



**Department of Energy**  
Washington, DC 20585

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MEMORANDUM FOR DISTRIBUTION

FROM:

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CONSTRUCTION MANAGEMENT/SENIOR  
REAL PROPERTY OFFICER

SUBJECT:

FY 2008 Federal Real Property Reporting Requirement

The attached document provides implementing instructions for FY 2008 real property inventory reporting. Please distribute it to the appropriate elements of your organization. This effort is a key requirement in maintaining the Department's green status rating on the President's Management Agenda.

As in previous years, the Department will use the data in the Facility Information Management System (FIMS) to report to GSA. There is very little change in reporting requirements from last year. The attached guidance contains detailed instructions for each of the required data elements. Please ensure the required data is entered into FIMS by November 14, 2008, so that the Department can report its inventory as required in the first quarter of FY 2009.

Questions on this guidance may be addressed to Mr. Gary Horn at (202) 586-9296 or Mr. Peter O'Konski at (202) 586-4502.



**SUBJECT: FY 2007 Facility Information Management System Reporting Requirement**

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**cc: Chief Financial Officer  
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# FY 2008 FRPC DATA REPORTING INSTRUCTIONS

## I. Background

Executive Order 13327, "Federal Real Property Asset Management" was created to promote the efficient and economical use of the Federal Government's real property assets. The E.O. established the interagency Federal Real Property Council (FRPC), established the role of the Senior Real Property Officer, and mandated the creation of a centralized real property database.

This document provides instructions for populating the required data in FIMS so that the Department can report in accordance with the FY 2008 instructions issued by the FRPC. There are very few changes from last year.

## II. Summary of Changes

Changes from the FY 2007 reporting instructions are summarized below:

- Addition of the 25<sup>th</sup> data element, Sustainability.
- Addition of the pick-list value "Museum" to the Real Property Use data element.
- Addition of the pick-list value "Museum Trust" to the Legal Interest data element.
- Elimination of the pick-list value "Installations" for the Real Property Type data element.

*Only the addition of the Sustainability data element affects DOE and the other changes are not discussed in this document.*

## III. Data Population Schedule

The deadline for reporting the DOE inventory to GSA is December 15, 2008. To allow time for preparation of the data upload file, sites will ensure all elements are populated in accordance with this guidance **no later than November 14, 2008**. *NOTE: The FIMS data elements for Deferred Maintenance must be reported by September 30, 2008 as outlined in the FY 2008 Real Property Deferred and Annual Maintenance Reporting Requirement guidance, dated August 13, 2008. Once these values have been reported in FIMS, the field will be locked until the year-end snapshot is taken on November 17, 2008.*

## IV. Inventory Data Element Reporting Instructions

### 1. Real Property Type

**Real Property Type** indicates the asset as one of the following categories of real property:

- A. Land
- B. Building
- C. Structure

*Reporting for this element is unchanged from last year.*

### 2. Real Property Use

**Real Property Use** indicates the asset's predominant use in one of the following categories:

#### A. Land Predominant Use:

1. Agriculture: Land under cultivation for food or fiber production.
2. 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.
3. 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.
4. 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.
5. Wilderness Areas: Land designated by Congress as a part of the National Wilderness Preservation System.
6. Office Building Locations: Land containing office buildings or future planned office buildings, to include military headquarters buildings.
7. 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.
8. Miscellaneous Military Land (not covered elsewhere): Department of Defense (DoD) and U.S. Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.
9. Airfields: Land used for military air bases or air stations, and military or civilian landing fields.
10. Harbor and Port: Land used for harbor and port facilities.
11. Post Offices: Land used in conjunction with a Post Office and used predominately as a general service and access area.
12. Power Development and Distribution: Land used for power development and distribution projects.
13. Reclamation and Irrigation: Land used for reclamation and irrigation projects.
14. Flood Control and Navigation: Land used for flood control and navigation projects.
15. Vacant: Land not being used.
16. Institutional: Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.

17. Housing: Land used primarily for public housing projects, military personnel quarters, and dwellings for other federal personnel.
18. Storage: Land used primarily for supply depots and other storage.
19. Industrial: Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.
20. Research and Development: Land used directly in basic or applied research such as in science, medicine, and engineering.
21. Communications Systems: Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.
22. 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.
23. Space Exploration: Land used in direct support of space exploration and utilization, including launch and test sites, emergency landing sites (not airfield), and astronaut training.
24. Other Land: Land that cannot be classified elsewhere.

#### **B. Buildings Predominant Use:**

1. Office: Buildings primarily used for office space or military headquarters.
2. Post Office: Buildings or portions of buildings used as a Post Office.
3. Hospital: Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
4. Prisons and Detention Centers: Buildings or portions of buildings used as a Prison or Detention Center.
5. School: Buildings used primarily for formally organized instruction, such as schools for dependent children of federal employees, Indian schools, and military training buildings including specialized training facilities.
6. Other Institutional Uses: Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, chapels, and out-patient clinics. This category also includes food preparation and dining facilities, buildings housing entertainment and recreational activities, and visitor's centers.
7. Family Housing: Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and housing for institutional personnel.
8. Dormitories/Barracks: Buildings primarily used as dwellings for housing individuals (without families/dependents).
9. Warehouses: Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.
10. Industrial: Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, fish production, chemicals, aluminum, and magnesium. Included are buildings that house utility plants or utility system components such as pump stations or valves.

