report or  Excel Report.

To print a report, from the report preview window click **File, Print**.

To redisplay the Standard Reports window, click  Return to Report List.

To exit the FIMS Standard Reports, close any open Adobe pdf or Excel windows and click another link within the FIMS application.

One page samples of all the FIMS Standard Reports may be found in the *FIMS Standard Report Samples* document available at <https://fims.doe.gov/fimsinfo/doc.html>.

Ad Hoc Reports

The Ad Hoc Reports tool is built into the FIMS application. It provides list boxes of search criteria and columns that are chosen to create an Excel report. The Current option extracts FIMS data from the current active data or the archived – disposed data. The Historical option extracts data from the available past fiscal year snapshots. The Adjustments, Outgrants and Uniformat options extract current active data from the Adjustments, Outgrants and Uniformat data respectively. The FRPP option extracts data from the available past fiscal year Federal Real Property Profile (FRPP) reported data. Reference the Fiscal Year list box on the Historical Data and the FRPP Data windows for past fiscal years available.



To access the Ad Hoc Reports window, click the Ad Hoc Reports hot link from the Home page or click



then **Ad Hoc Reports** from the menu. Choose the appropriate tool by selecting **Current, Historical, Adjustments, Outgrant, Uniformat** or **FRPP** from the available tabs.

Creating an Ad Hoc Report

The basic steps to run the Ad Hoc Reports are below:

1. Select your desired selection criteria from the available list boxes and check boxes. **The following table defines the available list boxes and check boxes:**

Report Prompts	Response
Archived/Active	Select the appropriate radio button to select Active data or Archive (disposed) data to be extracted
HQ Program Office	Select one, multiple or All Program Offices.
Field Office	Select one, multiple or All Field Offices from the list.
Site	Select one, multiple or All Sites from the list.
Area	Select one, multiple or All Areas from the list.
Property Type	By default, all Property Types are selected. Click the check box to select or deselect. Note: For <u>FRPP Data</u> , Building (Type 35) includes both buildings and trailers. The FRPP does not have a separate category for Trailers, they are reported as buildings.
Ownership	Select one, multiple or All Ownership types from the list. For <u>FRPP Data</u> , the Ownership values reflect only what are reported to the FRPP.
Status Disposition Method	Select one, multiple or All Status or Disposition Method options from the list of values. For <u>FRPP Data</u> , the Status values reflect what are reported to the FRPP.
Asset Search	Select Property ID, Property Name or Real Property Unique ID from the list and input your search value in the box. Multiple Property ID's or Real Property Unique ID's can be entered by separating them with a semicolon (i.e., 1093;1094;1095;046) in the box.
Fiscal Year (only available when <u>Historical Data</u> or <u>FRPP Data</u> is chosen)	Select a fiscal year from the list of available years or select All for all years.

From any of the report criteria list boxes, you may perform one of the following to select criteria for your report:





- Select a single value by clicking on the value in the list.
 - Select multiple adjacent values by clicking the first value in the list and then **Shift+Click** the last item in the list you desire to select. This will result in a group of values being highlighted.
 - Select multiple nonadjacent values by clicking the first value and then **Ctrl+Click** individual values to select additional values from the list. This will result in multiple values being highlighted.
 - Select all criteria options available in the list by clicking the value **All** in the list.
2. Select the columns you wish to display by moving them from the 'Available Display Columns' list to the 'Selected Display Columns' list.

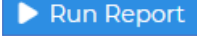
Select the columns you wish to display using the following methods:

- Double-click a column in the 'Available Display Columns' list to move it to the 'Selected Display Columns' list.
- Drag and drop a column by clicking it in the "Available Display Columns" list and while holding the left mouse button drag it to the 'Selected Display Columns' list and release the mouse button.
- Click a column and use the navigational arrows between the two lists to move the column in either direction between the two lists.
- To select multiple columns, click the first desired column in the 'Available Display Columns' list and then **Ctrl+Click** each additional desired column in the 'Available Display Columns' list. Use the navigational arrows between the 'Available Display Columns' list and the 'Selected Display Columns' list to move the group of columns to the 'Selected Display Columns' list.

3. Columns will appear in the Excel report in the same order as they are in the 'Selected Display Columns' list.

The columns in the 'Selected Display Columns' list may be reordered using the navigational arrows.

Select an item in the list and then use the navigational arrows,  Move Up,  Move Top,  Move Down, and  Move Bottom.

4. To generate the report, click . Large reports may take a few extra seconds to display.

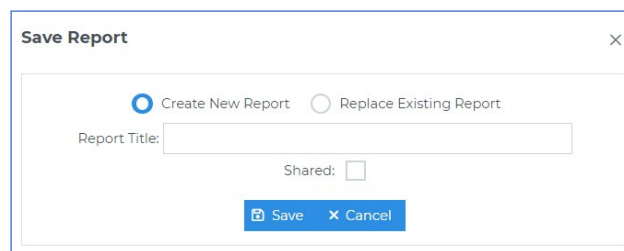


Note: Once the Excel file is created, the user has the ability to sort, add sub totals, filter or remove any data in order to further refine the output to meet their specific needs.

Saving an Ad Hoc Report

To save the selection criteria setup for an Ad Hoc report follow the steps below:

1. Click . The following popup will appear.



The 'Save Report' dialog box contains the following elements:

- Two radio buttons: 'Create New Report' (selected) and 'Replace Existing Report'.
- A text input field labeled 'Report Title:'.
- A checkbox labeled 'Shared:'.
- Two buttons at the bottom: 'Save' and 'Cancel'.

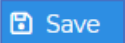
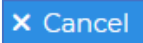
2. To save a new report, click **Create New Report**.

Type a report name in the **Report Title** box.

OR

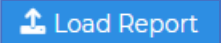
To resave an existing report, click **Replace Existing Report**.

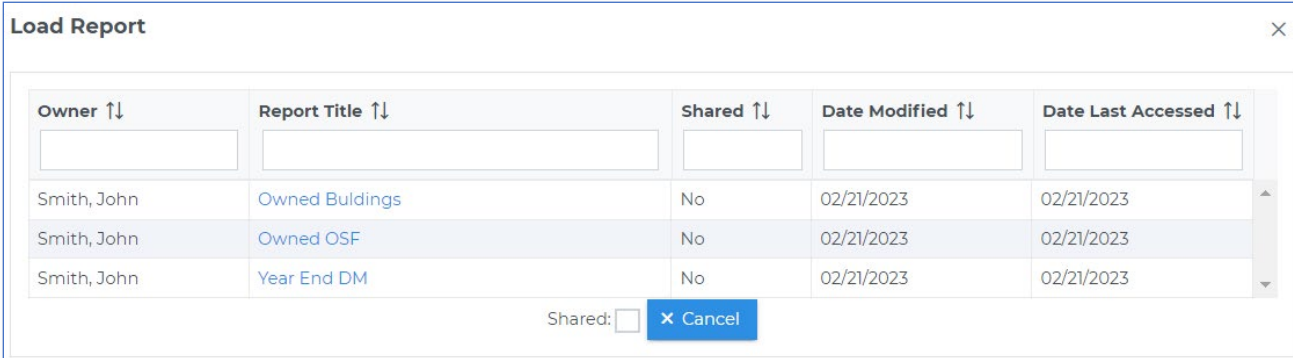
Select the report from the **Report Title** pick list.

- If you desire to share the report so other FIMS users can run the report, click the **Shared** checkbox. By leaving the shared checkbox unchecked, the report will remain private for access by your login only.
- Click  to save the report criteria. Click  to cancel the Save operation.

Loading a Saved Ad Hoc Report


To load a saved Ad Hoc Report, follow the steps below:

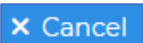
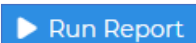
- Click . The following popup will appear.



The popup window titled "Load Report" contains a table with the following columns: Owner ↑↓, Report Title ↑↓, Shared ↑↓, Date Modified ↑↓, and Date Last Accessed ↑↓. The table lists three reports owned by "Smith, John": "Owned Buildings", "Owned OSF", and "Year End DM". All reports are marked as "No" for shared and have a date of "02/21/2023". At the bottom of the popup, there is a "Shared:" checkbox and a "Cancel" button.

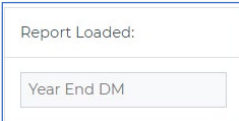
Owner ↑↓	Report Title ↑↓	Shared ↑↓	Date Modified ↑↓	Date Last Accessed ↑↓
Smith, John	Owned Buildings	No	02/21/2023	02/21/2023
Smith, John	Owned OSF	No	02/21/2023	02/21/2023
Smith, John	Year End DM	No	02/21/2023	02/21/2023

Shared: ☐ 

- By default, all your saved Ad Hoc reports are displayed. To include Shared Ad Hoc reports in the list, click the **Shared** checkbox. The Owner column displays the name of the Ad Hoc report originator. Your Ad Hoc reports will sort to the top of the list, followed by an alphabetical list by Owner of all FIMS shared Ad Hoc reports.
 - Select a **Report Title** to load the saved report criteria.
- OR
- Click  to cancel the Load operation.
 - To generate the Ad Hoc report, click . Large reports may take a few extra seconds to display.



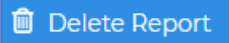

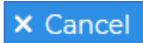
Note: The report title of the loaded report is displayed to the left of the Available Display Columns and appears as:



The "Report Loaded:" popup window displays the loaded report title "Year End DM" in a text box.


Deleting a Saved Ad Hoc Report

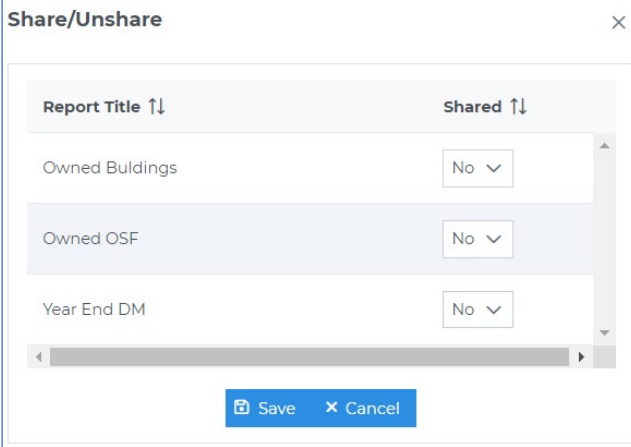
To delete a previously saved Ad Hoc report follow the steps below:

1. Click .
2. Select a report from the **Report Title** pick list.
3. Click  to delete the saved Ad Hoc Report. Click  to cancel the Delete operation.

Share/Unshare a Saved Ad Hoc Report

To share or unshare a previously saved Ad Hoc report follow the steps below:

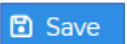
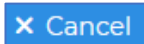
1. Click . The following popup will appear.



The popup window titled "Share/Unshare" contains a table with two columns: "Report Title ↑↓" and "Shared ↑↓". The table lists three reports: "Owned Buildings", "Owned OSF", and "Year End DM", each with a "No" dropdown in the "Shared" column. At the bottom of the popup are "Save" and "Cancel" buttons.

Report Title ↑↓	Shared ↑↓
Owned Buildings	No ▼
Owned OSF	No ▼
Year End DM	No ▼

Save Cancel

2. Use the **Shared** Yes/No pick list to Share = Yes or Unshare = No your listed Ad Hoc reports.
3. Click  to save your changes. Click  to exit without changes.

Population Reports

The Population Reports should be used to ensure that all FIMS required data fields are populated (not blank). The FRPP Population reports should be used at year-end to ensure that the data fields reported to the Federal Real Property Profile (FRPP) database are fully populated. The FRPP Population reports should also be used prior to a Site's Data Validation to ensure 100% population.





Note: The FIMS Population reports should be run at year end as well as throughout the year to ensure that all of a Site's data fields are fully populated.

A Site should generate both the FRPP Population and the FIMS Population reports to fully verify population for all their data fields.

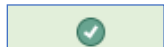
Creating a Population Report

The basic steps to generate the Population Reports are:



1. Click , then  **Population Reports** from the menu.
2. Select the desired selection criteria from the **Field Office** and **Site** list boxes.
3. To generate the report, click on either **FIMS Population** or **FRPP Population**.
4. The Excel workbook will be generated.

The first sheet, labeled “Summary” provides a summary of all the detailed report sheets and identifies



if no data is found missing for a detailed report sheet or



if data is found to not be 100% populated.

The detailed report sheets (the second sheet and beyond) can be viewed by clicking the “Report Name” on the Summary sheet or by clicking the tabs at the bottom of the opened Excel workbook. The detailed sheets provide either a message “No data was found for this report.” indicating that the data is 100% populated or a list of FIMS records with missing data. The list of FIMS records with missing data will identify the Property ID of the asset and display blank cells where there is missing data.

Anomaly Reports

As a fiscal year-end check in FIMS, a set of anomaly reports have always been generated at Headquarters to review the data before the annual Federal Real Property Profile (FRPP) reporting. These anomaly checks have now been incorporated into FIMS as an Anomaly Reports tool.

The Anomaly Reports identify specific issues with the FIMS data. Such as, Estimated Disposition Year is a past fiscal year. They also bring attention to outliers, such as the asset is Excess but the Asset % Utilized is greater than zero. This may or may not be an anomaly, but a site needs to revisit to ensure the FIMS data is accurate.

Beginning in FY16, the FRPP established a set of mandatory Validation and Verification reports. Headquarters generates these FRPP reports annually after the fiscal year submission. All anomalies identified by these reports have to be addressed as correct or incorrect. To aid in identifying these anomalies, the FIMS Anomaly Reports contain FRPP anomaly checks as identified by ‘FRPP’ in the report description. The Anomaly Report Checks table below describes each in detail.





Note: The Anomaly Reports should be generated at a minimum at the end of the fiscal year prior to the year-end snapshot.

Creating the Anomaly Reports

The basic steps to generate the Anomaly Reports are:

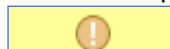


1. Click , then  **Anomaly Reports** from the menu.
2. Select the desired selection criteria from the **HQ Program Office**, **Field Office** and **Site** list boxes.
3. To generate the report, click **Anomaly Report**.
4. The Excel workbook will be generated.

The first sheet, labeled “Summary” provides a summary of all the detailed report sheets and identifies



if no records qualified for a specific anomaly or



if records were found that qualified for the anomaly check.

The detailed report sheets (the second sheet and beyond) can be viewed by clicking the "Report Name" on the Summary sheet or by clicking the tabs at the bottom of the opened Excel workbook. The detailed sheets provide either a message "No data was found for this report." indicating that no records were found for the specific anomaly check or a list of FIMS records that qualify for the specific anomaly check. If a list of FIMS records is displayed, the Property ID is provided to identify the specific FIMS asset in question.

Anomaly Report Checks

The following table describes each of the Anomaly checks being performed and course of action.

Anomaly	Action Needed
01 – Estimated Disposition Year Check	The Estimated Disposition Year cannot contain the value of the current or past fiscal year. It is a projected future year. Update the Estimated Disposition Year to reflect a future fiscal year.
02 – Excess Assets where the Asset % Utilized is > 0	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a Site would not continue to utilize an asset that has been declared excess. Update the Asset % Utilized as needed.
03 – Operating Assets where the Asset % Utilized is < 40%	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Since Status is predominant based on size, typically Asset % Utilized would be greater than 40%. Update the Asset % Utilized as needed.
04 – Shutdown Not Utilized assets with an Hours of Operation > 10	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a shutdown asset would not be in operation and therefore consuming utilities. Update the Hours of Operation as needed.
05 – Expired DOE and Contractor Leased assets (as of fiscal year end)	Represents leases expiring as of the end of the fiscal year. Update the lease Expiration Date as needed. For leases in a month to month status, ensure the Expiration Date is updated for year-end processing. If leases have expired or been terminated, they should be immediately archived with a disposition method of 'Early Termination/Cancellation' or 'Expiration/Cancellation'.
06 – AAIM assets with past Beneficial Occupancy Year	The anticipated Beneficial Occupancy Year for the anticipated asset has passed. This should reflect a projected future year. Update the AAIM Beneficial Occupancy Year to a future year.
07 – Annual Actual Maintenance > RPV	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, it is not expected that the money

Anomaly	Action Needed
	<p>spent for Annual Actual Maintenance would exceed the Replacement Plant Value (RPV).</p> <p>Update the Annual Actual Maintenance and/or the RPV as needed.</p>
<p>08 – Operating assets with Annual Actual Maintenance = \$0</p>	<p>This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, an operating asset would have some Annual Actual Maintenance associated with it.</p> <p>Update the Annual Actual Maintenance or verify the accuracy of the Status.</p>
<p>09 – FRPP Repair Needs > RPV</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned buildings and trailers where the Repair Needs is > the RPV.</p>
<p>10 – FRPP Ownership Change from Previous FY</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned and DOE Leased buildings and trailers where the Ownership changed from what was reported to the FRPP the previous fiscal year.</p>
<p>11 – FRPP Change in Operating and Maintenance Cost</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly totals the Operating Costs and Annual Actual Maintenance for DOE Owned office and warehouse buildings and trailers and compares it to the value reported for the previous fiscal year. If the current year value is more than three times greater than the previous fiscal year value, the asset is reported.</p>
<p>12 – FRPP Change in Annual Rent, Operating and Maint Cost</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly totals the Annual Rent, Operating Costs and Annual Actual Maintenance for DOE Leased office and warehouse buildings and trailers and compares it to the value reported for the previous fiscal year. If the current year value is more than two times greater than the previous fiscal year value, the asset is reported.</p>
<p>13 – DOE Deferred Maintenance (DM) Compare</p>	<p>The current fiscal year Deferred Maintenance will be compared to the previous fiscal year Deferred Maintenance.</p> <p>This report will identify where the two values match. Deferred Maintenance should always be reported in current year dollars, so the value should not match from one fiscal year to the next fiscal year.</p>

Anomaly	Action Needed
14 – FRPP RPV Compare	<p>The current fiscal year RPV will be compared to the previous fiscal year RPV.</p> <p>This report will identify where the two values match. RPV should always be reported in current year dollars, so the values should not match from one fiscal year to the next fiscal year.</p>
15 – Modernization Cost for new or non-operating assets	<p>Newly acquired assets or asset with an inactive Status (values of 4,5,6, or 7) typically do not have Modernization Cost associated with them.</p> <p>Review these identified assets to ensure that Modernization Cost is being reported correctly.</p>
16 – Operating Cost – Site versus Asset Totals	<p>Identifies sites where the sum of the Asset level Operating Costs component (i.e., Electricity, Gas, Refuse, ...) is greater than the Site level Operating Cost for that component.</p> <p>The Site level Operating Cost should be the site total which includes all values reported at the asset level. The Site level Operating Cost should equal the Asset level if the site has fully populated all Asset level Operating Cost values.</p> <p>Please ensure your site <u>is not</u> on this report for fiscal year-end reporting. Any site listed must be corrected for the FIMS Operating Cost allocation to run.</p>
17– FRPP Repair Needs (RN) Compare	<p>The current fiscal year RN will be compared to the previous fiscal year RN.</p> <p>This report will identify where the two values match. RN should always be reported in current year dollars, so the values should not match from one fiscal year to the next fiscal year.</p>
18 – FRPP Annual Actual Maintenance (AM) Compare	<p>The current fiscal year AM will be compared to the previous fiscal year AM.</p> <p>Annual Actual Maintenance is expected to be captured at the asset level. It would be extremely rare for the same value to be reported in two consecutive fiscal years.</p>
19 – FRPP Modernization Compare	<p>The current fiscal year Modernization cost will be compared to the previous fiscal year Modernization cost.</p> <p>This report will identify where the two values match. Modernization should always be reported in current year dollars, so the values should not match from one fiscal year to the next fiscal year.</p>
20 – Op Cost Allocation Check – ensure blank asset fields	<p>Identifies sites where the Site level Operating Costs component (i.e., Electricity, Gas, Refuse, ...) is greater than the sum of the Asset level Operating Cost for that component, indicating that the difference is to be allocated to the Asset level Operating Costs component.</p>



Anomaly	Action Needed
	<p>For any Operating Cost component (i.e., Electricity, Gas, Refuse, ...) identified on this report, ensure for your site that there are <u>DOE owned building/trailer assets with no value</u> for the corresponding Asset level Operating Cost. Blank Asset level Operating Cost components are needed so that the Operating Cost allocation can distribute the additional Site level cost to your site assets.</p> <p>Please ensure there are building/trailer Asset level Operating Cost components to allocate to if your site is shown on this report. Any site listed must be verified prior to the FIMS Operating Cost allocation.</p> <p>For sites that do not have any owned assets (this would indicate the Site level Operating Cost components represent cost associated with non-DOE-owned assets), ensure your Operating Cost are entered at the asset level.</p>

9. FIMS Help

Help Overview

The FIMS application provides a Help feature with links to the FIMS User's Guide, FIMS Data Element Dictionary, FIMS Standard Report Samples and issued HQ Guidance on the FIMS website. This Help feature opens a popup window with the desired help feature allowing you to view FIMS while browsing the Help.

FIMS Help – User's Guide

To open the PDF version of the FIMS User's Guide while logged in to FIMS, click  , then  **User's Guide** from the menu. The FIMS User's Guide provides end-user assistance with Site, Area, Property and AAIM processing. It defines the various security log in levels available in FIMS. It discusses FIMS reporting, data uploading and archiving as well as definitions for all data fields and the building and OSF usage codes.


FIMS Help – Data Element Dictionary

To open the PDF version of the FIMS Data Element Dictionary while logged in to FIMS, click  , then



Data Element Dictionary from the menu. The FIMS Data Element Dictionary, which is Appendix A of the FIMS User's Guide, provides definitions for all the FIMS data fields.



FIMS Help – Standard Report Samples

To view one page samples of all the FIMS Standard Reports while logged in to FIMS, click  , then





Standard Report Samples from the menu.

FIMS Help – HQ Guidance

To open the FIMS informational website, access this link by clicking  , then  **HQ Guidance** from the menu. The FIMS informational website provides guidance memorandums issued by DOE Headquarters as well as other informational items.

Once the FIMS informational website is open, you may access other pages within the website by using the navigational menu within the website.

FIMS Help – About FIMS

This option provides the version number of the current FIMS software release as well as a general overview of the FIMS application and its use. From the menu click  , then  **About FIMS** to access.

10. Data Upload Processing

Data Upload Overview

The FIMS Data Upload process provides a tool for updating multiple records in a single process versus individually accessing each record to make an update. The Data Upload process allows data collected from external sources to be loaded into FIMS in an Excel template format. FIMS provides a process for generating the Excel templates.

Data for Building, OSF, Land, and Trailer records may be uploaded via the FIMS Data Upload process. The data upload will update existing FIMS database records. The Outgrant and Adjustment templates will also add a record to the database if the record does not exist. Records cannot be deleted through the Data Upload process.

The Data Upload process is initiated from the FIMS application via a link that allows the generation of the Excel template. This link is also used to perform the upload. The data being uploaded is subject to the same validation criteria applied by the FIMS application. Data that meets data entry requirements is moved to the FIMS database. Data that fails to meet data entry requirements will generate detailed errors, such as column name is not correct, must be a numeric value, or validation messages.



It is important that you review and verify your data after the Data Upload process to ensure that the values were uploaded correctly.

There are exceptions to the Data Upload process as follows:

- Site and Area data may not be uploaded.
- New building, land, OSF, or trailer properties cannot be added through the Data Upload process. They must be added through the FIMS property maintenance process, reference the [Property Maintenance](#) chapter of this manual.
- Property ID is not a field that can be modified through the Data Upload because it is a key identifying data field. However, Property ID can be modified on the Property Info window.
- Property Type, Ownership and HQ Program Office cannot be updated through the Data Upload process. You must contact the FIMS Help Desk for assistance.

Upload Template Creation



The FIMS application will generate a template to be used for the upload. A pick list of available templates is found on the **Data Upload** window. The upload templates are organized into the 5 categories defined below. The templates provide cross checks to ensure that data does not get uploaded to the wrong record type. For example, you cannot upload Utilization to Land records, Utilization is only input for Buildings, OSF, and Trailers.



Template:	Use for:
General	Uploading all data fields for buildings, trailers, OSF and land excluding the specific Adjustment, Ingrant, Outgrant, and Uniformat data fields (which are found in the corresponding templates).
Adjustment	Uploading/adding adjustments to buildings, trailers, OSF and land Note: To add new adjustments through the Data Upload process, just leave the Adjustment Sequence Number cell blank in the upload template. The upload will generate the appropriate sequence number.
Ingrant	Uploading ingrant/leased data to buildings, trailers, OSF and land
Outgrant	Uploading/adding outgrant data to buildings, OSF and land
Uniformat	Uploading/adding Repair Needs by Uniformat II level data to buildings, OSF and trailers



Note: FIMS users with Guest access may generate a Upload Template. However, only users with the specific site update authority can upload the template data into FIMS.

