

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #: 13-10**

Requestor Name:	Cindy Hunt	Date:	3/6/2013	Affiliation:	
Email Address:	Cindy.Hunt@hq.doe.gov	Phone No:	202-586-4539	DOE	X
Man Hours to Implement:	8 Hours	HQ Program Ofc:	MA	Contractor	
Proposed Change:	Update Standard Report 201, Existing and Planned Leases for Buildings and Trailers to improve selection of Planned Actions.				
	Current List of Planned Actions		Proposed List of Planned Actions		
	Acquisition	Initiation of a new lease for real property asset(s) to satisfy Departmental needs in support of mission requirements.	Acquisition	Initiate a new lease for real property asset(s) to satisfy Departmental needs in support of mission requirements.	
	Expire	Lease will come to an end automatically when the fixed term runs out.	Expire	Lease will come to an end automatically when the fixed term runs out.	
	Extend	Execute an agreement to prolong the duration of the lease beyond the original term (up to 1 year).	Extend	Execute a lease modification or amendment to prolong the duration of the lease beyond the original term and / or to revise the terms of an existing lease.	
	Holdover	Remain in possession of leased property after the expiration of the lease term with no binding agreement in place (i.e. tenancy at sufferance).	Renew	Exercise the lease option that provides specifications under which the leaseholder can extend the original lease term for an additional, specified time and rate (rent).	
	Renew	Exercise the lease option that provides specifications under which the leaseholder can extend the original lease term for an additional, specified time and rate (rent).	Superseding Lease	Execute a lease modification or amendment during the original term to revise the terms of agreement of an existing lease.	
	Terminate	Exercise lease option to end the agreement.	Succeeding Lease	Execute a new agreement with new terms for an existing leased property when no other properties will fulfill the need.	
			Terminate	Exercise lease option to end the agreement.	

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Justification:	Proposed list of planned actions provides a more complete list of discrete actions.
Please Do Not Type Below This Line	
FAC Remarks:	03/20/2013 – FAC Recommended
OAPM Remarks:	06/20/2013 – OAPM Approved
FDDC Remarks:	
Implemented:	01/23/2014 – Implemented into FIMS v2.13