



A. FIMS Data Element Dictionary

Overview

The FIMS Data Element Dictionary contains definitions/descriptions of all the data fields in FIMS. It also identifies the Headquarters program sponsor for each data field. As an additional aid to FIMS administrators, this dictionary identifies the data entry window that contains the data field. Some possible data sources are also provided after each description to assist in determining where to obtain the information.

Under the Element/Window Name column, the update frequency is provided. The three designations used are Static, As Needed, and Annual Update. Static data fields are those that are input once and basically never change. As Needed data fields are those that may require updates on a periodic basis. Data fields with a designation of Annual Updates are those that must be updated on a yearly basis to satisfy various Departmental requirements.

The FIMS Data Element Dictionary is presented in alphabetical order by English Names which are the data field names found within the FIMS application.

FIMS Data Hierarchy



FIMS Data Element Dictionary

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Acknowledge Rules of Behavior Required when a logon password is changed	<i>Password Change</i>	CHAR(1)	A Yes/No indicator to acknowledge that a FIMS user has read and agrees to the FIMS Rules of Behavior. A link to the FIMS Rules of Behavior is available in the footer of every window when logged into FIMS.
Acreage Required for all Land	PLND_ACREAGE <i>Land Info</i> UPDATE FREQUENCY: As Needed	NUM(12,2) MA Reported to FRPP	The total number of acres associated with the land parcel. (Procurement, Real Estate Rep, Area Office)
Actual Sales Price Required when DISPOSITION METHOD is updated to SP – Public Sale or SN – Negotiated Sale (prior to Archiving a Building, OSF, Land or Trailer)	PROP_DISP_VALUE <i>Disposition - Archive</i> UPDATE FREQUENCY: As Needed	NUM(10) MA Reported to FRPP	Report the actual sales price for an asset being disposed of by Public Sale (SP) or Negotiated Sale (SN). The Actual Sales Price has to be greater than or equal to zero. (Real Estate Rep)
Adjustment Cost Required for all Assets	CAPI_IMPROVE_COST <i>Cap Adjust</i> UPDATE FREQUENCY: Annual Update	NUM(14,2) MA	Cost of the capital adjustment/improvement. (Finance/Accounting)
Adjustment Date Required for all Assets	CAPI_IMPROVE_DATE <i>Cap Adjust</i> UPDATE FREQUENCY: Annual Update	DATE MA	Date the capital adjustment/improvement was made. (Finance/Accounting)
Adjustment Description Required for all Assets	CAPI_IMPROVE_DESC <i>Cap Adjust</i> UPDATE FREQUENCY: Annual Update	CHAR(50) MA	Description of the capital adjustment/improvement. (Finance/Accounting)
Adjustment Sequence Number	CAPI_IMPROVE_SEQ_NO <i>System Generated</i>	NUM(3)	Computer generated number used to uniquely identify multiple adjustments/improvements made on the same date.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Agreement Number Required for all Outgrant assets</p>	<p>OUTG_AGREEMENT <i>Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(25) MA</p>	<p>Unique number assigned to each Outgrant on a site-by-site basis. (Real Estate Rep)</p>
<p>Alternate Name Optional for Buildings, Trailers, OSF and Land</p>	<p>PROP_NAME_ALT <i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(30) <i>Field</i></p>	<p>The alternate name assigned to a specific property. For OSFs using usage codes 4920, 4921, or 4922, enter the permit number. For GSA Owned and GSA Leased buildings, enter the GSA Location Code from the Occupancy Agreement and shown as the Real Property ID on the GSA Rent Bill. (Industrial Engineer or Building Mgr)</p>
<p>Annual Actual Maintenance Required for DOE Owned, DOE Leased, and Contractor Leased, Contractor License Buildings, Trailers, and OSF Required for Permit Buildings and OSF Required for GSA Owned and GSA Leased Buildings</p>	<p>DEFM_AM <i>Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10) <i>CF</i></p> <p>Reported to FRPP</p>	<p>The actual, burdened costs of all maintenance and repair activities in a given fiscal year for a building, real property trailer or other structure and facility (OSF). (Federal Maintenance Manager)</p>
<p>Annual Rent Required for DOE Leased, Contractor Leased, Permit, and Contractor License Buildings and OSF Required for GSA Owned and GSA Leased Buildings Required for DOE Leased, Contractor Leased and Contractor License Trailers Required for DOE Leased, Contractor Leased, License, Permit, Easement, Long Term Interest, and Other Land</p>	<p>LSDT_ANNUAL_RENT <i>Ingrant</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(13,2) MA</p> <p>Reported to FRPP</p>	<p>The current annual rent for a lease. For GSA Occupancy Agreements, the total rent billed by the General Services Administration (GSA) during the previous (12) months. (Procurement, Real Estate Rep)</p>
<p>Annual Required Maintenance Required for NNSA Sites only - DOE Owned Buildings, Trailers and OSF Optional for all other Program Sites - DOE Owned Buildings, Trailers and OSF</p>	<p>DEFM_RM <i>Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10) NNSA</p>	<p>Collect these asset-level cost estimates as direct by the Lead Program Secretarial Office (LPSO) or Cognizant Secretarial Office (CSO). Include estimated, fully-burdened costs for predictive, preventive, and corrective maintenance or surveillance and maintenance for which the current fiscal year is the optimum period of accomplishment as determined by:</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Optional for DOE Leased and Contractor Leased Buildings, Trailers and OSF</p>			<p>a) Condition assessment surveys, b) The site's maintenance management plan, c) Vendor maintenance schedules, or d) Lifecycle or condition modeling</p> <p>Incorporate in estimated costs the prevailing wage and cost burden rates, and, any ancillary services or work necessary to resolve the deficiency.</p> <p>For projects with mixed scope of betterments and maintenance that would provide similar maintenance benefits to multiple assets at a single cost:</p> <ol style="list-style-type: none"> 1. First deduct any estimated project costs for betterments, 2. Then allocate the remaining estimated costs to the impacted assets based on size <p>Omit maintenance the site does not plan to accomplish in the current fiscal year, whether funded in year before the previous fiscal year or before, or deferred to the current fiscal year or later.</p> <p>For NNSA Sites, only Maintenance Cost for which the government is responsible for should be reported. (Federal Maintenance Manager)</p>
<p>Anticipated Disposition Method</p> <p>Required when Estimated Disposition Year is populated for all DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF and DOE Owned, Contractor Leased, Withdrawn from Public Domain, and DOE Leased Land</p>	<p>PROP_ANT_DISP_METHOD Excess</p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2) MA</p>	<p>If an Estimated Disposition Year value is entered in FIMS, select one of the following to indicate the Anticipated Disposition Method of the asset.</p> <p>For DOE owned assets or Withdrawn from Public Domain land choose:</p> <p>PB – Public Benefit Conveyance FT – Federal Transfer (transfer to another federal agency, not internal transfers within DOE) SL – Sale DM – Demolition OT – Other UN – TBD (To be determined)</p> <p>For DOE Leased and Contactor Leased assets choose:</p> <p>LX – Lease Early Termination LE – Lease Expiration</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			UN – TBD (To be determined)
Area Default	My Profile	CHAR(3)	Specifies the Area to be active each time the user enters FIMS.
Area Name Required for all assets	AREA_NAME <i>Area Info</i> UPDATE FREQUENCY: Static	CHAR(35) MA	A name that is assigned by the Field Office to identify an administrative subdivision of a Site. (Field/Ops Admin, Plant Engineering)
Area Number Required for all assets	AREA_NUMBER PROP_AREA_NUMBER <i>Area Info</i> UPDATE FREQUENCY: Static	CHAR(3) MA Reported to FRPP	A three-digit number that identifies an administrative subdivision of a Site. (Field/Ops Admin, Plant Engineering)
Asset % Utilized Required for Buildings and Trailers	PBLD_PERCENT_UTILIZATION <i>Utilization</i> UPDATE FREQUENCY: Annual Update	NUM(3) SC Reported to FRPP	<p>That portion of an asset in use. The Asset % Utilized is independent of Status and must be reported for all FIMS Status designations. Facilities that are fully shutdown will generally have a Utilization of 0 (zero). However, because the reported Status is the predominate status, a facility that is 51 percent shutdown and 49 percent operating would be properly reported as "Shutdown" but the Asset % Utilized would be 49% (if the operating portion is fully utilized).</p> <p>Asset % Utilized is not a reflection of space assignment but rather a measure of how "full" the space is. That is how utilized the space is. As an example, if a building with four floors is fully assigned/charged to an organization but one floor is empty with the other three floors fully utilized, the Asset % Utilized would be 75%.</p> <p>For programmatic real property such as laboratories or accelerators, the Asset % Utilized may be considered to be 100% if the mission requires 100% of the facility, even though there may be times when the facility is not fully utilized, or even unutilized.</p> <p>Asset % Utilized = (Utilized GSF of an asset / Total GSF of an asset) X 100. Expressed as a percentage in FIMS. (Building Mgr, Plant Engineering)</p>
Asset Condition Index (ACI)	Report Generated	NUM (4,3) MA	ACI is the Department's corporate performance measure of facility condition from a financial perspective. The ACI reflects the outcome of real property maintenance and recapitalization

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)												
			<p>policy, planning, and resource decisions. The goal is for the ACI to approach one. The index is one less the Facility Condition Index (FCI) (i.e. ratio of deferred maintenance to replacement plant value). Ratings are assigned to ACI range measures. The ACI increases and approaches one as the condition of the facilities improve. ACI ratings are based on comprehensive condition assessment surveys of the facilities. ACI ranges and ratings are as follows.</p> <table border="0"> <thead> <tr> <th data-bbox="1310 464 1436 488">ACI Range</th> <th data-bbox="1577 464 1703 488">ACI Rating</th> </tr> </thead> <tbody> <tr> <td data-bbox="1310 505 1436 529">1.00 >= 0.98</td> <td data-bbox="1577 505 1682 529">Excellent</td> </tr> <tr> <td data-bbox="1310 545 1436 570">0.98 >= 0.95</td> <td data-bbox="1577 545 1640 570">Good</td> </tr> <tr> <td data-bbox="1310 586 1436 610">0.95 >= 0.90</td> <td data-bbox="1577 586 1682 610">Adequate</td> </tr> <tr> <td data-bbox="1310 626 1436 651">0.90 >= 0.75</td> <td data-bbox="1577 626 1619 651">Fair</td> </tr> <tr> <td data-bbox="1310 667 1436 691">0.75 >=</td> <td data-bbox="1577 667 1619 691">Poor</td> </tr> </tbody> </table>	ACI Range	ACI Rating	1.00 >= 0.98	Excellent	0.98 >= 0.95	Good	0.95 >= 0.90	Adequate	0.90 >= 0.75	Fair	0.75 >=	Poor
ACI Range	ACI Rating														
1.00 >= 0.98	Excellent														
0.98 >= 0.95	Good														
0.95 >= 0.90	Adequate														
0.90 >= 0.75	Fair														
0.75 >=	Poor														
<p>Asset Type</p> <p>Required for DOE Owned Buildings, OSF and Land</p> <p>Optional for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional for DOE Leased, Contractor Leased, License, Permit, Easement, Long Term Interest, Other, Withdrawn from Public Domain, and Institutional Control Land</p>	<p>FISA_ASSET_TYPE PROP_ASSET_TYPE</p> <p><i>Lookup Table, Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(3) MA</p>	<p>A code that identifies the Standard Accounting and Reporting System (STARS) asset type of the real property being reported. This is different from "Usage Code" which reports current use.</p> <p>(Finance/Accounting)</p>												
<p>Asset Utilization Index (AUI)</p>	<p>Report Generated</p>	<p>NUM(5,2) MA</p>	<p>Asset Utilization Index (AUI) is the Department's corporate performance measure for measuring how well real property assets are being utilized.</p> <p>AUI is calculated for building and trailer assets.</p> <p>The formula to calculate AUI is:</p> <p>AUI = (Sum of Utilized GSF for a group of facilities/ Sum of total GSF for a group of facilities) X 100</p> <p>Utilized GSF = Utilization (%) x GSF of a facility.</p>												
<p>Asset Utilization Level</p>	<p>PBLD_AU_UTIL_LEVEL <i>Utilization – System Generated</i></p>	<p>CHAR(14) SC</p>	<p>This field displays one of the following four values based on the input Asset % Utilized</p> <ul style="list-style-type: none"> • Over Utilized – Asset % Utilized > 95% • Fully Utilized – Asset % Utilized 75% to 95% • Under Utilized – Asset % Utilized 10% to < 75% 												

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<ul style="list-style-type: none"> • Not Utilized – Asset % Utilized < 10%
Assigned Contractor Optional for Buildings, Trailers and OSF	PROP_ASSIGNED_CONTRACTOR <i>Property Detail</i> UPDATE FREQUENCY: As Needed	CHAR(40) <i>Field</i>	The name of the company/contractor assigned responsibility for managing and maintaining the real property asset. This optional field is available for tracking asset responsibility at sites with multiple contractors.
Cancellation Fee Required for GSA Owned and GSA Leased Buildings if DOE (the Grantee) has cancellation rights	LSDT_CANCELLATION_FEE <i>Ingrant</i> UPDATE FREQUENCY: As Needed	NUM(10) MA	For GSA Occupancy Agreements, the lump sum fee incurred by DOE to exercise their rights to cancel the Occupancy Agreement with GSA. If DOE has cancellation rights, the Cancellation Fee is required. Enter zero (0) if there is no fee. (Real Estate Division of the specific GSA regional office that provided the space)
Can't Currently be Disposed Required (if applicable) when <u>Excess Indicator</u> = Yes for DOE Owned Buildings, Trailers and OSF Required (if applicable) when <u>Excess Indicator</u> = Yes for DOE Owned and Withdrawn from Public Domain Land	PROP_CANT_DISPOSE <i>Excess</i> UPDATE FREQUENCY: As Needed	CHAR(25) MA Reported to FRPP	A picklist indicating the reason an asset cannot currently be disposed. Choices are: <ul style="list-style-type: none"> • Environmental Remediation • Diplomatic Restrictions • Title/Legal Disputes • Campus Location • Easements • Protective Structures • Other
Cap Adjust Asset Type Optional for all assets	CAPI_ASSET_TYPE <i>Cap Adjust</i> UPDATE FREQUENCY: As Needed	CHAR(3) MA	A code that identifies the Standard Accounting and Reporting System (STARS) asset type of the real property being reported. This is different from "Usage Code" which reports current use. (Finance/Accounting)
Capitalized Indicator Required for DOE Owned Buildings, OSF, Land and Trailers and Institutional Land on the Property Info Required for all assets on the Capital Adjustment window	PROP_CAP_IND CAPI_CAP_IND <i>Property Info</i> <i>Cap Adjust</i> UPDATE FREQUENCY: As Needed	CHAR(1) MA	Indicates (Yes/No) whether an assets Initial Acquisition Cost and/or Improvements are capitalized and therefore included in the Standard Accounting and Reporting System (STARS). Capitalization is the process whereby plant and equipment items, costing at least \$500,000 and having an anticipated service life of 2 years or more, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the STARS system by site accounting/finance. Since FIMS is required to maintain both capitalized and uncapitalized assets, this indicator allows FIMS cost data to be

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			totaled for only capitalized assets and provides an achievable balance and reconciliation between FIMS and STARS cost data.
Condition Index	Report Generated	MA	CI is the measure of a real property asset's condition as defined by the Federal Real Property Council. CI reflects the asset's current physical condition. The index is one less than the ratio of repair needs to replacement plant value then multiplied by 100. $CI = [1 - (\text{Repair Needs} / \text{RPV})] \times 100.$
Condition Notes Required for DOE Owned DOE Leased, Contractor Leased, Contractor License Buildings, Trailers, and OSF Required for Permit Buildings and OSF's Required for GSA owned and GSA Leased Buildings Note: Requirement currently applies to Laboratory sites only. Optional for all others.	BOSF_COND_NOTES <i>LOB Condition</i> UPDATE FREQUENCY: As Needed	CHAR(1000) SC	Provides a high level overview of how the condition of the asset is impeding the mission. The information can inform funding requests to resolve the most impactful deficiencies. The detail should include what aspect of the asset or system deficiencies is preventing or affecting the ability to execute the current mission. This data element is required when the Overall Asset Condition is 'Substandard' or 'Inadequate' and optional when the Overall Asset Condition is 'Adequate'.
Contamination Category Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No	PROP_CONTAMINATION_CAT <i>Excess</i> UPDATE FREQUENCY: As Needed	CHAR(25) EM	This is a picklist with the following 3 options that identifies the type of contamination and the possible future route to disposal: <ul style="list-style-type: none"> • Process Contaminated - Asset has structural components and/or systems contaminated with hazardous chemical and/or radioactive substances. Exclude facilities that contain no residual hazardous substances other than those present in building materials and components, such as asbestos-containing material, lead-based paint, or equipment containing PCBs and exclude facilities in which bulk or containerized hazardous substances, including radionuclides, have been used or managed if no contaminants remain in or on the structural components and/or systems. • Industrial contaminated –Facilities that contain no residual hazardous substances other than those present in normal building materials and components, such as asbestos-containing material, lead-based paint, or equipment containing PCBs or ozone depleting substances. • Not Contaminated –Asset is neither process nor industrial contaminated.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			If an asset has BOTH process and industrial contamination, select Process Contaminated.
<p>Contract No</p> <p>Required for DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for GSA Owned and GSA Leased Buildings</p> <p>Required for DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Required for DOE Leased, Contractor Leased, License, Permit, Easement, Long Term Interest, and Other Land</p>	<p>LSDT_INGRANT_CONTRACT_NO</p> <p><i>Ingrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(27)</p> <p>MA</p>	<p>The number that appears on the lease, permit, agreement, etc. for a lease or in-grant property.</p> <p>For GSA Occupancy Agreements, the Occupancy Agreement Number (OA No.) from the Occupancy Agreement or GSA Rent Bill.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Conventional Facility Indicator</p> <p>Optional for DOE Owned Buildings and OSF</p>	<p>DEFM_CONV_FAC</p> <p><i>Building/OSF Maintenance</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM (5,4)</p> <p>SC</p>	<p>Indicates the percentage of a FIMS property that is deemed general purpose/conventional (GP/C). In the event that the property has both general purpose/conventional components and programmatic components, enter a factor (as a whole number between 0 and 100) indicating the percentage of the property's total RPV that is deemed GP/C.</p> <p>GP/C properties are essentially all properties except those uniquely associated with one program that cannot easily be re-utilized by other programs when mission work is completed (e.g. accelerator beamline).</p> <p>Following HQ Program guidance when provided, the Conventional Facility Indicator (CFI) may be used to determine the portion of the property's Replacement Plant Value (RPV) used to calculate the site's sustainment requirements.</p> <p>The formulas used to calculate Adjusted RPV are:</p> <p>Adjusted Asset RPV = Asset RPV X (Asset CFI / 100)</p> <p>Adjusted Site RPV = Sum Total of the Adjusted Asset RPV for all Operating (FIMS Status Code 1 & 2) Owned Assets (Building or Maintenance Mgr, Plant Facilities Engineering)</p>
<p>Core Capability – Primary</p> <p>Required for all Buildings, Trailers, Land and OSFs</p>	<p>PROP_CAP_PRIMARY</p> <p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(5)</p> <p>NNSA</p>	<p>Select the Core Capability from the picklist that would be most degraded should the asset fail to perform as intended.</p>
<p>Core Capability – Secondary</p>	<p>PROP_CAP_SECONDARY</p>	<p>CHAR(5)</p>	<p>Select the Core Capability from the picklist that would be the</p>

