

## FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)

**Date:** August 28, 2017  
**To:** FIMS User Community  
**From:** Adam Pugh  
Office of Asset Management (MA-50)  
**Subject:** Facilities Information Management System (FIMS) Version 3.0 Release



Today, Monday, August 28, 2017, version 3.0 of the Facilities Information Management System (FIMS) was released. This release addresses the enhancements listed below. The Change Requests can be found on the FIMS informational website (<https://fims.doe.gov/fimsinfo/cr.html>).

### NEW URL

- There is a new URL to access FIMS. The new URL is <https://fims.doe.gov>. Your FIMS User ID and Password have remained the same. The URL for the FIMS informational website has also changed to <https://fims.doe.gov/fimsinfo>. Please be sure to include the 'https' instead of 'http' when accessing both websites. Also ensure you update your browser favorites and bookmarks.

### WINDOW MODIFICATIONS

- The property data entry screens have been reorganized, consolidated, renamed and in some cases, new windows have been developed. See the enclosed data element crosswalk which identifies the screen location for all property level data elements.

The following windows are new, renamed, deleted or have been modified in FIMS.

Window	Action
Dimensions	<ul style="list-style-type: none"><li>Renamed to Size</li></ul>
Maintenance	<ul style="list-style-type: none"><li>Renamed to O&amp;M/Condition</li><li>Includes Maintenance, Uniformat Repair Needs, Operations Cost and Condition Info</li></ul>
RPV	<ul style="list-style-type: none"><li>Now utilized by OSF assets</li></ul>
Site Info/Operating Cost	<ul style="list-style-type: none"><li>Windows have been combined into Site Info</li></ul>
Status	<ul style="list-style-type: none"><li>New window that includes both Status and Excess info</li></ul>
Utilization	<ul style="list-style-type: none"><li>Includes occupancy data</li><li>Space Type Usable SF – Office is now required</li></ul>
Condition (window deleted)	<ul style="list-style-type: none"><li>Year Built and Year Acquired moved to Property Info window</li></ul>
Excess (window deleted)	<ul style="list-style-type: none"><li>Data moved to new Status window</li></ul>
LOB Condition (window deleted)	<ul style="list-style-type: none"><li>Data moved to new O&amp;M/Condition window</li></ul>
Location (window deleted)	<ul style="list-style-type: none"><li>Data moved to Property Info window</li></ul>
Property Detail (window deleted)	<ul style="list-style-type: none"><li>Data moved to Property Info window</li></ul>
Building Info (window deleted)	<ul style="list-style-type: none"><li>Land Ownership moved to Property Info window</li></ul>

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Window	Action
	<ul style="list-style-type: none"> <li>• Occupancy data moved to Utilization window</li> </ul>
Trailer Info (window deleted)	<ul style="list-style-type: none"> <li>• Occupancy data move to Utilization window</li> </ul>
Land Info (window deleted)	<ul style="list-style-type: none"> <li>• Year Acquired move to Property Info window</li> <li>• Acreage move to new Size window</li> </ul>
OSF Info (window deleted)	<ul style="list-style-type: none"> <li>• Year Acquired &amp; Land Ownership moved to Prop Info window</li> <li>• Bridge info moved to new Size window</li> <li>• RPV moved to RPV window</li> </ul>

- Enhancements now available on the data entry screens include the following.
  - The ability to add assets to FIMS is now accomplished from a single button that has a popup that allows the user to easily select the Property Type they wish to add
  - The primary image for all assets is now displayed on the Property Info window
  - A new data element called Size has replaced the Gross Sqft, Primary Quantity and Acreage data elements. The Size Unit of Measure is displayed to the right of the data field.
  - Status has been added to the Property List window
  - The decimal position has been eliminated from the RPV value
  - The option of 'Other' has been removed from the Can't Currently Be Disposed picklist
  - When new GSA Owned and GSA Leased assets are added to FIMS, the Property ID field will be protected from change once the record is established. The Property ID must reflect the Occupancy Agreement Number when the record is added to FIMS.
  - The Total No of Federal Employees, Total No of Contractor Employees and Total No of Other Personnel are now required for all buildings and trailers regardless of Ownership and Usage Code
  - The User Name on the User Detail window has now been split into two fields: User First Name and User Last Name
  
- The following data elements have been renamed.

