



FIMS Year-End Starts Now

2023 FIMS/REAL ESTATE
ANNUAL TRAINING

JUNE 6-8, 2023

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Agenda

- ✓ ■ Year-End Schedule
- ✓ ■ What To Do Now
- ✓ ■ Common Data Issues
- ✓ ■ Recommendations
- ✓ ■ Discussion & Questions





FIMS Year-End Schedule

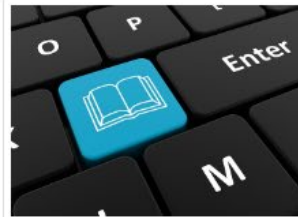
Facilities Information Management System

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FIMS Documents



[User's Guide](#)



[Data Element Dictionary](#)



[Standard Report Samples](#)

Guidance

DOE Headquarters Office of Asset Management Guidance



- [FY23 Reporting Deadlines and Validation Guidance \(10/31/2022\)](#)
- [Classification of Trailers \(11/15/2019\)](#)
- [Implementation Guidance for DOE Order 430.1C \(10/22/2016\)](#)
- [Population of Anticipated Asset Information Module \(04/15/2016\)](#)





FIMS Year-End Schedule Shortcut

FY23 Schedule Shortcut



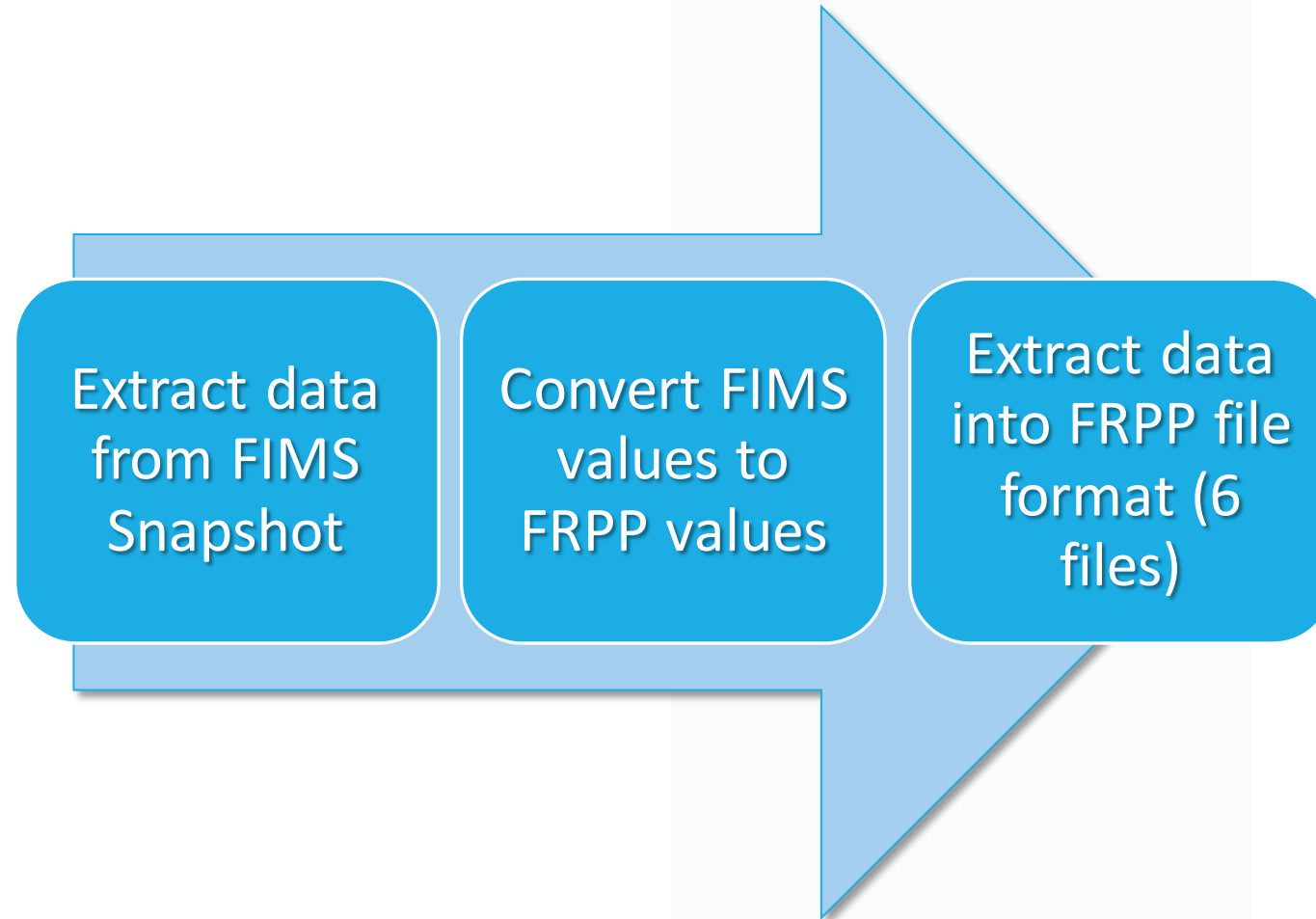


FIMS FY23 Year-End Schedule Summary

Event	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23
Data Removal / Initiate RN & DM population	◆ 8/1				
FY2023 Excess Screening Deadline		◆ 9/1			
RN/DM deadline; Field and Process Lockdowns		◆ 9/18			
AM/Op Cost Removal & Initiate Population		◆ 9/18			
Initiate All Remaining FY23 Updates			◆ 10/30		
AAIM Module Updates (FY24-FY29)			◆ 10/30		
FY23 Updates To Be Completed			◆ 10/30		
Operating Cost Allocation			◆ 10/30		
Generate Snapshot/Unlock Fields			◆ 10/30		
FRPP Reporting					◆ 12/15
Year-End Data Analysis					◆ 12/01



FRPP Reporting Process (FIMS)

