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# Facilities Information Management System (FIMS) Validation Training

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U.S. Department of Energy  
Office of Asset Management (MA-50)

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# Before We Begin: Opening and Introduction

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## Lesson 1

# Welcome

- Introductions
  - Instructors
  - Students



# Course Schedule & Logistics

- This is a 2-day course
- Lessons will include lectures, group discussions and exercises
- Questions and experience sharing is encouraged
- Lunch at 11:30am
- Class ends at 4pm
- Please silence your cell phones
- Breaks will occur throughout the class



# Course Learning Objectives

- Understand the requirements driving this effort
- Understand the importance of FIMS data as a source of information for management decisions
- Understanding the step-by-step process required to perform a FIMS data validation
- Learn how to select a sample set of data
- Learn how to generate and utilize the Data Validation Reporting Forms
- Develop an understanding of acceptable source documents
- Understand the meaning of the results of a FIMS Validation
- Learn how to finalize FIMS validation scorecards
- Understand the organization, planning and steps of a site visit



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# Why Do We Need a Validation Process?

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## Lesson 2

# Use of FIMS data at DOE

Annual submission to  
Federal Real Property  
Profile (FRPP)

DOE Strategic Asset  
Management Plan

Statement of Federal Financial  
Accounting Standards  
(SFFAS) Land Report

Deferred Maintenance  
Reporting to the CFO

Utilization Tracking

Laboratory Operations Board  
(LOB)

OMB Reduce the Footprint  
Initiative

Data used in daily  
management decision

Excess Facilities Working  
Group Bi-Annual Report to  
Congress

Real Property Efficiency  
Plan

DOE Sustainability  
Dashboard

Responses to OMB, GSA, GAO  
and Congressional inquiries as  
well as internal inquiries

Federal Project Directors

Annual Congressional  
Energy Reports

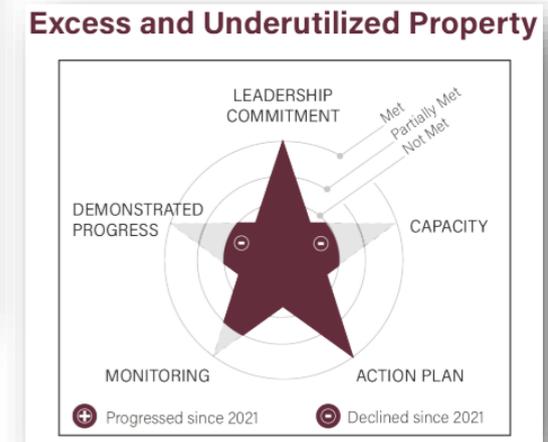
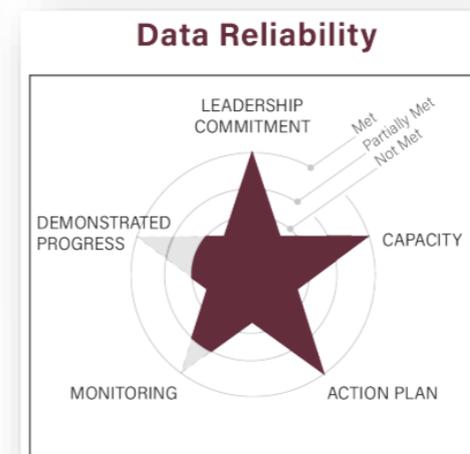
DOE Active Facilities  
Environmental Liability  
Program

# General Accountability Office Study

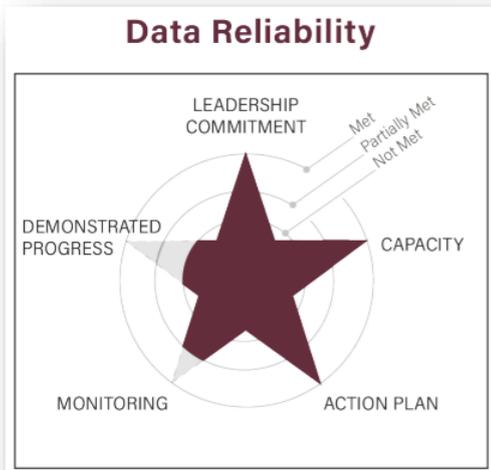
<b>GAO Report – High Risk Series (GAO-03-122)</b>	
<b>Federal Real Property</b>	
<b>Long standing problems:</b>	<b>Other findings:</b>
Excess and underutilized real property	Many buildings are functionally obsolete and do not support today's technology for attraction/retention of staff
Costly space challenges	The need to identify potential assets for near-term disposition
Deteriorating facilities	Land holding agencies need up-to-date management practices
Rely too heavily on leases	

# General Accountability Office Study (continued)

- Every two years the High-Risk List areas are reviewed and updated.
- GAO-2023-106203 updates:



# General Accountability Office Study (continued)



- “In February 2020, we found that 67 percent of building addresses in FRPP were incorrectly formatted or incomplete. This made locating specific buildings difficult”.
- “In February 2020, DOD shared its strategy to improve the coordination of corrective action plans to remediate discrepancies in its real property data system. While DOD's estimated completion date for these actions was September 2022, it yet to demonstrate that these actions have been completed”.

# A Look at the Major Drivers



# Orders and Requirements

Executive Order 13327, <i>Federal Real Property Asset Management</i>	Real Property Asset Management (RPAM) DOE 430.1C	FRPP Accurate Data Reporting
Signed - February 4, 2004	Issued August 19, 2016, to improve DOE's management of the Department's real property assets	Increased pressure from OMB and GSA for agencies to improve the quality of their data
Responds to GAO's challenge to get real property off the list of "High-Risk" federal programs	Real property in which DOE holds a legal interest in or right to use, including outright title, must be tracked in FIMS, the Department's system of record for DOE real property	FRPP added additional upfront data checks that are required to be acknowledged before the data can be loaded
Highlights the importance of effective asset management planning	FIMS data fields must be kept current throughout the real property asset lifecycle and align with the FIMS Data Element Dictionary	Required to generate and respond to annual FRPP Validation & Verification (V&V) reports
Makes federal real property management more consistent with the private sector	FIMS data must be <u>verified and validated</u> in accordance with annual guidance to ensure the accuracy of data	<p>GSA issued Agency-Level Federal Real Property Profile Data Quality Improvement Program: Guidance for Establishment and Maintenance</p> <ul style="list-style-type: none"> <li>• Implement a method to identify and realize opportunities to improve data quality</li> <li>• Ensure data is accurate</li> <li>• Outlines a Data Validation process</li> </ul>
Highlights the need for broader real property reform	*The "FIMS data validation" is the first step in a multistep process to increase the Department's confidence level in the FIMS real property data	
Established the interagency Federal Real Property Council (FRPC) chaired by OMB Deputy Director of Management		
Establishes and outlines responsibilities of the Senior Real Property Officer (SRPO)*		
Mandated the creation of a centralized real property database for the government's inventory of real property (Federal Real Property Profile)		

# Executive Order becomes Law

- To further improve the management of federal real property, two new laws were enacted on December 16, 2016
  - Federal Property Management Reform Act of 2016 (Public Law 114-318)
  - Federal Assets Sale and Transfer Act of 2016 (Public Law 114-287)
  - These laws require all executive branch federal agencies, with certain exceptions, to
    - submit current data and recommendations on federal civilian real properties owned, leased or controlled by a federal agency
    - assess and determine how to dispose of excess and underutilized property

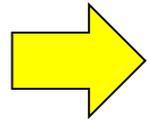
# Related DOE Real Property Orders

- DOE Order 436.1 Departmental Sustainability
  - Provides requirements and responsibilities for managing sustainability within the Department of Energy
    - Ensures the Department carries out its mission in a sustainable manner
    - Institutes wholesale cultural change to factor sustainability and greenhouse gas reductions
    - Ensures DOE achieves goals established in its Strategic Sustainability Performance Plan
- DOE Order 437.1A Bridge and Tunnel Management
  - Ensures the safety, function, and efficient management of all DOE bridges, culverts, and tunnels in support of DOE missions through regular comprehensive inspections and evaluations



# DOE Order 437.1A

- DOE Order 437.1A, Bridge and Tunnel Management dated 09/23/2024
  - Available on the FIMS website



<https://fims.doe.gov/fimsinfo/doc.html>

## DOE Order 437.1A, Bridge and Tunnel Management

- [DOE O 437.1A, Bridge and Tunnel Management](#)
- [Glossary of Bridge and Tunnel Management Terms](#) . This document provides a quick reference of definitions and acronyms established in Federal requirements, industry standards, or Department of Energy directives and related to the requirements of DOE O 437.1A.
- [Energy Hub - Bridge Management Program](#) (Only accessible from DOE network)
- This [flowchart](#) is intended to help subject matter experts apply asset-specific knowledge in determining Usage Codes for DOE bridges and culverts.
- **Point of Contact:** Bill Seifert (202) 586-2566
- **Email Address:** [doe-bpm@hq.doe.gov](mailto:doe-bpm@hq.doe.gov)

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# Planning the Validation

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## Lesson 3

# Frequency and Timing



- Validations are to be conducted annually for all sites
- Sites with multiple programs are required to coordinate a single validation for the entire site
- Validations should be scheduled to allow ample time to correct data issues prior to year-end data population for reporting to the FRPP
- FY2025 FIMS Validation are required to be completed between January 15<sup>th</sup> and August 29<sup>th</sup> as stated in the Guidance
- Provide HQ Program and OAM with planned Validation date no later than December 15<sup>th</sup> of each fiscal year
  - Any date changes should be provided to OAM
  - Validation should not occur between September 1<sup>st</sup> and December 15<sup>th</sup> which is the annual update cycle for FIMS data

# Validation Schedule and Quality Assurance Visits



- Performed by OAM/Headquarters Programs
  - Typically occur every 5 years
    - Sites can request a visit anytime
- To verify consistency and to ensure validations are conducted in accordance with the guidance
- Sites to be visited for the current fiscal year are listed in the Data Validation Guidance which is available from the FIMS website at

<https://fims.doe.gov/fimsinfo/doc.html>

# Validation Schedule and Quality Assurance Visits

(continued)

- Scheduled FY2025 Quality Assurance Visits
- Quality Assurance Visits
  - Assign a site point of contact to coordinate visit
    - Maps, security requirements, gate passes, meeting location - building and room number, time and electronic equipment passes
    - **Contact HQ attendees 2-3 weeks prior to visit please**

Argonne National Laboratory (SC)

Fermi National Accelerator Laboratory (SC)

Golden Field Office – All sites (EE)

Kansas City National Security Campus / New Mexico Operations (NNSA)

National Energy Technology Laboratory – Morgantown (FE)

National Energy Technology Laboratory – Pittsburgh (FE)

Office of Secure Transportation (NNSA)

Y-12 National Security Complex (NNSA)

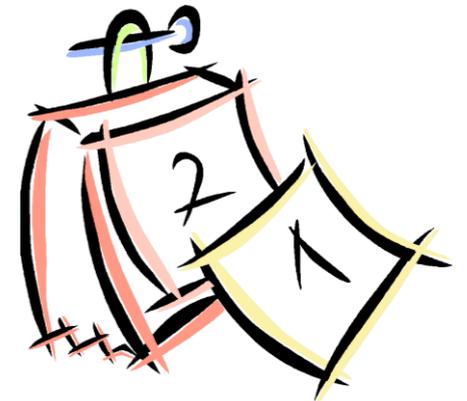
# Assembling the Validation Team

- Ideal team consists of:
  - Designated team leader who has completed the FIMS Data Validation training within the last 2 years
  - □ A minimum of a least two individuals, one of which should be the FIMS Administrator, who are familiar with the assets to be validated and the source data
  - Others may be rotated in and out of the team as source data or facility experts



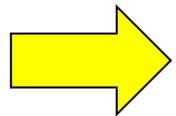
# Establish Schedule for a Site Validation

- Schedule times for review and facility visits that are as convenient and efficient as reasonable
  - About 2-3 days for a site to validate buildings, trailers, OSF, land and Disposed assets
- Ensure Source Documentation Worksheet is updated with current Subject Matter Expert (SME) contacts for distribution to the validation attendees
- Inbrief (**optional**), kick off meeting, introductions, procedures
- Generate the Data Validation Reporting Forms at the beginning of the validation (not prior to kickoff)
- Generate Anomaly reports #13, 14, 17 and 19
- Desktop validation
- Physical walkthrough
- Use FIMS to verify existing assets identified during walkthroughs
- Finalize desktop validation forms
  - Record any findings from the walkthroughs



# Establish Schedule for a Site Validation (continued)

- Generate the Data Validation Reporting Forms at the beginning of the validation (not prior to kickoff)
- Finalize the Scorecards and record findings in the General Comments and Recommendations section
- If necessary and time permits, perform a Revalidation to correct yellow or red scored data elements
- Outbrief (**optional**)
- **Within 5 business days of your validation**, send your HQ Program Office and OAM copies of the completed
  - Data Validation Reporting Forms (Original and Revalidation forms)
  - Source Documentation Worksheet
- Provide a forum for discussion
- Stay focused and help expedite the process



**Don't forget to review/discuss the documented processes/procedures for collecting the FIMS source data as you are validating**



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# The FIMS Validation Process

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## Lesson 4

# FIMS Validation Materials and Guidance

- Validation materials are available from the FIMS website under the Data Validation topic at

<https://fims.doe.gov/fimsinfo/doc.html>

- Source Documentation Worksheet
- Sample Size Chart
- Corrective Action Plan Template
- Sample Inbrief/Outbrief Template
- Data Validation Training Manual

## Data Validation



- [Source Documentation Worksheet](#)
- [Sample Size Chart](#)
- [Corrective Action Plan Template](#) (File must be downloaded to work. Right click the link and choose Save Link As to store on your local drive. Open file outside of the browser.)
- [Sample Inbrief/Outbrief Template](#)
- [FY2024 Data Validation Training Manual](#)

# FIMS Validation Materials and Guidance (continued)

- FY25 Reporting Deadlines and Validation Guidance
  - Issued by the Office of Asset Management (OAM), DOE
  - Available under the DOE Headquarters Office of Asset Management Guidance topic at

<https://fims.doe.gov/fimsinfo/doc.html>

Let's take a look ....



# Overview of Desktop Validation

- Desktop Validation
  - Validation where a majority of the effort is spent comparing documents/data
- Common tools and approaches
  - Use of the FIMS Data Validation Reporting Forms
  - Source documents for each data element



# Data Element vs. Performance Measure

- Data element - a basic unit of identifiable and definable information; an item used to contain data values. It has an identifying name and value for expressing a specific fact.
  - For example, Property Type, Usage Code or Excess Indicator
- Performance Measures - as identified by DOE, are those data elements weighted more heavily by the validation process because they are used to evaluate the effectiveness of real property management.

Performance Measures		
Annual Actual Maintenance	Deferred Maintenance	Repair Needs
Annual Rent	Operating Cost (site level)	Size
Asset % Utilized	Replacement Plant Value (RPV)	

# Overview of the Validation Process

- Statistical standard for validating the accuracy of key FIMS data elements and performance measures against source data
- Validating the processes applied by a site to collect, maintain and populate FIMS data
- A key goal of the validation process is to standardize procedures throughout DOE regardless of who applies it
- Validation Goal
  - To infer a level of accuracy within the entire FIMS database



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# Inbrief

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## Lesson 5

# Validation: Inbrief

- Inbrief Meeting
  - **Optional**
  - Short introductory meeting
  - Helps to inform all involved parties
    - Ensures effective communication and guarantees similar expectations for the validation activities
  - Introduces team members
  - Provides an overview to site leadership
  - Set goals and discussion protocols
  - Allows clarification of any prevalidation questions and issues



# Inbrief – Sample Presentation

- Sample Inbrief/Outbrief Template
- Available under the Data Validation topic at <https://fims.doe.gov/fimsinfo/doc.html>
  - Prior to the Inbrief meeting, the presentation must be edited to replace the underlined, italic text with the appropriate information
- No requirement to have a formal Inbrief presentation

## Data Validation



- [Source Documentation Worksheet](#)
- [Sample Size Chart](#)
- [Corrective Action Plan Template](#) (File must be downloaded to work. Right click the link and choose Save Link As to store on your local drive. Open file outside of the browser.)
- [Sample Inbrief/Outbrief Template](#)
- [FY2024 Data Validation Training Manual](#)

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# **Sample Size and Generating the Data Validation Reporting Forms**

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## Lesson 6

# Defining Sample Size vs Sample Set

- Sample Size – How many assets you need to sample based on total number of site assets for
  - DOE owned buildings
  - DOE owned trailers
  - DOE owned Other Structure and Facilities (OSF)
- Sample Set – Actual group of individual assets randomly selected by FIMS based on sample size



# Sample Size – DOE Owned Assets

- In most cases, it is not practical to validate data for all assets at a site
- Taking a sample of the total population will give you results within a selected confidence level
  - DOE's desired confidence level is **90%**
- Obtain total number of DOE owned building, trailer and OSF assets at the site
  - The FIMS Ad Hoc Report – Current query tool can be used to determine the total number of assets



# Sample Size Chart - for a 90% Confidence Level

# of Assets*	Sample Size
1	1
2	2
3	3
4	4
5-6	5
7	6
8-9	7
10-11	8
12-14	9
15-16	10
17-20	11
21-23	12

# of Assets*	Sample Size
24-27	13
28-33	14
34-39	15
40-46	16
47-56	17
57-69	18
70-87	19
88-113	20
114-154	21
155-232	22
233-242	23
>242	25

\* DOE owned Buildings, Trailers and Other Structures and Facilities (OSF)

# DOE Owned Sample Size

- Sample size will consist of a maximum of 25 DOE owned assets as indicated in the Sample Size chart
- The sample size will be used as input to the FIMS standard report that will generate the Data Validation Reporting Form.
- The extracted random generated sample is the sample set

