



U.S. Department of Energy
Facilities Information Management System

User's Guide



11/30/2016

Summary of Changes Page

The following information is being used to control and track modifications made to this document:

Date	Author	FIMS Release Version	Summary of Changes
8/25/2011	Gordy/Smith	V2.0	Initial release
9/29/2011	Smith	V2.1	Add Total No of Federal Employees, Total No of Contractor Employees, Total No of Other Personnel, and Anticipated Disposition Method; Remove Ownership – Land Agreement and data field Regulatory Basis; Add Usage Code 595
01/18/2012	Smith	V2.3	Removed data elements, added new Meters, Rentable SF and Sustainability, updated Chap 3, Chap 4, Chap 5, moved Chap 6 to Chap 8, updated DED, Appendix B,C, E and G
2/15/2012	Smith	V2.3	Updated DED – RPV – Trailer
4/19/2012	Smith	V2.4	Updated Chap 5 for AM and Op Costs, DED and Appendix G
7/05/2012	Smith	V2.5	Updated Chap 9, DED and Appendix G Trailer Def
8/9/2012	Smith	V2.5	Updated Appendix C added new usage code 298 and revised def for 297 and 211
9/5/2012	Smith	V2.5	Updated Chap 5 Dimension windows and DED Non-Energy Consuming Building/Facilities GSF
1/16/2013	Smith	V2.6	Updated DED defs for DM, AM, RM to correspond with DARM guidance, DED references for FRPP reported
1/31/2013	Smith	V2.6	Updated Appendix C OSF Usage Codes
2/14/2013	Smith	V2.7	Updated DED – Trailer RPV unit cost = 142.24
3/11/2013	Smith	V2.8	Removed Restrictions – Chap 5 and DED
4/11/2013	Smith	V2.9	Updated Chap 7 for new FRPP Ad Hoc tool and DED Disposition Method – IS
7/10/2013	Smith	V2.9	Updated DED – Gross sqft, Net Usable sqft and PBPI defs; added OSF Usage Code 6931
7/31/2013	Smith	V2.10	Added AAIM processing, new Appendix H AAIM Data Dictionary, updated DED with new Capability data elements and Chap 5, revised Excess Year def in DED, added Capability codes to Appendix E
10/03/2013	Smith	V2.11	Added Excess window, new Usage Codes 4020, 2432 and 653, and updated DED, chg Excess Year to Excess Date

Date	Author	FIMS Release Version	Summary of Changes
11/22/2013	Gordy	V2.12	Added Appendix B usage code 208, added 2 new Status codes to Appendix A DED, Added processing comments for GSA Assigned assets to Assigned Usage sf, Common Space sf, Usage Code and the Archive process Chapter 11
01/22/2014	Smith	V2.13	Updated Chap 5 Property Detail and Land Info, Chap 6 AAIM Transfer and Archive, and Appendix A DED
02/06/2014	Smith	V2.14	Updated DED - Trailer RPV unit cost \$143.77, Annual Actual Maintenance, Deferred Maintenance, Historic Designation, Operating Cost and Usage Code
03/13/2014	Smith	V2.15	Added Mission window, Added Repair Needs and Mission Unique Facility, Updated Chap 5 and DED. Added Year Built for Bridge usage codes, Updated Appendix B Usage Code 684 definition, Updated Appendix E Hazard Category and Core Capabilities
3/19/2014	Smith	V2.16	Updated Chap 5 Property Info and DED for new Security data field
4/24/2014	Gordy	V2.17	Updated Chap 5 and DED for new LOB Condition window.
5/22/2014	Smith	V2.18	Updated Chap 5 Property Info, Dimensions and new Utilization window. Updated Chap 6 AAIM Asset. Updated DED for new Utilization and Hazard Category 2 and 3 data fields.
7/23/2014	Smith	V2.19	Updated Chap 5 New Land, Land Info and Ingrant 1, Appendix A DED and Appendix E Lookup Table Descriptions for Core Capabilities, removed Acquisition Method and revised Land Ownerships.
9/04/2014	Smith	V2.20	Updated Chap 5 and Appendix A DED for additional GSA OA processing and the combining of the Ingrant 1 and Ingrant 2 windows. Updated Chap 5 and DED for changes to Energy Consuming data fields, Historic Designation and Lease Authority. Updated Appendix G Building definition. In the DED updated De Minimus Use definition for the Meters data field.
10/02/2014	Smith	V2.21	Updated DED and Appendix E for Hazard Category and removal of Usage Code lockdown, updated Appendix B and C for new Usage Codes related to the new building definition
11/18/2014	Smith	V2.22	Updated DED for Annual Required Maintenance
12/18/2014	Smith	V2.22	Remove Secondary Quantity and Secondary Unit of Measure

Date	Author	FIMS Release Version	Summary of Changes
1/20/2015	Smith	V2.23	Updated DED for Mission Dependency and Appendix F FIMS Usage Code - RPV Model Crosswalk
2/18/2015	Smith	V2.23	Updated Appendix E Program Office table and Appendix A DED for Real Property Trailer
4/17/2015	Smith	V2.24	Updated Chap 5 and DED to add LOB Excess data fields
10/01/2015	Mann/Smith	V2.25	Updated formatting; added new usage codes to Appendix B and C, DED changes, Excess window update, new Disposition Method codes
01/07/2016	Smith	V2.27	Updated DED Deficiency Systems 1 -5, Determination Date for DOE Disposal, and Gross Sqft
01/26/2016	Gordy/Smith	V2.28	Updated FIMS Basics, Site Maintenance, Area Maintenance, and Property Maintenance, App G - replaced real property def, deleted related personal property def
02/25/2016	Gordy/Smith	V2.28	Updated Appendix A to include new data fields for IFI Site, Public Roads Location, NBI Structure Number and Number of Lanes on Structure
5/19/2016	Smith	V2.29	DED – Added Reduce the Footprint, auto generate the RPV when an RPV Model is chosen, added Core Capability – 4, Core Capability – 5, Enabling Infrastructure to Mission window and DED, added new Core Capabilities picklist values, added Anomaly Report
6/15/2016	Smith	V2.30	Redefined Status picklist values – DED; updated requirements for Capitalized Indicator in the DED; updated Appendix E Status table; updated DED to reflect EM Excess fields and Excess Date changes; replaced Prop Detail and Excess windows in Chap 5; added 2 new Anomaly reports to Chap 8
7/21/2016	Smith	V2.31	Added Ad Hoc Archive, added Ad Hoc report sharing; DED – Capitalized Indicator, all Report menu items have been updated to Excel .xlsx
8/25/2016	Smith	V2.32	DED – Sustainability and Historical Designation def updates, removed Status and Status Date values 12,15,16; Chapter 6; Appendix H
9/12/2016	Smith	V2.33	Additional Anomaly (FRPP V&V) queries
10/31/2016	Smith	V2.35	Added Document tracking; Removed Photo Library; RPAM 430.1C reference update; updated PBPI def; updated Security def
11/8/2016	Smith	v2.36	DED – Year-end updates

Date	Author	FIMS Release Version	Summary of Changes
11/30/2016	Smith/Gordy	V2.37	Data Element removal – Chapter 5 and DED

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1. Getting Started

Welcome

Welcome to the Facilities Information Management System (FIMS). FIMS helps you manage real property by providing an intuitive user interface within a browser environment that visually organizes data into specific windows. It has built-in standard and Ad Hoc reporting capabilities. FIMS also provides the capability to upload data extracted from local information sources conforming to a defined Excel template format.

FIMS is the Department of Energy's (DOE) corporate database for real property as required by Real Property Asset Management Order 430.1C. FIMS provides DOE and contractor personnel with real time access to DOE facilities information. In addition, FIMS is used to generate the annual submission for the Federal Real Property Profile (FRPP) and the OMB Max system. These submissions consist of various data fields as defined by the Federal Real Property Council (FRPC).

The Facilities Data Development Committee (FDDC), composed of DOE-HQ FIMS stakeholders, is the governing body of FIMS. These various headquarter organization representatives recommend/approve enhancements to FIMS. In 1993, the FDDC recommended establishing the FIMS Advisory Committee (FAC). The FAC, comprised of volunteer DOE and contractor personnel, serves as a forum for discussing and evaluating suggestions regarding the development, operation, or administration of FIMS. The FAC provides recommendations to the FDDC based on the results of the FAC's review of proposed changes from individuals submitting suggestions via the change request form.

Prerequisites

It is recommended that before you begin:

- You have a working familiarity with Microsoft Windows and Internet Explorer.
- You have taken the DOE-sponsored FIMS training course.
- You have read applicable sections of the FIMS User's Guide, Chapters 1-6, & 8, Getting Started, FIMS Basics, Site Maintenance, Area Maintenance, Property Maintenance, Anticipated Asset Information Module (AAIM) and FIMS Reporting.

FIMS uses several off-the-shelf products to operate. This manual provides information on the FIMS application; it does not provide documentation on the Windows operating environment, Microsoft Internet Explorer, or Microsoft Excel. Documentation for Windows, Internet Explorer, and Excel are provided with the respected applications.

FIMS System Configuration

FIMS is a web-based Java application using Oracle as the back-end database. The physical location of the FIMS application server and database server are located in the DOE Computer Center in Germantown, Maryland.

How This Manual Is Organized

This manual is organized into the following sections:

- **FIMS Basics** presents accessing the system, contacts, and the general procedures for navigating through the application.
- **Site Maintenance** presents an overview of the various types of sites, site maintenance responsibilities, and detailed instructions for adding, updating, and deleting sites.
- **Area Maintenance** presents an overview of areas, area maintenance responsibilities, and detailed instructions for adding, updating, and deleting areas.
- **Property Maintenance** presents an overview of the various property types, and detailed instructions for adding, updating, and deleting buildings, other structures and facilities (OSF), land, and trailers.
- **FIMS Tables** describes the various tables used to support the application.
- **User Security** presents an overview of the FIMS security, defines the FIMS security levels, presents an overview of the system options all users may initiate, and presents instructions for system administrator's responsibilities on adding, updating, and deleting users.
- **FIMS Reporting** describes how to generate standard reports, Ad Hoc reports, population reports and anomaly reports.
- **Upload Processing** presents detailed instructions on uploading information from external sources into the FIMS application.
- **Archive Processing** presents detailed instructions on archiving FIMS building, other structures and facilities (OSF), land and trailer records.
- **FIMS Data Dictionary** presents definitions for all data fields used in the FIMS application along with their appropriate headquarters program sponsor, the length of the data field, sources for obtaining the data, update frequency, and the FIMS processing window(s) the data field is located on.
- **Building Usage Codes** defines the usage codes used by FIMS for buildings and trailers.
- **OSF Usage Codes** defines the usage codes used by FIMS for other structures and facilities (OSF).
- **Standard Accounting and Reporting System (STARS) Asset Type Definitions** provides detailed definition of the STARS Asset Type codes used in FIMS.
- **Lookup Table Descriptions** provide the various codes and descriptions associated with the FIMS data entry picklist.
- **FIMS RPV Guidance** provides guidance and format for Site Factor calculation for the FIMS RPV.
- **FIMS Administrative Guide** provides a conceptual framework for managing and administering FIMS.

FIMS Web Site

The FIMS informational web site is located at <https://fimsweb.doe.gov/fimsinfo>. This web site contains information on Headquarters guidance, FIMS Management Structure, Excess Elimination, FIMS Data

Validation Tools and Forms, Change Request History, Training registration, Workshop registration, System Administrator Points of Contact, as well as an overview of the FIMS application.

FIMS Documentation

In addition to the *FIMS User's Guide*, the complete set of FIMS documentation includes the following (available from the FIMS web site at <https://fimsweb.doe.gov/fimsinfo>):

- **FIMS Reporting Guide:** Contains a listing of standard reports and useful information to assist you in creating ad hoc reports, and standards applied to the FIMS database.
- **FIMS Training Workbook (presented at each training session):** Contains course notes and exercises used as part of the FIMS user training class.

Year End Processing

FIMS is used to generate an annual data submission of mandatory data fields for the Federal Real Property Profile (FRPP) as mandated by EO13327, "Federal Real Property Asset Management" and the interagency Federal Real Property Council (FRPC) of DOE's real property holdings. The Federal Real Property Profile (FRPP) is owned and operated by the General Services Administration (GSA). Data is extracted for the annual report around the middle of November from the FIMS year-end snapshot. It is recommended that all FIMS users ensure that the most current data is available for the FRPP annual submission.

In addition, personnel data is extracted from the FIMS year-end snapshot and uploaded to the OMB Max system for the purpose of providing the Total Number of Federal and Contractor Employees for building assets defined as Office.



Although the fiscal year ends on September 30, all FIMS users are given the opportunity to make year-end adjustments through mid-November just prior to the data extract for the annual FRPP submission; however, data pertaining to the new fiscal year should not be entered until after the FIMS year-end snapshot is generated.

Prior to the FIMS year-end snapshot, an operating cost allocation process is executed. The allocation process takes the amount from the site level operating cost components and allocates values to each of the building and trailer assets based on square footage and hours of operation. Any asset level operating cost values that are input by the Sites will not be overwritten as part of this allocation process. No dollar amounts are allocated to Other Structures and Facilities (OSF's).

FIMS Deferred Maintenance data and Repair Needs are reported into FIMS by September 30th of each year. This Deferred Maintenance data is reported to the DOE Chief Financial Officer and included on the Department's annual financial statement.

The FIMS Archive is used to produce the DOE bank of square footage removed from the Department's inventory as required by Conference Committee Reports 107-258, Marking Appropriations for Energy and Water Development for the Fiscal Year Ending September 30, 2002.

FIMS data is captured by Project Performance Corporation (PPC) around February 1st, May 15th and August 30th of each year for the Office of Chief Financial Policy's Active Facilities Data Collection System (AFDCS).

The FIMS year-end schedule is available on the FIMS informational website at https://fimsweb.doe.gov/fimsinfo/hq_guidance.htm.

2. FIMS Basics

Accessing FIMS

The FIMS application is accessed from the internet using the **Microsoft Internet Explorer**. Open your Internet Explorer browser and enter the following address: <https://fimsweb.doe.gov>

Logging into FIMS

After entering the address into your browser, the FIMS logon page will appear:

FIMS Facilities Information Management System

Please enter your login information to access the Facilities Information Management System.

User ID:

Password:

NOTICE TO USERS

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. **Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.**

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. **By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.**

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[Energy.gov](#) | [Accessibility/Section 508](#) | [FIMS Informational Website](#) | [Privacy](#) | [Contact Us](#)

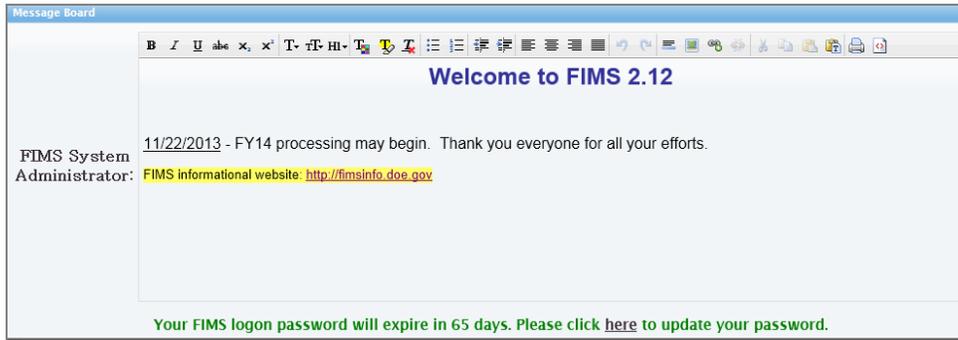
To logon on to FIMS enter your **User ID** and **Password** and click the **Login** button. This will launch the FIMS application.

For more information on User IDs and passwords, refer to the [User Security](#) section of this manual.

Use the **Reset** button to clear the User ID and Password field if you have entered information incorrectly.

FIMS Message Board

After logging on to FIMS, the FIMS Message Board is displayed. The Message Board is provided to assist the FIMS and Field Office System Administrators with communicating information to the FIMS user community.



There are two sections to the Message Board, one for the FIMS System Administrator (Headquarters), the other for the Field Office System Administrator. The FIMS System Administrator (Headquarters) section is the same for all FIMS users, the Field Office System Administrator section is displayed based on user security Field Office restriction.

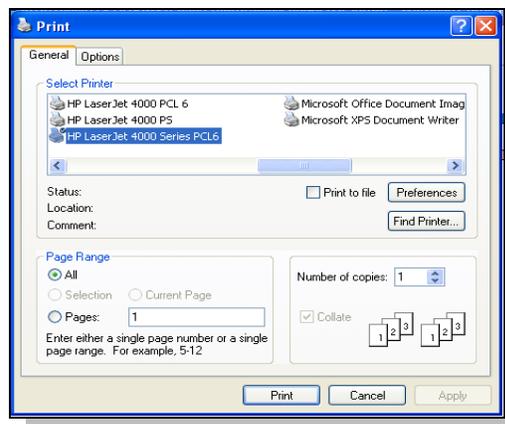
To access the FIMS Message Board, click **Administration** then **Message Board**.

Updating the FIMS Message Board

If your security level is that of a FIMS System Administrator (Headquarters) or Field Office System Administrator, you can update the FIMS Message Board. When you open the FIMS Message Board, you will have a **Save** button. To update the FIMS Message Board, type the new message in the appropriate message area and click **Save**, otherwise click on any other link to cancel your changes. Depending on your security level you will either have access to the top message or the bottom message for updating.

Printing the FIMS Message Board

The FIMS Message Board may be printed using the **Print View** button on the Message Board window. When the Print window appears, just click on the **Print** button.

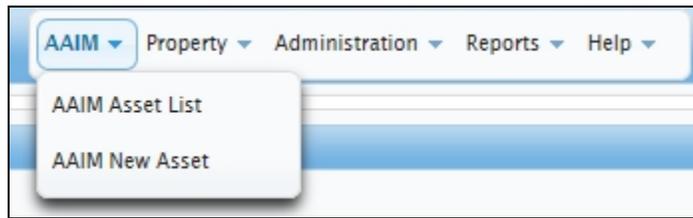


Menu Bar

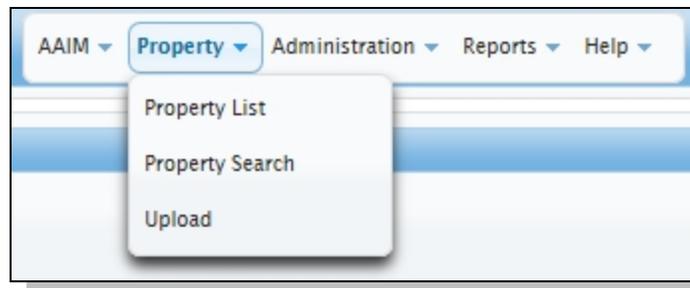
The heading menu bar provides you with four selections: **AAIM**, **Property**, **Administration**, **Reports** and **Help**.



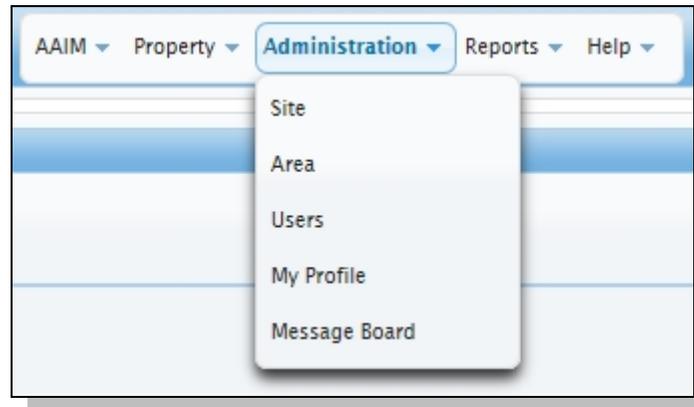
By default, when you log into FIMS, you are on the **Administration** option. Each heading selection provides sub-menu options. Those options are defined below.



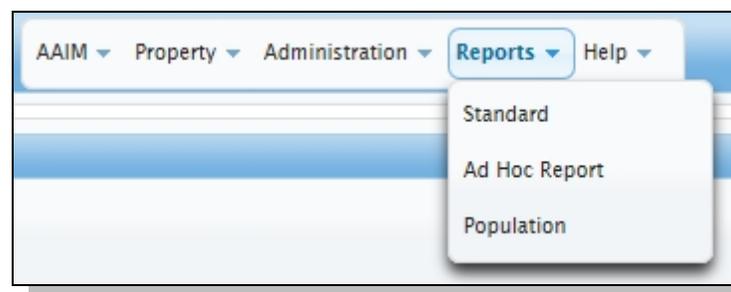
- **AAIM Asset List:** This option provides access to the AAIM Asset List window that allows users to perform online searches of the AAIM data and initiate exports of the data to Excel. Users also have the capability to select existing AAIM records for update.
- **AAIM New Asset:** This option provides the user with access to the AAIM New Asset window that can be used to add new records to the AAIM module.



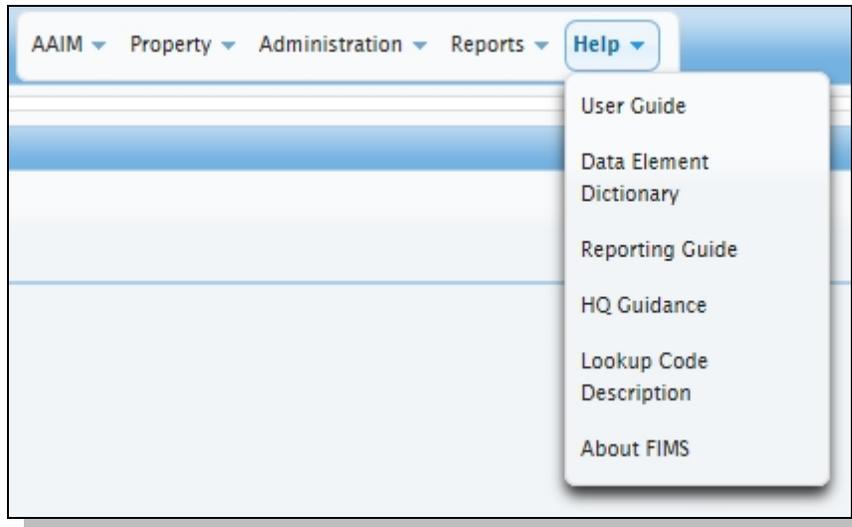
- **Property List:** This option provides access to the Property List window that is the gateway to all FIMS real property information. From here users can query, add or update information depending on your security level.
- **Property Search:** This option provides the user with the option of locating a real property record by the real property unique identifier. This option is primarily used by Headquarters and MA-50 users who are familiar with this unique identifier that is used in reporting to the Federal Real Property Profile (FRPP). In addition, the Property ID and Property Name are available to perform a fuzzy search of the data.
- **Upload:** This option provides access to the FIMS upload capability. The upload process is an alternative way of updating data in the FIMS database without having to manually input data on the various property windows.



- **Site:** This option provides access to site level data that is input when a site was initially established in FIMS. With the exception of the operating cost, which must be updated annually, this data is static and does not require periodic updates.
- **Area:** This option provides access to area level data that is input when an area was initially established in FIMS. The data at this level is considered static and does not require periodic updates.
- **Users:** This option provides contact information for all users who currently have account access to the system.
- **My Profile:** This option provides the capability for updating your password, default location and contact information.
- **Message Board:** This option provides access to important information posted by the Headquarters or Field Office System Administrator.



- **Standard:** This option provides access to the standard report menu that enables the user to generate any standard report in a PDF or Excel format.
- **Ad Hoc Report:** This option provides access to the FIMS Ad Hoc query tool. This tool provides Ad Hoc query capability for current and prior fiscal years.
- **Population:** This option provides access to an administrative tool that enables user to verify that all fields are 100% populated. The tool also provides exception reports to identify specific records that are not fully populated. This is critical for all Sites to use during the year-end processing.



- **User Guide:** This option provides access to the FIMS User's Guide.
- **Data Element Dictionary:** This option provides access to the FIMS Data field Dictionary (DED). The DED is actually appendix A of the FIMS User's Guide.
- **Reporting Guide:** This option provides access to the FIMS Reporting Guide.
- **HQ Guidance:** This option provides access all FIMS related guidance documents that are posted on the FIMS informational website.
- **Lookup Table Descriptions:** This option provides access to the FIMS lookup table codes and descriptions. The lookup tables are largely linked to the picklist that are used throughout the application.
- **About FIMS:** This option provides a brief description of FIMS and the current software version number.

Logout

A Logout button will always appear on the far right side of any windows within FIMS. To end your session, simply click on the Logout button. If your session is inactive for 30 minutes or more, the system will force you to use your login account information to reconnect. **It is important that you always use the logout button when terminating your session.**



Footer

[Energy.gov](#) | [Accessibility/Section 508](#) | [FIMS Informational Website](#) | [Schedule](#) | [Rules of Behavior](#) | [Privacy](#) | [Contact Us](#)

The footer is available from any window within FIMS and contains some invaluable links. These links are defined below.

- **Energy.gov:** Link to the Department of Energy website.
- **FIMS Informational Website:** Link to the FIMS Informational website (<https://fimsweb.doe.gov/fimsinfo>) that contains detailed information associated with FIMS including system documentation, Headquarters guidance, change requests, training registration and much more.
- **Rules of Behavior:** Important information associated with your user account and its use.
- **Contact Us:** FIMS support contact information.



The screenshot shows a dialog box titled "User Support Contacts". It contains a table with two columns: "Name" and "Email". The table lists four contacts: Mark Gordy, Gayle Smith, Mike Kohut, and Bill Fox, each with their corresponding email address. Below the table is a section titled "FIMS Hotline" with the phone number "(301) 337-6019". A "Close" button is located at the bottom of the dialog box.

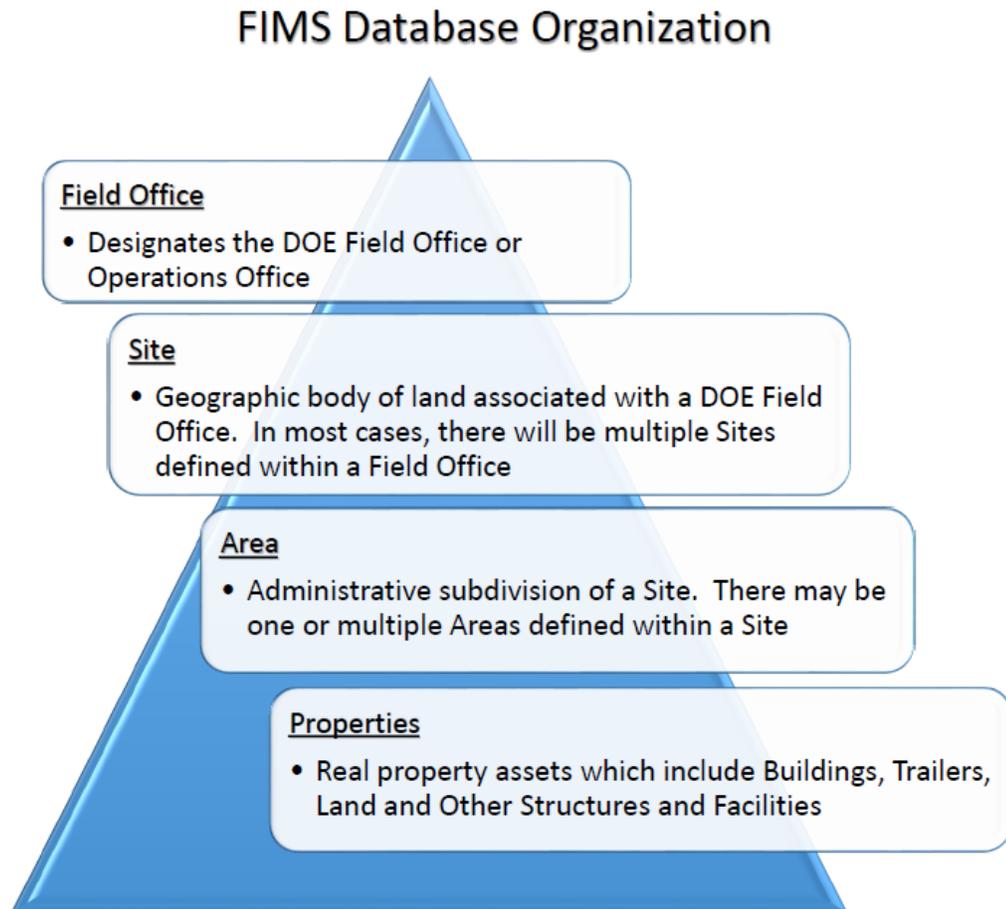
User Support Contacts	
Name	Email
Mark Gordy	mark.gordy@hq.doe.gov
Gayle Smith	gayle.smith@hq.doe.gov
Mike Kohut	michael.kohut@hq.doe.gov
Bill Fox	leo.fox@hq.doe.gov

FIMS Hotline
(301) 337-6019

Close

Database Organization

It is helpful for users to have an understanding of the hierarchical organization of the FIMS database. The diagram below depicts that hierarchy.



Data Entry Concepts

The data entry requirements are defined by the Ownership designation for an asset. Depending on the value selected for the Ownership field, certain windows and specific data fields may be enabled or disabled based on your selection. The table below identifies the specific Ownerships allowed for each Property Type. Definitions for these Ownership types can be found in Appendix G, FIMS Administrative Guide.

Buildings and Trailers	DOE Owned	Land	DOE Owned
	DOE Leased		DOE Leased
	Contractor Leased		Contractor Leased
	Contractor License		Easement
	GSA Owned (Buildings only)		Institutional Control
	GSA Leased (Buildings only)		License
	Permit (Buildings only)		Long Term Interest
			Other
Other Structures and Facilities (OSF)	DOE Owned		Permit
	DOE Leased		Withdrawn from Public Domain
	Contractor Leased		
	Contractor License		
	Permit		

Required Versus Optional

FIMS enables and disables/hides data fields/windows based on required categories of information, for example an owned property would not have Ingrant information; therefore the Ingrant window would be hidden.

FIMS identifies required versus optional fields by the color of the field's label. Fields are identified as follows:

- Required Fields - Black Label
- Optional Fields - Blue Label

The screenshot shows a form with two input fields. The first field is labeled 'Property Name:' in black text and contains the text 'Main Office Building'. The second field is labeled 'Alternate Name:' in blue text and contains the text 'Main Office Bld -E16 rpv'.

Some fields may be required for one property type or ownership designation and optional for another. In the example above, Property Name is a required field, while Alternate Name is identified as optional. There are very few optional fields in FIMS.



Please Note: A required field in FIMS is a field for which information must be entered; however, a site, area, or property may be saved without filling in all required (black labeled) fields.

Picklist

Provides a list of several options for you to choose from. In most cases, the choices come from a FIMS Lookup table. This type of data entry field can be easily identified by the down arrow located at the end of the field. Click on the down arrow to view the picklist and then click on your selection.

Check Box

Used to allow the user to make a selection from a number of options simply by clicking inside of the box.

Radio Button

Used to turn mutually exclusive options on and off. Click on the selection of your choice. Automatically turns off previously selected option.

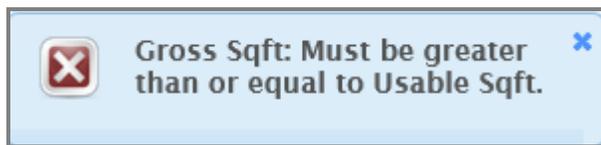
Edit Box

Allows entry of data into a field. Tab to or click on the box to enter data. To expedite the data entry process, you do not have to enter any special characters in the edit box field. FIMS will automatically insert them as you input data. For example, hyphens for zip codes or parenthesis for telephone numbers. Depending on the data field, enter free form text or data in one of the following formats.

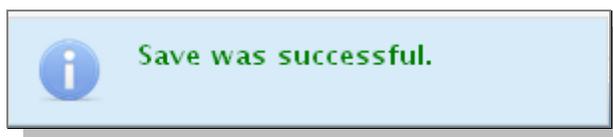
Field Types	Data Entered As	Date Formatted As
Currency	1465000	\$1,465,000
Numeric	22500	22,500
Telephone Numbers	3013376019	301-337-6019
Zip Codes	208781114	20878-1114

System Messages

As you begin to input data into the data entry windows, if appropriate, FIMS will display messages on the right side of the window to assist you in the data entry process. Once displayed, you can click on the large 'X' button to delete them or simply allow FIMS to remove them once the record is saved successfully. It is possible that more than one message will be displayed.



When a record is successfully saved in FIMS, you will receive a confirmation message indicating this.



Saving Changes to the Database

As you navigate through the different links in the FIMS application, you will notice a **Save** button on most of the windows. The **Save** button is visible if your security level and security restrictions allow you to update data on the displayed window. The **Save** button must be clicked on each window prior to navigating to another window to save changes to the database.



Navigating Record to Record

From any property record in FIMS, the  and  buttons are available to allow you to page through records on a particular window if that window exists for each record. This enables you to easily review several records without having to return to the Property List window to make a selection.



Remember, you must use the **Save** button to save changes to FIMS prior to navigating to another record.

Return to List Button

While viewing a particular property record, a **Return to List** button is available for your convenience. This button enables you to navigate back to the Property List window. The Property List window will include all of your filter selections that were made at the beginning of your session.

A rectangular button with a light blue background and a thin blue border. It contains a small blue icon of a document with a checkmark, followed by the text "Return to List" in a blue, sans-serif font.

Save and Archive Button

Will be used to move a disposed asset into the FIMS archive for future retrieval. Once this action is taken, the asset will no longer be a part of the FIMS active database.

A rectangular button with a light blue background and a thin blue border. It contains a small blue icon of a document with a checkmark, followed by the text "Save and Archive" in a blue, sans-serif font.

3. Site Maintenance

Site Maintenance Overview

A Site is a geographical location that is a subdivision of the DOE Field Office. Each Site is assigned a Site Number. The first two characters of the Site Number represent the Field Office code for that Site. The remaining three characters are a sequential identifier.

Access to the various functions of the Site processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **Create New Site** button and the Delete processing. For further information on the data access rights of users, please refer to *User Security* section, [Security Levels](#).

The following windows of information are available for Site processing:

Site Info	Operating Cost
-----------	----------------

Adding a Site

The FIMS System Administrator (Headquarters) is the only FIMS user that can add a Site.

If you are a FIMS System Administrator (Headquarters), you can add a new Site by clicking **Administration** then **Site** to open the Site List. To add a new Site record, click the **Create New Site** button on the Site List window. The New Site window is displayed. **The New Site window contains the following fields:**

Field Office	Site Name	Secretarial Office
Site Number		

To establish a new Site, enter the requested Site information and click the **Save** button. This returns you to the Site processing where you can continue to add Site information as outlined in *Updating a Site*. When you finish entering information on each window for the new Site, click the **Save** button and you will receive the message 'Save was successful.' to confirm that the updates have been saved to the database. The **Save** button must be clicked on each window to save the data to the database.

Updating a Site

To modify a Site, open the Site List by clicking **Administration** then **Site**. The Site List displays all Sites assigned to the default Field Office setting of the logged on user. Change the Field Office picklist, if needed. Click the **Site Name** of the Site you wish to update from the Site List. **The Site Info window appears.**

Facilities Information Management System

AAIM ▾ Property ▾ Administration ▾ Documents ▾ Reports ▾ Help ▾

Site Number: 18002 Site Name: Kirtland

Site Info

Field Office:

Site Name:

Secretarial Office:

Zip:

If your security level and security restrictions allow you to update the selected Site, the **Save** button is active. The Site Info window maintains the following general Site information:

Field Office (display only)	Zip
Site Name	
Secretarial Office (display only, except FIMS System Administrator)	

Operating Cost

When you click on the Operating Cost link, the following window is displayed.

Facilities Information Management System

Property ▾ Administration ▾ Reports ▾ Help ▾

Site Number: 18001 Site Name: Kansas City Plant

Site Info

Operating Cost

Maint History

Operating Cost - Site Level

Electricity Cost: Gas Cost:

Water/Sewer Cost: Refuse Cost:

Pest Control Cost: Recycle Cost:

Central Heating Cost: Grounds Cost:

Central Cooling Cost: Janitorial Cost:

Snow Removal Cost:

The Operating Cost window maintains the following Site level information required for Federal Real Property Profile (FRPP) reporting. At a minimum, each Site must populate these Operating Cost fields annually prior to the year-end snapshot. Asset level operating cost is populated on the Maintenance window which is discussed in Chapter 5, Property Maintenance.

Electricity Cost	Central Cooling Cost	Recycle Cost
Water/Sewer Cost	Snow Removal Cost	Grounds Cost
Pest Control Cost	Gas Cost	Janitorial Cost
Central Heating Cost	Refuse Cost	

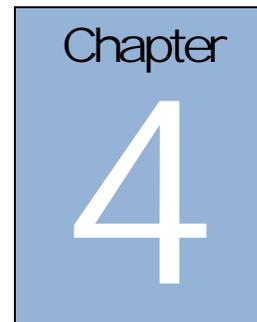
Deleting a Site

The FIMS System Administrator (Headquarters) is the only FIMS user that can delete a Site.

If you are a FIMS System Administrator (Headquarters), you can delete a Site by clicking **Administration** then **Site** to open the Site List. Your default Field Office is displayed in the picklist. Change the Field Office picklist, if needed. From the Site List window, click the Site you wish to delete.



Please note: It is important to note that deleting a Site will delete **all** associated Areas and Properties (i.e., building, land, OSF, and trailer records). Click the **Delete** button to delete the Site and associated records. After the Site is deleted you will be returned to the Site List.



4. Area Maintenance

Area Overview

An Area is a partition of the Site that consists of real property in the form of Land, Buildings, Other Structures and Facilities (OSFs), and Trailers.

Access to the various functions of the Area processing is based upon your security level. For example, only the FIMS System Administrator (Headquarters) has access to the **Create New Area** button and the Delete processing. For further information on the data access rights of users, please refer to *User Security* section, [Security Levels](#).

Adding an Area

The FIMS System Administrator (Headquarters) is the only FIMS users that can add an Area.

If you are a FIMS System Administrator (Headquarters), you can add a new Area by clicking **Administration** then **Area** to open the Area List. To add the new Area record, click the **Create New Area** button on the Area List window. The New Area window is displayed. **The New Area window contains the following fields:**

Field Office	Area Number	Secretarial Office
Site	Area Name	

To establish a new Area, enter the requested Area information and click the **Save** button. You will receive a confirmation message, 'Save was successful.' to confirm your Area was added.

Updating an Area

To modify an Area, open the Area List by clicking **Administration** then **Area**. The Area List displays all Areas assigned to the default Field Office and Site setting of the logged on user. Change the Field Office and/or Site picklists, if needed. Click the **Area Name** of the Area you wish to update from the Area list. **The Area Info window displays as follows:**

If your security level and security restrictions allow you to update the selected Area, the **Save** button is active. The Area Info window maintains the following general Area information. The information on this window is static and requires little to no updates.

Site (display only)	Area Name	Secretarial Office (display only)
Area Number (display only)		

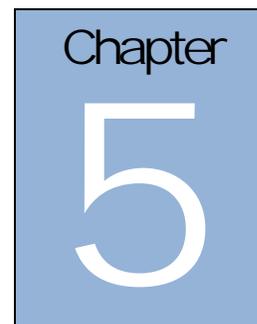
Deleting an Area

The FIMS System Administrator (Headquarters) is the only FIMS users that can delete an Area.

If you are a FIMS System Administrator (Headquarters), you may delete an Area(s) by clicking **Administration** then **Area** to open the Area List. Your default Field Office and Site are displayed in the picklist. Change the Field Office and/or Site picklists, if needed. From the Area List window, click the **Area Name** you wish to delete.



It is important to note that deleting an Area will delete **all** associated properties (i.e., building, land, OSF, and trailer records). Click the **Delete** button to delete the Area and associated records. After the Area is deleted, you will be returned to the Area List.



