



Department of Energy
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MEMORANDUM FOR DISTRIBUTION

FROM: CARMELO MELENDEZ 
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SENIOR REAL PROPERTY OFFICER

SUBJECT: Fiscal Year 2016 Federal Real Property Reporting Requirement

The attached document provides implementing instructions for Fiscal Year 2016 real property inventory reporting. Please distribute it to the appropriate elements of your organization. This effort is central to the Department's efforts toward the removal of real property 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 the 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 7, 2016, so that the Department can report its inventory as required in the first quarter of Fiscal Year 2017.

Each Site Manager or Headquarters Program Office for their sites should provide the Senior Real Property Officer (SRPO) a statement certifying the level of completeness, accuracy and any efforts made to improve FIMS data. This certification should be in a memorandum to the SRPO and emailed to Adam Pugh at adam.pugh@hq.doe.gov no later than November 30, 2016

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

Attachment



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FY 2016 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 2016 FRPC reporting requirements.

II. Summary of Changes from FY 2015 to FY 2016

This guidance addresses only those data elements that are reported to the FRPP. There are no changes in reporting between FY 2015 and FY 2016.

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 their respective Chief Financial Officer (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. The letter will be provided to GSA by March 31st.

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 **no later than November 30, 2016.**

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, 2016. 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 7, 2016.**

V. Inventory Data Element Reporting Instructions

Definitions for FIMS data elements can be found in the FIMS Data Element Dictionary.

1. Real Property Type

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

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

2. Real Property Use

The FIMS Usage Code 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 is subject to monitoring.

- 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 RTF policy, the FRPP will generate a value of 'No'.

4. Legal Interest

4A. Legal Interest Indicator

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

Legal Interest	FIMS Value	FRPP Value
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 will be used for reporting this data element. A crosswalk of the FIMS and FRPP codes is provided below.

FIMS Status Value	FRPP Status Indicator Value
1-Operating	Current Mission Need (A)
2-Standby	Current Mission Need (A)
3-Outgranted	Current Mission Need (A)
4-Shutdown	Future Mission Need (I)
5-Undergoing Stabilization/Deactivation	Future Mission Need (I)

6-Undergoing Decommissioning	Future Mission Need (I)
7-Undergoing Disposition	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"> Can't Currently Be Disposed is not blank 	Can't Currently Be Disposed (G)	N/A
<ul style="list-style-type: none"> GSA Notification Accepted is not blank Can't Currently Be Disposed is blank 	Report of Excess Accepted (C)	GSA Notification Accepted date
<ul style="list-style-type: none"> GSA Notification Submitted is not blank GSA Notification Accepted is blank Can't Currently Be Disposed is blank 	Report of Excess Submitted (B)	GSA Notification Submitted date
<ul style="list-style-type: none"> Determination Date for DOE Disposal is not blank GSA Notification Submitted is blank GSA Notification Accepted is blank Can't Currently Be Disposed is blank 	Determination to Dispose (D)	Determination Date for DOE Disposal
<ul style="list-style-type: none"> Surplus Date is not blank 	Surplus (S)	Surplus Date

Outgrant Indicator

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

6. Historic Status

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

FIMS Historic Designation Value	FRPP Historical Status Value
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 will be used for reporting this data element.

9. Size

9A. Acres (Land)

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

9B. Square Feet (Buildings and Trailers)

This FIMS Gross/Rentable Square Feet 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.

	Office (10)	Hospital (21)	Warehouse (41)	Laboratory (74)	Housing (30, 31)
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.

The Operating Cost data elements exist in FIMS at the site and asset for each component of Operating Cost in order to report the data in accordance with the FRPC guidance. 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.

Operating Cost Allocation				
	BUILDINGS	TRAILERS	OSF'S	LAND
MAINTENANCE AND REPAIR	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
ELECTRIC	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
WATER / SEWER	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
GAS	SF allocation to all assets	No allocation	No allocation	N/A

CENTRAL HEAT	SF allocation to all assets	No allocation	No allocation	N/A
CENTRAL COOL	SF allocation to all assets	No allocation	No allocation	N/A
JANITORIAL	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
PEST CONTROL	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
REFUSE	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
RECYCLING	SF allocation to all assets	SF allocation to all assets	No allocation	N/A
GROUNDS	SF allocation to all assets	SF allocation to all assets	No allocation	No allocation
SNOW REMOVAL	SF allocation to all assets	SF allocation to all assets	No allocation	N/A

For leased assets: The FIMS Annual Rent 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 FRPP 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.

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 FRPP Sustainability options.

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

26. Lease Expiration Date

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