To create a template:

- While logged in to FIMS click , then  from the menu. Choose a template from the **Select Template** pick list.
- The list of 'Available Columns' displays the specific FIMS data fields related to the template that is chosen. Use one of the following methods to move data fields from the 'Available Columns' list to the 'Selected Columns' list.
 - Double-click the data field
 - Drag and drop the data field by clicking the data field in the 'Available Columns' list and while holding the left mouse button drag the data field to the 'Selected Columns' list
 - Click the data field and use the navigational arrows between the 'Available Columns' list and the 'Selected Columns' list to move the data field
 - To select multiple data fields, Ctrl + Click each desired data field in the 'Available Columns' list.

Use the  navigational arrow between the 'Available Columns' list and the 'Selected Columns' list to move the group of data fields to the 'Selected Columns' list.
- After selecting all the data fields to be uploaded in your upload file, click .

At the prompt **Save** the Excel template file.

The template will contain key identifying data fields that you did not select as you generated the template. These key identifying data fields, such as Site Number, Area Number and Property ID, allow the Data Upload process to uniquely identify the record in FIMS that you intend to modify.



Do not change the column headings generated in the Excel template file. Any changes to the column headings will cause the Data Upload process to fail.


- The Excel template should then be populated with your upload data to complete the creation of the upload file.

Populate the Upload Template

Data from your local data source should be used to populate the upload template file. Your data should be copied into the upload template file. All data should be properly formatted before copying into the upload template file.

Data Formatting Guidelines



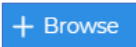

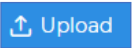
The following will assist with formatting the data to be copied to your upload template file:

- Date fields should be formatted as MM/DD/YYYY.
-  To remove a value from a data field, place blanks in that cell in your Excel upload template. Do not leave cells blank if you don't intend to remove the data from the FIMS database.
- Numeric data fields should be formatted without dollar signs or commas. Decimal points may be used for numeric values defined as decimals.
- The Data Upload process will recognize upper- and lower- case letters. All desired capitalization should be applied to the data in your upload template file.
- Pick list, radio buttons and check boxes used within FIMS usually store codes in the database. In this manual reference *Appendix A – [Data Element Dictionary](#)* for a specific data field, *Appendix B – [Building Usage Codes](#)*, *Appendix C – [OSF Usage Codes](#)*, or *Appendix E – [Lookup Table Descriptions](#)* for valid codes. These database values are case sensitive.

The Data Upload process should not be used to remove a value from a pick list, radio button or check box data field because the database validation rules will prohibit a blank value.

Initiating a FIMS Data Upload


To initiate a Data Upload, follow the steps below:

- On the FIMS menu, click  ,  to open the Data Upload window.
- Under the **Upload File** section of this window, click  to locate and then Open the upload template file that is to be uploaded. The file name will be displayed on the window. Click  to remove the staged file if needed.
- Click  to initiate the process.

The Data Upload process runs immediately upon clicking Upload.

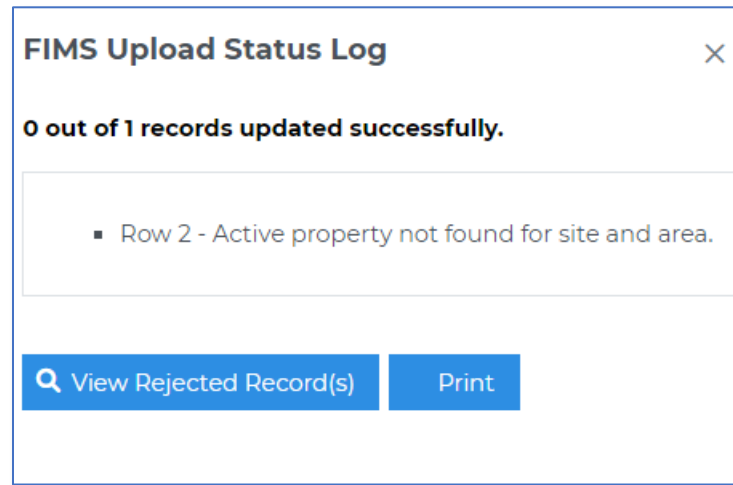
- Upon completion of the upload, a message will be displayed with the number of records updated successfully as shown here.

 **2 out of 3 records updated successfully.**

- Click  to see the FIMS Upload Status Log. The FIMS Upload Status Log will identify how many records processed successfully and also provide the detailed error messages and the rows in the Excel upload template file of any records that did not upload.

To print the FIMS Upload Status Log, click .

The following is a sample of the FIMS Upload Status Log:

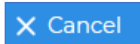


6. If visible, click  to open an Excel file with the rejected (not uploaded) records. Data values in error are highlighted by marking them in **red** text.

The following is a sample of the Rejected Record(s) Excel file:

	A	B	C	D
1	Site Number	Area Number	Property ID	Alternate Name
2	03003	001	006	WR

If you Browse and retrieve a file for uploading and decide you want to remove it and not upload the data, click



Remember, it is important that you review and verify your data after the Data Upload process to ensure that the values were uploaded correctly.


11. Archive Processing

Archive Overview

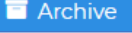
Archiving is a requirement for all governmental real property inventory systems under the Joint Federal Management Improvement Process (JFMIP) run by the Secretary of Treasury. The FIMS Archive process is employed by the Department of Energy to track the disposition of all real property assets.

Archive Guidance

Some key points to keep in mind regarding the archive:

- Ensure the asset is physically gone from your site before archiving.
 - Do not use the Archive for changes to Property Type or Ownership, contact the Help Desk
 - Do not use for an asset being disposed of by GSA until the disposition is final (asset is DOE property until the final disposition)
 - Do not use the Archive for DOE internal transfers between Sites and/or HQ Program Offices. These are not Federal Transfers. Contact the Help Desk for assistance.
- Ensure the Disposition Method is correct and found on the disposition source document.
 - The Disposition Method of Federal Transfer is only used in the event a facility was transferred to another federal agency such as DOI or DOD.
-  Ensure the Disposition Date is correct and matches your source document for the disposition.
- The Archive Date is system generated.
- Please review the FIMS year-end schedule if archiving assets before the year-end snapshot is generated.

Archive Initiation

To initiate the archive process, click  Archive in the footer of any property window. **A sample of the Disposition Archive window is provided below:**

Disposition - Archive
×

Disposition data should only be input on this screen prior to archiving the record.

The following scenarios do not qualify as a reason for initiating an Archive as they do not represent the disposal of a DOE asset.


- 1) Asset is being disposed by GSA (asset is DOE property until final disposition)
- 2) Internal transfers between Sites and/or HQ Program Offices (contact FIMS Support)
- 3) Changes to Property Type or Ownership (contact FIMS Support)
- 4) Confirmation has not been received that asset is gone from your Site

Disposition Method: (Changing Disposition Method will clear other values from this screen)

Disposition Date: × Clear Date

Actual Sales Price:

Net Proceeds:

 Archive
 × Close

From the Disposition – Archive window, you will need to first select the Disposition Method from the pick list. The table below identifies the selections that are valid for DOE or GSA Disposition or ones that should be used for Disposition through GSA only. The [Data Element Dictionary](#), Appendix A of this document provides definitions for each.

Used for DOE or GSA Dispositions	Used for GSA Dispositions only
Admin Correction/No Disposal	PBC: Correctional Facility Use
Demolished	PBC: Health or Educational Use
Federal Transfer	PBC: Historic Monuments
Loss Due to Disaster	PBC: Homeless Assistance
Loss Due to Training Exercise	PBC: Law Enforcement/Emergency Resp
Other (converted to personal property)	PBC: Negotiated Sale to Public Agency
Sale, Negotiated	PBC: Port Facilities
Sale, Public	PBC: Public Airports
Early Termination/Cancellation	PBC: Public Parks/Recreation
Expiration/Cancellation	PBC: Self-help Housing
	PBC: Wildlife Conservation



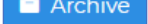
Note: The Disposition Method of 'Other (converted to personal property)' is only to be used to remove an asset from FIMS that has been converted to personal property and is no longer real property. You

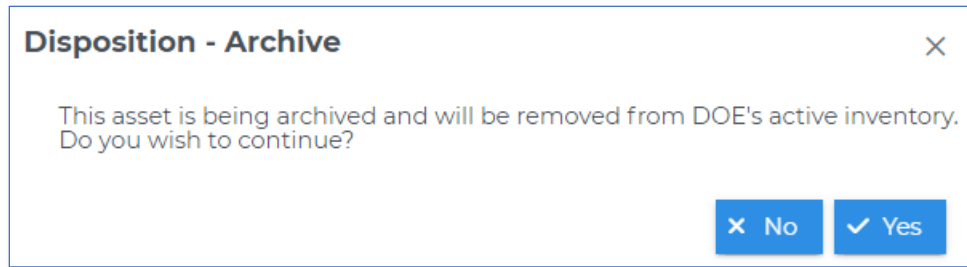
must add a comment to the Notes data field prior to archiving to document 'the asset has been converted to personal property for disposal'.

You will then need to input the Disposition Date. This date represents when the disposal action was complete.


The entry for Actual Sales Price is only required for assets disposed of by Sale, Public (SP) or Sale, Negotiated (SN) and should represent the actual sales price of the asset.

The entry for Net Proceeds is only required for assets disposed of by Sale, Public (SP) or Sale, Negotiated (SN).

To archive the record, click . The system will ensure that all required data has been entered on the Disposition – Archive window. The following message will display to confirm your intent to archive the asset. Click **Yes** to archive the asset or click **No** to cancel the archive process.



Note: Once the archive process is complete, the record is no longer accessible from the Property List window. Archived information can only be obtained through the FIMS Standard Reports and the Ad Hoc Reports – Current tool. Documents for archived assets can be viewed on the Document List window.

Click  on the Disposition - Archive window to return to the asset without archiving.

12. Document Module

Document Module Overview

FIMS has the capability through this easy to use module to store documents associated with your real property assets. In addition to storage capabilities, you have easy search and retrieval functionality as well as the ability to categorize your documents. Documents can be tracked at the Site and asset (building, trailer, OSF or land) levels for additional flexibility.

Document List

The Document List window allows you to Attach, View, Edit and Delete documents for your Site. There are two Document List windows. The **Site Level** window tracks documents entered at the Site level. Site level documents could include Data Validation source documents and/or real estate documents that apply to multiple asset. The second window, **Asset Level**, allows you to assign documents to specific buildings, trailers, OSF, and land assets that exist in FIMS. Asset Level documents could include pictures of the asset, real estate agreements, land surveys and/or bridge and tunnel related documents including inspection reports.



To access the Document List within FIMS, click from the menu. The Document List window opens defaulted to the **Site Level** window as shown here.

Document List

Site Level
Asset Level

Field Office: Strategic Pet Reserves
Site: Bayou Choctaw Facility

View
Edit
Delete
Export

	Document Category ↑↓	Document Name ↑↓	Document Year ↑↓	Date Uploaded ↑↓	Document Description ↑↓
<input type="radio"/>	Real Estate	Bayou Choctaw Main Location	2016	11/29/2016	Address, Zip Code, County, Asset List FY2016
<input type="radio"/>	Data Validation	Bayou Choctaw Main Location Address	2016	11/29/2016	Address, Zip Code, County, Asset List
<input type="radio"/>	Data Validation	Louisiana SHPO Letter	2012	05/23/2018	Louisiana SHPO Letter

1-3 of 3 records
«
<
1
>
»
20

The Asset Level Document List window will display as shown here when you click the **Asset Level** tab. It provides the Property ID of asset the document is linked to.

Document List

Site Level **Asset Level**

Field Office: Strategic Pet Reserves Site: Bayou Choctaw Facility Area: All ☒ Active Assets ☐ Archived Assets

View Edit Delete Export

Doc Category ↑↓	Doc Name ↑↓	Doc Year ↑↓	Date Uploaded ↑↓	Doc Description ↑↓	Property ID ↑↓	Primary Image ↑↓
<input type="radio"/> Image	Potable Water Building	2016	10/31/2016		BC405	Y
<input type="radio"/> Image	BC431 Filter Storage Bldg	2016	10/31/2016		BC431	Y
<input type="radio"/> Image	Entry Portal	2016	10/31/2016		BC423	Y
<input type="radio"/> Image	BC422 Shed	2016	10/31/2016		BC422	Y
<input type="radio"/> Image	BC421 shed	2016	10/31/2016		BC421	Y



The Document List window opens navigated to your default Field Office, Site or Site and Area settings as defined by your User ID. For more information on these default settings, please refer to User Security, [Modifying Your Profile Information](#).

The Asset Level Document List window allows document tracking for either active or archived assets. Simply select the desired radio button to toggle between active or archived assets. Archived asset documents may only be viewed, deleted, or exported.


The Document List window has filtering capabilities. The filtering can be used individually or in combination. The following describes the filtering capabilities.

- The **Document Category** and **Primary Image** columns have a pick list of values to choose from to refine the list of attached documents. Simply choose a value from the pick list to filter the list of attached documents.
- The **Document Name**, **Document Year**, **Date Uploaded**, **Document Description** and **Property ID** columns have a feature where you can type in a key word(s) to filter the list of attached documents.

Simply enter a key word(s) into the box and the list of attached documents will begin to filter.

The columns in the Document List window may also be sorted by clicking the column heading,  reflects sorted in ascending order,  reflects sorted in descending order.

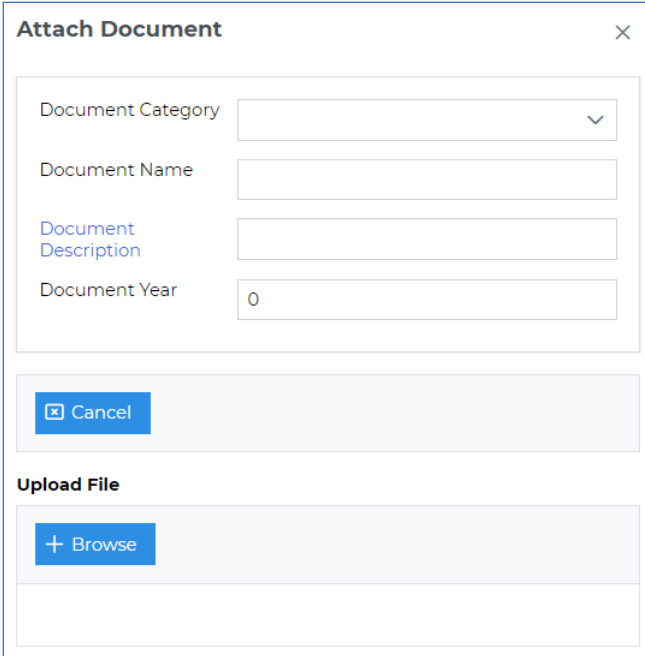
Attaching A Document

To attach a document at the Site Level or the Asset Level, click  from the menu. If you are attaching a document at the Site Level, the Site Level Attach Document window will display as shown below. If you are attaching a document at the Asset level, the Asset Level Attach Document window will display as shown below.



Note: Documents associated with a single FIMS asset (building, trailer, OSF or land), should be attached at the Asset Level for the respective asset. These types of documents should not be attached at the Site Level. For example, bridge and tunnel file records should be stored at the Asset Level for the specific bridge or tunnel asset.

Site Level Attach Document window



The image shows a software window titled "Attach Document" with a close button (X) in the top right corner. The window contains several input fields: "Document Category" with a dropdown arrow, "Document Name", "Document Description" (in blue text), and "Document Year" with the value "0". Below these fields is a "Cancel" button with a close icon. Under the heading "Upload File", there is a "+ Browse" button. The window has a light gray border and a white background.

Asset Level Attach Document window

To attach a new document to the Site Level or Asset Level, select an appropriate **Document Category** from the pick list. Choices are:

Data Validation	Image
Real Estate	Other
Bridge	

Input the remaining required data fields. Click . Select the file to be attached and click . The selected file name will be displayed. Click to attach the document.

Click to cancel the attach process.


Note: At the Asset Level, a Site may designate a photo (.jpg, .png or .gif) file as the Primary Image by setting the pick list value to 'Yes'. An asset may have only one designated Primary Image. If an asset has a document designated as Primary Image equal 'Yes' and a subsequent document is attached and designated as Primary Image equals 'Yes', the original document will be set to Primary Image equals 'No'.

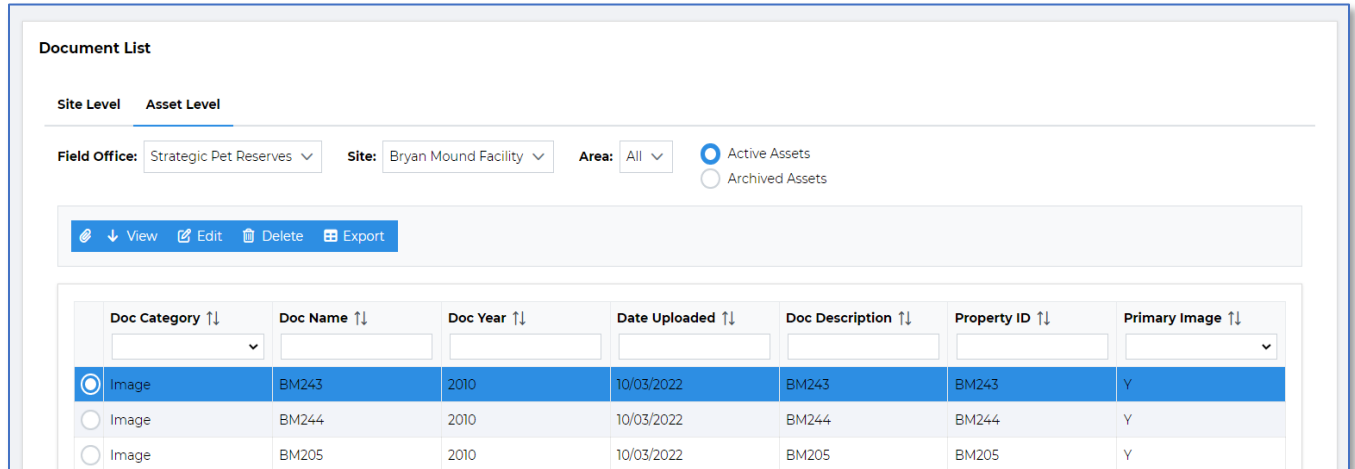
Documents may be attached with the following file types:

.docx (Word)	.jpg (photo)	.png (photo)
.gif (photo)	.pdf (Adobe)	.xlsx (Excel)

Note: Documents are limited to 25MB in size. It is recommended that pictures, especially the Primary Image, be sized at 1MB or smaller. If a document is larger than 25MB, simply split into multiple files.

Viewing an Attached Document

To view an attached document from the Site Level or Asset Level Document List window, click the radio button to the left of the listed document to select that row shown below and click . The document will open in a separate window.



Document List

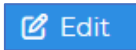
Site Level **Asset Level**

Field Office: Strategic Pet Reserves Site: Bryan Mound Facility Area: All ☒ Active Assets ☐ Archived Assets

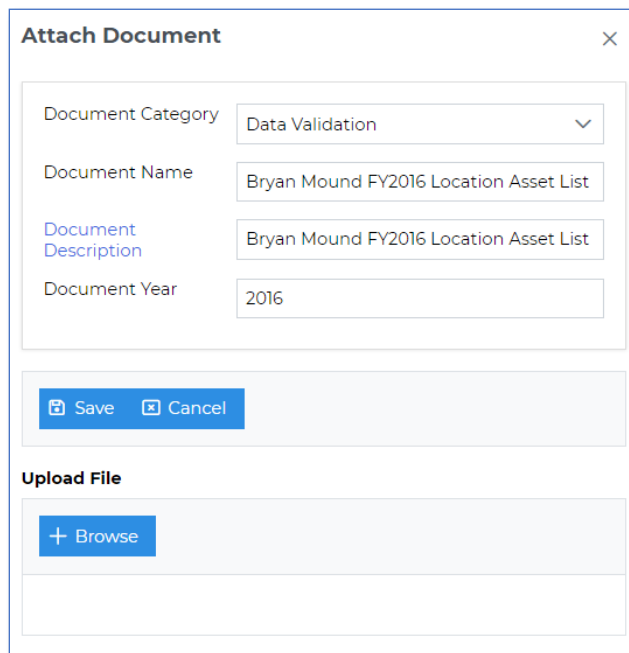
View Edit Delete Export

Doc Category ↑↓	Doc Name ↑↓	Doc Year ↑↓	Date Uploaded ↑↓	Doc Description ↑↓	Property ID ↑↓	Primary Image ↑↓
<input checked="" type="radio"/> Image	BM243	2010	10/03/2022	BM243	BM243	Y
<input type="radio"/> Image	BM244	2010	10/03/2022	BM244	BM244	Y
<input type="radio"/> Image	BM205	2010	10/03/2022	BM205	BM205	Y

Editing an Attached Document

To edit an existing attached document from the Site Level or Asset Level Document List window, click the radio button to the left of the listed document to select that row (see screenshot above) and click . The Site Level Attach Document window or the Asset Level Attach Document window will open respectively as shown here.

Site Level Attach Document window



Attach Document [X]

Document Category: Data Validation

Document Name: Bryan Mound FY2016 Location Asset List

Document Description: Bryan Mound FY2016 Location Asset List

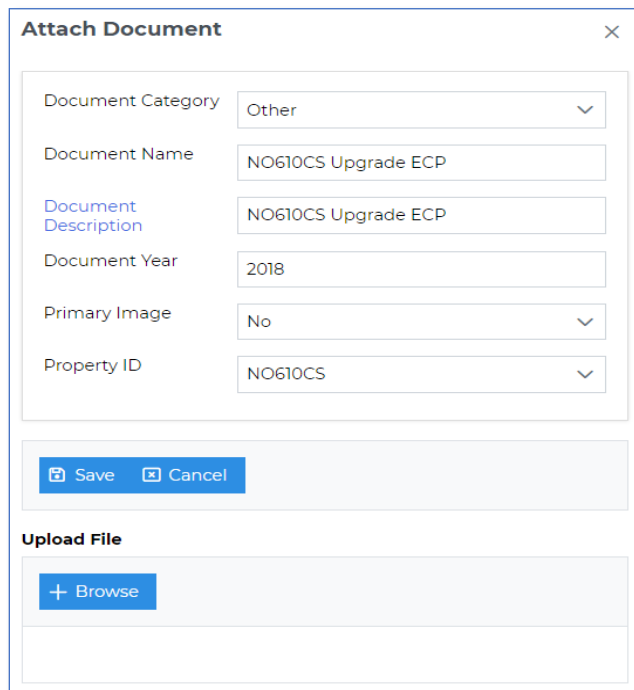
Document Year: 2016

Save Cancel

Upload File

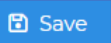
Browse

Asset Level Attach Document window




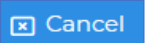
The 'Attach Document' dialog box contains the following fields and buttons:

- Document Category:** A dropdown menu with 'Other' selected.
- Document Name:** A text input field containing 'NO610CS Upgrade ECP'.
- Document Description:** A text input field containing 'NO610CS Upgrade ECP'.
- Document Year:** A text input field containing '2018'.
- Primary Image:** A dropdown menu with 'No' selected.
- Property ID:** A dropdown menu with 'NO610CS' selected.
- Buttons:** 'Save' (with a floppy disk icon) and 'Cancel' (with an 'X' icon).
- Upload File Section:** A section titled 'Upload File' containing a '+ Browse' button.




Changes may be made to any of the data fields and/or a new document attached. If changing the displayed data fields, simply input new values and click .

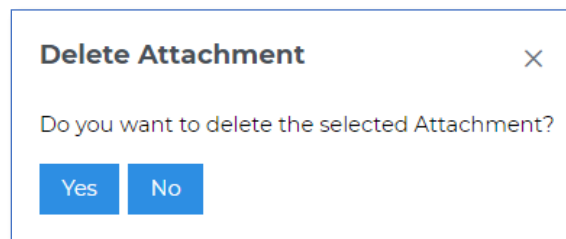
To replace the attached document, click . Select the file to be attached and click .

The selected file name will be displayed. Click  to attach the document.

Click , to cancel any updates and return to the Document List window.

Deleting an Attached Document


To delete an existing attached document from the Site Level or Asset Level Document List window, click the radio button to the left of the listed document to select the row and click . The Delete Attachment message below will popup to confirm the delete request. Click  to delete the attached document or click  to cancel the delete request.



The 'Delete Attachment' dialog box contains the following elements:

- Title:** 'Delete Attachment' with a close button (X) in the top right corner.
- Message:** 'Do you want to delete the selected Attachment?'.
- Buttons:** 'Yes' and 'No' buttons at the bottom.

Exporting a List of the Attachments

To export a list of existing attachments from the Site Level or Asset Level Document List window, click . An Excel report will be generated of the displayed list of attached documents. Please note that documents with a Document Category of 'Image' are excluded from the report.



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]

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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>	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>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>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
	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).

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			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)

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			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.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
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

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
<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

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
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.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
	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.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition																						
			<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:																						

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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,

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
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>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
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>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition						
			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)

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
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	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). Applies to: <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.) Excludes: <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;

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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.