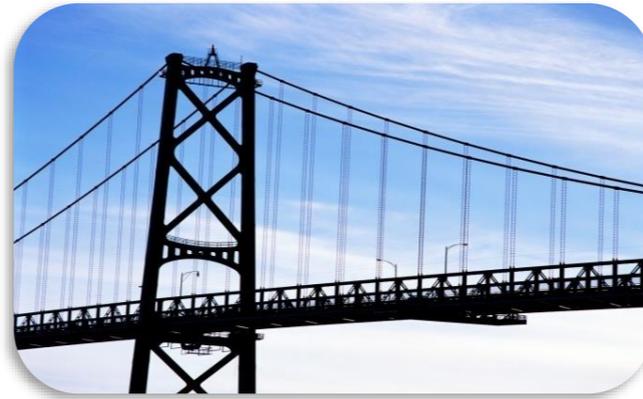


# Other Sample Sets

Sample Set Asset Categories	Ownership	Sample Set	Additional Information
<b>DOE Leased, Contractor Leased, GSA Owned, and GSA Leased Assets</b>	DOE Leased, Contractor Leased, GSA Owned, and GSA Leased Assets	Sites with 25 or less assets will validate all assets OR Sites with more than 25 assets will validate a random selection of 25 assets	None
<b>Land Assets</b>	DOE owned, DOE leased and withdrawn from public domain land	Sites with 25 or less land assets will validate all land assets OR Sites with more than 25 land assets will validate a random selection of 25 assets	None
<b>Disposed Assets</b>	All Ownerships	Sites with 25 or less assets will validate all archived assets OR Sites with more than 25 archived assets will validate a random selection of 25 assets	<ol style="list-style-type: none"> <li>1. Archived assets with an Archive Date between Oct 1, 2023 and Sept 30, 2024 will be validated</li> <li>2. Assets archived as “Administrative Correction” will not be validated</li> </ol>

# Other Sample Sets (Continued)

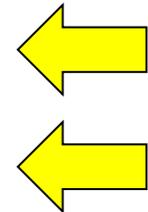
Sample Set Asset Categories	Ownership	Sample Set	Additional Information
<b>Bridge Assets</b>	All ownerships where Usage Code is 1468, 1469, 1768 & 1769 and where Status is Operating, Standby or Outgranted	Sites will validate all Bridge assets	Usage Code Descriptions: 1468 – Public Access Bridges, Trains 1469 – Controlled Access Bridges, Trains 1768 – Public Access Bridges, Vehicular 1769 – Controlled Access Bridges, Vehicular



# Outliers – Additional Owned Assets

- Additional assets that are manually added to the extracted DOE owned validation sample set
- Examples of items to look for when selecting ‘Outlier’ assets:

High Repair Needs	Shutdown assets with Asset % Util = 100
Questionable assets at a site	Operating assets with \$0 Actual Maint
High RPV, but small footprint or vice versa	Add Office, Warehouse, Lab, Trailer and/or OSF if not included in random pull



- Use the FIMS Ad Hoc Report – Current query tool to assist with selecting outliers
  - **Property ID(s)** are needed to extract the outliers
  - Note: A max of 30 assets can be validated on the DOE owned validation form, so Sample Set + Outliers  $\leq$  30

# Validation Reporting Forms / FIMS Standard Reports

- 016-DOE Owned Data Validation
- 020-DOE Owned Data Validation Outlier Report (if needed)
- 017-DOE Leased, Contractor Leased, and GSA Data Validation
- 018-DOE Land Data Validation
- 019-DOE Disposition Data Validation
- 024-DOE Bridge Data Validation

# Instructions for Generating Validation Reporting Forms

- In FIMS, from the menu select **Reports** and then **Standard Report List**
- On the Standard Report List window, click appropriate report i.e., 016-DOE Owned Data Validation Reporting Form
- Select your appropriate Field Office, Site and Sample Size from the criteria window
  - Selections will default to your user ID My Profile settings
- Click the **Excel Report** button to generate the form
- Save the generated form
- ***For Outlier Report***, Copy and paste the MS Excel output into the DOE Owned Data Validation Reporting Form generated by FIMS Standard Report 016
  - Paste the data to the sheet labelled **FIMS** below the existing data



# Lesson 6 Exercise 1



- Provide answers to the following questions about Sample Sets and Sample Size
  - Sample Size chart can be found on page 6-4 in this lesson

# Lesson 6 Exercise 1 Sample Size



1. DOE Site A has 47 DOE owned buildings, 9 DOE owned trailers, 57 DOE owned OSF and 2 DOE owned land parcels. Determine the following:
  - a. What is the sample set of DOE owned assets at DOE Site A?
  - b. To validate at a 90% confidence level, what is the minimum DOE owned sample size?
2. DOE Site B has 103 DOE owned buildings, 5 GSA leased building, 84 DOE owned trailers, 10 DOE leased trailers, 22 Contractor leased trailers, 229 DOE owned OSF and 2 federal permit land parcels. Determine the following:
  - a. What is the sample set of DOE owned assets at DOE Site B?
  - b. To validate at a 90% confidence level, what is the minimum DOE owned sample size?
  - c. How many DOE leased, Contractor leased and GSA assets will be validated at DOE Site B?

# Lesson 6 Exercise 1 (continued)

## Sample Size



3. DOE Site C contains 42 DOE owned buildings, 17 DOE leased buildings, 5 Contractor leased buildings, 9 federal permit buildings, 2 GSA owned buildings and 2 DOE leased trailers, 3 DOE leased land parcels, 1 withdrawn from public domain land parcel and 15 federal permit land parcels. Determine the following:
  - a. How many DOE leased, Contractor leased and GSA assets will be validated at DOE Site C?
  - b. How many DOE land assets will be validated at DOE Site C?
4. DOE Site D contains 2 GSA Owned buildings, 4 GSA Leased Buildings, 13 DOE leased buildings, 27 Contractor leased buildings and 1 DOE leased trailer. Determine the following:
  - a. How many DOE leased, Contractor leased and GSA assets will be validated at DOE Site D?

# Lesson 6 Exercise 1 (continued)

## Sample Size



5. DOE Site Z contains 5 DOE owned land parcels, 2 withdrawn from public domain land parcels, 12 land easements, 3 DOE leased land parcels, 1 non-federal permit land parcel and 1 Contractor leased land parcel. Determine the following:
  - a. How many DOE land assets will be validated at DOE Site Z?

# Demo: Extracting the FIMS Data



- Utilize the Ad Hoc Report – Current to determine DOE owned count
- Generate the 016-DOE Owned Data Validation Reporting Form
  - Review: Site OpCost, Adjustments, Planning, and Location sheets
- Utilize the Ad Hoc Report – Current to locate outliers
- Generate the 020-DOE Owned Data Validation Outlier Report
  - Populate the DOE Owned form with this data
- Generate the 017-DOE Leased, Contractor Leased and GSA Data Validation Reporting Form
- Generate the 018-DOE Land Data Validation Reporting Form
- Generate the 019-DOE Disposition Data Validation Reporting Form
- Generate the 024-DOE Bridge Data Validation Reporting Form

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# Source Documents

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## Lesson 7

# What are Source Documents?

- *Source Document* – at each site, documents containing detailed comprehensive site data that should be the “accurate data of record”
  - Can be a “hard” or “soft” document
  - Information contained is:
    - authoritative
    - has a **Subject Matter Expert**
    - is managed, dated and updated at appropriate intervals
  - FIMS data element values must be validated against independent source documents

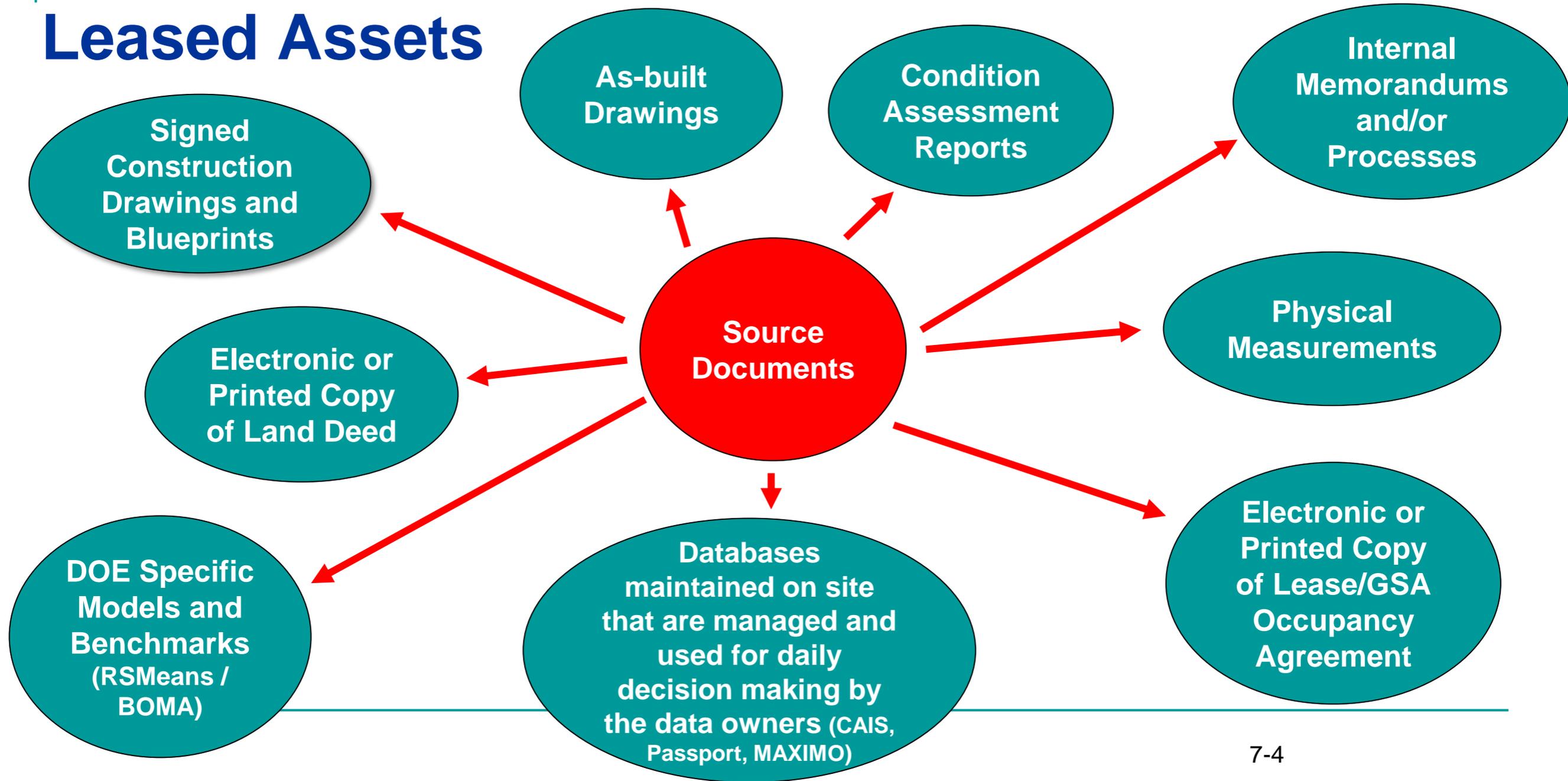


# Subject Matter Expert

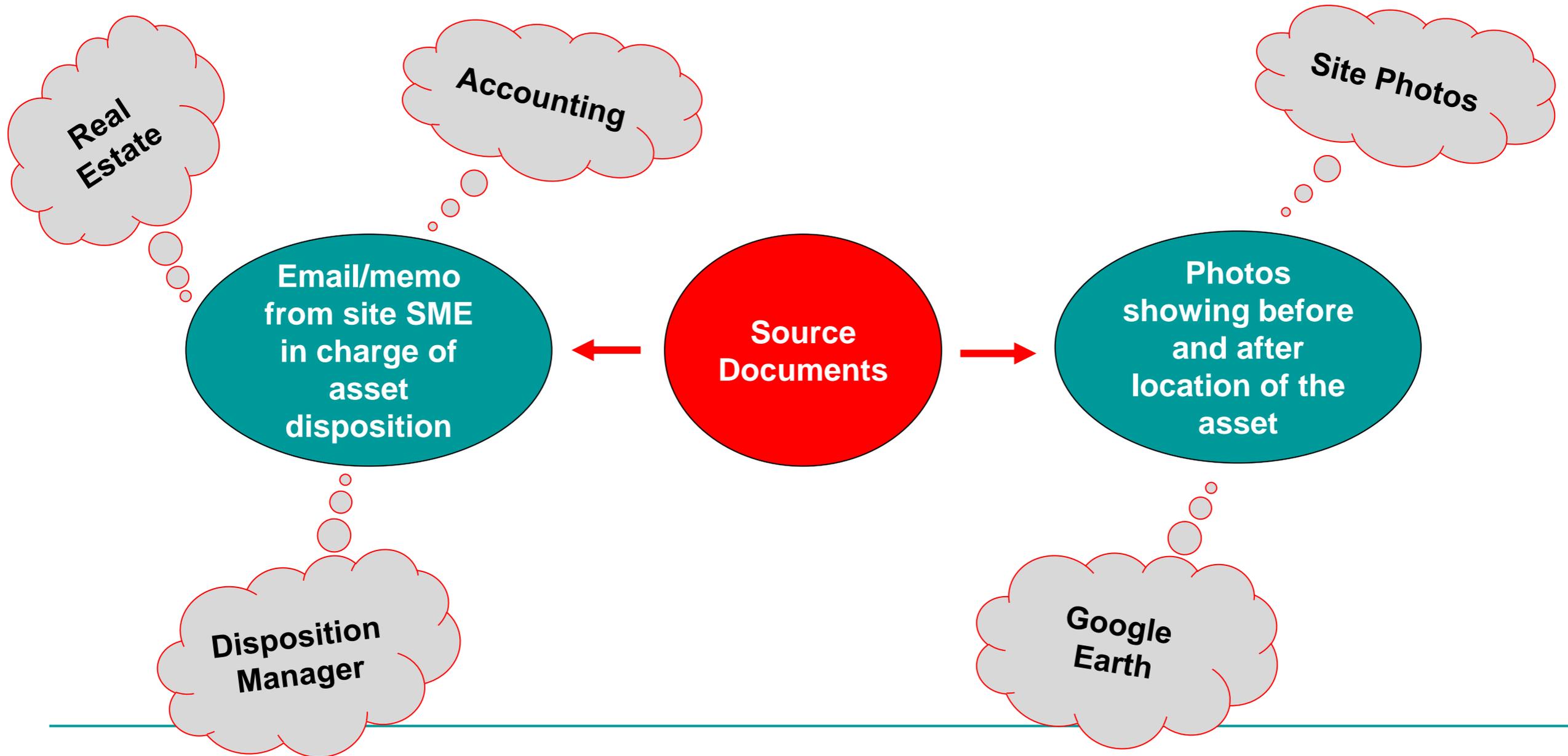
- The owner of the source data
- Responsible for collecting, managing, and maintaining the accurate data of record throughout the year
- Should be aware of their reporting responsibilities and the FIMS year-end reporting deadlines for population of the data as well as any other Site updates throughout the year
  - Should have a process to send source data at appropriate intervals to the FIMS Administrator for update to FIMS
    - Shouldn't have to be reminded by the FIMS Administrator



# Range of Source Documents for Owned and Leased Assets



# Source Documents for Disposed Assets



# Evaluating a Potential Source Document

- Is it a direct source?
  - i.e., not a repository of information
- Is it the most recent source document available for the data element in question?
  - Is the document the most current version?
- Was the data source used to populate FIMS?
- Is the source used for day-to-day management decision making?
- Does it have a Subject Matter Expert and process that populates and maintains it?
- Does it identify each asset by Property ID?
- Does it contain all assets?
  - Including assets with values of **Yes**, **No** or **Zero**?
    - These values must be documented in your Source Document otherwise the data element for the asset being validated is in error



# Source Document Update Frequencies

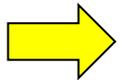
- Require **annual** Source Document updates:

Annual Actual Maintenance	Deferred Maintenance	Operating Cost	Status
Annual Rent	Functionality Assessment Date	Overall Asset Condition	Total No of Contractor Employees
Annual Required Maintenance	Inspection Date	Repair Needs	Total No of Federal Employees
Asset % Utilized	Modernization Cost	RPV	

- Office Workstations require a source document that is updated bi-annually (every two years)
- For the remainder of the data elements, there is no required update cycle for source documents

# Unacceptable Source Documents

- Documents considered to be poor source not credible, managed or maintained
  - Databases that are repositories of information
  - Spreadsheets of compiled data
  - Undated and/or unsigned documents
  - Interim or draft reports
  - Design development drawings
  - Documents that obtain their data from FIMS



# Generating Source Documents



- Recreating source documents annually from FIMS is not acceptable
- A source document can only be generated from FIMS if it shows the list of assets, but the data element(s) in question are blank. The SME is to populate the blank fields with current data.
  - Becomes the Subject Matter Experts living document
    - Updates should be made to this document year after year
    - Cannot not be regenerated from FIMS each year just prior to the validation
- ■ Source Documents should be dated
  - Not days or weeks before the validation
- A Source Document may only contain data for a single Subject Matter Expert
  - Multiple data elements on a source document signed by multiple Subject Matter Experts are not acceptable

# Gathering Source Document



- As you are updating FIMS, you should be receiving hard copy/electronic documentation for your source data – **this is what we want to see**
  - Source Documents regenerated just prior to the validation are not acceptable
- Source documents should be gathered and organized prior to the kickoff of the FIMS Validation
  - Consider organizing source documents into file folders/binders or electronically by data element
    - Sort by **Property ID** for easy retrieval during the validation
- Source Documents may be stored in the FIMS Document Tracking module
- All source documents must be finalized
  - Signed and dated by the Subject Matter Expert
    - If not, is considered an unacceptable source document
    - Emails printed with dates/To/From info and attachments referenced by file name are acceptable and **do not** require physical signatures
      - For clarification purposes, printed email attachments should include the file name and date

# Sample Email Source Document

Reply from SME

Attachment reference

Email to SME

Request to provide source data using the attached list of site assets

**From:** [Davis, Charles](#)  
**To:** [Ford, William](#)  
**Subject:** RE: FIMS Occupancy Data  
**Date:** Monday, October 7, 2019 7:51:06 AM  
**Attachments:** [FIMS\\_Fed\\_Contr\\_occupants\\_updated.xlsx](#)

---

William,

Attached are the FIMS Total No of Federal and Total No of Contractor Employee numbers for FY19 based on the asset list you provided me.