5. Property Maintenance

Property Maintenance Overview

FIMS maintains four types of properties: Buildings, Other Structures and Facilities (OSF), Land and Trailers.

The Property processing links displayed in the property windows vary based upon the security level of the user. For example, the New, Save and Delete processing will not be available for FIMS Guest users because they have view-only access to property data. For further information on the data access rights of users, please refer to the *User Security* section, [Security Levels](#).

Property Navigation

One central menu is used within FIMS to navigate between Buildings, Other Structures and Facilities (OSF), Land and Trailers. This same menu also allows navigating from one Field Office, Site and/or Area to another. This navigation menu is the Property List.

To access the Property List, click **Property**, then **Property List** from the menu. The Property List window opens navigated to your default Field Office, Site and Area settings as defined by your User ID. For more information on these default settings, please refer to *User Security*, [My Profile](#).

The following will assist with navigating the Property List:

- To change the Field Office, Site and /or Area location, simply use the available picklist on the Property List window.
- To navigate between Buildings, OSF, Land and Trailers, use the **Property Type** picklist. The appropriate list of chosen FIMS assets will display.
- The Property List window may be sorted by any of the listed column headings. Simply click the column heading to sort in  Ascending or  Descending order.
- To view the details of a particular record, simply click the **Prop ID** value for that record.
- If a user has update rights to the Current Location: Field Office, Site and Area, a “Create New ...” button will be displayed relative to the Property Type being viewed.

The following is a sample of the Property List window:

The screenshot shows a web application window titled "Property List". At the top, it displays "Current Location:" with three dropdown menus: "Field Office: Kansas City Field Ofc", "Site: Kansas City Plant", and "Area: Kansas City Plant". To the right of these is a "Property Type: Building" dropdown and a "Create New Building" button. Below this is a table with five columns: "Prop ID", "Prop Name", "Ownership", "Program Office", and "Property Type".

Prop ID	Prop Name	Ownership	Program Office	Property Type
01	Manufacturing Bldg	DOE Owned	NNSA	Building
01-B	Receiving Dock	DOE Owned	NNSA	Building
01-C(85)	Main (West) Switchgear	DOE Owned	NNSA	Building
02	Main Office Building	DOE Owned	NNSA	Building
03	West Boiler House	DOE Owned	NNSA	Building
09	East Employee Entrance	DOE Owned	NNSA	Building
13	Manufacturing Support Bldg	DOE Owned	NNSA	Building

Property Search

FIMS provides a quick property search feature for locating FIMS records. Searches may be executed using Site, Property ID, Property Name and Real Property Unique ID. To access the search feature, click, **Property**, then **Property Search**. The **Property Search window is provided below**:

Searches can be executed by entering any individual search item or by entering any combination of the 4 available search items. When using the 'Fuzzy Search' feature, the search is not case-sensitive and will look for the entered values anywhere within the data field value. The search is case-sensitive if the 'Fuzzy Search' feature is not used. **Searches may be performed as follows:**

- **By Site**

- Choose a Site from the picklist

AND /OR

- **By Property ID**

- Enter a FIMS Property ID into the Property ID field

OR

- Enter a partial Property ID into the Property ID field and click **Fuzzy Search** to check it

AND /OR

- **By Property Name**

- Enter a FIMS Property Name into the Property Name

OR

- Enter a partial Property Name into the Property Name field and click **Fuzzy Search** to check it

AND /OR

- **By Real Property Unique ID**

- Enter a FIMS Real Property Unique ID into the Real Property Unique ID field

OR

- Enter a partial FIMS Real Property Unique ID into the Real Property Unique ID field and click **Fuzzy Search** to check

- After all search items are entered, click



Basic information will be displayed for all matching properties located. To open the property processing windows for a specific FIMS record, click the **Prop ID** of that record.

Special Considerations

There are special considerations related to some of the critical data elements that are important for you to keep in mind as you work through the data entry process.

- **Ownership/Property Type** – If you wish to change the Ownership or Property Type designation for an asset, you will need to contact the Headquarters FIMS support team. Users cannot make these changes.
- **Usage Code / Status** – Keep in mind when populating these fields that the entry should be based on predominance in terms of gross square feet.
- **Program Office** – There are specific guidelines that must be followed in order for an asset to be transferred from one Program to another in FIMS. This is accomplished by changing the Program Office field in FIMS. Only the Headquarters FIMS support team can make this modification after both the giving and receiving Headquarters Program Offices have agreed to the transfer in FIMS. Having this concurrence documented in an email is sufficient.
- **Real Property Unique Identifier** – This is a system generated field and is used for reporting to the Federal Real Property Profile. This value cannot be changed.
- **Dispositions** – Before archiving an asset in FIMS, please confirm the asset has been removed from the Site. Once an asset has been archived, there is not a restore mechanism in FIMS for returning the asset back to the active inventory. If an asset does need to be returned to the active inventory, please contact the Headquarters support team for further instructions.
- **Operating Cost** – Please keep in mind that if asset level operating cost is available, you are expected to enter those values on an annual basis. For those assets that you do not wish to receive an allocation through the annual operating cost allocation, you may enter \$0 for any specific operating cost component. In addition, you may change the Hours of Operation to 0 which will prevent all operating cost components from receiving an allocation.
- **Excess Indicator** – The Excess Indicator should only be changed to 'Yes' after the Headquarters screening process has been completed and you have received email notification.
- **Estimated Disposition Year** – Disposition reporting is critical to the Department. This field should be updated as often as needed as it is used for projections of future dispositions.
- **Beneficial Occupancy** – No new assets should be added to FIMS until they reach beneficial occupancy.

Property Windows

Building Info

If you designate a property as a building, the Building Info window is available. Based on the ownership designation, certain fields on the Building Info window are optional or are disabled. **A sample of the Building Info window is provided below:**

Building Info

Land Ownership: Owned By DOE ▼

Occupancy

Total No of Federal Employees: 0

Total No of Contractor Employees: 0

Total No of Other Personnel: 0

Total No of Occupants: 0

Capital Adjustment

If you designate a property as a building, OSF, land, or trailer, the Capital Adjustment window is available. **A sample of the Capital Adjustment window is provided below:**

Capital Adjustments

Summary

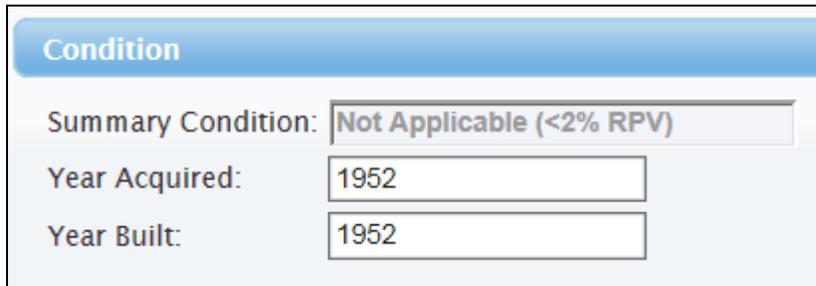
Initial Acquisition:	Total Adjustments:	Total Cost:
\$80,677.47	\$9,618.00	\$90,295.47

Details

Delete	Capitalized	Cap Adjust Asset Type	Date	Cost	Description of Capital Adjustment
<input type="checkbox"/>	Yes ▼	▼	07/31/1995	\$3,849.00	Improvement cost prior to 7/95
<input type="checkbox"/>	Yes ▼	▼	07/31/1989	\$5,769.00	Current Month Activity

Condition

If you designate a property as a building or trailer, the Condition window is available. **A sample of the Condition window is provided below:**

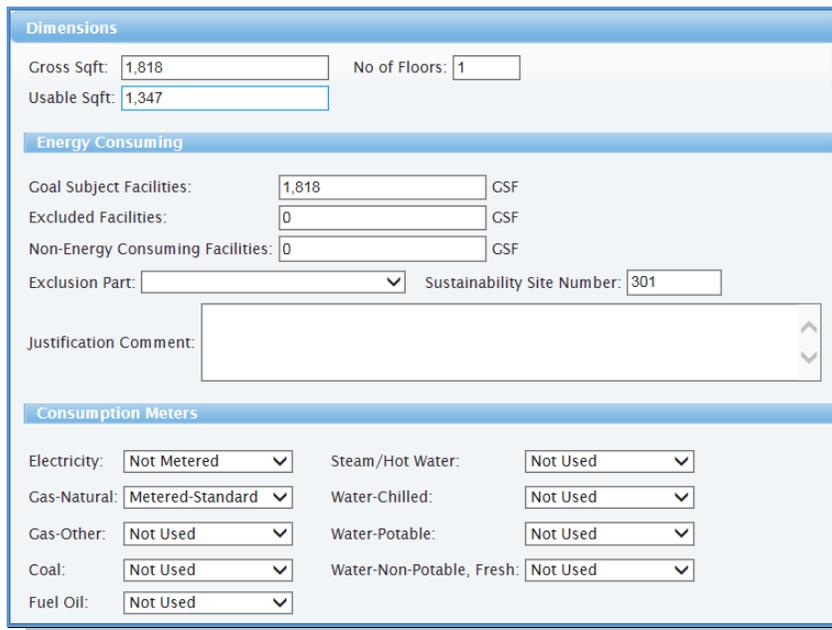


The screenshot shows a window titled "Condition" with a blue header. Below the header, there are three rows of data:

Summary Condition:	Not Applicable (<2% RPV)
Year Acquired:	1952
Year Built:	1952

Dimensions - Building

If you designate a property as a building, the Dimensions window for buildings is available. **A sample of the building Dimensions window is provided below:**



The screenshot shows a window titled "Dimensions" with a blue header. The window is divided into several sections:

- Dimensions:** Gross Sqft: 1,818; Usable Sqft: 1,347; No of Floors: 1
- Energy Consuming:** Goal Subject Facilities: 1,818 GSF; Excluded Facilities: 0 GSF; Non-Energy Consuming Facilities: 0 GSF; Exclusion Part: (dropdown); Sustainability Site Number: 301; Justification Comment: (text area)
- Consumption Meters:** Electricity: Not Metered; Gas-Natural: Metered-Standard; Gas-Other: Not Used; Coal: Not Used; Fuel Oil: Not Used; Steam/Hot Water: Not Used; Water-Chilled: Not Used; Water-Potable: Not Used; Water-Non-Potable, Fresh: Not Used

Dimensions - OSF

If you designate a property as an OSF, the Dimensions window for OSF's is available. **A sample of the OSF Dimensions window is provided below:**

Dimensions

Primary Unit of Measure:
 Primary Quantity:

Roads

Public Access Miles: Non-Public Access Miles:
 Public Access Lane Miles: Non-Public Access Lane Miles:
 Public Road Location:

Energy Consuming

Goal Subject Facilities: GSF Excluded Facilities: GSF
 Sustainability Site Number:

Consumption Meters

Set All Meters to Not Used

Electricity: Steam / Hot Water:
 Gas - Natural: Water - Chilled:
 Gas - Other: Water - Potable:
 Coal: Water - Non Potable:
 Fuel Oil:

Dimensions - Trailer

If you designate a property as trailer, the Dimensions window for trailers is available. **A sample of the trailer Dimensions window is provided below:**

Dimensions

Gross Sqft: No of Floors:
 Usable Sqft:

Energy Consuming

Goal Subject Facilities: GSF
 Excluded Facilities: GSF
 Non-Energy Consuming Facilities: GSF
 Exclusion Part: Sustainability Site Number:

Justification Comment:

Consumption Meters

Electricity: Steam/Hot Water:
 Gas-Natural: Water-Chilled:
 Gas-Other: Water-Potable:
 Coal: Water-Non-Potable, Fresh:
 Fuel Oil:

Disposition - Archive

The Disposition – Archive window is available for all buildings, trailers, OSF and land. **A sample of the Disposition – Archive window is provided below:**

Disposition - Archive

Disposition data should only be input on this screen prior to Archiving the record.

Disposition Method: (Changing Disposition Method will clear other values from this screen)

Disposition Date: [Clear Date](#)

Actual Sales Price:

Net Proceeds:

Documents

The Documents link is available for all buildings, trailers, OSF and land. The Documents link opens the Document List window. **A sample of the Document List window is provided below:**

Document List

	Document Category	Document Name	Document Year	Document Description	Property ID	Property Type	Primary Image
Image	Building 200	2016	East Entrance to Building	200	Building	Y	

Excess

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Excess window. Based on the Ownership designation, certain fields on the Excess window are disabled. **A sample of the Excess window is provided below:**

Excess			
Excess Ind:	<input type="text" value="Yes"/>	(Use the Property Detail window to update this value)	
Excess Date:	<input type="text" value="01/01/2011"/>	(Use the Property Detail window to update this value)	
Status:	<input type="text" value="Undergoing Stabilization/Deactivat"/>	(Use the Property Detail window to update this value)	
Est Disposition Yr:	<input type="text" value="2016"/>		
Anticipated Disposition Method:	<input type="text" value="Sale"/>		
Can't Currently be Disposed: <input type="text"/>			
Surplus Date: <input type="text"/>			
GSA Notification			
Submitted: <input type="text"/>			
Accepted: <input type="text"/>			
Site Priority for Disposition:	<input type="text"/>	Public Health & Environ Stewardship:	<input type="text" value="Minor Impact"/>
Contamination Category:	<input type="text" value="Industrial Contaminated"/>	Safety:	<input type="text" value="Minor Impact"/>
Mission Impact:	<input type="text" value="Minor Impact"/>	Est Annual MSRO:	<input type="text"/>
Est Cleanup & Disposition Cost:	<input type="text"/>	MSRO Point Value:	<input type="text"/>

Ingrant

All property types designated as DOE Leased, Contractor Leased, Contractor License, GSA Owned, GSA Leased, Permit, Easement land, Long Term Interest land, Other land, or License land have the Ingrant window available. Based on the property type, certain fields on the Ingrant are optional or disabled. **A sample of the Ingrant window is provided below:**

Ingrant			
Contract No:	<input type="text" value="EP28130"/>	Lease Authority:	<input type="text" value="Independent Statutory Authority (IS)"/>
Grantor:	<input type="text" value="Honeywell Technology Solutions"/>		
Grantee:	<input type="text" value="Honeywell FM&T"/>		
Other:	<input type="text"/>		
<small>(Either choose Grantee from the list or type a value in the Other box. The value in the Other box overwrites the list value.)</small>			
Cancel Rights/Notice			
Grantor:	<input type="text" value="Yes"/>	Effective Date:	<input type="text" value="02/01/2014"/>
Grantee:	<input type="text" value="Yes"/>	Expiration Date:	<input type="text" value="01/31/2015"/>
Cancellation Fee:	<input type="text"/>	Initial Date:	<input type="text" value="02/01/2010"/>
		<input type="button" value="Set Perpetual Easement"/>	Annual Rent:
			<input type="text" value="\$4,916.04"/>
			Other Cost:
			<input type="text" value="\$0.00"/>
Renewal Options			
Rent:	<input type="text" value="\$4,916.00"/>		

Land Info

If you designate a property as land, the Land Info window is available. Based on the ownership designation, certain fields on the Land Info may be optional or disabled. **A sample of the Land Info window is provided below:**

Land Info	
Year Acquired:	<input type="text" value="2013"/>
Acreage	<input type="text" value="5.12"/>

LOB Condition

If you designate a property as a building, OSF or trailer, the LOB Condition window is available. **A sample of the LOB Condition window is provided below:**

The screenshot shows the 'LOB Condition' window. It contains the following elements:

- Overall Asset Condition:** A dropdown menu.
- Condition Notes (1000 char):** A large text area with a vertical scrollbar.
- Modernization:** A text input field.
- Total Repair Needs:** A text input field.
- Table:** A table with the following header:

Delete	Uniformat	Rating	Repair Needs
No records found.			

Below the table, there is a note: "Values entered in this table will override Repair Needs on the Maintenance window".

Location

All property types (buildings, land, other structures and facilities (OSF) and trailers) with an ownership designation of DOE Owned, DOE Leased, Contractor Leased, Contractor License, Permit, Easement land, Long Term Interest land, Other land, License land, and Withdrawn from Public Doman land have the Location window available. **A sample of the Location window is provided below:**

The screenshot shows the 'Location' window with the following fields:

- Location State:** MO
- Location City:** Kansas City
- Location County:** Jackson
- Location Zip Code:** 64131
- Location Congressional District:** 5
- Main Location:** 2000 E 95th Street

Maintenance

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Maintenance window available. Based on the ownership designation, certain fields on the Maintenance window may be optional or disabled. **A sample of the Maintenance window is provided below:**

Maintenance			
Repair Needs:	<input type="text" value="\$1,253"/>		
Deferred Maintenance:	<input type="text" value="\$773"/>		
Inspection Date:	<input type="text" value="02/05/2010"/>		
Annual Required Maintenance:	<input type="text" value="\$2,415"/>		
Annual Actual Maintenance:	<input type="text" value="\$4,799"/>		
Physical Barriers Preventing Inspection:	<input type="text" value="No"/>		
Conventional Facility Ind:	<input type="text"/> %		
Operating Cost			
Electricity Cost:	<input type="text" value="\$0"/>	Gas Cost:	<input type="text" value="\$0"/>
Water/Sewer Cost:	<input type="text" value="\$0"/>	Refuse Cost:	<input type="text" value="\$0"/>
Pest Control Cost:	<input type="text" value="\$0"/>	Recycle Cost:	<input type="text" value="\$0"/>
Central Heating Cost:	<input type="text" value="\$0"/>	Grounds Cost:	<input type="text" value="\$0"/>
Central Cooling Cost:	<input type="text" value="\$0"/>	Janitorial Cost:	<input type="text" value="\$0"/>
Snow Removal Cost:	<input type="text" value="\$0"/>	Hours of Operation Per Wk:	<input type="text" value="60"/>
Total Operating Cost:	<input type="text" value="\$0"/>		

Mission

The Mission window is available for all building, OSF, or trailer assets. Based on the ownership designation, certain fields on the Mission window may be optional or disabled. **A sample of the Mission window is provided below:**

Mission			
Mission Unique Facility:	<input type="text" value="Not Mission Unique"/>	Mission Unique Facility Description:	<input type="text"/>
Mission Dependency:	<input type="text" value="Mission Dependent, Not Critical"/>		
Mission Dependent Program:	<input type="text"/>		
Core Capability - Primary:	<input type="text"/>		
Core Capability - Secondary:	<input type="text"/>		
Core Capability - Tertiary:	<input type="text"/>		
Core Capability - 4:	<input type="text"/>		
Core Capability - 5:	<input type="text"/>		
Enabling Infrastructure:	<input type="text"/>		

Notes

All property types have the Notes window available. The Notes window contains miscellaneous information about the property in a free text format. **A sample of the Notes window is provided below:**

The screenshot shows a window titled "Notes" with a sub-header "Notes: (limit 5000 characters)". The text inside the window is as follows:

```

PC18963, PC18963A01, PC18963A02, PC18963A03, PC18963A04.
HazMats 2 - Compressed gas - >200 cu.ft., Argon 95%-Carbon Dioxide 5% = 8400 cf, Helium = 7400 cf, Nitrogen = 17,400 cf,
Oxygen/Air = 2200 cf, Argon = 3200 cf, Sulfur Hexafluoride = 1200 cf, Liquid N2 = 1384 cf, Halocarbon 14 10%-Argon 90% = 1200 cf,
Tetrafluoromethane 9.99% - Argon 90.1% = 200 cf, Tetrafluoromethane 10% - Argon 90% = 400 cf, Tetrafluoromethane 19.07% -
Argon 80.93% = 200 cf, Tetrafluoromethane 9.97% - Argon 90.03% = 400 cf, Halocarbon 14 20.34% - Argon 79.66% = 200 cf,
Tetrafluoromethane 9.94% - Argon 90.06% = 200 cf, Tetrafluoromethane 20.4% - Argon 79.6% = 400 cf, Tetrafluoromethane 19.15%
Argon 80.85% = 200 cf, Halocarbon 14 10.07% - Argon 89.93% = 200 cf, Halocarbon 14 20% - Argon 80% = 600 cf,
Tetrafluoromethane 10.1% - Argon 89.9% 200 cf, Halocarbon 14 19.48% - Argon 80.52% = 200
cf.
31Mar97 - $26,768 - deleted to reconcile with MARS. MARS does not show this
entry. 31Dec99 - $-93. - Financial Adjustment removed to match MARS.
032111 - Escalated RPV by 103.6%
11/30/2010- Child PC18963A01 & PC18963A02- see CAP adj
03/31/12- child PC18963A03
    
```

OSF Info

If you designate a property as an Other Structure or Facility (OSF), the OSF Info window is available. Based on the ownership designation, certain fields on the OSF Info are optional or disabled. **A sample of the OSF Info window is provided below:**

The screenshot shows a window titled "OSF Info" with the following fields:

- RPV:
- Land Ownership:
- Year Acquired:
- Year Built:

Below these fields is a section titled "Bridge Information" with the following fields:

- Safety Inspection Date(Bridge):
- NBI Structure Number:
- No of Lanes on Structure:

Outgrant

All property types designated as DOE Owned, DOE Leased, or Contractor Leased, or designated as Withdrawn from Public Domain land will have the Outgrant window available if the Outgrant Indicator on the Property Info window is set to 'Yes'. If the Outgrant Indicator is set to no, the Outgrant window displays a message that the Outgrant Indicator has to be set to 'Yes' to add Outgrants. The Outgrant Acres field is displayed for land properties only and the Outgrant Sqft field is displayed for buildings, trailer and OSF. **A sample of the Outgrant window is provided below:**

The screenshot shows the 'Outgrant' window with the following fields and controls:

- Agreement Number:** A text input field containing the value '1'.
- Add New Outgrant:** A blue button located to the right of the Agreement Number field.
- Outgrant Type:** A dropdown menu with a downward arrow.
- Effective Date:** A date input field.
- Expiration Date:** A date input field.
- Set Perpetual Outgrant:** A blue button located to the right of the Expiration Date field.
- Cancel Rights - Grantor:** A dropdown menu with a downward arrow.
- Cancel Rights - Grantee:** A dropdown menu with a downward arrow.
- Grantee Name:** A text input field.
- DOE Receipts:** A text input field.
- Receipt Type:** A dropdown menu with a downward arrow.
- Outgrant Sqft:** A text input field.

Property Detail

All property types (buildings, land, other structures and facilities (OSF) and trailers) with the exception of Institutional Control land have the Property Detail window available. **A sample of the Property Detail window is provided below:**

The screenshot shows the 'Property Detail' window with the following fields and controls:

- Status:** A dropdown menu with the value 'Undergoing Stabilization/Deactivation' selected.
- Status Date:** A date input field containing '05/13/2015' and a 'Clear Date' link to its right.
- Excess Ind:** A dropdown menu with the value 'Yes' selected.
- Excess Date:** A date input field containing '01/01/2011'.
- Using Organization:** A dropdown menu with the value 'Department of Energy' selected.
- Assigned Contractor:** A text input field.

Property Info

All property types (buildings, land, other structures and facilities (OSF) and trailer) have the Property Info window. Based on both the property type and the ownership designation, certain fields on the Property Info are optional or disabled. **A sample of the Property Info window is provided below:**

Property Info	
Property ID:	10
Property Name:	Mech Maintenance Bldg
Alternate Name:	Mech Maintenanc
Real Property Unique ID:	123743
HQ Program Office:	Science (Contact FIMS Support to update)
IFI Site:	SC Ames Laboratory
Area:	Campus Site
Usage Code:	601 Maintenance Shops, General
Initial Acquisition:	\$92,579.00
Capitalized:	Yes
Estimate:	No
Hazard Category 1:	12 Not Applicable
Hazard Category 2:	
Hazard Category 3:	
Historic Designation:	Not Evaluated
Outgrant Indicator:	No
Asset Type:	501 Buildings
Reporting Source:	CH1 Ames Laboratory
Security:	<input type="checkbox"/>

RPV

If you designate a property as a DOE owned, DOE leased or Contractor Leased building or trailer, the RPV window is available. **A sample of the RPV window is provided below:**

RPV	
RPV Model (Unit Cost):	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <input type="text"/> </div> <div style="margin-left: 10px;"> RPV - Contractor: <input type="text" value="\$1,280,671.00"/> </div> </div> <p style="color: blue; font-size: small;">Note: Select an RPV Model to calculate a Headquarters RPV or select the blank RPV Model to allow entry of a Contractor RPV</p>
Site Factor:	<input type="text" value="1.42"/>
Geographic Factor:	<input type="text" value="0.92"/>



Please note: When an RPV Model is selected, the RPV – Headquarters value will automatically calculate. To enter an RPV – Contractor value, leave the RPV Model blank and enter the RPV value. For RPV – Headquarters values, the RPV will automatically recalculate if the RPV Model, Gross/Rentable Square Feet, or Site Factor are updated either through the RPV window or the FIMS Upload process.

Sustainability

If you designate a building or trailer property as DOE Owned or DOE Leased, the Sustainability window is available. **A sample of the Sustainability window is provided below:**

Sustainability

Compliance Approach: (Select a Compliance Approach)

Assessment Year: (Enter the Fiscal Year the building was Assessed)

Planned Compliance Year: 9999 (Enter the Planned Fiscal Year the building would comply with the Guiding Principles directly or through LEED Certification equivalence)

For LEED Certification Only -

USGBC Project ID:

Certification Level Received:

Guiding Principle Percentage:

Trailer Info

If you designate a property as a trailer, the Trailer Info window is available. Based on the ownership designation, certain fields on the Trailer Info are optional or disabled. **A sample of the Trailer Info window is provided below:**

Trailer Info

Land Ownership:

Occupancy

Total No of Federal Employees: 0

Total No of Contractor Employees: 0

Total No of Other Personnel: 0

Total No of Occupants: 0

Utilization

If you designate a property as a trailer or building, the Utilization window is available. **A sample of the Utilization window is provided below:**

Utilization

Gross SF:

Usable Sqft:

	% Utilized	Utilization Level
Asset:	<input type="text" value="100"/>	Over Utilized
Space Type:	<input type="text" value="100"/>	Over Utilized

Utilization Notes:

Space Types	Space Type Usable SF	Space Type Utilization %	Space Type Utilized SF	Space Alternatively Used
High Bay	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Ventilation Intensive	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Power Intensive	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
General - Wet	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
General - Dry	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Office	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="checkbox"/>
Storage	<input type="text" value="2,222"/>	<input type="text" value="100"/>	2,222	<input type="checkbox"/>
TOTAL	2,222		2,222	

Building Maintenance Overview

When establishing a Building, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor License, Permit, GSA Owned, or GSA Leased. This designation determines building data entry requirements. To facilitate data entry, only required categories of Building information are enabled. For example, the Ingrant window is not visible for a Building designated as DOE Owned. **The following depicts the windows available for each type of Building designation:**

DOE Owned Building

For Buildings designated as DOE Owned, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	Utilization	Excess
Location	LOB Condition	Disposition – Archive
Building Info	Condition	Documents
Dimensions	Sustainability	
RPV	Maintenance	
Cap Adjust	Outgrant	

DOE Leased Building

For Buildings designated as DOE-leased, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Excess
Building Info	Condition	Disposition – Archive
Dimensions	Sustainability	Documents
RPV	Maintenance	
Cap Adjust	Outgrant	

Contractor Leased Building

For Buildings designated as Contractor Leased, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Excess
Building Info	Condition	Disposition – Archive
Dimensions	Sustainability	Documents
RPV	Maintenance	
Cap Adjust	Outgrant	

Contractor License Building

For Buildings designated as Contractor License, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	Utilization	Excess
Location	LOB Condition	Disposition – Archive
Building Info	Condition	Documents
Dimensions	Maintenance	
Cap Adjust	Ingrant	

Permit Building

For Buildings designated as Permit, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	Utilization	Excess
Location	LOB Condition	Disposition – Archive
Building Info	Condition	Documents
Dimensions	Maintenance	
Cap Adjust	Ingrant	

GSA Owned or GSA Leased Building

For Buildings designated as GSA Owned or GSA Leased, the following windows of information are enabled:

Property Info	Cap Adjust	Ingrant
Property Detail	Mission	Notes
Location	Utilization	Disposition – Archive
Building Info	LOB Condition	Documents
Dimensions	Maintenance	

Adding a Building

To add a new Building, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed and the new Building will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Building** button. **The New Building window will display and contains the following fields that are required to add a new building:**

Property ID	Gross Sqft or Rentable Sqft
Property Name	Year Acquired
Alternate Name (optional)	Year Built
Usage Code	Site Factor
Ownership	RPV Model (Unit Cost)
Initial Acquisition Cost	Building RPV
Status	Contract No
HQ Program Office	Annual Rent
Asset Type	Effective Date
Reporting Source	Expiration Date

Based on the Ownership designation, certain fields on the New Building window may be optional or do not appear. To establish a new Building, enter the requested Building information. Clicking the **Save** button on the New Building window will provide informational messages as to which fields are required to add the new building.

If you wish to cancel out of the New Building process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Building information, click the **Save** button to add the record to the database. You will be returned to the Building processing where you can continue to add Building information for the newly added building.



Please note: Click the **Save** button on each window after you finish entering information for that window.

Updating a Building

To modify a Building, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the Building you wish to update. Information displayed on the various Building processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting a Building

To request deletion of a building record, contact the FIMS Hotline or email FIMS Support.



Please note: Only buildings created in error within the current fiscal year may be requested for deletion. All other buildings should be Archived.

OSF Maintenance Overview

When establishing an OSF, you must designate it as DOE Owned, DOE Leased, Contractor Leased, Contractor Licensed, or Permit. These designations determine OSF data entry requirements. To facilitate data entry, only required categories of OSF information are enabled. For example, the Ingrant window is not visible for an OSF designated as DOE Owned.

The following depict the windows available for each type of OSF designation:

DOE Owned OSF

For OSF designated as DOE Owned, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	LOB Condition	Disposition – Archive
OSF Info	Maintenance	Documents
Dimensions	Outgrant	

DOE Leased OSF

For OSF designated as DOE Leased, the following windows of information are enabled:

Property Info	Cap Adjust	Ingrant
Property Detail	Mission	Notes
Location	LOB Condition	Excess
OSF Info	Maintenance	Disposition – Archive
Dimensions	Outgrant	Documents

Contractor Leased OSF

For OSF designated as Contractor Leased, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	LOB Condition	Disposition – Archive
OSF Info	Maintenance	Documents
Dimensions	Outgrant	
Cap Adjust	Ingrant	

Contractor License OSF

For OSF designated as Contractor License, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	LOB Condition	Disposition – Archive
OSF Info	Maintenance	Documents
Dimensions	Ingrant	

Permit OSF

For OSF designated as Permit, the following windows of information are enabled:

Property Info	Dimensions	Notes
Property Detail	Cap Adjust	Excess
Location	Mission	Disposition – Archive
OSF Info	Maintenance	Documents
LOB Condition	Ingrant	

Adding an OSF

To add a new OSF, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed and the new OSF will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New OSF** button. **The New OSF window will display and contains the following fields that are required to add a new OSF:**

Property ID	Asset Type
Property Name	Reporting Source
Alternate Name (optional)	Year Acquired
Usage Code	Contract No
Ownership	Annual Rent
Initial Acquisition Cost	Effective Date
Status	Expiration Date
HQ Program Office	

Based on the Ownership designation, certain fields on the New OSF window may be optional or do not appear. To establish a new OSF, enter the requested OSF information. Clicking the **Save** button on the New OSF window will provide informational messages as to which fields are required to add the new OSF.

If you wish to cancel out of the New OSF process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested OSF information, click the **Save** button to add the record to the database. You will be returned to the OSF processing where you can continue to add OSF information for the newly added OSF. Click the **Save** button on each window after you finish entering information for that window.

Updating an OSF

To modify an OSF, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the OSF you wish to update. Information displayed on the various OSF processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting an OSF

To request deletion of an OSF record, contact the FIMS Hotline or email FIMS Support.



Please note: Only OSF created in error within the current fiscal year may be requested for deletion. All other OSF assets should be Archived.

Land Maintenance Overview

When establishing a Land record, you must designate it as DOE Owned, DOE Leased, Contractor Leased, License, Easement, Long Term Interest, Permit, Other, Institutional Control, or Withdrawn from Public Domain. This designation determines land data entry requirements. To facilitate data entry, only required categories of Land information are enabled. For example, the Ingrant window is not visible for Land designated as DOE Owned.

The following depicts the windows available for each type of Land designation:

DOE Owned Land

For Land designated as DOE Owned, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Outgrant	Documents

DOE Leased Land

For Land designated as DOE Leased, the following windows of information are enabled:

Property Info	Mission	Excess
Property Detail	Maintenance	Disposition – Archive
Location	Outgrant	Documents
Land Info	Ingrant	
Cap Adjust	Notes	

Contractor Leased Land

For Land designated as Contractor Leased, the following windows of information are enabled:

Property Info	Mission	Excess
Property Detail	Maintenance	Disposition – Archive
Location	Outgrant	Documents
Land Info	Ingrant	
Cap Adjust	Notes	

License Land

For Land designated as License, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
---------------	------------	-------

Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	Documents

Easement Land

For Land designated as Easement, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	Documents

Long Term Interest Land

For Land designated as Long Term Interest, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	Documents

Permit Land

For Land designated as Permit, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	Documents

Other Land

For Land designated as Other, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition – Archive
Land Info	Ingrant	Documents

Institutional Control Land

For Land designated as Institutional Control, the following windows of information are enabled:

Property Info	Mission	Disposition – Archive
Property Detail	Maintenance	Documents
Land Info	Notes	
Cap Adjust	Excess	

Withdrawn from Public Domain Land

For Land designated as Withdrawn from Public Domain, the following windows of information are enabled:

Property Info	Cap Adjust	Notes
Property Detail	Mission	Excess
Location	Maintenance	Disposition - Archive
Land Info	Outgrant	Documents

Adding Land

To add a new Land record, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed and the new land record will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Land** button. **The New Land window will display and contains the following fields that are required to add new land:**

Property ID	Reporting Source
Property Name	Year Acquired
Alternate Name (optional)	Acreage
Usage Code	Contract No
Ownership	Annual Rent
Initial Acquisition Cost	Effective Date
Status	Expiration Date
HQ Program Office	
Asset Type	

Based on the Ownership designation, certain fields on the New Land window may be optional or do not appear. To establish new Land, enter the requested Land information. Clicking the **Save** button on the New Land window will provide informational messages as to which fields are required to add the new Land.

If you wish to cancel out of the New Land process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Land information, click the **Save** button to add the record to the database. You will be returned to the Land processing where you can continue to add Land information for the newly added Land. Click the **Save** button on each window after you finish entering information for that window.

Updating Land

To modify Land, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the Land you wish to update. Information displayed on the various Land processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting Land

To request deletion of a Land record, contact the FIMS Hotline or email FIMS Support.



Please note: Only Land created in error within the current fiscal year may be requested for deletion. All other Land records should be Archived.

Trailer Maintenance Overview

When establishing a Trailer, you must designate it as DOE Owned, DOE Leased, Contractor Leased, or Contractor Licensed. To facilitate data entry, only required categories of Trailer information are enabled. For example, the Ingrant window is not visible for a Trailer designated as DOE Owned. **The following depicts the windows available for each type of trailer designation:**

DOE Owned Trailer

For a Trailer designated as DOE Owned, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	Utilization	Excess
Location	LOB Condition	Disposition – Archive
Trailer Info	Condition	Documents
Dimensions	Sustainability	
RPV	Maintenance	
Cap Adjust	Outgrant	

DOE Leased Trailer

For a Trailer designated as DOE Leased, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Excess
Trailer Info	Condition	Disposition - Archive
Dimensions	Sustainability	Documents
RPV	Maintenance	
Cap Adjust	Outgrant	

Contractor Leased Trailer

For a Trailer designated as Contractor Leased, the following windows of information are enabled:

Property Info	Mission	Ingrant
Property Detail	Utilization	Notes
Location	LOB Condition	Excess
Trailer Info	Condition	Disposition - Archive
Dimensions	Sustainability	Documents
RPV	Maintenance	
Cap Adjust	Outgrant	

Contractor License Trailer

For a Trailer designated as Contractor License, the following windows of information are enabled:

Property Info	Mission	Notes
Property Detail	Utilization	Excess
Location	LOB Condition	Disposition - Archive
Trailer Info	Maintenance	Documents
Dimensions	Condition	
Cap Adjust	Ingrant	

Adding a Trailer

To add a new Trailer, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed and the new Trailer will be created within this location. Use the Field Office, Site and/or Area picklist to navigate to a different Field Office, Site, and/or Area if your security access

allows you to add records to other Sites and/or Areas. From the Property List window, click the **Create New Trailer** button. **The New Trailer window will display and contains the following fields that are required to add a new trailer:**

Property ID	Reporting Source
Property Name	Gross Sqft or Rentable Sqft
Alternate Name (optional)	Year Acquired
Usage Code	Year Built
Ownership	Contract No
Initial Acquisition Cost	Annual Rent
Status	Effective Date
HQ Program Office	Expiration Date
Asset Type	

Based on the Ownership designation, certain fields on the New Trailer window may be optional or do not appear. To establish a new Trailer, enter the requested Trailer information. Clicking the **Save** button on the New Trailer window will provide informational messages as to which fields are required to add the new trailer.

If you wish to cancel out of the New Trailer process without saving the record to the database, click the **Cancel** button.

After you have finished entering all requested Trailer information, click the **Save** button to add the record to the database. You will be returned to the Trailer processing where you can continue to add Trailer information for the newly added trailer. Click the **Save** button on each window after you finish entering information for that window.

Updating a Trailer

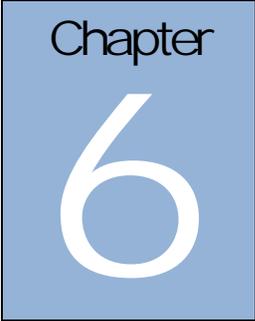
To modify a Trailer, open the Property List by clicking **Property** then **Property List**. Your default Field Office, Site, and Area are displayed. Use the Field Office, Site and/or Area picklists to navigate to a different Field Office, Site, and/or Area, if necessary. From the Property List, click the **Prop ID** of the Trailer you wish to update. Information displayed on the various Trailer processing windows may be modified. Click the **Save** button on each window after you finish entering information for that window.

Deleting a Trailer

To request deletion of a Trailer record, contact the FIMS Hotline or email FIMS Support.



Please note: Only Trailers created in error within the current fiscal year may be requested for deletion. All other Trailer assets should be Archived.



6. Anticipated Asset Information Module (AAIM)

AAIM Overview

The FIMS Anticipated Asset Information Module (AAIM) tracks anticipated acquisitions of real property before they reach beneficial occupancy. AAIM processing is required for all new DOE Owned, DOE Leased, GSA Owned or GSA Leased buildings or trailers. AAIM processing is also required for the expansion of existing assets that are DOE Owned, DOE Leased, GSA Owned or GSA Leased buildings or trailers. As of May 15, 2016, AAIM processing is required for all FIMS building and trailer Usage Codes.

The AAIM data is stored completely separate from the FIMS real property data. It is accessible through the AAIM only.

AAIM Navigation/Search

AAIM Asset List

The AAIM Asset List is available for searching, retrieving and generating a report of existing anticipated assets. To access the AAIM Asset List, click [AAIM](#) then [AAIM Asset List](#). The AAIM Asset List displays the default Field Office, Site and Area setting of the logged on user. **A sample of the AAIM Asset List window is provided below:**

AAIM Asset List

Program Office: Field Office:

Site: Area:

Property ID:

AAIM Unique ID:

Ownership: Property Type:

Property Name: Beneficial Occupancy Year:

Fuzzy Search

Program Office	Site	Prop ID	Prop Name	Property Type	Ownership	BOD	Real Property Unique ID	Area Name
NE	Idaho National Lab-Scoville	MFC-TR-65	TREAT Office Trailer A	Trailer	DOE Owned	2015	403	Materials and Fuels Complex

Using the AAIM Asset List to Search

To perform a search using the AAIM Asset List, input values in any of the following fields:

Program Office	Field Office
Site	Area
Property ID	AAIM Unique ID
Ownership	Property Type
Property Name	Beneficial Occupancy Year

The **Fuzzy Search** checkbox can be used to perform a search using a partial character string. For example, type **lab** in the **Property Name** field to find all anticipated assets that have the characters "lab" within the **Property Name**.

