

**U. S. Department of Energy
Facilities Information Management System
Request for Change
Change Request #: 13-16**

Requestor Name:	Cindy Hunt	Date:	7/14/2013	Affiliation:	
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		HQ Program Ofc:	MA	Contractor	
Proposed Change:	<ol style="list-style-type: none"> 1. Make data fields listed in Attachment A available for GSA owned or GSA leased buildings. 2. Update data element definitions as shown in Attachment B. 3. Provide a new data element, Cancellation Fee. This data element will be required for GSA owned or GSA leased buildings, see Attachment B. 4. Migrate existing FIMS records according to new data element definitions. 5. Change the prefix for associated data elements listed in the Ad Hoc Query Tool's "Available Display Columns" from "Leased" to "Ingrant". 6. Update standard reports 019 and 072. 				
Justification:	<p>OMB MPM No. 2013-02, <i>Implementation of OMB Memorandum M-12-12 Section 3: Freeze the Footprint</i>, demands the availability of data on GSA assigned properties to support analysis and reporting requirements.</p> <p>Collecting facility information on GSA owned and GSA leased buildings and trailers using FIMS improves data reliability, stabilized collection procedures, and reduces the burden of multiple data calls. Data elements proposed for collection are on par with the data collected for DOE Leased buildings and trailers.</p> <p>Impact: Approximately 60 existing FIMS records across the Department (not including BPA and FERC holdings).</p>				
Please Do Not Type Below This Line					
FAC Remarks:	05/15/2013 – FAC Recommended				
OAPM Remarks:	07/02/2013 – Recommend Approval				
FDDC Remarks:	07/02/2013 – FDDC Approved				
Implemented:	09/04/2014 – Implemented into FIMS v2.20				

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Window Name	Data Elements Currently Available for GSA Owned or GSA Leased Buildings	Data Elements Proposed for Activation
Property Info	Property ID Property Name Alternate Name (optional) Real Property Unique ID HQ Program Office Area Usage Code Security	
Property Detail	Status Status Date Using Organization Analytic Building Block (optional) Assigned Contractor (optional)	
Location		Location City Location County Location State Location Zip Code Location Congressional District Main Location
Building Info		Data migrated from GSA Assigned Window: Total No. of Contractor Employees Total No. of Federal Employees Total No. of Occupants

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Window Name	Data Elements Currently Available for GSA Owned or GSA Leased Buildings	Data Elements Proposed for Activation
		Total No. of Other Personnel
Dimensions		Data migrated from GSA Assigned Window: Rentable SQFT <i>(formerly Ingrant Sqft)</i> Usable SQFT
Mission	Mission Unique Facility Mission Unique Facility Description Core Capability – Primary Core Capability – Secondary Core Capability - Tertiary	
Utilization		Asset % Utilized Asset Utilization Level (display only) Space Type % Utilized (display only) Space Type Utilization Level (display only) Space Type Usable SF (optional) Space Type Utilization % (optional) Space Type Utilized SF (optional) Space Alternatively Used (optional) Utilization Notes (optional)
(LOB Condition	Overall Asset Condition Condition Notes Modernization (optional) Repair Needs (display only) Uniformat (optional)	

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Window Name	Data Elements Currently Available for GSA Owned or GSA Leased Buildings	Data Elements Proposed for Activation
	Rating (optional) Repair Needs (optional)	
Maintenance	Repair Needs Annual Actual Maintenance Operating Costs-Electricity Cost Operating Costs-Water/Sewer Cost Operating Costs-Pest Control Cost Operating Costs-Central Heating Cost Operating Costs-Central Cooling Cost Operating Costs-Snow Removal Cost Operating Costs-Gas Cost Operating Costs-Grounds Operating Costs-Refuse Cost Operating Costs-Recycle Cost Operating Costs-Janitorial Cost Total Operating Cost Hours of Operation	Annual Required Maintenance (Optional)
Ingrant		Data migrated from GSA Assigned Window: Annual Rent Contract No. Effective Date Expiration Date Grantee Cancellation Rights Grantee Cancellation Rights-Days Grantor Cancellation Rights

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Window Name	Data Elements Currently Available for GSA Owned or GSA Leased Buildings	Data Elements Proposed for Activation
		Grantor Cancellation Rights-Days Other Costs Renewal Options Renewal Options-Additional Years Renewal Options-Days Notice Renewal Rent Next Responsible Party-Exterior Responsible Party-Interior Cancellation Fee
Notes	Notes	
Disposition - Archive	Disposition Method Disposition Date Disposition Value Net Proceeds	
Photo Library	Title Description	
GSA Assigned	Total Bill (Annual) Total No. of Federal Employees Total No. of Contractor Employees Total No. of Other Personnel Total No. of Occupants Assigned Usable (SF) Common Space (SF) Shell Rental Rate (SF)	Delete Window and migrate data for exiting FIMS records to the <i>Building Info</i> , <i>Dimensions</i> and <i>Ingrant</i> windows according to new data element definitions.

