



## Department of Energy

Washington, DC 20585

September 29, 2015

### MEMORANDUM FOR DISTRIBUTION

FROM:

CARMELO MELENDEZ  
DIRECTOR, HCA & SRPO  
OFFICE OF ASSET MANAGEMENT, MA-50

A handwritten signature in blue ink, appearing to read "Carmelo Melendez", written over the typed name and title.

SUBJECT:

Fiscal Year 2015 Federal Real Property Reporting Requirement

The attached document provides implementing instructions for Fiscal Year real property inventory reporting. Please distribute it to the appropriate elements of your organization. This effort is central to the Department's efforts toward removal from the Government Accountability Office High Risk List.

As in previous years, the Department will use the data in the Facility Information Management System (FIMS) to report to General Services Administration. The attached guidance contains detailed instructions for each of the required data elements. Please ensure the required data is entered into FIMS by November 9, 2015, so that the Department can report its inventory as required in the first quarter of Fiscal Year 2016.

Questions on this guidance may be addressed to Mr. Adam Pugh at (202)287-1397 or [Adam.Pugh@hq.doe.gov](mailto:Adam.Pugh@hq.doe.gov)

Attachment



**Distribution:**

Patrick Behm, Energy Efficiency and Renewable Energy, Director, GO-OMA  
Andy Szilagyi, Director, Office of D&D and Facility Engineering, EM-13  
Josh Silverman, EHSS  
Peter Klemkowsky, Fossil Energy, Director, FE-42  
Karen Boardman, National Training Center  
David Shafer, Legacy Management, Team Leader, Asset Management Team  
Peter O'Konski, Office of Management, Director, Office of Administration  
Jefferson Underwood, National Nuclear Security Administration, Director, NA-00-20  
Tod McIntyre, Naval Reactors Laboratory Field Office, Analyst  
Christopher Lee, Naval Reactors Navel Yard  
Mary McCune, Nuclear Energy, Deputy Director, Office of Facilities Management  
Drew Campbell, Sustainability Program Office  
Christopher Mclaughlin, Office of Science, Director, SC-31.2  
Sonya Baskerville, Bonneville Power Administration  
Larry Harp, Division of Engineering and Planning, South Western Power Administration  
Joel Seymour, Southeastern Power Administration  
Mike McElhany, Western Area Power Administration  
Joshua Hill, Federal Energy Regulatory Commission, Acting Director, Logistics Mgmt. Div.

**CC:**

Carmelo Melendez, MA-50  
Adam Pugh, MA-50

# FY 2015 FRPC DATA REPORTING INSTRUCTIONS

## I. Background

41 CFR 102-84.30 codifies the Federal Real Property Profile (FRPP) and requires agencies to provide complete and accurate real property data in their FRPP submission.

Executive Order 13327, “Federal Real Property Asset Management” was created to promote the efficient and economical use of the Federal Government’s real property assets. The E.O. established the interagency Federal Real Property Council (FRPC), established the role of the Senior Real Property Officer (SRPO), and mandated the creation of a centralized real property database.

This document provides instructions for populating the required data in FIMS so that the Department can report in accordance with the FY 2015 FRPC reporting requirements.

## II. Summary of Changes from FY 2014 to FY 2015

This guidance addresses only those data elements that are reported to the FRPC.

Data Element	Summary of Changes
Certification	Certification required by each Site Manager or Headquarters Program Office for their sites. Due November 9, 2015. See paragraph III below.
New: Reduce the Footprint	This is a new data element that will be system generated by the FRPP.
2. Real Property Use	Added new land usage code 17 Outpatient care.
5. Status Indicator	Adding new data element called Surplus Declaration Date. In addition, Can’t Currently Be Disposed is being changed from a ‘Yes/No’ field to a pick list field. The data element Can’t Dispose Reason has been deleted.
24. Disposition Method	Two new options have been added to the Disposition Method picklist: Loss Due to Disaster and Loss Due to Training Exercise.
Disposition Value	This data element has been renamed to Actual Sales Price.

