

**U.S. DEPARTMENT OF ENERGY**  
**Facilities Information Management System (FIMS)**  
**REQUEST FOR CHANGE\***  
**Chg. Req. # 07-09**

**REQUESTER NAME:** GARY R. HORN

**DATE:** 7/03/2007

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OTHER  
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**PROPOSED CHANGES:**

Modify the "Status Utilization" data element as follows:

- a) Change the name of the data element to "Utilization".
- b) Modify the definition to the following: The ratio of occupancy to design capacity based on the current usage code, expressed as a percentage.

Note that utilization is independent of status and must be reported for all status designations. Facilities that are fully shutdown will generally have a utilization of zero. However, because the reported "Status" is the *predominate status*, a facility that is 51 percent shutdown and 49 percent operating would be properly be reported as "Shutdown" but the "Utilization" would be 49 percent (if the operating portion is fully utilized).

Note also that utilization is not a reflection of space assignment but rather a measure of how "full" the space is. As an example, if a building with four floors is fully assigned to an organization but one floor is empty with the other three floors fully utilized, the utilization would be 75 percent.

For programmatic facilities such as laboratories or accelerators, the utilization can be considered to be 100 percent if the mission requires 100 percent of the facility, even though there may be times when the facility is not fully utilized, or even unutilized.

**JUSTIFICATION:** Required to clarify and comply with the FRPC intent that Utilization as a Government-wide performance measure, is meant to identify space in the agency portfolio that could be more fully utilized, or where the occupants of two or more facilities could be consolidated which could free up facilities for disposition, which is a primary OMB goal .

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**\*USE THIS FORM TO REQUEST A CHANGE TO FIMS' DATA BASE PROGRAM, POLICY, PROCEDURE OR DOCUMENTATION.**

**MAIL COMPLETED FORM TO:** JOLIE MACIER  
FERMI NATIONAL ACCELERATOR LABORATORY  
KIRK ROAD AND PINE STREET  
BATAVIA, IL 60510-0500  
PHONE (630) 840-2353 FAX (630) 840-4980

**OR DOWNLOAD FORM FROM:** FIMS WEB PAGE: <http://fims.hr.doe.gov>  
**COMPLETE FORM AND E-MAIL TO:** [jrmacier@fnal.gov](mailto:jrmacier@fnal.gov)

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**REMARKS** (REVIEWERS, PLEASE ADD YOUR SIGNATURE AND DATE):

FAC APPROVED, 07/18/07, WITH THE FOLLOWING CONSIDERATIONS:

- THE DISCUSSION OF THE DEFINITION (REFERENCE TO TREATMENT OF STATUS, SPACE ASSIGNMENT AND PROGRAMMATIC FACILITIES), SHOULD ALSO CONSIDER FACILITIES WITH INTERMITTENT USE. THE COMMITTEE RECOMMENDS THE FOLLOWING LANGUAGE BE ADDED TO THE DEFINITION:
  - “FOR PROPERTY THAT IS REQUIRED TO SUPPORT THE MISSION BUT WHOSE USE MIGHT BE IRREGULAR OR PERIODIC, THE UTILIZATION CAN BE CONSIDERED TO BE 100 PERCENT IF THE MISSION REQUIRES 100 PERCENT OF THE FACILITY. THESE SPECIAL USE PROPERTIES MAY EXPERIENCE PERIODS OF DOWN TIME, YET CONTINUE TO BE CONSIDERED 100 PERCENT UTILIZED.”
- THE ONLY EXISTING FIMS USE OF THE TERM “OCCUPANCY” OR “OCCUPANTS” REFERS TO PEOPLE. IN ACKNOWLEDGING THAT UTILIZATION SHOULD BE CALCULATED FOR ALL TYPES OF BUILDING USAGE (WITH OR WITHOUT HUMAN OCCUPANTS), THE DEFINITION SHOULD BE CHANGED TO:
  - “THE RATIO OF ACTUAL USAGE TO DESIGN CAPACITY BASED ON THE CURRENT USAGE CODE, EXPRESSED AS A PERCENTAGE.”
  - OR ADD A NOTE TO THE DEFINITION DETAIL TO CLARIFY, SUCH AS:
    - “OCCUPANCY REFERS TO THE USE CAPACITY AND DOES NOT HAVE PARTICULAR RELEVANCE TO HUMAN OCCUPANTS.”
- CURRENTLY, THE ASSET UTILIZATION INDEX (AUI), AS OUTLINED IN RPAM, THE JUL 28, 2004, RISPOLI MEMO, “GUIDANCE – ASSET UTILIZATION GUIDANCE,” THE FIMS DATA ELEMENT DICTIONARY, DATED 04/24/07, AND VARIOUS FIMS REPORTS (082 AND 093 FOR EXAMPLE) IS CALCULATED USING THIS DATA ELEMENT. CONSIDERATION MUST BE GIVEN TO ALIGN THESE DOCUMENTS WITH REVISED NOTIONS OF AUI AS DETERMINED BY THE FEDERAL REAL PROPERTY COUNCIL.
- IT IS ACKNOWLEDGED THAT THE REVISED DEFINITION DOES NOT CONSIDER THE “OPTIMUM USE” NOTION AS OUTLINED IN 41 CFR CHAPTER 102, 102-75.40 THROUGH 102-75.55. THE 2004 RISPOLI MEMO DISCUSSED “OPTIMUM USE” WITH RESPECT TO UTILIZATION JUSTIFICATION.
- THE FAC ACKNOWLEDGES THAT THE DEFINITION ALLOWS DISCRETION WITH RESPECT TO THE CALCULATION METHOD, AS SUGGESTED BY THE FRPC.

THIS CHANGE REQUEST WAS SUPERSEDED BY CHANGE REQUEST #09-08 WHICH WAS IMPLEMENTED ON 1/7/2010.

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