

**U. S. Department of Energy  
Facilities Information Management System  
Request for Change  
Change Request #: 19-05**

Requestor Name:	Adam Pugh	Date:	06/19/2019	Affiliation:	
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Program Office:	MA-50			Contractor	
Proposed Change:	<p>Align the FIMS Occupant data with the FRPP Occupant reporting requirement.</p> <p>Current FIMS definitions:</p> <ol style="list-style-type: none"> <li><b>1) Total No of Federal Employees</b> Report the number of federal employees (including teleworkers, even if full time) assigned to the building/trailer in full time equivalents (FTE's). Consult OMB Circular A-11 for guidance on defining FTE's.</li> <li><b>2) Total No of Contractor Employees</b> Report the number of contractor employees assigned to the building/trailer. A contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR).</li> <li><b>3) Total No of Other Personnel</b> Report the number of other personnel assigned to a building/trailer that are not federal employees or contractor employees – includes interns and those performing volunteer work.</li> </ol> <p>Redefine:</p> <ol style="list-style-type: none"> <li><b>1) Total No of Federal Employees</b> Federal employees are defined as: <ul style="list-style-type: none"> <li>▪ The total number of full and part time employees who are permanently assigned to a building/trailer asset,</li> <li>▪ Seasonal hires, interns, and other temporary staff if they predominantly work in the building/trailer and are employed for three months or longer, and</li> <li>▪ Individuals who telework less than five days a week but are permanently assigned to the location should be counted.</li> </ul> </li> <li><b>2) Total No of Contractor Employees</b> Contractors are defined as: <ul style="list-style-type: none"> <li>▪ Employees that are not federal employees</li> <li>▪ The total number of full and part time contract employees who are permanently assigned to a building/trailer asset,</li> <li>▪ Seasonal hires, interns, and other temporary staff if they predominantly work in the building/trailer and are employed for three months or longer, and</li> <li>▪ Individuals who telework less than five days a week but are permanently assigned to the location should be counted.</li> </ul> </li> </ol> <p>Add the <b>Total No of Other Personnel</b> to the <b>Total No of Contractor Employees</b> to retain the current employee counts. With the next update to this information, sites should report the interns/temps in the appropriate category of federal or contractor.</p> <p>Remove <b>Total No of Other Personnel</b> from FIMS.</p>				

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Justification:	<p>This change was vetted at the 2019 FIMS/Real Estate Annual Training. Followed up with SC Headquarters to ensure this meets their reporting needs and received concurrence.</p> <p>Redefining these data fields will align the interns/temps in the proper category of Federal or Contractor instead of reporting them in one category with no distinction as to whether they are a Fed or Contractor intern/temp.</p>
<b>Please Do Not Type Below This Line</b>	
FAC Remarks:	06/26/2019 – FAC Recommended
OAM Remarks:	
FDDC Remarks:	10/31/2019 – FDDC Approved
Implemented:	01/09/2020 – Implemented into FIMS v3.16