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<p>Required for all Buildings, Trailers, Land and OSFs</p>	<p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NNSA</p>	<p>second most degraded should the asset fail to perform as intended.</p>
<p>Core Capability – Tertiary</p> <p>Required for all Buildings, Trailers, Land and OSFs</p>	<p>PROP_CAP_TERTIARY</p> <p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(5)</p> <p>NNSA</p>	<p>Select the Core Capability from the picklist that would be the third most degraded should the asset fail to perform as intended.</p>
<p>Core Capability – 4</p> <p>Optional for Buildings, Trailers, Land and OSFs</p>	<p>PROP_CAP_4</p> <p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(5)</p> <p>NNSA</p>	<p>Select the Core Capability from the picklist that would be the fourth most degraded should the asset fail to perform as intended.</p>
<p>Core Capability – 5</p> <p>Optional for Buildings, Trailers, Land and OSFs</p>	<p>PROP_CAP_5</p> <p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(5)</p> <p>NNSA</p>	<p>Select the Core Capability from the picklist that would be the fifth most degraded should the asset fail to perform as intended.</p>
<p>Deferred Maintenance</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p>	<p>DEFM_DM</p> <p><i>Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>CF</p>	<p>Maintenance that was not performed when it should have been or was scheduled to be and which, therefore, is put off or delayed for a future period.</p> <p>Maintenance costs and work do not include the following:</p> <ul style="list-style-type: none"> • Regularly scheduled janitorial work such as cleaning and preserving facilities and equipment. • Work performed in relocating or installing partitions, office furniture, and other associated activities. • Work usually associated with the removal, moving, and placement of equipment. • Work aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended. • Improvement work performed directly by in-house workers or in support of construction contractors accomplishing an improvement. • Work performed on special projects not directly in support of maintenance or construction. • Non-maintenance roads and grounds work, such as grass

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			cutting and street sweeping. NOTE: This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating. (Federal Maintenance Manager)																						
Disposition Date Required for all assets that are being archived	PROP_STATUS_DATE <i>Disposition - Archive</i> UPDATE FREQUENCY: As Needed	DATE MA Reported to FRPP	Identifies the date the disposal action was completed. The Disposition Date should not be beyond the end of the current fiscal year (cfy) and has been limited to 9/30/cfy until after the completion of year end processing. Provide the date of the selected Disposition Method according to the following table: <table border="1" data-bbox="1304 630 1955 1419"> <thead> <tr> <th data-bbox="1304 630 1656 667">Disposition Method</th> <th data-bbox="1656 630 1955 667">Disposition Date Value</th> </tr> </thead> <tbody> <tr> <td data-bbox="1304 667 1656 735">8 – Federal Transfer (Archive)</td> <td data-bbox="1656 667 1955 735">Date of letter of transfer</td> </tr> <tr> <td data-bbox="1304 735 1656 803">10 – Demolished (Archive)</td> <td data-bbox="1656 735 1955 803">Date demolition is complete</td> </tr> <tr> <td data-bbox="1304 803 1656 872">17 – Other Disposition (Archive)</td> <td data-bbox="1656 803 1955 872">Archive Date</td> </tr> <tr> <td data-bbox="1304 872 1656 992">CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance (Archive) options</td> <td data-bbox="1656 872 1955 992">Date of assignment letter to sponsoring agency or deed date to grantee</td> </tr> <tr> <td data-bbox="1304 992 1656 1060">LD – Loss Due to Disaster (Archive)</td> <td data-bbox="1656 992 1955 1060">Date of Disaster</td> </tr> <tr> <td data-bbox="1304 1060 1656 1128">LT – Loss Due to Training Exercise (Archive)</td> <td data-bbox="1656 1060 1955 1128">Date of actual loss due to Training Exercise</td> </tr> <tr> <td data-bbox="1304 1128 1656 1196">SN, SP – Negotiated and Public Sale (Archive)</td> <td data-bbox="1656 1128 1955 1196">Deed Date</td> </tr> <tr> <td data-bbox="1304 1196 1656 1265">TM – Early Termination/ Cancellation (Archive)</td> <td data-bbox="1656 1196 1955 1265">Termination/ Cancellation date</td> </tr> <tr> <td data-bbox="1304 1265 1656 1333">XP – Expiration/ Cancellation (Archive)</td> <td data-bbox="1656 1265 1955 1333">Expiration/ Cancellation date</td> </tr> <tr> <td data-bbox="1304 1333 1656 1419">XX – Administrative Correction/No Disposal of Asset (Archive)</td> <td data-bbox="1656 1333 1955 1419">Date of correction entry</td> </tr> </tbody> </table> (ES&H, Building Mgr, Plant Engineering)	Disposition Method	Disposition Date Value	8 – Federal Transfer (Archive)	Date of letter of transfer	10 – Demolished (Archive)	Date demolition is complete	17 – Other Disposition (Archive)	Archive Date	CF, HA, HE, HM, LW, NS, PA, PF, PR, SH, WC – All Public Benefit Conveyance (Archive) options	Date of assignment letter to sponsoring agency or deed date to grantee	LD – Loss Due to Disaster (Archive)	Date of Disaster	LT – Loss Due to Training Exercise (Archive)	Date of actual loss due to Training Exercise	SN, SP – Negotiated and Public Sale (Archive)	Deed Date	TM – Early Termination/ Cancellation (Archive)	Termination/ Cancellation date	XP – Expiration/ Cancellation (Archive)	Expiration/ Cancellation date	XX – Administrative Correction/No Disposal of Asset (Archive)	Date of correction entry
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XX – Administrative Correction/No Disposal of Asset (Archive)	Date of correction entry																								