11. Service: Buildings used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and buildings primarily used for vehicle maintenance and repair.
12. Laboratories: Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing.
13. Communications Systems: Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
14. Navigation and Traffic Aids: Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
15. All Other: Buildings that cannot be classified elsewhere.
16. Museum: Buildings used for the housing and/or display of historical objects or collections

### C. Structure Predominant Use

1. Airfield Pavements: Runways, helicopter landing pads, taxiways, and aprons.
2. Harbors and Ports: Docks, piers, wharves, jetties and breakwaters, and other harbor, port, or coastal facilities.
3. Power Development and Distribution: Hydroelectric and other power development projects that produce power for resale (generally consisting of dams and powerhouses). Include transmission lines that are an integral part of federal power development, even if the power is produced by another federal agency.
4. Reclamation and Irrigation: Canals, laterals, pumping stations, storage, and diversion dams.
5. Flood Control and Navigation: River improvements, revetments, dikes, dams, and docks.
6. Storage (other than buildings): Storage tanks, silos, igloos, underground vaults, and open storage improved areas. This category includes water reservoirs and POL storage tanks.
7. Industrial (other than buildings): Structures and facilities (other than buildings) used for production or manufacturing, such as sliding shipways, retaining basins, and pipelines.
8. Service (other than buildings): Structures used for maintenance and repair, such as underground fueling systems, vehicle washing and greasing facilities, aircraft bore sight ranges, guided missile maintenance facilities, and ship repair structures.
9. Research and Development (other than Laboratories): Structures and facilities used directly in basic or applied research in science, medicine, and engineering, such as facilities used in the design, development, and testing of prototypes and processes and space and aeronautics research and development. Excludes facilities used for routine testing.
10. Recreational (other than buildings): Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.
11. Utility Systems: Heating, sewage, water, and electrical systems when they serve several buildings or other structures of an installation. When these systems serve a single building that is reported separately, include the utility systems' cost in the cost of the building. Includes heating plants and related steam and gas lines; sewage disposal

- plants; storm and sanitary sewer lines; water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations, standby or auxiliary power plants, lighting structures, and conduits.
12. Space Exploration Structures: Structures used in direct support of space exploration and testing, including test structures, and specialized associated structures that cannot be classified elsewhere.
  13. Communications Systems: Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.
  14. Navigation and Traffic Aids (other than buildings): Structures for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting. Includes demarcation lighting along runways, taxiways, and other airfield pavements.
  15. Roads and Bridges: Federally-owned highways, roads, related culverts, and connecting bridges. Includes surfaced and un-surfaced roads within national parks and forests, military installations, and other federal installations.
  16. Railroads: Tracks, bridges, tunnels, and fuel or water stations servicing railroads.
  17. Monuments and Memorials: Federal monuments, memorials, and statues.
  18. Weapons Ranges: Ranges where weapons are fired, and areas where explosives are detonated.
  19. Miscellaneous Military Facilities: Structures and facilities of DoD and USCG used for military functions that are not included in any other classification.
  20. Parking Structure: Independent structures for non-residential parking of more than two vehicles.
  21. All Other: Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.
  22. Museum: Structures used for the housing and/or display of historical objects or collections

In the case of assets with mixed use, the predominant use will be reported. *Reporting for this element is unchanged from last year.*

### 3. Legal Interest

#### a.) Legal Interest Indicator

The Legal Interest Indicator is used to identify a real property asset as being owned by the Federal Government, leased to the Federal Government or otherwise managed by the Federal Government.

- **Owned**: The Federal Government has fee simple interest for the real property.
- **Leased**: The rights to use the real property have been assigned to the Federal Government by a private entity or a non-federal government entity for a defined period of time in return for rental payments.
- **Otherwise Managed**:
  1. State Government-Owned – A U.S. state government holds title to the real property but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.
  2. Foreign Government-Owned – A foreign government holds title to the real property but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.

3. Museum Trust – A trust entity holds title to the real property asset predominantly used as a museum, but Federal funds may be received to cover certain operational and maintenance costs.

#### **b.) Lease Maintenance Indicator**

The Lease Maintenance Indicator is reported for all leased assets and indicates whether the Federal Government is responsible for maintaining the condition of the asset. *Sites are reminded that this sub-element is reported using the FIMS data fields for Responsible Party – Interior and Responsible Party – Exterior, located on the Ingrant 2 window. These fields must be populated for all DOE or contractor leased assets.*

#### **c.) Lease Authority Indicator**

The Lease Authority Indicator is reported for leased assets only and indicates the authority used to execute the lease.

- **Independent Statutory Authority:** Authority to acquire leased space that originates in a statute enacted into law. This 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. *Includes contractor leased assets.*
- **Categorical Space – Delegation from GSA:** A standing delegation of authority from the Administrator of General Services to a Federal agency to acquire a type of space, such as antennas, depots, piers, and greenhouses.
- **Special Purpose Space – Delegation from GSA:** A standing delegation of authority from the Administrator of General Services to specific Federal agencies to lease their own special purpose space.
- **Provider of Choice Authority – Delegation from GSA:** The Administrator of General Services has issued a standing delegation of authority (under a program formerly known as “Can’t Beat GSA Leasing”, now referred to as “Provider of Choice”) to the heads of all Federal agencies to accomplish all functions related to leasing of general purpose space for terms 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 warehouse space.

*Reporting for Legal Interest and sub-elements is unchanged from last year.*

### **4. Status**

#### **a.) Status Indicator**

The Status Indicator reflects the predominant physical/operational status of the asset. Buildings, structures and land assets will have one of the following attributes:

- **Active:** Currently assigned a mission by the reporting agency.
- **Inactive:** 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.
- **Excess:** Formally identified as having no further program use of the property by the landholding agency.