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition								
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) MA	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) MA	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) MA 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) MA	Identifies the DOE receipts of the outgrant as: <table><tr><td>Annual Amount</td><td colspan="2">No Fee</td></tr><tr><td>One Time Fee</td><td colspan="2">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) MA	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) MA	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) MA	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)	<i>Size</i> UPDATE: As Needed	NUM(16,3) <i>MA</i>	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	<i>Size</i> Update: Concurrent with each routine inspection (see Routine Inspection Frequency data field)	DATE <i>MA</i>	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	<i>Size</i> Update: As Needed, confirm no change concurrent with each routine inspection	NUM(2) <i>MA</i>	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	<i>RPV</i> UPDATE: Annually	NUM(14) <i>MA</i> 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>

English Name	Window Name/ Update Frequency	Format/ Sponsor	Definition
			<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) 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>. 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) 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. 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. For GSA owned and GSA leased buildings, the ANSI rentable area assigned by the Occupancy Agreement.</p> <p><u>OSF:</u> A numeric value representing the measurement for an OSF based upon the Size Unit of Measure generated by FIMS from the OSF usage code. For GSA owned and GSA leased OSF, the Size from the Occupancy Agreement.</p> <p><u>Land:</u> 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. <p>(Note: This does not include the transfer of process-contaminated to EM for the purpose of deactivation and decommissioning.)</p> <ol style="list-style-type: none"> 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																						
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																						
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
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																																												
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>

B. Building Usage Codes

Introduction

This appendix defines the various building usage codes used by FIMS. These codes are used when entering the usage code for buildings and trailers on the FIMS Property Info window.

Real property holdings are reported to the FRPP by the use of each building. These FRPP codes are two digits only; for example, the code for a School is 23. FIMS breaks these codes down into more specific three-digit codes; for example, 230 for Traditional Classroom Building and 231 for Specialized Training Building. The process that creates the FRPP data files will summarize the FIMS three-digit codes to their appropriate two-digit FRPP codes. The FRPP requires that all building measurements be entered in square feet.

10 ADMINISTRATIVE (No entry)

101 OFFICE

All traditional office environments where personnel are primarily engaged in desk or workstation oriented tasks. An office can be a conventional structure with individual rooms and/or groups of rooms that house one or more individuals per room. Another recent development concerns facilities characterized by large open spaces, with workstations defined by modular furniture or movable partitions. Traditional support rooms (such as toilets, janitor closets, mechanical rooms, conference rooms, etc.) are included in the calculation of gross space.

This category is also intended to include office-type space where other functional uses also exist, but in an incidental way. For example, a 100,000 square-foot office facility with 1,500 square feet of laboratory bench space, 2,000 square feet of short-term storage space, and 200 square feet of shop space still would be classified entirely as an office facility because the other uses of the facility are incidental to the function. Judgment of the property management staff is required in the final determination of the category of this type of facility.

14 POST OFFICE (No entry)

140 POST OFFICE

Building or parts of a building used primarily as post offices. This category should not be used to describe mailrooms that are routinely part of other administrative, laboratory or other types of facilities.

20 IN-SITU (No entry)

208 IN-SITU CLOSED

A building that has been entombed or encapsulated (sealed up) in place.

An In-Situ Closed building must be excess screened and the Status set to 'Shutdown'. Can't Currently Be Disposed must be populated for these assets.

Examples include filling a standing or collapsed building with grout, or completely covering a building with soil or other suitable material. Simply abandoning a building in place does not meet the definition of In-Situ Closed. This process is not applicable to Trailers.

Choosing this Usage Code for a building asset will automatically set Asset % Utilized = 0, Estimated Disposition Year = 9999, and Can't Currently Be Disposed = Environmental Remediation. Updates can be made as needed.

21 HOSPITAL (No entry)

210 HOSPITAL

Building used for furnishing inpatient diagnosis and treatment under the supervision of physicians and that have 24-hour/day registered graduate nursing services. This category does not include buildings used directly in applied research in medicine; those should be listed under research facilities.

211 MEDICAL CLINICS

Building used to provide outpatient diagnosis, treatment, and therapy. This includes medical, dental, mental health, substance abuse, and emergency treatment.

212 EXAMINATION AND TESTING FACILITIES

Building used for providing routine physical examinations and tests.

213 VETERINARY CLINICS

Building that provide both inpatient and outpatient care for animals. This category does not include buildings used for laboratory research on animals.

214 OTHER MEDICAL OR HOSPITAL FACILITIES

Medical or hospital building that does not fit in the categories above.

22 PRISON (OWNED ONLY) (No entry)

220 PRISON (OWNED ONLY)

Building under the jurisdiction of the Department of Justice used to confine Federal prisoners. While DOE has no entries in this category, it is provided to simplify reporting on the GSA format.

23 SCHOOL (No entry)

230 TRADITIONAL CLASSROOM BUILDING

Building used as an employee training facility. This building can include large lecture halls, traditional laboratory or computer support and other similar items.

231 SPECIALIZED TRAINING BUILDING

Building containing mock-ups of special items that would require hands-on training for employees. For example, control rooms, simulated workstations, boilers, etc.

232 AUDITORIUM/THEATER

Building used to accommodate large numbers of people for formal gatherings or presentations. This building generally has theater-style seating, a stage, and audio-visual support facilities and includes lobby areas, incidental loading and storage facilities, and offices.

233 TECH TRANSFER/CONFERENCE BUILDING

Building used to transfer or teach technical information in a seminar or conference format.

234 OTHER SCHOOL BUILDING

School or training building that does not fit in the categories above.

235 DAY CARE CENTER

An establishment operated and maintained for the purpose of providing daytime care to children of employees at or near the place of employment.

28 MUSEUMS AND MEMORIALS (No entry)

282 MUSEUM / SHRINES / NATIONAL LANDMARK / HISTORIC BUILDING

Building that displays artifacts or are historically significant.

29 OTHER INSTITUTIONAL USES (No entry)

290 LIBRARY

Facilities used to store and dispense books, periodicals, journals, film, tapes, and other similar material. Space is available for reading, viewing, meeting, and other activities associated with traditional libraries. Incidental office and supply spaces are normally included. This category does not include small reading rooms or similar spaces normally found in other administrative facilities.

291 CAFETERIA

Building used for the preparation, serving, and consumption of food. This includes snack bars, dining halls, or facilities where food is served and/or consumed.

292 VISITORS CENTER

Building used to provide space for screening and processing visitors to a site. This facility can include waiting areas and spaces for displays. This category should be differentiated from gatehouse which control who enters and leaves a site.

294 RECREATIONAL FACILITY

Building used to provide recreation for employees. Examples are meeting houses, swimming pool change houses, bowling alleys, picnic support facilities, etc.

295 PHYSICAL FITNESS

Building used for physical exercise and therapeutic treatment. This facility houses exercise equipment and therapeutic devices that are associated with fitness.

296 SECURITY HEADQUARTERS / BADGE ISSUANCE / GATEHOUSE

Facilities having heavier than normal construction, shielding, communications facilities, classified information storage capabilities, ammunition and weapons lockers, and other related requirements. This facility differs from guardhouses, whose construction is similar but have a singular function.

297 DATA CENTER

Building that stores and/or manages server, network, and computer or telecommunications equipment.

298 COMFORT STATION / RESTROOMS

Building with the primary purpose of providing toilet and lavatory facilities for pedestrian use. May include showering facilities.

299 OTHER INSTITUTIONAL BUILDING

An institutional building that does not fit in the categories above.

30 HOUSING (No entry)

300 VISITOR HOUSING

Building used to house visiting scientists, engineers, technicians, and others involved in the operation or research conducted at a site. Facilities can be single family, townhouse, or apartment style. This category does not include motels or lodges used primarily for short-term stays.

301 MOTEL / HOTEL / LODGE

Building used for temporary overnight lodging of visitors.

303 FAMILY HOUSING

Building primarily used as a dwelling for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee and housing for institutional personnel.

304 DORMITORIES / BARRACKS

Building primarily used as a dwelling for housing individuals (without families/dependents).

40 STORAGE (No entry)

400 GENERAL STORAGE

Building used for general storage of materials. This facility can include incidental office space for administration or control.

401 PROGRAMMATIC GENERAL STORAGE

Building used for storing program specific equipment. Examples are support devices for scientific research work, parts of production lines or similar pieces of property. This building can have other distinguishing features, such as air conditioning. The most important function of the facility is storage of program-related items.

410 HAZARDOUS/FLAMMABLE STORAGE

Building used for storing hazardous and/or flammable material. Examples are paint, chemicals, batteries, and certain bulk fuels. Do not include tanks or other structures that are not buildings and do not include facilities for storage of nuclear contaminated materials.

411 NUCLEAR CONTAMINATED STORAGE

Building used for storing nuclear contaminated materials.

412 SPECIAL NUCLEAR MATERIAL STORAGE

Building used for storing special nuclear materials.

415 NUCLEAR WASTE STORAGE FACILITY

Building intended to hold processed and packaged material in long-term storage.

421 SECURE STORAGE FACILITY

Building designed for the secure storage of materials. Features include special monitoring, hardened exterior walls, blast proof style construction, and other similar special features.

422 AUTOMATED WAREHOUSING

Building designed for fully automated entry, storage, and retrieval of materials. This building generally lacks provisions for human use.

423 TEMPERATURE AND HUMIDITY CONTROLLED WAREHOUSING

Building designed for storing materials that require strict control of temperature and/or humidity fluctuations. Air conditioned or heated warehouses that do not have unusual temperature or humidity requirements should not be included in this category. For example, a warehouse for the general storage of electronic gear that requires routine temperature and humidity control should be listed under general storage.

424 MAGAZINE, AMMUNITION STORAGE

Building designed to store and control weapons and/or ammunition for small arms. This category does not include bunkers that are not buildings, or magazine/igloos used for storage of special nuclear materials or weapons.

425 MAGAZINE IGLOO STAGING FACILITY

A facility used for staging special nuclear materials or weapons.

426 STORAGE VAULTS (NON-EXPLOSIVE)

A fully enclosed above ground storage vault for non-explosive materials.

440 ENVIRONMENTAL CONTROLLED STORAGE

Storage building used for the storage of environmentally controlled substances, either permanently or for measured periods, like those legislated through various Federal regulations.

450 SHED STORAGE

Storage building containing walls and a roof that fully encloses the building. This category should also encompass small sheds including prefabricated sheds.

50 INDUSTRIAL BUILDINGS (No entry)

501 PRODUCTION / MANUFACTURING BUILDING

Building used for manufacturing or producing items or materials. Associated incidental office and storage rooms should be included as part of the manufacturing space. Use this category only when more specific categories are not applicable.

502 PRODUCTION / MANUFACTURING BUILDING, NUCLEAR

Building used for manufacturing or producing nuclear items or materials. This category does not include uranium enrichment facilities.

503 HAZARDOUS PRODUCTION / MANUFACTURING BUILDING

Building used for manufacturing or producing non-nuclear, hazardous materials.

508 PUMPING STATIONS

Building which houses pumps that operate to move fluid by providing adequate pressure to a distribution system.

511 PRODUCTION REACTORS

Building used to house all active components of nuclear production reactors, with the exception of reactors used to demonstrate a process, accomplish research, or act as the driver in a power or steam generating facility.

521 URANIUM ENRICHMENT, DIFFUSION

Building used for the enrichment of uranium through the diffusion process.

522 URANIUM ENRICHMENT, CENTRIFUGE

Building used for the enrichment of uranium through the centrifuge process.

523 URANIUM ENRICHMENT, AVLIS

Building used for the enrichment of uranium or other isotopes through the atomic vapor laser isotope process.

524 OTHER, PUMPING STATIONS

This code should only be used as a last resort if pumping station does not fit in codes 525, 526, 527, 528, 529, or 532.

525 PUMPING STATIONS (POTABLE WATER)

Building that house pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that potable water will flow from points of supply to demand.

526 PUMPING STATIONS (NON-POTABLE WATER)

Building that house pumps used to maintain the pressure or other characteristics in the piping system.

527 PUMPING STATIONS (FIRE PROTECTION WATER)

Building that house pumps used to maintain the pressure or other characteristics in the piping system.

528 PUMP (PETROLEUM PRODUCTS)

Pumping or other support building used to maintain the pressure or other characteristics in the piping system. These pumps ensure that petroleum products will flow from point of supply to demand.

529 PUMPING STATIONS (NATURAL GAS)

Pumping or other support building used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand.

530 PUMPING OR LIFT STATIONS (HAZARDOUS, CONTAMINATED)

Pumping or other support building used to maintain the flow or other characteristics in the network system for waste that cannot be processed by a sewage treatment plant. These pumps ensure the waste will be transported between points of origination to processing or disposal. This category is to also include contaminated ground water.

531 LIFT STATIONS (SEWAGE)

Pumping or other support building used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal.

532 PUMP (STORM WATER)

Pumping or other support building used to maintain the flow or other characteristics in the network system. These pumps ensure that storm water will be transported between points of collection to processing or disposal.

539 PUMPING STATIONS (RECLAMATION)

Building which houses pumps that operate to remove water by providing an adequate pressure to a distribution system or by physically elevating the water for elimination through canals used to drain the land area.

541 FABRICATION FACILITY

Building used to fabricate subassemblies that are used in combination with manufactured items to complete another item.

542 FABRICATION, NUCLEAR

Building used to fabricate or shape various nuclear materials as subassemblies used as part of a continuing manufacturing process.

551 ASSEMBLY FACILITY

Building used to assemble materials or parts produced in other buildings.

552 ASSEMBLY, NUCLEAR

Building used to assemble nuclear materials or parts produced or obtained from other facilities.

553 PLANT (NUCLEAR POWERED)

Nuclear powered electrical generating plant building used to produce electricity for site-wide distribution.

554 INCINERATORS PLANT

Building used to burn trash so that only ashes remain.

561 MANUFACTURING / PRODUCTION RELATED LABORATORY

Building used to provide laboratory support to a manufacturing or production process.

562 DEMONSTRATION FACILITY

Building used to demonstrate proof of a process, either as an end or an intermediate step before further construction takes place.

563 PLANT (WATER TREATMENT)

Plant building used to treat or purify water prior to it being distributed through the site's piping systems or stored in an elevated or pressurized tank.

564 PLANT (PETROLEUM)

Plant building used to process and refine petroleum products into their different fuel products. This category applies to the Naval Petroleum Reserves.

565 PLANT (NATURAL GAS)

Plant building used to process natural gas.

566 PLANT (OTHER COMBUSTIBLE GASES)

Plant building used to process other combustible gases, other than natural gas, like acetylene, butane, hydrogen, or propane.

567 PLANT (PROCESS GAS)

Plant building used to produce noncombustible process gases like carbon dioxide, compressed air, and nitrogen.

568 PLANT (INDUSTRIAL, NOT HAZARDOUS)

Plant building used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant. This plant is also used to treat coal fired steam plant ash.

569 PLANT (HAZARDOUS, NOT CONTAMINATED)

Plant building used to process hazardous industrial, but not contaminated, waste that cannot be processed or treated by a sewage treatment plant.

570 PLANT (HAZARDOUS, CONTAMINATED)

Plant building used to process industrial hazardous and contaminated waste that cannot be processed or treated by a sewage treatment plant. This category is to also include contaminated ground water.

571 MANUFACTURING INSPECTION BUILDING

Building that provide inspection and/or quality control services to manufacturing or production processes.

572 OTHER, PLANT (SEWER)

This code should only be used as a last resort if building does not fit in codes 573, 574, 575, or 577.

573 PLANT (SEWER, PRIMARY TREATMENT)

Plant building used to treat or process sewage. This process includes the removal of floating solids and suspended solids, both fine and coarse, from raw sewage

574 PLANT (SEWER, SECONDARY TREATMENT)

Plant building used to treat or process sewage. This process results in activated sludge, mixed sludge, and chemically precipitated sludge.

575 PLANT (SEWER, TERTIARY TREATMENT)

Plant building used to treat or process sewage. This is the third and final stage of sewage treatment.

577 PLANT (STORM WATER, PRIMARY TREATMENT)

Plant building used to treat or process storm water sewage.

578 PLANT (CHILL WATER)

Plant building used to produce centralized chill water for site-wide industrial processes or personal comfort cooling

579 PLANT (EVAPORATIVE COOLING)

Plant building that cool air by evaporating water in it.

580 OTHER HEATING SYSTEM

This code should only be used as a last resort if building does not fit in codes 581, 583, 584, 585, or 586.

581 OTHER BOILERS

Building that houses boilers (not gas-, oil-, or coal-fired boilers) which are used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

582 PLANT (COGENERATION)

Plant building that simultaneously produces heat, usually in the form of hot water or steam, and power utilizing typically one fuel.

583 PLANT (GAS-FIRED)

Building that houses gas-fired boilers used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

584 PLANT (OIL-FIRED)

Building that houses oil-fired boilers used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

585 PLANT (COAL-FIRED)

Building that houses coal-fired boilers used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

586 PLANT (GEOTHERMAL)

Building that houses a plant that utilizes the heat of the Earth's interior (natural steam) for site-wide distribution for industrial or personal comfort purposes.

587 PLANT (GAS-FIRED)

Building that houses a gas-fired electric generating plant.

589 PLANT (BIOMASS)

Plant building that through either combustion or gasification of wood or other organic waste produce energy fuels, commodity chemical production, steam, or electricity.

590 PLANT (OIL-FIRED)

Building that houses oil-fired electric generating plants.

591 MATERIALS HANDLING OR PROCESSING FACILITY

Building used to handle and/or process materials either in stream or as end products.

592 NUCLEAR CHEMICAL PROCESS FACILITY

Building used to chemically separate nuclear materials into other isotopes and waste products.

593 NUCLEAR WASTE PROCESSING AND/OR HANDLING BUILDING

Building used to handle or process nuclear waste in various forms.

595 ELECTRICAL POWER SUPPLY / DISTRIBUTION

Building used to house electrical distribution equipment, or components of an electrical distribution system parallel to electrical transformers, breakers and electrical gauges.

596 PLANT (COAL-FIRED)

Building that houses coal-fired electric generating plants.

597 PLANT (HYDRO)

Building that houses hydro-electric generating plants.

598 PLANT (GEOTHERMAL)

Building that houses electric generating plant that utilizes the heat of the Earth's interior (natural steam).

599 OTHER INDUSTRIAL FACILITY

An industrial building that is not identified in any of the categories above.

60 SERVICE BUILDINGS (No entry)

This category differs from the "Institutional" category by the kind of service performed. Both types provide support to personnel for the basic site mission, but service facilities supply goods and services while institutional facilities provide process types of non-material services. Property management's judgment is required in determining the proper category.

601 MAINTENANCE SHOP, GENERAL

Multi-use shop that often involves public works functions. Incidental office and day storage rooms or tool dispensing facilities should be included as part of the shop space.

602 PAINT SHOP

Building used for preparing and painting materials. This building includes paint spray booths, sand-blast booths, and paint lockers.

603 WELDING SHOP

Building designed for welding repairs and preparation of welded assemblies. This facility often has piped-in gases and extensive electrical load capabilities to run welding equipment. Small welding shops that are part of larger assembly, pipefitting, and machine shops should not be listed separately in this category.

604 PIPE FITTING AND PLUMBING SHOP

Building used for repair, servicing, and assembly of pipe and plumbing. Valve repair, steam trap repair, and other similar functions can be included in this category.

605 CARPENTRY SHOP

Building used for woodworking functions, including new construction, model making, and wood-related repairs. This building has wood storage facilities and large ventilation systems to handle sawdust and wood chips.

606 HEATING, VENTILATING, AND AIR CONDITIONING SHOP

Building used for maintenance and repair of heating, ventilating, and air conditioning equipment.

607 OTHER BUILDING TRADES SHOP

Trade-related shop that is not identified in the categories above. This category includes trade buildings that house both multiple shops and related functions under one roof.

611 MACHINE SHOP

Building containing machine tools used to repair and manufacture parts and assemblies, dedicated to materials used in supporting the site mission.

612 ELECTRONICS SHOP

Building used for maintenance and repair of electronic equipment. Some larger sites can have specialized computer and communications equipment repair shops listed separately, Usage Code 613. This facility has extensive test equipment and repair benches. Often, clean room atmospheres are required.

613 COMPUTER / COMMUNICATIONS REPAIR SHOP

See definition for 612.

614 EQUIPMENT CALIBRATION SHOP

Building designed for the calibration of electronic and other sensitive instruments and devices that must operate at specified standards.

615 ELECTRICAL / MOTOR REPAIR SHOP

Building used for maintenance and repair of electrical equipment and motors.

621 VEHICLE REPAIR SHOP

Building used as maintenance and repair facilities for buses, trucks, cars, and small off-road vehicles, like forklifts. Larger off-road vehicles, like graders and bulldozers, are listed under heavy equipment repair shops, unless the shop is a combined facility. Combined facilities should be listed in this category.

622 HEAVY EQUIPMENT REPAIR SHOP

Building used for the maintenance and repair of heavy off-road equipment, like graders and bulldozers.

623 RAILROAD REPAIR SHOP

Building designed for maintenance and repair of railroad rolling stock.

631 CHANGE HOUSE

Building used as change and shower facilities by workers who "suit-up" prior to starting work and change back to street clothes prior to leaving work.

641 GUARD HOUSE

Building occupied by security guards to observe or control specific areas or facilities. This building may have high percentages of glass in all directions and may be fortified to discourage physical attacks. Guard towers should not be included in this category.

642 COMMUNICATIONS / CONTROL CENTER

Building that house communications and control facilities as well as alarm and environmental monitoring equipment.

643 INDOOR FIRING RANGES

Building used as small arms indoor firing facility. This building can contain incidental ammunition and weapons storage, training rooms, and offices.

644 PHYSICAL FITNESS FACILITY

Building designed to house physical fitness equipment and shower facilities.

645 GREENHOUSE

A building with a roof and sides, used for growing plants that need warmth and protection against excessive cold.

646 BREAK

A building where employees can meet, eat, rest, or prepare for the workday.

651 GAS STATION

Building that house Aircraft, Waterfront, or Vehicular (including diesel, oil, and gasohol) refueling/dispensing facilities. This facility can include some vehicle servicing and repair facilities.

652 BANKS AND CREDIT UNION

Building that houses commercial financial institutional, collocated at DOE sites to provide services to site employees.

653 RETAIL

Mercantile establishment for the sale of goods and services from individuals or businesses to customers.

661 COMMUNICATION SYSTEMS

Building used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.

671 TOOL CRIBS / DISPENSING CONTROL

Building used to dispense workmen's tools and supplies.

672 WORK IN PROGRESS / READY BUILDING

Building used for the staging of required materials to complete specific jobs.

673 QUALITY ASSURANCE SHOP

Building used for quality assurance functions. This building houses test equipment and their support facilities.

681 HELICOPTER AND AIRPLANE HANGARS

Building, including incidental office and supply rooms, that house and maintain rotary and fixed-wing aircraft.

682 AIRPORT TERMINAL BUILDING

Building that functions as air traffic control, and passenger and freight processing facilities.

683 OTHER AIR SERVICE BUILDING

Air support service building that does not fit in the categories above.

684 NAVIGATION AND TRAFFIC AIDS

Building that functions as navigation and traffic aids, or a building that houses aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.

691 LAUNDRY

Building that houses equipment for washing clothing and other materials.

692 LAUNDRY CONTAMINATED

Building that houses equipment for washing and sorting nuclear contaminated clothing and other materials. Separate buildings used to sort the laundry should also be included in this category. This category also includes any connected support facilities that house filters and emergency power supplies.

693 FIRE STATION

Building, including firefighting training rooms and equipment storage facilities, that houses firefighting and rescue equipment.

694 OTHER SERVICE BUILDING

A service building that does not fit in the categories above.

70 RESEARCH AND DEVELOPMENT (No entry)

Laboratories are divided functionally by the research discipline housed in the building. Laboratories that perform more than one function should use a code that reflects the largest single activity performed. If no predominant function can be determined, use a multi-function laboratory code.

701 METEOROLOGY AND CALIBRATION LABORATORY

Building that houses weather research and related instrument calibrations. This building has greater than normal electrical requirements, closely controlled atmospheres, sound attenuation, and other similar items.

702 COMPUTATION LABORATORY

Building housing research work involving the need for computations. While not primarily a computer facility, extensive computer hardware will be present in the building; communications line-up and emergency power are provided for the computer equipment.

703 APPLIED SCIENCE LABORATORY

Building used in the design and testing of scientific components associated with research and manufacturing activities within DOE. This building has laboratory bench space CAD-CAM equipment, room for assembling and testing components, emergency power supplies, and similar items.

704 CALIBRATION LABORATORY

Building housing facilities to calibrate various instrumentation. This building has controlled temperature and humidity, sound attenuation, clean room isolation, and similar items.

708 OTHER, OTHER RESEARCH AND DEVELOPMENT

Building related to the research and development process.

709 OTHER SUPPORT LAB

Building housing research and development activities in support of other research not specifically identified above. This facility has similar characteristics to the laboratories above.