Click the  button to retrieve qualifying records.

The columns in the list of retrieved anticipated assets may be sorted by clicking the ,  will sort in ascending order,  will sort in descending order.

Using the AAIM Asset List to Retrieve and Update

Use the  feature to retrieve a list of assets.

To update a record, click the **Property ID** of the anticipated asset to be updated. The AAIM Asset window will open displaying the selected record for update.

AAIM Window

AAIM Asset

The AAIM asset window will be available for adding as well as updating, transferring and archiving an anticipated asset. To access the AAIM Asset window, click AAIM then AAIM New Asset. **A sample of the AAIM Asset window is provided below:**

The screenshot displays the AAIM Asset window with the following sections and fields:

- AAIM Asset Header:**
 - Program Office: Environmental Management (dropdown)
 - Field Office: EM Consolidated Business Center (dropdown)
 - Category: New (dropdown)
 - HQ Concurrence: Yes (dropdown)
 - Site: Moab Site (dropdown)
 - Area: All (dropdown)
 - Select Property ID: (dropdown)
 - Existing Asset: (text field)
- Asset Info:**
 - AAIM Unique ID: B16 (text field)
 - Ownership: (dropdown)
 - Property Type: (dropdown)
 - Project Number: (text field)
 - Property ID: (text field)
 - Property Name: (text field)
- Attributes:**
 - Usage Code: (dropdown)
 - Initial Acquisition Cost / Annual Rent: (text field)
 - Beneficial Occupancy Year: (text field)
 - Record Creation Date: 08/21/2016 (text field)
- Size:**
 - Gross/Rentable Sqft: (text field)
 - Usable Sqft: (text field)
- Location:**
 - State: (dropdown)
 - Zip Code: (text field)
 - City: (dropdown)
 - Congressional District: (dropdown)
 - County: (dropdown)
 - Main Location: (text field)
- Notes:**
 - Notes: (limit 1000 characters) (text area)

Adding an Anticipated Asset

To add a new anticipated asset, open the AAIM Asset window by clicking **AAIM** then **AAIM New Asset**. Or click **AAIM, AAIM Asset List** and then click the **New Anticipated Asset** button.

Your default Field Office, Site, and Area will be displayed and the new anticipated record will be created within this location. Use the Program Office, Field Office, Site and/or Area picklist to navigate to a different Program Office, Field Office, Site, and/or Area if your security access allows you to add records to other Sites and/or Areas.

The **Category** field must be populated to proceed. Select either **New** or **Existing**. If Existing is selected the **Select Property ID** field becomes available. Select the Property ID of the existing FIMS asset that will be enlarged. Upon selecting a Property ID, the FIMS **Real Property Unique ID** of the existing asset will be displayed in the **Existing Asset** field.

The following fields will be populated with data from the existing FIMS asset:

Property Type	Ownership
Property ID	Property Name
Usage Code	State
City	Zip Code
County	Congressional District
Main Location	



Please note: Clicking the  **Save** button will provide informational messages as to which fields are required to add the new anticipated asset.

After you have finished entering all requested anticipated asset information, click the  **Save** button to add the record to the database.

Updating an Anticipated Asset

To modify an anticipated asset, open the AAIM Asset List by clicking **AAIM**, then **AAIM Asset List**. Your default Field Office, Site and Area are displayed. Use the Program Office, Field Office, Site and/or Area picklists to navigate to a different Program Office, Field Office, Site, and/or Area, if necessary. From the AAIM Asset List, click the **Prop ID** of the anticipated asset you wish to update.

The AAIM Asset window will open displaying the selected record for update.

Click the  **Save** button after you finish updating to save the information.

Click the  **Return to List** button to return to the AAIM Asset List window.

Transferring an AAIM asset to FIMS

An AAIM asset can be transferred to FIMS using the AAIM transfer option when the AAIM asset receives beneficial occupancy.

Click the  **Transfer Asset** button to transfer the AAIM record to FIMS. The asset will be transferred in one of the following ways:

1. If the **Category** field of the AAIM record is *New*, a new record will be initiated in FIMS. The AAIM asset values will transfer and prepopulate either the FIMS New Building or New Trailer window respectively depending on the Property Type. Click the  **Save** button and populate the required information to create the new FIMS record. The AAIM record will be archived to the AAIM archive.
2. If the **Category** field of the AAIM record is *Existing*, the AAIM asset will be merged with the corresponding existing FIMS asset.

The following actions will occur for the fields identified:

AAIM Usage Code - will replace the FIMS Usage Code value

AAIM Initial Acquisition Cost/ Annual Rent – will be added to the existing FIMS Initial Acquisition Cost or Annual Rent value

AAIM Gross/Rentable Sqft – will be added to the existing FIMS Gross/Rentable Sqft value

AAIM Usable Sqft – will be added to the existing FIMS Usable Sqft value

The Property Info window will open for the existing FIMS record. All related information should be reviewed and updated, such as RPV and Goal Subject Facilities GSF, Excluded Facilities GSF and Non-Energy Consuming Facilities GSF. The AAIM record will be archived to the AAIM archive.

Archiving an AAIM Record

An AAIM record may be archived by clicking the  button. Any changes made to the record will be saved and the record will be archived to the AAIM archive file.

Navigating Record to Record



On the AAIM Asset window the  and  buttons are available to allow you to page through records. This enables you to easily review several records without having to return to the AAIM Asset List window to make a selection.



Remember, you must use the **Save** button to save changes prior to navigating to another record.

Return to List Button



While viewing a particular AAIM record, a **Return to List** button is available for your convenience. This button enables you to navigate back to the AAIMS Asset List window.

AAIM Asset Report

Using the AAIM Asset List to Generate a Report

To access the AAIM Asset List, click AAIM then AAIM Asset List. The AAIM Asset List displays the default Field Office, Site and Area setting of the logged on user.

Use the  feature to retrieve a list of assets.

Click the  button to generate a Microsoft Excel report of the retrieved asset. The Excel report will contain all the AAIM anticipated asset data fields.

7. User Security

Security Overview

FIMS is an unclassified computer system owned and operated by the Department of Energy. The FIMS user must adhere strictly to the security measures and internal controls that have been established. Access to FIMS is granted based on certain expectations. These expectations are referred to as FIMS Rules of Behavior. When you log into FIMS and establish/modify your password, you will need to acknowledge that you have read and agree to these guidelines. FIMS is protected from unauthorized access through the use of passwords. Each FIMS user is assigned a User ID and password by their Field Office System Administrator. **In regards to your password, you must adhere to these guidelines when changing your password.**

- Password contains between 8 and 20 non-blank characters
- Password contains at least one number
- Password must contain a non-numeric in the first and last position
- Password must contain at least one special character
- Password does not contain the User ID
- Password does not include the user's own or to the best of his/her knowledge, close friends or relatives names, employee serial number, Social Security Number, birth date, phone number, or any information about him/her that the user believes could be readily learned or guessed.
- Password does not, to the best of the user's knowledge, include common words that would be in an English dictionary, or from another language which the user has familiarity
- Password does not, to the best of the user's knowledge, employ commonly used proper names, including the name of any fictional character or place
- Password does not contain any simple pattern of letters or numbers, such as "qwertyxx" or "xyz123xx".
- Password employed by the user on his/her unclassified system is different than the passwords employed on his/her classified systems.

Additionally, you agree to protect your password in the following manner:

- Must not share the password except in emergency circumstances or when there is an overriding operational necessity
- Must not leave clear-text passwords in a location accessible to others or secured in a location whose protection is less than that required for protecting the information that can be accessed using the password
- Must not enable applications to retain passwords for subsequent reuse

- Password must be changed at least every 60 days, immediately after sharing, on direction from management, and as soon as possible, but within 1 business day after a password has been compromised, or after one suspects that a password has been compromised.

Upon logging into FIMS, a message will display with the days remaining before your password will expire. This message will change to **red** when your password is within 10 days of expiring. FIMS will notify you through an email 7 days prior to your password expiring. If your password expires, FIMS will generate one additional email with the appropriate FIMS Administrator to contact to have your User ID unsuspended. It is highly recommended that you change your password immediately after receiving a reminder message.

FIMS also utilizes a suspend feature for individual with 3 invalid login attempts. Once the account has been suspended, you will need to contact your Field Office System Administrator to have the account unsuspended.

For any accounts that have been inactive for a period of 60 days, those accounts will automatically be suspended as well. Your Field Office System Administrator can be contacted to reactive suspended accounts.

In addition to your password, your system access is also control by the security level assigned to your User ID. Add, Update, and Delete access to all FIMS records is controlled by the assigned security level. All users, regardless of security level, have view access to all FIMS information.

Security Levels

Add, Update, and Delete access to FIMS is controlled by the security level assigned when the User ID/password is established. It is necessary to specify the security access level when requesting a FIMS User ID and password. **The access levels are described below:**

FIMS System Administrator (Headquarters)

- Add, Update, and Delete access to all records.
- Authority to establish the security records for all other FIMS users.

Field Office System Administrator

- Update access to all sites and areas within the specified field office
- Add and Update access to all Property records within the specified field office
- Authority to establish security records for field office, site, and Guest level users within the specified field office.

Field Office User

- Update access to all sites and areas within the specified field office
- Add and Update access to all Property records within the specified field office

Site User

- Update access to the site and all area records within the specified site.
- Add and Update access to all Property records within the specified site.

Guest

- View only access to all FIMS data.

Request for User ID

To request a FIMS User ID an email should be sent to the appropriate cognizant System Administrator. **The email should include the following information for the individual requesting the User ID:**

Name	Email address
DOE Organization or Contractor Name	Security Level requested
Phone Number	Site/Area logon defaults

The email should be sent to the appropriate cognizant System Administrator as identified in the table below. The cognizant System Administrator will acknowledge the request by assigning a User ID or denying the request.

If you are requesting security level:	Submit FIMS User ID request to:
Field Office System Administrator	FIMS System Administrator (Headquarters)
Field Office User	Field Office System Administrator
Site User	Field Office System Administrator
Guest	Field Office System Administrator

After receiving notification that your User ID has been created, you will logon to FIMS with the User ID and password supplied to you.

After logging on to the FIMS logon page, another page will popup requesting you to enter your **Current Password, New Password, Confirm New Password** and to **Acknowledge the Rules of Behavior**. After entering the requested information, click the **Change Password** button. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to login again. Click **here** and enter your FIMS User ID and the New Password you just created to access the system.

Request for Reinstating a Suspended User ID

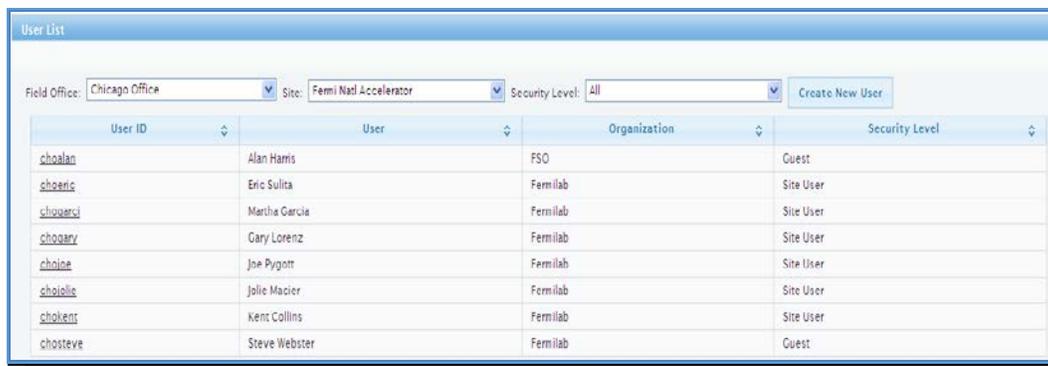
If your User ID becomes suspended and you can no longer access FIMS, you must send an email to the cognizant System Administrator as defined in the previous section requesting reinstatement.

After receiving notification that your User ID has been reinstated, you will logon to FIMS with your User ID and the new password supplied to you.

After logging on to the FIMS logon page, another page will popup requesting you to enter your **Current Password, New Password, Confirm New Password** and to **Acknowledge the Rules of Behavior**. After entering the requested information, click the **Change Password** button. You will then receive a window that acknowledges that you have successfully changed your password and to click [here](#) to login again. Click **here** and enter your FIMS User ID and the New Password to access the system.

User List

Field Office Users, Site Users, and Guest have view only access to all FIMS user records. To browse the FIMS users, click **Administration** then **Users**. **The User List window appears:**



To view a particular user record, click the desired User ID from the User List.

My Profile

The FIMS application allows you to modify your personal information associated with your User ID. To display and modify your user information, click **Administration** then **My Profile**.

The following information is displayed and may be modified:

Name	Field Office Default
Organization	Site Default
Phone Number	Area Default
Email	

Responsibilities and Authorities

FIMS System Administrator (Headquarters)

- Authorizes the DOE Field Office System Administrator to manage the request for access to FIMS through the assignment of User IDs and passwords.
- Adds, deletes, updates or reinstates the User ID and password of the Field Office System Administrator.
- Adds, deletes, updates, and reinstates any User ID and password in the event the Field Office System Administrator is unavailable.

Field Office System Administrator

- Reviews and approves the request for User IDs and passwords from individuals under the purview of the specified field office.

- Adds, deletes, updates or reinstates field office, site, and guest users under the purview of the field office.
- Maintains a current record of all FIMS users under the purview of the field office.

Adding a User

The FIMS System Administrator (Headquarters) and the Field Office System Administrator are the only FIMS users that can add new users to the system.

If you are a FIMS System Administrator (Headquarters) or a Field Office System Administrator, you can add a new user by clicking **Administration** then **Users**. From the User List, click the **Create New User** button. The New User window appears as follows:

To establish a new user enter the requested information and click the **Save** button.

Updating a User

The FIMS System Administrator (Headquarters) and the Field Office System Administrator are the only FIMS users that can update user information.

If you are a FIMS System Administrator (Headquarters) or a Field Office System Administrator, you can update user information by clicking **Administration Users**. From the User List, click the User ID associated with the user information you wish to modify. **The following information may be updated:**

Security Level	Suspended
Password	Field Office Restriction
Name	Site Restriction
Organization	Field Office Default
Phone Number	Site Default
Email	Area Default

When a user that the Field Office System Administrator does not have security rights to modify is selected, the **Save** button is hidden allowing the Administrator to only view the User Detail information.

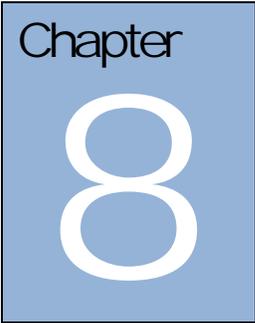
Reinstating a Suspended User ID

If a user's User ID becomes suspended and they can no longer logon to FIMS, the FIMS System Administrator (Headquarters) or the Field Office System Administrator can unsuspend the User ID and change the password. To unsuspend the User ID, on the User Detail window change the "Suspended" value to "No", change the Password, and click **Save**.

Deleting a User

The FIMS System Administrator(Headquarters) and the Field Office System Administrator are the only FIMS users that can delete a user from the system.

If you are a FIMS System Administrator (Headquarters) or a Field Office System Administrator, you can delete a user by clicking **Administration** then **Users**. From the User List, click the **User ID** of the user you wish to delete. Click the **Delete** button to delete the user record. A message appears confirming the delete operation.



8. FIMS Reporting

Reporting Overview

The Facilities Information Management System (FIMS) provides a set of standard reports. These standard reports include detailed and summary level information on Buildings, Land, OSF, and Trailers. These reports can be previewed and printed directly from your desktop within the FIMS application.

The FIMS application also has a FIMS Ad Hoc Reporting tool. This tool can be used to extract FIMS data to an Excel spreadsheet based on user defined criteria and column selection. Excel can then be used to further format these Ad Hoc reports.

FIMS provides Population reports that will identify missing or incomplete data. These reports create an Excel workbook that contains a summary page as well as more detailed data on additional Excel sheets.

The FIMS Anomaly reports identify issues with FIMS data. These reports also create an Excel workbook that contains a summary page as well as more detailed data on additional Excel sheets.

Standard Reports

Reference the FIMS Reporting Guide for additional information and one page samples of the FIMS Standard Reports. The FIMS Reporting Guide is available at <https://fimsweb.doe.gov/fimsinfo/documentation.htm>

To access the standard reports within FIMS, click **Reports**, then **Standard** from the FIMS menu. The Report List window will display as shown here.

Report List						
Title	Category	Building	Trailer	OSF	Land	
001-Owned Building Complete Information Report	Basic Report	Yes	No	No	No	
002-Owned Building Capacity Report	Basic Report	Yes	No	No	No	
004-Owned Building/Trailer Age Report	Basic Report	Yes	No	No	No	
005-Sustainability Candidate Report - Building/Trailer	Measures	Yes	Yes	No	No	
005a-Sustainability Candidate Report Summary - Building/Trailer	Measures	Yes	Yes	No	No	
008-Energy Consuming Report - Building/Trailer	Basic Report	Yes	Yes	No	No	
012-Owned Buildings and Trailers Report	Basic Report	Yes	Yes	No	No	

The Report List window has filtering capabilities. The filtering can be used individually or in combination. The following describes the filtering capabilities.

- The **Title** column has a feature where you can type in a key word(s) of the report name, i.e., owned or owned trailer, to refine the list of reports.
- The **Category** column has a picklist of values to choose from to refine the list of displayed reports. **The picklist values are defined as follows:**

Admin/Audit	Provides FIMS/Stars reconciliation reports, Expired Ingrant, User list, Field Office/Site and RPV Audit reports.
Archive	Reports of archived properties (buildings, land, OSFs, and trailers)
Basic Report	Detail and Summary level reports by specific property types (buildings, land, OSFs, and trailers)
Data Validation	Reports used for the FIMS Data Validation process
GSA	Report for GSA Occupancy Agreements
Maintenance	Report that provide current deferred, required and actual maintenance costs
Measures	Asset Condition Index (ACI), Asset Utilization Index (AUI), and Sustainability Index reports

- Use the **Building, Trailer, OSF** and/or **Land** columns to include “Yes” or exclude “No” each property type by choosing the appropriate Yes/No value from the picklist for each column.

The columns in the Report List window may also be sorted by clicking the ,  will sort in ascending order,  will sort in descending order.

To generate a report, select a report from the Report List window by clicking a **Title**.

The majority of the reports will prompt you for selection criteria. Use the available picklist to specify the criteria you wish to use to generate the report.



Please Note: Reports run for the entire database may be very large; you may wish to check the number of pages before printing.

Reports may be generated in Adobe Acrobat PDF or Microsoft Excel formats. The PDF format will provide a formal formatted report output. The Excel format outputs the data used to produce the report into a Microsoft Excel spreadsheet with English name column headings.

Select a Report Format using the buttons on the screen  or .

To print a report, from the report preview window click **File, Print** or click the **Office Button, Print**.

To redisplay the Report List, click **Reports** then **Standard** from the FIMS menu.

To exit the FIMS Standard Reports, close any open Adobe pdf or Excel windows and click another link within the FIMS application.

One page samples of all the FIMS Standard Reports may be found in the *FIMS Reporting Guide* available at <http://fimsinfo.doe.gov/documentation.htm>.

Ad Hoc Reporting

The Ad Hoc Report tool is built into the FIMS application. It provides list boxes of search criteria and columns that are chosen to create an Excel report. The Current Data selection extracts FIMS data from the current active database. The Historical Data selection extracts data from the available past fiscal year snapshot databases. The Archive selection extracts data from the FIMS Archived (disposed) data. The FRPP Data selection extracts data from the available past fiscal year Federal Real Property Profile (FRPP) reported data. Reference the Fiscal Year list box on the Historical Data and the FRPP Data windows for past fiscal years available.

To access the Ad Hoc Report window, click **Reports** then **Ad Hoc Report**. Choose the appropriate tool by clicking **Current Data** or **Historical Data** or **Archive Data** or **FRPP Data** from the list on the left side of the window.

Additional information on the FIMS Ad Hoc Report tool can be found in the *FIMS Reporting Guide, FIMS Ad Hoc Report* section available at <https://fimsweb.doe.gov/fimsinfo/documentation.htm>.

Creating an Ad Hoc Report

The basic steps to run the Ad Hoc Report are below:

1. Select your desired selection criteria from the available list boxes and check boxes.
2. Select the columns you wish to display by moving them from the 'Available Display Columns' list to the 'Selected Display Columns' list.

Columns will appear in the Excel report in the same order as they are in the 'Selected Display Columns' list.

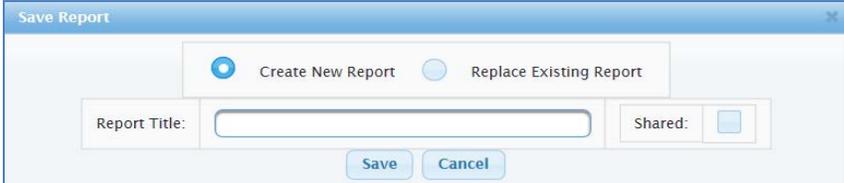
3. The columns in the 'Selected Display Columns' list may be reordered using the navigational arrows,  Move Up,  Move Top,  Move Down, and  Move Bottom, to the right of the list.

4. To generate the report, click on the  button. Large reports may take a few extra seconds to display.

Saving an Ad Hoc Report

To save the selection criteria setup for an Ad Hoc Report follow the steps below:

1. Click the  button. The following popup will appear.



2. To save a new report, click the **Create New Report** button.
Type a report name in the **Report Title** box.

OR

To resave an existing report, click the **Replace Existing Report** button.

Select the report from the **Report Title** picklist.

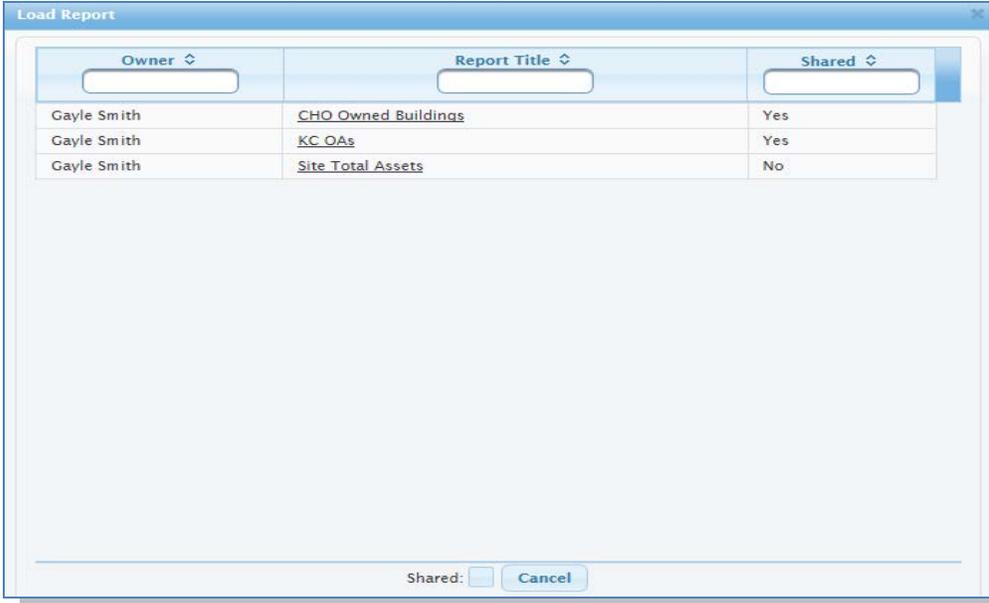
3. If you desire to share the report so other FIMS users can run the report, click the **Shared** checkbox. By leaving the shared checkbox unchecked, the report will remain private for access by your logon only.

4. Click  to save the report criteria. Click  to cancel the Save operation.

Loading a Saved Ad Hoc Report

To load a saved Ad Hoc Report follow the steps below:

1. Click the  button. The following popup will appear.



Owner	Report Title	Shared
Gayle Smith	CHO Owned Buildings	Yes
Gayle Smith	KC OAs	Yes
Gayle Smith	Site Total Assets	No

Shared: 

2. By default all your saved Ad Hoc reports are displayed. To include Shared Ad Hoc reports in the list, click the **Shared** checkbox. The Owner column displays the name of the Ad Hoc report originator. Your Ad Hoc reports will sort to the top of the list, followed by an alphabetical list by Owner of all FIMS shared Ad Hoc reports.

3. Select a **Report Title** to load the saved report criteria.

OR

4. Click  to cancel the Load operation.

5. To generate the Ad Hoc report, click the  button. Large reports may take a few extra seconds to display.

Deleting a Saved Ad Hoc Report

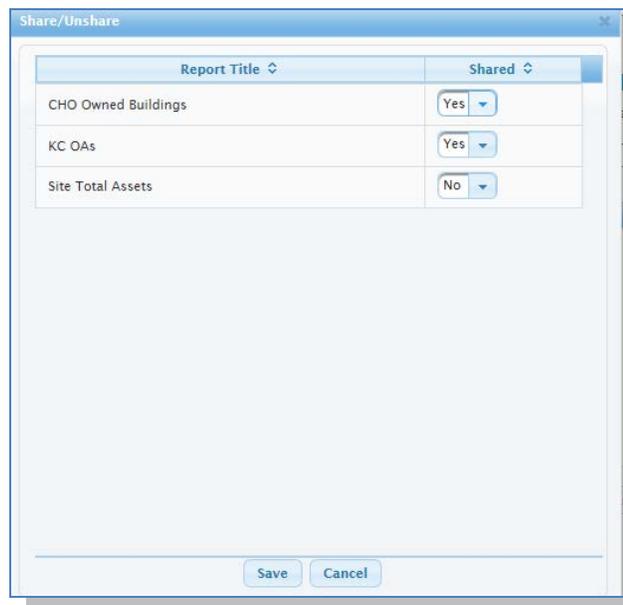
To delete a previously saved Ad Hoc report follow the steps below:

1. Click the **Delete Report** button.
2. Select a report from the **Report Title** picklist.
3. Click **Delete** to delete the saved Ad Hoc Report. Click **Cancel** to cancel the Delete operation.

Share/Unshare a Saved Ad Hoc Report

To share or unshare a previously saved Ad Hoc report follow the steps below:

1. Click the **Share/Unshare** button. The following popup will appear.



2. Use the **Shared** Yes/No picklist to Share = Yes or Unshare = No your listed Ad Hoc reports.
3. Click **Save** to save your changes. Click **Cancel** to exit without changes.

FRPP Data – Unique ID Search

The FRPP Data Ad Hoc report provides a search tool for locating an asset with the Real Property Unique ID. **To use this search feature follow the steps below:**

1. Click the **Unique ID Search** button.
2. Input a Real Property Unique ID value.
3. Select the columns you wish to display by moving them from the 'Available Display Columns' list to the 'Selected Display Columns' list.

Columns will appear in the Excel report in the same order as they are in the 'Selected Display Columns' list.

4. The columns in the 'Selected Display Columns' list may be reordered using the navigational arrows,  Move Up,  Move Top,  Move Down, and  Move Bottom, to the right of the list.

5. To generate the report, click on the  button. Click  to cancel the Real Property Unique ID search operation.

Population Queries

A Population Query tool is built into the FIMS application. It provides list boxes of search criteria that are chosen to create an Excel report.

These population queries should be used to ensure that all FIMS required data fields are populated (not blank). The FRPP Population queries should be used at year-end to ensure that the data fields reported to the Federal Real Property Profile (FRPP) database are fully populated. The FRPP Population queries should also be used prior to a Site's Data Validation to ensure 100% population.



Please Note: The FIMS Population queries should be run at year end as well as throughout the year to ensure that all of a Site's data fields are fully populated.

A Site should generate both the FRPP Population queries and the FIMS Population queries to fully verify population for all their data fields.

Creating a Population Query

The basic steps to generate the Population Query are:

1. Click Reports, then Population.
2. Select the desired selection criteria from the **Field Office** and **Site** list boxes.
3. To generate the report, click on either the **FIMS Population** or **FRPP Population** button.
4. At the prompt, choose either to **Open** or **Save** the generated Excel workbook.

The generated report is formatted in an Excel workbook. The first sheet, labeled "Summary" provides a summary of all the detailed report sheets and identifies Green if no data is found missing for a detailed report sheet or Red if data is found to not be 100% populated.

The detailed report sheets (the second sheet and beyond) can be viewed by clicking the "Report Name" on the Summary sheet or by clicking the tabs at the bottom of the opened Excel workbook. The detailed sheets provide either a message "No data was found for this report." indicating that the data is 100% populated or a list of FIMS records with missing data. The list of FIMS records with missing data will identify the Property ID of the asset and display blank cells where there is missing data.

Anomaly Report

As a fiscal year-end check in FIMS, a set of anomaly reports have always been generated at Headquarters to review the data before the annual Federal Real Property Profile (FRPP) reporting. These anomaly checks have now been incorporated into FIMS as an Anomaly Report tool.

The Anomaly Report identifies specific issues with the FIMS data. Such as, Estimated Disposition Year is a past fiscal year. They also bring attention to outliers, such as the asset is Excess but the Asset % Utilized is

greater than zero. This may or may not be an anomaly, but a site needs to revisit to ensure the FIMS data is accurate.

Beginning in FY16, the FRPP established a set of mandatory Validation and Verification reports. Headquarters generates these FRPP reports annually after the fiscal year submission. All anomalies identified by these reports have to be addressed as correct or incorrect. To aid in identifying these anomalies, the FIMS Anomaly Report contains FRPP anomaly checks as identified by 'FRPP' in the report description. The Anomaly Report Checks table below describes each in detail.



Please Note: The Anomaly Report should be generated at a minimum at the end of the fiscal year prior to the year-end snapshot.

Creating the Anomaly Report

The basic steps to generate the Anomaly Report are:

1. Click **Reports**, then **Anomaly Report**.
2. Select the desired selection criteria from the **Field Office** and **Site** list boxes.
3. To generate the report, click the **Anomaly Report** button.
4. At the prompt, choose either to **Open** or **Save** the generated Excel workbook.

The generated report is formatted in an Excel workbook. The first sheet, labeled "Summary" provides a summary of all the detailed report sheets and identifies Green if no records qualified for a specific anomaly or Yellow if records were found that qualified for the anomaly check.

The detailed report sheets (the second sheet and beyond) can be viewed by clicking the "Report Name" on the Summary sheet or by clicking the tabs at the bottom of the opened Excel workbook. The detailed sheets provide either a message "No data was found for this report." indicating that no records were found for the specific anomaly check or a list of FIMS records that qualify for the specific anomaly check. If a list of FIMS records is displayed, the Property ID is provided to identify the specific FIMS asset in question.

Anomaly Report Checks

The following table describes each of the Anomaly checks being performed and course of action.

Anomaly	Action Needed
01 - Estimated Disposition Year Check	The Estimated Disposition Year cannot contain the value of the current or past fiscal year. It is a projected future year. Update the Estimated Disposition Year to reflect a future fiscal year.
02 - Excess Assets where the Asset % Utilized is > 0	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a Site would not continue to utilize an asset that has been declared excess. Update the Utilization as needed.
03 - Shutdown Not Utilized assets with an Hours of Operation > 10	This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, a shutdown asset would not be in

Anomaly	Action Needed
	<p>operation and therefore consuming utilities. Update the Hours of Operation as needed.</p>
<p>04 - Expired DOE and Contractor Leased assets</p>	<p>Update the lease Expiration Date as needed. For leases in a month to month status, ensure the Expiration Date is updated for year-end processing.</p> <p>If leases have expired or been terminated, they should be immediately archived with a disposition method of 'Early Termination/Cancellation' or 'Expiration/Cancellation'.</p>
<p>05 - AAIM assets with past Beneficial Occupancy Year</p>	<p>The anticipated Beneficial Occupancy Year for the anticipated asset has past. This should reflect a projected future year.</p> <p>Update the AAIM Beneficial Occupancy Year to a future year.</p>
<p>06 - Annual Actual Maintenance > RPV</p>	<p>This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, it is not expected that the money spent for Annual Actual Maintenance would exceed the Replacement Plant Value.</p> <p>Update the Annual Actual Maintenance and/or the Replacement Plant Value as needed.</p>
<p>07 - Operating assets with Annual Actual Maintenance = \$0</p>	<p>This may not necessarily indicate an error in the data however it does warrant a review to confirm the accuracy of the data. Typically, an operating asset would have some Annual Actual Maintenance associated with it.</p> <p>Update the Annual Actual Maintenance or verify the accuracy of the Status.</p>
<p>08 - Office buildings and trailers with missing Federal/Contractor Occupants</p>	<p>Total Number of Federal Employees and Total Number of Contractor Employees are required for year-end reporting.</p> <p>Update the Total Number of Federal Employees and Total Number of Contractor Employees.</p>
<p>09 - Active Status with Excess Indicator = Yes</p>	<p>Assets with a Status = Operating, Standby or Outgranted must have the Excess Indicator = No</p> <p>Update the Status to an Inactive Status choice or update the Excess Indicator = No</p>
<p>10 - Inactive Status with Excess Indicator = No</p>	<p>Assets with a Status = Shutdown, Undergoing Stabilization/Deactivation, Undergoing Decommissioning, Undergoing Disposition, In-Site Closed, or In-Situ Closed – LTM must have the Excess Indicator = Yes</p> <p>Update the Status to an Active Status choice or screen the asset so the Excess Indicator can be set to Yes.</p>
<p>11 - FRPP Condition Index</p>	<p>The FRPP will generate this anomaly report based on the entire agency, not on an individual site.</p> <p>However, Sites should generate this report as a double check to view their individual standing. This report does not necessarily indicate an error in the data however it</p>

Anomaly	Action Needed
	<p>does warrant a review to confirm the accuracy of the data.</p> <p>This anomaly reports DOE Owned buildings and trailers where the Condition Index = 100 if more than 50% of the assets have a Condition Index = 100. Condition Index = 100 indicates the asset is in perfect condition.</p> <p>Condition Index = $(1 - (\text{Repair Needs} / \text{RPV})) \times 100$</p>
<p>12 - FRPP Repair Needs > RPV</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned buildings and trailers where the Repair Needs is > the RPV.</p>
<p>13 - FRPP Ownership Change from Previous FY</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned and DOE Leased buildings and trailers where the Ownership changed from what was reported to the FRPP the previous fiscal year.</p>
<p>14 - FRPP Status Change from Previous FY</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned buildings and trailers if one or more of the following conditions occurs:</p> <ol style="list-style-type: none"> 1) GSA Notification Submitted existed for the previous fiscal year reporting but is currently blank 2) GSA Notification Accepted existed for the previous fiscal year reporting but is currently blank
<p>15 - FRPP Historical Status Change from Previous FY</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned buildings and trailers where the Historic Designation has changed from what was reported to the FRPP the previous fiscal year.</p>
<p>16 - FRPP Gross/Rentable Sqft below Threshold</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly reports DOE Owned and DOE Leased building and trailer Gross/Rentable square feet that are below FRPP established thresholds.</p> <p>Office assets are flagged as an anomaly when the square footage is < 385.</p> <p>Warehouse assets are flagged as an anomaly when the square footage is < 60.</p> <p>Service Building assets are flagged as an anomaly when the square footage is < 57.</p> <p>Laboratory assets are flagged as an anomaly when the square footage is < 100.</p> <p>Dormitory and Barrack assets are flagged as an anomaly when the square footage is < 257.</p>

Anomaly	Action Needed
<p>17 - FRPP Operating and Maint Cost per Sqft Threshold</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly totals the Operating Costs and Annual Actual Maintenance for DOE Owned office and warehouse buildings and trailers and divides it by the Gross square feet.</p> <p>Office assets are flagged as an anomaly when the cost per square foot = \$0 or is \geq \$18.09.</p> <p>Warehouse assets are flagged as an anomaly when the cost per square foot = \$0 or is \geq \$19.19.</p>
<p>18 - FRPP Annual Rent, Operating and Maint Cost per Sqft Threshold</p>	<p>Site will be required to confirm that the flagged anomaly is <u>correct</u> or is <u>incorrect</u> and an update to FIMS is required.</p> <p>This anomaly totals the Annual Rent, Operating Costs and Annual Actual Maintenance for DOE Leased office and warehouse buildings and trailers and divides it by the Rentable square feet.</p> <p>Office assets are flagged as an anomaly when the cost per square foot = \$0 or is \geq \$45.70.</p> <p>Warehouse assets are flagged as an anomaly when the cost per square foot = \$0 or is \geq \$35.00.</p>

9. FIMS Help

Help Overview

The FIMS application provides a Help feature with links to FIMS User's Guide, FIMS Data Element Dictionary, FIMS Reporting Guide and the FIMS website HQ Guidance page. This Help feature opens a popup window with the desired help feature allowing you to view FIMS while browsing the Help.

FIMS Help – User's Guide

To open the PDF version of the FIMS User's Guide while logged on to FIMS, click **Help**, then **User's Guide**. The FIMS User's Guide provides end-user assistance with Site, Area and Property processing. It defines the various security logon levels available in FIMS. It discusses FIMS reporting, uploading and archiving as well as definitions for all data fields and the building and OSF usage codes.

FIMS Help – Data Element Dictionary

To open the PDF version of the FIMS Data Element Dictionary while logged on to FIMS, click **Help**, then **Data Element Dictionary**. The FIMS Data Element Dictionary, which is Appendix A of the FIMS User's Guide, provides definitions for all the data fields on the FIMS property windows. The data fields are listed by the English Name displayed on the property windows. Reference the [Property Maintenance](#) chapter of this manual for more information on the property windows.

FIMS Help – Reporting Guide

To open the PDF version of the FIMS Reporting Guide while logged on to FIMS, click **Help**, then **Reporting Guide**. The FIMS Reporting Guide provides detailed information on the database tables used by FIMS, provides a list of the FIMS Standard Reports as well as a one page samples of each report. It also provides information on the Ad Hoc report tool within FIMS.

FIMS Help – HQ Guidance

To open the FIMS informational website to the HQ Guidance page, access this link by clicking **Help**, then **HQ Guidance**. The HQ Guidance page provides guidance memorandums issued by DOE Headquarters as well as other informational items and the FIMS Year-End Schedule.

Once the FIMS informational website is open, you may access other pages within the website by using the navigational menu within the website.

FIMS Help – Lookup Code Description

FIMS maintains Lookup tables that contain support information for FIMS, for example, Usage Codes and Program Office. Basically, most picklist fields are linked to a lookup table in the FIMS database. All table maintenance is performed by the FIMS System Administrator (Headquarters) who are the only individuals who have update rights to these tables. All other security levels have read-only access to the table information.

Lookup Tables

To access the Lookup Tables, click on **Help** and then **Lookup Code Description**. The following window will be displayed:

Lookup Code Description		
Asset Type	Congressional District	Core Capability
Field Office	Hazard Category	Land Ownership
Mission Dependent Program Office	Ownership	Program Office
Reporting Source	Status	Usage Code

To view a particular lookup table, simply click on the table name. **A sample of a typical lookup table is provided below:**

Usage Code				
Code	Property Type	Dimension(1)	Short Description	Long Description
01	L	ACRES	Agricultural	01 Agricultural
04	L	ACRES	Grazing	04 Grazing
07	L	ACRES	Forest And Wild	07 Forest And Wildlife
08	L	ACRES	Parks And Histo	08 Parks And Historic Sites
09	L	ACRES	Wilderness Acre	09 Wilderness Acres
10	L	ACRES	Office Building	10 Office Building Location
101	B	SQFT	Office	101 Office
11	L	ACRES	Military	11 Military
1129	S	FEET	Sidewalks	1129 Sidewalks
1168	S	FEET	Public Bridges	1168 Public Access Bridges (Walking)
1169	S	FEET	Ctrl Bridges	1169 Controlled Access Bridges (Walking)
1171	S	FEET	Tunnels (Walk)	1171 Tunnels (Walking)
12	L	ACRES	Airfields	12 Airfields

While viewing any of the lookup tables, you can sort the table using any of the columns simply by clicking on the column name (i.e. Code, Short Description),  will sort in ascending order,  will sort in descending order. By default, all tables will be sorted by the code.