If you have any questions, please let me know.

Charles Davis

---

**From:** Ford, William  
**Sent:** Friday, September 20, 2019 3:36 PM  
**To:** Davis, Charles  
**Subject:** FIMS Occupancy Data  
**Attachments:** [FIMS\\_Fed\\_Contr\\_occupants.xlsx](#)

Charles,

Attached are a list of DOE Owned building and trailer assets from FIMS. Can you please populate the Total No of Federal Employees as well as the Total No of Contractor Employees for each asset? If there are no occupants, please enter zero in the appropriate cell as blanks are not permitted.

Please provide this data to me no later than October 15th. If you need any clarification on the definitions for these fields or have any questions, please let me know.

Thanks,

William Ford  
FIMS Administrator  
West Valley Demonstration Project



Initially, a list of Property IDs and Property Names can be extracted from FIMS.

Annually, the SME should update the original extract. New assets to be added as needed.

# Source Documentation Worksheet

- Used to identify Subject Matter Expert for each validated data element
- The **Source Documentation Worksheet** can be found at <https://fims.doe.gov/fimsinfo/doc.html> under the Data Validation topic
- To be completed for your site prior to your scheduled FIMS validation
  - Provide copies for Validation team members
- Ensure Subject Matter Experts expect to be contacted should there be any questions



FIMS Data Element	Typical Acceptable Source	Subject Matter Expert	List the Data Source and Process for Obtaining
1. <b>Ownership</b> <hr/> <u>Building/Trailer/OSF</u> – DOE owned, DOE leased, and Contractor leased  <u>Land</u> – DOE owned, DOE leased and withdrawn  <u>GSA OA</u> – GSA <u>owned</u> and GSA leased	Data provided by the Facilities Group Management or Real Estate.  For owned land, the land deed or transfer document.  For withdrawn from public domain land, a “Public Land Order” issued by the Department of Interior, Bureau of Land Management on the Federal Register.  For DOE leased and contractor leased assets, the Lease Agreement. For GSA OA assets, the GSA Occupancy Agreement.	Name: Phone: Email: Title: Company:	

# Source Documentation Worksheet columns

- **FIMS Data Element**: Provides the data element being validated along with the Property Type (building, trailer, OSF and/or land) to be validated for each specific FIMS data element
- **Typical Acceptable Source**: Provides a list of typical source documents used for each validated FIMS data element
- **Subject Matter Expert**: Allows the site to identify the Subject Matter Expert for each of the validated data elements
  - The Subject Matter Expert listed should be the Subject Matter Expert signing/emailing the official source document
- **Data Source and Process for Obtaining**: Allows the site to document the true data source and reference the process used for obtaining the source data

# Lesson 7 Exercise 2

## Source Documentation



Determine if the following would be acceptable source documents	Acceptable? Yes or No
1. A local in-house facility database that is used onsite to manage real property assets	
2. As-built drawings	
3. Site lease agreement that does not specifically identify each asset	
4. GSA Occupancy Agreement or Lease Contract Agreement	
5. Internal site memorandum detailing square footage of DOE owned buildings	
6. A local database that stores FIMS information that is extracted monthly	
7. Land deed	
8. Master spreadsheet that resides on a shared site computer that contains a variety of maintenance and operations cost data	

# Lesson 7 Exercise 2 Source Documentation



Determine if the following would be acceptable source documents	Acceptable? Yes or No
9. Condition Assessment Information System (CAIS) Repair Needs/ Deferred Maintenance/Inspection Date/Modernization Cost data	
10. Consolidated spreadsheet of multiple data elements with data signed and dated by 3 site managers	
11. Physical building measurements stored in site vaults	
12. Condition Assessment reports from non-CAIS related software	
13. A spreadsheet with occupancy data extracted from the FIMS ad-hoc query tool that contained a list of assets by Property ID that was signed and dated by the SME?	
14. FIMS Standard Report 001-Owned Building Complete Information signed by a single SME	

# Lesson 7 Exercise 2 Source Documentation



Determine if the following would be acceptable source documents	Acceptable? Yes or No
15. Quarterly Utilization report that contains data from local in-house databases as well as FIMS utilization data	
16. Signed construction drawings and blueprints	
17. Site document that does not identify the owner and is not dated	
18. Email from a Subject Matter Expert with attached data	
19. Routine Bridge Inspection Frequency document	
20. An annual utilization survey that was conducted in accordance with RPAM that is signed and dated two years ago	

---

# **FIMS Data Elements to be Validated (Part 1)**

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Lesson 8

# What Data Is Being Validated?

- FRPP reported data
- DOE identified critical data
- The following five pages list each data element validated based on the property Ownership and/or Property Type of the asset



# FIMS Validation Data Elements and Performance Measures for DOE Owned Assets

- Ownership
- Usage Code
- Property Type
- Status
- **Size**
- Space Type Usable SF – Office<sup>2</sup>
- No of Floors<sup>1</sup>
- **Repair Needs**
- **Deferred Maintenance**
- Inspection Date
- **Asset % Utilized**
- Total No of Federal Employees<sup>2</sup>
- Total No of Contractor Employees<sup>2</sup>
- **Replacement Plant Value**
- **Annual Actual Maintenance**
- Annual Required Maintenance
- Functionality Assessment Date
- Modernization Cost
- Overall Asset Condition
- Historic Designation
- Excess Indicator
- Excess Date
- Estimated Disposition Year
- GSA Notification Submitted
- GSA Notification Accepted
- Outgrant Indicator
- Sustainability<sup>2</sup>
- Sustainability - System Used<sup>2</sup>
- Sustainability – Date Certified<sup>2</sup>
- Year Built
- Adjustment - Capitalized
- Adjustment Cost
- **Operating Cost** (site level)
- Planning documents / Beneficial Occupancy Year (AAIM)
- Office Workstations

**GREEN** – Performance Measures

1 - buildings only 2 – buildings and trailers only

# FIMS Validation Data Elements and Performance Measures for DOE Leased, Contractor Leased and GSA Assets

- Ownership
- Usage Code
- Property Type
- Status
- **Size**
- Space Type Usable – Office<sup>1</sup>
- **Repair Needs**
- Inspection Date
- **Asset % Utilized**
- Total No of Federal Employees<sup>1</sup>
- Total No of Contractor Employees<sup>1</sup>
- **Replacement Plant Value<sup>3</sup>**
- **Annual Actual Maintenance**
- Annual Required Maintenance
- Functionality Assessment Date
- Modernization Cost
- Overall Asset Condition
- Estimated Disposition Year
- Outgrant Indicator<sup>2</sup>
- Sustainability<sup>2</sup>
- Sustainability – System Used<sup>2</sup>
- Sustainability – Date Certified<sup>2</sup>
- Lease Start Date<sup>3</sup>
- Expiration Date
- **Annual Rent**

**GREEN** – Performance Measures  
<sup>1</sup> - buildings and trailers only

<sup>2</sup> - DOE leased only  
<sup>3</sup> – DOE leased, and contractor leased only

# FIMS Validation Data Elements and Performance Measures for Land Assets

- Ownership
- Usage Code
- Property Type
- Status
- **Size**
- Historic Designation<sup>1</sup>
- Excess Indicator<sup>2</sup>
- Excess Date<sup>2</sup>
- Estimated Disposition Year
- Estimated Disposition Year
- GSA Notification Submitted<sup>2</sup>
- GSA Notification Accepted<sup>2</sup>
- Outgrant Indicator
- Lease Start Date<sup>3</sup>
- Expiration Date<sup>3</sup>
- **Annual Rent**<sup>3</sup>



**GREEN** – Performance Measures

**1** – owned only

**2** – owned and withdrawn only

**3** – DOE leased only

# FIMS Validation Data Elements for Disposed Assets

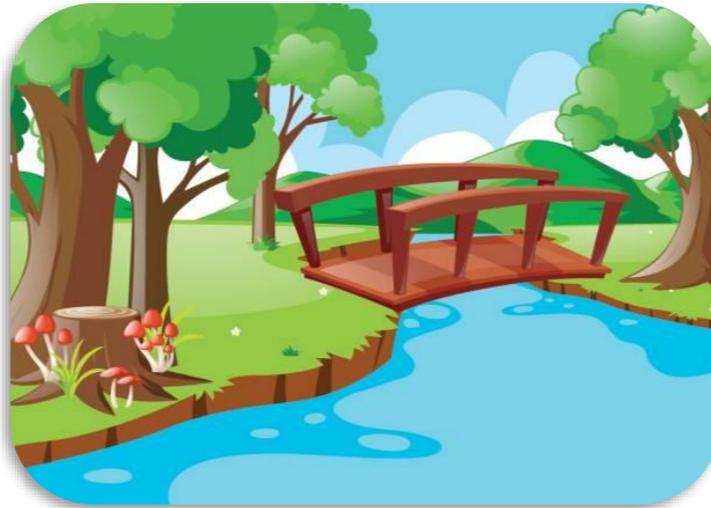
- Disposition Date
- Disposition Method
- Excess Indicator<sup>1</sup>
- Excess Date<sup>1</sup>
- Actual Sales Price
- Net Proceeds



<sup>1</sup> – owned buildings, trailers, OSF and land and withdrawn from public domain land

# Bridge Validation Data Elements

- Routine Inspection Date
- Routine Inspection Frequency
- 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
- No of Lanes on Structure
- Size
- Status
- Usage Code
- Year Built



# Data Elements

## 1) Ownership (Property Info Tab)

Typical Sources	
Source Document from Real Estate or Facilities Management Group	For DOE and Contractor leased assets, use the lease agreement
For DOE owned land, use the land deed	For GSA owned and GSA leased assets, use the GSA Occupancy Agreement (OA)
For withdrawn from public domain land, a “Public Land Order” issued by the Bureau of Land Management	

# Data Elements

## 2) Usage Code (Property Info Tab)

Typical Sources
Facility manager interviews/emails
Physical asset visit or survey, such as the utilization survey
Bridge Inspection report



## 3) Property Type (Property Info Tab)

Typical Sources	
For DOE owned land use the deed	For DOE leased and Contractor leased assets use the lease agreement
For withdrawn from public domain land a “Public Land Order” issued by the Bureau of Land Management	For GSA owned and GSA leased assets use the GSA Occupancy Agreement (OA)

# Data Element

## 4) Status (Status Tab)

### Status - Typical Sources

Facility manager interviews/email

Physical asset visit or survey, such as the utilization survey



## 5) Size (Performance Measure) (Size Tab)

### Size - Typical Sources

DOE Owned Buildings and Trailers: as-builts, physical measurements, Geographic Information Systems (GIS), space management

DOE Owned OSF: documents from the Facility Manager / Subject Matter Expert, Bridge Inspection report

Land: deed for DOE owned; "Public Land Order" for withdrawn from public domain land

Leased assets: the Lease Agreement

GSA OAs: the GSA Occupancy Agreement



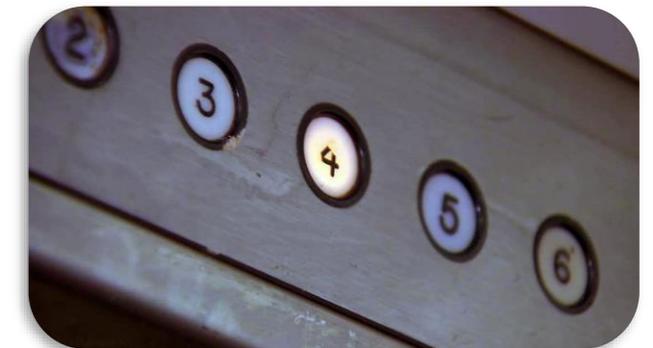
# Data Element

## 6) Space Type Usable SF – Office (Utilization Tab)

Typical Sources	
Space Management System	CAD drawings
Physical measurements	Geographic Information Systems (GIS)

## 7) No of Floors (Size Tab)

Typical Source
As-built drawing
Physical visit
Space Management System



# Data Element

## 8) Repair Needs (Performance Measure) (O&M/Condition Tab)

### Typical Sources

CAS reports at the asset level

CAIS to FIMS Upload report

## 9) Deferred Maintenance (Performance Measure) (O&M/Condition Tab)

### Typical Sources

Documented review of an asset's deficiencies (Repair Needs) to determine which deficiencies have been deferred

CAIS to FIMS Upload report

# Data Element

## 10) Inspection Date (O&M/Condition Tab)

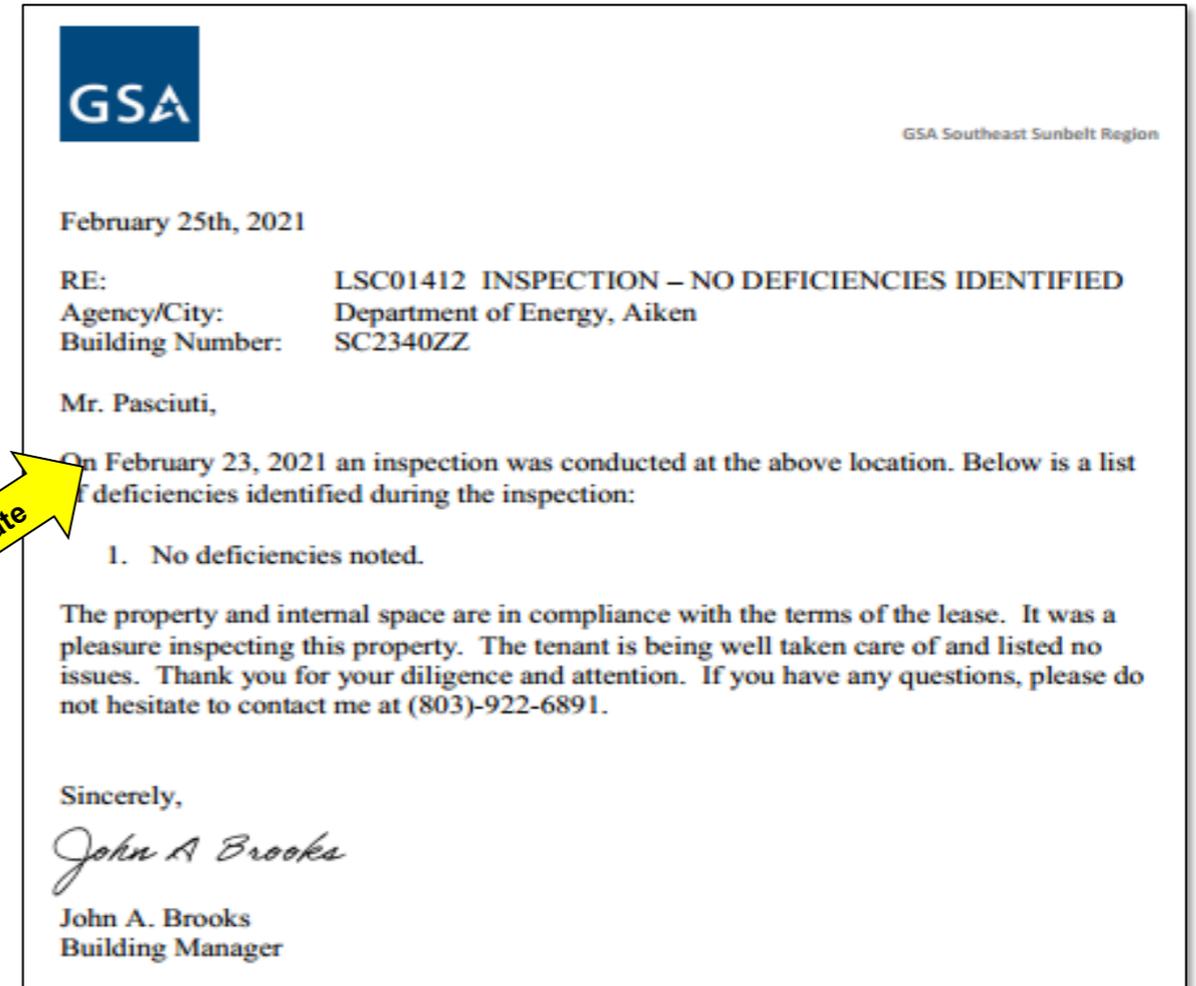
### Typical Sources

CAS reports as the asset level

CAIS to FIMS Upload report

Lease Inspection form for DOE Leased and GSA OAs

GSA memo referencing asset inspection for deficiencies



Verify the inspection cycle is 5 years or less

# Data Element

## 11) Asset % Utilized (Performance Measure) (Utilization Tab)

### Typical Sources

Calculated from the annual utilization survey, which requires a physical visit to the asset

Calculated from the annual utilization survey, which requires a physical visit to the asset



# Data Element

## 12) Total No of Federal Employees (Utilization Tab)

### Typical Sources

Annual utilization survey

Facility manager or other site Subject Matter Expert who is responsible for tracking the number of employees working in a building/trailer

Site phone/room assignment directory

Employees

## 13) Total No of Contractor Employees (Utilization Tab)

### Typical Sources

Annual utilization survey

Facility manager or other site Subject Matter Expert who is responsible for tracking the number of employees working in a building/trailer

Site phone/room assignment directory

# Data Element

## 14) Replacement Plant Value (RPV) (Performance Measure) (RPV Tab)

### How to Validate: Typical Sources

If generated by FIMS (only building and trailer RPVs):

- Verify that a reasonable RPV Model is applied
- Verify RPV Factor calculation process if site is not using the default FIMS RPV Factor (2.01) (building and trailer only)
  - Must supply source document for calculation