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Data Element	Current Definition	Proposed Changes
Alternate Name	The alternate name assigned to a specific property. For GSA assigned properties, enter the City and State from the GSA rent bill. For OSFs using usage codes 4920, 4921, or 4922, enter the permit number.	REVISE: 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.
Annual Rent	The current annual rent for a lease.	ADD: For GSA occupancy agreements, the total rent billed by the General Services Administration (GSA) during the previous twelve (12) months.
Assigned Usable (SF)	The square feet of floor space actually occupied by the using agency. The assigned usable square feet are shown on the General Services Administration (GSA) rent bill in the Notes section.	DELETE: See Net Usable Area
Cancellation Fee	N/A	ADD: 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.
Common	The square feet of floor space in the building made	DELETE: Data not required.

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Space (SF)	up of such items as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of the tenants. The common space square feet is shown on the General Services Administration (GSA) rent bill in the Notes section.	
Contract No	The number that appears on the lease, permit, agreement, etc. for a lease or in-grant property.	ADD: For GSA occupancy agreements, the Occupancy Agreement Number (OA No.) from the Occupancy Agreement or GSA Rent Bill.
Disposition Method	Reflects the method in which the real property asset left the Department's inventory. The selections are as follows: TM – Lease Early Termination (Archive) – To be used for an early termination of a lease for DOE leased or Contractor leased building, trailer, or OSF or DOE ingrant or Contractor leased land asset. XP – Lease Expiration (Archive) – To be used for an expired lease that is not being renewed for DOE leased or Contractor leased building, trailer, or OSF or DOE ingrant or Contractor leased land asset.	REVISE: 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. XP – Expiration/Cancellation (Archive) – To be used for an expired Lease/Ingrant agreement that is not being renewed. Used when a GSA Owned or a GSA Leased building is returned to GSA on the Occupancy Agreement end date.

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Data Element	Current Definition	Proposed Changes
Grantee Cancellation Rights	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.	ADD: For GSA occupancy agreements, 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.
Grantee Cancellation Rights–Days	The number of days notice the grantee is required to give if the ingrant is to be canceled before the expiration date. If the grantee is granted cancellation rights, the number of days notice is required.	ADD: For GSA occupancy agreements, the number of days notice DOE is required to give if the Occupancy Agreement is to be terminated before the end date. If DOE has cancellation rights, the number of days notice is required.
Ingrant Sqft	The total area ingranted under the current agreement. Also known as Rentable Area.	REVISE: Data element title from Ingrant Sqft to Rentable SF REVISE: 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

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		<p>area is determined using ANSI/BOMA Z65.3-2009, Gross Areas of a Building: Standard Methods of Measurement.</p> <p>For GSA owned and GSA leased buildings and trailers, the ANSI rentable area assigned by the Occupancy Agreement.</p>
Main Location	<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>ADD:</p> <p>For GSA owned and GSA leased buildings and trailers, the street address from the Occupancy Agreement.</p> <p>[Note to Reviewers: This may conflict with the instruction to not use street corners or symbols.]</p>
Usable Sqft	<p>Gross SQFT less 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. Also known as Usable Space.</p>	<p>REVISE:</p> <p>The portion of a building that is available for occupants as determined 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,</p>

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		<p>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 and trailers, the Net Usable Area is the Assigned Usable square feet shown in the Occupancy Agreement.</p>
Property ID	A unique control number assigned to a property. For GSA assigned properties, use the CBR number from the GSA rent bill.	<p>Revise: A unique control number assigned to a property.</p> <p>For GSA Owned and GSA Leased buildings, use the Occupancy Agreement number (OA No.) from the GSA Occupancy Agreement or the GSA Rent Bill.</p>
Rentable SF	<p>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.</p> <p>Excluded are exterior walls, major vertical penetrations (stairs, elevator shafts, flues, pipe shafts, vertical ducts), and interior parking spaces.</p> <p>The rentable area is useful</p>	DELETE: See Ingrant SQFT
Shell rental Rate	Shell Rental Rate is the same as ANSI Rentable and is the sum of the Assigned Usable square feet and the Common Space square feet assigned by the General Services Administration (GSA).	DELETE: See Ingrant SQFT

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Total Bill– Annual \$	Total annual amount billed by the General Services Administration (GSA). The monthly Total Bill is shown on the GSA rent bill on line F under the column Amount Due (Monthly). The annual rent should be entered into FIMS by multiplying the monthly Total Bill value by 12.	DELETE: See Annual Rent