## III. Certification

To enhance the accuracy and completeness of the data reported to the Federal Real Property Profile (FRPP) system, each agency will provide the General Services Administration (GSA) a certification from the CFO that the FRPP data being reported is accurate and complete. This certification will also document the methodology used to evaluate the accuracy of the data as well as efforts to improve the data. Agency SRPO or equivalent official in agencies without a designated SRPO will sign, scan, and email a letter to the staff contact in the Office of the Associate Administrator of Government-wide Policy at GSA and to the staff contact in the Office of Federal Financial Management at OMB immediately following their FRPP submission on December 15 of each year.

To support the Department’s certification each Site Manager or Headquarters Program Office for their sites is to provide the SRPO a statement to certify the level of completeness, accuracy and any efforts

made to improve FIMS data reported to the FRPP. The certification should be in a memorandum to the SRPO and emailed to Adam Pugh at [adam.pugh@hq.doe.gov](mailto:adam.pugh@hq.doe.gov) no later than November 9, 2015.

Sample certification statement: The FIMS data submitted by (Site or Program for their sites) to support the FRPP submission is (complete or has the following known incomplete data) and (accurate or has the following known deficiencies). If applicable provide a summary of efforts made to improve FIMS data that is reported to the FRPP. Signed by the Site Manager or Headquarters Program Office.

#### **IV. Data Population Schedule**

The deadline for reporting the DOE inventory to GSA is December 15, 2015. To allow time for preparation of the data upload file, sites will ensure all elements are populated in accordance with this guidance **no later than November 9, 2015.**

#### **VI. Inventory Data Element Reporting Instructions**

Definitions for FIMS data elements can be found in the FIMS Data Element Dictionary. Unless otherwise stated, reporting has not changed since last year for each of the data elements.

##### **1. Real Property Type**

The FIMS Property Type field will be used for reporting this data element. A crosswalk between the FIMS and FRPC codes is provided below.

<b>Property Type</b>	<b>FIMS Value</b>	<b>FRPP Value</b>
Land	L	20
Building	B	35
Trailer	T	35
Structure	S	40

##### **2. Real Property Use**

The FIMS Usage Code field will be used for reporting this data element.

##### **3. Reduce the Footprint**

This data element will be system generated by the FRPP. It will be used to identify assets that are subject to the Reduce the Footprint (RTF) policy and subject to monitoring under OMB Management Procedures Memorandum 2015-01

- If the asset is covered by the RTF policy, the FRPP will generate a value of ‘Yes’.
- If the asset is not covered by the RFT policy, the FRPP will generate a value of ‘No’.

##### **4. Legal Interest**

###### **4A. Legal Interest Indicator**

The FIMS Ownership field will be used for reporting this data element. A crosswalk of the FIMS and FRPC codes is provided below.

<b>Legal Interest</b>	<b>FIMS Value</b>	<b>FRPP Value</b>
State Government- Owned	N/A	S
Foreign Government -Owned	N/A	F

Museum Trust	N/A	M
Withdrawn Land	W	W
DOE Owned	O	G
DOE Leased	D	L

#### 4B. Lease Authority Indicator

The FIMS Lease Authority will be used for reporting this data element.

### 5. Status

#### Status Indicator

The FIMS Status field will be used for reporting this data element. A crosswalk of the FIMS and FRPC codes is provided below.

FIMS Status Value	FRPP Status Indicator Value
1-Operating	Current Mission Need (A)
2-Operational Standby	Current Mission Need (A)
3-Shutdown Pending Transfer	Future Mission Need (I)
4-Shutdown Pending D&D	Future Mission Need (I)
5-D&D In Progress	Future Mission Need (I)
6-Operating Pending D&D	Current Mission Need (A)
7-Operating Under an Outgrant	Current Mission Need (A)
11-Deactivation	Future Mission Need (I)
12-Shutdown Pending Disposal	Future Mission Need (I)
13-Active Land	Current Mission Need (A)
14-Inactive Land	Future Mission Need (I)
IC - In Situ Closed	Future Mission Need (I)
IM - In Situ Closed (LTM)	Future Mission Need (I)

Additional processing is then performed to realign the FRPP Status Indicator with the following values.