711 CHEMISTRY LABORATORY, NON-NUCLEAR

Building used for research work involving chemistry and chemical engineering. This building has equipment designed to handle both liquid and solid materials. Building characteristics include special waste treatment facilities, ventilation requirements, abundant gas supplies of various types, emergency power supplies, extensive fire protection, and similar items.

712 CHEMISTRY LABORATORY, NUCLEAR

Building used for research work involving nuclear chemical processes. This building has items similar to 711, with the addition of highly elaborate ventilation, air handling, and safety systems.

719 OTHER CHEMISTRY LABORATORY

A laboratory building housing chemical research not identified above. This building has similar characteristics to the laboratories above.

721 PHYSICS LABORATORY

A laboratory building housing research in physics. This building generally has laboratory bench space, significant electrical requirements, computational and communications requirements, and high bay workspace for experimentation.

722 OPTICS LABORATORY

Building used for optics- and physics-related research. Characteristics are similar to 721, with the addition of clean room space.

723 APPLIED PHYSICS LABORATORY

Building housing research work in applied physics. Characteristics are similar to 721, with the addition of larger workspaces for assembly and handling of larger pieces of experimental equipment.

724 NUCLEAR PHYSICS LABORATORY

Building used for nuclear physics research. Characteristics are similar to 721, with the addition of elaborate and highly effective ventilation and filtration systems.

729 OTHER PHYSICS LABORATORY

A physics laboratory that does not fit in the categories above.

731 ELECTRICAL / ELECTRONICS LABORATORY

Building used for electrical and electronics research, including communications and computer research. This facility has large and varied electrical supply requirements.

732 COMMUNICATIONS LABORATORY

This facility is similar to 731 but specialized for communications equipment.

739 OTHER ELECTRICAL / ELECTRONICS LABORATORY

An electrical/electronic laboratory that does not fit in the categories above.

741 BIOLOGICAL RESEARCH LABORATORY

Building used for general biological research.

742 MEDICAL RESEARCH LABORATORY

Building used to perform medical research. Patients can be kept overnight for observation and analysis, but patient care is not the primary function.

743 HUMAN FACTORS LABORATORY

Building used to research human factors that affect specific types of endeavors.

745 ANIMAL RESEARCH FACILITY

Building used for housing, experimentation, and disposal of research animals.

746 ANIMAL HOUSE

Building used to shelter and feed laboratory animals.

749 OTHER BIOMED BUILDING

Building used for general, nonspecific biological or medical research and testing.

751 MATERIALS LABORATORY

Building used to house research materials. This building has large high bay work areas with floor loading and heavy material handling capabilities.

759 OTHER MATERIAL R&D TEST BUILDING

Building used to house general, nonspecific materials research, development, and testing.

761 ENVIRONMENTAL LABORATORY

Building used for environmental research work in various sciences.

765 RADIATION EFFECTS LABORATORY

Building where research combining the sciences of chemistry, biology, physics, and other related fields are practiced to assess radiation effects on biological and physical materials.

769 OTHER ENVIRONMENTAL R&D/TEST BUILDING

Building housing general, nonspecific environmental research, development, and testing.

781 LARGE SCALE DEMONSTRATION/RESEARCH BUILDING

Building housing large scale devices used for testing and proof of principle or monitoring prior to full development.

782 HOT CELLS

Building housing cells or enclosures for isolation and manipulation of highly radioactive materials.

783 RESEARCH REACTOR

Building housing nuclear reactors that collect scientific data.

784 REACTOR BUILDING (related reactor components)

Building housing related reactor components. This does not include the building housing the reactor which is categorized as 783.

785 ACCELERATOR BUILDING

Building, whether above ground, partially, or completely below ground, housing related components of an accelerator. This does not include the accelerator ring itself, which is categorized as an Other Structure and Facility (OSF).

791 LABORATORY, GENERAL - NON-NUCLEAR

Building used to conduct research not identified in one of the categories above.

792 LABORATORY, GENERAL - NUCLEAR

This building is the same as 791 but include involvement of nuclear materials.

793 MULTI-FUNCTION RESEARCH/LAB BUILDING

Building housing varied research activities that have no predominant function.

80 OTHER (No entry)

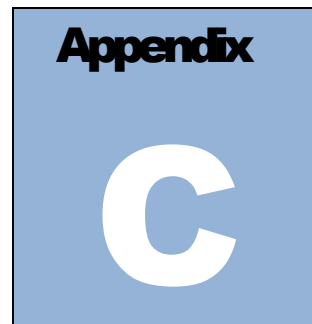
801 OTHER

This category consists of a building that does not fit in the previously listed categories. Qualified entries will be scrutinized and should demonstrate unusual occurrences. This code should be used only as a last resort.

99 TRUST BUILDING (No entry)

991 TRUST BUILDING

Building held in trust for another. This category is generally used by the Department of Interior and is not commonly used by other Federal agencies.



C. OSF Usage Codes

Introduction

This appendix describes the various Other Structures and Facilities (OSF) codes. These codes are used when entering OSF usage code data on the FIMS Property Info window. The OSF codes are subdivided into 8 categories.

The eight OSF categories are:

- 1000 - Transportation Systems
- 2000 - Catchall for GSA and Other Known Assets
- 3000 - Research and Development
- 4000 - Storage
- 5000 - Industrial/Production/Process
- 6000 - Service Structures, Not Buildings
- 7000 - Communication Type Systems
- 8000 - Distribution Systems

1000 TRANSPORTATION SYSTEMS (No entry)

Networks and structures on which people or things are moved between different locations. These are primarily used by air, water, or land transportation systems. Networks are the major land-based methods used to move between locations. Structures are predominantly the bridges and tunnels portions of the networks.

1129 SIDEWALKS (Unit of Measure = Linear Feet)

Paved paths used predominantly for walking or bicycling between two different locations. This category does not include the bridges and tunnels connecting such paths or paved structures used for driving.

1168 PUBLIC ACCESS BRIDGE (PEDESTRAIN) (Unit of Measure = Structure Length in Linear Feet)

A structure that carries primarily pedestrian, bicycle, and equestrian traffic but may include light maintenance vehicles over a chasm, waterway, ditch, or other obstacle or convey pedestrian traffic from one building or structure to another including enclosed walkways. A traveler could traverse the bridge without ever passing thru a staffed entry point or presenting identification.

This includes:

- Elevated walkways, pedestrian footbridges (enclosed or not) that connect buildings

It does not include:

- Work or machinery platforms, stairways, platforms, boardwalks, or docks or similar type structures
- Vehicular bridges that have sidewalks. Bridges used by both vehicles and pedestrians should be counted in the vehicular category.

Note: Structure Length is defined with Usage Code, 1768 PUBLIC ACCESS BRIDGE (VEHICULAR).

1169 CONTROLLED ACCESS BRIDGE (PEDESTRAIN) (Unit of Measure = Structure Length in Linear Feet)

A structure that carries primarily pedestrian, bicycle, and equestrian traffic but may include light maintenance vehicles over a chasm, waterway, ditch, or other obstacle or convey pedestrian traffic from one building or structure to another including enclosed walkways. A traveler must pass through a staffed entry point and present proper identification to traverse this bridge.

This includes:

- Elevated walkways, pedestrian footbridges (enclosed or not) that connect buildings.

It does not include:

- Work or machinery platforms, stairways, platforms, boardwalks, or docks or similar type structures;
- Vehicular bridges that have sidewalks. Bridges used by both vehicles and pedestrians should be counted in the vehicular category.

Note: Structure Length is defined with Usage Code, 1768 PUBLIC ACCESS BRIDGE (VEHICULAR).

1171 TUNNEL (PEDESTRIAN) (Unit of Measure = Linear Feet)

An underground passageway, dug through the surrounding soil/earth/rock and enclosed except for entrance and exit, commonly at each end, and used exclusively for pedestrian or bicycle traffic. This category does not include vehicular tunnels that have sidewalks. A tunnel used by both vehicles and pedestrians should be counted in one of the vehicular tunnel categories. A similar tunnel between two buildings may be inventoried with one of the buildings.

1209 OTHER, AIR TRANSPORTATION SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1229 1239 1279 1289

1229 RUNWAYS (Unit of Measure = Linear Feet)

Paved strips of ground used for liftoff or landing of aircraft. This category does not include parking structures or taxiways.

1239 TAXIWAYS (Unit of Measure = Linear Feet)

Paved strips of ground used to move aircraft between locations. This category does not include parking structures or runways.

1279 HELICOPTER LANDING PAD (Unit of Measure = Square Yards)

Paved areas used to land helicopters.

1289 PARKING (AIRCRAFT) (Unit of Measure = Square Yards)

Paved areas for parking aircraft. This category does not include runways or taxiways.

1309 OTHER, WATER TRANSPORTATION SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1329 1339 1369 1379 2619 2839

1329 PIERS (Unit of Measure = Linear Feet)

Is a structure that extends out from shore into navigable water and is designed for the berthing of vessels for repair, fueling, and other essential services, such as fresh water, electric power, compressed air, waste disposal, and communications facilities. A pier is oriented either perpendicular to or at an angle with the shore and normally accommodates berthing on both sides.

1339 DOCKS/WHARVES (Unit of Measure = Linear Feet)

Waterside structures used for transferring materials between land and water transportation systems. This category includes docks and wharves that are connected to land on one side and are in contact with water on the other side.

1369 BREAKWATERS (Unit of Measure = Linear Feet)

A free-standing barrier designed to break up and disperse heavy seas and to shield the waters of a harbor from wave action. Breakwaters are planned where primary protection is necessary to create or shelter a harbor or basin for vessels from wave action.

1379 JETTIES (Unit of Measure = Linear Feet)

Are structures built to intercept and deflect currents to control drift and deposit of sand and silt. Jetties are planned at harbor entrances and channels to control unstable conditions of silting and deposits of sand caused by river flow or tidal or wave action.

1409 OTHER, RAILROAD TRANSPORTATION SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

1429 1469 1471

1429 PRIMARY TRACKS (Unit of Measure = Linear Miles)

The actual rails on which trains travel. This category does not include rail that is covered by bridges or tunnels.

1468 PUBLIC ACCESS BRIDGE (RAILROAD) (Unit of Measure = Structure Length in Linear Feet)

Any structure with a deck, regardless of length, which supports one or more railroad tracks, OR any other undergrade structure with an individual span length of 10 feet or more located at such a depth that it is affected by live loads. A traveler could traverse the bridge without ever passing thru a staffed entry point or presenting identification.

Note: Structure Length is defined with Usage Code, 1768 PUBLIC ACCESS BRIDGE (VEHICULAR).

1469 CONTROLLED ACCESS BRIDGE (RAILROAD) (Unit of Measure = Structure Length in Linear Feet)

Any structure with a deck, regardless of length, which supports one or more railroad tracks, OR any other undergrade structure with an individual span length of 10 feet or more located at such a depth that it is affected by live loads. A traveler must pass thru a staffed entry point and present proper identification to traverse this bridge.

Note: Structure Length is defined with Usage Code, 1768 PUBLIC ACCESS BRIDGE (VEHICULAR).

1471 TUNNEL (RAILROAD) (Unit of Measure = Linear Feet)

A tunnel used exclusively by trains.

1709 OTHER, VEHICULAR TRANSPORTATION SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1729 1739 1749 1769 1771 1789

1729 PRIMARY ROADS (Unit of Measure = Linear Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

Paved highways or major thoroughways used as the major arteries on large sites. These roads usually have higher speed limits than secondary paved roads. This category does not include bridges, tunnels, or parking areas.

The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, 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 populated the "Public Access Miles" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise, if no non-public accessible roads exist, then populate the "Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1739 SECONDARY ROADS (Unit of Measure = Linear Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

Paved secondary roads on which vehicles travel from the primary roads to their point of destination. These paved roads usually have moderate speed limits to accommodate the number of entry and exit points coupled with potential pedestrian traffic. This category does not include bridges, tunnels, or parking areas.

The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, 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 populated the "Public Access Miles" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise, if no non-public accessible roads exist, then populate the "Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1749 TERTIARY ROADS (Unit of Measure = Linear Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

Unpaved or unimproved roads. This category does not include bridges, tunnels, or parking areas.

The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, 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" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise, if no non-public accessible roads exist, then populate the 'Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1768 PUBLIC ACCESS BRIDGE (VEHICULAR) (Unit of Measure = Structure Length in Linear Feet)

A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a passageway for carrying traffic or other moving loads. A traveler could traverse the structure without ever passing through a staffed entry point or presenting identification. This includes:

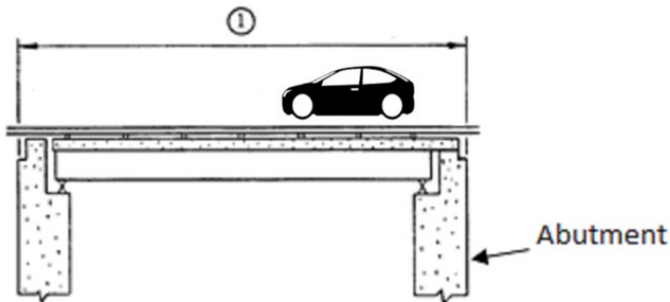
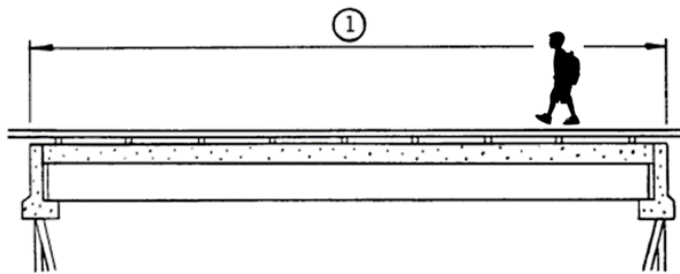
- assets of **ANY** Structure Length with a deck, superstructure, and substructure, and
- culverts with a Structure Length of more than 20LF

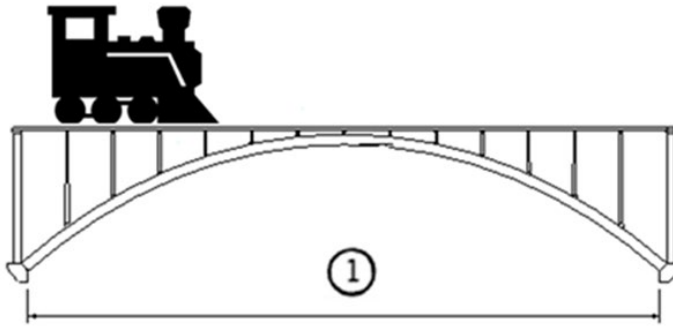
Public access vehicle bridges with a Structure Length of more than 20 feet (6.1 meters) are included in the National Bridge Inventory unless permanently closed (i.e., in Shutdown **Status** and **Excess Indicator** is "Yes").

The Structure Length of a bridge or culvert is the length of roadway, railway, or walkway supported on the structure.

For bridges, the length should be measured along the centerline (i.e., parallel) of the roadway, railway, or walkway back-to-back of backwalls of abutments or spring lines of arches.

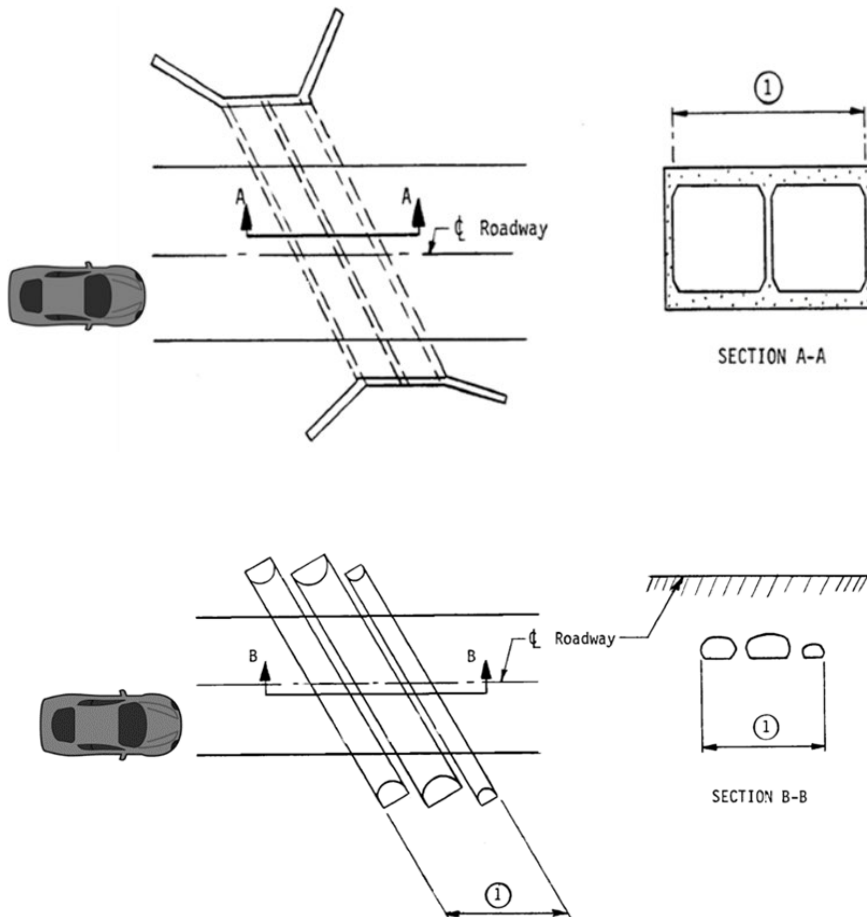
The Structure Length is indicated by ① in the examples below.





For assets constructed as a culvert, the length should be measured along the centerline (i.e., parallel) of the roadway or railway regardless of the depth below grade. Culverts are available in a variety of shapes, including circular, arch, elliptical, box and multi barrel (i.e., with an integral floor), and frame shapes (i.e., no floor). Measure between inside faces of boxes, multi-barrel and frame shapes; the maximum horizontal dimension of an arch; or the diameter of pipes. Consider multiple pipe structures as a single unit when the clear distance between openings is less than half of the smaller contiguous

opening. The Structure Length is indicated by ① in the examples below.



1769 CONTROLLED ACCESS BRIDGE (VEHICULAR) (Unit of Measure = Structure Length in Linear Feet)

A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a passageway for carrying traffic or other moving loads. A traveler must pass thru a staffed entry point and present identification to traverse this structure. This includes:

- assets of **ANY** Structure Length with a deck, superstructure, and substructure, and
- culverts with a Structure Length of more than 20LF.

Controlled access vehicle bridges are not included in the National Bridge Inventory.

Note: Structure Length is defined with Usage Code, 1768 PUBLIC ACCESS BRIDGE (VEHICULAR).

1771 TUNNEL (CONTROLLED ACCESS VEHICULAR) (Unit of Measure = Linear Feet)

Enclosed roadway for motor vehicle and pedestrian traffic with vehicle access limited to portals, regardless of type of structure or method of construction. May include lighting, ventilation, fire protection systems, and emergency egress capacity.

1772 TUNNEL (PUBLIC ACCESS VEHICULAR) (Unit of Measure = Linear Feet)

Enclosed roadway for motor vehicle traffic with vehicle access limited to portals, regardless of type of structure or method of construction, and located on a public road. May include lighting, ventilation, fire protection systems, and emergency egress capacity. [adapted from Code of Federal Regulations 23 CFR Part 650.505, Subpart E]

1788 PARKING STRUCTURES (Unit of Measure = Square Yards)

Independent structures for non-residential parking of more than two vehicles.

1789 PARKING (VEHICULAR) (Unit of Measure = Square Yards)

Vehicular parking areas.

1800 SUBTERRANEAN STRUCTURE OR AREA (Unit of Measure = Each)

Underground human-made structure such as a mine or tunnel where work is performed beneath the surface of the earth and within an enclosed space.

2000 CATCHALL FOR GSA AND OTHER KNOWN ASSETS (No entry)

Catchall category for structures that do not fit neatly under the other series.

2007 SMOKING KIOSK / BUS STOP (Unit of Measure = Each)

A small steel or aluminum structure having one or more open sides. A Smoking Kiosk is used by personnel for smoking outdoors. The Bus Stop is used by personnel as a loading/waiting/unloading zone for transportation services.

2008 IN-SITU CLOSED (Unit of Measure = Each)

An OSF that has been entombed or encapsulated (sealed up) in place.

An In-Situ Closed OSF must be excess screened and the Status set to 'Shutdown'. Can't Currently Be Disposed must be populated for these assets.

Examples include filling a standing, underground or collapsed structure with grout or completely covering a structure with soil or other suitable material. Simply abandoning an OSF in place does not meet the definition of In-Situ Closed.

Choosing this Usage Code for an OSF asset will automatically set Asset % Utilized = 0, Estimated Disposition Year = 9999, Can't Currently Be Disposed = Environmental Remediation and Size to 1 Each. Updates can be made as needed.

2009 CATCHALL (Unit of Measure = Each) Only use as a last resort.

2309 OTHER, NAVIGATION AIDS (Unit of Measure = Each)

Used to assist travelers in their mission (i.e., traffic signs or traffic lights).

2329 AIR TRAFFIC AIDS (Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on airfield areas.

2339 SHIPPING TRAFFIC AIDS (Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on water transportation structures or areas.

2429 FENCING (Unit of Measure = Linear Feet)

A structure serving as an enclosure, a barrier, or a boundary, usually made of posts or stakes joined together by boards, wire, or rails. This category includes fencing used in perimeter security external to buildings or other structures.

2432 RETAINING WALLS (Unit of Measure = Square Yards)

Walls that hold in place a mass of earth or aggregate or that prevent the erosion of an embankment.

2439 TOWERS (SECURITY) (Unit of Measure = Height)

Elevated guard towers used in providing physical security to a site or a specific area at of a site.

2449 RECREATIONAL (Unit of Measure = Each)

Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.

2469 RANGES, RIFLE/PISTOL (SECURITY) (Unit of Measure = Firing Points)

Facilities used to train personnel in the use of firearms.

2609 OTHER, RECLAMATION AND IRRIGATION (Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

2619 2629 2639 2649

2619 CANALS AND LATERALS (RECLAMATION) (Unit of Measure = Linear Feet)

A man-made waterway, side ditch, or conduit for draining land.

2629 CULVERT (Unit of Measure = Culvert Length in Linear Feet)

A transverse structure, pipe, or series of multiple pipes, box(es), or arch(s) constructed to convey water or utilities under a road or railway.

Before choosing this usage code, determine Structure Length and Opening Area of the structure, pipe, or series of multiple openings. See Appendix C of the FIMS User's Guide for a definition of Structure Length included with the definition of Usage Code 1768-Public Access Bridge (Vehicular).

See Note 1 for a definition of Opening Area.

Use the following criteria in the order listed to identify the usage code for a structure, pipe, or series of multiple openings that is under a road:

- Structure Length greater than or equal to 20 feet - apply Usage Code 1768 or 1769
- Opening Area less than 20 square feet - include as part of the infrastructure system by which the assets are maintained and managed (see Note 2)
- All other cases - record as an individual property record in FIMS and apply Usage Code 2629

Use the following criteria in the order listed to identify the usage code for a structure, pipe, or series of multiple pipes that is under a railway:

- Structure at grade - apply Usage Code 1468 or 1469
- Structure with an individual span length of 10 feet or more located at such a depth that it is affected by live loads - apply Usage Code 1468 or 1469
- Opening Area less than or equal to 20 square feet - include as part of the infrastructure system by which the assets are maintained and managed (see Note 2)
- All other cases - record as an individual property record in FIMS and apply Usage Code 2629

When applying Usage Code 2629, the unit of measure is Culvert Length. See Note 3 for a definition.

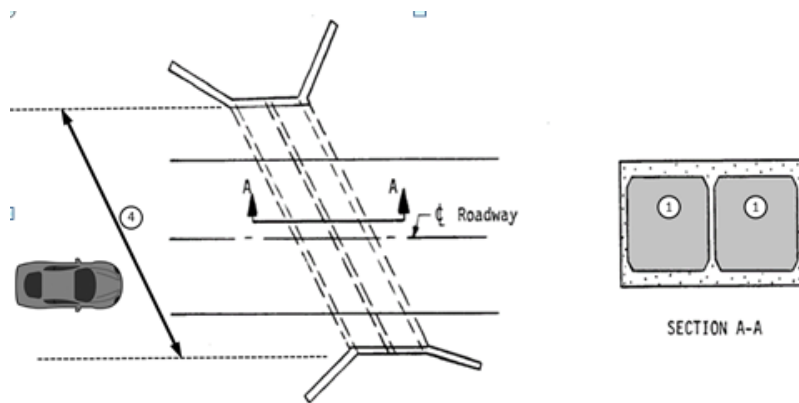
[FHWA-IP-86-2, Culvert Inspection Manual](#) provides industry inspection standards for culverts.