Scroll bars will appear at the right if the table is larger than the current window can display.

Provided below is a list of Lookup Tables and their intended purpose. Detailed descriptions of these tables can be found in the [Lookup Table Descriptions](#) and the appendix of this manual. Due to the size of the Geographic Location tables, they are not included in that section.

Lookup Table	Intended Purpose
Asset Type	Codes identifying the asset type that is assigned by the Standard Accounting and Reporting System (STARS).
Congressional District	Codes indicating the Congressional District of a property.
Core Capability	Codes identifying the core capability of a building, trailer, OSF or land.
Field Office	Codes identifying the various DOE Field Offices.
Hazard Category	Codes identifying the hazard categories that describe the hazards associated with a building, OSF, or trailer.
Land Ownership	Codes identifying the type of ownership or means of control of the land on which a DOE building or OSF is constructed.
Mission Dependent Program Office	Codes identifying the predominant program office that uses a building or OSF asset. NNSA use only.
Ownership	Codes identifying the type of ownership DOE has on the real property.
Program Office	Codes identifying the DOE Program Offices.
Reporting Source	Codes identifying the institution or contract group who has financial management responsibility for the real property that is assigned by the Standard Accounting and Reporting System (STARS).
Status	Codes indicating the current status of the building, trailer, OSF or land record.
Usage Code	Codes identifying the various current real property usage. Each property type has a set of valid usage codes. In addition, the table also contains units of measure. Land usage codes are two digits, building usage codes are three digits, and OSF usage codes are four digits.

FIMS Help – About FIMS

This option provides the version number of the current FIMS software release as well as a general overview of the FIMS application and its use.

10. Upload Processing

Upload Overview

A FIMS Upload Guide and sample files are available from the FIMS website at <https://fimsweb.doe.gov/fimsinfo/downloads.htm> under the FIMS Upload Process topic.

The FIMS Upload process provides a tool for updating multiple records in a single process versus individually accessing each record to make an update. The Upload process allows data collected from external sources to be loaded into FIMS in an Excel template format. FIMS provides a process for generating the Excel templates.

Data for Building, OSF, Land, and Trailer records may be uploaded via the FIMS Upload process. The upload will update existing FIMS database records. The Outgrant and Capital Adjustment templates will also add a record to the database if the record does not exist. Records cannot be deleted through the Upload process.

The Upload process is initiated from the FIMS application via a link that allows the generation of the Excel template. This link is also used to perform the upload and requests the location of the file to be uploaded. The data being uploaded is subject to the same validation criteria applied by the FIMS application. Data that meets data entry requirements is moved to the FIMS database. Data that fails to meet data entry requirements will generate detailed errors, such as column name is not correct, must be a numeric value, or validation messages.



It is important that you review and verify your data after the Upload process to ensure that the values were uploaded correctly.

There are exceptions to the Upload process as follows:

- Site and Area data may not be uploaded.
- New building, land, OSF, or trailer properties cannot be added through the Upload process. They must be added through the FIMS property maintenance process, reference the [Property Maintenance](#) chapter of this manual.
- Property ID is not a field that can be modified through the upload.
- Property Type, Ownership and HQ Program cannot be updated through the Upload process. You must call the FIMS Hotline for assistance.

Upload Template Creation

The FIMS application will generate a template to be used for the upload. A picklist of available templates is found on the **Upload** window. The upload templates are organized into the 4 categories defined below. The

templates provide cross checks to ensure that data does not get uploaded to the wrong record type. For example, you cannot upload Utilization to OSF or Land records, Utilization is only input for Buildings and Trailers.

Template:	Use for:
General	Uploading all data fields for buildings, trailers, OSF and land excluding the specific Capital Adjustment, Outgrant, Ingrant and Unifomat data fields (which are found in the corresponding templates).
Capital Adjustment	Uploading/adding capital adjustments to buildings, trailers, OSF and land
Ingrant	Uploading ingrant/leased data to buildings, trailers, OSF and land
Outgrant	Uploading/adding outgrant data to buildings, OSF and land
Unifomat	Uploading/adding LOB Condition Unifomat data to buildings, OSF and trailers

To create a template:

1. While logged on to FIMS click **Property**, then **Upload**. Choose a template from the **Select Template** picklist.
2. The list of 'Available Columns' displays the specific FIMS data fields related to the template that is chosen. Use one of the following methods to move data fields from the 'Available Columns' list to the 'Selected Columns' list.
 - Double-click the data field
 - Drag and drop the data field by clicking the data field in the 'Available Columns' list and while holding the left mouse button drag the data field to the 'Selected Columns' list
 - Click the data field and use the navigational arrows between the 'Available Columns' list and the 'Selected Columns' list to move the data field
 - To select multiple data fields, Ctrl + Click each desired data field in the 'Available Columns' list.

Use the  navigational arrow between the 'Available Columns' list and the 'Selected Columns' list to move the group of data fields to the 'Selected Columns' list.



3. After selecting all the data fields to be uploaded in your upload file, click . At the prompt **Save** the Excel template file.

The template will contain key identifying data fields that you did not select as you generated the template. These key identifying data fields, such as Site Number, Area Number and Property ID, allow the upload process to uniquely identify the record in FIMS that you intend to modify.



Do not change the column headings generated in the Excel template file. Any changes to the column headings will cause the upload process to fail.

4. The Excel template should then be populated with your upload data to complete the creation of the upload file.

Data Formatting Guidelines

The following will assist with formatting the data to be uploaded in your upload template file:

- Date fields should be formatted as MM/DD/YYYY.
-  To remove a value from a data field, place blanks in that cell in your Excel upload template. Do not leave cells blank if you don't intend to remove the data from the FIMS database.
- Numeric data fields should be formatted without dollar signs or commas. Decimal points may be used for numeric values defined as decimals.
- The upload process will recognize upper- and lower- case letters. All desired capitalization should be applied to the data in your upload template file.
- Picklist, radio buttons and check boxes used within FIMS usually store codes in the database. In this manual reference *Appendix A – [Data Element Dictionary](#)* for a specific data field, *Appendix B - [Building Usage Codes](#)*, *Appendix C – [OSF Usage Codes](#)*, or *Appendix E - [Lookup Table Descriptions](#)* for valid codes. These database values are case sensitive.

The Upload process should not be used to remove a value from a picklist, radio button or check box data field because the database validation rules will prohibit a blank value.

SPECIAL EXCEPTIONS

The following identifies special exceptions that you need to be aware of when uploading certain data fields to the FIMS database. Certain calculations that occur automatically when entering data through the FIMS data entry windows have to be accounted for manually when uploading data.

Gross/Rentable Sqft, Goal Subject Facilities GSF, Excluded Facilities GSF, and Non-Energy Consuming Facilities GSF - When uploading any of these four data fields, the total of the Goal Subject Facilities, Excluded Facilities and the Non-Energy Consuming Facilities should not exceed the Gross/Rentable Sqft value of the property.

Initiating an Upload

To initiate an upload follow the steps below:

1. On the FIMS menu, click **Property, Upload** to open the Upload window.
2. Under the **Upload File** section of this window, click **BROWSE** to locate and Open the upload template file that is to be uploaded. The file name will be displayed.
3. Click the **Upload** button to initiate the process.

The upload process runs immediately upon clicking the upload button.

4. Upon completion of the upload, a message will be displayed with the number of records updated successfully as shown here.



5. If there were update errors, the View Status Log link becomes available. Click the View Status Log link to see the **Upload Status Log**. The Upload Status Log will identify how many records processed successfully and also provide the detailed error messages and the rows in the Excel upload template file of any records that did not upload.

To print the Upload Status Log, click **Print**.

The following is a sample of the Upload Status Log:

Upload Status Log

6 out of 8 records updated successfully.

- Row 2 - Note: Sustainability Flag has been set to X and Any Sustainability data associated with this record has been removed.
- Row 3 - Note: Sustainability Flag has been set to X and Any Sustainability data associated with this record has been removed.
- Row 4 - Note: Sustainability Flag has been set to X and Any Sustainability data associated with this record has been removed.
- Row 7 - TD02: Anticipated Disposition Method is not allowed for this property type and ownership.
- Row 8 - TD22: Anticipated Disposition Method is not allowed for this property type and ownership.

[View Rejected Record\(s\)](#) [Print](#)

6. If visible, click the **View Rejected Record(s)** button to open an Excel file with the rejected (not uploaded) records. Data values in error are highlighted by marking them in **red** text.

The following is a sample of the Rejected Record(s) Excel file:

	A	B	C	D	E	F
1	Site Number	Area Number	Property ID	Cool Roof-Not Economically Feasible	Cool Roof-Photovoltaic Area(GSF)	Cool Roof-Planned Complete Cool Roof Date
2	00999	001	01 bldg	Y	0	2015

If you Browse and retrieve a file for uploading and decide you want to remove it and not upload the data, click the  button.



Remember, it is important that you review and verify your data after the Upload process to ensure that the values were uploaded correctly.

11. Archive Processing

Archive Overview

Archiving is a requirement for all governmental real property inventory systems under the Joint Federal Management Improvement Process (JFMIP) run by the Secretary of Treasury. The FIMS Archive process is also being used by the Department of Energy to track the square footage of excess property disposed of each fiscal year.

This process is designed to allow information from a real property record to be stored into a separate Archive table within the FIMS database.



Once the information from the real property record has been archived, the record is permanently deleted from the active FIMS database. Archived records cannot be modified nor can they be retrieved back to the active FIMS database.

Archive Guidance

If archived data needs to be modified in order to correct an inaccuracy, sites can request changes via e-mails or letters to MA-50 with a copy to their Headquarters Program Office. Once the requested changes are implemented into the archive, MA-50 will inform the requestor as well as the Headquarters Program Office.

Due to the potential for audits, modifications to previous fiscal years archived data will be subject to higher configuration controls. Change request will require you to describe what is in error, why it is in error, and what steps will be taken to eliminate the error in the future. This documentation will be retained at Headquarters.

Some key points to keep in mind regarding the archive:

- Prior to the archiving of buildings, OSF, or trailers, ensure the Disposition Method on the Disposition - Archive window is correct and that all required information is input. The Disposition Method 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.
-  Ensure the Disposition Date is correct for buildings, OSF, land, and trailers. This date is **CRITICAL** for the annual excess elimination report.
- The Archive Date is system generated.
- Please review the FIMS year-end schedule if archiving assets before the year-end snapshot is generated.

Archive Initiation

To initiate the archive process, click the Disposition – Archive link on the left hand side of the property windows. **A sample of the Disposition Archive window is provided below:**

From the Disposition – Archive window, you will need to first select the Disposition Method from the picklist. The table below identifies the valid selections and the [Data Element Dictionary](#), Appendix A of this document provides definitions for each.

Admin Correction/No Disposal	PBC: Public Airports
Demolished	PBC: Public Parks/Recreation
Federal Transfer	PBC: Self-help Housing
Other Disposition	PBC: Wildlife Conservation
PBC: Correctional Facility Use	Sale, Negotiated
PBC: Health or Educational Use	Sale, Public
PBC: Historic Monuments	Early Termination/Cancellation
PBC: Homeless Assistance	Expiration/Cancellation
PBC: Law Enforcement/Emergency Resp	Loss Due to Disaster
PBC: Negotiated Sale to Public Agency	Loss Due to Training Exercise
PBC: Port Facilities	

You will then need to input the Disposition Date. This date represents when the disposal action was complete.

The entry for Actual Sales Price is only required for assets disposed of by Public Sale (SP) or Negotiated Sale (SN) and should represent the actual sales price of the asset.

The requirement to input the Net Proceeds data field is driven by the Disposition Method you have input.

- Net Proceeds is only reported for assets disposed through Sale (Public or Negotiated) or Early

Termination/Cancellation. To initiate the archive of the record, click on the  button. The system will ensure that all required data has been entered on the Disposition window and will display a message to confirm that it is your intention to Archive and remove the current record from the active FIMS database.



Please note: This is your opportunity to cancel the process. Once the archive process is complete, the record will no longer be accessible from the Property List window. Archived information can only be obtained through FIMS Standard Reports.

12. Document Module

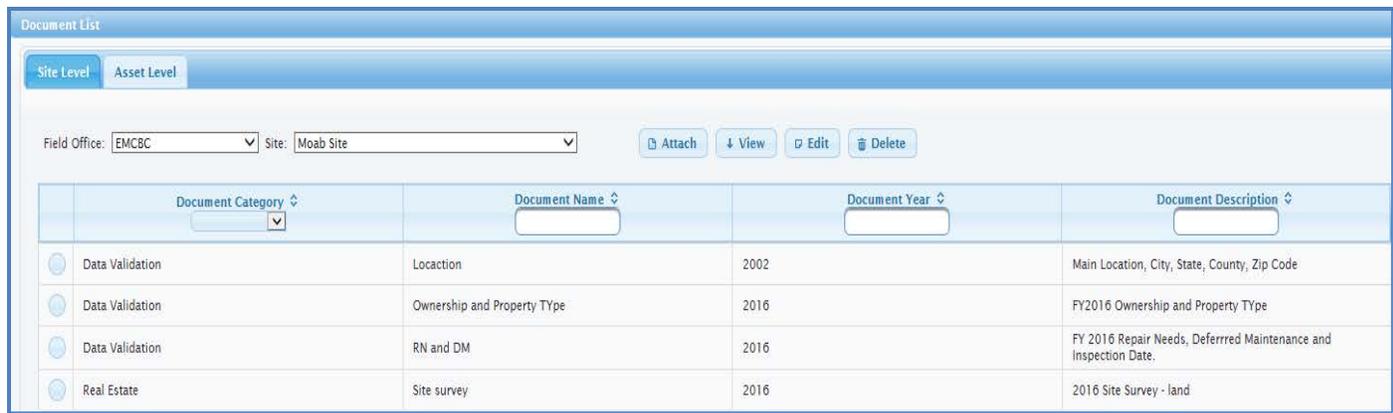
Document Module Overview

FIMS has the capability through this easy to use module to store documents associated with your real property assets. In addition to storage capabilities, you have easy search and retrieval functionality as well as the ability to categorize your documents. Documents can be tracked at the Site and asset (building, trailer, OSF or land) levels for additional flexibility. Site level documents are generally associated with data validation or real estate documents while asset level documents contain information specific to one real property asset.

Document List

The Document List window allows you to Attach, View, Edit and Delete documents for your Site. There are two Document List windows. The **Site Level** window tracks documents entered at the Site level. Site level documents could include Data Validation source documents and/or real estate documents. The second window, **Asset Level**, allows you to assign documents to specific buildings, trailers, OSF, and land assets that exist in FIMS. Asset Level documents could include pictures of the asset, real estate agreements, land surveys and/or bridge related documents including safety inspection reports.

To access the Document List within FIMS, click **Documents**, then **Document List** from the FIMS menu. The window opens defaulted to the **Site Level** window as shown here.



The Asset Level Document List window will display as shown here when you click the **Asset Level** tab. It provides the Property ID and Property Type of asset the document is linked to.

	Document Category	Document Name	Document Year	Document Description	Property ID	Property Type	Primary Image
<input type="radio"/>	Image	Building South Entrance	2010		MOA01-GS	Building	N
<input type="radio"/>	Other	Historical Report	1999		MOA01-GS	Building	N
<input type="radio"/>	Image	Building entrance	2010		GRJ01-B-RAC	Building	Y
<input type="radio"/>	Image	Building pic 2	2016	South entrance building B	GRJ01-B	Building	N
<input type="radio"/>	Real Estate	Building B	2010	Outlease agreement	GRJ01-B	Building	N
<input type="radio"/>	Data Validation	Meters spreadsheet	2010		GRJ01-B	Building	N
<input type="radio"/>	Bridge	Inspector report	2012	This is the official bridge safety inspection report for the bridge that is attached to the walkway to this building. It was performed by PPG Inspect	GRJ01-B	Building	N
<input type="radio"/>	Image	Building pic 1 - Entrance	2009	Building East Entrance doors	GRJ01-B	Building	Y

The Document List window opens navigated to your default Field Office, Site or Site and Area settings as defined by your User ID. For more information on these default settings, please refer to User Security, [My Profile](#).

The Document List window has filtering capabilities. The filtering can be used individually or in combination. The following describes the filtering capabilities.

- The **Document Category**, **Property Type** and **Primary Image** columns have a picklist of values to choose from to refine the list of attached documents. Simply choose a value from the picklist to filter the list of attached documents.
- The **Document Name**, **Document Year**, **Document Description** and **Property ID** columns have a feature where you can type in a key word(s) to filter the list of attached documents. Simply enter a key word(s) into the box and the list of attached documents will begin to filter.

The columns in the Document List window may also be sorted by clicking the , will sort in ascending order, will sort in descending order.

Attaching A Document

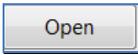
To attach a document at the Site Level or the Asset Level, click the button. If you are attaching a document at the Site Level, the Site Level Attach Document window will display as shown below. If you are attaching a document at the Asset level, the Asset Level Attach Document window will display as shown below.

Site Level Attach Document window

Asset Level Attach Document window

To attach a new document to the Site Level or Asset Level, select an appropriate **Document Category** from the picklist. Choices are:

Data Validation	Image
Real Estate	Other
Bridge	

Input the remaining required data fields. Click the  button. Select the file to be attached and click the  button. The selected file name will be displayed. Click the  button to attach the document.



Please note: At the Asset Level, a Site may designate a photo (.jpg, .png or .gif) file as the Primary Image by setting the picklist value to 'Yes'. An asset may have only one designated Primary Image. If an asset has a document designated as Primary Image equal 'Yes' and a subsequent document is attached and designated as Primary Image equals 'Yes', the original document will be set to Primary Image equals 'No'.

Documents may be attached with the following file types:

.docx (Word)	.jpg (photo)	.png (photo)
.gif (photo)	.pdf (Adobe)	.xlsx (Excel)



Please note: Documents are limited to 10MB in size. It is recommended that pictures be sized at 1M or smaller. If a document is larger than 10MB, simply split into multiple files.

Viewing an Attached Document

To view an attached document from the Site Level or Asset Level Document List window, click the radio button to the left of the listed document to select it as shown below in the yellow highlight and click the

View button. The document will open in a separate window.



Editing an Attached Document

To edit an existing attached document from the Site Level or Asset Level Document List window, click the radio button to the left of the listed document to select it (see screenshot above) and click the **Edit** button. The Site Level Attach Document window or the Asset Level Attach Document window will open respectively as shown here.

Site Level Attach Document window

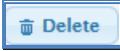
Asset Level Attach Document window

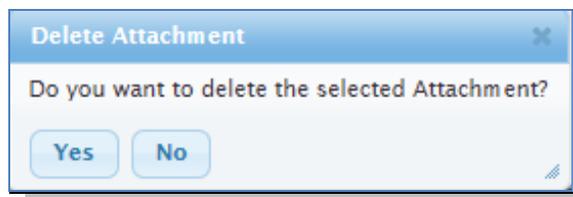
Changes may be made to any of the data fields and/or a new document attached. If changing the displayed data fields, simply input new values and click the **Update** button.

To replace the attached document, click the **+ Browse** button. Select the file to be attached and click the **Open** button. The selected file name will be displayed. Click the **Save** button to attach the document.

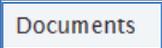
Click the **Cancel** button, to cancel any updates and return to the Document List window.

Deleting an Attached Document

To delete an existing attached document from the Site Level or Asset Level Document List window, click the radio button to the left of the listed document to select it and click the  button. The Delete Attachment message below will popup to confirm the delete request. Click  to delete the attached document or click  to cancel the delete request.



Viewing a Document from the Asset

To view an attached document from the Document List window at the asset (building, trailers, OSF or land record), open a building, trailer, OSF or land record. Click the  link from the list of property windows on the left. The **Document List** window will open as shown below:

Document List							
							
	Document Category	Document Name	Document Year	Document Description	Property ID	Property Type	Primary Image
	Image	Bank of Colorado Office Lease Space	2016	DOE and TAC leased office space.	GRJ01-B	Building	Y
	Data Validation	CAIS Report	2016		GRJ01-B	Building	N

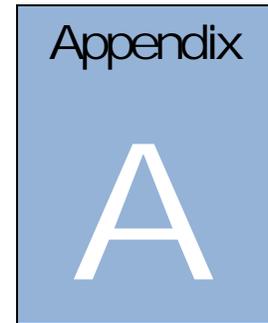
The Document List window has filtering capabilities. The filtering can be used individually or in combination. The following describes the filtering capabilities.

- The **Document Category**, **Property Type** and **Primary Image** columns have a picklist of values to choose from to refine the list of attached documents. Simply choose a value from the picklist to filter the list of attached documents.
- The **Document Name**, **Document Year**, **Document Description** and **Property ID** columns have a feature where you can type in a key word(s) to filter the list of attached documents. Simply enter a key word(s) into the box and the list of attached documents will begin to filter.

The columns in the Document List window may also be sorted by clicking the ,  will sort in ascending order,  will sort in descending order.

To view an attached document, click the radio button to the left of the listed document to select/highlight it (see screenshot above) and click the  button. The document will open in a separate window.

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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 1549 488">ACI Range</th> <th data-bbox="1577 464 1703 488">ACI Rating</th> </tr> </thead> <tbody> <tr> <td data-bbox="1310 505 1451 529">1.00 >= 0.98</td> <td data-bbox="1577 505 1688 529">Excellent</td> </tr> <tr> <td data-bbox="1310 545 1451 570">0.98 >= 0.95</td> <td data-bbox="1577 545 1646 570">Good</td> </tr> <tr> <td data-bbox="1310 586 1451 610">0.95 >= 0.90</td> <td data-bbox="1577 586 1688 610">Adequate</td> </tr> <tr> <td data-bbox="1310 626 1451 651">0.90 >= 0.75</td> <td data-bbox="1577 626 1625 651">Fair</td> </tr> <tr> <td data-bbox="1310 667 1394 691">0.75 >=</td> <td data-bbox="1577 667 1625 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>

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)
<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

English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)																						
			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 1950 1419"> <thead> <tr> <th data-bbox="1304 630 1656 667">Disposition Method</th> <th data-bbox="1656 630 1950 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 1950 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 1950 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 1950 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 1950 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 1950 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 1950 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 1950 1196">Deed Date</td> </tr> <tr> <td data-bbox="1304 1196 1656 1265">TM – Early Termination/ Cancellation (Archive)</td> <td data-bbox="1656 1196 1950 1265">Termination/ Cancellation date</td> </tr> <tr> <td data-bbox="1304 1265 1656 1333">XP – Expiration/ Cancellation (Archive)</td> <td data-bbox="1656 1265 1950 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 1950 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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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. 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. (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> <ol style="list-style-type: none"> 7. 07 Beryllium Hazard Facility – A facility containing activities involving beryllium materials and is subject to a 10CFR850 chronic beryllium disease prevention program. 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. 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. 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. 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.) 12. 12 Not applicable – Facility does not fall into any of the above categories. <p>(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> <ol style="list-style-type: none"> 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>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> <ol style="list-style-type: none"> 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

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 Required for all Buildings and Trailers</p>	<p>DEFM_HRS_OF_OPER <i>Maintenance</i></p>	<p>NUM(3) 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 LNDO_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 925"> <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	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. Net Proceeds can be zero or negative in cases where the disposal costs exceed proceeds.

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 Optional for all assets</p>	<p>PNTE_NOTES <i>Notes</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(4000) <i>Field</i></p>	<p>Free form text field to accommodate any special comments about a property.</p>
<p>Operating Cost - Electricity Cost Water/Sewer Cost Pest Control Cost Central Heating Cost Central Cooling Cost Snow Removal Cost Gas Cost Refuse Cost Recycle Cost Grounds Cost Janitorial Cost</p> <p>Required for all Sites at the Site level. Required for DOE Owned, DOE</p>	<p>DEFM_ELEC_COST DEFM_WATER_COST DEFM_PEST_CONT_COST DEFM_CENT_HEAT_COST DEFM_CENT_COOL_COST DEFM_SNOW_COST DEFM_GAS_COST DEFM_REFUSE_COST DEFM_RECYCLE_COST DEFM_GROUNDS_COST DEFM_JANITORIAL_COST SITE_ELEC_COST SITE_WATER_COST SITE_PEST_CONT_COST SITE_CENT_HEAT_COST SITE_CENT_COOL_COST</p>	<p>NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) NUM(10) 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	LSDT_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.</p> <p>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.</p> <p>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.</p> <p>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)
			testing, etc.) is past due (i.e., the optimum period for correction of the deficiency has elapsed as of September 30, FY). 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. (Federal Maintenance Manager)
Primary Image Required for all Asset Level Documents	DOCU_PRIMARY_PHOTO <i>Document List</i> UPDATE FREQUENCY: Static	CAHR(10) MA	Identifies Yes/No if the document is designated as the primary photo for the building, trailer, OSF or land asset. Only .jpg, .png or .gij file types may be designated as the Primary Image. 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.
Primary Quantity Required for all OSF	POSF_PRI_QUANTITY <i>OSF Dimensions</i> UPDATE FREQUENCY: As Needed	NUM(16,3) MA Reported to FRPP	A numeric value representing the measurement for an OSF based upon the unit of measure generated by FIMS from the OSF usage code. (Plant Engineering)
Primary Unit of Measure	USCD_DIMN_DIMEN_CODE_1 <i>System Generated, OSF Dimensions (display only)</i>	CHAR(5) Reported to FRPP	Dimension code that designates the primary unit of measure. The label displayed on the window is based on the usage code for the OSF. (Plant Engineering, Finance/Accounting)
Program Office	PROG_PROGRAM_OFFICE <i>Lookup Table</i>	CHAR(2)	Code that identifies a program office (i.e. SC).
Property ID Required for all assets	PROP_PROPERTY_ID <i>Property Info</i> UPDATE FREQUENCY: Static	CHAR(20) MA	A unique control number assigned to a property. For GSA Owned and GSA Leased buildings, use the Occupancy Agreement number (OA No.) from the GSA Occupancy Agreement or the GSA Rent Bill. (Facilities Rep, Plant Engineering)
Property Name Required for all assets	PROP_NAME <i>Property Info</i> UPDATE FREQUENCY: Static	CHAR(40) MA	The name assigned to a specific property. (Building Mgr, Plant Engineering)

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	LSDDT_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) MA</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 (Yes/No) 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) MA</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)
	UPDATE FREQUENCY: As Needed		
Space Type Utilized SF	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 1661 271">7 – Undergoing Disposition</td> <td data-bbox="1661 233 1995 271">Date of Status change</td> </tr> <tr> <td data-bbox="1304 271 1661 308">13 – Active Land</td> <td data-bbox="1661 271 1995 308">no Status Date entered</td> </tr> <tr> <td data-bbox="1304 308 1661 345">14 – Inactive Land</td> <td data-bbox="1661 308 1995 345">no Status Date entered</td> </tr> <tr> <td data-bbox="1304 345 1661 383">IC – In-Situ Closed</td> <td data-bbox="1661 345 1995 383">Date of Status change</td> </tr> <tr> <td data-bbox="1304 383 1661 420">IM – In-Situ Closed - LTM</td> <td data-bbox="1661 383 1995 420">Date of Status change</td> </tr> </table> <p data-bbox="1304 436 1745 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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14 – Inactive Land	no Status Date entered												
IC – In-Situ Closed	Date of Status change												
IM – In-Situ Closed - LTM	Date of Status change												
<p data-bbox="115 475 373 506">Summary Condition</p>	<p data-bbox="604 475 955 506">PBLD_SUMMARY_CONDITION</p> <p data-bbox="604 514 940 545"><i>Condition – System Generated</i></p>	<p data-bbox="1108 475 1220 506">CHAR(20)</p> <p data-bbox="1108 514 1150 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. <ul style="list-style-type: none"> 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)
<p>Sustainability–HPSB Goal</p>	<p>PBLD_SUST_GOAL <i>Sustainability</i></p> <p><i>System Generated</i></p>	<p>FRPP</p> <p>CHAR(1) <i>EE</i></p> <p>Reported to FRPP</p>	<p>Y – Yes, the asset will count toward the 17% Sustainability goal</p> <p>N – No, the asset will not count towards the 17% Sustainability goal</p> <p>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:</p> <p style="padding-left: 40px;">Gross Sqft ≤ 5,000</p> <p style="padding-left: 40px;">Estimated Disposition Year ≤ 2025</p>
<p>Sustainability–Planned Compliance Year</p> <p>Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers</p>	<p>PBLD_SUST_YR_COMPLIANCE <i>Sustainability</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>NUM(4) <i>EE</i></p> <p>Reported to FRPP</p>	<p>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.</p> <p>The field will accept the current fiscal year through any future fiscal year.</p> <p>Users may leave the field empty where no plans to bring the building/trailer into compliance exist</p> <p>Users may input a value of “9999” to indicate “not worth a full assessment.”</p>
<p>Sustainability–USGBC Project ID</p> <p>Required for DOE Owned and DOE Leased Buildings and Trailers</p>	<p>PBLD_SUST_USGBC_ID <i>Sustainability</i></p> <p>UPDATE FREQUENCY: As Needed</p>	<p>CHAR(20) <i>EE</i></p>	<p>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.</p> <p>For buildings/trailers not seeking compliance through LEED certification, the field would be left blank.</p> <p>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</p> <p>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.</p>

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 (FTS'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.

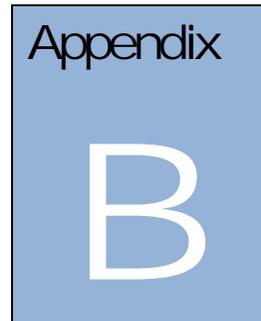
English Name	Element Name / Window Name	Fmt/Sponsor	Description (Data Source)																																
	<i>Trailer Info</i> UPDATE FREQUENCY: Annual Update																																		
Total No of Other Personnel Required for DOE Owned, DOE Leased and Contractor Leased Buildings and Trailers Required for GSA Owned and GSA Leased Buildings	PBLD_TOTAL_NO_OTHER_PERS Building Info <i>Trailer Info</i> UPDATE FREQUENCY: Annual Update	NUM(4) MA Reported to FRPP	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.																																
Total Operating Cost	DEFM_TOTAL_OPERATING_COST <i>Maintenance (display only)</i>	NUM(10)	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.																																
Total Space Type Usable SF	PBLD_TOT_USABLE_SF <i>Utilization – System Generated</i>	NUM(10) SC	Sum of all Space Type Usable SF.																																
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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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B. Building Usage Codes

Introduction

This appendix defines the various building usage codes used by FIMS. These codes are used when entering the usage code for buildings and trailers on the FIMS Property Info window.

Real property holdings are reported to the FRPP by the use of each building. These FRPP codes are two digits only; for example, the code for a School is 23. FIMS breaks these codes down into more specific three-digit codes; for example, 230 for Traditional Classroom Buildings and 231 for Specialized Training Buildings. The process that creates the FRPP data files will summarize the FIMS three-digit codes to their appropriate two-digit FRPP codes. The FRPP requires that all building measurements be entered in square feet.

10 ADMINISTRATIVE (No entry)

101 OFFICE

All traditional office environments where personnel are primarily engaged in desk or workstation oriented tasks. An office can be a conventional structure with individual rooms and/or groups of rooms that house one or more individuals per room. Another recent development concerns facilities characterized by large open spaces, with workstations defined by modular furniture or movable partitions. Traditional support rooms (such as toilets, janitor closets, mechanical rooms, conference rooms, etc.) are included in the calculation of gross space.

This category is also intended to include office-type space where other functional uses also exist, but in an incidental way. For example, a 100,000 square-foot office facility with 1,500 square feet of laboratory bench space, 2,000 square feet of short-term storage space, and 200 square feet of shop space still would be classified entirely as an office facility because the other uses of the facility are incidental to the function. Judgment of the property management staff is required in the final determination of the category of this type of facility.

14 POST OFFICE (No entry)

140 POST OFFICE

Buildings or parts of buildings used primarily as post offices. This category should not be used to describe mailrooms that are routinely part of other administrative, laboratory or other types of facilities.

20 IN SITU (No entry)

208 IN SITU CLOSED (Primary Unit of Measure = Each)

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.

Trailers do not meet the criteria for In Situ Closed.

For a FIMS asset to be assigned this usage code, you must choose Status IC – In-Situ Closed or IM – In-Situ Closed – LTM (Long Term Management). FIMS will default the asset to this usage code. Reference Status in Appendix A Data Dictionary for definitions of IC – In-Situ Closed and IM – In-Situ Closed – LTM.

21 HOSPITAL (No entry)

210 HOSPITAL

Buildings used for furnishing inpatient diagnosis and treatment under the supervision of physicians and that have 24-hour/day registered graduate nursing services. This category does not include buildings used directly in applied research in medicine; those should be listed under research facilities.

211 MEDICAL CLINICS

Buildings used to provide outpatient diagnosis, treatment, and therapy. This includes medical, dental, mental health, substance abuse, and emergency treatment.

212 EXAMINATION AND TESTING FACILITIES

Buildings used for providing routine physical examinations and tests.

213 VETERINARY CLINICS

Buildings that provide both inpatient and outpatient care for animals. This category does not include buildings used for laboratory research on animals.

214 OTHER MEDICAL OR HOSPITAL FACILITIES

Medical or hospital buildings that do not fit in the categories above.

22 PRISON (OWNED ONLY) (No entry)

220 PRISON (OWNED ONLY)

Buildings under the jurisdiction of the Department of Justice used to confine Federal prisoners. While DOE has no entries in this category, it is provided to simplify reporting on the GSA format.

23 SCHOOL (No entry)

230 TRADITIONAL CLASSROOM BUILDINGS

Buildings used as employee training facilities. These buildings can include large lecture halls, traditional laboratory or computer support and other similar items.

231 SPECIALIZED TRAINING BUILDINGS

Buildings containing mock-ups of special items that would require hands-on training for employees. For example, control rooms, simulated workstations, boilers, etc.

232 AUDITORIUM/THEATER

Buildings use to accommodate large numbers of people for formal gatherings or presentations. These buildings generally have theater-style seating, a stage, and audio-visual support facilities and include lobby areas, incidental loading and storage facilities, and offices.

233 TECH TRANSFER/CONFERENCE BUILDINGS

Buildings used to transfer or teach technical information in a seminar or conference format.

234 OTHER SCHOOL BUILDINGS

Schools or training buildings that do not fit in the categories above.

235 DAY CARE CENTER

An establishment operated and maintained for the purpose of providing daytime care to children of employees at or near the place of employment.

28 MUSEUMS AND MEMORIALS (No entry)

282 MUSEUMS/SHRINES/NATIONAL LANDMARKS/HISTORIC BUILDINGS

Buildings that display artifacts, or are themselves historically significant but do not comprise a portion of the Manhattan Project National Historical Park.

283 MANHATTAN PROJECT NATIONAL HISTORICAL PARK BUILDINGS

Buildings that display artifacts, or are themselves historically significant and comprise a portion of the Manhattan Project National Historical Park.

29 OTHER INSTITUTIONAL USES (No entry)

290 LIBRARY

Facilities used to store and dispense books, periodicals, journals, film, tapes, and other similar material. Space is available for reading, viewing, meeting, and other activities associated with traditional libraries. Incidental office and supply spaces are normally included. This category does not include small reading rooms or similar spaces normally found in other administrative facilities.

291 CAFETERIA

Buildings used for the preparation, serving, and consumption of food. They include snack bars, dining halls, or facilities where food might be brought.

292 VISITORS CENTER

Buildings used to provide space for screening and processing visitors to a site. These facilities can include waiting areas and spaces for displays. This category should be differentiated from gatehouses which control who enters and leaves a site.

294 RECREATIONAL FACILITY

Buildings used to provide recreation for employees. Examples are meeting houses, swimming pool change houses, bowling alleys, picnic support facilities, etc.

295 PHYSICAL FITNESS

Buildings used for physical exercise and therapeutic treatment. These facilities house exercise equipment and therapeutic devices that are associated with fitness.

296 SECURITY HEADQUARTERS/BADGE ISSUANCE/GATEHOUSES

Facilities having heavier than normal construction, shielding, communications facilities, classified information storage capabilities, ammunition and weapons lockers, and other related requirements. These facilities differ from guardhouses, whose construction is similar but have a singular function.

297 DATA CENTER

Buildings that store and/or manage server, network, and computer or telecommunications equipment.

298 COMFORT STATION/RESTROOMS

Buildings with the primary purpose of providing toilet and lavatory facilities for pedestrian use. May include showering facilities.

299 OTHER INSTITUTIONAL BUILDINGS

Institutional buildings that do not fit in the categories above.

30 HOUSING (No entry)

300 VISITOR HOUSING

Buildings used to house visiting scientists, engineers, technicians, and others involved in the operation or research conducted at a site. Facilities can be single family, townhouse, or apartment style. This category does not include motels or lodges used primarily for short-term stays.

301 MOTEL/HOTEL/LODGES

Buildings used for temporary overnight lodging of visitors.

303 FAMILY HOUSING

Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee and housing for institutional personnel.

304 DORMITORIES/BARRACKS

Buildings primarily used as dwellings for housing individuals (without families/dependents).

40 STORAGE (No entry)

400 GENERAL STORAGE

Buildings used for general storage of materials. These facilities can include incidental office space for administration or control.

401 PROGRAMMATIC GENERAL STORAGE

Buildings used for storing program specific equipment. Examples are support devices for scientific research work, parts of production lines or similar pieces of property. These buildings can have other distinguishing features, such as air conditioning. The most important function of the facility is storage of program-related items.

410 HAZARDOUS/FLAMMABLE STORAGE

Buildings used for storing hazardous and/or flammable material. Examples are paint, chemicals, batteries, and certain bulk fuels. Do not include tanks or other structures that are not buildings and do not include facilities for storage of nuclear contaminated materials.

- 411 NUCLEAR CONTAMINATED STORAGE
Buildings used for storing nuclear contaminated materials.
- 412 SPECIAL NUCLEAR MATERIAL STORAGE
Buildings used for storing special nuclear materials.
- 415 NUCLEAR WASTE STORAGE FACILITY
Buildings intended to hold processed and packaged material in long-term storage.
- 421 SECURE STORAGE FACILITY
Buildings designed for the secure storage of materials. Features include special monitoring, hardened exterior walls, blast proof style construction, and other similar special features.
- 422 AUTOMATED WAREHOUSING
Buildings designed for fully automated entry, storage, and retrieval of materials. These buildings generally lack provisions for human use.
- 423 TEMPERATURE AND HUMIDITY CONTROLLED WAREHOUSING
Buildings designed for storing materials that require strict control of temperature and/or humidity fluctuations. Air conditioned or heated warehouses that do not have unusual temperature or humidity requirements should not be included in this category. For example, a warehouse for the general storage of electronic gear that requires routine temperature and humidity control should be listed under general storage.
- 424 MAGAZINE, AMMUNITION STORAGE
Buildings designed to store and control weapons and/or ammunition for small arms. This category does not include bunkers that are not buildings, or magazine/igloos used for storage of special nuclear materials or weapons.
- 425 MAGAZINE IGLOO STAGING FACILITY
Facilities used for staging special nuclear materials or weapons.
- 426 STORAGE VAULTS (NON-EXPLOSIVE)
A fully enclosed above ground storage vault for non-explosive materials.
- 440 ENVIRONMENTAL CONTROLLED STORAGE
Storage buildings used for the storage of environmentally controlled substances, either permanently or for measured periods, like those legislated through various Federal regulations.
- 450 SHED STORAGE
Storage building containing walls and a roof that fully encloses the building. This category should also encompass small types of sheds between 80 and 1200 gross square feet. These small sheds could be prefabricated.
- 50 INDUSTRIAL BUILDINGS (No entry)**
- 501 PRODUCTION/MANUFACTURING BUILDINGS
Buildings used for manufacturing or producing items or materials. Associated incidental office and storage rooms should be included as part of the manufacturing space. Use this category only when more specific categories are not applicable.