FIMS Values Checked	FRPP Status Indicator Value	FRPP Status Date Value
<ul style="list-style-type: none"> <li>Can't Currently Be Disposed is not blank</li> </ul>	Can't Currently Be Disposed (G)	N/A
<ul style="list-style-type: none"> <li>GSA Notification Accepted is not blank</li> <li>Can't Currently Be Disposed is blank</li> </ul>	Report of Excess Accepted (C)	GSA Notification Accepted date
<ul style="list-style-type: none"> <li>GSA Notification Submitted is not blank</li> <li>GSA Notification Accepted is blank</li> <li>Can't Currently Be Disposed is blank</li> </ul>	Report of Excess Submitted (B)	GSA Notification Submitted date
<ul style="list-style-type: none"> <li>Determination Date for DOE Disposal is not blank</li> <li>GSA Notification Submitted is blank</li> <li>GSA Notification Accepted is blank</li> <li>Can't Currently Be Disposed is blank</li> </ul>	Determination to Dispose (D)	Determination Date for DOE Disposal
<ul style="list-style-type: none"> <li>Surplus Date is a new data element and is defined as assets that have been declared excess to the Federal Government</li> </ul>	Surplus (S)	Surplus Date

• Surplus Date is not blank		
-----------------------------	--	--

**Outgrant Indicator**

The FIMS Outgrant Indicator field will be used for reporting this data element.

**6. Historic Status**

The FIMS Historical Designation field will be used for reporting this data element. A crosswalk of the FIMS and FRPC codes is provided below.

<b>FIMS Historical Designation Value</b>	<b>FRPC Historical Status Value</b>
National Historic Landmark – NHL	1
National Register Listed – NRL	2
National Register Eligible – NRL	3
Non-contributing element of NHL/NRL District	4
Not Evaluated	5
Evaluated, Not Historic	6

**7. Reporting Agency**

This data element is system generated based on the Agency Bureau Code for DOE (8900).

**8. Using Organization**

The FIMS Using Organization field will be used for reporting this data element.

**9. Size**

**9A. Acres (Land)**

The FIMS Acreage field will be used for reporting this data element.

**9B. Square Feet (Buildings and Trailers)**

This FIMS Gross/Rentable Square Feet field will be used for reporting this data element.

**10. Utilization**

The Asset % Utilized will be used for reporting this data element. The table below defines how the Asset % Utilized will be cross-walked into the FRPP Utilization categories.

	<b>Office (10)</b>	<b>Hospital (21)</b>	<b>Warehouse (41)</b>	<b>Laboratory (74)</b>	<b>Housing (30, 31)</b>
Unutilized	< 1%	< 1%	< 1%	< 1%	< 1%
Underutilized	1 - 39%	1 - 39%	1 - 39%	1 - 39%	1 - 39%
Utilized	> 40%	> 40%	> 40%	> 40%	> 40%

**11. Replacement Value**

The FIMS Replacement Plant Value will be used for reporting this data element.

**12. Repair Needs**

The FIMS Repair Needs will be used for reporting this data element.

### 13. Condition Index

This data element will be automatically calculated by the FRPP based on the following formula.

$$\text{Formula: Condition Index} = [1 - (\text{Repair Needs} / \text{Replacement Value})] \times 100$$

### 14. Annual Operating Costs

The FIMS Operating Cost data elements and the Annual Actual Maintenance (captured at the asset level) will be used for reporting this data element.

FIMS allocates Operating Costs according to the following model for DOE Owned assets. Additional detail on the operating cost allocation can be found under Operating Cost in Appendix A FIMS Data Element Dictionary of the FIMS User's Guide.