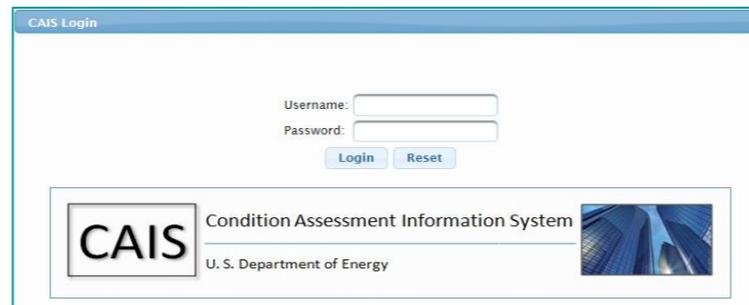
# Data Element

## 14) Replacement Plant Value (RPV) (Continued) (Performance Measure)

### How to Validate: Typical Sources

If generated by CAIS (building, trailer, and OSF):

- If a custom RPV Model estimate is applied, verify that a reasonable RPV Model was selected
  - If a Cost Adder was applied, verify that a source document is available to illustrate how the Cost Adder was calculated
- For a line item estimate
  - If a Cost Adder was applied, verify that a source document is available to illustrate how the Cost Adder was calculated

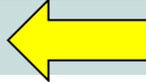


# Data Element

## 14) Replacement Plant Value (RPV) (Continued) (Performance Measure)

### How to Validate: Typical Sources

If generated by an 'Other' source (see RPV Source in Validation form footer):

- Review process and verify that RPV is generated from a published and repeatable source (i.e. RS Means, Whitestone, etc.)
- Verify that personal property is not included in the estimate
- Source document should identify the origin of the RPV and the calculation process
  - Not just an inflation from last year's value to this year's value
- Values must be inflated annually and regenerated every 5 years 

# Data Element

## 15) Annual Actual Maintenance (Performance Measure) (O&M/Condition Tab)

### Typical Sources

Site financial or Computerized Maintenance Management System (CMMS), verify process is in place to capture at asset level

**AM = zero for operating assets (there can be exceptions, be prepared to explain); cannot be allocated**



## 16) Annual Required Maintenance (O&M/Condition Tab)

### Typical Sources

If not populated by HQ, reports from site financial or planning office

**Ensure estimates have been escalated to FY2027  
currency values for FY2025 reporting**



# Data Element

## 17) Functionality Assessment Date (O&M/Condition Tab)

### Typical Sources

Proof of Site review

Most recent Functionality Assessment report

CAIS Ad Hoc report

## 18) Modernization Cost (O&M/Condition Tab)

### Typical Sources

Estimates from site financial planning or projects office

CAIS to FIMS Upload report

For values uploaded from CAIS flagged as 'Engineered':

- Designated with an asterisk (\*) on the CAIS to FIMS Upload Report
- Designated with an asterisk (\*) on the CAIS to FIMS Upload Report
- Verify estimate date: No older than 5 years (must be re-estimated if not)

**Must be the results of a  
Functionality Assessment**

# Data Element

## 19) Overall Asset Condition (O&M/Condition Tab)

### Typical Sources

Most recent site review. This review should incorporate Condition Assessment Survey, Functionality Assessments, and other real property indicators.

## 20) Historic Designation (Property Info Tab)

### Typical Sources

State Historical Preservation Officer (SHPO)	Site office coordinating with SHPO
----------------------------------------------	------------------------------------

**Designation must come from the SHPO**

**Assets must be listed specifically with Property ID and/or Property Name**

**If no SHPO evaluation, use 'Not Evaluated'**



Detailed definitions  
can be found in the  
FIMS DED

# Data Element

## 21) Office Workstations (Utilization Tab)

### Typical Sources

Space Management System or annual Utilization Survey



**JEOPARDY!**

---

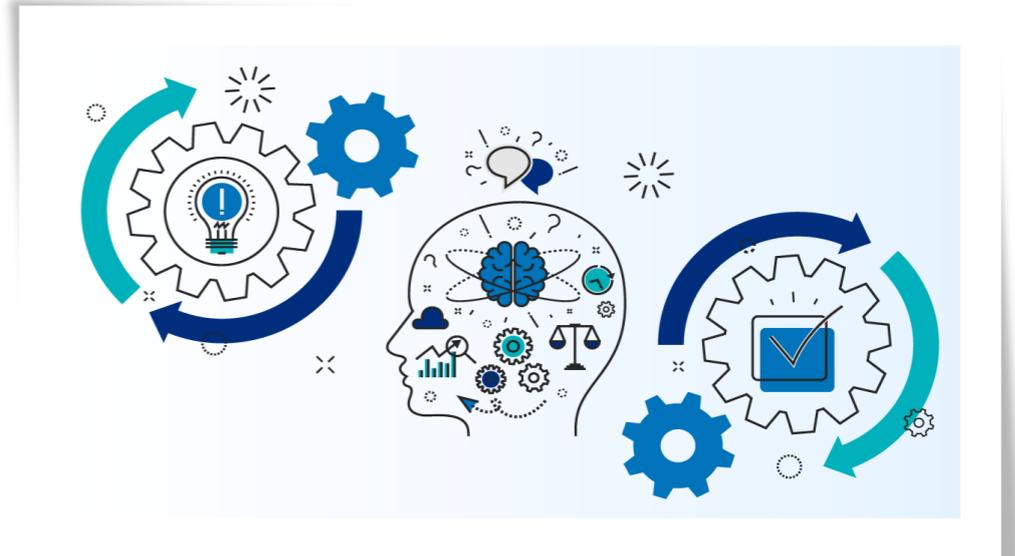
# Process Verification

---

## Lesson 9

# Processes

- It is essential to look at the processes at a site
  - The methodology for capturing the data
  - A site's procedures for collecting the data
- Source documents are important but so are the *source processes*
  - The Validation is more than just matching the FIMS value to the Source Document value
- Need to be documented
- Make available for the validation team to review during the Validation



# Processes to look for ...

- Repair Needs and Deferred Maintenance
  - Is Repair Needs inspection based at the asset level?
  - What is the process for determining DM?
  - Are they inflated annually between the CAS inspection years?
- Actual Maintenance
  - Is it captured at the asset level?
    - Examine/explain the process
- Inspection Date
  - Verify the inspection cycle is 5 years or less



# Processes to look for ... (continued)

- Asset % Utilized
  - Is it based on an asset level annual survey?
    - Explain the process
- Replacement Plant Value
  - Are the RPV models used?
  - If the RPV Source = 'Other', does the calculation account for current standards of construction?
    - What is the process?
    - Are the values inflated annually and recalculated at a minimum every 5 years?

# Processes to look for ... (continued)

- RPV Factor
  - If the default 2.01 is not being used
    - What process was used to develop the RPV Factor?
      - Is the calculation available?
- Operating Cost
  - Is the Site level cost based on actual invoices/contracts?
  - If site allocated the asset level cost, is the process documented?
    - Explain the process
      - Ensure it is based on sound business practices
- Historical Designation
  - Has an evaluation been completed by the State Historic Preservation Officer (SHPO)?
  - Does the letter identify assets by Property ID or Property Name?
    - If not, the assets are considered 'Not Evaluated'



## Processes to look for ... (continued)

- Disposition Date | Disposition Method | Actual Sales Price | Net Proceeds
  - Are all assets being excess screened prior to disposition?
  - Is there a process in place where the FIMS admin receives a timely notification (usually via email) that an asset has been disposed?
  - Does the source document include the above data elements with specific mention to the appropriate FIMS values?
    - For example, an email that states the asset was “disposed” does not provide the Disposition Method
      - Was it Demolished or Sold?

---

# **FIMS Data Elements to be Validated (Part 2)**

---

Lesson 10

# Data Element

## 21) Excess Indicator (Status Tab)

### Typical Sources

'Yes' values required the email from OAM (MA-50) indicating the approval of the excess screening process

'No' values require a signed/email from Facilities Group Management or Disposition Manger/Planning

For Disposed assets, Excess Indicator must be 'Yes' to reflect the asset was excess screened prior to disposition

## 22) Excess Date (Status Tab)

### Typical Sources

'Yes' values required the email from OAM (MA-50) indicating the approval of the excess screening process

'No' values require a signed/email from Facilities Group Management or Disposition Manger/Planning

For Disposed assets, Excess Indicator must be 'Yes' to reflect the asset was excess screened prior to disposition

# Data Element

- Sample Source Document for Excess Indicator = Yes
  - Email from [RP-ExcessScreening@hq.doe.gov](mailto:RP-ExcessScreening@hq.doe.gov) (MA-50/OAM)
  - A table of the assets that have been screened

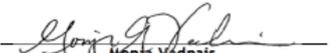
DOE Excess Screening 5/19/2017																											
ERN	Program Office	Site Name	Area Name	Field Office	Real Property Unique ID	Property ID	Property Name	Property Type	Usage Code	Status	Gross / Rentable Sqft	Primary Quantity	Primary Unit of Measure	Acres	Land Ownership Description	Overall Asset Condition - Functional Assessment	Condition Notes	RPV	Repair Needs	Hazard Category 1	Year Acquired	Year Built	Real Estate POC	Email Response Date	Result	MA Approver	
17-0116	SC	Fermi Natl Accelerator	All	Chicago Office	124974	T045	Portakamp 6181 - Meson Ctr NW Det. PPD	Trailer	101 Office	Operating	360					Inadequate	Intended for temporary use. The lightweight construction with inefficient and inadequate	44180.55	\$1,232	12 Not Applicable	1992	1979	Marla Larsen-Williams	5/19/2017	Approved	Monja Vadnais	
17-0117	SC	Brookhaven National Laboratory	All	Chicago Office	134779	TR038	Storage, P.S. Group	Trailer	401 Programmatic General	Standby	510					Inadequate	This temporary portable structure constructed around 1970 is beyond rated life and way beyond	198461.01	\$70,400					5/19/2017	Approved	Monja Vadnais	
17-0118	SC	Lawrence Berkeley Laboratory	All	Chicago Office	89390	073	Previously Labs/Shops/Office (red-tagged)	Building	793 Multifunction Research/Lab	Standby	4271			DOE Leased	Inadequate	Assert is "Red-Tagged" - unfit for occupancy.	2718569.29	\$0						5/19/2017	Approved	Monja Vadnais	
17-0119	SC	Lawrence Berkeley Laboratory	All	Chicago Office	135887	073A	Utility Equipment Bldg. (red-tagged)	Building	694 Other Service Buildings	Standby	403			DOE Leased	Inadequate	Asset id "Red-Tagged" - unfit for occupancy.	99150.49	\$0						5/19/2017	Approved	Monja Vadnais	
17-0120	SC	Lawrence Berkeley Laboratory	All	Chicago Office	136767	013B	Environmental Monitoring Station	Building	642 Communications/Control	Standby	76			DOE Leased	Substandard	Excess		45593.71	\$0	Applicable			Larsen-Williams	5/19/2017	Approved	Monja Vadnais	
17-0121	LM	Grand Junction, CO	Disposal Site	Legacy Management	204752	GRJ-BLDG-STORSHED	STORAGE SHED	Building	450 Shed Storage	Operating	64			Withdrawn Land	Adequate			6540.28	\$0	12 Not Applicable	1990	1990	Bud Sokolovich	5/19/2017	Approved	Monja Vadnais	

Email Response Date

ERN

Result

No Departmental Interest was received by the Response Due Date. Retain a copy of this document and the associated email for your files. Please coordinate with your FIMS Administrator to ensure FIMS is updated accordingly.



Monja Vadnais  
Office of Asset Management (MA-50)

17-0116 thru 17-0121  
Excess Reference Number

5/19/2017  
Date

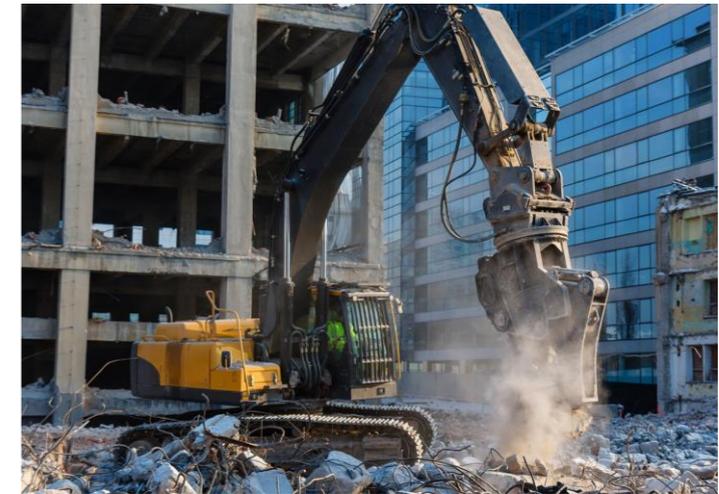
# Data Element

## 23) Estimated Disposition Year (Status Tab)

### Typical Source

Documentation from the Disposition Manager/Planning, supported by, and aligned with five-year planning documentation:

Master Asset Plans	Master Site Plans
Annual Lab Plans	Master Facility Plans



**‘9999’ is only used for assets with Usage Code 208 or 2008 In-Situ Closed if an estimated disposition year isn’t readily available; Cannot be left blank, reflect a past fiscal year, or reflect interagency transfers (program to program)**

# Data Element

## 24) GSA Notification Submitted (Status Tab)

### Typical Source

Signed transmittal memo or email from DOE Real Estate forwarding SF-118 Report of Excess Real Property to GSA

**Do not enter a date for Demolition Concurrence  
request emails/memos to GSA**

## 25) GSA Notification Accepted (Status Tab)

### Typical Source

Letter from GSA notifying DOE of acceptance of the SF-118 submittal

**Do not enter a date for Demolition Concurrence  
request emails/memos to GSA**

**These  
elements are  
only  
populated if  
GSA is  
disposing of  
asset.**

# Data Element

- Sample Source Document

 **Department of Energy**  
Office of Science  
Consolidated Service Center

9800 South Cass Avenue  
Lemont, Illinois 60439  
P.O. Box 2001  
Oak Ridge, Tennessee 37831

November 25, 2020

Mr. David Haase, Director  
Pacific Rim Region - U.S. General Services Administration  
Office of Real Property Utilization & Disposal Property  
50 United Nations Plaza, Fourth Floor, Room 4341  
San Francisco, CA 94102

**SUBJECT: PROPOSED DISPOSAL BY DEMOLITION OF DEPARTMENT OF ENERGY (DOE) REAL PROPERTY – WITHOUT THE UNDERLYING LAND AT LAWRENCE BERKELEY NATIONAL LABORATORY (LBNL)**

Dear Mr. Haase:

Authorization is requested for the disposal through demolition of Building 079 – Salvage Processing Facility and Structure 079B – Compressed Gas Loading Dock.

These real properties are declared excess to DOE and no longer serve its useful function and will eliminate the costs associated with the facility maintenance and operation at LBNL. There are known environmental conditions (i.e., lead-based paint). These facilities are no longer needed for the operation of the Laboratory.

The General Services Administration Form 118 - "Report of Excess Real Property" are enclosed for the above referenced building/structures.

The Federal Property Information Checklist for these assets are being forwarded to the Department of Housing and Urban Development for compliance with the Stewart B. McKinney Homeless Assistance Act.

It is recommended that the DOE Office of Science Consolidated Service Center be given the authority to dispose by demolition these facilities per the Code of Federal Regulations, 102-75, Subpart E "Abandonment, Destruction, or Donation to Public Bodies."

Your earliest attention to this action will be greatly appreciated. Should you have any questions or need further information please contact me directly.

