

DEPARTMENT OF ENERGY

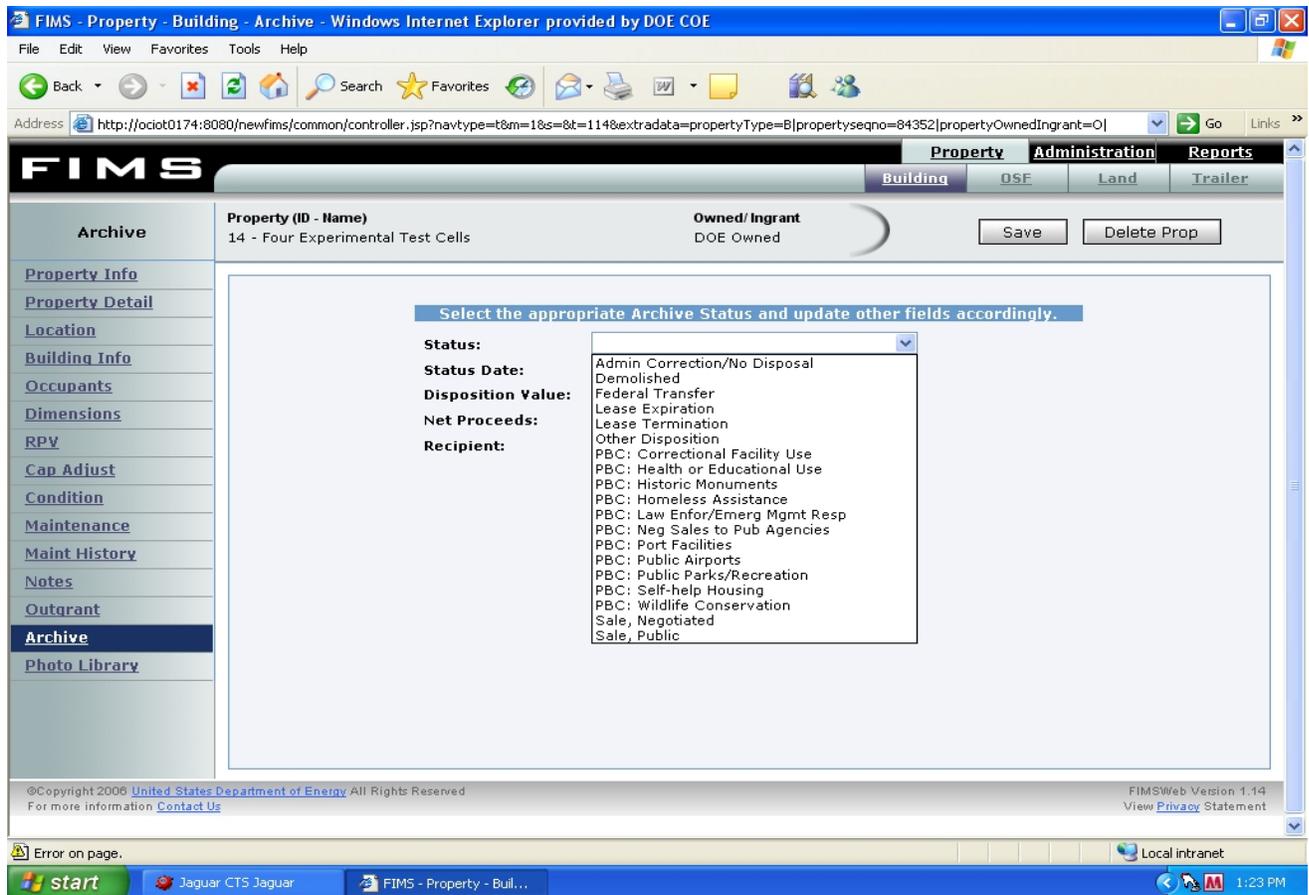
Real Property Data Validation and Verification

To ensure that the real property data reported to the Federal Real Property Profile (FRPP) is complete and accurate, three separate objectives must be accomplished. First, the Department's real property database, the Facility Information Management System (FIMS) must be modified to accommodate new or modified FRPP data requirements as approved by the FRPC. Second, the FIMS data must be complete and accurate and third, the data must be accurately uploaded into the FRPP in a timely manner. This document addresses the steps we will take to ensure that these objectives are achieved.

1. **FIMS modification** - FIMS data fields have been added where necessary to collect the additional data sub-elements that were optional for FY06 reporting but are required for FY07 as follows:

1. Lease Maintenance Indicator – data already exists in FIMS, no changes required
2. Disposition Method – the sub-elements for Public Benefit Conveyance and Sale, as defined by the FRPC, have been added.
3. Net Proceeds – this data element was added and reported in FY06
4. Recipient - this data element was added and reported in FY06.

In addition, to address issues that surfaced during the FY06 reporting, we have added additional disposition sub-elements to FIMS to separate lease terminations and lease expirations and to separately identify record removals that are due to administrative corrections, to ensure we can report the disposition data in accordance with OMB guidance. A screen capture of the revised FIMS disposition screen is shown below. These changes will enable DOE to accurately report the new "*Disposed*" status for all dispositions.



We will also implement FIMS changes to capture the newly-approved *Lease Authority Indicator*.

2. Data accuracy and completeness - the Department has implemented a data validation program to ensure the accuracy of the data within FIMS. Under the validation program, each site is validated annually, with 20 percent selected for OECM on-site quality assurance. The validation process uses statistical sampling to determine the presence or absence of a material variance for the data elements reported to the FRPP, at a 90 percent confidence level. Based on the findings, a red/yellow/green scorecard is developed and submitted to the headquarters program office. Any site rated as red is required to develop a corrective action plan, and repeat the validation at sixth month intervals until the problem is corrected.

To ensure the data are populated completely, OECM performs queries on the FIMS data to identify any records with missing or invalid data. These records are sorted by program and site and provided to each site for correction. This process is performed weekly beginning in November and daily starting the last week in November. The Department's internal deadline for fully populating the data in FIMS is December 1st. If any data are missing at that time, the FIMS help desk staff contacts the site and ensures the data are populated.

3. **FRPP Upload** – this area presented the greatest challenge in FY2006 because it is not wholly under the Department’s control. For data in the active database, the FRPP produced a summary report upon completion of data upload. The number of records by property type, RPV, building square feet, and acres of land shown on the summary report are compared to the totals in FIMS to ensure the data were correctly uploaded and accepted by the FRPP. However, the FRPP summary report did not include any information on reported disposition data, nor would the system allow the agency to view uploaded data (active or disposed) at the detail level. We have worked closely with GSA to improve the FRPP to overcome these limitations and they have taken the following actions:

- Implemented a business rule to prevent the upload of duplicate records for dispositions.
- Enhanced the Data Confirmation process to give visibility to dispositions.

These FRPP modifications will enable the Department to verify that the reported data is complete and accurate