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Disposition Method</p> <p>Required for all assets that are being archived</p>	<p>PROP_ STATUS</p> <p><i>Disposition - Archive</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Reflects the method in which the real property asset left the Department's inventory. The selections are as follows:</p> <p>8 – Federal Transfer (Archive) – The building, trailer, land, or OSF has been designated for transfer to another federal agency.</p> <p>The Status of Federal Transfer would be used in the event a facility was transferred to another federal agency such as GSA or DOD. It is not intended to reflect internal transfers within programs, contractors, or to local government or the public.</p> <p>10 – Demolished (Archive) – Indicates the building, trailer or OSF has been demolished, torn down. This status is to be used for buildings, trailers, or OSF that no longer physically exists.</p> <p>17 – Other Disposition (Archive) – This Status is to be used for all dispositions that don't fall into the other archive/disposition statuses (Federal Transfer, Demolished, Public Sale, Negotiated Sale, Early Termination/ Cancellation, Expiration/Cancellation, all PBC categories).</p> <p>CF - Public Benefit Conveyance: Correctional Facility Use (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Correctional Facility Use.</p> <p>HA - Public Benefit Conveyance: Homeless Assistance (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Homeless Assistance.</p> <p>HE - Public Benefit Conveyance: Health or Educational Use (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Health or Educational Use.</p> <p>HM - Public Benefit Conveyance: Historic Monuments (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Historic Monuments.</p> <p>LD – Loss Due to Disaster - The building, trailer, or OSF has been loss due to a disaster.</p> <p>LT – Loss Due to Training Exercise - The building, trailer, or OSF has been loss due to a training exercise.</p> <p>LW - Public Benefit Conveyance: Law Enforcement and</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Emergency Management Response (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Law Enforcement and Emergency Management Response.</p> <p>NS - Public Benefit Conveyance: Negotiated Sales to Public Agencies (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Negotiated Sales to Public Agencies.</p> <p>PA - Public Benefit Conveyance: Public Airports (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Public Airports.</p> <p>PF - Public Benefit Conveyance: Port Facilities (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Port Facilities.</p> <p>PR - Public Benefit Conveyance: Public Parks and Public Recreational Area (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Public Parks and Public Recreational Area.</p> <p>SH - Public Benefit Conveyance: Self-help Housing (Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Self-help Housing.</p> <p>SN – Negotiated Sale (Archive) - Indicates the building, trailer or OSF has been sold/transferred (regardless of consideration), via a negotiated sale, to a private business, community, commercial development group or local governmental development authority.</p> <p>SP - Public Sale (Archive) - Indicates the building, trailer or OSF has been sold/transferred (regardless of consideration), via a public sale, to a private business, community, commercial development group or local governmental development authority.</p> <p>TM – Early Termination/Cancellation (Archive) – To be used for an early termination of a Lease/ Ingrant agreement.</p> <p>Used when a GSA Owned or a GSA Leased building is returned to GSA prior to the Occupancy Agreement end date.</p> <p>WC - Public Benefit Conveyance: Wildlife Conservation</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>(Archive) – This disposition method should be chosen for a building, trailer, land or OSF that has permanently left DOE's inventory for PBC Wildlife Conservation.</p> <p>XP – Expiration/Cancellation (Archive) – To be used for an expired Lease/Ingrant agreement that is not being renewed.</p> <p>Used when a GSA Owned or a GSA Leased building is returned to GSA on the Occupancy Agreement end date.</p> <p>XX – Administrative Correction/No Disposal of Asset – This code is used to capture records that have been archived but do not represent the actual removal of a real property physical asset from DOE's inventory. This is to be used primarily as a correction for entry errors, etc.</p> <p>(ES&H, Building Mgr, Plant Engineering)</p>
<p>Document Category Required for all Documents</p>	<p>DOCU_CATEGORY <i>Document List</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(15) MA</p>	<p>Identifies the type of document. Picklist choices are:</p> <ul style="list-style-type: none"> • Data Validation • Real Estate • Bridge • Image • Other
<p>Document Name Required for all Documents</p>	<p>DOCU_NAME <i>Document List</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(40) MA</p>	<p>Free form text name to uniquely identify the document.</p>
<p>Document Description Optional for all Documents</p>	<p>DOCU_DESCRIPTION <i>Document List</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(150) MA</p>	<p>Free form text description of the document.</p>
<p>Document Year Required for all Documents</p>	<p>DOCU_YEAR <i>Document List</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>NUM(4) MA</p>	<p>Identifies the 4 digit year (YYYY) of the date of the document.</p>
<p>E-mail</p>	<p>My Profile</p>	<p>CHAR(40)</p>	<p>Electronic Internet mail address of the FIMS user.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Effective Date</p> <p>Required for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF</p> <p>Required for GSA Owned and GSA Leased Buildings</p> <p>Required for DOE Leased, Contractor License, and Contractor Leased Trailers</p> <p>Required DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p> <p>Required for all Outgrant assets</p>	<p>LSDT_EFFECTIVE_DATE OUTG_EFFECTIVE_DATE</p> <p><i>Ingrant, Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p>MA</p>	<p>The commencement date of the current agreement for this property. This is the effective date, not the date the agreement was signed. Sometimes referred to as "anniversary date".</p> <p>(Procurement, Real Estate Rep)</p>
<p>Enabling Infrastructure</p> <p>Optional for Buildings, Trailers, Land and OSFs</p>	<p>PROP_ENABLING_INFRASTRUCTURE</p> <p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p>NNSA</p>	<p>Indicates (Yes/No) if the asset represents infrastructure that enables the accomplishment of the mission. For example, utility services including HVAC, electrical, fire main, etc.</p>
<p>Estimate Indicator</p> <p>Required for DOE Owned Buildings, OSF, Land and Trailers and Institutional Control Land</p>	<p>PROP_ESTIMATE_IND</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(1)</p> <p>Field</p>	<p>Indicates (Yes/No) if the Initial Acquisition Cost entered for an owned building, OSF, land, or trailer is an estimate.</p> <p>(Finance/Accounting)</p>
<p>Est Annual MSRO</p> <p>Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes</p> <p>Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No</p>	<p>PROP_EST_ANNUAL_MSRO</p> <p><i>Excess</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(14)</p> <p>EM</p>	<p>Use the picklist to capture:</p> <ul style="list-style-type: none"> The actual, burdened costs of all maintenance, surveillance, anticipated repairs, and operating costs in a given fiscal year for a building, trailer, or other structure and facility (OSF). All major or anticipated repair costs (facility roof replacements, major corrective repairs, etc.) should be included and allocated across the years of expenditure. Operating cost includes utilities, cleaning and/or janitorial costs, pest control, refuse collection, roads/grounds upkeep, S&S, etc. These costs can be allocated or distributed across all facilities or a subset of facilities at the site if necessary or as established by site practice. This is a consolidated amount for the asset that is required while awaiting Deactivation or D&D and represents an avoided cost (or cost savings) once the facility has completed final D&D. <p>Choices are:</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<ul style="list-style-type: none"> • \$0 to \$10K • > \$10 to \$100K • > \$100K to \$1M • > \$1M
<p>Est Cleanup & Disposition Cost</p> <p>Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes</p> <p>Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No</p>	<p>PROP_EST_CLEANUP_DISP_COST</p> <p><i>Excess</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(12)</p> <p><i>EM</i></p>	<p>Enter a number using either an AFDCS Liability Estimate, EM project cost estimate, or other. This is the cost for cleanup, decontamination, dismantlement/demolition, and/or sale.</p>
<p>Est Disposition Yr</p> <p>Required for DOE Owned, DOE leased, Contractor Leased, Permit and Contractor License Buildings, and OSF</p> <p>Required for DOE Owned, DOE leased, Contractor Leased and Contractor License Trailers</p> <p>Required for DOE Owned, DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, Withdrawn from Public Domain, Institutional Control and License Land</p>	<p>PROP_EST_DISP_YR</p> <p><i>Excess</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4)</p> <p><i>MA</i></p>	<p>The estimated fiscal year that disposition of a real property asset will be completed (e.g. For Demolition it would be the estimated contract completion year. For Transfers outside the Department, the estimated year the property transfer will be completed).</p> <p>Est Disposition Yr may be populated for assets that are not excess (Excess Ind = No).</p> <p>For Excess assets (Excess Ind = Yes), population is required.</p> <p>In cases where it is impossible to estimate a disposition year, sites may enter '9999'.</p> <p>This data field is required to develop the Department's Disposition Plan. Disposition Plans typically include the current fiscal year plus the next ten fiscal years to align with the site Ten Year Site Plans (TYSP).</p> <p>This data field is used for Sustainability screening to determine which assets will be disposed of by 2025.</p> <p>Est Disposition Year must be reviewed and updated yearly.</p> <p>Est Disposition Year should not reflect a past fiscal year.</p> <p>Estimated Disposition year should not be populated for internal Department transfers.</p> <p>(Field/Ops Admin)</p>
<p>Excess Date</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p> <p>Required for DOE Owned, Withdrawn and Institutional Control Land</p>	<p>PROP_EXCESS_DATE</p> <p><i>Property Detail</i></p> <p><i>Excess (Display only)</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p><i>MA</i></p>	<p>When the Excess Indicator is set to No, the Excess Date is to be populated with the date the asset is planned to be excess using the format (mm/dd/yyyy). This information is required for assets that are planned to be excess within the next ten years but is optional for assets that will be declared excess to mission needs beyond that period. The Excess Date must be reviewed and updated annually and if the Excess Indicator is no, no prior</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>year will be allowed.</p> <p>Setting the Excess Indicator to Yes causes the Excess Date field to be system generated/populated with today's date (mm/dd/yyyy) and protected from further update. The Excess Date should reflect the date the asset was screened and declared excess to the Department via an email from OAM. If needed call the FIMS Hotline to request a prior date value to be input into the field.</p> <p>(Field/Ops Admin)</p>
<p>Excess Indicator</p> <p>Required for DOE Owned Buildings, OSF and Trailers</p> <p>Required for DOE Owned, Withdrawn and Institutional Control Land</p>	<p>PROP_EXCESS_IND</p> <p><i>Property Detail</i></p> <p><i>Excess (Display only)</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>This field is a (Yes/No) indicator. This field should be set to Yes, if no one at the site has a mission need and if screening (see the FIMS website "Excess Elimination" topic for more information on the screening process) with other DOE HQ programs has been completed by MA-50 (OAM) (an email will be sent from MA-50 (OAM) indicating that screening is complete and the Excess Indicator can be changed to 'Yes').</p> <p>When the Excess Indicator is set to Yes, the Excess Date field will default to today's date upon saving the record and is not available for update.</p> <p>For assets that are Excess Indicator = 'Yes', if the building/trailer/OSF that is being disposed has underlying land that is being disposed with it, the site will need to create a new land record for the land it intends to dispose. The site will also need to update the existing land record to reflect the portion of the land that is being disposed.</p> <p>(Field/Ops Admin)</p>
<p>Excluded Facilities (GSF)</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, and Contractor License Trailers</p>	<p>PBLD_EC_METERED</p> <p>POSF_EC_METERED</p> <p><i>Building/Trailer/OSF Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>EE</p>	<p>Square footage reported under the Excluded Facilities category for sustainability reporting as required in DOE Order 436.1 or updates to this Order. This square footage represents buildings, trailers, or other structures and facilities (OSF) for which DOE funds energy usage but is excluded from the building energy intensity reduction goals established by the National Energy Conservation Policy Act (NECPA) and Energy Independence and Security Act of 2007 (EISA). Every year each site must prepare an updated list of excluded buildings and self-certify the list along with the justification for exclusion as outlined in the FEMP publication Guidelines Establishing Criteria for Excluded Buildings dated January 27, 2006. Only facilities on the Excluded list are to be reported in this category.</p> <p>If the facility is not excluded or does not consume energy, zero</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>(0) must be entered.</p> <p>NOTE: All updates for fiscal year sustainability reporting must be completed prior to the FIMS Deferred Maintenance processing date (usually the last day in September). This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p>(In-House Energy Management)</p>
<p>Exclusion Part</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, Permit and Contractor License Buildings when the Excluded Facilities GSF is greater than zero</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased and Contractor License Trailers when the Excluded Facilities GSF is greater than zero</p>	<p>PBLD_EC_EXCL_PART</p> <p><i>Building/Trailer Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>CHAR(30)</p> <p>EE</p>	<p>Select the category that best describes the justification for excluding a facility from the energy intensity reduction goals of the National Energy Conservation Policy (NECPA) and Energy Independence and Security Act of 2007 (EISA). The FEMP publication Guidelines Establishing Criteria for Excluded Buildings dated January 27, 2006 provides general guidelines. The annual reminder to provide a self-certified list of exclusions will provide additional guidance for selecting the proper Exclusion Part. Choose one of the following:</p> <p>B - Privately owned - Building(s) that is/are privately owned and privately occupied but happen to be co-located on Federal land or military installation.</p> <p>C - Fully serviced lease - Building(s) that have Full Serviced Leases.</p> <p>D - Essentially only lighting - Building(s) that is/are essentially structures such as outside parking garages which consume essentially only lighting energy, yet are classified as buildings.</p> <p>E - Skewed energy usage - Building(s) where energy usage is skewed significantly due to reasons such as: buildings entering or leaving inventory during the year, buildings down-scaled operationally to prepare for decommissioning and disposal, and buildings undergoing major renovation.</p> <p>F - Lease some energy provided - This applies to leased spaces where the Government may pay for some energy but not all, the space comprises only part of the building, or the lease limits the ability to undertake energy conservation measures.</p> <p>G - Metered intensive loads - Separately -metered energy intensive loads that are driven by mission and operational requirements, not necessarily buildings, and not influenced by</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>conventional building energy conservation measures.</p> <p>H - Impracticability - This applies to building(s) that can demonstrate four critical findings: 1) Energy requirements are impracticable; 2) All Federally required energy management reports have been completed and submitted; 3) Achieved compliance with all energy efficiency requirements; and 4) Implementation of all practicable, life cycle cost-effective projects.</p> <p>NOTE: All updates for fiscal year sustainability reporting must be completed prior to the FIMS Deferred Maintenance processing date (usually the last day in September). This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating. (<i>In-House Energy Management</i>)</p>
<p>Expiration Date</p> <p>Required for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF</p> <p>Required for GSA Owned and GSA Leased Buildings</p> <p>Required for DOE Leased, Contractor License, and Contractor Leased Trailers</p> <p>Required DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p> <p>Required for all Outgrant assets</p>	<p>LSDT_EXPIRATION_DATE OUTG_EXPIRATION_DATE</p> <p><i>Ingrant</i> <i>Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The date that the current ingrant/outgrant is scheduled to end.</p> <p>For outgrants that are not scheduled to end, enter 01/01/9999 to represent that a perpetual right was granted. Click the <u>Set Perpetual Outgrant</u> button to populate the field.</p> <p>For Land Easements that are not scheduled to end, enter 01/01/9999 to represent that a perpetual right was granted. Click the <u>Set Perpetual Easement</u> button to populate the field.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Facility Condition Index (FCI)</p>	<p>Report Generated</p>	<p>MA</p>	<p>The ratio of Deferred Maintenance to Replacement Plant Value (RPV).</p> <p>FCI Reference Source..."Managing the Facilities Portfolio"... A practical approach to institutional facility renewal and deferred maintenance... 1991 by the National Association of College and University Business Offices, One Dupont Circle, Washington, DC, Telephone 202-861-2500. Author Sean C. Rush, Partner, Coopers & Lybrand, Boston, MA.</p>
<p>Field Office</p>	<p>FLDO_FIELD_OFFICE SITE_FIELD_OFFICE</p> <p><i>Lookup Table, Internal</i></p>	<p>CHAR(2)</p>	<p>Code used to identify the DOE Operations/Field Office. The first two digits of the Site Number identify the Field Office.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Field Office Default	<i>My Profile</i>	CHAR(2)	Specifies the Field Office to be active each time the user enters FIMS.
Field Office Restriction	<i>My Profile</i>	CHAR(2)	Specifies the Field Office that a user with Field Office Administrator, Field Office User or Site User level security may access.
FIMS Message Board-Message	MBRD_MESSAGE <i>Message Board</i>	CHAR(2000)	The message entered by a system administrator
Geographic Cost Factor	SITE_GEOCOST_FACTOR <i>RPV, Trailer Info</i> <i>Internal</i>	NUM(4,2)	This factor is multiplied against the Building/Trailer Replacement Plant Value (RPV) to adjust for local variations at a DOE site. The factor is for labor and material only and does not account for special site related escalators.
<p>Goal Subject Facilities (GSF)</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, and Contractor License Trailers</p>	<p>PBLD_EC_BLDG_FAC POSF_EC_BLDG_FAC <i>Building/Trailer/OSF Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10) <i>EE</i></p>	<p>Square footage reported under the Goal Subject Facilities category for sustainability reporting as required in DOE Order 436.1 or updates to this Order. This square footage represents buildings, trailers, or other structures and facilities (OSF) for which DOE funds energy being consumed for heating, cooling, ventilation, and lighting or to service water heating energy load requirements of the facility. Keep in mind depending on the energy usage intensity, the square footage for the facility may be considered Excluded. Coordinate with the site Sustainability/Energy manager to ensure square footage is being reported under the correct category. Furthermore, a portion of the square footage may be considered Goal Subject with another portion as Excluded (see section for more information).</p> <p>If DOE funds are used to pay for all the energy usage (including electricity, natural gas, heating, steam, etc.), the square footage is to be included in this category. If the building owner pays for any portion of the energy usage, do not use this category.</p> <p>If the facility does not consume energy, zero (0) must be entered.</p> <p>NOTE: All updates for fiscal year sustainability reporting must be completed prior to the FIMS Deferred Maintenance processing date (usually the last day in September). This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			(In-House Energy Management)
<p>Grantee</p> <p>Required for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF</p> <p>Required for DOE Leased, Contractor License, and Contractor Leased Trailers</p> <p>Required DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p> <p>Required for all Outgrant assets</p>	<p>LSDT_GRANTEE_NAME</p> <p>OUTG_GRANTEE</p> <p><i>Ingrant, Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(30)</p> <p>MA</p>	<p>Name of the party to whom an interest in the real property is conveyed. If the Grantee does not appear in the picklist, the name should be typed in.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Grantee Cancellation Rights</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF</p> <p>Optional for GSA Owned and GSA Leased Buildings</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor License and Contractor Leased Trailers</p> <p>Optional (NNSA sites Required) DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p> <p>Optional for all Outgrant assets</p>	<p>LSDT_GRANTEE_CAN_RIGHTS_IND</p> <p>OUTG_CANCEL_RIGHTS_GRANTEE</p> <p><i>Ingrant, Outgrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p>MA</p>	<p>Indicates (Yes/No) whether the grantee has the right to cancel the ingrant/outgrant before the expiration date. For ingrant properties, if the grantee is granted cancellation rights, the number of days notice is required. For outgrants, refer to the file for Outgrant days notice.</p> <p>For GSA Owned or GSA leased buildings, indicates DOE's right to return the property to the General Services Administration before the Occupancy Agreement end date. If DOE has cancellation rights, the number of days notice is required.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Grantor</p> <p>Required for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF</p> <p>Required for DOE Leased, Contractor License, and Contractor Leased Trailers</p> <p>Required DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p>	<p>LSDT_GRANTOR_NAME</p> <p><i>Ingrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(30)</p> <p>MA</p>	<p>Name of the grantor (landlord) as it appears on the lease.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Grantor Cancellation Rights</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor Leased, Contractor License and Permit</p>	<p>LSDT_GRANTOR_CAN_RIGHTS_IND</p> <p>OUTG_CANCEL_RGHTS_GRANTOR</p> <p><i>Ingrant, Outgrant</i></p>	<p>CHAR(1)</p> <p>MA</p>	<p>Indicates (Yes/No) whether the grantor has the right to cancel the ingrant/outgrant before the expiration date. For ingrant property, if the grantor is granted cancellation rights, the number of days notice is required. For outgrants, refer to the</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Buildings and OSF</p> <p>Optional for GSA Owned and GSA Leased Buildings</p> <p>Optional (NNSA sites Required) for DOE Leased, Contractor License and Contractor Leased Trailers</p> <p>Optional (NNSA sites Required) DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p> <p>Optional for all Outgrant assets</p>	<p>UPDATE FREQUENCY: As Needed</p>		<p>file for Outgrant days notice.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Gross Sqft</p> <p>Required for DOE Owned, Permit and Contractor License Buildings</p> <p>Required for DOE Owned and Contractor License Trailers</p> <p>NOTE: For DOE leased, Contractor leased, GSA owned and GSA leased buildings and trailers, reference Rentable Sqft.</p>	<p>PBLD_GROSS_SQFT</p> <p><i>Building/Trailer Dimension, Utilization (display only)</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Preferred Method: The area of all floor areas on all levels of a building or trailer in square feet as determined by using an industry standard methodology such as ANSI/BOMA Z65.3-2009, <i>Gross Area of a Building: Standard Methods of Measurement</i>.</p> <p>Secondary Method: The total floor area of a building or trailer in square feet measured between exterior finished surfaces and multiplied by the number of floors.</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p>(Plant Engineering, Building Mgr)</p>
<p>GSA Notification – Accepted</p> <p>Required (if applicable) when <u>Can't Currently be Disposed</u> is blank</p>	<p>PROP_GSA_ACCEPTED_DATE</p> <p><i>Excess</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p>MA</p> <p>Reported to FRPP</p>	<p>A date field (MM/DD/YYYY) that represents DOE has received an acceptance of the Report of Excess (ROE) from the GSA disposal office.</p> <p>This field is only available when <u>Can't Currently be Disposed</u> is blank (null).</p> <p><u>GSA Notification – Submitted</u> date must exist before this date can be entered. <u>GSA Notification – Accepted</u> date can be equal to or later than the <u>GSA Notification – Submitted</u> date.</p> <p>Date entered cannot be removed, only updated.</p>
<p>GSA Notification – Submitted</p> <p>Required (if applicable) when <u>Can't Currently be Disposed</u> is blank</p>	<p>PROP_GSA_SUBMITTED_DATE</p> <p><i>Excess</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p>MA</p> <p>Reported to</p>	<p>A date field (MM/DD/YYYY) that represents when DOE submitted a Report of Excess (ROE) to GSA and is pending acceptance by GSA.</p> <p>This field is only available when <u>Can't Currently be Disposed</u> is blank (null).</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
		FRPP	Date entered cannot be removed, only updated.
<p>Hazard Category 1 Hazard Category 2 Hazard Category 3 Required for DOE Owned Buildings, OSF, and Trailers</p>	<p>PROP_HAZ_CAT PROP_HAZ_CAT2 PROP_HAZ_CAT3 HAZD_HAZARD_CODE <i>Property Info, Lookup Table</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(2) SC</p>	<p>Identifies the hazard category associated with a building, trailer, or OSF. The valid selections are:</p> <ol style="list-style-type: none"> 1. 01 Nuclear Facility Category 1 – Hazard analysis shows the potential for significant <i>off-site</i> consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Advanced Test Reactor at INL. 2. 02 Nuclear Facility Category 2 - Hazard analysis shows the potential for significant <i>on-site</i> consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) An example is the Defense Waste Processing Plant at Savannah River. 3. 03 Nuclear Facility Category 3 - Hazard analysis shows the potential for significant <i>localized</i> consequences during an accident. (Pg 7, DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports) A facility, which contains or handles quantities of nuclear material less than the threshold limits (e.g. 160 grams for Co-60) for Category 2 but greater than those (e.g. .25 grams for Co-60) for Radiation Facility. An example is the Transuranium Research Lab at ORNL. 4. 04 Radiological Facility – Facility which handles or contains nuclear materials, but at levels below the threshold (e.g. .25 grams for Co-60) for a Nuclear Category 3 facility as defined in DOE Std 1027-92, Hazard Categorization and Accident Analysis Techniques for Compliance with DOE Order 5480.23, Nuclear Safety Analysis Reports. An example is the National Tritium Labeling Facility at LBNL. 5. 05 Chemical Hazard Facility – The quantity of chemicals contained in the facility exceeds the threshold quantity for those chemicals covered under OSHA's Chemical Process Safety regulation 29 CFR 1910.119, Appendix A. An example is a chemical storage facility that exceeds 10,000 pounds for anhydrous ammonia. 6. 06 Nanoparticle Facility – A facility containing activities