502 PRODUCTION/MANUFACTURING BUILDINGS, NUCLEAR

Buildings used for manufacturing or producing nuclear items or materials. This category does not include uranium enrichment facilities.

503 HAZARDOUS PRODUCTION/MANUFACTURING BUILDINGS

Buildings used for manufacturing or producing non-nuclear, hazardous materials.

508 PUMPING STATIONS

Building which houses pumps that operate to move fluid by providing adequate pressure to a distribution system.

511 PRODUCTION REACTORS

Buildings used to house all active components of nuclear production reactors, with the exception of reactors used to demonstrate a process, accomplish research, or act as the driver in a power or steam generating facility.

521 URANIUM ENRICHMENT, DIFFUSION

Buildings used for the enrichment of uranium through the diffusion process.

522 URANIUM ENRICHMENT, CENTRIFUGE

Buildings used for the enrichment of uranium through the centrifuge process.

523 URANIUM ENRICHMENT, AVLIS

Buildings used for the enrichment of uranium or other isotopes through the atomic vapor laser isotope process.

524 OTHER, PUMPING STATIONS

This code should only be used as a last resort if pumping station does not fit in codes 525, 526, 527, 528, 529, or 532.

525 PUMPING STATIONS (POTABLE WATER)

Building that houses pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that potable water will flow from points of supply to demand.

526 PUMPING STATIONS (NON-POTABLE WATER)

Building that houses pumps used to maintain the pressure or other characteristics in the piping system.

527 PUMPING STATIONS (FIRE PROTECTION WATER)

Building that houses pumps used to maintain the pressure or other characteristics in the piping system.

528 PUMPS (PETROLEUM PRODUCTS)

Pumping or other support buildings used to maintain the pressure or other characteristics in the piping system. These pumps ensure that petroleum products will flow from point of supply to demand.

529 PUMPING STATIONS (NATURAL GAS)

Pumping or other support buildings used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand.

530 PUMPING OR LIFT STATIONS (HAZARDOUS, CONTAMINATED)

Pumping or other support buildings used to maintain the flow or other characteristics in the network system for waste that cannot be processed by a sewage treatment plant. These pumps ensure the waste will be transported between points of origination to processing or disposal. This category is to also include contaminated ground water.

531 LIFT STATIONS (SEWAGE)

Pumping or other support buildings used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal.

532 PUMPS (STORM WATER)

Pumping or other support buildings used to maintain the flow or other characteristics in the network system. These pumps ensure that storm water will be transported between points of collection to processing or disposal.

539 PUMPING STATIONS (RECLAMATION)

Building which houses pumps that operate to remove water by providing an adequate pressure to a distribution system or by physically elevating the water for elimination through canals used to drain the land area.

541 FABRICATION FACILITY

Buildings used to fabricate subassemblies that are used in combination with manufactured items to complete another item.

542 FABRICATION, NUCLEAR

Buildings used to fabricate or shape various nuclear materials as subassemblies used as part of a continuing manufacturing process.

551 ASSEMBLY FACILITIES

Buildings used to assemble materials or parts produced in other buildings.

552 ASSEMBLY, NUCLEAR

Buildings used to assemble nuclear materials or parts produced or obtained from other facilities.

553 PLANTS (NUCLEAR POWERED)

Nuclear powered electrical generating plant building used to produce electricity for installation-wide distribution.

554 INCINERATORS PLANT

Building used to burn trash so that only ashes remain.

561 MANUFACTURING/PRODUCTION RELATED LABORATORIES

Buildings used to provide laboratory support to a manufacturing or production process.

562 DEMONSTRATION FACILITY

Buildings used to demonstrate proof of a process, either as an end or an intermediate step before further construction takes place.

563 PLANTS (WATER TREATMENT)

Plant building used to treat or purify water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

564 PLANTS (PETROLEUM)

Plant building used to process and refine petroleum products into their different fuel products. This category applies to the Naval Petroleum Reserves.

565 PLANTS (NATURAL GAS)

Plant building used to process natural gas.

566 PLANTS (OTHER COMBUSTIBLE GASES)

Plant building used to process other combustible gases, other than natural gas, like acetylene, butane, hydrogen, or propane.

567 PLANTS (PROCESS GAS)

Plant building used to produce noncombustible process gases like carbon dioxide, compressed air, and nitrogen.

568 PLANTS (INDUSTRIAL, NOT HAZARDOUS)

Plant building used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant. This plant is also used to treat coal fired steam plant ash.

569 PLANTS (HAZARDOUS, NOT CONTAMINATED)

Plant building used to process hazardous industrial, but not contaminated, waste that cannot be processed or treated by a sewage treatment plant.

570 PLANTS (HAZARDOUS, CONTAMINATED)

Plant building used to process industrial hazardous and contaminated waste that cannot be processed or treated by a sewage treatment plant. This category is to also include contaminated ground water.

571 MANUFACTURING INSPECTION BUILDING

Buildings that provide inspection and/or quality control services to manufacturing or production processes.

572 OTHER, PLANTS (SEWER)

This code should only be used as a last resort if building does not fit in codes 573, 574, 575, or 577.

573 PLANTS (SEWER, PRIMARY TREATMENT)

Plant building used to treat or process sewage. This process includes the removal of floating solids and suspended solids, both fine and coarse, from raw sewage

574 PLANTS (SEWER, SECONDARY TREATMENT)

Plant building used to treat or process sewage. This process results in activated sludge, mixed sludge, and chemically precipitated sludge.

575 PLANTS (SEWER, TERTIARY TREATMENT)

Plant building used to treat or process sewage. This is the third and final stage of sewage treatment.

577 PLANTS (STORM WATER, PRIMARY TREATMENT)

Plant building used to treat or process storm water sewage.

578 PLANTS (CHILL WATER)

Plant building used to produce centralized chill water for installation-wide industrial processes or personal comfort cooling

579 PLANTS (EVAPORATIVE COOLING)

Plant building that cool air by evaporating water in it.

580 OTHER HEATING SYSTEMS

This code should only be used as a last resort if building does not fit in codes 581, 583, 584, 585, or 586.

581 OTHER BOILERS

Building that houses boilers (not gas-, oil-, or coal-fired boilers) which are used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

582 PLANTS (COGENERATION)

Plant building that simultaneously produces heat, usually in the form of hot water or steam, and power utilizing typically one fuel.

583 PLANTS (GAS-FIRED)

Building that houses gas-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

584 PLANTS (OIL-FIRED)

Building that houses oil-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

585 PLANTS (COAL-FIRED)

Building that houses coal-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

586 PLANTS (GEOTHERMAL)

Building that houses a plant that utilizes the heat of the Earth's interior (natural steam) for installation-wide distribution for industrial or personal comfort purposes.

587 PLANTS (GAS-FIRED)

Building that houses gas-fired electric generating plants.

589 PLANTS (BIOMASS)

Plant building that through either combustion or gasification of wood or other organic waste produce energy fuels, commodity chemical production, steam, or electricity.

590 PLANTS (OIL-FIRED)

Building that houses oil-fired electric generating plants.

591 MATERIALS HANDLING OR PROCESSING FACILITIES

Buildings used to handle and/or process materials either in stream or as end products.

592 NUCLEAR CHEMICAL PROCESS FACILITIES

Buildings used to chemically separate nuclear materials into other isotopes and waste products.

593 NUCLEAR WASTE PROCESSING AND/OR HANDLING BUILDINGS

Buildings used to handle or process nuclear waste in various forms.

595 ELECTRICAL POWER SUPPLY/DISTRIBUTION

Buildings used to house electrical distribution equipment, or components of an electrical distribution system parallel to electrical transformers, breakers and electrical gauges.

596 PLANTS (COAL-FIRED)

Building that houses coal-fired electric generating plants.

597 PLANTS (HYDRO)

Building that houses hydro-electric generating plants.

598 PLANTS (GEOTHERMAL)

Building that houses electric generating plant that utilizes the heat of the Earth's interior (natural steam).

599 OTHER INDUSTRIAL FACILITIES

Industrial buildings that are not identified in any of the categories above.

60 SERVICE BUILDINGS (No entry)

This category differs from the "Institutional" category by the kind of service performed. Both types provide support to personnel for the basic installation mission, but service facilities supply goods and services while institutional facilities provide process types of non-material services. Property management's judgment is required in determining the proper category.

601 MAINTENANCE SHOPS, GENERAL

Multi-use shops that often involve public works functions. Incidental office and day storage rooms or tool dispensing facilities should be included as part of the shop space.

602 PAINT SHOPS

Buildings used for preparing and painting materials. These buildings include paint spray booths, sand-blast booths, and paint lockers.

603 WELDING SHOPS

Buildings designed for welding repairs and preparation of welded assemblies. These facilities often have piped-in gases and extensive electrical load capabilities to run welding equipment. Small welding shops that are part of larger assembly, pipefitting, and machine shops should not be listed separately in this category.

604 PIPE FITTING AND PLUMBING SHOPS

Buildings used for repair, servicing, and assembly of pipe and plumbing. Valve repair, steam trap repair, and other similar functions can be included in this category.

605 CARPENTRY SHOPS

Buildings used for woodworking functions, including new construction, model making, and wood-related repairs. These buildings have wood storage facilities and large ventilation systems to handle sawdust and wood chips.

606 HEATING, VENTILATING, AND AIR CONDITIONING SHOPS

Buildings used for maintenance and repair of heating, ventilating, and air conditioning equipment.

607 OTHER BUILDINGS TRADES SHOPS

Trade-related shops that are not identified in the categories above. This category includes trade buildings that house both multiple shops and related functions under one roof.

611 MACHINE SHOPS

Buildings containing machine tools used to repair and manufacture parts and assemblies, dedicated to materials used in supporting the installation mission.

612 ELECTRONICS SHOPS

Buildings used for maintenance and repair of electronic equipment. Some larger installations can have specialized computer and communications equipment repair shops listed separately. These facilities have extensive test equipment and repair benches. Often, clean room atmospheres are required.

613 COMPUTER/COMMUNICATIONS REPAIR SHOPS

See definition for 612.

614 EQUIPMENT CALIBRATION SHOPS

Buildings designed for the calibration of electronic and other sensitive instruments and devices that must operate at specified standards.

615 ELECTRICAL/MOTOR REPAIR SHOPS

Buildings used for maintenance and repair of electrical equipment and motors.

621 VEHICLE REPAIR SHOPS

Buildings used as maintenance and repair facilities for buses, trucks, cars, and small off-road vehicles, like forklifts. Larger off-road vehicles, like graders and bulldozers, are listed under heavy equipment repair shops, unless the shop is a combined facility. Combined facilities should be listed in this category.

622 HEAVY EQUIPMENT REPAIR SHOPS

Buildings used for the maintenance and repair of heavy off-road equipment, like graders and bulldozers.

623 RAILROAD REPAIR SHOPS

Buildings designed for maintenance and repair of railroad rolling stock.

631 CHANGE HOUSES

Buildings used as change and shower facilities by workers who "suit-up" prior to starting work and change back to street clothes prior to leaving work.

641 GUARD HOUSES

Buildings occupied by security guards to observe or control specific areas or facilities. These buildings may have high percentages of glass in all directions and may be fortified to discourage physical attacks. Guard towers should not be included in this category.

642 COMMUNICATIONS/CONTROL CENTERS

Buildings that house communications and control facilities as well as alarm and environmental monitoring equipment.

643 INDOOR FIRING RANGES

Buildings used as small arms indoor firing facilities. These buildings can contain incidental ammunition and weapons storage, training rooms, and offices.

644 PHYSICAL FITNESS FACILITIES

Buildings designed to house physical fitness equipment and shower facilities.

651 GAS STATIONS

Buildings that house Aircraft, Waterfront, or Vehicular (including diesel, oil, and gasohol) refueling/dispensing facilities. These facilities can include some vehicle servicing and repair facilities.

652 BANKS AND CREDIT UNIONS

Buildings that house commercial financial institutional, collocated at DOE installations to provide services to installation employees.

653 RETAIL

Mercantile establishments for the sale of goods and services from individuals or businesses to customers.

661 COMMUNICATION SYSTEMS

Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.

671 TOOL CRIBS/DISPENSING CONTROL

Buildings used to dispense workmen's tools and supplies.

672 WORK IN PROGRESS/READY BUILDINGS

Buildings used for the staging of required materials to complete specific jobs.

673 QUALITY ASSURANCE SHOPS

Buildings used for quality assurance functions. These buildings house test equipment and their support facilities.

681 HELICOPTER AND AIRPLANE HANGARS

Buildings, including incidental office and supply rooms, that house and maintain rotary and fixed-wing aircraft.

682 AIRPORT TERMINAL BUILDINGS

Buildings that function as air traffic control, and passenger and freight processing facilities.

683 OTHER AIR SERVICE BUILDINGS

Air support service buildings that do not fit in the categories above.

684 NAVIGATION AND TRAFFIC AIDS

Includes buildings that function as navigation and traffic aids, and buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.

691 LAUNDRY

Buildings that house equipment for washing clothing and other materials.

692 LAUNDRY CONTAMINATED

Buildings that house equipment for washing and sorting nuclear contaminated clothing and other materials. Separate buildings used to sort the laundry should also be included in this category. This category also includes any connected support facilities that house filters and emergency power supplies.

693 FIRE STATION

Buildings, including firefighting training rooms and equipment storage facilities, that house firefighting and rescue equipment.

694 OTHER SERVICE BUILDINGS

Service buildings that do not fit in the categories above.

70 RESEARCH AND DEVELOPMENT (No entry)

Laboratories are divided functionally by the research discipline housed in the building. Laboratories that perform more than one function should use a code that reflects the largest single activity performed. If no predominant function can be determined, use a multi-function laboratory code.

701 METEOROLOGY AND CALIBRATION LABORATORY

Buildings that house weather research and related instrument calibrations. The buildings have greater than normal electrical requirements, closely controlled atmospheres, sound attenuation, and other similar items.

702 COMPUTATION LABORATORY

Buildings housing research work involving the need for computations. While not primarily a computer facility, extensive computer hardware will be present in the building; communications line-up and emergency power is provided for the computer equipment.

703 APPLIED SCIENCE LABORATORY

Buildings used in the design and testing of scientific components associated with research and manufacturing activities within DOE. These buildings have laboratory bench space CAD-CAM equipment, room for assembling and testing components, emergency power supplies, and similar items.

704 CALIBRATION LABORATORY

Buildings housing facilities to calibrate various instrumentation. These buildings have controlled temperature and humidity, sound attenuation, clean room isolation, and similar items.

708 OTHER, OTHER RESEARCH AND DEVELOPMENT

Building related to the research and development process.

709 OTHER SUPPORT LABS

Buildings housing research and development activities in support of other research not specifically identified above. These facilities have similar characteristics to the laboratories above.

711 CHEMISTRY LABORATORY, NON-NUCLEAR

Buildings used for research work involving chemistry and chemical engineering. These buildings have equipment designed to handle both liquid and solid materials. Building characteristics include special waste treatment facilities, ventilation requirements, abundant gas supplies of various types, emergency power supplies, extensive fire protection, and similar items.

712 CHEMISTRY LABORATORY, NUCLEAR

Buildings used for research work involving nuclear chemical processes. These buildings have items similar to 711, with the addition of highly elaborate ventilation, air handling, and safety systems.

719 OTHER CHEMISTRY LABORATORY

Laboratory buildings housing chemical research not identified above. These buildings have similar characteristics to the laboratories above.

721 PHYSICS LABORATORIES

Laboratory buildings housing research in physics. These buildings generally have laboratory bench space, significant electrical requirements, computational and communications requirements, and high bay workspace for experimentation.

722 OPTICS LABORATORY

Buildings used for optics- and physics-related research. Characteristics are similar to 721, with the addition of clean room space.

723 APPLIED PHYSICS LABORATORY

Buildings housing research work in applied physics. Characteristics are similar to 721, with the addition of larger workspaces for assembly and handling of larger pieces of experimental equipment.

724 NUCLEAR PHYSICS LABORATORY

Buildings used for nuclear physics research. Characteristics are similar to 721, with the addition of elaborate and highly effective ventilation and filtration systems.

729 OTHER PHYSICS LABORATORIES

Physics laboratories that do not fit in the categories above.

731 ELECTRICAL/ELECTRONICS LABORATORY

Buildings used for electrical and electronics research, including communications and computer research. These facilities have large and varied electrical supply requirements.

732 COMMUNICATIONS LABORATORY

These facilities are similar to 731, but specialized for communications equipment.

739 OTHER ELECTRICAL/ELECTRONICS LABORATORY

Electrical/electronics laboratories that do not fit in the categories above.

741 BIOLOGICAL RESEARCH LABORATORY

Buildings used for general biological research.

742 MEDICAL RESEARCH LABORATORY

Buildings used to perform medical research. Patients can be kept overnight for observation and analysis, but patient care is not the primary function.

743 HUMAN FACTORS LABORATORY

Buildings used to research human factors that affect specific types of endeavors.

745 ANIMAL RESEARCH FACILITY

Buildings used for housing, experimentation, and disposal of research animals.

746 ANIMAL HOUSE

Buildings used to shelter and feed laboratory animals.

749 OTHER BIOMED BUILDINGS

Buildings used for general, nonspecific biological or medical research and testing.

751 MATERIALS LABORATORY

Buildings used to house research materials. These buildings have large high bay work areas with floor loading and heavy material handling capabilities.

759 OTHER MATERIAL R&D TEST BUILDINGS

Buildings used to house general, nonspecific materials research, development, and testing.

761 ENVIRONMENTAL LABORATORY

Buildings used for environmental research work in various sciences.

765 RADIATION EFFECTS LABORATORY

Buildings where research combining the sciences of chemistry, biology, physics, and other related fields are practiced to assess radiation affects on biological and physical materials.

769 OTHER ENVIRONMENTAL R&D/TEST BUILDINGS

Buildings housing general, nonspecific environmental research, development, and testing.

781 LARGE SCALE DEMONSTRATION/RESEARCH BUILDING

Buildings housing large scale devices used for testing and proof of principle or monitoring prior to full development.

782 HOT CELLS

Buildings housing cells or enclosures for isolation and manipulation of highly radioactive materials.

783 RESEARCH REACTOR

Buildings housing nuclear reactors that collect scientific data.

784 REACTOR BUILDING (related reactor components)

Buildings housing related reactor components. This does not include the buildings housing the reactor which is categorized as 783.

785 ACCELERATOR BUILDING

Buildings housing related components of an accelerator. This does not include the accelerator ring itself, which is categorized as an Other Structure and Facility (OSF).

791 LABORATORIES, GENERAL - NON-NUCLEAR

Buildings used to conduct research not identified in one of the categories above.

792 LABORATORIES, GENERAL - NUCLEAR

These buildings are the same as 791, but include involvement of nuclear materials.

793 MULTI-FUNCTION RESEARCH/LAB BUILDING

Buildings housing varied research activities that have no predominant function.

80 OTHER (No entry)

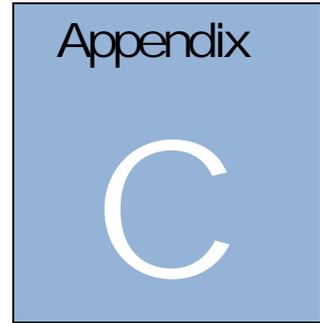
801 OTHER

This category consists of buildings that do not fit in the previously listed categories. Qualified entries will be scrutinized and should demonstrate unusual occurrences. This code should be used only as a last resort.

99 TRUST BUILDINGS (No entry)

991 TRUST BUILDINGS

Buildings held in trust for another. This category is generally used by the Department of Interior, and is not commonly used by other Federal agencies.



C. OSF Usage Codes

Introduction

This appendix describes the various Other Structures and Facilities (OSF) codes. These codes are used when entering OSF usage code data on the FIMS Property Info window. The OSF codes are subdivided into 8 categories.

The eight OSF categories are:

- 1000 - Transportation Systems
- 2000 - Catchall for GSA and Other Known Assets
- 3000 - Research and Development
- 4000 - Storage
- 5000 - Industrial/Production/Process
- 6000 - Service Structures, Not Buildings
- 7000 - Communication Type Systems
- 8000 - Distribution Systems

1000 TRANSPORTATION SYSTEMS (No entry)

Networks and structures on which people or things are moved between different locations. These are primarily used by air, water, or land transportation systems. Networks are the major land-based methods used to move between locations. Structures are predominantly the bridges and tunnels portions of the networks.

1129 SIDEWALKS (Primary Unit of Measure = Linear Feet)

Paved paths used predominantly for walking or bicycling between two different locations. This category does not include the bridges and tunnels connecting such paths or paved structures used for driving.

1168 PUBLIC ACCESS BRIDGES (WALKING) (Primary Unit of Measure = Linear Feet)

Bridges used exclusively for walking. A traveler could traverse the bridge without ever passing thru a staffed entry point or presenting identification. This category does not include vehicular bridges that have sidewalks; bridges used by both vehicles and pedestrians should be counted in the vehicular category.

1169 CONTROLLED ACCESS BRIDGES (WALKING) (Primary Unit of Measure = Linear Feet)

Bridges used exclusively for walking. A traveler must pass through a staffed entry point and present proper identification to traverse this bridge. This category does not include vehicular bridges that have sidewalks; bridges used by both vehicles and pedestrians should be counted in the vehicular category.

1171 TUNNELS (WALKING) (Primary Unit of Measure = Linear Feet)

Tunnels used exclusively for walking. This category does not include vehicular tunnels that have sidewalks; tunnels used by both vehicles and pedestrians should be counted in the vehicular category.

1209 OTHER, AIR TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1229 1239 1279 1289

1229 RUNWAYS (Primary Unit of Measure = Linear Feet)

Paved strips of ground used for liftoff or landing of aircraft. This category does not include parking structures or taxiways.

1239 TAXIWAYS (Primary Unit of Measure = Linear Feet)

Paved strips of ground used to move aircraft between locations. This category does not include parking structures or runways.

1279 HELICOPTER LANDING PAD (Primary Unit of Measure = Square Yards)

Paved areas used to land helicopters.

1289 PARKING (AIRCRAFT) (Primary Unit of Measure = Square Yards)

Paved areas for parking aircraft. This category does not include runways or taxiways.

1309 OTHER, WATER TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1329 1339 1369 1379 2619 2839

1329 PIERS (Primary Unit of Measure = Linear Feet)

Is a structure that extends out from shore into navigable water and is designed for the berthing of vessels for repair, fueling, and other essential services, such as fresh water, electric power, compressed air, waste disposal, and communications facilities. A pier is oriented either perpendicular to or at an angle with the shore and normally accommodates berthing on both sides.

1339 DOCKS/WHARVES (Primary Unit of Measure = Linear Feet)

Waterside structures used for transferring materials between land and water transportation systems. This category includes docks and wharves that are connected to land on one side and are in contact with water on the other side.

1369 BREAKWATERS (Primary Unit of Measure = Linear Feet)

Is a free-standing barrier designed to break up and disperse heavy seas and to shield the waters of a harbor from wave action. Breakwaters are planned where primary protection is necessary to create or shelter a harbor or basin for vessels from wave action.

1379 JETTIES (Primary Unit of Measure = Linear Feet)

Are structures built to intercept and deflect currents to control drift and deposit of sand and silt. Jetties are planned at harbor entrances and channels to control unstable conditions of silting and deposits of sand caused by river flow or tidal or wave action.

1409 OTHER, RAILROAD TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:

1429 1469 1471

1429 PRIMARY TRACKS (Primary Unit of Measure = Linear Miles)

The actual rails on which trains travel. This category does not include rail that is covered by bridges or tunnels.

1468 PUBLIC ACCESS BRIDGES (TRAINS) (Primary Unit of Measure = Linear Feet)

A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a track for carrying moving loads and used exclusively by trains. A traveler could traverse the bridge without ever passing thru a staffed entry point or presenting identification.

1469 CONTROLLED ACCESS BRIDGES (TRAINS) (Primary Unit of Measure = Linear Feet)

A structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a track for carrying moving loads and used exclusively by trains. A traveler must pass thru a staffed entry point and present proper identification to traverse this bridge.

1471 TUNNELS (TRAINS) (Primary Unit of Measure = Linear Feet)

Tunnels used exclusively by trains.

1709 OTHER, VEHICULAR TRANSPORTATION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

1729 1739 1749 1769 1771 1789

1729 PRIMARY ROADS (Primary Unit of Measure = Linear Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

Paved highways or major thoroughways used as the major arteries on large installations. These roads usually have higher speed limits than secondary paved roads. This category does not include bridges, tunnels, or parking areas.

The road is publically accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, 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.

If the record contains no publicly accessible roads, then populated the "Public Access Miles" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise if no non-public accessible roads exist, then populate the "Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1739 SECONDARY ROADS (Primary Unit of Measure = Linear Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

Paved secondary roads on which vehicles travel from the primary roads to their point of destination. These paved roads usually have moderate speed limits to accommodate the number of entry and exit points coupled with potential pedestrian traffic. This category does not include bridges, tunnels, or parking areas.

The road is publically accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, 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.

If the record contains no publicly accessible roads, then populated the "Public Access Miles" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise if no non-public accessible roads exist, then populate the "Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1749 TERTIARY ROADS (Primary Unit of Measure = Linear Miles, also required Public Access Miles, Public Access Lane Miles, Non-Public Access Miles and Non-Public Access Lane Miles)

Unpaved or unimproved roads. This category does not include bridges, tunnels, or parking areas.

The road is publically accessible if it is available, except during scheduled periods, extreme weather or emergency conditions, 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.

If the record contains no publicly accessible roads, then populate the "Public Access Miles" and "Public Access Lane Miles" data fields with 0 (zero).

Likewise if no non-public accessible roads exist, then populate the "Non-Public Access Miles" and "Non-Public Access Lane Miles" data fields with 0 (zero).

Lane Miles is the product of centerline miles and the number of lanes. A four-lane road, two miles long has eight lane miles.

1768 PUBLIC ACCESS BRIDGES (VEHICULAR) (Primary Unit of Measure = Linear Feet)

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. A traveler could traverse the structure without ever passing thru a staffed entry point or presenting identification.

1769 CONTROLLED ACCESS BRIDGES (VEHICULAR) (Primary Unit of Measure = Linear Feet)

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. A traveler must pass thru a staffed entry point and present identification to traverse this structure.

1771 TUNNELS (VEHICULAR) (Primary Unit of Measure = Square Yards)

Vehicular tunnels.

1788 PARKING STRUCTURES (Primary Unit of Measure = Square Yards)

Independent structures for non-residential parking of more than two vehicles.

1789 PARKING (VEHICULAR) (Primary Unit of Measure = Square Yards)

Vehicular parking areas.

2000 CATCHALL FOR GSA AND OTHER KNOWN ASSETS (No entry)

Catchall category for structures that do not fit neatly under the other series.

2007 SMOKING KIOSK (Primary Unit of Measure = Each)

A small steel or aluminum structure having one or more sides open; used by personnel for smoking outdoors.

2008 IN SITU CLOSED (Primary Unit of Measure = Each)

Examples of In Situ Closed structures include: closed structures, filling a standing or collapsed structure with grout or completely covering a structure with soil or other suitable material.

For a FIMS asset to be assigned this usage code, you must choose Status IC – In-Situ Closed or IM – In-Situ Closed – LTM (Long Term Management). FIMS will default the asset to this usage code. Reference Status in Appendix A Data Dictionary for definitions of IC – In-Situ Closed and IM – In-Situ Closed - LTM.

2009 CATCHALL (Primary Unit of Measure = Each) Only use as a last resort.

2309 OTHER, NAVIGATION AIDS (Primary Unit of Measure = Each)

Used to assist travelers in their mission (i.e., traffic signs or traffic lights).

2329 AIR TRAFFIC AIDS (Primary Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on air field areas.

2339 SHIPPING TRAFFIC AIDS (Primary Unit of Measure = Each)

Are similar in function to vehicular traffic aids but are on water transportation structures or areas.

2429 FENCING (Primary Unit of Measure = Linear Feet)

A structure serving as an enclosure, a barrier, or a boundary, usually made of posts or stakes joined together by boards, wire, or rails. This category includes fencing used in perimeter security external to buildings or other structures.

2432 RETAINING WALLS (Primary Unit of Measure = Square Yards)

Walls that hold in place a mass of earth or aggregate or that prevent the erosion of an embankment.

2439 TOWERS (SECURITY) (Primary Unit of Measure = Height)

Elevated guard towers used in providing physical security to an installation or a specific area at an installation.

2449 RECREATIONAL (Primary Unit of Measure = Each)

Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.

2469 RANGES, RIFLE/PISTOL (SECURITY) (Primary Unit of Measure = Firing Points)

Facilities used to train personnel in the use of firearms.

2609 OTHER, RECLAMATION AND IRRIGATION (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

2619 2629 2639 2649

2619 CANALS AND LATERALS (RECLAMATION) (Primary Unit of Measure = Linear Feet)

A man-made waterway, side ditch, or conduit for draining land.

2629 CULVERT (Primary Unit of Measure = Linear Feet)

A structure or series of multiple pipes constructed to convey water or utilities under a road or railway, or through an embankment.

FHWA-IP-86-2, Culvert Inspection Manual provides industry inspection standard.

Note: Apply Usage Code 1768 or 1769 when the structure meets the definition of a bridge per 23 CFR 650. Apply Usage Code 1468 or 1469 when the structure meets the definition of a bridge per 49 CFR 237.

2639 PUMPING STATIONS (RECLAMATION) (Primary Unit of Measure = Gallons per minute)

A structure in which pumps operate to remove water by providing an adequate pressure to a distribution system or by physically elevating the water for elimination through canals used to drain the land area.

2649 STORAGE/DIVERSION DAMS (RECLAMATION) (Primary Unit of Measure = Feet)

A structure built to obstruct the flow of a waterway to assist in the reclamation of land areas.

2809 OTHER, FLOOD CONTROL AND NAVIGATION (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in codes:

2819 2829 2839

2819 DAMS (Primary Unit of Measure = Acres-Feet)

Barriers constructed to obstruct the flow of waterways, such as rivers, streams, or creeks.

Acres-Feet is defined as the volume of water that would cover one acre of land (43,560 square feet) to a depth of one foot, equivalent to 325,851 gallons of water. An acres-foot is the basic measure of agricultural water use. (source: <http://www.agriculturedictionary.com/term/acre-foot>)

2829 LEVEES/DIKES (Primary Unit of Measure = Linear Miles)

Embankments constructed on dry ground along riverbanks or waterways to prevent overflow of lowlands and to retain floodwater.

2839 NAVIGABLE CHANNELS (Primary Unit of Measure = Linear Miles)

A waterway that can handle shipping traffic.

2909 OTHER, MONUMENTS AND MEMORIALS (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure code does not fit in code:

2918 2919

2918 MANHATTEN PROJECT NATIONAL HISTORICAL PARK STRUCTURES (Primary Unit of Measure = Each)

Memorial stones, statues, or structures associated with the Manhattan Project National Historical Park.

2919 STRUCTURES, MONUMENTS AND MEMORIALS (Primary Unit of Measure = Each)

Memorial stones, statues, or structures erected in remembrance of persons or events not to include Manhattan Project National Historical Park structures.

2920 SLABS USED AS A PROTECTIVE CAP (Primary Unit of Measure = Square Feet)

This usage code should be used for a slab (constructed of any material) that remains after the demolition of an asset or for a newly constructed slab, with the purpose of protecting underlying

contaminants. This usage code differs from 6779 Paving, which is just simply a covered land area with no further requirement.

2921 TUNNEL (RESEARCH AND DEVELOPMENT) (Primary Unit of Measure = Square Feet)

A unique underground test bed or experimental complex used to conduct research and development activities.

3000 RESEARCH AND DEVELOPMENT (No entry)

Structures used in the research and development stage.

3009 OTHER, RESEARCH AND DEVELOPMENT (Primary Unit of Measure = Each)

Structures related to the Research and Development process and measured by each unit.

3209 OTHER, ENERGY RESEARCH ACCELERATORS (Primary Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

3221 3251 3261

3221 ACCELERATORS, RING (Primary Unit of Measure = Square Feet)

Structures related to ring accelerators including the ring accelerator.

3251 ACCELERATORS, LINEAR (Primary Unit of Measure = Square Feet)

Structures related to linear accelerators including the linear accelerator.

3261 RESEARCH REACTORS (Primary Unit of Measure = Each)

Structures related to research reactors including the research reactor.

4000 STORAGE (No entry)

Tanks and storage structures used to store solid, liquid, or gaseous materials, particularly water, petroleum products, gases, hazardous materials, or sewage.

Tanks are large (thousands of gallons or hundreds of cubic feet) metal containers used to store materials in a manner similar to how a warehouse would store inventory.

Storage structures, other than tanks, can include pavement areas, reservoirs, and drainage ponds.

4009 OTHER, STORAGE (Primary Unit of Measure = Each)

This code should only be used as a last resort if storage must be measured by each unit.

4010 STORAGE (OPEN PAVEMENT) (Primary Unit of Measure = Square Yards)

Open, paved areas used to store or stage materials.

4020 SILOS (Primary Unit of Measure = Cubic Yards)

Cylindrical structures that store solid (dry) materials.

4109 OTHER, WATER STORAGE (Primary Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4121 4131 4141 4161 4171 4181

4121 TANK, GRAVITY (POTABLE) (Primary Unit of Measure = Gallons)

Elevated water tanks that store potable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4131 TANKS, GRAVITY (NONPOTABLE) (Primary Unit of Measure = Gallons)

Elevated water tanks that store nonpotable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4141 TANKS, GRAVITY (FIRE PROTECTION) (Primary Unit of Measure = Gallons)

Elevated water tanks that store fire protection water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them.

4161 TANKS, PRESSURE (POTABLE) (Primary Unit of Measure = Gallons)

Potable water tanks that require pumps or pressure to extract their water.

4171 TANKS, PRESSURE (NONPOTABLE) (Primary Unit of Measure = Gallons)

Nonpotable water tanks that require pumps or pressure to extract their water.

4181 TANKS, PRESSURE (FIRE PROTECTION) (Primary Unit of Measure = Gallons)

Fire protection water tanks that require pumps or pressure to extract their water.

4209 OTHER, TANKS (OIL) (Primary Unit of Measure = Gallons)

This code should only be used as a last resort if structure does not fit in codes:

4221 4289

4221 TANKS (OIL) (Primary Unit of Measure = Gallons)

Tanks used to store petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc.. Examples are structures contained in a petroleum tank farm, a fuel oil tank for a power plant, or an underground gasoline storage tank.

4289 CAVERNS (OIL) (Primary Unit of Measure = Barrels)

Underground manmade caverns with piping systems to transfer and store oil. This category applies to the Strategic Petroleum Reserves and should not be used by other installations.

4319 OTHER TANKS (GAS) (Primary Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4321 4322 4331

4321 TANKS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet)

Tanks used to store natural gas.

4322 TANKS (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Cubic Feet)

Tanks used to store combustible gases, other than natural gas, such as acetylene, butane, hydrogen, or propane.

4331 TANKS (PROCESS GAS) (Primary Unit of Measure = Cubic Feet)

Tanks used to store noncombustible process gases, such as carbon dioxide, compressed air, or nitrogen.

4409 OTHER, STORAGE (INDUSTRIAL WASTE/HAZ) (Primary Unit of Measure = Cubic Feet)

This code should only be used as a last resort if structure does not fit in codes:

4431 4441

4421 TANKS (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Gallons)

Tanks used to store industrial nonhazardous waste that cannot be processed by a sewage treatment plant.

4431 TANKS (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Gallons)

Tanks used to store industrial hazardous, but not contaminated waste, that cannot be processed by a sewage treatment plant.

4441 TANKS (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Gallons)

Tanks used to store industrial hazardous and contaminated waste that cannot be processed by a sewage treatment plant. This category is to also include contaminated ground water.

4497 STORAGE VAULTS (NON-EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Above ground storage vaults for non-explosive materials.

4498 VAULTS/BUNKERS (EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Underground compartments used to store explosives.

4499 IGLOOS (EXPLOSIVES) (Primary Unit of Measure = Cubic Feet)

Dome-shaped structures used to store explosives.

4500 STORAGE SHEDS, PARTIALLY ENCLOSED (Primary Unit of Measure = Square Feet)

Storage shed lacking one or more walls that would enclose the structure.

4521 TANKS (SEWAGE) (Primary Unit of Measure = Thousands of Gallons)

Tanks used to store sewage prior to treatment.

4621 TANKS (STORMWATER) (Primary Unit of Measure = Thousands of Gallons)

Tanks used to store stormwater prior to treatment.

4920 RCRA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under RCRA regulations. When using this code, the permit number should be input into the Alternate name field.

4921 CERCLA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Permitted waste containment cell designed and constructed under CERCLA regulations. When using this code, the permit number should be input into the Alternate name field.

4922 UMTRCA ENGINEERED WASTE CONTAINMENT STRUCTURE (Primary Unit of Measure = Acres)

Licensed waste containment cell designed and constructed by the UMTRA Title I or II programs. When using this code, the permit number should be input into the Alternate name field.

4923 ENGINEERED WASTE CONTAINMENT STRUCTURE – NON REGULATED (Primary Unit of Measure = Acres)

A non-regulated engineered waste containment structure.

5000 INDUSTRIAL/PRODUCTION/PROCESS (No entry)

Plants, wells, and structures used in an industrial setting for producing commodities, such as water, oil, or gas, etc., or for processing waste.

Plants are used for processing or treating the materials. Wells are used for extracting or obtaining the commodities.

Structures are items that do not fit into the above categories, but are used in conjunction with the production or processing of the commodity. Examples are cooling towers or ponds.

5007 MONITORING WELL(S) (Primary Unit of Measure = Each)

A well or group of wells designed and installed to obtain representative ground water quality samples. Provides controlled access to ground water samples for analysis, such as to determine the amount, type, and spread of contaminants.

5008 PUMPING STATIONS (Primary Unit of Measure = Each)

A structure in which pumps operate to move fluid by providing adequate pressure to a distribution system.

5009 STRUCTURES, INDUSTRIAL, OTHER (Primary Unit of Measure = Each)

This code should only be used as a last resort if industrial structures must be measured by each unit.

5129 PLANTS (WATER TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or purify water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5159 OTHER, INDUSTRIAL, WATER WELLS (Primary Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if structure does not fit in codes:

5169 5171 5181

5169 WELLS (POTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain potable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5171 WELLS (NONPOTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain nonpotable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank.

5181 WELLS (FIRE PROTECTION) (Primary Unit of Measure = Gallons per Minute)

Wells used to obtain fire protection water prior to it being distributed throughout the installation's piping systems or stored in an elevated or pressurized tank.

5221 PLANTS (PETROLEUM) (Primary Unit of Measure = Gallons per Hour)

Plants used to process and refine petroleum products into their different fuel products. This category applies to the Naval Petroleum Reserves.

5269 WELLS (OIL) (Primary Unit of Measure = Barrels)

Wells used to obtain crude-oil products from the earth through wells. This category applies to the Naval Petroleum Reserves.

5321 PLANTS (NATURALS GAS) (Primary Unit of Measure = Cubic Feet per Day)

Plants used to process natural gas.