<b>Operating Cost Allocation</b>				
	<b>BUILDINGS</b>	<b>TRAILERS</b>	<b>OSF'S</b>	<b>LAND</b>
<b>MAINTENANCE AND REPAIR</b>	Use Actual Maintenance data currently captured in FIMS at the constructed asset level.	Use Actual Maintenance data currently captured in FIMS at the constructed asset level.	Use Actual Maintenance data currently captured in FIMS at the constructed asset level.	N/A
<b>ELECTRIC</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
<b>WATER / SEWER</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
<b>GAS</b>	SF allocation to all assets	No allocation	No allocation	N/A
<b>CENTRAL HEAT</b>	SF allocation to all assets	No allocation	No allocation	N/A
<b>CENTRAL COOL</b>	SF allocation to all assets	No allocation	No allocation	N/A
<b>JANITORIAL</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
<b>PEST CONTROL</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
<b>REFUSE</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
<b>RECYCLING</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
<b>GROUNDS</b>	SF allocation to all assets	SF allocation to all assets	No allocation	No allocation
<b>SNOW REMOVAL</b>	SF allocation to all assets	SF allocation to all assets	No allocation	N/A

**For leased assets:** The FIMS annual rent data element is used for reporting the Annual Rent paid to the Lessor. The FIMS Annual Actual Maintenance and the Operating Cost data elements are reported for the FRPC Operating Costs. It is important to include leased Operating Costs in the site level Operating Cost entries.

### 15. Main Location

The FIMS Main Location will be used for reporting this data element.

### 16. Real Property Unique Identifier

The FIMS Real Property Unique ID will be used for reporting this data element.

### 17. City

The FIMS Location City will be used for reporting this data element.

### 18. State

The FIMS Location State will be used for reporting this data element.

## 19. Country

This data element will be system generated by FIMS based on the Location State code.

## 20. County

The FIMS Location County will be used for reporting this data element.

## 21. Congressional District

The FIMS Congressional District will be used for reporting this data element.

## 22. ZIP Code

The FIMS Location Zip Code will be used for reporting this data element.

## 23. Installation and Sub-Installation Identifier

The FIMS Site Number, Site Name and Area Number will be used for reporting this data element.

## 24. Disposition

The FIMS Disposition Method, Disposition Date, Actual Sales Price and Net Proceeds will be used for reporting this data element. There are now two additional selections for Disposition Method.

- Loss Due to Disaster
- Loss Due to Training Exercise

The Actual Sales Price will only be reported for Negotiated or Public Sale Disposition Methods. This field should represent the asset's actual sales price. A value of \$0 is acceptable.

## 25. Sustainability

The following FIMS data elements will be used for reporting this data element.

- Sustainability–Guiding Principle Percentage
- Sustainability–Assessment Year
- Sustainability–Planned Compliance Year

The table below defines how the FIMS Sustainability data elements will be cross-walked into the FRPC Sustainability options.

Sustainability Crosswalk FIMS to FRPC	
FIMS Data Element	FRPC Code
Sustainability–Guiding Principle Percentage = 100%	Yes
Sustainability–Planned Compliance Year = 9999 OR (Assessment Year is blank AND Guiding Principle Percentage is < 100 or blank)	No
Sustainability–Assessment Year is blank AND Guiding Principle Percentage is < 100 or blank AND (Planned Compliance Year is not 9999 or is blank)	Not Yet Evaluated

<p>Buildings that have a status of ROE submitted or ROE accepted or Determination to Dispose:</p> <p><b>OR ARE</b></p> <ul style="list-style-type: none"> <li>• Unoccupied: The building is occupied one hour or less per person per day on average <b>AND</b></li> <li>• Low/No Energy Use: The total building energy consumption from all sources is less than 20.9 BTU/sf/yr <b>AND</b></li> <li>• Low/No Water Use: Annual average water consumption is less than 2 gallons per day for the building.</li> </ul>	<p>Not Applicable</p>
--	-----------------------

**26. Lease Expiration Date**

The FIMS Expiration Date will be used for reporting this data element.