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>involving unbound engineered nanoscale particles as defined in DOE O 456.</p> <p>7. 07 Beryllium Hazard Facility – A facility containing activities involving beryllium materials and is subject to a 10CFR850 chronic beryllium disease prevention program.</p> <p>8. 08 BSL-1 Facility – A facility containing activities that require BioSafety Level 1 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851.</p> <p>9. 09 BSL-2 Facility – A facility containing activities that require BioSafety Level 2 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851.</p> <p>10. 10 BSL-3 Facility – A facility containing activities that require BioSafety Level 3 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851.</p> <p>11. 11 BSL-4 Facility – A facility containing activities that require BioSafety Level 4 controls per Centers for Disease Control laboratory BSL criteria (HHS CDC 21-1112) or designation by the Institutional Biosafety Committee per 10 CFR 851. (DOE P 434.1A prohibits BSL4 operations at DOE facilities/sites.)</p> <p>12. 12 Not applicable – Facility does not fall into any of the above categories. (ES&H, Risk Management, Plant Engineering)</p>
<p>Historic Designation</p> <p>Required for DOE Owned Buildings, OSF, and Trailers</p> <p>Required for DOE Owned Land</p>	<p>PROP_HIST_DES</p> <p><i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(38)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Identify the building, land, trailer, or OSF as:</p> <p>1) National Historic Landmark (NHL) – The asset is designated as a National Historic Landmark (NHL) either individually or as a contributing resource to an NHL district.</p> <p>Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).</p> <p>2) National Register Listed (NRL) – The asset is listed in the National Register of Historic Places (NRHP) either individually or as a contributing resource to a National</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>Register listed historic district.</p> <p>Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).</p> <p>3) National Register Eligible (NRE) – The asset is eligible for listing in the National Register of Historic Places (NRHP) either individually or as a contributing resource to a National Register eligible historic district.</p> <p>Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).</p> <p>4) Non-contributing element of NHL/NRL District – The asset has been determined non-contributing to a National Historic Landmark (NHL) or National Register listed or eligible historic district.</p> <p>Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).</p> <p>5) Not Evaluated – The asset has not been evaluated by the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO) for listing in the National Register of Historic Places either individually or as part of a larger district or no Historical Status information is available. This is common and acceptable for assets less than 45 or 50 years old to be unevaluated.</p> <p>6) Evaluated, Not Historic – The asset has been evaluated by the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO) and determined not to be historical, that is, not eligible for listing in the National Register of Historic Places (NRHP).</p> <p>Only use this designation if the site has obtained written concurrence for the asset from the State Historic Preservation Officer(s) (SHPO)/Tribal Historic Preservation Officer(s) (THPO).</p>
<p>Hours of Operation Per Week</p> <p>Required for all Buildings and Trailers</p>	<p>DEFM_HRS_OF_OPER</p> <p><i>Maintenance</i></p>	<p>NUM(3)</p> <p>MA</p>	<p>This field is initially system defaulted to 60 hours per week. This is an approximation of the "lights on" hours for a building that operates a single shift, five days per week.</p> <p>This field should be updated if the hours of operation differ</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed	Reported to FRPP	substantially from the norm.
<p>HQ Program Office Required for all assets</p>	<p>PROP_PROGRAM <i>Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4) <i>EM</i></p>	<p>The DOE headquarters program office responsible for the building, trailer, land, or OSF and its operations (SC, EM, etc.). This data field is required but is not updatable through the FIMS Property Info window.</p> <p>HQ Program Office may be entered when creating a new record in FIMS.</p> <p>To change the value in the HQ Program Office data field, an official request has to be emailed to FIMS Support. The email should contain supporting documentation/ concurrence from the HQ program offices involved with the transferring asset to confirm that there is agreement between the transferring program offices.</p> <p>(Field/Ops Admin, Finance/Accounting)</p>
<p>IFI Site Required for DOE Owned and Permit Buildings and OSF Required for DOE Owned Trailers</p>	<p>PROP_IFI_SITE <i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(50) <i>MA</i></p>	<p>Represents a single or multiple FIMS sites that a DOE Headquarters Program Office has grouped for purposes of monitoring sustainment investments and execution.</p>
<p>Initial Acquisition Cost Required for DOE Owned Buildings, OSF and Trailers Required for DOE Owned and Institutional Control Land</p>	<p>PROP_ACQ_COSTS <i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>NUM(14,2) <i>MA</i></p>	<p>Purchase price plus all support costs for land. Total final project cost for buildings, trailers, and OSFs.</p> <p>(Finance/Accounting)</p>
<p>Initial Lease Date Required for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF Required for DOE Leased, Contractor License, and Contractor Leased Trailers Required DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land</p>	<p>LSDT_INITIAL_LEASE_DATE <i>Ingrant</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE <i>MA</i></p>	<p>The original date of DOE's right to use the property under the lease, permit, license, easement or other ingrant agreement.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Inspection Date Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers, and OSF</p>	<p>DEFM_INSPECT_DATE <i>Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>DATE <i>CF</i></p>	<p>The date of the final Condition Assessment Survey (CAS) during the fiscal year.</p> <p>Do not enter an Inspection Date when no inspection compliant with required guidance has occurred.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>When multiple inspections covering all of an asset's components systems have occurred within a single fiscal year, record the date of the final inspection. Inspection Date entries of 01/01/FY (previous convention used to designate multiple inspections during a fiscal year) may remain until the next inspection year.</p> <p>Do not enter future dates.</p> <p>For new assets, the date of beneficial occupancy can be used for the Inspection Date until it is CAS inspected. (Federal Maintenance Manager)</p>
<p>Justification Comment</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, Permit, and Contractor License Buildings when the Excluded Facilities GSF is greater than zero</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased and Contractor License Trailers when the Excluded Facilities GSF is greater than zero</p>	<p>PBLD_EC_JUST <i>Building/Trailer Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>CHAR(400) EE</p>	<p>This field is used to provide a narrative justification as to why the building has been excluded. The justification should be brief but yet provide enough detail to allow senior management to understand the reason for the exclusion. A justification must be provided for each excluded building. Below are several examples of justifications that were flagged along with their updated versions. In addition there are samples of good justifications.</p> <p>Original - Poor: Driven by mission and operational requirements.</p> <p>Revised - Good: Building down-scaled operationally temporarily, metered separately. This building supports the water infrastructure to a portion of the site that is temporarily closed.</p> <p>Original - Poor: Impracticability based on performance of a national security function.</p> <p>Revised - Good: High-energy, mission driven building, due to national security. This building is metered separately, all ECMs have been reviewed.</p> <p>Original - Poor: Shared meter</p> <p>Revised - Good: Shed only uses minimal lighting. Shared meter.</p> <p>Good justifications:</p> <ul style="list-style-type: none"> - Downscaled, awaiting D&D or disposition - Building down-scaled operationally temporarily, metered separately. This area is currently under construction and will open soon FY13. - Building consumes essentially only lighting energy. Lighting can be no more efficient in a life-cycle cost effective manner.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>- All utilities included in the lease.</p> <p>- ACCELERATOR. Energy usage in this building is driven by programmatic requirements for large machines which are significantly different from conventional building requirements. Part of metered energy intensive loads whose group is metered and their consumption will be reported annually as part of process load.</p> <p>NOTE: All updates for fiscal year sustainability reporting must be completed prior to the FIMS Deferred Maintenance processing date (usually the last day in September). This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p>(In-House Energy Management)</p>
<p>Land Ownership</p> <p>Required for DOE Owned and DOE Leased and Permit Buildings and OSF</p> <p>Optional for Contractor Leased and Contractor License Buildings and OSF</p>	<p>PBLD_LAND_OWNER_CODE POSF_LAND_OWNER_CODE LNDL_LAND_OWNER_CODE</p> <p><i>Building Info, OSF Info, Lookup Table</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR (1) MA</p>	<p>The type of ownership or means of control of the land on which a DOE building or OSF is constructed.</p> <p>Contractor Control – land that is controlled by the contractor</p> <p>Easement – land that belongs to another that DOE has the right to use for a specific purpose, with the owner retaining title</p> <p>Leased by DOE – land with an agreement that gives DOE exclusive possessory interest for a specified time, in exchange for payment of rent to the owner</p> <p>Other – describes land that does not fall into the other defined Land Ownership categories</p> <p>Owned by DOE – land with fee title (full and unconditional ownership of surface, subsurface and air rights)</p> <p>Permit Land – land with a temporary right of exclusive or nonexclusive use</p> <p>Withdrawn Public Domain – land that has been withdrawn from the public domain for DOE's use</p> <p>(Real Estate Rep, Area Office)</p>
<p>Lease Authority</p> <p>Required for DOE Leased Buildings, Trailers, OSF and Land</p> <p>Optional for Contractor Leased, Permit and Contractor License Buildings and</p>	<p>LSDT_LEASE_AUTH <i>Ingrant</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR (2) MA</p> <p>Reported to</p>	<p>The Lease Authority is used to indicate the authority used to execute a lease. This is a picklist field that contains the following options.</p> <p>Independent Statutory Authority (IS) – Authority to acquire leased space that originates in a statute enacted into law. This</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>OSF</p> <p>Optional for Contractor Leased and Contractor License Trailers</p> <p>Optional for Permit, Long Term Interest, Other, Contractor Leased, Easement and License Land</p>		FRPP	<p>may be an agency wide standing authority to acquire leased space or it may be singular authority granted to acquire leased space for a specific activity of a Federal agency.</p> <p>Contractor Leases (where the contractor is reimbursed for the lease by DOE) would fall under this category.</p> <p>Categorical Space – Delegation from GSA (CS) – A standing delegation of authority from the Administrator of General Services to a Federal agency to acquire certain types of space as identified in FMR 102.73-155. All leased real estate assets reported as Categorical Delegation must comply with FMR Bulletin C-2 reporting requirements in the GSA Lease Delegations data system.</p> <p>Special Purpose Space – Delegation from GSA (SP) – A standing delegation of authority from the Administrator of General Services to specific Federal agencies to lease their own special purpose space. Restricted to agencies that have Special Purpose delegation authority for the types of space authorized under FMR 102-73.170 – 102-73.225. Agencies that have Special Purpose delegation are Agriculture, Commerce, Defense, Energy, Federal Communications Commission, Health and Human Services, Homeland Security, Interior, Justice, Office of Thrift Supervision, Transportation, Treasury, and Veterans Affairs. All leased real estate assets reported as Special Purpose Delegation must comply with FMR Bulletin C-2 reporting requirements in the GSA Lease Delegation data system.</p> <p>General Purpose – Delegation from GSA (PC) – FMR Bulletin C-2 established new requirements for agencies requesting authorization to use the General Purpose lease delegation authorization. The Bulletin re-emphasized and modified certain procedures associated with the use of the delegation of General Purpose leasing authority provided by FMR Bulletin 2008-B1. General Purpose delegations of lease authority is limited to no more than 19,999 usable square feet of space for terms of up to 20 years and below prospectus level requirements, regardless of geographic location. General purpose space is defined as office and related space, as well as laboratory and warehouse space. All leased real estate assets reported as General Purpose Delegation with lease award dates after November 11, 2007 must be approved by GSA in accordance with FMR Bulletin C-2. No real estate asset may be reported under General Purpose Delegation without receiving appropriate delegated authority from GSA.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)								
			<p>GSA Occupancy Agreement (OA) – a written agreement descriptive of the financial terms and conditions under which GSA assigns and DOE occupies the GSA-controlled space.</p> <p>(Procurement, Real Estate Rep)</p>								
<p>Location City</p> <p>Required for all Buildings, Trailers and OSF</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_GEO_CITY</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(4)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The 4-digit Geographic Location Code (GLC) for the City or town associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p>(Procurement, Real Estate Rep)</p>								
<p>Location Congressional District</p> <p>Required for all Buildings, Trailers and OSF</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_DISTRICT_1</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The value for the Congressional District associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p>For assets located in one of the following 'At Large' Congressional Districts, please choose 0 (zero) from the picklist.</p> <table border="1" data-bbox="1312 771 1995 928"> <tr> <td>Alaska</td> <td>North Dakota</td> </tr> <tr> <td>Delaware</td> <td>South Dakota</td> </tr> <tr> <td>District of Columbia</td> <td>Vermont</td> </tr> <tr> <td>Montana</td> <td>Wyoming</td> </tr> </table> <p>If the DOE Owned property is located in a foreign country, this field is to be left blank.</p> <p>(Procurement, Real Estate Rep)</p>	Alaska	North Dakota	Delaware	South Dakota	District of Columbia	Vermont	Montana	Wyoming
Alaska	North Dakota										
Delaware	South Dakota										
District of Columbia	Vermont										
Montana	Wyoming										
<p>Location County</p> <p>Required for all Buildings, Trailers and OSF</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_GEO_COUNTY</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(3)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The 3-digit Geographic Location Code (GLC) for the County associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p>(Procurement, Real Estate Rep)</p>								
<p>Location State</p> <p>Required for all Buildings, Trailers and OSF</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_GEO_ST</p> <p><i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>The 2-digit Geographic Location Code (GLC) for the State or District of Columbia associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p>(Procurement, Real Estate Rep)</p>								

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Location Zip Code</p> <p>Required for all Buildings, Trailers and OSF</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_ZIP <i>Location</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(10) MA</p> <p>Reported to FRPP</p>	<p>The 5 or 9 digit zip code associated with the reported Main Location in which the land, building, trailer or OSF is located.</p> <p>Nine digit zip codes should be entered without the hyphen on the data entry window and through the upload.</p> <p>(Procurement, Real Estate Rep)</p>
<p>Main Location</p> <p>Required for all Buildings, Trailers and OSF</p> <p>Required for all Land assets except Institutional Control</p>	<p>PROP_MAIN_LOC <i>Property Detail</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(30) MA</p> <p>Reported to FRPP</p>	<p>Main Location refers to the street/delivery address for the real property asset. For assets with no street address, report the street address of the main gate. For records not located at a site, report the zip code. For linear assets that span multiple zip codes, report the zip code at the beginning or end point of the asset.</p> <p>Do not use the following in this field:</p> <ul style="list-style-type: none"> • Mailing address that is different than the location address • Building Name • Street corner (e.g. 19th & F Streets) • Other Descriptions (such as a Post Office box number) • Symbols such as a double quote (“), underline (_), plus (+), percent (%), and ampersand (&). <p>For GSA Owned and GSA Leased buildings, the street address from the Occupancy Agreement.</p> <p>(Building Manager, Real Estate Officer)</p>
<p>Meters –</p> <p>Electricity</p> <p>Gas – Natural</p> <p>Gas – Other</p> <p>Coal</p> <p>Fuel Oil</p> <p>Steam/Hot Water</p> <p>Water – Chilled</p> <p>Water – Potable</p> <p>Water – Non-Potable, Fresh</p>	<p>BOSF_METER_ELECTRIC BOSF_METER_GAS_NATURAL BOSF_METER_GAS_OTHER BOSF_METER_COAL BOSF_METER_FUEL_OIL BOSF_METER_STEAM_HOT_WATER BOSF_METER_WATER_CHILLED BOSF_METER_WATER_POTABLE BOSF_METER_WATER_NON_POTABLE</p> <p><i>Building/Trailer/OSF Dimensions</i></p>	<p>CHAR(16) EE</p>	<p>If the asset uses any of the following utilities or fuels, select how its consumption is individually metered.</p> <p>Where a mixture of standard and advanced meters track an asset's consumption of a particular utility, choose between "Metered-Standard" and "Metered-Advanced" based on the majority of either the meters serving the asset or consumption passing through each meter type.</p> <p>For utilities and fuels fed in aggregates such as coal, users may consider scales equivalent to meters.</p> <p>'Gas – Other' should include only those gases used for energy.</p> <p>Picklist choices are:</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, Trailers and OSF</p> <p>Optional for Permit and Contractor License Buildings and OSF</p> <p>Optional for Contractor License Trailer</p>	<p>UPDATE FREQUENCY: As Needed</p>		<p>Not Used – The asset does not consume the identified utility or fuel.</p> <p>De Minimus Use – Asset-level consumption amounted to 2 gal/day or less for either Water-Potable and Water-Non-Potable, Fresh OR 20.9 BTU/sf/yr for Electricity, Gas-Natural, Gas-Other, Coal, and Fuel Oil.</p> <p>Not Metered – The asset-level consumption of the identified utility or fuel is not directly measured in its entirety through one or more meters dedicated to the asset, i.e., there are no meters in place, any meters in place measure partial consumption, or any meters in place serve multiple assets.</p> <p>Metered-Standard – The asset's consumption of the identified utility or fuel is measured in its entirety through one or more electromechanical or solid state devices that cumulatively measure, record and store aggregated data pertaining to the subject asset and no other.</p> <p>Metered-Advanced – The asset's consumption of the identified utility or fuel is measured in its entirety through one or more electromechanical or solid state devices with the capability to record interval data pertaining to the subject asset and no other, and communicate the data to a remote location at least once daily. (In-House Energy Management)</p>
<p>Mission Dependency</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased Buildings, OSF, and Trailers</p> <p>Required for GSA Owned and GSA Leased Buildings</p> <p>Required for DOE Owned, Withdrawn from Public Domain, DOE Leased, Easement, Long Term Interest, Permit, Other and Contractor Leased Land</p> <p>Optional for Permit and Contractor License Buildings and OSF</p> <p>Optional for Contractor License Trailers</p> <p>Optional for Contractor License and Institutional Control Land</p>	<p>PROP_MISSION_ESSENTIAL</p> <p><i>Mission</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1)</p> <p>MA</p>	<p>The value an asset brings to the performance of the mission as determined by DOE in one of the following categories:</p> <ol style="list-style-type: none"> 1) Mission Critical – Land or constructed assets deemed necessary to perform the primary missions assigned to a particular Site. This would encompass any facility or infrastructure primarily used to perform scientific, production, environmental restoration or stockpile stewardship and without which, operations would be disrupted or placed at risk. 2) Mission Dependent, Not Critical – Land or constructed assets that play a supporting role in meeting the primary missions assigned to a particular Site. Loss of Mission Dependent, Not Critical assets would not immediately disrupt operations and can be reasonable restored or otherwise addressed prior to impacting operations. 3) Not Mission Dependent – Land or constructed assets that