5322 PLANTS (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Cubic Feet per Day)

Plants used to process other combustible gases, other than natural gas, like acetylene, butane, hydrogen, or propane.

5339 PLANTS (PROCESS GAS) (Primary Unit of Measure = Each)

Plants used to produce noncombustible process gases like carbon dioxide, compressed air, and nitrogen.

5369 WELLS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Wells used to "drill" only for natural gas and control its escape. This category applies to the Naval Petroleum Reserves.

5419 OTHER, PLANTS (INDUSTRIAL WASTE/HAZARD) (Primary Unit of Measure = Gallons per Day)

This code should only be used as a last resort if structure does not fit in codes:

5431 5441

5421 PLANTS (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Tons)

Plants used to process industrial, but not hazardous, waste that cannot be processed or treated by a sewage treatment plant. This plant is also used to treat coal fired steam plant ash.

5431 PLANTS (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Gallons per Day)

Plants used to process hazardous industrial, but not contaminated, waste that cannot be processed or treated by a sewage treatment plant.

5441 PLANTS (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Gallons per Day)

Plants used to process industrial hazardous and contaminated waste that cannot be processed or treated by a sewage treatment plant. This category is to also include contaminated ground water.

5461 STRUCTURES, INDUSTRIAL, STACK (GASEOUS WASTE DISPOSAL) (Primary Unit of Measure = Cubic Feet per Minute)

Stacks used to create negative pressure in buildings, and to collect and dispose processed gaseous waste to the atmosphere.

5509 OTHER, PLANTS (SEWER) (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure does not fit in codes:

5529 5539 5549 5569 5621

5529 PLANTS (SEWER, PRIMARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process includes the removal of floating solids and suspended solids, both fine and coarse, from raw sewage.

5539 PLANTS (SEWER, SECONDARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

Plants used to treat or process sewage. This process results in activated sludge, mixed sludge, and chemically precipitated sludge.

5549 PLANTS (SEWER, TERTIARY TREATMENT) (Primary Unit of Measure = Gallons per Day)

- Plants used to treat or process sewage. This is the third and final stage of sewage treatment.
- 5569 SEPTIC TANKS (SEWER) (Primary Unit of Measure = Gallons)
Settling tanks in which settled sludge is in immediate contact with sewage flowing through the tanks while solids are decomposed by anaerobic action.
- 5621 PLANTS (STORMWATER, PRIMARY TREATMENT) (Primary Unit of Measure = Gallons per Day)
Plants used to treat or process stormwater sewage.
- 5729 PLANTS (CHILL WATER) (Primary Unit of Measure = Tons)
Plants used to produce centralized chill water for installation-wide industrial processes or personal comfort cooling.
- 5749 PLANTS (EVAPORATIVE COOLING) (Primary Unit of Measure = Tons)
Plants that cool air by evaporating water in it.
- 5769 TOWERS (CHILL WATER) (Primary Unit of Measure = Tons)
Cooling towers used in the production, processing, or treatment of chill water.
- 5770 STORM WATER, LAGOON, PONDS, OR RESERVOIRS (Primary Unit of Measure = Thousands of Gallons)
An open area used to store, treat, or process storm water.
- 5789 COOLING PONDS OR RESERVOIRS (Primary Unit of Measure = Thousands of Gallons)
Cooling ponds or reservoirs used in the production, processing, or treatment of chill water.
- 5808 SOLAR HEATING SYSTEMS (Primary Unit of Measure = British Thermal Unit Per Hour)
Plants that heat air or water by using the sun.
- 5809 OTHER HEATING SYSTEMS (Primary Unit of Measure = British Thermal Unit Per Hour)
This code should only be used as a last resort if structure does not fit in codes:
5819 5829 5839 5849 5861 5906
- 5819 OTHER BOILERS (Primary Unit of Measure = British Thermal Unit Per Hour)
These boilers (not gas-, oil-, or coal-fired boilers) are used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.
- 5827 PLANTS (COGENERATION) (Primary Unit of Measure = British Thermal Unit Per Hour)
Plants that simultaneously produce heat, usually in the form of hot water or steam, and power utilizing typically one fuel.
- 5829 PLANTS (GAS-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)
Gas-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.
- 5839 PLANTS (OIL-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)
Oil-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.
- 5849 PLANTS (COAL-FIRED) (Primary Unit of Measure = British Thermal Unit Per Hour)

Coal-fired boilers used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes.

5861 PLANTS (GEOTHERMAL) (Primary Unit of Measure = British Thermal Units/Hour)

A plant that utilizes the heat of the Earth's interior (natural steam) for installation-wide distribution for industrial or personal comfort purposes.

5904 ELECTRIC GENERATORS (BIOFUEL) (Primary Unit of Measure = Thousands of WATTS)

Devices that convert mechanical energy to electrical energy through biobased fuels including blends of biodiesel and ethanol.

5905 WIND TURBINES (Primary Unit of Measure = Thousands of WATTS)

Turbines with vanes that the wind rotates to generate electricity, usually similar in appearance to a giant aircraft propeller but mounted on a tall slim tower.

5906 ELECTRIC GENERATORS (Primary Unit of Measure = One Thousand Volt-Ampere)

A machine that converts mechanical energy into electrical energy.

5907 POWER DEVELOPMENT DAMS (Primary Unit of Measure = Height)

A structure built to obstruct and harness the flow of a waterway to develop electrical power.

5908 PHOTOVOLTAIC SYSTEMS (Primary Unit of Measure = Thousands of WATTS)

Used in producing electric current by chemical action.

5909 OTHER, ELECTRICAL SYSTEMS (Primary Unit of Measure = Thousands of WATTS)

This code should only be used as a last resort if structure does not fit in codes:

5921 - 5981

5921 PLANTS (GAS-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Gas-fired electric generating plants.

5928 PLANTS (BIOMASS) (Primary Unit of Measure = British Thermal Unit Per Hour)

Plants that through either combustion or gasification of wood or other organic waste produce energy fuels, commodity chemical production, steam, or electricity.

5939 PLANTS (OIL-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Oil-fired electric generating plants.

5949 PLANTS (COAL-FIRED) (Primary Unit of Measure = Thousands of WATTS)

Coal-fired electric generating plants.

5959 PLANTS (HYDRO) (Primary Unit of Measure = Thousands of WATTS)

Hydro-electric generating plants.

5969 PLANTS (GEOTHERMAL) (Primary Unit of Measure = Thousands of WATTS)

Electric generating plant that utilizes the heat of the Earth's interior (natural steam).

5981 PLANTS (NUCLEAR POWERED) (Primary Unit of Measure = Thousands of WATTS)

Nuclear powered electrical generating plants used to produce electricity for installation-wide distribution.

5991 TRANSMISSION LINES (500 kV) (Primary Unit of Measure = Linear Miles)

500 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5992 TRANSMISSION LINES (345 kV) (Primary Unit of Measure = Linear Miles)

345 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5993 TRANSMISSION LINES (230 kV) (Primary Unit of Measure = Linear Miles)

230 kV transmission lines; this code is primarily for offsite transmission by the Power Administrations.

5999 TRANSMISSION LINES (Primary Unit of Measure = Linear Miles)

Lines used in transmitting power to distribution lines. This category includes transmission lines that are an integral part of Federal power development systems, even if the power is produced by another Federal agency. This category is primarily reserved for Power Marketing Administration's usage. Onsite distribution lines should be counted in the distribution (8000) series.

6000 SERVICE STRUCTURES, NOT BUILDINGS (No entry)

Structures that provide a service support function that is close to the point of consumption.

For example, gasoline is produced in the industrial category, stored in the storage category, and distributed in the distribution category to different points of personal consumption (like at a gasoline station).

For electricity, there is a production and distribution process; street lights provide a support function that consumes or transforms the electricity into light and is at the point of consumption.

In addition to the above consumption aspects, this category is used for other service support function activities, such as a garbage incinerator that provides a service to the installation that is unrelated to a utility commodity.

6007 FANS, HIGH CAPACITY (Primary Unit of Measure = Each)

Fans used to ventilate caverns and tunnels.

6008 OTHER, SERVICE STRUCTURES (Primary Unit of Measure = Square Feet)

This code should only be used as a last resort if structure does not fit in codes:

6009 - 6719

6009 OTHER, OTHER SERVICE STRUCTURES (Primary Unit of Measure = Each)

This code should only be used as a last resort if structure is measured by each unit.

6221 POL SERVICES FOR AIRCRAFT (Primary Unit of Measure = Pumps)

Aircraft refueling structures.

6231 POL SERVICES FOR WATERCRAFT (Primary Unit of Measure = Pumps)

Waterfront refueling structures.

6271 POL SERVICES FOR VEHICLES (Primary Unit of Measure = Pumps)

Vehicular refueling (gas stations) structures.

6419 INCINERATOR PLANTS (Primary Unit of Measure = Each)

Structures used to burn trash so that only ashes remain.

6461 STRUCTURES, INDUSTRIAL, FILTER PIT (GASEOUS WASTE DISPOSAL) (Primary Unit of Measure = Cubic Feet)

Pits, Filter banks, or enclosed structures (roughing filters, absolute filters, electrostatic scrubbers, caustic scrubbers, polishing filters, etc) used to process or filter gaseous waste before discharging through the stack to the atmosphere.

6718 VEHICLE SERVICE (Primary Unit of Measure = Square Feet)

Structures used to service vehicles.

6719 VEHICLE WEIGHING FACILITY (Primary unit of Measure = Each)

Structures used to weigh vehicles.

6778 OTHER, PAVING STRUCTURES (Primary Unit of Measure = Square Yards)

This code should only be used as a last resort if structure does not fit in code: 6779

6779 PAVING (Primary Unit of Measure = Square Yards)

Any land area covered by concrete or asphalt.

6919 STREET LIGHTS (Primary Unit of Measure = Each)

Lights used to illuminate roads or walkways for safety.

6929 SECURITY LIGHTS (Primary Unit of Measure = Linear Feet)

Lights used specifically to meet physical security requirements.

6931 EQUIPMENT CALIBRATION PAD OR BOREHOLE MODEL SYSTEM (Primary Unit of Measure =Each)

Large, flat surface or cylinder(s) constructed of concrete that provide distributed sources of potassium, radium, and/or thorium used for calibrating instrumentation.

7000 COMMUNICATION TYPE SYSTEMS (No entry)

Communications systems that transmit information in the form of voice or data to a location where it will be processed or interpreted. This category is divided into networks and other communications structures.

Networks are the actual above ground or underground cables used to transmit the information. Other communications structures are part of network systems, but are not cables. For example, phone lines might require underground ducts or above ground poles, while microwave communication might require towers. Ducts or poles already in place for other utilities, such as electrical power, should not be counted in the category.

7007 OTHER, COMMUNICATIONS SYSTEMS LINES (Primary Unit of Measure = Each)

These are lines that do not fit into any other categories within the 7000 series.

7008 OTHER, COMMUNICATIONS MONITORING SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if communications monitoring systems must be measured by each unit.

7009 OTHER, COMMUNICATIONS SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if communications system must be measured by each unit.

7221 CABLES, ABOVE GROUND (VOICE/DATA) (Primary Unit of Measure = Linear Feet)

Above ground voice or data cables usually hung off telephone poles or towers.

7231 CABLES, UNDER GROUND (VOICE/DATA) (Primary Unit of Measure = Linear Feet)

Underground voice or data cables usually buried in conduits or ducts.

7261 POLES (VOICE/DATA) (Primary Unit of Measure = Each)

Telephone poles or similar structures used exclusively for communication. This category does not include poles whose primary use is to run electrical power; they should be counted in the electrical distribution category (8961).

7279 TOWERS (VOICE/DATA) (Primary Unit of Measure = Height Feet)

Metal towers (similar to microwave towers) or similar structures used exclusively for communication. This category does not include poles whose primary use is to run electrical power; they should be counted in the electrical distribution category (8961).

7281 SWITCHING STATIONS (VOICE/DATA) (Primary Unit of Measure = Each)

Voice or data communications switching stations.

7321 CABLES, ABOVE GROUND (FIRE ALARM) (Primary Unit of Measure = Linear Feet)

Above ground fire alarm cables usually hung off poles or towers. Existing phone lines used for transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7331 CABLES, UNDER GROUND (FIRE ALARM) (Primary Unit of Measure = Linear Feet)

Underground fire alarm cables usually buried in conduits or ducts. Existing phone lines transmitting fire alarms should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

7409 OTHER, SECURITY SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if security system must be measured by each unit.

7421 CABLES, ABOVE GROUND (SECURITY) (Primary Unit of Measure = Linear Feet)

Above ground security alarm cables usually hung off poles or towers. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7431 CABLES, UNDER GROUND (SECURITY) (Primary Unit of Measure = Linear Feet)

Underground security alarm cables usually buried in conduits or ducts. Existing phone lines for transmitting security alarms should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

7509 OTHER, ENERGY MANAGEMENT CONTROL SYSTEMS (Primary Unit of Measure = Points)

This code should only be used as a last resort if energy management control system must be measured in points.

7521 CABLES, ABOVE GROUND (ENERGY MANAGEMENT CONTROL) (Primary Unit of Measure = Linear Feet)

Above ground energy management control cables usually hung off poles or towers. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, above ground category (7221).

7531 CABLES, UNDER GROUND (ENERGY MANAGEMENT CONTROL) (Primary Unit of Measure = Linear Feet)

Underground energy management control cables usually buried in conduits or ducts. Existing phone lines for energy management control should not be counted in this category; they should be counted in the voice/data cables, under ground category (7231).

8000 DISTRIBUTION SYSTEMS (No entry)

Networks and support structures used to move commodities between the point of production, treatment, processing, storage, or consumption external to facilities. These structures are used primarily for distributing utilities, such as water, petroleum products, gases, hazardous materials, sewage and stormwater, chill water, steam or high temperature hot water, and electricity.

Networks are the actual structures used to distribute utilities. Support structures are closely related to the distribution system, but are not part of the network components. Support structures ensure commodities flow between the points of production or processing to the points of consumption or completion.

For example, in a liquid distribution system, the network of piping and the support structures are the pumps. In electrical energy distribution systems, the Network is the cabling and the support structures are the substations or transformers.

8009 PIPELINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8119 - 8141 8231 8241 8328 8329 8339 8419 - 86498719 - 8849

8119 OTHER, WATER LINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if water line does not fit in codes:

8129 8131 8141 8629 8649 8719 - 8849

8129 PIPING (POTABLE WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move potable water.

8131 PIPING (NONPOTABLE WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move nonpotable water.

8141 PIPING (FIRE PROTECTION WATER) (Primary Unit of Measure = Linear Feet)

Piping used to move fire protection water.

8159 OTHER, PUMPING STATIONS (Primary Unit of Measure = Gallons per Minute)

This code should only be used as a last resort if pumping station does not fit in codes:

8169 - 8181 8271 8379 8661

8169 PUMPING STATIONS (POTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that potable water will flow from points of supply to demand.

8171 PUMPING STATIONS (NONPOTABLE WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that nonpotable water will flow from points of supply to demand.

8181 PUMPING STATIONS (FIRE PROTECTION WATER) (Primary Unit of Measure = Gallons per Minute)

Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that fire protection water will flow from points of supply to demand.

8231 LARGE PIPING (PETROLEUM PRODUCTS) (Primary Unit of Measure = Linear Feet)

Large-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc..

8241 MEDIUM PIPING (PETROLEUM PRODUCTS) (Primary Unit of Measure = Linear Feet)

Medium-sized piping used to distribute petroleum products, including crude oil, burner-fuel oil, diesel fuel, motor fuel (gasoline), aviation fuel, jet fuel, kerosene, etc..

8271 PUMPS (PETROLEUM PRODUCTS) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure that petroleum products will flow from point of supply to demand.

8328 PIPING (OTHER COMBUSTIBLE GASES) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute other combustible gases, such as acetylene, butane, hydrogen, or propane.

8329 PIPING (NATURAL GAS) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute natural gas.

8339 PIPING (INDUSTRIAL, PROCESS GAS) (Primary Unit of Measure = Linear Feet)

Structures (normally pipes) used to distribute process gases, such as carbon dioxide, compressed air, and nitrogen.

8359 OTHER, GAS DISTRIBUTION SYSTEMS (Primary Unit of Measure = Each)

This code should only be used as a last resort if gas distribution system is measured by each unit.

8369 METERING STATIONS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Structure where the amount of natural gas passing through the station is recorded.

8379 PUMPING STATIONS (NATURAL GAS) (Primary Unit of Measure = Cubic Feet per Minute)

Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand.

8419 OTHER, INDUSTRIAL WASTE/HAZARDOUS MATERIALS DISTRIBUTION LINES (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8431 8441

8421 PIPING (INDUSTRIAL, NOT HAZARDOUS) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move industrial, but not hazardous, waste from points of origination to processing and final disposal.

8431 PIPING (HAZARDOUS, NOT CONTAMINATED) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous, but not contaminated, waste from points of origination to processing and final disposal.

8441 PIPING (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Linear Feet)

Actual piping or other types of networks used to move hazardous and contaminated waste from point of origination to processing and final disposal. This category is to also include contaminated ground water.

8451 PUMPING OR LIFT STATIONS (HAZARDOUS, CONTAMINATED) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system for waste that cannot be processed by a sewage treatment plant. These pumps ensure the waste will be transported between points of origination to processing or disposal. This category is to also include contaminated ground water.

8461 STRUCTURE, INDUSTRIAL, DUCT (GASEOUS WASTE DISPOSAL) (Primary Unit of Measure = Feet)

Ducts or duct banks used to create negative pressure in buildings and to collect gaseous waste at point of origin and distribute it to the exhaust stack.

8529 PIPING, GRAVITY (SEWAGE) (Primary Unit of Measure = Linear Feet)

Piping networks that use gravity to move sewage from points of generation to treatment, processing, or disposal.

8549 PIPING, PRESSURE (SEWAGE) (Primary Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move sewage from points of generation to treatment, processing, or disposal.

8561 LIFT STATIONS (SEWAGE) (Primary Unit of Measure = Gallons per Minute)

Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal.

8629 PIPING, GRAVITY (STORMWATER) (Primary Unit of Measure = Linear Feet)

Piping networks that use gravity to move stormwater from points of collection to treatment, processing, or disposal.

8649 PIPING, PRESSURE (STORMWATER) (Primary Unit of Measure = Linear Feet)

Piping networks that use pressure or pumps to move stormwater from points of collection to treatment, processing, or disposal.

8661 PUMPS (STORMWATER) (Primary Unit of Measure = Gallons per Minute)

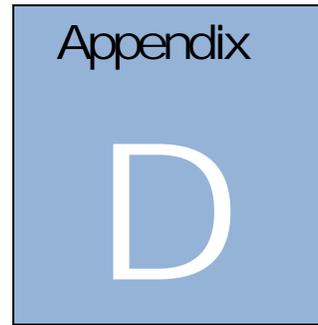
Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure that stormwater will be transported between points of collection to processing or disposal.

8719 OTHER, CHILL WATER DISTRIBUTION SYSTEMS (Primary Unit of Measure = Linear Feet)

This code should only be used as a last resort if structure does not fit in codes:

8721 8731

- 8721 SUPPLY PIPING (CHILL WATER) (Primary Unit of Measure = Linear Feet)
Piping used to move chill water from points of supply to consumption.
- 8731 RETURN PIPING (CHILL WATER) (Primary Unit of Measure = Linear Feet)
Piping used to move chill water from points of consumption to reprocessing.
- 8828 PIPING, SUPPLY (HIGH-TEMPERATURE WATER) (Primary Unit of Measure = Linear Feet)
Lines used to distribute high-temperature hot water.
- 8829 PIPING, RETURN (HIGH-TEMPERATURE WATER) (Primary Unit of Measure = Linear Feet)
Lines used to move high temperature - hot water from points of consumption to reprocessing.
- 8839 PIPING, SUPPLY (STEAM) (Primary Unit of Measure = Linear Feet)
Lines used to distribute steam.
- 8849 PIPING, RETURN (STEAM/CONDENSATE) (Primary Unit of Measure = Linear Feet)
Lines used to move steam/condensate from points of consumption to reprocessing.
- 8909 OTHER, ELECTRICAL DISTRIBUTION SYSTEMS (Primary Unit of Measure = Each)
This code should only be used as a last resort if structure must be measured by each unit and does not fit in codes:
8929 - 8961
- 8929 ELECTRICAL CABLES, PRIMARY (Primary Unit of Measure = Linear Miles)
Primary cable (115 kV or above) distribution networks used to transmit electrical power.
- 8939 ELECTRICAL CABLES, SECONDARY (Primary Unit of Measure = Linear Miles)
Secondary cable (2.4 to 114 kV) distribution networks used to transmit electrical power.
- 8949 ELECTRICAL CABLES, TERTIARY (Primary Unit of Measure = Linear Miles)
Tertiary cable (less than 2.4 kV) distribution networks used to transmit electrical power.
- 8961 POLES/TOWERS (ELECTRICAL DISTRIBUTION) (Primary Unit of Measure = Each)
Poles and towers used to support above ground electrical distribution cables.
- 8979 SUBSTATIONS (Primary Unit of Measure = One Thousand Volt-Ampere)
Substations used to set the voltage or other characteristics in the cable system and ensure electrical power will flow points of supply to demand in an efficient manner.
- 8988 POWER TRANSFORMERS (Primary Unit of Measure = One Thousand Volt-Ampere)
Power transformers used to change the voltage or other characteristics in the cable system and ensure electrical power will flow from points of supply to demand in an efficient manner.
- 8989 DISTRIBUTION TRANSFORMERS (Primary Unit of Measure = One Thousand Volt-Ampere)
Distribution transformers used to change primary distribution voltage to secondary voltage and ensure electrical power can flow between the points of supply to demand in an efficient manner.



D. Standard Accounting and Reporting System (STARS) Asset Types

401 Land

Includes the cost of land owned by the Government and under the control of DOE. The cost of land includes the purchase price, other acquisition costs, and removal costs less salvage realized in disposing of any facilities acquired with the land. Does not include acreage withdrawn from the Public Domain.

410 Land Rights

Includes the costs of rights, interests, and privileges relating to land such as leaseholds, easements, rights-of-way, water and water power rights, diversion rights, and submersion rights.

430 Minerals

Includes both the cost of mineral rights and land containing mineral deposits owned by the Government.

440 Timber

Includes the cost and appraised value of timber and pulp wood; cost of reforestation program for the purpose of dust and soil erosion control, retention of water tables, etc.; cost of development and improvement of timber stand; and other forestry management costs. NOTE: Use of this code is limited to the Savannah River Operations Office.

460 Site Preparation, Grading, and Landscaping

Includes the cost of general clearing, grading, and drainage not directly related to the erection of buildings and structures. All landscaping is included.

Users may not select STARS Asset Type 460, Site Preparation, Grading, and Landscaping for Asset Type when adding real property records as these costs do not meet any of the definitions of real property types appearing in this appendix. Users may select this asset type when entering Capital Adjustments to real property records including land.

470 Roads, Walks, and Paved Areas

Includes the cost of roads, bridges, streets, walks, paved parking areas and paved open areas between buildings, including any related costs of clearing, grading, base, surfacing, storm sewers or drains, curbs, gutters, culverts, lighting service, and other related facilities.

480 Fences and Guard Towers

Includes the cost of security fences, guard towers and lighting service. Fences associated with specific facilities such as ball parks and substations are included with the facilities protected.

490 Other Improvements to Land

Includes the cost of improvements not includable under codes 460, 470, or 480, such as airports, playgrounds, tennis courts, and athletic fields.

501 Buildings

Includes the cost of buildings and permanently attached appurtenances, such as elevators, fire protection, lighting, plumbing, heating, ventilation, and built-in air conditioning systems (excluding window or console air conditioning units that require no duct work or cooling towers), and the cost of piping, conduit, and cable permanently attached to and made a part of the building and that cannot be removed without cutting into the walls, ceilings, or floors. The division between building costs and costs of utility systems is generally made at a point nominally 5 feet outside the building wall.

502 Experimental and Demonstration Projects

To capitalize incurred cost for experimental and demonstration projects with a useful life of 2 years or more. These projects include full-scale test facilities, pilot plants, and other prototype facilities.

550 Other Structures

Includes the cost of such structures as dams, retention basins, reservoirs, swimming pools, pits, platforms, underground oil storage reservoirs, and stacks (when not a part of a building).

610 Communication Systems

Includes the cost of lines, poles, cables, and conduits; built-in radio transmitting and receiving equipment; and any installed equipment, otherwise portable, which has been so installed that it cannot be removed without damaging the equipment or damaging the building or structure in which it has been installed. Personal property such as telephones and intercommunication equipment should be included in asset code 730.

615 Electric Generation, Transmission, and Distribution Systems

Includes the cost of all electric generation equipment; boiler plant equipment primarily used to supply steam to steam-electric generation equipment; transmission and distribution lines, poles, towers, grounding systems, substations, transformers, controls, cables, conduits, services, meters, and protective devices; lighting fixtures, wire, poles, standards and related accessories supplying electric lighting service to roads, walks, and fences. Personal property, such as portable generators, is included in asset code 799.

620 Fire Alarm Systems

Includes the cost of central office equipment necessary for receiving and transmitting alarms, including control wiring, both cable and open, and other associated overhead and underground equipment. Portable equipment which is not permanently connected to permanent wiring and which may be removed without affecting operation of the fire alarm system is included in asset code 750.

625 Gas Production, Transmission, and Distribution Systems

Includes the cost of equipment involved in the production, storage, transmission, and distribution of natural and artificial gas, including pipelines, services, and associated regulating and metering equipment of buildings served.

630 Irrigation Systems

Includes the cost of canals, ditches, waterways, flumes, pipelines, and equipment used for irrigation purposes.

635 Railroad Systems

Includes the cost of railways, including bridges, trestles, culverts, crossing signals, clearing and grading, riprap, ties, ballast, rails, insulated joints, switches, and accessories.

640 Sewerage Systems

Includes the cost of sewerage treatment and disposal facilities, including manholes, mains, and lateral lines to point of tie-in with buildings served, and any septic tanks.

645 Steam Generation and Distribution Systems

Includes the cost of all equipment used for the generation and distribution of steam to the point of tie-in to buildings where such steam is utilized primarily for heating and for furnishing power to rotating equipment, including emergency turbo generators. The cost of boiler plant equipment used primarily to supply steam to steam-electric generation equipment is include in 615.

650 Water Supply, Pumping, Treatment, and Distribution Systems

Includes the cost of wells, pumping and water treatments, and distribution facilities to the point of tie-in with buildings served.

655 Nuclear Steam and Electric Generation and Transmission Systems

Includes the cost of nuclear reactors and appurtenant equipment involved primarily and principally in the generation of steam for use in steam-electric generating equipment, fossil-fuel super heaters electric generation equipment, and electric transmission facilities connecting the nuclear power plant to the transmission or distribution network. The only reactors to be identified by this code are those which have significant electrical generation.

660 SPR Crude Oil Piping System

Includes the cost of pipelines and metering devices between the oil transporting vehicle and the oil storage site.

665 NPR Crude Oil Extraction and Distribution System

Includes the cost of real property and related personal property necessary for crude oil extraction and distribution such as the well casings, piping, and integrated equipment in the piping system; oil storage facilities and support buildings and structures. Does not include any personal property, which should be included in the appropriate asset code (710-799) for personal property.

670 Process Systems

(Real or related personal property.) Includes the cost of equipment used specifically in product manufacturing and processing, including associated measurement and control instruments, which are integral to the operation of real property, or which are so affixed to real property that removal of the equipment would significantly diminish the economic value of the real property or the equipment itself.

680 Reactors and Accelerators

Includes the cost of reactors, proton synchrotrons, electron synchrotrons, cyclotrons, linear accelerators, Van De Graaf generators, and other similar facilities, as well as the related equipment which is an integral part of the facility or related to, designed for, or specially adapted to, the functional or productive capacity of the real property, and removal of this equipment would

significantly diminish the economic value of the real property or the equipment itself. Reactors with significant electrical generation should be identified with asset type 655.

725 Motors Vehicles and Aircraft (Personal Property) - **NOT TO BE USED IN FIMS**

Includes the cost of passenger cars, trucks, buses, jeeps, trailers, airplanes and fire trucks.

800 Improvements to Property of Others

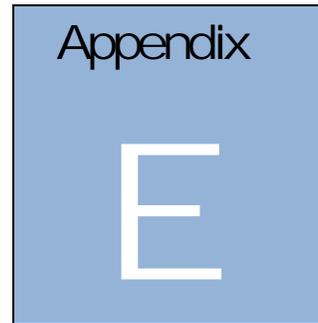
Includes the cost of betterments made by DOE to land, land improvements (roads, runways, etc.), and to existing buildings, structures, building services, and utility systems not owned by DOE. New construction such as plants, laboratories, and similar facilities built by DOE on land owned by others should be classified in Asset Type Code 501.

900 Unclassified Plant and Equipment

Includes the cost of major construction projects or operative portions thereof that have been physically completed and placed in service for which the unitization and classification of costs into plant and equipment accounts have not been completed. Allocation to production, research, community, and general facilities and to asset types 401 through 800 will require approximation in some instances, particularly at year end when full allocation is required. (Year-end allocations may be reversed in October pending formal and more precise classifications.)

999 Other

This code may be used on an interim basis for items not identified by month end. However, records associated with transfer activity cannot use this code. At fiscal year-end, this code cannot be used.



E. Lookup Table Descriptions

Core Capabilities

Capability	Core Capability Desc
C01	C01 Design, Certification, Testing, Experiments, Surveillance and ST&E base
C01.1	C01.1 Design and Certification
C01.2	C01.2 Experiments
C01.3	C01.3 Simulation
C01.4	C01.4 Testing
C01.5	C01.5 Surveillance
C02	C02 Plutonium
C03	C03 Uranium
C04	C04 Tritium
C05	C05 High Explosives
C06	C06 Non-nuclear
C07	C07 Weapons Assembly/Disassembly
C08	C08 Transportation
C09	C09 Special Nuclear Material Accountability, Storage, Protection and Handling
C11	C11 Counterterrorism & Counter-Proliferation
C12	C12 Support of Other Mission / Program Capability
C13	C13 Federal Management and Oversight
C14	C14 Nonproliferation
C15	C15 Security
C16	C16 Emergency Response
C17	C17 Strategic Partnership Projects
C18	C18 Reserve Real Property Assets
EM01	EM01 Treat Radioactive Liquid Waste
EM02	EM02 Close Radioactive Liquid Waste Tanks
EM03	EM03 Secure and Store Nuclear Material
EM04	EM04 Dispose of Transuranic/Low-Level Wastes
EM05	EM05 Decontaminate and Decommission Facilities
EM06	EM06 Soil and Groundwater Remediation
EM07	EM07 Other DOE/NNSA Missions
EM08	EM08 Enabling Infrastructure
NE01	NE01 Nuclear Fuels and Materials Research
NE02	NE02 Applied Materials Research and Processing
NE03	NE03 Applied Chemical Separations
NE04	NE04 Energy Systems Design and Analysis
NE05	NE05 Engineering Research, Performance, Validation and Demonstration
NE06	NE06 Critical Infrastructure Protection
NE07	NE07 Nuclear Nonproliferation
NE08	NE08 Industrial Controls Systems
NE09	NE09 Environmental Systems Surveillance
NE10	NE10 Defense Systems
NE11	NE11 Enabling Infrastructure

Capability	Core Capability Desc
NE12	NE12 Asset Totally Inactive
SC01	SC01 Accelerator Science and Technology
SC02	SC02 Advanced Computer Science, Visualization, and Data
SC03	SC03 Applied Materials Science & Engineering
SC04	SC04 Applied Mathematics
SC05	SC05 Biological and Bioprocess Engineering
SC06	SC06 Biological Systems Science
SC07	SC07 Chemical Engineering
SC08	SC08 Chemical and Molecular Science
SC09	SC09 Climate Change Sciences and Atmospheric Science
SC10	SC10 Computational Science
SC11	SC11 Condensed Matter Physics and Materials Science
SC12	SC12 Cyber and Information Sciences
SC13	SC13 Decision Science and Analysis
SC14	SC14 Earth Systems Science and Engineering
SC15	SC15 Environmental Subsurface Science
SC16	SC16 Large-Scale User Facilities/R&D Facilities/Advanced Instrumentation
SC17	SC17 Mechanical Design and Engineering
SC18	SC18 Nuclear Engineering
SC19	SC19 Nuclear Physics
SC20	SC20 Nuclear and Radio Chemistry
SC21	SC21 Particle Physics
SC22	SC22 Plasma and Fusion Energy Sciences
SC23	SC23 Power Systems and Electrical Engineering
SC24	SC24 Systems Engineering and Integration
SC25	SC25 Enabling Infrastructure

Field Office

Field Office Code	Long Desc
02	Los Alamos Field Office
03	Chicago Office
04	Office of Civilian Radioactive Waste Management
05	Golden Field Office
06	Idaho Operations Office
07	EM Consolidated Business Center
08	Legacy Management
09	Nevada Field Office
10	Oak Ridge Office
11	National Energy Technology Laboratory
12	Naval Reactors Laboratory Field Office
13	Richland Operations Office
14	Livermore Site Office
15	Savannah River Site
17	Carlsbad Field Office
18	Kansas City Field Office
19	Office of Secure Transportation
20	National Training Center
21	NNSA Production Office
22	Sandia Field Office
23	Southwestern Power Administration
24	Western Area Power Administration
25	Southeastern Power Administration
26	Naval Petroleum Reserves
27	Strategic Petroleum Reserves
29	Bonneville Power Administration
30	Federal Energy Regulatory Commission
HQ	DOE Headquarters

Hazard Category

Hazard Category	Long Desc
01	Nuclear Facility Category 1
02	Nuclear Facility Category 2
03	Nuclear Facility Category 3
04	Radiological Facility
05	Chemical Hazard Facility
06	Nanoparticle Facility
07	Beryllium Facility
08	BSL-1 Biosafety Level 1 Facility
09	BSL-2 Biosafety Level 2 Facility
10	BSL-3 Biosafety Level 3 Facility
11	BSL-4 Biosafety Level 4 Facility
12	Not Applicable

Land Ownership

Land Ownership Code	Land Ownership Desc
1	Owned By DOE
2	Permit Land
3	Contractor Control
4	Withdrawn Public Domain
5	Leased By DOE
6	Other
7	Easement

Mission Dependent Program

Mission Dep Program	Desc
DSW	NA10 – Directed Stockpile Work
SCI	NA10 – Science Campaign
ENG	NA10 – Engineering Campaign
ICF	NA10 – Inertial Confinement Fusion and High Yield Campaign
ASC	NA10 – Advanced Simulation and Computing Campaign
PMC	NA10 – Pit Manufacturing and Certification Campaign
RC	NA10 – Readiness Campaign
STA	NA10 – Secure Transportation Asset
RTBF	NA10 – Readiness in Technical Base and Facilities
NPV	NA20 – Nonproliferation and Verification R and D
HEU-TIP	NA20 – Highly Enriched Uranium Transparency
EWGPP	NA20 – Elimination Weapons-Grade Plutonium
NIS	NA20 – Nonproliferation and International Security
GIPP	NA20 – Global Initiatives for Proliferation Prevention
MPCA	NA20 – Intl. Nuclear Materials Protection and Cooperation
FMD	NA20 – Fissile Materials Disposition
GTRI	NA20 – Global Threat Reduction Initiative
NR	NA30 – Naval Reactors
NWIR	NA40 – Nuclear Weapons Incident Response
DNS	NA70 – Defense Nuclear Security
DHS	Department of Homeland Security (DHS)
DOD	Department of Defense (DOD)
OFO	Other Federal Office (OFO)
SC	Office of Science (SC)
EM	Office of Environmental Management (EM)
FE	Office of Fossil Energy (FE)
LM	Office of Legacy Management (LM)
NE	Office of Nuclear Energy (NE)
OTHER	Other

Mission Dep Program	Desc
NA	Not Applicable

Ownership

Ownership Code	Prop Type	Description
A	Land	Easement
C	Building	Contractor Leased
C	Land	Contractor Leased
C	OSF	Contractor Leased
C	Trailer	Contractor Leased
D	Building	DOE Leased
D	Land	DOE Leased
D	OSF	DOE Leased
D	Trailer	DOE Leased
E	Building	Contractor License
E	Land	License Land
E	OSF	Contractor License
E	Trailer	Contractor License
G	Building	GSA Owned
H	Land	Other
I	Land	Institutional Control
L	Building	GSA Leased
O	Building	DOE Owned
O	Land	DOE Owned
O	OSF	DOE Owned
O	Trailer	DOE Owned
P	Building	Permit
P	Land	Permit
P	OSF	Permit
T	Land	Long Term Interest
W	Land	Withdrawn Land

Program Office

Program Office Code	Long Desc
AU	Environmental, Safety and Health
EA	Office of Enterprise Independent Assessment
EE	Energy Efficiency and Renewable Energy
EM	Environmental Management
FE	Fossil Energy
FERC	Federal Energy Regulatory Commission
IN	Office of Counter Intelligence
LM	Legacy Management
MA	Office of Management
NE	Nuclear Energy
NNSA	National Nuclear Security Administration
NR	Naval Reactors
PA	Power Administrations
RW	Civilian Radioactive Waste Management
SC	Science

Reporting Source

Reporting Source	Long Desc
ALH	Lockheed Martin - Sandia National Labs
ALW	WIPP NWP
BPA	Bonneville Power Administration
CH1	Ames Laboratory

Reporting Source	Long Desc
CH3	Brookhaven National Laboratory
CH5	Stanford Linear Accelerator Center
CH6	Lawrence Berkeley Laboratory
CH7	UChicago Argonne LLC
CH9	Chicago Operations Office
CHP	Princeton Plasma Physics Lab.
FRA	Fermilab Research Alliance
FT8	Alliance for Sustainable Energy, LLC
FT9	National Energy Technology Laboratory
IDA	Battelle Energy Alliance (BEA)
IDB	Bechtel B and I Idaho (BBWI)
LM1	Legacy Management
NR9	Naval Reactor Laboratory Field Office
NRB	Bechtel Marine Propulsion Corp
NS4	Los Alamos National Security, LLS (LANS)
NS9	NNSA
NSN	NSTec
NSP	Consolidated Nuclear Security (CNS)
NST	Honeywell
OH1	Fluor Daniel Fernald
OH2	Mound
OR2	Pacific Northwest Lab
OR4	Oak Ridge National Lab (UT-Battelle, LLC)
OR9	Oak Ridge Ops Office
ORC	UDS – Portsmouth
ORD	Bechtel Jacobs Company at Paducah
ORE	Swift and Staley – Paducah
ORF	UDS – Paducah
ORM	WEMS - Portsmouth
ORN	Oak Ridge Associated Universities
ORP	LATA/Parallax - Portsmouth
ORR	Bechtel Jacobs Company at Oak Ridge
ORS	SLAC
ORX	URS/CH2M Oak Ridge LLC (UCOR)
RF1	Kaiser-Hill Rocky Flats
RL9	Richland Operations Office
RP1	Office of River Protection
RP9	Western Area Power Administration
SF1	Lawrence Livermore National Lab
SF9	Oakland Operations Office
SFB	North Wind
SP9	Strategic Petroleum Reserve Operations Office
SR9	Savannah River Operations Office
SW9	Southwestern Power Administration
US0	USEC
WA9	Washington Office Headquarters
WAC	Lawrence Allison
WAF	Bechtel Petroleum Operations
YMT	Yucca Mountain Project

Status

Status Code	Date Required	Status Desc	Property Type
1	N	Operating	B,S,T
2	Y	Standby	B,S,T
3	Y	Outgranted	B,S,T
4	Y	Shutdown	B,S,T
5	Y	Undergoing Stabilization/Deactivation	B,S,T

Status Code	Date Required	Status Desc	Property Type
6	Y	Undergoing Decommissioning	B,S,T
7	Y	Undergoing Disposition	B,S,T
8	Y	Federal Transfer (Archive)	B,S,T,L
10	Y	Demolished (Archive)	B,S,T,L
13	N	Active Land	L
14	N	Inactive Land	L
17	Y	Other Disposition (Archive)	B,S,T,L
CF	Y	PBC: Correctional Facility Use (Archive)	B,S,T,L
HA	Y	PBC: Homeless Assistance (Archive)	B,S,T,L
HE	Y	PBC: Health or Educational Use (Archive)	B,S,T,L
HM	Y	PBD: Historic Monuments (Archive)	B,S,T,L
IC	Y	In Situ Closed	B,S
IM	Y	In Situ Closed LTM	B,S
LD	Y	Loss Due to Disaster	B,S,T
LT	Y	Loss Due to Training Exercise	B,S,T
LW	Y	PBC: Law Enforce/Emergency Mgmt (Archive)	B,S,T,L
NS	Y	PBC: Negotiated Sales to Public Agy (Archive)	B,S,T,L
PA	Y	PBC: Public Airports (Archive)	B,S,T,L
PF	Y	PBC: Port Facilities (Archive)	B,S,T,L
PR	Y	PBC: Public Parks/Recreational Area (Archive)	B,S,T,L
SH	Y	PBC: Self-help Housing (Archive)	B,S,T,L
SN	Y	Sale, Negotiated (Archive)	B,S,T,L
SP	Y	Sale, Public (Archive)	B,S,T,L
TM	Y	Early Termination/Cancellation (Archive)	B,S,T,L
WC	Y	PBC: Wildlife Conservation (Archive)	B,S,T,L
XP	Y	Expiration/Cancellation (Archive)	B,S,T,L
XX	Y	Admin Correction/No Disp (Archive)	B,S,T,L

Uniformat

Uniformat Code	Long Desc
00	None
A10	Foundations
A20	Basement Construction
B10	Super Structure
B20	Exterior Closure
B30	Roofing
C10	Interior Construction
C20	Stairs
C30	Interior Finishes
D10	Conveying
D20	Plumbing
D30	HVAC
D40	Fire Protection
D50	Electrical
E10	Equipment
E20	Furnishings
F10	Special Construction
F20	Selective Building Demolition
G10	Site Preparation
G20	Site Improvements
G30	Site Mechanical Utilities
G40	Site Electrical Utilities
G90	Other Site Construction

Usage Codes - Building and Trailers

Reference the [Building Usage Codes](#) appendix of this manual.