For buildings, trailers, and OSF’s the FIMS values will be mapped to the FRPC data values for reporting as shown below:

FIMS Value	Mapped FRPC Value
Operating	Active
Operational Standby	Active
Operating Under an Outgrant	Active/Outgranted
Operating Pending D&D	Active
Shutdown Pending Transfer	Inactive
Shutdown Pending D&D	Inactive
Shutdown Pending Disposal	Inactive
Deactivation	Inactive
D&D in Progress	Mapped to Inactive unless Excess Indicator is set to Yes
Excess	Excess
Demolished	Not Mapped (note 1)
Sale	Not Mapped (note 1)
Transfer to Another Agency	Not Mapped (note 1)

**Note 1.** These records are archived and no longer part of the active database

**In the case of records with multiple status (e.g. a record where part of the asset is operating and part is shut down), predominate status will be reported.**

### **b.) Outgrant Indicator**

In addition to the predominant status of the property, each asset where the Legal Interest is owned or leased will have an Outgrant Indicator, indicating whether or not rights have been conveyed or granted to another entity. This data is already in FIMS.

***Reporting for Status and its sub-elements is unchanged from last year.***

### **5. Historical Status**

Each asset with a Legal Status of "Owned" or "Leased" will be reported with one of the following attributes:

- A. National Historic Landmark (NHL);
- B. National Register Listed (NRL);
- C. National Register Eligible (NRE);
- D. Non-contributing element of NHL/NRL district; or
- E. Evaluated, Not Historic
- F. Not evaluated

The definitions for these categories are at appendix A. For records with multiple historic statuses (e.g. a large land record with a small burial site), report *predominant* status.

***Reporting for this element is unchanged from last year.***

### **6. Reporting Agency**

Reporting Agency refers to the Federal Government Agency reporting the property to the FRPP. The Agency Bureau Code for DOE is 8900 and will be system generated for reporting.

***Reporting for this element is unchanged from last year.***

## 7. Using Organization

Using Organization refers to the *predominant* Federal Government Agency/Bureau (or other non-federal Government entity) *occupying* the property. The code for DOE is 8900 and should be used for DOE and O&M contractor occupied space. For non-federal entities (includes private sector and state or local Government entity) enter "9999".

*Reporting for this element is unchanged from last year.*

## 8. Size

Size refers to the size of the real property asset of the item of real property.

- For land, the unit of measure is *acreage* and is designated as either *rural* or *urban*.

Rural is defined as a city, town, or unincorporated area that has a population of 50,000 inhabitants or less, other than an urbanized area immediately adjacent to a city, town, or unincorporated area that has a population in excess of 50,000 inhabitants. An urban area is a statistical geographic area defined by the Census Bureau, consisting of a central place(s) and adjacent densely settled territory that together contain at least 50,000 people, generally with an overall population density of at least 1,000 people per square mile.

- For buildings, the unit of measure is *square feet* and designated as *gross square feet*.
- For structures, the units of measure are as follows:

Code	Structure Name	Unit of Measure
12	Airfields Pavement	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each. Linear Feet
16	Reclamation and Irrigation	Each. Linear Feet
18	Flood Control and Navigation	Each. Linear Feet
28	Museum	Each
40	Storage (other than buildings)	Each. Linear Feet
50	Industrial (other than buildings)	Each. Linear Feet
60	Service (other than buildings)	Each
65	Space Exploration Structures	Each
66	Parking Structures	Square Yards
70	Research and Development (other than labs)	Each
71	Utility Systems	Each. Linear Feet. Miles
72	Communications Systems	Each. Miles
73	Navigation and Traffic Aids (other than buildings)	Each
75	Recreational (other than buildings)	Each
76	Roads and Bridges	Lane Miles. Square Yards
77	Railroads	Miles
78	Monuments and Memorials	Each
79	Miscellaneous Military Facilities	Each
82	Weapons Ranges	Each
80	All Other	Each. Lane Miles. Linear Feet. Miles. Square Yards

The FIMS units of measure for land, buildings and trailers are consistent with FRPC requirements. The FIMS units of measure for structures are not uniformly consistent with the FRPC units of measure. FIMS contains a total of 199 different usage codes for structures. Of these, 45 align with the applicable FRPC unit of measure and 154 do not. Wherever a direct conversion (e.g. feet to miles, KVA to each) can be made between the two, FIMS will map to FRPC values for reporting. For the following FIMS OSF usage codes (which cannot be mapped), a secondary unit of measure field has been added to FIMS as shown below to accommodate the FRPC units of measure:

FIMS OSF Usage Code	FIMS Unit of Measure	Secondary Unit of Measure
1169 Bridges (Walking)	Feet	Square Yards
1769 Bridges (Vehicular)	Feet	Square Yards
1239 Taxi Ways	Feet	Square Yards
1379 Jetties	Feet	Square Yards
1369 Breakwaters	Feet	Square Yards
1339 Docks/Wharves	Feet	Square Yards
1329 Piers	Feet	Square Yards
1729 Primary Roads	Miles	Lane Miles
1229 Runways	Feet	Square Yards
1739 Secondary Roads	Miles	Lane Miles
1129 Sidewalks	Feet	Square Yards
1749 Tertiary Roads	Miles	Lane Miles

*Reporting for this element is unchanged from last year.*

## 9. Utilization (Performance Measure #1)

Utilization is defined as the state of having been made use of, i.e., the rate of utilization. Utilization will be captured as a percent utilization on a scale of 0% to 100%. The following categories and percent utilization will be used to determine the rate of utilization.

Rate	Categories and Percent Utilization				
	1. Offices	2. Warehouses	3. Hospitals	4. Laboratories	5. Housing
<i>Over-Utilized</i>	>95%	>85%	>95%	>85%	N/A
<i>Utilized</i>	75-95%	50-85%	70-95%	60-85%	85-100%
<i>Under-Utilized</i>	<75%	10-50%	25-70%	30-60%	<85%
<i>Not Utilized</i>	N/A	<10%	<25%	<30%	N/A

*Offices* – ratio of occupancy to current design capacity.

*Warehouses* – ratio of gross square feet occupied to current design capacity.

*Hospitals* – ratio of occupancy to current design capacity.

*Laboratories* – ratio of active units to current design capacity

*Housing* – housing will be measured as a percent of individual units that are occupied.