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>are not in support of the primary missions assigned to a particular Site but support secondary missions and/or quality of workplace initiatives. Loss of a Not Mission Dependent asset results in inconvenience and indirectly impacts operations if unavailable for an extended period. Further, assets determined to be excess to the site mission fall under this category.</p> <p>(HQ Program Office, Real Estate Rep, Procurement)</p>
<p>Mission Dependent Program Required for DOE Owned, DOE Leased, and Contractor Leased Buildings and OSF</p>	<p>PROP_MIS_DEP_PROGRAM MDPM_CODE <i>Mission</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>CHAR(7) NNSA</p>	<p>The primary Program Office that uses a facility or OSF asset and the specific GPRA program activity (from Government Performance and Results Act) within that office that is supported by the use of that asset. To make this linkage the Department "GPRA unit" designations shall be entered to identify the primary Program Office and the program activity. Some GPRA Units are not provided as they are HQ support in nature and would not be principal program user for an asset. Where no clear primary program activity exists, Not Applicable may be utilized.</p> <p>(Field Ops./Admin, Building Manager)</p>
<p>Mission Impact Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No</p>	<p>PROP_MISSION_IMPACT <i>Excess</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(20) EM</p>	<p>Refer to the Retention Impact Guide in attachment B of the Laboratory and Operations' Guidance for Evaluating DOE's Excess Facilities. This is an adjectival picklist that provides insight into concerns the site/lab has if the asset were to remain. Based on current known mission requirements, select the most appropriate response. Sites/labs should consider potential impacts to the missions of other programs that may be located at the site/lab or within the vicinity of a facility. The choices for the picklist are.</p> <ul style="list-style-type: none"> • No Impact • Minor Impact • Major Impact • Significant Impact
<p>Mission Unique Facility Required for all Buildings, OSF and Trailers</p>	<p>PROP_MU_FAC MFAC_MU_FAC <i>Mission</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(50) SC</p>	<p>Mission Unique Facilities are defined as one-of-a kind, physically unique, large-scale, technically complex, long-lived operations that are critical resources to the mission of the DOE and to the nation. These facilities are essential to the development of the innovative, breakthrough technologies required for DOE to deliver on its core mission. They each were specifically designed, constructed, and are being operated to provide mission-essential, unique capabilities and are not easily reconfigurable for alternate use.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>These Mission Unique Facilities include the following:</p> <ul style="list-style-type: none"> • Accelerators (Particle and Light Sources) • High Performance Computing Facilities • Fission Reactors (e.g., Advanced Test Reactor, High Flux Isotope Reactor) • Fusion Research Devices (e.g., NSTX) • High Performance Lasers (e.g., NIF) • Other Large, Unique Production and Waste • Processing Facilities (e.g., MESA Semiconductor Facility, DWPF)
Mission Unique Facility Description	MFAC_DESC <i>Mission</i> Lookup Table	CHAR(700) SC	Description of the Mission Unique Facility
<p>Modernization</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased, and Contractor License Trailers</p> <p>Optional for GSA owned and GSA Leased Buildings</p>	DEFM_MODERN_COST <i>LOB Condition</i> UPDATE FREQUENCY: As Needed	NUM(10) SC	Cost representing improvements to the asset that result in better quality work, increased capacity, extended useful life as well as enhancing the value of the asset.
<p>MSRO Point Value</p> <p>Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes</p>	PROP_MSRO_POINT_VALUE <i>Excess</i> UPDATE FREQUENCY: As Needed	NUM(10) EM	A single number that best estimates the actual value as opposed to the range selected in the Est Annual MSRO.
Name	My Profile	CHAR(50)	Name of the FIMS user.
<p>Net Proceeds</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings, Trailers and OSF when DISPOSITION METHOD is updated to SP, SN, or TM (prior to Archiving)</p> <p>Required for GSA Owned and GSA Leased Buildings when DISPOSITION METHOD is updated to TM (prior to Archiving)</p>	PROP_DISP_PROCEEDS <i>Disposition - Archive</i> UPDATE FREQUENCY: As Needed	NUM(10) MA Reported to FRPP	<p>For assets with a Disposition Method set to SP – Sale Public, SN – Sale Negotiated, or TM - Early Termination/Cancellation prior to archive the property. Report the proceeds less disposal costs. For Early Termination/Cancellation, report the cost avoidance from early termination less the costs incurred to prepare the leased property for return to the owner.</p> <p>Net Proceeds can be zero or negative in cases where the disposal costs exceed proceeds.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Required for DOE Owned, DOE Leased, Contractor Leased and Withdrawn Land when DISPOSITION METHOD is updated to SP, SN, or TM (prior to Archiving)</p>			<p>(Real Estate Rep)</p>
<p>NBI Structure Number</p> <p>Optional – To be input for DOE Owned OSF's (if applicable) with Usage Code 1168 (Public Access Bridges, Walking), 1169 (Controlled Access Bridges, Walking), 1468 (Public Access Bridges, Train), 1469 (Controlled Access Bridges, Train), 1768 (Public Access Bridges, Vehicular) and 1769 (Controlled Access Bridges, Vehicular)</p>	<p>POSF_NBI_STRUCTURE_NO</p> <p><i>OSF Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(15)</p> <p>MA</p>	<p>Unique DOE-assigned identification number established (usually the FIMS Real Property Unique ID) used to identify a structure in the National Bridge Inventory (NBI). Once established, this number should not be changed.</p> <p>(Plant Engineering)</p>
<p>No of Floors</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings</p>	<p>PBLD_NUM_FLOORS</p> <p><i>Building Dimensions</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>NUM(2)</p> <p>MA</p>	<p>The number of floors in a building including below grade floors. A floor may be defined as an internal structure designed to support personnel and/or equipment that covers at least 40% of the available area, i.e., not a "catwalk".</p> <p>(Plant Engineering, Building Mgr)</p>
<p>No of Lanes on Structure</p> <p>Required for DOE Owned OSF's (if applicable) with Usage Code 1768 (Public Access Bridges, Vehicular) and 1769 (Controlled Access Bridges, Vehicular)</p>	<p>POSF_NO_LANES_STRUCTURE</p> <p><i>OSF Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(2)</p> <p>MA</p>	<p>Represents the number of lanes being carried by the structure including all lanes carrying highway traffic (i.e., cars, buses and trucks) which are striped or otherwise operated as a full width traffic lane for the entire length of the structure. This includes any full width merge lanes and ramp lanes independent of directionality of usage (i.e., one-lane bridge carrying two-directional traffic is still considered to carry only one lane on the structure).</p> <p>(Plant Engineering)</p>
<p>Non-Energy Consuming Facilities (GSF)</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased, Permit and Contractor License Buildings</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased and Contractor License Trailers</p>	<p>PBLD_NON_EC_BLDG_FAC</p> <p><i>Building/Trailer Dimensions</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>EE</p>	<p>Square footage that does not consume energy. For facilities that have areas that consume energy and areas that do not consume energy, this would be the remaining square footage after the energy consuming Goal Subject Facilities and Excluded Facilities square footage have been subtracted from total gross square footage.</p> <p>For DOE Owned buildings and trailers the sum of the two energy consuming categories along with the non-energy consuming category must equal the total Gross Sqft.</p> <p>For non-DOE owned buildings, this category may reflect a negative value if the energy consuming square footage is greater</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>than the Rentable Sqft reported in FIMS.</p> <p>If the buildings is non-DOE owned and the building owner pays for all or part of the energy usage (including heating), the square footage is to be placed into the Excluded Facilities field.</p> <p>NOTE: All updates for fiscal year sustainability reporting must be completed prior to the FIMS Deferred Maintenance processing date (usually the last day in September). This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p><i>(In-House Energy Management)</i></p>
<p>Notes</p> <p>Optional for all assets</p>	<p>PNTE_NOTES</p> <p><i>Notes</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4000)</p> <p><i>Field</i></p>	<p>Free form text field to accommodate any special comments about a property.</p>
<p>Operating Cost -</p> <p>Electricity Cost</p> <p>Water/Sewer Cost</p> <p>Pest Control Cost</p> <p>Central Heating Cost</p> <p>Central Cooling Cost</p> <p>Snow Removal Cost</p> <p>Gas Cost</p> <p>Refuse Cost</p> <p>Recycle Cost</p> <p>Grounds Cost</p> <p>Janitorial Cost</p> <p>Required for all Sites at the Site level.</p> <p>Required for DOE Owned, DOE</p>	<p>DEFM_ELEC_COST</p> <p>DEFM_WATER_COST</p> <p>DEFM_PEST_CONT_COST</p> <p>DEFM_CENT_HEAT_COST</p> <p>DEFM_CENT_COOL_COST</p> <p>DEFM_SNOW_COST</p> <p>DEFM_GAS_COST</p> <p>DEFM_REFUSE_COST</p> <p>DEFM_RECYCLE_COST</p> <p>DEFM_GROUNDS_COST</p> <p>DEFM_JANITORIAL_COST</p> <p>SITE_ELEC_COST</p> <p>SITE_WATER_COST</p> <p>SITE_PEST_CONT_COST</p> <p>SITE_CENT_HEAT_COST</p> <p>SITE_CENT_COOL_COST</p>	<p>NUM(10)</p>	<p>Operating cost includes the following:</p> <ol style="list-style-type: none"> 1. Utilities (include plant operations and purchase of energy). 2. Cleaning and/or janitorial costs (includes pest control, refuse collection, and disposal to include recycle operations) 3. Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers, and airfields) <p>Each component of operating cost MUST be entered at the site level (total cost at the site for each component). If a component cost does not exist at the site level, a 0 (zero) should be entered for that site level component cost.</p> <p>Data fields are available at the asset level for sites to use if they have actual asset-level costs or engineering estimates. If an asset-level component cost does not exist, leave the field blank for that asset-level component cost. Entering a 0 (zero) into an asset-level component cost field will prevent costs from being allocated to that component for the asset.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Leased, Contractor Leased, Contractor License, Permit, GSA Owned and GSA Leased Buildings if actual asset-level costs or engineering estimates exists</p> <p>Required for DOE Owned, DOE Leased, Contractor License, and Contractor Leased Trailers if actual asset-level costs or engineering estimates exists</p> <p>Required for DOE Owned, DOE Leased, Contractor License, Permit, and Contractor Leased OSF if actual asset-level costs or engineering estimates exists</p> <p>Grounds Cost only is required for all Land if actual asset-level costs or engineering estimates exists</p>	<p>SITE_SNOW_COST SITE_GAS_COST SITE_REFUSE_COST SITE_RECYCLE_COST SITE_GROUNDS_COST SITE_JANITORIAL_COST</p> <p><i>FRPP Report, Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>NOTE: The site-level total <i>should not be decremented</i> to account for consumption entered at the asset level. The site-level costs must include Operating Cost for all DOE owned, DOE leased, Contractor leased, Permit, GSA Owned and GSA Leased assets.</p> <p>The allocation for utility costs will be further refined by hours of operation. A data field has been added to FIMS for each building and trailer for hours of operation. This field defaults to 60 hours per week (an approximation of the "lights on" hours for a building that operates a single shift, five days per week), and need be changed only if the hours of operation differ substantially from the norm.</p> <p>FIMS will then sum up the manually entered asset level costs for each operating cost, subtract that from the total cost entered at the site level, then allocate the remainder on the basis of SF (and operating hours in the case of utilities), among buildings and trailers where no manual entry was made. Note that no costs are system-allocated to land, OSFs, leased, GSA Occupancy Agreements or Permit assets. If any actual or estimated costs are available for these records, enter them at the asset level and these costs will be omitted from the allocation process. Note that the site level totals WILL include costs attributable to programmatic assets. In many cases programmatic assets will consume large amounts of utilities (especially electricity). The allocation model can accommodate this by allowing an actual or calculated cost to be entered at the asset level (e.g. OSF 3000).</p> <p>Sites will populate site level costs for each element of operating cost, update the operating hours field for buildings and trailers that operate other than normal operating hours, and populate asset level costs if available. The allocation routine will be run at fiscal year-end and the system will generate values for reporting of asset level operating costs.</p> <p>For details on the operating cost allocation routine, please reference the <u>Operating Cost</u> section of the published current <u>Fiscal Year Federal Real Property Reporting Requirement</u> available on the FIMS website at https://fimsweb.doe.gov/fimsinfo/hq_guidance.htm.</p> <p>For leased real property, operating and maintenance cost is defined as total contract costs which would correspond to the</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			lease cost for a fully-serviced lease, or lease cost plus any additional operating or maintenance contracts for other than fully-serviced leases. The FIMS Annual Rent , Annual Actual Maintenance and Operating Cost fields will collect lease operating costs.
Organization	<i>My Profile</i>	CHAR(50)	Organization to which the user belongs.
Other Costs Required for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF Required for GSA Owned and GSA Leased Buildings Required for DOE Leased, Contractor License, and Contractor Leased Trailers Required DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land	LSDDT_OTHER_COSTS_YR <i>Ingrant</i> UPDATE FREQUENCY: As Needed	NUM(11,2) MA	Indicates any costs, other than maintenance or any other defined operating cost, for which the tenant is responsible but not included in the annual rent. A 0 (zero) should be entered if there are no other expenses. (Procurement, Real Estate Rep)
Outgrant Acres Required for all Outgrant Land assets	OUTG_ACREAGE <i>Outgrant</i> UPDATE FREQUENCY: As Needed	NUM(12,2) MA	Number of acres outgranted (land window only). Do not subtract the acres outgranted from the DOE owned land urban/rural acreage. (Real Estate Rep)
Outgrant DOE Receipts Required for all Outgrant assets	OUTG_RECEIPTS Outgrant UPDATE FREQUENCY: As Needed	NUM(10) MA	Revenue received by DOE as a result of the Outgrant agreement. (Real Estate Rep)
Outgrant Indicator Required for DOE Owned, DOE Leased, Contractor Leased Buildings, OSF, and Trailers Required for DOE Owned, DOE Leased, Contractor Leased, and Withdrawn Land	PROP_OUTGRANT <i>Property Info</i> UPDATE FREQUENCY: As Needed	CHAR(1) <i>Field</i> Reported to FRPP	Indicates (Yes/No) the right to use DOE property by means of a lease, easement, license, permit, or interagency agreement. DOE, the "grantor", grants to federal, state, and non-governmental entities (known as "grantees") the right to enter upon government owned or leased land, property and/or facilities for the purpose of conducting grantee business. All outgrants that are 12 months or greater in length should be captured even if only a portion of the property is involved in the outgrant. If the Outgrant indicator is set to Yes (Y), the data on the Outgrant window must be provided. (Real Estate Rep)

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Outgrant Sqft Required for all Outgrant Building, Trailer and OSF</p>	<p>OUTG_SQFT <i>Outgrant</i> UPDATE FREQUENCY: As Needed</p>	<p>NUM(10) MA</p>	<p>The total area in square feet of a building, trailer, or other structure and facility (OSF) that was outgranted. (Real Estate Rep)</p>
<p>Outgrant Type Required for all Outgrant assets</p>	<p>OUTG_TYPE <i>Outgrant</i> UPDATE FREQUENCY: As Needed</p>	<p>CHAR(8) MA</p>	<p>Identifies the Outgrant document used to describe the terms and conditions of an agreement granted by DOE for the use of government-owned real property as lease, easement, license, permit, or other. (Real Estate Rep)</p>
<p>Overall Asset Condition Required for DOE Owned DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF Required for DOE Owned DOE Leased, Contractor Leased, Contractor License Trailers Required for GSA owned and GSA Leased Buildings Note: Requirement currently applies to Laboratory sites only. Optional for all others.</p>	<p>BOSF_OVERALL_COND <i>LOB Condition</i> UPDATE FREQUENCY: As Needed</p>	<p>CHAR(11) SC</p>	<p>Includes the option of Adequate, Substandard, and Inadequate. Provided below is criteria for building and OSF ratings. ADEQUATE <u>Buildings</u> - Asset is fully capable of performing its current mission, meets all ES&H and/or security requirements, meets stated DOE objectives or goals, and has only minor deficiencies that can be corrected within normal operating budgets. <u>OSF's</u> - Asset is fully capable of performing its current mission, meets all ES&H and/or security requirements, meets reliability goals, has adequate capacity, meets stated DOE requirements, and has only minor deficiencies that can be corrected within normal operating budgets. SUBSTANDARD <u>Buildings</u> - Asset has deficiencies that limit performance of the mission including attracting and maintaining key staff, poses added ES&H and/or security risk, or affects DOE requirements. Asset requires refurbishment to bring to adequate condition. <u>OSF's</u> - Asset has deficiencies including reliability issues or capacity that limits performance or capacity of the mission, poses added ES&H and/or security risk, or affects DOE requirements. Asset requires refurbishment to bring to adequate condition. INADEQUATE <u>Buildings</u> - Asset has major deficiencies that significantly impair or put performance of the mission at risk, poses significant ES&H and/or security risk, or is unable to meet DOE</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>requirements. Asset requires major refurbishment or replacement to bring it to adequate condition.</p> <p><u>OSF's</u> - Asset is unable to meet DOE requirements or has major deficiencies including reliability or capacity, which significantly impair or put performance of the mission at risk, or pose significant ES&H or security risks. Asset requires major refurbishment or replacement to bring it to adequate condition.</p>
<p>Ownership Required for all Buildings, OSF, Trailers and Land assets</p>	<p>PROP_OWNED_INGRANT <i>New Building, New Land, New OSF, New Trailer</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(1) MA</p> <p>Reported to FRPP</p>	<p>Identifies the property as: DOE Owned (O), DOE Leased (D), Contractor Leased (C), GSA Owned (G), GSA Leased (L), Permit (P), Contractor License (E), Institutional Control land (I), Easement land (A), License land (E), Long Term Interest land (T), Other land (H) and Withdrawn from Public Domain Land (W).</p> <p>(Field/Ops Admin, Area Office, Finance/Accounting, Procurement)</p>
<p>Password (Current, New, Confirm)</p>	<p><i>Password Change</i></p>	<p>CHAR(20)</p>	<p>A sequence of characters used to logon to the FIMS application. The password may consist of eight to twenty alphanumeric characters. It must start and end with a nonnumeric character. It must contain at least one number and one of the following special characters within the first seven positions.</p> <p>! # \$ % & () *</p>
<p>Phone Number</p>	<p>My Profile</p>	<p>CHAR(14)</p>	<p>Telephone number and extension of the FIMS user.</p>
<p>Physical Barriers Preventing Inspection (PBPI) Required for DOE Owned OSF</p>	<p>DEFM_PBPI <i>OSF Maintenance</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1) CF</p>	<p>Indicates (Y/N) if a condition assessment for an Other Structure and Facility (OSF) is not appropriate to determine Repair Needs/Deferred Maintenance because of physical barriers.</p> <p>For example, underground storage tanks or underground pipe systems generally cannot be visually inspected. The accepted practice in this case is to use engineering data such as studies, test results, ultrasound results or other auditable data sources to determine if repair or replacement is necessary.</p> <p>For OSFs not conducive to inspection, i.e., those with Physical Barriers Preventing Inspection (PBPI), and lack existing sources of auditable deficiency data, in FIMS PBPI should equal 'Yes', enter 0 (zero) for Deferred Maintenance and Repair Needs and leave the Inspection Date blank.</p> <p>Similar to other maintenance, the Deferred Maintenance would be applicable if a recorded deficiency (replacement, relining,</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>testing, etc.) is past due (i.e., the optimum period for correction of the deficiency has elapsed as of September 30, FY).</p> <p>If auditable data indicates the existence and quantity of Repair Needs/Deferred Maintenance, a value should be entered in Repair Needs and Deferred Maintenance for PBPI = 'Yes' assets and the Inspection Date left blank.</p> <p>(Federal Maintenance Manager)</p>
<p>Primary Image Required for all Asset Level Documents</p>	<p>DOCU_PRIMARY_PHOTO <i>Document List</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CAHR(10) MA</p>	<p>Identifies Yes/No if the document is designated as the primary photo for the building, trailer, OSF or land asset.</p> <p>Only .jpg, .png or .gij file types may be designated as the Primary Image.</p> <p>An asset may only have one photo designated as the Primary Image. When a photo exists with a Primary Image designation of 'Yes' and a second photo is designated with a Primary Image of 'Yes', the first photo will be changed to Primary Image equal 'No' automatically.</p>
<p>Primary Quantity Required for all OSF</p>	<p>POSF_PRI_QUANTITY <i>OSF Dimensions</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(16,3) MA</p> <p>Reported to FRPP</p>	<p>A numeric value representing the measurement for an OSF based upon the unit of measure generated by FIMS from the OSF usage code.</p> <p>(Plant Engineering)</p>
<p>Primary Unit of Measure</p>	<p>USCD_DIMN_DIMEN_CODE_1 <i>System Generated, OSF Dimensions (display only)</i></p>	<p>CHAR(5)</p> <p>Reported to FRPP</p>	<p>Dimension code that designates the primary unit of measure. The label displayed on the window is based on the usage code for the OSF.</p> <p>(Plant Engineering, Finance/Accounting)</p>
<p>Program Office</p>	<p>PROG_PROGRAM_OFFICE <i>Lookup Table</i></p>	<p>CHAR(2)</p>	<p>Code that identifies a program office (i.e. SC).</p>
<p>Property ID Required for all assets</p>	<p>PROP_PROPERTY_ID <i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(20) MA</p>	<p>A unique control number assigned to a property.</p> <p>For GSA Owned and GSA Leased buildings, use the Occupancy Agreement number (OA No.) from the GSA Occupancy Agreement or the GSA Rent Bill.</p> <p>(Facilities Rep, Plant Engineering)</p>
<p>Property Name Required for all assets</p>	<p>PROP_NAME <i>Property Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(40) MA</p>	<p>The name assigned to a specific property.</p> <p>(Building Mgr, Plant Engineering)</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Property Type	PROP_PROPERTY_TYPE <i>System Generated</i>	CHAR(1) Reported to FRPP	Identifies an asset as B - Building, L - Land, S - Other Structures and Facilities (OSF), or T - Trailer.
Public Health & Environmental Stewardship Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No	PROP_PUBLIC_HES <i>Excess</i> UPDATE FREQUENCY: As Needed	CHAR(20) <i>EM</i>	Refer to the Retention Impact Guide in attachment B of the Laboratory and Operations' Guidance for Evaluating DOE's Excess Facilities. This is an adjectival picklist that provides insight into concerns the site/lab has if the asset were to remain. Based on current known mission requirements and receptors, select the most appropriate response. Sites/labs should consider potential impacts to other tenants and programs that may be located at the site/lab or within the vicinity of a facility. The choices for the picklist are. <ul style="list-style-type: none"> • No Impact • Minor Impact • Major Impact • Significant Impact
Public Road Location Required for OSF Usage Codes 1729 (Primary Roads), 1739 (Secondary Roads) and 1749 (Tertiary Roads) where Roads-Public Access Miles > 0	POSF_PUBLIC_ROADS_LOC <i>OSF Dimensions</i> UPDATE FREQUENCY: Static	CHAR(100) <i>MA</i>	For OSF records with a Usage Code of 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 – Tertiary Roads and with Roads-Public Access Miles greater than zero (0), include the unique identifier for a given roadway inventory route using the State's linear referencing system, global positioning system coordinates as pure decimal numbers, or other local procedure for determining and retaining a record of specific points along a highway. Typical methods used are milepoint, milepost, reference point and link-node. For example, County Road 11 or milepost 11 to milepost 14 on State Route 14. An example of a global positioning system coordinate is 38.88952, -77.03527.
Real Property Unique Id (Property Sequence Number) (RPUID)	PROP_SEQ_NO PBLD_PROP_SEQ_NO PLND_PROP_SEQ_NO POSF_PROP_SEQ_NO CAPI_PROP_SEQ_NO DEFM_PROP_SEQ_NO LSDT_PROP_SEQ_NO OUTG_PROP_SEQ_NO <i>System Generated</i>	NUM(12) Reported to FRPP	Computer generated number used to uniquely identify a property. Reported to the Federal Real Property Profile to identify each record uniquely.
Receipt Type Required for all Outgrant assets	OUTG_RECEIPT_TYPE <i>Outgrant</i>	CHAR(20) <i>MA</i>	Identifies the DOE receipts of the outgrant as Annual Amount, One Time Fee, or Other (Use Notes window).