Sincerely,  
  
Marla J. Larsen-Williams, Property Management Team Lead  
Office of Acquisition & Business Services  
Business Division – Property Management Team (AB-321)  
Telephone: 630/252-2644; Telework/Cellphone: 865/227-3332  
Email: marla.larsen-williams@science.doe.gov

Enclosures: SF118 with photograph



REPORT OF EXCESS REAL PROPERTY					1. HOLDING AGENCY NUMBER	DATE RECEIVED (GSA use only)
					2. DATE OF REPORT 11/25/2020	GSA CONTROL NUMBER (GSA use only)
3. TO (Furnish address of GSA regional offices) General Services Administration Pacific Rim Region, 50 United Nations Plaza, 4th Floor, Room 4341, San Francisco, CA 94102			4. FROM (Name and address of holding agency) U.S. DOE/ Office of Acquisition & Business Services 9800 South Cass Ave; Argonne, IL 60439			
5. NAME AND ADDRESS OF REPRESENTATIVE TO BE CONTACTED Marla J. Larsen-Williams, Certified Realty Specialist U.S. DOE/ Office of Acquisition & Business Services 9800 South Cass Ave; Argonne, IL 60439			6. NAME AND ADDRESS OF CUSTODIAN Lawrence Berkeley National Laboratory 1 Cyclotron Road Berkeley, CA 94720			
7. PROPERTY IDENTIFICATION FIMS Property ID: B079 FIMS Real Property Unique ID: 89399			8. PROPERTY ADDRESS (Give full location) 1 Cyclotron Road Berkeley, CA 94720			
9. SPACE DATA					10. LAND	
USE	NUMBER OF BUILDINGS (1)	FLOOR AREA (SQ. FT./M <sup>2</sup> ) (2)	NUMBER OF FLOORS (3)	FLOOR LOAD CAPACITY (4)	CLEAR HEADROOM (5)	(From SF 110B) ACRE/HECTARE OR SQ. FT./M <sup>2</sup>
A. OFFICE						A. FEE
B. STORAGE						B. LEASED
C. OTHER (See #9)	1	4,592	1			C. OTHER
D. TOTAL (From SF 110A)	1	4,592				D. TOTAL
E. GOVERNMENT INTEREST: (1) OWNER			F. (SPECIFY "OTHER" USE ENTERED IN C ABOVE) Salvage Processing Facility			
(2) TENANT						
11. COST TO GOVERNMENT			12. LEASEHOLD(S) DATA (Use separate sheet if necessary)			
ITEM	SCHEDULE	COST	A. TOTAL ANNUAL RENTAL		\$ 0.00	
A. BUILDING, STRUCTURE, UTILITIES, AND MISCELLANEOUS FACILITIES	A (Column d)	\$228,320.00	B. ANNUAL RENT PER SQ. FT./M <sup>2</sup> OR ACRE/HECTARE		\$ 0.00	
B. LAND	B (Column f)		C. DATE LEASE EXPIRES		N/A	
C. RELATED PERSONAL PROPERTY	C (Column h)		D. NOTICE REQUIRED FOR RENEWAL		N/A	
D. TOTAL (Sum of 11A, 11B, and 11C)		\$228,320.00	E. TERMINAL DATE OF RENEWAL		N/A	
E. ANNUAL PROTECTION AND MAINTENANCE COST (Government-owned or leased)		10,013.00	F. ANNUAL RENEWAL RENT PER SQ. FT./M <sup>2</sup> OR ACRE/H.		\$ 0.00	
13. DISPOSITION OF PROCEEDS Demolition			14. TYPE OF CONSTRUCTION The building has steel framing, comprised of steel columns, wide-span steel rafters, girders & roof framing.			
15. HOLDING AGENCY USE			16. RANGE OF POSSIBLE USES None. The building will be abated and demolished, followed by environmental site remediation and site stabilization.			
17. NAMES AND ADDRESSES OF INTERESTED FEDERAL AGENCIES AND OTHER INTERESTED PARTIES						
18. REMARKS B079 is a Salvage processing facility. Overall asset condition is rated as inadequate and requires seismic reinforcement. The estimated repair needs are almost 70% of the replacement value. Adding the modernization costs would represent 3 times the replacement value of the building.						
19. REPORT AUTHORIZED BY	NAME Marla J. Larsen-Williams		SIGNATURE MARLA LARSEN-WILLIAMS			
	TITLE Certified Realty Specialist		Date: 2020.11.25 11:25:51 -06'00'			
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is not usable			STANDARD FORM 118 (REV. 3/2018) Prescribed by GSA FPMR (41 CFR) 102-75.115			

# Data Element

## 26) Outgrant Indicator (Property Info Tab)

### Typical Source

- Source documents from Real Estate documenting the 'Yes' and 'No values
- Outgrant Indicator = 'Yes' assets require a copy of the proper real estate instrument

## 27) Sustainability (Property Info Tab)

### Typical Source

HPSB Workbook with supporting documentation and third-party certification letter for those that have been evaluated and meet the guidelines

Site Sustainability SME document for those assets that do not meet the guidelines, not yet evaluated or are unoccupied with low/no energy and water use



# Data Element

- Sample Source Document

- **Yes** - The building has been evaluated and qualifies as a sustainable Federal building as outlined in the E.O. 14057 Implementing Instructions

**HPSB Workbook – Meets  
Guiding Principles  
New Construction**  
HPSB Worksheet NC&M Tab

<b>ARGONNE NATIONAL LABORTORY</b>	
<b>New Construction and Modernization HPSB Worksheet</b>	
<b>Compliance</b>	
Requirement: 18 core criteria and 9 out of 12 non-core criteria.	
All core criteria met?	No
Non-Core points met?	0

**HPSB Workbook – Meets  
Guiding Principles  
Existing Building**  
HPSB Worksheet – EB Tab

<b>ARGONNE NATIONAL LABORTORY</b>	
<b>Existing Buildings</b>	
<b>Compliance</b>	
Requirement: 12 core criteria + 9 out of 18 non-core criteria.	
All core criteria met?	
Non-Core points:	

Should have a 'Yes' value  
for this question

# Data Element

- Sample Source Document
  - **Yes** - The building has been evaluated and qualifies as a sustainable Federal building as outlined in the E.O. 14057 Implementing Instructions

## Third Party Certification

**NREL Cafe**

Golden CO 80401 US | Registered 11/4/2011

Certified

[Refresh](#)

Project ID 1000019961  
Project Administrator: Nathan Gulash

LEED for NEW CONSTRUCTION

Overview Post-Certification Scorecard Timeline Team Administration Registration Details Clarifications (0) Messages Formal Inquiri

**Action Items**

Certified Project: This project is certified.

**Credit Summary**

Credits	Attempted	Awarded	Pending	Denied
Design	61 pts/30 crds	61 pts/30 crds		
Construction	21 pts/18 crds	21 pts/18 crds		
Total	82 pts/48 crds	82 pts/48 crds		

**Certifications and Approvals : Certification**



PLATINUM

---

# Data Element

## 28) Sustainability - System Used (Property Info Tab)

### Typical Source

HPSB Workbook with supporting documentation and third-party certification letter for those that have been evaluated and meet the guidelines

## 29) Sustainability - Date Certified (Property Info Tab)

### Typical Source

HPSB Workbook with supporting documentation and third-party certification letter for those that have been evaluated and meet the guidelines

# Data Element

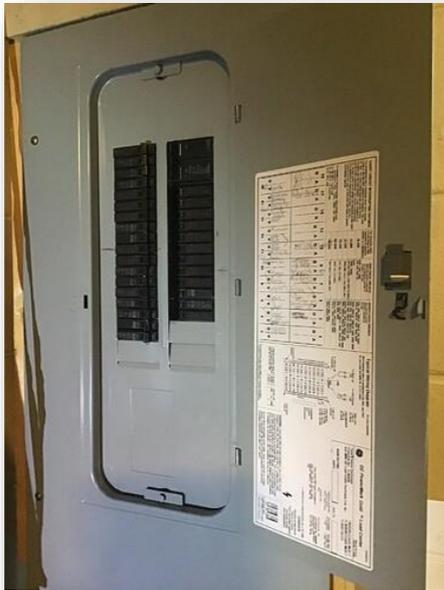
## 30) Year Built (Property Info Tab)

### Typical Source

Date of Beneficial Occupancy letter or other document that established year constructed

Bridge Inspection report

4 digit year



# Data Element

## 31) Adjustment Cost (Adjustments Tab)

### Typical Source

STARS reports

Reports from site managed financial databases

## 32) Capitalized – Adjustment (Adjustments Tab)

### Typical Source

STARS reports

Reports from site managed financial databases

On the  
Adjustments  
sheet of the  
DOE Owned  
form

**Remember: FIMS should match the  
Accounting source document for each asset**

# Data Element

## 33) Operating Cost (O&M/Condition Tab)

Typical Source
Invoices from utility and service providers
Site financial reports from CFO

**Site level Operating Cost must be greater than or equal to the total asset level Operating Cost (buildings, trailers, OSF and land) input by Site**

**Cost should not include overhead labor**

**Fully-serviced lease, typically have \$0 Operating Cost**



# Data Element

## 34) Lease Start Date (Ingrant Tab)

### Typical Source

Lease Agreement

## 35) Expiration Date (Ingrant Tab)

### Typical Source

Lease agreement

GSA Occupancy Agreement (OA)

## 36) Annual Rent (Ingrant Tab)

### Typical Source

Lease Agreement

GSA Occupancy Agreement (OA), the September (fiscal year end) rent bill total from GSA's Rent on the Web (ROW)



---

# Data Element

## 37) Disposition Date (Archive)

### Typical Source

Site Subject Matter Expert in charge of asset disposition, i.e. Real Estate, Disposition Manager, Accounting

## 38) Disposition Method (Archive)

### Typical Source

Site Subject Matter Expert in charge of asset disposition, i.e. Real Estate, Disposition Manager, Accounting

# Data Element

## 39) Actual Sales Price (Archive)

### Typical Source

Site Subject Matter Expert in charge of asset disposition, i.e. Real Estate, Disposition Manager, Accounting

**Only reported for Disposition Methods**

## 40) Net Proceeds (Archive)

### Typical Source

Site Subject Matter Expert in charge of asset disposition, i.e. Real Estate, Disposition Manager, Accounting

**Only reported for Disposition Methods**



# Data Element

## 41) Planning Documents (AAIM Module)

Typical Source	
Site Planning documents, which document the mission need and the planned timing for new assets:	
Master Asset Plans	Master Site Plans
Annual Lab Plans	Master Facility Plans
Deep Dive Records	

# Data Element

## 42) Main Location, Location City, Location State, Location Zip Code (Property Info Tab)

### Typical Source

Enter the address into Google maps, Apple maps or other mapping application

- If GPS locatable, select 'Yes' from the Yes or No column pick list
- If not GPS locatable, select 'No' from the Yes or No column pick list
  - This will cause the Variance column to change to 'Yes'

On the Location sheet of the DOE Owned form

GPS Locatable?	
Yes or No	Variance (Y/N)
	No
	No
	No

---

# Bridge Validation Data Elements

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## Lesson 11



This training is reflective of what is currently in FIMS. FIMS User Guide and DED has not been updated to reflect the most recent DOE O 437.1A Bridge and Tunnel Management. Necessary changes will be incorporated at a later date.

# Routine Inspection Date (Size Tab)

## Typical Source

Routine bridge inspection report

## Information of Note

Must be changed to represent the most current inspection date within 30 days of inspection completion

Utilize the date embedded in the report. If inspection spans multiple dates, use the earliest date stated

Routine inspection date and condition assessment survey inspection date should be the same



Change for FY26 - If the inspection spans multiple dates, use the date when the inspection was completed in the field, not the date of the inspection report.

# Routine Inspection Frequency (Size Tab)

## Typical Source

Routine bridge inspection frequency document from site SME

- Baseline month for the inspection
- Inspection interval (frequency) (DOE O 437.1A Attachment 2, Section 1.b)
- Inspection interval variation, if applicable
  - Reason for variation
  - DOE Bridge Tunnel Management (BTM) approval for variation

## Information of Note

Must be changed to represent the most current inspection interval within 30 days of new determination

Enter “0” for an asset in shutdown if no longer inspected

Enter “X” for assets with a Program Secretarial Office (PSO) exception



Change for FY26 - If the inspection spans multiple dates, use the date when the inspection was completed in the field, not the date of the inspection report.

# Special Inspection Date (Size Tab)



## Typical Source

Special Inspection Report

## Information of Note

Must be changed to represent the most current inspection date within thirty (30) days of inspection completion

Verify the Special Inspection Date in FIMS is within the number of months specified by the Special Inspection Frequency

Special Note – Revisions to the National Bridge Inspection Standards in May 2022 introduced the term *Nonredundant Steel Tension Member (NSTM)*, essentially replacing the term *Fracture Critical Member*

Fracture Critical Member is currently still used in the AASHTO Manual which establishes the methodology for conducting and documenting NSTM inspections

The term Fracture Critical Member is also used in DOE O 437.1A and the FIMS validation guidance



Change for FY26 - If the inspection spans multiple dates, use the date when the inspection was completed in the field, not the date of the inspection report.

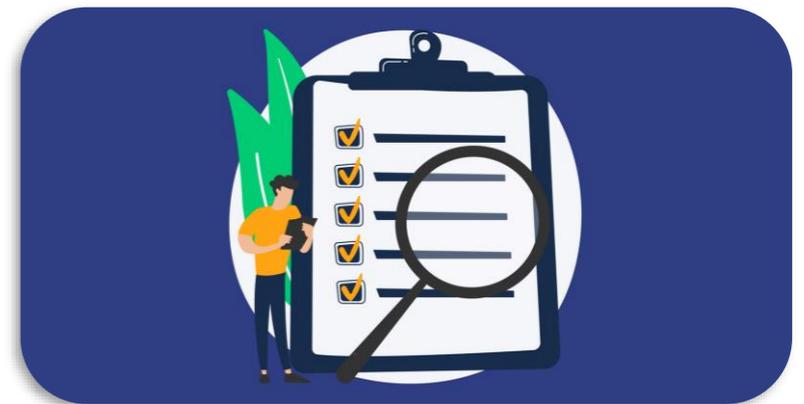
# Special Inspection Frequency (Size Tab)

## Typical Source

Special Inspection frequency document from site SME, specific to the bridge, with the proper approvals. The document should include:

- Baseline month for the inspection
- Inspection interval (frequency)
- Inspection interval variation, if applicable Special Inspections include
  - In depth
  - Fracture critical member
  - Damage, or
  - Special inspections

**When special inspections are not required, enter  
N/A for this field**



# Underwater Inspection Date (Size Tab)

## Typical Source

Underwater inspection report

## Information of Note

Must be changed to represent the most current inspection date within thirty (30) days of inspection completion

If Underwater Inspection Frequency = 'N/A', Underwater Inspection Date should be blank



Change for FY26 - If the inspection spans multiple dates, use the date when the inspection was completed in the field, not the date of the inspection report.

# Underwater Inspection Frequency (Size Tab)

## Typical Source

Routine bridge inspection frequency document from site SME

- Baseline month for the inspection
- Inspection interval (frequency)
- Inspection interval variation, if applicable
  - Reason for variation
  - DOE BTM approval for variation

**When underwater inspections are not required,  
'N/A' should be entered in this field**



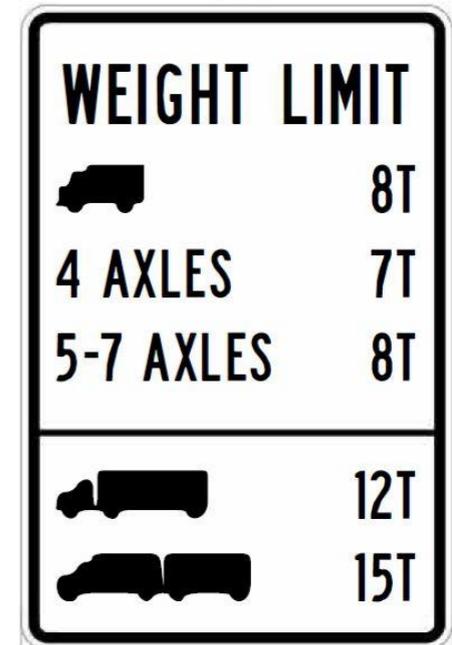
# Posted Load Rating/Restrictions (Size Tab)

## Typical Source

Bridge Load Rating Report and photos of bridge posting

## Information of Note

Concurrent with update of data field, **Load Rating Date**



# Load Rating Date (Size Tab)

## Typical Source

Load Rating Report

Routine Inspection Report could be the source if the load rating was reviewed as part of the routine inspection

## Information of Note

Review existing load rating at least once every 5 years

- To ensure conditions and assumptions are still valid
- When recommended by inspectors
- When concern for reduced structural capacity is caused by unexpected events

Must be changed to represent the most current load rating date within thirty (30) days of completing the evaluation



Change for FY26 - If the inspection spans multiple dates, use the date when the inspection was completed in the field, not the date of the inspection report.



# Scour Critical Plan of Action (Size Tab)

## Typical Source

Scour Evaluation Report



# Seismic Vulnerability Evaluation (Size Tab)

## Typical Source

Seismic Vulnerability Evaluation Report

## Information of Note

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

# Traffic Volume Date (Size Tab)

## Typical Source

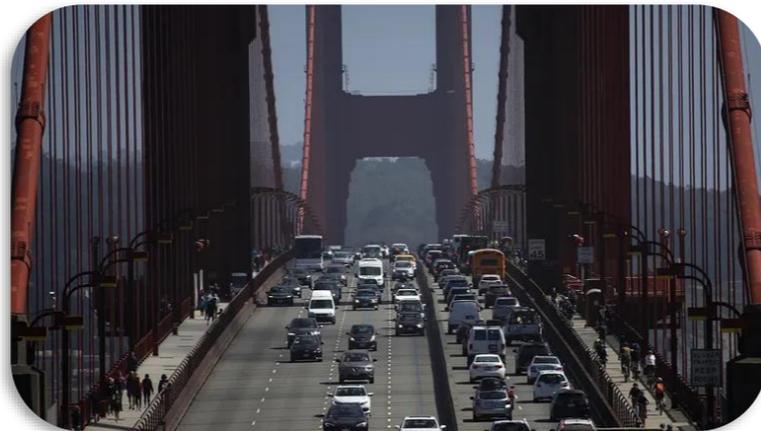
Traffic Volume Data Collection Report

## Traffic Volume Date

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

Update once every 5 years



# Number of Lanes on Structure (Size Tab)

## Typical Source

As-Builts Documents

Field measurements as part of the Routine Inspection Report

## Information of Note

Lanes are striped or otherwise operated as a full width traffic lane for the entire length of the structure

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)



# Bridge Source Documents

Required Source Documents (if applicable)	
Routine bridge inspection report	Routine bridge inspection frequency document
Special inspection report	Special inspection frequency document
Underwater inspection report	Underwater inspection frequency document
Load rating report	Scour evaluation report
Scour critical plan of action report	Seismic vulnerability evaluation report
Traffic volume data collection report	

- ❑ Reports must be signed and dated by a qualified Team Leader and should include the Team Leader's qualification documentation
- ❑ Special Inspections and Underwater Inspections may be performed as part of a Routine Inspection or as an independent inspection effort
- ❑ Reports should use available DOE standard document formats found on Energy Hub
- ❑ Remember: FIMS must be updated within 30 days of a completed Bridge Inspection
- ❑ Contact Bill Seifert ([doe-bpm@hq.doe.gov](mailto:doe-bpm@hq.doe.gov)), MA-50 with any questions

# Established Inspection Intervals

Requirement	Vehicle Bridge	Short Span Bridge or Culvert	Pedestrian Bridge incl. Elevated Walkway	Railroad Bridge	Vehicular Tunnel
Initial	Within 60 days of: Date Placed in Service, acquisition, change in configuration, or construction due to repair or retrofit				
Routine	Regular intervals not to exceed 24 months			One inspection per calendar year, with not more than 540 days between	Regular intervals not to exceed 24 months
In-Depth	As determined by the cognizant Responsible Engineer				
Fracture Critical Member	Regular intervals not to exceed 24 months				
Underwater	Regular intervals not to exceed 60 months				
Damage	As soon as practicable after damage occurs, Before structure is re-opened to traffic, or Per the site's emergency action plan following an established seismic trigger event				
Special	As established				

 Change for FY26 – Initial Inspection will change from “Within 60 days of” to “Within 90 days of”.