FIMS will map to the FRPC categories and utilization rates for reporting.

*Reporting for this element is unchanged from last year.*

## 10. Value

Value is defined as the functional/plant replacement value; the cost of replacing the existing constructed asset at today's standards.

Formula: Value = Unit x Unit Cost x Overhead Factor

The result is adjusted by area cost and inflation, as appropriate. Value is reported for buildings, trailers and structures (not land). This data element is already captured in FIMS as replacement plant value (RPV).

*Reporting for this element is unchanged from last year.*

## 11. Condition Index (Performance Measure #2)

Condition Index (CI) is a general measure of constructed asset condition at a specific point in time. CI is calculated as the ratio of repair needs to RPV using the formula  $(1 - \text{\$/repair needs}/\text{\$/RPV}) \times 100$ . The higher the CI the better the condition the constructed asset is in. Land is excluded from condition index reporting.

CI is system-generated for reporting using the FIMS data fields for deferred maintenance and RPV. Sites are reminded that for leased assets, **deferred maintenance is only reported if DOE is responsible for maintaining the condition of the asset**. For leases where DOE is not responsible for maintaining the condition of the asset, deferred maintenance is reported as \$0. Note that reporting for owned assets will remain in accordance with separate OECM guidance on deferred maintenance reporting.

*Reporting for this element is unchanged from last year.*

## 12. Mission Dependency (Performance Measure #3)

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency in one of the following categories:

- Mission Critical – Assets deemed necessary to perform the primary missions assigned to a particular Site. This would encompass any facility or infrastructure predominantly used to perform scientific, production, environmental restoration or stockpile stewardship and without which, operations would be disrupted or placed at risk.
- Mission Dependent, Not Critical – 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 reasonably restored or otherwise addressed prior to impacting operations.
- Not Mission Dependent – Assets that 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.

The **predominant** value for mission dependency should be reported for each record.

*Reporting for this element is unchanged from last year.*

### 13. Annual Operating Costs (Performance Measure #4)

Annual Operating Costs consist of the following:

- Recurring maintenance and repair costs;
- Utilities (includes plant operation and purchase of energy);
- Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations); and
- Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).

Annual recurring maintenance and repair costs are currently captured in FIMS at the constructed asset level and will be used to satisfy that component of operating cost. The other operating cost components are generally provided through site-wide contracts and costs are collected at the site level. To meet the requirement to report operating costs at the constructed asset level, the following hierarchy of data availability will be used to assign operating costs:

- Actual operating costs that are identifiable to a constructed asset will be reported against the individual asset,
- Operating costs derived from engineered estimates will be assigned to individual assets,
- Site level operating costs not identifiable to an individual asset will be based on an allocation to buildings and trailers on the basis of square feet and operating hours

Operating cost data fields exist in FIMS at the site level and at the constructed asset level for each component of operating cost in order to report the data in accordance with the FRPC guidance. FIMS allocates operating costs according to the following model:

	<b>BUILDINGS</b>	<b>TRAILERS</b>	<b>OSF'S</b>
<b>MAINTENANCE AND REPAIR</b>	Use data currently captured in FIMS at the constructed asset level.	Use data currently captured in FIMS at the constructed asset level.	Use data currently captured in FIMS at the constructed asset level.
<b>ELECTRIC</b>	SF allocation to all assets.	SF allocation to all assets	No allocation
<b>WATER / SEWER</b>	SF allocation to all assets	SF allocation to all assets	No allocation
<b>GAS/LP GAS</b>	SF allocation to all assets	No allocation	No allocation
<b>CENTRAL HEAT</b>	SF allocation to all assets	No allocation	No allocation
<b>CENTRAL COOL</b>	SF allocation to all assets	No allocation	No allocation
<b>JANITORIAL</b>	SF allocation to all assets	SF allocation to all assets	No allocation
<b>PEST CONTROL</b>	SF allocation to all assets	SF allocation to all assets	No allocation
<b>REFUSE</b>	SF allocation to all assets	SF allocation to all assets	No allocation
<b>RECYCLING</b>	SF allocation to all assets	SF allocation to all assets	No allocation
<b>GROUNDS</b>	SF allocation to all assets	SF allocation to all assets	No allocation
<b>SNOW REMOVAL</b>	SF allocation to all assets	SF allocation to all assets	No allocation

Each component of operating cost **MUST** be entered at the site level (total cost at the site for each component). Data fields are available at the asset level for sites to use if actual asset-level costs or engineering estimates are available. **NOTE:** the site-level total *should not be decremented* to account for consumption entered at the asset level or for programmatic utility consumption. The allocation for utility costs is further refined by hours of operation. The hours of operation for each building and

trailer were initially set system-wide 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. FIMS sums up the manually entered asset level costs for each operating cost, subtracts that from the total cost entered at the site level, then allocates 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 or OSF's. 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 (and should) 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 for a programmatic asset at the asset level (e.g. OSF 3000).

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 (i.e. 60 hours per week), and populate asset level costs if available. The allocation routine will be run and the system will generate values for reporting of asset level operating costs.

For leased real property, operating and maintenance cost is defined as the full annual lease cost, including base and operating rent, plus any additional government operating expenses in the above categories not covered in the lease contract. The **Annual Rent** and **Other Costs** fields from the Ingrant 1 window are added together for reporting operating and maintenance cost for leased property.

***Reporting for this element is unchanged from last year.***

#### **14. Main Location**

Main Location refers to the physical location of the asset. Either of the following will be reported for the constructed asset or parcel of land:

- Street address; or
- Latitude and longitude (if no security concerns exist).