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		(Real Estate Rep)
Reduce the Footprint	PROP_RTF <i>Populated annually as identified by the FRPP</i>	CHAR(1) MA	A value of 'Y' (Yes) identifies assets that are subject to monitoring under the Reduce the Footprint (RTF) policy as determined by the Federal Real Property Profile (FRPP). Once the asset is subject to monitoring under the RTF policy, it will continue to do so until it is disposed of even if the usage code changes.
Renewal Rent Next Optional for DOE Leased, Contractor Leased, Contractor License and Permit Buildings and OSF Optional for GSA Owned and GSA Leased Buildings Optional for DOE Leased, Contractor License, and Contractor Leased Trailers Optional DOE Leased, Permit, Easement, Long Term Interest, Other, Contractor Leased, and License Land	LSDT_RENEWAL_RENT_NEXT <i>Ingrant</i> UPDATE FREQUENCY: As Needed	NUM(13,2) MA	Annual rent specified for the next available option. This field is required if the number of renewal options are greater than zero. (Procurement, Real Estate Rep)
Rentable Sqft Required for DOE Leased and Contractor Leased Buildings and Trailers Required for GSA Owned and GSA Leased Buildings	PBLD_GROSS_SQFT <i>Building/Trailer Dimension, Utilization (display only)</i> UPDATE FREQUENCY: As Needed	NUM(10) MA Reported to FRPP	The rentable area, in SQFT, ingrant under the current agreement as determined using ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement. It is the area, measured to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor. Areas of columns and building projections are included in rentable area. Excluded are exterior walls, major vertical penetrations, and interior parking spaces. If the ingrant is based on gross square footage, the rentable area is determined using ANSI/BOMA Z65.3-2009, Gross Areas of a Building: Standard Methods of Measurement. For GSA owned and GSA leased buildings, the ANSI rentable area assigned by the Occupancy Agreement. NOTE: This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November) because of the lockdown of the Energy Consuming GSF data fields. After the FRPC database snapshot date, the data field is once again made available for updating.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Repair Needs</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Required for GSA Owned and GSA Leased Buildings</p>	<p>DEFM_REPAIR_NEEDS</p> <p><i>Maintenance</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(10)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>(Real Estate Rep)</p> <p>The estimated cost to restore a real property asset's component system failures noted during a condition assessment survey to a state substantially equivalent to the most recently configured capacity, efficiency, or capability as required by mission. The "needs" originate from the real property asset, not necessarily management. Repair Needs will always equal or exceed Deferred Maintenance; the difference between the two depends on each noted deficiency's optimum period and acceptability to management.</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date (usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p>
<p>Reporting Source</p> <p>Required for DOE Owned Buildings, OSF, Land and Trailers</p>	<p>FISR_REPORTING_SOURCE</p> <p>PROP_REPORTING_SOURCE</p> <p><i>Lookup Table, Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(3)</p> <p>MA</p>	<p>A code that identifies the Standard Accounting and Reporting System (STARS) institution or contract group who has financial management responsibility for the property.</p> <p>(Finance/Accounting)</p>
<p>Roads–Non-Public Access Lane Miles</p> <p>Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p>POSF_LANE_MILES_NPA</p> <p><i>OSF Dimensions</i></p>	<p>NUM(16,3)</p> <p>MA</p>	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads.</p> <p>Lane Miles = miles of road X number of lanes</p> <p>Record the number of non-publicly accessible lane miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no non-public accessible roads, then populate the "Non-Public Access Lane Miles" data field with 0 (zero).</p>
<p>Roads–Non-Public Access Miles</p> <p>Required for OSF where the Usage</p>	<p>POSF_MILES_NPA</p> <p><i>OSF Dimensions</i></p>	<p>NUM(16,3)</p> <p>MA</p>	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Code is (1729,1739, or 1749)</p>			<p>Roads.</p> <p>Record the subset of the OSF Primary Quantity miles that are non-public access. Public Access Miles plus Non-Public Access Miles should total to the OSF Primary Quantity miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no non-public accessible roads, then populate the "Non-Public Access Miles" data field with 0 (zero).</p>
<p>Roads--Public Access Lane Miles</p> <p>Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p>POSF_LANE_MILES_PA</p> <p><i>OSF Dimensions</i></p>	<p>NUM(16,3)</p> <p>MA</p>	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads.</p> <p>Lane Miles = miles of road X number of lanes</p> <p>Record the number of publicly accessible lane miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size, weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no publicly accessible roads, then populate the "Public Access Lane Miles" data field with 0 (zero).</p>
<p>Roads--Public Access Miles</p> <p>Required for OSF where the Usage Code is (1729,1739, or 1749)</p>	<p>POSF_MILES_PA</p> <p><i>OSF Dimensions</i></p>	<p>NUM(16,3)</p> <p>MA</p>	<p>Only required for OSF records where the Usage Code is 1729 – Primary Roads, 1739 – Secondary Roads, or 1749 –Tertiary Roads.</p> <p>Record the subset of the OSF Primary Quantity miles that are public access. Public Access Miles plus Non-Public Access Miles should total to the OSF Primary Quantity miles.</p> <p>The road is publicly accessible if it is available, except during scheduled periods, extreme weather or emergency condition, passable by four-wheel standard passenger cars, and open to the general public for use without restrictive gates, prohibitive signs, or regulations other than restrictions based on size,</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>weight, or class of restriction. Toll plazas are not considered restrictive gates.</p> <p>If the record contains no publicly accessible roads, then populate the "Public Access Miles" data field with 0 (zero).</p>
<p>RPV (Replacement Plant Value)</p> <p>Required for DOE Owned, DOE Leased, and Contractor Leased Buildings, OSF, and Trailers</p>	<p>DEFM_RPV</p> <p><i>RPV (Buildings)</i></p> <p><i>Trailer Info (Trailers)</i></p> <p><i>OSF Info (OSF's)</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(14,2)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>BUILDINGS -</p> <p>HQ (System Generated) – Current cost to replace an existing building with a new building based on comparable size and current usage using current technology, codes, standards and materials. This value does not include the cost of the underlying land, personal property (furnishings) within the building, site work, D&D cost, demolition, contamination and any production equipment. RPV is dependent on a standardized building model based on RS Means Cost Works square foot building models. The RPV is automatically calculated by FIMS using model square foot cost, gross square footage, a geographic adjuster, and a local site factor. The resulting RPV is intended for macro analysis and not as a substitute for a detailed cost estimate such as a bid price for a particular building. Each site has the option to replace a FIMS system generated RPV with a site derived/engineered value.</p> <p>CONTRACTOR – The site's estimated value for replacing a building. All equipment or fixtures (such as plumbing, electrical, heating, built-in cabinets, and elevators) that are installed in a building in a more or less permanent manner or that are essential to its primary purpose are considered to be part of the building. The estimated value of the land and the value to demolish or decontaminate a building will not be included.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>TRAILERS -</p> <p>Current cost to replace an existing trailer with a new trailer based on comparable size and current usage using current technology, codes, standards and materials. This value does not include the cost of the underlying land. The RPV is automatically calculated by FIMS using the unit cost, gross sqft, geographic cost factor, and a local site factor. FIMS RPV Model N33 Real Property Trailer is used to obtain the unit cost for the calculation.</p> <p>Each site has the option to input a site/contractor derived RPV, if desired.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p> <p>OSF –</p> <p>Cost to replace the existing OSF with a new OSF of comparable size using current technology, codes, standards, and materials based on the current usage. This value is a manual entry that is developed at the Field Office/Site.</p> <p>For leased space, the RPV is the cost to build a new facility the size of the leased space based on the current usage.</p>
RPV Description	RPVM_DESC <i>Lookup Table, RPV</i>	CHAR(25) MA	Description of the RPV model.
RPV Detail	RPVM_DETAIL <i>Lookup Table, RPV</i>	CHAR(300) MA	This is a short description of the model that may include the model square footage, its intended use, the number of stories, and a description of the structure of the building.
RPV Flag	PBLD_RPV_FLAG <i>System Generated</i>	CHAR(1)	This is a system generated data field that indicates if the Headquarters generated Replacement Plant Value for buildings/trailers has been updated by personnel at the site. If inputting or uploading an RPV into FIMS, this data field will be set to 'Y' to represent Contractor generated values. If the RPV is calculated by FIMS, this data field is set to 'N' to represents a Headquarters generated RPV.
RPV Model Required for DOE Owned, DOE leased and Contractor Leased Buildings	RPVM_MODEL PBLD_RPV_MODEL <i>Lookup Table, RPV</i> UPDATE FREQUENCY: As Needed	CHAR(3) MA	A typical building that would be built to replace an existing building. The model use costs and engineering statistics compiled by RS Means. The data is gathered from various cities across the United States for typical types of buildings that would be built for a particular function or usage. The model uses today's construction techniques, materials and current building codes.
RPV Unit Cost	RPVM_UNIT_COST <i>Lookup Table</i>	NUM(6,2) MA	This is a national unit cost for the model. This cost is calculated by dividing the total cost of the model by the square footage of the model. This cost is adjusted based on the gross square feet of the building being replaced and a site geographic multiplier and a site specific cost adders.
Safety Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No	PROP_SAFETY <i>Excess</i> UPDATE FREQUENCY: As Needed	CHAR(20) EM	Refer to the Retention Impact Guide in attachment B of the Laboratory and Operations' Guidance for Evaluating DOE's Excess Facilities. This is an adjectival picklist that provides insight into concerns the site/lab has if the asset were to remain. Based on current known mission requirements and operations, select the most appropriate response. Sites/labs should consider potential impacts to other tenants and programs that may be located at the site/lab or within the

