



Department of Energy

Washington, DC 20585

September 27, 2013

MEMORANDUM FOR DISTRIBUTION

FROM: CARMELO MELENDEZ 
SENIOR REAL PROPERTY OFFICER AND
DIRECTOR, OFFICE OF PROPERTY MANAGEMENT

SUBJECT: Facilities Information Management System, Population of the Anticipated Acquisition Information Module

REFERENCE: Office of Management and Budget's Management Procedures Memorandum No. 2012-02 Dated March 14, 2012

The referenced memorandum states that Executive Branch departments and agencies shall not increase the total square footage of their domestic office and warehouse inventory compared to their Fiscal Year (FY) 2012 baseline. This new policy is referred to as Freeze the Footprint (FTF).

The Department's official real property inventory, Facilities Information Management System (FIMS), was updated in July 2013 to include the new Anticipated Acquisition Information Module (AAIM). AAIM has been designed to capture planning data on proposed real property assets that can later be easily transitioned to the active inventory of FIMS. AAIM will reduce the need for regular data calls and provide valuable information necessary for projecting the Department's compliance with FTF and is required to fully meet the Department's FTF Implementation Plan.

By November 8, 2013, real property owning programs are requested to ensure each of their sites populate AAIM with all planned FY 2014 thru FY 2016 office and warehouse space. Although only office and warehouse assets are required, programs have the capability and are encouraged to include all known real property building and trailer assets anticipated to come on line in the near future. AAIM data will be included as part of the FY 2013 FIMS snapshot scheduled for November 12, 2013.

In the future, AAIM will remain part of the year-end snapshot process and should be updated throughout the year as new or additional information becomes available. The projected time period required for reporting will be a rolling three year period.

Detailed instruction for populating AAIM can be found in Chapter 6 and Appendix H of the FIMS Users Guide: http://www.fimsinfo.doe.gov/Downloads/user_gde.pdf. If you have questions regarding FTF guidance or populating AAIM, please contact Ms. Monja Vadnais at (202) 586-6199 or Mr. Phil Dalby at (202) 586-4548, respectively.



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