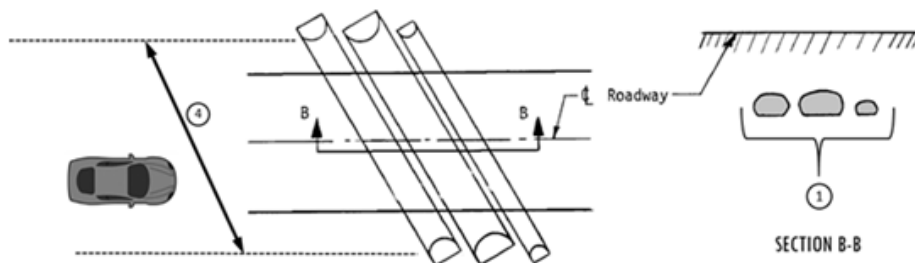
Note 1: The Opening Area is the total cross-sectional area, measured in square feet. Consider a series of multiple pipes as a single unit when the clear distance between openings is less than half of the smaller contiguous opening. The Opening Area is indicated by ① in the examples below.

Note 2: When including these assets with other infrastructure system such as Roads, Piping-Gravity (Stormwater), or others depending on site precedent, use the notes section to record basic information about the smaller assets, such as: Individual ID #, Size, Length, or GPS coordinates to support site management practices.

Sites always have the option of recording a structure as an individual property record in FIMS when deemed critical to site operations, when site topography heightens the risk of flooding or overtopping, or to support site management practices.

Note 3: The Culvert Length is measured longitudinally along the structure, pipe, or series of multiple pipes. The Culvert Length is indicated by ④ in the examples below.





2639 PUMPING STATIONS (RECLAMATION) (Unit of Measure = Gallons per minute)

A structure in which pumps operate to remove water by providing an adequate pressure to a distribution system or by physically elevating the water for elimination through canals used to drain the land area.

2649 STORAGE/DIVERSION DAMS (RECLAMATION) (Unit of Measure = Feet)

A structure built to obstruct the flow of a waterway to assist in the reclamation of land areas.

2809 OTHER, FLOOD CONTROL AND NAVIGATION (Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in codes:

2819 2829 2839

2819 DAMS (Unit of Measure = Acres-Feet)

Barriers constructed to obstruct the flow of waterways, such as rivers, streams, or creeks.

Acres-Feet is defined as the volume of water that would cover one acre of land (43,560 square feet) to a depth of one foot, equivalent to 325,851 gallons of water. Acres-feet is the basic measure of agricultural water use.

2829 LEVEES/DIKES (Unit of Measure = Linear Miles)

Embankments constructed on dry ground along riverbanks or waterways to prevent overflow of lowlands and to retain floodwater.

2839 NAVIGABLE CHANNELS (Unit of Measure = Linear Miles)

A waterway that can handle shipping traffic.

2909 OTHER, MONUMENTS AND MEMORIALS (Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in code:

2919

2919 STRUCTURES, MONUMENTS AND MEMORIALS (Unit of Measure = Each)

Memorial stones, statues, or structures erected in remembrance of persons or events.

2920 SLABS USED AS A PROTECTIVE CAP (Unit of Measure = Square Feet)

This usage code should be used for a slab (constructed of any material) that remains after the demolition of an asset or for a newly constructed slab, with the purpose of protecting underlying contaminants. This usage code differs from 6779 Paving, which is just simply a covered land area with no further requirement.

2921 UNDERGROUND STRUCTURE (Unit of Measure = Square Feet)

A unique underground test bed or experimental structure used to conduct research and development activities. Excludes underground accelerator beam lines.

3000 RESEARCH AND DEVELOPMENT (No entry)

Structures used in the research and development stage.

3009 OTHER, RESEARCH AND DEVELOPMENT (Unit of Measure = Each)

Structures related to the Research and Development process and measured by each unit.

3209 OTHER, ENERGY RESEARCH ACCELERATORS (Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

3221 3251 3261

3221 ACCELERATORS, RING (Unit of Measure = Square Feet)

Structures related to ring accelerators including the ring accelerator.

3251 ACCELERATORS, LINEAR (Unit of Measure = Square Feet)

Structures related to linear accelerators including the linear accelerator.

3261 RESEARCH REACTORS (Unit of Measure = Each)

Structures related to research reactors including the research reactor.

4000 STORAGE (No entry)

Tanks and storage structures used to store solid, liquid, or gaseous materials, particularly water, petroleum products, gases, hazardous materials, or sewage.

Tanks are large (thousands of gallons or hundreds of cubic feet) metal containers used to store materials in a manner similar to how a warehouse would store inventory.

Storage structures, other than tanks, can include pavement areas, reservoirs, and drainage ponds.

4009 OTHER, STORAGE (Unit of Measure = Each)

This code should only be used as a last resort if storage must be measured by each unit.

4010 STORAGE (OPEN PAVEMENT) (Unit of Measure = Square Yards)

Open, paved areas used to store or stage materials.

4020 SILOS (Unit of Measure = Cubic Yards)

Cylindrical structures that store solid (dry) materials.

4109 OTHER, WATER STORAGE (Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4121 4131 4141 4161 4171 4181

4121 TANK, GRAVITY (POTABLE) (Unit of Measure = Gallons)

Elevated water tanks that store potable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4131 TANKS, GRAVITY (NONPOTABLE) (Unit of Measure = Gallons)

Elevated water tanks that store nonpotable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4141 TANKS, GRAVITY (FIRE PROTECTION) (Unit of Measure = Gallons)

Elevated water tanks that store fire protection water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4161 TANKS, PRESSURE (POTABLE) (Unit of Measure = Gallons)

Potable water tanks that require pumps or pressure to extract their water.

4171 TANKS, PRESSURE (NONPOTABLE) (Unit of Measure = Gallons)

Nonpotable water tanks that require pumps or pressure to extract their water.

4181 TANKS, PRESSURE (FIRE PROTECTION) (Unit of Measure = Gallons)

Fire protection water tanks that require pumps or pressure to extract their water.

4209 OTHER, TANKS (OIL) (Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4221 4289

4221 TANKS (OIL) (Unit of Measure = Gallons)

Tanks used to store petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc. Examples are structures contained in a petroleum tank farm, a fuel oil tank for a power plant, or an underground gasoline storage tank.

4289 CAVERNS (OIL) (Unit of Measure = Barrels)

Underground manmade caverns with piping systems to transfer and store oil. This category applies to the Strategic Petroleum Reserves and should not be used by other sites.

4319 OTHER TANKS (GAS) (Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4321 4322 4331

4321 TANKS (NATURAL GAS) (Unit of Measure = Cubic Feet)

Tanks used to store natural gas.

4322 TANKS (OTHER COMBUSTIBLE GASES) (Unit of Measure = Cubic Feet)

Tanks used to store combustible gases, other than natural gas, such as acetylene, butane, hydrogen, or propane.

4331 TANKS (PROCESS GAS) (Unit of Measure = Cubic Feet)

Tanks used to store noncombustible process gases, such as carbon dioxide, compressed air, or nitrogen.

4409 OTHER, STORAGE (INDUSTRIAL WASTE/HAZ) (Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4431 4441

4421 TANKS (INDUSTRIAL, NOT HAZARDOUS) (Unit of Measure = Gallons)

Tanks used to store industrial nonhazardous waste that cannot be processed by a sewage treatment plant.

4431 TANKS (HAZARDOUS, NOT CONTAMINATED) (Unit of Measure = Gallons)

Tanks used to store industrial hazardous, but not contaminated waste, that cannot be processed by a sewage treatment plant.

4441 TANKS (HAZARDOUS, CONTAMINATED) (Unit of Measure = Gallons)

Tanks used to store industrial hazardous and contaminated waste that cannot be processed by a sewage treatment plant. This category is to also include contaminated ground water.

4497 STORAGE VAULTS (NON-EXPLOSIVES) (Unit of Measure = Cubic Feet)

Above ground storage vaults for non-explosive materials.

4498 VAULTS/BUNKERS (EXPLOSIVES) (Unit of Measure = Cubic Feet)

Underground compartments used to store explosives.

4499 IGLOOS (EXPLOSIVES) (Unit of Measure = Cubic Feet)

Dome-shaped structures used to store explosives.

4500 STORAGE SHED, PARTIALLY ENCLOSED (Unit of Measure = Square Feet)

Storage shed lacking one or more walls that would enclose the structure.

4521 TANKS (SEWAGE) (Unit of Measure = Thousands of Gallons)

Tanks used to store sewage prior to treatment.

4621 TANKS (STORMWATER) (Unit of Measure = Thousands of Gallons)

Tanks used to store stormwater prior to treatment.

4920 RCRA ENGINEERED WASTE CONTAINMENT STRUCTURE (Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under RCRA regulations. When using this code, the permit number should be input into the Alternate name field.

4921 CERCLA ENGINEERED WASTE CONTAINMENT STRUCTURE (Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under CERCLA regulations. When using this code, the permit number should be input into the Alternate name field.

4922 UMTRCA ENGINEERED WASTE CONTAINMENT STRUCTURE (Unit of Measure = Acres)

Licensed waste containment cell designed and constructed by the UMTRA Title I or II programs. When using this code, the permit number should be input into the Alternate name field.

4923 ENGINEERED WASTE CONTAINMENT STRUCTURE – NON REGULATED (Unit of Measure = Acres)

A non-regulated engineered waste containment structure. This can also be used to represent a landfill. A landfill may have a clay and/or a hypalon liner or neither.

5000 INDUSTRIAL/PRODUCTION/PROCESS (No entry)

Plants, wells, and structures used in an industrial setting for producing commodities, such as water, oil, or gas, etc., or for processing waste.

Plants are used for processing or treating the materials. Wells are used for extracting or obtaining the commodities.

Structures are items that do not fit into the above categories but are used in conjunction with the production or processing of the commodity. Examples are cooling towers or ponds.

5007 MONITORING WELL(S) (Unit of Measure = Each)

A well or group of wells designed and installed to obtain representative ground water quality samples. Provides controlled access to ground water samples for analysis, such as to determine the amount, type, and spread of contaminants.

5008 PUMPING STATIONS (Unit of Measure = Each)

A structure in which pumps operate to move fluid by providing adequate pressure to a distribution system.

5009 STRUCTURES, INDUSTRIAL, OTHER (Unit of Measure = Each)

This code should only be used as a last resort if industrial structures must be measured by each unit.

5129 PLANTS (WATER TREATMENT) (Unit of Measure = Gallons per Day)

Plants used to treat or purify water prior to it being distributed through the site's piping systems or stored in an elevated or pressurized tank.

5159 OTHER, INDUSTRIAL, WATER WELLS (Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if structure does not fit in codes:

5169 5171 5181

5169 WELLS (POTABLE WATER) (Unit of Measure = Gallons per Minute)

Wells used to obtain potable water prior to it being distributed through the site's piping systems or stored in an elevated or pressurized tank.

5171 WELLS (NONPOTABLE WATER) (Unit of Measure = Gallons per Minute)

Wells used to obtain nonpotable water prior to it being distributed through the site's piping systems or stored in an elevated or pressurized tank.

5181 WELLS (FIRE PROTECTION) (Unit of Measure = Gallons per Minute)

Wells used to obtain fire protection water prior to it being distributed throughout the site's piping systems or stored in an elevated or pressurized tank.

5221 PLANTS (PETROLEUM) (Unit of Measure = Gallons per Hour)

Plants used to process and refine petroleum products into their different fuel products. This category applies to the Naval Petroleum Reserves.

5269 WELLS (OIL) (Unit of Measure = Barrels)

Wells used to obtain crude-oil products from the earth through wells. This category applies to the Naval Petroleum Reserves.

5321 PLANTS (NATURALS GAS) (Unit of Measure = Cubic Feet per Day)

Plants used to process natural gas.

5322 PLANTS (OTHER COMBUSTIBLE GASES) (Unit of Measure = Cubic Feet per Day)

Plants used to process other combustible gases, other than natural gas, like acetylene, butane, hydrogen, or propane.

5339 PLANTS (PROCESS GAS) (Unit of Measure = Each)

Plants used to produce noncombustible process gases like carbon dioxide, compressed air, and nitrogen.

5369 WELLS (NATURAL GAS) (Unit of Measure = Cubic Feet per Minute)

Wells used to "drill" only for natural gas and control its escape. This category applies to the Naval Petroleum Reserves.

5419 OTHER, PLANTS (INDUSTRIAL WASTE/HAZARD) (Unit of Measure = Gallons per Day)

This code should only be used as a last resort if structure does not fit in codes:

5431 5441

5421 PLANTS (INDUSTRIAL, NOT HAZARDOUS) (Unit of Measure = Tons)

Plants used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant. This plant is also used to treat coal fired steam plant ash.

5431 PLANTS (HAZARDOUS, NOT CONTAMINATED) (Unit of Measure = Gallons per Day)

Plants used to process hazardous industrial, but not contaminated, waste that cannot be processed or treated by a sewage treatment plant.

5441 PLANTS (HAZARDOUS, CONTAMINATED) (Unit of Measure = Gallons per Day)

Plants used to process industrial hazardous and contaminated waste that cannot be processed or treated by a sewage treatment plant. This category is to also include contaminated ground water.

5461 STRUCTURES, INDUSTRIAL, STACK (GASEOUS WASTE DISPOSAL) (Unit of Measure = Cubic Feet per Minute)

Stacks used to create negative pressure in buildings, and to collect and dispose processed gaseous waste to the atmosphere.

5509 OTHER, PLANTS (SEWER) (Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

5529 5539 5549 5569 5621

5529 PLANTS (SEWER, PRIMARY TREATMENT) (Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process includes the removal of floating solids and suspended solids, both fine and coarse, from raw sewage.

5539 PLANTS (SEWER, SECONDARY TREATMENT) (Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process results in activated sludge, mixed sludge, and chemically precipitated sludge.

5549 PLANTS (SEWER, TERTIARY TREATMENT) (Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This is the third and final stage of sewage treatment.

5569 SEPTIC TANKS (SEWER) (Unit of Measure = Gallons)

Settling tanks in which settled sludge is in immediate contact with sewage flowing through the tanks while solids are decomposed by anaerobic action.

5621 PLANTS (STORMWATER, PRIMARY TREATMENT) (Unit of Measure = Gallons per Day)

Plants used to treat or process stormwater sewage.

5729 PLANTS (CHILL WATER) (Unit of Measure = Tons)

Plants used to produce centralized chill water for site-wide industrial processes or personal comfort cooling.

5749 PLANTS (EVAPORATIVE COOLING) (Unit of Measure = Tons)

Plants that cool air by evaporating water in it.

5769 COOLING TOWERS (CHILL WATER) (Unit of Measure = Tons)

Cooling towers used in the production, processing, or treatment of chill water.

5770 STORM WATER, LAGOON, PONDS, OR RESERVOIRS (Unit of Measure = Thousands of Gallons)

An open area used to store, treat, or process storm water.

5789 COOLING PONDS OR RESERVOIRS (Unit of Measure = Thousands of Gallons)

Cooling ponds or reservoirs used in the production, processing, or treatment of chill water.

5808 SOLAR HEATING SYSTEMS (Unit of Measure = British Thermal Unit Per Hour)

Plants that heat air or water by using the sun.

5809 OTHER HEATING SYSTEMS (Unit of Measure = British Thermal Unit Per Hour)

This code should only be used as a last resort if structure does not fit in codes:

5819 5829 5839 5849 5861 5906

5819 OTHER BOILERS (Unit of Measure = British Thermal Unit Per Hour)

These boilers (not gas-, oil-, or coal-fired boilers) are used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

5827 PLANTS (COGENERATION) (Unit of Measure = British Thermal Unit Per Hour)

Plants that simultaneously produce heat, usually in the form of hot water or steam, and power utilizing typically one fuel.

5829 PLANTS (GAS-FIRED) (Unit of Measure = British Thermal Unit Per Hour)

Gas-fired boilers used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

5839 PLANTS (OIL-FIRED) (Unit of Measure = British Thermal Unit Per Hour)

Oil-fired boilers used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

5849 PLANTS (COAL-FIRED) (Unit of Measure = British Thermal Unit Per Hour)

Coal-fired boilers used to produce steam or high temperature water for site-wide distribution for industrial or personal comfort purposes.

5861 PLANTS (GEOTHERMAL) (Unit of Measure = British Thermal Units/Hour)

A plant that utilizes the heat of the Earth's interior (natural steam) for site-wide distribution for industrial or personal comfort purposes.

5904 ELECTRIC GENERATORS (BIOFUEL) (Unit of Measure = Thousands of WATTS)

Devices that convert mechanical energy to electrical energy through biobased fuels including blends of biodiesel and ethanol.

5905 WIND TURBINES (Unit of Measure = Thousands of WATTS)

Turbines with vanes that the wind rotates to generate electricity, usually similar in appearance to a giant aircraft propeller but mounted on a tall slim tower.

5906 ELECTRIC GENERATORS (Unit of Measure = KVA (1000 Volt Amp))

A machine that converts mechanical energy into electrical energy.

5907 POWER DEVELOPMENT DAMS (Unit of Measure = Height)

A structure built to obstruct and harness the flow of a waterway to develop electrical power.

5908 PHOTOVOLTAIC SYSTEMS (Unit of Measure = Thousands of WATTS)

Employs solar panels which produce electric current by chemical action.

5909 OTHER, ELECTRICAL SYSTEMS (Unit of Measure = Thousands of WATTS)

This code should only be used as a last resort if structure does not fit in codes:

5921 - 5981

5921 PLANTS (GAS-FIRED) (Unit of Measure = Thousands of WATTS)

Gas-fired electric generating plants.

5928 PLANTS (BIOMASS) (Unit of Measure = British Thermal Unit Per Hour)

Plants that through either combustion or gasification of wood or other organic waste produce energy fuels, commodity chemical production, steam, or electricity.

5939 PLANTS (OIL-FIRED) (Unit of Measure = Thousands of WATTS)

Oil-fired electric generating plants.

5949 PLANTS (COAL-FIRED) (Unit of Measure = Thousands of WATTS)

Coal-fired electric generating plants.

5959 PLANTS (HYDRO) (Unit of Measure = Thousands of WATTS)

Hydro-electric generating plants.

5969 PLANTS (GEOTHERMAL) (Unit of Measure = Thousands of WATTS)

Electric generating plant that utilizes the heat of the Earth's interior (natural steam).

5981 PLANTS (NUCLEAR POWERED) (Unit of Measure = Thousands of WATTS)

Nuclear powered electrical generating plants used to produce electricity for site-wide distribution.

5991 TRANSMISSION LINES (500 kV) (Unit of Measure = Linear Miles)

500 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5992 TRANSMISSION LINES (345 kV) (Unit of Measure = Linear Miles)

345 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5993 TRANSMISSION LINES (230 kV) (Unit of Measure = Linear Miles)

230 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5999 TRANSMISSION LINES (Unit of Measure = Linear Miles)

Lines used in transmitting power to distribution lines. This category includes transmission lines that are an integral part of Federal power development systems, even if the power is produced by another Federal agency. This category is primarily reserved for Power Marketing Administration's usage. Onsite distribution lines should be counted in the distribution (8000) series.

6000 SERVICE STRUCTURES, NOT BUILDINGS (No entry)

Structures that provide a service support function that is close to the point of consumption.

For example, gasoline is produced in the industrial category, stored in the storage category, and distributed in the distribution category to different points of personal consumption (like at a gasoline station).

For electricity, there is a production and distribution process; street lights provide a support function that consumes or transforms the electricity into light and is at the point of consumption.

In addition to the above consumption aspects, this category is used for other service support function activities, such as a garbage incinerator that provides a service to the site that is unrelated to a utility commodity.

6007 FANS, HIGH CAPACITY (Unit of Measure = Each)

Fans used to ventilate caverns and tunnels.

6008 OTHER, SERVICE STRUCTURES (Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

6009 - 6719

6009 OTHER, OTHER SERVICE STRUCTURES (Unit of Measure = Each)

This code should only be used as a last resort if structure is measured by each unit.

6210 TRAINING STRUCTURE (Unit of Measure = Each)

An open structure lacking one or more walls/roof that is used for the purpose of conducting training exercises.

6221 POL SERVICES FOR AIRCRAFT (Unit of Measure = Pumps)

Aircraft refueling structures.

6231 POL SERVICES FOR WATERCRAFT (Unit of Measure = Pumps)

Waterfront refueling structures.

6271 POL SERVICES FOR VEHICLES (Unit of Measure = Pumps)

Vehicular refueling (gas stations) structures.

6419 INCINERATOR PLANTS (Unit of Measure = Each)

Structures used to burn trash so that only ashes remain.

6461 STRUCTURES, INDUSTRIAL, FILTER PIT (GASEOUS WASTE DISPOSAL) (Unit of Measure = Cubic Feet)

Pits, Filter banks, or enclosed structures (roughing filters, absolute filters, electrostatic scrubbers, caustic scrubbers, polishing filters, etc.) used to process or filter gaseous waste before discharging through the stack to the atmosphere.

6717 VEHICLE CHARGING STATION (Unit of Measure = Each)

Used for slow or high-speed recharging of plug-in electric vehicles onboard battery. A single vehicle charging station may have the capacity to charge more than one vehicle simultaneously. Therefore, the Unit of Measure of Each represents the physical structure of an individual charging station and not the number of vehicles that can be charged simultaneously. For example, 4 individual charging stations with the capacity to charge 2 vehicle each would be reported as 4 Each.

6718 VEHICLE SERVICE (Unit of Measure = Square Feet)

Structures used to service vehicles.

6719 VEHICLE WEIGHING FACILITY (Unit of Measure = Each)

Structures used to weigh vehicles.

6778 OTHER, PAVING STRUCTURES (Unit of Measure = Square Yards)

This code should only be used as a last resort if structure does not fit in code: 6779

6779 PAVING (Unit of Measure = Square Yards)

Any land area covered by concrete or asphalt.

6780 SECURITY TURNSTILE/ENTRY POINT (Unit of Measure = Each)

Pedestrian access control point used to allow authorized personnel only entry onto a site. This asset consists of an open structure and is not an enclosed building. The Unit of Measure represents the entire structure and does not represent a count of turnstiles.

6781 SECURITY ACCESS GATES (Unit of Measure = Each)

A physical barrier and gate access control system that allows access into or out of a specific area for authorized personnel while restricting access to unauthorized personnel. A gate access control system may include the use of a keypad, radio frequency identification, intercom, telephone, or other types of access control systems. This code is used for roadway or pedestrian path.

6919 STREET LIGHTS (Unit of Measure = Each)

Lights used to illuminate roads or walkways for safety.

6929 SECURITY LIGHTS (Unit of Measure = Each)

Lights used specifically to meet physical security requirements.

6931 EQUIPMENT CALIBRATION PAD OR BOREHOLE MODEL SYSTEM (Unit of Measure = Each)

Large, flat surface or cylinder(s) constructed of concrete that provide distributed sources of potassium, radium, and/or thorium used for calibrating instrumentation.

7000 COMMUNICATION TYPE SYSTEMS (No entry)

Communications systems that transmit information in the form of voice or data to a location where it will be processed or interpreted. This category is divided into networks and other communications structures.

Networks are the actual above ground or underground cables used to transmit the information. Other communications structures are part of network systems but are not cables. For example, phone lines might require underground ducts or above ground poles, while microwave communication might require towers. Ducts or poles already in place for other utilities, such as electrical power, should not be counted in the category.

7007 OTHER, COMMUNICATIONS SYSTEMS LINES (Unit of Measure = Each)

These are lines that do not fit into any other categories within the 7000 series.

7008 OTHER, COMMUNICATIONS MONITORING SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if communications monitoring systems must be measured by each unit.

7009 OTHER, COMMUNICATIONS SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if communications system must be measured by each unit.

7221 CABLES, ABOVE GROUND (VOICE/DATA) (Unit of Measure = Linear Feet)

Above ground voice or data cables usually hung off telephone poles or towers.

7231 CABLES, UNDER GROUND (VOICE/DATA) (Unit of Measure = Linear Feet)

Underground voice or data cables usually buried in conduits or ducts.

7261 POLES (VOICE/DATA) (Unit of Measure = Each)

Telephone poles or similar structures used exclusively for communication. This category does not include poles whose primary use is to run electrical power; they should be counted in the electrical distribution category (8961).

7279 TOWERS (VOICE/DATA) (Unit of Measure = Height Feet)

Metal towers (similar to microwave towers) or similar structures used exclusively for communication. Also includes weather/meteorological towers. This category does not include poles whose primary use is to run electrical power; they should be counted in the electrical distribution category (8961).

7281 SWITCHING STATIONS (VOICE/DATA) (Unit of Measure = Each)

Voice or data communications switching stations.

7321 CABLES, ABOVE GROUND (FIRE ALARM) (Unit of Measure = Linear Feet)

Above ground fire alarm cables usually hung off poles or towers. Existing phone lines used for transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7331 CABLES, UNDER GROUND (FIRE ALARM) (Unit of Measure = Linear Feet)

Underground fire alarm cables usually buried in conduits or ducts. Existing phone lines transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, underground category (7231).

7409 OTHER, SECURITY SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if security system must be measured by each unit.

7421 CABLES, ABOVE GROUND (SECURITY) (Unit of Measure = Linear Feet)

Above ground security alarm cables usually hung off poles or towers. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7431 CABLES, UNDER GROUND (SECURITY) (Unit of Measure = Linear Feet)

Underground security alarm cables usually buried in conduits or ducts. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, underground category (7231).