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			vicinity of a facility. The choices for the picklist are: <ul style="list-style-type: none"> • No Impact • Minor Impact • Major Impact • Significant Impact
<p>Safety Inspection Date</p> <p>Required for DOE Owned OSF where the Usage Code is (1468, 1469, 1768; optional for 1168, 1169, 1769)</p> <p>Used for DOE Owned OSF inspected to the standards stated in the definition where the Usage Code is (1168,1169,1769)</p>	<p>POSF_BR_SAFETY_INSPECT</p> <p><i>OSF Info</i></p>	<p>Date</p> <p>MA</p>	<p>The Department wants to ensure the safety of all bridges. Safety Inspection Date (see note 1 below):</p> <p>a) Required for operational (Status = 1,2, or 3) OSFs with usage codes:</p> <ul style="list-style-type: none"> • 1468 Public Access Bridges (Trains) • 1469 Controlled Access Bridges (Trains) • 1768 Public Access Bridges (Vehicular) meeting the criteria in Note 2. <p>b) Used for OSFs with usage codes: 1168 Public Access Bridges (Walking), 1169 Controlled Access Bridges (Walking), and 1769 Controlled Access Bridges (Vehicular) inspected to the standards of Note 1.</p> <p>c) Leave this date blank for OSFs with usage codes: 1168 Public Access Bridges (Walking), 1169 Controlled Access Bridges (Walking), and 1769 Controlled Access Bridges (Vehicular) inspected to other standards.</p> <p>The frequency of required bridge safety inspections are as follows:</p> <ul style="list-style-type: none"> • Train bridges – one inspection per calendar year, with not more than 540 days between successive inspections • Publicly accessible vehicular bridges – regular intervals not to exceed twenty-four months <p>Note 1: The date of the most recent safety inspection conducted in accordance with 23 CFR 650.301 for vehicular bridges or with 49 CFR Part 213 and for train bridges or with a customized inspection plan based on American Association of State Highway and Transportation Officials (AASHTO) MBE-1, <u>Manual for Bridge Evaluation, 1st Edition</u>, for pedestrian bridges.</p> <p>Note2: A structure including supports erected over a depression or an obstruction, such as water, highway, or railway, and having a passageway for carrying traffic or other moving loads, and having an opening measured along the center of the roadway of more than 20 feet (6.1 meter) between undercopings of abutments or spring lines of arches,</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>or extreme ends of openings for multiple boxes; it may also include multiple pipes, where the clear distance between openings is less than half of the smaller contiguous opening.</p> <p>Note 3: Operational public access vehicle bridges meeting the criteria in Note 2 will be included in the National Bridge Inventory (NBI).</p> <p>For required inspections, this date field must be changed to represent the most current inspection date within thirty (30) days of inspection completion.</p> <p>POC for Safety Inspection Policy: Cindy Hunt, 202-586-4539, Cynthia.Hunt@hq.doe.gov</p>
<p>Secretarial Office Required for all Areas and Sites</p>	<p>AREA_PROGRAM_OFFICE SITE_PROGRAM_OFFICE <i>Area Info, Site Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4) <i>MA</i></p>	<p>The DOE program office that has been assigned landlord responsibilities for the Site/Area and the Site/Area buildings/facilities. Secretarial Office can be assigned at either the Site or Area level.</p> <p>(Field/Ops Admin, Budget)</p>
<p>Security Required for all Buildings, Trailers and OSF</p>	<p>PROP_SECURITY <i>Prop Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(1) SC</p>	<p>Addresses (<u>Y</u>es/<u>N</u>o) the condition in which an asset or an element thereof is subject to security measures beyond property protection and/or the asset is included in an area subject to protection beyond property protection. Property Protection and Beyond Property Protection are defined in DOE O 473.3A.</p> <p>This check box field represents 'Yes' when checked and 'No' when unchecked. FIMS defaults all buildings, trailers and OSFs to 'No'.</p>
<p>Security Level</p>	<p><i>My Profile</i></p>	<p>CHAR(1)</p>	<p>Determines the Add, Update, and Delete capability of the user. The levels of FIMS security are FIMS System Administrator (Headquarters), Field Office System Administrator, Field Office User, Site User, and Guest.</p>
<p>Site Default</p>	<p><i>My Profile</i></p>	<p>CHAR(5)</p>	<p>Specifies the Site to be active each time the user enters FIMS.</p>
<p>Site Factor Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers</p>	<p>PBLD_SITE_FACTOR <i>RPV, Trailer Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(5,4) <i>MA</i></p>	<p>A single number that is applied to the product of the RPV model unit cost, RS Means geographic adjuster and gross square footage. It is calculated from other multipliers or add-on percentages such as Architect and Engineering fees, project management fees, site requirements, general requirements, contingency and escalation factors. The FIMS default generic value is 1.568. FIMS administrators should contact their site project estimators or engineering staffs for a</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			site specific number to calculate the RPV. Reference Appendix F of this manual for additional information.
Site Name Required for all assets	SITE_NAME <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(50) MA Reported to FRPP	Name assigned to a Site. A site is a geographic location that is a subdivision of the Field Office. (Field/Ops Admin, Area Office)
Site Number Required for all assets	SITE_NUMBER AREA_SITE_NUMBER PROP_SITE_NUMBER <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(5) MA Reported to FRPP	Five-digit number assigned by DOE headquarters that uniquely identifies the Site. (Field/Ops Admin, Area Office)
Site Priority for Disposition Required for Buildings, Trailers, OSF and Land when the Excess Indicator = Yes Optional for Buildings, Trailers, OSF and Land when the Excess Indicator = No	PROP_DISP_PRTY Excess UPDATE FREQUENCY: As Needed	NUM(4) EM	This is a number that indicates where the Site/Lab would prefer to invest in disposition based on the overall plan and mission at their Site/Lab. From the Site's/Lab's Leadership perspective, provide sequential numbering of assets for disposition based on the evaluation of impacts, cost, and other factors. More than one facility may be listed with the same priority number if they grouped into a larger project.
Site Restriction	<i>My Profile</i>	CHAR(5)	Specifies the Site that a user with Site User level security may access.
Site Zip Required for all Sites	SITE_ZIP <i>Site Info</i> UPDATE FREQUENCY: Static	CHAR(10) MA	The primary zip code assigned by the U.S. Postal Service. Stored value includes a 5 digit code (required) and a 4 digit extended code (optional). (Field/Ops Admin, Area Office)
Space Alternatively Used Optional for Building and Trailers	PBLD_HB_ALT_USED PBLD_VI_ALT_USED PBLD_PI_ALT_USED PBLD_GW_ALT_USED PBLD_GD_ALT_USED PBLD_OFC_ALT_USED PBLD_STORAGE_ALT_USED <i>Utilization</i>	CHAR(1) SC	Denotes (Y / N) that a space is presently used for an activity that does not necessitate the space type (for example, Ventilation Intensive capable space used for Storage). Example 1: If you have a High Bay facility of 2,000 Usable sqft and 50% of the space is being utilized as High Bay and the remaining 50% of the space is not being utilized, then the Space Alternatively Used checkbox remains unchecked. Example 2: If you have a High Bay facility of 2,000 Usable sqft and 50% of

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
	UPDATE FREQUENCY: As Needed		the space is being utilized as High Bay and the remaining 50% of the space is being utilized as Office space, then the Space Alternatively Used checkbox would be checked.
Space Type % Utilized	PBLD_ST_UTIL_PCT <i>Utilization – System Generated</i>	NUM(3) SC	This value is calculated based on the data entered into the Space Types table on the Utilization window. The formula is: $((\text{Total Space Type Utilized} / \text{Total Space Type Usable SF}) * 100)$
Space Type Utilization Level	PBLD_ST_UTIL_LEVEL <i>Utilization – System Generated</i>	CHAR(14) SC	This field displays one of the following four values based on the system generated Space Type % Utilized. <ul style="list-style-type: none"> • Over Utilized – Space Type % Utilized > 95% • Fully Utilized – Space Type % Utilized 75% to 95% • Under Utilized – Space Type % Utilized 10% to < 75% • Not Utilized – Space Type % Utilized < 10%
Space Type Usable SF Optional for Building and Trailers	PBLD_HB_USABLE_SF PBLD_VI_USABLE_SF PBLD_PI_USABLE_SF PBLD_GW_USABLE_SF PBLD_GD_USABLE_SF PBLD_OFC_USABLE_SF PBLD_STORAGE_USABLE_SF <i>Utilization</i> UPDATE FREQUENCY: As Needed	NUM(10) SC	Represents the amount of usable square footage of a space (e.g., a room). Collected for the following defined Space Types: <ul style="list-style-type: none"> • High Bay - Laboratory, manufacturing, assembly/disassembly, production, pilot testing, R&D, space with at least 12-foot ceilings and one or more of the following typical attributes: large doors, cranes, and high-floor loading. Could include hot cells, pilot plants, large-scale process operations/processing (including waste management), specialty shops, service facilities, and vehicle maintenance bays. Differentiable from storage by its height and research, development, or production attributes. • Ventilation Intensive- Facility space with substantive hood use or ventilation-intensive environmental controls, typically with at least six air changes per hour and averaging at least approximately one hood per 150 ft² at the room level. Includes spaces requiring negative pressure such as hot cells, high performance chemistry or biology, vivarium, medical research, specialized manufacturing/shops, and high performance cleanrooms , Nanoparticle labs, BSL, wet labs or research space with high-air change coupled with once-through air requirements also align to this space type. • Power Intensive - Includes high-power computational/data center, accelerator labs, physics labs, and high-power laser labs, voltages above 480V, are typical. May include raised flooring and

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>environmental controls. Differentiable from multipurpose control rooms and other spaces without the special environmental requirements, and other power intensive capabilities.</p> <ul style="list-style-type: none"> • General – Wet - Wet laboratory, chemistry, biology, light process, waste management, or multipurpose space, and may have fume hood space. Examples include greenhouses, gas-processes, and occupational medical. • General – Dry - Dry space without hoods or a minimal amount compared to room size. Differentiable as dry lab or similar space not meeting the Power Intensive standard. This includes dry laboratories, laboratory or production support spaces, instrument laboratories, assembly, electronic shops, manufacturing, visualization suites, etc. • Office - Design Capacity is defined by the site (policy, true design capacity, qualitative judgment). Typical design characteristics could include compliance with the existing site standard with normal office amenities, (120V power, communications, lighting, comfort cooling/heating, etc.). Excludes common, conference, and classroom space. • Storage - Lowest capable space, not generally occupied; used for programmatic, general or other storage; Typically dry and/or controlled space. May be suited to hazardous or nonhazardous items. <p>The sum of the Space Type Usable SF of the identified space types will never exceed the asset level Usable Sqft for Buildings or Gross Sqft for Trailers.</p>
<p>Space Type Utilization % Optional for Building and Trailers</p>	<p>PBLD_HB_UTIL_PCT PBLD_VI_UTIL_PCT PBLD_PI_UTIL_PCT PBLD_GW_UTIL_PCT PBLD_GD_UTIL_PCT PBLD_OFC_UTIL_PCT PBLD_STORAGE_UTIL_PCT <i>Utilization</i></p>	<p>NUM(3) SC</p>	<p>The utilization percentage of the Space Types defined under Space Type Usable Sqft.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Space Type Utilized SF	UPDATE FREQUENCY: As Needed PBLD_HB_UTIL_SF PBLD_VI_UTIL_SF PBLD_PI_UTIL_SF PBLD_GW_UTIL_SF PBLD_GD_UTIL_SF PBLD_OFC_UTIL_SF PBLD_STORAGE_UTIL_SF <i>Utilization – System Generated</i>	NUM(10) SC	Calculated using the following equation: Space Type Usable SF * Space Type Utilization %
Status Required for all Buildings, Trailers, OSF and Land except Institutional Control Land	PROP_STATUS <i>Property Detail</i> UPDATE FREQUENCY: As Needed	CHAR(2) EM Reported to FRPP	Reflects programmatic intentions as well as the predominant physical/operational status of an asset based on size. The selections are as follows: 1 - Operating – A building, trailer or OSF that is in use, independent of mission need. Assets in use should have an Excess Indicator Flag set to “No”. 2 - Standby - A building, trailer or OSF that is temporarily shut down. The asset should have an Excess Indicator Flag set to “No”. The asset is in one of the following situations: 1. Undergoing modification (renovation, betterment, alteration, etc) to meet a current need, 2. Awaiting an expected future need, or 3. Awaiting transfer to another PSO in order to accommodate a current or future need. (note: This does not include the transfer of process-contaminated to EM for the purpose of deactivation and decommissioning.) 3 - Outgranted - A building, trailer or OSF being used by another party through means of a lease, easement, license, or permit. Use of this Status reflects that more than 50% of the asset based on size is outgranted. The asset should have an Excess Indicator Flag set to “No”. 4 – Shutdown - A building, trailer or OSF that is no longer in use (and there is no future potential for its use) and is awaiting Disposition regardless of when actual disposition is slated to occur.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>This status designation may also be used for historical assets that are shutdown but cannot be disposed of.</p> <p>The process to report the building, trailer or OSF as excess to the Department's needs has been completed.</p> <p>The Excess Indicator Flag should be set to Yes in accordance with DOE's excess elimination procedures found on the FIMS website, https://fimsweb.doe.gov/fimsinfo/excess_elimination.htm.</p> <p>5 – Undergoing Stabilization/Deactivation – A building, trailer or OSF that is process-contaminated (contaminated from nuclear or chemical processes), is no longer in use, declared excess, and has undergone or is undergoing stabilization or deactivation.</p> <p>The asset should have an Excess Indicator Flag set to "Yes".</p> <p>Stabilization/Deactivation is an interim process where the facility is placed in a stable known condition including removal of hazardous and radioactive materials to ensure adequate protection of workers, public and environment, thereby limiting the long term surveillance, stabilization, and maintenance costs, while awaiting ultimate decommissioning. This includes facilities that are no longer needed for mission, are excess and awaiting D&D, but where systems and processes must remain operational in order to ensure safe/stable conditions and to ensure safe efficient execution of ongoing and future stabilization, deactivation, and decommissioning work.</p> <p>6 – Undergoing Decommissioning – A building, trailer or OSF that is process contaminated (contaminated from nuclear or chemical processes), is no longer in use, declared excess according to DOE's procedures, and is being actively decommissioned (i.e. being placed in its final end state which could include demolition).</p> <p>The asset should have an Excess Indicator Flag set to "Yes".</p> <p>Decommissioning The final process of closing and securing a nuclear, radiologically contaminated, or radioactive material storage facility consistent with the established end state that provides adequate protection from radiation exposure and to isolate radioactive contamination from the human environment. It takes place after deactivation and includes surveillance, maintenance, decontamination, and/or dismantlement or entombment. These actions are taken at the end of the life of a</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>facility to retire it from service with adequate regard for the health and safety of workers and the public and protection of the environment. The ultimate goal of decommissioning is unrestricted release or restricted use of the site.</p> <p>7 – Undergoing Disposition - A building, trailer or OSF that is non-process contaminated (<u>not</u> contaminated from nuclear or chemical processes), is no longer in use, has been declared excess according to DOE's procedures, and is being actively disposed of (i.e. demolition, sale, etc.)</p> <p>The asset should have an Excess Indicator Flag set to "Yes".</p> <p>13 – Active – Land currently assigned a mission by DOE.</p> <p>14 – Inactive – Land not currently being used but may have a future need. Includes real property in a caretaker status (closed pending disposal, for example facilities that are pending a BRAC action) and closed installations with no assigned current federal mission or function.</p> <p>IC – In-Situ Closed – A building, trailer or OSF that is closed in place and does not require long term management. This only applies to facilities where no other disposal action will be performed. Simply abandoning in place would not meet the definition of In Situ Closed. In Situ Closed assets are not archived.</p> <p>In Situ Closed policy on the FIMS website at https://fimsweb.doe.gov/fimsinfo/hq_guidance.htm.</p> <p>The asset should have been declared excess according to DOE's procedures and the Excess Indicator Flag should be set to "Yes".</p> <p>Use of In Situ Closed varies by property type:</p> <p>Buildings: The permanent entombment of a building in place. Examples would include filling a standing or collapsed building with grout or completely covering a building with soil or other suitable material. Simply abandoning a building in place would not meet the definition of In Situ Closed.</p> <p>Trailers: Do not meet the criteria for In Situ Closed.</p> <p>OSFs: Examples for In Situ Closed for structures include: Closed structures, filling a standing or collapsed structure with grout or completely covering a structure with soil or other suitable material.</p> <p>Land: Does not meet the criteria for In Situ Closed.</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)														
			<p>IM – In-Situ Closed - LTM – A building, trailer or OSF that has been closed in place that requires long term monitoring and/or management. This includes process and non-process contaminated facilities that are in a final decommissioned In-Situ end state. This only applies to facilities where no other disposal action will be performed. Simply abandoning in place would not meet the definition of In Situ Closed. In Situ Closed assets are not archived.</p> <p>In Situ Closed policy on the FIMS website at https://fimsweb.doe.gov/fimsinfo/hq_guidance.htm.</p> <p>The asset should have been declared excess according to DOE's procedures and the Excess Indicator Flag should be set to "Yes".</p> <p>Use of In Situ Closed – Long Term Management varies by property type:</p> <p>Buildings: The permanent entombment of a building in place. Examples would include filling a standing or collapsed building with grout or completely covering a building with soil or other suitable material. Simply abandoning a building in place would not meet the definition of In Situ Closed.</p> <p>Trailers: Do not meet the criteria for In Situ Closed.</p> <p>OSFs: Examples for In Situ Closed for structures include: Closed structures, filling a standing or collapsed structure with grout or completely covering a structure with soil or other suitable material.</p> <p>Land: Does not meet the criteria for In Situ Closed.</p>														
<p>Status Date</p> <p>Required for all Buildings, Trailers and OSF when the Status is not = '1 – Operating'</p>	<p>PROP_ STATUS_DATE</p> <p><i>Property Detail</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>DATE</p> <p>EM</p>	<p>Provide the date of the selected Status field according to the following table:</p> <table border="1" data-bbox="1304 1146 1955 1474"> <thead> <tr> <th>Status</th> <th>Status Date value:</th> </tr> </thead> <tbody> <tr> <td>1 - Operating</td> <td>no Status Date entered</td> </tr> <tr> <td>2 – Standby</td> <td>Date of Status change</td> </tr> <tr> <td>3 – Outgranted</td> <td>Date of Status change</td> </tr> <tr> <td>4 – Shutdown</td> <td>Date of Status change</td> </tr> <tr> <td>5 – Undergoing Stabilization/Deactivation</td> <td>Date of Status change</td> </tr> <tr> <td>6 – Undergoing Decommissioning</td> <td>Date of Status change</td> </tr> </tbody> </table>	Status	Status Date value:	1 - Operating	no Status Date entered	2 – Standby	Date of Status change	3 – Outgranted	Date of Status change	4 – Shutdown	Date of Status change	5 – Undergoing Stabilization/Deactivation	Date of Status change	6 – Undergoing Decommissioning	Date of Status change
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English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)										
			<table border="1"> <tr> <td data-bbox="1304 233 1656 271">7 – Undergoing Disposition</td> <td data-bbox="1656 233 1955 271">Date of Status change</td> </tr> <tr> <td data-bbox="1304 271 1656 308">13 – Active Land</td> <td data-bbox="1656 271 1955 308">no Status Date entered</td> </tr> <tr> <td data-bbox="1304 308 1656 345">14 – Inactive Land</td> <td data-bbox="1656 308 1955 345">no Status Date entered</td> </tr> <tr> <td data-bbox="1304 345 1656 383">IC – In-Situ Closed</td> <td data-bbox="1656 345 1955 383">Date of Status change</td> </tr> <tr> <td data-bbox="1304 383 1656 420">IM – In-Situ Closed - LTM</td> <td data-bbox="1656 383 1955 420">Date of Status change</td> </tr> </table> <p data-bbox="1304 436 1740 467">(ES&H, Building Mgr, Plant Engineering)</p>	7 – Undergoing Disposition	Date of Status change	13 – Active Land	no Status Date entered	14 – Inactive Land	no Status Date entered	IC – In-Situ Closed	Date of Status change	IM – In-Situ Closed - LTM	Date of Status change
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IM – In-Situ Closed - LTM	Date of Status change												
<p data-bbox="115 475 369 506">Summary Condition</p>	<p data-bbox="604 475 953 506">PBLD_SUMMARY_CONDITION</p> <p data-bbox="604 514 936 545"><i>Condition – System Generated</i></p>	<p data-bbox="1108 475 1220 506">CHAR(20)</p> <p data-bbox="1108 514 1146 545">SC</p>	<p data-bbox="1304 475 1969 748">Each Operating and Standby owned building or trailer will be placed in a summary condition category of Excellent, Good, Adequate, Fair, Poor, Fail or Not Applicable. The designation is system generated as changes are made to the Deferred Maintenance, RPV and Building/Trailer Status. The value is calculated as a percentage of the Deferred Maintenance cost from the current condition assessment divided by the Replacement Plant Value. The resulting percentage is placed in the appropriate category as determined by the ranges defined below.</p> <p data-bbox="1304 761 1969 922">The Summary Condition is generated as “Not Applicable” for owned buildings and trailers where the Building/Trailer Status is Outgranted, Shutdown, Undergoing Stabilization/Deactivation, Undergoing Decommissioning, Undergoing Disposition, In-Situ Closed, or In-Situ Closed - LTM.</p> <p data-bbox="1304 935 1976 1015">The purpose of the field is to determine the condition of the assets structure and systems and not to rate its functionality or suitability to meet its mission.</p> <p data-bbox="1304 1027 1934 1083">The categories are automatically calculated with FIMS and have been simplified.</p> <ul data-bbox="1304 1096 1955 1453" style="list-style-type: none"> <li data-bbox="1304 1096 1955 1151">• Excellent: Deferred maintenance is <2% of replacement plant value. <li data-bbox="1304 1164 1955 1219">• Good: Deferred maintenance is 2 - <5% of replacement plant value. <li data-bbox="1304 1232 1955 1287">• Adequate: Deferred maintenance is 5 - <10% of replacement plant value. <li data-bbox="1304 1300 1955 1356">• Fair: Deferred maintenance is 10 - <25% of replacement plant value. <li data-bbox="1304 1369 1955 1424">• Poor: Major deferred maintenance is 25 - <60% of replacement plant value. <li data-bbox="1304 1437 1955 1453">• Fail: Replacement is required because deferred 										