For records with no street address, report the street address of the main gate. For records that are not located at a site, report zip code. For linear assets that span multiple zip codes, report the zip code at the beginning or endpoint of the asset

**NOTE: Do not use the following:**

- ☒ Mailing address that is different than the location's address,
- ☒ Building name,
- ☒ Street corner (e.g., 18<sup>th</sup> & F Streets),
- ☒ Other description (such as a Post Office Box number), or
- ☒ Symbols such as double quote ("), underline (\_), plus (+), percent (%), and ampersand (&).

***Reporting for this element is unchanged from last year.***

## **15. Real Property Unique Identifier**

Real Property Unique Identifier is a code that is unique to an item of real property that will allow for linkages to other information systems. This value is system generated for reporting.

*Reporting for this element is unchanged from last year.*

## **16. City**

Provide the 4 digit geographic locator code (GLC) for the city or town associated with the reported *Main Location* for the asset. GLC's can be found at: <http://www.gsa.gov/glc>.

*Reporting for this element is unchanged from last year.*

## **17. State**

Provide the 2 digit GLC for the state associated with the reported *Main Location* for the asset. GLC's can be found at: <http://www.gsa.gov/glc>.

*Reporting for this element is unchanged from last year.*

## **18. Country**

Provide the 3 digit GLC for the country associated with the reported *Main Location* for the asset. All DOE assets are located in the United States. This value will be system generated for reporting.

*Reporting for this element is unchanged from last year.*

## **19. County**

Provide the 3 digit GLC for the county associated with the reported *Main Location* for the asset. GLC's can be found at: <http://www.gsa.gov/glc>.

*Reporting for this element is unchanged from last year.*

## **20. Congressional District**

Provide the value for the Congressional District associated with the reported *Main Location* in which the land, building, or structure is located.

*Reporting for this element is unchanged from last year.*

## **21. ZIP Code**

Provide the 5-digit ZIP code associated with the reported *Main Location* in which the land, building, or structure is located and, if known, the additional 4-digit ZIP code suffix.

*Reporting for this element is unchanged from last year.*

## **22. Installation and Sub-Installation Identifier**

**Installation** – Land, buildings, other structures, and facilities, or any combination of these. Examples of installations are a national forest, national park, hydroelectric project, office building, warehouse building, border station, base, post, camp, or an unimproved site.

**Sub-Installation** – Part of an installation identified by a different geographic location code than that of the headquarters installation. An installation must be separated into sub-installations (and reported separately) when the installation is located in more than one state or county. However, an agency may elect to separate an installation into sub-installations even if the installation is not located in more than one state or county.

These values are system generated.

*Reporting for this element is unchanged from last year.*

### **23. Restrictions**

Restrictions are limitations on the use of real property. One or more of the following values will be reported for each building, structure and parcel of land:

- Environmental Restrictions (cleanup-based restrictions, etc.);
- Natural Resource Restrictions (endangered species, sensitive habitats, floodplains, etc.);
- Cultural Resource Restrictions (archeological, historic, Native American resources, etc.);
- Developmental (improvements) Restrictions;
- Reversionary Clauses from Deed;
- Zoning Restrictions;
- Easements (including access for maintenance rights, etc.);
- Rights-of-Way;
- Mineral Interests;
- Water Rights;
- Air Rights;
- Other; or
- Non Applicable

Definitions are at appendix B. Report all that apply for owned and leased assets.

*Reporting for this element is unchanged from last year.*

### **24. Disposition**

Disposition data must be reported for each record that exited the active FIMS database (i.e. each record archived) during the fiscal year.

#### **a.) Disposition Method**

Report one of the following disposition methods:

- Public Benefit Conveyance:
  - Homeless Assistance
  - Health or Education Use
  - Public Parks and Public Recreation Areas
  - Historic Monuments
  - Correctional Facility Use
  - Port Facilities
  - Public Airports
  - Wildlife Conservation

- Negotiated Sales to Public Agencies
- Self-help Housing
- Law Enforcement and Emergency Management Response

Definitions are at appendix C.

- Federal Transfer
- Sale
  - Negotiated Sale
  - Public Sale
- Demolition
- Lease Termination
- Lease Expiration
- Admin Correction/No Disposal – *The Administrative Corrections category has been added to capture records that were archived for “housekeeping” or data cleanup reasons but do not represent actual physical disposal of land, buildings or structures.*
- Other

## b.) Disposition Date

Report the date the disposal was completed in mm/dd/yyyy format. The following table outlines the date to report based on the method of disposal:

Disposition Method	Date to Report
Public Benefit Conveyance	Date of assignment letter to sponsoring agency or deed date to grantee
Federal Transfer	Date of letter of transfer
Sale (Negotiated or Public)	Deed date
Demolition	Date demolition is complete
Lease Termination or Expiration	Lease termination or expiration date
Other or Administrative Correction	Record archive date

### c.) Disposition Value

The reported *Disposition Value* is dependent upon the disposition method as shown in the table below. The Disposition Value will always be greater than or equal to zero. ***Disposition Value is not reported for Lease Expiration or for Administrative Correction.***

Disposition Method	Disposition Value to Report
Public Benefit Conveyance Federal Transfer Demolition Other	Replacement Plant Value
Sale (Negotiated or Public)	Sales Price
Lease Termination	Government's Cost Avoidance

### d.) Net Proceeds

This data element is applicable only to assets disposed of through sale or lease termination. Report the proceeds less disposal costs. For lease terminations report the cost avoidance from early termination less the costs incurred to prepare the leased property for return to the owner. ***Note that proceeds can be zero or negative in cases where the disposal costs exceed proceeds.***

### e.) Recipient

This data element is applicable only for assets disposed of through Federal Transfer or Public Benefit Conveyance. Report the Federal agency or the name of the non-Federal organization that received the asset. For Federal Transfers, report the 4-digit Agency Bureau code. If the recipient is covered by the Privacy act, report "Private".

