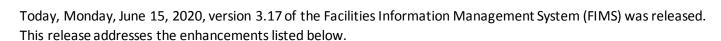**Date**:   June 15, 2020

To: FIMS User Community

From: Adam Pugh
              Office of Asset Management (MA-50)

Subject: Facilities Information Management System (FIMS) Version 3.17 Release

Today, Monday, June 15, 2020, version 3.17 of the Facilities Information Management System (FIMS) was released. This release addresses the enhancements listed below.

Change Request 19-01 (Remove In-Situ Status Option)

- Any asset with a **Status** of 'In-Situ Closed' or 'In-Situ Closed – LTM' has been changed to 'Shutdown' as the two In-Situ **Status** options have been eliminated.

- The **Usage Code** picklist on the Property Info window has been modified to allow **Usage Codes** 208 (In-Situ Closed) for buildings and 2008 (In-Situ Closed) for OSF's to be selected from the picklist. These **Usage Codes** can only be selected if the asset has been Excess Screened (**Excess Indicator** set to 'Yes') and the **Status** is 'Shutdown'. Updating an asset to In-Situ Closed must be done through the Property Info window, the Upload process cannot be used.

    When these **Usage Codes** are selected, the following actions will occur.
    - **Usage Code** 208 for buildings
        - **Usage Code** will be protected from update
        - **Asset % Utilized** will be set to 0%
        - **Estimated Disposition Year** will be set to '9999'
        - **Can't Currently Be Disposed** will be set to 'Environmental Remediation'

    - **Usage Code** 2008 for OSF's
        - **Usage Code** will be protected from update
        - **Asset % Utilized** will be set to 0%
        - **Estimated Disposition Year** will be set to '9999'
        - **Can't Currently Be Disposed** will be set to 'Environmental Remediation'
        - **Size** will be set to '1 Each'

- Definition changes have been made in the FIMS Data Element Dictionary for the following data elements.
    - **Status** (Shutdown)
    - **Usage Code** (208 and 2008)
    - **Can't Currently Be Disposed**
    - **Estimated Disposition Year**

Change Request 19-02 (Net Proceeds)

- **Net Proceeds** on the Archive window is no longer required and is now disabled for assets being disposed of with a **Disposition Method** of 'Early Termination/Cancellation'.

Change Request 19-03 (Disposition Method Change)

- The **Disposition Method** picklist from the Archive window will only display the following options if the asset has a value in the **GSA Notification Accepted Date** field. The **Disposition Method** options below are the only valid options when GSA is disposing of the asset.
    - PBC: Correctional Facility Use
    - PBC: Homeless Assistance
    - PBC: Health or Educational Use
    - PBC: Historic Monuments
    - PBC: Law Enforcement and Emergency Management Response
    - PBC: Negotiated Sale to Public Agencies
    - PBC: Public Airports
    - PBC: Port Facilities
    - PBC: Public Parks and Public Recreational Area
    - PBC: Self-help Housing
    - PBC: Wildlife Conservation

Change Request 19-07 (Space Type Usable SF - Office Updates)

- **Space Type Usable SF – Office** is required for all buildings and trailers and will now have to be input prior to saving the Utilization window. A value of zero is acceptable if no office space exists within the asset.

- Definition changes have been made in the FIMS Data Element Dictionary and Appendix I Data Gathering Methods for **Space Type Usable SF – Office.**

Change Request 19-08 (Disposition Method of 'Other')

- The option of 'Other' in the **Disposition Method** picklist from the Archive window has been renamed to 'Other (converted to personal property)'.

- Definition changes have been made in the FIMS Data Element Dictionary for **Disposition Method** as it relates to the 'Other (converted to personal property)' option.

Change Request 19-10 (Data Element Removals)

- The following data elements have been removed from FIMS.
    - **Conventional Facility Indicator** (RPV window)
    - **Mission Unique Facility Description** (Mission window)
    - **Renewal Rent Next** (Ingrant window)
    - **Space Alternatively Used** (Utilization window)
    - **Total Space Type Usable SF** (Utilization window)
    - **Total Space Type Utilized SF** (Utilization window)

Change Request 19-11 (Activity Type)

- **Activity Type** on the Property Info window has been changed from a display only field to an optional data field. This optional field is available for all **Property Types** and **Ownerships**.
- The picklist for this data element will be the same as it is in the Anticipated Asset Information Module (AAIM). Reference the FIMS Data Element Dictionary for more information.

Change Request 19-12 (Bridge Safety Inspection)

- The following new data elements have been added to FIMS. Reference the FIMS Data Element Dictionary for detailed definitions.
    - **Safety Inspection Frequency**
    - **Special Inspection Frequency**
    - **Special Inspection Date**
    - **Underwater Inspection Frequency**
    - **Underwater Inspection Date**

- When Special Inspections or Underwater Inspections are not required, Sites should enter a value of 'N/A' in the **Special Inspection Frequency** or **Underwater Inspection Frequency** fields.