Usage Codes - OSF

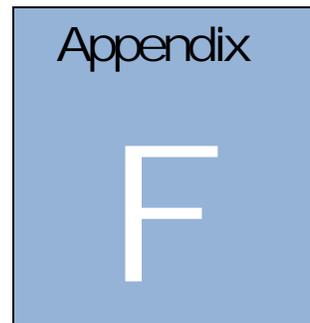
Reference the [OSF Usage Codes](#) appendix of this manual.

Usage Codes - Land

Usage Code	Long Desc	Definitions
01	Agricultural	Land under cultivation for food or fiber production.
04	Grazing	Conservation lands primarily administered to preserve, protect, manage, or develop grass and other forage resources suitable for livestock. Exclude Wilderness Areas from this classification.
07	Forest And Wildlife	Conservation lands primarily administered to preserve, protect, manage, or develop timber, wildlife, watershed, and recreational resources. Exclude Wilderness Areas from this classification.
08	Parks And Historic Sites	Land administered for cemeteries, memorials, monuments, parks (national, historical, military, memorial, and national capital), sites (battlefield and historic), parkways, and recreation areas. Exclude Wilderness Areas from this classification.
09	Wilderness Areas	Land designated by Congress as a part of the National Wilderness Preservation System
10	Office Building Location	Land containing office buildings or future planned office buildings, to include military headquarters buildings.
11	Military	Department of Defense (DOD0 and US Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.
12	Airfields	Land used for military air bases or air stations, and military or civilian land fields.
13	Harbors And Port Terminals	Land used for harbor and port facilities.
14	Post Offices	Land used in conjunction with a Post Office and used predominately as a general service and access area.
15	Power Development And Distribution	Land used for power development and distribution projects.
16	Reclamation And Irrigation	Land used for reclamation and irrigation projects.
17	Outpatient Healthcare	Land used for outpatient healthcare facilities.
18	Flood Control And Navigation	Land used for flood control and navigation projects.
19	Vacant	Land not being used.
20	Institutional	Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	Housing	Land used primarily for public housing projects, military personnel quarters, and dwellings for other federal personnel.
40	Storage	Land used primarily for supply depots and other storage.
50	Industrial	Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.
70	Research And Development	Land used directly in basic or applied research such as in science, medicine, and engineering.
72	Communication Systems	Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.

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73	Navigation and Traffic Aids	Land used for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
80	Other Land	Land that cannot be classified elsewhere.
81	Training Land	Land containing training buildings, or land that is used to conduct outdoor training, such as firefighting, weapons training, or other military training activities.



F. FIMS RPV Guidance

Building RPV and Site Factor Introduction

Building Replacement Plant Value (RPV) (on the *RPV* window) is calculated by FIMS. RPV was originally developed to provide an order of magnitude estimate of replacement cost, and was primarily used by DOE to do maintenance cross cut budget analyses. It is reasonable for these types of macro analyses but was never intended to substitute for detailed cost estimates for a particular building.

The FIMS Replacement Plant Value (RPV) Models have been created to provide standard and justifiable building costs for the Department of Energy (DOE) building inventory. The RPV costs are based on building models developed by the RS Means Company, a nationally recognized cost estimating firm. The models are based on typical types of structures that would be built to replace a similar use existing structure if it was constructed today. These models are created from costing information for similar types of structures built nationwide and their construction costs gathered by RS Means.

Each asset in the Department of Energy's inventory has been assigned a building usage code based on GSA standards. These usage codes have been assigned by each DOE site to reflect their inventory. Not all usage codes designated by DOE can be linked to a standard cost model. Unique facilities such as Accelerators, Reactors, etc have been excluded. The site must create a replacement plant value cost for unique facilities. The sites that have the ability to create their own RPV costs for their inventory following standard practices are permitted to engineer their own RPV. If the site chooses to replace the FIMS-derived RPV, it must have an identifiable (e.g., Factory Mutual or RS Means), documented process in place for determining RPV. Any change made to the FIMS-derived RPV will be reflected in the database as being contractor-derived.

The RPV cost for a building is created from a standardized construction model based on the expected cost to build a replacement structure using today's construction techniques, materials, and current codes. This value is not the cost to replace the current structure in-kind, which is usually impossible due to the age of the building. Since the square foot costs developed by RS Means are based on primarily private sector construction and adjusted to a nationwide average, the square foot cost is applied as the starting basis and is further adjusted to reflect specific site costs.

Adjustments to the national costs include a geographic factor applied to reflect the material and labor costs for the specific area. A unique geographic factor provided by RS Means and updated yearly has been incorporated into the FIMS system. A geographic factor must be applied to normalize the wage rates and material costs typical in the local area of the facility. Next, a site factor is applied to adjust for costs such as security, site fees, permitting fees, construction management services, preparation of as-built drawings, startup and commissioning fees, contingencies, etc. specific to the site. A format has been created for each site to develop its own customized factor. The next section, *Site Factor Guidance*, discusses the recommended format for sites to use to estimate a site factor. The addition of the geographic and site factors will result in a total construction budget cost for the building that is closer to an actual bid cost. The adjusted RPV costs do not include costs for ADA, which would be incorporated under the design codes, historic designated structures, demolition and disposal, and hazardous material removal. In addition, the adjusted RPV values do not include any costs for personal property, production, or scientific equipment. These factors will increase the costs significantly. Finally, the adjusted RPV costs are multiplied by the gross square footage of the building to determine the final RPV cost.

Once a Replacement Plant Value is known along with the deferred maintenance cost, the RPV is divided into the building deficiency repairs and replacement costs (deferred maintenance costs) to generate a Facility Condition Index (FCI) value for the building. The FCI can be used to compare how deficient buildings are and can be used to prioritize repairs and replacements.

Site Factor Guidance

Guidance and Format for Site Factor Calculation for FIMS RPV

Based on Cost Adders to Means Square Foot Costs Book

The information contained within this section is provided to assist sites in estimating the Site Factor used in the FIMS formula for calculating the Replacement Plant Value (RPV) for DOE Buildings and OSF. The previous section, *Building RPV and Site Factor Introduction*, explains the Site Factor and establishes the following formula for calculating RPV of buildings.

$$\text{RPV} = \text{Gross SF} \times \text{RPV Unit Price (\$/SF)} \times \text{Geographical Cost Factor} \times \text{Site Factor}$$

The original version of this paper, dated Oct 31, 2001, resulted in a FIMS default Site Factor of 1.460. Initial comments on the draft paper and HQ decisions resulted in eliminating the "Site Burden," confirming that "Other Project Costs" should not be included, and incorporating some minor revisions. A subsequent decision was made to include site burden. The revised default Site Factor is 1.568 based on including site burden. It is strongly recommended that sites utilize the following format and guidelines to calculate a site-specific Site Factor in order to decide if the default Site Factor needs to be changed. Call the FIMS Hotline if you desire to replace the default factor with your site-specific factor.

The Site Factor appropriate for a very large building will normally be significantly higher than the appropriate Site Factor for building a very small building. Developing two or more Site Factors for two or more sub-groups of buildings is recommended to improve RPV accuracy.

The geographical cost factor and the Site Factor are also applicable to contracts for the correction of Deferred Maintenance based on estimates using the last column in Means books titled "Total Incl. O&P." However, most Deferred Maintenance contracts are much smaller than contracts to build an entire building. Also, for Deferred Maintenance an A&E Contract is often not required and there is usually only one contractor, not a General Contractor and multiple sub-contractors (installing contractors in Means terminology). Also the Site Factor for a fixed-price lump sum contract will be different than the Site Factors for Time and Material Contracts or Labor Hour Contracts, or for Blanket Order Agreements. For these reasons, one or more additional Site Factors should be developed for use with contracted Deferred Maintenance work depending on the type and size of contract.

1. Explanations and Assumptions for FIMS RPV System.

- a. The gross SF of every DOE building has been entered into FIMS. Every building has been listed under one of the "building use codes" in FIMS. For most building use codes, one or more model buildings have been created. In FIMS Version 3.8 (released 8/27/03) and later, users will need to select the building model from the picklist of model buildings. In Version 3.7 (released 8/28/02) and prior there was a default model for each use code where at least one model was developed.
- b. The FIMS Help Menu index has a description of all the model buildings accompanied by a cost estimate from RS Means for the material and installation costs (material, labor, construction equipment costs and installing contractor overhead and profit). With the exception of headings, these model building estimates follow the exact format of the Commercial / Industrial / Institutional Section of the Means Square Foots Costs book. Each line in the estimates is from the Assemblies Unit Cost section of the Square Foot Costs.

If the existing building features are significantly different from all the model buildings, then an alternate method should be used to generate RPV. When a RPV estimate for an existing building is developed

from scratch using the last column in most Means books titled "Total Incl. O&P," (or the "Total" column in the Square Foot Costs and Assemblies Cost Data Means Books) the geographical cost factor and the Site Factor still need to be applied to obtain the RPV.

- c. In the RPV formula, the FIMS Geographical Cost Factor is based on the Means Location Factor data which is updated annually in FIMS. For example, the Brookhaven National Laboratory (BNL) Means Location Factor is 127. The FIMS Geographical Cost Factor (a multiplier) is 1.27. This means that costs at BNL are 27% higher than the "national average cost" associated with the RPV unit cost from Means.
- d. What exactly is RPV, the number we are trying to estimate?
 - 1) The RPV should not include the cost of demolishing an existing building or the cost of land or site development, extending utilities to the site, parking lots or other improvements beyond 5' of the structure.
 - 2) RPV is best represented by the Total Estimated Cost, less the cost of personal property and programmatic capital equipment required to provide a complete and useable facility.

Chapter 6 of the DOE Cost Estimating Guide 430.1-1 defines Total Project Costs as the sum of the Total Estimated Cost and Other Project Costs.

Other Project Costs should not be included in the estimate of RPV. Other Project Costs are charged to Operating Expense and are therefore not included in capitalized cost of the project in the DOE Standard Accounting and Reporting System (STARS) which is also the acquisition cost total in FIMS. The commercial world does not include the equivalent of Other Project Costs in their capitalized building costs or in their current plant values or RPV's.

Chapter 6 defines Other Project Costs as all costs not included in the Total Estimated Cost. These many cost elements can be generally categorized as: (1) all costs prior to start of Title I design (pre-authorization costs) and (2) all plant support costs during construction, activation, and start-up. (Conceptual design / CDR costs are classified as Other Project Costs.)

Chapter 6 lists hundreds of cost elements classified under one of the following cost categories:

- Other Project Costs
- Engineering, Design and Inspection
- Project Management
- Construction Management
- Construction Contractor

Chapter 6 and other chapters of the Cost Estimating Guide can be found at www.directives.doe.gov. Click on Directives; click on Series 400; scroll about one quarter down to DOE G 430.1-1 Chap 6; click on the PDF Version so the tables will be formatted properly.

- e. What exactly is the Site Factor that we are trying to calculate?
 - 1) The Site Factor is the multiplier that is applied to the sub-total for material and installation (from Means as shown on the FIMS Model Building estimates), after the geographical factor has been applied, in order to estimate the RPV (of the building associated with the material and installation sub-total).

The first step in calculating RPV is to determine the "Sub-Total for Material and Installation", using the following formula:

\$ per SF of the appropriate RPV Model X Gross SF of the asset for which RPV is being estimated = Sub-Total for Material and Installation of the asset for which RPV is being estimated.

The second step in calculating RPV is to adjust the sub-total for material and installation by the geographical factor and the site factor multipliers using the following formula:

RPV = Sub-Total for Material and Installation X Geo. Factor X Site Factor

The Site Factor is a single multiplier, not a percentage; but of course it could be converted to a percentage. (A multiplier of 1.40 is represented as 40%. If you want to add 40% to \$100, the answer is \$140; the multiplier is 1.40.)

To calculate RPV using FIMS Versions later than 3.7, the user merely picks the appropriate model and changes the default Site Factor if needed. Call the FIMS Hotline to request a global change to your site-specific Site Factor.

- 2) The Geographical Factor is a separate multiplier that corresponds to the "Location Factor" listed in Means.

Site Factor calculations are not at all affected by the Geographical Factor. That is, the Site Factor calculation will give exactly the same result even if the Geographical Factor changed radically or even if a much larger or a much smaller Geographical Factor was used. This is because the Geographical Factor is a multiplier for both sides of the above equation. RPV represents the total costs, the bottom line of the Site Factor format. The Geographical Factor is part of the RPV.

- 3) The following formula for the Site Factor is derived from the RPV formula above.

$$SF = \frac{\text{RPV (Bottom Line Total Costs on the Site Factor format)}}{\text{Sub-Total for Material and Installation (Top Line of Format) X Geo Factor}}$$

2. Facts and Assumptions for Determining the Site Factor.

- a. Assume that the building is being constructed by a fixed price lump sum contract awarded to a general contractor who has sub-contractors. Assume that the M&O contractor awards a separate A&E contract. Assume that the M&O contractor provides the Project Management and Construction Management Services.
- b. Assume that you are **not** building any of the following assets: reactor, reactor building, accelerator building, hot cell, airport terminal, gas station, nuclear waste processing and/or handling building, nuclear chemical processing facility, nuclear fabrication, uranium enrichment, hazardous production or hazardous manufacturing building, special nuclear material storage, museum / shrine / landmark / historic building or prison. Model buildings have not been developed for these types of assets.

HQ is considering development of models and using unit costs for various types of Other Structures and Facilities (OSF) assets based on the Means Facilities Construction Cost Book and Heavy Construction Cost Book. Each site will need to determine if the Site Factor for buildings is also applicable to OSF assets. It may be appropriate to develop a Site Factor for OSF only.

- c. You are trying to determine a site factor that is applicable to all or at least most buildings at your site except for the types of buildings listed above where there is no model. Obviously the Site Factor for a warehouse will be less than the site factor for a state-of-the-art applied physics lab or a nuclear physics lab.

If you have one or more unique groups of buildings (usually associated with a unique use code) RPV accuracy will be improved by calculating one or more additional site-specific Site Factors that apply to the unique group or groups of buildings. This is the recommended procedure.

The format below provides for a range of add-on percentages as well as for an average or typical best percentage that would apply to an average building at your site. The format calculates a highest and lowest Site Factor based on using all the high percentages and all the low percentages. The highest and lowest Site Factor shows the extreme range for your site-specific Site Factor. It is unlikely that **all** of the highs or **all** of the lows would apply to any single building.

The Site Factor is a one-time calculation that will normally never need to be revised. The RPV unit prices (\$/SF) and the Geographical Factors will be updated annually by HQ in FIMS.

3. Standard Format for Calculating the Site Factor.

- a. The format for the Site Factor was designed to correspond to the real world at multiple sites and to list adder cost categories that are commonly used and known by experienced project managers. The format on the next page and the explanations on the pages that follow are based on detailed discussions with a project manager at BNL, with personnel from other sites, and with a Means Representative. (There may be some differences in the real world system used at different sites.)
- b. One factor that must be considered when selecting the contingency and escalation percentages is the stage of a project most appropriate for RPV calculations. As explained in the next section, the contingency and escalation percentages should be based on the after-construction-contract-award stage.
- c. The last page is a blank format for your Site Factor calculation. An Excel file with formulas has been created and will be posted on the FIMS website to make it easy to calculate Site Factors. The only entries required are the percentages in the "Best" column. The Site Factor shown at the bottom will change as each "Best Percentage" is entered.

DOE Generic, Default Site Factor (Using BNL Geo Factor)					
Standard Format for Calculating the Site Factor Needed for FIMS RPV Example Percentages and Dollar Amounts for an Average Bldg.					
Type of Cost	Percentages			Line(s) to which % Applies	\$ Amount
	Low	High	Best		
1. Material & Installation Sub-Total					\$1,800,000
2. FIMS Geo Factor as a %. (See * below.)	27%	27%	27%	1	\$486,000
3. Sub-Total					\$2,286,000
4. General Conditions – Sub-Contractor & General Contractor	5%	15%	10%	3	\$228,600
5. Sub-Total					\$2,514,600
6. General Contractor Overhead and Profit	5%	15%	7%	5	\$176,022
7. Sub-Total = Contract Award Price					\$2,690,622
8. Contingency	3%	8%	6%	7	\$161,437
9. A&E Contract Award Price	5%	10%	7.50%	7	\$201,797
10. M&O Engr. Support (Title I, II, III)	1%	2%	1.50%	7	
11. M&O Inspection (Title III)	1%	3%	2%	7	
12. M&O Project Management	1%	3%	2%	7	
13. M&O Construction Management	1%	3%	2%	7	
14. Other Project Costs (OE Funds)	0%	0%	Zero		Zero**
15. Total % for M&O (Lines 10 thru 14)	4%	11%	7.50%	7	\$201,797
16. Sub-Total					\$3,255,653

17. Site Burden	20.9/37%	20.9/37%	Zero	7,9,&15	Zero
18. Sub-Total					\$3,255,653
19. Escalation (One Year Only)	1%	4%	2.50%	18	\$81,391
20. Total Cost = RPV =					\$3,337,044

BNL Site Burden Percentage: 20.9% of the A&E contract (line 9) PLUS 20.9% of the construction contract award price (line 7) but only for the first \$600,000 PLUS 37.0% of M&O costs (line 15). (42,176 +125,400+74,665) = \$242,241

* A Means Location Factor of 127 equals the FIMS Geo Factor of 1.27 which is converted to +27% for line 2.

A Location Factor of 92 = Geo Factor of 0.92 = -8% for line 2.

** A decision was made that site burden should be included. Line 17 would be \$242,241 based on BNL data.

The FIMS formula is “(Gross SF x RPV Unit Price) x Geographical Factor x Site Factor. “(Gross SF x RPV Unit Price)” is represented by the material and installation sub-total, line 1 above. Therefore the Site Factor formula is as follows.

$$\text{Site Factor} = \frac{\text{Line 20 (bottom line)}}{\text{Line 1 (top line) x Geographical Factor}} = \frac{\text{Line 20}}{\text{Line 3}}$$

$$\text{Site Factor} = 3,337,044 / (1,800,000 \times 1.27) = 1.460$$

$$\text{Highest Site Factor based on High \%} = 1.774 \quad \text{Lowest Site Factor based on Low \%} = 1.247$$

When site burden is included the generic default Site Factor = 1.568

Highest Site Factor based on High % with site burden included = 1.916

Lowest Site Factor based on Low % with site burden included = 1.301

4. Comments and Explanations for the Standard Site Factor Format and Percentages.

a. Material and Installation Sub-Total - Line 1.

The items of cost that comprise the material and installation sub-total are from the Assemblies Section of the Means Square Foot Costs book or from the Means Assemblies Cost Data Book. The “Introduction to the Assemblies Section” states, “**Standard installing contractor’s overhead and profit are included in the assemblies costs**”.

The inside of the back cover of all Means books provides additional information about the installing contractor’s overhead and profit. The inside back cover states that the material and installation costs are based on the union wage rates including all fringe benefits. **For skilled workers a total of 57% is added for sub-contractor costs, including Worker’s Compensation (17.5%), Fixed Overhead (16.5%), Overhead (13%) and Profit (10%).** These percentages are from the 2001 Means Book. The percentages may change slightly each year. The annual FIMS updates to the unit cost of the RPV models will include the updated percentages.

The “Installing Contractor” is just another term for the “Sub-Contractor.” For large buildings there often is a General Contractor and multiple sub-contractors. Some general contractors only hire a small number of sub-contractors because they are also the installing contractor for several craft areas. For some Deferred Maintenance contracts, there are no sub-contractors.

The material and installation sub-total represents the RPV price per SF multiplied by the gross SF.

b. Geographical Factor – Line 2.

The FIMS Geographical Factor is based on the Means Location Factor data. A Location Factor of 127 is equal to the FIMS Geographical Factor multiplier of 1.27. For line 2 of the format, the 1.27 Geographical Factor is converted to a percentage, +27%. A Location Factor of 92 is equal to the FIMS Geographical Factor of 0.92 which is equal to -8%. +27% represents a site where costs that are 27% greater than the national average of 30 cities listed in Means. -8% represents a site where costs are 8% less than the national average costs.

c. General Conditions Sub-Contractor & General Contractor - Line 4.

The "Assemblies Section" of the Square Foot Costs book has exactly the same data as the Assemblies Cost Data book, except that only a portion of the data is contained in the "Assemblies Section" of the Square Foot Costs book. The following quote is from page vi of the 2001 Assemblies Cost Data book:

"General Conditions: Prices in this book include the Installing Contractor's overhead and profit (O&P). General Conditions, when applicable, are listed in Division 10 and the Reference Section of this book. General Conditions for the *Installing Contractor* may range from 0% to 10% of the Total Cost including O&P. For the *General or Prime Contractor* cost for General Conditions may range from 5% to 15% of the Total Cost including O&P, with a figure of **10% as the most typical allowance.**"

Page 430 of the **2001 Square Foot Costs** book is quoted as follows:

"General Conditions, Overhead & Profit: The total building costs in the Commercial / Industrial / Institutional section include a 10% allowance for general conditions and a 15% allowance for the general contractor's overhead and profit and contingencies."

The 10% allowance for general conditions is a new addition to the 2001 Square Foot Costs book. (This 10% for general conditions is the "**most typical allowance**" referred to in the above quote from page vi.) Page 428 of the 2000 Square Foot Costs book corresponds to page 430 of the 2001 Square Foot Costs book and is quoted as follows:

"General Conditions, Overhead & Profit: The total building costs in the Commercial / Industrial / Institutional section include a 15% allowance for general conditions. This allowance provides for the general contractor's overhead and profit and contingencies."

The difference between the 2000 and 2001 Square Foot Costs books is explained as follows:

The 2000 book only provided for a 15% allowance for the general contractor's overhead (5%) and profit (10%). The 2001 book provides for a 10% allowance for general conditions in addition to the 15% allowance for the general contractor's overhead and profit. The new 10% allowance for general conditions corresponds to the general conditions paragraph which of the Assemblies Cost Data book, the first quote above.

The costs associated with general conditions may be born entirely by the sub-contractors or entirely by the general contractor, or partly by sub-contractors and partly by the general contractor. It all depends on whatever is agreed on by the general contractor and the sub-contractors. The proper interpretation of the multiple quotes from Means is as follows:

The total costs for general conditions born either by the sub-contractors or by the general contractor are typically from 5% to 15% of the material and installation sub-total. A total of 10% for general conditions is the most typical allowance. It would be a mistake to interpret Means as saying that the sub-contractors' costs for general conditions typically might be as much as 10% in addition to the general contractor's costs for general conditions typically being as much as 15%.

For the purpose of simplicity and to minimize confusion, Line 4 of the Site Factor Format shows a single percentage for general conditions. Line 4 shows the general conditions cost born by both the sub-contractors and the general contractor. *For RPV estimating purposes the question of which contractor bears the costs of general conditions is irrelevant so long as the total costs associated with general conditions are included in the percentage on Line 4.*

Some of the various cost elements associated with the category of **General Conditions** are listed in Division 1 **General Requirements** of the Building Construction Cost Data book and similar books. However, some of the costs listed in Division 1 are elements of the "mark-ups on labor and overhead."

Site-specific contract requirements such as special training, security clearances, badges, and increased safety certification required for contractor employees, are part of General Conditions. General Conditions

should include any extra costs that contractors experience as part of a DOE contract that would not be part of a typical private sector contract.

The generic Site Factor format shows a range of 5% to 15% for general conditions, and a typical, best percentage of 10%.

The Means Assembly Cost data includes all special equipment needed for normal situations. However, there may be unusual situations where special use vehicles, buses, cranes or manlifts are required for access. These additional costs would be part of general conditions. The best percentage (10%) does not include any costs required by unusual situations.

d. General Contractor Overhead and Profit – Line 6.

As discussed in paragraph b. above, for purposes of simplicity and to minimize confusion, the Site Factor format uses Line 4 for whatever general condition costs are born by the General Contractor. Therefore, Line 6 is **only** for the General Contractor Overhead and Profit (O&P).

Means provides an allowance for 15% for General Contractor Overhead (5%) and Profit (10%). 5% or possibly less would apply to the O&P associated with a general contractor who is primarily a “broker.” 15% applies to the O&P when the General Contractor bears all or most of the general condition costs. 15% is not a typical percentage for General Contractor O&P. The generic Site Factor format is based on a range of 5% to 15%, and a typical, best percentage of 7%.

The “Installing Contractor” is a term used by Means. For large buildings there often is a General Contractor and multiple sub-contractors. The sub-contractors are the installing contractors. Some general contractors only hire a small number of sub-contractors because they themselves are the installing contractor for several construction trades. For some Deferred Maintenance contracts, there are no sub-contractors. When there are no or few sub-contractors, the percentage for the General Contractor should be zero or a low percentage. For most contracts to build a building there is a General Contractor and several sub-contractors.

e. Contingency Percentage – Line 8.

- 1) On June 25, 1985 the Chicago Operations Office (CH) published a thirteen page Cost Estimating Guide for Application of Contingency. Representatives from virtually all cost estimating organizations, several programs, and most Operation Offices provided comments that were incorporated into the guide. A draft of the guide was tested for one year prior to finalizing the guide. The guide was presented at a meeting for Cost Methods Development in Las Vegas on March 28-30, 1984. The percentages in the CH Guide are exactly the same as the percentages in Chapter 11 of the DOE Cost Estimating Guide.
- 2) The CH Guide lists the following ranges of contingency percentages based on estimates made at the various stages of a construction project.

CH Guide for Contingencies	
Stage of Estimate for Construction Contract	Percentage Range
Planning Stage Prior to Conceptual Design / CDR	20% to 30%
Planning Stage for state-of-art experimental facilities	Up to 50%
Budget Stage based on Conceptual Design / CDR	15% to 25%
Budget Stage for state-of-art experimental facilities	Up to 40%
Title I Preliminary Design Stage	10% to 20%
Title II Final Plans and Specs for Contract Bid Stage	5% to 15%
<i>After Award of Fixed Price Contract</i>	3% to 8%

- 3) For FIMS RPV calculations the appropriate stage of the project for the contingency estimate is after the contract awarded, prior to start of construction. This contingency is the estimated amount that potentially will be needed to pay for contract change orders due to unforeseen conditions. (See comments on Escalation for a more detailed explanation of why the time after contract award is the appropriate stage of the project for the contingency estimate.)
 - 4) Based on the above Contingency Guide, the range of reasonable percentages for contingency is from a low of 3% to a high of 8%. The generic Site Factor format shows this range and a typical, best percentage of 6% for contingency.
- f. **A&E Contract Award Price – Line 9.**

- 1) For 2001 Means provided the following estimates of typical A&E fees that add-on to the contract award price for three different categories of buildings. These percentages may change annually. The data from the most current Means book should be used.

Typical A&E Fees				
Building Types	Total Project Size in Millions			
	\$1M	\$5M	\$10M	\$50M
Factories, Garages, Warehouses , Repetitive Housing	6.20%	5.30%	4.90%	4.50%
Apartments, Banks, Schools, Libraries, Offices , Municipal Bldgs.	8%	7%	6.60%	6.20%
Churches, Hospitals, Homes, Laboratories , museums, Research	11.90%	9.50%	8.80%	8%

- 2) The A&E contract typically includes a limited amount of construction inspection services. It may or may not include full construction inspection services. If full inspection services are not part of the A&E contract, then they need to be included in the Construction Management Percentage discussed below.
- 3) The range of reasonable percentages for A&E Fees is from a low of 4.5% to a high of 11.9%. The typical, best percentage is 7.5%. These percentages are based on the assumption that the A&E contract does not include full construction inspection services.

g. **M&O Engr. Support (Title I, II, III) – Line 10.**

The cost of Engineering support to the A&E to the M&O Project Manager, and to the M&O Construction Manager, etc.

h. **M&O Inspection Percentage (Title III)– Line 11.**

- 1) M&O contractors typically use in-house employees for construction contract inspection services. The cost for these services is typically added as a separate percentage not included in the Construction Management Percentage.
- 2) If the A&E contract includes full construction contract inspection services, the percentage for M&O inspection would be zero.
- 3) The range of reasonable percentages for the M&O Inspection Percentage is from a low of 1% to a high of 3%. The typical, best percentage is 2%.

i. **Project Management Percentage – Line 12.**

- 1) Project Management is intended to include all cost elements listed under this heading in Chapter 6 of the DOE Cost Estimating Guide.

- 2) The range of reasonable percentages for the Project Management Percentage is from a low of 1% to a high of 3%. The typical, best percentage is 2%.
- j. **Construction Management Percentage – Line 13.**
- 1) Construction Management is intended to include all cost elements listed under this heading in Chapter 6 of the DOE Cost Estimating Guide.
 - 2) For very large complicated projects, the M&O contractor might award a Construction Management Contract. A site factor based on awarding a Construction Management Contract should only be used for calculating the RPV for specific buildings where such a contract is appropriate. Normally all Construction Management services are provided by the M&O contractor.
 - 3) The range of reasonable percentages for Construction Management is from a low of 1% to a high of 3%. The typical, best percentage is 2%. These percentages are based on M&O Contract Inspection services being included in Line 8 above.
- k. **Other Project Costs Percentage – Line 14.**
- 1) Other Project Costs are intended to include all cost elements listed under this heading in Chapter 6 of the DOE Cost Estimating Guide.
 - 2) Paragraph 1.d.2) explains that Other Project Costs are not to be included in the Site Factor for RPV. The format has zero for this line.
- l. **Site Burden Percentage – Line 17.**
- 1) The Site Burden Percentage is a category for M&O costs in addition to the direct costs associated with Inspection Services, Project Management, and Construction Management and the construction contract. Site Burden may not be the best name for this category. Site Burden represents the application of the site's overhead rates.
 - 2) There may be significant differences in how sites apply the Site Burden Overhead Rate.
 - (a) Some sites may use a single Site Burden Percentage that applies to the contract award amount, the A&E contract award amount, and the In-House costs.
- Some sites may apply one Site Burden Percentage to In-House costs and a second, different Site Burden Percentage to the contract award price and the A&E contract Award Price.
- (b) BNL uses two different site burden percentages and applies the site burden for construction contracts only to the first of \$600,000 of the contract award amount.
 - 3) The first version of this paper included the site burden, but stated uncertainty about whether or not the site burden should be included. Initially a decision was made to exclude site burden, but a subsequent decision was made to include it as explained on page F-2.

m. Escalation - Line 19.

For an RPV appropriate for use as the RPV for 2001, the concept is to estimate the cost of building a new replacement building based on the new building actually being built during the year of 2001. We do not want the 2001 RPV to be based on the costs of building a new building with a construction contract being awarded during 2002 or 2003. A Conceptual Design Report prepared during 2001 gives an estimated cost of constructing a building during 2003 or 2004. The 2001 DOE RPV estimates should be based on awarding a construction contract in January 2001.

The data in the Means 2001 books are valid for estimating the cost of buildings based on union labor rates and material costs applicable after Jan. 1, 2001. The union contracts and wage rates typically change during May through July. Theoretically, the estimates made in the last half of 2001 should include an escalation factor to account for the 2001 wage rate increase in the last half of the year.

Construction contracts for an average size DOE building require 18 months to two years from the time of construction contract award to the time of beneficial occupancy.

The common practice is to base escalation on the estimated mid-point of the construction contract.

Based on the three facts stated above, it is appropriate to include 1 years' worth of escalation in DOE RPV estimates. For 2001, one year's escalation was approximately 2.5%.

5. Blank Site Factor Format for Calculating the Site Factor.

An Excel file with formulas has been created and is posted on the FIMS website (<https://fimsweb.doe.gov/fimsinfo/downloads.htm>) make it easy to calculate site-specific Site Factors. The only entries required are the percentages in the "Best" Column. The Site Factor shown at the bottom will change as each "Best Percentage" is entered. A sample of this spreadsheet is displayed on the following page.

Standard Format for Calculating the Site Factor Needed for FIMS RPV					
<u>Site Name</u>					
Type of Cost	Percentages			Line(s) to which % Applies	\$ Amount
	Low	High	Best		
1. Material & Installation Sub-Total					
2. FIMS Geo Factor as a %. (See * below.)	%	%	%	1	
3. Sub-Total					
4. General Conditions – Sub-Contractor & General Contractor	%	%	%	3	
5. Sub-Total					
6. General Contractor Overhead and Profit	%	%	%	5	
7. Sub-Total = Contract Award Price					
8. Contingency	%	%	%	7	
9. A&E Contract Award Price	%	%	%	7	
10. M&O Engr. Support (Title I, II, III)	%	%	%	7	
11. M&O Inspection (Title III)	%	%	%	7	
12. M&O Project Management	%	%	%	7	
13. M&O Construction Management	%	%	%	7	
14. Other Project Costs (OE Funds)	%	%	Zero		Zero
15. Total % for M&O (Lines 10 thru 14)	%	%	%	7	
16. Sub-Total					
17. Site Burden	%	%	Zero	7,9,&15	Zero
18. Sub-Total					
19. Escalation (One Year Only)	%	%	%	18	
20. Total Cost = RPV =					

FIMS User's Guide

*A Means Location Factor of 127 equals the FIMS Geo Factor of 1.27 which is converted to +27% for line 2. A location Factor of 92 = Geo Factor of 0.92 = -8% for line 2.