7509 OTHER, ENERGY MANAGEMENT CONTROL SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if energy management control system must be measured in each.

7521 CABLES, ABOVE GROUND (ENERGY MANAGEMENT CONTROL) (Unit of Measure = Linear Feet)

Above ground energy management control cables usually hung off poles or towers. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7531 CABLES, UNDER GROUND (ENERGY MANAGEMENT CONTROL) (Unit of Measure = Linear Feet)

Underground energy management control cables usually buried in conduits or ducts. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, underground category (7231).

8000 DISTRIBUTION SYSTEMS (No entry)

Networks and support structures used to move commodities between the point of production, treatment, processing, storage, or consumption external to facilities. These structures are used primarily for distributing utilities, such as water, petroleum products, gases, hazardous materials, sewage and stormwater, chill water, steam or high temperature hot water, and electricity.

Networks are the actual structures used to distribute utilities. Support structures are closely related to the distribution system but are not part of the network components. Support structures ensure commodities flow between the points of production or processing to the points of consumption or completion.

For example, in a liquid distribution system, the network of piping and the support structures are the pumps. In electrical energy distribution systems, the Network is the cabling and the support structures are the substations or transformers.

8009 PIPELINES (Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8119 - 8141 8231 8241 8328 8329 8339 8419 - 8649 8719 - 8849

8119 OTHER, WATER LINES (Unit of Measure = Linear Feet)

This code should only be used as a last resort if water line does not fit in codes:

8129 8131 8141 8629 8649 8719 - 8849

8129 PIPING (POTABLE WATER) (Unit of Measure = Linear Feet)

Piping used to move potable water.

8131 PIPING (NONPOTABLE WATER) (Unit of Measure = Linear Feet)

Piping used to move nonpotable water.

8141 PIPING (FIRE PROTECTION WATER) (Unit of Measure = Linear Feet)

Piping used to move fire protection water.

8159 OTHER, PUMPING STATIONS (Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if pumping station does not fit in codes:

8169 - 8181 8271 8379 8661

8169 PUMPING STATIONS (POTABLE WATER) (Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that potable water will flow from points of supply to demand.

8171 PUMPING STATIONS (NONPOTABLE WATER) (Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that nonpotable water will flow from points of supply to demand.

8181 PUMPING STATIONS (FIRE PROTECTION WATER) (Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that fire protection water will flow from points of supply to demand.

8231 LARGE PIPING (PETROLEUM PRODUCTS) (Unit of Measure = Linear Feet)

Large-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc.

8241 MEDIUM PIPING (PETROLEUM PRODUCTS) (Unit of Measure = Linear Feet)

Medium-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc.

8271 PUMPS (PETROLEUM PRODUCTS) (Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure that petroleum products will flow from point of supply to demand.

8328 PIPING (OTHER COMBUSTIBLE GASES) (Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute other combustible gases, such as acetylene, butane, hydrogen, or propane.

8329 PIPING (NATURAL GAS) (Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute natural gas.

8339 PIPING (INDUSTRIAL, PROCESS GAS) (Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute process gases, such as carbon dioxide, compressed air, and nitrogen.

8359 OTHER, GAS DISTRIBUTION SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if gas distribution system is measured by each unit.

8369 METERING STATIONS (NATURAL GAS) (Unit of Measure = Cubic Feet per Minute)

Structure where the amount of natural gas passing through the station is recorded.

8379 PUMPING STATIONS (NATURAL GAS) (Unit of Measure = Cubic Feet per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand.

8419 OTHER, INDUSTRIAL WASTE/HAZARDOUS MATERIALS DISTRIBUTION LINES (Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8431 8441

8421 PIPING (INDUSTRIAL, NOT HAZARDOUS) (Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move industrial, but not hazardous, waste from points of origination to processing and final disposal.

8431 PIPING (HAZARDOUS, NOT CONTAMINATED) (Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous, but not contaminated, waste from points of origination to processing and final disposal.

8441 PIPING (HAZARDOUS, CONTAMINATED) (Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous and contaminated waste from point of origination to processing and final disposal. This category is to also include contaminated ground water.

8451 PUMPING OR LIFT STATIONS (HAZARDOUS, CONTAMINATED) (Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system for waste that cannot be processed by a sewage treatment plant. These pumps ensure the waste will be transported between points of origination to processing or disposal. This category is to also include contaminated ground water.

8461 STRUCTURE, INDUSTRIAL, DUCT (GASEOUS WASTE DISPOSAL) (Unit of Measure = Feet)

Ducts or duct banks used to create negative pressure in buildings and to collect gaseous waste at point of origin and distribute it to the exhaust stack.

8529 PIPING, GRAVITY (SEWAGE) (Unit of Measure = Linear Feet)

Piping networks that use gravity to move sewage from points of generation to treatment, processing, or disposal.

8549 PIPING, PRESSURE (SEWAGE) (Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move sewage from points of generation to treatment, processing, or disposal.

8561 LIFT STATIONS (SEWAGE) (Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal.

8629 PIPING, GRAVITY (STORMWATER) (Unit of Measure = Linear Feet)

Piping networks that use gravity to move stormwater from points of collection to treatment, processing, or disposal.

8649 PIPING, PRESSURE (STORMWATER) (Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move stormwater from points of collection to treatment, processing, or disposal.

8661 PUMPS (STORMWATER) (Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure that stormwater will be transported between points of collection to processing or disposal.

8719 OTHER, CHILL WATER DISTRIBUTION SYSTEMS (Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8721 8731

8721 SUPPLY PIPING (CHILL WATER) (Unit of Measure = Linear Feet)

Piping used to move chill water from points of supply to consumption.

8731 RETURN PIPING (CHILL WATER) (Unit of Measure = Linear Feet)

Piping used to move chill water from points of consumption to reprocessing.

8828 PIPING, SUPPLY (HIGH-TEMPERATURE WATER) (Unit of Measure = Linear Feet)

Lines used to distribute high-temperature hot water.

8829 PIPING, RETURN (HIGH-TEMPERATURE WATER) (Unit of Measure = Linear Feet)

Lines used to move high temperature - hot water from points of consumption to reprocessing.

8839 PIPING, SUPPLY (STEAM) (Unit of Measure = Linear Feet)

Lines used to distribute steam.

8849 PIPING, RETURN (STEAM/CONDENSATE) (Unit of Measure = Linear Feet)

Lines used to move steam/condensate from points of consumption to reprocessing.

8909 OTHER, ELECTRICAL DISTRIBUTION SYSTEMS (Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

8929 - 8961

8929 ELECTRICAL CABLES, PRIMARY (Unit of Measure = Linear Miles)

Primary cable (115 kV or above) distribution networks used to transmit electrical power.

8939 ELECTRICAL CABLES, SECONDARY (Unit of Measure = Linear Miles)

Secondary cable (2.4 to 114 kV) distribution networks used to transmit electrical power.

8949 ELECTRICAL CABLES, TERTIARY (Unit of Measure = Linear Miles)

Tertiary cable (less than 2.4 kV) distribution networks used to transmit electrical power.

8961 POLES/TOWERS (ELECTRICAL DISTRIBUTION) (Unit of Measure = Each)

Poles and towers used to support above ground electrical distribution cables.

8979 SUBSTATIONS (Unit of Measure = KVA (1000 Volt Amp))

Substations used to set the voltage or other characteristics in the cable system and ensure electrical power will flow points of supply to demand in an efficient manner.

8988 POWER TRANSFORMERS (Unit of Measure = KVA (1000 Volt Amp))

Power transformers used to change the voltage or other characteristics in the cable system and ensure electrical power will flow from points of supply to demand in an efficient manner.

8989 DISTRIBUTION TRANSFORMERS (Unit of Measure = KVA (1000 Volt Amp))

Distribution transformers used to change primary distribution voltage to secondary voltage and ensure electrical power can flow between the points of supply to demand in an efficient manner.

D. Reconciliation Guidance

The following has been provided by the DOE Accounting community. The Office of the Chief Financial Officer (CF-11) provides guidance for completing STARS/FIMS Reconciliation. For more information regarding the STARS/FIMS reconciliation, contact the Office of Finance and Accounting (OFA) Fixed Asset Accountant.

Selecting Asset Type

In FIMS, the **Asset Type** is a code that identifies the Standard Accounting and Reporting System (STARS) Asset Type of the real property being reported. The code corresponds with the Asset Type recorded in STARS for real property values. This code is different from **Usage Code** in FIMS that reports current use. **Asset Types** are defined by the Office of the Chief Financial Officer and are found [here](#).

Asset Type is associated with each FIMS property record and with each **Adjustment**. In some cases, the **Asset Type** for an **Adjustment** may be different from the **Asset Type** assigned to the property record.

In FIMS, the value of installed equipment is included with the associated real property asset. In STARS, the value of installed equipment may be a separate record. The **Asset Type** helps reconcile the two record systems.

Buildings designed solely to house part of a site utility system may be categorized under the corresponding utility system **Asset Type**, or, under the Building (501) **Asset Type**. (See the definition for "Building" under the **Property Type** entry in the *FIMS User's Guide*, Appendix A, *FIMS Data Element Dictionary*.)

Understanding the Capitalized Indicator

Capitalization is the process whereby real and personal property assets meeting the Capitalization Thresholds are depreciated according to the remaining useful life of the underlying asset, if the asset is not expensed or fully depreciated. Capitalization Thresholds are established by the Office of the Chief Financial Officer and described in [Chapter 10 of the DOE Financial Management Handbook](#). Assets purchased, constructed, or fabricated in-house, as well as betterments to any of these items, and meeting the Capitalization Thresholds are recorded in STARS by the site.

Record in FIMS, **every** acquisition of real property and **every** betterment to a real property asset regardless of the cost, anticipated service life, or **Ownership**. The **Capitalized data field in FIMS** is set to "Yes" to identify which costs reported in FIMS are similarly recorded in STARS.

A **Betterment** is improvements to property, plant and equipment that result in better quality, higher capacity, or greater energy efficiency; extend the useful life of a facility; accommodate a change in the use of the facility; or accommodate regulatory and other requirement changes. (See Chapter 10 of the DOE Financial Management Handbook)

Entering Initial Acquisition or Betterment Costs for Owned Assets:

For new construction, **Initial Acquisition Cost** is entered in FIMS at Beneficial Occupancy. Cost data available at Beneficial Occupancy are usually preliminary so update entries with final values at project completion or construction account close-out to account for subsequent project expenses incurred.

Beneficial Occupancy is the stage of construction of a specified work, or a designated portion thereof, before final completion, at which its user can occupy it for the purpose for which it was constructed. Beneficial Occupancy may be formalized by exchange of official correspondence or not, depending on local project management policy and the size or nature of the project.

Formalized or not, all projects have, in practice, a defining point at which the work is occupied or used for its intended purpose. At this point, establish a property record in FIMS. When a project produces more than one real property asset, establish a property record for each asset as it is delivered.

For buildings, trailers or OSFs, report the total final project cost or portion allocated to the constructed asset as the **Initial Acquisition Cost** in FIMS. For land report the purchase price plus all support costs.

The screenshot displays the FIMS Property Info form. The top navigation bar includes tabs for Property Info, Size, RPV, Utilization, O&M/Condition, Status, Mission, Adjustments, Outgrant, and Documents. The form is divided into several sections:

- Property Info:** Includes fields for Field Office (Sandia Field Office), Site (SFO-AL Complex), Area (KAFB), Property ID (20393), Property Name (Bldg 20393), Property Type (Building), and Ownership (DOE Owned).
- Property Details:** A grid of fields for Property ID, Property Name, HQ Program Office, Real Property Unique ID, Area Name, IFI Site, Year Built, Year Acquired, Historic Designation, FASTA Agency Recommendation, Field Office Collocation, Site Program Code, Alternate Name, Usage Code, Using Organization, Outgrant Indicator, Underlying Land Control, National Laboratory/Park, Sustainability, Sustainability - System Used, Sustainability - Date Certified, Activity Type, and Assigned Contractor.
- Accounting:** Includes fields for Initial Acquisition Cost (\$860,744.00), Asset Type (501 Buildings), Is it Capitalized? (Yes), Reporting Source (NS9 NNSA), and Is it an Estimate? (No).
- Location:** Includes fields for Location State (NM), Location City (Albuquerque), Location County (Bernalillo), Main Location (87116), Location Congressional District (1), and Location Zip Code (87116).

At the bottom, there are buttons for Save, Notes, Return to Property List, Archive, and navigation arrows.

Enter the **Capitalized – Adjustment, Adjustment Date, Adjustment Cost, and Adjustment Description** of each betterment in the FIMS Adjustments window.

The screenshot displays the FIMS Adjustments window for a property. The top navigation bar includes tabs for Property Info, Size, RPV, Utilization, O&M/Condition, Status, Mission, Adjustments (selected), Outgrant, and Documents. Below the navigation bar, property details are shown: Field Office: Sandia Field Office, Site: SFO-AL Complex, Area: KAFB, Property ID: 20393, Property Name: Bldg 20393, Property Type: Building, and Ownership: DOE Owned. A summary section shows financial data: Initial Acquisition, Total Adjustments (\$486,792.66), Total Cost (\$1,347,536.66), Total Non-Capitalized Adjustments (\$95,356.19), and Total Capitalized Adjustments (\$391,436.47). The main section is titled 'Adjustment Details' and contains a table with columns: Delete, Adjust Seq No, Cap - Adjust, Adjustment Asset Type, Adjust Date, Adjustment Cost, and Adjustment Description. Three rows of adjustments are listed, with the third row highlighted in yellow.

Delete	Adjust Seq No	Cap - Adjust	Adjustment Asset Type	Adjust Date	Adjustment Cost	Adjustment Description
<input type="checkbox"/>	5	No		09/27/2012	\$6,946.36	NA29067 - Albuquerque Complex Safety Project
<input type="checkbox"/>	4	No	501 Buildings	10/28/2011	\$88,409.83	NA29067-CC51/Business Environ-Carpet Replacement
<input type="checkbox"/>	3	Yes	501 Buildings	11/18/2010	\$187,071.47	A01-CG-067 Roof Replacement CC51/All-Rite Const.

Entering Improvements to Assets Owned by Others¹:

Generally, unless authorized by statute, appropriated funds may not be used to make permanent improvements to property not owned by the federal government. The rule “is one of policy and not of positive law.” There are several threshold matters to consider in determining whether the rule is potentially applicable:

- does the expenditure add to the value of the property in question
- is it permanent
- does the agency have specific statutory authority to make the permanent improvements in question

If none of the foregoing threshold considerations makes the rule facially inapplicable, the expenditure may nevertheless be authorized if the following standards are met:

- The improvement must be incident to and essential for the effective accomplishment of an authorized purpose of the appropriation sought to be charged.
- The amount of the expenditure must be reasonable.
- The improvement must be for the principal benefit of the government.
- The interests of the government in the improvement must be protected.

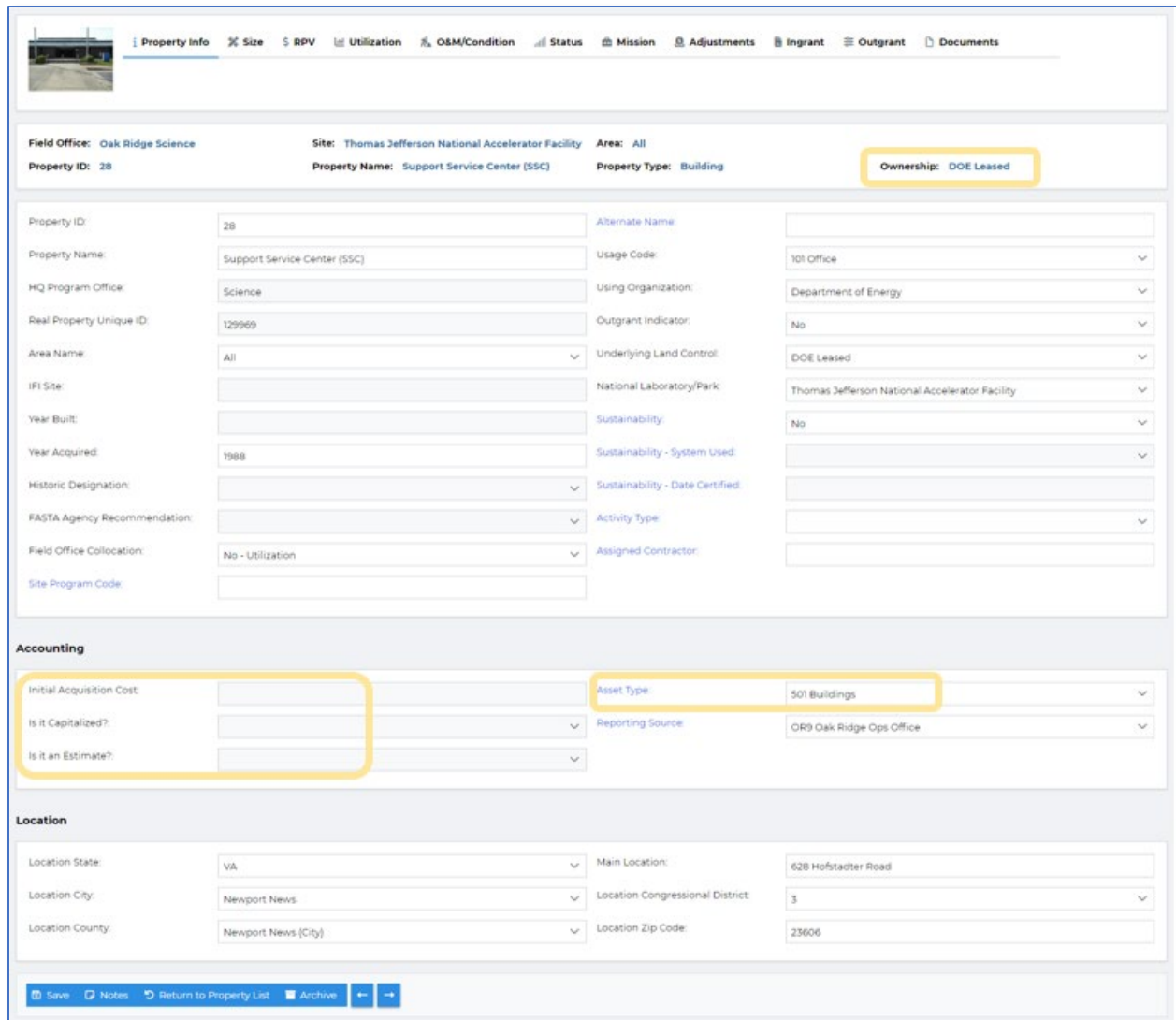
Accounting for betterments to non-capital or expensed assets, e.g., assets owned by others, is a special circumstance identified in Chapter 10 of the DOE Financial Management Handbook. This situation is reflected in FIMS by populating the **Capitalized – Adjustment, Adjustment Date, Adjustment Cost, and Adjustment Description** fields under an existing property record to reflect the cost of the betterment to that asset. In this case, the **Asset Type** for the asset (Property Info window) will be different from the **Adjustment Asset Type** (Adjustments window) of the betterment.



Do **not** create a separate record in FIMS for the betterment only.

For example, **RPUID** 129969 is a DOE Leased building. It is **Asset Type** 501, Buildings, with no **Initial Acquisition Cost**.

¹ GAO-08-978SP, Principles of Federal Appropriations Law, Third Edition, Volume III, Chapter 13, Real Property, Section G. Improvements to Property Not Owned by the Government



Property Info | Size | RPV | Utilization | O&M/Condition | Status | Mission | Adjustments | Ingrant | Outgrant | Documents

Field Office: Oak Ridge Science Site: Thomas Jefferson National Accelerator Facility Area: All
Property ID: 28 Property Name: Support Service Center (SSC) Property Type: Building Ownership: DOE Leased

Property ID:	28	Alternate Name:	
Property Name:	Support Service Center (SSC)	Usage Code:	101 Office
HQ Program Office:	Science	Using Organization:	Department of Energy
Real Property Unique ID:	129969	Outgrant Indicator:	No
Area Name:	All	Underlying Land Control:	DOE Leased
IFI Site:		National Laboratory/Park:	Thomas Jefferson National Accelerator Facility
Year Built:		Sustainability:	No
Year Acquired:	1988	Sustainability - System Used:	
Historic Designation:		Sustainability - Date Certified:	
FASTA Agency Recommendation:		Activity Type:	
Field Office Collocation:	No - Utilization	Assigned Contractor:	
Site Program Code:			

Accounting

Initial Acquisition Cost:		Asset Type:	501 Buildings
Is it Capitalized?:		Reporting Source:	ORR Oak Ridge Ops Office
Is it an Estimate?:			

Location

Location State:	VA	Main Location:	628 Hofstadter Road
Location City:	Newport News	Location Congressional District:	3
Location County:	Newport News (City)	Location Zip Code:	23606

Save | Notes | Return to Property List | Archive | ← | →

Record the betterment costs and the associated **Asset Type** in the FIMS Adjustment window. For example, in 2004 \$756,521.93 was expended to provide a "VARC HVAC". This improvement is recorded as **Asset Type** 800, Improvements to Property of Others. The **Capitalized - Adjustment** is set to "Yes" indicating that the improvement meets the CFO's capitalization threshold requirements and is also recorded in STARS.

The screenshot displays the 'Adjustments' window in the FIMS system. At the top, there is a navigation bar with tabs for Property Info, Size, RPV, Utilization, O&M/Condition, Status, Mission, Adjustments (selected), Ingrant, Outgrant, and Documents. Below the navigation bar, property details are shown: Field Office: Oak Ridge Science, Site: Thomas Jefferson National Accelerator Facility, Area: All, Property ID: 28, Property Name: Support Service Center (SSC), Property Type: Building, and Ownership: DOE Leased. A summary section shows Initial Acquisition, Total Adjustments (\$1,238,590.56), Total Cost (\$1,238,590.56), Total Non-Capitalized Adjustments, and Total Capitalized Adjustments (\$1,238,590.56). The main section is titled 'Adjustment Details' and contains a table with columns: Delete, Adjust Seq No, Cap - Adjust, Adjustment Asset Type, Adjust Date, Adjustment Cost, and Adjustment Description. Two rows of adjustments are visible, with the second row highlighted in yellow.

Delete	Adjust Seq No	Cap - Adjust	Adjustment Asset Type	Adjust Date	Adjustment Cost	Adjustment Description
<input type="checkbox"/>	6	Yes	800 Improvements To Property Of Others	10/31/2004	\$2,612.31	CANS ACCESS AND FIRE CONTROL
<input type="checkbox"/>	8	Yes	800 Improvements To Property Of Others	07/31/2004	\$756,521.93	VARC HVAC

Chapter 10 of the DOE Financial Management Handbook also addresses other special circumstances such as betterments to fully depreciated assets and betterments to assets permanently removed from services. These costs can be entered in FIMS on the Adjustments window using the approach described for owned assets.

Reconciliation of FIMS Capitalized Values with STARS

To ensure concordance between the systems, STARS and FIMS total capitalized values for each **Asset Type** are annually compared and reconciled. This requirement is established in the DOE Financial Management Handbook, Chapter 10 section 3.i *Reconciliation of Real Property Records*. STARS includes both real and personal property but only real property costs are reconciled with FIMS.

Reconciliation compares STARS total capitalized values for each **Asset Type** with the same values in FIMS regardless of **Ownership**. The *Trial Balance Fixed Asset Report* provides total capitalized values from STARS. FIMS values are generated by the following two reports:

- *Standard Report #022 - STARS Capitalization Information Report* which includes all properties that have been marked as **Capitalized = Yes**
- *Standard Report #021 - Adjustment Detail Report* which breaks down all adjustments and allows the user to filter only capitalized adjustments

These reports total **Initial Acquisition** and **Adjustment Costs** by STARS Asset Type. Differences between STARS and FIMS total dollar amounts should be explainable.

