

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #:11-04**

Requestor Name:	Cindy Hunt	Date:	02/11/2011	Affiliation:	
Email Address:	Cynthia. Hunt@hq.doe.gov	Phone No:	202-586-4539	DOE	X
				Contractor	
Proposed Change:	<p>Provide the capability to capture site-level actual maintenance costs, direct and indirect, on a quarterly basis.</p> <ol style="list-style-type: none"> 1) On the Administration tab, create for each of the four quarters in a year QMR-Planned and QMR-Actual fields for both direct and indirect maintenance costs. 2) Provide the flexibility to enter QMR-Planned either quarterly or annually according to Program requirements. 3) For multi-program sites, provide fields for each Program associated with the site to entry data independently. 4) For multi-program sites, FIMS should "add up the numbers" to display site totals. 5) Develop standard reports in support of site/program/Departmental reporting requirements. 6) Develop a standard data upload process that allows population of quarterly data for multiple sites for LM. 				
Justification:	<p>DOE O 430.1B, Real Property Asset Management, established the reporting requirement. Using FIMS to fulfill the quarterly maintenance reporting requirement capitalizes on the capabilities of a web-based database over individual spreadsheets and relies on a single location for OECM reporting.</p> <p>Background: Conference Report 108-10 accompanying the Consolidated Appropriations Resolution of 2003 directed the Department to ensure that adequate funds are budgeted for facility maintenance and disposition, and that the amounts reported in the Integrated Facilities and Infrastructure crosscut budget are expended solely for these purposes. Additionally, the Committee requested DOE to submit a report of actual maintenance expenditures annually. Currently, DOE struggles to meet this requirement through quarterly maintenance reporting and production of an annual report. Annual Actual Maintenance costs currently recorded in FIMS at the asset-level in support of fiscal year reporting, do not provide quarterly subtotals.</p>				
Please Do Not Type Below This Line					
Remarks by FAC:	<p>02/16/2011 - Currently under review by the FAC.</p> <p>05/12/2011 – FAC Not Recommended</p> <p>08/31/2011 – FDDC Not Approved</p>				

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #:**

Site Info
Site Number: 10014
Site Name: Pacific Northwest National Lab

Field Office: Oak Ridge Ofc
Site Name: Pacific Northwest National Lab

Site Level - Planned Maintenance & Repair Cost

		Q1	Q2	Q3	Q4	Total	Annual
EM	Direct						
	Indirect						
NNSA	Direct						
	Indirect						
SC	Direct						
	Indirect						
Totals							
Site	Direct						
	Indirect						

NOTES:

1. Displays only Programs associated with the site.
2. Each Program has the ability to enter its planned cost for the site.
3. FIMS will “add up the numbers” for multi-program sites to display site totals.
4. Distribution of Annual Planned Maintenance is at Program discretion.

Figure 1 – Proposed “Site-Level Planned Maintenance & Repair Cost” Screen

U. S. Department of Energy
 Facilities Information Management System
 Request for Change
 Change Request #:

FIMS Property Administration Reports

Pop Query **Site** Area Users My Profile Tables Upload Msg Board

Site Info Site Number: 10014 Site Name: Pacific Northwest National Lab

Field Office: Oak Ridge Ofc
 Site Name: Pacific Northwest National Lab

Actual Maintenance & Repair Cost – The cost recorded during the quarter for maintenance and repair of buildings, real property trailers, and OSFs.

Site Level - Actual Maintenance & Repair Cost		Q1	Q2	Q3	Q4	Totals
EM	Direct	_____	_____	_____	_____	_____
	Indirect	_____	_____	_____	_____	_____
NNSA	Direct	_____	_____	_____	_____	_____
	Indirect	_____	_____	_____	_____	_____
SC	Direct	_____	_____	_____	_____	_____
	Indirect	_____	_____	_____	_____	_____
Totals						
Totals		Q1	Q2	Q3	Q4	Totals
Site	Direct	_____	_____	_____	_____	_____
	Indirect	_____	_____	_____	_____	_____

United States Department of Energy - FIMSWeb Version 1.35
 For more information [Contact Us](#) View [FIMS Rules of Behavior](#)
View [Privacy Statement](#)

Figure 2 – Proposed “Site-Level Actual Maintenance” Screen

Complete form and email to Roger Johnson (roger.johnson@orau.gov)
 Form can be downloaded from the FIMS website: <http://fimsinfo.doe.gov/downloads.htm>

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #:
Supplemental Information**

Entering Planned Cost:

Site Activity

1. By the end of the 1st quarter, the site FIMS Administrator populates the FIMS site-wide quarterly planned maintenance and repair fields, both direct and indirect, by funding program.
2. Site FIMS Administrator notifies Headquarters Program when the cost has been populated in FIMS.
3. Multi-program sites must coordinate data entry.

Headquarters Activity

1. On the first day of the 3rd quarter, OECM “locks” planned maintenance and repair cost fields for the current fiscal year.

Entering Actual Cost:

Site Activity

1. The site FIMS Administrator populates the FIMS site-wide quarterly actual maintenance and repair cost fields, both direct and indirect, by funding program as specified by their Program Office. Adjustments for any changes in year-to-date costs may be included.
2. Site FIMS Administrator notifies Headquarters Program when the cost has been populated in FIMS.
3. Multi-program sites must coordinate data entry.

Headquarters Activity

1. Within 45 days after the end of the quarter, HQ Program Office runs standard Quarterly Maintenance Report(s) from FIMS and submits to OECM. Submittal should include standard FIMS report for Program execution and a brief explanation for an under-execution variance or an over-execution variance of greater than 20%.
2. On the 45th day after the end of the quarter, OECM “locks” previous quarter actual cost fields.
3. OECM scores programs on execution rate.

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #:
Supplemental Information**

Standard FIMS Reports will be developed to:

- evaluate planned versus actual costs at site, Program or Department levels
- evaluate execution rate against quarterly and/or annual planned cost
- demonstrate execution rate and evaluate progress using “Red”, “Yellow”, or “Green” indicators based on MA F&I Quarterly Performance Report standards ($\geq 90\%$ is “Green” for Q1 thru Q3; $\geq 95\%$ is “Green” for Q4)

Expectations for Reporting Guidance:

Guidance for quarterly maintenance reporting will be included in OECM’s annual Real Property Deferred, Actual, and Required Maintenance Reporting Requirement memo. The FIMS User’s Guide and FIMS Reporting Guide will be updated.

Uses of Data:

The site-level Actual Maintenance and Repair Cost reported for the 4th quarter will be used for Annual Maintenance Report to Congress.

Proposed Definitions for Data Dictionary:

Site-Level Actual Maintenance and Repair Cost: The cost for maintenance and repair of buildings, real property trailers, and OSFs during the quarter.

Site-Level Planned Maintenance and Repair Cost: The dollar amount included in the most recent Budget Request to Congress and planned for expenditure to accomplish maintenance and repair of real property during the fiscal year.