***Reporting for Disposition and its sub-elements is unchanged from last year.***

## 25. Sustainability

Sustainability reflects whether or not an asset meets the sustainability goals set forth in Section 2 (f) of Executive Order 13423 and applies to owned buildings only. One of the following values will be reported:

- Yes – asset has been assessed and meets the guidelines set forth in Section 2 (f) of Executive Order 13423
- No - asset has been assessed and does not meet the guidelines set forth in Section 2 (f) of Executive Order 13423
- Not Yet Evaluated - asset has not yet been evaluated on whether or not it meets the guidelines set forth in Section 2 (f) of Executive Order 13423
- Not applicable – guidelines set forth in Section 2 (f) of Executive Order 13423 do not apply

**This data element is new for FY 2008. FIMS has been modified to accept the required data.**

Appendix A  
**FRPC Data Element 5 – Historical Status**

FRPC guidance requires that historical status be reported by constructed asset. Buildings and structures must be designated in one of the following categories:

1. **National Historic Landmark (NHL):** The property has been formally listed in the National Register of Historic Places, and the National Park Service has--at the recommendation of the State Historic Preservation Office (SHPO) or, where the authority has been delegated, the Tribal Historic Preservation Officer (THPO), DOE, and or/interested party--designated the property as a National Historic Landmark, thereby affording it a greater level of protection. This determination is made by the Secretary of the Interior/National Park Service, NOT DOE or the SHPO (or THPO).
2. **National Register Listed (NRL):** The property has been evaluated for eligibility for inclusion in the National Register (as defined in Eligible), and DOE has completed the required National Register nomination forms with supporting documentation and the SHPO (or THPO) has concurred and submitted this information to the Keeper of the National Register (Department of Interior/National Park Service), and the Keeper has approved and listed the property in the National Register of Historic Places.
3. **National Register Eligible (NRE):** The property has been evaluated according to the criteria in 36CFR60, and DOE has determined that the property is eligible for inclusion in the National Register, AND the SHPO (or THPO) has concurred. Properties can be evaluated under either a site-wide 110 related effort or under a project-driven section 106 evaluation. NOTE: There is no difference under the law between a property eligible for listing in the National Register and a property that is formally listed on the National Register.
4. **Non-contributing element of Historic District** –Although the property is within a geographical area determined to be a NHL or NRE historic district in consultation with the SHPO (or THPO) [historic district consultation differing in that it is considering multiple rather than single properties], it is either not historically related to the district (constructed at a later date) or does not retain sufficient integrity (heavily modified) to be considered a contributing element to the historic district. Although located within a historic district, this property is not eligible. NOTE: A contributing element of a NHL or NRE historic district, on the other hand, is a property located within a geographical area that may or may not be a NRE property if evaluated individually, but considered in the makeup of the geographical district contributes to the historical significance of the district. A contributing element of a NHL or NRE historic district is either a National Register Eligible property or Not Eligible, depending on the results of the formal consultation process.
5. **Not Eligible:** The property has been evaluated according to the criteria in 36CFR60, and DOE has determined that the property is not eligible for inclusion in the National Register, AND the SHPO (or THPO) has concurred. Properties can be evaluated under either a site-wide section 110 related effort or under a project-driven section 106 evaluation.
6. **Not Evaluated:** The property has not been formally evaluated under the National Register criteria in 36CFR60 by DOE and in consultation with the SHPO (or THPO). If you do not have a statement from DOE that this property is or is not eligible AND a concurrence from the SHPO (or THPO), then the property is **NOT EVALUATED**.

**Appendix B**  
**FRPC Data Element 23 – Restrictions**

**Restriction Category**

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**Environmental Restriction (clean-up based restriction, etc.):** Legally enforceable placed on the use of real property or any of its natural resources (e.g., surface water or ground water) due to the presence of hazardous substances, pollutants or contaminants (terms that are defined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. 9601 (14) and (33)), and the need to protect human health and the environment from exposure to such hazardous substances, pollutants or contaminants. These restrictions could also be necessary due to the presence of petroleum, which is a type of contaminant that is not regulated to allow the cleanup to safely proceed. These restrictions can also be permanent such as in the case where the cleanup is complete but at a level that allows for low levels of contamination to continue to be present as long as the full use of the property is curtailed (e.g. the property is cleaned to allow commercial or industrial uses, but not residential).

**Natural resource restrictions:** Legally enforceable restrictions placed on the use of real property or any of its natural resources to protect a given resource from harm (e.g., an endangered species or its habitat), or its to protect activities on the real property or the use of any of its natural resources from the harm caused by outside, natural forces (e.g., floodplains). In either case, the need to restrict the use of the property may be compelled either by a determination that such restrictions are necessary to achieve the purpose compelled by the applicable law, regulation or Executive Order (e.g., the Endangered Species Act), or due to a written agreement with other federal agencies or state or local government, that compel such restrictions (e.g., the terms of any authorization from the Army Corps of Engineers to build in a certain wetlands).

**Cultural resource restrictions (archeological, historic, Native American resources, etc.):** Legally enforceable restrictions placed on the use of real property by the owner of the property to protect and preserve historic or Tribal resources deemed worthy of preservation giving a government agency or preservation organization the right to review and approve changes to the historically or culturally significant property before they are undertaken.

**Developmental (improvements) restrictions:** Legally enforceable restrictions on land use to protect the health, safety and welfare of the community such as the kind of buildings that can be built on the property, what size the buildings may be and which materials can be used in their construction.

**Reversionary clauses from deed:** Interest that exists when the grant is limited such that it may possibly terminate on the occurrence of a condition subsequent and title to the property returns to the original owner.

**Zoning restrictions:** Municipal regulations having to do with structural and architectural designs of buildings and prescribing the use to which buildings within designed districts may be put.

**Easements (including access for maintenance rights, etc.):** A non-possessor interest in the land of another that gives the party a right of use over the other person's property for a designated purpose.