E. Lookup Table Descriptions

Asset Type

Asset	Asset Type Description
401	Land
410	Land Rights
430	Minerals
440	Timber
460	Site Preparation, Grading and Landscaping
470	Roads, Walks, and Paved Areas
480	Fences and Guard Towers
490	Other Improvements to Land
501	Buildings
502	Experimental and Demonstration Projects
550	Other Structures
610	Communication Systems
615	Electric Generation, Transmission, and Distribution Systems
620	Fire Alarm Systems
625	Gas Production, Transmission, and Distribution Systems
630	Irrigation Systems
635	Railroad Systems
640	Sewerage Systems
645	Steam Generation and Distribution Systems
650	Water Supply, Pumping, Treatment, and Distribution Systems
655	Nuclear Steam and Electric Generation and Transmission
660	SPR Crude Oil Piping System
665	NR Crude Oil Extraction and Distribution System
670	Process Systems
680	Reactors and Accelerators
800	Improvement to Property of Others
801	Right to Use Lease
900	Unclassified Plant and Equipment
999	Other

Core Capabilities

Capability	Core Capability Desc
AE	Arctic Energy
EA01	EA01 Safeguards, Security and Safety Training
EE01	EE01 Wind Technology Research
EE02	EE02 Research, Development, Demonstration and Deployment (RDD&D)
EE03	EE03 Energy Systems Integration
EE04	EE04 Buildings and Thermal Testing
EE05	EE05 Transportation & Hydrogen Systems
EE06	EE06 National Bioenergy Center Research
EE07	EE07 Materials and Chemical Science Technology

Capability	Core Capability Desc
EE08	EE08 Mechanical and Thermal Engineering
EE09	EE09 Energy Production
EE10	EE10 Fundamentals Science & Technology
EE11	EE11 Facilities, Lab Administration Support and Site Operations
EE12	EE12 Strategic Energy Analysis and Decision Support
EE13	EE13 Systems Engineering and Program Integration
EE14	EE14 Grid Integration Research
EE15	EE15 Water Technology Research
EE16	EE16 Environmental, Safety, Health and Quality (ESHQ)
EE17	EE17 Computational Science
EM01	EM01 Treat Radioactive Liquid Waste
EM02	EM02 Close Radioactive Liquid Waste Tanks
EM03	EM03 Secure and Store Nuclear Material
EM04	EM04 Dispose of Transuranic/Low-Level Wastes
EM05	EM05 Decontaminate and Decommission Facilities and Infrastructure
EM06	EM06 Remediate Soil and Groundwater
EM07	EM07 Support Other DOE/NNSA Missions (common use (multi-program) core capability)
EM08	EM08 Enabling Infrastructure
EM09	EM09 Non Operating Awaiting D&D
FE01	FE01 Crude Oil Stock and Store
FE03	FE03 Applied Materials Science and Engineering
FE08	FE08 Chemical Engineering
FE10	FE10 Computational Science
FE13	FE13 Decision Science and Analysis
FE15	FE15 Environmental Subsurface Science
FE24	FE24 Systems Engineering and Integration
FE25	FE25 Fossil Energy Enabling Infrastructure
FERC	FERC Federal Energy Regulatory Commission
HQ01	HQ01 Headquarters
IN	Counterintelligence
N-101	N-101 Design & Certification
N-102	N-102 Tests & Experiments
N-103	N-103 Simulation
N-104	N-104 Plutonium
N-105	N-105 Enriched Uranium
N-106	N-106 Depleted Uranium
N-107	N-107 Tritium
N-108	N-108 Lithium
N-109	N-109 High Explosives
N-110	N-110 Non-Nuclear Components
N-111	N-111 Weapons Assembly & Disassembly
N-112	N-112 Transportation
N-113	N-113 IT/Communications
N-114	N-114 Security
N-115	N-115 Mission Enabling Infrastructure
N-116	N-116 Global Security
N-117	N-117 Strategic Partnership Projects
N-118	N-118 DOE
LM01	LM01 Long-Term Surveillance and Maintenance
NE01	NE01 Advanced Computer Science, Visualization, and Data
NE02	NE02 Applied Materials Science & Engineering
NE03	NE03 Biological and Bioprocess Engineering
NE04	NE04 Chemical Engineering
NE05	NE05 Chemical and Molecular Science
NE06	NE06 Condensed Matter Physics and Materials Science
NE07	NE07 Cyber and Information Sciences
NE08	NE08 Decision Science and Analysis
NE09	NE09 Environmental Subsurface Science
NE10	NE10 Large-Scale User Facilities/R&D Facilities/Advanced Instrumentation
NE11	NE11 Mechanical Design and Engineering
NE12	NE12 Nuclear Engineering

Capability	Core Capability Desc
NE13	NE13 Nuclear Physics
NE14	NE14 Nuclear and Radiochemistry
NE15	NE15 Power Systems and Electrical Engineering
NE16	NE16 Systems Engineering and Integration
NE17	NE17 Critical Infrastructure Protection
NE20	NE20 Enabling Infrastructure
NE30	NE30 Non-Operating Awaiting D&D
NR01	NR01 Naval Reactors
PA	PA Power Administration
SC01	SC01 Accelerator and Detector Science and Technology
SC02	SC02 Advanced Computer Science, Visualization, and Data
SC03	SC03 Applied Materials Science and Engineering
SC04	SC04 Applied Mathematics
SC05	SC05 Biological and Bioprocess Engineering
SC06	SC06 Biological Systems Science
SC07	SC07 Chemical and Molecular Science
SC08	SC08 Chemical Engineering
SC09	SC09 Computational Science
SC10	SC10 Condensed Matter Physics and Materials Science
SC11	SC11 Cyber and Information Sciences
SC12	SC12 Decision Science and Analysis
SC13	SC13 Earth and Energy Systems and Infrastructure Analysis and Engineering
SC14	SC14 Earth, Environmental, and Atmospheric Science
SC15	SC15 Isotope Science and Engineering
SC16	SC16 Large-Scale User Facilities/Advanced Instrumentation
SC17	SC17 Mechanical Design and Engineering
SC18	SC18 Microelectronics
SC19	SC19 Nuclear and Radio Chemistry
SC20	SC20 Nuclear Engineering
SC21	SC21 Nuclear Physics
SC22	SC22 Particle Physics
SC23	SC23 Plasma and Fusion Energy Science
SC24	SC24 Power Systems and Electrical Engineering
SC25	SC25 Systems Engineering and Integration
SC99	SC99 Enabling Infrastructure

Field Office

Field Office Code	Long Desc
02	Los Alamos Field Office
03	Chicago
04	Office of Civilian Radioactive Waste Management
05	Golden Field Office
06	Idaho Operations Office
07	EM Consolidated Business Center
08	Legacy Management
09	Nevada Field Office
10	Oak Ridge Science
11	National Energy Technology Laboratory
12	Naval Reactors Laboratory Field Office
13	Richland Operations Office
14	Livermore Field Office
15	Savannah River Site
17	Carlsbad Field Office
18	Kansas City Field Office
19	Office of Secure Transportation
20	National Training Center
21	NNSA Production Office
22	Sandia Field Office
23	Southwestern Power Administration
24	Western Area Power Administration

Field Office Code	Long Desc
25	Southeastern Power Administration
26	Naval Petroleum Reserves
27	Strategic Petroleum Reserves
29	Bonneville Power Administration
30	Federal Energy Regulatory Commission
31	EM Los Alamos Field Office
32	Oak Ridge Environmental Management
33	Oak Ridge Nuclear Energy
34	Atmospheric Radiation Measurement
HQ	DOE Headquarters

Hazard Category

Hazard Category	Long Desc
01	Nuclear Facility Category 1
02	Nuclear Facility Category 2
03	Nuclear Facility Category 3
04	Radiological Facility
05	Chemical Hazard Facility
06	Nanoparticle Facility
07	Beryllium Facility
08	BSL-1 Biosafety Level 1 Facility
09	BSL-2 Biosafety Level 2 Facility
10	BSL-3 Biosafety Level 3 Facility
11	BSL-4 Biosafety Level 4 Facility
12	Accelerator Facility
13	Not Applicable

National Laboratory

National Laboratory Code	Description
AMES	Ames Laboratory
ANL	Argonne National Laboratory
BNL	Brookhaven National Laboratory
FNL	Fermi National Accelerator Laboratory
INL	Idaho National Laboratory
LANL	Los Alamos National Laboratory
LBNL	Lawrence Berkeley National Laboratory
LLNL	Lawrence Livermore National Laboratory
METTP	MAPR - East Tennessee Technology Park
MLANL	MAPR - Los Alamos National Laboratory
MORNL	MAPR - Oak Ridge National Laboratory
MRL	MAPR - Richland Operations Office
MY12	MAPR - Y-12 National Security Complex
NETL	National Energy Technology Laboratory
NREL	National Renewable Energy Laboratory
ORNL	Oak Ridge National Laboratory
PNNL	Pacific Northwest National Laboratory
PPPL	Princeton Plasma Physics Laboratory
SLAC	SLAC National Accelerator Laboratory
SNL	Sandia National Laboratory
SRNL	Savannah River National Laboratory
TJNAF	Thomas Jefferson National Accelerator Facility

Ownership

Ownership Code	Description	Prop Type
A	Easement	Land
B	DOE License	Building, OSF, Land, Trailer
C	Contractor Leased	Building, OSF, Land, Trailer

D	DOE Leased	Building, OSF, Land, Trailer
E	Contractor License	Building, OSF, Land, Trailer
G	GSA Owned	Building, OSF
I	Institutional Control	Land
L	GSA Leased	Building, OSF
N	Non-Federal Permit	Building, OSF, Land, Trailer
O	DOE Owned	Building, OSF, Land, Trailer
P	Federal Permit	Building, OSF, Land, Trailer
R	Grant Recipient Owned	Building, OSF, Land, Trailer
T	Contractor Owned	Building, OSF, Land, Trailer
W	Withdrawn Land	Land

Program Office

Program Office Code	Long Desc
CESER	Cybersecurity, Energy Security, and Emergency Response
EA	Office of Enterprise Assessment
EE	Energy Efficiency and Renewable Energy
EM	Environmental Management
EO	Arctic Energy
FECM	Fossil Energy and Carbon Management
FERC	Federal Energy Regulatory Commission
IN	Office of Counterintelligence
LM	Legacy Management
MA	Office of Management
NE	Nuclear Energy
NNSA	National Nuclear Security Administration
NR	Naval Reactors
PA	Power Administrations
RW	Civilian Radioactive Waste Management
SC	Science

Reporting Source

Reporting Source	Long Desc
ALW	WIPP NWP
BPA	Bonneville Power Administration
CH1	Ames Laboratory
CH3	Brookhaven National Laboratory
CH6	Lawrence Berkeley Laboratory
CH7	UChicago Argonne LLC
CH9	Chicago Operations Office
CHP	Princeton Plasma Physics Lab.
FRA	Fermilab Research Alliance
FT8	Alliance for Sustainable Energy, LLC
FT9	National Energy Technology Laboratory
ID9	Idaho Operations Office
IDA	Battelle Energy Alliance (BEA)
IDB	Fluor Idaho, LLC
LM1	Legacy Management
NR9	Naval Reactor Laboratory Field Office
NRB	Bechtel Marine Propulsion Corp
NS9	NNSA
NSL	Triad National Security, LLC (NSLA)
NSN	Mission Support and Test Services LLC (MSTS)
NSP	Consolidated Nuclear Security (CNS)
NSR	Honeywell
NTE	NTESS - Sandia National Laboratory
NY1	West Valley
OH9	Consolidated Business Center (CBC)
OR2	Pacific Northwest Lab

Reporting Source	Long Desc
OR4	Oak Ridge National Lab (UT-Battelle, LLC)
OR9	Oak Ridge Ops Office
ORC	DUF6 - Portsmouth
ORD	Bechtel Jacobs Company at Paducah
ORE	Swift and Staley - Paducah
ORF	DUF6 - Paducah
ORM	WEMS - Portsmouth
ORN	Oak Ridge Associated Universities
ORP	Fluor-B&W Portsmouth
ORR	Bechtel Jacobs Company at Oak Ridge
ORS	SLAC
ORX	URS/CH2M Oak Ridge LLC (UCOR)
RL9	Richland Operations Office
RP1	Office of River Protection
RP9	Western Area Power Administration
SF1	Lawrence Livermore National Lab
SFB	North Wind
SP9	Strategic Petroleum Reserve Operations Office
SR9	Savannah River Operations Office
SW9	Southwestern Power Administration
US0	USEC
YMT	Yucca Mountain Project

Status

Status Code	Status Desc	Data: Active or Archive	Property Type
1	Operating	Active	B,S,T
2	Standby	Active	B,S,T
3	Outgranted	Active	B,S,T
4	Shutdown	Active	B,S,T
5	Undergoing Stabilization/Deactivation	Active	B,S,T
6	Undergoing Decommissioning	Active	B,S,T
7	Undergoing Disposition	Active	B,S,T
13	Active Land	Active	L
14	Inactive Land	Active	L
CF	PBC: Correctional Facility Use	Archive	B,S,T,L
DM	Demolished	Archive	B,S,T,L
FT	Federal Transfer	Archive	B,S,T,L
HA	PBC: Homeless Assistance	Archive	B,S,T,L
HE	PBC: Health or Educational Use	Archive	B,S,T,L
HM	PBC: Historic Monuments	Archive	B,S,T,L
LD	Loss Due to Disaster	Archive	B,S,T
LE	Expiration/Cancellation	Archive	B,S,T,L
LT	Loss Due to Training Exercise	Archive	B,S,T
LW	PBC: Law Enforce/Emergency Mgmt	Archive	B,S,T,L
LX	Early Termination/Cancellation	Archive	B,S,T,L
NS	PBC: Negotiated Sales to Public Agency	Archive	B,S,T,L
OT	Other Disposition	Archive	B,S,T,L
PA	PBC: Public Airports	Archive	B,S,T,L
PF	PBC: Port Facilities	Archive	B,S,T,L
PR	PBC: Public Parks/Recreational Area	Archive	B,S,T,L
SH	PBC: Self-help Housing	Archive	B,S,T,L
SN	Sale, Negotiated	Archive	B,S,T,L
SP	Sale, Public	Archive	B,S,T,L
WC	PBC: Wildlife Conservation	Archive	B,S,T,L
XX	Admin Correction/No Disposal	Archive	B,S,T,L

Underlying Land Control

Underlying Land Control	Underlying Land Control Desc
A	Easement
B	DOE License
C	Contractor Leased
D	DOE Leased
E	Contractor License
G	GSA Owned
I	Institutional Control
L	GSA Leased
N	Non-Federal Permit
O	DOE Owned
P	Federal Permit
R	Grant Recipient Owned
T	Contractor Owned
W	Withdrawn Land

Unifomat

Unifomat Code	Long Desc
00	None
A10	Foundations
A20	Basement Construction
B10	Super Structure
B20	Exterior Closure
B30	Roofing
C10	Interior Construction
C20	Stairs
C30	Interior Finishes
D10	Conveying
D20	Plumbing
D30	HVAC
D40	Fire Protection
D50	Electrical
E10	Equipment
E20	Furnishings
F10	Special Construction
F20	Selective Building Demolition
G10	Site Preparation
G20	Site Improvements
G30	Site Mechanical Utilities
G40	Site Electrical Utilities
G90	Other Site Construction

Usage Codes - Building and Trailers

Reference the [Building Usage Codes](#) appendix of this manual.

Usage Codes - OSF

Reference the [OSF Usage Codes](#) appendix of this manual.

Usage Codes - Land

Usage	Long Desc	Definitions
01	Agricultural	Land under cultivation for food or fiber production.

04	Grazing	Conservation lands primarily administered to preserve, protect, manage, or develop grass and other forage resources suitable for livestock. Exclude Wilderness Areas from this classification.
07	Forest And Wildlife	Conservation lands primarily administered to preserve, protect, manage, or develop timber, wildlife, watershed, and recreational resources. Exclude Wilderness Areas from this classification.
08	Parks And Historic Sites	Land administered for cemeteries, memorials, monuments, parks (national, historical, military, memorial, and national capital), sites (battlefield and historic), parkways, and recreation areas. Exclude Wilderness Areas from this classification.
09	Wilderness Areas	Land designated by Congress as a part of the National Wilderness Preservation System
10	Office Building Location	Land containing office buildings or future planned office buildings, to include military headquarters buildings.
11	Military	Department of Defense (DOD) and US Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.
12	Airfields	Land used for military air bases or air stations, and military or civilian land fields.
13	Harbors And Port Terminals	Land used for harbor and port facilities.
14	Post Offices	Land used in conjunction with a Post Office and used predominately as a general service and access area.
15	Power Development And Distribution	Land used for power development and distribution projects.
16	Reclamation And Irrigation	Land used for reclamation and irrigation projects.
17	Outpatient Healthcare	Land used for outpatient healthcare facilities.
18	Flood Control And Navigation	Land used for flood control and navigation projects.
19	Vacant	Land not being used.
20	Institutional	Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	Housing	Land used primarily for public housing projects, military personnel quarters, and dwellings for other federal personnel.
40	Storage	Land used primarily for supply depots and other storage.
50	Industrial	Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.
70	Research And Development	Land used directly in basic or applied research such as in science, medicine, and engineering.
72	Communication Systems	Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.
73	Navigation and Traffic Aids	Land used for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
80	Other Land	Land that cannot be classified elsewhere.
81	Training Land	Land containing training buildings, or land that is used to conduct outdoor training, such as firefighting, weapons training, or other military training activities.

Using Organization

Using Organization Code	Long Desc
0000	Congress
0400	Government Printing Office
0500	General Accounting Office
1200	Department of Agriculture
1300	Department of Commerce
1400	Department of Interior
1500	Department of Justice
1600	Department of Labor
1700	Department of the Navy

1800	United States Postal Service
1900	Department of State
2000	Department of the Treasury
2100	Department of the Army
2700	Federal Communications Commissions
2800	Social Security Administration
2900	Federal Trade Commission
3100	Nuclear Regulatory Commission
3200	Synthetic Fuels Corporation
3600	Department of Veterans Affairs
4600	Regional Commissions
4700	General Services Administration
4800	Miscellaneous Commissions
4900	National Science Foundation
5700	Department of the Air Force
5800	Federal Emergency Management Agency
6200	U.S. Office of Special Counsel
6400	Tennessee Valley Authority
6700	United States Information Agency
6800	Environmental Protection Agency
6900	Department of Transportation
7000	Department of Homeland Security
7500	Department of Health and Human Services
8000	National Aeronautics and Space Administration
8500	Water Resources Council
8600	Department of Housing and Urban Development
8900	Department of Energy
9100	Department of Education
9400	U.S. Arms Control and Disarmament
9500	Independent U.S. Government Offices
9600	Corps of Engineers, Civil
9700	Department of Defense (Sec of Def)
9800	United States Railway Association
9999	Non-Federal Entities (Private Sector)

F. Frequently Discussed Topics

The following is provided as procedures for several common topics. It is meant only to provide general information for specific situations.

HQ Program Office Change

The HQ Program Office data field cannot be updated by the FIMS Admin. If an asset(s) is being transferred from one HQ Program Office to another, 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.

Disposal of Trailers

It is acceptable to dispose of trailers without the land they occupy as personal property.

The trailer should be screened through DOE's Excess Screening process (<https://fims.doe.gov/fimsinfo/doc.html>) and marked as Excess in FIMS. Once completed, Archive the trailer using Disposition Method 'Other (converted to personal property)' and in the Notes field indicate the trailer was converted to personal property for disposal.

All rules in disposal of personal property trailers now apply including screening through the General Services Administration (GSA) and Department of Housing and Urban Development (HUD), if applicable.

Concrete Slabs Remaining After Asset Demolition

If the remaining concrete slab is not serving any defined purpose, Archive the building or OSF and do not create a new OSF record for the slab.

If the remaining concrete slab is serving a purpose (i.e., cap to protect contaminants, parking lot, storage area, etc.), Archive the building or OSF and create a new FIMS OSF record using a Usage Code that best describes the slab's current predominant use.

Cemeteries

Cemeteries existing on parcels of land recorded in FIMS should be noted on the Notes window. Include the cemetery name, location and identifying information. The cemetery (grave markers, vaults, caskets, fencing enclosing a small group of plots, or a structure surrounding plots) itself is not owned by DOE, therefore no record should be created in FIMS.

Archiving Partial Dispositions/Demolitions in FIMS

Definition: A partial disposition/demolition with respect to FIMS is when a portion of a real property asset is demolished or disposed of and a new FIMS record is generated and archived to capture the portion of the real property asset that has been demolished or disposed of.

Policy: It is MA-50's policy to allow new FIMS records to document partial dispositions/demolitions when the remainder of the real property asset will remain for five or more years.

Examples:

1. In the case where a large building is being demolished over several years and one wing of the building is being demolished each year, it would not be appropriate to generate a new FIMS record each year and archive it to take credit for the square footage demolished in that year. The correct procedure would be to wait until the entire building is demolished and archive the FIMS record.
 - a. **FIMS Documentation:** If disposition/demolition of a real property asset will take multiple years, partial disposition/demolition documentation in FIMS is not appropriate. Sites should:
 - i. Retain the original Size, RPV, etc. in FIMS during disposition/demolition and archive the record when disposition/demolition is complete. If during a FIMS data validation it is noted that the real property asset being disposed of/demolished does not have the same Size, RPV, etc. as the FIMS record, explain to the validation team that you will archive when the asset is completely demolished in accordance with MA-50 policy.
2. A building has three wings. Wing 1 is demolished. There are no plans on disposing of the other two wings. It would be appropriate to develop a new FIMS record for the demolished wing and archive the record. Another similar example would be if 100 acres of a 500 acre land parcel is being disposed. There are no plans to dispose of the remaining 400 acres. It would be appropriate to develop a new FIMS record for the acreage that is being disposed of and archive the new record.
 - a. **FIMS Documentation:** Developing a FIMS record for the partial disposition/demolition is appropriate. Sites should:
 - i. Generate a new FIMS record, for the portion of the real property asset, after disposition/demolition is completed. The Property ID for the new record should be similar to the existing record (i.e., if a portion of Property ID 100 were disposed of/demolished, the Property ID of the new record documenting the disposition/demolition could be 100DEMO). Use the Notes field in FIMS to document the partial disposition on both the original and new records.
 - ii. It is important that once the new FIMS record is generated and archived, that both the source data and the FIMS data fields (such as Size, Usable Sqft, RPV ...) for the original FIMS record be updated to reflect the partial disposition/demolition.

Difference Between Condition and Functionality and

How Does It Apply to Conducting the Respective

Assessments

Condition describes the degree to which an asset and its components, assemblies, and systems are in good physical repair and in full working order. Functionality describes the degree to which a real property asset has the quality and capacity to support its intended mission.

With regards to performing condition and functional assessments: condition focuses on the physical level of repair of an asset's *existing* features while functionality focuses on features an asset may need (but currently doesn't have) in order to properly perform its intended mission. Functional needs include asset upgrades that would provide better quality, higher capacity, greater efficiency, more reliability, improved safety, and/or less risk.

When conducting a condition assessment, inspectors will look at the existing physical aspects of the asset and identify everything that is broken or is in a state of physical disrepair. The estimated cost to fix all the deficiencies noted in a condition assessment represents the asset's Repair Needs.

When conducting a functional assessment, the assessment team will consider whether the asset is lacking any specific mission capabilities or features. During the functional assessment, it may help to imagine that the asset has no physical deficiencies, and the asset is in perfect working order (has no repair needs). The functional assessment will identify what is missing that is keeping the asset from fully supporting its mission requirements (or from doing so in a practical, efficient, or safe manner). The estimated cost to perform these functional upgrades represents the asset's Modernization Costs.

Also Note: the FIMS data element "Overall Asset Condition" actually takes into account the results of *both* the condition assessment *and* the functional assessment. Overall Asset Condition considers how all condition and functional deficiencies may affect the performance of the asset (as well as other portfolio-level real property factors such as relative mission dependency and risk tolerance). Refer to the Data Element Dictionary for detailed guidance on managing this data element.



G. AAIM Data Element Dictionary

Overview

The Anticipated Asset Information Module (AAIM) Data Element Dictionary contains definitions/descriptions of all the data elements in the AAIM module. The AAIM Data Element Dictionary is presented in alphabetical order by English Names.