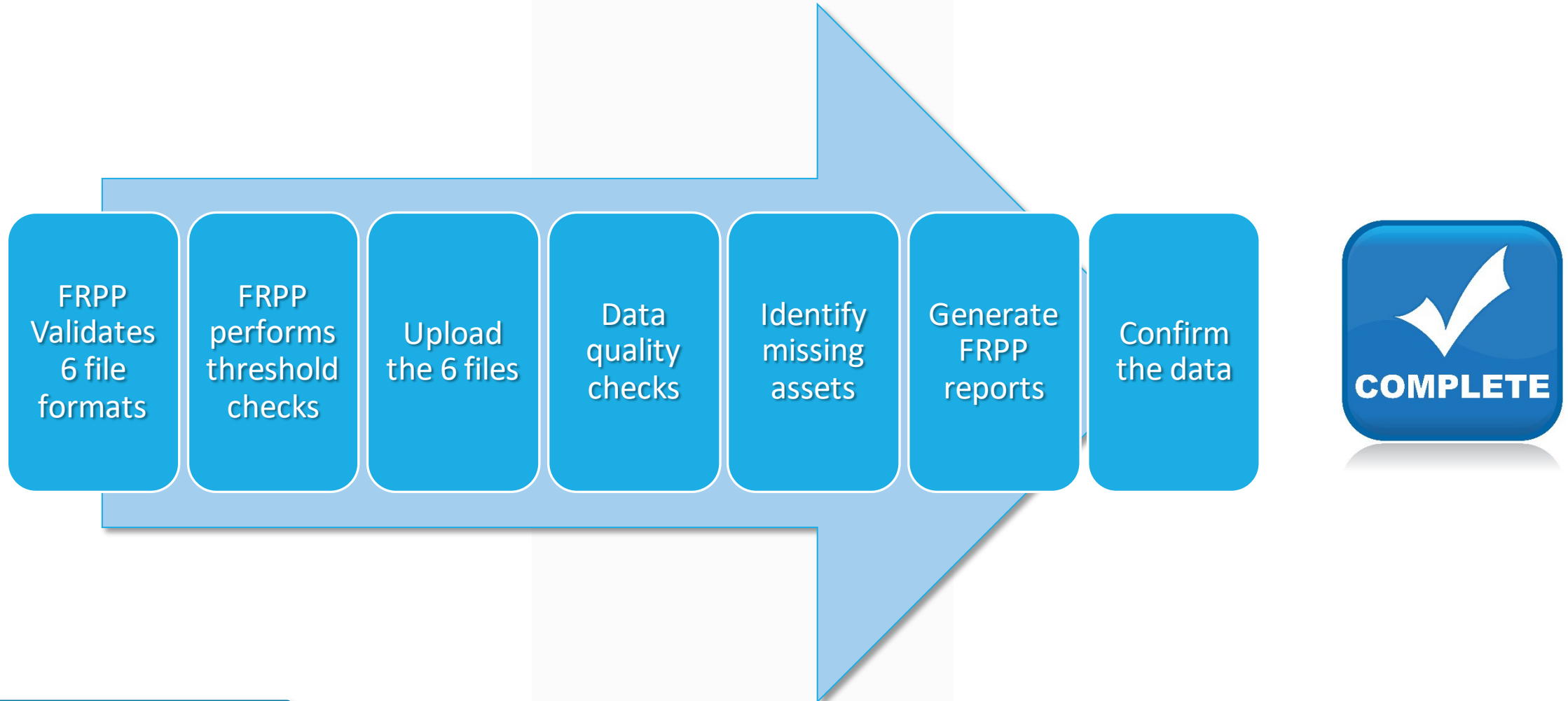


**Federal Real Property
Profile Management
System**





FRPP Reporting Process (FRPP)







What to do now

Reach out to your SME's

Share guidance with SME's

Determine backup SME, if needed

Get familiar with the FIMS population reports

Utilize anomaly reports to identify potential data quality issues





What data should be reviewed now

- Estimated Disposition Year for 2023
- Excess Year for non-screened assets that have a past due date
- Review the Annual Rent for leases and update as needed
- Populate Annual Required Maintenance for any newly added assets
- Beneficial Occupancy Year in AAIM





What data should be reviewed now (cont'd)



- Size for blanks or for \$0, \$1, etc
- RPV values of \$0, \$1, etc
- Inspection Date or Functionality Assessment Date beyond 5 years
- Review Hours of Operation for those building/trailer assets in Shutdown status
- If applicable, review your Occupancy Agreements for accuracy
- Check for expired leases
- Historic Designation (Evaluated, Not Historic)





Jumpstarting Our Year-End Data Analysis

- Performing some of our year-end data analysis earlier
- Recent focus on:
 - RPV values that have not been updated
 - Office buildings with zero or blank Space Type Usable Sq Feet – Office
 - Blank Condition Notes when Overall Asset Condition is 'Inadequate' or 'Substandard'
 - Annual Required Maintenance population
 - Assets with Overall Asset Condition of 'Substandard' or 'Inadequate' with \$0 for Repair Needs and Modernization Cost



Common Data Issues

The image features a magnifying glass with a black handle and a silver rim, positioned over a collection of data charts. The lens of the magnifying glass is focused on a specific bar chart with blue bars and an orange line graph overlaid on it. In the background, several other charts are visible, including a green bar chart on the top left, a blue area chart on the bottom left, and various other bar and line charts in shades of blue and green. The overall scene suggests a detailed examination or investigation of data.