**Right of way:** A right belonging to a party to pass over land of another. The interest is the same as an easement with the owner of the soil retaining all other rights and benefits of ownership consistent with

the easement. The phrase is also used to describe that strip of land upon which railroad companies construct their road bed and, when so used, the term refers to the land itself, not just the right of passage over it.

**Mineral interests:** An interest in minerals in land, with or without ownership of the surface of the land, and the right to take minerals or a right to receive a royalty.

**Water rights:** A legal right to use the water of a natural stream or water furnished through a ditch or canal, for general or specific purposes, such as irrigation, mining, power, or domestic use, either to its full capacity or a measured extent or during a defined period of time.

**Air rights:** The right to use all or a portion of the air space above real property. Such right is vested by grant (e.g., fee simple, lease or other conveyance).

**Other:** All other restrictions that cannot be classified elsewhere.

**Non applicable:** Restrictions are non-applicable to the real property asset.

**Appendix C**  
**FRPC Data Element 24a. – Disposition Method**  
**Public Benefit Conveyance Categories and Definitions**

**Homeless Assistance:** Title V of the Stewart B. McKinney Homeless Assistance Act, as amended (42 U.S.C. 11411), authorizes the identification and use of underutilized property for use as facilities to assist the homeless and expands the meaning of Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217n STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 550(d)).

**Health or Educational Use:** Section 203 (k)(1) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(1)).

**Public Parks and Recreation Areas:** Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 550 (c) and (d)).

**Historic Monuments:** Section 203 (k)(3) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(3)).

**Correctional Facility and Emergency Management Use:** Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002, as amended (40 U.S.C (1)).

**Port Facilities:** Title 40, U.S. Code, Section 554.

**Public Airports:** Section 13 (g) of the Surplus Property Act of 1944 (49 U.S.C. 47151), which is continued in effect by Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002) 40 U.S.C. 113 and amended by Public Law 311, 81<sup>st</sup> Congress (50 U.S.C App. 1622 (a)–(c)).

**Wildlife Conservation:** Public Law 537, 80<sup>th</sup> Congress (16 U.S.C. 667 b-d).

**Negotiated Sales to Public Agencies Without Use Restrictions:** Title 40, U.S. Code Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 545(b)(8)).

**Self-help Housing:** Public Law 105-50 (HR 680), commonly referred to as the Self-Help Housing Law” was signed by the President on October 6, 1997. This law amends Title 40, U.S. Code Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002) (40 U.S.C 550(e)) by adding paragraph (6).

**Law Enforcement and Emergency Management:** Public Law 105-119 (HR 2267-DOJ Appropriations Act, 1998) was signed by the President on November 26, 1997. This law amends section 203(p)(1) of the '49 Act.

**Appendix D**  
**Frequently Asked Questions (FAQs)**

**Disposition**

1. **I have a month to month lease which is not being renewed. Should that be archived in FIMS as a Lease Expiration or Lease Termination?**

Leases that are month to month and are not being renewed should always be archived in FIMS as Lease Expirations. Lease Expirations are not reported to the FRPP, therefore, Disposition Value and Net Proceeds are not applicable.

2. **Since Lease Expirations are not reported to the FRPP, why can't I just delete the record as opposed to performing an archive of that record?**

It is important that we maintain an audit trail of all lease records in the FIMS including those that have expired. Often times, questions arise about a particular lease and it is helpful to have the disposition information readily available in FIMS.

3. **What is the difference between a Lease Termination and Lease Expiration?**

A Lease Termination is where we lease space for a firm term and vacate prior to the end of the term. Lease Expirations are those leases that expire at term or are leases we are occupying month to month and are not renewing.

4. **I see from the guidance that Disposition Value is required for Lease Terminations. What does Disposition Value represent for Lease Terminations?**

The Disposition Value should represent the Government's gross cost avoidance. This is basically the cost savings for an early termination of a lease. The Disposition Value you enter in FIMS must be  $\geq$  \$0. We anticipate in most cases, the Disposition Value will be greater than \$0.

5. **Can the Net Proceeds be a negative number?**

Yes, in some cases it could be a negative number. The Net Proceeds represent the Government's gross cost avoidance minus any Government cost associated with terminating the lease before the expiration date of the contract. The cost associated with returning the property back to the owner could be greater than the Government's gross cost avoidance. For example, if the terms of the lease require we pay full value for an early termination and we had to spend an additional \$50K to prepare the property to return back to the owner, then the Net Proceeds would be -\$50K (negative \$50K).

6. **Is it possible for the Disposition Value and Net Proceeds to be the same value?**  
Absolutely. If there were no repair cost associated with returning the property back to the owner, then the Net Proceeds would be the same as the Disposition Value.

7. **Should the Federal Transfer disposition method be selected when I have a building that was transferred from one Headquarters Program Office to another?**

No, Federal Transfer should only be used in the event a real property asset was transferred to another federal agency such as Department of Defense (DOD). It is not intended to reflect internal transfers within Programs, Contractors, Local Government or the Public. When Federal Transfer is used for disposition, the Recipient data field must contain the name of the federal agency the real property asset was transferred to.

8. **If I have a real property asset that was transferred to another Program within DOE and as a result of that transfer, the asset should now belong under another Site, how do I get the asset moved to the other Site?**

First, and this is important, the Headquarters Program office in FIMS should not be changed without documentation from the receiving Program as well as the Program who is disposing of the asset. It is also important that the appropriate Headquarters Program office representatives have received copies of this documentation as well. Documentation can be in the form of a letter or email.

Now, regarding the question about how to get a real property asset moved to the other Site. For instances such as this, please contact the FIMS Hotline (301) 903-0850 so that the record can be easily moved within the FIMS database. Having the FIMS Hotline migrate the record will help to ensure the integrity and consistency of our year-end reporting remains intact.