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			maintenance cost is ≥60% of replacement plant value. • Not Applicable: The owned building or trailer is designated with a Status of Outgranted, Shutdown, Undergoing Stabilization/Deactivation, Undergoing Decommissioning, Undergoing Disposition, In-Situ Closed, or In-Situ Closed - LTM. (Building or Maintenance Mgr, Plant Engineering)
Surplus Date Required (if applicable) for DOE Owned and DOE Leased Buildings, OSF and Trailers	PROP_SURPLUS_DATE <i>Excess</i> UPDATE FREQUENCY: As Needed	DATE Reported to FRPP	The date (mm/dd/yyyy) the asset was declared surplus to the Federal Government. Surplus property means any excess real property not required by any Federal landholding agency for its needs or the discharge of its responsibilities, as determined by the Administrator of GSA.
Suspended	<i>My Profile</i>	CHAR(1)	Visible on the User Details window only to Field Office System Administrators and FIMS System Administrators (Headquarters). Indicates whether a user's account is suspended, meaning the user is unable to logon to FIMS.
Sustainability–Assessment Year Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_YR_ASSESS <i>Sustainability</i> UPDATE FREQUENCY: As Needed	NUM(4) EE Reported to FRPP	Enter the fiscal year in which an assessment for compliance with the Guiding Principles for High Performance Sustainable as outlined in the current OMB implementation guidance last occurred Valid fiscal year range is 2007 through the current fiscal year. Leave the field empty when no assessment has occurred or the building/trailer has attained a third-party certification.
Sustainability–Certification Level Received Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_CERT_RECEIVED <i>Sustainability</i> UPDATE FREQUENCY: As Needed	CHAR(9) EE	Select the LEED certification received from the picklist choices of: None Certified Silver Gold Platinum
Sustainability–Compliance Approach Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_APPROACH <i>Sustainability</i> UPDATE FREQUENCY: As Needed	CHAR(2) EE	Available choices are: Existing Building (EB) New Construction (NC)
Sustainability–Guiding Principle Percentage Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_PRIN_PTS <i>Sustainability</i> UPDATE FREQUENCY: As Needed	NUM(3) EE Reported to	Enter the percentage of Guiding Principles met. Value must be between 0 and 100.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Sustainability–HPSB Goal	PBLD_SUST_GOAL <i>Sustainability</i> System Generated	FRPP CHAR(1) EE Reported to FRPP	Y – Yes, the asset will count toward the 17% Sustainability goal N – No, the asset will not count towards the 17% Sustainability goal X – The asset is not included in the population to be evaluated for Sustainability. This include asset meeting at least one of the following criteria: Gross Sqft ≤ 5,000 Estimated Disposition Year ≤ 2025
Sustainability–Planned Compliance Year Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers	PBLD_SUST_YR_COMPLIANCE <i>Sustainability</i> UPDATE FREQUENCY: As Needed	NUM(4) EE Reported to FRPP	Mandatory for buildings/trailers intended to comply with the Guiding Principles by the end of FY 2025. Enter the anticipated fiscal year in which the building/trailer would comply with the Guiding Principles directly or through equivalence by attaining a specified level of certification. The field will accept the current fiscal year through any future fiscal year. Users may leave the field empty where no plans to bring the building/trailer into compliance exist Users may input a value of “9999” to indicate “not worth a full assessment.”
Sustainability–USGBC Project ID Required for DOE Owned and DOE Leased Buildings and Trailers	PBLD_SUST_USGBC_ID <i>Sustainability</i> UPDATE FREQUENCY: As Needed	CHAR(20) EE	Enter the Project ID assigned by the U. S. Green Buildings Council (USGBC) to the building when the building wishes to comply with the Guiding Principles through LEED Certification. For buildings/trailers not seeking compliance through LEED certification, the field would be left blank. The USGBC has a public Website with a downloadable spreadsheet containing key milestones and performance data on each registered building organized by the project ID. The website is http://www.usgbc.org/Docs/Archive/PublicLEEDProjectDirectory.xls The project ID will eliminate the need to validate other HPSB data elements and will provide the project registration date, important for demonstrating compliance with the December 2008 OMB implementation guidance on meeting the Guiding Principles.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
Sustainability Index Building Count	Report Generated	MA	The total number of DOE owned and DOE leased buildings and trailers that will count toward the 17% Sustainability goal (Sustainability – 17% Goal flag equals 'Y') divided by the total number of DOE owned and DOE leased buildings and trailers where the Sustainability flag equals "Y" or "N".
Sustainability Index Square Feet	Report Generated	MA	The total DOE owned and DOE leased building and trailer square feet of the assets that will count toward the 17% Sustainability goal (Sustainability – 17% Goal flag equals 'Y') divided by the total DOE owned and DOE leased buildings and trailers square feet where the Sustainability flag equals "Y" or "N".
Sustainability Site Number Required for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF Required for DOE Owned, DOE Leased, Contractor Leased, and Contractor License Trailers	PBLD_EMS_SITE POSF_EMS_SITE <i>Building/Trailer/OSF Dimensions</i> UPDATE FREQUENCY: Static	NUM(4) EE	A three to four digit site number for sustainability reporting. Most FIMS sites have only one associated sustainability site number. Coordination is required at those sites that have more than one sustainability site number to ensure that the proper site identification number is used for each building, trailer, or other structure and facilities (OSF). The sustainability site number is available from the Sustainability Performance Office or Sustainability/Energy Manager at each site.
Total Adjustments	PROP_IMPROVE_COST_TOTAL <i>System Generated</i>	NUM(14,2)	The total of all capital adjustments/improvements to the property.
Total Costs	(calculated field) Cap Adjusts	NUM(14,2)	The total of all Capital Adjustments/Improvements to the property plus the Initial Acquisition Costs.
Total No of Contractor Employees Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_CONTR_EMPL <i>Building Info</i> <i>Trailer Info</i> UPDATE FREQUENCY: Annual Update	NUM(4) MA Reported to FRPP	Report the number of contractor employees assigned to the building/trailer. A contractor employee is an employee working under a contract as defined by Part 2.101 of the Federal Acquisition Regulation (FAR).
Total No of Federal Employees Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_FED_EMPL <i>Building Info</i> <i>Trailer Info</i> UPDATE FREQUENCY: Annual Update	NUM(4) MA Reported to FRPP	Report the number of federal employees (including teleworkers, even if full time) assigned to the building/trailer in full time equivalents (FTE's). Consult OMB Circular A-11 for guidance on defining FTE's.
Total No of Occupants	PBLD_TOTAL_NO_OCC <i>Building Info</i>	NUM(4) MA	System generated sum of the Total No of Federal Employees, Total No of Contractor Employees and the Total No of Other Personnel.

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)																																
	<p><i>Trailer Info</i></p> <p>UPDATE FREQUENCY: Annual Update</p>																																		
<p>Total No of Other Personnel</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers</p> <p>Required for GSA Owned and GSA Leased Buildings</p>	<p>PBLD_TOTAL_NO_OTHER_PERS</p> <p>Building Info</p> <p><i>Trailer Info</i></p> <p>UPDATE FREQUENCY: Annual Update</p>	<p>NUM(4)</p> <p>MA</p> <p>Reported to FRPP</p>	<p>Report the number of other personnel assigned to a building/trailer that are not federal employees or contractor employees – includes interns and those performing volunteer work.</p>																																
Total Operating Cost	<p>DEFM_TOTAL_OPERATING_COST</p> <p><i>Maintenance (display only)</i></p>	NUM(10)	<p>Display only total of the asset-level Operating Cost – Electricity, Water/Sewer, Pest Control, Central Heating, Central Cooling, Snow Removal, Gas, Refuse, Recycle, Grounds and Janitorial.</p>																																
Total Space Type Usable SF	<p>PBLD_TOT_USABLE_SF</p> <p><i>Utilization – System Generated</i></p>	<p>NUM(10)</p> <p>SC</p>	Sum of all Space Type Usable SF.																																
Total Space Type Utilized SF	<p>PBLD_TOT_UTIL_SF</p> <p><i>Utilization – System Generated</i></p>	<p>NUM(10)</p> <p>SC</p>	Sum of all Space Type Utilized SF.																																
<p>Uniformat</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Optional for GSA Owned and GSA Leased Buildings</p>	<p>UNIF_CODE</p> <p><i>LOB Condition</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(3)</p> <p>SC</p>	<p>Represents the major components of an asset based on the Uniformat level 2 standard. Valid selections include the following.</p> <table border="1"> <tbody> <tr> <td>A10</td> <td>Foundations</td> <td>D4 0</td> <td>Fire Protection</td> </tr> <tr> <td>A20</td> <td>Basement Constructions</td> <td>D5 0</td> <td>Electrical</td> </tr> <tr> <td>B10</td> <td>Super Structure</td> <td>E1 0</td> <td>Equipment</td> </tr> <tr> <td>B20</td> <td>Exterior Closure</td> <td>E2 0</td> <td>Furnishings</td> </tr> <tr> <td>B30</td> <td>Roofing</td> <td>F1 0</td> <td>Special Construction</td> </tr> <tr> <td>C10</td> <td>Interior Construction</td> <td>F2 0</td> <td>Selective Bldg Demo</td> </tr> <tr> <td>C20</td> <td>Stairs</td> <td>G1 0</td> <td>Site Preparation</td> </tr> <tr> <td>C30</td> <td>Interior Finishes</td> <td>G2 0</td> <td>Site Improvements</td> </tr> </tbody> </table>	A10	Foundations	D4 0	Fire Protection	A20	Basement Constructions	D5 0	Electrical	B10	Super Structure	E1 0	Equipment	B20	Exterior Closure	E2 0	Furnishings	B30	Roofing	F1 0	Special Construction	C10	Interior Construction	F2 0	Selective Bldg Demo	C20	Stairs	G1 0	Site Preparation	C30	Interior Finishes	G2 0	Site Improvements
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English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)			
			D10	Conveying	G3 0	Site Mechanical Util
			D20	Plumbing	G4 0	Site Electrical Util
			D30	HVAC	G9 0	Other Site Construction
<p>Uniformat Rating</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Optional for GSA Owned and GSA Leased Buildings</p>	<p>UNIF_RATING</p> <p><i>LOB Condition</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(11)</p> <p>SC</p>	<p>A rating associated with the Uniformat Code. Valid options are Adequate, Substandard, Inadequate, and N/A.</p>			
<p>Uniformat Repair Needs</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased, Permit and Contractor License Buildings and OSF</p> <p>Optional for DOE Owned, DOE Leased, Contractor Leased and Contractor License Trailers</p> <p>Optional for GSA Owned and GSA Leased Buildings</p>	<p>UNIF_REPAIR_NEEDS</p> <p><i>LOB Condition</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>SC</p>	<p>Repair Needs associated with the Uniformat Code.</p>			
<p>Usable Sqft</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased, Contractor License, GSA Owned and GSA Leased Buildings</p>	<p>PBLD_NET_OCC_SQFT</p> <p><i>Building Dimension, Utilization (display only)</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(10)</p> <p>MA</p>	<p>The portion of a building that is available for occupants as determined by using ANSI/BOMA Z65.1-2010, Office Buildings: Standard Methods of Measurement, or IFMA/ASTM E1836-01, Standard Classification for Building Floor Area Measurements for Facility Management. The area excludes common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment (that supports the building) rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets. This area is also known as Usable Area.</p> <p>For GSA Owned and GSA Leased buildings, the Usable Area is the Assigned Usable square feet shown in the Occupancy Agreement.</p> <p>NOTE: This data field is protected from updating between the FIMS Deferred Maintenance processing date (usually the first Monday in October) and the FRPC database snapshot date</p>			

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
			<p>(usually around the middle of November). After the FRPC database snapshot date, the data field is once again made available for updating.</p> <p>(Building Mgr, Plant Engineering)</p>
<p>Usage Code Required for all Buildings, OSF, Trailers and Land</p>	<p>USCD_USAGE_CODE PROP_USAGE_CODE <i>Lookup Table, Property Info</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4) MA</p> <p>Reported to FRPP</p>	<p>Code which designates the predominant current use based on percentage of size of a real property asset. For example, buildings used for office purposes are classified as office even though certain smaller portions of them may be used for storage or research.</p> <p>Land usage codes consist of 2 characters, Building/Trailer usage codes consist of 3 characters, and OSF usage codes consist of 4 characters.</p> <p>For GSA Owned and GSA Leased buildings, contact FIMS Support to update this value.</p> <p>(Building Mgr, Industrial Engineer, Plant Engineering)</p>
<p>User ID</p>	<p><i>My Profile</i></p>	<p>CHAR(8)</p>	<p>Uniquely identifies the user to FIMS. The User ID may consist of a minimum of four up to eight alphanumeric characters. The User ID must begin with an alphabetic character.</p>
<p>Using Organization Required for all Buildings, Trailers, OSF and Land</p>	<p>PROP_USING_ORG <i>Property Detail</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4) MA</p> <p>Reported to FRPP</p>	<p>Using Organization refers to the predominant (based on size) Federal Government Agency or other non-Federal Government entity occupying the property.</p> <p>If DOE or DOE's contractors occupy the property, the code "8900 Department of Energy" should be selected.</p> <p>If the property is occupied by a non-Federal Government entity, then code "9999 Non-Federal Entities (Private Sector)" should be selected for the Using Organization value.</p> <p>(Building Mgr, Real Estate Officer)</p>
<p>Utilization Notes Optional for Buildings and Trailers</p>	<p>PBLD_UTIL_NOTES <i>Utilization</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(250) SC</p>	<p>Brief explanation to justify entries or capture rationale.</p>
<p>Year Acquired Required for DOE Owned, DOE Leased and Contractor Leased Buildings Required for DOE Owned Trailers and OSF Required for all Land except License</p>	<p>PROP_YEAR_ACQUIRED <i>Condition, OSF Info, Land Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(4) MA</p>	<p>Identifies the fiscal year (YYYY) when a building or trailer was acquired rather than built by DOE. For new constructions, the Year Built and the Year Acquired will be the same.</p> <p>For Other Structures and Facilities (OSF), the year will represent the fiscal year the OSF was acquired. If the fiscal year is unknown or facilities are grouped together, use the fiscal year that signifies when the largest sections/additions</p>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<p>Land</p>			<p>were acquired.</p> <p>For Land, the year will represent the fiscal year of the earliest land parcel acquisition.</p> <p>The Year Acquired edit allows years to be input from 1800 through the current fiscal year.</p> <p>(Plant Engineering, Finance/Accounting)</p>
<p>Year Built</p> <p>Required for DOE Owned, DOE Leased, Contractor Leased and Contractor License Buildings</p> <p>Required for DOE Owned Trailers</p> <p>Required for DOE Owned and DOE Leased OSF where the Usage Code is 1468, 1469, 1768, and 1769 (Vehicular and Train Bridges)</p>	<p>PROP_YEAR_BUILT</p> <p><i>Condition</i></p> <p><i>OSF Info</i></p> <p>UPDATE FREQUENCY: Static</p>	<p>CHAR(4)</p> <p>MA</p>	<p>For DOE construction, the fiscal year (YYYY) that a building/trailer is accepted for beneficial occupancy. If acquiring an existing building/trailer, it is the fiscal year the building/trailer was constructed (best estimate if unknown).</p> <p>For OSFs with usage codes 1468 Public Access Bridges (Trains), 1469 Controlled Access Bridges (Trains), 1768 Public Access Bridges (Vehicular), or 1769 Controlled Access Bridges (Vehicular), the calendar year (YYYY) construction of the structure was completed.</p> <p>The Year Built edit allows years to be input from 1800 through the current fiscal year for buildings and trailers. And from 1800 through the current calendar year for OSFs with the defined usage code.</p> <p>(Plant Engineering, Finance/Accounting)</p>

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