

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #: 13-17**

Requestor Name:	Carmelo Melendez	Date:	06/04/2013	Affiliation:	
Email Address:	Carmelo.melendez@hq.doe.gov	Phone No:	202-586-4502	DOE	X
Man Hours to Implement:		HQ Program Ofc:	MA	Contractor	
Proposed Change:	<p>This change would create a new module in FIMS to collect data related to anticipated acquisitions of real property (before beneficial occupancy). The data will be required for buildings and trailers with a predominate use of office or warehouse, including DOE Owned, DOE Leased, GSA Owned and GSA leased assets and will be required for new assets and expansions of existing assets. The module will ALLOW entry of data pertaining to buildings or trailers in other usages BUT ENTRY OF SUCH DATA WILL BE OPTIONAL. The module would include a new entry screen for collecting data related to anticipated acquisitions and upload capability and online search capability would also be available.</p> <p>The attached table lists the data elements the new module would include. Upon beneficial occupancy, users would click on a button that would transfer the data in the anticipated acquisitions module into the FIMS active database, automatically establishing the new record in FIMS and populating the data elements already entered in the anticipated acquisition module. This functionality would ease initial data entry when beneficial occupancy is reached (the point an asset building becomes real property and is required to be entered into FIMS).</p>				
Justification:	<p>The Office of Management and Budget (OMB) Management Procedures Memorandum No. 2013-02 (attached) directed agencies to triennially produce and annually update a plan related to office and warehouse real property acquisitions and evaluate its performance against that plan annually. Departments in years subsequent to FY 2012 may not increase their total combined owned, leased, or GSA predominant office or warehouse gross building area over a FY 2012 baseline. To cost effectively accomplish this, the Department needs to track planned and actual office and warehouse acquisitions along with dispositions in the same database.</p>				
Please Do Not Type Below This Line					
Remarks by FAC:	06/13/2013 – FAC Approved				
Remarks by OPAM:	7/02/2013 – Recommend Approval				
Remarks by FDDC:	7/02/2013 – FDDC Approved				
Implemented:	7/31/2013 – Implemented into FIMS v2.10. Upload, archive and transfer to FIMS capability will be deployed on a future FIMS release.				

ATTACHMENT

Element Name	Description	How OAPM will use the data	Attribute
Real Property Unique ID	System assigned	To anchor searches.	FDCC Approved Required
Field Office	The FIMS field office associated with the anticipated location of the new or expanded asset.	Used to properly identify the field office of the asset and will facilitate the transfer to the active FIMS database.	FDCC Approved Required
Site	The FIMS site associated with the anticipated location of the new or expanded asset. If the site is not yet in FIMS, contact the FIMS Hotline to establish the new site.	To understand better if and how sites intend to grow over the short term.	FDCC Approved Required
Area	The FIMS area associated with the anticipated location of the new or expanded asset. If the area is not yet in FIMS, users would have to create it as they normally would.	Field is for sites use only. Will facilitate the transfer to the active FIMS database.	FDCC Approved Required
Property ID	Same as the Property ID in the FIMS Data Dictionary. For GSA Owned and GSA Leased assets, use the Real Property ID from the occupancy Agreement and shown on the GSA rent bill.	To ease communication with programs and sites about asset-specific plans.	FDCC Approved Required
Property Type	Same as the Property Type in the FIMS Data Dictionary for buildings, trailers, and OSF's.	To isolate plans related to buildings, trailers and OSF's.	FDCC Approved Required
Property Name	Same as the Property Name in the FIMS Data Dictionary	To ease communication with programs and sites about asset-specific plans.	FDCC Approved Required
Usage Code	Same as the Usage Code in the FIMS Data Dictionary. For building additions, estimate predominance based on the anticipated configuration of the entire asset after completing the project based on anticipated building areas.	To isolate plans related to predominant office or warehouse uses. Required by OMB.	FDCC Approved Required
Ownership	Same as the Ownership in the FIMS Data Dictionary.	To isolate plans related to DOE owned, DOE leased, GSA owned, and GSA leased.	FDCC Approved Required
Initial Acquisition Cost/Annual Rent	Users would input the estimated final acquisition cost of the asset if it is DOE Owned; the annual first year rent for assets that are DOE Leased, GSA Owned or GSA Leased.	To estimate future maintenance funding requirements.	FDCC Approved Required
Program	Same as the Program in the FIMS Data Dictionary	To ease communication with programs and sites about asset-specific plans.	FDCC Approved Required
Main Location	Same as Main Location in the FIMS Data Dictionary.	To identify assets associated with a particular site not physically located with preponderance of real property aligned with that site.	FDCC Approved Required
City	Same as City in the FIMS Data Dictionary.	To identify assets associated with a particular site not physically located with the preponderance of real property at that site. Required by OMB.	FDCC Approved Required
County	Same as County in the FIMS Data Dictionary.	To identify assets associated with a particular site not physically located with the preponderance of real property aligned with that site. Required by OMB.	FDCC Approved Required