Previous Data Element Name	New Data Element Name
Capital Adjustment Asset Type	Adjustment Asset Type
Capital Adjustment Cost	Adjustment Cost
Capital Adjustment Date	Adjustment Date
Capitalized Indicator - Adjustment	Capitalized - Adjustment
Description of Capital Adjustment	Adjustment Description
DOE Receipts	Outgrant DOE Receipts
Geographic Factor	RPV Geographic Adjuster
Gross Sqft, Primary Quantity, and Acreage	Size
Initial Lease Date	Lease Date
Land Ownership	Underlying Land Control
Modernization	Modernization Cost
Outgrant Cancel Rights – Grantor	Grantor Cancellation Rights
Outgrant Cancel Rights – Grantee	Grantee Cancellation Rights
Rating	Uniformat Rating
Receipt Type	Outgrant Receipt Type
Site Factor	RPV Factor

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Previous Data Element Name	New Data Element Name
Total Improvement Cost	Total Adjustments
Unit of Measure	Size Unit of Measure

- The following Sustainability data elements have been removed from FIMS.

Data Element	Data Element
Assessment Year	Planned Compliance Year
Certification Level Received	Sustainability HPSB Goal
Compliance Approach	USGBC Project ID
Guiding Principle Percentage	

These data elements have been replaced with a single data element called Sustainability which aligns with the Federal Real Property Profile (FRPP). This new field resides on the Property Info window and has four available options which are defined in Appendix A, Data Element Dictionary, of the FIMS User’s Guide. This field has been populated based on the FY2016 Federal Real Property Profile submission. If updates are needed, Sites have until November 3, 2017 to complete them.

- The capability now exists for users to reset their own expired passwords as long as it is within 60 days of the expiration date and the current password is known.
- The Congressional District and Geographic Location code tables for City, State and County have been updated with the latest information from the General Services Administration (GSA).
- The Disposition Method codes stored in the database have been changed to align with the Federal Real Property Profile. There has been no change to the Disposition Method description pick list in FIMS. This has no impact on the user community. The updated Disposition Method codes can be found in Appendix A, Data Element Dictionary, of the FIMS User’s Guide.
- FIMS now has an offline banner that will be displayed on the logon screen when the system is taken down for maintenance. A sample of this banner is provided below.



**AD-HOC REPORTING TOOL**

- There have been significant enhancements to the Ad-Hoc reporting tool that will enhance the functionality.
  - Search capability now exists on the Available and Selected Display columns. For example, if a user wanted to select RPV, they would type in the letter ‘R’. The list would automatically start with all data elements that begin with the letter ‘R’.
  - Filter options now exist for Property ID, Property Name and Real Property Unique Identifier
  - The current and archive Ad-hoc reporting tools have been combined. Radio buttons for active and archive data now exists that will allow the user to distinguish between current and archived data.

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- Ad-hoc query capability now exists for Capital Adjustment, Outgrants and Unifomat Repair Needs data

### **REPORTS/POPULATION QUERIES**

- Standard reports have been renumbered and consolidated. In addition, all currency fields in the FIMS Standard, population and anomaly reports are formatted as [\$9,999] in the Excel output option.
- The Complete Information Reports (001-008) can be generated for active or archived data.
- The population queries have been updated to include all Ownership options.