AAIM Data Element Dictionary

English Name	Format	Description
AAIM Unique Id	NUM(12)	System generated number used to uniquely identify an asset within the AAIM module.
Activity Type	CHAR(23)	<p>Identifies the approach and funding source for acquisition of real property.</p> <p>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]</p> <p>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.</p> <p>FT - Federal Transfer - Transfer of custody and control of real property already in Federal ownership but no longer needed by the transferring agency.</p> <p>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)).</p> <p>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]</p> <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]

English Name	Format	Description
		<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>
Area	CHAR(35)	A name that is assigned by the site to identify an administrative subdivision of a site.
Beneficial Occupancy Year	NUM(4)	<p>The fiscal year the site anticipates taking beneficial occupancy of the asset.</p> <p>Fiscal year must be the current year or a future year.</p>
Category	CHAR(8)	Designates whether the record being added represents a “ New ” entry into the AAIM module or an enlargement of an “ Existing ” asset that currently resides in the Facilities Information Management System (FIMS) inventory.
City	CHAR(4)	The 4-digit Geographic Location Code (GLC) for the City or town associated with the asset.
Congressional District	CHAR(2)	The value for the Congressional District associated with the asset.
Core Capability – 1	CHAR(5)	<p>Identifies the primary programmatic activity associated with the proposed real property acquisition or expansion.</p> <p>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 Capabilities that begin with the letter C where developed for NNSA sites.</p>
County	CHAR(3)	The 3-digit Geographic Location Code (GLC) for the County associated with the asset.
DOE Project Number	CHAR(30)	The official DOE Project Identification Code for construction and engineering projects as reported in OMB A-11 Exhibit 300 or the program budget submission. This DOE Project Number can be issued at the Headquarters, Program or Site level.
Existing Asset	CHAR(12)	Represents the Real Property Unique ID from the FIMS system for an existing real property asset that is being enlarged.
Existing Asset Size	NUM(10)	Found on the AAIM report, the Size value from FIMS for an existing asset that is being enlarged.
Field Office	CHAR(2)	Code used to identify the DOE field office.
HQ Program Office	CHAR(2)	Code that identifies the responsible program office (i.e., SC).
Initial Acquisition Cost/ Annual Rent	NUM(14,2)	<p>For new assets, an estimated final acquisition cost of the asset if it is DOE Owned. Estimated final acquisition cost includes all engineered design costs (after conceptual design), facility construction costs and other costs specifically related to those construction efforts. In addition, final acquisition cost of the asset will include, but is not limited to: project, design and construction management; contract modifications (to include equitable adjustments) resulting in changes to these costs; design; construction; contingency; contractor support directly related to design and construction; and equipment rental and refurbishment.</p> <p>For existing assets, the estimated final project costs of the expansion of the existing asset.</p> <p>All other Ownerships, the field will represent the annual first year rent.</p>

English Name	Format	Description
Main Location	CHAR(2)	<p>Street/delivery address for the asset. For assets with no street address, input the street address of the main gate. For assets not located at a site, input the zip code.</p> <p>Do not use the following for this field.</p> <ul style="list-style-type: none"> • Mailing address that is different than the location address • Building Name • Street Corner (e.g., 19th and F Street) • Other Descriptions (such as a Post Office box number) • Symbols such as double quote ("), underline (_), plus (+), percent (%), and ampersand (&).
Notes	CHAR(1000)	<p>Free form text field to accommodate any comments about the anticipated asset. Minimally provide:</p> <p>a) A short statement (2-3 sentences) describing how the anticipated real property asset realized the optimum (see DOE O 430.1C-4.a(1)(f)&(g)) set of facilities necessary to support associated core capability(ies). The statement should succinctly address the sequence and relative schedule of the new facility(ies) in relation to disposal of facility(ies) that are used for offset(s) or to be replaced (e.g., "New building X replaces buildings Y and Z in support of core mission A. Building X must be completed ## months prior to building Y lease termination and building Z demolition to allow consolidation of people and equipment from the two existing buildings into the new building.")</p> <p>b) A short statement (2-3 sentences) summarizing the business case analysis (see DOE o 430.1C-4.b(1)(a)) determination that the planned ownership interest provides the lowest lifecycle cost of best value.</p> <p>c) The RPUID of each existing real property asset planned for disposal to offset (see DOE O 430.1C-4.b(2)) the new footprint</p>
Ownership	CHAR(1)	Identifies the property as: DOE Owned (O), DOE Leased (D), DOE License (B), Contractor Leased (C), Contractor License (E), Contractor Owned (T), Grant Recipient Owned (R), GSA Owned (G), GSA Leased (L), Federal Permit (P), Non-Federal Permit (N), Institutional Control (I), Easement (A), and Withdrawn Land (W).
PARS Project ID	NUM(4)	<p>The official Project Identification Code for all projects in the PARS II database. A current list of PARS II projects can be found on this link: https://powerpedia.energy.gov/w/images/0/04/PARS_Project_List.xlsx</p> <p>If the PARS II database does not include the project, this data field should remain blank.</p>
Property ID	CHAR(20)	A unique control number assigned to the asset by the site.
Property Name	CHAR(40)	The name assigned to a specific asset.
Property Type	CHAR(1)	Code that identifies an asset by B – Building, T – Trailer, S – OSF, or L – Land.
Record Creation Date	DATE	A system generated date and time when the user created the AAIM module record.
Select Property ID	CHAR(20)	Property ID list of existing assets from FIMS. Used only when entering a record in the AAIM module that reflects the expansion of an existing real property asset from FIMS.
Site	CHAR(50)	Name assigned to a Site.
Size	NUM(16,3)	For DOE Owned buildings and trailers, record the Gross Sqft found in the most mature planning document relevant to the acquisition.

English Name	Format	Description
		<p>For a building addition/expansion, enter the magnitude of the new additional square feet only.</p> <p>For all other building and trailer Ownerships, Rentable Sqft will represent 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 the Rentable Sqft. Excluded are exterior walls, major vertical penetrations (stairs, elevator shafts, flues, pipe shafts, vertical ducts), and interior parking spaces.</p> <p>For land assets, record the acreage being acquired.</p> <p>For OSF assets, record the appropriate quantity being acquired in the provided Unit of Measure.</p>
State	CHAR(2)	The 2-digit Geographic Location Code (GLC) for the State or District of Columbia associated with the asset.
Usable Sqft	NUM(10)	<p>For building, the value input will be the Gross Sqft less common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment (that support the building) rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets.</p> <p>For GSA Owned and GSA Leased buildings, values input will be the same as the Assigned Usable Sqft in the GSA Occupancy Agreement.</p>
Usage Code	CHAR(4)	<p>Code which designates the predominant current use of the asset.</p> <p>For an asset addition/expansion, estimate predominant use based on the anticipated configuration of the entire asset after completing the project based on anticipating asset areas.</p>
Zip Code	CHAR(10)	The zip code associated with the asset.

H. Data Gathering Methods

Overview

The purpose of this appendix is to establish minimum criteria for gathering the cost (actual or estimated), measurement, or assessment data reported in the Facilities Information Management System (FIMS). These implementation procedures and guidelines serve to standardize FIMS data. The benefits of data standardization are:

- Improved data quality
- Increased data compatibility
- Improved consistency and efficiency of data collection
- Reduced data redundancy
- Improved data access

The Headquarters Program Office (HQ Program Office) and other DOE elements with responsibility for real property may implement alternate procedures in consultation with the Senior Real Property Officer (SRPO) to ensure the Department continues to meet its reporting commitments.

These methods are also applicable to DOE elements including those with exemptions from DOE O 430.1C, Real Property Asset Management.

It is recommended that you reference the data element definitions in Appendix A, Data Element Dictionary, in addition to the information found in this appendix.

Adjustment Cost

Collect the actual incurred cost of each betterment to an existing real property asset. A betterment is an improvement to property, plant, and equipment that result in one of the following.

- Better quality
- Higher capacity
- Greater energy efficiency
- Extend the useful life of a facility
- Accommodate a change in the use of the facility
- Accommodate regulatory and other requirement changes

Include one the following when appropriate.

- a) Total Project Cost (TPC) – is the Total Estimated Cost (TEC) plus the Other Project Cost (OPC). Total Estimated Cost is all engineering design costs (after conceptual design), facility construction costs and other costs specifically related to those construction efforts. TEC will include, but is not limited to project, design and construction management; contract modifications (to include equitable adjustments) resulting in changes to these costs; design; construction; contingency; contractor support directly related to design and construction; and equipment rental and refurbishment. Other Project Cost is all other costs related to a project that are not included in the TEC. OPCs will include but are not limited to: research and development; conceptual design and conceptual design report; startup and commissioning costs; National Environmental Policy Act documentation; Project Data Sheet preparation; siting; and permitting requirements.
- b) For completed projects with a mixed scope of work including both improvements and maintenance or repair activities, the portion of the TPC representing the cost of the improvement only.
- c) For projects providing improvements to multiple assets, the portion of the TPC allocable to each real property asset.

Annual Actual Maintenance

Collect the asset level costs for predictive and preventative maintenance, surveillance and maintenance, repairs, and renovations accrued (regardless of when they are paid) in the execution year.

- a) Include costs for:
 - 1) Material and supplies, equipment, and services paid under a purchase order, contract or agreement, including the cost of any sustainable products used to address deteriorated conditions in the asset component systems. Sustainable products are those materials and equipment meeting performance requirements that are energy-efficient (Energy Star or FEMP-designated), water-efficient, bio based, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT)-registered), non-ozone depleting, non-toxic or contain less toxic alternatives or recycled content.
 - 2) Prevailing labor wage and cost burden rates.
 - 3) Ancillary services or work necessary to resolve the deficiency, including any payments made under an alternative financing arrangement for maintenance services.
 - 4) Contractor indirect costs. See references: Chapter 15 of the Department of Energy Financial Management Handbook; Cost Accounting Standard 401, Consistency in Estimating, Accumulating and Reporting Costs; Statement of Federal Financial Accounting Standards 4, Management Cost Accounting Standards and Concepts; and local procedures.
- b) Do not allocate repair costs which is the practice of apportioning site level costs to individual assets based on a parametric factor like Size or Hours of Operation per Week.
- c) Use maintenance and financial management systems to minimize a site's reliance on allocation of predictive and preventive maintenance, and surveillance and maintenance costs.
- d) For completed projects with a mixed scope of work including both construction and maintenance activities that provide similar maintenance benefits to multiple assets at a single cost.
 - 1) First deduct any estimated project costs for construction and then distribute the remaining estimated costs to the impacted assets based on size when Sites have no better allocation method.

CAUTION: DO NOT include the following costs in Annual Actual Maintenance or estimates for Annual Required Maintenance, Deferred Maintenance, or Repair Needs.

- a) Operating Cost. See Operating Cost in Appendix A, Data Element Dictionary, for a list of Operating Cost components.

- b) Non-maintenance roads and grounds work, such as grass cutting and street sweeping.
- c) Work to maintain personal property.
- d) Work performed in relocating or installing partitions, office furniture, and other associated activities.
- e) Work usually associated with the removal, moving, or placement of equipment.
- f) Work to create a new building, structure, or other real property asset; to add-on, expand, improve, or replace an existing real property asset; or to relocate a real property asset.
- g) Real property disposal costs.
- h) Improvement work performed directly by in-house workers or in support of construction contractors accomplishing an improvement.
- i) Work performed on special projects not directly in support of maintenance or construction.

Annual Required Maintenance

Estimate the cost of preventive and predictive maintenance activities and surveillance and maintenance activities for which the budget year (i.e., the current FY plus two years) is the optimum period based on vendor maintenance schedules, condition assessment surveys, life-cycle modeling, condition modeling, engineering/maintenance analysis, or a combination of these methods.

Include repair and renovation activities available for obligation or execution in the budget year assuming no financial limitations. A repair should be considered the restoration of failed or malfunctioning equipment, system, or facility to its intended function or design condition. It may include replacement of parts, components, or assemblies. Repair does not include activities directed towards expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than, its current use. Renovations are considered activities needed to keep existing facilities in an acceptable condition, functional, and sustainable in support of current missions. This includes restoring or replacing existing building systems (e.g., roofs, HVAC, electrical distribution, building controls, windows, etc.). Renovation does not include activities that increase facility quality, capacity, accommodate a change in facility use, or accommodate regulatory or other requirement changes; activities with the primary purpose of extending an asset's useful life or improving energy efficiency; new facility acquisition; or demolishing old facilities unless the demolition is an essential part of a renovation activity.

Consider non-financial (i.e., physical and logistical) factors such as ability to execute, availability of or access to the asset for maintenance work, or other site factors that would limit the ability to expend funds. For example, there may be a limit to the number of buildings or utility systems that can be available for repair or renovation work in a given year without impacting program or site operations.

- a) Include estimated costs for:
 - 1. Materials, equipment, and services planned for acquisition through a purchase order, contract, or agreement.
 - 2. Prevailing labor wage and cost burden rates.
 - 3. Ancillary services for work necessary to resolve the deficiency.
 - 4. Contractor indirect costs.
 - 5. Allocated portion of the site level estimate for unspecified repairs not yet associated with a specific asset. Consider historical costs for breakdown repairs and contingencies.
- b) Use the factors in the table labeled "*Cost Escalation Inflationers*" at https://powerpedia.energy.gov/wiki/Data_Related_to_Operations_and_Maintenance_Memorandum to escalate current cost estimates to budget FY dollars.
- c) Zero dollars (\$0) is an acceptable value.

Asset % Utilized

Reference Appendix A, Data Element Dictionary, for a detailed definition of this data element.

Core Capability

Reference Appendix A, Data Element Dictionary, for a detailed definition of this data element.

Deferred Maintenance

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

Develop and document business rules for identifying Repair Needs (RN) that are also Deferred Maintenance (DM). Deferred Maintenance is identified as Deferred Maintenance & Repair in the Federal Accounting Standards Advisory Board Statements of Federal Financial Accounting Standards (SFFAS) 42 [Deferred Maintenance and Repairs, Amending Statements of Federal Financial Accounting Standards 6, 14, 29 and 32](#) and the Department of Energy Annual Financial Report. The intent of establishing these rules is twofold: 1) to separate the responsibility for identification and disclosure of a deficiency (i.e., the assessment) from the determination that a deficiency is past optimum period and unacceptable to management (i.e., the management decision), and 2) to ensure consistency in decision-making. Established business rules express “management intent.”

An asset's Deferred Maintenance equals the cost to correct all identified deficiencies past optimum period and deemed unacceptable to management in the reporting FY or before. Minimally, the following business rules for categorizing deficiencies as deferred maintenance apply.

- a) The difference between RN and DM depends on the established optimum period and each noted deficiency's acceptability to management. The definition of maintenance and repairs appearing in SFFAS 42, item 8, includes a footnote (4) that reads in part, “Management shall determine what level of condition is acceptable”.
- b) When a repair is past its optimum period but no longer needed, reduce DM accordingly.
- c) When a repair with an optimum period previously for reporting FY or earlier now has an optimum period of a future FY or later, reduce DM accordingly.
 - 1) For example: Assume it is FY 2019 and you are reviewing the categorization or previously reported deficiencies. A previously reported deficiency had an optimum period of FY 2018 or earlier and was unacceptable to management. The cost to correct the deficiency was recorded as DM in FY 2018. Management has now determined that the optimum period to correct the deficiency is FY 2019 or later or has determined that the deficiency is no longer unacceptable. The DM should be reduced accordingly for FY 2019 reporting.
- d) When the DOE element with responsibility for a real property asset changes, reevaluate and update DM as needed.
- e) When an asset's Status changes (e.g., from active to inactive), reevaluate and update DM as needed.
- f) When a repair needed to keep an inactive asset safe and to support eventual disposition is past its optimum period, report as DM.
- g) When a repair needed to ensure the structural integrity, historical preservation or other such requirements of an asset with a Historic Designation of National Historic Landmark, National Register Listed, or National Register Eligible is past its optimum period, report as DM.

Modernization Cost

- a) Complete a functional assessment of each operating real property asset at least once during any 5–year period or other risk-based interval as approved by the cognizant HQ Program Office. Select one or more subject matter experts (SME) to complete the assessment who is familiar with the asset, its systems, and how the asset is used to perform the mission.
- b) Determine each asset's current capability to meet mission requirements following cognizant HQ Program Office guidance based on:
 - 1) Analysis of needs and functional assessment information.
 - 2) Judgment of the SME(s).
- c) Document significant mission-related asset deficiencies and inadequacies as well as the corresponding impact on mission in the Condition Notes.
- d) Record the Functionality Assessment Date.
- e) Estimate the cost of improvements to an existing asset proposed over the next five (5) years to keep it relevant and updated in an environment of changing standards and missions. The estimate is the cumulative value of projects over a rolling five (5) year timeframe including the current and subsequent four (4) fiscal years. For anticipated projects with a mixed scope of work including both improvements and maintenance or repair activities, include the Total Project Cost. The estimate reflects the Program/Site's 5-year planning data and so should be consistent with the Integrated Facilities and Infrastructure Crosscut (IFI Crosscut).
 - 1) For example, values reported in FY 2018 will include estimated costs for improvements in FY 2019 thru FY 2023 consistent with the FY 2020 IFI Crosscut.
 - 2) This includes improvements that result in better quality, higher capacity, or greater energy efficiency; extend the useful life of the facility; accommodate a change in the use of the facility; or accommodate regulatory or other requirement changes. Consider the following.
 - i. Environmental risks and regulations, safety, health, and security risks and standards
 - ii. Capability to perform current mission
 - iii. Ability to attract and maintain key staff
 - iv. Current fire safety and seismic requirements
 - v. Sustainability targets
 - vi. Reliability goals

Overall Asset Condition

Reference Appendix A, Data Element Dictionary, for a detailed definition of this data element.

Operating Cost

- a) Collect incurred component operating costs, including electricity, water/sewer, pest control, central heating, central cooling, snow removal, gas, refuse, recycling, grounds, janitorial, and rent by fiscal year from utility bills or financial reports. At a minimum, each Site must enter each Operating Cost component at the site level. If asset level costs are available, the site should enter those costs. The sum of the asset level cost cannot exceed what has been entered at the site level.
 - 1) Include contracted services when applicable.

- 2) Omit Federal personnel costs.
 - 3) Omit construction and renovation cost.
 - 4) Omit payments to providers of information technology, communications, security, or parking fee collections management services.
- b) Populate asset level or site level costs for each component of Operating Cost annually.
- 1) Enter asset level component operating cost when available. NOTE: DO NOT decrement the site level total to account for consumption entered at the asset level.
 - 2) Include Operating Cost for all Ownership types in the site level costs.
 - 3) If a component cost does not exist at the site level (for example, there is no natural gas available at the site), enter a zero (0) for that site level component cost.
 - 4) If an asset level component cost is unknown (for example, the cost of electricity at a specific building is unknown), leave the field blank.
 - 5) If an asset level component cost does not exist or to prevent operating cost allocation to specific assets:
 - i. Enter zero (\$0) for any specific component operating costs
 - ii. Change the Hours of Operation per Week to zero (0) to prevent all component operating costs from receiving an allocation
- c) Update the Hours of Operation per Week for buildings and trailers that operate other than normal 60 operating hours.

Sites are encouraged to collect and enter operating costs at the constructed asset level where that data is available. When asset level component operating cost is not available, FIMS uses a standard method for allocating site level operating cost to assets required for Federal Real Property Profile reporting.

Allocation Method for Owned Assets

Costs for each operating cost component are allocated from the site level to the asset level in FIMS for **DOE Owned** buildings and trailers. No dollar amounts are allocated to Other Structures and Facilities (OSF's) or to land. No dollar amounts are allocated to assets with other types of Ownership.

The component operating cost values entered at the asset level are summed and subtracted from the corresponding total component operating cost entered at the site level. The allocation process takes the remaining component amount and allocates values to each of the building and trailer assets where no asset level entry was made based on Size and Hours of Operation per Week. The FIMS Allocation process will not overwrite any asset level operating cost values input by the Site.

The allocation for utility costs can be further refined by adjusting Hours of Operation per Week. This Data Element defaults to 60 hours per week (an approximation of the "lights on" hours for a building that operates a single shift, five days per week), but may be changed when the hours of operation for a specific asset differ substantially from the norm.

FIMS Support will run the allocation routine at fiscal year-end to generate values for reporting asset level operating costs to the FRPP.

NOTE: The site level totals WILL include costs attributable to programmatic assets (e.g., OSF Usage Code 3000 series assets). In many cases, programmatic assets consume large amounts of utilities, especially electricity. For these assets, sites should make every effort to collect and enter asset level costs affected utilities.

Allocation Method for Leased Assets

For leased real property, operating cost is defined as total contract costs which would correspond to the lease cost for a fully-serviced lease, or lease cost plus any additional operating or maintenance contracts for other than fully-serviced leases. To determine Operating Costs for leases, FIMS sums Annual Rent, Annual Actual Maintenance, and any asset level Operating Costs.

Repair Needs

Complete a physical Condition Assessment Survey (CAS) for each asset no later than 1,826 days (5 years) following its acquisition, its previous CAS, or sooner when mandated by: Federal, state, or local codes; the Program; or site management. Inspection frequency may be based on mission dependency, maintenance requirements, assets that pose an increased risk to life safety or the environment, or the results of life cycle or condition modeling. When an asset is in a shutdown status, focus the CAS inspection on deficiencies affecting the facility safety envelope, those that pose potential hazards to workers, the public, or the environment, and those that would increase the cost of disposal. It may be appropriate to estimate costs at the system level. Use of inspection intervals exceeding five (5) years requires approval from the cognizant HQ Program Office.

For each real property asset, use and document the application of industry standard methods to determine the information in the list below. Ensure methods are commensurate with each asset's Ownership, Usage, Status and Mission Dependency. Use more thorough procedures when mandated by Federal, state, or local codes or the cognizant HQ Program Office.

- a) The current condition of each in place system.
- b) Each component's estimated time to failure.
- c) The estimated cost to correct identified deficiencies.
- d) Whether or not component deficiencies will exceed their optimum period as of the end of the fiscal year.

For more information on conducting a CAS, review the CAS Quick Reference Guide located at <https://fims.doe.gov/caisinfo/doc.html>. In addition, some sites will additionally note utility consumption, conservation opportunities, and potential improvements during their CAS.

Inspection methods may include one of the following.

- a) Visual/non-invasive
- b) Non-destructive testing
- c) Function measurement
- d) Sample testing (e.g., tribology)
- e) Destructive testing

Record observations made during, and the estimates produced by, each CAS in a database, such as the Department's Condition Assessment Information System (CAIS) queryable on any of the following levels: Component, Assembly, System, Asset, Site, and Program.

Estimate costs to resolve component or system deficiencies for the execution year tallied to an asset level based on CAS using the CAIS or another nationally recognized cost estimating system that is formatted in UNIFORMAT II, uses annually updated unit cost data, and accounts for geographic location. Include estimates to correct all observed deficiencies even if the deficiencies will not be corrected before the asset's disposal or demolition. An asset's execution year Repair Needs (RN) equals the cost to correct all identified deficiencies. Do not include the cost of unperformed preventive or predictive maintenance as RN.

- a) Document each approved program specific equivalency or exemption from cost estimating requirements. See the table labeled "*FY 20xx Deferred Maintenance & Repair Inflatons*" at https://powerpedia.energy.gov/wiki/Data_Related_to_Operations_and_Maintenance_Memorandum.

Use the following sources only to support or corroborate CAS results.

- a) Unexecuted repair work orders.

- b) Special studies or inspection reports (e.g., elevator or roof inspections).
- c) Asset/system/component age based on acquisition/installation year or time in operation.
- d) Once a maintenance task or project activity addresses an identified deficiency, remove the estimated cost to correct that deficiency from the maintenance backlog within the same fiscal year, regardless of when the next CAS will occur.

Replacement Plant Value (RPV)

Estimate the cost to replace the existing real property asset with a new building, structure, or trailer of comparable size using current technology, codes, standards, and materials.

- a) Include current construction costs adjusted to account for geographic location. This applies to labor and material cost only. The adjustment factor does not account for other project or site-specific costs. Include cost of installed equipment (such as plumbing, electrical, heating, built-in cabinets, and elevators) essential to its primary purpose.
- b) Include costs associated with construction such as: design; project, design, and construction management; supervision and inspection; contractor support directly related to design and construction; equipment rental and refurbishment; preparation of as-built drawings, startup and commissioning fees; and contingencies and overhead costs. Costs associated with construction may be estimated as a percentage of construction costs. The RPV Factor in FIMS is a single number applied to the product of the RPV for this purpose. Sites may rely on the FIMS default RPV Factor of 2.01 or determine a factor locally.
- c) Where the real property asset is located in a historic district and is subject to additional requirements, include compliance costs. Adjustment for work in a historic district may be estimated as a percentage of construction costs.
- d) Do not consider the current condition or need for an asset.
- e) Do not include the cost of the underlying land, personal property, scientific equipment, or production equipment within the building, site work, demolition or disposition costs, or hazardous material removal.

For Acceptable methods for estimating RPV, reference the RPV definition in Appendix A, Data Element Dictionary.

Minimize reliance on use of inflated original construction costs (Current Plant Value – CPV). Transition to model-based RPV or engineering estimate approaches, as appropriate.

Space Type Usable SF - Office

- a) For buildings and trailers, subject to the December 27, 2016, DOE policy memorandum entitled, Establishing a Revised Department of Energy (DOE) Office Space Standard for Future Space Acquisitions and Renovations, Space Type Usable SF –Office must be calculated in accordance with the Senior Real Property Officer Memo entitled, Implementation Guidance for the Revised Office Space Standard, dated August 31, 2018.
 - 1) Per the implementation guidance, Space Type Usable SF –Office = Office Area (SF) + Administrative Workstations Area (SF) + Office Toilet/Restroom Area (SF) + Office Collaboration Area (SF) + Office Waiting Area (SF) + Office General Use Area (SF) + Secondary Circulation Area (SF).
 - 2) Reference the Implementation Guidance for the Revised Office Space Standard for more detailed guidance on what is, and what is not, included in the calculation. This document can be found at: https://fims.doe.gov/fimsinfo/Documents/DOE/Ofc_Space_Std_Guidance.pdf

- b) For buildings and trailers that predate the revised office standard, Program Offices and sites may continue to calculate office space area using the method(s) that were in effect prior to December 27, 2016.
 - 1) Buildings and trailers that predate the revised office standard, Space Type Usable SF – Office may continue to be calculated using ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement. Include primary and secondary circulation for single tenant buildings. For multi-tenant buildings where DOE shares occupancy with other agencies or entities, include secondary circulation only.
- c) Once an existing building becomes subject to the revised standard, for example the building undergoes a major renovation, partial renovation or an addition, the methodology for calculating Space Type Usable SF – Office becomes subject to the above cited implementation guidance, in item a), and applies to the entire building.
- d) Population is required for all buildings and trailers. Zero must be entered if no office space exists within the asset.