ATTACHMENT

Element Name	Description	How OAPM will use the data	Attribute
State	Same as State in the FIMS Data Dictionary.	To identify assets associated with a particular site not physically located with the preponderance of real property at that site. Required by OMB.	FDDC Approved Required
Zip Code	Same as Zip Code in the FIMS Data Dictionary.	To identify assets associated with a particular site not physically located with the preponderance of real property at that site. Required by OMB.	FDDC Approved Required
Congressional District	Same as Congressional District in the FIMS Data Dictionary.	Facilitates communication with Congressional offices about construction planned within their districts.	FDDC Approved Required
Estimated Disposition Year	Although most records will have null values, when sites know even at acquisition when disposition of the owned asset or termination of the lease will occur, this field will have a future fiscal year value conforming with Estimated Disposition Year in the FIMS Data Dictionary.	To allow for more accurate building area projections, especially with regard to assets required for short periods of time like trailers.	FDDC Disapproved Optional
Anticipated Disposition Method	Although most records will have null values, when sites know even at acquisition when disposition of the owned asset or termination of the lease will occur, this field will have a value conforming with Anticipated Disposition Method in the FIMS Data Dictionary.	To facilitate projections supporting the Asset Revitalization Initiative and identify sale opportunities that may yield net proceeds.	FDDC Disapproved Optional
Beneficial Occupancy Year	The year the site anticipates taking beneficial occupancy of the asset.	To identify when the Department will need spare square feet. Required by OMB.	FDDC Approved Required
Net Usable Sqft	For DOE Owned buildings, same as Net Usable Sqft. For GSA occupancy agreements, same as Assigned Usable Square Feet in the GSA occupancy agreement.	To isolate plans related to space with predominant office or warehouse use in DOE Owned or GSA furnished space.	FDDC Approved Required
Gross Sqft	For DOE Owned building and trailer assets, same as Gross Sqft. The entered values should appear in the most mature planning document relevant to the acquisition. For building additions, enter the magnitude of the new additional square feet only.	For conserving square feet tallies for space with predominant office or warehouse use in DOE Owned buildings or trailers.	FDDC Approved Required
Rentable SF	For DOE Leased building and trailer assets, same as Rentable SF.	For conserving square feet tallies for space with predominant office or warehouse use in DOE Leased buildings or trailers.	FDDC Approved Required
Primary Quantity	For OSF's only, same as Primary Dimensions in the FIMS Data Dictionary.	Will more completely describe the anticipated products of construction work.	FDDC Disapproved Optional
Primary Unit of Measure	For OSF's only, same as Primary Unit of Measure in the FIMS Data Dictionary.	Will more completely describe the anticipated products of construction work.	FDDC Disapproved Optional
Existing Asset	Field indicating whether the record in the anticipated acquisitions table identifies an existing asset that will be either enlarged or have a usage code change to/from an MSBA usage. The Property ID of the existing asset will be selected from a picklist and the Real Property Unique Identifier will be stored. The field will be protected once it is populated/saved.	Null values would signal the potential for new asset inventory records. A numeric value would add square feet to the existing values and supplant the usage code for the corresponding real property records in the active database.	FDDC Approved Required
Record Creation Date	System generated field that records the date and time when a user created the anticipated acquisition record.	To anchor searches and data management.	FDDC Approved Required

ATTACHMENT

Element Name	Description	How OAPM will use the data	Attribute
Rank	Optional two digit field completed by the real property owning program HQ offices to order assignment of available MSBA.	Will allow headquarters program offices to prioritize proposed projects.	FDDC Disapproved Required
Award Year	Year in which the site anticipates awarding construction, fabrication, or lease; or the anticipated GSA occupancy agreement date.	Will allow sites to communicate when they need assignment of a building area.	FDDC Disapproved Required
Building Area Assignment Year	Date when a specific amount of MSBA will be assigned to an anticipated asset, valid for up to three years based on the award year.	Provides proof of MSBA assignment to a specific anticipated asset subject to a time limit.	FDDC Disapproved Required
HQ Concurrence	A Yes/No input by a Headquarters Program office that indicates whether the anticipated asset is approved by the program. Records with a “No” in this field will not be assigned offsetting SF and cannot be built.	Programs will not assign available MSBA to anticipated assets with a “No” in this field.	FDDC Approved Optional Required for NNSA
Sustainability - Planned Compliance Year	Same as Planned Compliance Year in the FIMS Data Dictionary.	Will identify the fiscal year in which the building or trailer that is greater than 5,000 gross square feet will comply with the Guiding Principles.	FDDC Disapproved Required
Cool Roof -Planned Complete Cool Roof Date	Same as Planned Complete Cool Roof Date in the FIMS Data Dictionary.	Will identify the fiscal year that the Total Roof Projected Area will be comprised of cool roof technology.	FDDC Disapproved Required
Project Number	The identification number used by the Project Assessment Reporting System (PARS II) or the site office managing the project if the PARS II does not include the project.	This will allow OAPM to link the anticipated acquisition with the corresponding project in the PARS system or the Integrated Facilities and Infrastructure Crosscut Budget template.	FDDC Approved Required

DEFINITION

MSBA (memorandum subject building area) is defined as office and warehouse space owned by DOE, leased directly by DOE, or leased through the General Services Administration (GSA) Occupancy Agreements (OA)