Data Issue Examples



Not meeting population deadlines



Adding new assets at the population deadline



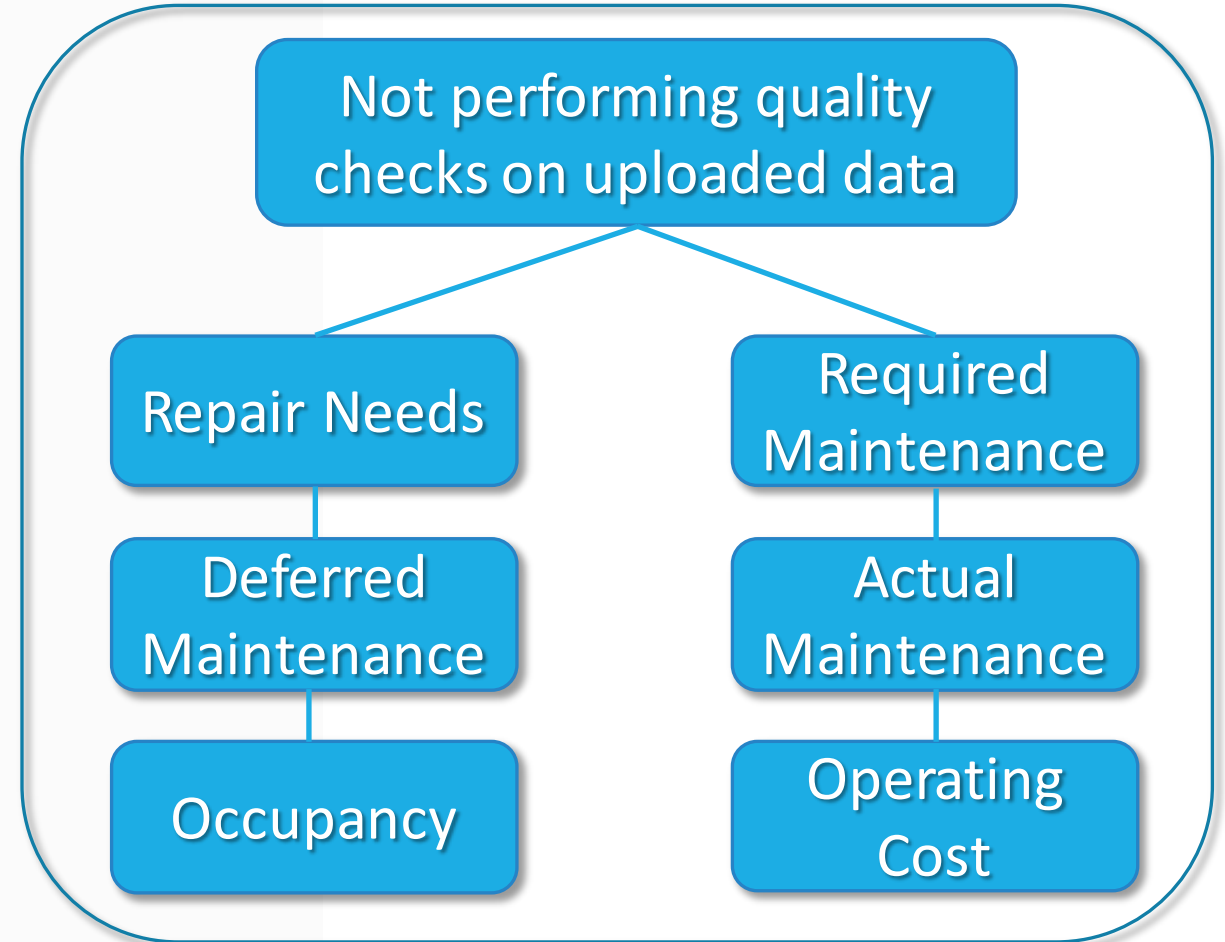
Archiving assets that still exist on Site



Operating Cost: Site and Asset Level



Reporting the same dollar value from previous year





General Recommendations

- If the FIMS Administrator is going to be out on leave at year-end, notify the FIMS help desk of the backup person to contact
- Notify the FIMS help desk if you face challenges meeting the deadlines
- Don't perform any FY24 updates in FIMS until the FY23 year-end snapshot has been generated and you have been notified via email that FY24 entries can begin





Discussion

- Do we need additional FIMS reports?
- More Headquarters Fed involvement?
- Change in our email communications?





THANK YOU

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