### **ENHANCED SEARCH CAPABILITY**

- For more immediate access to specific records, a Search box now exists in the menu bar. This capability allows you to go directly to a record based on Property ID, Property Name or Real Property Unique Identifier. In instances where more than one record qualifies based on the search text entered, a Search Property List window will appear and provide options to further filter on the results that will allow the user to select the appropriate record.
- To enhance the search capability, filter options now exist on the Property and User List windows along with sorting capability.
- A filter is available for the Usage Code picklist to allow the user to enter a search string.

### **IMPLEMENTED CHANGE REQUESTS**

- All dates in the Ad-hoc reporting tool have been modified to allow for sorting as outlined in Change Requests 16-06 and 17-02.
- The anomaly reports have been modified so that HQ Program Office representatives now have the option to generate anomaly reports for a specific Program Office. This is outlined in Change Request 16-12.
- A new data element called Activity Type has been added to the Anticipated Asset Information Module (AAIM) as outlined in Change Request 16-18.
- The data element 'Added to FIMS' has been included in the current and historical Ad-hoc reporting tool as outlined in Change Request 16-23.
- A new optional data element called Site Program Code has been added to the Property Info window as outlined in Change Request 17-01.

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- Two new display only data elements called Total Capitalized Adjustments and Total Non-Capitalized Adjustments have been added to the Adjustment window and the Ad-hoc reporting tool as outlined in Change Request 17-04.
- The following data elements have been renamed on the Mission window as outlined in Change Request 17-07.
  - Core Capability – Primary to Core Capability – 1
  - Core Capability – Secondary to Core Capability – 2
  - Core Capability – Tertiary to Core Capability – 3
- Definitions for Space Type Usable SF – Office and Usable Sqft have been modified as outlined in Change Request 17-08.
- Mission Unique Facility has been added to Standard Report #001 as outlined in Change Request 17-09.
- A new data element called Excess Reference Number has been added to the Status window as outlined in Change Request 17-11. In addition, the processing for Excess Date has changed so that a date may be input when the Excess Indicator is set to ‘Yes’. Once the Excess Indicator is set to ‘Yes’ and saved, the Excess Indicator and Excess Date are protected and can no longer be updated.
- The following data elements have been removed from FIMS as outlined in Change Request 17-12.

Data Element Name	Data Element Name
Excluded Facilities (GSF)	Meters – Steam/Hot Water
Excluded Part	Meters – Water, Chilled
Goal Subject Facilities (GSF)	Meters – Water, Potable
Justification Comment	Meters – Water, Non-Potable, Fresh
Meters - Electricity	Non-Energy Consuming Facilities (GSF)
Meters – Gas, Natural	Sustainability Site Number
Meters – Fuel Oil	

- The following data elements have been removed from FIMS as outlined in Change Request 17-15.
  - Estimated Annual MSRO
  - MSRO Point Value
  - Site Priority for Disposition
- The definition for Est Cleanup & Disposition Cost has been modified as outlined in Change Request 17-16.
- Modified requirements for the following data elements as outlined in Change Request 17-17.
  - Contamination Category
  - Est Cleanup & Disposition Cost
  - Mission Impact
  - Public Health & Environmental Stewardship

## *FACILITIES INFORMATION MANAGEMENT SYSTEM (FIMS)*

- Safety
- Usage Code 1768 (Public Access Bridges, Vehicular) was revised as outlined in Change Request 17-21.
- Usage Code 2629 (Culverts) was revised as outlined in Change Request 17-22.
- Definitions for Usage Codes 1168 (Public Access Bridges, Walking), 1169 (Controlled Access Bridges, Walking), 1468 (Public Access Bridges, Trains), 1469 (Controlled Access Bridges, Trains), and 1769 (Controlled Access Bridges, Vehicular) have been modified as outlined in Change Request 17-23.

### **SYSTEM DOCUMENTATION**

- The FIMS User's Guide and FIMS Standard Report Samples documents have been updated for FIMS 3.0. System documentation has been updated to reflect all enhancements included in this release memo. These documents 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](mailto:fims_cais_help@hq.doe.gov).