

Data Validation Observations

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TOPICS



- SME Recommended Tools
- Documentation Advice
- Personnel Turnover
- Transfers Between Programs
- Sustainability Changes in FY23



SME RECOMMENDED TOOLS

Collaborative software: Utilize collaborative software platforms (such as SharePoint, Google Workspace, etc.) that allow multiple users to engage in live editing of a single file.

- Allows a site with multiple Subject Matter Experts (SMEs) for a specific data element to work off the same file.
- Reduces emails from the FIMS administrator to the SMEs to update the previous year's source documentation.



SME RECOMMENDED TOOLS

Summary Data File: An Excel workbook maintained by an SME to identify the different source documentation locations, which can also help the FIMS administrator with populating FIMS.

- For example: An engineering SME providing information to the FIMS administrator maintains a single Excel workbook listing the size of multiple buildings and structures with the source documentation type and location.



SME RECOMMENDED TOOLS

Example of Summary Data File

Property ID	Property Name	Size	Unit of Measure	Source Documentation Location	Date File Updated	Notes	POC
IF-601	Radiological & Sciences Office	20,078.00	Square Feet	AutoCAD	May 2000		John Smith
IF-602	IRC Office Building	45,619.00	Square Feet	AutoCAD	July 1954		John Smith
IF-603	IRC Laboratory Building	111,618.00	Square Feet	AutoCAD	July 1954		John Smith
IF-605	Energy Storage Laboratory	5,160.00	Square Feet	File cabinet 2	August 1980		John Smith
IF-610	Landlord Storage Building	200.00	Square Feet	File cabinet 2	June 1920	Hand Drawing	John Smith
IF-611	National Security Laboratory	4,522.00	Square Feet	File cabinet 2	April 1981		John Smith
IF-627	Systems Analysis Facility	11,505.00	Square Feet	File cabinet 2	April 1981		John Smith
IF-635	IRC Storage Building #2	274.00	Square Feet	In Lease	April 1981	Lease # 23455, Mod 2	Amy J, Real Estate
IF-638	IRC Physics Lab	7,725.00	Square Feet	AutoCAD	April 1981		John Smith
IF-655	IRC Chemical Storage Facility	4,780.00	Square Feet	AutoCAD	July 1954		John Smith
IF-657	Main Road, Bill Street	11,225.00	Miles	Site-GIS	July 2019	Removed 2 miles in 2019	John Smith
IF-663	Haz Storge Tank	20,000.00	Gallons	Picture File, Name Plate	August 1980	Picture File # IF-663	John Smith
IF-683	Grinder Pump/ Pump Station	100.00	Gallons/Minute	Picture File, Name Plate	March 2020	Picture File # IF-689	John Smith
IF-689	Perimeter Fencing	101,990.00	Linear Feet	Site-GIS	March 2012		John Smith
IF-705	South Firewater Pumphouse Shed	72.00	Square Feet	AutoCAD	July 1954	3-Sided Shed	John Smith
IF-731	Area A Ele. Transmission Lines	10.51	Linear Miles	Site Utility AutoCAD	July 1954		Bill Conway



DOCUMENTATION ADVICE

DOE and Contactor Leased Assets

- Ensure the full lease (base year with all modifications) are part of the source documentation file. Note: Some contractor lease documents could be called a purchase order and the modification could be referred to as an amendment or addendum.
- Recommend creating a cover page with page numbers for each lease to identify the location of the following:
 - Lease Start and End Dates
 - Annual Rent
 - Size
 - Language in the lease describing if the lessor pays for maintenance and/or utility cost



DOCUMENTATION ADVICE

“Noes” and “Zeros”

- Sites must have source documentation for default values in FIMS or when the cost data is zero. For example:
 - Excess Indicator set to “No”
 - Outgrant Indicator set to “No”
 - Repair Needs, Deferred Maintenance, Modernization Cost, and Annual Actual Maintenance are “\$0.00”
- All assets need to be listed in the source documentation.
- A letter stating “all assets on site are not Outgranted” does not meet the requirement for the source documentation.



