

FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)

Date: June 25, 2025

To: FIMS User Community

From: Adam Pugh
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Subject: Facilities Information Management System (FIMS) Version 4.12 Release



Today, Wednesday, June 25, version 4.12 of the Facilities Information Management System (FIMS) was released. This release addresses the enhancements listed below.

New FRPP Required Data Element

- A new data element called Critical Mission Need has been added to the Mission window in FIMS. This data element is required to be populated for DOE Owned and DOE Leased building and trailer assets. It will be disabled for all other Ownership and Property Types. Critical Mission Need will be required for FRPP reporting beginning in FY25.
- This data element is defined as a picklist with a “Yes” or “No” option. To help reduce the population burden on the Sites, all assets will be defaulted to “Yes”. Sites are encouraged to review all of their assets and make updates as needed. All updates for this data element must be completed by November 2, 2025.
- Critical Mission Need has been added to the FIMS ad-hoc query tool as well as the FRPP population reports.
- The definitions for the Yes/No options are as follows.
 - Yes – Identifies a real property asset the government needs to own/lease over the long term to house functions directly required by statute or regulation (i.e., Code of Federal Regulations).
 - No – Identifies a real property asset that houses functions established solely by agency policy or directive.

Daily Occupancy Upload

- The current FIMS upload process has now been modified to accept the daily occupancy data. Please utilize the new template that has been developed for your daily occupancy uploads. You will just need to include your Daily Occupancy Date and Occupancy Count in the file.
- Uploads for prior or future pay periods will be prohibited.

Daily Occupancy Data Input Schedule

- Due to some flexibility given to us by OMB, Sites will now have until COB Tuesday to populate the daily occupancy data for the prior pay period. FIMS will automatically change the pay period dates at 12:00am on that following Wednesday to support the data entry for the new pay period. The deadline for entering

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data for the current pay period will be COB Tuesday, July 1st.

- Please remember that all 10 business days within a pay period need to be fully populated. This includes Federal holidays.

New Daily Occupancy Standard Report

- A new standard report, 026 Daily Occupancy Report, has been developed. This report will allow the user to export all the previously entered daily occupancy data to an excel spreadsheet based on the Program Office or Site that is selected.

System Documentation

- The FIMS User's Guide has been updated to reflect the enhancements associated with this release. The 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/CAIS Help Desk at fims_cais_help@hq.doe.gov or call 202-287-1397.