

FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)

Date: January 4, 2018
To: FIMS User Community
From: Adam Pugh
Office of Asset Management (MA-50)
Subject: Facilities Information Management System (FIMS) Version 3.4 Release



Today, Thursday, January 4, 2018, version 3.4 of the Facilities Information Management System (FIMS) was released. This release addresses the enhancements listed below.

FY18 DATA VALIDATION FORM AND STANDARD REPORT UPDATES

- Standard report #016 (DOE Owned Data Validation Reporting form) has been updated as follows.
 - **Area Name** and **Usage Description** are now included on the 'XRef' sheet.
 - **Functionality Assessment Date, Year Built** and **Space Type Usable SF – Office** have been added to the data validation sheets.
 - A new sheet called 'Adjustments' has been developed and will be used for validating **Capitalized -Adjustment** and **Adjustment Cost**.
 - A new sheet called 'Adj-All' has been developed and will include all Adjustments for a specific site. This sheet will be used for reference purposes, if needed, during the validation.
- Standard report #017 (DOE Leased/GSA Data Validation Reporting form) has been updated as follows.
 - **Area Name** and **Usage Description** are now included on the 'XRef' sheet.
 - **Functionality Assessment Date, Space Type Usable SF – Office** and **Lease Effective Date** have been added to the data validation sheets.
- Standard report #018 (DOE Land Data Validation Reporting form) has been updated as follows.
 - **Area Name** and **Usage Description** are now included on the 'XRef' sheet.
 - **GSA Notification Submitted, GSA Notification Accepted, and Lease Effective Date** have been added to the data validation sheets.
- Standard report #019 (DOE Disposition Data Validation Reporting form) has been updated as follows.
 - The report now qualifies assets archived in FIMS between 10/01/2016 and 09/30/2017.
 - The **Archived Date** is now displayed at the bottom of the data validation form for informational purposes only.
- Standard report #020 (DOE Owned Data Validation Outlier report) has been updated as follows.
 - **Functionality Assessment Date, Year Built** and **Space Type Usable SF – Office** have been added to this report.
- The Source Documentation Worksheet has been updated to align with the FY18 Data Validation guidance.

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- The sample Inbrief & Outbrief templates have been combined into a single template and have also been updated to align with the FY18 Data Validation guidance.

CHANGE REQUEST 17-14

- The picklist options have been modified for **Mission Impact**, **Public Health & Environmental Stewardship**, and **Safety** data elements as outlined in Change Request 17-14 which can be found on the FIMS website (<https://fims.doe.gov/fimsinfo/cr.html>).
- The picklist option of Major Impact has been renamed to Moderate Impact for all three data elements. The data affected by this change has already been converted to the new option.

CHANGE REQUEST 17-27

- The Ad-Hoc Reporting tool has been updated to include a new data element called **Asset Age** as outlined in Change Request 17-27 which can be found on the FIMS website (<https://fims.doe.gov/fimsinfo/cr.html>). This data element is available for current and archive queries.
- **Asset Age** is calculated based on the current year minus the **Year Built**. If **Year Built** is blank, **Asset Age** will also be blank.

SYSTEM DOCUMENTATION

- The FIMS User's Guide has been updated to reflect the enhancements included in this release. This document can be obtained from the FIMS website at <https://fims.doe.gov/fimsinfo/doc.html>.

If you have any questions related to these enhancements, please contact the FIMS Help Desk at 301-337-6019 or via email at fims_cais_help@hq.doe.gov.