



Facilities Information Management System

DATE: September 4, 2014

TO: FIMS User Community

FROM: Phil Dalby
Office of Property Management (MA-652)

SUBJECT: Facilities Information Management System (FIMS) Version 2.20 Release

Today, Thursday, September 4, 2014, version 2.20 of the Facilities Information Management System (FIMS) was released. The URL to access the FIMS application is <https://fimsweb.doe.gov>. This release addresses the following enhancements which will automatically be available when you log into FIMS from your browser. The Change Requests can be found on the FIMS informational website: (http://fimsinfo.doe.gov/change_requests.htm).

- Additional data elements are now available for General Services Administration (GSA) owned and GSA leased buildings as outlined in Change Request 13-16. For those sites that have GSA Occupancy Agreements, we highly recommend you review the Change Request which underscores the additional data elements that now must be populated. These data elements are identified in the table below.

Annual Required Maintenance *	Location City	Renewal Options – Days Notice*
Asset % Utilized	Location Congressional District	Renewal Rent Next*
Contract No	Location County	Responsible Party - Exterior
Effective Date	Location State	Responsible Party – Interior
Expiration Date	Location Zip Code	Space Type Alternatively Used*
Grantee Cancellation Rights*	Main Location	Space Type Usable SF*
Grantee Cancellation Rights-Days*	Other Costs	Space Type Utilization %*
Grantor Cancellation Rights*	Renewal Options*	Space Type Utilized SF*
Grantor Cancellation Rights-Days*	Renewal Options – Additional Yrs*	Utilization Notes*
* Optional Data Element		

- A new required data element called Cancellation Fee, which resides on the Ingrant window, is now available for GSA owned and GSA leased buildings. This data element will represent the lump sum fee incurred by DOE to exercise their rights to cancel the Occupancy Agreement with GSA.

- To facilitate the population of some of the GSA owned and GSA leased building data elements, where blanks existed, we globally set the Status to ‘Operating’ and the Using Organization to ‘8900 DOE’. In addition, the Location fields and Congressional District have been populated based on the data from the latest GSA Rent Bills.
- As a result of the implementation of Change Request 13-16, the GSA Assigned window has been eliminated. The table below identifies the windows where the data elements that resided on the GSA Assigned window have been migrated to. In some instances the data element name has changed.

Data Element	FIMS Window
Assigned Usable (SF)	Dimensions (Usable Sqft)
Common Space (SF)	Data Element Deleted
Shell Rental Rate (SF)	Dimensions (Rentable Sqft)
Total Bill (Annual)	Ingrant (Annual Rent)
Total No. of Federal Employees	Building Info
Total No. of Contractor Employees	Building Info
Total No. of Other Personnel	Building Info
Total No. of Occupants	Building Info

- Revisions have occurred to several energy consuming data elements as outlined in Change Request 14-12. These changes are outlined below.
 - EMS Site Number - Has been renamed to Sustainability Site Number. Previously the data element was optional for permit and contractor license buildings, trailers, and OSF’s but is now required.
 - Energy Consuming Building/Facilities (GSF) – Has been renamed to Goal Subject Facilities (GSF). Previously the data element was optional for permit and contractor license buildings, trailers, and OSF’s but is now required.
 - Energy Consuming Metered Process (Excluded) Facilities (GSF) – Has been renamed to Excluded Facilities (GSF). Previously the data element was optional for permit and contractor license buildings, trailers, and OSF’s but is now required.
 - Exclusion Part - Previously the data element was optional for permit and contractor license buildings and trailers but is now required.
 - Justification Comment - Previously the data element was optional for permit and contractor license buildings and trailers but is now required.
 - Non-Energy Consuming Building/Facility (GSF) – Has been renamed to Non-Energy Consuming Facilities (GSF). Previously the data element was optional for permit and contractor license buildings and trailers but is now required.

There are definition changes associated with each of the data elements listed above. Please reference Change Request 14-12 or the FIMS Data Element Dictionary in Appendix A of the FIMS User’s Guide.

- The definition for De Minimus Use related to the meter data elements has been revised as outlined in Change Request 14-18. The revised definition is as follows.
 - **De Minimus Use:** Asset-level consumption amounted to 2 gal/day or less for either Water-Potable and Water-Non-Potable, Fresh OR 20.9 BTU/sf/yr for Electricity, Gas-Natural, Gas-Other, Coal, and Fuel Oil.
- The Ingrant 1 and Ingrant 2 windows have now been combined into a single window called Ingrant.
- The building definition in FIMS (Appendix G of the FIMS User's Guide) has been changed to align with the FY14 Federal Real Property Profile (FRPP) reporting guidance. There is a possibility that the revised definition could result in Usage Code changes which will be addressed at a later date. The revised definition has been provided below.
 - A building is a constructed asset that is enclosed with walls and a roof that provides space for agencies to perform activities or store materials as well as provide space for people to live or work.
- The definitions for Lease Authority and Historic Designation have had minor definitional changes as a result of the latest FRPP reporting guidance. The revised definitions can be found in the FIMS Data Element Dictionary in Appendix A of the FIMS User's Guide.
- The Lookup Code Descriptions under the FIMS Help menu have been enhanced to include an online listing of the Core Capabilities.
- The FIMS User's and Reporting Guides have been updated to reflect these enhancements. These documents can be obtained from the FIMS informational website (<http://fimsinfo.doe.gov/documentation.htm>).

If you have any questions related to this enhancement, please contact the FIMS Hotline at 301-337-6019 or email FIMS Support.