9. **As a result of our recent FIMS validation, we determined that a duplicate record exists in our building inventory. Since, we can no longer delete records from FIMS, how do I remove this record from FIMS?**

From the Disposition window within FIMS, you will select "Admin Correction/No Disposal" as the Disposition Method. In addition, it is important that you make a notation in the Notes window explaining the reason for this type of disposition. In this case, you will simply state the record was found to be a duplicate as a result of your recent validation and it was necessary to remove it from your building inventory. This saves us from having to contact you at the end of the fiscal year for an explanation. Once done, subsequently archive the record in FIMS.

10. **Is there any other disposition method that requires me to put an explanation in the Notes window?**

Yes, when you select 'Other Disposition' as your disposition method, you will need to provide an explanation in the Notes window.

11. **I usually enter my real property dispositions in FIMS throughout the fiscal year and then archive those assets all at once at the end of the year. Does this cause any problems?**

Disposition data is of enormous interest to the Office and Management and Budget (OMB). Each quarter, the Department is required to update the disposition targets and provide a status for OMB. Having you wait until the end of the fiscal year to perform the archives, prevents us from providing accurate data to OMB. It is required that you archive your real property assets once you have input the disposition data in FIMS.

**12. When do all of the FY08 dispositions need to be archived in FIMS?**

All assets that were disposed of in FY08 need to be archived by November 14, 2008.

**13. When can I begin to archive my FY09 dispositions?**

Assets disposed of in FY09 can be archived in FIMS after you receive notification that the November 17, 2008 FRPC snapshot has been completed.

**14. If I archive an asset in FIMS between October 1, 2008 and November 17, 2008, will it count towards the FY08 bank?**

Assets archived between October 1, 2008 and November 17, 2008 will be counted towards the FY08 bank as long as the Status Date is within FY08 (Oct 1, 2007 – Sept 30, 2008).

**Operating Cost**

**15. When can I begin to input my FY08 Operating Cost values?**

You can begin to input your FY08 Operating Cost values on October 1, 2008.

**16. Do I have to input all of the asset level operating cost values?**

Each operating cost component must be input at the Site level on the FRPP Report window within FIMS. These site level fields are required and must be fully populated. They are to represent total site cost. If you have actual cost at the constructed asset level (i.e., buildings, OSF, trailer), then you are encouraged to input those costs on the Maintenance window in FIMS for the individual asset. However, do not reduce the site operating cost as a result of any values input at the constructed asset level.

**17. When will the FIMS operating cost allocation occur this year?**

The allocation of site level cost to the constructed asset level for buildings and real property trailers will occur immediately prior to the FRPC Headquarters snapshot. This year, the FRPC snapshot will be taken on Monday, November 17, 2008. The allocation will occur at 6am on this date.

**18. Even if I don't have asset level operating cost, there are some assets that I know should not receive an allocation from the site level cost. How do I prevent this from happening?**

To prevent allocation of an operating cost component to an asset simply input \$0 in the appropriate field. Please keep in mind that FIMS only allocates to buildings and real property trailers. No costs are allocated to OSF's.

**Schedule**

**19. I noticed from the year-end schedule on the FIMS website, the FRPC snapshot will be taken earlier this year. Why has the schedule changed from years past?**

As we have mentioned many times on conference calls and at workshops, the information we report to the FRPP is highly visible to the Office of Management and Budget (OMB). In addition, the DOE scorecard reflects reported FIMS completeness/data quality. As a result of this, we feel additional time is needed to ensure the accuracy and completeness of the data we are reporting. We found last year that 2 weeks is simply not enough time to do the types of analysis we feel is necessary to be comfortable with the report. Once the analysis of the data is complete, we still have to load, stage, validate and confirm the data in the FRPP. All of this must be completed by December 15, 2008.

20. **When is the absolute deadline for entering all of my FY08 data updates into FIMS and when can I begin FY09 data updates?**

All FY08 FIMS data updates must be completed by November 14, 2008. FY09 data updates can be made in FIMS after you receive notification that the November 17, 2008 FRPC snapshot has been completed.

21. **When can I begin to input my FY08 Deferred Maintenance values?**

You can begin to input your FY08 Deferred Maintenance values on August 1, 2008.

### **General**

22. **I do not have a street address for my real property asset. What should I input for the Main Location?**

For assets with no street address, you can input the street address of the main gate. If your asset is not located at the Site, then it is acceptable to report the zip code. Please keep in mind that the Main Location should not include the following: Street Corners or Cross Roads; Building Name and Numbers; City, State, PO Boxes; or a combination of street address with the zip code.

23. **If I have a building that is outgranted to a tenant not associated with the federal government, what value should I select for the Using Organization, '8900 DOE' or '9999 Non-Federal Entities (Private Sector)'?**

If a non-federal government entity is occupying the building, then you will select '9999 Non-Federal Entities (Private Sector)' for the Using Organization.

24. **If I have a building that a DOE contractor is occupying, what do I select for the Using Organization?**

If DOE or a DOE contractor is occupying the building, then you will select '8900 DOE' for the Using Organization.

25. **If DOE is responsible for maintaining the condition of a DOE or Contractor leased building, what should I be populating in FIMS?**

For DOE and Contractor leases where DOE is responsible for the maintenance, you will be required to input the Deferred Maintenance on the maintenance window and set the Interior

and/or Exterior Maintenance fields on the Ingrant2 window to Grantee. In addition, the Other Cost field on the Ingrant2 window should reflect the total Operating and Maintenance (O&M) cost.

**26. If DOE is not responsible for maintaining the condition of a DOE or Contractor leased building, am I required to report Deferred Maintenance?**

If DOE is not responsible for maintenance of a DOE or Contractor leased building, you will simply input \$0 for the Deferred Maintenance. In addition, ensure that the Interior and Exterior Maintenance fields on the Ingrant2 window are set to Grantor.