# Established Inspection Intervals (continued)

- ❑ Inspection intervals may vary from the established interval based on the asset condition and other factors
  - These variations require a source document (site memo/ approval/requirement)
    - ❑ A less frequent inspection interval requires advance approval
      - Examples: DOE Bridge and Tunnel Manager (BTM)(MA-50) and/or FHWA approval
    - ❑ A more frequent inspection interval requires notification
      - Examples: degraded condition, requirements of the state where the bridge is located, bridge has potential foundation or scour problems
- ❑ Inspections are required to be performed within the month of the required interval
- ❑ For example, a routine vehicle bridge inspection, with an inspection frequency of 24 months completed on 7/12/2023 is expected to be inspected by 7/31/2025



# Bridge Source Document Storage



- All bridge source documents must be stored in the FIMS Document Module
- This will factor into the overall Bridge Status score
  - Discussed in Lesson 13

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# Desktop Validation using the Data Validation Reporting Forms

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## Lesson 12

# Data Validation Reporting Forms

- Forms provide the basis of the validation effort
- Completed for each of the assets to be validated
- Provides structure for
  - Identifying difference between the FIMS value and the Source Document value
  - Commenting on issues and observations



# DOE Owned Data Validation Reporting Form

DOE Owned Data Validation Reporting Form (v16.0)

DOE Owned Data Validation Reporting Form (v16.0)					
			Date:	Type:	Building
Program Office:			Site:		
SAMPLED FACILITY 1			Area Name:		
Area No / Prop ID / Name					
FIMS Data Element	FIMS Value	Source	Year of Source	Value from Source	Variance (Y/N)
Ownership					No
Usage Code					No
Property Type					No
Status <sup>(A)</sup>					No
Size *					No
Space Type Usable SF - Office					No
Office Workstations <sup>(B)</sup>					No
No of Floors					No
Repair Needs * <sup>(A)</sup>					No
Deferred Maintenance * <sup>(A)</sup>					No
Inspection Date <sup>(A)</sup>					No
Asset % Utilized* <sup>(A)</sup>					No
Total No of Federal Employees <sup>(A)</sup>					No
Total No of Contr Employees <sup>(A)</sup>					No
RPV * <sup>(A)</sup>					No
Annual Actual Maintenance * <sup>(A)</sup>					No
Annual Required Maintenance <sup>(A)</sup>					No
Functionality Assessment Date <sup>(A)</sup>					No
Modernization Cost <sup>(A)</sup>					No
Overall Asset Condition <sup>(B)</sup>					No
Historic Designation					No
Excess Indicator					No
Excess Date					No

Provides the identifying information for the asset being validated

# DOE Owned Data Validation Reporting Form

DOE Owned Data Validation Reporting Form (v16.0)						
			Date:	Type:	Building	
Program Office:			Site:			
SAMPLED FACILITY 1			Area Name:			
Area No / Pr	Name	FIMS Value	Source	Source	Value from Source	Variance (Y/N)
1	2	3	4	5	6	
FIMS Data Element	FIMS Value	Source	Source	Value from Source	Variance (Y/N)	
Ownership						No
Usage Code						No
Property Type						No
Status <sup>(A)</sup>						No
Size *						No
Space Type Usable SF - Office						No
Office Workstations <sup>(B)</sup>						No
No of Floors						No
Repair Needs * <sup>(A)</sup>						No
Deferred Maintenance * <sup>(A)</sup>						No
Inspection Date <sup>(A)</sup>						No
Asset % Utilized* <sup>(A)</sup>						No
Total No of Federal Employees						No
Total No of Contr Employees <sup>(A)</sup>						No
RPV * <sup>(A)</sup>						No
Annual Actual Maintenance * <sup>(A)</sup>						No
Annual Required Maintenance <sup>(A)</sup>						No
Functionality Assessment Date <sup>(A)</sup>						No
Modernization Cost <sup>(A)</sup>						No
Overall Asset Condition <sup>(A)</sup>						No
Historic Designation						No
Excess Indicator						No
Excess Date						No

FIMS data element to be validated

FIMS data value

Abbreviation / reference to the source document being used for the validation of the data element

Year created, modified or last updated

Value from the source document for the FIMS data element

Numeric:  
Auto update to 'Yes' if > 1% difference  
Non-numeric:  
Auto update to 'Yes' if values differ

# DOE Owned Data Validation Reporting Form (continued)

DOE Owned Data Validation Reporting Form (v16.0)					
			Date:	Type: Building	
Program Office:			Site:		
SAMPLED FACILITY 1			Area Name:		
Area No / Prop ID / Name					
FIMS Data Element	FIMS Value	Source	Year of Source	Value from Source	Variance (Y/N)
Functionality Assessment Date <sup>(A)</sup>					No
Modernization Cost <sup>(A)</sup>					No
Overall Asset Condition <sup>(B)</sup>					No
Historic Designation					No
Excess Indicator					No
Excess Date					No
Estimated Disposition Year					No
GSA Notification Submitted					No
GSA Notification Accepted					No
Outgrant Indicator					No
Sustainability					No
Sustainability - System Used					No
Sustainability - Date Certified					No
Year Built					No
<b>1</b> ADDITIONAL COMMENTS					
RPV Source		Size Unit of Measure		Required Maintenance Source	
RPV Model		BBPI			
RPV Factor		RPV Model Description			
* Performance Measures					
<sup>(A)</sup> Requires Annual Source Document					
<sup>(B)</sup> Requires Biannual Source Document					

Provides space for an explanation of data sources and variances as well as documenting other observations or issues

# DOE Owned Data Validation Reporting Form – Adjustment sheet

- Capitalized – Adjustment section

- FIMS Value
- Source Value
- Variance (Y/N)

Capitalized - Adjustment		
FIMS Value	Source Value	Variance (Y/N)
		No

- FIMS Value is populated with data pulled from FIMS
- Input your Source Value from your source document
- Variance (Y/N) column will automatically update
  - Unless a variance forces you to manually change it

# DOE Owned Data Validation Reporting Form – Adjustment Sheet (continued)

- Adjustment Cost section

- FIMS Value
- Source Value
- Variance (Y/N)

Date:		
Adjustment Cost		
FIMS Value	Source Value	Variance (Y/N)
		No

- FIMS Value is populated with data pulled from FIMS
- Input your Source Value from your source document
- Variance (Y/N) column will automatically update
  - Unless a variance forces you to manually change it

# DOE Owned Data Validation Reporting Form – Planning sheet

Planning Documentation Form (v16.0)							
<i>Represents building, trailer and land assets with a beneficial occupancy year from 2026 through 2028 that have an Initial Acquisition Cost/Annual Rent of \$300,000 or greater, \$0, \$1 or blank.</i>							
							Date:
FIMS Values							
Property ID - Property Name	Area Number	Ownership	Usage Description	Acq Cost / Annual Rent	Ben Occup Year	Source/Comments	In Plan? (Y/N)

- Provides the following identifying information on the extracted AAIM asset(s):

Property ID – Property Name	Usage Description
Area Number	Acq Cost / Annual Rent
Ownership	Beneficial Occupancy Year

# DOE Owned Data Validation Reporting Form – Planning sheet (continued)

- Populate the following from the planning documents:
  - Source/Comments
    - Enter the planning document name and date
    - Note other comments as appropriate
  - In Plan?
    - If the AAIM asset is found in the Site planning document, select 'Yes' from the pick list
    - If the AAIM asset is not found in the Site planning document, select 'No' from the pick list
  - If planned real property assets are found in the planning documents that don't exist in AAIM, note this on the DOE Owned Scorecard

# DOE Owned Data Validation Reporting Form – Location sheet

Location Form (v16.0)						
For DOE Owned Buildings, Trailers, OSF and Land						Date:
FIMS Values					GPS Locatable?	
Site Name	Main Location	Location City	Location State	Location Zip Code	Yes or No	Variance (Y/N)
						No
						No
						No

- Provides the following identifying information on each unique address for DOE owned assets:
- Populate the following based upon if the address is GPS locatable:
  - Yes or No
    - If the address is GPS locatable, select 'Yes' from the pick list
    - If the address is not GPS locatable, select 'No' from the pick list
      - This will cause a variance and the Variance column will automatically change to 'Yes'

Site Name	Location State
Main Location	Location Zip Code
Location City	

# DOE Leased, Contractor Leased and GSA Data Validation Reporting Form

DOE Leased, Contractor Leased and GSA Data Validation Reporting Form (v16.0)					
			Date:		Type:
	Program Office:		Site:		
<b>SAMPLED FACILITY 1</b>			Area Name:		
Area No / Prop ID / Name					
FIMS Data Element	FIMS Value	Source	Year of Source	Value from Source	Variance (Y/N)
Ownership					No
Usage Code					No
Property Type					No
Status <sup>(A)</sup>					No
Size					No
Space Type Usable SF - Office					No
Office Workstations <sup>(B)</sup>					No
Repair Needs* <sup>(A)</sup>					No
Inspection Date <sup>(A)</sup>					No
Asset % Utilized* <sup>(A)</sup>					No
Total No of Federal Employees <sup>(A)</sup>					No
Total No of Contractor Employees <sup>(A)</sup>					No
RPV* <sup>(A)</sup>					No
Annual Actual Maintenance* <sup>(A)</sup>					No
Annual Required Maintenance <sup>(A)</sup>					No

# DOE Leased, Contractor Leased and GSA Data Validation Reporting Form (continued)

DOE Leased, Contractor Leased and GSA Data Validation Reporting Form (v16.0)					
		Date:		Type:	
Program Office:		Site:			
SAMPLED FACILITY 1		Area Name:			
Area No / Prop ID / Name					
FIMS Data Element	FIMS Value	Source	Year of Source	Value from Source	Variance (Y/N)
Modernization Cost <sup>(A)</sup>					No
Overall Asset Condition <sup>(A)</sup>					No
Estimated Disposition Yr					No
Outgrant Indicator					No
Lease Start Date					No
Expiration Date					No
Annual Rent* <sup>(A)</sup>					No
Sustainability					No
Sustainability - System Used					No
Sustainability - Date Certified					No
ADDITIONAL COMMENTS					
RPV Source		Size Unit of Measure			
RPV Model		PBPI			
RPV Factor		RPV Model Description			
* Performance Measures					
<sup>(A)</sup> Requires Annual Source Document					
<sup>(B)</sup> Requires Biannual Source Document					

Let's take a look at this data

# Additional Data At Bottom Of Forms

RPV Source		Size Unit of Measure	0
RPV Model		PBPI	
RPV Factor		RPV Model Description	

## ■ RPV Source

- Displayed for buildings, trailers and OSF
- Indicates if the RPV was generated using
  - FIMS
  - CAIS
  - Other
- If 'Other' source, the Site must provide source documents showing the calculation used for developing the RPVs; including annual inflation of the value
  - Must be recalculated at a minimum every 5 years

# Additional Data At Bottom Of Forms (continued)

RPV Source		Size Unit of Measure	0
RPV Model		PBPI	
RPV Factor		RPV Model Description	

## ■ RPV Model

- Validated for buildings, trailers and OSF
- Site should be able to explain why a specific model was chosen. If the explanation is reasonable, the RPV Model is accepted

# Additional Data At Bottom Of Forms (continued)

RPV Source		Size Unit of Measure	0
RPV Model		PBPI	
RPV Factor		RPV Model Description	

## ■ RPV Factor

- Validated for buildings and trailers only for FIMS RPVs
- FIMS Default value is 2.01
- If other than FIMS default, site must provide source documents as to the process used to develop the RPV Factor(s)
  - If no RPV Factor calculation is available, a variance must be noted for each RPV using the RPV Factor on the Data Validation Reporting form

# Additional Data At Bottom Of Forms (continued)

RPV Source		Size Unit of Measure	0
RPV Model		PBPI	
RPV Factor		RPV Model Description	

## ■ RPV Model Description

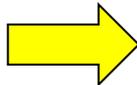
- For buildings, trailers and OSF
- Provides the name of the chosen RPV Model

## ■ Size Unit of Measure

- Specifies the measurement for the quantity reported in the Size data element
  - Need to verify for OSF when validating Size

## ■ Required Maintenance Source

- Identifies whether the Annual Required Maintenance source is from Life Cycle Cost or Site calculated



# Additional Data At Bottom Of Forms (continued)

RPV Source		Size Unit of Measure	0
RPV Model		PBPI	
RPV Factor		RPV Model Description	

- **PBPI - Physical Barriers Preventing Inspection**
- Displayed for OSF only
  - For OSF not conducive to inspection and lack existing source of auditable deficiency data, in FIMS
    - Set PBPI to 'Yes'
    - Set Repair Needs and Deferred Maintenance to \$0
    - Leave the Inspection Date blank
    - However, Repair Needs would be applicable if a recorded deficiency exists

# DOE Land Data Validation Reporting Form

DOE Land Data Validation Reporting Form (v16.0)

Date:

Prop Type: Land

Program Office: 0

Site: 0

SAMPLE RECORD 1

Area Name: 0

Area No / Prop ID / Name

0

0

0

FIMS Data Element

FIMS Value

Source

Year of Source

Value from Source

Variance (Y/N)

Ownership

No

Usage Code

No

Property Type

No

Status <sup>(A)</sup>

No

Size [Acreage]

No

Historic Designation

No

Excess Indicator

No

Excess Date

No

Estimated Disposition Year

No

GSA Notification Submitted

No

GSA Notification Accepted

No

Outgrant Indicator

No

Lease Start Date

No

Expiration Date

No

Annual Rent <sup>(A)</sup>

No

ADDITIONAL COMMENTS

The superscript [A] designates this data element requires a source document dated within the last 365 days

Blue text represents a Performance Measure

Shaded areas designate "not validated" for this asset

\* Performance Measures

<sup>(A)</sup> Requires Annual Source Document

# DOE Disposition Data Validation Reporting Form

DOE Disposition Data Validation Reporting Form (v15.0)					
			Date:	Type: 0	
Program Office: 0			Site: 0		
SAMPLED FACILITY 1			Area Name: 0		
Asset ID / Name			0	0	
FIMS Value			Value from Source		Variance (Y/N)
Excess Date					
Actual Sales Price					
Net Proceeds					
ADDITIONAL COMMENTS					
Date Archived			Excess Reference Number		
Ownership			Expiration Date		

The date the asset was archived in FIMS

The Ownership of the archived asset

Provides the Excess Screening Reference Number from the OAM email  
Required to be populated for Excess Indicator = Yes assets

For Expiration/ Cancellation, verify the Disposition Date is relatively close to the Expiration Date and that this is not an early termination  
  
For Early Termination/ Cancellation, verify the Disposition Date is prior to the Expiration Date

# DOE Bridges Validation Reporting Form

DOE Bridge Data Validation Reporting Form (v1.1)					
Program Office:	0		Site:	0	
			Area:	0	
BRIDGE ASSET 1	0				
Area No / Prop ID / Name	0	0		0	
FIMS Data Element	FIMS Value	Source	Year of Source	Value from Source	Variance (Y/N)
Routine Inspection Date					No
Routine Inspection Frequency					No
Special Inspection Date					No
Inspection					No
Water In					No
Water In					No
Load					No
Rating					No
Evaluation					No
Critical					No
Vulnerability					No
Volume					No
Planes					No
	0.000				No
	0				No
	0				No
Year Built	0				No
ADDITIONAL COMMENTS					
NBI Number		Real Property Unique Identifier		0	
Size Unit of Measure	0				
Location (City, State and Zip)	0		0	0	

Unique DOE assigned identification number used to identify a structure in the National Bridge Inventory (NBI)

Unit in which the Size is measured for the Bridge Usage Code

Identification number generated by FIMS used to reference the bridge asset

Identification number generated by FIMS used to reference the bridge asset

# What causes a Variance?

- When the FIMS Value and the source document value don't match
- When a physical visit of the asset contradicts the FIMS Value and the source document value
- When the source document is out-of-date
  - Annual source document requirements
  - 5 year CAS Inspections, RPV estimates
- The lack of a source document
  - Particularly for 'No' and zero values
- 'Related' FIMS data fields
  - For example, Usage Code, Size, and No of Floors used to calculate FIMS and CAIS generated RPVs

# Year of Source

- Creates a variance if older than **1 year** (365 days) for data elements in this table
  - Variance column must be manually changed to 'Yes'

Annual Actual Maintenance	Deferred Maintenance	Operating Cost	Status
Annual Rent	Functionality Assessment Date	Overall Asset Condition	Total No of Contractor Employees
Annual Required Maintenance	Inspection Date	Repair Needs	Total No of Federal Employees
Asset % Utilized	Modernization Cost	RPV	



- Creates a variance if older than **2 years** for Office Workstations

**Remember: Identified on each form with a superscript 'A' by the data element name**

# Identifying a Variance

- Any error/variance in the FIMS data that is identified even though the Value from Source and FIMS Value equal, requires the Variance column to be changed manually to 'Yes' to reflect the error
  - For example, if there is a Variance for Size, then the RPV is in error because Size is a component of RPV. The Variance column for RPV is to be manually changed to 'Yes'.
  - If the Inspection Date is greater than 5 years (1,826 days) which causes a variance, the Repair Needs and Deferred Maintenance are in error and the Variance column for Repair Needs and Deferred Maintenance is to be manually changed to 'Yes'
    - Reference the [Force Variance](#) sheet of the Data Validation Reporting Forms for specific guidance on when it is required to manually change the Variance column to 'Yes'
- The lack of a Source Document for a **No** or **zero** value causes a variance and the Variance column will have to be manually changed to 'Yes'

# Additional Variance Check – FIMS Anomaly Reports

- The same value cannot be reported from one fiscal year to the next fiscal year (excluding zero) for the following
  - Repair Needs
  - Deferred Maintenance
  - RPV
  - Modernization Cost
- These values must be regenerated every 5 years.
- In the years when the estimate is not regenerated, the values must be inflated to current year dollars

# Additional Variance Check – FIMS Anomaly Reports

(continued)

- To check these scenarios, **four** Anomaly Reports are available
  - Anomaly 13 – DOE DM Compare
  - Anomaly 14 – FRPP RPV Compare
  - Anomaly 17 – FRPP RN Compare
  - Anomaly 19 – FRPP Modernization Compare
    - These reports should be generated at year-end before the HQ year-end processing to ensure values being reported annually are different from the previous year values



# Additional Variance Check – FIMS Anomaly Reports

(continued)

- These four reports are to be run for your Site as part of your Validation
  - If the report finds no assets for your Site, continue with your validation
  - If assets are found for a data element, guidance requires that data element to be changed to **Red** for all your validated assets
    - This will require the Variance column to be changed to 'Yes' for that data element for all validated assets

**Note:** There may be exceptions. For example, a CAIS generated value increased but not enough to increase the value by a \$1. Therefore, the value reported for the past fiscal year and the current are the same.