- These new fields have been added to the OSF **Size** window in the bridge section. They will only be visible when the **Usage Code** of an asset is equal to one of the following. For all other **Usage Codes**, these fields will be invisible.
    - 1168 (Public Access Bridge, Walking)
    - 1169 (Controlled Access Bridge, Walking)
    - 1468 (Public Access Bridge, Trains)
    - 1469 (Controlled Access Bridge, Trains)
    - 1768 (Public Access Bridge, Vehicular)
    - 1769 (Controlled Access Bridge, Vehicular)
    - 2629 (Culvert)

- For the existing **Safety Inspection Date**, **NBI Structure Number** and **No of Lanes on Structure**, these data elements will only be visible on the OSF **Size** window for the **Usage Codes** listed above. For all other **Usage Codes**, these fields will be invisible.

- If the **Usage Code** of an OSF asset has a value of 1168, 1169, 1468, 1469, 1768, 1769 or 2629 and is changed to a **Usage Code** other than these seven **Usage Codes**, the values for the following data elements will be removed.
    - **Safety Inspection Frequency**
    - **Safety Inspection Date**
    - **Special Inspection Frequency**
    - **Special Inspection Date**
    - **Underwater Inspection Frequency**
    - **Underwater Inspection Date**
    - **NBI Structure Number**

- o **No of Lanes on Structure**

- The five new data elements listed above have been added to FIMS Standard Report 015 (Bridge Safety Inspection Report) as well as the Ad Hoc Report tool.

Change Request 19-13 (Documents for Archived Assets)

- Documents associated with an archived asset will now be saved. The Document List window (Asset level tab only) now provides the option to toggle between active and archived assets for the purposes of reviewing attached documents.

- For archived assets, the only options available from the Document List window are View and Delete.

Change Request 20-02 (Display Report Name for Saved Ad Hoc Reports)

- When a user loads a saved Ad Hoc report, the report title of the saved report will now be displayed on the Ad Hoc Report window as **Report Loaded**.

Change Request 20-03 (Usage Code Modifications)

- Definition changes have been made in the FIMS User's Guide, Appendix C OSF Usage Codes, for the following **Usage Codes**.
  - o 785 (Accelerator Building)
  - o 1171 (Tunnels, Pedestrian) – renamed from Walking to Pedestrian
  - o 1771 (Tunnels, Controlled Access Vehicular) – renamed from Vehicular to Controlled Access Vehicular
  - o 2921 (Underground Structure) – renamed from Tunnel Research and Development to Underground Structure

- A new **Usage Code** 1772 Tunnels, Public Access Vehicular has been added. See definition in Appendix C OSF Usage Codes.

- The **Unit of Measure** has changed for **Usage Code** 1771 from Square Yards to Linear Feet. Sites using this **Usage Code** should update the **Size** to align with the new **Unit of Measure** and determine if Usage Code 1771 or 1772 is correct for your asset.

- Sites with assets using **Usage Code** 2921 should review the revised definition closely to ensure their assets still meet the new definition.

- The FIMS Help Desk will be sending out a report to Sites with a list of assets using these **Usage Code** that will need to be reviewed.

Lease Data Element Renames

- **Initial Lease Date** has been renamed to **Lease Start Date**.

- **Effective Date** has been renamed to **Lease Occupancy Date**.

- See Appendix A, Data Element Dictionary for clarification.

AAIM Module Notes Field

- When an asset is transferred from the AAIM module to FIMS, any notes entered into the AAIM **Notes** field will be copied to the **Notes** field in FIMS unless the FIMS Notes field is too large to accommodate the merge.

Population Report Modifications

- A new Population Report, FIMS 33, has been developed that includes the **Hazard Category 1** field. This field originally was on the FIMS 2 Population Report but has now been moved to FIMS 33. FIMS 2 Population Report now contains only the **Deferred Maintenance** field.

Archive Process

- When archiving an asset with a **Disposition Method** of 'Other (converted to personal property)', an informational message will be displayed stating this option should only be used when an asset is being removed from FIMS because it has been converted to personal property and is no longer real property. In addition, the message will remind the user to put an entry in the **Notes** field stating "the asset has been converted to personal property".

OSF Outgrant Processing

- On the Outgrant window, the **Size** label will now reflect the asset's **Unit of Measure** for OSF's instead of Square Feet. Sites need to review the **Size** value for their Outgranted OSF's to ensure it aligns with the **Unit of Measure** displayed.

- The FIMS Help Desk will be sending out a report to Sites with a list of assets that are affected by this change.

Documentation

- The FIMS User's Guide and FIMS Report Samples have been updated to reflect the enhancements included in this release. These documents can be obtained from the FIMS website at https://doefims.com/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.