

FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)

Date: September 27, 2018  
To: FIMS User Community  
From: Adam Pugh  
Office of Asset Management (MA-50)



Subject: Facilities Information Management System (FIMS) Version 3.7 Release

Today, Thursday, September 27, 2018, version 3.7 of the Facilities Information Management System (FIMS) was released. This release addresses the enhancements listed below.

**FY18 YEAR-END LOCKDOWN**

- The following data fields have been locked down and will not be available for update until after the FY18 year-end snapshot is generated on November 5, 2018.

Window	Data Element
Property Info	• Sustainability
O&M/ Condition	• Repair Needs • Deferred Maintenance • Modernization Cost • Uniformat Repair Needs
Size	• Size
Status	• Excess Indicator • Excess Date
RPV	• RPV • RPV Model • RPV Factor

- The following functions have been disabled.
  - Upload process for the data elements listed in the table above
  - CAIS to FIMS Upload process
  - Ability to create new assets in FIMS
  - AAIM transfer process

**CHANGE REQUEST 18-01**

- **Estimated Disposition Year** is now required for all DOE Owned buildings, trailers, OSFs and land. The deadline for populating this data element for DOE Owned assets is **November 5, 2018**.
- For existing assets that have a **Status** other than In-Situ Closed or In-Situ Closed - LTM and a current value of '9999' in the **Estimated Disposition Year**, the value for **Estimated Disposition Year** has been converted

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to '8888'. Only assets with a **Status** of In-Situ Closed and In-Situ Closed – LTM can have a value of '9999' for the **Estimated Disposition Year**.

- The **Anticipated Disposition Method** will not be required to be populated if the **Estimated Disposition Year** contains a value of '8888' or '9999'.
- Reference the revised definition of **Estimated Disposition Year** in the FIMS User's Guide, Appendix A, Data Element Dictionary.

### CHANGE REQUEST 18-07

- **Asset Utilization Level** now displays one of the following values based on the input of **Asset % Utilized**.
  - Unutilized – Asset % Utilized < 1%
  - Underutilized – Asset % Utilized between 1% to 39%
  - Utilized – Asset % Utilized > 39%
- Reference the revised definition of **Asset Utilization Level** in the FIMS User's Guide, Appendix A, Data Element Dictionary.

### FUNCTIONALITY ASSESSMENT DATE

- **Functionality Assessment Date** is now only required when the **Status** is set to Operating, Standby, or Outgranted. The field is disabled for assets with any other Status.

### FIELD OFFICE COLLOCATION

- A new data element called **Field Office Collocation** has been added to the Property Info window. This field is required for all DOE Owned and DOE Leased buildings and trailers with a Usage Code of 101 (Office). The field is disabled for assets with any other Usage Code.
- This data element should be populated with a value of 'Yes' if the asset has office space that could be shared with other federal agencies. If not, a value of 'No' along with the reason would be selected from the pick list.
- This data element has been initially populated with a value of 'No – Utilization' except for 8 assets that were received from Gordon Clark, Office of Asset Management, as part of a data call. Newly added office assets will also default to 'No – Utilization'.
- The full definition for this new data element can be found in the FIMS User's Guide, Appendix A, Data Element Dictionary.

### STATUS

- **Can't Currently Be Disposed** is now required to be populated once the **Status** is changed to In-Situ Closed or In-Situ Closed - LTM.

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### **Disposition Method**

- The definition for **Disposition Method** has been revised to distinguish which options are used for DOE/GSA disposals and those that are used for GSA disposals only.

### **HELP DESK PHONE NUMBER**

- The Help Desk support phone number has been updated on the FIMS Home page as well as the Contact Us link to reflect the new phone number which is 410-482-0111.

### **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 410-482-0111 or via email at [fims\\_cais\\_help@hq.doe.gov](mailto:fims_cais_help@hq.doe.gov).