Repair Needs: FY24 = \$502.03 and FY25 = \$502.49, reported as \$502

- An explanation will be required on the Validation form for these exceptions

# Data Validation Reporting Forms

- Care should be taken to **not** modify the Data Validation Reporting Forms
  - There are a multitude of macros and formulas that allow the forms to populate and calculate the scoring
- Also don't try to move or insert sheets within the forms, this will break the processing in the forms
- ■ Print the XRef sheet of each of the Data Validation Reporting Forms for the validation team members
  - Provides Facility #, Area Number, Area Name, Property ID, Property Type, Property Name, Status and Usage Description of the assets being validated
  - Facility # identifies which sheet in the form an asset resides on
  - Use to identify assets for the walkthroughs



# Key Points of Caution

- Desktop Validation Limitations
  - FIMS data is measured against other data sources, not against a full physical evaluation of the asset
- Source Data
  - The validation is only as good as the source data
  - The validation is only meaningful if the source data is accurate and trusted
- False Positives
  - A real possibility if the source data is out of date, incorrect or misinterpreted
- Time can be wasted if a Red score is achieved for a particular data element and the validation team continues to validate that data element for the remaining assets in the sample set. In this instance, the data element does not have to be validated for all assets.



# Data Correction During the Validation



- Data correction during the Validation is not allowed
- The Validation must be completed without correcting any data
- If time permits during your scheduled validation, a revalidation of yellow and/or red scored data elements may occur
  - Otherwise, these data elements are to be added to your Site Correction Action Plan (CAP)

# Revalidating During Your Validation

- **First**, complete your validation of all 5 forms/scorecards (if applicable) prior to making any corrections
  - These original scorecards are to be preserved
    - Rename each of the original forms/scorecards to append '-Original' to the end of the file name; i.e. DOE\_owned-Original.xlsx
- **To revalidate within the scheduled validation:**
  - Obtain an updated/corrected source document(s) from the SME
  - Update all FIMS assets with the corrected source document data
  - Generate new Data Validation Reporting Form(s)
  - Click on the "Revalidation" toggle button at the top of the Scorecard
  - Revalidate the corrected data element(s)
  - Rename forms/scorecard to append '-Revalidated' to the end of the file name; i.e. DOE\_owned-Revalidated.xlsx
- **Send both sets of forms/scorecards to HQPO and OAM (MA-50)**
  - Original and Revalidated

# Sample Revalidation Scorecard

Overall Scorecard Rating of FIMS Data				Verifications			
Status		Existing Asset Check		Bridge Safety Inspection	Bridge & Culvert	Public Access Roads	In-Situ
Status		Score		Score	Score	Score	Score
Corrective Action Plan Progress							
Data Element	Requirement*	Freq of Variance (FIMS vs. Source)	Score	Notes/Recommendations			
14	Replacement Plant Value	B, T, S	0%	GREEN	Revalidated		
15	Annual Actual Maintenance	B, T, S	0%	GREEN			
16	Annual Required Maintenance	B, T, S	0%	GREEN			
17	Functionality Assessment Date	B, T, S	0%	GREEN			
18	Modernization Cost	B, T, S	0%	GREEN			
19	Overall Asset Condition	B, T, S	0%	GREEN			
20	Historic Designation	B, T, S	0%	GREEN			
21	Excess Indicator	B, T, S	0%	GREEN			
22	Excess Date	B, T, S	0%	GREEN	Revalidated		
23	Estimated Disposition Year	B, T, S	0%	GREEN			
24	GSA Notification Submitted	B, T, S	0%	GREEN			
25	GSA Notification Accepted	B, T, S	0%	GREEN			
26	Outgrant Indicator	B, T, S	0%	GREEN			
27	Roads - Public Access Miles	S	0%	GREEN			
28	Roads - Public Access Lane Miles	S	0%	GREEN			
29	Year Built	B, T, S	0%	GREEN			
30	Adjustment - Capitalized	B, T, S	0%	GREEN			
31	Adjustment Cost	B, T, S	0%	GREEN			
32	Location	B, T, S	0%	GREEN			
33	Operating Cost	B, T, S	0%	GREEN			
General Comments and Recommendation		This is a revalidation of RPV and Excess Date.					

- Mark each data element
- List revalidated data elements in the General Comments
- Set the toggle at the top to 'Revalidation'

# Demo: Using Data Validation Reporting Forms



- Usage Code Variance
  - ❑ FIMS value: 400
  - ❑ Source Document value: 101
- Adjustments
  - ❑ Capitalized – Adjustment
  - ❑ Adjustment Cost
- Planning
  - ❑ Source Comments
  - ❑ In Plan?
- Location
  - ❑ GPS Locatable?

# DEMO: Manual Variance Change



- The Usage Code has a variance, the FIMS value and Source Value don't match
  - View Force Variance sheet of the DOE Owned Form
    - Note: Each of the Data Validation Reporting Forms has a Force Variance sheet for guidance
  - This causes a Variance on the FIMS generated RPV because Usage Code is used to determine the RPV Model
  - The Data Validation Reporting Form will have to be changed manually to show a Variance for RPV

Let's take a look at how this is done ....



# Demo: Grouping



- Review the process of selecting data on the Data Validation Reporting Forms and copying it to multiple sheets
  - Save time with populating the forms
  
- Group
- Copy
- Paste Values
- Ungroup

# Demo: FIMS Anomaly Report Variance Check



- Generate the FIMS Anomaly Reports
  - Report, Anomaly Report
- Review reports:
  - Anomaly 13 – DOE DM Compare
  - Anomaly 14 – FRPP RPV Compare
  - Anomaly 17 – FRPP RN Compare
  - Anomaly 19 – FRPP Modernization Compare
- Demo forcing variance for all validated assets for a data element

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# The Walkthrough Process

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## Lesson 13

# The Facilities Walkthrough

- It is critical that the review team see and touch some of the assets to verify source and FIMS data against the actual asset.
- The walkthrough is not a condition assessment survey, but more of a reality check
- Some facility knowledge is necessary, but the walkthrough relies more on observation and communication skills
- The walkthrough is performed in the later part of the validation process, after the desktop validation



# The Facilities Walkthrough (continued)

- After the Data Validation Reporting Forms are generated, pick a few of the assets being validated to visit
  - Recommend that a walkthrough be conducted on 30% of the assets selected for the validation
    - For a site validating 25 DOE owned assets and 5 DOE leased, Contractor leased and GSA assets, you should walkthrough 8-9 buildings/trailers/OSF
  - Include DOE leased assets, Contractor leased, GSA assets and land assets
  - No hard rules on which to select to walkthrough
  - This is not a detailed facility inspection, but to verify the actual conditions of a real property asset are consistent with the source document and FIMS data
  - Expect a walkthrough to take no more than 10 minutes per facility

# The Facilities Walkthrough (continued)

- Drive by as many of the remaining validated assets as practical
  - DOE owned
  - DOE leased
  - Contractor leased
  - GSA owned/leased
  - Withdrawn from public domain land
  - Verify:
    - The asset exists
    - Property Type
    - Status



# The Facilities Walkthrough (continued)

- Where practical, drive by the previous location of all the Disposed assets that are being validated
  - To confirm they are no longer on the site



# The Facilities Walkthrough (continued)

- To help confirm that all existing real property assets are recorded in FIMS, conduct an existing asset check
  - During the walkthroughs record the Property ID of
    - 10 assets not currently being validated
      - 5 buildings/trailers
      - 5 OSF
    - At the conclusion of the walkthrough, logon to FIMS and confirm the 10 assets exist in FIMS

**Note:** Knowledge of missing assets is to be disclosed at the beginning of the validation

This is important to get an understanding of the severity of the issue and for discussing a plan to add the assets



# The Facilities Walkthrough (continued)

- Prior to walkthrough: (continued):
  - Generate FIMS Standard Reports for all validated assets
    - For buildings,
      - DOE owned – 001 - Owned Building Complete Information Report
      - DOE leased, Contractor Leased, GSA owned and GSA leased – 002 - Ingrant Building Complete Information Report
    - For trailers,
      - DOE owned – 003 - Owned Trailer Complete Information Report
      - DOE leased and Contractor leased – 004 - Ingrant Trailer Complete Information Report
    - For OSF,
      - DOE owned – 005 - Owned OSF Complete Information Report
      - DOE leased and Contractor leased – 006 - Ingrant OSF Complete Information Report

# The Facilities Walkthrough (continued)

- Prior to walkthrough: (continued):
  - Generate FIMS Standard Reports for all validated assets (continued)
    - For Land,
      - DOE owned and withdrawn from public domain – 007 - Owned/Withdrawn Land Complete Information Report
      - DOE leased – 008 - Ingrant Land Complete Information Report
    - For Disposed
      - Print the sheet labelled XRef from the DOE Disposition Validation Reporting Form

# The Facilities Walkthrough (continued)

## Sample FIMS 001 - Owned Building Complete Information report

(FIMS 001) U.S. Department of Energy Facilities Information Management System Owned Building Complete Information Report Page 1 of 1  
01/20/2021

Field Office: 03 Chicago Site: 03003 Fermi Natl Accelerator Area: 001 Femilab

Property ID	Property Name	Usage Code	Excess Ind / Date	Est Disp Year
036	1 Sauk Blvd - Aspen East	300 Visitor Housing	No	8888

**Property**

Real Property Unique ID: 123978  
 Alternate Name: FE  
 HQ Program Office: SC  
 Status: Operating  
 Status Date:  
 Asset Type: 501 Buildings  
 Reporting Source: FRA Femilab Research Alliance  
 Historic Designation: Not Evaluated  
 Underlying Land Control: DOE Owned  
 Outgrant Indicator: No  
 Total No of Federal Employees: 0  
 Total No of Contractor Employees: 5  
 Office Workstations:  
 Hazard Category 1: 12 Not Applicable  
 Mission Dependency: Mission Dependent, Not Critical  
 Mission Dep Program: Office of Science (SC)  
 Core Capability - 1: SC16 Large-Scale User Facilities/R&D Facilities/Advanced Instrumentation  
 Using Organization: Department of Energy  
 Main Location: 60510 60510  
 Location City/State/Zip: Batavia IL  
 Location County: Kane  
 Location Congressional District: 14  
 Year Built: 1902  
 Year Acquired: 1969  
 Mission Unique Facility: Not Mission Unique

**Cost**

Initial Acquisition Cost: \$ 35,000  
 Capitalized: Yes  
 Estimate: No  
 Total Adjustments:  
 RPV: \$ 4,947,380 FIMS  
 RPV Model: E33 Lodge/Guest House (E33)  
 RPV Factor: 2.075  
 RPV Geographic Adjuster: 1.171

**Dimensions**

No of Floors: 4  
 Size: 17,117 Gross Square Feet  
 Usable Sqft: 12,113  
 Asset % Utilized: 100 %  
 Space Type Usable SF - Office: 3,028

**Condition**

Overall Asset Condition: Adequate  
 Modernization Cost: \$ 0  
 Functionality Assessment Date: 05/28/2020  
 Repair Needs: \$ 63,797  
 Deferred Maintenance: \$ 63,797  
 Inspection Date: 02/20/2020

**Maintenance**

Annual Required Maintenance:  
 Annual Actual Maintenance: \$ 164,340  
 Operating Cost:  
 Electricity Cost: \$ 170,642  
 Water/Sewer Cost: \$ 15,704  
 Gas Cost: \$ 2,769  
 Central Heating Cost: \$ 0  
 Central Cooling Cost: \$ 0  
 Janitorial Cost: \$ 0  
 Pest Control Cost: \$ 1,293  
 Refuse Cost: \$ 196  
 Recycle Cost: \$ 206  
 Grounds Cost: \$ 3,172  
 Snow Removal Cost: \$ 212  
 Hours of Operation per Week: 168

Red arrows identify items that can be verified on walkthroughs

# The Facilities Walkthrough (continued)



- Prior to walkthrough:
  - Schedule visit with site and tenant
    - If possible, go with site facilities representative familiar with the asset
  - Verify that no Personal Protective Equipment (PPE) is needed or simple PPE
    - If needed (hard hat, ear plugs, safety glasses) should be provided
- During the walkthrough:
  - Verify **Usage Code**
    - Most facilities have an obvious predominant usage
  - Verify **Asset % Utilized**
    - For DOE owned, DOE leased and Contractor leased buildings, trailers and OSF as well as GSA leased and GSA owned assets
    - Not necessary to count people or cubicles
    - Look for unused blocks of space or empty work areas

# The Facilities Walkthrough (continued)

- During Walkthrough: (continued)
  - Discuss utilization and usage (code) with building representative or tenant
  - Do a “sanity check” on **Repair Needs**
    - If there is minimal Repair Needs, does the asset look and feel well maintained?
      - Well lit and clean; no telltale water marks, dirty diffusers or possible mold?
      - Comfortable temperatures and humidity?
      - Carpets and paint look good?
      - Mechanical rooms look clean and their components in good repair.
      - Bathrooms functional and in decent shape?
      - Electric panels closed and inaccessible to unqualified individuals?

# The Facilities Walkthrough (continued)

- During Walkthrough: (continued)
  - Verify **Property Type** – is the asset recorded properly?
    - Ensure assets reported as Buildings and Trailers are fully enclosed
      - OSF assets may have missing walls or a missing roof
    - Verify that trailers triple-wide or larger or modular buildings are reported as Buildings, not Trailers
  - Check for **Status** misclassification
  - Does the **Size** seem accurate and the **No of Floors**?
  - Verify that multiple buildings and/or trailers assets are not being reported as one single record in FIMS
  - Randomly select and verify other data (such as **Year Built**, **Excess Indicator** and **Occupant data**) from the FIMS complete information reports

# The Facilities Walkthrough (continued)

- After the Walkthrough:
  - Document any apparent data element discrepancies on the Data Validation Reporting Forms and rescore data element(s) by changing the variance, if needed
    - False positives are often identified during walkthroughs
      - A real possibility if the source data is out of date, incorrect or misinterpreted
  - Add facility walkthrough notes to the Data Validation Reporting Forms
  - **Discrepancies found during a walkthrough take precedence over the desktop validation**

# Bridge, Tunnel and Culvert Walkthrough Verification

- Drive by every train bridge, vehicle bridge, pedestrian bridge, tunnel, and culvert to verify **Usage Code** and **Status**
- ➔ ■ Utilize the Verification tab from the Bridge Validation Reporting Form for a list of these assets
- Confirm that bridges with a shutdown status have some combination of barrier, signage, flagging or other means of preventing bridge access



# Lesson 12 Exercise 3 Walkthrough results



## Review the following scenarios and address the questions

1. A walkthrough is conducted on a DOE owned building, Property ID Bldg 001. FIMS indicates the Asset % Utilized is 100% and that matches the source documentation. However, during the walkthrough it appears that only 50% of the warehouse is being utilized and the Facility Manager has stated during the walkthrough that it is never more than 50% utilized at any time during the year. The Status in FIMS reflects the warehouse is operating and that seems accurate based on what you have seen. What data element(s) does this impact for the validation?
2. As part of the walkthrough, you are driving by the remaining assets in your sample set. You have come across one building that was demolished 12 months ago. FIMS indicates the building is 0% utilized but the Status is operating. What data element(s) does this impact for the validation?
3. During the walkthrough, you discover that one asset has been mistakenly classified as a building in FIMS when it should be classified as an OSF. What changes would be required to the DOE Owned Validation Reporting Form?