The FIMS formula is "(Gross SF x RPV Unit Price) x Geographical Factor x Site Factor. "(Gross SF x RPV Unit Price)" is represented by the material and installation sub-total, line 1 above. Therefore the Site Factor formula is as follows.

$$\text{Site Factor} = \frac{\text{Line 20 (bottom line)}}{\text{Line 1 (top line) x Geographical Factor}} = \frac{\text{Line 20}}{\text{Line 3}}$$

Site Factor =

Highest Site Factor based on High % = Lowest Site Factor based on Low % =

FIMS Usage Code – RPV Model Crosswalk

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
101	Office	Classroom-Small	E05
		Fire Station	E07
		Office-Small	E15
		Office-Medium	E16
		Office-Large	E17
		Security/Badging	E24
		Office 1-story	E28
		Labs-Hard Engineered (80/20)	N08
		Labs-Physics / Computer (80/20)	N11
		Maintenance Shops	N14
		Labs-Chemistry (50/50)	N23
		Labs-Physics / Computer (50/50)	N24
		Office with Atrium	N30
140	Post Office	Post Office / Mail Handling	E21
210	Hospital	Medical Facility / Clinic	E14
211	Medical Clinics	Office/Lab	E11
		Medical Facility / Clinic	E14
212	Exam & Testing Facilities	Medical Facility / Clinic	E14
213	Veterinary Clinics	Medical Facility / Clinic	E14
214	Other Medical or Hospital Facilities	Office/Lab	E11
		Medical Facility / Clinic	E14
220	Prison (owned only)	No Model	
230	Traditional Classroom Buildings	Classroom-Small	E05
		Classroom-Medium	E06
		Office-Small	E15
231	Specialized Training Bldgs.	Classroom-Small	E05
		Classroom-Medium	E06
		Fire Station	E07
		Warehouse Storage	E25
232	Auditorium, Theater	Auditorium / Meeting	E03
233	Tech Transfer Classroom Bldg.	Auditorium / Meeting	E03

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
234	Other School Bldgs.	Classroom-Small	E05
		Classroom-Medium	E06
235	Day Care Center	Daycare	N04
290	Library	Library	E13
291	Cafeteria	Cafeteria, Dining Hall	E04
292	Visitors Center	Visitor Center	E27
293	Museums, Shrines, Nat. Landmarks	No Model	
294	Recreational Facility	Recreation Center / Gym	E22
		Warehouse Storage	E25
295	Physical Fitness	Recreation Center / Gym	E22
296	Security Hdqrs. Badge Issuance / Gate Houses	Security / Badging	E24
297	Computer Bldgs	Computer Center	N03
298	Comfort Station/Restroom	Office-Small	E15
		Visitor Center	E27
299	Other Institutional Bldgs	Office-Small	E15
		Office-Medium	E16
		Office-Large	E17
		Security / Badging	E24
		Office with Atrium	N30
300	Visitor Housing	Housing-Small	E01
		Housing-Large	E02
		College, Dormitory 2-3 Story	E31
		Lodge/Guest House	E33
		Apartment 1-3 Story	E34
		Apartment 4-7 Story	E35
		Hotel 4-7 Story	E37
301	Motel / Hotel / Lodges	Housing-Small	E01
		Housing-Large	E02
		College, Dormitory 2-3 Story	E31
		Lodge/Guest House	E33
		Hotel 4-7 Story	E37
303	Family Housing	College, Dormitory 2-3 Story	E31
		Apartment 1-3 Story	E34
		Apartment 4-7 Story	E35

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Hotel 4-7 Story	E37
304	Dormitories/Barracks	College, Dormitory 2-3 Story	E31
		Apartment 1-3 Story	E34
		Hotel 4-7 Story	E37
400	General Storage	Warehouse / Storage	E25
		Bunkers / Magazines	N01
		Maintenance Shops	N14
		Process Bldg-Small	N17
401	Programmatic Gen. Storage	Warehouse / Storage	E25
		Warehouse Mini	E29
		Hardened Storage	N06
		Labs-Hard Engineered (80/20)	N08
		Process Bldg-Small	N17
		Labs-Hard Engineered (50/50)	N21
410	Hazardous Flammable Storage	Warehouse / Storage	E25
		Explosives Handling	N05
		Hardened Storage	N06
411	Nuclear Contaminated Storage	Warehouse / Storage	E25
		Explosives Handling	N05
		Hardened Storage	N06
		Process Bldg. w/pool	N16
412	Special Nuclear Material Storage	No Model	
415	Nuclear Waste Storage Facility	Warehouse / Storage	E25
		Explosives Handling	N05
		Hardened Storage	N06
		Process Bldg. w/pool	N16
421	Secure Storage Facility	Records Storage / Vault	N19
422	Automated Warehousing	Warehouse / Storage	E25
423	Temperature & Humidity Controlled	Records Storage / Vault	N19
424	Magazine Igloo Staging Facility	Bunkers Magazines	N01
		Explosives Handling	N05
425	Magazine Igloo Staging Facility	Bunkers Magazines	N01
426	Storage Vaults (Non-Explosive)	Hardened Storage	N06
		Records Storage / Vault	N19
440	Environmental Controlled Storage	Warehouse / Storage	E25

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Records Storage / Vault	N19
450	Shed Storage	Warehouse / Storage	E25
		Warehouse Mini	E29
501	Production, Manufacturing Facilities	Process Bldg-Small	N17
		Process Bldg-Large	N18
		Multi-Purpose Facility-Large	N32
		SNM Component Facility	N36
		Assembly Cell	N37
502	Production, Manufacturing Bldgs. (Nuclear)	Labs-Chemistry (80/20)	N10
		Process Bldg-Small	N17
		Process Bldg-Large	N18
503	Hazardous Production, Manufacturing Bldgs.	Labs-High Radiation Examination	N31
508	Pumping Stations	Pumping Stations	N35
511	Production Reactors	No Model	
521	Uranium Enrichment (Diffusion)	No Model	
522	Uranium Enrichment (Centrifuge)	No Model	
523	Uranium Enrichment (Alvis)	No Model	
524	Other, Pumping Stations	Pumping Stations	N35
525	Pumping Stations (Potable Water)	Pumping Stations	N35
526	Pumping Stations (Non-Potable Water)	Pumping Stations	N35
527	Pumping Stations (Fire Protection Water)	Pumping Stations	N35
528	Pumps (Petroleum Products)	No Model	
529	Pumping Stations (Natural Gas)	No Model	
530	Pumping-Lift Stations (Hazardous, Contaminated)	No Model	
531	Lift Stations (Sewage)	Pumping Stations	N35
532	Pumps (Storm Water)	Pumping Stations	N35
539	Pumping Stations (Reclamation)	Pumping Stations	N35
541	Fabrication Facility	Labs-Hard Engineered (80/20)	N08
		Process Bldg-Small	N17
		Process Bldg-Large	N18
542	Fabrication Facility (Nuclear)	Labs-Hard Engineered (80/20)	N08
		Labs-Test / Blast (80/20)	N12
		SNM Component Facility	N36

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Assembly Cell	N37
551	Assembly Facilities	Labs-Hard Engineered (80/20)	N08
		Process Bldg-Small	N17
		Process Bldg-Large	N18
		Assembly Cell	N37
552	Assembly (Nuclear)	Labs-High Radiation Examination	N31
		Labs-Hard Engineered (80/20)	N08
		SNM Component Facility	N36
		Assembly Cell	N37
		High Explosive Subassembly	N38
553	Plants (Nuclear Powered)	No Model	
554	Incinerators Plant	No Model	
561	Manufacturing/Production Related Laboratories	Warehouse/Storage	E25
		Labs-Hard Engineered (80/20)	N08
561	Manufacturing/Production Related Laboratories (cont)	Process Bldg-Small	N17
		Process Bldg-Large	N18
		Labs-Hard Engineered (50/50)	N21
		Multi-Purpose Facility-Large	N32
562	Demonstration Facility	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
563	Plants (Water Treatment)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
564	Plants (Petroleum)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
565	Plants (Natural Gas)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
566	Plants (Other Combustible Gases)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
567	Plants (Process Gas)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
568	Plants (Industrial, Not Hazardous)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
569	Plants (Hazardous, Not Contaminated)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
570	Plants (Hazardous, Contaminated)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
571	Manufacturing Inspection Bldg.	Process Bldg-Small	N17
		Process Bldg-Large	N18
572	Other, Plants (Sewer)	Base Building Sewage Treatment Plant	N46
573	Plants (Sewer, Primary Treatment)	Base Building Sewage Treatment Plant	N46

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
574	Plants (Sewer, Secondary Treatment)	Base Building Sewage Treatment Plant	N46
575	Plants (Sewer, Tertiary Treatment)	Base Building Sewage Treatment Plant	N46
577	Plants (Storm Water, Primary Treatment)	Base Building Sewage Treatment Plant	N46
578	Plants (Chill Water)	Chilled Water Plant - 9,000T Centrifugal	N40
		Chilled Water Plant - 9,960T Absorption	N41
579	Plants (Evaporative Cooling)	Base Building Sewage Treatment Plant	N46
580	Other Heating Systems	No Model	
581	Other Boilers	No Model	
582	Plants (Cogeneration)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
583	Plants (Gas-Fired)	Base Building Steam Power Plant	N42
		Steam Plant – Gas	N44
		Base Building Sewage Treatment Plant	N46
584	Plants (Oil-Fired)	Base Building Steam Power Plant	N42
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
585	Plants (Coal-Fired)	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Base Building Sewage Treatment Plant	N46
586	Plants (Geothermal)	No Model	
587	Plants (Gas-Fired)	Base Building Steam Power Plant	N42
		Steam Plant – Gas	N44
		Base Building Sewage Treatment Plant	N46
589	Plants (Biomass)	No Model	
590	Plants (Oil-Fired)	Base Building Steam Power Plant	N42
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
591	Materials Handling or Processing Facilities	Explosives Handling	N05
		Machine Shop	N13
		Process Bldg-Small	N17
		Process Bldg-Large	N18
592	Nuclear Chemical Process Facilities	No Model	
593	Nuclear Waste Processing and or Handling Bldg.	Maintenance Shops	N14
		Process Bldg-Small	N17
595	Electrical Power Supply/Distribution	Warehouse / Storage	E25
		Warehouse Mini	E29
		Communication Center/ Telephone	N02
		Maintenance Shops	N14
596	Plants (Coal-Fired)	No Model	
597	Plants (Hydro)	No Model	
598	Plants (Geothermal)	No Model	
599	Other Industrial Facilities	Base Building Steam Power Plant	N42
		Steam Plant – Coal	N43
		Steam Plant – Gas	N44
		Steam Plant – Oil	N45
		Base Building Sewage Treatment Plant	N46
599	Other Ind. Facilities	Process Bldg-Small	N17
		Process Bldg-Large	N18
		Base Bldg Steam Pwr Plant	N42
601	Maintenance Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
		Garage (Repair)	E08
602	Paint Shops	Paint Shop	N15
603	Welding Shops	Machine Shop	N13
		Maintenance Shops	N14
604	Pipe Fitting & Plumbing Shop	Warehouse / Storage	E25
		Warehouse Mini	E29
		Maintenance Shops	N14
605	Carpentry Shops	Warehouse / Storage	E25
		Maintenance Shops	N14

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
606	HVAC Shops	Retail Store	E23
		Warehouse / Storage	E25
		Maintenance Shops	N14
607	Other Bldg. Trades Shops	Warehouse / Storage	E25
		Warehouse Mini	E29
		Machine Shops	N13
		Maintenance Shops	N14
611	Machine Shops	Machine Shops	N13
		Maintenance Shops	N14
612	Electronics Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
613	Computer/ Communications Repair Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
614	Equipment Calibration Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
615	Electric / Motor Repair Shops	Warehouse / Storage	E25
		Maintenance Shops	N14
621	Vehicle Repair Shops	Garage (Repair)	E08
		High-Bay Facility	N07
		Maintenance Shops	N14
622	Heavy Equipment Repair Shops	Garage (Repair)	E08
		High-Bay Facility	N07
		Maintenance Shops	N14
623	Railroad Repair Shops	Garage (Repair)	E08
		High-Bay Facility	N07
		Maintenance Shops	N14
631	Change Houses	Office-Small	E15
		Recreation Center / Gym	E22
		Security / Badging	E24
641	Guard Houses	Security / Badging	E24
		Warehouse Storage	E25
642	Communications / Control Centers	Security / Badging	E24
		Warehouse / Storage	E25
		Telephone Exchange	E39

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Bunkers / Magazines	N01
		Communication Center / Telephone	N02
		Explosives Handling	N05
		Hardened Storage	N06
643	Indoor Firing Ranges	Indoor Firing Ranges	E10
644	Physical Fitness Facilities	Recreation Center / Gym	E22
651	Gas Stations	No Model	
652	Banks & Credit Unions	Bank / Credit Union	E26
653	Retail	Retail Store	E23
661	Communication Systems	Security / Badging	E24
		Warehouse / Storage	E25
		Telephone Exchange	E39
		Bunkers / Magazines	N01
		Communication Center / Telephone	N02
		Explosives Handling	N05
		Hardened Storage	N06
671	Tool Cribs / Dispensing / Control	Retail Store	E23
		Warehouse / Storage	E25
		Warehouse Mini	E29
		Maintenance Shops	N14
672	Work in Process / Ready Bldg.	Warehouse / Storage	E25
		Warehouse Mini	E29
		Maintenance Shops	N14
673	Quality Assurance Shops	Retail Store	E23
		Warehouse / Storage	E25
		Maintenance Shops	N14
681	Helicopter & Aircraft Hangars	Hangar	E09
682	Airport Terminal Bldgs.	Auditorium / Meeting	E03
		Visitor Center	E27
		Office with Atrium	N30
683	Other Air Service Bldgs.	Warehouse / Storage	E25
		Maintenance Shops	N14
684	Navigation and Traffic Aids	No Model	
691	Laundry	Laundry	E12

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
692	Laundry (Contaminated)	Laundry	E12
693	Fire Station	Fire Station	E07
694	Other Service Bldgs.	Fire Station	E07
		Retail Store	E23
		Security/Badging	E24
		Warehouse / Storage	E25
		Hardened Storage	N06
		High-Bay Facility	N07
		Labs-Physics / Computer (80/20)	N11
		Maintenance Shops	N14
		Process Bldg-Small	N17
		Pump Station	N35
701	Metrology & Calibration Lab.	Labs-Biology / Environmental (80/20)	N09
		Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
702	Computation Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
703	Applied Science Lab.	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
704	Calibration Lab.	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
		Labs-Test / Blast (50/50)	N25
708	Other, Other Research and Developments	Labs-Hard Engineered (80/20)	N08
		Labs-Biology / Environmental (80/20)	N09
		Labs-Chemistry (80/20)	N10
		Labs-Physics / Computer (80/20)	N11
		Labs-Test / Blast (80/20)	N12
		Labs-Hard Engineered (50/50)	N21
		Labs-Biology / Environmental (50/50)	N22
		Labs-Chemistry (50/50)	N23
		Labs-Physics / Computer (50/50)	N24
		Labs-Test / Blast (50/50)	N25
709	Other Support Labs	High-Bay Facility	N07

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Labs-Hard Engineered (80/20)	N08
		Labs-Biology / Environmental (80/20)	N09
		Labs-Chemistry (80/20)	N10
		Labs-Physics / Computer (80/20)	N11
		Labs-Test / Blast (80/20)	N12
		Labs-Hard Engineered (50/50)	N21
		Labs-Biology / Environmental (50/50)	N22
		Labs-Chemistry (50/50)	N23
		Labs-Physics / Computer (50/50)	N24
		Labs-Test / Blast (50/50)	N25
711	Chemistry Labs. (Non Nuclear)	Labs-Chemistry (80/20)	N10
		Labs-Chemistry (50/50)	N23
712	Chemistry Labs (Nuclear)	Labs-Chemistry (80/20)	N10
		Labs-Chemistry (50/50)	N23
719	Other Chemistry Labs.	Labs-Chemistry (80/20)	N10
		Labs-Chemistry (50/50)	N23
721	Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
722	Optics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
723	Applied Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
724	Nuclear Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Test / Blast (80/20)	N12
		Labs-Physics / Computer (50/50)	N24
729	Other Physics Laboratory	Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
731	Electrical / Electronics Lab.	Hardened Storage	N06
		Labs-Physics / Computer (80/20)	N11
		Labs-Physics / Computer (50/50)	N24
732	Communications Laboratory	Communication Center / Telephone	N02
		Computer Center	N03
		Telephone Exchange	N39
739	Other Electrical / Electronics Lab.	Communication Center /	N02

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		Telephone	
		Hardened Storage	N06
741	Biological Research Lab.	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
742	Medical Research Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
743	Human Factors Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
745	Animal Research Facility	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
746	Animal House	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
749	Other Bio-Med Buildings	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
751	Materials Laboratory	Labs-Test / Blast (80/20)	N12
		Labs-Test / Blast (50/50)	N25
759	Other Materials R&D Test Bldgs.	Bunkers / Magazines	N01
		Explosives Handling	N05
		Labs-Hard Engineered (80/20)	N08
		Labs-Biology / Environmental (80/20)	N09
		Labs-Test / Blast (80/20)	N12
		Labs-Biology / Environmental (50/50)	N22
761	Environmental Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
765	Radiation Effects Laboratory	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental (50/50)	N22
769	Other Environmental R&D Test Bldgs.	Labs-Biology / Environmental (80/20)	N09
		Labs-Biology / Environmental	N22

FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
		(50/50)	
781	Large Scale Demonstration / Research Bldg.	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
		Multi-Purpose Facility-Large	N32
782	Hot Cells	Labs-Hard Engineered (50/50)	N21
		Labs-High Radiation Examination	N31
		Assembly Cell	N37
783	Research Reactor .	No Model	
784	Reactor Bldgs	No Model	
785	Accelerator Bldg.	Hardened Storage	N06
		Labs-Hard Engineered (80/20)	N08
		Labs-Physics/ Computer (80/20)	N11
791	Labs., General (Non Nuclear)	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
792	Laboratories, General (Nuclear)	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
793	Multifunction Research/Lab Bldg.	Labs-Hard Engineered (80/20)	N08
		Labs-Hard Engineered (50/50)	N21
801	Other	Warehouse / Storage	E25
		Warehouse Mini	E29
		Bunker / Magazines	N01
		Hardened Storage	N06
991	Trust Buildings	No Model	

FIMS Usage Codes – Trailers			
FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
Any usage code	Trailers	Trailers, Real Property	N33

FIMS Usage Codes - Other Structures and Facilities (OSF)			
FIMS Usage Code	Usage Code Description	SUGGESTED FIMS RPV Model	RPV Model
1788	Parking Structures	Parking Above Ground	E18
		Parking Below Ground	E19
1789	Parking (Vehicular)	Parking Above Ground	E18
		Parking Below Ground	E19
2639	Pumping Stations (Reclamation)	Pump Station	N35
3221	Accelerators , Ring	Accelerator Ring	N34
4521	Tanks (Sewage Storage)	Swimming Pool	E20
5008	Pumping Stations	Pump Station	N35
5129	Plants (Water Treatment)	Generic Treatment Plant Bldg	N46
5529	Plants (Sewer, Primary Treatment)	Generic Treatment Plant Bldg	N46
5539	Plants (Sewer, Secondary Treatment)	Generic Treatment Plant Bldg	N46
5549	Plants (Sewer, Tertiary Treatment)	Generic Treatment Plant Bldg	N46
5621	Plants (Stormwater, Primary Treatment)	Generic Treatment Plant Bldg	N46
5729	Plants (Chill Water)	Chilled Water Plant - Centrifugal	N40
	Plants (Chill Water)	Chilled Water Plant - Absorption	N41
5789	Cooling Ponds or Reservoirs	Swimming Pool	E20
5819	Other Boilers	Base Bldg Steam Pwr Plant	N42
5829	Plants (Gas-Fired)	Base Bldg Steam Pwr Plant	N42
		Steam Plant (Gas)	N44
5839	Plants (Oil-Fired)	Base Bldg Steam Pwr Plant	N42
		Steam Plant (Oil)	N45
5849	Plants (Coal-Fired)	Base Bldg Steam Pwr Plant	N42
		Steam Plant (Coal)	N43
8169	Pumping Stations (Potable Water)	Pump Station	N35
8171	Pumping Stations (NonPotable Water)	Pump Station	N35
8181	Pumping Stations (Fire Protection Water)	Pump Station	N35
8661	Pumps (Stormwater)	Pump Station	N35

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G. FIMS Administrative Guide

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Purpose

The purpose of the *Facilities Information Management System (FIMS) Administrative Guide* is to provide a conceptual framework for managing and administering FIMS. It provides definitions of real/personal property and real property types, evaluation criteria for data maintenance, capitalization, and FIMS/STARS reconciliation.

The *FIMS Administrative Guide* is a guide and does not replace or supersede any statutes, regulations, or internal procedures governing real property management.

Data Resources

FIMS must be updated regularly so that reliable and current real property data is consistently available and system integrity is maintained. It is imperative that information be obtained from knowledgeable individuals within their field. Every site entering data should assign responsibility to these individuals for applicable information. For example, a knowledgeable individual from Environment Safety and Health (ES&H) should be assigned responsibility for providing hazard category. The *Site User* is generally the point of contact for data collection and entry. However, some sites may elect to have responsible staff enter information directly into FIMS.

FIMS Data Administration

FIMS tracks a variety of data associated with each property including its size and/or capacity, condition, use, hazard category, deferred maintenance, actual maintenance, and acquisition and capital adjustment costs.

A. Definitions of Real Property and Personal Property

• **Real Property**

Real Property includes land, improvements on the land, or both, and interests therein. The chief characteristics of real property (real estate) are immobility and tangibility. It comprises land and all things of a permanent and substantial nature affixed thereto, whether by nature or by "human hand". "Nature" includes, trees, the products of land, and natural resources; by "human hand," those objects, buildings, fences, or bridges erected on the land. 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 usually are held to be part of the real property.

• **Personal Property**

Personal Property is generally capitalizable property that can be moved, that is, not permanently affixed to and part of the real estate. Generally, items remain personal property if they can be removed without seriously damaging or diminishing the functional value of either the real estate or the items themselves. Examples of personal property are shop equipment, motor vehicles and aircraft, construction equipment, and automated data processing and peripheral equipment.

B. Definitions of Real Property Types

In FIMS, real property is represented by four major property types described below. They include: *Buildings* (real), *Other Structures and Facilities (OSF)* (real), *Land* (real), and *Trailers* (real).

- **Buildings**

A building is a constructed asset that is enclosed with walls and a roof that provides space for agencies to perform activities or store materials as well as provides space for people to live or work. **See table below to help distinguish between buildings and OSF's:**

Guidance for Determining Property Type			
Description	Current Usage Code (s)	New Recommended FIMS Usage Code	FIMS Classification
Underground bunkers	4498	424	Building
Sheds specifically designed for storage of materials but are not fully enclosed (may have 1, 2, or 3 of 4 sides)	450	4500	Structure
Smoking kiosks	6008	2007	Structure
Accelerator rings/tunnels	3221, 3251	No Change	Structure
Tunnels (utility)	1471,1771,1171	No Change	Structure
Tunnels (lab/office/storage)	2921	Lab/office/storage Usage Code	Building
Igloos (above ground explosive storage)	4499	425	Building
RUBB tent (fabric structure)	450	No Change	Building
Emergency generator enclosure	5906	No Change	Structure
Pump house enclosure	5008	No Change	Structure

- **Other Structures and Facilities (OSF)**

Other structures and facilities (OSF) include any fixed real property improvements to land that are not classifiable as a building or real property trailer, e.g., bridges, towers, roads, and fences. It also includes site utility systems used to generate or distribute any services such as heat, electricity, sewage, gas, and water. If an OSF is designed solely to house utilities and meets building criteria, it may be capitalized and included in FIMS as a building (*Asset Type 501*), or alternatively, as an OSF that's part of the larger utility system. The option is left to the discretion of the site. All owned, leased, licensed, and permit OSF should be included in FIMS.

- **Land**

All DOE owned, DOE leased, contractor leased, licensed, permit, long term interest, easement, withdrawn from public domain, institutional controlled and other ingrant land should be included in FIMS.

- **Trailers**

The attribute that distinguishes real property trailers from personal property trailers is permanence. A trailer that is permanently affixed to the ground is properly classified as real property and should be entered into FIMS. Trailers which are not permanently attached to the ground are properly classified as personal property and therefore not entered into FIMS. Recognizing there are no hard and fast rules that would allow a definitive determination to be made in all cases, sites should be granted latitude to make the decision on a case by case basis. In making the real vs. personal property decision, sites should consider how permanent is the trailer. **Indicators of permanence may include one or more of the following:**

- Permanent utility connection(s)
- Attachment to the ground in such a way that does not facilitate quick or easy relocation
- Site should not reclassify real property trailers assets that remain in use (i.e. that are not being disposed of) as personal property without the concurrence of their headquarters Program Office.
- Personal property trailers (asset type = 725) were removed from FIMS on April 15, 2010.

C. Definitions of DOE Owned, DOE Leased, Contractor Leased, Contractor License, Institutional Control Land, Withdrawn Land, Permit, Easement Land, License Land, Long Term Interest Land, Other Land, GSA Owned, and GSA Leased

- **DOE Owned (buildings, trailers, OSF and land)**

Fee title real property acquired through purchase, condemnation or donation.

- **DOE Leased (buildings, trailers, OSF and land)**

A possessory interest in real property that DOE acquired from the owner of the property.

- **Contractor Leased (buildings, trailers, osf and land)**

A possessory interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contractor for the rent paid to the owner.

- **Contractor License (buildings, trailers, osf)**

A nonexclusive interest in real property that a contractor acquires from the owner of the property and DOE reimburses the contractor for the fee paid to the owner.

- **Institutional Control Land (land)**

Include administrative or legal controls (e.g. easements or use restrictions), physical barriers or markers, and other methods to preserve information and data to inform current and future generations of hazards and risks.

- **Withdrawn Land (land)**

Land withdrawn from the public domain for DOE's use is to be inventoried in this category.

- **Permit (buildings and land)**

A temporary right of exclusive or nonexclusive use of real property belonging to others. It is generally applicable to granting another Federal agency the right to use DOE real property, or vice versa.

- **Easement Land (land)**

Gives permission of the owner for DOE or its contractors to use the owner's real property.

- **License Land (land)**

Formal permission for DOE or its contractors to use real property belonging to others for a specific purpose.

- **Long Term Interest Land (land)**

Formal permission for DOE or its contractors to use real property belonging to others for an extended period of time.

- **Other Land (land)**

Describes the use of land for a limited amount of time or for narrow, specialized uses, that does not fall into the category of Easement, License, or Long Term Interest.

- **GSA Owned (buildings)**

Space in buildings, and land incidental thereto, the title to which is vested, or which will become vested, pursuant to existing agreement in the General Services Administration or other Government-owned space in building and land incidental thereto titled in the name of the United States of America but where GSA functions as the owner.

- **GSA leased (buildings)**

Space in buildings, and land incidental thereto, for which GSA has a right of occupancy by virtue of having acquired a leasehold interest. Beneficial use of the leasehold interest might be assigned to another entity.

D. Data Entry and Maintenance

The following does not cover the breadth of data entry and maintenance procedures, systems, and schedules. It is meant only to provide general information and guidance in specific situations.

- **Establishing/Deleting a Site**

A *site* is property owned or controlled by the Department of Energy. For example, several adjacent buildings would be considered a single site. Another DOE building two blocks away, separated by intervening privately owned/controlled property, would constitute a separate site. Non-contiguous leased property should also be considered a separate site. Consult with the *FIMS System Administrator* (the only individual that can add/delete a site), and *FIMS User's Guide, Chapter 3, [Site Maintenance](#)*, when establishing/deleting a site. Keep the cognizant *Field Office System Administrator* apprised of the change.

- **Establishing/Deleting An Area**

An *area* is an administrative subdivision of the site, established at the convenience of the site or field office. For example, it may be convenient to functionally, geographically, or administratively separate different areas within the same site. Consult with the *FIMS System Administrator* (the only individual that can add/delete an area), and *FIMS User's Guide, Chapter 4, [Area Maintenance](#)*, when establishing/deleting an area. Keep the site or cognizant *Field Office System Administrator* apprised of the change.

- **Establishing a Property Record**

A new property record is established when the following criteria are met:

Building:

- When beneficial occupancy (see definition below) has been assumed, or project has been completed
- When purchase has been paid in full
- When a new lease, license, or permit has been executed

Land:

- When purchase has been paid in full or declaration of taking has been filed
- When a new lease/ingrant has been executed

OSF:

- When beneficial occupancy (see definition below) has been assumed, or project has been completed
- When purchase has been paid in full
- When a new lease, license, or permit has been executed

Trailer:

- If the property qualifies as real property as described under *Real Property Types* above, then the trailer record should be established as described for a Building above.

Beneficial Occupancy is the occupancy or utilization by the Owner of specified work, or designated portion thereof, for intended use as expressed in the Contract Documents. It occurs at that point in construction of Substantial Completion of the specified work, or sufficient completion of designated portion thereof. Substantial Completion and Beneficial Occupancy are industry standard construction phases. Their occurrence may be formalized by exchange of official correspondence or not, depending on local project management policy and the size or nature of the project. Formalized or not, all projects have, in practice, a defining point at which the work is occupied or used by the Owner for its intended purpose. It is then that a property record must be established including an estimate of capital value (see section below on *Capitalization*). If Beneficial Occupancy is not firmly determined, a property record should be established when the project has been completed.

The FIMS OSF property types can be input into FIMS as either detail or summary level FIMS property records. Detail level records contain an individual/single OSF input as a single FIMS property record, e.g. one water treatment plant. Summary level records allow like OSFs to be grouped together in a single FIMS property record, e.g. a group of cooling towers.

To input summary level FIMS property records, all required fields (identified by the black labels within FIMS) should have the same common values. For example, the properties must be of the same Usage Code, Asset Type, Reporting Source, and so forth. The Initial Acquisition Cost, Quantity/Gross Area, and Deferred Maintenance/Maintenance \$'s should be summed and input as a single value. The Notes window can be used to identify the individual properties that have been included within the summary level FIMS property record if you so desire.

The working detail for establishing a property record is described in the *FIMSWeb User's Guide, Chapter 5, [Property Maintenance](#)*. Suggested information sources for required data may be found in the *[FIMS Data Dictionary](#) in the FIMSWeb User's Guide*.

- **Deleting a Property Record**

A property record can only be deleted by contacting the FIMS Hotline or emailing FIMS Support.

- **Capitalization**

Capitalization is the process whereby plant and capital equipment items, costing at least \$500,000 and having an anticipated service life of at least two years, that are purchased, constructed, or fabricated in-house, including major modifications or improvements to any of these items, are recorded in the Standard Accounting and Reporting System (STARS) by the site Accounting/Finance. Capitalization of assets in STARS is subsequently mirrored in FIMS, that is the same acquisition or improvement costs is reported in FIMS. Total capitalized values in STARS and FIMS are periodically compared and reconciled to insure concordance. STARS capitalization includes real and personal property, however, only real property costs are reconciled with FIMS (see *Reconciliation of FIMS Capitalized Values with STARS*).

For new construction, capitalization occurs in STARS and FIMS at Beneficial Occupancy or project completion, and again when all construction accounts have been closed if they remain open beyond project completion. It is understood that capitalized values at Beneficial Occupancy are preliminary, and final capitalization at project completion or construction account close-out, will account for subsequent project expenses incurred.

Capitalization of owned assets occurs when the following criteria are met:

Building:

- When beneficial occupancy has been assumed (requires an *estimate* of capital value), or the project has been completed and all construction accounts closed-out. If the project is completed and some construction accounts remain open, e.g., for liens or litigation, then final capitalization occurs when all construction accounts have been closed-out.
- When purchase has been paid in full.

Land:

- When purchase has been paid in full or declaration of taking has been filed.

OSF:

- When beneficial occupancy has been assumed (requires an *estimate* of capital value), or the project has been completed and all construction accounts closed-out. If the project is completed and some construction accounts remain open, e.g., for liens or litigation, then final capitalization occurs when all construction accounts have been closed-out.
- When purchase has been paid in full.

Trailer:

- If the property qualifies as real property as described under *Real Property Types* above, then it should be capitalized as described for a Building above.

• Reconciliation of FIMS Capitalized Values with STARS

Capitalization of real property assets in STARS is mirrored in FIMS. To insure concordance between the systems, STARS and FIMS total capitalized values for each Asset Type are periodically compared and reconciled. This requirement can be found in the DOE Accounting Handbook, Chapter 10 section 2.I (letter I) Reconciliation of Real Property. It is recommended that the two systems be reconciled at least annually. The decision to reconcile more frequently is left to the collective discretion of the field office and the site.

Reconciliation occurs when STARS total capitalized values for each Asset Type are compared to the same values in FIMS. STARS total capitalized values can be obtained from Finance/Accounting. FIMS values can be obtained by generating the FIMS *Standard Report #60 - Owned STARS Information Report (incl cap / not cap cost)* or *Standard Report #76 - Owned STARS Capitalization Information Report* which excludes all properties that have been marked as "Not Capitalized". These reports total acquisition and improvement costs by STARS Asset Type. STARS and FIMS total dollar amounts should reconcile. It is understood that totals may not balance but differences should be explainable. At reconciliation, a STARS/FIMS Reconciliation Report listing asset types, respective STARS and FIMS total values, and relevant explanations should be transmitted to the field office.

- **Standard Accounting and Reporting System (STARS) Asset Types**

Accounting/Finance capitalizes real property values by asset type. (For accounting purposes, related personal property is included in the applicable real property asset code.) The real property asset types and code numbers are as defined in the [Standard Accounting and Reporting System \(STARS\) Asset Types](#) appendix of this manual.

Buildings designed solely to house part of a site utility system may be categorized under the corresponding utility system asset type, or, under the Building (501) asset type.

- **Disposal of Trailers**

It is acceptable to dispose of trailers without land they occupy as personal property. This is in accordance with Federal Management Regulation 102-75-160 and 102-75-165.

If the trailer is in FIMS as real property when it becomes excess you should archive the trailer using disposal method "Other" and in the notes field indicate the trailer was converted to personal property for disposal.

The trailer does not need to be screened through DOE's Request for Disposition (RFD) process since the trailer has been converted to personal property.

All rules in disposal of personal property trailers now apply including screening through GSA and HUD if applicable.

Sites should inform their headquarters program office prior to making any changes to trailer determination.

- **Concrete Slabs Remaining After An Asset Has Been Demolished**

If the concrete slab is not serving any defined purpose archive the building and do not create an OSF record for the slab.

If the concrete slab is serving a purpose (i.e. cap to protect contaminates, parking lot, storage area, etc.), archive the building and create a new FIMS OSF record using a usage code that best describes how the slab is being utilized.

E. Data Validation

As the corporate data base from which all DOE programs obtain facilities information, it is paramount that FIMS data integrity remain high. To help insure the quality of data, it is recommended that the site perform an annual validation to assess overall accuracy of FIMS data.

F. Responding to Requests

On occasion, the site will be requested by Headquarters, the field office, FDDC, or FAC to respond to FIMS or FIMS-related correspondence. This includes requests for information to help formulate policy or establish procedures regarding FIMS or other related information systems.

G. Other Frequently Discussed Issues

- **Landscaping**

Landscaping completed at installation should be input as a capital adjustment to the building or OSF with which it is most closely associated. For newly constructed facilities, landscaping should be included in the acquisition cost.

- **Buildings that house Programmatic Real Property (OSF usage codes 3000 Series)**

For the purpose of analyzing RPV, DM and sustainment funding levels, it is important to break the building proper from interior real property only in the case of programmatic real property (OSF usage codes 3000 series). The programmatic real property is the only real property omitted from IFI analysis.

- **Cemeteries**

Cemeteries existing on parcels of land recorded in FIMS should be noted on the Notes window. The cemetery (grave markers, vaults, caskets, fencing enclosing a small group of plots, or a structure surrounding a plot/plots) itself is not owned by DOE, therefore no record is created in FIMS for the cemetery. The cemetery name/location/identifying information should be recorded on the Notes window of the FIMS Land record.

- **Archiving Partial Dispositions/Demolitions in FIMS (OAM Policy)**

Definition: A partial disposition/demolition with respect to FIMS is when a portion of a real property asset is demolished or disposed of and a new FIMS record is generated and archived to capture the portion of the real property asset that has been demolished or disposed of.

Policy: It is OAM's policy to allow new FIMS records to document partial dispositions/demolitions when the remainder of the real property asset will remain for five or more years.

Examples:

1. In the case where a large building is being demolished over several years and one wing of the building is being demolished each year, it would not be appropriate to generate a new FIMS record each year and archive it to take credit for the square footage demolished in that year. The correct procedure would be to wait until the entire building is demolished and archive the FIMS record.

- a. **FIMS Documentation:** If disposition/demolition of a real property asset will take multiple years, partial disposition/demolition documentation in FIMS is not appropriate. Sites should:
 - i. Retain the original GSF, RPV, etc. in FIMS during disposition/demolition and archive the record when disposition/demolition is complete. If during a FIMS data validation it is noted that the real property asset being disposed of/demolished does not have the same GSF, RPV, Etc. as the FIMS record, explain to the validation team that you

will archive when the asset is completely demolished in accordance with OAM policy.

2. A building has three wings. Wing 1 is demolished. There are no plans on disposing of the other two wings. It would be appropriate to develop a new FIMS record for the demolished wing and archive the record. Another similar example would be if 100 acres of a 500 acre land parcel is being disposed of. There are no plans to dispose of the remaining 400 acres. It would be appropriate to develop a new FIMS record for the acreage that is being disposed of and archive the new record.

- a. **FIMS Documentation:** Developing a FIMS record for the partial disposition/demolition is appropriate. Sites should:
 - i. Generate a new FIMS record, for the portion of the real property asset, after disposition/demolition is completed. The Property ID for the new record should be similar to the existing record (i.e. if a portion of Property ID 100 were disposed of/demolished, the Property ID of the new record documenting the disposition/demolition could be 100DEMO). Use the Notes field in FIMS to document the partial disposition on both the original and new records.
 - ii. It is important that once the new FIMS record is generated and archived, that both the source data and the FIMS data fields (such as GSF, Usable Sqft, RPV ...) for the original FIMS record be updated to reflect the partial disposition/demolition.

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H. AAIM Data Element Dictionary

Overview

The Anticipated Asset Information Module (AAIM) Data Element Dictionary contains definitions/descriptions of all the data elements in the AAIM module. The AAIM Data Element Dictionary is presented in alphabetical order by English Names.

AAIM Data Element Dictionary

English Name	Element Name	Format	Description
AAIM Unique Id	AAIM_PROP_SEQ_NO <i>System Generated</i>	NUM(12)	System generated number used to uniquely identify an asset within the AAIM module.
Area	Display Only	CHAR(35)	A name that is assigned by the site to identify an administrative subdivision of a site.
Area Number	AAIM_AREA_NUMBER <i>System Generated</i>	CHAR(3)	Three digit number that identifies an administrative subdivision of a site.
Beneficial Occupancy Year	AAIM_BEN_OCC_YR	NUM(4)	The year the site anticipates taking beneficial occupancy of the asset.
Category	Display Only	CHAR(8)	Designates whether the record being added represents a "New" entry into the AAIM module or an enlargement of an "Existing" asset that currently resides in the Facilities Information Management System (FIMS) inventory.
City	AAIM_GEO_CITY	CHAR(4)	The 4-digit Geographic Location Code (GLC) for the City or town associated with the asset.
Congressional District	AAIM_DISTRICT_1	CHAR(2)	The value for the Congressional District associated with the asset.
County	AAIM_GEO_COUNTY	CHAR(3)	The 3-digit Geographic Location Code (GLC) for the County associated with the asset.
Existing Asset	AAIM_EXISTING_ASSET	CHAR(12)	Represents the Real Property Unique ID from the FIMS system for an existing real property asset that is being enlarged.
Existing Gross Sqft	Displayed on the AAIM report.	NUM(10)	The Gross Square footage value from FIMS for an asset that is being enlarged.
Field Office	AAIM_FIELD_OFC	CHAR(2)	Code used to identify the DOE field office.
Gross/Rentable Sqft	AAIM_GROSS_SQFT	NUM(10)	For DOE Owned assets, the Gross Sqft should contain the values found in the most mature planning document relevant to the acquisition. For a building addition/expansion, enter the magnitude of the new additional square feet only. For DOE Leased, GSA Owned, and GSA Leased assets, Rentable Sqft will represent the area, measured to the inside finished surface of the permanent outer building walls, excluding any major vertical penetrations of the floor.

English Name	Element Name	Format	Description
			Areas of columns and building projections are included in the Rentable Sqft. Excluded are exterior walls, major vertical penetrations (stairs, elevator shafts, flues, pipe shafts, vertical ducts), and interior parking spaces.
HQ Concurrence Only required for NNSA HQ	AAIM_HQ_CONCURRENCE	CHAR(1)	A Yes/No indicator that identifies assets that have Headquarters Program Office concurrence for being transferred from the AAIM module to FIMS.
Initial Acquisition Cost/Annual Rent	AAIM_ACQ_COST_RENT	NUM(14,2)	An estimated final acquisition cost of the asset if it is DOE Owned. If the asset is DOE Leased, GSA Owned, or GSA Leased, the field will represent the annual first year rent.
Main Location	AAIM_MAIN_LOC	CHAR(2)	Street/delivery for the asset. For assets with no street address, input the street address of the main gate. For assets not located at a site, input the zip code. Do not use the following for this field. <ul style="list-style-type: none"> • Mailing address that is different than the location address • Building Name • Street Corner (e.g. 19th and F Street) • Other Descriptions (such as a Post Office box number) • Symbols such as double quote ("), underline (_), plus (+), percent (%), and ampersand (&).
Notes	AAIM_NOTES	CHAR(1000)	Free form text field to accommodate any comments about the anticipated asset.
Ownership	AAIM_OWNED_INGRANT	CHAR(1)	Identifies the asset as: DOE Owned (O), DOE Leased (D), GSA Owned (G), or GSA Leased (L).
Program Office	AAIM_PROGRAM	CHAR(2)	Code that identifies the responsible program office (i.e. SC).
Project Number	AAIM_PARS_PROJ_NO	CHAR(20)	The identification number assigned by the Project Assessment and Reporting System (PARS IIe) or, if PARS IIe does not include the project, the site office managing the project.
Property ID	AAIM_PROPERTY_ID	CHAR(20)	A unique control number assigned to the asset by the site.
Property Name	AAIM_NAME	CHAR(40)	The name assigned to a specific asset.
Property Type	AAIM_PROPERTY_TYPE	CHAR(1)	Code that identifies an asset by B – Building or T - Trailer.
Record Creation Date	AAIM_REC_CREATE_DATE	DATE	The date and time when a user created the AAIM module

English Name	Element Name	Format	Description
	<i>System Generated</i>		record.
Select Property ID	Display Only	CHAR(20)	Property ID list of existing assets from FIMS. Used only when entering a record in the AAIM module that reflects the expansion of an existing real property asset from FIMS.
Site Name	Display Only	CHAR(50)	Name assigned to a Site.
Site Number	AAIM_SITE_NUMBER <i>System Generated</i>	CHAR(5)	Five-digit number assigned by DOE headquarters that uniquely identifies the Site.
State	AAIM_GEO_STATE	CHAR(2)	The 2-digit Geographic Location Code (GLC) for the State or District of Columbia associated with the asset.
Usable Sqft	AAIM_NET_OCC_SQFT	NUM(10)	For DOE Owned assets, the value input will be the Gross Sqft less common areas such as bathrooms, stairways, elevator shafts, corridors, lobbies, equipment (that support the building) rooms, janitor rooms, pipe and vent shafts, exterior walls, and telephone closets. For GSA Owned and GSA Leased assets, values input will be the same as the Assigned Usable Sqft in the GSA Occupancy Agreement.
Usage Code	AAIM_USAGE_CODE	CHAR(4)	Code which designates the predominant current use of the asset. For a building addition/expansion, estimate predominant use based on the anticipated configuration of the entire asset after completing the project based on anticipating building areas.
Zip Code	AAIM_ZIP	CHAR(10)	The zip code associated with the asset.