DOCUMENTATION ADVICE

FIMS Ad-Hoc Reports cannot be used as source documentation.

- The Subject Matter Expert must send the FIMS Administrator the source documentation for each data element.



DOCUMENTATION ADVICE

All assets need to be screened through the DOE excess screening process regardless of the disposition method.

- This includes assets that will be disposed of using the personal property disposal process.
- Screening Email Address: RP-ExcessScreening@hq.doe.gov



DOCUMENTATION ADVICE

Historical Designation:

- The Site's report sent to the State Historic Preservation Officer should have each asset listed if the asset has one of the following designations:
 - National Historic Landmark
 - National Register Listed
 - National Register Eligible
 - Non-contributing element of NHL/NRL District
 - Evaluated, Not Historic



DOCUMENTATION ADVICE

GSA Submitted/Accepted Dates

- These two data elements in FIMS should only be populated if your site is going to use GSA PBS to dispose of an asset.
- If your site plans for GSA PBS to dispose of its real property, GSA strongly encourages using its Request of Excess portal.
<https://disposal.gsa.gov/s/login>
- DOE does not track demolition concurrence dates in FIMS.
 - Site Real Estate Contracting Officers may choose to use the GSA SF-118 in the demolition concurrence package even when GSA is not disposing of the asset.



DOCUMENTATION ADVICE

Additional benefits of asset-level maintenance tracking:

- Maintenance vs. Non-Maintenance Activities
- Correct Cost Center Usage
- PM:SR ratio improved by targeting recurring repairs and requests
- Reveals underinvestment in maintenance



PERSONNEL TURNOVER

- Post-COVID, many sites have and continue to lose staff in the facility management area for both Federal and Contractors.
- Each site needs to ensure its source documentation and process on how its SMEs collect data is well defined. This will help reduce the learning curve.



TRANSFERS BETWEEN PROGRAMS

- When Program Offices transfer assets to each other, the receiving Program Office must ensure the source documentation transfers with the asset.
 - Recommend including verbiage in the transfer memo that the two Program Offices will ensure all documentation is received even after the asset has been transferred in FIMS.
- Examples include:
 - Drawings
 - Last Condition and Functionality Assessment with cost data
 - Last 5 Years of Annual Actual Maintenance
 - Lease agreement (ingrant and outgrant)
 - Utility agreements



SUSTAINABILITY CHANGES, FY23

- Sustainability – System Used Source
- Sustainability – Date Certified




Sample Source Document:
“Meets the Guiding Principles”

ARGONNE NATIONAL LABORTORY		Date:12/22/2010
New Construction and Modernization HPSB Worksheet		
Compliance		
Requirement: 18 core criteria and 9 out of 12 non-core criteria.		
All core criteria met?		No
Non-Core points met?		0

ARGONNE NATIONAL LABORTORY		Date:12/22/2018
Existing Buildings		
Compliance		
Requirement: 12 core criteria + 9 out of 18 non-core criteria.		
All core criteria met?		
Non-Core points:		

Sample Source Document:
“Meets Third-party Green
Building Rating System ”

NREL Cafe		LEED for NEW CONSTRUCTION		
Golden CO 80401 US Registered 11/4/2011		Project ID 1000019961		
Certified		Project Administrator: Nathan Gulash		
<input type="button" value="Refresh"/>				
Overview Post-Certification Scorecard Timeline Team Administration Registration Details Clarifications (0) Messages Formal Inquiri				
Action Items		Credit Summary		
Certified Project: This project is certified.				
Credits	Attempted	Awarded	Pending Denied	
Design	61 pts/30 crds	61 pts/30 crds		
Construction	21 pts/18 crds	21 pts/18 crds		
Total	82 pts/48 crds	82 pts/48 crds		
Certifications and Approvals : Certification				
 PLATINUM				



Questions

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