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# Scorecarding

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## Lesson 14

# Scorecarding

- Scorecard reporting is:
  - Compact and conveys results quickly
    - One page summary of findings
  - To be finalized during the validation
  - Focuses attention on the facts and findings

Program: [Program Name] Dates of Validation: [Validation Dates]				
<input checked="" type="radio"/> Original <input type="radio"/> Revalidation				
Overall Scorecard Rating of FIMS Data			Existing Asset Check	
Status			Score	
Corrective Action Plan Progress				
Data Element	Requirement*	Freq of Variance (FIMS vs. Source)	Score	Notes/Recommendations
1 Ownership	B, T, S	0%	GREEN	
2 Usage Code	B, T, S	0%	GREEN	
3 Property Type	B, T, S	0%	GREEN	
4 Status	B, T, S	0%	GREEN	
5 Size <sup>PM</sup>	B, T, S	0%	GREEN	
6 Space Type Usable SF - Office	B, T, S	0%	GREEN	
7 No of Floors	B, T, S	0%	GREEN	
8 Repair Needs <sup>PM</sup>	B, T, S	0%	GREEN	
9 Deferred Maintenance <sup>PM</sup>	B, T, S	0%	GREEN	

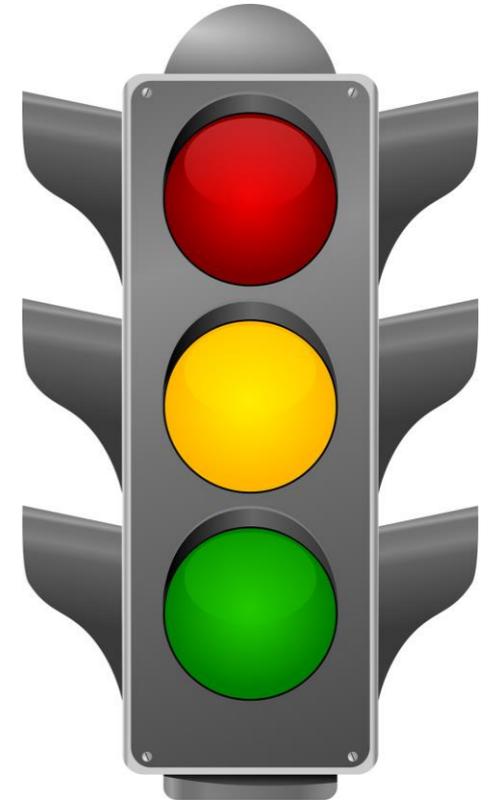
# FY2025 FIMS Validation

- Five scorecards will be generated
  - ❑ 1 – DOE owned buildings, trailers and OSF
  - ❑ 2 – DOE leased and Contractor leased buildings, trailers and OSF as well as GSA owned and leased assets
  - ❑ 3 – Land – DOE owned, DOE leased and withdrawn from public domain
  - ❑ 4 – DOE Disposition – Disposed Assets
  - ❑ 5 – DOE Bridge – Controlled and public access railroad and vehicular bridges



# The Scorecard Stop Light

- A scorecard is a stop light chart
  - Green – Go and continue to do great things
    - Few if any defects noted (as measured in the frequency of variance)
  - Yellow – Proceed with caution
    - Some defects noted but not deemed to be affecting overall FIMS data quality
    - There is an opportunity for improvement or at least monitoring
  - Red – Stop and address a problem
    - Defects noted affect the quality of the data
    - Corrective action required



# Scorecard Form

- Combined and automatically generated in the Data Validation Reporting Forms
  - Look for the sheet labelled Scorecard



Site OpCost	Adjustments	Planning	Location	FIMS	XRef	<b>Scorecard</b>	Scorecard Ratings	Force Variance	Adj-All
-------------	-------------	----------	----------	------	------	------------------	-------------------	----------------	---------

# Sample Scorecard

Program: [Program Name] Dates of Validation: [Validation Dates]					
<input checked="" type="radio"/> Original <input type="radio"/> Revalidation					
Overall Scorecard Rating of FIMS Data		Existing Asset Check			
Status		Score			
Corrective Action Plan Progress					
Data Element	Requirement*	Freq of Variance (FIMS vs. Source)	Score	Notes/Recommendations	
1	Ownership	B, T, S	0%	GREEN	
2	Usage Code	B, T, S	0%	GREEN	
3	Property Type	B, T, S	0%	GREEN	
4	Status	B, T, S	0%	GREEN	
5	Size <sup>PM</sup>	B, T, S	0%	GREEN	
6	Space Type Usable SF - Office	B, T, S	0%	GREEN	
7	No of Floors	B, T, S	0%	GREEN	
8	Repair Needs <sup>PM</sup>	B, T, S	0%	GREEN	
9	Deferred Maintenance <sup>PM</sup>	B, T, S	0%	GREEN	

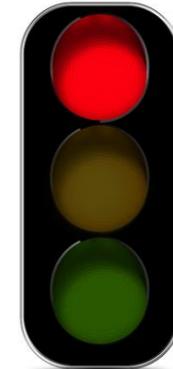
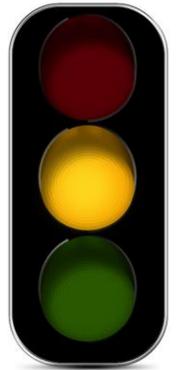
**Green** – No more than a 5% Frequency of Variance

**Yellow** – Greater than 5% but no more than 10% Frequency of Variance

**Red** – Greater than 10% Frequency of Variance

# Status Score

- To score **Green**:
  - All performance measures are green
  - And, no more than two of the remaining data elements are yellow
- A score of **Yellow** is received if:
  - If one or more performance measures are yellow
  - Or, no more than one of the remaining data elements are red
- A score of **Red** is received
  - If one or more of the performance measures result in a red rating
  - Or, more than one of the remaining data elements are red



**Performance Measures:** Annual Actual Maintenance, Annual Rent, Asset % Utilized, Deferred Maintenance, Operating Cost (site level), RPV, Repair Needs and Size

# Sample DOE Owned Scorecard

Program: [Program Name] Dates of Validation: [Validation Dates]					
<input checked="" type="radio"/> Original <input type="radio"/> Revalidation					
Overall Scorecard Rating of FIMS Data			Existing Asset Check		
Status			Score		
Corrective Action Plan Progress					
Data Element	Requirement*	Freq of Variance (FIMS vs. Source)	Score	Notes/Recommendations	
1	Ownership	B, T, S	0%	GREEN	
2	Usage Code	B, T, S	0%	GREEN	
3	Property Type	B, T, S	0%	GREEN	
4	Status	B, T, S	0%	GREEN	
5	Size <sup>PM</sup>	B, T, S	0%	GREEN	
6	Space Type Usable SF - Office	B, T, S	0%	GREEN	
7	No of Floors	B, T, S	0%	GREEN	
8	Repair Needs <sup>PM</sup>	B, T, S	0%	GREEN	
9	Deferred Maintenance <sup>PM</sup>	B, T, S	0%	GREEN	

The Status score is included in all Scorecards

# Corrective Action Plan Progress Score

- If a Corrective Action Plan (CAP) was developed as a result of the previous fiscal year's validation, this score will represent the site's efforts to manage the CAP and implement improvements to the FIMS data since their last validation
- If no CAP is in place for a site on a particular scorecard, the score will be 'N/A' (not applicable)



# Corrective Action Plan Progress Score (continued)

- **Green** – results-oriented CAP in place with goals and necessary resources to implement
  - CAP goals are being met
  - Significant improvement in data quality since last validation
- **Yellow** – indication that limited, positive efforts are being taken to address the CAP
  - Progress is slipping on meeting the CAP goals
  - Some improvement in data quality since last validation
- **Red** – indication that CAP is not being managed and implemented
  - Goals in the CAP are not being met
  - Minimal improvement in data quality since last validation

# Sample DOE Owned Scorecard

Program: [Program Name] Dates of Validation: [Validation Dates]				
<input checked="" type="radio"/> Original <input type="radio"/> Revalidation				
Overall Scorecard Rating of FIMS Data			Existing Asset Check	
Status			Score	
Corrective Action Plan Progress				
Data Element	Requirement*	Freq of Variance (FIMS vs. Source)	Score	Notes/Recommendations
1 Ownership	B, T, S	0%	GREEN	
2 Usage Code	B, T, S	0%	GREEN	
3 Property Type	B, T, S	0%	GREEN	
4 Status	B, T, S	0%	GREEN	
5 Size <sup>PM</sup>	B, T, S	0%	GREEN	
6 Space Type Usable SF - Office	B, T, S	0%	GREEN	
7 No of Floors	B, T, S	0%	GREEN	
8 Repair Needs <sup>PM</sup>	B, T, S	0%	GREEN	
9 Deferred Maintenance <sup>PM</sup>	B, T, S	0%	GREEN	

The Corrective Action Plan Progress score is included in all Scorecards

# Scoring the Existing Asset Check

- After verifying that the 10 recorded properties from the walkthrough are in the FIMS database, change the Existing Asset Check score on the DOE Owned scorecard as follows:
  - ❑ **Green** if all 10 assets are found in FIMS
  - ❑ **Red** if one or more of the 10 assets are not in FIMS

Program: [Program Name] Dates of Validation: [Validation Dates]	
<input checked="" type="radio"/> Original <input type="radio"/> Revalidation	
Overall Scorecard Rating of FIMS Data	Existing Asset Check
Status	Score
Corrective Action Plan Progress	



# Missing Asset Check Status Score Adjustment

- The Status score on the DOE Owned Scorecard must be adjusted if a **Red** score based on the following

If current Status score is:	Number of Missing Assets	Adjust Status score to:
Green	1 or 2	Yellow
Yellow	1 or 2	Red
Green or Yellow	3 or more	Red

# Disposition Scorecard Status Score

After validating the data, confirming excess screening and checking that all Disposed assets no longer exist, update the Status to one of the following

DOE DISPOSITION FIMS VALIDATION SCORECARD				
[SITE NAME] Program: [Program] Dates of Validation: [Validation Dates]				
<input checked="" type="radio"/> Original <input type="radio"/> Revalidation				
Overall Rating of FIMS Disposition Data				
Status				
Corrective Action Plan Progress				
Data Element	Requirement*	Freq of Variance (FIMS vs. Source)	Score	Notes/Recommendations
1 Disposition Date	B, T, S, L	0%	GREEN	
2 Disposition Method	B, T, S, L	0%	GREEN	
3 Excess Indicator	B, T, S, L	0%	GREEN	
4 Excess Date	B, T, S, L	0%	GREEN	
5 Sales Price	B, T, S, L	0%	GREEN	
6 Net Proceeds	B, T, S, L	0%	GREEN	
General comments and recommendations:				
* B = Buildings, T = Trailers, S = Structures, L = Land				

**Green** – All Disposition data elements are green and all assets have been excess screened as well as confirmed as being disposed

**Yellow** – If any disposition data is yellow and no data element is red

**Red**– If any disposition data element is red or an asset is found to still be on the Site, or an asset was not excess screened

# Bridge Scorecard Status Score

DOE BRIDGE VALIDATION SCORECARD / COMPLIANCE REVIEW				
Site: [SITE NAME] Program: [Program Name] Dates of Validation: [Validation Dates]				
Overall Scorecard Rating of FIMS Bridge Data		Verifications		
		Walkthrough	FIMS Document Module	Public Access Roads
Status			Score	Score
Corrective Action Plan Progress	N/A for FY23			
FIMS Data Element	Frequency of Variance (FIMS vs. Source)	Score	Notes/Recommendations	
1	Routine Inspection Date	0%	GREEN	
2	Routine Inspection Frequency	0%	GREEN	
3	Special Inspection Date	0%	GREEN	
4	Special Inspection Frequency	0%	GREEN	
5	Underwater Inspection Date	0%	GREEN	
6	Underwater Inspection Frequency	0%	GREEN	
7	Posted Load Rating/Restrictions	0%	GREEN	
8	Load Rating Date	0%	GREEN	
9	Scour Evaluation	0%	GREEN	
10	Scour Critical Plan of Action	0%	GREEN	
11	Seismic Vulnerability Evaluation	0%	GREEN	
12	Traffic Volume Data	0%	GREEN	
13	No of Lanes on Structure	0%	GREEN	
14	Size	0%	GREEN	
15	Status	0%	GREEN	
16	Usage Code	0%	GREEN	
17	Year Built	0%	GREEN	

**Green** – All bridge data elements are Green and have been verified for accuracy. All bridge source documents are stored in the FIMS Document Module.

**Yellow** – All bridge data elements are Green but the bridge verification check and/or FIMS Document Module score was Red.

**Red**– Any bridge data element is not "Green". Data elements are determined to be inaccurate and/or bridge source documents are not stored in the FIMS Document Module.

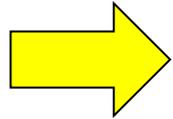
# Finalizing the Scorecards

- On the Scorecard sheet
  - Update the header information for
    - Site Name
    - Program
    - Dates of Validation
  - To record the scores, simply type Green, Yellow or Red in the appropriate cell
    - This will color the cell background appropriately
  - **Add General Comments and Recommendations**



# When Your Status Score is RED

- If a Site Status score is **Red** on any of the 5 scorecards, the site is required to develop a Corrective Action Plan (CAP) within 15 days of the validation
  - CAP is only required for data elements that cannot be revalidated within the scheduled validation period
  - For Dispositions, this should include reviewing/updating a Site's procedures/processes for disposed assets to correct the issue
- **There should be one CAP plan for a site**
  - **If an open CAP exists from a previous year, add to that one – don't create a new one**



# When Your Status Score is RED (continued)

- A copy of the CAP is to be delivered to the Site Office, HQ Program Office and OAM
- The HQ Program Office will oversee the execution of the plan and provide semi annual updates until corrective actions are complete
- The Site Status score will remain **Red**, until all items outlined in the CAP have been fully implemented and completed
- Once the CAP is fully implemented and completed, the Site may choose to revalidate to improve their Status score
- A schedule/date for the revalidation should be provided to the Site Office/HQ Program and OAM
  - Revalidation is required to be completed before August 29, 2025

# When Your Status Score is RED (continued)

- Revalidation is only required for those data elements that scored either **Red** or **Yellow**
  - To Revalidate, just generate a new validation form by running the appropriate FIMS standard report and validate just those data elements that were scored **Red** or **Yellow**
  - Data elements that originally scored **Green** are not required to be revalidated
- If **Red** or **Yellow** scored data elements cannot be corrected by 8/29/2025 (i.e. Condition Assessment Surveys not within 5 year cycles)
  - Justify in the CAP
  - Revalidation will not be required, yearly validations will continue

# Corrective Action Plan (CAP)

- All sites must use the Standard CAP template found on FIMS website at

<https://fims.doe.gov/fimsinfo/doc.html>

Corrective Action Plan (CAP)									
Site Name: SRS		FIMS Administrator: Bill Adams			Date CAP Opened: 5/2/2020				
					Date CAP Closed: 5/2/2021				
<input type="button" value="Click to Add Line"/>									
Scorecard	Data Element	Rating	Subject Matter Expert and Contact Information	Validation Date	Planned Date to Mitigate	Actual Date Mitigated	Explain Data Issue	Explain Corrective Action	Cause of Issue
EXAMPLE Owned	Asset % Utilized	Red	Will Smith, will.smith@hq.doe.gov 555-555-5555	4/6/2020	10/21/2020	12/12/2020	EXAMPLE: Site did not conduct the Annual Utilization Survey for 10 assets	EXAMPLE: Site will review why these 10 assets did not have a Utilization Survey. Site will update process after findings to ensure the utilization survey is conducted on all assets	EXAMPLE: Discovered the zone manager for these 10 assets did not turn in his paperwork to the SME

#### Instructions:

- Fill in the **Site Name**, **FIMS Administrator**, and **Date CAP Opened** at the top of this form.
- Click the **Click to Add Line** button to insert a row. Select the **Scorecard**, **Data Element** and **Rating** for the data element that has data problems from the picklists.
- Enter the **Subject Matter Expert**, **Validation Date**, **Planned Date to Mitigate**, **Explain Data Issue**, and **Explain Corrective Action**.
- Send to your Site/Field Office, Headquarters Program Office and Adam Pugh, MA-50 (adam.pugh@hq.doe.gov) within 15 days of the completion of your Validation.
- Once mitigated, complete **Date CAP Closed**, **Actual Date Mitigated** and **Cause of Issue**. Resend completed CAP to contacts listed in #4 above.
- Only one CAP should exist per Site/HQ Program Office (HQ PO). If an open CAPS exists, please add to it. Do not create multiple CAPS per Site/HQ PO or fiscal

# Lesson 14 Exercise 4



- Review the follow scenarios and determine the Scorecard Status and Corrective Action Plan Progress ratings

# Lesson 14 Exercise 4



- DOE Site South:
  - All data elements found to have less than a 5% frequency of variance except:
    - RPV – Other
      - The OSF RPVs were inflated in FY25 using the RS Means Any City Inflator
      - The site lacks a source document to show the initial RPV calculations

**Status:** \_\_\_\_\_ **Corrective Action Plan Progress:** \_\_\_\_\_

# Lesson 14 Exercise 4



- DOE Site West:
  - All data elements found to have less than a 5% frequency of variance except:
    - Adjustment Cost
      - Source document was produced from FIMS and signed by Accounting
    - Asset % Utilized is found to not be consistently applied through an annual utilization survey process
      - Will be corrected in 60 days
    - Historic Designation was loaded in the system based on an educated analysis. A request has been submitted to the State Historical Preservation Officer
      - FIMS will be updated once the report is received from the SHPO

**Status:** \_\_\_\_\_ **Corrective Action Plan Progress:** \_\_\_\_\_

# Lesson 14 Exercise 4



- DOE Site North:
  - Size, Repair Needs, Deferred Maintenance and Asset % Utilized all had no detected frequency of variance
  - RPV, Operating Cost and Annual Actual Maintenance had a frequency of variance of under 5%
  - Usage Code and Status had a frequency of variance of 7% and 10% respectively
  - All remaining data elements had no variances
  - The existing asset check uncovered 3 assets that were not found in FIMS
  - FY24 Corrective Action Plan was to address Usage Code which had a frequency of variance of 32%

**Status:** \_\_\_\_\_ **Corrective Action Plan Progress:** \_\_\_\_\_

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# Follow Up Actions and Outbrief

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## Lesson 15

# Follow Up Actions: Address Shortcomings and Close the Loop

- Identify the source and scope of the problem with a site's data
  - Complexity
  - Extent
- Determine which data source is correct
  - Verify the source data versus the FIMS data
- Investigate beyond the sample set
  - High frequency of variance can indicate a problem across a site's data set
  - It is OK to drill further to help diagnose a problem as long as time permits

# Retention of Information

- What should be kept?
  - Completed Data Validation Reporting Forms
  - Source Documents
  - Source Documentation Worksheet
  - Corrective Action Plan (CAP)
- How long?
  - No less than five years
    - Allows trending and identifying areas for improvement
    - Aligns with RPAM quality assurance goals and inspection periods
- Who should keep?
  - Site and/or Field Office
  - Validation materials should remain with FIMS
    - Should transfer from Contractor to Contractor



# Outbrief

- **Optional**

- Outbrief meeting to site management and staff

  - Validation scorecards

  - Recommendations for follow-up actions

    - Further validation

    - Changes to FIMS information

    - Timeline for rectifying issues

- Disagreements

  - Capture and document disagreements with validation findings and recommendations for results

# Outbrief – Sample Presentation

- Sample Inbrief/Outbrief Template
  - Combined
- Available under the Data Validation topic at <https://fims.doe.gov/fimsinfo/doc.html>
  - Prior to the Outbrief meeting, the presentation must be edited to replace the underlined, italic text with the appropriate information



# FIMS Validation Training Course

